

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

March 23, 2021

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 States of Emergency related to COVID-19. On March 22, 2020, Governor Sisolak issued Declaration of Emergency Directive 006 that (1) suspended the requirements contained in NRS 241.020(1) and 241.023(1)(b) that there be a physical location designated for meetings of public bodies where the public can attend and participate, and (2) that suspended the requirements in NRS 241.020(4)(a) that public notice agendas be posted at the principal office of the public body and at not less than three other separate places within the jurisdiction of the public body. Emergency Directive 006 has been extended multiple times and was most recently extended on July 31, 2020 in Emergency Directive 029.

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 March 23, 2021 using the online form found at http://www.cityofnorthlasvegas.com/departments/city_clerk;
- Provide comments to City Clerk no later than 2 PM on March 23, 2021 by emailing 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 Chambers 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 Chair, 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 Regular Meeting Agenda of March 23, 2021. (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 January 26, 2021. (For Possible Action) **(702) 215-6380**

BUSINESS

3. Ratify Submission of Grant Application in the Total Amount of \$4,990; \$3,000 in Grant Funding and \$1,990 in In-Kind Funds for the 2020 Library Services and Technology Act Mini Grant, Which Will Be Used to Create Grab and Go Science, Technology, Engineering, and Math (STEAM) Kits, in Support of the Summer Reading Program. (For Possible Action) **(702) 215-6303**
4. Accept Presentation Regarding the Library Reopening Plan. **(702) 215-6304**

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 Chair, 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:	March 23, 2021
Item No:	2.

**NORTH LAS VEGAS LIBRARY DISTRICT
AGENDA ITEM**

AGENDA TITLE:	Approve Library District Board of Trustees Regular Meeting Minutes of January 26, 2021. (For Possible Action)
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REQUESTED BY:	Catherine A. Raynor, MMC, City Clerk
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RECOMMENDATION OR RECOMMENDED MOTION:
That the Library District Board of Trustees approve the Regular Meeting Minutes of January 26, 2021.

FISCAL IMPACT:	Amount:	N/A
	Account Number:	
	Explanation:	

STAFF COMMENTS & BACKGROUND INFORMATION:	Pursuant to Section 3.040 of the Municipal Code, the Office of the City Clerk is required to maintain official transcripts of all meetings.
<p>Respectfully Submitted by,</p> <p>Forrest Lewis Library Director</p>	

**MINUTES
CITY OF NORTH LAS VEGAS
LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING**

January 26, 2021

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 Henry
Vice Chairwoman Esparza
Trustee Berry-Johnson
Trustee Gomez
Trustee Lockhart
Trustee Powers
Trustee Reese

STAFF PRESENT

Library Director Lewis
Senior Deputy City Attorney Craft
City Clerk Raynor
Deputy City Clerk/Recording Secretary Calma

PLEDGE OF ALLEGIANCE - BY INVITATION

Trustee Gomez

PUBLIC FORUM

There was no public participation.

AGENDA

1. APPROVE LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF JANUARY 26, 2021. (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 SPECIAL MEETING MINUTES OF DECEMBER 14, 2020. (FOR POSSIBLE ACTION)

ACTION: APPROVED

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

BUSINESS

3. **APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CLARK COUNTY SCHOOL DISTRICT IN A FORM APPROVED BY THE CITY ATTORNEY TO ALLOW REGISTERED STUDENTS THE ABILITY TO RECEIVE A PUBLIC LIBRARY CARD UPON SCHOOL REGISTRATION FOR FULL ACCESS TO THE NORTH LAS VEGAS LIBRARY DISTRICT'S PHYSICAL AND DIGITAL LIBRARY SERVICES. (FOR POSSIBLE ACTION)**

Director Lewis stated that the MOU would allow parents the option to request a public library card for their child when enrolling the child for the upcoming school year. He stated that if parents request a public library card for their child, then the child would automatically have access to their library district's books and resources and would be registered with the Clark County School District. He added that students would also have access to digital resources through a system named Clever, as well as physical titles and programs that their library district offers. Director Lewis noted that each library district would have a separate MOU with the Clark County School District and their goal is to have all MOUs completed in time for the upcoming 2021-2022 school year.

