

## ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
January 11, 2024**

DATE: Thursday, January 11, 2024

TIME: 5:00 p.m.

PLACE: Whitney Library  
5175 E Tropicana Ave  
Las Vegas, NV 89122 and

Online via YouTube

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

I. Roll Call and Pledge of Allegiance

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. Anyone wishing to speak during this item must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter's name, legal address, and the agenda item that is being commented on. Commenters should state if they want their remarks included in the minutes of the meeting. If there is no agenda item listed, the person will be called on at the end of the meeting.

The public comment period at library district board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment. Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the Chair has the authority to grant additional time to a speaker.

Anyone wishing to comment via email under this item must send an email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). The email must include the commenter's name, legal address, and the agenda item that is being commented on. Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting. Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

Any comments which do not identify an agenda item will be read at the end of the meeting.

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III. Board Action to accept Proposed Agenda (For possible action)

IV. Approval of Proposed Minutes (For possible action)

A. [Finance and Audit Committee Meeting, November 6, 2023](#)

V. Chair's Report

A. Trustees Report

VI. Library Reports

Possible Board discussion of one or more staff reports outlining library activities and highlighting selected administrative activities following the preceding Board meeting.

Trustees should indicate the individual reports they would prefer to discuss.

A. [Executive Director's Report - Kelvin Watson](#)

1. Program and Delivery Services

a. [Library Operations and Security Reports and Monthly Statistics](#)

2. Program Support Services

a. [Branding and Marketing Report and Monthly Statistics](#)

b. [Community Engagement Report and Monthly Statistics](#)

c. [Development and Planning Report](#)

d. [Information Technology Report](#)

3. Administrative Support Services

a. [Financial Services Report](#)

b. [General Services Report](#)

c. [Human Resources Report](#)

VII. Unfinished Business- None

VIII. New Business- None

A. Consent Agenda

The Consent Agenda may be approved in its entirety by a motion or individual items may be considered separately.

B. Regular Agenda

IX. Executive Session regarding litigation, budget, and labor issues. If necessary, this will be a closed session estimated to require up to 45 minutes.

X. Announcements

The Finance and Audit Committee meeting will be held on Monday, February 12, 2024 at 3:30 pm via zoom.

The February Board meeting will be held on Thursday, February 15, 2024, at 5:00pm. Location: Summerlin Library, 1771 Inner Cir Drive, Las Vegas, NV 89134.

The March Board meeting will be held on Thursday, March 14, 2024, at 5:00pm. Location: Windmill Library, 7060 W Windmill Lane, Las Vegas, NV 89113.

The April Board meeting will be held on Thursday, April 11, 2024, at 5:00pm. Location: Mesquite Library, 121 W 1<sup>st</sup> N St, Mesquite, NV 89027.

XI. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter's name and legal address, and this agenda item. Commenters should state if they want their remarks included in the minutes of the meeting.

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## XII. Adjournment

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

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL EBONI NANCE AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

NOTE: PLEASE CONTACT EBONI NANCE AT (702) 507-6186 OR [nanceea@lvccld.org](mailto:nanceea@lvccld.org) TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN BE FOUND AT <https://lvccld.org/board/board-of-trustees-meetings/>.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, [www.lvccld.org](http://www.lvccld.org) and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, January 5, 2024, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:



1. Clark County Library  
1401 Flamingo Road  
Las Vegas, NV 89119
2. East Las Vegas Library  
2851 Bonanza Road  
Las Vegas, NV 89101
3. Sunrise Library  
5400 E. Harris Avenue  
Las Vegas, NV 89110
4. West Charleston Library  
6301 Charleston Boulevard  
Las Vegas, NV 89146
5. West Las Vegas Library  
951 Lake Mead Boulevard  
Las Vegas, NV 89106
6. Windmill Library  
7060 Windmill Lane  
Las Vegas, NV 89113
7. Las Vegas-Clark County Library District website  
[www.lvcclld.org](http://www.lvcclld.org)

C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.

D. Live Stream Connection information:  
[https://www.youtube.com/watch?v=-h\\_4Q67xzCk](https://www.youtube.com/watch?v=-h_4Q67xzCk) or

Visit the Library District's YouTube channel:  
[Youtube.com/TheLibraryDistrict](https://www.youtube.com/TheLibraryDistrict)

## ITEM IV.A.

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE MEETING  
LAS VEGAS, NEVADA  
November 6, 2023**

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in regular session via Zoom at 3:30 p.m., Monday, November 6, 2023.

**Present:** Committee: K. Rogers, Chair  
K. Benavidez  
N. Waugh  
K. Turner-Whiteley

Trustees: K. Dutkowski  
E. Sanchez

Counsel: G. Welt

Absent: E. Foyt (Excused)

Staff: Floresto Cabias and Other Library District Staff

Presenters: Ryan Kenter, Crescent Growth Capital LLC  
McKay Hall, HintonBurdick CPAs & Advisors

K. Rogers, Chair, called the meeting to order at 3:31 p.m.

**Roll Call** All members listed above represent a quorum. Appendix A.

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

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

**Update on the  
District's financial  
operations. (For  
discussion only.) No  
action will be taken.  
(Item IV.)** Chair Rogers introduced CFO Floresto Cabias. Cabias stated he was expecting Ryan Kenter with Crescent Growth Capital for discussion regarding the New Market Tax Credit Program, but he had not yet arrived. Cabias continued and said, as a refresher, these are the nonprofit organizations that receive federal allocation to invest in distressed communities like our community in the Historic Westside. We had the opportunity to take some of these entities on tours of our libraries and show them the West Las Vegas site to let them know what they are investing in and to see the community benefits that are going to be provided by this new library. Mr. Kenter will discuss his conversations with the community development entities, as there are a number of them that are interested in our West Las Vegas project. He will go over the time line, where we stand now and what the schedule looks like going forward.

Trustee Sanchez asked if it would be possible to get a one-page timeline after the meeting and Cabias answered, absolutely.

Ryan Kenter arrived at the meeting and Cabias introduced him and turned the presentation over to Kenter.

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Kenter stated he had been speaking with Community Development Entities (CDEs) over the last two months and in September the allocation awards were announced. A number of CDEs who have an interest in the West Las Vegas Library won awards. The first one would be Enterprise Bank. They are a CDE out of St. Louis, MO. They are going to committee tomorrow for between 5 and 10 million in allocation. Kenter reiterated that we are looking at trying to get 30 million in allocation on this project. Given the interest we have, we may be able to upsize that sum. He continued stating that Clearinghouse, a CDE on the West Coast, which also participated in the Mesquite transaction, will also do up to 10 million. Potentially, right there, it could be as high as 20 million between the two CDEs mentioned.

Kenter added Accion Opportunity Fund, out of San Jose, CA are looking at this project for 10.5 million. They were hosted on our site visit last month. Accion has been asking a number of follow up questions and the process seems to be going well. Finally, McCormick Baron Salazar, based in St. Louis, MO might have up to 7.5 million for us. Kenter stated all of this is in flux right now and hoping this settles down after Thanksgiving.

On the investor side, where the investor CDE is the banks who buy the tax credit, we have two leaders, Chase, who also did the Mesquite deal, and Capital One, who did the East Las Vegas project. Chase is being very aggressive. They are going to their investment committee to get approval now. The hope is that they could bring in 3 to 4 million of allocation. Kenter noted that typically bank allocation does not come with CDE fees, so the 3 million dollar bank allocation is probably equivalent to a 5 million nonbank allocation. Capital One is also very interested but are taking a bit more of a wait and see approach.

Cabias asked that before we go further, could Kenter give us a general overview of what these dollars mean, the net benefit impact? Could you explain that we get a certain percentage of that allocation that is contributed towards construction of the West Las Vegas Library? Kenter responded, we tell sponsors that on a 10 million dollar allocation, they can expect a net benefit from the New Market Tax Credits of about 15%, so 1.5 million. On a 10 million dollar deal, rather than spending 10 million, the library would have to spend 8.5 million, and then the tax credit equity or net benefit covers that other 1.5 million. Kenter continued, when you are talking about 30 million in allocation, that net benefit on 15% is about 4.5 million. We might be able to do a little bit better than that but will be conservative up front and see where the CDE fees come in and go from there.

Cabias asked what is the total now based on the interest that you just described to us from these CDEs? Kenter replied that if Enterprise comes in at 10, I think Clearinghouse could be at 10 as well. There is 20, and Accion is at 10.5, that's 30.5. If Chase comes in at 3, that's 33.5. That's probably where we are right now. There could be an additional CDE or two that comes in with some additional allocation. Kenter also mentioned that between predevelopment costs and FF&E and so forth, we do have the potential to go higher, but our goal was always 25 to 30 million. And by the way, in terms of timeline, the application for the next round came out last week.

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Kenter said, more importantly, the threshold deadline came out. That is when the awards are announced. The Treasury says you have until a certain date to get 20% of the award that we just gave you out into closed deals and that date is March 21, 2024. Kenter went on to say that the average amount of time it takes to close the deal from the time LOIs (Letters of Intent) and term sheets are executed to closing is typically 90 days.

Kenter added, part of the great interest in the library is that The Library District has done two deals before. The District knows how this works and frankly with Floresto, John and your team, you have the horsepower to get this done under that time frame, so that is certainly a good thing.

Cabias said, just to summarize, the 25 to 30 million dollars Ryan refers to as our goal is matching the cost of construction for the West Las Vegas Library project. Our current budget is \$35 million. At our last meeting, General Services Director, John Vino pointed out that the budget could increase because of escalating construction costs up to 36 or 37 million dollars. Even if the cost of this project gets to 40 million dollars, which we do not expect, we are prepared to provide funding and finish construction, even at that dollar amount. With the New Markets Tax Credits, as Ryan is describing, we could go up to 40 million dollars if that is the cost of West Las Vegas. That would be 100% allocation and the maximum amount of New Markets funding we could receive. I just wanted to put that in context.

Moving on to investor banks, Kenter said with Chase and Capital One potentially at 3 to 4 million in allocation, I did want to mention to you that we are talking to a couple of other CDEs, who have participated in the Nevada State New Market Tax Credit program. For the Board's benefit, that is a program that essentially piggybacks off the federal program with the difference being that the tax credit goes to the state franchise tax liability. The interesting thing about this program is that deals cannot close until June 1, 2024. As I understand it, they have the 2-year look back period that the federal side does too. All of this to say that a couple of CDEs who participated in the state program, not the ones I mentioned, but other ones are looking at potentially participating in the state program. Our goal is to get the federal program done now and come back to the state program. We could possibly close the 30 million dollar deal now and also close another deal in the summer. This is because when you close a New Market Tax Credit deal, you have 12 months to spend those funds and you also have a 24 month look back period. Given the construction time frame, it puts us in line for the next round of allocation. Kenter said he talked with the Las Vegas CDE and they wanted to do this deal but their application did not go through successfully and they were very bummed out about that. Theoretically, if they win the next round, there may be some additional room. It can play out a number of ways. The great news is this project is getting a lot of interest from a lot of different people.

Cabias added that the FF&E or furniture, fixtures and equipment, is additional cost not part of the construction of the library itself. There are even more costs that would benefit from getting more allocation from these CDEs. Ryan and Crescent Grown Capital have made significant

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efforts in promoting and raising as much funds as possible for this project.

Cabias continued, just to confirm, some of these CDEs could be awarded funding in the next round, does this mean next fiscal year, meaning we could close 30 million dollars this fiscal year and raise more funds in the new fiscal year, say the summer of next year? Kenter agreed, saying we are putting projects in people's applications right now for the next round, so it is something to think about. Cabias asked if there were any questions from the Trustees?

Trustee Sanchez asked if the cost is more expensive because prices are going up or inflation, and we go up to 37 million, but then go under budget say at 35 million, is there a penalty or how does that work?

Kenter answered, I want to back up for a quick second. You mentioned 30 million, I am talking about 30 million in allocation authority. So when I talk about the net benefit on 30 million at 15%, being 4.5 million, the library would use 25.5 million of its own funds and combine that with the 4.5 million of the net benefit from the tax credits and that is how you get your 30 million dollar project. In the question of - is there a penalty, typically we have not seen a penalty basically because everything we are seeing is going over budget. But no, to answer your question, at least so far, everybody has been able to figure out a way to spend that money.

Cabias added it's probably not very common that an organization receives 100% of New Markets funding to match the cost of their project. Here at The Library District, for the West Las Vegas Library, there will probably be no shortage of costs that qualify for New Markets funding. The building itself could be around 35 million, and we talked about FF&E up to a million dollars of a brand new collection that would be provided to the new library. That is another cost that is eligible for New Market support. Kenter replied that is correct, it is eligible.

Cabias asked if there were any questions about the deadlines and none were asked.

Cabias asked Kenter to go over an example of the logistics with respect to the role that the Library District's Foundation plays. The District, as a sponsor of this program, would be transferring money over to the Foundation so they can play their role as the leverage lender. Can you cover that briefly? Kenter responded, let's say these CDEs, Accion, Enterprise, Clearinghouse and Chase have a combination as a group of 30 million in allocation. They send all of the LOIs and term sheets. The District executes them and we start closing. We go through checklists and run a preliminary model based off of the pricing and fees and, at the time of closing, this will show how much the leveraged lender, The Foundation, will need to have at closing. If 4.5 million is coming from New Market Tax Credits, 25.5 million needs to come from the Foundation. Whatever closing date we come up with, the Foundation will need to have in its possession that 25.5 million (example). It does not need to be there today, but it does on closing day.

Cabias added, I wanted to emphasize that for the Finance & Audit Committee, because this is something that impacts our budget. As we discussed in previous meetings, we have been well prepared to fund

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construction of the West Las Vegas Library project. We definitely have that money going to work in our investments accounts while it is waiting to be spent on construction or transfer to the Library District Foundation. Our budget in the Capital Projects Fund for the new library was based on our original goal of about 25 to 30 million dollars. Now that we know the potential is as much as 35 to 40 million dollars, we will need to raise the Capital Projects Fund expenditure budget so that the District can actually transfer funds up to 40 million dollars to the Foundation and be ready for closing. This will likely be an agenda item in January when we have more information.

Cabias continued, one more thing I want to cover is the engagement of Novogradac with the Library District Foundation. Novogradac is the CPA firm, the last member of our team, that will be going to work soon. They will be preparing the forecasts that are required for the New Markets process. Can you talk about the work Novogradac will be performing Mr. Kenter? Kenter responded, we work with them constantly on all of our deals with the group out of Dover, Ohio. They take the flow charts and blow out every piece of it and usually ends up being a 90-100 page model. They will do agreed upon procedures based on any number of different items specific to the project. We want them engaged sooner rather than later. We want them to have a head start on that model given the number of potential CDEs and investors on this deal. Cabias added that we have monthly Board meetings where the term sheets can be approved or, if needed, a special meeting of the Board can be called in order to provide that approval. I will add that just like Crescent Growth Capital and Novogradac, our accountants will be engaging the Foundation directly. This is our standard practice. The Library staff will be attending the Foundation's next Board Meeting on November 16<sup>th</sup> to recommend the Board of Directors approve an engagement between the Foundation and Novogradac. Are there any questions?

Chair Rogers asked, could you inform the Board concerning once those transfers are made into the Foundation's account, how construction expenses are paid? Cabias responded that once the transfer is made to the Foundation, it is traditionally controlled or managed by the District. We work closely with the contractors and the construction managers so the District actually makes that expenditure along the way when construction starts. Then that is reimbursed by the New Market structure; one of our New Markets entities. Chair Rogers added, I just wanted to hear that response with Board members going through the first process and assuring them that all those things are covered and we are following the same processing protocols as the two previous deals in this relationship.

Trustee Sanchez asked is there are any signatures necessary from the Foundation? Kenter said he would check and find out. Cabias added that from memory, the CFO of the District signs quite a few of the documents, most of them, but we will definitely provide that information and get verification. Chair Rogers responded that whatever sort of commitments that need to come from the Foundation or responsibilities should be laid out clearly when you do the presentation at their Board meeting. Cabias advised he would do so. Chair Rogers asked if there were any additional questions and there were none. Cabias thanked Kenter for the detailed

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update. Kenter replied, thank you for having me.

Chair Rogers moved on to Agenda Item IV.B, which is discussion and possible Committee action regarding a recommendation to accept Fiscal Year 2022-2023 Audit Report and acceptance of the Fiscal Year 2022-2023 Audit at the Board of Trustees' meeting on November 9, 2023. Floresto, I presume you will be taking the lead on this one.

Cabias began, it's that time of year again. With respect to the audit, it is McKay Hall, who is with HintonBurdick, our partner on our audit engagement. This is HintonBurdick's second year of auditing our financial statements. I want to acknowledge their professionalism and expertise in taking advantage of the synergies we have gained by one CPA firm performing audits on all of our entities. The Library District is also made up of other component units, which includes the Library District Foundation and two nonprofit corporations we discussed; the East Las Vegas QALICB and the Mesquite Library QALICB. Mr. Hall and his firm performed audits on all four of these entities. The efficiencies they gave to ensure that these audits were done timely was remarkable. I also want to thank our accounting manager, Martha Ford, who can take a lot of credit for ensuring that this audit process went smoothly. The audit is a reflection of the financial work that the District goes through throughout the year. With that, I will let Mr. Hall present the results of the audit.

Hall began by sharing his screen/PowerPoint presentation and said that even under the best of circumstances, an audit can be a bit of an interruption in the normal course of operations and it takes additional work and effort to get through. When you have staff changeovers it can be more so and the District team handled it with great aplomb. I give my commendation and express our gratitude there. This is a quick presentation on the Financial Audit for Fiscal Year 2023, running from July 1, 2022 through June 30, 2023. When we come in to perform a financial audit our objective is to obtain a reasonable assurance whether the financial statements, as a whole, are free from material misstatement. Material misstatements are considered material if there is a substantial likelihood that individually or in aggregate, those misstatements would influence the judgment made by a reasonable user of the financial statements. When we come in, we are performing tests, analytics, confirmations with outside parties and tying the information to supporting documentation, as well as confidence and comfort that the information is being managed and recorded by your financial department. Audits are conducted according to the standards accepted by the United States of America as a special service district, as a local government unit, according to the standards issued by the Comptroller General of the United States. If, in the course of analysis, we note there is a situation that would make it highly likely that a material misstatement would be processed or not caught by the finance department, we call this a material weakness. If a material misstatement would be processed through without being caught, then that would give rise to a significant deficiency finding. We also advise The District where it could improve its efficiency and effectiveness.

Here are the results of the audit for this year. There is an Independent

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Auditor Report for the financial audits on pages 1 through 3 on your Annual Financial Report. We are happy to note and issue an unmodified or a clean report. No qualifications, no modifications. As a Board, you can rely on the information in those financial statements as materially correct based on our test work. There is also a report on compliance and internal controls over financial reporting on pages 63 through 64. We are happy to note that there were no material weaknesses or significant deficiencies for the District for Fiscal Year '23. I think it speaks volumes to the dedication and focus of your team. It is not uncommon for local governments to have a couple, just because people are people. It takes a level of focus, concern and dedication to make sure everything is done properly and there are no material weaknesses or significant deficiencies found. I commend your team there.

With the single audit, that audit entails additional procedures and test work for compliance related to major programs; your major funding sources with federal funding. We are happy to note that with the single audit for the District in Fiscal Year '23, there is an unmodified or a clean opinion.

There are a couple of key numbers you should watch over time. The total net position, equivalent to the District's equity, at the end of Fiscal Year '23 was 215 million. That number, as well as some detail, can be found on pages 14 and 15. Overall the net position increased by \$19,821,637 this year. Unrestricted net position is a good one because that grows. It increased this year by \$15,126,579 from a balance of about 18.5 million last year up to a balance of 33.6 million this year. Classification in net position is in a couple different groups. Net invested in Capital Assets, the District had a balance of 158 million as of June 30, 2023. Those are resources the District can use, but it is not liquid. Restricted, those are typically funds from grants or revenue source that have a very limited or specific purpose. The restricted fund balance net position for the District as of June 30, 2023 was 23.7 million. The unrestricted balance was 33.6 million. You want the net position to be increasing over time, so that is a good number to watch.

We have a five-year trend here on a graphic. This is the three components of equity broken out over the last five years. The top line with the diamonds is your net invested in Capital Assets and, as you can see, it is slowly trending upward and remaining fairly consistent. The red line across the middle with the squares, those are restricted net position, and, as you can see, they go up and down a little bit, but remain fairly consistent. The third line with the triangles is unrestricted net position. Five years ago the District was in a position of a deficit in the unrestricted net position. That has been addressed over the last five years and came up to 18.5 million in 2022 and has continued to increase so that is a good trend.

The next five-year trend we look at is the restricted and unrestricted cash and investments. The line across the bottom with squares is the restricted. The line across the top with the diamonds, that is unrestricted cash. Much like unrestricted net position, there is a lot more availability for the Board to decide exactly how those funds are used. Unrestricted funds have been increasing over the last five years.



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Looking at the General Fund, which is the main operating account for the District. The General Fund is a government fund and its main purpose is not to generate profits, so over time the expectation is that the fund will break even. The District has been able to maintain its revenues and expenditures fairly consistently over the last couple of years.

The Foundation's funds are accumulated in providing resources to the District and we don't generally expect a large gap between revenues and expenses. We can see over the last five years The District has followed that trend.

The Capital Projects Fund is shown with the blue line with diamonds, that is transfers in. The red line with squares are expenditures. The blue line with triangles is the fund balance. Given the nature of the Capital Projects Fund, over time it should zero out. We typically see the resources being gathered and then spent down as the capital projects occur. That is the trend here. Given the projects coming up, we expect to see an increase in the fund balance up from prior years into Fiscal Year '23.

Hall asked if there were any questions? Trustee Sanchez asked if it was possible to have the PowerPoint presentation sent to the Trustees? Cabias responded that he would make sure the PowerPoint goes out to the Trustees and it is a part of the Agenda for the upcoming Board meeting. McKay Hall will be in attendance to answer any questions. Chair Rogers added, if it is not already a part of the Board packet, then we should share it with the Board members, especially those who might be interested in our audit result. Cabias responded by saying it is also available in Diligent. Hall ended the presentation by saying if there were any additional questions, their contact information is on the presentation.

Chair Rogers gave a shout out to the team adding this is the best you can get in terms of an audit result. We appreciate the attention to detail ensuring that we are in compliance in all of our dealings.

Chair Rogers read the Motion to recommend acceptance of the Fiscal Year 2022-2023 Audit as presented by the auditors at the Board of Trustees meeting on November 9, 2023. Chair Waugh so moved. Trustee Benavidez seconded. All Board Members were in agreement and none opposed. Motion carried.

**Public Comment  
(Item V.)**

None.

**Adjournment  
(Item VI.)**

Chair Rogers moved to adjourn the meeting. So moved by Trustee Benavidez and seconded by Chair Waugh. There was no opposition and Chair Rogers adjourned the meeting at 4:39 p.m.

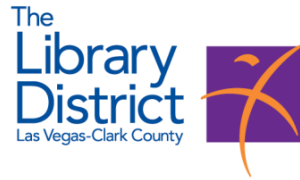
Respectfully submitted,

Dr. Keith Rogers, Committee Chair

## FINANCE AND AUDIT COMMITTEE MEETING

November 6, 2023

	TRUSTEE	2023-2024
	CHAIR ROGERS	Present
	TRUSTEE BENAVIDEZ	Present
	TRUSTEE FOYT	A
	TRUSTEE WAUGH	Present
	TRUSTEE TURNER WHITELEY	Present
	Chair Rogers, you have a quorum	Yes
	And for the record:	
	TRUSTEE JIRON	
	TRUSTEE ORTIZ	
	TRUSTEE SANCHEZ	Present
	TRUSTEE DUTKOWSKI	Present
	TRUSTEE SHELTON	



## ITEM VI.A.

### MEMORANDUM

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**TO:** Board of Trustees

**FROM:** Kelvin A. Watson, Executive Director

**DATE:** December 31, 2023

**SUBJECT:** Executive Director's Monthly Reports, January 2024

This report gives you a review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' January 11, 2024 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Attended the Fundraising reception for Vice Chair Commissioner, Tick Segerblom.

Hosted Library District Time Town Hall Meeting to discuss the 2026 Strategic Playbook updates, goals, and obstacles for the end of 2023 to staff in-person and via live stream.

Attended the Cover Launch for Nevada Business Magazine of Most Respected Leaders of Las Vegas.

Attended the Youth Services Summit for LVCCLD youth services staff.

Attended the Latin Chamber of Commerce Holiday Gala along with other staff members.

Met with Vegas PBS along with JoAnn Prevetti to discuss the District's participation in two-year funded jobtimize project providing an online workforce tool to the community.

Attended the Workforce Talent Pipeline Summit to discuss industry trends, highlight workforce needs, and explore training practices and programs that are seeing success across the region.

Participated in the Las Vegas Trustees and Foundation Board Retreat to discuss goals and working together to the greater good of the Library District.

Attended the Adult Services Summit for LVCCLD adult services staff.

Attended the Las Vegas Southwest Rotary Club meeting to present about Library resources and programming to member of the club.

Presented a Library District update at the Clark County Board of Commissioners meeting to discuss upcoming programs, resources, and partnerships.

Attended the Kiwanis Club of Las Vegas to present about Library resources and programming to member of the club.

Met with Dr. Robert Bush of National Action Network and Gina Glass to discuss a partnership with Dreamsickle Kids Foundation for a health literacy initiative.

Participated in the West Las Vegas Library NMTC Transaction Kick off call to discuss new West Las Vegas Library project.

Interviewed by Rodney Freeman of Reminisce Presentation, LLC.

Inducted into the Sigma Pi Phi Fraternity.

