

## ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
March 11, 2021**

DATE: Thursday, March 11, 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.

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

Summerlin Library  
1771 Inner Circle Drive  
Las Vegas, NV 89134

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](mailto:boardcomments@lvccld.org). Please identify the agenda item you wish to speak on and include your name and address in your email. Emails without a name and address will not be read.

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 Trustees Marilyn Francis Drake and Robin Wadley-Munier.

V. Approval of Proposed Minutes (Will be postponed until the April 8, 2021 Regular Board Meeting)

Agenda – Board of Trustees’ Meeting  
March 11, 2020  
Page 2

VI. Chair’s Report

- A. Welcome to new Trustee Nathaniel Waugh.
- B. Updates from the January 21, 2021 Meeting and the February 18, 2021 Board meetings.
- C. Possible Board discussion regarding the Chair’s report.

VII. Library Reports

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

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

A. Executive Director’s Report - 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

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 regarding authorization to extend the appointment of the District’s current auditor, BDO USA, LLP, for one year, for the fiscal year ending June 30, 2021.

X. Announcements

The Finance and Audit Committee Meeting will be held on Thursday, April 8, 2021 at 4:00 p.m. via Webex and in the Sahara West Library.

Agenda – Board of Trustees’ Meeting  
March 11, 2020  
Page 3

The next Board Meeting will be held Thursday, April 8, 2021, at 6:00 p.m. via Webex and in the Sahara West Library.

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](mailto:boardcomments@lvccld.org). Please identify this agenda item and include your name and address in your email. Emails without a name and address will not be read.

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

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

XIII. Adjournment

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

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL ALLISON BOYER AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR [boyera@lvccld.org](mailto: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](http://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 Friday,

Agenda – Board of Trustees' Meeting  
March 11, 2020  
Page 4

March 5, 2021, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
  - 1. Clark County Library  
1401 E. Flamingo Road  
Las Vegas, NV 89119
  - 2. East Las Vegas Library  
2851 E Bonanza Road  
Las Vegas, NV 89101
  - 3. Summerlin Library  
1771 Inner Circle Drive  
Las Vegas, NV 89134
  - 4. Sunrise Library  
5400 Harris Avenue  
Las Vegas, NV 89110
  - 5. West Charleston Library  
6301 W. Charleston Boulevard  
Las Vegas, NV 89146
  - 6. West Las Vegas Library  
951 W. Lake Mead Boulevard  
Las Vegas, NV 89106
  - 7. Windmill Library  
7060 W. Windmill Lane  
Las Vegas, NV 89113
  - 8. Las Vegas-Clark County Library District website  
[www.lvccld.org](http://www.lvccld.org)
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.

Agenda – Board of Trustees' Meeting  
March 11, 2020  
Page 5

- D. Webex Connection information:  
<https://lvcld.webex.com>  
Event number (access code): 187 415 5936  
Password: 031121RBM  
Join by phone: +1 (408) 418-9388  
Use same meeting number  
Join from a video system or application:  
Dial [1874155936@lvcld.webex.com](mailto:1874155936@lvcld.webex.com)  
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.



## ITEM VII.A. BOARD REPORT

### MEMORANDUM

---

**DATE:** March 5, 2021  
**TO:** Board of Trustees  
**FROM:** Kelvin A. Watson, Executive Director  
**SUBJECT:** Executive Director's Monthly Report

This report gives you a quick review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' March 11, 2021 meeting. I have supplemented this with information in the board packet, (numbered VII.A.1-3.) and distributed to Trustees today.

#### **One on One Meetings with Trustees**

By the time of the March 8 Board Meeting, I will have had the opportunity to meet all of the Trustees one on one. Included in those meetings was former Trustee Shannon Bilbray-Axelrod. I appreciate the time you have spent to help me acclimate to the District.

#### **Staff Meetings**

I have had a chance to sit down individually and as a group with all of my direct reports which you know as the Executive Council (EC). I have decided to change the name of the EC to the Library District Administration Team (AT). To remind you of my direct reports, they are:

Acting Library Operations Director Leo Segura  
Branding and Marketing Director Betsy Ward  
Community Engagement Director Matt McNally  
Development and Planning Director Danielle Milam  
Information Technology Director/CIO Al Prendergast  
Acting Financial Services Director Floresto Cabias  
Acting General Services Director John Vino  
Human Resources Director Jeff Serpico

All staff at the District report directly to me through this most important team. I plan to meet with each AT member weekly to ensure critical information is shared and discussed. Executive Assistant Allison Boyer, while not a member of the AT, also reports to me directly.

I sent an email to all District staff last Friday reporting on my activities for my first two weeks and asked them some questions to help me learn about the District and how staff feel in different areas. Examples of the questions I asked are: important things they want me to about our District, what makes them excited to come to work, pressing issues facing the District, practices

## **Executive Director's Report**

**March 5, 2021**

**Page 2**

that should or should not be continued, strategic opportunities that the District should consider, how I should communicate with staff, what does the District do well, and more. I have already received 20 responses and I have responded to all of them. In addition, I look forward to spending time with staff members as I plan setting aside some time each week at a later date to speak to those who request a meeting.

### **District Branch Visits**

I have started visiting District branches. While I visited several branches when I was here for the December 4th interview, this gives me an opportunity to focus on each branch and the staff. On my first day, I attended an event at the Sahara West Library with Senator Catherine Cortez Masto at the EmployNV Business Hub operated by the District's partner Workforce Connections. I'll be meeting with the Workforce Connections team for lunch soon to learn more about the District's partnership. In addition, by the time of the Board meeting on the 11th, I will have visited the Windmill, Enterprise, Moapa Town, Moapa Valley, and Bunkerville libraries, as well as the Mesquite Library campus. There is still a lot of ground to cover. When I visit the branch, I visit with the branch manager, take a tour, and then hope to meet everyone working that day at the location. It is a great way to meet my new co-workers. Would any of you like to accompany me to a branch? Please contact Allison Boyer at [boyera@lvccld.org](mailto:boyera@lvccld.org) and let her know.

### **Meeting City and County Officials**

I want to thank Trustee Francis Drake for accompanying me to a meeting with Mayor Carolyn Goodman. We had a good meeting and Mayor Goodman invited me to the Civilian Military Council of Southern Nevada meeting, which I will be attending on March 18<sup>th</sup>.

Trustee Foyt graciously hosted a lunch last week at which I met County Commissioner Naft. This then led to a referral from Commissioner Naft to Commissioner Jones and that meeting is scheduled as well. Trustee Foyt is also doing the same for me and Commissioner Segerblom. I appreciate the time Trustees are spending on introducing me to the community.

I had a chance to speak with former Trustee and County Commissioner Lawrence Weekly. We are fraternity brothers and he has invited me to speak on his radio show Straight Talk on KCEPPower 88 (FM) tomorrow at 10:00 a.m.

Also in March I will be meeting with Dr. Jesus Jara, Superintendent of the Clark County School District to meet him and discuss partnering with CCSD.

### **Library Legislative Day**

As those of you who have served on the Board during previous legislative sessions know, normally the District sends staff to Carson City to advocate for the District. This year, like so many other events, it was held virtually. Development and Planning Director Danielle Milam produced a wonderful piece that I sent to all legislators. Due to the short time between notification and the actual date, Trustees were not asked to participate. However, I am including the piece that was sent and encourage you to contact your legislator to ensure they know how critical the District's services have been, even during the pandemic.

The American Library Association Annual Conference will take place virtually June 26 – July 1, 2021. Please let Allison know if you would like to attend so she can get you registered.

### **Other Activities**

Award – I was notified this week that I was selected to be this year's recipient of the Margaret E. Monroe Library Adult Services Award by the Reference and User Services Association (RUSA), a

**Executive Director's Report**

**March 5, 2021**

**Page 3**

division of the American Library Association. It is awarded for "significant contributions to library adult services...The committee found your dedication to providing equitable access to technology and information commendable, as well as providing a platform to discuss race, diversity, and inclusion." I hope to continue this here in Clark County.

Meetings attended -

January 20 – Attended the Vegas Chamber's Preview 2021 via Webex

January 29 – Attended the Urban Chamber of Commerce's (Las Vegas) State of the Chamber event via Webex

February 19 – Participated in the Public Libraries Association (PLA) Board Meeting (I am a member of the Executive Board).

February 23 – LibraryJournal Summit: Speaker, "What's Next for Collection Strategy and Readers Advisory."

February 23 – Sat in on the Community Engagement Administration Meeting

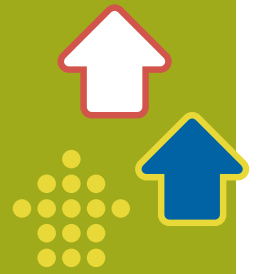
February 25 – Participated in the District's Department Head Meeting.

March 2 – Polk County Library Cooperative Staff Training Retreat: Speaker, "Supporting Equity, Diversity and Inclusion in Library Services."

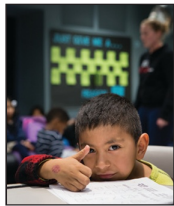




# THE LIBRARY DISTRICT IS HELPING THE COMMUNITY RECOVER, RESET, & REBUILD



The **LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**



## LEARNING THAT NEVER STOPS

Libraries are places for learning no matter what age, income, or cultural background. Demand for free e-books, movies and music is soaring and at the same time people still treasure their books and DVDs. Our libraries are hubs of activity with 4.3 million visits, 9.2 million items borrowed, and 1.2 million computer sessions last year, even with the pandemic shutdown.



## SUCCESS FROM CRADLE TO CAREER

Every day, we work with families, caregivers, and childcare facilities to make sure every child enters school ready to learn. After-school homework help and programs for science exploration (STEAM), media, music production, robotics, and virtual reality foster youth and career development.



## WORKFORCE AND ENTERPRISE GROWTH

Over the last three years, the Library District rolled out a partnership with Workforce Connections to bring employment and business support services to library locations. Now there are even more resources for job-seekers, returning veterans, and local entrepreneurs.



## CENTERS FOR IMAGINATION AND CIVIC LIFE

Libraries are active civic centers and neighborhood anchors. With 640,000 active cardholders and over 500,000 people attending 18,400 programs, our 25 branch libraries are community hubs. People come together to enjoy author visits, dance, music and theater performances, art exhibits, family gatherings, and community events.



## HEART OF THE COMMUNITY

All our libraries are catalysts for achievement and neighborhood vitality. New libraries in Mesquite and East Las Vegas are national models for next generation library services aligned with community need.

### Las Vegas-Clark County Library District

7060 W. Windmill Lane, Las Vegas, NV 89113

Kelvin Watson, Executive Director

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



# COVID COMEBACK: LVCCLD RESPONDS WITH SAFETY, SERVICE INNOVATION, & OPEN DOORS

**WHEN THE PANDEMIC** shut down Nevada last March, over 350,000 local workers in southern Nevada were laid off in a matter of weeks. Resident challenges were compounded in August, when CCSD transitioned to remote learning and over 100,000 local students lacked devices and home internet to attend online school. Over the past year, the Library District has been an active community “Second Responder,” working closely with state and local decision-makers, providing support for students, job-seekers, local entrepreneurs, and learners of all ages.

In **MARCH**, as we shut down, the Library District pivoted to instant eCards, giving people access to e-books, movies, and other online library resources at home.

In **APRIL**, curbside pick-up services were launched in all 25 metro and rural library locations.

By **MAY**, the Library District completed extensive virus protection and sanitation protocols to open all branch libraries with service innovations and critical public access to free computers, laptops, iPads, mobile hotspots, and in-branch WiFi. Partnerships like One-Stop Career Services for job seekers and English language classes resumed. Computer labs were filled with people looking for jobs and accessing online government and social services. For customers wary of an in-branch experience, staff created “Take & Make” learning project kits; book bundles related to student homework; and STEAM, craft, and culture projects for people to take home. At the same time, over 250 virtual programs were produced and published on Library District media channels and WiFi hotspots were checked out 3,400 times for home and business use.

In **AUGUST**, the Library District entered into a partnership with the City of Las Vegas to provide space, technology, and other resources for the Vegas Strong Academies. Located in library branch facilities and operated by the City of Las Vegas, these academies support local students with online learning, meals, craft and recreational activities, and child care for First Responders and other working families. Library District, Library Foundation, and State Library, Archives, and Public Records CARES grant funds were used to purchase laptops, headphones, printers, WiFi hotspots, and STEAM programs for academy students.

By **MID-SEPTEMBER**, additional student support resources were launched to assist students lacking Internet access. All urban and Mesquite library branches opened at 7:00 a.m. on weekdays to help more students attend school and college. The Library Foundation’s “Teachers in Libraries” in-person tutoring program returned to metro libraries with COVID-19 safety protocols. Vast online student resources were organized in a “Limitless Learning” media campaign promoted on Library District and CCSD media channels.

In **OCTOBER**, the Library District opened the EmployNV Business Center, partnering with Workforce Connections of Southern Nevada, the Vegas Chamber, and the Las Vegas Global Business Alliance. By the end of January, 49 small local businesses found the hub and received services for start-up, business stabilization, and COVID-19 relief assistance. Virtual “Business and Career Success” resources were also promoted to help local small businesses and job seekers.

On **FEBRUARY 16, 2021**, new **Executive Director Kelvin Watson** joined the Library District. Director Watson brings experience from the private sector, library industry, and leadership roles at two public libraries – Queens Library NY and Broward County Library FL. He is excited about the opportunity to work with the Nevada Legislature and U.S. Congressional leaders to amplify the impact of library assets for public benefit.



**MOVING FORWARD – COVID COMEBACK – THE LIBRARY DISTRICT IS AN EFFECTIVE SECOND RESPONDER.**





## ITEM VII.A.1.a.

### MEMORANDUM

---

TO: Kelvin Watson, Executive Director

FROM: Leo Segura, Acting Library Operations Director

DATE: February 25, 2021

SUBJECT: Library Operations Activity Report, March 2021

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **February 1, 2021 – February 25, 2021**.

#### LIBRARY OPERATIONS ADMINISTRATION

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

- Participated in Budget Meeting led by Acting Financial Services Director **Floresto Cabias**.
- Continue to analyze current operations and branch staffing needs.
- Participated in Labor Relations Meeting led by Human Resources Manager London Porter and Teamster 14 President Grant Davis.
- Participated in Person-in-Charge (PIC) training needs committee led by Training and Development Manager **Keely Walker**. 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 Development and Planning Director **Danielle Milam**.
- Participated in Digital Content Team meeting hosted by **Danielle Milam**.
- Conducted branch visits to observe customer activity and staff workflow, return a commemorative plaque to West Las Vegas Library, and meet with staff.
- Conducted Library Discipline and Security Team Meeting and responded to one patron trespass appeal.

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

- Conducted monthly Branch Managers meetings via WebEx.
- Conducted job interviews for Multi-Services Assistant position at the Windmill Library.
- 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.
- Compiled and reported required monthly statistical reports.
- Coordinated interview dates/information between branches, Library Operations Administration, and Human Resources.
- Stocked and distributed branch PPE including masks, gloves, aprons, and face shields.
- Monitored Administration Email.
- Distributed earphones for use by Youth Services teen patrons.
- Conducted District Department Head's Meeting via WebEx.

### **Regional Manager Update**

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

- Conducted Interviews for East Las Vegas Library Multiservices Assistant position.
- Conducted Interviews for Rainbow Library Multiservices Assistant position.
- Conducted Outlying Branch Associates Meeting.

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

## BRANCH OPERATIONS

For the month of February 2021, all branches continued full operations except the 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 **Adult Services Assistant Sarah Calvillo** who leads the **In the Loop** crochet club that meets regularly at the West Las Vegas Library. **Branch Manager Chantel Clark** helped Sarah deliver handmade blankets and scarves to Nevada Partners for Homeless Youth (NPHY).



**In the Loop** - where members of the community come together to learn and share their craft. Since the inception of the group, staff have wanted to use their skills to do a service project for the community. After the District partnered with Nevada Partnership for Homeless Youth (NPHY) staff thought it would be the perfect recipient of a donation. In January 2020 the group began creating six inch by six inch squares that can be put together as blankets to donate to NPHY. For a skilled crochet artist one simple square can be finished within 30 minutes, for beginners it could take an hour.

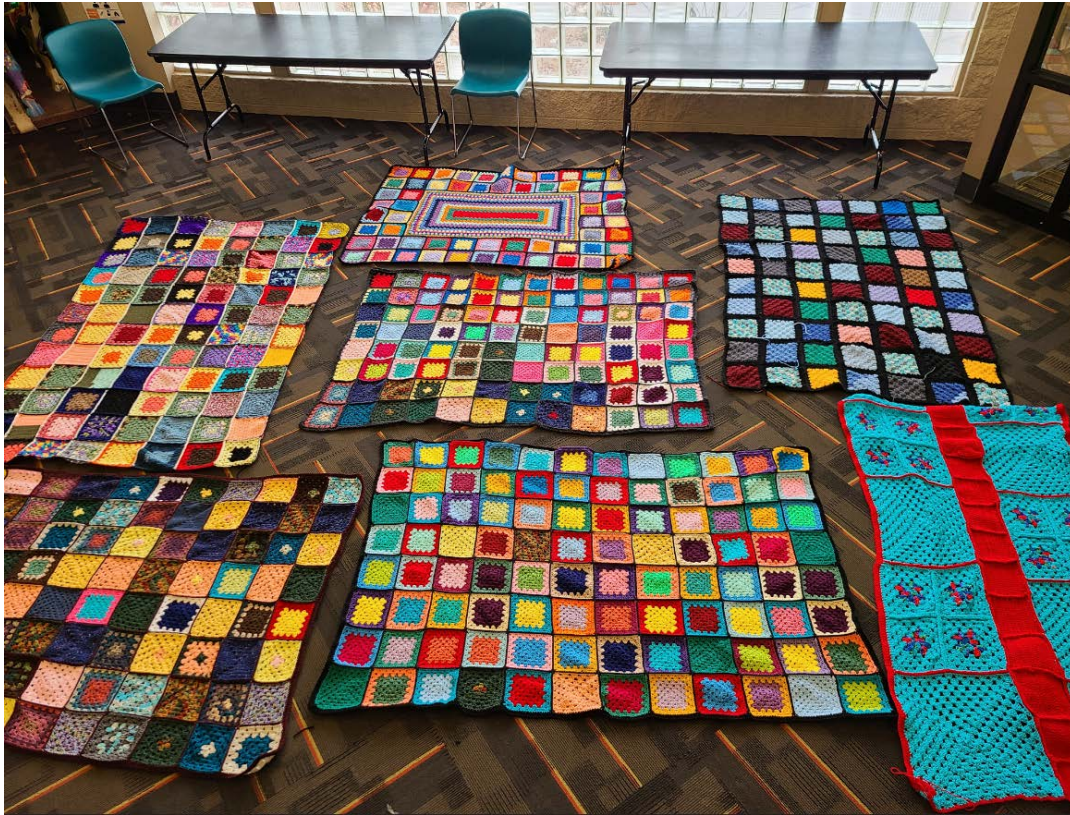
During the two months the Library District was closed in spring 2020 the group continued to crochet in their own homes, working to create these blankets for NPHY despite everything going on in the world. By the time the group started meeting again in July they had produced over 500 squares! The group continued making squares together and began putting them together in September. Each blanket uses about 100 squares. We have completed seven blankets to donate, plus a collection of scarves made from the excess squares.

While seven blankets may not seem like much they represent hundreds of hours of work, all spent thinking of others during a time of national crisis. Even without the



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

events of the year taken into account this is a huge accomplishment for this group. Full size, handmade blankets like these are often sold by the creator for hundreds of dollars, as they are in themselves a work of art. While seven deserving youth could be given a beautiful, lovingly made blanket, NPHY could also choose to auction or raffle one or more of the blankets as a fundraiser.



Kudos to the branch staff that throughout the year provided the public with limitless learning opportunities through a variety of pertinent classes and One-on-ones. They have helped hundreds of community members with their information and entertainment needs. As Mesquite Branch Manager **Judi Sargent** said, when other services closed with use of the computers to sign up for essential services, renew their license, order new plates, register their vehicles, and more importantly sign up for their COVID Vaccine.

Staff have been coming up to three hours early for "Early Open hours" to support students who need computers or internet just to attend school. District staff routinely assist people who struggle with technology to apply for jobs, write a resume, and help them create user interface accounts (email, twitter, etc.) all of which has been a priority for our community members during this very challenging time. Our staff is Essential!

Library Operations Activity Report, February 2021  
January 28, 2021 – Page 5

## STAFF UPDATES

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

- **Melisa Ramirez** was promoted to the part-time Multi-Services Assistant at Windmill Library. Melisa previously worked at Clark County Customer Services.
- **Diana Palacio** was promoted to the part-time Multi-Services Assistant at Sunrise Library. Diana previously worked as a page at Sunrise.
- **Jordan Arthun-Healy** was promoted to the part-time Multi-Services Assistant at Rainbow Library. Jordan was a Page at Windmill Library.

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

- **Tanner Rush**, Youth Services Librarian, West Charleston Library.
- **District-Wide** staff continued to be “parked” at assigned branches until further notice.

## MONTHLY STATISTICS

The total circulation for the month of January 2021 was 745,704 which is 77% of the pre-pandemic January 2020 circulation of 967,281. Of this total, eMedia circulation was 276,075, which is a 15% increase from the prior year’s 239,688 total. With COVID-19, eMedia continues to increase in popularity and is an important part of LVCCLD offerings.

In January 2021, 237,510 patrons entered our libraries, which is a 50% of the pre-pandemic January 2020 gate count of 472,281. Staff issued 3,648 new library cards; conducted 4 computer classes for 16 participants; and answered 31,497 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 80 programs with a total attendance of 516 teens.

Additionally, Windmill Library staff issued 33 passports for a total of \$1,622.00 in execution and photo fees.

...



## MEMORANDUM

---

**TO:** Kelvin Watson, Executive Director  
**FROM:** Leo Segura, Acting Library Operations Director  
**DATE:** February 25, 2021  
**SUBJECT:** Security Report, March 2021

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

In January, there were **55** incidents, which is a **41% decrease** from the prior year of 68 incidents. During this period, the District recorded **237,510** in-person visits. **This ratio is one incident for every 4,318 visits.**

The **Clark County Library** experienced the **highest number of incidents**, in which the branch recorded **12** incidents. The remaining branches reported between 0-9 incidents.

District branches encountered the following types of incidents this month:

- Patron Disturbance
- Patron Illness (health or medical emergency)
- Other
- Library Property Damage
- Patron Injury
- Safe Place
- Theft of District Property
- Theft of Patron Property

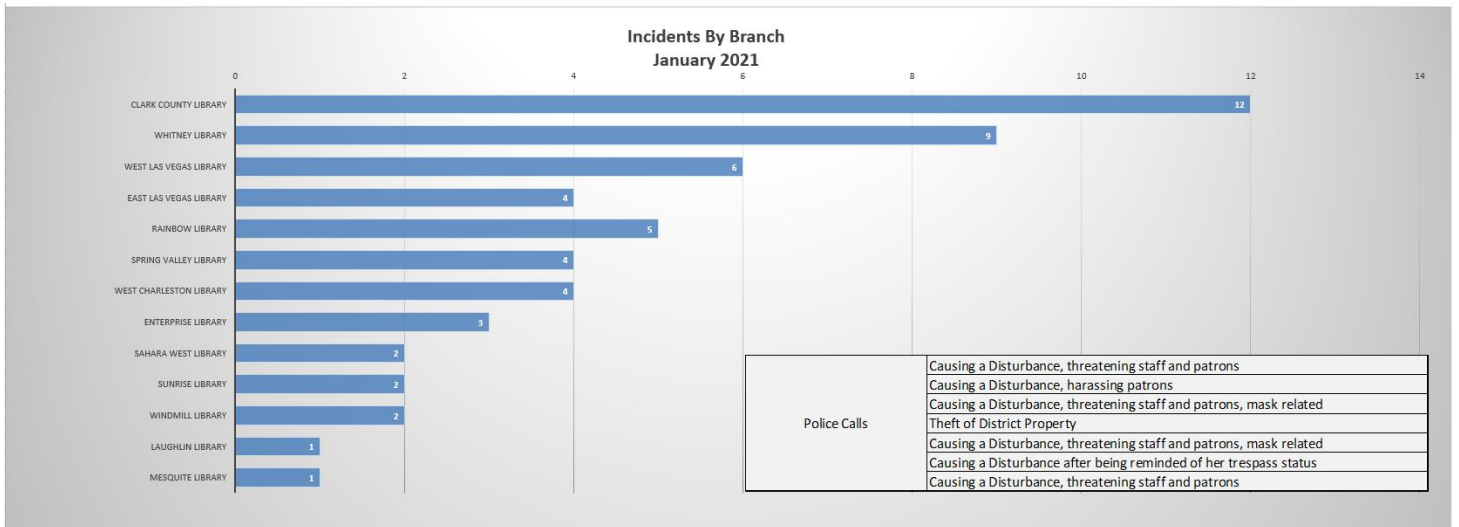
Of the above incident types, staff handled **33** patron disturbances, which accounts for the majority of incident types at 60%. **This ratio is one disturbance for every 7,197 visits.**

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

...



