

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
Thursday, January 21, 2021**

DATE: Thursday, January 21, 2021

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/](http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22_-_COVID-19_Declaration_of_Emergency_Directive_006/) this meeting will take place online via Webex. Connection information is listed on page 5.

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

I. Roll Call and Pledge of Allegiance

II. Public Comment

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

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

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

IV. Approval of Proposed Minutes (For possible action)

- A. Regular Board Meeting, November 12, 2020
- B. Special Board Meeting, December 4, 2020
- C. Regular Board Meeting, December 17, 2020
- D. Special Board Meeting, January 8, 2021

V. Presentation on the upcoming 2021 Legislative Session by Chelsea Capurro of the Griffin Company.

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VI. Chair's Report

- A. Possible Board discussion regarding the Chair's report.

VII. Library Reports

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

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

A. Acting Executive Director's Report - Fred James

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

VIII. Unfinished Business

None

IX. New Business

- A. Discussion and possible Board action to appoint the Mesquite QALICB, Inc. Board of Directors.
- B. Discussion and possible Board action regarding contract award for outsourced Call Center operations, provided by Unique Integrated Communications, for three years with options to extend the contract for four one-year renewals.
- C. Discussion and possible Board action regarding contract award for the purchase of theater lighting equipment for various District locations.

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- D. Discussion and possible Board action regarding contract award for services with Jane Whisner of Destiny Executive Search Group, to conduct an in-state search for an Auditor.

X. Announcements

The next Board Meeting will be held Thursday, February 11, at 6:00 p.m. via Webex and in a location to be determined.

XI. 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.

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

XIII. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL ALLISON BOYER AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE 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/>.

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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, January 14, 2021, 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:

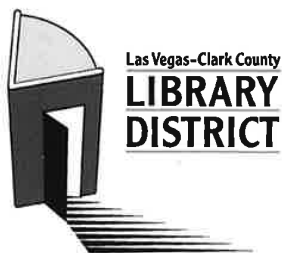
- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
 - 1. Clark County Library
1401 E. Flamingo Road
Las Vegas, NV 89119
 - 2. East Las Vegas Library
2851 E Bonanza Road
Las Vegas, NV 89101
 - 3. 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

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- 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): 146 045 5934
Password: 012121RBM
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial [1460455934@lvccld.webex.com](tel:1460455934)
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.



ITEM V.

AGENDA ITEM

JANUARY 21, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #V.: Presentation on the Upcoming 2021 Legislative Session by Chelsea Capurro of The Griffin Company.

Ms. Capurro has provided the attached lists of Nevada Assembly and Senate Committees. She will provide the board with an update on the 2021 Legislative Session and the status of Library District BDR 167.

Recommended Action: For discussion only.

**ASSEMBLY STANDING COMMITTEES
EIGHTY-FIRST SESSION—2021
PERMANENT SCHEDULE OF MEETINGS**

(For each committee, the Chair is named first, the Vice Chair second, followed by majority party members in alphabetical order and then minority party members in alphabetical order.)

COMMITTEE	ROOM NO.	MEMBERSHIP	DAY AND TIME				
			Monday	Tuesday	Wednesday	Thursday	Friday
COMMERCE AND LABOR	4100	Sandra Jauregui, Maggie Carlton, Venicia Considine, Bea Duran, Edgar Flores, Jason Frierson, Susie Martinez, Elaine Marzola, Jill Dickman, Melissa Hardy, Heidi Kasama, P.K. O'Neill, Jill Tolles	1:30 p.m.		1:30 p.m.		1:30 p.m.
EDUCATION	3138	Shannon Bilbray-Axelrod, Brittney Miller, Bea Duran, Edgar Flores, Michelle Gorelow, Elaine Marzola, Rochelle Nguyen, Selena Torres, Alexis Hansen, Melissa Hardy, Lisa Krasner, Richard McArthur, Jill Tolles		1:30 p.m.		1:30 p.m.	
GOVERNMENT AFFAIRS	3143	Edgar Flores, Selena Torres, Natha Anderson, Alex Assefa, Venicia Considine, Bea Duran, Susie Martinez, Clara Thomas, Annie Black, Jill Dickman, John Ellison, Andy Matthews, Richard McArthur	8 a.m.	8 a.m.	8 a.m.	8 a.m.	8 a.m.
GROWTH AND INFRASTRUCTURE	3143	Daniele Monroe-Moreno, Howard Watts, Alex Assefa, C.H. Miller, Sarah Peters, Shondra Summers-Armstrong, Steve Yeager, John Ellison, Glen Leavitt, Tom Roberts, Jim Wheeler		1:30 p.m.		1:30 p.m.	
HEALTH AND HUMAN SERVICES	3138	Rochelle Nguyen, Sarah Peters, Teresa Benitez-Thompson, Michelle Gorelow, David Orentlicher, Shondra Summers-Armstrong, Clara Thomas, Annie Black, Gregory Hafen II, Lisa Krasner, Andy Matthews, Robin Titus	1:30 p.m.		1:30 p.m.		1:30 p.m.
JUDICIARY	3138	Steve Yeager, Rochelle Nguyen, Shannon Bilbray-Axelrod, Lesley Cohen, Cecelia González, Elaine Marzola, C.H. Miller, David Orentlicher, Shondra Summers-Armstrong, Alexis Hansen, Melissa Hardy, Heidi Kasama, Lisa Krasner, P.K. O'Neill, Jim Wheeler	8 a.m.	8 a.m.	8 a.m.	8 a.m.	8 a.m.
LEGISLATIVE OPERATIONS AND ELECTIONS	3142	Brittney Miller, Sandra Jauregui, Jason Frierson, Cecelia González, Daniele Monroe-Moreno, Clara Thomas, Selena Torres, Jill Dickman, Glen Leavitt, Andy Matthews, Richard McArthur		4 p.m.		4 p.m.	
NATURAL RESOURCES	3138	Howard Watts, Lesley Cohen, Natha Anderson, Alex Assefa, Maggie Carlton, Cecelia González, Susie Martinez, Annie Black, John Ellison, Alexis Hansen, Robin Titus, Jim Wheeler	4 p.m.		4 p.m.		
REVENUE	4100	Lesley Cohen, Teresa Benitez-Thompson, Natha Anderson, Shannon Bilbray-Axelrod, Venicia Considine, C.H. Miller, David Orentlicher, Steve Yeager, Gregory Hafen II, Heidi Kasama, P.K. O'Neill, Tom Roberts		4 p.m.		4 p.m.	
WAYS AND MEANS	3137	Maggie Carlton, Daniele Monroe-Moreno, Teresa Benitez-Thompson, Jason Frierson, Michelle Gorelow, Sandra Jauregui, Brittney Miller, Sarah Peters, Howard Watts, Gregory Hafen II, Glen Leavitt, Tom Roberts, Robin Titus, Jill Tolles	8 a.m.	8 a.m.	8 a.m.	8 a.m.	8 a.m.
SPEAKER – Jason Frierson			MINORITY FLOOR LEADER – Robin Titus				
SPEAKER PRO TEMPORE – Steve Yeager			CO-DEPUTY MINORITY FLOOR LEADER SOUTH – Tom Roberts				
MAJORITY FLOOR LEADER – Teresa Benitez-Thompson			CO-DEPUTY MINORITY FLOOR LEADER NORTH – Jill Tolles				
ASSISTANT MAJORITY FLOOR LEADER – Daniele Monroe-Moreno			MINORITY WHIP – Glen Leavitt				
MAJORITY WHIP – Edgar Flores			ASSISTANT MINORITY WHIP SOUTH – Gregory Hafen II				
ASSISTANT MAJORITY WHIP – Sandra Jauregui			ASSISTANT MINORITY WHIP NORTH – Lisa Krasner				

PHONE NUMBERS OF ASSEMBLY MEMBERS**

**All phone numbers below use area code 775, prefix 684. From the Las Vegas area, call 702-486-2626. For all other Nevada areas, call toll-free numbers, 1-800-978-2878 or 1-800-995-9080.

ANDERSON, NATHA 8841	COHEN, LESLEY 8855	FRIERSON, JASON 8537	JAUREGUI, SANDRA 8821	MATTHEWS, ANDY 8505	O'NEILL, P.K. 8825	TITUS, ROBIN 8507
ASSEFA, ALEX 8803	CONSIDINE, VENICIA 8801	GONZALEZ, CECELIA 8595	KASAMA, HEIDI 8827	MCARTHUR, RICHARD 8829	ORENTLICHER, DAVID 8577	TOLLES, JILL 8837
BENITEZ-THOMPSON, TERESA 8845	DICKMAN, JILL 8563	GORELOW, MICHELLE 8573	KRASNER, LISA 8848	MILLER, BRITTNEY 8833	PETERS, SARAH 8559	TORRES, SELENA 8599
BILBRAY-AXELROD, SHANNON 8847	DURAN, BEA 8553	HAFEN II, GREGORY 8805	LEAVITT, GLEN 8503	MILLER, C.H. 8587	ROBERTS, TOM 8853	WATTS, HOWARD 8835
BLACK, ANNIE 8857	ELLISON, JOHN 8831	HANSEN, ALEXIS 8851	MARTINEZ, SUSIE 8819	MONROE-MORENO, DANIELE 8509	SUMMERS-ARMSTRONG, SHONDRA 8545	WHEELER, JIM 8843
CARLTON, MAGGIE 8597	FLORES, EDGAR 8583	HARDY, MELISSA 8823	MARZOLA, ELAINE 8539	NGUYEN, ROCHELLE 8541	THOMAS, CLARA 8569	YEAGER, STEVE 8549

12/2/20

2021 SENATE STANDING COMMITTEES 81ST SESSION MEMBERSHIP, SCHEDULE AND LOCATION OF MEETINGS								
COMMITTEE NAME	ROOM #	D/R	MEMBERSHIP	DAY AND TIME				
				<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>
Commerce and Labor	2134	D-4/R-3	Spearman (C), Cancela (VC), Scheible, Lange, Hardy, Settelmeyer, Pickard	8 a.m.		8 a.m.		8 a.m.
Education	2134	D-4/R-3	Denis (C), Dondero Loop (VC), Neal, Lange, Hardy, Hammond, Buck	1 p.m.		1 p.m.		1 p.m.
Finance	1214	D-5/R-4	Brooks (C), Denis (VC), Cannizzaro, Ratti, Dondero Loop, Kieckhefer, Goicoechea, Hammond, Gansert	8 a.m.	8 a.m.	8 a.m.	8 a.m.	8 a.m.
Government Affairs	2149	D-3/R-2	Dondero Loop (C), Ohrenschall (VC), Neal, Goicoechea, Hansen	3:30 p.m.		3:30 p.m.		3:30 p.m.
Growth and Infrastructure	2144	D-3/R-2	Harris (C), Brooks (VC), Spearman, Hammond, Pickard	3:30 p.m.		3:30 p.m.		3:30 p.m.
Health and Human Services	2134	D-3/R-2	Ratti (C), Spearman (VC), Harris, Hardy, Kieckhefer		3:30 p.m.		3:30 p.m.	
Judiciary	2135	D-5/R-3	Scheible (C), Cannizzaro (VC), Cancela, Ohrenschall, Harris, Settelmeyer, Hansen, Pickard	1 p.m.	1 p.m.	1 p.m.	1 p.m.	1 p.m.
Legislative Operations and Elections	2149	D-3/R-2	Ohrenschall (C), Lange (VC), Cannizzaro, Gansert, Buck		3:30 p.m.		3:30 p.m.	
Natural Resources	2144	D-3/R-2	Cancela (C), Scheible (VC), Brooks, Goicoechea, Hansen		3:30 p.m.		3:30 p.m.	
Revenue and Economic Development	2149	D-3/R-2	Neal (C), Ratti (VC), Denis, Kieckhefer, Gansert		1 p.m.		1 p.m.	



ITEM VII.A.

THERE IS NO EXECUTIVE DIRECTOR'S REPORT IN THE PACKET.

MR. JAMES WILL GIVE HIS REPORT VERBALLY

AT

THE JANUARY 21, 2021 BOARD MEETING.

ITEM VII.A.1.a.



MEMORANDUM

TO: Fred James, Acting Executive Director
FROM: Leo Segura, Acting Library Operations Director
DATE: January 07, 2021
SUBJECT: Library Operations Activity Report, January 2021

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **November 1, 2020 – December 31, 2020**.

LIBRARY OPERATIONS ADMINISTRATION

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

- Continue to analyze current operations and branch staffing needs.
- Monitored and recorded weekly statistical measures for gate count, circulation, and computer use.
- Worked with Executive Assistant, **Allison Boyer** to compile and report annual Nevada Library Statistics.
- 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 and during closure to assist with quarantine, check-in, shelving, and filling of holds requests.
- Created spreadsheet to collect an hourly headcount at library branches to ensure we comply with the 25% capacity mandate for libraries.
- Presented Early Hours analysis to the Executive Council and implemented suggested changes.
- Participated in Curbside Service evaluation and planning meeting with Acting Director, **Fred James** and Acting Assistant Director **Danielle Milam**.

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- Attended and participated on Labor Management meeting with Human Resources Director **Jeff Serpico**, Teamster 14, and Shop Stewards.
- Conducted Library Discipline and Security Team Meeting and responded to two patron trespass appeals.
- Conducted monthly Branch Managers meetings via WebEx.
- Attended the Circulation Department Heads Meeting led by **Sufa Anderson**.
- Participated on Clark County School District (CCSD) Library Card Project with Acting Assistant Director, **Danielle Milam**, and IT Director **Al Prendergast** along with leadership from North Las Vegas Library District, Henderson Libraries, Boulder City Library District and CCSD.
- Conducted job interviews for Clark County Youth Services Department Head position.
- Worked with Designer Justin Ocampo to accept a donation of a HP DesignJet Plotter from Attanasio Landscape Architecture which will be used at the Sahara West Library, Just for Teens.
- Worked closely with Digital Content Manager **Ryan Simoneau** and Senior Project Associate **Paula Loop** on Technology & Business Services to answer and resolve patron comments and concerns.
- Worked closely with Human Resources Director **Jeff Serpico**, Acting Assistant Director **Danielle Milam**, Acting General Services Director **John Vino**, and Acting Director **Fred James** on design concepts for *Digital Program Production Studio*.
- Assisted **Human Resources** with responding to staff using the District's protocols for responding to confirmed cases of COVID-19 or symptomatic staff.
- Assisted HRIS Manager **Glodia Thomas** with Close of Payroll Coding.
- Fielded customer issues and complaints via Administration email, Administrative Response Telephone voice mail, and in-person.
- Worked with branches through closure checklist.
- Worked with IT Department, Branding and Marketing, General Services, and Access Services to prepare for closure.
- Conducted weekly update meetings with direct reports.
- Worked closely with Acting General Services Director **John Vino** and Safety Manager **Nicole Baker** to monitor branch safety and security incidents.

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Regional Manager Update

Acting Regional Library Operations Manager, **Cherrie Delaney** reported the following highlights:

- Conducted site visits to:
 - Blue Diamond Library
 - Goodsprings Library
 - Mt. Charleston Library
- Conducted Outlying Branch Associates Meeting.
- Compiled and reported required monthly statistical reports.
- Fielded Person-In-Charge (PIC) and branch operations calls.
- Conducted WebEx budget training/refresher and money handling review for all New and Acting Branch Managers.
- Stocked and distributed branch PPE including masks, gloves, aprons, and face shields.
- Conducted Interviews for Multiservices Assistant at Enterprise Library and Outlying Associate at Mesquite Library, and Bunkerville Library.
- Worked with Financial Services to verify budgeted positions for Library Operations.
- Participated on Employee Relations issues with HR.
- Monitored Administration Email.
- Emptied book drops and placed materials in quarantine for various outlying branches.
- Worked with Branding and Marketing and General Services on Closure Signage.
- Distributed earphones for use by Youth Services teen patrons.
- Distributed web cameras and microphones in conjunction with IT out to branches so staff could participate in online meetings and trainings.
- Assisted HRIS Manager **Glodia Thomas** with Close of Payroll Coding.
- Attended Circulation Department Head Meeting conducted by Access Services Manager **Sufa Anderson**.
- Attended Kronos Upgrade meeting with Human Resources.
- Worked with the Clark County Voter Registration Department to make sure all our registrars take their yearly training.

BRANCH OPERATIONS

From November – December 15, 2020, all branches continued full operations except the Meadows Library, which is limited due to City of Las Vegas restrictions. This branch offered Vegas Strong library support to the school kids enrolled in the Stupak Community Center's Vegas Strong Academy and continued curbside service to the general public.

Staff at Urban Branches continue to shift schedules to support Extra, Early Hours for Students. During the month of October, staff served 1,046 students and loaned 71 devices. For November they served 766 students and loaned 54 devices. Word from staff was that when we reopened on January 4, 2021, there were a number of teens ready to use our Wi-Fi to attend their schools.

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Teen Services Department Head **Megan Nykodym** used a \$10,000 Best Buy Tech Refresh and retool Grant to bolster equipment and supplies for the Best Buy Teen Tech Center at the Clark County Library. Tech selected included iPads, 3D printer nozzles, filament, and supplies for the Cricut Maker Machine among others.

Spring Valley Library Branch Manager, **Lea Ciminelli** reports that, "You might have noticed the long line and larger than normal crowds in our already small YS section. It's kids and families wanting tutoring services. It's great that so many patrons like this service-we're very thankful, but on the downside, it's created a breakdown in proper social distancing. Never one to shy away from solving a problem, Youth Services Department Head, **Juliette Loeb** and her staff formulated a plan and got approval from Development Officer **Sherry Walker** to have the kids make an appointment for tutoring. This actually helps the tutors and us to spread out the kids in 30 minute blocks, reducing the onslaught of families clamoring for the first spot at 4 p.m."

Before the December 16 closure, we were able to notify our patrons of the approaching pause in service. This allowed patrons to stock-up on items they would need over the closure. Sahara West Branch Manager, **Lorinda Soto** compared the Tuesday before we closed, December, 15, with the prior Tuesday, December, 8. Here are the results for Sahara West Library which show a 391% increase for Sahara West and a 214% District Wide increase in physical item activity causing some to muse that we should announce a closure periodically but not actually close:

12/8 Sahara West = 1,154 items checked out, District = 16,035

12/15 Sahara West = 4,513 items checked out, District = 34,373

Over the closure, all exempt staff or Persons-in-Charge (PICs) came in to work four (4) hours each day. Sahara West PICs accomplished the following:

- Processed 232 boxes quarantined items through the sorter, placed on carts and arranged and organized the carts
- Put 74 boxes of returned materials into quarantine
- Put a dozen donation boxes in quarantine
- Filled 19 red bins (that's all the supply we had)
- Filled 18 boxes of transit items when they ran out of bins
- Shelved almost every item processed so we have an ample supply of carts available
- Processed mail
- Processed hold requests so they would be ready for patrons when we reopened
- Completed bid vacation requests
- Worked on schedules for reopening and early hours
- Routinely communicated with staff
- Supervisors entered and confirmed hours for all employees

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-Some weeding and stocking of displays was also completed

These types of activities occurred at every library. Additionally, 245 patron phone calls and over 40 Administrative emails were answered. Of the phone calls, 72 were about fines and fees and 47 were about library hours.

STAFF UPDATES

Library Operations would like to congratulate staff on the following changes and promotions:

- **Kristine Gibson** was awarded the Youth Services Department Head at Clark County Library.
- **Rina Huettner** was awarded the full-time Adult Services Assistant position at Sahara West Library. She previously worked part-time at Sahara West, and full-time at West Las Vegas. Congratulations Rina!
- **Danny Jacobs** was awarded the full-time Multiservices Assistant at West Las Vegas Library. They promoted from the West Las Vegas Youth Department.
- **Anjelica Moore** was awarded the part-time Multiservice Assistant at Enterprise Library. She promoted from Page at Enterprise Library
- **Melanie Cisneros** was awarded the District-Wide Librarian Position with Library Operations. She previously worked at Sunrise Library Adult Services.
- **Rona Johnson** permanently transferred as Assistant Branch Manager from Sunrise to Rainbow Library.
- **Amanda Tuttobene** permanently transferred to the Sunrise Library. She previously worked at Mount Charleston and Summerlin Libraries.

The District said farewell and best wishes for whatever comes next to the following Library Operations staff:

- **Zully Mejia**, Outlying Assistant at Moapa Valley Library
- **Mariah Birnbaum**, Adult Services Assistant, Spring Valley Library
- **Leslie Mendez**, Outlying Assistant, Mesquite Library
- **Catherine Lo**, East Las Vegas Computer Lab

Other

- **District-Wide** staff continued to be “parked” at assigned branches until further notice.

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MONTHLY STATISTICS

The total circulation for the month of October 2020 was 767,718 which is 78% of the pre-pandemic October 2019 circulation of 981,098. Of this total, eMedia circulation was 265,635, which is a 14% increase from the prior year's 233,567 total.

In October 2020, 343,162 patrons entered our libraries, which is a 68% of the pre-pandemic October 2019 gate count of 505,425. Staff issued 4,757 new library cards; conducted 15 computer classes for 21 participants; and answered 34,304 reference questions. Internet sessions in the library during the month totaled 99,827. Wi-Fi usage recorded at 60,358.

The Best Buy Teen Tech Center staff offered 103 programs with a total attendance of 702 teens.

Additionally, Windmill Library staff issued 48 passports for a total of \$2,253 in execution and photo fees.

The total circulation for the month of November 2020 was 731,888 which is 77.5% of the pre-pandemic November 2019 circulation of 943,807. Of this total, eMedia circulation was 258,090, which is a 10.7% increase from the prior year's 233,047 total.

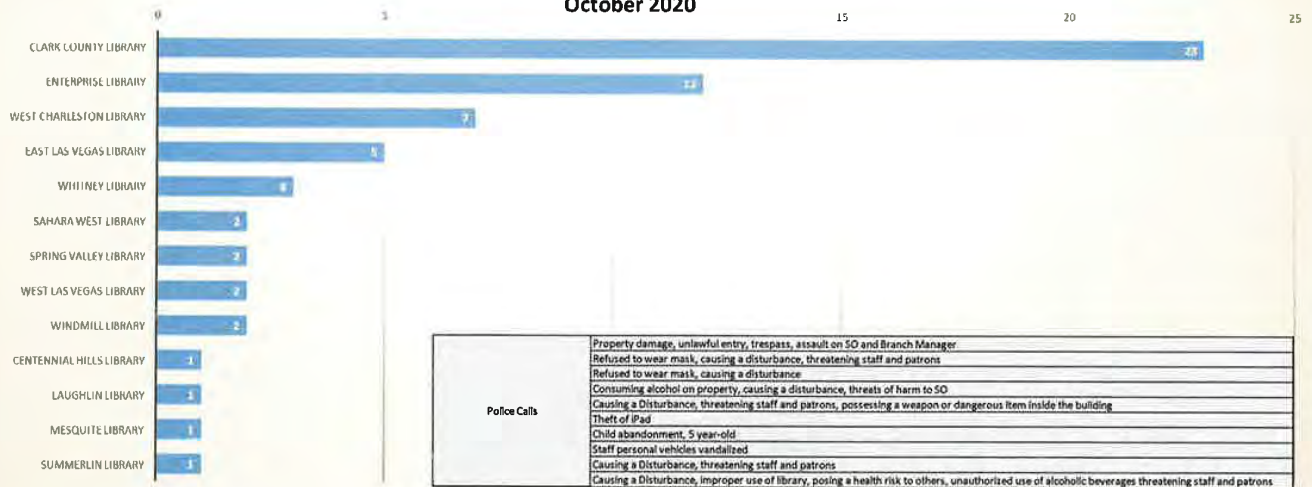
In November 2020, 264,456 patrons entered our libraries, which is 58.2% of pre-pandemic prior year's November 2019 gate count of 454,323. Staff issued 3,968 new library cards; conducted 14 computer classes for 22 participants; and answered 30,304 reference questions. Internet sessions in the library during the month totaled 84,762. Wi-Fi usage recorded at 52,387.

The Best Buy Teen Tech Center staff offered 87 programs with a total attendance of 1,154 teens.

Additionally, Windmill Library staff issued 45 passports for a total of \$1,525 in execution and photo fees.

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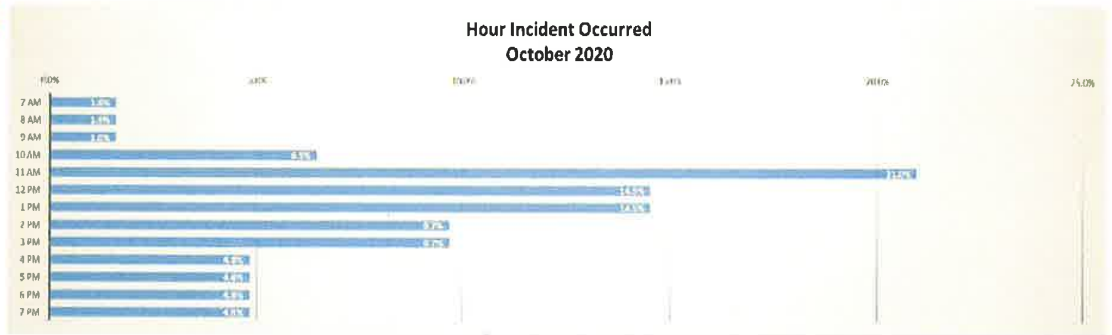
Incidents By Branch October 2020



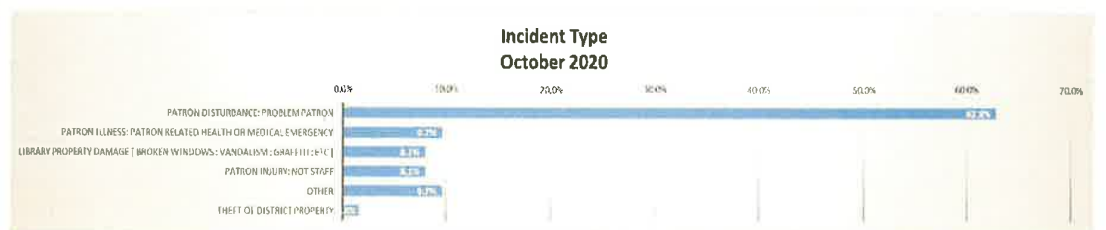
	Branch	Incident Reports				Nov-18 to Oct-19	Nov-19 to Oct-20	Difference	% Change
		Oct-19	Oct-20	Difference	% Change				
Urban Branches	CENTENNIAL HILLS LIBRARY	1	1	0	0.0%	20	12	-8	-40.0%
	CLARK COUNTY LIBRARY	14	23	9	64.3%	184	175	-9	-4.9%
	EAST LAS VEGAS LIBRARY	0	5	5	100.0%	21	37	16	76.2%
	ENTERPRISE LIBRARY	2	12	10	500.0%	52	39	-13	-25.0%
	MEADOWS	0	0	0	0.0%	3	0	-3	-100.0%
	RAINBOW LIBRARY	2	0	-2	-100.0%	30	19	-11	-36.7%
	SAHARA WEST LIBRARY	5	2	-3	-60.0%	54	17	-37	-68.5%
	SPRING VALLEY LIBRARY	2	2	0	0.0%	41	31	-10	-24.4%
	SUMMERLIN	2	1	-1	-50.0%	22	7	-15	-68.2%
	SUNRISE LIBRARY	0	0	0	0.0%	27	10	-17	-63.0%
	WEST CHARLESTON LIBRARY	7	7	0	0.0%	50	47	-3	-6.0%
	WEST LAS VEGAS LIBRARY	11	2	-9	-81.8%	64	51	-13	-20.3%
	WHITNEY LIBRARY	17	3	-14	-82.4%	134	54	-80	-59.7%
	WINDMILL LIBRARY	1	2	1	100.0%	45	31	-14	-31.1%
	Urban Total	64	60	-4	-6.3%	832	530	-302	-36.3%

	Branch	Incident Reports				Nov-18 to Oct-19	Nov-19 to Oct-20	Difference	% Change
		Oct-19	Oct-20	Difference	% Change				
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	0	4	4	100.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	0	0	0	0.0%	1	1	0	0.0%
	LAUGHLIN LIBRARY	1	1	0	0.0%	11	7	-4	-36.4%
	MESQUITE LIBRARY	4	1	-3	-75.0%	37	16	-21	-56.8%
	MOAPA TOWN	0	0	0	0.0%	0	2	2	100.0%
	MOAPA VALLEY	0	0	0	0.0%	0	1	1	100.0%
	MT CHARLESTON	0	0	0	0.0%	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	5	2	-3	-60.0%	52	31	-21	-40.4%
	Grand Total	69	62	-7	-10.1%	884	561	-323	-36.5%

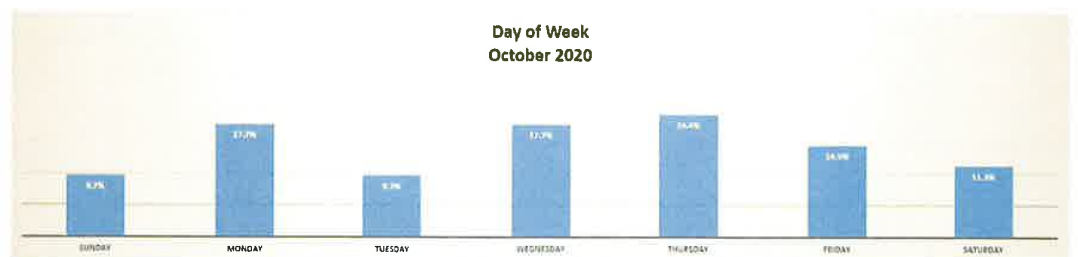
Hour	Total	%
7 AM	1	1.6%
8 AM	1	1.6%
9 AM	1	1.6%
10 AM	4	6.5%
11 AM	13	21.0%
12 PM	9	14.5%
1 PM	9	14.5%
2 PM	6	9.7%
3 PM	6	9.7%
4 PM	3	4.8%
5 PM	3	4.8%
6 PM	3	4.8%
7 PM	3	4.8%
Total	62	100.0%



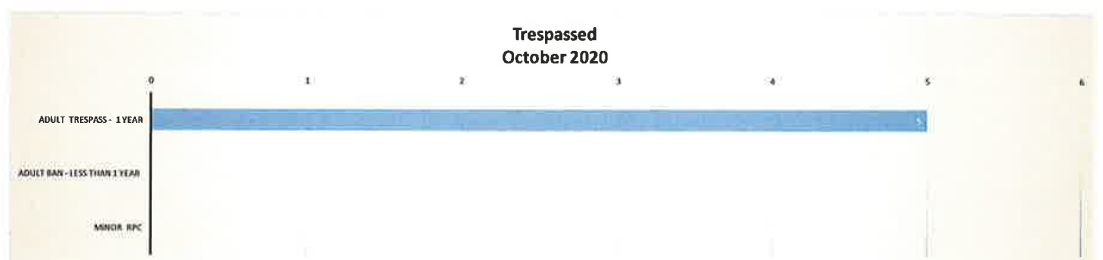
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	39	62.9%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	6	9.7%
LIBRARY PROPERTY DAMAGE [BROKEN WINDOWS: VANDALISM: GRAFFITI: ETC]	5	8.1%
PATRON INJURY: NOT STAFF	5	8.1%
OTHER	6	9.7%
THEFT OF DISTRICT PROPERTY	1	1.6%
Grand Total	62	100.0%
Police Called	10	

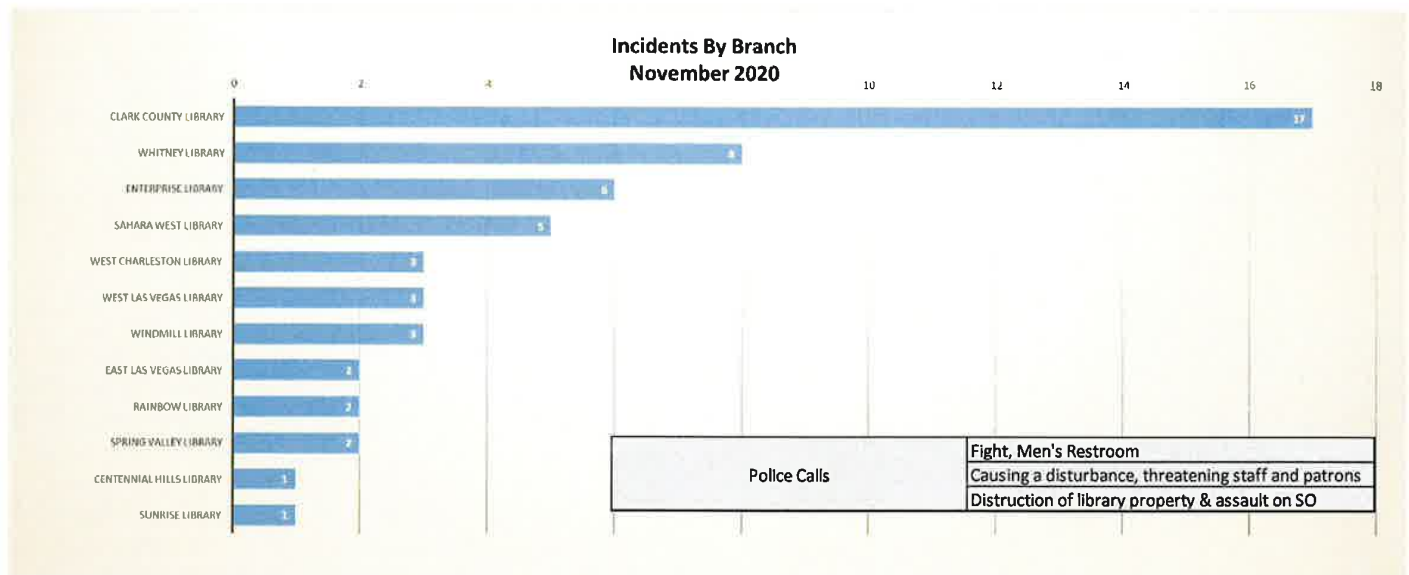


Day of Week	Total	%
Sunday	6	9.7%
Monday	11	17.7%
Tuesday	6	9.7%
Wednesday	11	17.7%
Thursday	12	19.4%
Friday	9	14.5%
Saturday	7	11.3%
Grand Total	62	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	5
ADULT BAN - LESS THAN 1 YEAR	0
Minor RPC	0

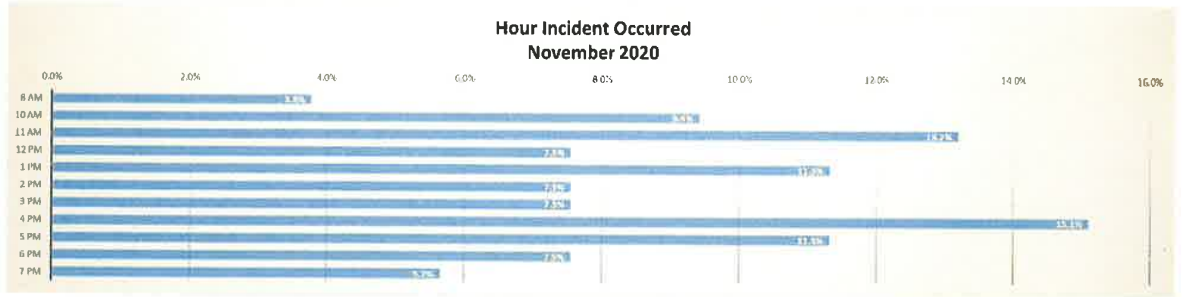




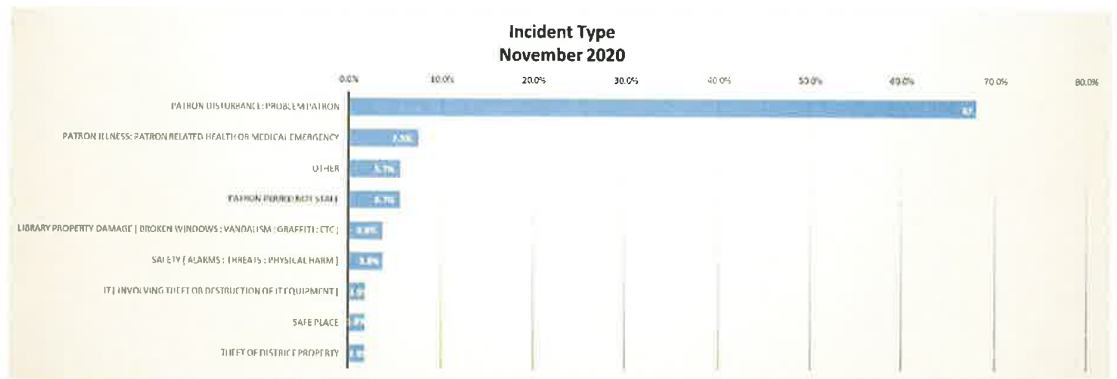
	Branch	Incident Reports				Dec-18		Dec-19			
		Nov-19	Nov-20	Difference	% Change	to Nov-19	to Nov-20	Difference	% Change		
Urban Branches	CENTENNIAL HILLS LIBRARY	3	1	-2	-66.7%	23	10	-13	-56.5%		
	CLARK COUNTY LIBRARY	14	17	3	21.4%	186	178	-8	-4.3%		
	EAST LAS VEGAS LIBRARY	3	2	-1	-33.3%	25	35	10	40.0%		
	ENTERPRISE LIBRARY	2	6	4	200.0%	47	43	-4	-8.5%		
	MEADOWS	0	0	0	0.0%	3	0	-3	-100.0%		
	RAINBOW LIBRARY	1	2	1	100.0%	29	20	-9	-31.0%		
	SAHARA WEST LIBRARY	1	5	4	400.0%	53	21	-32	-60.4%		
	SPRING VALLEY LIBRARY	4	2	-2	-50.0%	42	29	-13	-31.0%		
	SUMMERLIN	2	0	-2	-100.0%	24	5	-19	-79.2%		
	SUNRISE LIBRARY	3	1	-2	-66.7%	25	7	-18	-72.0%		
	WEST CHARLESTON LIBRARY	5	3	-2	-40.0%	50	45	-5	-10.0%		
	WEST LAS VEGAS LIBRARY	16	3	-13	-81.3%	73	40	-33	-45.2%		
	WHITNEY LIBRARY	5	8	3	60.0%	136	57	-79	-58.1%		
	WINDMILL LIBRARY	1	3	2	200.0%	44	33	-11	-25.0%		
Urban Total		60	53	-7	-11.7%	845	523	-322	-38.1%		

	Branch	Incident Reports				Dec-18		Dec-19			
		Nov-19	Nov-20	Difference	% Change	to Nov-19	to Nov-20	Difference	% Change		
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%		
	BUNKERVILLE	0	0	0	0.0%	0	4	4	100.0%		
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%		
	INDIAN SPRINGS	0	0	0	0.0%	1	1	0	0.0%		
	LAUGHLIN LIBRARY	3	0	-3	-100.0%	14	4	-10	-71.4%		
	MESQUITE LIBRARY	2	0	-2	-100.0%	37	15	-22	-59.5%		
	MOAPA TOWN	0	0	0	0.0%	0	2	2	100.0%		
	MOAPA VALLEY	0	0	0	0.0%	0	1	1	100.0%		
	MT CHARLESTON	0	0	0	0.0%	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		5	0	-5	-100.0%	55	27	-28	-50.9%		
Grand Total		65	53	-12	-18.5%	900	550	-350	-38.9%		

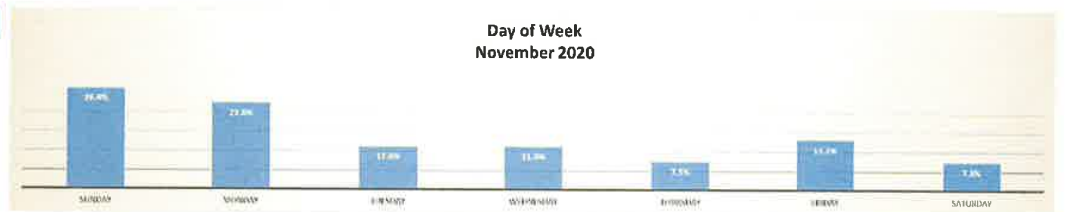
Hour	Total	%
8 AM	2	3.8%
10 AM	5	9.4%
11 AM	7	13.2%
12 PM	4	7.5%
1 PM	6	11.3%
2 PM	4	7.5%
3 PM	4	7.5%
4 PM	8	15.1%
5 PM	6	11.3%
6 PM	4	7.5%
7 PM	3	5.7%
Total	53	100.0%



Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	36	67.9%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	4	7.5%
OTHER	3	5.7%
PATRON INJURY: NOT STAFF	3	5.7%
LIBRARY PROPERTY DAMAGE [BROKEN WINDOWS : VANDALISM : GRAFFITI : ETC]	2	3.8%
SAFETY [ALARMS : THREATS : PHYSICAL HARM]	2	3.8%
IT [INVOLVING THEFT OR DESTRUCTION OF IT EQUIPMENT]	1	1.9%
SAFE PLACE	1	1.9%
THEFT OF DISTRICT PROPERTY	1	1.9%
Grand Total	53	100.0%
Police Called	3	



Day of Week	Total	%
Sunday	14	26.4%
Monday	12	22.6%
Tuesday	6	11.3%
Wednesday	6	11.3%
Thursday	4	7.5%
Friday	7	13.2%
Saturday	4	7.5%
Grand Total	53	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	6
ADULT BAN - LESS THAN 1 YEAR	5
Minor RPC	3



Monthly Statistics
Year over Year
October 2019 / October 2020*

Library	Circulation				2019 Year to Date	2020 Year to Date	Difference	%	Gatecount				2019 Year to Date	2020 Year to Date	Difference	%	
	2019	2020	Difference	%					2019	2020	Difference	%					
Urban Branches	Centennial Hills	50,193	36,925	-13,268	-26%	213,381	143,244	-70,137	-33%	32,653	38,378	5,725	18%	136,488	96,765	-39,723	-29%
	Clark County	39,218	24,094	-15,124	-39%	165,279	92,367	-72,912	-44%	49,322	29,953	-19,369	-39%	191,561	98,380	-93,181	-49%
	Enterprise	32,551	23,579	-8,972	-28%	137,935	91,575	-46,360	-34%	27,516	18,881	-8,635	-31%	111,784	71,118	-40,666	-36%
	East Las Vegas	32,169	15,597	-16,572	-52%	133,876	61,572	-89,134	-67%	37,314	34,718	-2,596	-7%	153,894	114,409	-39,485	-26%
	Meadows	2,968	359	-2,609	-88%	11,027	1,175	-9,852	-89%	3,633	235	-3,398	-94%	13,183	247	-12,936	-98%
	Rainbow	39,423	29,057	-10,366	-26%	173,269	111,356	-61,913	-36%	34,395	24,816	-9,579	-28%	146,252	72,287	-73,965	-51%
	Sahara West	56,175	39,192	-16,983	-30%	240,685	155,598	-85,087	-35%	49,282	23,116	-26,166	-53%	193,897	86,800	-107,097	-55%
	Spring Valley	33,779	22,539	-11,240	-33%	138,082	86,127	-51,955	-38%	32,426	19,357	-13,069	-40%	138,530	70,127	-68,403	-49%
	Summerlin	30,944	21,891	-9,053	-29%	131,870	88,170	-43,700	-33%	30,563	13,649	-16,914	-55%	128,434	50,866	-77,568	-60%
	Sunrise	35,595	20,092	-15,503	-44%	148,067	80,902	-67,165	-45%	27,863	12,879	-14,984	-54%	111,850	48,403	-63,447	-57%
	West Charleston	30,473	19,147	-11,326	-37%	129,972	75,148	-54,825	-42%	26,128	23,270	-2,858	-11%	112,630	67,106	-45,524	-40%
	West Las Vegas	12,691	6,621	-6,070	-48%	56,625	26,347	-30,277	-53%	25,000	17,855	-7,145	-29%	102,227	59,014	-43,213	-42%
	Whitney	33,632	23,211	-10,421	-31%	142,402	89,388	-53,014	-37%	52,338	33,705	-18,633	-36%	212,550	125,689	-86,861	-41%
Windmill	53,110	36,900	-16,210	-31%	224,879	150,143	-74,736	-33%	32,503	19,728	-12,775	-39%	138,402	84,072	-54,330	-39%	
Urban Totals	482,921	319,204	-163,717	-34%	2,047,349	1,256,322	-791,027	-39%	460,936	310,540	-150,396	-33%	1,891,682	1,045,283	-846,399	-45%	
Outlying Branches	Blue Diamond	342	203	-139	-41%	1,186	729	-457	-39%	593	342	-351	-51%	2,486	1,508	-978	-39%
	Bunkerville	482	523	41	9%	2,138	2,405	267	12%	2,473	2,041	-432	-17%	4,470	4,176	-294	-7%
	Goodsprings	1,114	902	-212	-19%	4,840	3,123	-1,717	-24%	517	346	-171	-33%	1,962	1,919	-43	-2%
	Indian Springs	1,510	665	-845	-56%	5,809	3,123	-2,686	-46%	2,556	977	-1,579	-62%	11,079	2,832	-8,247	-74%
	Laughlin	11,437	5,765	-5,672	-50%	46,328	22,347	-23,981	-52%	8,066	7,826	-240	-3%	31,415	19,184	-12,231	-39%
	Mesquite	11,095	9,281	-1,814	-16%	47,576	35,519	-12,057	-25%	16,789	10,501	-6,288	-37%	66,603	39,506	-27,097	-41%
	Moapa Town	731	520	-211	-29%	2,789	1,504	-1,285	-46%	699	472	-227	-32%	2,506	1,732	-774	-31%
	Moapa Valley	6,356	4,261	-2,095	-33%	26,202	16,832	-9,370	-36%	8,379	8,213	-166	-2%	32,792	29,815	-2,977	-9%
	Mt. Charleston	630	443	-187	-30%	2,198	2,050	-148	-7%	885	596	-289	-31%	3,841	2,488	-1,353	-35%
	Sandy Valley	2,025	1,110	-915	-45%	8,273	4,388	-3,885	-47%	1,448	763	-685	-47%	5,689	2,643	-3,046	-54%
	Searchlight	706	499	-207	-29%	2,607	2,152	-455	-17%	1,947	545	-1,402	-72%	5,383	2,139	-3,244	-60%
	Outlying Totals	36,428	24,172	-12,256	-34%	149,946	94,732	-55,214	-37%	44,432	32,622	-11,810	-27%	168,226	107,942	-60,284	-36%
	Misc.	ILL	378	342	-36	-10%	1,463	1,306	-157	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Metro		2,641	0	-2,641	-100%	9,504	0	-9,504	-100%	57	0	-57	-100%	298	0	-298	-100%
Outreach		5,539	1,788	-3,751	-68%	22,037	9,515	-12,522	-57%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
eMedia		233,567	265,635	32,068	14%	958,776	1,084,654	125,878	13%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Online Renewals		219,624	156,577	-63,047	-29%	870,455	623,022	-247,433	-28%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Misc. Totals		461,749	424,342	-37,407	-8%	1,862,235	1,718,497	-143,738	-8%	57	0	-57	-100%	298	0	-298	-100%
Grand Totals		981,098	767,718	-213,380	-22%	4,059,530	3,069,551	-989,979	-24%	505,425	343,162	-162,263	-32%	2,060,206	1,153,225	-906,981	-44%

