

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
May 16, 2013
(approved June 13, 2013)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Windmill Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, May 16, 2013.

Present:

Board:	R. Kirsh, Vice Chair	K. Crear
	M. Saunders (via telephone)	R. Ence
	Y. Yturralde	S. Bilbray-Axelrod
	S. Moulton	R. Wadley-Munier
	M. Francis Drake	

Counsel: G. Welt, District Counsel
S. Abbott, Labor Counsel, Kamer, Zucker, Abbott

Absent: K. Benavidez - excused

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: CALL students (listed on page 3)

R. Kirsh, Vice Chair, called the meeting to order at 6:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Saunders called in at approximately 6:03 p.m. Chair Benavidez had an excused absence. Appendix A.

Trustee Ence led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Wadley-Munier moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, April 11, 2013 and Finance and Audit Committee Meeting, April 11, 2013. (Item IV.A-B.) Trustee Wadley-Munier moved to approve the Minutes of the Board of Trustees Meeting held April 11, 2013. There was no opposition and the motion carried.

Trustee Moulton moved to approve the Minutes of the Finance and Audit Committee Meeting held April 11, 2013. There was no opposition from Committee members and the motion carried.

Chair's Report (Item V.) Vice Chair Kirsh asked Trustees to indicate their interest in serving on the Nominating Committee. After a short discussion, Trustees Benavidez (Chair), Bilbray-Axelrod, Crear, Kirsh, Moulton and Yturralde will make up the Committee. The Executive Assistant will set up the meeting.

Vice Chair Kirsh then welcomed Trustee Marilyn Francis Drake to her first meeting. Trustee Francis Drake was recently appointed to the Board by the Las Vegas City Council and Kirsh asked her to introduce herself. Trustee Francis Drake said she had been born and raised in

Iowa and moved to Las Vegas in 1982. For the past 28 years she has been the Lower School Librarian at the Meadows School but is leaving the position at the end of the current school year. She is married.

Vice Chair Kirsh reminded Trustees that Executive Director Goodrich's annual evaluation would take place at the June Board meeting and asked them to take time to review the packet of material they received as part of the review.

**Executive Director's
Report
(Item VI.A.)**

Executive Director Goodrich introduced Tim McDonald, Literacy Services Coordinator, who is responsible for the District's Computer Assisted Literacy in Libraries Program (CALL for short).

Mr. McDonald was happy to celebrate the recent achievement of some of the students who graduated from the District's Work Readiness Class at the West Las Vegas Library and to also share with Trustees the human face of some of the successes staff enjoys in the CALL program because of Trustee support. Most of the students receiving certificates at the meeting had taken classes with CALL before this one, including English as a Second Language (ESL), Educational Assistance to Support Employability (Project EASE), and beginning literacy classes.

Mr. McDonald first recognized the staff members at CALL who supported these students on their journey to this latest success: Literacy Trainers Carla Adkins, Jay Yeo, Rhea Watson and Mary Ramirez; Office Assistant and Accountability Specialist Sebastian Gonzalez; Office Assistant Julia Cordova; Literacy Assistants Marian Chambers and Beverly Espinoza; and Computer Lab Assistants Sherena Burwell and Orlando Lugo. Mr. Lugo was not able to be present. Mr. McDonald said it was also fortunate to have one of the two instructors who taught the Work Readiness Class, Nancy Kinder. The second teacher, Anyika Kamal, was not present as he is teaching in Saudi Arabia. After staff was introduced, there was a round of applause.

Mr. McDonald said that the CALL program exists because of a unique partnership between the District and the Nevada Department of Education, which administers the Adult Education and Family Literacy Act funding for the state, which originates from the federal government. Because of the District's generous support through matching funds, allocation of classroom space, and inclusion of adult literacy in strategic planning, the District is the only library system in Nevada to receive this federal funding and support.

Mr. McDonald further explained that through this funding process, the District was awarded an incentive grant last year to offer a Work Readiness class. By taking this class, students were eligible to earn a National Work Readiness Credential, the first national, portable certification of work readiness. These students worked hard. They attended 111 hours of instruction, did homework, and then took four very rigorous exams covering the skill areas identified by the National Work Readiness Council as those most desired by employers in their entry level employees. The four exams covered reading and math skills in a workplace context, situational judgment, and active listening.

The students that are being presented with their credential at this meeting have passed all four tests.

In the presence of their supportive family and friends, Mr. McDonald was pleased to present the National Work Readiness Credential to the following students: Claudia Alanis, Rafael Almanza, April Beasley, Annie Cheng, Virginia Maronilla-Seva, Allen (Chungten) Pai, Amanda Rhodes, Luis Santamaria and Hector Sosa-Gomez. Each student listed above was individually presented with their credential by Vice Chair Kirsh, Ms. Goodrich, Mr. McDonald and Ms. Kinder. Every recipient received a round of applause.

