



# ADOPTED BUDGET

FISCAL YEAR  
**2019 - 2020**

Las Vegas-Clark County

**LIBRARY  
DISTRICT**

[LVCCLD.org](http://LVCCLD.org)



Las Vegas–Clark County

# **LIBRARY DISTRICT**

LVCCLD.org

# **Adopted Budget**

**Fiscal Year 2019-2020**

**July 1, 2019 - June 30, 2020**

**Las Vegas–Clark County Library District**  
**7060 W. Windmill Ln.**  
**Las Vegas, NV 89113**  
**702.734.READ**

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Jennifer Schember, Library Operations Director  
Betsy Ward, Branding & Marketing Director



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# **BUDGET MESSAGE**

**Planning for Innovation,  
Responsiveness, and  
Sustainability**





May 23, 2019

To the residents of the Las Vegas-Clark County Library District, the Board of Trustees, and elected officials:

### **Planning for Innovation, Responsiveness, and Sustainability**

We are pleased to present the *Adopted Budget* for the Las Vegas-Clark County Library District for Fiscal Year (FY) July 1, 2019, through June 30, 2020.

The *Adopted Budget* revenue is projected at \$76,680,000, an overall 6.5% increase as compared to the previous fiscal year. The property tax rate will be 3.0% for residential and 4.2% for nonresidential property. The maximum property tax rate for residential and nonresidential property, respectively, is 3% and 8%. The lower property tax rate for nonresidential property is due to a restrictive covenant in the Clark County Assessor's property tax calculation. For all property, other than residential, which has a tax rate capped at 3%, the calculation is based on the greater of the 10-year moving average of the total assessed property value or twice the Consumer Price Index (CPI) for Clark County. The result of the final Tax Cap calculation is 4.2%, which is twice the CPI for Clark County. Since the Tax Cap for all property other than residential property is greater than the Tax Cap for residential property of 3%, then residential property is capped at the maximum rate of 3.0% while the rate for nonresidential property will be capped at 4.2%.

Property tax and the Consolidated Sales Tax (CTX) comprise 58.5% and 31.5%, respectively, of the District's overall revenue. Property taxes are expected to increase approximately 7.2%. After a 4.1% increase in the CTX during the prior year, this tax source is expected to increase again by approximately 7.5% during the next fiscal year, consistent with the increased levels of consumer spending.

Altogether, this budget reflects a decrease in expenditures of \$2,945,023 (3.2%) as compared to prior year appropriations, specifically in the Debt Service Fund. The decrease in the Debt Service Fund of \$7.6M (99.9%) is due to final debt service payments made in FY 2019. The District will have no debt outstanding in FY 2020. The offsetting increase in the General Fund of \$4.5M (6.6%) is due to a negotiated salaries and benefits adjustment and an increase in staffing. Revenues and operating expenditures will be monitored closely during the fiscal year to ensure that expenditures are consistent with actual revenue collections, with adjustments made as necessary.

### **Proactive Budget Planning and Management**

The District has demonstrated over the last 15 years a consistent practice of prudent budget development, expenditure management, and long-range planning. Since 2004, the District has created and allocated funding for nine Capital Project Programs included in the Capital Projects Fund by transferring a portion of annual operating revenue for ongoing and future capital projects. The programs' objectives are:

- to fund the Library Services Platform (LSP) Replacement Program for implementation of enterprise-integrated library systems and Radio Frequency Identification (RFID) technology;
- to maintain, and periodically upgrade and replace, the District's technology infrastructure (including PCs and networked equipment and software) through the Technology Replacements and Upgrades Program;
- to fund major and emergency maintenance and repairs to the District's aging buildings and infrastructure through the Building Repair and Maintenance Program;
- to accumulate funding for the purchase of new library materials for future library branches in the Library Materials Program;
- to replace and purchase new vehicles for the District's fleet through the Vehicle Purchase and Replacement Program;
- to replace and purchase new furniture through the Furniture Purchase and Replacement Program;
- to replace aging equipment, including photocopiers and cash registers, through the Financial Services Program;
- to maintain the reliability of the District's venues by purchasing and replacing programming equipment through the Community Engagement/Programming and Venues Services Program;
- and, through the Capital Construction Program, to accumulate resources for critical construction of new libraries, branch improvement projects, and necessary capital development that cannot be funded from more limited annual operating budgets.

With expected revenues contributing to a higher ending fund balance for the General Fund, the District plans to transfer \$6.0 million of the General Fund reserves into the Capital Programs within the Capital Projects Fund. Following the transfers, the District will have accumulated sufficient cash to provide funding for identified repairs, maintenance, and construction projects.

The past years of prudent cost reduction, expenditure management, and personnel cost containment have paid off, along with a steady combined growth in property tax and CTX revenues, to allow the District to make sustainable service improvements.

The FY 2019-2020 budget includes the third year of funding of a five-year negotiated contract for annual employee salary adjustments. The addition of 10.96 new full time equivalent positions meets expanded service demands across the District.

This budget includes appropriations allocated within the Capital Projects Fund for implementation of Vision 2020 (V.2020), a comprehensive services and Facilities Master Plan, to address the needs of both the District's aging infrastructure and the increased service demands from a growing ethnically diverse population.

Because of these efforts, the District is able to maintain its long-standing commitment to seven-days-a-week services at its urban branches (important in a community with a 24/7, service-based economy), preserve hours in the outlying branches serving small city and rural communities in Clark County, provide quality children's services and programming, retain its commitment to spend up to 15% of its operating budget on library materials, and maintain a \$7.4 million ending fund balance.

### **Challenges and Successes**

The Southern Nevada economy continues its strong growth pace in 2019, as reported by local economists, from the prior year. We have seen growth in job creation and improvements in the tourism, gaming, and

hospitality sectors of the local economy. As the U.S. economy accelerates and economic conditions improve in the West, we can expect to see more vigor in the Southern Nevada economy. At the same time, demands for services have increased, as residents look to the library as a source for reading, listening, and viewing; a resource for job hunting and job preparation; a source of free computers and internet access; and, as a safe and quiet haven to read, study, attend a program, or just get out of a crowded apartment.

The District has worked hard to contain and manage expenditures as well as focus services to meet the demands generated by the current economic environment. At their January 2016 meeting, the Library Board of Trustees adopted a new strategic plan, Vision 2020 (V.2020), for building library relevance and responsiveness in changing times. The overarching vision that guides the plan is for the Las Vegas-Clark County Library District to nurture the social, economic, and educational well-being of people and communities. This strategic framework positions the District as a community platform – open, free, and accessible to all – in four arenas where the library already has significant resources and activities in place. The intent of this plan is to focus attention, resources, and partnerships to make a bigger impact in these areas:

1. Limitless Learning
2. Business & Career Success
3. Government & Social Services
4. Community & Culture

In the coming budget year, we will be focusing on our V.2020 implementation with the beginning of the design phase of our Facilities Master Plan process (how we will utilize/adapt our existing buildings). As implementation of the V.2020 plan moves forward, the District will be developing new measures of success that are intended to fully capture library cardholder experiences and engagement with library resources.

At the same time that it has dealt with the challenges posed by the local economy, the District also had a number of successes during FY 2017-2018\*. The District continued as a top-tier library system, competitive nationally as a well-used library: of the top 15 American libraries that serve over 1 million people, the District ranks third in circulation per capita, second in circulation per registered borrower, and first in total materials allocation per registered borrower.

Additionally, checkouts were at 12.1 million items during the fiscal year, and there is a rapid rise in the use of digital books, movies, and other online resources. Our seven-days-a-week, 24/7 online service continues to keep each of our 25 branches active. Over 6 million customers visited the library to experience live music, dance, and theater performances; enjoy authors and artists; check out our vast catalog of materials; and read or study in a safe and friendly environment.

### **Organization of the Budget**

The organization of the budget document is intended to focus on financial data at a meaningful level of summary and detail while explaining District operations. The budget begins with summaries of each of the District's funds. The summaries show an historical comparison and budget projections for all revenues and expenditures. The budget document clearly identifies departments and programs within departments. These programs are identified as either program delivery, program support, or administrative support programs. For each department, an overview of the department's purpose and responsibilities is provided, significant

\* Fiscal Year 2019 statistics were not available.

changes are noted, performance measurement success criteria are briefly explained, and the staffing allocation is specified, as is comparative budget information. For each program, a program description is provided, key performance measures are presented and explained, and detailed expenditure and staffing data are listed.

### **Conclusion**

The FY 2019-2020 budget continues its transition and focus on V.2020 for building library relevance and responsiveness in changing times; continues to measure our accomplishments in listening and responding to the communities we serve; and providing library materials and services to meet the needs of District residents through the most effective utilization of District resources possible.

### **Acknowledgments**

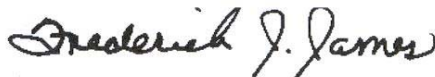
The 2019-2020 *Adopted Budget* reflects the Board of Trustees' stewardship of public funds and its responsive and progressive oversight of the District's financial operations.

We are grateful to District staff and members of its management teams for their efforts in developing a budget that reflects the needs of their departments and their dedication to our community. A special note of thanks and appreciation is extended to staff of the Financial Services Department and the Branding and Marketing Department for excellent performance in gathering, analyzing, and presenting information clearly and accurately. As a result of such efforts, the District is a proud recipient of the GFOA's Distinguished Budget Presentation Award for its FY 2018-2019 budget. Our FY 2019-2020 budget will be submitted for the award for the coming year.

Respectfully submitted,



Dr. Ronald R. Heezen  
Executive Director



Frederick J. James, CPA  
Deputy Director/Chief Financial Officer



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Las Vegas-Clark County Library District  
Nevada**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director



# **DISTRICT OVERVIEW**





# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | District Overview

### District Overview

The Las Vegas-Clark County Library District is one of the largest, most complex public library systems in the country. The District serves 1.6 million people over an 8,000-square-mile area. District library users live in urban and suburban sections of the valley, small- and medium-sized towns throughout Clark County, and remote rural areas. The District's libraries are well used. Of the top 15 American libraries that serve over one million people, the Las Vegas-Clark County Library District ranks third in circulation per capita, second in circulation per registered borrower, and first in total materials expenditures per registered borrower. In Fiscal Year 2018\*, 12.1 million items were checked out and over 6 million people visited District branches to check out books, attend a storytime, use public computers, attend a workshop, enjoy a musical performance, hear an author speak, or just read or study in a clean, safe, pleasant place.

The District serves all residents of Clark County except those served by the Henderson District Public Libraries, North Las Vegas Library District, and the Boulder City Library District. There is a total of 25 branches in the District. Fourteen are located throughout the Las Vegas valley and are known as the "urban branches," including Meadows Library, an outreach branch located inside the Stupak Community Center. Eleven are located throughout the rest of Clark County in Blue Diamond, Bunkerville, Goodsprings, Indian Springs, Laughlin, Mesquite, Moapa (Town and Valley), Mt. Charleston, Sandy Valley, and Searchlight. These branches are known as the "outlying branches." Administrative and support functions are located at the Windmill Library and Service Center in the southwestern part of the valley.

The District was created in 1965 when a taxing district to provide library services to serve valley residents outside the Las Vegas city limits was created by the Clark County Board of Commissioners. It was originally named the Greater Clark County Library District, later shortened to the Clark County Library District. The District grew as other taxing districts, created to provide library services in other parts of Clark County, were added to it. Soon after came a contract with the city of Las Vegas to manage libraries located within the Las Vegas city limits. In 1985 the District took its current form through legislation enacted by the Nevada State Legislature and became known as the Las Vegas-Clark County Library District, the state's first consolidated library district, and the Las Vegas Public Library formally became a part of the District.

As an independent taxing district, the Las Vegas-Clark County Library District is neither a part of the city of Las Vegas nor of Clark County. It is governed by a ten-member Board of Trustees, five who are appointed by the Clark County Board of Commissioners and five who are appointed by the Las Vegas City Council. The Board of Trustees appoints an Executive Director, adopts policy, approves the annual budget and ongoing expenditures, and sets an annual property tax levy. The Board's roles and responsibilities are enumerated in NRS 379.

\* Fiscal Year 2019 statistics were not available.

# Board of Trustees

May 2019



**Sheila Moulton**  
Chair



**Felipe A. Ortiz**  
Vice Chair



**Elizabeth Foyt**  
Secretary



**Robin Wadley-Munier**  
Treasurer



**Kelly D. Benavidez**



**Shannon Bilbray-Axelrod**



**Dr. Constance J. Brooks, PhD**



**Marilyn Francis Drake**



**Sandra Ramaker**



**Brian Wilson**



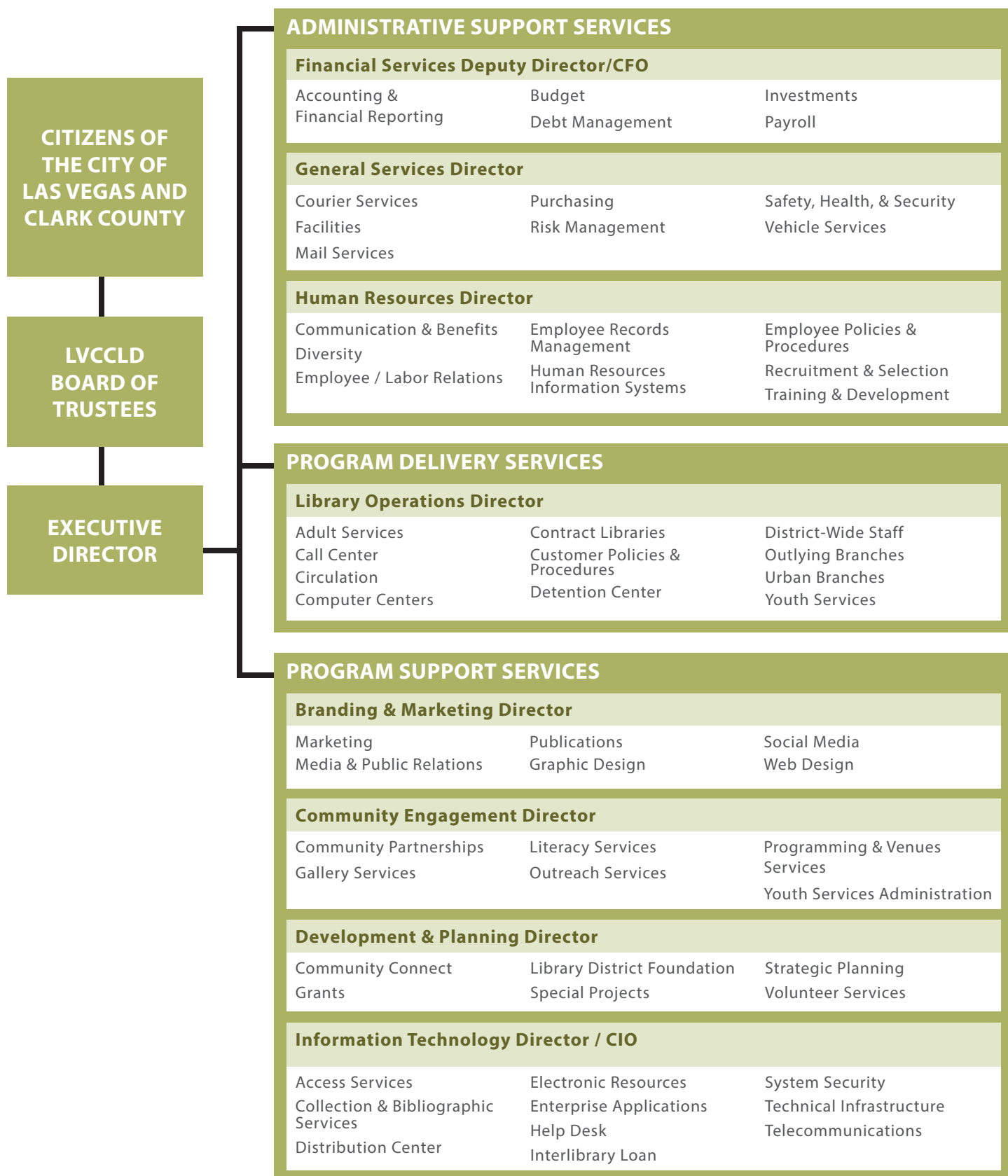
**Dr. Ronald R. Heezen**  
Executive Director

## LIBRARY DISTRICT MISSION STATEMENT

"The Las Vegas-Clark County Library District nurtures the social, economic, and educational well-being of people and communities. The District is committed to building communities of people who can come together to pursue their individual and group aspirations."

# Organizational Chart

May 2019





# **BUDGET HIGHLIGHTS**



# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Budget Highlights

### Budget Highlights

The 2019-2020 *Adopted Budget* for all funds amounts to \$89,121,244 and is comprised of four major components: General Fund, Capital Projects Fund, Special Revenue Funds, and Debt Service Fund.

The General Fund budget finances the day-to-day provision of library services and amounts to \$72,794,944. The \$13.7 million Capital Projects budget will fund construction of new buildings, the replacement of computers and network equipment, vehicle and furniture purchases and replacements, building upgrades, and building maintenance and repairs. The Special Revenue budget accounts for \$2.6 million in expenditures. The Debt Service budget, which amounts to \$10,000, is dedicated to repaying money borrowed by the District.

The total 2019-2020 budget for all funds represents a net decrease of \$2,945,023 or 3.20% as compared to prior year appropriations. The increase of \$0.2 million in the Capital Projects Fund is due to the Facilities Master Plan. The Debt Service Fund decreased because the District made its final debt service payment in January 2019.

### Revenues

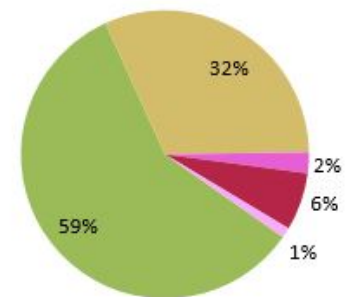
The District's revenue is projected at \$76,680,000, a 6.51% increase as compared to 2018-2019. Property tax and the Consolidated Sales Tax (CTX) reflect 91% of the District's overall revenue sources. Property taxes and the CTX amount to 59% and 32% of total revenue, respectively. Property taxes increased by 7.2% due primarily to positive growth in the assessed values for residential and commercial properties. The CTX increased by 7.5% from the prior year, due to increased levels in consumer spending, on which this tax is based.

Other revenue includes intergovernmental revenue, investment income, library fines and charges for services, and other miscellaneous revenues.

Intergovernmental revenue includes revenue received from state and federal grants. Charges for services include revenue received from the District's contract libraries.

The General Fund provides a primary complement of services to the residents of the District and includes Program Delivery Services, Program Support Services, and Administrative Support Services. The \$72,794,944 budget is a 6.63% increase as compared to the 2018-2019 budget and reflects an increase in salaries of approximately 4.3%. Fiscal year priorities identified by the Board are provided for in the General Fund budget. The Adopted Budget appropriation for library materials is \$10,831,667, which is 15% of General Fund expenditures. General Fund expenditures are allocated to ensure that the District can continue to provide its long-standing seven-days-a-week operations in urban areas as well as continue to prioritize funding of needed library materials.

**Total Revenues - All Funds  
\$76,680,000**



- Property Taxes - 59%
- Consolidated Sales Tax - 32%
- Intergovernmental Revenue - 2%
- Fines and Forfeits/Misc. - 6%
- Charges for Services - 1%

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Budget Highlights

### Expenditures

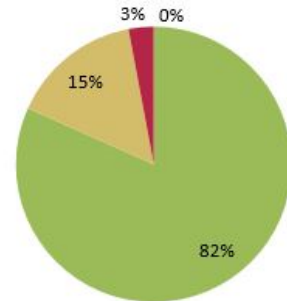
One measure of the District's financial strength is the level of fund balance, i.e., accumulated revenues in excess of expenditures. It is estimated that the District's unrestricted General Fund balance will amount to \$7,353,112 or 10% of expenditures, by the end of 2019-2020. This balance is within our current 10% to 25% ratio of fund balance to General Fund expenditures, which is considered a healthy financial cushion. Undesignated General Fund reserves are intended to provide sufficient cash flows and offset unanticipated downturns in revenue and to fund capital outlay.

The **Capital Projects Fund** addresses the District's major needs related to equipment and facilities. The total available funding for the Capital Projects Fund is \$16.1 million. Budgeted expenditures for the Fiscal Year 2019-2020 budget are \$13.7 million as follows: Technology Replacements and Upgrades, \$1.9 million; Building Repair and Maintenance, \$2.7 million; Capital Construction, \$7.9 million; Vehicle Purchase and Replacement, \$0.2 million; Furniture Purchase and Replacement, \$0.2 million; Library Materials, \$0 million; Financial Services \$0.3 million; Library Services Platform, \$0 million, and Community Engagement/ Programming and Venues Services, \$0.5 million. The remaining \$2.4 million is reserved to cover computer replacements, critical building repairs, and other potential recommendations in future fiscal years.

The **Special Revenue Funds** account for specific revenue sources such as gifts, donations, and grants. Contract library services with the City Misdemeanant Detention Facility is budgeted in the General Fund. The Grant Fund mainly accounts for the federally funded Adult Basic Education literacy program. Additional grants are accounted for in the Grant Fund as they are approved at the state level or received from awarding agencies.

The **Debt Service Fund** is used to accumulate resources (ad valorem tax) for the payment of principal and interest on general obligation bonds. Debt Service expenditures amount to \$10,000 in the 2019-2020 Fiscal Year.

**Total Expenditures - All Funds**  
**\$89,121,244**



- General Fund - 82%
- Capital Projects Fund - 15%
- Special Revenue Funds - 3%
- Debt Service Fund - 0%



## STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE — ALL FUNDS

2017-2018 through 2019-2020

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	40,584,070	42,701,897	41,826,000	44,855,000	3,029,000	7.24%
Consolidated Sales Tax	22,010,620	23,728,345	22,489,000	24,185,000	1,696,000	7.54%
Intergovernmental Revenue	1,046,584	-	1,800,000	1,800,000	-	-
Charges for Services	823,949	623,969	870,000	870,000	-	-
Fines and Forfeits	623,944	771,188	1,515,000	1,515,000	-	-
Miscellaneous Revenue	286,007	220,694	765,000	765,000	-	-
Contributions & Donations	855,197	-	2,615,000	2,615,000	-	-
Investment Income	195,148	98,712	110,000	75,000	(35,000)	(31.82%)
<b>Total Revenues</b>	<b>66,425,519</b>	<b>68,144,805</b>	<b>71,990,000</b>	<b>76,680,000</b>	<b>4,690,000</b>	<b>6.51%</b>
<b>Expenditures by Fund:</b>						
General	58,073,676	62,354,781	68,266,414	72,794,944	4,528,530	6.63%
Capital Projects	24,615,357	12,965,465	13,526,603	13,701,300	174,697	1.29%
Special Revenue	1,543,412	-	2,615,000	2,615,000	-	-
Debt Service	7,645,105	-	7,658,250	10,000	(7,648,250)	(99.87%)
<b>Total Expenditures</b>	<b>91,877,550</b>	<b>75,320,246</b>	<b>92,066,267</b>	<b>89,121,244</b>	<b>(2,945,023)</b>	<b>(3.20%)</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(25,452,031)</b>	<b>(7,175,441)</b>	<b>(20,076,267)</b>	<b>(12,441,244)</b>	<b>7,635,023</b>	<b>(38.03%)</b>
<b>Beginning Fund Balance</b>	<b>65,080,793</b>	<b>40,663,016</b>	<b>40,663,016</b>	<b>33,487,575</b>	<b>(7,175,441)</b>	<b>(17.65%)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	(7,400,000)	(6,200,000)	(6,200,000)	(6,000,000)	200,000	(3.23%)
Transfers from Other Funds	7,400,000	6,200,000	6,200,000	6,000,000	(200,000)	(3.23%)
Projected Surplus/ (Deficit)	1,034,254	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>40,663,016</b>	<b>33,487,575</b>	<b>20,586,749</b>	<b>21,046,331</b>	<b>459,582</b>	<b>2.23%</b>



# **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.



## STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE — GENERAL FUND

2017-2018 through 2019-2020

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	40,583,879	42,701,897	41,826,000	44,855,000	3,029,000	7.24%
Consolidated Sales Tax	22,010,620	23,728,345	22,489,000	24,185,000	1,696,000	7.54%
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	823,949	623,969	670,000	670,000	-	-
Fines and Forfeits	623,944	771,188	900,000	900,000	-	-
Miscellaneous Revenue	283,242	220,694	765,000	765,000	-	-
Contributions & Donations	179,721	-	-	-	-	-
Investment Income	62,565	98,712	15,000	15,000	-	-
<b>Total Revenues</b>	<b>64,567,920</b>	<b>68,144,805</b>	<b>66,665,000</b>	<b>71,390,000</b>	<b>4,725,000</b>	<b>7.09%</b>
<b>Expenditures by Function:</b>						
Program Delivery Services	26,626,858	27,327,141	29,687,629	31,644,749	1,957,120	6.59%
Program Support Services	20,559,631	23,058,140	23,999,786	26,174,034	2,174,248	9.06%
Administrative Support Services	10,887,187	11,969,500	14,578,999	14,976,161	397,162	2.72%
<b>Total Expenditures</b>	<b>58,073,676</b>	<b>62,354,781</b>	<b>68,266,414</b>	<b>72,794,944</b>	<b>4,528,530</b>	<b>6.63%</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>6,494,244</b>	<b>5,790,024</b>	<b>(1,601,414)</b>	<b>(1,404,944)</b>	<b>196,470</b>	<b>(12.27%)</b>
<b>Beginning Fund Balance</b>	<b>16,073,788</b>	<b>15,168,032</b>	<b>15,168,032</b>	<b>14,758,056</b>	<b>(409,976)</b>	<b>(2.70%)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	(7,400,000)	(6,200,000)	(6,200,000)	(6,000,000)	200,000	(3.23%)
Transfers from Other Funds	-	-	-	-	-	-
Projected Surplus/ (Deficit)	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>15,168,032</b>	<b>14,758,056</b>	<b>7,366,618</b>	<b>7,353,112</b>	<b>(13,506)</b>	<b>(0.18%)</b>

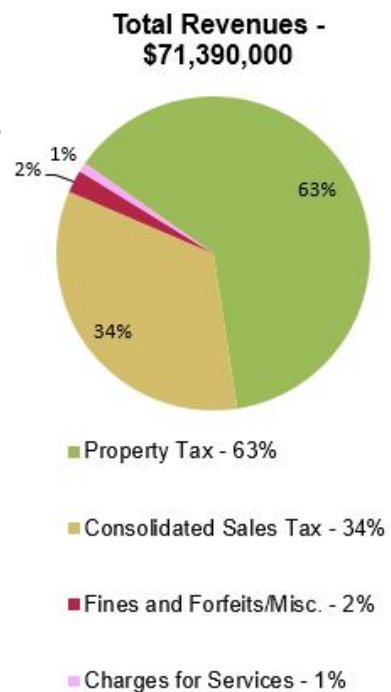
# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | General Fund

### Revenue Analysis

#### General Fund Revenue Analysis

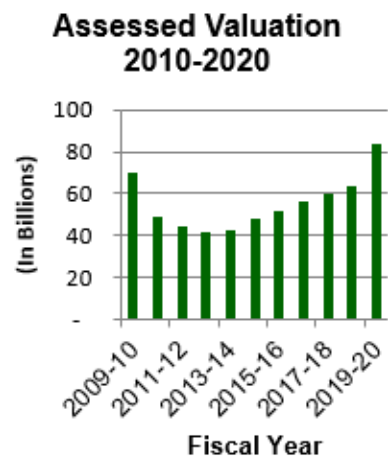
The 2019-2020 budget projects General Fund revenue at \$71,390,000, a 7% increase as compared to the 2018-2019 budget. Major revenue sources are Property Taxes and Consolidated Sales Tax, which account for 97% of the General Fund's revenue sources. Other sources of revenue include intergovernmental, charges for services, fines and forfeits, investment income, and other miscellaneous revenue.