*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
October 2019 / October 2020*

Library	New Library Card				2019		2020		PC Internet Sessions				2019		2020		
	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	
Urban Branches	Centennial Hills	457	264	-193	-42%	2,118	1,247	-871	-41%	5,345	2,047	-3,298	-62%	20,239	7,824	-12,415	-61%
	Clark County	771	355	-416	-54%	3,056	1,441	-1,615	-53%	8,575	5,620	-2,955	-34%	34,016	21,884	-12,132	-36%
	Enterprise	322	250	-72	-22%	1,660	969	-691	-42%	3,270	2,054	-1,216	-37%	12,592	7,882	-4,710	-37%
	East Las Vegas	661	830	169	26%	3,275	1,866	-1,409	-43%	7,823	4,105	-3,718	-48%	33,290	15,359	-17,931	-54%
	Meadows	60	12	-48	-80%	217	25	-192	-88%	492	0	-492	-100%	1,709	0	-1,709	-100%
	Rainbow	499	257	-242	-48%	2,192	1,195	-997	-45%	3,979	2,707	-1,272	-32%	17,524	10,486	-7,038	-40%
	Sahara West	567	279	-288	-51%	2,846	2,298	-548	-19%	4,602	2,896	-1,706	-37%	19,425	11,801	-7,624	-39%
	Spring Valley	365	227	-138	-38%	1,666	1,147	-519	-31%	6,069	4,245	-1,824	-30%	25,847	15,315	-10,532	-41%
	Summerlin	236	118	-118	-50%	1,335	626	-709	-53%	2,027	908	-1,119	-55%	8,516	3,405	-5,111	-60%
	Sunrise	451	202	-249	-55%	2,208	1,397	-811	-37%	5,060	2,125	-2,935	-58%	21,109	7,985	-13,124	-62%
	West Charleston	350	163	-187	-53%	1,665	682	-983	-59%	3,779	2,341	-1,438	-38%	15,699	8,946	-6,753	-43%
	West Las Vegas	746	149	-597	-80%	1,741	706	-1,035	-59%	5,028	2,366	-2,662	-53%	20,843	9,378	-11,465	-55%
	Whitney	395	224	-171	-43%	1,732	1,602	-130	-8%	4,343	3,167	-1,176	-27%	18,192	11,653	-6,539	-36%
	Windmill	832	300	-532	-64%	2,966	1,319	-1,677	-56%	5,020	2,502	-2,518	-50%	21,321	9,320	-12,001	-56%
	Urban Totals	6,712	3,630	-3,082	-46%	28,707	16,520	-12,187	-42%	65,412	37,083	-28,329	-43%	270,322	141,238	-129,084	-48%
Outlying Branches	Blue Diamond	0	2	2	0%	3	10	7	233%	16	19	3	19%	91	59	-32	-35%
	Bunkerville	0	0	0	0%	3	15	12	400%	25	27	2	8%	74	96	22	30%
	Goodsprings	2	0	-2	-100%	10	25	15	150%	20	6	-14	-70%	81	54	-27	-33%
	Indian Springs	5	1	-4	-80%	20	13	-7	-35%	155	34	-121	-78%	815	161	-654	-80%
	Laughlin	72	33	-39	-54%	324	220	-104	-32%	1,764	920	-844	-48%	6,869	3,358	-3,511	-51%
	Mesquite	127	95	-32	-25%	1,035	402	-633	-61%	1,907	993	-914	-48%	8,699	3,755	-4,944	-57%
	Moapa Town	1	1	0	0%	7	7	0	0%	892	44	-848	-95%	441	138	-303	-69%
	Moapa Valley	13	26	13	100%	91	69	-22	-24%	412	140	-272	-66%	1,700	559	-1,141	-67%
	Mt. Charleston	5	2	-3	-60%	11	17	6	55%	22	23	1	5%	90	63	-27	-30%
	Sandy Valley	2	3	1	50%	18	12	-6	-33%	84	43	-41	-49%	356	148	-208	-58%
	Searchlight	0	1	1	0%	4	7	3	75%	140	14	-126	-90%	366	30	-336	-92%
	Outlying Totals	227	164	-63	-28%	1,526	797	-729	-48%	5,437	2,263	-3,174	-58%	19,582	8,421	-11,161	-57%
Misc.	CALL	N/A	N/A	N/A	-42%	N/A	N/A	N/A	N/A	254	123	-131	-52%	976	176	-800	-82%
	Outreach	5	206	201	4020%	642	1,367	725	113%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	550	757	207	38%	2,579	4,119	1,540	60%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	88,802	60,358	-29,444	-33%	348,655	211,230	-137,425	-39%
	Misc. Totals	555	963	408	74%	3,221	5,486	2,265	70%	90,056	60,481	-29,575	-33%	349,631	211,406	-138,225	-40%
Grand Totals	7,494	4,757	-2,737	-37%	33,454	22,803	-10,651	-32%	160,905	99,827	-61,078	-38%	639,535	361,095	-278,440	-43%	

Monthly Statistics
Year over Year
November 2019 / November 2020*

Library	Circulation				2019		2020		Gatecount				2019		2020			
	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%		
Urban Branches	Centennial Hills	45,197	33,475	-11,722	-26%	258,578	176,719	-81,859	-32%	30,777	17,785	-12,992	-42%	167,265	114,550	-52,715	-32%	
	Clark County	37,025	21,398	-15,627	-42%	202,304	113,765	-88,539	-44%	44,161	25,132	-19,029	-43%	235,722	123,512	-112,210	-48%	
	Enterprise	29,945	21,547	-8,398	-28%	167,880	113,122	-54,758	-33%	25,118	15,444	-9,674	-39%	136,902	86,562	-50,340	-37%	
	East Las Vegas	30,375	15,217	-15,158	-50%	184,251	79,959	-104,292	-51%	29,905	31,076	1,171	4%	183,799	145,485	-38,314	-21%	
	Meadows	25,363	341	-25,022	-99%	36,390	1,516	-34,874	-96%	2,079	680	-1,399	-67%	15,262	927	-14,335	-94%	
	Rainbow	36,771	27,098	-9,673	-26%	210,040	138,454	-71,586	-34%	32,920	22,471	-10,449	-32%	179,172	94,758	-84,414	-47%	
	Sahara West	53,061	36,025	-17,036	-32%	293,746	191,623	-102,123	-35%	46,353	22,382	-23,971	-52%	240,250	109,182	-131,068	-55%	
	Spring Valley	32,029	20,245	-11,784	-37%	170,111	106,372	-63,739	-37%	28,584	16,353	-12,231	-43%	167,114	86,480	-80,634	-49%	
	Summerlin	26,963	19,742	-7,221	-27%	158,833	107,912	-50,921	-32%	22,780	11,130	-11,650	-51%	151,214	61,996	-89,218	-59%	
	Sunrise	33,660	19,874	-13,786	-41%	181,727	100,776	-80,951	-45%	29,611	11,589	-18,022	-61%	141,461	59,992	-81,469	-58%	
	West Charleston	28,956	17,373	-11,583	-40%	158,928	92,560	-66,368	-42%	25,760	13,336	-12,424	-48%	138,390	80,442	-57,948	-42%	
	West Las Vegas	12,546	5,576	-6,970	-56%	69,171	31,924	-37,247	-54%	23,401	16,499	-6,902	-29%	125,628	75,513	-50,115	-40%	
	Whitney	30,786	22,589	-8,197	-27%	173,188	111,977	-61,211	-35%	42,038	15,298	-26,740	-64%	254,588	140,987	-113,601	-45%	
	Windmill	47,735	32,741	-14,994	-31%	272,614	182,884	-89,730	-33%	29,172	15,217	-13,955	-48%	167,574	99,289	-68,285	-41%	
	Urban Totals	470,412	293,241	-177,171	-38%	2,517,761	1,549,563	-968,198	-38%	412,659	234,392	-178,267	-43%	2,304,341	1,279,675	-1,024,666	-44%	
Outlying Branches	Blue Diamond	330	238	-92	-28%	1,516	967	-549	-36%	453	224	-229	-51%	2,939	1,732	-1,207	-41%	
	Bunkerville	516	464	-52	-10%	2,654	2,869	215	8%	2,751	1,100	-1,651	-60%	7,221	5,276	-1,945	-27%	
	Goodsprings	838	1,103	265	32%	5,678	4,786	-892	-16%	434	339	-95	-22%	2,396	2,258	-138	-6%	
	Indian Springs	1,409	823	-586	-42%	7,218	3,946	-3,272	-45%	2,049	735	-1,314	-64%	13,128	3,567	-9,561	-73%	
	Laughlin	11,008	5,480	-5,528	-50%	57,336	27,827	-29,509	-51%	8,229	6,550	-1,679	-20%	39,644	25,734	-13,910	-35%	
	Mesquite	10,818	8,464	-2,354	-22%	58,394	43,983	-14,411	-25%	15,701	9,761	-5,940	-38%	82,304	49,267	-33,037	-40%	
	Moapa Town	374	449	75	20%	3,163	1,953	-1,210	-38%	625	298	-327	-52%	3,131	2,030	-1,101	-35%	
	Moapa Valley	5,847	4,361	-1,486	-25%	32,049	21,193	-10,856	-34%	8,440	9,331	891	11%	41,232	39,146	-2,086	-5%	
	Mt. Charleston	563	367	-196	-35%	2,761	2,417	-344	-12%	833	401	-432	-52%	4,674	2,889	-1,785	-38%	
	Sandy Valley	1,684	1,060	-624	-37%	9,957	5,448	-4,509	-45%	980	849	-131	-13%	6,669	3,492	-3,177	-48%	
	Searchlight	670	539	-131	-20%	3,277	2,691	-586	-18%	1,132	476	-656	-58%	6,515	2,615	-3,900	-60%	
	Outlying Totals	34,057	23,348	-10,709	-31%	184,003	118,080	-65,923	-36%	41,627	30,064	-11,563	-28%	209,853	138,006	-71,847	-34%	
Misc.	ILL	306	377	71	23%	1,769	1,683	-86	-5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Metro	1,784	0	-1,784	-100%	11,288	0	-11,288	-100%	37	0	-37	-100%	335	0	-335	-100%	
	Outreach	4,665	1,816	-2,849	-61%	26,702	11,331	-15,371	-58%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	eMedia	223,047	258,090	35,043	16%	1,181,823	1,342,744	160,921	14%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Online Renewals	209,536	155,016	-54,520	-26%	1,079,991	778,038	-301,953	-28%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Misc. Totals	439,338	415,299	-24,039	-5%	2,301,573	2,133,796	-167,777	-7%	37	0	-37	-100%	335	0	-335	-100%	
Grand Totals		943,807	731,888	-211,919	-22%	5,003,337	3,801,439	-1,201,898	-24%	454,323	264,456	-189,867	-42%	2,514,529	1,417,681	-1,096,848	-44%	

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

Las Vegas-Clark County Library District

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ITEM VII.A.2.a.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: January 7, 2020

SUBJECT: Branding and Marketing Activity Report, January 2021

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of December and statistics for the period from November 1-30, 2020.

PREPPING FOR LIBRARY DISTRICT TEMPORARY COVID-19 SHUTDOWN STARTING DECEMBER 16

- **New promotional materials reflect full Library District shutdown through January 4, 2021**
 - Per the Board of Trustees meeting that took place on **Thursday, November 12**, the Library District prepared options for the Library District's temporary shutdown as a precautionary measure due to rising COVID-19 cases in Nevada.
 - On Friday, December 11, the Library District Acting Executive Director **Fred James** announced that all 25 branches would close starting Wednesday, December 16 as a precautionary measure to due to the rising COVID-19 cases across Southern Nevada.
 - Branding & Marketing Director **Betsy Ward** compiled a report on BAM's essential tasks during the temporary closure, and forwarded it to Acting Executive Director **Fred James**, Acting Deputy Director **Danielle Milam**, and Human Resources Director Jeff Serpico on Tuesday, December 15, which outlined:
 - Library District Closure & Reopening Communications
 - Closure
 - Reminder Creative & eBlast
 - Holiday eNewsletter
 - Social Updates
 - Branch Signage
 - Media updates
 - Reopening
 - Pre-reopening alerts stating "We will fully reopen on Jan. 4, 2021" through media, website and social media messaging
 - Media outreach
 - Update of "We're Here for You and Fully Open!" webpage to launch ahead of Library District's reopening on Jan. 4

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- “We’re Open!” New Branch Signage to reflect reopening on Jan. 4
 - Combined Messaging for Back-To-School – Early Open, VSA, Online Learning Resources
 - Creative
 - Media Outreach
- Update of digital library card application page working with Access Services Manager **Sufa Anderson**
- Winter Reading Challenge
 - Bookmark Printing (BAM will send to printers & schedule for Jan.4 delivery at WMSC, which Youth Services Manager **Shana Harrington** will distribute when we reopen)
 - Flyer/Bookmark (English/Spanish) Print on Demand available on website
 - Website/Social promotion prior to Jan. 1 start
- Vegas Strong Academy Spring Semester
 - Advertising placements for December and January
 - eBlast
 - Social media updates
 - Media outreach
 - Telemundo & Univision outreach
- **Betsy Ward** was instructed, during the closure, to focus solely on promotions for the closure, the reopening, Vegas Strong Academy reopening on 1/4/21, and the rich array of digital student learning resources.
- **Betsy Ward** worked with **Paula Loop, Ryan Simoneau, Juanita Aiello**, and Web Designer **Gene Kilchenko** to create a new landing page on the website to detail the Library District’s temporary closure and promote the existing services and online resources that cardholders can enjoy.
- The new landing page went live on Saturday, December 12 and you can view this page at: <https://lvccld.org/closure/>
- A dedicated Spanish version of the temporary closure page was also created and can be viewed at: <https://lvccld.org/cierre/>

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The Library District's temporary closure page:

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LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT ANNOUNCES TEMPORARY CLOSURE OF BRANCHES & CURBSIDE SERVICES BEGINNING DECEMBER 16

Pandemic precautionary measures taken to protect library staff & customers

Reopening with full library services scheduled for January 4, 2021

The Las Vegas-Clark County Library District will temporarily close its 25 branches and Curbside Pick-Up services beginning Wednesday, December 16, 2020, and anticipates reopening with full services on Monday, January 4, 2021. The Library District is taking this proactive measure to do its part in helping to stem the increasing spread of the COVID-19 virus across the Las Vegas Valley.

Free WiFi remains available in all Library District parking lots. Customers can return all books and materials at library branch book drops during the closure. Fines for late items will be waived.

"Closing our libraries is a difficult decision, as our mission is to serve the public, particularly during these challenging times," said Fred James, acting executive director of the Library District. "We have closely followed the governor's guidelines to remain open and provide much-needed services, such as student tutoring and distance learning programs, and career support services for those who may be looking for a job. However, with the escalating infection rate, we feel it is imperative that we



- **Betsy Ward** worked with **Juanita Aiello** to create a dedicated eBlast with a message from Acting Executive Director **Fred James**, announcing that the District was temporarily closing (below). This was sent out to all cardholders on Sunday, December 13, and had **107,047 unique clicks** for a **33.11% open rate**.

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An Important Announcement from the Library District



Greetings:

Due to the increase in COVID-19 cases in Southern Nevada, we have made the difficult decision to temporarily close all 25 Library District branches beginning Wednesday, December 16, 2020. We plan to fully reopen in time for Back-To-School on Monday, January 4, 2021. This is being done out of an abundance of caution to protect our most vulnerable customers and library staff. For more details and answers to Frequently Asked Questions, please go to <https://lvccld.org/closure/>.

The Library District's four Vegas Strong Academy locations will remain open until the semester ends on Friday, December 18, 2020. Children who are registered can enter the building with the assistance of Library District Security, who will remain on site throughout our closure. VSA staff will be present Monday, December 14, 2020 through Friday, December 18, 2020, as scheduled.

We will miss seeing you in our branches but our website is open for you 24/7, and we hope to hear from you! You can find free online resources, [here](#), and a comprehensive list of free community services, [here](#).

Please take the next few days to pick up your holds and stock up on books, movies, and music to see you through our closure period. You can still return your library items to our outdoor book drops during the closure, but you will not be charged late fines if you prefer to wait.

Please stay safe, friends, we look forward to seeing you in the New Year.

And remember, we are always open 24/7 on our website at [LVCCCLD.org!](https://lvccld.org/)

Sincerely,
Fred James

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- **Earned media coverage detailing the Library District's temporary closure was received from:**
 - Las Vegas Review Journal
 - KSNV 8 News Now
 - KTNV Channel 13 News
 - KVVU Fox 5 News
 - Telemundo
 - You can find all the latest Media Coverage on our website:
<https://legacy.lvcld.org/media/coverage>

VEGAS STRONG ACADEMY SECOND SEMESTER PROMOTION + THE LIBRARY DISTRICT IS HERE FOR BACK-TO-SCHOOL

- **Marketing materials created to promote a three-pronged message:** 1) Second semester registration for Vegas Strong Academy in partnership with the City of Las Vegas, 2) Library District's continued Early Open Hours for students, and 3) Free online resources for students
 - Acting Executive Director **Fred James** and Acting Deputy Director **Danielle Milam** requested that **Betsy Ward** create ads and launch an aggressive advertising schedule to continue to raise public awareness and encourage enrollment in the Vegas Strong Academy program.
 - Toward this goal, **Betsy Ward** worked with **Cierra Pedro** and **Juanita Aiello** to create and purchase ads to run in the following local publications:
 - Black Image magazine full page ad in the following issues:
 - December 2020 issue
 - January 2021 issue
 - Las Vegas Review Journal Sunday newspaper. Half page ad in the following issues:
 - Sunday, December 20 issue
 - Sunday, December 27 issue
 - Sunday, January 3 issue
 - Sunday, January 10 issue
 - Sunday, January 17 issue
 - Sunday, January 24 issue
 - El Tiempo newspaper half page ad in the following issues:
 - Wednesday, December 23 issue
 - Wednesday, December 30 issue
 - Wednesday, January 6 issue
 - Wednesday, January 13 issue
 - Wednesday, January 20 issue
 - Wednesday, January 27 issue
 - Las Vegas Weekly half page ad in the following issues:
 - Wednesday, December 23 issue
 - Wednesday, December 30 issue
 - Wednesday, January 6 issue
 - Wednesday, January 13 issue
 - Wednesday, January 20 issue
 - Wednesday, January 27 issue

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The following ad ran until 12/27/20:

Distance Learning Support • Crafts & Activities • Free Breakfast & Dinner

Register with the City of Las Vegas today!
LasVegasNevada.gov/VegasStrongAcademy

VEGAS STRONG ACADEMY

Las Vegas-Clark County
LIBRARY DISTRICT
LVCLD.org

**Second Semester begins
January 4, 2021**
6:30 a.m. - 6 p.m. • Monday - Friday
REGISTER NOW!

Available at these branch locations:

Clark County Library	East Las Vegas Library
West Las Vegas Library	Windmill Library

Financial Assistance is Available

Nothing is Impossible
The word itself says
I'M POSSIBLE

Beginning on 12/27/20, once Christmas was off of parents' minds, BAM began the following Back-To-School ads:

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Las Vegas-Clark County
**LIBRARY
DISTRICT**
LVCCLD.org

The Library is Here for **BACK-TO-SCHOOL**

Beginning January 4, 2021

Visit **LVCCLD.org/Limitless-Learning** for all the details.



Social Distance Learning

The Library District and Vegas Strong Academy provides all-day supervised support for K–8 students to learn remotely. Registration is now open for the second semester beginning on January 4. Financial assistance is available!



Open Early for Students

All urban branches will continue morning hours for students K–College, with proof of enrollment, Monday–Friday, 7:30 a.m.–10 a.m.



Free Learning Resources

Visit select library locations for free tutoring and homework help, and find hundreds of online learning tools always available on our website!

 @LVCCLD  @LVCCLD  @LVCCLD  TheLibraryDistrict

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LAS VEGAS RAIDERS INTRODUCTION & PROPOSED PARTNERSHIP

- **Betsy Ward** began reaching out to the Las Vegas Raiders in 2019 through her contacts at the LVCVA. They introduced her to Las Vegas Raiders SVP **Rosie Bone**, who oversees the Raiders' Foundation, Youth Football, and Community Relations divisions, whom Betsy stayed in touch with over the following months.
- In September 2020 Rosie connected **Betsy Ward** with Las Vegas Raiders Community Relations Manager **Nick Markunas**, who is responsible for program/partnership development and execution. He asked BAM for samples of our promotional work with the Vegas Golden Knights, which then led to a conference call with **Betsy Ward** and all BAM members. The VGK partnership was further discussed along with a review of our website and questions about the VGK's sponsorship of the Summer Challenge program. He was very enthusiastic and asked us to wait for an update.
- Just before Thanksgiving week, Nick confirmed with Betsy that the Las Vegas Raiders are officially interested in pursuing a promotional and community engagement relationship with the Library District and Betsy was able to share this great news with the Executive Council.
- **Betsy Ward**, **Ryan Simoneau** joined Acting Deputy Director **Danielle Milam**, Development Officer **Sherry Walker** and Community Engagement Director **Matt McNally** for an introductory virtual call on Wednesday, December 9, 2020, with Las Vegas Raiders VP of Community Relations **Erin Rauhauser** and Director of Community Relations **Ebere Arum** to review ways that the Library District can partner with the Raiders and help them achieve their goals of connecting to the community and promote literacy. **Nick Markunas** has informed them on the discussions and brainstorming that BAM had conducted with him. Additional discussion took place on how Community Engagement and the Library District Foundation can also work with the Raiders organization.
- BAM will be working with **Nick Markunas** on developing an official Las Vegas Raiders library card and mutually beneficial promotional opportunities. These include tying into Summer Challenge, as well as having a presence on LVCCLD.org, on the Library District YouTube channel, and on other social media channels through virtual STEAM classes and online storytimes.
- More developments to come on this exciting opportunity!

LVCCLD.ORG IS YOUR HOME FOR THE HOLIDAYS

- **While the Library District is closed and holiday programming is cancelled, BAM created a new blog post celebrating diverse winter holidays and promoting the digital catalog and online resources**
 - **Paula Loop** and **Ryan Simoneau** worked with Head of Collection and Bibliographic Services **Rebecca Colbert** & Electronic Resources Manager **Jocelyn Bates** to compile content for a new "holiday-themed" blog post that incorporates catalog and online resources for the major December holidays: Hanukkah, Winter Solstice, Christmas & Kwanzaa.
 - Using graphics created by **Juanita Aiello**, this blog was published on December 7, 2020, added to the website homepage spinner, and placed on each of the different audience pages across the website. You can view the blog post here: <https://lvccld.org/blogs/post/celebrate-the-holidays-with-the-library/>

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Celebrate The Holidays With The Library

by [Ryan](#) December 7, 2020 ([Edit](#))



No matter what winter holiday you celebrate, the Library District has plenty to offer you! Browse our FREE online resources and staff picks from our collection - we've got something for everyone to enjoy this season! Here's what you can explore using your library card and did we mention that everything is FREE!? If you don't have your library card yet, it only takes a minute to sign-up for our digital eCard by clicking [HERE](#).

Holiday Collections:



- **Betsy Ward worked with Juanita Aiello** to design a dedicated holiday eBlast that went out to all current cardholders and directed them back to the new blog post on LVCCLD.org, with the assistance of **Cierra Pedro**. The **eBlast was sent to 323,103 customers on Friday, December 18**, and was well received, with **81,000 unique clicks** for a **25.1% open rate**.
- It also served as a gentle reminder that while the District is closed, we are still here for our customers, working behind the scenes for them.

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An Important Announcement & Some Holiday Cheer!

[View Online](#)

Due to the increase in COVID-19 cases in Southern Nevada, all Library District branches and Curbside Pick-Up services will be closed beginning Wednesday, December 16, 2020, with full reopening scheduled for Monday, January 4, 2021. Click [here](#) for more details.



**As you stay home and stay safe this holiday season,
you can still visit the Library District 24/7
on our website at LVCCLD.org.**



No matter what winter holiday you celebrate, the Library District has plenty to offer you! Browse our FREE online services & resources, plus, staff picks from our collection - we've got something for everyone to enjoy this season! Here's what you can explore using your library card and did we mention that everything is FREE!?

If you don't have your library card yet, it only takes a minute to sign-up for our digital eCard by clicking [here](#).



Seasonal Sounds

[Streaming Seasonal Collection](#)
[Neon Christmas Streaming](#)
[Rockin' Around the Christmas Tree Playlist](#)

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FREE ENGLISH CLASSES THROUGH ADULT LEARNING PROGRAM eBLAST

- **Betsy Ward** worked with **Cierra Pedro**, Community Engagement Director **Matt McNally** and Literary Services Manager **Jill Hersha** to create a new eBlast in English & Spanish to help promote the free English classes offered in the 2021 Adult Learning Programming.
- **Paula Loop** added this to the website homepage "Trending" carousel and the audience browse pages. View it here: <https://lvccld.org/adult-learning/>
- The eBlast was so successful the **Jill Hersha** contacted BAM to let us know that ALL the classes had filled up and they now have a waiting list!
- As always, the eBlast went out to the media.

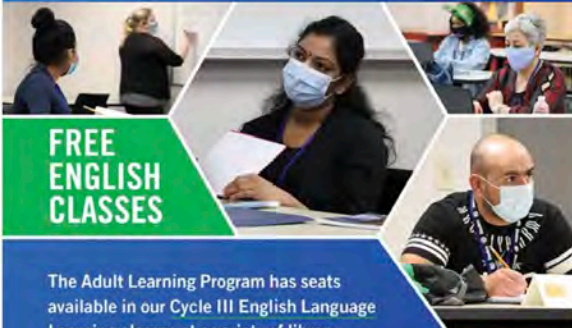
English Language Learning Classes in January

[View Online](#)

Due to the increase in COVID-19 cases in Southern Nevada, all Library District branches and Curbside Pick-Up services have temporarily closed beginning Wednesday, December 16, 2020, with full reopening scheduled for Monday, January 4, 2021. Click [here](#) for more details.

Las Vegas-Clark County
LIBRARY DISTRICT
LVCCLD.org

ADULT LEARNING PROGRAM



FREE ENGLISH CLASSES

The Adult Learning Program has seats available in our Cycle III English Language Learning classes at a variety of library locations. There is also availability to join online virtual classes. All classes start in January 2021 and are free for adults 18 and older.

For more information, please call 702.507.3494.

[CLICK HERE TO REGISTER BY JANUARY 3, 2021](#)

CLASES DE INGLES GRATIS

El Adult Learning Program (Programa de Aprendizaje para Adultos) tiene cupos disponibles en nuestras clases de Aprendizaje del Idioma Inglés del Ciclo III en una variedad de bibliotecas. También hay disponibilidad para unirse a clases virtuales en línea. Todas las clases inician en enero de 2021 y son gratis para adultos mayores de 18 años.

Para más información, por favor llame al 702.507.3494.

[HAGA CLIC AQUÍ PARA REGISTRARSE ANTES DEL 3 DE ENERO DE 2021](#)

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LIBRARY LOVERS MONTH 2021

- **This month-long library awareness promotion is supported by the ALA, and takes place Feb 1-28 at libraries across North America**
- **Betsy Ward** initially reached out to the Las Vegas Lights in October 2019 through Latinx consultant **Ericka Aviles**, who introduced Betsy to Las Vegas Lights Vice President of Marketing & Communications **Jim Lambright**. Initial discussions focused on targeting the Latinx audience through joint promotional opportunities, including a branded library card, LV Lights player appearances to support STEAM learning, and featuring the LV Lights on LVCCLD.org and the District's social media channels.
- **Betsy Ward** worked with **Juanita Aiello** to design the official LV Lights library card, which was approved by Jim Lambright on January 23, 2020.
- **Betsy Ward** and **Juanita Aiello** worked with Access Services Manager **Sufa Anderson** to place the initial order of library cards, originally scheduled for Library Card Sign-Up Month. When this was cancelled, the LV Lights card launch was rescheduled for 2021 Library Lovers' Month, beginning February 1.
- BAM will also promote the popular Vegas Golden Knights library card and hopes to have new VGK player bookmarks.
- **Cierra Pedro** had created an initial design for Library Card Sign-Up Month, which can be repurposed for window clings, posters, flyers, desktop displays, and vertical indoor banners.
- Incentive prizes will include items from both the LV Lights and the Las Vegas Golden Knights. Prizes serve to promote public interest, incentivize library card sign-ups, and generate media coverage. All current cardholders will be able to enter by submitting their valid library card barcode, along with their name, address and home library branch on a special landing page that Web Designer **Gene Kilchenko**, **Ryan Simoneau**, and **Paula Loop** will create.
- **Paula Loop** and **Ryan Simoneau** will also create a new blog post for the website that highlights Library Lovers' Month 2021 prizes.
- More details will be forthcoming as BAM works with the LV Lights and Vegas Golden Knights to finalize this year's promotion.

PLANNING MEETING WITH COMMUNITY ENGAGEMENT AND LVCCLD FOUNDATION

- **Meeting to help strategize and review 2021 Library District programming priorities**
 - The entire BAM department held a WebEx meeting on Tuesday, December 9 with Acting Deputy Director **Danielle Milam**, Development Officer **Sherry Walker**, Community Engagement Director **Matt McNally**, Programming & Venues Manager **Ryan Neely** and Youth Services Manager **Shana Harrington**. This virtual meeting served to help review the upcoming 2021 programming priorities and how BAM and Community Engagement can work together in new ways given the changes that COVID-19 have brought.
 - BAM conducted a Webx tutorial on the forthcoming MSR Ticketing System. This system was designed with the Community Engagement, Library Operations, and Foundation departments needs in mind and will be a great help to all once it is officially launched District-wide.

NEW MARKETING SERVICE REQUEST (MSR) SYSTEM

- **Redesigned ticketing system to replace Graphic Request form on Voyager**

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- The new MSR ticketing system was recently reviewed by **Danielle Milam** and Community Engagement Director **Matt McNally** and will soon be reviewed by the rest of the EC for feedback. It is tentatively scheduled to launch in early 2021.

Marketing Support Request

Help Log Off

Create MSR Print View MSRs by Recently Submitted Records 1-13 of 13

EC Hide Filter

Keyword

Due Date: From To

Type All Types

Status Not Completed

Reset

1. No Limits; Magic Beyond Belief Starring... Jackson Rayne, World Record Breaking Escape Artist	Not Submitted	✕
2. 23rd Annual Las Vegas Dance in the Desert Festival	Not Submitted	✕
3. Shimmy Mob Celebrates on World Belly Dance Day!	Submitted	
4. Voices of Women Series: Juneteenth with Harriet Tubman	Not Submitted	✕
5. Voices of Women Series: Women With Drive	Assigned for Work	
6. Gardening 101: Starting Your Spring Garden	Assigned for Work	
7. Renew, Bless, and Purify 2021! With Sean "Walking Bear" Mah	Approved by Requestor	
8. Las Vegas Kaminari Taiko in Concert	Submitted	
9. Hands on Painting Class teaching The Terra Guitarra painting style - highly textured stained glass	Submitted	
10. Patchouli & Terra Guitarra perform "The Landscape of Guitar", an Animated Painting and Concert Expe	Submitted	
11. (A)	Not Submitted	✕
12. Voices of Women Series: The Women of the Black Panthers	Approved by Requestor	
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Questions About MSR Technical Questions/Issues Report

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(A) - MSR is overdue.

Next icons indicate that MSR contains deliverables which status was changed.

- 👍 - Deliverable on approval by manager
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- What if I need to edit or cancel a submitted request?

If you have a change to a current request, or need to cancel the request entirely once it has been submitted, please contact BAM (MSR@rcsd.org OR aistoj@rcsd.org). We do encourage staff to carefully review a request before submitting it. Unsubmitted requests can act as a draft if unsure about the details of the request, however BAM will not receive or process any request that have not been submitted.

- What are the turnaround times for submitted requests?
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- Will PDFs automatically come with every order?

Exit

COVID-19 ACTIVITIES

- Communications During The Pandemic**
 - Staff Communications:**
 - BAM has continued to maintain the Staff Updates page on the website on behalf of the Executive Council members. The dedicated page for Library District staff continues to be an efficient way for staff to access important information and announcements, both from home and at work, during the COVID-19 pandemic. During the Library District's temporary closure that started on December 16, it is the primary way for staff to receive important and timely updates as they are unable to access Voyager from home nor access their emails.

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- **Betsy Ward** continues to work with **Ryan Simoneau** on formatting and uploading the information as it is received. This page can be viewed at: <https://lvccld.org/staffupdates>
- The Staff Updates page first went live on Thursday, March 19, and continues to enjoy growth month over month. Through December 18, the page has received **34,093 Unique Page Views, an increase of 9% 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 the latest COVID-19 information on the dedicated "COVID-19 Response" blog post, which spotlights a listing of free community resources. This informative blog post also links out from the system notification banner at the top of the website. Through December 18, this blog post has compiled **20,877 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: lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/

VEGAS GOLDEN KNIGHTS PARTNERSHIP

- **Betsy Ward** continues to work with Vegas Golden Knights Director of Marketing & Community Engagement **Carly Sisolak**, who is in the process of selecting new players for 2021 bookmarks and the Chance's Chat Q&A player blog posts on LVCCLD.org.
- 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 "keywords" 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 [HERE](#).
- Conversation tracking for priority Google AdWords campaigns include (as of December 18):
 - 2,141 people have found one of our library location pages by searching for a library branch by name (using keywords like: Blue Diamond Library, Centennial Hills Library, Clark County Library, etc.)
 - 249 people have found LVCCLD.org by searching for "free music" – which is great to see for the same reason as above!
 - 108 people have found LVCCLD.org by searching for "eBooks", which is great to see, especially during the Library District's temporary closure.
 - 76 people have successfully applied for an eCard right from seeing an ad.
 - 72 people have found one of our Art Gallery pages through the ads.
 - 58 people have found our Business Hub pages (Employ NV and the Business & Career Success page)
 - 27 people have found one of our Career Success pages.
 - 11 people have called one of our branches after seeing an ad.

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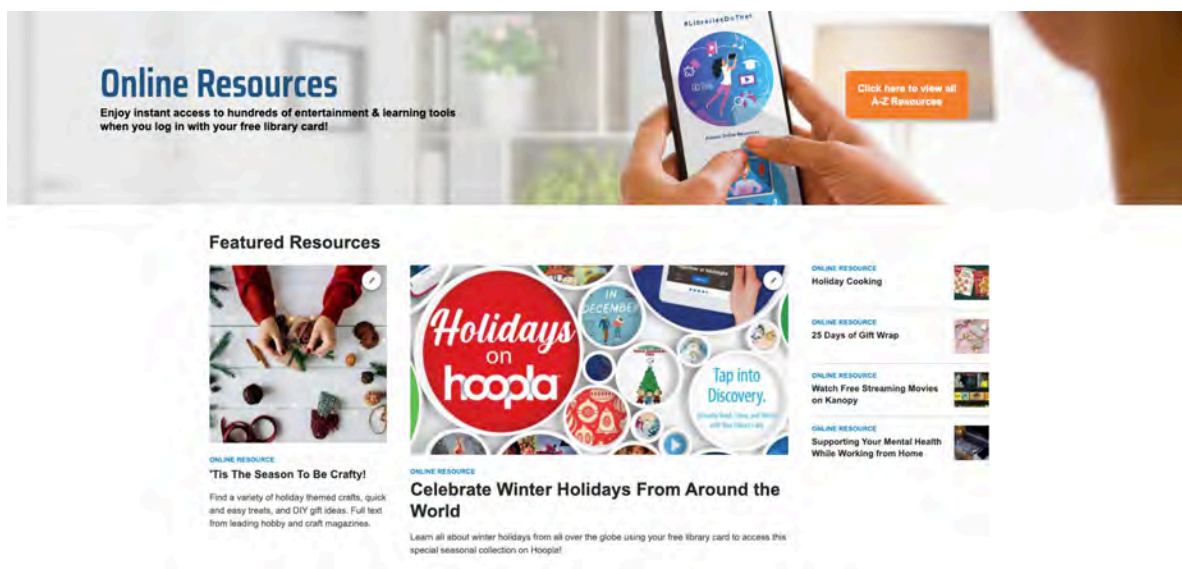
- 6 people have found our LGBTQ+ page (this has an average CPC of nearly \$10 on Google, so this is extremely competitive)

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: Winter Reading Challenge 2021, Tesla Quartet, Duwayne Steele: Genetics Graphics, Duwayne Steele: Toxins Graphics, and Welcoming Chinese New Year

WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Updating Library District Online Resources Landing Page:**
 - To help give the Library District's online resources landing page a fresh new look, **Betsy Ward, Ryan Simoneau, Paula Loop** and **Gene Kilchenko** worked with Electronic Resources Manager **Jocelyn Bates** to implement her requested layout changes and create new content.
 - The new webpage went live on Tuesday, December 15 ahead of the temporary closure and can be viewed here: <https://lvccld.org/onlineresources/>



- **Employ NV Business Hub:**
 - The landing page has compiled **471 Unique Page Views** through December 18, an **increase of 41% over last month**, with an **Average Dwell Time nearly four minutes**. View it here: <https://lvccld.org/businesshub/>
 - **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. This blog post went live on October 13 and has compiled **4,324 Unique Page Views an increase of 20% over last month**, with

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an **Average Dwell Time of nearly two minutes**. View it here:

<https://lvccld.org/blogs/post/employ-nv-business-hub/>

- **Betsy Ward, Cierra Pedro, Paula Loop, and 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. View it here: <https://lvccld.org/blogs/post/employnv-espanol/>
- **Business & Career Success:**
 - **Paula** and **Ryan** continued to schedule social media posts across the Library District's platforms which linked back to the Business & Career success landing page. Through December 18, this page has compiled **207 Unique Page Views, an increase of 52% over last month**, with an **Average Dwell Time of over two minutes**. 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/>
- **Limitless Learning at The Library District:**
 - Through December 18, the Limitless Learning page has received **2,611 Unique Page Views, a 32% increase over last month**. Customers have stayed on this page for an **average Dwell Time of nearly two minutes**.
 - The Special Services link (which added the branches offering early hours for students) has received **5,313 Unique Page Views** through December 18, **an increase of 1% over last month**. Customers have stayed on this page for an **average Dwell Time of nearly 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.
- **Special Interest Audience Pages:**
 - **African American Web Page**
 - The updated page can be viewed at: <https://www.lvccld.org/african-american>.
 - Through December 18, it has received **2,480 Unique Page Views, an increase of 1.3% over last month**. Website visitors have stayed on this page for an **average Dwell Time of over one minute**.
 - **Latinx Web Page**
 - The Latinx page went live on Thursday, September 3, and can be viewed at: <https://lvccld.org/latinx>
 - Through December 18, it has received **708 Unique Page Views, an increase of 24% over last month**. Website visitors have stayed on this page for an **average Dwell Time of nearly three minutes**.
 - **Native American Web Page**
 - The Native American audience browse page went live on Friday, October 23, and can be viewed at: <https://lvccld.org/nativemamerican>

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- Through December 18, it has received **425 Unique Page Views, an increase of 11% over last month**. Website visitors have stayed on this page for an **average Dwell Time of nearly two 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 created.
- BAM has continued to promote them on the District's social media channels.
- **Topics on the website homepage included:**
 - Promoting the Library District's temporary closure that started on Wednesday, December 16 (which included a link to the dedicated Spanish version of the closure landing page)
 - Promoting the registration for the second semester of the City of Las Vegas's Vegas Strong Academy Program which will continue to take place at four Library District branches
 - Promoting the Employ NV Business Hub at Sahara West (which ceased as of December 16)
 - Celebrating the holiday season by promoting the new blog post on the website which includes a listing of the Library District's free services, seasonal staff lists, & online resources
 - Promoting the Business & Career Success landing page
 - Sharing the Library District's early hours for students (which ceased as of December 16)
 - Promoting the Library District's 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
 - Promoting the Library District's full reopening + continued curbside service (which ceased as of December 16)
 - Digital eCard availability
 - Spotlighting our free art galleries & current exhibits (which ceased as of December 16)
 - Promoting pertinent online resources
- Media and Press Release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- **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 17 feedback emails through December 18.
- Working with the **Website Content Committee**, 31 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 **143,407 library card registrations** as of December 18, an **increase of 1%** 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 online resources.

SOCIAL MEDIA

- The top priority for our social media channels in December was to promote the Library District's temporary closure that started on December 16. Other priority promotions included

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registering for the second semester of the Vegas Strong Academy program in partnership with the City of Las Vegas, the new Employ NV Business Hub at Sahara West Library, the LVCCLD.org Is Your Home for the Holidays blog post on the website that features a listing of free Library District services and online resources, along with the Business & Career Success landing page, and continued Take & Make Kits across the Library District.

- Additional continued 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 the free Tools for School Success resource page; sharing new content added to our different audience browse pages; timely staff lists; the Library District's digital eCard; and free online resources and services.

