

## ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
January 16, 2025**

DATE: Thursday, January 16, 2025

TIME: 5:00 p.m.

PLACE: Summerlin Library  
1771 Inner Cir Drive  
Las Vegas, NV 89134 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.

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 submit a public 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 will 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.

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

IV. Approval of Proposed Minutes (For possible action)

A. [Regular Board Meeting, December 12, 2024 \(Transcript\)](#)

V. Chair's Report

- A. Trustees Report
- B. Las Vegas-Clark County Library Foundation

VI. Library Reports

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

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

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

- 1. Program and Delivery Services
  - a. [Library Operations and Security Reports and Monthly Statistics](#)
- 2. Program Support Services
  - a. [Branding and Marketing Report and Monthly Statistics](#)
  - b. [Community Engagement Report and Monthly Statistics](#)
  - c. [Development and Planning Report](#)
  - d. [Information Technology Report](#)
- 3. Administrative Support Services
  - a. [Financial Services Report](#)
  - b. [General Services Report](#)
  - c. [Human Resources Report](#)

VII. Unfinished Business

VIII. New Business

A. Consent Agenda- None

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

B. Regular Agenda

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

X. Announcements

The February Board meeting will be held on Thursday, February 13, 2025, at 5:00pm.

Location: Enterprise Library, 8310 S Las Vegas Blvd., Las Vegas, NV 89123.

The March Board meeting will be held on Thursday, March 13, 2025, at 5:00pm.  
Location: Whitney Library, 5175 E Tropicana Ave, Las Vegas, NV 89122.

The April Board meeting will be held on Thursday, April 10, 2025, at 5:00pm. Location:  
West Las Vegas Library, 951 W Lake Mead Blvd., Las Vegas, NV 89106.

XI. Public Comment

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

Anyone wishing to submit a public comment via email during the meeting must send an email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). The email must include the commenter's name, legal address, and this agenda item. Email comments are limited to 500 in words in length and will 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.

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XII. Adjournment

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

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

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

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, [www.lvcclld.org](http://www.lvcclld.org) and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, January 10, 2025, 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. Summerlin Library  
1771 Inner Cir Drive  
Las Vegas, NV 89134
  - 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/live/sSuqb7bkvjA> or

Visit the Library District's YouTube channel: Youtube.com/TheLibraryDistrict

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING AT  
THE WEST LAS VEGAS LIBRARY AND VIA ZOOM  
THURSDAY, DECEMBER 12, 2024

\* \* \* \* \*

[Meeting began at 5:00 p.m.]

CHAIR WAUGH: I call this meeting -- this December 12<sup>th</sup> -- sorry, I came up the stairs. This December 12th meeting of the Las Vegas-Clark County Library District Board of Trustees to order at 5:00 pm.

Will you please -- Ms. Nance, will you please call roll?

MS. NANCE: Chair Waugh.

CHAIR WAUGH: Here.

MS. NANCE: Trustee Rogers.

VICE CHAIR ROGERS: Here.

MS. NANCE: Trustee Jiron.

TRUSTEE JIRON: Here.

MS. NANCE: Trustee Whiteley.

TREASURER TURNER WHITELEY: Here.

MS. NANCE: Trustee Foyt.

TRUSTEE FOYT: Here.

MS. NANCE: Trustee Benavidez.

TRUSTEE BENAVIDEZ: Here.

MS. NANCE: Trustee Sanchez.

TRUSTEE SANCHEZ: Here.

MS. NANCE: Trustee Dutkowski.

[No heard response; however, she is present via Zoom.]

MS. NANCE: Trustee White.

TRUSTEE WHITE: Here.

MS. NANCE: Trustee Jimenez.

TRUSTEE JIMENEZ: Here.

MS. NANCE: And we do have a quorum, Chair.

CHAIR WAUGH: Thank you. Will everyone please rise for the Pledge of Allegiance?

[PLEDGE OF ALLEGIANCE]

CHAIR WAUGH: Agenda Item No. 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. Do we have anyone signed up for public comment?

MS. NANCE: We have 1, 2, 3, 4, 5, 6. And I believe you all are speaking for the agenda item for the venue fee. So I'm going to call Anne Marie Summers.

Please remember to state your name and address for the record, please.

CHAIR WAUGH: And comments are limited to three minutes.

MS. SUMMERS: Good evening, ladies and gentlemen.

My name is Anne Marie Summers. I live at 353 E Bonneville in Las Vegas, Zip Code 89101.

I am a parent of a son in the performing arts community and a member of the performing arts community. Last time you heard from me was back in September when the majority of my son's dance company spoke in regard to the current policies no longer serving the entire performing arts community. I'm here to express my support for the proposed venue usage and the fees associated. I have spoke with numerous individuals from the theater community, including members of Signature Productions, and I'm assuming that several members are here and may or may not speak this evening.

This December will be the first year that Las Vegas Ballet Company will not be performing their annual Nutcracker in the month of December because of the current policies allowed a single company, one that they may not realize I've been associated with in the past, to rent the space for 75 days impacting not only Las Vegas Ballet, but also a secondary dance company who also put on the production of The Nutcracker.

I'm going to go off script for a moment. You know, it's -- we just had the Pledge of Allegiance and one thing that sticks with me is justice for all and that's what I'm asking your vote to be here. I know that there's going to be a lot of people here from Signature Productions and I do want to say that I, again, graduated from UNLV. I'm a theater -- with a theater degree. A lot of these people



are my friends. I think the first time I stepped on stage with them was 20 years ago, okay.

However, with that being said, this is a community space and every single time I spoke with anybody from Signature or anybody in the theater community in general, who was not in support of this, they never had a secondary thing to offer. Like what about my son's company? It was about them. It's always been about them and monopolizing a space that honestly, they don't own.

As a member of this community, it doesn't matter if I want to put on a one-woman show for an audience of one, I should have equal and opportunity right to do so. And we've been booted, literally, been booted by a loophole that was way overused and should have been not allowed in the first place.

So I am asking to support the venue fee change because I'm hoping it's going to allow smaller companies for us in two months to have maybe eight performing arts companies be able to come in and use a space instead of a single organization monopolizing that entire prime space during the month of December and the holidays. I thank you for your time.

CHAIR WAUGH: Thank you.

MS. NANCE: I believe this says Lance Earl?

Okay. Debbie Earl.

MS. EARL: Hi, my name is Debbie Earl. I am a member of the Signature Board. I'm coming here and I'm going to oppose the

venue fees --

CHAIR WAUGH: Can you please state your address for the record, please.

MS. EARL: 8330 Granite Mountain Lane, Las Vegas, Nevada.

I sent a letter. I don't know if you got my e-mail, but I just wanted to highlight a couple of the things that were represented. We love Summerlin Library Performing Arts Center. There's nothing like it. I just heard the tail end of a woman's comment about her supporting the venue use fees and December is a prime month and if that's something you consider for maybe using the multiday fees during that month, maybe that's an alternative you can suggest.

But Summerlin Library, it's a beautiful venue, it's close in proximity to a large draw of our patrons, which is Sun City. We've been performing there for over 30 years. We've been good tenants. We pay on time. We are courteous. We follow the rules. We try to leave the facility cleaner than when we found it. To my knowledge, none of the library staff has ever complained about it.

Our nonprofit provides a safe, fun place where diverse members of our local community can showcase their talent both on stage and behind the curtain. For many, this is their first experience with community theater and a theatrical production. We've put on amazing productions with local talent. I invite you to come and see, on-the-house, our current performance, which is A Christmas Carol.

Just mention that you're a Trustee from the Board of Library; see for yourself the diverse, talent and crew, the size and diversity of the audience, and the quality of the show.

We draw large diverse crowds of all ages and backgrounds, which have been coming and looking forward to our shows for many, many years. These patrons and our actors and crew members are local citizens who help fund the library through their tax dollars. We need to rent the theater for 30 to 35 days for each of our productions. I believe this is the first year that December has been an issue and again, as I say, if that's a prime month, if you want to use -- have extended fees for multiday use during that month, maybe that's a compromise.

The multiday use fee increases of 150 percent for days over 17 days and charging full cost for dark days which are currently only \$70. I don't know if -- that you're aware of that. But currently, dark days are \$70. They would include -- they would raise that cost to 300 and 450 after 17 days. And that's before you even increase -- we consider the cost of increased security and tech. It's pretty much going to double what we pay.

When we brought up alternatives at that December 3rd meeting, you know, such as a different price for nonprofits, we were told no. In fact, that meeting was more of a -- just a rehash of the exact presentation and then just the reasons why Mr. McNally was correct.

CHAIR WAUGH: Thank you, ma'am. That's time.

MS. EARL: Are we up?

CHAIR WAUGH: Yep.

MS. EARL: I guess -- can I just summarize by saying I understand that fees need to be increased in the tech and security, and maybe that's an alternative that you, you know, make it more expensive in December, if you go over 17 days, but I would urge you to just keep the other days and not impose that fee after 17 days. Thank you.

CHAIR WAUGH: Thank you.

MS. EARL: Lance is here now.

CHAIR WAUGH: Eboni will call who's next?

MS. NANCE: I don't know how to pronounce your name, but Kay Lawson, I believe this is what it's saying.

MR. LARSEN: Karl Larsen.

MS. NANCE: Karl Larsen, okay.

Please remember to state your full name and address for the record.

MR. LARSEN: My name is Karl Larsen; Karl with a K. 3255 Mustang Street in Las Vegas, 89108. I am the President and Executive Producer of Signature Productions.

First of all, we are not the bad guys. We have gone and obeyed all the rules and, again, like she says, I think that the December thing is about the only thing that people have ever complained about. Our mission is to provide for family friendly entertainment at a price that's affordable for families. We're not

selling anything; we're not promoting our dance studio or other things that are promoted there. We're not a money-making business. This is a nonprofit community theater. We've been in existence 35 years.

The meeting that we had the other day with the staff that you asked was really a bummer. All we did was listen to what makes Matt happy, and I guess that's all that that meeting was. He suggested that we should be able to get all of the things that we do in 17 days. We have a huge show with \$100,000 budget for each show. Trying to put them in a 17-day thing is ridiculous. We're not a professional company; we can't practice all day long. Our practices don't start till 7:00 at night, okay.

We met with the staff. It was a sale job. We are the largest user of the library. We have been the user -- largest user of the library for as long as we have been there. We obey the rules when it's time for us to try for the next year, we have done that. We have -- we're available and I asked them to put this together as a quarterly thing and we have the groups together and see how we can help each other to take up the times and the places that they need, but I got no additional comments from them and I'm sure that that won't happen.

That was the first meeting, by the way that rental units have ever had in the 27 or 28 or 30 years that we have been there. All I would do is say that we're objecting to the 17-day fee structure. We are in favor of \$350 for every day that you're there. Dark days

are empty days. Come on. You're going to charge \$300 for a dark day? You don't even have a tech there. You don't need security. \$70 covers whatever the electricity is that day.

I would ask you, as a group to come and see the show. This is not a road show.

CHAIR WAUGH: Thank you, Mr. Larsen. That's your --

MR. LARSEN: It's Dr. Larsen.

CHAIR WAUGH: Dr. Larsen.

MR. LARSEN: Thank you very much.

CHAIR WAUGH: Thank you.

MS. NANCE: Brett Whipple.

Please remember to state your full name and address for the record.

MR. WHIPPLE Good day, Mr. Chair, and to all the fellow Chair Members of the Board. My name is Brett Whipple. I reside at 6155 Coley Ave.

I am simply a patron. I just pay a fee when I go in and watch Signature Productions, but I'm here to speak on their behalf. To drop by -- I know I only have three minutes and the first thing I want to do is thank each and everyone of you because I know you're up here not getting paid. I myself was a Board -- Chair with the Board of Regents back in the Carol Harter/Jim Rogers era and remember being on the other side and listening to people and so I wanted -- I know that you listen to us and I know that it's important to you and that's why I wanted to take a few minutes.

I'm uninvolved. Completely uninvolved, other than I'm a very proud father of a daughter that performs. And I just want to give complete support to Signature Productions. There was a comment that we're not a bad guy. I don't know the politics, but all I can tell you is that Signature Productions is an asset for the entire community. And I was watching them way before my daughter ever got involved. It's a great production. I go many, many times and I think there's a concern that the increase in fees will force Signature Productions out. That's kind of the general overtone. I don't know the specifics. I'm hoping that there can be some type of compromise or some type of working together, because Signature Productions is a great asset for all of the community.

Very specific with regard to my daughter, my daughter was accepted at UNR. She was going to go to UNR, but she loves producing and working with product -- with Signature Productions so much that she gave up that opportunity to stay in this community. So I thought that was a very small example, but something that you should hear because it is a great asset for the community at large. And if you've ever had an opportunity to see it, you'll be -- I mean, you'll be very surprised. They're wonderful.

So I appreciate your time. Thank you so much for everything and that's it.

CHAIR WAUGH: Thank you.

MS. NANCE: And Lance Earl.

Please remember to state your name and address for the

record.

MR. EARL: My name is Lance Earl, 8333 Granite Mountain Lane, Las Vegas, Nevada 89129. I also am a Board Member with the Signature -- the Vice President of Signature Productions.

The reason that you are seeing us being so involved with this is because the policies that are being perused -- the venue use policy affects us and pretty much only us in the multiday use platform that is being proposed. There -- in -- there are apparently two users who use more than 17 days at the Summerlin Library Performing Arts Theater. We're one of those. And so this policy is intended to punish us. In the meeting that we had December 3rd, Mr. McNally acknowledged that part of the reason for the multiuse policy is to discourage multiday users like Signature because that's exactly what it does.

I will point out, in the presentation that was done in November, the fee structure goals were identified as the following: Keep rental fees -- keep rental rates the same for all current venues, recover actual costs for labor, security and services, encourage compliance with the Library District policy, and improve and retain customer access and venues. The fact of the matter is that the multiuse policy does not keep current use -- keep current fees, they actually are changing them completely, which is not identified in the presentation.

It is not intended to recover actual costs, but essentially becomes punitive for us and the -- in the way that it's being



charged. And the other thing that it does is limit access to the library, and particularly to the theater. It limits groups like us who perform -- who put on Broadway musical performances. It limits those who come to -- the local talent that we have. We use local talent; they do not get paid. It's teenagers, it's children, it's adults and it's tech.

The other thing is it limits the patrons because we provide a very unique opportunity at the theater. None of that is described in here. The dark days is in the policy. I looked it up today. If you look at the venue, current fees that were adopted by this Board previously, \$70 a day is what's charged for the days on which performances aren't done. The presentation that Mr. McNally did last month suggests that the \$320 a day fee is what's currently being done. That's not correct. It's done by the hour and so he's charging full days for what we have.

The question is, is there a reason to limit multiday users like Signature? I submit that there isn't. There's one group that complained, the ballet company, and we would be more than happy to work with them. But we're not aware of anyone who is complaining that Signature or other users -- multiday users are overusing the theater. There's no indication and I've asked for the information who can't perform because --

CHAIR WAUGH: Thank you, sir.

MR. EARL: -- Signature is using that. I would request that you take -- that if you want to pass venue fees for conference rooms

for which there isn't controversy, you do that but allow more discussion on the use of the theaters and the venue use fees because it's contrary to what's being presented to the Board. Thank you.

CHAIR WAUGH: Thank you. Is there any more public comment?

MS. NANCE: No, there isn't.

CHAIR WAUGH: Thank. Then I will close public comment, move on to Agenda Item No. III, Board action to accept proposed agenda. Do I have a motion?

TREASURER TURNER WHITELEY: So moved.

CHAIR WAUGH: We have a motion from Treasurer Turner Whiteley; a second from Trustee Foyt.

Any discussion?

[No heard response.]

All those in favor, please say aye.

[ALL BOARD MEMBERS WERE IN AGREEMENT]

CHAIR WAUGH: Opposed, no.

[No heard response.]

Motion carries.

Moving on to Agenda Item No. IV, Approval of Proposed Minutes for possible action. These are the Regular Board Meeting Minutes of November 14th, 2024. This is the transcript. As I understand, we have not had an opportunity -- transcriber or something going on with that.

So do I have a motion to accept the Proposed Minutes?

TRUSTEE BENAVIDEZ: So moved.

CHAIR WAUGH: Motion from Trustee Benavidez. Do I have a second?

VICE CHAIR ROGERS: Second.

CHAIR WAUGH: Second from Vice Chair Rogers.

Any discussion?

[No heard response.]

All those in favor, please say aye.

[ALL BOARD MEMBERS WERE IN AGREEMENT]

CHAIR WAUGH: Opposed, no.

[No heard response.]

Motion carries.

Moving on to Agenda Item No. V, Chair's Report.

Chair's Report. I don't have anything specific to report, except I apologize I was not at the last meeting. I'm in the rounding edge of my degree program and I had a class that I couldn't miss, so I was not there.

Is there anything from -- oh, I do want to give a special congratulations to Branch Manager Billy Allen who -- on Netflix, the Queer Eye program, he's being featured as a changemaker or someone who's doing great work in the community.

And then congratulations to all the employees who won awards, service awards and everything on Tuesday. So congratulations to all of our hard-working employees who won an

award, but also to all of our employees who are continually doing great work each and every day.

So moving on to V.A., Trustee's Report. Trustees, does anyone have anything they would like to discuss at this time?

TRUSTEE FOYT: I did attend the book sale on Sunday, which I thought was a nice time slot, different than we may have had before. It was at Windmill. Tremendous response. Very nice to see so many community members and their children. The library was packed. Windmill stays very busy and Sunday's a nice family and community day. I enjoyed attending.

I also was present for Mr. McNally's conversation in further discussion with theater groups last Monday? Was it Monday or Tuesday? I'm trying to think which day it was. Early morning; had a good turn out. They -- everybody had a chance to talk again, so.

CHAIR WAUGH: Thank you, Trustee Foyt.

Anyone else at this time?

Trustee Sanchez.

TRUSTEE SANCHEZ: I just want to say thank you very much to all the employees who did the Comic Con Festival. I went and it was fantastic and so many families had a wonderful time, and I saw how hard the employees work to make that happen once a year and it's -- it was very well attended. So congratulations and kudos and thank you, Kelvin. The property was pristine and beautiful.

Also, I want to say congratulations for the Summerlin Fall Festival getting the Silver Award, 3rd place for Best of Vegas and for Darren's Art Gallery also winning Bronze. So congratulations, that's really wonderful news. And I was very happy to read about that in the paper.

CHAIR WAUGH: Thank you, Trustee Sanchez.

Anyone else?

[No heard response.]

And I do want to say I did see one of the new license plates out in the wild on the way to work. So make sure you get down to the DMV and get your library license plate.

So moving on to Item B, Las Vegas, Clark County Library Foundation. I don't see anyone from the Foundation here. So we will move on to Agenda No. VI, Library Reports. Director Watson.

DIRECTOR WATSON: Thank you, Chair Waugh; Trustees. My Executive Director's monthly report has submitted for December 2024. These are just a sample, as always of some of the activities that took place throughout the month of November; my travels, meetings, partnerships, et cetera.

I also -- well, Chair Waugh took a lot of my comments that I was going to make, so I'll just reiterate thanks to -- thanks and congratulations to all of the staff, the Halftime Town Hall that we had on Tuesday redefined, redeveloped. I think it's something that we're going to continue to do in December with the staff recognition. Over 100 service award winners from 5 years to 40

years of service to the Library District was recognized, and then we also had the other awards that the Staff Recognition Committee came up with; the MVP awards, the team awards and the -- I can't think of what the other award is, Jeff? MVP --

MR. JEFF: Rookie of the Year.

DIRECTOR WATSON: Rookie of the Year. That's right. Rookie of the Year, who's been with the Library District for less than -- for a very short -- less than a year, a short period of time in the work. Then the staff, they all -- they did the nominations, and they determined the winners, and I thought it was a very positive meeting.

The Strategic Playbook updates were also given by the department directors. We videotaped those and we had our media highlights that we always do. And you -- so if you haven't had a chance to see it, we -- I think we got it recorded or something and you can see all the activities and the time spent and the effort that the staff put into it.

So that being said, the other thing that I was going to do, and I think we have it queued up, is the recognition of our -- Billy Allen, our Whitney Library Branch Manager and featured on the Netflix Queer Eye program, Season 9 Episode 8. All the episodes dropped yesterday. If you haven't had a chance to view the episode, I would definitely encourage you to do so. Inspiring, uplifting, are some of my thoughts. Also highlighting Billy's job, as -- you know, what he does within the staff, with the community

in his profession and love of being -- you know, being a librarian.

So -- and I think some of the other trustees have watched it. I want to say thanks to Trustee Whiteley actually who came to us with the opportunity and is much appreciated for that. Do we have that queued up?

[Video Playing]

DIRECTOR WATSON: So definitely something to watch, the teaser, but the episode, again, highlights the work. And there was also a makeover. If you aren't familiar with the program, there was also a makeover of Billy's apartment, which was much needed. So again, take a look at the episode and all of the episodes actually. I had never -- I was not familiar with the program before Trustee Whiteley, you know, said something to me about it.

And, you know, I watched an episode -- and actually Billy had never watched the program either, so we watched it together. And it's like okay, let's -- yeah, let's do this. And just highlighting, again, him and the branch and the Las Vegas-Clark County Library District, it's already a buzz on social media from lots of my colleagues -- director colleagues reaching out and giving us kudos on yet another -- you know, yet another accomplishment from the Library District.

So before I open it up to any questions regarding my report, I just wanted to say, again, thank you to all of the staff from the administration team, all of the employees, all of the contributions. Just to reiterate what I said to the staff on Tuesday,

you know, thanking them for the work and dedication to the Library District, as well as to the community that we serve and to wish everyone a happy continued holiday -- safe and happy holiday season.

So Chair Waugh, I will now open up to yourself and the Trustees, if there are any questions regarding my report.

CHAIR WAUGH: Thank you. And that is available on Netflix. All episodes released now. I'm not a sponsor.

Are there any Trustees who have questions for Director Watson?

Trustee Foyt.

TRUSTEE FOYT: I just would like to ask you to add something to it. During the staff collective, you gave away something really lovely.

DIRECTOR WATSON: Oh, thank you for that reminder, Trustee Foyt.

