

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
Thursday, February 18, 2021**

DATE: Thursday, February 18, 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 and at the Summerlin Library. Connection information is listed on page 5.

Summerlin Library
1771 Inner Circle Drive
Las Vegas, NV 89134

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. Presentations to Trustee Shannon Bilbray-Axelrod, and staff members Former Acting Executive Director Fred James, retired Library Operations Director Jennifer Schember, and retired General Services Director Steve Rice.

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V. 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
- E. Regular Board Meeting, January 21, 2021

VI. Chair's Report

- A. Report on the ALA Midwinter Virtual Conference by Trustee Elizabeth Foyt.
- B. Possible Board discussion regarding the Chair's report.

VII. Library Reports

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

Supplemental reports on specific administrative activities that were requested by the Trustees at the January 21, 2021 meeting will be attached to the monthly reports.

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

A. Executive Director's Report - Kelvin Watson

- 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

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VIII. Unfinished Business

- A. Report on 2021 Nevada Legislature issues by The Griffin Company and staff.

IX. New Business

- A. Discussion and possible Board action to establish a car allowance policy for District employees, excluding the Executive Director.
- B. Presentation and discussion of touring items of the Las Vegas-Clark County Library District permanent art collection.
- C. Presentation and discussion of the District's leave accrual rates for staff.
- D. Discussion and possible Board action on a Compensation and Benefits Overview and proposed Compensation Analysis of Executive Council positions.
- E. Discussion and possible Board action regarding a retainer agreement for the District's General Counsel.

X. Announcements

The next Board Meeting will be held Thursday, March 11, at 6:00 p.m. via Webex and at the Summerlin Library, 1771 Inner Circle Drive, Las Vegas, NV 89134.

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.

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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/>.

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, February 11, 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

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4. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
 5. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 6. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 7. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 8. Las Vegas-Clark County Library District website
www.lvccld.org
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection information:
<https://lvccld.webex.com>
Event number (access code): 187 215 8977
Password: 021821RBM
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial 1872158977@lvccld.webex.com
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

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including on Mr. Watson's current salary, they came to an agreement on a salary she could support. The initial term of the contract will be five years.

Chair Ortiz confirmed that the agreement was for five years. Both Counsel Welt and Human Resources Director Serpico have reviewed it. The reason for the meeting is that Mr. Watson has signed the contract so Ortiz wanted a vote to approve it. Ortiz will then sign the contract and then Watson can give a 30-day notice to his employer.

After being asked by Chair Ortiz, Mr. Watson said his anticipated start date (taking into account weekends and holidays) would be Monday, February 15, 2021. His last day at his current employer would be February 12, 2021.

Trustee Foyt had a question on Section 8 of the contract regarding vacation, sick leave, and holidays. She felt it does not spell out what Mr. Watson's benefits would be. Counsel Welt said Mr. Watson would receive the same benefits as the rest of the District's employees. Foyt then asked if there was a formula. Mr. Serpico explained that there is an accrual amount for vacation and sick leave based upon the employee's time worked. Mr. James added that vacation time is the same for all employees, but after ten years working for the District, the amount employees accrue increases. For sick leave, employees accrue approximately 3.74 hours per pay period. This adds up to approximately one day a month for sick leave and approximately 2.5 weeks for vacation. Foyt then thanked Trustee Bilbray-Axelrod for negotiating the contract.

Trustee Wilson thanked Trustee Bilbray-Axelrod for the five-year initial term which makes him feel very comfortable in the decision.

Trustee Ramaker thanked everyone for their work on this and she feels it covered everything that we really need.

Trustee Francis Drake thanked Trustee Bilbray-Axelrod for her work on this.

Trustee Meléndrez thanked Trustee Bilbray-Axelrod. He welcomed Mr. Watson and is looking forward to working with him.

Trustee Bilbray-Axelrod thanked everyone for their kind words. She is very excited for what Mr. Watson will bring to the District and has been nothing but impressed thus far.

Chair Ortiz thanked both Mr. Watson and Trustee Bilbray-Axelrod. Everyone is very excited for Watson to start.

Counsel Welt asked that, the start date is different to the contract Mr. Watson signed, Watson would need to change the date in the agreement, initial the change, and send the contract back to the District. Welt added that Mr. Scott Abbott, Human Resources Legal Counsel, helped in the redrafting of the agreement. Executive Assistant Boyer added that, since February 15 is the President's Day holiday and the District would be closed, Watson's start date will need to be changed to Tuesday, February 16, 2021. Watson agreed to the change.

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Trustee Wilson moved to approve the contract and have the Chair sign it on behalf of the Board of Trustees. There was no opposition and the motion carried.

Chair Ortiz said that, once the contract has been executed, Executive Assistant Boyer will be authorized to talk to Mr. Watson about moving expenses, etc.

Chair Ortiz invited Mr. Watson to make some comments.

Mr. Watson started off by thanking Chair Ortiz and Trustee Bilbray-Axelrod. He said this was a great way to start off the New Year and is ready to start working with the team. He is looking forward to better days for us all, especially after the events of this week. Watson then talked about the importance of libraries in the communities they serve.

Chair Ortiz then asked if Acting Executive Director James would like to add anything. Mr. James said that he is very happy Mr. Watson has accepted and that the Board has approved the contract. He is the bench warmer until February.

Chair Ortiz welcomed the employees back to work. He assured them that the Trustees are following up on anything that might have to do with the pandemic and thanked them for continuing to work.

Announcements
(Item X.)

The next Board Meeting will be held Thursday, January 21, 2021 via Webex and in a location to be determined at 6:00 p.m.

Public Comment
(Item XI.)

None.

Executive Session
(Item XII.)

Removed from Agenda.

Adjournment
(Item XIII.)

Chair Ortiz adjourned the meeting at 3:34 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2021 ATTENDANCE

January 8, 2021 Special Board Meeting

Appendix A

| 2021 | | January 8 Special Board Mtg | | | | | | | | | | | |
|-----------------|-----------|-----------------------------|---|--|--|--|--|--|--|--|--|--|--|
| Benavidez | Kelly | P | | | | | | | | | | | |
| Bilbray-Axelrod | Shannon | P | | | | | | | | | | | |
| Francis Drake | Marilyn | P | | | | | | | | | | | |
| Foyt | Elizabeth | P | | | | | | | | | | | |
| Meléndrez | José | P | | | | | | | | | | | |
| Ortiz | Felipe | P | | | | | | | | | | | |
| Wadley-Munier | Robin | P | | | | | | | | | | | |
| Ramaker | Sandra | P | | | | | | | | | | | |
| Wilson | Brian | P | | | | | | | | | | | |
| Rogers | Keith | A-E | | | | | | | | | | | |
| | | | attended Committee meeting but not a member | | | | | | | | | | |

A-E Excused Absence

A-U Unexcused Absence

as of January 8, 2021

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**by Chelsea Capurro
of the Griffin
Company
(Item V.)**

first part of the session is going to be mostly conducted via ZOOM with very limited staff, legislators, and media in the building. Once staff and legislators are vaccinated, the public will be allowed into the building.

Ms. Capurro stated that the Bill Draft Request is in place for the Library District and that she has met with Acting Executive Director James and Acting Deputy Director Milam about the bill. She added that Piper Overstreet, also with the Griffin Company, has met with Assemblyman Flores, the Government Affairs Chairman, and he doesn't anticipate any issues with the bill. Ms. Capurro continued that the number one priority of all legislators during this session is the budget.

Trustee Wadley-Munier asked Ms. Capurro to identify the bills that she is referencing and what specifically do they address. Ms. Capurro replied that there is one BDR requesting authority for the Library Board of Trustees to vote on changing the qualifications for the Executive Director of the Library District. She explained that the bill has not yet been introduced and she will send the language of the bill to the Trustees once the session begins. Vice-Chair Bilbray-Axelrod clarified that it is BDR 167 to which Ms. Capurro is referring.

In response to Trustee Benavidez, Ms. Capurro said her firm would send a monthly email with a review or an update as well as a weekly Bill Tracking Report. but the frequency could be changed to accommodate the Boards requests. Trustee Benavidez thanked her and stated that a weekly report would be best.

**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
(Item IX.D. – Part
One)**

Chair Ortiz stated that he had a question and asked Ms. Capurro to stand by for a moment. Chair Ortiz addressed Mr. Welt for his legal opinion of the matter of hiring a second employee. Chair Ortiz explained that the Board voted to add a second employee, an internal auditor, and Mr. Welt's interpretation of the law was that it was not clearly stated if the Board has authority to do so. The workaround is that the board can hire the employee as a contractor and then petition to get the legislation changed to allow the board to hire a second employee. Chair Ortiz continued that after hearing Mr. Welt's opinion on the law, he asked for a Legislative Counsel Bureau opinion because there is a statement that says the Board of Trustees can do whatever is necessary to maintain the orderly function of the libraries.

Chair Ortiz asked Mr. Welt if he had presented the information correctly and Mr. Welt replied yes. Chair Ortiz said that in light of these facts, he would prefer to amend the Library District's Bill Draft Request to add the ability of the Board to hire a second employee of the Library District or a Library District serving a population of 400,000 or more, as he would prefer to have an employee as opposed to contractor. Chair Ortiz asked each trustee for his or her opinion on the matter.

A discussion was held with all trustees weighing the benefits and detriments of having an employee versus a contractor as the Library District's Internal Auditor. At the end of the discussion, Chair Ortiz made a motion to ask Ms. Capurro to amend the Bill Draft Request asking that libraries serving a population of one million or more be allowed to hire an internal auditor as a second employee of the Trustees. Trustee Ramaker seconded the motion. Chair Ortiz stated

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that if the Legislative Bureau gives permission to hire the employee before the session begins, that the request would be withdrawn. Ms. Capurro explained that she believes it is a wise decision to add this request to the BDR since the legislature meets only every other year, but she warned of the single subject rule for BDR's. However, she thinks the current BDR has a broad enough description that she should be able to add the second request.

Chair Ortiz thanked Ms. Capurro for the information and asked for a vote on the motion. Chair Ortiz and Trustees Wilson, Rogers, Ramaker, Francis Drake, Foyt, Wadley-Munier, Bilbray-Axelrod, and Meléndrez voted in favor, Trustee Benavidez voted against, motion carried. Ms. Walker asked Chair Ortiz to clarify if this motion was in reference to Agenda Item IX.D., as the current Agenda Item V. is only slated for discussion and not action. Chair Ortiz consulted with Counsel Welt and stated yes, the vote would be under Agenda Item IX.D. Chair Ortiz thanked Ms. Capurro for her presentation.

Executive Session
(Item XII.)

Chair Ortiz advised meeting attendees that the Executive Session would be closed and Trustee Foyt moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 6:33 p.m.

Trustee Wadley-Munier moved that the Regular Session be reconvened. Trustee Wilson seconded the motion, there was no opposition and the Regular Session reconvened at 8:12 p.m. EX SESSION ENDS

Chair's Report
(Item VI)

No report was given.

Library Reports
(Item VII.)

Chair Ortiz asked if any trustees had questions about staff reports. Trustee questions and staff responses are recorded under the report headings below.

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

No report was given.

Library Operations,
Security Reports
and Monthly
Statistics
(Item VII.A.1.a.)

No questions.

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

Trustee Wilson noted that the Facebook engagement is down and there is a 13% drop in unique visitors to the website for November. He added that he has not been receiving the emails that are being sent out by Branding and Marketing and is wondering if there is a problem with the email provider. Chair Ortiz asked IT Director, Al Prendergast, if he could respond. Mr. Prendergast stated that the emails and website are a function of the Branding and Marketing Department and not IT. He explained that the email provider is a contracted service managed

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by Branding and Marketing. Trustee Wilson asked that staff check with the email provider to see if they are seeing a deliverability issue.

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

No questions.

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

No questions.

**Information
Technology Report
(Item VII.A.2.d.)**

No questions.

**Financial Services
Report
(Item VII.A.3.a.)**

Trustee Foyt asked Acting Financial Services Director Floresto Cabias to explain where, in the comprehensive report covering the time of July 1, 2019 to June 30, 2020, does it show the \$500 a month automobile allowance given to all members of the Executive Council and when did this start.

Mr. Cabias replied the allowance has always been in place as far as he can remember, at least 20 years. It is not specifically broken down in the financial statements but is included in the broad expenditure category of salaries and benefits.

Trustee Foyt asked Mr. James if he would agree on that timeframe. Mr. James replied that the benefit had been in place as long as he could remember. Trustee Foyt continued that she understood why there is a car allowance for the Executive Director but when was it expanded to the eight members of the Executive Council? She stated that this came as a total surprise to her and asked for an explanation of how this has been a right for these individuals. Trustee Foyt stated that she would like to have a serious discussion about this and have an item placed on the agenda to eliminate the car allowance for EC members. Chair Ortiz noted that an item for discussion and possible board action on the car allowance should be placed on the agenda for the next meeting.

Trustee Wadley-Munier stated that she would like to see a breakdown of when the allowances started and the amounts each person was paid every year. She requested that if the allowance stays as a benefit, she would like it to be shown in the budget as a line item within the benefits category. Mr. James agreed to bring that item to the next meeting.

There was further discussion among the trustees in regards to employee benefits. Trustee Foyt asked for information on vacation, sick leave and comp time accruals. Mr. James agreed to provide that information in the HR report at the next meeting. Mr. Cabias provided some further explanation of the sick and vacation accruals and Trustee Foyt replied that she looked forward to seeing all of the benefits written out so that she can evaluate and perhaps ask more questions. Chair

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Ortiz added that he would like to see all of the benefits that a new employee gets included in the report, not just the questions raised by Trustee Foyt.

Trustee Wilson stated that for the agenda item he would like to know who are the eight people getting the car allowance, how often these positions drive from their home to a location other than the office they work at, how often they use library vehicles, and a summary of travel responsibilities.

Trustee Rogers asked whether the car allowance is part of the employees' contract or if it is something that is offered after employees are hired. Mr. Cabias replied that executive employees, except for the Executive Director, no longer have contracts with the District. HR Director Serpico explained that the car allowance is part of the initial offer letter. Trustee Rogers noted that if the allowance is part of a written agreement then it might be binding.

Trustee Francis-Drake asked if the allowance has always been given to eight people or have more been added along the way? Mr. James replied that the Development and Planning Director and the Community Engagement Director positions have been added since he has been with the District, and that they both receive the car allowance. Trustee Francis Drake asked for clarification on whether these employees justify their driving in any way. Mr. James replied that this information would be provided.

Trustee Wadley-Munier stated that if the employees do not have contracts, she would like to see where the car allowance is written and if these employees received the allowance while the libraries were closed.

On a related issue, Chair Ortiz expressed concern that salaries are getting prohibitive, and many high paid people are being added onto the PERS system. Mr. James clarified that HR Director Serpico would be conducting a study on all staff salaries, including executives. Chair Ortiz then asked if library managers are classified employees or exempt employees. Mr. James replied that branch managers are union employees. Chair Ortiz asked at what point do exempt employees start. Mr. James replied that certain non-managers are no longer in the Union, but all the branch managers are in the Union. Chair Ortiz asked to add the following to Trustee Foyt's agenda item- what the employee pay scales are, how does the range keep moving, why do employees continue to get raises even when they have reached the top of the scale, and why does the Director not approve the pay scale increases.

Chair Ortiz asked Counsel Welt to be prepared for the next meeting to address how employees have been getting two pay raises (COLA and merit). Counsel Welt replied that would be a question for Scott Abbot because he is the one who negotiated the contracts.

Chair Ortiz said that he feels confident the economy is coming back and he would like to see an agenda item to start putting funds back into the construction budget. Mr. Cabias replied that based on current economic conditions, he foresees the ability to transfer six or seven million dollars at the end of fiscal year 2021 from the General Fund to the

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Capital Projects Program. This amount would be over and above the 20% Fund Balance. These funds would be earmarked for building maintenance and IT replacement and repair. Chair Ortiz thanked Mr. Cabias for the information and stated that since the District was already planning to put funds aside for capital improvements, there is no need for an agenda item.

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

Trustee Foyt asked General Services Director John Vино if at the next board meeting he could address how the Library District directs the contracted security staff to be effective within the building and in the parking lots. Trustee Foyt expressed concern of theft in the Sahara West parking lot. Trustee Francis Drake noted that as a volunteer in the warehouse at Sahara West, she has not seen security come through in the last six months, whereas she used to see them often. Mr. Prendergast noted that the security guards do patrol the outside of the buildings, because IT extended the Wi-Fi system outside specifically so that security staff can communicate with library staff inside the building. Chair Ortiz asked Mr. Vино to present a report at the next meeting that includes the role of security staff inside and outside library buildings.

Chair Ortiz asked if there were any more questions from the trustees on the library reports. Hearing none, Trustee Melendrez made a motion to accept the library reports. Trustee Wadley-Munier seconded the motion. All voted in favor, motion passed.

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

No questions.

**Unfinished Business
 (Item VIII.)**

None

**New Business
 (Item IX.)**

**Discussion and
 possible Board
 action to appoint
 the Mesquite
 QALICB Inc. Board
 of Directors
 (Item IX.A.)**

Danielle Milam, Acting Deputy Director, presented the next item, discussion and possible Board action to appoint the Mesquite QALICB Board of Directors. Ms. Milam explained that this agenda item relates to the Mesquite QALICB, Inc., a nonprofit that was established in December 2017, as the Library District entered into a New Market Tax Credit transaction related to the Mesquite Library construction project.

In the Articles of Incorporation for the QALICB, it stipulates that a five-member Board of Directors shall be appointed annually by the Board of Trustees of the Library District. Two of those Board Directors should be independent directors who are not officers, directors, trustees, or employees of the District and/or Foundation, and three Board directors shall be appointed from nominees who are current or former employees, officers, or trustees of the District and/or Foundation. With the retirement of Fred James, this item proposes to replace Fred James with Acting CFO Floresto Cabias as President, Keiba Crear as Secretary/Treasurer. Directors proposed for reappointment are Randy

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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. (Item IX.B.)

Ence, Tim Wong, and Michael Saunders. Trustee Ramaker made a motion to accept the appointment of the Mesquite QALICB, Inc. Board of Directors as presented. Trustee Melendrez seconded the motion, all voted in favor, motion passed.

Acting CFO Floresto Cabias presented the item for discussion and possible Board action regarding a contract award for outsourced call center operations provided by Unique Integrated Communications for three years with the option to extend the contract for four one-year renewals. Mr. Cabias explained that the District began outsourcing call center services in December 2015 to Unique Integrated Communications. UIC is the sister company of Unique Management Services, the District's collection agency. The call center handles patron phone calls, mitigates the effect of high call volume on staff and gives customers a faster response time.

Originally, the outsourced phone calls included anything related to digital services, including databases, downloading eMedia, and help with different devices, and collection agency inquiries. After monitoring this service and receiving positive feedback from customers and staff, the District expanded the service in September 2017, to outsource circulation and reference desk phone calls. Among other things, UIC provides information about library programs, classes and events, information about patron accounts, and answers to reference questions. UIC did excellent work assisting customers with inquiries and library service availability where possible throughout the last year. This service has helped staff improve the patron experience by reducing long lines and wait times.

In Fiscal Year 2020, the call center answered approximately 42,000 calls that lasted 104,000 minutes and that was at an annual cost of \$142,000. However, Fiscal Year 2020 included nearly three months of facility closure due to the COVID-19 pandemic so that lowered call volume. The contract being proposed tonight is not to exceed \$180,000 annually. Mr. Cabias explained that Nevada Revised statutes provide exceptions to competitive bidding including sole source contracts and UIC is currently the only call center vendor that specializes in library services and works with Innovation Interfaces, which is the software developer for the District's Sierra Library system.

Mr. Cabias asked if there were any questions. Chair Ortiz asked how many calls they entertain, pre-pandemic. Mr. Cabias replied approximately 42,000 calls a year. Chair Ortiz asked if there were questions from the other trustees. Trustee Benavidez asked where the call center was located. Mr. Cabias replied that it is in Indiana. Trustee Wilson asked if the District pays an annual flat rate by call volume. Mr. Cabias responded that the current rate is \$1.31 per minute. Trustee Wilson asked if there are any savings to be made by having our own staff take as many phone calls as possible, or is it more beneficial to keep calls going to the call center while we are operating with reduced staff or staff working from home? Mr. Cabias stated that in his experience, there is an efficiency gain in utilizing the call center service. He cited an example in the Financial Services department where one of his team members could be answering a question about

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collections for an hour, as opposed to spending time working on another project such as processing payroll. Overall, it has been a timesaver and it frees up staff members to be more productive.

Chair Ortiz asked who gets a synopsis of the complaints or returned calls. Mr. Cabias replied that Library Operations monitors those reports closely for complaints or other significant items that should be brought to everyone's attention. He added that Financial Services monitors all of the statistics. The statistics provided by Unique are very robust and they provide good detail to exactly the types of calls they are handling. Chair Ortiz stated that he feels very comfortable with this contract. Trustee Rogers made a 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 per year. Trustee Ramaker seconded the motion, all voted in favor, motion passed.

Discussion and possible Board action regarding contract award for the purchase of theater lighting equipment for various District locations. (Item IX.C.)

Acting General Services Director John Vино presented the item for discussion and possible Board action regarding a contract award for the purchase of theater lighting equipment for various District locations. Mr. Vино explained that funds are allocated in the Capital Budget Funds 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 the age and functionality deficiencies. An invitation to bid was advertised in the Review Journal, it was posted on the District's website, e-mailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace, NGEM.

The bid opening was held on December 4th, 2020, and ten bids were received. The full bid results are listed in the agenda item. The lowest responsive and responsible bidder was Production Resources Group, also known as PRG.

Staff is requesting authorization to award contracts for the purchase of theater lighting equipment for various District locations in accordance with Bid Number 21-03 to PRG for \$106,128.

Trustee Bilbray-Axelrod asked if any priority is given to minority owned businesses. Mr. Vино explained that in bids under \$50,000, the District must receive bids from at least one minority company. For larger contracts the Library District does outreach to minority firms. Trustees discussed the benefits of replacing the theater lighting at a time when the facilities were mostly closed and all agreed it was a good idea. Trustee Bilbray-Axelrod made a motion to authorize staff to award a contract for the purchase of theater lighting equipment for various District locations in accordance with Bid Number 21-03 to PRG for \$106,128. Trustee Ramaker seconded the motion, all voted in favor, motion passed.

Counsel Welt stated that in view of the prior discussion of the Board regarding contracts, when he reviews this and other contracts, it is entirely possible that he will make changes to it. He asked if the Board

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January 21, 2021
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wanted the revised contract to come back to them for discussion or do they want him to send them copies of the altered contract? How do you want us to handle this? Discussion was had among the trustees and all agreed that when Counsel Welt had the final contract ready with his approval he would let Chair Ortiz know of the changes that were made. All trustees agreed that was acceptable and that if the changes to the contract were significant they would have the option to call an emergency meeting to discuss the changes.

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 (Item IX.D.)

Chair Ortiz stated that the last item on the agenda is discussion and possible board action regarding the contract award for services with Jane Whisner of Destiny Executive Search Group, to conduct an in-state search for an Auditor. Chair Ortiz explained that Ms. Whisner would conduct a statewide search for an auditor that would start as a contract employee with the possibility of becoming a full time employee. The request is to authorize a fee of \$20,000 for Ms. Whisner. Chair Ortiz explained that contracts under \$50,000 do not require a vote but he felt it important for the board to vote on this. He asked if there were any questions.

Trustee Rogers asked what is the up-to annual amount for this position. Chair Ortiz replied the pay scale is \$79,000 to \$103,000 with a top out at \$127,000. Trustee Wadley-Munier asked if that included benefits. Chair Ortiz replied that if they were a contractor they would not get benefits. If they become an employee then benefits would be added. Chair Ortiz explained that Ms. Whisner would bring three people from which the board will choose. Hearing no other questions, Chair Ortiz made a motion to approve a contract for \$20,000 with Jane Whisner of Destiny Executive Search Group to conduct an in-state search for an auditor, subject to review by counsel. Trustee Wilson seconded the motion, all voted in favor, motion passed.

Announcements (Item X.)

The next Board Meeting will be held February 11 at 6 p.m. Chair Ortiz stated if the COVID infection rates decrease, the meeting will be held in-person with the option of tuning in remotely. If the rates are at a 20% positivity or higher, then the meeting will be held strictly via Webex. Vice-Chair Bilbray-Axelrod announced that the February meeting would be her last meeting, after 10 years she has finished her board terms. Chair Ortiz thanked her for her hard work. He added that the February meeting would also be Acting Executive Director James' last meeting, as he is retiring.

Public Comment (Item XI.)

None.

Adjournment (Item XIII.)

Chair Ortiz adjourned the meeting at 9:21 p.m.

Respectfully submitted,

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January 21, 2021
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Kelly Benavidez, Secretary

2021 ATTENDANCE

January 21, 2021 Regular Board Meeting

Appendix A

| 2021 | | January 8 Special Board Mtg | January 21 Regular Board Mtg | | | | | | | | | | | | | | |
|-----------------|-----------|-----------------------------|------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Benavidez | Kelly | P | P | | | | | | | | | | | | | | |
| Bilbray-Axelrod | Shannon | P | P | | | | | | | | | | | | | | |
| Francis Drake | Marilyn | P | P | | | | | | | | | | | | | | |
| Foyt | Elizabeth | P | P | | | | | | | | | | | | | | |
| Meléndrez | José | P | P | | | | | | | | | | | | | | |
| Ortiz | Felipe | P | P | | | | | | | | | | | | | | |
| Wadley-Munier | Robin | P | P | | | | | | | | | | | | | | |
| Ramaker | Sandra | P | P | | | | | | | | | | | | | | |
| Wilson | Brian | P | P | | | | | | | | | | | | | | |
| Rogers | Keith | A-E | P | | | | | | | | | | | | | | |

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absence

as of January 22, 2021



ITEM VII.A.

**THERE IS NO EXECUTIVE DIRECTOR'S REPORT IN THE PACKET.
MR. WATSON 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 28, 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 **January 1, 2021 – January 28, 2021**.