After the presentation, Mr. McDonald explained that the students are not resting on their laurels. Some students are not here to receive their certification as they have been hired, are working as volunteers, enrolled in GED classes or are attending classes at CSN. Mr. McDonald encouraged the students to keep striving for their goals. He concluded by congratulating staff and all the recipients which led to another round of applause.

Vice Chair Kirsh commented on how wonderful it was to see all the families who were present and so proud to celebrate the achievement by their relatives. He congratulated all the recipients and their families.

Trustee Bilbray-Axelrod also congratulated the recipients and said that events like these are the reason that Trustees do what they do. She hoped that some of the graduates could return next year and share what they were able to achieve as their future is bright.

Trustee Moulton asked how students find out about the various programs offered. Ms. Goodrich said that the CALL program advertises in the libraries as well as posting information in a lot of retail areas where the people are most likely to be who want these programs, such as grocery stores, nail salons and on Spanish-speaking media. In addition, District staff work with refugee relocation agencies and other similar groups.

Vice Chair Kirsh asked about enrollment. Ms. Goodrich explained that there are over 1,200 students enrolled in the District's variety of programs through the CALL program, in English Language Learning (ELL), English as a Second Language (ESL), Citizenship programs and the job readiness program. This does not count the students that are referred to other programs.

Ms. Goodrich then continued with her report. She was pleased to announce that Brainfuse usage is the highest reported since the District first purchased the program. Brainfuse is a comprehensive suite of online academic services designed to support many learning needs and styles. Using a number of services, including live tutoring, skills building, a 24/7 Help Center, test and study tools, and foreign language and writing labs, the program is being used by District students more heavily than ever. It includes chat sessions and interactions with certified teachers, practical tests, composition reviews and feedback as well as the ability for students to develop their own

flashcards.

Statistics for the month of April show that there were nearly 16,000 sessions, almost double the average monthly usage. Students using the services reported that Brainfuse helped them improve their grades (77%) and helped them be more confident about their school work (88%). The service is available through the District's website and requires a library card to access. Ms. Goodrich reported that colleagues in the community tell her that math is typically the subject that parents have the most problems with when helping their children and Goodrich said, when she tells them assistance is available in advanced algebra and trigonometry, they are astounded. Once the child has experienced the program, parents are convinced of the product's utility. Comments from students provided to the District's Virtual Service Manager included "This is the best website ever!!!", "It helped me way better than my own teacher," and "This is awesome!"

Monthly reports also provide a breakdown of subjects requested. Various math subjects (elementary math to calculus) were used by 43% of students, while reading and writing subjects were used by 45% of the students. Other subjects offered through Brainfuse included sociology and history.

Ms. Goodrich then talked about a new downloadable program. Zinio eMagazines provides downloadable magazines (over 200 popular titles) which can be downloaded by library patrons for free to their device of choice (PC, smartphone, tablet). Users can "subscribe" to a title and receive notifications when the next issue is available for download. Using the service requires creating an account and downloading the appropriate app. Magazines can also be accessed using library computers. The magazine issue stays on the device as long as the reader desires and can be read on multiple devices (a patron could start reading on a laptop and then finish on an Ipad). It is very convenient to find an individual issue and the District's Virtual Library staff are available online or over the phone to help when there is a problem.

Public Services and Security Report (Item VI.A.1.)

No questions.

Business Office Report (Item VI.A.2.)

No questions.

Human Resources Report (Item VI.A.3.)

No questions.

Technology Report (Item VI.A.4.)

No questions.

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General Services Report (Item VI.A.5.) No questions.

Marketing Report (Item VI.A.6.) No questions.

Development Report (Item VI.A.7.) No questions.

Unfinished Business (Item VII.) None.

Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Fiscal Year 2013-2014. (Item VIII.A.) Trustee Bilbray-Axelrod moved to convene the Public Hearing regarding the Las Vegas-Clark County Library District's Tentative Budget for Fiscal Year 2013-2014. There was no opposition and the motion carried.

Ms. Goodrich remarked that this is the fourth budget she has presented since she has been with the District and this budget experience has been the best. The District has been through tough times but is now starting to turn the corner. Goodrich said she hosted approximately 20 staff presentations earlier in the year to talk about the budget process and in those presentations, she said that the District was "not out of the woods just yet," because that is still true as property tax revenues (PTX) have not returned to their formerly high level. She reminded Trustees this will be the sixth year they have dropped. The drop in PTX is offset by a small increase in the consolidated sales tax (CTX).