So we -- when we were recognized -- the Library District was recognized as the Vegas Large Business of the Year in November, one of the things that the Library District received was two round trip airline tickets on Allegiant -- from Allegiant Airlines. And so after discussing it with Jerry, our new conflict of interest policy being implemented, we put all of the service award winners and all of the staff that were recognized into a drawing and so one of our staff received -- Reagan received two round trip tickets on Allegiant Air for any destination here in the Continental United



States. So that was the -- that was an additional incentive, but now we have to figure out how to get more -- something else to draw up for upcoming years.

CHAIR WAUGH: Thank you.

Are there any other questions for Executive Director Watson. And if not for Director Watson specifically than any other reports?

TREASURER TURNER WHITELEY: Really quickly.

CHAIR WAUGH: Yes, Treasurer Turner Whiteley.

TREASURER TURNER WHITELEY: So sorry, let me pull up my right note. I just wanted to acknowledge the Brand team. Great job with the -- I don't know where Betsy is. Great job with the license plate. I saw it everywhere, which is awesome. As Trustee Sanchez said I also saw the comic festival -- comic festival, right? I'm not great at that stuff. I saw that everywhere. It was terrific just to see the continuous outpouring of everything that you guys are working on.

Additionally, to Matt and the community team, really impressive job of being where our community is. I really noticed -- a lot of things jumped out at me in your report about being at trunk or treats or being -- and just being where they are. So hopefully they can see that, you know, we might be more than they think we are. So really terrific job, as always.

And then if -- I don't think Billy is here, but if he is watching this, it takes a very special vulnerability, willingness to be

vulnerable, to go into a show like *Queer Eye* and show what your life is like when it's maybe not camera-ready. And for him to be willing to do that, I think speaks volumes of the person that he is and the value that he brings to the District. And so I found him on social media before I was even involved in the library. He's a really tremendous hero of our community, really reaching out and being where kids need him to be. So if you have a moment to watch it, it's an hour-long episode; it will probably make you cry. It's really wonderful. So if he's watching this, thank you, Billy, for being vulnerable and willing to open yourself up to that.

CHAIR WAUGH: Thank you. Any other Trustees?

TRUSTEE SANCHEZ: Yes.

CHAIR WAUGH: Trustee Sancez.

TRUSTEE SANCHEZ: I was -- since we're going to be discussing the venue fees, I was wondering if we could also go over the security report just so I can ask a couple questions because I think they are related.

CHAIR WAUGH: Director Segura.

MR. SEGURA: Leo Segura, Library Operations Director for the record.

TRUSTEE SANCHEZ: Hello, Mr. Segura. How are you?

MR. SEGURA: Good evening. Great, thank you.

TRUSTEE SANCHEZ: Regarding the library operations and activity, can you just give us an overview of how things are going regarding security and what is it that we as a Board that

we're typically paying for with security with regard to that because that is a very important part to today's Board meeting and I think it's important for the public to understand.

MR. SEGURA: Okay. I would invite Director Vino to chime in on what we pay. He actually handles the pocketbook on that one. I do work with a security manager through our committee on discipline and security, but we do have our security guards who not only patrol areas, but they help enforce library rules of conduct. Whenever there's an issue or somebody not following the rules, they are professionally trained to step in and intervene so that our staff and community remain safe. But they also do rounds throughout the building, including the theaters when staff are not in those areas.

TRUSTEE SANCHEZ: So I have one question. So even if there are dark days in a theater, we would still have security, correct?

MR. VINO: Yeah. I'm assuming you're talking about special venue or special requests. So along those lines, as it relates to venues, those are by special request; we have a separate budget for that. But yes, our normal security guards, on dark days, are on duty as branch related security, correct.

TRUSTEE SANCHEZ: Okay. I think that was my question. Thank you.

CHAIR WAUGH: Thank you. Does anyone -- while they're up her, does anyone have any questions for Director Segura or

Director Vino.

[No heard response.]

Thank you, gentlemen.

TRUSTEE SANCHEZ: Thank you.

CHAIR WAUGH: Any other reports, Trustees?

[No heard response.]

Seeing none, I'll go ahead and accept the reports.

And move on to Agenda Item No. VII, Unfinished

Business. Discussion and possible Board action regarding venue use fees.

Mr. McNally.

MR. McNALLY: Chair Waugh, Board of Trustees, Director Watson and Counsel Welt, good evening. For the record, Matt McNally, Community Engagement Director. Joining me tonight is Project Manager Sherry Walker and Programming and Venues Manager Ryan Neely.

At the November 2024 Board of Trustees meeting, staff presented a proposal for your consideration of venue use fees to support the venue use policy, which was adopted in June of 2024. I know there's a few Trustees here tonight that weren't able to attend that last meeting, so I thought I'd take a brief moment at the beginning and just kind of recap that presentation as quickly as I can.

So I begin by noting that current fees would be honored for all existing commitments. Should you approve the agenda item

this evening, staff now recommends the implementation of new venue use fees take effect beginning March 1st, 2025, and for all new commitments thereafter. We've got a little bit of work that we need to do to be able to implement those fees before the beginning of March.

I spoke about the Library District's Partnership Model and how anyone can use meeting rooms and performing arts centers for free if they qualify for partnership. A good question from the Board was raised about nonprofit and government rates. By and large, almost all of the nonprofit and government entities that we work with qualify for partnership, and this free usage. So rental users are very different than partners. Rental use is designed for those who charge tickets, who solicit, they fundraise, or maybe they want to use a space privately.

The venue use fees would apply to six performing arts centers and 17 meeting rooms. And any revenue acquired by the Library District really only accounts for about 10 percent of recovery of our estimated costs. The service model remains the same with the newly proposed venue use fees. We aren't looking to really move that needle in any major way in terms of cost recovery.

So staff completed a community assessment. We looked at local market conditions, we compared rates, and we found that the library venues are under market value. I want to point out that the newly proposed rates also remain below market value and Library District fees are all inclusive of venue equipment, unlike

many of our competitors. So when you rent a venue, everything that comes in that venue is included in that total; projectors, you know, lighting equipment, sound equipment, microphones, lecterns, anything that would be needed in that venue.

Sorry. The clicker is not cooperating with me here.

So staff established some goals to present -- staff established goals to present a fee structure that is based on external market conditions that's reflective of current labor and service expenses and balances community interests and need.

We kept our base rates of \$30 an hour for a conference room and \$40 an hour for a performing arts center; those remain the same. Staff did propose a daily rate for continuous use of the performing arts centers. You'll notice that that proposed daily rate, if you do use it for a full eight hours, it's actually a cost savings of \$20.

Now, fees for labor haven't been updated in over a decade. Staff proposed recovering actual costs for technicians and security to prevent the public from subsidizing labour for private use. Security costs, Trustee Sanchez that you mentioned earlier, they're only charged when an event runs beyond normal library operating hours. So during the day when the libraries are functioning, the library covers the cost of security. If you're in before or afterwards, then we ask the rental user group to pick up that security cost.

TRUSTEE SANCHEZ: I have a question.

MR. McNALLY: Sure.

TRUSTEE SANCHEZ: So I'm sure that there are policies in place and people who are renting it have certain things that they need to keep safe --

MR. McNALLY: Uh-huh.

TRUSTEE SANCHEZ: -- during that time frame. So I'm sure that is also good for our insurance and from a liability perspective, we need to have that security even in hours that we're not operating.

MR. McNALLY: Yes. And other things too, like the venue is typically locked down. People aren't really allowed into the venue, you know, for those insurance purposes or claims of property theft perhaps or, you know, things like that. So there are other measures that are taken in addition to having security on site.

TRUSTEE SANCHEZ: And it's my understanding that the security that is paid for is not from the general fund security, it's paid for through this program, is that correct?

MR. McNALLY: All of the security costs are actually accounted for in the General Fund. The costs for our rental users, think of it almost as a pass -- like as a pass through. So we keep money allocated in a contracted services budget to contract the security guard, but then we charge -- we invoice the user group for security costs that are needed outside of regular business hours.

TRUSTEE SANCHEZ: And your new proposal means that the security cost will cover the amount versus right now, is that

correct?

MR. McNALLY: The -- I'm sorry --

TRUSTEE SANCHEZ: So what we --

MR. McNALLY: -- I'm not sure --

TRUSTEE SANCHEZ: So what --

MR. McNALLY: -- I understand the question.

TRUSTEE SANCHEZ: So what we pay in security costs -- what someone would pay for security costs right now that is not being covered fully. We are -- the Library District is subsidizing that?

MR. McNALLY: Correct. Right now we charge \$15 an hour for security. The actual vendor cost to the Library District is \$29.56.

TRUSTEE SANCHEZ: Okay. Thank you.

MR. McNALLY: Okay. And at cost fee for needing specialized services like a hearing interpreter or piano tuning are also proposed.

And the venue use policy that was adopted by the Board of Trustees in June of 2024, with the way that it's written now, staff proposes that new noncompliance fees be implemented to help enforce that -- the expectations of that policy. So there's a few of them; they include payment and insurance, making sure that those sorts of things come in, in a timely manner. Groups are now responsible for making sure that they don't exceed occupancy.

We're looking at cleaning, restoration, repair and labor



fees. Early arrival or late departure fees. If a group fails to notify the Library District of an ADA request, there could be potential fees for that. Resolution of naming misuse, we've had this issue come up in the past where the Library District is adversely affected because of how different groups market programs when renting and using our spaces independently. And then also understaffing of, you know, chaperones and ushers and things like that for minors.

So again, any of these noncompliance fees would never be paid by a user group if they respect and honour the policy that you've put forward, so. But it does give the Library District the opportunity to enforce that policy a little bit more, should it be violated.

So the proposed venue use fees are outlined in a one-page public document and following the November 2024 Board of Trustees meeting, staff conducted a Community Information Session regarding the venue use fees on December 2nd. All 2024 and 2025 rental users of Library District venues were invited to attend the event directly by e-mail. The invitation was sent to 1,123 rental users. Of that, 1,072 rental users were reached, and the e-mail received a 54.3 percent open rate, which is really incredible. I understand a really good open rate would be somewhere around 15 to 20 percent. So we know that the users of the Library District were notified and aware of the meeting. The Community Information Session was also advertised on the Library District's

website for anyone to join.

So the Community Information Session was attended by 14 customers representing six groups. Thank you to Trustee Foyt for attending, along with -- we had a number of staff that also took interest in the meeting.

At the Community Information Session, the Library District, we provided some bagels and coffee, and I gave the presentation in its entirety that you saw at the November Board meeting. And then staff met with attendees for a 45-minute question and answer period. Staff articulated decision making and the proposal and why certain fees are proposed.

Following the Community Information Session, staff reviewed all of the contractual use in 2024, to help better clarify the Library District's rental customers. So of the 172 performing arts center rental users that were invited to the meeting, 139 of them used a performing arts center for no more than one day per contract. These users would pay the \$40 per hour venue rate. The other 33 rental users would have paid the proposed daily rate under the new fee structure, which offers that discount when using the venue for eight hours. Now, we found that almost all groups completed contracted venue use within one week over the last year.

The Board of Trustees used the word super users at the last Board meeting, so we wanted to provide you some context as to what we really kind of believe that means. In 2024, there were two rental user groups that had contracts lasting longer than 17

days. It was three contracts in total, lasting 19 days, 43 days and 74 days. The two groups constitute 1 percent of all Library District user groups, but they accounted for 86 percent of the rental use at the Summerlin Library Theater.

So that led us to showing you then a snapshot of how the performing arts centers are used on a daily basis within a calendar year. We looked back over 2024, and we found that the number of days in blue represent Library District programming days, the number of days in teal represent independent rental use, and the number of days in pink represent dark day use. A dark day is an industry term that refers to a day when the venue is used for storage. Cast, crew and the audience do not access the space. The lights remain off, hence the name dark day.

So the venue serves as a storage facility for things like scenery on the stage and up in the fly loft, costumes and dressing rooms, stored props, lighting and sound equipment. It's left configured for that group to come back use it with a specific intention.

It's not impossible to co-use a venue on a dark day, but it often does limit one and sometimes both groups to accomplish what their main -- what their goals are. It's -- it requires really strong management and communication between those groups, but there's also concerns around the insurance and security of the property.

So currently a dark day is contracted for \$70 a day. The

proposed venue use fees requires the new daily rate be paid since the venue is occupied. It's very similar to a hotel analogy. If you get a hotel room for an evening, you don't pay just for the hours that you sleep, you pay for the hours that you are occupying the hotel room, occupying the venue.

The proposed venue fees require the new daily rate be paid, again, since that occupant -- since that venue is occupied and the super user's three contracts combined for 102 occupied days and 34 dark days at a single venue. So you'll notice that extended rental use has a direct correlation to the Library District's ability to provide free programs to the public.

Some of the things that were mentioned within the public comment, the -- within the policy, it is venues are rented on a first come, first served basis. It's not the Library District's role to help manage external relationships within the community. There's not a -- we don't sit down, and we don't broker and make deals. It's just -- your policy says that it is first come, first served.

Also it's -- it -- I know -- I heard it said it was not what the community wants, but it was what Matt wants and really, it's not really what I want, it's what this Board would like. It's your decision. I don't have a decision in the -- you know, in the say so. With that, Chair Waugh, the proposal for venue use fees returns to the Board of Trustees for your discussion and consideration.

CHAIR WAUGH: Thank you, Mr. McNally. Are there any questions for Director McNally at this time?

Trustee Sanchez.

TRUSTEE SANCHEZ: Thank you very much, Mr. McNally, for reviewing this once more for those of us that were not at the meeting. I just have a question. When you say that someone submits, first come, first serve, how does that work? Do you start, you know, new contracts like January 1, you can submit for the year, or do you have like you have to turn it in within three months before you're asking? Could you explain that to me just so that way I have a better understanding of how that works?

MR. McNALLY: Sure. It's a little bit different between the conference rooms and performing arts centers. So the conference rooms are all available online and those open up, on a daily basis, six months in advance. So, you know, the first person to click and complete their reservation and then have it approved after being reviewed by staff ends up, you know, getting that space, assuming that they're in, you know, good financial standing with the Library District and haven't been trespassed or things like that.

For the performing arts centers, each venue does run a little bit differently. The -- overall, the basis -- they all run this similarly for the policy; the way that the policy is administered might be a little bit different, so. The six performing arts centers they open up to the public, I believe it's 13 months in advance, okay. So December 1st of this year, you could rent for all of December, next year, okay. So that's -- so in essence, you can get like 12 to 13 months kind of in advance.

Certain performing arts centers have a lot more interest and so in the past, groups actually lined up outside the theater waiting for the venue to open first thing in the morning to be first in line. We ended up moving to a telephone automated system where user groups can call and place a voicemail that has a timestamp and so all those voicemails come in a -- you know, in chronological order and then staff know who to contact first to go ahead and select dates and then move down the list talking to the next interested person as to what dates might available, so.

And then the other venues, I don't think are, you know, as popular. I think of different user groups all trying to kind of get in and use the space at the same time, so we don't have those -- you know, those types of processes set up as deeply as we do at the Summerlin Library Theater.

TRUSTEE SANCHEZ: Only because that's not necessary, correct?

MR. McNALLY: Correct.

TRUSTEE SANCHEZ: Okay. Thank you.

MR. McNALLY: Yep. But I can say that, you know, all venue use is first come, first serve. Staff do our best to, you know -- we're very diligent in, you know, who first come is so that we can first serve them.

TRUSTEE SANCHEZ: Thank you.

CHAIR WAUGH: Trustee --

TRUSTEE BENAVIDEZ: Chair?

CHAIR WAUGH: -- Benavidez, did I hear you? Yep.

Trustee Benavidez.

TRUSTEE BENAVIDEZ: Thank you.

Thank you, Mr. McNally. I know that I had requested this community meeting. Unfortunately, you know, when it's during work hours sometimes we're not able to be there. After listening to those community organizations that attended, could you give us some feedback of what you heard and if there were any changes to your proposal to us today compared to what you showed us last month?

MR. McNALLY: Sure. I'd be happy to. Groups that -- the groups that did attend -- the people that did attend did express appreciation for the invitation. They appreciated the opportunity to get together and hear directly from staff and have some questions answered. The meeting actually began with eight questions that were emailed to me and I made sure that I went through and answered all of those questions and then sat down and we had an opportunity to dive a little deeper, if -- you know, if individuals were looking for some more information.

Many of the groups heard the information, I think for the first time, and they were grateful to the Library District for explaining our process. There were times it was contentious, you know, just because different individuals, I think, have different goals. And the difficult part, I think, for staff is balancing the needs of the community. I believe that this was really kind of

accomplished in -- you know, for the majority and done so in a very measured way.

So staff doesn't have any changes to the proposed fee structure. We did have some conversations -- some sidebar conversations about leaving the possibility open for some future meetings to discuss, maybe partnership opportunities with some of the attendees and choosing maybe another way to serve the mission of the Library District by providing service, maybe at no cost. So, you know, we hope -- we want to offer free programs to the community. So there could be some continued conversations that maybe focus around kind of that partnership aspect.

TRUSTEE BENAVIDEZ: Thank you.

CHAIR WAUGH: Are there any other questions for Director McNally from the Trustees?

[No heard response.]

If there are none, I would accept a motion, if there is one.

TRUSTEE SANCHEZ: I just want to make a comment before --

CHAIR WAUGH: Yep.

TRUSTEE SANCHEZ: -- moving forward.

CHAIR WAUGH: Trustee Sanchez.

TRUSTEE SANCHEZ: Thank you.

I know this is a very contentious discussion and I'm grateful that the community came out to meet with the Library District employees to discuss this. And for me, the most important



thing is that we are a governmental entity, and we provide the most services that I know of for a library; it's not just books.

You know, there's a lot of different programs and -- including the theaters and the conference rooms and unfortunately, we are not keeping up with what -- financially, with what is being requested of us. And so I want the community to know that. I want the community to know that we are very -- or I am very committed to making sure that we can provide theaters and we could provide learning through arts and culture, but at the same time, we can't do that based on rates from ten years ago, as much as I wish we could.

So I just want the public to know that I believe the Library District has done as much as it can knowing that unfortunately, there's all these costs with security and there's cost for tech -- you know, techs and there's just a variety of costs that are no longer the same from ten years ago.

So for that reason I would like to make a motion to support the venue fee change.

CHAIR WAUGH: And are you -- Trustee Turner Whiteley?

TREASURER TURNER WHITELEY: I would second that motion.

CHAIR WAUGH: Okay. And just for the record, the motion is to approve the proposed venue use fees, effective March 21, 2025, to vacate and replace previous fees schedules for meeting rooms and performing arts centers. The venue use fees shall be implemented by staff as follows: Customer agreements completed

prior to March 1, 2025, will incur costs, according to the current fee schedule. Customer agreements made on or after March 1, 2025, will incur costs, according to the newly proposed venue use fees. Staff shall update at cost fees, effective each Library District fiscal year based on expected incurred costs rounded up to the nearest dollar. Are there any discussions on the motion, Trustees?

TREASURER TURNER WHITELEY: I would like to echo what Trustee Sanchez said. I think for those of you in the room from Signature, I have purchased many of your tickets and seen many of your productions and they're terrific. Non-profit community theater is essential, I think, and it's incredibly important, the work that you do. I know people have suggested this is a punishment and I just would like to say that that's not the way I view it at all. It's simply a re-evaluation after ten years of a fee structure that needed to happen for the District.

So I would encourage everybody up here and listening to go see a Signature production. They're incredible. I'm going on Saturday. And thank you for your work. It's not personal, it's simply just the right thing to do after ten years.

CHAIR WAUGH: Trustee Foyt.

TRUSTEE FOYT: I would just like to comment that looking at this latest chart that's up here that everyone has in front of them, it does kind of open up the concept of perhaps looking at an alternative to the Summerlin Performing Arts Center. There are other facilities that are just wonderful that would perhaps lend

themselves to a variety of programs by not just Signature, of course, but any of the other theater companies or performing groups.

And secondly, I would like to compliment Mr. McNally and his staff on the completeness of the reports and the information that they provided for us. It certainly has a lot of clarity to it. Thank you.

MR. McNALLY: Thank you. I appreciate that. And I would also like to thank Ms. Sherry Walker and Mr. Ryan Neely and their staff. You know, this started with a task force team of different staff throughout the District, talking to different community user groups trying to understand where problems have been over the last decade or so. This has been probably a year and a half worth of development I think on the staff side, and they've worked very, very hard so appreciate that comment and I'll make sure I share that with them.

CHAIR WAUGH: Are there any other questions or comments on the motion?

[No heard response.]

Seeing none, all those in favor please say aye.

[ALL BOARD MEMBERS WERE IN AGREEMENT]

CHAIR WAUGH: Opposed, say nay.

[No heard response.]

Motion carries. Thank you.

MR. McNALLY: Thank you.

CHAIR WAUGH: Agenda Item No. VIII.B.1., Discussion and possible Board action on the expiration of the Bookstore Agreement between the Board of Trustees and the Las Vegas-Clark County Library District Foundation Board of Directors.

Trustees, as many of you may recall, with the exception of Trustee White and Trustee Jimenez, at our June meeting, this Board approved a six-month extension to the Bookstore Agreement with the Las Vegas-Clark County Library District Foundation Board of Directors to allow for the negotiation of an updated Bookstore Agreement.

This Board retained counsel from Greenberg Traurig to facilitate this negotiation of an updated agreement amidst changes to the Nevada Revised Statute made by Nevada State Legislature on the disposal of property by public entities. The current bookstore agreement expires on December 30th.

Trustees, I brought this back to you just simply because the calendar was ticking and the current bookstore agreement that is in place expires at the end of the month and so this is before this Board to determine what your preference is when it comes to the Bookstore Agreement.

TRUSTEE SANCHEZ: I have a question.

VICE CHAIR ROGERS: Trustee Rogers; I had a follow-up comment.

CHAIR WAUGH: So we'll hear from Trustee Sanchez and then Vice Chair Rogers.

TRUSTEE SANCHEZ: I just wanted to know what conversations have occurred between the Foundation and the Executive Director and the Chair, if any.

CHAIR WAUGH: Director Watson.