## Library Incident Reports January 2021

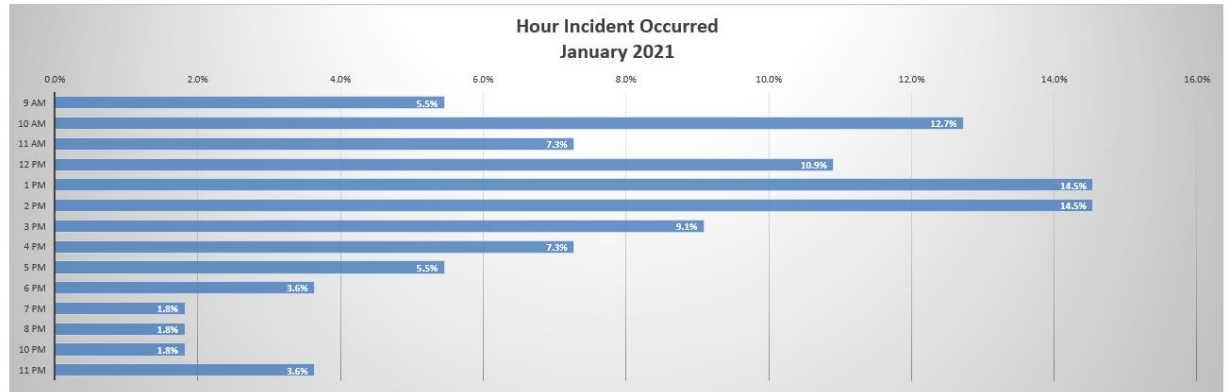


	Branch	Incident Reports				Feb-19 to Jan-20	Feb-20 to Jan-21	Difference	% Change
		Jan-20	Jan-21	Difference	% Change				
Urban Branches	CENTENNIAL HILLS LIBRARY	0	0	0	0.0%	23	11	-12	-52.2%
	CLARK COUNTY LIBRARY	13	12	-1	-7.7%	187	172	-15	-8.0%
	EAST LAS VEGAS LIBRARY	4	4	0	0.0%	60	31	-29	-48.3%
	ENTERPRISE LIBRARY	6	3	-3	-50.0%	55	36	-19	-34.5%
	MEADOWS	0	0	0	0.0%	3	0	-3	-100.0%
	RAINBOW LIBRARY	2	5	3	150.0%	31	21	-10	-32.3%
	SAHARA WEST LIBRARY	6	2	-4	-66.7%	46	20	-26	-56.5%
	SPRING VALLEY LIBRARY	4	4	0	0.0%	44	23	-21	-47.7%
	SUMMERLIN	1	0	-1	-100.0%	22	5	-17	-77.3%
	SUNRISE LIBRARY	0	2	2	100.0%	22	9	-13	-59.1%
	WEST CHARLESTON LIBRARY	4	4	0	0.0%	60	38	-22	-36.7%
	WEST LAS VEGAS LIBRARY	4	6	2	50.0%	79	40	-39	-49.4%
	WHITNEY LIBRARY	13	9	-4	-30.8%	135	55	-80	-59.3%
	WINDMILL LIBRARY	11	2	-9	-81.8%	38	22	-16	-42.1%
	Urban Total	68	53	-15	-22.1%	805	483	-322	-40.0%

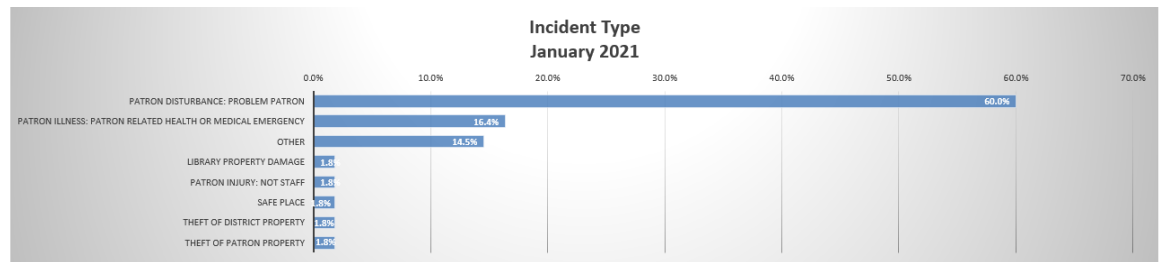
	Branch	Incident Reports				Jan-19 to Dec-19	Jan-20 to Dec-20	Difference	% Change
		Dec-19	Dec-20	Difference	% Change				
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	0	4	4	-100.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	0	0	0	0.0%	1	1	0	0.0%
	LAUGHLIN LIBRARY	0	1	1	0.0%	11	3	-8	-72.7%
	MESQUITE LIBRARY	0	1	1	0.0%	37	13	-24	-64.9%
	MOAPA TOWN	0	0	0	0.0%	0	2	2	-100.0%
	MOAPA VALLEY	0	0	0	0.0%	0	1	1	-100.0%
	MT CHARLESTON	0	0	0	0.0%	1	0	-1	-100.0%
	SANDY VALLEY LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%
	SEARCHLIGHT	0	0	0	0.0%	0	0	0	0.0%
	Outlying Total	0	2	2	0.0%	51	24	-27	-52.9%
Grand Total		68	55	-13	-19.1%	856	507	-349	-40.8%

# Board of Trustees Meeting - Item VII. Library Reports

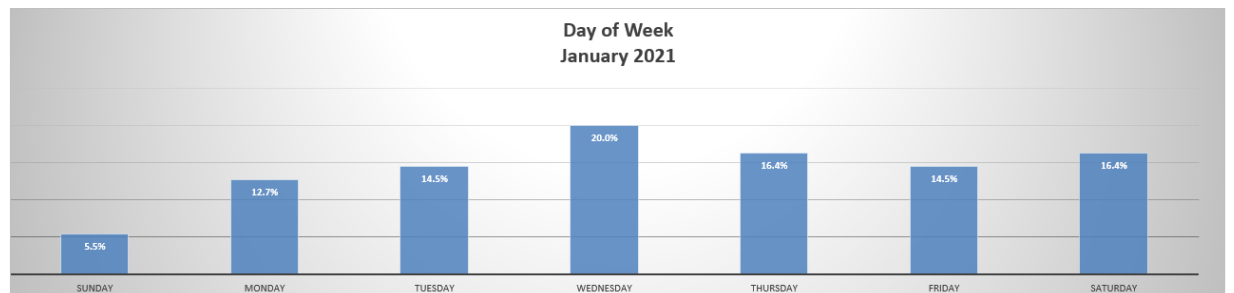
Hour Incident Occurred	Total	%
9 AM	3	5.5%
10 AM	7	12.7%
11 AM	4	7.3%
12 PM	6	10.9%
1 PM	8	14.5%
2 PM	8	14.5%
3 PM	5	9.1%
4 PM	4	7.3%
5 PM	3	5.5%
6 PM	2	3.6%
7 PM	1	1.8%
8 PM	1	1.8%
10 PM	1	1.8%
11 PM	2	3.6%
Grand	55	100.0%



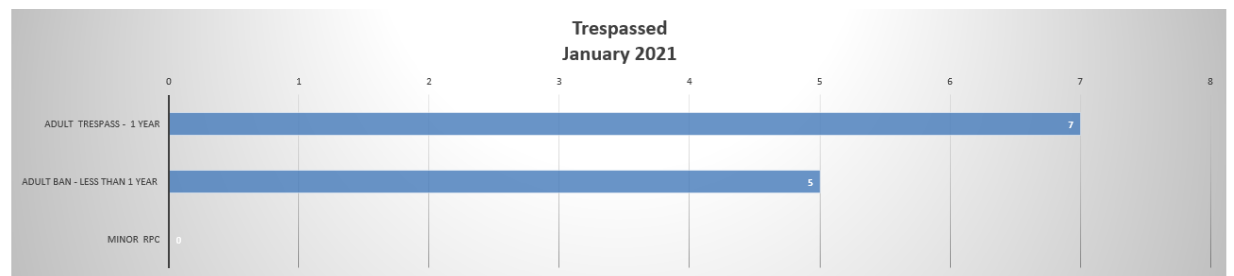
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	33	60.0%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	9	16.4%
OTHER	8	14.5%
LIBRARY PROPERTY DAMAGE	1	1.8%
PATRON INJURY: NOT STAFF	1	1.8%
Safe Place	1	1.8%
THEFT OF DISTRICT PROPERTY	1	1.8%
THEFT OF PATRON PROPERTY	1	1.8%
Grand Total	55	100.0%
Police Called	7	



Day of Week	Total	%
Sunday	3	5.5%
Monday	7	12.7%
Tuesday	8	14.5%
Wednesday	11	20.0%
Thursday	9	16.4%
Friday	8	14.5%
Saturday	9	16.4%
Grand Total	55	100.0%



Trespass or Banned	Total
ADULT	7
ADULT BAN - LESS THAN 1 YEAR	5
Minor RPC	0



Board of Trustees Meeting - Item VII. Library Reports

Monthly Statistics  
Year over Year  
January 2020/ January 2021

		Circulation				2020	2021			Gatecount				2020	2021		
	Library	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	45,621	33,212	-12,409	-27%	343,621	232,463	-111,158	-32%	29,783	15,844	-13,939	-47%	222,948	140,793	-82,155	-37%
	Clark County	39,302	18,759	-20,543	-52%	279,027	146,026	-133,001	-48%	51,769	20,488	-31,281	-60%	330,365	156,842	-173,523	-53%
	Enterprise	32,625	21,062	-11,563	-35%	229,948	149,029	-80,919	-35%	27,016	11,893	-15,123	-56%	186,268	105,668	-80,600	-43%
	East Las Vegas	32,129	13,615	-18,514	-58%	225,836	103,027	-122,809	-54%	32,959	29,197	-3,762	-11%	243,596	191,870	-51,726	-21%
	Meadows	2,595	274	-2,321	-89%	41,443	2,041	-39,402	-95%	2,631	424	-2,207	-84%	19,963	1,754	-18,209	-91%
	Rainbow	39,818	25,660	-14,158	-36%	286,151	182,074	-104,077	-36%	37,774	21,945	-15,829	-42%	245,289	130,115	-115,174	-47%
	Sahara West	56,330	38,254	-18,076	-32%	399,695	256,140	-143,555	-36%	43,872	18,596	-25,276	-58%	321,412	140,150	-181,262	-56%
	Spring Valley	33,031	20,053	-12,978	-39%	234,717	139,841	-94,876	-40%	29,537	15,594	-13,943	-47%	222,559	111,029	-111,530	-50%
	Summerlin	30,166	19,986	-10,180	-34%	213,852	142,499	-71,353	-33%	19,747	11,343	-8,404	-43%	191,503	80,450	-111,053	-58%
	Sunrise	34,916	18,242	-16,674	-48%	248,886	130,716	-118,170	-47%	26,697	11,049	-15,648	-59%	191,468	77,706	-113,762	-59%
	West Charleston	30,330	16,605	-13,725	-45%	217,803	120,743	-97,060	-45%	26,052	12,568	-13,484	-52%	187,366	100,994	-86,372	-46%
	West Las Vegas	12,974	5,524	-7,450	-57%	94,376	40,726	-53,650	-57%	25,400	13,203	-12,197	-48%	175,873	96,067	-79,806	-45%
	Whitney	31,787	21,865	-9,922	-31%	234,005	148,491	-85,514	-37%	48,082	14,552	-33,530	-70%	342,797	164,707	-178,090	-52%
	Windmill	51,942	35,125	-16,817	-32%	365,459	241,373	-124,086	-34%	31,135	16,624	-14,511	-47%	223,436	125,954	-97,482	-44%
	<b>Urban Totals</b>	<b>473,566</b>	<b>288,236</b>	<b>-185,330</b>	<b>-39%</b>	<b>3,414,819</b>	<b>2,035,189</b>	<b>-1,379,630</b>	<b>-40%</b>	<b>432,454</b>	<b>213,320</b>	<b>-219,134</b>	<b>-51%</b>	<b>3,104,843</b>	<b>1,624,099</b>	<b>-1,480,744</b>	<b>-48%</b>
Outlying Branches	Blue Diamond	323	248	-75	-23%	2,158	1,475	-683	-32%	622	248	-374	-60%	4,321	2,196	-2,125	-49%
	Bunkerville	341	1,800	1,459	428%	3,455	4,856	1,401	41%	1,197	1,800	603	50%	11,679	7,676	-4,003	-34%
	Goodsprings	1,380	38	-1,342	-97%	8,097	5,219	-2,878	-36%	475	38	-437	-92%	3,282	2,341	-941	-29%
	Indian Springs	1,346	805	-541	-40%	10,113	5,313	-4,800	-47%	2,151	805	-1,346	-63%	16,987	4,889	-12,098	-71%
	Laughlin	11,534	3,678	-7,856	-68%	80,190	35,386	-44,804	-56%	8,214	3,678	-4,536	-55%	55,500	31,747	-23,753	-43%
	Mesquite	13,244	8,405	-4,839	-37%	82,510	58,047	-24,463	-30%	16,296	8,405	-7,891	-48%	111,692	63,431	-48,261	-43%
	Moapa Town	552	341	-211	-38%	4,159	2,589	-1,570	-38%	633	341	-292	-46%	4,299	2,619	-1,680	-39%
	Moapa Valley	6,061	7,226	1,165	19%	43,556	31,503	-12,053	-28%	7,641	7,226	-415	-5%	59,601	49,928	-9,673	-16%
	Mt. Charleston	848	410	-438	-52%	4,101	3,139	-962	-23%	550	410	-140	-25%	6,145	3,570	-2,575	-42%
	Sandy Valley	1,692	731	-961	-57%	13,189	6,951	-6,238	-47%	919	731	-188	-20%	8,491	4,615	-3,876	-46%
	Searchlight	663	508	-155	-23%	4,486	3,708	-778	-17%	1,102	508	-594	-54%	8,749	3,519	-5,230	-60%
	<b>Outlying Totals</b>	<b>37,984</b>	<b>24,190</b>	<b>-13,794</b>	<b>-36%</b>	<b>256,014</b>	<b>158,186</b>	<b>-97,828</b>	<b>-38%</b>	<b>39,800</b>	<b>24,190</b>	<b>-15,610</b>	<b>-39%</b>	<b>290,746</b>	<b>176,531</b>	<b>-114,215</b>	<b>-39%</b>
Misc.	ILL	393	323	-70	-18%	2,570	2,383	-187	-7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	1,726	1,582	-144	-8%	14,485	1,582	-12,903	-89%	27	0	-27	-100%	385	0	-385	-100%
	Outreach	5,091	2,432	-2,659	-52%	35,073	15,216	-19,857	-57%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	239,688	276,075	36,387	15%	1,647,730	1,887,639	239,909	15%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	208,833	152,866	-55,967	-27%	1,502,263	1,001,422	-500,841	-33%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>Misc. Totals</b>	<b>455,731</b>	<b>433,278</b>	<b>-22,453</b>	<b>-5%</b>	<b>3,202,121</b>	<b>2,908,242</b>	<b>-293,879</b>	<b>-9%</b>	<b>27</b>	<b>0</b>	<b>-27</b>	<b>-100%</b>	<b>385</b>	<b>0</b>	<b>-385</b>	<b>-100%</b>
	<b>Grand Totals</b>	<b>967,281</b>	<b>745,704</b>	<b>-221,577</b>	<b>-23%</b>	<b>6,872,954</b>	<b>5,101,617</b>	<b>-1,771,337</b>	<b>-26%</b>	<b>472,281</b>	<b>237,510</b>	<b>-234,771</b>	<b>-50%</b>	<b>3,395,974</b>	<b>1,800,630</b>	<b>-1,595,344</b>	<b>-47%</b>

\*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

Board of Trustees Meeting - Item VII. Library Reports

Monthly Statistics  
Year over Year  
January 2020/ January 2021

		New Library Card				2020	2021			PC Internet Sessions				2020	2021		
	Library	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	468	256	-212	-45%	3,235	1,715	-1,520	-47%	4,259	1,006	-3,253	-76%	32,979	10,540	-22,439	-68%
	Clark County	707	300	-407	-58%	5,027	2,016	-3,011	-60%	7,813	2,010	-5,803	-74%	56,304	28,206	-28,098	-50%
	Enterprise	435	174	-261	-60%	2,698	1,301	-1,397	-52%	3,327	958	-2,369	-71%	21,828	10,556	-11,272	-52%
	East Las Vegas	651	260	-391	-60%	4,967	2,346	-2,621	-53%	7,765	1,738	-6,027	-78%	54,262	19,231	-35,031	-65%
	Meadows	58	0	-58	-100%	340	26	-314	-92%	384	0	-384	-100%	2,630	0	-2,630	-100%
	Rainbow	517	206	-311	-60%	3,395	1,581	-1,814	-53%	4,187	1,297	-2,890	-69%	28,630	14,069	-14,561	-51%
	Sahara West	807	212	-595	-74%	4,546	2,749	-1,797	-40%	4,463	1,506	-2,957	-66%	32,045	15,869	-16,176	-50%
	Spring Valley	352	160	-192	-55%	2,582	1,461	-1,121	-43%	6,213	1,989	-4,224	-68%	42,514	20,901	-21,613	-51%
	Summerlin	281	111	-170	-60%	1,949	832	-1,117	-57%	1,894	406	-1,488	-79%	13,595	4,532	-9,063	-67%
	Sunrise	396	218	-178	-45%	3,217	1,789	-1,428	-44%	4,725	1,192	-3,533	-75%	33,924	11,299	-22,625	-67%
	West Charleston	350	112	-238	-68%	2,587	912	-1,675	-65%	3,318	1,224	-2,094	-63%	25,374	12,207	-13,167	-52%
	West Las Vegas	262	131	-131	-50%	2,411	946	-1,465	-61%	4,658	1,238	-3,420	-73%	34,020	12,741	-21,279	-63%
	Whitney	927	219	-708	-76%	3,552	2,026	-1,526	-43%	4,461	1,713	-2,748	-62%	30,501	16,203	-14,298	-47%
	Windmill	624	268	-356	-57%	4,477	1,767	-2,710	-61%	5,034	1,054	-3,980	-79%	35,113	12,324	-22,789	-65%
	<b>Urban Totals</b>	<b>6,835</b>	<b>2,627</b>	<b>-4,208</b>	<b>-62%</b>	<b>44,983</b>	<b>21,467</b>	<b>-23,516</b>	<b>-52%</b>	<b>62,501</b>	<b>17,331</b>	<b>-45,170</b>	<b>-72%</b>	<b>443,719</b>	<b>188,678</b>	<b>-255,041</b>	<b>-57%</b>
Outlying Branches	Blue Diamond	6	3	-3	-50%	12	13	1	8%	35	2	-33	-94%	177	67	-110	-62%
	Bunkerville	6	1	-5	-83%	11	22	11	100%	35	9	-26	-74%	186	120	-66	-35%
	Goodsprings	0	1	1	100%	12	26	14	117%	19	1	-18	-95%	130	64	-66	-51%
	Indian Springs	6	6	0	0%	33	20	-13	-39%	169	16	-153	-91%	1,259	199	-1,060	-84%
	Laughlin	75	54	-21	-28%	520	324	-196	-38%	1,618	414	-1,204	-74%	11,163	4,707	-6,456	-58%
	Mesquite	172	62	-110	-64%	1,430	535	-895	-63%	2,344	555	-1,789	-76%	14,824	5,269	-9,555	-64%
	Moapa Town	4	5	1	25%	12	16	4	33%	69	30	-39	-57%	586	202	-384	-66%
	Moapa Valley	24	25	1	4%	161	108	-53	-33%	470	66	-404	-86%	2,936	750	-2,186	-74%
	Mt. Charleston	0	1	1	100%	14	19	5	36%	22	10	-12	-55%	135	79	-56	-41%
	Sandy Valley	3	3	0	0%	26	18	-8	-31%	76	22	-54	-71%	536	220	-316	-59%
	Searchlight	2	1	-1	-50%	12	10	-2	-17%	66	11	-55	-83%	576	55	-521	-90%
	<b>Outlying Totals</b>	<b>298</b>	<b>162</b>	<b>-136</b>	<b>-46%</b>	<b>2,243</b>	<b>1,111</b>	<b>-1,132</b>	<b>-50%</b>	<b>4,923</b>	<b>1,136</b>	<b>-3,787</b>	<b>-77%</b>	<b>32,508</b>	<b>11,732</b>	<b>-20,776</b>	<b>-64%</b>
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	275	48	-227	-83%	1,704	315	-1,389	-82%
	Outreach	556	0	-556	-100%	2,989	2,268	-721	-24%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	684	859	175	26%	4,167	5,573	1,406	34%	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	81,587	36,140	-45,447	-56%	578,777	299,757	-279,020	-48%
	<b>Misc. Totals</b>	<b>1,240</b>	<b>859</b>	<b>-381</b>	<b>-31%</b>	<b>7,156</b>	<b>7,841</b>	<b>685</b>	<b>10%</b>	<b>81,862</b>	<b>36,188</b>	<b>-45,674</b>	<b>-56%</b>	<b>580,481</b>	<b>300,072</b>	<b>-280,409</b>	<b>-48%</b>
<b>Grand Totals</b>		<b>8,373</b>	<b>3,648</b>	<b>-4,725</b>	<b>-56%</b>	<b>54,382</b>	<b>30,419</b>	<b>-23,963</b>	<b>-44%</b>	<b>149,286</b>	<b>54,655</b>	<b>-94,631</b>	<b>-63%</b>	<b>1,056,708</b>	<b>500,482</b>	<b>-556,226</b>	<b>-53%</b>

\*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

## ITEM VII.A.2.a.



### MEMORANDUM

---

**TO:** Mr. Kelvin Watson, Executive Director

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

**DATE:** March 11, 2020

**SUBJECT:** Branding and Marketing Activity Report, March 2021

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

#### AFRICAN AMERICAN HISTORY MONTH

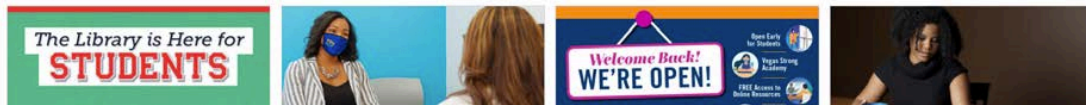
- Branding & Marketing Director **Betsy Ward** worked with Graphic Designer **Cierra Pedro** on a new graphic for this annual celebration of Black culture and history. Digital Content Manager **Ryan Simoneau** updated the website hero banner on February 1 with new artwork, which linked to the African American audience browse page.
- **Ryan Simoneau** also updated the African American audience browse page with the new header image.
- **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** created website content cards and added them to the different audience and format browse pages in order to help drive more traffic to the African American page.
- **Ryan Simoneau** and **Paula Loop** worked with Bibliographic & Collections Manager **Rebecca Colbert** and Online Resources Manager **Jocelyn Bates** to create new staff lists and spotlight online resources that celebrate African American History Month, along with local and national resources.
- **Betsy Ward** worked with **Cierra Pedro** to create a dedicated eBlast that Cierra sent out on Monday, February 1, to the Library District's 321,286 active library cardholders.
- **Ryan Simoneau** and **Paula Loop** scheduled social media promotion throughout February that links back to LVCCLD.org and the catalog.

Branding and Marketing Report  
February 25, 2021  
Page 2



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

Serving The African American Community



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

- **Betsy Ward** worked with new Executive Director **Kelvin Watson** and Board of Trustees Chair **Felipe Ortiz** to create a press release that announced the selection of our new Executive Director to the media and public.
  - **Kelvin Watson's** announcement press release was also translated into Spanish and sent out to Spanish media outlets on Thursday, January 14.
  - The press release can be viewed [HERE](#).
  - Media coverage can be viewed [HERE](#).
- **Betsy Ward** worked with **Cierra Pedro** to create a social media graphic that spotlighted **Kelvin Watson's** special "Community Hero" card (please see below), which is available at [PositivityPays.com](https://PositivityPays.com), during African American History Month. The post also announced his February 16 start date as the new Library District Executive Director.



Branding and Marketing Report  
February 25, 2021  
Page 3



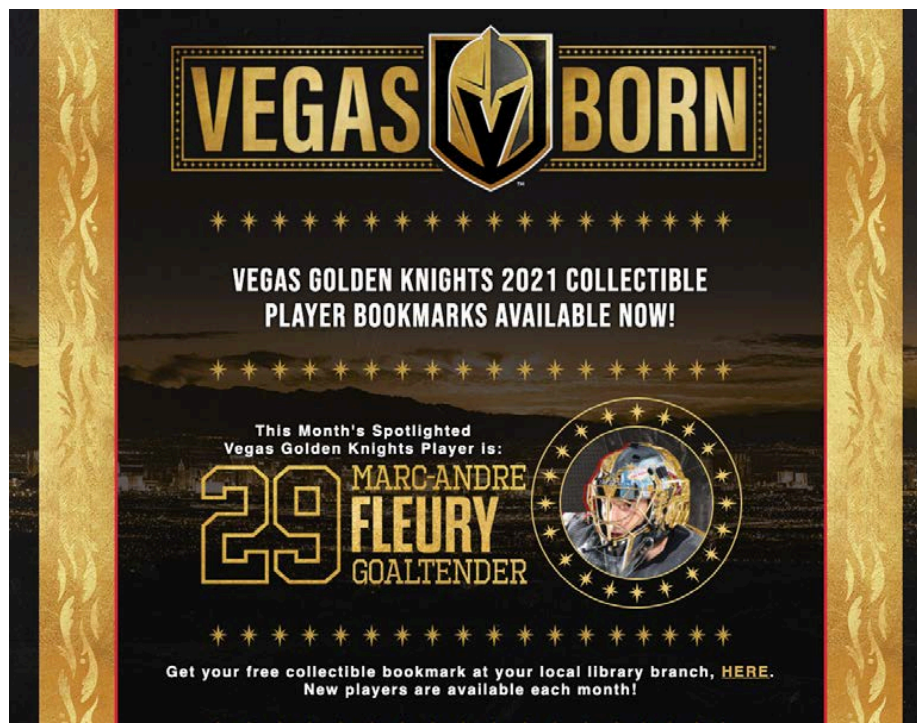
- **BAM** is currently working with **Kelvin Watson** to finalize creative launch ideas to announce to the public that he has arrived and to share his leadership vision. The tentative target date is March.
- Activities and ideas will include:
  - **Betsy Ward** compiled new copy and worked with **Ryan Simoneau** to update the Meet the Executive Director page on website, which can be viewed [HERE](#).
  - **BAM** will also create the following:
    - Create a fun and informative "Welcome" blog post that includes **Kelvin's** favorite titles that can be checked out at the Library District.
    - Work with **Kelvin** to produce a short-form video that introduces him to the public and showcases his personality and vision for the Library District.
    - Create a dedicated introductory eBlast.
    - Develop website promotion on the homepage spinner and all audience browse pages.
    - Develop social media promotion of the "Welcome" blog post and video content.

#### VEGAS GOLDEN KNIGHTS 2021 SEASON PLAYER BOOKMARKS LAUNCH

- **Betsy Ward** worked with Vegas Golden Knights (VGK) Director of Marketing & Brand Carley Sisolak to secure all-new players for the 2021 season. Starting with popular goalie Marc-Andre Fleury, a new VGK player will be featured each month during the 2021 NHL season.

Branding and Marketing Report  
February 25, 2021  
Page 4

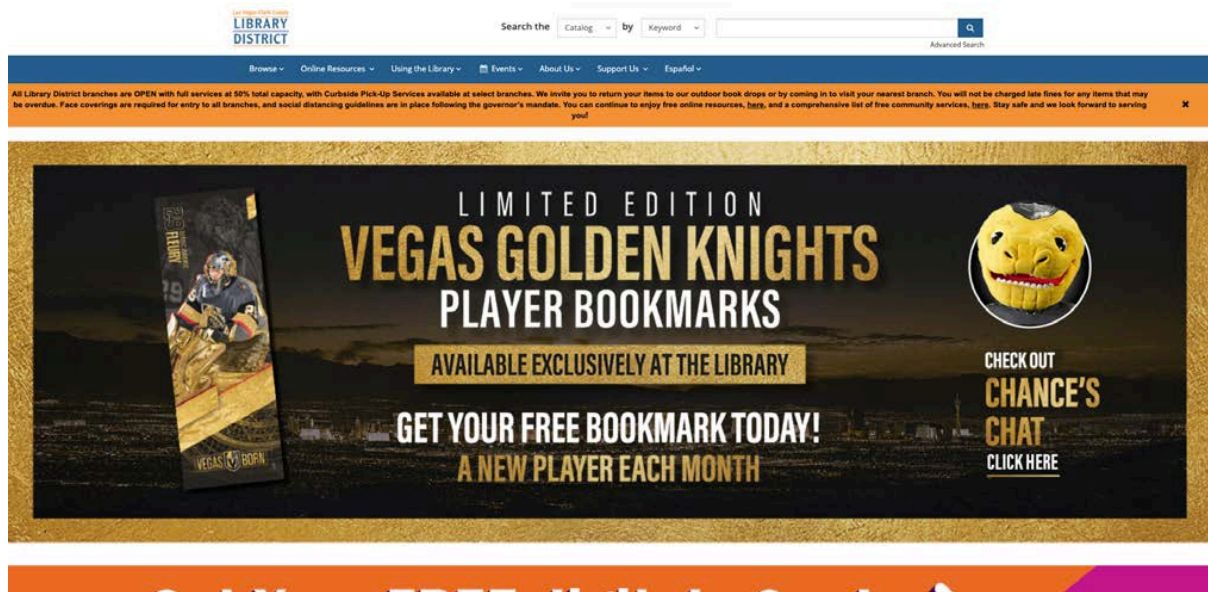
- **Betsy Ward** and **Cierra Pedro** worked with Carley Sisolak to finalize the updated design for the 2021 player bookmarks, which include details about the players' favorite books, movies, and music, helping to promote items in our catalog.
- These limited-edition collectible player bookmarks are available at all 25 Library District branches. They are also available for the first time at The Arsenal Pro Shop, located inside City National Arena, and on the front desk of City National Arena reception area. These high-profile VGK distribution points will allow the Library District to reach local residents who wouldn't normally have us on their radar.
- Since fans are currently unable to attend VGK home games due to COVID, these additional distribution points will take the place of **BAM's** highly successful outreach opportunities at the T-Mobile Arena pre-game festivals. As soon as games return, we will be back at T-Mobile!
- These are the confirmed 2021 featured players (pending trades or injuries):
  - Marc-Andre Fleury
  - Alec Martinez
  - Ryan Reaves
  - Zach Whitecloud
  - Brayden McNabb
- Promotional materials that were sent to branches include:
  - Monthly player bookmarks
  - Acrylic bookmark displays featuring desktop signage
  - Updated Chance banner for all branches
- Web Designer **Gene Kilchenko** updated the Library District's VGK landing page and the "Chance's Chat" blog, where the public can find out more about each featured player. The English version can be viewed [HERE](#). The translated Spanish version can be viewed [HERE](#).





