

## ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
June 13, 2024**

DATE: Thursday, June 13, 2024

TIME: 5:00 p.m.

PLACE: Centennial Hills Library  
6711 N Buffalo Dr,  
Las Vegas, NV 89131 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, April 10, 2024](#)
  - B. [Special Board Meeting, May 6, 2024](#)
  - C. [Regular Board Meeting, May 23, 2024](#)
- V. Chair’s Report
  - A. Trustees Report
  - B. Foundation Meeting [https://thelibrarydistrict.org/wp-content/uploads/sites/54/2024/05/5.16.24\\_Full-Board-Packet.pdf](https://thelibrarydistrict.org/wp-content/uploads/sites/54/2024/05/5.16.24_Full-Board-Packet.pdf)
- VI. Executive Session regarding litigation, budget, and labor issues. If necessary, this will be a closed session estimated to require up to 45 minutes.
  - A. Briefing from legal counsel
- VII. Unfinished Business- None
- VIII. New Business
  - A. Consent Agenda
    - The Consent Agenda may be approved in its entirety by a motion or individual items may be considered separately.
    - 1. [Discussion and possible board action of a proposed Venue Use Policy.](#)
  - B. Regular Agenda
    - 1. [Discussion and possible Committee action regarding the appointment](#)

of a Broker of Record for the District's property and casualty insurance coverage.

2. Discussion and possible Board action regarding a report from the District's Broker regarding recommendation for contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2024.
3. Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$75,000 for Fiscal Year 2024-2025.
4. Discussion and possible Board action regarding the election of Board Officers for Fiscal Year 2024-2025 and accompanying Resolution 2024-2.
5. Discussion on the performance of Board Counsel, Gerald M. Welt.
6. Discussion on the Bylaws of the Las Vegas-Clark County Library District Board of Trustees.
7. Discussion and possible board action relating to the Bookstore Agreement with the Las Vegas-Clark County Library District Foundation.

IX. Announcements

The July Board meeting will be held on Thursday, July 11, 2024, at 5:00pm. Location: Rainbow Library, 3150 N Buffalo Dr, Las Vegas, Nevada 89128.

No August Board of Trustees meeting. Enjoy your summer!

The September Board meeting will be held on Thursday, September 12, 2024, at 5:00pm. Location: East Las Vegas Library, 2851 E Bonanza Rd, Las Vegas, NV 89101.

X. 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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XI. 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, June 7, 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 W. Windmill Lane  
Las Vegas, NV 89113
7. Centennial Hills Library  
6711 N Buffalo Dr.  
Las Vegas, NV 89131
8. 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=oaP3X8K1huE> 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  
April 10, 2024**

The Board of Trustees of the Las Vegas-Clark County Library District Finance and Audit Committee met in regular session at the Windmill Library, Las Vegas, Nevada, at 2:00 p.m., Wednesday, April 10<sup>th</sup>, 2024.

<b>Present:</b>	Board:	K. Rogers, Chair N. Waugh F. Ortiz	K. Benavidez K. Whiteley
	Counsel:	G. Welt	
	Absent:	E. Foyt	
	Staff:	JoAnn Prevetti Floresto Cabias	
	Guests:	None	

Chair, K. Rogers called the meeting to order at 2:02 p.m.

**Roll Call (Item I.)** All members listed above represent a quorum. Appendix A.

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

**Agenda (Item III.)** Trustee Benavidez moved to approve the agenda as proposed. Chair Waugh second the motion. There was no opposition and the motion carried. Motion carries; Agenda is accepted.

**New Business (Item IV.)** The first item of discussion is regarding the fiscal year ending June 30<sup>th</sup>, 2025, tentative budget submittal to the State of Nevada Department of Taxation in preparation for the May 23<sup>rd</sup>, 2024 budget public hearing. No action is required. Floresto Cabias will review an update.

The tentative budget is due to the State of Nevada Department Taxation by April 15<sup>th</sup>. Floresto Cabias gave a summary of the actual document that we will be submitting to the state. Starting with the revenues for all funds.

Starting with the General Fund, revenues are increasing by \$7M. Primarily an increase in property taxes. Special Revenue Funds, the Gift Fund and the Grant Fund always net to zero every year. We budget the amounts at a high enough level, so depending on the amount of grants or gifts we received during the fiscal year, we're actually able to spend those funds, which is traditionally fairly high.

We're receiving approximately \$1M to \$1.5M in literacy grants. We must spend that amount before the end of the fiscal year. Again, we received

\$1.5M in revenues. Spending the \$1.5M is what that means by netting to zero. We're always seeking out new gifts and grants. The reason for the \$10M budget in Gift Funds and the \$20M in Grant Funds, on the possibility that we receive a large grant or gift, we want to be able to spend it and that explains the large amount.

The Capital Projects Fund revenues amount could see an increase significantly for the current fiscal year budget from 2025. We actually expect to receive \$1.5M in investment income in 2024, this year and that's because originally, this 2024 budget was based on lower interest rates at the time and interest rates for investments as well have risen substantially over the last fiscal year.

Going into Fiscal Year 2025, we expect that to continue on average—you may have seen the headlines this morning—the inflation report came out and CTI came in hot, so that may encourage the Federal Reserve to keep rates higher for longer is what we are hearing. As rates come down, investments interest rates, that amount will lower, the investment income will of course lower. We also have less funds invested in the Capital Projects Fund because of the construction for the West Las Vegas Library.

The Debt Service Fund exists, so we budget for it each year, but the District has no debt, and there is very little activity in the Debt Service Fund. We get a small amount of property taxes each year; these are delinquent taxes. The District retired its debt years ago, but there is a small amount – at the lower property taxes that taxpayers owe that trickle in from year to year, which is the reason we budget a small amount in debt service.

Chair Rogers posed the question could you restate the \$1.5M in actual FY '24, which revenue line that is aligned with? It's the Investment Income. If we look back at our financial statements, that would be interest and capital gains on the District's investments.

Chair Rogers also asked CFO Cabias, could you also share what our FY'24 actual is? FY '24 is approximately just under \$2M. For the Grant Fund, approximately \$2M. As mentioned, a grant we receive every year would be for Adult Literacy and that we can rely on every year, but we do receive other grants throughout the year. Fiscal Year '23, we're looking at under \$2M. And we would expect around \$2M in Fiscal Year '25.

The Trustees are aware of some federal apportionments that the District is seeking, that could be as high as \$10M. That's the reason for the \$20M here, its accounting for the possibility of those large grants.

Moving on to expenditures, starting with the General Fund, expenditures are increasing by \$8M, primarily due to salaries and benefits.

The Special Revenue Funds, we talked about; these amounts are set at the same amount of revenues. Whatever is received is what we plan to spend. The Capital Projects Fund, there was a decrease in \$17M from '24 to '25, due to the West Las Vegas Library project. Much of the spending on that project is happening this fiscal year, Fiscal Year 2024. The District will be spending less on construction on the West Las Vegas Library in 2025.

Again, that's a little unusual because the bulk of construction is happening in Fiscal Year 2025. The reason for this relates to the New Markets Tax Credit Program.

Mr. Cabias will cover the flow of funds and the expenditures towards the end of this presentation, but if there are any questions now about any of the expenditures for the different funds, I can answer them now.

Trustee Ortiz asked through you Mr. Chairman, I had a question for Floresto. I see that salaries increased by \$8,224,679; quite a bit. Are we getting new people for that or is that an increase in everybody's salaries?

Mr. Cabias answered This is the total of the \$8.2M. You can see that the majority of the increase happens here for salaries; \$3.1M salaries and benefits.

Trustee Ortiz added let me rephrased the question, so for \$3,145,153, is that for new employees or is that for pay increases?

Mr. Cabias responded it's the pay increases for all employees. Per the Collective Bargaining Agreement, employees have a 4 percent cost of living adjustment that kicks in on July 1<sup>st</sup> of the new fiscal year, and employees are also eligible for a 4 percent merit or performance increase, together an 8% increase for all employees.

Mr. Cabias continued to talk about the benefits increasing by 10% and the benefits are a function of salaries. The biggest component of benefits is the Public Employee Retirement System contribution. Based on the salaries to employees, as employees' salaries increase, so does that contribution to PERS. There's also a healthcare premium component that increases every year per the Collective Bargaining Agreement. That's another reason for the increases in benefits. Altogether, this is the largest increase of the expenditures for the General Fund.

Services and Supplies is increasing by 11%. Much of the increase in the General Fund is due to multiyear contracts that increase based on the term of the agreement itself. That combined with rising utility cost is the reason for the \$2M increase in Services and Supplies.

Library Materials are increasing by \$1.3M, based on the total expenditures in the General Fund; this is set at 15%. Depending on all of the other budget amounts of Salaries, Benefits, and Services and Supplies, we determine what 15 percent is of that total expenditure number and that becomes the budget for Library Materials in the new fiscal year.

Trustee Ortiz stated for the record asked when do you capture the purchase of new furniture for the West Las Vegas Library? Is the expense captured in this year or is it going to be captured next year?

Mr. Cabias added it will likely be captured towards the end of construction, so that will actually be Fiscal Year 2026. It's not in this report.

Trustee Ortiz commented very good. Thank you.



Mr. Cabias commented we spoke about the General Fund Expenditures, but to go over the Revenues, we have the largest increase of \$7M coming from Property Taxes. This is a number we are really satisfied with that tells us that assessed values of real property throughout Las Vegas and Clark County is continuing to appreciate and aligns with our understanding of the economic conditions at this time.

Residential real estate has maintained its value, if not appreciated due to factors we're all aware of; the record low mortgage rates over the course of the pandemic and homeowners reluctant to sell, which is driving down supply which increases demand and prices. The commercial property component of property taxes is powered by the Las Vegas Strip and again, the performance on the strip from different mega resorts are doing well. There's new construction coming online, so we're not surprised by the large increase in property tax revenues in Fiscal Year 2025 and again, that amounts to 11%.

The consolidated sales tax revenue is flat for the fiscal year. We are going to meet the budget expectation in Fiscal Year 2024, \$31M and expected \$31M in Fiscal Year 2025, also the projection by the State of Nevada. They are traditionally conservative and in over the last couple of years, staff here has felt that consolidated sales tax could come in higher than the state's projection.

For Fiscal Year 2025, we agree with the state that this – keeping our budget flat and makes the most sense because depending on economic conditions, we talked about inflation reports, the economy can go either way with consumer spending going down or actually going up.

Charges for services revenue and miscellaneous revenue is status quo, not a whole lot of fluctuation there between those two revenue lines.

Chair Rogers asked Floresto, could you maybe give some examples of what would flow through under the miscellaneous revenue?

Mr. Cabias answered the miscellaneous revenues is composed of a number of things but one of the largest components of miscellaneous revenue is a program known as E-Rate. These are rebates that are received by organizations for utility costs. In compliance with certain expectations of how those utilities are managed, there's a federal subsidy that's provided to the District and that could amount to anywhere between \$200,000 and \$300,000.