DIRECTOR WATSON: None regarding the Bookstore Agreement. The only conversation that has taken place in which I've updated the Board has been on the draft proposal that I put forward to the Foundation regarding moving forward -- exclusion of the Bookstore Agreement and what they -- when they hire their new executive director and that they -- you know, proposing that they could use space. And so that's the only conversation that has taken place and that took place in October. So there has been no further conversations and there has been no conversations between myself and the Foundation regarding the Bookstore Agreement.

The Foundation was -- at their last Foundation meeting, they were briefed by Lauri Thompson. They received the same briefing that the Library Board of Trustees received. They had some discussion and, again, there has been no discussion between myself and/or the Foundation.

CHAIR WAUGH: Vice Chair Rogers.

VICE CHAIR ROGERS: Yes, thank you, Chair Waugh.

I think my question was similar to what Trustee Sanchez mentioned. I just recall when we had this on the agenda back in May or June before we extended this additional six months that there was a commitment from the Foundation representative that

we would have a proposed agreement in place before we got to this point. So it's certainly disappointing to hear that there's not been any significant progress made in terms of conversations and presenting a revised agreement to this body to consider.

And then I think the second question for me would be for the Foundation. What -- like what expenses are they incurring on a recurring basis that would be affected at this time, if this agreement were not approved?

CHAIR WAUGH: And we do not have anyone from the Foundation to answer that question, Vice Chair Rogers.

TRUSTEE FOYT: Chairman?

CHAIR WAUGH: Trustee Foyt.

TRUSTEE FOYT: I would just move to postpone this item indefinitely. We're kind of out here dangling in the wind without any contact or information coming towards us from the Foundation and postponing just seems logical.

TRUSTEE SANCHEZ: Is there a way that we can ask them to come to our next meeting so we can actually have a discussion item on this where they're not just giving us a presentation, but we can also ask questions and just ask some reasonable questions to find out exactly what Trustee Rogers is saying? If this is taken away, well, how will that affect you now? What is left as far as payments are concerned?

I just feel like there's -- there needs to be some kind of meeting or some type of an agenda where we would be able to

speak and ask questions.

CHAIR WAUGH: And I would just -- for the Board's gratification and response to that is that we do have an item on this for the Foundation on all of our Board agendas to have those conversations. So as far as a specific invitation, I certainly have not put out an invitation, but we have had it on at least the last several agendas for an opportunity for them to come and have a conversation with us.

TRUSTEE SANCHEZ: I saw that, but I remember I think it was two months ago when I asked if they were invited, they didn't know that it was on the agenda. So I'm just saying I would like for us to invite them so then that way we could make it happen.

CHAIR WAUGH: I mean, we can certainly --

TRUSTEE SANCHEZ: We can have conversation.

CHAIR WAUGH: We can certainly remind them --

TREASURER TURNER WHITELEY: So --

CHAIR WAUGH: -- that they have an item on the agenda.  
Treasurer Turner Whiteley.

TREASURER TURNER WHITELEY: So it's not a surprise or a secret that I am highly uncomfortable with the agreements that we're in with the Foundation right now. I think they were not well written; I think they are not good for us and I have been saying that for probably 18 months plus at this point. They have not asked us for an extension, is that correct?

CHAIR WAUGH: I have not received any communication.

TREASURER TURNER WHITELEY: We went into this extension six months ago. I think I was very clear in my position at that point that I'm not comfortable with the language. I don't think it's -- I don't think it protects them either, for the record. I just don't think it's good. They signed the extension, presumably six months ago. It expires December 30th . They have not asked for an extension.

So we have been asking what the plan was. We have been saying we will support you. We have been saying we want to stand up a Foundation that is, you know, the same as the wonderful organization that we have as a District, and I am not seeing movement. My appetite to extend a contract I'm uncomfortable with is nil at this point.

And I feel like if and when they have a plan and need that money, I would be very interested to figure out if there's a way to work it out, but I am not willing to continue to kick this can down the road because I'm not comfortable with the agreements.

CHAIR WAUGH: And Trustees, so we do have a motion on the floor from Trustee Foyt and --

TRUSTEE BENAVIDEZ: Chair, I have a question prior to a motion.

CHAIR WAUGH: So a motion has already been made. I'm just going to ask at this time, is there a second?

TRUSTEE SANCHEZ: I second that motion to postpone it.

CHAIR WAUGH: So we have a second from Trustee



Foyt[sic].

Discussion on the motion, Trustee Benavidez.

TRUSTEE BENAVIDEZ: On -- you had mentioned that they are currently on our agenda. Just wanted to clarify when they're on the agenda, currently, it is just for them to do a presentation, if I am correct, it's not for discussion purposes of speaking upon a specific item, for example this book sales, am I correct on that?

CHAIR WAUGH: So the item was left intentionally vague on the agenda so that way we can talk about anything with them that either the Board or the Foundation we should wish to discuss. So that's -- so that under the reports similar to the Chair Report or the Trustee's Report, if there were any questions or comments, they were afforded that agenda is the same.

As far as discussion on a specific -- a discussion and decision on a specific item, we don't have that on the agenda, but the item that is on the agenda is broad so that way we can have those conversations.

Trustee Sanchez.

TRUSTEE BENAVIDEZ: Okay. Thank you.

I would move for a vote on holding the item.

CHAIR WAUGH: Okay.

TREASURER TURNER WHITELEY: What does postpone mean?

CHAIR WAUGH: I --

TREASURER TURNER WHITELEY: Does that mean

extending the contract month to month? Or does that mean do nothing and let the contract expire on December 30th? I don't understand.

CHAIR WAUGH: So the result of us postponing it indefinitely would mean that the contract would expire on December 30th. And correct me if I'm wrong, Counsel Welt or Director Watson, that means anything involving the contract, including bookstore sales being sent to the Foundation or any other agreements under that would be -- would then end on December 30th, 2024.

TREASURER TURNER WHITELEY: And just for clarification --

COUNSEL WELT: Yes.

TREASURER TURNER WHITELEY: -- purposes we did this -- they knew it was a six -- this was a six-month contract, and it expires December 30th. And it is -- no one has asked for an extension.

CHAIR WAUGH: Not that I'm aware of.

TREASURER TURNER WHITELEY: Okay.

COUNSEL WELT: To answer your question, I don't believe you can have an extension. Both counsels have advised you that under the current law, we can't do what that contract requires, so there would be -- a postponement is not an extension. This will end December 30th, unless you affirmatively pass it. And I certainly can't condone if you extend that agreement. And you

heard from Lauri Thompson as well.

So we were hoping -- that doesn't mean by the way, that the money has to be dispersed to our General Fund or anywhere else, it could be just sort of reserved, assuming there's some other agreement that complies with the law and allows you to support them. But you have nothing in front of you. Just bringing them to the meeting I don't -- that would be a negotiation in a public meeting, I'm not sure entirely you want to do that.

CHAIR WAUGH: Thank you, Counsel.

TRUSTEE SANCHEZ: Trustee, I rescind my motion for postponement because I guess I just did not understand what that meant. I understand where Trustee Whiteley is concerned, I do. I also have some questions, and I feel like when you're putting on the agenda a vague report instead of calling them to come over and do a presentation to discuss this; I just don't think it's right to do that without having that invite. And the last time I asked you, you had said that did not happen. And then I do recall that there was something going on with the Chair, a family matter.

So I'm just saying I -- it would be nice to know exactly where they stand. And then I also want to know what the financial repercussions are, if any. Not for us, but for them. If -- I hope that they're good on their -- the items that they have to pay so that way, if that's what as a Board, we decide to do, it's closed out correctly.

CHAIR WAUGH: And --

TRUSTEE SANCHEZ: Because I don't know the answer to

that.

CHAIR WAUGH: And of course I wasn't at the last meeting and Trustee Sanchez, neither were you. As I understand the Foundation was present at that meeting. As far as your other concerns, I've -- again, I've had no requests from the Foundation for any specific item or to have anything on the agenda. And so if I don't -- I mean, frankly, if I don't know what they would like to discuss with us, then I can't agendaize that. So I have not had any communication.

TRUSTEE SANCHEZ: When's the last time you spoke to the Chair of the Foundation?

CHAIR WAUGH: I mean, I've spoken with him in passing, but I've never -- since Mr. Ortiz left the Board, I've not had a conversation with him.

VICE CHAIR ROGERS: Trustee Rogers; I have a question when the opportunity arises.

CHAIR WAUGH: Vice Chair Rogers.

VICE CHAIR ROGERS: And to clarify what Counsel Welt shared, if we don't have an agenda item, if we don't take a vote, the current agreement will just naturally sunset at the end of the month, correct?

COUNSEL WELT: Yes.

VICE CHAIR ROGERS: Okay.

CHAIR WAUGH: So trustees, Trustee Foyt still has her motion out there. Is there a second?

TREASURER TURNER WHITELEY: Second.

VICE CHAIR ROGERS: Could you restate the motion? I thought that --

TREASURER TURNER WHITELEY: Yeah, restate the motion.

CHAIR WAUGH: The motion --

VICE CHAIR ROGERS: Okay.

CHAIR WAUGH: -- is to postpone this item indefinitely and Trustee Whiteley is seconding.

TREASURER TURNER WHITELEY: Yes.

CHAIR WAUGH: So there's a motion and a second.

VICE CHAIR ROGERS: Well I guess my understanding is we don't -- there's no action needed.

CHAIR WAUGH: That is -- I mean, we could -- that is an option as well. Is that we just -- I mean, the --

TREASURER TURNER WHITELEY: Oh, that's --

CHAIR WAUGH: -- end result is the same.

TREASURER TURNER WHITELEY: Then I don't want to second. I just --

TRUSTEE FOYT: I'll withdraw.

CHAIR WAUGH: Okay. So are there any other motions at this time?

[No heard response.]

And if not, then we will close this item.

Moving on to Agenda Item No. X, Announcements. The

January Board meeting will be held on Thursday, January 16th, 2025, at 5:00 p.m. at the Summerlin Library. I will not be present for that one, so Chair Rogers will be chairing that one again.

The February Board meeting will be held on Thursday, February 13th at 5:00 p.m. at the Enterprise Library.

And the March Board meeting will be held on Thursday, March 13, 2025, at 5:00 p.m. at the Whitney Library, the home of the now famous Billy Allen.

Mr. VINO.

MR. VINO: Good evening, Trustees.

Just one last item. At the last Board meeting, the Board asked us to reach out to the School District for some comments and I'd like to introduce Brandon McLaughlin, Assistant Superintendent, who has graciously come down to talk to us tonight.

CHAIR WAUGH: Assistant Superintendent McLaughlin.

MR. McLAUGHLIN: Good evening. Thank you. Brandon McLaughlin. I just have a brief comment; I know there was a request last meeting. So thank you for the opportunity to provide an update on the School District's exploration of a potential partnership at the Mount Charleston Branch Library.

On August 7th, our School Board of Trustees provided direction to the District to merely explore the possibility, which is what we entered into with Mr. Watson and Mr. VINO of constructing a small building addition at the Mount Charleston Branch Library as a potentially more cost effective solution and mutually beneficial

than repairing the severely damaged and underutilized Earl B. Lundy Elementary School also up on Mount Charleston.

So fast forward and happy to report that on December 4th, 2024, our School Board of Trustees did reconsider the previous direction from August and CCSD will now focus on repairing the existing, severely damaged structure at Earl B. Lundy Elementary School.

My comment mainly today focuses on -- I just wanted to express my great gratitude for Mr. Kelvin Watson and Mr. John Vino for their professionalism and collaboration throughout the process. Their efforts were obviously well beyond what was required of their daily duties and responsibilities was greatly appreciated by the School District, so thank you.

And obviously the new formed relationship regardless of the outcome on the school side, I'm very optimistic about the ongoing professional relationship we now have between the Library and School District. And I hope that -- and I believe it'll create future opportunity to support learners within our community.

So thank you, again, to the Las Vegas-Clark County Library District for exploring the feasibility of the potential solution up at our elementary school. And especially to Mr. Watson and Mr. Vino, I really, really appreciate your time tonight. Thank you.

CHAIR WAUGH: Thank you, Assistant Superintendent. So does anyone else have any other announcements on the Board?

[No heard response.]

Seeing none, we'll move on to Agenda Item No. XI, Public Comment. Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you must sign up on the roster provided prior to the public comment period. The sign-up must include the commenter's name, legal address and the agenda item. Commenters should state whether they want the remarks in the meeting -- Minutes in the meeting.

Do we have anyone signed up for a public comment at this time?

MS. NANCE: No, we don't.

CHAIR WAUGH: Seeing none, I will close public comment.

Moving on to Agenda Item No. XII, Adjournment. Do I have a motion to adjourn?

TRUSTEE FOYT: I do so move.

CHAIR WAUGH: Motion from Trustee Foyt.

Do I have a second?

TREASURER TURNER WHITELEY: Second.

CHAIR WAUGH: Second from Trustee Sanchez.

Any discussion on the motion?

[No heard response.]

[ALL BOARD MEMBERS WERE IN AGREEMENT]

TRUSTEE FOYT: It was Whiteley.

CHAIR WAUGH: Opposed, no?



[No heard response.]

Oh, sorry, Whiteley.

We are adjourned at 6:18. Thank you.

Happy Holidays, everyone. See you next year.

[Meeting concluded at 6:18 p.m.]

\* \* \* Total Meeting Run Time – 1 hour and 18 minutes\* \* \*

ATTEST: I do hereby certify that I have truly and correctly transcribed the audio/video proceedings in the above-entitled meeting to the best of my ability.

  
Brittany Mangelson  
Mangelson Transcribing

Respectfully submitted,

Jennifer Jiron, Secretary



## ITEM VI.A.

### MEMORANDUM

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**TO:** Board of Trustees

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

**DATE:** December 31, 2024

**SUBJECT:** Executive Director's Monthly Reports, January 2025

This report gives you a review of my activities and the accomplishments of Library District St for your review and discussion at the District Board of Trustees' January 16, 2025 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Attended the Bibliotecha Leadership Meeting with several staff members.

Attended the Swearing in Ceremony at Las Vegas City Hall for Mayor Shelley Berkley and Councilwoman Shondra Summers-Armstrong.

Participated in the West Las Vegas Library Grand Opening Planning Committee Meeting.

Met with Dallas Outlaw of Scouting America Las Vegas Area Council to discuss becoming a part of their board.

Met with Erin Baker to discuss potential collaboration and partnership with the Library District.

Hosted Library District Time Town Hall Meeting to discuss the 2026 Strategic Playbook updates, goals, and obstacles for the second half of 2024, to staff in-person and via live stream.

Met with Orange Boy, Inc. with Administration team for marketing presentation.

Participated in the Session 113 webinar, "Library 2035: Imagining the Next Generation of Libraries" as a panelist.

Attended the Vegas Chamber Board of Trustees 2025 Installation Luncheon.

Met with the Las Vegas-Clark County Library District Foundation President and Treasurer to discuss the bookstore agreement.

Attended the Latin Chamber Annual Celebration and Awards Gala.

Participated in the reconvening of the Intellectual Freedom Coalition Meeting.

Participated in the Barbershop Books- Inspire Box delivery to participating barbers with several LO staff.

Met with Lori Wilkinson of Brown & Brown to discuss potential partnership with Nevada Ballet.

Met with Jared McCarthy and Bailie Schauer of the FBI to discuss, along with Leo Segura and Matt McNally to discuss potential outreach opportunity.

Participated in the Nevada State Treasurer Art Contest Reception. I was a judge for the contest for 5<sup>th</sup> grade artwork.

Participated as a panelist in the ASERL presentation.

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

- Bi-weekly meetings with Administration team
- Attended the LVEA weekly meetings
- ULC Director/CEO weekly zoom
- Participated in the Regular Board of Trustees meeting
- Participated in DPLA Special Board Meeting
- Attended the Las Vegas Party Rentals Holiday Party
- Participated in the Springs Preserve Foundation Board Meeting
- Attended the Youth Services Summit
- Attended the Asian Chamber Sponsor Appreciation Event
- Attended the IT Holiday Celebration
- Attended the Women's Democratic Club of Clark County Event
- Attended Ethics Training with LVCCLD staff
- Met with HR Director to discuss revised and new positions
- Participated in the Scouting Outreach Committee Meeting



## ITEM VI.A.1.a.

### MEMORANDUM

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

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

**DATE:** December 31, 2024

**SUBJECT:** Library Operations Activity Report, January 2025

This memorandum reports on the Library Operations Department's activities and project updates for December 2024, and Branch activities and analytics compiled between **November 1 – November 30, 2024.**

### Powerful People

- Special thanks to **John Vino, Mark Ashenfelter, and Fernando Rosetti** from General Services. Early in December we lost the main pump for the boiler at the **Laughlin Library**. It is not a part that is readily available nor is it easy to find. The first quote we received had a twelve-week lead-time. This was not acceptable for our customers in Laughlin, so they called everyone we could and called in favors ... and found one, John had it expedited and had it shipped by air to reduce the wait. Staff at the branch were great. We had heaters brought down the next day. We have monitored the branch extensively, while not ideal the portable heaters kept the branch close to 68 in most public areas.
- **Joanna, LO and Cherrie**, General Services, to review and establish postal procedures for Passport Services at Rainbow Library
- **Joanna** conducted Barbershop Books Outreach and filming with BAM, Kelvin, & Dr Roz
- **Stefanie I. at Windmill Library** recycled old flyers from earlier in the year for University of Michigan student and library customer **Brittany L.** and her friend, who competed in a recycled art competition. Their art piece was featured at the **Las Vegas City Hall** building.
- Adult Services Manager (ASM) updated the Days Closed table in Sierra for 2025 dates of closures for BOU, NLV, and LVCCLD branches.
- ASM completed the annual Patron Record Purge for BOU, NLV, and LVCCLD branches.
- DC staff, along with AS Manager, Sufa Anderson, met at the Distribution Center to watch the Town Hall 2024 Livestream. DC Associate, Andrey M, attended in person to celebrate his 10-year service award.
- ASM prepared and sent the **Sumi Laetz Scholarship** Flier for 2025.
- Assisting **Centennial Hills Staff** in programming development of after-hours book club event featuring alcohol in partnership with Councilwoman **Nancy Brune**.



- **Customer Appreciation Day 2025** –The committee is continuing to work on identifying prizes & swag and developing survey questions.
- **Visit with Venicia** – Our Nevada Legislator, **Venicia Considine**, hosted an engaging session where community members could speak directly with their representative about local issues, fostering a direct line between residents and government.
- **Spring Valley Library** reminded us that Branch Libraries are all about teamwork and helping out at other branch locations. In November, **Mir**, the Youth Services Librarian helped out at **AnimeFest 2024** and had a blast **Morgan**, the Customer Service Department Head helped out at **East Las Vegas’s Dia de Muertos** Signature Event, and **Nicole B.**, the Teen Services Specialist had the amazing opportunity to attend the **NPHY Summit 2024**. Teamwork makes the dream work!



### By the Numbers (November 2024):

- The Library District signed up **5891** new **library card** users, a 19% decrease over the same month last year.
- **Gate count** was **290,404**, a 3% increase from the same month last year.
- During the month, staff answered **27,245 reference questions**.
- Library staff also conducted **60 curbside deliveries** for **244 items**. This was a 48% reduction, but it was expected as customers were more comfortable entering the library, participating in programming, and using our resources.
- Our **volunteers** logged **2,799 service hours** in the Library District in November, a 60% increase over last year.
- **213 Homeschool** sessions were logged, totaling a 38% decrease over last year.

## Powerful Places

### Branch Activities (November 2024)

- **Blue Diamond Library** hosted **Stargazing with NASA** Instructor Francisco Silva. Francisco Silva came to observe the Astronomical Twilight. We also discussed how astronauts make peanut butter and jelly and wash their hair. Through the telescope, we saw the Moon, Saturn and its moons, and Jupiter and its moons.
- **Bunkerville Library** continued to be the popular after school hangout and the Nintendo was the second most popular program followed by boardgames.
- **Clark County Library** hosted a Social Services Fair on November 26. We were thrilled to see about 15 community organizations join us. Organizations like Hats & Hands handed out beanies, scarves, and gloves. Safe House and the Nevada Homeless Alliance provided housing assistance, food bags, pet food, bagels, donuts, and even fresh flowers. The Division of Welfare and Supportive Services assisted people in obtaining EBT cards, while Nevada Health Centers offered COVID tests, Narcan, and essential health information. Attendees could also receive bus passes, and we had law



services and family reunification services available, along with support from Veteran Affairs and TRIO. They knew the community's need for resources but were pleasantly surprised by the number of attendees. They acknowledged the need in our community and expressed a desire to set up more frequent events in the future, prepared with even more items. Some of the stats are as follows: 115 attendees were participated, 19 showers happened, 55 bus passes shared, 80 food bags distributed, 6 Medicaid Benefits processed, 12 housing assessments, 229 pieces of winter gear distributed, 30 mental health referrals made, 12 blood pressure checks, 18 pairs of reading glasses were distributed, 36 people were assisted with Medicare, 64 people were referred to shelter or temporary housing, and 67 hygiene kits were distributed.



- **East Las Vegas Library** retired their trial for the STS cashless system and returned to using a standard Cash Register until a better solution can be implemented. The Addi knitting program helped 20 knitters and the Clay workshop had 34 sculptors. Staff visited Clark Towers and McKnight Senior Center and **Chicanos Por La Causa** partnered to host our **4th Annual Día de Muertos** event with record-breaking attendance of 2,300 people. Some highlights include a truly community-driven ofrenda, a calaveritas parade, family face painting, and traditional Mexican crafts for all ages.
- **Goodsprings Library** hosted their signature program: Winter Holiday Ornament Workshop. Towns Folk dropped in at the Community Center to create ornaments for the community tree. Special Thanks to Rachel and all for allowing me to participate and make an ornament for the tree and one for me.



- **Indian Springs Library** distributed **Drinking Water Test Strips**: Many in our community received letters from the local Indian Springs Water Company asking them to test their water to ensure there was no lead. The letters were a bit vague, but caused some panic for many residents. One of our locals purchased 125 drinking water test strips and asked if we could hand them out as needed. We've been happy to supply these test strips for those who want and need them and to walk them through how to test

their water (We've had a couple who have brought up cups of their own water to test). For a branch with only three staff and for a month with only 16 service days, staff fielded 34 adult programs, 6 YS programs, and 16 Three Square food programs for kids. At the end of November, our 30 volunteers (23 adults, 7 teens) have contributed 1,119 hours of volunteer time, most of that during our Saturday Food Pick-Up program!