**I attended the following meetings/events during the month of December:**

- Bi-weekly meetings with Administration team
- Attended the LVEA weekly meetings
- ULC Director/CEO weekly zoom
- Met with New Trustee Shelton for Board of Trustee discussion
- Participated in Regular Board of Trustees meeting
- Met with Stephen Pecevich of MWP Entertainment Group
- Participated in the ReadersFirst Working Group
- Participated in consulting meeting with Cindy Fesemyer
- Attended Administration Team Huddle
- Attended the Spring's Preserve Foundation Board Meeting
- Participated in the Southern Nevada Library Director's Meeting
- Participated in the Democracy Advisory Group Meet
- Attended Pitbull Pest Control LVEA member open house
- Attended Kwanza Celebration(s) 2023 at various locations



## ITEM VI.A.1.a.

## MEMORANDUM

**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Leo Segura, Library Operations Director

**DATE:** December 31, 2023

**SUBJECT:** Library Operations Activity Report, January 2024

This memorandum reports on the Library Operations Department's activities and project updates for the month of FEBRUARY 2023 and analytics compiled from the period of **November 1 – November 30, 2023.**

## Powerful People

- Library Operations concluded recruitments for one (1) GCC Library Assistant, one (1) Multi-Services Assistant, two (2) Youth Services Assistants, one (1) Adult Service Assistant, one (1) Customer Services Assistant, and one (1) Library Operations Support Manager.
- The Library District signed up **7,277** new **library card** users in November 2023, a 37% increase over the same month in 2022 and a 15% increase compared year over year.
- **Gate count** in November was **282,129** which was an 09 % decrease from November 2022 but 06 % below the yearly total. The total being reduced can be attributed to more accurate counting of customers entering our facilities. IT has implemented new smart counters and we will expect skewed comparison as they are no longer just break the beam counters.
- During November, staff answered **34,264 reference questions** and conducted **115 curbside deliveries**.
- Our **volunteers** logged **1,747 hours** of service to the Library District
- **346 Homeschool** sessions were logged.
- **78,798 Wi-Fi** sessions were logged for November.
- **Centennial Hills Library** is hosting **The MATS Project Crochet Meet-Up**. A cadre of crocheters, knitters, and fellow crafters are meeting on 1/14; 2/11 & 2/25; 3/10 & 3/24; from **1:30 pm - 5:30 pm** in the multipurpose room and are upcycling unused plastic bags that are salvage into bed mats for unhoused individuals living on the street. Presented in partnership with The Mats Project.
- **Enterprise Customer Service** staff sold \$2,450 in the bookstore. Staff also hosted the Indie Author Day/Holiday Book Fair on 11/4, with 62 attendees.
- **Indian Springs Library's** Associate, Jett, attended the Nevada Library Association's 2023 annual conference in Carson City to present with Robbie DeBuff and Sarah C. about Hydroponics. The District's partners, Green Our Planet, had a booth on the vendor floor and came to support! A big thank you to the Library District and Green Our



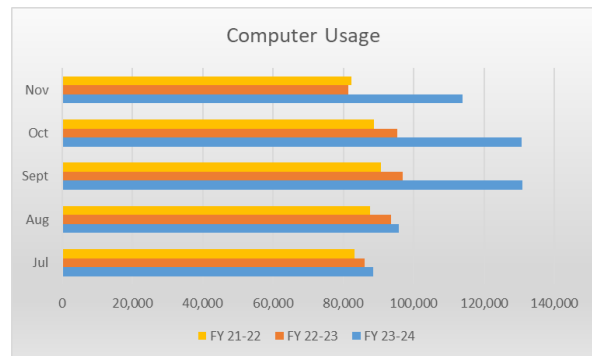
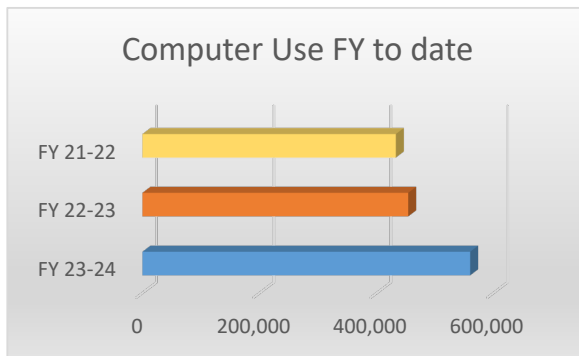
Planet for all your support! In other news, they shared that a customer cried tears of joy when she found out she could borrow a hotspot for free from the library and keep it for three weeks. This woman had been unhoused and living in the desert for 2 months while waiting for a space to become available for her to rent.

- **Sandy Valley's Melanie A.** taught Beadwork around Christmas Baubles to hang one's tree.
- **Summerlin's** Adult Services Librarian **Monica A.** is in the process of beginning a Nevada chapter of **REFORMA**, and Youth Services Assistant **Desi V. served on this year's Teen animeFEST Committee** and helped to conduct another successful event on 11/17 and 11/18.
- Staff participated in the **2023 Nevada Youth Homelessness Summit**. They heard from some incredible teens and their stories with art. There was also a live reading from Jimmy Baca.



## Powerful Places

- Library Branches improved overall circulation to **901,418** items, a **04%** increase over November 2022 and **06%** year over year.
- **68 passports** were issued with **\$2,439.00** in fees collected. Windmill Library held its Passport-a-thon on November 14, 2023, completing **28** passport applications in one day.
- **113,922 PC internet** sessions were logged which was a **39.82%** increase from 2022.



- **East Las Vegas Library** hosted a Dia de Los Muertos Festival (Branch signature event) which brought 1,750 customers into East Las Vegas where they contributed to a Community-Wide Ofrenda, The event featured a colorful Folklorico (traditional Mexican dancing) performance, mariachi performances, and much, much more.





- **Goodsprings Library** hosted their signature event this past November as well, a WINTER HOLIDAY ORNAMENT WORKSHOP.



- **Moapa Town** and **Moapa Valley** shared an info table at the **Pomegranate Festival** where over 1,000 people stopped by the booth. 50 Quick Start cards and about 5 of the Wi-Fi Cards were checked out.
- **Moapa Valley Paint Party**
- **Spring Valley Library Computer Lab** as part of the renovation.



- **West Charleston** hosted two Basic Yoga for Adults on Fridays November 3rd and 10th! For both programs we had a total attendance of 12.
- **West Las Vegas** Kicked off their Yoga For Adults.

## Powerful Partnerships

- Alzheimer's Association: Caregiver's Support Group, **Centennial Hills Library**
- American Foundation for Suicide Prevention
- American Red Cross
- AMR First Aid and CPR classes for the public were held at Centennial
- Andson Tutors
- ASL
- Breaking the Cycle
- Celestial Manna/Three Square continues to work with **Indian Springs Library** on our Trader Joe's food pick-up available to our customers! We are also coordinating with Celestial Manna and Clark County Parks and Recreation again on bread for our Indian Springs community.
- Chase Bank Money Smarts programs
- City of Las Vegas Centennial Hills Park Amphitheater.
- **Spring Valley** Staff went to the "Love Your Park" outreach event. They signed people up for over 25 wifi cards.
- **East Las Vegas and Meadows Library** Staff participated in the **City of Las Vegas, Dia de Los Muertos @ Lorenzi Park** talking to over 600 customers sharing information about the district, Cox WiFi access cards and library card access
- Clark County CARES Team continued their Social Worker program on September 13th at the Whitney Library. The Clark County CARES team provided CHAP assistance, Rental's assistance, and many more social services for our Whitney community. The CARES team committed to coming to Whitney branch every second Wednesday of the month. The CARES team also has committed to provided their Social Worker every time we have our "I Heart Whitney Fresh Start" imitative as well.
- Clark County Parks and Rec.
- Clark County School District (CCSD) schools and Adult Learning Program
- **Whitney Library** and **Clark County CARES team** continued their Social Worker program on November 8th. The Clark County CARES team provided CHAP assistance, Rental assistance, and many more social services for our WH community. The CARES team assisted 11 customers. The CARES team committed to coming to our branch every second Wednesday of the month. The CARES team also has committed to providing their Social Worker every time we have our "I Heart Whitney Fresh Start" initiative as well.
- Clean the World





- EmployNV
- Goodsprings Citizen Advisory Council
- Green Our Planet
- **Harbor Family Game Day Homeless Connection, Rainbow Library** Distributed 168 Cox WiFi Cards
- Immunize NV
- Las Vegas Metropolitan Police Department
- Legal Aid Center
- The Mats Project
- Merryhill
- Mesquite STEAM Center
- Metro NEAC
- A representative from **Nellis Air Force Base** gave a presentation during **Summerlin Library** Youth Services' Celebrating Veterans program in celebration of Veterans' Day.
- Nevada Hand Senior Apartments
- Nevada Homeless Alliance
- Parenting Project
- Parkinson's Place Las VegasPost Office
- Peccole Ranch
- Project Marilyn
- Red River Children's Advocacy Center
- Searchlight betterment organization
- **Blue Diamond** new monthly **Sound Bath** session! **Wendy Surber**, Sound Bath Practitioner, will come monthly to BD to bring "harmony among the pages".
- Spring Mountain Ranch State Park
- **Spread the Word NV** contacted staff to do a possible partnership at Laughlin Library,
- Three Square
- UNCE
- UNLV America Reads America Counts Tutors
- United Methodist Child Development Center
- United States Department of State, Passport Services
- VGK
- Virgin Valley Artists' Association
- Vitalant Blood Drive
- Women in Trucking
- Workforce Connections



## Powerful Platforms

- **Boulevard vending** checked out **73** items in **November**.
- **Cox Wi-Fi Cards** reached **10,000** at the end of **November**.

- The **Las Vegas Family Search Center** came to **Blue Diamond** to work with customers on their family history. They introduced and helped people get started. We also put a display out of the Library District Geology Resources.
- The **Las Vegas Family Search Center** came to **Blue Diamond** to work with customers on their family history. They introduced and helped people get started. We also put a display out of the Library District Geology Resources.
- **Bunkerville Library** hosted their first Story Walk Nov. 6<sup>th</sup> – Nov. 11<sup>th</sup>. We had several families stop in at the library afterward to tell us thanks for the Story Walk. Several adults, including seniors, also expressed enjoyment of the Story Walk. A senior couple who were walking their dog stopped to read the story, a senior man who walks each day at the park stopped to read the story and stopped in at the library afterward to request Edgar Allen Poe's *The Raven* for an adult Story Walk in the future, and another senior couple commented that they enjoyed the story – as well as several families with kids, of course. But this experience shows that a Story Walk is a multigenerational program that is enjoyed by all ages.



- November was another fun month at the **Clark County Library**. In total, 26 Youth Services programs were conducted with a total live attendance of 387. As a part of the branch's annual **Comic Book Festival**, Youth Services hosted a comic-themed storytime and craft for an audience of 42. Adult

Services continues with a Jam Session twice monthly and 35 folks playing chess.

- Little STEAM Engine at **Centennial Hills Library**. Learn a variety of preschool concepts in this hands-on STEAM program for young children, ages 3-5.



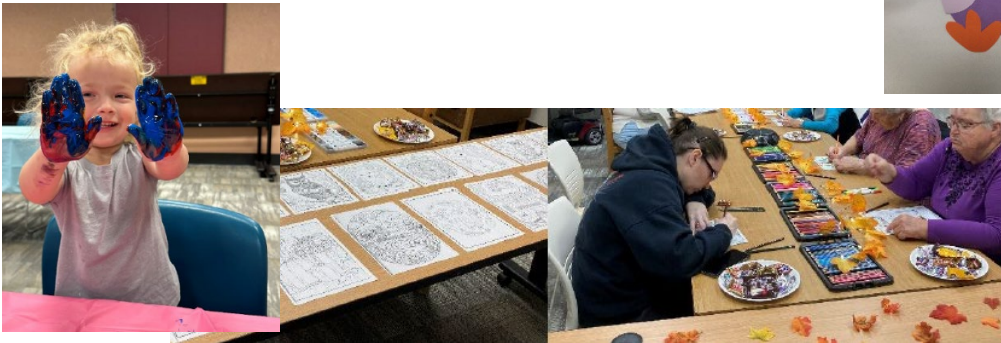
### Centennial Hills Story Builders



Centennial Hills  
iPhone  
Basics



- **Indian Springs** hosted a special Thanksgiving storytime, highlighting signs for turkey, Thanksgiving, and family members. Our kids also had the opportunity to create their own special turkeys with their names on it. We used the Cricut to cut shapes, gave gluesticks for crafting, and laminated for these to last forever!
- Fall Coloring in **Laughlin** was a big hit with the crowds.



- **Meadows Library** started hosting Yoga for kids. This yoga class is suitable for kids only. Participants must have a waiver signed by a parent or legal guardian before attending the class.
- **Mesquite Library** hosted a **Fall Cards** program at the Mesa Valley Estates.
- **Moapa Town Library** worked with the Homeschool Spanish Club and showcased Aqua de Jamaica (Hibiscus Tea) made the traditional way. Also, later in the month, the Homeschool group made their own sun catchers.
- **Rainbow Library** sponsored their Scavenger Hunts for 750 customers. They also sponsored their Veterans Painting Workshop.
- **Summerlin Youth Services** hosted 15 programs and brought in a total of 563 customers.

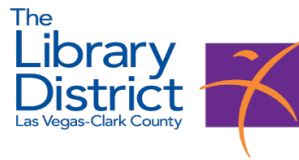




- **Sunrise Library** hosted 20 adult programs and 39 Youth programs and served 585 three Square meals in November.
- **Spring Valley Library** saw 663 youth stop in the library for tutoring.  
<https://www.8newsnow.com/news/local-news/free-homework-help-tutoring-offered-at-10-libraries-in-clark-county/>
- **Sahara West Teen Thursdays:**
- **3Square Senior Community Meals and Social Hour** at the **Whitney Library** has been extremely consistent! We had three programs this past month totaling over 310 customers attending this weekly program.
- Whitney Youth Services department provided 10 five and under storytimes with a total of 237 patrons in attendance.
- **West Las Vegas Customer Service** staff have loaned out over **1,400** Cox-Wi-Fi cards to-date,
- **West Las Vegas Customer Service** Team and Security Officers Blackwell and Talkington handed out over 50 Thanksgiving dinners (Courtesy of Director Watson/100 Black Men of Las Vegas) to patrons within the WV branch and desk visitors: In doing so, we received many profound, "Thank you and Bless you." Also, as we coordinated with the Youth Service Department, there was a family of 5 that were very appreciative.



Thank you, Director Watson, for thinking of our community!



## MEMORANDUM

**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Leo Segura, Library Operations Director

**DATE:** December 31, 2023

**SUBJECT:** Security Report, January 2024

This memorandum reports on the security information and analytics compiled from the period of **November 1 – November 30, 2023.**

Branch	Incident Reports				Dec-21		Dec-22		
	Nov-22	Nov-23	Difference	% Change	Nov-22	to Nov-23	Difference	% Change	
BLUE DIAMOND LIBRARY	0	0	0	0.0%	1	3	2	200.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	2	0	-2	-100.0%	
CENTENNIAL HILLS LIBRARY	3	2	-1	-33.3%	17	23	6	35.3%	
CLARK COUNTY LIBRARY	12	19	7	58.3%	230	212	-18	-7.8%	
EAST LAS VEGAS LIBRARY	8	5	-3	-37.5%	77	67	-10	-13.0%	
ENTERPRISE LIBRARY	1	4	3	300.0%	38	24	-14	-36.8%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	2	2	0.0%	
INDIAN SPRINGS LIBRARY	1	0	-1	-100.0%	3	3	0	0.0%	
LAUGHLIN LIBRARY	0	0	0	0.0%	14	2	-12	-85.7%	
MEADOWS LIBRARY	0	0	0	0.0%	2	8	6	300.0%	
MESQUITE LIBRARY	2	2	0	0.0%	12	11	-1	-8.3%	
MOAPA TOWN LIBRARY	0	1	1	0.0%	1	1	0	0.0%	
MOAPA VALLEY LIBRARY	0	0	0	0.0%	4	1	-3	-75.0%	
MT CHARLESTON LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
RAINBOW LIBRARY	3	2	-1	-33.3%	28	26	-2	-7.1%	
SAHARA WEST LIBRARY	1	7	6	600.0%	58	75	17	29.3%	
SANDY VALLEY LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
SEARCHLIGHT LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
SPRING VALLEY LIBRARY	4	2	-2	-50.0%	72	73	1	1.4%	
SUMMERLIN LIBRARY	2	6	4	200.0%	30	35	5	16.7%	
SUNRISE LIBRARY	1	3	2	200.0%	19	20	1	5.3%	
WEST CHARLESTON LIBRARY	1	2	1	100.0%	72	90	18	25.0%	
WEST LAS VEGAS LIBRARY	6	5	-1	-16.7%	63	64	1	1.6%	
WHITNEY LIBRARY	9	4	-5	-55.6%	96	96	0	0.0%	
WINDMILL LIBRARY	8	2	-6	-75.0%	30	47	17	56.7%	
Total	62	66	4	6.5%	869	883	14	1.6%	

In November 2023, branch staff reported **66 incidents**, an increase of 6.5% over the same month in 2022. During this period, the Library District recorded **282,129** customer visits. **This ratio** is one incident for every **4,275 visits**.

Trending slightly higher, the overall trendline was in line with what was expected for November.

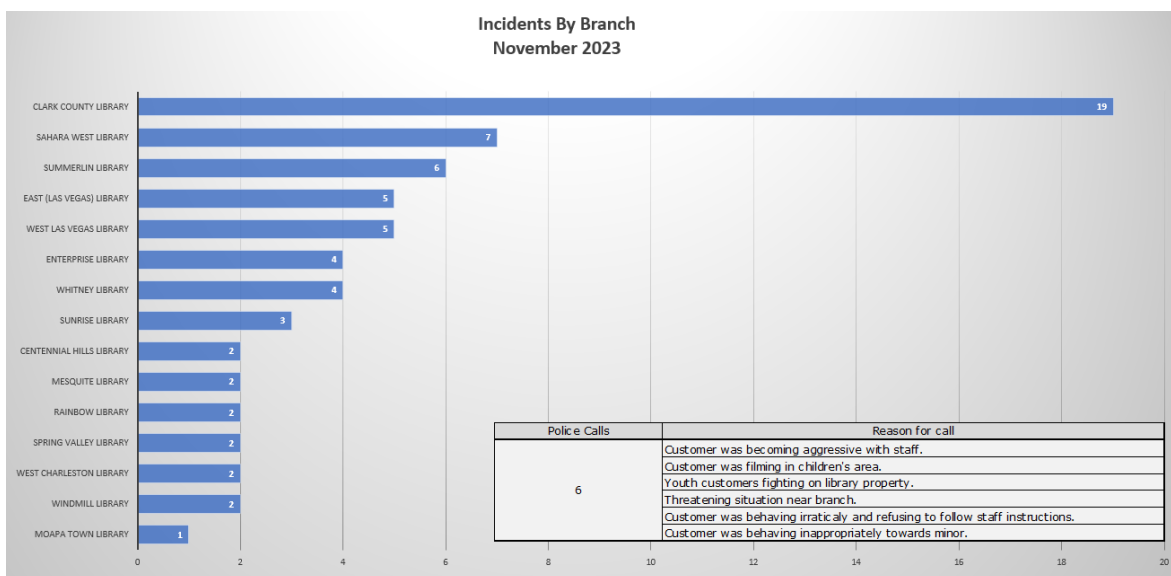
## Library Operations Report

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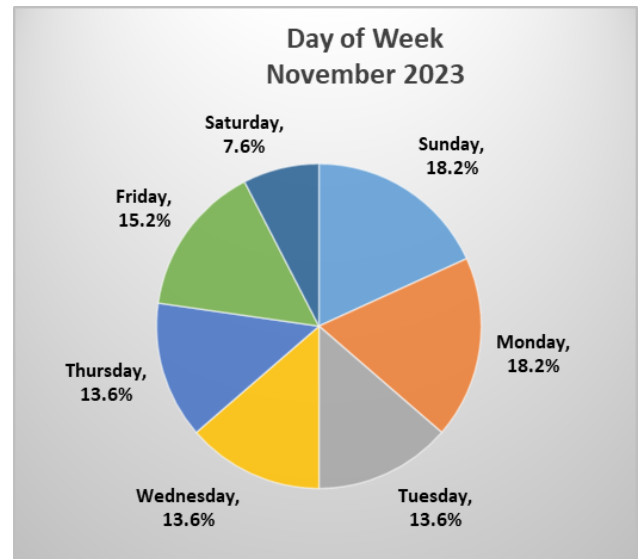


Clark County reported that many patrons were issued trespasses or asked to leave for the day for offenses including: being naked and screaming obscenities in the public restroom, drinking alcohol in the public restroom and being intoxicated on library property, repeatedly sleeping inside the library, and then becoming hostile when asked to leave, returning to the library despite being under a year trespass for brandishing a box cutter, drinking a bottle of cooking sherry in the Quiet Room and becoming intoxicated then screaming profanities at staff, making threats to staff and refusing to leave the library when reminded of existing trespass status, punching a dog in the head when being awoken from sleeping for the third time, drinking from a bottle of alcohol while seated at a computer in the Computer Lab, vaping while seated at a table in Readers Services area, making verbal threats and using racial slurs against/toward library staff and security personnel.

Incident types include a stolen vehicle, multiple uses of illegal drugs, a fist fight between adults, acts of vandalism particularly in the public restrooms, and several calls to 911 for medical emergencies (patron illnesses). The largest increases were at Clark County, Sahara West, and Summerlin Libraries.



The **Clark County Library** recorded the most incidents, reporting nineteen (19). The remaining branches reported between zero (0) and seven (7) incidents. During November 2023, staff made six (6) calls to law enforcement.



During **November 2023**, staff banned thirty-five (35) customers. Twenty-two (22) adults received a one (1) year trespass, and eleven (11) received a partial-year ban while two (2) minors received a request for parent consultation (RPC).

Trespass or Banned	Total
ADULT TRESPASS [5 YEAR ]	0
ADULT TRESPASS [3 YEAR ]	0
ADULT TRESPASS [1 YEAR ]	22
ADULT BAN [ LESS THAN 1 YEAR ]	11
MINOR BAN OR RPC [ LESS THAN 1 YEAR ]	2

### NOVEMBER 2023 INCIDENT TYPE



District staff encountered forty-six (46) customer disturbances which account for 69.7% of November incidents or one disturbance for every 6,133 visits.

## Library Operations Report

Page 12

Library Name	Square Footage	Occupancy	November	Total incidents 2023-2024	INCIDENTS PER 10K SQ. FT.	Incidents per PIC
Blue Diamond	1,000	20	0	1	1.00	0.67
Bunkerville	1,200	24	0	0	0.00	0.00
Centennial Hills	45,555	689	2	8	0.18	1.00
Clark County	120,000	905	19	108	0.90	7.71
East Las Vegas	41,015	1200	5	24	0.59	4.00
Enterprise	26,300	526	4	13	0.49	2.60
Goodsprings	900	9	0	1	1.11	1.00
Indian Springs	1,200	24	0	1	0.83	0.67
Laughlin	15,562	323	0	0	0.00	0.00
Meadows Library	813	16	0	3	3.69	2.00
Mesquite Learning Center	5,464	133	0	0	0.00	0.00
Mesquite Library	13,313	370	2	2	0.15	0.25
Moapa Town	2,000	40	1	1	0.50	0.67
Moapa Valley	4,700	94	0	0	0.00	0.00
Mt. Charleston	2,800	56	0	0	0.00	0.00
Rainbow	26,800	808	2	13	0.49	1.63
Sahara West	122,000	920	7	31	0.25	2.82
Sandy Valley	1,200	24	0	0	0.00	0.00
Searchlight	1,200	24	0	0	0.00	0.00
Spring Valley	25,000	511	2	27	1.08	3.00
Summerlin	40,165	1014	6	13	0.32	2.17
Sunrise	23,000	345	3	7	0.30	1.17
West Charleston	38,900	1054	2	34	0.87	4.25
West Las Vegas(excluding Theater)	30,693	370	5	22	0.72	2.44
Whitney	24,500	563	4	52	2.12	7.43
Windmill Library and Service Center	142,149	994	2	24	0.17	2.67
Total Square Ft.			Occupancy Rate		Total Incidents	Average
757,429			11,056		66	385
						0.51
						2.67

Fiscal Year 2024

Red cells indicate a ratio higher than the district-wide average.

...



**Las Vegas - Clark County Library District**  
**Library Operations and Community Engagement**  
**Monthly Statistics**  
**November 2023**

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank				Adult		Youth		General Interest		Rental		Total	
			Total	Total	Total	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	659	18	526	1	20	9	43	7	227	22	508	0	0	38	778
BUNKERVILLE	166	24	825	0	46	0	0	129	418	6	33	0	0	135	451
CENTENNIAL HILLS	28,008	1	23,015	433	1,914	52	175	44	1,533	19	373	24	272	139	2,353
CLARK COUNTY	12,435	9	30,008	407	4,847	34	2,737	22	342	31	3,680	32	1,295	119	8,054
EAST LAS VEGAS	8,810	12	20,964	250	3,534	78	1,812	31	169	62	2,838	7	405	178	5,224
ENTERPRISE	14,032	6	14,972	316	1,975	8	73	66	676	49	1,018	35	587	158	2,354
GOODSPRINGS	262	22	372	4	48	1	4	9	56	3	42	0	0	13	102
INDIAN SPRINGS	702	17	2,461	5	51	4	29	10	70	22	305	0	0	36	404
LAUGHLIN	3,609	14	4,017	67	709	25	238	12	123	0	0	2	5	39	366
MEADOWS	594	20	1,920	1	162	21	24	10	44	23	1,302	0	0	54	1,370
MESQUITE	5,575	13	7,028	27	912	67	467	52	1,004	25	471	7	37	151	1,979
MOAPA TOWN	386	21	577	103	47	1	1	3	40	18	319	0	0	22	360
MOAPA VALLEY	2,509	16	1,579	54	252	11	75	21	279	3	992	0	0	35	1,346
MOUNT CHARLESTON	73	25	1,014	25	3	0	0	0	0	0	0	0	0	0	0
RAINBOW	17,793	4	17,447	283	1,944	28	152	32	808	59	2,086	38	780	157	3,826
SAHARA WEST	26,831	3	28,404	5	2,592	129	388	25	1,463	6	217	26	155	186	2,223
SANDY VALLEY	639	19	1,070	0	36	4	32	0	0	2	8	0	0	6	40
SEARCHLIGHT	238	23	425	223	10	2	10	0	0	18	24	0	0	20	34
SPRING VALLEY	13,986	7	18,764	225	3,092	10	67	62	555	56	2,105	5	28	133	2,755
SUMMERLIN	16,459	5	17,069	261	1,047	13	85	14	558	12	249	13	2,398	52	3,290
SUNRISE	11,577	10	13,861	365	1,999	16	130	30	767	38	1,309	0	0	84	2,206
WEST CHARLESTON	11,518	11	16,489	229	2,078	104	358	60	405	93	593	16	84	273	1,440
WEST LAS VEGAS	3,206	15	12,805	238	2,671	0	0	53	568	53	1,539	12	490	118	2,597
WHITNEY	13,760	8	15,413	476	2,558	38	419	55	1,001	93	987	0	0	186	2,407
WINDMILL	27,564	2	31,104	170	2,577	24	302	27	995	11	862	22	973	84	3,132
WINDMILL SERVICE CENTER	680,027		0	3,109	78,798	619	8,168	15	347	22	2,568	0	0	656	11,083
2023 MONTHLY TOTAL	901,418		282,129	7,277	113,922	1,298	15,789	789	12,448	746	24,428	239	7,509	3,072	60,174
FY 23-24 YTD TOTAL	4,687,220		1,604,676	42,589	559,983	5,483	69,255	4,739	89,545	4,378	158,998	1,068	36,554	15,668	354,352

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	863,959	310,515	5,329	81,480	1,238	21,661	835	13,155	531	18,345	248	8,187	2,852	61,348	
% CHANGE	4%	-9%	37%	40%	5%	-27%	-6%	-5%	40%	33%	-4%	-8%	8%	-2%	

ANNUAL YTD COMPARISON														
FY 22-23 YTD TOTAL	4,438,723	1,706,155	36,933	453,609	5,275	76,116	4,188	80,730	3,479	125,976	1,202	36,305	14,144	319,127
% CHANGE	6%	-6%	15%	23%	4%	-9%	13%	11%	26%	26%	-11%	1%	11%	11%

ANNUAL MONTHLY COMPARISON													
2021 MONTHLY TOTAL	738,235	258,298	4,912	82,408		2,153	49,498						
% CHANGE	22%	9%	48%	38%		43%	22%						
2020 MONTHLY TOTAL	731,888	264,456	3,968	84,762		1,257	25,981						
% CHANGE	23%	7%	83%	34%		144%	132%						
2019 MONTHLY TOTAL	943,807	454,323	7,443	135,295		2,179	55,427						
% CHANGE	-4%	-38%	-2%	-16%		41%	9%						

ANNUAL YTD COMPARISON							
FY 21-22 YTD TOTAL	3,759,245	1,475,893	28,876	432,504		10,325	222,018
% CHANGE	25%	9%	47%	29%		52%	60%
FY 20-21 YTD TOTAL	3,801,439	1,417,681	26,771	445,827		5,632	98,513
% CHANGE	23%	13%	59%	26%		178%	260%
FY 19-20 YTD TOTAL	5,003,337	2,514,529	40,897	774,830		10,914	302,102
% CHANGE	-6%	-36%	4%	-28%		44%	17%



## ITEM VI. A.2.a.

### MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Betsy Ward, Branding and Marketing Director

**DATE:** December 31, 2023

**SUBJECT:** Branding & Marketing Activity Report, January 2024

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for December and analytics compiled from November 1-30, 2023.