LIBRARY OPERATIONS ADMINISTRATION

In the month of January, the Library Operations (LO) Administration Team focused on the following:

- Continue to analyze current operations and branch staffing needs.
- 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.
- Participated in Strategic Planning meeting hosted by **Acting Assistant Director Danielle Milam**.
- Participated on monthly state-wide Library Planning & Development meeting hosted by the Nevada State Library, Archives and Public Records
- 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.
- Conducted Library Discipline and Security Team Meeting and responded to two patron trespass appeals.
- Conducted monthly Branch Managers meetings via WebEx.
- Conducted job interviews for Multi-Services Assistant position at the Clark County Library.

Library Operations Activity Report, February 2021
January 28, 2021 – Page 2

- 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.
- 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 closely with Acting General Services Director **John Vino** and Safety Manager **Nicole Baker** to monitor branch safety and security incidents.

Regional Manager Update

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

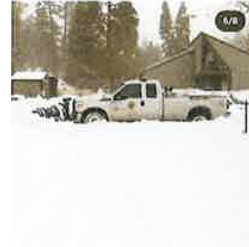
- Conducted site visits to:
 - Blue Diamond Library
 - Goodsprings Library
- Conducted Outlying Branch Associates Meeting.
- Compiled and reported required monthly statistical reports.
- Fielded Person-In-Charge (PIC) and branch operations calls.
- Conducted job interviews for Centennial Hills Library Multi-Services Assistant position.
- Conducted job interviews for West Las Vegas Library Computer Lab Assistant position.
- Coordinated interview dates/information between branches, Library Operations Administration, and Human Resources.
- Stocked and distributed branch PPE including masks, gloves, aprons, and face shields.
- Worked with Financial Services to verify budgeted positions for Library Operations.
- Monitored Administration Email.
- Distributed earphones for use by Youth Services teen patrons.
- Assisted HRIS Manager **Glodia Thomas** with Close of Payroll Coding.

Library Operations Activity Report, February 2021
January 28, 2021 – Page 3

- Attended Human Resources Kronos Upgrade training for time clocks with Windmill Library staff.

BRANCH OPERATIONS

For the month of January 2021, all branches continued full operations except the Goodsprings Library which was closed intermittently for road closures and staff shortages, Mount Charleston Library which closed one day for road closures due to snow, and Meadows Library, which is limited due to City of Las Vegas restrictions. Meadows 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.



Kudos to Mesquite library who received a \$100.00 donation and wonderful letter commending staff for excellent customer service before and during the pandemic. A patron requested a pom pom maker to be 3D printed. It was an easy print and works perfectly.



STAFF UPDATES

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

- **Ashley Smith** was promoted to the part-time Multi-Services Assistant at Centennial Hills Library. She previously worked at Centennial Hills Adult Services.
- **Roberto Laris** was promoted to the part-time Multi-Services Assistant at Clark County Library. He previously worked at the East Las Vegas Library.
- **Fereshteh Sadeghi** was promoted to the part-time Multi-Services Assistant at Clark County Library. She previously worked at Clark County Library Customer Service.
- **Anjelica Moore** was promoted from Page at Enterprise Library to the part-time Multi-Services Assistant at Enterprise Library.

Library Operations Activity Report, February 2021
January 28, 2021 – Page 4

- **Elizabeth Larson** was hired as the new Youth Services Assistant for Mesquite Library and Learning Center.

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

- **Alice Sweis**, Page, Enterprise Library.
- **Leah Lansberry**, Computer Lab Assistant, West Las Vegas Library.

Other

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

MONTHLY STATISTICS

The total circulation for the month of December 2020 was 197,390 which is 61% of the pre-pandemic December 2019 circulation of 902,336. Of this total, eMedia circulation was 268,820, which is a 19% increase from the prior year’s 226,219 total. eMedia was available December 1-31.

In December 2020, 145,439 patrons entered our libraries, which is a 39% of the pre-pandemic December 2019 gate count of 409,164. Staff issued 2,089 new library cards; conducted 60 computer classes for 109 participants; and answered 182,942 reference questions. Internet sessions in the library during the month totaled 54,655. Wi-Fi usage recorded at 36,140.

The Best Buy Teen Tech Center staff offered 36 programs with a total attendance of 426 teens.

Additionally, Windmill Library staff issued 23 passports for a total of \$1,123.00 in execution and photo fees.

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MEMORANDUM

TO: Fred James, Acting Executive Director
FROM: Leo Segura, Acting Assistant Library Operations Director
DATE: January 28, 2021
SUBJECT: Security Report, February 2021

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

In December, there were **38** incidents, which is a **39% decrease** from the prior year of 62 incidents. During this period, the District recorded **145,439** in-person visits. **This ratio is one incident for every 3,827 visits.**

The **Clark County Library** experienced the **highest number of incidents**, in which the branch recorded 13 incidents. The remaining branches reported between 0-7 incidents.

District branches encountered the following types of incidents this month:

- Patron Disturbance
- Patron Illness (health or medical emergency)
- Preventative Lockdown
- Patron Injury
- Safe Place
- Theft of District Property
- Theft of Patron Property

Of the above incident types, staff handled **28** patron disturbances, which accounts for the majority of incident types at 74%. **This ratio is one disturbance for every 5,194 visits.**

Six (6) one-year trespasses were issued in December and staff made seven (7) calls to law enforcement. Safe Place services was contacted once.

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Monthly Statistics
Year over Year
December 2019/ December 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 | |
| Urban Branches | Centennial Hills | 39,422 | 22,532 | -16,890 | -43% | 298,000 | 199,251 | -98,749 | -33% | 25,900 | 10,399 | -15,501 | -60% | 193,165 | 124,949 |
| | Clark County | 37,421 | 13,502 | -23,919 | -64% | 239,725 | 127,267 | -112,458 | -47% | 42,874 | 12,842 | -30,032 | -70% | 278,596 | 136,354 |
| | Enterprise | 29,443 | 14,845 | -14,598 | -50% | 197,323 | 127,967 | -69,356 | -35% | 22,350 | 7,213 | -15,137 | -68% | 159,252 | 93,775 |
| | East Las Vegas | 29,456 | 9,453 | -20,003 | -68% | 193,707 | 89,412 | -104,295 | -54% | 26,838 | 17,188 | -9,650 | -36% | 210,637 | 162,673 |
| | Meadows | 2,458 | 251 | -2,207 | -90% | 38,848 | 1,767 | -37,081 | -95% | 2,070 | 403 | -1,667 | -81% | 17,332 | 1,330 |
| | Rainbow | 36,293 | 17,960 | -18,333 | -51% | 246,333 | 156,414 | -89,919 | -37% | 28,343 | 13,412 | -14,931 | -53% | 207,515 | 108,170 |
| | Sahara West | 49,619 | 26,263 | -23,356 | -47% | 343,365 | 217,886 | -125,479 | -37% | 37,290 | 12,372 | -24,918 | -67% | 277,540 | 121,554 |
| | Spring Valley | 31,575 | 13,416 | -18,159 | -58% | 201,886 | 119,788 | -81,898 | -41% | 25,908 | 8,955 | -16,953 | -65% | 193,022 | 95,435 |
| | Summerlin | 24,853 | 14,601 | -10,252 | -41% | 183,686 | 122,513 | -61,173 | -33% | 20,542 | 7,111 | -13,431 | -65% | 171,756 | 69,107 |
| | Sunrise | 32,243 | 11,698 | -20,545 | -64% | 213,970 | 112,474 | -101,496 | -47% | 23,310 | 6,665 | -16,645 | -71% | 164,771 | 66,657 |
| | West Charleston | 28,545 | 11,578 | -16,967 | -59% | 187,473 | 104,138 | -83,335 | -44% | 24,845 | 7,351 | -17,494 | -70% | 150,473 | 82,864 |
| | West Las Vegas | 12,231 | 3,278 | -8,953 | -73% | 81,402 | 35,202 | -46,200 | -57% | 24,845 | 7,351 | -17,494 | -70% | 150,473 | 82,864 |
| | Whitney | 29,030 | 14,649 | -14,381 | -50% | 202,218 | 126,626 | -75,592 | -37% | 40,127 | 9,168 | -30,959 | -77% | 294,715 | 150,155 |
| Outlying Branches | Windmill | 40,903 | 23,364 | -17,539 | -43% | 313,517 | 206,248 | -107,269 | -34% | 24,727 | 10,041 | -14,686 | -59% | 192,301 | 109,330 |
| | Urban Totals | 423,492 | 197,390 | -226,102 | -53% | 2,941,253 | 1,746,953 | -1,194,300 | -41% | 368,048 | 131,104 | -236,944 | -64% | 2,672,389 | 1,410,779 |
| | Blue Diamond | 319 | 260 | -59 | -18% | 1,835 | 1,227 | -608 | -33% | 760 | 216 | -544 | -72% | 3,699 | 1,948 |
| | Bunkerville | 460 | 187 | -273 | -59% | 3,114 | 3,056 | -58 | -2% | 3,261 | 600 | -2,661 | -82% | 10,482 | 5,876 |
| | Goodsprings | 1,039 | 395 | -644 | -62% | 6,717 | 5,181 | -1,536 | -23% | 411 | 45 | -366 | -89% | 2,807 | 2,303 |
| | Indian Springs | 1,549 | 562 | -987 | -64% | 8,767 | 4,508 | -4,259 | -49% | 1,708 | 517 | -1,191 | -70% | 14,836 | 4,084 |
| | Laughlin | 11,320 | 3,881 | -7,439 | -66% | 68,656 | 31,708 | -36,948 | -54% | 7,642 | 2,335 | -5,307 | -69% | 47,286 | 28,069 |
| | Mesquite | 10,872 | 5,659 | -5,213 | -48% | 69,266 | 49,642 | -19,624 | -28% | 13,092 | 5,759 | -7,333 | -56% | 95,396 | 55,026 |
| | Moapa Town | 444 | 295 | -149 | -34% | 3,607 | 2,248 | -1,359 | -38% | 535 | 248 | -287 | -54% | 3,666 | 2,278 |
| | Moapa Valley | 5,446 | 3,084 | -2,362 | -43% | 37,495 | 24,277 | -13,218 | -35% | 10,728 | 3,556 | -7,172 | -67% | 51,960 | 42,702 |
| | Mt. Charleston | 492 | 312 | -180 | -37% | 3,253 | 2,729 | -524 | -16% | 921 | 271 | -650 | -71% | 5,595 | 3,160 |
| | Sandy Valley | 1,540 | 772 | -768 | -50% | 11,497 | 6,220 | -5,277 | -46% | 903 | 392 | -511 | -57% | 7,572 | 3,884 |
| | Searchlight | 546 | 509 | -37 | -7% | 3,823 | 3,200 | -623 | -16% | 1,132 | 396 | -736 | -65% | 7,647 | 3,011 |
| Misc. | Outlying Totals | 34,027 | 15,916 | -18,111 | -53% | 218,030 | 133,996 | -84,034 | -39% | 41,093 | 14,335 | -26,758 | -65% | 250,946 | 152,341 |
| | ILL | 408 | 377 | -31 | -8% | 2,177 | 2,060 | -117 | -5% | N/A | N/A | N/A | N/A | N/A | N/A |
| | Metro | 1,471 | 0 | -1,471 | -100% | 12,759 | 0 | -12,759 | -100% | 23 | 0 | -23 | -100% | 358 | 0 |
| | Outreach | 3,280 | 1,453 | -1,827 | -56% | 29,982 | 12,784 | -17,198 | -57% | N/A | N/A | N/A | N/A | N/A | N/A |
| | eMedia | 226,219 | 268,820 | 42,601 | 19% | 1,408,042 | 1,611,564 | 203,522 | 14% | N/A | N/A | N/A | N/A | N/A | N/A |
| Grand Totals | Online Renewals | 213,439 | 70,518 | -142,921 | -67% | 1,293,430 | 848,556 | -444,874 | -34% | N/A | N/A | N/A | N/A | N/A | N/A |
| | Misc. Totals | 444,817 | 341,168 | -103,649 | -23% | 2,746,390 | 2,474,964 | -271,426 | -10% | 23 | 0 | -23 | -100% | 358 | 0 |
| Grand Totals | | 902,336 | 554,474 | -347,862 | -39% | 5,905,673 | 4,355,913 | -1,549,760 | -26% | 409,164 | 145,439 | -263,725 | -64% | 2,923,693 | 1,563,120 |

*Due to the pandemic District Branches were closed March 16 thru June 3, 2020

*Due to the pandemic District Branches were closed December 16, 2020 thru January 3, 2021

1

Las Vegas-Clark County Library District

Monthly Statistics
Year over Year
December 2019 / December 2020*

| Library | New Library Card | | | % | 2019 | | 2020 | | Difference | % | PC Internet Sessions | | | 2019 | | 2020 | | Difference | % |
|---------------------|------------------|----------|------------|------|--------------|--------------|--------------|--------------|------------|--------|----------------------|--------------|--------------|--------------|--------------|----------|--------|------------|---|
| | 2019 | 2020 | Difference | | Year to Date | Year to Date | Year to Date | Year to Date | | | Year to Date | Year to Date | Year to Date | Year to Date | Year to Date | | | | |
| Urban Branches | Centennial Hills | 261 | 82 | -179 | -69% | 2,767 | 1,541 | -1,226 | -44% | 4,123 | 1,006 | -3,117 | -76% | 28,720 | 10,540 | -18,180 | -63% | | |
| | Clark County | 602 | 162 | -440 | -73% | 4,320 | 1,878 | -2,442 | -57% | 7,305 | 2,010 | -5,295 | -72% | 48,491 | 28,206 | -20,285 | -42% | | |
| | Enterprise | 276 | 53 | -223 | -81% | 2,263 | 1,180 | -1,083 | -48% | 3,011 | 958 | -2,053 | -68% | 18,501 | 10,556 | -7,945 | -43% | | |
| | East Las Vegas | 503 | 140 | -363 | -72% | 4,316 | 2,226 | -2,090 | -48% | 6,434 | 1,738 | -4,696 | -73% | 46,497 | 19,231 | -27,266 | -59% | | |
| | Meadows | 34 | 1 | -33 | -97% | 282 | 27 | -255 | -90% | 285 | 0 | -285 | -100% | 2,246 | 0 | -2,246 | -100% | | |
| | Rainbow | 326 | 106 | -220 | -67% | 2,878 | 1,481 | -1,397 | -49% | 3,364 | 1,297 | -2,067 | -61% | 24,443 | 14,069 | -10,374 | -42% | | |
| | Sahara West | 414 | 104 | -310 | -75% | 3,739 | 2,641 | -1,098 | -29% | 4,012 | 1,506 | -2,506 | -62% | 27,582 | 15,869 | -11,713 | -42% | | |
| | Spring Valley | 236 | 62 | -174 | -74% | 2,230 | 1,363 | -867 | -39% | 5,182 | 1,989 | -3,193 | -62% | 36,301 | 20,901 | -15,400 | -42% | | |
| | Summerlin | 154 | 54 | -100 | -65% | 1,668 | 775 | -893 | -54% | 1,598 | 406 | -1,192 | -75% | 11,701 | 4,532 | -7,169 | -61% | | |
| | Sunrise | 277 | 86 | -191 | -69% | 2,821 | 1,657 | -1,164 | -41% | 4,120 | 1,192 | -2,928 | -71% | 29,199 | 11,299 | -17,900 | -61% | | |
| | West Charleston | 242 | 75 | -167 | -69% | 2,237 | 875 | -1,362 | -61% | 3,297 | 1,224 | -2,073 | -63% | 22,056 | 12,207 | -9,849 | -45% | | |
| | West Las Vegas | 201 | 69 | -132 | -66% | 2,149 | 884 | -1,265 | -59% | 4,354 | 1,238 | -3,116 | -72% | 29,362 | 12,741 | -16,621 | -57% | | |
| | Whitney | 308 | 76 | -232 | -75% | 2,625 | 1,883 | -742 | -28% | 3,867 | 1,713 | -2,154 | -56% | 26,040 | 16,203 | -9,837 | -38% | | |
| | Windmill | 374 | 95 | -279 | -75% | 3,853 | 1,594 | -2,259 | -59% | 4,246 | 1,054 | -3,192 | -75% | 30,079 | 12,324 | -17,755 | -59% | | |
| Urban Totals | 4,208 | 1,165 | -3,043 | -72% | 38,148 | 20,005 | -18,143 | -48% | 55,198 | 17,331 | -37,867 | -69% | 381,218 | 188,678 | -192,540 | -51% | | | |
| Outlying Branches | Blue Diamond | 1 | 2 | 1 | 100% | 6 | 12 | 6 | 100% | 35 | 2 | -33 | -94% | 142 | 67 | -75 | -53% | | |
| | Bunkerville | 1 | 0 | -1 | -100% | 5 | 21 | 16 | 320% | 46 | 9 | -37 | -80% | 151 | 120 | -31 | -21% | | |
| | Goodsprings | 2 | 0 | -2 | -100% | 12 | 25 | 13 | 108% | 13 | 1 | -12 | -92% | 111 | 64 | -47 | -42% | | |
| | Indian Springs | 1 | 0 | -1 | -100% | 27 | 14 | -13 | -48% | 131 | 16 | -115 | -88% | 1,090 | 199 | -891 | -82% | | |
| | Laughlin | 49 | 17 | -32 | -65% | 445 | 287 | -158 | -36% | 1,023 | 414 | -609 | -60% | 9,545 | 4,707 | -4,838 | -51% | | |
| | Mesquite | 110 | 32 | -78 | -71% | 1,258 | 505 | -753 | -60% | 1,993 | 555 | -1,438 | -72% | 12,480 | 5,269 | -7,211 | -58% | | |
| | Moapa Town | 1 | 0 | -1 | -100% | 8 | 11 | 3 | 38% | 40 | 30 | -10 | -25% | 517 | 202 | -315 | -61% | | |
| | Moapa Valley | 23 | 10 | -13 | -57% | 137 | 93 | -44 | -32% | 345 | 66 | -279 | -81% | 2,466 | 750 | -1,716 | -70% | | |
| | Mt. Charleston | 0 | 1 | 1 | 100% | 14 | 19 | 5 | 36% | 8 | 10 | 2 | 25% | 113 | 79 | -34 | -30% | | |
| | Sandy Valley | 3 | 0 | -3 | -100% | 23 | 15 | -8 | -35% | 58 | 22 | -36 | -62% | 460 | 220 | -240 | -52% | | |
| | Searchlight | 1 | 0 | -1 | -100% | 10 | 9 | -1 | -10% | 72 | 11 | -61 | -85% | 510 | 55 | -455 | -89% | | |
| | Outlying Totals | 192 | 62 | -130 | -68% | 1,945 | 1,011 | -934 | -48% | 3,764 | 1,136 | -2,628 | -70% | 27,585 | 11,732 | -15,853 | -57% | | |
| | Misc. | CALL | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 206 | 48 | -158 | -77% | 1,429 | 315 | -1,114 | -78% | |
| | | Outreach | 277 | 3 | -274 | -99% | 2,433 | 2,271 | -162 | -7% | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| Online Registration | | 435 | 859 | 424 | 97% | 3,483 | 5,573 | 2,090 | 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 | 73,424 | 36,140 | -37,284 | -51% | 497,190 | 299,757 | -197,433 | -40% | | |
| Misc. Totals | | 712 | 862 | 150 | 21% | 5,916 | 7,844 | 1,928 | 33% | 73,630 | 36,188 | -37,442 | -51% | 498,619 | 300,072 | -198,547 | -40% | | |
| Grand Totals | 5,112 | 2,089 | -3,023 | -59% | 46,009 | 28,860 | -17,149 | -37% | 132,592 | 54,655 | -77,937 | -59% | 907,422 | 500,482 | -406,940 | -45% | | | |

ITEM VII.A.2.a.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director
FROM: Betsy Ward, Branding and Marketing Director
DATE: February 11, 2020
SUBJECT: Branding and Marketing Activity Report, February 2021

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of January 2021 and statistics for the period from December 1-31, 2020.

TIMELINE: MAINTAINING THE LIBRARY DISTRICT COVID CLOSURE MESSAGE WHILE PREPPING FOR REOPENING ON JANUARY 4

- **Timing of closure and reopening**
 - The District closed on December 16, 2020 with plans to reopen on January 4, 2021.
 - On December 12, the closure press release went out to give the public several days to prepare.
 - The Pre-Reopening message ran on the District website and social media from December 30, 2020 until midnight January 3, 2021. **Betsy Ward** also began media outreach that the District would reopen on **Monday, January 4.**
 - The public awoke on January 4, 2021, to media coverage and fresh messaging on our website and social media channels that the Library District was open, open, open!
 - Betsy Ward also worked with Cierra Pedro, Ryan Simoneau, and Paula Loop to create a "Welcome Back, We're Open" eBlast to customers.
- **New messaging artwork created to promote Library District reopening on January 4, 2021**
 - Branding & Marketing Director **Betsy Ward** worked with Graphic Designer **Cierra Pedro** to create a Pre-reopening adjustment to our existing artwork, and then a

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new, enthusiastic, colorful graphic exclaiming, "Welcome Back, We're Open!". The goal was to immediately catch the attention of the customer on the Library District website and social media channels, and to support the media outreach messaging that **Betsy Ward** was conducting.

- **Betsy Ward** worked with Digital Content Manager **Ryan Simoneau**, Graphic Designer/Acting Marketing Coordinator **Juanita Aiello**, and Web Designer **Gene Kilchenko** to update the reopening landing web page to detail the Library District's full reopening plan and continued Curbside Pick-up Service, as well as promoting online resources that cardholders can enjoy.
- The new landing page went live on Sunday, January 3 and you can view this page at: <https://lvccld.org/open/>
- A dedicated Spanish version of the "Welcome Back, We're Open!" page was also created and can be viewed at: <https://lvccld.org/abierto/>
- **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** updated the hours on all branch Google listings, Yelp pages, Facebook pages, and scheduled social media posts to promote the reopening.

The Library District's "open" landing page:



The Library District is Open with Services & Browsing While Maintaining Social Distancing & Safety Measures

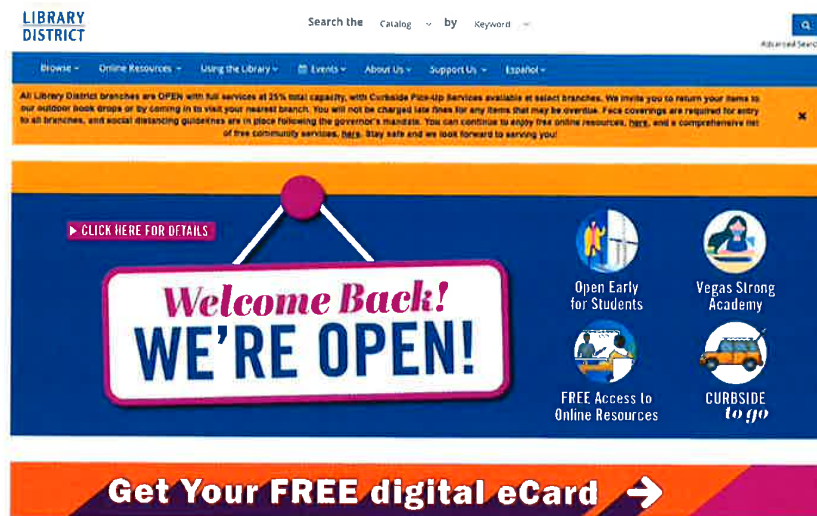
Plus Free Access to Computers & WiFi • Online Resources • Curbside Pick-Up Service • Art Galleries

Come In, We're Open. We know that you come to our libraries to learn, to grow, to find community, and to pursue your dreams, and we are here for you! The Library District is open and our in-branch services and activities are available for your enjoyment, while adhering to safe social distancing at 25 percent capacity, as well as face covering guidelines. Besides browsing, other in-demand services and programs include our beloved storytimes, computers and WiFi, One-Stop Career Center services for job seeking, art gallery exhibitions, Safe Place services for youth in crisis, and adult literacy and education courses, which include Career Online High School, the WorkKeys work readiness certificate, the HiSet high school equivalency exam, as well as adult classes in English as a Second Language and English Conversation.



This updated artwork was also featured as the Hero banner on the website homepage to ensure maximum visibility with our daily website visitors:

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- **Betsy Ward** worked with **Cierra Pedro** to create a dedicated eBlast with a message from Acting Executive Director **Fred James**, announcing that the Library District was reopening on January 4 (see below). This was sent out to all cardholders on Monday, January 4, and had **2,764 unique clicks** with a **25% open rate**.



Greetings:

We are so pleased to reopen all 25 of our Library District branches **TODAY**, just in time for Back-To-School.

With children returning to distance learning at home, the Library District offers hundreds of free learning tools on LVCCLD.org. We are also bringing back early open hours for students at our urban branches from 7:30 a.m. to 10 a.m., as well as **Vegas Strong Academy**, in partnership with the city of Las Vegas, at four of our library branches. Financial aid is available for qualifying families. For all of the details on the Library District's support for students, please see our Back-To-School section, below.



We know that many adults are also looking for assistance during this challenging time, such as access to computers to apply for services and to look for jobs. The library is needed now more than ever and we are here to help. Check out our website to find free online resources, [here](#), and a list of free community services, [here](#).

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- **Earned media coverage detailing the Library District's reopening on Monday, January 4, 2021, was received from:**

- Las Vegas Review Journal
- KSNV 8 News Now
- KTNV Channel 13 News
- KVVU Fox 5 News
- KVCW CW News
- Telemundo
- KNPR News
- Summerlin Sentinel
- You can find all the latest Media Coverage on our website:
<https://legacy.lvccld.org/media/coverage>

BACK-TO-SCHOOL MESSAGING

- BAM created a new campaign touting the District's services for kids and parents, entitled "The Library District is Here for Back-To-School!" New marketing materials were created using this artwork to promote Early Open Hours, Vegas Strong Academy, and Online Learning Tools as requested by **Fred James** and **Danielle Milam**.
 - **Fred James** and **Danielle Milam** requested that **Betsy Ward** launch an aggressive advertising schedule to continue to raise public awareness and encourage enrollment in the Vegas Strong Academy program.
 - The Back-To-School campaign launched on our website and social media channels on January 4, alongside our reopening campaign.
 - The Back-To-School campaign was also included in the Welcome Back eBlast that went out to cardholders on January 4.
 - Advertising was secured in the following publications
 - Las Vegas-Review Journal
 - Sunday, January 10
 - Sunday, January 17
 - Sunday, January 24
 - Sunday, January 31
 - Las Vegas Weekly
 - Thursday, January 7
 - Thursday, January 14
 - Thursday, January 21
 - Thursday, January 28
 - El Tiempo
 - Wednesday, January 13
 - Wednesday, January 20
 - Wednesday, January 27
 - Black Image magazine
 - January
 - February
 - When the semester two Back-To-School period had passed, we updated the creative to "The Library is Here for Students," which went live on the website on Tuesday, January 19. This adjusted message also ran in our print schedule, above.