- **Laughlin Library** Adult Services hosted 8 community programs and Youth Services hosted 10.
- **Meadows Library** decorated tier branch in participation with the **Stupak Jingle Mingle**. Staff hosted 24 STEAM programs and Acelero visited 16 times during the month. 18 of the STEAM classes were programs in partnership with the Stupak After School Program.
- **Sahara West Library** assisted 600 customers with study room reservations in November, our new study pod hosted 42. Adult Services staff led ten (10) programs for 153 attendees.
- Sandy Valley Library reported that **Caroline from Meadows** covered personal leave and hosted Take & Makes, Laser printed water bottles, and crafts where they painted suncatchers in acrylics and colored in tote bags with fabric markers. All of it was very popular and well-received.
- **Moapa Valley and Moapa Town Libraries** participated in the For the **Any Soldier Project**. Staff collected several boxes of food and non-food items. The items collected included books, DVDs, packaged snack food items, sunscreen, lip balm, etc. Brooke's Good Deeds (a local service organization and food pantry) donated a large number of supplies in addition to things collected from the community. This project was administered by **American Legion Post #24 in Mesquite** and **JustServe.Org** Staff from both MV and MT manned the District booth at the **Moapa Valley Pomegranate Festival** again this year. We are grateful to the **Moapa Valley Art Guild** for giving us booth space free of charge every year. 667 people were contacted during both days of the event.
- **Searchlight Library 4-H Youth** classes have continued to be a great source for the kids to learn new things and have books read to them before starting out on their activities. November has been about learning musical instruments. Over the month we had 20 participants for the weekly program.
- **Spring Valley Library** reached 219 customers by bringing the library to Flamingo Pines, Harmon Pines, and Eccentric Arts: Shameless Plug Arts Festival where staff showed up in dark hero academia outfits promoting library programs and signing people up for library cards.
- **Summerlin Library** Adult Services Staff hosted 16 programs for 128 customers and visited Pueblo Senior Living Center. Youth Services 16 programs brought in 630 customers with Toddler Storytime being the most popular with 209 attendees followed by Five-and-under with 182 attendees. The Art Meetup made customized tumblers.
- **Sunrise Library** reported that "Find the Bear" aka "Find the Pumpkin-Bear" was found 84 times! Program partners included 3 Square, Vitalant, Metro NEAC, Clark County Social Services, Clark County School District, Desert Ridge Apts, Cora Coleman Senior Center, Clark County Election Department, Nevada Hand, University of Nevada Cooperative Extension, Sunrise Mountain Homeschool Co-op. Staff led programs to create bath salts and candles.



- **West Charleston Library** Youth Services Department served 278 Three Square meals over 18 days in November. Adult Services staff conducted **18** programs with a total attendance of 149 and helped customers use a study room 800 times during the month. Staff also visited 43 partner sites to share information about library services and programs. Youth Services performed 37 programs for 362 participants and helped youth to create 137 3D prints.
- **West Las Vegas Library** Students compete to make the longest paper chain out of only 2 pieces of paper in Wizards of STEAM challenge. Chess Club held matches in November.



- **Whitney Library** had our Holiday/ 30th Anniversary/ Remodel Book Sale from Wednesday November 20th through Friday November 22nd. The sale generated \$819.66 for the library district bringing their total to \$1,256.71. Three Square partnership provided senior meals and 729 meals for youth.
- **Windmill Library** successfully reunited a parent and child this November with a successful Code Adam. Tales and Cocktails hosted 58 people. Adult Services Staff conducted outreach to Arioso and Legacy House Senior Apartments, and the Coffee Bean and Tea Leaf.

**By the Numbers (November 2024):**

- Library Branches improved overall circulation to **937,111** items, an increase of 1% over the same month last year.
- **129 passports** were issued, a 90% increase over the same month last year. Windmill Passport Services collected **\$5,513.00** in fees. The availability of appointments increased by converting open positions into a Library Aide II and assigning them to Passport Services. This allows for seven (7) day coverage since Windmill Staff are all still certified acceptance agents and routinely help in the passport office.
- **96,873 PC internet** sessions were logged a 13% increase from the same month last year. **62,336** of these sessions were **Wi-Fi**.

**Powerful Partnerships**

- **Acelero**
- **AI-Anon**
- **Alzheimer’s Association: The Caregiver’s Support Group** met on several dates at Centennial Hills Library
- **American Foundation for Suicide Prevention: Talk Saves Lives, Multiple Libraries**
- **American Legion Post #24**
- **America Reads. America Counts, UNLV Tutoring program for K-5 students**
- **American Red Cross**
- **Andson Tutoring, Teachers in Libraries Program**
- **Arioso**



- **Asian Community Development Center**
- **Barbara Thomas: Anyone Can Paint, Centennial Hills**
- **Barbershop Books** - Distributed assembled Inspire Boxes to branch liaisons for outreach visits and Assembled/Stickered remaining boxes for future distribution
- **Bellagio Resort and Casino**
- **Better Business Bureau**
- **Breaking the Cycle - Renewed Approved 2024-2025**
- **Celestial Manna/Three Square:** continues to work with **Indian Springs Library** and **Three Square** on our **Trader Joe's food pick-up** available to our customers! At current, the regular Celestial Manna food pantry is still operating out of the Masonic Lodge and our food program looks to be on solid ground once again.
- **The Southern Nevada Community Emergency Response Team (CERT)**
- **Chapter One- Writers Group – Summer Wilson**
- **City of Las Vegas / Parenting Project: Nurturing Parents**
- **Clark County ISTAB**
- **Clark County Social Services**
- **Coffee Bean, Windmill Library** continued to
- **EmployNV**
- **EmpoweredMindsAcheive**
- **Indian Springs Library** is coordinating with **Clark County Parks and Recreation (CCPR)** again on bread for our community, with Jett making Wednesday pick-ups, and CCPR sorting and distributing the bread. We are coordinating our 5 and Under Storytimes with CCPR and working on a Homework Help program for the younger kids. We also worked with CCPR to use their room after their hours for True Crime HQ (See Adult Services)
- **Coral Academy** 1st Grade Tour of Centennial Hills
- **Delta Sigma Theta Sorority**
- **Department of Wildlife:** Living with Wildlife
- **Discovery Children's Museum, STEAM Saturdays at the Enterprise Library**
- **Doolittle Community Center**
- **Doolittle Senior Center**
- **FAYM**
- **Friends of Ours Cooperative**
- **The Girls Group**
- **Goodsprings Citizen Advisory Council**
- **Goodsprings Community Center**
- **Goodsprings Historical Society**
- **Harmonizing Energy**
- **Henderson Vet Center (Mobile Truck)**
- **Homeschool West Chess Club at Centennial Hills – 118 participants**
- **KCEP 88.1**
- Thanks to the **Laughlin Buzz** for posting our big events and helping us spread the word on Facebook.
- **Metro NEAC**
- **National Institutes of Health, All of Us Research Program – Jennifer Reyes**
- **Nevada Hand Senior Centers/Apartments**
- **Nevada Legal Aid** provided record sealing services at the Whitney Library
- **Nevada State Treasurer's Department, Ariel Luke**
- **Parkinson's Place Support Group**
- **Project Maryland, multiple branches**
- **Red Rock Citizens Advisory Council**

- **Searchlight betterment organization**
- **Sign Language of Mesquite ASL Conversation Classes – Renewal Approved 2024-2025**
- **Silver Ridge**
- **Southern Nevada Health District**
- **Springs Preserve**
- **Stupak After School Program**
- **Sunrise Mountain Ranch State Park**
- **Three Square**
- **University of Reno (UNR) Extension: Enriching Social Emotional Learning for Kids and Families**
- **University of Reno (UNR) Extension: Fun to Play**
- **University of Reno (UNR) Extension: Little Books and Little Cooks**
- **Vitalant**
- **Walnut Community Center**
- **Warrior Women of Mesquite**
- **Women United Suit Drive** – over 17,000 items collected and sorted. **LO Director Leo Segura** and **District Wide Librarian Jennifer Nails** signed partners up for library cards, shared Library resources and sorted items at the Sip-n-Sort event and **Executive Director Watson** hosted a partner panel discussing the impact of distributing business attire and accessories to 12 non-profit organizations, impacting the lives of thousands of women in Southern Nevada.
- **Yoga for Life: Yoga at the Library, Multiple Libraries**

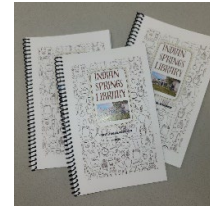
## Powerful Platforms

**Libraries** as a place for answers & information, connection (book club, 0-5 storytime place for parents, “living room”), entertainment and fun (programs); access (virtually and in-person), libraries as a place for social services; libraries as a place to learn and connect to new skills, and the library as the fun community place.

- **Bunkerville Library** is anxious for the new “Library of Things.” Cris borrowed cupcake pans from our new “Library of Things” which is getting ready to roll out from Collection and Bibliographic Services. Cris was able to make these adorable beehive cakes and decorated them with faux melting candies and sugar bees on top. 
- **Centennial Hills Library** Adult Services continues their success with In the Loop, Crafternights, and Anyone can paint. Teen Tuesdays continued to pack in the crowds but Preschool Storytime and Baby Storytime continue to be at the top. Adult Service Staff visited Decatur Pines and Silver Sky Assisted Living. 
- **Clark County Library** The Word Power Writers Group on November 9th had 20 in attendance to share their work and offer feedback to the work of others in the group. Teen Services successfully conducted a thrilling Batman-themed escape room as part of the Vegas Valley Comic Book Festival. The event consisted of four rounds, starting with an engaging introduction at customer service, where participants were greeted by

Commissioner Gordon. They then proceeded to the hallway to meet Barbara Gordon and received a hollowed-out book filled with tools to use in the escape room.

- **Indian Springs Library** hosted their First Annual Indian Springs Cook Book: Chris wanted to do a recipe book project and crowdsourced recipes from our community into a 70-page cookbook! We have offered them for free to our community and so far have given out 72 of them.



- **Mesquite Library** deployed a gift wrap station at the library. Three local authors discussed their books and answered questions from the



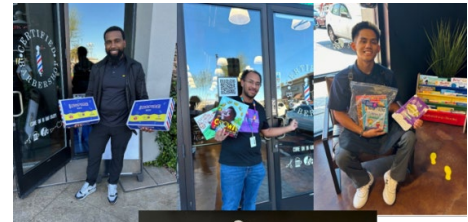
attendees. Dollie Koerber is a newly published author in crime/thriller fiction with roots in Alaska. Julie Pershing focuses on non-fiction and is dedicated to helping others publish their stories. Craig Petersen shares his story to sobriety in his books and



his blog, "followcraig.com." The participants spoke casually about their books and answered questions related to publishing from the eager crowd.

- Regional Manager, **Kevin Maas** coordinated our **First Friday Outreach for December**

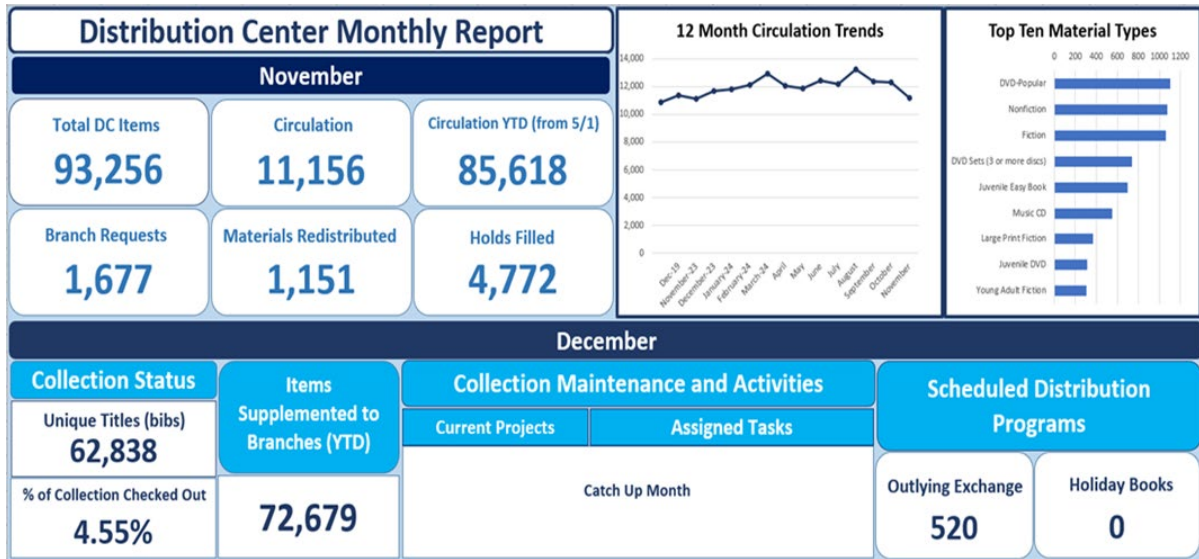
- **Rainbow Staff** began training to become Passport Acceptance Agents; we anticipate Rainbow Library will be ready to begin accepting reservations early in the first quarter of the new calendar year. They visited Minuet Senior Community, and Sonoma Senior Community. The Youth Services Scavenger Hunt trapped 687 youth, at least temporarily. The Five-and Under Storytime was their other heavy hitter. Staff also participated in Barbershop Books Outreach. **Sandy Valley Library** teaches Computer Classes for adults/seniors on Wednesdays at 3pm



- **West Las Vegas Library** Multiservice Librarian, **Danny J.** partnered with the **Girls Club** to collect clothing for the Adulging 101, and Dress for Success to help teens with life skills, job interview skills and an outfit for a professional interview.



- The **Distribution Center** (Center collection currently consists of 93,256 items and 62,838 unique titles. The DC circulated 11,156 items in November and 4,772 items from the collection went to fill customer holds requests. Branches requested 1677 items to add to their collections, and the DC redistributed an additional 1151 popular items to where they are more likely to circulate. The DC also exchanged more than 520 items to the Greater Clark County libraries.



- **Access Services Manager Sufa A.** Distributed the November edition of the **Primary Source eNewsletter** to keep staff informed about what’s happening in Access Services (AS), Collection and Bibliographic Services (CBS), the Distribution Center (DC), and Electronic Resources (ER).
- Together with AS Manager, Sufa Anderson, CBS YS Librarian, Jen J, DC Associate, Andrey M., and Moapa Town Staff Nivia Balsera and Jenna H., performed a Reverse Inventory of the entire branch, cleaning up more than 1600 item records in Sierra
- **The Electronic Resource Department** assists customers with applying for ecards, using library resources and apps, and answering reference questions. In November 2024, the department answered **568 emails** that came to the **Ask** account and **101 phone calls** that came through the **Ask** phone line, totaling **12 hours and 31 minutes**.
- Electronic Resources Librarian **Erin C.** attended **Windmill Library’s Spanish Conversation Group** to present information about library resources that attendees can use to learn & practice Spanish. She spoke to nine customers about **Rosetta Stone, Transparent Language, Gale Courses, Udemy, Brainfuse, hoopla, & Kanopy**.
- On December 10th, the Electronic Resources Department launched the Wall Street Journal as the newest online resource in the collection.
- Electronic Resources Librarian **Ria E.** launched a tutorial **“The Libby App FAQ”** to the staff training portal Niche Academy. The tutorial created & designed by Ria, answers the most asked questions library staff hear from customers, includes a handout, & brief quiz.
  - The outcome of the tutorial is to help staff become more aware of how to use the app in order to assist customers.
- During the month of November, Staff **Niche Academy** Electronic Resources training videos saw a total of **474 views**. The most popular tutorials being the Stress-Free Searching: Finding Books by Reading Level (308 views), FinancialFit Overview (66 views), & TeachingBooks Training (19 views)

Device Management Support

- The Electronic Resources Department supports the circulation & maintenance of iPads throughout the district ranging from repairing iPads to replenishing supplies, & ensuring the iPad kiosks are in working order. In November 2024, the department responded to **21 iPad work orders**.

- In November 2024, the total **iPad circulation was 432.**
- For the month of November, **hotspot** circulation was **822.**

#### Fresh Picks

- In November, **8,794 Fresh Picks eNewsletters** were sent to customers. The most popular eNewsletters were **Top Ten (58% opened)**, **New York Times Fiction Bestseller (57% opened)** & **Fiction A to Z (56% opened).**
- November saw **65 new Fresh Picks subscribers.** The Library District has **1,137 unique subscribers** who have subscribed to a total of **7,208 monthly subscriptions.**

#### Monthly Electronic Resources Statistics

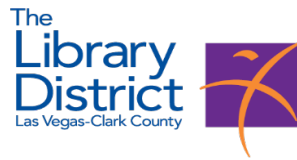
- In November 2024, the total **eMedia Circulation Usage** was **421,676** & we had **240,138 retrieval usage** for **Online Resources.**

#### Interlibrary Loan (ILL):

- During the month of November, there were **50** new **ILL** users.
- ILL received **313 LVCCLD customer requests** to obtain materials from other libraries. ILL staff **filled 84.4%** of our customer's requests this month, and **81.9%** of requests received were **picked up by customers.**
- LVCCLD received **552 requests** to lend our items to other agencies this month. Additionally, this month's average **turnaround time** (time between when we receive a request, obtain the item, and prepare it to be shipped) was 2 days, 02 hours, and 53 minutes, **02:02:53.**
- In November, there were **119 views** of the learning path 'Learn About Interlibrary Loan (ILL)' in Niche Academy.

#### ACCESS SERVICES:

- Access Services Manager (ASM) updated the expiration date macro for each Sierra login for 2025 and sent an email to branch staff, as well as NLV and BOU staff. ASM also updated the expiration date in the No Address template, updated the procedures and posted them to Voyager, as well as the Instant eCard forms expiration date and the date in the confirmation email sent to customers.
- ASM added a link to the Library District locations page of our website to the Instant eCard rejection form to make it easier for customers to locate their nearest library branch for assistance.



## MEMORANDUM

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

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

**DATE:** November 30, 2024

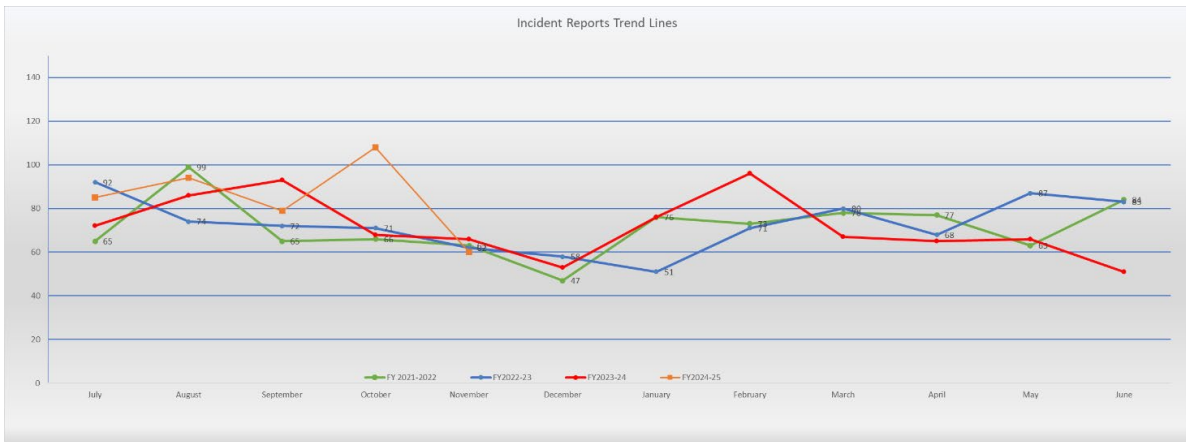
**SUBJECT:** Security Report, December 2024

This memorandum reports on the security information and analytics compiled from **November 1, to November 30, 2024.**

In **November 2024**, branch staff reported **60 incidents**, a decrease of 9.1% over the same month last year. During this period, the Library District recorded **290,404** customer visits. **This ratio** is one incident for every **4,840 visits**.