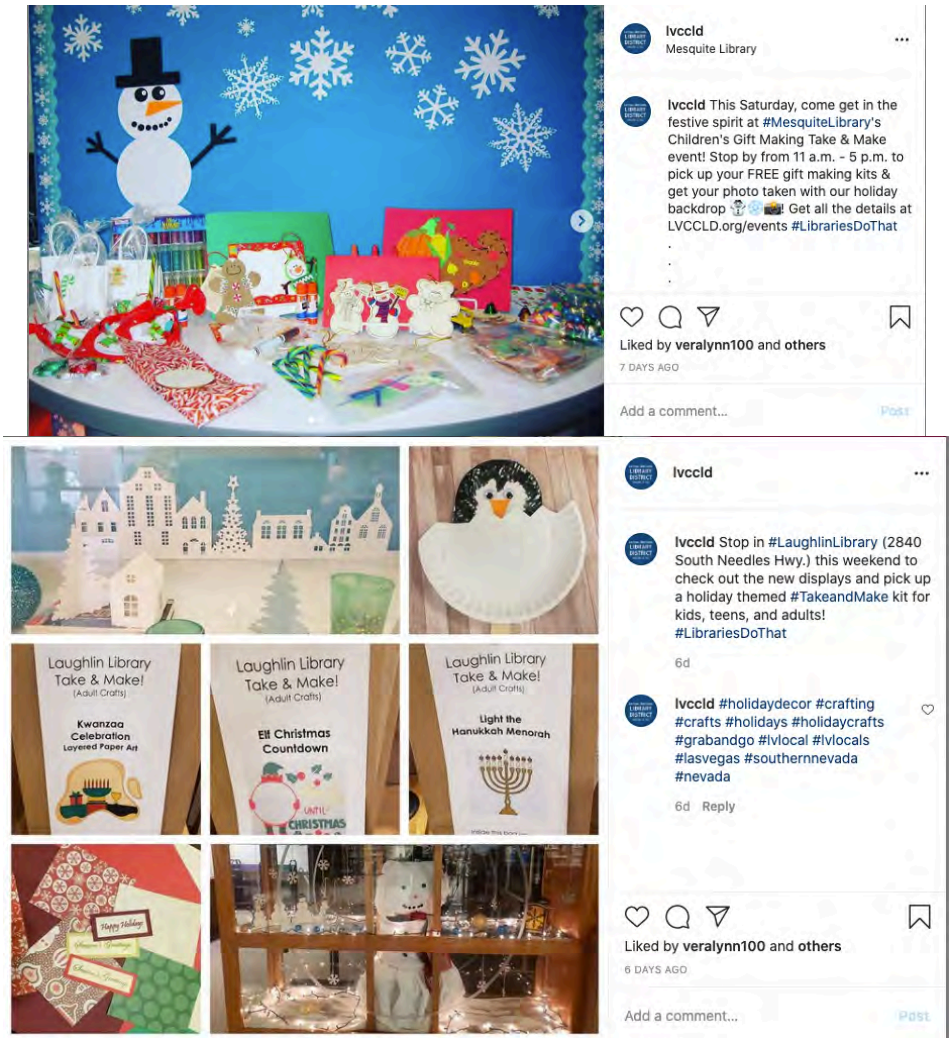
CONTINUED TAKE & MAKE KITS PROMOTION

All of the social media posts BAM schedules each month to help promote all the different free Take & Make Kits that are offered across the Library District have continued to be very popular and help increase our user engagement as well as drive more people into our branches.



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SOCIAL MEDIA HIGHLIGHTS

- News 3 LV and FOX5 Las Vegas helped spread the word about the Library District's temporary closure that started on December 16.

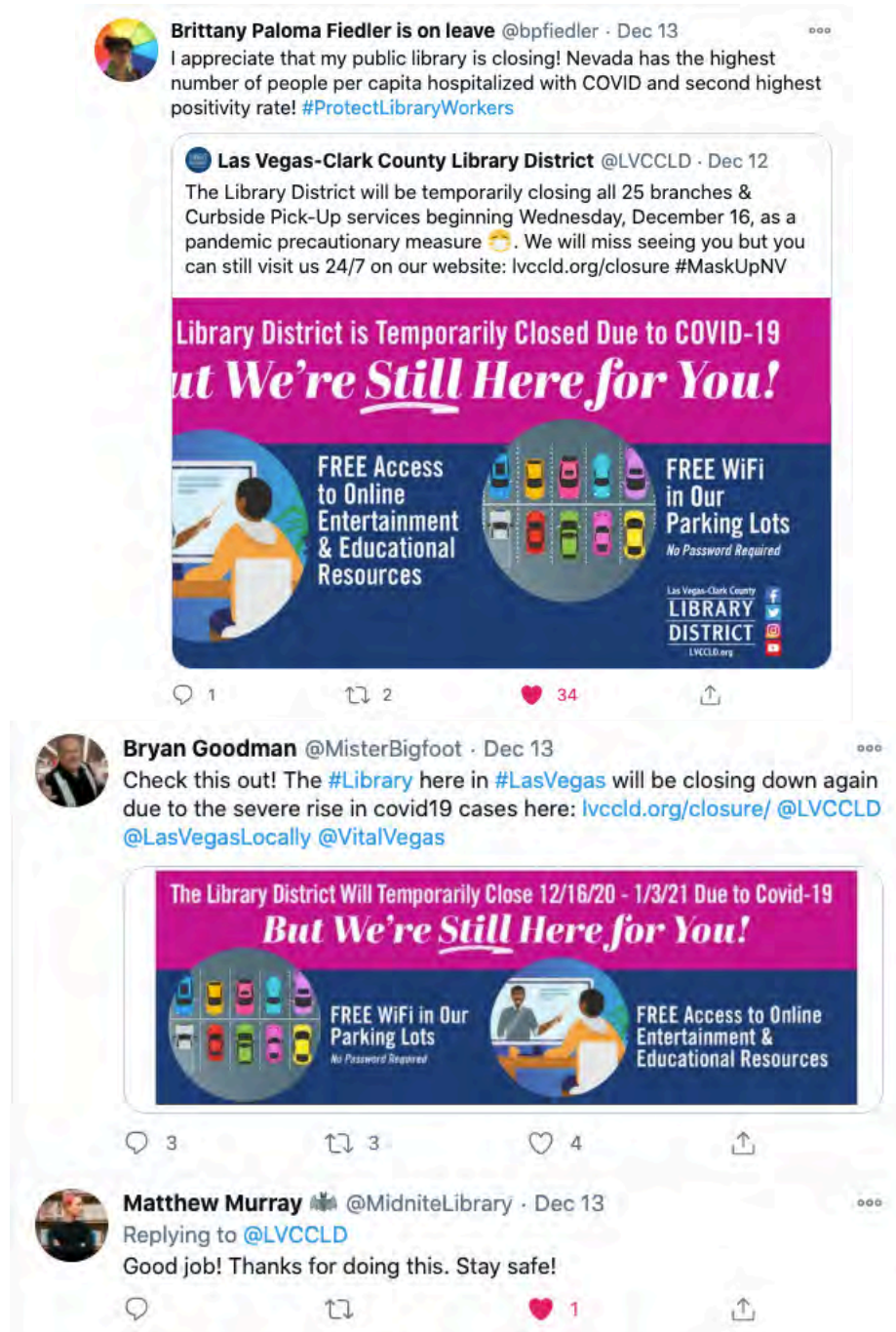


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- We also have received strong user support on social media from the general public regarding the Library District's decision to temporarily close as a COVID-19 precautionary measure.



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- East Las Vegas Assemblywoman **Venicia Considine** also shared with her followers that the Library District may be temporarily closed, but is still serving the public.



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LVCCLD'S TOP POSTS (NOVEMBER 2020)

- **Facebook:**

Our post to help promote the new DIY embroidery kits at the Best Buy Teen Tech Center at Clark County Library was very well-received and reached over 2,000 people, with 40 positive user engagements received.



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- **Twitter:**

The Library District continued to promote registering for the Vegas Strong Academy by sharing the financial assistance offered by the United Way of Southern Nevada and linked back to the City of Las Vegas' landing page to register.



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- **Instagram:**

The fun library meme has become one of our best performing posts on Instagram with over 600 "likes" received to date. These types of fun, evergreen posts help infuse humor while still relating back to the Library District.



WEB & SOCIAL MEDIA ANALYTICS (NOVEMBER 2020)

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,692 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 40,935 (+1%)
- Total New Follower Increase: +1%
- Total Facebook Impressions: 139,726 (-13%)
- Total Facebook Post Engagements: 1,655 (-43%)
- Total Facebook Link Clicks: 103 (-51%)

Notes: New followers continue to steadily increase on this platform, but our total user engagements and post reach were down from last month. This can be attributed to a number of factors including: 1) Facebook's difficult algorithm; 2) fewer in-branch programs and original photos; and 3) the continued pause of Library District virtual programming until legal and production issues are resolved.

- **LVCCLD Twitter:**

- Followers: 3,481 (-1%)
- Total user engagements: 1,940 (+10%)

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- Organic Impressions: 118,901 (-4%)
- Link clicks: 103 (-46%)

Notes: Our Twitter total followers were down slightly from last month, but total user engagements increased.

- **LVCCLD Instagram:**

- Followers: 3,769 (+1%)
- Total user engagement: 2,631 (+24%)
- Total impressions: 72,230 (+24%)
- Top post engagement: 717 (+639%)
- Total likes received to posts: 2,335 (+16%)
- Total comments received to posts: 80 (+185%)
- Instagram Stories Impressions 3,918 (-54%)

Notes: Our new followers continues to increase on this platform and we also saw a spike in user engagement as well. As we work to grow this social platform further in 2021, the addition of more organic photos from our branches and the return of virtual programming will significantly help us in those efforts. This is also content that we can use more for our Instagram Stories, along with our IGTV feed for sharing longer-form video content like the Vegas Strong Academy PSAs and the recent Employ NV Business Hub promotional video.

- **YouTube:**

- Channel Subscribers: 924 (+1.2%)
- Total Impressions: 17,700 (-33%)
- Total Channel Watch Time: 23.9 (-28%)
- Average View Duration: 1min 44sec (+21%)

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 (November 2020)**

- Page Views: 1,496,541 (-8%)
- Homepage Views: 297,300 (-8%)
- Total Visitors: 136,816 (-12%)
- Unique Visitors: 117,639 (-13%)
- Average Dwell Time: :57 (-1 second across website) 1:06 (-3 seconds on homepage)

Notes: Total website visitors, homepage views, and website and homepage dwell time all decreased slightly from last month.

ITEM VII.A.2.a.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: November 25, 2020

SUBJECT: Branding and Marketing Activity Report, December 2020

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

VEGAS STRONG ACADEMY PRIORITY PROMOTION

- **New marketing materials created to help promote participating library locations**
 - To continue to raise public awareness and encourage enrollment in the City of Las Vegas' Vegas Strong Academy program, which has expanded to Clark County Library, West Las Vegas Library, East Las Vegas Library and Windmill Library, BAM worked to create ads to run in local publications. Branding & Marketing Director **Betsy Ward** worked with Acting Executive Director **Fred James**, Acting Deputy Director **Danielle Milam**, and Graphic Designer/Acting Traffic Coordinator **Juanita Aiello** to create the new ads:
 - Black Image magazine (full page ad hit newsstands on Monday, November 2)
 - El Tiempo newspaper (1/2 page ad hit newsstands Wednesday, November 11 – Tuesday, November 17)
 - **Betsy Ward** worked with Graphic Designer **Cierra Pedro** to create and send out a dedicated eBlast on **Friday, November 6** to Library District cardholders to help promote the new financial aid options that are available. The eNewsletter was sent to 323,093 customers, and had 86,078 unique clicks for a 26.72% open rate.
 - In early November, BAM was directed to move from a focus on fall 2020 registration to spring 2021 student recruitment for the Vegas Strong Academy in the four designated library locations.

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[View Online](#)

Las Vegas-Clark County
LIBRARY DISTRICT
LVCCLD.org

Register your student today!
Financial aid available

Low-cost supervised distance learning with breakfast & dinner provided!



VEGAS STRONG ACADEMY

Open through December 18, 2020
6 a.m. - 6:30 p.m. • Monday - Friday

Available at these branch locations:

Clark County Library	East Las Vegas Library
West Las Vegas Library	Windmill Library

Register with the City of Las Vegas today!
LasVegasNevada.gov/VegasStrongAcademy



There are two ways to qualify for 100% financial aid.
For details, please contact the City of Las Vegas by calling [702.229.CARE](tel:702.229.CARE) (2273)
or by visiting LasVegasNevada.gov/VegasStrongAcademy.

PREPPING FOR POSSIBLE SECOND LIBRARY DISTRICT COVID-19 SHUTDOWN

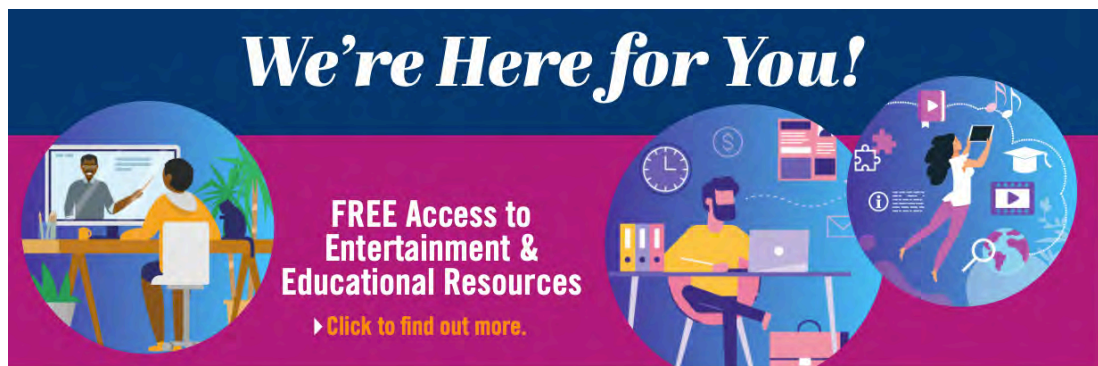
- **Planning focuses on full Library District shutdown, as well as continued Curbside Pick-Up Service**
 - Per the Board of Trustees Meeting that took place on **Thursday, November 12**, the Library District continued to prepare options for the potential of a state-mandated shutdown due to rising COVID-19 confirmed cases in Nevada.
 - The BAM department met on **Friday, November 13** to review working timelines for print, website, and social media promotional materials that would need to be prepared in the event of the Library District shutting down or moving to Curbside Pick-Up Service only.
 - **Betsy Ward** worked with **Juanita Aiello**, Digital Content Manager **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** to create two different marketing plans in the event of a full shutdown or a return to Curbside Pick-Up Service only.
 - **Betsy Ward** worked with **Juanita Aiello** to create three different graphic options, to spotlight: 1) Curbside Pick-Up Service, Educational & Online Resources & Virtual Programming, 2) Curbside Pick-Up Service & Educational & Online resources, 3) Educational & Online Resources access only.

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- **Betsy Ward** emailed the requested proposed A & B closing option plans to the Executive Council on **Tuesday, November 17** for their final review.



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NEW MARKETING SERVICE REQUEST SYSTEM

- **Ticketing system to replace old graphic request form on Voyager**
 - To help the BAM department better track and prioritize all of the print and digital requests that are submitted, the switch to a ticketing system similar to that of the IT department needed to be implemented.
 - **Betsy Ward** and **Cierra Pedro** created an instructional document for MSR. Web Designer **Gene Kilchenko**, **Cierra Pedro**, **Ryan Simoneau**, and **Paula Loop** worked with Youth Services Manager **Shana Harrington**, Youth Services Specialist **Melissa Ramos**, Administrative Specialist **Lynn Lucuara**, Performing Arts Center Coordinator **Diondra**, Access Services Manager **Sufa Anderson**, and Programming and Venues Manager **Ryan Neely** to run the final beta-testing and debugging of MSR prior to its launch. **Gene** added functions of MSR based off that feedback to increase ease-of-use which included embedded spell-check and automatic saving.

Marketing Support Request

Help Log Off

Create MSR Print View MSRs by Recently Submitted Records 1-13 of 13

Hide Filter

Keyword

Due Date: From To

Type All Types

Status Not Completed

Reset

1. No Limits; Magic Beyond Belief Starring... Jackson Rayne, World Record Breaking Escape Artist	Not Submitted		
2. 23rd Annual Las Vegas Dance in the Desert Festival	Not Submitted		
3. Shimmy Mob Celebrates on World Belly Dance Day!	Submitted		
4. Voices of Women Series: Juneteenth with Harriet Tubman	Not Submitted		
5. Voices of Women Series: Women With Drive	Assigned for Work		
6. Gardening 101; Starting Your Spring Garden	Assigned for Work		
7. Renew, Bless, and Purify 2021! With Sean "Walking Bear" Mah	Approved by Requestor		
8. Las Vegas Kaminari Taiko in Concert	Submitted		
9. Hands on Painting Class teaching The Terra Guitarra painting style - highly textured stained glass	Submitted		
10. Patchouli & Terra Guitarra perform "The Landscape of Guitar"; an Animated Painting and Concert Expe	Submitted		
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Exit

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Greetings from Your Branding & Marketing Department (BAM):

Whenever you need promotional help—from flyers, posters, and signage, to social media website mentions, and more—we are always here for you!

To make it even easier to request our assistance, BAM is proud to introduce to staff our new project management system, the **MSR (Marketing Support Request)**.

The easy-to-use MSR system replaces the old Graphics Request Form, and will continue to be found on [Voyager under the BAM section](#). The MSR allows you to quickly access the full range of services that BAM provides through a series of drop down menus, and it provides a drag and drop option for uploading files, photos, and artwork. It also allows you to share your entry with your team members. Once you have read through these instructions and are ready for a test drive, **check it out here:** [MSR system](#).

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 creating Special Interest Audience Pages is to help encourage more learning and conversation across cultures and perspectives, and to spotlight relevant titles from our catalog, along with hidden gems cardholders might not be familiar with.
 - To celebrate National Native American Heritage Month, which runs 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 well-received African American, Asian American/Pacific Islander and Latinx audience browse pages. This new page features notable books, movies, & music from Native American authors and artists.
 - The Native American Heritage Month graphic was added to the homepage spinner, along with audience browse pages to give it prominent placement and user awareness throughout the month.
 - **Ryan Simoneau** worked with Head of Collection and Bibliographic Services **Rebecca Colbert** and Electronic Resources Manager **Jocelyn Bates** to compile content for this new page. As with all Special Interest Audience Pages, the Native

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American page will continued to grow as more Native American-themed books, movies, music, and online resources are added to our catalog.





- The Native American page went live on Friday, October 23, and **has compiled 226 Unique Page Views** through November 17, with an **Average Dwell Time of nearly three minutes**. This page can be viewed at:

<https://lvccld.org/nativemamerican>



Native American audience browse page content carousel:

Serving the Native American Community

 <p>WEBSITE</p> <p>Employ NV Business Hub is Now Open at Sahara West Library</p> <p>Under one roof, small business owners (& those looking to start their own business) can get support, training, & financial services help.</p> <p>Adults</p>	 <p>ONLINE RESOURCE</p> <p>Study Native American History & Culture</p> <p>Browse more than 15,000 years of culture & history, covering over 600 tribes & groups with images, biographies, maps, & timelines.</p> <p>Adults Teens Online Resources</p>	 <p>ONLINE RESOURCE</p> <p>American Indian Contributions to the World</p> <p>Enjoy instant access to this online resource to learn about the lasting contributions that Native Americans have brought to the world.</p> <p>Adults Teens Online Resources</p>	 <p>ONLINE RESOURCE</p> <p>Stream Native American Cinema on Kanopy</p> <p>Your free library card gives you access to Kanopy where you can stream your favorite movies and their Native American Cinema Collection.</p> <p>All Ages Movies & TV Streaming Video Online Resources</p>
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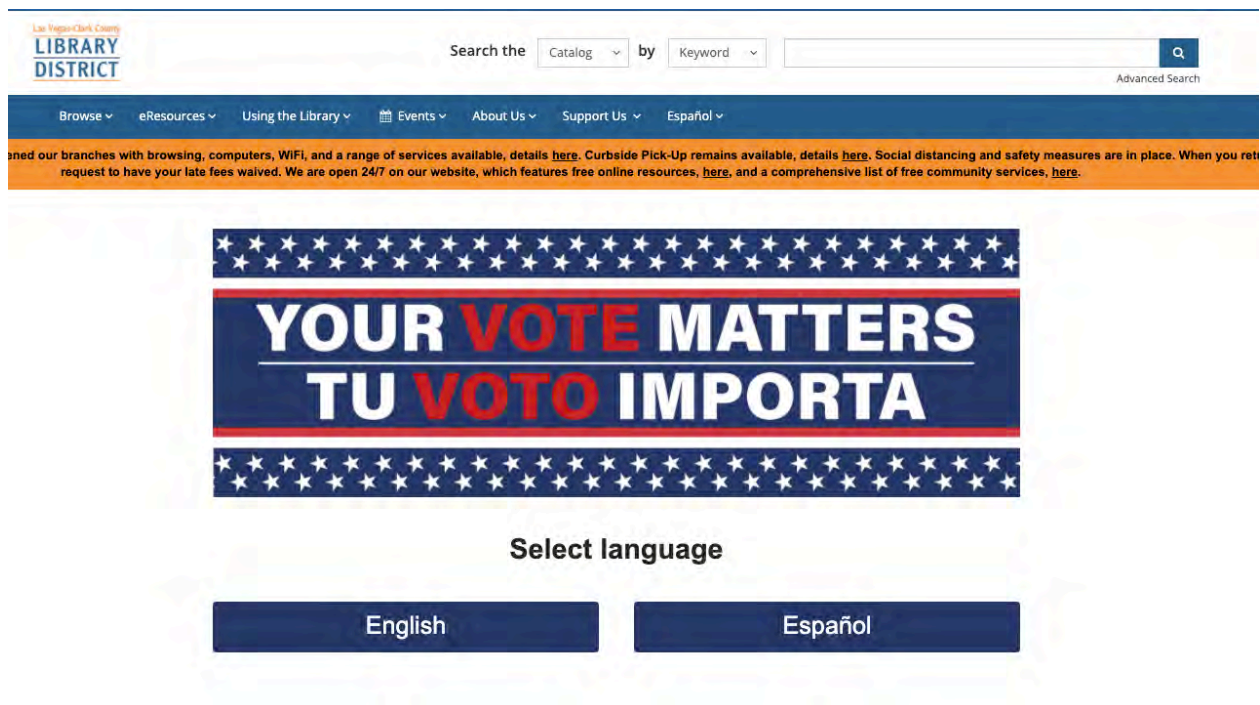
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YOUR VOTE MATTERS

- **Library District Promotes Information & Election Day Voting Centers in English/Spanish**
 - To help encourage residents of Southern Nevada to make their voices heard and vote in the 2020 election on November 3, **Betsy Ward** worked with **Paula Loop**, **Ryan Simoneau**, and Acting Library Operations Director **Leo Segura** to compile content for a new blog post that spotlights voter registration, important dates leading up to Election Day, 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/>



COVID-19 ACTIVITIES

- **Communications During The Pandemic**
 - **Staff Communications:**
 - BAM has continued to maintain the Staff Updates page on the website on behalf of the Executive Council members. The dedicated page for Library District staff continues to be an efficient 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. This page can be viewed at: <https://lvccld.org/staffupdates>

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- **Betsy Ward, Ryan Simoneau and Gene Kilchenko** worked with **Leo Segura** to incorporate Library Operations staff feedback on this page to ensure the latest Library District updates and COVID-19 Incident Notifications more prominent at the top of the page. BAM will be working with Leo to update the homepage of Voyager to better display the latest Library District news & staff updates as well.
- The Staff Updates page first went live on Thursday, March 19, and continues to enjoy growth month over month. Through November 17, the page has received **31,374 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 the latest COVID-19 information on the dedicated "COVID-19 Response" blog post, which spotlights a listing of free community resources. This informative blog post also links out from the system notification banner at the top of the website. Through November 17, this blog post has compiled **20,001 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: lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/

VEGAS GOLDEN KNIGHTS PARTNERSHIP

- **VGK Bookmarks & Chance's Chat** continued to be a popular promotional item at our branches as well as a strong presence on our website. Ahead of the 2021 season, the Vegas Golden Knights have updated their team roster during the player free agency period that has now concluded. All Library District branches will continue to offer the three remaining VGK player bookmarks, featuring Deryk Engelland, Alex Tuch, and Jonathan Marchessault.
- **Betsy Ward** continues to work with Vegas Golden Knights Director of Marketing & Community Engagement **Carly Sisolak** to see if additional players will be made available for 2021 bookmarks to continue to promote the availability of the free Vegas Born library card, along with new Chance's Chat Q&A player blog posts on LVCCLD.org.
- 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 "keywords" 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 [HERE](#).
- Conversation tracking for priority Google AdWords campaigns include (as of November 17):
 - Ads going to our Vote 2020/Voto 2020 English/Spanish blog post to encourage people to vote & the Library District' early & election-day voting locations received 365 clicks in only a short-period of time.
 - Ads promoting the Employ NV Business Hub has received 25 clicks so far, and we have already received 75 clicks to the Business & Career Success page.

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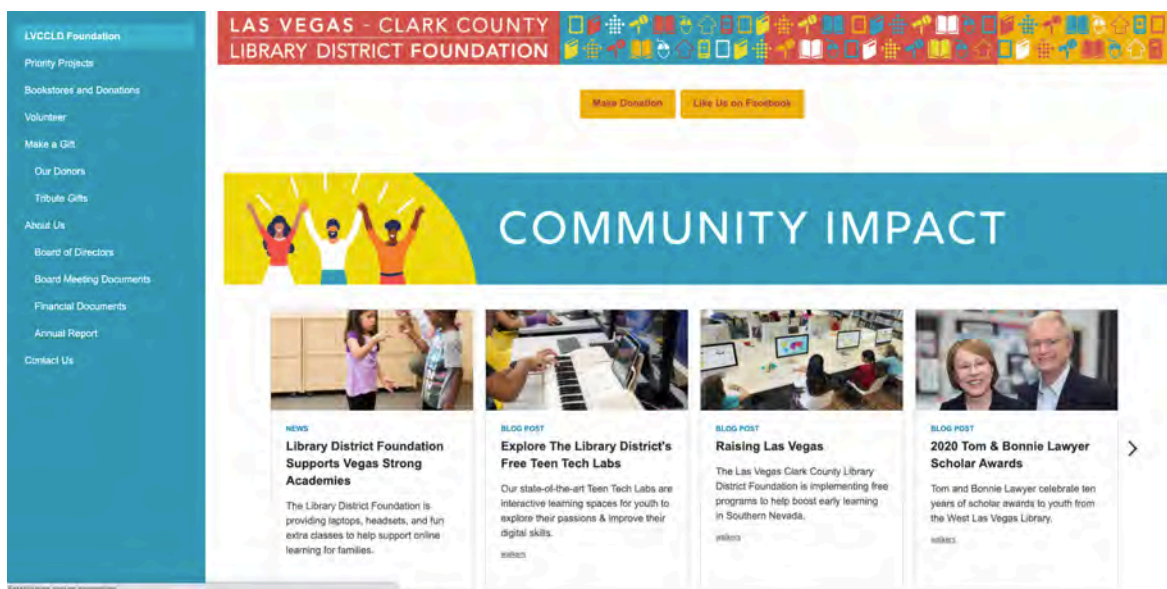
- 61 people clicked on our ads to promote the Library District's free art galleries & current exhibits.
- 46 people have applied for a digital eCard right from the ads.
- 30 people have clicked to the main LVCCLD Foundation webpage from ads.
- 12 people have called our branches by clicking on an ad.
- 350 people found our website searching for their "local library" and clicking on an ad.
- 85 people found our website from searching "free music".

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: Plantable Holiday Ornaments, Voices of Women Series - The Women of the Black Panthers & Women with Drive, Renew, Bless and Purify 2021! W/ Sean "Walking Bear" Mah, Las Vegas Stories, and "Don't Expose the Nose" in-branch mask signage.

WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Updating Library District Foundation Web Pages:**
 - To help give the Library District Foundation web pages a fresh new look, **Betsy Ward, Ryan Simoneau, and Gene Kilchenko** worked with **Danielle Milam** and Library District Development Officer **Sherry Walker** to implement their requested layout changes, streamline the existing pages, and create new content.
 - The new pages focused on Priority Projects, Bookstores & Donations, Volunteer, Make a Gift & Donors, About Us, Board Meeting & financial documents, as well as the annual report.
 - The new webpages went live on Monday, November 2 and can be viewed here: <https://lvccld.org/foundation/>



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- **Employ NV Business Hub:**

- In an effort to better assist local small business owners and those looking to start their own business, the Employ NV Business Hub at Sahara West Library officially opened its doors to the public on Wednesday, October 21. This state-of-the-art space is the latest evolution of a groundbreaking partnership between Nevada Workforce Connections, DETR, and the Library District.
- **Betsy Ward** worked with **Paula Loop** and **Gene Kilchenko** to create an Employ NV Business Hub landing page to show the location, hours of operation, and provided services. The landing page has compiled **334 Unique Page Views** through November 17, with an **Average Dwell Time of over four minutes**. View it here: <https://lvccld.org/businesshub/>
- **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. This blog post went live on October 13 and has compiled **3,634 Unique Page Views**, with an **Average Dwell Time of nearly two minutes**. View it here: <https://lvccld.org/blogs/post/employ-nv-business-hub/>
- **Betsy Ward, Cierra Pedro, Paula Loop, and 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. View it here: https://lvccld.org/blogs/post/employnv_espanol/

- **Business & Career Success:**

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. As with all special communications and promotional pages, the Business & Career Success flyer was translated into Spanish and the interactive PDF can be viewed [HERE](#).

- **Betsy Ward** worked with **Paula Loop, Ryan Simoneau**, as well as **Rebecca Colbert** and **Jocelyn Bates** to compile all of the content, services, and online resources.
- **Paula** and **Ryan** continued to schedule social media posts across the Library District's platforms which linked back to the Business & Career success landing page. Through November 17, this page has compiled **136 Unique Page Views**, with an **Average Dwell Time of over two minutes**. 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/>

- **Browsing is Back/Library is Open:**

This landing page continues to serve as a dedicated space on the website to help reassure our customers that their nearest LVCCLD libraries are open, safe and there to serve them! It is critical to keep our customers informed with the latest Library District updates during the COVID-19 pandemic and each member of the BAM team plays an important role in keeping these pages up-to-date, visually compelling, and informative. Graphics on the current

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Browsing is Back page are supplied and updated by **Juanita Aiello** and **Gene Kilchenko**. As with all special communications and promotional pages, the Browsing is Back page was translated into Spanish and can be viewed at: <https://lvccld.org/abierto>

- **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 **2,553 Views**. Watch it here: <https://youtu.be/keeMQo7fCL4>
- Through November 17, the Browsing is Back page has received **12,741 Unique Page Views, an increase of 17% over the previous month**. Customers have stayed on this page for an **average Dwell Time of nearly two minutes**.
- The updated Library Locations, Hours & Curbside Availability link (which added numerous outlying branches that previously did not offer this service) has received **5,820 Unique Page Views** through November 17, **an increase of 24% 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 November 17, the Limitless Learning page has received **1,784 Unique Page Views, a 37% increase over last month**. 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 **5,163 Unique Page Views** through November 17, **an increase of 43% over last month**. 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.

- **Special Interest Audience Pages:**

- **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 November 17, it has received **2,448 Unique Page Views, an increase of 1.5% over last month**. Website visitors have stayed on this page for an **average Dwell Time of two minutes**.

- **Latinx Web Page**

- The Latinx page went live on Thursday, September 3, and can be viewed at: <https://lvccld.org/latinx>

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- Through November 17, it has received **571 Unique Page Views, an increase of 65% over last month.** Website visitors 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 created.
- 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 at Sahara West
 - Promoting the Library District's partnership with the City of Las Vegas to expand the Vegas Strong Academy locations to four Library District branches
 - Celebrating Native American Heritage Month by promoting the new Native American audience browse page on the website which includes a listing of the Library District's free services & resources, staff lists, along with local & national services & resources
 - Promoting the Business & Career Success landing page
 - Vote 2020/Voto 2020 Initiative (English & Spanish blog posts)
 - Sharing the Library District's early hours for students that started on September 14 at urban branches
 - Promoting the Library District's 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
 - Promoting the Library District's full reopening + continued curbside service
 - Digital eCard availability
 - Spotlighting our free art galleries & current exhibits
 - Promoting pertinent eResources
- **Paula Loop and Ryan Simoneau** worked with **Rebecca Colbert & Jocelyn Bates** to begin compiling content for a new "holiday-themed" blog post that will incorporate the Library District's available catalog and online resources for the major December holidays: Hanukkah, Winter Solstice, Christmas & Kwanzaa. This will be published ahead of December 1 and will be linked from the website homepage spinner, as well as placed on each of the different audience pages across the website.
- Media and Press Release pages were updated by **Gene Kilchenko and Ryan Simoneau.**
- **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 30 feedback emails through November 17.
- Working with the **Website Content Committee**, 20 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 **141,491 library card registrations** as of November 17, an **increase of 1%** 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

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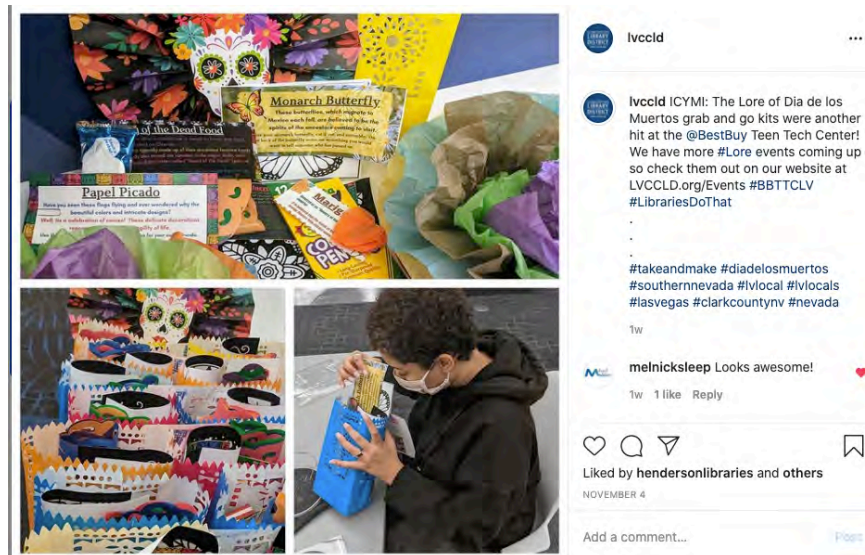
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- The top priorities for our social media channels in November were to continue promoting the new Employ NV Business Hub at Sahara West Library, the City of Las Vegas' Vegas Strong Academy program at four Library District locations, Native American Heritage Month and the new Native American audience browse page on the website that features a listing of free services and resources, along with the Business & Career Success landing page, and Take & Make Kits across the Library District. BAM also continued to encourage people to vote leading up to the general election on Tuesday, November 4 by directing people to our "Your Vote Matters" English and Spanish blog posts, which included key information, important dates, and the Library District locations for early and Election Day voting.
- Additional continued 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; the free Tools for School Success resource page; sharing new content added to our different audience browse pages; new online and in-branch events; timely staff lists; the Library District's digital eCard; and free online resources and services.

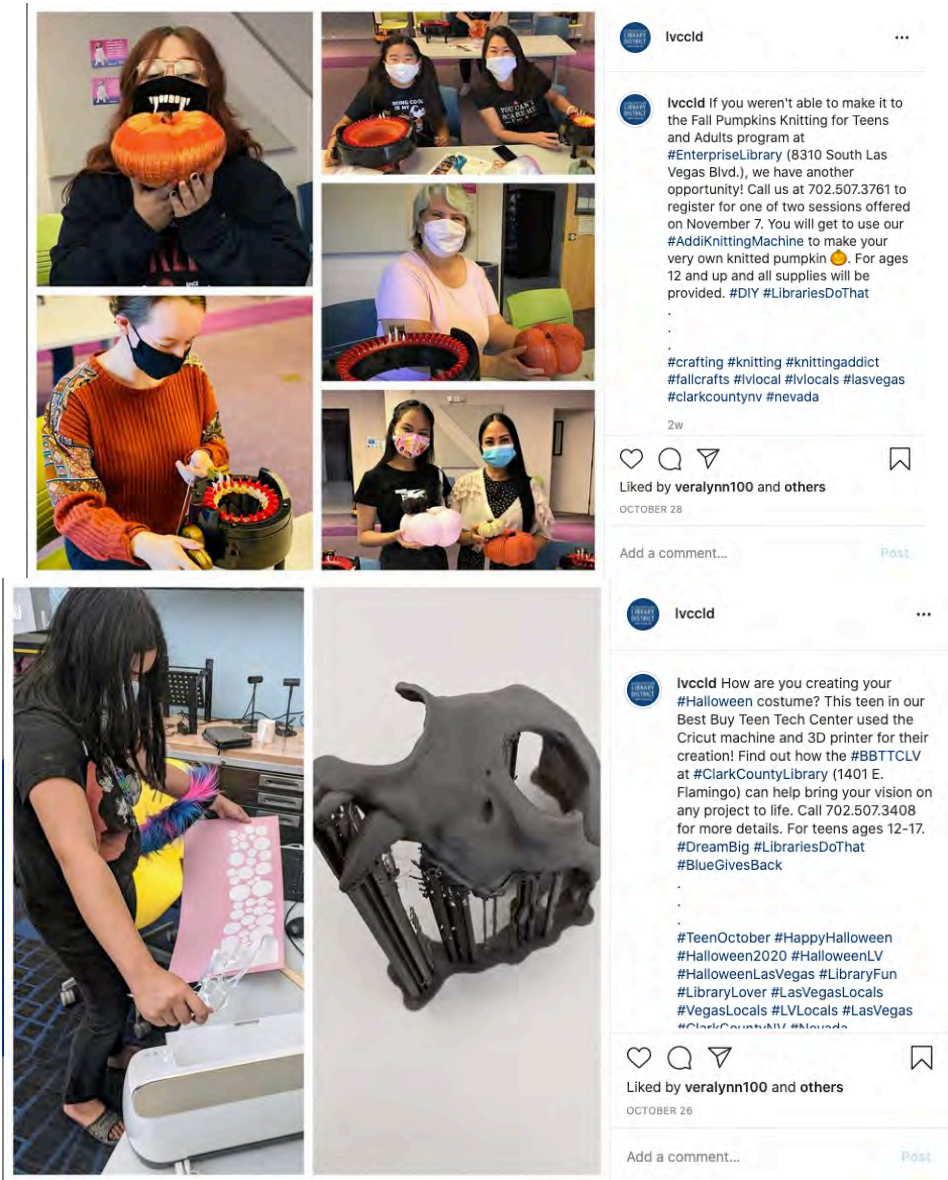
CONTINUED TAKE & MAKE KITS PROMOTION

The social media posts BAM schedules each month to help promote the different free Take & Make Kits that are offered across the Library District have continued to be very popular and help increase our user engagement as well as drive more people into our branches.



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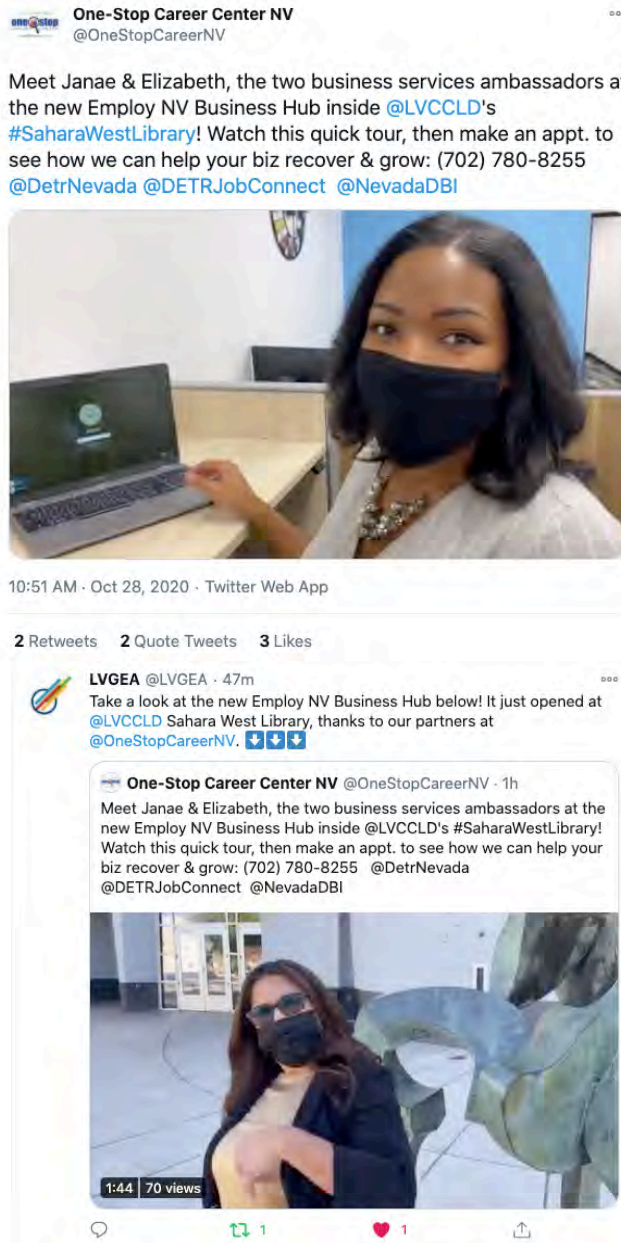
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SOCIAL MEDIA HIGHLIGHTS

- We continued to receive positive support on social media for the new Nevada Workforce Connections Employ NV Business Hub located inside Sahara West Library.



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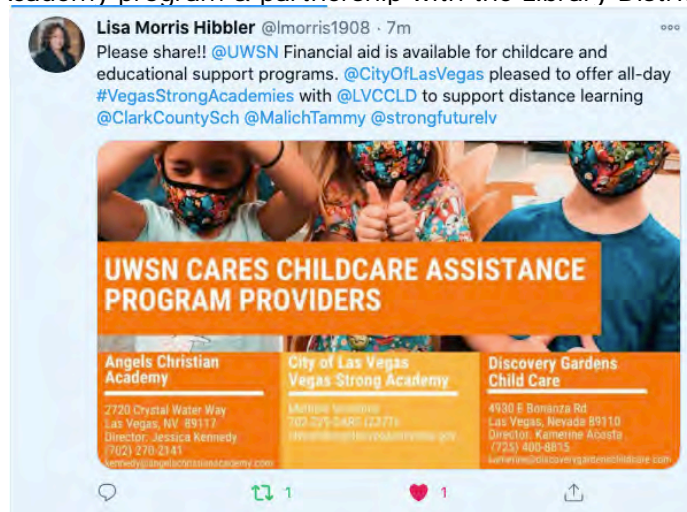


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- Lisa Morris Hibbler from City of Las Vegas Community Services team helped to promote the Vegas Strong Academy program & partnership with the Library District.



- Whitney Library Youth Services Librarian **Emily Matview** posted about her photography exhibit that was on display at the library's art gallery and received strong user engagement.



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LVCCLD'S TOP POSTS (OCTOBER 2020)

- **Facebook:**

Our post to help promote Enterprise Library's Fall Pumpkins Knitting program for teens and adults was very well-received and reached nearly 2,000 people, with several positive user comments.



- **Twitter:**

The Library District shared the new One-Stop Career Center video and linked back to the dedicated landing page on LVCCLD.org for our followers to learn more about this free service.

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- **Instagram:**

The festive Halloween display at Laughlin Library was very popular on Instagram and even received kudos from the San Francisco Public Library.



WEB & SOCIAL MEDIA ANALYTICS (OCTOBER 2020)

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,687 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 40,793 (+1%)
- Total New Follower Increase: +1%
- Total Facebook Impressions: 161,205 (-12%)

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- Total Facebook Post Engagements: 5,045 (-2.5%)
- Total Facebook Link Clicks: 222 (-42%)

Notes: New followers continue to hold steady, but our total user engagements dipped from last month. This is due to a number of factors including: 1)Facebook's difficult algorithm; 2)fewer in-branch programs; and 3)the continued pause of Library District virtual programming until legal and production issues are resolved.

- **LVCCLD Twitter:**

- Followers: 3,495 (+1%)
- Total user engagements: 1,751 (-20%)
- Organic Impressions: 122,539 (-7%)
- Link clicks: 191 (-17%)

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

- **LVCCLD Instagram:**

- Followers: 3,716 (+1%)
- Total user engagement: 2,130 (+38%)
- Total impressions: 58,090 (+19%)
- Top post engagement: 97 (+3%)
- Total likes received to posts: 2,012 (+40%)
- Total comments received to posts: 36 (-12%)
- Instagram Stories Impressions 12,212 (+14%)

Notes: Our new followers continue to steadily increase on this platform and we are also seeing a boost in our Instagram Stories impressions, as more users look to view Instagram Stories, as opposed to searching through traditional Instagram feed postings. We can continue to grow this social platform, and bring back our IGTV feed for sharing longer-form video content like the recent Employ NV Business Hub promotional video once the Library District's Virtually Anywhere YouTube content resumes.