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- The homepage spinner graphic linked to the Limitless Learning page that features all of the free resources and services available to help students with distance learning.



WINTER READING CHALLENGE 2021

- This annual District-wide program ran January 1-31 in all branches and was promoted on our website, as well as social media.
- **Betsy Ward** worked with **Cierra Pedro** to create flyers, posters, bookmarks and digital graphics for this year's program.
- **Paula Loop** worked with Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** to create a dedicated blog post for our website that detailed this year's Winter Reading Challenge and prizes, and featured recommended age-specific reading lists, compiled by YS staff. The blog post was added to the website's main page, as well as our audience browse pages, beginning on Monday, December 28.
- **Betsy Ward** worked with **Cierra Pedro** on creating a dedicated eBlast which was sent to all current library card holders on Monday, December 28.
- Social media posts were scheduled throughout the month by **Ryan Simoneau** and **Paula Loop** that linked back to the Winter Reading Challenge 2021 blog post and also featured many of the recommended reading lists.
- The Winter Reading Challenge was moved to the website hero banner on Tuesday, January 19 to help encourage more entries ahead of the conclusion of the program on Sunday, January 31.
- Toward the end of the month, to encourage additional entries, **Betsy Ward** worked with **Cierra Pedro** and **Paula Loop** to compile a final call-to-action eBlast. **Paula** worked with **Melissa** and **Shana** to add a new round of age-specific reading lists to the Winter Reading Challenge blog. The eBlast went out on Friday, January 22.

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There's Still Time to Take the Winter Reading Challenge!



Fresh New Recommendations Have Arrived!



INTRODUCING KELVIN WATSON AS THE NEW EXECUTIVE DIRECTOR OF THE LIBRARY DISTRICT

- **Betsy Ward** worked with incoming Executive Director **Kelvin Watson** and Board of Trustees Chair **Felipe Ortiz** to create a press release announcing the selection of our new Executive Director to the media and public.
 - The press release was also translated into Spanish and sent out to Spanish media outlets.
 - All Library District Press Releases can be viewed [HERE](#).

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- BAM is also working with Kelvin on some unique launch ideas for when he arrives in town and gets settled. Target date is early March.
- Activities and ideas include:
 - Update the Meet the Executive Director page on website.
 - Create a fun and informative "Welcome" blog post that includes Kelvin's favorite titles that can be checked out at the Library District.
 - Produce short-form video that introduces **Kelvin Watson** to the public and showcases his personality and vision for the Library District.
 - Create a dedicated introductory eBlast.
 - Website promotion on the homepage spinner and all audience browse pages.
 - Social media promotion of the "Welcome" blog post and video content.

MARKETING SERVICES REQUEST (MSR)

- **Cierra Pedro** met virtually with members of the EC one-on-one to review BAM's new version of the old Graphic Request Form. This MSR is a project management system that Web Designer Gene Kilchenko designed and worked with all BAM team members to refine and test.
- **Cierra** also conducted a WebX tutorial at the virtual Branch Managers Meeting on **Thursday, January 21.**

VEGAS GOLDEN KNIGHTS 2021 PLAYER BOOKMARKS

- **Betsy Ward** worked with Vegas Golden Knights Director of Marketing & Brand **Carley Sisolak** to secure new players for the 2021 season. Beginning with superstar goaltender Marc-Andre Fleury, a new player will be released each month during the course of the 2021 NHL season.
- **Betsy Ward** and **Cierra Pedro** worked with **Carley Sisolak** to create the updated design for the 2021 player bookmarks. The VGK bookmarks feature details about the players favorite books, movies, and music, helping to promote items in our catalog.
- These limited edition collectible player bookmarks will be available at all 25 Library District branches; at official team shop, The Arsenal, located at City National Arena; and on the front desk of City National Arena. These high profile VGK distribution points will deliver more reach to people who wouldn't normally have the library on their radar.
- These new distribution points are especially helpful since there will be no game attendance this season, eliminating BAM's highly successful outreach opportunities at the T-Mobile Arena pre-game festivals.
- New 2021 Featured Players (pending trades or injuries):
 - Marc-Andre Fleury
 - Alec Martinez
 - Ryan Reaves
 - Zach Whitecloud
 - Brayden McNabb
- Branch Materials in Process:
 - Player bookmarks
 - Acrylic bookmark displays featuring desktop signage
 - Updated Chance Banner for LVCCLD branches
- **Gene Kilchenko** is updating the Library District's VGK landing page and the "Chance's Chat" blog, where the public can go to find out more about the players
- Monthly media outreach, website, and social media promotion

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LAS VEGAS LIGHTS UPDATE

- **Betsy Ward, Juanita Aiello** and **Ryan Simoneau** had a call with **Brett Lashbrook**, owner of the LV Lights soccer team, on Friday, January 8 to discuss the timeline for their new season and the release of the planned LV Lights official library card.
- Brett is very excited about working with the library and pursuing a Latinx market outreach effort. He has generously offered to donate 100+ of their popular souvenir neck scarves, additional Anytime Pass booklets (containing food discounts and family pack tickets), lots of game tickets. His only request was that we put the library card launch on hold, hopefully until summer, when he expects the 2021 season to begin.
- He is hoping that the launch will coincide with the Library District's annual Summer Challenge program which runs May 18 – July 31, 2021.
- He has offered to use the LV Lights fan email list, website, and social media channels to help promote the new library card.

DIGITAL eCARD SIGN UP FORM UPDATES

- **Betsy Ward, Gene Kilchenko**, and **Juanita Aiello** teamed up with IT Director **Al Prendergast** and Access Services Manager **Sufa Anderson** to create a dynamic new electronic sign-up form on website, which enables parents and legal guardians to sign-up their children for a library eCard in both English and Spanish.
- The project sprang from Sufa's insight into our customers' needs, and led to a much-improved, more easily interactive page. Bravo!
- Additional ideas were incorporated from **Sufa, Gene**, and **Betsy**, and the streamlined, new application launched to the public on Thursday, January 7.

eCard Application

legacy.lvccld.org/ecard/age.cfm

WebTools | Home | Xerox Printer | Xerox Internet ser... | Role Center - LVC... | Alrtable - Grid - A... | NYPL Digital Colla... | LVCCLD Work Ord... | NRS: CHAPTER 3... | EFI - Download Re... | Internet Servi

Hours & Locations | Help | Log In / My LVCCLD

LIBRARY DISTRICT

Browse | Online Resources | Using the Library | Events | About Us | Support Us | Español

Get your FREE library eCard!

Step 1 → Step 2 → Step 3 → Step 4

I am registering for:

Myself My Child

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AFRICAN AMERICAN HERITAGE MONTH PREPARATION

- **BAM to update African American audience browse page on website with new header image for the month**
- **Ryan Simoneau** and **Paula Loop** will work with Bibliographic and Collections Manager **Rebecca Colbert** and Online Resources Manager **Jocelyn Bates** to create new staff lists that celebrate African American Heritage Month, along with local and national resources.
- BAM to send out dedicated eBlast in the first week of February that will link to the updated African American audience browse page.
- Homepage hero banner placement and adding content card to all audience browse pages.
- Social media promotion.

SINGLE-TOPIC eBLASTS IMPLEMENTATION

- **BAM pivots toward single-topic eBlasts to create timely promotion of District-wide initiatives.**
- **Topics have included:**
 - **An Important Announcement from the Library District – Temporary Closure** eBlast
 - Dedicated eBlast that detailed the Library District's decision to temporary close as a precaution to the rising COVID-19 cases across Southern Nevada. This eBlast also promoted the Library District's online resources which can be accessed 24/7 from LVCCLD.org, as well as free WiFi available in all branch parking lots.
 - Sent out on Sunday, December 13, 2020
 - **108,904 unique opens with a 33% open rate**
 - **3,895 total clicks generated**
 - **LVCCLD.org Is Your Home For The Holidays** eBlast
 - Dedicated eBlast spotlighted seasonal content using free online resources that could be accessed from home during the temporary closure.
 - Sent out on Friday, December 18, 2020
 - **89,109 unique opens with a 28% open rate**
 - **3,961 total clicks generated**
 - **English Language Learning Classes Start in January** eBlast
 - Dedicated eBlast that promoted registering for the 2021 Adult Learning Program classes
 - Sent out on Tuesday, December 22, 2020
 - Literary Services Manager **Jill Hersha** sent BAM an email on Wednesday, December 23 stating how well the eBlast performed: "Well, that blast was hugely successful! All our classes are full and we have moved some who tried to register onto a waiting list. Thank you all so much!! Amazing how quickly registration filled up!! So exciting!"
 - **67,457 unique opens with a 21% open rate**
 - **3,107 total clicks generated**
 - **Winter Reading Challenge 2021** eBlast
 - Dedicated eBlast to promote the annual Winter Reading Challenge
 - Sent out on Monday, December 28, 2020
 - **66,226 unique opens with a 21% open rate**
 - **4,285 total clicks generated**
 - **We're Open** eBlast
 - Dedicated eBlast that focused on the Library District fully reopening 24 of 25 branches on January 4, 2021

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- Sent out Monday, January 4, 2021
- **89,109 unique opens with a 25% open rate**
- **2,764 total clicks generated**
- **New Year, New Career! eBlast**
 - Dedicated eBlast that focuses on the Library District providing free training, resources, career guidance and small business support.
 - Includes featured content on Employ NV Business Hub, Meeting the Employ NV Business Hub Ambassadors, One-Stop Career Centers, Adult Learning Program, and Nevada Career Explorer.
 - Sent out on Tuesday, January 26, 2021

The graphic is a vertical rectangular banner. At the top, there is a green header on the left with the text "NEW YEAR, NEW CAREER!" in white, bold, sans-serif font. To the right of this header is a blue box containing the "Las Vegas Clark County LIBRARY DISTRICT" logo and the website "LVCLD.org". Below the header is a photograph of a woman with glasses and a blue blazer, smiling and working on a laptop in a modern office setting. Underneath the photo is a white box with the text "LOOKING TO IMPROVE YOUR SKILLS, CHANGE YOUR CAREER, OR START A SMALL BUSINESS?" in blue, bold, sans-serif font. Below this text is a paragraph of smaller black text: "The Library District provides free training, resources, career guidance, and small business support. We offer free access to computers and laptops, WiFi, printing, plus career success services, and online learning as well as thousands of skill-building resources to check out from our collection. Discover more about everything we offer [here \(en Español\)](#). Get started today!". Below the white box is a blue section with the text "OPEN FOR BUSINESSES" in white, bold, sans-serif font. To the right of this text is an oval logo for "EmployNV BUSINESS HUB" with the tagline "An AmericanJobCenter of Nevada". Below the blue section is a yellow banner with the text "HELPING BUSINESSES RECOVER & GROW" in black, bold, sans-serif font. At the very bottom of the graphic is a row of small, square images showing various people and business-related activities.

**NEW YEAR,
NEW CAREER!**

Las Vegas Clark County
**LIBRARY
DISTRICT**
LVCLD.org

**LOOKING TO IMPROVE YOUR SKILLS,
CHANGE YOUR CAREER,
OR START A SMALL BUSINESS?**

The Library District provides free training, resources, career guidance, and small business support. We offer free access to computers and laptops, WiFi, printing, plus career success services, and online learning as well as thousands of skill-building resources to check out from our collection. Discover more about everything we offer [here \(en Español\)](#). Get started today!

**OPEN FOR
BUSINESSES**

EmployNV
BUSINESS HUB
An AmericanJobCenter of Nevada

HELPING BUSINESSES RECOVER & GROW

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COVID-19 ACTIVITIES

- **Ongoing Communications**
 - **Staff Communications:**
 - BAM continues to maintain the Staff Updates page on the website on behalf of the Executive Council members. The dedicated page for all Library District staff continues to serve as an effective and efficient way for District staff to access important and time-sensitive information and announcements, both from home and while at work, during the COVID-19 pandemic.
 - **Betsy Ward** continues to work with **Ryan Simoneau** on uploading all new content as it is received from District Department Heads. 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 January 21, the page has received **36,718 Total Unique Page Views, with 2,882 Unique Page Views from December 1-31, an increase of 31% over the previous month.** Library staff have stayed on this page for an average **Dwell Time of over four minutes.**
 - **Public Communications:**
 - **Paula Loop** has continued to add all of the latest COVID-19 information to our dedicated "COVID-19 Response" blog post, which features 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 January 21, this blog post has compiled **13,356 Total Unique Page Views** and an **average Dwell Time of over two minutes.** This community resource blog will continue to be updated throughout the ongoing COVID-19 pandemic: lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/

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 Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns, and can be viewed [HERE](#).
- In December, our analytics did dip a bit due to the holidays and the Library District's temporary closure which began on December 16. As a result of our branches being closed, we had to pause 14 relevant ad groups, along with two campaigns, while needing to edit another 12 ad groups to reflect those changes. Anytime we edit an ad, even slightly, Google's algorithm has to relearn it. Sometimes I can take Google anywhere from a few hours to a few weeks to start showing the ads again.
- With the Library District reopening on January 4, 2021, all the appropriate ads are now running and reflect our regular operating hours, services and resources.
- Conversation tracking for priority Google AdWords campaigns:

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- Between December and January, 787 people found us by searching for "free WiFi" along with any of our online resources (ex. Free music streaming, audiobooks, eBooks, test prep, movie downloads, etc.)
- 68 people found us who were looking for help with "Test Prep".
- 61 people clicked to go to the LVCCLD Foundation Bookstore page.
- 54 people applied for a digital eCard right after seeing an ad within the last 30 days.
- 26 people found us who were searching for "free Christmas Music" which directed them to the ["Celebrate the Holidays with the Library" blog post](#) we created.
- 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.
- 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: A Few of My Favorite Things Vegas City Opera, bilingual Virtual Storytime flyer for CCSD Faces partnership, and Addicted to Love featuring Chadwick Johnson.

WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Priority topics that were promoted on the website homepage included:**
 - Full reopening and continued Curbside Pick-Up Service, which started on Monday, January 4 (and included a link to the dedicated Spanish version of the reopening page)
 - "The Library District is Here for Back to School" and "The Library District is Here for Students" campaigns, which included registration for the second semester of the City of Las Vegas's Vegas Strong Academy Program, hosted at branches
 - Special Early Open hours for students (which resumed on January 4)
 - Winter Reading Challenge 2021 (Jan 1-31)
 - The Limitless Learning landing page, which features free services and online resources for students in grades K-12
 - The Business & Career Success landing page
 - The Employ NV Business Hub at Sahara West
 - The Tools For School Success landing page, which includes online resources and learning tools for grades K-College
 - Digital eCard availability
 - Priority and timely online resources and learning tools
 - Our free art galleries & current exhibits (which reopened on January 4)
- Media Coverage 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 staff of any District-wide updates, such as COVID-19 Incident Notifications.
- **Ryan Simoneau** and **Paula Loop** continued to field questions and comments from the public, and have received 29 feedback emails through January 21.
- **Ryan Simoneau** and **Paula Loop** worked with Head of Collection & Bibliographic Services **Rebecca Colbert** and the **Website Content Committee** to add 65 new staff lists to the

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website. These staff lists are rotated on the homepage, as well as on social media, to ensure that fresh and timely content is being shared each week.

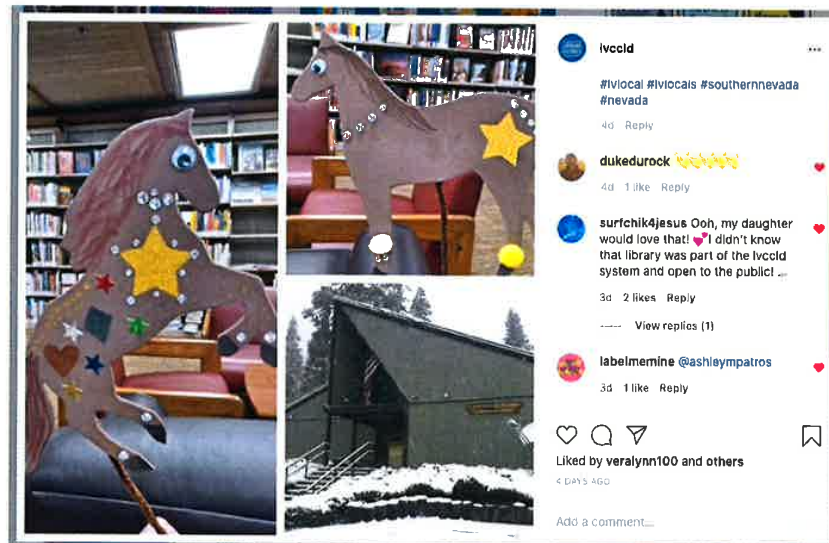
- The website has recorded **145,112 total library card registrations** as of January 21, an **increase of 1%** over the previous month. Card registration is not required for a customer to check out items, but registration does afford customers additional website benefits, such as managing their account, placing holds, and accessing online resources.

SOCIAL MEDIA

- The top priority in January was the Library District's reopening and continued Curbside Pick-up Service, which began on Monday, January 4. Other priority promotions included "The Library Is Here for Back to School" and "The Library Is Here for Students," which directed the public to our Limitless Learning landing page, where they could link to City of Las Vegas website to register for the second semester of the Vegas Strong Academy program. We also promoted the Library District's special Early Open hours for students, which also resumed January 4.
- We also promoted the 2021 Winter Reading Challenge, the Employ NV Business Hub at Sahara West Library, along with the Business & Career Success landing page, and continued Take & Make Kits across the Library District.
- Additional continued priorities included sharing all the new content BAM added to the different audience browse pages across the website; timely new staff lists from the Website Content Committee; the Library District's digital eCard availability; along with the continued promotion of free online resources and learning tools.

CONTINUED TAKE & MAKE KITS PROMOTION

Our monthly posts to help promote the different free Take & Make Kits offered across the Library District have continued to be very popular with our followers. When we shared the featured Take & Make Kit that was available at Mt. Charleston, one user thanked us for letting them know that this branch is part of the Las Vegas-Clark County Library District! All posts that feature organic photos from our branches truly help to increase our user engagement and drive more people to the branches.



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This creative Wonder Woman display at Whitney Library celebrated the release of the new film WW1984, and was put together by Youth Services Librarian **Emily Matview**. It was very well received on Instagram, with one user saying the display inspired them to make their own Wonder Woman DIY crafts:



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SOCIAL MEDIA HIGHLIGHTS

- The Las Vegas-Review Journal, FOX 5 Las Vegas and other local media shared that the Library District would be reopening beginning Monday, January 4, 2021.



FOX 5 Las Vegas @FOX5Vegas · 1h

Twenty-four of the 25 @LVCCLD branches will reopen today, with the Meadows Library opening only for curbside pick-up.



Clark County libraries to reopen on Jan. 4

UPDATE (JAN. 1) -- Most Southern Nevada libraries will reopen on Monday with safety measures and back-to-school support.

fox5vegas.com



Las Vegas Review-Journal @reviewjournal · 18h

The @LVCCLD opened most of its branches today, but it is limiting capacity.



Las Vegas-Clark County libraries reopen with capacity limit

reviewjournal.com

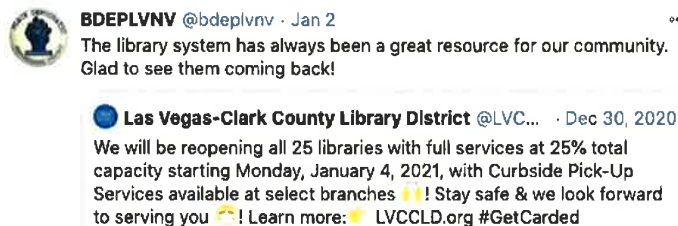


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- We also received positive support on social media from the general public regarding the Library District's reopening on January 4, 2021.



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- We continue to promote the second semester registration for the Vegas Strong Academy at four Library District branches. News 3 Las Vegas covered and posted about it, and our dedicated posts were also well received by our followers.



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**LIBRARY DISTRICT'S TOP POSTS (DECEMBER 2020)**

- **Facebook:**

We updated the main LVCCLD Facebook page + cover photo, as well the branch location pages to share the Library District's post to help promote the temporary closure due to COVID-19 precautions that started on Wednesday, December 16, 2020. In addition, we pinned this post to the page to increase the visibility with our followers. We continue to respond to all customer questions to the post, as well as ones sent via direct message.



- **Twitter:**

We shared the Library District's temporarily closure beginning December 16 and pinned the

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Tweet to the top of our feed to ensure maximum visibility with our followers, which includes the local media.



7:30 PM · Dec 12, 2020 · Sprout Social

View Tweet activity

10 Retweets 4 Quote Tweets 26 Likes

**Henderson Libraries** @hendersonlibs · Dec 13, 2020

Replying to @LVCCLD

Stay safe, friends!



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- **Instagram:**

Each month we spotlight the featured Book Club title from TODAY Show host Jenna Bush Hager, which have proven to be very popular. These posts tie into pop culture trends and nationally recognized titles, while still relating back to the Library District's robust collection to show our followers that we have these titles available in physical and digital formats.



WEB & SOCIAL MEDIA ANALYTICS (DECEMBER 2020)

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,704 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 41,049 (+1%)
- Total New Follower Increase: +1%
- Total LVCCLD Facebook Impressions: 50,077 (-7%)
- Total LVCCLD Facebook Post Engagements: 2,121 (+28%)
- Total LVCCLD Facebook Link Clicks: 162 (+57%)

Notes: New followers held steady and our user engagement increased over last month, which was great to see during the holiday season when user engagement is typically lower. The Library District was also temporarily closed during most of the month as a precaution due to the ongoing COVID-19 pandemic. We can look to increase our analytics on this social media platform in 2021 by bringing back virtual programming and adding back more in-branch programs which would allow for more original photos sent to BAM from branches which perform extremely well on social media.

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- **LVCCLD Twitter:**

- Followers: 3,504 (-1%)
- Total user engagements: 2,451 (+24%)
- Organic Impressions: 159,684 (+32%)
- Link clicks: 158 (+49%)

Notes: Total new followers dipped slightly from last month, but total user engagements were up which was great to see during the Library District's temporary closure as we were primarily promoting evergreen content such as online resources, as opposed to sharing organic content from our branches.

- **LVCCLD Instagram:**

- Followers: 3,826 (+2%)
- Total user engagement: 2,224 (-16%)
- Total impressions: 57,790 (-20%)
- Top post engagement: 263 (-63%)
- Total likes received to posts: 1,923 (-18%)
- Total comments received to posts: 101 (+27%)
- Instagram Stories Impressions: 4,827 (+23%)

Notes: We continue to steadily increase our total followers on this social media platform, but we did see a drop in user engagement from last month. As Instagram is primarily used as a photo and video sharing social media platform, the absence of original photos sent to BAM from our branches can be partially attributed to this. As we work to grow our presence on this social platform in 2021, being able to incorporate more organic photos and the return of virtual programming will significantly help us in those efforts. The return of virtual programming can also be used to increase our total user reach via our Instagram Stories, along with utilizing our IGTV feed for sharing longer-form video content.

- **YouTube:**

- Channel Subscribers: 924 (No Change)
- Total Impressions: 18,100 (+2%)
- Total Channel Watch Time: 17.7 (-26%)
- Average View Duration: 1min 14sec (-29%)

Note: The continued pausing of all Library District virtual programming until legal and production issues are resolved has directly correlated in lower new follower growth and user engagement. Additionally, the public is being conditioned to not expect new virtual content on our YouTube channel after a six month pause.

- **Website Analytics (December 2020)**

- Page Views: 1,212,429 (-19%)
- Homepage Views: 218,585 (-26%)
- Total Visitors: 112,394 (-18%)
- Unique Visitors: 93,814 (-20%)
- Average Dwell Time: :57 (no change) 1:00 (-6 seconds on homepage)

Notes: Website visitors, homepage views, and homepage dwell time all decreased sharply once the Library District temporarily closed starting December 16, 2020 as we did not have customers using our computers in the branches, which contributes greatly to our monthly analytics.

Branding and Marketing Response to Board Meeting Questions – January 21, 2021
Email sent to Trustee Wilson (emails addresses removed)
Page 1

From: Ward Betsy
Sent: Wednesday, February 10, 2021 7:51 AM
To: Trustee Brian Wilson
Cc: James Fred J >; Serpico Jeff P >; Simoneau Ryan R. >
Subject: Response to Board Meeting Questions from Thursday, January 21, 2021

Greetings Trustee Wilson:

Thank you so much for your question and for sharing your helpful feedback about the Library District's eBlast process, which took place during the January 21, 2021 Board Meeting.

In an effort to better serve our customers and save funds during the pandemic, the Branding & Marketing (BAM) team has pivoted away from our quarterly print publication, Library Highlights, toward these more flexible monthly/bimonthly eBlasts. This email marketing effort spotlights Library District priority initiatives, based on content suggestions from the Board of Trustees, Executive Council, and staff.

Thank you for the opportunity to address your questions:

1. **eBlasts** – You shared with us that you have not received our recent eBlasts at your email address: bcc_bwilson@lasvegasnevada.gov
 - The BAM team cross-referenced the updated active library cardholder list, which Access Services Manager Sufa Anderson provides for us every other month, and we noticed that you are not currently registered as a library cardholder. This is why you were not receiving our eBlasts.
 - Upon further review, we found that most of the Board's email addresses were also not in our active cardholder database. However, Sufa did some backtracking through the LibraryAware software, that we use for our eBlasts, and was able to locate an account for you, which was created on May 21, 2019. The email address that we have in Sierra for this account is: brian.wilson@thumpertalk.com. Additionally, Sufa learned from LibraryAware support that you had opted out of receiving emails from the Library District at this address, so it currently shows as "deactivated." We just want to confirm that you would like us to remove the thumpertalk.com address and replace it with your stated preferred email address: bcc_bwilson@lasvegasnevada.gov.