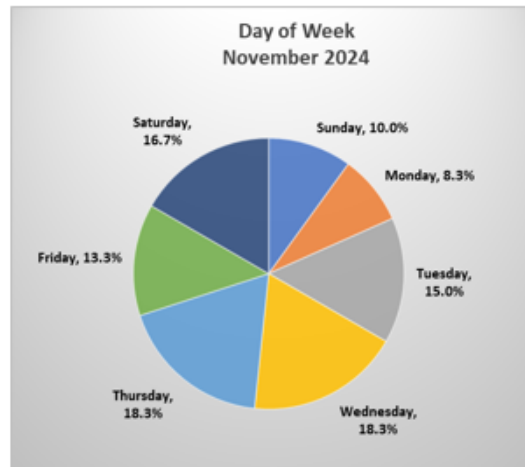
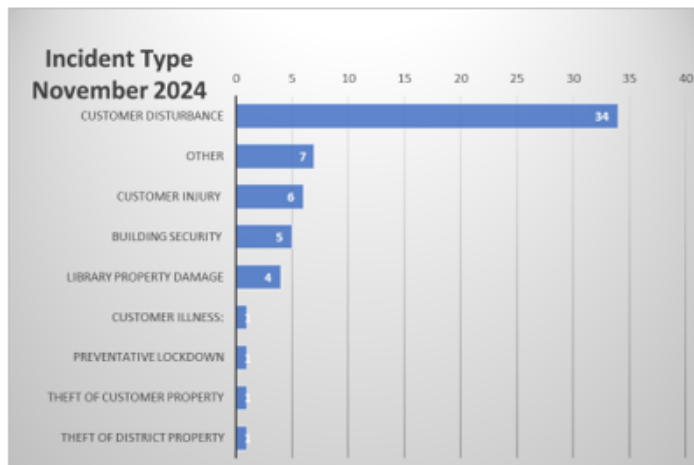
Branch	Incident Reports				Dec-22		Dec-24	
	Nov-23	Nov-24	Difference	% Change	to Nov-23	to Nov-24	Difference	% Change
BLUE DIAMOND LIBRARY	0	0	0	0.0%	3	2	-1	-33.3%
BUNKERVILLE LIBRARY	0	0	0	0.0%	0	0	0	0.0%
CENTENNIAL HILLS LIBRARY	2	0	-2	-100.0%	23	18	-5	-21.7%
CLARK COUNTY LIBRARY	19	9	-10	-52.6%	212	230	18	8.5%
EAST LAS VEGAS LIBRARY	5	4	-1	-20.0%	67	86	19	28.4%
ENTERPRISE LIBRARY	4	2	-2	-50.0%	24	43	19	79.2%
GOODSPRINGS LIBRARY	0	0	0	0.0%	2	1	-1	-50.0%
INDIAN SPRINGS LIBRARY	0	0	0	0.0%	3	0	-3	-100.0%
LAUGHLIN LIBRARY	0	0	0	0.0%	2	11	9	450.0%
MEADOWS LIBRARY	0	3	0	0.0%	8	8	0	0.0%
MESQUITE LIBRARY	2	3	1	50.0%	11	12	1	9.1%
MOAPA TOWN LIBRARY	1	0	-1	-100.0%	1	1	0	0.0%
MOAPA VALLEY LIBRARY	0	0	0	0.0%	1	3	2	200.0%
MT CHARLESTON LIBRARY	0	0	0	0.0%	0	0	0	0.0%
RAINBOW LIBRARY	2	2	0	0.0%	26	21	-5	-19.2%
SAHARA WEST LIBRARY	7	2	-5	-71.4%	75	59	-16	-21.3%
SANDY VALLEY LIBRARY	0	1	1	0.0%	0	1	1	0.0%
SEARCHLIGHT LIBRARY	0	0	0	0.0%	0	0	0	0.0%
SPRING VALLEY LIBRARY	2	2	0	0.0%	73	56	-17	-23.3%
SUMMERLIN LIBRARY	6	5	-1	-16.7%	35	19	-16	-45.7%
SUNRISE LIBRARY	3	2	-1	-33.3%	20	13	-7	-35.0%
WEST CHARLESTON LIBRARY	2	11	9	450.0%	90	97	7	7.8%
WEST LAS VEGAS LIBRARY	5	4	-1	-20.0%	64	43	-21	-32.8%
WHITNEY LIBRARY	4	4	0	0.0%	96	116	20	20.8%
WINDMILL LIBRARY	2	6	4	200.0%	47	60	13	27.7%
Total	66	60	-9	-9.1%	883	900	17	1.9%

**West Charleston Library** experienced the highest number of incidents at eleven (11). The other branches received between zero (0) and nine (9). Several branches experienced uncharacteristic spikes in the number of incidents at their branches.

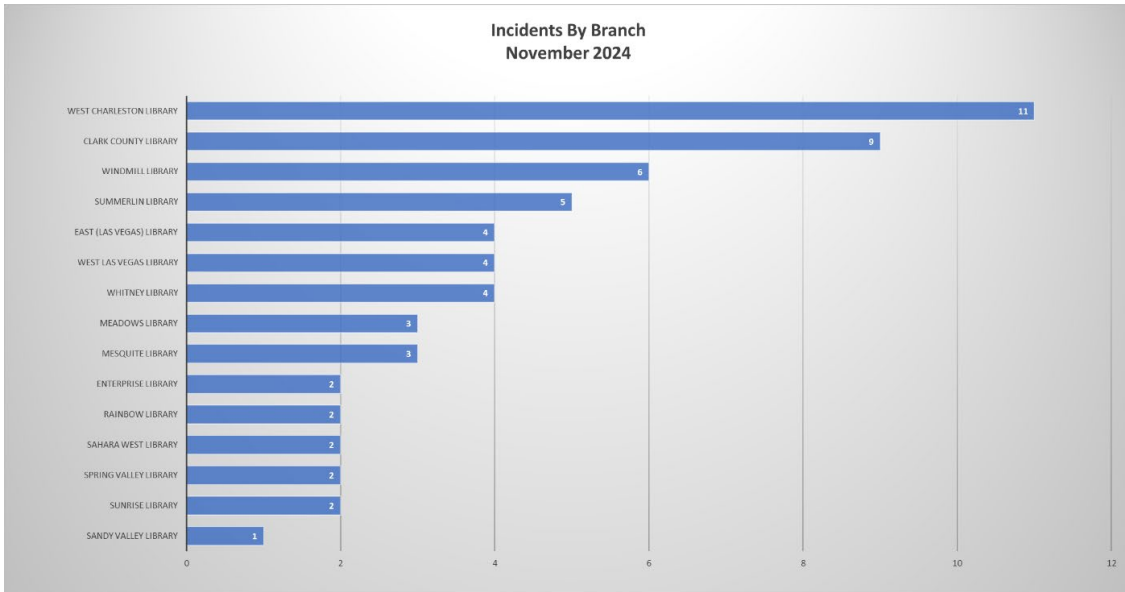


November incident reports document multiple instances of graffiti throughout the property inside and outside the building. Other incidents causing trespass causing a disturbance, harassment, indecent exposure, alcohol and illegal substance consumption, destroying library property, and theft. Multiple **FIXIT Tickets** were submitted by library branch staff to address encampments adjacent to library property blocking street and sidewalks.

ADULT TRESPASS [ 5 YEAR ]	1
EAST LAS VEGAS LIBRARY	1
ADULT TRESPASS [ 3 YEAR ]	0
	0
ADULT TRESPASS [ 1 YEAR ]	14
CLARK COUNTY LIBRARY	5
EAST LAS VEGAS LIBRARY	1
MEADOWS LIBRARY	1
MESQUITE LIBRARY	1
WEST CHARLESTON LIBRARY	2
WEST LAS VEGAS LIBRARY	1
WHITNEY LIBRARY	2
WINDMILL LIBRARY	1
ADULT BAN [ LESS THAN 1 YEAR ]	15
CLARK COUNTY LIBRARY	2
EAST LAS VEGAS LIBRARY	1
ENTERPRISE LIBRARY	2
SPRING VALLEY LIBRARY	1
WEST CHARLESTON LIBRARY	6
WEST LAS VEGAS LIBRARY	2
WHITNEY LIBRARY	1
MINOR TESPASS	0
EAST LAS VEGAS LIBRARY	0
MINOR BAN OR RPC [ LESS THAN 1 YEAR ]	2
SUNRISE LIBRARY	2



District staff encountered **thirty-four (34) customer disturbances**, accounting for 56.7% of November incidents or one disturbance for every **8,541** visits. During **November 2024**, staff **banned thirty-two (32) customers**. **One (1)** adult received a five-year trespass, fourteen customers received a one-year trespass, **fifteen (15)** adults received a partial-year ban, **two (2)** youths received a Request for Parent Consult (RPC).



The **West Charleston Library** recorded the most incidents, reporting eleven (11). The remaining branches reported zero (0) and nine (9) incidents.

Library Name	Square Footage	Occupancy	November	Total incidents 2024-2025	INCIDENTS PER 10K SQ. FT.	Incidents per PIC
Blue Diamond	1,000	20	0	1	1.00	0.67
Bunkerville	1,200	24	0	0	0.00	0.00
Centennial Hills	45,555	689	0	7	0.15	0.88
Clark County	120,000	905	9	108	0.90	7.71
East Las Vegas	41,015	1200	4	35	0.85	5.83
Enterprise	26,300	526	2	17	0.65	3.40
Goodsprings	900	9	0	1	1.11	1.00
Indian Springs	1,200	24	0	0	0.00	0.00
Laughlin	15,562	323	0	2	0.13	0.25
Meadows Library	813	16	3	6	7.38	4.00
Mesquite Learning Center	5,464	133	3	4	0.73	1.33
Mesquite Library	13,313	370	0	6	0.45	0.75
Moapa Town	2,000	40	0	0	0.00	0.00
Moapa Valley	4,700	94	0	1	0.21	0.17
Mt. Charleston	2,800	56	0	0	0.00	0.00
Rainbow	26,800	808	2	11	0.41	1.38
Sahara West	122,000	920	2	26	0.21	2.36
Sandy Valley	1,200	24	1	1	0.83	0.57
Searchlight	1,200	24	0	0	0.00	0.00
Spring Valley	25,000	511	2	26	1.04	2.89
Summerlin	40,165	1014	5	9	0.22	1.50
Sunrise	23,000	345	2	9	0.39	1.50
West Charleston	38,900	1054	11	49	1.26	6.13
West Las Vegas(excluding Theater)	30,693	370	4	23	0.75	2.56
Whitney	24,500	563	4	53	2.16	7.57
Windmill Library and Service Center	142,149	994	6	31	0.22	3.44
<b>Total Square Ft.</b>	<b>Occupancy Rate</b>		<b>Total Incidents</b>	<b>Average</b>	<b>Average</b>	
757,429	11,056	60	426	0.56	2.95	

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

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**Las Vegas - Clark County Library District  
Library Operations and Community Engagement  
Monthly Statistics  
November 2024**

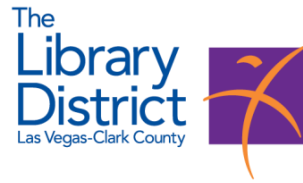
LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS												
	Total	Rank				Total	Total	Total	Adult		Youth		General Interest		Rental		Total	
									Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	703	17	1,703	2	12	11	24	12	354	16	403	0	0	39	781			
BUNKERVILLE	132	25	794	2	72	2	2	169	377	1	1	0	0	172	380			
CENTENNIAL HILLS	28,650	1	24,667	363	2,141	28	280	50	1,828	22	321	22	419	122	2,848			
CLARK COUNTY	11,872	7	27,192	423	4,765	45	3,248	129	1,238	31	2,832	41	3,090	246	10,408			
EAST LAS VEGAS	7,776	12	24,798	316	3,702	34	2,858	40	497	39	3,453	19	402	132	7,210			
ENTERPRISE	12,502	6	13,792	191	1,899	17	120	22	415	41	784	13	239	93	1,558			
GOODSPRINGS	149	24	558	0	23	3	14	1	10	5	48	0	0	9	72			
INDIAN SPRINGS	412	19	2,553	2	55	20	186	5	30	32	514	0	0	57	730			
LAUGHLIN	3,098	14	5,008	71	492	18	1,677	10	93	0	0	1	3	29	1,773			
MEADOWS	543	18	1,791	18	201	5	45	20	97	24	536	0	0	49	678			
MESQUITE	5,603	13	9,558	109	1,080	55	523	60	417	18	228	11	102	144	1,270			
MOAPA TOWN	268	21	710	3	33	1	6	12	38	2	271	0	0	15	315			
MOAPA VALLEY	2,195	16	2,157	19	222	6	35	33	567	9	710	0	0	48	1,312			
MOUNT CHARLESTON	159	23	826	4	13	9	30	4	50	16	59	1	35	30	174			
RAINBOW	16,720	4	19,120	250	1,964	18	126	34	638	73	1,829	19	846	144	3,439			
SAHARA WEST	27,885	2	33,726	392	2,300	12	8,210	38	1,515	9	204	30	546	89	10,475			
SANDY VALLEY	363	20	977	3	29	2	4	2	7	7	27	0	0	11	38			
SEARCHLIGHT	207	22	755	1	18	3	17	6	35	17	33	0	0	26	85			
SPRING VALLEY	10,339	11	18,204	278	2,897	17	340	60	959	54	1,986	16	255	147	3,540			
SUMMERLIN	15,666	5	19,005	180	1,097	17	114	16	576	9	288	29	3,281	71	4,259			
SUNRISE	10,662	9	14,458	187	1,750	25	196	25	309	46	1,398	0	0	96	1,903			
WEST CHARLESTON	10,916	8	18,076	211	2,081	30	268	28	376	46	938	14	452	118	2,034			
WEST LAS VEGAS	3,096	15	13,229	150	2,889	21	353	46	269	29	1,294	16	561	112	2,477			
WHITNEY	10,531	10	15,665	199	2,422	19	986	14	201	40	1,099	6	512	79	2,798			
WINDMILL	25,090	3	21,082	391	2,380	5	116	28	775	28	1,093	26	831	87	2,815			
WINDMILL SERVICE CENTER	731,574		0	2,126	62,336	246	3,396	50	2,237	16	2,023	0	0	312	7,656			
<b>2024 MONTHLY TOTAL</b>	<b>937,111</b>		<b>290,404</b>	<b>5,891</b>	<b>96,873</b>	<b>669</b>	<b>23,174</b>	<b>914</b>	<b>13,908</b>	<b>630</b>	<b>22,372</b>	<b>264</b>	<b>11,574</b>	<b>2,477</b>	<b>71,028</b>			
<b>FY 24-25 YTD TOTAL</b>	<b>4,868,745</b>		<b>1,671,789</b>	<b>41,354</b>	<b>584,705</b>	<b>3,574</b>	<b>102,122</b>	<b>4,873</b>	<b>78,710</b>	<b>3,314</b>	<b>150,667</b>	<b>1,241</b>	<b>43,701</b>	<b>13,002</b>	<b>375,200</b>			

ANNUAL MONTHLY COMPARISON															
2023 MONTHLY TOTAL	901,418		282,129	7,277	85,379	1,309	15,823	789	12,448	752	24,524	239	7,509	3,089	60,304
% CHANGE	4%		3%	-19%	13%	-49%	46%	16%	12%	-16%	-9%	10%	54%	-20%	18%

ANNUAL YTD COMPARISON															
FY 23-24 YTD TOTAL	4,687,220		1,604,676	42,589	459,100	5,518	69,483	4,749	89,697	4,387	160,361	1,068	36,554	15,722	356,095
% CHANGE	4%		4%	-3%	27%	-35%	47%	3%	-12%	-24%	-6%	16%	20%	-17%	5%

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	863,959		310,515	5,329	81,480	1,238	21,661	835	13,155	531	18,345	248	8,187	2,852	61,348
% CHANGE	8%		-6%	11%	19%	-46%	7%	9%	6%	19%	22%	6%	41%	-13%	16%
2021 MONTHLY TOTAL	738,235		258,298	4,912	82,408									2,153	49,498
% CHANGE	27%		12%	20%	18%									15%	43%
2020 MONTHLY TOTAL	731,888		264,456	3,968	84,762									1,257	25,981
% CHANGE	28%		10%	48%	14%									97%	173%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	4,438,723		1,706,155	36,933	453,609	5,275	76,116	4,188	80,730	3,479	125,976	1,202	36,305	14,144	319,127
% CHANGE	10%		-2%	12%	29%	-32%	34%	16%	-3%	-5%	20%	3%	20%	-8%	18%
FY 21-22 YTD TOTAL	3,759,245		1,475,893	28,876	432,504									10,325	222,018
% CHANGE	30%		13%	43%	35%									26%	69%
FY 20-21 YTD TOTAL	3,801,439		1,417,681	26,771	445,827									5,632	98,513
% CHANGE	28%		18%	54%	31%									131%	281%



## ITEM VI.A.2.a.

### MEMORANDUM

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

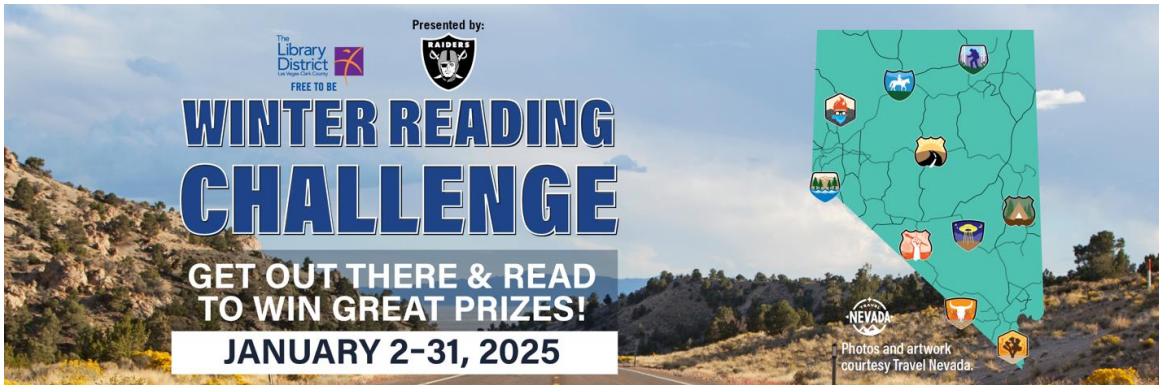
**FROM:** Betsy Ward, Branding and Marketing Director

**DATE:** December 31, 2024

**SUBJECT:** Branding & Marketing Activity Report, January 2025

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for December and analytics compiled from November 1-30, 2024.

### Powerful Platforms



#### **2025 Winter Reading Challenge**

BAM prepared for the 2025 Winter Reading Challenge with the following activities:

- Created a new logo based on the Nevada travel theme
- Engaged with the Nevada Division of Tourism, which enthusiastically partnered with the Library District and provided images for the Winter Reading Challenge campaign
- Created new promotional assets for the website and social media platforms
- Updated the [website landing page](#) with full details about this year's program
- Wrote promotional posts in Library Highlights eNewsletter
- Designed and placed print advertisements
- Scheduled social media posts to run throughout January
- Wrote and pitched news releases in English and Spanish

As part of Winter Reading Challenge, Whitney Library will host two storytimes on January 8 with Raiders SVP of Sales and children's author **Qiava Martinez**. Qiava will present her book "Sports Dream," an inspiring story that follows a determined young girl who has a passion for sports but isn't the most talent player. Team mascot Raider Rusher is also scheduled to appear at both events. BAM will be filming the events for news media distribution and social media posts.



### **The Library District Is Your Home for the Holidays**

BAM showcased our collection and branch programming surrounding holidays in December with the following activities:

- A new, [dedicated landing page](#) highlighted holiday-specific events, online resources, and staff recommendations, which has seen approximately 2,500 unique visitors since its launch on November 26.
- Priority website placement on the homepage and audience browse pages
- Dedicated social media posts
- Inclusion in Library Highlights eNewsletters
- Advertising placements

Media coverage includes:

Las Vegas Weekly, [Kwanzaa Celebrations Throughout Las Vegas](#) (12/19/24)

CityCast, [How to Celebrate Kwanzaa in Las Vegas](#) (12/18/24)

KTNV Ch.13, [Local Libraries Closed for the Holidays](#) (12/18/24)

8 News Now, [A Christmas Carol at Summerlin Library](#) (12/16/24)

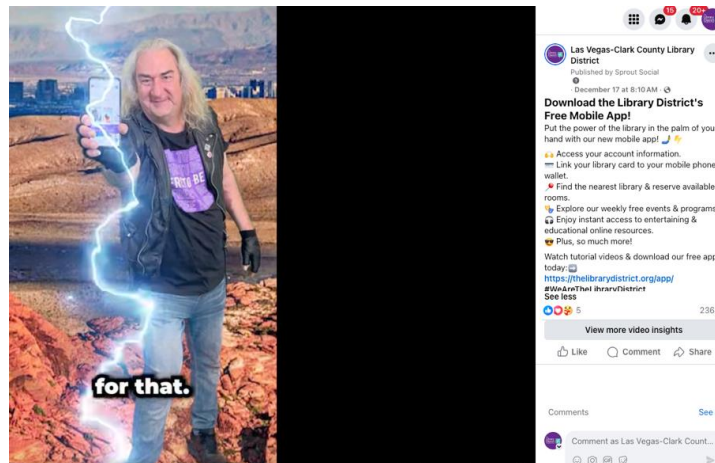
Las Vegas Weekly, [Opera Las Vegas' 'Holiday on Broadway' at Windmill Library](#) (12/12/24)

WhatsUp, Vegas, [Celebrate the Holidays at the Library District](#) (12/11/24)



**Library District App for Mobile Devices**

BAM continued to promote the new Library District mobile app on the website with priority placement on the homepage and audience browse pages. The team worked with Head of Collections and Bibliographic Services **Rebecca Colbert** to turn her humorous 'Twas the Night Before Literally Blog [into a video](#); and worked with various branch staff to create the informative and entertaining [Power of the Library App](#) video. Both were shared on social media and posted to the Library District YouTube channel.



December 2024 Metrics (Nov. 26 – Dec. 18)	Downloads	Conversion Rate	Average Daily Users	Impressions
<b>App Store (Apple)</b>	1370	54.1%	111	3,764
<b>% Gain from November</b>	+28%	-19%	+65%	+77%
<b>Google Play (Android)</b>	636	83.21%	--*	739
<b>% Gain from November</b>	+59%	+2%	--*	+51%

\*Unavailable in the Google Play Console due to site maintenance.

## Powerful Partnerships



### Las Vegas Raiders Library Card

The handsome new Raiders library cards will be available in all 25 Library District branches starting January 2. To promote the launch, BAM created the following:

- Print ads
- Web and social media graphics
- Social media campaign
- News releases in English and Spanish
- A #GetCarded with the Raiders co-branded T-shirt for staff and promotional prizes for the public
- A fun promotional video with Whitney Branch Manager **Billy Allen** and his team



### Vegas Golden Knights

The Golden Knights recorded videos of three players [promoting the VGK library card](#) that BAM will post on the VGK webpage and the Library District's social media channels. The spotlighted players are goaltender **Adin Hill**, center **Brett Howden**, and right-wing **Keegan Kolesar**.

The team also finalized the artwork for this season's highly anticipated player bookmarks, which are now in production and will be available at branches in January.

## Powerful People

### Media Coverage Highlights

Additional media coverage in December included the following broadcast and online stories:



**Netflix Series Queer Eye** - Whitney Library Branch Manager **Billy Allen** was selected by the producers of the popular Queer Eye series to be featured in the recently released Season 9. The website DigitalSpy previewed the season and posted the [series trailer](#) (12/12/24). All Season 9 episodes are now available to view on Netflix.

