

PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION
Board of Directors Meeting
June 16, 2020

DATE: Tuesday, June 16, 2020

TIME: 12:00 p.m. to 2:00 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 only via Zoom:

<https://zoom.us/j/99468262546?pwd=WmZSV0l2Q0l6SDl0cTdzQm1PSTBCQT09>

Meeting ID: 994 6826 2546

Password: 754477

Dial by your location

+1 669 900 6833 US (San Jose)

- I. Roll Call
- 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 walkers@lvccld.org. Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

The public comment period at Library Foundation 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
- IV. Board action to accept Minutes from February 13, 2020
- V. Board discussion and briefing on Foundation investments, Darren Whitehurst, TDA

- VI. Review Financial Statements, Jane Mac
- VII. Discussion and action to approve the transfer of restricted funds to the Library District, Jane Mac
- VIII. Discussion and action to adopt annual budget
- IX. Discussion and action to approve contract for financial statement audit and tax preparation with Hilburn and Lein, CPA's.
- X. Update on Tom and Bonnie Lawyer Scholar Awards
- XI. Discussion and action to approve election of officers and directors
- XII. Announcements
 - a. Introduction of Fred James, acting Executive Director, LVCCLD
 - b. Conflict of Interest Statement, please sign and return
 - c. Please bring your calendars so we can plan our FY2021 meetings

XIII. 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 comment on an item appearing on this agenda, you may send an email to walkers@lvccld.org. Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

XIV. 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 SHERRY WALKER AT (702) 507-6183 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT SHERRY WALKER AT (702) 507-6183 OR walkers@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL WILL BE MADE AVAILABLE AT THE MEETING LOCATION ON THE DAY OF THE MEETING AFTER 3:00 P.M.

Pursuant to NRS 241.020, written notice of the meeting of the Las Vegas-Clark County Library District Foundation Board of Directors was given on Thursday, June 10, 2020, i.e., given at least three (3) working days before the meeting, including in the notice the time, place, location and agenda of the meeting:

- A. By delivering a copy of the notice to each Foundation Board Member;
- B. By posting a copy of the notice at the principal office of the Foundation, 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 Foundation, to wit:
 - 1. Clark County Library
1401 E. Flamingo Road
Las Vegas, NV 89119
 - 2. Enterprise Library
25 E. Shelbourne Ave.
Las Vegas, NV 89123
 - 3. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 - 4. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 - 5. Las Vegas-Clark County Library District Foundation website
www.lvccldfoundation.org
 - 6. Nevada Public Notice Website: <https://notice.nv.gov/>
- 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 District Foundation Board of Directors in the same manner in which notice is requested to be mailed to a member of the Library Foundation Board of Directors.

Minutes

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION

Board of Directors Meeting

February 13, 2020

The Board of Directors of the Las Vegas Clark County Library District Foundation met on February 13, 2020, at the Windmill Library, Las Vegas, NV and via conference call at 11:30 a.m.

Board Members in

Attendance:

Keiba Crear, President
Jane Mac, Secretary-Treasurer
Shannon Bilbray-Axelrod, Director
Chaka Crome, Director
Nicole Rogers, Director
Dan Sarazin, Director
Chris Way, Director
Dr. Ronald Heezen, Ex-Officio Director

Board Members Absent:

Kelly Benavidez
Tamar Hoapili, Director
Edward Kojane, Director
Tom Lawyer, Director
John Pourciau, Director
Elaine Sanchez, Director

Roll Call (Item I)

President Crear called the meeting to order at 11:35 a.m. All members listed above represent a quorum.

Public Comment (Item II)

None

Board Action to accept proposed agenda (Item III)

Director Heezen moved to approve the proposed agenda. Director Mac seconded the motion. All voted in favor, motion carried.

Board Action to accept minutes from November 13, 2019 (Item IV)

Director Mac moved to approve the Minutes of the Board of Directors meeting held November 13, 2019. Director Heezen seconded the motion. All voted in favor, motion carried.

