

Las Vegas-Clark County

LIBRARY DISTRICT

LVCCLD.org



ADOPTED BUDGET

FISCAL YEAR
2021 – 2022

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BUDGET MESSAGE

Reengineering for an Evolving Future

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May 20, 2021

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

Reengineering for an Evolving Future

We are pleased to present the *Adopted Budget* for the Las Vegas-Clark County Library District for Fiscal Year (FY) July 1, 2021, through June 30, 2022.

The *Adopted Budget* revenue is projected at \$80,965,000, an overall 13.1% 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 65.6% and 28.9%, respectively, of the District's overall revenue. FY 2021-2022 CTX is projected to increase by 31.5% over the prior year. The increase is due to growth in consumer spending as businesses and the economy slowly resumed operations, in addition to citizens receiving stimulus funds from the American Rescue Plan. Property taxes increased 7.7%, due primarily to positive growth in the assessed values for residential and commercial properties.

The coronavirus had an unprecedented impact on the Southern Nevada economy, leading to the shuttering of the Las Vegas Strip and other non-essential Las Vegas and Clark County businesses. In March 2020, when business closures and "stay at home orders" began, the CTX revenue went flat, then began declining compared to prior years until the Governor allowed limited new business activity in subsequent economic reopening phases through the remainder of FY 2020. The shutdowns had a severe adverse effect on gaming revenues, taxable sales revenues, and wiped out jobs throughout Nevada, mostly in the more urban areas. In order to mitigate the coronavirus impact, the District took immediate budget action to contain costs and conserve resources.

Altogether, this budget reflects an increase in expenditures of \$3.6M (4.7%) as compared to prior year appropriations, specifically in the Capital Projects Fund and the General Fund. The increase in the Capital Projects Fund of \$1.9M (46.3%) is due to continuation of library branch renovation projects that were put on hold during the pandemic. The increase in the General Fund of \$1.7M (2.5%) is attributed to cost-of-living-adjustments and medical premium increases.

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 17 years a consistent practice of prudent budget development, expenditure management, and long-range planning. These financial policies have provided resources that have both supported District growth and maintained financial sustainability during economic downturns, whether caused by a financial mortgage crisis or a pandemic. The District's Capital Projects Fund is the epicenter of this flexibility.

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.

When expected revenues contribute to a higher ending fund balance for the General Fund, as is the case in the FY 2021-2022 budget, the District transfers the General Fund reserves into the Capital Programs within the Capital Projects Fund. Due to the coronavirus, the FY 2019-2020 budget transfer of \$6M was reduced to \$3M to provide for a sufficient fund balance in the General Fund to withstand expected ongoing economic headwinds. In FY 2021-2022, transfers to the Capital Projects Fund are budgeted at \$19M to fund needed repairs that were placed on hold in FY 2020-2021, and to build reserves for future years.

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 in prior years, to allow the District to make sustainable service improvements. Moreover, the most critical capital programs have multiple year reserves while other programs were reduced to operational minimums. Thus, in FY 2020-2021, the District budgeted no transfers from the General Fund to the Capital Projects Fund with minimal operational impact on either fund. In fact, the financial flexibility allowed the District to pivot during challenging economic times.

The FY 2021-2022 budget reflects payroll increases that were held from the prior year. Cost of living adjustments and annual performance based merit increases are in effect per the contract with the Teamsters Local Union No. 14.

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), 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 resilient ending fund balance.

Challenges and Successes

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. Given the financial challenges, all branch renovation projects were put on hold.

In FY 2020-2021, the downturn in the national economy due to the coronavirus had an adverse effect on the Southern Nevada economy, comparable to the Great Depression of 1929 and 2008 financial crisis, especially in the tourism, gaming, and hospitality sectors of the local economy. In April 2020, Nevada's unemployment rate experienced the largest percentage increase, reaching the highest rate among all states at 28.2 percent.¹ Nevada's total employment lost 244,800 jobs, a 17.4 percent decrease month-over month.² Clark County experienced a deeper contraction because its share of the leisure and hospitality sector is larger. Clark County's total employment lost 205,900 jobs in April, a 20.1 percent decrease month-over-month.³ The largest decreases occurred in the leisure and hospitality sectors as expected for both Nevada and Clark County. Employment in the professional and business services and the other services sectors also experienced substantial losses. Continued unemployment claims reached 369,041 in May 2020; 284,594 or 77.1 percent were filed from Clark County.⁴

To compensate for the challenging economic conditions, the District took swift action to maintain financial sustainability, including the following:

- \$1.1 million in existing positions were eliminated, no new positions will be created, and as positions become vacant, they will be frozen and filled on a case-by-case basis, based on operational needs
- \$1.2 million was cut from the services and supplies budget
- All branch renovation projects were put on hold, even as the District completed schematic design of 13 branch renovations to bring in the V.2020 service model of East Las Vegas and Mesquite Library branches ["to achieve strategic planning goals"]
- The District's rebranding campaign was suspended
- Many capital project funds were cut to operational minimums (for example, replacement funds for buildings, technology, performing arts centers, and vehicles)
- Creation of a Voluntary Employee Separation Program (VESP) to buy out senior employees who wished to leave the District voluntarily and to accrue the savings from those positions by delaying replacements and organizational restructuring

¹ UNLV Center for Business and Economic Resources, Bureau of Labor Statistics.

² *Id.*

³ *Id.*

⁴ Nevada Department of Training, Employment, and Rehabilitation.

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 the same time that it has dealt with the challenges posed by the local economy, the District also had a number of successes. The District continues as a top-tier library system, competitive nationally as a well-used library. In FY 2019-2020,⁵ District libraries circulated over 9.7 million items and registered over 563,000 cardholders. This makes the District one of the busiest major libraries in the country.

Additionally, 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. In FY 2020, 4.3 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. Although the District saw decline of in-person visits and circulation in FY 2020, due to library closures caused by the pandemic, increases were made in following areas: program attendance, virtual visits to the website, and eMedia circulation.

Despite challenges imposed by the coronavirus, the District is proud to be among the first libraries in Nevada and the nation to safely bring on curbside and critical community services such as access to computers and WiFi. The District understands that future work and working conditions will be different and team members will have to anticipate and adapt to post-pandemic job, service, and safety requirements to maintain the health and safety of each other and the public.

The District found ways to connect with customers, including driving digital business. 4,491 new e-card sign-ups occurred during the months of April and May 2020. Downloads in the months of March through May 2020 were up 30% (192,007 items) from the previous year, for a total of 830,907 downloads from the library's digital collections. Amazing new virtual programs have been developed and can be found on the District's new YouTube channel. In the coming budget year, we will be focusing on reorganizing the District to continue meeting service demands.

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 financial policies provide a framework for understanding the District's budgeting philosophy. The summaries show a 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 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

Southern Nevada experienced an unprecedented economic downturn that has impacted the United States and the rest of the world. This tumult caused restrictions on international travel, widespread uncertainty, and the shutdown of the Las Vegas Strip, all of which are likely to have far-reaching effects on the economic activity in the country for an indeterminate period. The near- and long-term impacts of these factors on the Nevada economy and the District's operating activities cannot be predicted at this time but may be substantial. The coronavirus crisis continues to evolve. The FY 2021-2022 budget will guide and support the District as it

⁵ Fiscal Year 2021 statistics were not available.

continues to be a responsible, flexible, and nimble organization that puts the safety of its staff and the public first, while providing the maximum public access to resources local residents need as they navigate the economic and health disruptions of the coronavirus.

Acknowledgments

The FY 2021-2022 *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 Fiscal Year 2020-2021 budget. Our Fiscal Year 2021-2022 budget will be submitted for the award for the coming year.

Respectfully submitted,



Kelvin Watson
Executive Director



Floresto Cabias, CPA
Chief Financial Officer

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DISTINGUISHED BUDGET PRESENTATION AWARD

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Las Vegas-Clark County Library District, Nevada**, for its Annual Budget for the fiscal year beginning **July 1, 2020**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

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

For the Fiscal Year Beginning

July 01, 2020

Christopher P. Morill

Executive Director

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DISTRICT OVERVIEW

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LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | 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 1.7 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 with a per capita income of \$48,806.* The District's libraries are well used.** In Fiscal Year 2020***, 9.7 million items were checked out and 4.3 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, the 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.

* UNLV Center for Business and Economic Resources.

** PLDS Survey was suspended indefinitely; national rankings no longer available.

*** Fiscal Year 2021 statistics were not available.

BOARD OF TRUSTEES

MAY 2021



Felipe A. Ortiz
CHAIR



Kelly D. Benavidez
SECRETARY/TREASURER



Elizabeth Foyt



Jennifer Jiron



José L. Meléndrez



Sandra Ramaker



Dr. Keith Rogers



Nathaniel Waugh



Kate Turner Whiteley



Brian Wilson



Kelvin Watson
EXECUTIVE DIRECTOR

LIBRARY DISTRICT MISSION STATEMENT

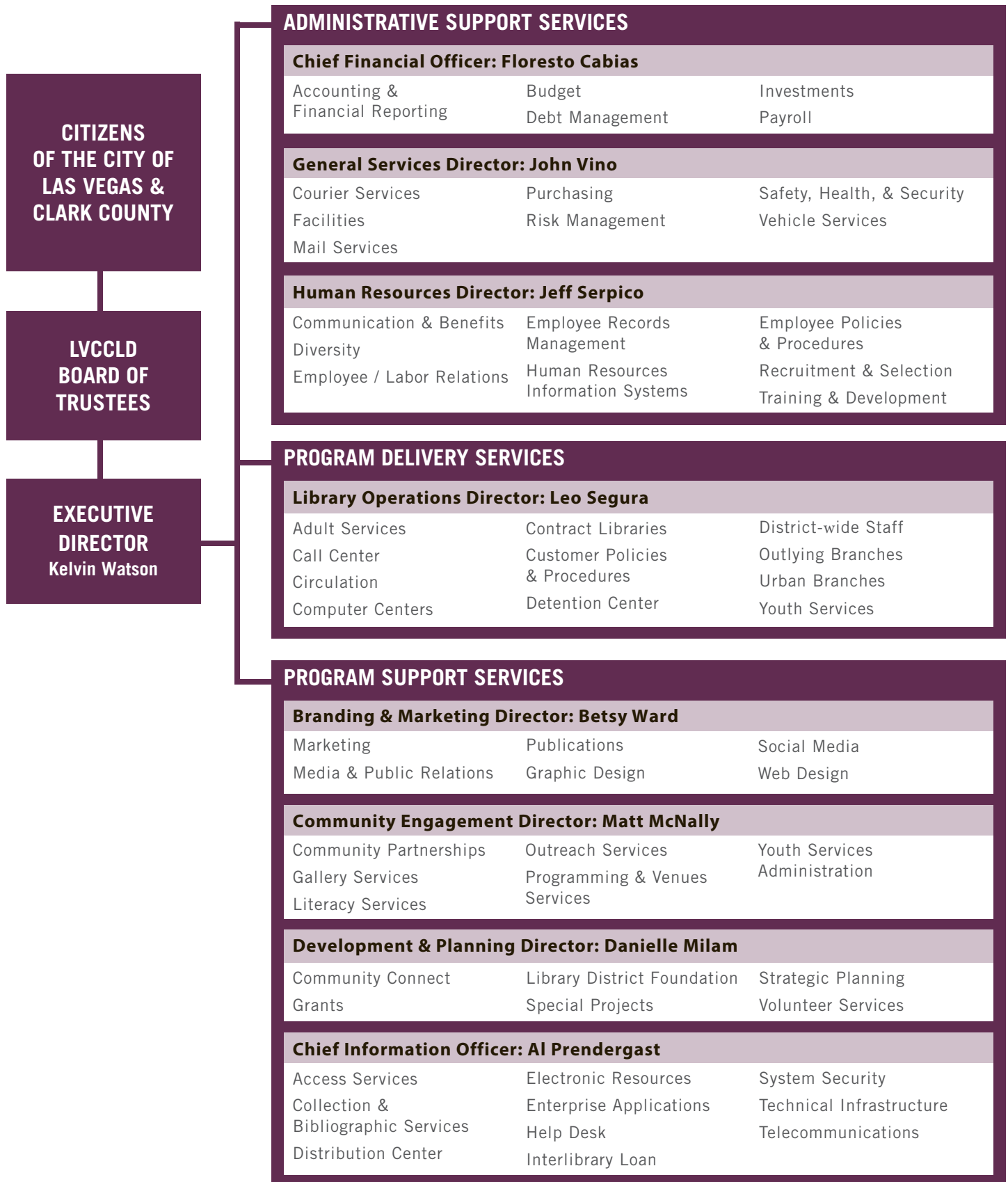


The Las Vegas-Clark County Library District nurtures the social, economic and educational well-being of people and communities. The District is committed to building communities of people who can come together to pursue their individual and group aspirations.



ORGANIZATIONAL CHART

MAY 2021



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FINANCIAL POLICIES

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LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Financial Policies

Financial Policies

The District's financial policies serve as a guide to provide the Board of Trustees (the "Board") and management with a panoramic view of the economic environment to better assess relevant conditions and their impact over the long-term. The following policies provide a decision-making framework for ensuring the District meets short-term and long-term goals, as developed through its strategic planning process. The District's financial policies are based on a variety of sources, including Nevada Revised Statutes (NRS). The District shall adopt an annual budget in accordance with NRS 354.472.

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 District's actual day-to-day activities. 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.

The Department Overviews and Program Budgets describe the performance measures/goals and objectives of the District's functional units as they relate to broader policy issues and goals. The departments operate primarily through the General Fund, but support other major funds through capital projects management, and non-major funds through grant/gift/debt management. For example, Literacy Services supports the Limitless Learning area, by achieving its performance measure goals with the aid of federal grants and in-kind matches of resources from the General Fund.

Basis of Budgeting and Accounting

All budgets are adopted on a basis consistent with accounting principles generally accepted in the United States and used by the District for financial reporting, the modified accrual basis. The fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under NRS 354.474, legally adopted budgets are only required for "local governments." Therefore, annual budgets are not prepared for the District's component units, which do not meet this criteria because they are nonprofit corporations legally separate from the District, with no right to levy.

Budget Process

The District uses the following procedures to establish, modify, and control budgetary data:

1. Prior to April 15, the District submits the tentative budget for the next fiscal year, commencing on July 1, to the State of Nevada (the State) Department of Taxation. The Las Vegas City Council and the Clark County Board of Commissioners have the ability to reject the tentative budget prior to its submission to the State. The budget, as submitted, contains the proposed expenditures and the means of financing them.
2. The State Department of Taxation notifies the District of its acceptance of the tentative budget.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Financial Policies

3. Public hearings are conducted on the Thursday after the third Monday in May.
4. After all changes have been noted and the hearings closed, the Board adopts the budget on or before June 1.
5. Augmentations of the budget are accomplished through formal Board action.
6. The NRS require budget controls to be exercised at the function level. The Executive Director of the District (the "Director") is authorized to transfer budget amounts between functions within a fund. However, the Board's approval is required for all transfers between funds.
7. The District cannot expend any money, incur any liability, or enter into any contract, which by its terms involves the expenditure of money in excess of the amount appropriated for a given function, except for bond payments, short-term financing payments, and any other long-term contracts expressly authorized by law.
8. All unencumbered appropriations lapse at the fiscal year end, except for amounts appropriated for specific capital projects or Federal and State grant expenditures.

Long-range Financial Policies/Planning

To maintain the sustainability of operations, the District completes a five-year to a fifteen-year financial forecast annually to evaluate the impact of changing economic conditions, revenue and expenditure trends, and the impact of new proposed economic strategies. Management uses the forecasts to assist in negotiations with collective bargaining units, manage vacant positions, and evaluate possible strategies as the District strives to maintain fiscal integrity through sound financial policies.

The District closely monitors local economic conditions, including housing prices and sales, consumer spending, and the local travel and tourism industry. Based on the outcome of these factors, the District will make annual adjustments to its budgeted expenditures to maintain a balanced budget. To be balanced, expenditures are budgeted so as not to exceed the total of revenues and beginning fund balance within a fund. In other words, a balanced budget results in a positive ending fund balance at the end of the fiscal year.

Other efforts to ensure sustainability include maintaining a higher ending fund balance, higher than the healthy financial cushion of 5% to 10% ratio of the ending fund balance to the General Fund expenditures. It is the District's policy that "one time" resource inflows not be used for operating purposes. Accordingly, the District normally maintains a General Fund balance greater than 10% depending on economic conditions and operational need. Any surplus exceeding this threshold may be transferred to the Capital Projects Fund. During an economic downturn, any funds transferred from the General Fund to the Capital Projects Fund can be, and will be, used to augment the General Fund. Fund balance fluctuations in the Capital Projects Fund result from the adjustments made to the amounts transferred from the General Fund to the Capital Projects Fund, if any, depending on the needs of the General Fund.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Financial Policies

The implementation of these procedures reflects the District's conservative and sound stewardship of resources during past and present volatile economic periods. Such practices also provide resources for the District to implement growth initiatives.

Capital Improvement Program

The Capital Improvement Plan (the "CIP") for the District is a multi-year plan for financing District library media materials acquisition, facility construction, improvements, and equipment acquisition and replacement. The CIP is reviewed and updated annually in conjunction with the preparation of the District's operating budget. The CIP identifies the projects and programs anticipated to be funded in the District General Fund, and any special revenue and capital funds.

The District supports its capital related expenditures from a variety of sources including, but not limited to, the District General Fund, General Fund transfers to the Capital Projects Fund, and grants, gifts, or donations.

The District General Fund has evolved as the primary source of funds for the District's capital expenditure needs including funds for operating capital and major maintenance of facilities as well as expansion of facilities. The primary sources of funds for the General Fund are ad valorem (property) taxes and intergovernmental revenues, which primarily represents the Consolidated Tax. In combination, these sources represent approximately 98% of the Fiscal Year 2021-2022 General Fund budgeted revenues. The balance of the revenues is comprised of charges for services, fines and forfeits, investment income, and other miscellaneous revenues.