Solution: Moving forward, we will check the database and manually add any missing current Board Members, to ensure that everyone receives Library District eBlasts. Our most recent eBlast celebrated African American History Month by spotlighting our catalog materials from Black leaders, authors, actors, musicians, and more. This was sent out on Monday, February 1; please confirm whether you received it.
2. **Lower Social Media Numbers** – You also asked if there was a correlation between you not receiving the Library District's eBlasts and this possibly affecting other cardholders, resulting in

Branding and Marketing Response to Board Meeting Questions – January 21, 2021
Email sent to Trustee Wilson (emails addresses removed)
Page 2

the lower click-throughs we have been seeing recently on the website and our social media channels.

While it is true that our numbers have dipped during the pandemic, Library Districts across the country, as well as most organizations, are facing similar issues. Contributing factors include:

- **The Library District was closed for most of December**, which meant customers could not come into our branches and use our computers, which significantly increases monthly traffic to LVCCLD.org.
- **The Library District is competing for the attention** of locals who are focused on rising COVID-19 cases, distance learning challenges, high unemployment rates, and a tumultuous political landscape.

It is especially difficult to compare our current social media followers and user engagement to pre-COVID levels due to these factors:

- **No in-branch programs:** This means that we aren't receiving native photos and/or video content to post from the branches. Social media algorithms know the difference between stock photos (e.g. promoting online resources) and native photos, and these systems search for and prioritize native content in what they send to our followers in their news feeds.
- **The ongoing COVID-19 pandemic:** This is a huge impediment to people returning to our branches in normal numbers, and we expect it to continue through most of 2021.
- **The continued pause of virtual programming:** We have not been able to create and post new content to our YouTube channel since Friday, July 31, 2020. After so many months without fresh content, the public has by now realized that they will not find new storytimes, STEAM programming, or other updated, entertaining content when they visit our channel.

Solution: It is critical to resume virtual programming in order to boost our online presence and to serve the many local residents who are not yet comfortable with returning to public spaces. We are confident that when this pause in virtual programming is lifted, we will start to see our overall social media numbers increase. Library District videos are incredibly popular, not just on our YouTube channel, but also on our Instagram TV and Instagram Stories channels.

We hope this answers your questions and we are happy to provide additional information, if needed. We so appreciate your continued help and support.

Thank you again!
Betsy

Branding and Marketing Response to Board Meeting Questions – January 21, 2021
Email sent to Trustee Wilson (emails addresses removed)
Page 3



Betsy Ward
Pronouns: She/Her/Hers
Branding & Marketing Director
Library District Administrative Offices
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Las Vegas, NV 89113
wardb@lvccld.org
Work: (702) 507-6281

ITEM VII.A.2.b.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director
FROM: Matt McNally, Community Engagement Director
DATE: January 28, 2020
SUBJECT: Community Engagement Report, February 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 **December 1, 2020 – December 31, 2020**. Library District facilities were closed from December 16, 2020 – January 3, 2021 due to Covid-19 mitigation efforts.

Matt McNally participated in the virtual conference *Outlook 21* conducted by the Las Vegas Global Economic Alliance on December 2. Chris Thornberg from Beacon Economics and Dr. Steven Miller from UNLV Lee Business School presented on economic projections of future quarters.

Community Engagement staff assisted the Las Vegas-Clark County Library District Board of Trustees to conduct Executive Director interviews on December 4.

Acting Deputy Director **Danielle Milam**, Branding and Marketing Director **Betsy Ward** and **Matt McNally** met with representatives from Las Vegas Raiders on December 9. Each group was able to discuss the strategic visions and operations of their organization. Afterwards, strategies were outlined for partnership opportunities.

Youth Services Manager **Shana Harrington**, Programming and Venues Manager **Ryan Neely**, and **Matt McNally** met with **Danielle Milam** and Branding and Marketing staff **Betsy Ward**, **Ryan Simoneau**, **Juanita Aiello**, **Paula Loop**, and **Gene Kilchenko** on December 9. The two divisions discussed programming plans for 2021.

Matt McNally and **Danielle Milam** met with executive staff of Workforce Connections on December 10 to discuss One-Stop Career Center current activities and services, annual goals, and organizational updates.

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

Community Engagement Report January 28, 2020 – Page 2

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 | December 2020 | FY '20-'21 YTD |
|--------------------------------|------------------|-------------------|
| Test Takers | 6 | 35 |
| Tests Administered | 10 | 91 |
| Tests Passed | 7 | 72 |
| HSE Certificates Earned | 4 | 14 |

The Career Online High School (COHS) offered students interested in earning their high school diploma an opportunity to start their prerequisite course and allow enrolled students to continue their coursework while the Library District was closed.

| Career Online High School | December 2020 | FY '20-'21 YTD | Since Inception Dec '17 |
|----------------------------------|------------------|-------------------|-------------------------------|
| Completed Self-Assessment | 36 | 266 | 1,265 |
| Completed Prerequisite Course | 2 | 42 | 377 |
| Approved Scholarship | 4 | 31 | 154 |
| Graduates | 5 | 18 | 59 |

Literacy Services partnership with The International School of Hospitality (TISOH) provides an Integrated Education and Training (IET) option for eligible Adult Learning Program students. The IET provides participants the opportunity to earn a career certificate while receiving additional needed educational support. Literacy Services interviewed students wishing to enroll in the winter session of the Hotel Operations Certificate (HOC) beginning January 2021 at TISOH.

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

Literacy Services post-tested all remaining Cycle II classes in December 2020. Despite the Covid-19 pandemic environment, the retention post-test rate for English classes remained high at 80%, which exceeds the 70% state negotiated target. Literacy Services opened online registration for Cycle III on December 1. Interest from 332 new students was received.

In-person Friday Conversation Workshops offered at Clark County and East Las Vegas libraries ended a week early on December 11 due to Library District facility closure, which began on December 15.

| Literacy Services; In-Person | Classes December 2020 | Enrollment/ Attendance December 2020 | Enrollment/ Attendance FY '20-'21 YTD |
|---|-----------------------------|---|--|
| English Language Acquisition | 13 | 101 | 480 |
| Adult Basic Education* | -- | 0 | 0 |

Community Engagement Report January 28, 2020 – Page 3

| | | | |
|--|-----|-----|-----|
| Conversation Workshop | 2 | 17 | 277 |
| One-Stop Tutoring | --- | --- | --- |
| Literacy Open Labs | --- | 48 | 137 |
| *Includes HSE Students with 12 hours instruction | | | |

| Literacy Services; Virtual | Classes December 2020 | Enrollment/ Attendance December 2020 | Enrollment/ Attendance FY '20-'21 YTD |
|---------------------------------------|-----------------------------|---|--|
| English Language Acquisition | 4 | 90 | 416 |
| Citizenship Class | -- | -- | 8 |

GALLERY SERVICESNew Exhibit Installations*Staying Home and Woodturning*

Las Vegas Woodturners, Windmill Library,
12/3/20 – 2/7/21

Fingers Crossed

Loring Taoka, Sahara West Library-The
Studio, 12/11/20 – 3/6/21

*Ventriloquism: From Ancient Sages to
Modern Stages*

Valentine Vox, Sahara West Library-East
gallery, 12/15/20 – 3/14/21
(Photo; right)

Events

| Programs; Virtual | New Programs | Views of New Programs | New Views of Previous Programs | Total Views of all Programs |
|--------------------------|--------------|--------------------------|--------------------------------------|--------------------------------|
| Gallery Tours | 0 | 0 | 53 | 1033 |
| Live Stream | 0 | 0 | 0 | 230 |

Highlights

Retired engineer and NASA enthusiast Mr. William Smith of Henderson donated eight framed photographs of the NASA Space Shuttle Challenger Program to the Library District's permanent art collection on December 1. The photographs feature the shuttle and crew and have an estimated value of \$1,750.

Community Engagement Report January 28, 2020 – Page 4

Goodsprings Library was recently refreshed by changing the organization and layout of the library. Gallery Services then installed artwork from the Library District's permanent art collection as a final touch for customers to enjoy. New artwork from the permanent collection was also installed at the Rainbow Library.

Gallery Services Manager **Darren Johnson** participated as one of 42 artists in the group exhibit *New Monuments for a Future Las Vegas* from December 4, 2020 through January 2021 at the Nevada Humanities Gallery located in the Las Vegas Arts District. The exhibit was a collaborative work featuring the present day and past history of Las Vegas. It emphasized community and relationships and the aspiration to collectively build futures.

On December 31 **Darren Johnson** visited the Bellagio Gallery of Fine Art's new exhibit *Always More: Collecting in Vegas*. The invitation was extended by Demecina Beehn, Curator of Special Projects and Programs for MGM Resorts Art & Culture. The exhibit features highlights from the MGM Resorts Fine Art Collection as well as from notable collectors around Las Vegas.

OUTREACH SERVICES

Outreach Services Manager **Glenda Billingsley** partnered with the Nevada Association for the Education of Young Children (NevAEYC) to coordinate and present *NevAEYC Winter Wellness 2020 Virtual Mini-Conference* on December 5. The event was attended by 70 early childhood education professionals. Workshop session topics included: *Take Care of You, Infant and Toddler Manipulatives from Everyday Objects, Lessons learned from Mr. Rogers, Healthy Snacks for Self-care, and Introduction to Diversity and Cultural Inclusion in Early Childhood Settings*.

Glenda Billingsley conducted three live virtual adult classes of *Using American Sign Language (ASL) to enhance the Early Childhood Setting*, for 42 Las Vegas Urban League Family, Friends, and Neighbor (FFN) childcare providers on December 4, 11, and 14.

Outreach Education Coordinator **Kelly May** facilitated three professional education sessions on December 4, 9, and 10 for 43 early childhood educators from Las Vegas Urban League and Department of Education Office of Early Learning. Topics like high quality outdoor educational experiences for infants and preschoolers, and effective communication were covered.

Kelly May facilitated eight *Tuesday Virtual Storytime* sessions for 269 Clark County School District Family and Community Engagement Services (CCSD FACES) staff and Mache Elementary School young children and their families on December 1, 8, 9, and 15. This program saw increased popularity. CCSD Project Facilitator Sylvia Von Hake asked if the Library District could add another session in the afternoon with particular focus on special needs children. Outreach Services was able to accommodate the request. Ms. Von Hake stated, "Kelly, you are the absolute best! Thank you for always being so supportive of our FACES department and providing quality educational experiences for families in our community. Your program is invaluable [and] we appreciate you so very much!"

Community Engagement Report January 28, 2020 – Page 5

Cure 4 the Kids, a non-profit outreach facility supporting children fighting cancer, utilized Outreach Services training videos. These included: Library District Resources during Covid Times; Muzzy Language Tutorial; Rosetta Stone Tutorial; Storytime for Preschool; and Brainfuse Tutorial. These were accessed during five weekly sessions, for a total of 20 times and served 400 children during the month of December.

Kelly May conducted three family engagement sessions for 124 Matt Kelly Elementary School families on December 11.

| Limitless Learning; In-Person | Programs | Attendance |
|--|----------|------------|
| Pre-school Storytimes | 5 | 60 |
| Elementary School Programs | 8 | 125 |
| Middle School Programs | 1 | 13 |
| High School Programs | 0 | 0 |
| Family Programs | 0 | 0 |
| Adult Programs | 0 | 0 |

| Limitless Learning; Virtual Live | Programs | Attendance |
|---|----------|------------|
| Pre-school Storytimes | 9 | 413 |
| Elementary School Programs | 20 | 400 |
| Middle School Programs | 1 | 35 |
| High School Programs | 0 | 0 |
| Family Programs | 3 | 124 |
| Adult Programs | 7 | 155 |

| 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 | 1 | 210 |
| Elementary School Programs | 0 | 0 | 13 | 84 |
| 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 | 0 | 0 |

| Circulation | Visits | Circulation | Attendance |
|------------------------------|--------|-------------|------------|
| Senior Facility Lobby Visits | 0 | 0 | 0 |
| Homebound Services | --- | 1453 | --- |

PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 226 programs for 2,505 library customers during the month of December. Of these programs, two were a diversity

Community Engagement Report January 28, 2020 – Page 6

events impacting 27 library customers. Additionally, staff connected customers to 114 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 | 99 | 1,666 |
| Business and Career Success | 34 | 104 |
| Government and Social Services | 10 | 189 |
| Community and Culture | 24 | 219 |
| Other | 59 | 327 |

| Programs; Virtual | New Programs | Views of New Programs | New Views of Previous Programs | Total Views of all Programs |
|--------------------------------|--------------|-----------------------|--------------------------------|-----------------------------|
| Limitless Learning | 0 | 0 | 24 | 747 |
| Business and Career Success | 0 | 0 | 2 | 123 |
| Government and Social Services | 0 | 0 | 0 | 0 |
| Community and Culture | 0 | 0 | 148 | 2,753 |

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 | 226 | 1,224 |
| Rentals | 25 | 92 |
| Staff | 13 | 35 |

PVS provided technical support for 19 Library District program events and two rental events totaling 110 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 14 days of facility closure and two holidays was 1,588 hours and included 31 technician assignments. The ability to request technicians was closed to scheduling staff for five days since peak technician availability was reached.

Major Programming Highlights

Crafternoon

Two craft workshops were held in December at the Clark County Library for people wanting to participate in safe and socially distanced group activities. On December 12 customers created a melted snowman ornament using clear plastic ornaments, salt, black beads and other household items. Then, on December 15 customers created Christmas trees using recycled books. One of the 26 participants commented that it, "felt good to be out and doing a holiday activity, thank you!"



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The Vancouver International Mountain Film Festival

The Vancouver International Mountain Film Festival (VMIFF) debuted in Las Vegas on Saturday, December 12 at the West Charleston Library and Sunday, December 13 at the Clark County Library. The program consisted of eight short films focusing on mountain sports, environmental issues, and humanities. Attendee Diana Watson left a telephone message saying, "thank you so very much for VMIFF. It was a terrific presentation. Haven't seen anything quite as good as that as far as environmental and just heartwarming. Hope we have more things like that, it was really good timing with all that's going on in the world." A total of 46 customers attended these screenings.

Paintable Ornaments

On December 12, 2020, the Summerlin Library Performing Arts Center conducted a very fun and creative *Plantable Ornament* making class for 27 people, both young and old. The class was presented by Vanessa Portillo, the Executive Director of the Garden Farms Foundation. She taught everyone how to make two

basic plantable ornaments and then allowed them to unleash their creativity to fill their plates with various ornament creations! There was a plethora of unique craft items and seeds for the participants to use and create their unique holiday designs. Everyone left with a full plate of unique ornaments that will one day grow into edible food!

**YOUTH SERVICES**

Youth Services conducted 390 programs for 8,190 library customers during the month of December. 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 | 336 | 7,585 |
| Business and Career Success | 0 | 0 |
| Government and Social Services | 41 | 532 |
| Community and Culture | 13 | 73 |

| Programs; Virtual | New Programs | Views of New Programs | New Views of Previous Programs | Total Views of all Programs |
|-----------------------------|--------------|-----------------------|--------------------------------|-----------------------------|
| Limitless Learning | 0 | 0 | 107 | 28,104 |
| Business and Career Success | 0 | 0 | 0 | 0 |

Community Engagement Report January 28, 2020 – Page 8

| | | | | |
|--------------------------------|---|---|---|---|
| Government and Social Services | 0 | 0 | 0 | 0 |
| Community and Culture | 0 | 0 | 0 | 0 |

District-Wide Programming Highlights

Staff continue to develop creative take-and-make programs. Some of December's highlights include:

- A holiday card kit for teens from the Laughlin Library.
- A storytime to-go kit featuring the book *Bark, George* from the Whitney Library.
- Clothespin evergreen trees, a picture frame magnet kit, and a pom-pom paperclip bookmark from Spring Valley Library staff.

Department Highlights:

The past four years, Youth Services Manager

Shana Harrington served on the PBS Community Collaborative Committee for early learning and media grant team. She worked with various community partners including Clark County School District; Las Vegas Urban League; University of Nevada, Extension; and others. In partnership, each brought high quality family programming to the Library District. These programs included PBS Scratch Jr. Coding for Kids, STEAM (Science, Technology, Engineering, Arts, and Mathematics) workshops, and the PBS Kids Summer Adventure series. In a grant wrap up meeting, **Shana** was presented an award for the cumulative work that she and Youth Services staff did to bring these programs to the community.

■ ■ ■

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

5

Las Vegas-Clark County Library District

Monthly Statistics
Year over Year
December 2019/ December 2020

| Library | Adult Programs | | | | 2019 | | 2020 | | Adult Attendance | | | | 2019 | | 2020 | | Difference | % |
|---------------------------|----------------|------|------------|-------|--------------|--------------|--------|-------|------------------|-------|--------------|--------------|----------|-------|------|--|------------|---|
| | 2019 | 2020 | Difference | % | Year to Date | Year to Date | 2019 | 2020 | Difference | % | Year to Date | Year to Date | | | | | | |
| Urban Branches | | | | | | | | | | | | | | | | | | |
| Centennial Hills | 28 | 6 | -22 | -79% | 179 | 69 | 647 | 57 | -590 | -91% | 2,978 | 1,007 | -1,971 | -66% | | | | |
| Clark County | 177 | 47 | -130 | -73% | 1,062 | 561 | 7,355 | 275 | -7,080 | -96% | 36,889 | 4,346 | -32,543 | -88% | | | | |
| Enterprise | 35 | 8 | -27 | -77% | 243 | 59 | 962 | 71 | -891 | -93% | 6,046 | 818 | -5,228 | -86% | | | | |
| East Las Vegas | 60 | 53 | -7 | -12% | 610 | 672 | 1,197 | 415 | -782 | -65% | 11,464 | 3,000 | -8,464 | -74% | | | | |
| Meadows | 0 | 0 | 0 | N/A | 0 | 0 | N/A | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | | | |
| Rainbow | 37 | 8 | -29 | -78% | 275 | 84 | 664 | 91 | -573 | -86% | 4,473 | 1,540 | -2,933 | -66% | | | | |
| Sahara West | 84 | 10 | -74 | -88% | 611 | 115 | 2,232 | 131 | -2,101 | -94% | 12,921 | 3,931 | -8,990 | -70% | | | | |
| Spring Valley | 28 | 15 | -13 | -46% | 233 | 142 | 297 | 192 | -105 | -35% | 3,080 | 1,832 | -1,248 | -41% | | | | |
| Summerlin | 41 | 14 | -27 | -66% | 287 | 104 | 5,268 | 684 | -4,584 | -87% | 26,293 | 1,863 | -24,430 | -93% | | | | |
| Sunrise | 30 | 6 | -24 | -80% | 243 | 59 | 726 | 74 | -652 | -90% | 5,872 | 820 | -5,052 | -86% | | | | |
| West Charleston | 39 | 9 | -30 | -77% | 313 | 90 | 796 | 94 | -702 | -88% | 6,282 | 674 | -5,608 | -89% | | | | |
| West Las Vegas | 61 | 15 | -46 | -75% | 317 | 103 | 3,326 | 420 | -2,906 | -87% | 11,865 | 2,072 | -9,793 | -83% | | | | |
| Whitney | 61 | 12 | -49 | -80% | 353 | 110 | 1,935 | 36 | -1,899 | -98% | 8,648 | 903 | -7,745 | -90% | | | | |
| Windmill | 47 | 18 | -29 | -62% | 346 | 229 | 3,635 | 370 | -3,265 | -90% | 17,327 | 4,202 | -13,125 | -76% | | | | |
| Urban Totals | 728 | 221 | -507 | -70% | 5,072 | 2,397 | 29,040 | 2,910 | -26,130 | -90% | 154,138 | 27,008 | -127,130 | -82% | | | | |
| Outlying Branches | | | | | | | | | | | | | | | | | | |
| Blue Diamond | 1 | 0 | -1 | -100% | 12 | 0 | 10 | 0 | -10 | -100% | 151 | 0 | -151 | -100% | | | | |
| Bunkerville | 0 | 0 | 0 | N/A | 0 | 0 | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | | | |
| Goodsprings | 25 | 0 | -25 | -100% | 64 | 23 | 25 | 0 | -25 | -100% | 117 | 41 | -76 | -65% | | | | |
| Indian Springs | 2 | 0 | -2 | -100% | 12 | 0 | 7 | 0 | -7 | -100% | 48 | 0 | -48 | -100% | | | | |
| Laughlin | 18 | 13 | -5 | -28% | 149 | 76 | 496 | 154 | -342 | -69% | 2,146 | 4,334 | 2,188 | 102% | | | | |
| Mesquite | 62 | 28 | -34 | -55% | 261 | 206 | 426 | 213 | -213 | -50% | 2,095 | 1,618 | -477 | -23% | | | | |
| Moapa Town | 0 | 0 | 0 | N/A | 1 | 2 | 0 | 0 | 0 | N/A | 4 | 6 | 2 | 50% | | | | |
| Moapa Valley | 22 | 0 | -22 | -100% | 131 | 0 | 91 | 0 | -91 | -100% | 428 | 0 | -428 | -100% | | | | |
| Mt. Charleston | 1 | 1 | 0 | 0% | 19 | 2 | 12 | 3 | -9 | -75% | 333 | 8 | -325 | -98% | | | | |
| Sandy Valley | 0 | 0 | 0 | N/A | 8 | 0 | 0 | 0 | 0 | N/A | 35 | 0 | -35 | -100% | | | | |
| Searchlight | 3 | 1 | -2 | -67% | 14 | 5 | 22 | 6 | -16 | -73% | 110 | 29 | -81 | -74% | | | | |
| Outlying Totals | 134 | 43 | -91 | -68% | 671 | 314 | 1,089 | 376 | -713 | -65% | 5,467 | 6,036 | 569 | 10% | | | | |
| Outreach | | | | | | | | | | | | | | | | | | |
| Outreach-Branch | 6 | 0 | -6 | -100% | 51 | 4 | 78 | 0 | -78 | -100% | 1,924 | 102 | -1,822 | -95% | | | | |
| Outreach-Department | 30 | 13 | -17 | -57% | 178 | 68 | 855 | 215 | -640 | -75% | 2,318 | 2,725 | 407 | 18% | | | | |
| Outreach-PVS | 0 | 0 | 0 | N/A | 14 | 0 | 0 | 0 | 0 | N/A | 873 | 0 | -873 | -100% | | | | |
| Outreach-YS Admin. | 0 | 0 | 0 | N/A | 0 | 0 | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | | | |
| Outreach-Literacy | 0 | 0 | 0 | N/A | 1 | 0 | 0 | 0 | 0 | N/A | 300 | 0 | -300 | -100% | | | | |
| Outreach-Gallery Services | 0 | 0 | 0 | N/A | 0 | 0 | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | | | |
| Outreach Totals | 36 | 13 | -23 | -64% | 244 | 72 | 933 | 215 | -718 | -77% | 5,415 | 2,827 | -2,588 | -48% | | | | |
| Grand Totals | 898 | 277 | -621 | -69% | 5,987 | 2,783 | 31,062 | 3,501 | -27,561 | -89% | 165,020 | 35,871 | -129,149 | -78% | | | | |



ITEM VII.A.2.c.

MEMORANDUM

TO: Fred James, Acting Executive Director
FROM: Danielle Patrick Milam, Acting Deputy Director
DATE: February 2, 2021
SUBJECT: Development and Planning Department Report, February 2021

Development and Planning Department Activities in January 2021

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

- Vegas Strong Academy (VSA) classes at Windmill, Clark County, West Vegas, and East Vegas libraries started up again on January 4th. PSAs in English and Spanish as well as audio recordings for radio use were produced by **Alex Acosta de Leon** and distributed to BAM and Library Foundation Board Member **Tamar Hoaplili**, Community Relations Manager for COX Communications who will air both language versions on the COX channel.
- Meetings with various Executive Council members related to board meetings, operations, FY 21-22 budget development, and getting ready for the arrival of new Executive Director **Kelvin Watson**.
- Assembled and created a survey for the Digital Studio Design team to provide input to incoming Executive Director **Kelvin Watson** on equipment, software, staff skills, and staff training. Assembled the Digital Program Production Team to start review of legal licenses and rights of existing digital programs and meet with digital rights lawyer in February.
- Meeting with IT Director **Al Prendergast**, other regional library executives, CCSD Coordinator for K-12 Library Services Robert Jones, and the CCSD contractors for integrated student services (CLEVER), met to move forward on plans to get every CCSD student signed up with a library card for the FY21-22 year. Next steps include further work with IT and legal counsel to develop launch plans and MOUs that will come before the Library District Board of Trustees.
- Development of All District (AD) memos:
 - 1-14-21 AD Memo 21-01 Happy New Year and Library District Participation in NV Vaccination Roll-out
 - 1-15-21 AD Memo 21-02 Staff Strategic Plan Survey

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- Development Officer **Sherry Walker** assisted Executive Assistant **Allison Boyer** with January 21, 2021 Board Meeting prep, meeting support, and Minutes.
- Attended Vegas Chamber's Preview 2021 and Nevada's Economic Development Opportunities updates on the state of the southern Nevada Economy. Steve Hill from the LVCVA reported that some trade shows were rebooking, while others were going virtual, in a pay-per-view model. He sees future opportunities for Vegas taking up a hybrid model which would dynamically change the convention business. Hill also reported on convention, transportation, and people mover improvements that would benefit both the non-hospitality and hospitality industries, including a 2021 Brightline West high speed rail groundbreaking.

Headliner speakers for the Vegas Chamber's Roundtable on Nevada Economic Development Opportunities featured Director of the Governor's Office of Economic Development Michael Brown and Jonas Peterson, President and CEO of the Las Vegas Global Business Alliance. Both conferences focused heavily on the difference between economic disruption caused by business cycles and the current pandemic-driven disruption. Major distinctions include the explosion of online shopping, continued reliance on Unemployment and government recovery dollars, and new patterns of working from home that will have long-term impact on how work gets done.

Both conferences reported that, state-wide and nationally, the anticipated negative impact on sales tax was not as severe as anticipated. Both conferences cautioned that the immediate future, while the vaccine rolls out, is uncertain and uneven among economic sectors. There were conversations about the persistent unemployment in southern Nevada and the robust housing market in the state.