Board briefing and discussion on the proposed donor party September 25, 2020

Ms. Milam opened the discussion stating that at the September 24, 2019 board meeting, the board voted to host a donor event in 2020 to kick off the Foundation's capital campaign and familiarize potential donors with the library's new model of service. The party is

(Item V)

scheduled for September 25, 2020 at the East Las Vegas Library.

To provide background information for the event, Ms. Milam reviewed the board memo, Item V, which gives an overview of the library's new business plan. The plan shifts the library away from the business of transactions and focuses on working in the four areas outlined in the V.2020 strategic plan- Limitless Learning, Community and Culture, Business and Career Success, and Government/Social Services. Ms. Milam recapped the highlights of those activities emphasizing that the Library Foundation has played a critical role in all four of those areas. The cumulative effect of all of that is a very different library for people in the community.

Ms. Milam stated that this year the Library District would move into the second strategic plan, Roadmap 2025, which will focus on growing the programs that are working. Those programs will include early childhood education, after school tutoring, teen tech labs, adult learning and the partnership with Workforce Connections.

Ms. Milam explained that the donor event would bring in people who have not been to the library in decades and show them the kinds of technologies that people have access to, and the kinds of experiences that are available. The purpose of the party is to display this new library model with a very experiential event.

Ms. Milam added that the key to the event's success is to get donors there that can be the library champions. President Crear asked the members of the board to provide a list of 20 names of people who may be interested in attending the event by March 6th. She stated that Felipe Ortiz, Library District Trustee, has agreed to be co-chair of the event and will be asking the Library District Trustees to provide names as well.

President Crear continued that the Foundation is also in need of corporate sponsors for the event, so please contact her if you know of anyone who might be interested. She invited board members who are interested in planning the event to join the planning committee, which will meet twice a month. She asked if there were any questions from the board members. Director Chrome asked if an event planning company will be hired to assist with the event. Ms. Milam replied that the Foundation has contracted with Evolution Event Services to help with event planning and will hire a PR firm in the future to assist with the capital campaign.

President Crear asked if there were any other questions. Hearing none, she invited anyone to email her with questions if they came up at a later date.

**Public Comment
(Item X)**

none

**Adjournment
(Item XVI)**

The meeting was adjourned at 12:02 p.m.

Respectfully submitted,

Jane Mac, Secretary

Item VI: LVCCLD Foundation Financial Report

Status of Foundation Revenues and Expenditures FY 19-20

July 1, 2019 – April 30, 2020

As of the end of April 30, the balance sheet shows a total of \$733,997 in income, with \$107,784 in unrestricted gifts from individuals and corporations; \$23,230 in restricted gifts from individuals and corporations; \$120,957 in restricted grant revenue; and \$242,733 in restricted revenues from used book sales. Interest income to date totals \$239,291.

Gifts of note include:

Constance Blau	\$100,000
MGM Resorts Foundation	\$40,000
Jameson Fellows Grant	\$25,000
United Way	\$23,584
Best Buy	\$19,873
Tom and Bonnie Lawyer	\$10,000
Union Pacific Foundation	\$10,000
Patricia Sweeney-Fisher	\$5,100

May 5th Giving Tuesday Campaign- funds for HotSpots

- 190 donors
- 176 new donors
- total donations \$21,163

TOP DONORS

Chase	Adams	\$3,000.00
Jesse	Stuart	\$3,000.00
Thomas	Lawyer	\$1,200.00
	Leopard Family Trust	\$1,200.00
Danielle	Milam	\$1,000.00

Total donations plus matching funds- \$38,176

Total expenditures for the same period were \$479,540, of which \$356,297 supported Foundation and Library District priority projects including Teen Tech Centers, after-school tutoring, Career Online High School, early childhood education, DISCOVERY Children’s Museum passes and bookstore operations. Interest expenses to date total \$123,243.

