

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE  
APRIL 8, 2021**

**PUBLIC MEETING**

**DATE:** Thursday, April 8, 2021

**TIME:** 4:00 p.m.

**PLACE:** Pursuant to the Governor's Emergency Directive on Public Meetings, [http://gov.nv.gov/News/Emergency\\_Orders/2020/2020-03-22 - COVID-19 Declaration of Emergency Directive 006/](http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22_-_COVID-19_Declaration_of_Emergency_Directive_006/) this meeting will take place at the East Las Vegas Library, 2851 East Bonanza Road, Las Vegas, NV 89101 AND online via Webex. Connection information is listed on page 3.

The Agenda and Board meeting documents can be found at <https://lvccld.org/board/board-of-trustees-meetings/>

The Finance and Audit Committee, comprised of Brian Wilson, Committee Chair; Kelly Benavidez; Keith Rogers; Robin Wadley-Munier; Nathaniel Waugh; and Felipe A. Ortiz, ex-officio, all members of the Las Vegas-Clark County Library District Board of Trustees, will meet to discuss the District's Fiscal Year 2021-2022 Tentative Budget in relationship to the year's projected revenues.

I. Roll Call

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. If you wish to comment on an item appearing on this agenda, you may send an email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). Please identify the agenda item you wish to speak on and include your name and address in your email. Emails without a name and address will not be read.

The public comment period at library district board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment. Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the chair has the authority to grant additional time to a speaker. When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

III. Committee Action to Accept Proposed Agenda

IV. NEW BUSINESS

Discussion regarding the Fiscal Year Ending (FYE) June 30, 2022 Tentative Budget submittal to the Department of Taxation and preparation for the May 20, 2021 Budget Public Hearing. No action will be taken.

V. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the Open Meeting Law have been met. If you wish to make public comment on this item, you may send an email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). Please identify

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this agenda item in your email, along with your name and address. Emails without a name and address will not be read.

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VI. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE COMMITTEE.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL LYNN LUCUARA AT (702) 507-6172 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

NOTE: PLEASE CONTACT LYNN LUCUARA AT (702) 507-6172 OR [LUCUARAL@LVCCLD.ORG](mailto:LUCUARAL@LVCCLD.ORG) TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN BE FOUND AT <https://lvccld.org/board/board-of-trustees-meetings/>.

Pursuant to NRS 241.020, written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Wednesday, March 31, 2021, i.e., given at least three (3) working days before the meeting, including in the notice the time, place, location and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
  - 1. Clark County Library  
1401 E. Flamingo Road  
Las Vegas, NV 89119
  - 2. East Las Vegas Library  
2851 E. Bonanza Road  
Las Vegas, NV 89101
  - 3. Sunrise Library  
5400 Harris Avenue  
Las Vegas, NV 89110

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4. West Charleston Library  
6301 W. Charleston Boulevard  
Las Vegas, NV 89146
  5. West Las Vegas Library  
951 W. Lake Mead Boulevard  
Las Vegas, NV 89106
  6. Windmill Library  
7060 W. Windmill Lane  
Las Vegas, NV 89113
  7. Las Vegas-Clark County Library District website  
[www.LVCCLD.org](http://www.LVCCLD.org)
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library District Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection information:  
<https://lvcclld.webex.com>  
Event number (access code): 187 301 7320  
Password: 040821FA  
Join by phone: +1 (408) 418-9388  
Use same meeting number  
Join from a video system or application:  
Dial 1873017320@[lvcclld.webex.com](https://lvcclld.webex.com)  
You can also dial [173.243.2.68](tel:173243268) and enter your meeting number.

## ITEM IV.



### AGENDA ITEM

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#### **APRIL 8, 2021 MEETING OF THE BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE**

**Agenda Item # IV.:** Discussion regarding the Fiscal Year (FY) ending June 30, 2022 Tentative Budget submittal to the Department of Taxation and preparation for the May 20, 2021 Budget Public Hearing. No action will be taken.