### Powerful Platforms

#### West Las Vegas Library Groundbreaking & 50<sup>th</sup> Anniversary Celebration

Due to the tragic events that occurred at the UNLV campus on December 6, the Library District postponed the West Las Vegas Library groundbreaking ceremony, which was scheduled for December 11. The BAM team:

- Created messaging in support of the UNLV community, which was posted on all social media channels.
- Worked with **Executive Director Kelvin Watson** to create messaging, which was used to notify speakers, invitees, partners, the community, and the news media regarding the event postponement.
- Began reviewing potential viable new dates in February-March with **Kelvin Watson, General Services Director John Vino, and Development & Government Affairs Director JoAnn Prevetti**, based on availability of speakers, other major scheduled events in the community, vendor availability, and other logistics.



### Communico Attend

BAM has worked closely with **Library Operations Director Leo Segura, Community Engagement Director Matt McNally & Chief Information & Technology Officer Al Prendergast** to migrate the Library District's events calendar from BiblioCommons over to Communico Attend. This new software will allow the Library District to provide our customers with more consistency across our event listings on the website, and it includes dynamic new features like a branded printable and emailable brochure, that both customers and staff can use. To save staff time, BAM will create approved event templates and pre-sized images for them to choose from to promote recurring events and programs, along with monthly Board Meetings.

Training for nearly 200 Library District staff took place at the Windmill Library Service Center from November 29 to December 1, which was led by **Communico Senior Partnerships Director Marcie Schneider** and **BAM Senior Digital Content Specialist Ryan Simoneau. Multimedia Marketing Specialist Jim Rose** filmed each training session and will edit dedicated training videos that will be added to Voyager for staff to use as training and refresher courses. BAM will provide ongoing staff training for Communico Attend; the 2024 dates have been posted to Voyager.

The migration over to Communico Attend officially took place on Wednesday, December 6. The new user settings will allow the Library District to have better quality control over the 30,000+ events that occur annually. The structure divides the tasks into three roles:

- **Administrators:** These are LO/CE senior staff, who are responsible for assigning their direct reports into the following two User Settings:

- **Event Creators:** These staff create event listings for the branches where they have been assigned access by the Administrators. After an event is created, it is then sent to the Event Publishers for review.
- **Event Publishers:** These staff members review all submitted events for their assigned branches to ensure spelling/grammar accuracy and that the Library District's Brand Guidelines (as outlined in the Free To Be Brand Book) are being followed. If edits are needed, the Publishers send the event listing back to the Event Creators for corrections. This process continues until the event/program is error-free, so that the item can be published on the website.

Communico Attend will also seamlessly integrate into the Library District's forthcoming app, which is referred to as Communico Connect by the vendor. BAM is working on a branded name for the app, and the design will be tailored to fit Library District standards. This will be another powerful communications tool, which BAM will manage and pair with our website to help our customers easily find Library District events, services, and resources. A public launch is planned for Q1 2024, and the app will be freely available from the leading app stores on Google and Apple.

BAM will continue to provide additional updates on Communico Attend and the app in future Board Reports.

The screenshot displays the 'events.thelibrarydistrict.org' website. The header includes navigation links like 'Meta Inbox', 'BAM Airtable', 'Locker Studio', 'BAM Board Report...', 'RANDOM.ORG - R...', and 'Voyager'. A search bar is present with a 'Search the Catalog by Keyword' field. The main content area features a 'Search for events' filter with options for 'Location', 'Age Group', and 'Event Type'. A calendar for December 2023 is shown on the left, with the 14th highlighted. The 'Events' section for December 14, 2023, lists three events: 'Pre-K Packet to Go' at Spring Valley Library (10:00am - 8:00pm), 'Toddler Story Time' at Laughlin Library (10:30am - 11:30am), and 'Winter Wiggles!' at Rainbow Library (10:30am - 11:00am). Each event listing includes the age group and event type.

## Powerful Partnerships

### Sunrise Hospital Partnership

#### My First Library

BAM is proud to unveil, along with our partners Community Engagement Director **Matt McNally** and Project Manager **Sherry Walker**, this unique new outreach tool, that we have been telling you about for several months. This incredibly cute and highly educational newborn gift box will introduce the *library's many wonders* to new mothers and family caregivers, in the Sunrise Hospital maternity unit.



### Barbershop Books

The Barbershop Books program is a new partnership the Kelvin Watson has brought to the Library District, as the Super Bowl prepares to take over Las Vegas in February. The program uses the community and camaraderie that children feel in their local barbershop to encourage the sense of joy, adventure, and discovery that come from reading books.

The Library District is working with Barbershop Books to create libraries with culturally relevant content in select community barbershops, and our library staff will train barbers on ways to engage with kids about what they are reading. BAM is working with the LO and CE departments

to create communications around this unique national program, which was covered by CNN in July 2023: <https://amp-cnn-com.cdn.ampproject.org/c/s/amp.cnn.com/cnn/2023/07/27/us/new-york-city-reading-books-library-barbershop-cnnheroes/index.html>

This exciting and innovative outreach program will launch on February 7 at Clark County Library, in a special event being held exclusively for 150 children from the Boys & Girls Clubs, offering free haircuts and much more. Additional details to come!

### RTC Anytime Library Partnership Update

In 2021, the Library District launched a partnership program with the RTC to provide bus riders with instant access to the library's online resources using free onboard WiFi on 400+ buses. Once bus riders download our free app, they can immediately begin borrowing eBooks, eAudiobooks, and magazines at no cost – on the bus, at home, or anywhere on the go. The service is also available to Las Vegas tourism visitors, who can receive temporary access via a seven-day pass.

Since launching this program with the RTC, some 25,000 customers have checked out 369,000 digital materials. Additionally, the program received the 2021 ALA Library of the Future Award; the RUSA Best Emerging Technology Award; and the Urban Libraries Council Top Innovators Honorable Mention.

We are happy to report that this successful partnership has been renewed and BAM is updating advertising inside all city buses, on 50 bus shelters, and with a wrap on a 60-foot bus. The new ads, bus shelters, and bus wraps will be posted in January.





## Powerful Programs

### 2024 Winter Reading Challenge

BAM prepared for the 2024 Winter Reading Challenge with the following promotional activities, which will take place January 2-31, 2024:

- Created a new logo and theme celebrating Southern Nevada's indigenous animals with the tagline "Go Wild for Reading this Winter."
- Created new promotional assets for the website and social media platforms.
- Updated the website landing page with full details about this year's program.
- Wrote promotional posts in Library Highlights eNewsletter
- Placed select print advertising
- Scheduled social media posts to run throughout January
- Wrote and pitched news releases in English and Spanish to the media

### Little Learners Program

Enterprise Library's Little Learners literacy and activities program recently received support from Vegas Tickets in the form of a donation to the Library District Foundation. BAM is promoting the program and announcing the donation through the following activities:

- Created new branding, logo, and graphics.
- Designed (another!) cute, customized box to house educational materials that will span four months of fun learning for little ones.
- Coordinated with Vegas Tickets' PR firm **Purdue Marion** on a media event to announce the donation, to include a news release and photo opp at Enterprise Library on January 9.



## Powerful People

### Media Coverage Highlights

The CW Las Vegas, <https://legacy.lvccld.org/media/coverage.cfm?cov=642> (Dec. 13)

Fox 5 Las Vegas, [Kwanzaa Celebration at West Las Vegas Library](#) (Dec. 12)

Mohave Daily News, [Painting Class at Laughlin Library Nurtures Artistic Creativity, The "Let's Talk Art" Educations Series Continues](#) (Dec. 6)

Fox 5 Las Vegas, [Winter Job Fair at the Sahara West Library Over 10,000 Jobs Available](#) (Dec. 5)

8 News Now, [Winter Job Fair 2023 at the Sahara West Library](#) (Dec. 5)

Fox 5 Las Vegas, [Library District at First Friday](#) (Dec.1)

8 News Now, Free Homework Help, [Tutoring Offered at 10 Libraries in Clark County](#) (Nov. 28)

KTNV Ch 13, [Public Fit Theater Company Performs at the Clark County Library](#) (Nov. 27)

El Mundo, [More than nine thousand jobs will be offered at the Sahara West Library](#) (Nov. 24)

KTNV Ch 13, [Teen animeFest Taking Place Today](#) (Nov. 18)

8 News Now, [Holiday Season Events at the Library District.](#) (Nov. 16)

## Powerful Platforms

### BAM Advertising Campaigns

#### Print Ads:

Free To Be	Black Image	November	Full Page	\$2,000 per full page ad
	Las Vegas Weekly	23-Nov	Full page	\$3,211.00
	Las Vegas Review Journal	12-Nov	Half Page	\$1,050.00
	RJ en Espanol	22-Nov	Half Page	\$600.00
	Asian Journal	17-Nov	Half Page	\$800.00
	Desert Companion	October/November	Full Page	\$3,125.00



<b>The Library District is Your Home for the holidays</b>	Las Vegas Weekly	30-Nov	Full Page	\$3,211.00
	Desert Companion	October/November	Full Page	\$3,125.00
	Las Vegas Review Journal	26-Nov	Half Page	\$1,050.00
	RJ en Espanol	29-Nov	Half Page	\$600.00
	Asian Journal	24-Nov	Half Page	\$800.00
<b>Monthly “Upcoming Events” Ads, featuring: Vegas Valley Comic Book Fest, Dia de los Muertos &amp; teenAnime Fest</b>	Black Image	November	Full Page	\$2,000.00

### **Library Highlights eNewsletter – OrangeBoy Software Results**

BAM continues to see very strong open rates on our bi-monthly Highlights eNewsletters, allowing the Library District to reach more active cardholders and to re-engage with cardholders who have not visited the library or used our services for some time. Below are details from our October & November eNewsletter campaigns:

#### **November 7 Issue: Native American Heritage Month + teen animeFest is Back + Photo Exhibit Focuses on Nevada**

**Topics:** Details about the Library District’s free events, services and programs to celebrate Native American Heritage Month; the 2023 Teen animeFest promo video and event details; Annual Desert Companion Focus on Nevada Photo Contest art exhibit at Summerlin Library; Veterans Day closure details; CoxWiFi Card details; Upcoming must-see events selected by PVS & YS; Book & Film Clubs details; how to apply to be a Clark County polling place worker; and our monthly call-to-action to donate to the Library District Foundation.

- 111,897 unique opens with a 34.8% percent open rate
- 1,944 unique clicks generated
- Sent to 321,589 unique emails
- 193 unsubscribes

Following the November 7 issue, 6,858 cardholders used OverDrive within seven days of opening the message; 2,324 circulated a physical item; and 1,101 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), and we saw a re-engagement of 1,008 Occasionals (users more than 3 months without use), and 488 Inactives, which also included the re-engagement of 90 Bright Future users (Teen cardholders).

**November 15 eBlast: The Library is Your Home for the Holidays!**

**Topics:** This eBlast was sent to spotlight the Library District's free events and programs in December, plus seasonal online resources and festive staff picks to promote our collection:

- 140,156 unique opens with a 43.5% percent open rate
- 2,468 unique clicks generated
- Sent to 321,955 unique emails
- 242 unsubscribes

Following the November 15 eBlast, 8,043 cardholders used OverDrive within 7 days of opening the message; 3,483 circulated a physical item; and 1,358 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), and we saw re-engagement of 900 Occasionals (users more than 3 months without use), and 422 Inactives, which included the re-engagement of 80 Bright Future users (Teen cardholders).

**November 21 Issue: Native American Hoop Dancing + Meet Manga Creator Tony Weaver, Jr. + Giving Tuesday is Nov. 28**

**Topics:** Details about the Library District's free events to celebrate Native American Heritage Month including seven-time Hoop Dance World Champion Derrick Suwaima Davis; event details for a teen event with Manga creator and entrepreneur Tony Weaver Jr. At Centennial Hills Library; details about Giving Tuesday to help support the Library District Foundation; information about the Library District closures for Thanksgiving and Family Day; a link to the 2023 The Library District is Your Home for the Holidays blog post; upcoming must-see events selected by PVS & YS; Three Square Seniors Community Lunch and Social Hour details; and community events including the 2024 Photo Content and EmployNV's Winter Job Fair at Sahara West Library on December 5.

- 126,669 unique opens with a 39.3% percent open rate
- 3,095 unique clicks generated
- Sent to 322,335 unique emails
- 255 unsubscribes

Following the November 21 issue, 7,055 cardholders used OverDrive within seven days of opening the message; 2,048 circulated a physical item; and 1,152 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), and we saw a re-engagement of 868 Occasionals (users more than 3 months without use), and 391 Inactives, which also included the re-engagement of 78 Bright Future users (Teen cardholders).

**December 8 Issue: Start Your Health & Wellness Journey at the Library**

**Topics:** Information about the Library District's free services and resources to support nutrition, mental health, holistic well-being and more; a link to the 2023 The Library is Your Home for the Holidays blog; Free CoxWiFi Card details; Upcoming must-see events selected by PVS & YS; Three Square Seniors Community Lunch and Social Hour details; Kids Cafe details; and information for Library cardholders to get \$5 discount off Mob Museum admission through December 31.

- 125,898 unique opens with a 39% percent open rate
- 3,453 unique clicks generated
- Sent to 322,765 unique emails
- 231 unsubscribes

The remaining email analytics are still being compiled in OrangeBoy and will be included in the February Board Report.

#### **OrangeBoy Outreach Campaign Results – November/December:**

- Cardholders who used the library within a week of receiving an eNewsletter or eBlast increased by +100% year-over-year to 395,263 cardholders.
- Emails sent to lapsed library card users increased year-over-year by +25% to reengage 109,727 cardholders. Please see the chart below that details this growth:

Reengaged	2022	2023
Inactives	32,827	36,236
Occasionals	54,858	73,491

Please note that “Occasionals” are cardholders who have not used the library within 3-12 months. Inactive users have not used the library in more than 12 months.

#### **Google AdWords Grant Update**

- Google AdWords is Google’s online advertising platform, in which advertisers bid on popular keywords & search phrases for their clickable text-based ads to appear in Google’s search results. The Foundation and the Library District have received a grant from Google for up to \$10,000 per month in Google AdWords credits.
- Nonprofit Megaphone is the Library District’s agency of record that works with Google to manage our monthly grant and helps us to optimize designated keywords that are selected from Library District and Foundation priorities promoted on TheLibraryDistrict.org.
- These monthly Google Grant campaigns help to increase our overall Google SEO and drive more qualified traffic to our website. When people conduct relevant searches on Google that incorporate our designated keywords, the Google AdWords campaign entices them to click on Library District search results, thereby increasing the opportunity for discovery of our programs and services.
- [View the Google Studio Data Report updates](#) in real-time for all our current Google Grant Google AdWords campaigns.
- Conversation tracking for priority Google AdWords campaigns (November 2023):

- During November, we set another new record with our campaign ads, which generated **4,122 clicks** and **10,635 impressions**, resulting in a **record CTR of 38.76%**. The Library District continues to be one of NPM's top-performing accounts as the network average is only 3%, and the Google requirement is 5%. This means that Google is showing our ads to the right people and that the content is relevant and intriguing enough for users to click on our ads.
- Our ad impressions top percentage increased in November to 94.11%. This means that more than 94% of the time, our ads are appearing in the top 1 or 2 spots above the Google organic search results for these relevant user keyword searches, which is fantastic.
- Ads to promote Native American Heritage Month generated a 5% CTR.
- Ads to help promote the Annual Women's Suit Donation program (October 16 – November 9) received 92 impressions and a CTR of 10.87%.
- 98 people successfully submitted an application for an eCard from clicking our ads.
- The number of people looking for their local library branch continued to remain strong, with ads in that campaign driving 2,507 clicks in November.
- Our top user keyword search for the month was "Local Library", with 686 people seeing Google Grant ads after making a search using these keywords. This helped generate 291 qualified clicks on the ads for a keyword CTR of 42.42%.

### Social Media Highlights



**123 Andrés @**  
@123conandres

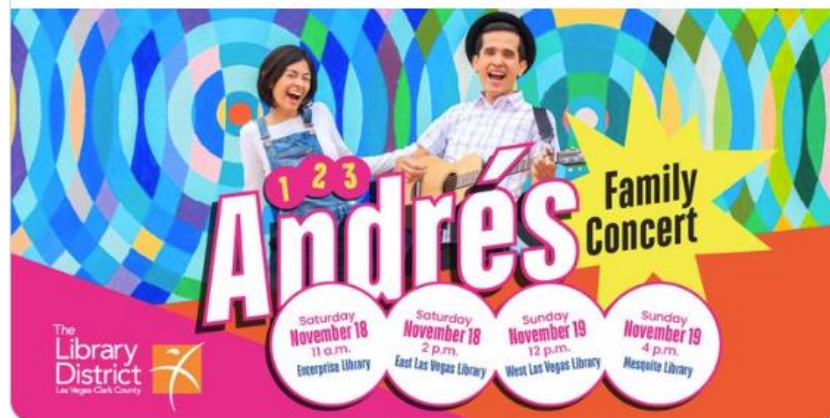
...

Las Vegas here we go!!! 🌟



**Las Vegas-Clark County Library District @LVCCLD · 51m**

Don't miss your chance to see @123conandres performing at the Library District on November 18 & 19 🤩! This Latin GRAMMY-winning group brings a passion for bilingualism & a love of music that gets kids singing & dancing in Spanish & English. Details: [librarydistrict.org/123andres](https://librarydistrict.org/123andres)



9:03 AM · Nov 13, 2023 · 37 Views





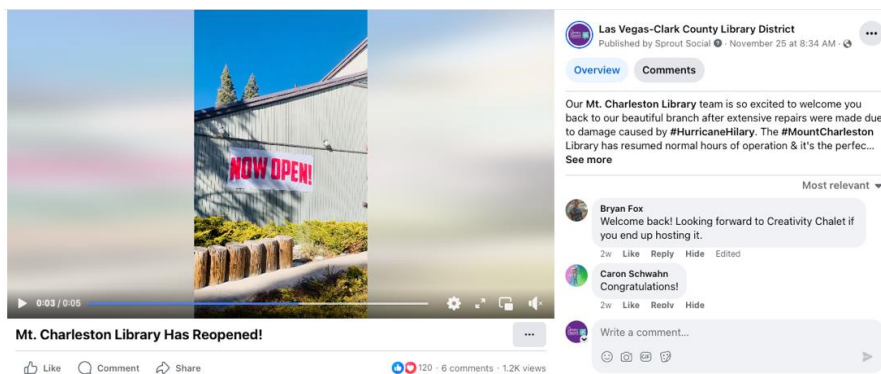




### Top Social Media Posts November 2023

#### Facebook:

Our top Facebook post for the month was sharing a fun submitted video by the Mt. Charleston Library staff to let our followers know that the branch has reopened and to promote the Reopening Party on December 16. This festive post generated **2,513 organic impressions**, **233 user engagements**, including **8 comments & 8 shares**, which helps to increase the total reach of the post.



**X (Formerly Twitter):**

Our top performing post was sharing the promo video to promote the 15<sup>th</sup> Annual Vegas Valley Comic Book Festival at Clark County Library on November 4. This post generated **634 organic impressions, 19 user engagements, and 2 Shares.**

**Instagram:**

Our most popular post on Instagram for November was sharing the fun video submitted by Mt. Charleston Library to let the public know that the branch has reopened and the re-opening part on December 16. This Instagram Reel generated **1,300 plays, 71 total user engagements, & 3 shares of the post.**



### LinkedIn:

Our top performing post on LinkedIn was sharing photos from the Mastering Mindsets' Men Who Cook event which included **Kelvin Watson**, Library Operations Director **Leo Segura**, Whitney Library Branch Manager **Billy Allen**, and more Library District staff. This post generated **1,107 organic impressions**, **161 total user engagements**, plus **2 comments**, **4 shares & 83 link clicks**.





### Analytics for Web and Social Media: November 2023 + 30-Day Comparison + Year-Over-Year

#### Library District Facebook

	Fans	Impressions	Post Engagements	Link Clicks
<b>November 2023 Statistics</b>	17,269	132,056	4,455	652
<b>% Gain from October</b>	+5%	-30%	-42%	-35%
<b>% Gain from November 2022</b>	+14%	+35%	+65%	+121%
<b>% Gain from November 2021</b>	+29%	+44%	+67%	+126%

**Notes:** Our Total Followers were up, but our other key Facebook analytics were down month-over-month as there was not a District-wide program like TeenTober to promote last month where we received more organic photos from staff to post. We did see year-over-year gains across all our key analytics which was great to see as there is more competing for our customers attention during the holiday months. While this social media platform is tougher to increase organic user engagement on, brand submitted content greatly helps with this and

Facebook remains an important communication and promotional tool as it is the largest social media channel. We continue to create Facebook Events for select CE/LO programs which help increase the awareness and attendance for these events.

#### Library District X (Formerly Twitter)

	Followers	User Engagements	Organic Impressions	Link Clicks
<b>November 2023 Statistics</b>	4,430	1,189	127,738	119
<b>% Gain from October</b>	+5%	-9%	+5%	-11%
<b>% Gain from November 2022</b>	+5%	+6%	+57%	+9%
<b>% Gain from November 2021</b>	+15%	-53%	-38%	-50%

**Notes:** We increased our Total Followers and Organic Impressions month-over-month, but we were down in our other key analytics on this social media platform. While we did see year-over-year gains across all of the key analytics, this social media platform will continue to be closely monitored in 2024 to see how our analytics may continue to be affected as more users could opt to not engage on or leave this social media platform due to the volatile leadership of Elon Musk which have affected the user experience. We continue to share links to upcoming CE/LO events and priority landing pages on our website, along with sharing local and national resources, spotlighting the Library District's powerful partnerships, plus timely and diverse staff lists created by the website content committee.

#### Library District Instagram

	Followers	User Engagement	Impressions	Total Likes	Total Comments
<b>November 2023 Statistics</b>	7,148	3,065	78,724	2,462	130
<b>% Gain from October</b>	+1%	-36%	-51%	-36%	-40%
<b>% Gain from November 2022</b>	+22%	+42%	-9%	+36%	-27%
<b>% Gain from November 2021</b>	+49%	+69%	+25%	+54%	+7%

**Notes:** With less branch-submitted content than we received during the previous month to help promote TeenTober, we dipped month-over-month in our Instagram Analytics with the exception of Total Followers. We were encouraged to see year-over-year gains in Total Followers and User Engagement. BAM continues to utilize the IG Stories feature to promote the weekly priority events and programs happening across the Library District using the designed promotional graphics. BAM also provides monthly social media training classes for branch staff and is actively working with them to create more organic photos and videos to help promote their

upcoming events/programs. This content performs better on this social media platform as compared to sharing digital versions of promotional flyers.

### Library District LinkedIn

	Followers	Impressions	User Engagement	Post Shares	Link Clicks
<b>November 2023 Statistics</b>	2,428	6,283	545	3	282
<b>% Gain from October</b>	-2%	-38%	-50%	-73%	-54%
<b>% Gain from November 2022</b>	N/A	N/A	N/A	N/A	N/A
<b>% Gain from November 2021</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** We were down in all of our key LinkedIn analytics month-over-month. BAM continues to share Library District news and partnership updates, plus the latest job openings provided by HR on this important professional networking channel. As LinkedIn is primarily used for employment and career networking, our monthly analytics on this platform will fluctuate based on the monthly content shared and may not be as robust as our primary social media channels. However, the updates we share on this platform connect with a more targeted audience, including community partners, library industry professionals, Library District employees, and jobseekers.

### Virtually Anywhere YouTube Channel

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
<b>November 2023 Statistics</b>	1,591	17,900	98.7 hrs	1 min 50 sec
<b>% Gain from October</b>	+1%	-7%	+17%	+21%
<b>% Gain from November 2022</b>	+24%	+21%	+123%	+86%
<b>% Gain from November 2021</b>	+47%	+29%	+102%	-54%

**Notes:** We increased our Total Channel Subscribers, Total Channel Watch Time and Average View Duration, but we slightly down in Total Impressions. We were encouraged to see year-over-year increases across the board. The creation of new virtual programming content and uploading it consistently will continue to be critical to our sustained growth in the coming year on this important social media platform as uploading video content regularly is prioritized by YouTube's algorithm.

**Website Analytics — External Users (Outside of Library District Branches)**

	Unique Users	Unique Homepage Views	Engaged Sessions	Engaged Sessions Per User	Average Engagement Time
<b>November 2023 Statistics</b>	120,000	120,065	322,116	1.7	2min 24sec
<b>% Gain from October</b>	-15%	-12%	-10%	No Change	-.5%
<b>% Gain from November 2022</b>	+48%	+2%	+13%	-42%	-9%
<b>% Gain from November 2021</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** We were slightly down in our key website analytics month-over-month as there was not a District-wide program happening like TeenTober or Library Card Sign-Up Month as we promoted in October and September to help drive more users to TheLibraryDistrict.org. As the holiday season approaches, there is more competing for our customer's attention and more vacations take place which will decrease website traffic.

Universal Google Analytics was officially sunset on July 1, 2023, and we have migrated to the new GA4 (Google Analytics 4) Analytics. Some of Google's reporting terminology has changed and BAM is now reporting on the updated analytics.