Las Vegas-Clark County Library District Foundation
Balance Sheet

As of April 30, 2020

Apr 30, 20

ASSETS

Current Assets

Checking/Savings

1000 · Petty cash	100.00
1020 · Wells Fargo Commercial Checking	196,952.41
1050 · Nevada State Bank	213,302.26
1081 · Ameritrade - Opr Cash & MM	13,469.97
1091 · Ameritrade - Cash & MM	13,736.71
1096 · Ameritrade CD - Short-Term	1,569,000.00

Total Checking/Savings 2,006,561.35

Accounts Receivable

1200 · Interest Receivables	68,014.59
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Total Accounts Receivable 68,014.59

Total Current Assets 2,074,575.94

Other Assets

1300 · Inventory	134,709.00
1501 · Ameritrade CD - Long-Term	1,493,044.87
1502 · Ameritrade - US Treasuries	228,009.37
1600 · Long-Term Note Receivable - ELV	11,335,600.00
1700 · Long-Term Note Receivable - MQ	6,646,000.00

Total Other Assets 19,837,363.24

TOTAL ASSETS 21,911,939.18

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2060 · Credit Card #2257 NV State Bank	-1,020.40
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Total Credit Cards -1,020.40

Other Current Liabilities

2800 · Unearned Revenue	20,414.63
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8900 · Payroll Liability

8910 · Payroll taxes- employee	127.47
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Total 8900 · Payroll Liability 127.47

Total Other Current Liabilities 20,542.10

Total Current Liabilities 19,521.70

Total Liabilities 19,521.70

Las Vegas-Clark County Library District Foundation
Balance Sheet

As of April 30, 2020

Apr 30, 20

Equity	
3010 - Fund Balance	21,636,565.24
Net Income	255,852.24
Total Equity	<u>21,892,417.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>21,911,939.18</u></u>

**Item VII: Transfer of Restricted Funds
Foundation Transfers to the District**

Per the program budget approved by the Board of Directors in June 2019, the next scheduled transfer of restricted Foundation funds to the Library District totals \$78,208.47 as related to District Invoices SS101165, detailed below, per the terms of the District-Foundation Agreement

Transfer of Funds to Library District -June 16, 2020		
V.2020 Area	March 2020 to April 2020	Library District Events, Programs & Materials; Library Foundation Partnerships & Service Innovations
Invoice #	SS101165	
Limitless Learning	\$75,537.16	After school tutoring, Career Online High School, Tech Instruction, BBTC equipment
Gov't and Social Services		
Busines and Career Success		
Community and Culture	\$357.61	Green room supplies, Teen programs
Volunteer Program		
Bookstore Operations	\$2,313.70	Earbuds, Foundation photography, Capital Campaign Design
SUB TOTAL	\$78,208.47	
Restricted Gifts		
Adult Education	\$ 90.00	
Clark County	\$ 100.00	
Laughlin	\$ 5,100.00	
SUBTOTAL	\$ 5,290.00	
TOTAL TRANSFER	\$83,498.47	

Board Action to Transfer Restricted Gifts: Other restricted gifts for library branches and programs total \$5,290 detailed below, and require board approval to transfer to the Library District.

Invoice Number	Invoice Amount
Other Restricted Gifts:	
Adult Education	90.00
Clark County Library	100.00
Laughlin Library	5,100.00
Subtotal Restricted Gifts	5,290.00

Motion: Approve the transfer of \$5,290 in Library Foundation restricted gifts to the Library District.

