

**NOTICE AND AGENDA  
CITY OF NORTH LAS VEGAS  
LIBRARY DISTRICT BOARD OF TRUSTEES SPECIAL MEETING**

December 14, 2020

Website - <http://www.cityofnorthlasvegas.com>

**CALL TO ORDER**

5:00 PM, City Hall, Council Chambers, 2250 Las Vegas Boulevard North,  
North Las Vegas, Nevada 89030

**WELCOME**

The Library District Board of Trustees welcomes each of you to its virtual meeting. **On March 12, 2020 and March 15, 2020 respectively the State and the City declared a State of Emergency related to the outbreak of COVID-19. On March 22, 2020, Governor Sisolak issued Declaration of Emergency Directive 006, suspending the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where the public can attend and participate. Pursuant to Directive 006 (and subsequent extensions of Directive 006, including the most recent extension contained in Directive 029 issued on July 31, 2020), the City of North Las Vegas will not provide a physical space at City Hall or at any other location for the public to attend the meeting of Library District Board of Trustees.**

To ensure your safety and the safety of others while supporting the Nevada Open Meeting Law and Governor Sisolak's Directive 006, anyone interested in speaking in regards to items on this agenda may participate in one of the following ways. Comments provided in written format are shared with the Library District Board of Trustees when the specific item is heard.

- Submit comments no later than 2 PM on December 14, 2020 using the online form found at [http://www.cityofnorthlasvegas.com/departments/city\\_clerk](http://www.cityofnorthlasvegas.com/departments/city_clerk)
- Provide comments to City Clerk no later than 2 PM on December 14, 2020 by emailing [cityclerk@cityofnorthlasvegas.com](mailto:cityclerk@cityofnorthlasvegas.com)
- Call **agenda item specific phone numbers as posted at the end of each agenda item title** during the meeting to speak when your item is heard; callers will be in a queue and recognized when it is their turn to speak

Items on the agenda may be taken out of order. The Library District Board of Trustees may combine two or more agenda items for consideration; and may remove an item from the agenda or delay discussions relating to an item on the agenda at any time. For general questions regarding this agenda or for supporting materials, please contact Forrest Lewis, Library Director at (702) 633-1079.

 The North Las Vegas City Council Chamber is accessible to all persons. If you need special assistance to attend and participate in this meeting, please call Relay Nevada, a free service provider for deaf, hard of hearing, deaf-blind or those having difficulty speaking on the phone, by dialing 7-1-1. Call at least 72 hours in advance of the meeting in order to speak to City offices in order to submit your comments on agenda items.

These proceedings can be viewed live online at the [City's website](#) and on [YouTube](#). Meeting video is published to the City's [Public Access Portal](#) the day after the meeting.

### **VERIFICATION**

Verification that the Agenda and Meeting Notice was properly posted on the bulletin board at City Hall, 2250 Las Vegas Boulevard North, the bulletin board at the Public Safety Building, 2266 Civic Center Drive, the City's website (including supporting materials) and Nevada Public Notice website in compliance with NRS 241 (the Nevada Open Meeting Law) and in compliance with Emergency Directive 006 **(and subsequent extensions of Directive 006, including the most recent extension contained in Directive 029)**.

### **PLEDGE OF ALLEGIANCE - BY INVITATION**

#### **PUBLIC FORUM (702) 215-6380**

*This is the first of two portions of the meeting devoted to the Public. Public comment during this portion of the agenda must be limited to matters on the agenda for action. Upon recognition by the Library Board Chairwoman, please state your name and address for the record. In consideration of other citizens, we ask that you please limit your comments to three minutes and that repetition be avoided.*

### **AGENDA**

1. Approve Library District Board of Trustees Special Meeting Agenda of December 14, 2020. (For Possible Action)

### **CONSENT AGENDA**

*Matters listed on the Consent Agenda are considered routine and may be approved by a single motion. However, any Consent Item may be moved to the Business portion of the agenda for discussion at the request of any Trustee.*

2. Approve Library District Board of Trustees Regular Meeting Minutes of September 22, 2020. (For Possible Action) **(702) 215-6380**