Per the new GA4 reporting, the following Google Analytics terminology has changed from our previous Board Reports:

- Unique Visitors will be reported as "Unique Users"
- Unique Homepage Views will be reported as "Unique Views"
- Total User Sessions will be reported as "Engaged Sessions"
- Average User Sessions will be reported as "Engaged Sessions Per User"
- Average Session Duration will be reported as "Average Engagement Time"

**ITEM VI.A.2.b.****MEMORANDUM**

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Matt McNally, Community Engagement Director

**DATE:** December 31, 2023

**SUBJECT:** Community Engagement Activity Report, January 2024

This report provides an overview of District-wide Community Engagement division initiatives including adult literacy services, art gallery services, outreach services, project management, programming and venues services, adult services administration, and youth services administration. This report covers a one-month period of staff activity from **November 1, 2023 – November 30, 2023**.

In response to an inquiry at the December 14 Board of Trustees meeting, The Library District presented the *15<sup>th</sup> Annual Vegas Valley Comic Book Festival (VVCBF)* at Clark County Library on Saturday, November 4 from 9:30a-4:30p. It is the longest running comic event in Southern Nevada. Staff estimate that approximately 3,000 customers attended the program.

The event featured presentations, workshops, cosplay, and a vendor courtyard filled with comic book stores. Customers could engage with local and national comic book creators and community craft artisans in the Artist Alley. The program also featured crafts, face painting, food trucks, a documentary film from PBS SoCal KCET titled *Artbound Love and Rockets: The Great American Comic Book*, and live music. Clark County Library recognizes the program as a signature event (a large annual program led jointly by Community Engagement and Library Operations staff, and supported from other library divisions).

The program required 16 Library District staff to manage operations on the festival day using support from 16 volunteers including 12 from the Library District and local comic book community, and 4 from Amazon. Three Library District Outreach Services staff also attended and promoted library services.

Branding and Marketing promoted the event as follows:

- Promotion in Library Highlights
  - October 19 issue: 113,466 unique opens with a 35.4% open rate.
  - October 26 issue: 142,637 unique opens with a 44.5% open rate.
- Eblast
  - October 26: 145,197 unique opens with a 62.3% open rate.
- Updated graphics, flyers, posters, and promotional video, including social media posts leading up to the event, media pitches, and the capture of b-roll footage for future media and promotional videos.

Community Engagement Report  
Page 2

Media coverage for the event included:

- [8 News Now, KTNV Ch. 13](#) and [News 3](#) used video footage provided by Branding & Marketing and video captured at the event on November 4.
- 8 News Now, [Vegas Valley Comic Book Festival Preview](#) (Nov. 3)
- The List, Vegas [Valley Comic Book Festival - Get Some Comic Relief](#) (Nov. 3)
- City Cast Las Vegas, [Las Vegas Comic Book Festival – BAM! KAPOW!](#) (Nov. 3)
- Las Vegas-Review Journal, [Top 10 Things to Do in Las Vegas This Weekend](#) (Nov. 3)
- 8 News Now, [The 15th Annual Vegas Valley Comic Book Festival](#) (Oct. 30)

Shared print media between for the Vegas Valley Comic Book Festival, Dia de los Muertos, and teenAnime Fest include:

Media	Date	Size	Amount
RJ en Espanol	10/25/23	Half Page	\$600.00
Asian Journal	10/20/23	Half Page	\$800.00
Las Vegas Review Journal	10/22/23 & 10/29/23	Half Page	\$1,050.00
Black Image	November	Full Page	\$2,000.00
<b>Total</b>			<b>\$4,450.00</b>

Community comic book stores helped promote the event as a grassroots marketing effort. Participants included Alternate Reality Comics, Comics Books for the Masses, Cosmic Comics, Fandomverse Comics, Maximum Comics North West, and ShimpSons Comics. National companies Dark Horse Comics and Diamond Comic Distributors provided in-kind support of assorted freebies (comic books, pens, stickers, lapel pins/buttons, and posters).

Staff received numerous positive comments from customers, invited guests, and contractors that attended the event. Staff can provide these comments upon request.

The 16<sup>th</sup> Annual Vegas Valley Comic Book Festival will occur at Clark County Library on Saturday, November 2, 2024.

*Decaying Tigers*  
Vegas Valley Comic Book Festival  
Clark County



*Gail Simone*  
Vegas Valley Comic Book Festival  
Clark County





Community Engagement Report  
Page 3

*Jordan Hart*  
*Vegas Valley Comic Book Festival*  
*Clark County*



*Mindy Johnson*  
*Vegas Valley Comic Book Festival*  
*Clark County*



*Sina Grace*  
*Vegas Valley Comic Book Festival*  
*Clark County*



*Spencer Brinkerhoff III*  
*Vegas Valley Comic Book Festival*  
*Clark County*



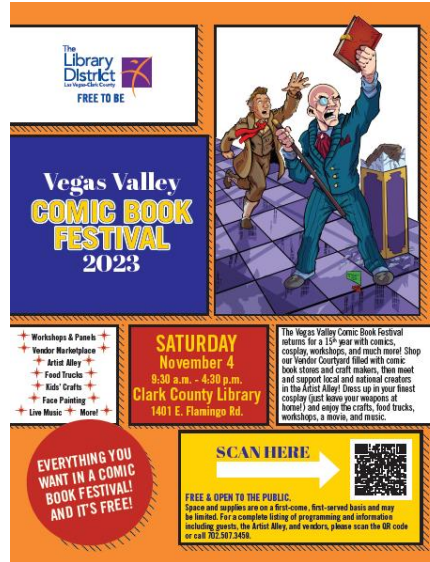


Community Engagement Report  
Page 4

*Customers*  
*Vegas Valley Comic Book Festival*  
*Clark County*



*Promotional Flyer*  
*Vegas Valley Comic Book Festival*  
*Clark County*



## POWERFUL PEOPLE

- Promoted library services to the Las Vegas After Hours Rotary Club as their invited guest.
- Interviewed capital campaign firms.
- Participated in West Las Vegas groundbreaking planning meetings.
- Met with Nevada Department of Corrections Director Jim Dzurenda to discuss the integration of library services on devices for those incarcerated.
- Addressed employee relations issues with Human Resources.
- Conducted by-weekly one-on-one work plan meetings with direct reports.
- Held the Community Engagement annual holiday meeting to celebrate department successes.
- Collaborated with Mary Regan of Las Vegas Urban League to support the Family, Friends, & Neighbors housing program.
- Opened recruitment to fill two vacant Outreach Specialist positions.
- Promoted the Library District's and Cox free WiFi program at various events with Cox representative Jill Stradley.
- American Institutes for Research (AIR) funded and provided professional development *Time Management* training for ALP supervisors, staff, and instructors.
- Shelly Morningsong and Fabian Fontenelle performed at four libraries and provided a video for The Library District's YouTube channel to celebrate Native American Heritage Month.
- Whitney Library Performing Arts Center Coordinator Marcela Chiarandini resigned to pursue personal interests. Amiel Bravo will fill the position vacancy.
- Met with Nevada Department of Conservation and Natural Resources to discuss revisions to the State Park pass checkout program.
- Provided Adult Services insight to Community Engagement's Cristo Rey intern with support from Centennial and Windmill libraries. Also began assembly of the My First Library kits with support from Cristo Rey interns.

**POWERFUL PLACES**

- Clark County Library hosted a graduation ceremony for 18 students who completed their Career Online High School diploma or High School Equivalency.
- Clark County Library hosted the 15<sup>th</sup> annual Vegas Valley Comic Book Festival.
- Outreach Services shadowed library branch programs to enhance storytime staff trainings.
- Finalized ACT Prep Class programs occurring at East Las Vegas Library on January 6, 13, 20, and 27. Each program will support students in English, Math, Reading, and Science.
- East Las Vegas Library hosted the annual Dia de los Muertos festival.
- Met with acoustics vendors to add sound paneling to the Sahara West Library Multipurpose Room.
- Met with Pet Partners while observing an employee wellness event at United Health Care to replicate the program at the Library District.
- Hosted public receptions for new art exhibits by Clara Berta at West Charleston Library, Women in Focus at Clark County Library, and Dan Swenson at Centennial Hills Library.
- Participated in the Art Walk program at the University of Nevada, Las Vegas.
- Hung new art from the Library District's permanent collection in the Clark County Library Adult Learning Program classroom.
- Attended art events at Available Space Art Projects, LVLV, Las Vegas City Hall, and the Moapa Valley Community Center.
- Spring Valley Library celebrated the new musical release by Jungkook music group in *Golden Listening Party*.
- Sahara West Library hosted the 8<sup>th</sup> annual Teen Anime Fest. Teens participated in cosplay, live music, Taiko drumming, food trucks, and general anime events.

**POWERFUL PARTNERSHIPS**

- Engaged with community partners and represented the Library District at the Disconnected Youth Convening led by Workforce Connections at the Division of Welfare and Supportive Services.
- Participated in ongoing discussions with RTC to advance the promotion of library services.
- Joined the Asian American Chamber of Commerce at the Transformative Placemaking seminar held at Opportunity Village: Engelstad Campus.
- Attended First Friday to promote library services. Presented shadow puppets and 3D printing programs.
- Provided library services to families with special needs children at The Collaboration Center's Harvesting Hope festival.
- Provided branded materials to Development for the #GetCardedforHealth program, funded by the National Library of Medicine.
- Boosted health and wellness knowledge for customers at the Boyd Palms Staff Wellness Fair.
- Sahara West Library hosted the Jewish Book Festival in partnership with Jewish Nevada.
- AARP trained over 60 volunteers to provide the annual Tax Assistance program at libraries beginning in January.
- Donated Chromebooks to the Nevada Homeless Alliance for distribution at their annual resource fair.
- Assisted Mesquite Library to engage in financial information programs in partnership with Financial Concepts Retirement Planning, LLC.
- Scheduled adult programs, *United Against Hate*, in partnership with the U.S. Attorney's Office.
- Attended the Nevada Partnership for Homeless Youth annual summit at Myron Hall.

## POWERFUL PLATFORMS

- Constructed the Library District's *Summer Challenge 2024* production timeline.
- Provided programming statistics for the Public Library Association annual survey.
- Discussed the implementation of ImmerSphere with a potential library vendor. ImmerSphere is an augmented reality platform that may enhance reading during *Summer Challenge 2024*.
- Participated in a demonstration of Parent TV. Library vendor Baker & Taylor provides the electronic database service to assist customers with parenting resources.
- Participated in the Diversity, Equity, Inclusion, and Accessibility (DEIA) committee meeting.
- Joined the Administrative team in leadership training led by The Beckley Group.
- Educated international baccalaureate diploma candidates on research best practices, using the databases available on the Library District's website.
- The Adult Learning Program received \$259,522 in additional funds from the Workforce Innovation and Opportunity Act. Mini-grant funds will support the expansion of distance learning and credential certification for Adult Basic Education classes. Incentive funds (State leftover funds from last year) will be used to support salaries and benefits to increase staff and program offerings.
- Sahara West and Windmill libraries presented a special screening of *The War to End All Wars*, a World War I documentary, in recognition of Veterans Day.
- Enterprise Library hosted Indie Author Day to highlight the BiblioBoard Indie Author awards. Local author Denise Crittendon won the adult fiction award for Nevada.
- Researched CRM (customer relationship management) products from potential vendors to manage and track Community Engagement partners. Vendor demos included Hubspot, Better Impact, Free Agent, Salesforce, and Monday.com.
- Attended the presentation from Branding & Marketing for new leader onboard training.
- Participated in Library Operations, Programming, and Services meetings.
- Presented finalized staff procedures for special event permits and food trucks at the Library Operations/Community Engagement staff meeting.
- Participated in Communico Attend training.
- Began planning *Winter Reading Challenge 2024*.

## HIGHLIGHTED EVENTS

*Las Vegas After Hour Rotary Club*  
Outreach Event - William Carr Gallery



*First Friday*  
Outreach Event – Arts District





*Boyd Gaming Health and Wellness Fair  
Outreach Event – Palms Casino*



*Harvesting Hope Festival  
Outreach Event – The Collaboration Center*



*Solution Oriented STEAM Activities/  
Outreach Event – Safekey*



*Native American Flute, Dance, & Stories  
West Charleston*



Community Engagement Report  
Page 8

*ALP Graduation 2023*  
Clark County



*AIR Train the Trainer Professional Development*  
Clark County



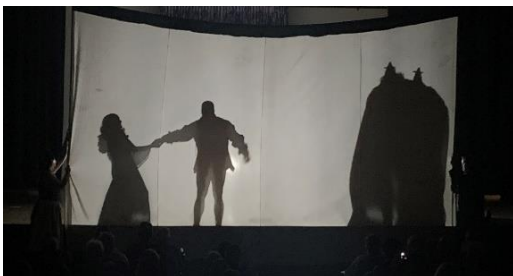
*Jewish Book Festival*  
Sahara West



*15<sup>th</sup> Annual Vegas Valley Comic Book Festival*  
Clark County



*Romeo & Juliet*  
Windmill



*Dia de los Muertos*  
East Las Vegas





Community Engagement Report  
Page 9

*Derrick Suwaima Davis*  
Clark County



*Wonderful World of Was*  
Clark County



*Employee Health and Wellness Fair*  
Outreach Event - United Health Care



*Dan Swenson Art Reception*  
Centennial Hills



*Golden Listening Party*  
Spring Valley



*Teen Anime Fest*  
Sahara West



*Hydroponics with UNR's Little Books Little Cooks*  
West Charleston



...



**Las Vegas - Clark County Library District**  
**Library Operations and Community Engagement**  
**Monthly Statistics**  
**November 2023**

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank	Total	Total	Total	Adult		Youth		General Interest		Rental		Total	
						Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	659	18	526	1	20	9	43	7	227	22	508	0	0	38	778
BUNKERVILLE	166	24	825	0	46	0	0	129	418	6	33	0	0	135	451
CENTENNIAL HILLS	28,008	1	23,015	433	1,914	52	175	44	1,533	19	373	24	272	139	2,353
CLARK COUNTY	12,435	9	30,008	407	4,847	34	2,737	22	342	31	3,680	32	1,295	119	8,054
EAST LAS VEGAS	8,810	12	20,964	250	3,534	78	1,812	31	169	62	2,838	7	405	178	5,224
ENTERPRISE	14,032	6	14,972	316	1,975	8	73	66	676	49	1,018	35	587	158	2,354
GOODSPRINGS	262	22	372	4	48	1	4	9	56	3	42	0	0	13	102
INDIAN SPRINGS	702	17	2,461	5	51	4	29	10	70	22	305	0	0	36	404
LAUGHLIN	3,609	14	4,017	67	709	25	238	12	123	0	0	2	5	39	366
MEADOWS	594	20	1,920	1	162	21	24	10	44	23	1,302	0	0	54	1,370
MESQUITE	5,575	13	7,028	27	912	67	467	52	1,004	25	471	7	37	151	1,979
MOAPA TOWN	386	21	577	103	47	1	1	3	40	18	319	0	0	22	360
MOAPA VALLEY	2,509	16	1,579	54	252	11	75	21	279	3	992	0	0	35	1,346
MOUNT CHARLESTON	73	25	1,014	25	3	0	0	0	0	0	0	0	0	0	0
RAINBOW	17,793	4	17,447	283	1,944	28	152	32	808	59	2,086	38	780	157	3,826
SAHARA WEST	26,831	3	28,404	5	2,592	129	388	25	1,463	6	217	26	155	186	2,223
SANDY VALLEY	639	19	1,070	0	36	4	32	0	0	2	8	0	0	6	40
SEARCHLIGHT	238	23	425	223	10	2	10	0	0	18	24	0	0	20	34
SPRING VALLEY	13,986	7	18,764	225	3,092	10	67	62	555	56	2,105	5	28	133	2,755
SUMMERLIN	16,459	5	17,069	261	1,047	13	85	14	558	12	249	13	2,398	52	3,290
SUNRISE	11,577	10	13,861	365	1,999	16	130	30	767	38	1,309	0	0	84	2,206
WEST CHARLESTON	11,518	11	16,489	229	2,078	104	358	60	405	93	593	16	84	273	1,440
WEST LAS VEGAS	3,206	15	12,805	238	2,671	0	0	53	568	53	1,539	12	490	118	2,597
WHITNEY	13,760	8	15,413	476	2,558	38	419	55	1,001	93	987	0	0	186	2,407
WINDMILL	27,564	2	31,104	170	2,577	24	302	27	995	11	862	22	973	84	3,132
WINDMILL SERVICE CENTER	680,027		0	3,109	78,798	619	8,168	15	347	22	2,568	0	0	656	11,083
2023 MONTHLY TOTAL	901,418		282,129	7,277	113,922	1,298	15,789	789	12,448	746	24,428	239	7,509	3,072	60,174
FY 23-24 YTD TOTAL	4,687,220		1,604,676	42,589	559,983	5,483	69,255	4,739	89,545	4,378	158,998	1,068	36,554	15,668	354,352

ANNUAL MONTHLY COMPARISON														
2022 MONTHLY TOTAL	863,959	310,515	5,329	81,480	1,238	21,661	835	13,155	531	18,345	248	8,187	2,852	61,348
% CHANGE	4%	-9%	37%	40%	5%	-27%	-6%	-5%	40%	33%	-4%	-8%	8%	-2%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	4,438,723	1,706,155	36,933	453,609	5,275	76,116	4,188	80,730	3,479	125,976	1,202	36,305	14,144	319,127	
% CHANGE	6%	-6%	15%	23%	4%	-9%	13%	11%	26%	26%	-11%	1%	11%	11%	

ANNUAL MONTHLY COMPARISON									
2021 MONTHLY TOTAL	738,235	258,298	4,912	82,408				2,153	49,498
% CHANGE	22%	9%	48%	38%				43%	22%
2020 MONTHLY TOTAL	731,888	264,456	3,968	84,762				1,257	25,981
% CHANGE	23%	7%	83%	34%				144%	132%
2019 MONTHLY TOTAL	943,807	454,323	7,443	135,295				2,179	55,427
% CHANGE	-4%	-38%	-2%	-16%				41%	9%

ANNUAL YTD COMPARISON							
FY 21-22 YTD TOTAL	3,759,245	1,475,893	28,876	432,504		10,325	222,018
% CHANGE	25%	9%	47%	29%		52%	60%
FY 20-21 YTD TOTAL	3,801,439	1,417,681	26,771	445,827		5,632	98,513
% CHANGE	23%	13%	59%	26%		178%	260%
FY 19-20 YTD TOTAL	5,003,337	2,514,529	40,897	774,830		10,914	302,102
% CHANGE	-6%	-36%	4%	-28%		44%	17%



## ITEM VI.A.2.c.

### MEMORANDUM

**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** JoAnn Prevetti, MBA - Development

**DATE:** December 31, 2023

**SUBJECT:** Development Report – January 2024 (Development Financial Report Attached)

#### **Development Department Powerful Plays in December 2023**

##### **January through March to be written – \$525,000.00**

National Library of Medicine (NNLM) \$25,000 – Health Resources – District Wide  
United Way – Education – Tutoring - \$250,000 – District Wide  
Centene Foundation – \$\$ TBD - Social Services – Social Workers for Libraries – District Wide  
ArtsHERE \$65,000 - \$130,000 – Performing Arts – Clark County, Spring Mountain, West Vegas, Windmill  
Google Ad Grants - \$120,000 – Marketing Resources – District Wide

##### **Bookstore Sales – July 1, 2023 – November 30, 2023**

\$102,580.47

#### **Powerful Platforms/People/Partnerships/Places**

##### **December/January Meetings**

12/4/23 – Angel Williams – NV Energy – re: grant funding  
12/4/23 – Vegas Chamber – Women's Executive Council  
12/8/23 – Legal Aid Luncheon – Barbara Buckley  
12/9/23 – Latin Chamber Gala  
12/9/23 – Toni Peterson – Director Merrill Lynch Wealth Management – Library Program Funding  
12/11/23 – Vegas PBS – Finalization of \$125k grant funding for Jobtimize Programming  
12/12/23 – LVGEA Workforce Blueprint Conference  
12/12/23 – Humana Healthcare 2<sup>nd</sup> Library Tour @ Clark County re: funding  
12/12/23 – Cesar Martinez – Gaudin Ford – re: Library program funding  
12/13/23 – City of Las Vegas re: Continuation of grant opportunities for library programming  
12/14/23 – Holly Silvestri – The Ferraro Group (Partner) re: Client funding of library programming  
12/14/23 – Michelle Cho – Echo Wealth Management – Cox Wifi/Just One Project awareness  
12/15/23 – Brandon Ward – President, Urban Chamber – Cox Wifi Programming  
12/18/23 – Marcela Rodriques-Campo – Nevada State College – re: Joint-program-funding  
12/18/23 – Vegas PBS – Project implementation  
12/18/23 – Olga Mares – CCSD – Library Tour – re: Joint program funding  
12/19/23 – Howard Liebman, SHCOE – re: Career Online High School program funding  
12/20/23 – Jeri Burton – Nevada Now – Library Tour – re: Program funding  
12/21/23 – Mayita Sanchez – Governor's Office of Federal Assistance – re: Match grant funding  
12/28/23 – Asian Chamber Luncheon

1/9/24 – Vegas Tickets – Program Funding

1/18/24 - Mayita Sanchez – Governor's Office of Federal Assistance – re: Match grant funding

1/19/23 – City of Las Vegas re: ARPA funding reporting guidelines

1/25/24 – Asian Chamber Luncheon

###

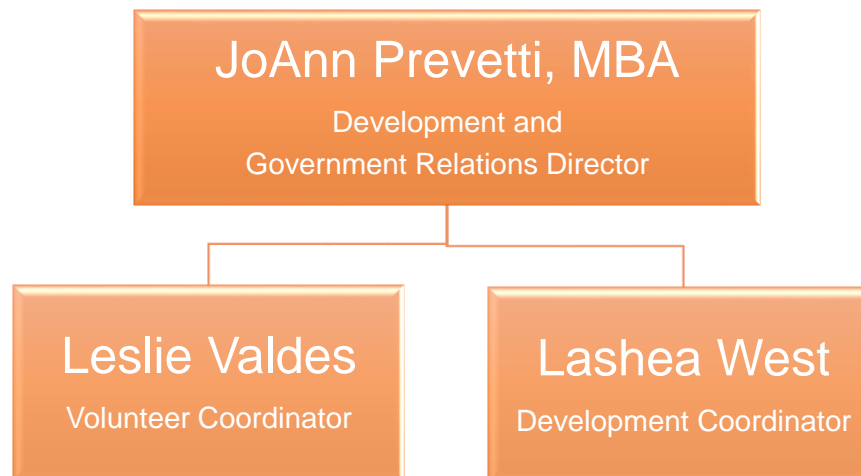


# Development

**JoAnn Prevetti, MBA**  
Director



## Development Department Staff





FOUNDATION AWARDED	FOUNDATION PENDING	FOUNDATION DENIED		BOOKSTORE SALES July through November '23		DISTRICT AWARDED	DISTRICT PENDING	DISTRICT DENIED
\$127,807.65	\$333,500.00	\$255,000.00		\$102,580.47		\$141,500.00	\$15,171,131	\$5,000
				ONLINE DONATIONS Through 12/15/23				
				\$7,113.09				



DISTRICT AWARDED FUNDING								
RTC Bus passes for Adult Education Students	\$1,500		Congressman Horsford Appropriations	Capital Project – West Las Vegas Library	\$10,000,000		ALA – Financial Literacy for Kids (Mesquite)	\$5,000
Teen Tech Center (Best Buy)	\$10,000		Congresswoman Lee	Capital Project – Rainbow Library	\$5,000,000			
ALA – Financial Literacy for Kids (West Sahara Library)	\$5,000		Southern Stem Network Grant V	STEM Lab - Meadows	5,000			
Vegas PBS – Jobtimize Library Programming (funding for two years)	\$125,000		OSIT	Stem Lab Centennial Hills	\$49,131			
			LSTA	Continuing Education for Staff (\$1,500 per staff member – awaiting final number)	TBA			
			Google Ad Grants	Advertising on Google	\$120,000			
TOTAL DISTRICT GRANTS AWARDED	\$141,500		TOTAL	PENDING GRANTS	\$15,174,131		TOTAL DENIED	\$5,000



	FOUNDATION AWARDED FUNDING 7/1/23 – 12/15/23		FOUNDATION	SUBMITTED Pending award notification	GRANTS	FOUNDATION	DENIED GRANTS	
Anonymous Gaming Donor	Tutoring Funding	\$5,000	Aviators	Support Youth Programs *\$2,500-\$5,000 TBD	\$5,000	NAACP – Black Futures Lab	\$250,000	
Vegas Tickets	Enterprise Program Funding \$12k per year for 3 years	\$36,000	Intermountain Healthcare	Mobile Phone Program – People experiencing homelessness	\$100,000	Cox Lego Lab	\$5,000	
Kurt and Pamela Huffman Foundation	Restricted for Library Programming	\$5,000	Mercado	Latino Community Marketing	\$20,000			
Patricia S. Dent Legacy Charitable Fund	Restricted for Library Programming	\$16,507.37	Chase Bank	Library Programming	\$50,000			
Aviators	Library District Program	\$85.00	Nevada State Bank	Tutoring	\$20,000			
Rogers Foundation	Appraised Artwork – restricted to be donated to Library Art Gallery	\$21,800	Best Buy Career Pathways	Career Pathways	\$73,000			
Rogers Foundation	Estimated monetary value of artwork donated to sell to support library programs	\$5,000	Superbowl	Education	\$58,000			
Meow Wolf	Summer Reading Challenge Admissions Tickets to Meow Wolf	\$1,000	Eagle Promotions	Lil' Learners Enterprise	\$2,500			
Derek Parent	477 appraised library collection books for foundation to sell to support Library District Programs	\$20,830	Boyd Gaming	Youth Programming	\$5,000			
Anonymous Donor	Lil Learners Program – Enterprise	\$1,000						
Bruce & Marjorie Norman	Foundation Programming	\$2,000						
Kroger	Foundation Programming	\$1,221.19						
Cox	Unrestricted Funding	\$2,500						
Bright Funds Foundation	Foundation Programming	\$2,475						
Blackbaud Giving Fund	Foundation Programming	\$276						
Online Donations	Foundation Programming	\$7,113.09						
<b>TOTAL</b>		<b>\$127,807.65</b>	<b>Total Pending</b>		<b>\$333,500</b>	<b>Total Denied</b>	<b>\$255,000</b>	



## A few of our New Partnerships/Donors....



Anonymous Bequest Donor

# BF | Foundation

ANONYMOUS DONOR





## Human Healthcare 2<sup>nd</sup> Library Tour @ Clark County Library

Humana®





## Latin Chamber of Commerce

Governor and First Lady Lombardo

Cristo Rey Students



New Library Business Ad Debut





## Workforce Summit





## It's What We Do.... Tutoring

### LIBRARY REPORT CARD



#### GRADES SERVED BY SITE

Library Site	Elementary School	Middle School	High School
Centennial Hills	46.11%	45.51%	8.38%
East LV	60.16%	17.31%	22.53%
Enterprise	57.77%	21.62%	20.61%
Rainbow	67.28%	18.73%	13.98%
Spring Valley	74.22%	18.38%	7.40%
Sunrise	87.13%	6.93%	5.94%
West LV	74.34%	23.03%	2.63%
Whitney	74.59%	20.20%	5.21%
Windmill	56.85%	31.01%	12.13%
<b>Total by Grade</b>	<b>66.50%</b>	<b>22.52%</b>	<b>10.98%</b>

\*Percentages are based off of total number of visits so data includes duplicated students

### REPORTED SUCCESS STORIES IN OCTOBER

"I had a Walker ES fourth grader come in for homework help this week! I left one of the library's full-page flyers about Homework Help on the front counter in the Walker office a week ago for parents to see. I also had a text conversation with one of my former colleagues, a fourth grade teacher, about the program. I don't know which route brought this student in, but I was really happy to see a check-in slip with "Walker" written as the student's school!"