In response to Trustee Power's question on whether parents would be notified with library card registration information, Director Lewis explained that after a parent has given consent to enroll their child for a library card, a detailed email would be sent to them with instructions and information about the library card. He added that a student could not automatically enroll for a library card without a parent's consent.

ACTION: APPROVED

MOTION: Trustee Gomez

SECOND: Trustee Lockhart

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

NAYS: None

ABSTAIN: None

ABSENT: None

4. **APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) WITH
WORKFORCE CONNECTIONS TO PROVIDE ONE-STOP CAREER
SERVICES AT LIBRARY BRANCHES FOR THE PERIOD OF JULY 1, 2020
THROUGH JUNE 30, 2024 WITH AN AUTOMATIC FOUR-YEAR RENEWAL
TERM. (FOR POSSIBLE ACTION)**

Director Lewis stated that the MOU would continue the One-Stop Career services at the North Las Vegas Library District branches, noting that there are options to add more services in the future.

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

5. **APPROVE SUBMISSION OF A GRANT APPLICATION TO THE NEVADA STATE LIBRARY AND ARCHIVES IN THE TOTAL AMOUNT OF \$50,000, WITH A REQUIRED 10% IN-KIND MATCH IN THE AMOUNT OF \$5,000 FOR FISCAL YEAR 2021 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) COMPETITIVE GRANT, WHICH WILL BE USED TO UPDATE THE NORTH LAS VEGAS LIBRARY DISTRICT'S FIVE-YEAR STRATEGIC PLAN; AND AUTHORIZE THE BOARD CHAIR TO SIGN THE GRANT APPLICATION. (FOR POSSIBLE ACTION)**

Director Lewis stated that the LSTA grant would be used for professional services to assist with evaluating the North Las Vegas Library District's current strategic plan to see what was successful and what has not worked. He stated that the North Las Vegas Library District is required to submit a strategic plan to the Nevada State Library every five years. He stressed that library staff, the Library District Board of Trustees, stakeholders, and the public would be involved in the process to help form the upcoming five-year strategic plan.

In response to Chairwoman Henry's question about the required in-kind match, Director Lewis explained that the amount of time that the library staff works on the grant would be counted towards the 10% in-kind match, noting that the library budget would not be used to fund the in-kind match and the budget does not cover that time.

ACTION: APPROVED AND AUTHORIZED

MOTION: Trustee Gomez

SECOND: Trustee Lockhart

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

NAYS: None

ABSTAIN: None

ABSENT: None

STAFF ITEMS

Director Lewis provided the following updates:

- **Staff Update:** He shared that library staff has been busy working on distributing funding through the CARES Act for businesses, rental assistance, and facility assistance. He added that library staff is also working on a big project to assist the Fire Department, IT department and other agencies to schedule residents for the COVID-19 vaccination.
- **Brainfuse Update:** The Brainfuse database added two new services: one-on-one chess tutoring for students who are interested in learning about the game and live support for students needing assistance with applying for the Free Application for Federal Student Aid (FAFSA). He stated that these services are available now to residents and there is no additional charge to the North Las Vegas Library District's annual fee for these newly added services.
- **Hot Spots:** The library had started checking out hot spot devices. He noted that residents cannot reserve these devices online and instead need to contact the library directly to request hot spots and need to pick them up using curbside service. He said the library loans hot spot devices for a maximum of three weeks and the patron would need to return them back to the library.

BOARD ITEMS

In response to Trustee Reese's question, Director Lewis stated that there is no specific timeline for when the libraries would open up and the North Las Vegas Library District and the City are following Governor Sisolak's directives.