It is the District's policy to capitalize expenditures greater than \$5,000 for equipment purchases and facility improvements with useful lives greater than one year. Total budgeted capital expenditures for all funds for FY 2022 is \$13.4 million. Significant nonrecurring capital expenditures normally include major projects such as new buildings, major renovations or replacements, and new technology. In FY 2022, these costs include \$700,000 for building maintenance and repair, \$285,000 for technology replacements and upgrades, \$150,00 for vehicle replacements, all budgeted in the Capital Projects Fund. The District does not anticipate significant fluctuations in existing operating costs, savings, or revenues resulting from these capital expenditures. However, improved technology related to capital expenditures will likely result in lower maintenance and energy costs. The General Services and Information Technology departments describe the budgets and performance measures/goals related to these purchases.

The goals of the Capital Improvement Program are as follows:

- Assess capital needs
- Identify funding sources for those capital projects/programs, which will enable the District to meet the demand for library services
- Establish priorities among projects to make the best use of District financial resources

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Financial Policies

The CIP review and rating process undertaken by District management serves as an effective tool for determining which capital items are appropriate for consideration in the CIP. Each of the requests is evaluated and rated within the following categories of need:

- Public health/safety, mandated programs, Board irrevocable commitment, and phase completion
- Service delivery, fiscal impact, leverage
- Maintenance/replacement, project interdependence, severity of forgoing project, conformance with plan/policies

Primary consideration is given to capital projects which are necessary to eliminate safety or health hazards, mandated by law, essential to comply with irrevocable commitments by the Board of Trustees, essential to complete a project phase, or deemed to have a very high positive economic impact. Secondary consideration is given to projects which are justifiable through a cost-benefit analysis, significantly improve service delivery, leverage funding from other sources such as federal or state reimbursements, or required urgent maintenance.

Any decisions relating to facility expansion, in the current economic and political environment are evaluated with specific attention to three areas: the District's ability to maintain any new facilities without eroding resources for existing facilities, the recent escalations in building materials costs, and consideration of recent efforts to constrain tax revenues that support state and local government services.

Whenever new facilities are considered for the CIP, the District staff evaluates the impact of the addition on the budget. Care is taken to ensure the District has sufficient resources to maintain any new facilities without compromising resources needed for existing facilities. During the 2005 session of the Nevada Legislature, a property tax cap was adopted that essentially limited the increase in taxes to 3 percent for owner-occupied residential property and to 8 percent for all other properties. New growth comes onto the tax roll at full taxable value. It is the new growth component that has largely driven the increase in property tax revenues for the District which would otherwise be limited by the cap. Beyond that, there is a continuing effort by citizen groups to reduce further growth in governmental expenditures. While any initiative limiting taxes would not become effective for at least five years because such an initiative must be approved twice by the voters, it is quite possible that the Legislature may choose to act to limit taxes in a manner somewhat similar to that proposed in the initiative and keep any such expenditure-constraining measures within the purview of the Legislature. The District has carefully planned its major maintenance and facility expansion program with this fiscal environment as a backdrop.

It should be noted that the Board has adopted the policy that 15 percent of the General Fund expenditures will be for library materials, a component of capital outlay. This policy reflects the philosophy of the Trustees to make the District collection and facilities responsive to the needs expressed by its users.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Financial Policies

Debt Management

Although the District has no outstanding debt, analysis of the District's debt position is important, as growth in the District has resulted in an increased need for capital financing. The purpose of the District's Debt Management Policy is to manage the issuance of the District's debt obligations and maintain the District's ability to incur debt and other long-term obligations at favorable interest rates for capital improvements, facilities, and equipment that are beneficial to the residents of the District and necessary for essential services.

The District has authority pursuant to Nevada state statutes to issue general obligation bonds. Ad valorem bonds constitute direct and general obligations of the District, and the full faith and credit of the District is pledged for the payment of principal and interest, subject to Nevada constitutional and statutory limitations on the aggregate amount of ad valorem taxes. The District has no outstanding bonds being supported with ad valorem taxes and does not anticipate the issuance of such bonds.

General obligation bonds supported with General Fund operating revenues constitute a direct and general obligation of the District, and the full faith and credit of the District is pledged for the payment of principal and interest. The District has no outstanding bonds being supported with General Fund operating revenues and does not anticipate the issuance of such bonds.

The Debt Capacity Analysis is premised on the idea that resources, as well as need, should drive the District's debt issuance program. Proposed long-term financings are linked with the economic, demographic, and financial resources expected to be available to pay for that debt. The primary emphasis of the analysis is the impact of the District's projected capital financing requirements on the credit quality of its debt obligations. The District strives to ensure that, as it issues future debt, its credit quality and market access will not be impaired.

State statutes limit the aggregate principal amount of the District's general obligation indebtedness to 10 percent of the District's reported assessed valuation. Based upon the Fiscal Year 2021 assessed value (\$75,177,719,020), the District's statutory debt limitation is \$7,517,771,902. The following table represents the District's outstanding general obligation indebtedness with respect to its statutory debt limitation.

STATUTORY DEBT LIMITATIONS **Las Vegas-Clark County Library District** **As of June 30, 2021**

Statutory Debt Limitation	\$7,517,771,902
Less: Outstanding General Obligation Indebtedness	<u>0</u>
Additional Statutory Debt Capacity	\$7,517,771,902

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Financial Policies

The Director is responsible for administration of the District's financial policies. The Board is responsible for the approval of any form of District borrowing and the details associated therewith.

The Director will coordinate the size of issuance, debt structuring, repayment sources, and determination of mix and method of sale, with the approval of the Board.

Bonding will be used to finance or refinance only those capital improvements and long-term assets, or other costs directly associated with financing of a project, which have been determined to be beneficial to a significant proportion of the citizens in the District, and for which repayment sources have been identified.

The CIP is a five-year plan for maintaining existing infrastructure and building new facilities to meet demands from growth. It is used to link the District's physical development planning with fiscal planning.

Debt financing has given the District the ability to grow with the community and continue providing services needed by its residents. However, without current debt service obligations, the District has been able to build reserves needed to weather challenging economic conditions. Surplus funds in the General Fund, which are transferred to the Capital Projects Fund, can be transferred back to the General Fund as needed. In the alternative, the District can forego budgeted transfers from the General Fund to the Capital Projects Fund in order to support operations under revenue shortfalls.

Investments

The District has a formal investment policy that is designed to ensure conformity with the NRS and to limit exposure to investment risks as described below.

Allowable District investments include obligations of the U.S. Treasury and U.S. agencies, not to exceed ten years maturity; negotiable notes or short-term negotiable bonds issued by other local governments of the State; bankers' acceptances eligible for rediscount with Federal Reserve Banks, not to exceed 180 days maturity and 20% of total investments; commercial paper having an "A-1" rating or equivalent, not to exceed 270 days maturity and 20% of total investments; and money market mutual equivalent or in repurchase agreements fully collateralized by such securities.

When investing monies, the District is required to comply with the NRS. District monies must be deposited with federally insured banks. The District is authorized to use demand accounts, time accounts, and certificates of deposit. The NRS do not specifically require collateral for demand deposits, but do specify that collateral for time deposits may be of the same type as those described for permissible State investments. Permissible State investments are similar to allowable District investments, described above, except that some State investments are for longer terms and include securities issued by municipalities outside of the State.

BUDGET HIGHLIGHTS

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LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Budget Highlights

Budget Highlights

The 2021-2022 *Adopted Budget* for all funds amounts to \$80,378,099 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 \$71,811,599. The \$5.9 million Capital Projects budget will fund 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 FY 2021-2022 budget for all funds represents an increase of \$3.6 million or 4.7% as compared to prior year appropriations. The increase of \$1.9 million in the Capital Projects Fund is due to continuation of library branch renovation projects that were put on hold during the pandemic. The Debt Service Fund remained the same as the District made its final debt service payment in January 2019.

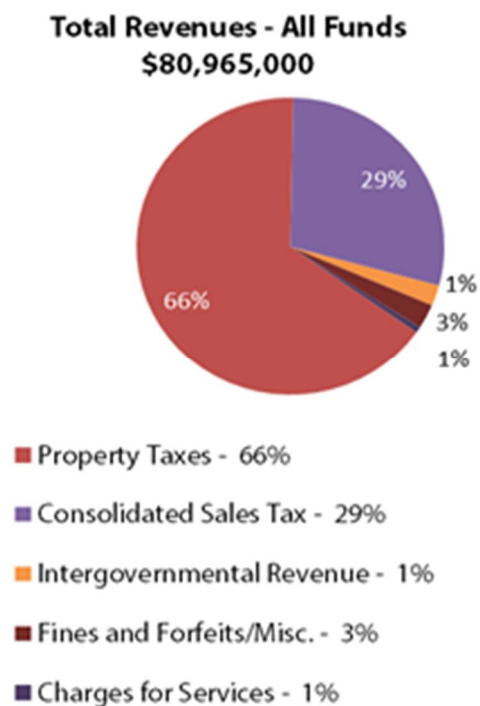
Revenues

The District's revenue is projected at \$80,965,000, a 13.1% increase as compared to FY 2020-2021. Property tax and the Consolidated Sales Tax (CTX) reflect 95% of the District's overall revenue sources. Property taxes and the CTX amount to 66% and 29% of total revenue, respectively. Property taxes increased by 7.7% due primarily to positive growth in the assessed values for residential and commercial properties. The CTX increased by 31.5% from the prior year, due to increased levels in consumer spending as businesses and the economy slowly resumed operations in the midst of pandemic.

Other revenue includes intergovernmental revenue, investment income, library fines, 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 \$71,811,599 budget is a 2.46% increase as compared to the FY 2020-2021 budget and reflects an increase in salaries of approximately 2.5%. Fiscal year priorities identified by the Board are provided for in the General Fund budget.



LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Budget Highlights

The Adopted Budget appropriation for library materials is \$10,767,307, 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.

Expenditures

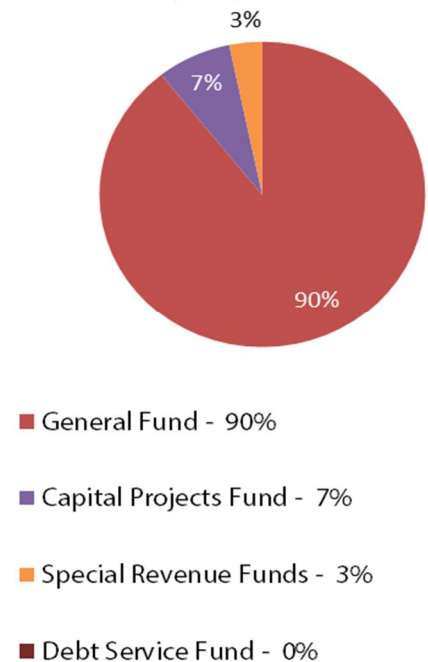
One measure of the District's financial strength is the level of fund balance, i.e., accumulated revenues in excess of expenditures. It is estimated that the District's unrestricted General Fund balance will amount to \$13,995,586 or 19.5% of expenditures by the end of FY 2021-2022. This balance is within 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 \$5.7 million. Budgeted expenditures for the FY 2021-2022 budget are \$5.9 million as follows: Technology Replacements and Upgrades, \$1.6 million; Building Repair and Maintenance, \$2.5 million; Capital Construction, \$560K; Vehicle Purchase and Replacement, \$150K; Furniture Purchase and Replacement, \$75K; Financial Services \$305K, and Community Engagement/Programming and Venues Services, \$723K. For FY 2021-2022 there are no budgeted expenditures in the Library Materials or Library Services Platform Replacement Programs.

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 FY 2021-2022.

Total Expenditures - All Funds
\$80,738,099



STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ALL FUNDS

2019-2020 through 2021-2022

	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
Revenues:	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	46,269,522	49,300,000	49,300,000	53,100,000	3,800,000	7.71%
Consolidated Sales Tax	22,414,958	22,000,000	17,800,000	23,400,000	5,600,000	31.46%
Intergovernmental Revenue	954,435	1,800,000	1,800,000	1,800,000	-	-
Charges for Services	492,070	250,000	570,000	500,000	(70,000)	(12.28%)
Fines and Forfeits	542,939	350,000	450,000	500,000	50,000	11.11%
Miscellaneous Revenue	781,397	785,000	965,000	780,000	(185,000)	(19.17%)
Contributions & Donations	528,083	825,000	615,000	825,000	210,000	34.15%
Investment Income	447,368	50,000	75,000	60,000	(15,000)	(20.00%)
Total Revenues	72,430,772	75,360,000	71,575,000	80,965,000	9,390,000	13.12%
Expenditures by Fund:						
General	63,599,539	64,986,774	70,084,868	71,811,599	1,726,731	2.46%
Capital Projects	4,061,255	3,557,500	4,058,700	5,941,500	1,882,800	46.39%
Special Revenue	1,287,465	2,615,000	2,615,000	2,615,000	-	-
Debt Service	4,825	10,000	10,000	10,000	-	-
Total Expenditures	68,953,084	71,169,274	76,768,568	80,378,099	3,609,531	4.70%
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	3,477,688	4,190,726	(5,193,568)	586,901	5,780,469	(111.30%)
Beginning Fund Balance	25,749,941	29,227,629	25,842,455	33,418,355	7,575,900	29.32%
Other Financing Sources and Uses:						
Transfers (to) Other Funds	(3,000,000)	-	-	(19,000,000)	(19,000,000)	-
Transfers from Other Funds	3,000,000	-	-	19,000,000	19,000,000	-
Ending Fund Balance	\$ 29,227,629	\$ 33,418,355	\$ 20,648,887	\$ 34,005,256	\$ 13,356,369	64.68%

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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.

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STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

GENERAL FUND

2019-2020 through 2021-2022

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	46,269,508	49,300,000	49,300,000	53,100,000	3,800,000	7.71%
Consolidated Sales Tax	22,414,958	22,000,000	17,800,000	23,400,000	5,600,000	31.46%
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	492,070	250,000	570,000	500,000	(70,000)	(12.28%)
Fines and Forfeits	542,939	350,000	450,000	500,000	50,000	11.11%
Miscellaneous Revenue	778,527	585,000	765,000	580,000	(185,000)	(24.18%)
Contributions & Donations	211,346	210,000	-	210,000	210,000	-
Investment Income	87,176	15,000	15,000	20,000	5,000	33.33%
Total Revenues	70,796,524	72,710,000	68,900,000	78,310,000	9,410,000	13.66%
Expenditures by Function:						
Program Delivery Services	28,412,825	25,987,571	28,149,993	28,731,214	581,221	2.06%
Program Support Services	22,516,612	23,022,310	24,560,305	25,588,413	1,028,108	4.19%
Administrative Support Services	12,670,102	15,976,893	17,374,570	17,491,972	117,402	0.68%
Total Expenditures	63,599,539	64,986,774	70,084,868	71,811,599	1,726,731	2.46%
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	7,196,985	7,723,226	(1,184,868)	6,498,401	7,683,269	(648.45%)
Beginning Fund Balance	14,576,974	18,773,959	16,204,588	26,497,185	10,292,597	63.52%
Other Financing Sources and Uses:						
Transfers (to) Other Funds	(3,000,000)	-	-	(19,000,000)	(19,000,000)	-
Transfers from Other Funds	-	-	-	-	-	-
Ending Fund Balance	\$ 18,773,959	\$ 26,497,185	\$ 15,019,720	\$ 13,995,586	\$ (1,024,134)	(6.82%)

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | General Fund

Revenue Analysis

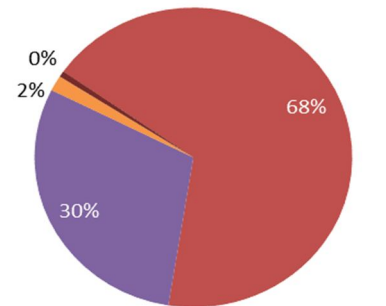
General Fund Revenue Analysis

The FY 2021-2022 budget projects General Fund revenue at \$78,310,000, a 13.6% increase as compared to the FY 2020-2021 budget. Major revenue sources are Property Taxes and Consolidated Sales Tax, which account for 98% 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

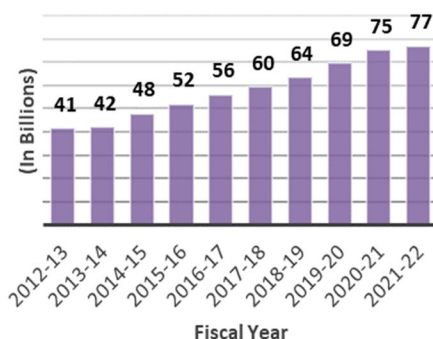
Property taxes are \$53.1 million and represent 67.8% of General Fund resources. Property tax revenue increased \$3.8 million, or 7.71%, as a result of reassessed property, new residential, and commercial construction. The "ad valorem" property tax rate supporting the General Fund is limited by Nevada 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 \$0.0878 that represents the base rate allowed to support operations and an additional \$0.0064 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 FY 2021-2022 is \$76.9 billion, a 2.3% increase over the prior year.

Total Revenues - General Fund
\$78,310,000



- Property Tax - 53,100,000
- Consolidated Sales Tax - 23,400,000
- Fines and Forfeits/Misc. - 1,310,000
- Charges for Services - 500,000

Assessed Valuation 2013-2022



The District's assessed valuation increased from \$41 billion in FY 2012-2013 to \$77 billion in FY 2021-2022, an 85.8% increase. The graph 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.

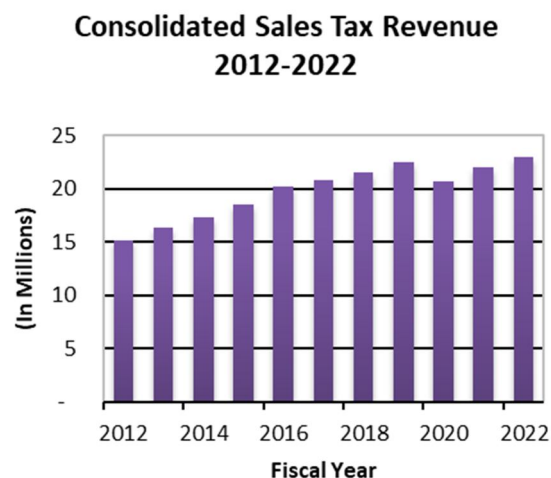
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | General Fund

The CTX is the second largest source of revenue in the General Fund, accounting for 30% 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 \$23.4 million, a 31.5% increase from estimated FY 2020-2021 budget due to growth in consumer spending as businesses and the economy slowly resumed operations subsequent to reduction of state mandated restrictions.

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 the North Las Vegas Library District and the Boulder City Library District. Charges for services amount to \$500,000 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 FY 2021-2022 is \$500,000.