- Tutor at Whitney Library

"A kid scored 20% on a math test and after reviewing it together retok the test and mom came to tell me he scored 100% on retake and was really thankful."

- Tutor at Enterprise Library

"After working with the math tutor for several days, two students reported that they earned A's on their comprehensive exam."

- Tutor at Centennial Hills Library

"The new tutors doing great was one. And we had a girl write a really nice message about a tutor and even wrote "do not erase" on the board. It was really sweet."

- Tutor at Windmill Library

#### LVCLD TUTORING LOCATIONS OVERVIEW



9

TUTORING LOCATIONS



981

UNDUPLICATED STUDENTS



3,661

SITE VISITS

#### HOMEWORK HELP & TUTORING SITES FOR 2023-2024 (Visits)

- |                         |                           |                         |
|-------------------------|---------------------------|-------------------------|
| 1. Spring Valley (1261) | 4. East Las Vegas (352)   | 7. Enterprise (289)     |
| 2. Windmill (431)       | 5. Centennial Hills (320) | 8. Sunrise (196)        |
| 3. Rainbow (361)        | 6. Whitney (300)          | 9. West Las Vegas (151) |

**Reporting through October '23**



***Thank you!***





## ITEM VI.A.2.d.

## MEMORANDUM

**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Albert Prendergast, Chief Information Officer

**DATE:** December 31, 2023

**SUBJECT:** Information Technology Report, January 2024

This memorandum reports on the Information Technology (IT) division's activities and project updates for the month of December and analytics compiled from the period of November 1 to November 30.

## POWERFUL PEOPLE

- IT division staff created the December edition of the *Primary Sources* eNewsletter to keep staff informed about what's happening in Access Services (AS), Collection and Bibliographic Services (CBS), the Distribution Center (DC), and Electronic Resources (ER).
- ER staff provided one mobile device management system training session for staff at the Whitney Library to enable staff to prepare iPads for lending and provided one-on-one assistance to customers with setting up their devices to access the District's online resources.
- IT department staff provided one job shadowing opportunity for one Technical and Production Services staff to provide a better understanding of the responsibilities of the department.
- CBS staff provided one virtual Bibz and Midwest vendor acquisition training session for staff at the Enterprise Library to enable them to submit material requests for their collection.
- CBS staff attended the YPL (Youth Services) Summit and presented one in-person training session to staff on "How to Handle Complaints About A District Title."
- AS staff facilitated the quarterly Technology Advisory Committee meeting virtually to discuss and investigate District-wide technology issues and resolutions. IT department staff attended and provided updates on various technology projects.
- AS staff revised several internal documents, including the *Refund Procedures* to include how to handle Apple Pay refunds, and developed the *Lost and Damaged Procedures* and the *Refund Flow Chart* to incorporate the new process of marking items damaged in Sierra in addition to the previously utilized lost option.
- Several IT division staff attended the Playbook 2026 Halftime Town Hall.
- I participated in training with the Administration Team on the second leadership module, *Managing Different Personality Styles*, provided by the Beckley Group. The Beckley Group will provide a District culture assessment, team building, and leadership development training for the District.
- Several IT division staff attended onsite, multi-day training sessions in preparation for the launch of the new Communico Attend module for managing events.

## POWERFUL PLACES

- CBS staff added 1,763 titles with 11,874 new items to the collection and withdrew 5,229 items from the library catalog. The withdrawn items will either be resold or discarded. CBS staff also added 20,656 e-books and e-audiobooks and 7,638 new hoopla music records in 48 different languages to the collection. Additionally, 350 hoopla records were removed from our collection.
- DC staff provided fresh content to the Greater Clark County Branches to help keep the collections relevant for customers.
- IT department staff continues to work with the Mobile App Implementation Team on the configuration of the various modules. The Team continues to work on the implementation of the Connect module (customer mobile app), Interact module (self-service kiosk), and the door access solution for the Reserve (room reservation) module. The Attend module is now online, the Broadcast and Schedule modules are completed but are not yet in use, and work on the Roam module has not yet started,
- IT department staff continues to work on the next phase of the new DIY 3D Printing Model Project (for the East Las Vegas, Enterprise, Meadows, Summerlin, Sunrise, and Whitney libraries) and the expansions of the All Hands On Tech Project (for the Summerlin, Sunrise, West Charleston, and West Las Vegas libraries) and the Digital Memories Preservation Labs (for the Enterprise, Laughlin, Mesquite, Sunrise, and Summerlin libraries). All of the 3D Printing sites, except for the East Las Vegas Library, were completed.
- IT division staff assisted with the Spring Valley Remodel Project. IT department staff installed 36 new desktop computers in the newly relocated and expanded computer lab and made several other minor configuration changes. The expansion increased the number of computers available for public use from 20 to 36.
- CBS staff held an extensive meeting with our library materials vendor, Brodart, to profile the scope and needs of the Opening Day Collection for the new West Las Vegas Library.
- DC staff met with Centennial Hills Youth Services staff to discuss their upcoming branch remodel and provided a detailed assessment of collection use and recommendations on how to prepare the collection for the coming changes.

## POWERFUL PARTNERSHIPS

- ER staff supported K-12 students and adults who needed access to online resources for school by creating eCards, Treehouse, and IXL accounts, responded to 494 e-mails to the ASK account, and answered 89 phone calls totaling over 110 hours.
- AS staff prepared QuickStart library cards for outreach visits to local schools and other community partners. AS staff also worked with Branding and Marketing to create customer records for the Baby Quick Start library cards for the *Let's Go To The Library* initiative.
- Henderson District Public Library (HDPL) accounted for 1% of our Overdrive circulation with 2,529 items checked out, while our customers checked out 492 items from the HDPL through our Reciprocal Lending Agreement.
- Boulder City and North Las Vegas residents accounted for 8.2% of the District's OverDrive e-media circulation, with the North Las Vegas Library District accounting for approximately 6.4% and the Boulder City Library District accounting for 1.8% of our items checked out.
- Instant Digital Cards (IDC), promoted for our partnership with the RTC, generated 4.1% of our OverDrive circulation with 11,602 items checked out, and 767 new IDC user accounts were created.
- The *Library @ the Boulevard Mall* had 47 checkouts and 29 items were returned to the kiosk.

- CBS staff continues to order materials to support Axis 360 (now Boundless) as more Clark County School District schools opt-in to the Community Share Program.
- CBS staff added 469 new titles with 833 items to the collection for the North Las Vegas Library District and 271 new unique items to the collection for the Boulder City Library District.
- Interlibrary Loan (ILL) staff received 382 requests from our customers to borrow materials from other library systems and received 488 requests from other libraries to borrow our items, and there were 39 new ILL users.
- District staff continues to collaborate with Cox Business on the CoxWiFi Program to help close the digital divide by expanding internet access to qualified customers. IT staff continues to provide daily checkout statistics for our regularly scheduled meetings with Cox. To date, over 11,600 accounts have been checked out.
- CBS staff continues to work on the e-Popup Library project for our partnership with the Downtown Grand Hotel. CBS staff will submit the implementation form for the vendor to create the QR code for the collection after Branding and Marketing completes the design of the logos and artwork for the project.

## POWERFUL PLATFORMS

- IT department staff continues to work with our E-Rate consultant on our RFPs for data services and wireless equipment.
- IT department staff deployed two laptops to the branches as a part of the Library Operations supplemental budget requests and also deployed equipment for new staff at the Windmill Service Center.
- IT department staff replaced the District's end-of-life web application firewall. This system helps to protect the District's web services against cyberattacks.

Of the \$2,587,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY24, \$1,235,298.33 was expended:

- Replacement end-of-life laptops - \$247,381
- Replacement end-of-life tote lifters - \$106,600
- 3D printer furniture - \$23,310.74
- 3D printers - \$23,434.23
- 3D repair parts and accessories - \$2,124.85
- 3D printing laptops - \$13,662.90
- Replacement end-of-life web application firewall - \$266,775.77
- Replacement end-of-life sorters - \$473,066.81
- Digital Memories Preservation Lab - \$19,626.57
- All Hands On Tech - \$1,899.96
- zSpace - \$57,415.50

The following information is provided as requested by Trustee Ortiz at the December 14<sup>th</sup> Board of Trustee's Meeting regarding the District's fiber construction partnership project.

During an April 4, 2023 Special Board Meeting, the Board of Trustees authorized staff to award a contract to Valley Communications Association, LLC for the construction of fiber services to seven of the District's outlying branches (Blue Diamond, Goodsprings, Indian Springs, Laughlin, Mount Charleston, Sandy Valley, and Searchlight) for \$8,031,971.81, with a monthly recurring cost of \$5,999.60 for 84 months.

The \$8,031,971.81 construction cost will be covered fully by other funding sources (90% from the Federal E-Rate Program (this represents the District's contribution to the project), 5% from the State of Nevada, and 5% matched by the FCC).

In October 2023, the District received a tentative timeline for the fiber construction project for the branches. The tentative schedule is summarized in the table below and the detailed document is attached (Exhibit E).

All branches have a commitment period of 84 months for 500 Mbps per month.

<b>Branch</b>	<b>Population</b>	<b>Construction Cost</b>	<b>Recurring Cost</b>	<b>Est. Completion Date</b>	<b>Contingency</b>
Blue Diamond	200 (2020)	\$16,809.62	\$749.95	April 2025	Blue Diamond Elementary School
Goodsprings	110 (2018)	\$152,664.05	\$749.95	June 2025	None
Indian Springs	832 (2020)	\$20,218.80	\$749.95	June 2025	Indian Springs Elementary School
Laughlin	7,997 (2020)	\$3,905,874.95	\$749.95	June 2026	Searchlight Library
Mount Charleston	396 (2020)	\$4,943.00	\$749.95	June 2026	Early B Elementary School
Sandy Valley	1,678 (2020)	\$6,880.71	\$749.95	April 2025	Sandy Valley School
Searchlight	348 (2020)	\$3,090,580.68	\$749.95	June 2026	None
Windmill Hub		\$834,000.00	\$749.95	December 2025	None

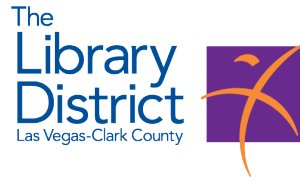
**Exhibit E:**

**CONSTRUCTION TIMELINE**

**All dates provided are based on ESTIMATED delivery dates. Delivery dates are contingent upon Customer's acceptance dates, BLM permitting timeline and supply chain stability.**

Exhibit E: Project Timeline





## ITEM VI.A.3.a.

### MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Floresto Cabras, Chief Financial Officer

**DATE:** December 31, 2023

**SUBJECT:** Financial Services Report, January 2024

This memorandum summarizes the Financial Services Department's activities and project updates for the month of December 2023 and analytics compiled from the period of December 1 through December 31, 2023.

## Powerful People

### Administration

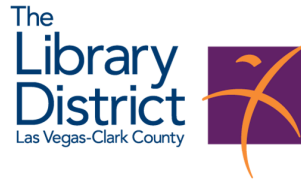
- Updated the District's cash flow analysis
- Published and submitted the Fiscal Year 2023 Annual Comprehensive Financial Report (ACFR) to the State of Nevada, Clark County, Department of Education and other entities as required
- Submitted the Fiscal Year 2023 ACFR to the Government Finance Officers Association (GFOA) for consideration of the Certificate of Achievement in Financial Reporting Award
- **Floresto Cabras** attended the West Las Vegas NMTC Transaction Kickoff
- **Floresto Cabras** presented financial services goals at the Library District's Halftime Town Hall Meeting
- **Floresto Cabras and Louann Sammons** participated in Monday.com software evaluation
- **Financial Services Staff** attended the Community Engagement/Library Operations Joint Budget Meeting
- **Louann Sammons** attended the Library District's Employee Recognition Committee Meeting
- **Louann Sammons** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Louann Sammons** prepared and followed up on Agreements for Services for performances scheduled for District-wide events
- **Louann Sammons** prepared weekly bank deposits
- Prepared monthly Budget Status Reports

### Accounting

- Coded and verified all transactions (\$2.7M for the month of December)
- Developed policies and procedures related to cash handling and internal controls
- Developed policies related to internal risk assessment
- Performed cash flow analysis
- Performed all payroll related duties, including PERS report
- Performed all accounts payable duties

- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detailed budget status for staff as requested
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Programming and Venues Services and Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Managed/tracked all grant activity and prepared related reports
- Managed all investment activity
- Performed all accounting functions related to the Mesquite and East Las Vegas QALICBs.
- Administered the District's credit card and Amazon accounts





## MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Floresto Cabias, Chief Financial Officer

**DATE:** December 31, 2023

**SUBJECT:** Financial Services Report, January 2024

Enclosed are the budget status reports for December 2023. General fund revenues show 44% of budgeted revenues collected.

### **Property Tax Revenues**

As of December 8, 2023, the District collected \$33.0M in property taxes, which is on pace to meet budget expectations. Property taxes are assessed on a fiscal year basis beginning on July 1.

### **Consolidated Sales Tax Revenues (CTX)**

The CTX shows 25% collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection.

The most recent CTX received by the District on November 30, 2023, represents CTX from the month of September 2023. The \$2.7M collected is 10% lower than the amount collected for the same month last fiscal year. In September 2022, events taking place in Las Vegas appeared to have caused an outsized amount of consumer spending. The amount collected in September 2023, returns to the expected trend. Thus, although the September 2023 CTX is 10% lower than September 2022, the 2023 amount is 8% higher than September 2021. See the charts below showing historical CTX trends.

### **Expenditures**

The General Fund has spent 38% of the allocated budget for FY 2024. The percentage spent so far is consistent with prior years. See the summary of expenditures by department in the reports below.

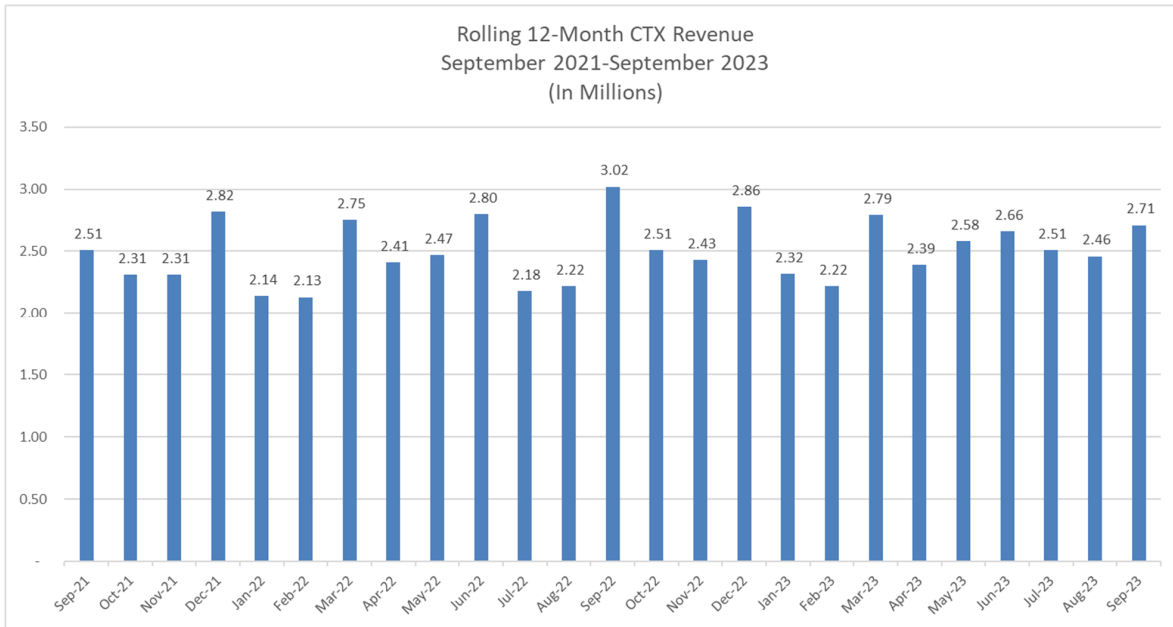
### **Ending Fund Balance**

Based on revenue and expenditure activity so far in FY 2024, staff expects to maintain an ending fund balance for FY 2024 that is 20% of budgeted expenditures, while also transferring \$16.0M from the General Fund to the Capital Projects Fund.

Staff will be available to answer questions.

## Financial Services Report

Page 2



Consolidated Sales Tax FY 2024 vs. FY 2023			
	FY23	FY24	% Change Over FY23
July	2,179,847.95	2,512,443.86	15.26%
August	2,215,102.72	2,458,283.10	10.98%
September	3,019,768.40	2,706,582.49	-10.37%
October	2,505,890.22		
November	2,434,986.56		
December	2,859,714.44		
January	2,319,602.49		
February	2,218,222.45		
March	2,788,228.89		
April	2,389,406.31		
May	2,578,879.06		
June	2,661,784.24		
<b>TOTAL</b>	<b>30,171,433.73</b>	<b>7,677,309.45</b>	

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**General Fund - 100**

From 07/01/2023 Through 12/08/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	33,032,099.35	61,629,920.00	28,597,820.65	46.40%
Intergovernmental Revenue	7,919,846.36	31,443,860.00	23,524,013.64	74.81%
Charges for Services	246,308.75	1,000,000.00	753,691.25	75.37%
Miscellaneous	955,329.36	1,060,000.00	104,670.64	9.87%
<b>Total Revenues</b>	<b>42,153,583.82</b>	<b>95,133,780.00</b>	<b>52,980,196.18</b>	<b>55.69%</b>
<b>Expenditures</b>				
Salaries	14,021,813.92	38,647,658.00	24,625,844.08	63.72%
Benefits	6,340,434.92	17,451,171.00	11,110,736.08	63.67%
Supplies & Services	7,761,796.33	18,703,971.00	10,942,174.67	58.50%
Capital Outlay	5,239,766.43	13,100,000.00	7,860,233.57	60.00%
<b>Total Expenditures</b>	<b>33,363,811.60</b>	<b>87,902,800.00</b>	<b>54,538,988.40</b>	<b>62.04%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>8,789,772.22</b>	<b>7,230,980.00</b>	<b>-</b>	<b>-</b>

**Las Vegas-Clark County Library District**  
**Summary Budget Comparison**  
**By Department**

**General Fund - 100**

From 07/01/2023 Through 12/08/2023

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	302,556.26	856,213.00	553,656.74	64.66%
120	Administration - Library Operations	641,628.76	2,080,156.00	1,438,527.24	69.15%
200	Financial Services	1,145,780.10	2,151,493.00	1,005,712.90	46.74%
215	Community Outreach	225,628.15	751,492.00	525,863.85	69.98%
216	Youth Services	211,253.39	626,538.00	415,284.61	66.28%
217	Adult Services	79,789.48	452,163.00	372,373.52	82.35%
220	Development	217,929.17	764,417.00	546,487.83	71.49%
240	General Services	4,984,453.09	12,212,958.00	7,228,504.91	59.19%
250	Human Resources	1,002,036.35	3,039,736.00	2,037,699.65	67.04%
251	HR-Work Insurance	667,931.75	1,501,744.00	833,812.25	55.52%
260	Information Technology	2,159,740.27	4,876,342.00	2,716,601.73	55.71%
270	Literacy Services	226,258.42	2,105,386.00	1,879,127.58	89.25%
280	Branding and Marketing	1,258,197.78	3,242,024.00	1,983,826.22	61.19%
290	Access Services	520,662.33	1,485,038.00	964,375.67	64.94%
310	Collection and Bibliographic Services	6,208,031.60	15,540,578.00	9,332,546.40	60.05%
320	Gallery Services	84,979.86	224,445.00	139,465.14	62.14%
330	Programming and Venues Services	1,347,935.34	3,629,127.00	2,281,191.66	62.86%
340	Community Engagement	212,405.10	745,461.00	533,055.90	71.51%
400	Library Operations	11,866,614.40	31,617,489.00	19,750,874.60	62.47%
Total		33,363,811.60	87,902,800.00	54,538,988.40	62.04%

**Las Vegas-Clark County Library District**  
**Summary Budget Comparison**  
**By Location**

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 07/01/2023 Through 12/08/2023**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond Library	58,122.20	155,745.00	97,622.80	62.68%
110	Bunkerville Library	58,893.90	140,898.00	82,004.10	58.20%
120	Clark County Library	1,155,080.03	3,029,255.00	1,874,174.97	61.87%
130	Enterprise Library	589,030.33	1,719,983.00	1,130,952.67	65.75%
140	Goodsprings Library	40,557.13	99,926.00	59,368.87	59.41%
160	Indian Springs Library	58,766.35	183,824.00	125,057.65	68.03%
180	Laughlin Library	294,824.21	795,301.00	500,476.79	62.93%
190	Mesquite Library	470,567.45	1,347,002.00	876,434.55	65.07%
200	Moapa Town Library	49,373.56	143,048.00	93,674.44	65.48%
210	Moapa Valley Library	149,063.58	377,164.00	228,100.42	60.48%
220	Mount Charleston Library	48,174.55	123,744.00	75,569.45	61.07%
230	Rainbow Library	828,528.98	2,083,003.00	1,254,474.02	60.22%
240	Sahara West Library	1,095,466.12	2,809,692.00	1,714,225.88	61.01%
250	Sandy Valley Library	59,194.17	146,564.00	87,369.83	59.61%
260	Searchlight Library	50,570.33	127,251.00	76,680.67	60.26%
270	Spring Valley Library	680,229.44	1,981,743.00	1,301,513.56	65.68%
280	Summerlin Library	625,603.41	1,632,199.00	1,006,595.59	61.67%
290	Sunrise Library	670,053.46	1,709,642.00	1,039,588.54	60.81%
300	West Charleston Library	763,622.40	1,977,411.00	1,213,788.60	61.38%
310	West Las Vegas Library	727,583.36	1,893,563.00	1,165,979.64	61.58%
320	Whitney Library	659,271.55	1,753,818.00	1,094,546.45	62.41%
360	Meadows Library	64,096.36	171,485.00	107,388.64	62.62%
370	Centennial Hills Library	828,928.42	2,156,434.00	1,327,505.58	61.56%
380	Windmill Library	831,200.02	2,164,055.00	1,332,854.98	61.59%
390	East Las Vegas Library	827,719.42	2,270,824.00	1,443,104.58	63.55%
605	City Misdemeanant	179,588.22	203,063.00	23,474.78	11.56%
610	Clark County Detention Dept.	2,505.45	420,852.00	418,346.55	99.40%
<b>Total</b>		<b>11,866,614.40</b>	<b>31,617,489.00</b>	<b>19,750,874.60</b>	<b>62.47%</b>

Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**General Fund - 100**  
**From 07/01/2023 Through 12/08/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	11,121,576.69	29,590,787.00	18,469,210.31	62.42%
51200 Salaries - Part Time	2,202,464.22	7,610,310.00	5,407,845.78	71.06%
51300 Overtime Pay	19,605.16	63,250.00	43,644.84	69.00%
51400 Call Back Pay	4,776.15	12,091.00	7,314.85	60.50%
51500 Standby Pay	24,595.38	56,317.00	31,721.62	56.33%
51600 Longevity Pay	116,188.02	364,903.00	248,714.98	68.16%
51700 Separation Pay	239,159.97	450,000.00	210,840.03	46.85%
51800 Leave Buyout	293,448.33	500,000.00	206,551.67	41.31%
55100 Employees Retirement	3,797,944.72	10,272,409.00	6,474,464.28	63.03%
55200 Group Insurance	2,090,046.27	5,781,560.00	3,691,513.73	63.85%
55300 Workers' Comp. Payments	124,071.95	271,544.00	147,472.05	54.31%
55400 Medicare Coverage Expense	327,127.52	975,658.00	648,530.48	66.47%
55500 Unemployment Insurance	1,244.46	150,000.00	148,755.54	99.17%
61100 Office Supplies	214,171.88	559,680.00	345,508.12	61.73%
61110 Operating Supplies	219,457.20	814,090.00	594,632.80	73.04%
61120 Software & User Licenses	353,678.41	504,052.00	150,373.59	29.83%
61130 Software Maintenance	922,024.40	1,257,000.00	334,975.60	26.65%
61200 Book Materials & Supplies	29,984.37	110,000.00	80,015.63	72.74%
61205 Interlibrary Loan	307.15	4,500.00	4,192.85	93.17%
61210 Small Equipment	44,968.16	396,500.00	351,531.84	88.66%
61400 Equipment Repair & Maint.	252,064.00	771,856.00	519,792.00	67.34%
61410 Contracted Services	2,535,420.13	7,094,016.00	4,558,595.87	64.26%
61420 Building Repair & Maint.	106,088.70	400,000.00	293,911.30	73.48%
61500 Rental Expenses	26,256.45	69,566.00	43,309.55	62.26%
61600 Telephone	290,693.34	690,000.00	399,306.66	57.87%
61700 Utilities	886,911.61	1,970,547.00	1,083,635.39	54.99%
61800 Insurance & Bonds	418,577.21	438,954.00	20,376.79	4.64%
61900 Professional Services	289,876.01	864,000.00	574,123.99	66.45%
61910 Legal Services	65,512.50	364,500.00	298,987.50	82.03%
62200 Collection Agencies	28,505.25	100,000.00	71,494.75	71.49%
62300 Board Compensation	1,800.00	10,000.00	8,200.00	82.00%
62500 Postage	72,847.44	316,500.00	243,652.56	76.98%
62510 Advertising	213,177.50	336,700.00	123,522.50	36.69%
62600 Community Events	12,523.55	83,250.00	70,726.45	84.96%
62610 Staff Day	-	30,000.00	30,000.00	100.00%
62620 Recruitment	5,010.61	20,000.00	14,989.39	74.95%
62700 Education & Training	70,795.27	225,000.00	154,204.73	68.54%
62800 Travel & Transportation	45,861.42	271,500.00	225,638.58	83.11%
62900 Printing & Reproduction	123,414.89	365,250.00	241,835.11	66.21%
63000 Dues & Subscriptions	19,141.98	53,110.00	33,968.02	63.96%
65000 Miscellaneous Expenses	1,084.01	35,800.00	34,715.99	96.97%
65100 Bank Charges	14,042.89	50,000.00	35,957.11	71.91%
67000 Rental Expenses to QALICBs	497,600.00	497,600.00	-	0.00%
81700 Library Books	5,239,766.43	13,100,000.00	7,860,233.57	60.00%
<b>Total</b>	<b>33,363,811.60</b>	<b>87,902,800.00</b>	<b>54,538,988.40</b>	<b>62.04%</b>