The District is taking small steps towards recovery. The tentative budget allows for the resumption of an additional evening hour for urban branches, adding staff to cover this as well as balancing Public Services staff at some of the branches. Funds for capital maintenance and repair that has been deferred will be added back in. Services the District has continued to provide are maintained: a materials budget of 15% and seven day a week service. The seven day a week service is especially important in a 24/7 community. Ms. Goodrich said that it is a pleasure to present a budget that is balanced and sustainable and moving forward in the direction of restoring services.

Ms. Goodrich and Deputy Director, CFO Fred James presented the FY 2013-2014 Tentative Budget: Expanding our Community Impact. The theme, according to Ms. Goodrich, ties in with the strategic framework adopted by the Trustees in February, 2013, READ LEARN ACHEVE. The presentation is attached as Exhibit B.

Vice Chair Kirsh commented that he was thrilled with the District adding more people to staff and adding service hours. He said it was an incredible feeling to bring back people and add the additional hour since he was on the Board when the cuts were made several years ago.

Trustee Moulton questioned the Capital Projects Program's proposed ending fund balance of \$8.1 million and asked whether there were plans to add to that number in future years. Ms. Goodrich said that the

plan for the next three years at least was to sweep any remaining funds from the Operating Fund to the Capital Projects Program. Goodrich noted that staff is very conservative in estimating future revenue increases. Staff also hopes to have more money than projected so that the District can continue with plans for building remodels such as those planned at the Sunrise Library and repairs to building components such as chillers, parking lots, etc., that have been deferred. In response to a further question from Moulton, Goodrich confirmed that the ending fund balance in the Capital Projects Program is not part of the District's ending fund balance in the Operating Fund.

Trustee Yturralde was very impressed how the District is paying down the outstanding medium-term bond. Yturralde commented that planning for the future so that the bond balance is kept in mind and not treated as an afterthought is so important.

There were no public comments. Trustee Ence moved to close the Public Hearing on the Tentative Budget. There was no opposition and the motion carried.

Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2013-2014. (Item VIII.B.)

Trustee Moulton moved to adopt the Final Las Vegas-Clark County Library District's Fiscal Year 2013-2014 Budget subject to any modifications as directed by Trustees and instruct staff to adjust estimated Fiscal Year 2013-2014 revenues in accordance with final estimates from the Department of Taxation provided such estimates are received in sufficient time for staff to make adjustments by the June 1, 2013 filing date. There was no opposition and the motion carried.

Discussion and possible Board action to authorize the Executive Director to sign the proposed collective bargaining agreements with Teamsters Local Union No. 14 that were ratified by the membership on May 5, 2013. (Item VIII.C.)

Human Resources Director Jerilyn Gregory explained that the Library District and Teamsters Local Union No. 14 have reached a tentative agreement on new contracts for each of the collective bargaining units. Teamsters Local Union No. 14 members ratified the agreement on May 5, 2013. The agenda item highlights the changes to the collective bargaining agreements which the Board has been briefed on throughout the negotiation process.

Mr. Gregory noted that all jurisdictions are not the same, so they will not all recover in the same way or on the same timetable. The District has a history of being very conservative in its fiscal planning and also very fortunate to have a staff that worked together with management over the last four years of economic turmoil. Everyone carefully managed expenditures and resources – doing without if not absolutely necessary. Ms. Gregory has countless stories of employees asking her department to give up or forego tuition reimbursement so another could use the limited funds, or asking for a few days off to attend library conferences while paying their own way.

During the last round of negotiations in 2011, Ms. Gregory said that staff told management that their main goal was to save jobs. When economics were discussed, staff gave more in concessions than management initially requested. Staff also worked very hard to convince the Teamsters Union to hold down costs on health insurance,

both in 2011 and again during this round of negotiations. The District's staff has contributed greatly toward its recovery.

Ms. Gregory continued to say that careful planning by staff has resulted in the ability to begin restoring services and staff compensation. The proposed economic changes listed below have been included in the District's final budget, now approved by the Board.

Ms. Gregory then introduced Scott Abbott, the District's labor attorney from Kemer Zucker Abbott, who was a part of the negotiation process. Gregory and Abbot invited questions from Trustees.

Trustee Crear thanked Ms. Gregory and Ms. Goodrich for answering her many questions about the issue. Crear said it has been difficult in the past but this is a proposal she is really proud to support.

Trustee Crear moved to authorize the Executive Director to sign the proposed collective bargaining agreements with Teamsters Local Union No. 14 that were ratified by the membership on May 5, 2013. There was no opposition and the motion carried.