Library District and Foundation Development Activities:

- Grant Reports:
 - Best Buy Teen Tech Center – reports for three 2020 grants, including 1) Tech Refresh, Support for Online Learning, and end of year report for year three of the Best Buy Teen Tech Center launch.
 - Institute of Museum and Library Services CARES grant for the purchase of hotspots, matched by Library Foundation support for additional hotspot purchases. With a CARES grant of \$54,000 and \$21,000 in donations raised by the Foundation, a total of 292 additional hotspots were purchased. Hotspots continue to be in high demand for use by local students and businessmen, as well as residents who need to look for jobs or online access to government services. Between July 1 and December 31, 2020, there were 3,471 hotspot check-outs. At the beginning of January there were 935 holds on hotspots.
 - Nevada State Library, Archives, and Public Records grant for the partnership between the Library District and DISCOVERY Children's Museum to promote learning resources for families with young children and home-based care givers (Family, Friends, and Neighbor Care providers)
- Grant Application:
 - Las Vegas Raiders Foundation – support for Teachers in Libraries

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- Grant Development:
 - Conference call with Home Grown, Inc. and Arizona program staff for Kith and Kin, in support for outreach grant to home-based home care providers, in collaboration with Workforce Connections of Southern California, San Francisco Federal Reserve, Department of Welfare and Social Services, and United Way of Southern Nevada.
 - Meeting with Foundation and Community Relations Coordinator Mia Festenese at the Golden Knights Foundation
- Foundation Activities:
 - The Board of Directors of the Library Foundation met on January 20, 2021, to review the past five year accomplishments and brainstorm new Foundation giving campaigns now that the capital campaign is on hold. They also reviewed the year-to-date financials which show revenues of \$244,623, including book sales revenues of \$117,935; and expenditures of \$222,463, including \$4,002 in operating expenses, \$24,497 in interest for New Markets Tax Credit project transfers to the Library District, and \$193,964 in Library District and Foundation program expenditures.
 - Book Sales Manager **Leslie Valdes** maintained warehouse operations and branch bookstore stocking activities, as well as loading a truck of product to the third-party book seller, Friends of Phoenix Library. She also oversaw the donation of books to City of Las Vegas and Southern Nevada Housing Authority senior housing projects. Because of state COVID-19 guidelines, book store and warehouse operations have been downsized to comply with the Governor's directive for 25% operations' capacity restrictions.

Library District Planning Activities:

- **Sherry Walker** attended the Children's Advocacy Alliance Legislative Preview; the mid-year call of the Early Childhood Research Symposium; training provided by San Francisco District Attorney's Victim Services Division on Working with Young Adults and Transition Age Youth; and a training on Resolving Liberal vs. Conservative Conflict in the Workplace.
- **Danielle Milam** convened the Strategic Planning team on January 20th to gather input on the Library District's pivot to digital services and programs. She also worked with students at the UNLV Greenspun College of Urban Affairs to launch strategic plan surveys to gather insights from Library District staff, trustees, and community partners.



ITEM VII.A.2.d.

MEMORANDUM

TO: Fred James, Acting Executive Director

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

DATE: January 28, 2021

SUBJECT: Information Technology Report, February 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 January.

Branding and Marketing Support

AS Manager **Sufa Anderson** worked with Web Designer **Gene Kilchenko** to change the language on all Spanish eCard e-mail notifications after obtaining updated translations from the Branding and Marketing team.

Assistant IT Director **Ron Melnar** worked with Digital Content Manager **Ryan Simoneau** and BiblioCommons to renew the security certificate for our BiblioCommons website for an additional two years. The IT department worked with Web Designer **Gene Kilchenko** to migrate our intranet databases to a new server as the old database server was decommissioned.

Network and ILS Analyst **Sloan Sakamoto** worked with BiblioCommons to configure and migrate to the BiblioCommon's Cloud Connector. This connector allows the BiblioCommons services to connect to our Sierra library services platform (LSP) to authenticate users and populate their database. Our on-premise BiblioCore server will be decommissioned in a few weeks after we've confirmed that there aren't any issues.

Community Engagement Support

The IT department continues to provide support to the AARP Foundation's Tax-Aide Program. This Program is available at the Clark County, East Las Vegas, Enterprise, Laughlin, Rainbow, Sahara West, West Charleston, and Windmill libraries and offers free tax preparation assistance to low-to-moderate-income taxpayers. The IT department activated the special, password-protected, wireless network that was previously created for the Program. This network allows the AARP volunteers to use

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the District's wireless network without any of the restrictions that apply to the public Wi-Fi access.

Development and Planning Support

IT MakerSpace Support Specialist **Zach McKenzie** worked with Multimedia Supervisor **Alex Acosta De Leon** to order specialized iMac equipment for digital program production at the East Las Vegas Library.

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* HR/Payroll system. The Team continues to test system settings to ensure that all of our workflows are correctly configured. The Team also successfully tested new barcode parameters for employee badges and are awaiting a decision on whether employees will need new badges or if we'll be able to use our existing badges. A second timeclock was installed at the Windmill Library for staff to begin testing. We will also be testing web punches at one of our outlying branches. We expect to go live with the system in mid-February.

Library Operations Support

The District's total circulation for December was 661,736, of which 41% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation in December was 392,916 and e-media circulation was 268,820. A breakdown of the e-media circulation by format follows:

- E-Books - 134,370
- E-Audiobooks - 84,964
- Magazines - 11,457
- Music - 25,087
- Video - 12,942

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 7.6% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.9%.

The District's Overdrive circulation increased by 14% during calendar year 2020, from roughly 2 million in December 2019 to roughly 2.3 million in December 2020.

CBS staff added 2,568 titles with 743 new items to the District's collection, while 8,067 items were withdrawn from the library catalog (the low number of new items reflects the orders that were placed but not yet received). Senior Cataloger **Monica Song** also added 729 unique titles for the Boulder City Library District and 191 titles with 322 items for the North Las Vegas Library District to the catalog in December. Ms. Song also added 2,618 new Hoopla music records in 31 different languages, including 208 Spanish albums, and sent 5,285 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

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searched for in the catalog. Collection Development staff added 7,749 e-books and e-audiobooks to the collection and Ms. Song and Cataloger **Kevin Bowman** also added 234 Government Document records to the catalog.

The CBS department continues to work with our primary library materials vendor, Brodart, to resolve ongoing order fulfillment issues. Staff participated in standing conference calls with Brodart to follow-up on outstanding orders and delayed shipments. Brodart shipped 5,256 volumes in December and the majority of orders over eight weeks old have been filled, and popular high-interest titles are beginning to arrive ahead of their publication dates so that they can promptly fill customer requests. Brodart's performance continues to improve and approximately 75% of the print orders submitted in November and December were from Brodart, and we are eager to see if the trend toward rapid fulfillment continues in the new year.

Enterprise Library's Youth Services Department Head **Sue Yang-Peace** suggested adding Ikuzi dolls to our collection to offer diversity to what was lacking in our American Girl doll collection. CBS staff placed the first order for 75 dolls this month. The 18-inch Ikuzi dolls are offered in five different shades of color from light brown to dark black and come in brightly colored, culturally diverse dresses. At least one Ikuzi doll will be sent to each branch and multiple dolls will be sent to the urban branches that have requested them.

CBS operates two disc-cleaning machines for resurfacing DVDs and CDs that reported and returned from the branches as problematic. Collection Development Assistant **David Rojas** is largely responsible for cleaning and returning the items to branches. In calendar year 2020, CBS resurfaced and returned 12,311 discs.

The Distribution Center's (DC) collection consists of 69,035 unique titles and 111,866 items, with 6,931 items circulating and 3,531 items filling customers' Holds requests in December.

In January, the outlying branches returned 460 of their less popular items of various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their collections. Another role of the DC is to redistribute materials back to the branches to assist with filling gaps in their collections that are created when materials float out to other locations. Many branches also request materials from the DC for their collection, and there are materials at the DC that generate a large number of circulations and should be available for browsing in a branch. In January, the branches requested 438 items to supplement their collections and the DC redistributed an additional 334 popular items to the branches where they are likely to circulate. All branches are given the option of storing their holiday materials at the DC throughout the year. For example, if a branch sends 10 Valentine's Day books to the DC for storage, the DC will return 10 Valentine's Day books to the branch one month before Valentine's Day. This month, 99 Valentine's Day books were redistributed to the branches that chose to store them at the DC.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. Ms. Lendis assigned the biannual *Collection Check* collectionHQ report to the branches in January. This report identifies items that have not circulated in more than four years. Staff is instructed to attempt to locate these items and change their status in the catalog based on their findings.

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DC staff also continues to weed low-circulating items from the DC's collection to make room for incoming materials.

In December, the Interlibrary Loan (ILL) department received 191 requests from District customers to borrow materials from other libraries, and we were able to fill 79% of our customers' requests. Of the requests that were filled, 84% of the items were checked out by our customers. The District received 283 requests from other libraries to borrow our 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 25 new ILL users in December. The ILL usage statistics are lower this month because service was unavailable between December 16, 2020, and January 4, 2021, while we were closed.

ILL Associate **Stacie Schwartz** and AS Manager **Sufa Anderson** attended the OCLC Resource Sharing Users Group Meeting (part of the virtual ALA Midwinter 2021 Meeting) to discuss ILL services, look back at 2020, and look towards 2021 and beyond.

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 1,393 e-mails via the District's "Ask" account in December. The District's largest eContent provider, OverDrive, recently acquired RBDigital and is migrating some of RBDigital's content to their OverDrive Libby App. Customers who previously accessed digital magazine titles through Zinio will now access them through OverDrive instead.

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 December, 8,196 *Fresh Picks* eNewsletters were sent to customers. *Fiction A to Z*, *Mystery*, and *Historical Fiction* were the most popular eNewsletters (tied with an open rate of 56%). There were 121 new *Fresh Picks* subscriptions in December, with 871 unique subscribers accounting for 6,339 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvccld.org/freshpicks> and choose your favorite topics.

Niche Academy is an online learning platform made for libraries. The platform gives individual libraries their own online video tutorials that can be used as a teaching tool for both customers and staff and offer video instructional tutorials on many of our eResources. The tutorials are accessed by clicking on the blue carat on the right side of targeted eResources pages on our website or by visiting <https://lvccld.org/tutorials/>. The most popular tutorials in December were *Gale Courses* (with 20 unique views), *Lynda.com* (with 18 unique views), and *AcornTV* (with 17 unique views).

iPad circulation for December was 85 and Hotspot circulation was 426.

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 21st volume of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department.

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IT Projects

The IT department continues to upgrade all of the District's computers to the Windows 10 operating system and the deployment of library document stations (LDS). LDS were installed at the Laughlin and West Las Vegas libraries in January, 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. The LDS for the final two branches, Spring Valley and Sunrise, are being configured for installation.

The IT department worked with Library Operations and General Services to review the configurations for the replacement of our end-of-life automated materials handling systems/sorters at the Sahara West and West Las Vegas libraries and the end-of-life security gates at the Summerlin and West Charleston libraries. The equipment was ordered and we will coordinate the installations with the branches.

CenturyLink removed their payphones from our branches last year because they were no longer economically feasible. The IT department successfully tested a District-provided replacement free payphone at the Clark County Library and the "no-pay" telephones were installed at the Sahara West, Spring Valley, West Charleston, and Whitney libraries. The final telephone is slated for the first floor of the Clark County Library, however, since the first floor is currently closed to the public, the telephone will be installed as time permits.

Network and ILS Analyst **Sloan Sakamoto** worked with our vendor, Innovative Interfaces Inc. (III), to virtualize our Sierra LSP (aka ILS/our catalog) training system. This project migrated the physical server onto our virtual infrastructure, increasing the flexibility, performance, and reliability of the system. The IT division is currently conducting extensive testing to ensure that all aspects of the system are functional. The training database was also refreshed with a copy from our production system and the application will be upgraded to the most current version. If everything goes according to plan, we will virtualize our production system soon.

Systems and Network Security Analyst **Alfred Cruz** worked with our vendor to complete the replacement of our end-of-life external domain name servers. This work was completed after hours to minimize service disruption.

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** and hotspot information for Ms. Milam for grant reporting purposes. She continues to work with the Sierra Cleanup Committee to perform database cleanup activities on the Sierra LSP. Ms. Anderson also configured system settings to increase the Board approved *Fines Threshold* for the North Las Vegas Library District from \$2 to \$9.99. She prepared and distributed *Quick Start* library cards for one outreach visit to schools and other local organizations and prepared two Retiree/Trustee library cards in January. Ms. Anderson also provided District-wide Sierra patron record training for staff.

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I met with Acting Deputy Director **Danielle Milam**, the directors of the other library districts in Southern Nevada, several CCSD staff, and their vendor (Clever) to continue our discussion of a possible partnership with CCSD for making library materials more easily accessible to all CCSD students. This partnership would allow parents to opt-in for a library card during the CCSD student registration process and the appropriate library district would then issue a library card to the student. During the meeting, we received information on how the students' information could be queried from their system, and Web Designer **Gene Kilchenko** has already developed an application for retrieving the data. CCSD will forward a draft MOU for us to edit and we will bring it to the Board for approval. 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 a proposal for the work to be done, including the cost and timeline for completion. The proposed work could be completed in the second quarter of 2021 for \$25,620.

The IT department worked with Administrative Assistant **Allison Boyer** and Programming and Venues Services staff to prepare three laptops for use by members of the Board of Trustees at the Sahara West Library during their Board meetings on January 8 and January 21.

I 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 this hack did not directly impact the District, we were notified by some of our technology solutions vendors who were impacted and they've provided information on what we need to do to ensure the security of our systems.

Several members of the IT division met virtually with our LSP vendor, III, to discuss our projects and future plans, the future direction of the company and new products and services, and to follow-up on outstanding support issues.

DC Librarian **Raychel Lendis** attended a virtual Strategic Planning Committee Meeting and AS Manager **Sufa Anderson** attended and presented information at the virtual Branch Manager Meeting.

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.

February 2021

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Floresto Cabias, Acting Financial Services Director, CFO

DATE: February 4, 2021

SUBJECT: Financial Services Report, February 2021

This report summarizes the Financial Services Department's activities and accomplishments in the month of January 2021.

Administration

- Updated the District's cash flow analysis
- Submitted the annual report of capital improvements owned, leased, or operated to the State Department of Taxation and the Legislative Counsel Bureau, per NRS requirements
- Began preliminary Fiscal Year 2021-2022 budget planning meetings with Executive Council members
- **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 January)
- **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

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February 4, 2021
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: February 4, 2021

Subject: January 2021 Budget Status Report

Enclosed are the budget status reports for January 2021. General fund revenues indicate that 59% of budgeted revenue has been collected.

Property Tax Revenues

As compared to January 2020, the District collected 11% more in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1. Property tax revenue collections continue to show stability. Staff expects to collect all budgeted property tax revenues for FY 2021.

Consolidated Sales Tax Revenues (CTX)

Consolidated Tax Revenue (CTX) shows 52% collected so far this fiscal year, which is higher than the 41% 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 January 29, 2021, represents CTX from the month of November 2020.

The November 2020 CTX of \$1.8M is 9.7% less than the \$2.0M collected in the same month last fiscal year, but 6% higher than the original projection of \$1.7M. The FY 2021 budget is based on an expected 15% decrease from the prior year. The District received more CTX revenues than projected in the budget for five months collected so far this fiscal year.

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 budget of \$17.8M. Financial Services staff is closely monitoring revenues.

Expenditures

General Fund expenditures indicate that 57% 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. For FY 2021, savings of \$2M are expected in the services and supplies expenditure category.

Salaries and benefits expenditures are on target. Although the Voluntary Employee Separation Program (VESP) resulted in an initial outflow of funds (\$4.5M), the savings from vacant positions is continuing to offset the VESP cost throughout the year. Total savings will depend on the number of positions held vacant or eliminated.

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

Ending Fund Balance

FY 2021 General Fund ending fund balance is currently projected to reach between \$20.5M and \$21.0M. This amount represents 30% of total General Fund budgeted expenditures. This expected increase in ending fund balance is due to the increased CTX revenue collections and expected expenditure savings discussed above. The FY 2021 budgeted ending fund balance is \$15.0M, which represents 21% of total General Fund budgeted expenditures.

Any amount of fund balance exceeding 20% of total General Fund expenditures will be transferred to the Capital Projects Fund in subsequent years. 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 01/01/2021 Through 01/31/2021**

| | YTD Actual | Budget | Dollar Budget Amount Remaining | Percent Budget Remaining |
|---|----------------------|-----------------------|-----------------------------------|--------------------------------|
| Revenues | | | | |
| Tax Revenue | 31,234,675.74 | 49,300,000.00 | 18,065,324.26 | 36.64% |
| Intergovernmental Revenue | 9,212,670.99 | 17,800,000.00 | 8,587,329.01 | 48.24% |
| Charges for Services | 22,639.87 | 570,000.00 | 547,360.13 | 96.03% |
| Fines & Forfeits | 200,710.54 | 450,000.00 | 249,289.46 | 55.40% |
| Miscellaneous | 269,145.47 | 780,000.00 | 510,854.53 | 65.49% |
| Total Revenues | 40,939,842.61 | 68,900,000.00 | 27,960,157.39 | 40.58% |
| Expenditures | | | | |
| Salaries | 19,452,467.14 | 31,770,975.00 | 12,318,507.86 | 38.77% |
| Benefits | 6,800,066.93 | 12,499,827.00 | 5,699,760.07 | 45.60% |
| Supplies & Services | 7,357,619.88 | 15,304,682.00 | 7,947,062.12 | 51.93% |
| Capital Outlay | 6,070,601.18 | 10,509,384.00 | 4,438,782.82 | 42.24% |
| Total Expenditures | 39,680,755.13 | 70,084,868.00 | 30,404,112.87 | 43.38% |
| Excess (Deficit) of Revenues over (under) Expenditures | 1,259,087.48 | (1,184,868.00) | (2,443,955.48) | -2.80% |

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

General Fund - 100**From 01/01/2021 Through 01/31/2021**

| | YTD Actual | Budget | Dollar Budget Amount Remaining | Percent Budget Remaining |
|---|----------------------|----------------------|--------------------------------------|--------------------------------|
| 110 Administration - Executive | 398,983.28 | 648,204.00 | 249,220.72 | 38.45% |
| 120 Administration - Library Operations | 955,900.13 | 2,068,271.00 | 1,112,370.87 | 53.78% |
| 200 Financial Services | 1,055,416.63 | 1,935,379.00 | 879,962.37 | 45.47% |
| 215 Community Outreach | 279,604.41 | 501,089.00 | 221,484.59 | 44.20% |
| 216 Youth Services | 137,175.54 | 362,030.00 | 224,854.46 | 62.11% |
| 220 Development and Planning | 172,901.29 | 559,337.00 | 386,435.71 | 69.09% |
| 240 General Services/Facilities | 6,244,871.31 | 10,600,300.00 | 4,355,428.69 | 41.09% |
| 250 Human Resources | 1,082,119.32 | 2,688,944.00 | 1,606,824.68 | 59.76% |
| 251 HR-Work Insurance | 722,706.12 | 1,501,744.00 | 779,037.88 | 51.88% |
| 260 Information Technology | 2,551,948.37 | 3,895,391.00 | 1,343,442.63 | 34.49% |
| 270 Literacy Department | 178,611.77 | 378,862.00 | 200,250.23 | 52.86% |
| 280 Branding and Marketing | 1,161,745.42 | 1,706,062.00 | 544,316.58 | 31.90% |
| 290 Access Services Department | 620,003.28 | 1,100,024.00 | 480,020.72 | 43.64% |
| 310 Collection and Bibliographic Services | 7,236,235.05 | 12,657,023.00 | 5,420,787.95 | 42.83% |
| 320 Gallery Services | 94,727.98 | 174,592.00 | 79,864.02 | 45.74% |
| 330 Facilities | 1,524,534.74 | 2,820,225.00 | 1,295,690.26 | 45.94% |
| 340 Community Engagement | 147,066.09 | 405,669.00 | 258,602.91 | 63.75% |
| 400 Library Operations | 15,116,204.40 | 26,081,722.00 | 10,965,517.60 | 42.04% |
| Total | 39,680,755.13 | 70,084,868.00 | 30,404,112.87 | 43.38% |

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

**General Fund - 100
Library Operations - Dept 400
From 01/01/2021 Through 01/31/2021**

| | | YTD Actual | Budget | YTD Variance | Percent Budget Remaining |
|--------------|-------------------------|----------------------|----------------------|----------------------|-----------------------------|
| 100 | Blue Diamond | 64,711.43 | 97,266.00 | 32,554.57 | 33.47% |
| 110 | Bunkerville | 29,756.95 | 58,431.00 | 28,674.05 | 49.07% |
| 120 | Clark County Library | 1,335,365.96 | 2,671,070.00 | 1,335,704.04 | 50.01% |
| 130 | Enterprise Library | 754,505.99 | 1,362,949.00 | 608,443.01 | 44.64% |
| 140 | Goodsprings | 45,394.87 | 77,267.00 | 31,872.13 | 41.25% |
| 160 | Indian Springs | 59,267.74 | 103,992.00 | 44,724.26 | 43.01% |
| 180 | Laughlin | 454,351.59 | 697,636.00 | 243,284.41 | 34.87% |
| 190 | Mesquite | 571,082.24 | 1,063,703.00 | 492,620.76 | 46.31% |
| 200 | Moapa Town | 30,102.77 | 77,435.00 | 47,332.23 | 61.13% |
| 210 | Moapa Valley | 175,410.61 | 309,770.00 | 134,359.39 | 43.37% |
| 220 | Mount Charleston | 45,562.89 | 69,259.00 | 23,696.11 | 34.21% |
| 230 | Rainbow Library | 1,477,802.44 | 1,882,486.00 | 404,683.56 | 21.50% |
| 240 | Sahara West Library | 1,403,375.68 | 2,395,281.00 | 991,905.32 | 41.41% |
| 250 | Sandy Valley | 39,784.51 | 89,137.00 | 49,352.49 | 55.37% |
| 260 | Searchlight | 33,779.74 | 59,658.00 | 25,878.26 | 43.38% |
| 270 | Spring Valley Library | 912,637.22 | 1,648,450.00 | 735,812.78 | 44.64% |
| 280 | Summerlin Library | 819,529.54 | 1,444,143.00 | 624,613.46 | 43.25% |
| 290 | Sunrise Library | 758,237.35 | 1,534,648.00 | 776,410.65 | 50.59% |
| 300 | West Charleston Library | 1,013,084.16 | 1,669,459.00 | 656,374.84 | 39.32% |
| 310 | West Las Vegas Library | 835,787.02 | 1,565,622.00 | 729,834.98 | 46.62% |
| 320 | Whitney Library | 793,308.04 | 1,492,399.00 | 699,090.96 | 46.84% |
| 360 | Meadows Library | 74,488.41 | 160,089.00 | 85,600.59 | 53.47% |
| 370 | Centennial Hills | 1,170,181.03 | 1,911,837.00 | 741,655.97 | 38.79% |
| 380 | Windmill Library | 910,172.40 | 1,747,034.00 | 836,861.60 | 47.90% |
| 390 | East Las Vegas Library | 1,284,790.66 | 1,847,091.00 | 562,300.34 | 30.44% |
| 605 | City Misdemeanant | 23,733.16 | 45,610.00 | 21,876.84 | 47.97% |
| Total | | 15,116,204.40 | 26,081,722.00 | 10,965,517.60 | 42.04% |

Board of Trustees Meeting - Item VII - Library Reports

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

General Fund - 100 From 01/01/2021 Through 01/31/2021

| | YTD Actual | Budget | YTD Variance | Percent Budget Remaining |
|----------------------------------|----------------------|----------------------|----------------------|-----------------------------|
| 51100 Salaries - Full Time | 15,946,730.90 | 24,129,739.00 | 8,183,008.10 | 33.91% |
| 51200 Salaries - Part Time | 3,035,877.25 | 6,199,467.00 | 3,163,589.75 | 51.03% |
| 51300 Overtime Pay | 9,136.11 | 55,000.00 | 45,863.89 | 83.39% |
| 51400 Call Back Pay | 5,551.13 | 8,595.00 | 3,043.87 | 35.41% |
| 51500 Standby Pay | 35,472.29 | 50,366.00 | 14,893.71 | 29.57% |
| 51600 Longevity Pay | 196,147.11 | 377,808.00 | 181,660.89 | 48.08% |
| 51700 Separation Pay | 84,876.78 | 450,000.00 | 365,123.22 | 81.14% |
| 51800 Leave Buyout | 138,675.57 | 500,000.00 | 361,324.43 | 72.26% |
| 55100 Employees Retirement | 4,132,115.01 | 7,312,478.00 | 3,180,362.99 | 43.49% |
| 55200 Group Insurance | 2,147,737.10 | 4,072,148.00 | 1,924,410.90 | 47.26% |
| 55300 Workers' Comp. Payments | 80,259.06 | 271,544.00 | 191,284.94 | 70.44% |
| 55400 Medicare Coverage Expense | 439,813.88 | 768,657.00 | 328,843.12 | 42.78% |
| 55500 Unemployment Insurance | 141.88 | 75,000.00 | 74,858.12 | 99.81% |
| 61100 Office Supplies | 147,582.60 | 507,630.00 | 360,047.40 | 70.93% |
| 61110 Operating Supplies | 189,428.58 | 597,065.00 | 407,636.42 | 68.27% |
| 61120 Software & User Licenses | 461,193.55 | 521,994.00 | 60,800.45 | 11.65% |
| 61130 Software Maintenance | 747,912.82 | 841,400.00 | 93,487.18 | 11.11% |
| 61200 Book Materials & Supplies | 39,420.04 | 120,409.00 | 80,988.96 | 67.26% |
| 61205 Interlibrary Loan | 158.19 | 4,500.00 | 4,341.81 | 96.48% |
| 61210 Small Equipment | 83,342.84 | 478,000.00 | 394,657.16 | 82.56% |
| 61400 Equipment Repair & Maint. | 516,363.21 | 690,280.00 | 173,916.79 | 25.20% |
| 61410 Contracted Services | 2,791,408.39 | 5,441,007.00 | 2,649,598.61 | 48.70% |
| 61420 Building Repair & Maint. | 84,655.87 | 218,200.00 | 133,544.13 | 61.20% |
| 61500 Rental Expenses | 16,114.13 | 47,316.00 | 31,201.87 | 65.94% |
| 61600 Telephone | 374,821.79 | 600,000.00 | 225,178.21 | 37.53% |
| 61700 Utilities | 866,052.48 | 1,935,071.00 | 1,069,018.52 | 55.24% |
| 61800 Insurance & Bonds | 320,065.67 | 355,000.00 | 34,934.33 | 9.84% |
| 61900 Professional Services | 220,207.92 | 932,700.00 | 712,492.08 | 76.39% |
| 61910 Legal Services | 75,104.83 | 394,500.00 | 319,395.17 | 80.96% |
| 62200 Collection Agencies | 55,903.50 | 310,000.00 | 254,096.50 | 81.97% |
| 62300 Board Compensation | 3,760.00 | 6,200.00 | 2,440.00 | 39.35% |
| 62500 Postage | 28,463.07 | 75,100.00 | 46,636.93 | 62.10% |
| 62510 Advertising | 43,260.64 | 88,700.00 | 45,439.36 | 51.23% |
| 62600 Community Events | 982.63 | 23,750.00 | 22,767.37 | 95.86% |
| 62620 Recruitment | - | 625.00 | 625.00 | 100.00% |
| 62700 Education & Training | 41,898.60 | 310,735.00 | 268,836.40 | 86.52% |
| 62800 Travel & Transportation | 11,345.11 | 285,250.00 | 273,904.89 | 96.02% |
| 62900 Printing & Reproduction | 16,838.83 | 99,250.00 | 82,411.17 | 83.03% |
| 63000 Dues & Subscriptions | 32,883.77 | 43,200.00 | 10,316.23 | 23.88% |
| 65000 Miscellaneous Expenses | 22,357.69 | 41,800.00 | 19,442.31 | 46.51% |
| 65100 Bank Charges | 8,593.13 | 20,000.00 | 11,406.87 | 57.03% |
| 67000 Rental Expenses to QALICBs | 157,500.00 | 315,000.00 | 157,500.00 | 50.00% |
| 81700 Library Books | 6,070,601.18 | 10,509,384.00 | 4,438,782.82 | 42.24% |
| Total | 39,680,755.13 | 70,084,868.00 | 30,404,112.87 | 43.38% |