There could also be contributions. Not all of the contributions, gifts or donations are recorded in the Gift Fund or Special Revenue Fund. Some of those are, for accounting reasons recorded in the General Fund, so that amount is also incorporated into miscellaneous revenue.

Chair Rogers replied Okay. Thank you.

Trustee Ortiz added Mr. Chairman, one quick comment. Through you, for my Trustees that are here online, the consolidated sales tax for me being

on this Board for ten years, that really is a bellwether. That tells us how the economy is going to go. What does that mean? There's less. There are people buying less cigarettes, less alcohol, dry cleaning. That's the tax on buying your tickets to the movies. Buying – so people are spending less money.

So, we're going to really have to watch -- ask the director to report to us, to watch the budget so that –this is a projection, right, and it looks good to me, but I'm also watching that the amount of money coming in from other resources is just flat, and so I'm glad to see Floresto, that you underestimated the revenue so that we're not caught with overestimating those. Just a comment. Thank you, Mr. Chairman.

Mr. Cabias replied Yes, thank you, Trustee Ortiz. You know exactly what we're seeing here and why we're budgeting with this approach. Investment income in Fiscal Year '24, which is the current fiscal year. And that amount should taper off in Fiscal Year 2025 as interest rates fall.

And to Trustee Ortiz' point, the rates could change, then investment returns could change. Even though this is a nice increase or windfall, in investment income that contributes to operations, we can't bank on large amounts of investment returns from year to year. In each budget year, we're conservative but we are comfortable that this budget amount in investment income is – will be fairly accurate in Fiscal Year 2025.

Chair Rogers asked then Floresto, how optimistic – I mean, I know the investment income increase, 300%, so is that expected to come to fruition?

Mr. Cabias responded yes, based on our current investments, which are funds in – both the General Fund and Capital Projects Fund are invested in high quality securities; they're backed by the full faith and credit of the United States so there is virtually zero chance of losing principle there. So, the income is based on interest paid through these securities and those are locked in when we purchased these investment instruments, which are bonds and treasuries.

Chair Rogers added okay.

Mr. Cabias continued those investments are laddered over a period of time; they mature at every three months, six months, one year. Those returns are guaranteed, but when they mature, we take those funds and reinvest them and those could be at higher or lower rates.

Chair Rogers said Okay. Thank you.

Mr. Cabias added those are much more based on the current portfolio of investments. We are comfortable that we will receive roughly \$1M in the upcoming fiscal year.

Chair Rogers stated okay, thank you for that additional detail.

Mr. Cabias continued I believe I already covered the expenditures for all funds. We went over the revenues. Are there any other questions there? I'll

move on to cover the General Fund expenditures, which brings us to the ending fund balance. This is always a number we watch closely or budget for very deliberately. If the State of Nevada expects one thing, it's a balanced budget, which means this ending fund balance is not negative and the District's approach is to all – again to be conservative, to have a sufficient fund balance to fund any possible shortfalls in revenues and to fund any unanticipated expenditures that may arise during the fiscal year.

I've discussed before, during the pandemic, we've budgeted a much higher, not much higher amount, about 20% of total expenditures in the General Fund. With the improving economy, we are comfortable lowering this amount to 15% in the prior year and we back cast this amount of ending fund balance. We want to ensure we have a 15 percent ending fund balance.

The transfers from the General Fund to the Capital Projects Fund depends on that 15%. If we needed more funds in order to arrive at a 15% ending fund balance this transfer amount – I'm sorry, the transfer amount is actually \$16.5M this year, would go down. If we need a lower number ending fund balance, the amount goes up. That's what determines the transfer from the General Fund to the Capital Projects Fund. We want to ensure first the healthy reserves and then after that any surplus is transferred to Capital Projects.

The transfer again is \$16.5M, and I'll outline how that's being allocated in the different capital programs here. Our critical programs or the programs considered critical are these two: Technology Replacements and Upgrades and Building Repair and Maintenance. I've also discussed this in the past. We would like to ensure that at least \$3.5M is available for these two programs to spend in each fiscal year.

This year's transfer from the General Fund of 700,000 and \$2.3M is required to cover the expenses for the upcoming Fiscal Year 2025 and still leave a \$7M fund balance, which is actually two times the \$3.5M we want to make available each year. If for some reason a transfer was not available in a given year, we would still have enough funds and reserve to make expenditures to cover any tech replacements or building maintenance. This \$7M for tech and building repair is a two-year reserve. The budget for the current fiscal year is about \$1.8M for Technology and approximately \$4M for Building Repair and Maintenance.

The Vehicle Replacement Program, it has an estimated sufficient fund balance at the end of this Fiscal Year 2024, so no transfers are required. And staff has budgeted \$150,000 in Vehicle Replacement of expenditures for the year, which again leaves a healthy fund balance at the end of 2024. And the District may not purchase \$150,000 worth of vehicles, but depending on the rotation and maintenance of the fleet and the needs, that's again a healthy amount to be able to cover any needs in the fleet of the Library District.

Library Materials, we talked about furniture, fixtures and equipment for the new West Las Vegas Library. Around the same time staff will be accumulating a collection for the new library that'll be brand new. All the

print materials will be brand new for the new West Las Vegas Library and we estimate that amount to be \$1M. Once staff begins purchasing materials for the new library, that amount is already available. We transferred \$1M to the Library Materials program in Fiscal Year 2023, so by the end of 2024 that \$1M will be there ready to spend when the new library –when we approach the opening of the new library and start building the collection.

The Furniture Purchase Replacement program operates just like the Vehicle Purchase and Replacement program, it has a sufficient beginning fund balance or ending fund balance at the end of this year. It won't require any transfers from the General Fund in order to cover the expected expenditures of \$305,000 in 2025, and it leaves us sufficient fund balance at the end of 2025, to go over and make available for the new fiscal year.

The Financial Services program is a reserve that covers equipment such as public copiers and staff copiers. That budget of \$305,000 here is assuming that all of this equipment goes down at the same time, we could actually replace all of those items if needed, which is unlikely to happen. These equipment goals—need to be replaced, sporadically throughout the year, so we know we're going to have a savings in this \$305,000, but the current budget, allows for spending of all the funds available, but it leaves a healthy fund balance also at the end of 2025.

The Community Engagement Capital program is meant to maintain and to upgrade venues for the public, things like auditoriums throughout the Library District. That began with a balance of \$420,000 at the end of this fiscal year, which is the amount available at the beginning of Fiscal Year 2025, and it required a \$1.5M transfer in order to cover the \$1M in expenditures in 2025, and leave a positive fund balance.

The Capital Construction program will have \$22M available at the end of this fiscal year. The District has actually maintained somewhere around the amounts of \$20—\$40 to \$50M while we've been accumulating funds to build the West Las Vegas Library. That amount ends up totaling \$22M in this Fiscal Year 2024 because much of the expenditures by the District for the West Las Vegas Library project happened this fiscal year. I'll go over that in more detail in a minute because it's related to the New Markets program, but another \$12M is available to transfer to this program and we expect \$1.2M in investment income and there's \$8.2M budgeted to spend again on the West Las Vegas Library project, which will leave a balance at the end of the Fiscal Year 2025 of \$27M.

Now to walk through this line item, I wanted to make sure the Trustees understood the flow of funds for the West Las Vegas Library project and how the New Markets program is related. This is also an update; staff completed this transaction on March 15<sup>th</sup> and that provided the net benefit of the amount that's going to be available to support the West Las Vegas project in the amount of \$6.5M here.

I mentioned that much of the expenditures for construction happened in Fiscal Year 2024 and that's because as part of the New Markets program, the District as a sponsor of the West Las Vegas project contributed \$23M to the available resources, basically. It flows through the New Market

structure. The amount was actually contributed to the Foundation, who makes a loan to other parties in the New Markets program. But at the end of the day, \$23M was contributed by the Library District in the current fiscal year, which is an actual expenditure this fiscal year.

The net benefit, is the amount that the New Markets program is providing to the project. This is the amount that the District benefits from that's contributed by the program and it totals \$29M, almost \$30M. Between that amount that the District contributed this year and the amount of net benefit that was made available by the program, there's actually \$30M available for spending as of right now.

I broke down the construction budget by fiscal year. In 2024, we expect to spend \$5M on construction for the West Las Vegas Library project. We just broke ground and this is just the kickoff of construction. \$5M is the budget, but we already have \$30M available. This \$5M really comes from New Markets funds and there isn't really an out-of-pocket expense to the Library District. The Library District has made its contribution toward construction and these funds from 00 in the New Markets pool will cover all construction expenditures going forward until it is exhausted.

Fiscal Year 2025, the construction budget expects to spend \$30M on the West Las Vegas Library project because again, we broke ground this fiscal year and the majority of construction will be completed in Fiscal Year 2025. There's \$24M available from New Markets Fund in this fiscal year, so that amount offsets the amount that will be spent on actual construction, which means that the only additional construction costs are left to be funded is \$5.8M.

Going into Fiscal Year 2026 is when the library project will be completed. We're expecting an opening around September 2025. All remaining cost would be Fiscal Year 2026. The remaining cost would be approximately \$2.3M and New Markets Funds would have been exhausted, so there will be an out-of-pocket expense of \$2.3M coming from the District.

The totals are: The construction budget for the library project is \$37.9M. We have \$29M available between the amounts contributed by the District and the amounts contributed by the New Markets program. The amount on top of that, the District will spend will be a total of \$8M. I'll open it up for any questions I can answer.

Trustee Ortiz added Mr. Chairman, I did have a quick question. Felipe Ortiz.

Chair Rogers stated Trustee Ortiz.

Trustee Ortiz continued thank you very much. How do you Floresto account for the \$500,000 contribution that Congress gave us? Count it now or for next fiscal year?

Mr. Cabias commented great question, Trustee Ortiz. That amount that we expect to receive in the new fiscal year, that's not reflected in the schedule here, so that is another \$500,000 that would offset the cost here. Along with this \$6.5M from the New Markets program, another \$500,000 could be

added on to that to reduce the actual out-of-pocket expenses by the District. This \$8M would actually end up totaling \$7.5M.

Trustee Ortiz asked so, for purposes of the report to the State Legislature, it's not included in this report because we don't have it yet?

Mr. Cabias said yes, yes, that's not currently reflected in the budget.

Chair Rogers stated I did have a follow up question related to the New Market Tax Credit program update. I know we had some initial conversation about there being a possibility to also get New Market Tax Credits in a subsequent fiscal year because the construction project was going to go across multiple years. Is that still a possibility in this scenario?

Mr. Cabias answered yes. That's not reflected in the budget either, but staff is actively seeing more New Markets funds. The amount of the net benefit that comes from the program can be as high as \$10M or close to that amount. We've received \$6.5M from our efforts so far but there are state New Markets funds that are still available.