There was a round of applause after the vote.

The highlights of changes to the collective bargaining agreements (CBA) include:

- Consolidate bargaining units from four to three (Non-Supervisor, Supervisor and Manager Units) – reduced number of contracts from four to three (merge existing Supervisor I and Supervisor II Units into new Supervisor Unit).
- A complete overhaul of the structure and organization of the contracts with the goal of making them more user-friendly for staff.
- All contracts will be for a period of three (3) years commencing July 1, 2013 and expiring on June 30, 2016.
- Annual pay plan adjustment in wages only for all covered employees will be 3% for first, second, and third year of the contracts.
- Range/classification step increases in wages for all covered employees will be 0% for the first year of the contracts; 4% for the second and third year of the contracts.
- Library District provided life insurance coverage for employees will change from a flat rate to the equivalent of two times an employee's annual salary/wages up to a maximum of \$200,000.
- Extends health insurance benefits to domestic partners.
- The Library District will continue to contribute 90% of health insurance premiums based on maximum rates for single and family coverage, with eligible employees contributing the remaining 10%. Premium rates will not increase for the first year (\$399.52/month for single coverage and \$1,126.51/month for family coverage); premium rates will increase \$25/month for single coverage only in the second year with no increase for family

coverage (\$424.52/month for single coverage and \$1,126.51/month for family coverage); in the third year premium rates will increase up to \$50/month for both single and family rates but only if Teamsters Security Fund determines an increase is needed and provides the District with at least 120 days advance notice of increase.

- Language revised to reflect the District will continue to pay retirement in accordance with NRS 286.421.
- Expands Non-Discrimination section with express language that allegations of discrimination are not subject to the grievance/arbitration procedure.
- Adds provision that either party can request a labor-management meeting.
- Allows three (3) employee representatives per bargaining unit to sit in negotiations without loss of pay or deduction from leave time (due to consolidation of units).
- Adds provision in disciplinary process that allows the Library District, at its discretion, to impose a last-chance agreement in tandem with any other form of discipline.
- Includes arbitrator panel of eight (list of names) within contracts. Parties may mutually agree to changes to arbitrator panel during term of contracts.
- Adds one (1) additional paid holiday (day after Thanksgiving) beginning in 2014 in exchange for one (1) floating holiday (reducing floating holidays from two to one).
- Changes annual Submission Period from January 1 - February 15 to November 15 - December 15 in which employees may request vacation leave in increments of one hour and not exceeding three weeks (120 hours) and approval of such requests will be based on Library District seniority. Requests received after the Submission Period will be honored on a first come-first served basis.
- Adds that employees must, upon request by Library District, provide a fitness for duty certification prior to returning to work from sick leave.
- Increases occurrences from six (6) to eight (8) within a 12-month period for purposes of defining chronic use of sick leave.
- Increases bereavement leave from three (3) days to five (5) days maximum regardless of travel time/location and expands definition of immediate family member to include grandchildren and step relationships.
- Clarifies that when employees use their own vehicles on Library District business, the employees' own insurance coverage is primary with the District's carrier providing secondary coverage.
- Revises job classification listing for all bargaining units to account for eliminated and/or changed positions.

- Revises just cause standard for all bargaining units to more accurately reflect the standard used by arbitrators today.
- Removes exhibits from all Units pertaining to FMLA, drug testing, grievance form, recognition of domestic partners and salary schedule given that most are memorialized elsewhere within Library District policy and/or are unnecessary to include in contracts.

Discussion and possible Board action to extend contractually agreed-to items to employees not covered by a collective bargaining agreement. (Item VIII.D.)

Ms. Gregory then advised Trustees that, with the approval of the collective bargaining agreements, the District's Personnel Policies & Procedures Manual must be updated in order to extend contractually agreed-to items so they apply to all employees, not just those covered by the agreements. Unlike many other jurisdictions, where everyone has different rates and contracts, the District takes the approach of "one for all." This item will authorize staff to extend the contractually agreed-to items to all employees, not just those covered by the Collective bargaining agreements.

Trustee Bilbray-Axelrod commented that she wished more jurisdictions did so.

Trustee Bilbray-Axelrod moved to extend these contractually agreed-to items through updating of the District's Personnel Policies & Procedures Manual to eligible employees not covered by a collective bargaining agreement. There was no opposition and the motion carried.

Vice Chair Kirsh thanked Ms. Gregory and Mr. Abbott for all they did to achieve these results. Ms. Gregory thanked Trustees for the vote of confidence.

The economic changes listed below have been included in the District's final budget, now approved by the Board. These updates, summarized below, will become effective July 1, 2013.