### **BUSINESS**

3. Ratify Grant Application in the Amount of \$6,181 for the FY 2021 State Collection Development Grant-In-Aid Award. (For Possible Action) **(702) 215-6380**
4. Ratify Submission of Grant Application in the Total Amount of \$8,010.80; \$6,010.80 in Grant Funding and \$2,000 in Matching and In-Kind Funds for the 2020 Library Services and Technology Act Mini Grant, Which Will Be Used to Create a Story Walk Display Feature at the Nature Discovery Park. (For Possible Action) **(702) 215-6380**
5. Approve Purchase of a Three-Year Subscription with Mango Languages in the Total Amount of \$31,350; \$10,450 Annually for a New Foreign Language Database. (For Possible Action) **(702) 215-6380**
6. Approve an Amendment to the Library Fine Policy to Increase the Outstanding Fine Threshold from a Maximum of \$2 to a Maximum of \$10. (For Possible Action) **(702) 215-6380**

### **STAFF ITEMS**

### **BOARD ITEMS**

### **PUBLIC FORUM (702) 215-6381**

*This is the portion of the meeting devoted to the Public to speak on any subject within the jurisdiction, control, or authority of the Library Board. Upon recognition by the Chairwoman, please state your name and address for the record. No matter raised in Public Forum may be the subject of deliberation or action but may be referred to staff for action at a later date. In consideration of other citizens, we ask that you please limit your comments to three minutes and that repetition be avoided.*

### **ADJOURNMENT**

Date:	December 14, 2020
Item No:	2.

**NORTH LAS VEGAS LIBRARY DISTRICT  
AGENDA ITEM**

<b>AGENDA TITLE:</b>	Approve Library District Board of Trustees Regular Meeting Minutes of September 22, 2020. (For Possible Action)
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<b>REQUESTED BY:</b>	Catherine A. Raynor, MMC, City Clerk
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<b>RECOMMENDATION OR RECOMMENDED MOTION:</b>
That the Library District Board of Trustees approves the Regular Meeting Minutes of September 22, 2020.

<b>FISCAL IMPACT:</b>	<b>Amount:</b>	N/A
	<b>Account Number:</b>	
	<b>Explanation:</b>	

<b>STAFF COMMENTS &amp; BACKGROUND INFORMATION:</b>	Pursuant to Section 3.040 of the Municipal Code, the Office of the City Clerk is required to maintain official transcripts of all meetings.
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<p><b>Respectfully Submitted by,</b></p> <p><b>Forrest Lewis</b> <b>Library Director</b></p>
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**MINUTES  
CITY OF NORTH LAS VEGAS  
LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING**

September 22, 2020

Website - <http://www.cityofnorthlasvegas.com>

**CALL TO ORDER**

5:06 p.m., City Hall, Council Chambers, 2250 Las Vegas Boulevard North,  
North Las Vegas, Nevada 89030

**ROLL CALL**

*(Trustees attended the meeting virtually via telephone)*

**TRUSTEES PRESENT**

Chairwoman Tameka Henry  
Vice Chairwoman Launa Esparza  
Trustee Yvonne Berry-Johnson  
Trustee Martin Gomez  
Trustee Kristine Lockhart  
Trustee Linda Powers  
Trustee Cathleen Reese

**STAFF PRESENT**

Forrest Lewis, Library Director  
Chris Craft, Senior Deputy City Attorney  
Catherine A. Raynor, City Clerk  
Jessica B. Calma, Deputy City Clerk/Recording Secretary

**PLEDGE OF ALLEGIANCE - BY INVITATION**

Trustee Kristine Lockhart

**PUBLIC FORUM**

There was no public participation.

**AGENDA**

**1. APPROVE LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF SEPTEMBER 22, 2020. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Gomez

SECOND: Vice Chairwoman Esparza

AYES: Chairwoman Henry, Vice Chairwoman Esparza, Trustees Berry-Johnson, Gomez, Lockhart, Powers and Reese

NAYS: None

ABSTAIN: None

ABSENT: None

**CONSENT AGENDA**

**2. APPROVE LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING MINUTES OF JULY 28, 2020. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Berry-Johnson

SECOND: Trustee Lockhart

AYES: Chairwoman Henry, Vice Chairwoman Esparza, Trustees Berry-Johnson, Gomez, Lockhart, Powers and Reese

NAYS: None

ABSTAIN: None

ABSENT: None

**BUSINESS**

**3. RATIFY LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION IN THE AMOUNT OF \$21,981 FOR THE FEDERAL 2020 CARES ACT GRANT-IN-AID AWARD. (FOR POSSIBLE ACTION)**

Director Lewis explained that the grant will be used to purchase two full service Wi-Fi extenders to increase internet coverage at the Alexander and Aliante Library branches, including the parking lots. He stated that the grant will also be used to purchase 62 hot spots devices through T-Mobile for one year, noting the contract is still being finalized. He stated that the devices can be checked out for three weeks at a time and the service is expected to start in October.