In fact, Director John Vino and I gave a tour of the East Las Vegas Library recently to representatives from the federal government, who are interested in investing in the new West Las Vegas Library as part of the state New Markets Tax Credit program. Again, they were excited to see a template, an example of what the Library District does with New Markets funds. The East Las Vegas Library was a great example. We are working with those individuals to seek state New Markets Tax Credit funds, which is different from the federal program, so those funds are still available.

There are still other investments that are possible because we didn't completely max out on the amount of potential investment, we could get from the New Markets Tax program. Our partners from Crescent Growth to Kutak Rock did a great job of recruiting investors and that gave us the \$6.5M in net benefit, but as you said, Chair Rogers, in the new fiscal year, these investors will receive another round of what we call allocation that they could invest in other programs or projects, and again we'll be seeking them out to find their interest in investing even more in the West Las Vegas Library project.

I would estimate at this point that there could be as much as another \$2M available in New Markets funds that we could obtain in the new fiscal year that would offset the cost of construction even further.

Chair Rogers commented thank you for that, Floresto. Any other questions for Floresto for his thorough update? [No responses.] Floresto, as always, you know you answer and anticipate all the questions in your presentation.

Mr. Cabias replied thank you.

Chair Rogers stated as mentioned, this was for information only as part of a requirement to submit the tentative budget for the May 23<sup>rd</sup>, 2024 Budget Public Hearing and no action or vote is required at this time.

**Public Comment  
(Item X.)**

There are none.

Chair Rogers commented if there are no further questions or comments, we will go ahead and move to adjournment. Do we have a motion to adjourn?

Chair Waugh so moved. Trustee Benavidez seconded the motion.

Chair Rogers added all those in favor say aye. All Board members were in agreement.

**Adjournment  
(Item XII.)**

Chair Rogers adjourned the meeting at 2:36 p.m.

Respectfully submitted,

Chair Rogers

## ITEM IV.B.

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' SPECIAL MEETING  
LAS VEGAS, NEVADA  
May 6, 2024**

The Board of Trustees' of the Las Vegas-Clark County Library District met in Special Meeting via Zoom, on Monday, May 6, 2024 at 3:00 p.m.

**Present:**

Board:	N. Waugh, Chair	K. Rogers
	K. Benavidez	J. Jiron
	K. Whiteley	E. Foyt
	F. Ortiz	K. Dutkowski

Counsel: G. Welt

Absent: E. Sanchez

Staff: Kelvin Watson, Executive Director  
Numerous Staff

Chair Rogers called the meeting to order at 3:01 p.m.

<b>Roll Call (Item I.)</b>	All members listed present above represent a quorum. Appendix A.
<b>Public Comment (Item II)</b>	None.
<b>Agenda (Item III.)</b>	Trustee Benavidez, made a Motion to accept the proposed agenda. Trustee Jiron seconded the Motion.  There was no opposition and the Motion carried.
<b>New Business (Item IV.)</b>	
<b>Discussion and possible Board action to approve the evaluation form and evaluation calendar of the Executive Director. (Item IV. A)</b>	Jeff Serpico, Human Resources Director explained at the previous meeting he was asked to draft an Executive Evaluation Form that included some executive competencies. (Please see attached) He also explained that put together a calendar to assist the Board Chair in hitting key dates- what needs to be sent out and come back. Over the last couple of years some of the dates were missed or certain processes began at different times. This is a very high-level agenda that can assist the Chair of the Board and when they need to send certain things out, give certain reminders and what needs to happen. The form was developed based on the input with the Trustees from the last meeting, allowing room for evaluator comments, keeping it simple, but also pulling out and adding the section of the executive competencies.



Chair Waugh explained that this has been a conversation for a while and agreed that it would go into effect for the performance year beginning July 1<sup>st</sup>. The calendar gives a framework for future Chairs to be able to keep to the timeline for the evaluation so everyone is kept up to date.

Trustee Ortiz stated that the form looked good and asked if it goes back to when the Director’s contract started in February or does it start at the new evaluation. He wanted to know what is the legal process. Chair Waugh and Mr. Serpico responded that the Director’s evaluation is from July to June, and this evaluation form will start July going forward. Mr. Serpico furthered explained that a prorated evaluation was decided on and approved by the Board.

Trustee Rogers clarified that the vote will be to start the new evaluation process from July 1, 20224 through June 20, 2025.

Trustee Ortiz made a comment that the Trustees are evaluating the Director and he doesn’t believe the form should go to HR, other than to give the Director a pay increase. He wanted to be sure Mr. Serpico would not be in on the conversation. Counsel Welt confirmed that the only form that HR will keep is the final summary and everything else will go to him.

Trustee Rogers made a motion to approve the new evaluation form and timeline of the Executive Director of the Las Vegas-Clark County Library District, effective Fiscal Year 2025. Trustee Jiron seconded the motion.

There was no opposition and the Motion carried.

**Public Comment  
(Item V.)**

None.

**Adjournment  
(Item VI.)**

Chair Waugh adjourned the meeting at 3:11 p.m.

Respectfully submitted,

Jennifer Jiron, Secretary

## ITEM IV.C.

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
May 23, 2024**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Windmill Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, May 23, 2024.

**Present:**

Board:	N. Waugh, Chair	K. Whiteley
	F. Ortiz	K. Dutkowski
	E. Foyt	K. Benavidez
	J. Jiron	E. Sanchez
Counsel:	G. Welt	
Absent:	K. Rogers	
Staff:	Floresto Cabias, Chief Financial Officer	
	Numerous Staff	
Guests:	None	

The meeting began at 5:00 p.m.

<b>Roll Call (Item I.)</b>	All members listed present above represent a quorum. Appendix A. Chair Waugh led attendees in the Pledge of Allegiance.
<b>Public Comment (Item II.)</b>	None.
<b>Agenda (Item III.)</b>	Trustee Foyt made a Motion to accept the proposed agenda. Trustee Sanchez seconded the Motion.  There was no opposition and the Motion carried.
<b>Approval of Proposed Minutes of the Regular Board Meeting on April 11, 2024. (Item IV.A.)</b>	Trustee Foyt made a Motion to approve the Minutes of. Trustee Sanchez seconded the motion.  There was no opposition and the Motion carried.
<b>Chair's Report (Item V.)</b>	Chair Waugh reported that Trustee Shelton resigned and thanked him for his service. He also reported that Al Prendergast, Chief Information Officer is retiring and also thanked him for his years of service to the District. Chair Waugh mentioned that he appointed Trustee Foyt, Trustee Jiron, and himself to the Nominating Committee for this year's officer elections. He asked if any Trustee were interested in running for office to please let the committee

know. Chair Waugh ended his report with advising the Board that at June's meeting there will not be any Library Reports on the June Board Meeting Agenda. The Reports will be added to July's Agenda. Chair Waugh mentioned that Director Watson was not present but attended the meeting virtually on zoom.

**Library Reports  
(Item VI.)**

**Executive Director's  
Report  
(Item VI.A.)** No questions.

**Library Operations,  
Security Reports and  
Monthly Statistics  
(Item VI.A.1.a.)** No questions.

**Branding and  
Marketing Report and  
Electronic Resources  
Statistics  
(Item VI.A.2.a.)** No questions.

**Community  
Engagement Report  
and Monthly  
Statistics  
(Item VI.A.2.b.)** No questions.

**Development and  
Planning Report  
(Item VI.A.2.c.)** No questions.

**Information  
Technology Report  
(Item VI.A.2.d.)** Trustee Ortiz asked about the end-of-life laptops being replaced from the Information Technology Report. He wanted to know if they were going to be all replaced at once and what happens to the old laptops. Ron Melnar, Assistant Director of Information Technology, responded that most of the laptops are being replaced and the old ones will be turned in as discards. They will be collected and sold to a company for a discard rate, which has been done for the last few years. Trustee Ortiz then asked if anyone has asked for a donation of the laptops such as the school districts. Floresto Cabias, Chief Financial Officer responded that there hasn't been a request.

**Financial Services  
Report  
(Item VI.A.3.a.)** No questions.

**General Services  
Report** Trustee Sanchez asked John Vino, General Services Director about the progress for the refresh of Enterprise Library. Mr. Vino reported that Phase I

**(Item VI.A.3.b.)** is complete and they are approaching 50 percent done. Most of the construction is done and finalizing the Adult Services, which is the larger part of the project. He mentioned that the carpet was down for about half of the Library. After Phase II is complete they will be moving into Phase III, Youth Services, the lobby and the multi-purpose room. Trustee Sanchez then asked what does the youth section of the Enterprise Library include. Mr. Vino responded that new paint, new carpet and changing the layout to make it more modern with new furniture.

**Human Resources Report (Item VI.A.3.c.)** Trustee Sanchez asked Jeff Serpico, Human Resources Director to go over the Koff and Associates staffing analysis and when will it be completed. Mr. Serpico responded that the first half is scheduled to be completed by the end of the fiscal year in July. He stated they will survey the market as terms of staffing at the beginning of the next fiscal year and present the results, which could be midyear of the next fiscal year. Trustee Sanchez then asked about the training that the Beckley Group does. Mr. Serpico responded that The Beckley Group is team building training for the administrative team. They went through a ten-segment class. Each was about two and a half hours with the administrative team. They covered things like the five dysfunctions of the team. They worked on communication between the Administration team, general management, organizational theory and communication. They also got into some specifics with interpersonal relationships to work better as a team.

**Unfinished Business (Item VII.)** None.

**New Business (Item VIII.)**

**Consent Agenda (Item VIII.A.)** None.

**Regular Agenda (Item VIII.B.)**

**Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Fiscal Year 2024-2025. (Item VIII.B.1.)** Trustee Ortiz made a motion to open the public Hearing on the Las Vegas-Clark County Library District Tentative Budget for fiscal Year 2024-2025. Trustee Sanchez seconded the Motion.

There was no opposition and the Motion carried.

**[Floresto Cabias, Chief Financial Officer presented pages 141-148: Tentative/Proposed Budget Fiscal Year 2024-2025 into the record.]**

Trustee Ortiz asked is there will be enough to pay for West Las Vegas in the Fiscal Year of 2024 or will some of Fiscal Year 2025 be needed, without grants and without donations- from the Capital Improvements Budget. Mr. Cabias that there are available resources on hand to incur the cost that is expected for this current fiscal year. Even without the additional funds that staff has been securing there was enough funds to make this large

contribution in Year One to put the available resources into the New Markets pool in order to fund construction and the investment's paying off. New Markets Funds will come in, supporting the construction of the project in future fiscal years, which is why there is no need to spend more than \$8 million next year, which is the budget for construction. Funds are available even without the additional funds from Gifts, Grants and New Markets Tax Credits.