- **YouTube:**

- Channel Subscribers: 913 (+2%)
- Total Impressions: 26,400 (-24%)
- Total Channel Watch Time: 33.4 (-48%)
- Average View Duration: 1min 26sec (-32%)

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 (October 2020)**

- Page Views: 1,638,710 (-4%)
- Homepage Views: 322,914 (+1%)
- Total Visitors: 156,104 (-4%)
- Unique Visitors: 134,852 (-5%)
- Average Dwell Time: :58 (-1 second across website) 1:09 (no change on homepage)

Notes: Total website visitors, homepage views, and website and homepage dwell time all decreased slightly from last month.

ITEM VII.A.2.b.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director
FROM: Matt McNally, Community Engagement Director
DATE: November 25, 2020
SUBJECT: Community Engagement Report, December 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 **October 1, 2020 – October 30, 2020**.

The Employ NV Business Hub opened at the Sahara West Library on October 21. Details about the event were described in the November 2020 Community Engagement Report. Links to EmployNV Business Hub services include:

- Employ NV Business Hub Website:
<https://nvworkforceconnections.org/employnvbusinesshub/index.html>
- The Library District Welcome Page:
<https://lvccld.org/blogs/post/employ-nv-business-hub/>
- Sahara West Library Ribbon Cutting Ceremony:
<https://www.youtube.com/watch?v=WqbqDwIWE20>

Matt McNally and Literacy Services Manager **Jill Hersha** presented at the Workforce Connections Fellowship Session on October 15. Guidance Counselors from Clark County School District learned about alternative career pathways for students and workforce readiness solutions. Staff were able to promote the Library District's partnership to host One-Stop Career Centers and the EmployNV Business Hub, and literacy services offered such as the Career Online High School, High School Equivalency exam, and Integrated and Educational Training (IET) opportunities.

Information Technology Director **Al Prendergast** gathered Deputy Director **Danielle Milam**, Access Services Manager **Sufa Anderson**, Head of Collection and Bibliographic Services **Rebecca Colbert**, Acting Library Operations Director **Leo Segura**, and **Matt McNally** on October 26 to discuss advancing the idea of getting all Clark County School District (CCSD) students a library card in partnership with North Las Vegas Library District, Henderson Libraries, and the Boulder City Library systems. Discussions remain ongoing between the library systems and CCSD.

Matt McNally participated in a Master Facilities Plan review with General Services and Executive Council staff on October 29.

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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	October 2020	FY '20-'21 YTD
Test Takers	5	24
Tests Administered	12	69
Tests Passed	11	50
HSE Certificates Earned	3	8

The Career Online High School (COHS) program was offered to students interested in earning their high school diploma. Since launching in December 2016, the retention rate of students starting, qualifying for their scholarship, and continuing their education is 87%. In order to qualify for a scholarship and continue in the high school program, students must complete their second semester course within 30 days. To date, only nine students have not met this requirement.

Career Online High School	October 2020	FY '20-'21 YTD	Since Inception Dec '17
Completed Self-Assessment	37	200	1,199
Completed Prerequisite Course	4	33	368
Approved Scholarship	4	23	146
Graduates	3	11	52

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 students enrolled in the fall session of the Hotel Operations Certificate (HOC) at TISOH.

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

Literacy Services' Cycle II classes started in October 2020. Cycle II launched 11 virtual classes and 18 in-person classes, with social distancing protocols in place, were held at 8 library sites (Clark County, East Las Vegas, Rainbow, Spring Valley, Sahara West, West Charleston, Whitney, and Windmill) and East Las Vegas Community Center. In-person Friday Conversation Workshops were also offered at Clark County and East Las Vegas Library. Online registration for Cycle III classes will open on December 1, 2020 and launch in mid-January, 2021.

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Literacy Services; In-Person	Classes October 2020	Enrollment/ Attendance October 2020	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	18	117	270
Adult Basic Education*	---	0	0
Conversation Workshop	2	47	229
One-Stop Tutoring	---	---	---
Literacy Open Labs	---	5	19
*Includes HSE Students with 12 hours instruction			

Literacy Services; Virtual	Classes October 2020	Enrollment/ Attendance October 2020	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	10	108	225
Citizenship Class	1	4	4

GALLERY SERVICESNew Exhibit Installations*23 Views*

Tiffany Lin, Spring Valley Library, 10/1/20 – 12/20/20

3rd Annual LVAG Members' Fall Juried Show

Las Vegas Artists' Guild, West Charleston Library, 10/6/20 – 1/3/21
(Photo; below)

*Old Europe Today: A Photographic Perspective*

Stuart Goldschen, Enterprise Library, 10/15/20 – 1/5/21

Fall/Winter Show

Clark County Artists Guild, Clark County Library, 10/20/20 – 1/12/21

Remembering our Veterans: One Story at a Time

Mikel Conrad, Summerlin Library, 10/22/20 – 1/10/21

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Viva: Las Vegas

Doug Waterfield, West Las Vegas Library, 10/27/20 – 1/19/21

Events

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
In-Person Programs	0	0	32	915
Staff	0	0	10	226

Highlights

The Las Vegas Chapter of the Knights of Rizal offered the Library District a temporarily loan of a bust depicting Filipino nationalist and polymath José Rizal. Gallery Services Manager **Darren Johnson** is working to find a suitable library location for the display after researching and reaching out to local Filipino leaders and scholars for their input. The sculpture of Rizal, who is considered a national hero in the Philippines, is intended to honor the leader and strengthen the Library District's connection with Filipino-American customers.

OUTREACH SERVICES

Outreach Services Manager **Glenda Billingsley** met with YMCA Chief Operations Officer Breezy Bolden. They developed a creative partnership to better serve teens. Outreach Specialist **Jeremy Klewicki** then committed to helping activate the YMCA Dreamr lab by designing and facilitating six tech-fortified programs. The YMCA Dreamr lab is similar to the Library District's Best Buy Teen Tech Center and Made from Scratch lab in that it provides access to a recording studio, computer equipment, and photography/green screen studio equipment. **Jeremy** assisted 33 aspiring young YouTubers, podcasters, and social media dreamers by mentoring them in writing, composition, recording, and editing software to develop their very own original digital content and creations.

Outreach Services promoted Library District services to 3,330 attendees at four community-wide curbside events: Puentes Cure Community Food Drive on October 3, Children's Alliance's Annual Step up for Kids on October 17, YMCA Durango's Trunk or Treat on October 23, and the city of Las Vegas Halloween Spook-tacular Drive Thru on October 31.

Outreach Specialists **Andrew Brannon** and **Nina Guevara** facilitated eight after school STEAM (Science, Technology, Engineering, Arts, Mathematics) programs at Vegas Strong Start Academies (VSA) throughout October at Clark County, East Las Vegas, and Windmill libraries. Children particularly enjoyed planting seeds and making their own race cars! Youth Development Specialist Candace Boring, from the city of Las Vegas Department of Youth Development and Social Innovation noted, "I'd like to mention that **Andrew** in Outreach has been doing a great job at rolling with the increase in attendance at our site each week. The kiddos were VERY excited to do take home plants today. They were also very thankful for the take home Halloween gift bags. We greatly appreciate your continued partnership."

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Nina Guevara delivered 13 in-person engaging storytimes to 171 preschoolers at Little Hearts Preschool, Baby University, and The Children's Discovery Museum during October.

Outreach Educational Coordinator **Kelly May** facilitated 12 Early Childhood Educational Training and Professional Development sessions for 244 Department of Education teachers throughout October. Kelly also facilitated 10 virtual pre-kindergarten storytimes for 268 Clark County School District Family and Community Engagement Services (CCSD FACES) and Headstart students during the month.

Outreach Specialist **Sylvia Riesselmann** facilitated two *Spanish Conversation for Beginners* classes for Library District staff and other members of the community on October 13 and 20.

Glenda Billingsley facilitated two training and professional development sessions: *Strategies for Building Executive Functions: Critical Thinking* in partnership with Las Vegas Urban League on October 8 and 15.

Limitless Learning; In-Person	Programs	Attendance
Pre-school Storytimes	13	171
Elementary School Programs	8	139
Middle School Programs	6	33
High School Programs	0	0
Family Programs	0	0
Adult Programs	0	0

Limitless Learning; Virtual Live	Programs	Attendance
Pre-school Storytimes	10	268
Elementary School Programs	8	303
Middle School Programs	1	15
High School Programs	0	0
Family Programs	0	0
Adult Programs	17	298

Limitless Learning; Virtual Recorded	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Pre-school Storytimes	0	0	123	204
Elementary School Programs	0	0	13	71
Middle School Programs	0	0	0	0
High School Programs	0	0	0	0
Family Programs	0	0	0	0
Adult Programs	0	0	0	0

Community & Culture	Events	Attendance
Promotional Booth Events	4	3,330

Circulation	Visits	Circulation	Attendance
Senior Facility Lobby Visits	0	0	0

Homebound Services	---	2,101	---
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PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 498 programs for 6,006 library customers during the month of October. Additionally, staff connected customers to 164 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	148	2,133
Business and Career Success	19	72
Government and Social Services	50	2,083
Community and Culture	71	427
Other	209	1,276

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	20	676
Business and Career Success	0	0	3	120
Government and Social Services	0	0	0	0
Community and Culture	0	0	204	2,453

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	438	2,019
Rentals	70	212
Staff	16	65

PVS provided technical support for 41 Library District programs events and six rental events totaling 213 event hours. Additionally, PVS provided technical support for eight occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with one holiday was 1,571 hours and included 63 technician assignments. The ability to request technicians was closed to scheduling staff for seven days since peak technician availability was reached.

Major Programming Highlights

US Census Bureau

In partnership with the US Census Bureau, the Library District hosted 42 Mobile Questionnaire Assistance events (MQAs) to assist with collecting responses to the 2020 Census. During the months of September and October, MQAs took place at 12 library locations: Centennial Hills, Clark County, East Las Vegas, Enterprise, Laughlin, Mesquite, Spring Valley, Sunrise, West Charleston, West Las Vegas, Whitney, and Windmill. The US Census Bureau polled thousands of library customers coming and going. In total, 458 people either completed the 2020 Census onsite, or

Community Engagement Report November 25, 2020 – Page 7

received additional information and answers to questions in order to fill out the census as soon as possible.

Banff Centre Mountain Film Festival

After cancelling their spring tour, due to COVID-19, the *Banff Centre Mountain Film Festival* returned to the stage of the Clark County Library Main Theater on October 17. A total 71 people attended two socially distanced screenings of their “green” program. Those who attended enjoy the films and felt sufficiently safe to come out for an event since COVID19 guidelines for public gatherings were in place.

*Not-For-Profit Workshops*

In October, **Shelly Weiner**, Clark County Adult Services Librarian and Southern Nevada Non-Profit Information Center (SoNNPIC) liaison, presented two workshops to help nonprofit organizations further their development. A total of 13 customers attend the first workshop on Developing a Nonprofit Board of Directors while 9 customers were on hand to learn about fundraising and proposal writing for nonprofits.

YOUTH SERVICES

Youth Services conducted 740 programs for 14,500 library customers during the month of October. 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	539	11,692
Business and Career Success	1	1
Government and Social Services	159	2,005
Community and Culture	41	802

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	107	27,039
Business and Career Success	0	0	0	0
Government and Social Services	0	0	0	0
Community and Culture	0	0	0	0

Community Engagement Report November 25, 2020 – Page 8

District-Wide Programming Highlights

Youth Services Administration expanded a partnership program that was piloted earlier this summer with Get Outdoors Nevada. Originally, the Library District intended to host programs by the organization at two library branches. Get Outdoors Nevada staff have been working remotely and that plan became no longer feasible. Instead, Get Outdoors Nevada created 300 take home kits that children and teens ages 3-17 were able to pick up at Whitney, Spring Valley, Clark County, West Las Vegas, East Las Vegas, and Enterprise Libraries during October. These kits encouraged children, teens, and their caregivers to explore nature in their own neighborhoods and incorporated STEAM (Science, Technology, Engineering, Arts, Mathematics) learning concepts.

On October 22, Youth Services Manager **Shana Harrington**, Youth Services Specialist **Melissa Ramos**, Outreach Services Manager **Glenda Billingsley**, Sunrise Library Youth Services Department Head **Natalia Tabisaura**, Windmill Library Youth Services Librarian **Doris Cazares**, and Spring Valley Librarian **Erica Henriquez** visited the Discovery Children's Museum. The group researched how museum staff were utilizing their high-touch STEAM items safely.

The Library District's Teen October was well received by customers at all branches. Staff created 74 unique events which included Whitney's in-branch TeenTober Takeover, Sunrise's weekly DIY survival kits, and a kit to celebrate Día de los Muertos at home from the Enterprise Youth Services staff.



Teen customers from the Clark County Best Buy Teen Tech Center celebrated Teen October with *Adulting 101: Laundry Edition*. (photo; left)

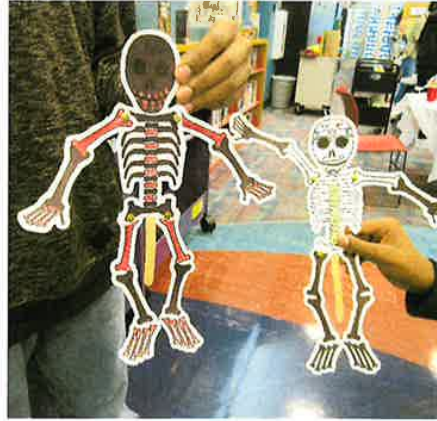
Letter in a Bottle Necklace was a highlight for teens at the East Las Vegas Library branch. Youth Services Assistant **Austin Meeker** created these fun, wearable secret message layered sand bottle kits.

Sahara West Library staff brought back their popular Harry Potter program. But, to ensure compliance with social distancing guidelines and group gathering sizes, they converted the program to a take-and-make model. Customers enjoyed being able to still dress up and participate. (photo; right)



Community Engagement Report November 25, 2020 – Page 9

TeenTober Takeover at the Whitney Library incorporated different socially distanced craft and maker stations in the Youth Services area. Perler beads, sock puppets, and Día de los Muertos crafts were all part of this month long celebration. (photos; below)



Windmill Library decided to send teens home with glow-in-the-dark *Cauldron Slime* kits for Halloween. The kits were so popular that staff had to create an additional 50 after the first batch ran out. (photos; below)



■ ■ ■

ITEM VII.A.2.b.**MEMORANDUM**

TO: Mr. Fred James, Acting Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: December 31, 2020

SUBJECT: Community Engagement Report, January 2021

This report provides an overview of District-wide Community Engagement initiatives including adult literacy services, art gallery services, outreach services, adult programming and venues services, and youth programming services. This report covers a one-month period from **November 1, 2020 – November 30, 2020**.

Matt McNally met with Chief Operating Officer Larry Scott and Director of Community Programs Darwin Bosen from Three Square Food Bank on November 1 to discuss the Library District's annual food drive, *Food for Thought*. Over the past six years, the program collected 179,961 pounds of food and waived \$349,296.18 of Library District fines. However, participation in the program severely waned in 2020. Staff plans to discontinue and later re-evaluate the food drive initiative. The Library District is already temporarily waiving fines to assist customers with pandemic hardship. Without offering incentive for customers to donate food, the program saw a significant reduction of interest (-84%) in 2020, even though the duration of program was increased from 30 to 60 days. Three Square understood the need for both organizations to maximize staff efforts and is excited to continue working in partnership with the Library District to offer after school meal distributions, nutrition programs, and produce giveaways.

Matt McNally met with Gallery Services Manager **Darren Johnson** throughout the month to discuss touring items of the Library District's permanent art collection to various library branches. Each library branch exhibit would be open for public viewing similarly to community partnership exhibits which are often displayed. A detailed plan was then presented to Deputy Director **Danielle Milam** and Acting Executive Director **Fred James**. A short presentation to the Board of Trustees for discussion and consideration will be given at the February Board of Trustees meeting.

Matt McNally led Community Engagement staff and implemented adjustments for group gatherings in accordance to new guidelines issued by Governor Sisolak on November 22 to help mitigate the spread of Covid-19. Staff were instructed to comply with new occupancy limits of either 25% of normal capacity or 50 persons, whichever is less. Additionally, previous standards such as six-feet of social distancing, venue load in/load out plans, questionnaire screenings, and protective barrier equipment were reiterated.

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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	November 2020	FY '20-'21 YTD
Test Takers	5	29
Tests Administered	12	81
Tests Passed	15	65
HSE Certificates Earned	2	10



The Career Online High School (COHS) program is offered to adult students interested in earning their high school diploma. The Library District's fifth COHS graduation ceremony was held on November 17, 2020 at the Clark County Library. Literacy Services Manager **Jill Hersha**, Community Engagement Director **Matt McNally**, and Acting Executive Director **Fred James** recognized the class with program remarks onstage. Deputy Director **Danielle Milam** also supported the

event by attending on behalf of the Library District Foundation. Eight graduates participated in the ceremony. Las Vegas-Clark County Library District Chairman of the Board of Trustees **Felipe Ortiz** delivered the keynote address. Family and friends supported the graduates who marched in to pomp and circumstance, crossed the stage to receive their diploma, and turned their tassel. The evening was an inspiring tribute to the students' hard work and determination to earn their high school diploma.



Community Engagement Report December 31, 2020 – Page 3

Career Online High School	November 2020	FY '20-'21 YTD	Since Inception Dec '17
Completed Self-Assessment	30	230	1,229
Completed Prerequisite Course	7	40	375
Approved Scholarship	4	27	150
Graduates	2	13	54

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. TISOH is on *winter break* in November and December. Literacy Services continued interviewing students wishing to enroll in the winter session of the Hotel Operations Certificate (HOC) which begins January 2021.

NV-ACE Pilot	November 2020	FY '20-'21 YTD
TISOH Enrollment (HOC)	0	6
Certificate Completers	4	4

Many Literacy Services' Cycle II classes came to their conclusion in November. Throughout Cycle II, all students were pretested and will be post-tested on a listening assessment. Literacy staff administered assessments to 11 virtual classes and 18 in-person classes, held at eight library sites (Clark County, East Las Vegas, Rainbow, Spring Valley, Sahara West, West Charleston, Whitney, and Windmill) and the East Las Vegas Community Center. In-person Friday Conversation Workshops were also offered at Clark County and East Las Vegas libraries. Online registration for Cycle III classes opened on December 1. Classes will launch in mid-January, 2021.

Literacy Services; In-Person	Classes November 2020	Enrollment/ Attendance November 2020	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	18	109	379
Adult Basic Education*	--	0	0
Conversation Workshop	2	31	260
One-Stop Tutoring	---	---	---
Literacy Open Labs	---	70	89
*Includes HSE Students with 12 hours instruction			

Literacy Services; Virtual	Classes November 2020	Enrollment/ Attendance November 2020	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	10	101	326
Citizenship Class	1	4	8

Community Engagement Report December 31, 2020 – Page 4

GALLERY SERVICES*Photography Reimagined*

Kevin Buckley, Centennial Hills Library, 11/3/20 – 1/24/21

Springtime Fanfare (fall Winter Edition)

Lisa Fields Clark, Laughlin Library, 11/15/20 – 1/30/21

Illusion of Risk

Rachel Berkowitz, Whitney Library, 11/19/20 – 1/26/21

(Photo Right)

Desert Night & Day

JK Russ, East Las Vegas Library, 11/24/20 – 2/2/21

Events

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
In-Person Programs	0	0	65	980
Staff	0	0	4	230

Highlights

Gallery Services Manager **Darren Johnson** participated in the Meow Wolf Las Vegas Virtual Community Conversation on November 5. The meeting was geared toward communicating with Las Vegas residents about their project *Omega Mart* and about opportunities with the company. Meow Wolf is the anchor of the new immersive-experience at AREA 15 located just west of Interstate 15.

Darren Johnson was invited by Mark Salinas and the Cultural Alliance of Nevada to help curate an art exhibit at the Reno-Tahoe airport, which will be on display from January 2021 through April 2021. On November 30, **Darren** recommended artists from three state senate districts for the exhibit. The artists had all previously exhibited in the Las Vegas-Clark County Library District galleries.

OUTREACH SERVICES

Outreach Services Manager **Glenda Billingsley** engaged 500 seniors at the Senior Expo Series event hosted by Palace Station Hotel and Casino on November 4.

Outreach Specialist **Sylvia Riesselmann** prepared and distributed Library District giveaway bags with Library District programming information and candy treats to 1000 seniors at the Diaz Senior Curbside event conducted by the city of Las Vegas on November 21.

Community Engagement Report December 31, 2020 – Page 5

In partnership with the YMCA, Outreach Specialist **Jeremy Klewicki** facilitated dozens of projects during 13 events conducted in the Y Dreamr Lab throughout November. The partnership helps connect teens and tweens to technology of which they might not otherwise be exposed. Technical projects included creation in the music studio, animation, and coding. An additional benefit is the collaborative teambuilding work that occurs on projects between children.

Outreach Specialists **Andrew Brannon**, **Jeremy Klewicki**, **Sylvia Riesselmann**, and Outreach Education Coordinator **Kelly May** curated five virtual educational recordings. The recordings were used during weekly live virtual learning sessions through the department's ongoing partnership with Cure4theKids and provided support to 120 students battling cancer. The videos included: a Brainfuse tutorial, a Library District Covid-19 resources overview segment, a Library District E-media resources tutorial, a Muzzy language tutorial, and a Rosetta Stone language tutorial.

Outreach Services provided live-virtual and in-person storytime sessions infused with fun and early learning concepts including: math, focus, self-control, early literacy, story recall, rhyming, yoga, deep breathing, perspective taking, handling emotions, music, and movement. **Kelly May** conducted nine live-virtual storytimes, serving 413 students, teachers, and family members of Clark County School District Family and Community Engagement Services (CCSD FACES) and Acelero Headstart throughout November. Outreach Specialist **Nina Guevara** facilitated 10, live in-person storytime sessions for 123 students of Nevada Chinese Academy, Discovery Children's Museum, and Little Heart's Academy.



Limitless Learning; In-Person	Programs	Attendance
Pre-school Storytimes	10	123
Elementary School Programs	5	100
Middle School Programs	13	142
High School Programs	0	0
Family Programs	0	0
Adult Programs	0	0

Limitless Learning; Virtual Live	Programs	Attendance
Pre-school Storytimes	9	413

Community Engagement Report December 31, 2020 – Page 6

Elementary School Programs	11	255
Middle School Programs	0	0
High School Programs	3	97
Family Programs	0	0
Adult Programs	9	81

Limitless Learning; Virtual Recorded	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Pre-school Storytimes	0	0	5	209
Elementary School Programs	0	0	11	82
Middle School Programs	0	0	0	0
High School Programs	0	0	0	0
Family Programs	0	0	0	0
Adult Programs	0	0	0	0

Community & Culture	Events	Attendance
Promotional Booth Events	2	1500

Circulation	Visits	Circulation	Attendance
Senior Facility Lobby Visits	0	0	0
Homebound Services	---	1750	---

PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 495 programs for 10,703 library customers during the month of November. Of these programs, one was a diversity event impacting nine library customers. Additionally, staff connected customers to 151 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	159	2,686
Business and Career Success	7	29
Government and Social Services	24	6,358
Community and Culture	22	254
Other	283	1,376

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	47	723
Business and Career Success	0	0	1	121
Government and Social Services	0	0	0	0
Community and Culture	0	0	152	2,605

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

Community Engagement Report December 31, 2020 – Page 7

Venue Usage	Events	Hours
In-Person Programs	495	2,078
Rentals	71	178
Staff	13	47

PVS provided technical support for 25 Library District programs events and one rental event totaling 134.5 event hours. Additionally, PVS provided technical support for five occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with three holidays was 1,376 hours and included 38 technician assignments. The ability to request technicians was closed to scheduling staff for seven days since peak technician availability was reached.

Major Programming Highlights

Clark County Election Department

The Library District partnered with the Clark County Election Department for the 2020 General Election for both early voting and Election Day voting. Early voting took place during three days in October at Laughlin Library with a total of 1,105 people casting a ballot. On Election Day (November 3), voting occurred at the Laughlin, Rainbow, and Sahara West libraries and drew 5,860 people who exercised their right to vote.

Saturday Crafternoon



Families and individuals created bracelets in our first crafting program, *Saturday Crafternoon* on November 14, at the Clark County Library. Customers sat in the Paul C. Blau Theatre to string beads and create their own designs. Everyone was pleased with the social distancing implemented for the program. In total, seven customers gathered for the event. Additionally staff prepared 20 take-and-make kits that customers could pick up and complete the craft at home.

Turkey Dinner Giveaway

On November 24, officers of the Las Vegas Metropolitan Police Department (LVMPD) Enterprise Area Command joined forces in partnership with the Library District to give free Thanksgiving dinners to families in need at the Windmill Library during a drive-thru event. About 20 LVMPD staff and volunteers set up in the Windmill Library parking lot prepared with turkeys and all the trimmings. The event was so popular that distribution of meals began early to accommodate the 30+ cars that waited two hours prior to the start time. A total of 220 food-insecure families were provided a turkey dinner to help celebrate Thanksgiving.



Community Engagement Report December 31, 2020 – Page 8

YOUTH SERVICES

Youth Services conducted 615 programs for 11,711 library customers during the month of November. 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	451	8,955
Business and Career Success	0	0
Government and Social Services	143	2,553
Community and Culture	21	203

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	107	27,575
Business and Career Success	0	0	0	0
Government and Social Services	0	0	0	0
Community and Culture	0	0	0	0

District-Wide Programming Highlights

Youth Services Specialist **Melissa Ramos** developed 20 virtual connections for library customers on Bibliocommons in the month of November. These included programs from Library District partners at the Children's Cabinet, University of Nevada Reno Extension 4H, former contracted artist 123 Andrés!, in addition to online programming from the Smithsonian Museum of Natural History, and NASA.

The District-wide annual initiative *Winter Reading Challenge* will kick off its fifth year in January 2021. This program encourages families to read together and enters them in to a grand prize drawing for Discovery Children's Museum passes. The program is also incentivized with gift cards from each library branch and movie passes for teens provided by the Library District Foundation. The program will run from January 1 through January 31. Participants can enter and participate virtually while library branches are closed. When library branches reopen, participants can pick up print bookmarks to log their reading or may continue logging their reading virtually.

Department Highlights

The Nevada Partnership for Homeless Youth's (NPHY) Fourth Annual Summit 2020 was held virtually on November 13 and 20. Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** attended. The main points of interest this year were the impact of Covid-19 and anti-racism on youth homelessness in Southern Nevada.

Shana Harrington delivered a virtual presentation on management and leadership in libraries to current library school students at the University of Southern California on November 18 at their monthly *Conversations with Leaders* series.

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Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
October 2019/ October 2020*

		Youth Services Programs				2019	2020			Youth Services Attendance				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	61	18	-43	-70%	181	57	-124	-69%	1,716	1,548	-168	-10%	5,585	4,117	-1,468	-26%
	Clark County	69	7	-62	-90%	258	49	-209	-81%	3,150	489	-2,661	-84%	12,531	1,095	-11,436	-91%
	Clark County BBTTC	185	80	-105	-57%	646	431	-215	-33%	2,938	789	-2,149	-73%	10,470	4,150	-6,320	-60%
	Enterprise	52	64	12	23%	189	189	0	0%	911	1,085	174	19%	3,449	3,992	543	16%
	East Las Vegas	45	16	-29	-64%	172	45	-127	-74%	652	369	-283	-43%	3,445	1,186	-2,259	-66%
	Meadows	2	2	0	0%	3	4	1	33%	33	12	-21	-64%	102	24	-78	-76%
	Rainbow	75	25	-50	-67%	250	70	-180	-72%	2,835	513	-2,322	-82%	9,649	1,885	-7,764	-80%
	Sahara West	70	38	-32	-46%	248	123	-125	-50%	2,203	868	-1,335	-61%	7,912	2,608	-5,304	-67%
	Spring Valley	85	90	5	6%	320	308	-12	-4%	2,646	2,234	-412	-16%	9,039	7,245	-1,794	-20%
	Summerlin	55	72	17	31%	185	207	22	12%	4,380	1,855	-2,525	-58%	10,097	6,879	-3,218	-32%
	Sunrise	54	71	17	31%	251	214	-37	-15%	1,539	919	-620	-40%	4,981	2,844	-2,137	-43%
	West Charleston	40	24	-16	-40%	127	66	-61	-48%	602	379	-223	-37%	2,169	1,106	-1,063	-49%
	West Las Vegas	55	27	-28	-51%	191	109	-82	-43%	680	392	-288	-42%	1,899	1,460	-439	-23%
	Whitney	93	78	-15	-16%	359	215	-144	-40%	4,369	1,549	-2,820	-65%	14,001	4,284	-9,717	-69%
	Windmill	57	12	-45	-79%	161	37	-124	-77%	2,360	486	-1,874	-79%	6,701	1,350	-5,351	-80%
	Urban Totals	998	624	-374	-37%	3,541	2,124	-1,417	-40%	31,014	13,487	-17,527	-57%	102,030	44,225	-57,805	-57%
Outlying Branches	Blue Diamond	3	4	1	33%	25	4	-21	-84%	10	6	-4	-40%	32	6	-26	-81%
	Bunkerville	3	2	-1	-33%	6	7	1	17%	20	7	-13	-65%	91	15	-76	-84%
	Goodsprings	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	19	0	-19	-100%
	Indian Springs	35	17	-18	-51%	139	40	-99	-71%	232	85	-147	-63%	814	137	-677	-83%
	Laughlin	21	23	2	10%	76	35	-41	-54%	483	258	-225	-47%	1,518	559	-959	-63%
	Mesquite	59	29	-30	-51%	232	105	-127	-55%	1,559	369	-1,190	-76%	4,616	1,601	-3,015	-65%
	Moapa Town	19	13	-6	-32%	71	13	-58	-82%	131	37	-94	-72%	602	37	-565	-94%
	Moapa Valley	23	0	-23	-100%	90	0	-90	-100%	245	0	-245	-100%	1,826	0	-1,826	-100%
	Mt. Charleston	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Sandy Valley	10	0	-10	-100%	20	0	-20	-100%	37	0	-37	-100%	142	0	-142	-100%
	Searchlight	34	28	-6	-18%	113	50	-63	-56%	411	251	-160	-39%	1,104	602	-502	-45%
	Outlying Totals	207	116	-91	-44%	774	254	-520	-67%	3,128	1,013	-2,115	-68%	10,764	2,957	-7,807	-73%
Outreach	Outreach-Branch	36	0	-36	-100%	97	5	-92	-95%	4,894	0	-4,894	-100%	11,098	1,015	-10,083	-91%
	Outreach-Department	106	57	-49	-46%	241	77	-164	-68%	8,214	4,517	-3,697	-45%	16,338	5,089	-11,249	-69%
	Outreach-PVS	10	0	-10	-100%	24	0	-24	-100%	37	0	-37	-100%	1,543	0	-1,543	-100%
	Outreach-YS Admin.	2	0	-2	-100%	10	0	-10	-100%	400	0	-400	-100%	1,212	0	-1,212	-100%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	154	57	-97	-63%	372	82	-290	-78%	13,545	4,517	-9,028	-67%	30,191	6,104	-24,087	-80%
Grand Totals		1,359	797	-562	-41%	4,687	2,460	-2,227	-48%	47,687	19,017	-28,670	-60%	142,985	53,286	-89,699	-63%

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

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Las Vegas-Clark County Library District

Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
October 2019/ October 2020

		Adult Programs				2019	2020					Adult Attendance				2019	2020				
		Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%		2019	2020	Difference	%	Year to Date	Year to Date	Difference	%		
Urban Branches	Centennial Hills		34	13	-21	-62%	121	49	-72	-60%		384	198	-186	-48%	1,998	758	-1,240	-62%		
	Clark County		177	129	-48	-27%	708	392	-316	-45%		6,598	1,135	-5,463	-83%	20,517	3,272	-17,245	-84%		
	Enterprise		36	16	-20	-56%	163	39	-124	-76%		1,125	108	-1,017	-90%	4,060	651	-3,409	-84%		
	East Las Vegas		114	131	17	15%	428	473	45	11%		2,014	552	-1,462	-73%	8,380	1,791	-6,589	-79%		
	Meadows		0	0	0	N/A	0	0	0	N/A		0	0	0	N/A	0	0	0	N/A		
	Rainbow		49	22	-27	-55%	183	66	-117	-64%		985	228	-757	-77%	2,985	685	-2,300	-77%		
	Sahara West		137	14	-123	-90%	408	82	-326	-80%		3,001	184	-2,817	-94%	8,358	834	-7,524	-90%		
	Spring Valley		48	24	-24	-50%	158	92	-66	-42%		659	400	-259	-39%	2,152	1,165	-987	-46%		
	Summerlin		64	24	-40	-63%	208	72	-136	-65%		8,185	381	-7,804	-95%	15,847	909	-14,938	-94%		
	Sunrise		47	11	-36	-77%	171	42	-129	-75%		1,504	194	-1,310	-87%	4,058	603	-3,455	-85%		
	West Charleston		74	15	-59	-80%	217	63	-154	-71%		1,442	155	-1,287	-89%	4,377	431	-3,946	-90%		
	West Las Vegas		49	25	-24	-49%	211	67	-144	-68%		1,406	562	-844	-60%	7,532	1,069	-6,463	-86%		
	Whitney		56	22	-34	-61%	223	67	-156	-70%		1,456	233	-1,223	-84%	5,507	685	-4,822	-88%		
	Windmill		65	49	-16	-25%	238	156	-82	-34%		2,692	1,037	-1,655	-61%	11,011	2,798	-8,213	-75%		
	Urban Totals		950	495	-455	-48%	3,437	1,660	-1,777	-52%		31,451	5,367	-26,084	-83%	96,782	15,651	-81,131	-84%		
Outlying Branches	Blue Diamond		4	0	-4	-100%	8	0	-8	-100%		50	0	-50	-100%	121	0	-121	-100%		
	Bunkerville		0	0	0	N/A	0	0	0	N/A		0	0	0	N/A	0	0	0	N/A		
	Goodsprings		1	16	15	1500%	38	22	-16	-42%		12	16	4	33%	76	27	-49	-64%		
	Indian Springs		2	0	-2	-100%	8	0	-8	-100%		10	0	-10	-100%	33	0	-33	-100%		
	Laughlin		33	26	-7	-21%	101	40	-61	-60%		348	1,331	983	282%	1,133	1,464	331	29%		
	Mesquite		34	44	10	29%	166	142	-24	-14%		335	330	-5	-1%	1,367	1,073	-294	-22%		
	Moapa Town		0	0	0	N/A	1	1	0	0%		0	0	0	N/A	4	2	-2	-50%		
	Moapa Valley		21	0	-21	-100%	88	0	-88	-100%		45	0	-45	-100%	253	0	-253	-100%		
	Mt. Charleston		3	1	-2	-67%	13	1	-12	-92%		36	5	-31	-86%	250	5	-245	-98%		
	Sandy Valley		4	0	-4	-100%	8	0	-8	-100%		12	0	-12	-100%	35	0	-35	-100%		
	Searchlight		3	2	-1	-33%	8	2	-6	-75%		20	11	-9	-45%	66	11	-55	-83%		
	Outlying Totals		105	89	-16	-15%	439	208	-231	-53%		868	1,693	825	95%	3,338	2,582	-756	-23%		
Outreach	Outreach-Branch		8	2	-6	-75%	38	3	-35	-92%		433	59	-374	-86%	1,236	84	-1,152	-93%		
	Outreach-Department		31	17	-14	-45%	119	44	-75	-63%		370	298	-72	-19%	1,161	929	-232	-20%		
	Outreach-PVS		9	0	-9	-100%	14	0	-14	-100%		839	0	-839	-100%	873	0	-873	-100%		
	Outreach-YS Admin.		0	0	0	N/A	0	0	0	N/A		0	0	0	N/A	0	0	0	N/A		
	Outreach-Literacy		0	0	0	N/A	1	0	-1	-100%		0	0	0	N/A	300	0	-300	-100%		
	Outreach-Gallery Services		0	0	0	N/A	0	0	0	N/A		0	0	0	N/A	0	0	0	N/A		
	Outreach Totals		48	19	-29	-60%	172	47	-125	-73%		1,642	357	-1,285	-78%	3,570	1,013	-2,557	-72%		
Grand Totals			1,103	603	-500	-45%	4,048	1,915	-2,133	-53%		33,961	7,417	-26,544	-78%	103,690	19,246	-84,444	-81%		

Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
November 2019/ November 2020*

		Youth Services Programs				2019	2020			Youth Services Attendance				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	47	9	-38	-81%	228	66	-162	-71%	1,187	930	-257	-22%	6,772	5,047	-1,725	-25%
	Clark County	63	9	-54	-86%	321	58	-263	-82%	2,475	322	-2,153	-87%	15,006	1,417	-13,589	-91%
	Clark County BBTC	160	125	-35	-22%	806	556	-250	-31%	2,353	2,173	-180	-8%	12,823	6,323	-6,500	-51%
	Enterprise	40	44	4	10%	229	233	4	2%	589	639	50	8%	4,038	4,631	593	15%
	East Las Vegas	34	11	-23	-68%	206	56	-150	-73%	295	275	-20	-7%	3,740	1,461	-2,279	-61%
	Meadows	0	18	18	N/A	3	22	19	633%	0	120	120	N/A	102	144	42	41%
	Rainbow	67	28	-39	-58%	317	98	-219	-69%	2,159	565	-1,594	-74%	11,808	2,450	-9,358	-79%
	Sahara West	65	31	-34	-52%	313	154	-159	-51%	1,563	303	-1,260	-81%	9,475	2,911	-6,564	-69%
	Spring Valley	85	76	-9	-11%	405	384	-21	-5%	2,406	2,138	-268	-11%	11,445	9,383	-2,062	-18%
	Summerlin	46	47	1	2%	231	254	23	10%	1,742	1,096	-646	-37%	11,839	7,975	-3,864	-33%
	Sunrise	42	44	2	5%	293	258	-35	-12%	704	565	-139	-20%	5,685	3,409	-2,276	-40%
	West Charleston	28	14	-14	-50%	155	80	-75	-48%	339	180	-159	-47%	2,508	1,286	-1,222	-49%
	West Las Vegas	32	30	-2	-6%	223	139	-84	-38%	457	363	-94	-21%	2,356	1,823	-533	-23%
	Whitney	78	38	-40	-51%	437	253	-184	-42%	2,556	957	-1,599	-63%	16,557	5,241	-11,316	-68%
	Windmill	45	6	-39	-87%	206	43	-163	-79%	1,375	280	-1,095	-80%	8,076	1,630	-6,446	-80%
	Urban Totals	832	530	-302	-36%	4,373	2,654	-1,719	-39%	20,200	10,906	-9,294	-46%	122,230	55,131	-67,099	-55%
Outlying Branches	Blue Diamond	3	0	-3	-100%	28	4	-24	-86%	11	0	-11	-100%	43	6	-37	-86%
	Bunkerville	2	2	0	0%	8	9	1	13%	10	7	-3	-30%	101	22	-79	-78%
	Goodsprings	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	19	0	-19	-100%
	Indian Springs	30	15	-15	-50%	169	55	-114	-67%	198	32	-166	-84%	1,012	169	-843	-83%
	Laughlin	21	19	-2	-10%	97	54	-43	-44%	339	300	-39	-12%	1,857	859	-998	-54%
	Mesquite	48	21	-27	-56%	280	126	-154	-55%	846	263	-583	-69%	5,462	1,864	-3,598	-66%
	Moapa Town	17	12	-5	-29%	88	25	-63	-72%	179	19	-160	-89%	781	56	-725	-93%
	Moapa Valley	23	0	-23	-100%	113	0	-113	-100%	248	0	-248	-100%	2,074	0	-2,074	-100%
	Mt. Charleston	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Sandy Valley	2	0	-2	-100%	22	0	-22	-100%	0	0	0	N/A	142	0	-142	-100%
	Searchlight	22	16	-6	-27%	135	66	-69	-51%	229	184	-45	-20%	1,333	786	-547	-41%
	Outlying Totals	168	85	-83	-49%	942	339	-603	-64%	2,060	805	-1,255	-61%	12,824	3,762	-9,062	-71%
Outreach	Outreach-Branch	15	0	-15	-100%	112	5	-107	-96%	780	0	-780	-100%	11,878	1,015	-10,863	-91%
	Outreach-Department	120	51	-69	-58%	361	128	-233	-65%	2,081	1,146	-935	-45%	18,419	6,235	-12,184	-66%
	Outreach-PVS	2	0	-2	-100%	26	0	-26	-100%	0	0	0	N/A	1,543	0	-1,543	-100%
	Outreach-YS Admin.	1	0	-1	-100%	11	0	-11	-100%	38	0	-38	-100%	1,250	0	-1,250	-100%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	138	51	-87	-63%	510	133	-377	-74%	2,899	1,146	-1,753	-60%	33,090	7,250	-25,840	-78%
	Grand Totals	1,138	666	-472	-41%	5,825	3,126	-2,699	-46%	25,159	12,857	-12,302	-49%	168,144	66,143	-102,001	-61%

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

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Las Vegas-Clark County Library District

Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
November 2019/ November 2020

		Adult Programs				2019	2020			Adult Attendance				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches																	
	Centennial Hills	30	14	-16	-53%	151	63	-88	-58%	333	192	-141	-42%	2,331	950	-1,381	-59%
	Clark County	177	122	-55	-31%	885	514	-371	-42%	9,017	799	-8,218	-91%	29,534	4,071	-25,463	-86%
	Enterprise	45	12	-33	-73%	208	51	-157	-75%	1,024	96	-928	-91%	5,084	747	-4,337	-85%
	East Las Vegas	122	146	24	20%	550	619	69	13%	1,887	794	-1,093	-58%	10,267	2,585	-7,682	-75%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	55	10	-45	-82%	238	76	-162	-68%	824	764	-60	-7%	3,809	1,449	-2,360	-62%
	Sahara West	119	23	-96	-81%	527	105	-422	-80%	2,331	2,966	635	27%	10,689	3,800	-6,889	-64%
	Spring Valley	47	35	-12	-26%	205	127	-78	-38%	631	475	-156	-25%	2,783	1,640	-1,143	-41%
	Summerlin	38	18	-20	-53%	246	90	-156	-63%	5,178	270	-4,908	-95%	21,025	1,179	-19,846	-94%
	Sunrise	42	11	-31	-74%	213	53	-160	-75%	1,088	143	-945	-87%	5,146	746	-4,400	-86%
	West Charleston	57	18	-39	-68%	274	81	-193	-70%	1,109	149	-960	-87%	5,486	580	-4,906	-89%
	West Las Vegas	45	21	-24	-53%	256	88	-168	-66%	1,007	583	-424	-42%	8,539	1,652	-6,887	-81%
	Whitney	69	31	-38	-55%	292	98	-194	-66%	1,206	182	-1,024	-85%	6,713	867	-5,846	-87%
Windmill	61	55	-6	-10%	299	211	-88	-29%	2,681	1,034	-1,647	-61%	13,692	3,832	-9,860	-72%	
Urban Totals	907	516	-391	-43%	4,344	2,176	-2,168	-50%	28,316	8,447	-19,869	-70%	125,098	24,098	-101,000	-81%	
Outlying Branches																	
	Blue Diamond	3	0	-3	-100%	11	0	-11	-100%	20	0	-20	-100%	141	0	-141	-100%
	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Goodsprings	1	1	0	0%	39	23	-16	-41%	16	14	-2	-13%	92	41	-51	-55%
	Indian Springs	2	0	-2	-100%	10	0	-10	-100%	8	0	-8	-100%	41	0	-41	-100%
	Laughlin	30	23	-7	-23%	131	63	-68	-52%	517	2,716	2,199	425%	1,650	4,180	2,530	153%
	Mesquite	33	36	3	9%	199	178	-21	-11%	302	332	30	10%	1,669	1,405	-264	-16%
	Moapa Town	0	1	1	N/A	1	2	1	100%	0	4	4	N/A	4	6	2	50%
	Moapa Valley	21	0	-21	-100%	109	0	-109	-100%	84	0	-84	-100%	337	0	-337	-100%
	Mt. Charleston	5	0	-5	-100%	18	1	-17	-94%	71	0	-71	-100%	321	5	-316	-98%
	Sandy Valley	0	0	0	N/A	8	0	-8	-100%	0	0	0	N/A	35	0	-35	-100%
	Searchlight	3	2	-1	-33%	11	4	-7	-64%	22	12	-10	-45%	88	23	-65	-74%
	Outlying Totals	98	63	-35	-36%	537	271	-266	-50%	1,040	3,078	2,038	196%	4,378	5,660	1,282	29%
Outreach																	
	Outreach-Branch	7	1	-6	-86%	45	4	-41	-91%	610	18	-592	-97%	1,846	102	-1,744	-94%
	Outreach-Department	29	11	-18	-62%	148	55	-93	-63%	302	1,581	1,279	424%	1,463	2,510	1,047	72%
	Outreach-PVS	0	0	0	N/A	14	0	-14	-100%	0	0	0	N/A	873	0	-873	-100%
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	300	0	-300	-100%
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Outreach Totals	36	12	-24	-67%	208	59	-149	-72%	912	1,599	687	75%	4,482	2,612	-1,870	-42%	
	Grand Totals	1,041	591	-450	-43%	5,089	2,506	-2,583	-51%	30,268	13,124	-17,144	-57%	133,958	32,370	-101,588	-76%



ITEM VII.A.2.c.