#### Property Taxes

Property taxes are \$44.9 million and represent 63% of General Fund resources. Property tax revenue increased \$3.0 million, or 7.2%, as a result of reassessed property, new residential, and commercial construction. The "ad valorem" property tax rate supporting the General Fund is limited by Nevada law and is \$0.0942 per \$100 of assessed

valuation, including a temporary cap on property tax increases at 3% for residential owners and 8% for commercial property owners. This is comprised of \$0.0881 that represents the base rate allowed to support operations and an additional \$0.0061 as "make-up" operating revenue as allowed pursuant to NRS 354.59813. The District's property tax is based on the assessed valuation of real and personal property and net proceeds of mines as determined by the Clark County Assessor's Office and the Nevada Department of Taxation. The assessed valuation is 35% of the actual estimated value of real and personal property in the Las Vegas-Clark County Library District. The District's assessed valuation for the 2019-2020 Fiscal Year is \$83.6 billion, a 31% increase over 2018-2019.



The District's assessed valuation increased from \$69.7 billion in 2009-2010 to \$83.6 billion in 2019-2020, a 19.9% increase. The graph depicted above shows the fluctuation in the District's assessed valuation over the last ten years.

#### Consolidated Sales Tax

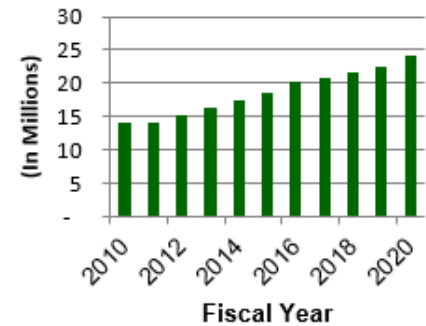
The Consolidated Sales Tax (CTX) is State-allocated revenue and is comprised of Basic City-County Relief Taxes, Supplemental City-County Relief Taxes, Cigarette Taxes, Liquor Taxes, the Governmental Services Tax (previously named the Motor Vehicle Privilege Tax) and Real Estate Property Transfer Taxes. A tax distribution implemented in July 1998 allocates the CTX to the District on the basis of assessed valuation and the consumer price index. The formula is designed to distribute future revenue increases to areas in the County receiving the highest percentage increases in growth.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | General Fund

The CTX is the second largest source of revenue in the General Fund, accounting for 34% of total revenue. The CTX is a very sensitive tax source as it is dependent upon the financial health of the local economy. The CTX is estimated at \$24.2 million, a 7.5% increase from 2018-2019 levels.

**Consolidated Sales Tax Revenue  
2010-2020**



### Charges for Services

This category reflects payments made to the District from other government agencies. The District provides library services to the city of Las Vegas Misdemeanant Detention Facility. Fees are structured to recover the cost of providing library services to the city facility. The District also provides contractual library automation services to North Las Vegas Library District and Boulder City Library District. Charges for services amount to \$670,000 and include photocopier revenue and rent from the District's meeting rooms and theaters.

### Fines and Forfeits

Fines and fees collected by the District include overdue materials, reserved materials, lost and damaged materials and interlibrary loan fees. The amount budgeted for 2019-2020 is \$900,000.

### Investment Income

Nevada State law permits all unused funds to be invested within defined parameters. Allowable District investments include: obligations of the U.S. Treasury and U.S. agencies not to exceed a ten-year maturity; negotiable notes or short-term negotiable bonds issued by other local governments of the State of Nevada; bankers' acceptances; and commercial paper. Investment income is estimated at \$15,000.

### General Fund Expenditure Analysis

Projected expenditures for the General Fund amount to \$72,794,944, an 6.63% increase from the 2019-2020 budget. The General Fund budget is divided into three major categories or functions. The major functions are Program Delivery Services (43%), Program Support Services (36%), and Administrative Support Services (21%).

### Expenditure by Function

#### Program Delivery Services

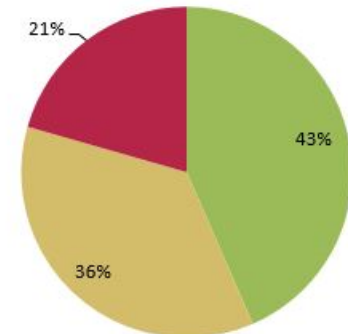
Program Delivery Services is responsible for the activities necessary to provide library services to the District and includes Library Operations Administration, Branch Services, and the Contract Libraries. The Program Delivery Services budget amounts to \$31,644,749, an increase of \$1,957,120 or 6.59% as compared to the 2018-2019 budget.

## Expenditure Analysis

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | General Fund

**Total Expenditures by Function - \$72,794,944**



■ Program Delivery Services - 43%

■ Program Support Services - 36%

■ Administrative Support Services - 21%

### Program Support Services

Program Support Services consists of Information Technology, Community Engagement, Development and Planning, and Branding and Marketing. The Program Support Services budget amounts to \$26,174,034, an increase of \$2,174,248 or 9.06% as compared to the 2018-2019 budget.

### Administrative Support Services

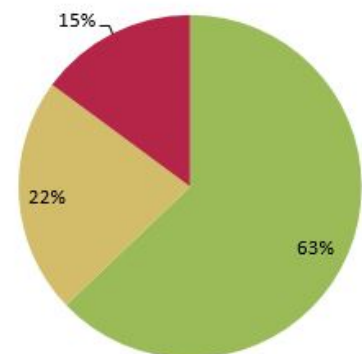
Administrative Support Services consists of Financial Services, General Services, and Human Resources. The Administrative Support Services budget is \$14,976,161, an increase of \$397,162, or 2.72% from 2018-2019 levels.

### Expenditures by Activity

The major expenditures for the General Fund are Salaries and Benefits (63%), Services and Supplies (22%), and Library Materials (15%).

As with any service organization, personnel costs are a significant part of the total operating budget of the District. Controlling growth in staffing levels is an important key to the long-term maintenance of library services. Over 700 employees serve an estimated District population of 1.6 million. Detail on the District's authorized staffing is provided on page 20. Line item detail for Salaries and Benefits, Services and Supplies, and Library Materials are provided on pages 16 through 19. A brief narrative description of variances within function, department program, and Special Revenue Funds completes the budget document.

**Total Expenditures by Activity - \$72,794,944**



■ Salaries and Benefits - 63%

■ Services and Supplies - 22%

■ Library Materials - 15%

### Transfers to Other Funds

The District has initiated a multi-year strategy to establish reserves to fund a comprehensive program for maintenance and repair of District buildings and infrastructure; telecommunication hardware and software systems, including replacing and upgrading personal computers and software; and funding for new construction projects. In Fiscal Year 2019-2020, a \$6 million transfer from the General Fund to the Capital Projects Fund serves this purpose.

## Other Financing Sources and Uses



## GENERAL FUND SALARIES AND WAGES BUDGET COMPARISON

2017-2018 through 2019-2020

	2017-2018 Actual	2018-2019 Estimated Expenditures	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>EXECUTIVE DIRECTOR'S OFFICE</b>	271,272	286,949	300,713	13,764	4.80%
<b>ADMINISTRATIVE SUPPORT SERVICES</b>					
Financial Services	571,983	612,258	647,336	35,078	5.73%
Human Resources	982,295	1,707,741	1,653,173	(54,568)	(3.20%)
<b>General Services</b>					
General Services Administration	615,098	652,532	686,530	33,998	5.21%
Courier Services	302,781	316,101	335,090	18,989	6.01%
Facilities Maintenance	768,677	815,886	857,094	41,208	5.05%
Safety, Health, and Security	71,469	73,607	77,452	3,845	5.22%
Vehicle Fleet Maintenance	-	-	-	-	-
<b>PROGRAM SUPPORT SERVICES</b>					
Development and Planning	297,546	316,338	332,949	16,611	5.25%
Branding and Marketing	595,147	732,349	765,845	33,496	4.57%
<b>Community Engagement</b>					
Community Engagement Administration	126,843	134,601	141,353	6,752	5.02%
Programming and Venues Services	1,541,514	1,698,150	1,849,286	151,136	8.90%
Youth Services Administration	108,643	135,296	139,750	4,454	3.29%
Literacy Services	194,479	259,973	211,764	(48,209)	(18.54%)
Outreach Services	249,678	296,947	470,590	173,643	58.48%
Gallery Services	89,947	103,897	105,189	1,292	1.24%
<b>Information Technology</b>					
Information Technology Administration	1,290,263	1,375,158	1,513,673	138,515	10.07%
Collection and Bibliographic Services	1,111,646	1,234,396	1,284,400	50,004	4.05%
Access Services	484,809	567,968	607,685	39,717	6.99%
<b>PROGRAM DELIVERY SERVICES</b>					
Library Operations Administration	887,595	933,563	1,235,876	302,313	32.38%
<b>Urban Branches</b>					
Centennial Hills	1,377,038	1,475,064	1,470,302	(4,762)	(0.32%)
Clark County	1,712,423	1,868,067	1,929,019	60,952	3.26%
Enterprise	1,002,410	1,056,756	1,013,584	(43,172)	(4.09%)
Las Vegas/ East Las Vegas	938,583	1,231,523	1,318,065	86,542	7.03%
Meadows	37,522	86,358	97,370	11,012	12.75%
Rainbow	1,284,569	1,344,367	1,398,192	53,825	4.00%
Sahara West	1,701,164	1,740,243	1,800,432	60,189	3.46%
Spring Valley	1,134,049	1,245,318	1,273,193	27,875	2.24%
Summerlin	1,018,206	1,079,816	1,082,947	3,131	0.29%
Sunrise	1,011,485	1,086,763	1,092,985	6,222	0.57%
West Charleston	1,081,394	1,209,605	1,255,599	45,994	3.80%
West Las Vegas	999,000	1,061,513	1,107,091	45,578	4.29%
Whitney	987,690	1,059,428	1,065,016	5,588	0.53%
Windmill	1,230,005	1,252,361	1,308,811	56,450	4.51%
<b>Outlying Branches</b>					
Blue Diamond	54,454	58,595	61,684	3,089	5.27%
Bunkerville	58,956	59,633	62,746	3,113	5.22%
Goodsprings	43,987	59,238	46,568	(12,670)	(21.39%)
Indian Springs	71,233	88,725	77,195	(11,530)	(13.00%)
Laughlin	404,478	573,269	467,695	(105,574)	(18.42%)
Mesquite	445,254	707,353	762,379	55,026	7.78%
Moapa Town	57,337	56,761	59,731	2,970	5.23%
Moapa Valley	202,039	217,193	228,197	11,004	5.07%
Mt. Charleston	51,098	52,779	55,557	2,778	5.26%
Sandy Valley	67,774	68,982	72,005	3,023	4.38%
Searchlight	39,170	42,076	43,949	1,873	4.45%
<b>Total Salaries and Wages</b>	<b>27,573,003</b>	<b>31,035,496</b>	<b>32,366,060</b>	<b>1,330,564</b>	<b>4.29%</b>

## GENERAL FUND BENEFITS BUDGET COMPARISON

2017-2018 through 2019-2020

	2017-2018 Actual	2018-2019 Estimated Expenditures	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>EXECUTIVE DIRECTOR'S OFFICE</b>	97,836	100,549	117,174	16,625	16.53%
<b>ADMINISTRATIVE SUPPORT SERVICES</b>					
Financial Services	233,832	235,873	280,695	44,822	19.00%
Human Resources	534,215	890,032	949,526	59,494	6.68%
<b>General Services</b>					
General Services Administration	216,515	229,244	264,017	34,773	15.17%
Courier Services	156,709	166,486	188,630	22,144	13.30%
Facilities Maintenance	345,603	368,836	423,760	54,924	14.89%
Safety, Health, and Security	26,539	27,580	42,800	15,220	55.18%
Vehicle Fleet Maintenance	-	-	-	-	-
<b>PROGRAM SUPPORT SERVICES</b>					
Development and Planning	119,833	123,621	144,399	20,778	16.81%
Branding and Marketing	239,708	237,464	337,449	99,985	42.11%
<b>Community Engagement</b>					
Community Engagement Administration	50,717	52,026	60,705	8,679	16.68%
Programming and Venues Services	559,990	656,048	746,101	90,053	13.73%
Youth Services Administration	38,215	60,961	58,026	(2,935)	(4.81%)
Literacy Services	48,369	67,215	69,520	2,305	3.43%
Outreach Services	97,687	137,945	212,931	74,986	54.36%
Gallery Services	45,768	48,242	55,784	7,542	15.63%
<b>Information Technology</b>					
Information Technology Administration	550,511	569,801	716,460	146,659	25.74%
Collection and Bibliographic Services	493,656	546,531	607,554	61,023	11.17%
Access Services	183,310	218,945	253,008	34,063	15.56%
<b>PROGRAM DELIVERY SERVICES</b>					
Library Operations Administration	332,817	357,657	430,455	72,798	20.35%
<b>Urban Branches</b>					
Centennial Hills	468,872	495,191	542,227	47,036	9.50%
Clark County	592,413	642,254	714,513	72,259	11.25%
Enterprise	366,867	380,187	406,575	26,388	6.94%
Las Vegas/ East Las Vegas	323,641	433,032	518,769	85,737	19.80%
Meadows	11,053	39,864	69,268	29,404	73.76%
Rainbow	426,333	434,289	513,000	78,711	18.12%
Sahara West	591,965	606,548	688,677	82,129	13.54%
Spring Valley	365,687	413,989	473,974	59,985	14.49%
Summerlin	381,140	399,098	398,803	(295)	(0.07%)
Sunrise	354,361	334,956	436,087	101,131	30.19%
West Charleston	393,756	445,990	493,296	47,306	10.61%
West Las Vegas	385,252	405,290	451,540	46,250	11.41%
Whitney	371,952	387,195	434,389	47,194	12.19%
Windmill	435,219	413,505	523,152	109,647	26.52%
<b>Outlying Branches</b>					
Blue Diamond	13,584	16,492	15,927	(565)	(3.43%)
Bunkerville	14,901	17,502	16,624	(878)	(5.02%)
Goodsprings	25,653	28,803	32,933	4,130	14.34%
Indian Springs	20,958	22,074	24,281	2,207	10.00%
Laughlin	184,729	240,602	232,193	(8,409)	(3.49%)
Mesquite	146,815	279,505	301,051	21,546	7.71%
Moapa Town	14,183	17,136	16,513	(623)	(3.64%)
Moapa Valley	68,398	63,267	91,636	28,369	44.84%
Mt. Charleston	11,204	13,222	13,104	(118)	(0.89%)
Sandy Valley	12,508	14,438	13,922	(516)	(3.57%)
Searchlight	8,354	8,008	12,680	4,672	58.34%
<b>Total Benefits</b>	<b>10,361,628</b>	<b>11,647,493</b>	<b>13,394,128</b>	<b>1,746,635</b>	<b>15.00%</b>

## GENERAL FUND SERVICES AND SUPPLIES BUDGET COMPARISON

2017-2018 through 2019-2020

	2017-2018 Actual	2018-2019 Estimated Expenditures	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>EXECUTIVE DIRECTOR'S OFFICE</b>	246,793	413,100	413,100	-	-
<b>ADMINISTRATIVE SUPPORT SERVICES</b>					
Financial Services	409,326	837,200	837,200	-	-
Human Resources	406,478	1,277,212	1,300,707	23,495	1.84%
<b>General Services</b>					
General Services Administration	465,478	549,313	563,143	13,830	2.52%
Courier Services	1,653	2,000	2,000	-	-
Facilities Maintenance	2,088,764	2,425,602	2,527,020	101,418	4.18%
Safety, Health, and Security	1,963,109	2,460,898	2,375,000	(85,898)	(3.49%)
Vehicle Fleet Maintenance	110,761	130,000	134,000	4,000	3.08%
<b>PROGRAM SUPPORT SERVICES</b>					
Development and Planning	75,765	120,100	119,600	(500)	(0.42%)
Branding and Marketing	640,252	1,011,400	1,129,400	118,000	11.67%
<b>Community Engagement</b>					
Community Engagement Administration	155,605	233,000	280,500	47,500	20.39%
Programming and Venues Services	419,676	480,500	519,500	39,000	8.12%
Youth Services Administration	85,634	132,000	171,500	39,500	29.92%
Literacy Services	43,387	82,000	100,000	18,000	21.95%
Outreach Services	6,824	17,000	90,000	73,000	429.41%
Gallery Services	4,951	14,500	24,500	10,000	68.97%
<b>Information Technology</b>					
Information Technology Administration	1,367,463	1,660,936	1,711,536	50,600	3.05%
Collection and Bibliographic Services	222,206	314,000	330,200	16,200	5.16%
Access Services	90,622	125,800	181,210	55,410	44.05%
<b>PROGRAM DELIVERY SERVICES</b>					
Library Operations Administration	165,472	521,680	750,345	228,665	43.83%
<b>Urban Branches</b>					
Centennial Hills	207,235	212,873	214,972	2,099	0.99%
Clark County	252,867	303,451	295,929	(7,522)	(2.48%)
Enterprise	80,292	86,544	99,395	12,851	14.85%
Las Vegas/ East Las Vegas	195,499	256,768	205,450	(51,318)	(19.99%)
Meadows	2,173	3,270	3,270	-	-
Rainbow	114,279	123,106	147,939	24,833	20.17%
Sahara West	247,743	283,138	297,123	13,985	4.94%
Spring Valley	94,237	102,652	107,727	5,075	4.94%
Summerlin	142,567	153,989	169,043	15,054	9.78%
Sunrise	74,290	80,518	88,260	7,742	9.62%
West Charleston	127,288	142,573	152,535	9,962	6.99%
West Las Vegas	114,994	128,177	136,055	7,878	6.15%
Whitney	90,495	98,038	105,706	7,668	7.82%
Windmill	322,185	349,571	380,202	30,631	8.76%
<b>Outlying Branches</b>					
Blue Diamond	20,268	20,667	22,362	1,695	8.20%
Bunkerville	2,873	5,303	5,303	-	-
Goodsprings	1,772	2,063	2,446	383	18.57%
Indian Springs	3,135	4,951	4,765	(186)	(3.76%)
Laughlin	56,623	62,843	65,919	3,076	4.89%
Mesquite	34,643	74,261	88,639	14,378	19.36%
Moapa Town	4,568	6,328	6,511	183	2.89%
Moapa Valley	14,773	19,623	22,980	3,357	17.11%
Mt. Charleston	11,706	12,454	12,271	(183)	(1.47%)
Sandy Valley	2,122	3,216	3,516	300	9.33%
Searchlight	3,127	4,130	4,310	180	4.36%
<b>Total Services and Supplies</b>	<b>11,191,973</b>	<b>15,348,748</b>	<b>16,203,089</b>	<b>854,341</b>	<b>5.57%</b>

## GENERAL FUND LIBRARY MATERIALS BUDGET COMPARISON

2017-2018 through 2019-2020

	2017-2018 Actual	2018-2019 Estimated Expenditures	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>EXECUTIVE DIRECTOR'S OFFICE</b>	-	-	-	-	-
<b>ADMINISTRATIVE SUPPORT SERVICES</b>					
Financial Services	-	-	-	-	-
Human Resources	-	-	-	-	-
<b>General Services</b>					
General Services Administration	-	-	-	-	-
Courier Services	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-
Safety, Health, and Security	-	-	-	-	-
Vehicle Fleet Maintenance	-	-	-	-	-
<b>PROGRAM SUPPORT SERVICES</b>					
Development and Planning	-	-	-	-	-
Branding and Marketing	-	-	-	-	-
<b>Community Engagement</b>					
Community Engagement Administration	-	-	-	-	-
Programming and Venues Services	-	-	-	-	-
Youth Services Administration	-	-	-	-	-
Literacy Services	-	-	-	-	-
Outreach Services	-	-	-	-	-
Gallery Services	-	-	-	-	-
<b>Information Technology</b>					
Information Technology Administration	-	-	-	-	-
Collection and Bibliographic Services	8,947,071	10,234,678	10,831,667	596,989	5.83%
Access Services	-	-	-	-	-
<b>PROGRAM DELIVERY SERVICES</b>					
Library Operations Administration	-	-	-	-	-
<b>Urban Branches</b>					
Centennial Hills	-	-	-	-	-
Clark County	-	-	-	-	-
Enterprise	-	-	-	-	-
Las Vegas/ East Las Vegas	-	-	-	-	-
Meadows	-	-	-	-	-
Rainbow	-	-	-	-	-
Sahara West	-	-	-	-	-
Spring Valley	-	-	-	-	-
Summerlin	-	-	-	-	-
Sunrise	-	-	-	-	-
West Charleston	-	-	-	-	-
West Las Vegas	-	-	-	-	-
Whitney	-	-	-	-	-
Windmill	-	-	-	-	-
<b>Outlying Branches</b>					
Blue Diamond	-	-	-	-	-
Bunkerville	-	-	-	-	-
Goodsprings	-	-	-	-	-
Indian Springs	-	-	-	-	-
Laughlin	-	-	-	-	-
Mesquite	-	-	-	-	-
Moapa Town	-	-	-	-	-
Moapa Valley	-	-	-	-	-
Mt. Charleston	-	-	-	-	-
Sandy Valley	-	-	-	-	-
Searchlight	-	-	-	-	-
<b>Total Library Materials</b>	<b>8,947,071</b>	<b>10,234,678</b>	<b>10,831,667</b>	<b>596,989</b>	<b>5.83%</b>
<b>Total Expenditures</b>	<b>58,073,675</b>	<b>68,266,414</b>	<b>72,794,944</b>	<b>4,528,530</b>	<b>6.63%</b>