**Background:** The Nevada Revised Statutes require that the Tentative Budget be filed with the State Department of Taxation by April 15, 2021. The Tentative Budget is an administrative report of anticipated expenditures and does not require Board action.

The Tentative Budget is for discussion purposes only, and will be adjusted according to the final revenue estimates expected to be received in early May, as well as subsequent expenditures, for the Las Vegas-Clark County Library District's Budget Public Hearing scheduled for May 20, 2021.

#### **FY 2022 General Fund**

The General Fund represents the basic complement of services provided to the District's customers.

#### **Revenues**

Total revenues for FY 2022 are projected at \$78.4 million. As compared to the FY 2021 Budget, property tax revenue for FY 2022 is 7.7% higher than last fiscal year. Consolidated Sales Tax (CTX) revenue is estimated to increase by 32% in FY 2022, as compared to a 26.4% decrease for FY 2021.

Property tax (68%) and Consolidated Sales Tax (30%) revenues account for 98 percent of all General Fund revenues. The remaining two percent of the General Fund's revenues are generated from library fines, programming and rental charges, revenue from contract libraries, contributions, and investment income.

The District's operating tax rate will remain at 9.42 cents per \$100 of assessed valuation. This rate includes the District's Supplemental City-County Relief Tax (SCCRT) Loss Tax rate (NRS 354.59813) of .89 cents in the District's base operating rate.

#### **Expenditures**

The proposed preliminary General Fund budget amounts to \$71.5 million, a \$1.4 million increase as compared to FY 2021.

The FY 2022 Tentative Budget proposes \$10.7 million in library materials expenditures, an increase of 1% over current levels. The proposed appropriation amounts to 15% of the total General Fund budget.

A \$19.0 million transfer is proposed in the FY 2022 Tentative Budget from the General Fund to the Capital Projects Fund. See the section for the Capital Projects Fund below for further discussions regarding the anticipated transfer.

The General Fund's ending fund balance is projected at \$14.3 million and amounts to 20% of the total expenditure budget.

<b>Las Vegas-Clark County Library District FY 2022</b>				
	<b>FY 2021 Budget</b>	<b>Preliminary FY 2022 Budget</b>	<b>Variance FY 2022 vs. FY 2021</b>	<b>Percent Increase (Decrease)</b>
<b>General Fund</b>	70,084,868	71,509,714	1,424,846	2.03%
<b>Special Revenue Funds:</b>				
Gift Fund	815,000	815,000	-	0.00%
Grant Fund	1,800,000	1,800,000	-	0.00%
<b>Capital Projects Fund</b>	4,058,700	5,915,700	1,857,000	45.75%
<b>Debt Service Fund</b>	10,000	10,000	-	0.00%
<b>Total</b>	<b>76,768,568</b>	<b>80,050,414</b>	<b>3,281,846</b>	<b>4.27%</b>

### **Special Revenue Funds**

Activity in the Gift, Expendable Trust, and Grant Funds are accounted for in Special Revenue Funds. The Gift and Expendable Trust Funds account for donations to the District and expenditures are estimated to be \$815,000 in FY 2022. The Grant Fund of \$1,800,000 accounts for revenues and expenditures for monies received from state and federal grants. All grants are budgeted as funding is approved by the State.

### **Capital Projects Fund**

A \$19.0 million transfer is proposed from the General Fund to be appropriated to the different programs within the Capital Projects Fund. The transfer is designated for major building repairs and maintenance, technology replacements and upgrades, and construction projects.

### **Debt Service Fund**

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general obligation bonds. Currently, the District has no outstanding debt obligations requiring repayment of bonds.

Pending Board direction for any additional changes, staff will prepare a FY 2022 Proposed Budget that incorporates any necessary adjustments subsequent to the administrative filing of the FY 2022 Tentative Budget with the Department of Taxation. Staff will be available to answer questions.

**Recommended Action:**

This is for discussion only as the basis for preparing the Tentative Budget, for submittal to the State Department of Taxation on April 15, 2021.

