

**MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
May 23, 2019  
(approved July 11, 2019)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Windmill Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, May 23, 2019.

**Present:**

Board:	S. Moulton, Chair	F. Ortiz
	R. Wadley-Munier	E. Foyt
	M. Francis Drake	K. Benavidez
	C. Brooks	S. Ramaker
	B. Wilson	

Counsel: G. Welt

Absent: S. Bilbray-Axelrod, excused

Staff: Dr. Ronald R. Heezen, Executive Director  
Numerous Staff

Guests:

S. Moulton, Chair, called the meeting to order at 6:02 p.m.

**Roll Call and Pledge of Allegiance (Item I.)** All members listed above represent a quorum. Trustees Foyt and Ramaker attended via telephone. Trustee Bilbray-Axelrod had an excused absence. Appendix A.

Chair Moulton led attendees in the Pledge of Allegiance.

**Public Comment (Item II.)** None.

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

**Approval of Proposed Minutes Naming Library Policy Committee, April 11, 2019; Finance and Audit Committee, April 11, 2019; and Regular Session, April 11, 2019. (Item IV.A-C.)** Chair Moulton said minutes would be reviewed at the June 13, 2019 meeting.

**Chair's Report (Item V.)** Chair Moulton appointed Trustee Francis Drake to chair the Risk Management Committee as Trustee Meléndrez has been replaced by new Trustee Brian Wilson.

After a brief discussion, Chair Moulton appointed members of the Nominating Committee. The Committee will consist of herself as Chair

along with Trustees Ortiz, Wadley-Munier, and Brooks. Trustee Brooks will have to check her schedule.

Chair Moulton then welcomed new Trustee Brian Wilson to the Board and asked him to introduce himself. Trustee Wilson said he:

- Loves libraries and has lived in Las Vegas since 1995 with wife Valerie
- Local business owner and everything he does in his industry and business is self-taught as there is no class to learn how to do it
- Served as a policy advisor in 2015 Nevada Legislature and was appointed by Las Vegas City Councilwoman Michelle Fiore
- Supports teaching people to teach themselves and that spirit of self-learning is what drove his interest in serving on the Board due to the way libraries have moved in the direction of careers centers and education, not just as a book resource. Education is ongoing and the library plays a real critical role in making that available

Chair Moulton said that Executive Assistant Allison Boyer will be sending an email to Trustees to schedule a Board retreat for September (September 17, or 23, or 26) to discuss the next fiscal year's projects for the District's Facilities Master Plan.

Chair Moulton mentioned an incident that occurred as she was walking into the building for this meeting. A mother with a stroller came up to her as she had her Trustee nametag on and thanked her for this library as it meant the world to her. Moulton said it was not her, it was the District's staff. She wanted to share this with everyone. She also briefly discussed a recent article in the April, 2019 Reader's Digest, "The Library, a Love Story." It told her how much libraries were appreciated and she shared that she believed this is what libraries were all about.

Chair Moulton then talked about what a marvelous experience the Grand Opening of the East Las Vegas Library was in April. She shared that she tells everyone, even if they go to other District branches, to just stop by and see the East Las Vegas Library to see what a library could be.

Finally, Chair Moulton announced that evaluation packets for Executive Director Dr. Heezen are being handed out. She urged Trustees to carefully review the information. Heezen's evaluation will be completed at the July 11, 2019 Regular Board Meeting. His contract will be considered at the same meeting as a separate item.

#### **Library Reports (Item VI.)**

Chair Moulton complimented each division on the thoroughness of the reports and was impressed how everyone was engaged in the different activities that went into opening the East Las Vegas Library and disposing of items and cleaning out the former Las Vegas Library building.

Trustee Wadley-Munier moved to accept Reports VI.A. 1-3. There was no opposition and the reports were accepted.

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

Executive Director Dr. Heezen started out by acknowledging the work of Deputy Director/CFO Fred James and reporting that he has been recognized by the Government Finance Officers Association as the winner of their very first four GFOA Heroes of 2019. This is the very first time the award has been presented to Mr. James and his team.

Mr. James thanked his staff, the District, and the Trustees. Everyone contributed to his receiving this award.

Dr. Heezen handed out:

- Copies of the District's current publication, *Highlights*
- Flyers from the District's summer reading program, *Summer Challenge*, in both English and Spanish
- Schedule for the summer Storytime programs at branches in both English and Spanish

Dr. Heezen showed a video, suggested by Trustee Ortiz, and produced by the District's Branding and Marketing Department, on the East Las Vegas Library's Grand Opening.

Dr. Heezen thanked the staff that worked on the organization and implementation of the meeting. He also introduced new SPS employee Erica Enriquez, who is working on events at the East Las Vegas Library.

Trustee Ortiz wanted to thank all staff for their work on the East Las Vegas Library. Ortiz acknowledged the amount of work required of a number of different departments to move things from other buildings to the new facility. He recounted several incidents of speaking to people at the new building who were so grateful that it was located in their neighborhood and appreciative of its facilities, especially Wi-Fi.

**Library Operations,  
Security Reports  
and Monthly  
Statistics (Item  
VI.A.1.a.)**

No questions.

**Branding and  
Marketing Report  
and Electronic  
Resources Statistics  
(Item VI.A.2.a.)**

No questions.

**Community  
Engagement Report  
and Monthly  
Statistics  
(Item VI.A.2.b.)**

No questions.

**Development and  
Planning Report  
(Item VI.A.2.c.)**

Development and Planning Director Danielle Milam reported, with information provided by the District's team at R&R Partners, on the 2019 Nevada Legislative activity that is affecting the District. She

reported on the following bills: AB291, SB334, SB135, AB18, SB221, AB70, SB183, and SB287.

**Information  
Technology Report  
(Item VI.A.2.d.)**

Chair Moulton, and Trustees Benavidez, Ortiz, and Brooks complimented IT Director/CIO Al Prendergast on his comprehensive report requested by Trustees at the April Board Meeting regarding the issue about changes to the District's *Internet and Wireless Use Policy* to deal with people viewing obscene material on the computers. Benavidez asked Mr. Prendergast to provide a synopsis of the report, which was provided to Trustees along with the May board meeting documents.

Mr. Prendergast said that at the last meeting, Trustees and staff had a discussion about this issue. After some more research, it was clear that the issue had already been addressed in the District's *Policy*.

In 2012, then Public Services Director Robb Morss took a policy revision to the Board that included the addition of the language "The use of the District's network to access material that is obscene, child pornography, or "harmful to minors," as described by law, is expressly prohibited" in the District's *Internet and Wireless Use Policy*. The Board approved the revisions in 2012, however, he did not see that staff took any steps to enforce the revised *Policy*. The current copy of the District's *Internet and Wireless Use Policy* is attached to these minutes as Appendix B.

Staff will immediately begin enforcement of the *Policy* by blocking all Category 5 (Pornography) websites from our network, including the wireless network. Since the Board asked about the practices of several regional library systems, the information about those systems follows:

Boise Public Library –

- Employs Internet filters on adult computers, but allows customers to choose unfiltered access. Customers who choose unfiltered access must abide by library guidelines which restricts the "Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code." Anyone viewing prohibited material is notified that they are in violation of the policy and staff actions are dictated by the patrons' responses.
- Wireless Internet access is currently unfiltered, but issues are handled the same as someone using a library computer.
- The Idaho State Legislature recently passed a law that will require all Idaho public libraries to filter Wi-Fi access in 2020.

Denver Public Library –

- Employs Internet filters on adult computers.
- "Customers' Responsibility" requires that all customers shall "Refrain from viewing pornographic visual materials or content that by contemporary community standards would be considered obscene."
- Customers are given "three strikes" to comply with the Library Use Policy (a request to stop, a warning, and finally disciplinary action such as a ban).

- Wireless Internet access is filtered.

Phoenix Public Library –

- Employs Internet filters for adult computers and additionally blocks websites for Sex, Adult Content, Lingerie & Swimsuit, Nudity, Violence, and sites considered Tasteless.
- However, they have also adopted the ALA "Freedom to View" statement which seems contradictory.
- Wireless Internet access is filtered.
- Staff at the Phoenix Public Library was not very responsive to our requests for information and we were not able to get an explanation of their support for the ALA statement and the use of filters.

Washoe County Library System –

- Employs filters, but allows patrons to select unfiltered access. Viewing of porn is allowed until someone complains, then patrons are asked to move to a less public area
- Wireless is currently unfiltered and issues are handled the same as someone using a library computer.

The Salt Lake City Public Library System –

- Employs filters, but allows patrons to request to unblock sites. Requests are reviewed to ensure compliance with policies before being allowed.
- Wireless Internet access is filtered.

Scottsdale Public Library –

- Employs filters, but allows patrons to request to unblock sites. Requests are reviewed to ensure compliance with policies before being allowed. At the recommendation of the City Attorney, a handout has been developed that may be given to anyone who is accessing sites displaying explicit sexual material when minors are present. The handout informs the customer that they are in violation of Arizona law (A.R.S. 13-3507 "Public Display of Explicit Sexual Materials") and not merely the policy of the library.
- Wireless Internet access is filtered.

Trustee Benavidez then asked the use of unfiltered computers at East Las Vegas library as discussed at the last meeting. Mr. Prendergast does not believe, due to the further research on the policy with the phrase, "The use of the District's network to access material that is obscene, child pornography or harmful to minors as described by laws is expressly prohibited," that the District can provide any unfiltered computers.

Trustee Ortiz how staff would handle customers who have been able to view pornography in the past but are no longer able to do so. He does not want employees to have to engage customers. Dr. Heezen said employees would have a card to hand to customers explaining the changes.

Trustee Brooks appreciated the report as she felt it was so thorough and answered the questions Trustees had had at the last meeting.

**Financial Services  
Report  
(Item VI.A.3.a.)**

No question.

**General Services  
Report  
(Item VI.A.3.b.)**

Chair Moulton complimented General Services Director Steve Rice, the architect, and the construction vendors on the minimal amount of change orders for the East Las Vegas Library.

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

No questions.

**Unfinished Business  
(Item VII.)**

None.

**Public Hearing on  
the Las Vegas-Clark  
County Library  
District Tentative  
Budget for Fiscal  
Year 2019-2020.  
(Item VIII.A.)**

Trustee Brooks moved to open the Public Hearing. There was no opposition and the motion carried.

There was no public comment on the hearing.