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

**Grant Fund - 220
From 01/01/2021 Through 01/31/2021**

| | YTD Actual | Budget | Dollar Budget Amount Remaining | Percent Budget Remaining |
|---|--------------------|---------------------|-----------------------------------|--------------------------------|
| Revenues | | | | |
| Intergovernmental Revenue | 472,467.68 | 1,800,000.00 | 1,327,532.32 | 73.75% |
| Total Revenues | <u>472,467.68</u> | <u>1,800,000.00</u> | <u>1,327,532.32</u> | <u>73.75%</u> |
| Expenditures | | | | |
| Salaries | 173,091.16 | 480,000.00 | 306,908.84 | 63.94% |
| Benefits | 76,789.83 | 210,000.00 | 133,210.17 | 63.43% |
| Supplies & Services | 164,056.38 | 500,000.00 | 335,943.62 | 67.19% |
| Capital Outlay | 154,622.69 | 610,000.00 | 455,377.31 | 74.65% |
| Total Expenditures | <u>568,560.06</u> | <u>1,800,000.00</u> | <u>1,231,439.94</u> | <u>68.41%</u> |
| Excess (Deficit) of Revenues over (under) Expenditures | <u>(96,092.38)</u> | <u>-</u> | <u>96,092.38</u> | <u>5.34%</u> |

Board of Trustees Meeting - Item VII - Library Reports

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

Grant Fund - 220
From 01/01/2021 Through 01/31/2021

| | YTD Actual | Budget | YTD Variance | Percent Budget Remaining |
|---------------------------------|-------------------|---------------------|---------------------|-----------------------------|
| 51100 Salaries - Full Time | 170,298.25 | 478,747.50 | 308,449.25 | 64.43% |
| 51200 Salaries - Part Time | 2,037.32 | - | (2,037.32) | |
| 51600 Longevity Pay | 755.59 | 1,252.50 | 496.91 | 39.67% |
| 55100 Employees Retirement | 50,171.56 | 161,071.66 | 110,900.10 | 68.85% |
| 55200 Group Insurance | 24,131.41 | 44,547.88 | 20,416.47 | 45.83% |
| 55400 Medicare Coverage Expense | 2,486.86 | 4,380.46 | 1,893.60 | 43.23% |
| 61100 Office Supplies | 2,522.81 | 5,277.14 | 2,754.33 | 52.19% |
| 61120 Software & User Licenses | 2,164.10 | 53,200.00 | 51,035.90 | 95.93% |
| 61410 Contracted Services | 115,128.00 | 412,700.00 | 297,572.00 | 72.10% |
| 61600 Telephone | 29,152.72 | - | (29,152.72) | |
| 62700 Education & Training | 14,654.04 | 12,000.00 | (2,654.04) | -22.12% |
| 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 | 154,622.69 | 150,000.00 | (4,622.69) | -3.08% |
| Total | 568,560.06 | 1,800,000.00 | 1,231,439.94 | 68.41% |

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

Gift Fund - 230
From 01/01/2021 Through 01/31/2021

| | YTD Actual | Budget | Dollar Budget Amount Remaining | Percent Budget Remaining |
|---|--------------------|-------------------|-----------------------------------|--------------------------------|
| Revenues | | | | |
| Miscellaneous | 127,648.64 | 815,000.00 | 687,351.36 | 84.34% |
| Total Revenues | <u>127,648.64</u> | <u>815,000.00</u> | <u>687,351.36</u> | <u>84.34%</u> |
| Expenditures | | | | |
| Salaries | 20,000.00 | - | (20,000.00) | |
| Supplies & Services | 125,259.46 | 715,000.00 | 589,740.54 | 82.48% |
| Capital Outlay | - | 100,000.00 | 100,000.00 | 100.00% |
| Total Expenditures | <u>145,259.46</u> | <u>815,000.00</u> | <u>669,740.54</u> | <u>82.18%</u> |
| Excess (Deficit) of Revenues over (under) Expenditures | <u>(17,610.82)</u> | <u>-</u> | <u>17,610.82</u> | <u>2.16%</u> |

Board of Trustees Meeting - Item VII - Library Reports

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

Gift Fund - 230

From 01/01/2021 Through 01/31/2021

| | YTD Actual | Budget | YTD Variance | Percent Budget Remaining |
|---------------------------------|-------------------|-------------------|-------------------|-----------------------------|
| 51100 Salaries - Full Time | 20,000.00 | - | (20,000.00) | |
| 61100 Office Supplies | 112.09 | 20,000.00 | 19,887.91 | 99.44% |
| 61110 Operating Supplies | 10,907.45 | 15,000.00 | 4,092.55 | 27.28% |
| 61120 Software & User Licenses | 260.85 | - | (260.85) | |
| 61130 Software Maintenance | 299.99 | - | (299.99) | |
| 61210 Small Equipment | 79,916.97 | 15,000.00 | (64,916.97) | -432.78% |
| 61410 Contracted Services | - | 250,000.00 | 250,000.00 | 100.00% |
| 61500 Rental Expenses | - | 315,000.00 | 315,000.00 | 100.00% |
| 61600 Telephone | 16,618.00 | - | (16,618.00) | |
| 61900 Professional Services | 12,240.50 | 100,000.00 | 87,759.50 | 87.76% |
| 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 | 145,259.46 | 815,000.00 | 669,740.54 | 82.18% |

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

**Capital Projects Fund - 510
From 01/01/2021 Through 01/31/2021**

| | YTD Actual | Budget | Dollar Budget Amount Remaining | Percent Budget Remaining |
|---|--------------|----------------|-----------------------------------|--------------------------------|
| Revenues | | | | |
| Miscellaneous | 13,165.99 | 50,000.00 | 36,834.01 | 73.67% |
| Total Revenues | 13,165.99 | 50,000.00 | 36,834.01 | 73.67% |
| Expenditures | | | | |
| Supplies & Services | 240,052.47 | 2,574,700.00 | 2,334,647.53 | 90.68% |
| Capital Outlay | - | 1,484,000.00 | 1,484,000.00 | 100.00% |
| Total Expenditures | 240,052.47 | 4,058,700.00 | 3,818,647.53 | 94.09% |
| Excess (Deficit) of Revenues over (under) Expenditures | (226,886.48) | (4,008,700.00) | (3,781,813.52) | -20.42% |

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 01/01/2021 Through 01/31/2021

| | 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 | 68,605.41 | 1,176,700.00 | 1,108,094.59 | 94.17% |
| 61400 Equipment Repair & Maint. | 33,806.73 | 345,000.00 | 311,193.27 | 90.20% |
| 61410 Contracted Services | - | 43,000.00 | 43,000.00 | 100.00% |
| 61420 Building Repair & Maint. | 64,274.06 | 759,500.00 | 695,225.94 | 91.54% |
| 61900 Professional Services | 12,587.90 | - | (12,587.90) | |
| 62900 Printing & Reproduction | 861.00 | - | (861.00) | |
| 65100 Bank Charges | 12,442.06 | 40,000.00 | 27,557.94 | 68.89% |
| 81500 Capital Improvements | - | 650,000.00 | 650,000.00 | 100.00% |
| 81600 Capital Equipment - Major | - | 834,000.00 | 834,000.00 | 100.00% |
| Total | 240,052.47 | 4,058,700.00 | 3,818,647.53 | 94.09% |

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 01/01/2021 through 01/31/2021

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 01/01/2021 through 01/31/2021

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 | 13,589.56 | 40,000.00 | 26,410.44 | 66% |
| 81600 | Capital Equipment - Major | - | 80,000.00 | 80,000.00 | 100% |
| Total Expenditures | | 13,589.56 | 305,000.00 | 291,410.44 | 96% |

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 01/01/2021 through 01/31/2021

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 | 51,461.01 | 452,000.00 | 400,538.99 | 89% |
| 61400 | Equipment Repair & Maint. | 33,806.73 | 345,000.00 | 311,193.27 | 90% |
| 61410 | Contracted Services | - | 43,000.00 | 43,000.00 | 100% |
| 81600 | Capital Equipment - Major | - | 704,000.00 | 704,000.00 | 100% |
| Total Expenditures | | 121,331.57 | 1,747,000.00 | 1,625,668.43 | 93% |

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 01/01/2021 through 01/31/2021

510
Capital Projects Fund

| | YTD Actual | Budget | Dollar Budget Amount Remaining | Percent Budget Remaining |
|--------------------------------|-------------------|---------------------|---|-------------------------------------|
| Revenues | | | | |
| 45200 Interest Earnings | 13,165.99 | 50,000.00 | 36,834.01 | 74% |
| Total Revenues | 13,165.99 | 50,000.00 | 36,834.01 | 74% |
| 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. | 64,274.06 | 759,500.00 | 695,225.94 | 92% |
| 61900 Professional Services | 11,440.40 | - | (11,440.40) | 0% |
| 62900 Printing & Reproduction | 861.00 | - | (861.00) | 0% |
| 81500 Capital Improvements | - | 650,000.00 | 650,000.00 | 100% |
| Total Expenditures | 92,974.83 | 1,427,000.00 | 1,334,025.17 | 93% |

Las Vegas-Clark County Library District

Project 5020 - PVS Projects
From 01/01/2021 through 01/31/2021

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 01/01/2021 through 01/31/2021

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 01/01/2021 Through 01/31/2021

| | YTD Actual | Budget | Dollar Budget Amount Remaining | Percent Budget Remaining |
|---|-------------------|------------------|-----------------------------------|--------------------------------|
| Revenues | | | | |
| Tax Revenue | 6.52 | - | (6.52) | |
| Miscellaneous | 32.19 | 10,000.00 | 9,967.81 | 99.68% |
| Total Revenues | 38.71 | 10,000.00 | 9,961.29 | 99.61% |
| Expenditures | | | | |
| Supplies & Services | 3,535.82 | 10,000.00 | 6,464.18 | 64.64% |
| Debt Service | - | - | - | |
| Total Expenditures | 3,535.82 | 10,000.00 | 6,464.18 | 64.64% |
| Excess (Deficit) of Revenues over (under) Expenditures | (3,497.11) | - | 3,497.11 | 34.97% |

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

Debt Service Fund - 610
From 01/01/2021 Through 01/31/2021

| | YTD Actual | Budget | YTD Variance | Percent Budget Remaining |
|--------------------|------------|-----------|--------------|-----------------------------|
| 65100 Bank Charges | 3,535.82 | 10,000.00 | 6,464.18 | 64.64% |
| Total | 3,535.82 | 10,000.00 | 6,464.18 | 64.64% |

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/01/2021 Through 01/31/2021

| Check/Voucher # | Posting Date | Vendor Number | Vendor Name | Description | Check Amount |
|-----------------|--------------|---------------|--|---|--------------|
| 11549 | 1/11/2021 | 10017 | CDA Media Relations | January 2021 Issue FB ad - BTS | 2,850.00 |
| 11550 | 1/11/2021 | 10179 | Safe and Secure Alarms and Video | WC: Alarm Monitoring Burg | 54.00 |
| 11551 | 1/11/2021 | 10184 | City of Mesquite Athletics & Leisure Services Dept | MQLC Landscape Maintenance | 800.00 |
| 11552 | 1/11/2021 | 10212 | Virgin Valley Water District | Service 11/20/20-12/20/20 | 934.26 |
| 11553 | 1/11/2021 | 10686 | NLS Grounds Management, LLC | Urban,LA,MC,MQL,MV: Landscape Maintenance | 19,388.07 |
| 11554 | 1/11/2021 | 10785 | Empire Digital Signs, LLC | EV: Digital Signage Software License Renewal | 890.00 |
| 11555 | 1/11/2021 | 10864 | Brian M. Willson | December 2020 Board Mtgs | 80.00 |
| 11556 | 1/11/2021 | 11094 | AR Elevator USA | SM: Service Call for Chair Lift | 195.00 |
| 11557 | 1/11/2021 | 11132 | The Griffin Company | Legislative Affairs - Dec 2020 | 6,250.00 |
| 11558 | 1/11/2021 | 11594 | BDO USA, LLP | FY20 audit final billing | 22,000.00 |
| 11559 | 1/11/2021 | 1180 | Baron Pest Solutions, Inc. | LA: Pest Control | 37.00 |
| 11560 | 1/11/2021 | 1240 | Brady Industries of Nevada, LLC | Various | 1,179.66 |
| 11561 | 1/11/2021 | 1580 | Ferguson Enterprises, LLC | Various | 232.65 |
| 11563 | 1/11/2021 | 1640 | Gerald M. Welt, Chartered | Legal Services - Dec 2020 | 4,506.73 |
| 11564 | 1/11/2021 | 1837 | Johnstone Supply | Various | 629.57 |
| 11565 | 1/11/2021 | 2215 | OCLC Inc. # 774425 | Library Books & Materials for FY2020-2021 | 4,654.08 |
| 11566 | 1/11/2021 | 2290 | Precision Pump, Inc. | CC: Sump Pump | 490.00 |
| 11567 | 1/11/2021 | 2307 | Progressive Elevator | CC: Elevator | 697.00 |
| 11568 | 1/11/2021 | 2698 | Virgin Valley Disposal | Rental Fee/Totter Svc - Dec 2020 | 129.60 |
| 11569 | 1/11/2021 | 2702 | Gralinger, Inc. | WO-1738 #9753920793 SU Urinal Flush Val | 171.79 |
| 11570 | 1/11/2021 | 2798 | Brodart Co. | Library Books & Materials for FY2020-2021 | 21,765.43 |
| 11571 | 1/11/2021 | 2822 | City of Mesquite Sanitation | Service Jan, Feb, & Mar 2021 | 570.97 |
| 11572 | 1/11/2021 | 3048 | Desert Boilers & Controls Inc. | SW - HVAC Service Call | 873.84 |
| 11573 | 1/11/2021 | 3300 | ProQuest LLC | Databases from Proquest 1/1/21-12/31/21 | 118,101.22 |
| 11574 | 1/11/2021 | 3324 | Rio Virgin Telephone Co. | Service Jan 2021 | 342.21 |
| 11575 | 1/11/2021 | 3500 | Garda CL West, Inc | Armored Transportation - Jan 2021 | 3,015.91 |
| 11576 | 1/11/2021 | 3776 | Got Bugs LLC | MQ: Pest Control | 200.00 |
| 11577 | 1/11/2021 | 4522 | Quest Diagnostics | 1 Pre-employment drug screen | 94.32 |
| 11578 | 1/11/2021 | 4723 | Purvis Industries - Las Vegas NV | WO-2003 #30332394 WH HVAC | 7.61 |
| 11579 | 1/11/2021 | 4897 | Public Employees Benefits Program State of NV | Acct #750 Ins. Premium - Jan 2021 | 7,125.10 |
| 11580 | 1/11/2021 | 5897 | Gibson Construction of Nevada, Inc. | SM: Service Call - Theater Roll-Up Door | 374.02 |
| 11581 | 1/11/2021 | 5976 | SHRM Learning Systems | Mbrship 4/1/21-3/31/22 | 219.00 |
| 11582 | 1/11/2021 | 6224 | Cambridge University Press | Historical Stats of U.S. online1/2/21-1/2/22 | 153.00 |
| 11583 | 1/11/2021 | 7188 | Innovative Interfaces, Inc. | Library Books & Materials for FY2020-2021 | 3,829.50 |
| 11584 | 1/11/2021 | 7472 | 3E Company Environmental, Ecological, and Engineer | Annual Subscription: SDS Database | 3,107.06 |
| 11585 | 1/11/2021 | 7687 | United Lock and Security, Inc. | Various: Misc repair service 61420 | 104.00 |
| 11586 | 1/11/2021 | 7800 | The Printer Place | SERVICE CONTRACT-1 YR ONSITE | 805.00 |
| 11587 | 1/11/2021 | 7943 | Communication Electronic Systems Inc | CC: FACP Final Insp - Clark County Inspectors | 2,213.00 |
| 11588 | 1/11/2021 | 8010 | Allied Universal Security Services | On-Site Security 12/11/20-12/24/20 - CH | 90,006.30 |
| 11589 | 1/11/2021 | 8122 | Staples Advantage Dept LA | Kraft paper grocery bag - EV | 1,680.20 |
| 11590 | 1/11/2021 | 8235 | ZOHO Corporation | Annual Maint. for ADAudit Plus, End: 02/22 | 1,916.00 |
| 11591 | 1/11/2021 | 8437 | Super Cleaners | 9 Table Cloths - SW | 180.00 |
| 11592 | 1/11/2021 | 8557 | Guaranteed Pest Solutions LLC | Urban: Bed Bug Inspections | 337.50 |
| 11593 | 1/11/2021 | 8565 | WT Cox Information Services | Library Books & Materials for FY2020-2021 | 374.51 |
| 11594 | 1/11/2021 | 8575 | Intermountain Lock and Security Supply | WO-1909 #2716677 CC Door Closer | 107.58 |
| 11595 | 1/11/2021 | 9082 | Central Station Monitoring | MQ: Alarm Monitoring | 134.85 |
| 11596 | 1/11/2021 | 9101 | O'Reilly Auto Parts | WO-2011 #3990-176300 #41 Battery & Core | 86.40 |
| 11597 | 1/11/2021 | 9191 | Canon Solutions America, Inc. | Monthly Maint 10/15/20-11/15/20 - MV | 121.61 |
| 11598 | 1/11/2021 | 9383 | Office Plus | Oem Toner HP 648A Yellow - WC | 633.85 |
| 11599 | 1/11/2021 | 9827 | Vision Sign Inc. | SM: Sign Maintenance | 210.00 |
| 11600 | 1/11/2021 | 9907 | PLIC-SBD Grand Island (Principal) | Premium January 2021 | 22,288.92 |
| 11601 | 1/19/2021 | 10144 | CFRA | SW: Outlook 1/29/21-1/28/22 | 130.00 |
| 11602 | 1/19/2021 | 10228 | Sterling Volunteers | 1 Volunteer background check | 17.00 |
| 11604 | 1/19/2021 | 1757 | Ingram Library Services | Library Books & Materials for FY2020-2021 | 16,066.00 |
| 11605 | 1/19/2021 | 1803 | JanWay Company USA, Inc. | Pencils - YS | 7,175.64 |
| 11606 | 1/19/2021 | 2098 | Moapa Valley Water District | Service 12/10/20-01/05/21 | 304.44 |
| 11607 | 1/19/2021 | 2234 | Overton Power District #5 | Service 12/01/20-01/01/21 MV | 639.75 |
| 11608 | 1/19/2021 | 2567 | Teamsters Local Union #14 | Union Dues - January 2021 | 8,749.00 |
| 11609 | 1/19/2021 | 2733 | Phoenix Fire Protection, LLC | WH: Fire Sprinkler Tests / Inspections | 525.00 |
| 11610 | 1/19/2021 | 2860 | Las Vegas Review Journal | RI-El Tiempo Nov - Dec ads VSA | 5,184.55 |
| 11611 | 1/19/2021 | 2887 | West Payment Ctr | Bankruptcy Code Rules 2021 | 1,151.61 |
| 11612 | 1/19/2021 | 2914 | Iron Mountain | Services Dec 2020 | 879.56 |
| 11613 | 1/19/2021 | 3020 | Discount School Supply | Self-Adhesive Jumbo Gems - SW | 86.28 |
| 11615 | 1/19/2021 | 3307 | Unique Management Services, Inc. | Placements - Dec 2020 | 3,469.50 |
| 11616 | 1/19/2021 | 3355 | Teamsters Security Fund S. Nevada | Premium January 2021 | 321,503.83 |
| 11617 | 1/19/2021 | 3435 | Ace Fire Systems, Inc. | CC: Fire Sprinkler Tests / Inspections | 525.00 |
| 11618 | 1/19/2021 | 3772 | NewsBank, Inc. | Annual Sub - July 2021-June 2022 | 89,519.00 |
| 11619 | 1/19/2021 | 4604 | Brodart Library Supplies & Furnishings | 8 4x9 Pkt Clear Lit Display - RB | 174.60 |
| 11620 | 1/19/2021 | 4742 | Deseret Book Co. | Audiobooks from Deseret | 247.89 |
| 11621 | 1/19/2021 | 5130 | OverDrive Inc. | Library Books & Materials for FY2020-2021 | 131,852.01 |
| 11622 | 1/19/2021 | 5718 | Tangerine Office Machines | Printer Support Services, End: 6/30/21 | 408.95 |
| 11623 | 1/19/2021 | 5727 | Latin American Periodicals | Latin American subs 11/1/20-10/31/21 | 8,153.60 |
| 11624 | 1/19/2021 | 6396 | 4Wall Entertainment, Inc. | Scoop lamps 1000 watt 130 vo | 119.87 |
| 11625 | 1/19/2021 | 7419 | EDS Electronics Inc. | SW: Fire Alarm Tests / Inspections | 330.00 |
| 11626 | 1/19/2021 | 7655 | Gill's Printing and Color Graphics | Winter Challenge 2021 Bookmark | 384.04 |
| 11627 | 1/19/2021 | 8010 | Allied Universal Security Services | On-Site Security 12/25/20-01/07/21 - CH | 89,180.71 |
| 11628 | 1/19/2021 | 8122 | Staples Advantage Dept LA | Virgin 95 2ply cube, label - MC | 1,356.18 |
| 11629 | 1/19/2021 | 8155 | Las Vegas Clark County Librar Dist Foundation | Foundation Bookstore Sales - Dec 2020 | 7,291.03 |
| 11630 | 1/19/2021 | 8557 | Guaranteed Pest Solutions LLC | Urban: Bed Bug Inspections | 140.00 |
| 11631 | 1/19/2021 | 9074 | Statewide Fire Protection - Western States | CH: Fire Sprinkler Tests / Inspections | 175.00 |
| 11632 | 1/19/2021 | 9191 | Canon Solutions America, Inc. | Monthly Maint 10/15/20-11/14/20 - SM | 1,099.40 |
| 11633 | 1/19/2021 | 9383 | Office Plus | Oem trn hp 51x black - WOW | 3,579.28 |
| 11634 | 1/19/2021 | 9648 | Bailey Kennedy, LLP | FY20 Audit response letter 10912-008 | 600.00 |
| 11635 | 1/19/2021 | 9869 | Unique Integrated Communications | Call Center Operations | 13,755.04 |
| 11637 | 1/25/2021 | 10174 | Sovos Compliance, LLC | 2020 TIR ACA Manager - Corp | 5,951.30 |
| 11638 | 1/25/2021 | 10179 | Safe and Secure Alarms and Video | WC: Alarm Monitoring Burg | 54.00 |
| 11639 | 1/25/2021 | 10654 | Educational Testing Service (ETS) | Test Fee - Dec 2020 | 150.00 |