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**Grant Fund - 220**

From 07/01/2023 Through 12/08/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	496,370.81	20,000,000.00	19,503,629.19	97.52%
<b>Total Revenues</b>	496,370.81	20,000,000.00	19,503,629.19	97.52%
<b>Expenditures</b>				
Salaries	287,659.86	1,300,000.00	1,012,340.14	77.87%
Benefits	77,108.66	700,000.00	622,891.34	88.98%
Supplies & Services	225,313.35	10,000,000.00	9,774,686.65	97.75%
Capital Outlay	114,015.21	8,000,000.00	7,885,984.79	98.57%
<b>Total Expenditures</b>	704,097.08	20,000,000.00	19,295,902.92	96.48%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(207,726.27)	-	-	-



Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Grant Fund - 220**  
**From 07/01/2023 Through 12/08/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	119,473.83	1,000,000.00	880,526.17	88.05%
51200 Salaries - Part Time	167,523.80	300,000.00	132,476.20	44.16%
51300 Overtime Pay	7.06	-	-	-
51600 Longevity Pay	655.17	-	-	-
55100 Employees Retirement	41,743.82	423,698.21	381,954.39	90.15%
55200 Group Insurance	21,118.04	154,947.38	133,829.34	86.37%
55400 Medicare Coverage Expense	14,246.80	121,354.41	107,107.61	88.26%
61100 Office Supplies	7,841.93	511,200.00	503,358.07	98.47%
61110 Operating Supplies	8,419.99	-	-	-
61120 Software & User Licenses	-	1,056,000.00	1,056,000.00	100.00%
61210 Small Equipment	205,472.83	2,017,500.00	1,812,027.17	89.82%
61410 Contracted Services	1,500.00	2,018,900.00	2,017,400.00	99.93%
62700 Education & Training	-	1,011,400.00	1,011,400.00	100.00%
62800 Travel & Transportation	932.75	1,004,000.00	1,003,067.25	99.91%
63000 Dues & Subscriptions	-	500,250.00	500,250.00	100.00%
65000 Miscellaneous Expenses	-	1,880,750.00	1,880,750.00	100.00%
81600 Capital Equipment - Major	-	7,947,500.00	7,947,500.00	100.00%
81700 Library Books	114,015.21	52,500.00	-	-
<b>Total</b>	<b>704,097.08</b>	<b>20,000,000.00</b>	<b>19,295,902.92</b>	<b>96.48%</b>

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**Gift Fund - 230**

From 07/01/2023 Through 12/08/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	168,493.61	10,000,000.00	9,831,506.39	98.32%
<b>Total Revenues</b>	168,493.61	10,000,000.00	9,831,506.39	98.32%
<b>Expenditures</b>				
Salaries	-	200,000.00	200,000.00	100.00%
Supplies & Services	84,464.10	6,000,000.00	5,915,535.90	98.59%
Capital Outlay	-	3,800,000.00	3,800,000.00	100.00%
<b>Total Expenditures</b>	84,464.10	10,000,000.00	9,915,535.90	99.16%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	84,029.51	-	-	-

Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Gift Fund - 230**

**From 07/01/2023 Through 12/08/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	-	200,000.00	200,000.00	100.00%
61100 Office Supplies	921.01	50,000.00	49,078.99	98.16%
61110 Operating Supplies	31,266.91	50,000.00	18,733.09	37.47%
61200 Book Materials & Supplies	23,977.30	-	-	-
61210 Small Equipment	5,904.18	100,000.00	94,095.82	94.10%
61410 Contracted Services	4,800.00	2,200,000.00	2,195,200.00	99.78%
61500 Rental Expenses	-	330,000.00	330,000.00	100.00%
61900 Professional Services	315.00	3,000,000.00	2,999,685.00	99.99%
62500 Postage	5.50	-	-	-
62510 Advertising	2,700.00	-	-	-
62600 Community Events	6,697.79	50,000.00	43,302.21	86.60%
62800 Travel & Transportation	13.10	50,000.00	49,986.90	99.97%
65000 Miscellaneous Expenses	7,863.31	170,000.00	162,136.69	95.37%
81600 Capital Equipment - Major	-	2,800,000.00	2,800,000.00	100.00%
81700 Library Books	-	1,000,000.00	1,000,000.00	100.00%
<b>Total</b>	<b>84,464.10</b>	<b>10,000,000.00</b>	<b>9,915,535.90</b>	<b>99.16%</b>

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**Capital Projects Fund - 510**  
**From 07/01/2023 Through 12/08/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	671,294.53	150,000.00	-	-
<b>Total Revenues</b>	671,294.53	150,000.00	-	-
<b>Expenditures</b>				
Supplies & Services	1,835,990.50	7,256,000.00	5,420,009.50	74.70%
Capital Outlay	346,090.74	27,022,000.00	26,675,909.26	98.72%
<b>Total Expenditures</b>	2,182,081.24	34,278,000.00	32,095,918.76	93.63%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(1,510,786.71)	(34,128,000.00)	-	-

Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Capital Projects Fund - 510**  
**From 07/01/2023 Through 12/08/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	33,270.71	800,000.00	766,729.29	95.84%
61120 Software & User Licenses	16,744.50	900,000.00	883,255.50	98.14%
61130 Software Maintenance	-	240,000.00	240,000.00	100.00%
61210 Small Equipment	167,231.42	1,200,000.00	1,032,768.58	86.06%
61400 Equipment Repair & Maint.	4,466.00	700,000.00	695,534.00	99.36%
61410 Contracted Services	22,260.32	200,000.00	177,739.68	88.87%
61420 Building Repair & Maint.	1,034,234.98	1,100,000.00	65,765.02	5.98%
61500 Rental Expenses	5,996.29	-	-	-
61800 Insurance & Bonds	1,716.00	256,000.00	254,284.00	99.33%
61900 Professional Services	435,167.77	1,560,000.00	1,124,832.23	72.10%
61910 Legal Services	-	60,000.00	60,000.00	100.00%
65000 Miscellaneous Expenses	72,438.50	200,000.00	127,561.50	63.78%
65100 Bank Charges	42,464.01	40,000.00	(2,464.01)	-6.16%
81500 Capital Improvements	34,642.25	20,022,000.00	19,987,357.75	99.83%
81600 Capital Equipment - Major	311,448.49	7,000,000.00	6,688,551.51	95.55%
<b>Total</b>	<b>2,182,081.24</b>	<b>34,278,000.00</b>	<b>32,095,918.76</b>	<b>93.63%</b>

Las Vegas-Clark County Library District

**Project 2050 - Furniture Replacement**  
**From 07/01/2023 through 12/08/2023**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	9,527.38	125,000.00	115,472.62	92%
<b>Total Expenditures</b>		<b>9,527.38</b>	<b>125,000.00</b>	<b>115,472.62</b>	<b>92%</b>



Las Vegas-Clark County Library District

**Project 2200 - Financial Services Projects**  
**From 07/01/2023 through 12/08/2023**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	849.00	170,000.00	169,151.00	100%
61800	Insurance & Bonds	-	15,000.00	15,000.00	100%
61900	Professional Services	200.00	-	-	-
65100	Bank Charges	42,464.01	40,000.00	-	-
81600	Capital Equipment - Major	5,843.20	80,000.00	74,156.80	93%
<b>Total Expenditures</b>		<b>49,356.21</b>	<b>305,000.00</b>	<b>255,643.79</b>	<b>84%</b>

## Las Vegas-Clark County Library District

**Project 4010 - Tech Replacements & Upgrades**  
**From 07/01/2023 through 12/08/2023**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61110	Operating Supplies	25,368.49	100,000.00	74,631.51	75%
61120	Software & User Licenses	16,744.50	200,000.00	183,255.50	92%
61130	Software Maintenance	-	300,000.00	300,000.00	100%
61210	Small Equipment	139,127.15	700,000.00	560,872.85	80%
61400	Equipment Repair & Maint.	4,466.00	500,000.00	495,534.00	99%
61410	Contracted Services	15,760.32	200,000.00	184,239.68	92%
81600	Capital Equipment - Major	251,088.44	587,000.00	335,911.56	57%
<b>Total Expenditures</b>		<b>452,554.90</b>	<b>2,587,000.00</b>	<b>2,134,445.10</b>	<b>83%</b>

## Las Vegas-Clark County Library District

**Project 5010 - Bldg Repair & Maintenance**  
**From 07/01/2023 through 12/08/2023**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61110	Operating Supplies	6,556.25	200,000.00	193,443.75	97%
61120	Software & User Licenses	-	200,000.00	200,000.00	100%
61130	Software Maintenance	-	200,000.00	200,000.00	100%
61210	Small Equipment	2,932.00	300,000.00	297,068.00	99%
61400	Equipment Repair & Maint.	-	300,000.00	300,000.00	100%
61410	Contracted Services	-	400,000.00	400,000.00	100%
61420	Building Repair & Maint.	1,019,414.98	1,200,000.00	180,585.02	15%
61900	Professional Services	30,724.20	600,000.00	569,275.80	95%
81500	Capital Improvements	-	600,000.00	600,000.00	100%
81600	Capital Equipment - Major	-	205,000.00	205,000.00	100%
<b>Total Expenditures</b>		<b>1,059,627.43</b>	<b>4,205,000.00</b>	<b>3,145,372.57</b>	<b>75%</b>

## Las Vegas-Clark County Library District

**Project 5015 - Construction Projects**  
**From 07/01/2023 through 12/08/2023**

**510**  
**Capital Projects Fund**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>				
45200 Interest Earnings	671,294.53	150,000.00	-	-
<b>Total Revenues</b>	<b>671,294.53</b>	<b>150,000.00</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>				
61110 Operating Supplies	1,345.97	-	-	-
61420 Building Repair & Maint.	16,536.00	-	-	-
61900 Professional Services	476,682.07	-	-	-
81500 Capital Improvements	-	25,000,000.00	25,000,000.00	100%
81600 Capital Equipment - Major	14,060.00	-	-	-
<b>Total Expenditures</b>	<b>508,624.04</b>	<b>25,000,000.00</b>	<b>24,491,375.96</b>	<b>98%</b>

## Las Vegas-Clark County Library District

## Project 5020 - PVS Projects

From 07/01/2023 through 12/08/2023

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	14,795.89	406,000.00	391,204.11	96%
61410	Contracted Services	6,500.00	-	-	-
61500	Rental Expenses	5,996.29	-	-	-
81500	Capital Improvements	34,642.25	100,000.00	65,357.75	65%
81600	Capital Equipment - Major	40,456.85	400,000.00	359,543.15	90%
<b>Total Expenditures</b>		<b>102,391.28</b>	<b>906,000.00</b>	<b>803,608.72</b>	<b>89%</b>

Las Vegas-Clark County Library District

**Project 7010 - Library Materials**  
**From 07/01/2023 through 12/08/2023**

**510**  
**Capital Projects Fund**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
81700 Library Materials	-	1,000,000.00	1,000,000.00	100%
<b>Total Expenditures</b>	<b>-</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>100%</b>

Las Vegas-Clark County Library District

**Project 9010 - Vehicle Purchase and Replacement**  
**From 07/01/2023 through 12/08/2023**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
81600	Capital Equipment - Major	-	150,000.00	150,000.00	100%
<b>Total Expenditures</b>		<b>-</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>100%</b>



**Las Vegas-Clark County Library District  
Statement of Revenues and Expenditures**

**Debt Service Fund - 610  
From 07/01/2023 Through 12/08/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	-	10,000.00	10,000.00	100.00%
<b>Total Revenues</b>	-	10,000.00	10,000.00	100.00%
<b>Expenditures</b>				
Supplies & Services	-	10,000.00	10,000.00	100.00%
<b>Total Expenditures</b>	-	10,000.00	10,000.00	100.00%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	-	-	-	-

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

Debt Service Fund - 610  
From 07/01/2023 Through 12/08/2023

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	-	10,000.00	10,000.00	100.00%
	Total	-	10,000.00	10,000.00	100.00%

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Administration - Executive - 110****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	142,445.53	379,543.00	237,097.47
<b>Total Salaries</b>		<b>142,445.53</b>	<b>379,543.00</b>	<b>237,097.47</b>
<b>Benefits</b>				
55100	Employees Retirement	42,581.16	127,147.00	84,565.84
55200	Group Insurance	12,122.88	43,270.00	31,147.12
55400	Medicare Coverage Expense	2,232.42	5,503.00	3,270.58
<b>Total Benefits</b>		<b>56,936.46</b>	<b>175,920.00</b>	<b>118,983.54</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	-	3,500.00	3,500.00
61110	Operating Supplies	990.56	2,000.00	1,009.44
61120	Software & User Licenses	-	45,000.00	45,000.00
61210	Small Equipment	-	10,000.00	10,000.00
61900	Professional Services	43,640.22	75,000.00	31,359.78
61910	Legal Services	32,367.50	75,000.00	42,632.50
62300	Board Compensation	1,440.00	10,000.00	8,560.00
62600	Community Events	4,225.70	15,000.00	10,774.30
62700	Education & Training	878.00	5,000.00	4,122.00
62800	Travel & Transportation***	1,747.92	25,000.00	23,252.08
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	17,294.00	30,000.00	12,706.00
65000	Miscellaneous Expenses	590.37	5,000.00	4,409.63
<b>Total Supplies &amp; Services</b>		<b>103,174.27</b>	<b>300,750.00</b>	<b>197,575.73</b>
<b>Total Administration - Executive-110</b>		<b>302,556.26</b>	<b>856,213.00</b>	<b>553,656.74</b>

\*\*\*The Travel & Transportation budget also accounts for costs incurred by the Board of Trustees.

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Administration - Library Operations - 120****From 07/01/2023 through 12/08/2023**

		<b>YTD Actual</b>	<b>FY2024 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	395,197.25	1,111,647.00	716,449.75
51200	Salaries - Part Time	28,302.43	91,632.00	63,329.57
51600	Longevity Pay	3,147.62	6,877.00	3,729.38
<b>Total Salaries</b>		<b>426,647.30</b>	<b>1,210,156.00</b>	<b>783,508.70</b>
<b>Benefits</b>				
55100	Employees Retirement	135,792.66	395,921.00	260,128.34
55200	Group Insurance	51,920.23	140,377.00	88,456.77
55400	Medicare Coverage Expense	6,125.15	19,302.00	13,176.85
<b>Total Benefits</b>		<b>193,838.04</b>	<b>555,600.00</b>	<b>361,761.96</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	459.36	1,000.00	540.64
61110	Operating Supplies	5,132.28	50,000.00	44,867.72
61120	Software & User Licenses	-	15,000.00	15,000.00
61130	Software Maintenance	-	5,000.00	5,000.00
61210	Small Equipment	9,506.77	154,000.00	144,493.23
61410	Contracted Services	425.00	47,900.00	47,475.00
61500	Rental Expenses	-	2,500.00	2,500.00
62700	Education & Training	2,127.00	7,500.00	5,373.00
62800	Travel & Transportation	3,493.01	30,000.00	26,506.99
63000	Dues & Subscriptions	-	1,500.00	1,500.00
<b>Total Supplies &amp; Services</b>		<b>21,143.42</b>	<b>314,400.00</b>	<b>293,256.58</b>
<b>Total Administration - Library Operations-120</b>		<b>641,628.76</b>	<b>2,080,156.00</b>	<b>1,438,527.24</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Financial Services - 200****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	189,064.82	616,970.00	427,905.18
51200	Salaries - Part Time	9,677.98	40,000.00	30,322.02
51300	Overtime Pay	169.76	-	-
51600	Longevity Pay	841.65	1,900.00	1,058.35
<b>Total Salaries</b>		<b>199,754.21</b>	<b>658,870.00</b>	<b>459,285.55</b>
<b>Benefits</b>				
55100	Employees Retirement	62,302.24	220,722.00	158,419.76
55200	Group Insurance	27,330.86	94,880.00	67,549.14
55400	Medicare Coverage Expense	3,517.04	9,554.00	6,036.96
<b>Total Benefits</b>		<b>93,150.14</b>	<b>325,156.00</b>	<b>232,005.86</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	1,102.75	6,000.00	4,897.25
61130	Software Maintenance	42,296.35	50,000.00	7,703.65
61400	Equipment Repair & Maint.	32,733.72	76,030.00	43,296.28
61410	Contracted Services	78,719.72	134,637.00	55,917.28
61900	Professional Services	100,958.00	125,000.00	24,042.00
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	28,865.25	100,000.00	71,134.75
62500	Postage	51,632.44	85,000.00	33,367.56
62510	Advertising	3,795.50	16,700.00	12,904.50
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	124.13	3,000.00	2,875.87
63000	Dues & Subscriptions	1,005.00	6,000.00	4,995.00
65000	Miscellaneous Expenses	-	10,000.00	10,000.00
65100	Bank Charges	14,042.89	50,000.00	35,957.11
67000	Rental Expenses to QALICBs	497,600.00	497,600.00	-
<b>Total Supplies &amp; Services</b>		<b>852,875.75</b>	<b>1,167,467.00</b>	<b>314,591.25</b>
<b>Total Financial Services-200</b>		<b>1,145,780.10</b>	<b>2,151,493.00</b>	<b>1,005,882.66</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Community Outreach - 215****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	144,854.57	390,947.00	246,092.43
51200	Salaries - Part Time	-	75,206.00	75,206.00
51300	Overtime Pay	145.04	-	-
51600	Longevity Pay	1,238.77	5,107.00	3,868.23
<b>Total Salaries</b>		<b>146,238.38</b>	<b>471,260.00</b>	<b>325,166.66</b>
<b>Benefits</b>				
55100	Employees Retirement	47,325.69	132,678.00	85,352.31
55200	Group Insurance	26,383.28	99,058.00	72,674.72
55400	Medicare Coverage Expense	2,111.06	11,496.00	9,384.94
<b>Total Benefits</b>		<b>75,820.03</b>	<b>243,232.00</b>	<b>167,411.97</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	2,262.22	17,000.00	14,737.78
61120	Software & User Licenses	-	1,500.00	1,500.00
62600	Community Events	676.82	1,000.00	323.18
62700	Education & Training	-	2,000.00	2,000.00
62800	Travel & Transportation	601.12	5,000.00	4,398.88
62900	Printing & Reproduction	-	10,000.00	10,000.00
63000	Dues & Subscriptions	-	500.00	500.00
65000	Miscellaneous Expenses	29.58	-	-
<b>Total Supplies &amp; Services</b>		<b>3,569.74</b>	<b>37,000.00</b>	<b>33,459.84</b>
<b>Total Community Outreach-215</b>		<b>225,628.15</b>	<b>751,492.00</b>	<b>526,038.47</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Youth Services - 216****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	69,576.16	232,877.00	163,300.84
51600	Longevity Pay	858.06	1,939.00	1,080.94
<b>Total Salaries</b>		<b>70,434.22</b>	<b>234,816.00</b>	<b>164,381.78</b>
<b>Benefits</b>				
55100	Employees Retirement	23,890.38	78,664.00	54,773.62
55200	Group Insurance	6,804.20	30,503.00	23,698.80
55400	Medicare Coverage Expense	1,022.51	3,405.00	2,382.49
<b>Total Benefits</b>		<b>31,717.09</b>	<b>112,572.00</b>	<b>80,854.91</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	20,158.38	124,900.00	104,741.62
61120	Software & User Licenses	4,000.00	6,000.00	2,000.00
61210	Small Equipment	1,098.70	17,250.00	16,151.30
61410	Contracted Services	83,845.00	125,250.00	41,405.00
61500	Rental Expenses	-	1,250.00	1,250.00
62700	Education & Training	-	1,500.00	1,500.00
62800	Travel & Transportation	-	3,000.00	3,000.00
<b>Total Supplies &amp; Services</b>		<b>109,102.08</b>	<b>279,150.00</b>	<b>170,047.92</b>
<b>Total Youth Services-216</b>		<b>211,253.39</b>	<b>626,538.00</b>	<b>415,284.61</b>



**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Adult Services - 217****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	43,485.03	165,588.00	122,102.97
51600	Longevity Pay	958.22	2,180.00	1,221.78
<b>Total Salaries</b>		<b>44,443.25</b>	<b>167,768.00</b>	<b>123,324.75</b>
<b>Benefits</b>				
55100	Employees Retirement	15,195.38	56,202.00	41,006.62
55200	Group Insurance	3,431.92	22,335.00	18,903.08
55400	Medicare Coverage Expense	701.73	2,433.00	1,731.27
<b>Total Benefits</b>		<b>19,329.03</b>	<b>80,970.00</b>	<b>61,640.97</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	2,893.57	73,375.00	70,481.43
61120	Software & User Licenses	119.88	500.00	380.12
61210	Small Equipment	950.42	15,250.00	14,299.58
61410	Contracted Services	10,150.00	107,300.00	97,150.00
62700	Education & Training	-	2,000.00	2,000.00
62800	Travel & Transportation	1,903.33	5,000.00	3,096.67
<b>Total Supplies &amp; Services</b>		<b>16,017.20</b>	<b>203,425.00</b>	<b>187,407.80</b>
<b>Total Adult Services-217</b>		<b>79,789.48</b>	<b>452,163.00</b>	<b>372,373.52</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Development - 220****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	131,168.33	409,237.00	278,068.67
51600	Longevity Pay	1,153.61	2,649.00	1,495.39
<b>Total Salaries</b>		<b>132,321.94</b>	<b>411,886.00</b>	<b>279,564.06</b>
<b>Benefits</b>				
55100	Employees Retirement	44,532.40	137,982.00	93,449.60
55200	Group Insurance	26,171.98	71,077.00	44,905.02
55400	Medicare Coverage Expense	1,955.34	5,972.00	4,016.66
<b>Total Benefits</b>		<b>72,659.72</b>	<b>215,031.00</b>	<b>142,371.28</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	3,094.95	2,500.00	-
61410	Contracted Services	-	28,000.00	28,000.00
61900	Professional Services	-	37,500.00	37,500.00
61910	Legal Services	-	2,000.00	2,000.00
62500	Postage	-	1,500.00	1,500.00
62510	Advertising	2,500.00	25,000.00	22,500.00
62600	Community Events	6,571.03	10,000.00	3,428.97
62700	Education & Training	-	1,000.00	1,000.00
62800	Travel & Transportation	308.57	25,000.00	24,691.43
63000	Dues & Subscriptions	342.99	5,000.00	4,657.01
65000	Miscellaneous Expenses	129.97	-	-
<b>Total Supplies &amp; Services</b>		<b>12,947.51</b>	<b>137,500.00</b>	<b>125,277.41</b>
<b>Total Development and Planning-220</b>		<b>217,929.17</b>	<b>764,417.00</b>	<b>547,212.75</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****General Services - 240****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	760,505.54	1,970,197.00	1,209,691.46
51200	Salaries - Part Time	22,843.18	78,163.00	55,319.82
51300	Overtime Pay	7,618.58	5,750.00	-
51400	Call Back Pay	4,595.44	12,091.00	7,495.56
51500	Standby Pay	24,595.38	56,317.00	31,721.62
51600	Longevity Pay	2,804.63	6,371.00	3,566.37
<b>Total Salaries</b>		<b>822,962.75</b>	<b>2,128,889.00</b>	<b>1,307,794.83</b>
<b>Benefits</b>				
55100	Employees Retirement	261,347.58	685,067.00	423,719.42
55200	Group Insurance	189,606.78	453,107.00	263,500.22
55300	Workers' Comp. Payments	1,071.17	-	-
55400	Medicare Coverage Expense	13,425.53	35,632.00	22,206.47
<b>Total Benefits</b>		<b>465,451.06</b>	<b>1,173,806.00</b>	<b>709,426.11</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	4,855.62	15,000.00	10,144.38
61110	Operating Supplies	135,982.88	380,000.00	244,017.12
61130	Software Maintenance	31,895.46	75,000.00	43,104.54
61210	Small Equipment	6,359.34	40,000.00	33,640.66
61400	Equipment Repair & Maint.	25,655.60	65,000.00	39,344.40
61410	Contracted Services	2,052,234.10	5,396,399.00	3,344,164.90
61420	Building Repair & Maint.	106,088.70	400,000.00	293,911.30
61500	Rental Expenses	9,306.82	17,500.00	8,193.18
61700	Utilities	886,911.61	2,035,910.00	1,148,998.39
61800	Insurance & Bonds	418,577.21	433,954.00	15,376.79
61900	Professional Services	17,971.94	20,000.00	2,028.06
61910	Legal Services	-	10,000.00	10,000.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	-	1,000.00	1,000.00
62900	Printing & Reproduction	-	500.00	500.00
63000	Dues & Subscriptions	-	1,000.00	1,000.00
65000	Miscellaneous Expenses	200.00	14,000.00	13,800.00
<b>Total Supplies &amp; Services</b>		<b>3,696,039.28</b>	<b>8,910,263.00</b>	<b>5,214,223.72</b>
<b>Total General Services/Facilities-240</b>		<b>4,984,453.09</b>	<b>12,212,958.00</b>	<b>7,231,444.66</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Human Resources - 250****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	368,921.96	1,073,764.00	704,842.04
51300	Overtime Pay	83.19	-	-
<b>Total Salaries</b>		<b>369,005.15</b>	<b>1,073,764.00</b>	<b>704,842.04</b>
<b>Benefits</b>				
55100	Employees Retirement	120,904.16	359,711.00	238,806.84
55200	Group Insurance	72,536.75	200,984.00	128,447.25
55400	Medicare Coverage Expense	6,141.08	15,570.00	9,428.92
55500	Unemployment Insurance	1,244.46	75,000.00	73,755.54
<b>Total Benefits</b>		<b>200,826.45</b>	<b>651,265.00</b>	<b>450,438.55</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	2,122.99	15,015.00	12,892.01
61130	Software Maintenance	239,904.66	250,000.00	10,095.34
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	29,318.94	77,192.00	47,873.06
61900	Professional Services	59,580.48	430,000.00	370,419.52
61910	Legal Services	33,145.00	265,000.00	231,855.00
62510	Advertising	-	20,000.00	20,000.00
62600	Community Events	-	2,250.00	2,250.00
62610	Staff Day	-	30,000.00	30,000.00
62620	Recruitment	5,010.61	20,000.00	14,989.39
62700	Education & Training	45,260.02	150,000.00	104,739.98
62800	Travel & Transportation	17,512.06	50,000.00	32,487.94
63000	Dues & Subscriptions	349.99	5,000.00	4,650.01
<b>Total Supplies &amp; Services</b>		<b>432,204.75</b>	<b>1,314,707.00</b>	<b>882,502.25</b>
<b>Total Human Resources-250</b>		<b>1,002,036.35</b>	<b>3,039,736.00</b>	<b>2,037,782.84</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****HR-Work Insurance - 251****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51700	Separation Pay	239,159.97	450,000.00	210,840.03
51800	Leave Buyout	122,821.00	500,000.00	377,179.00
<b>Total Salaries</b>		<b>361,980.97</b>	<b>950,000.00</b>	<b>588,019.03</b>
<b>Benefits</b>				
55200	Group Insurance	60,308.78	205,200.00	144,891.22
55300	Workers' Comp. Payments	245,642.00	271,544.00	25,902.00
55500	Unemployment Insurance	-	75,000.00	75,000.00
<b>Total Benefits</b>		<b>305,950.78</b>	<b>551,744.00</b>	<b>245,793.22</b>
<b>Total HR-Work Insurance-251</b>		<b>667,931.75</b>	<b>1,501,744.00</b>	<b>833,812.25</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Information Technology - 260****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	721,534.30	1,742,485.00	1,020,950.70
51300	Overtime Pay	7,110.95	28,750.00	21,639.05
51400	Call Back Pay	180.71	-	-
51600	Longevity Pay	4,602.26	10,445.00	5,842.74
<b>Total Salaries</b>		<b>733,428.22</b>	<b>1,781,680.00</b>	<b>1,048,432.49</b>
<b>Benefits</b>				
55100	Employees Retirement	240,482.30	587,232.00	346,749.70
55200	Group Insurance	114,394.13	267,713.00	153,318.87
55400	Medicare Coverage Expense	10,740.44	25,417.00	14,676.56
<b>Total Benefits</b>		<b>365,616.87</b>	<b>880,362.00</b>	<b>514,745.13</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	26.98	-	-
61110	Operating Supplies	17,420.01	25,000.00	7,579.99
61120	Software & User Licenses	4,415.72	30,000.00	25,584.28
61130	Software Maintenance	514,175.06	757,000.00	242,824.94
61210	Small Equipment	12,869.81	35,000.00	22,130.19
61400	Equipment Repair & Maint.	187,838.68	607,000.00	419,161.32
61410	Contracted Services	7,459.71	35,000.00	27,540.29
61600	Telephone	290,693.34	690,000.00	399,306.66
62700	Education & Training	21,835.25	25,000.00	3,164.75
62800	Travel & Transportation	3,926.53	10,000.00	6,073.47
65000	Miscellaneous Expenses	34.09	300.00	265.91
<b>Total Supplies &amp; Services</b>		<b>1,060,695.18</b>	<b>2,214,300.00</b>	<b>1,153,631.80</b>
<b>Total Information Technology-260</b>		<b>2,159,740.27</b>	<b>4,876,342.00</b>	<b>2,716,809.42</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Literacy Services - 270****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	73,432.72	619,812.00	546,379.28
51200	Salaries - Part Time	82,649.47	1,026,667.00	944,017.53
51600	Longevity Pay	-	1,453.00	1,453.00
<b>Total Salaries</b>		<b>156,082.19</b>	<b>1,647,932.00</b>	<b>1,491,849.81</b>
<b>Benefits</b>				
55100	Employees Retirement	25,160.22	215,397.00	190,236.78
55200	Group Insurance	8,614.73	95,680.00	87,065.27
55400	Medicare Coverage Expense	7,249.06	86,202.00	78,952.94
<b>Total Benefits</b>		<b>41,024.01</b>	<b>397,279.00</b>	<b>356,254.99</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	871.55	2,000.00	1,128.45
61110	Operating Supplies	182.38	10,000.00	9,817.62
61410	Contracted Services	27,966.25	37,175.00	9,208.75
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	132.04	6,000.00	5,867.96
<b>Total Supplies &amp; Services</b>		<b>29,152.22</b>	<b>60,175.00</b>	<b>31,022.78</b>
<b>Total Literacy Department-270</b>		<b>226,258.42</b>	<b>2,105,386.00</b>	<b>1,879,127.58</b>