- A change of the structure and organization of the Personnel Policies & Procedures Manual with the goal of making it more user-friendly for staff.
- Annual pay plan adjustment in wages only for employees will be 3% for each year through June 30, 2016.
- Range/classification step increases in wages for employees will be 0% for FY 2013-14; 4% for FY 2014-15 and FY 2015-16.
- Library District provided life insurance coverage for employees will change from a flat rate to the equivalent of two times an employee's annual salary/wages up to a maximum of \$200,000
- Extension of health insurance benefits to domestic partners.
- The Library District will continue to contribute 90% of health insurance premiums for eligible employees based on maximum rates for single and family coverage, with eligible employees contributing the remaining 10%. Premium rates will not increase for the first year (\$399.52/month for single coverage and \$1,126.51/month for family coverage); premium rates will increase \$25/month for single coverage only in the second year

with no increase for family coverage (\$424.52/month for single coverage and \$1,126.51/month for family coverage); in the third year premium rates will increase up to \$50/month for both single and family rates but only if Teamsters Security Fund determines an increase is needed and provides the District with at least 120 days advance notice of increase.

- Expands Non-Discrimination section.
- Adds one (1) additional paid holiday (day after Thanksgiving) beginning in 2014 in exchange for one (1) floating holiday (reducing floating holidays from two to one).
- Changes annual Submission Period from January 1 - February 15 to November 15 - December 15 in which employees may request vacation leave in increments of one hour and not exceeding three weeks (120 hours) and approval of such requests will be based on Library District seniority. Requests received after the Submission Period will be honored on a first come-first served basis.
- Adds that employees must, upon request by Library District, provide a fitness for duty certification prior to returning to work from sick leave.
- Increases occurrences from six (6) to eight (8) within a 12-month period for purposes of defining chronic use of sick leave.
- Increases bereavement leave from three (3) days to five (5) days maximum regardless of travel time/location and expands definition of immediate family member to include grandchildren and step relationships.
- Clarifies that when employees use their own vehicles on Library District business, the employees' own insurance coverage is primary with the District's carrier providing secondary coverage.
- Revises just cause standard.

**Announcements
(Item IX.)**

The Risk Management Committee will meet at 4:00 p.m. on Thursday, June 13, 2013 in the West Las Vegas Library.

The next Board Meeting will be held Thursday, June 13, 2013 in the West Las Vegas Library at 6:00 p.m.

**Public Comment
(Item X.)**

None.

**Executive Session
(Item XI.)**

Removed from Agenda.

**Adjournment
(Item XII.)**

Vice Chair Kirsh adjourned the meeting at 7:05 p.m.

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Respectfully submitted,

Keiba K. Crear, Secretary

2013 ATTENDANCE

APPENDIX A

MAY 16, 2013 REGULAR BOARD MEETING

2013		January 10 Regular Board Mtg	February 14 Regular Board Mtg	March 14 Finance & Audit Cmte	March 14 Regular Board Mtg	April 11 Finance & Audit Cmte	April 11 Regular Board Mtg	May 9 Special Board Mtg	May 16 Regular Board Mtg	
Benavidez	Kelly	P	A-E	P	P	A-E	P	P	A-E	
Bilbray-Axelrod	Shannon	P	A-E		P		P	P	P	
Crear	Keiba	P	P	P	P	P	P	P	P	
Drake*	Marilyn	X	X	X	X	X	X	A-E	P	
Ence	Randy	P	P	P	P	P	P	P	P	
Kirsh	Ron	A-E	P		P		P	P	P	
Moulton	Sheila	P	P	P	P	P	P	P	P	
Reese**	Carol	P	P		P	P	P	X	X	
Saunders	Michael	P	P	P	P	P	P	P	P	
Wadley-Munier	Robin	P	P		P		P	P	P	
Yturralde	Ydoleena	A-E	P	P	P	P	P	P	P	