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 \$20,000.

Expenditure Analysis

General Fund Expenditure Analysis

Projected expenditures for the General Fund amount to \$71,811,599, a 2.5% increase from the FY 2020-2021 budget. The General Fund budget is divided into three major categories or functions. The major functions are Program Delivery Services (40%), Program Support Services (36%), and Administrative Support Services (24%).

Expenditure by Function

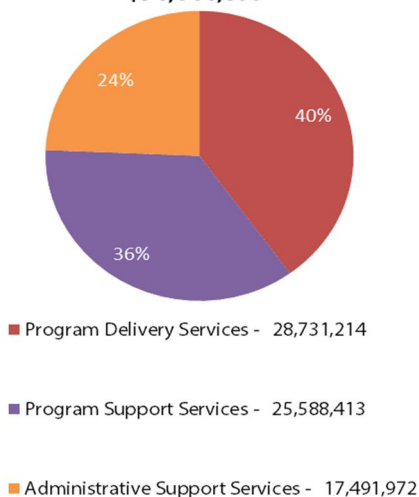
Program Delivery Services

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 \$28,731,214, an increase of \$581K or 2.1% as compared to the FY 2020-2021 budget.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | General Fund

Total Expenditures by Function
\$71,811,599



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 \$25,588,413, an increase of \$1.0 million or 4.2% as compared to the FY 2020-2021 budget.

Administrative Support Services

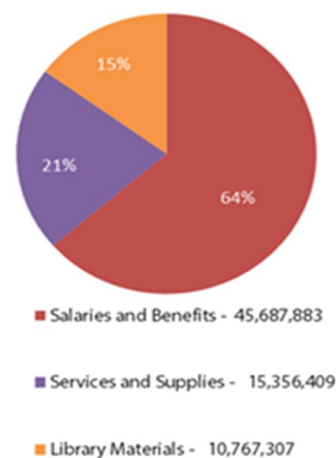
Administrative Support Services consists of Financial Services, General Services, and Human Resources. The Administrative Support Services budget is \$17,491,972, an increase of \$117K or 0.7% from the prior year.

Expenditures by Activity

The major expenditures for the General Fund are Salaries and Benefits (64%), Services and Supplies (21%), 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 1.7 million. Detail on the District's authorized staffing is provided on page 27. Line item detail for Salaries and Benefits, Services and Supplies, and Library Materials are provided on pages 23 through 26. A brief narrative description of variances within functions, department programs, and Special Revenue Funds completes the budget document.

Total Expenditures by Activity
\$71,811,599



Other Financing Sources and Uses

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 2021-2022, a \$19 million transfer from the General Fund to the Capital Projects Fund serves this purpose.

GENERAL FUND SALARIES AND WAGES BUDGET COMPARISON

2019-2020 through 2021-2022

	2019-2020 Actual	2020-2021 Estimated Expenditures	2021-2022 Budget	Variance 2020-2021 vs. 2021-2022 Budget	
				Amount	Percent
EXECUTIVE DIRECTOR'S OFFICE	299,228	299,715	396,596	96,881	32.32%
INTERNAL AUDIT	-	-	117,439	117,439	-
ADMINISTRATIVE SUPPORT SERVICES					
Financial Services	636,745	669,276	618,994	(50,282)	(7.51%)
Human Resources	1,196,964	1,867,233	1,893,670	26,437	1.42%
General Services					
General Services Administration	653,099	691,900	626,012	(65,888)	(9.52%)
Courier Services	390,016	334,380	344,588	10,208	3.05%
Facilities Maintenance	826,137	852,210	830,363	(21,847)	(2.56%)
Safety, Health, and Security	78,412	78,755	84,093	5,338	6.78%
Vehicle Fleet Maintenance	-	-	-	-	-
PROGRAM SUPPORT SERVICES					
Development and Planning	326,747	330,420	349,132	18,712	5.66%
Branding and Marketing	715,065	769,853	763,212	(6,641)	(0.86%)
Community Engagement					
Community Engagement Administration	140,087	139,820	143,958	4,138	2.96%
Programming and Venues Services	1,788,819	1,833,095	1,874,087	40,992	2.24%
Youth Services Administration	142,891	144,258	151,421	7,163	4.97%
Literacy Services	206,598	210,728	222,228	11,500	5.46%
Outreach Services	306,030	310,187	328,046	17,859	5.76%
Gallery Services	104,397	106,025	111,149	5,124	4.83%
Information Technology					
Information Technology Administration	1,409,090	1,462,991	1,519,085	56,094	3.83%
Collection and Bibliographic Services	1,258,320	1,270,279	1,284,715	14,436	1.14%
Access Services	606,786	622,669	665,122	42,453	6.82%
PROGRAM DELIVERY SERVICES					
Library Operations Administration	935,054	1,129,004	1,032,820	(96,184)	(8.52%)
Urban Branches					
Centennial Hills	1,346,963	1,388,636	1,380,375	(8,261)	(0.59%)
Clark County	1,765,146	1,917,433	1,993,889		
East Las Vegas	1,294,758	1,310,751	1,404,806	94,055	7.18%
Enterprise	942,630	967,259	1,009,826	42,567	12.95%
Meadows	101,665	97,023	65,507	(31,516)	(32.48%)
Rainbow	1,353,561	1,380,497	1,338,812	(41,685)	(3.02%)
Sahara West	1,660,472	1,729,891	1,836,086	106,195	6.14%
Spring Valley	1,176,979	1,208,760	1,256,665	47,905	3.96%
Summerlin	1,019,954	1,041,255	1,100,584	59,329	5.70%
Sunrise	1,043,293	1,096,385	1,105,490	9,105	0.83%
West Charleston	1,203,101	1,199,400	1,213,345	13,945	1.16%
West Las Vegas	1,063,758	1,107,574	1,166,850	59,276	5.35%
Whitney	1,031,518	1,065,732	1,107,726	41,994	3.94%
Windmill	1,205,159	1,249,070	1,303,831	54,761	4.38%
Outlying Branches					
Blue Diamond	60,067	61,930	45,362	(16,568)	(26.75%)
Bunkerville	46,953	42,944	45,043	2,099	4.89%
Goodsprings	47,909	46,236	49,285	3,049	6.59%
Indian Springs	78,052	76,923	81,646	4,723	6.14%
Laughlin	460,236	468,069	483,467	15,398	3.29%
Mesquite	728,716	745,589	757,347	11,758	1.58%
Moapa Town	60,923	59,608	45,169	(14,439)	(24.22%)
Moapa Valley	212,520	214,753	237,050	22,297	10.38%
Mt. Charleston	53,783	54,440	51,559	(2,881)	(5.29%)
Sandy Valley	73,564	72,513	78,330	5,817	8.02%
Searchlight	49,416	45,506	47,659	2,153	4.73%
Total Salaries and Wages	\$ 30,101,581	\$ 31,770,975	\$ 32,562,439	\$ 791,464	2.49%

GENERAL FUND BENEFITS BUDGET COMPARISON

2019-2020 through 2021-2022

	2019-2020 Actual	2020-2021 Estimated Expenditures	2021-2022 Budget	Variance 2020-2021 vs. 2021-2022 Budget	
				Amount	Percent
EXECUTIVE DIRECTOR'S OFFICE	113,826	112,539	152,289	39,750	35.32%
INTERNAL AUDIT	-	-	43,246	43,246	-
ADMINISTRATIVE SUPPORT SERVICES					
Financial Services	261,053	267,373	261,749	(5,624)	(2.10%)
Human Resources	871,298	970,438	1,006,369	35,931	3.70%
General Services					
General Services Administration	244,486	256,430	256,445	15	0.01%
Courier Services	196,924	182,018	196,080	14,062	7.73%
Facilities Maintenance	416,951	392,952	394,328	1,376	0.35%
Safety, Health, and Security	40,205	40,493	43,833	3,340	8.25%
Vehicle Fleet Maintenance	-	-	-	-	-
PROGRAM SUPPORT SERVICES					
Development and Planning	138,958	138,317	150,324	12,007	8.68%
Branding and Marketing	288,603	304,365	313,686	9,321	3.06%
Community Engagement					
Community Engagement Administration	58,425	57,849	62,592	4,743	8.20%
Programming and Venues Services	675,115	699,105	737,509	38,404	5.49%
Youth Services Administration	57,025	56,522	60,442	3,920	6.94%
Literacy Services	67,556	68,134	72,948	4,814	7.07%
Outreach Services	149,695	148,902	160,311	11,409	7.66%
Gallery Services	54,516	55,067	58,967	3,900	7.08%
Information Technology					
Information Technology Administration	647,116	660,300	693,663	33,363	5.05%
Collection and Bibliographic Services	583,870	571,751	599,441	27,690	4.84%
Access Services	247,601	244,555	270,633	26,078	10.66%
PROGRAM DELIVERY SERVICES					
Library Operations Administration	370,671	446,298	415,499	(30,799)	(6.90%)
Urban Branches					
Centennial Hills	483,928	485,601	505,505	19,904	4.10%
Clark County	641,768	676,637	708,457		
East Las Vegas	497,594	495,340	543,779	48,439	9.78%
Enterprise	359,142	362,940	399,093	36,153	12.95%
Meadows	62,645	61,066	32,032	(29,034)	(47.55%)
Rainbow	479,572	475,989	477,410	1,421	0.30%
Sahara West	623,843	626,390	709,154	82,764	13.21%
Spring Valley	400,847	412,090	436,900	24,810	6.02%
Summerlin	379,695	376,388	404,696	28,308	7.52%
Sunrise	410,259	415,763	419,942	4,179	1.01%
West Charleston	449,612	444,059	446,485	2,426	0.55%
West Las Vegas	431,373	430,548	469,083	38,535	8.95%
Whitney	397,541	395,167	420,606	25,439	6.44%
Windmill	453,909	456,964	485,740	28,776	6.30%
Outlying Branches					
Blue Diamond	15,724	15,870	11,229	(4,641)	(29.24%)
Bunkerville	11,433	10,487	11,285	798	7.61%
Goodsprings	30,980	30,381	32,844	2,463	8.11%
Indian Springs	24,012	23,169	24,963	1,794	7.74%
Laughlin	208,165	210,567	223,622	13,055	6.20%
Mesquite	278,651	281,614	278,996	(2,618)	(0.93%)
Moapa Town	16,363	15,377	11,249	(4,128)	(26.85%)
Moapa Valley	86,848	86,817	83,630	(3,187)	(3.67%)
Mt. Charleston	12,658	12,319	11,704	(615)	(4.99%)
Sandy Valley	13,906	13,524	14,680	1,156	8.55%
Searchlight	12,133	11,352	12,007	655	5.77%
Total Benefits	\$ 12,266,495	\$ 12,499,827	\$ 13,125,445	\$ 625,618	5.01%

GENERAL FUND SERVICES AND SUPPLIES BUDGET COMPARISON

2019-2020 through 2021-2022

	2019-2020 Actual	2020-2021 Estimated Expenditures	2021-2022 Budget	Variance 2020-2021 vs. 2021-2022 Budget	
				Amount	Percent
EXECUTIVE DIRECTOR'S OFFICE	148,143	235,950	229,450	(6,500)	(2.75%)
INTERNAL AUDIT	-	-	10,000	10,000	-
ADMINISTRATIVE SUPPORT SERVICES					
Financial Services	606,308	998,730	987,230	(11,500)	(1.15%)
Human Resources	560,060	1,353,017	1,276,517	(76,500)	(5.65%)
General Services					
General Services Administration	1,591,822	2,411,251	2,266,493	(144,758)	(6.00%)
Courier Services	660	1,000	1,000	-	-
Facilities Maintenance	1,766,496	2,675,841	2,798,277	122,436	4.58%
Safety, Health, and Security	1,702,611	2,579,069	2,594,911	15,842	0.61%
Vehicle Fleet Maintenance	68,657	104,000	62,000	(42,000)	(40.38%)
PROGRAM SUPPORT SERVICES					
Development and Planning	40,066	90,600	90,600	-	-
Branding and Marketing	671,760	631,844	788,016	156,172	24.72%
Community Engagement					
Community Engagement Administration	136,224	208,000	252,000	44,000	21.15%
Programming and Venues Services	312,175	288,025	420,000	131,975	45.82%
Youth Services Administration	97,075	161,250	174,500	13,250	8.22%
Literacy Services	40,340	100,000	102,500	2,500	2.50%
Outreach Services	22,199	42,000	37,000	(5,000)	(11.90%)
Gallery Services	4,318	13,500	13,500	-	-
Information Technology					
Information Technology Administration	1,648,576	1,772,100	1,860,100	88,000	4.97%
Collection and Bibliographic Services	220,440	305,609	286,409	(19,200)	(6.28%)
Access Services	143,042	232,800	203,810	(28,990)	(12.45%)
PROGRAM DELIVERY SERVICES					
Library Operations Administration	274,016	538,580	340,580	(198,000)	(36.76%)
Urban Branches					
Centennial Hills	178,912	37,600	37,600	-	-
Clark County	217,856	77,000	77,000	-	-
East Las Vegas	133,122	41,000	41,000	-	-
Enterprise	83,214	32,750	32,750	-	12.95%
Meadows	1,686	2,000	2,000	-	-
Rainbow	123,021	26,000	26,000	-	-
Sahara West	185,773	39,000	39,000	-	-
Spring Valley	89,200	27,600	27,600	-	-
Summerlin	131,775	26,500	26,500	-	-
Sunrise	63,280	22,500	22,500	-	-
West Charleston	120,960	26,000	26,000	-	-
West Las Vegas	102,821	27,500	27,500	-	-
Whitney	70,377	31,500	31,500	-	-
Windmill	294,103	41,000	41,000	-	-
Outlying Branches					
Blue Diamond	21,406	19,466	19,466	-	-
Bunkerville	1,772	5,000	5,000	-	-
Goodsprings	2,022	650	650	-	-
Indian Springs	2,138	3,900	3,900	-	-
Laughlin	53,219	19,000	19,000	-	-
Mesquite	59,304	36,500	36,500	-	-
Moapa Town	3,273	2,450	2,450	-	-
Moapa Valley	14,660	8,200	8,200	-	-
Mt. Charleston	10,914	2,500	2,500	-	-
Sandy Valley	1,135	3,100	3,100	-	-
Searchlight	3,445	2,800	2,800	-	-
Total Services and Supplies	\$ 12,024,376	\$ 15,304,682	\$ 15,356,409	\$ 51,727	0.34%

GENERAL FUND LIBRARY MATERIALS BUDGET COMPARISON

2019-2020 through 2021-2022

	2019-2020 Actual	2020-2021 Estimated Expenditures	2021-2022 Budget	Variance 2020-2021 vs. 2021-2022 Budget	
				Amount	Percent
EXECUTIVE DIRECTOR'S OFFICE	-	-	-	-	-
INTERNAL AUDITOR	-	-	-	-	-
ADMINISTRATIVE SUPPORT SERVICES					
Financial Services	-	-	-	-	-
Human Resources	-	-	-	-	-
General Services					
General Services Administration	-	-	-	-	-
Courier Services	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-
Safety, Health, and Security	-	-	-	-	-
Vehicle Fleet Maintenance	-	-	-	-	-
PROGRAM SUPPORT SERVICES					
Development and Planning	-	-	-	-	-
Branding and Marketing	-	-	-	-	-
Community Engagement					
Community Engagement Administration	-	-	-	-	-
Programming and Venues Services	-	-	-	-	-
Youth Services Administration	-	-	-	-	-
Literacy Services	-	-	-	-	-
Outreach Services	-	-	-	-	-
Gallery Services	-	-	-	-	-
Information Technology					
Information Technology Administration	-	-	-	-	-
Collection and Bibliographic Services	9,207,087	10,509,384	10,767,307	257,923	2.45%
Access Services	-	-	-	-	-
PROGRAM DELIVERY SERVICES					
Library Operations Administration	-	-	-	-	-
Urban Branches					
Centennial Hills	-	-	-	-	-
Clark County	-	-	-	-	-
East Las Vegas	-	-	-	-	-
Enterprise	-	-	-	-	-
Meadows	-	-	-	-	-
Rainbow	-	-	-	-	-
Sahara West	-	-	-	-	-
Spring Valley	-	-	-	-	-
Summerlin	-	-	-	-	-
Sunrise	-	-	-	-	-
West Charleston	-	-	-	-	-
West Las Vegas	-	-	-	-	-
Whitney	-	-	-	-	-
Windmill	-	-	-	-	-
Outlying Branches					
Blue Diamond	-	-	-	-	-
Bunkerville	-	-	-	-	-
Goodsprings	-	-	-	-	-
Indian Springs	-	-	-	-	-
Laughlin	-	-	-	-	-
Mesquite	-	-	-	-	-
Moapa Town	-	-	-	-	-
Moapa Valley	-	-	-	-	-
Mt. Charleston	-	-	-	-	-
Sandy Valley	-	-	-	-	-
Searchlight	-	-	-	-	-
Total Library Materials	9,207,087	10,509,384	10,767,307	257,923	2.45%
Total Expenditures	\$ 63,599,539	\$ 70,084,868	\$ 71,811,600	\$ 1,726,732	2.46%