## LIBRARY STAFFING BY DEPARTMENT

2017-2018 through 2019-2020

	FULL TIME	PART TIME	PAGES	Actual 2018-2019 FTE's	Budget 2019-2020 FTE's	Variance
<b>EXECUTIVE DIRECTOR'S OFFICE</b>	2.00	-	-	2.00	2.00	-
<b>ADMINISTRATIVE SUPPORT SERVICES</b>						
Financial Services	7.00	-	-	7.00	7.00	-
Human Resources	10.00	-	-	10.00	10.00	-
<b>General Services</b>						
General Services Administration	6.00	4.00	-	8.10	8.10	-
Courier Services	6.00	3.00	-	7.35	7.35	-
Facilities Maintenance	13.00	-	-	13.00	13.00	-
Safety, Health, and Security	1.00	-	-	1.00	1.00	-
Vehicle Fleet Maintenance	-	-	-	-	-	-
<b>PROGRAM SUPPORT SERVICES</b>						
Development and Planning	3.00	-	-	3.00	3.00	-
Branding and Marketing	8.00	-	-	8.00	8.00	-
<b>Community Engagement</b>						
Community Engagement Administration	1.00	-	-	1.00	1.00	-
Programming and Venues Services	21.00	12.00	-	26.55	27.03	0.48
Youth Services Administration	2.00	-	-	2.00	2.00	-
Literacy Services	2.00	3.00	-	3.48	3.48	-
Outreach Services	6.00	4.00	-	5.20	8.15	2.95
Gallery Services	2.00	-	-	2.00	2.00	-
<b>Information Technology</b>						
Information Technology Administration	18.00	-	-	16.60	18.00	1.40
Collection and Bibliographic Services	17.00	2.00	-	18.08	18.08	-
Access Services	6.00	2.00	3.00	8.58	8.58	-
<b>PROGRAM DELIVERY SERVICES</b>						
Library Operations Administration	11.00	10.00	4.00	11.95	18.08	6.13
<b>Urban Branches</b>						
Centennial Hills	15.00	14.00	17.00	27.36	27.36	-
Clark County	21.00	17.00	24.00	37.43	37.43	-
Enterprise	11.00	7.00	12.00	18.95	18.95	-
Las Vegas/ East Las Vegas	15.00	13.00	12.00	24.31	24.31	-
Meadows	1.00	1.00	-	1.75	1.75	-
Rainbow	14.00	14.00	20.00	26.65	26.65	-
Sahara West	19.00	15.00	22.00	33.32	33.32	-
Spring Valley	15.00	13.00	17.00	26.28	26.28	-
Summerlin	13.00	7.00	12.00	19.93	19.93	-
Sunrise	13.00	10.00	14.00	21.95	21.95	-
West Charleston	13.00	9.00	13.00	21.78	21.78	-
West Las Vegas	13.00	10.00	7.00	19.86	19.86	-
Whitney	12.00	7.00	14.00	20.30	20.30	-
Windmill	15.00	10.00	16.00	25.60	25.60	-
<b>Outlying Branches</b>						
Blue Diamond	-	2.00	-	0.83	0.83	-
Bunkerville	-	2.00	-	0.93	0.93	-
Goodsprings	1.00	-	-	0.75	0.75	-
Indian Springs	1.00	1.00	-	1.23	1.23	-
Laughlin	7.00	2.00	4.00	9.15	9.15	-
Mesquite	8.00	9.00	6.00	14.45	14.45	-
Moapa Town	-	2.00	-	0.93	0.93	-
Moapa Valley	2.00	4.00	3.00	5.21	5.21	-
Mt. Charleston	-	2.00	-	1.10	1.10	-
Sandy Valley	-	3.00	-	1.58	1.58	-
Searchlight	-	2.00	-	0.93	0.93	-
<b>GRANT FUND</b>						
Literacy Services	6.00	-	-	6.00	6.00	-
<b>Totals</b>	<b>357.00</b>	<b>216.00</b>	<b>220.00</b>	<b>523.38</b>	<b>534.34</b>	<b>10.96</b>



# **LIBRARY MATERIALS**

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





# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Library Materials

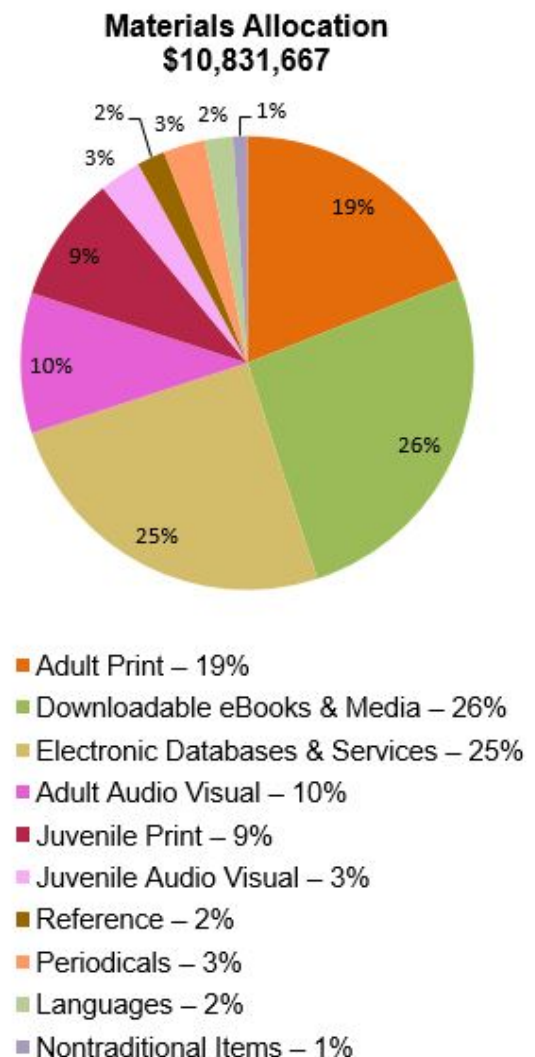
### Budget

The Library Materials budget for Fiscal Year 2019-2020 is funded at \$10,831,667. The budget reflects an allocation of 15% of the General Fund budget to materials. New library materials are selected, purchased, cataloged, and made shelf-ready by the Collection and Bibliographic Services Department.

The Collection Development division of Collection and Bibliographic Services manages the Library Materials budget and selects materials for the entire District. Centralized selection gives the District leverage in purchasing quantities of materials in a variety of formats and languages quickly and effectively at the best possible price. While selection is centralized, professional librarians District-wide are actively involved in selection of replacement materials, weeding, and identifying collection strengths and weaknesses.

Library District materials are considered to be one collection, which is physically and electronically distributed among its branches. Through the floating collections model, library materials will move, over time, among any number of branches. While each branch is provided with a selection of materials that is suited to its size, role in the community, area demographics, and expressed interests, the floating collections model allows more customer-focused and responsive collections among the branches. The Distribution Center is designed to maximize flow of materials across the branches by serving as a warehouse for high demand items and a storage facility to manage materials that hold value for customers and can be quickly accessed via request.

Collection Development seeks to improve collection performance by providing materials most often sought by customers, and also to provide balance and diversity in content by purchasing materials in a variety of topics, formats, and languages. The library collection includes print, audiovisual, and electronic materials designed to appeal to a broad audience. The budget allows for specific, targeted collections for rural branches as well as a collection with breadth and depth across the District.



# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Library Materials

### Budget Priorities

The budget is designed to support the District’s mission statement and strategic priorities. These include offering a wealth of services and resources that promote reading and provide access to library materials in a variety of formats; creating a learning place for children and adults in all stages of life; and fostering the library as a place of possibility and a community partner that connects people to information and to each other.

The growing collection of electronic materials offers customers the opportunity to utilize the library 24 hours a day, seven days a week, via the internet. Electronic media available for streaming and downloading includes e-books and audiobooks as well as music and film. Providing access to these digital materials allows the library’s collection to grow by number and in diversity, while increasing physical space of the library is utilized to provide programs, tutoring, and community events. The wide variety of databases also offer resources to succeed in school, learn English and other languages, grow in multiple vocations, learn tasks, acquire skills to find employment, and experience personal and professional growth.

# **DEPARTMENT OVERVIEWS AND PROGRAM BUDGETS**



# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Executive Director's Office

### Department Overview

The Executive Director's Office is responsible for the strategic direction and leadership of the District, as well as for the development of the District's current and future roadmap. To those ends, the budget for this office includes expenditures associated with general counsel and the Board of Trustees' compensation and associated expenditures. During the upcoming year, the office will be continuing to implement the programs and projects outlined under the four pillars of the Vision 2020 strategic plan in addition to the Facilities Master Plan process.

The total budget for the Executive Director's Office is \$830,987, with \$413,100 of that amount dedicated to Services and Supplies, including appropriations for legal and professional services, board compensation, travel, and training for the Executive Director and the Board of Trustees, and dues and subscriptions.

### Significant Changes

The Executive Director's Office continues to carefully monitor expenditures, while identifying and employing cost containment strategies. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

The Executive Director's Office has overall responsibility for ensuring that the Las Vegas-Clark County Library District provides excellent, relevant library materials and services to the people it serves. The performance measures selected are designed to ensure that library employees are performing at a level that meets or exceeds expectations and that they are meeting their performance goals; the District operates under a balanced, sustainable budget; and that library customer and staff questions and concerns are responded to promptly.

### Department Programs

The Executive Director's Office is the only program in the department.

Budget	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Budget
Staffing FTE	2	2	2	-
Salaries and Benefits	\$369,108	\$387,498	\$417,887	\$30,389
Services and Supplies	\$246,793	\$413,100	\$413,100	-
<b>Expenditure Total</b>	<b>\$615,901</b>	<b>\$800,598</b>	<b>\$830,987</b>	<b>\$30,389</b>

**Program: Executive Director's Office**

**Program:** Administrative Support

**Program Contact:** Dr. Ronald R. Heezen

**Related Programs:** N/A

**Program Description**

The Executive Director is responsible for the strategic direction and management of the District and for the development of the District's current and future goals. During the upcoming year, the Executive Director will continue implementing the service priorities outlined in the Vision 2020 Strategic Plan as well as the Facilities Master Plan as determined by the Trustees.

**Performance Measures**

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Performance evaluations conducted and goals set with direct reports	100%	100%	100%
Outcome	Balanced, sustainable budget	100%	100%	100%
Outcome	Respond within 48 hours to customers and staff	95%	95%	95%

\* Data reflects the period from May 1, 2018 to April 30, 2019

**Performance Measures Description**

Annual performance planning and evaluations establish work goals for the upcoming year, evaluate performance, provide feedback, and document outcomes and results. They also document professional development and plans for improving in competency areas.

The annual budget is the mechanism for implementing District service priorities and integrating these priorities with service demands, operational needs, and financial constraints.

By responding to library customer questions and concerns within guidelines and staff questions and concerns promptly and thoroughly, the Executive Director will continue to build trust and demonstrate accountability.

**Expenditure Detail**

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$271,272	\$286,949	\$300,713	\$13,764	4.80%
Benefits	\$97,836	\$100,549	\$117,174	\$16,625	16.53%
Services and Supplies	\$246,793	\$413,100	\$413,100	-	-
<b>Expenditure Total</b>	<b>\$615,901</b>	<b>\$800,598</b>	<b>\$830,987</b>	<b>\$30,389</b>	<b>3.80%</b>

## Explanation of Expenditures

The Executive Director's Office has a total budget of \$830,987. The Services and Supplies budget amounts to \$413,100 and includes appropriations for legal and professional services, board compensation, travel, and training for the Executive Director and Board of Trustees, and dues and subscriptions.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Executive Assistant	1.00	-	1.00	1.00	-
Executive Director	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>2.00</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

## Significant Program Changes

No significant changes.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Financial Services

### Department Overview

The Financial Services Department is responsible for providing financial services and fiduciary control over all District-wide assets. The Financial Services budget includes expenditures associated with postage, the collection of overdue library fines, armored car pickup services, audit and financial services, debt management services, and the replacement of District-wide photocopiers and cash registers.

The Financial Services budget amounts to \$1,765,231. The Services and Supplies budget amounts to \$837,200 and includes appropriations for postage, professional services, collection agency services, contracted services, and related bank service charges.

### Significant Changes

Financial Services continues to carefully monitor expenditures and identify and employ cost containment strategies. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

Financial Services has overall responsibility for ensuring that the Las Vegas-Clark County Library District provides excellent services to its employees, vendors, and customers, and to the District administration; for the timely filing of all relevant financial reports and documents with the appropriate government agencies; and its fiduciary duties over District assets. The performance measures selected are designed to ensure that Financial Services is performing at a level that meets or exceeds expectations in meeting performance goals; the District operates under a balanced, sustainable budget; and that library customer and staff questions and concerns are responded to promptly.

### Department Programs

Financial Services is the only program in the department.

Budget	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Budget
Staffing FTE	7	7	7	-
Salaries and Benefits	\$805,815	\$848,131	\$928,031	\$79,900
Services and Supplies	\$409,326	\$837,200	\$837,200	-
<b>Expenditure Total</b>	<b>\$1,215,141</b>	<b>\$1,685,331</b>	<b>\$1,765,231</b>	<b>\$79,900</b>



## Program: Financial Services

**Program:** Administrative Support

**Program Contact:** Fred James

**Related Programs:** N/A

## Program Description

The Financial Services Department provides financial services including accounting, payroll, purchasing, accounts payable, accounts receivable, general ledger, cash management, investments, and debt management. The Department provides financial and budgetary reports for all users of such information and is responsible for the preparation of the Budget and the Comprehensive Annual Financial Report (CAFR).

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Completion of the CAFR for posting on the District's website and submittal to the State of Nevada and other governmental agencies by statutory due dates	100%	100%	100%
Outcome	CAFR submitted to the State of Nevada and other governmental agencies by statutory due dates and posted to the District's website	100%	100%	100%
Outcome	Accurate completion of budget documents for submittal to the State of Nevada by statutory due dates	100%	100%	100%
Outcome	Balanced, sustainable budget	100%	100%	100%
Outcome	Respond within 24 hours to customers, vendors, and staff regarding budget, payment, and collection questions	95%	95%	95%

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

The Financial Services Department's major duties are statutory in nature for preparation of the CAFR and the Annual Budget for the State of Nevada. The District must be in compliance with the law and appropriate regulations, with no exceptions.

The department is responsible for the timely processing of payroll. It is essential that employees receive their paychecks on the scheduled payday.

Financial Services is responsible for payment of all the District's debts in a timely manner.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$571,983	\$612,258	\$647,336	\$35,078	5.73%
Benefits	\$233,832	\$235,873	\$280,695	\$44,822	19.00%
Services and Supplies	\$409,326	\$837,200	\$837,200	-	-
<b>Expenditure Total</b>	<b>\$1,215,141</b>	<b>\$1,685,331</b>	<b>\$1,765,231</b>	<b>\$79,900</b>	<b>4.74%</b>

## Explanation of Expenditures

The Financial Services budget totals \$1,765,231. The budget for Services and Supplies amounts to \$837,200, and includes postage, banking and collections, and other professional services, as well as the replacement of photocopiers and cash registers District-wide as needed.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2018	FY2019	Variance
			Actual FTE	Budget FTE	
Accounting Tech II	3.00	-	3.00	3.00	-
Administrative Specialist	1.00	-	1.00	1.00	-
Assistant Finance Director	1.00	-	1.00	1.00	-
Deputy Director, CFO	1.00	-	1.00	1.00	-
Senior Accountant	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

## Significant Program Changes

No significant changes.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Human Resources

### Department Overview

The Human Resources Department is responsible for recruitment and selection of District employees, employee orientation, and training. The department coordinates employee benefit programs and oversees administration of the District's collective bargaining agreement with Teamsters Local 14.

The Human Resources budget amounts to \$3,903,406. The Services and Supplies budget amounts to \$1,300,707 and includes appropriations for legal and professional services, travel, and education and training.

### Significant Changes

The Human Resources Department continues to carefully monitor expenditures and identify and employ cost containment strategies. The Human Resources Department continued funding for wellness, and personal counseling services to our staff to meet the demand for crisis intervention. Employee mental health continues to be an area that Human Resources expands to meet the needs, and demands of our staff. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

The mission of the Human Resources Department is to support the goals and challenges of the Library District by providing services that promote a work environment characterized by fair treatment of staff, open communication, personal accountability, trust, and mutual respect. The department seeks and provides solutions to workplace issues that support and optimize the operating principles of the District.

Employees leave organizations for many reasons. The Human Resources Department is focused on retaining great employees by creating a safe, diverse, welcoming work environment where employees can thrive by meeting their professional and personal goals. Labor studies show a continuing trend of talent scarcity. It is critical the District continues to explore ways to keep voluntary turnover lower than the national average.

Human Resources will focus training on the following areas: diversity, gender equity, customer service, along with courses and workshops related to serving homeless customers.

### Department Programs

The Human Resources Department is the only program in the department.

Budget	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Budget
Staffing FTE	10	10	10	-
Salaries and Benefits	\$1,516,510	\$2,597,773	\$2,602,699	\$4,926
Services and Supplies	\$406,478	\$1,277,212	1,300,707	\$23,495
<b>Expenditure Total</b>	<b>\$1,922,988</b>	<b>\$3,874,985</b>	<b>\$3,903,406</b>	<b>\$28,421</b>

**Program: Human Resources**

**Program:** Administrative Support

**Program Contact:** James Bean

**Related Programs:** N/A

**Program Description**

The Human Resources Department provides a variety of services to all units of the District. The department coordinates employee benefit programs and oversees administration of the District's collective bargaining agreement, mediation of employee relations issues, employee relations investigations, and disciplinary actions. It is also responsible for the central processing of recruitment and selection procedures, disciplinary matters, in-processing of new employees, employee orientation, and training.

**Performance Measures**

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Outcome	Analyze employee turnover for voluntary, involuntary, and retirement percentages.	Voluntary - 11.9% Involuntary - 0.5% Retirement - 0.9%	Voluntary - 12.5% Involuntary - 0.7% Retirement - 2.0%	Voluntary - 12.5% Involuntary - 0.8% Retirement - 2.5%
Quality	Minimize involuntary terminations through careful analysis of turnover rates. Make adjustments to recruitment, onboarding, and training of District managers based on results of analysis.	Involuntary - 0.5%	Involuntary - 0.7%	Involuntary - 0.8%

\* Data reflects the period from May 1, 2018 to April 30, 2019

**Performance Measures Description**

Employees leave organizations for all sorts of reasons. Some find a different job, some go back to school, and some follow a spouse who has been transferred out of town. Others retire, get angry about something and quit on impulse, or never intended to keep working after earning a certain amount of money. Still others get fired or laid off, or they come into money (a lottery win, an inheritance) and decide they no longer need a job. Turnover matters for three key reasons: (1) it is costly; (2) it affects the District's ability to perform effectively for the communities we serve; (3) labor experts believe a talent scarcity is looming - and that this shortage will make finding and keeping the right people with the right skills increasingly challenging for organizations.

**Expenditure Detail**

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$982,295	\$1,707,741	\$1,653,173	(\$54,568)	(3.20%)
Benefits	\$534,215	\$890,032	\$949,526	\$59,494	6.68%
Services and Supplies	\$406,478	\$1,277,212	\$1,300,707	\$23,495	1.84%
<b>Expenditure Total</b>	<b>\$1,922,988</b>	<b>\$3,874,985</b>	<b>\$3,903,406</b>	<b>\$28,421</b>	<b>0.73%</b>

## Explanation of Expenditures

The Human Resources budget totals \$3,903,406. The Services and Supplies budget is \$1,300,707 and includes District-wide travel and training of \$251,950.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Administrative Coordinator	1.00	-	1.00	1.00	-
Benefits Manager	1.00	-	1.00	1.00	-
Human Resources Director	1.00	-	1.00	1.00	-
Human Resources Information Systems Manager	1.00	-	1.00	1.00	-
Human Resources Manager	2.00	-	2.00	2.00	-
Human Resources Office Assistant	1.00	-	1.00	1.00	-
Office Assistant III	1.00	-	1.00	1.00	-
Receptionist	1.00	-	1.00	1.00	-
Training and Development Manager	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>10.00</b>	-	<b>10.00</b>	<b>10.00</b>	-

## Significant Program Changes

No significant changes.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | General Services

### Department Overview

The General Services Department is responsible for the management and coordination of facility-related support activities including Facilities Maintenance and Repair; Construction Administration; Safety, Health, and Security; Risk Management; Vehicle Fleet Services; Courier Services; Mailroom Services; and Purchasing.

The Fiscal Year 2020 total budget for General Services is \$8,476,537 The Services and Supplies budget is \$5,601,163 and includes appropriations for contracted services for all aspects of building and grounds maintenance and security, operating and maintenance supplies, equipment repairs and replacement, property and casualty insurance, etc.

### Significant Changes

The General Services Department continues to carefully monitor expenditures and identify and employ cost containment strategies. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

The General Services Department has overall responsibility for ensuring the District's facilities are well maintained, safe, and secure environments for customers and staff. The department also provides services internally in support of District-wide operations. The performance measures selected are designed to ensure department staff is performing responsibilities and services in a timely, effective, and satisfactory manner.

### Department Programs

General Services includes the following programs:

- General Services Administration
- Courier Services
- Facilities Maintenance
- Safety, Health, and Security
- Vehicle Fleet Maintenance
- Purchasing

Budget	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Budget
Staffing FTE	29.45	29.45	29.45	-
Salaries and Benefits	\$2,503,391	\$2,650,272	\$2,875,374	\$225,102
Services and Supplies	\$4,629,765	\$5,567,813	\$5,601,163	\$33,350
<b>Expenditure Total</b>	<b>\$7,133,156</b>	<b>\$8,218,085</b>	<b>\$8,476,537</b>	<b>\$258,452</b>

**Program: General Services Administration**

**Program:** Administrative Support

**Program Contact:** Stephen Rice

**Related Programs:** Facilities Maintenance; Safety, Health, and Security; Vehicle Fleet Maintenance; Vehicle Purchase and Replacement; Courier Services; Purchasing

**Program Description**

The General Services Department is responsible for the management and coordination of facility-related support activities including Facilities Maintenance and Repair, Construction Administration, Safety and Security, Risk Management, Vehicle Fleet Services, Courier Services, Purchasing, and Mailroom Services.

**Performance Measures**

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Accurately complete invoice processing within 15 work days of receipt	92%	96%	95%

\* Data reflects the period from May 1, 2018 to April 30, 2019

**Performance Measures Description**

Accurate and timely processing of invoices provides for timely payment to contractors and suppliers.

**Expenditure Detail**

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$615,098	\$652,532	\$686,530	\$33,998	5.21%
Benefits	\$216,515	\$229,244	\$264,017	\$34,773	15.17%
Services and Supplies	\$465,478	\$549,313	\$563,143	\$13,830	2.52%
<b>Expenditure Total</b>	<b>\$1,297,091</b>	<b>\$1,431,089</b>	<b>\$1,513,690</b>	<b>\$82,601</b>	<b>5.77%</b>

**Explanation of Expenditures**

The total General Services overall program budget is \$8,476,536, comprised of \$1,513,690 for General Services Administration, \$3,807,874 for Facilities Maintenance, \$525,720 for Courier, \$2,495,252 for Safety, Health and Security and \$134,000 for Vehicles. The General Services budget includes \$4.4 million in appropriations for the security, janitorial, and landscaping and grounds maintenance contracts. The Services and Supplies budget includes an appropriation of \$356,000 for District-wide property and casualty insurance and coverage for public officials and employment practices liability. Other Services and Supplies include office and operating supplies, vehicle and equipment maintenance, fuel, and utilities.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Administrative Coordinator	2.00	-	2.00	2.00	-
Assistant General Services Director	1.00	-	1.00	1.00	-
General Services Director	1.00	-	1.00	1.00	-
Mail Clerk	-	2.00	0.95	0.95	-
Office Assistant II	-	2.00	1.15	1.15	-
Office Assistant III	1.00	-	1.00	1.00	-
Purchasing and Administration Manager	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>6.00</b>	<b>4.00</b>	<b>8.10</b>	<b>8.10</b>	<b>-</b>

## Significant Program Changes

No significant changes.



## Program: Courier Services

**Program:** Administrative Support

**Program Contact:** Stephen Rice

**Related Programs:** General Services Administration; Facilities Maintenance; Safety, Health, and Security; Vehicle Fleet Maintenance

## Program Description

The Courier program is responsible for sorting and transporting library materials and inter-office mail throughout the District.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Library materials moved annually	4.9M	4.9M	4.9M

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Tracking the volume of materials moved between branches annually helps determine the required staffing and equipment resources necessary to provide satisfactory service.

Timely and accurate movement of materials between branches assists branch staff in providing timely service to customers and assists Branch Managers with effective scheduling of staff for processing of materials.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$302,781	\$316,101	\$335,090	\$18,989	6.01%
Benefits	\$156,709	\$166,486	\$188,630	\$22,144	13.30%
Services and Supplies	\$1,653	\$2,000	\$2,000	-	-
<b>Expenditure Total</b>	<b>\$461,143</b>	<b>\$484,587</b>	<b>\$525,720</b>	<b>\$41,133</b>	<b>8.49%</b>

## Explanation of Expenditures

The Courier budget amounts to \$525,720. The Services and Supplies budget is \$2,000, which includes appropriations for supplies such as bins, bags, and inter-office envelopes.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Courier	5.00	-	5.00	5.00	-
Courier Page	-	3.00	1.35	1.35	-
Courier Supervisor	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>6.00</b>	<b>3.00</b>	<b>7.35</b>	<b>7.35</b>	<b>-</b>

## Significant Program Changes

No significant changes.