Chairwoman Henry asked if the Wi-Fi coverage extends out to the parks. Director Lewis stated that the Parks and Recreation Division handles that portion, noting he will reach out to Neighborhood and Leisure Services Director Palmer regarding the matter.

ACTION: RATIFIED

MOTION: Trustee Gomez

SECOND: Trustee Berry-Johnson

AYES: Chairwoman Henry, Vice Chairwoman Esparza, Trustees Berry-Johnson, Gomez, Lockhart, Powers and Reese

NAYS: None

ABSTAIN: None

ABSENT: None

#### **4. UPDATE ON LIBRARY SERVICES.**

Director Lewis provided the following in regards to Library staff work projects while the libraries are closed to the public:

- He shared that Library staff have been contacting North Las Vegas businesses to confirm if they were qualified for and received business grants from the CARES Act funds that Clark County provided to the City.
- He shared that Library Assistants I's have been training with Clark County to receive requests from North Las Vegas residents regarding housing assistance, which is a high priority since the CARES Act funds are required to be spent by December.
- He shared that Librarians and Library Assistants II and III's have been working on digital programs including the newest addition of bilingual story time on the Library's Facebook page. He noted that other various digital programs have been added to the City's YouTube webpage.
- He stated that the Library is providing non-contact curbside service, including grab-and-go craft bags for younger children.
- He stated that the eCard Library program has been expanded.
- He shared that the Library is working with digital service Hoopla to provide movies, television shows, comic books, and music.
- He shared that the Library is working with the City regarding the Southern Nevada Micro Academy to provide space at the Alexander and Aliante Library branches.
- He shared that the Library is working with the Parks and Recreation Division to provide a walking book display at the Nature Discovery Park.

In response to Vice Chairwoman Esparza, Director Lewis explained that the North Las Vegas Library District does not have the resources or enough staff to open up the libraries to the public.

In response to Trustee Powers, Director Lewis stated that the Silver Mesa is the main hub for the Southern Nevada Micro Academy but he believes they are still open for a lot of other various activities.

In response to Chairwoman Henry, Director Lewis stated that the Library has a database named Brainfuse where certified teachers provide free live tutoring for children ages one to ten that have a library card.

**STAFF ITEMS**

**5. DISCUSS CONDUCT OF MEETING.**

City Clerk Raynor explained that the City Clerk's office has taken over the agenda management for all Boards, Committees, and Commissions for the past eighteen months and are trying to provide a great service for all members of the bodies, including providing the Chair with a highlighted agenda to help assist with in-person and virtual meetings.

City Clerk Raynor stated that a motion or a second to the motion is not necessary to adjourn the Library meeting and the Chair can adjourn the meeting if there is no further activity or discussions.

City Clerk Raynor noted that the bylaws have not been updated in some time and stated that staff could agendize a discussion on the bylaws for the Board to review in the future.

**BOARD ITEMS**

Chairwoman Henry provided event information for the Family Campout at Vegas Roots Community Garden located at 715 N. Tonopah Dr., starting on October 17, 2020 at 4:00 p.m. and ending on October 18, 2020 at 10:00 a.m.

**PUBLIC FORUM**

There was no public participation.

**ADJOURNMENT**

The meeting adjourned at 5:42 p.m.

**APPROVED:**

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Tameka Henry, Chairwoman

**ATTEST:**

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Jessica B. Calma,  
Deputy City Clerk / Recording Secretary

Date:	December 14, 2020
Item No:	3.

**NORTH LAS VEGAS LIBRARY DISTRICT  
AGENDA ITEM**

<b>AGENDA TITLE:</b>	Ratify Grant Application in the Amount of \$6,181 for the FY 2021 State Collection Development Grant-In-Aid Award. (For Possible Action)
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<b>REQUESTED BY:</b>	Forrest Lewis, Library Director
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<b>RECOMMENDATION OR RECOMMENDED MOTION:</b>	
That the Board ratifies the expenditure of these funds under the guidelines of the grant.	