# TENTATIVE/ PROPOSED BUDGET

**Fiscal Year 2021–2022**

Las Vegas-Clark County  
**LIBRARY  
DISTRICT**  
LVCCLD.org



## Budget Progression

### Fiscal Years 2020, 2021, and 2022

#### Actual FY 2020

- Economic shutdown due to COVID-19 Pandemic
- Cost-saving measures implemented to mitigate impact

#### Estimated Budget FY 2021

- Consolidated Sales Tax Revenues (CTX) currently outperforming original projections
- Voluntary Employee Separation Program (VESP), union concessions, and cost controls contributed to savings and a higher ending fund balance

#### Tentative Budget FY 2022

- Improved economic conditions
- Resume transfers from the General Fund to the Capital Projects Fund

Tentative / Proposed Budget FINANCIAL SERVICES



## FY 2020 COVID-19 Pandemic

### Economic Impact

- Largest taxpayers in Southern Nevada ordered to close in mid-March 2020
  - After a partial reopening, visitor volume decreased 71% in June 2020
- Effect on current and future property taxes and assessed valuation was unknown
- Unemployment rates in Nevada reached 34%
- CTX was expected to decrease by \$3.6M from the budgeted amount in FY 2020
- The FY 2020-2021 tentatively budgeted transfer of \$11M from the General Fund to the Capital Projects Fund was reduced to zero

Tentative / Proposed Budget **FINANCIAL SERVICES**

Las Vegas-Clark County

**LIBRARY  
DISTRICT**

LVCCLD.org

**Statement of Revenues, Expenditures, and Changes in Fund Balance  
Estimated Budget v. Actual – General Fund FY 2020**

	Budget		Actual	Variance to Estimated Budget
	Original	Estimated		
<b>Revenues</b>				
Property taxes	\$ 44,855,000	\$ 46,610,528	\$ 46,269,508	\$ (341,020)
Intergovernmental revenues,				
consolidated taxes	24,185,000	20,742,890	22,414,958	1,672,068
Charges for services	1,570,000	1,041,708	1,035,009	(6,699)
Interest	15,000	98,412	87,176	(11,236)
Contributions	-	98,745	211,346	112,601
Miscellaneous	765,000	745,000	778,527	33,527
Total revenues	71,390,000	69,337,283	70,796,524	1,459,241
<b>Expenditures</b>				
Culture and recreation:				
Salaries and wages	32,366,060	29,932,511	30,101,581	(169,070)
Employee benefits	13,394,128	12,402,714	12,266,495	136,219
Supplies and services	16,203,089	12,917,207	12,024,376	892,831
Capital outlay	10,831,667	9,457,237	9,207,087	250,150
Total expenditures	72,794,944	64,709,669	63,599,539	1,110,130
Excess (deficiency) of revenues over expenditures	(1,404,944)	4,627,614	7,196,985	2,569,371
<b>Other financing uses</b>				
Transfers out	(6,000,000)	(3,000,000)	(3,000,000)	-
<b>Net change in fund balance</b>	(7,404,944)	1,627,614	4,196,985	2,569,371
Fund balance, beginning of year	14,758,056	14,576,974	14,576,974	-
<b>Fund balance, end of year</b>	<b>\$ 7,353,112</b>	<b>\$ 16,204,588</b>	<b>\$ 18,773,959</b>	<b>\$ 2,569,371</b>