**KNPR email newsletter** - A Love letter to Our Local Libraries included a link to a 2023 segment featuring Executive Director **Kelvin Watson** and Head of Collections and Bibliographic Services **Rebecca Colbert** (12/18/24)

CityCast, [New Library District Mobile App](#) (12/11/24)

KTNV Ch.13, [Sound Therapy for UNLV Shooting Victims](#) (12/6/24)

CityCast, [Project Marilyn at the Spring Valley Library](#) (12/2/24)

8 News Now, [Library Hosts Awards for 4th Annual Art Contest](#) (11/29/24)

KSNV Ch.3, [Nevada Legal Services Expands Legal Kiosk Project to More Libraries](#) (11/29/24)

KTNV Ch.13, [New West Las Vegas Library Under Construction](#) (11/28/24)

8 News Now, [Three Square Food Bank Partners with Library District](#) (11/27/24)

Fox 5, [Library District Partners with Horses4Heroes](#) (11/27/24)

## Powerful Platforms

### BAM Advertising Campaigns

#### Print Ads:

Winter Reading Challenge	Desert Companion	December/January	Full Page	\$2,800.00
The Library District is Your Home for the Holidays	Desert Companion	December/January	Full Page	\$3,125.00
	RJ en Español	27-Nov	Full Page	\$600.00
	Asian Journal	28-Nov	Full Page	\$800.00
	Las Vegas Weekly	28-Nov	Full page	\$3,000.00
New Library District App	Asian Journal	6-Nov	Half Page	\$800.00
	RJ en Español	6-Nov & 20-Nov	Half Page	\$1,200.00
	Las Vegas Weekly	7-Nov	Half Page	\$1,200.00
	Zip Code Magazine South Zone	December	Quarter Page	\$700.00
Free To Be	Las Vegas Weekly	14-Nov	Full Page	\$3,000.00
	Black Image	November	Full Page	\$2,000.00
License Plate	Black Image	November	Full Page	\$2,000.00

#### Library District License Plate Facebook Ad Campaigns

Below are the analytics from this digital advertising campaign to help promote the availability of the Library District's new license plate at the Nevada DMV. We cannot directly correlate the ad performance to license plate sales at the Nevada DMV, but this digital campaign significantly helped increase public awareness of this state-wide initiative.

#### Ad Results for Current Fans of the Library District Campaign:

Total Budget: \$1,000

Total Amount Spent: \$1,000

Total Link Clicks: 2,421

Cost Per Click (CPC): \$.19

Total Impressions: 129,914

URL to Ad: <https://fb.me/28cHVSDnVbvF1E2>

#### Ad Results for Nevada Residents Who Don't Currently Follow the Library District Campaign:

Total Budget: \$4,000

Total Amount Spent: \$4,000  
 Total Link Clicks: 8,929  
 Cost Per Click (CPC): \$.31  
 Total Impressions: 466,482  
 URL to Ad: <https://fb.me/1W2HmQyB24VqAnr>



**Library Highlights eNewsletter – OrangeBoy**

BAM continues to generate robust open rates on our twice-monthly Highlights eNewsletters, allowing the Library District to reach more active cardholders and re-engage with cardholders who have not visited the library or used our services for some time. Below are details from our November and December campaigns (as of December 19):

**November 20 Issue: Library App Is Here + Comics Plus + We Are the Library District**

**Topics:** The newest Literally blog written by Head of Collections and Development **Rebecca Colbert**, which ties into the holiday season and helps promote the availability of the Library District’s new mobile app; Comics Plus online resource access; the newest #WeAreTheLibraryDistrict staff spotlight video featuring Technician Supervisor **Benjamin Saint Louis**; Availability of the Library District license plate; Thanksgiving and Family Day closure details; upcoming must-see events selected by PVS & YS; and free legal info from Legal Kiosk.

- 177,835 unique opens with a 46.6% percent open rate
- 5,410 unique clicks generated
- 381,963 unique emails sent
- 458 unsubscribes



Following the November 20 eNewsletter, we saw that 11,586 cardholders used OverDrive within 7 days of opening the message; 3,659 circulated a physical item; and 2,131 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), and we saw re-engagement of 1,161 Occasionals (users who have not used the library in 3-12 months), and 473 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 96 Bright Future users (Teen cardholders).

**December 6 Issue: The Library is Your Home for the Holidays + Know Your Rights as a Renter**

**Topics:** The Library District's free events, programs, services, online resources and curated staff picks to celebrate the holiday season; 'Twas the Night Before Literally video to help promote the latest blog written by Head of Collections and Development **Rebecca Colbert** which ties into the holiday season and helps promote the availability of the Library District's new mobile app; Upcoming holiday events and programs selected by PVS & YS; and free legal info from Legal Aid Center of Southern Nevada about knowing your rights as a renter.

- 1462,709 unique opens with a 42.6% percent open rate
- 3,431 unique clicks generated
- 381,984 unique emails sent
- 389 unsubscribes

Following the December 6 eNewsletter, 10,434 cardholders used OverDrive within 7 days of opening the message; 3,303 circulated a physical item; and 1,921 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), and we saw re-engagement of 1,225 Occasionals (users who have not used the library in 3-12 months), and 498 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 100 Bright Future users (Teen cardholders).

The December 19 Library Highlights analytics are currently being generated and will be included in the February Board Report.

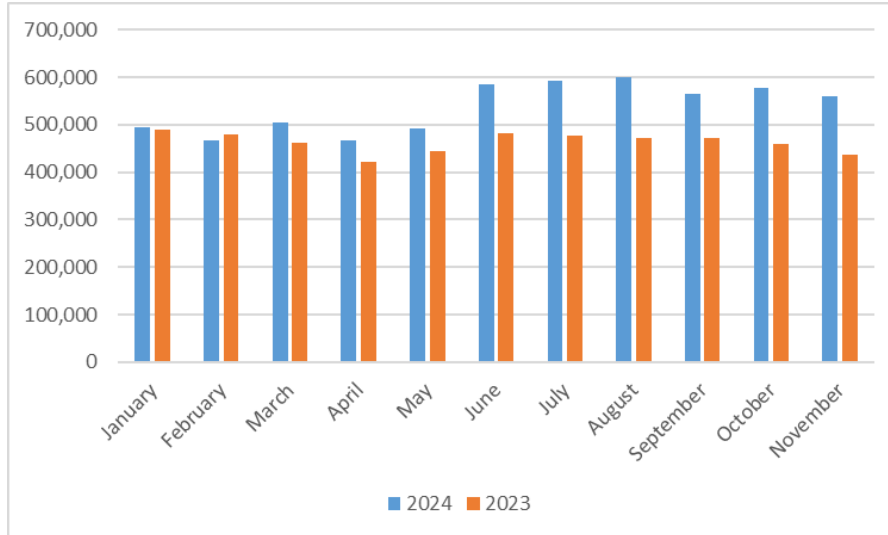
**Branch Library Highlights eNewsletters**

These are sent monthly through the OrangeBoy system, to home branch zip codes to create a sense of community.

- Emails were sent out to all 25 branches' active cardholders residing in the respective service area zip codes on November 26.
- The **average open rate for our 25 branch eNewsletters was 37.3%**, with an **average Click Through Rate (CTR) of 2.1%**. This shows our cardholders are actively looking forward to hearing from their home library.
- **1,728** Occasionals were Reengaged.
- **626** Inactives were Reengaged.
- **5,255** physical items were checked out from the Library District's catalog.
- **13,939** items were checked out from Overdrive.
- **2,782** items were checked out from Hoopla.

**Additional Highlights:**

- In 2024, we saw over **800,000 additional activities** (checkouts, downloads, logins, etc.) than in 2023, which is a **+16% increase in library utilization!** Below is a chart that shows this growth:



Month	2024	2023
January	493,649	491,032
February	467,933	479,940
March	504,690	463,020
April	467,103	422,714
May	491,460	443,479
June	584,495	482,303
July	593,109	476,074
August	601,559	472,636
September	565,502	473,410
October	578,954	459,720
November	560,241	436,594

- The number of New Cardholders is **up +25% year-over-year, for a total of 21,327.**
- Digital users have continued to grow, **increasing +41% year-over-year for a total of 50,574!**
- More parents of young children have engaged with Library District services year-over-year, **increasing +10% for a total of 13,959 users.**
- Our New Cardholder email marketing campaign **engaged 12,432 New Cardholders,** preventing them from becoming Inactive users.

## Google AdWords Grant Update

### Brief Overview of the Campaign's Benefits:

- Google AdWords is Google's online advertising platform, in which advertisers bid on popular keywords & search phrases for their clickable text-based ads to appear in Google's search results.
- The Foundation and the Library District have received a grant from Google for approximately \$10,000 per month in Google AdWords credits (or up to \$100,000 per year).
- Google connected BAM with Nonprofit Megaphone, an agency that specializes in executing the Google Grant, helping us to optimize designated keywords that are selected from Library District and Foundation priorities and promoted through TheLibraryDistrict.org.
- When people conduct searches on Google that incorporate our designated keywords, the Google AdWords campaign entices them to click on Library District search results, thereby increasing the opportunity for discovery of our programs and services. For example, when someone Googles "Harry Potter," Google will produce the Library District's copies of the Harry Potter series in the ad search results.
- These monthly Google Grant campaigns help to increase our overall Google SEO and drive more qualified traffic to our website.

### Monthly Campaign Results:

- [View the Google Studio Data Report updates](#) in real-time for all our current Google Grant Google AdWords campaigns.
- Conversation tracking for priority Google AdWords campaigns (November 2024):
- Our Google Ads **CTR** (Click Through Rate) continues to perform strong at **32.67% but decreased slightly by .3% month-over-month, and -16% year-over-year**. Our Google Grant ad campaign analytics can fluctuate depending on Google and other bids for our relevant keyword searches.
- Our ads for the period generated **3,795 total clicks, which was down -16% from the previous month and down -8% year-over-year**. Our Google Ads generated **11,616 impressions, down -16% from the previous month**, but up **+9% year-over-year**. The Library District has continued to be one of NPM's top-performing accounts, as the network average is only 3%, and the Google requirement is 5%. This means that Google is showing our ads to the right people and that the content is performing as required.
- Our Find a Location Google Grant campaign continues to be our top-performing campaign, generating **2,671 Total Clicks in November**, but this was a slight decrease of **-10% from October**.
- We also saw **391 Total Clicks** to our Google Grant campaign to promote the availability of online resources at the Library District.

## Social Media Highlights

**City of Las Vegas** @CityOfLasVegas

Construction for the new West Las Vegas Library is coming along. 🏗️

The new West Las Vegas Library, located at 1861 N. Martin Luther King Blvd., is part of the HUNDRED Plan and will be double the size of the existing one. 🏠

The building will be on 5.25 acres, two stories high and over 41,000 sq ft.

The Library will have the following:

- Computers and 3D printing machines
- STEAM activities and other educational resources
- Community events spaces, areas for teens, heritage-based celebrations and fun experiences for all ages

Last week, a topping-off ceremony was held at the facility, projected to open in the spring of 2026.



The image block contains four photographs. The top-left photo shows the exterior of the new West Las Vegas Library building with a modern, multi-level design and a large overhang. The top-right photo shows construction workers in safety gear standing in front of the building's steel framework. The bottom-left photo shows the interior of the library, featuring colorful, curved walls and a bright, open-plan layout. The bottom-right photo shows a study area with several tables and chairs, along with bookshelves in the background.

**Barbershop Books** 12 minutes ago · 🌐

We're proud to partner with [Las Vegas-Clark County Library District](#) to #HelpTheBabiesRead!



The image shows a woman with dark hair, wearing a purple shirt, smiling at the camera. She is standing behind a counter in a library. In front of her is a large cardboard box labeled 'LIBRARY INSPIRE BOX' which is open, revealing various items including books, a blue cap, and other supplies. To her right is a smaller box with the 'INSPIRE BOX' logo. In the background, there are bookshelves and a sign that says 'FREE TO BE'.

**Las Vegas-Clark County Library District**  
Published by Sprout Social  
7 hours ago · 🌐

The Library District is proud to partner with [Barbershop Books](#) in our joint mission of

**13 KTNV | Channel 13 News Las Vegas** @KTNV

ICYMI: The Las Vegas-Clark County Library District has launched its first-ever mobile app, giving viewers access to the library from the palm of their hands.



Las Vegas residents can now have the library in the palm of their hands

From ktnv.com

6:43 AM · Dec 8, 2024 · 1,037 Views

2 7



**project.marilyn.lv** · Following

**project.marilyn.lv** 1w  
Sometimes things don't go as planned and we just have to "go with the flow". 🥲💧

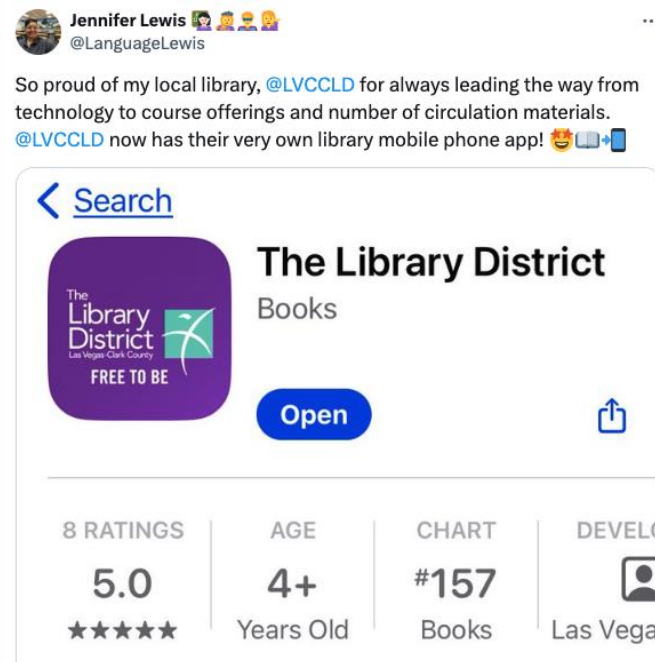
Tonight we were hosted by @lvccld at the Spring Valley Library for our Pad the Halls packing event. We intended to stay for 3 hours and pack 100 kits. Well, we ended up packing 500 kits in 1 hour. 😊

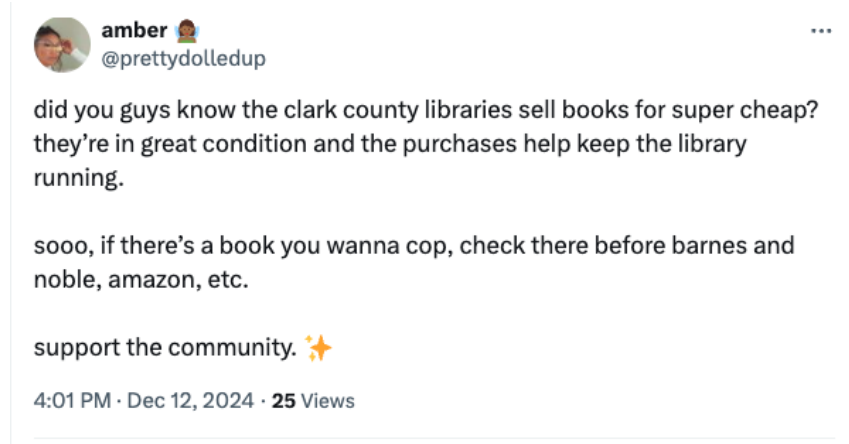
The outpouring of support from the community truly touched our hearts. 💖

We apologize for those of you who came to help but we were already out of supplies. 🥲

77 likes  
December 2

Add a comment...





### Top Social Media Posts November 2024

#### Facebook:

Our top post for November was sharing a photo featuring Rainbow Library Youth Services Librarian **Antony Smith** to help the Library District's free Family Storytime at Certified Barbershop 702 as part of our continued partnership with Barbershop Books. This post generated **2,783 organic impressions, 123 user engagements**, including **11 shares**, which helps to increase the total reach of the post.



**X (Formerly Twitter):**

The top-performing post on X shared a KTNV news story about the new Etch-A-Sketch art exhibit that is now on display at West Charleston Library. This post generated **1,015 organic impressions, 34 user engagements, & 2 shares.**



**Instagram:**

Our top-performing post was a video BAM's digital team filmed with Electronic Resources Manager **Suzanne Fayle** and Electronic Resources Librarian **Erin Collins** to promote the free online resource, Creativebug. This fun and informative video generated **2,468 plays, 1,693 user accounts reached, 268 total Reels interactions, & 51 shares of the post.** This popular Instagram Reel **reached 94% of user accounts who currently follow the Library District!** The user comments were also very positive. This type of content shows the power of developing and posting timely and engaging vertical format videos rather than traditional static images. BAM continues to emphasize sharing more vertical format video content across the Library District's social media channels.





**LinkedIn:**

Our top post on LinkedIn was one of our recurring posts that shares the latest job openings at the Library District. This post generated **1,035 organic impressions**, **139 total user engagements**, and **1 share**.



**Web & Social Media Analytics: November 2024 + 30-Day Comparison + Year-Over-Year**

**Library District Facebook**

	Followers	Impressions	Post Engagements	Link Clicks
<b>November 2024 Statistics</b>	18,536	652,911	1,432	74
<b>% Gain from October</b>	+1%	+388%	-42%	+81%
<b>% Gain from November 2023</b>	+14%	+394%	-68%	-89%
<b>% Gain from November 2022</b>	+22%	+566%	-47%	-75%

**Notes:** BAM ran a dedicated Facebook Ad campaign to help promote the availability of the Library District’s new license plate at the Nevada DMV. This helped to increase our Total Followers, Impressions and Link Clicks back to TheLibraryDistrict.org month-over-month, but we decreased in Total Post Engagements.

Facebook remains the largest social media platform, but generating more organic user engagement is a challenge. Our posting consistency and Facebook Event listings are driving more online awareness, but sharing more branch-submitted content and vertical format videos will continue to help with this as Facebook remains an important communication and promotional tool. Each month, BAM continues to create Facebook Events for select CE/LO programs which help increase the awareness and attendance for these events.

**Library District X (Formerly Twitter)**

	Followers	User Engagements	Organic Impressions	Link Clicks
<b>November 2024 Statistics</b>	4,466	806	28,782	76
<b>% Gain from October</b>	-2%	+155%	+29%	+217%
<b>% Gain from November 2023</b>	+1%	-30%	-77%	-34%
<b>% Gain from November 2022</b>	+5%	-75%	-78%	-57%

**Notes:** We increased our Total User Engagements, Organic Impressions and Link Clicks month-over-month, but we decreased in Total Followers. Our analytics on X continue to trend downward year-over-over, as more users leave or disengage with this social media platform. There are still considerable users on this social media platform that watch for updates and interact with our account. This includes local government and organizations, local and national media, and performers and presenters appearing at the Library District.

As part of BAM's planning for 2025, BAM will be working on a timeline and plan to transition from X over to the fast-growing Bluesky app. Many members from the local and national media, as well as local government have already made this transition. BAM continues to closely review our monthly analytics to see how they will be further impacted as more users and brands opt to no longer engage with content or leave this social media platform. We are also reviewing the user engagement that other libraries and local organizations receive on this social media platform, which is also down, even for accounts with more followers than us.

Each month, BAM shares links to upcoming CE/LO events and priority landing pages on our website, along with sharing local and national resources, spotlighting the Library District's powerful partnerships, plus timely and diverse staff lists created by the website content committee.

**Library District Instagram**

	Followers	User Engagement	Impressions	Total Likes	Total Comments
<b>November 2024 Statistics</b>	9,479	2,620	117,221	2,120	128
<b>% Gain from October</b>	+1%	-37%	+2%	-35%	-34%
<b>% Gain from November 2023</b>	+33%	-15%	+49%	-14%	-35%
<b>% Gain from November 2022</b>	+61%	+21%	+36%	+17%	-53%

**Notes:** We increased our Total Followers and Total Impressions month-over-month, but we were down in User Engagement, including Total Likes and Total Comments. This can be

partially attributed to the Library District not having a larger promotion like TeenTober, when BAM received more MSRs from branch staff with photos and videos to help promote their events and programs.

BAM continues to post more vertical format video content, which is especially important on this social media platform. BAM is utilizing the IG Stories feature to promote the weekly priority events and programs happening across the Library District using the designed promotional graphics. We also post our real-time social media coverage on Instagram Stories and share user-generated content. BAM continues to offer monthly social media training classes for branch staff, actively working with them to create more organic photos and short-form vertical videos. This content performs better on this social media platform compared to sharing digital versions of promotional flyers.

**Library District LinkedIn**

	Followers	Impressions	User Engagement	Post Shares	Link Clicks
<b>November 2024 Statistics</b>	3,317	9,675	914	12	541
<b>% Gain from October</b>	+2%	No change	-23%	+50%	-22%
<b>% Gain from November 2023</b>	+37%	+75%	+77%	+300%	+107%
<b>% Gain from November 2022</b>	+91%	+173%	+173%	+9%	+175%

**Notes: We held steady in Total Impressions but increased our key analytics on LinkedIn month-over-month!** We also saw substantial year-over-year increases in all our key analytics.

BAM continues to focus on growing this platform, sharing Library District news and partnership updates, priority initiatives and programming, plus the latest job openings. As LinkedIn is primarily used for employment and career networking, our monthly analytics on this platform will fluctuate based on the monthly content shared. However, the updates we share on this platform connect with a more targeted audience, including community partners, library industry professionals, Library District employees, and job seekers.

**Virtually Anywhere YouTube Channel**

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
<b>November 2024 Statistics</b>	1,933	28,100	156 hrs	1 min 52 sec
<b>% Gain from October</b>	+2%	-15%	+52%	No change
<b>% Gain from November 2023</b>	+25%	+57%	+58%	+2%
<b>% Gain from November 2022</b>	+51%	+90%	+252%	+90%

**Notes:** We increased our Total Channel Subscribers and were up in Total Channel Watch Time but were down in Total Impressions and Average View Duration.

We experienced substantial year-over-year increases in all our key channel analytics, as the increase in BAM-created short-form video content utilizing the YouTube Shorts feature has supplemented the decrease in branch-submitted virtual programming. Each month, BAM adds promotional videos and YouTube Shorts such as the #WeAreTheLibraryDistrict videos. Uploading video content consistently is prioritized by YouTube's algorithm.

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

	Unique Users	Unique Homepage Views	Engaged Sessions	Engaged Sessions Per User	Average Engagement Time
<b>November 2024 Statistics</b>	180,000	132,422	312,002	1.31	1 min 43sec
<b>% Gain from October</b>	+2%	-9%	-12%	-11%	-10%
<b>% Gain from November 2023</b>	+50%	+10%	-3%	-23%	-28%
<b>% Gain from October 2022</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** We saw an increase in Unique Users to the website from the previous month, but had decreases in Unique Homepage Views, Engaged Sessions and Engaged Sessions Per User and Average Engagement time. We were encouraged to see year-over-year increases in Unique Users and Unique Homepage Views.