Dr. Heezen opened the hearing by explaining to Trustees that the Vision 2020 Strategic Plan is the basis for the District's Facilities Master Plan (FMP). Last year, after the FMP was approved, several projects were approved by Trustees that were not anticipated by the decision-making-framework in the FMP. Mr. James and his team were charged with determining how to fund the approved Facilities Master Plan projects.

Mr. James and his staff have determined that the District's revenues will not support every project that was approved unless the Trustees approve a very aggressive funding strategy. This aggressive funding strategy is not sustainable and will leave the District with a very low ending fund balance. This is not allowed by the state. In addition, past Boards have not hampered future Trustees with their decisions. For example, previous Boards have not wanted to tie up District funding for a long period of time, trying to utilize more of a pay-as-you-go type of strategy. Finally, this type of budget would also limit programs the District has been able to offer in the past.

Dr. Heezen then asked Mr. James and Assistant Financial Services Director Floresto Cabias to present the proposed budget for the District for Fiscal Year 2019-2020 as well as outline the four options James has proposed for handling the projects approved so far in the Facilities Master Plan. Trustees were briefed on this item in groups of three or less prior to this meeting. Once the presentation is completed, the discussion will be conducted as part of Item VIII.B.

The Fiscal Year 2019-2020 Proposed Budget anticipates:

- District's property tax rate of \$.0942 per \$100 of assessed valuation remains the same
- Total available resources of \$106 million of which property tax revenues make up \$44.9 million, consolidated sales tax revenues make up \$24.2 million, and the beginning fund

balance comes to \$25.9 million. The balance of the revenues comes from transfers in, fines and forfeits/misc, intergovernmental revenues, and charges for services

- Total proposed expenditures of \$106 million, of which the General Fund will take up \$72.8 million or 59%
- Staffing costs of \$45.8 million, 63% of the General Fund expenditures
- Library materials of \$10.8 million, 15% of the General Fund expenditures

Mr. Cabias discussed the District's budget as it pertains to the General Fund. Mr. James then discussed the different options for the Capital Projects Fund budget in the Capital Projects Fund.

The Budget Presentation is included as Appendix C.

After the presentation, Trustee Ortiz moved to close the Public Hearing. There was no opposition and the motion carried.

**Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Final Budget for Fiscal year 2019-2020. (Item VIII.B.)**

The Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2019-2020 is provided for Trustees' review. The Tentative Budget was filed with the State of Nevada Department of Taxation on April 15, 2019.

NRS 354.598 requires that the Final Budget be adopted by the governing body and transmitted to the State Department of Taxation on or before June 1st. Once the Final Budget is adopted, it becomes the operating plan for the fiscal year beginning July 1, 2019.

Trustees discussed the four options recommended by staff regarding the Fiscal Year 2019-2020 Budget:

**Option I.**

The Budget is to:

- **Provide** funding for as much of the three additional capital projects (Meadows Mall lease, a future library site, and a new bookmobile) as funding allows.

**Option II.**

The Budget is to:

- **Exclude** funding for the three additional capital projects as mentioned above in Option I,
- Maintain an **Actual** Ending Fund Balance for the General Fund of approximately twenty percent or more annually, for Financial Statements purposes,
- Implement the Facilities Master Plan over the next twelve to fifteen years, to complete as many projects as funding allows under current funding levels, and
- Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.

**Option III.**

The Budget is to:

- **Exclude** funding for the three additional capital projects as mentioned above in Option I,
- Maintain an **Actual** Ending Fund Balance for the General Fund of approximately twenty percent or more annually, for Financial Statements purposes,
- Accelerate the implementation of the Facilities Master Plan over the next five to seven years, to complete as many projects as funding allows under current funding levels, and
- Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.

**Option IV.**

The Budget is to:

- **Exclude** funding for the three additional capital projects as mentioned above in Option I,
- Maintain an **Actual** Ending Fund Balance for the General Fund of approximately twenty percent or more, annually, for Financial Statements purposes,
- Accelerate the implementation of the Facilities Master Plan over the next five to seven years, under projected current funding levels, and to include the possibility of bond financing in subsequent budget years, and
- Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.

Option IV is the option recommended by staff.

All Trustees participated in an extensive discussion about the FMP expenses in the Capital Projects Fund and the different options offered by staff. After comments about removing the three additional capital projects, most Trustees focused on trying to maintain a comfortable ending balance and complete the renovation projects presented in the FMP within the shorter period of time. Several Trustees were concerned about keeping the bonding option open.

Trustees asked about how flexible the plans would be, and what could be done prior to committing the District to a specific renovation plan, e.g. hold off on new furniture as part of the renovation and perhaps use that money to pay for construction costs on to the next project. Mr. James said that could decision could be made on a year to year basis, but Counsel Welt added that, once the District was under a contract and construction had started, the District was committed to a particular plan. It all depended where the District was in the process for the year.

Trustee Wadley-Munier asked about approaching the Foundation for some of the items. Chair Moulton would like to include that in the discussion in September. Chair Moulton then asked whether approving Option III completely rules out considering bonds. Mr. James said it



does not, but Option IV is still his recommended choice as it includes the direction to find out the information about bonding and its impact to the budget and capital projects. He added that, if the District was given the money to build a new library in the Northwest, the District would still have to find the money in its finite resources to run it on a year-to-year basis, estimated at \$2.5 million for a facility similar to the East Las Vegas Library.

Trustee Ortiz moved to adopt the Final Las Vegas-Clark County Library District's Fiscal Year 2019-2020 Budget subject to Option IV, as amended, and with modifications as directed by the Board of Trustees, and instruct staff to adjust estimated Fiscal Year 2019-2020 revenues in accordance with final estimates from the Department of Taxation provided such estimates are received in sufficient time for staff to make adjustments by the June 1, 2019 filing date.

After the motion was made and seconded, Trustee Wilson questioned whether keeping the option for bonding would encourage unnecessary spending on the FMP projects. Most of the Trustees felt that, given their experience, staff does not spend unnecessarily on projects. Keeping the bonding option allows for staff to investigate thoroughly the costs of each project and whether bonding can be a good tool or not.

Chair Moulton called for the vote. There was no opposition and the motion carried.

#### Option IV.

The Budget is to:

- **Exclude** funding for the three additional capital projects as mentioned above in Option I,
- Maintain an **Actual** Ending Fund Balance for the General Fund of approximately twenty percent or more, annually, for Financial Statements purposes,
- Accelerate the implementation of the Facilities Master Plan over the next five to seven years, under projected current funding levels, and to include the possibility of bond financing in subsequent budget years, and
- Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.

Trustee Wilson thanked Trustees for their time to provide him with information so he felt confident to support Option IV.

Mr. James then asked Trustees to sign the District's budget transmittal letter that will be sent to the state.

#### **Discussion and possible Board action regarding the purchase of adult education services and supplies. (Item VIII.C.)**

Community Engagement Director Matt McNally and Literacy Services Manager Jill Hersha presented the item regarding purchase of adult education services and supplies.

CENGAGE Learning is an education and technology company that serves higher education, K-12, professional, library, and workforce training markets worldwide.

Funds are allocated in the Las Vegas-Clark County Library District's General Fund to purchase seats for the public to engage in services of

the Career Online High School (COHS). Additionally, funds were allocated by the Las Vegas-Clark County Library District Foundation to support additional seat purchases.

Staff is interested in purchasing seats from CENGAGE Learning to continue offering the COHS service. The service allows adult members of the public to participate in education courses and receive a nationally recognized, fully-accredited high school diploma upon successful completion of the program. The price per seat is \$1,295. CENGAGE Learning offers the Library District a discounted bulk price when purchasing 50 seats or more. The cost is lowered to \$1,095 per seat when purchasing in bulk. There is no expiration date for the Library District to enroll a student in any of the purchased seats. Once a student enrolls in the COHS through the Library District, that seat is deemed to be used whether or not the student completes the program.

The Literacy Services Department implements a pre-screening process before assigning students a seat to ensure maximum success and results in the program. Since the service was implemented in December 2017, 125 seats have been purchased. The Library District has since enrolled 49 students. Of those 49 students, 20 students have graduated, five students withdrew or were unable to complete the program within the allotted 18-month time frame, and 24 students continue to engage in study. Student interest in the program is growing at a rapid rate making it important to plan for additional future enrollment. This rapid rate of enrollment, combined with more exposure of the offering through the Adult Learning Center at the East Las Vegas Library requires the need for procurement of additional seats.

Funds are also allocated in the Las Vegas-Clark County Library District's Grant Fund to purchase instructor and student curriculum materials for Adult Basic Education and English Language Learner programs.

Staff is interested in purchasing these items from CENGAGE Learning. These curriculum materials include textbooks and workbooks for students to learn at six ability levels (Basic, and Levels 1, 2, 3, 4, and 5), picture dictionaries, and instructor manuals and resources. Students are provided a workbook at their initial enrollment based on their assessed level, and again when they earn a measurable skill gain enrolling in the higher level class. A workbook will typically last a student one to two class cycles based on their assessed level at entrance to the program, and personal aptitude and motivation to learn English.

The Library District's *Purchasing Policy* states that, "All purchases or procurements \$50,000 or more for Professional Services; \$75,000 or more for Services and Supplies; and \$175,000 or more for Capital Projects shall be brought before the Board of Trustees for approval." While neither of the proposed purchases exceeds the threshold set forth by the Library District's Purchasing Policy, staff brings this matter to the Library District Board of Trustees for authorization as the cumulative amount of purchases from CENGAGE Learning exceeds

\$75,000.

A formal bid process is not necessary for either purchase in accordance to the *Purchasing Policy* and under N.R.S. 332.115; 1A, "Items which may only be contracted from a sole source." CENGAGE Learning is exempt as a sole provider for both the COHS seats and curriculum materials.

The Library District has previously purchased materials for the library collection from CENGAGE Learning during Fiscal Year 2018-2019 in the amount of \$353,897. Those purchases were exempt from needing Board of Trustees approval as identified in the Library District's *Purchasing Policy*, "Book purchases are exempt from paragraph 2 above and do not require Board approval."

The Library District has purchased seats in prior fiscal years for the COHS and for services and supplies using public funds in individual amounts under the purchasing threshold. In order to avoid any misinterpretation of the *Purchasing Policy* and to provide full transparency with cumulative purchases, staff brings this agenda item to the Board of Trustees for review and possible board action.