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/01/2021 Through 01/31/2021

| Check/Voucher # | Posting Date | Vendor Number | Vendor Name | Description | Check Amount |
|-----------------|--------------|---------------|---|--|--------------|
| 11640 | 1/25/2021 | 10686 | NLS Grounds Management, LLC | EV: Undeveloped Land | 350.00 |
| 11641 | 1/25/2021 | 10808 | Patron Point, Inc. | Service 10/01/20-12/31/20 | 996.00 |
| 11642 | 1/25/2021 | 1240 | Brady Industries of Nevada, LLC | Stock #6721692 (3) Cases Cleaner Bowl | 111.60 |
| 11643 | 1/25/2021 | 1429 | D.C. Thomas | BD Rent Feb 2021 | 1,468.00 |
| 11644 | 1/25/2021 | 1457 | Demco, Inc. | Jonti-Craft KYD2 Table-Purple - YS | 1,103.87 |
| 11645 | 1/25/2021 | 1535 | El Mundo | Dec. purchasing ad | 160.00 |
| 11646 | 1/25/2021 | 1580 | Ferguson Enterprises, LLC | WO-2368 #858875 WH Plumbing | 71.28 |
| 11647 | 1/25/2021 | 1742 | Ideal Supply Company Inc. | Stock #511728 (2) Waterless Urinals Kits | 222.00 |
| 11648 | 1/25/2021 | 1897 | Lakeshore Learning Materials | Sad washable doll- YS | 71.22 |
| 11649 | 1/25/2021 | 1950 | Liberty Lock and Security | Various | 93.40 |
| 11650 | 1/25/2021 | 2152 | Nedco Supply | WO-2383 #5100225190.001 SC Lighting | 198.00 |
| 11651 | 1/25/2021 | 2234 | Overton Power District #5 | Service 12/08/20-01/08/21 MV | 239.94 |
| 11652 | 1/25/2021 | 2307 | Progressive Elevator | CC: Elevator | 697.00 |
| 11653 | 1/25/2021 | 2362 | Refrigeration Supplies Distributor | WO-2046 #5539313-00 SC (2) Flowmeters | 33.00 |
| 11654 | 1/25/2021 | 2533 | Suburban Propane - 1487 | Propane - Jan 2021 | 3,049.28 |
| 11655 | 1/25/2021 | 2702 | Grainger, Inc. | Various | 372.94 |
| 11656 | 1/25/2021 | 2798 | Brodart Co. | Library Books & Materials for FY2020-2021 | 96,570.19 |
| 11657 | 1/25/2021 | 2809 | LVVWD | Service Nov 20 & Dec 20 | 20,061.88 |
| 11658 | 1/25/2021 | 2819 | CenturyLink Communications, LLC | Service Jan 2021 | 3,189.23 |
| 11659 | 1/25/2021 | 2852 | Chem-Aqua, Inc. | EV: Monthly HVAC Chemical Service | 569.75 |
| 11660 | 1/25/2021 | 3143 | FedEx Office - Customer Admin Svcs | FY20 CAFR books | 787.09 |
| 11661 | 1/25/2021 | 3500 | Garda CL West, Inc | Excess Services - Dec 2020 | 166.72 |
| 11662 | 1/25/2021 | 4320 | Kiesub Electronic Supply | SC: Air Handler Fuses | 104.50 |
| 11663 | 1/25/2021 | 4723 | Purvis Industries - Las Vegas NV | Various | 13.47 |
| 11664 | 1/25/2021 | 5001 | UniFirst Corporation | Uniform Rental | 231.34 |
| 11665 | 1/25/2021 | 5718 | Tangerine Office Machines | Printer Support Services, End: 6/30/21 | 225.00 |
| 11666 | 1/25/2021 | 6091 | BayScan Technologies, LLC | BayScan Wireless Barcode Duplicator | 2,669.00 |
| 11667 | 1/25/2021 | 6704 | Schneider Electric | DDC Controls | 2,891.58 |
| 11668 | 1/25/2021 | 7687 | United Lock and Security, Inc. | Stock #0000017373 MB (10) TP Dispens | 267.90 |
| 11669 | 1/25/2021 | 8122 | Staples Advantage Dept LA | 4 drawer cart gray - SW | 3,924.24 |
| 11670 | 1/25/2021 | 8557 | Guaranteed Pest Solutions LLC | Urban: Bed Bug Inspections | 337.50 |
| 11671 | 1/25/2021 | 8575 | Intermountain Lock and Security Supply | Various | 362.39 |
| 11672 | 1/25/2021 | 9133 | Ted Wiens Tire & Auto Centers | #36: Vehicle Maintenance | 665.95 |
| 11673 | 1/25/2021 | 9225 | Kronos | Software Maint./ Workforce Ready Setup | 13,243.10 |
| 11674 | 1/25/2021 | 9287 | Otis Elevator Company | WM: Elevator | 795.88 |
| 11675 | 1/25/2021 | 9383 | Office Plus | Crdg, lsr s prt lJ4250/4350 - CC | 2,495.99 |
| 11676 | 1/25/2021 | 9462 | Production Resource Group, LLC | 7183K1001 Dbd Fan Replacement kit | 179.00 |
| 11677 | 1/25/2021 | 9729 | Windstream | Service 01/15/21-02/14/21 | 660.28 |
| 11678 | 1/25/2021 | 9869 | Unique Integrated Communications | Call Center Operations | 9,223.78 |
| 11679 | 1/25/2021 | 9928 | Stimulus Technologies | Service Feb 2021 MC | 1,047.90 |
| 88980 | 1/7/2021 | 10162 | CenturyLink | Service Dec 2020 | 32.62 |
| 88981 | 1/7/2021 | 10441 | University of Fashion, Inc. | 1 yr sub | 6,500.00 |
| 88982 | 1/7/2021 | 10834 | Brittany Mangelson | Court Reporter - 12/17/20 Meeting | 559.25 |
| 88983 | 1/7/2021 | 10930 | Business Enterprises of Nevada - (DETR) | MQL: Cafe Management | 630.00 |
| 88984 | 1/7/2021 | 10998 | Sprint | Service 11/27/20-12/26/20 | 13,808.97 |
| 88985 | 1/7/2021 | 11135 | Richard Leslie Thompson | Anchor PA speaker repair Liberty | 150.00 |
| 88986 | 1/7/2021 | 11589 | Greenspun Media Group, LLC | VSA ad - 12-24-20 issue | 1,770.00 |
| 88987 | 1/7/2021 | 11608 | 3F Initiatives LLC | Translation Services - eCard app 12/17/20 | 1,807.00 |
| 88988 | 1/7/2021 | 11820 | Andrea Balsa Rovzar | COVID closure phonetree trans & VO | 350.00 |
| 88989 | 1/7/2021 | 1201 | Best Janitorial Services of Nevada | Various: Janitorial - FY 2021 | 129,345.45 |
| 88990 | 1/7/2021 | 1300 | Cashman Equipment Company | SW: Generator | 922.50 |
| 88991 | 1/7/2021 | 2097 | Moapa Valley Telephone Co. Inc. | Service 12/26/20-01/25/21 | 1,325.48 |
| 88992 | 1/7/2021 | 2175 | NV Energy | Service 11/17/20-12/17/20 CH | 6,241.42 |
| 88993 | 1/7/2021 | 2494 | Southwest Gas Corp. | Service 11/19/20-12/21/20 CH | 5,383.08 |
| 88994 | 1/7/2021 | 2838 | Verizon Wireless | Service 11/21/20-12/20/20 | 2,372.95 |
| 88995 | 1/7/2021 | 2861 | Jay D. Whipple | MV: Pest Control | 40.00 |
| 88996 | 1/7/2021 | 3149 | Midwest Tape | Library Books & Materials for FY2020-2021 | 300,000.00 |
| 88997 | 1/7/2021 | 3309 | Batteries Plus | WO-1821 #P34233521 WC Batteries for E | 27.90 |
| 88998 | 1/7/2021 | 3559 | Diane Dewar (Other-PC) | Replenish Petty Cash | 134.33 |
| 88999 | 1/7/2021 | 4117 | Television Monitoring Services, Inc. | Clips VSA 12-24 - 12-30 | 200.00 |
| 89000 | 1/7/2021 | 6646 | Aqua Serv Engineers, Inc. | HVAC Water Treatment | 2,416.22 |
| 89001 | 1/7/2021 | 6817 | Reliance Connects | Service Jan 2021 | 640.35 |
| 89002 | 1/7/2021 | 8731 | UNUM Life Insurance Co. of America | Premium January 2021 | 355.40 |
| 89003 | 1/7/2021 | 9234 | Data Processing Air Corporation | SC: Chiller #1 - Replace (2) cooling solenoids | 2,906.85 |
| 89004 | 1/7/2021 | 9937 | AFLAC Premium Holding | Premium December 2020 | 2,412.56 |
| 89005 | 1/14/2021 | 10877 | Findaway World, LLC | Library Books & Materials for FY2020-2021 | 4,044.66 |
| 89006 | 1/14/2021 | 10881 | Cosco Fire Protection, Inc. | EV: Fire Sprinkler Tests / Inspections | 174.00 |
| 89007 | 1/14/2021 | 11144 | Reyna M. Blasko | Overpayment on Library Acct | 24.99 |
| 89008 | 1/14/2021 | 11610 | David Holomon | Overpayment on Library Acct | 36.88 |
| 89009 | 1/14/2021 | 11612 | Robert DiFillippo | Overpayment on Library Acct | 29.75 |
| 89010 | 1/14/2021 | 11613 | NPFMA | FAC: Annual Membership Dues | 500.00 |
| 89011 | 1/14/2021 | 11614 | Paul Palanca | Overpayment on Library Acct | 50.00 |
| 89012 | 1/14/2021 | 11616 | Michael Everett | Refund for returned item | 107.97 |
| 89013 | 1/14/2021 | 1353 | City Of Las Vegas | 2021 Stupak lease | 12.00 |
| 89014 | 1/14/2021 | 1354 | City Of Las Vegas-Sewer Fin & Bus Svcs | Service 02/01/21-04/30/21 WV | 8,252.85 |
| 89018 | 1/14/2021 | 2159 | AT&T SBC | Service 12/25/20-01/24/21 | 431.40 |
| 89019 | 1/14/2021 | 2175 | NV Energy | Service 11/23/20-12/23/20 EV | 44,927.52 |
| 89020 | 1/14/2021 | 2494 | Southwest Gas Corp. | Service 11/30/21-12/30/21 BD | 4,975.46 |
| 89024 | 1/14/2021 | 2837 | Republic Services 620 | Current svc/rent 01/01-03/31 SW | 28,127.42 |
| 89029 | 1/14/2021 | 3149 | Midwest Tape | Library Books & Materials for FY2020-2021 | 23,553.81 |
| 89030 | 1/14/2021 | 3383 | Home Depot Credit Services | November - December 2020 Various | 263.04 |
| 89031 | 1/14/2021 | 5026 | Nevada State Treasurer | Mandated Court Payment | 8.00 |
| 89032 | 1/14/2021 | 6646 | Aqua Serv Engineers, Inc. | HVAC Water Treatment | 1,831.12 |
| 89033 | 1/14/2021 | 8192 | AT&T | Service Jan 2021 | 46.88 |
| 89034 | 1/19/2021 | 11619 | Zully Mejia | PR Replacement 1/11/2021 | 1,029.65 |
| 89035 | 1/21/2021 | 10641 | Quench USA, Inc. | Filtered Drinking Water | 850.00 |
| 89036 | 1/21/2021 | 10867 | Sean Wei Mah | Native American Blessing SM 1-17-21 | 250.00 |
| 89037 | 1/21/2021 | 11062 | Blue Planet Lighting, Inc. | Windows 7 rebuild for ION lighting | 5,309.70 |

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/01/2021 Through 01/31/2021

| Check/Voucher # | Posting Date | Vendor Number | Vendor Name | Description | Check Amount |
|--------------------------|--------------|---------------|--|--|--------------|
| 89038 | 1/21/2021 | 11137 | Vital Records Control | Shred/Destruction Rotations | 138.20 |
| 89039 | 1/21/2021 | 11589 | Greenspun Media Group, LLC | INV #072021 - BTS Ad 1.7-21 | 3,540.00 |
| 89040 | 1/21/2021 | 11620 | C. E. Brehm Memorial Public Library District | "ILL - prepayment - "Right Hand to the Champ" | 10.00 |
| 89041 | 1/21/2021 | 11621 | Jose Salinas | Overpayment on library account | 43.98 |
| 89042 | 1/21/2021 | 11622 | Susan Stickland-Swanberg | Overpayment on Library Acct | 34.99 |
| 89043 | 1/21/2021 | 11623 | Dance Dynamics | Refund Room Rental 1/22-2/7 SM | 5,290.00 |
| 89044 | 1/21/2021 | 11624 | Polish American Social Club of Las Vegas, Inc. | Refund Room Rental 1/16/21 WM | 190.00 |
| 89045 | 1/21/2021 | 11625 | Sri Lanka America LV | Refund Room Rental 2/6/21 WM | 390.00 |
| 89046 | 1/21/2021 | 1577 | FedEx | Express Services - Jan 2021 | 39.15 |
| 89047 | 1/21/2021 | 2159 | AT&T SBC | Service 01/11/21-02/10/21 | 297.58 |
| 89048 | 1/21/2021 | 2175 | NV Energy | Service 12/2/20-1/4/21 WM | 17,261.96 |
| 89049 | 1/21/2021 | 2494 | Southwest Gas Corp. | Service 12/08/20-01/11/21 EV | 1,253.34 |
| 89050 | 1/21/2021 | 3309 | Batteries Plus | WO-975 #P33921624 SU ER Batteries | 199.50 |
| 89051 | 1/21/2021 | 4117 | Television Monitoring Services, Inc. | Clips 1.4.21 - reopening | 550.00 |
| 89053 | 1/21/2021 | 6499 | Southern Nevada Health District | SC: 2021 UST Permit Fee - Fuel System | 391.00 |
| 89054 | 1/21/2021 | 7671 | Western Exterminator Company | Urban: Pest Control | 1,413.00 |
| 89055 | 1/21/2021 | 9597 | Traf-Sys, Inc. | OmniCounter Universal 418 MHZ Wireless | 1,123.00 |
| 89056 | 1/28/2021 | 10253 | Elizabeth Ann Foyt | Board meeting attendance 1/21/21 | 40.00 |
| 89057 | 1/28/2021 | 10366 | Segal Select Insurance Services | Policy#MFL0016128 - Tricia Pavone | 25.00 |
| 89058 | 1/28/2021 | 10469 | Homeless Training LLC | Homelessness Training Renewal | 2,500.00 |
| 89059 | 1/28/2021 | 10748 | Better Impact USA Inc. | 2021 Subscription | 3,576.00 |
| 89061 | 1/28/2021 | 11103 | Wireless Innovations LLC | Fanklin r910 hot spots | 5,185.00 |
| 89062 | 1/28/2021 | 11550 | Harmony Healthcare | EAP for Part-Time Employee | 140.00 |
| 89063 | 1/28/2021 | 11606 | Conti LLC | EV: Milestone Professional Licenses | 4,870.00 |
| 89064 | 1/28/2021 | 11617 | Steve Spangler, Inc. | STEM storytime Training (14 people) | 3,582.00 |
| 89065 | 1/28/2021 | 11813 | Capitol Door Service | EV - Service Call: Interior doors repair | 1,209.95 |
| 89066 | 1/28/2021 | 1458 | State Collections & Disbursement Unit | Mandated Court Order | 1,411.44 |
| 89067 | 1/28/2021 | 2159 | AT&T SBC | Service 01/11/21-02/10/21 | 104.94 |
| 89069 | 1/28/2021 | 2494 | Southwest Gas Corp. | Service 12/11/20-01/14/21 CC | 3,064.20 |
| 89070 | 1/28/2021 | 2772 | Xerox Corporation | Meter usage -11/21/20-12/20/20 | 499.31 |
| 89077 | 1/28/2021 | 3149 | Midwest Tape | Library Books & Materials for FY2020-2021 | 36,574.97 |
| 89078 | 1/28/2021 | 3383 | Home Depot Credit Services | January 2021 Various | 569.46 |
| 89079 | 1/28/2021 | 5026 | Nevada State Treasurer | Mandated Court Order | 8.00 |
| 89080 | 1/28/2021 | 5246 | Kelly D. Benavidez | Board meeting attendance 1/21/21 | 40.00 |
| 89081 | 1/28/2021 | 7369 | SYNCHRONY BANK/AMAZON | Microsoft LifeChat LX-3000 - IT | 729.80 |
| 89082 | 1/28/2021 | 7671 | Western Exterminator Company | Urban: Pest Control | 1,413.00 |
| 89083 | 1/28/2021 | 8447 | NetWrix Corporation | Support/ Maint. Term: 01/05/2021 to 01/04/2024 | 8,928.00 |
| 89084 | 1/28/2021 | 8731 | UNUM Life Insurance Co. of America | Premium February 2021 | 355.40 |
| 89085 | 1/28/2021 | 9711 | Jose L. Melendrez | Board meeting attendance 1/21/21 | 40.00 |
| 89086 | 1/28/2021 | 9895 | National Benefit Services, LLC | FSa Plan December 2020 | 357.00 |
| 89087 | 1/28/2021 | 9937 | AFLAC Premium Holding | Premium January 2021 | 2,466.94 |
| 89088 | 1/28/2021 | 9945 | Texas Life Insurance Company | Premium January 2021 | 230.05 |
| Total 100 - General Fund | | | | | 1,955,203.68 |

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 01/01/2021 Through 01/31/2021

| Check/Voucher # | Posting Date | Vendor Number | Vendor Name | Description | Check Amount |
|------------------------|--------------|---------------|---|------------------------------|--------------|
| 11589 | 1/11/2021 | 8122 | Staples Advantage Dept LA | Kraft paper grocery bag - EV | 284.85 |
| 88984 | 1/7/2021 | 10998 | Sprint | Service 11/27/20-12/26/20 | 4,558.08 |
| 89060 | 1/28/2021 | 10767 | The International School of Hospit:J Raz Hospitality course 1/14/21-4/14/21 | | 7,327.02 |
| Total 220 - Grant Fund | | | | | 12,169.95 |

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District
Check/Voucher RegisterGift Fund - 230
From 01/01/2021 Through 01/31/2021

| Check/Voucher # | Posting Date | Vendor Number | Vendor Name | Description | Check Amount |
|-----------------------|--------------|---------------|---------------------------|---------------------------------|--------------|
| 11603 | 1/19/2021 | 10523 | Blake Hament | BBTTC instruction Dec 2020 | 400.00 |
| 11628 | 1/19/2021 | 8122 | Staples Advantage Dept LA | Virgin 95 2ply cube, label - MC | 924.01 |
| 11669 | 1/25/2021 | 8122 | Staples Advantage Dept LA | 4 drawer cart gray - SW | 112.09 |
| 88984 | 1/7/2021 | 10998 | Sprint | Service 11/27/20-12/26/20 | 2,374.00 |
| Total 230 - Gift Fund | | | | | 3,810.10 |

Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Capital Projects Fund - 510
From 01/01/2021 Through 01/31/2021

| Check/Voucher # | Posting Date | Vendor Number | Vendor Name | Description | Check Amount |
|-----------------------------------|--------------|---------------|--------------------------------|---|--------------|
| 11558 | 1/11/2021 | 11594 | BDO USA, LLP | FY20 audit final billing | 1,000.00 |
| 11562 | 1/11/2021 | 1620 | Full Compass Systems Ltd | ULXD4Q-G50 Quad Digital Receiver | 12,007.19 |
| 11614 | 1/19/2021 | 3048 | Desert Boilers & Controls Inc. | EN: Temporary Boiler Rental | 2,500.00 |
| 11636 | 1/19/2021 | 9875 | Serenic Software, Inc. | WO16853 Check Ledger Entries | 765.00 |
| 89052 | 1/21/2021 | 6147 | DG Koch Associates, LLC | RB Chiller Design | 300.00 |
| 89068 | 1/28/2021 | 2257 | Patrick's Signs, Inc. | EN: Exterior - New Address Installation | 8,562.00 |
| Total 510 - Capital Projects Fund | | | | | 25,134.19 |
| Total - All Funds | | | | | 1,996,317.92 |



ITEM VII.A.3.b.

MEMORANDUM

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

This is a report on the General Services Department's activities during the months of January 2021.

IMPROVEMENT PROJECTS

Chiller Replacement – Rainbow Library:

The replacement of the existing chiller unit is on schedule. The replacement chiller arrived on December 22nd. Project completion is scheduled for Mid-February 2021.

Boiler Replacement - Enterprise Library:

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

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.

No issues reported after reopening of buildings on January 4th after closure.

Maintenance Work Order Activity – December 2020:

Corrective work requests received and converted to work orders - 240
Corrective work orders completed – 128

Preventive maintenance work orders generated – 146
Preventive maintenance work orders completed – 125

General Services Report, February 2021
Page 2

Minor Projects and Major Repairs Completed:

| | |
|---------------------------|--|
| Clark County Library: | Reupholstered couches in YPL - \$1,480 |
| Courier: | Purchased replacement bins - \$4,040 |
| Sahara West Library: | Boiler repair - \$827 |
| Mesquite Library | Replaced batteries in the FACP - \$635 |
| Mount Charleston Library: | Purchased replacement snow blower -\$1,194 |
| West Charleston Library | Repair to fire sprinkler system - \$887 |

COURIER DEPARTMENT

Library Materials Moved Between Branches – December 2020(Partial month due to District closure:

| | <u>December 2020</u> | <u>December 2019</u> | <u>October 2020</u> |
|----------------------------|----------------------|----------------------|---------------------|
| Urban Branches | 123,000 | 272,820 | 219,780 |
| Outlying Branches | 15,840 | 36,660 | 27,420 |
| Contract/Other Libraries | 18,900 | 53,100 | 35,400 |
| To Storage for Future Sale | <u>18,320</u> | <u>28,400</u> | <u>30,360</u> |
| Total | 176,060 | 390,980 | 312,960 |

PURCHASING AND ADMINISTRATION DEPARTMENT

COVID-19 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 \$215,225. 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
 January 2021 -\$11,794

General Services Report, February 2021

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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.

Registered District for eligibility for vaccines. District is eligible as "Frontline Community Support".

Completed and posted 2020 OSHA forms 300-300A log of work related injuries and Illnesses: See attached

COVID – 19 Related Activities:

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 Whitney, Sahara West, Summerlin, Mesquite, Bunkerville and Blue Diamond libraries to check with staff on how they are coping with COVID-19 at work and to inspect for social distancing and mask compliance.



ITEM VII.A.3.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: January 28, 2021

SUBJECT: Human Resources (HR) Report, February 2021

- Section (1) of this report, *Key Initiatives*, covers activity from January 1 to January 31.
- Section(s) (2) *Transactional Activity & Metrics*, (3) *Staff Diversity*, and (4) *Fiscal Year 2020-2021, HR Dashboard*, covers the activity from July 1 to December 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:**
 - On Boarding - In-process (Projected start date week of February 15th)
- **Interviews and Selections Conducted:**
 - January 2021 Interviews
 - West Las Vegas Computer Lab Assistant
 - Centennial Hills Multiservice Assistant
 - Clark County Multiservice Assistant

- **Labor/Management Meeting (1st Quarter-CY) – Scheduled February 4th**
- **Diversity Statistics Reporting & Action Plan:**
 - Diversity Statistics Reporting will be quarterly beginning January 2021 (March report due to reporting lag)
 - Diversity Action Plan Draft - Target Date May 1, 2021

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 **March 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

10/20/21

4. HR Dashboard (FY2020-2021)

10/20/21

| FY 2020-2021 HUMAN RESOURCES DASHBOARD | | | | | | | | | | | | | | | | | |
|--|--|--|----------|----------|---------------------------|-------------|-------------|---------------------------|--------|--------|---------------------------|--------|--------|---------------------------------|-------------------------|-------------------------------|----|
| LVCCLD | | FY 2020-2021 HUMAN RESOURCES DASHBOARD | | | | | | | | | | | | | | | |
| Metric | | 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) 2020-2021 | FY Average FY 2020-2021 | Prior FY Average FY 2019-2021 | |
| | | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | TOTAL FY | | | |
| Talent Acquisition & Management | | | | | | | | | | | | | | | | | |
| 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 | N/A | N/A | 331 | | | | | | | NA | 343 | C | |
| D | Full-Time-Equivalent (FTE-District) | NA | N/A | N/A | N/A | N/A | 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 | |
| Separations & Turnover | | | | | | | | | | | | | | | | | |
| F | Open Positions (FY 20-21 Budget) = 778 | NA | 80 | 128 | 124 | 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 | 823 | 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 | |
| Training & Talent Development | | | | | | | | | | | | | | | | | |
| 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 | 2.63% | 4.71% | 2.33% | 0.47% | 0.31% | | | | | | | 10.43% | 2.09% | S | |
| T | Turnover (Without Page Positions) | NA | 5.58% | 4.25% | 1.24% | TBD | TBD | | | | | | | 11.05% | 3.65% | T | |
| U | Annualized Twelve Month Turnover (Entire District) | NA | 31.35% | 43.94% | 34.61% | 30.56% | 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 | 35.9 | 36.1 | 11.2 | 12.5 | 2.1 | | | | | | | NA | 14.4 | W | |
| X | Average Years of Service (Involuntary Separations) | NA | 3.9 | 8.7 | 22.3 | 0.0 | 0.0 | | | | | | | NA | 5.4 | X | |
| Benefits & Wellness | | | | | | | | | | | | | | | | | |
| 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 | 36 | 23 | | | | | | | 359 | 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 | | | | | | | \$8,281.00 | \$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 | 97.50% | 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 | 332.00 | 326.00 | 326.00 | | | | | | | NA | 1834.00 | 366.80 | JJ |

(\$1.00 of leave salary if less than \$15,000 & 10.5% of leave salary if greater than \$15,000) (Source: Payroll 2020)

September - August - None

3/7/2021

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ITEM IX.A**AGENDA ITEM****FEBRUARY 18, 2021 MEETING OF THE BOARD OF TRUSTEES****Agenda Item #IX.A:**

Discussion and possible Board action to establish a car allowance policy for District employees, excluding the Executive Director.

Background:

In FY 1999, the District hired a new Executive Director who received a monthly car allowance of \$250 for using their personal vehicle for business reasons, which is a taxable benefit. Also in 1999, the Executive Director hired a Chief Operating Officer (COO)/Deputy Director who received a monthly allowance of \$150. The Public Services Director began receiving a monthly allowance of \$150 beginning in 2001. The COO's monthly allowance rose to \$400 in 2004. In 2005, the Executive Director's monthly allowance increased to \$500. The Public Services Director's allowance increased to \$350 in 2005. In 2008, the General Services Director began receiving a \$100 monthly allowance. Also in 2008, the Human Resources Director and Development Director began receiving \$400 monthly. For these positions, the car allowances and related increases were included in employment agreements approved by the Board of Trustees in the years noted above. Changes to car allowances for other staff described below were approved by Executive Directors who no longer required employment agreements for director positions.

In 2015, the General Services Director car allowance increased to \$400, and the Chief Financial Officer, Community Engagement Director, and Information Technology Directors began receiving \$400 monthly. In 2016, the Assistant Library Operations Director and Branding and Marketing Director began receiving a \$400 monthly car allowance. In 2017, two Regional Branch Services Managers began receiving a \$400 monthly car allowance.