Trustee Sanchez asked if 1.5 million is being transferred for community engagement. Mr. Cabias responded that the program began with \$400,000. A lot of the improvements to the venues, those resources are earmarked for venues such as the Windmill Library theater. A lot of those projects were put on hold since the Pandemic and as the library started opening up business operations, there was a need to continue with projects that were originally budgeted prior years. Because there was no transfer to this program in the most recent years it required a catch up in Fiscal Year 2025, which is the 1.5 million showing. Mr. Cabias stated the \$1million in expenditures in Fiscal Year 2025 represent projects that have been paused over the years. Matt McNally, Community Engagement Director came to explain what projects were paused because Trustee Sanchez asked to know which projects. Mr. McNally explained that typically in an average year, Community Engagement spends about \$400,000 to \$500,000 in improvements in the theatres and meeting rooms. This consists of projector upgrades, rigging inspections, stage floors, improvements with sound boards. Lighting boards, the board equipment, and the technology the goes along with it. He explained that those items are budgeted in, in case they are needed.

Trustee Foyt made a Motion to close the Public Hearing. Trustee Sanchez seconded the Motion.

There was no opposition and the Motion carried.

**Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2024-2025. (Item VIII.B.2.)**

There were no questions.

Trustee Sanchez made a Motion to adopt the Final Las Vegas-Clark County Library District's Fiscal Year 2024-2025 Budget subject to any modifications as directed by Trustees and instruct staff to adjust estimated Fiscal Year 2024-2025 revenues in accordance with final estimates from the Department of Taxation provided such estimates are received in sufficient time for staff to make adjustments by the June 1, 2024 filing date. Trustee Foyt seconded the motion.

There was no opposition and the Motion carried.

**Discussion and possible Board action regarding contract award for Whitney Library Refresh. (Item VIII.B.3.)**

[John Vino, General Services Director read Agenda Item # VIII.B.3. into the record.]

Trustee Ortiz made a Motion to authorize staff to award a contract for Whitney Library Refresh in accordance with Bid No. 24-09 Starke Enterprises, for the amount of \$441,837.04; and to authorize staff to award

the contract to the next lowest responsive and responsible bidder if Starke Enterprises, fails to comply with the contract documents and construction specifications or fails to execute the contract. Trustee Sanchez seconded the Motion.

There was no opposition and the Motion carried.

**Executive Session  
(Item IX.)**

Trustee Ortiz made a Motion for an Executive Session. Trustee Sanchez seconded the Motion.

In favor of the Motion was Trustee Ortiz, Trustee Sanchez and Trustee Benavidez. Trustee Jiron, Trustee Foyt, Chair Waugh, Trustee Dutkowski opposed the Motion.

The Motion was not carried.

Trustee Ortiz stated that due to the matter being a personnel issue, a motion was not needed. Chair Waugh responded that Counsel Welt was not present to confirm. Trustee Ortiz then asked to have a special meeting with Counsel Welt. Chair Waugh updated the Board that the Ethics Commission is currently investigating the issue, which he assumed was the reason for the request. He furthered stated that Counsel will have a briefing at the next meeting. Trustee Ortiz stated the update given was not his issue. Chair Waugh agreed to work on getting a meeting scheduled with Counsel Welt.

Trustee Sanchez asked why was a motion needed to for a closed session if it is on the agenda and the agenda was approved by the Board. Chair Waugh explained that they operate as a Board and the Board votes to enter into an Executive Session. Trustee Sanchez stated she doesn't know if that is in the Robert's Rules of Order. Chair Waugh explained again that the vote was done by the Board and majority voted to not go into the Executive Session. Trustee Sanchez then stated she doesn't think they should take each agenda item and vote on them separately. Chair Waugh explained that voting has been the procedure for as long as he has been apart of the Board.

**Announcements  
(Item X.)**

The June Board meeting will be held on Thursday, June 13, 2024, at 5:00pm. Location: Centennial Hills Library, 6711 N Buffalo Dr, Las Vegas, Nevada 89131.

The July Board meeting will be held on Thursday, July 11, 2024, at 5:00pm. Location: Rainbow Library, 3150 N Buffalo Dr, Las Vegas, Nevada 89128.

No August Board of Trustees meeting. Enjoy your summer!

Chair Waugh acknowledged Whitney Library Branch Manager, Billy Allen for winning a Community Hero award and highlighted the "I Heart Whitney" program which is the community shower trucks for the community.

**Public Comment  
(Item XI.)**

**[Emails read into the record.]**

*Melanie Sanchez  
2533 E Tonopah Avenue  
North Las Vegas, NV 89030  
Agenda item: Item 3 Agenda item 6- Executive Director Report*

*Good evening members of the board,  
My name is Melanie Sanchez and I am here as a member of this community to express my profound disappointment in Executive Director Kelvin Watson and Leo Segura with the recent article published in the Review-Journal. The allegations of Mr. Watson and Mr. Segura using their positions to obtain tickets for the Super Bowl, are deeply troubling and unethical. It is disheartening, though not surprising, to see Mr. Watson seemingly prioritize his career and financial gain over the integrity and mission of the library district. This isn't the first time Mr. Watson has used his position for personal advantage. In 2022, he leveraged his role to further his career within the American Library Association when he was running for president. He instructed his staff to post his personal campaign page on the main header of the library district's website, which was an inappropriate use of district resources for personal gain. Such actions demonstrate a pattern of self-serving behavior that undermines the trust and ethical standards of the organization. Mr. Watson is merely a figurehead who appears to lack genuine care for this community, the staff of this organization, and the advancement of the library district's mission. Mr. Watson's actions not only undermined the trust of the community but also set a dangerous precedent for what is deemed acceptable conduct within our organization. Mr. Watson's continued presence in this role is a disservice to our community. Therefore, I urge the board to take these allegations seriously and call for his immediate dismissal. We must ensure that Library District leadership embodies the ethical standards and values that our community deserves. Shame on Mr. Watson for his misuse of power. Thank you for your time and attention to this matter.*

*Penelope F. Ington  
2620 S Tenaya Way 89117  
Library Reports*

*Dearest reader,  
I find it odd that the executive director of this library district waited until the day of the board report to announce his malfeasance to the entire library. More so, there was not one single apology in the entire word vomit of that email. While he began by addressing the good that the barbershop books caused, I wonder if he knows that the same impact could have been had without him breaking the law. He goes on to say that the tickets went out to multiple members of different organizations, yet the emails the Review Journal cited say*

*“you’re going to the Super Bowl”. We care not what others do but what our administration does. I would like to ask the board to have Kelvin and Leo APOLOGIZE to the team that they have let down, the team that they have blindsided, and the team that in Kelvin’s words, played just as much of a role in the barbershop books, as the executives who accepted \$9,000 tickets. Keep in mind that the executive director has already been sued multiple times by the library foundation, how much more will go on before we’ve had enough? If the board fails to actually supply some type of consequence to these two individuals, well how are they going to uphold the integrity of the library? Is there any integrity left? One does have to wonder, how they will continue to show their face upon the stage if they won’t address this issue with the “transparency” they so claim to have...*

*My name is Christine Dinino.  
My address is 3794 Neblina Drive, Henderson 89052.*

*I am making a public comment on the Review Journal’s front page Sunday story regarding Kelvin Watson taking a Super Bowl ticket.*

*As per an email Kelvin Watson sent to District staff this morning he states “I attended this event in the spirit of representing the Library District and connecting with other community partners who were also provided tickets”. Kelvin Watson’s comments are at best desperate, grasping, frail, and lack integrity. I don’t recall this quote mentioned in the RJ article, and if it was made to the Journalist I am confident she would have quoted Kelvin in her story. Where are the FB pics of Kelvin representing the spirit of the Library District while wearing a Kansas City Chief jersey? Where are the pics of Kelvin connecting with other community partners? The tickets should have either been auctioned off through the Foundation with proceeds helping the community in terms of supplies or programming, or auctioned off to two, of the many employees who “gave tremendous time and support” to make the Barbershop Books a reality, as acknowledged by Kelvin’s email. Moreover in the interest of transparency and true leadership why didn’t Kelvin send such an email to District staff prior to attending the event to even mitigate an appearance of a potential conflict of interest. Given what taxpayers pay Kelvin in the form of pay, monthly car allowance, benefits, and PERS, the taxpayers and employees deserve a leader with sounder judgment, deeper EI, integrity, and understands even the appearance or optics regarding a potential conflict of interest. Moreover, as per the RJ story the Super Bowl ticket price exceeded the District’s policy regarding gifts not to exceed \$40.00 in value. Kelvin should model the very behavior he expects of employees as per the District’s Policy and the District’s annual Ethics training, which was created under Kelvin. If you have to call legal counsel to seek permission to attend the Super Bowl*



*you already know the answer...no!!! Let's see if the Board holds Kelvin, a man, to the same standards that Kelvin held a former female Director for potential conflict of interest, or does the Board give Kelvin, a man, preferential treatment for potential conflict of interest. As per the online records the lawsuit between the former female Director and Kelvin Watson was settled. How much did this cost taxpayers?*

**Adjournment  
(Item XII.)**

Chair Waugh adjourned the meeting at 5:54 p.m.

Respectfully submitted,

Jennifer Jiron, Secretary



# TENTATIVE/ PROPOSED BUDGET



**Fiscal Year 2024-2025**

Presented by  
Floresto Cabias, Chief Financial Officer



# FY 2025 Total Revenues

## All Funds

FY 2024 vs. FY 2025 Revenues				
	FY 2024 Budget	FY 2025 Budget	Variance FY 2024 vs. FY 2025	Percent Increase
<b>General Fund</b>	95,133,780	102,774,856	7,641,076	8%
<b>Special Revenue Funds:</b>				
Gift Fund	10,000,000	10,000,000	-	0%
Grant Fund	20,000,000	20,000,000	-	0%
<b>Capital Projects Fund</b>	150,000	1,200,000	1,050,000	700%
<b>Debt Service Fund</b>	10,000	10,000	-	0%
<b>Total</b>	<b>125,293,780</b>	<b>133,984,856</b>	<b>8,691,076</b>	<b>6.94%</b>

- The General Fund increase is primarily due to higher property taxes
- The Capital Projects Fund increase is due to higher investment income because of higher interest rates
  - The estimated actual amount to be received in FY 2024 is \$1.5 million



# FY 2025 Total Expenditures

## All Funds

FY 2024 vs. FY 2025 Expenditures				
	FY 2024 Budget	FY 2025 Budget	Variance FY 2024 vs. FY 2025	Percent Increase
<b>General Fund</b>	87,902,800	<b>96,250,841</b>	8,348,041	9%
<b>Special Revenue Funds:</b>				
Gift Fund	10,000,000	<b>10,000,000</b>	-	0%
Grant Fund	20,000,000	<b>20,000,000</b>	-	0%
<b>Capital Projects Fund</b>	34,278,000	<b>16,667,000</b>	(17,611,000)	(51%)
<b>Debt Service Fund</b>	10,000	<b>10,000</b>	-	0%
<b>Total</b>	<b>152,190,800</b>	<b>142,927,841</b>	<b>-9,262,959</b>	<b>-6.09%</b>