## Program: Facilities Maintenance

**Program:** Administrative Support

**Program Contact:** Stephen Rice

**Related Programs:** General Services Administration; Courier Services; Safety, Health, and Security; Vehicle Fleet Maintenance

## Program Description

Facilities is responsible for conducting building and grounds repair and maintenance for the District's 25 locations.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual **	FY2020 Projected
Output	Complete 90% of corrective work orders within six work days of creation date	89%	88%	85%
Output	Complete preventive maintenance work orders within established time-frame indicated from work order start date	97%	95%	95%
Output *	Perform a condition audit on each facility annually to identify required repairs and maintenance	100%	100%	100%

\* Applies to the Capital Projects Fund Building Repair and Maintenance Program

\*\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Completion of work orders in a timely manner minimizes maintenance backlogs and increases requestor satisfaction.

Timely completion of preventive maintenance (PM) work orders ensures proper operation of systems and equipment and a prolonged useful life.

Identifying short- and long-range repair and maintenance requirements within District facilities assists with planning and establishing annual repair and maintenance budgets.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$768,677	\$815,886	\$857,094	\$41,208	5.05%
Benefits	\$345,603	\$368,836	\$423,760	\$54,924	14.89%
Services and Supplies	\$2,088,764	\$2,425,602	\$2,527,020	\$101,418	4.18%
<b>Expenditure Total</b>	<b>\$3,203,044</b>	<b>\$3,610,324</b>	<b>\$3,807,874</b>	<b>\$197,550</b>	<b>5.47%</b>

### Explanation of Expenditures

The Facilities budget amounts to \$3,807,874. The Services and Supplies budget is \$2,527,020, which includes appropriations for office supplies, small equipment, contracted services including janitorial and landscaping services, as well as building repair and maintenance.

### Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Maintenance Supervisor	1.00	-	1.00	1.00	-
Maintenance Technician I	2.00	-	2.00	2.00	-
Maintenance Technician II	7.00	-	7.00	7.00	-
Maintenance Technician III	3.00	-	3.00	3.00	-
<b>Totals</b>	<b>13.00</b>	<b>-</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>

### Significant Program Changes

Two Facilities Services Laborer positions were reclassified to Maintenance Technician I positions.

## Program: Safety, Health, and Security

**Program:** Administrative Support

**Program Contact:** Stephen Rice

**Related Programs:** General Services Administration; Courier Services; Facilities Maintenance; Vehicle Fleet Maintenance

## Program Description

The Safety, Health, and Security program oversees and maintains building life safety systems, administers on-site security service contracts, investigates incidents relating to safety, health, and security, and coordinates District Safety Committee activities.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Outcome	Percent of branches meeting required annual staff safety training and required evacuation drills	95%	96%	100%
Outcome	Safety Committee to conduct at least one general safety inspection of each branch annually	100%	100%	100%

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Staff safety training and conducting evacuation drills minimize the risk of injury during the performance of routine work tasks or when responding to actual emergencies.

Timely identification and repair of hazards reduce the potential for injury to customers and staff.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$71,469	\$73,607	\$77,452	\$3,845	5.22%
Benefits	\$26,539	\$27,580	\$42,800	\$15,220	55.18%
Services and Supplies	\$1,963,109	\$2,460,898	\$2,375,000	(\$85,898)	(3.49%)
<b>Expenditure Total</b>	<b>\$2,061,117</b>	<b>\$2,562,085</b>	<b>\$2,495,252</b>	<b>(\$66,833)</b>	<b>(2.61%)</b>

## Explanation of Expenditures

The Safety, Health, and Security budget amounts to \$2,495,252. The Services and Supplies budget is \$2,375,000 and includes appropriations for operating supplies, vendor services such as on-site security and repairs, as well as maintenance and testing of building life safety systems, etc.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Safety Manager	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>

## Significant Program Changes

No significant changes.

## Program: Vehicle Fleet Maintenance

**Program:** Administrative Support

**Program Contact:** Stephen Rice

**Related Programs:** General Services Administration; Courier Services; Safety, Health, and Security; Facilities Maintenance

## Program Description

The Vehicle Fleet Maintenance program is responsible for the repair and maintenance of the District's vehicle fleet.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Outcome	Percent of vehicle fleet being maintained according to scheduled maintenance	90%	85%	100%

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Proper maintenance of vehicles prolongs the useful life and ensures safe functioning.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Services and Supplies	\$110,761	\$130,000	\$134,000	\$4,000	3.08%
<b>Expenditure Total</b>	<b>\$110,761</b>	<b>\$130,000</b>	<b>\$134,000</b>	<b>\$4,000</b>	<b>3.08%</b>

## Explanation of Expenditures

The Services and Supplies budget is \$134,000 and is made up of appropriations for operating supplies, such as fuel and oil, and vehicle repair and maintenance costs.

## Staffing

No staffing included in program.

## Significant Program Changes

No significant changes.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Development and Planning

### Department Overview

The Development and Planning Department conducts fundraising efforts on behalf of the District and the Las Vegas-Clark County Library District Foundation. It is also responsible for strategic planning activities of the District, including development and maintenance of the planning data in Community Connect. The department develops and manages grants and solicits contributions from foundations, agencies, corporations, and individuals. The department also manages the District's eRate program and oversees the District's volunteer program. The department is responsible for the organizational management of the Foundation and two nonprofits associated with the East Las Vegas and Mesquite New Markets Tax Credits transactions. The department oversees the development and operations of Foundation priority projects, such as the Teacher Tutor and Teen Tech Lab programs. Additionally, the department oversees Foundation book sales in branch stores and online, in compliance with the terms of the Agreement between the District and Foundation. The Director is involved in governmental relations, community partnership development, and special projects as assigned.

The Development and Planning's budget amounts to \$596,948. The Services and Supplies budget amounts to \$119,600, which includes appropriations for strategic planning, eRate contract support and other professional services, travel and transportation for Foundation grant development, and other services that support donor solicitations and management.

### Significant Changes

The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

Development and Planning measures success with output indicators related to grant development and management; donor solicitations and gifts; revenues from used book sales; and volunteer engagement.

### Department Programs

Development and Planning is the only program in the department.

Budget	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Budget
Staffing FTE	3	3	3	-
Salaries and Benefits	\$417,379	\$439,959	\$477,348	\$37,389
Services and Supplies	\$75,765	\$120,100	\$119,600	(\$500)
<b>Expenditure Total</b>	<b>\$493,144</b>	<b>\$560,059</b>	<b>\$596,948</b>	<b>\$36,889</b>



## Program: Development and Planning

**Program:** Administrative Support

**Program Contact:** Danielle Milam

**Related Programs:** N/A

## Program Description

The Development and Planning Department oversees fundraising efforts on behalf of the District and the Las Vegas-Clark County Library District Foundation to attract new resources to improve District collections, facilities, programs, and technology. The department develops and manages grants and solicits contributions. The department also manages the District's eRate program, two nonprofits related to the East Las Vegas and Mesquite New Markets Tax Credits transactions, the District's volunteer program, and the Foundation's used book sales via an agreement between the District and the Foundation. Development and Planning is involved in governmental relations, community partnership development, strategic planning, and special projects as assigned.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual *	FY2019 Actual **	FY2020 Projected
Output	Amount of District Grant Awards	\$1,050,119	\$1,086,125	\$820,000
Output	Amount of Foundation Grant Awards	\$6,302,805	\$286,423	\$400,000
Output	Amount of Foundation Donations	\$169,584	\$3,122,940	\$100,000
Output	Total revenues from book sales	\$316,879	\$315,311	\$320,000
Output	Total volunteer hours	43,446	37,433	33,000

\* Data reflects the period from May 1, 2017 to April 30, 2018

\*\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

The amount of District Grant Awards reflects the additional revenue secured for the Library District from grant proposals submitted by the Library District and eRate subsidies.

Foundation Grant Awards reflect additional revenues secured for the benefit of the Library District through grant requests submitted by the Library District Foundation. In 2018, they also reflect the net revenues of \$5,959,305 from the East Las Vegas and Mesquite New Markets Tax Credits transactions.

Foundation Donation amounts reflect revenues secured through cultivation and solicitation of donations from individuals and corporations. In 2019, they reflect the transfer of the Widmeyer estate gift of \$3,055,000 as a restricted endowment gift from the District to the Foundation.

Revenues from used book sales provide significant program support for the Library District, supplementing a wide range of program activities. This measure tracks the growth of these revenues from library bookstores, book sales, and online book sales.

The District enjoys a substantial contribution of volunteer efforts, which supplement library branch operations and Foundation book sale activities. This indicator tracks these donations of volunteer time in hours.

### Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$297,546	\$316,338	\$332,949	\$16,611	5.25%
Benefits	\$119,833	\$123,621	\$144,399	\$20,778	16.81%
Services and Supplies	\$75,765	\$120,100	\$119,600	(\$500)	(0.42%)
<b>Expenditure Total</b>	<b>\$493,144</b>	<b>\$560,059</b>	<b>\$596,948</b>	<b>\$36,889</b>	<b>6.59%</b>

### Explanation of Expenditures

The Development and Planning budget is \$596,948. The Services and Supplies budget is \$119,600 and includes appropriations associated with the operations of the department, the Foundation, and the volunteer program.

### Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Development Director	1.00	-	1.00	1.00	-
Development Officer	1.00	-	1.00	1.00	-
Volunteer Program Coordinator	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>3.00</b>	<b>-</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

### Significant Program Changes

No significant changes.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Branding and Marketing

### Department Overview

The Branding and Marketing Department (BAM) designs and implements strategies to increase awareness of the Library District's evolving mission and purpose, and to promote its programs, products, and services. The department is responsible for media and public relations, community relations, social media, advertising, print publication, promotional materials, and event creation and planning. BAM also oversees the Library District's website, through which it also promotes products and services, events, and initiatives, and provides access to our comprehensive eResources.

The Branding and Marketing's budget amounts to \$2,232,694. The Services and Supplies budget amounts to \$1,129,400 and includes appropriations for printing, contracted services, and advertising.

### Significant Changes

The Branding and Marketing Department continues to carefully monitor expenditures and identify and employ cost containment strategies. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

Success will be measured by visits to the Library's website; activity on the social media channels (Facebook, Twitter, and Instagram); and public relations outreach that results in media coverage.

### Department Programs

Branding and Marketing is the only program in the department.

Budget	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Budget
Staffing FTE	8	8	8	-
Salaries and Benefits	\$834,855	\$969,813	\$1,103,294	\$133,481
Services and Supplies	\$640,252	\$1,011,400	\$1,129,400	\$118,000
<b>Expenditure Total</b>	<b>\$1,475,107</b>	<b>\$1,981,213</b>	<b>\$2,232,694</b>	<b>\$251,481</b>

## Program: Branding and Marketing

**Program:** Administrative Support

**Program Contact:** Betsy Ward

**Related Programs:** N/A

## Program Description

The Branding & Marketing team is responsible for promotion of the Library District brand as well as its products, services, and programs. This is accomplished through a range of communications tools including social media, public and community relations, and management of the District's website, while acting as a liaison to other governmental agencies, boards, and commissions. The team works with District departments to develop strategies to support library-sponsored programs through the production of flyers, posters, Library Highlights, and other printed and digital materials.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Outcome	Advertising equivalency	\$4,511,730	\$6,671,152	\$5,000,000
Output	Website homepage visits	7,284,674	7,435,851	7,750,000
Output	Facebook Impressions	7,174,034	10,429,090	10,500,000
Output	Instagram Impressions	101,379	520,361	550,000
Output	Twitter Impressions	277,868	705,387	700,000

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

The formula used to calculate advertising equivalency is measured by the column inches in a publication or the length of a TV news story in seconds, then multiplied by what a similar length print or broadcast ad would cost, and then multiplied by three. The "times three" factor accounts for the added value brought through the objective credibility of a third party news source, which delivers an unfiltered report, vs. advertising, which is purchased and often unvetted.

Visits to the website homepage include onsite and remote visits from any device.

Impressions are the total number of times that a post from any LVCCLD social media page is displayed during a given time period. Measuring Impressions allows us to understand how many times our posts are seen, and how frequently users are exposed to our content.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$595,147	\$732,349	\$765,845	\$33,496	4.57%
Benefits	\$239,708	\$237,464	\$337,449	\$99,985	42.11%
Services and Supplies	\$640,252	\$1,011,400	\$1,129,400	\$118,000	11.67%
<b>Expenditure Total</b>	<b>\$1,475,107</b>	<b>\$1,981,213</b>	<b>\$2,232,694</b>	<b>\$251,481</b>	<b>12.69%</b>

## Explanation of Expenditures

The Branding and Marketing budget amounts to \$2,232,694. Services and Supplies amounts to \$1,129,400 and includes appropriations for printing and contracted services.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019	FY2020	Variance
			Actual FTE	Budget FTE	
Assistant Branding and Marketing Director	1.00	-	1.00	1.00	-
Branding and Marketing Director	1.00	-	1.00	1.00	-
Digital Content Coordinator	1.00	-	1.00	1.00	-
Digital Content Manager	1.00	-	1.00	1.00	-
Graphic Designer	2.00	-	2.00	2.00	-
Marketing Coordinator	1.00	-	1.00	1.00	-
Web Designer	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>8.00</b>	<b>-</b>	<b>8.00</b>	<b>8.00</b>	<b>-</b>

## Significant Program Changes

No significant changes.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Community Engagement

### Department Overview

The Community Engagement Department is responsible for providing District-wide program support services including adult Programming and Venues Services, Youth Services Administration, Literacy Services, Outreach Services, and Gallery Services. The department also develops professional relationships with other organizations and the community at large, to establish and strengthen partnership efforts that serve customers of the Library District.

The Fiscal Year 2019-2020 total budget for Community Engagement is \$5,306,999. The Services and Supplies budget is \$1,186,000 and includes appropriations for classroom office supplies; program operating supplies; licensing agreements to show films and operate an online room reservation software platform; small equipment to improve classrooms, meeting rooms, and theater venues; equipment maintenance and repair; contracted services to secure presenters and security; rental needs for programs; professional services for community receptions; participation in community events; education and training for staff professional development; staff travel and transportation reimbursement; and dues and subscriptions.

### Significant Changes

The Community Engagement Department will carefully monitor expenditures, and identify and employ cost containment strategies. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

The Community Engagement Department will strengthen community relationships by developing an annual partnership meeting and will develop a partnership model that aligns with the V.2020 strategic framework for the Library District. The Programming and Venues Services Department will increase adult and family programming levels throughout the District. Youth Services Administration will expand Maker Space, family engagement areas, and teen programming services. Literacy Services will continue integrating initiatives of the Workforce Innovation and Opportunity Act (WIOA) into classroom instruction. Outreach Services will increase appearances at fairs, festivals, parades, and large-scale events. Gallery Services will work in partnership with artists and other presenters to display artwork while bolstering the Library District's permanent collection.

### Department Programs

Community Engagement includes the following programs:

- Community Engagement Administration
- Programming and Venues Services
- Literacy Services
- Outreach Services
- Youth Services
- Gallery Services

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Community Engagement

<b>Budget</b>	<b>FY2018 Actual</b>	<b>FY2019 Estimated Expenditures</b>	<b>FY2020 Budget</b>	<b>Variance FY2019 vs. FY2020 Budget</b>
Staffing FTE	39.23	40.23	43.66	3.43
Salaries and Benefits	\$3,151,850	\$3,651,301	\$4,120,999	\$469,698
Services and Supplies	\$716,077	\$959,000	\$1,186,000	\$227,000
<b>Expenditure Total</b>	<b>\$3,867,927</b>	<b>\$4,610,301</b>	<b>\$5,306,999</b>	<b>\$696,698</b>

## Program: Community Engagement Administration

**Program:** Program Support

**Program Contact:** Matt McNally

**Related Programs:** Programming and Venues Services; Youth Services Administration; Literacy Services; Outreach Services; Gallery Services

## Program Description

Community Engagement Administration oversees the management and coordination of program support services including Programming and Venues Services, Youth Services Administration, Literacy Services, Outreach Services, and Gallery Services. The primary focus of the department is to develop and implement partnerships with external organizations to better serve customers of the Library District. Community Engagement Administration also serves as a representative of the Library District at community functions.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Number of community partnerships	358	341	350
Output	Library representation at events	84	80	80

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Number of community partnerships: Reflects the total number of external organizations or individual programmatic services engaged by the Library District.

Library representation at events: Reflects the total number of community events attended by executive level administration to promote Library District services and develop partnerships.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$126,843	\$134,601	\$141,353	\$6,752	5.02%
Benefits	\$50,717	\$52,026	\$60,705	\$8,679	16.68%
Services and Supplies	\$155,605	\$233,000	\$280,500	\$47,500	20.39%
<b>Expenditure Total</b>	<b>\$333,165</b>	<b>\$419,627</b>	<b>\$482,558</b>	<b>\$62,931</b>	<b>15.00%</b>

## Explanation of Expenditures

The Community Engagement Administration budget is \$482,558. The Services and Supplies budget amounts to \$280,500. The Services and Supplies budget was increased to accommodate additional projects including software for Library District customers to navigate programs that are posted online.



## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Community Engagement Director	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>

## Significant Program Changes

No significant changes.

## Program: Programming & Venues Services

**Program:** Program Support

**Program Contact:** Ryan Neely

**Related Programs:** Community Engagement Administration; Youth Services Administration; Literacy Services; Outreach Services; Gallery Services

## Program Description

Programming and Venues Services provides programming, primarily for adults, throughout the District's branches by coordinating the operation and support of Scheduling and Programming Services and Technical and Production Services. Services include the implementation and coordination of events such as workshops, lectures, classes, cultural performances, film viewings, community programs, special events, general exhibits, and club activities throughout the District for all in-house, partnership, and outreach events. Additional support services include the staffing of programs, the use of meeting rooms and Performing Arts Centers, and the operation and upkeep of audio visual and theatrical equipment.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Number of adult programs	6,758	5,710	6,000
Output	Attendance at adult programs	149,975	185,503	160,000
Output	Attendance at adult programs aligned with the Vision 2020 strategic plan	112,457	139,254	115,000
Output	Event usage of meeting rooms and Performing Arts Centers	9,395	9,320	9,300

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Number of adult programs: Reflects the number of all Library-sponsored programs geared toward adults ages 18+ in all library branches.

Attendance at adult programs: Reflects the total attendance at all Library-sponsored adult programs.

Attendance at all adult programs aligned with the Vision 2020 strategic plan: Reflects the total attendance at all programs executed as a limitless learning, business and career success, government and social services, or community and cultural program developed for adults ages 18+ in all library branches.

Event usage of meeting rooms and Performing Arts Centers: Reflects all programming events generated by the Library District for the public, rental usage, and in-house usage.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,541,514	\$1,698,150	\$1,849,286	\$151,136	8.90%
Benefits	\$559,990	\$656,048	\$746,101	\$90,053	13.73%
Services and Supplies	\$419,676	\$480,500	\$519,500	\$39,000	8.12%
<b>Expenditure Total</b>	<b>\$2,521,180</b>	<b>\$2,834,698</b>	<b>\$3,114,887</b>	<b>\$280,189</b>	<b>9.88%</b>

## Explanation of Expenditures

The Fiscal Year 2019-2020 budget for Programming and Venues Services amounts to \$3,114,887. The Services and Supplies budget amounts to \$519,500 and includes appropriations for District-wide programming.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Programming Supervisor	1.00	-	1.00	1.00	-
Office Assistant II	-	1.00	0.47	0.47	-
Performing Arts Center Coordinator	6.00	-	6.00	6.00	-
Production Supervisor	1.00	-	1.00	1.00	-
Programming and Venues Manager	1.00	-	1.00	1.00	-
Programming Specialist	5.00	-	5.00	5.00	-
Scheduling Specialist	-	7.00	3.10	3.58	0.48
Technical Coordinator	1.00	-	1.00	1.00	-
Technician	6.00	4.00	7.98	7.98	-
<b>Totals</b>	<b>21.00</b>	<b>12.00</b>	<b>26.55</b>	<b>27.03</b>	<b>0.48</b>

## Significant Program Changes

The Services and Supplies budget was increased to accommodate additional programming of the East Las Vegas Library and a software platform to manage Production Technician requests.

A Part Time Scheduling Specialist position was created for the East Las Vegas Library.

The Technical Coordinator position was retitled Technical Equipment Coordinator.

Four Technician I positions and six Technician II positions were retitled to Technician.

## Program: Youth Services Administration

**Program:** Program Support

**Program Contact:** Shana Harrington

**Related Programs:** Community Engagement Administration; Programming and Venues Services; Literacy Services; Outreach Services; Gallery Services

## Program Description

Youth Services Administration provides leadership and direction to Library Operations Youth Services branch staff by developing a nurturing environment for children and their caregivers to discover community resources of need. Programs and services for children and teens occur throughout the Library District in dedicated story rooms, Homework Help centers, teen zones, and family engagement play areas. Major programming initiatives include a District-wide newly re-branded summer learning program for 2019 called "Summer Challenge," and participation in national campaigns such as Teen Read Week and Teen Tech Week. Additional programs and activities include STEAM (Science, Technology, Engineering, Arts, Mathematics), Maker Spaces, coding, hosting featured guests, programs that promote cultural diversity, developing community partnerships, and staff training.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Number of youth programs	9,341	10,926	10,000
Output	Attendance at youth programs	219,635	276,825	250,000
Output	Attendance at youth programs aligned with the Vision 2020 strategic plan	219,635	276,825	250,000
Output	Summer learning program, "Summer Challenge" participation	34,524**	33,620**	35,000

\* Data reflects the period from May 1, 2018 to April 30, 2019

\*\* Data reflects the Summer reading program, "Club Read" participation

## Performance Measures Description

Number of youth programs: Reflects the number of all Library-sponsored youth programs geared toward children ages 0-17 in all library branches.

Attendance at youth programs: Reflects the total attendance at all Library-sponsored youth programs.

Attendance at all youth programs aligned with the Vision 2020 strategic plan: Reflects the total attendance at all programs executed as a limitless learning, business and career success, government and social services, or community and cultural program developed for children ages 0-17 in all library branches.

Summer learning program, "Summer Challenge" participation: Reflects all youth participants ages 0-17 that participate in a summer learning incentive program offered to encourage good learning habits and maintain reading skills.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$108,643	\$135,296	\$139,750	\$4,454	3.29%
Benefits	\$38,215	\$60,961	\$58,026	(\$2,935)	(4.81%)
Services and Supplies	\$85,634	\$132,000	\$171,500	\$39,500	29.92%
<b>Expenditure Total</b>	<b>\$232,492</b>	<b>\$328,257</b>	<b>\$369,276</b>	<b>\$41,019</b>	<b>12.50%</b>

## Explanation of Expenditures

The Fiscal Year 2019-2020 budget for the Youth Services program is \$369,276. The Services and Supplies budget is \$171,500 and includes appropriations for contracted services in the amount of \$90,000. The Services and Supplies budget was increased to accommodate additional programming of the East Las Vegas Library and to purchase small equipment for family engagement and STEAM (Science, Technology, Engineering, Arts, Mathematics) programs.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019	FY2020	Variance
			Actual FTE	Budget FTE	
Youth Services Manager	1.00	-	1.00	1.00	-
Youth Services Specialist	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>2.00</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

## Significant Program Changes

No significant changes.

## Program: Literacy Services

**Program:** Program Support

**Program Contact:** Jill Hersha

**Related Programs:** Community Engagement Administration; Programming and Venues Services; Youth Services Administration; Outreach Services; Gallery Services

## Program Description

The Literacy Services program provides classes for adults to improve their literacy skills. Services are provided for Adult Basic Education, High School Equivalency, and English Language Learner. Students attend intensive classes and supplement formal instruction by independent use of computer-assisted educational software. In compliance with guidelines of the Workforce Innovation and Opportunity Act (WIOA), students are provided career readiness skills, opportunity to access education and training in a career pathway, and guidance and assistance in securing employment. The program tracks the hours of instruction provided and number of students attending. The program also tracks the percentage of students who progress to the next level of instruction, attain a high school equivalency or high school diploma, transition to post-secondary institutions, and gain employment. Additionally, trained volunteers are available for one-to-one tutoring.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Number of students served	1,261	1,275	1,325
Output	Percentage of student retention	76%	60%	70%
Output	Percentage of advancing students	55%	41%	46%
Outcome	Percentage of students earning HSE	**	73%	75%

\* Data reflects the period from May 1, 2018 to April 30, 2019

\*\* Data not available

## Performance Measures Description

Number of students served: Reflects the total number of students that are assessed through pre-testing enrollment and complete a minimum of 12 hours of literacy instruction.