LIBRARY STAFFING BY DEPARTMENT

2019-2020 through 2021-2022

	Budget FY 2021 -2022			Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Variance
	FULL TIME	PART TIME	PAGES	FTE's	FTE's	FTE's	
EXECUTIVE DIRECTOR'S OFFICE	3.00	-	-	2.00	3.00	3.00	-
INTERNAL AUDITOR	1.00	-	-	-	-	1.00	1.00
ADMINISTRATIVE SUPPORT SERVICES							
Financial Services	7.00	-	-	7.00	7.00	7.00	-
Human Resources	12.00	-	-	10.00	12.00	12.00	-
General Services							
General Services Administration	7.00	2.00	-	8.10	7.95	7.95	-
Courier Services	6.00	3.00	-	7.35	7.35	7.35	-
Facilities Maintenance	13.00	-	-	13.00	13.00	13.00	-
Safety, Health, and Security	1.00	-	-	1.00	1.00	1.00	-
Vehicle Fleet Maintenance	-	-	-	-	-	-	-
PROGRAM SUPPORT SERVICES							
Development and Planning	3.00	-	-	3.00	3.00	3.00	-
Branding and Marketing	8.00	-	-	8.00	8.00	8.00	-
Community Engagement							
Community Engagement Administration	1.00	-	-	1.00	1.00	1.00	-
Programming and Venues Services	21.00	12.00	-	26.55	27.08	27.08	-
Youth Services Administration	2.00	-	-	2.00	2.00	2.00	-
Literacy Services	2.00	3.00	-	3.48	3.48	3.48	-
Outreach Services	4.00	2.00	-	5.20	5.20	5.20	-
Gallery Services	2.00	-	-	2.00	2.00	2.00	-
Information Technology							
Information Technology Administration	18.00	-	-	16.60	18.00	18.00	-
Collection and Bibliographic Services	17.00	2.00	-	18.08	18.08	18.08	-
Access Services	6.00	2.00	3.00	8.58	8.58	8.58	-
PROGRAM DELIVERY SERVICES							
Library Operations Administration	11.00	4.00	-	11.95	13.35	13.35	-
Urban Branches							
Centennial Hills	15.00	14.00	17.00	27.36	27.35	27.35	-
Clark County	21.00	18.00	21.00	37.43	37.00	37.00	-
East Las Vegas	17.00	12.00	12.00	18.95	26.60	26.60	-
Enterprise	11.00	8.00	10.00	24.31	18.10	18.10	-
Meadows	1.00	1.00	-	1.75	1.23	1.23	-
Rainbow	14.00	15.00	18.00	26.65	26.53	26.53	-
Sahara West	20.00	15.00	19.00	33.32	33.43	33.43	-
Spring Valley	14.00	13.00	16.00	26.28	24.98	24.98	-
Summerlin	13.00	7.00	12.00	19.93	19.93	19.93	-
Sunrise	13.00	10.00	14.00	21.95	21.95	21.95	-
West Charleston	13.00	10.00	13.00	21.78	22.25	22.25	-
West Las Vegas	14.00	10.00	7.00	19.86	20.85	20.85	-
Whitney	12.00	9.00	11.00	20.30	19.88	19.88	-
Windmill	14.00	10.00	16.00	25.60	24.60	24.60	-
Outlying Branches							
Blue Diamond	-	2.00	-	0.83	0.93	0.93	-
Bunkerville	-	2.00	-	0.93	0.93	0.93	-
Goodsprings	1.00	-	-	0.75	0.75	0.75	-
Indian Springs	1.00	1.00	-	1.23	1.23	1.23	-
Laughlin	7.00	2.00	4.00	9.15	9.15	9.15	-
Mesquite	8.00	9.00	6.00	14.45	14.33	14.33	-
Moapa Town	-	2.00	-	0.93	0.93	0.93	-
Moapa Valley	2.00	4.00	3.00	5.21	4.90	4.90	-
Mt. Charleston	-	2.00	-	1.10	1.10	1.10	-
Sandy Valley	-	3.00	-	1.58	1.58	1.58	-
Searchlight	-	2.00	-	0.93	0.93	0.93	-
GRANT FUND							
Literacy Services	6.00	-	-	6.00	6.00	6.00	-
Totals	362.00	211.00	202.00	523.38	528.48	529.48	1.00

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LIBRARY MATERIALS

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

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LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Library Materials

Budget

The Library Materials budget for Fiscal Year 2021-2022 is funded at \$10,767,307. 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.

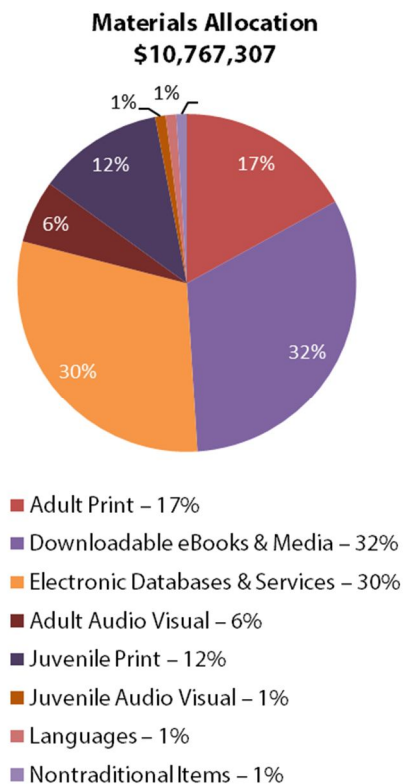
The Collection Development division of Collection and Bibliographic Services manages the Library Materials budget and selects materials for the entire District. Centralized selection gives the District leverage in purchasing quantities of materials in a variety of formats and languages quickly and effectively 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.

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.



LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Library Materials

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

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LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | 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. The District is embarking on a new five-year strategic plan, *Playbook 2026*.

The total budget for the Executive Director's Office is \$778,335 with \$229,450 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

New Executive Director Kelvin Watson started at the District in February, 2021. The Executive Director's Office continues to carefully monitor expenditures, while identifying and employing cost containment strategies. The District is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

Measuring Success

The Executive Director's Office has overall responsibility for ensuring that the Las Vegas-Clark County Library District provides excellent, relevant materials and services to the community it serves. The performance measures/goals selected are designed to ensure that the District fulfills its mission and completes the Playbook 2026 Strategic Plan; library employees are performing at a level that meets or exceeds expectations and that they are meeting their performance goals; and that the District operates under a balanced, sustainable budget.

Department Programs

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

LIBRARY DISTRICT

LVCLD.org

Program: Executive Director's Office

Program: Administrative Support

Program Contact: Kelvin Watson

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. The District is embarking on a new five-year strategic plan.

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Outcome	Becoming more inclusive, responsive, relevant, and adaptive to members of the District's community - reviewed by Board of Trustees	NEW	NEW	MEETS EXPECTATIONS OR ABOVE
Output	Performance evaluations conducted and goals set with direct reports	100%	0%	100%
Outcome	Balanced, sustainable budget	100%	100%	100%

Performance Measures/Goals Description

The Executive Director is responsible for overseeing the planning, development, implementation, and maintenance of the District's strategies, goals, objectives, and operational functions. The position is also responsible for fostering and maintaining effective professional relationships with local government and legislative bodies.

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. Due to the departure of the former Executive Director in the beginning of the last fiscal year, no evaluations were completed.

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

Expenditure Detail

Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	299,228	299,715	396,596	96,881	32.32%
Benefits	113,826	112,539	152,289	39,750	35.32%
Services and Supplies	148,143	235,950	229,450	(6,500)	(2.75%)
Expenditure Total	\$ 561,197	\$ 648,204	\$ 778,335	\$ 130,131	20.08%

Explanation of Expenditures

The Executive Director's Office has a total current budget of \$778,335. The Services and Supplies budget amounts to \$229,450 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	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Executive Assistant	2.00	-	2.00	2.00	-
Executive Director	1.00	-	1.00	1.00	-
Totals	3.00	-	3.00	3.00	-

Significant Program Changes

No significant changes.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Internal Audit

Department Overview

The Internal Audit department was established by the Board of Trustees. In Fiscal Year 2020-2021 one full-time employee was approved and will report directly to the Board. The Internal Auditor is assigned to oversee various department procedures to evaluate and improve effectiveness of internal controls, risk management, and governance processes.

The budget for the Internal Audit Department is \$170,685 with \$10,000 of that amount allocated to Services and Supplies.

Significant Changes

The Internal Audit Department is a new department in FY 2021-2022.

Measuring Success

The Internal Audit Department has overall responsibility for ensuring that the Las Vegas-Clark County Library District adheres to all internal, local, and State of Nevada statutes, best practices, and guidelines.

Department Programs

The Internal Audit Department is the only program in the department.

Program: Internal Audit**Program:** Administrative Support**Program Contact:** Board of Trustees**Related Programs:** N/A**Program Description**

The Internal Audit department was established by the Board of Trustees in FY 2020-2021. The Internal Auditor is assigned to oversee various department procedures to evaluate and improve effectiveness of internal controls, risk management, and governance processes.

Performance Measures/Goals Description

Performance measures/goals are to be determined.

Expenditure Detail

Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	-	-	117,439	117,439	-
Benefits	-	-	43,246	43,246	-
Services and Supplies	-	-	10,000	10,000	-
Expenditure Total	-	-	\$ 170,685	\$ 170,685	-

Explanation of Expenditures

The Internal Audit Department budget totals \$170,685. The Services and Supplies budget is \$10,000.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Internal Auditor	1.00	-	-	1.00	1.00
Totals	1.00	-	-	1.00	1.00

Significant Program Changes

The Internal Audit Department is a new department in FY 2021-2022.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | 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 \$1,867,973. The Services and Supplies budget amounts to \$987,230 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 is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

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/goals 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.

Program: Financial Services

Program: Administrative Support

Program Contact: Floresto Cabias

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 Annual Financial Report (AFR).

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Completion of the AFR 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	AFR 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%

Performance Measures/Goals Description

The Financial Services Department's major duties are statutory in nature for preparation of the Annual Financial Report 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	FY2020 Actual	FY2021	FY2022 Budget	Variance FY2021 vs. FY2022	
		Estimated Expenditures		Amount	Percent
Salaries	636,745	669,276	618,994	(50,282)	(7.51%)
Benefits	261,053	267,373	261,749	(5,624)	(2.10%)
Services and Supplies	606,308	998,730	987,230	(11,500)	(1.15%)
Expenditure Total	\$ 1,504,106	\$ 1,935,379	\$ 1,867,973	\$ (67,406)	(3.48%)

Explanation of Expenditures

The Financial Services budget totals \$1,867,973. The budget for Services and Supplies amounts to \$987,230 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	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Accountant	1.00	-	1.00	1.00	-
Accounting Technician II	1.00	-	1.00	1.00	-
Administrative Specialist	1.00	-	1.00	1.00	-
Assistant Finance Director	1.00	-	1.00	1.00	-
Chief Financial Officer	1.00	-	1.00	1.00	-
Senior Accountant	2.00	-	2.00	2.00	-
Totals	7.00	-	7.00	7.00	-

Significant Program Changes

No significant changes.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Human Resources

Department Overview

The Human Resources (HR) Department is responsible for the District's overall Staffing activities and programs which include Recruitment, Selection, and Employment. In addition, the HR Department is responsible for other key activities and programs which support staffing activities, such as: Workforce Planning, Employee/Labor Relations, Compensation and Classification, Benefits Administration, Organizational Development (Training and Education), Human Resources Information Systems (HRIS) Administration, Workers Compensation, Leave Administration, Unemployment, and negotiating and administering the District's three (3) collective bargaining agreements with Teamsters Local 14.

The Human Resources budget amounts to \$4,176,556. The Services and Supplies budget amounts to \$1,276,517 and includes appropriations for legal and professional services, travel, and education and training. The HR Department continued funding for Employee Wellness, as well as the Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee.

Significant Changes

The HR Department continues to carefully monitor expenditures and identify and employ cost containment strategies. The District is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

Measuring Success

In support of the District's Strategic Plan, the HR Department has developed formal goals and objectives for Fiscal Year 2022. Key reporting metrics (dashboards) were established in Fiscal Year 2021 to support decision making, goal setting, and measuring outcomes for Fiscal Year 2022 and beyond.

The mission of the Human Resources Department is to, *"Develop and maintain an organizational culture that drives employee engagement by attracting, selecting, and retaining the best people, engaging them in open and honest communication, and providing them with individual and team based growth opportunities in a diverse, equitable, inclusive, and accessible environment."*

The District's overall HR Strategy will focus on being recognized as a *Public Employer of Choice*. To support our HR strategy, our HR goals include: (1) Developing and maintaining a competitive Total Rewards program; (2) Developing and enhancing communication to increase employee engagement; (3) Developing and enhancing organizational and individual development opportunities; and (4) Evolving and championing a culture of Diversity, Equity, Inclusion, and Accessibility. Success will be measured by achieving established Fiscal Year 2022 HR objectives related to each goal and measuring certain outcomes such as turnover and employee engagement.

Department Programs

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

Program: Human Resources**Program:** Administrative Support**Program Contact:** Jeff Serpico**Related Programs:** N/A**Program Description**

The Human Resources (HR) Department is responsible for the District's overall staffing activities and programs which include Recruitment, Selection, and Employment. In addition, the HR Department is responsible for other key activities and programs which support Staffing activities such as: Workforce Planning, Employee/Labor Relations, Compensation and Classification, Benefits Administration, Organizational Development (Training and Education), Human Resources Information Systems (HRIS) Administration, Workers Compensation, Leave Administration, Unemployment, and negotiating and administering the District's three (3) collective bargaining agreements with Teamsters Local 14.

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Outcome	Analyze employee turnover for voluntary, involuntary, and retirement percentages	Voluntary - 12.5% Involuntary - 0.8% Retirement - 2.0%	Voluntary - 17.4% Involuntary - 0.61%	Voluntary - 15.00% Involuntary - 1.00%
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 - 0.8%	Involuntary - .61%	Involuntary - 1.00%

Performance Measures/Goals Description

Turnover involves the discrete action of leaving or staying with the organization, it is expressed as the proportion or percentage of employees who leave the organization in some time period (Fiscal Year).

$$\text{Turnover Rate (TO)} = \frac{\text{Number of employees leaving}}{\text{Average number of employees}} \times 100$$

Goal: Reduce overall turnover utilizing an Employer of Choice Strategy.

Expenditure Detail					
Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	1,196,964	1,867,233	1,893,670	26,437	1.42%
Benefits	871,298	970,438	1,006,369	35,931	3.70%
Services and Supplies	560,060	1,353,017	1,276,517	(76,500)	(5.65%)
Expenditure Total	\$ 2,628,322	\$ 4,190,688	\$ 4,176,556	\$ (14,132)	(0.34%)

Explanation of Expenditures

The Human Resources budget totals \$4,176,556. The Services and Supplies budget is \$1,276,517 and includes District-wide travel and training of \$303,885.

Staffing					
Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Benefits Manager	1.00	-	1.00	1.00	-
Coordinator I	1.00	-	1.00	1.00	-
Coordinator II	3.00	-	3.00	3.00	-
Coordinator III	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	-
Special Projects Coordinator	1.00	-	1.00	1.00	-
Training and Development Manager	1.00	-	1.00	1.00	-
Totals	12.00	-	12.00	12.00	-

Significant Program Changes

No significant changes.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | 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 2022 total budget for General Services is \$10,498,423. The Services and Supplies budget is \$7,722,681 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, utilities for all locations, etc.

Significant Changes

The General Services Department continues to carefully monitor expenditures and identify and employ cost containment strategies. The District is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

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/goals 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

Program: General Services Administration**Program:** Administrative Support**Program Contact:** John Vino

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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Accurately complete invoice processing within 15 work days of receipt	90%	82%	95%

Performance Measures/Goals Description

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

Expenditure Detail

Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	653,099	691,900	626,012	(65,888)	(9.52%)
Benefits	244,486	256,430	256,445	15	0.01%
Services and Supplies	1,591,822	2,411,251	2,266,493	(144,758)	(6.00%)
Expenditure Total	\$ 2,489,407	\$ 3,359,581	\$ 3,148,950	\$ (210,631)	(6.27%)

Explanation of Expenditures

The total General Services overall program budget is \$10,498,423, comprised of \$3,148,950 for General Services Administration, \$541,668 for Courier, \$4,022,968 for Facilities Maintenance, \$2,722,837 for Safety, Health, and Security, and \$62,000 for Vehicles. The General Services budget includes \$4.8 million in appropriations for the security, janitorial, and landscaping and grounds maintenance contracts. The Services and Supplies budget includes an appropriation of \$1.8 million for utilities for all locations. Other Services and Supplies include office and operating supplies, vehicle and equipment maintenance, and fuel.

Staffing					
Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Administrative Coordinator	3.00	-	3.00	3.00	-
Facilities Manager	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	1.00	-	1.00	1.00	-
Purchasing and Administration Manager	1.00	-	1.00	1.00	-
Totals	7.00	2.00	7.95	7.95	-

Significant Program Changes

Two part time Office Assistant II positions were merged into one full time Office Assistant II.

The Assistant General Services Director position is being replaced with a Facilities Manager.

LIBRARY DISTRICT

LVCLD.org

Program: Courier

Program: Administrative Support

Program Contact: John Vino

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

Program Description

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

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual*	FY2021 Actual	FY2022 Projected
Output	Library materials moved annually	3.7M	3.9M	4.3M

* Data reflects the period of almost three months' closure due to COVID-19.

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	390,016	334,380	344,588	10,208	3.05%
Benefits	196,924	182,018	196,080	14,062	7.73%
Services and Supplies	660	1,000	1,000	-	0.00%
Expenditure Total	\$ 587,600	\$ 517,398	\$ 541,668	\$ 24,270	4.69%

Explanation of Expenditures

The Courier budget amounts to \$541,668. The Services and Supplies budget is \$1,000, which includes appropriations for supplies such as bins, bags, and inter-office envelopes.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 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	-
Totals	6.00	3.00	7.35	7.35	-

Significant Program Changes

No significant changes.

Program: Facilities Maintenance**Program:** Administrative Support**Program Contact:** John Vino

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

Program Description

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

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Complete 90% of corrective work orders within six work days of creation date	85%*	82%	90%
Output	Complete preventive maintenance work orders within established time-frame indicated from work order start date	85%*	70%	95%
Output **	Perform a condition audit on each facility annually to identify required repairs and maintenance	100%	100%	100%

* Data reflects the period of almost three months' closure due to COVID-19.

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

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	826,137	852,210	830,363	(21,847)	(2.56%)
Benefits	416,951	392,952	394,328	1,376	0.35%
Services and Supplies	1,766,496	2,675,841	2,798,277	122,436	4.58%
Expenditure Total	\$ 3,009,584	\$ 3,921,003	\$ 4,022,968	\$ 101,965	2.60%

Explanation of Expenditures

The Facilities budget amounts to \$4,022,968. The Services and Supplies budget is \$2,798,277, 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	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
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	-
Totals	13.00	-	13.00	13.00	-

Significant Program Changes

No significant changes.

LIBRARY DISTRICT

LVCCLD.org

Program: Safety, Health and Security

Program: Administrative Support

Program Contact: John Vino

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

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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Outcome	Percent of branches meeting required annual staff safety training and required evacuation drills	75%*	90%	100%
Outcome	Safety Committee to conduct at least one general safety inspection of each branch annually	100%	100%	100%

* Data reflects the period of almost three months' closure due to COVID-19.