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT FOUNDATION

ITEM VIII. Annual Budget 6-16-20

ITEM VIII. Board Discussion and Action on Foundation FY21 Budget

Staff recommends adoption of the 2020-2021 Budget presented below. The proposed Budget is based on:

1. historical operations
2. the present agreement between the Library District and Library Foundation which absorbs some expenses that would otherwise come out of the Foundation's Operating Budget;
3. expected decline in book sales due to branch closures
4. expected decline in donations and grants due to the economic downturn
5. expected reduction in expenses due to COVID-19 programming constraints

	FY 2020 Actual as of April 30, 2019	FY2020 Budget	Variance Budget vs. Actual	FY2021 Budget
Revenue				
Foundations/ Trust Grants	120,957	250,000	(129,043)	200,000
Individual/ Business Contributions	131,014	60,000	71,014	60,000
Bookstore Sales	242,733	310,000	(67,267)	250,000
Interest Income	239,291	35,000	204,291	173,243
Unrealized gain (loss) on Endowment	1,395		1,395	
Total Revenue	735,390	655,000	80,390	683,243
Expenses				
Administrative Costs				
Payroll	29,114	35,000	5,886	35,000
Financial and Legal Fees	7,164	26,500	19,336	26,000
Outside Computer Services	3,084	2,500	(584)	4,000
Insurance	2,400	2,500	100	3,000
Travel & Transportation	-	1,000	1,000	
Conference, Convention & ,Meeting	1,039	2,500	1,461	2,000
Supplies	348	1,300	952	1,000
Printing, Copying and Postage	537	4,200	3,663	2,000
Program Supplies- Bags, Headphones, Flash Drives	4,237	15,000	10,763	10,000
Bank Fees	3,375	2,000	(1,375)	2,000
Media and Marketing	1,750	2,000	250	2,000
Miscellaneous	-	-	-	
Total Administrative Costs	53,048	94,500	41,452	87,000
Program Costs				
Volunteer Program- Recruiting, Training, Appreciation	12,169	40,000	27,831	20,000
Library District Programs and Foundation Initiatives	291,079	485,000	193,921	400,000
Interest Expenses- NMTC	123,243		(123,243)	123,243
Total Program Costs	426,491	525,000	98,509	543,243
Total Expenses	479,539	619,500	139,961	630,243
Beginning Balances	21,636,565	21,636,565		
Revenue over Expenses	255,851	35,500	220,351	
Ending Balances	21,892,416	21,672,065	33,502	

ITEM IX. Board Discussion and Action to approve an engagement letter with Hilburn & Lein for the years ended June 30, 2019 and 2020.

Review and action on Hilburn & Lein contract: From 2007 through 2017, and again in 2019, Hilburn & Lein, CPAs have prepared the Financial Statements and federal income tax returns for the Library Foundation. In 2018, the Foundation utilized the firm of Piercy, Bowler, Taylor & Kern, because the Foundation became a component unit of the Library District due to the New Markets Tax Credit transactions for the East Las Vegas and Mesquite libraries.

This year, staff recommend that the Foundation contracts with Hilburn & Lein, CPAs, and works with Gary Lein, principal and Mary Qurioz, CPA. The engagement letter is attached to this document for your information. The fees are estimated at a range between \$10,000 and \$12,000.

Proposed Motion:

Approve the engagement of Hilburn & Lein, CPAs for the preparation of the Financial Statements for the years ended June 30, 2019 and 2020, and preparation of the 2019 federal income tax return for the Foundation.



HILBURN & LEIN, CPAs
A PROFESSIONAL CORPORATION

Gary W. Lein, CPA
Shareholder
Greg M. Sinacori, CPA
Shareholder
Philip C. Bateman, CPA
Shareholder
Cory Puga, CPA
Shareholder

April 29, 2020

To the Board of Directors of
Las Vegas-Clark County Library District Foundation, Inc.
7060 W. Windmill Lane
Las Vegas, NV 89113

We are pleased to confirm our understanding of the services we are to provide for Las Vegas-Clark County Library District Foundation, Inc. for the years ended June 30, 2019 and 2020.