Branding and Marketing Report  
February 25, 2021  
Page 5

- **Betsy Ward** will conduct monthly media outreach to promote each player launch.
- **Ryan Simoneau** and **Paula Loop** will update the website hero banner and audience browse pages, as well as schedule monthly social media posts for each player.



**BACK-TO-SCHOOL MESSAGING**

- Back-to-School messaging, which included Vegas Strong Academy, Early Open for Students, and Free Learning Resources, was displayed on two library district trucks beginning in February.



Branding and Marketing Report  
February 25, 2021  
Page 6

### LAS VEGAS RAIDERS PARTNERSHIP PROPOSAL

- **BAM** met with Community Engagement Director **Matt McNally** and Development & Planning Director **Danielle Milam** on Thursday, February 11, to discuss putting together a cohesive partnership proposal to present to Las Vegas Raiders Community Relations Manager Nick Markunas on February 26.
- **Betsy Ward** wrote the proposal, pulling together big picture ideas from BAM; fun, educational activities throughout the year provided by Community Engagement; and information on homework help and tutoring programs provided by the Library District Foundation.
- **Cierra Pedro** created the presentation, bringing it to life with photos and the Library District's brand colors.
- BAM will continue to work with the Nick Markunas to create a new Raiders library card, and possibly player bookmarks, which will coincide with either Summer Challenge or Library Card Sign-Up Month in September.

### MARKETING SERVICES REQUEST (MSR)

- **Betsy Ward** sent out an email to all Library District staff on Thursday, January 28, detailing the launch of **BAM's** new MSR ticketing system. The MSR was developed in-house by **Gene Kilchenko** and tested by numerous staff. The system is designed to streamline the request process for staff, providing all of our creative tools in one place for them to consider when creating a job. It also gives **BAM** an up-to-the-minute tracking system that enables us to monitor all jobs that flow into and out of the department.
- Graphic Designer **Juanita Aiello** continued in her critical role as Acting Marketing Coordinator, monitoring BAM work flow and trafficking jobs through the MSR.
- **Cierra Pedro** led a Webex training at the virtual District Department Heads Meeting on Thursday, February 25.

The screenshot displays the Marketing Support Request (MSR) system interface. The header shows the title "Marketing Support Request" and a sub-header "Session for user: Juanita Aiello". There are navigation buttons: "Create MSR", "Print", "My Report", and "Statistics". A filter section on the left includes fields for "Keyword", "Delivery Date" (From/To), "Type" (All Types), "Status" (Not Completed), "Requestor" (All Requests), and "Due To" (All BAM Staff). A "Reset" button is also present. The main table lists 15 requests with the following details:

Request Number	Description	Status	Actions
1.	Update Flier for Outlying Branches	Approved by Requestor	Edit Requested
2.	LDS Faxing cost change effective 2/22/2021	Approved by Requestor	
3.	Chinese Paperback Spine wraps	Submitted	
4.	Add Revised Fines and Fees Schedule to Voyager	Approved by Requestor	
5.	Add Revised Computer Use Only Procedures to Voyager	Approved by Requestor	
6.	Add revised Transferring Problem Items document to Voyager	Approved by Requestor	
7.	Extra-Sensory Experience with Keith Zalinger	Submitted	
8.	Add revised Loan Period document to Voyager	Approved by Requestor	
9.	2021 VGK Bookmark eNewsletter - Feb	Approved by Requestor	
10.	Update the Tax Assistance Graphics for 2021	Approved by Requestor	
11.	VGK Bookmark #2: Alec Martinez (March)	Approved by Manager	
12.	Kelvin - BAM Overview Presentation	Approved by Requestor	
13.	2021 Tax Assistance	Assigned to Paula	
14.	"A Few of My Favorite Things" Featuring Vegas City Opera's Young Artists	Approved by Requestor	
15.	Jennifer Singer: International Vocalist	Submitted	

Branding and Marketing Report  
February 25, 2021  
Page 7

#### **SUMMER CHALLENGE 2021 PREPARATION**

- **Betsy Ward, Juanita Aiello, Ryan Simoneau, and Paula Loop** had an initial brainstorming meeting with **Matt McNally**, Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** on Friday, February 5.
- **Betsy Ward** and **Juanita Aiello** reviewed 2021 brochure layout and content ideas that were presented at the meeting and **Juanita** began work on a mock-up for internal review.
- The 2021 Summer Challenge theme will be "Build a Robot," which was chosen by the Summer Challenge committee lead by **Shana Harrington**. This will be a fun theme for **BAM** to work with and all designs will be based upon it.
- Summer Challenge will kick off on Saturday, May 15, and conclude on Saturday, July 31.
- More details to come regarding the Library District's partnership with the Clark County School District.

#### **MONTHLY eBLASTS TO LIBRARY CARDHOLDERS**

- **BAM** has pivoted toward single-topic eBlasts to create timely promotion of District-wide initiatives.
- Topics in January and February included:
  - **New Year, New Career** eBlast
    - This spotlighted the Library District's free employment services and resources, the new Employ NV Business Hub at Sahara West, as well as a corresponding new blog post which featured our Business & Career Success landing page, "Meet the Employ NV Ambassadors," our five One-Stop Career Centers, the Nevada Career Explorer online resource, and the Adult Learning program.
    - Sent out Tuesday, January 26, 2021
    - **72,768 unique opens with a 22.79% open rate**
    - **3,457 total clicks generated**

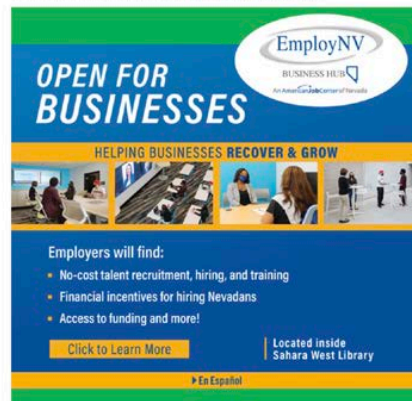
Branding and Marketing Report  
February 25, 2021  
Page 8

## New Year, New Career!



**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, Wi-Fi, 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!

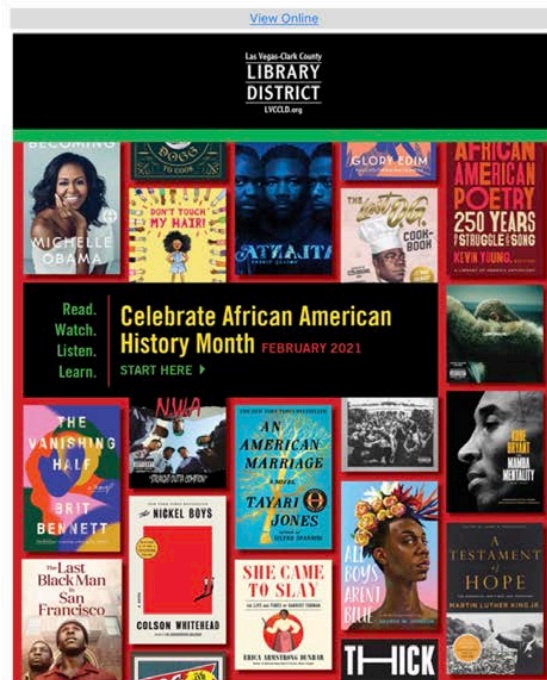


- **Celebrate African American History Month eBlast**
  - This celebrated African American History Month by showcasing all the free services and resources available at LVCCCLD.org.
  - Sent out on Monday, February 1, 2021
  - **58,053 unique opens with an 18.23% open rate**
  - **1,858 total clicks generated**



Branding and Marketing Report  
February 25, 2021  
Page 9

## Celebrate African American History Month!



Join us in learning about, and celebrating, the depth and diversity of Black history using the Library District's FREE services and resources. Visit our website and use your library card to check out new staff picks for all ages, plus entertaining and educational online resources that you can access 24/7. You will also find a listing of local and national resources, scholarship opportunities, and so much more. Enjoy!

[Get Started Today at LVCCCLD.org](http://LVCCCLD.org)

### Staff Recommendations



- **Vegas Golden Knights FLEURY Bookmarks Available Now eBlast**
  - This promoted the launch of the 2021 Vegas Golden Knights Collectible Player Bookmarks, featuring goalie Marc-Andre Fleury in February, with Alec Martinez following in March.
  - Sent out Friday, February 19, 2021; analytics will be reported in March.

Branding and Marketing Report  
February 25, 2021  
Page 10



#### Another Great Reason to Visit Your Library!

There is now another great reason to stop by your favorite library branch: the Vegas Golden Knights collectible bookmarks are back!

The Library District continues its partnership in literacy with the Vegas Golden Knights with the launch of the team's 2021 bookmark series, spotlighting one player each month during the NHL season. In the line-up for February is **Marc-Andre Fleury**, and for March will be **Alec Martinez**.

#### Everything is Free

Books, movies, music ... and these collectible bookmarks! Our Vegas Golden Knights bookmarks provide local hockey fans with little-known facts about players' favorite books, movies, and music. Fans can also check out "Chance's Chat," a special blog on the Library District website at [LVCLD.org/VGK](http://LVCLD.org/VGK) to learn even more.

Besides all 25 Library District branches, the Vegas Golden Knights collectible bookmarks will also be available at The Arsenal Pro Shop inside City National Arena and at the City National Arena front desk.



February's Bookmark is  
Marc-Andre Fleury



Echa Un Vistazo Chance's Chat en Español



#### Collect Them All

Be sure to stop by your neighborhood branch to collect them all! And bring a friend or family member to get them

Branding and Marketing Report  
February 25, 2021  
Page 11

### BIBLIOCON WEBSITE CONFERENCE

- This exciting annual conference took place February 24-26, 2021, and was attended by 600+ library marketing and digital staff from around the world who subscribe to the BiblioCommons software as service website platform.
- **BAM** staff gain invaluable knowledge from BiblioCommons staff in Toronto, and from fellow users, who are anxious to swap ideas and tips on how to build the best website for their customers.
- The Library District's website is often used as a best practices example!

### COVID-19 ACTIVITIES

- **Ongoing Communications**
  - **Staff Communications:**
    - **BAM** maintains the Staff Updates page on the website on behalf of the Executive Council members. This dedicated page for all Library District staff serves as an effective and efficient way for them 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 went live on Thursday, March 19, 2020 and through February 16, 2021 the page has received **38,517 Total Unique Page Views, with 2,487 Unique Page Views from January 1-31, a decrease of -14% over the previous month as District staff returned to branches on January 4 and were able to access their emails and Voyager again.** Library staff have stayed on this page for an average **Dwell Time of four minutes.**
  - **Public Communications:**
    - **Paula Loop** continues to add the latest COVID-19 information to our dedicated "COVID-19 Response" blog post, which features an updated listing of free community resources. This informative blog post also links out from the system notification banner at the top of the website to help increase the awareness of website visitors. Through February 16, this blog post has compiled **22,009 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/](https://lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/)

### GOOGLE ADWORDS GRANT UPDATE

- **Google AdWords** is **Google's** dedicated advertising platform in which advertisers bid on certain keywords and search phrases in order for their clickable text-based ads to appear in **Google's** search results. The Foundation and the Library District received a shared grant from Google in the amount of \$10,000 per 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.

Branding and Marketing Report  
February 25, 2021  
Page 12

- The Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns, and can be viewed [HERE](#).
- Conversation tracking for priority Google AdWords campaigns (Jan-Feb 16):
  - 291 people found the Library District by searching generally for a “library near me” — the CTR on these ads was 29.13%, which is very impressive!
  - 164 people found the Library District by searching for “free music” or a variation of that.
  - 44 people applied for an eCard right after clicking an ad.
  - 30 people found the Library District by looking up information specifically about library hours (all ads going to LVCCLD.org/open).
  - 30 people found LVCCLD.org while they were searching for “free WiFi” or “WiFi Hotspots” (directs to the Limitless Learning landing page and Device Lending blog post).
  - 10 people called the Library District directly from clicking on an ad from their mobile device (likely to get more information about the reopening).
  - The three most searched for libraries during the last month were: Sahara West, Centennial Hills and East Las Vegas Library (again, people were also finding reopening information by searching specifically for “their library”).
  - Our overall Google Grant spend for January was a new personal record — \$5,533. This tells us that not only are the Google Ads showing more in general, but they’re also being and staying competitive with potential rival keyword bidding.
- 

#### PRINT COLLATERAL MATERIALS & SOCIAL MEDIA/WEBSITE ASSETS

- **Juanita Aiello, Cierra Pedro, and Gene Kilchenko** managed, edited, designed, proofread, obtained approval, printed, and prepared for delivery of print collateral materials and/or digital graphics for the following: Voices of Women Series - Women with Drive, World Beat Drum Circle, Acoustic Eidolon, Duwayne Steele – Probiotics, BANFF, Women’s Adventure Film Tour, Feng Shui, Flamenco Journey, and Mariachi Garibaldi.
- 

#### WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Priority topics that were promoted on the website homepage included:**
  - Promotion of the Library District’s free services & resources for African American History Month.
  - The launch and availability of the 2021 Vegas Golden Knights Limited Edition Collectible Player Bookmarks.
  - “The Library District is Here for Students” campaign, which includes a link to register for the second semester of the City of Las Vegas’s Vegas Strong Academy Program, hosted at four branches.
  - The Employ NV Business Hub at Sahara West and Meet the Ambassadors blog post
  - The Business & Career Success landing page.
  - Digital eCard availability.
  - Priority and timely online resources and learning tools.
  - Take & Make Kits availability across the Library District.
- Media Coverage and press release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- **Gene Kilchenko** and **Ryan Simoneau** have continued to update the backend of Voyager and the Staff Updates page to inform staff of new District-wide updates, such as COVID-19 Incident Notifications.



Branding and Marketing Report  
February 25, 2021  
Page 13

- **Ryan Simoneau** and **Paula Loop** continued to field questions and comments from the public, and have received 12 feedback emails through February 16.
- **Ryan Simoneau** and **Paula Loop** worked with **Rebecca Colbert** and the **Website Content Committee** to add 42 new staff lists to the 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 **146,874 total library card registrations** as of February 16, 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 February was promoting the Library District's free services & resources to celebrate African American Heritage Month. Other priority promotions included the launch of the 2021 Vegas Golden Knights Limited Edition Collectible Player Bookmarks, "The Library Is Here for Students," which directed the public to our Limitless Learning landing page, which includes a link to City of Las Vegas website where they can register for the second semester of the Vegas Strong Academy program.
- We also promoted the Employ NV Business Hub at Sahara West Library and new Meet the Ambassadors blog post, along with the Business & Career Success landing page, along with the continued Take & Make Kits that are available across the Library District.
- Additional priorities included the continued sharing of 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 promoting the Library District's free online resources and learning tools.

#### **CONTINUED TAKE & MAKE KITS PROMOTION**

- The scheduled social media posts throughout the month to help promote the different free Take & Make Kits offered across the Library District have continued to be a hit with our followers!
- These posts feature photos submitted to **BAM** from our branches, which help to increase our user engagement and encourage people to visit the respective branches.

Branding and Marketing Report  
February 25, 2021  
Page 14



**SOCIAL MEDIA HIGHLIGHTS**

- **Senator Cortez-Masto** toured the new Employ NV Business Hub at Sahara West Library and shared her support on social media.

Branding and Marketing Report  
February 25, 2021  
Page 15



Branding and Marketing Report  
February 25, 2021  
Page 16

- We also received support from the One-Stop Career Center social media accounts.



Branding and Marketing Report  
February 25, 2021  
Page 17



- Las Vegas City Councilmen Brian Knudsen and Cedric Crear also shared their support of the Library District on their social media channels.





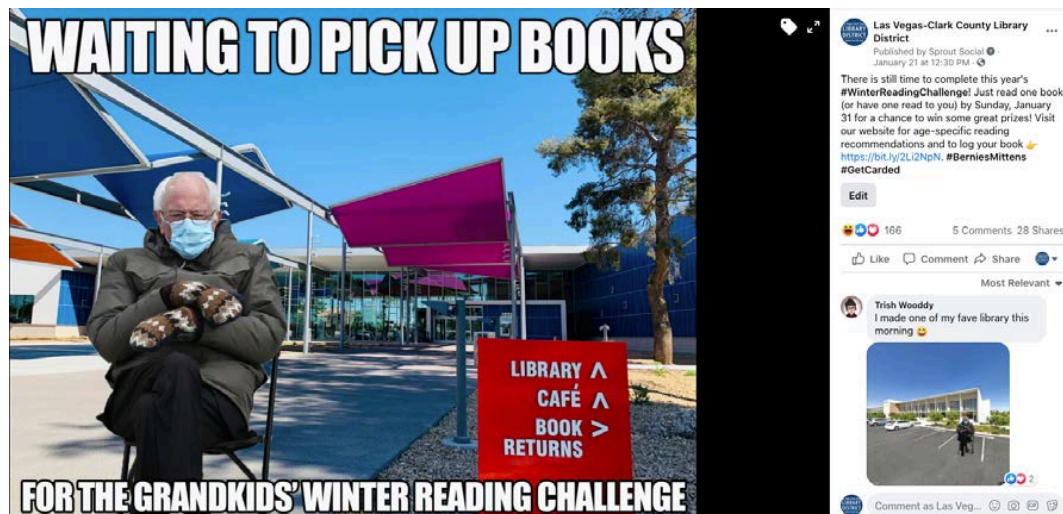
Branding and Marketing Report  
February 25, 2021  
Page 18



#### LIBRARY DISTRICT'S TOP POSTS (JANUARY 2021)

- **Facebook:**

**Paula Loop** played off the viral Bernie Sanders photo from President Biden's inauguration and tied it back to promoting a final push to take the 2021 Winter Reading Challenge. This post was very well-received with nearly 600 total engagements, 21 comments and 29 shares.



- **Twitter:**

We celebrated National Thesaurus Day by sharing some library humor with our followers and this was the top Tweet of the month.

Branding and Marketing Report  
February 25, 2021  
Page 19



Las Vegas-Clark County Library District  
@LVCCLD

...

Happy National Thesaurus Day! We hope you have a wonderful, awe-inspiring, stupendous, fabulous, sensational, awesome day. 😎

H/T [@Argyle\\_Sweater](#)



Branding and Marketing Report  
February 25, 2021  
Page 20

- **Instagram:**

The Bernie Sanders viral meme **Paula Loop** adapted to help do a final push to promote the 2021 Winter Reading Challenge was also incredibly popular on our Instagram channel! This post had an organic reach of nearly 3,000, had 287 likes, 10 comments, and 32 shares to Instagram Stories.



#### WEB & SOCIAL MEDIA ANALYTICS (JANUARY 2021)

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,715 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 40,981 (-1%)
- Total LVCCLD Facebook Impressions: 65,413 (+31%)
- Total LVCCLD Facebook Post Engagements: 2,455 (+16%)
- Total LVCCLD Facebook Link Clicks: 147 (-9%)

Notes: Our total new followers increased on the main LVCCLD page, but dipped slightly across all branch pages as we are no longer posting new content directly to those, but they are still updated with District-wide content and searchable so customers can check-in and leave reviews. Total impressions and user engagements were both up from last month.

- **LVCCLD Twitter:**

- Followers: 3,533 (+1%)
- Total user engagements: 1,900 (-24%)
- Organic Impressions: 137,205 (-15%)
- Link clicks: 210 (+30%)



Branding and Marketing Report  
February 25, 2021  
Page 21

Notes: Total new followers were up from last month, but user engagements were down. We also saw an increase in our "link clicks" as we often share links to priority pages on LVCCCLD.org, as well as timely new staff lists via this social media platform.

- **LVCCLD Instagram:**

- Followers: 3,912 (+2%)
- Total user engagement: 2,561 (+15%)
- Total impressions: 68,322 (+18%)
- Top post engagement: 306 263 (+16%)
- Total likes received to posts: 2,301 (+20%)
- Total comments received to posts: 141 (+40%)
- Instagram Stories Impressions: 5,987 (+24%)

Notes: Instagram has continued to be our fastest-growing social media account, and last month we saw increases in total new followers, user engagement, impressions, and our Instagram Stories. Additionally, once virtual programming is able to resume, it could significantly increase our monthly analytics on this social media platform, along with utilizing our IGTV feed for sharing longer-form video content.

- **YouTube:**

- Channel Subscribers: 935 (+1%)
- Total Impressions: 15,100 (-16%)
- Total Channel Watch Time: 19.2 (+8%)
- Average View Duration: 1min 25sec (+16%)

Note: The ongoing pausing of all Library District virtual programming until legal and production issues have been resolved has continued to lower our channel's new follower growth as the public has been conditioned to not expect any new virtual programming after a seven-month break.

- **Website Analytics (January 2021)**

- Page Views: 1,579,343 (+30%)
- Homepage Views: 295,270 (+35%)
- Total Visitors: 146,503 (+30%)
- Unique Visitors: 127,898 (+36%)
- Average Dwell Time: :57 (no change) 1:03 (+3 seconds on homepage)

Notes: With the Library District reopening on January 4, we saw increases in website visitors, homepage views, and homepage dwell time over the last month.

## ITEM VII.A.2.b.



### MEMORANDUM

---

**TO:** Mr. Kelvin Watson, Executive Director

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

**DATE:** February 25, 2021

**SUBJECT:** Community Engagement Report, March 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 **January 1, 2021 – January 31, 2021**. Library District branches and venues were closed from December 16 – January 3 due to COVID-19 mitigation efforts.

**Matt McNally** and Adult Programming Supervisor **Jen Weitz** represented the Library District during a Census 2020 virtual thank you meeting. Senior Partnership Specialists Brian Berman and Edgar Ramos from the U.S. Census Bureau gathered community partners and elected officials to thank them for their commitment to assisting with the census. The Library District offered numerous opportunities throughout the year for census takers to connect with customers in addition to promoting the census with library marketing materials. During the event, it was noted that Nevada experienced 8.5% growth from 2010 to 2020. Nevada's also moved up from 40<sup>th</sup> in the nation to 25<sup>th</sup> in the self-response growth rate (individuals from Nevada reporting themselves in the census). Accurate reporting can affect congressional districts and federal funding received. Speakers at the event included James Christy from the National Census Bureau, Governor Steve Sisolak, Lieutenant Governor Kate Marshall, Education Subcommittee Chairman Ruben Murillo Jr., and Chairwoman of the Pyramid Lake Paiute Tribe Janet Davis. Support videos were also received by Senators Catherine Cortez-Masto and Jackie Rosen, and U.S. Representative Steven Horsford.

**Matt McNally** attended *Preview 2021: Doubling Down on Vegas* hosted virtually by the Las Vegas Metro Chamber of Commerce on January 21. Guest presenters included Steve Hill, Contessa Brewer, Mark Yusko, Chris Wheat, Jim Glassman, Derek Stevens, and Frankie Moreno.

**Matt McNally** and Youth Services Manager **Shana Harrington** met with partnership representatives from Nevada Partnership for Homeless Youth (NPHY) including Executive Director Arash Ghafoori and NPHY staff Clinton House, Jr. and Emi Spotleson on January 27. The group discussed current program services of the Safe Place initiative serving youth-in-crisis, operations within the current Memorandum of Understanding, and potential future program expansion.

## Community Engagement Report February 25, 2021 – Page 2

**LITERACY SERVICES**

The HiSET was not administered during the month of January due to Library District facility closure. Test administrations are typically offered during the first or second week, monthly.

<b>High School Equivalency</b>	January 2021	FY '20-'21 YTD
Test Takers	0	35
Tests Administered	0	91
Tests Passed	0	72
HSE Certificates Earned	0	14

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

<b>Career Online High School</b>	January 2021	FY '20-'21 YTD	Since Inception Dec '17
Completed Self-Assessment	71	337	1,336
Completed Prerequisite Course	9	51	386
Approved Scholarship	2	33	156
Graduates	1	19	60

Literacy Services continues to partner with The International School of Hospitality (TISOH) to provide an Integrated Education and Training (IET) option for eligible Adult Learning Program students. The IET provides an opportunity for participants to earn a career certificate while receiving additional needed educational support. Two Adult Learning Program students were approved to start the Hotel Operations Certificate Spring Online session.

<b>NV-ACE Pilot</b>	January 2021	FY '20-'21 YTD
TISOH Enrollment (HOC)	2	8
Certificate Completers	0	4

Literacy Services conducted orientation and testing during the first two weeks of January for Cycle III classes. Registration for classes reached maximum limits, however Covid-19 related issues resulted in a large number of patron no-shows for orientation and testing. Flexibility in scheduling remains critical during pandemic conditions as some in-person classes have transitioned to virtual class offerings. In-person Friday Conversation Workshop services offered at the Clark County and East Las Vegas libraries returned on January 22.