With the exception of car allowances, these positions receive no other benefits beyond those received by represented full-time employees.

The car allowance expenditure budgeted for FY 2021 totals \$58,800. See the enclosed reports summarizing the car allowances paid, estimated trips per month, and annual costs since FY 1999. Average trips to various locations may represent travel back and forth from a starting location other than the employee's home, such as the Windmill Service Center, or a trip from the Service Center to another location before driving home. For example, an employee may start at the Service Center before traveling to a board meeting, then driving directly home.

Before the COVID-19 pandemic, all directors traveled using their personal vehicle attending board meetings, various functions (chamber luncheons, industry conferences, training/product demonstrations, meetings with business partners), and

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general visits to branches. Depending on the department, such trips can amount to between 1-2 and 4-6 times per month. These trips represent estimated averages because reasons for visiting branches alone can be sporadic based on the department function: Branding and Marketing (branch promotions), Community Engagement (community partners), Development and Planning (Foundation activities), Financial Services (internal controls), Human Resources (employee relations), Information Technology (Technology projects and maintenance), Library Operations (general support). Although the General Services Director is assigned a District vehicle during normal business hours, they are on call for emergencies and use their personal vehicle 4-5 times per month to respond before and after hours. Emergencies include meeting with police or firefighters responding to building alarms, power outages, etc.

No other directors have designated District vehicles. However, staff share earmarked vehicles in departments including Information Technology, Programming and Venues, and Outreach to provide services throughout the District. The District has two unassigned vehicles available to reserve. Directors may drive these unassigned or department vehicles occasionally, but usually use their personal vehicles to ensure District-vehicle availability for other staff.

After the COVID-19 pandemic began, trips decreased due to facility closures and meeting restrictions. Moreover, District staff utilized virtual meeting applications such as WebEx to limit travel and unnecessary in-person contact. However, reopening from the original facility closure in March 2020 required as many as 4-6 trips per month by some positions. For example, the Library Operations Director and Regional Branch Services Managers visited branches to facilitate safety measures, including training returning staff and ensuring protective equipment were available and in place. Some of this travel continues as needed to support branch services. The General Services Director continued visiting branches 4-5 times per month to review security and ongoing projects.

Staff will be available to answer any questions.

Recommended Action:

Motion to establish a car allowance policy for District employees (excluding the Executive Director) to: 1) affirm the \$400 monthly car allowance benefits as currently established; or 2) adjust the \$400 monthly car allowance amount; or 3) eliminate car allowance benefits for District employees (excluding the Executive Director) effective with the payroll period beginning February 20, 2021.

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| LVCCLD Car Allowance By Position | | | | | | |
|--|--------------------------------|----------------|---------------|---|--|--|
| Position/Title | Year Allowance Began/Increased | Monthly Amount | Annual Amount | Driving Activity Before COVID-19 Pandemic | Driving Activity After COVID-19 Pandemic | |
| Executive Director | 1999 | \$ 250 | \$ 3,000 | 4-5 trips per month | N/A | |
| Executive Director | 2005 | 500 | 6,000 | 4-5 trips per month | 1-2 trips per month | |
| Chief Operating Officer/Deputy Director ¹ | 1999 | 150 | 1,800 | 4-5 trips per month | N/A | |
| Chief Operating Officer/Deputy Director ¹ | 2004 | 400 | 4,800 | 4-5 trips per month | N/A | |
| Public Services Director ¹ | 2001 | 150 | 1,800 | 4-5 trips per month | N/A | |
| Public Services Director ¹ | 2005 | 350 | 4,200 | 4-5 trips per month | N/A | |
| General Services Director | 2008 | 100 | 1,200 | 4-5 trips per month | N/A | |
| General Services Director | 2015 | 400 | 4,800 | 4-5 trips per month | N/A | |
| Human Resources Director | 2008 | 400 | 4,800 | 4-5 trips per month | 4-5 trips per month | |
| Development and Planning Director | 2008 | 400 | 4,800 | 4-8 trips per month | 1 trip per month | |
| Chief Financial Officer, Deputy Director | 2015 | 400 | 4,800 | 4-8 trips per month | 2-4 trips per month | |
| Information Technology Director/CIO | 2015 | 400 | 4,800 | 1-2 trips per month | Less than 1 trip per month | |
| Community Engagement Director | 2015 | 400 | 4,800 | 4-5 trips per month | 1-2 trips per month | |
| Branding and Marketing Director | 2016 | 400 | 4,800 | 8 trips per month | 4 trips per month | |
| Library Operations Director ¹ | 2016 | 400 | 4,800 | 4-5 trips per month | 1-2 trips per month | |
| Assistant Library Operations Director ¹ | 2016 | 400 | 4,800 | 3-6 trips per month | 3-6 trips per month | |
| Regional Branch Services Manager | 2017 | 400 | 4,800 | 3-6 trips per month | VACANT | |
| | | | | 3-6 trips per month | 2-5 trips per month | |

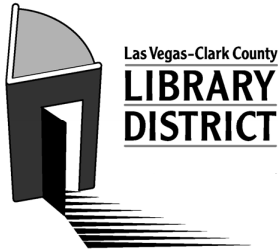
¹In 2015, the "Public Services" division was renamed "Library Operations," the COO/Deputy Director and Public Services Director positions were eliminated and replaced by a Library Operations Director and Assistant Library Operations Director.

¹In 2015, the "Public Services" division was renamed "Library Operations," the COO/Deputy Director and Public Services Director positions were eliminated and replaced by a Library Operations Director and Assistant Library Operations Director.

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| LVCCLD Car Allowance Cost By Year | |
|-----------------------------------|-------------|
| Fiscal Year | Annual Cost |
| 1999 | \$ 4,800 |
| 2000 | 4,800 |
| 2001 | 5,400 |
| 2002 | 6,600 |
| 2003 | 6,600 |
| 2004 | 6,850 |
| 2005 | 11,100 |
| 2006 | 13,950 |
| 2007 | 15,000 |
| 2008 | 15,000 |
| 2009 | 24,250 |
| 2010 | 25,800 |
| 2011 | 21,600 |
| 2012 | 21,600 |
| 2013 | 24,000 |
| 2014 | 26,200 |
| 2015 | 24,700 |
| 2016 | 43,600 |
| 2017 | 52,600 |
| 2018 | 53,200 |
| 2019 | 54,000 |
| 2020 | 50,400 |
| 2021 | 58,800 |

ITEM IX.B.



AGENDA ITEM

FEBRUARY 11, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.B.:

Presentation and discussion of touring items of the Las Vegas-Clark County Library District permanent art collection.

Background:

In October 2020, staff received an inquiry to tour artwork of the Library District permanent collection to numerous library branches. After reviewing and evaluating feasibility, staff plans to develop a special showing.

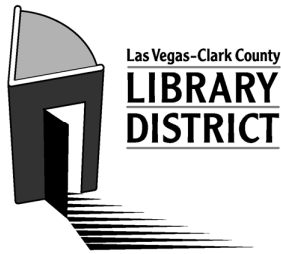
The Las Vegas-Clark County Library District provides approximately 75 art exhibitions in 14 art galleries annually. Each exhibit is displayed for approximately eight to ten weeks. Exhibits are provided by artist applicants and community partners. Additionally, the Library District manages a permanent art collection of 463 items. Art from the permanent collection is displayed in library buildings and the administrative service center. Permanent artwork which is not on immediate display is stored at the Sahara West Library and administrative service center. Services are managed by two Gallery Services staff in the Community Engagement division.

The administrative service center hallway currently exhibits 30 items from the permanent art collection. Staff has developed a plan to tour all suitable items for public display. The tour will begin at Mesquite Library and then proceed to each urban library. The duration of the tour will begin in April 2021 and continue to other libraries through June 2024. The existing permanent artwork on display in the administrative service center hallway will be replaced by other artwork from the permanent collection.

Staff will provide a presentation regarding the intended tour.

Recommended Action:

This item is for presentation and discussion only.



ITEM IX.C.

AGENDA ITEM

FEBRUARY 18, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.C.: Presentation and discussion of the District's leave accrual rates for staff.

Background: On January 21, the Board requested information regarding the current eligibility criteria, accrual rates, and plan documentation sources for the District's Vacation & Sick Time plans. The following information is presented as a response to the Board's request:

- **Eligible Employees:**
 - **Vacation Plan**
 - Hourly (Non-Exempt) Staff (Covered by CBA and Non-Represented)
 - Full-time employees (30 to 40 hours per week) employees - see table - (Plan Descriptions)
 - Part-time (up to 29 hours per week) - Prorated rate based on authorized hours
 - Exempt Staff (Covered by CBA and Non-Represented)
 - Full-time employees (40 hours per week) employees - see table (Plan Descriptions)
 - **Sick Plan**
 - Hourly (Non-Exempt) Staff (Covered by CBA and Non-Represented)
 - Full-time employees (30 to 40 hours per week) employees - see table (Plan Descriptions)
 - Exempt Staff (Covered by CBA and Non-Represented)
 - Full-time employees (40 hours per week) employees - see table
- **Plan Descriptions:**

| Plan | Accrual at Full-Time Per Pay Period (Bi-weekly) | Annual Days at Full-Time | Note |
|---|---|--------------------------|------|
| Vacation (less than 10 years of service) | 5.55 Hours | 18 Days | |
| Vacation (greater than 10 years of service) | 7.40 Hours | 24 Days | |

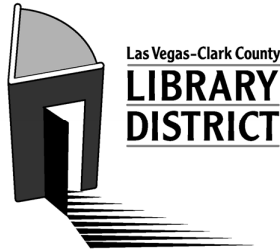
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| Plan | Accrual at Full-Time Per Pay Period (Bi-weekly) | Annual Days at Full-Time | Note |
|--|---|--------------------------|--|
| Vacation Carry-Over Allowed (Calendar Year) | 320 Hours | 40 Days | |
| Sick | 3.7 Hours | 12 Days | |
| Sick Carry-Over Allowed | No Maximum | NA | |
| Bonus Hours (Full-time only) | NA | 24 Hours (Annual) | If 40 hours of sick time or less used in a calendar year and no use of unpaid leave. Awarded to Full time employees on anniversary date. |
| Floating Holiday | 8 Hours | 1 Day | Must be used in calendar year awarded. |

- **Plan Documentation:**

- District Policy and Procedures Manual
- Collective Bargaining Agreements
- District Web Site (Careers) <https://lvccld.org/benefits/>

Recommended Action: For discussion only.



ITEM IX.D.

AGENDA ITEM

FEBRUARY 18, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.D. Discussion and possible Board action on a Compensation & Benefits Overview and proposed Compensation Analysis of Executive Council Positions.

Background: On January 21, 2021, the Board requested information regarding the Compensation and Benefits (inclusive of Perquisites) plans and practices applied to members of the District's Executive Council. [MINUTES - LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES' MEETING LAS VEGAS, NEVADA January 21, 2021.

Historically, the District has mirrored the staff's compensation plan for managing the annual compensation adjustments for the Executive Council (EC) members. Pay increases such as Cost-of Living (COLA) adjustments and Individual Merit adjustments were equivalent to represented and non-represented staff. Currently, all EC positions are assigned to pay grades in the same Salary Structure (Grade - Minimum - Midpoint - Maximum) as staff positions and therefore subject to the same Salary Structure adjustments as the staff.

The following table summarizes these adjustments over the past five (5) years.

Compensation Adjustments 2017 - 2020:

| Year | COLA | Merit | *Structure Adjustment | Percent of Structure Adjustment | Note |
|------|------|-------|-----------------------|---------------------------------|---|
| 2017 | 2% | 3% | Yes | 2% | |
| 2018 | 2% | 3% | Yes | 2% | |
| 2019 | 2% | 3% | Yes | 2% | |
| 2020 | 0% | 0% | No | 0% | Frozen and placed at end of 5-year contract due to COVID. |
| 2021 | 3% | 3% | Yes | 3% | If approved July 2021. |
| 2022 | 3% | 3% | Yes | 3% | From 2020 freeze if approved. |

**Salary Structure adjustments typically increase all of the pay grades within the structure (Minimum - Midpoint - Maximum) by a certain percentage, typically 1% to 3%, to accommodate for wage inflation or labor market conditions.*

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The Human Resources Department is recommending the development and implementation of a formal EC (Executive Council) Compensation plan. A formalized EC plan will ensure wage rates and wage increases provided to members of the EC are within Fair Market Value (FMV) for comparable roles in comparable Industries and organizations. A formal plan will also ensure all additional EC pay and benefits practices (including perquisites) are benchmarked against comparable Industries and organizations.

EC Compensation plan development should include an initial Compensation and Benefits Analysis conducted by a third party consulting firm that specializes in Executive Compensation plans and compliance.

The elements of such Compensation and Benefits Analysis should include, but not be limited to, the following:

- **Wage Data for Comparable Positions**
 - Industry Data (Public Agency, Library Systems)
 - Organization Data (FTEs, Budget Size,)
 - Geographic Data (National, Regional, State LV Metropolitan)
 - Market Data
 - Average (Composite)
 - 25th Percentile
 - 50th Percentile (Median)
 - 75th Percentile
 - 90th Percentile
 - Senior Leadership (PC) Pay Range Practices
 - Range Spreads
 - Structure Recommendations
 - Assessment of Fair Market Value for all EC Positions (FMV)
 - Recommended Senior Leadership Compensation Process
 - Calendar (Annual Process)
 - Frequency of Market Reviews (Annual/Biennial)
 - Annual Board Approval
 - Incentive or Bonus Practices & Data
 - Merit
 - Market (COLA)
 - Other
- **Benefits & Perquisites Practices**
 - Comparable Industry and Organization Benefits Practices
 - Comparable Industry and Organization Perquisites Practices
- **Covered Positions**
 - Financial Services Director (CFO)
 - General Services Director
 - Human Resources Director
 - Library Operations Director
 - Branding & Marketing Director
 - Community Engagement Director
 - Development & Planning Director
 - Information Technology Director (CIO)

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- **Next Steps**

- Executive Director Input & Revisions (Restructuring)
- Board Approval
- Engage of Professional Services (3rd Party Consultant)

Recommended Action:

Motion to approve the development of a formal EC (Executive Council) Compensation plan which incorporates input from the Executive Director.



ITEM IX.E.

AGENDA ITEM

FEBRUARY 18, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.E.: Discussion and possible Board action regarding a retainer agreement for the District's General Counsel.

Background: Trustee Foyt requested that contracts for legal services be placed on the Agenda in 2020. On November 12, 2020, the Board approved contracts for:

1. Scott Abbott, who provides labor and employment legal services.
2. The firm of Bailey Kennedy who provides miscellaneous legal services upon request.
3. The firm of Greenberg Traurig who provides legal advice on digital program production rights.

At that meeting, Chair Ortiz removed consideration of a retainer agreement with Gerald M. Welt from the agenda as it was still under negotiation. Mr. Welt serves as General Counsel for the District. The proposed agreement is attached for your review.

Fees under this contract are:

Attorney: \$225 per hour

Legal Assistant: \$150

These fees will not be adjusted for at least two years.

Recommended Action: Motion to approve retainer agreement with Gerald M. Welt.

RETAINER AGREEMENT

THIS RETAINER AGREEMENT is made and entered into this ____ day of _____, 2020 by and between the LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (“The District”) by and thru it’s Board of Trustees and GERALD M. WELT, ESQ, of the Welt Law Firm (“Attorney”)

Whereas, the District is in need of the assistance of an attorney in the conduct of its business; and

Whereas, Attorney is experienced in the provision of services to the District,

NOW THEREFORE, the parties as agree as follows:

I. SCOPE OF SERVICES:

The Firm is engaged to provide full access to its time, advice, and consultation regarding the routine and day to day legal issues and matters that the District may encounter, commonly referred to “general counsel matters.” These may include corporate, employment and human resources issues, non-competition and confidentiality issues regarding current and former employees, basic contract or document review and advice, problem solving, litigation prevention and negotiation, and the like.

II. FEES

The Firm’s fees are based on the hourly rate of the persons working on any issues as well as the value of the services rendered. The applicable hourly rates are the Firm’s prevailing rates for attorneys, discounted by 50%, and the prevailing hourly rate for legal assistants. Gerald M. Welt, Esq. is the attorney in charge of the Engagement, and his prevailing hourly rate is \$450.00. Other attorneys will also be working on this Engagement. Their prevailing hourly rates are also \$450.00. Therefore, the applicable hourly rates are \$225 an hour for all attorneys. The Firm’s 2020 rate for legal assistants is \$150.00 per hour. Pursuant to discussions with the District, these rates will not be adjusted for at least two years; however, any subsequent annual adjustment to the Firm’s rates may apply to the Engagement with the written approval of the District.

III. COSTS AND EXPENSES

The Firm’s bills to the District will include charges for various costs and expenses incurred on the District’s behalf. Costs are incurred in-house by the Firm. Expenses are incurred through invoices from a third party. Typical expense items include, but are not limited to: courier or messenger services, travel expenses, transcripts, witness fees, process fees, and filing and recordation fees. Typical cost items include, but are not limited to: Photocopies, facsimile transmissions, word processing, on-line legal research, and postage. These standard costs will be charged under the Firm’s standard practices for assessing and charging costs to its clients, which shall be set forth on

Exhibit A. Expenses will be passed through to the District at actual cost. The Firm will not commit to any expense or cost item exceeding \$500.00 without first obtaining permission from the District.

IV. BILLING

The Firm will send its bills monthly to the Chief Financial Officer of the District, and shall be presented within 60 days of the performance of service for which payment is sought. Those bills will be due and payable within thirty (30) days from their date. The Firm will provide in its bills specific identification of the services performed, the individuals performing the services, and the costs and expenses incurred. The bills will be divided into tenth hour (i.e. 6-minute) increments or multiples thereof, and each increment may contain descriptions of multiple tasks performed. The District will promptly raise and address with the Firm any questions that may arise with respect to the Firm's billing.

V. GENERAL RESPONSIBILITIES OF THE DISTRICT

The District shall cooperate fully and candidly with the Firm with respect to the Engagement. The District shall provide all information known by or available to the District which may aid the Firm in representing the District in the Engagement.

The District has designated the Executive Director and the Chair of the Board of Trustees to be responsible for coordinating the Firm's representation with respect to the services to be performed under this agreement. The District shall be available to the Firm for consultation on reasonable notice and will provide such decisions or directions as the Firm may need for the appropriate handling of the such services.

In the event the District perceives any actual or possible disagreement with the Firm or the Firm's handling of the Engagement, the District shall promptly and candidly discuss the problem with the Firm.

The Firm agrees to keep the District informed as to the status of the pending services and as to the course of action which is being followed or is being recommended by the Firm. The District shall be included in all major decisions involving services under this agreement. Unless otherwise directed by the District, the Firm will provide the District copies, electronically, of all significant documents sent or received by the Firm in connection with services provided under this agreement. The Firm will not effect a final compromise of any matter, nor assert any conflict waivers without the prior approval of the District or its designated representative.

VI. CONFIDENTIALITY OF COMMUNICATIONS

All communications between the Firm and the District – whether written, oral or electronic – are confidential, and the District agrees to take all reasonable precautions to ensure that the confidentiality of these communications is preserved. This includes, at a minimum, ensuring that:

- (i) Written communications are not read by other persons,
- (ii) Oral conversations are not overheard by other persons,
- (iii) Electronic communications are not accessible by other persons, and
- (iv) The communications between the District and the Firm are not disclosed to other persons.

Unless otherwise instructed by the District, written communications will be sent by email to the above designated persons. If the District communicates with the Firm by email, such communications must come from the District's official email addresses and not from a private email address or third-party's email address. The District agrees to ensure that the client's emails are secure and are not scanned or harvested by the District's email provider.

VII. ADDITIONAL MATTERS

For matters outside of the Firm's expertise such as personal injury, environmental, bankruptcy, tax, immigration, patent and intellectual property, etc., the Firm will make every reasonable effort to refer the District to experienced and competent outside counsel.

VIII. CONFLICTS

The Firm represents many other entities and individuals. It is possible that some of the Firm's present or future clients will have disputes with the District during this agreement. The Firm shall not undertake any action on behalf of another client where, as the result of the Firm's representation of the District, the Firm has obtained sensitive, proprietary or other confidential information that, if known to any such other client of the Firm, could be used in any such other matter by such client to the material disadvantage of the District. For any other possible conflict of interest, the Firm shall notify the District of the situation and obtain District's permission to pursue an engagement with the other client.

IX. TERMINATION

The Firm reserves the right to terminate this Agreement if the District fails to honor this Agreement or for any reason permitted by the Nevada Rules of Professional Conduct. The District reserves the right to terminate this Engagement without cause. Notification of termination or withdrawal shall be made in writing and shall be effective upon receipt. In the event of such termination or withdrawal, the District shall promptly pay the Firm all fees, costs and expenses incurred prior to the date of termination or withdrawal.

Upon termination or withdrawal from this Engagement, the Firm agrees to cooperate with any successor counsel in the transition of the representation.

X. GOVERNING LAW AND RULES OF PROFESSIONAL CONDUCT

This Agreement shall be interpreted and enforced in accordance with the laws of the State of Nevada without regard to its choice of laws principles. The Firm's services shall be governed by the Nevada Rules of Professional Conduct, without regard to where the services are actually performed.

XI. DISPUTE ARBITRATION

Any dispute with respect to this agreement or as to the amount of legal fees, costs or expenses shall be submitted first to the Fee Dispute Committee of the State Bar of Nevada, with each party to bear its own attorneys' fees and costs. If that settlement endeavor is not successful, each party may pursue remedies in the courts of Nevada, each side to bear its own attorney fees.

XII. EFFORT AND OUTCOME

The Firm agrees to competently and diligently represent the District in the services provided under this agreement, and the District acknowledges that the Firm has given no assurances regarding the outcome of the Engagement.

XIII. RETENTION OF FILES

The District is responsible for maintaining its own copy of documents forwarded to the District by the Firm. The Firm will endeavor, subject to casualties beyond its control, to retain and maintain the major and significant components of the Firm's files relative to the Engagement in an electronic format during the pendency of the Engagement and for a period of at least seven (7) years following the conclusion of the Engagement. The Firm will not maintain a hard copy file of files and will not maintain an electronic copy of most contracts. The files prepared or kept by the Firm in the performance of its obligations under this Agreement shall be the exclusive party of the District and shall not be provided to other parties. It is understood and agreed that the primary responsibility for storing records and files shall be with the District.

XIV. INSURANCE

The Firm will provide the District with Certificates of Insurance for the coverages as listed below within ten (10) calendar days after approval of this Agreement by the Board of Trustees. Thereafter, current certificates shall be maintained with the District so long as insurance is required pursuant to this Agreement. The certificates for each insurance policy are to be signed by a person authorized by the insurer and licensed by the State of Nevada.

A. Each insurance company's rating as shown in the latest Best's Key Rating Guide shall be fully disclosed and entered on the required certificates of insurance. The adequacy of the insurance supplied by the Firm, including the rating and financial health of each insurance company providing coverage, is subject to the approval of the District.

B. With regard to the Firm's services performed pursuant to this Agreement, the Firm's insurance shall be primary and any other coverage that may be available to the District, its officers, employees and volunteers shall be excess over the insurance required of the Firm.

C. The insurance coverage supplied by the Firm must provide for a thirty (30) days notice to the District before implementation of a proposal to suspend, void, cancel or reduce in coverage or in limits, the required insurance coverage. This notice requirement does not waive the insurance requirements contained herein.

D. All deductibles and self-insured retentions shall be fully disclosed in the Certificate of Insurance. No deductible or self-insured retention may exceed SI 0,000 without the written approval of the District.

E. The Firm shall obtain and maintain, for the duration of this Agreement, the following insurance against claims which may arise from or in connection with the performance of the work hereunder by the Firm, its agents, representatives, employees or sub-contractors. The cost of such insurance shall be borne by the Firm.

Professional liability or errors and omissions insurance against claims for injuries or damages arising out of the services rendered by the Firm, its agents, representative or employees pursuant to the Firm's agreement with the District.

a. The Firm shall maintain policy limits of no less than \$1,000,000.00

b. "Claims made" insurance coverage must continue for a period of three years beyond the termination of the Agreement, Any retroactive date must coincide with or predate the beginning of the Agreement and may not be advanced without the consent of the District.

F. If the Firm fails to maintain the insurance coverage required herein, then the Firm will have the option to declare the Firm in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order that the required coverage may be maintained. The Firm is responsible for any expenses paid by the District to maintain such insurance and the District may collect the same from the Firm or deduct the amount paid from any

G. The insurance requirements specified herein do not relieve the Firm of its responsibility or limit the amount of his liability to the District or other persons and the Firm is encouraged to purchase such additional insurance as it deems necessary.

Regardless of the coverage provided by any insurance policy, the Firm shall indemnify, defend, and hold the District harmless from any and all claims, demands, actions, attorney's fees, costs, and expenses based upon or arising out of alleged errors, omissions, or acts of the Firm or its principals, employees, subcontractors, or other agents while performing services under this Agreement.

XVI. INTEGRATION

This Agreement contains the entire agreement between the District and the Firm regarding its engagement and the fees, costs, and expenses relative to the Agreement. This Agreement shall not be modified except by written agreement signed by the Firm and the District's duly authorized representatives. This Agreement shall be binding upon the District and the Firm and their respective heirs, executors, legal representatives, and successors.

XVI. ASSIGNMENT

The Firm shall neither assign, transfer nor delegate any rights, obligations or duties under this Agreement without prior written consent of the District.

XVII. REVIEW BY OTHER COUNSEL

This Agreement is a binding legal document with significant consequences. The District is encouraged to have it reviewed by other counsel of the District's choice prior to execution by the District.

XVIII. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall together constitute one and the same instrument. It shall not be necessary for any counterpart to bear the signature of all parties. Executed copies hereof may be delivered by facsimile or e-mail, pursuant to NRS 719.240, and upon receipt will be deemed originals and binding upon the parties, regardless of whether originals are delivered thereafter.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed and intend to be legally bound thereby.

LAS VEGAS-CLARK COUNTY DISTRICT:

Signed: _____
Chair, Board of Trustees Date

WELT LAW

Signed: _____
Gerald M. Welt, Esq., Legal Counsel Date