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	78,412	78,755	84,093	5,338	6.78%
Benefits	40,205	40,493	43,833	3,340	8.25%
Services and Supplies	1,702,611	2,579,069	2,594,911	15,842	0.61%
Expenditure Total	\$ 1,821,228	\$ 2,698,317	\$ 2,722,837	\$ 24,520	0.91%

Explanation of Expenditures

The Safety, Health, and Security budget amounts to \$2,722,837. The Services and Supplies budget is \$2,594,911 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	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Safety Manager	1.00	-	1.00	1.00	-
Totals	1.00	-	1.00	1.00	-

Significant Program Changes

No significant changes.

LIBRARY DISTRICT

LVCLD.org

Program: Vehicle Fleet Maintenance

Program: Administrative Support

Program Contact: John Vino

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

Program Description

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

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Outcome	Percent of vehicle fleet being maintained according to scheduled maintenance	95%	95%	100%

Performance Measures/Goals Description

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

Expenditure Detail

Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Services and Supplies	68,657	104,000	62,000	(42,000)	(40.38%)
Expenditure Total	\$ 68,657	\$ 104,000	\$ 62,000	\$ (42,000)	(40.38%)

Explanation of Expenditures

The Services and Supplies budget is \$62,000 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 2022 | 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. The department develops and manages grants and solicits contributions from foundations, agencies, corporations, and individuals. The department also coordinates the District's eRate program applications 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 the Foundation, including priority projects, such as the Teachers in Libraries 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 the Foundation. The Director is involved in governmental relations, community partnership development, and special projects, as assigned.

The Development and Planning's budget amounts to \$590,056. The Services and Supplies budget amounts to \$90,600, which includes appropriations for strategic planning, eRate contract support and other professional services, travel and transportation for Library District grant development, and other services that support donor solicitations and management.

Significant Changes

The District is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

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, with a goal of supporting the District's strategic plan.

Department Programs

Development and Planning is the only program in the department.

LIBRARY DISTRICT

LVCCLD.org

Program: Development and Planning

Program: Program 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, partnerships, 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. The Department Director is responsible for strategic plan development and is involved in governmental relations, community partnership development, strategic planning, and special projects, as assigned.

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Amount of District grant awards	\$ 1,507,974	\$ 1,576,551	\$ 1,600,000
Output	Amount of Foundation grant awards	\$ 408,432	\$ 326,446	\$ 330,000
Output	Amount of Foundation donations	\$ 115,774	\$ 46,196	\$ 50,000
Output	Total revenues from book sales	\$ 307,899	\$ 288,878	\$ 300,000
Output	Total volunteer hours	38,269	2,624	20,000

Performance Measures/Goals 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.

Foundation donation amounts reflect revenues secured through cultivation and solicitation of donations from individuals and corporations.

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. In 2020, online book sales were suspended for three months.

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. A decrease in volunteer hours was experienced in Fiscal Year 2020-2021 due to the COVID-19 pandemic.

Expenditure Detail

Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	326,747	330,420	349,132	18,712	5.66%
Benefits	138,958	138,317	150,324	12,007	8.68%
Services and Supplies	40,066	90,600	90,600	-	-
Expenditure Total	\$ 505,771	\$ 559,337	\$ 590,056	\$ 30,719	5.49%

Explanation of Expenditures

The Development and Planning budget is \$590,056. The Services and Supplies budget is \$90,600 and includes appropriations associated with the operations of the department, the Foundation, and the volunteer program.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
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	-
Totals	3.00	-	3.00	3.00	-

Significant Program Changes

No significant changes.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Branding and Marketing

Department Overview

The Branding & Marketing (BAM) 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 relations, and management of the District's website, while acting as a liaison to other governmental agencies, boards, and commissions. The BAM team works with District departments to develop strategies and materials that support library-sponsored programs. This includes the production of flyers, posters, Library Highlights eNewsletter, and other printed and digital materials. During the pandemic, Library Highlights successfully reverted to 100 percent digital, connecting to library cardholders twice per month and enjoying a consistent 20 percent open rate. BAM's focus also includes an emphasis on digital communications as well as managing and promoting the District's YouTube and IGTV channels. The pandemic caused deep cuts on the BAM Department budget. The team is now working to regain the District's profile in the community, especially regarding media coverage. We also plan to implement long-needed email marketing software that will allow the Library District to create drip campaigns for new and inactive cardholders, develop geo-targeted promotional campaigns, identify new zip codes to increase our marketing share growth and have access to more robust monthly analytics.

The Branding and Marketing budget amounts to \$1,864,914. Services and Supplies amounts to \$788,016 and includes appropriations for printing and contracted services.

Significant Changes

The District is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

Measuring Success

Success will be measured by visits to the Library's website; activity on the social media channels (Facebook, Twitter, Instagram, and YouTube); and media coverage (which will be negatively impacted until staffing is updated).

Department Programs

Branding and Marketing is the only program in the department.

Program: Branding and Marketing**Program:** Program Support**Program Contact:** Betsy Ward**Related Programs:** N/A**Program Description**

The Branding & Marketing (BAM) 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 public relations and management of the Library District's website and social media channels. BAM also serves as a liaison to other governmental agencies, boards, and commissions. As District peoples, during the COVID-19 pandemic, BAM pivoted from promotion of in-branch live events to an emphasis on digital communications, and management and promotion of the District's new YouTube channel. Moving forward, the department will focus and on both digital and in-branch events.

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output -Website*	Unique Homepage Visits	1,909,846	2,277,270	2,391,133
	Total Page Views	19,090,651	16,773,167	17,947,288
Output - Facebook	Total Impressions	7,273,298	1,053,645	1,106,327
	User Engagement	317,108	40,540	42,567
	Followers	39,650	12,287	13,084
Output - Twitter	Total Impressions	1,456,643	1,602,037	1,682,138
	User Engagement	31,626	25,358	26,625
	Followers	3,279	3,647	3,811
Output - Instagram	Total Impressions	617,511	676,971	744,668
	User Engagement	26,879	21,471	22,544
	Followers	3,192	4,220	5,275
Output - YouTube**	Total Impressions	150,500***	435,500	479,050
	Total Channel Watch Time	272.1 hours	742.5 hours	779.6 hours
	Average View Duration	1 min 36 sec	1 min 54 sec	2 min
	Total Subscribers	535	1,001	1,151

* The method of tracking Website Performance Measures/Goals changed in fiscal year 2020.

** New social media channel, launched in 2020.

*** Based on total viewing since May 9, 2020.

Performance Measures/Goals Description

Performance Measures/Goals Items of Note:

Public Relations projected Performance Measures/Goals: This area has been negatively affected by the loss of two staff members and the public relations agency. In the coming Fiscal Year, as we replace the two vacant positions, we hope to regain some of our media coverage profile in the community. The public relations agency provided software that tracked media coverage value, so this information will no longer be available.

Improvement in Tracking Website Performance Measures/Goals: BAM compiled Fiscal Year analytics from July 1, 2020–May 19, 2021, as requested (11 months) for this report. During this period, unique visitors to LVCCCLD.org were up 19% over 2020 analytics, which indicates that our digital strategies, social media, eNewsletter marketing, and other promotional efforts are working. This can also be attributed to BAM creating more engaging and keyword-relevant content on LVCCCLD.org, which is indexed by search engines such as Google. In Fiscal Year 2020-2021, the Library District and Library District Foundation were approved for a Google Grant, which awards nonprofits up to \$10,000 per month for use in Google AdWords campaigns. These campaigns drive qualified traffic back to our website. The Library District works with NonProfit Megaphone (NPM) to oversee and guide us in the application of our Google Grant and priority Google AdWords campaigns. NPM has generated stellar results as demonstrated by the following analytics:

- 37,000+ Unique Visitors to LVCCCLD.org as a result of the Google Ads
- 17.80% Average Click-Through Rate (CTR). Google Grant performance standards require a minimum 5% CTR, which tells Google that a grant recipient's ads are high-quality and relevant. The Library District's performance is triple that. Among NPM's 400+ clients, the Library District enjoys one of the highest CTRs they have seen.
- 92% of the time, the District's Google Ads show up at the top of a Google search (above organic search results) when one of our key words has been searched. This is extremely high considering the wide-range of competitive keywords that we are bidding on, such as "adult learning programs," "kids summer activity," "Vegas Golden Knights," "local library," "library near me," "art exhibits," "download movies," "free music," "used books," "eBooks," and "how can I get a library card."

For FY 2021-2022, BAM will continue to build off this positive momentum. The return of virtual programming will help bring new audiences to LVCCCLD.org, as well as our YouTube, and IGTV channels. BAM will continue to work with the District's Administrative Team to promote Library District monthly priorities by creating engaging new website content such as landing pages, blog posts, and staff lists. This will help keep cardholders engaged on LVCCCLD.org, and provide fresh content for our Google AdWords campaigns to direct traffic to these dedicated pages and blog posts.

Facebook Impressions Performance Measures/Goals: Due to the COVID-19 pandemic, the Library District made the decision to consolidate all 25 branch Facebook pages and promote all of the monthly priorities and programming through the main Library District page. This was done as a cost-saving measure but also to streamline our messaging on this social media platform. With all Library District messaging now posted only to the @LVCCCLD Facebook page, we will continue to use this social media platform for:

- Promoting Library District priorities, upcoming programs, and live entertainment
- Creating Facebook Events for branch-specific events
- Running paid Facebook Ad campaigns to promote District-wide programs and priority events (based on priorities shared with us by Administrative Team members)
- Facebook Ad campaigns will also post to Instagram, which is one of our fastest growing audiences

Added Performance Measures/Goals for Each Social Channel: BAM continues to develop and implement social media strategies to help grow the Library District's presence and increase followers on:

- Facebook
- Instagram & IGTV
- Twitter
- YouTube

BAM is confident that once virtual programming resumes on YouTube and IGTV, this will greatly increase our monthly analytics across each social media platform, with YouTube set to receive the biggest spike in new followers and user engagement for FY 2021-2022. Video content performs best on social media, and as we return to posting regular video content, the various social media and search engine algorithms will prioritize our video content over designed graphics and stock photos.

Expenditure Detail					
Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	715,065	769,853	763,212	(6,641)	(0.86%)
Benefits	288,603	304,365	313,686	9,321	3.06%
Services and Supplies	671,760	631,844	788,016	156,172	24.72%
Expenditure Total	\$ 1,675,428	\$ 1,706,062	\$ 1,864,914	\$ 158,852	9.31%

Explanation of Expenditures

The Branding and Marketing budget amounts to \$1,864,914. Services and Supplies amounts to \$788,016 and includes appropriations for printing and contracted services.

Staffing					
Authorized Personnel	Full Time	Part Time	FY2021	FY2022	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 Manager	1.00	-	1.00	1.00	-
Graphic Designer	2.00	-	2.00	2.00	-
Marketing Coordinator	1.00	-	1.00	1.00	-
Sr. Digital Projects Associate	1.00	-	1.00	1.00	-
Web Designer	1.00	-	1.00	1.00	-
Totals	8.00	-	8.00	8.00	-

Significant Program Changes

Replacing two positions that were frozen due to the pandemic.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | Community Engagement

Department Overview

The Community Engagement Division is responsible for providing District-wide program support services through five Programs: Gallery Services; Literacy Services; Outreach Services; Programming and Venues Services; and Youth Services Administration. The division 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 2021-2022 total budget for Community Engagement is \$4,983,158. The Services and Supplies budget is \$999,500 and includes appropriations for classroom office supplies; program operating supplies; licensing agreements to show films, for music royalties; 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 Division will carefully monitor expenditures, and identify and employ cost containment strategies. The District is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

Measuring Success

The Community Engagement Division will strengthen community relationships by partnering with organizations to serve areas of critical need such as unemployment, business development, food sustainability, adult literacy, financial literacy, social services, early childhood education, and health and wellness, among others, in response to COVID-19. Departments will adapt to provide virtual programming. Community Engagement departments will also support Library District initiatives such as art galleries, Maker Spaces, family engagement areas, teen programming services, support to homebound customers and early childhood education providers, and provide Workforce Innovation and Opportunity Act (WIOA) classroom instruction.

Department Programs

Community Engagement includes the following programs:

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

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Program: Community Engagement Administration

Program: Program Support**Program Contact:** Matt McNally

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

Program Description

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

Performance Measures/Goals

Measure	Primary	FY2020	FY2021	FY2022
Type	Measure	Actual	Actual	Projected
Output	Number of community partnerships	350	208	300

Performance Measures/Goals Description

Number of community partnerships: Reflects the total number of external organizations or individual connections to provide programmatic services engaged by departments within Community Engagement.

Expenditure Detail

Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	140,087	139,820	143,958	4,138	2.96%
Benefits	58,425	57,849	62,592	4,743	8.20%
Services and Supplies	136,224	208,000	252,000	44,000	21.15%
Expenditure Total	\$ 334,736	\$ 405,669	\$ 458,550	\$ 52,881	13.04%

Explanation of Expenditures

The Community Engagement Administration budget is \$458,550. The Services and Supplies budget amounts to \$252,000.

Staffing					
Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Community Engagement Director	1.00	-	1.00	1.00	-
Totals	1.00	-	1.00	1.00	-

Significant Program Changes

No significant changes.

Program: Programming & Venues Services**Program:** Program Support**Program Contact:** Ryan Neely**Related Programs:** Community Engagement Administration; Gallery Services; Literacy Services; Outreach Services; Youth Services Administration**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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Number of adult programs	7,026	3,888	6,500
Output	Attendance at adult programs	190,371	53,781	175,000
Output	Attendance at adult programs aligned with the Vision 2020 strategic plan	160,737	39,216	145,000
Output	Event usage of meeting rooms and Performing Arts Centers	10,793	4,793	7,500

Actual and projected statistics reflect a decrease in programs and attendance due to Covid-19.

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	1,788,819	1,833,095	1,874,087	40,992	2.24%
Benefits	675,115	699,105	737,509	38,404	5.49%
Services and Supplies	312,175	288,025	420,000	131,975	45.82%
Expenditure Total	\$ 2,776,109	\$ 2,820,225	\$ 3,031,596	\$ 211,371	7.49%

Explanation of Expenditures

The Fiscal Year 2021-2022 budget for Programming and Venues Services amounts to \$3,031,596. The Services and Supplies budget amounts to \$420,000.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Adult Programming Supervisor	1.00	-	1.00	1.00	-
Office Assistant II	-	1.00	0.47	0.47	-
Performing Arts Coordinator	6.00	-	6.00	6.00	-
Production Technician	6.00	4.00	8.03	8.03	-
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	3.58	3.58	-
Technical Coordinator	1.00	-	1.00	1.00	-
Totals	21.00	12.00	27.08	27.08	-

Significant Program Changes

The Services and Supplies budget was previously decreased due to Covid-19 and is now increasing on a trajectory toward pre-pandemic levels.

Program: Youth Services Administration**Program:** Program Support**Program Contact:** Shana Harrington**Related Programs:** Community Engagement Administration; Gallery Services; Literacy Services; Outreach Services; Programming and Venues 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 called "Summer Challenge," Winter Reading Challenge, 1,000 Books Before Kindergarten, and a new teen-focused month in October. 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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Number of youth programs	11,343	6,108	10,000
Output	Attendance at youth programs aligned with the Vision 2020 strategic plan	282,434	121,376	270,000
Output	Summer learning program, "Summer Challenge" participation	28,104	5,982	28,000

* Actual and projected statistics reflect a decrease in programs and attendance due to Covid-19.

Performance Measures/Goals 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 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	142,891	144,258	151,421	7,163	4.97%
Benefits	57,025	56,522	60,442	3,920	6.94%
Services and Supplies	97,075	161,250	174,500	13,250	8.22%
Expenditure Total	\$ 296,991	\$ 362,030	\$ 386,363	\$ 24,333	6.72%

Explanation of Expenditures

The Fiscal Year 2021-2022 budget for the Youth Services program is \$386,363. The Services and Supplies budget is \$174,500 and includes appropriations for contracted services in the amount of \$100,000.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Youth Services Manager	1.00	-	1.00	1.00	-
Youth Services Specialist	1.00	-	1.00	1.00	-
Totals	2.00	-	2.00	2.00	-

Significant Program Changes

The Services and Supplies budget was previously decreased due to Covid-19 and is now increasing on a trajectory toward pre-pandemic levels.

Program: Literacy Services**Program:** Program Support**Program Contact:** Jill Hersha**Related Programs:** Community Engagement Administration; Gallery Services; Outreach Services; Programming and Venues Services; Youth Services Administration**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 (HSE), 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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Number of students served	1,690	1,102	1,750
Output	Percentage of student retention	74%	79%	76%
Output	Percentage of advancing students	41%	50%	45%
Outcome	Percentage of students earning HSE	58%	59%	60%

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	206,598	210,728	222,228	11,500	5.46%
Benefits	67,556	68,134	72,948	4,814	7.07%
Services and Supplies	40,340	100,000	102,500	2,500	2.50%
Expenditure Total	\$ 314,494	\$ 378,862	\$ 397,676	\$ 18,814	4.97%

Explanation of Expenditures

The Fiscal Year 2021-2022 budget for Literacy Services amounts to \$397,676. The Services and Supplies budget amounts to \$102,500.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 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	-
Totals	2.00	3.00	3.48	3.48	-

Significant Program Changes

No significant changes.

Program: Outreach Services**Program:** Program Support**Program Contact:** Glenda Billingsley**Related Programs:** Community Engagement Administration; Gallery Services; Literacy Services; Programming and Venues Services; Youth Services Administration**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 continue to transition focus away from transactions to experiential learning and professional development.

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Circulation at Outreach Services visits	16,996	9,999	17,000
Output	Adult Outreach Services visits	365	124	300
Output	Youth Outreach Services visits	959	444	1,000

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	306,030	310,187	328,046	17,859	5.76%
Benefits	149,695	148,902	160,311	11,409	7.66%
Services and Supplies	22,199	42,000	37,000	(5,000)	(11.90%)
Expenditure Total	\$ 477,924	\$ 501,089	\$ 525,357	\$ 24,268	4.84%

Explanation of Expenditures

The Fiscal Year 2021-2022 budget for the Outreach Services program is \$525,357. The Services and Supplies budget amounts to \$37,000. The budget was decreased due COVID-19 and a change to the Library District's virtual programmatic approach.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 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	-
Totals	4.00	2.00	5.20	5.20	-

Significant Program Changes

No significant changes.