MEMORANDUM

TO: Fred James, Acting Executive Director
FROM: Danielle Patrick Milam, Acting Deputy Director
DATE: January 8, 2021
SUBJECT: Development and Planning Department Report, January 2021

Development and Planning Department Activities in November and December 2020

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

- Vegas Strong Academy (VSA) partnership oversight, including development of English and Spanish PSAs with **Alex Acosta de Leon** and Spring recruitment media materials with BAM team. Students served in November (total 153): Windmill (60); Clark County (19); West Vegas (37); East Vegas (37). Students served in December (total 135): Windmill (58); Clark County (18); West Vegas (28); East Vegas (31). In addition to support for distance learning, students received library services including library visits and item check-outs; STEAM programs provided by Engineering for Kids (financed by the Library District Foundation); Youth Service team visits; and movies in theaters. Spring semester VSA sites opened again on January 4, 2021.
- Meetings with various Executive Council members related to operations, lobbyist services, communications planning, and digital production services.
- Meeting with other regional library executives and Library District executives to prepare for meeting with CCSD on student library cards.
- Participation in interview panel for Youth Services department head at Clark County library.
- Oversight of the Community Engagement and Branding and Marketing departments.
- Development of All District (AD) memos:
 - 11-11-20 AD Memo 20-16 District Updates
 - 11-23-20 AD Memo 20-17 New Governor Directive – Statewide Pause
 - 11-25-20 AD Memo 20-18 Happy Thanksgiving
 - 12-11-20 AD Memo 20-19 Library Closure December 16, 2020 through January 4, 2021
- Board Trustee briefings related to the November board meeting.

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- Participation in weekly calls with the State Library, Archives, and Public Records staff and state library directors for updates on grant opportunities and services. Provided assistance with summarizing information from Outreach Services Manager **Glenda Billingsley** and Youth Services Manager **Shana Harrington** on department programs and activities that support early childhood learning, care provider trainings, and parent engagement for inclusion in the State Library's report to the Governor and Legislature.
- Participation in the State Council on Libraries and Literacy meeting on December 22, 2020, to update them on the Library District legislative agenda for 2021.

Library District and Foundation Development Activities:

- LVCCLD Board Presentation on Foundation activities at the November 12, 2020 meeting was prepared and presented by Director Milam and Development Program Officer **Sherry Walker**.
- Grant Awards. The Foundation received an award of \$125,000 from the Windsong Trust for the Teachers in Libraries program. Special thanks to Acting Executive Director **Fred James** for helping to secure an increase in the grant award this year.

- Grant Project Updates:

DISCOVERY Family Adventure Passes. The Library District LSTA grant project (the grant program funded with Institute of Library and Museum Services passed through to the Nevada State Library) partners with DISCOVERY Children's Museum to connect low-income, low-education, and low-English proficiency families with young children to library and museum resources. Between July 1, 2020, and December 31, 2020, 2,378 Family Adventure Passes (a family pack of 4 museum tickets) have been checked out from the Library District collection. Thanks to efforts of the Library District's Outreach Services team, an additional 50 individual museum tickets, passed out to community organizations including Las Vegas Urban League, CASA and Cure for Kids, were redeemed since July 1, 2020. These tickets are part of a Library District information packet that includes library card and ecard registration instructions and the "Limitless Learning" flier that points the public to the vast array of free virtual and physical Library District student support services and resources.

Teachers in Libraries. This \$250,000 Library Foundation program is funded by Windsong Trust, United Way of Southern Nevada, and the Library Foundation. This year, attendance has increased steadily since the program began at eight library locations in September. Over the past 12 weeks, 415 unduplicated students from 145 local schools participated in 1,943 homework help sessions. Over 65% of sessions were focused on math.



We expect to see a continued number of students use the tutoring service in the spring, which starts up again on January 11, 2021.

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Mid-Year Teachers in Libraries program surveys report a very high level of satisfaction with the program from both students and parents. Ninety-six percent (96%) of students and 100% of parents stated that they would recommend this program to others. One hundred percent (100%) of parents reported that the program helps their child complete their homework and that their child's academic performance at school has improved. One hundred percent (100%) of students reported homework completion and better grades because of the program.

All students reported that they like studying with the tutors at the library.

Parent Survey Responses:

- o *"A great opportunity to learn better way to grasp the material and gain confidence.." - West Las Vegas*
- o *"They tailor to what the student needs.." - Whitney*
- o *"It's helped my child out in math and improve her grade." Windmill*
- o Responses from Student Surveys:
- o *"I get two hours to concentrate and improve with my school work" - West Las Vegas*
- o *"It's the only reason I'm passing my math class." - East Las Vegas*
- o *"The tutors make sure I understand what I'm doing so I can be able to do it on my own." - Whitney*

Tutor Survey Responses:

- o *"Parents have told me that their child's grades are improving and I've seen the improvement in my own students' grades in the classroom. Students feel more confident accessing and using the technology tools required in their distant learning experience." - East Las Vegas*
- o *"A child that is coming daily has improved his sight words. His teacher wrote a special note to his parents to congratulate him." - Whitney*

While not a formal part of the Teachers in Libraries program, the Foundation assisted the Mesquite Library with start-up of a tutoring program staffed by retired teachers. The Foundation provided assistance for background checks and service protocols that align with urban library tutor service programs.

Building the Base: Making a Collective Impact on Child Development Conditions in the Vegas Valley. In December 2019, the Library Foundation received a \$25,000 grant from the Jameson Foundation to collect more "lived experience" data on child care and development needs of local families. In December, 2020, the Library Foundation partnered with the Las Vegas Urban League to distribute surveys to area home-based child care providers (FFN - "Family, Friends, and Neighbor" care providers) and parents of young children to better understand local conditions and contribute to effective, relevant, and responsive strategies to build the early childhood development service sector. To date 184 surveys have been received. It is a timely project, since the FFN sector has diminished from 827 registered FFN providers in December 2019 to 364 providers in

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December 2020. The flexible hours, convenience, affordability, and trust in these neighborhood-based care providers make them an important foundation of local child care outside parents, and an important service audience that can impact educational attainment in the region. FFNs were grateful to hear from the Library District and expressed interest in many areas of library resources, including books, museum passes, child care provider training, craft projects, and technology. Many also expressed interest in attending storytimes, craft programs, and STEAM activities. Responses indicate a variety of challenging conditions, including pandemic impacts on business; need for larger homes; financial assistance for food, background checks, rent, counseling, and business supplies; collegial networks; and assistance for children in their care who have special learning challenges such as autism and deafness. Responses to the last survey question – “What does success for your child/ren look like?” grouped cohesively around big themes – mostly school success, life success, happiness, love, kindness, health, an enjoyable childhood, survive the pandemic, and confidence to dream and achieve big things.

Teen Tech Labs. The Library Foundation has launched STEAM programs at the VSA sites with the help of grant awards from the Union Pacific Foundation and NV Energy Foundation. Programs have been provided by a local non-profit, Engineering for Kids, who held 23 classes this fall, with attendance of over 400 students. Classes will continue at VSA sites in the spring.

- Grant Development.
 - Childcare Business Development. Director Milam was invited to join a group of organizations that are working with Joselyn Cousins of the San Francisco Federal Reserve to develop a pilot project and grant proposal that provides child care business development services and technical assistance. The proposal will focus on home day cares (FFNs). As noted above, the Library District and Foundation have been a major source of data collection, strategy development, and service collaboration with regional early education providers. This forward-thinking pilot would provide a way to rebuild the childcare sector for future economy recovery and growth. Funding for the initiative will potential braid sources from NV Department of Welfare and Social Services and the Federal Reserve.
 - Raiders Foundation. On December 9, 2020, Director Milam and Sherry Walker convened a meeting with Raiders VP of Community Relations Erin Wright and Director of Community Relations Eberé Arum to provide them with an overview of the Library Foundation project priorities. Community Engagement Director **Matt McNally** and Branding and Marketing Director **Betsy Ward** were also invited to the meeting so that the Raiders organization could have a full overview of Library District program and promotional activities. The meeting was a great success, with both Raiders representatives excited about the variety of ways they could partner with the District and Foundation. The Foundation also received important information about the upcoming Raiders Foundation grant round.

- Other Library Foundation Activities:

Foundation and QALICB Audits. The Board of Directors of the Library Foundation met on November 12, 2020, with Foundation auditor Gary Lein, principal of Hilburn & Lein, CPAs, to review and approve the FY 19-20 Financial Statements of the Library District Foundation. Those are now posted on <https://lvccld.org/foundation/financial-documents/>. On the same day, both the East Las Vegas QALICB and Mesquite QALICB Boards of Directors met to review and approve those organization's Financial Statements, prepared by Martha Ford of BDO.

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Library District Planning Activities:

Last summer, work on the next Library District strategic plan was put on hold after a year of meeting with a cross-organizational team to review demographic data, perform an environmental scan (pre-pandemic), and investigate community conditions.

Over the fall, Director Milam held one conversation with the group to discuss the impact of the pandemic on the existing Vision 2020 (v.2020) strategic plan that focuses on achieving the Library District's mission of educational, economic, and social well-being of individuals and communities in southern Nevada.

V.2020 is organized around four strategic directions: 1) Limitless Learning, 2) Business and Career Success, 3) Connecting People to Government and Social Services, and 4) Community and Culture.

Because of low staffing levels and building capacity constraints related to social distancing, the strategic planning group meetings were put on hold through December. However, Director Milam worked with UNLV students doing a capstone evaluation project for Dr. Michael Gordon of the UNLV College of Urban Affairs, School of Public Policy and Leadership, to test the relevance and anticipate revisions and refinements of the next iteration of the Library District's strategic plan with three audiences – 1) staff, 2) Trustees, and 3) community partners.

In December, the UNLV student team completed their work of reviewing all past strategic plan documents, including extensive community demographic and market segment analysis District-wide and by branch; review of the Facilities Master Plan Decision Framework; and comparative review of other library strategic plans. The team is now ready to perform their evaluation with surveys to those three groups.

In January, Director Milam will release the links to the students' surveys to staff and Trustees via email and the student team will distribute the community partner survey to a list of community partners developed by the students and the Library District.

Work with the internal strategic planning team will commence with the arrival of the new Executive Director, Kelvin Watson.



ITEM VII.A.2.d.

MEMORANDUM

TO: Fred James, Acting Executive Director

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

DATE: January 7, 2021

SUBJECT: Information Technology Report, January 2021

The Information Technology Division, comprised of the following departments-- Access Services (**AS**) Collection and Bibliographic Services (**CBS**) and the Information Technology (**IT**) Department, is pleased to share the following updates for December.

Branding and Marketing Support

Head of CBS **Rebecca Colbert**, Digital Collection Development Librarian **Dan Wiig**, and Youth Services Collection Development Librarian **Jen Jost** assisted Digital Content Manager **Ryan Simoneau** with creating staff lists and catalog carousels for customers during the library closure.

AS Manager **Sufa Anderson** worked with Branding and Marketing Director **Betsy Ward** and Web Designer **Gene Kilchenko** to streamline the eCard application and added the ability for a parent/guardian to apply for a library card for their child. The application is available in Spanish and English.

Development and Planning Support

The Universal Service Schools and Libraries Program, commonly known as "E-Rate," provides discounts to help eligible schools and libraries in the United States obtain affordable telecommunications and Internet access. The program's goal is to ensure that schools and libraries have access to affordable telecommunications and information services. The District applied for funding for Category 2 items (network equipment) and received \$494,386.78 in 2019. We received notification from our E-Rate consultant that the program administrators are conducting a Payment Quality Assurance assessment to assess the accuracy of disbursements and determine whether improper payments exist. The IT department worked with Financial Services and our vendor to prepare and submit the requested documentation. The IT department plans to apply for additional funding for other Category 2 items this year.

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Human Resources (HR) Support

Human Resources Information System (HRIS) Manager **Glodia Thomas** continues to lead the District's efforts to migrate our on-premise Kronos *Workforce Central* solution to Kronos' software-as-a-service *Workforce Ready* solution. Assistant IT Director **Ron Melnar** continues to attend regularly scheduled meetings with representatives from HR, Financial Services, and the Kronos project management team as the Team worked during the holiday closure. Employee names were loaded into the new system and system settings are being tested to ensure that all of our workflows are correctly configured. We expect to go live with the system in early February.

Mr. Melnar also worked with Ms. Thomas to install the Kronos 2020 Fourth Quarter Legislative Update on the development and production *Workforce Central* HRIS systems.

Library Operations Support

The District's total circulation for November was 733,416, 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 November was 475,326 and e-media circulation was 258,090. A breakdown of the e-media circulation by format follows:

- E-Books - 129,013
- E-Audiobooks - 79,112
- Magazines - 10,172
- Music - 27,361
- Video - 12,432

Boulder City and North Las Vegas customers have access to the District's OverDrive e-media collection, and the North Las Vegas Library District's customers accounted for approximately 7.8% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.9%.

CBS staff added 5,309 titles with 20,753 new items to the District's, while 8,436 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** added 142 titles with 345 items for the North Las Vegas Library District and nothing for the Boulder City Library District to the catalog in November. Ms. Song also added 2,385 new Hoopla music records in 25 different languages, including 376 Spanish albums, and sent 5,401 ISBN (the unique identification number used to identify a publication) updates to EBSCO for our Novelist subscription. Novelist is a database that integrates with our BiblioCommons catalog and provides reading recommendations to our customers based on what they searched for in the catalog. Collection Development staff added 8,170 e-books and e-audiobooks to the collection and Ms. Song and Cataloger **Kevin Bowman** also added 181 Government Document records to the catalog.

The Distribution Center's (DC) collection consists of 65,302 unique titles and 108,113 items, with 13,030 items circulating and 5,624 items filling customers' Holds requests in November.

In December, the outlying branches returned 335 of their less popular items of various formats to the DC and the DC sent the branches an equivalent quantity of

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items to refresh their collections. Another role of the DC is to redistribute materials back to the branches to assist with filling gaps in their collections that are created when materials float out to other locations. Many branches also request materials from the DC for their collection, and there are materials at the DC that generate a large number of circulations and should be available for browsing in a branch. In December, the branches requested 888 items to supplement their collections and the DC redistributed an additional 179 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. The scheduled collection checks that were scheduled for December were postponed until January. Ms. Lendis developed the Collection Enhancement Team (CET) for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In December, 457 items were transferred, generating 891 circulations with an estimated monetary value of \$5,931.

Ms. Lendis continues to perform reverse inventories of the branches to identify missing uncatalogued items (comics, paperbacks, etc.) and remove the obsolete records from our catalog. To date, 99,726 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 November, the Interlibrary Loan (ILL) department received 366 requests from District customers to borrow materials from other libraries, and we were able to fill 85% of our customers' requests. Of the requests that were filled, 95% of the items were checked out by our customers. The District received 492 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 30 new ILL users in November.

ILL Associate **Stacie Schwartz** held a virtual training series for District-wide staff, including *ILL 101: Introduction to ILL Services* and *ILL 102: How To Complete ILL Request Forms* and AS Manager **Sufa Anderson** sent circulation updates, reminders, and instructions to branch staff on how to check-in and quarantine ILL items.

The Electronic Resources (ER) department continues to provide customer service via e-mail and telephone. The department assisted students with applying for eCards and with access to eResources and responded to 753 e-mails via the District's "Ask" account in November.

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 November, 6,843 *Fresh Picks* eNewsletters were sent to customers. *Top Ten* and *Historical Fiction* were the most popular eNewsletters (tied with an open rate of 54%) followed by *New York Times Fiction Bestsellers* (with an open rate of 53%). There were 71 new *Fresh Picks* subscriptions in November, with 866 unique subscribers accounting for 6,487 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

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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 November were *Brainfuse* (with 46 unique views), *OverDrive* (with 27 unique views), and *Gale Courses* (with 23 unique views).

iPad circulation for November was 275 and Hotspot circulation was 713.

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 20th 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 Technology Advisory Committee (TAC) Meeting virtually in December. The TAC discussed technology challenges in the branches and Ms. Anderson led the discussion on several District projects, including patron courtesy e-mail notifications and sanitizing branch equipment. Assistant IT Director **Ron Melnar** attended the meeting and provided an update on several IT projects, including the Windows 10 upgrades, library document station deployments, and payphone replacements and answered questions about technical challenges facing the branches, including operations of the new library document stations and how to use Webex Teams. The Committee also discussed ways to configure the public access computers for maximum use and decided that each branch would be allowed to modify their public access computers to fit the needs of their communities. ER Manager **Jocelyn Bates** also attended the meeting and provided an update on a vendor-related problem affecting the configuration of the iPads.

The IT department worked with several branches to reconfigure the availability of their public access computers to address the needs of their communities.

IT Projects

The Communications Technology Team established communication expectations for staff, identified essential tasks that must be completed when the District is forced to close, identified technologies to improve staff communication and collaboration, and made recommendations for technologies when working from home. The work of the Team was instrumental during the District closure between December 16 and January 4, supervisors and employees had clear expectations for communications and essential tasks were understood and completed.

The IT Division completed several tasks to prepare for the District's closure:

- Access Services:
 - Forwarded all ER calls to the Unique Call Center
 - Turned off all patron notices in Sierra for the District
 - Updated the *Days Closed* table in Sierra to reflect branch closures
 - Removed staff capability for clearing Holds from the Holdshelf
 - Extended expiring library card from January 1, 2021, to January 11, 2021, to allow customers more time to come in and renew their library cards

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- Changed *In Transit Too Long* settings to prevent items in transit from automatically changing to a missing status during the closure
 - Extended due dates for materials checked out to customers to January 11, 2021
 - Provided circulation information related to library closure to staff
- IT department:
 - Added out-of-office messages for all staff e-mail accounts
 - Updated the telephone tree messages to inform customers of the closure
 - Build and distributed several laptops and granted remote (VPN) access to staff
 - Borrowed three MacBook laptops from the East Las Vegas Library and prepared them for use by Branding and Marketing staff
 - Disabled access to the PC Reservation System
 - Planned for the continued operations of critical IT systems during the closure, including system backups

The Collection Development librarians continued to submit orders during the closure, shipments continued to arrive, and staff came in weekly to receive the items. ER staff responded to 773 e-mails to the ASK account during the closure.

The IT department continues to upgrade all of the District's computers to the Windows 10 operating system. Computers at several branches were upgraded before the closure and there are less than 100 computers remaining.

The IT Department continues the deployment of library document stations (LDS). LDS were installed at the Centennial Hills and Summerlin libraries in December, and the staff was trained on how to use the devices. The LDS allows customers to fax, scan, and copy using funds from their PC Reservation System accounts. We have four LDS remaining to deploy to complete this project.

The IT department completed the implementation of a disaster recovery solution for some of our most critical systems. This project involved redeploying some end-of-life equipment and replicating selected systems to a secondary data center at the Clark County Library.

Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations division, including statistics for fines, new library cards, and computer use. Ms. Anderson prepared library cardholder data for you and Acting Deputy Director **Danielle Milam**. She continues to work with the Sierra Cleanup Committee to perform database cleanup activities on the Sierra LSP and processed the annual customer records purge. The purge removes customer records that expired before July 1, 2016, and had no outstanding charges or materials. Ms. Anderson also configured system settings to set library card expiration dates to January 1, 2024, for new and renewing cards and updated the *Days Closed Table* for 2021 to ensure materials are not due on days when library branches are closed.

Acting Deputy Director **Danielle Milam**, AS Manager **Sufa Anderson**, Head of CBS **Rebecca Colbert**, and I met with the directors of the other library districts in Southern Nevada to discuss a possible partnership with CCSD for making library materials more easily accessible to all CCSD students. Following that meeting, North

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Las Vegas Library District Director Forrest Lewis and I met with several CCSD staff and their vendor (Clever) to discuss the project. CCSD contracts with Clever to perform any type of data transaction and Clever is investigating what needs to be done to transfer the required data elements. CCSD will forward a sample MOU for us to review and edit and a follow-up meeting will be scheduled to discuss the next steps. This partnership would allow parents to opt-in for a library card during the CCSD student registration process. The appropriate library district would then issue a library card to the student. We hope to have this program ready for the 2021-22 academic year when registration begins on May 1st.

Digital Content Manager **Ryan Simoneau** followed-up with BiblioCommons on the Google Analytics web reporting issue that Trustee Wilson inquired about and received an update. Mr. Simoneau was informed that BiblioCommons is scheduling time in January for their team to further investigate the issue and that they would provide additional details when their product/leadership team returns from the holidays.

It was recently reported that IT management company SolarWinds was hacked in early 2020, possibly by the Russian government, and that many federal and other government agencies and almost 18,000 private companies (including many major technology companies) were affected. The hack embedded malicious software into the SolarWinds product. Although the District previously employed the SolarWinds product, I'm pleased to report that we were not impacted by this hack because we luckily replaced the SolarWinds product in 2019.

After many months of hard work and studying, Microcomputer Technician **Jodi Hafen** obtained her Microsoft Certified Solutions Expert (MCSE) certification.

The IT department researched and provided options for the Workforce Connections Business Hub at the Sahara West Library on ways to implement customized hold music for their telephones.

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS
November 2020



Customer Support	Nov-19	Nov-20	% Change	FY19-20	FY20-21	% Change
Number of Phone Calls to Electronic Resources	126	140	11.11%	720	783	8.75%
Length of Calls in Hours, Minutes, and Seconds	13:39:19	18:50:20	37.96%	80:47:06	85:04:05	5.30%
Number of emails to ask@lvccld.org	392	753	92.09%	2,229	5,037	125.98%
Number of Classes	0	0		4	0	
Number of Attendees	0	0		5	0	

Downloadables and Streaming Circulation	Nov-19	Nov-20	% Change	FY19-20	FY20-21	% Change
eBooks	106,359	129,013	21.30%	583,527	678,129	16.21%
Audiobooks	71,426	79,112	10.76%	359,084	404,682	12.70%
Magazines	9,456	10,172	7.57%	49,748	53,915	8.38%
Movies and TV	8,491	12,432	46.41%	51,556	71,046	37.80%
Music	27,315	27,361	0.17%	137,908	139,035	0.82%
Total	223,047	258,090	15.71%	1,181,823	1,346,807	13.96%

Top Online Resource From Each Category Based on Retrievals

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	Reference Solutions	591	14,712
Health and Wellness	Health Source - Nursing	7	1,074
Homework Help	IXL	113	51,283
Online Learning	Lynda.com	883	3,871
A-Z Resources (All Others)	NY Times	6,409	33,891

Online Resources Usage by Category	Nov-19		Nov-20		% Change		FY19-20		FY20-21		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	654	14,774	812	19,054	24.16%	28.97%	4,515	143,444	4,443	97,396	-1.59%	-32.10%
Health and Wellness	309	723	751	1,773	143.04%	145.23%	1,660	3,168	3,472	10,554	109.16%	233.14%
Homework Help	492	36,731	623	61,145	26.63%	66.47%	3,520	140,349	3,853	261,782	9.46%	86.52%
Online Learning	2,059	6,314	2,833	5,594	37.59%	-11.40%	15,793	39,350	16,745	37,089	6.03%	-5.75%
A-Z Resources (All Others)	10,470	30,272	20,497	81,606	95.77%	169.58%	58,115	188,152	106,987	389,612	84.10%	107.07%

Retrievals: the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to customers from electronic collections
Sessions: the number of times an electronic resource is accessed



ITEM VII.A.3.a.

December 2020

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Floresto Cabias, Acting Financial Services Director, CFO

DATE: November 30, 2020

SUBJECT: Financial Services Report, December 2020

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

Administration

- Updated the Fiscal Year 2019-2020 Comprehensive Annual Financial Report
- Submitted the Quarterly Economic Survey to the State of Nevada Department of Taxation
- Advertised Facilities Bid No. 21-03, Theater Lighting
- **Floresto Cabias** and **Lynn Lucuara** met with a representative of Unique Integrated Communications, the District's call center
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.5M for the month of November)
- **Anita Lai** and **Mayumi Kramer** attended Kronos Workforce Ready meetings and training sessions
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits

Financial Services Report

November 30, 2020

Page 2 of 2

- 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: November 30, 2020

Subject: October 2020 Budget Status Report

Enclosed are the budget status reports for October 2020. General fund revenues indicate that 29% of budgeted revenue has been collected. As compared to October 2019, the District collected 9% more in property taxes. Consolidated Tax Revenue (CTX) shows 19% collected so far this fiscal year, more than the 16% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 36% of the allocated budget has been spent. Based on ratable spending levels (spending occurs approximately at the same rate every month), General Fund expenditures are on target. All departments and library branches are within their budgets, and show between 50% and 83% left to spend.

Staff will be available to answer any questions that you may have.

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

General Fund - 100

From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	16,296,018.16	49,300,000.00	33,003,981.84	66.95%
Intergovernmental Revenue	3,464,759.99	17,800,000.00	14,335,240.01	80.54%
Charges for Services	15,027.98	570,000.00	554,972.02	97.36%
Fines & Forfeits	124,756.92	450,000.00	325,243.08	72.28%
Miscellaneous	134,325.89	780,000.00	645,674.11	82.78%
Total Revenues	20,034,888.94	68,900,000.00	48,865,111.06	70.92%
Expenditures				
Salaries	12,648,815.59	31,770,975.00	19,122,159.41	60.19%
Benefits	4,064,502.34	12,499,827.00	8,435,324.66	67.48%
Supplies & Services	4,922,592.15	15,304,682.00	10,382,089.85	67.84%
Capital Outlay	3,905,203.94	10,509,384.00	6,604,180.06	62.84%
Total Expenditures	25,541,114.02	70,084,868.00	44,543,753.98	63.56%
Excess (Deficit) of Revenues over (under) Expenditures	(5,506,225.08)	(1,184,868.00)	4,321,357.08	7.36%

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

General Fund - 100**From 10/01/2020 Through 10/31/2020**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	225,641.04	648,204.00	422,562.96	65.19%
120	Administration - Library Operations	482,706.90	2,068,271.00	1,585,564.10	76.66%
200	Financial Services	480,542.82	1,935,379.00	1,454,836.18	75.17%
215	Community Outreach	152,834.19	501,089.00	348,254.81	69.50%
216	Youth Services	80,559.83	362,030.00	281,470.17	77.75%
220	Development and Planning	93,491.76	559,337.00	465,845.24	83.29%
240	General Services/Facilities	3,932,174.07	10,600,300.00	6,668,125.93	62.91%
250	Human Resources	695,366.79	2,688,944.00	1,993,577.21	74.14%
251	HR-Work Insurance	884,350.72	1,501,744.00	617,393.28	41.11%
260	Information Technology	1,785,116.69	3,895,391.00	2,110,274.31	54.17%
270	Literacy Department	98,194.89	378,862.00	280,667.11	74.08%
280	Branding and Marketing	930,773.34	1,706,062.00	775,288.66	45.44%
290	Access Services Department	390,705.39	1,100,024.00	709,318.61	64.48%
310	Collection and Bibliographic Services	4,630,621.31	12,657,023.00	8,026,401.69	63.41%
320	Gallery Services	53,491.08	174,592.00	121,100.92	69.36%
330	Facilities	986,625.67	2,820,225.00	1,833,599.33	65.02%
340	Community Engagement	72,255.25	405,669.00	333,413.75	82.19%
400	Library Operations	9,565,662.28	26,081,722.00	16,516,059.72	63.32%
Total		25,541,114.02	70,084,868.00	44,543,753.98	63.56%

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

General Fund - 100
Library Operations - Dept 400
From 10/01/2020 Through 10/31/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	48,305.85	97,266.00	48,960.15	50.34%
110	Bunkerville	17,820.40	58,431.00	40,610.60	69.50%
120	Clark County Library	796,160.55	2,671,070.00	1,874,909.45	70.19%
130	Enterprise Library	429,668.32	1,362,949.00	933,280.68	68.48%
140	Goodsprings	25,378.75	77,267.00	51,888.25	67.15%
160	Indian Springs	33,277.30	103,992.00	70,714.70	68.00%
180	Laughlin	293,640.89	697,636.00	403,995.11	57.91%
190	Mesquite	350,847.16	1,063,703.00	712,855.84	67.02%
200	Moapa Town	17,032.92	77,435.00	60,402.08	78.00%
210	Moapa Valley	99,365.52	309,770.00	210,404.48	67.92%
220	Mount Charleston	19,919.42	69,259.00	49,339.58	71.24%
230	Rainbow Library	1,104,055.37	1,882,486.00	778,430.63	41.35%
240	Sahara West Library	830,192.56	2,395,281.00	1,565,088.44	65.34%
250	Sandy Valley	22,431.93	89,137.00	66,705.07	74.83%
260	Searchlight	19,174.40	59,658.00	40,483.60	67.86%
270	Spring Valley Library	531,144.46	1,648,450.00	1,117,305.54	67.78%
280	Summerlin Library	468,148.98	1,444,143.00	975,994.02	67.58%
290	Sunrise Library	460,302.88	1,534,648.00	1,074,345.12	70.01%
300	West Charleston Library	681,898.84	1,669,459.00	987,560.16	59.15%
310	West Las Vegas Library	531,522.37	1,565,622.00	1,034,099.63	66.05%
320	Whitney Library	460,263.80	1,492,399.00	1,032,135.20	69.16%
360	Meadows Library	53,851.65	160,089.00	106,237.35	66.36%
370	Centennial Hills	840,445.10	1,911,837.00	1,071,391.90	56.04%
380	Windmill Library	514,666.74	1,747,034.00	1,232,367.26	70.54%
390	East Las Vegas Library	902,855.22	1,847,091.00	944,235.78	51.12%
605	City Misdemeanant	13,290.90	45,610.00	32,319.10	70.86%
Total		9,565,662.28	26,081,722.00	16,516,059.72	63.32%

Board of Trustees Meeting - Item VII - Library Reports

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

General Fund - 100
From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	10,178,752.69	24,129,739.00	13,950,986.31	57.82%
51200 Salaries - Part Time	1,789,533.27	6,199,467.00	4,409,933.73	71.13%
51300 Overtime Pay	6,789.95	55,000.00	48,210.05	87.65%
51400 Call Back Pay	3,267.79	8,595.00	5,327.21	61.98%
51500 Standby Pay	19,741.51	50,366.00	30,624.49	60.80%
51600 Longevity Pay	233,295.77	377,808.00	144,512.23	38.25%
51700 Separation Pay	412,124.29	450,000.00	37,875.71	8.42%
51800 Leave Buyout	5,310.32	500,000.00	494,689.68	98.94%
55100 Employees Retirement	2,458,869.58	7,312,478.00	4,853,608.42	66.37%
55200 Group Insurance	1,253,886.06	4,072,148.00	2,818,261.94	69.21%
55300 Workers' Comp. Payments	80,259.06	271,544.00	191,284.94	70.44%
55400 Medicare Coverage Expense	271,345.76	768,657.00	497,311.24	64.70%
55500 Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100 Office Supplies	94,843.78	507,630.00	412,786.22	81.32%
61110 Operating Supplies	158,505.53	597,065.00	438,559.47	73.45%
61120 Software & User Licenses	419,632.34	521,994.00	102,361.66	19.61%
61130 Software Maintenance	652,433.62	841,400.00	188,966.38	22.46%
61200 Book Materials & Supplies	35,184.05	120,409.00	85,224.95	70.78%
61205 Interlibrary Loan	12.66	4,500.00	4,487.34	99.72%
61210 Small Equipment	71,101.73	478,000.00	406,898.27	85.13%
61400 Equipment Repair & Maint.	432,236.50	690,280.00	258,043.50	37.38%
61410 Contracted Services	1,650,533.24	5,441,007.00	3,790,473.76	69.66%
61420 Building Repair & Maint.	61,416.23	218,200.00	156,783.77	71.85%
61500 Rental Expenses	10,200.76	47,316.00	37,115.24	78.44%
61600 Telephone	196,460.12	600,000.00	403,539.88	67.26%
61700 Utilities	575,374.35	1,935,071.00	1,359,696.65	70.27%
61800 Insurance & Bonds	320,687.67	355,000.00	34,312.33	9.67%
61900 Professional Services	104,485.26	932,700.00	828,214.74	88.80%
61910 Legal Services	36,850.69	394,500.00	357,649.31	90.66%
62200 Collection Agencies	-	310,000.00	310,000.00	100.00%
62300 Board Compensation	1,840.00	6,200.00	4,360.00	70.32%
62500 Postage	2,195.44	75,100.00	72,904.56	97.08%
62510 Advertising	20,430.99	88,700.00	68,269.01	76.97%
62600 Community Events	-	23,750.00	23,750.00	100.00%
62620 Recruitment	-	625.00	625.00	100.00%
62700 Education & Training	13,760.00	310,735.00	296,975.00	95.57%
62800 Travel & Transportation	7,988.17	285,250.00	277,261.83	97.20%
62900 Printing & Reproduction	6,872.19	99,250.00	92,377.81	93.08%
63000 Dues & Subscriptions	12,491.93	43,200.00	30,708.07	71.08%
65000 Miscellaneous Expenses	7,298.86	41,800.00	34,501.14	82.54%
65100 Bank Charges	1,006.04	20,000.00	18,993.96	94.97%
67000 Rental Expenses to QALICBs	28,750.00	315,000.00	286,250.00	90.87%
81700 Library Books	3,905,203.94	10,509,384.00	6,604,180.06	62.84%
Total	25,541,114.02	70,084,868.00	44,543,753.98	63.56%

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

Grant Fund - 220

From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	173,502.32	1,800,000.00	1,626,497.68	90.36%
Total Revenues	173,502.32	1,800,000.00	1,626,497.68	90.36%
Expenditures				
Salaries	93,072.85	480,000.00	386,927.15	80.61%
Benefits	41,864.66	210,000.00	168,135.34	80.06%
Supplies & Services	73,248.45	500,000.00	426,751.55	85.35%
Capital Outlay	13,320.00	610,000.00	596,680.00	97.82%
Total Expenditures	221,505.96	1,800,000.00	1,578,494.04	87.69%
Excess (Deficit) of Revenues over (under) Expenditures	(48,003.64)	-	48,003.64	2.67%

Board of Trustees Meeting - Item VII - Library Reports

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

Grant Fund - 220
From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	90,618.01	478,747.50	388,129.49	81.07%
51200 Salaries - Part Time	2,037.32	-	(2,037.32)	
51600 Longevity Pay	417.52	1,252.50	834.98	66.67%
55100 Employees Retirement	27,223.88	161,071.66	133,847.78	83.10%
55200 Group Insurance	13,310.81	44,547.88	31,237.07	70.12%
55400 Medicare Coverage Expense	1,329.97	4,380.46	3,050.49	69.64%
61100 Office Supplies	2,076.12	5,277.14	3,201.02	60.66%
61120 Software & User Licenses	815.00	53,200.00	52,385.00	98.47%
61410 Contracted Services	51,907.50	412,700.00	360,792.50	87.42%
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	202.41	5,800.00	5,597.59	96.51%
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	221,505.96	1,800,000.00	1,578,494.04	87.69%

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

Gift Fund - 230

From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	30,557.80	815,000.00	784,442.20	96.25%
Total Revenues	30,557.80	815,000.00	784,442.20	96.25%
Expenditures				
Supplies & Services	99,615.60	715,000.00	615,384.40	86.07%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	99,615.60	815,000.00	715,384.40	87.78%
Excess (Deficit) of Revenues over (under) Expenditures	(69,057.80)	-	69,057.80	8.47%

Board of Trustees Meeting - Item VII - Library Reports

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

Gift Fund - 230

From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	-	20,000.00	20,000.00	100.00%
61110 Operating Supplies	9,981.49	15,000.00	5,018.51	33.46%
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	7,026.50	100,000.00	92,973.50	92.97%
62510 Advertising	4,250.00	-	(4,250.00)	
62900 Printing & Reproduction	599.83	-	(599.83)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	99,615.60	815,000.00	715,384.40	87.78%

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

Capital Projects Fund - 510
From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	5,742.99	50,000.00	44,257.01	88.51%
Total Revenues	5,742.99	50,000.00	44,257.01	88.51%
Expenditures				
Supplies & Services	223,085.95	2,926,700.00	2,703,614.05	92.38%
Capital Outlay	-	1,132,000.00	1,132,000.00	100.00%
Total Expenditures	223,085.95	4,058,700.00	3,835,614.05	94.50%
Excess (Deficit) of Revenues over (under) Expenditures	(217,342.96)	(4,008,700.00)	(3,791,357.04)	-5.99%

Board of Trustees Meeting - Item VII - Library Reports

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

Capital Projects Fund - 510
From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	12,903.39	7,500.00	(5,403.39)	-72.05%
61120 Software & User Licenses	36,063.83	203,000.00	166,936.17	82.23%
61210 Small Equipment	49,329.31	1,176,700.00	1,127,370.69	95.81%
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.	99,364.23	759,500.00	660,135.77	86.92%
61800 Insurance & Bonds	1,234.00	-	(1,234.00)	
61900 Professional Services	14,140.40	-	(14,140.40)	
62900 Printing & Reproduction	861.00	-	(861.00)	
65100 Bank Charges	8,510.89	40,000.00	31,489.11	78.72%
81500 Capital Improvements	-	650,000.00	650,000.00	100.00%
81600 Capital Equipment - Major	-	834,000.00	834,000.00	100.00%
Total	223,085.95	4,058,700.00	3,835,614.05	94.50%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 10/01/2020 through 10/31/2020

510
Capital Projects Fund

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

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 10/01/2020 through 10/31/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	-	185,000.00	185,000.00	100%
65100	Bank Charges	8,510.89	40,000.00	31,489.11	79%
81600	Capital Equipment - Major	-	80,000.00	80,000.00	100%
Total Expenditures		8,510.89	305,000.00	296,489.11	97%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 10/01/2020 through 10/31/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61120	Software & User Licenses	36,063.83	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		79,995.54	1,747,000.00	1,667,004.46	95%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 10/01/2020 through 10/31/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues					
45200	Interest Earnings	5,742.99	50,000.00	44,257.01	89%
	Total Revenues	5,742.99	50,000.00	44,257.01	89%
Expenditures					
61110	Operating Supplies	12,903.39	7,500.00	(5,403.39)	-72%
61210	Small Equipment	6,076.50	10,000.00	3,923.50	39%
61420	Building Repair & Maint.	99,364.23	759,500.00	660,135.77	87%
61800	Insurance & Bonds	1,234.00	-	(1,234.00)	0%
61900	Professional Services	14,140.40	-	(14,140.40)	0%
62900	Printing & Reproduction	861.00	-	(861.00)	0%
81500	Capital Improvements	-	650,000.00	650,000.00	100%
	Total Expenditures	134,579.52	1,427,000.00	1,292,420.48	91%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects

From 10/01/2020 through 10/31/2020

510
Capital Projects Fund

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

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 10/01/2020 through 10/31/2020

510
Capital Projects Fund

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

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

Debt Service Fund - 610

From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	0.74	-	(0.74)	
Miscellaneous	22.83	10,000.00	9,977.17	99.77%
Total Revenues	23.57	10,000.00	9,976.43	99.76%
Expenditures				
Supplies & Services	2,330.55	10,000.00	7,669.45	76.69%
Total Expenditures	2,330.55	10,000.00	7,669.45	76.69%
Excess (Deficit) of Revenues over (under) Expenditures	(2,306.98)	-	2,306.98	23.07%

Board of Trustees Meeting - Item VII - Library Reports

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

Debt Service Fund - 610
From 10/01/2020 Through 10/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100 Bank Charges	2,330.55	10,000.00	7,669.45	76.69%
Total	2,330.55	10,000.00	7,669.45	76.69%