Percentage of student retention: Reflects the percentage of students served that complete a minimum of 40 hours of literacy instruction, making them eligible to post-test.

Percentage of advancing students: Reflects the students that complete a literacy class and post-test, showing a level gain as determined by the assessment instrument.

Percentage of students earning HSE: Reflects all first time test-takers who earn their High School Equivalency Certificate.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$194,479	\$259,973	\$211,764	(\$48,209)	(18.54%)
Benefits	\$48,369	\$67,215	69,520	\$2,305	3.43%
Services and Supplies	\$43,387	\$82,000	\$100,000	\$18,000	21.95%
<b>Expenditure Total</b>	<b>\$286,235</b>	<b>\$409,188</b>	<b>\$381,284</b>	<b>(\$27,904)</b>	<b>(6.82%)</b>

## Explanation of Expenditures

The Fiscal Year 2019-2020 budget for Literacy amounts to \$381,284. The Services and Supplies budget amounts to \$100,000. The Services and Supplies budget was increased to purchase additional seats for the Career Online High School.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Computer Lab Assistant	-	1.00	0.48	0.48	-
Literacy Accountability Specialist	1.00	-	1.00	1.00	-
Literacy Assistant	-	2.00	1.00	1.00	-
Literacy Services Manager	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>2.00</b>	<b>3.00</b>	<b>3.48</b>	<b>3.48</b>	<b>-</b>

## Significant Program Changes

No significant changes.

## Program: Outreach Services

**Program:** Program Support

**Program Contact:** Glenda Billingsley

**Related Programs:** Community Engagement Administration; Programming and Venues Services; Youth Services Administration; Literacy Services; Gallery Services

## Program Description

Outreach Services reaches potential library customers who may not be familiar with traditional library services. Outreach Services efforts include material delivery to preschools, schools, and senior housing units. Outreach Services also conducts off-site educational programming for young children, eMedia workshops and classes for all ages, and community education workshops for the early childhood education community. Outreach Services will begin transitioning focus away from circulation to experiential learning & professional development.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Circulation at Outreach Services visits	86,874	80,796	60,000
Output	Adult Outreach Services visits	376	397	600
Output	Youth Outreach Services visits	750	869	1,000

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Circulation at Outreach Services visits: Reflects the number of items checked out and renewed when visiting senior housing units and through Homebound Services (items requested to be delivered by mail).

Adult Outreach Services visits: Reflects the total number of visits to adult organizations initiated by the Outreach Services Department.

Youth Outreach Services visits: Reflects the total number of visits to youth organizations initiated by the Outreach Services Department.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$249,678	\$296,947	\$470,590	\$173,643	58.48%
Benefits	\$97,687	\$137,945	\$212,931	\$74,986	54.36%
Services and Supplies	\$6,824	\$17,000	\$90,000	\$73,000	429.41%
<b>Expenditure Total</b>	<b>\$354,189</b>	<b>\$451,892</b>	<b>\$773,521</b>	<b>\$321,629</b>	<b>71.17%</b>

## Explanation of Expenditures

The Fiscal Year 2019-2020 budget for the Outreach Services program is \$773,521.



## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Outreach Education Coordinator	1.00	-	1.00	1.00	-
Outreach Services Manager	1.00	-	1.00	1.00	-
Outreach Specialist	2.00	2.00	3.20	3.20	-
Mobile Outreach Coordinator	2.00	-	-	2.00	2.00
Mobile Outreach Specialist	-	2.00	-	0.95	0.95
<b>Totals</b>	<b>6.00</b>	<b>4.00</b>	<b>5.20</b>	<b>8.15</b>	<b>2.95</b>

## Significant Program Changes

Two Full Time Mobile Outreach Coordinator positions and two Part Time Mobile Outreach Specialist positions were created.

## Program: Gallery Services

**Program:** Program Support

**Program Contact:** Darren Johnson

**Related Programs:** Community Engagement Administration; Programming and Venues Services; Youth Services Administration; Literacy Services; Outreach Services

## Program Description

Gallery Services oversees the use of dedicated venues assigned throughout the Library District to advance the culture of visual artwork. Services include accepting artist submittals, scheduling art shows and demonstrations, administering contracts with artists, overseeing art competitions, establishing workshops, overseeing placement of the permanent art collection, maintaining artwork inventory, promoting venues to local and national artists, developing partnerships, and installing exhibits.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Number of art exhibit installations	78	73	75
Output	Attendance at receptions and events	**	2,257	2,250
Output	Percentage of customer satisfaction	99.97%	99.9%	99%
Output	Percentage of artist satisfaction	97%	96.6%	97%

\* Data reflects the period from May 1, 2018 to April 30, 2019

\*\* Data not available

## Performance Measures Description

Number of art exhibit installations: Reflects the total number of Library-sponsored art exhibits implemented in designated art galleries throughout the Library District.

Attendance at receptions and events: Reflects the total number of customers participating in art gallery receptions, talks, workshops, and special events.

Percentage of customer satisfaction: Reflects the percentage of positive evaluations received in gallery guest books from visitors.

Percentage of artist satisfaction: Reflects the percentage of satisfactory or higher evaluations on surveys received from exhibiting artists.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$89,947	\$103,897	\$105,189	\$1,292	1.24%
Benefits	\$45,768	\$48,242	\$55,784	\$7,542	15.63%
Services and Supplies	\$4,951	\$14,500	\$24,500	\$10,000	68.97%
<b>Expenditure Total</b>	<b>\$140,666</b>	<b>\$166,639</b>	<b>\$185,473</b>	<b>\$18,834</b>	<b>11.30%</b>

## Explanation of Expenditures

The Fiscal Year 2019-2020 budget for Gallery Services amounts to \$185,473. The Services and Supplies budget was increased to accommodate additional art shipping costs and to contract high quality artists to exhibit their collection at the Library District on loan.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019	FY2020	Variance
			Actual FTE	Budget FTE	
Gallery Services Assistant	1.00	-	1.00	1.00	-
Gallery Services Manager	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>2.00</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

## Significant Program Changes

No significant changes.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Information Technology

### Department Overview

The Information Technology Department is responsible for purchasing library materials for customer use; loaning of customer materials between libraries; the Distribution Center; and for supporting the District's day-to-day operations through the maintenance and support of information technology assets. The department also protects the District's technology assets from outside threats, keeps the network running, and helps to maintain the District's enterprise applications.

The Information Technology budget amounts to \$18,037,393. The Services and Supplies budget amounts to \$2,222,946 and includes software and equipment maintenance, as well as telephone expenses.

The IT Department consists of the Access Services, Collection and Bibliographic Services, and Information Technology Programs. The Access Services Program supports the Interlibrary Loan and Distribution Center functions. The Collection and Bibliographic Services Program supports the Acquisitions, Cataloging, and Collections functions. The IT Program supports the Enterprise Applications, System Security, Help Desk, Technology Infrastructure, and Telecommunications functions.

### Significant Changes

The IT Department carefully monitors expenditures and identifies and employs cost containment strategies. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

The Information Technology Department's responsibilities include the management and maintenance of the District's technology assets to ensure that these assets are able to support the District's business objectives, and providing a comprehensive and responsive collection of materials for our customers to borrow. The performance measures selected are designed to ensure that technology issues are addressed in a timely and efficient manner, and that customers are able to find the materials they need.

### Department Programs

Information Technology includes the following programs:

- Information Technology
- Collection and Bibliographic Services
- Access Services
- Interlibrary Loan
- Distribution Center
- Electronic Resources

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Information Technology

Budget	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Budget
Staffing FTE	43.26	43.26	44.66	1.40
Salaries and Benefits	\$4,114,195	\$4,512,799	\$4,982,780	\$469,981
Services and Supplies	\$1,680,291	\$2,100,736	\$2,222,946	\$122,210
Library Materials	\$8,928,967	\$10,234,678	\$10,831,667	\$596,989
<b>Expenditure Total</b>	<b>\$14,723,453</b>	<b>\$16,848,213</b>	<b>\$18,037,393</b>	<b>\$1,189,180</b>

## Program: Information Technology Administration

**Program:** Program Support

**Program Contact:** Al Prendergast

**Related Programs:** Access Services; Collection and Bibliographic Services; Interlibrary Loan; Distribution Center; Electronic Resources

## Program Description

The Information Technology Department provides technology and support services and includes activities related to supporting the District's network infrastructure, telephone system, and the District's Library Services Platform. The department is responsible for purchasing and maintaining all of the District's personal computers, peripherals and related software, and hardware/software licensing agreements.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Quality	Percentage of staff who reported that they were satisfied with the overall handling of their trouble ticket request	98%	97%	98%
Output	Percentage of total number of trouble tickets submitted that were completed in a timely manner	97%	97%	98%
Outcome	Network uptime availability	99%	99%	100%

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

The overall customer satisfaction measures staff response to the department's survey at the completion of a trouble ticket.

The percent of trouble tickets completed in a timely manner measures how quickly the department is able to resolve a trouble ticket compared to the expected repair times listed in the department's Service Level Agreement document.

The network uptime availability measures the percent of time that network connectivity is available for all locations.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$1,290,263	\$1,375,158	\$1,513,673	\$138,515	10.07%
Benefits	\$550,511	\$569,801	\$716,460	\$146,659	25.74%
Services and Supplies	\$1,367,463	\$1,660,936	\$1,711,536	\$50,600	3.05%
<b>Expenditure Total</b>	<b>\$3,208,237</b>	<b>\$3,605,895</b>	<b>\$3,941,669</b>	<b>\$335,774</b>	<b>9.31%</b>

## Explanation of Expenditures

The Information Technology budget is \$3,941,669. The Services and Supplies budget is \$1,711,536, which includes operating supplies, software and user licenses, equipment maintenance and repair, District-wide telephone expenses, and contract services in support of mainframe, personal computer, and network applications.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Information Technology Assistant	1.00	-	1.00	1.00	-
Information Technology Assistant Director	1.00	-	1.00	1.00	-
Information Technology Director, CIO	1.00	-	1.00	1.00	-
IT Maker Space Support Specialist	1.00	-	-	1.00	1.00
Microcomputer and Network Analyst	5.00	-	4.60	5.00	0.40
Microcomputer Specialist	1.00	-	1.00	1.00	-
Microcomputer Technician	4.00	-	4.00	4.00	-
Network and ILS Analyst	1.00	-	1.00	1.00	-
Systems and Network Analyst	1.00	-	1.00	1.00	-
Systems and Network Security Analyst	1.00	-	1.00	1.00	-
Systems and Network Supervisor	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>18.00</b>	-	<b>16.60</b>	<b>18.00</b>	<b>1.40</b>

## Significant Program Changes

A Full Time IT Maker Space Support Specialist was created to support the District-wide growth of the Maker Space Program.

A Part Time Microcomputer and Network Analyst position was increased to a Full Time position.

## Program: Collection and Bibliographic Services

**Program:** Program Support

**Program Contact:** Rebecca Colbert

**Related Programs:** Information Technology; Access Services; Interlibrary Loan; Distribution Center

## Program Description

Collection and Bibliographic Services is responsible for the centralized selection and processing of all materials added to the District's collection. Selection of materials is based upon strategic service priorities following the guidelines established in the Collection Development Policy. Collection and Bibliographic Services selects and coordinates materials in a wide range of formats including electronic databases, eMedia, audio books, periodicals, CDs, DVDs, print, and non-traditional materials. It is also responsible for reevaluating and analyzing weaknesses and strengths in the collection to ensure a balanced and diverse collection.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Number of active items in collection	3,178,291	3,205,419	3,300,000
Outcome	Collection turnover	3.8	3.62	4.0
Outcome	Materials expenditure per capita	\$5.49	\$5.65	\$5.45

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

The number of active items in the collection: Reflects all District holdings, both cataloged and noncataloged items.

Collection turnover: Relates the number of materials checked out relative to the size of the collection. It is the number of materials circulated divided by the number of active library materials held.

Materials expenditure per capita: Relates the funds spent on materials for the library collection to the number of people within the District's service area.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$1,111,646	\$1,234,396	\$1,284,400	\$50,004	4.05%
Benefits	\$493,656	\$546,531	\$607,554	\$61,023	11.17%
Services and Supplies	\$222,206	\$314,000	\$330,200	\$16,200	5.16%
Library Materials	\$8,928,967	\$10,234,678	\$10,831,667	\$596,989	5.83%
<b>Expenditure Total</b>	<b>\$10,756,475</b>	<b>\$12,329,605</b>	<b>\$13,053,821</b>	<b>\$724,216</b>	<b>5.87%</b>



## Explanation of Expenditures

The Fiscal Year 2019-2020 budget for Collection and Bibliographic Services is \$13,053,821. Materials budget funding amounts to \$10,831,667 for District-wide purchases. The materials budget for Fiscal Year 2019-2020 is 15% of General Fund's projected expenditures.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Acquisitions Librarian	1.00	-	1.00	1.00	-
Adult Collection Development Librarian	1.00	-	1.00	1.00	-
Adult Services Librarian	1.00	-	1.00	1.00	-
Collection Development Assistant	-	2.00	1.08	1.08	-
Collection Development Librarian	1.00	-	1.00	1.00	-
Head of Collection and Bibliographic Services	1.00	-	1.00	1.00	-
Senior Cataloger	1.00	-	1.00	1.00	-
Support Services Assistant II	8.00	-	8.00	8.00	-
Cataloger	1.00	-	1.00	1.00	-
Young People's Collection Development Librarian	1.00	-	1.00	1.00	-
Youth Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>17.00</b>	<b>2.00</b>	<b>18.08</b>	<b>18.08</b>	<b>-</b>

## Significant Program Changes

No significant changes.

## Program: Access Services

**Program:** Program Support

**Program Contact:** Sufa Anderson

**Related Programs:** Information Technology; Collection and Bibliographic Services; Interlibrary Loan; Electronic Resources; Distribution Center

## Program Description

Access Services provides direction for all library automation systems related to database and software management for the Library District. The Access Services Department also assists the public with the use and policies related to these systems. Access Services includes the Interlibrary Loan Department (ILL), the Electronic Resources Department (ER), and the Distribution Center (DC).

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual	FY2019 Actual *	FY2020 Projected
Output	Total number of ILL borrowing requests	5,868	5,897	6,000
Output	Total number of ILL lending requests	9,069	8,888	9,000
Output	Distribution Center circulation	131,895	135,000	148,000
Output	Holds filled by Distribution Center	64,631	65,000	70,000
Output	eMedia circulation	1,901,312	2,291,283	2,400,000
Output	eResources retrievals	461,830	998,700	1,000,000

\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Total number of ILL borrowing requests reflects the total number of LVCCLD customer requests for ILL items.

Total number of ILL lending requests reflects the total number of requests from other agencies to borrow LVCCLD items.

Distribution Center circulation reflects the number of items checked out and renewed from the Distribution Center collection.

Holds filled by the Distribution Center reflects the number of requests filled by items from the Distribution Center collection.

eMedia circulation is the number of checkouts and renewals of electronic materials, such as eBooks, eAudiobooks, downloadable and streaming music, movies, and magazines.

eResources retrievals reflects the number of eResources records viewed, downloaded, or otherwise retrieved by customers.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$484,809	\$567,968	\$607,685	\$39,717	6.99%
Benefits	\$183,310	\$218,945	\$253,008	\$34,063	15.56%
Services and Supplies	\$90,622	\$125,800	\$181,210	\$55,410	44.05%
<b>Expenditure Total</b>	<b>\$758,741</b>	<b>\$912,713</b>	<b>\$1,041,903</b>	<b>\$129,190</b>	<b>14.15%</b>

## Explanation of Expenditures

The 2019-2020 budget for the Access Services Department is \$1,041,903. The Services and Supplies budget is \$181,210 and includes office supplies, small equipment, software and user licenses, and appropriations for the purchase of library cards.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019	FY2020	Variance
			Actual FTE	Budget FTE	
Access Services Manager	1.00	-	1.00	1.00	-
Distribution Center Associate	-	1.00	0.60	0.60	-
Distribution Center Librarian	1.00	-	1.00	1.00	-
Distribution Center Page	-	3.00	1.35	1.35	-
Electronic Resources Librarian	2.00	-	2.00	2.00	-
Electronic Resources Manager	1.00	-	1.00	1.00	-
Interlibrary Loan Associate	1.00	1.00	1.63	1.63	-
<b>Totals</b>	<b>6.00</b>	<b>5.00</b>	<b>8.58</b>	<b>8.58</b>	<b>-</b>

## Significant Program Changes

One Adult Services Librarian and one Computer Lab training Specialist were retitled to Electronic Resources Librarian.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Library Operations

### Department Overview

The Library Operations Department oversees all branch operations including Adult Services, Youth Services, Circulation, and Computer Centers. In addition, Library Operations is responsible for providing services to inmates at the city of Las Vegas Misdemeanor Facility; and Call Center operations, which provides outsourced service for customers by phone.

The District has 14 urban library branches, including Meadows Library, an outreach branch located inside the Stupak Community Center, and 11 outlying branches serving the rural areas of the county. Library Operations is responsible for coordinating the services in all branches to ensure that library services are delivered equitably and in a consistent manner across the District service area.

The Fiscal Year 2019-2020 total budget for Library Operations is \$31,644,749. The Services and Supplies budget is \$3,392,973 and includes appropriations for library supplies, small equipment, equipment maintenance and repair, contracted and professional services, and utilities for all branches.

### Significant Changes

Library Operations continues to carefully monitor expenditures and identify and employ cost containment strategies. The District enters into the third year of a five-year contract, which was negotiated with all three bargaining units and went into effect on July 1, 2017. The budget reflects increased salary and benefits expenditures related to modest increases for health insurance and an annual pay increase of 3%, and 2% cost of living increase for all employees covered under the CBA. All employees under the CBA are eligible for both pay increases and cost of living increases under the CBA agreement.

### Measuring Success

In Fiscal Year 2017-2018\* District libraries circulated over 12.1 million items and registered over 637,000 cardholders. This makes the Las Vegas-Clark County Library District (LVCCLD) one of the busiest major public libraries in the country. Of the top 15 American public libraries that serve over one million people, LVCCLD ranks third in circulation per capita and second in circulation per registered borrower. In Fiscal Year 2018, over 6 million people visited District libraries. Although the District saw a slight decline of in-person visits, cardholders, and circulation in Fiscal Year 2018, considerable increases were made in the following areas: computer usage, program attendance, virtual visits to the website, and eMedia circulation.

Other performance measures in Library Operations reflect the wide variety of services provided and will be closely monitored to ensure that District residents continue to enjoy superior public library services.

### Department Programs

Library Operations is comprised of the following programs:

- Urban Libraries
- Outlying Libraries

\* Fiscal Year 2019 statistics were not available.

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

## Adopted Budget | FY 2020 | Library Operations

<b>Budget</b>	<b>FY2018 Actual</b>	<b>FY2019 Estimated Expenditures</b>	<b>FY2020 Budget</b>	<b>Variance FY2019 vs. FY2020 Budget</b>
Staffing FTE	374.91	374.44	380.57	6.13
Salaries and Benefits	\$24,221,528	\$26,625,443	\$28,251,776	\$1,626,333
Services and Supplies	\$2,387,226	\$3,062,187	\$3,392,973	\$330,786
Library Materials	\$18,104	-	-	-
<b>Expenditure Total</b>	<b>\$26,626,858</b>	<b>\$29,687,630</b>	<b>\$31,644,749</b>	<b>\$1,957,119</b>

## Program: Library Operations Administration

**Program:** Program Delivery

**Program Contact:** Jennifer Schember

**Related Programs:** Urban Libraries; Outlying Libraries

## Program Description

The Library Operations Director oversees all library branches in addition to the Call Center operations.

The District has 14 urban library branches, including Meadows Library, an outreach branch located inside the Stupak Community Center, and 11 outlying branches serving the rural areas of the county. Additionally, the city of Las Vegas contracts with the District for services to its inmate population. The Library Operations department is responsible for coordinating the services in all branches to ensure that library services are delivered equitably and consistently throughout the entire District.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual *	FY2019 Actual **	FY2020 Projected
Output	Number of library cardholders	637,924	658,747	660,000
Output	Total circulation	12,222,896	11,626,157	12,000,000
Output	Gate count	5,965,798	5,908,511	6,000,000
Output	Number of computer use sessions	1,964,692	1,989,158	2,000,000

\*Adjusted to reflect the period from May 1, 2017 to April 30, 2018

\*\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Number of library cardholders: Cardholders with LVCCLD as their home library.

Total circulation: Reflects the number of items checked out and renewed at the District's 25 branches, Outreach, and ILL departments, Misdemeanor Library, and all eMedia transactions and customer renewals done online.

Gate count: Number of customers visiting library branches throughout the year.

Number of computer use sessions: Reflects the number of sessions used on a public PC or laptop.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$887,595	\$933,563	\$1,235,876	\$302,313	32.38%
Benefits	\$332,817	\$357,657	\$430,455	\$72,798	20.35%
Services and Supplies	\$165,472	\$521,680	\$750,345	\$228,665	43.83%
<b>Expenditure Total</b>	<b>\$1,385,884</b>	<b>\$1,812,900</b>	<b>\$2,416,676</b>	<b>\$603,776</b>	<b>96.57%</b>

## Explanation of Expenditures

The Fiscal Year 2019-2020 total budget for Library Operations amounts to \$31,644,749. The Library Operations Administration budget amounts to \$2,416,676, including the contract libraries. The Services and Supplies budget is \$750,345 and includes appropriations for small equipment in the amount of \$250,000, as well as provides funds for all branches.

## Staffing

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Administrative Assistant	1.00	-	1.00	1.00	-
Correctional Library Assistant	-	1.00	0.55	0.55	-
Library Assistant	1.00	5.00	-	3.63	3.63
Library Operations Director	1.00	-	1.00	1.00	-
Library Operations Support Manager	1.00	-	1.00	1.00	-
Multiservices Assistant	2.00	4.00	4.40	4.40	-
Page	-	4.00	-	1.50	1.50
Regional Library Operations Manager	2.00	-	2.00	2.00	-
Regional Relief Librarian	2.00	-	2.00	2.00	-
Senior Library Assistant	1.00	-	-	1.00	1.00
<b>Totals</b>	<b>11.00</b>	<b>10.00</b>	<b>11.95</b>	<b>18.08</b>	<b>6.13</b>

## Significant Program Changes

Six Adult Services Assistant positions were retitled to Multiservices Assistant.

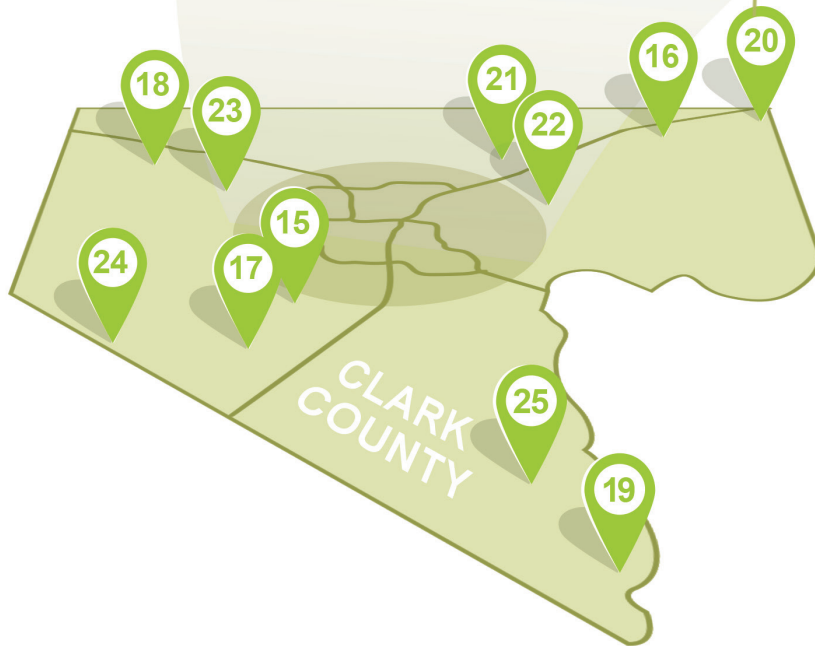
Six Library Assistant positions, one Senior Library Assistant, and four Page positions were created.

# Service Area and Branch Locations

May 2019

## URBAN BRANCHES

1. Centennial Hills
2. Clark County
3. East Las Vegas
4. Enterprise
5. Meadows
6. Rainbow
7. Sahara West
8. Spring Valley
9. Summerlin
10. Sunrise
11. West Charleston
12. West Las Vegas
13. Whitney
14. Windmill



## OUTLYING BRANCHES

15. Blue Diamond
16. Bunkerville
17. Goodsprings
18. Indian Springs
19. Laughlin
20. Mesquite
21. Moapa Town
22. Moapa Valley
23. Mt. Charleston
24. Sandy Valley
25. Searchlight

All urban branches are open  
Monday – Thursday from 10 a.m. to 8 p.m. and  
Friday, Saturday, and Sunday from 10 a.m. to 6 p.m.