<b>Literacy Services; In-Person</b>	Classes January 2021	Enrollment/ Attendance January 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	19	152	632
Adult Basic Education*	--	0	0
Conversation Workshop	2	45	322

## Community Engagement Report February 25, 2021 – Page 3

One-Stop Tutoring	---	---	---
Literacy Open Labs	---	46	183
*Includes HSE Students with 12 hours instruction			

<b>Literacy Services; Virtual</b>	Classes January 2021	Enrollment/ Attendance January 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	6	62	478
Adult Basic Education	2	16	16
Citizenship Class	1	3	11

**GALLERY SERVICES**New Exhibit Installations*How Did You Survive?*

Ester Finder and Heidi Straus, West Charleston Library, 1/5/21 – 3/2/21

*Nevada's New Year Treasures*

Melissa De Cello, Spring Valley Library, 1/6/21 – 2/28/21

*Coming About*

Gail Gilbert, Enterprise Library, 1/7/21 – 3/21/21

*A Bell*

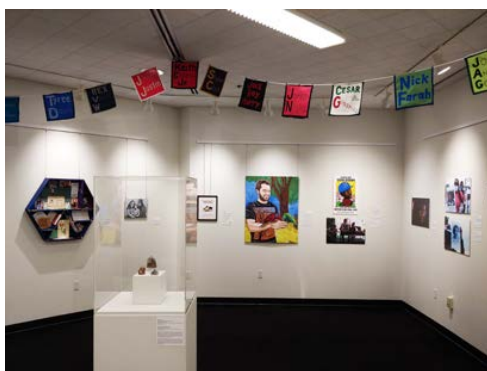
Group exhibit curated by Loring Taoka, Sahara West Library, 1/8/21 – 3/13/21

*2 or 3 Things I Know About Abstraction*

Group exhibit curated by Pasha Rafat, Summerlin Library, 1/12/21 – 3/23/21  
(Image; right)

*ART & FORM: A Cubist's Journey*

Dayo Adelaja, Clark County Library, 1/14/21 – 3/28/21

*Water Slipping Through Our Fingers: An Art Memoriam to Lives Impacted by Police Violence*

Group exhibit, West Las Vegas Library, 1/21/21 – 3/30/21  
(Image; left)

*Abuse of Privilege*

Parkes Jörd, Centennial Hills Library, 1/26/21 – 4/6/21

## Community Engagement Report February 25, 2021 – Page 4

*Red Rock*

David Kondo, Whitney Library, 1/28/21 – 4/6/21

*Bouquet of Folly*

Sean Russell, Laughlin Library, 1/31/21 – 4/11/21

Events

<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Gallery Tours	0	0	36	1069
Live Stream	0	0	0	230

Highlights

Exhibit installations almost doubled during the month of January as Gallery Services caught up with planned installations that were delayed due to the December/January Library District facility closure. When possible, exhibiting dates of current displays were extended to make up for time lost during the closure.

Valentine Vox, creator of the *Ventriloquism* exhibit on display at Sahara West Library through March 14, donated three copies of his book, *I Can See Your Lips Moving: The History and Art of Ventriloquism* to the Library District's collection. The historical book served as the inspiration for the gallery exhibit. Head of Collection and Bibliographic Services **Rebecca Colbert** and Collection Development Librarian **Dan Wiig** assisted with adding the book to the collection.

Gallery Services Assistant **Bee Aspinall** and Gallery Services Manager **Darren Johnson** toured the House of Straus on January 28. The home is filled with the art of the late Las Vegas artist and teacher Joyce Straus, and it now serves as a workshop for under-resourced students through the Rogers Foundation's Core Academy. (Image; right) **Bee** and **Darren** were invited by Joyce Straus's daughter-in-law Heidi Sarno Straus who co-created the Holocaust-remembrance exhibit *How Did You Survive?*. The exhibit is currently on view at the West Charleston Library Gallery through March 2.

On January 29, **Darren Johnson** met with New Vista's Executive Director, Operations Manager, and Program Developer at New Vista Ranch to discuss future LVCCLD gallery exhibits featuring the artwork of its members. New Vista is a Las Vegas charity committed to providing equal opportunities and supported living arrangements to people of all ages with intellectual and developmental disabilities.





## Community Engagement Report February 25, 2021 – Page 5

**Bee Aspinall** hung three artworks from the Library District's permanent art collection in the Laughlin Library Quiet Room on January 31. Donated in 1979 by Bertha and Jack Beggs, the artworks are lithographs by Boleslaw Cybis depicting Native Americans.

## OUTREACH SERVICES

Outreach Education Coordinator **Kelly May** facilitated two parent education workshops for 126 Clark County School District Family and Community Engagement Services (CCSD FACES) parents, based on *Mind in the Making* strategies for building executive functions and fostering a love of reading on January 21 and 28.

Participants commented:

- Hello, Ms. Kelly! Thank you for your creative and good information on your presentation today.
- Thank you for your presentation the morning! Your class was so interesting. Also I am so excited to get free tickets to the Children's Discovery Museum through your program!
- Thank you for your wonderful presentation this morning. We always enjoy learning with you so very much!

Outreach Specialists **Andrew Brannon** and **Nina Guevara** facilitated 11 after-school outreach programs for 192 Vegas Strong Academy students between January 6 and 28. Staff created and facilitated STEAM (Science, Technology, Engineering, Arts, and Mathematics) focused activities such as learning how to program and operate Ozobots, designing and creating moveable puppets, and participating in a floating ball experiment. Various youth-crafted animals were used to demonstrate the experiment. When air is blown on the ball through the straw, it lowers the air pressure around the ball and keeps it in the air similarly to how airplanes fly. This activity demonstrated *Bernoulli's Principle*- a faster rate at which air flows over an object creates less air pressure on that object's surface.



## Community Engagement Report February 25, 2021 – Page 6

Outreach Specialist **Jeremy Klewicki** facilitated eight after school technology workshops in collaboration with the YMCA Dreamr Lab for 27 middle school-aged children between January 4 and 20. Jeremy reports, "After spending a few days on the computers and learning how to use a video camera, a pair of young girls began filming their own instructional video on how to use Photoshop. Clearly students are not only learning how to use technology and software, but they are progressing from being learners to becoming fellow peer to peer instructors."

<b>Limitless Learning; In-Person</b>	Programs	Attendance
Pre-school Storytimes	5	60
Elementary School Programs	11	192
Middle School Programs	8	27
High School Programs	0	0
Family Programs	0	0
Adult Programs	0	0

<b>Limitless Learning; Virtual Live</b>	Programs	Attendance
Pre-school Storytimes	11	322
Elementary School Programs	25	25
Middle School Programs	14	500
High School Programs	0	0
Family Programs	0	0
Adult Programs	11	365

<b>Limitless Learning; Virtual Recorded</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Pre-school Storytimes	0	0	2	212
Elementary School Programs	0	0	7	91
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

<b>Community &amp; Culture</b>	Events	Attendance
Promotional Booth Events	0	0

<b>Circulation</b>	Visits	Circulation	Attendance
Senior Facility Lobby Visits	0	0	0
Homebound Services	---	2,357	---

**PROGRAMMING AND VENUES SERVICES (PVS)**

Programming and Venues Services conducted 389 programs for 4,295 library customers during the month of January. Of these programs, two were diversity events that attracted 42 library customers. Additionally, staff connected customers to 50 virtual programs conducted by Library District partners. PVS offered adult and

## Community Engagement Report February 25, 2021 – Page 7

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

<b>Programs; In-Person</b>	Programs	Attendance
Limitless Learning	193	2,685
Business and Career Success	5	24
Government and Social Services	20	354
Community and Culture	16	175
Other	155	1,057

<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	29	776
Business and Career Success	0	0	4	127
Government and Social Services	0	0	0	0
Community and Culture	0	0	146	2,899

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

<b>Venue Usage</b>	Events	Hours
In-Person Programs	389	1,869
Rentals	37	146
Staff	11	49

PVS provided technical support for 17 Library District programs events and eight rental events totaling 113 event hours. Additionally, PVS provided technical support for six occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with three days of facility closure and two holidays was 1,548 hours and included 37 technician assignments. The ability to request technicians was closed to scheduling staff for eight days since peak technician availability was reached.

### Major Programming Highlights

#### *Renew, Bless and Purify 2021! With Sean "Walking Bear" Mah*

On January 17 the Summerlin Library Performing Arts Center welcomed Native American Cree Medicine Man, Sean "Walking Bear" Mah to perform a Renew, Bless and Purify ceremony for 2021. A total of 20 customers enjoyed the hour-long ceremony filled with native songs, blessings, stories, and tribal wisdom passed down from the Cree elders. Everyone went home filled with hope for a wonderful new year!

#### *Welcoming Chinese New Year*

On Saturday January 30, Kate Wind, a second-generation astrologer and Feng Shui consultant, discussed the history of Chinese New Year, and offered tips to the audience of 22 to get themselves and their homes ready for this new



## Community Engagement Report February 25, 2021 – Page 8

beginning. She explained how the new year would affect each Chinese Zodiac sign and how to set intentions for this new energy. The Year of the Ox officially began on February 12, 2021.

### Major Department Highlights

The Technical and Production Services department completed an upgrade of the Windmill Library auditorium wireless microphone system. The old system, which had been in place since the branch opened, suffered from wireless radio frequency issues which impacted the quality of performances and presentations. The new system, Shure ULX-D, uses new technology to ensure higher quality audio signal and will ensure high quality audio for many years to come.

## **YOUTH SERVICES**

Youth Services conducted 520 programs for 9,554 library customers during the month of January. Youth Services offered youth and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

<b>Programs; In-Person</b>	Programs	Attendance
Limitless Learning	455	8,963
Business and Career Success	0	0
Government and Social Services	39	342
Community and Culture	26	249

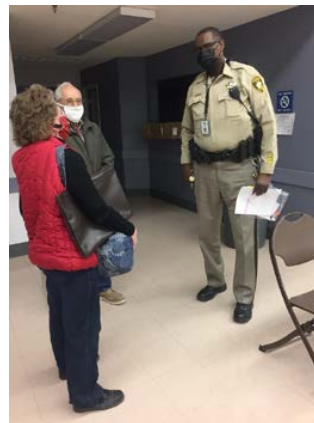
<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	410	28,514
Business and Career Success	0	0	0	0
Government and Social Services	0	0	0	0
Community and Culture	0	0	0	0

### District-Wide Programming Highlights



Staff continue to develop creative take-and-make programs. Positive comments from the Library District Board of Trustees February meeting regarding take-and-make programs were shared with Youth Services, Adult Services, and Community Engagement staff. Staff was further

encouraged to connect take-and-make programs to the collection in order to better promote circulation and youth literacy. The standout program for January occurred at the Searchlight Library. Library Associate **Kelli Carlson** created two different take home crafts. She spoke about



## Community Engagement Report February 25, 2021 – Page 9

them and many other resources that the library offers at the Searchlight Town Council Meeting. A Las Vegas Metro Police Department (LVMPD) officer took advantage of the Owl craft. **Kelli** said, “I set up a table with samples of our *Painting with Ali* program and samples of the crafts we’ve been handing out. Our LVMPD representative asked to take the sample Owl picture. I of course said yes he could, and gave him the glue stick and colored pencils too!”

### Department Highlights

*Winter Reading Challenge 2021* ran from January 1 to January 31. It started virtually while the Library District remained closed and then patrons were able to pick up bookmark logs in the branches starting January 4. There were 835 participants and 4,502 books read! Youth Services Administration oversaw the distribution of Library District provided grand prizes in the form of three \$25 gift cards for each library branch. Prize winners were randomly selected through the online tracking platform, Beanstack, at the completion of the program. Additionally, the Library District Foundation provided Discovery Children’s Museum passes for families, and movie passes for teens. Each participant in the program received a prize from the Library District Foundation. Shown to the right are the creative works of participant logs/bookmarks from patrons of the Sahara West Library which were put on display following completion of the program.



Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** met with Director Jeff Jones and Family Service Supervisor Gina Shanks of The Harbor, Las Vegas’s Juvenile Assessment Center. The Harbor works with other community partners such as the Las Vegas Metropolitan Police Department, Clark County Department of Family Services, HELP of Southern Nevada, and Nevada Partnership for Homeless Youth. Their mission is to keep youth out of the juvenile justice system and help their families. The Library District’s partnership with The Harbor provides staff another resource when youth or their caregivers are in need. Ms. Shanks attended the Youth Services Department Head Meeting to talk about services and provide staff an overview of their mission.

...



Board of Trustees Meeting - Item VII. Library Reports

Monthly Statistics  
Year over Year  
January 2020/ January 2021\*

		Youth Services Programs				2020	2021			Youth Services Attendance				2020	2021		
	Library	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	52	14	-38	-73%	290	87	-203	-70%	1,431	1,396	-35	-2%	8,549	7,072	-1,477	-17%
	Clark County	66	11	-55	-83%	435	77	-358	-82%	2,564	297	-2,267	-88%	19,991	1,899	-18,092	-91%
	Clark County BBTTC	157	80	-77	-49%	1,140	691	-449	-39%	2,110	516	-1,594	-76%	17,223	7,659	-9,564	-56%
	Enterprise	58	18	-40	-69%	316	264	-52	-16%	809	406	-403	-50%	5,164	5,280	116	2%
	East Las Vegas	46	11	-35	-76%	277	73	-204	-74%	706	303	-403	-57%	4,721	1,915	-2,806	-59%
	Meadows	0	0	0	N/A	4	30	26	650%	0	0	0	N/A	110	222	112	102%
	Rainbow	71	20	-51	-72%	428	140	-288	-67%	2,497	377	-2,120	-85%	15,749	3,223	-12,526	-80%
	Sahara West	69	39	-30	-43%	414	214	-200	-48%	1,945	421	-1,524	-78%	11,796	3,599	-8,197	-69%
	Spring Valley	78	72	-6	-8%	540	498	-42	-8%	2,503	1,580	-923	-37%	15,443	12,384	-3,059	-20%
	Summerlin	56	47	-9	-16%	296	345	49	17%	1,964	1,170	-794	-40%	14,329	10,429	-3,900	-27%
	Sunrise	46	52	6	13%	359	335	-24	-7%	854	795	-59	-7%	6,808	4,499	-2,309	-34%
	West Charleston	31	15	-16	-52%	193	104	-89	-46%	389	188	-201	-52%	3,044	1,608	-1,436	-47%
	West Las Vegas	46	39	-7	-15%	296	190	-106	-36%	494	384	-110	-22%	3,142	2,345	-797	-25%
	Whitney	79	13	-66	-84%	570	278	-292	-51%	2,917	508	-2,409	-83%	21,245	6,199	-15,046	-71%
	Windmill	49	7	-42	-86%	261	60	-201	-77%	1,602	532	-1,070	-67%	9,997	2,751	-7,246	-72%
	<b>Urban Totals</b>	<b>904</b>	<b>438</b>	<b>-466</b>	<b>-52%</b>	<b>5,819</b>	<b>3,386</b>	<b>-2,433</b>	<b>-42%</b>	<b>22,785</b>	<b>8,873</b>	<b>-13,912</b>	<b>-61%</b>	<b>157,311</b>	<b>71,084</b>	<b>-86,227</b>	<b>-55%</b>
Outlying Branches	Blue Diamond	2	1	-1	-50%	31	6	-25	-81%	4	3	-1	-25%	147	14	-133	-90%
	Bunkerville	0	1	1	N/A	8	11	3	38%	0	3	3	N/A	101	30	-71	-70%
	Goodsprings	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	19	0	-19	-100%
	Indian Springs	31	16	-15	-48%	230	80	-150	-65%	152	34	-118	-78%	1,351	216	-1,135	-84%
	Laughlin	16	2	-14	-88%	127	66	-61	-48%	302	198	-104	-34%	2,410	1,195	-1,215	-50%
	Mesquite	63	38	-25	-40%	395	212	-183	-46%	956	297	-659	-69%	7,314	2,880	-4,434	-61%
	Moapa Town	17	10	-7	-41%	121	46	-75	-62%	136	13	-123	-90%	1,024	87	-937	-92%
	Moapa Valley	31	0	-31	-100%	160	0	-160	-100%	351	0	-351	-100%	2,607	0	-2,607	-100%
	Mt. Charleston	0	3	3	N/A	0	3	3	N/A	0	18	18	N/A	0	18	18	N/A
	Sandy Valley	0	0	0	N/A	24	0	-24	-100%	0	0	0	N/A	142	0	-142	-100%
	Searchlight	27	11	-16	-59%	184	93	-91	-49%	221	115	-106	-48%	1,783	1,113	-670	-38%
	<b>Outlying Totals</b>	<b>187</b>	<b>82</b>	<b>-105</b>	<b>-56%</b>	<b>1,282</b>	<b>517</b>	<b>-765</b>	<b>-60%</b>	<b>2,122</b>	<b>681</b>	<b>-1,441</b>	<b>-68%</b>	<b>16,898</b>	<b>5,553</b>	<b>-11,345</b>	<b>-67%</b>
Outreach	Outreach-Branch	24	1	-23	-96%	144	7	-137	-95%	1,294	12	-1,282	-99%	13,610	1,041	-12,569	-92%
	Outreach-Department	103	63	-40	-39%	569	239	-330	-58%	2,978	793	-2,185	-73%	24,285	8,054	-16,231	-67%
	Outreach-PVS	0	0	0	N/A	28	0	-28	-100%	0	0	0	N/A	1,543	0	-1,543	-100%
	Outreach-YS Admin.	1	0	-1	-100%	14	0	-14	-100%	91	0	-91	-100%	1,384	0	-1,384	-100%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	<b>Outreach Totals</b>	<b>128</b>	<b>64</b>	<b>-64</b>	<b>-50%</b>	<b>755</b>	<b>246</b>	<b>-509</b>	<b>-67%</b>	<b>4,363</b>	<b>805</b>	<b>-3,558</b>	<b>-82%</b>	<b>40,822</b>	<b>9,095</b>	<b>-31,727</b>	<b>-78%</b>
	<b>Grand Totals</b>	<b>1,219</b>	<b>584</b>	<b>-635</b>	<b>-52%</b>	<b>7,856</b>	<b>4,149</b>	<b>-3,707</b>	<b>-47%</b>	<b>29,270</b>	<b>10,359</b>	<b>-18,911</b>	<b>-65%</b>	<b>215,031</b>	<b>85,732</b>	<b>-129,299</b>	<b>-60%</b>

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

1

Las Vegas-Clark County Library District

## Board of Trustees Meeting - Item VII. Library Reports

Monthly Statistics  
Year over Year  
January 2020/ January 2021

	Library	Adult Programs				2020				2021				Adult Attendance				2020				2021			
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	23	9	-14	-61%	202	78	-124	-61%	377	130	-247	-66%	3,355	1,137	-2,218	-66%								
	Clark County	169	96	-73	-43%	1,231	657	-574	-47%	6,099	1,017	-5,082	-83%	42,988	5,363	-37,625	-88%								
	Enterprise	47	7	-40	-85%	290	66	-224	-77%	908	85	-823	-91%	6,954	903	-6,051	-87%								
	East Las Vegas	93	118	25	27%	703	790	87	12%	3,007	641	-2,366	-79%	14,471	3,641	-10,830	-75%								
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Rainbow	28	17	-11	-39%	303	101	-202	-67%	650	263	-387	-60%	5,123	1,803	-3,320	-65%								
	Sahara West	100	9	-91	-91%	711	124	-587	-83%	2,532	86	-2,446	-97%	15,453	4,017	-11,436	-74%								
	Spring Valley	34	12	-22	-65%	267	154	-113	-42%	290	160	-130	-45%	3,370	1,992	-1,378	-41%								
	Summerlin	41	14	-27	-66%	328	118	-210	-64%	592	536	-56	-9%	26,885	2,399	-24,486	-91%								
	Sunrise	38	10	-28	-74%	281	69	-212	-75%	1,627	137	-1,490	-92%	7,499	957	-6,542	-87%								
	West Charleston	48	9	-39	-81%	361	99	-262	-73%	1,262	247	-1,015	-80%	7,544	921	-6,623	-88%								
	West Las Vegas	57	23	-34	-60%	374	126	-248	-66%	1,164	376	-788	-68%	13,029	2,448	-10,581	-81%								
	Whitney	43	12	-31	-72%	396	122	-274	-69%	1,372	56	-1,316	-96%	10,020	959	-9,061	-90%								
	Windmill	60	43	-17	-28%	406	272	-134	-33%	3,536	1,031	-2,505	-71%	20,863	5,233	-15,630	-75%								
	Urban Totals	781	379	-402	-51%	5,853	2,776	-3,077	-53%	23,416	4,765	-18,651	-80%	177,554	31,773	-145,781	-82%								
Outlying Branches	Blue Diamond	3	0	-3	-100%	15	0	-15	-100%	47	0	-47	-100%	198	0	-198	-100%								
	Bunkerville	1	0	-1	-100%	1	0	-1	-100%	29	0	-29	-100%	29	0	-29	-100%								
	Goodsprings	0	0	0	N/A	64	23	-41	-64%	0	0	0	N/A	117	41	-76	-65%								
	Indian Springs	2	0	-2	-100%	14	0	-14	-100%	16	0	-16	-100%	64	0	-64	-100%								
	Laughlin	32	24	-8	-25%	181	100	-81	-45%	418	329	-89	-21%	2,564	4,663	2,099	82%								
	Mesquite	33	32	-1	-3%	294	238	-56	-19%	346	261	-85	-25%	2,441	1,879	-562	-23%								
	Moapa Town	2	0	-2	-100%	3	2	-1	-33%	16	0	-16	-100%	20	6	-14	-70%								
	Moapa Valley	24	0	-24	-100%	155	0	-155	-100%	137	0	-137	-100%	565	0	-565	-100%								
	Mt. Charleston	2	0	-2	-100%	21	2	-19	-90%	61	0	-61	-100%	394	8	-386	-98%								
	Sandy Valley	0	0	0	N/A	8	0	-8	-100%	0	0	0	N/A	35	0	-35	-100%								
	Searchlight	3	2	-1	-33%	17	7	-10	-59%	18	13	-5	-28%	128	42	-86	-67%								
	Outlying Totals	102	58	-44	-43%	773	372	-401	-52%	1,088	603	-485	-45%	6,555	6,639	84	1%								
Outreach	Outreach-Branch	4	0	-4	-100%	55	4	-51	-93%	80	0	-80	-100%	2,004	102	-1,902	-95%								
	Outreach-Department	26	11	-15	-58%	204	79	-125	-61%	264	365	101	38%	2,582	3,090	508	20%								
	Outreach-PVS	0	0	0	N/A	14	0	-14	-100%	0	0	0	N/A	873	0	-873	-100%								
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Outreach-Literacy	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	300	0	-300	-100%								
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Outreach Totals	30	11	-19	-63%	274	83	-191	-70%	344	365	21	6%	5,759	3,192	-2,567	-45%								
Grand Totals		913	448	-465	-51%	6,900	3,231	-3,669	-53%	24,848	5,733	-19,115	-77%	189,868	41,604	-148,264	-78%								



## ITEM VII.A.2.c.

### MEMORANDUM

---

**TO:** Kelvin Watson, Executive Director  
**FROM:** Danielle Patrick Milam, Development and Planning Director  
**DATE:** February 26, 2021  
**SUBJECT:** Development and Planning Department Report, March 2021

#### **Development and Planning Department Activities in February 2021**

#### **Library District and Foundation Development Activities:**

##### Grant Awards:

- Best Buy Teen Tech Center – The Best Buy Foundation and affiliate Clubhouse Network awarded the Library District a \$50,000 one-year extension to the existing grant that created and supports the Best Buy Teen Tech Center. The grant will go to support the center's staff, including Teen Services Department Head **Megan Nykodym**, who has shaped this new service and teen center over the past three years. In a recent national report on the grant, the Library District received kudos for the way the center has become a haven for physical and mental health of teens, due in great part to the special funding provided for the teen pantry of necessities during the pandemic, the resourceful and innovative tailoring of center hours and services to accommodate online learning for students, and the continued evolution of mentor services, vocational activities, and efforts to alleviate the digital divide faced by most teens and their families who reside in the apartments and neighborhoods proximate to Clark County Library.

##### Grant Proposal Development:

- Submission of the first draft proposal to the Nevada Library, Archives, and Public Records for a \$75,000 grant to support outreach to home-based care providers that includes training on early childhood development, materials to support early literacy and parent engagement, and training on child care business development in partnership with the San Francisco Federal Reserve, United Way of Southern Nevada, Las Vegas Urban League, and Workforce Connections of Southern Nevada.
- Work with Adult Learning Program Manager **Jill Hersha** on the \$900,000 proposal to the Nevada Department of Education for FY 21-22 services due March 26, 2021.
- Continued work with the state Early Childhood Action Plan team on Pritzker Foundation and Department of Health and Human Services proposals for strengthening the state's strategies for early childhood education and child care sector.

Development and Planning Office Report  
February 26, 2020  
Page 2

Grant Reporting and Management Activities:

- Meetings with executives of United Way of Southern Nevada on the status of the Teachers in Libraries grant. In January, this service delivered 2564 tutor sessions to 491 unduplicated students at eight library locations. All tutor sites saw an increase in traffic in January, with Spring Valley hosting a record 43 students a day and Rainbow Library serving a record 23 students a day for this school year.
- Report to the Nevada Library, Archives, and Public Record on 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. Despite the pandemic, the museum has provided free entry to 3,436 people who used the Family Adventure Pass and 82 tickets made available to home-based child care providers. Spanish and English surveys to the home-based care providers showed high interest in demand for these learning experiences. This partnership has significantly raised awareness among these child care providers of the multitude of library services available.
- Development and Planning Director **Danielle Milam**, Development Officer **Sherry Walker**, and Branding and Marketing Digital Content Manager **Ryan Simoneau** met with Non-Profit Megaphone representative to get an update on the Foundation's GoogleAds grant. Representative Mackinzie Griffin gave the Foundation and District kudos for being one of the most successful ad grant projects she manages. This NonProfit Megaphone has helped the Library District refine its website content and keyword use to drive lvcld.org and lvcldfoundation.org traffic, as well as prioritizing coverage for Library District and Foundation priority initiatives each month.

Foundation Activities:

- Book Sales Manager **Leslie Valdes** provided a donation of children's books to the Las Vegas Urban League for their March training of home-based care providers. Both children's books and DISCOVERY Children's Museum tickets will be part of gift bags, pictured below, for 75 child care providers and 250 children they serve at the upcoming March training event.



Library District Planning Project Activities:

- Ms. Milam convened a Webex meeting of the Digital Content Team comprised of 22 District staff tasked with reviewing over 200 virtual programs created during the pandemic. The group was briefed by digital rights attorney, Lauri Thompson of Greenberg Traurig, to better understand the rights and indemnity issues related to digital program creation and broadcasting, and the need for various contracts and rights release instruments that will

Development and Planning Office Report

February 26, 2020

Page 3

be used as new digital program content is created in the future. Over the next month, the team will provide content descriptions and rights documentation for all existing digital programs created by Library District Youth Services, Teen Services, Performing Arts, Gallery Services, and Outreach Services departments during the pandemic.

- Ms. Milam conducted a survey to gather information and ideas for digital production equipment, software, staffing, and staff training for the new Executive Director, **Kelvin Watson**, from the eleven members of the Digital Studio Design team.
- Ms. Milam met with the Strategic Planning committee of continued to work with UNLV students at the Greenberg College of Urban Affairs School of Public Policy and Leadership to collect responses from Library District Trustees and staff, as well as community partners, on relevance and/or recommended revisions to the Library District strategic plan.
- **Danielle Milam** convened the Strategic Planning team on January 20<sup>th</sup> 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.

**Other Department Activities:**

- Ms. Milam and Ms. Walker worked on the development of a new Foundation brochure.
- Ms. Valdes continued to organize and stock branch book stores with new product.
- Ms. Milam and Ms. Walker attended online trainings on corporate sponsorship best practices, capital campaign best practices, legislative briefings by area non-profits and chambers, UNLV training on "Working with Parents in Culturally Component Ways," and the Stanford Social Innovation review conference, "Data on Purpose".
- Ms. Milam attended the Library Journal Director's Summit conference, "Building the Next Normal," that featured our Executive Director, **Kelvin Watson** in a panel on "What's Next for Collection Strategy and Readers Advisory." All panelists agreed that the pandemic accelerated the use of digital products and the trend for decreased use of traditional physical collections. Mr. Watson offered the thought that technology, including laptops, iPads, and Wifi hotspots, are the new collection items in highest demand, particularly in communities challenged by substantial digital divides as we have seen in the Vegas Valley.
- Ms. Milam attended the meeting with U.S. Senator Catherine Cortez Masto, Workforce Connections CEO Jaime Cruz, and Library Director Watson at the EmployNV Business Hub. The Senator was most interested in the number of small businesses being served and the kinds of "gig" business and other new economy start-ups that were finding the business hub services. She also expressed her strong support for S. 127, the Build America's Libraries Act, sponsored by Jack Reed (D-RI), Bernie Sanders (I-VT), Sheldon Whitehouse (D-RI), and Ron Wyden (D-OR), that is proposing \$5 billion to support new construction and improvements to library facilities across the nation.