Mr. McNally then introduced Jill Hersha, the Literacy Manager for the Library District. Ms. Hersha walked through the specifics of the COHS program:

- COHS helps meet the need of the participant seeking to become more employable and pursue a career. Not only does the participant earn an accredited diploma, they also take courses in a specific career track and earn valuable skills to move into further training in the career field, go on to postsecondary institution or move up in their career.
- Students earning their diploma through the District's COHS program get the added support of an academic coach/counselor/champion through Vickie Thompson, a retired CCSD counselor who Literacy Services has hired to ensure applicants for the diploma program have the reading skills necessary to be successful and then monitors their progress and calls them personally at a minimum of once every two weeks. The significance of this personal relationship is heard in each speech of our graduates' as they thank her profusely for keeping them on track and providing the support and motivation to keep working.
- The District currently has 72 seats available as we just approved four students to continue the diploma program this week, two today. Staff have seen the number of people starting the prerequisite course increase over the past year by over 70%, this is attributed in part to our partnership with the One Stop Career Center and becoming familiar with other WIOA partners and sharing this amazing opportunity. As well as word of mouth from our graduates and currently enrolled students.
- Why do some students withdraw and what does Literacy Services do to prevent that? As mentioned in the agenda item, Ms. Hersha said only five students have been unable to complete the program

and withdraw. That is a 90% retention rate. As mentioned, our academic counselor makes every effort possible to maintain continuous contact with students, however; life situations and circumstances happen preventing some from finishing the program.

- How does enrollment work? The District's ESL students register to take a class via an online registration system. All registrants attend a brief orientation and pretest to determine their literacy level and identify the location of the class needed closest to them. At the end of the 70-72 hour class, students are post-tested to determine if they have earned a level gain or measureable skill gain. If they wish to continue learning English, staff evaluates their attendance and any gains made and place them again in a class time and location fitting their needs. When students continue to a higher level course, they receive new class materials at the higher level.
- How many students does the District serve? Staff have administered pretests to 1,523 people this year, 1,256 of those attended 12 hours or more of classes; 267 never actually attended a class or tested too high for ESL classes and were referred to other local ESL programs such as CSN or UNLV. Classes are four days per week, morning classes are three hours a day for six weeks, and evening classes are two and a half hours per week for seven weeks. How many total classes are offered annually in which the curriculum materials are used? Over 120 classes have been offered this year, in which textbooks are provided.
- How are classes conducted? The District hires contracted instructors to teach the classes.
- Why is the District switching from Cambridge University Press Ventures to Cengage? Over the past two years staff have experienced a slight decline in measureable skill gains. As a Federally funded Title II Adult Education program, measureable skill gains is one of the criteria programs are evaluated, retention is another. Last year, the District's Literacy Trainers created a syllabus for each literacy level and provided it as a guide to the instructors to ensure concepts were taught to ensure District students were exposed to both College and Career Readiness content standards and Life and Skills content standards being assessed. Staff initially saw some gains but not significant across the literacy levels. Throughout this year staff have continued to see lower than normal level gains and began seeking a more engaging, interactive and visually stimulating curriculum to maintain the interest of students while learning the standards that would be assessed. Cengage Learning's Stand Out ESL Curriculum has partnered with National Geographic to provide visually stimulating content as well as interactive resources such as TED talks to get English Language Learners listening and discussing interesting content.

Chair Moulton asked whether the students know the cost to the District for each person enrolled and how students are kept accountable. Ms. Hersha said students are made aware of the cost, as they go through a pre-screening meeting and a personal interview so they are made fully

aware of the time commitment required. At this time, staff also discusses how the individual student can balance their work load and family priorities with the program. Chair Moulton appreciated that. She said that attending the recent graduation was really special and encouraged staff to make the date of the next graduation known to Trustees so they can attend.

Trustee Francis Drake asked if the materials are resusable. Ms. Hersha explained that some of the instructor materials can carry over from class to class, but the individual workbooks are provided to the student for their use and remain with them.

Trustee Brooks moved to authorize staff to make the following purchases using Fiscal Year 2018-2019 funds in accordance with the Library District's Purchasing Policy for services and supplies as follows:

- To Gale/CENGAGE Learning in the amount of \$38,325.00 from the general fund for 35 seats to the Career Online High School, with additional support from the Las Vegas-Clark County Library District Foundation fund to purchase 15 Career Online High School seats in the amount of \$16,425.00, and
- To CENGAGE Learning in the amount of \$49,484.33 from the grant fund for student workbooks, lesson planning materials, dictionary materials, shipping, and processing fees.

There was no opposition and the motion carried.

**Discussion and possible Board action to award an annual requirements contract for Library Materials & Supplies to Brodart Company. (Item VIII.D.)**

Mr. James presented the annual requirements contract for Library Materials & Supplies to the Board.

An annual requirements contract is an agreement with a vendor who guarantees to provide supply and material items at a stated price over a period of time. Acceptance of this agreement, as outlined in the bid documents, does not obligate the District to purchase any minimum quantity amounts of any item listed within this contract. However, the District should make a good faith effort to purchase those items that are covered under this agreement.

An Invitation to Bid for Library Materials & Supplies was advertised in the Las Vegas Review Journal and community-based minority newspapers. In addition, the Invitation to Bid was faxed to all minority Chambers of Commerce and to other known library materials and supplies firms.

A pre-bid conference was held on March 14, 2019, with the bid opening on March 28, 2019. Ten firms obtained copies of the bid. Bids were received from Brodart, Kapco, and Staples. Based on the criteria outlined in the Bid document and the total number of bid items receiving quotes, and the cost analysis, Brodart was determined to be the most responsive and responsible bidder.

Brodart has been selected for recommendation for contract award. The new contract will be effective June 1, 2019. The initial contract is through May 31, 2020, with four one-year renewal options.

Trustees had questions concerning the lack of background information such as the contract or a list of the bidders and their costs. Counsel Welt reminded Trustees that this contract does not oblige the District to purchase items. It simply sets out the cost if the District does purchase them. These are not circulating items, but materials used to support the District's work. Trustees did not want more than a year on this contract and asked Mr. James to supply the follow-up material to Trustees.

Trustee Wadley-Munier moved to authorize staff to award a contract with Brodart Company for Library Materials & Supplies in accordance with Bid No. 19-13, for one year and to authorize staff to extend the contract for four one-year renewals in subsequent years subject to funding being available and the vendor continuing to meet the specifications as outlined in the bid documents. There was no opposition and the motion carried. Trustee Brooks was outside the room when the vote was taken and did not participate.

**Announcements  
(Item IX.)**

The next Board Meeting will be held Thursday, June 13, 2019 in the West Las Vegas Library at 6:00 p.m. Ms. Boyer will poll the committee members and schedule the Nominating Committee and Risk Management Committee meetings and will let Trustees know.

**Public Comment  
(Item X.)**

None.

**Executive Session  
(Item XI.)**

Removed from Agenda.

**Adjournment  
(Item XII.)**

Chair Moulton thanked all those in attendance for their patience and adjourned the meeting at 8:47 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

# 2019 ATTENDANCE

## Appendix A

### May 23, 2019 Regular Board Meeting

2019		January 17 Regular Board Mtg	February 14 Regular Board Mtg	March 14 Risk Mgmt Cmte	March 14 Regular Board Mtg	April 11 Naming Libraries Policy Cmte	April 11 Finance and Audit Cmte	April 11 Regular Board Mtg	May 23 Regular Board Mtg						
Benavidez	Kelly	P	P	A-E	A-E	P	P	P	P						
Billbray-Axelrod	Shannon	P	P		P	P	P	P	A-E						
Brooks	Constance	A-E	P		P	A-E		P	P						
Drake	Marilyn	P	P	P	P	P	P	P	P						
Foyt	Elizabeth	P	A-E	P	P	P	P	P	P						
Meléndrez**	Jose	P	P	P	P	P		A-E	X						
Moulton	Sheila	P	P	P	P	P	P	P	P						
Ortiz	Felipe	P	P	P	P	P	P	P	P						
Wadley-Munier	Robin	P	P		A-E	P	P	P	P						
Ramaker*	Sandra	X	X	P	P	P	P	P	P						
Wilson***	Brian	X	X	X	X	X	X	X	P						

attended Committee meeting but not a member

A-E Excused Absence  
A-U Unexcused Absence

as of May 24, 2019

\* Appointed to new term beginning March 5, 2019

\*\*Term expired March 6, 2019, served until new Trustee appointed May 15, 2019

\*\*\* Appointed to term beginning May 15, 2019



## Internet and Wireless Use Policy

### Library Mission

The Las Vegas-Clark County Library District provides welcoming and inspiring spaces for reading, learning and achieving, and the tools and resources that families, children, teens and adults need to succeed. The Library is committed to building communities of people who can come together to pursue their individual and group aspirations.

### General Policies

In support of this mission and in response to advancing technology, the Las Vegas-Clark County Library District offers the community access to the Internet by District computers and to individual patrons using their own equipment. The Internet is an unregulated medium consisting of information on a wide range of topics provided by millions of individuals and organizations around the world.

In providing access to the Internet, the Las Vegas-Clark County Library District subscribes to and fully supports the principles of intellectual freedom endorsed by the *American Library Association's Library Bill of Rights*, particularly *Access to Electronic Information Services and Resources*, and *Freedom to Read* statements. These principles are reflected in the District's *Patron Privacy Policy*. The District's Internet access is provided primarily as an information resource.

### Disclaimer

Links to Internet sites are provided on the Las Vegas-Clark County Library District's website. District staff selects Internet links in accordance with the District's materials selections guidelines. Beyond this, the District has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Providing a link from the District's website to another website does not constitute an endorsement from the District.

The District is unable to warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components.

The District is unable to control or monitor the content or presentation of materials on the Internet, which change quickly and without warning. The District cannot be held responsible for the content of the Internet.



Not all information found on the Internet is accurate, complete, up-to-date, and/or legally or philosophically acceptable to all individuals. The District assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the District's Internet workstations. The District is not responsible for any damage to personal equipment or software that may occur as a result of using the District's wireless network.

### **Access and Usage**

The Las Vegas-Clark County Library District does not provide e-mail accounts to users. In some cases, users with existing e-mail accounts may access their accounts through the District's Internet workstations. The District assumes no responsibility and shall have no liability for any claims or damages that result from the provision of such access to users. Adult patrons may select to access the Internet in filtered or unfiltered mode.

Use of the District's Internet workstations for the transmission, dissemination and/or duplication of information is regulated under various state and federal laws. The District expects all users to comply with such laws. The use of the District's network to access material that is obscene, child pornography, or "harmful to minors," as described by law, is expressly prohibited.