The decreases to Engaged Sessions, Engaged Sessions Per User and Average Engagement Time across the Library District's website can be partially attributed to our customers quickly finding exactly what they are looking for or being directed to a specific landing page from BAM's advertising efforts. This will decrease the number of actions or time spent across our website because of users finding what they are looking for faster.

The Library District's mobile app will also impact our website analytics as app users access their account, check out items, browse upcoming events and use online resources directly from the app versus to going to the website.

BAM continues to compile and analyze year-over-year data since Google moved to GA4 Analytics in July 2023. We were encouraged to see year-over-year gains in Unique Users and Unique Homepage views. We are driving more qualified traffic to TheLibraryDistrict.org and as part of our website audit in 2025, we will be looking to refresh the homepage and priority landing pages for customers such as the Format and Audience pages to help drive more Engaged Sessions and Average Engagement Time across the website.

In January, BAM will be running an advertising campaign to promote the Library District's Winter Reading Challenge. This promotional push will run through the end of the month and drive more qualified traffic to the dedicated landing page to register and learn more about this annual initiative.

BAM is also prepping a dedicated landing page to spotlight the Library District's new partnership with the Las Vegas Raiders.

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

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

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

**DATE:** December 31, 2024

**SUBJECT:** Community Engagement Activity Report, January 2025

This report provides an overview of District-wide Community Engagement division initiatives including adult literacy services, art gallery services, outreach services, project management, programming and venues services, adult services administration, and youth services administration. This report covers a one-month period of staff activity from **November 1, 2024 – November 30, 2024**.

**POWERFUL PEOPLE**

- Met with Oni Buchanan and Nina Moe from ImmerSphere to implement virtual reality programming services at outreach events.
- Collaborated with Evelia Olivero from UMC Patient Experience and Concierge, to bring library story times and family engagements to hospital patients and visitors.
- Developed future STEAM programming with Nevada Homeless Alliance Pop-Up Coordinator Brittany Parker.
- Discussed STEAM and story walk programming with Paradise Recreation Center Programming Supervisor Dominique Yu Asensi, and Recreation Specialist Ian Inman.
- Met with Michael DeSort of Welch Plastics to help design mobile story walk equipment.
- Met with Sulin Jones from Nevada State Library to discuss funding and state-wide expansion of the My First Library Program. Potential partners for the program include UMC, SNHD Nurse-Family Partnership and Healthy Start programs, and Nevada Health Centers.
- Hosted public receptions for Renata Bosnjak, Etch-A-Sketch artists, and Petit Monstre.
- Celebrated Native American Heritage Month with performances by Derrick Suwaima Davis, Pamyua Inut Soul Band, Walking Bear Speaks, and Dance Pray Sing with Shelley Morningsong and Fabian Fontenelle.
- Hosted an author panel discussion on publishing.
- Met with Hang'n with KC staff to discuss development/funding of a recorded children's informational programmatic series.
- Brian Zawistowski was promoted to Technical Services Supervisor. Maria Landeros and Christopher Williams were hired to Adult Learning Instructor positions.

**POWERFUL PLACES**

- Clark County Library hosted the Vegas Valley Comic Book Festival. Outreach Services provided story time services at the program.
- Celebrated Dia de los Muertos at East Las Vegas Library.

- Invited all 2024 and 2025 rental user groups to attend a Community Information Session regarding proposed Venue Use Fees.
- Attended the *Life in Death* art reception at the Winchester Dondero Cultural Center, First Friday gallery receptions, and the University of Nevada, Las Vegas's 2024 Art Walk.
- Toured construction of the new West Las Vegas Library with the administrative team.

### POWERFUL PARTNERSHIPS

- Attended the National Association for the Education of Young Children (NAEYC) Conference.
- Brought library resources to the following events:
  - Junior Achievement Inspire Career Fair for high school students
  - Red Rock Canyon NCA Birthday Celebration
  - Discovery Children's Museum F1 Race Day
  - Global Community High School Family Night
  - Somerset Commons Senior Living Facility Fall Fair
- Met with RTC Bike-share to discuss partnership opportunities in 2025, renewal of Summer Challenge sponsorship, and grant funding options for installing e-bikes at the new West Las Vegas library.
- 250 My First Library units were packed and delivered to Sunrise Children's Hospital. There are 500 units remaining of the 2,000 that were initially created.
- Partnered with the Clark County Election Commission to host early and election day voting at seven branches for 31,339 customers in October and November.

### POWERFUL PLATFORMS

- Attended the annual Nevada Partnership for Homeless Youth Summit.
- Brought the mobile storywalk, STEAM activities, and stories to Collaboration Center for their Harvesting Hope Fall Festival.
- The annual Adult Learning Program graduation ceremony was held at Clark County Library for 30 graduates. In 2024, 50 graduates completed their High School Equivalency or attained their diploma through Career Online High School. Janet Uthman of Cox Communications served as the keynote speaker.
- Attended *Promoting Walking for Health in Rural Communities* webinar.
- Participated in LGA Architecture's webinar *How Southern Nevada Museums are Shaping Culture and Community*.
- Participated in Impact and Intention Academy's library e-resource demo.
- Attended meetings including: District Operations Committee, Library Operations/Community Engagement programming, Senior Leadership Team, Youth/Adult Services Summit, Adult Learning Program, and Monday.com trainings.
- Held the Community Engagement division holiday staff development meeting at the Pinball Hall of Fame.
- Finalized a presentation of Venue Use Fees for the Library District Board of Trustees meeting.
- Attended a cybersecurity workshop with Microsoft technician Victor Aldana.
- Met with Gale/Cengage to learn about their Ed2Go learning platform.
- Developed Excel worksheets allowing staff to more easily implement the Venue Use Policy and Venue Use Fees.
- Led multiple Adult Learning Program re-organization meetings.
- Conducted an audit of PVS partnerships to ensure all partners have current partnership agreements.

**HIGHLIGHTED EVENTS**

*F1 Race Day Activities*  
Outreach – Discovery Children’s Museum



*Nevada Partnership for Homeless Youth Summit*  
Las Vegas City Hall



*NAEYC Conference*  
Anaheim, CA



*Harvesting Hope Festival*  
Outreach - Collaboration Center





*NPHY Summit*  
Sands Casino



*Quick Start Library Resources*  
Outreach – Centennial Hills High School



*Nature Journaling STEAM Activity*  
Outreach - Red Rock Canyon



*Vegas Valley Comic Book Festival*  
Clark County



*Vegas Valley Comic Book Festival*  
Clark County



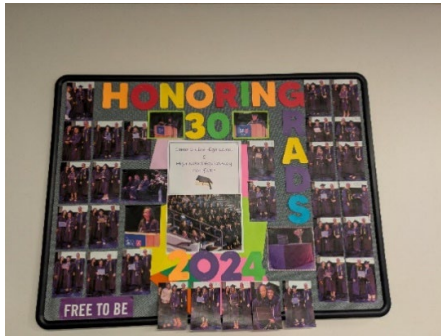
*Walking Bear Speaks*  
West Charleston



*ALP Graduation Ceremony 2024*  
Clark County



*ALP Graduation Ceremony Display*  
Clark County



*Renata Bosnjak: Portraits of Life*  
Summerlin



*Unshakeable: Etch A Sketch Art Around the World*  
West Charleston



*Petit Monstre: Oh Those Feels*  
Whitney



*Lindsay Ellis Author Visit*  
Sahara West

*Holiday Tablescape*  
Sahara West



*Living Traditions with Derrik Suwaima Davis*  
Clark County



*Pamyua Inut Soul Band*  
Clark County



*UNLV World Music Chamber Ensemble*  
Clark County



*The Neon Desert String Band*  
Enterprise



*Publishing Your Passion*  
Whitney



*Dance Pray Sing with Shelley*  
*Morningsong and Favian Fontenelle*  
West Charleston



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**Las Vegas - Clark County Library District**  
**Library Operations and Community Engagement**  
**Monthly Statistics**  
**November 2024**

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS												
	Total	Rank				Total	Total	Total	Adult		Youth		General Interest		Rental		Total	
									Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	703	17	1,703	2	12	11	24	12	354	16	403	0	0	39	781			
BUNKERVILLE	132	25	794	2	72	2	2	169	377	1	1	0	0	172	380			
CENTENNIAL HILLS	28,650	1	24,667	363	2,141	28	280	50	1,828	22	321	22	419	122	2,848			
CLARK COUNTY	11,872	7	27,192	423	4,765	45	3,248	129	1,238	31	2,832	41	3,090	246	10,408			
EAST LAS VEGAS	7,776	12	24,798	316	3,702	34	2,858	40	497	39	3,453	19	402	132	7,210			
ENTERPRISE	12,502	6	13,792	191	1,899	17	120	22	415	41	784	13	239	93	1,558			
GOODSPRINGS	149	24	558	0	23	3	14	1	10	5	48	0	0	9	72			
INDIAN SPRINGS	412	19	2,553	2	55	20	186	5	30	32	514	0	0	57	730			
LAUGHLIN	3,098	14	5,008	71	492	18	1,677	10	93	0	0	1	3	29	1,773			
MEADOWS	543	18	1,791	18	201	5	45	20	97	24	536	0	0	49	678			
MESQUITE	5,603	13	9,558	109	1,080	55	523	60	417	18	228	11	102	144	1,270			
MOAPA TOWN	268	21	710	3	33	1	6	12	38	2	271	0	0	15	315			
MOAPA VALLEY	2,195	16	2,157	19	222	6	35	33	567	9	710	0	0	48	1,312			
MOUNT CHARLESTON	159	23	826	4	13	9	30	4	50	16	59	1	35	30	174			
RAINBOW	16,720	4	19,120	250	1,964	18	126	34	638	73	1,829	19	846	144	3,439			
SAHARA WEST	27,885	2	33,726	392	2,300	12	8,210	38	1,515	9	204	30	546	89	10,475			
SANDY VALLEY	363	20	977	3	29	2	4	2	7	7	27	0	0	11	38			
SEARCHLIGHT	207	22	755	1	18	3	17	6	35	17	33	0	0	26	85			
SPRING VALLEY	10,339	11	18,204	278	2,897	17	340	60	959	54	1,986	16	255	147	3,540			
SUMMERLIN	15,666	5	19,005	180	1,097	17	114	16	576	9	288	29	3,281	71	4,259			
SUNRISE	10,662	9	14,458	187	1,750	25	196	25	309	46	1,398	0	0	96	1,903			
WEST CHARLESTON	10,916	8	18,076	211	2,081	30	268	28	376	46	938	14	452	118	2,034			
WEST LAS VEGAS	3,096	15	13,229	150	2,889	21	353	46	269	29	1,294	16	561	112	2,477			
WHITNEY	10,531	10	15,665	199	2,422	19	986	14	201	40	1,099	6	512	79	2,798			
WINDMILL	25,090	3	21,082	391	2,380	5	116	28	775	28	1,093	26	831	87	2,815			
WINDMILL SERVICE CENTER	731,574		0	2,126	62,336	246	3,396	50	2,237	16	2,023	0	0	312	7,656			
<b>2024 MONTHLY TOTAL</b>	<b>937,111</b>		<b>290,404</b>	<b>5,891</b>	<b>96,873</b>	<b>669</b>	<b>23,174</b>	<b>914</b>	<b>13,908</b>	<b>630</b>	<b>22,372</b>	<b>264</b>	<b>11,574</b>	<b>2,477</b>	<b>71,028</b>			
<b>FY 24-25 YTD TOTAL</b>	<b>4,868,745</b>		<b>1,671,789</b>	<b>41,354</b>	<b>584,705</b>	<b>3,574</b>	<b>102,122</b>	<b>4,873</b>	<b>78,710</b>	<b>3,314</b>	<b>150,667</b>	<b>1,241</b>	<b>43,701</b>	<b>13,002</b>	<b>375,200</b>			

ANNUAL MONTHLY COMPARISON															
2023 MONTHLY TOTAL	901,418		282,129	7,277	85,379	1,309	15,823	789	12,448	752	24,524	239	7,509	3,089	60,304
% CHANGE	4%		3%	-19%	13%	-49%	46%	16%	12%	-16%	-9%	10%	54%	-20%	18%

ANNUAL YTD COMPARISON															
FY 23-24 YTD TOTAL	4,687,220		1,604,676	42,589	459,100	5,518	69,483	4,749	89,697	4,387	160,361	1,068	36,554	15,722	356,095
% CHANGE	4%		4%	-3%	27%	-35%	47%	3%	-12%	-24%	-6%	16%	20%	-17%	5%

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	863,959		310,515	5,329	81,480	1,238	21,661	835	13,155	531	18,345	248	8,187	2,852	61,348
% CHANGE	8%		-6%	11%	19%	-46%	7%	9%	6%	19%	22%	6%	41%	-13%	16%
2021 MONTHLY TOTAL	738,235		258,298	4,912	82,408									2,153	49,498
% CHANGE	27%		12%	20%	18%									15%	43%
2020 MONTHLY TOTAL	731,888		264,456	3,968	84,762									1,257	25,981
% CHANGE	28%		10%	48%	14%									97%	173%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	4,438,723		1,706,155	36,933	453,609	5,275	76,116	4,188	80,730	3,479	125,976	1,202	36,305	14,144	319,127
% CHANGE	10%		-2%	12%	29%	-32%	34%	16%	-3%	-5%	20%	3%	20%	-8%	18%
FY 21-22 YTD TOTAL	3,759,245		1,475,893	28,876	432,504									10,325	222,018
% CHANGE	30%		13%	43%	35%									26%	69%
FY 20-21 YTD TOTAL	3,801,439		1,417,681	26,771	445,827									5,632	98,513
% CHANGE	28%		18%	54%	31%									131%	281%

**ITEM VI.A.2.c.****MEMORANDUM**

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

**FROM:** Development Department

**DATE:** December 31, 2024

**SUBJECT:** Development Report, January 2025

This memorandum summarizes the Development Department's significant activities for December 2024, and grants and fundraising initiatives compiled from January 2024 through December 2024.

**Major Foundation Proposals Outstanding at 12/30/2024**

- City of Las Vegas \$400,000 for Homework Help / Tutoring Program
- Nevada Arts Council \$25,000 for Cultural / Arts Program
- Bank of America \$15,000 for Cultural / Arts Program
- Cox Invitational Grant \$88,000 for STEAM/HHAC Program
- Best Buy \$50,000 for BBTC Refresh
- Nevada Women's Philanthropy \$500,000 for My First Library Program

**Bookstore Sales – July 1, 2024 – November 30, 2024**

- \$81,476.36

**Major District Proposals Outstanding at 12/30/2024**

- Federal Appropriations:
  - \$16,400,000 for the Homework Help / Tutoring Program
  - \$5,500,000 for Rainbow Library Refresh
- \$753,430 Digital Equity Grant for Career Readiness program

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

- **December Meetings**
- 12/4/24 – Met with Dress for Success of Southern Nevada's staff regarding collaboration for the District's urban branches.
- 12/10/24 – Attended the District's Townhall Meeting.
- 12/13/24 – Met with West Las Vegas Library's staff to help develop collaborations for the Adulting 101 Program
- 12/17/24 – Participated in the Districtwide Ethics Training
- 12/19/24 – Attended HUD's CPF Grantees Updates and DRGR/GPM Training



# Development

January 2025 Board Meeting



<b>FOUNDATION Proposals Submitted 1/1/2024 through 12/30/2024</b>	<b>FOUNDATION Payments and Signed Awards Received 7/1/2024 through 12/30/2024</b>	<b>FOUNDATION Tentatively Approved (but not received) 1/1/2024 through 12/30/2024</b>	<b>FOUNDATION Not Awarded or Program Cancelled 1/1/2024 through 12/30/2024</b>	<b>FOUNDATION BOOK STORE SALES 7/1/2024 through 11/30/2024</b>	<b>FOUNDATION ONLINE DONATIONS 7/1/2024 through 12/30/2024</b>
<b>\$2,107,000</b>	<b>\$38,000</b>	<b>\$10,000</b>	<b>\$504,000</b>	<b>\$81,476.36</b>	<b>\$10,866</b>

<b>DISTRICT Proposal Submitted 1/1/2024 through 12/30/2024</b>	<b>DISTRICT Payments and Signed Awards Received 7/1/2024 through 12/30/2024</b>	<b>DISTRICT Tentatively Approved (but not received) 1/1/2024 through 12/30/2024</b>	<b>DISTRICT Not Awarded or Program Cancelled 1/1/2024 through 12/30/2024</b>
<b>\$30,362,609</b>	<b>\$2,148,156</b>	<b>\$1,350,000</b>	<b>\$9,525</b>





## **Major Foundation Proposals Outstanding at 12/30/2024:**

- City of Las Vegas \$400,000 for Homework Help / Tutoring Program
- Best Buy \$10,000 for Best Buy Teen Tech Center
- Nevada Arts Council \$25,000 for Cultural / Arts Program
- Nevada Humanities \$7,500 for Cultural / Arts Program
- Bank of America \$15,000 for Cultural / Arts Program
- Cox Invitational Grant \$88,000 for STEAM/HHAC Program
- Best Buy \$50,000 Grant for Tech Center Refresh
- Nevada Women's Philanthropy \$500,000 for My First Library



## **Major District Proposals Outstanding at 12/30/2024:**

- Federal Appropriations:
  - \$16,400,000 for Homework Help / Tutoring Program
  - \$5,500,000 for Rainbow Library Refresh
- Digital Equity: \$753,430 for the Career Readiness program

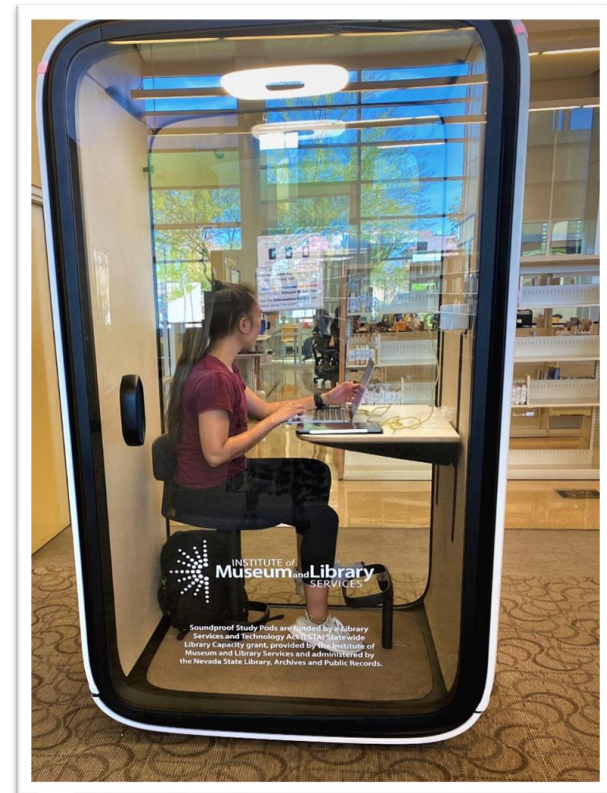


## A Few of Our New and Continued Partnerships/Donors





## Bookstore Sale at Clark County Library and Soundproof Study Pod at Windmill Library



The  
Library  
District  
Las Vegas-Clark County



*It's what we do...*

***Thank you!***



## ITEM VI.A.2.d.

### MEMORANDUM

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

**FROM:** Ronald Melnar, Acting IT Director

**DATE:** December 31, 2024

**SUBJECT:** Information Technology Report, January 2025

This memorandum reports on the Information Technology (IT) division's activities and project updates for the month of August and analytics compiled from the period of November 25 to December 30.

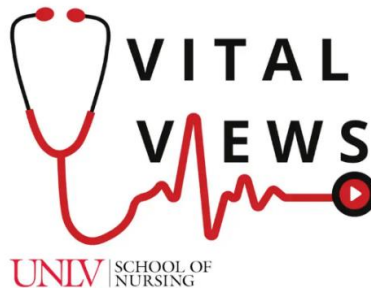
### POWERFUL PEOPLE

- Ingram Representative Amy Sackett visited Collections and Bibliographic Services on December 3 to discuss shelf ready accounts and financial planning for the remainder of the fiscal year and to train staff on iPage for ordering.
- Several CBS and IT staff attended the Town Hall on December 10. Service pins were received by the following staff members:
  - Youth Services Librarian Doris Cazares (10 years)
  - Collection Development Assistant Rebecca Dominguez (10 years)
  - Head of Collections and Bibliographic Services Rebecca Colbert (20 years)
  - Cataloger Kevin Bowman (25 years)
  - IT Assistant Nadine Griego (5 years)
  - IT Makerspace Specialist Zachary McKenzie (5 years)
  - Microcomputer and Network Analyst Shane Spillet (15 years)
  - Microcomputer and Network Analyst Jamesel Lighten (30 years)
- YPL Collection Development Librarian Jen Jost assisted Distribution Center Manager Raychel Lendis with a reverse inventory project at Moapa Town on December 6. The branch had over 9000 items which were manually checked in and weeded as needed. Ms. Jost also attended the Youth Services Summit on December 4 and participated in the Penguin Random House Focus Group with Brodart on December 9. This quarterly webinar allows librarians to share feedback with publishers regarding book topics and trends.
- Collections and Bibliographic Services welcomed new Collection Development Librarian Janie Rietesel to the department. Ms. Rietesel was previously in the Adult Services department at the West Charleston branch. CBS also celebrated Collection Development Librarian Debbie Tinsler's 20+ years with the District at her official retirement party on December 18. Ms. Tinsler's last day was January 3. An eligibility list will be used to secure her replacement.

- I worked with Electronic Resources Manager Suzanne Fayle to visit the last five Metro branches, Spring Valley, Summerlin, East Las Vegas, Sunrise, and Meadows, that do not have iPad checkout kiosks. We surveyed these branches and interviewed staff to determine the best locations in each that would support the addition of these kiosks. Meadows was the only location that we did not see a way to deploy a kiosk due to the extreme space limitation in that extremely small branch. We will be going forward for the other locations, however, and expect to make a purchase in the next three to four months.