We will audit the financial statements of Las Vegas-Clark County Library District Foundation, Inc., which comprise the statements of financial position at June 30, 2019 and 2020, and the related statements of activities, changes in net assets, statements of functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Las Vegas-Clark County Library District Foundation, Inc.'s financial statements. Our audit will be addressed to the Board of Directors of Las Vegas-Clark County Library District Foundation, Inc. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. 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 withdraw from this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical evidence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Foundation or to acts by management or employees acting on behalf of the Foundation.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform you of any other violations of law or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

Other Services

We will prepare the Foundation's federal income tax return for the year ended June 30, 2020. We will also prepare the financial statements of the Las Vegas-Clark County Library District Foundation, Inc. in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

You are responsible for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Foundation from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are 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 Foundation involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Foundation received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Foundation complies with applicable laws and regulations.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration and Other Services

We understand that your employees will prepare all cash, accounts receivable, and other confirmation we request and will locate any documents selected by us for testing.

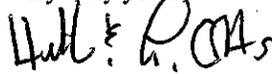
Philip C. Bateman, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Fees

We estimate that our fees for the audit and preparation of the tax return will range from \$10,000 to \$12,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours



Hilburn & Lein, CPAs

RESPONSE:

This letter correctly sets forth the understanding of Las Vegas-Clark County Library District Foundation, Inc.

Signature: _____

Title: _____

Date: _____

ITEM X: Update on the 2020 Tom and Bonnie Lawyer West Las Vegas Scholar Awards

Of the ten applications received for the 2020 Tom and Bonnie Lawyer scholar awards, six winners were chosen. **Ricardo Avelar, Crystal Culverson, Angelo Narciso, Emmily Paniagua, Luis Soto and Prinnes Wilson** received scholar awards from Tom and Bonnie Lawyer for their exceptional academic achievements and civic contributions to the West Las Vegas Library.

The inspiration to form this scholar award program came from Tom Lawyer when he attended a Foundation meeting at West Las Vegas in 2009. He was impressed with the West Las Vegas staff commitment verging on a “calling” to serve the community. Tom and Bonnie always love hearing more about how staff work with community residents, making the library a vibrant hub for learning and culture. As the program continues year after year, thanks to the incredible generosity of Tom and Bonnie Lawyer, the Foundation benefits by understanding neighborhood, family, and student challenges and conditions better. Every year, the review committee comes away with more inspiring stories of the power of the West Las Vegas Library as a catalyst for youth, family, and community advancement.

The award program was founded in 2010 with a pledge to fund five scholar awards for five years to local youth pursuing higher education. In the past eleven years, 73 scholar awards have been given to 46 local students, for a total amount of \$89,000. This year’s selection committee meeting was held via Zoom and included Tom and Bonnie Lawyer along with West Las Vegas Branch Manager **Chantal Clark**, Assistant Branch Manager **Carol Chambers**, and Youth Services Department Head **Marco Veyna-Reyes**.

Because a scholar award event is not possible this year, we are asking scholars to provide a headshot and will be working with the neighborhood magazine, *Black Image*, to highlight the program, the donors, and the scholars.

Ricardo Avelar – Ricardo just completed his sophomore year at UNLV, pursuing a bachelor’s degree in psychology. His goal is to open his own psychology clinic and offer pro-bono services, especially to children. He has been a Page at the West Las Vegas library for four years and spends his free time volunteering in the community.

Crystal Culverson- Crystal graduated from Sierra Nevada High School in 2000 after having dropped out of Vo-Tech SNVTC to take care of her newborn son. Since then Crystal had two more children and faced some difficulties. Now, Crystal has gotten back on track and is interested in pursuing an associate’s degree in business at CSN. Her main goal is to establish herself in the business field and to show her sons that even though you may have setbacks in life, it is never too late to accomplish your goal. The West Las Vegas Library has been instrumental to Crystal for getting into the workforce and making her aware of the many opportunities that were open to her.

Angelo Narciso- Angelo is a graduate of Veterans Tribute CTA and will attend CSN in the fall to study architecture with a goal of completing his education at UNLV. He has been volunteering at the West Las Vegas library since June, 2018 and has contributed over 182 hours of his time. Angelo came highly recommended by Michelle Carron, youth volunteer coordinator at the West Las Vegas library. Michelle described Angelo as a dedicated volunteer with a strong work ethic who is always polite and respectful to patrons and staff.