All adult users of the Internet are required to comply with the provisions of the District's *Internet and Wireless Use Policy*, the *Library Rules of Conduct* and administrative procedures for use of computer workstations developed in accordance with this policy. Failure to comply with these policies or guidelines may result in Internet use privileges being suspended and the patron may be asked to leave library premises.

### **Internet Access by Minor Children\***

Parents/guardians are responsible for their minor children's use of all library materials, including the Internet. Library District staff cannot monitor the Internet resources that minor children may select. A collection of age-appropriate Internet sites selected by District staff is included on the District's website. These sites meet the same selection criteria used for the selection of other library materials for youth.

The District provides filtering software on computers located in designated children's services areas in an attempt to limit access to age-appropriate Internet sites by minor children to the extent that is feasible given technical requirements and support. However, the District cannot guarantee that filtering technology will successfully block all inappropriate sites. Parents/guardians must ultimately accept responsibility for determining appropriate use of the Internet by their minor children. Any restriction of the minor child's access to the Internet remains the sole responsibility of the parent/guardian.

In order to provide flexible Internet access to young people the District restricts access to computers in the children's services area to minor children and their accompanying parents/guardians.

Minor children may use filtered workstations without parental permission. To access an unfiltered Internet workstation a minor child is required to have parental/guardian acceptance of the terms outlined in "Parental Permission Agreement for Use of the Internet" and his/her library card in possession during computer use prior to accessing the unfiltered Internet workstation.

Parents are encouraged to guide their minor child's use of the Internet and to visit the following sites for more information: [www.ConnectSafely.org](http://www.ConnectSafely.org), [www.SafeTeens.com](http://www.SafeTeens.com) and [www.iKeepSafe.org](http://www.iKeepSafe.org).

### **Wireless Access**

By providing wireless network access to the Internet, the Las Vegas-Clark County Library District expands its ability to provide information resources to the public. Wireless access is provided for use by the District's computers configured for wireless access as well as for use by a library patron's personal computing equipment subject to the conditions outlined in this policy.

Wireless access to the Internet in District libraries is to conform to the general provisions outlined in this policy and use by library patrons is subject to the District's *Library Rules of Conduct*. Failure to comply with these policies or guidelines may result in wireless network access privileges being suspended and the patron may be asked to leave library premises. Use which creates a disturbance or interferes with the ability of other patrons to use the library will not be tolerated.

### **Wireless Internet Access by Minor Children\***

Minors accessing the Las Vegas-Clark County Library District's wireless network are subject to all the restrictions contained in this policy. The District provides filtered Internet access on the wireless network for minor children under the age of 18. This is the same filtering software used on computers in the District's children's services areas. Anyone under the age of 18 accessing the wireless network is required to use the filtered network unless they have parental/guardian acceptance of the terms outlined in "Parental Permission Agreement for Use of the Internet" allowing unfiltered access to the Internet. Minors who have parental/guardian approval to use the District's unfiltered wireless network must use their personal computing equipment in the adult areas of the library.

### **Use of Personal Equipment**

The Las Vegas-Clark County Library District provides configuration specifications about its wireless network for patron access in designated community libraries but does not provide technical support for individuals wishing to use their equipment in community libraries. District staff is not allowed to configure, diagnose or modify a library patron's equipment to enable access to the District's wireless network.

The District is not responsible for any damage to personal equipment or software that may occur as a result of using the District's wireless network. In light of security issues and the variety of equipment that can be used to access wireless networks, the District urges patrons to incorporate appropriate protections systems such as anti-virus, firewall software and updated patches when accessing the District's wireless network. The District does not provide encryption services and does not guarantee privacy of data transmitted across its network.

\*Minor children are defined as minors under the age of 18.

# TENTATIVE/ PROPOSED BUDGET



# Las Vegas-Clark County Library District Proposed FY 2019-2020 Budget



**Presented by:**

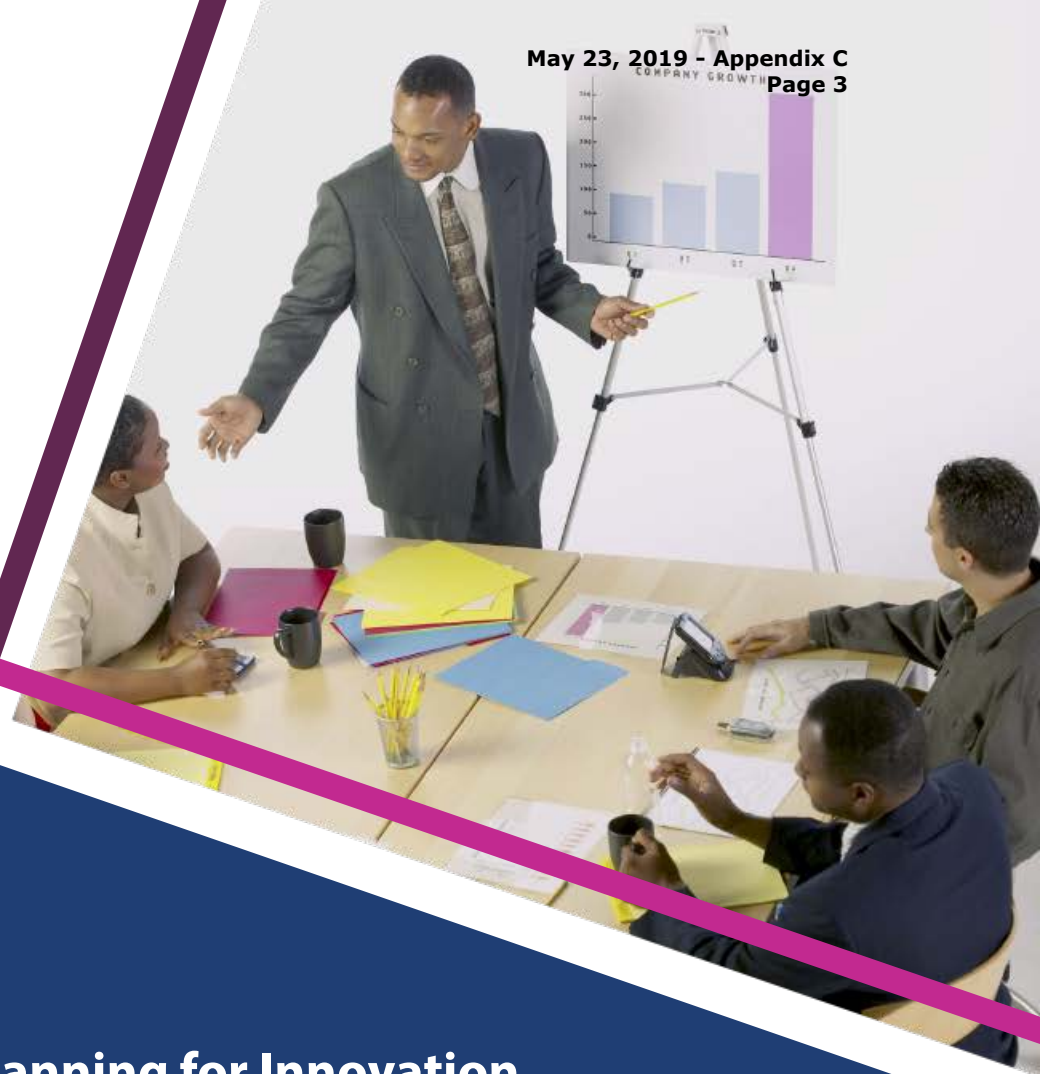
**Dr. Ronald R. Heezen, Executive Director**