<b>FISCAL IMPACT:</b>	<b>Amount:</b>	\$6,181
	<b>Account Number:</b>	290 200523
	<b>Explanation:</b>	

<b>STAFF COMMENTS &amp; BACKGROUND INFORMATION:</b>	Each year the Library District is eligible to receive collection development funds from the Nevada State Library and Archives, based on the amount of collection funds spent during the previous fiscal year. In FY 2021 the Library District is eligible to receive \$6,181.00.
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<b>Respectfully Submitted by,</b>
 <b>Forrest Lewis Library Director</b>

Steve Sisolak  
*Governor*



Laura E. Freed  
*Director*  
Colleen Murphy  
*Deputy Director*  
Tammy Westergard  
*Administrator*

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Nevada State Library, Archives and Public Records*  
100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701  
Phone: (775) 684-3339 | [www.nsla.nv.gov](http://www.nsla.nv.gov) | Fax: (775) 684-3311

Date: 10/20/2020

To: Forrest Lewis, Director

From: Tammy Westergard, Division Administrator

Re: 2021 State Public Library Collection Development Funds

North Las Vegas Library District will receive a state collection development award allocation of \$6,181 for FY 2021. This amount is based on the library's FY 2019 Local Collection Development Expenditures, as submitted through BiblioStat of \$163,806.

**The awarded state funding can be used for the purchase of books, library materials, and computer databases. The money granted cannot supplant, nor cause to be reduced, any other source of funding for the public library.**

Enclosed is the Grant-in-Aid form for the distribution of the funds. Please note on the form if your fiscal agent is not the library. If you have not already done so, please update that information so that the check is sent to the correct address.

Please sign the Grant-in-Aid form and return it to Norma Fowler. I will sign the form when it is received and a copy will be returned to you once we have your completed grant application on file.

If you have questions about the State Public Library Collection Development Fund project, please contact Norma Fowler at 775-684-3407 or [nfowler@admin.nv.gov](mailto:nfowler@admin.nv.gov)



Nevada State Library, Archives & Public Records  
 100 North Stewart Street  
 Carson City, NV 89701-4285

**NOTIFICATION OF  
 STATE COLLECTION DEVELOPMENT  
 GRANT-IN-AID AWARD**

APPLICANT: NORTH LAS VEGAS LIBRARY DISTRICT

PROJECT TITLE: State Collection Development Project PROJECT NO: State FY2021

PROJECT DATES: November 6, 2020 through June 30, 2021

FISCAL AGENT (IF DIFFERENT FROM LIBRARY) \_\_\_\_\_

Applicant's request for grant-in aid funds is approved as follows:

Based on FY 2019 TOTAL LOCAL EXPENDITURES For Library Materials	FY2021 GRANT AMOUNT
<u>\$ 163,806</u>	<u>\$ 6,181</u>

*Tammy Westergard*

10/19/2020

Tammy Westergard, State Library and Archives Administrator

Date

**Please complete and sign the application; scan and return this copy to Norma Fowler at [nfowler@admin.nv.gov](mailto:nfowler@admin.nv.gov), as a PDF once it is signed.**

**CERTIFICATION**

In accepting these funds for collection development, the undersigned agrees that: 1) The funds will only be spent per the approved application or prior consent to change is granted by the State Library and 2) financial and narrative reports on the project's progress will be submitted when requested by the State Library.

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

*[Signature]*

APPLICANT'S SIGNATURE

10-22-2020

DATE

Date:	December 14, 2020
Item No:	4.

**NORTH LAS VEGAS LIBRARY DISTRICT  
AGENDA ITEM**

<b>AGENDA TITLE:</b>	Ratify Submission of Grant Application in the Total Amount of \$8,010.80; \$6,010.80 in Grant Funding and \$2,000 in Matching and In-Kind Funds for the 2020 Library Services and Technology Act Mini Grant, Which Will Be Used to Create a Story Walk Display Feature at the Nature Discovery Park. (For Possible Action)
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<b>REQUESTED BY:</b>	Forrest Lewis, Library Director
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<b>RECOMMENDATION OR RECOMMENDED MOTION:</b>	That the Board ratifies the submission of a LSTA mini grant in the amount of \$8,010.80.
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<b>FISCAL IMPACT:</b>	<b>Amount:</b>	\$8,010.80
	<b>Account Number:</b>	290 200523
	<b>Explanation:</b>	\$6,010.80 requested in grant funding, with \$2,000 in matching and in-kind funds from the library district.