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/26/2020 Through 11/30/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11151	10/26/2020	1017	AAA Air Filter Company, Inc.	RB,SM,WV: Air Filter Changes	798.30
11152	10/26/2020	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	54.00
11153	10/26/2020	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	35.00
11154	10/26/2020	10808	Patron Point, Inc.	Service 06/01/20-06/30/20	22,544.50
11155	10/26/2020	10912	SNEZH, LLC	Flashforge Guider IIS 3D Printer - IS	2,379.85
11156	10/26/2020	1429	D.C. Thomas	BD Rent Nov 2020	1,468.00
11157	10/26/2020	1457	Demco, Inc.	UltraHD Tool Cabinet - IS	239.20
11158	10/26/2020	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	507.87
11159	10/26/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	6,647.99
11160	10/26/2020	2215	OCLC Inc. # 774425	Library Books & Materials for FY2020-2021	4,654.08
11161	10/26/2020	2234	Overton Power District #5	Service 09/07/20-10/08/20 MV	404.87
11162	10/26/2020	2307	Progressive Elevator	CC: Elevator	697.00
11163	10/26/2020	2471	Silver State Glass & Mirror	CC: Replaced damaged exterior window pane	320.00
11165	10/26/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	60,056.99
11166	10/26/2020	2799	CDW Government Inc,	Annual Renewal for Mobile Devices exp 11/21	4,749.02
11167	10/26/2020	2803	Boulevard Trophy	Names tags	30.00
11168	10/26/2020	2809	LVVWD	Service Aug 20 & Sept 20	27,296.82
11169	10/26/2020	2819	CenturyLink Communications, LLC	Invoice P1023845	3,534.71
11170	10/26/2020	2860	Las Vegas Review Journal	Early Open ads - RJ & El Tiempo Sept	12,470.00
11171	10/26/2020	3048	Desert Boilers & Controls Inc.	CH: Service Call - Boiler #1	383.12
11172	10/26/2020	3776	Got Bugs LLC	MQ: Pest Control	200.00
11173	10/26/2020	5001	UniFirst Corporation	Uniform Rental	220.34
11174	10/26/2020	7371	EnvisionWare, Inc.	28,000 RFID-TAG Hub round	6,211.40
11175	10/26/2020	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	130.00
11176	10/26/2020	8010	Allied Universal Security Services	On-Site Security 10/02/20-10/15/20 - CH	97,238.08
11177	10/26/2020	8122	Staples Advantage Dept LA	32 oz spray bottle - 4pack - LIT	3,805.96
11178	10/26/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
11179	10/26/2020	9133	Ted Wiens Tire & Auto Centers	#37: LOF & Brake Repairs	4,041.69
11180	10/26/2020	9191	Canon Solutions America, Inc.	Staples - CC	69.00
11181	10/26/2020	9225	Kronos	Monthly Fee - Oct 2020	1,169.00
11182	10/26/2020	9383	Office Plus	Oem toner hp 508x black - EV	3,170.22
11183	10/26/2020	9389	PolicyPak Software	Annual Licensing Renewal, Term End: 10/22/21	10,988.02
11184	10/26/2020	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitoring	135.00
11185	10/26/2020	9729	Windstream	Services 10/15/20-11/14/20	659.66
11186	10/26/2020	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
11187	10/26/2020	9928	Stimulus Technologies	Service Nov 2020 - MT	1,047.90
11189	11/2/2020	10129	Fun Express LLC	Premier Yarns Home Cotton Rainbow - SV	64.59
11190	11/2/2020	1064	Allied Refrigeration Inc.	WO-644 #465878 MV Exhaust Fan	224.00
11191	11/2/2020	10654	Educational Testing Service (ETS)	PBT Test Sept 2020	195.00
11192	11/2/2020	10686	NLS Grounds Management, LLC	LA: Tree Removal from parking lot island	560.00
11195	11/2/2020	1457	Demco, Inc.	Alphabet Squares - SM	101.20
11196	11/2/2020	1518	ECR	Cash Register Ribbons - SW	87.00
11197	11/2/2020	1623	HRdirect/G Neil Companies	2 Poster Guards	32.50
11198	11/2/2020	1742	Ideal Supply Company Inc.	Stock #507431 MB Plumbing	222.00
11199	11/2/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	10,124.22
11200	11/2/2020	1837	Johnstone Supply	WO-933 #388-54778410.001 CH HVAC	120.00
11201	11/2/2020	1854	Kamer Zucker Abbott	Legal Services Sept 2020	1,960.00
11202	11/2/2020	2362	Refrigeration Supplies Distributor	Various	494.88
11203	11/2/2020	2465	Russell Sigler Inc.	CH: HVAC Parts	511.33
11204	11/2/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	297.58
11205	11/2/2020	2702	Grainger, Inc.	Various	434.40
11206	11/2/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	43,623.45
11208	11/2/2020	2891	AFLAC	Premium Sept 2020	860.82
11209	11/2/2020	3500	Garda CL West, Inc	Excess Services - Sept 2020	23.90
11210	11/2/2020	3770	Cox Communications of Las Vegas	Service 10/17/20-11/16/20	13,749.87
11211	11/2/2020	3776	Got Bugs LLC	MQ: Pest Control	200.00
11212	11/2/2020	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	236.00
11213	11/2/2020	4723	Purvis Industries - Las Vegas NV	WO-934 #30284316 SM HVAC	23.88
11214	11/2/2020	5001	UniFirst Corporation	Uniform Rental	105.72
11215	11/2/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	90,569.35
11216	11/2/2020	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	609.00
11217	11/2/2020	6055	WebTrends, Inc. #774504	For Webtrends Maintenance-Ends: 12/1/21	2,846.72
11218	11/2/2020	8122	Staples Advantage Dept LA	Self inking date stamp, plate, tape - SV	4,327.86
11220	11/2/2020	8575	Intermountain Lock and Security Supply	WO-991 #2675774 WM Door Alarm	668.50
11221	11/2/2020	8974	Service Station Compliance Testing	SC: Fuel System Repairs	1,430.20
11222	11/2/2020	9101	O'Reilly Auto Parts	#49 Grip Glove	22.99
11223	11/2/2020	9133	Ted Wiens Tire & Auto Centers	Various	942.81
11224	11/2/2020	9383	Office Plus	Crtgd,clr laserjet, bk - SU	2,491.91
11226	11/2/2020	9730	Commercial Lighting Specialties	Various	861.58
11227	11/2/2020	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
11228	11/2/2020	9875	Serenic Software, Inc.	Total Care Plan 2021	30,238.60
11229	11/2/2020	9907	PLIC-SBD Grand Island (Principal)	Premium Nov 2020	22,552.90
11230	11/9/2020	10129	Fun Express LLC	Glow-in-the-Dark Slime - YS	55.89
11231	11/9/2020	1017	AAA Air Filter Company, Inc.	RB,SM,WV: Air Filter Changes	1,289.20
11232	11/9/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MLCL Landscape Maintenance	800.00
11234	11/9/2020	10686	NLS Grounds Management, LLC	EV: Undeveloped Land	19,600.14
11235	11/9/2020	10701	Staples Technology Solutions	Logitech slim folio case	104.48
11236	11/9/2020	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
11237	11/9/2020	1620	Full Compass Systems Ltd	PAN ETLDAD120W Lamp PTD2870 2pk	2,322.18
11238	11/9/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	7,992.23
11239	11/9/2020	2234	Overton Power District #5	Service 09/21/20-10/22/20 MT	132.07
11240	11/9/2020	2307	Progressive Elevator	CC: Annual Elevator Permits	1,680.00
11241	11/9/2020	2567	Teamsters Local Union #14	Union Dues - November 2020	8,478.00
11242	11/9/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Svc - Oct 2020	114.49
11243	11/9/2020	2733	Phoenix Fire Protection, LLC	WV: Fire Sprinkler Tests / Inspections	425.00
11244	11/9/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	21,849.07
11245	11/9/2020	2853	Dick Blick	Blickrylic wht titnm pt - SE	145.62

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/26/2020 Through 11/30/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11246	11/9/2020	3324	Rio Virgin Telephone Co.	Service Nov 2020	330.00
11247	11/9/2020	3435	Ace Fire Systems, Inc.	CC: Final FACP Insp w/Fire Dept	439.25
11248	11/9/2020	4517	Fingerprint Pros, Inc.	1 Pre-employment fingerprints	423.00
11249	11/9/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Nov 2020	7,125.10
11250	11/9/2020	5001	UniFirst Corporation	FAC: New Shirts	1,187.46
11251	11/9/2020	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	464.55
11252	11/9/2020	6704	Schneider Electric	DDC Controls	2,891.58
11253	11/9/2020	7419	EDS Electronics Inc.	SW: QI Deficiency Repairs	1,319.22
11254	11/9/2020	7655	Gill's Printing and Color Graphics	#10 Envelopes 1,000	149.97
11256	11/9/2020	8010	Allied Universal Security Services	PVS Event Guards 10/16/20-10/29/20 - CC	97,677.83
11257	11/9/2020	8122	Staples Advantage Dept LA	Astrobrights black & duck tape - SW	1,977.75
11258	11/9/2020	8438	Carrier Corporation	SM: Chiller PM	1,184.00
11259	11/9/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	337.50
11260	11/9/2020	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
11261	11/9/2020	9172	ARIN American Registry for Internet Numbers	Annual Maint. for Internet Number Resource	150.00
11262	11/9/2020	9191	Canon Solutions America, Inc.	Newspaper Direct 07/31/20 - 08/30/20	2,948.05
11263	11/9/2020	9354	WestRock Longview, LLC	Courier: Weeding Boxes	2,755.94
11264	11/9/2020	9383	Office Plus	Oem toner hp 410x black - CC	4,754.84
11265	11/9/2020	9869	Unique Integrated Communications	Call Center Operations	14,263.58
11266	11/16/2020	10129	Fun Express LLC	Seasonal Crafting Items	133.65
11267	11/16/2020	1017	AAA Air Filter Company, Inc.	RB,SM,WV: Air Filter Changes	634.65
11268	11/16/2020	10442	LV.Net	Service 12/01/20-01/01/21	1,026.00
11269	11/16/2020	10604	Johnson Controls Security Solutions LLC	Various: Alarm Monitoring	152.80
11270	11/16/2020	1064	Allied Refrigeration Inc.	Various	225.00
11271	11/16/2020	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	571.05
11272	11/16/2020	11075	Cadient Talent, LLC	WFR Integration Transition	1,750.00
11273	11/16/2020	11094	AR Elevator USA	SM Theater: Chair Lift Repair	2,710.00
11274	11/16/2020	1157	AZ Partsmaster	MB: Disinfecting Wipes	1,555.59
11275	11/16/2020	1240	Brady Industries of Nevada, LLC	Stock #6655407 MB Sanitizer & Towels	603.30
11276	11/16/2020	1535	El Mundo	Nov purchasing ad	80.00
11277	11/16/2020	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	33,830.00
11278	11/16/2020	1647	Global Equipment Company Inc.	Additional washable masks for staff	7,503.99
11279	11/16/2020	1742	Ideal Supply Company Inc.	Various	973.46
11280	11/16/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	5,652.14
11281	11/16/2020	1837	Johnstone Supply	#57 Leak Detector & Core Removal Tools	304.01
11282	11/16/2020	2152	Nedco Supply	Various	334.59
11283	11/16/2020	2169	Nevada Illumination, Inc.	RB: Exterior Lighting Repairs	358.75
11284	11/16/2020	2234	Overton Power District #5	Service 10/01/20-11/01/20 MQ	2,009.11
11285	11/16/2020	2362	Refrigeration Supplies Distributor	WO-933 #5536183-00 CH HVAC	7.42
11287	11/16/2020	2702	Grainger, Inc.	Various	381.52
11288	11/16/2020	2733	Phoenix Fire Protection, LLC	SW: Fire Sprinkler Repair	1,550.00
11289	11/16/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	60,235.65
11291	11/16/2020	2887	West Payment Ctr	Library Materials for MISD during FY21	723.93
11292	11/16/2020	2914	Iron Mountain	Services Oct 2020	376.87
11293	11/16/2020	3143	FedEx Office - Customer Admin Svcs	35 FY 21 Adopted Budget Books	950.34
11294	11/16/2020	3355	Teamsters Security Fund S. Nevada	November 2020	321,070.33
11295	11/16/2020	3500	Garda CL West, Inc	Armored Transportation - Nov 2020	3,015.91
11296	11/16/2020	4522	Quest Diagnostics	1 Pre-employment drug test	85.62
11297	11/16/2020	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	5,635.97
11298	11/16/2020	5001	UniFirst Corporation	Uniform Rental	210.90
11299	11/16/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	68,571.63
11300	11/16/2020	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY2020-2021	1,746.00
11301	11/16/2020	8122	Staples Advantage Dept LA	1in blk binder, plastic weave bins - MC	2,497.20
11302	11/16/2020	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Oct 2020	11,319.15
11303	11/16/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	140.00
11304	11/16/2020	8565	WT Cox Information Services	Library Books & Materials for FY2020-2021	439.00
11305	11/16/2020	8575	Intermountain Lock and Security Supply	Various	333.29
11307	11/16/2020	9101	O'Reilly Auto Parts	#52 Windshield Wiper Fluid	4.79
11308	11/16/2020	9133	Ted Wiens Tire & Auto Centers	#58: (2) New Tires	373.76
11309	11/16/2020	9139	SHI International Corp.	Renew Network Security Scan Software 1/28/21-1/27/24	5,777.00
11310	11/16/2020	9159	Mesquite Lumber /Ace Hardware	MLQ: New Faucet	129.99
11311	11/16/2020	9191	Canon Solutions America, Inc.	Monthly Maint 09/14/20-10/13/20 - SM	4,599.30
11312	11/16/2020	9383	Office Plus	Crtg,lsr,bk,hp - SW	2,903.83
11313	11/16/2020	9730	Commercial Lighting Specialties	Stock #83864 WC Lighting	579.40
11314	11/16/2020	9890	High Sierra Elevator Inspections	CC: Annual Elevator Permits	2,630.00
11315	11/23/2020	10082	Puliz Records Mgt LV	Additional Units 10/12/20, 10/26/20	132.50
11316	11/23/2020	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	54.00
11317	11/23/2020	10290	Carrot-Top Industries, Inc.	CH: Flag Pole Parts	138.08
11318	11/23/2020	10654	Educational Testing Service (ETS)	October 2020 Testing Fees	165.00
11320	11/23/2020	10809	Sandra Kay Ramaker	November 12 Board Mtg	80.00
11321	11/23/2020	10864	Brian M. Wilson	November 12, 2020 Regular Board Mtg	80.00
11322	11/23/2020	11055	Bryant K. Rogers	November 12, 2020 Regular Board Mtg	115.00
11323	11/23/2020	11076	Quadient, Inc.	Meter Rental 12/07/20-03/06/21	80.85
11324	11/23/2020	1429	D.C. Thomas	BD Rent Dec 2020	1,468.00
11325	11/23/2020	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	45.97
11326	11/23/2020	1640	Gerald M. Welt, Chartered	October 2020 General Billing	18,561.73
11327	11/23/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	2,644.44
11328	11/23/2020	2098	Moapa Valley Water District	Service 10/07/20-11/10/20	400.51
11329	11/23/2020	2215	OCLC Inc. # 774425	Library Books & Materials for FY2020-2021	4,866.08
11332	11/23/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	84,546.27
11333	11/23/2020	2809	LVVWD	Service Sep 20 & Oct 20	23,846.13
11334	11/23/2020	2819	CenturyLink Communications, LLC	Services Nov 2020	3,155.98
11335	11/23/2020	2852	Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	569.75
11336	11/23/2020	3772	NewsBank, Inc.	LVNJ Jan-Dec 2021	7,874.00
11337	11/23/2020	4179	Safelite Fulfillment, Inc	#58: New Windshield	489.97
11338	11/23/2020	5001	UniFirst Corporation	Uniform Rental	120.12
11339	11/23/2020	6704	Schneider Electric	DDC Controls	2,891.58
11340	11/23/2020	7419	EDS Electronics Inc.	SW: Service Call for FACP Speaker/Mike	480.00

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Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/26/2020 Through 11/30/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11341	11/23/2020	7943	Communication Electronic Systems Inc	EV: Fire Alarm Deficiency Repair	910.00
11342	11/23/2020	8010	Allied Universal Security Services	On-Site Security 10/30/20-11/12/20 - CH	87,578.85
11343	11/23/2020	8122	Staples Advantage Dept LA	Nestle pure life - HR	4,221.93
11344	11/23/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	337.50
11345	11/23/2020	8811	Shannon Bilbray-Axelrod	November 12, 2020 Board Meetings	80.00
11346	11/23/2020	8945	Robin Wadley Munier	November 12, 2020 Board Mtgs	80.00
11347	11/23/2020	9279	Marilyn Francis Drake	November 12, 2020 Board Meetings	80.00
11348	11/23/2020	9332	Felipe A. Ortiz	November 12, 2020 Board Mtgs	80.00
11349	11/23/2020	9383	Office Plus	CRTDG, LI HP 90A Bk - SM	903.83
11350	11/23/2020	9648	Bailey Kennedy, LLP	10912-015 Policies/Procedures	300.00
11351	11/23/2020	9758	ConvergeOne, Inc.	Cisco SMARTnet Annual Renewal End: 08/31/2021	7,443.12
11352	11/23/2020	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
11353	11/23/2020	9928	Stimulus Technologies	Service Dec 2020 - IS	1,047.90
11354	11/30/2020	10129	Fun Express LLC	Winter Pony Bead Assortment - SV	810.90
11355	11/30/2020	10147	CompuNet, Inc.	Extended Endpoint System, Term: 1/30/21-1/30/22	27,620.00
11356	11/30/2020	10228	Sterling Volunteers	15 Volunteer background checks	204.00
11358	11/30/2020	1064	Allied Refrigeration Inc.	Various	664.26
11359	11/30/2020	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	299.09
11362	11/30/2020	11113	BT Supplies West, Inc.	Gloves for Stock	2,415.00
11363	11/30/2020	1157	AZ Partsmaster	Stock #5225536 Covid MB Disinfectant Wipes	282.00
11364	11/30/2020	1566	Fairway Chevrolet	WO-1616 #Q14145 #60 LOF	97.14
11365	11/30/2020	1580	Ferguson Enterprises, LLC	Various	388.77
11366	11/30/2020	1742	Ideal Supply Company Inc.	WO-1217 #509292 SC Mix Valve	1,210.45
11367	11/30/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	10,538.11
11368	11/30/2020	2152	Nedco Supply	WO-1442 #S10021106.001 CC Electrical	359.00
11369	11/30/2020	2307	Progressive Elevator	CC: Elevator	697.00
11370	11/30/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	141.80
11371	11/30/2020	2490	Source 4 Industries	Various	370.06
11372	11/30/2020	2533	Suburban Propane - 1487	Bulk Tank Rent 1yr	5.00
11373	11/30/2020	2669	Urban Libraries Council	Membership Renewal	13,500.00
11374	11/30/2020	2702	Grainger, Inc.	Stock #9719187685 MC Ice Melt	85.44
11375	11/30/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	2,553.17
11376	11/30/2020	2799	CDW Government Inc,	Fortinet Renewal, End: 6/30/24	61,517.65
11377	11/30/2020	2860	Las Vegas Review Journal	VSA ad Nov in El Tiempo	963.35
11378	11/30/2020	2891	AFLAC	Premium Nov 2020	860.82
11380	11/30/2020	3770	Cox Communications of Las Vegas	Service 11/17/20-12/16/20	13,715.24
11381	11/30/2020	4676	Color Reflections	COVID Screening signs - 24" x 36"	987.00
11382	11/30/2020	5001	UniFirst Corporation	Uniform Rental	111.22
11383	11/30/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	122,452.73
11385	11/30/2020	7655	Gill's Printing and Color Graphics	Computer reservation by phone bkmks	217.10
11386	11/30/2020	7687	United Lock and Security, Inc.	WO-1191 #0000017327 WH File Cabinet Keys	17.00
11387	11/30/2020	7943	Communication Electronic Systems Inc	SC -Service Call: Clean smoke detector	363.00
11388	11/30/2020	8122	Staples Advantage Dept LA	Bee/Butterfly Ladybug Kit - CC	3,063.94
11389	11/30/2020	9101	O'Reilly Auto Parts	Consumable #3990-173011 (1) Grip Glove	22.99
11390	11/30/2020	9287	Otis Elevator Company	WM: Elevator	770.53
11391	11/30/2020	9383	Office Plus	Crtgd, clr laserjet, bk - SV	2,681.25
11392	11/30/2020	9730	Commercial Lighting Specialties	Various	857.00
11393	11/30/2020	9907	PLIC-SBD Grand Island (Principal)	Premium December 2020	20,699.78
88726	10/27/2020	7369	SYNCHRONY BANK/AMAZON	Scotch Sticker & Marker Remove - SM	10,550.82
88727	10/29/2020	10607	Susan Carlton	Refund for return item	21.99
88728	10/29/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Cafe Management	1,843.00
88729	10/29/2020	11603	George Lemay	Daniel Lemay - P/R Term Ck	867.63
88730	10/29/2020	2159	AT&T SBC	Service 10/11/20-11/10/20	307.07
88731	10/29/2020	2175	NV Energy	Service 09/18/20-10/19/20 CH	7,689.54
88732	10/29/2020	2494	Southwest Gas Corp.	Service 08/20/20-09/21/20 CH	1,018.09
88733	10/29/2020	3064	Acco Brands USA LLC (GBC)	Laminator repair -SU	312.00
88736	10/29/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	22,326.75
88737	10/29/2020	3309	Batteries Plus of LV	SU ER Light Batteries	59.80
88739	10/29/2020	3383	Home Depot Credit Services	September - October 2020 Various	678.85
88740	10/29/2020	4588	The Banff Centre	Banff Screening fees - Sept 2020	800.00
88741	10/29/2020	7418	Logicube, Inc.	ZcloneXI-10G 3 year Ext. Warranty (End 09/23)	4,679.00
88742	10/29/2020	7740	Gaudin Ford	Various	6,785.48
88743	10/29/2020	8271	Lewis & Ellis, Inc.	GASB 75 FY 20	4,000.00
88744	10/29/2020	8731	UNUM Life Insurance Co. of America	Premium Nov 2020	31.44
88745	10/29/2020	9895	National Benefit Services, LLC	Admin Fee Sept 2020	367.50
88746	10/29/2020	9937	AFLAC Premium Holding	Premium October 2020	2,412.56
88768	10/29/2020	9945	Texas Life Insurance Company	Premium Oct 2020	230.05
88769	11/5/2020	10017	CDA Media Relations	Nov 2020 Purchasing AD	350.00
88770	11/5/2020	10162	CenturyLink	Service Oct 2020	214.15
88771	11/5/2020	10212	Virgin Valley Water District	Service 09/20/20-10/20/20	894.28
88772	11/5/2020	10609	Niche Academy	Annual subscription renewal	15,000.00
88773	11/5/2020	11062	Blue Planet Lighting, Inc.	34035 line 1 Labor shop serial# AE013019/26	2,176.30
88774	11/5/2020	11076	Quadient, Inc.	Meter Rental 11/25/20-2/24/21	180.00
88775	11/5/2020	11587	Sound Productions, LLC	Blamp 521.0001.908 Flex chassis fan 4	495.60
88776	11/5/2020	11601	Vintage King Audio	Software & User Licenses	743.97
88777	11/5/2020	11608	3F Initiatives LLC	Translation - COVID Screening Signage	580.00
88778	11/5/2020	1201	Best Janitorial Services of Nevada	Various: Janitorial - FY 2021	136,316.00
88779	11/5/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
88781	11/5/2020	1991	Lowe's Improvement	September - October 2020 Various	269.52
88782	11/5/2020	2097	Moapa Valley Telephone Co. Inc.	Service 10/26/20-11/25/20	1,325.48
88783	11/5/2020	2159	AT&T SBC	Service 09/25/20-10/24/20	601.26
88784	11/5/2020	2175	NV Energy	Service 09/24/20-10/23/20 EV	3,520.49
88785	11/5/2020	2494	Southwest Gas Corp.	Service 09/24/20-10/23/20 SW	937.47
88786	11/5/2020	2838	Verizon Wireless	Service 09/21/20-10/20/20	3,184.61
88789	11/5/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	13,213.36
88790	11/5/2020	4117	Television Monitoring Services, Inc.	10-20 and 10-21 clips Employ NV	750.00
88791	11/5/2020	4676	Color Reflections	Employ NV Banners - SW - grand opening	911.00

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Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
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Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
88792	11/5/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
88793	11/5/2020	6646	Aqua Serv Engineers, Inc	HVAC Water Treatment	2,336.32
88794	11/5/2020	6817	Reliance Connects	Service Nov 2020	635.85
88795	11/5/2020	9696	Truly Superb Painting, LLC	SW: NV Hub Sub - Add'l Painting	1,450.00
88796	11/12/2020	10225	Pakor	Media for ID station Printer SKU: 10.400.024	269.95
88797	11/12/2020	10877	Findaway World, LLC	Library Books & Materials for FY2020-2021	949.27
88798	11/12/2020	11594	BDO USA, LLP	FY 20 audit progress billing	10,000.00
88800	11/12/2020	1577	FedEx	Express Services - Oct 2020	8.50
88801	11/12/2020	2175	NV Energy	Summary Billing Sept & Oct 20	44,453.73
88802	11/12/2020	2772	Xerox Corporation	October Service	380.84
88804	11/12/2020	2837	Republic Services 620	Regulatory/compliance 11/01-11/30 WM	5,182.08
88808	11/12/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	17,579.70
88809	11/12/2020	3309	Batteries Plus of LV	WC AED Case Alarm Battery	18.60
88810	11/12/2020	7740	Gaudin Ford	WO-949 #409821 #58 LOF	143.69
88811	11/12/2020	8192	AT&T	Service Nov 2020	49.60
88812	11/12/2020	8718	Library Ideas, LLC	Library Books & Materials for FY2020-2021	10,241.40
88813	11/19/2020	10253	Elizabeth Ann Foyt	November 12, 2020 Board Mtgs	80.00
88814	11/19/2020	10482	Kanopy LLC	Kanopy Pay Per Use Program	50,000.00
88815	11/19/2020	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
88816	11/19/2020	10770	Blue 360 Media, LLC	NV Criminal & Traffic Laws 2019-2020	277.76
88817	11/19/2020	10834	Brittany Mangelson	Transcription - 11/12/20 Meetings	1,122.08
88818	11/19/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Cafe Management	1,864.00
88819	11/19/2020	10979	Backpages Limited Ltd.	Subscription 11/1/20-10/31/21	4,545.00
88820	11/19/2020	11017	Color Me Mine	Color Me Mine 11-7-2020	504.00
88821	11/19/2020	11575	Amanda Lupe Rickert	PC Res Refund 080420	6.15
88822	11/19/2020	11607	Operations Service Systems LLC	Education & Training	2,496.00
88824	11/19/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
88825	11/19/2020	1474	Di Bella Flowers & Gifts	Flowers for staff member (death)	99.99
88826	11/19/2020	2053	Matthew Bender & Co., Inc.	NV Rev Stats Ballot Results #2	250.00
88827	11/19/2020	2494	Southwest Gas Corp.	Service 10/02/20-11/03/20 LA	1,014.21
88835	11/19/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	41,041.26
88836	11/19/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
88837	11/19/2020	5246	Kelly D. Benavidez	November 12, 2020 Board Meetings	80.00
88838	11/19/2020	7671	Western Exterminator Company	Urban: Pest Control	1,413.00
88839	11/19/2020	7902	MTS IntegraTRAK, Inc.	Telephone System Maintenance/Call Tracking	4,252.50
88840	11/19/2020	8437	Super Cleaners	1 Cushion, 2 Table Cover - WM	27.00
88842	11/19/2020	9711	Jose L. Melendrez	November 12, 2020 Board Mtgs	40.00
88843	11/19/2020	11122	Amanda Barber	Patron Refund for Returned items - CC	51.99
88844	11/19/2020	11124	Eric O. Meekins	Moving expenses Dr. Heezen	554.95
88845	11/25/2020	10877	Findaway World, LLC	Library Books & Materials for FY2020-2021	323.94
88846	11/25/2020	10998	Sprint	Service 09/27/20-10/26/20	22,764.17
88848	11/25/2020	11125	Zonia Jacinto	Refund of overpayment	18.99
88849	11/25/2020	11126	Kelvin Watson	December 4 Interview - Travel Cost	502.40
88850	11/25/2020	11127	Patrick Tod Colegrove	December 4 Interview - travel	183.30
88851	11/25/2020	11128	Gary Shaffer	Dec 4 Interview - travel	147.96
88852	11/25/2020	11129	Christina M. Gannon	Refund of PC Res Balance	4.25
88853	11/25/2020	11585	Interactive Media Publishing	EN Laserbox Pro	5,492.00
88854	11/25/2020	11813	Capitol Door Service	SM: Service Call & Repair - Auto Door	1,412.05
88855	11/25/2020	2111	Morningstar, Inc.	Morningstar Investment Center 1/1/21-1/1/22	10,063.00
88856	11/25/2020	2159	AT&T SBC	Service 11/11/20-12/10/20	320.88
88857	11/25/2020	2494	Southwest Gas Corp.	Service 10/13/20-11/12/20 EN	564.79
88858	11/25/2020	2861	Jay D. Whipple	MV: Pest Control	40.00
88859	11/25/2020	3058	EBSCO Information Services	MyHeritage 11/1/20-10/31/21	33,533.00
88861	11/25/2020	3383	Home Depot Credit Services	October - November 2020 Various	2,944.34
88862	11/25/2020	7740	Gaudin Ford	WO-950 #410713 #52 LOF and Rotated Tires	59.46
88863	11/25/2020	8731	UNUM Life Insurance Co. of America	Premium Dec 2020	365.56
88864	11/25/2020	9895	National Benefit Services, LLC	NBS Debit Card Fee	369.50
88865	11/25/2020	9937	AFLAC Premium Holding	Premium Nov 2020	2,412.56
88866	11/25/2020	9945	Texas Life Insurance Company	Premium November 2020	230.05
88867	11/25/2020	9966	The Sherwin-Williams Co.	Various	78.41
88868	11/25/2020	8437	Super Cleaners	1 Table Cover - WM	3.00
88874	11/25/2020	7369	SYNCHRONY BANK/AMAZON	Our Warm 40pcs Wooden Christmas - MQ	10,364.70
Total 100 - General Fund					2,367,290.63

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Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11188	11/2/2020	10114	Vickie Thompson	ABE Virtual Academic Advisor CC 229	1,944.00
11193	11/2/2020	10852	Hannah Burke	72 hrs TISOH 232 Virtual 9/14-10/22	1,944.00
11194	11/2/2020	1297	CASAS	TOPS-021 Annual Support fee June 2021	815.00
11306	11/16/2020	8798	Alberto Angulo Hurtado	WC 222 102020-110620	891.00
11357	11/30/2020	10543	Kathleen San Nicolas	ELV ADV AM VIRTUAL 201	1,944.00
11360	11/30/2020	10852	Hannah Burke	CC AM BEG 212 10/12-11/23	1,944.00
11361	11/30/2020	10880	Michelle Holstein	ELV ADV PM VIRT 203 10/13-11/24	1,944.00
11379	11/30/2020	3677	Maria Cecilia P. Ordinario	WM AM INT 221 10/12-11/24	1,944.00
11384	11/30/2020	7289	Allison Socha	CIT PM VIRTUAL 228 10/12-11/23	1,944.00
88726	10/27/2020	7369	SYNCHRONY BANK/AMAZON	Scotch Sticker & Marker Remove - SM	10,550.82
88799	11/12/2020	11598	Joseph F. Cortese	ELV CC 207 101320-110520	1,215.00
88823	11/19/2020	11609	Alexandria Marshall	Sub ELV Virtual AM INT 206	67.50
88846	11/25/2020	10998	Sprint	Service 09/27/20-10/26/20	22,764.17
88847	11/25/2020	11042	Valeria Cristina Aguaiza Guerrero	CC AM ADV Virtual 214 10/13-11/24	3,888.00
88874	11/25/2020	7369	SYNCHRONY BANK/AMAZON	Our Warm 40pcs Wooden Christmas - MQ	10,364.70
Total 220 - Grant Fund					64,164.19

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Gift Fund - 230

From 10/26/2020 Through 11/30/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11248	11/9/2020	4517	Fingerprint Pros, Inc.	1 Pre-employment fingerprints	423.00
11263	11/9/2020	9354	WestRock Longview, LLC	Courier: Weeding Boxes	2,755.94
11343	11/23/2020	8122	Staples Advantage Dept LA	Nestle pure life - HR	4,221.93
88846	11/25/2020	10998	Sprint	Service 09/27/20-10/26/20	22,764.17
88874	11/25/2020	7369	SYNCHRONY BANK/AMAZON	Our Warm 40pcs Wooden Christmas - MQ	10,364.70
Total 230 - Gift Fund					40,529.74

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Capital Projects Fund - 510
From 10/26/2020 Through 11/30/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11164	10/26/2020	2686	Simply Covered, Inc.	EN Reupholster 17 Chairs	1,921.00
11205	11/2/2020	2702	Grainger, Inc.	Various	434.40
11207	11/2/2020	2799	CDW Government Inc,	Mimecast Secure Email Gateway Software	16,542.28
11225	11/2/2020	9649	Freeman's Carpet Service, Inc.	SW - NV Hub Sub: Rubberized Flooring	1,722.14
11233	11/9/2020	10502	Fisk Electric Company	SW - NV Business Hub: Electrical Work	2,833.25
11237	11/9/2020	1620	Full Compass Systems Ltd	PAN ETLAD120W Lamp PTD2870 2pk	2,322.18
11255	11/9/2020	7687	United Lock and Security, Inc.	SW - NV Hub Sub: Rekey Door	104.00
11274	11/16/2020	1157	AZ Partsmaster	MB: Disinfecting Wipes	1,555.59
11286	11/16/2020	2486	Sonitrol Of Southern NV	SW: NV Business Hub - Alarm Mod	1,261.98
11290	11/16/2020	2799	CDW Government Inc,	SW: Camera Replacement	724.05
11301	11/16/2020	8122	Staples Advantage Dept LA	1in blk binder, plastic weave bins - MC	2,497.20
11319	11/23/2020	10686	NLS Grounds Management, LLC	EN: Landscape Modifications	1,510.44
88791	11/5/2020	4676	Color Reflections	Employ NV Banners - SW - grand opening	911.00
88795	11/5/2020	9696	Truly Superb Painting, LLC	SW: NV Hub Sub - Add'l Painting	1,450.00
88798	11/12/2020	11594	BDO USA, LLP	FY 20 audit progress billing	10,000.00
88841	11/19/2020	9696	Truly Superb Painting, LLC	SW: Paint Hub Sub Courtyard	1,080.00
Total 510 - Capital Projects Fund					46,869.51

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Debt Service Fund - 610
From 10/26/2020 Through 11/30/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11219	11/2/2020	8531	FHN Financial Main Street Advisors, LLC	July-Sept 2020	80.55
Total 610 - Debt Service Fund					80.55
Total - All Funds					<u>2,518,934.62</u>



ITEM VII.A.3.a.

January 2021

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Floresto Cabias, Acting Financial Services Director, CFO

DATE: January 7, 2021

SUBJECT: Financial Services Report, January 2021

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

Administration

- Updated the District's cash flow analysis
- Published and distributed the Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR)
- Submitted the Fiscal Year 2020 CAFR to EMMA (the Electronic Municipal Market Access service of the Municipal Securities Rulemaking Board)
- Submitted the Fiscal Year 2020 CAFR to the Government Finance Officers Association for consideration for the Certificate of Achievement for Excellence in Financial Reporting award
- Attended bid opening - Facilities Bid No. 21-03, Theater Lighting
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2M for the month of December)
- **Anita Lai** and **Mayumi Kramer** attended Kronos Workforce Ready meetings and training sessions
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts

Financial Services Report

January 7, 2021

Page 2 of 2

- 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: January 7, 2021

Subject: November 2020 Budget Status Report

Enclosed are the budget status reports for November 2020. General fund revenues indicate that 46% of budgeted revenue has been collected. As compared to November 2019, the District collected 10% more in property taxes. Consolidated Tax Revenue (CTX) shows 31% collected so far this fiscal year, more than the 25% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 43% 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 42% and 76% left to spend.

Staff will be available to answer any questions that you may have.

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

General Fund - 100

From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	25,857,770.60	49,300,000.00	23,442,229.40	47.55%
Intergovernmental Revenue	5,522,624.54	17,800,000.00	12,277,375.46	68.97%
Charges for Services	16,509.00	570,000.00	553,491.00	97.10%
Fines & Forfeits	151,568.44	450,000.00	298,431.56	66.32%
Miscellaneous	138,634.04	780,000.00	641,365.96	82.23%
Total Revenues	31,687,106.62	68,900,000.00	37,212,893.38	54.01%
Expenditures				
Salaries	14,990,978.34	31,770,975.00	16,779,996.66	52.82%
Benefits	4,903,416.25	12,499,827.00	7,596,410.75	60.77%
Supplies & Services	5,827,942.32	15,304,682.00	9,476,739.68	61.92%
Capital Outlay	4,617,246.78	10,509,384.00	5,892,137.22	56.07%
Total Expenditures	30,339,583.69	70,084,868.00	39,745,284.31	56.71%
Excess (Deficit) of Revenues over (under) Expenditures	1,347,522.93	(1,184,868.00)	(2,532,390.93)	-2.70%

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

General Fund - 100**From 11/01/2020 Through 11/30/2020**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	290,743.26	648,204.00	357,460.74	55.15%
120	Administration - Library Operations	536,281.42	2,068,271.00	1,531,989.58	74.07%
200	Financial Services	727,595.24	1,935,379.00	1,207,783.76	62.41%
215	Community Outreach	191,273.28	501,089.00	309,815.72	61.83%
216	Youth Services	97,815.49	362,030.00	264,214.51	72.98%
220	Development and Planning	130,947.78	559,337.00	428,389.22	76.59%
240	General Services/Facilities	4,881,530.19	10,600,300.00	5,718,769.81	53.95%
250	Human Resources	805,138.84	2,688,944.00	1,883,805.16	70.06%
251	HR-Work Insurance	901,997.54	1,501,744.00	599,746.46	39.94%
260	Information Technology	2,108,427.25	3,895,391.00	1,786,963.75	45.87%
270	Literacy Department	121,611.83	378,862.00	257,250.17	67.90%
280	Branding and Marketing	993,473.47	1,706,062.00	712,588.53	41.77%
290	Access Services Department	472,861.77	1,100,024.00	627,162.23	57.01%
310	Collection and Bibliographic Services	5,471,363.38	12,657,023.00	7,185,659.62	56.77%
320	Gallery Services	66,854.57	174,592.00	107,737.43	61.71%
330	Facilities	1,155,942.39	2,820,225.00	1,664,282.61	59.01%
340	Community Engagement	93,816.57	405,669.00	311,852.43	76.87%
400	Library Operations	11,291,909.42	26,081,722.00	14,789,812.58	56.71%
Total		30,339,583.69	70,084,868.00	39,745,284.31	56.71%

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

General Fund - 100
Library Operations - Dept 400
From 11/01/2020 Through 11/30/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	52,499.68	97,266.00	44,766.32	46.02%
110	Bunkerville	22,157.03	58,431.00	36,273.97	62.08%
120	Clark County Library	971,485.70	2,671,070.00	1,699,584.30	63.63%
130	Enterprise Library	534,815.37	1,362,949.00	828,133.63	60.76%
140	Goodsprings	32,052.65	77,267.00	45,214.35	58.52%
160	Indian Springs	42,393.83	103,992.00	61,598.17	59.23%
180	Laughlin	339,523.34	697,636.00	358,112.66	51.33%
190	Mesquite	418,699.57	1,063,703.00	645,003.43	60.64%
200	Moapa Town	20,879.71	77,435.00	56,555.29	73.04%
210	Moapa Valley	124,234.37	309,770.00	185,535.63	59.89%
220	Mount Charleston	22,554.79	69,259.00	46,704.21	67.43%
230	Rainbow Library	1,208,739.94	1,882,486.00	673,746.06	35.79%
240	Sahara West Library	998,645.16	2,395,281.00	1,396,635.84	58.31%
250	Sandy Valley	27,961.99	89,137.00	61,175.01	68.63%
260	Searchlight	23,851.46	59,658.00	35,806.54	60.02%
270	Spring Valley Library	653,554.78	1,648,450.00	994,895.22	60.35%
280	Summerlin Library	582,180.26	1,444,143.00	861,962.74	59.69%
290	Sunrise Library	560,699.18	1,534,648.00	973,948.82	63.46%
300	West Charleston Library	785,442.48	1,669,459.00	884,016.52	52.95%
310	West Las Vegas Library	625,459.96	1,565,622.00	940,162.04	60.05%
320	Whitney Library	567,187.46	1,492,399.00	925,211.54	61.99%
360	Meadows Library	61,642.68	160,089.00	98,446.32	61.49%
370	Centennial Hills	936,270.79	1,911,837.00	975,566.21	51.03%
380	Windmill Library	641,795.89	1,747,034.00	1,105,238.11	63.26%
390	East Las Vegas Library	1,020,469.07	1,847,091.00	826,621.93	44.75%
605	City Misdemeanant	16,712.28	45,610.00	28,897.72	63.36%
Total		11,291,909.42	26,081,722.00	14,789,812.58	56.71%

Board of Trustees Meeting - Item VII - Library Reports

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

General Fund - 100 From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	11,849,082.77	24,129,739.00	12,280,656.23	50.89%
51200 Salaries - Part Time	2,196,830.66	6,199,467.00	4,002,636.34	64.56%
51300 Overtime Pay	6,928.30	55,000.00	48,071.70	87.40%
51400 Call Back Pay	3,804.95	8,595.00	4,790.05	55.73%
51500 Standby Pay	25,485.36	50,366.00	24,880.64	49.40%
51600 Longevity Pay	148,932.07	377,808.00	228,875.93	60.58%
51700 Separation Pay	751,063.49	450,000.00	(301,063.49)	-66.90%
51800 Leave Buyout	8,850.74	500,000.00	491,149.26	98.23%
55100 Employees Retirement	2,938,430.76	7,312,478.00	4,374,047.24	59.82%
55200 Group Insurance	1,551,665.41	4,072,148.00	2,520,482.59	61.90%
55300 Workers' Comp. Payments	80,259.06	271,544.00	191,284.94	70.44%
55400 Medicare Coverage Expense	332,919.14	768,657.00	435,737.86	56.69%
55500 Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100 Office Supplies	119,698.64	507,630.00	387,931.36	76.42%
61110 Operating Supplies	176,137.74	597,065.00	420,927.26	70.50%
61120 Software & User Licenses	439,071.44	521,994.00	82,922.56	15.89%
61130 Software Maintenance	715,694.36	841,400.00	125,705.64	14.94%
61200 Book Materials & Supplies	36,608.50	120,409.00	83,800.50	69.60%
61205 Interlibrary Loan	12.66	4,500.00	4,487.34	99.72%
61210 Small Equipment	74,798.18	478,000.00	403,201.82	84.35%
61400 Equipment Repair & Maint.	500,264.62	690,280.00	190,015.38	27.53%
61410 Contracted Services	2,023,535.78	5,441,007.00	3,417,471.22	62.81%
61420 Building Repair & Maint.	71,343.59	218,200.00	146,856.41	67.30%
61500 Rental Expenses	12,601.13	47,316.00	34,714.87	73.37%
61600 Telephone	251,316.90	600,000.00	348,683.10	58.11%
61700 Utilities	624,065.63	1,935,071.00	1,311,005.37	67.75%
61800 Insurance & Bonds	320,687.67	355,000.00	34,312.33	9.67%
61900 Professional Services	116,713.87	932,700.00	815,986.13	87.49%
61910 Legal Services	55,712.42	394,500.00	338,787.58	85.88%
62200 Collection Agencies	-	310,000.00	310,000.00	100.00%
62300 Board Compensation	2,600.00	6,200.00	3,600.00	58.06%
62500 Postage	27,423.92	75,100.00	47,676.08	63.48%
62510 Advertising	23,092.34	88,700.00	65,607.66	73.97%
62600 Community Events	184.03	23,750.00	23,565.97	99.23%
62620 Recruitment	-	625.00	625.00	100.00%
62700 Education & Training	17,139.51	310,735.00	293,595.49	94.48%
62800 Travel & Transportation	9,319.30	285,250.00	275,930.70	96.73%
62900 Printing & Reproduction	7,089.29	99,250.00	92,160.71	92.86%
63000 Dues & Subscriptions	26,650.89	43,200.00	16,549.11	38.31%
65000 Miscellaneous Expenses	7,923.79	41,800.00	33,876.21	81.04%
65100 Bank Charges	903.59	20,000.00	19,096.41	95.48%
67000 Rental Expenses to QALICBs	157,500.00	315,000.00	157,500.00	50.00%
81700 Library Books	4,617,109.44	10,509,384.00	5,892,274.56	56.07%
Total	30,329,593.82	70,084,868.00	39,755,274.18	56.72%

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

Grant Fund - 220

From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	178,091.87	1,800,000.00	1,621,908.13	90.11%
Total Revenues	178,091.87	1,800,000.00	1,621,908.13	90.11%
Expenditures				
Salaries	116,710.08	480,000.00	363,289.92	75.69%
Benefits	52,604.23	210,000.00	157,395.77	74.95%
Supplies & Services	111,405.16	500,000.00	388,594.84	77.72%
Capital Outlay	13,320.00	610,000.00	596,680.00	97.82%
Total Expenditures	294,039.47	1,800,000.00	1,505,960.53	83.66%
Excess (Deficit) of Revenues over (under) Expenditures	(115,947.60)	-	115,947.60	6.44%

Board of Trustees Meeting - Item VII - Library Reports

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

Grant Fund - 220
From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	114,142.59	478,747.50	364,604.91	76.16%
51200 Salaries - Part Time	2,037.32	-	(2,037.32)	
51600 Longevity Pay	530.17	1,252.50	722.33	57.67%
55100 Employees Retirement	33,901.63	161,071.66	127,170.03	78.95%
55200 Group Insurance	17,035.48	44,547.88	27,512.40	61.76%
55400 Medicare Coverage Expense	1,667.12	4,380.46	2,713.34	61.94%
61100 Office Supplies	2,076.12	5,277.14	3,201.02	60.66%
61120 Software & User Licenses	815.00	53,200.00	52,385.00	98.47%
61210 Small Equipment	3,345.85	-	(3,345.85)	
61410 Contracted Services	77,409.00	412,700.00	335,291.00	81.24%
61600 Telephone	20,036.56	-	(20,036.56)	
62700 Education & Training	7,327.02	12,000.00	4,672.98	38.94%
62800 Travel & Transportation	395.61	5,800.00	5,404.39	93.18%
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	294,039.47	1,800,000.00	1,505,960.53	83.66%

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

Gift Fund - 230

From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	54,238.56	815,000.00	760,761.44	93.34%
Total Revenues	54,238.56	815,000.00	760,761.44	93.34%
Expenditures				
Supplies & Services	105,901.76	715,000.00	609,098.24	85.19%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	105,901.76	815,000.00	709,098.24	87.01%
Excess (Deficit) of Revenues over (under) Expenditures	(51,663.20)	-	51,663.20	6.34%

Board of Trustees Meeting - Item VII - Library Reports

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

Gift Fund - 230

From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	-	20,000.00	20,000.00	100.00%
61110 Operating Supplies	10,355.65	15,000.00	4,644.35	30.96%
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	11,870.00	-	(11,870.00)	
61900 Professional Services	8,190.50	100,000.00	91,809.50	91.81%
62510 Advertising	4,250.00	-	(4,250.00)	
62900 Printing & Reproduction	599.83	-	(599.83)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	105,901.76	815,000.00	709,098.24	87.01%