**Fred James, CPA, Deputy Director/CFO**

**Floresto Cabias, CPA, Assistant Finance Director**

# FY 2019-2020 Budget Strategy

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

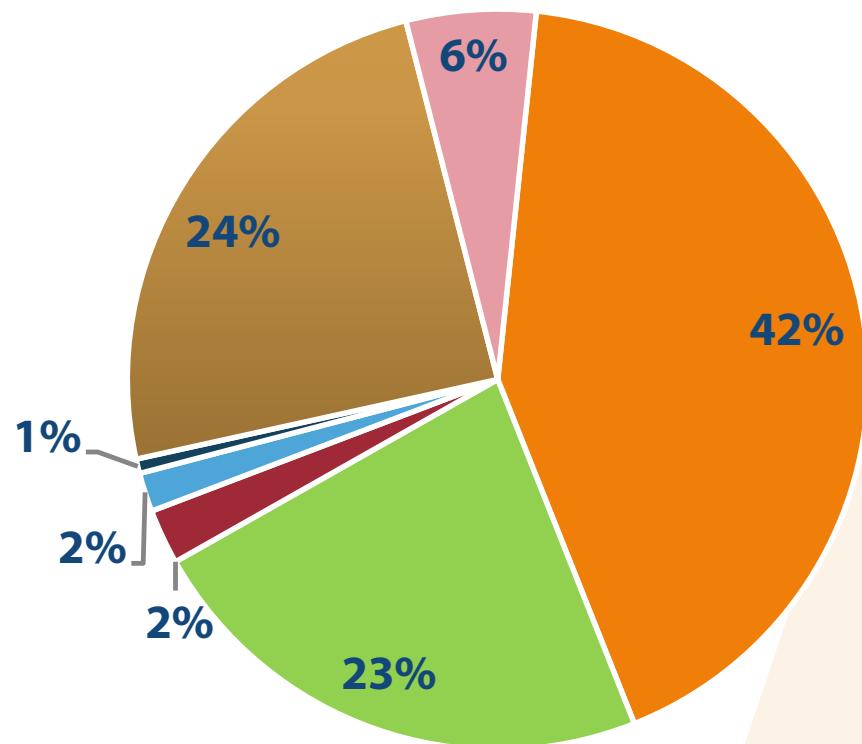


## Total Available Resources – All Funds

**Total – \$106M:**

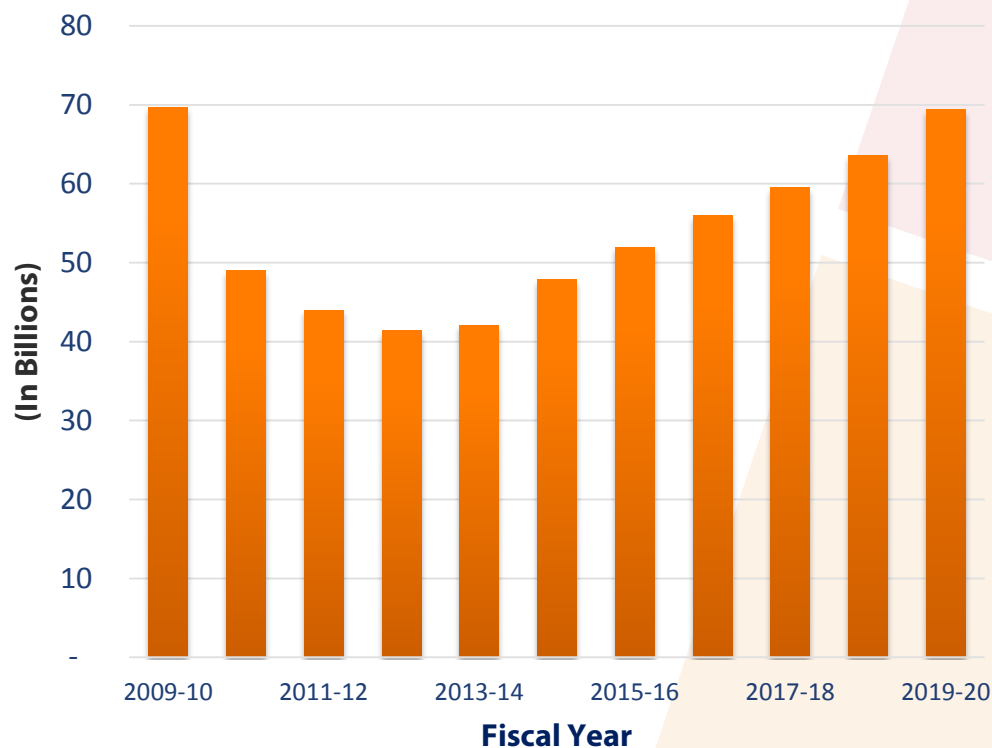
### Sources

- Property Tax – \$44.9M
- Consolidated Sales Tax – \$24.2M
- Fines and Forfeits/Misc. – \$2.6M
- Intergovernmental Revenue – \$1.8M
- Charges for Services – \$0.7M
- Beginning Fund Balance – \$25.9M
- Transfers In – \$6.0M



# Assessed Value

## Assessed Valuation FY 2010-2020

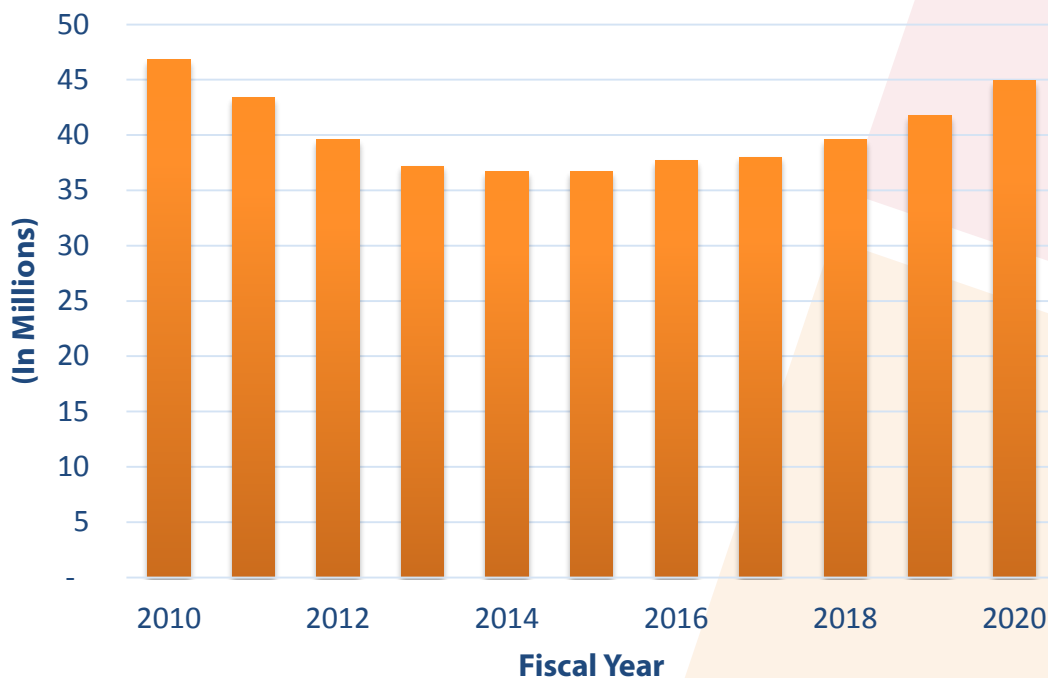


- Property tax is based on Assessed Valuation (AV) of property
- 2019-2020 AV: \$69.4B, a 7% increase over 2018-2019
- Property tax represents 61% of total revenues (\$44.9M)



# Property Tax Revenues FY 2010-2020

## Property Tax Revenues FY 2010-2020



### Property taxes

FY 2020 – \$44.9M Budgeted

FY 2019 – \$41.8M Budgeted

FY 2018 – \$39.6M Budgeted

FY 2017 – \$38.6M Actual

FY 2016 – \$37.9M Actual

FY 2015 – \$36.7M Actual

FY 2014 – \$36.7M Actual

FY 2013 – \$36.2M Actual

FY 2012 – \$39.6M Actual

FY 2011 – \$43.4M Actual

FY 2010 – \$46.8M Actual

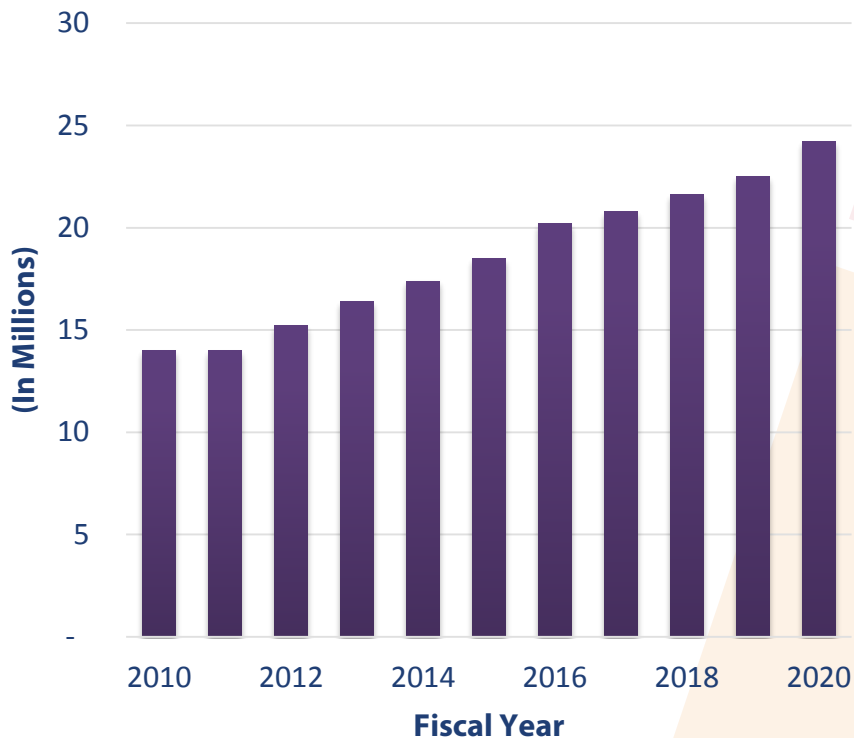


# The District's Property Tax Rate

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

# Consolidated Sales Tax Revenue FY 2010-2020

## Consolidated Sales Tax Revenue FY 2010-2020



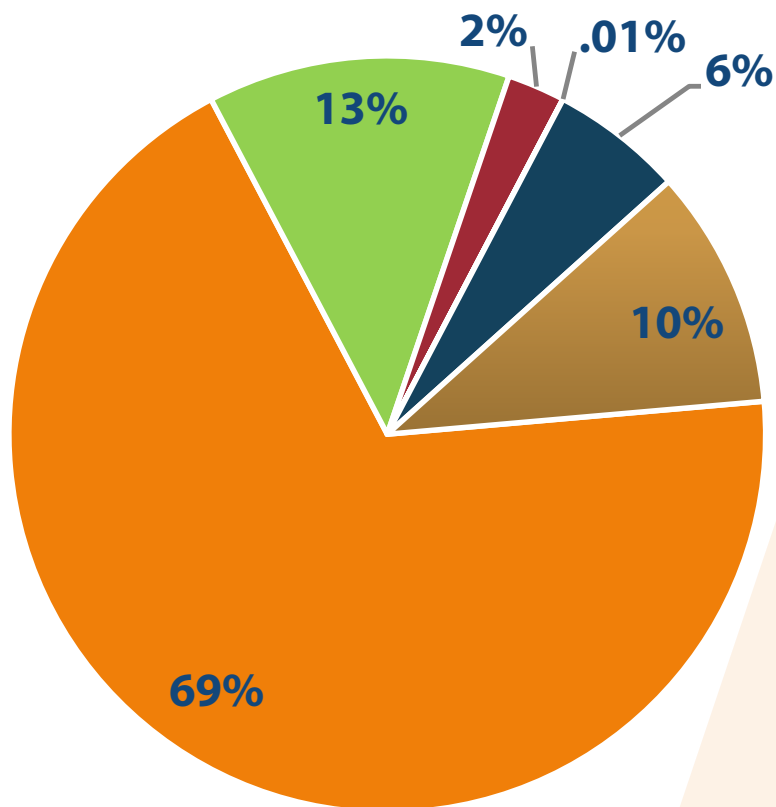
**CTX is a combination of City/County Relief (sales) and miscellaneous taxes distributed to most Clark County public entities according to State formula**

- 2019-2020 estimate: \$24.2M, an increase of \$1.7M
- CTX revenue accounts for 32.7% of all revenues
- CTX revenue is volatile

**All other revenues account for:**

- Grants and Gifts, Fines and Forfeits, Interest, Contracts
- \$5M or 7% of the budget