<b>STAFF COMMENTS &amp; BACKGROUND INFORMATION:</b>	The Library District has submitted a Library Services and Technology Act mini grant in the amount of \$8,010.80. If approved, the funds will be used to create a story walk display feature at the Nature Discovery Park.
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<b>Respectfully Submitted by,</b>	
<b>Forrest Lewis</b>	
<b>Library Director</b>	

# 2020 Mini Grants

- Grant amount: up to \$10,000 per eligible library
- Eligibility: Any Nevada library that meets LSTA eligibility requirements may apply. Eligibility requirements are here: [https://nsla.nv.gov/ld.php?content\\_id=50682807](https://nsla.nv.gov/ld.php?content_id=50682807)
- Funding Period: Projects occurring between July 1, 2020-August 31, 2021
- Total Available funding: \$200,000
- Application Deadline: Cycle 1: May 15, 2020 for a July 1, 2020 project start date  
 Cycle 2: August 15, 2020 for an October 1, 2020 project start date (funds permitting)  
 Cycle 3: November 15, 2020 for a January 1, 2021 project start date (funds permitting)  
 Cycle 4: February 15, 2020 for an April 1, 2021 project start date (funds permitting)
- Submit application and signature forms to: [nslaprlsta@admin.nv.gov](mailto:nslaprlsta@admin.nv.gov).

## Section 1, Library Information

**1.1 DUNS Number:** 134681717

**1.2 Library Name:** North Las Vegas Library District

**1.3 Library Type:**  Public  School  Academic  Special  Consortia

**1.4 Address (Street, City, State, ZIP):** 2250 Las Vegas Blvd N, North Las Vegas, NV 89030

**1.5 Library Director/Administrator Name:** Forrest Lewis

**1.6 Director/Administrator Email:** lewisf@cityofnorthlasvegas.com

**Phone:** 702.633.1070

**1.7 Project Manager Name:** Shelly Alexander

**1.8 Project Manager Email:** alexanders@cityofnorthlasvegas.com

**Phone:** 702.839.2980

## Section 2, General Project Information

**2.1 Title:** Nature Discover Park Storywalk

**2.2 Start Date:**  07/01/20 (cycle 1)  10/01/20 (cycle 2)  01/01/21 (cycle 3)  04/01/21 (cycle 4)

**2.3 Budget (transfer numbers from Section 4):**

• LSTA Funds requested	\$	<u>6010.80</u>
• Local Cash/In-Kind	\$	<u>2000.00</u>
• Project Total	\$	<u>8010.80</u>

**2.4 Project Summary** *What do you want to do? Briefly give an overview of your project. Space for details is in Section 3.*

The North Las Vegas Library has been closed to the public since March 2020, due to COVID-19. We would like to offer additional services that extend outside of our library building so that we can continue to provide services and connect with our community. The library district is going to partner with the City of North Las Vegas Parks and Rec Department to provide a permanent Storywalk in the Nature Discovery Park.

## LIBRARY SERVICES AND TECHNOLOGY ACT

**2.5 Partners?**  No  Yes (list and note whether formal or informal)

The City of North Las Vegas Parks & Rec Department will informally partner with us to provide the space and installation of the storywalk kiosks.

### 2.6 IMLS Project Intent (select ONE)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Lifelong Learning | <input type="checkbox"/> Information Access                |
| <input type="checkbox"/> Institutional Capacity       | <input type="checkbox"/> Economic & Employment Development |
| <input type="checkbox"/> Human Services               | <input type="checkbox"/> Civic Engagement                  |

### 2.7 Nevada LSTA 5 Year Plan Goals (select ONE)

- 1. Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- 2. Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- 3. Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.
- 4. Build capacity of libraries to meet evolving information access needs.

### 2.8 Target Audience (select *either* Library Workforce, General, or Targeted)

- Library Workforce (includes volunteers and trustees)
- General Population
- Targeted Group (select all that apply):
  - People who are living below the poverty line  Unemployed

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  - American Indian or Alaska Native  Asian
  - Native Hawaiian or other Pacific Islander  Black or African American
  - Hispanic or Latino

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  - Families  Intergenerational groups (not families)
  - Immigrants/refugees  Persons with disabilities
  - Persons with limited functional literacy skills  Other

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  - Urban  Suburban  Rural

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  - All ages  0-5 years  6-12 years  13-17 years  18-25
  - 26-49 years  50-59 years  60-69 years  70+ years

## LIBRARY SERVICES AND TECHNOLOGY ACT

### Section 3, Project Details

**3.1 Statement of Need** *Why do you want to do this project? Describe the challenges/obstacles facing your Primary Audience (2.9). How have you determined that these challenges are real and relevant to your community? Cite supporting data sources, such as the Census Bureau.*

According to the 2020 US Census, North Las Vegas is a large and diverse city of over 250,000 people. Demographics show 41% of our residents are Hispanic and 21% are African American. Poverty is also a concern with 14.5% of families living in poverty compared to 10.5% in the US. Over 36% of our population is under the age of 18.