In response to Trustee Power's question regarding the COVID-19 vaccination tiers for library staff, Director Lewis stated that the library staff is not in Tier One. He stated that they are designated as front line workers and are within that tier. He noted that at the City vaccinations started with the firefighters, police, and those who are of age 70 and above. He said that library staff and the City would receive their vaccinations afterwards.

In response to Chairwoman Henry's question regarding Friends of the North Las Vegas Library District, Director Lewis stated that the Friends of the Library had a meeting in early December and a virtual meeting would be scheduled for March. He added that the North Las Vegas Library District keeps in contact with the group and are planning for future activities. He noted that the organization would have three open spots for new board members to join.

In response to Trustee Gomez's question about increasing the number of hot spot devices, Director Lewis stated that the devices were paid for with grant funding which makes it difficult to increase the number of hot spot devices.

PUBLIC FORUM

There was no public participation.

ADJOURNMENT

The meeting adjourned at 5:37 p.m.

APPROVED:

Tameka Henry,
Chairwoman

ATTEST:

Jessica B. Calma,
Deputy City Clerk/Recording Secretary

Date:	March 23, 2021
Item No:	3.

**NORTH LAS VEGAS LIBRARY DISTRICT
AGENDA ITEM**

AGENDA TITLE:	Ratify Submission of Grant Application in the Total Amount of \$4,990; \$3,000 in Grant Funding and \$1,990 in In-Kind Funds for the 2020 Library Services and Technology Act Mini Grant, Which Will Be Used to Create Grab and Go Science, Technology, Engineering, and Math (STEAM) Kits, in Support of the Summer Reading Program. (For Possible Action)
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REQUESTED BY:	Forrest Lewis, Library Director
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RECOMMENDATION OR RECOMMENDED MOTION:
That the Board ratifies the submission of a LSTA mini grant in the amount of \$4,990.

FISCAL IMPACT:	Amount:	\$4,990
	Account Number:	290 200523
	Explanation:	\$3,000 requested in grant funding, with \$1,990 in-kind funds from the Library District.

STAFF COMMENTS & BACKGROUND INFORMATION:	The Library District has submitted a Library Services and Technology Act mini grant in the amount of \$4,990. If approved, the funds will be used to create Grab and Go Science, Technology, Engineering, and Math (STEAM) kits, in support of the Summer Reading Program.
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Respectfully Submitted by,
 Forrest Lewis Library Director

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
- 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.

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 North, North Las Vegas, NV 89030

1.5 Library Director/Administrator Name: Forrest Lewis

1.6 Director/Administrator Email: lewisf@cityofnorthlasvegas.com

Phone: 702.633.1079

1.7 Project Manager Name: Shelly Alexander

1.8 Project Manager Email: alexanders@cityofnorthlasevgas.com

Phone: 702.839.2980

Section 2, General Project Information

2.1 Title: Summer Reading Grab & Go Kits

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 \$ 3,000
- Local Cash/In-Kind \$ 1,990
- Project Total \$ 4,990

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 District plans to provide Grab & Go STEAM Kits for school aged kids and teens during our 8 week Summer Reading program. Four different kits will be available for elementary aged kids (100 each), spaced out every 2 weeks throughout the summer. Teen will have 2 kits (60 each), one in June and one in July. The kits will include all supplies needed to complete the project, including basic things like: glue, scissors and markers, directions, and a QR code linking to a brief video demonstrating the project. A list of library books related to the project will also be included to increase the check out of materials.