Emmily Paniagua- Emmily is currently a student at CSN, pursuing an Associates of Arts degree, with plans to attend Laguna College of Art and Design in the future. Producing art has been a crucial part of Emmily's life and her ultimate goal is to create cartoons with positive messages that will motivate youth to become better people. She works as a Page in the Youth Services department and recently was given the opportunity to use her artistic skills to design the West Las Vegas Maker Fair 2020 logo. Her original connection to the West Las Vegas Library came when she volunteered in the Reading Buddies program.

Luis Soto- Luis is a sophomore at UNLV majoring in Journalism. He wants to be a journalist to reach out to audiences in a truthful way, without skewing perspectives. He believes that there is over-coverage and under-coverage on topics that may need a spotlight. His goal is to write stories that would help his community and comfort the afflicted. Luis volunteered for a year and a half at the West Las Vegas library in the Reading Buddies and tutoring program and now works as a Page. Luis says that *"working at the library has assisted me by exercising a simple everyday moral: helping people. In the library, a simple interaction may affect a person's mood in a benevolent way. A simple hello or asking how they are doing makes a wonderful difference, emphasized by the staff and in my time at the library."*

Prinnes Wilson- Prinnes is a recent graduate of Democracy Prep and will be attending Bates College in Lewiston, Maine this fall, majoring in business or economics. He has chosen this major because he believes it will help get accepted into law school by developing skills such as decision making, communication, and networking. During college, he would like to travel abroad to gain an understanding of the world around him, and the many different people and cultures that inhabit it. He believes travel will allow him to become a more savvy and informed lawyer. Prinnes first discovered the West Las Vegas library in middle school. He would walk there every day after school to get his homework finished while waiting for his mom to pick him up after work. His time at the can best be described in his own words.

"At the library, I was also able to socialize and make many friends with other scholars in my community. By 8th grade, the West Las Vegas Library became like my second home. I formed close bonds and relationships with many of the people who worked and visited there. This is why, along with motivation from the library staff, I decided I wanted to give back; the West Las Vegas Library has given so much to me. At the beginning of my 9th grade year, I applied to be a volunteer at the West Las Vegas Library as soon as I turned

14. Since then, I have been a dedicated volunteer there. Even today, almost 4 years later, I still serve my community and other children that come to the library like I once did. I have performed general library duties such as book cleaning, and shelving during my time as a volunteer. My favorite things to do, however, is to help, prepare, and run children's programs like the ones I was in when I started going to the library. I also participated in the Reading and Math Buddies program during my time at the library."

ITEM XI: Election of Officers and Directors

Per the By-Laws of the Las Vegas-Clark County Library District Foundation, all officers shall serve until the next annual meeting of the Board and until their respective successors are elected and qualified.

Each director shall hold office for a period of three years and until his or her successor is elected and qualifies. Each elected director may serve for two consecutive terms, and may be re-elected to the Board after a period of one year following the last month of their last Board term has passed.

The proposed slate of Officers, for a term of one year (2020-2021), is as follows:

- Keiba Crear, President
- Jane Mac, Secretary-Treasurer

The proposed slate of Directors, for a second term of three years, is as follows:

- Keiba Crear
- Jane Mac
- Chris Way

Motion: Elect the slate of Officers and Directors as set forth above.

CONFLICT OF INTEREST POLICY

Introduction

The Las Vegas-Clark County Library District Foundation (LVCCLD Foundation) must maintain high standards of integrity, impartiality and conduct to assure public confidence in the ethical operation of our business. Members of the Board of Directors of the Las Vegas-Clark County Library District Foundation (LVCCLD Foundation) or key employees may have personal or professional interests or responsibilities that result in an actual or perceived conflict of interest in relation to some decisions made by the Board of Directors or employees in the ordinary course of business. While persons who may have a conflict of interest are not excluded from service on the Board of Directors or the staff, appropriate Policies and Procedures are necessary to protect the interests and reputations of the LVCCLD Foundation and the individuals involved.