## ITEM VII.A.2.d.

### MEMORANDUM

---

**TO:** Kelvin Watson, Executive Director

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

**DATE:** February 25, 2021

**SUBJECT:** Information Technology Report, March 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 February.

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

Electronic Resources (ER) Manager **Jocelyn Bates** created *Fresh Picks* eNewsletter content cards for the website to promote the service and encourage customers to sign up for specific subscriptions. The content cards were placed in areas where they are likely to get attention and highlights specific newsletters, such as Thrillers and Suspense. ER Librarians **Ria Eufemio** and **Kristine Segura** refreshed content on various Online Resources pages on our website.

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

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

In December, the District received notification from our E-Rate consultant that the program's administrative company (USAC) is conducting a Payment Quality Assurance assessment to assess the accuracy of disbursements and determine whether improper payments exist. The IT department worked with Financial Services and our vendor to gather the requested documentation to satisfy the audit requirements. This month, we prepared additional information that was requested by USAC and we're awaiting the results of the assessment.

#### **Financial Services Support**

The IT Division met with the Financial Services Division to discuss the preparation of the preliminary Fiscal Year 2022 budget.



Technology Monthly Report  
February 25, 2021 Page 2

### 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' cloud-based *Workforce Ready* HR/Payroll system. The Team continues to test system settings to ensure that all of our workflows are correctly configured and the HR and Benefits configuration and testing are almost complete. The software was installed and configured for Senior Accountant **Anita Lai** and Accounting Technician **Mayumi Kramer** to facilitate check printing and Assistant IT Director **Ron Melnar** worked with HR staff to modify the Kronos export for our Halogen online employee performance appraisal system. The anticipated go-live date was adjusted to April.

Mr. Melnar also worked with Ms. Thomas to install Service Release 1 for the Kronos 2020 Fourth Quarter Legislative Update on the development and production *Workforce Central* HRIS systems.

### Library Operations Support

The District's total circulation for January was 742,948, of which 37% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation was 466,873 and e-media circulation was 276,075. A breakdown of the e-media circulation by format follows:

- E-Books - 139,989
- E-Audiobooks - 88,739
- Magazines - 12,061
- Music - 22,107
- Video - 13,179

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 8% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.7%.

CBS staff added 3,895 titles with 15,022 new items to the District's collection, while 10,491 items were withdrawn from the library catalog in January. Senior Cataloger **Monica Song** added 361 unique titles for the Boulder City Library District and 327 titles with 666 items for the North Las Vegas Library District to the catalog in January. Ms. Song also added 1,157 new Hoopla music records in 29 different languages, including 99 Spanish albums, and sent 3,623 ISBN (the unique identification number used to identify a publication) updates to EBSCO for our Novelist subscription. Novelist is a database that integrates with our BiblioCommons catalog and provides reading recommendations to our customers based on what they searched for in the catalog. Collection Development staff added 8,653 e-books and e-audiobooks to the collection and Ms. Song and Cataloger **Kevin Bowman** also added 319 Government Document records to the catalog.

ER Manager **Jocelyn Bates** joined CBS staff for a virtual meeting with our new sales representative from Midwest Tapes, Amanda Ulrich, to review our Hoopla annual circulation data, standing order plans, and order forecasts for the remainder of the fiscal year and FY 2022. Here's a summary of the annual circulation data. Since the District launched Hoopla in April 2014, there have been over 33,000 unique patrons

Technology Monthly Report  
February 25, 2021      Page 3

served and almost 169,000 unique titles borrowed. We have modified the Hoopla service offerings multiple times since its launch. Over the last 12 months:

- 12,699 new patrons were added;
- 74% of our circulations were on a mobile device; and
- 76% of titles circulated were e-books (43%), audiobooks (28%), and comics (6%).

CBS staff also met virtually with our sales representative from Ingram, Amy Sackett, to discuss full cataloging and processing specifications and our spending forecast for library materials.

Youth Services Collection Development Librarian **Jen Jost** attended the virtual *Youth Services Summit* in January and shared a video titled *Tackling Racism in Children's Literature*, which received praise from attendees. Ms. Jost also reviewed her revised *Tips and Talking Points: Dealing with a Complaint about an Item in the Collection* document to assist staff when dealing with patron complaints about materials in the collection.

Head of CBS **Rebecca Colbert** joined the Collection Development Librarians for Library Journal's virtual Winter Summit's panel presentation *What's Next for Collection Strategy and Readers Advisory?* The presentation included you as a panelist and discussed what customers want and how publishers and libraries can work together to develop creative solutions to connect readers to new authors.

The Distribution Center's (DC) collection consists of 66,619 unique titles and 102,840 items, with 11,557 items circulating and 5,406 items filling customers' Holds requests in January.

In February, the outlying branches returned 1,080 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 February, the branches requested 839 items to supplement their collections and the DC redistributed an additional 719 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. Ms. Lendis assigned the biannual *Long Overdue Check* collectionHQ report to the branches in February. This report identifies items that have been in a temporary status for more than 90 days. Staff is instructed to attempt to locate these items and update their status in the catalog based on their findings. Ms. Lendis also assigned the annual *Dead Item Removal Fiction Action Plan* report in February. Items in this report are to be considered for removal due to low circulation. Ms. Lendis provides training for staff on the use of the District's software tools to assist with maintaining a healthy collection and teaches workshops on the evaluation and deselection of materials. In February, Ms. Lendis provided one virtual *Collection Maintenance 2: Decision Center and collectionHQ* training class for staff at the Sunrise Library.

Technology Monthly Report  
February 25, 2021 Page 4

Ms. Lendis developed the Collection Enhancement Team for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In January, 504 items were transferred, generating 1,079 circulations with an estimated monetary value of \$6,615.

Ms. Lendis continues to perform reverse inventories of the branches to identify missing uncatalogued items (comics, paperbacks, etc.) and remove the obsolete records from our catalog. Since the inception of this project in June 2020, 107,184 missing items have been identified and removed from Sierra. This is a task that had never been done on a District-wide level until now because it is an arduous task! Ms. Lendis continues to think critically about ways to improve the maintenance of the District's collection. DC staff also continues to weed low-circulating items from their collection to make room for incoming materials.

In January, the Interlibrary Loan (ILL) department received 469 requests from District customers to borrow materials from other libraries, and we were able to fill 80% of our customers' requests. Of the requests that were filled, 88% of the items were checked out by our customers. The District received 481 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 53 new ILL users in January.

ILL Associate **Stacie Schwartz** held one virtual *ILL 103* training class for District-wide staff in February. This webinar provides more in-depth information for staff on our ILL services.

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 1,167 e-mails via the District's "Ask" account in January. ER staff also continues to conduct quality assurance reviews of customer service calls for assistance with eResources that are answered by the Unique Call Center (UCC) and AS Manager **Sufa Anderson** provided relevant tax season information for UCC to better assist our customers when they contact the Call Center for information. ER staff is continuously evaluating new eResources to add our collection. This month, the department added four new online resources to our collection: *Public Library Video Online* (a video streaming service with topics covering science, history, health, and many others); *Music Reference Collection* (a comprehensive collection of reference materials covering virtually every time period, genre, cultural group, and geographic region); *Music Online: Listening* (a comprehensive and high quality streaming audio collection to support the teaching and research of music.); and *Music Online: Classical Scores Library* (a reliable and authoritative source for scores of the classical canon, as well as a resource for the discovery of lesser-known contemporary works).

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 January, 7,276 *Fresh Picks* eNewsletters were sent to customers. *Top Ten* was the most popular eNewsletter (with an open rate of 63%), followed by *Mystery* (with an open rate of 59%), and *New York Times Fiction Bestsellers* (with an open rate of 54%). There were 135 new *Fresh Picks* subscriptions in January, with 890 unique subscribers

Technology Monthly Report  
February 25, 2021 Page 5

accounting for 6,289 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 January were *Gale Courses* (with 41 unique views), *Kanopy* (with 37 unique views), and *AcornTV* (with 33 unique views).

iPad circulation for January was 134 and Hotspot circulation was 713.

ER staff (ER Manager **Jocelyn Bates** and ER Librarians **Ria Eufemio** and **Kristine Segura**) met virtually with Transparent Language Online to discuss their migration from the RBDigital platform to their own Transparent Language platform. Ms. Bates and Ms. Segura also met virtually with our Lynda.com account manager to discuss their transition to the LinkedIn Learning platform. Lynda.com confirmed that customers will not have to create a new LinkedIn profile and authentication into the product will remain unchanged.

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 February's edition (the 22<sup>nd</sup> volume) of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department.

AS Manager **Sufa Anderson** conducted the quarterly Technology Advisory Committee (TAC) Meeting virtually in February. The TAC discusses technology challenges in the branches and Ms. Anderson led the discussion on several District projects, including soliciting input for the District's new Technology Plan and providing an update on the *WiFi To Go!* hotspot lending program. Ms. Anderson also created and sent a survey to District-wide staff to solicit ideas for the new Technology Plan. Assistant IT Director **Ron Melnar** attended the meeting and provided an update on several IT projects, including the Windows 10 upgrades and library document station deployments, and answered questions about technical challenges facing the branches, including printer-related issues with the public access computers. ER Manager **Jocelyn Bates** also attended the meeting and provided an update on an ongoing iPad configuration issue and the ER department training dates for District staff.

## IT Projects

The IT department continues to upgrade all of the District's computers to the Windows 10 operating system and completed the deployment of library document stations (LDS). The final LDS were installed at the Spring Valley and Sunrise libraries this month, and the staff was trained on how to use the devices. All urban branches, including the Laughlin and Mesquite libraries, have an LDS. The LDS allows customers to fax, scan, and copy using funds from their PC Reservation System accounts. The cost for faxing services was lowered from \$1 per page to \$.50 per page for the LDS and this change was also extended to the outlying branches.

Technology Monthly Report  
February 25, 2021 Page 6

AS Manager **Sufa Anderson** updated all online and printed documents to reflect the new cost.

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, migrating the physical servers onto our virtual infrastructure and upgrading the system to Version 5.2. The IT division continues to extensively test the system to ensure that all aspects of the system are functional.

The District has a five-year replacement cycle for replacing computers that are over five years old. Although the annual Computer Refresh/Replacement Project for this fiscal year was canceled, three computers were replaced because of damage or obsolescence. Three computers were replaced this month, including one for the HR department and two for Administration.

### **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 continues to work with the Sierra Cleanup Committee to perform database cleanup activities on the Sierra LSP. She prepared three Retiree/Trustee library cards in February, including yours. Ms. Anderson also provided virtual District-wide *View Outstanding Holds* staff training and she revised the *Fines and Fees Schedule*, *Transferring Problem Items Between Branches*, and *Loan Periods and Maximum Limits to Check Out* documents and created a *Refund Flow Chart* to go with the revised *Staff Refund Procedures*.

Several members of the IT division met virtually with our LSP vendor, III, to view a demonstration of the new *Innovative Mobile App*. This new app will replace the current *MyLibrary!* App which the District uses. Although III will continue to support the *MyLibrary!* App, they don't plan to do any future development on that platform. AS Manager **Sufa Anderson** and DC Librarian **Raychel Lendis** attended an III webinar to review changes to their *Decision Center* analytics product and Ms. Lendis also attended III's *Mobile Worklists* webinar.

**FY 2020-2021 ELECTRONIC RESOURCES STATISTICS**  
**January 2021**

<b>Customer Support</b>	<i>Jan-20</i>	<i>Jan-21</i>	<i>% Change</i>	<i>FY19-20</i>	<i>FY20-21</i>	<i>% Change</i>
Number of Phone Calls to Electronic Resources	121	215	77.69%	969	1,105	14.04%
Length of Calls in Hours, Minutes, and Seconds	10:03:13	23:36:14	134.78%	101:33:25	120:51:55	19.01%
Number of emails to ask@lvccld.org	472	1,167	147.25%	3,063	7,429	142.54%
Number of Classes	0	0		4	0	
Number of Attendees	0	0		5	0	

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

<b>Online Resource Category</b>	<b>Top Resource</b>	<b>Sessions</b>	<b>Retrievals</b>
Business and Careers	Reference Solutions	409	20,953
Health and Wellness	Health source - Nursing	5	247
Homework Help	IXL	128	75,250
Online Learning	Lynda.com	1,201	5,297
A-Z Resources (All Others)	Newsbank - LVRJ	2,702	35,823

<b>Downloadables and Streaming Circulation</b>	<i>Jan-20</i>	<i>Jan-21</i>	<i>% Change</i>	<i>FY19-20</i>	<i>FY20-21</i>	<i>% Change</i>
eBooks	115,369	139,989	21.34%	807,912	952,488	17.90%
Audiobooks	79,689	88,739	11.36%	510,416	578,385	13.32%
Magazines	8,582	12,061	40.54%	66,620	77,433	16.23%
Movies and TV	9,771	13,179	34.88%	70,586	97,167	37.66%
Music	26,277	22,107	<b>-15.87%</b>	192,196	186,229	<b>-3.10%</b>
<b>Total</b>	239,688	276,075	15.18%	1,647,730	1,891,702	14.81%

<b>Online Resources Usage by Category</b>	<i>Jan-20</i>		<i>Jan-21</i>		<i>% Change</i>		<i>FY19-20</i>		<i>FY20-21</i>		<i>% Change</i>	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	741	19,683	730	24,743	<b>-1.48%</b>	25.71%	5,897	178,335	5,819	139,617	<b>-1.32%</b>	<b>-21.71%</b>
Health and Wellness	273	482	260	576	<b>-4.76%</b>	19.50%	2,165	4,058	3,945	11,649	82.22%	187.06%
Homework Help	500	46,478	680	84,203	36.00%	81.17%	4,535	230,154	5,033	404,659	10.98%	75.82%
Online Learning	2,991	7,095	2,827	6,369	<b>-5.48%</b>	<b>-10.23%</b>	21,000	52,883	22,162	49,344	5.53%	<b>-6.69%</b>
A-Z Resources (All Others)	12,505	35,444	18,770	77,912	50.10%	119.82%	81,406	255,337	141,490	536,315	73.81%	110.04%

**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.

March 2021

### MEMORANDUM

---

**TO:** Kelvin Watson, Executive Director

**FROM:** Floresto Cabias, Acting Financial Services Director, CFO

**DATE:** February 25, 2021

**SUBJECT:** Financial Services Report, March 2021

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

#### Administration

- Updated the District's cash flow analysis
- Submitted the Quarterly Economic Survey to the State Department of Taxation, per NRS requirements
- Submitted the Fiscal Year 2022 proposed tax rate to the State Department of Taxation, per NRS requirements
- Submitted required quarterly financial reports and compliance certificates related to the Mesquite and East Las Vegas QALICBs
- Submitted Form 990 tax returns for the Mesquite and East Las Vegas QALICBs
- **Floresto Cabias** and **Lynn Lucuara** met with representatives of BDO, the District's auditing firm
- **Floresto Cabias** and **Lynn Lucuara** met with representatives of Unique Integrated Communications, the District's call center service
- **Floresto Cabias** and **Lynn Lucuara** met with representatives of Canon, the District's copier supplier
- **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

Financial Services Report  
February 25, 2021  
Page 2 of 2

**Accounting**

- Coded and verified all transactions (\$1.8M for the month of February)
- **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
- 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: Kelvin Watson, Executive Director

From: Floresto Cabias, Acting Financial Services Director, CFO

Date: February 25, 2021

Subject: February 2021 Budget Status Report

Enclosed are the budget status reports for February 2021. General fund revenues indicate that 71% of budgeted revenue has been collected.

### **Property Tax Revenues**

As compared to February 2020, the District collected 8% 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 does not include CTX revenues expected to be received by the District at the end of February 2020. 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. As of February 25, 2021, the District has not received the December 2020 CTX. However, this amount may be closer to the 15% decrease projected in the budget. CTX revenues from July 2020 to November 2020 have outperformed the projections. December 2020 revenues may not outperform the projection to the same extent due to increased restrictions on businesses and the absence of notable December conventions, such as the National Finals Rodeo.

Based on existing economic factors and the current trend, CTX revenues are on track to total between \$20.5M to \$21.5M. This represents \$2.5M to \$3.5M in additional CTX compared to the projected budget of \$17.8M. Financial Services staff is closely monitoring revenues.

### **Expenditures**

General Fund expenditures indicate that 62% of the allocated budget has been spent. For FY 2021, savings of \$2.8M 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 \$22.0M and \$23.0M. This amount represents up to 33% 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 02/01/2021 Through 02/28/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	38,701,246.88	49,300,000.00	10,598,753.12	21.50%
Intergovernmental Revenue	9,212,670.99	17,800,000.00	8,587,329.01	48.24%
Charges for Services	25,287.68	570,000.00	544,712.32	95.56%
Fines & Forfeits	242,984.20	450,000.00	207,015.80	46.00%
Miscellaneous	471,314.05	780,000.00	308,685.95	39.58%
<b>Total Revenues</b>	<b>48,653,503.80</b>	<b>68,900,000.00</b>	<b>20,246,496.20</b>	<b>29.39%</b>
<b>Expenditures</b>				
Salaries	21,868,544.72	31,770,975.00	9,902,430.28	31.17%
Benefits	7,626,729.81	12,499,827.00	4,873,097.19	38.99%
Supplies & Services	7,870,519.92	15,304,682.00	7,434,162.08	48.57%
Capital Outlay	6,379,577.96	10,509,384.00	4,129,806.04	39.30%
<b>Total Expenditures</b>	<b>43,745,372.41</b>	<b>70,084,868.00</b>	<b>26,339,495.59</b>	<b>37.58%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>4,908,131.39</b>	<b>(1,184,868.00)</b>	<b>(6,092,999.39)</b>	<b>-8.20%</b>

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

**General Fund - 100****From 02/01/2021 Through 02/28/2021**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	481,420.88	648,204.00	166,783.12	25.73%
120	Administration - Library Operations	1,018,435.33	2,068,271.00	1,049,835.67	50.76%
200	Financial Services	1,164,007.83	1,935,379.00	771,371.17	39.86%
215	Community Outreach	315,499.21	501,089.00	185,589.79	37.04%
216	Youth Services	153,127.12	362,030.00	208,902.88	57.70%
220	Development and Planning	205,114.46	559,337.00	354,222.54	63.33%
240	General Services/Facilities	6,739,895.28	10,600,300.00	3,860,404.72	36.42%
250	Human Resources	1,217,378.20	2,688,944.00	1,471,565.80	54.73%
251	HR-Work Insurance	1,201,469.23	1,501,744.00	300,274.77	20.00%
260	Information Technology	2,705,971.28	3,895,391.00	1,189,419.72	30.53%
270	Literacy Department	195,363.96	378,862.00	183,498.04	48.43%
280	Branding and Marketing	1,230,759.00	1,706,062.00	475,303.00	27.86%
290	Access Services Department	681,824.58	1,100,024.00	418,199.42	38.02%
310	Collection and Bibliographic Services	7,669,622.99	12,657,023.00	4,987,400.01	39.40%
320	Gallery Services	107,622.44	174,592.00	66,969.56	38.36%
330	Facilities	1,693,729.04	2,820,225.00	1,126,495.96	39.94%
340	Community Engagement	162,359.16	405,669.00	243,309.84	59.98%
400	Library Operations	16,801,772.42	26,081,722.00	9,279,949.58	35.58%
Total		43,745,372.41	70,084,868.00	26,339,495.59	37.58%



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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 02/01/2021 Through 02/28/2021**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	70,277.97	97,266.00	26,988.03	27.75%
110	Bunkerville	33,843.50	58,431.00	24,587.50	42.08%
120	Clark County Library	1,509,831.53	2,671,070.00	1,161,238.47	43.47%
130	Enterprise Library	848,033.44	1,362,949.00	514,915.56	37.78%
140	Goodsprings	51,372.31	77,267.00	25,894.69	33.51%
160	Indian Springs	66,866.06	103,992.00	37,125.94	35.70%
180	Laughlin	505,030.61	697,636.00	192,605.39	27.61%
190	Mesquite	639,901.31	1,063,703.00	423,801.69	39.84%
200	Moapa Town	34,175.61	77,435.00	43,259.39	55.87%
210	Moapa Valley	197,361.90	309,770.00	112,408.10	36.29%
220	Mount Charleston	50,227.00	69,259.00	19,032.00	27.48%
230	Rainbow Library	1,595,066.38	1,882,486.00	287,419.62	15.27%
240	Sahara West Library	1,566,016.79	2,395,281.00	829,264.21	34.62%
250	Sandy Valley	44,997.74	89,137.00	44,139.26	49.52%
260	Searchlight	38,701.76	59,658.00	20,956.24	35.13%
270	Spring Valley Library	1,027,344.46	1,648,450.00	621,105.54	37.68%
280	Summerlin Library	926,246.86	1,444,143.00	517,896.14	35.86%
290	Sunrise Library	849,240.07	1,534,648.00	685,407.93	44.66%
300	West Charleston Library	1,112,368.58	1,669,459.00	557,090.42	33.37%
310	West Las Vegas Library	930,430.91	1,565,622.00	635,191.09	40.57%
320	Whitney Library	891,659.72	1,492,399.00	600,739.28	40.25%
360	Meadows Library	79,715.36	160,089.00	80,373.64	50.21%
370	Centennial Hills	1,274,752.62	1,911,837.00	637,084.38	33.32%
380	Windmill Library	1,028,892.24	1,747,034.00	718,141.76	41.11%
390	East Las Vegas Library	1,402,664.21	1,847,091.00	444,426.79	24.06%
605	City Misdemeanant	26,753.48	45,610.00	18,856.52	41.34%
Total		16,801,772.42	26,081,722.00	9,279,949.58	35.58%

Board of Trustees Meeting - Item VII. Library Reports

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

**General Fund - 100**  
**From 02/01/2021 Through 02/28/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	17,511,888.15	24,129,739.00	6,617,850.85	27.43%
51200 Salaries - Part Time	3,412,984.88	6,199,467.00	2,786,482.12	44.95%
51300 Overtime Pay	11,929.32	55,000.00	43,070.68	78.31%
51400 Call Back Pay	5,963.51	8,595.00	2,631.49	30.62%
51500 Standby Pay	40,588.24	50,366.00	9,777.76	19.41%
51600 Longevity Pay	198,355.29	377,808.00	179,452.71	47.50%
51700 Separation Pay	548,159.76	450,000.00	(98,159.76)	-21.81%
51800 Leave Buyout	138,675.57	500,000.00	361,324.43	72.26%
55100 Employees Retirement	4,606,811.15	7,312,478.00	2,705,666.85	37.00%
55200 Group Insurance	2,445,561.91	4,072,148.00	1,626,586.09	39.94%
55300 Workers' Comp. Payments	80,301.57	271,544.00	191,242.43	70.43%
55400 Medicare Coverage Expense	493,913.30	768,657.00	274,743.70	35.74%
55500 Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100 Office Supplies	164,875.48	507,630.00	342,754.52	67.52%
61110 Operating Supplies	221,807.83	597,065.00	375,257.17	62.85%
61120 Software & User Licenses	495,476.69	521,994.00	26,517.31	5.08%
61130 Software Maintenance	753,670.14	841,400.00	87,729.86	10.43%
61200 Book Materials & Supplies	40,716.20	120,409.00	79,692.80	66.19%
61205 Interlibrary Loan	158.19	4,500.00	4,341.81	96.48%
61210 Small Equipment	88,301.14	478,000.00	389,698.86	81.53%
61400 Equipment Repair & Maint.	524,092.97	690,280.00	166,187.03	24.08%
61410 Contracted Services	3,024,511.54	5,441,007.00	2,416,495.46	44.41%
61420 Building Repair & Maint.	90,007.36	218,200.00	128,192.64	58.75%
61500 Rental Expenses	18,027.01	47,316.00	29,288.99	61.90%
61600 Telephone	374,593.12	600,000.00	225,406.88	37.57%
61700 Utilities	953,365.85	1,935,071.00	981,705.15	50.73%
61800 Insurance & Bonds	320,065.67	355,000.00	34,934.33	9.84%
61900 Professional Services	248,474.24	932,700.00	684,225.76	73.36%
61910 Legal Services	97,905.60	394,500.00	296,594.40	75.18%
62200 Collection Agencies	66,750.75	310,000.00	243,249.25	78.47%
62300 Board Compensation	4,520.00	6,200.00	1,680.00	27.10%
62500 Postage	28,463.07	75,100.00	46,636.93	62.10%
62510 Advertising	45,468.14	88,700.00	43,231.86	48.74%
62600 Community Events	982.63	23,750.00	22,767.37	95.86%
62620 Recruitment	71.92	625.00	553.08	88.49%
62700 Education & Training	52,148.28	310,735.00	258,586.72	83.22%
62800 Travel & Transportation	12,345.54	285,250.00	272,904.46	95.67%
62900 Printing & Reproduction	20,671.98	99,250.00	78,578.02	79.17%
63000 Dues & Subscriptions	34,410.77	43,200.00	8,789.23	20.35%
65000 Miscellaneous Expenses	22,544.68	41,800.00	19,255.32	46.07%
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	6,379,577.96	10,509,384.00	4,129,806.04	39.30%
<b>Total</b>	<b>43,745,372.41</b>	<b>70,084,868.00</b>	<b>26,339,495.59</b>	<b>37.58%</b>

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

**Grant Fund - 220**

**From 02/01/2021 Through 02/28/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	499,958.60	1,800,000.00	1,300,041.40	72.22%
<b>Total Revenues</b>	499,958.60	1,800,000.00	1,300,041.40	72.22%
<b>Expenditures</b>				
Salaries	196,063.76	480,000.00	283,936.24	59.15%
Benefits	89,367.97	210,000.00	120,632.03	57.44%
Supplies & Services	164,883.89	500,000.00	335,116.11	67.02%
Capital Outlay	178,983.00	610,000.00	431,017.00	70.66%
<b>Total Expenditures</b>	629,298.62	1,800,000.00	1,170,701.38	65.04%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(129,340.02)	-	129,340.02	7.19%

Board of Trustees Meeting - Item VII. Library Reports

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

**Grant Fund - 220**  
**From 02/01/2021 Through 02/28/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	193,270.85	478,747.50	285,476.65	59.63%
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	57,348.83	161,071.66	103,722.83	64.40%
55200 Group Insurance	29,170.49	44,547.88	15,377.39	34.52%
55400 Medicare Coverage Expense	2,848.65	4,380.46	1,531.81	34.97%
61100 Office Supplies	3,107.77	-	(3,107.77)	
61110 Operating Supplies	98.00	5,277.14	5,179.14	98.14%
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	579.26	5,800.00	5,220.74	90.01%
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	178,983.00	150,000.00	(28,983.00)	-19.32%
<b>Total</b>	<b>629,298.62</b>	<b>1,800,000.00</b>	<b>1,170,701.38</b>	<b>65.04%</b>