LIBRARY SERVICES AND TECHNOLOGY ACT

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

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

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

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

 - ☐ Urban ☐ Suburban ☐ Rural

 - ☐ 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.*

North Las Vegas is a large and diverse city of over 250,000 people, with a significant number (36%) under the age of 18. Demographics show 41% of our residents are Hispanic and 21% are African American. Many of our families are lower income with 14.5% living in poverty. (U.S. Census, 2020). Normally during our annual Summer Reading Program we encourage families to visit the library frequently. We have storytimes, special programs, performers, hands-on activities available to do in the library. COVID-19 had forced us to re-evaluate how to provide a quality Summer Reading Program to our community. At the present time, we are unable to have in-person storytimes/programs or hands-on learning activities. While the hope is that things will change, it is unlikely that we will be able to do those things for the 2021 Summer Reading Program. Since April 2020, we have been providing virtual programs and while we continue to do so, we know that screen fatigue is a very real issue. We also know that many of our financially challenged families are unable to do suggested crafts or activities as they lack the funds to purchase the necessary materials. This project aims to provide take home STEAM and early literacy activities that our patrons can do at home.

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?*

Grab & Go Kits will provide families access to hands-on learning activities, that they will be able to do at home - no sharing of supplies or returning of materials. The kits will be available whether the library is open or closed. (If the library is closed, kits will be available to be picked up through curbside.) Everything needed for the projects will be included so that lower income families will be able to participate. Printed directions will be provided and the staff plans to create short video clips demonstrating how to do the project or activity. The clips will be accessible by scanning a QR code on the directions. There will be a variety of kits available, based on age.

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 Summer Reading Program Grab & Go Kits will encourage students to continue to read and learn throughout the summer to help prevent summer slide. The kits will also reinforce the idea that libraries are an educational resource available to assist families. Having different kits for families will also encourage repeat visits to the library and give staff multiple opportunities to encourage families to participate in the Summer Reading Program.

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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:

Grab & Go Kits will be created based upon age. Each kit will contain all required materials, including written directions and a QR code linking to a video demonstration of the activity. Kits will also include a list of age appropriate books related to the activity to encourage check-out.

Kit List:

Ages: 0 to 5 years.

2 kits (60 each) focusing on Early Literacy activities that parents and children can do together. (Sample ideas: laminated ABC or 123 printables with a dry erase marker or laminated Ready to Read Early Literacy tip cards hooked together with a carabiner to keep them together and so they cards can easily hooked to a diaper bag or stroller.

Ages: 6 - 12.

4 kits (100 each) focusing on STEAM activities. (Sample ideas: origami, craft stick catapults, slime, etc.)

Ages: 12 - 18.

2 kits (30 each) focusing on STEAM activities. (Sample ideas: building with clay, advanced origami, etc.)

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 Grab & Go Kits will be used in conjunction with our annual Summer Reading Program which is designed to keep kids reading and learning all summer. While reading is our primary objective, including specific hands-on learning activities encourages library visits, increases the check out of books and materials and specifically targets students who are reluctant readers with an engaging activity. This project also ties into the Nevada LSTA strategic goal of providing responsive and accessible learning environments for our residents. School has been a challenge this year for most families. Anything that the library can do to provide meaningful hands-on activities will not only increase learning, it will additionally remind families that libraries are an educational resource.

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

The library will use the LSTA survey to measure outcomes. Each kit will include printed directions with a QR code survey that can be completed. If the library is open to the public, a paper survey that can be returned to the library will be included as well. Staff will also speak to families personally, whether in the library or through curbside pick-up to get more feedback and anecdotal information.

Intended outcomes:

1. Increased library use
2. Positive learning experience

Indicators:

1. Checkouts & patron count
2. Agree or strongly agree responses on survey question

Data Targets:

1. Library Statistics
2. Participant surveys

Target for Change: At the end of the Summer Reading Program we would see an increase in circulation and patrons visiting the library. 75% of survey responses will indicate a positive response with regard to learning.

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 program will be promoted through the library's website and Facebook page. We will also work with the City of North Las Vegas Communications Department to send out a press release to local news organizations, as well as promotion on the City's social media channels and the City's weekly newsletter. North Las Vegas schools will be contacted and provided with a digital flyer to send to students. If the library is open to the public, we will promote verbally with library patrons. IMLS information will be included on all promotional materials and the IMLS hashtag will be used on all social media posts.