Education and more specifically reaching the 3rd grade reading standards are a goal of the NLV Library District. With only three branches in North Las Vegas to serve our entire population, we are always focusing on ways to extend our reach beyond the library walls. With COVID-19 and our branches being closed for the majority of 2020, that need has become even greater and more challenging.

**3.2 Proposed Solution to Need** *What is your proposed solution to the Need as stated above? Why is this the best solution and why is your library the best organization for implementation?*

Covid-19 has made library programming particularly challenging. The North Las Vegas Library District is searching for unique ways to provide service to our families. The storywalk concept is not new, the idea is to give families a fun experience that combines literacy with nature and outdoor play. With families unable to physically visit the library, by installing a storywalk at the Nature Discovery Park, we can not only provide a unique experience for families, but we can highlight our virtual programming and online services that residents may not be aware of. COVID-19 has changed so many things in our lives that it is critically important to adapt and find way for families to experience reading and literacy.

**3.3 Desired Benefits/Outcomes to Primary Audience** *What changes in behavior, attitude, skill, or understanding would you like to see for your primary audience as a result of your project?*

The Nature Discovery Park Storywalk will help families engage in reading, learning, and physical exercise. While a storywalk cannot replace in-person early literacy programs or classroom instruction, families are struggling with distance learning and social distancing. Sitting in front of a computer screen all day in hard and definitely not the best way to learn. The library needs to find ways to promote reading while keeping it enjoyable and engaging. The storywalk will be spaced out throughout the park to provide families with a literacy activity that will allow them to get outside, maintain social distance and have some fun. Library staff plan to use scannable QR codes throughout the storywalk to provide residents information on existing library services and programs. The QR codes provide residents a way to gather information without touching the display or taking home paperwork.

## LIBRARY SERVICES AND TECHNOLOGY ACT

**3.4 Implementation Activities** *How are you going to make this project come alive? What activities will you do? Project activities will fall into 4 categories: Instruction, Content, Planning, or Procurement- see **Instructions** for more detail about the activity categories.*

### Instruction/Consultation:

The kiosks will be permanently installed at the Nature Discovery Park. The first kiosk will be strategically place near the parking lot and the entrance to the playground. The storywalk will follow the walking path in the park around the pond.

Each month the library staff will change the display to a new book. Books will be selected on quality of content and illustrations; consideration will also be given to the length of the book (limited number of kiosks) and the number of words on the page (we want to keep families moving). Books may coordinate with holiday or culture events. QR codes will be place throughout the display that takes participants to the library webpage where they will find activities to continue the learning at home, a book list of similar titles, and the participation survey.

## LIBRARY SERVICES AND TECHNOLOGY ACT

**3.5 Relevance to Nevada LSTA and Local Planning Documents** *How will this project provide an opportunity to advance your library's strategic goals and Nevada's LSTA strategic goals (from 2.7)?*

One of the NLV Library District strategic plan goals is to accelerate reading Pre-K to 3rd grade. The books in this project will specifically target the 3-8 age group. The park atmosphere combined with enjoyable books will encourage reading and a love of reading. The more that children are exposed to reading the easier and more enjoyable it will be for them. This also ties into the Nevada LSTA strategic goal of providing responsive and accessible learning environments for our residents. By extending our literacy services outside of the walls of our building, we will appeal to new people, attract new library users, and encourage reading and learning.

**3.6 Evaluation Activities** *Describe how the desired outcomes will be measured and evaluated.*

As the storywalk will be outdoors in the park, counting participants and measuring success will be a challenge. The storywalk display will include a QR code linking to the LSTA survey to encourage community residents to leave feedback. We will also include the information on our website and Facebook page, not only to promote the project but to gather additional feedback.

Intended outcomes include:

- Increased enjoyment of reading
- Increased reading together as a family

Questions will be included in the survey to ascertain that information. Staff will also speak to families personally, whether in the library, park or through curbside pick-up to get more feedback and anecdotal information.

**3.7 Promotional Activities** *How will you let your primary audience, and the community as a whole, know about this project and its activities?*

The Library will work with the City of North Las Vegas Communications Department to put out a press release and social media coverage. The Library and the Parks & Rec Department will promote the Nature Discovery Park Storywalk in-house through flyers, as well as through verbal interactions with patrons and customers. Depending on the pandemic, the library plans to have a Grand Opening Celebration in the park.