Program: Gallery Services**Program:** Program Support**Program Contact:** Darren Johnson**Related Programs:** Community Engagement Administration; Literacy Services; Outreach Services; Programming and Venues Services; Youth Services Administration**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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Number of art exhibit installations	74	63	75
Output	Attendance at receptions and events	2,173	52	2,000
Output	Percentage of customer satisfaction	100%	100%	95%
Output	Percentage of artist satisfaction	98%	99%	95%

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	104,397	106,025	111,149	5,124	4.83%
Benefits	54,516	55,067	58,967	3,900	7.08%
Services and Supplies	4,318	13,500	13,500	-	0.00%
Expenditure Total	\$ 163,231	\$ 174,592	\$ 183,616	\$ 9,024	5.17%

Explanation of Expenditures

The Fiscal Year 2021-2022 budget for Gallery Services amounts to \$183,616. The Services and Supplies budget amounts to \$13,500.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Gallery Services Assistant	1.00	-	1.00	1.00	-
Gallery Services Manager	1.00	-	1.00	1.00	-
Totals	2.00	-	2.00	2.00	-

Significant Program Changes

No significant changes.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | 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 \$18,150,285. The Services and Supplies budget amounts to \$2,350,319 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 Electronic Resources, 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 is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

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/goals 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

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 Program 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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Quality	Percentage of staff who reported that they were satisfied with the overall handling of their trouble ticket request	97%	99%	100%
Output	Percentage of total number of trouble tickets submitted that were completed in a timely manner	96%	99%	100%
Outcome	Network uptime availability	99%	99%	100%

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	1,409,090	1,462,991	1,519,085	56,094	3.83%
Benefits	647,116	660,300	693,663	33,363	5.05%
Services and Supplies	1,648,576	1,772,100	1,860,100	88,000	4.97%
Expenditure Total	\$ 3,704,782	\$ 3,895,391	\$ 4,072,848	\$ 177,457	4.56%

Explanation of Expenditures

The Information Technology budget is \$4,072,848. The Services and Supplies budget is \$1,860,100, 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	FY2021 Actual FTE	FY2022 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	-
Maker Space Support Specialist	1.00	-	1.00	1.00	-
Microcomputer and Network Analyst	5.00	-	5.00	5.00	-
Microcomputer Specialist	1.00	-	1.00	1.00	-
Microcomputer Technician	4.00	-	4.00	4.00	-
Network and Integrated Library Systems	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	-
Totals	18.00	-	18.00	18.00	-

Significant Program Changes

No significant changes.

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/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Number of active items in collection	3,298,548	3,333,244	3,750,000
Output	Collection turnover	3.04	2.5	3.0
Outcome	Materials expenditure per capita	\$ 6.25	\$ 5.75	\$ 6.25

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	1,258,320	1,270,279	1,284,715	14,436	1.14%
Benefits	583,870	571,751	599,441	27,690	4.84%
Services and Supplies	220,440	305,609	286,409	(19,200)	(6.28%)
Library Materials	9,207,087	10,509,384	10,767,307	257,923	2.45%
Expenditure Total	\$ 11,269,717	\$ 12,657,023	\$ 12,937,872	\$ 280,849	2.22%

Explanation of Expenditures

The Fiscal Year 2022 budget for Collection and Bibliographic Services is \$12,937,872. Materials budget funding amounts to \$10,767,307 for District-wide purchases. The materials budget for Fiscal Year 2022 is 15% of the General Fund's projected expenditures.

Staffing

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
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	-
Cataloger	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	-
Young People's Collection Development Librarian	1.00	-	1.00	1.00	-
Youth Services Librarian	1.00	-	1.00	1.00	-
Totals	17.00	2.00	18.08	18.08	-

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 program (ILL), the Electronic Resources program (ER), and the Distribution Center (DC).

Performance Measures/Goals

Measure Type	Primary Measure	FY2020 Actual	FY2021 Actual	FY2022 Projected
Output	Total number of ILL borrowing requests	5,058	4,488	4,500
Output	Total number of ILL lending requests	7,821	5,704	6,000
Output	Distribution Center circulation	126,643	141,083	150,000
Output	Holds filled by Distribution Center	56,042	67,259	70,000
Output	Digital circulation	2,983,938	3,251,359	3,900,000
Output	Online resource retrievals	1,247,174	1,901,653	2,100,000

Performance Measures/Goals 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.

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

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

Expenditure Detail

Program Expenditures	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	606,786	622,669	665,122	42,453	6.82%
Benefits	247,601	244,555	270,633	26,078	10.66%
Services and Supplies	143,042	232,800	203,810	(28,990)	(12.45%)
Expenditure Total	\$ 997,429	\$ 1,100,024	\$ 1,139,565	\$ 39,541	3.59%

Explanation of Expenditures

The FY 2022 budget for the Access Services Department is \$1,139,565. The Services and Supplies budget is \$203,810 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	FY2021	FY2022	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	-
Totals	6.00	5.00	8.58	8.58	-

Significant Program Changes

No significant changes.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Adopted Budget | FY 2022 | 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 2022 total budget for Library Operations is \$28,731,214. The Services and Supplies budget is \$902,096 and includes appropriations for library supplies, small equipment, equipment maintenance and repair, and contracted and professional services.

Significant Changes

Library Operations continues to carefully monitor expenditures and identify and employ cost containment strategies. The District is maintaining current staffing levels and filling open positions on an as needed basis this budget year; however the costs incurred by the Voluntary Employee Separation Program (VESP) experienced due to the COVID-19 pandemic have been recovered.

Measuring Success

In Fiscal Year 2019-2020* District libraries circulated over 9.7 million items and registered over 563,000 cardholders. This makes the Las Vegas-Clark County Library District (LVCCLD) one of the busiest major public libraries in the country.** In Fiscal Year 2020, 4.3 million people visited District libraries. Although the District saw a slight decline of in-person visits and circulation in Fiscal Year 2020, increases were made in the following areas: program attendance, virtual visits to the website, and eMedia circulation.

Other performance measures/goals 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 2021 statistics were not available.

** PLDS survey was suspended indefinitely; national rankings no longer available.

Program: Library Operations Administration**Program:** Program Delivery**Program Contact:** Leo Segura**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/Goals

Measure Type	Primary Measure	FY2020 Actual*	FY2021 Actual**	FY2022 Projected
Output	Number of library cardholders	651,920	559,596	605,758
Output	Total circulation	10,557,104	7,850,072	9,203,588
Output	Gate Count	5,319,659	2,788,102	4,053,890
Output	Number of computer use sessions	1,639,813	908,737	1,274,275

* Reflects the period from May 1, 2019 to April 30, 2020. Includes the period of COVID-19 closure during March and April.

** Data reflects the period from May 1, 2020 to April 30, 2021.

Performance Measures/Goals 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, Misdemeanant 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	FY2020 Actual	FY2021 Estimated Expenditures	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	904,215	1,097,831	1,000,152	(97,679)	(8.90%)
Benefits	361,165	437,040	405,625	(31,415)	(7.19%)
Services and Supplies	273,482	533,400	335,400	(198,000)	(37.12%)
Expenditure Total	\$ 1,538,862	\$ 2,068,271	\$ 1,741,177	\$ (327,094)	(15.81%)

Explanation of Expenditures

The Fiscal Year 2022 total budget for Library Operations amounts to \$28,731,214. The Library Operations Administration budget amounts to \$1,741,177, including the contract libraries. The Services and Supplies budget is \$335,400 and includes appropriations for small equipment in the amount of \$154,000, as well as provides funds for all branches.

Staffing					
Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Administrative Assistant	1.00	-	1.00	1.00	-
Assistant Library Operations Director	1.00	-	1.00	1.00	-
Correctional Library Assistant	-	1.00	0.55	0.55	-
Library Operations Director	1.00	-	1.00	1.00	-
Library Operations Support Manager	1.00	-	1.00	1.00	-
Multiservice Assistant	2.00	3.00	3.80	3.80	-
Multiservice Librarian	3.00	-	3.00	3.00	-
Regional Library Operations Manager	2.00	-	2.00	2.00	-
Totals	11.00	4.00	13.35	13.35	-

Significant Program Changes

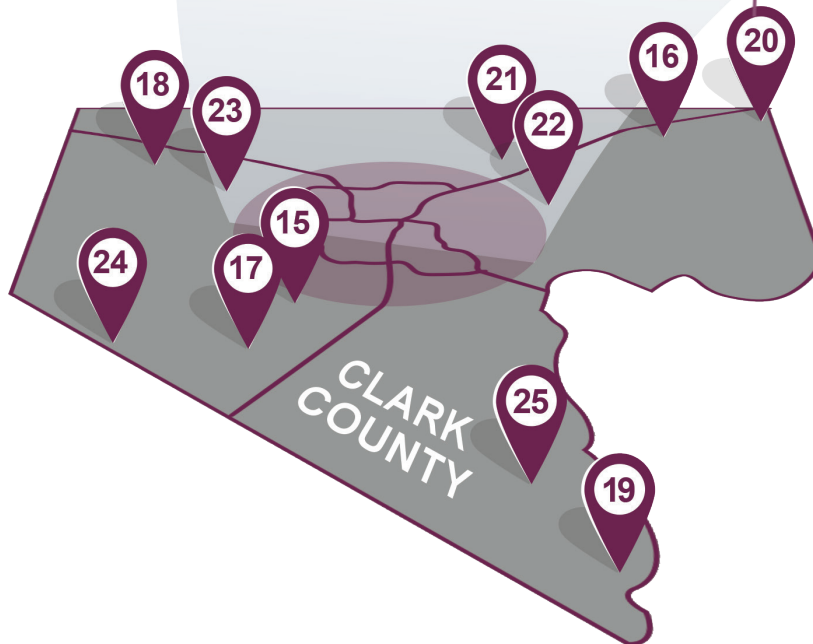
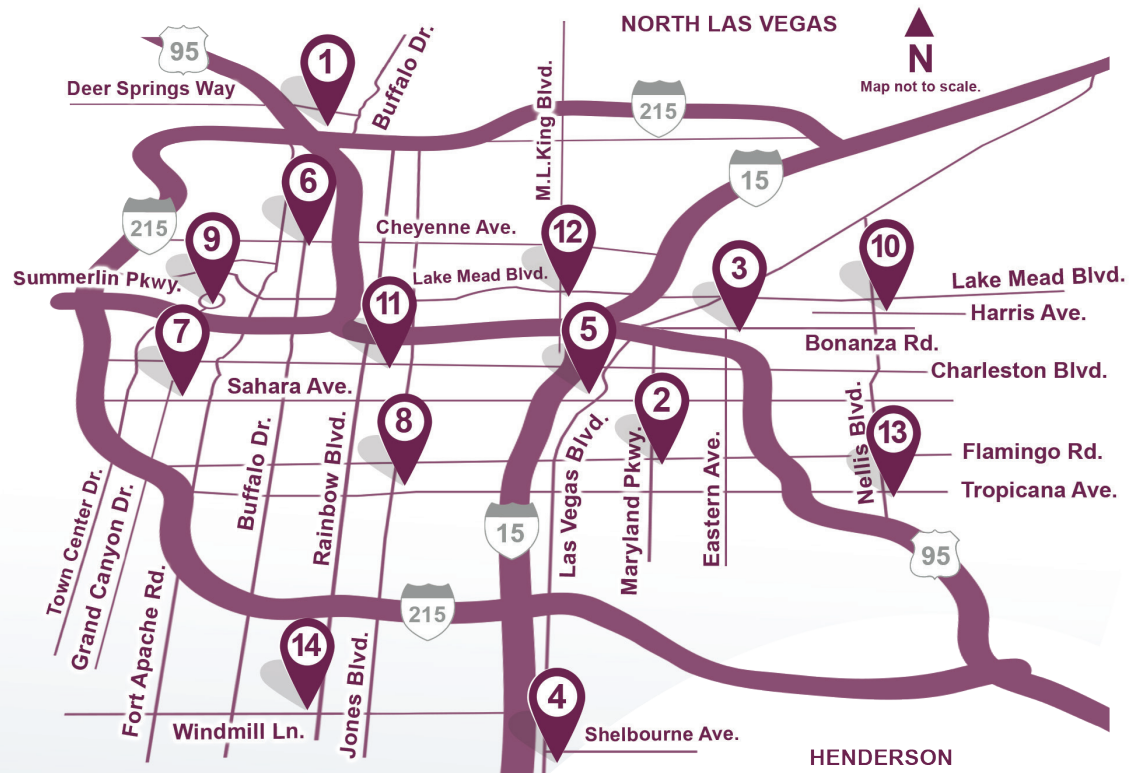
Library Operations aims for service excellence by implementing a plan for customer service using blended service desks where possible. At these locations we are shifting vacancies to Multiservice positions to support this redesign of combining reference and circulation functions and/or reference and youth services functions. The redesign frees staff to assist customers and increase programming by moving away from more traditional services which have been decreasing in popularity with customers. Library Operations is implementing changes to improve succession planning.

SERVICE AREA & BRANCH LOCATIONS

MAY 2021

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.

LIBRARY DISTRICT

LVCCLD.org

Program: Urban Libraries

Program: Program Delivery**Program Contact:** Leo Segura**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 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/Goals

Measure Type	Primary Measure	FY2020 Actual*	FY2021 Actual**	FY2022 Projected
Output	Urban branch circulation	5,148,183	3,038,051	4,115,617
Output	Urban branch gate count	4,859,109	2,517,703	3,688,406
Output	Urban branch reference transactions	455,391	301,977	378,684

* Reflects the period from May 1, 2019 to April 30, 2020. Includes the period of COVID-19 closure during March and April.

** Data reflects the period from May 1, 2020 to April 30, 2021.

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	16,208,957	16,759,666	17,283,792	524,126	3.13%
Benefits	6,071,728	6,114,942	6,458,882	343,940	5.62%
Services and Supplies	1,796,100	457,950	457,950	-	-
Expenditure Total	\$ 24,076,785	\$ 23,332,558	\$ 24,200,624	\$ 868,066	3.72%

Significant Program Changes

Changed reporting structure so Regional Manager will directly supervise a mix of Urban and Outlying Libraries and implementing succession planning initiatives. Adopted new services such as curbside and different methods of providing programming including online and take-and-make activities that were a response to COVID-19. We forged new partnerships with services such as Nevada Legal Aid, and expanded partner programming with existing partners like Three Square. Staff will be more involved with library programming and outreach.

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 2021-2022 budget for the Centennial Hills Library is \$1,923,480. The Services and Supplies budget amounts to \$37,600.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,346,963	1,388,636	1,380,375	(8,261)	(0.59%)
Benefits	483,928	485,601	505,505	19,904	4.10%
Services and Supplies	178,912	37,600	37,600	-	-
Expenditure Total	\$ 2,009,803	\$ 1,911,837	\$ 1,923,480	\$ 11,643	0.61%

Authorized Personnel			FY2021	FY2022	Variance
	Full Time	Part Time	Actual FTE	Budget	
Adult Services Assistant	2.00	2.00	2.94	2.94	-
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	-
Multiservice Assistant	-	1.00	0.48	0.48	-
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	-
Totals	15.00	31.00	27.35	27.35	-

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. The Adult Learning Program offers adult literacy services, 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 in its neighborhood by maintaining strong teen-oriented programming in the Teen Lounge and Best Buy Teen Tech Center. 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 2021-2022 budget for the Clark County Library amounts to \$2,779,346. The Services and Supplies budget amounts to \$77,000.

Expenditure by Type	FY2020 Actual	FY2021 Estimated	FY2022 Budget	Variance FY2021 vs. FY2022 Amount Percent	
Salaries	1,765,146	1,917,433	1,993,889	76,456	3.99%
Benefits	641,768	676,637	708,457	31,820	4.70%
Services and Supplies	217,856	77,000	77,000	-	-
Expenditure Total	\$ 2,624,770	\$ 2,671,070	\$ 2,779,346	\$ 108,276	4.05%
Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Adult Services Assistant	2.00	5.00	4.37	4.37	-
Adult Services Librarian	3.00	-	3.00	3.00	-
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	-	5.00	2.50	2.50	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Maker Specialist Youth	1.00	-	1.00	1.00	-
Multiservice Assistant	-	1.00	0.48	0.48	-
Page	-	21.00	7.20	7.20	-
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	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	2.00	-	2.00	2.00	-
Totals	21.00	39.00	37.00	37.00	-

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 Virtual Reality (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 2021-2022 budget for the East Las Vegas Library is \$1,989,585. The Services and Supplies budget amounts to \$41,000.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,294,758	1,310,751	1,404,806	94,055	7.18%
Benefits	497,594	495,340	543,779	48,439	9.78%
Services and Supplies	133,122	41,000	41,000	-	-
Expenditure Total	\$ 1,925,474	\$ 1,847,091	\$ 1,989,585	\$ 142,494	7.71%

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
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	1.90	1.90	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Library Assistant	1.00	-	1.00	1.00	-
Multimedia Specialist	1.00	-	1.00	1.00	-
Multimedia Supervisor	1.00	-	1.00	1.00	-
Multiservice Assistant	1.00	3.00	1.95	1.95	-
Multiservice Librarian	1.00	-	1.00	1.00	-
Page	-	12.00	3.90	3.90	-
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	-
Totals	17.00	24.00	26.60	26.60	-

ENTERPRISE LIBRARY

Background

The Enterprise Library opened in April 1996 and is located on Las Vegas Boulevard South at 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 in the Cox Teen Makerspace and DJ lab. 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 2021-2022 budget for the Enterprise Library is \$1,441,669. The Services and Supplies budget amounts to \$32,750.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	942,630	967,259	1,009,826	42,567	4.40%
Benefits	359,142	362,940	399,093	36,153	9.96%
Services and Supplies	83,214	32,750	32,750	-	-
Expenditure Total	\$ 1,384,986	\$ 1,362,949	\$ 1,441,669	\$ 78,720	5.78%

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Adult Services Assistant	1.00	2.00	1.95	1.95	-
Assistant Branch Manager	1.00	-	1.00	1.00	-
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	2.00	3.00	3.42	3.42	-
Circulation Department Head	1.00	-	1.00	1.00	-
Multimedia Supervisor	1.00	-	1.00	1.00	-
Multiservice Assistant	-	3.00	1.43	1.43	-
Page	-	10.00	3.30	3.30	-
Young People's Library/Children's Services Assistant	2.00	-	2.00	2.00	-
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	-
Totals	11.00	18.00	18.10	18.10	-

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 a dedicated children's area. 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 2021-2022 budget for the Meadows Library is \$99,539. The Services and Supplies budget amounts to \$2,000.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	101,665	97,023	65,507	(31,516)	(32.48%)
Benefits	62,645	61,066	32,032	(29,034)	(47.55%)
Services and Supplies	1,686	2,000	2,000	-	-
Expenditure Total	\$ 165,996	\$ 160,089	\$ 99,539	\$ (60,550)	(37.82%)

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Library Assistant	-	1.00	0.48	0.48	-
Library Associate	1.00	-	0.75	0.75	-
Totals	1.00	1.00	1.23	1.23	-

RAINBOW LIBRARY

Background

The Rainbow Library was designed by HAS Architects. The library originally opened as a storefront in 1985, moved to its present 25,000-square-foot facility on Buffalo and Cheyenne 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 2021-2022 budget for the Rainbow Library is \$1,842,222. The Services and Supplies budget amounts to \$26,000.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,353,561	1,380,497	1,338,812	(41,685)	(3.02%)
Benefits	479,572	475,989	477,410	1,421	0.30%
Services and Supplies	123,021	26,000	26,000	-	-
Expenditure Total	\$ 1,956,154	\$ 1,882,486	\$ 1,842,222	\$ (40,264)	(2.14%)

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Adult Services Assistant	1.00	3.00	2.43	2.43	-
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	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	-
Multiservice Assistant	-	2.00	0.95	0.95	-
Page	-	18.00	5.40	5.40	-
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 I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
Totals	14.00	33.00	26.53	26.53	-

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 an international languages collection, enhanced cultural programming, and English Language Learner (ELL) classes to embrace an increasingly diverse community. This branch offers fun and educational programs for kids, a Teens@ room plus a Teen Lab, a Computer Center for adults, numerous individual and group study rooms, two rental meeting spaces, a Foundation Bookstore, and two art galleries that feature local and nationally known artists. In October 2020, the library celebrated the opening of the EmployNV Business Hub, which is a one-stop service that provides resources for employers to recover and grow their businesses. In the coming year, programming for children, teens, adults, and families will continue to be a major goal.