■ Actual CTX \$1.7M higher than expected

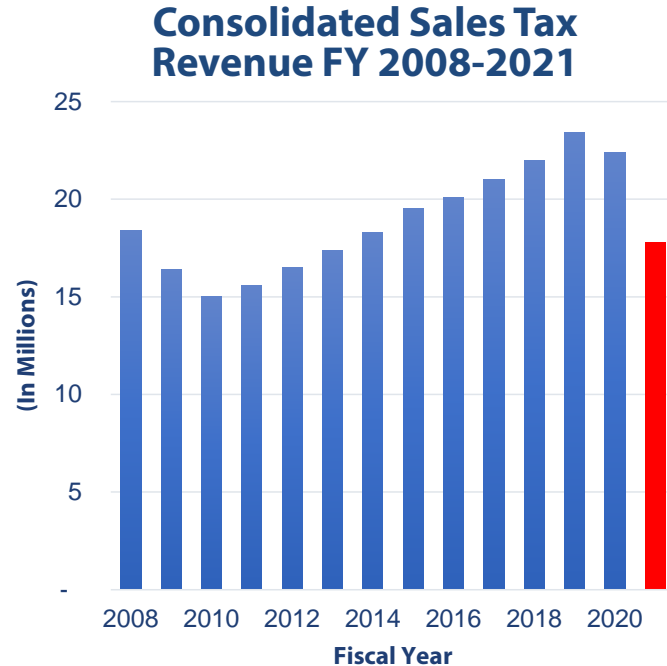
■ Supplies and Services and Capital Outlay/Library Media Materials: \$1.1M additional expenditure savings, partly due to facility closure

■ Budgeted transfers to the Capital Projects Fund reduced by \$3M

■ Ending Fund Balance \$2.6M higher than Estimated

Tentative / Proposed Budget FINANCIAL SERVICES

## FY 2021 Consolidated Sales Tax Revenue



Las Vegas-Clark County  
**LIBRARY  
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**FY 2021 – \$17.8M Budgeted**

**FY 2020 – \$22.4M Actual**

**FY 2019 – \$23.4M Actual**

**FY 2018 – \$22.0M Actual**

**FY 2017 – \$21.0M Actual**

**FY 2016 – \$20.1M Actual**

**FY 2015 – \$19.5M Actual**

**FY 2014 – \$18.3M Actual**

**FY 2013 – \$17.4M Actual**

**FY 2012 – \$16.5M Actual**

**FY 2011 – \$15.6M Actual**

**FY 2010 – \$15.0M Actual**

**FY 2009 – \$16.4M Actual**

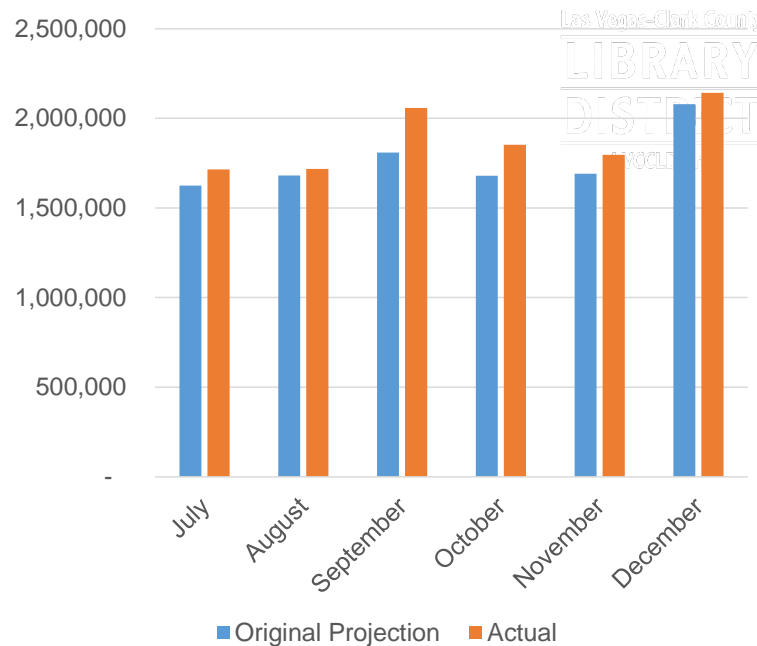
**FY 2008 – \$18.4M Actual**

- **FY 2021 CTX revenue was projected to decrease by another \$4.6M from the actual FY 2020 amount of \$22.4M**
- **Current FY 2021 projections expect CTX revenue to reach \$22.0M, \$4.2M higher than budgeted**