Policy

No member of the Board of Directors, decision-recommending committee, or staff of the LVCCLD Foundation shall initiate, participate in, or vote on any LVCCLD Foundation transaction in which the individual has a conflict of interest.

A member of the Board of Directors, decision-recommending committee, or employee of the LVCCLD Foundation will be deemed to have a conflict of interest if the individual or a related person has a material financial interest in or is affiliated with any entity that proposes to enter into any transaction or business with LVCCLD Foundation, or the individual or a related person would otherwise materially benefit, directly or indirectly, from the transaction.

Definitions

A related person is a spouse or domestic partner, sibling, parent, grandparent, child of any age, or in-law of the individual, whether resident in the individual's household or not.

An individual will be deemed to be affiliated with an entity if she or he is an employee, owner, officer, director, or consultant to the entity, or was an employee, owner, officer, director, or consultant to the entity within the previous 24 months.

An individual will be deemed to have a material financial interest in an entity if the individual owns, directly or indirectly, more than 5% of the entity's equity interest, or is owed money by the entity in excess of 5% of the entity's overall indebtedness, or receives compensation from the entity in excess of 5% of the individual's income.

Implementation

As part of its informational process, each potential nominee for a Board of Directors position and each potential member of a decision-recommending committee of the LVCCLD Foundation shall be made aware of the existence and provisions of this policy.

As part of its annual organizational activity, the Board of Directors will require each newly-elected and continuing member to sign and submit a document acknowledging receipt of and agreement to comply with the policy.

As part of its new employee sign-in policy, the LVCCLD Foundation will require each new employee to sign and submit a document acknowledging receipt of and agreement to comply with the policy. At the same time as the annual acknowledgment by the Board of Directors members, each continuing employee will be required to sign and submit a new document.

Disclosure and Recusal

When a transaction in which any member of the Board of Directors or decision-recommending committee has a conflict of interest comes before the LVCCLD Foundation, the affected individual will inform the President of the conflict. The member will recuse himself/herself from all deliberations and votes concerning the transaction. The Minutes in which the transaction is recorded will contain a statement that the Board or committee member disclosed the conflict and recused himself/herself from the proceedings.

When a transaction in which any other employee has a conflict of interest arises, the affected employee will inform the Board of Directors and remove himself/herself from all participation in the transaction. A note concerning this disclosure and removal will be placed in LVCCLD Foundation's files concerning the transaction.

Failure to Disclose a Conflict of Interest

If a transaction in which any member of the Board of Directors or decision-recommending committee has a conflict of interest comes before the LVCCLD Foundation and the affected individual fails to disclose the conflict and recuse himself/herself from the transaction, the transaction will be considered null and void and not binding upon the LVCCLD Foundation. The Board of Directors will consider the conduct of the affected individual and take appropriate action, which may include but is not limited to a request for the affected individual's resignation or, in the case of a key Foundation employee, dismissal for cause.

This Conflict of Interest Policy was approved, ratified and adopted by the action of the Board of Directors of the LVCCLD Foundation on August 12, 2009.

CONFLICT OF INTEREST STATEMENT

I certify that I, except as described below, am not now nor at any time during my association with the Las Vegas-Clark County Library District Foundation (LVCCLD Foundation) have been:

- 1) A participant, directly, or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party, doing business with the LVCCLD Foundation which has resulted or could result in a benefit to me.

- 2) A recipient, directly, or indirectly, of any salary, payments, loans or gifts of any kind or any substantial services or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the LVCCLD Foundation.

Any exceptions to 1 or 2 are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have or have had in the persons or organizations having transactions with the LVCCLD Foundation.

I certify that I have:

- a. Received a copy of the Conflict of Interest Policy
- b. Read and understand the policy, and
- c. Agree to comply with the Policy

Date: _____

Signature: _____

Printed Name: _____