Budget

The Fiscal Year 2021-2022 budget for the Sahara West Library is \$2,584,240. The Services and Supplies budget amounts to \$39,000.

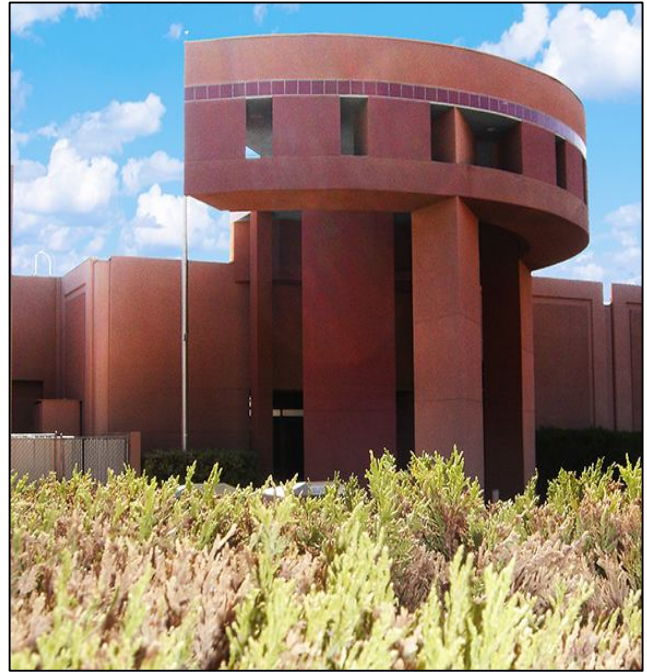
Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,660,472	1,729,891	1,836,086	106,195	6.14%
Benefits	623,843	626,390	709,154	82,764	13.21%
Services and Supplies	185,773	39,000	39,000	-	-
Expenditure Total	\$ 2,470,088	\$ 2,395,281	\$ 2,584,240	\$ 188,959	7.89%

Authorized Personnel	Full Time		Part Time		FY2021	FY2022	Variance
					Actual FTE	Budget FTE	
Adult Services Assistant	1.00	4.00			2.90	2.90	-
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	3.00	3.00			4.42	4.42	-
Circulation Department Head	1.00	-			1.00	1.00	-
Computer Lab Assistant	1.00	4.00			2.90	2.90	-
Computer Lab Department Head	1.00	-			1.00	1.00	-
Multiservice Assistant	2.00	1.00			2.48	2.48	-
Page	-	19.00			6.30	6.30	-
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 I	1.00	-			1.00	1.00	-
Young People's Library/Children's Services Librarian	2.00	-			2.00	2.00	-
Totals	20.00	34.00			33.43	33.43	-

SPRING VALLEY LIBRARY

Background

The ethnically and culturally diverse Spring Valley Library offers an array of services to our growing and dynamic community. The Youth Services Department provides free Homework Help, an interactive early literacy play area, a designated teen space, and daily free meals from Three Square Food Bank. Programming for children and teens flourish with entertaining and educational storytimes and other specialized events. The Adult Services Department created a one of a kind Community Resource Center which provides customers with information and resources from local organizations in the community. Topics include health and wellness, job attainment, homeless, senior, and Veterans' services, and free hygiene kits. Programming for adults consists of an annual job fair, job readiness programs, and a monthly book club, among other events. English Language Learner (ELL) courses are also provided weekly along with English Conversation practice. The Computer Center has trained staff to assist with a variety of technical issues and specialized one-on-one device assistance. 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 2021-2022 budget for the Spring Valley Library is \$1,721,165. The Services and Supplies budget amounts to \$27,600.

Expenditure by Type	FY2020 Actual	FY2021 Estimated	FY2022 Budget	Variance FY2021 vs. FY2022 Amount	Percent
Salaries	1,176,979	1,208,760	1,256,665	47,905	3.96%
Benefits	400,847	412,090	436,900	24,810	6.02%
Services and Supplies	89,200	27,600	27,600	-	-
Expenditure Total	\$ 1,667,026	\$ 1,648,450	\$ 1,721,165	\$ 72,715	4.41%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 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	-	3.00	1.43	1.43	-
Computer Lab Department Head	1.00	-	1.00	1.00	-
Page	-	16.00	4.80	4.80	-
Young People's Library/Children's Services Assistant	2.00	4.00	3.90	3.90	-
Young People's Library/Children's Services Department Head I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
Totals	14.00	29.00	24.98	24.98	-

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 285-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 storytime room, a used book store, and a programming/study space called the Workshop. The Workshop is transitioning into a teen and adult STEAM Lab featuring programming and classroom instruction. When it is not being used for programming or classroom instruction it is 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 2021-2022 budget for the Summerlin Library is \$1,531,780. The Services and Supplies budget amounts to \$26,500.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,019,954	1,041,255	1,100,584	59,329	5.70%
Benefits	379,695	376,388	404,696	28,308	7.52%
Services and Supplies	131,775	26,500	26,500	-	-
Expenditure Total	\$ 1,531,424	\$ 1,444,143	\$ 1,531,780	\$ 87,637	6.07%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 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 I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
Totals	13.00	19.00	19.93	19.93	-

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 (ELL) 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 2021-2022 budget for the Sunrise Library is \$1,547,932. The Services and Supplies budget amounts to \$22,500.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,043,293	1,096,385	1,105,490	9,105	0.83%
Benefits	410,259	415,763	419,942	4,179	1.01%
Services and Supplies	63,280	22,500	22,500	-	-
Expenditure Total	\$ 1,516,832	\$ 1,534,648	\$ 1,547,932	\$ 13,284	0.87%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Adult Services Assistant	2.00	1.00	2.47	2.47	-
Adult Services Librarian	-	-	-	-	-
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	-
Multiservice Librarian	1.00	-	1.00	1.00	-
Multiservice Assistant	-	1.00	0.48	0.48	-
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 I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
Totals	13.00	24.00	21.95	21.95	-

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 (ELL) 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. 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 2021-2022 budget for the West Charleston Library is \$1,685,830. The Services and Supplies budget amounts to \$26,000.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,203,101	1,199,400	1,213,345	13,945	1.16%
Benefits	449,612	444,059	446,485	2,426	0.55%
Services and Supplies	120,960	26,000	26,000	-	-
Expenditure Total	\$ 1,773,673	\$ 1,669,459	\$ 1,685,830	\$ 16,371	0.98%

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Adult Services Assistant	2.00	4.00	3.90	3.90	-
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	-
Computer Lab Assistant	-	1.00	0.48	0.48	-
Computer Lab 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	2.47	2.47	-
Young People's Library/Children's Services Department Head I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
Totals	13.00	23.00	22.25	22.25	-

WEST LAS VEGAS LIBRARY

Background

The West Las Vegas Library opened to the Historic Westside Neighborhood in January 1989, and is a community-centered place where family and culture thrive. This full service library is home to a 298-seat Performing Arts Center, art gallery, meeting room, computer lab, One-Stop Career Center, Homework Help Center, state-of-the-art Robot Lab, Teen Zone, and is the repository for the African American Special Collections containing materials documenting the African-American Experience in the West. 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 English Language Learner (ELL) and programs to develop job skills. The library provides a welcoming and inspiring space for limitless learning, business and career success, connecting to government and social 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 2021-2022 budget for the West Las Vegas Library is \$1,663,433. The Services and Supplies budget amounts to \$27,500.

Expenditure by Type	FY2020 Actual	FY2021 Estimated	FY2022 Budget	Variance FY2021 vs. FY2022 Amount Percent	
Salaries	1,063,758	1,107,574	1,166,850	59,276	5.35%
Benefits	431,373	430,548	469,083	38,535	8.95%
Services and Supplies	102,821	27,500	27,500	-	-
Expenditure Total	\$ 1,597,952	\$ 1,565,622	\$ 1,663,433	\$ 97,811	6.25%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Adult Services Assistant	2.00	1.00	2.47	2.47	-
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	-
Multiservice Librarian	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 I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
Totals	14.00	17.00	20.85	20.85	-

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 Spanish language collection and provides adult literacy programs, including English Language Learner (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 198-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 2021-2022 budget for the Whitney Library is \$1,559,832. The Services and Supplies budget amounts to \$31,500.

Expenditure by Type	FY2020 Actual	FY2021 Estimated	FY2022 Budget	Variance FY2021 vs. FY2022 Amount	Percent
Salaries	1,031,518	1,065,732	1,107,726	41,994	3.94%
Benefits	397,541	395,167	420,606	25,439	6.44%
Services and Supplies	70,377	31,500	31,500	-	-
Expenditure Total	\$ 1,499,436	\$ 1,492,399	\$ 1,559,832	\$ 67,433	4.52%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 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	-
Multiservice Assistant	-	1.00	0.48	0.48	-
Page	-	11.00	3.60	3.60	-
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 I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	1.00	-	1.00	1.00	-
Totals	12.00	20.00	19.88	19.88	-

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. The library offers a number of STEAM programs and Maker Space activities for kids and teens. The library also provides a variety of programs and services for adults, including English Language Learner (ELL) classes for community residents, and passport and proctoring services. The focus will be to increase adult and multigenerational programming, some of which will be technology-based, reaching the library's community of young professionals and young families with children. The library and its staff continue to focus on providing spaces and resources in promotion of limitless learning, business and career success, connections to government and social services, and community and culture.



Budget

The Fiscal Year 2021-2022 budget for the Windmill Library is \$1,830,571. The Services and Supplies budget amounts to \$41,000.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	1,205,159	1,249,070	1,303,831	54,761	4.38%
Benefits	453,909	456,964	485,740	28,776	6.30%
Services and Supplies	294,103	41,000	41,000	-	-
Expenditure Total	\$ 1,953,171	\$ 1,747,034	\$ 1,830,571	\$ 83,537	4.78%

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Adult Services Assistant	1.00	1.00	1.48	1.48	-
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	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	-
Multiservice Assistant	-	1.00	0.48	0.48	-
Page	-	16.00	5.84	5.84	-
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 I	1.00	-	1.00	1.00	-
Young People's Library/Children's Services Librarian	2.00	-	2.00	2.00	-
Totals	14.00	26.00	24.60	24.60	-

LIBRARY DISTRICT

LVCLD.org

Program: Outlying Libraries

Program: Program Delivery**Program Contact:** Leo Segura

Cherrie DeLaney

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/Goals

Measure Type	Primary Measure	FY2020 Actual *	FY2021 Actual**	FY2022 Projected
Output	Outlying branch circulation	427,030	244,207	335,619
Output	Outlying branch gate count	460,550	270,417	365,484
Output	Outlying branch reference transactions	32,044	22,610	27,327

* Reflects the period from May 1, 2019 to April 30, 2020. Includes the period of COVID-19 closure during March and April.

** Data reflects the period from May 1, 2020 to April 30, 2021.

Performance Measures/Goals 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	FY2020 Actual	FY2021 Estimated	FY2022 Budget	Variance FY2021 vs. FY2022	
				Amount	Percent
Salaries	1,872,139	1,888,511	1,921,917	33,406	1.77%
Benefits	710,873	711,477	716,209	4,732	0.67%
Services and Supplies	173,288	103,566	103,566	-	0.00%
Expenditure Total	\$ 2,756,300	\$ 2,703,554	\$ 2,741,692	\$ 38,138	1.41%

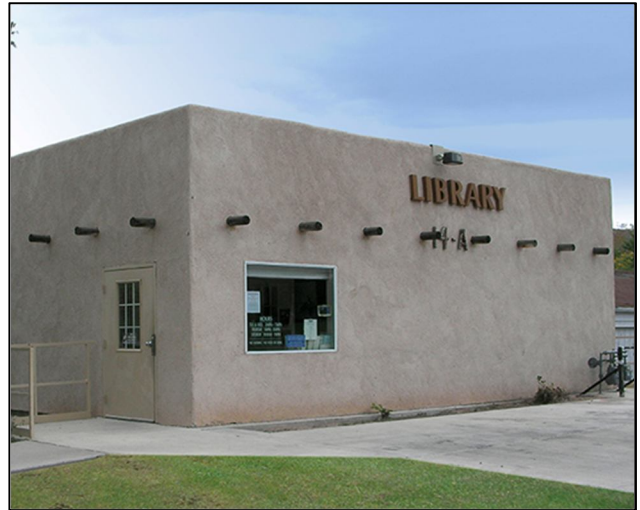
Significant Program Changes

Changed reporting structure so Regional Manager will directly supervise a mix of Urban and Outlying Libraries and implementing succession planning initiatives. Adopted new services such as curbside and different methods of providing programming including online and take-and-make activities that were a response to COVID-19. We forged new partnerships with services such as Nevada Legal Aid, and expanded partner programming with existing partners like Three Square. Staff will be more involved with library programming and outreach. Allowing Outlying branches to revise hours to those that work best for their community.

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 2021-2022 budget for the Blue Diamond Library amounts to \$76,057. The Services and Supplies budget amounts to \$19,466.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	60,067	61,930	45,362	(16,568)	(26.75%)
Benefits	15,724	15,870	11,229	(4,641)	(29.24%)
Services and Supplies	21,406	19,466	19,466	-	-
Expenditure Total	\$ 97,197	\$ 97,266	\$ 76,057	\$ (21,209)	(21.81%)

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Library Assistant	-	1.00	0.30	0.30	-
Library Associate	-	1.00	0.63	0.63	-
Totals	-	2.00	0.93	0.93	-

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 as a source for learning materials and services by Clark County Parks and Recreation in support of special programs and learning activities. 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 2021-2022 budget for the Bunkerville Library amounts to \$61,328. The Services and Supplies budget amounts to \$5,000.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	46,953	42,944	45,043	2,099	4.89%
Benefits	11,433	10,487	11,285	798	7.61%
Services and Supplies	1,772	5,000	5,000	-	-
Expenditure Total	\$ 60,158	\$ 58,431	\$ 61,328	\$ 2,897	4.96%

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Library Assistant	-	1.00	0.30	0.30	-
Library Associate	-	1.00	0.63	0.63	-
Totals	-	2.00	0.93	0.93	-

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 2021-2022 budget for the Goodsprings Library is \$82,779. The Services and Supplies budget amounts to \$650.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	47,909	46,236	49,285	3,049	6.59%
Benefits	30,980	30,381	32,844	2,463	8.11%
Services and Supplies	2,022	650	650	-	-
Expenditure Total	\$ 80,911	\$ 77,267	\$ 82,779	\$ 5,512	7.13%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Library Associate	1.00	-	0.75	0.75	-
Totals	1.00	-	0.75	0.75	-

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 2021-2022 budget for the Indian Springs Library is \$110,509. The Services and Supplies budget amounts to \$3,900.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	78,052	76,923	81,646	4,723	6.14%
Benefits	24,012	23,169	24,963	1,794	7.74%
Services and Supplies	2,138	3,900	3,900	-	-
Expenditure Total	\$ 104,202	\$ 103,992	\$ 110,509	\$ 6,517	6.27%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Library Assistant	-	1.00	0.48	0.48	-
Library Associate	1.00	-	0.75	0.75	-
Totals	1.00	1.00	1.23	1.23	-

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 2021-2022 budget for the Laughlin Library is \$726,089. The Services and Supplies budget amounts to \$19,000.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	460,236	468,069	483,467	15,398	3.29%
Benefits	208,165	210,567	223,622	13,055	6.20%
Services and Supplies	53,219	19,000	19,000	-	-
Expenditure Total	\$ 721,620	\$ 697,636	\$ 726,089	\$ 28,453	4.08%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Branch Manager	1.00	-	1.00	1.00	-
Circulation Assistant	-	1.00	0.47	0.47	-
Library Assistant	5.00	1.00	5.48	5.48	-
Outlying Branch Department Head	1.00	-	1.00	1.00	-
Page	-	4.00	1.20	1.20	-
Totals	7.00	6.00	9.15	9.15	-

MESQUITE LIBRARY CAMPUS

Background

Located in one of the fastest growing cities in Nevada near the Arizona/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 now 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 2021-2022 budget for the Mesquite Library is \$1,072,843. The Services and Supplies budget amounts to \$36,500.