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

Capital Projects Fund - 510
From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	9,408.27	50,000.00	40,591.73	81.18%
Total Revenues	9,408.27	50,000.00	40,591.73	81.18%
Expenditures				
Supplies & Services	142,148.23	2,574,700.00	2,432,551.77	94.48%
Capital Outlay	-	1,484,000.00	1,484,000.00	100.00%
Total Expenditures	142,148.23	4,058,700.00	3,916,551.77	96.50%
Excess (Deficit) of Revenues over (under) Expenditures	(132,739.96)	(4,008,700.00)	(3,875,960.04)	-15.31%

Board of Trustees Meeting - Item VII - Library Reports

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

Capital Projects Fund - 510
From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52.15%
61120 Software & User Licenses	36,063.83	203,000.00	166,936.17	82.23%
61210 Small Equipment	47,943.92	1,176,700.00	1,128,756.08	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.	26,155.31	759,500.00	733,344.69	96.56%
61900 Professional Services	10,522.90	-	(10,522.90)	
62900 Printing & Reproduction	861.00	-	(861.00)	
65100 Bank Charges	8,510.89	40,000.00	31,489.11	78.72%
81500 Capital Improvements	-	650,000.00	650,000.00	100.00%
81600 Capital Equipment - Major	-	834,000.00	834,000.00	100.00%
Total	142,148.23	4,058,700.00	3,916,551.77	96.50%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 11/01/2020 through 11/30/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	149.32	50,000.00	49,850.68	100%
Total Expenditures		149.32	50,000.00	49,850.68	100%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 11/01/2020 through 11/30/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	382.50	185,000.00	184,617.50	100%
65100	Bank Charges	8,510.89	40,000.00	31,489.11	79%
81600	Capital Equipment - Major	-	80,000.00	80,000.00	100%
Total Expenditures		8,893.39	305,000.00	296,106.61	97%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 11/01/2020 through 11/30/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61120	Software & User Licenses	36,063.83	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		79,995.54	1,747,000.00	1,667,004.46	95%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 11/01/2020 through 11/30/2020

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	9,408.27	50,000.00	40,591.73	81%
 Total Revenues	9,408.27	50,000.00	40,591.73	81%
Expenditures				
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52%
61210 Small Equipment	4,541.79	10,000.00	5,458.21	55%
61420 Building Repair & Maint.	26,155.31	759,500.00	733,344.69	97%
61900 Professional Services	10,140.40	-	(10,140.40)	0%
62900 Printing & Reproduction	861.00	-	(861.00)	0%
81500 Capital Improvements	-	650,000.00	650,000.00	100%
 Total Expenditures	53,109.98	1,427,000.00	1,373,890.02	96%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects

From 11/01/2020 through 11/30/2020

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%

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 11/01/2020 through 11/30/2020

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 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	5.76	-	(5.76)	
Miscellaneous	25.47	10,000.00	9,974.53	99.75%
Total Revenues	31.23	10,000.00	9,968.77	99.69%
Expenditures				
Supplies & Services	2,330.55	10,000.00	7,669.45	76.69%
Total Expenditures	2,330.55	10,000.00	7,669.45	76.69%
Excess (Deficit) of Revenues over (under) Expenditures	(2,299.32)	-	2,299.32	22.99%

Board of Trustees Meeting - Item VII - Library Reports

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

Debt Service Fund - 610
From 11/01/2020 Through 11/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100 Bank Charges	2,330.55	10,000.00	7,669.45	76.69%
Total	2,330.55	10,000.00	7,669.45	76.69%

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 12/01/2020 Through 12/31/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11394	12/7/2020	10129	Fun Express LLC	Seasonal Crafting Items - CC	321.06
11396	12/7/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
11397	12/7/2020	10478	Renovation Piano Services	Piano Tuning Services - CC	135.00
11400	12/7/2020	10686	NLS Grounds Management, LLC	EV: Undeveloped Land	19,438.72
11402	12/7/2020	11601	Vintage King Audio	Radial Engineering J-Iso	1,347.53
11403	12/7/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	1,339.63
11404	12/7/2020	2169	Nevada Illumination, Inc.	CH: Repairs to Parking Lot Lights	436.50
11405	12/7/2020	2234	Overton Power District #5	Service 10/22/20-11/22/20 MT	159.80
11406	12/7/2020	2567	Teamsters Local Union #14	Union Dues - December 2020	8,316.00
11407	12/7/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Svc - Nov 2020	115.34
11408	12/7/2020	3500	Garda CL West, Inc	Excess Svc - Oct 2020	3.56
11409	12/7/2020	3776	Got Bugs LLC	MQ: Pest Control	200.00
11410	12/7/2020	5001	UniFirst Corporation	Uniform Rental	111.22
11411	12/7/2020	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	225.00
11412	12/7/2020	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	6,084.23
11413	12/7/2020	7687	United Lock and Security, Inc.	SC: Service Call to adjust cameras	284.00
11414	12/7/2020	8010	Allied Universal Security Services	On-Site Security 11/13/20-11/26/20 - CH	92,816.39
11415	12/7/2020	8122	Staples Advantage Dept LA	Bounty Giant 12pk - FAC	3,062.57
11416	12/7/2020	8437	Super Cleaners	7 Table Cloths - WH	84.00
11417	12/7/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
11418	12/7/2020	9225	Kronos	Monthly Fee	1,169.00
11419	12/7/2020	9383	Office Plus	Crtgd.Isr,bk,hp 37A - EN	1,688.49
11420	12/14/2020	10129	Fun Express LLC	Mini Bright Tissue Paper Squares - SV	218.07
11421	12/14/2020	10291	MPLC (Motion Picture Licensing Corp.)	MPLC Umbrella License: 1/1/21 to 1/1/22	5,444.65
11424	12/14/2020	1064	Allied Refrigeration Inc.	WO-1903 #466711 RB HVAC	65.56
11425	12/14/2020	10701	Staples Technology Solutions	Apple ipad G8 10.2 32GB	332.26
11432	12/14/2020	11552	Destiny Executive Search Group, Inc.	Executive Director Search	16,500.00
11434	12/14/2020	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
11435	12/14/2020	1580	Ferguson Enterprises, LLC	Various	1,621.47
11436	12/14/2020	1606	Candid	FIN renewal 1 year	2,995.00
11437	12/14/2020	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	36,159.62
11438	12/14/2020	1640	Gerald M. Welt, Chartered	Legal Svc Nov 2020	4,412.73
11439	12/14/2020	1742	Ideal Supply Company Inc.	WO-1953 #510027 SV Plumbing	222.00
11440	12/14/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	9,564.33
11441	12/14/2020	1950	Liberty Lock and Security	WO-1908 #21740 FAC Keys (IS & SE)	15.80
11442	12/14/2020	2152	Nedco Supply	Various	534.72
11443	12/14/2020	2215	OCIL Inc. # 774425	Library Books & Materials for FY2020-2021	4,941.83
11444	12/14/2020	2234	Overton Power District #5	Service 11/01/20-12/01/20 MQ	545.74
11445	12/14/2020	2471	Silver State Glass & Mirror	CC: Service Call - Board up exterior door's glass	440.00
11446	12/14/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	120.00
11447	12/14/2020	2702	Grainger, Inc.	Various	707.81
11448	12/14/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	150,830.90
11449	12/14/2020	2860	Las Vegas Review Journal	Nov. purchasing ad - El Tiempo	813.75
11450	12/14/2020	2914	Iron Mountain	Services Nov 2020	376.25
11451	12/14/2020	3300	ProQuest LLC	Heritage Quest 1/1/21-12/31/21	73,981.44
11452	12/14/2020	3307	Unique Management Services, Inc.	Placements - Nov 2020	52,434.00
11453	12/14/2020	3324	Rio Virgin Telephone Co.	Service Dec 2020	330.00
11454	12/14/2020	4108	American Library Association	Membership Renewal - Keith Rogers	199.00
11455	12/14/2020	4224	DataPLUS Communications	Troubleshoot NVR-WV	190.00
11456	12/14/2020	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	1,429.59
11457	12/14/2020	4742	Deseret Book Co.	Book order from Deseret	2,399.07
11458	12/14/2020	5001	UniFirst Corporation	Uniform Rental	111.22
11459	12/14/2020	6254	College of Southern Nevada	Sewer Services 07/01-20-12/31/20 WC	3,038.72
11460	12/14/2020	6704	Schneider Electric	DDC Controls	2,891.58
11461	12/14/2020	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY2020-2021	3,540.00
11462	12/14/2020	7285	Henriksen Butler Nevada	SC: Rails for Matt	31.74
11464	12/14/2020	8122	Staples Advantage Dept LA	Scissors, vintage - EV	3,674.72
11465	12/14/2020	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Nov 2020	11,136.98
11466	12/14/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	308.75
11467	12/14/2020	8565	WT Cox Information Services	Library Books & Materials for FY2020-2021	247.03
11470	12/14/2020	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
11472	12/14/2020	9383	Office Plus	Crtgd.,lj,hp 90a bk - LA	3,633.17
11475	12/14/2020	9648	Bailey Kennedy, LLP	FY20 Audit letter Response -10912-008	1,200.00
11476	12/14/2020	9730	Commercial Lighting Specialties	Various	270.00
11477	12/14/2020	9869	Unique Integrated Communications	Call Center Operations	13,669.86
11478	12/17/2020	10017	CDA Media Relations	December Issue Ad - VSA	2,350.00
11480	12/17/2020	10157	Isel Venema-Park	CC Conv 230 10/2-12/18 FR	1,147.50
11481	12/17/2020	10228	Sterling Volunteers	4 Volunteer Background Checks	51.00
11482	12/17/2020	10442	LV.Net	Service 01/01/21 - 02/01/21	1,026.00
11484	12/17/2020	10654	Educational Testing Service (ETS)	NOVEMBER 2020 Testing	135.00
11485	12/17/2020	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	70.00
11486	12/17/2020	10809	Sandra Kay Ramaker	September 10, 2020 Regular Board Mtg	80.00
11487	12/17/2020	10834	Brittany Mangelson	BOT Meeting transcription -12/4/20	1,227.03
11490	12/17/2020	11113	BT Supplies West, Inc.	Gloves for Stock	345.00
11491	12/17/2020	1429	D.C. Thomas	BD Rent Jan 2021	1,468.00
11492	12/17/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	14,952.19
11493	12/17/2020	2098	Moapa Valley Water District	Service 11/11/20-12/10/20	313.03
11494	12/17/2020	2152	Nedco Supply	MB: Lighting Stock	1,000.00
11495	12/17/2020	2234	Overton Power District #5	Service 11/01/20-12/01/20 MV	1,699.67
11496	12/17/2020	2307	Progressive Elevator	SM: Chairlift Pre-Inspection & Repairs	800.00
11497	12/17/2020	2486	Sonitrol Of Southern NV	Alarm Monitoring - BD	3,693.00
11498	12/17/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	56,149.75
11499	12/17/2020	2852	Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	569.75
11500	12/17/2020	2887	West Payment Ctr	Library Materials for MISD during FY21	774.61
11501	12/17/2020	2891	AFLAC	Premium December 2020	860.82
11502	12/17/2020	3023	Filtration Group IAQ	MB: Air Filters Stock	53.52
11503	12/17/2020	3048	Desert Boilers & Controls Inc.	Annual Pre-Season Boiler Service	25,835.40

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 12/01/2020 Through 12/31/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11504	12/17/2020	3355	Teamsters Security Fund S. Nevada	Premium December 2020	318,889.23
11505	12/17/2020	3500	Garda CL West, Inc	Excess Services - Nov 2020	3,026.89
11506	12/17/2020	4513	Blackstone Audio, Inc.	Brightest Star CD Book	519.78
11507	12/17/2020	4604	Brodart Library Supplies & Furnishings	Sign Holder - LA	115.20
11508	12/17/2020	4742	Deseret Book Co.	Books & audios from Deseret	1,174.69
11509	12/17/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Dec 2020	7,125.10
11510	12/17/2020	5001	UniFirst Corporation	Uniform Rental	111.22
11511	12/17/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	83,524.58
11512	12/17/2020	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	339.95
11513	12/17/2020	6704	Schneider Electric	DDC Controls	5,783.16
11514	12/17/2020	6777	Mailmax Mailing Solutions, LLC	Mailroom Supplies	338.78
11515	12/17/2020	7188	Innovative Interfaces, Inc.	Decision Center April 2021-March 2022	28,300.69
11517	12/17/2020	8010	Allied Universal Security Services	On-Site Security 11/27/20-12/10/20 - CH	92,059.56
11518	12/17/2020	8122	Staples Advantage Dept LA	Really useful box - OR	1,995.96
11519	12/17/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
11521	12/17/2020	9127	Extreme Networks, Inc.	Hardware/Wireless Support 10/20 - 06/21	14,477.12
11522	12/17/2020	9159	Mesquite Lumber /Ace Hardware	MQL: Kickdown Door Stops	8.99
11523	12/17/2020	9191	Canon Solutions America, Inc.	Monthly Maint 10/15/20-11/14/20 - RB	1,952.85
11524	12/17/2020	9287	Otis Elevator Company	WM: Elevator	795.88
11525	12/17/2020	9383	Office Plus	Oem toner hp 504x black - CC	3,096.73
11528	12/17/2020	9928	Stimulus Technologies	Service Jan 2021	1,047.90
11530	12/23/2020	2549	Swank Movie Licensing USA	Movie Lic. Renewal 1/1/21 to 6/30/22	15,000.00
11531	12/23/2020	2767	World Book, Inc.	2021 World Book Encyclopedia set	23,976.00
11532	12/23/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	15,197.61
11533	12/23/2020	2809	LVVWD	Service Oct 20 & Nov 20	21,289.09
11534	12/23/2020	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	70.00
11535	12/23/2020	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	5,288.34
11536	12/23/2020	8010	Allied Universal Security Services	PVS Event Guards 11/27/20-12/10/20 - CC	97.56
11537	12/23/2020	8122	Staples Advantage Dept LA	Triplus fineline Asst - MT	1,260.62
11538	12/30/2020	11055	Bryant K. Rogers	Board Comp Dec 2020	80.00
11539	12/30/2020	1854	Kamer Zucker Abbott	Legal Fees - Oct/Nov 2020	8,647.95
11540	12/30/2020	2234	Overton Power District #5	Service 11/22/20-12/22/20 MT	247.84
11541	12/30/2020	2819	CenturyLink Communications, LLC	Service Dec 2020	3,154.53
11542	12/30/2020	3770	Cox Communications of Las Vegas	Invoice P1024657	13,717.35
11543	12/30/2020	4604	Brodart Library Supplies & Furnishings	Self Adhesive CD-rom - SV	86.14
11544	12/30/2020	8811	Shannon Bilbray-Axelrod	Board Comp Dec 2020	80.00
11545	12/30/2020	8945	Robin Wadley Munier	Board Comp Dec 2020	80.00
11546	12/30/2020	9279	Marilyn Francis Drake	Board Comp Dec 2020	80.00
11547	12/30/2020	9332	Felipe A. Ortiz	Board Comp Dec 2020	80.00
11548	12/30/2020	9383	Office Plus	Oem toner hp 648a - LA	757.56
88876	12/3/2020	10162	CenturyLink	Service Nov 2020	214.01
88877	12/3/2020	10212	Virgin Valley Water District	Service 10/20/20-11/20/20	955.96
88878	12/3/2020	10493	CMRS-POC	Postage for WM Meter - Acct# 8050091	25,000.00
88880	12/3/2020	10735	JoAnn Stores, LLC	CreativeBug 12/20-11/21	45,887.00
88881	12/3/2020	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	Cancelled Rental 12/12/20	360.00
88882	12/3/2020	10998	Sprint	Service 10/27/20-11/26/20	20,675.05
88883	12/3/2020	11130	Interlibrary Loan	Refund - book Life & Health exam secrets	67.99
88885	12/3/2020	11608	3F Initiatives LLC	Misc translations 10-28 - 11-25	292.50
88886	12/3/2020	11813	Capitol Door Service	WC: Repairs to East side exterior auto door	5,474.02
88887	12/3/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
88888	12/3/2020	1577	FedEx	Express Services - Nov 2020	139.13
88891	12/3/2020	1991	Lowe's Improvement	October - November 2020 Various	1,743.19
88892	12/3/2020	2175	NV Energy	Service 10/19/20-11/17/20 CH	6,833.75
88893	12/3/2020	2494	Southwest Gas Corp.	Service 10/20/20-11/19/20 CH	1,735.91
88894	12/3/2020	2838	Verizon Wireless	Service 10/21/20-11/20/20	2,502.02
88895	12/3/2020	2855	Friendly Ford	Deductible Vehicle 59	1,000.00
88896	12/3/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
88897	12/3/2020	6646	Aqua Serv Engineers, Inc	HVAC Water Treatment	1,831.12
88898	12/3/2020	6817	Reliance Connects	Service Dec 2020	635.85
88899	12/3/2020	9439	D&R Hydrant, Inc.	WM: Fire Hydrant Repair	2,200.00
88900	12/10/2020	10037	Barbara Ann Leavitt	Refund Cancelled Room - COVID19	690.00
88901	12/10/2020	10298	Sprout Social, Inc.	Service May - Aug 2020	4,776.21
88902	12/10/2020	10339	Nevada Arts Council	"Still Here Now" Exhibit Fee	150.00
88903	12/10/2020	10782	World Archives Holdings LLC	WorldArchives 1/1/21-12/31/21	10,500.00
88904	12/10/2020	11042	Valeria Cristina Aguaiza Guerrero	ELV Conversation 231 10/2-12/4	864.00
88905	12/10/2020	11131	eRate Solutions, a division of	eRate Consulting Svcs FY2021	18,000.00
88906	12/10/2020	11132	The Griffin Company	Legislative Affairs - NOV 2020	6,250.00
88907	12/10/2020	11136	Jesse Villicana Jr.	Refund of Library Fines - zero balance	75.00
88908	12/10/2020	11138	Saint Vincent College	Honorarium for YS Summit-Dr White	250.00
88909	12/10/2020	11139	Teamsters Local 14	Memo: Ronald Heezen Cobra	1,073.00
88910	12/10/2020	1134	Asian Chamber of Commerce	2021 Annual Membership	300.00
88914	12/10/2020	1201	Best Janitorial Services of Nevada	Various: Janitorial - FY 2021	136,316.00
88915	12/10/2020	1921	Latin Chamber of Commerce Nevada, Inc.	2021 Membership Dues	450.00
88916	12/10/2020	2053	Matthew Bender & Co., Inc.	Court Rules 2021 State v1	1,403.07
88917	12/10/2020	2097	Moapa Valley Telephone Co. Inc.	Service 11/26/20-12/25/20	215.93
88918	12/10/2020	2159	AT&T SBC	Service 11/25/20-12/24/20	299.10
88919	12/10/2020	2175	NV Energy	Service 10/23/20-11/23/20 EV	3,605.53
88920	12/10/2020	2494	Southwest Gas Corp.	Service 10/23/20-11/24/20 SW	3,490.08
88921	12/10/2020	2772	Xerox Corporation	Service 10/21/20 -11/21/20	573.25
88933	12/10/2020	4117	Television Monitoring Services, Inc.	Nevada week clip 11/27/20	50.00
88934	12/10/2020	6777	Mailmax Mailing Solutions, LLC	Maint. 2/22/21 to 2/21/22 - Mail Machine	927.30
88936	12/10/2020	8447	NetWrix Corporation	Support/ Maint. Term: 01/05/2021 to 01/04/2024	8,928.00
88937	12/10/2020	8473	RealVNC Ltd.	Enterprise Remote Access, Term End: 12/21	5,750.00
88938	12/10/2020	8718	Library Ideas, LLC	Library Books & Materials for FY2020-2021	8,479.50
88939	12/17/2020	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
88940	12/17/2020	10890	Vanessa Portillo	Plantable Ornament Class - Dec 12, 2020	250.00
88941	12/17/2020	11120	Zoom Video Communications, Inc.	Lic. for Community Engagement, End: 11/13/21	7,794.50
88942	12/17/2020	11140	St. Johns County Public Library System ILL	Replacement cost for ILL #203242002	21.55

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 12/01/2020 Through 12/31/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
88943	12/17/2020	11141	Board of Regents	Replacement cost for ILL #203758717	90.00
88944	12/17/2020	11142	David D. Weinstein	COHS Graduation 2020	150.00
88945	12/17/2020	11145	VIMFF	VIMFF License Fees	1,000.00
88946	12/17/2020	11840	Arizona College School of Nursing	Cld Room 12/18/20 @ CC- COVID	240.00
88947	12/17/2020	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 01/01/21-03/31/21 SM	2,018.68
88948	12/17/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
88949	12/17/2020	2175	NV Energy	Summary Billing Oct 20 & Nov 20	46,160.70
88950	12/17/2020	2494	Southwest Gas Corp.	Service 11/03/20-12/04/20 LA	1,860.28
88951	12/17/2020	2648	United Parcel Service	Increase Deposit - Shipper #864045	1,000.00
88952	12/17/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	1,269.75
88953	12/17/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
88954	12/17/2020	6149	Beaverton City Library	Replacement cost for ILL #205022764	12.99
88955	12/17/2020	7308	Deschutes Public Library ILL	Replacement cost for ILL# 201134404	10.99
88956	12/17/2020	7940	American Pumping Services LLC	EN & MC: Annual Septic Tank Insp & Service	2,065.00
88957	12/17/2020	8192	AT&T	Service Dec 2020	44.67
88958	12/17/2020	9895	National Benefit Services, LLC	FSA Admin November 2020	357.00
88959	12/17/2020	9945	Texas Life Insurance Company	Premium December 2020	230.05
88960	12/15/2020	11137	Vital Records Control	Services Dec 2020	138.20
88961	12/15/2020	11143	Dude Solutions, Inc.	FAC: MAINT FIN'L FORECASTING	2,449.00
88962	12/15/2020	11609	Alexandria Marshall	Sub ELV conv 329 12/11/20	114.75
88963	12/15/2020	2097	Moapa Valley Telephone Co. Inc.	Service 11/26/20-12/25/20	1,109.55
88967	12/21/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	20,454.50
88968	12/21/2020	4111	Discovery Children's Museum	Individual use paper tickets	54,000.00
88969	12/21/2020	7369	SYNCHRONY BANK/AMAZON	Dec 2020 statement balance	6,936.80
88970	12/28/2020	10253	Elizabeth Ann Foyt	Board Comp Dec 2020	80.00
88971	12/28/2020	11126	Kelvin Watson	RMB - Travel Exp Dec. 3-5 2020	227.37
88972	12/28/2020	11607	Operations Service Systems LLC	Order PUR012405	1,385.00
88973	12/28/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
88974	12/28/2020	2159	AT&T SBC	Service 12/10/20 - 01/10/21	398.77
88975	12/28/2020	2494	Southwest Gas Corp.	Service 11/10/20-12/11/20 CC	2,133.58
88976	12/28/2020	4117	Television Monitoring Services, Inc.	5 clips for facility closure Dec 2020	450.00
88977	12/28/2020	5246	Kelly D. Benavidez	Board Comp - Dec 2020	80.00
88978	12/28/2020	9711	Jose L. Melendrez	Board Comp - Dec 2020	80.00
88979	12/28/2020	9729	Windstream	Services 11/15/20-12/14/20	1,354.21
Total 100 - General Fund					1,871,547.83

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Grant Fund - 220
From 12/01/2020 Through 12/31/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11395	12/7/2020	10157	Isel Venema-Park	CC AM INT 213 10/14-11/30	1,944.00
11399	12/7/2020	10543	Kathleen San Nicolas	CC PM INT VIRTUAL 215 10/14-11/30	1,944.00
11401	12/7/2020	11041	Martin Joseph Hafner	CC Multi 227 10/14-11/30	1,944.00
11427	12/14/2020	10754	Nancy Elizabeth Suriano	WH AM 208 10/21-12/7	1,863.00
11428	12/14/2020	10829	Ewa Honik	CC Speaking & Listening 235 10/19-12/2	1,944.00
11429	12/14/2020	10880	Michelle Holstein	ELV Virt S&L 235 10/19-12/2	1,944.00
11430	12/14/2020	10970	Laura L. Nguyen	RB AM BEG VIRT 219 10/19-12/2	1,944.00
11431	12/14/2020	11041	Martin Joseph Hafner	CC PM INT 217 10/14-12/7	1,890.00
11433	12/14/2020	11598	Joseph F. Cortese	ESL WC 222 11/9-12/8	1,215.00
11463	12/14/2020	7289	Allison Socha	SW AM INT VIRT 210 10/20-12/3	1,944.00
11464	12/14/2020	8122	Staples Advantage Dept LA	Scissors, vintage - EV	3,674.72
11469	12/14/2020	8798	Alberto Angulo Hurtado	ELV PM BEG 205 10/15-12/8	1,890.00
11471	12/14/2020	9143	Henry Marshall	ELV PM INT 202 10/14-12/7	1,890.00
11473	12/14/2020	9511	Manny David Ford	ELV AM INT 200 10/14-12/1	1,944.00
11474	12/14/2020	9566	Diana Marshall	CC PM BEG 216 10/15-12/8	1,890.00
11479	12/17/2020	10114	Vickie Thompson	Virtual Academic Adv CC 229-1 10/27-12/10	1,944.00
11483	12/17/2020	10640	Susan Joan Hatch	SW PM INT 211 10/20-12/10	1,890.00
11488	12/17/2020	10852	Hannah Burke	TISOH 233 10/26-12/9	1,944.00
11489	12/17/2020	11006	Michael Shon Thrower	WH PM BEG 209 10/20-12/10	1,890.00
11520	12/17/2020	8797	Natalia Hiscock	SV PM BEG 224 10/19-12/9	1,890.00
88882	12/3/2020	10998	Sprint	Service 10/27/20-11/26/20	20,675.05
88884	12/3/2020	11599	Oscar Torres	ELV AM BEG 204 10/15-12/1	1,944.00
88911	12/10/2020	11591	Daniel Mitsuo Okinaka	CC PM BEG 226 10/12-12/2	1,890.00
88912	12/10/2020	11592	Diana Belle Dreyer	RB PM VIRT BEG 220 10/19-12/2	1,863.00
88913	12/10/2020	11597	Emlyn Zolner	ELV INT VIRTUAL 206 10/21-12/7	1,863.00
88935	12/10/2020	7553	Jonathan Tharp	SV AM BEG 223 10/19-12/2	1,944.00
Total 220 - Grant Fund					69,601.77

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Gift Fund - 230

From 12/01/2020 Through 12/31/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11398	12/7/2020	10523	Blake Hament	BBTTC instruction Oct 2020	800.00
11422	12/14/2020	10523	Blake Hament	BBTTC instruction Nov 2020	800.00
11426	12/14/2020	10746	Santiago Ricoy	BBTTC instruction 12/5/20	1,200.00
11468	12/14/2020	8671	Eurie Creative, Inc.	COHS graduation	600.00
11518	12/17/2020	8122	Staples Advantage Dept LA	Really useful box - OR	1,995.96
88875	12/3/2020	10017	CDA Media Relations	VSA ad - Nov 2020	2,000.00
88882	12/3/2020	10998	Sprint	Service 10/27/20-11/26/20	20,675.05
Total 230 - Gift Fund					28,071.01

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Capital Projects Fund - 510
From 12/01/2020 Through 12/31/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11423	12/14/2020	10571	High Impact Sign & Design, LLC	SW WFC: Install banner at main entrance	483.00
11503	12/17/2020	3048	Desert Boilers & Controls Inc.	Annual Pre-Season Boiler Service	25,835.40
11516	12/17/2020	7687	United Lock and Security, Inc.	Replace Broken Camera	446.10
11526	12/17/2020	9588	Vocera Communications, Inc.	For Spare Vocera Badges and Batteries	3,932.20
11527	12/17/2020	9875	Serenic Software, Inc.	WO16853 Check Ledger Entries	382.50
11529	12/23/2020	11065	Pyro Combustion and Controls, Inc.	EN: Boiler Replacement - 25% payment	9,077.75
88879	12/3/2020	10502	Fisk Electric Company	SW - NV HUB SUB: Add'l Power Work	405.00
Total 510 - Capital Projects Fund					40,561.95
Total - All Funds					<u>2,009,782.56</u>



MEMORANDUM

To: Fred James, Acting Executive Director

From: Floresto Cabias, Acting Financial Services Director, CFO

Date: January 7, 2021

Subject: December 2020 Budget Status Report and Projection Update

Enclosed are the budget status reports for December 2020. General fund revenues indicate that 51% of budgeted revenue has been collected.

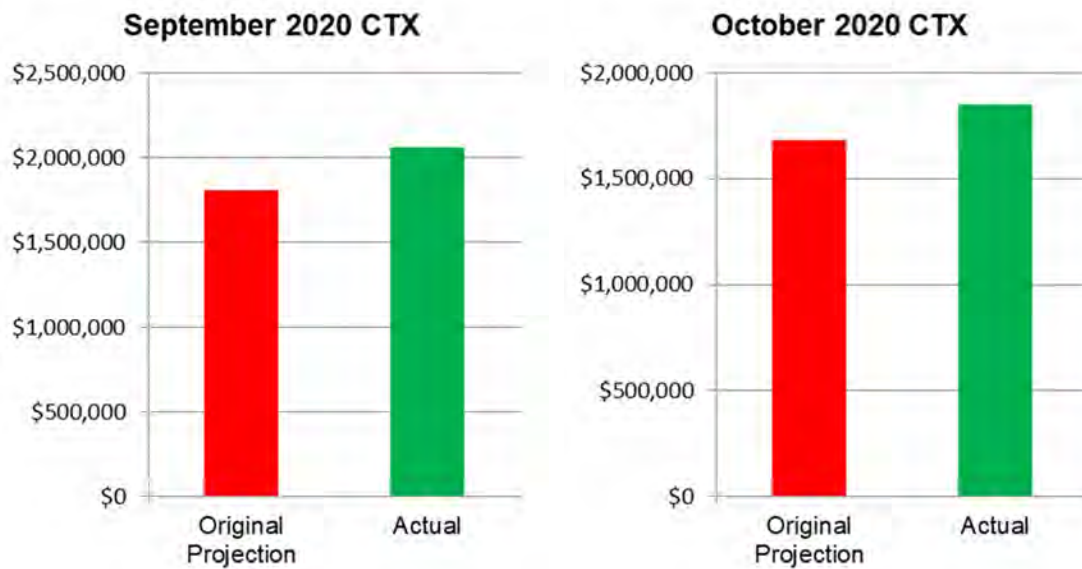
Property Tax Revenues

As compared to December 2019, the District collected 9% more in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1. Due to historically low interest rates, and low inventory relative to demand, property values from July 1, 2020 to present have continued appreciating from prior periods. Thus, District property tax revenues will likely be minimally impacted in the near term. Although delinquent revenues may increase, staff expects to collect all budgeted property tax revenues for FY 2021.

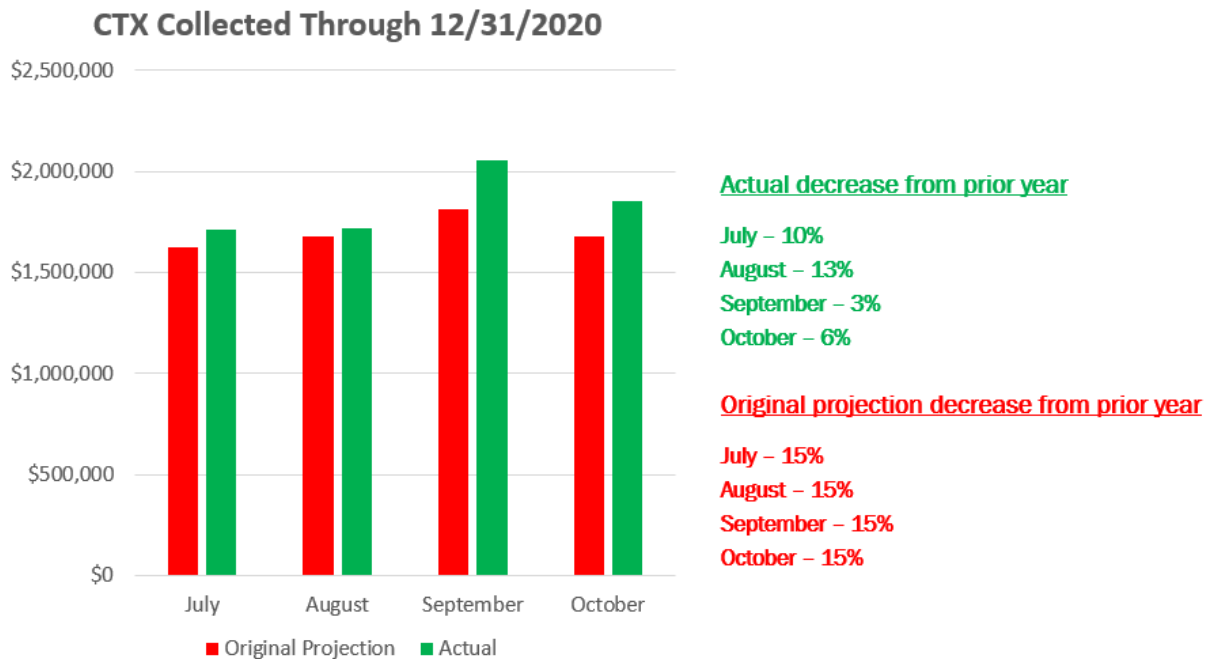
Consolidated Sales Tax Revenues (CTX)

Consolidated Tax Revenue (CTX) shows 42% collected so far this fiscal year, which is higher than the 33% collected for the same period during last fiscal year. The State of Nevada distributes CTX collections two months after the month of collection. For example, CTX revenues collected in the month of July is distributed in the month of September. Thus, the most recent CTX received by the District on December 31, 2020, represents CTX from the month of October.

The October 2020 CTX of \$1.85M is 6% less than the \$1.99M collected in the same month last fiscal year, but 10% higher than the original projection of \$1.68M. The September CTX of \$2.06M is 14% higher than the original projection of \$1.81M. The FY 2021 budget is based on an expected 15% decrease from the prior year. See the increase in revenues compared to projections for September and October below.



The District received more CTX revenues than projected in the budget for four months collected so far this fiscal year. The budgeted projection anticipated 15% decreases from July through October. The improvement in actual revenue collections appears to be due to federal stimulus checks and unemployment benefits provided during the COVID-19 pandemic.



Although federal unemployment benefits ended in July 2020, such relief funds seems to have supported consumer spending throughout the months of August, September,

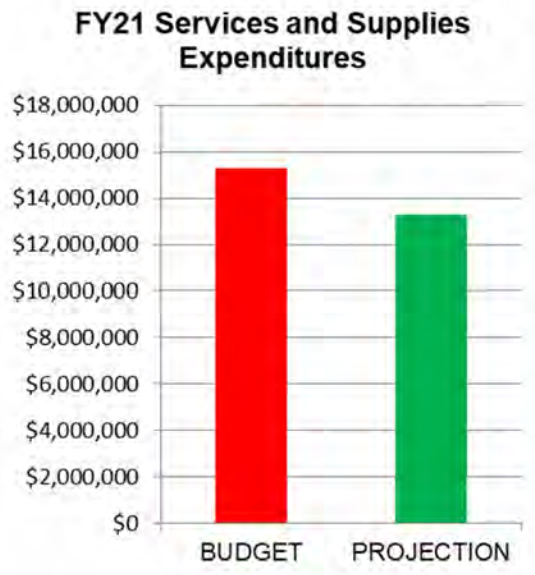
and October. Additional restrictions placed on businesses likely impacted CTX revenues adversely in the months of November and December. Events such as the National Finals Rodeo, which helps make December one of the largest CTX collection months for the District, did not take place in Las Vegas. However, federal relief was approved in December 2020 that may bolster consumer spending starting in January 2021. Again, the revenues collected by the State in December 2020 will be distributed to the District in February 2021 due to the lag in CTX distributions described above.

Based on existing economic factors and the current trend, CTX revenues are on track to total between \$20M to \$21M. This represents a minimum of \$2M in additional CTX compared to the projected budgeted of \$17.8M. Financial Services staff is closely monitoring revenues.

Expenditures

General Fund expenditures indicate that 50% 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 28% and 72% left to spend.

The FY 2021 services and supplies budget is \$898K lower than the FY 2020 budget. Additional savings are expected in this category for FY 2021 and is currently projected at \$13.3M, which is \$2M less than the \$15.3M services and supplies budget.



Salaries and benefits expenditures are on target. Although the Voluntary Employee Separation Program (VESP) resulted in an initial outflow of funds, the savings from vacant positions is offsetting the VESP cost throughout the year. Savings depend on the number of positions held vacant or eliminated.

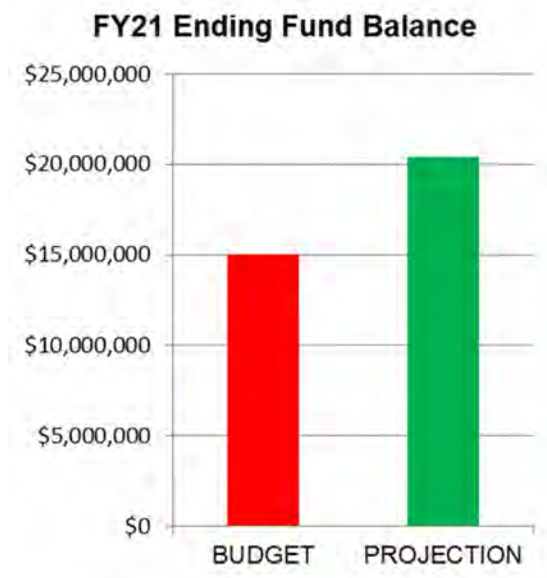
Savings in expenditures will contribute to a higher ending fund balance.

Ending Fund Balance

General Fund ending fund balance as of June 30, 2020 was \$18.8M, \$11.4M higher than budgeted for FY 2020. The increase was due to a combination of expenditure savings and reducing transfers from the General Fund to the Capital Projects fund.

An additional \$2M in CTX revenues and potentially another \$2M in expenditure savings will further add to ending fund balance on June 30, 2021. A projected ending fund balance of \$20.4M represents 29% of budgeted General Fund expenditures for FY 2021. The projected ending fund balance is 36% higher than the FY 2021 budget of \$15.0M.

Any amount of fund balance exceeding 20% of total General Fund expenditures will be transferred to the Capital Projects Fund in subsequent years. For FY 2021, branch renovation projects were put on hold and other capital projects were reduced to the minimum necessary to maintain operations, but will exhaust their reserves without additional transfers from the General Fund. Financial Services strives to maintain fund balance at a minimum of 20% of total General Fund expenditures because the impact of the COVID-19 pandemic is unknown and rapidly evolving.



Staff will be available to answer any questions that you may have.