attended Committee meeting but not a member

A-E Excused Absence
 A-U Unexcused Absence

* Appointed for a term beginning April 18, 2013
 ** Term expired April 17, 2013

as of May 17, 2013

TENTATIVE/PROPOSED BUDGET

Fiscal Year 2013-2014



FY 2013-2014 Budget Strategy

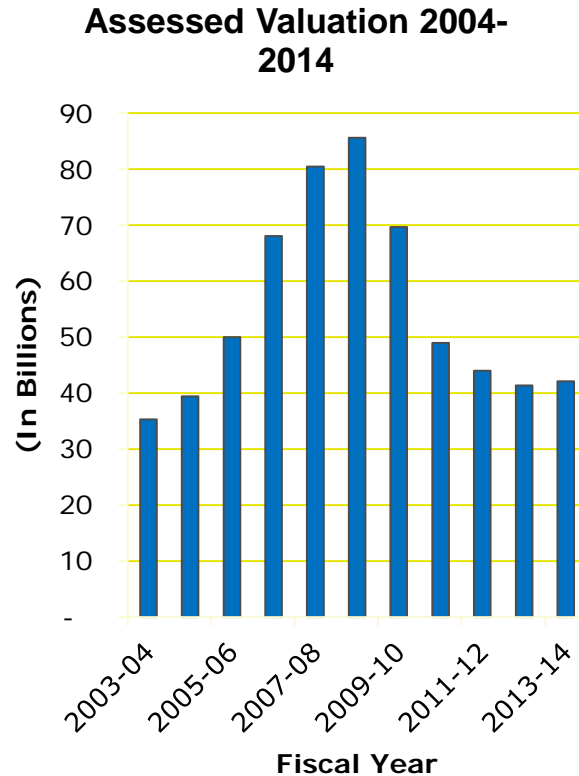
Expanding our Community Impact

Las Vegas-Clark County Library District Proposed FY 2013-2014 Budget

Presented by

- Jeanne Goodrich, Executive Director
- Fred James, CPA, Deputy Director/CFO

Assessed Value

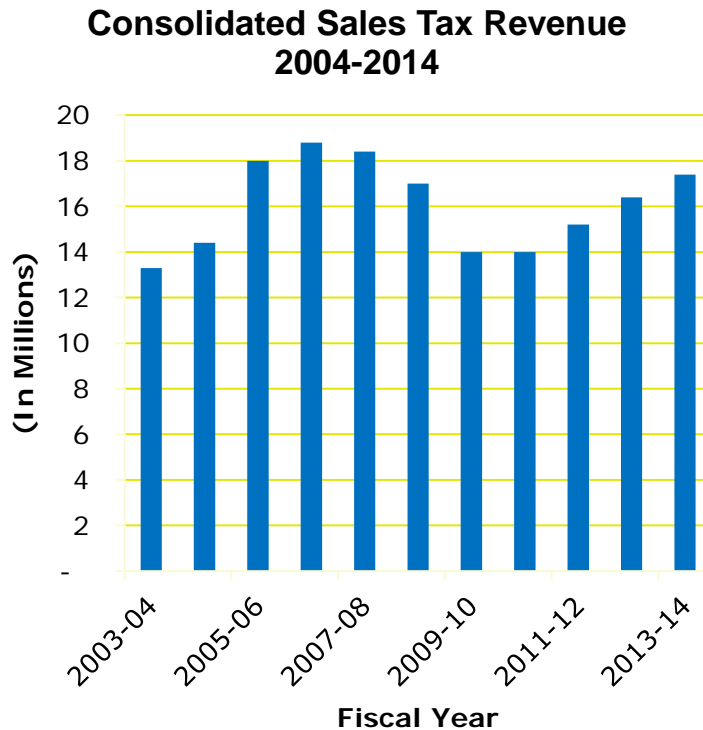


- Property tax is based on assessed valuation (AV) of property
- 2013-2014 AV: **\$42.1 billion, a 1.7% increase over 2012-2013**
- Property tax represents 61% of total revenues(\$35.6M)

The District's Property Tax Bill

- Tax rate: General Fund .0942
- Total tax rate: \$.0942 per \$100 AV
- Property tax rate per \$100K pays about \$32.97 yearly or \$2.75 monthly

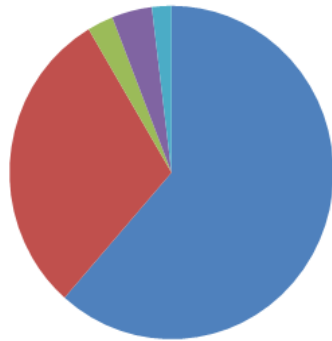
Consolidated Sales Tax Revenue 2003-2013



- CTX is a combination of City/County Relief (sales) and miscellaneous taxes distributed to most Clark County municipalities according to State formula
 - 2013-2014 estimate: \$17.4M, an increase in amount of \$954K
 - CTX revenue accounts for 30% of General Fund revenue, higher than the prior year
 - CTX revenue is volatile
- All other revenues account for \$4.9M
 - Fines & fees, Interest, Contracts