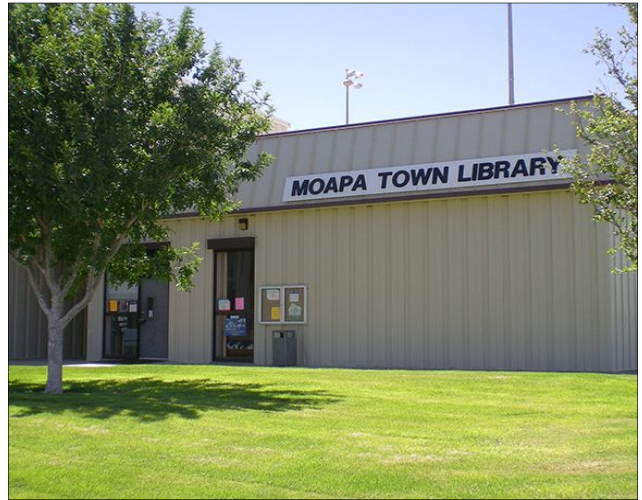
Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	728,716	745,589	757,347	11,758	1.58%
Benefits	278,651	281,614	278,996	(2,618)	(0.93%)
Services and Supplies	59,304	36,500	36,500	-	-
Expenditure Total	\$ 1,066,671	\$ 1,063,703	\$ 1,072,843	\$ 9,140	0.86%

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 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	3.98	3.98	-
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	-
Totals	8.00	15.00	14.33	14.33	-

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 2021-2022 budget for the Moapa Town Library is \$58,868. The Services and Supplies budget amounts to \$2,450.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	60,923	59,608	45,169	(14,439)	(24.22%)
Benefits	16,363	15,377	11,249	(4,128)	(26.85%)
Services and Supplies	3,273	2,450	2,450	-	-
Expenditure Total	\$ 80,559	\$ 77,435	\$ 58,868	\$ (18,567)	(23.98%)

Authorized Personnel	Full Time	Part Time	FY2021 Actual FTE	FY2022 Budget FTE	Variance
Library Assistant	-	1.00	0.30	0.30	-
Library Associate	-	1.00	0.63	0.63	-
Totals	-	2.00	0.93	0.93	-

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 2021-2022 budget for the Moapa Valley Library is \$328,880. The Services and Supplies budget amounts to \$8,200.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	212,520	214,753	237,050	22,297	10.38%
Benefits	86,848	86,817	83,630	(3,187)	(3.67%)
Services and Supplies	14,660	8,200	8,200	-	-
Expenditure Total	\$ 314,028	\$ 309,770	\$ 328,880	\$ 19,110	6.17%

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Library Assistant	1.00	4.00	3.15	3.15	-
Page	-	3.00	0.75	0.75	-
Senior Library Associate	1.00	-	1.00	1.00	-
Totals	2.00	7.00	4.90	4.90	-

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 and a beautiful backyard which hosts a community garden. 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 2021-2022 budget for the Mount Charleston Library is \$65,763. The Services and Supplies budget amounts to \$2,500.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	53,783	54,440	51,559	(2,881)	(5.29%)
Benefits	12,658	12,319	11,704	(615)	(4.99%)
Services and Supplies	10,914	2,500	2,500	-	-
Expenditure Total	\$ 77,355	\$ 69,259	\$ 65,763	\$ (3,496)	(5.05%)

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Library Assistant	-	1.00	0.48	0.48	-
Library Associate	-	1.00	0.62	0.62	-
Totals	-	2.00	1.10	1.10	-

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 2021-2022 budget for the Sandy Valley Library is \$96,110. The Services and Supplies budget amounts to \$3,100.

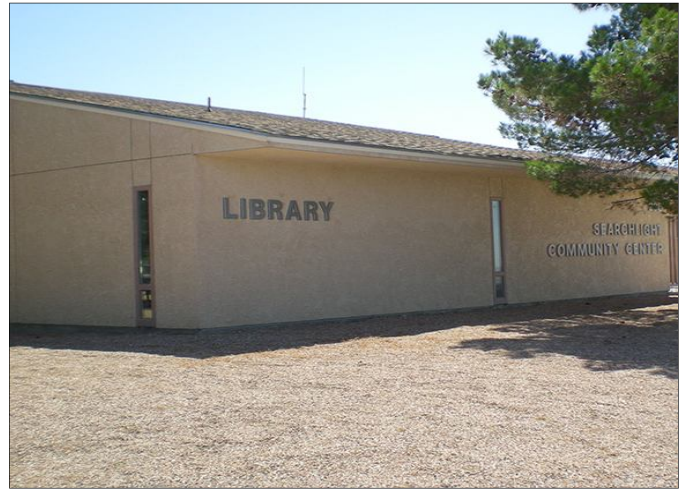
Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	73,564	72,513	78,330	5,817	8.02%
Benefits	13,906	13,524	14,680	1,156	8.55%
Services and Supplies	1,135	3,100	3,100	-	-
Expenditure Total	\$ 88,605	\$ 89,137	\$ 96,110	\$ 6,973	7.82%

Authorized Personnel			FY2021	FY2022	Variance
	Full Time	Part Time	Actual FTE	Budget FTE	
Library Assistant	-	2.00	0.95	0.95	-
Library Associate	-	1.00	0.63	0.63	-
Totals	-	3.00	1.58	1.58	-

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 Colorado River Food Bank 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 2021-2022 budget for the Searchlight Library is \$62,466. The Services and Supplies budget amounts to \$2,800.

Expenditure by Type	FY2020	FY2021	FY2022	Variance FY2021 vs. FY2022	
	Actual	Estimated	Budget	Amount	Percent
Salaries	49,416	45,506	47,659	2,153	4.73%
Benefits	12,133	11,352	12,007	655	5.77%
Services and Supplies	3,445	2,800	2,800	-	-
Expenditure Total	\$ 64,994	\$ 59,658	\$ 62,466	\$ 2,808	4.71%

Authorized Personnel	Full Time	Part Time	FY2021	FY2022	Variance
			Actual FTE	Budget FTE	
Library Assistant	-	1.00	0.30	0.30	-
Library Associate	-	1.00	0.63	0.63	-
Totals	-	2.00	0.93	0.93	-

CAPITAL PROJECTS FUND

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

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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 \$5.9 million for construction of future 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

	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
Revenues:					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	356,144	25,000	50,000	30,000	(20,000)	(40.00%)
Total Revenues	356,144	25,000	50,000	30,000	(20,000)	(40.00%)
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	3,204,358	2,455,500	2,926,700	3,980,300	1,053,600	36.00%
Library Materials	-	-	-	-	-	-
Capital Outlay	856,897	1,102,000	1,132,000	1,961,200	829,200	73.25%
Total Expenditures	4,061,255	3,557,500	4,058,700	5,941,500	1,882,800	46.39%
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(3,705,111)	(3,532,500)	(4,008,700)	(5,911,500)	(1,902,800)	47.47%
Beginning Fund Balance	9,926,478	9,221,367	8,391,378	5,688,867	(2,702,511)	(32.21%)
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	3,000,000	-	-	19,000,000	19,000,000	-
Transfers (to) Other Capital Programs	-	(4,235,567)	(4,839,136)	-	4,839,136	(100.00%)
Transfers from Other Capital Programs	-	4,235,567	4,839,136	-	(4,839,136)	(100.00%)
Proceeds from sale of capital assets	-	-	-	-	-	-
Ending Fund Balance	\$ 9,221,367	\$ 5,688,867	\$ 4,382,678	\$ 18,777,367	\$ 14,394,689	328.45%

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 2021-2022.

Statement of Revenues, Expenditures, and Changes in Fund Balance

	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Revenues:						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	-	-	-	-	-	-
Beginning Fund Balance	281,992	281,992	281,992	-	(281,992)	(100.00%)
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	(281,992)	(281,992)	-	281,992	(100.00%)
Ending Fund Balance	\$ 281,992	\$ -	\$ -	\$ -	\$ -	-

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 2021-2022 will be \$4,231,314. Appropriations of \$1,585,000 are proposed for technology replacements and upgrade projects during Fiscal Year 2021-2022.

Statement of Revenues, Expenditures, and Changes in Fund Balance

	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Revenues:						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	590,078	1,345,000	1,345,000	1,300,000	(45,000)	(3.35%)
Library Materials	-	-	-	-	-	-
Capital Outlay	577,421	402,000	402,000	285,000	(117,000)	(29.10%)
Total Expenditures	1,167,499	1,747,000	1,747,000	1,585,000	(162,000)	(9.27%)
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(1,167,499)	(1,747,000)	(1,747,000)	(1,585,000)	162,000	(9.27%)
Beginning Fund Balance	1,107,776	1,340,277	1,180,776	1,816,314	635,538	53.82%
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	1,400,000	-	-	4,000,000	4,000,000	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	2,223,037	2,223,037	-	(2,223,037)	(100.00%)
Ending Fund Balance	\$ 1,340,277	\$ 1,816,314	\$ 1,656,813	\$ 4,231,314	\$ 2,574,501	155.39%

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 24 and 34 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 fund balance at the end of Fiscal Year 2021-2022 will be at \$4,587,283. Appropriations of \$2.5 million are for replacements and unanticipated emergency repairs.

Statement of Revenues, Expenditures, and Changes in Fund Balance

	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Revenues:						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	356,144	25,000	50,000	-	(50,000)	(100.00%)
Total Revenues	356,144	25,000	50,000	-	(50,000)	(100.00%)
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	1,183,295	827,000	827,000	1,843,500	1,016,500	122.91%
Library Materials	-	-	-	-	-	0.00%
Capital Outlay	-	600,000	600,000	700,000	100,000	16.67%
Total Expenditures	1,183,295	1,427,000	1,427,000	2,543,500	1,116,500	78.24%
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(827,151)	(1,402,000)	(1,377,000)	(2,543,500)	(1,166,500)	84.71%
Beginning Fund Balance	1,647,404	2,020,253	1,047,404	2,630,783	1,583,379	151.17%
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	1,200,000	-	-	4,500,000	4,500,000	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	2,012,530	2,516,099	-	(2,516,099)	(100.00%)
Ending Fund Balance	\$ 2,020,253	\$ 2,630,783	\$ 2,186,503	\$ 4,587,283	\$ 2,400,780	109.80%

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. In Fiscal Year 2021-2022 there are no planned capital expenditures for branch projects.

Statement of Revenues, Expenditures, and Changes in Fund Balance

	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Revenues:						
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	30,000	30,000	-
Total Revenues	-	-	-	30,000	30,000	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	1,140,669	-	-	160,000	160,000	-
Library Materials	-	-	-	-	-	-
Capital Outlay	-	-	-	400,000	400,000	-
Total Expenditures	1,140,669	-	-	560,000	560,000	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(1,140,669)	-	-	(530,000)	(530,000)	-
Beginning Fund Balance	4,810,137	3,669,468	4,273,037	-	(4,273,037)	(100.00%)
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	9,000,000	9,000,000	-
Transfers (to) Other Capital Programs	-	(3,669,468)	(4,273,037)	-	4,273,037	(100.00%)
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 3,669,468	\$ -	\$ -	\$ 8,470,000	\$ 8,470,000	-

LIBRARY MATERIALS PROGRAM

Background

This program was established to provide funds for the cost of library materials for future library branches. There are no planned expenditures in Fiscal Year 2021-2022.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	-	-	-	-	-	-
Beginning Fund Balance	284,107	284,107	284,107	-	(284,107)	(100.00%)
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	(284,107)	(284,107)	-	284,107	(100.00%)
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 284,107	\$ -	\$ -	\$ -	\$ -	-

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 \$150,000 has been appropriated in Fiscal Year 2021-2022.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Capital Outlay	230,998	50,000	50,000	150,000	100,000	200.00%
Total Expenditures	230,998	50,000	50,000	150,000	100,000	200.00%
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(230,998)	(50,000)	(50,000)	(150,000)	(100,000)	200.00%
Beginning Fund Balance	489,692	258,694	258,692	208,694	(49,998)	(19.33%)
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	500,000	500,000	-
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 258,694	\$ 208,694	\$ 208,692	\$ 558,694	\$ 350,002	167.71%

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 \$75,000 has been appropriated in Fiscal Year 2021-2022 to purchase new furniture for several libraries.

Statement of Revenues, Expenditures, and Changes in Fund Balance

	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
Revenues:	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	60,915	50,000	50,000	75,000	25,000	50.00%
Library Materials	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenditures	60,915	50,000	50,000	75,000	25,000	50.00%
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(60,915)	(50,000)	(50,000)	(75,000)	(25,000)	50.00%
Beginning Fund Balance	269,158	208,243	204,158	158,243	(45,915)	(22.49%)
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	500,000	500,000	-
Transfers from Other Capital Programs	-	-	100,000	-	(100,000)	(100.00%)
Ending Fund Balance	\$ 208,243	\$ 158,243	\$ 254,158	\$ 583,243	\$ 329,085	129.48%

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 2021-2022.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	55,531	100,000	225,000	225,000	-	-
Library Materials	-	-	-	-	-	-
Capital Outlay	18,550	50,000	80,000	80,000	-	-
Total Expenditures	74,081	150,000	305,000	305,000	-	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(74,081)	(150,000)	(305,000)	(305,000)	-	-
Beginning Fund Balance	432,319	658,238	357,319	508,238	150,919	42.24%
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	300,000	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 658,238	\$ 508,238	\$ 52,319	\$ 203,238	\$ 150,919	288.46%

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 \$723,000 has been appropriated in Fiscal Year 2021-2022.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenditures by Function:						
Salaries and Benefits	-	-	-	-	-	-
Services and Supplies	173,870	133,500	479,700	376,800	(102,900)	(21.45%)
Library Materials	-	-	-	-	-	-
Capital Outlay	29,928	-	-	346,200	346,200	-
Total Expenditures	203,798	133,500	479,700	723,000	243,300	50.72%
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(203,798)	(133,500)	(479,700)	(723,000)	(243,300)	50.72%
Beginning Fund Balance	603,893	500,095	503,893	366,595	(137,298)	(27.25%)
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	100,000	-	-	500,000	500,000	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 500,095	\$ 366,595	\$ 24,193	\$ 143,595	\$ 119,402	493.54%

SPECIAL REVENUE FUNDS

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

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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

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	954,435	1,800,000	1,800,000	1,800,000	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	2,870	200,000	200,000	200,000	-	-
Contributions & Donations	316,737	615,000	615,000	615,000	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	1,274,042	2,615,000	2,615,000	2,615,000	-	-
Expenditures by Function:						
Program Delivery Services	333,030	815,000	815,000	815,000	-	-
Program Support Services	954,435	1,800,000	1,800,000	1,800,000	-	-
Administrative Support Services	-	-	-	-	-	-
Total Expenditures	1,287,465	2,615,000	2,615,000	2,615,000	-	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(13,423)	-	-	-	-	-
Beginning Fund Balance	645,078	631,655	631,655	631,655	-	-
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 631,655	\$ 631,655	\$ 631,655	\$ 631,655	\$ -	-

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 purposes of funding District programs and projects.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	2,870	200,000	200,000	200,000	-	-
Contributions & Donations	316,737	615,000	615,000	615,000	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	319,607	815,000	815,000	815,000	-	-
Expenditures by Function:						
Salaries	50,000	-	-	-	-	-
Benefits	-	-	-	-	-	-
Services and Supplies	283,030	715,000	715,000	715,000	-	-
Library Materials	-	-	-	-	-	-
Capital Outlay	-	100,000	100,000	100,000	-	-
Total Expenditures	333,030	815,000	815,000	815,000	-	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(13,423)	-	-	-	-	-
Beginning Fund Balance	488,325	474,902	474,902	474,902	-	-
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 474,902	\$ 474,902	\$ 474,902	\$ 474,902	\$ -	-

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

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	-	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	954,435	1,800,000	1,800,000	1,800,000	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-
Total Revenues	954,435	1,800,000	1,800,000	1,800,000	-	-
Expenditures by Function:						
Salaries	297,343	480,000	480,000	480,000	-	-
Benefits	137,692	210,000	210,000	210,000	-	-
Services and Supplies	370,248	500,000	500,000	500,000	-	-
Library Materials	149,152	150,000	150,000	150,000	-	-
Capital Outlay	-	460,000	460,000	460,000	-	-
Total Expenditures	954,435	1,800,000	1,800,000	1,800,000	-	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	-	-	-	-	-	-
Beginning Fund Balance	146,753	146,753	146,753	146,753	-	-
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 146,753	\$ 146,753	\$ 146,753	\$ 146,753	\$ -	-

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DEBT SERVICE FUND

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

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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.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Revenues:	2019-2020	2020-2021	2020-2021	2021-2022	Variance 2020-2021 vs.	
	Actual	Estimated	Budget	Budget	2021-2022 Budget	
					Amount	Percent
Property Taxes	14	-	-	-	-	-
Consolidated Sales Tax	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Investment Income	4,048	10,000	10,000	10,000	-	-
Total Revenues	4,062	10,000	10,000	10,000	-	-
Expenditures by Function:						
Program Delivery Services	-	-	-	-	-	-
Program Support Services	-	-	-	-	-	-
Administrative Support Services	4,825	10,000	10,000	10,000	-	-
Debt Service	-	-	-	-	-	-
Total Expenditures	4,825	10,000	10,000	10,000	-	-
Excess (Deficiency) of Revenues						
Over (Under) Expenditures	(763)	-	-	-	-	-
Beginning Fund Balance	601,411	600,648	600,648	600,648	-	-
Other Financing Sources and Uses:						
Transfers (to) Other Funds	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Transfers (to) Other Capital Programs	-	-	-	-	-	-
Transfers from Other Capital Programs	-	-	-	-	-	-
Ending Fund Balance	\$ 600,648	\$ 600,648	\$ 600,648	\$ 600,648	\$ -	-

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STATUTORY BUDGET CALENDAR

Date	Action	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>The 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

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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:

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.

ANNUAL FINANCIAL REPORT (AFR):

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

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 three forms: GAAP, cash, or modified accrual.

BENCHMARK:

A quantifiable performance level used to assess the extent to 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 must follow 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 investments.

BUDGET MESSAGE:

A message prepared by the Executive Director and Chief Financial Officer explaining the annual proposed budget, articulating the strategies and budget Programs 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, vehicles, 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.

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 which 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 sub-divided 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 loss or 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:

Used in governmental fund types (general, special revenue, debt service, and capital project funds). 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. 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. Includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income, and miscellaneous revenue. See *Operating Revenues*.

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 and supplies typically used within the year. These are small ticket items that are typically expensed.

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.