- The General Fund increase is primarily due to personnel costs
- The Capital Projects Fund decrease is primarily due to increased spending for the West Las Vegas Library Project in FY 2024
  - Spending in FY 2025 will be lower due to funds received by the New Markets Tax Credit Program



# FY 2025 Total Revenues

## General Fund

FY 2024 vs. FY 2025 Revenues				
	FY 2024 Budget	FY 2025 Budget	Variance FY 2024 vs. FY 2025	Percent Increase (Decrease)
<b>Revenues:</b>				
Property Taxes	61,629,920	68,639,254	7,009,334	11%
Consolidated Sales Tax	31,443,860	31,585,602	141,742	0%
Charges for Services	1,000,000	950,000	(50,000)	(5%)
Miscellaneous Revenue	810,000	600,000	(210,000)	(26%)
Investment Income	250,000	1,000,000	750,000	300%
<b>Total</b>	<b>95,133,780</b>	<b>102,774,856</b>	<b>7,641,076</b>	<b>8%</b>

- Assessed property values accelerated higher for FY 2025
- Investment income is higher due to increased interest rates
  - The estimated actual amount to be received in FY 2024 is \$1.3 million



# FY 2025 Total Expenditures

## General Fund

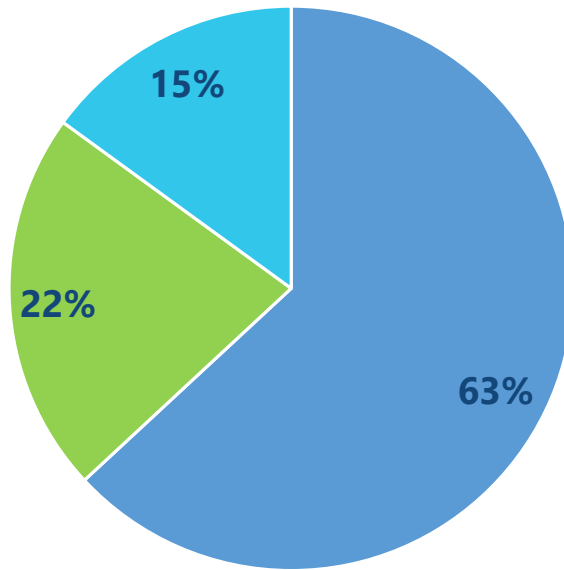
FY 2024 vs. FY 2025 Expenditures				
	FY 2024 Budget	FY 2025 Budget	Variance FY 2024 vs. FY 2025	Percent Increase
<b>General Fund Expenditures:</b>				
Salaries	38,647,658	41,391,742	2,744,084	7%
Benefits	17,451,171	19,338,939	1,887,768	11%
Services and Supplies	18,703,971	21,095,160	2,391,189	13%
Library Media Materials	13,100,000	14,425,000	1,325,000	10%
<b>Total</b>	<b>87,902,800</b>	<b>96,250,841</b>	<b>8,348,041</b>	<b>9%</b>

- Salaries and Benefits reflect pay increases effective July 1, 2024
- The increase in Services and Supplies is primarily due to contractual increases and utility costs
- Library Materials budget is calculated as 15% of total expenditures



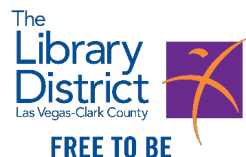
## FY 2025 Total Expenditures by Activity

### General Fund



### Total Expenditures - \$96.2M

- Salaries and Benefits – \$60.7M
- Services and Supplies – \$21.1M
- Library Materials – \$14.4M



## Ending Fund Balance

### General Fund

- The Ending Fund Balance budget is \$14.5 million for FY 2025, which is 15% of total expenditures
- This ending fund balance is after transfers to the Capital Projects Fund of \$16.5 million
- The full \$16.5 million will not be transferred to the Capital Projects Fund if the General Fund requires additional resources for urgent needs
- Maintaining this reserve continues to provide financial stability to meet unexpected expenditures and plan for future needs





## Capital Projects Fund Transfers In and Budgeted Expenditures FY 2024-2025

Capital Program	6/30/2024 Estimated Ending Funding Balance	FY 2025 Transfers from General Fund	FY 2025 Budgeted Revenues	FY 2025 Budgeted Expenditures	6/30/2025 Budgeted Ending Funding Balance
Technology Replacements and Upgrades	8,206,703	700,000		(1,830,000)	7,076,703
Building Repair and Maintenance	8,772,099	2,300,000		(3,975,000)	7,097,099
Vehicle Purchase and Replacement	566,699			(150,000)	416,699
Library Materials	1,000,000			(1,000,000)	
Furniture Purchase and Replacement	546,664			(150,000)	396,664
Financial Services	453,797			(305,000)	148,797
Community Engagement	420,726	1,500,000		(1,057,000)	863,726
Capital Construction	22,335,335	12,000,000	1,200,000	(8,200,000)	27,335,335
<b>TOTAL</b>	<b>42,302,023</b>	<b>16,500,000</b>	<b>1,200,000</b>	<b>(16,667,000)</b>	<b>43,335,023</b>

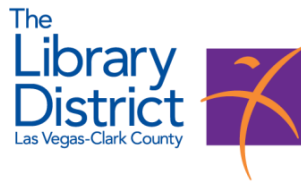
- The \$16.5 million transfer from the General Fund will replenish reserves in critical capital programs (Technology Replacements and Upgrades, Building Repair and Maintenance)
- Budgeted expenditures for the Capital Construction program have been offset by New Markets Tax Credit funds

The  
Library  
District  
Las Vegas-Clark County



**FREE TO BE**

***Thank you!***



## ITEM VIII.A.1.

### AGENDA ITEM

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#### JUNE 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item VIII.A.1.:

Discussion and possible board action of a proposed Venue Use Policy.

##### Background:

The Library District operates 21 conference rooms and six Performing Arts Centers under two policies: Conference Room/Auditorium Facility Rental Policy and the Performing Arts Center Rental Policy. These policies govern approximately 2,700 rentals with 121,000 attendees annually.

The venues operate in other ways including collaborative partnerships and contracted services. Policy does not currently exist for venues under these types of use. Staff recommends eliminating both of the existing rental policies and replacing them with a new Venue Use Policy that addresses all types of use. Implementing one joint policy will clarify expectations for customer use and better support the staff management of these spaces.

The Library District's fee structure is not included as part of this agenda item for discussion and possible board action. Should the proposed Venue Use Policy be adopted, staff will provide the board of trustees a future presentation and recommendation for possible board action on a fee structure that aligns with the Venue Use Policy prior to it taking effect.

Both existing rental policies were adopted by the Library District Board of Trustees on March 10, 1994, and were later revised on October 10, 1996; April 14, 2011; September 13, 2012; and July 14, 2022. The last revision was limited in scope to only address marketing expectations for rental customers. That language remains the same (Section 8) in the proposed Venue Use Policy. The existing policies are both outdated.

Staff researched policies of other comparable library systems including St. Louis County, Pikes Peak, Orange County, Hillsborough, Sacramento, Phoenix Public, Denver Public, Douglas County, Indianapolis Public, Mid-Continent Public, Multnomah County, Ocean County, North Las Vegas, Los Angeles Public, Los Angeles County, Chicago Public, Broward County, New York Public, and King County Public libraries.

Staff also researched policies of municipalities, colleges, and performance venues including City of Las Vegas, Clark County, City of North Las Vegas, City of Henderson, UNLV, Springs Preserve, Art Square Theatre, The Space, Super Summer Theater Rehearsal Studio, Majestic Repertory Theatre, Area 15, Beverly Theater, The Smith Center, and College of Southern Nevada.

Best practices and solutions to meet existing concerns were incorporated into the proposed Venue Use Policy. Provided reasoning for language changes in the Venue Use Policy is outlined below:

1. Age – Revised. Extends the rental use minimum age requirement to include partnership use.
2. Priority Use – New. Gives the Library District flexibility to accommodate library use of venues if needed.
3. Partnerships – New. Provides transparency to the public by clearly outlining the criteria for becoming a library partner and obtaining in-kind venue use.
4. Rentals – Revised. Combines language from both policies and differentiates operations for the different types of venues.
  - a. Definitions – New. Describes categories for different types of venues.
  - b. Availability and Reservations – Revised. Clarifies the manner in which reservations are made. Defines a minimum notice to rent Performing Arts Centers. Ensures that payment and insurance are submitted in a timely manner for the Library District to schedule staff with at least two weeks' notice. Sets a maximum rental period for Performing Arts Centers to ensure equitable access to the public.
  - c. Hours – Revised. Defines hours when reservations may occur. Meeting room usage ends 30 minutes prior to library closure. This allows adequate time for customers to vacate the building and supports the current practice of conference room venue operations. Establishes available hours for Performing Arts Centers between 8:00 a.m. and 11:00 p.m. for added safety/security of staff and customers.
  - d. Payment – No change for Conference Rooms. Revised for Performing Arts Centers. Current policy allows for a balance due to be paid after use within 60 days. New policy aligns with industry standards and requires that payment is received in full before use. Reduces the customer requirement of submitting insurance 30 days in advance to 14 days in advance. Outlines billing standards for extra fees incurred during rental use.
  - e. Refunds – No change for Conference Rooms. Revised for Performing Arts Centers. Customer cancellation period is reduced from 60 days to 30 days allowing for greater flexibility in scheduling. A 50% non-refundable deposit remains unchanged from the current policy.
  - f. Rescheduling – Revised. Improves internal functionality of venue scheduling. Eliminates overscheduling and ensures compliance with the refund policy (Item 4e.). Simplifies internal financial processes.
  - g. Occupancy – New. Informs the customer of their responsibility to comply with and enforce occupancy expectations.
  - h. Staffing – New. Clarifies that staffing and security decisions for events are made by the Library District.
  - i. Cleaning, Restoration, and Repair – Revised. Allows the Library District to recoup actual costs for cleaning, restoration, and repair including labor and damages to any venue. Current policy for Conference Rooms states that groups are

responsible for cleanup of all equipment/furniture used but does not charge fees for cleaning, restoration, or repair. Current policy for Performing Arts Centers charges a flat \$50 cleaning fee, but does not charge fees for restoration or repair.