# Total Uses of Available Resources – All Funds

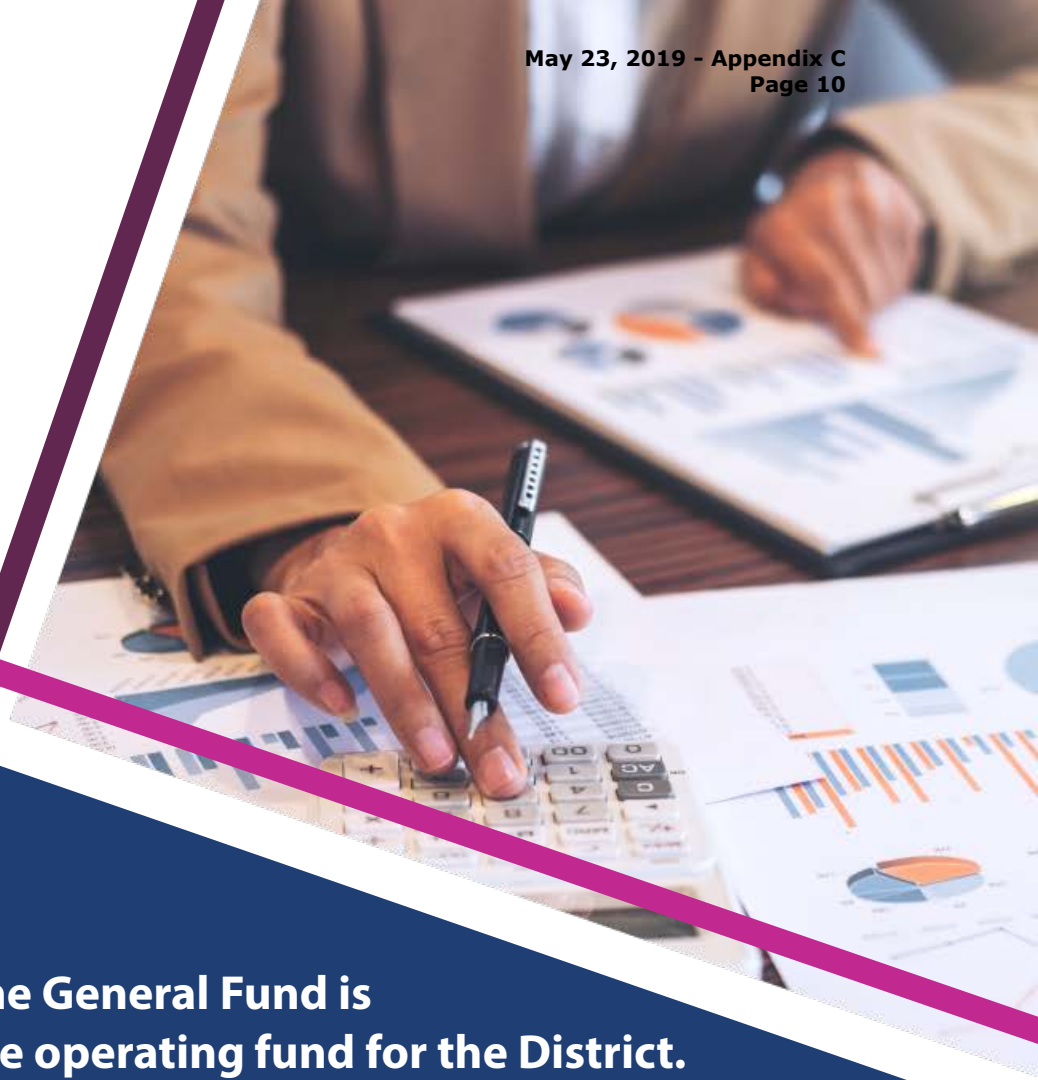


**Total – \$106M:**

## Uses and Fund Balance —

- General Fund – \$72.8M
- Capital Projects Fund – \$13.7M
- Special Revenue Funds – \$2.6M
- Debt Service Fund – \$.01M
- Transfers Out – \$6.0M
- Ending Fund Balance – \$10.9M

# General Fund

A photograph showing a person's hands in a business setting. One hand is holding a black pen and pointing at a document with various charts and graphs. The other hand is using a calculator. The document features bar charts, pie charts, and line graphs. The background is slightly blurred, showing another person's hand pointing at a similar document.

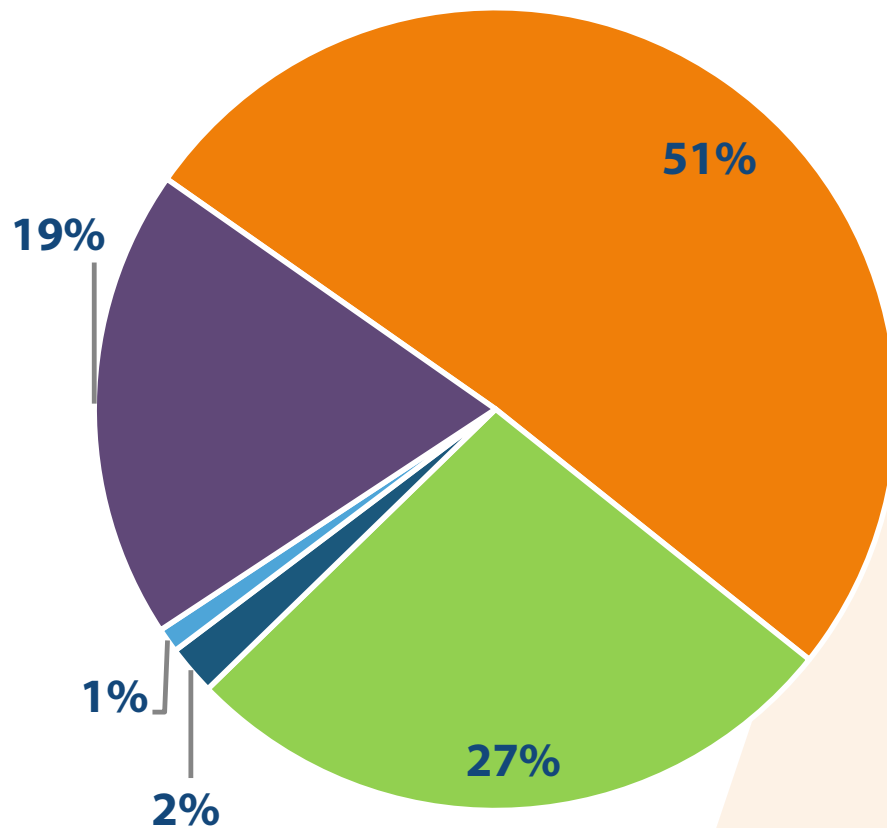
**The General Fund is the operating fund for the District. It is used to account for all financial resources except for those required to be accounted for in another fund.**

# Total Available Resources – General Fund

**Total – \$86.2M:**

## Sources

- **Property Tax – \$44.9M**
- **Consolidated Sales Tax – \$24.2M**
- **Fines and Forfeits/Misc. – \$1.6M**
- **Charges for Services – \$0.7M**
- **Beginning Fund Balance – \$14.8M**