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

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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
Salaries/Wages/Benefits	\$	\$ 1,990	\$ 1,990
Description Total staff hours = 40 (in-kind) 20 Library Assistant Hours @ \$40 per hour = \$800 10 Associate Librarian Hours @ \$47 per hour = \$470 10 Public Services Librarian Hours @ \$72 per hour = \$720			
Consultant Fees	\$	\$	\$
Description			
Travel	\$	\$	\$
Description			
Supplies/Materials	\$ 3,000	\$	\$
Description Misc craft/STEAM supplies from Discount School Supply or Amazon (glue, scissors, card stock, markers, clay, Ziplock bags, contact lens solution, baking soda, cups with lids, etc.) Laminator and laminating film			
Equipment Over \$5,000 per unit	\$	\$	\$
Description			
Services	\$	\$	\$
Description			
Indirect Costs	\$	\$	\$
Rate %: (a cap of 10% is imposed)			
TOTALS	\$ 3,000	\$ 1,990	\$ 4,990

Match: a match of 10% is required.

[illegible]

LIBRARY SERVICES AND TECHNOLOGY ACT

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

The Family Services staff will handle this project. The senior public services librarian will oversee the project. He has over 12 years experience with the library district and has worked on the Summer Reading Program each year. He also regularly leads early literacy storytimes and STEAM programs.

The Associate Librarian had over 20 years experience in libraries, with 10 of them at the NLV Library District. She has worked on the Summer Reading Program before and regularly leads early literacy storytimes and STEAM programs. She excels at planning and organizing programs and activities.

Two Library Assistants will assist with this project. One has only been in the position of about a year. She assisted with the Summer Reading program last year and created the majority of our promotional materials. She recently completed a course in Early Literacy with Saroj Ghoting. The other Library Assistant has over 4 years working in the library and completed her Masters degree in library science in August of 2020. She also recently completed the Early Literacy class with Saroj Ghoting. Both Library Assistants provide virtual early literacy programs.

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: North Las Vegas Grab & Go Kits

Applicant Name & Library Jurisdiction: Shelly Alexander, North Las Vegas Library District

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.

E-SIGNED by Tameka Henry
on 02/11/2021 16:14:25 GMT

02/11/2021 16:14:25 GMT

Signature of President, Board of Trustees

Date Signed

E-SIGNED by Forrest Lewis
on 02/11/2021 17:08:40 GMT

02/11/2021 17:08:40 GMT

Signature of Library Director

Date Signed

Signature of Project Director

Date Signed



2.11.21

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.

E-SIGNED by Forrest Lewis
on 02/11/2021 17:08:56 GMT

02/11/2021 17:08:56 GMT

Signature of authorized certifying official

Date Signed

Forrest Lewis, Library Director

Name & Title

Submit application with all completed signature pages to nslaprlsta@admin.nv.gov.
Subject: Mini Grant Application

Date:	March 23, 2021
Item No:	4.

**NORTH LAS VEGAS LIBRARY DISTRICT
AGENDA ITEM**

AGENDA TITLE:	Accept Presentation Regarding the Library Reopening Plan.
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REQUESTED BY:	Forrest Lewis, Library Director
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RECOMMENDATION OR RECOMMENDED MOTION:
That the Board accept the presentation related to the City of North Las Vegas and the North Las Vegas Library District plans to reopen services to the public.

FISCAL IMPACT:	Amount:	N/A
	Account Number:	
	Explanation:	

STAFF COMMENTS & BACKGROUND INFORMATION:	Director Lewis will update the Library Board on the phased reopening plan for the Library District, as guided by the City of North Las Vegas, in direct concert with the City's Emergency Operations Center (EOC).
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Respectfully Submitted by,
Forrest Lewis Library Director