Total Expected Revenues - All Funds

Total Revenues - All Funds
\$57,900,000

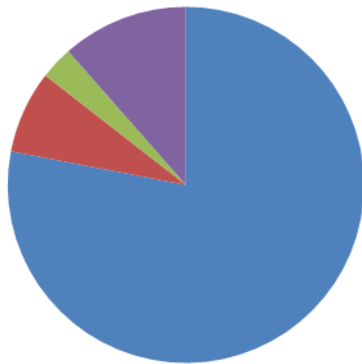


- Property Tax - 61%
- Consolidated Sales Tax - 30%
- Intergovernmental Revenue - 3%
- Fines and Forfeits/Misc. - 4%
- Charges for Services - 2%

- Property Tax - \$35.6M
- Consolidated Tax - \$17.3M
- Intergovernmental Revenue - \$1.5M
- Fines & Fees/Misc. - \$2.4M
- Charges for Services - \$1.1M

Total Expenditures – All Funds

Total Expenditures - All Funds
\$66,997,125



- General Fund - 78%
- Capital Projects Fund - 8%
- Special Revenue Funds - 3%
- Debt Service Fund - 11%

- General Fund - \$52.3M
- Capital Projects Fund - \$5.0M
- Special Revenue Funds - \$2.0M
- Debt Service - \$7.7M

Other Financing Sources & Uses

Transfers to Other Funds

\$6.6M proposed transfers from the General Fund to the **Capital Projects Fund** –

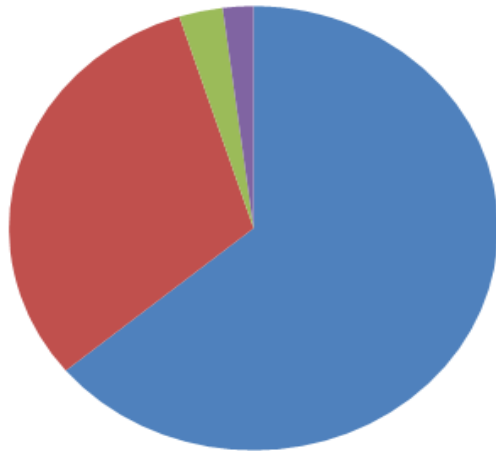
- Vehicle Purchase and Replacement Program - \$0.15M
- Technology Replacements and Upgrades Program - \$0.5M
- ILS Replacement - \$0.5M
- Building Repair & Maintenance - \$2.0M
- Capital Construction - \$3.5M

General Fund

The General Fund is the operating fund for the District. It is used to account for all financial resources except for those required to be accounted for in another fund.

General Fund Revenues

Total Revenues - \$55,685,000

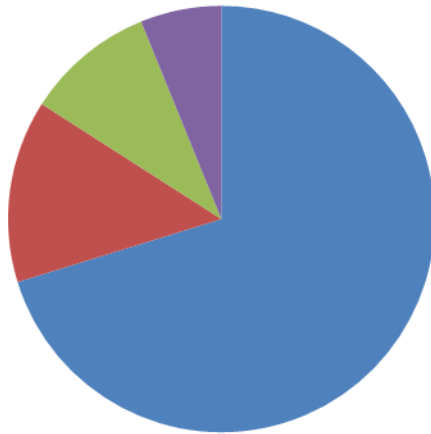


- Property Tax - 64%
- Consolidated Sales Tax - 31%
- Fines and Forfeits/Misc. - 3%
- Charges for Services - 2%

- Property Tax - \$35.6M
- Consolidated Sales Tax - \$17.4M
- Fines and Forfeits/Misc. - \$1.6M
- Charges for Services - \$1.1M

General Fund – By Function

Total Expenditures by Function -
\$52,267,275

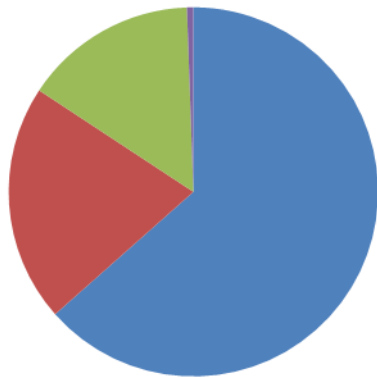


- Public Services - 70%
- General Services - 14%
- Administration - 10%
- Information Technology - 6%

- Public Services - \$36.7M
- General Services - \$7.3M
- Administration - \$5.1M
- Information Technology - \$3.2M

General Fund – By Activity

Total Expenditures by Activity - \$52,267,275



- Salaries and Benefits - 63%
- Services and Supplies - 21%
- Library Materials - 15%
- Capital Outlay - 1%

- Salaries and Benefits - \$33.2M
- Services and Supplies - \$10.9M
- Library Materials - \$7.9M
- Capital Outlay - \$0.3M

Ending Fund Balance FY 2013-2014

General Fund budget includes Ending Fund Balance of \$6.5M or 12.4% of FY 2013-2014 expenditures

- Necessary to provide liquidity for cash outflows
- Acts as a cushion during economic downturns

Public Services

Public Services includes Support Services, Collection Development, Branch Services, Community Outreach, Contract Libraries, Literacy and the Virtual Library.