**3.8 Supporting Materials** - *Attach any supporting materials (letters of support, partner agreements, equipment specs, etc.)*

## LIBRARY SERVICES AND TECHNOLOGY ACT

### Section 4, Project Budget

**4.1 Project Budget & Narrative.** *Whole dollar* amounts only. Fields do *not* auto-calculate - please enter TOTAL amounts and double check your math. See Instructions for each category's definitions and required information. See the allowable expenses [Tip Sheet](#) for details on what may be purchased with LSTA funds. Questions? Contact the LSTA coordinator.

	LSTA	Local Cash/In-Kind	TOTAL
<b>Salaries/Wages/Benefits</b>	\$	\$ 720.00	\$ 720.00
Description Storywalk books will be selected by the senior family services librarian - 10 hours @ \$72 = \$720.00 (in-kind)			
<b>Consultant Fees</b>	\$	\$	\$
Description			
<b>Travel</b>	\$	\$	\$
Description			
<b>Supplies/Materials</b>	\$ 6010.80	\$ 1280.00	\$ 7290.80
Description 20 Storywalk Kiosks = \$6010.80 36 Books (12 titles, 3 copies of each book) = \$1080.00 (in-kind) 20 bags of cement = \$200.00 (in-kind)			
<b>Equipment Over \$5,000 per unit</b>	\$	\$	\$
Description			
<b>Services</b>	\$	\$	\$
Description			
<b>Indirect Costs</b>	\$	\$	\$
Rate %: (a cap of 10% is imposed)			
<b>TOTALS</b>	\$ 6010.80	\$ 2000.00	\$ 8010.80

**Match:** a match of 10% is required.



## LIBRARY SERVICES AND TECHNOLOGY ACT

### **5.2 Staff Responsibilities-** *Provide a brief resume of key project staff.*

The Senior Family Service Librarian has been with the NLV Library District for 12 years and is well versed in collection development and program planning and implementation. In addition to having his MLS, he is a former elementary school teacher.

The Branch Manager assigned to this project is the former Senior Family Services Librarian with over 20 years' experience in school and public libraries. Her MLS includes a certificate in Children's Services. She is extensive experience in collection development, programming and project management.

### Section 6, Certifications

#### 6.1, Agreement

By checking the boxes, I agree that if my LSTA Grant Project is funded, I will:

- Submit a Risk Assessment and all Required LSTA Signature forms (one set per library per grant year). Forms are available here: <https://nsla.libguides.com/2019LSTA/RequiredForms>
- Expend 100% of LSTA funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement
- Conduct participant surveys as required by IMLS - see <https://nsla.libguides.com/2019LSTA/Surveys>
- Provide local matching funds of at least 10%
- Submit final reimbursement requests by September 15, 2021.
- Submit a final report by November 1, 2021.
- Acknowledge the source of project funding in all publicity - see instructions
- Retain all grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Dec. 31, 2026 for Federal Fiscal Year 2019 grants)

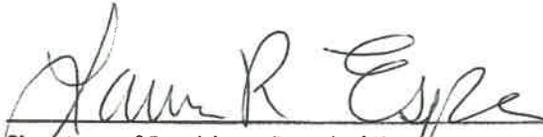
#### 6.2, Application Certification

**Project Title:** Nature Discovery Storywalk

**Applicant Name & Library Jurisdiction:**

**WE, THE UNDERSIGNED, CERTIFY** the project application named above will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records.

Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding.

  
\_\_\_\_\_  
Signature of President, Board of Trustees

11-12-2020  
Date Signed

  
\_\_\_\_\_  
Signature of Library Director

11-12-2020  
Date Signed

  
\_\_\_\_\_  
Signature of Project Director

11-12-2020  
Date Signed

## LIBRARY SERVICES AND TECHNOLOGY ACT

### 6.3, Eligibility for LSTA Certification

To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system;
- Participates in resource sharing through the Information Nevada program;
- Serves its primary clientele free of charge;
- Has a fixed location with regular, published hours of operation;
- Has one or more paid library staff;
- Has an annual budget with funds reserved for library materials and services;
- Has a current, written long range or strategic plan that is available for review.

Applicants should refer to the LSTA Eligibility Criteria certification form of the proposal. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

*The applicant or participating library must also meet the following requirements:*

- **Public Libraries:** Must meet the Minimum Standards for Public Libraries
- **School Libraries:** The school district employs at least one certified library/media specialist;
- **Academic Libraries:** Be accredited by the Northwest Commission on Colleges and Universities
- **Library Consortia:**
  - Be a Nevada local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [20 U.S.C. 9122(2)]; and
  - Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
- **Non-profit library related organization:**
  - Be a non-profit entity registered with the Nevada Secretary of State; and
  - Have tax exempt status under the Internal Revenue Section 501(C)3.