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

**Gift Fund - 230**

**From 02/01/2021 Through 02/28/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	129,365.19	815,000.00	685,634.81	84.13%
<b>Total Revenues</b>	129,365.19	815,000.00	685,634.81	84.13%
<b>Expenditures</b>				
Salaries	20,000.00	-	(20,000.00)	
Supplies & Services	126,001.47	715,000.00	588,998.53	82.38%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	146,001.47	815,000.00	668,998.53	82.09%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(16,636.28)	-	16,636.28	2.04%

Board of Trustees Meeting - Item VII. Library Reports

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

**Gift Fund - 230**

**From 02/01/2021 Through 02/28/2021**

	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	11,352.63	15,000.00	3,647.37	24.32%
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	12,452.75	100,000.00	87,547.25	87.55%
62510 Advertising	4,250.00	-	(4,250.00)	
62900 Printing & Reproduction	599.83	-	(599.83)	
65000 Miscellaneous Expenses	138.36	-	(138.36)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>146,001.47</b>	<b>815,000.00</b>	<b>668,998.53</b>	<b>82.09%</b>



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

**Capital Projects Fund - 510**  
**From 02/01/2021 Through 02/28/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	13,165.99	50,000.00	36,834.01	73.67%
<b>Total Revenues</b>	13,165.99	50,000.00	36,834.01	73.67%
<b>Expenditures</b>				
Supplies & Services	256,675.18	2,574,700.00	2,318,024.82	90.03%
Capital Outlay	29,399.57	1,484,000.00	1,454,600.43	98.02%
<b>Total Expenditures</b>	286,074.75	4,058,700.00	3,772,625.25	92.95%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(272,908.76)	(4,008,700.00)	(3,735,791.24)	-19.28%

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 02/01/2021 Through 02/28/2021**

	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	80,561.12	1,176,700.00	1,096,138.88	93.15%
61400 Equipment Repair & Maint.	33,806.73	345,000.00	311,193.27	90.20%
61410 Contracted Services	7,000.00	43,000.00	36,000.00	83.72%
61420 Building Repair & Maint.	62,802.06	759,500.00	696,697.94	91.73%
61900 Professional Services	12,587.90	-	(12,587.90)	
62900 Printing & Reproduction	-	-	-	
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	29,399.57	834,000.00	804,600.43	96.47%
<b>Total</b>	<b>286,074.75</b>	<b>4,058,700.00</b>	<b>3,772,625.25</b>	<b>92.95%</b>

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement  
From 02/01/2021 through 02/28/2021

510  
Capital Projects Fund

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

## Las Vegas-Clark County Library District

**Project 2200 - Financial Services Projects**  
**From 02/01/2021 through 02/28/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
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%
<b>Total Expenditures</b>		<b>13,589.56</b>	<b>305,000.00</b>	<b>291,410.44</b>	<b>96%</b>

## Las Vegas-Clark County Library District

**Project 4010 - Tech Replacements & Upgrades**  
**From 02/01/2021 through 02/28/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61120	Software & User Licenses	36,063.83	203,000.00	166,936.17	82%
61210	Small Equipment	63,286.01	452,000.00	388,713.99	86%
61400	Equipment Repair & Maint.	33,806.73	345,000.00	311,193.27	90%
61410	Contracted Services	7,000.00	43,000.00	36,000.00	84%
81600	Capital Equipment - Major	-	704,000.00	704,000.00	100%
<b>Total Expenditures</b>		<b>140,156.57</b>	<b>1,747,000.00</b>	<b>1,606,843.43</b>	<b>92%</b>

## Las Vegas-Clark County Library District

**Project 5010 - Bldg Repair & Maintenance**  
**From 02/01/2021 through 02/28/2021**

**510**  
**Capital Projects Fund**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>				
45200 Interest Earnings	13,165.99	50,000.00	36,834.01	74%
<b>Total Revenues</b>	<b>13,165.99</b>	<b>50,000.00</b>	<b>36,834.01</b>	<b>74%</b>
<b>Expenditures</b>				
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52%
61210 Small Equipment	5,118.60	10,000.00	4,881.40	49%
61420 Building Repair & Maint.	62,802.06	759,500.00	696,697.94	92%
61900 Professional Services	11,440.40	-	(11,440.40)	0%
81500 Capital Improvements	-	650,000.00	650,000.00	100%
<b>Total Expenditures</b>	<b>90,772.54</b>	<b>1,427,000.00</b>	<b>1,336,227.46</b>	<b>94%</b>

Las Vegas-Clark County Library District

Project 5020 - PVS Projects  
From 02/01/2021 through 02/28/2021

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%
81600	Capital Equipment - Major	29,399.57	-	(29,399.57)	0%
Total Expenditures		41,406.76	479,700.00	438,293.24	91%



Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement  
From 02/01/2021 through 02/28/2021

510  
Capital Projects Fund

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

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

**Debt Service Fund - 610**  
**From 02/01/2021 Through 02/28/2021**

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

Board of Trustees Meeting - Item VII. Library Reports

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

Debt Service Fund - 610  
From 02/01/2021 Through 02/28/2021

	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 02/01/2021 Through 02/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11680	2/1/2021	10011	ACT, Inc.	Dec 2020 Invoice	24.00
11681	2/1/2021	10017	CDA Media Relations	Inv#2228EQ BI Mag Feb ads	2,500.00
11684	2/1/2021	10809	Sandra Kay Ramaker	Board meeting attendance 1/21/21	40.00
11685	2/1/2021	10834	Brittany Mangelson	January 8 special meeting	221.90
11686	2/1/2021	10864	Brian M. Wilson	Board meeting attendance 1/21/21	40.00
11687	2/1/2021	11055	Bryant K. Rogers	Board meeting attendance 1/21/21	40.00
11688	2/1/2021	11608	3F Initiatives LLC	Inv 20-12-03 Dec Translations	483.75
11690	2/1/2021	1590	Mergent, Inc.	MPA: 11/1/20-10/31/21	2,704.00
11691	2/1/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	13,990.14
11692	2/1/2021	1753	InfoUSA Marketing, Inc.-A Sub of Infogroup Inc.	City Directories - Annual 2021	2,970.00
11693	2/1/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	18,672.08
11694	2/1/2021	2215	OCLC Inc. # 774425	Library Books & Materials for FY2020-2021	4,771.08
11696	2/1/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	19,586.67
11697	2/1/2021	2891	AFLAC	Premium January 2021	860.82
11698	2/1/2021	3435	Ace Fire Systems, Inc.	WC: Fire Sprinkler System Repair	886.67
11699	2/1/2021	3776	Got Bugs LLC	MQ: Pest Control	200.00
11700	2/1/2021	4224	DataPLUS Communications	WM: Service Call - Exp Rm door / prox card reader	95.00
11701	2/1/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	1,955.64
11702	2/1/2021	5001	UniFirst Corporation	Uniform Rental	111.22
11703	2/1/2021	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	6,803.47
11704	2/1/2021	7687	United Lock and Security, Inc.	SW - NV Business Hub: Rekey outside Storage Rm	130.50
11705	2/1/2021	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	218.00
11706	2/1/2021	8010	Allied Universal Security Services	On-Site Security 01/08/21-01/21/21 - CH	92,559.57
11707	2/1/2021	8122	Staples Advantage Dept LA	Wiggle eyes - LA	2,163.96
11708	2/1/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
11710	2/1/2021	8718	Library Ideas, LLC	Library Books & Materials for FY2020-2021	503.40
11711	2/1/2021	8811	Shannon Bilbray-Axelrod	Board meeting attendance 1/21/21	40.00
11712	2/1/2021	8945	Robin Wadley Munier	Board meeting attendance 1/21/21	40.00
11713	2/1/2021	9191	Canon Solutions America, Inc.	Monthly Maint 11/22/20-12/21/20 - CC	3,137.44
11714	2/1/2021	9279	Marilyn Francis Drake	Board meeting attendance 1/21/21	40.00
11715	2/1/2021	9332	Felipe A. Ortiz	Board meeting attendance 1/21/21	40.00
11716	2/1/2021	9383	Office Plus	Oem toner hp 410x yellow - CH	692.95
11717	2/1/2021	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitoring	135.00
11718	2/1/2021	9631	Elliott's Sewer & Drain	WH: Multiple Service Calls	492.75
11719	2/1/2021	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
11720	2/1/2021	9907	PLIC-SBD Grand Island (Principal)	Premium February 2021	22,357.53
11721	2/8/2021	10017	CDA Media Relations	Feb 2021 purchasing ad	350.00
11723	2/8/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
11724	2/8/2021	10212	Virgin Valley Water District	Service 12/20/20-01/20/21	664.93
11726	2/8/2021	10535	Johnson Controls Fire Protection LP	EN: Fire Alarm Tests / Inspections	159.50
11727	2/8/2021	10686	NLS Grounds Management, LLC	EV: Undeveloped Land	19,438.72
11728	2/8/2021	10834	Brittany Mangelson	1/21/21 Reg. Board meeting	404.64
11729	2/8/2021	1157	AZ Partsmaster	Various	372.87
11730	2/8/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
11731	2/8/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial - FY 2021	135,048.62
11733	2/8/2021	1580	Ferguson Enterprises, LLC	WO-2539 #8639686 WH Plumbing	96.45
11734	2/8/2021	1647	Global Equipment Company Inc.	Washable Masks	416.96
11735	2/8/2021	1742	Ideal Supply Company Inc.	WO-2539 #512688 WH Plumbing	18.51
11736	2/8/2021	1837	Johnstone Supply	Various	545.44
11737	2/8/2021	2152	Nedco Supply	Various	233.81
11738	2/8/2021	2234	Overton Power District #5	Service 12/01/20-01/01/21	2,035.63
11739	2/8/2021	2362	Refrigeration Supplies Distributor	WO-2046 #5540976-00 SC HVAC	270.00
11740	2/8/2021	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Jan 2021	115.34
11741	2/8/2021	2702	Grainger, Inc.	Stock #9787068502 MB Portable Heaters	132.48
11742	2/8/2021	2733	Phoenix Fire Protection, LLC	WC: Fire Sprinkler Tests / Inspections	225.00
11743	2/8/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	39,186.64
11745	2/8/2021	3324	Rio Virgin Telephone Co.	Service Feb 2021	342.21
11746	2/8/2021	3435	Ace Fire Systems, Inc.	MQL: Fire Sprinkler Tests / Inspections	552.00
11747	2/8/2021	3770	Cox Communications of Las Vegas	Service 01/17/21-02/19/21	13,363.58
11748	2/8/2021	4043	Won-Door Corporation	SW: Annual Elevator Smoke Test	437.50
11749	2/8/2021	4224	DataPLUS Communications	WH: Fire Alarm Tests / Inspections	425.00
11750	2/8/2021	4723	Purvis Industries - Las Vegas NV	Various	231.98
11751	2/8/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Feb 2021	7,125.10
11752	2/8/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	221,999.60
11753	2/8/2021	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	55.00
11754	2/8/2021	7285	Henriksen Butler Nevada	Redesign ADMIN YPL	2,819.04
11755	2/8/2021	7655	Gill's Printing and Color Graphics	20,000 Fleury bookmarks-Jan-21	1,250.65
11756	2/8/2021	7943	Communication Electronic Systems Inc	WM: Fire Alarm Tests / Inspections - Sept 2020	665.00
11758	2/8/2021	8122	Staples Advantage Dept LA	Dd Origl canister, Creamer, post-it - HR	1,332.08
11760	2/8/2021	8565	WT Cox Information Services	Library Books & Materials for FY2020-2021	575.07
11761	2/8/2021	8575	Intermountain Lock and Security Supply	WO-2459 #2748248 CH Door Repair	245.00
11762	2/8/2021	9074	Statewide Fire Protection - Western States	WM: Fire Sprinkler Tests / Inspections	250.00
11763	2/8/2021	9101	O'Reilly Auto Parts	Various	49.12
11764	2/8/2021	9225	Kronos	Equipment Support Services	8,192.30
11765	2/8/2021	9383	Office Plus	Crtgd, lsr,s prt,lit4250/4350 - WH	3,674.86
11766	2/8/2021	9489	Teledata Technologies	MQL: Fire Alarm Tests / Inspections	1,028.00
11767	2/8/2021	9730	Commercial Lighting Specialties	Various	208.00
11768	2/16/2021	10011	ACT, Inc.	WorkKeys Applied Tech - Jan 2021	12.00
11769	2/16/2021	10129	Fun Express LLC	Magic Color Scratch Hearts - SE	803.35
11770	2/16/2021	10442	LV.Net	Service 02/01/21-03/01/21	1,026.00
11771	2/16/2021	10522	Diligent Corp.	Diligent Boards - Annual Subscription	33,158.83
11772	2/16/2021	10809	Sandra Kay Ramaker	January 8 Special Board Mtg	40.00
11773	2/16/2021	10864	Brian M. Wilson	January 8 Special Board Mtg	40.00
11774	2/16/2021	11055	Bryant K. Rogers	January 8 Special Board Meeting	40.00
11775	2/16/2021	11132	The Griffin Company	Legislative Services 2021 Session	6,250.00
11776	2/16/2021	1201	Best Janitorial Services of Nevada	EXTRA JANITORIAL SERVICE: OCTOBER 2020	30.00
11777	2/16/2021	1457	Demco, Inc.	Materials & Supplies for FY21	127.16

# Board of Trustees Meeting - Item VII. Library Reports

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

General Fund - 100  
From 02/01/2021 Through 02/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11779	2/16/2021	1640	Gerald M. Welt, Chartered	January 2021 - legal fees	4,439.23
11780	2/16/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	11,450.67
11781	2/16/2021	2098	Moapa Valley Water District	Service 01/06/21-02/02/21	332.90
11782	2/16/2021	2215	OCLC Inc. # 774425	Library Books & Materials for FY2020-2021	4,891.58
11783	2/16/2021	2234	Overton Power District #5	Service 01/01/21-02/01/21 MV	2,507.16
11784	2/16/2021	2567	Teamsters Local Union #14	Union Dues - February 2021	8,678.00
11785	2/16/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	54,567.37
11787	2/16/2021	2860	Las Vegas Review Journal	January purchasing ad El Tiempo	43.75
11788	2/16/2021	2887	West Payment Ctr	Library Materials for MISD during FY21	774.61
11789	2/16/2021	2914	Iron Mountain	Services Jan 2021	456.34
11790	2/16/2021	3048	Desert Boilers & Controls Inc.	CH - Service Call: HVAC Repair	3,353.09
11791	2/16/2021	3307	Unique Management Services, Inc.	Placements - Jan 2021	10,847.25
11792	2/16/2021	3355	Teamsters Security Fund S. Nevada	Premium February 2021	324,251.20
11793	2/16/2021	3435	Ace Fire Systems, Inc.	LA: Fire Sprinkler Tests / Inspections	150.00
11794	2/16/2021	3500	Garda CL West, Inc	Armored Transportation - Feb 2021	3,015.91
11795	2/16/2021	4517	Fingerprint Pros, Inc.	3 fingerprint background checks	177.00
11796	2/16/2021	4522	Quest Diagnostics	7 prescreen drug tests	559.10
11797	2/16/2021	4604	Brodart Library Supplies & Furnishings	White wire adjustable easel - SU	422.10
11798	2/16/2021	4676	Color Reflections	VGK bookmarks 2021 outdoor banners	775.25
11799	2/16/2021	4742	Deseret Book Co.	Proper Charade audio	11.99
11800	2/16/2021	5001	UniFirst Corporation	Uniform Rental	222.44
11801	2/16/2021	7671	Rentokil	SW: Semi-Annual Scorpion Service	1,773.00
11802	2/16/2021	7943	Communication Electronic Systems Inc	CH: Fire Alarm Tests / Inspections	745.00
11803	2/16/2021	8122	Staples Advantage Dept LA	Onyx hospitality organizer - SM	5,437.31
11804	2/16/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Jan 2021	12,024.24
11805	2/16/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	308.75
11806	2/16/2021	8811	Shannon Bilbray-Axelrod	January 8 Special Meeting	40.00
11807	2/16/2021	8945	Robin Wadley Munier	January 8 Special Meeting	40.00
11808	2/16/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
11809	2/16/2021	9191	Canon Solutions America, Inc.	Monthly Maint 11/15/20-12/14/20 - MV	57.37
11810	2/16/2021	9279	Marilyn Francis Drake	January 8 Special Board Meeting	40.00
11811	2/16/2021	9332	Felipe A. Ortiz	Jan 8 2021 Special Meet	40.00
11812	2/16/2021	9383	Office Plus	Crtgd,lj,hp 90a bk - LA	3,379.31
11813	2/16/2021	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Tests / Inspections	390.00
11814	2/16/2021	9631	Elliott's Sewer & Drain	WH: Multiple Service Calls	300.00
11815	2/16/2021	9869	Unique Integrated Communications	Call Center Operations	15,872.58
11816	2/22/2021	10129	Fun Express LLC	GEOMETRIC FOAM - CH	143.78
11817	2/22/2021	10442	LV.Net	Service 3/1/21-4/1/21	1,026.00
11818	2/22/2021	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	254.32
11819	2/22/2021	11113	BT Supplies West, Inc.	Gloves	2,900.00
11820	2/22/2021	11137	Vital Records Control	Shredding - (14) Bins	397.87
11821	2/22/2021	11552	Destiny Executive Search Group, Inc.	Final Fee-Executive Director search	16,500.00
11822	2/22/2021	11626	Jay Atwood	Piano Tuning Services - CC	135.00
11823	2/22/2021	1201	Best Janitorial Services of Nevada	Extra Janitorial Services: Dec 20 & Jan 21	285.00
11824	2/22/2021	1429	D.C. Thomas	BD Rent Mar 2021	1,468.00
11827	2/22/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	8,123.57
11828	2/22/2021	1950	Liberty Lock and Security	Safe Repair - SU	70.00
11829	2/22/2021	2234	Overton Power District #5	Service 01/08/21-02/08/21 MV	257.12
11830	2/22/2021	2350	Rebel Oil Company	SC: Diesel Fuel	13,310.01
11831	2/22/2021	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	118.68
11832	2/22/2021	2702	Grainger, Inc.	MC: Snow Blower	1,193.79
11833	2/22/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	40,865.69
11834	2/22/2021	2799	CDW Government Inc,	For VMware Workstation license	209.38
11835	2/22/2021	2803	Boulevard Trophy	Trustee Gift/Clock -Etching	167.00
11836	2/22/2021	2809	LVVWD	Service Dec 20 & Jan 21	21,171.51
11837	2/22/2021	2852	Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	569.75
11839	2/22/2021	3500	Garda CL West, Inc	Excess Services - Jan 2021	121.06
11840	2/22/2021	4224	DataPLUS Communications	CH: Service Call - Dead Prox Reader	190.00
11841	2/22/2021	4604	Brodart Library Supplies & Furnishings	Econ acry shif adapter - RB	498.96
11844	2/22/2021	7655	Gill's Printing and Color Graphics	Feb 2021 Coll Dev Book Labels	1,746.02
11845	2/22/2021	7687	United Lock and Security, Inc.	IS: Service Call - Locksmith	187.50
11846	2/22/2021	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	130.00
11847	2/22/2021	8010	Allied Universal Security Services	PVS Event Guards 01/22/21-02/04/21 - CC	98,081.37
11848	2/22/2021	8122	Staples Advantage Dept LA	Small modular supply case clr - CC	1,560.47
11849	2/22/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	337.50
11850	2/22/2021	9191	Canon Solutions America, Inc.	Monthly Maint 12/14/20-01/13/21 - SM	3,442.16
11851	2/22/2021	9225	Kronos	App Configuration Monthly Fee	1,169.00
11852	2/22/2021	9287	Otis Elevator Company	WM: Elevator	795.88
11853	2/22/2021	9383	Office Plus	Oem trn hp 05x black - CC	1,068.44
11854	2/22/2021	9729	Windstream	2/15/21-3/14/21	658.38
11855	2/22/2021	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
11856	2/22/2021	9928	Stimulus Technologies	Service Mar 2021 - MC	1,047.90
89089	2/4/2021	10927	CenturyLink	Service Oct 2020	7,978.75
89090	2/4/2021	10930	Business Enterprises of Nevada - (DETR)	MQL: Cafe Management	1,672.00
89091	2/4/2021	10998	Sprint	Service 12/27/20-01/26/21	13,808.97
89092	2/4/2021	11057	Simmons Group, LLC	Investigation	1,750.00
89093	2/4/2021	11589	Greenspun Media Group, LLC	Weekly ad - 1-21 Here for Students	1,770.00
89094	2/4/2021	11615	Green Plaque, LLC	EV: LEED Plaque	1,525.00
89095	2/4/2021	11626	Jay Atwood	Piano Tuning Services - CC	135.00
89096	2/4/2021	11627	African Girl Brands LLC	Ikuzi Dolls-1Sea of 5 different styles	5,050.84
89097	2/4/2021	11813	Capitol Door Service	CH: Service Call - Interior Auto Doors	189.95
89098	2/4/2021	1710	Henri Specialties	LA: Toilet Paper Dispenser Parts	99.00
89100	2/4/2021	1991	Lowe's Improvement	January 2021 Various	667.11
89101	2/4/2021	2097	Moapa Valley Telephone Co. Inc.	Service 01/26/21-02/25/21	1,264.79
89102	2/4/2021	2175	NV Energy	Service 12/17/20-01/20/21 CH	6,585.96
89103	2/4/2021	2494	Southwest Gas Corp.	Service 12/21/20-01/21/21 CH	5,113.80
89104	2/4/2021	2838	Verizon Wireless	Service 12/21/20-01/20/21	3,712.23
89105	2/4/2021	3106	Grey House Publishing, Inc.	Weiss Ratings Consumer box set Fall20-Sptng21	1,247.95

# Board of Trustees Meeting - Item VII. Library Reports

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

General Fund - 100  
From 02/01/2021 Through 02/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
89109	2/4/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	27,619.73
89110	2/4/2021	6331	Institute of Management Accountants (IMA)	Fred James 11/1/20 - 10/31/21	230.00
89111	2/4/2021	6817	Reliance Connects	Service Feb 2021	572.49
89112	2/4/2021	7740	Gaudin Ford	WO-2617 #417874 #58 LOF & MPI	154.13
89113	2/10/2021	2494	Southwest Gas Corp.	Service 01/06/21-02/03/21 LA	882.12
89114	2/11/2021	10253	Elizabeth Ann Foyt	January 8 Special Meeting	40.00
89115	2/11/2021	11103	Wireless Innovations LLC	Franklin r910 hotspot-cold stock	4,750.00
89116	2/11/2021	11629	The Pediment Group, Inc.	Raiders: The Road to Vegas	341.56
89117	2/11/2021	11638	Baby University	Refund Room Rental - 2/26/21 WM	240.00
89118	2/11/2021	11813	Capitol Door Service	WM: Service Call for Auto Doors	189.95
89119	2/11/2021	1244	Bron Tapes, Inc.	2in x 60 yd BT-435 clear carton seal	979.20
89120	2/11/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,134.52
89121	2/11/2021	2053	Matthew Bender & Co., Inc.	Moores Fed Rules Pamphlet 2-21ed	829.30
89122	2/11/2021	2159	AT&T SBC	Service 01/25/21-02/24/21	436.44
89123	2/11/2021	2175	NV Energy	Summary Billing Dec 20 & Jan 21	39,598.73
89124	2/11/2021	2494	Southwest Gas Corp.	Service 12/30/20-01/28/21 BD	3,140.86
89126	2/11/2021	2837	Republic Services 620	Recycling Svc 02/01-02/28 WH	4,331.68
89130	2/11/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	21,974.89
89131	2/11/2021	4117	Television Monitoring Services, Inc.	holocaust remembrance day clip	100.00
89132	2/11/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89133	2/11/2021	5246	Kelly D. Benavidez	January 8 Special Meeting	40.00
89134	2/11/2021	8192	AT&T	Service Feb 2021	46.61
89135	2/11/2021	9687	The Network Architect, Inc.	SNMPc Enterprise Renewal, End: 03/13/22	2,996.25
89136	2/11/2021	9711	Jose L. Melendrez	January 8 Special Board Mtg	40.00
89137	2/11/2021	9788	Matias Rodriguez	Tinting on (4) Vehicles	300.00
89138	2/11/2021	9895	National Benefit Services, LLC	January 2021 Debit Card annual Fee	1,860.50
89139	2/11/2021	9945	Texas Life Insurance Company	Premium February 2021	230.05
89154	2/18/2021	10298	Sprout Social, Inc.	Feb-May 2021 Service	1,592.07
89155	2/18/2021	10413	Chadwick Music Events LLC	Concert 2/12 & 2/14	5,000.00
89156	2/18/2021	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
89157	2/18/2021	11589	Greenspun Media Group, LLC	Vegas Weekly ad - Here for Students 1-28	1,770.00
89158	2/18/2021	11628	OVG Media & Conferences, LLC	Poll Star membership 2 users 21	698.00
89159	2/18/2021	11630	Dilli Basnet	Overpayment on Library Acct	30.00
89160	2/18/2021	11632	Jacob Probst	Overpayment on Library Acct	18.55
89161	2/18/2021	11634	Shelby Valdez	Overpayment on Library Acct	17.99
89162	2/18/2021	1300	Cashman Equipment Company	WV: Fire Pump Engine	375.81
89163	2/18/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY2020-2021	7,708.48
89164	2/18/2021	2175	NV Energy	Service 12/23/20-01/26/21 EV	11,749.73
89165	2/18/2021	2494	Southwest Gas Corp.	Service 01/11/21-02/08/21 EV	946.40
89166	2/18/2021	4117	Television Monitoring Services, Inc.	Trustee Foyt clip 2-5-21	100.00
89167	2/18/2021	7630	Material Flow & Conveyor Systems Inc	Plexton Stacking Bins	4,404.00
Total 100 - General Fund					1,600,739.05

Board of Trustees Meeting - Item VII. Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Grant Fund - 220  
From 02/01/2021 Through 02/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11722	2/8/2021	10114	Vickie Thompson	ABE Virtual Acad Adv CC 334 12/15/20-1/27/21	1,944.00
11744	2/8/2021	3300	ProQuest LLC	Music subscription 2/1/21-1/31/22	67,470.00
11752	2/8/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	19,832.69
11757	2/8/2021	7975	Mary Gound	RB PM 309 VIRT 1/25-1/27	243.00
11778	2/16/2021	1627	Cengage Learning, Inc.	Nat Geo database - sg1	20,000.00
11809	2/16/2021	9191	Canon Solutions America, Inc.	Monthly Maint 11/15/20-12/14/20 - MV	100.00
11812	2/16/2021	9383	Office Plus	Crtgdg,lj,hp 90a bk - LA	484.96
89091	2/4/2021	10998	Sprint	Service 12/27/20-01/26/21	4,558.08
Total 220 - Grant Fund					114,632.73



Board of Trustees Meeting - Item VII. Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230  
From 02/01/2021 Through 02/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11707	2/1/2021	8122	Staples Advantage Dept LA	Wiggle eyes - LA	91.10
11709	2/1/2021	8671	Eurie Creative, Inc.	Graphic Design Services	650.00
11725	2/8/2021	10523	Blake Hament	BBTTC instruction	400.00
11803	2/16/2021	8122	Staples Advantage Dept LA	Onyx hospitality organizer - SM	445.18
89091	2/4/2021	10998	Sprint	Service 12/27/20-01/26/21	2,374.00
Total 230 - Gift Fund					3,960.28

# Board of Trustees Meeting - Item VII. Library Reports

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

Capital Projects Fund - 510  
From 02/01/2021 Through 02/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11682	2/1/2021	10147	CompuNet, Inc.	Replacement EOL 820 DNS systems, End: 2/24	33,127.83
11683	2/1/2021	10502	Fisk Electric Company	SW WFC: Additional Power	1,900.00
11689	2/1/2021	1455	Dell Marketing L.P.	Dell Latitude 7410	4,276.00
11695	2/1/2021	2686	Simply Covered, Inc.	Reupholster Cushions at CC	1,480.00
11704	2/1/2021	7687	United Lock and Security, Inc.	SW - NV Business Hub: Rekey outside Storage Rm	104.00
11786	2/16/2021	2799	CDW Government Inc,	Self Check Monitor Replacements	1,701.84
11825	2/22/2021	1455	Dell Marketing L.P.	Laptop/Monitors	2,686.00
11826	2/22/2021	1620	Full Compass Systems Ltd	Yamaha CL5 promo mixer and RIO3224-D2	29,399.57
11838	2/22/2021	3048	Desert Boilers & Controls Inc.	EN: Temporary Boiler Rental	2,500.00
11843	2/22/2021	7188	Innovative Interfaces, Inc.	Virtualizing ILSTRAIN server	7,000.00
Total 510 - Capital Projects Fund					84,175.24

Board of Trustees Meeting - Item VII. Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Debt Service Fund - 610  
From 02/01/2021 Through 02/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11759	2/8/2021	8531	FHN Financial Main Street Advisors, LLC	Oct-Dec 2020	80.27
Total 610 - Debt Service Fund					80.27
Total - All Funds					<u>1,803,587.57</u>



## ITEM VII.A.3.b.

### MEMORANDUM

---

**TO:** Kelvin Watson, Executive Director  
**FROM:** John E. Vino, Acting General Services Director  
**DATE:** February 24, 2021  
**SUBJECT:** General Services Report, March 2021

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

#### **IMPROVEMENT PROJECTS**

##### **Chiller Replacement – Rainbow Library:**

The new chiller is in place and undergoing final testing and programming.