- j. Early/Late Departure – Revised. Deters customers from using venues beyond their allotted time. Retains pro-rated charges in accordance with the Venue Fee Schedule. Provides staff the ability to end rental use in accordance with the agreed upon reservation.
  - k. Customer Property – Revised. The retention period for customer property is reduced from 14 days to at the discretion of Library District staff. The liability clause to indemnify the Library District for customer property remains unchanged. New policy language includes customer property left in Performing Arts Centers.
5. Required Staff and Security – New. Addresses staffing requirements and customer payment responsibilities for after-hours venue use to support safety and security conditions.
  6. ADA Accommodations – New. Ensures that ADA accommodations are provided in compliance with Nevada Revised Statutes.
  7. Unpaid Balances – Revised. Provides ability for the Library District to restrict usage and cancel future reservations for unpaid balances owed. Retains ability for the Library District to turn over outstanding balances to a collection agency.
  8. Marketing – No change.
  9. Alcohol – Revised. Clarifies that alcohol distribution and/or consumption is prohibited on Library District property. Allows for customers to possess alcohol (i.e., as a gift) while using a venue. Reduces the exemption request period from 30 days to 14 days to align with payment and insurance standards.
  10. Simulated Weapons and Adult Themes/Language – New. Requires the customer to notify the Library District of sensitive content. Prior notification will allow the Library District time to understand the intended use of the venue, implement safety measures, and alert customers and library staff of such content in advance.
  11. Adult Chaperones – New. Ensures the safety of minors by outlining mandatory levels of supervision. Standards align with library staff research of Clark County School District, Boys and Girls Clubs of Southern Nevada, and Nevada licensed child care facilities.
  12. Royalty and License Fees – New. Limits Library District liability and ensures that all legal rights of use are secured by the customer.
  13. Customer Compliance – Revised. Consolidates language for customer compliance of Library District policies, common compliance issues, and applicable laws. Adds customer compliance expectations for Southern Nevada Health District policies and regulations in regards to food preparation and Library District permits.
  14. Venue Use Privileges – Revised. Expands staff ability to deny access for customers who do not comply with the Venue Use Policy.

The proposed Venue Use Policy has been reviewed by legal counsel and will support staff to successfully operate Conference Rooms and Performing Arts Centers. Staff recommends a delayed approach to implement the policy. This will give time needed for staff to provide the board

of trustees a Venue Fee Schedule that supports the new policy, develop revised customer agreements to use the venues, and revise staff guidelines and procedures. Staff will implement and administer the policy change for customers as follows:

- Customer agreements completed prior to or on June 13, 2024 will operate under current policies.
- Customer agreements made after June 13, 2024 with the event occurring before January 1, 2025 will operate under current policies.
- Customer agreements made after June 13, 2024 with the event occurring after January 1, 2025 will operate under the new Venue Use Policy.

**Recommended Action:**

Motion to approve the Venue Use Policy effective January 1, 2025, to vacate and replace the Conference Room/Auditorium Facility Rental Policy and the Performing Arts Center Rental Policy.

The policy shall be implemented by staff as follows:

- Customer agreements completed prior to or on June 13, 2024 will operate under current policies.
- Customer agreements made after June 13, 2024 with the event occurring before January 1, 2025 will operate under current policies.
- Customer agreements made after June 13, 2024 with the event occurring after January 1, 2025 will operate under the new Venue Use Policy.



## Venue Use Policy

In alignment with its mission to be a place that brings the community together to share information, attend programs, experience personal enrichment, and connect with one another, the Las Vegas-Clark County Library District permits the public to use library venues.

Venues shall primarily serve Library District programming. Thereafter, they may be reserved by customers for public/private events on a first-come, first-served basis. The Library District does not discriminate in making its venues available for use on the basis of race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, religion, or disability. The Library District makes venues available on equitable terms to all persons and groups, regardless of opinion or affiliation. Library venues exist to serve the individual lawful use and interest of any customer.

### Terms of Use

1. Must be at least 18 years of age to engage in partnership use or reservation of a venue.
2. The Library District shall have priority use of Library District venues and reserves the right to preempt any program or event. If a cancellation occurs, the Library District will make a reasonable effort to provide ample notice and assist the group in securing another Library District venue. If an alternative accommodation cannot be arranged, any and all rental fees shall be returned in full and there shall be no further liability of the Library District to the customer.
3. Partnerships: The Library District provides opportunities for in-kind use of its venues pending review and approval of a partnership application. Applications shall be evaluated on the following criteria:
  - a. Alignment with the Library District mission and strategic plan initiatives
  - b. Free and open to the public, on a first-come, first-served basis
  - c. In good financial standing with the Library District
  - d. Planned with adequate advanced notice
  - e. Devoid of unauthorized selling or solicitation
  - f. Usage matches venue availability
  - g. Program is structured and led by an expert or credentialed entity
  - h. Provides substantial value to the community
4. Rentals: The Library District provides customers the option to rent and use venues



## Venue Use Policy

independent of Library District partnerships. A complete list of venues available to rent can be found on the Library District website. Rental fees for usage are outlined in the Venue Fee Schedule. The following information is applicable to all rental venues:

	<b>Conference Room</b>	<b>Performing Arts Center</b>
a. Definitions	A Conference Room is defined as a venue available for rent as identified on the Library District's website that includes meeting rooms, board rooms, multipurpose rooms, and community rooms, with the exception of Performing Arts Centers.	A Performing Arts Center includes any theater, auditorium, amphitheater, or hall with a fixed stage.
b. Availability & Reservations	By online reservation, no more than six months in advance. Venue availability occurs on a rolling basis with a new 6-month period beginning daily.	By application, no more than 13 months and no less than six weeks in advance. Venue availability occurs on a rolling basis with a new 13-month period beginning on the first day of each month. Upon submission of rental interest, a contractual agreement must be signed and deposit received within 10 days. The maximum rental period is 75 consecutive days.
c. Hours	Regular library hours specific to each library branch location up to thirty minutes prior to closing.	Between the hours of 8:00 a.m. and 11:00 p.m. subject to staff availability.
d. Payment	100% is due upon approval of a reservation request. Additional costs incurred during the rental use must be paid within 30 days of invoice.	A 50% non-refundable deposit is due upon completion of a Performing Arts Center License Agreement. The remaining balance and certificate of general liability insurance is due 14 days prior to the first day of licensed use. Additional costs incurred during the





# Venue Use Policy

	Conference Room	Performing Arts Center
d. Payment (continued)		rental use must be paid within 30 days of invoice.
e. Refunds	Cancellation must be requested in writing no less than 30 days before use to receive a 100% refund.	Cancellation must be requested in writing no less than 30 days in advance of the first licensed date to be relieved of all remaining fees. The 50% deposit is non-refundable.
f. Rescheduling	Rescheduling of any reserved date is not permitted. Funds/refunds may not be used for future rental credit.	
g. Occupancy	Customer is responsible for ensuring venues do not exceed capacity and fire code.	
h. Staffing	The Library District reserves the right to determine the number of staff and security required for each event. Requests for specific staff members cannot be accommodated.	
i. Cleaning, Restoration, and Repair	Customers must return the venue to its original state at the completion of the rental. Any customer leaving a space in a state that requires additional cleaning, restoration, or repair will be charged a fee including labor and damages in accordance with the Venue Fee Schedule. The customer is responsible for the actions and any damage caused by the group and any of its officers, agents, employees, guests, or invitees.	
j. Early/Late Departure	Access to venues is not permitted until the beginning of the reservation time. Customers who stay past the scheduled departure time will incur fees according to the Library District's Venue Fee Schedule. The Library District reserves the right to end venue rental use at or beyond a scheduled departure time and impose trespass for departure non-compliance. Customers are not permitted in library venues beyond operating hours identified in section 4c.	
k. Customer Property	Equipment, supplies, or personal effects may not be stored in library venues before or after continual use. The Library District shall not be liable for any loss or damage to customer's property. Any property left in a venue will be disposed of at the discretion of Library District staff and at the expense of the customer.	



## Venue Use Policy

5. Programs that take place outside of regular library hours are required to have no less than two library staff and one security guard. Staffing will be provided at the expense of the customer in accordance with the Venue Fee Schedule.
6. Any customer who receives a request for accommodation under Title II of the Americans with Disabilities Act shall refer the request to Library District staff. Please allow five business days for sign language interpreter requests to ensure availability. The Library District will make arrangements to provide services at the expense of the customer in accordance with the Venue Fee Schedule.
7. Customers with unpaid fees are restricted from reserving and using library venues until outstanding balances are paid in full. The Library District reserves the right to cancel future reservations and/or turn over outstanding balances to a collection agency.
8. Any rental customer using Library District venues is expressly prohibited from using the Library District name or the names of the individual facilities in any way other than to specify the location of the activity.

The views expressed and other information presented by a customer or group in connection with the rental or partnership use of a Library District venue are solely those of the user individual/group. The Library District's decision to rent a venue to a particular individual or group, or to partner with an individual or group for the presentation of a program, shall not constitute an endorsement, recommendation, or approval of the user's views, opinions, products, or services. The Library District specifically disclaims any liability or legal responsibility for the content of a venue user's activity, including but not limited to its accuracy, bias, completeness, or usefulness.

Any rental customer of a Library District venue who markets an event intended to attract the general public must provide a disclaimer on all promotional materials. This includes all communications, including but not limited to: flyers, posters, web pages, graphics, social media, public notices, press releases, digital advertising, box office promotions, interviews, and public service announcements. Language must be used on all promotional materials in a manner that clearly identifies usage is not a library-sponsored or library-generated event. The following language must be included on all communications and promotional materials:

*This program is not a Library District event. The views expressed and other information presented are solely those of the producing entity.*



## Venue Use Policy

If separation between the customer and the Library District is not clearly distinguished, the Library District may terminate any existing contract, agreement, or Memorandum of Understanding, and/or trespass any rental user or associated group from future venue usage.

9. The distribution and/or consumption of alcohol is prohibited on all Library District premises without express written authorization from the Library District. Red wine and other liquids with red dye (i.e., fruit punch) are not permitted in carpeted venues as spill accidents cause permanent damage. All requests for alcohol must be submitted in writing at least 14 days prior to the event.
10. Use of simulated weapons, simulated drug paraphernalia, open flames, strobe lights, or adult themes are prohibited on Library District premises without express written authorization from the Library District. All requests must be submitted in writing at least 14 days prior to the event. Adult themes are defined as topics considered mature or inappropriate for children and may include:
  - a. Strong or offensive language or imagery
  - b. Discriminatory themes or language
  - c. Nudity
  - d. Sex
  - e. Violence
  - f. Substance use or abuse
  - g. Suicide or other traumatic themes
11. Customers using a venue for an event involving minors (exclusive of audience members) are required to have at minimum two qualified adult chaperones including:
  - a. One adult for every 10 children, for ages 0-5
  - b. One adult for every 12 children, for ages 6-11
  - c. One adult for every 15 children, for ages 12-17

Chaperones must supervise and accompany minors to ensure their safety and proper behavior.

12. The customer shall be solely responsible for any fees, rights, royalties, licenses, or any other applicable monies and contracts payable to any and all publishing companies, licensors, or representatives of any work or program presented by the customer during the use of a Library District venue unless otherwise agreed upon in



## Venue Use Policy

writing.