**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Branding and Marketing - 280****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	337,425.57	957,022.00	619,596.43
51300	Overtime Pay	46.70	-	-
51600	Longevity Pay	800.03	1,800.00	999.97
<b>Total Salaries</b>		<b>338,272.30</b>	<b>958,822.00</b>	<b>620,596.40</b>
<b>Benefits</b>				
55100	Employees Retirement	108,723.91	321,205.00	212,481.09
55200	Group Insurance	46,735.43	130,766.00	84,030.57
55400	Medicare Coverage Expense	4,922.08	13,903.00	8,980.92
<b>Total Benefits</b>		<b>160,381.42</b>	<b>465,874.00</b>	<b>305,492.58</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	4,484.01	26,800.00	22,315.99
61120	Software & User Licenses	321,328.90	334,052.00	12,723.10
61210	Small Equipment	-	10,000.00	10,000.00
61400	Equipment Repair & Maint.	4,968.73	15,576.00	10,607.27
61410	Contracted Services	75,901.00	470,700.00	394,799.00
61500	Rental Expenses	-	700.00	700.00
61910	Legal Services	-	10,000.00	10,000.00
62500	Postage	21,215.00	230,000.00	208,785.00
62510	Advertising	206,882.00	300,000.00	93,118.00
62600	Community Events	1,050.00	50,000.00	48,950.00
62800	Travel & Transportation	317.20	18,000.00	17,682.80
62900	Printing & Reproduction	123,297.22	350,000.00	226,702.78
65000	Miscellaneous Expenses	100.00	1,500.00	1,400.00
<b>Total Supplies &amp; Services</b>		<b>759,544.06</b>	<b>1,817,328.00</b>	<b>1,057,783.94</b>
<b>Total Branding and Marketing-280</b>		<b>1,258,197.78</b>	<b>3,242,024.00</b>	<b>1,983,872.92</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Access Services - 290****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	238,513.72	734,966.00	496,452.28
51200	Salaries - Part Time	47,544.32	118,957.00	71,412.68
51300	Overtime Pay	-	5,750.00	5,750.00
51600	Longevity Pay	3,988.77	9,048.00	5,059.23
<b>Total Salaries</b>		<b>290,046.81</b>	<b>868,721.00</b>	<b>578,674.19</b>
<b>Benefits</b>				
55100	Employees Retirement	94,001.48	275,912.00	181,910.52
55200	Group Insurance	31,056.79	108,842.00	77,785.21
55400	Medicare Coverage Expense	5,181.17	14,953.00	9,771.83
<b>Total Benefits</b>		<b>130,239.44</b>	<b>399,707.00</b>	<b>269,467.56</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	551.24	2,500.00	1,948.76
61110	Operating Supplies	5,289.41	35,000.00	29,710.59
61130	Software Maintenance	93,752.87	160,000.00	66,247.13
61205	Interlibrary Loan	307.15	1,500.00	1,192.85
61210	Small Equipment	-	7,500.00	7,500.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	325.41	5,000.00	4,674.59
63000	Dues & Subscriptions	150.00	110.00	-
<b>Total Supplies &amp; Services</b>		<b>100,376.08</b>	<b>216,610.00</b>	<b>116,273.92</b>
<b>Total Access Services Department-290</b>		<b>520,662.33</b>	<b>1,485,038.00</b>	<b>964,415.67</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Collection and Bibliographic Services - 310****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	538,164.08	1,286,678.00	748,513.92
51200	Salaries - Part Time	10,728.26	51,582.00	40,853.74
51300	Overtime Pay	16.87	-	-
51600	Longevity Pay	12,645.83	28,910.00	16,264.17
<b>Total Salaries</b>		<b>561,555.04</b>	<b>1,367,170.00</b>	<b>805,631.83</b>
<b>Benefits</b>				
55100	Employees Retirement	187,355.51	449,449.00	262,093.49
55200	Group Insurance	112,676.54	292,552.00	179,875.46
55400	Medicare Coverage Expense	8,944.76	21,407.00	12,462.24
<b>Total Benefits</b>		<b>308,976.81</b>	<b>763,408.00</b>	<b>454,431.19</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	-	1,000.00	1,000.00
61120	Software & User Licenses	-	35,000.00	35,000.00
61200	Book Materials & Supplies	29,984.37	110,000.00	80,015.63
61210	Small Equipment	-	5,000.00	5,000.00
61900	Professional Services	67,725.37	154,000.00	86,274.63
62800	Travel & Transportation	23.58	5,000.00	4,976.42
81700	Library Books	5,239,766.43	13,100,000.00	7,860,233.57
<b>Total Supplies &amp; Services</b>		<b>5,337,499.75</b>	<b>13,410,000.00</b>	<b>8,072,500.25</b>
<b>Total Collection and Bibliographic Services-310</b>		<b>6,208,031.60</b>	<b>15,540,578.00</b>	<b>9,332,563.27</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Gallery Services - 320****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	53,742.46	133,389.00	79,646.54
<b>Total Salaries</b>		<b>53,742.46</b>	<b>133,389.00</b>	<b>79,646.54</b>
<b>Benefits</b>				
55100	Employees Retirement	17,719.91	44,685.00	26,965.09
55200	Group Insurance	12,064.60	28,937.00	16,872.40
55400	Medicare Coverage Expense	807.60	1,934.00	1,126.40
<b>Total Benefits</b>		<b>30,592.11</b>	<b>75,556.00</b>	<b>44,963.89</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	443.12	8,500.00	8,056.88
61120	Software & User Licenses	-	2,000.00	2,000.00
62800	Travel & Transportation	84.50	3,500.00	3,415.50
62900	Printing & Reproduction	117.67	1,500.00	1,382.33
<b>Total Supplies &amp; Services</b>		<b>645.29</b>	<b>15,500.00</b>	<b>14,854.71</b>
<b>Total Gallery Services-320</b>		<b>84,979.86</b>	<b>224,445.00</b>	<b>139,465.14</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Programming and Venues Services - 330****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	644,608.28	1,682,396.00	1,037,787.72
51200	Salaries - Part Time	137,934.96	335,091.00	197,156.04
51300	Overtime Pay	3,849.89	23,000.00	19,150.11
51600	Longevity Pay	11,038.94	15,562.00	4,523.06
<b>Total Salaries</b>		<b>797,432.07</b>	<b>2,056,049.00</b>	<b>1,258,616.93</b>
<b>Benefits</b>				
55100	Employees Retirement	229,994.17	603,779.00	373,784.83
55200	Group Insurance	109,232.32	324,415.00	215,182.68
55400	Medicare Coverage Expense	18,942.26	43,784.00	24,841.74
<b>Total Benefits</b>		<b>358,168.75</b>	<b>971,978.00</b>	<b>613,809.25</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	17,741.47	27,000.00	9,258.53
61120	Software & User Licenses	646.64	12,000.00	11,353.36
61210	Small Equipment	14,183.12	67,500.00	53,316.88
61400	Equipment Repair & Maint.	867.27	8,000.00	7,132.73
61410	Contracted Services	145,599.43	431,600.00	286,000.57
61500	Rental Expenses	8,864.53	30,000.00	21,135.47
62700	Education & Training	-	7,000.00	7,000.00
62800	Travel & Transportation	4,432.06	16,000.00	11,567.94
63000	Dues & Subscriptions	-	2,000.00	2,000.00
<b>Total Supplies &amp; Services</b>		<b>192,334.52</b>	<b>601,100.00</b>	<b>408,765.48</b>
<b>Total Programming and Venues Department-330</b>		<b>1,347,935.34</b>	<b>3,629,127.00</b>	<b>2,281,191.66</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Community Engagement - 340**

From 07/01/2023 through 12/08/2023

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	107,152.04	373,574.00	266,421.96
<b>Total Salaries</b>		<b>107,152.04</b>	<b>373,574.00</b>	<b>266,421.96</b>
<b>Benefits</b>				
55100	Employees Retirement	35,327.71	125,147.00	89,819.29
55200	Group Insurance	17,471.79	49,323.00	31,851.21
55400	Medicare Coverage Expense	1,651.75	5,417.00	3,765.25
<b>Total Benefits</b>		<b>54,451.25</b>	<b>179,887.00</b>	<b>125,435.75</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	156.22	8,000.00	7,843.78
61120	Software & User Licenses	23,167.27	25,000.00	1,832.73
61210	Small Equipment	-	35,000.00	35,000.00
61410	Contracted Services	26,000.00	100,000.00	74,000.00
62600	Community Events	-	5,000.00	5,000.00
62700	Education & Training	695.00	4,000.00	3,305.00
62800	Travel & Transportation	783.32	10,000.00	9,216.68
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	-	2,000.00	2,000.00
<b>Total Supplies &amp; Services</b>		<b>50,801.81</b>	<b>192,000.00</b>	<b>141,198.19</b>
<b>Total Community Engagement-340</b>		<b>212,405.10</b>	<b>745,461.00</b>	<b>533,055.90</b>

**Las Vegas-Clark County Library District**  
**Department Expenditures**

**General Fund - 100****Library Operations - 400****From 07/01/2023 through 12/08/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	6,165,214.69	15,769,695.00	9,604,480.31
51200	Salaries - Part Time	1,862,590.34	5,833,012.00	3,970,421.66
51300	Overtime Pay	757.46	-	-
51600	Longevity Pay	72,109.63	170,662.00	98,552.37
<b>Total Salaries</b>		<b>8,100,672.12</b>	<b>21,773,369.00</b>	<b>13,673,454.34</b>
<b>Benefits</b>				
55100	Employees Retirement	2,128,192.09	5,455,509.00	3,327,316.91
55200	Group Insurance	1,180,654.78	3,122,541.00	1,941,886.22
55400	Medicare Coverage Expense	231,456.54	653,774.00	422,317.46
<b>Total Benefits</b>		<b>3,540,303.41</b>	<b>9,231,824.00</b>	<b>5,691,520.59</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	207,407.13	535,680.00	328,272.87
61205	Interlibrary Loan	-	3,000.00	3,000.00
61500	Rental Expenses	8,085.10	17,616.00	9,530.90
62800	Travel & Transportation	10,146.64	51,000.00	40,853.36
65000	Miscellaneous Expenses	-	5,000.00	5,000.00
<b>Total Supplies &amp; Services</b>		<b>225,638.87</b>	<b>612,296.00</b>	<b>386,657.13</b>
<b>Total Library Operations-400</b>		<b>11,866,614.40</b>	<b>31,617,489.00</b>	<b>19,751,632.06</b>

# Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 11/16/2023 through 12/08/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19167	11/20/2023	10129	Fun Express LLC	Order PUR024174	211.73
19168	11/20/2023	10162	CenturyLink	Service 10/24-11/23/23	173.19
19169	11/20/2023	10228	Sterling Volunteers	17 Volunteer background checks	311.50
19171	11/20/2023	11065	Pyro Combustion and Controls, Inc.	Various: FY 24 - Boiler Pre-Season Service	3,054.00
19172	11/20/2023	11137	Vital Records Control	Monthly Maintenance Fee October 2023	234.57
19173	11/20/2023	11626	Jay Atwood	Library Maint Tuning SW	335.00
19174	11/20/2023	11724	Greenberg Traurig LLP	Oct 23 Legal Svcs	1,265.00
19176	11/20/2023	11984	Victig Background Screening	Order PUR024153	1,049.00
19177	11/20/2023	12054	Amazon Capital Services, Inc.	FAC Operating	24,731.22
19178	11/20/2023	1300	Cashman Equipment Company	SW: Replace generator's air filter and batteries	1,641.36
19179	11/20/2023	1429	DC Thomas	BD Rent December 2023	1,617.02
19180	11/20/2023	1535	El Mundo	Nov 2023 Purchasing ad	80.00
19181	11/20/2023	1620	Full Compass Systems Ltd	Order PUR022618	1,142.20
19183	11/20/2023	1757	Ingram Library Services	Order PUR024266	38,069.67
19184	11/20/2023	1854	Kamer Zucker Abbott	Attorney Services/ Legal Fees October 2023	6,180.00
19185	11/20/2023	2098	Moapa Valley Water District	SVC 10/11/23 - 11/7/23 MV	134.31
19186	11/20/2023	2234	Overton Power District #5	SVC 10/8/23 - 11/8/23 MV	287.81
19187	11/20/2023	2362	Refrigeration Supplies Distributor	SW - HVAC SN J0235C536910023 Motor	606.55
19188	11/20/2023	2567	Teamsters Local Union #14	CBA Booklets 2023	391.38
19189	11/20/2023	2799	CDW Government Inc.	SFP for FortiGate	1,584.85
19190	11/20/2023	2819	CenturyLink Communications, LLC	Svc Sept & Oct 2023	4,755.85
19191	11/20/2023	3355	Teamsters Security Fund S. Nevada	November 2023	434,034.09
19192	11/20/2023	3435	Ace Fire Systems, Inc.	Various: FY 24 Fire Alarm/Sprinkler Testing	175.00
19193	11/20/2023	4042	Baker & Taylor, Inc.	Order PUR024312	6,367.33
19194	11/20/2023	4224	DataPLUS Communications	Camera Viewing Software	190.00
19195	11/20/2023	4513	Blackstone Publishing	Order PUR024282	431.55
19196	11/20/2023	4540	Robert Half	C. Monteau w/e 11/10/23	3,046.74
19197	11/20/2023	4676	Color Reflections	Blanket PO printing thru June 2024	496.00
19198	11/20/2023	4897	Public Employees Benefits Program State of NV	Nov 2023 Ins Premium #750	6,836.01
19199	11/20/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	126.31
19200	11/20/2023	5130	UdemyDrive Inc.	eAudios & eBooks	185,201.17
19201	11/20/2023	5718	Tangerine Office Machines	Printer Support	1,623.00
19202	11/20/2023	7285	Henriksen Butler Nevada	Cores and Keys for GS Cubicles	90.47
19203	11/20/2023	7677	Uline, Inc.	Stop/Slow Traffic Paddles	220.62
19204	11/20/2023	7687	United Lock and Security, Inc.	SC - Keys Made	51.50
19205	11/20/2023	8010	Allied Universal Security Services	Various: FY 24 Security - On-Site	203,888.16
19206	11/20/2023	8122	Staples Advantage Dept LA	Cardstock CC	6,258.15
19207	11/20/2023	8575	Intermountain Lock and Security Supply	SW - Heavy Door Closer	403.65
19209	11/20/2023	9191	Canon Solutions America, Inc.	Mnthly maint 09.24.23-10.23.23 WH	1,845.94
19210	11/20/2023	9332	Felipe A. Ortiz	Board Comp for 11/9 MTG	40.00
19211	11/20/2023	9383	Office Plus	Toner EV	7,472.88
19212	11/20/2023	9431	B&H Photo-Video	Order PUR024151	3,638.36
19213	11/20/2023	9454	Apple Inc.	Order PUR024064	6,704.00
19214	11/20/2023	9730	Commercial Lighting Specialties, LLC	SV - Lighting EXIT Light Replaced	65.75
19216	11/22/2023	10129	Fun Express LLC	Crafts for Sat Crafternoon & VVCBF	775.69
19217	11/22/2023	11120	Zoom Video Communications, Inc.	Licenses for CE, End: 11/18/24	7,794.60
19219	11/22/2023	1455	Dell Marketing L.P.	Ann. Ren. VMware, End: 11/15/24	11,361.90
19220	11/22/2023	1620	Full Compass Systems Ltd	Microphone	655.30
19221	11/22/2023	1627	Cengage Learning, Inc.	GDL: ENCY OF ASSC STATE LOCAL 35	5,696.27
19222	11/22/2023	1640	Gerald M Welt Chartered	Oct 2023 Svcs	4,200.00
19223	11/22/2023	1757	Ingram Library Services	Order PUR023559	55,477.54
19225	11/22/2023	2809	Water District	SVC Summary Oct 2023	20,459.56
19226	11/22/2023	2891	AFLAC	November 2023	777.82
19227	11/22/2023	4540	Robert Half	C. Monteau w/e 11/17/23	3,641.53
19228	11/22/2023	5718	Tangerine Office Machines	Printer Support	741.00
19229	11/22/2023	5769	The Penworthy Company	Community Center - 100 titles, 1 copy each	1,573.22
19230	11/22/2023	6396	4Wall Entertainment, Inc.	Shipping costs	41.97
19231	11/22/2023	7371	EnvisionWare, Inc.	Order PUR024313	12,404.00
19232	11/22/2023	8122	Staples Advantage Dept LA	Supplies SV	1,360.34
19233	11/22/2023	8155	Las Vegas Clark County Librar District Foundation	Oct 2023 bookstore sales	20,878.20
19234	11/22/2023	9383	Office Plus	Toner UT	4,661.35
19235	11/22/2023	9431	B&H Photo-Video	Order PUR023265	1,290.48
19236	11/22/2023	9907	Principal Life Insurance Company	December 2023 invoice	29,643.80
19237	12/4/2023	10162	CenturyLink	Service 11.24.23-12.23.23	171.66
19238	12/4/2023	1064	Allied Refrigeration Inc.	LA Motor Baldor & Freight/Shipping	520.00
19239	12/4/2023	10641	Quench USA, Inc.	Various: FY 24 - Filtered Drinking Water	1,028.62
19240	12/4/2023	10789	Gabriel Parker	Teen Music Production Classes for CC	720.00
19241	12/4/2023	10834	Brittany Mangelson	Nov BOT Transcripts	696.50
19242	12/4/2023	10927	CenturyLink	Service 11/20/23-12/19/23	323.02
19243	12/4/2023	11000	Salsana LLC	4 family concerts at EN, EV, WV, MQ	9,500.00
19244	12/4/2023	11065	Pyro Combustion and Controls, Inc.	Various: FY 24 - Boiler Pre-Season Service	1,398.00
19245	12/4/2023	1180	Baron Pest Solutions, Inc.	LA: FY 24 - Pest Control	47.00
19247	12/4/2023	1240	Brady Industries of Nevada, LLC	MB - Kleenex Pop-Up	653.52
19248	12/4/2023	1300	Cashman Equipment Company	WM: Generator Repairs	797.75
19249	12/4/2023	1566	Fairway Chevrolet	#62 - LOF & MPI	170.04
19250	12/4/2023	1580	Ferguson Enterprises, LLC	WV - Plumbing Supplies	1,364.39
19251	12/4/2023	1678	Scholastic Library Publishing	13 each Scienceflix & Trueflix subs 1 yr	40,743.00
19252	12/4/2023	1757	Ingram Library Services	Order PUR023559	18,444.52
19253	12/4/2023	1837	Johnstone Supply	CH - HVAC Supplies	182.01
19254	12/4/2023	2152	Codale Electric Supply Inc	WH, RB, Lighting #42 Consumables	3,702.82
19255	12/4/2023	2169	Nevada Illumination	LA: Exterior Pole Lamp	647.50
19256	12/4/2023	2234	Overton Power District #5	SVC 10/22/23 - 11/21/23 MT	164.51
19257	12/4/2023	2307	Progressive Elevator	CC: FY 24 - Elevator Maintenance	3,495.00
19258	12/4/2023	2350	Rebel Oil Company	SC: Vehicle Diesel & Unleaded Fuel	14,082.89
19259	12/4/2023	2533	Suburban Propane - 1487	Propane Tank Rent MC	5.00
19260	12/4/2023	2567	Teamsters Local Union #14	Union Dues - December 2023	10,729.00
19261	12/4/2023	2702	Grainger, Inc.	SW - HVAC Fuses	600.06



# Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 11/16/2023 through 12/08/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19262	12/4/2023	2799	CDW Government Inc.	Tripp lite Cat6 Patch Cables	2,570.10
19263	12/4/2023	2803	Boulevard Trophy	Board of Trustees Name Tags	31.00
19264	12/4/2023	2852	Chem-Aqua, Inc.	EV & RB: FY 24 - HVAC Water Treatment	1,418.27
19265	12/4/2023	3023	Filtration Group IAQ	SW Filters	412.08
19266	12/4/2023	3149	Midwest Tape	Order PUR024370	1,434.14
19267	12/4/2023	3770	Cox Communications of Las Vegas	Service 11.17.23-12.16.23	30,991.66
19268	12/4/2023	3776	Got Bugs LLC	MQL & MQLC: FY 24 - Pest Control	200.00
19269	12/4/2023	4540	Robert Half	C. Monteau w/e 11/24/23	979.65
19270	12/4/2023	4649	H & E Equipment Services Inc.	Lift Training	255.00
19271	12/4/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	261.87
19272	12/4/2023	5130	OverDrive Inc.	Ebooks & eAudios	78,778.67
19273	12/4/2023	5718	Tangerine Office Machines	Printer Support	480.00
19274	12/4/2023	7285	Henriksen Butler Nevada	WMSC - Inventory of existing product	712.10
19275	12/4/2023	7371	EnvisionWare, Inc.	Open PO for LDS Fax Overage End 06/30/24	2,245.25
19276	12/4/2023	7671	Rentokil	Various: FY 24 - Pest Control	1,413.00
19277	12/4/2023	7943	Communication Electronic Systems Inc	FY 24 - Burglar/Fire Alarm Monitoring	130.00
19278	12/4/2023	8122	Staples Advantage Dept LA	Calendars FAC	6,980.85
19279	12/4/2023	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	506.25
19280	12/4/2023	8575	Intermountain Lock and Security Supply	CC - Dogging Keys	13.68
19281	12/4/2023	8585	Button Boy NV LLC	I <3 My Library Buttons	945.00
19282	12/4/2023	9191	Canon Solutions America, Inc.	Mnthly maint 09.14.23-10.13.23 SM	4,309.24
19283	12/4/2023	9383	Office Plus	Toner CH	1,099.97
19285	12/4/2023	9631	Elliott's Sewer & Drain	Various: FY 24 - Misc Plumbing Repairs	70.00
19286	12/4/2023	9730	Commercial Lighting Specialties, LLC	SC - Lighting Supplies	238.80
19287	12/4/2023	9827	Vision Sign Inc.	SM & SV: FY 24 - Sign Maintenance	210.00
19288	12/4/2023	9875	Serenic Software, Inc.	Annual renewal 12/05/23-12/04/24	40,800.00
19289	12/4/2023	9890	High Sierra Elevator Inspections	Various: FY 24 - Annual Elevator Inspections	2,630.00
93421	11/16/2023	10175	Claude Bourbon	Musical Performance at SW 6/6/23	500.00
93422	11/16/2023	10223	Boulevard Supply	SM Brass stanchion rope ends	63.00
93423	11/16/2023	10253	Elizabeth Ann Foyt	Board Comp for 11/9	40.00
93424	11/16/2023	10483	Randy Riggle	WC Program 11.12.23	1,250.00
93426	11/16/2023	10872	Radioactive Productions	Blanket PO for videos thru June 2024	1,250.00
93427	11/16/2023	12272	Victory Films	WC Peter Ertel Documentary Screening 11.9.23	138.00
93429	11/16/2023	12353	Cristo Rey St. Viator Las Vegas Work Study Inc	Work Study Qtrly billing 2023-2024	8,500.00
93434	11/16/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93435	11/16/2023	2015	Machabee Office Environments	Chair Dolly-PVS	276.50
93436	11/16/2023	2025	Manpower Inc. of Southern Nevada	C. Wall- WE 10/08/23 & 10/15/23	11,893.51
93437	11/16/2023	2494	Southwest Gas Corp.	SVC 10/7/23 - 11/6/23 EV	1,326.72
93438	11/16/2023	3755	Las Vegas Brass Band	LVBB 2023 - Oct, Nov, & Dec concerts	800.00
93439	11/16/2023	4111	Discovery Children's Museum	Sugar Skull supplies	124.28
93441	11/16/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93442	11/16/2023	5246	Kelly D. Benavidez	Board Comp for 11/9 MTG	40.00
93443	11/16/2023	8192	AT&T	Service 11.01.23-11.30.23	41.76
93444	11/16/2023	8473	RealVNC Ltd.	VNC Connect Ann. Ren., End 11/30/24	6,339.38
93445	11/16/2023	9578	Dulais Rhys	Beatles Lecture	700.00
93460	11/21/2023	2175	NV Energy	SVC Summary Oct 2023	85,701.67
93461	11/21/2023	2494	Southwest Gas Corp.	SVC 10/12/23 - 11/09/2023 CC	2,388.28
93462	11/21/2023	9895	National Benefit Services, LLC	October 2023	458.50
93463	11/21/2023	9937	AFLAC Premium Holding	November 2023 Group 12090	2,253.38
93464	11/21/2023	9945	Texas Life Insurance Company	December 2023	230.05
93465	11/30/2023	10217	T-Mobile	Fleet Locate 360 10/21/23 to 11/20/23	597.59
93466	11/30/2023	10291	MPLC (Motion Picture Licensing Corp.)	MPLC Umbrella License 2024	7,417.27
93467	11/30/2023	10372	Casino Party Creations LLC	VVCBF table & chair rental	689.15
93468	11/30/2023	10389	The Firm	Blanket PO for the Firm PR Services nOv 23- Oct 24	4,162.50
93469	11/30/2023	10409	BiblioCommons Corp.	Bibliocommons 2023-12-22 thru 2024-12-21	272,656.97
93470	11/30/2023	10525	Matthew James Hennager	Fall Band Camp SW 11.21.23	500.00
93471	11/30/2023	10930	Business Enterprises of Nevada	MQL: FY 24 - Cafe Management	2,517.00
93472	11/30/2023	11644	Advent Cleaners	WOW - 3 Tablecloths Cleaned	41.25
93473	11/30/2023	11898	Biznet LLC	Business Classes 07.27.23 RB	333.00
93474	11/30/2023	12046	Enchanted Forest Reiki Center	Reiki	83.00
93475	11/30/2023	12059	Printed Solid Inc.	3D printer filament	215.94
93476	11/30/2023	12107	HintonBurdick Nevada LLC	Final billing LVCCLO Audit	30,930.00
93477	11/30/2023	12135	Natalie Daniel	Maid Cafe Sessions for Teen AnimeFest 2023	1,000.00
93478	11/30/2023	12136	Katherine Dunn	Performance at Teen AnimeFest 2023	300.00
93479	11/30/2023	12137	Gina Parham	Zine Workshop for Teen AnimeFest 2023	300.00
93480	11/30/2023	12142	Erick Papas	Gaming Program for Teen AnimeFest 2023	100.00
93481	11/30/2023	12367	West Linn Public Library	Devil of Nanking	14.00
93482	11/30/2023	12385	PrayBee Creations LLC	DJ vs Band at WH	500.00
93483	11/30/2023	12389	Open Heart Happy Heart LLC	Meditation Program	100.00
93484	11/30/2023	12407	Par 3 Landscape and Maintenance Inc	Landscape Maintenance Services Oct 23 - Sept 24	19,393.00
93486	11/30/2023	12447	Michael Angelo Castelo	Performance at Teen AnimeFest 2023	300.00
93487	11/30/2023	12461	The Converse Professional Group	SV Refresh: Asbestos & Air quality inspection	2,452.41
93488	11/30/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93489	11/30/2023	1577	FedEx	FedEx Express Services Nov 2023	39.30
93490	11/30/2023	1710	Henri Specialties	CH - Napkin Disposal	31.64
93491	11/30/2023	1991	Lowe's Improvement	Oct - Nov 2023 Operating & Small Equipment	1,982.08
93492	11/30/2023	2025	Manpower Inc. of Southern Nevada	H. Brown - W/E 11/19/23	2,486.63
93493	11/30/2023	2494	Southwest Gas Corp.	SVC 10/17/2 - 11/15/23 WV	5,442.84
93494	11/30/2023	2838	Verizon Wireless	Service 10.15.23-11.14.23	17,670.43
93495	11/30/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93496	11/30/2023	6782	McFadden-Dale Industrial Hardware	SC: Mobile Carts Repair	113.00
93497	11/30/2023	7740	Gaudin Ford	#58: Replace Transmission & FVA	6,011.20
93498	11/30/2023	8736	Emcor Services Nevada	RB: AH #2 - Blower Motor Replacement	9,726.00
93499	11/30/2023	9467	Bombard Electric LLC	SC: SATCON PVS135 PV SYSTEM - (Rooftop)	11,090.95
93500	12/7/2023	10881	Cosco Fire Protection, Inc.	EV: FY 24 - Fire Sprinkler Inspections	116.00
93501	12/7/2023	10900	Asian Journal Publications	Asian Journal Nov Ads	3,200.00
93502	12/7/2023	10954	Derrick Davis	NAHM programming - various locations	5,000.00

# Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 11/16/2023 through 12/08/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
93503	12/7/2023	11589	Greenspun Media Group, LLC	Blanket PO for ads thru June 2024	6,422.00
93504	12/7/2023	11916	GB Auto Service, Inc.	#59 - Tires Replaced	366.83
93505	12/7/2023	12043	Paul Pinion	Art Classes EV	300.00
93506	12/7/2023	12059	Printed Solid Inc.	Add'l 3D printers for CC	215.94
93507	12/7/2023	12180	i3screen	Order PUR024483	45.00
93508	12/7/2023	12193	Robert J. Leppke Jr.	October Graphic Design Freelance	1,332.50
93510	12/7/2023	12375	Ethan Sneed	Event Photography & Editing	750.00
93511	12/7/2023	12418	Stoked On Printing Ltd	VVCBF Tee shirts	1,247.58
93512	12/7/2023	12465	Robert B Coburn	Refund patron account	129.97
93513	12/7/2023	1921	Latin Chamber of Commerce Nevada, Inc.	Membership Dues	450.00
93514	12/7/2023	2097	Moapa Valley Telephone Co. Inc.	Service 11.26.23-12.25.23	305.65
93515	12/7/2023	2159	AT&T SBC	Service 11.25.23 to 12.24.23	394.01
93516	12/7/2023	2169	Nevada Illumination	Various FY24-Parking Lot Lighting Repair	552.66
93517	12/7/2023	2494	Southwest Gas Corp.	SVC 10/21/23 - 11/21/23 SM	9,087.21
93518	12/7/2023	2772	Xerox Corporation	Xerox	315.78
93519	12/7/2023	2854	FastSigns	Order PUR024402	408.34
93520	12/7/2023	3383	Home Depot Credit Services	Oct - Nov 2023 Operating & Small Equipment	7,393.27
93521	12/7/2023	4117	Television Monitoring Services, Inc.	Ongoing Sgments	250.00
93522	12/7/2023	6817	Reliance Connects	Internet 1223 Bus Office	721.01
93523	12/7/2023	8731	UNUM Life Insurance Co. of America	December 2023	243.60
93525	12/7/2023	9325	Squeaky Clean CC LLC	Various: FY 24 - Graffiti Removal	145.00
93526	12/7/2023	9426	Rapid Color, Inc.	Blanket PO printing June 2024	935.00
93527	12/7/2023	9788	Matias Rodriguez	#57: Install Glare Strip on Windshield	100.00
Total 100 - General Fund					1,995,587.58

Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Grant Fund - 220  
From 11/16/2023 through 12/08/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19177	11/20/2023	12054	Amazon Capital Services, Inc.	FAC Operating	228.00
19182	11/20/2023	1627	Cengage Learning, Inc.	Gale databases - grant funds	88,000.00
19232	11/22/2023	8122	Staples Advantage Dept LA	Supplies SV	499.50
19234	11/22/2023	9383	Office Plus	Toner LIT	286.23
19246	12/4/2023	12045	Eagle Promotions	Outreach Swag for NNLM Grant	7,212.50
93509	12/7/2023	12362	Zahir Castrejon	Clark County Robotics Lab	1,500.00
Total 220 - Grant Fund					97,726.23

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230  
From 11/16/2023 through 12/08/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19183	11/20/2023	1757	Ingram Library Services	Order PUR024266	470.50
93506	12/7/2023	12059	Printed Solid Inc.	Add'l 3D printers for CC	1,998.00
Total 230 - Gift Fund					2,468.50

Regular Board of Trustees Meeting- January 11, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Capital Projects Fund - 510  
From 11/16/2023 through 12/08/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19175	11/20/2023	11963	zSpace, Inc.	zSpace for WC & EN, End: 6/30/25	2,957.50
19177	11/20/2023	12054	Amazon Capital Services, Inc.	FAC Operating	1,024.73
19208	11/20/2023	8784	J&J Enterprises Services Inc.	Restriping/Resealing - RB CH EN WM SV WC	21,240.00
19218	11/22/2023	12383	NDX LLC	MC: Emergency Work	115,171.54
19224	11/22/2023	2307	Progressive Elevator	CC: Upgrade Elevator Controllers	152,000.00
19230	11/22/2023	6396	4Wall Entertainment, Inc.	Shipping costs	2,686.71
19261	12/4/2023	2702	Grainger, Inc.	SW - HVAC Fuses	656.10
19284	12/4/2023	9454	Apple Inc.	DMPL iMacs (FY 2023-2024)	7,084.00
93425	11/16/2023	10529	Furniture Lab	SV: Repair Customer Service Desk	2,155.00
93428	11/16/2023	12333	In-House Production	Order PUR024301	10,233.25
93430	11/16/2023	12406	Wood Rodgers Inc	MC: Flood Damage Repair	15,545.00
93431	11/16/2023	12446	Loyalty Plumbing LLC	MC: Inspect gas line after Hurricane Hilary	898.00
93432	11/16/2023	12455	Las Vegas Demolition LLC	SV Refresh: Decontaminate after tile removal	5,677.00
93433	11/16/2023	12457	City Plan Development dba	SV Refresh - Bid No. 23-09	283,987.60
93440	11/16/2023	4678	Berger Transfer & Storage, Inc.	SV: Book Cart Rental for Refresh	2,700.00
93476	11/30/2023	12107	HintonBurdick Nevada LLC	Final billing LVCCLD Audit	11,200.00
93485	11/30/2023	12424	BELFOR USA Group Inc	MC: Hurricane Hilary Clean Up	5,832.24
93524	12/7/2023	9075	AR Iron, LLC	EN: Security Fence for Enclosure Pad	6,400.00
Total 510 - Capital Projects Fund					647,448.67
Total - All Funds					2,743,230.98

**ITEM VI.A.3.b.****MEMORANDUM**

**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** General Services Report

**DATE:** December 31, 2023

**SUBJECT:** General Services Report, January 2024

This report provides an overview of the primary accomplishments, initiatives, and District-Wide activities for the General Services Division for the month of December 2023.

**POWERFUL PLACES and POWERFUL PARTNERSHIPS****New West Las Vegas Library:**

**Architectural Services:** 100% Construction Documents are completed. Permitting plans were submitted to the City of Las Vegas on November 2, 2023. The first round of comments has been received. KME along with Core Construction are modifying plans accordingly. The full permit process, per the City, could take 90-120 days.

**Groundbreaking:**

Awaiting selection of rescheduled date. General Services will be working with BAM on finalizing event planning, logistics and rescheduling permits and vendors.

**Construction Manager at Risk (CMAR):**

CORE Construction continues to work closely with the design team for the West Las Vegas Library. It is providing its final constructability and materials report based on the 100% Construction Drawings. They are preparing scope of work narratives and bid packages in preparation for subcontractor bidding. The Project is scheduled to be publicly bid on January 3, 2024.

**Current Schedule****Project schedule:**

Completed Schematic Design .....	January 2023
Completed Design Development .....	July 2023
Completed Construction Documents .....	October 2023
Completed Early Procurement .....	November 2023
Completed Submit for City Plan Check Review .....	November 2023
Subcontractor Bidding .....	January 2023
Finalize GMP for Board Approval .....	Feb/March 2024
Construction Start .....	March 2024
Construction End .....	August 2025

### **Other Capital Improvement Projects**

**Spring Valley Library Refresh** - The Teen Zone and new meeting rooms will open after installation of new televisions and furniture, expected the week December 31<sup>st</sup>. Working with Library Operations to upgrade external and interior signage.

**Enterprise Library Refresh** - We have received the 95% construction drawings and they are under review. We are finalizing the carpet and paint selection with Library Operations. We anticipated bidding will take place in January with Construction starting in early 2024.

**Whitney Library Refresh** - We have begun design development for Whitney Library Refresh. We anticipate the branch refresh will include a new Computer Lab, a new Creations Lab, a new Digital Lab, expanded offices and storage for staff as well upgraded study rooms.

## **POWERFUL PLACES**

### **PURCHASING AND ADMINISTRATION DEPARTMENT**

#### **Capital Campaign & Naming Rights Consultant Services**

At the December 15<sup>th</sup> Board Meeting, the Board approved contract award to Schafer Company, LLC as the District's Capital Campaign & Naming Rights Consultant Services. The Contract was reviewed and approved by General Counsel and is pending execution by the District and the Consultant.

#### **Construction Materials Testing And Observation Services RFQ No. 24-05**

On November 26<sup>th</sup>, the District advertised for Statements of Qualifications from qualified and experienced, City of Las Vegas, approved, quality assurance and testing firms to provide construction materials testing and observation services for the District's new West Las Vegas Library project. Responses were due on Thursday, December 14, 2023, at 2:00 p.m. Seven Proposals were received and will be reviewed by an evaluation committee.

#### **Safety and Security Update:**

General Services provided support to Programming and Venue Services to provide additional Security Guards for special events that occurred in December.

The Safety Manager continues to conduct CPR/AED classes and MOAB classes for all PIC's and any interested District staff member.

General Services recently received an additional 3000 COVID at-home test kits from the SNHD and continues to supply them to all of our branches, for staff and patron use. We will continue to distribute tests as needed.

General Services also has continued the application of enhanced cleaning procedures throughout the District.



## ITEM VI.A.3.c.

### MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Jeffrey Serpico, Human Resources

**DATE:** December 31, 2023

**SUBJECT:** Human Resources Activity Report, January 2024

This memorandum reports on the Human Resources Department's activities and project updates for the month of January 2024 and analytics compiled from the period of July 1, 2023 TO November 30, 2023.

## Powerful People

### HR Report Contents:

1. Fiscal Year HR Goals and Objectives (Plays - Powerful People)
2. Transactional Activity & Key Metrics (HR Administrative)
  - a. HR Dashboard - Fiscal Year 2022-2023
  - b. Diversity Dashboard - Calendar Year 2023

### 1. Fiscal Year HR Goals and Objectives (Plays/Milestones):

- **Develop and Maintain Competitive Total Rewards Program:**
  - Establish District Employee Recognition Committee to develop and implement a formal District Recognition Program
    - Identify committee members and schedule meetings - Complete
    - Identify program elements - Complete
      - Service Awards (Key Anniversaries)
        - Service Pin redesign - Complete
        - Presentation December Town Hall - Complete
        - Program revision - Complete
      - Quarterly Recognition
      - Annual Most Valuable Player (MVP) Awards
        - Individual
        - Team/Committee/Task Force



- Perform due diligence on program elements - In process
    - Budget
    - Resources / Materials
      - Service Award Pin designs - Finalized
      - MVP (Team/Individual) Awards designs - In process
    - Process
    - Timeline
  - Develop and implement Multilingual Pay Program (CBA 2024)
    - Develop procedures - In process
  - Develop and implement Employee Emergency Fund Program
    - Determine 3rd party administration feasibility - In process
- **Develop, enhance and maintain intra-organizational communication methods and frequency to enhance employee engagement (Maintain and Modify 2024):**

Channel \ Method	Delivery	Frequency	Primary Audience
Monthly Board of Trustees Meeting	Meeting / Electronic	Monthly	External / Internal
Town Hall	Meeting / Electronic	Biannual	Internal
Executive Director Round Table	Meeting	Quarterly	Internal
Labor Management Meeting	Meeting	Quarterly	Internal / External
Inter Divisional Meetings	Meeting	Biweekly	Internal
Intra Divisional Meetings	Meeting	Biweekly	Internal
Standing Committees	Meeting	Variable	Internal
Administrative Team	Meeting	Weekly	Internal
District Web Site	Meeting	Continuous	External
Voyager Intranet	Electronic	Continuous	Internal
District Email	Electronic	Ad hoc	Internal
Surveys	Electronic	Ad hoc	Internal \ External
Conferences	Electronic	Ad hoc	External

- **Develop and enhance organizational and individual development opportunities:**
  - Implement Library Operations Career Ladder/Map (Library Aide 1 to Director Library Operations)
    - Determine time-line, communication, and HRIS needs - In process
    - Target Implementation Date January 1, 2024
      - October - Develop Communication Materials - Complete
      - November - Conduct Two Communication Meetings - Complete
      - December - System Changes - In process
  - Leverage "Knowledge College" LMS to develop at least one (1) internal certification cluster - In process
  - Complete first year of New Leader Onboarding Program (all current Leaders)
    - March 2023 to November 2023 - In-process (on target to complete REV. January 2024)
  - A-Team Training (Beckley Group) - Begin November 8th, 2023 - In process
- **Evolve and champion a culture of Diversity, Equity, Inclusion, and Accessibility:**
  - Conduct District's first 3rd party DEIA Survey - Complete
  - Review survey results, update action plan and annual objectives to incorporate needs identified by the survey - In process
  - Continue to enhance internal DEIA knowledge and program initiatives through District supported education/certification - In process

- **Ensure quality outcomes by enhancing administrative effectiveness and efficiency:**
  - Conduct 3rd party (Koff and Associates) staffing analysis to ensure appropriate staffing levels and skill mix across the District - Target begin January 15, 2024 - In process
  - Implement new Applicant Tracking System (ATS) - Target February 1, 2024 go-live

**2. Transactional Activity and Key Metrics:**

- (a) Human Resources Dashboard 2023 - 2024
- (b) Diversity Dashboard (2023)

12/7/2023

## LVCCLD HR DASHBOARD

FY2023-2024

LVCCLD		FY 2023-2024 HUMAN RESOURCES DASHBOARD												Current FY		Previous		
		Quarter 1 of FY 2023-2024			Quarter 2 of FY 2023-2024			Quarter 3 of FY 2023-2024			Quarter 4 of FY 2023-2024			FY Running Total (RT) TOTAL FY 2023-2024	FY Monthly Average FY 2023 - 2024	2022 - 2023 Monthly Average	2021 - 2022 Monthly Average	
Metric		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24					
A	Total Employees (Headcount)	669	670	683	682									NA	676.00	652.58	618.25	A
B	Full-Time Employees 60 hours or more (Headcount)	356	358	360	361									NA	358.75	345.33	323.75	B
C	Part-Time Employees 59 hours or less (Headcount)	313	312	323	321									NA	317.25	307.25	294.50	C
D	Full-Time-Equivalent (FTE-District) QTRLY.	564.59			NA									NA	564.59	NA	NA	D
E	Average Years of Service (District)	10.1	10.1	10.1	10.1									NA	10.10	10.04	10.8	E
Talent Acquisition & Management																		
F	Open Positions (Budget) = 821 (564.59 TOTAL BUDGET FTE 474.95 Filled - Begin Cycle)	152	151	138	139									NA	145.00	125.42	159.75	F
G	Positions Posted (Approved to Fill)	15	6	10	7									NA	9.50	13.08	12.67	G
H	Applications Received	3972	1973	999	1184									7528	1882.00	844.50	525.08	H
I	Interviews Conducted	10	22	6	10									48	12.00	12.17	12.83	I
J	New Hires	10	8	14	8									40	10.00	11.75	11.42	J
K	Promotions	2	5	10	1									18	4.50	3.83	5.67	K
L	Lateral Transfers	0	0	1	0									1	0.25	2.08	1.00	L
M	Demotions	2	0	0	0									2	0.50	0.33	0.42	M
N	Employees Successfully Completing Probationary Period	12	4	7	4									27	6.75	9.58	3.67	N
O	(1) Average Cost Per New Hire	\$16,123	\$32,218	\$25,490	\$21,560									\$95,390	\$23,848	\$31,917	\$38,671	O
Separations & Turnover																		
P	Total Separations from Employment	11	7	4	6									28	7	10.00	9.50	P
Q	Voluntary Separations	10	6	4	5									25	6	8.75	8.67	Q
R	Involuntary Separations	1	1	0	1									3	1	1.25	0.83	R
S	Turnover (Entire District)	1.64%	1.04%	0.59%	0.88%									4.15%	1.04%	1.54%	1.54%	S
T	Turnover (Without Page Positions)	1.21%	0.46%	0.60%	0.44%									2.71%	0.68%	1.06%	0.94%	T
U	Annualized Twelve Month Turnover (Entire District)	19.73%	16.13%	13.10%	12.46%									NA	15.36%	22.80%	18.72%	U
V	FTE Vacancy Rate (Open FTEs) / (Total Filled FTEs + Open FTEs) (Budget 564.59 Total) QTRLY.	15.88%												NA	15.88%	16.12%	20.53%	V
W	Average Years of Service (Voluntary Separations)	3.5	4.8	17.3	1.6									NA	6.80	5.71	5.50	W
X	Average Years of Service (Involuntary Separations)	0.1	0.4	0.00	0.4									NA	0.23	1.09	3.50	X
Training & Talent Development																		
Y	Employee Attending New Hire Orientation	9	8	11	11									39	10	11.58	11.50	Y
Z	Total Employee Training Encounters	87	352	289	227									955	239	149.67	97.33	Z
AA	Virtual	42	192	96	62									392	98	33.42	49.75	AA
BB	Live On-Site	22	156	179	159									516	129	108.33	42.83	BB
CC	External Conferences	23	4	14	6									47	12	11.17	6.00	CC
DD	Total Training Cost	\$14,815	\$2,828	\$8,556	\$3,553									\$29,752	\$7,438	\$8,886	\$5,337	DD
EE	Total Tuition Reimbursements	\$1,157	\$0	\$1,688	\$0									\$2,845	\$711	\$3,707	\$1,417	EE
FF	Undergraduate	\$0	\$0	\$0	\$0									\$0	\$0	\$120	\$284	FF
GG	Graduate	\$0	\$0	\$1,110	\$0									\$1,110	\$278	\$3,222	\$1,132	GG
GG2	Certification	\$1,157	\$0	\$578	\$0									\$1,735	\$434	NA	NA	HH
HH	(2) Annual Required Compliance Training Completion	100.00%	95.00%	95.00%	95.00%									NA	96.25%	NA	NA	II
Benefits & Wellness																		
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	1	1	1	1									4	1	0.00	0.00	JJ
JJ	Total Leave Hours Utilized	80.00	80.00	80.00	80.00									320.00	80.00	1.58	1.58	KK

(1) 8% of Base Salary if less than \$35,000 &amp; 10.5% of Base Salary if Greater than \$35,000 (Source SHRM 2020)

(2) January 24: Begin new compliance training cycle.

\* Annual

Restate = Yellow

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NOTES:											
1. All data is based on the most recent data available. 2. Data is based on the most recent data available. 3. Data is based on the most recent data available. 4. Data is based on the most recent data available. 5. Data is based on the most recent data available. 6. Data is based on the most recent data available. 7. Data is based on the most recent data available. 8. Data is based on the most recent data available. 9. Data is based on the most recent data available. 10. Data is based on the most recent data available. 11. Data is based on the most recent data available. 12. Data is based on the most recent data available.											
LVCCLD Diversity Dashboard 2023 (Quarter 1)											
*** July 2023 US Census Bureau - Civil Rights											
Form 100-100-100											
*** Race and Ethnicity Identification											
A	***Race and Ethnicity Identification	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)
1	Hispanic or Latino (a)	33,328	1,152	3.46%	33,328	1,152	3.46%	33,328	1,152	3.46%	33,328
2	White (Not Hispanic or Latino) (b)	33,328	3,111	9.33%	33,328	3,111	9.33%	33,328	3,111	9.33%	33,328
3	Black or African American (Not Hispanic or Latino) (c)	13,626	85	0.62%	13,626	85	0.62%	13,626	85	0.62%	13,626
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (d)	3,008	10	0.33%	3,008	10	0.33%	3,008	10	0.33%	3,008
5	Asian (Not Hispanic or Latino) (e)	10,950	76	0.69%	10,950	76	0.69%	10,950	76	0.69%	10,950
6	Native American or Alaska Native (Not Hispanic or Latino) (f)	1,194	2	0.17%	1,194	2	0.17%	1,194	2	0.17%	1,194
7	Two or More Races (Not Hispanic or Latino) (g)	5,308	10	0.19%	5,308	10	0.19%	5,308	10	0.19%	5,308
8	Unidentified/Other	0.00%	2	0.03%	0.00%	2	0.03%	0.00%	2	0.03%	0.00%
100.00%											
*** Sex / Gender Identification											
B	***Sex / Gender Identification	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)
1	Female	41,000	439	1.07%	41,000	439	1.07%	41,000	439	1.07%	41,000
2	Male	58,000	223	0.39%	58,000	223	0.39%	58,000	223	0.39%	58,000
3	Non-Binary/Other	0.00%	2	0.03%	0.00%	2	0.03%	0.00%	2	0.03%	0.00%
100.00%											
Job Categories (EEO-4)											
C	Job Categories (EEO-4)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)
1	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2	Professionals	22	42	4	1	2	0	0	0	0	26
3	Technicians	7	16	3	2	2	0	0	0	0	20
4	Protective Service Workers	0	0	0	0	0	0	0	0	0	0
5	Paraprofessionals	18	16	4	1	35	0	2	2	2	33
6	Administrative Support Workers (Including Clerical and Sales)	25	150	20	5	0	0	0	0	0	3
7	Skilled Craft Workers	0	3	0	0	0	0	0	0	0	18
8	Service/Maintenance Workers	0	3	0	0	0	0	0	0	0	0
Total											
100.00%											
Job Categories (EEO-4)											
D	Job Categories (EEO-4)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)	***Total Count (EC)
1.0	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.1	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.2	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.3	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.4	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.5	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.6	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.7	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.8	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.9	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.10	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.11	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.12	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.13	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.14	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.15	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.16	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.17	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.18	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.19	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.20	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.21	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.22	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.23	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.24	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.25	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.26	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.27	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.28	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.29	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.30	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.31	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.32	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.33	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.34	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.35	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.36	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.37	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.38	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.39	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.40	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.41	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.42	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.43	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.44	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.45	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.46	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.47	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.48	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.49	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.50	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
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2.52	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.53	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.54	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.55	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.56	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.57	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.58	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.59	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.60	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.61	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.62	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.63	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.64	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.65	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.66	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.67	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.68	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.69	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.70	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.71	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.72	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.73	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.74	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.75	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.76	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.77	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.78	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.79	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.80	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.81	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.82	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.83	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.84	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.85	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.86	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.87	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.88	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.89	Officials and Administrators	8	34	23	1	13	0	4	0	0	25
2.90	Officials and Administrators	8									