##### **Boiler Replacement - Enterprise Library:**

Project completed.

#### **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.

General Services, in coordination with our janitorial service, will be installing touchless towel dispensers in all staff and patron restrooms. The project involves changing out approx. 217 towel dispensers District wide. In addition, we will be transitioning all District facilities to sustainable, 100% recycled towels, consistent with the products used in our LEED facilities. The 217 units with a cost of approximately \$15,000 are being supplied at no cost to the District.

##### **Maintenance Work Order Activity – January 2021:**

Corrective work requests received and converted to work orders - 287  
Corrective work orders completed – 246

Preventive maintenance work orders generated – 261  
Preventive maintenance work orders completed – 250

General Services Report, March 2021  
Page 2

**Minor Projects and Major Repairs Completed:**

Courier:	New advertising banner for courier vehicles - \$1,888
District Wide:	1,500 weeding boxes (cost split with Library Foundation) - \$2,092 Septic tank service for Enterprise and Mount Charleston – \$2,065 Annual lift inspections - \$2,931
Sahara West Library:	Tracking lighting for in Business Hub(reimbursable by DETR) – \$1,900 Power washed and resealed outside patio for Business Hub (reimbursable by DETR) – \$2,376
Whitney Library	Plumbing repairs - \$793

**Fleet Services - Pool Vehicles**

At the direction of Director Watson, General Services was tasked with reviewing the current usage and availability of District pool vehicles and the potential need for a third pool vehicle.

The District currently has two 2013 Ford Escapes, with relatively low mileage, as pool vehicles available for District staff. All staff utilizing District vehicles must provide a current Nevada Driver's Record on an annual basis.

Demand over the last 12 months has been low, limited by branch closures, as well as a moratorium on staff commuting between branches. However, we reviewed usage records for past years, and can confirm that the current allotment of two pool vehicles is adequate for our current needs, and would be sufficient even if demand increased.

We also met with Library Operations staff to assess their current and future needs for pool vehicles. At this time, based on Library Operations needs, the availability of the two pool vehicles is adequate.

However, when Library Operations is back to being fully staffed, it is feasible that they may need an assigned department vehicle. We will monitor the usage of pool vehicles and if it is determined at a future date that an additional vehicle is needed, this vehicle will be purchased through the District's Vehicle Replacement Fund, and no additional budgeting will be required.

The Library Operations vehicle would also be available as a pool vehicle for other staff when not in use.

The usage of our pool vehicles will continue to be augmented by our Mileage Reimbursement Program when utilizing a personal vehicle. This program also requires staff to provide a current Nevada Driver's Record on an annual basis in addition to providing a copy of insurance showing coverage for date(s) of travel.

General Services Report, March 2021  
Page 3

### **COURIER DEPARTMENT**

#### **Library Materials Moved Between Branches – January 2021: (December 2020 partial month due to District closure)**

	<u>January 2021</u>	<u>December 2019</u>	<u>January 2020</u>
Urban Branches	249,180	272,820	288,600
Outlying Branches	29,580	36,660	36,120
Contract/Other Libraries	38,340	53,100	52,800
<u>To Storage for Future Sale</u>	<u>31,880</u>	<u>28,400</u>	<u>25,720</u>
<b>Total</b>	<b>348,980</b>	<b>390,980</b>	<b>403,240</b>

### **NEW COURIER TRUCK BANNERS**



### **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". Continue to monitor Vaccine information and share the updated information with staff.

**Security Officer Services Contract Extension:** The contract for security officer services provides for an initial term of one year with the option to extend the contract for up to four additional one-year periods provided the contractor's performance remains satisfactory. Prior Board action has authorized staff to extend the contract in subsequent years' subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents. It is staff's intention to extend the contract with Allied Universal Security Services for the forth one-year period commencing on March 1, 2021.

#### **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 Centennial Hills, Clark County, Enterprise, Spring Valley, Sunrise, West Charleston libraries to check with staff on how they are coping with COVID-19 at work and to inspect for social distancing and mask compliance.

General Services Report, March 2021

Page 4

### **PURCHASING AND ADMINISTRATION DEPARTMENT**

LED light bulbs were purchased for future lamp conversions at various branches for a total cost of \$5,000 for 1,000 bulbs. The District received a \$4,000 rebate from Nevada Energy for a net cost of \$1,000.

#### **Covid Purchases:**

Continued procuring and distributing personal protective equipment (PPE) for staff and supplies needed to clean/sanitize. Total cost of COVID-19 related procurements to date is \$219,583.07. 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

February 2021 - \$4,358.07



## ITEM VII.A.3.c.

### MEMORANDUM

---

**TO:** Kelvin Watson, Executive Director

**FROM:** Jeff Serpico, Human Resources Director

**DATE:** March 2, 2021

**SUBJECT:** Human Resources (HR) Report, March 2021

- Section (1) of this report, *Key Initiatives*, covers activity from February 1 to February 28. Updates to HR strategic and operational activities are presented in this section.
- Section(s) (2) *Transactional Activity & Metrics*, (3) *Staff Diversity*, and (4) *Fiscal Year 2020-2021, HR Dashboard*, covers the activity from July 1 to January 31. 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. Administrative transactions (volumes) and key HR measures are presented in these sections.
- Section (5) *Diversity Dashboard (2021)*, is updated each quarter of the Calendar Year. Data will be utilized to assist in the revision of Diversity Action Plan to establish goals, objectives and measure outcomes.

#### **HR Report Contents:**

1. Key Initiatives
2. Transactional Activity & Key Metrics
3. District Diversity
4. HR Dashboard (Fiscal Year 2020-2021)
5. Diversity Dashboard (Calendar Year 2021)

#### **1. Key Initiatives:**

- **Interviews and Selections Conducted:**

- February 2021 Interviews

- |                  |                        |
|------------------|------------------------|
| ▪ East Las Vegas | Multiservice Assistant |
| ▪ Rainbow        | Multiservice Assistant |
| ▪ Windmill       | Multiservice Assistant |



- Summerlin                      Multiservice Assistant
- Mesquite                        Library Assistant
- Clark County                  Page
- Windmill – Service          Accountant

- **Labor/Management Meeting (CY 2021):**

- Quarter 1 – February 4<sup>th</sup> – Complete
- Quarter 2 – May 13<sup>th</sup>
- Quarter 3 – August 5<sup>th</sup>
- Quarter 4 – November 4<sup>th</sup>

- **Diversity Reporting & Action Plan:**

- Diversity Dashboard - Q1 January 2021 (Attached)
  - Focus areas identified for Action Plan
  - Addition of hires and promotions (May 2021)
- Diversity Action Plan Draft - Target Date May 1, 2021

- **District Job Analysis & Evaluation (Compensation Analysis):**

- Project Plan & Review - (March 2021)

## 2. Transactional Activity & Metrics:

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

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

Yellow – restated

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

Dashboard	District Snapshot	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
<b>A</b>	Total Employees (Headcount)	635	NA	NA
<b>B</b>	Full-Time Employees >= 60 HRS PP	309	NA	NA
<b>C</b>	Part-Time Employees <= 59 HRS PP	331	NA	NA
<b>D</b>	Full-Time Equivalent (FTEs)	NA	NA	NA
<b>E</b>	Average Years of Service (District)	9.4	NA	NA

- The Human Resources Department reports the following *Talent Acquisition and Management* activities for the month of July 2020 to January 2021 (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
<b>F</b>	Open Positions (FY20-21 Budget)	NA	89	120
<b>G</b>	Positions Posted (Approved to Fill)	NA	1	11
<b>H</b>	Applications Received	NA	107	476
<b>I</b>	Interviews Conducted	NA	0	5
<b>J</b>	New Hires	NA	0	0
<b>K</b>	Promotions	NA	4	2
<b>L</b>	Lateral Transfer	NA	0	1
<b>M</b>	Demotions	NA	0	0
<b>N</b>	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
<b>F</b>	Open Positions (FY20-21 Budget)	134	137	139
<b>G</b>	Positions Posted (Approved to Fill)	6	10	6
<b>H</b>	Applications Received	673	831	321
<b>I</b>	Interviews Conducted	7	2	7
<b>J</b>	New Hires	1	0	0
<b>K</b>	Promotions	9	3	3
<b>L</b>	Lateral Transfer	4	2	2
<b>M</b>	Demotions	1	2	0
<b>N</b>	Employees Completing Probation	6	1	1

Dashboard	Talent Acquisition & Management	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
F	Open Positions (FY20-21 Budget)	143	NA	NA
G	Positions Posted (Approved to Fill)	4	NA	NA
H	Applications Received	281	NA	NA
I	Interviews Conducted	4	NA	NA
J	New Hires	5	NA	NA
K	Promotions	1	NA	NA
L	Lateral Transfer	0	NA	NA
M	Demotions	0	NA	NA
N	Employees Completing Probation	0	NA	NA

- The Human Resources Department reports the following *Separations and Turnover* activities for the month of July 2020 to January 2021 (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

Dashboard	Separations & Turnover (TO)	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
P	Total Separations from employment	4	NA	NA
Q	Voluntary Separations	4	NA	NA
R	Involuntary Separations	0	NA	NA
S	Turnover (Entire District)	0.63%	NA	NA
T	Turnover (Without Page)	0.16%	NA	NA
U	Annualized 12-month TO (Entire District)	22.13%	NA	NA
V	Vacancy Rate	18.38%	NA	NA
W	Average Years of Service (Voluntary)	6.3	NA	NA
X	Average Years of Service (Involuntary)	0.0	NA	NA

- The Human Resources Department reports the following *Training and Talent Development* activities for the month of July 2020 to January 2021 (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%

Dashboard	Training & Talent Development	Quarter 3 of FY 2020-2021		
Item	Metric	Jan -21	Feb-21	Mar-21
Y	Employees Attending New Hire Orientation	5	NA	NA
Z	Total Employee Training Encounters	45	NA	NA
AA	Virtual	41	NA	NA
BB	Live On-site	0	NA	NA
CC	External Conferences	4	NA	NA
DD	Total Training Cost	\$24,118	NA	NA
EE	Total Tuition Reimbursements	\$23,403	NA	NA
FF	Undergraduate	\$4,403	NA	NA
GG	Graduate	\$19,000	NA	NA
HH	Annual Compliance Training Completion	7.50%	NA	NA

Compliance Training new cycle for CY.

- The Human Resources Department reports the following *Benefits & Wellness* activities for the month of July 2020 to January 2021 (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

Dashboard	Benefits & Wellness	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks		NA	NA
JJ	Total Leave Hours Utilized		NA	NA

- 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 Snapshot:**

***Race and Ethnicity Identification	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC
Hispanic or Latino (b)	31.60%	142	22.26%	-9.34%	90	18.83%	-12.77%
White (Not Hispanic or Latino) (41.7%) white alone	41.70%	319	50.00%	8.30%	249	52.09%	10.39%
Black or African American (Not Hispanic or Latino) (a)	13.10%	66	10.34%	-2.76%	58	12.13%	-0.97%
Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.72%	0.82%	9	1.88%	0.98%
Asian (Not Hispanic or Latino) (a)	10.40%	75	11.76%	1.36%	52	10.88%	0.48%
Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.47%	-0.73%	3	0.63%	-0.57%
Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	22	3.45%	-1.45%	17	3.56%	-1.34%
(2-6) Overlap 2 or more	103.80%	638	100.00%		478	100.00%	

**4. Fiscal Year 2020-2021, HR Dashboard:**

- Attached

**5. Diversity Dashboard:**

- Attached
- District Diversity Dashboard as of January, 2021.
  - District Overview - Chart A
  - Sex/Gender Identification - Chart B
  - Job Category Count - Chart C
  - Job Category Analysis - Chart D

3/1/2021

## LVCCCLD HR DASHBOARD

FY2020-2021

LVCCCLD 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) TOTAL FY	FY Average FY 2020-2021	Prior FY Average FY 2019-2020
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21			
A Total Employees (Headcount)	NA	689	658	644	641	639	635						NA	651	A
B Full-Time Employees 60 hours or more (Headcount)	NA	329	306	306	307	308	309						NA	311	B
C Part-Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331	331						NA	341	C
D Full-Time-Equivalent (FTE-District)	NA	N/A	N/A	N/A	NA	NA	NA						NA	NA	D
E Average Years of Service (District)	NA	9.9	9.9	9.3	9.3	9.4	9.4						NA	9.5	E
Talent Acquisition & Management															
F Open Positions (FY 20-21 Budget) = 778	NA	89	120	134	137	139	143						NA	127	F
G Positions Posted (Approved to Fill)	NA	1	11	6	10	6	4						NA	6	G
H Applications Received	NA	107	476	673	831	321	281						2689	448	H
I Interviews Conducted	NA	0	5	7	2	7	4						25	4	I
J New Hires	NA	0	0	1	0	0	5						6	1	J
K Promotions	NA	4	2	9	3	3	1						22	4	K
L Lateral Transfers	NA	0	1	4	2	2	0						9	2	L
M Demotions	NA	0	0	1	2	0	0						3	1	M
N Employees Successfully Completing Probationary Period	NA	7	1	6	1	1	0						16	3	N
O (1) Average Cost Per New Hire	NA	TBD	TBD	\$4,835.04	0.00	0.00	\$21,384.96						\$26,220.00	\$6,555.00	O
Separations & Turnover															
P Total Separations from Employment	NA	18	31	15	3	2	4						73	12	P
Q Voluntary Separations	NA	17	30	14	3	2	4						70	12	Q
R Involuntary Separations	NA	1	1	1	0	0	0						3	0.50	R
S Turnover (Entire District)	NA	2.61%	4.71%	2.33%	0.47%	0.31%	0.63%						11.06%	1.84%	S
T Turnover (Without Page Positions)	NA	5.56%	4.25%	1.24%	TBD	TBD	0.16%						11.21%	2.80%	T
U Annualized Twelve Month Turnover (Entire District)	NA	31.35%	43.94%	38.61%	30.36%	25.04%	22.13%						NA	31.91%	U
V Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	NA	11.44%	15.42%	17.22%	17.61%	17.87%	18.38%						NA	16.32%	V
W Average Years of Service (Voluntary Separations)	NA	15.9	30.1	11.2	12.5	2.1	6.3						NA	13.0	W
X Average Years of Service (Involuntary Separations)	NA	3.9	0.7	22.3	0.0	0.0	0.0						NA	4.5	X
Training & Talent Development															
Y Employee Attending New Hire Orientation	NA	0	0	0	1	0	5						6	1.00	Y
Z Total Employee Training Encounters	NA	246	9	23	38	23	45						384	64	Z
AA Virtual	NA	245	9	10	30	19	41						354	59	AA
BB Live On-Site	NA	1	0	11	1	0	0						13	2	BB
CC External Conferences	NA	0	0	2	7	4	4						17	3	CC
DD Total Training Cost	NA	\$219.00	\$176.00	\$2,646.00	\$ 1,243.00	\$ 3,917.00	\$24,118.66						\$32,319.66	\$5,386.61	DD
EE Total Tuition Reimbursements	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$23,403.66						\$24,403.66	\$4,067.28	EE
FF Undergraduate	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$4,403.66						\$5,403.66	\$900.61	FF
GG Graduate	NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,000.00						\$19,000.00	\$3,166.67	GG
HH (2) Annual Required Compliance Training Completion	NA	97.00%	97.00%	97.00%	98.00%	99.00%	7.50%						NA	82.58%	HH
Benefits & Wellness															
II Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9	6	6	6	7						NA	7	II
JJ Total Leave Hours Utilized	NA	332.00	468.00	382.00	326.00	326.00	376.00						2210.00	368.33	JJ

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

(2) January 21 - Begin new compliance training cycle.

# Board of Trustees Meeting - Item VII. Library Reports

NOTES:

EO-4 Instruction Booklet - Race and Ethnic Identification match EEO1

Data 9/4/02/2021 - Deleted February Month

\*No EIR

\*\* No without Page Job Title - 418

\*\*\* July 2019 US Census Bureau - Clark County

Quarter 1 2021 (initial)

LVCCLD Diversity Dashboard 2021

(January)

***Race and Ethnicity Identification									
	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Hispanic or Latino (a)	31.60%	142	22.26%	-9.34%	90	18.83%	-12.77%	
2	White (Not Hispanic or Latino) (41.7%) white alone (a)	41.70%	319	50.00%	8.30%	249	52.09%	10.39%	
3	Black or African American (Not Hispanic or Latino) (a)	13.10%	66	10.34%	-2.76%	58	12.13%	-0.97%	
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.72%	0.82%	9	1.88%	0.98%	
5	Asian (Not Hispanic or Latino) (a)	10.40%	75	11.76%	1.36%	52	10.88%	0.48%	
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	3.45%	-1.45%	17	3.56%	-1.34%	
(1-4) Overlap 2 or more		103.80%	638	100.00%		478	100.00%		
***Sex / Gender Identification									
	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Female	50.10%	439	68.81%	18.71%	314	65.69%	15.59%	
2	Male	49.90%	199	31.19%	-18.71%	164	34.31%	-15.59%	
3	Non Identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	
		100.00%	638	100.00%		478	100.00%		
Job Categories (EO-4)									
	1	2	3	4	5	6	7	Total	
	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)		
1	Officials and Administrators	8	47	16	0	8	0	3	82
2	Professionals	15	34	6	1	10	0	4	70
3	Technicians	7	25	7	2	5	1	0	47
4	Protective Service Workers	0	0	0	0	0	0	0	0
5	Paraprofessionals	18	65	9	2	18	0	1	113
6	Administrative Support Workers (Including Clerical and Sales)	94	139	23	5	34	2	11	308
7	Skilled Craft Workers	0	2	0	0	0	0	0	2
8	Service/Maintenance Workers	0	7	5	1	0	0	3	16
Total		142	319	66	11	75	3	22	638
Job Categories (EO-4)									
	1	2	3	4	5	6	Job Class		
	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Job Class Count	% of all Positions
1.0	Officials and Administrators	8	47	16	0	8	0	3	82
1.1	District Job Class %	9.76%	57.32%	19.51%	0.00%	9.76%	0.00%	3.66%	100.00%
1.2	Variance from CC	-21.84%	15.62%	6.41%	-0.90%	-0.64%	-1.20%	-1.24%	
2.0	Professionals	15	34	6	1	10	0	4	70
2.1	District Job Class %	21.43%	48.57%	8.57%	1.43%	14.29%	0.00%	5.71%	100.00%
2.2	Variance from CC	-10.17%	6.87%	-4.53%	0.53%	3.89%	-1.20%	0.81%	
3.0	Technicians	7	25	7	2	5	1	0	47
3.1	District Job Class %	14.89%	53.19%	14.89%	4.26%	10.64%	2.13%	0.00%	100.00%
3.2	Variance from CC	-16.71%	11.49%	1.79%	3.36%	0.24%	0.93%	-4.90%	
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0
5.0	Paraprofessionals	18	65	9	2	18	0	1	113
5.1	District Job Class %	15.93%	57.52%	7.96%	1.77%	15.93%	0.00%	0.88%	100.00%
5.2	Variance from CC	-15.67%	15.82%	-5.14%	0.87%	5.53%	-1.20%	-4.02%	
6.0	Administrative Support Workers (Including Clerical and Sales)	94	139	23	5	34	2	11	308
6.1	District Job Class %	30.52%	45.13%	7.47%	1.62%	11.04%	0.65%	3.57%	100.00%
6.2	Variance from CC	-1.08%	3.43%	-5.63%	0.72%	0.64%	-0.55%	-1.33%	
7.0	Skilled Craft Workers	0	2	0	0	0	0	0	2
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
7.2	Variance from CC	-31.60%	58.30%	-13.10%	-0.90%	-10.40%	-1.20%	-4.90%	
8.0	Service/Maintenance Workers	0	7	5	1	0	0	3	16
8.1	District Job Class %	0.00%	43.75%	31.25%	6.25%	0.00%	0.00%	18.75%	100.00%
8.2	Variance from CC	-31.60%	2.05%	18.15%	5.35%	-10.40%	-1.20%	13.85%	
Total		142	319	66	11	75	3	22	638



## ITEM IX.A.



### AGENDA ITEM

---

#### MARCH 11, 2021 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #IX.A.:** Discussion and possible Board action regarding authorization to extend the appointment of the District's current auditor, BDO USA, LLP, for one year, for the fiscal year ending June 30, 2021.

**Background:** Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made. In March 2013, the Board approved Piercy Bowler Taylor & Kern as the District's auditors. The Request for Proposal called for an initial appointment for auditing services for the year ending June 30, 2013, with four one-year renewal options.

At the March 8, 2018 Board meeting, the Board approved an extension for the year ending June 30, 2018. At the March 14, 2019 Board meeting, the Board approved an extension for the year ending June 30, 2019. At the March 12, 2020 Board meeting, the Board approved an extension for the year ending June 30, 2020.

Effective July 1, 2020, Piercy Bowler Taylor & Kern was acquired by BDO USA, LLP. BDO USA, LLP is the United States Member Firm of BDO International, the world's fifth largest accounting network. BDO USA, LLP performed the auditing services for the year ending June 30, 2020. Staff wishes to extend the appointment of BDO USA, LLP for one additional year, to audit the District's June 30, 2021 financial statements.

BDO's fees for the fiscal year ending June 30, 2021, are \$50,000 for audits and GFOA assistance for the District, and \$4,000 for any required Federal Financial Assistance Audit reports and procedures. The fees for the fiscal year ended June 30, 2020 were \$50,000 for audit and GFOA assistance and \$4,000 for required Federal Financial Assistance Audit reports and procedures.

**Recommended Action:** Motion to authorize staff to sign the agreement to appoint BDO USA, LLP for auditing services for the fiscal year ending June 30, 2021.



Tel: 702-384-1120  
Fax: 702-870-2474  
www.bdo.com

6100 Elton Avenue, #1000  
Las Vegas, NV 89107

March 2, 2021

Kelvin Watson  
Executive Director  
Las Vegas-Clark County Library District  
7060 West Windmill Lane  
Las Vegas, Nevada 89113

Dear Mr. Watson:

We are pleased to serve as independent auditors for Las Vegas-Clark County Library District. We look forward to continuing to provide you with the high-quality services you expect from your professional service providers.

Our commitment to delivering superior service means that we strive to demonstrate initiative, anticipate problems, propose solutions, and communicate effectively with you and other members of management throughout the year. In addition, during our audit we will be alert for opportunities to bring insightful and constructive suggestions for improving management information, operating and accounting procedures, and controls.

Attached to this letter is an agreement describing our services. If you have questions about any of the matters discussed in that agreement, please give us a call. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us an executed copy.

Again, it is a pleasure for us to continue to serve you. We look forward to many more years of pleasant association with you.

Very truly yours,



Tel: 702-384-1120  
Fax: 702-870-2474  
www.bdo.com

6100 Elton Avenue, #1000  
Las Vegas, NV 89107

March 2, 2021

Kelvin Watson  
Executive Director  
Las Vegas-Clark County Library District 7060 West Windmill Lane  
Las Vegas, Nevada 89113

Dear Mr. Watson:

### **Agreement to Provide Services**

This agreement to provide services (the "Agreement") is intended to describe the nature and scope of our services.

### **Objective and Scope of the Audit**

As agreed, BDO USA, LLP ("BDO" or "we") will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Las Vegas-Clark County Library District (the "Organization" or "you") as of and for the year ended June 30, 2021.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, to issue an auditors' report that includes our opinion, and to report on the fairness of the supplementary information referred to below when considered in relation to the basic financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements.

The objectives of our audit also include reporting on the Organization's:

- Internal control related to the financial statements and compliance with federal statutes, regulations, and the terms and conditions of the federal awards, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and issuance of an opinion on whether the Organization complied with federal statutes, regulations, and the terms and conditions of the federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

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

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

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate context. As part of our engagement, we will apply certain limited procedures to the Organization's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required and will be subjected to certain limited procedures, but will not be audited:

- MD&A
- Schedules of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
- Multiple-Employer Cost-Sharing Defined Benefit Pension Plan, Proportionate Share of the Collective Net Pension Liability Information
- Multiple-Employer Cost-Sharing Defined Benefit Pension Plan, Statutorily Required Contribution Information
- Schedule of Changes in total OPEB Liability - Postemployment Benefits Other Than Pensions
- Notes to RSI

The supplementary information accompanying the basic financial statements, as listed below, will be subjected to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS, and our auditors' report will provide an opinion on it in relation to the basic financial statements as a whole.

- Schedules of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
- Schedule of Expenditures of Federal Awards, when required by the Uniform Guidance

Also, the other information accompanying the basic financial statements, as listed below, will not be subjected to the auditing procedures applied in our audit of the basic financial statements, and our auditor's report will not provide an opinion or any assurance on such supplementary information.

- Introductory Section
- Statistical Section

Kelvin Watson  
March 2, 2021  
Page 3

### Responsibilities of BDO

Notwithstanding the unprecedented circumstances resulting from the COVID-19 outbreak, we continue to have a professional obligation to gather sufficient appropriate audit evidence in support of your financial statements. Travel restrictions, actual or suspected infections, work from home requirements, changes - such as work force reductions - made to accommodate the current business environments, or other similar matters may result in delays in your employees' ability to provide us the necessary audit evidence on a timely basis or at all. Similarly, such matters may impact our own ability to collect or appropriately assess necessary audit evidence on a timely basis or at all.