13. Customers must comply with the following:
  - a. All Library District policies including the Library Rules of Conduct and Venue Use Policy
  - b. Library District Performing Arts Center License Agreement (for Performing Arts Center rentals only)
  - c. Must not disrupt or impede public access to library services or materials
  - d. Must not engage in any activity that would cause concern for the health, safety, and well-being of Library District customers, buildings, or premises
  - e. Southern Nevada Health District policies and regulations. Kitchenettes and other food service areas do not have permits for uncatered food preparation and distribution.
  - f. Applicable federal, state, and local laws
14. The Library District reserves the right to deny access, cancel partnership agreements, and revoke venue use privileges and future reservations for up to one year of any individual and/or group that does not comply with the Venue Use Policy. Compliance determination shall be made by the sole discretion of Library District staff.

#### Reference Links:

- [Library District Website](#)
- [Venue Fee Schedule](#)
- [Library Rules of Conduct](#)



## Conference Room/Auditorium Facility Rental Policy

The Las Vegas-Clark County Library District (LVCCCLD) strives to be a place that brings the community together to share information, attend programs, experience personal enrichment, and provides educational experiences and opportunities to connect with others.

1. Must be at least 18 years of age to reserve an LVCCCLD conference room/auditorium.
2. Reservations will be accepted on a first-come, first-served basis by application after LVCCCLD scheduling has been completed.
3. Must access facility during regular library hours with the exception of the Clark County Library branch. Requests for use outside of regular library hours at other branches must be submitted in writing.
4. Reservations may be requested no more than six months in advance.
5. All conference room/auditorium fees must be paid upon completion of application. A written cancellation must be submitted at least 30 days prior to an original contracted date to receive a full refund. Refunds will not be issued for cancellations submitted less than 30 days before an original contracted date.
6. If a user group wants to receive a refund and they have rescheduled a date, the refund can only be granted if the cancellation is requested more than 30 days from the original contracted date.
7. Any group leaving after scheduled departure times will incur a pro-rated addition to their charges according to the LVCCCLD Conference Room/Auditorium Facility Rental Fee Schedule.
8. Unpaid balances in default may be turned over to a collection agency.
9. Must not disrupt or impede public access to library services or materials.
10. Any individual or group using LVCCCLD facilities is expressly prohibited from using the LVCCCLD name or the names of the individual facilities in any way other than to specify the location of the activity.

The views expressed and other information presented by a user individual or group in connection with the rental or partnership use of a LVCCCLD facility are solely those of the user individual/group. LVCCCLD's decision to rent a facility to a particular individual or group, or to partner with an individual or group for the presentation of a program, shall not

Adopted by the Las Vegas-Clark County Library District Board of Trustees on March 10, 1994. Revised and adopted October 10, 1996 and April 14, 2011 and September 13, 2012 and July 14, 2022.



## Conference Room/Auditorium Facility Rental Policy

constitute an endorsement, recommendation, or approval of the user's views, opinions, products, or services. LVCCLD specifically disclaims any liability or legal responsibility for the content of a facility user's activity, including but not limited to its accuracy, bias, completeness, or usefulness.

Any rental user of an LVCCLD venue who markets an event intended to attract the general public must provide a disclaimer on all promotional materials. This includes all communications, including but not limited to: flyers, posters, web pages, graphics, social media, public notices, press releases, digital advertising, box office promotions, interviews, and public service announcements. Language must be used on all promotional materials in a manner that clearly identifies usage is not a library-sponsored or library-generated event. The following language must be included on all communications and promotional materials:

*This program is not a Library District event. The views expressed and other information presented are solely those of the producing entity.*

If separation between the rental user and LVCCLD is not clearly distinguished, LVCCLD may terminate any existing contract, agreement, or Memorandum of Understanding, and/or trespass any rental user or associated group from future venue usage.

11. Alcohol is prohibited on all LVCCLD premises without express written authorization from LVCCLD. All requests must be submitted in writing at least 30 days prior to the event.

12. Groups must not engage in any activity that would cause concern for the health, safety, and well-being of LVCCLD patrons, building or premises. LVCCLD reserves the right to deny groups access if such activity occurs.

13. A designated representative must sign in and out prior to and following the use of the facilities and is responsible for possible loss or damage of equipment/furniture until the representative has signed out.

14. Groups are responsible for the set up and cleanup of all equipment/furniture used.

15. LVCCLD is not responsible for any property left on premises and is entitled to dispose of any property not claimed within 14 days.

16. LVCCLD reserves the right to revoke facility use privileges of any individual and/or group that does not comply with the policy and guidelines stated herein or violates the terms and conditions of the LVCCLD Conference Room/Auditorium Facility Rental Agreement and/or Library Rules of Conduct.

Adopted by the Las Vegas-Clark County Library District Board of Trustees on March 10, 1994. Revised and adopted October 10, 1996 and April 14, 2011 and September 13, 2012 and July 14, 2022.



## Performing Arts Center Rental Policy

The Las Vegas-Clark County Library District (LVCCLD) strives to be a place that brings the community together to share information, attend programs, experience personal enrichment, and provides educational experiences and opportunities to connect with one another.

1. Must be at least 18 years of age to reserve an LVCCLD Performing Arts Center (PAC).
2. Reservations will be accepted on a first-come, first-served basis by contract after LVCCLD scheduling has been completed.
3. Reservations may be requested no more than twelve months in advance.
4. The LVCCLD Performing Arts Center License Agreement specifically defines the terms and conditions of use necessary to insure the safety, security and maintenance of the PACs and their equipment.
5. A 50% deposit of the estimated costs of the Performing Arts Center License Agreement, not to exceed \$7,500.00, is due upon submission of contract and is NON-REFUNDABLE.
6. Notice to cancel must be submitted in writing. If written cancellation is submitted to LVCCLD staff more than sixty (60) days in advance of the first licensed date, the Licensee shall be relieved of the remaining fees. If written cancellation is submitted to LVCCLD staff less than sixty (60) days of the first licensed date, the Licensee shall be liable for remaining fees.
7. Any group leaving after scheduled departure times will incur a pro-rated addition to their charges according to the LVCCLD Facility Rental Fee Schedule.
8. Any user/group leaving a PAC in a state that requires additionally scheduled cleaning by the janitorial crew will be charged a \$50 cleaning fee for the incurred service.
9. Groups impacting a PAC for more than two weeks must pay a fee of \$70 per day during their dark dates and/or storage purposes.
10. Unpaid balances in default may be turned over to a collection agency.
11. Must not disrupt or impede public access to library services or materials.
12. Any individual or group using LVCCLD facilities is expressly prohibited from using the LVCCLD name or the names of the individual facilities in any way other than to specify the location of the activity.



## Performing Arts Center Rental Policy

The views expressed and other information presented by a user individual or group in connection with the rental or partnership use of a LVCCLD facility are solely those of the user individual/group. LVCCLD's decision to rent a facility to a particular individual or group, or to partner with an individual or group for the presentation of a program, shall not constitute an endorsement, recommendation, or approval of the user's views, opinions, products, or services. LVCCLD specifically disclaims any liability or legal responsibility for the content of a facility user's activity, including but not limited to its accuracy, bias, completeness, or usefulness.

Any rental user of an LVCCLD venue who markets an event intended to attract the general public must provide a disclaimer on all promotional materials. This includes all communications, including but not limited to: flyers, posters, web pages, graphics, social media, public notices, press releases, digital advertising, box office promotions, interviews, and public service announcements. Language must be used on all promotional materials in a manner that clearly identifies usage is not a library-sponsored or library-generated event. The following language must be included on all communications and promotional materials:

*This program is not a Library District event. The views expressed and other information presented are solely those of the producing entity.*

If separation between the rental user and LVCCLD is not clearly distinguished, LVCCLD may terminate any existing contract, agreement, or Memorandum of Understanding, and/or trespass any rental user or associated group from future venue usage.

13. Alcohol is prohibited on all LVCCLD premises without express written authorization from LVCCLD. All requests must be submitted in writing at least 30 days prior to the event.

14. Groups must not engage in any activity that would cause concern for the health, safety, and well-being of LVCCLD patrons, building or premises. LVCCLD reserves the right to deny groups access if such activity occurs.

15. LVCCLD reserves the right to revoke facility use privileges of any individual and/or group that does not comply with the policy and guidelines stated herein or violates the terms and conditions of the LVCCLD Performing Arts Center License Agreement and/or Library Rules of Conduct.





## ITEM VIII.B.1.

### AGENDA ITEM

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#### JUNE 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item # VIII.B.1.:

Discussion and possible Committee action regarding the appointment of a Broker of Record for the District's property and casualty insurance coverage.

##### Background:

The current appointment for the District's Broker of Record for property and casualty insurance expires on July 14, 2024. A Request for Qualifications (RFQ) for Broker of Record was advertised in the Review-Journal posted on the District's website, emailed to minority Chambers of Commerce as well as listed on NGEM (Nevada Government E-Market Place).

A total of four submittals were received. An evaluation committee comprised of representatives from General Services, Financial Services and Library Operations performed the evaluation process. The evaluation process included a scoring and ranking of each responsive submittal based on established criteria and assigned weighted values to identify the preferred Broker to be recommended for appointment. The evaluation criteria and weighted values included:

1. Broker Qualifications and Experience (30%)
2. Local Office Qualifications (25%)
3. Access to Insurance Markets (13%)
4. Service Quality (12%)
5. Risk Management Services (10%)
6. Premium Cost Control Strategies (5%)
7. References (3%)
8. Overall Quality and Completeness (2%)

Following are the submittal evaluation results:

Firm	Submittal Score/Rank
USI	866/1
Leavitt Insurance Company	818/2
Alera Group	732/3
Branch Insurance Group	728/4

USI Insurance Services ranked highest overall and has been selected for recommendation for appointment. The selected firm demonstrated the most comprehensive and advantageous combination of qualifications and experience desired

by the District. The Broker of Record receives no direct remuneration from the District. Remuneration is received from the insurance company in the form of a commission

**Recommended Action:**

Motion to recommend to the Board of Trustees to appoint USI as Broker of Record for property and casualty insurance coverage for the policy year commencing on July 15, 2024 and to authorize staff to extend the appointment in subsequent years' subject to the Broker continuing to meet performance standards outlined in the Request for Qualifications document. Subject to review by Counsel.