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

General Fund - 100

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	27,611,076.57	49,300,000.00	21,688,923.43	43.99%
Intergovernmental Revenue	7,396,404.81	17,800,000.00	10,403,595.19	58.45%
Charges for Services	19,948.05	570,000.00	550,051.95	96.50%
Fines & Forfeits	182,918.92	450,000.00	267,081.08	59.35%
Miscellaneous	222,201.55	780,000.00	557,798.45	71.51%
Total Revenues	35,432,549.90	68,900,000.00	33,467,450.10	48.57%
Expenditures				
Salaries	17,246,356.58	31,770,975.00	14,524,618.42	45.72%
Benefits	5,960,961.04	12,499,827.00	6,538,865.96	52.31%
Supplies & Services	6,568,931.20	15,304,682.00	8,735,750.80	57.08%
Capital Outlay	5,166,488.79	10,509,384.00	5,342,895.21	50.84%
Total Expenditures	34,942,737.61	70,084,868.00	35,142,130.39	50.14%
Excess (Deficit) of Revenues over (under) Expenditures	489,812.29	(1,184,868.00)	(1,674,680.29)	-1.57%

Board of Trustees Meeting - Item VII - Library Reports

December 2020 Budget Status Report and Projection Update

January 7, 2021

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

General Fund - 100

From 12/01/2020 Through 12/31/2020

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	355,225.20	648,204.00	292,978.80	45.20%
120	Administration - Library Operations	892,060.88	2,068,271.00	1,176,210.12	56.87%
200	Financial Services	928,624.54	1,935,379.00	1,006,754.46	52.02%
215	Community Outreach	232,968.75	501,089.00	268,120.25	53.51%
216	Youth Services	116,212.73	362,030.00	245,817.27	67.90%
220	Development and Planning	154,156.88	559,337.00	405,180.12	72.44%
240	General Services/Facilities	5,552,010.57	10,600,300.00	5,048,289.43	47.62%
250	Human Resources	936,709.94	2,688,944.00	1,752,234.06	65.16%
251	HR-Work Insurance	594,821.45	1,501,744.00	906,922.55	60.39%
260	Information Technology	2,315,881.77	3,895,391.00	1,579,509.23	40.55%
270	Literacy Department	149,424.38	378,862.00	229,437.62	60.56%
280	Branding and Marketing	1,079,819.74	1,706,062.00	626,242.26	36.71%
290	Access Services Department	549,890.09	1,100,024.00	550,133.91	50.01%
310	Collection and Bibliographic Services	6,198,496.47	12,657,023.00	6,458,526.53	51.03%
320	Gallery Services	82,032.00	174,592.00	92,560.00	53.02%
330	Facilities	1,348,150.67	2,820,225.00	1,472,074.33	52.20%
340	Community Engagement	129,490.17	405,669.00	276,178.83	68.08%
400	Library Operations	13,327,148.79	26,081,722.00	12,754,573.21	48.90%
Total		34,943,125.02	70,084,868.00	35,141,742.98	50.14%

Board of Trustees Meeting - Item VII - Library Reports

December 2020 Budget Status Report and Projection Update

January 7, 2021

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

General Fund - 100

Library Operations - Dept 400

From 12/01/2020 Through 12/31/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	58,813.92	97,266.00	38,452.08	39.53%
110	Bunkerville	25,326.41	58,431.00	33,104.59	56.66%
120	Clark County Library	1,154,326.29	2,671,070.00	1,516,743.71	56.78%
130	Enterprise Library	650,922.02	1,362,949.00	712,026.98	52.24%
140	Goodsprings	39,033.01	77,267.00	38,233.99	49.48%
160	Indian Springs	51,938.44	103,992.00	52,053.56	50.06%
180	Laughlin	402,503.97	697,636.00	295,132.03	42.30%
190	Mesquite	499,213.37	1,063,703.00	564,489.63	53.07%
200	Moapa Town	25,606.44	77,435.00	51,828.56	66.93%
210	Moapa Valley	151,218.33	309,770.00	158,551.67	51.18%
220	Mount Charleston	40,821.56	69,259.00	28,437.44	41.06%
230	Rainbow Library	1,351,280.21	1,882,486.00	531,205.79	28.22%
240	Sahara West Library	1,231,369.87	2,395,281.00	1,163,911.13	48.59%
250	Sandy Valley	34,047.65	89,137.00	55,089.35	61.80%
260	Searchlight	29,006.92	59,658.00	30,651.08	51.38%
270	Spring Valley Library	786,599.65	1,648,450.00	861,850.35	52.28%
280	Summerlin Library	708,889.12	1,444,143.00	735,253.88	50.91%
290	Sunrise Library	662,279.87	1,534,648.00	872,368.13	56.84%
300	West Charleston Library	905,836.22	1,669,459.00	763,622.78	45.74%
310	West Las Vegas Library	736,004.83	1,565,622.00	829,617.17	52.99%
320	Whitney Library	690,431.94	1,492,399.00	801,967.06	53.74%
360	Meadows Library	67,806.84	160,089.00	92,282.16	57.64%
370	Centennial Hills	1,058,635.15	1,911,837.00	853,201.85	44.63%
380	Windmill Library	784,558.60	1,747,034.00	962,475.40	55.09%
390	East Las Vegas Library	1,160,437.29	1,847,091.00	686,653.71	37.17%
605	City Misdemeanant	20,240.87	45,610.00	25,369.13	55.62%
Total		13,327,148.79	26,081,722.00	12,754,573.21	48.90%

Board of Trustees Meeting - Item VII - Library Reports

December 2020 Budget Status Report and Projection Update

January 7, 2021

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Las Vegas-Clark County Library District

Summary Budget Comparison

By GL Account

General Fund - 100

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	14,211,904.34	24,129,739.00	9,917,834.66	41.10%
51200 Salaries - Part Time	2,622,503.14	6,199,467.00	3,576,963.86	57.70%
51300 Overtime Pay	8,067.47	55,000.00	46,932.53	85.33%
51400 Call Back Pay	4,901.73	8,595.00	3,693.27	42.97%
51500 Standby Pay	30,875.62	50,366.00	19,490.38	38.70%
51600 Longevity Pay	148,932.07	377,808.00	228,875.93	60.58%
51700 Separation Pay	81,326.23	450,000.00	368,673.77	81.93%
51800 Leave Buyout	137,845.98	500,000.00	362,154.02	72.43%
55100 Employees Retirement	3,644,683.63	7,312,478.00	3,667,794.37	50.16%
55200 Group Insurance	1,848,490.43	4,072,148.00	2,223,657.57	54.61%
55300 Workers' Comp. Payments	80,259.06	271,544.00	191,284.94	70.44%
55400 Medicare Coverage Expense	387,386.04	768,657.00	381,270.96	49.60%
55500 Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100 Office Supplies	129,178.72	507,630.00	378,451.28	74.55%
61110 Operating Supplies	179,470.93	597,065.00	417,594.07	69.94%
61120 Software & User Licenses	460,022.60	521,994.00	61,971.40	11.87%
61130 Software Maintenance	718,801.42	841,400.00	122,598.58	14.57%
61200 Book Materials & Supplies	36,608.50	120,409.00	83,800.50	69.60%
61205 Interlibrary Loan	148.19	4,500.00	4,351.81	96.71%
61210 Small Equipment	74,798.18	478,000.00	403,201.82	84.35%
61400 Equipment Repair & Maint.	504,472.28	690,280.00	185,807.72	26.92%
61410 Contracted Services	2,407,276.08	5,441,007.00	3,033,730.92	55.76%
61420 Building Repair & Maint.	81,075.05	218,200.00	137,124.95	62.84%
61500 Rental Expenses	14,291.57	47,316.00	33,024.43	69.80%
61600 Telephone	289,906.54	600,000.00	310,093.46	51.68%
61700 Utilities	718,793.55	1,935,071.00	1,216,277.45	62.85%
61800 Insurance & Bonds	320,065.67	355,000.00	34,934.33	9.84%
61900 Professional Services	200,859.00	932,700.00	731,841.00	78.46%
61910 Legal Services	69,973.10	394,500.00	324,526.90	82.26%
62200 Collection Agencies	52,434.00	310,000.00	257,566.00	83.09%
62300 Board Compensation	3,360.00	6,200.00	2,840.00	45.81%
62500 Postage	28,423.92	75,100.00	46,676.08	62.15%
62510 Advertising	29,756.09	88,700.00	58,943.91	66.45%
62600 Community Events	514.07	23,750.00	23,235.93	97.84%
62620 Recruitment	-	625.00	625.00	100.00%
62700 Education & Training	23,542.51	310,735.00	287,192.49	92.42%
62800 Travel & Transportation	9,991.28	285,250.00	275,258.72	96.50%
62900 Printing & Reproduction	7,089.29	99,250.00	92,160.71	92.86%
63000 Dues & Subscriptions	27,949.77	43,200.00	15,250.23	35.30%
65000 Miscellaneous Expenses	21,802.39	41,800.00	19,997.61	47.84%
65100 Bank Charges	826.50	20,000.00	19,173.50	95.87%
67000 Rental Expenses to QALICBs	157,500.00	315,000.00	157,500.00	50.00%
81700 Library Books	5,166,488.79	10,509,384.00	5,342,895.21	50.84%
Total	34,942,737.61	70,084,868.00	35,142,130.39	50.14%

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

Grant Fund - 220

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	384,713.28	1,800,000.00	1,415,286.72	78.63%
Total Revenues	384,713.28	1,800,000.00	1,415,286.72	78.63%
Expenditures				
Salaries	151,996.94	480,000.00	328,003.06	68.33%
Benefits	66,964.30	210,000.00	143,035.70	68.11%
Supplies & Services	148,635.18	500,000.00	351,364.82	70.27%
Capital Outlay	13,320.00	610,000.00	596,680.00	97.82%
Total Expenditures	380,916.42	1,800,000.00	1,419,083.58	78.84%
Excess (Deficit) of Revenues over (under) Expenditures	3,796.86	-	(3,796.86)	-0.21%

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December 2020 Budget Status Report and Projection Update

January 7, 2021

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Las Vegas-Clark County Library District

Summary Budget Comparison

By GL Account

Grant Fund - 220

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	149,429.45	478,747.50	329,318.05	68.79%
51200 Salaries - Part Time	2,037.32	-	(2,037.32)	
51600 Longevity Pay	530.17	1,252.50	722.33	57.67%
55100 Employees Retirement	44,001.49	161,071.66	117,070.17	72.68%
55200 Group Insurance	20,775.02	44,547.88	23,772.86	53.36%
55400 Medicare Coverage Expense	2,187.79	4,380.46	2,192.67	50.06%
61100 Office Supplies	2,522.81	5,277.14	2,754.33	52.19%
61120 Software & User Licenses	815.00	53,200.00	52,385.00	98.47%
61410 Contracted Services	112,941.00	412,700.00	299,759.00	72.63%
61600 Telephone	24,594.64	-	(24,594.64)	
62700 Education & Training	7,327.02	12,000.00	4,672.98	38.94%
62800 Travel & Transportation	434.71	5,800.00	5,365.29	92.51%
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	380,916.42	1,800,000.00	1,419,083.58	78.84%

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

Gift Fund - 230

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	54,246.81	815,000.00	760,753.19	93.34%
Total Revenues	54,246.81	815,000.00	760,753.19	93.34%
Expenditures				
Salaries	20,000.00	-	(20,000.00)	
Supplies & Services	120,308.31	715,000.00	594,691.69	83.17%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	140,308.31	815,000.00	674,691.69	82.78%
Excess (Deficit) of Revenues over (under) Expenditures	(86,061.50)	-	86,061.50	10.56%

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Las Vegas-Clark County Library District

Summary Budget Comparison

By GL Account

Gift Fund - 230

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	20,000.00	-	(20,000.00)	
61100 Office Supplies	-	20,000.00	20,000.00	100.00%
61110 Operating Supplies	10,729.55	15,000.00	4,270.45	28.47%
61120 Software & User Licenses	260.85	-	(260.85)	
61130 Software Maintenance	299.99	-	(299.99)	
61210 Small Equipment	79,079.81	15,000.00	(64,079.81)	-427.20%
61410 Contracted Services	-	250,000.00	250,000.00	100.00%
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61600 Telephone	14,244.00	-	(14,244.00)	
61900 Professional Services	10,790.50	100,000.00	89,209.50	89.21%
62510 Advertising	4,250.00	-	(4,250.00)	
62900 Printing & Reproduction	599.83	-	(599.83)	
65000 Miscellaneous Expenses	53.78	-	(53.78)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	140,308.31	815,000.00	674,691.69	82.78%

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

Capital Projects Fund - 510
From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	12,381.18	50,000.00	37,618.82	75.24%
Total Revenues	12,381.18	50,000.00	37,618.82	75.24%
Expenditures				
Supplies & Services	183,106.47	2,574,700.00	2,391,593.53	92.89%
Capital Outlay	-	1,484,000.00	1,484,000.00	100.00%
Total Expenditures	183,106.47	4,058,700.00	3,875,593.53	95.49%
Excess (Deficit) of Revenues over (under) Expenditures	(170,725.29)	(4,008,700.00)	(3,837,974.71)	-20.25%

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Las Vegas-Clark County Library District

Summary Budget Comparison

By GL Account

Capital Projects Fund - 510

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52.15%
61120 Software & User Licenses	36,063.83	203,000.00	166,936.17	82.23%
61210 Small Equipment	64,329.41	1,176,700.00	1,112,370.59	94.53%
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.	49,728.06	759,500.00	709,771.94	93.45%
61900 Professional Services	11,522.90	-	(11,522.90)	
62900 Printing & Reproduction	861.00	-	(861.00)	
65100 Bank Charges	8,510.89	40,000.00	31,489.11	78.72%
81500 Capital Improvements	-	650,000.00	650,000.00	100.00%
81600 Capital Equipment - Major	-	834,000.00	834,000.00	100.00%
Total	183,106.47	4,058,700.00	3,875,593.53	95.49%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 12/01/2020 through 12/31/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	149.32	50,000.00	49,850.68	100%
Total Expenditures		149.32	50,000.00	49,850.68	100%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 12/01/2020 through 12/31/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	382.50	185,000.00	184,617.50	100%
65100	Bank Charges	8,510.89	40,000.00	31,489.11	79%
81600	Capital Equipment - Major	-	80,000.00	80,000.00	100%
Total Expenditures		8,893.39	305,000.00	296,106.61	97%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 12/01/2020 through 12/31/2020

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61120	Software & User Licenses	36,063.83	203,000.00	166,936.17	82%
61210	Small Equipment	47,185.01	452,000.00	404,814.99	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		83,927.74	1,747,000.00	1,663,072.26	95%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 12/01/2020 through 12/31/2020

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	12,381.18	50,000.00	37,618.82	75%
Total Revenues	12,381.18	50,000.00	37,618.82	75%
Expenditures				
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52%
61210 Small Equipment	4,987.89	10,000.00	5,012.11	50%
61420 Building Repair & Maint.	49,728.06	759,500.00	709,771.94	93%
61900 Professional Services	11,140.40	-	(11,140.40)	0%
62900 Printing & Reproduction	861.00	-	(861.00)	0%
81500 Capital Improvements	-	650,000.00	650,000.00	100%
Total Expenditures	78,128.83	1,427,000.00	1,348,871.17	95%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects**From 12/01/2020 through 12/31/2020**

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	12,007.19	479,700.00	467,692.81	97%
Total Expenditures		12,007.19	479,700.00	467,692.81	97%

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 12/01/2020 through 12/31/2020

510
Capital Projects Fund

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

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

Debt Service Fund - 610

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	5.76	-	(5.76)	
Miscellaneous	29.47	10,000.00	9,970.53	99.71%
Total Revenues	35.23	10,000.00	9,964.77	99.65%
Expenditures				
Supplies & Services	2,330.55	10,000.00	7,669.45	76.69%
Debt Service	-	-	-	
Total Expenditures	2,330.55	10,000.00	7,669.45	76.69%
Excess (Deficit) of Revenues over (under) Expenditures	(2,295.32)	-	2,295.32	22.95%

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Las Vegas-Clark County Library District

Summary Budget Comparison

By GL Account

Debt Service Fund - 610

From 12/01/2020 Through 12/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100 Bank Charges	2,330.55	10,000.00	7,669.45	76.69%
Total	2,330.55	10,000.00	7,669.45	76.69%



ITEM VII.A.3.b.

MEMORANDUM

TO: Fred James, Acting Executive Director
FROM: John E. Vино, Acting General Services Director
DATE: December 28, 2020
SUBJECT: General Services Report, January 2021

This is a report on the General Services Department's activities during the months of November and December 2020.

IMPROVEMENT PROJECTS

East Las Vegas Library:

Formal notification has been received that the East Las Vegas Library has been awarded Leadership in Energy and Environmental Design (LEED) Gold certification by the U.S. Green Building Council.

Mesquite Library:

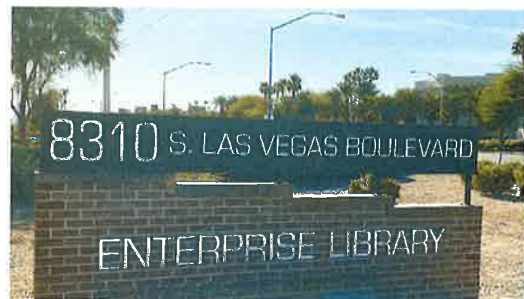
Formal notification has been received that the Mesquite Library has been awarded Leadership in Energy and Environmental Design (LEED) Silver certification by the U.S. Green Building Council.

HVAC System Chiller Replacement – Rainbow Library:

The replacement of the existing chiller unit is on schedule. Demolition work commenced on December 7th, 2020. The replacement chiller arrived on December 22nd. Project completion is scheduled for the end of January 2021.

Enterprise Library:

All new signage installation requirements for our new address have been completed.



Boiler Replacement - Enterprise Library:

The building's original boiler failed and a temporary boiler was installed for heating. A new boiler has been ordered with the expectation of having it installed by the end of January.

General Services Report, November 2020

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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. Mid-day cleaning was suspended during the District closure.

Secured building and equipment for building closures - December 16th – through January 4th. The Facilities Department staff conducted building checks, attended on-going project meetings, and responded to emergency calls throughout the closure.

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

Maintenance Work Order Activity – November 2020:

Corrective work requests received and converted to work orders - 288
Corrective work orders completed – 313

Preventive maintenance work orders generated – 246
Preventive maintenance work orders completed – 265

Minor Projects and Major Repairs Completed:

Enterprise Library:	Repair/modification to landscaping for new signage - \$1,510
Laughlin Library:	Repair boiler - \$2,065
	Remove fallen tree - \$560
Sahara West Library:	Repair fire sprinkler system - \$1,550
	Repair to Fire Alarm panel - \$1,319
West Charleston Library:	Repair/refurbishing of automatic doors - \$5,474
Windmill Library:	Repair fire hydrant valve - \$2,200

COURIER DEPARTMENT**Library Materials Moved Between Branches – October 2020:**

	<u>October 2020</u>	<u>October 2019</u>	<u>September 2020</u>
Urban Branches	240,180	302,640	244,440
Outlying Branches	29,100	38,220	29,400
Contract/Other Libraries	37,140	57,480	39,390
To Storage for Future Sale	<u>30,280</u>	<u>25,040</u>	<u>34,200</u>
Total	336,700	423,380	347,400

Library Materials Moved Between Branches – November 2020:

General Services Report, November 2020

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	<u>November 2020</u>	<u>November 2019</u>	<u>October 2020</u>
Urban Branches	219,780	269,880	240,180
Outlying Branches	27,420	29,280	29,100
Contract/Other Libraries	35,400	46,980	37,140
To Storage for Future Sale	<u>30,360</u>	<u>35,000</u>	<u>30,280</u>
Total	312,960	381,140	336,700

PURCHASING AND ADMINISTRATION DEPARTMENT**Procurements Completed:**

Completed bidding for Theater Lighting Equipment and Materials for Community Engagement.

Covid Purchases:

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 \$203,431. 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

November 2020 - \$3,075

December 2020 - \$3,975

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 December 10, 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.

Nicole Baker, Safety Manager, conducted branch inspections for occupational safety compliance. Additionally, conducted branch visits to West Las Vegas, Rainbow, Centennial Hills, Enterprise, Clark County, 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.

Nicole Baker, Safety Manager, worked closely with the Allied Universal Account Manager to ensure the appropriate staffing and scheduling of security officers during the District's December closure. She also monitored the branches during the closure to ensure security staff were in compliance with their post orders specific to the December closure.



ITEM VII.A.3.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: January 7, 2021

SUBJECT: Human Resources (HR) Report, December 2020 & January 2021

- Section (1) of this report, *Key Initiatives*, covers activity from October 1 to December 31.
- Section(s) (2) *Transactional Activity & Metrics*, (3) *Staff Diversity*, and (4) *Fiscal Year 2020-2021, HR Dashboard*, covers the activity from October 1 to November 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. District Diversity
4. Fiscal Year 2020-2021 HR Dashboard
5. Diversity Statistics (Revised)

1. Key Initiatives:

- **Executive Director (ED) Search:**
 - Board of Trustees Interviews & Selection - Complete
 - Employment Agreement Revision, Review & Approval - Complete
 - Position Offer and Acceptance - Complete
 - On Boarding - In-process (Projected start date week of February 15th)
- **Interviews and Selections Conducted:**
 - October 2020 Interviews
 - Rainbow YPL Children's Department Head
 - General Services Maintenance Technician
 - East Las Vegas Computer Department Head

- | | |
|----------------------|------------------------------|
| ▪ General Services | Maintenance Supervisor- Open |
| ▪ Laughlin | Library Assistant |
| ▪ Library Operations | Multiservices Librarian |
| ▪ W Las Vegas | Multiservices Librarian |
- November 2020 Interviews

▪ Mesquite	Library Assistant
▪ Mount Charleston	Library Assistant
 - December 2020 Interviews

▪ HR	HR Administrative Coordinator
▪ Clark County	YPL Department Head
▪ Mesquite	YPL Children's Assistant
▪ Sahara West	Multiservice Assistant
▪ Sunrise	Multiservice Librarian
▪ Enterprise	Multiservice Assistant
▪ Bunkerville	Library Assistant
- **Labor/Management Meeting (4th Quarter-CY) – Completed December 9th**
 - **Diversity Statistics Reporting & Action Plan:**
 - HRIS & Reporting Audit - Complete
 - Revised Diversity Reporting (Revised 2021 format attached section 5) - Complete
 - Diversity Statistics Reporting will be quarterly beginning January 2021
 - Diversity Action Plan Draft - Target Date May 1, 2021.
 - **Team Building Sessions Conducted:**
 - DISC Assessment & Training (Human Resources Management) - Complete
 - **Mileage Rate Change (2021):**
 - Effective January 1, 2021, the IRS rate decreased the mileage rate from \$0.575 to \$0.560 cents per mile. The IRS updates mileage rates each calendar year.
 - The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas, and oil.
 - The District reimburses employees for on the job travel requiring the use of a personal vehicle. District employees are reimbursed after completing a mileage log documenting the reason for the trip and the mileage.

2. Transactional Activity & Metrics:

- District Snapshot for the months of July 2020 to December 2020 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	District Snapshot	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
A	Total Employees (Headcount)	NA	689	658
B	Full-Time Employees >= 60 HRS PP	NA	329	306
C	Part-Time Employees <= 59 HRS PP	NA	360	352
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	NA	9.9	9.9

Yellow – restated

Dashboard	District Snapshot	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
A	Total Employees (Headcount)	644	641	639
B	Full-Time Employees >= 60 HRS PP	306	307	308
C	Part-Time Employees <= 59 HRS PP	338	334	331
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	9.3	9.3	9.4

- The Human Resources Department reports the following *Talent Acquisition and Management* activities for the month of July 2020 to December 2020 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Talent Acquisition & Management	Quarter 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
H	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
M	Demotions	NA	0	0
N	Employees Completing Probation	NA	7	1

"O" Omitted for September.

Dashboard	Talent Acquisition & Management	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
F	Open Positions (FY20-21 Budget)	134	137	139
G	Positions Posted (Approved to Fill)	6	10	6
H	Applications Received	673	831	321
I	Interviews Conducted	7	2	7
J	New Hires	1	0	0
K	Promotions	9	3	3
L	Lateral Transfer	4	2	2
M	Demotions	1	2	0
N	Employees Completing Probation	6	1	1

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

Dashboard	Separations & Turnover (TO)	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
P	Total Separations from employment	NA	18	31
Q	Voluntary Separations	NA	17	30
R	Involuntary Separations	NA	1	1
S	Turnover (Entire District)	NA	2.61%	4.71%
T	Turnover (Without Page)	NA	5.56%	4.25%
U	Annualized 12-month TO (Entire District)	NA	31.35%	43.94%
V	Vacancy Rate	NA	11.44%	15.42%
W	Average Years of Service (Voluntary)	NA	15.9	30.1
X	Average Years of Service (Involuntary)	NA	3.9	0.7

Yellow – restated

Dashboard	Separations & Turnover (TO)	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
P	Total Separations from employment	15	3	2
Q	Voluntary Separations	14	3	2
R	Involuntary Separations	1	0	0
S	Turnover (Entire District)	2.33%	0.47%	0.31%
T	Turnover (Without Page)	1.24%	TBD	TBD
U	Annualized 12-month TO (Entire District)	38.61%	30.36%	25.04%
V	Vacancy Rate	17.22%	17.61%	17.87%
W	Average Years of Service (Voluntary)	11.2	12.5	2.1
X	Average Years of Service (Involuntary)	22.3	0.0	0.0

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

Dashboard	Training & Talent Development	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
Y	Employees Attending New Hire Orientation	NA	0	0
Z	Total Employee Training Encounters	NA	246	9
AA	Virtual	NA	245	9
BB	Live On-site	NA	1	0
CC	External Conferences	NA	0	0
DD	Total Training Cost	NA	\$219	\$176
EE	Total Tuition Reimbursements	NA	\$0	\$0
FF	Undergraduate	NA	\$0	\$0
GG	Graduate	NA	\$0	\$0
HH	Annual Compliance Training Completion	NA	97.0%	97.0%

Yellow – restated

Dashboard	Training & Talent Development	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
Y	Employees Attending New Hire Orientation	0	1	0
Z	Total Employee Training Encounters	23	38	23
AA	Virtual	10	30	19
BB	Live On-site	11	1	0
CC	External Conferences	2	7	4
DD	Total Training Cost	\$2,646	\$1,243	\$3,917
EE	Total Tuition Reimbursements	\$0	\$1,000	\$0
FF	Undergraduate	\$0	\$1,000	\$0
GG	Graduate	\$0	\$0	\$0
HH	Annual Compliance Training Completion	97.0%	98.0%	99.0%

- The Human Resources Department reports the following *Benefits & Wellness* activities for the month of July 2020 to December 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
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	NA	9	9
JJ	Total Leave Hours Utilized	NA	332.00	468.00

Dashboard	Benefits & Wellness	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	6	6	6
JJ	Total Leave Hours Utilized	382.00	326.00	326.00

• **Quarterly Trend Notes:**

- **Q1:** NA - 2-months of data
- **Q2:** Item [U] Annualized 12-month TO decreasing - VESP discontinued
- **Q3:** NA
- **Q4:** NA

3. District Diversity Statistics:

- Revised District Diversity report & statistics as of November 11, 2020.
 - District Overview - Chart A
 - Sex/Gender Identification - Chart B
 - Job Category Count - Chart C
 - Job Category Analysis - Chart D
- Quarterly Reporting 2021 (Begin February 2021)
- Sample District Overview (Chart A - Attached)

A	***Race and Ethnicity Identification	*Clark County (CC)	All District	%	Variance CC	Without Page	%	Variance CC
1	Hispanic or Latino (b)	31.60%	143	22.31%	-9.29%	90	18.87%	-12.73%
2	White (Not Hispanic or Latino) (41.7%) white alone	41.70%	322	50.23%	8.53%	249	52.20%	10.50%
3	Black or African American (Not Hispanic or Latino) (a)	13.10%	67	10.45%	-2.65%	59	12.37%	-0.73%
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.72%	0.82%	9	1.89%	0.99%
5	Asian (Not Hispanic or Latino) (a)	10.40%	73	11.39%	0.99%	50	10.48%	0.08%
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.47%	-0.73%	3	0.63%	-0.57%
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	22	3.43%	-1.47%	17	3.56%	-1.34%
*US Census 2019 www.census.gov/quickfacts/clarkcountynevada								

4. Fiscal Year 2020-2021, HR Dashboard:

- Attached

5. Diversity Statistics:

- Attached

1/7/2021

LVCCLD

4. HR Dashboard (FY2020-2021)

LVCCLD		FY 2020-2021 HUMAN RESOURCES DASHBOARD																
		Quarter 1 of FY 2020-2021			Quarter 2 of FY 2020-2021			Quarter 3 of FY 2020-2021			Quarter 4 of FY 2020-2021			FY Running Total (RT) TOTAL FY	FY Average FY 2020-2021	Prior FY Average FY 2019-2020		
Metric		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21					
A	Total Employees (Headcount)	NA	689	658	644	641	639							NA	654	A		
B	Full-Time Employees 60 hours or more (Headcount)	NA	329	306	306	307	308							NA	311	B		
C	Part-Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331							NA	343	C		
D	Full-Time Equivalent (FTE-District)	NA	N/A	N/A	N/A	NA	NA							NA	NA	D		
E	Average Years of Service (District)	NA	9.9	9.9	9.3	9.3	9.4							NA	9.6	E		
Talent Acquisition & Management																		
F	Open Positions (FY 20-21 Budget) = 778	NA	89	120	134	137	139							NA	124	F		
G	Positions Posted (Approved to Fill)	NA	1	11	6	10	6							NA	7	G		
H	Applications Received	NA	107	476	673	831	321							2408	482	H		
I	Interviews Conducted	NA	0	5	7	2	7							21	4	I		
J	New Hires	NA	0	0	1	0	0							1	0	J		
K	Promotions	NA	4	2	9	3	3							21	4	K		
L	Lateral Transfers	NA	0	1	4	2	2							9	2	L		
M	Demotions	NA	0	0	1	2	0							3	1	M		
N	Employees Successfully Completing Probationary Period	NA	7	1	6	1	1							16	3	N		
O	{1} Average Cost Per New Hire	NA	TBD	TBD	\$4,835.04	0.00	0.00							\$4,835.04	\$1,611.68	O		
Separations & Turnover																		
P	Total Separations from Employment	NA	18	31	15	3	2							69	14	P		
Q	Voluntary Separations	NA	17	30	14	3	2							66	13	Q		
R	Involuntary Separations	NA	1	1	1	0	0							3	0.60	R		
S	Turnover (Entire District)	NA	2.61%	4.71%	2.33%	0.47%	0.31%							10.43%	2.09%	S		
T	Turnover (Without Page Positions)	NA	5.56%	4.25%	1.24%	TBD	TBD							11.05%	3.68%	T		
U	Annualized Twelve Month Turnover (Entire District)	NA	31.35%	43.94%	38.61%	30.36%	25.04%							NA	33.86%	U		
V	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	NA	11.44%	15.42%	17.22%	17.61%	17.87%							NA	15.91%	V		
W	Average Years of Service (Voluntary Separations)	NA	15.9	30.1	11.2	12.5	2.1							NA	14.4	W		
X	Average Years of Service (Involuntary Separations)	NA	3.9	0.7	22.3	0.0	0.0							NA	5.4	X		
Training & Talent Development																		
Y	Employee Attending New Hire Orientation	NA	0	0	0	1	0							1	0.20	Y		
Z	Total Employee Training Encounters	NA	246	9	23	38	23							339	68	Z		
AA	Virtual	NA	245	9	10	30	19							313	63	AA		
BB	Live On-Site	NA	1	0	11	1	0							13	3	BB		
CC	External Conferences	NA	0	0	2	7	4							13	3	CC		
DD	Total Training Cost	NA	\$219.00	\$176.00	\$2,646.00	\$ 1,243.00	\$ 3,917.00							\$8,201.00	\$1,640.20	DD		
EE	Total Tuition Reimbursements	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00							\$1,000.00	\$200.00	EE		
FF	Undergraduate	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00							\$1,000.00	\$200.00	FF		
GG	Graduate	NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$0.00	GG		
HH	Annual Required Compliance Training Completion	NA	97.00%	97.00%	97.00%	98.00%	99.00%							NA	97.60%	HH		
Benefits & Wellness																		
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9	6	6	6							NA	7	II		
JJ	Total Leave Hours Utilized	NA	332.00	468.00	382.00	326.00	326.00							1834.00	366.80	JJ		

{1} 8% of Base Salary if less than \$35,000 & 10.5% of Base Salary if Greater than \$35,000 (Source SHRM 2020)
September restate August - Yellow

1/7/2021

5. Diversity Statistics (Revised)

LVCL12

NOTES:

EEO-4 Instruction: Booklet - Race and Eth transition match EEO1

Data Pub 11/20/20

*N=641

** N=477 without Page Job Title

*** July 2019 US Census Bureau - Clark County

Initial Data Review

* Revised Diversity Statistics Report - post 2020 HRIS audit

* Implement Quarterly Updates for Board of Trustees

* Begin January 2021 (February Board of Trustees Report)

A	**Race and Ethnicity Identification	*Clark County (CC)	All District	%	Variance CC	Without Page	%	Variance CC
1	Hispanic or Latino (a)	31.60%	143	22.31%	-9.29%	50	18.87%	-12.73%
2	White (Not Hispanic or Latino) (41.79%) white alone	41.79%	322	50.23%	8.53%	249	52.20%	10.50%
3	Black or African American (Not Hispanic or Latino) (a)	13.10%	67	10.45%	-2.65%	59	12.37%	-0.73%
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.72%	0.82%	8	1.88%	0.88%
5	Asian (Not Hispanic or Latino) (a)	10.40%	73	11.39%	0.99%	50	10.48%	0.08%
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	9	0.47%	-0.73%	9	0.63%	-0.57%
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	22	3.43%	-1.47%	17	3.56%	-1.34%

*US Census 2019

www.census.gov/quicksfacts/clarkcountynvada

B	**Sex / Gender Identification	**Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC
1	Female	50.30%	441	68.80%	18.70%	312	63.41%	15.31%
2	Male	49.90%	200	31.20%	-18.70%	165	34.59%	-15.31%
3	Non Identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
		100.00%	641	100.00%		477	100.00%	

*Original Job Class-COUNT		1	2	3	4	5	6	Total
Job Categories (EEO-4)		Hispanic or Latino	White (Not Hispanic or Latino) (41.79%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)
1	Officials and Administrators	9	46	17	0	8	0	83
2	Professionals	15	35	6	1	10	0	71
3	Technicians	6	25	7	2	5	1	46
4	Protective Service Workers	0	0	0	0	0	0	0
5	Paraprofessionals	18	66	9	2	17	0	113
6	Administrative Support Workers (Including Clerical and Sales)	95	141	23	5	33	2	310
7	Skilled Craft Workers	0	3	0	0	0	0	3
8	Service/Maintenance Workers	0	6	5	1	0	0	15
	Total	143	322	67	11	73	3	641

*Original Job Class-PERCENT-DIST-CC		1	2	3	4	5	6	Job Class Count	Job Class % of all Positions	Gender	Count	%
Job Categories (EEO-4)		Hispanic or Latino	White (Not Hispanic or Latino) (41.79%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)				
1.0	Officials and Administrators	9	46	17	0	8	0	83	12.95%	Gender	Count	%
1.1	District Job Class %	10.84%	55.42%	20.48%	0.00%	9.64%	0.00%	3.61%	100.00%	Female	50	60.24%
1.2	Variance from CC	-20.76%	13.72%	7.39%	-0.90%	-0.76%	-1.10%	-1.29%		Male	33	39.76%
										Non	0	0.00%
2.0	Professionals	15	35	6	1	10	0	71	11.08%	Gender	Count	%
2.1	District Job Class %	21.18%	49.30%	8.45%	1.41%	14.08%	0.00%	5.63%	100.00%	Female	49	69.01%
2.2	Variance from CC	-10.47%	7.60%	-4.65%	0.51%	3.68%	-5.20%	0.73%		Male	22	30.99%
										Non	0	0.00%
3.0	Technicians	6	25	7	2	5	1	46	7.18%	Gender	Count	%
3.1	District Job Class %	13.04%	54.35%	15.22%	4.35%	10.87%	0.00%	0.00%	100.00%	Female	14	30.43%
3.2	Variance from CC	-18.56%	12.65%	2.12%	3.45%	0.47%	0.97%	-4.90%		Male	32	69.57%
										Non	0	0.00%
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0.00%	Gender	Count	%
5.0	Paraprofessionals	18	66	9	2	17	0	113	17.63%	Gender	Count	%
5.1	District Job Class %	15.91%	58.41%	7.86%	1.72%	15.04%	0.00%	0.88%	100.00%	Female	57	76.59%
5.2	Variance from CC	-13.67%	16.71%	-5.14%	0.87%	4.64%	-1.20%	-4.02%		Male	26	23.01%
5.3										Non	0	0.00%
6.0	Administrative Support Workers (Including Clerical and Sales)	95	141	23	5	33	2	310	48.38%	Gender	Count	%
6.1	District Job Class %	30.65%	45.48%	7.62%	1.61%	10.65%	0.65%	3.55%	100.00%	Female	241	77.74%
6.2	Variance from CC	-0.95%	3.78%	-5.68%	0.71%	0.25%	-0.55%	-1.35%		Male	59	22.26%
										Non	0	0.00%
7.0	Skilled Craft Workers	0	3	0	0	0	0	3	0.47%	Gender	Count	%
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	Female	0	0.00%
7.2	Variance from CC	-31.60%	58.30%	-13.10%	-0.50%	-10.40%	-1.20%	-4.90%		Male	3	100.00%
										Non	0	0.00%
8.0	Service/Maintenance Workers	0	6	5	1	0	0	15	2.34%	Gender	Count	%
8.1	District Job Class %	0.00%	33.33%	6.67%	0.00%	0.00%	0.00%	20.00%	100.00%	Female	0	0.00%
8.2	Variance from CC	-31.60%	1.70%	20.23%	5.77%	-10.40%	-1.20%	15.10%		Male	15	100.00%
										Non	0	0.00%
	Total	143	322	67	11	73	3	641	100.00%			



ITEM IX. A.

AGENDA ITEM

JANUARY 21, 2020 MEETING OF THE BOARD OF TRUSTEES

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

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

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

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

Because Fred James is now Acting Executive Director of the Las Vegas-Clark County Library District and due to retire in February, this proposed slate of Directors replaces former Mesquite QALICB President Fred James with Floresto Cabias, who currently serves as Acting CFO for the Library District. The complete slate of officers and directors for appointment is as follows:

Floresto Cabias, President; Keiba Crear, Secretary-Treasurer; and Directors Senator Randy Ence, Tim Wong, and Michael Saunders.

Recommended Action: Motion to appoint the slate of Directors detailed above to the Mesquite QALICB, Inc.

ITEM IX.B.



AGENDA ITEM

JANUARY 21, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.B.:

Discussion and possible Board action regarding contract award for outsourced Call Center operations, provided by Unique Integrated Communications, for three years with options to extend the contract for four one-year renewals.

Background:

In December 2015, the District implemented a new Call Center service to outsource patron phone calls. This service is managed by Unique Integrated Communications (UIC), which is the sister company of Unique Management Services, Inc., the District's current debt collection vendor. The Call Center handles patron phone calls, alleviates high call volume, and allows patrons to receive a faster response time.

Originally, the following patron phone calls were outsourced: 1.) all Electronic Resources inquiries; 2.) all Collection Agency inquiries; and 3.) evening and weekend reception desk calls.

After extensive monitoring of this service, which included reviewing recorded phone calls for quality assurance, and receiving positive patron and staff feedback, staff expanded this service in September 2017 to outsource Circulation and Reference Desk phone calls. UIC further provides patrons with 1.) library service information including programs, classes, and events; 2.) detailed information about their account, including checkout dates, item renewals, and balance and payment information; and 3.) quick answers to ready-reference questions and placing holds on materials.

By outsourcing these types of calls, staff has been able to improve the patron experience by reducing long lines and wait times, and providing roving services to welcome and assist patrons on the floor.

Nevada Revised Statutes (NRS 332.115) provides a list of exceptions to requirements for competitive bidding. UIC is currently the only Call Center vendor who specializes in library services and works with the Innovative Interfaces, Inc. system.

Recommended Action:

Motion to authorize the Executive Director to award a contract to Unique Integrated Communications to provide outsourced Call Center operations for three years, and authorize staff to extend the contract for four one-year renewals subject to funding availability and vendor specifications outlined in the contract terms, for a total amount not to exceed \$180,000.00 per year.



AGREEMENT Patron Communications Services

Client Name: Las Vegas Clark County Library District
Address: 7060 West Windmill Lane
City, State, Zip: Las Vegas, NV 89113
Telephone: 702-507-6297

SERVICES

Unique Integrated Communications, Inc. (UIC, Contractor) and the Client named above enter this agreement for Patron Communications Services to be provided by UIC on behalf of Client. UIC shall provide Client with the services specified in Exhibit A in accordance with the terms and conditions of this Agreement.

CONFIDENTIAL INFORMATION

Each party agrees that: (1) it will not disclose to any third party any Confidential information disclosed to it by the other party except as expressly permitted in this Agreement; (2) it will not use any Confidential Information disclosed to it by the other party except as necessary to perform its obligations under this Agreement; and (3) it will take all reasonable measures to maintain the confidentiality of all Confidential Information of the other party in its possession or control, which will in no event be less than the measures it uses to maintain the confidentiality of its own information of similar importance.

All information about Customers/Patrons, including, without limitation, names, phone numbers, email addresses, postal addresses, and any other data that is accessible through and/or received or collected by UIC in the course of performing the Services (collectively, **Customer Information**), shall be the Confidential Information and exclusive property of Client. UIC will ensure it has in place and at all times maintains appropriate security measures consistent with prevailing industry standards to safeguard the receipt, collection, transmission and storage of all Customer Information and the delivery of such Customer Information to Client. UIC may only use the Customer Information for the purpose of performing its obligations under this Agreement, and will not make any other use of the Customer Information except as otherwise specifically permitted by the terms of this Agreement. UIC agrees not to sell, share or otherwise transfer the Customer Information to any third party without Client's prior written consent.

It is specifically agreed and understood by the parties hereto that the herein agreement in all aspects will comply with the Nevada Revised Statutes including section 239.013.

Further it is agreed that the provider of services to the Las Vegas-Clark County Library District (LVCCCLD) herein will not reveal or disclose any records pertaining to LVCCCLD patrons which said records could in any manner be used to identify the patron or any material or reference they access.

Should this provision be violated by the provider of services to the LVCCCLD then said provider agrees to indemnify, defend and hold harmless the LVCCCLD from and against any losses, costs, expenses, claims and liabilities (including attorney's fees) arising out of or relating to the violation of this agreement.

TERMINATION FOR NON-APPROPRIATION

The continuation of this agreement is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. Reservation of funds based upon budget reductions is included herein. The Client may reduce or terminate this agreement given 30 days' written notice, and the Contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the Client's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

TERMINATION FOR CAUSE

If Contractor defaults under this Agreement, the Client must allow Contractor to cure the default as provided below. The Client's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies which exist now or in the future. Default by Contractor occurs if:

- 1.) Contractor fails to perform any of its duties under this Agreement;
- 2.) Contractor becomes insolvent;
- 3.) All or a substantial part of Contractor's assets are assigned for benefit of its creditors; or
- 4.) A receiver or trustee is appointed for Contractor.

If a default occurs, the Client must deliver written notice to Contractor describing the default and termination date. The Client, at their sole option, may extend the termination date to a later date. If Contractor cures the default to the Client's satisfaction before the termination date, then the termination is ineffective. If Contractor does not cure the default before the termination date, then the Client may terminate this Agreement on the termination date, at no further obligation of the Client.

To effect final termination, the Client must notify Contractor in writing given 30 days' written notice. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement.

TERM LENGTH

This Agreement is effective upon date of countersignature by the Client and remains in effect for an initial term of three (3) years, with the option of four (4) one-year renewals thereafter unless sooner terminated under this Agreement.

PRICING

Incoming Patron Communications:

Initial pricing model is suggested to be per minute of phone-time (active agent engagement). UIC would track the length of each phone call in seconds, and bill based on the aggregated number of minutes per month. **Price: \$1.31 per minute of talk time for all call types with a \$4,000.00 per month minimum charge.**

Per minute pricing reflects a 3% discount based on Agreement term length.

The maximum sum payable by Client to Contractor under this contract, inclusive of any applicable taxes, shall not exceed one hundred and eighty thousand (US\$ 180,000.00) per year.

Beginning on the anniversary of the Effective Date, and on each succeeding anniversary of the Effective Date during the term of this Agreement, the Contractor will review pricing. Any potential pricing change will be provided to the Client with 60 days written notice.

LVCCLD Representative

Unique Integrated Communications Representative

Date

Date

Approved as to Form:

Attorney for Las Vegas-Clark County Library District

Date



World Headquarters
5850 Shellmound Way
Emeryville, CA 94608
+1.510.655.6200

Eastern US - New York
P.O. Box 4903
Syracuse, NY 13221
+1.800.272.3414

January 7, 2021

Mr. Floresto Cabias
Las Vegas-Clark County Library District
7060 West Windmill Lane
Las Vegas, NV 89113

Dear Mr. Cabias,

I am writing to confirm that Innovative Interfaces Incorporated and Unique Management Services, Inc. have agreed to a Strategic Partnership for collection management services. Innovative Interfaces has formalized its relationship with Unique Management Services in conjunction with a development commitment to enhance Millennium and Sierra's existing collection management interfaces. Unique Management Services is currently the only collection management vendor to work with the Polaris, Millennium, or Sierra systems.

Sincerely,

Hilary Newman

Senior Vice President – Library Services
Innovative Interfaces Incorporated



ITEM IX.C.

AGENDA ITEM

JANUARY 21, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.C.:

Discussion and possible Board action regarding contract award for the purchase of theater lighting equipment for various District locations.

Background:

Funds are allocated in the capital projects fund to purchase replacement theater lighting equipment for the Clark County, Summerlin, and West Las Vegas Theaters as well as the West Charleston Lecture Hall. The equipment is in need of replacing due to age and functionality deficiencies.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace (NGEM). The bid opening was held on December 4, 2020. A total of ten bids were received. The bid results follow:

Bidder	Total Bid Amount
Production Resource Group, LLC	\$106,128
Solo Tech	\$106,247
PSX Inc.	\$108,598
4 Wall Entertainment	\$111,045
TLS Productions, Inc.	\$113,351
Image Productions International	\$140,890
Sound Investment Audio	\$147,788
Toca Events	\$147,950
Blue Plant Lighting	Non-responsive
Full Compass System	Non-responsive

The lowest responsive and responsible bidder is Production Resource Group, LLC.

The Disclosure of Ownership/Principals Form for Production Resource Group, LLC is attached.

Recommended Action:

Motion to authorize staff to award a contract for the purchase of theater lighting equipment for various District locations in accordance with Bid No. 21-03 to PRG for the amount of \$106,128.

ATTACHMENT B - DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM

Business Entity Type (Please select one)						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
Business Designation Group (Please select all that apply)						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> PBE	<input type="checkbox"/> ESB	<input type="checkbox"/> SBE	<input type="checkbox"/> LBE	<input checked="" type="checkbox"/> NBE
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
<small>*ESB must be certified by the Governor's Office of Economic Development</small>						
Number of Clark County Nevada Residents Employed: <u>45</u>						
Corporate/Business Entity Name: <u>PRODUCTION RESOURCE GROUP INC.</u>						
(Include d.b.a., if applicable)						
Street Address: <u>6050 SPATH VALLEY VIEW BLVD.</u>						
City, State, and Zip Code: <u>LV, NV 89118</u>						
Telephone No: <u>702-947-4274</u>			Contact Name: <u>TIMOTHY BRENNAN</u>			
Fax No: <u>702-947-4668</u>			Title: <u>VICE PRESIDENT</u>			
			Email: <u>TBRENNAN@PRG.CO.NV</u>			
Nevada Local Street Address: (If different from above)						
City, State and Zip Code:						
Local Telephone No:						
Local Fax No:						
Website:						
Local Contact Name: <u>TIMOTHY BRENNAN</u>						
Title: <u>VICE PRESIDENT</u>						
Email: <u>TBRENNAN@PRG.CO.NV</u>						

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

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

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

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
<u>Jeremiah J. Harris</u>	<u>Founder/Principal/CEO</u>	<u>100%</u>

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

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


☐ Yes
 ☒ No

(If yes, please note LVCCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?

☐ Yes
 ☒ No

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

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


 Signature
VICE PRESIDENT
 Title

TIM BRENNAN
 Print Name
12/3/2020
 Date

SEE PAGE 2 AND INSTRUCTIONS ATTACHED

ATTACHMENT B – CONTINUED DISCLOSURE OF RELATIONSHIP

List any disclosures below:

IF NOT APPLICABLE, ENTER N/A ON FIRST LINE

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

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

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

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

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	PRODUCTION RESOURCE GROUP INC.
Name of Bidder's Authorized Representative	TIM BRENNAN
Title of Bidder's Authorized Representative	VICE PRESIDENT
Signature of Bidder's Authorized Representative	<i>Tim Brennan</i>
Today's Date	12/3/2020

For LVCCLD Use Only:

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

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

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

Notes/Comments:



ITEM IX.D.

AGENDA ITEM O

JANUARY 21, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.D.: Discussion and possible Board action regarding contract award for services with Jane Whisner of Destiny Executive Search Group, to conduct an in-state search for an Auditor.

Background: At the November 12, 2020 Regular Board Meeting, Trustees, by a vote of 9-1 approved a motion to approve the creation of the position of an Auditor to report directly to the Board of Trustees as outlined in the job description and salary to be negotiated.

The proposed job description is attached.

Recommended Action: Motion to approve a contract in the amount of \$20,000, with Jane Whisner of Destiny Executive Search Group, to conduct an in-state search for an Auditor, subject to review by counsel.

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 is 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.
- Knowledge of Government Auditing Standards (GAS) and Generally Accepted Accounting Procedures (GAAP).

- 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.
- 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.