Tentative / Proposed Budget FINANCIAL SERVICES

## CTX Collected in FY 2021

### CTX Collected Through 2/28/2021



**Original projections expected 15% monthly decreases from prior year in these months**

#### Actual decrease from prior year

July – 10%  
August – 13%  
September – 3%  
October – 6%  
November – 10%  
December – 7%

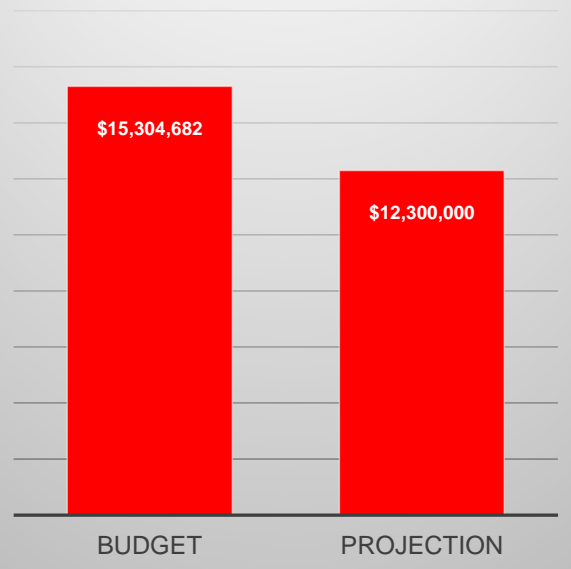
**An additional \$846K has been collected from July 2020 through December 2020 compared to budgeted projections**

Tentative / Proposed Budget **FINANCIAL SERVICES**

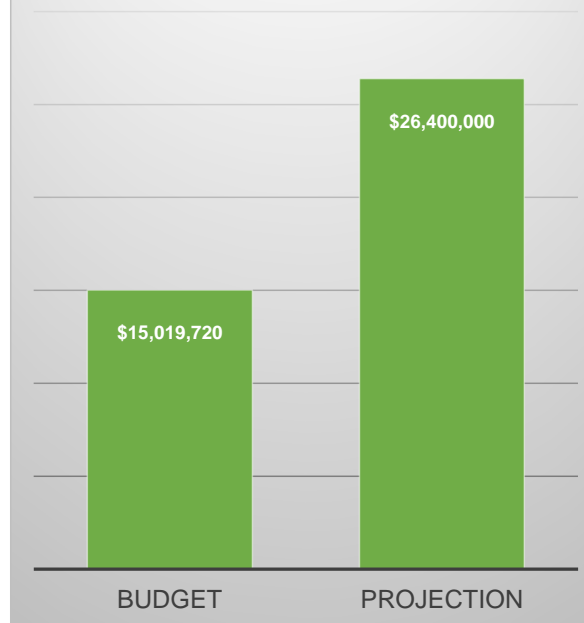
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## Expenditures and Ending Fund Balance

### FY21 Services and Supplies Expenditures



### Ending FY21 Ending Fund Balance



- Projected \$3M savings in Services and Supplies
- VESP cost \$4.5M
- VESP Savings will depend on the number of positions held vacant or eliminated
- Fund Balance exceeding 20% of total General Fund expenditures will be transferred to the Capital Projects Fund

Tentative / Proposed Budget FINANCIAL SERVICES

Las Vegas-Clark County

# **LIBRARY DISTRICT**

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## **FY 2022 Total Revenues**

### **General Fund**

Las Vegas-Clark County Library District FY 2022				
	FY 2021 Budget	Preliminary FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
<b>General Fund</b>				
<b>Revenues:</b>				
Property Taxes	49,300,000	53,100,000	3,800,000	7.71%
Consolidated Tax	17,800,000	23,500,000	5,700,000	32.02%
Charges for Services	570,000	500,000	(70,000)	(12.28%)
Fines and Forfeits	450,000	500,000	50,000	11.11%
Miscellaneous Revenue	765,000	790,000	25,000	3.27%
Investment Income	15,000	20,000	5,000	33.33%
<b>Total</b>	<b>68,900,000</b>	<b>78,410,000</b>	<b>9,510,000</b>	<b>13.80%</b>