**DISCLOSURE OF OWNERSHIP/PRINCIPALS**

<b>Business Entity Type (Please select one)</b>							
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Privately Held Corporation	<input type="checkbox"/> Publicly Held Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
<b>Business Designation Group (Please select all that apply)</b>							
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/> VET	<input type="checkbox"/> DVET	<input type="checkbox"/> ESB	
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise	Veteran Owned Business	Disabled Veteran Owned Business	Emerging Small Business	
<b>Number of Clark County Nevada Residents Employed:</b>							
<b>Corporate/Business Entity Name:</b>		USI Insurance Services, LLC					
<b>(Include d.b.a., if applicable)</b>							
<b>Street Address:</b>		100 Summit Lake Drive, Suite 400		<b>Website:</b> www.usi.com			
<b>City, State and Zip Code:</b>		Valhalla, NY 10595		<b>POC Name:</b> Ernest J. Newborn II			
<b>Telephone No:</b>		914-749-8506		<b>Fax No:</b>			
<b>Nevada Local Street Address: (If different from above)</b>		8360 W Sahara Ave, Suite 110		<b>Website:</b> www.usi.com			
<b>City, State and Zip Code:</b>		Las Vegas, NV 89117		<b>Local Fax No:</b> 702-796-6834			
<b>Local Telephone No:</b>		702-796-9100		<b>Local POC Name:</b> Dennis Bass			
				<b>Email:</b> dennis.bass@usi.com			

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

**Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors** in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).


**Entities** include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
USI, Inc.	Parent Company	100%

Please answer Questions 1 - 2 below:

- Are any individual members, partners, owners or principals, involved in the business entity, a LVCCLD full-time employee(s), (or appointed/elected official(s))?  
 Yes  No  (If yes, please note that the employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a LVCCLD full-time employee(s), or appointed/elected official(s)?  
 Yes  No  (If yes, please complete the Disclosure of Relationship form on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that management will not take action on any item without the completed disclosure form.

  
 Signature  
 Vice-President  
 Title

Brandon Lewis  
 Print Name  
 3/25/2024  
 Date

**DISCLOSURE OF RELATIONSHIP**

**If you answered Yes to any question on the previous page, please provide the information requested below.**

***Disclosures:***

Name of Business Owner/ Principal	Name of LVCCLD Employee/ Official	Relationship To LVCCLD Employee/ Official	Employee's/ Official's Department

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

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***For Internal Use Only:***

If any Disclosure of Relationship is noted above, please complete the following:

Yes      No      Is the LVCCLD employee(s) noted above involved in the contracting/selection process for this particular contract?

Yes      No      Is the LVCCLD employee(s) noted above involved in any way with the business in performance of the contract?

Notes/Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Authorized Department Representative

## ITEM VIII.B.2.



### AGENDA ITEM

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#### JUNE 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item # VIII.B.2.:**

Discussion and possible Board action regarding a report from the District's Broker regarding recommendation for contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2024.

##### **Background:**

The District's property and casualty insurance and public officials and employment practices liability insurance policies renew on July 15th. USI Insurance Services, Broker of Record, conducted a thorough review of the District's current policies and coverages and prepared a proposed insurance package and recommendation for contract award.

The Board of Trustees' Risk Management Committee is scheduled to meet with the Broker of Record prior to the Board meeting for presentation of the Broker's proposal and to discuss staff's review and recommendation for contract award. The Risk Management Committee will bring forward a recommendation for contract award to the Board of Trustees at the June 13th meeting.

##### **Recommended Action:**

Motion to recommend to the Board of Trustees that a contract for property and casualty insurance and public officials and employment practices liability insurance be awarded through USI Insurance Services to Travelers, Obsidian Specialty, Chubb/Federal, Benchmark, Lloyds of London, Great American, Indian Harbor, Global Aerospace and Atlantic Specialty\* at an annual premium, not to exceed \$ \$479,097\*, for the policy year commencing on July 15, 2024, subject to final review by Counsel.

\* Insurance companies and amount to be recommended by Risk Management Committee.



## ITEM VIII.B.3.

### AGENDA ITEM

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#### JUNE 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item # VIII.B.3.:**

Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$75,000 for Fiscal Year 2024-2025.

##### **Background:**

In Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was initially established for the replacement of the District's aging technology assets but was later modified to include funds for new initiatives. The Fiscal Year 2024-2025 budget included funds for: the replacement of several end-of-life IT systems; new technologies and solutions for the branches; and some new District-wide initiatives. Additionally, some of these funds may be reallocated for newly identified priorities to address challenges or opportunities.

The funding for these projects is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2024-2025 Adopted Budget.

The purpose of this agenda item is to pre-approve all Fiscal Year 2025 technology purchases over \$75,000. Rather than separately submitting each purchase request over \$75,000 to the Board of Trustees for approval, as required by the District's Purchasing Policy, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$75,000. IT department staff will continue to provide expenditure updates to the Board of Trustees through the Executive Director's monthly Board report.

NRS 332.115 exempts most of the items listed below from the formal bidding process because they are either exempt, sole sourced, or already competitively bid. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing, and alternatives will be explored prior to purchasing.

The items budgeted for Fiscal Year 2025 are:

<b>Technology Replacements/Upgrades</b>	<b>Estimate Cost</b>
Vocera Improvements and expansion	\$90,000.00
Sorters (DC, MQ, WC, WH)	\$450,000.00
Security Gates	\$10,000.00
Mediabox (2)	\$110,000.00
GCC 3D expansion	\$85,000.00
ATL or 24H Library (1)	\$110,000.00
PC Replacements	\$350,000.00
Makerspace EOL replacements	\$75,000.00
Library Operations Supplemental Requests	\$50,000.00
Community Engagement Supplemental Requests	\$35,000.00
General Services Supplemental Requests	\$5,000.00
End-of-life IT equipment	\$30,000.00
Telephone System upgrade	\$80,000.00
Possible self-check replacements	\$250,000.00
iPad Lending Kiosks (4)	\$100,000.00
<b>Grand Total</b>	<b>\$1,830,000.00</b>

**Recommended Action:**

Motion to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$75,000 for Fiscal Year 2024-2025, as approved in the District's Adopted Budget by the Board of Trustees.



## ITEM VIII.B.4.

### AGENDA ITEM

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#### JUNE 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item# VIII.B.4.:

Discussion and possible Board action regarding the election of Board Officers for Fiscal Year 2024-2025 and accompanying Resolution 2024-2.

##### Background:

The Nominating Committee will provide a report presenting a proposed slate of officers to serve in Fiscal Year 2024-2025.

As outlined in the Bylaws, Trustees may make additional nominations from the floor. Such nominations may be made by individual Board members in their own name or by nominating another Board member; however, a Board member may be nominated to run for only one office at a time. No officer can be elected to office for more than two consecutive terms.

Elections for the officers of the Board shall be held immediately subsequent to the close of nominations at the June meeting. Elections shall be in the following order:

Chair, Vice Chair, Secretary, Treasurer

##### Recommended Action:

1. Motions calling for additional nominations for Chair, Vice Chair, Secretary, and Treasurer from the floor. Calls for officers must be made separately.

Motion to close the nominations.

In the event there are additional nominations from the floor, separate motions to elect officers are required for each affected office. If no additional nominations are made from the floor, the slate of officers proposed by the Nominating Committee may be considered in one motion.

2. Motion to pass Resolution 2024-02 authorizing Floresto Cabias, CFO, and newly elected Treasurer \_\_\_\_\_ to execute checks on behalf of the Library District until June 30, 2025. In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of Trustees \_\_\_\_\_ is authorized to execute checks on behalf of the Library District until June 30, 2025 or until a new Treasurer is elected.



### **Resolution 2024-02 Authorizing Checking Account Signatures**

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 1<sup>th</sup> of June, 2023 providing that Chief Financial Officer Floresto Cabias and LVCCLD Board of Trustees Treasurer Kate Turner-Whiteley together were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2024; and

THEREFORE, RESOLVED that, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, Secretary Jennifer Jiron on behalf of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2024, or until a new Treasurer is elected; and

WHEREAS, the LVCCLD adopted a Resolution on July 6, 2021 providing that Executive Director Kelvin Watson, as the representative of the LVCCLD, was designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District in the event that the position of the Chief Financial Officer is vacant for any reason until June 30, 2024; or until an Acting Chief Financial Officer is appointed, or until Floresto Cabias returns to his duties as Chief Financial Officer; and

THEREFORE, RESOLVED that, in the event that Kelvin Watson is unable to perform these duties, or if the position of Executive Director is vacant, then, in that event, Human Resources Director Jeffrey Serpico, as representative of the LVCCLD, shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2024, or until the Executive Director is able to resume his duties, an Acting Chief Financial Officer is appointed, or until Floresto Cabias returns to his duties as Chief Financial Officer.

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of July 1, 2024:

Floresto Cabias, Chief Financial Officer, and \_\_\_\_\_, Treasurer of the LVCCLD Board of Trustees

AND, THEREFORE RESOLVED that Floresto Cabias, Chief Financial Officer, as the representative of the LVCCLD and \_\_\_\_\_, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2025.

AND, THEREFORE RESOLVED that, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Library Board Secretary on behalf of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2025, or until a new Treasurer is elected.

AND, THEREFORE RESOLVED that, in the event that the Chief Financial Officer is unable to perform the duties of Chief Financial Officer, or that the position of Chief Financial Officer is vacant for any reason, then, in that event the Executive Director, as representative of the LVCCLD, shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2025, or until an Acting Chief Financial Officer is appointed, or until the Chief Financial Officer returns to his duties.

AND, THEREFORE RESOLVED that, in the event that the Executive Director is unable to perform these duties, or if the position of Executive Director is vacant then, in that event, the Human Resources Director, as the representative of the LVCCLD, shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2025, or until the Executive Director is able to resume his duties, an Acting Chief Financial Officer is appointed, or until the Chief Financial Officer returns to his duties.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 13th of June 2024, LVCCLD Trustees.

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Nathaniel P. Waugh, Chair

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Attest: Member, Board of Trustees



## ITEM VIII.B.5.

### AGENDA ITEM

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#### June 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item # VIII.B.5.:

Discussion on the performance of Board Counsel Gerald M. Welt.

##### Background:

At the May 23, 2024 meeting of the Board of Trustees, Trustee Ortiz requested an item to discuss the performance of Board Counsel Gerald Welt.

##### Recommended Action:

For discussion and information only.



## ITEM VIII.B.6.

### AGENDA ITEM

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#### June 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item# VIII.B.6.:

Discussion on the Bylaws of the Las Vegas-Clark County Library District Board of Trustees.

##### Background:

On May 24, 2024 Trustee Sanchez requested an agenda item about the history and development of the Bylaws of the Board of Trustees.

##### Recommended Action:

For discussion and information only.

## ITEM VIII.B.7.



### AGENDA ITEM

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#### June 13, 2024 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item # VIII.B.7.:

Discussion and possible board action relating to the Bookstore Agreement with the Las Vegas-Clark County Library District Foundation.

##### Background:

On May 30, 2024 Chair Waugh received a request from Foundation President Tamar Hoapili to have the Bookstore Agreement between the Library District and the Foundation on the agenda.

The current Bookstore Agreement expires on June 30, 2024.

##### Recommended Action:

\*Recommendation will be given at June 13, 2024 meeting.