# Total Uses of Available Resources – General Fund

**Total – \$86.2M:**

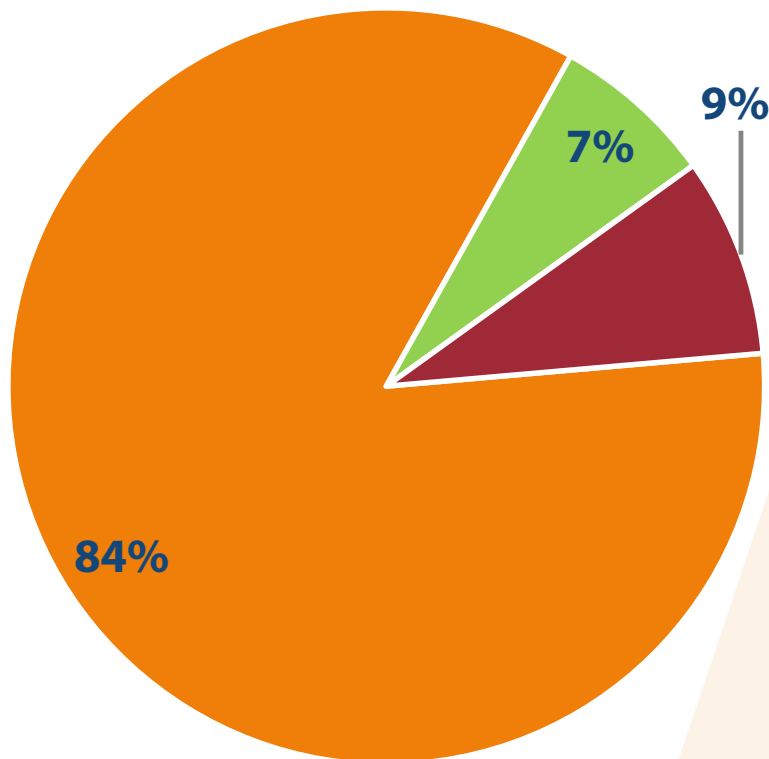
## Uses

■ Expenditures – \$72.8M

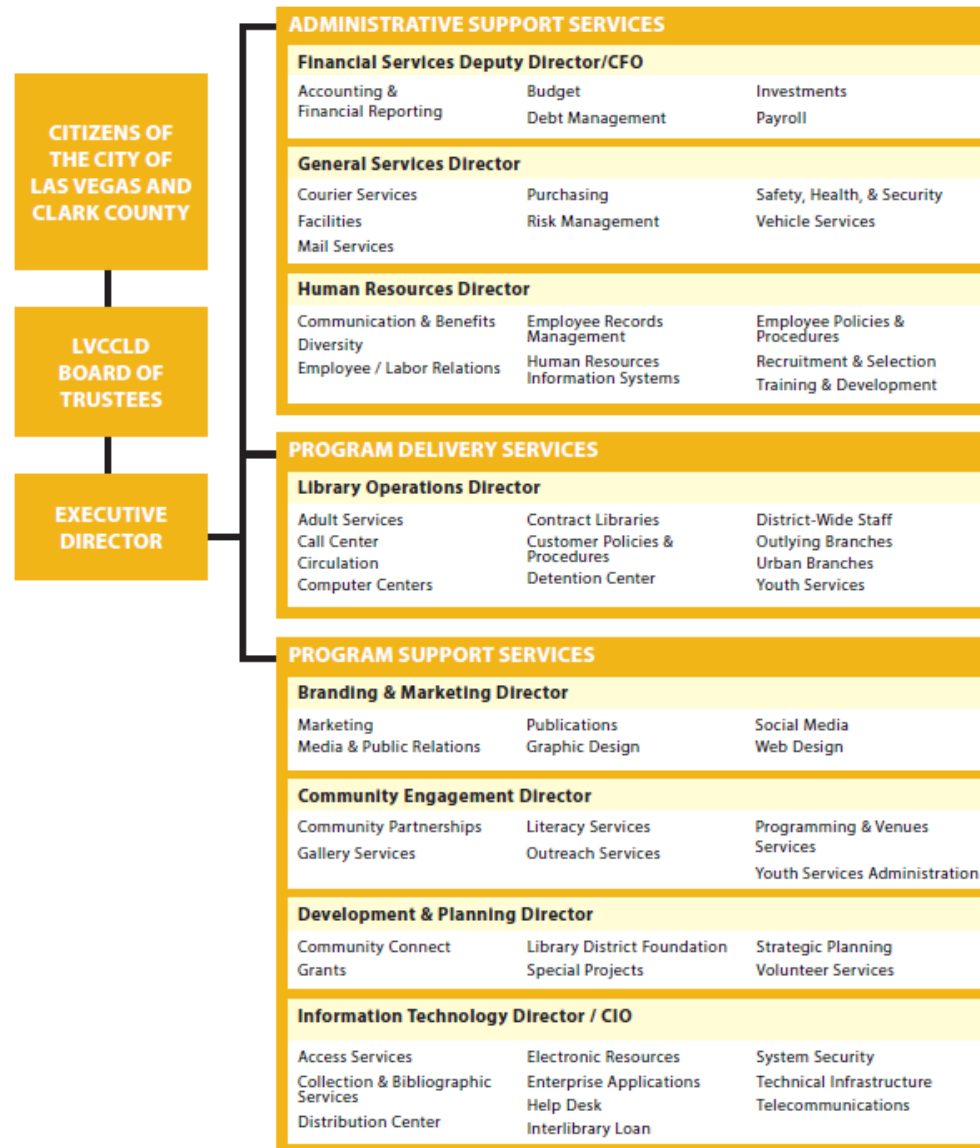
■ Transfers Out – \$6.0M

■ Ending Fund Balance – \$7.4M

\* Ending Fund Balance is 9% of Total  
Available Resources

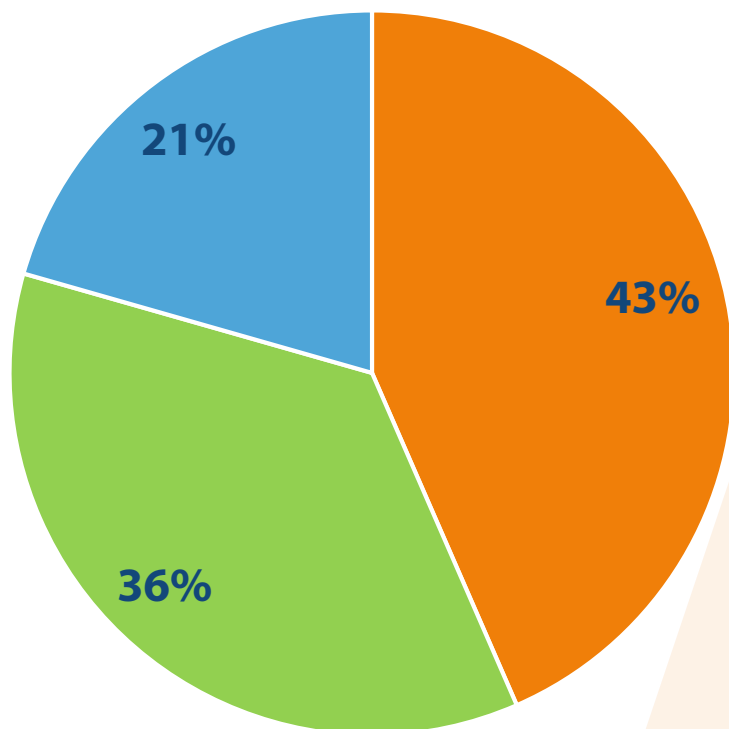


# Organizational Chart



## General Fund – By Function

### Total Expenditures by Function – \$72.8M:



■ Program Delivery Services – \$31.6M

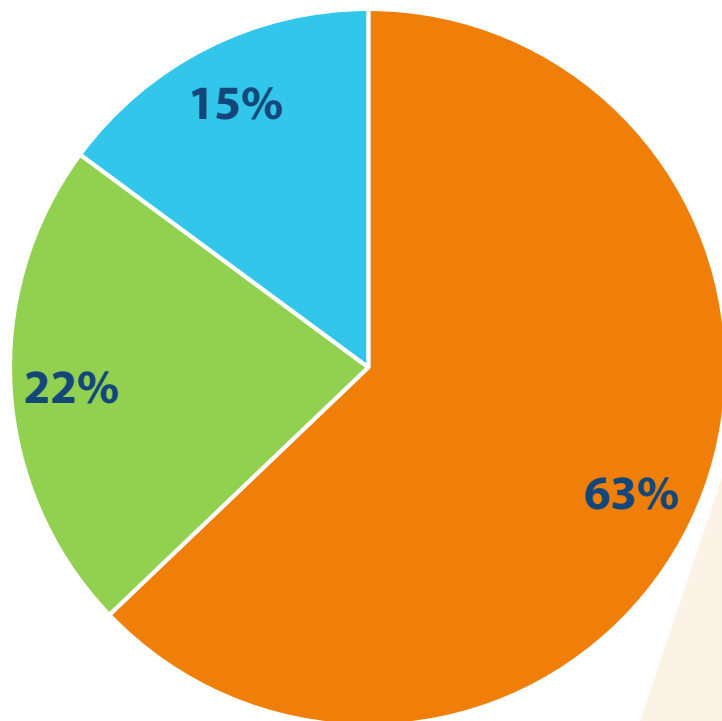
■ Program Support Services – \$26.2M

■ Administrative Support Services – \$15.0M



## General Fund – By Activity

### Total Expenditures by Activity – \$72.8M:



#### Sources

- Salaries and Benefits – \$45.8M
- Services and Supplies – \$16.2M
- Library Materials – \$10.8M

# Expenditure Increases

## General Fund expenditures increased by \$4.5M (6.6%):

- **Salaries and benefits increased by \$3.1M (7%): Annual pay increase of 2% (not including a decrease for the raised PERS contribution rate), merit increase of 3%, increased healthcare costs, additional personnel**
- **Services and supplies increased by \$854K (6%): Contracts (security, landscaping, etc.), potential new projects**
- **Library materials increased by \$597K (6%)**

# Ending Fund Balance

## General Fund Budget

- **Ending Fund Balance of \$7.4M is 10% of FY 2019-2020 expenditures, but 9% of Total Available Resources**
- **Necessary to provide liquidity for cash outflows**
- **Acts as a cushion during economic downturns**

# Library Materials

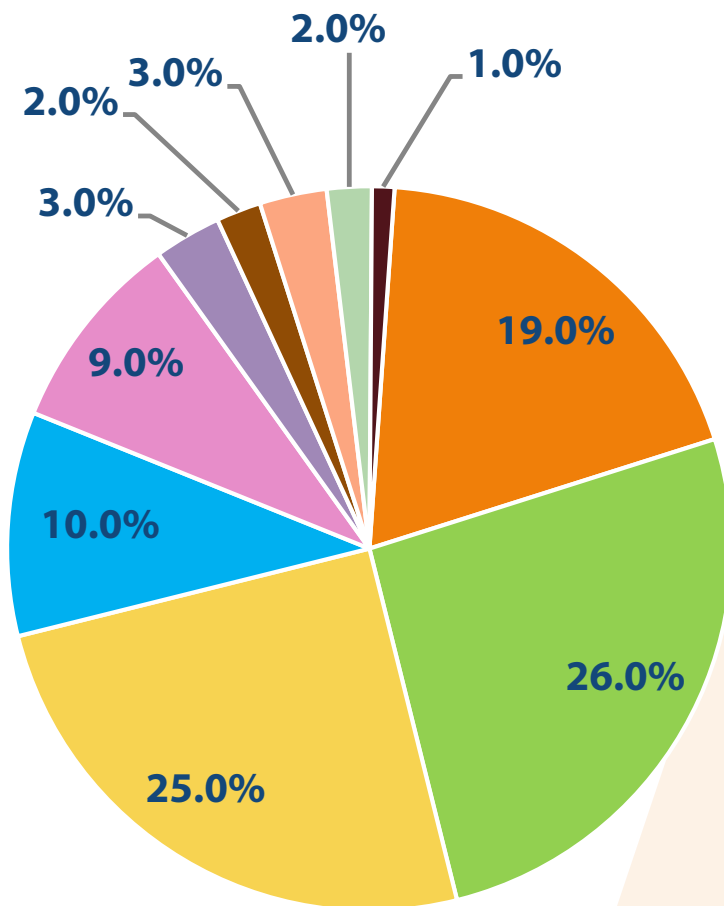


**Library Materials are considered to be one collection, which is physically and electronically distributed among District branches.**


# Materials Budget

## Materials Allocation \$10.8M:

- Adult Print – \$2.06M or 19.0%
- Downloadable eBooks & Media – \$2.82M or 26.0%
- Electronic Databases & Services – \$2.71M or 25.0%
- Adult Audio Visual – \$1.08M or 10.0%
- Juvenile Print – \$0.97M or 9.0%
- Juvenile Audio Visual – \$0.32M or 3.0%
- Reference – \$0.22M or 2.0%
- Periodicals – \$0.32M or 3.0%
- Languages – \$0.22M or 2.0%
- Nontraditional Items – \$0.11M or 1.0%



# Special Revenue Funds



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


# Special Revenue Funds

## **Special Revenue – \$2.6M:**

- **Literacy (CALL) and Other Grants – \$1.8M**
- **Donations in the Gift Fund – \$0.8M**



# Debt Service Fund



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



# Debt Service Fund

- **Last debt service payment made in January 2019**

# Capital Projects Fund



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

# Capital Projects Fund Programs

## **\$16.1M Projected Available Resources:**

- **Library Services Platform Replacement – \$0.3M**
- **Technology Replacements & Upgrades – \$2.3M**
- **Building Repair & Maintenance – \$3.1M**
- **Capital Construction – \$8.3M**
- **Vehicle Purchase & Replacement – \$0.5M**
- **Library Materials – \$0.3M**
- **Furniture Purchase & Replacement – \$0.3M**
- **Financial Services – \$0.4M**
- **Programming & Venues – \$0.6M**