**Certification:** I certify to the best of my knowledge and belief that the library meets LSTA eligibility.



Signature of authorized certifying official

11-12-2020

Date Signed

Forrest Lewis, Director

Name & Title

Submit application with all completed signature pages to [nslaprlista@admin.nv.gov](mailto:nslaprlista@admin.nv.gov).

Subject: Mini Grant Application

Date:	December 14, 2020
Item No:	5.

**NORTH LAS VEGAS LIBRARY DISTRICT  
AGENDA ITEM**

<b>AGENDA TITLE:</b>	Approve Purchase of a Three-Year Subscription with Mango Languages in the Total Amount of \$31,350; \$10,450 Annually for a New Foreign Language Database. (For Possible Action)
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<b>REQUESTED BY:</b>	Forrest Lewis, Library Director
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<b>RECOMMENDATION OR RECOMMENDED MOTION:</b>	
That the Board approves the purchase of a three-year subscription to the Mango Languages database, to be paid in three annual installments of \$10,450.	

<b>FISCAL IMPACT:</b>	<b>Amount:</b>	\$31,350
	<b>Account Number:</b>	290 200523
	<b>Explanation:</b>	

<b>STAFF COMMENTS &amp; BACKGROUND INFORMATION:</b>	This is a foreign language database to replace our current database, Transparent Language, which is no longer available to the library district for purchase.
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**Respectfully Submitted by,**

**Forrest Lewis  
Library Director**



**MANGO**

This price quote was prepared on October 13th, 2020 for:

# North Las Vegas Library District

This quote is valid for 30 days and expires on November 13, 2020

## Your Mango Languages subscription will include:

- Access to all 70+ world languages and dialects, and over 20 ESL courses
- International streaming films through Mango Movies™
- Specialty courses to meet specific subject matter needs and interests of your learners
- Remote, unlimited online access
- Free mobile apps for iOS, Android, and Kindle (with downloadable lessons for offline learning)
- Auto play functionality for hands-free audio lessons
- Each Authorized User comes with access to five (5) family profiles
- Detailed usage statistics via the Mango Admin Portal
- Live onboarding and customized roll-out for you and your staff
- Marketing and promotional resources for your institution and website
- Your own dedicated Account Manager to help you get the most out of your subscription

## Mango Languages Pricing:

**One-year subscription = \$11,000**

**Two-year subscription = \$22,000** (waiving the 5% annual renewal increase) **(\$550 of savings)**

**Three-year subscription = \$31,350** (5% discount applied + waiving the 5% annual renewal increase) **(\$1,678 of savings)**

## Contact Info:

Have questions? I'd be happy to chat.

Name: Marco Cracchiolo

Title: Account Executive

Email: [marco.cracchiolo@mangolanguages.com](mailto:marco.cracchiolo@mangolanguages.com)

Phone: 248.254.7450 Ext. [809]

\*DISCLAIMER: This is a price quote, not a binding legal contract. Any or all of the details in this quote are subject to change until formalized in a final signed agreement between your organization and Mango Languages.



\*DISCLAIMER: This is a price quote, not a binding legal contract. Any or all of the details in this quote are subject to change until formalized in a final signed agreement between your organization and Mango Languages.

Date:	December 14, 2020
Item No:	6.

**NORTH LAS VEGAS LIBRARY DISTRICT  
AGENDA ITEM**

<b>AGENDA TITLE:</b>	Approve an Amendment to the Library Fine Policy to Increase the Outstanding Fine Threshold from a Maximum of \$2 to a Maximum of \$10. (For Possible Action)
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<b>REQUESTED BY:</b>	Forrest Lewis, Library Director
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<b>RECOMMENDATION OR RECOMMENDED MOTION:</b>	
That the Board approves the amendment to the library's outstanding fine threshold policy, increasing the current \$2 fine maximum to a \$10 fine maximum.	

<b>FISCAL IMPACT:</b>	<b>Amount:</b>	N/A
	<b>Account Number:</b>	
	<b>Explanation:</b>	

<b>STAFF COMMENTS &amp; BACKGROUND INFORMATION:</b>	Under our current policy, patrons lose access to library services after exceeding \$2 in fines on their account. This includes access to circulating materials, computer usage, and access to our databases. Especially in light of the lingering negative effects of COVID-19, we would like to expand the maximum threshold to \$10. This is in line with surrounding library districts, and will not remove any existing or future fines.
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<b>Respectfully Submitted by,</b>  <b>Forrest Lewis</b> <b>Library Director</b>
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