Outlying branch hours vary. Please call for hours 702.734.READ.



## Program: Urban Branches

**Program:** Program Delivery

**Program Contact:** Jennifer Schember

**Related Programs:** Library Operations Administration; Outlying Libraries

## Program Description

The District operates 14 urban libraries throughout the Las Vegas metropolitan area, including Meadows Library, an outreach branch located inside the Stupak Community Center. Although the Meadows Library is in the urban core, it operates similar to an outlying branch and is overseen by a Regional Library Operations Manager. The urban libraries offer a variety of library- and community-sponsored events, including guest lectures, seminars, author visits, computer training, cultural heritage celebrations, films, plays, and storytimes. Resources for the urban branches include a collection of more than two million books, magazines, CDs, DVDs, and eMedia, as well as online access to an array of electronic resources accessible from home, school, office, or from public computers in the branches.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual*	FY2019 Actual**	FY2020 Projected
Output	Urban branch circulation	7,079,674	6,304,214	7,000,000
Output	Urban branch gate count	5,469,034	5,407,719	5,400,000
Output	Urban branch reference transactions	657,863	663,524	665,000

\*Adjusted to reflect the period from May 1, 2017 to April 30, 2018

\*\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Urban branch circulation reflects the number of items checked out and renewed at urban branches, plus the Meadows Library outreach branch.

Gate count reflects the number of customers visiting urban branch libraries and the Meadows Library outreach branch during the year.

Reference transactions relate to the number of questions posed to urban branches and Meadows Library staff by customers looking for information on various topics.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$15,515,538	\$16,797,182	\$17,212,606	\$415,424	2.47%
Benefits	\$5,468,511	\$5,831,388	\$6,664,270	\$832,882	14.28%
Services and Supplies	\$2,066,144	\$2,324,668	\$2,403,606	\$78,938	3.40%
<b>Expenditure Total</b>	<b>\$23,050,193</b>	<b>\$24,953,238</b>	<b>\$26,280,482</b>	<b>\$1,327,244</b>	<b>5.32%</b>

## Significant Program Changes

No significant changes.

## CENTENNIAL HILLS LIBRARY

### Background

The 45,555-square-foot Centennial Hills Library opened in January 2009 and is built on a seven-acre site in the northwest area of Las Vegas. The building is LEED (Leadership in Energy and Environmental Design) certified gold, meaning it is constructed to reduce negative environmental impacts and improve occupant health and well-being. This state-of-the-art library offers a collection of books, music, movies, and other resources for adults and children of all ages. There is a Computer Center for adults, and a Homework Help and Homeschool Center for children in grades K-12. The library also offers an art gallery, a storytime room, a meeting space, study rooms, and a used bookstore/café. In the coming year, programs for all ages will continue to be a goal, with a focus on STEAM programs and tutoring support for children and teens. Finally, staff will strive to provide spaces and resources for limitless learning, business and career success, connections to government and social services, and promote community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Centennial Hills Library is \$2,227,501. The Services and Supplies budget amounts to \$214,972.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,377,038	\$1,475,064	\$1,470,302	(\$4,762)	(0.32%)
Benefits	\$468,872	\$495,191	\$542,227	\$47,036	9.50%
Services and Supplies	\$207,235	\$212,873	\$214,972	\$2,099	0.99%
<b>Expenditure Total</b>	<b>\$2,053,145</b>	<b>\$2,183,128</b>	<b>\$2,227,501</b>	<b>\$44,373</b>	<b>2.03%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	3.00	3.43	3.43	-
Adult Services Librarian	2.00	-	2.00	2.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	3.00	4.00	5.05	5.05	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Center Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	4.00	1.90	1.90	-
Page	-	17.00	5.55	5.55	-
Young People's Library/Children's Services Assistant	2.00	3.00	3.43	3.43	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>15.00</b>	<b>31.00</b>	<b>27.36</b>	<b>27.36</b>	<b>-</b>

## CLARK COUNTY LIBRARY



### Background

The Clark County Library first opened its doors in January 1971. The branch houses a large collection of books in a variety of languages, audiovisual items, magazines, and newspapers. Literacy classrooms offer adult literacy programs, including English Language Learner classes. Clark County Library has a 40-seat computer lab, study rooms, and meeting spaces, as well as the District's largest programming venue: a 399-seat Performing Arts Center. The Southern Nevada Nonprofit Information Center is located in the branch and offers a collection of nonprofit/grant seeking materials and workshops free of charge. The library is committed to early literacy endeavors and performs targeted outreach and in-house programs to preschoolers and school-aged children. The Youth Services Department partners with Three Square to provide children free lunches or healthy after school snacks. Homework assistance is provided for school-aged children throughout the school year. In the coming year, Clark County Library will continue to focus on services provided to youth and families in its neighborhood by maintaining strong teen-oriented programming through its Teen Lounge and Best Buy Teen Tech Center, and expansion of the toy library for children ages 5 and under. Additionally, its One-Stop Career Center provides onsite career and job assistance. Branch staff will strengthen community-building efforts through increased outreach and participation in community events. The library will also focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.

### Budget

The Fiscal Year 2019-2020 budget for the Clark County Library amounts to \$2,939,461. The Services and Supplies budget amounts to \$295,929.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,712,423	\$1,868,067	\$1,929,019	\$60,952	3.26%
Benefits	\$592,413	\$642,254	\$714,513	\$72,259	11.25%
Services and Supplies	\$252,867	\$303,451	\$295,929	(\$7,522)	(\$2.48%)
<b>Expenditure Total</b>	<b>\$2,557,703</b>	<b>\$2,813,772</b>	<b>\$2,939,461</b>	<b>\$125,689</b>	<b>4.47%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	6.00	4.85	4.85	-
Adult Services Librarian	4.00	-	4.00	4.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	4.00	4.00	5.90	5.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Center Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	5.00	2.50	2.50	-
Page	-	24.00	8.10	8.10	-
Teen Services Department Head	1.00	-	1.00	1.00	-
Teen Services Librarian	1.00	-	1.00	1.00	-
Teen Services Specialist	-	1.00	0.60	0.60	-
Young People's Library/Children's Services Assistant	2.00	1.00	2.48	2.48	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	2.00	-	2.00	2.00	-
<b>Totals</b>	<b>21.00</b>	<b>41.00</b>	<b>37.43</b>	<b>37.43</b>	-

## EAST LAS VEGAS LIBRARY

### Background

The East Las Vegas Library opened in April 2019 and is located in the heart of this predominantly Latinx East Las Vegas community. This modern, 41,051-square-foot library features 21st century design elements with state-of-the-art spaces including a Tech Lab with audio/video production, DJ equipment, and green screen technology; a podcast room; a Computer Center with 50+ devices; a Family Activity Room and living room space; and a dedicated Teen area with VR technology and gaming equipment. The library also offers a large Spanish language collection and features an Adult Learning Center that offers classes in Adult Basic Education, English-language training, and Career Online High School. In the same place, the One-Stop Career Center provides workforce training and readiness, financial aid, and other career and employment help.



### Budget

The Fiscal Year 2019-2020 budget for the East Las Vegas Library is \$2,042,284. The Services and Supplies budget amounts to \$205,450.

Expenditure by Type	FY2018 Actual*	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$938,583	\$1,231,523	\$1,318,065	\$86,542	7.03%
Benefits	\$323,641	\$433,032	\$518,769	\$85,737	19.80%
Services and Supplies	\$195,499	\$256,768	\$205,450	(\$51,318)	(19.99%)
<b>Expenditure Total</b>	<b>\$1,457,723</b>	<b>\$1,921,323</b>	<b>\$2,042,284</b>	<b>\$120,961</b>	<b>6.30%</b>

\*Data reflects expenditures for the Las Vegas Library

Authorized Personnel	Full Time	Part Time	FY2018 Actual FTE	FY2019 Budget FTE	Variance
Adult Services Assistant	2.00	1.00	2.48	2.48	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	4.00	3.89	3.89	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	3.00	1.43	1.43	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Multiservices Assistant	1.00	3.00	2.43	2.43	-
Multiservices Specialist	1.00	-	1.00	1.00	-
Multiservices Supervisor	1.00	-	1.00	1.00	-
Page	-	12.00	3.60	3.60	-
Young People's Library/Children's Services Assistant	2.00	1.00	2.48	2.48	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>15.00</b>	<b>24.00</b>	<b>24.31</b>	<b>24.31</b>	<b>-</b>

## ENTERPRISE LIBRARY

### Background

The Enterprise Library opened in April 1996 and is located on the southeast corner of Las Vegas Boulevard South and Shelbourne Avenue. The 26,000-square-foot building encourages the use of popular reading, listening, and viewing materials through innovative and strategic displays. Programming for children and families will continue to be a major goal. Teens have a more integral role in the library's presence as the Learn to DJ lab continues its success. In the coming year, the library will also focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Enterprise Library is \$1,519,554. The Services and Supplies budget amounts to \$99,395.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,002,410	\$1,056,756	\$1,013,584	(\$43,172)	(4.09%)
Benefits	\$366,867	\$380,187	\$406,575	\$26,388	6.94%
Services and Supplies	\$80,292	\$86,544	\$99,395	\$12,851	14.85%
<b>Expenditure Total</b>	<b>\$1,449,569</b>	<b>\$1,523,487</b>	<b>\$1,519,554</b>	<b>(\$3,933)</b>	<b>(0.26%)</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	1.00	2.00	1.95	1.95	-
Adult Services Librarian	1.00	-	1.00	1.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	4.00	4.03	4.03	-
Circulation Department Head	1.00	-	1.00	1.00	-
Page	-	12.00	4.50	4.50	-
Young People's Library/Children's Services Assistant	2.00	1.00	2.47	2.47	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>11.00</b>	<b>18.00</b>	<b>18.95</b>	<b>18.95</b>	<b>-</b>



## MEADOWS LIBRARY

### Background

The 813-square-foot Meadows Library is located inside the Stupak Community Center that opened January 4, 2010. It is an outreach branch that offers materials in English and Spanish including books, DVDs, music CDs, and popular materials, as well as HSE, ELL, and citizenship study materials. It also includes a dedicated children's area and two bilingual staff members to serve the community. The library will focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Meadows Library is \$169,908. The Services and Supplies budget amounts to \$3,270.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$37,522	\$86,358	\$97,370	\$11,012	12.75%
Benefits	\$11,053	\$39,864	\$69,268	\$29,404	73.76%
Services and Supplies	\$2,173	\$3,270	\$3,270	-	-
<b>Expenditure Total</b>	<b>\$50,748</b>	<b>\$129,492</b>	<b>\$169,908</b>	<b>\$40,416</b>	<b>31.21%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	1.00	-	1.00	1.00	-
Library Associate	-	1.00	0.75	0.75	-
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>	<b>1.75</b>	<b>1.75</b>	<b>-</b>

## RAINBOW LIBRARY



### Background

The Rainbow Library is located in the northwest section of the city and is one of the busiest libraries in the District. Designed by HAS Architects, the library originally opened as a storefront in 1985, moved to its present 25,000-square-foot facility in March 1994, and has a city park as its neighbor. The library offers a variety of resources for adults and children of all ages, including a Computer Center, Homework Help Center, study rooms, and meeting spaces. Programming for children, teens, and families will continue to be a major goal. The library will also focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.

### Budget

The Fiscal Year 2019-2020 budget for the Rainbow Library is \$2,059,131. The Services and Supplies budget amounts to \$147,939.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,284,569	\$1,344,367	\$1,398,192	\$53,825	4.00%
Benefits	\$426,333	\$434,289	\$513,000	\$78,711	18.12%
Services and Supplies	\$114,279	\$123,106	\$147,939	\$24,833	20.17%
<b>Expenditure Total</b>	<b>\$1,825,181</b>	<b>\$1,901,762</b>	<b>\$2,059,131</b>	<b>\$157,369</b>	<b>8.27%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	1.00	4.00	2.90	2.90	-
Adult Services Librarian	2.00	-	2.00	2.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	3.00	4.00	4.90	4.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	3.00	1.43	1.43	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Page	-	20.00	6.00	6.00	-
Young People's Library/Children's Services Assistant	2.00	3.00	3.42	3.42	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>14.00</b>	<b>34.00</b>	<b>26.65</b>	<b>26.65</b>	<b>-</b>

## SAHARA WEST LIBRARY

### Background

Situated on over eight acres of land, the Sahara West Library was designed by Meyer, Scherer & Rockcastle, Ltd. of Minneapolis and local architectural firm, Tate & Snyder. Architectural features include a barrel-shaped roof, skylights, and other viewpoints geared to the seasonal motion of the sun and the stars. The library opened in January 1997 and is one of the District's busiest branches. Located at the corner of West Sahara Avenue and Grand Canyon Drive, the 122,000-square-foot library offers a robust international languages collection, enhanced cultural programming, and ELL classes to embrace an increasingly diverse community. This branch offers a Computer Center for adults and numerous individual and large group study rooms and meeting spaces, as well as large galleries that feature local and nationally known artists. In the coming year, programming for children, teens, adults, and families will continue to be a major goal. The library will also focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Sahara West Library is \$2,786,232. The Services and Supplies budget amounts to \$297,123.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,701,164	\$1,740,243	\$1,800,432	\$60,189	3.46%
Benefits	\$591,965	\$606,548	\$688,677	\$82,129	13.54%
Services and Supplies	\$247,743	\$283,138	\$297,123	\$13,985	4.94%
<b>Expenditure Total</b>	<b>\$2,540,872</b>	<b>\$2,629,929</b>	<b>\$2,786,232</b>	<b>\$156,303</b>	<b>5.94%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	4.00	3.90	3.90	-
Adult Services Librarian	4.00	-	4.00	4.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	4.00	4.00	5.90	5.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	4.00	1.90	1.90	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Page	-	22.00	7.20	7.20	-
Young People's Library/Children's Services Assistant	2.00	3.00	3.42	3.42	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	2.00	-	2.00	2.00	-
<b>Totals</b>	<b>19.00</b>	<b>37.00</b>	<b>33.32</b>	<b>33.32</b>	<b>-</b>



## SPRING VALLEY LIBRARY



### Background

The ethnically and culturally diverse Spring Valley Library offers an interactive early literacy play area, a designated teen space, and a Computer Center with specialized staff to assist with a variety of technical issues. Homework Help assistance, computer classes, and English Language Learner courses are also provided four days a week. In addition, English Conversation practice and specialized one-on-one technical device assistance is offered weekly. Programming for adults consists of an annual job fair and job readiness programs, while children's events flourish with entertaining and educational storytimes and other special programs. The library also offers a Community Resource Center to connect its customers to local organizations in the community. Topics include health and wellness, small business and job attainment, homeless and Veterans' services, and a variety of other resources. Spring Valley Library focuses on providing customer driven spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.

### Budget

The Fiscal Year 2019-2020 budget for the Spring Valley Library is \$1,854,894. The Services and Supplies budget amounts to \$107,727.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,134,049	\$1,245,318	\$1,273,193	\$27,875	2.24%
Benefits	\$365,687	\$413,989	\$473,974	\$59,985	14.49%
Services and Supplies	\$94,237	\$102,652	\$107,727	\$5,075	4.94%
<b>Expenditure Total</b>	<b>\$1,593,973</b>	<b>\$1,761,959</b>	<b>\$1,854,894</b>	<b>\$92,935</b>	<b>5.27%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	1.00	2.00	1.95	1.95	-
Adult Services Librarian	2.00	-	2.00	2.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	3.00	4.00	4.90	4.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	4.00	1.90	1.90	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Page	-	17.00	5.10	5.10	-
Young People's Library/Children's Services Assistant	2.00	3.00	3.43	3.43	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	2.00	-	2.00	2.00	-
<b>Totals</b>	<b>15.00</b>	<b>30.00</b>	<b>26.28</b>	<b>26.28</b>	<b>-</b>

## SUMMERLIN LIBRARY

### Background

The Summerlin Library and Performing Arts Center opened in August 1993 and serves the residents of the Summerlin master-planned community. The 40,165-square-foot library is located on six acres donated by the Howard Hughes Corporation and houses a 284-seat theater featuring a proscenium arch stage, orchestra pit, and fly loft. The Summerlin Library and Performing Arts Center houses a large, comprehensive collection of materials in a variety of formats. In addition, the library offers internet computer access, a conference room, four study rooms, an art gallery, a dedicated teen area, a used book store, and a programming/study space called the Work Shop. The Work Shop is a room dedicated to adult programming and classroom instruction. When it is not being used for programming or classroom instruction it will be used as an additional quiet study area for its customers. During the next year, the library will continue to offer a wide variety of programs for youth, including Teen Maker Space programming. And finally, the library will continue to provide space and resources for limitless learning, business and career success, connections to government and social services, and for promoting community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Summerlin Library is \$1,650,793. The Services and Supplies budget amounts to \$169,043.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$1,018,206	\$1,079,816	\$1,082,947	\$3,131	0.29%
Benefits	\$381,140	\$399,098	\$398,803	(\$295)	(0.07%)
Services and Supplies	\$142,567	\$153,989	\$169,043	\$15,054	9.78%
<b>Expenditure Total</b>	<b>\$1,541,913</b>	<b>\$1,632,903</b>	<b>\$1,650,793</b>	<b>\$17,890</b>	<b>1.10%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	2.00	2.95	2.95	-
Adult Services Librarian	1.00	-	1.00	1.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	4.00	3.90	3.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Page	-	12.00	3.60	3.60	-
Young People's Library/Children's Services Assistant	3.00	1.00	3.48	3.48	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>13.00</b>	<b>19.00</b>	<b>19.93</b>	<b>19.93</b>	<b>-</b>

## SUNRISE LIBRARY



### Background

The Sunrise Library was completed in October 1987. The 22,900-square-foot facility is a quaint neighborhood library located in the well-established northeast section of Las Vegas. It serves a diverse community of multicultural, multilingual, and multigenerational households. Outreach efforts are targeted to preschoolers, school-aged children, and a large senior community. Through class visits and presentations to increase emerging literacy and use of electronic resources, the library supports the vast student population in the community. An increased emphasis is placed on Homework Help resources, including tutors, and building collections to support Spanish language materials, and English Language Learner classes. In the coming year, the library will focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.

### Budget

The Fiscal Year 2019-2020 budget for the Sunrise Library is \$1,617,332. The Services and Supplies budget amounts to \$88,260.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,011,485	\$1,086,763	\$1,092,985	\$6,222	0.57%
Benefits	\$354,361	\$334,956	\$436,087	\$101,131	30.19%
Services and Supplies	\$74,290	\$80,518	\$88,260	\$7,742	9.62%
<b>Expenditure Total</b>	<b>\$1,440,136</b>	<b>\$1,502,237</b>	<b>\$1,617,332</b>	<b>\$115,095</b>	<b>7.66%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	2.00	2.95	2.95	-
Adult Services Librarian	1.00	-	1.00	1.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	4.00	3.90	3.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Page	-	14.00	4.20	4.20	-
Young People's Library/Children's Services Assistant	3.00	4.00	4.90	4.90	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>13.00</b>	<b>24.00</b>	<b>21.95</b>	<b>21.95</b>	<b>-</b>

## WEST CHARLESTON LIBRARY

### Background

The West Charleston Library opened in January 1993 on land adjacent to the College of Southern Nevada (CSN). The 38,900-square-foot facility focuses on providing welcoming spaces to its customers with an emphasis on limitless learning, career success, community resources, and a variety of programs for all ages. English Language Learner classes and public computer access are also available. The Youth Services Department focuses on early childhood literacy, homework tutors, STEAM programs, and interactive self-directed learning activities and programs for children and teens. The library also offers study rooms, a conference room, and a 276-seat lecture hall. The Programming and Venues Services Department collaborates with its partners to offer programs and cultural events to the community. In the coming year, a new One-Stop Career Center will allow for onsite career and job assistance. The library will also focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the West Charleston Library is \$1,901,430. The Services and Supplies budget amounts to \$152,535.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,081,394	\$1,209,605	\$1,255,599	\$45,994	3.80%
Benefits	\$393,756	\$445,990	\$493,296	\$47,306	10.61%
Services and Supplies	\$127,288	\$142,573	\$152,535	\$9,962	6.99%
<b>Expenditure Total</b>	<b>\$1,602,438</b>	<b>\$1,798,168</b>	<b>\$1,901,430</b>	<b>\$103,262</b>	<b>5.74%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	4.00	3.90	3.90	-
Adult Services Librarian	2.00	-	2.00	2.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	4.00	3.90	3.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Page	-	13.00	4.50	4.50	-
Young People's Library/Children's Services Assistant	2.00	1.00	2.48	2.48	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>13.00</b>	<b>22.00</b>	<b>21.78</b>	<b>21.78</b>	<b>-</b>

## WEST LAS VEGAS LIBRARY

### Background

The West Las Vegas Library opened in January 1989 and has experienced several remodels and expansions. It is a community-centered place where family and culture thrive. The branch's African American Special Collections, Computer Center, meeting spaces, and a 298-seat Performing Arts Center provide resources that help meet its community's needs and interests. The Homework Help Center offers core print and electronic materials for students K-12 and features a 20-seat dedicated computer lab with free tutoring services throughout the school year.

Limitless Learning for all ages is a major goal, highlighting and focusing on STEAM and Maker Space programming to engage kids in the community. A One-Stop Career Center provides onsite career and job assistance. The branch also provides adult literacy programs including ELL and workforce recovery programs to develop job skills. The library will also focus on providing a welcoming and inspiring space for limitless learning, business and career success, connecting to government services, and programming featuring community and culture, along with the tools and resources that families, children, teens, and adults need to succeed.



### Budget

The Fiscal Year 2019-2020 budget for the West Las Vegas Library is \$1,694,686. The Services and Supplies budget amounts to \$136,055.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$999,000	\$1,061,513	\$1,107,091	\$45,578	4.29%
Benefits	\$385,252	\$405,290	\$451,540	\$46,250	11.41%
Services and Supplies	\$114,994	\$128,177	\$136,055	\$7,878	6.15%
<b>Expenditure Total</b>	<b>\$1,499,246</b>	<b>\$1,594,980</b>	<b>\$1,694,686</b>	<b>\$99,706</b>	<b>6.25%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	1.00	2.48	2.48	-
Adult Services Librarian	1.00	-	1.00	1.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	3.00	3.43	3.43	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	4.00	1.90	1.90	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Page	-	7.00	2.10	2.10	-
Young People's Library/Children's Services Assistant	2.00	2.00	2.95	2.95	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>13.00</b>	<b>17.00</b>	<b>19.86</b>	<b>19.86</b>	<b>-</b>



## WHITNEY LIBRARY

### Background

The 23,619-square-foot Whitney Library celebrated its opening in June 1994. It places a high priority on providing customers with the resources they need and want to improve their quality of life through popular collections, children's programs, community partners, and outreach efforts. The library also offers a large Spanish language collection and provides adult literacy programs, including ELL and English Conversation classes. The branch focuses on early literacy and parent resources, as well as concentrating on offering programs for children that build STEAM skills. Whitney's 200-seat Concert Hall is a valuable community asset, providing space for live concerts, quality performances, and local events. Whitney will also focus on promoting resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Whitney Library is \$1,605,111. The Services and Supplies budget amounts to \$105,706.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$987,690	\$1,059,428	\$1,065,016	\$5,588	0.53%
Benefits	\$371,952	\$387,195	\$434,389	\$47,194	12.19%
Services and Supplies	\$90,495	\$98,038	\$105,706	\$7,668	7.82%
<b>Expenditure Total</b>	<b>\$1,450,137</b>	<b>\$1,544,661</b>	<b>\$1,605,111</b>	<b>\$60,450</b>	<b>3.91%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	1.00	2.95	2.95	-
Adult Services Librarian	1.00	-	1.00	1.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	4.00	3.90	3.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Page	-	14.00	4.50	4.50	-
Young People's Library/Children's Services Assistant	2.00	2.00	2.95	2.95	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>12.00</b>	<b>21.00</b>	<b>20.30</b>	<b>20.30</b>	<b>-</b>

## WINDMILL LIBRARY



### Background

This energy efficient and modern library offers a variety of services and programs in a family friendly environment for customers of all ages. It features a Computer Center with circulating laptops, a youth computer lab, four study rooms, a 99-seat rental meeting room, and a 300-seat auditorium. This year the library will be increasing STEAM programs and Maker Space activities for kids and teens. The library also provides a variety of programming and services for adults, including an English Conversation Group, ELL classes for community residents, and passport services. The focus will be to increase adult and multigenerational programming, some of which will be technology-based, reaching its community of young professionals, and young families with children. The library and its staff continue to focus on providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promoting community and culture.