- FY 2022 Property Tax Revenues
  - Collectability
- FY 2021 CTX of \$17.8M is the original budget projection
  - The current estimate is \$22M
- FY 2022 CTX budget of \$23.5M is 7% higher than the \$22M estimate

Tentative / Proposed Budget FINANCIAL SERVICES

## FY 2022 Total Expenditures

### All Funds

Las Vegas-Clark County Library District FY 2022				
	FY 2021 Budget	Preliminary FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
<b>General Fund</b>	70,084,868	<b>71,509,714</b>	1,424,846	2.03%
<b>Special Revenue Funds:</b>				
Gift Fund	815,000	<b>815,000</b>	-	0.00%
Grant Fund	1,800,000	<b>1,800,000</b>	-	0.00%
<b>Capital Projects Fund</b>	4,058,700	<b>5,915,700</b>	1,857,000	45.75%
<b>Debt Service Fund</b>	10,000	<b>10,000</b>	-	0.00%
<b>Total</b>	<b>76,768,568</b>	<b>80,050,414</b>	<b>3,281,846</b>	<b>4.27%</b>

- General Fund increase is primarily due to personnel costs
- Capital projects deferred in prior years will resume in FY 2022

Tentative / Proposed Budget FINANCIAL SERVICES

Las Vegas-Clark County

**LIBRARY  
DISTRICT**

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## FY 2022 Total Expenditures

### General Fund

Las Vegas-Clark County Library District FY 2022				
	FY 2021 Budget	Preliminary FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
<b>General Fund</b>				
<b>Expenditures:</b>				
Salaries	31,770,975	32,469,540	698,565	2.20%
Benefits	12,499,827	13,078,453	578,626	4.63%
Services and Supplies	15,304,682	15,300,246	(4,436)	(0.03%)
Library Materials	10,509,384	10,661,475	152,091	1.45%
<b>Total</b>	<b>70,084,868</b>	<b>71,509,714</b>	<b>1,424,846</b>	<b>2.03%</b>

- Salaries and benefits reflect pay increases effective July 1, 2021
- Services and supplies will be maintained at FY 2021 levels
- Library materials represents 15% of total budgeted expenditures
- Transfers from the General Fund to the Capital Projects Fund total \$19.0 million

Tentative / Proposed Budget FINANCIAL SERVICES

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## Capital Projects Fund Transfers and Budgeted Expenditures FY 2021-2022

	06-30-2021 Est. Ending Funding Balance	FY 2022 Transfers	FY 2022 Budgeted Revenues	Total Available for FY 2022	FY 2022 Budgeted Expenditures	06-30-2022 Est. Ending Funding Balance
Library Services Platform Replacement	-			-		-
Technology Replacements & Upgrades	1,816,314	4,000,000		5,816,314	(1,285,000)	4,531,314
Building Repair & Maintenance	2,630,782	4,500,000	30,000	7,160,782	(2,403,500)	4,757,282
Vehicle Purchase & Replacement	208,694	500,000		708,694	(150,000)	558,694
Library Materials	-			-		-
Furniture Purchase & Replacement	158,244	500,000		658,244	(75,000)	583,244
Financial Services	508,238			508,238	(305,000)	203,238
Community Engagement/Programming and Venues	366,595	500,000		866,595	(697,200)	169,395
Capital Construction	-	9,000,000		9,000,000	(1,000,000)	8,000,000
<b>Total</b>	<b>5,688,867</b>	<b>19,000,000</b>	<b>30,000</b>	<b>24,718,867</b>	<b>(5,915,700)</b>	<b>18,803,167</b>

Tentative / Proposed Budget FINANCIAL SERVICES

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*Questions?*