Should such events occur, you and BDO will make good faith efforts to complete alternative procedures to gather and assess necessary audit evidence. Such procedures might include, but not be limited to, our respective employees working from home, transferring more audit information *via* electronic modes (preferably through our secure BDO Exchange portal), and meeting virtually rather than in-person. As to audit evidence transferred *via* electronic modes, you are responsible to ensure that such evidence is authentic, complete, and accurate for the purposes it is meant to serve. BDO will perform, as it deems necessary, incremental procedures to validate the authenticity, completeness, and accuracy of such audit evidence.

As necessary, and as indicated in the Fees section, we will notify you if such alternative procedures require additional efforts and, if possible, an estimate of the additional cost.

We will conduct our audit in accordance with GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a reasonable basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we will express no such opinion. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses in internal control. However, we will communicate to you and those charged with governance in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during our audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Kelvin Watson  
March 2, 2021  
Page 4

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our audit will also be conducted in accordance with the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance or UG), and any applicable state or regulatory audit requirements. Our audit will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of the federal awards that may have a direct and material effect on each of its major programs. Our procedures will consist of the applicable procedures described in the Office of Management and Budget's (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. As required by the Uniform Guidance, our audit will include tests of transactions related to major federal award programs for compliance with applicable federal statutes, regulations, and the terms and conditions of federal awards. The purpose of these procedures will be to express an opinion on the Organization's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Uniform Guidance.

Our work will be based primarily upon selected tests of evidence supporting the amounts and disclosures in the financial statements and, therefore, will not include a detailed check of all of the Organization's transactions for the period. Also, an audit is not designed to detect errors or fraud or violations of federal statutes and regulations that are immaterial to the financial statements or major programs. However, we will inform you of any material errors or fraud that come to our attention. We will also inform you of possible illegal acts that come to our attention unless they are clearly inconsequential. We will also include such matters in the reports required for an audit performed under the Uniform Guidance. In addition, during the course of our audit, financial statement misstatements relating to accounts or disclosures may be identified, either through our audit procedures or through communication by your employees to us, and we will bring these misstatements to your attention as proposed adjustments. At the conclusion of our audit we will communicate to those charged with governance (as defined below) all uncorrected misstatements. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

The term "those charged with governance" is defined as the person(s) with responsibility for overseeing the strategic direction of the Organization and obligations related to the accountability of the Organization, including overseeing the financial reporting process. For the Organization, we agree that the Organization's Senior Management and Board of Trustees meets that definition.

Kelvin Watson  
March 2, 2021  
Page 5

We will perform test of controls, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with each direct and material compliance requirement applicable to each of the Organization's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

We are also responsible for communicating with those charged with governance what our responsibilities are under GAAS, an overview of the planned scope and timing of the audit, and significant findings from the audit.

At your request, we will not audit the financial statements of the Las Vegas-Clark County Library District Foundation (the "Component Unit"). You have engaged Hilburn & Lein, CPAs (the "Component Auditors") to perform a similar audit of the Component Unit, and have arranged for them to furnish us with their report on the audit of its financial statements. To ensure those financial statements will be in form and detail suitable for inclusion in the Organization's financial statements and the component auditor's report will be in form and detail suitable for us to refer to in our report on the financial statements, we may discuss significant accounting and reporting matters with the Component Auditors and the Component Unit's management. You will authorize Component Auditors and the management of Component Unit to furnish us with such cooperation and communication as we may consider necessary for those purposes.

#### **Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that you and those charged with governance acknowledge and understand that you and those charged with governance have responsibility (1) for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; (2) for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements and relevant to federal award programs that are free from material misstatement, whether due to error or fraud; (3) for identifying and ensuring that the Organization complies with the laws and regulations applicable to its activities; and (4) to provide us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, additional information we may request for the purpose of the audit, and unrestricted access to persons within the Organization from whom the auditor determines it is necessary to obtain audit evidence.

Management is also responsible for preparation of the schedule of federal expenditures of federal awards, when applicable, including the notes, noncash assistance received and other required information, in accordance with the requirements of the Uniform Guidance. Management is responsible for identifying all federal awards expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received subsequent to December 26, 2014 in accordance with the audit requirements of the Uniform Guidance. You acknowledge and understand your responsibility for the preparation of all supplementary

Kelvin Watson  
March 2, 2021  
Page 6

information, including the schedule of expenditures of federal awards, in accordance with the applicable criteria. Management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements, in accordance with the Uniform Guidance. Management is also responsible for (1) establishing and maintaining effective internal control, including internal control over compliance and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met, (2) compliance with federal statutes, regulations, and the terms and conditions of federal awards, (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements, and (4) ensuring that management and financial information is reliable and properly reported. You also agree to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. You also agree to present the supplementary information with the audited financial statements, or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and our report thereon.

Management's responsibilities also include identifying and informing us of significant contractor relationships in which the contractor is responsible for program compliance and for the accuracy and completeness of that information.

Management is responsible for adjusting the financial statements to correct material misstatements relating to accounts or disclosures, after evaluating their propriety based on a review of both the applicable authoritative literature and the underlying supporting evidence from the Organization's files; or otherwise concluding and confirming in a representation letter (as further described below) provided to us at the conclusion of our audit that the effects of any uncorrected misstatements are, both individually and in the aggregate, immaterial to the financial statements taken as a whole. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

As required by GAAS, we will request certain written representations from management at the close of our audit to confirm oral representations given to us and to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Because of the importance of management's representations to an effective audit, the Organization agrees, subject to prevailing laws and regulations, to release and indemnify BDO and its partners, principals, employees, affiliates, contractors, agents, and Permitted Assignees (as defined herein under "Assignment") (collectively, the "BDO Group") from and against all liability and costs relating to our services rendered under this Agreement attributable to any knowing misrepresentations by management.



Kelvin Watson  
March 2, 2021  
Page 7

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a direct and material effect on the financial statements and/or schedule of expenditures of federal awards. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable federal statutes, regulations, and the terms and conditions of the federal awards. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of federal statutes, regulations and the terms and conditions of the federal awards, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying to us, previous financial audit attestation engagements, performance audits, or other studies related to our audit objectives. This responsibility includes communicating to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

At the conclusion of the engagement, we will complete the appropriate sections of and electronically certify the Data Collection Form that summarizes our audit findings. We will provide a final copy of our reports in a PDF file to the Organization; however, it is management's responsibility to upload the PDF version of the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) and complete the appropriate sections of the Data Collection Form. Management is responsible for electronically certifying the Data Collection Form and electronically submitting the completed Data Collection Form to the Federal Audit Clearinghouse (FAC). The financial reporting package must be text searchable, unencrypted, and unlocked to be accepted by the FAC. The Data Collection Form and the reporting package must be submitted electronically within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the oversight agency for audit. Both BDO and management are responsible for ensuring that in their respective parts of the reporting package there is no protected personally identifiable information. We understand that we must make copies of the Data Collection Form and reporting package available for public inspection.

#### **Expected Form and Content of the Auditors' Report**

In particular, impacts from the COVID-19 outbreak may result in our inability to properly complete the engagement or require us to include such an explanatory or emphasis paragraph in our auditors' report.

Kelvin Watson  
March 2, 2021  
Page 8

At the conclusion of our audit, we will submit to you a report, based on our audit and the report of the Component Auditors, containing our opinion as to whether the financial statements, taken as a whole, are fairly presented based on accounting principles generally accepted in the United States of America. If, during the course of our work, it appears for any reason that we will not be in a position to render an unmodified opinion on the financial statements or the Uniform Guidance compliance, or that our report will require an Emphasis of Matter or Other Matter paragraph, we will discuss this with you. It is possible that, because of unexpected circumstances, we may determine that we cannot render a report or otherwise complete the engagement. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or decline to issue a report as a result of the engagement. If, in our professional judgment, the circumstances require, we may resign from the engagement prior to completion.

The reports on internal control and compliance will each include a statement that the purpose of these reports is solely to describe the scope of our testing of internal control and compliance and the results of that testing based on the requirements of *Government Auditing Standards* (GAS) and the Uniform Guidance and are not suitable for any other purpose.

#### **Other Information Included in the Annual Report**

You agree that you are responsible for the other information to be included in the annual report. The other information comprises the information included in the annual report, but does not include the financial statements and our auditors' report thereon. You also agree to provide the final version of the document(s) comprising the annual report in a timely manner and, if possible, prior to the date of our auditors' report. You also agree that you will provide to us the final version of the document(s) comprising the annual report when available, and prior to the issuance of such document(s) to any third parties. Our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements. We are not responsible for searching for omitted information or for the completeness of the other information. Accordingly, BDO disclaims and you agree to release the BDO Group from, and indemnify the BDO Group for, all liability arising out of or related to inconsistencies in or incompleteness of the other information.

#### **Termination**

Upon notice to the Organization, BDO may terminate this Agreement if BDO reasonably determines that it is unable to perform the services described in this Agreement in accordance with applicable professional standards, laws, or regulations. If we elect to terminate our services for any reason provided for in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. If the Agreement is terminated, the Organization agrees to compensate BDO for the services performed and expenses incurred through the effective date of termination. Those provisions in this Agreement that, by their very nature, are intended to survive termination shall survive after the termination of the Agreement, including, but not limited to, the parties' obligations related to any of the following provisions: indemnification, limitations on liability, confidentiality, dispute resolution, payment and reimbursement obligations, and limitations on use or reliance.

Kelvin Watson  
March 2, 2021  
Page 9

### **Client Continuance Matters**

BDO is retaining the Organization as a client in reliance on information obtained during the course of our client continuance procedures. **Angela Go** has been assigned the role of engagement partner and is responsible for directing the engagement and issuing the appropriate report on the Organization's financial statements. In the event that another engagement partner is to be assigned, the Organization will be consulted and a mutual agreement reached regarding the selection of a replacement.

### **Email Communication**

BDO disclaims and waives, and you release the BDO Group from, all liability for the interception or unintentional disclosure of email transmissions or for the unauthorized use or failed delivery of emails transmitted or received by BDO in connection with the services we are being engaged to perform under this Agreement, provided that BDO uses commercially reasonable measures designed to safeguard its email transmissions.

### **External Computing Options**

If, at the Organization's request, BDO agrees to use certain external commercial services, including but not limited to services for cloud storage, remote control, and/or file sharing options (collectively "External Computing Options"), that are outside of BDO's standard security protocol, the Organization acknowledges that such External Computing Options may be associated with heightened security and privacy risks. Accordingly, BDO disclaims and the Organization agrees to release the BDO Group from, and indemnify the BDO Group for, all liability arising out of or related to the use of such External Computing Options.

### **Ownership of Working Papers**

The working papers prepared in conjunction with our audit are the property of BDO, constitute confidential, proprietary, and trade secret information, and will be retained by us in accordance with BDO's policies, procedures, and applicable laws.

However, pursuant to authority given by law or regulation, we may be requested to make certain working papers available to the Organization's oversight agency, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such working papers will be provided under the supervision of BDO personnel and at a location designated by BDO. Furthermore, upon request, we may provide photocopies of selected working papers to the aforementioned parties. These parties may intend or decide to distribute the photocopies of information contained therein to others, including other governmental agencies. If a working paper access request is received from a regulator, we will ask you and the regulator to acknowledge, in writing, the conditions under which we will provide such access; and you agree to provide such written acknowledgment.

### **Reproduction of Auditors' Report**

If the Organization plans any reproduction or publication of a document that includes our report, or any portion of it, and that is assembled differently from any paper or electronic version that we have previously reviewed and approved for the Organization (e.g., by the addition of financial statements and/or accompanying information that you have produced), a copy of the entire document in its final form should be submitted to us in sufficient time for our review and written approval before printing. You also agree to provide us with a copy of the final reproduced material for our written approval before it is distributed. If, in our professional judgment, the circumstances require, we may withhold our written approval.

### **Posting of Auditors' Report and Financial Statements on Your Website**

You agree that, if you plan to post an electronic version of the financial statements and auditors' report on your website, you will ensure that there are no differences in content between the electronic version of the financial statements and auditors' report on your website and the signed version of the financial statements and auditors' report provided to management by BDO. You also agree to indemnify the BDO Group for all claims that may arise from any differences between the electronic and signed versions.

### **Review of Documents in Connection With Offering of Sale of Debt**

The audited financial statements and our report thereon should not be provided or otherwise made available to lenders, other financial institutions or sources of financing, or others (including advisors to such parties) in connection with any document to be used in the process of obtaining capital, including, without limitation, by means of the sale of securities (including securities offerings on the Internet) without first submitting copies of the document to us in sufficient time for our review and written approval. If, in our professional judgment, the circumstances require, we may withhold or condition our written approval.

### **Availability of Records and Personnel**

You agree that all records, documentation, and information we request in connection with our audit will be made available to us (including those pertaining to related parties), that all material information will be disclosed to us, and that we will have the full cooperation of, and unrestricted access to, your personnel during the course of the engagement.

You also agree to ensure that any third-party valuation reports that you provide to us to support amounts or disclosures in the financial statements (a) indicate the purpose for which they were intended, which is consistent with your actual use of such reports; and (b) do not contain any restrictive language that would preclude us from using such reports as audit evidence.

### **Assistance by Your Personnel and Internet Access**

We also ask that your personnel prepare various schedules and analyses for our staff. However, except as otherwise noted by us, no personal information other than names related to Organization employees and/or customers should be provided to us. In addition, we ask that you provide high-speed Internet access to our engagement team, if practicable, while working on the Organization's premises. This assistance will serve to facilitate the progress of our work and minimize costs to you.

### **Peer Review Reports**

*Government Auditing Standards* requires that we provide you with a copy of our most recent quality control review report. Our latest peer review report accompanies this letter.

### **Other Services**

We are always available to meet with you and other executives at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting the Organization. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas. We will also be pleased, at your request, to attend governing board meetings.

In addition to the audit services described above, you have requested that we provide the following non-attest services:

- We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the Organization's general ledger into a working trial balance.
- We will assist in the preparation of a draft of the Organizations financial statements and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing those services. Preparation of financial statements and any journal entries that may be necessary in that connection are non-attest services for which our responsibility with respect to such financial statements and accompanying information shall be limited solely to matters expressed in our reports.

### **Independence**

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the Organization in the performance of our services. Any discussions that you have with personnel of BDO regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional standards require us to maintain certain respective roles and relationships with you with respect to the non-attest services described above. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

We will not perform management functions or make management decisions on behalf of the Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

The Organization agrees to perform the following functions in connection with our performance of the non-attest services:

- a. Make all management decisions and perform all management functions with respect to the previously identified non-attest services provided by us.
- b. Assign Floresto Cabias, Acting Financial Services Director, CFO, to oversee the previously identified non-attest services and evaluate the adequacy and results of the services.
- c. Accept responsibility for the results of the previously identified non-attest services.

The services are limited to those outlined above. We, in our professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or performing management functions. The Organization must make all decisions with regard to our recommendations. By signing this Agreement, you acknowledge your acceptance of these responsibilities.

#### **Limitation of Liability**

Except to the extent finally determined to have resulted from the fraud or intentional misconduct of any member of the BDO Group, the BDO Group's liability to the Organization for any claims arising under this Agreement shall not exceed the aggregate amount of fees paid by the Organization to BDO during the 12 months preceding the date of the claim for the services giving rise to the claim, regardless of whether such liability arises in contract, statute, tort (including the negligence of any member of the BDO Group), or otherwise. In no event shall the BDO Group be liable for consequential, special, indirect, incidental, punitive, or exemplary losses or damages relating to this Agreement.

#### **Dispute Resolution Procedure**

Any dispute or claim between you and BDO arising out of or relating to the Agreement or a breach of the Agreement, including, without limitation, claims for breach of contract, professional negligence, breach of fiduciary duty, misrepresentation, fraud, or claims based in whole or in part on any other common-law, statutory, regulatory, legal, or equitable theory, and disputes regarding all fees, including attorneys' fees of any type, and/or costs charged under this Agreement ("Arbitration Claims") (except to the extent provided below) shall be submitted to binding arbitration administered by the American Arbitration Association ("AAA"), in accordance with its Commercial Arbitration Rules. Arbitration Claims

shall be brought in a party's individual capacity, and not as a plaintiff or class member in any purported class or representative proceeding. Arbitration Claims shall be heard by a panel of three (3) arbitrators, to be chosen as follows: within fifteen (15) days after the commencement of arbitration, each party shall select one person to act as arbitrator; thereafter, the two individually selected arbitrators shall select a third arbitrator within ten (10) days of their appointment. If the arbitrators selected by the parties are unable or fail to agree upon the third arbitrator, the third arbitrator shall be selected by the AAA. The arbitration panel shall have the power to rule upon its own jurisdiction and authority, including any objection to the initial or continuing existence, validity, effectiveness, or scope of this arbitration agreement. The arbitration panel may not consolidate more than one person's claims and may not otherwise preside over any form of a representative or class proceeding. The arbitration panel shall have no authority to award non-monetary or equitable relief, but nothing herein shall be construed as a prohibition against a party from pursuing non-monetary or equitable relief in a federal or state court. The place of arbitration shall be the city in which the BDO office providing the majority of the services involved under this Agreement is located, unless the parties agree in writing to a different location. Regardless of where the arbitration proceeding actually takes place, all aspects of the arbitration and the Agreement shall be governed by the laws of the State of Nevada (except if there is no applicable state law providing for such arbitration, then the Federal Arbitration Act shall apply) and the procedural and substantive law of such state shall be applied without reference to conflicts of law rules. The parties shall bear their own legal fees and costs for all Arbitration Claims. The award of the arbitrators shall be accompanied by a reasoned opinion, and judgment on the award rendered by the arbitration panel may be entered in any court having jurisdiction thereof. Except as may be required by law or to enforce an award, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of the parties to the Agreement.

The parties to the Agreement acknowledge that by agreeing to this arbitration provision, they are giving up the right to litigate claims against each other, and important rights that would be available in litigation, including the right to trial by judge or jury, to extensive discovery and to appeal an adverse decision. The parties acknowledge that they have read and understand this arbitration provision, and that they voluntarily agree to binding arbitration. The Organization shall bring no Arbitration Claim more than twelve (12) months following the completion of the services provided under this Agreement to which the Arbitration Claim relates. This paragraph will shorten, but in no event extend, any otherwise legally applicable period of limitations on such Arbitration Claims.

#### **Fees**

Our charges to the Organization (subject to mutually agreed upon adjustment for services providing additional value) for the services described above are expected to be a fixed fee, not to exceed the following maximum fees for the requested services, of \$50,000 for the financial statement audit and, if required, \$4,000 for a federal financial assistance audit in accordance with the Uniform Guidance. The Uniform Guidance fee assumes one major program and each additional major program will cost a maximum of \$3,500.

Kelvin Watson  
March 2, 2021  
Page 14

The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We also will bill you for our out-of-pocket expenses incurred with respect to each engagement.

This engagement includes only those services specifically described in this Agreement; any additional services not specified herein will be agreed to in a separate letter. In the event you request us to object to or respond to, or we receive and respond to, a validly issued third party subpoena, court order, Organization regulatory inquiry, or other similar request or legal process against the Organization or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements with the Organization, you agree to compensate us for all time we expend in connection with such response, at our standard rates, and to reimburse us for all related out-of-pocket costs (including outside attorneys' fees) that we incur.

Our fees and costs will be billed periodically, and invoices are payable upon receipt. If we do not receive any written notice of dispute within 10 days of your receipt of the invoice, we will conclude that you have seen the invoice and find it acceptable. Invoices that are unpaid 30 days past the invoice date are deemed delinquent and we reserve the right to charge interest on the past due amount at the lesser of (a) 1.0% per month or (b) the maximum amount permissible by applicable law. Interest shall accrue from the date the invoice is delinquent. We reserve the right to suspend our services, withhold any deliverables, or withdraw from this engagement entirely if any of our invoices are delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for all our costs of collection, including without limitation, attorneys' fees.

#### **Assignment**

BDO shall have the right to assign its rights to perform a portion of the services described above to any of its independent BDO Alliance USA, affiliates, agents, or contractors (a "Permitted Assignee"), which shall be located within the USA, without the Organization's prior consent. If such assignment is made, the Organization agrees that, unless it enters into an engagement letter directly with the Permitted Assignee, all of the applicable terms and conditions of this Agreement shall apply to the Permitted Assignee. We agree that we shall not permit the Permitted Assignee to perform any work until it agrees to be bound by the applicable terms and conditions of this Agreement. We further agree that we will remain primarily responsible for the services described above, unless we and the Organization agree otherwise, and we will supervise the work of the Permitted Assignee to ensure that all such services are performed in accordance with this Agreement. We agree that no Organization information will be transferred from the United States or another country without the Organization's specific consent. We require that all Permitted Assignees agree to maintain the confidentiality of the Organization's information and observe our policies concerning any confidential client information that we provide to them.

The Organization may not assign this Agreement to another party without our prior written consent.



**Non-CPA Owner Notice Requirement**

BDO is owned by professionals who hold CPA licenses as well as by professionals who are not licensed CPAs. Therefore, depending on the nature of the services being provided, non-CPA owners may be involved in providing certain services hereunder.

**Third-Party Use**

BDO will perform the professional services provided in connection with this engagement solely for the benefit and use of the Organization. BDO does not anticipate and does not authorize reliance by any other party on its professional services. Any amendment to this provision must be made through a written document signed by the Organization and BDO.

**Confidentiality**

Each of the parties hereto shall treat and keep all of the "Confidential Information" (defined below) as confidential, with at least the same degree of care as it accords to its own confidential information of a similar nature, but in no event less than a reasonable degree of care. Each party shall disclose the Confidential Information only to its employees, partners, contractors, consultants, agents, or its legal or other advisors, provided that they have: (A) each been informed of the confidential, proprietary, and secret nature of the Confidential Information, or are subject to a binding, preexisting obligation of confidentiality no less stringent than the requirements of this Agreement, and (B) a demonstrable need to review such Confidential Information. "Confidential Information" means all non-public information that is marked as "confidential" or "proprietary" or that otherwise should be understood by a reasonable person to be confidential in nature that is obtained by one party (the "Receiving Party") from the other party (the "Disclosing Party"). All terms of this Agreement and all information provided pursuant to this Agreement are considered Confidential Information. Notwithstanding the foregoing, Confidential Information shall not include any information that was or is: (a) known to the Receiving Party prior to disclosure by the Disclosing Party; (b) as of the time of its disclosure, or thereafter becomes, part of the public domain through a source other than the Receiving Party; (c) made known to the Receiving Party by a third person who is not subject to any confidentiality obligation known to Receiving Party and such third party does not impose any confidentiality obligation on the Receiving Party with respect to such information; (d) required to be disclosed pursuant to governmental authority, professional obligation, law, decree regulation, subpoena, or court order; or (e) independently developed by the Receiving Party. In no case shall the tax treatment or the tax structure of any transaction be treated as confidential as provided in Treas. Reg. sec. 1.6011-4(b)(3). If disclosure is required pursuant to subsection (d) above, the Receiving Party shall (other than in connection with routine supervisory examinations by regulatory authorities with jurisdiction and without breaching any legal or regulatory requirement) provide prior written notice thereof to allow the Disclosing Party to seek a protective order or other appropriate relief. Upon the request of the Disclosing Party, the Receiving Party shall return or destroy all of the Confidential Information except for (i) copies in working paper files retained to comply with a party's professional or legal obligations and (ii) such Confidential Information retained in accordance with the Receiving Party's normal back-up data storage procedures. Notwithstanding the foregoing, BDO shall have the right to use the Organization's Confidential Information in

Kelvin Watson  
March 2, 2021  
Page 16

connection with performing BDO's obligations hereunder, and also to use de-identified and aggregated key performance indicators derived from BDO's work product in efforts to improve the services generally, including for benchmarking and analytical purposes, so long as such information remains in a de-identified aggregated form and such use does not violate any of BDO's obligations of confidentiality hereunder. BDO shall not share or sell any of the de-identified Organization information to third parties and shall store such information in such a way that neither the Organization nor any of the Organization's staff or customers can be identified.

### Miscellaneous

This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations, or understandings, whether oral or written, with respect to the subject matter herein. This Agreement may not be changed, modified, or waived in whole or part except by an instrument in writing signed by both parties. This Agreement is intended to cover only the services specified herein, although we look forward to many more years of pleasant association with the Organization. This engagement is a separate and discrete event and any future services will be covered by a separate agreement to provide services.

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and certain of those banks have mandated the use of this service. Further, such third party confirmation processors also provide for the electronic (and manual) processing of other confirmation types (e.g., legal, accounts receivable, and accounts payable). To the extent applicable, the Organization hereby authorizes BDO to participate in such confirmation processes, including through the third party's website (e.g., by entering the Organization's bank account information to initiate the process and then accessing the bank's confirmation response), and agrees that the BDO Group shall have no liability in connection therewith.

Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable laws, regulations, professional standards, or related published interpretations (including, without limitation, the independence rules of the American Institute of Certified Public Accountants, Securities and Exchange Commission, Public Company Accounting Oversight Board, and *Government Auditing Standards*), but if any provision of this Agreement shall be deemed void, prohibited, invalid, or otherwise unenforceable in whole or in part for any reason under such applicable laws, regulations, professional standards, published interpretations, or any reason whatsoever, such provisions or portion(s) thereof shall be ineffective only to the extent of such prohibition, invalidity, or unenforceability and shall be amended to the minimum extent required to make the provision enforceable, and such revised provision shall be made a part of this Agreement as if it was specifically set forth herein. Furthermore, the provisions of the foregoing sentence shall not invalidate the remainder of such provision or the other provisions of this Agreement, which shall remain in full force and effect.

The Organization's signature below represents that it has the full power and authority to enter into this Agreement on behalf of the Organization and any Organization subsidiary or other affiliate that may rely on the services provided hereunder, or that it shall ensure that each such subsidiary or other affiliate agrees to be bound to the terms hereof.

Kelvin Watson  
March 2, 2021  
Page 17

This Agreement may be transmitted in electronic format and shall not be denied legal effect solely because it was formed or transmitted, in whole or in part, by electronic record; however, this Agreement must then remain capable of being retained and accurately reproduced, from

time to time, by electronic record by the parties to this Agreement and all other persons or entities required by law. An electronically transmitted signature to this Agreement will be deemed an acceptable original for purposes of consummating this Agreement and binding the party providing such electronic signature.

We believe the foregoing correctly sets forth our understanding; however, if you have any questions, please let us know. If you find the foregoing arrangements acceptable, please acknowledge this by signing and returning to us a copy of this Agreement and retaining a copy for your files.

Very truly yours,

by **Angela Go** Acknowledged:

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

By: \_\_\_\_\_  
Name: Kelvin Watson,  
Title: Executive Director

Date: \_\_\_\_\_

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Name: Gerald Welt,  
Title: Attorney for Las Vegas-Clark County Library District

Date: \_\_\_\_\_

**ATTACHMENT A**  
**DISCLOSURE OF OWNERSHIP/PRINCIPALS**  
**BDO USA, LLP - NEVADA**

Kevin Karo – Regional Leadership

Bill Nelson – Assurance

Gavin Takeshita – Assurance

Ryan Whitman – Assurance

Tom Donohue – Assurance

Jeff Edwards – Tax

Jim Wilcox – Tax

Lisa Cross – Tax

Scott Taylor – Tax

Mike Rosten – Forensics, Litigation, and Disputes