### Budget

The Fiscal Year 2019-2020 budget for the Windmill Library is \$2,212,165. The Services and Supplies budget amounts to \$380,202.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$1,230,005	\$1,252,361	\$1,308,811	\$56,450	4.51%
Benefits	\$435,219	\$413,505	\$523,152	\$109,647	26.52%
Services and Supplies	\$322,185	\$349,571	\$380,202	\$30,631	8.76%
<b>Expenditure Total</b>	<b>\$1,987,409</b>	<b>\$2,015,437</b>	<b>\$2,212,165</b>	<b>\$196,728</b>	<b>9.76%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	2.00	2.00	2.95	2.95	-
Adult Services Librarian	1.00	-	1.00	1.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	3.00	4.00	4.90	4.90	-
Circulation Department Head	1.00	-	1.00	1.00	-
Computer Lab Assistant	-	3.00	1.42	1.42	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Page	-	16.00	5.85	5.85	-
Young People's Library/Children's Services Assistant	2.00	1.00	2.48	2.48	-
Young People's Library/Children's Services Department Head	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	2.00	-	2.00	2.00	-
<b>Totals</b>	<b>15.00</b>	<b>26.00</b>	<b>25.60</b>	<b>25.60</b>	<b>-</b>

## Program: Outlying Branches

**Program:** Program Delivery

**Program Contact:** Carlotta Dickerson  
 Jennifer Schember

**Related Programs:** Library Operations Administration; Urban Branches

## Program Description

The District operates 11 outlying libraries that serve the vast areas of Clark County outside of the greater Las Vegas metropolitan area. These branches are distributed over an area of approximately 6,277 square miles.

## Performance Measures

Measure Type	Primary Measure	FY2018 Actual*	FY2019 Actual**	FY2020 Projected
Output	Outlying branch circulation	488,419	469,132	470,000
Output	Outlying branch gate count	496,078	499,974	500,000
Output	Outlying branch reference transactions	35,644	38,442	40,000

\* Adjusted to reflect the period from May 1, 2017 to April 30, 2018

\*\* Data reflects the period from May 1, 2018 to April 30, 2019

## Performance Measures Description

Total circulation is the number of items checked out and renewed at the District's 11 outlying branches.

Gate count reflects the number of customers visiting outlying branch libraries during the year.

Reference transactions refer to the number of questions posed to outlying branch staff by customers looking for information on various topics.

## Expenditure Detail

Program Expenditures	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$1,495,780	\$1,984,604	\$1,937,706	(\$46,898)	(2.36%)
Benefits	\$521,287	\$721,049	\$770,864	\$49,815	6.91%
Services and Supplies	\$155,610	\$215,839	\$239,022	\$23,183	10.74%
<b>Expenditure Total</b>	<b>\$2,172,677</b>	<b>\$2,921,492</b>	<b>\$2,947,592</b>	<b>\$26,100</b>	<b>0.89%</b>

## Significant Program Changes

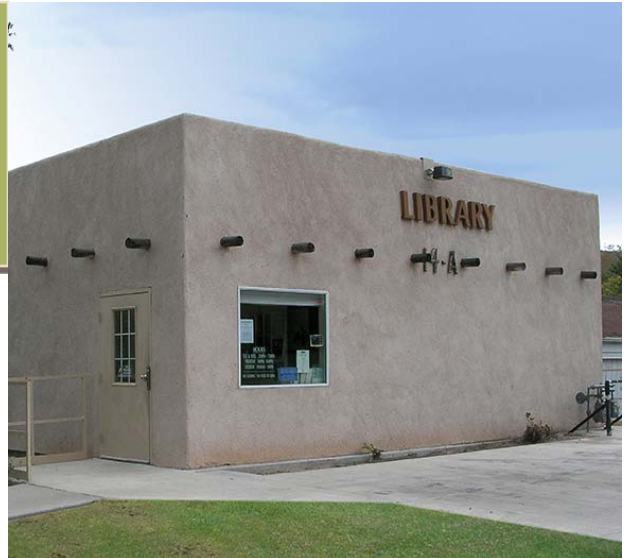
No significant changes.



## BLUE DIAMOND LIBRARY

### Background

One of the District's smallest libraries, the Blue Diamond Library opened in 1970 in a small trailer purchased with a Federal Library Grant. In 1989, a local Blue Diamond resident constructed the current 1,000-square-foot library building, providing spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Blue Diamond Library amounts to \$99,973. The Services and Supplies budget amounts to \$22,362.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$54,454	\$58,595	\$61,684	\$3,089	5.27%
Benefits	\$13,584	\$16,492	\$15,927	(\$565)	(3.43%)
Services and Supplies	\$20,268	\$20,667	\$22,362	\$1,695	8.20%
<b>Expenditure Total</b>	<b>\$88,306</b>	<b>\$95,754</b>	<b>\$99,973</b>	<b>\$4,219</b>	<b>4.41%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	-	1.00	0.20	0.20	-
Library Associate	-	1.00	0.63	0.63	-
<b>Totals</b>	<b>-</b>	<b>1.00</b>	<b>0.83</b>	<b>0.83</b>	<b>-</b>

## BUNKERVILLE LIBRARY

### Background

The Bunkerville Library first opened in 1968 in a portion of the old school gym. Now housed with the Parks and Recreation Department, the library serves many Mesquite residents as well as the residents of Bunkerville. Located on West Virgin Street and North First West, the library is frequently used by the Clark County Parks and Recreation preschool program for learning materials and references. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Bunkerville Library amounts to \$84,673. The Services and Supplies budget amounts to \$5,303.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$58,956	\$59,633	\$62,746	\$3,113	5.22%
Benefits	\$14,901	\$17,502	\$16,624	(\$878)	(5.02%)
Services and Supplies	\$2,873	\$5,303	\$5,303	-	-
<b>Expenditure Total</b>	<b>\$76,730</b>	<b>\$82,438</b>	<b>\$84,673</b>	<b>\$2,235</b>	<b>2.71%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	-	1.00	0.30	0.30	-
Library Associate	-	1.00	0.63	0.63	-
<b>Totals</b>	<b>-</b>	<b>1.00</b>	<b>0.93</b>	<b>0.93</b>	<b>-</b>

## GOODSPRINGS LIBRARY

### Background

The Goodsprings Library serves the smallest community in Clark County, but this little town is full of history. Originally opened in 1968 in the living room of an old mining house owned by the parents of the librarian, the Goodsprings Library was moved into its current location next to the Goodsprings Community Center and the one-room schoolhouse in 1970. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Goodsprings Library is \$81,947. The Services and Supplies budget amounts to \$2,446.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$43,987	\$59,238	\$46,568	(\$12,670)	(21.39%)
Benefits	\$25,653	\$28,803	\$32,933	\$4,130	14.34%
Services and Supplies	\$1,772	\$2,063	\$2,446	\$383	18.57%
<b>Expenditure Total</b>	<b>\$71,412</b>	<b>\$90,104</b>	<b>\$81,947</b>	<b>(\$8,157)</b>	<b>(\$9.05%)</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Associate	1.00	-	0.75	0.75	-
<b>Totals</b>	<b>1.00</b>	<b>-</b>	<b>0.75</b>	<b>0.75</b>	<b>-</b>

## INDIAN SPRINGS LIBRARY

### Background

Located at the corner of Sky Road and Gretta Lane, the Indian Springs Library opened in February 1987 and serves residents from the communities of Indian Springs. The 1,200-square-foot library offers spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Indian Springs Library is \$106,241. The Services and Supplies budget amounts to \$4,765.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$71,233	\$88,725	\$77,195	(\$11,530)	(13.00%)
Benefits	\$20,958	\$22,074	\$24,281	\$2,207	10.00%
Services and Supplies	\$3,135	\$4,951	\$4,765	(\$186)	(3.76%)
<b>Expenditure Total</b>	<b>\$95,326</b>	<b>\$115,750</b>	<b>\$106,241</b>	<b>(\$9,509)</b>	<b>(8.22%)</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	-	1.00	0.48	0.48	-
Library Associate	1.00	-	0.75	0.75	-
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>	<b>1.23</b>	<b>1.23</b>	<b>-</b>

## LAUGHLIN LIBRARY

### Background

The Laughlin Library operated out of a storefront in 1987 and moved into its own 15,600-square-foot facility in April 1994. The library is the District's second-largest outlying branch and is located off Needles Highway. Its special collections include the history of Laughlin and gaming as well as information about the Mojave Desert. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Laughlin Library is \$755,464. The Services and Supplies budget amounts to \$65,919.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020 Amount	Percent
Salaries	\$404,478	\$573,269	\$467,695	(\$105,574)	(18.42%)
Benefits	\$184,729	\$240,602	\$232,193	(\$8,409)	(3.49%)
Services and Supplies	\$56,623	\$62,843	\$65,919	\$3,076	4.89%
<b>Expenditure Total</b>	<b>\$645,830</b>	<b>\$876,714</b>	<b>\$765,807</b>	<b>(\$110,907)</b>	<b>(12.65%)</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	1.00	2.47	2.47	-
Library Assistant	3.00	1.00	3.48	3.48	-
Outlying Branch Department Head	1.00	-	1.00	1.00	-
Page	-	4.00	1.20	1.20	-
<b>Totals</b>	<b>7.00</b>	<b>6.00</b>	<b>9.15</b>	<b>9.15</b>	<b>-</b>



## MESQUITE LIBRARY CAMPUS

### Background

Located in one of the fastest growing cities in Nevada near the Utah border, the Mesquite Library began as a 2,008-square-foot facility in May 1990 and was later expanded to 5,464-square-feet in 2012. After a 1.63-acre parcel was donated by the city of Mesquite, an expanded Mesquite Library Campus opened in June 2018. The new 13,313-square-foot library is located on the southeast corner of West First North Street and Desert Road. Immediately to the north is the Learning Center, the former 5,464-square-foot library, which was redesigned and now includes a Computer Center and One-Stop Career Center to provide onsite career and job assistance. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture, providing access to education, learning opportunities, and social connections for all.



### Budget

The Fiscal Year 2018-2020 budget for the Mesquite Library Campus is \$1,152,069. The Services and Supplies budget amounts to \$88,639.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$445,254	\$707,353	\$762,379	\$55,026	7.78%
Benefits	\$146,815	\$279,505	\$301,051	\$21,546	7.71%
Services and Supplies	\$34,643	\$74,261	\$88,639	\$14,378	19.36%
<b>Expenditure Total</b>	<b>\$626,712</b>	<b>\$1,061,119</b>	<b>\$1,152,069</b>	<b>\$90,950</b>	<b>8.57%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Adult Services Assistant	1.00	-	1.00	1.00	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Computer Lab Assistant	1.00	2.00	1.95	1.95	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Library Assistant	1.00	6.00	4.10	4.10	-
Page	-	6.00	1.80	1.80	-
Young People's Library/Children's Services Assistant	1.00	1.00	1.60	1.60	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>8.00</b>	<b>15.00</b>	<b>14.45</b>	<b>14.45</b>	<b>-</b>

## MOAPA TOWN LIBRARY



### Background

Serving the unincorporated township of Moapa, the Moapa Town Library reopened in its current facility in March 1998. Combined with the recreation center, the library is located next to the gymnasium in a 2,000-square-foot building. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.

### Budget

The Fiscal Year 2019-2020 budget for the Moapa Town Library is \$82,755. The Services and Supplies budget amounts to \$6,511.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$57,337	\$56,761	\$59,731	\$2,970	5.23%
Benefits	\$14,183	\$17,136	\$16,513	(\$623)	(3.64%)
Services and Supplies	\$4,568	\$6,328	\$6,511	\$183	2.89%
<b>Expenditure Total</b>	<b>\$76,088</b>	<b>\$80,225</b>	<b>\$82,755</b>	<b>\$2,530</b>	<b>3.15%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	-	1.00	0.30	0.30	-
Library Associate	-	1.00	0.63	0.63	-
<b>Totals</b>	<b>-</b>	<b>2.00</b>	<b>0.93</b>	<b>0.93</b>	<b>-</b>

## MOAPA VALLEY LIBRARY

### Background

The Moapa Valley Library located in Overton first opened in 1967 and expanded to its existing facility in June 1987. Located 60 miles northeast of Las Vegas, it serves residents throughout the Moapa Valley and its communities of Overton and Logandale. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Moapa Valley Library is \$342,813. The Services and Supplies budget amounts to \$22,980.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$202,039	\$217,193	\$228,197	\$11,004	5.07%
Benefits	\$68,398	\$63,267	\$91,636	\$28,369	44.84%
Services and Supplies	\$14,773	\$19,623	\$22,980	\$3,357	17.11%
<b>Expenditure Total</b>	<b>\$285,210</b>	<b>\$300,083</b>	<b>\$342,813</b>	<b>\$42,730</b>	<b>14.24%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	1.00	4.00	3.16	3.16	-
Page	-	3.00	1.05	1.05	-
Senior Library Associate	1.00	-	1.00	1.00	-
<b>Totals</b>	<b>2.00</b>	<b>7.00</b>	<b>5.21</b>	<b>5.21</b>	<b>-</b>



## MOUNT CHARLESTON LIBRARY

### Background

Buried in snow in the winter and cool during the hot days of summer, the Mount Charleston Library serves the beautiful community that surrounds it. The library opened in March 1987 and is located in Old Town about 40 miles north of Las Vegas, across from the Forest Service Fire Station at an elevation of 7,200 feet. The 2,800-square-foot library includes a conference room available to the community. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Mount Charleston Library is \$80,932. The Services and Supplies budget amounts to \$12,271.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$51,098	\$52,779	\$55,557	\$2,778	5.26%
Benefits	\$11,204	\$13,222	\$13,104	(\$118)	(0.89%)
Services and Supplies	\$11,706	\$12,454	\$12,271	(\$183)	(1.47%)
<b>Expenditure Total</b>	<b>\$74,008</b>	<b>\$78,455</b>	<b>\$80,932</b>	<b>\$2,477</b>	<b>3.16%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	-	1.00	0.48	0.48	-
Library Associate	-	1.00	0.62	0.62	-
<b>Totals</b>	<b>-</b>	<b>2.00</b>	<b>1.10</b>	<b>1.10</b>	<b>-</b>

## SANDY VALLEY LIBRARY

### Background

The growing community of Sandy Valley first began in the 1800s as the four mining communities of Kingston, Sandy, Ripley, and Platina. The Sandy Valley Library, which started as a closet in the old Community Center in 1987, now occupies 1,000-square-feet in a shared Community Center/Library. Approximately 45 miles from Las Vegas, the library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Sandy Valley Library is \$89,443. The Services and Supplies budget amounts to \$3,516.

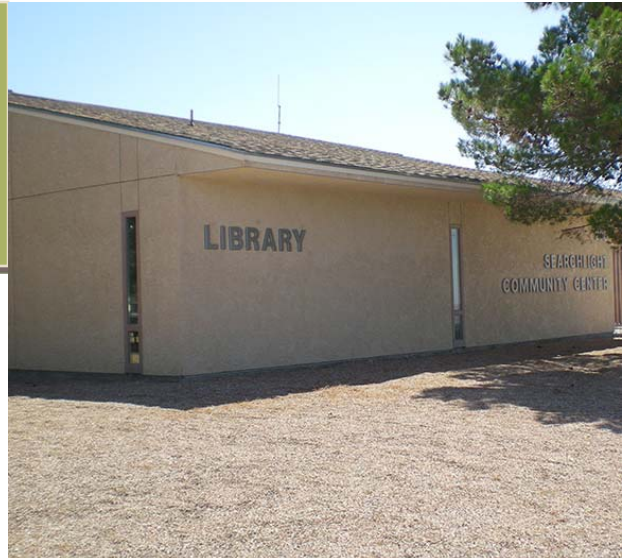
Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$67,774	\$68,982	\$72,005	\$3,023	4.38%
Benefits	\$12,508	\$14,438	\$13,922	(\$516)	(3.57%)
Services and Supplies	\$2,122	\$3,216	\$3,516	\$300	9.33%
<b>Expenditure Total</b>	<b>\$82,404</b>	<b>\$86,636</b>	<b>\$89,443</b>	<b>\$2,807</b>	<b>3.24%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	-	2.00	0.95	0.95	-
Library Associate	-	1.00	0.63	0.63	-
<b>Totals</b>	<b>-</b>	<b>3.00</b>	<b>1.58</b>	<b>1.58</b>	<b>-</b>

## SEARCHLIGHT LIBRARY

### Background

The mining town of Searchlight opened its first library in 1969 and it moved into a new joint facility in July 1989. Constructed with Federal Block Grant money, the library shares the building with the Health Clinic and the Searchlight Museum. Searchlight, one of the oldest communities in Nevada, is located halfway between Las Vegas and Laughlin. The library provides spaces and resources for limitless learning, business and career success, connections to government and social services, and promotes community and culture.



### Budget

The Fiscal Year 2019-2020 budget for the Searchlight Library is \$60,939. The Services and Supplies budget amounts to \$4,310.

Expenditure by Type	FY2018 Actual	FY2019 Estimated Expenditures	FY2020 Budget	Variance FY2019 vs. FY2020	
				Amount	Percent
Salaries	\$39,170	\$42,076	\$43,949	\$1,873	4.45%
Benefits	\$8,354	\$8,008	\$12,680	\$4,672	58.34%
Services and Supplies	\$3,127	\$4,130	\$4,310	\$180	4.36%
<b>Expenditure Total</b>	<b>\$50,651</b>	<b>\$54,214</b>	<b>\$60,939</b>	<b>\$6,725</b>	<b>12.40%</b>

Authorized Personnel	Full Time	Part Time	FY2019 Actual FTE	FY2020 Budget FTE	Variance
Library Assistant	-	1.00	0.63	0.63	-
Library Associate	-	1.00	0.30	0.30	-
<b>Totals</b>	<b>-</b>	<b>2.00</b>	<b>0.93</b>	<b>0.93</b>	<b>-</b>



# **CAPITAL PROJECTS FUND**

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



## CAPITAL PROJECTS FUND

### Background

The Capital Projects Fund accounts for the acquisition, replacement, or construction of major capital projects and facilities. The Fund consists of nine programs to accumulate available resources to be appropriated in subsequent budget years. The programs are the Library Services Platform, Technology Replacements and Upgrades, Building Repair and Maintenance, Capital Construction, Library Materials, Vehicle Purchase and Replacement, Furniture Purchase and Replacement, Financial Services, and Community Engagement/Programming and Venues Services.

Expenditures for the nine major programs will total \$13.7 million for the construction of library branches, replacement and upgrade of the District's 1,000+ PCs and telecommunication networks, to appropriate funding for the renovation of current facilities, and replace aging vehicles, furniture, and other equipment.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	23,362	50,000	50,000	50,000	-	-
<b>Total Revenues</b>	<b>23,362</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	24,028,920	3,929,423	4,355,700	3,881,200	(474,500)	(10.89%)
Library Materials	127,918	520,643	800,000	-	(800,000)	(100.00%)
Capital Outlay	458,519	8,515,399	8,370,903	9,820,100	1,449,197	17.31%
<b>Total Expenditures</b>	<b>24,615,357</b>	<b>12,965,465</b>	<b>13,526,603</b>	<b>13,701,300</b>	<b>174,697</b>	<b>1.29%</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(24,591,995)</b>	<b>(12,915,465)</b>	<b>(13,476,603)</b>	<b>(13,651,300)</b>	<b>(174,697)</b>	<b>1.30%</b>
<b>Beginning Fund Balance</b>	<b>32,903,223</b>	<b>16,745,482</b>	<b>15,526,623</b>	<b>10,030,017</b>	<b>(5,496,606)</b>	<b>(35.40%)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	7,400,000	6,200,000	6,200,000	6,000,000	(200,000)	(3.23%)
Transfers (to) Other Capital Programs	-	(1,500,000)	(3,195,000)	-	3,195,000	(100.00%)
Transfers from Other Capital Programs	-	1,500,000	3,195,000	-	(3,195,000)	(100.00%)
Proceeds from sale of capital assets	1,034,254	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>16,745,482</b>	<b>10,030,017</b>	<b>8,250,020</b>	<b>2,378,717</b>	<b>(5,871,303)</b>	<b>(71.17%)</b>

## LIBRARY SERVICES PLATFORM (LSP) REPLACEMENT PROGRAM

### Background

This program was established to account for available resources appropriated for implementation of a replacement Library Services Platform (LSP). The District replaced the previous LSP with the current LSP system in May 2016. This program has no budgeted expenditures for Fiscal Year 2019-2020.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	-	-	100,000	-	(100,000)	(100.00%)
Library Materials	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	-	100,000	100,000	-	(100,000)	(100.00%)
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	-	-	(100,000)	-	100,000	(100.00%)
<b>Beginning Fund Balance</b>	281,992	281,992	281,992	281,992	-	-
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	140,000	-	(140,000)	(100.00%)
<b>Ending Fund Balance</b>	281,992	281,992	321,992	281,992	(40,000)	(12.42%)



## TECHNOLOGY REPLACEMENTS AND UPGRADES PROGRAM

### Background

This program was established in Fiscal Year 2002-2003 and is designed to provide for the ongoing replacement and upgrade of the District's personal computers, telecommunication hardware, and other related infrastructure improvements. The fund balance at the end of Fiscal Year 2019-2020 will be \$423,687. Appropriations of \$1,927,000 are proposed for technology replacements and upgrade projects during Fiscal Year 2019-2020.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	780,000	1,116,583	1,297,000	942,000	(355,000)	(27.37%)
Library Materials	-	-	-	-	-	-
Capital Outlay	315,328	1,274,680	1,709,903	985,000	(724,903)	(42.39%)
<b>Total Expenditures</b>	<b>1,095,328</b>	<b>2,391,263</b>	<b>3,006,903</b>	<b>1,927,000</b>	<b>(1,079,903)</b>	<b>(35.91%)</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(1,095,328)</b>	<b>(2,391,263)</b>	<b>(3,006,903)</b>	<b>(1,927,000)</b>	<b>1,079,903</b>	<b>(35.91%)</b>
<b>Beginning Fund Balance</b>	<b>827,278</b>	<b>541,950</b>	<b>462,278</b>	<b>1,150,687</b>	<b>688,409</b>	<b>148.92%</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	810,000	2,500,000	2,500,000	1,200,000	(1,300,000)	(52.00%)
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	500,000	1,000,000	-	(1,000,000)	(100.00%)
<b>Ending Fund Balance</b>	<b>541,950</b>	<b>1,150,687</b>	<b>955,375</b>	<b>423,687</b>	<b>(531,688)</b>	<b>(55.65%)</b>

## BUILDING REPAIR AND MAINTENANCE PROGRAM

### Background

This program was established in Fiscal Year 2003-2004 and provides funding for major and emergency maintenance and repairs to the District's buildings and related infrastructure. The majority of the District's buildings are now between 22 and 32 years old. More than half of the District's buildings were constructed at about the same time and are aging at the same rate. Therefore, major replacement and repair of building components and systems such as carpeting, roofs, HVAC systems, parking lots, etc. will be required at about the same time. The total available funding is \$3.1 million for Fiscal Year 2019-2020. Appropriations of \$2.7 million are for replacements and unanticipated emergency repairs. An unexpended balance of \$0.4 million will be available for future emergencies, replacements, and repairs.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	1,505,206	1,168,984	2,533,700	2,034,500	(499,200)	(19.70%)
Library Materials	-	-	-	-	-	-
Capital Outlay	-	-	-	668,000	668,000	-
<b>Total Expenditures</b>	<b>1,505,206</b>	<b>1,168,984</b>	<b>2,533,700</b>	<b>2,702,500</b>	<b>168,800</b>	<b>6.66%</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(1,505,206)</b>	<b>(1,168,984)</b>	<b>(2,533,700)</b>	<b>(2,702,500)</b>	<b>(168,800)</b>	<b>6.66%</b>
<b>Beginning Fund Balance</b>	<b>3,668,265</b>	<b>2,528,059</b>	<b>2,233,265</b>	<b>1,859,075</b>	<b>(374,190)</b>	<b>(16.76%)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	365,000	500,000	500,000	1,200,000	700,000	140.00%
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	1,000,000	-	(1,000,000)	(100.00%)
<b>Ending Fund Balance</b>	<b>2,528,059</b>	<b>1,859,075</b>	<b>1,199,565</b>	<b>356,575</b>	<b>(842,990)</b>	<b>(70.27%)</b>

## CAPITAL CONSTRUCTION PROGRAM

### Background

The Capital Construction Program was established in Fiscal Year 2003-2004, for accumulating resources that can be appropriated for the District's most vital construction projects that cannot be funded from more limited annual operating budgets.