Public and Support Services Budget Highlights:

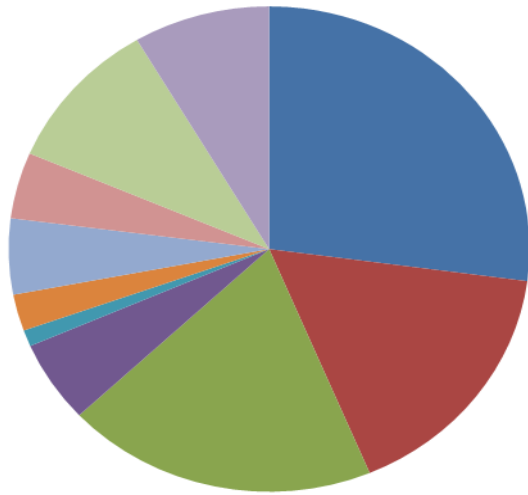
- Evening hours of Service will be extended in urban branches from 7pm to 8pm (Monday through Thursday) as part of a phased-in effort to restore hours of service.
- Staffing levels have been increased to accommodate the expansion of evening hours, and in response to workload issues.
- Services & Supplies budget to remain at current levels.

Library Materials

Library Materials are considered to be one collection, which is physically and electronically distributed among District branches.

Proposed Materials Budget

Materials Allocation
\$7,930,000



- Adult Print - 27%
- Adult Audio Visual - 17%
- Juvenile Print - 19%
- Juvenile Audio Visual - 6%
- Contract Libraries Adult Print - 1%
- Languages - 2%
- Reference - 5%
- Periodicals - 4%
- Electronic Databases and Services - 10%
- Downloadable Ebooks and Media - 9%

- Adult Print - \$2,150,000
- Adult Audio Visual - \$1,314,850
- Juvenile Print - \$1,531,000
- Juvenile Audio Visual - \$433,250
- Contract Libraries Adult Print - \$86,347
- Languages - \$193,000
- Reference - \$400,000
- Periodicals - \$350,000
- Electronic Resources - \$800,000
- Downloadable Ebooks and Media - \$671,553

General Services General Fund Highlights-

General Services operating capital expenditures have been moved to the Building Repair and Maintenance Program in the Capital Projects Fund

Capital Projects Fund

The Capital Projects Fund accounts for the acquisition, replacement or construction of major capital projects and facilities.

Capital Projects Programs

- \$13.1M available resources:
 - Integrated Library Systems - \$1.0M
 - Technology Replacement and Upgrades - \$1.8M
 - Building Repair and Maintenance - \$4.3M
 - Capital Construction - \$5.5M
 - Vehicle Purchase & Replacement - \$0.5M

Capital Projects Programs Continued

- \$5.0M Budgeted Expenditures:
 - Technology Replacement and Upgrades - \$1.2M
 - Building Repair and Maintenance - \$2.1M
 - Capital Construction - \$1.5M
 - Sunrise YPL Remodel - \$1.4M
 - Rainbow YPL Remodel Design – 0.1M
 - New And Replacement Vehicle Program - \$0.2M
- \$8.1M Remaining Fund Balance is reserved to cover Capital Projects programs over the next 4 to 5 years

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources, which are the Grant Fund and Gift Fund.

Special Revenue Funds

- Special Revenue - \$2.0M
 - Literacy (CALL) and Other Grants - \$1.5M
 - Donations in the Gift Fund - \$0.5M

Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general obligation bonds.

Debt Service Fund

- **\$45.6M** available resources

- **\$7.7M** - Ten-year Medium-Term Bond is payable from Reserved funds established from last year's transfers
 - \$38.2M Bond payable outstanding at June 30, 2014

- **\$37.9M** - Remaining fund balance is reserved to pay the outstanding bond balance over the next several years beginning FY July 1, 2014 through June 30, 2019

Fiscal Budget Impact

- Materials budget maintained at 15% of operating budget
- Increase staffing by 10 FTEs
- 3% pay plan increase/no merit increase
- No increase in health insurance costs
- Ending fund balance maintained at a minimum of \$6.5M
- Budget is sustainable with proposed spending
- Transfer from the General Fund is to replenish the Capital Projects Fund

Service Impacts

- Current hours are extended from 7pm to 8pm in urban branches
- 7 day service preserved
- Library Materials budget remains at 15% of the operating budget
- Continued emphasis on programs and services for children, families, and caregivers to meet service priorities