## Capital Projects Fund Programs (Cont.)

### **\$13.7M Budgeted Expenditures:**

- **Library Services Platform Replacement – \$0.0M**
- **Technology Replacements & Upgrades – \$1.9M**
- **Building Repair & Maintenance – \$2.7M**
- **Capital Construction – \$7.9M**
- **Vehicle Purchase & Replacement – \$0.2M**
- **Library Materials – \$0.0M**
- **Furniture Purchase & Replacement – \$0.2M**
- **Financial Services – \$0.3M**
- **Programming & Venues – \$0.5M**

### **\$2.4M Remaining Fund Balance:**

- **Reserved to cover Capital Projects Fund Programs in future years.**

# Capital Projects Fund Transfer and Budgeted Expenditures FY 2019-2020

	06-30-2019 Est. Ending Funding Balance	2019-20 Transfers	2019-20 Budgeted Revenues	Total Available for FY 2019-20	Program Transfers	2019-20 Budgeted Expenditures	06-30-2020 Est. Ending Funding Balance
Library Services Platform Replacement	281,992			281,992			281,992
Technology Replacements & Upgrades	1,150,687	1,200,000		2,350,687		(1,927,000)	423,687
Building Repair & Maintenance	1,859,075	1,200,000		3,059,075		(2,702,500)	356,575
Vehicle Purchase & Replacement	458,856			458,856		(200,000)	258,856
Library Materials	251,439			251,439			251,439
Furniture Purchase & Replacement	281,914			281,914		(200,000)	81,914
Financial Services	447,731			447,731		(305,000)	142,731
Programming & Venues	610,520			610,520		(479,700)	130,820
Capital Construction	4,687,803	3,600,000	50,000	8,337,803		(7,887,100)	450,703
<b>Total FY 2019-20</b>	<b>10,030,017</b>	<b>6,000,000</b>	<b>50,000</b>	<b>16,080,017</b>	<b>-</b>	<b>(13,701,300)</b>	<b>2,378,717</b>

# Facilities Master Plan Projected Expenditures FY 2020-2021 Through FY 2026-2027

Facilities Master Plan Projects	Total 15 yr Estimated Project costs	2019-2020 Budgeted Expenditures	2020-2021 Projected Expenditures	2021-2022 Projected Expenditures	2022-2023 Projected Expenditures	2023-2024 Projected Expenditures	2024-2025 Projected Expenditures	2025-2026 Projected Expenditures	2026-2027 Projected Expenditures
<b>Branch Renovations</b>									
Rainbow	12,422,790	600,000	2,900,000	515,500	531,575	548,248	565,541	583,480	602,090
West Las Vegas	12,422,790	600,000	2,900,000	515,500	531,575	548,248	565,541	583,480	602,090
Spring Valley	12,422,790	600,000	2,900,000	515,500	531,575	548,248	565,541	583,480	602,090
West Charleston	11,644,282	-	600,000	2,900,000	515,500	531,575	548,248	565,541	583,480
Whitney	11,644,282	-	600,000	2,900,000	515,500	531,575	548,248	565,541	583,480
Enterprise	9,955,248	-	-	-	600,000	2,900,000	500,000	515,500	531,575
Clark County	8,109,257	-	-	-	-	-	600,000	2,400,000	500,000
Sahara West	7,467,830	-	-	-	-	-	-	-	600,000
Summerlin	7,467,830	-	-	-	-	-	-	-	600,000
Sunrise	6,846,433	-	-	-	-	-	-	-	-
Windmill	6,244,344	-	-	-	-	-	-	-	-
Centennial Hills	5,660,864	-	-	-	-	-	-	-	-
Laughlin	-	-	-	-	-	-	-	-	-
<b>Future Library Sites</b>									
Meadows Mall	10,266,794	1,046,100	435,254	458,830	480,057	502,312	525,646	550,111	575,763
Hollywood	4,500,000	4,500,000							
Bookmobile	5,928,804	541,000	279,800	281,572	294,652	308,509	319,520	330,959	342,841
Skye Canyon	-	-							
Blue Diamond	-	-	-	-	-	-	-	-	-
Tropicana/215	-	-	-	-	-	-	-	-	-
Hualapai	-	-	-	-	-	-	-	-	-
Cactus South	-	-	-	-	-	-	-	-	-
<b>Total Facilities Master Plan</b>	<b>133,004,339</b>	<b>7,887,100</b>	<b>10,615,054</b>	<b>8,086,902</b>	<b>4,000,435</b>	<b>6,418,714</b>	<b>4,738,284</b>	<b>6,678,092</b>	<b>6,123,408</b>
Bookmobile, Hollywood, MeadowsMall	20,695,599								

# Capital Projects Fund Projected Expenditures FY 2020-2021 Through FY 2026-2027

	2019-2020 Budgeted Expenditures	2020-2021 Projected Expenditures	2021-2022 Projected Expenditures	2022-2023 Projected Expenditures	2023-2024 Projected Expenditures	2024-2025 Projected Expenditures	2025-2026 Projected Expenditures	2026-2027 Projected Expenditures
Library Services Platform Replacement		300,000	300,000	300,000	300,000	300,000	300,000	300,000
Technology Replacements & Upgrades	1,927,000	950,000	950,000	950,000	950,000	950,000	735,000	735,000
Building Repair & Maintenance	2,702,500	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,600,000
Vehicle Purchase & Replacement	200,000	100,000	100,000	100,000	100,000	100,000	100,000	150,000
Library Materials								
Furniture Purchase & Replacement	200,000	100,000	100,000	100,000	100,000	100,000	100,000	150,000
Financial Services	305,000	305,000	305,000	305,000	305,000	305,000	305,000	305,000
Programming & Venues	479,700	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Capital Construction *	7,887,100	10,615,054	8,086,902	4,000,435	6,418,714	4,738,284	6,678,092	6,123,408
<b>Total Capital Projects Expenditures</b>	<b>13,701,300</b>	<b>14,370,054</b>	<b>11,841,902</b>	<b>7,755,435</b>	<b>10,173,714</b>	<b>8,493,284</b>	<b>10,218,092</b>	<b>9,863,408</b>

## \*Capital Construction Detail:

Future Library Sites								
Facilities Master Plan	7,887,100	10,615,054	8,086,902	4,000,435	6,418,714	4,738,284	6,678,092	6,123,408
<b>Total Capital Construction Program</b>	<b>7,887,100</b>	<b>10,615,054</b>	<b>8,086,902</b>	<b>4,000,435</b>	<b>6,418,714</b>	<b>4,738,284</b>	<b>6,678,092</b>	<b>6,123,408</b>

# General Fund Projected Expenditures FY 2020-2021 Through FY 2024-2025

General Fund		5 Years				
		Projected 2020-2021	Projected 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025
	<b>Tentative Budget 2019-2020</b>					
Revenue	71,390,000	74,352,685	77,512,674	81,000,744	84,645,778	88,539,484
Expenditures	72,794,944	75,544,455	78,579,349	81,850,418	85,269,844	88,844,639
Excess (Deficiency) of Revenues over Expenditures	(1,404,944)	(1,191,770)	(1,066,675)	(849,674)	(624,066)	(305,156)
Less transfers out	6,000,000	12,851,000	8,300,000	8,400,000	8,600,000	8,800,000
Excess (Deficiency) of Revenues over Expenditures & Transfers Out	(7,404,944)	(14,042,770)	(9,366,675)	(9,249,674)	(9,224,066)	(9,105,156)
Fund balance, beginning of year	14,758,056	14,704,568	8,297,978	6,878,840	5,914,467	5,328,753
Fund balance, end of year	7,353,112	661,797	(1,068,697)	(2,370,834)	(3,309,599)	(3,776,403)
Projected Savings	7,351,456	7,636,180	7,947,537	8,285,301	8,638,351	9,009,644
Fund balance, end of year Adjusted	14,704,568	8,297,978	6,878,840	5,914,467	5,328,753	5,233,241
	20.20%	10.98%	8.75%	7.23%	6.25%	5.89%
<b>Capital Projects Fund</b>						
Beginning Balance	10,030,017	2,378,717	859,663	(2,682,239)	(2,037,674)	(3,611,388)
Misc Revenue	50,000					
Proceeds from sale of Capital Assets						
Transfers-In From Gen Fund	6,000,000	12,851,000	8,300,000	8,400,000	8,600,000	8,800,000
Total available for the year	16,080,017	15,229,717	9,159,663	5,717,761	6,562,326	5,188,612
Less Budgeted/Projected Capital expenditures	13,701,300	14,370,054	11,841,902	7,755,435	10,173,714	8,493,284
Available Fund Balance For Capital Projects Program at 6-30	2,378,717	859,663	(2,682,239)	(2,037,674)	(3,611,388)	(3,304,672)



## **Recommended Options to be Included as Part of the Trustees' Motion**

- **Option I. The Budget is to:**
  - Provide funding for as much of the three additional capital projects (Meadows Mall lease, a future library site, and a new bookmobile) as funding allows.
  
- **Option II. The Budget is to:**
  - Exclude funding for the three additional capital projects as mentioned above in Option I,
  - Maintain an Actual Ending Fund Balance for the General Fund of approximately 20 percent or more annually, for Financial Statements purposes,
  - Implement the Facilities Master Plan over the next 12 to 15 years, to complete as many projects as funding allows under current funding levels, and
  - Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.

## **Recommended Options to be Included as Part of the Trustees' Motion – Cont.**

- **Option III. The Budget is to:**
  - **Exclude funding for the three additional capital projects as mentioned above in Option I,**
  - **Maintain an Actual Ending Fund Balance for the General Fund of approximately 20 percent or more annually, for Financial Statements purposes,**
  - **Accelerate the implementation of the Facilities Master Plan over the next five to seven years, to complete as many projects as funding allows under current funding levels, and**
  - **Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.**

## **Recommended Options to be Included as Part of the Trustees' Motion – Cont.**

- **Option IV. The Budget is to:**
  - **Exclude funding for the three additional capital projects as mentioned above in Option I,**
  - **Maintain an Actual Ending Fund Balance for the General Fund of approximately 20 percent or more annually, for Financial Statements purposes,**
  - **Accelerate the implementation of the Facilities Master Plan over the next five to seven years, under projected current funding levels, and to include the possibility of bond financing in subsequent budget years (to complete all Facilities Master Plan projects), and**
  - **Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.**

# Distinguished Budget Presentation Award



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. Morrell*

Executive Director

# Questions?