Of the \$8.3 million in available resources, a total of \$7,887,100 has been appropriated for use in Fiscal Year 2019-2020 for branch projects.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	23,362	50,000	50,000	50,000	-	-
<b>Total Revenues</b>	<b>23,362</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	21,540,817	1,414,693	40,000	-	(40,000)	(100.00%)
Library Materials	-	-	-	-	-	-
Capital Outlay	-	6,897,958	5,998,000	7,887,100	1,889,100	31.50%
<b>Total Expenditures</b>	<b>21,540,817</b>	<b>8,312,651</b>	<b>6,038,000</b>	<b>7,887,100</b>	<b>1,849,100</b>	<b>30.62%</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(21,517,455)</b>	<b>(8,262,651)</b>	<b>(5,988,000)</b>	<b>(7,837,100)</b>	<b>(1,849,100)</b>	<b>30.88%</b>
<b>Beginning Fund Balance</b>	<b>26,263,655</b>	<b>11,250,454</b>	<b>10,652,055</b>	<b>4,687,803</b>	<b>(5,964,252)</b>	<b>(55.99%)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	5,470,000	3,200,000	3,200,000	3,600,000	400,000	12.50%
Transfers (to) Other Capital Programs	-	(1,500,000)	(3,195,000)	-	3,195,000	(100.00%)
Transfers from Other Capital Programs	1,034,254	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>11,250,454</b>	<b>4,687,803</b>	<b>4,669,055</b>	<b>450,703</b>	<b>(4,218,352)</b>	<b>(90.35%)</b>

## LIBRARY MATERIALS PROGRAM

### Background

This program was established to provide funds for the cost of library materials for future library branches.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	-	-	-	-	-	-
Library Materials	127,918	520,643	800,000	-	(800,000)	(100.00%)
Capital Outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>127,918</b>	<b>520,643</b>	<b>800,000</b>	<b>-</b>	<b>(800,000)</b>	<b>(100.00%)</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(127,918)</b>	<b>(520,643)</b>	<b>(800,000)</b>	<b>-</b>	<b>800,000</b>	<b>(100.00%)</b>
<b>Beginning Fund Balance</b>	<b>300,000</b>	<b>272,082</b>	<b>285,000</b>	<b>251,439</b>	<b>(33,561)</b>	<b>(11.78%)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	100,000	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	500,000	515,000	-	-	-
<b>Ending Fund Balance</b>	<b>272,082</b>	<b>251,439</b>	<b>-</b>	<b>251,439</b>	<b>251,439</b>	<b>-</b>

## VEHICLE PURCHASE AND REPLACEMENT PROGRAM

### Background

The Vehicle Purchase and Replacement Program was established in Fiscal Year 2012-2013 to maintain the reliability of the District's vehicle fleet by funding the purchase and replacement of vehicles. A total of \$200,000 has been appropriated in Fiscal Year 2019-2020.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Capital Outlay	65,994	114,477	200,000	200,000	-	-
<b>Total Expenditures</b>	<b>65,994</b>	<b>114,477</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(65,994)</b>	<b>(114,477)</b>	<b>(200,000)</b>	<b>(200,000)</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>639,327</b>	<b>573,333</b>	<b>489,327</b>	<b>458,856</b>	<b>(30,471)</b>	<b>(6.23%)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>573,333</b>	<b>458,856</b>	<b>289,327</b>	<b>258,856</b>	<b>(30,471)</b>	<b>(10.53%)</b>

## FURNITURE PURCHASE AND REPLACEMENT PROGRAM

### Background

The Furniture Purchase and Replacement Program was established in Fiscal Year 2014-2015 to fund the replacement of aging furniture in the libraries. A total of \$200,000 has been appropriated in Fiscal Year 2019-2020 to purchase new furniture for several libraries.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	98,979	150,619	200,000	200,000	-	-
Library Materials	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>98,979</b>	<b>150,619</b>	<b>200,000</b>	<b>200,000</b>	-	-
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(98,979)</b>	<b>(150,619)</b>	<b>(200,000)</b>	<b>(200,000)</b>	-	-
<b>Beginning Fund Balance</b>	<b>381,512</b>	<b>282,533</b>	<b>201,512</b>	<b>281,914</b>	<b>80,402</b>	<b>39.90%</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	150,000	150,000	-	(150,000)	(100.00%)
<b>Ending Fund Balance</b>	<b>282,533</b>	<b>281,914</b>	<b>151,512</b>	<b>81,914</b>	<b>(69,598)</b>	<b>(45.94%)</b>

## FINANCIAL SERVICES PROGRAM

### Background

The Financial Services Program was established in Fiscal Year 2016-2017 to fund the replacement of aging equipment, including photocopiers and cash registers. A total of \$305,000 has been appropriated in Fiscal Year 2019-2020.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	70,950	78,544	185,000	225,000	40,000	21.62%
Library Materials	-	-	-	-	-	-
Capital Outlay	6,234	15,509	80,000	80,000	-	-
<b>Total Expenditures</b>	<b>77,184</b>	<b>94,053</b>	<b>265,000</b>	<b>305,000</b>	<b>40,000</b>	<b>15.09%</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(77,184)</b>	<b>(94,053)</b>	<b>(265,000)</b>	<b>(305,000)</b>	<b>(40,000)</b>	<b>15.09%</b>
<b>Beginning Fund Balance</b>	<b>203,968</b>	<b>391,784</b>	<b>343,968</b>	<b>447,731</b>	<b>103,763</b>	<b>30.17%</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	265,000	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	150,000	190,000	-	190,000	(100.00%)
<b>Ending Fund Balance</b>	<b>391,784</b>	<b>447,731</b>	<b>268,968</b>	<b>142,731</b>	<b>(126,237)</b>	<b>(46.93%)</b>

## COMMUNITY ENGAGEMENT/PROGRAMMING AND VENUES SERVICES PROGRAM

### Background

The Community Engagement/Programming and Venues Services Program was established in Fiscal Year 2016-2017 to maintain the reliability of the District's meeting rooms and Performing Arts Centers by funding the purchase and replacement of audio, visual, and theatrical equipment. A total of \$479,700 has been appropriated in Fiscal Year 2019-2020.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2018-2019 Budget	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
					Amount	Percent
<b>Revenues:</b>						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
<b>Expenditures by Type:</b>						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	32,968	-	-	479,700	479,700	-
Library Materials	-	-	-	-	-	-
Capital Outlay	70,963	212,775	383,000	-	(383,000)	(100.00%)
<b>Total Expenditures</b>	<b>103,931</b>	<b>212,775</b>	<b>383,000</b>	<b>479,700</b>	<b>96,700</b>	<b>25.25%</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(103,931)</b>	<b>(212,775)</b>	<b>(383,000)</b>	<b>(479,700)</b>	<b>(96,700)</b>	<b>25.25%</b>
<b>Beginning Fund Balance</b>	<b>337,226</b>	<b>623,295</b>	<b>577,226</b>	<b>610,520</b>	<b>33,294</b>	<b>(577,226)</b>
<b>Other Financing Sources and Uses:</b>						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	390,000	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	200,000	200,000	-	(200,000)	(100.00%)
<b>Ending Fund Balance</b>	<b>623,295</b>	<b>610,520</b>	<b>394,226</b>	<b>130,820</b>	<b>(263,406)</b>	<b>(66.82%)</b>



## SUMMARY OF CAPITAL PROGRAMS/PROJECTS

Using available resources, the District will maintain capital assets and infrastructure at a level that is adequate to protect its investment, to minimize future replacement and maintenance costs, and to maintain existing service levels.

The District maintains a five-year capital improvement plan (CIP) that identifies projects for capital and major maintenance projects. Moreover, the Facilities Master Plan (FMP) provides additional information for 15-year expense projections, which includes annual operating costs, for all departments and funds. The District will utilize these planning documents and develop policies and procedures identifying criteria and steps for implementation. The capital budget will link to, and flow from, the multi-year CIP and FMP.

The District will coordinate development of the Capital Fund budget with development of the General Fund budget. Future operating costs associated with new capital projects will be projected and included in General Fund budget forecasts.

Program/Project Name:	Revenues			Expenditures			
	Project Year	Transfers From Other Funds	Other	Total Cost	Cumulative Costs Thru FY 2019	2019-2020 Budget	Balance Remaining
BUILDING REPAIR AND MAINTENANCE		1,200,000	-	-	-	-	-
Annual Repair and Maintenance	2020	-	-	2,065,000	-	2,065,000	-
General Contingency	2020	-	-	237,500	-	237,500	-
Unanticipated Emergency Repair	2020	-	-	400,000	-	400,000	-
Total Building Repair and Maintenance		1,200,000	-	2,702,500	-	2,702,500	-
CAPITAL CONSTRUCTION		3,600,000	50,000	-	-	-	-
Services & Facilities Master Plan	2020	-	-	7,887,100	-	7,887,100	-
Total Capital Construction		3,600,000	50,000	7,887,100	-	7,887,100	-
LSP REPLACEMENT	2020	-	-	-	-	-	-
TECHNOLOGY REPLACEMENTS AND UPGRADES	2020	1,200,000	-	1,927,000	-	1,927,000	-
LIBRARY MATERIALS	Ongoing	-	-	-	-	-	-
VEHICLE PURCHASE AND REPLACEMENT	Ongoing	-	-	200,000	-	200,000	-
FURNITURE PURCHASE AND REPLACEMENT	Ongoing	-	-	200,000	-	200,000	-
FINANCIAL SERVICES	Ongoing	-	-	305,000	-	305,000	-
COMMUNITY ENGAGEMENT/ PROGRAMMING AND VENUES SERVICES	Ongoing	-	-	479,700	-	479,700	-
TOTAL ALL PROGRAMS/PROJECTS		6,000,000	50,000	13,701,300	-	13,701,300	-



# **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

### Background

Special Revenues account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes (other than major capital projects and debt service). The District's Special Revenue Funds consist of a Gift Fund, Grant Fund, and an Expendable Trust Fund. The Expendable Trust Fund is not shown separately for presentation purposes due to minimal activity in the fund in prior years.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-
Intergovernmental Revenue	1,046,584	1,800,000	1,800,000	-	-
Charges for Services	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-
Miscellaneous Revenue	2,765	200,000	200,000	-	-
Contributions & Donations	675,476	615,000	615,000	-	-
Investment Income	-	-	-	-	-
<b>Total Revenues</b>	<b>1,724,825</b>	<b>2,615,000</b>	<b>2,615,000</b>	-	-
<b>Expenditures by Function:</b>					
Program Delivery Services	496,828	815,000	815,000	-	-
Program Support Services	1,046,584	1,800,000	1,800,000	-	-
Administrative Support Services	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,543,412</b>	<b>2,615,000</b>	<b>2,615,000</b>	-	-
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>181,413</b>	-	-	-	-
<b>Beginning Fund Balance</b>	<b>417,594</b>	<b>599,007</b>	<b>599,007</b>	-	-
<b>Other Financing Sources and Uses:</b>					
Transfers (to) Other Funds	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Projected Surplus/ (Deficit)	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>599,007</b>	<b>599,007</b>	<b>599,007</b>	-	-

## GIFT FUND

### Background

This fund supports projects funded through the Library District Foundation, the sole recipient of discarded library materials pursuant to an annual agreement with the District for the purpose of funding District programs and projects.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for Services	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-
Miscellaneous Revenue	2,765	200,000	200,000	-	-
Contributions & Donations	675,476	615,000	615,000	-	-
Investment Income	-	-	-	-	-
<b>Total Revenues</b>	<b>678,241</b>	<b>815,000</b>	<b>815,000</b>	-	-
<b>Expenditures by Function:</b>					
Salaries and Benefits	10,000	-	-	-	-
Services and Supplies	486,828	715,000	715,000	-	-
Library Materials	-	-	-	-	-
Capital Outlay	-	100,000	100,000	-	-
<b>Total Expenditures</b>	<b>496,828</b>	<b>815,000</b>	<b>815,000</b>	-	-
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>181,413</b>	-	-	-	-
<b>Beginning Fund Balance</b>	<b>260,841</b>	<b>442,254</b>	<b>442,254</b>	-	-
<b>Other Financing Sources and Uses:</b>					
Transfers (to) Other Funds	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Projected Surplus/ (Deficit)	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>442,254</b>	<b>442,254</b>	<b>442,254</b>	-	-

## GRANT FUND

### Background

The State Department of Education grants fund Adult Basic Education and English Language Learner classes.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-
Intergovernmental Revenue	1,046,584	1,800,000	1,800,000	-	-
Charges for Services	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Contributions & Donations	-	-	-	-	-
Investment Income	-	-	-	-	-
<b>Total Revenues</b>	<b>1,046,584</b>	<b>1,800,000</b>	<b>1,800,000</b>	-	-
<b>Expenditures by Function:</b>					
Salaries and Benefits	398,526	690,000	690,000	-	-
Services and Supplies	447,776	500,000	500,000	-	-
Library Materials	200,282	150,000	150,000	-	-
Capital Outlay	-	460,000	460,000	-	-
<b>Total Expenditures</b>	<b>1,046,584</b>	<b>1,800,000</b>	<b>1,800,000</b>	-	-
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	-	-	-	-	-
<b>Beginning Fund Balance</b>	<b>146,753</b>	<b>146,753</b>	<b>146,753</b>	-	-
<b>Other Financing Sources and Uses:</b>					
Transfers (to) Other Funds	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Projected Surplus/ (Deficit)	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>146,753</b>	<b>146,753</b>	<b>146,753</b>	-	-





# **DEBT SERVICE FUND**

The Debt Service Fund accounts for the  
Accumulation of resources for, and the  
Payment of, general obligation bonds.



## DEBT SERVICE FUND

### Background

The Debt Service Fund accounts for the accumulation of resources for, and the payment of general obligations and other costs related to the general long-term debt of the District. Monies used to pay for the bonds can be revenues generated from a voter approved property (ad valorem) tax levy or from transfers from the other funds. Currently, the District has no outstanding debt obligations requiring repayment of bond issues through a property tax levy.

In Fiscal Year 2018-2019, the District had one outstanding medium-term general obligation bond being repaid from transfers from other funds. In January 2019, the final debt service payment was made, so the District currently has no outstanding debt obligations.

### Statement of Revenues, Expenditures, and Changes in Fund Balance

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Budget	Variance 2018-2019 vs. 2019-2020 Budget	
				Amount	Percent
<b>Revenues:</b>					
Property Taxes	191	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for Services	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Contributions & Donations	-	-	-	-	-
Investment Income	109,221	45,000	10,000	(35,000)	(77.78%)
<b>Total Revenues</b>	<b>109,412</b>	<b>45,000</b>	<b>10,000</b>	<b>(35,000)</b>	<b>(77.78%)</b>
<b>Expenditures by Function:</b>					
Program Delivery Services	-	-	-	-	-
Program Support Services	-	-	-	-	-
Administrative Support Services	15,855	30,000	10,000	(20,000)	(66.67%)
Debt Service	7,629,250	7,629,250	-	(7,628,250)	(100.00%)
<b>Total Expenditures</b>	<b>7,645,105</b>	<b>7,658,250</b>	<b>10,000</b>	<b>(7,648,250)</b>	<b>(99.87%)</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(7,535,693)</b>	<b>(7,613,250)</b>	<b>-</b>	<b>7,613,250</b>	<b>(100.00%)</b>
<b>Beginning Fund Balance</b>	<b>15,686,188</b>	<b>8,150,495</b>	<b>537,245</b>	<b>(7,613,250)</b>	<b>(93.41%)</b>
<b>Other Financing Sources and Uses:</b>					
Transfers (to) Other Funds	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>8,150,495</b>	<b>537,245</b>	<b>537,245</b>	<b>-</b>	<b>-</b>



## BUDGET POLICY

The District shall adopt an annual budget in accordance with NRS 354.472. This budget will be for the ensuing fiscal year and will be adopted on a basis consistent with Generally Accepted Accounting Principles. This document will be submitted to the Government Financial Officers Association (GFOA) for review and consideration of the Distinguished Budget Presentation Award.

The budget reflects the general principles or plans that guide the actions taken for the future. The budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the District. It also helps to maintain an understanding of the various operations of the District and how they relate to each other, and to the attainment of the policy issues and goals of the Board of Trustees.

The Executive Director is specifically authorized to make budget transfers between operating accounts within a fund. Any transfer of budgeted funds to or from a specifically approved capital project, and any change in the total budget for each fund require approval of the Board of Trustees.

All unexpended annual appropriations for operating and capital replacement funds lapse at year-end. Appropriations for capital projects continue until completion of the specific project.

The General Fund ending balance each year is maintained at 10% to 25% of expenditures.

## STATUTORY BUDGET CALENDAR

Date	Action Required	Authority
July 1	<i>Start of the fiscal year</i>	
Not specified	<i>The Board of Trustees appoints or designates a person ("budget officer") to prepare and submit a budget to the Board of Trustees.</i>	
March 15	<i>The Department of Taxation provides final revenue projections for Consolidated Sales Tax (CTX), Motor Vehicle Fuels, and Max allowed property tax rates to local governments.</i>	NRS 360.690
March 25	<i>Department of Taxation provides pro-forma revenue Projections for property taxes to local governments.</i>	NRS 361.4535
No Later than April 15	<i>A tentative budget for the following fiscal year must be submitted to the county auditor and filed for public record and inspection in the office of the clerk or secretary of the governing body and the county clerk. A copy must also be submitted to the Department of Taxation.</i>  <i>The Department of Taxation examines the submitted documents for compliance with law and with appropriate regulations and shall submit to the governing body at least 3 days before the public hearing a written certificate of compliance or written notice of lack of compliance.</i>	NRS 354.596
Third Week to end of May	<i>Deadline by which the budget officer must submit the proposed budget to the Board of Trustees.</i>  <i>Public hearing to review and adopt the budget. The Board of Trustees must adopt the budget appropriating funds for the budget year.</i>	NRS 354.596
Before June 1	<i>A "certified copy" of the budget (including the budget message) must be filed with the Nevada Tax Commission.</i>	NRS 354.598



## GLOSSARY OF BUDGETING AND PLANNING TERMS

The following are definitions for common terms found in budget summary statements, as well as an explanation of financial terms found in this budget document. For definitions of terms unique to a specific program area, please refer to the individual budget presentation of interest.

### **ACCRUAL BASIS OF ACCOUNTING:**

Under it, transactions are recognized when they occur. Revenues are recognized when earned and expenses are recognized when incurred. "When" cash is received or distributed is not a determining factor.

### **AD VALOREM:**

In proportion to value, a basis for levy of taxes on property.

### **ADOPTED BUDGET:**

The financial plan adopted by the District's Board of Trustees which forms the basis for appropriations.

### **ALLOCATION:**

A distribution of funds, or an expenditure limit established for an organizational unit or function.

### **ANNUAL BUDGET:**

A budget prepared for a calendar or fiscal year.

### **APPROPRIATIONS:**

An authorization made by the Library District's Board of Trustees that permits officials to incur obligations against and to make expenditures of governmental resources.

### **ASSESSED VALUATION:**

An official government value placed upon real estate or other property as a basis for levying taxes.

### **BASIS OF BUDGETING:**

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of the three forms: GAAP, cash, or modified accrual.

### **BENCHMARK:**

A quantifiable performance level used to assess the extent of which department/ program objectives are being obtained.

### **BENEFITS:**

Employer contributions paid by the District as part of the conditions of employment. Examples include health/dental insurance, state public employees retirement system, and employment security.

### **BOND (Debt Instrument):**

A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

### **BUDGET:**

A plan of financial operation embodying an estimate of expenditures for a given period and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the District operates.

### **BUDGET CALENDAR:**

The schedule of key dates or milestones which the District follows in the preparation and adoption of the budget.

### **BUDGET GUIDELINES:**

The District's guidelines with respect to revenue, debt, budget, and organization management as these relate to the District's ongoing ability to provide services, programs, and capital investment.

### **BUDGET MESSAGE:**

A message prepared by the Executive Director and Deputy Director/Chief Financial Officer explaining the annual proposed budget, articulating the strategies and budget packages to achieve the District's goals, and identifying budget impacts and changes.

### **BUDGET YEAR:**

The next fiscal year beginning July 1 and ending June 30 for which the District's Budget is submitted. The year following the current fiscal year.

### **CAPITAL BUDGET:**

A budget or plan of proposed acquisitions and replacements of long-term assets and their financing. The capital budget is enacted as part of the Adopted Budget, which includes both operating and capital outlays.

### **CAPITAL FACILITIES MASTER PLAN:**

A capital facilities master plan includes an inventory of existing facilities, a forecast of future needs, proposed locations, capacities for new or expanded facilities, and a financing plan. The financing plan outlines the costs, revenues, and time schedules for each capital improvement project.

### **CAPITAL OUTLAY:**

This expenditure category includes purchases of capital equipment such as furniture, vehicle, large machinery, and other capital items.

### **CASH BASIS OF ACCOUNTING:**

The method of accounting that records revenues only when they are actually received and expenditures only when cash is paid.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):**

The official annual financial report of the District prepared in conformity with GAAP.

**CONSUMER PRICE INDEX (CPI):**

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living, i.e., economic inflation.

**CONTINGENCY:**

A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists.

**CUSTOMER:**

The recipient of a product or service provided by the District. Internal customers are usually District's employees or officials who receive products or services provided by another District's employees or officials. External customers are usually citizens, neighborhoods, community organizations, businesses, or other public entities who receive products or services provided by the District.

**DEBT SERVICE:**

Repayment of principal and payment of interest to holders of the District's debt instruments.

**DEBT SERVICE FUND:**

A fund to account for payment of principal and interest on general obligation and other District-issued debt.

**DEPARTMENT:**

A basic organizational unit of government which may be subdivided into divisions, programs, activity groups, and/or activities.

**ENCUMBRANCES:**

Obligations in the form of purchase orders or contracts that are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the appropriation expires at the end of the fiscal year.

**ESTIMATED REVENUE AND EXPENSE:**

The revenue or expense projected to be received or expended during a specific time period, usually a fiscal year.

**EXPENDITURES:**

Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

**FINES AND FORFEITURES:**

This revenue results from violations of various library fines and from damage to Library District's property.

**FISCAL YEAR:**

Twelve-month term designating the beginning and ending period for recording financial transactions. The Library District has specified July 1 through June 30 as the fiscal year.

**FULL FAITH AND CREDIT:**

A pledge of the general taxing power for the repayment of the debt obligation (typically used in reference to bonds).

**FUND:**

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**FUND BALANCE:**

The Library District's "Savings Account" which represents the accumulated revenues over expenditures.

**FTE (Full-Time Equivalent):**

The ratio of a position in comparison to the amount of time a regular, full-time employee normally works in a year. A full-time employee (1.00 FTE) is paid for 2,080 hours a year. Positions budgeted to work less than full-time are expressed as a percent of full-time. For example, a 0.5 FTE budgeted position will work 1,040 hours.

**GAAP (Generally Accepted Accounting Principles):**

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of the District.

**GASB (Governmental Accounting Standards Board):**

The authoritative accounting and financial standard-setting body for governmental entities.

**GENERAL FUND:**

This fund accounts for the financial operations of the District, which are not accounted for in any other fund. Principal sources of revenue are property taxes, consolidated sales tax, fines and fees, and charges for services. Primary expenditures in the General Fund are salaries and benefits, services and supplies, and library materials.

**GENERAL OBLIGATION:**

Bonds for which the full faith and credit of the insuring government are pledged for bonds payment.

**GOAL:**

A long-range statement of broad direction, purpose, or intent, based on the needs of the community.

**GRANT:**

A cash award given for a specified purpose.

**INTERFUND TRANSFERS:**

Contributions from one District fund to another in support of activities of the receiving fund.



**INTERGOVERNMENTAL REVENUE:**

This category includes revenues from federal grants, state grants and allocations including consolidated taxes, motor vehicle fuel taxes, gaming taxes from LVCVA, county gaming licenses, and reimbursement from water/wastewater fund.

**LEVY:**

The total amount of taxes imposed by the District.

**MODIFIED ACCRUAL BASIS:**

It is used in governmental fund types (general, special revenue, debt service, and capital project funds). Under it, revenues and other financial resource increments are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when they are incurred (bring forth a liability).

**OPERATING REVENUES:**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

**PERS (The Public Employees Retirement System):**

The retirement system provided for governmental employees in the State of Nevada.

**PERFORMANCE MEASURE:**

A quantifiable performance level used to assess the extent to which program objectives are being obtained.

**PLAN:**

A list of actions that management expects to take. A plan is a basis for allocating the organization's resources to deal with opportunities and problems present in the environment.

**PROGRAM:**

A group of related activities to accomplish a major service or core business function for which the District is responsible.

**PROGRAM ACTIVITY:**

A broad function or a group of similar or related services/activities, having a common purpose.

**PROPERTY TAX:**

An "ad valorem" tax on real property, based upon the value of the property.

**RESOURCES:**

Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

**REVENUE:**

Income received by the District in support of a program or services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue. See *Operating Revenue*.

**SALARIES AND WAGES:**

This expenditure category includes salaries, hourly wages, overtime, and special pay expenses.

**SERVICES AND CHARGES:**

Services acquired from and fees/payments made to vendors. These include printing, professional services, travel and training, communications, public utility services, repair/maintenance, and insurance premiums.

**SPECIAL REVENUE FUNDS:**

These funds account for revenues received that have specific purposes for which they can be used. For more information about special revenue funds, refer to the Special Revenue Fund section in the Budget Document.

**SUPPLIES:**

This expenditure category consists of materials, supplies, contractual services, fees, and other services.

**TAX:**

Compulsory charge levied by a government to finance services performed for the common benefit.

**VISION:**

An objective that lies outside the range of planning. It describes an organization's most desirable future state.