- Head of Collections and Bibliographic Services joined me to present Information Technology's New Lead Onboarding annual webinar on December 12. Five staff members were in attendance. Ms. Colbert also joined WM Branch Manager Theron Nissen for a recording of Vital Voices – the award-winning UNLV School of Nursing Podcast on December 19 to discuss health kits and community health resources available at the library.
- I attended the quarterly Technology Advisory Committee meeting on December 12. While there, I was able to brief members on upcoming and ongoing IT projects that impact the branches, including new Vocera badges, Branch Manager Software upgrades, RFID Gate replacements, sorter replacements, computer replacements, and the upcoming computer reservation system replacement. Staff members were also able to ask questions and provide feedback during an open forum on technology challenges they have been experiencing.



- IT Staff, led by IT Makerspace Specialist Zach McKenzie, has deployed and configured 3D Print Zone equipment, including 3D printers, laptops, and supply kits, to the following eight Greater Clark County library branches: Sandy Valley, Bunkerville, Mesquite, Moapa Town, Blue Diamond, Indian Springs, Laughlin, and Searchlight. This completes the District-wide provisioning of 3D print locations as every branch now has a 3D Print Zone. Kudos to Mr. McKenzie.



- The District has been experiencing a significant increase in the number of spam and phishing emails that seem to be coming from PayPal and notifying staff members that someone is trying to give them money. A clever ploy as the holidays approached. Our Network and Security Analyst Alfred Cruz developed a way to block the spoofed emails while allowing legitimate email from PayPal to be delivered, helping to keep our network safe and keep staff from being tempted by this malware.

## POWERFUL PLACES

- CBS staff added 1,534 titles with 11,974 new items to the District's collection, while 9,236 items were withdrawn from the library catalog in November. Collection Development staff added 31,141 e-books and e-audiobooks to the collection in November.
- The Library at the Boulevard Mall had 31 items circulate in November. The Sunrise Hospital Anytime Library also had one item checked out in November. A collection refresh for both is planned for the new year.

## POWERFUL PARTNERSHIPS

- The IT Department received a check for the discarded computers, laptops, monitors, and networking devices that were previously sold. The check totaled \$6,535.
- IT Staff fulfilled a request from Literacy Services Manager Gail Sorensen to create a network shared drive specifically for Adult Learning Program staff members. The share



will provide a secure location for ALP staff to maintain documents and information while being routinely backed up by IT.

- Following a request from President and CEO of the Urban Libraries Council Brooks Rainwater, the IT Department provided our contact information as a library district that has been subjected to a significant price increase in Microsoft licensing. The ULC is working with different agencies to try and provide relief for districts that have seen these price increases from transitioning to new non-profit licenses and we have added our name to the list in order to be part of any solution they may be able to work out as they move forward with this initiative.
- The IT Systems team has been working on finishing the upgrade of the staff servers located in each of the Metro Area branches. IT Staff has been coordinating the upgrade of the Branch Manager software, which tracks items that go through the RFID security gates without being checked out, with our vendor Envisionware. We have participated in a kickoff meeting for the upgrade and it is scheduled for the third week in January.
- IT Staff has been working with Library Operations Staff to produce a viable self-checkout solution. Different vendors have been consulted for this solution, but so far, we have not been satisfied with any of their products. IT has completed a demo station using off-the-shelf products that could be used with an appropriate computer table. The benefit of this solution is that it would utilize the current software, known as Express Lane, from Clarivate, which we are not displeased with. Attempts to find a replacement for the current setup and furniture are ongoing.
- Working with our vendor Cisco, the IT Department has deployed several telephones as a Proof-of-Concept demonstration, as well as completing the integration with the Webex system. We will be evaluating the system for approximately the next three months for performance as well as ease-of-management.

## POWERFUL PLATFORMS

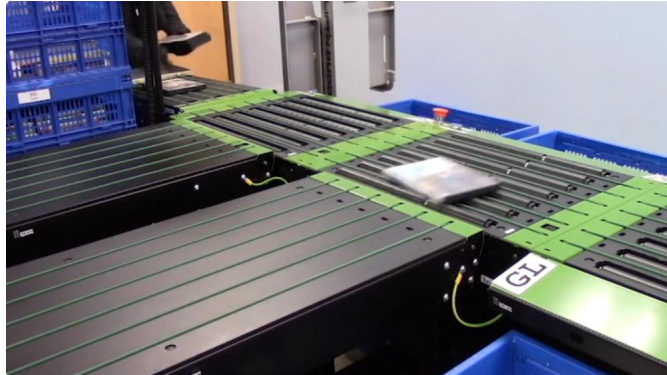
- The District's total circulation for November was 916,467 of which 4% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation was 494,791 and e-media circulation was 421,676. A breakdown of the e-media circulation by format follows:
  - E-books – 161,307
  - E-audiobooks – 177,343
  - Magazines – 30,217
  - Music – 38,571
  - Video – 14,238
- Boulder City and North Las Vegas customers have access to the District's Overdrive e-media collection, and the North Las Vegas Library District's customers accounted for approximately 6.7% of our Overdrive circulation while the Boulder City Library District's Customers accounted for approximately 1.5%. Henderson Libraries accounted for 1.1% of Overdrive checkouts with 3,824 checkouts while LVCCLD accounted for 757 checkouts of

Henderson's Overdrive content. Instant Digital cards generated 4% of Overdrive circulation with 13,614 checkouts. 903 new IDC users were created; 902 were local residents and one was a visitor.

- There were 4,136 music titles with 55 languages including 2,609 English records and 483 Spanish albums downloaded from Hoopla in November. We removed 875 Hoopla records from our database and updated 702 OCLC holding records. There were 3,216 ISBN updates sent to EBSCO for the Novelist Select Catalog Enhancement Program. There were 111 bib records loaded for BOU in November, and 362 bib records with 623 item records loaded for North Las Vegas. 180 government document records were added to Sierra in November.
- The domain name LVCCLDFoundation.COM has been renewed for another year. While this name is no longer routinely used by the Foundation, it is far easier and cheaper to renew it than it would be to re-acquire it if we let it lapse.
- IT Staff has been coordinating the implementation of the new computer reservation and printing solution from TBS, Inc. Representatives from TBS are scheduled to be on site starting January 13 to begin the installation and staff training at the Whitney branch.
- The Annual Tech Refresh project for the IT Department continues. We have replaced forty public computers in the Clark County Computer Lab. We still have approximately thirty staff and Youth Services computers to replace at that location, which were on hold until after the holidays.
- I have completed and submitted Requests for Proposals for hotspots, network equipment for the new West Las Vegas branch, and Internet services for several Greater Clark County branches. We have also completed and filed the Form 470 documentation with the Universal Service Administrative Company (USAC) for E-Rate reimbursements on these requests. We are currently in the process of receiving proposals and questions from vendors, after which we will compile the quotes and make decisions about who to go with for the services and equipment we are looking for.
- For over ten years, the District has been utilizing Vocera communication devices operating over our WIFI system. Last month we purchased 300 new devices and we have now received them. This month we will begin the configuration process, since each device requires this. We will then begin replacing these at every Metro area branch as well as provide some staff training on usage and charging procedures for the new badges.

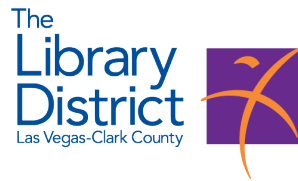


- The IT Department has completed scheduling the replacement of the materials handling equipment and sorters at the four branches scheduled for this fiscal year. We will begin the replacement at the Distribution Center February 11. Mesquite will be after that on February 14. West Charleston will follow on March 4 and we will finish at Whitney on March 11. This will complete the sorter replacements for the entire District and should keep us running for the next ten years.



Of the \$1,830,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY25 \$1,282,308 was expended on the items listed below:

- General Services Supplemental requests – \$4,622
- End-of-life IT Equipment -- \$4,285
- STEAM Bus HotSpot -- \$5,976
- Sorter Replacements -- \$476,558
- 3D Printing Equipment – \$10,677
- TechArt Labs MacBooks – \$37,392
- 3D Print Zone Furniture – \$18,170
- Computer Replacements – \$123,090
- 3D Print Zone Equipment – \$20,267
- RFID Gate Replacements – \$40,348
- End-of-life IT Equipment -- \$16,750
- Computer Reservation System -- \$214,385
- Computer Replacements -- \$158,560
- Vocera Upgrade/Replacements -- \$134,478
- 3D Printer Laptops -- \$7,700
- Computer Monitor Replacements -- \$9,050



## ITEM VI.A.3.a.

### MEMORANDUM

---

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

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

**DATE:** December 31, 2024

**SUBJECT:** Financial Services Report, January 2025

This memorandum summarizes the Financial Services Department's activities and project updates for the month of December 2024 and analytics compiled from the period of December 1 through December 31, 2024.

## Powerful People

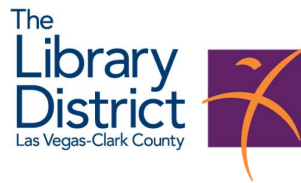
### Administration

- **Floresto Cabias** attended the District's Community Information Session regarding proposed venue fees
- **Floresto Cabias** attended a presentation from OrangeBoy Inc. with the **Administrative Team** to discuss services for data analytics
- **Financial Services Team** attended the District's Town Hall Halftime event
- **Financial Services Team** attended financial software demonstrations from Netsuite and SAP
- **Floresto Cabias** attended meetings with New Markets partners to prepare for additional potential State and Federal funding for the West Las Vegas Project
- **Floresto Cabias** and **John Vino** met with the Department of Business and Industry to discuss potential State of Nevada New Markets funding for the West Las Vegas Project
- **Floresto Cabias** and **Lynn Wing** interviewed candidates for the Administrative Assistant position in Financial Services
- **Lynn Wing** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Wing** prepared and followed up on Agreements for Services for performances scheduled for District-wide events
- **Lynn Wing** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

### Accounting

- Coded and verified all transactions (\$6.6M for the reporting period)
- Performed cash flow analysis
- Performed all payroll related duties, including PERS reporting
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department

- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detailed budget status for staff as requested
- Prepared and scanned monthly journal voucher entries
- Prepared and mailed Programming and Venues Services and Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and customer inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Managed/tracked all grant activity and prepared related reports
- Managed all investment activity
- Performed all accounting functions related to the Mesquite, East Las Vegas, and West Las Vegas QALICBs
- Administered the District's P-card accounts



## MEMORANDUM

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

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

**DATE:** December 31, 2024

**SUBJECT:** Financial Services Report, January 2025

Enclosed are the budget status reports for December 2024. General fund revenues show 47% of budgeted revenues collected.

### **Property Tax Revenues**

As of December 17, 2024, the District collected \$37.3M in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1.

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

The CTX shows 32% collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection.

The most recent CTX received by the District on December 17, 2024, represents CTX from the month of October 2024. The \$2.5M collected is 1.7% lower than the amount collected for the same period last fiscal year. For the first four months of FY 2025, CTX collected is 1.7% lower when compared to the prior fiscal year.

Southern Nevada's economy has been recovering from the impacts of the COVID-19 pandemic. The District's CTX have generally trended upward over this period, reflecting the recovery and the return of tourism and consumer spending. However, in FY 2024, staff observed a plateau in CTX. The total CTX for FY 2024 was essentially flat compared to the prior year, and slightly under the forecasted amount.

The 1.7% decline could be influenced by a number of factors, including a post-pandemic adjustment. The decline may be a return to more normalized consumer behavior following the pandemic-era boom. CTX may naturally slow as the economy stabilizes, which can sometimes result in periods of slower growth or even minor declines.

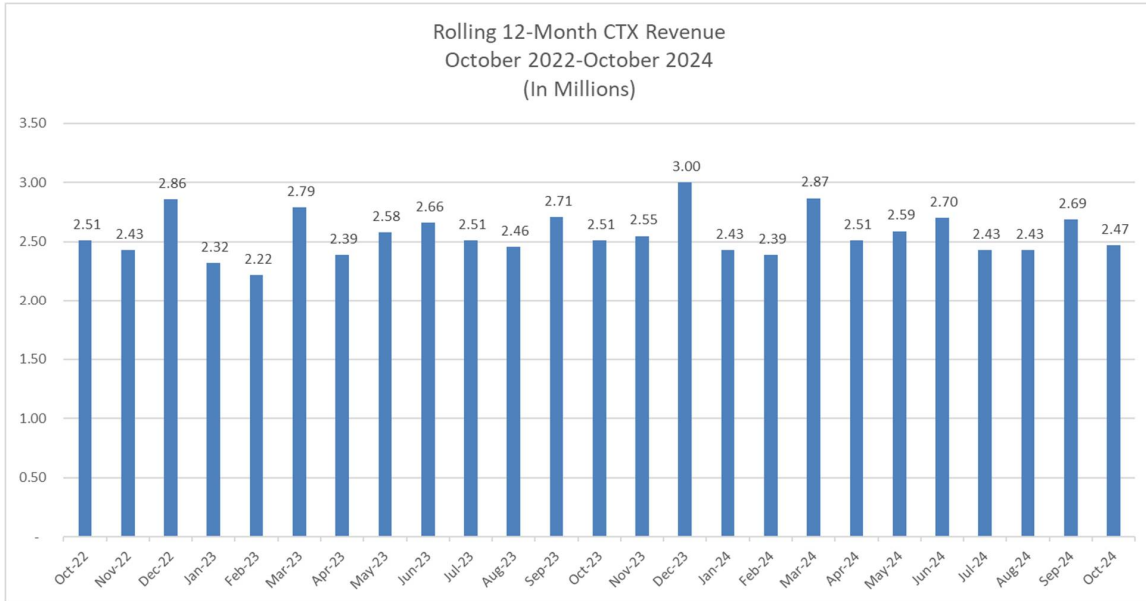
Nationally, the economy is navigating uncertainty with concerns around inflation, interest rates, and potential slowdowns in consumer spending. This could also have a ripple effect on the Southern Nevada economy, particularly as consumers may tighten spending, both in the tourism sector and among local residents. These economic pressures could influence CTX collections, especially as discretionary spending may contract in response to economic conditions.

While the slight decline in CTX in FY 2025 to date warrants attention, it is important to note the District's conservative budgeting meant to accommodate such fluctuations in revenues. Staff is closely monitoring the situation and will continue to track any economic developments that could impact revenue trends.

**Expenditures**

The General Fund spent 39% of the allocated budget for FY 2025, which is consistent with prior years for this time period. See the summary of expenditures by department in the reports below.

Staff will be available to answer questions.



Consolidated Sales Tax FY 2024 vs. FY 2025			
	FY24	FY25	% Change Over FY24
<b>July</b>	2,512,443.86	2,430,629.05	-3.26%
<b>August</b>	2,458,283.10	2,426,377.11	-1.30%
<b>September</b>	2,706,582.49	2,688,962.34	-0.65%
<b>October</b>	2,507,912.36	2,466,492.72	-1.65%
<b>November</b>	2,554,982.14		
<b>December</b>	2,965,326.12		
<b>January</b>	2,430,171.83		
<b>February</b>	2,385,397.64		
<b>March</b>	2,868,464.77		
<b>April</b>	2,508,275.59		
<b>May</b>	2,586,872.90		
<b>June</b>	2,697,110.04		
<b>TOTAL</b>	<b>31,181,822.84</b>	<b>10,012,461.22</b>	



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

**General Fund - 100  
From 07/01/2024 Through 12/17/2024**

	YTD Actual	Budget	Variance Amount	Variance Percent
<b>Revenues</b>				
Tax Revenue	\$ 37,266,583.26	\$ 68,639,254.00	\$ 31,372,670.74	45.71%
Intergovernmental Revenue	10,225,983.50	31,585,602.00	21,359,618.50	67.62%
Charges for Services	323,361.46	950,000.00	626,638.54	65.96%
Miscellaneous	856,635.31	1,600,000.00	743,364.69	46.46%
<b>Total Revenues</b>	<b>\$ 48,672,563.53</b>	<b>\$ 102,774,856.00</b>	<b>\$ 54,102,292.47</b>	<b>52.64%</b>
<b>Expenditures</b>				
Salaries	\$ 16,143,978.83	\$ 41,391,742.00	\$ 25,247,763.17	61.00%
Benefits	7,124,138.24	19,338,939.00	12,214,800.76	63.16%
Supplies & Services	8,133,297.81	21,095,160.00	12,961,862.19	61.44%
Capital Outlay	6,504,491.39	14,425,000.00	7,920,508.61	54.91%
<b>Total Expenditures</b>	<b>\$ 37,905,906.27</b>	<b>\$ 96,250,841.00</b>	<b>\$ 58,344,934.73</b>	<b>60.62%</b>
<b>Excess of Revenues Over Expenditures</b>	<b>\$ 10,766,657.26</b>	<b>\$ 6,524,015.00</b>		

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

**General Fund - 100  
From 07/01/2024 Through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
110	Administration - Executive	\$ 319,745.23	\$ 925,714.00	\$ 605,968.77	65.46%
120	Administration - Library Operations	1,296,192.38	2,265,951.00	969,758.62	42.80%
200	Financial Services	795,135.76	2,498,816.00	1,703,680.24	68.18%
215	Community Outreach	332,761.23	859,457.00	526,695.77	61.28%
216	Youth Services	291,602.62	693,949.00	402,346.38	57.98%
217	Adult Services	158,133.19	529,590.00	371,456.81	70.14%
220	Development	281,720.93	1,202,334.00	920,613.07	76.57%
240	General Services	5,180,151.99	13,072,918.00	7,892,766.01	60.37%
250	Human Resources	1,081,014.94	3,282,531.00	2,201,516.06	67.07%
251	HR-Work Insurance	539,477.72	1,507,000.00	967,522.28	64.20%
260	Information Technology	2,772,834.36	5,908,911.00	3,136,076.64	53.07%
270	Literacy Services	85,722.74	2,210,830.00	2,125,107.26	96.12%
280	Branding and Marketing	1,381,018.61	3,555,752.00	2,174,733.39	61.16%
290	Access Services	167,442.04	1,670,478.00	1,503,035.96	89.98%
310	Collection and Bibliographic Services	7,544,159.86	17,058,705.00	9,514,545.14	55.78%
320	Gallery Services	96,553.14	242,302.00	145,748.86	60.15%
330	Programming and Venues Services	1,593,102.56	3,824,342.00	2,231,239.44	58.34%
340	Community Engagement	250,452.05	817,095.00	566,642.95	69.35%
400	Library Operations	13,738,684.92	34,124,166.00	20,385,481.08	59.74%
<b>Total</b>		<b>\$ 37,905,906.27</b>	<b>\$ 96,250,841.00</b>	<b>\$ 58,344,934.73</b>	<b>60.62%</b>

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

**General Fund - 100  
Library Operations - Dept 400  
From 07/01/2024 Through 12/17/2024**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
100 Blue Diamond Library	\$ 75,181.47	\$ 143,884.00	\$ 68,702.53	47.75%
110 Bunkerville Library	61,996.77	152,707.00	90,710.23	59.40%
120 Clark County Library	1,050,490.45	3,218,728.00	2,168,237.55	67.36%
130 Enterprise Library	713,414.26	1,809,598.00	1,096,183.74	60.58%
140 Goodsprings Library	50,792.80	112,540.00	61,747.20	54.87%
160 Indian Springs Library	76,320.21	176,567.00	100,246.79	56.78%
180 Laughlin Library	364,577.73	916,530.00	551,952.27	60.22%
190 Mesquite Library	567,568.64	1,441,452.00	873,883.36	60.63%
200 Moapa Town Library	61,197.34	137,995.00	76,797.66	55.65%
210 Moapa Valley Library	174,471.24	402,792.00	228,320.76	56.68%
220 Mount Charleston Library	60,019.93	137,615.00	77,595.07	56.39%
230 Rainbow Library	947,317.81	2,205,568.00	1,258,250.19	57.05%
240 Sahara West Library	1,310,023.50	3,009,614.00	1,699,590.50	56.47%
250 Sandy Valley Library	67,608.22	158,778.00	91,169.78	57.42%
260 Searchlight Library	59,414.75	136,488.00	77,073.25	56.47%
270 Spring Valley Library	875,580.27	2,087,699.00	1,212,118.73	58.06%
280 Summerlin Library	746,592.97	1,748,337.00	1,001,744.03	57.30%
290 Sunrise Library	764,560.99	1,858,716.00	1,094,155.01	58.87%
300 West Charleston Library	897,660.31	2,214,268.00	1,316,607.69	59.46%
310 West Las Vegas Library	804,540.64	2,285,488.00	1,480,947.36	64.80%
320 Whitney Library	740,357.72	2,034,859.00	1,294,501.28	63.62%
360 Meadows Library	75,046.14	176,901.00	101,854.86	57.58%
370 Centennial Hills Library	982,377.38	2,360,371.00	1,377,993.62	58.38%
380 Windmill Library	1,018,781.44	2,370,606.00	1,351,824.56	57.02%
390 East Las Vegas Library	987,036.01	2,337,371.00	1,350,334.99	57.77%
605 City Misdemeanant	27,190.77	52,982.00	25,791.23	48.68%
610 Clark County Detention Dept.	178,565.16	435,712.00	257,146.84	59.02%
<b>Total</b>	<b>\$ 13,738,684.92</b>	<b>\$ 34,124,166.00</b>	<b>\$ 20,385,481.08</b>	<b>59.74%</b>

Regular Board of Trustees Meeting- January 16, 2025 - Item VII. Library Reports

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

**General Fund - 100**  
**From 07/01/2024 Through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
51100	Salaries - Full Time	\$ 13,201,184.44	\$ 33,550,522.00	\$ 20,349,337.56	60.65%
51200	Salaries - Part Time	2,377,066.52	6,249,546.00	3,872,479.48	61.96%
51300	Overtime Pay	27,768.69	55,000.00	27,231.31	49.51%
51400	Call Back Pay	7,346.84	10,798.00	3,451.16	31.96%
51500	Standby Pay	29,241.56	64,809.00	35,567.44	54.88%
51600	Longevity Pay	106,347.13	251,566.00	145,218.87	57.73%
51700	Separation Pay	97,899.88	450,000.00	352,100.12	78.24%
51800	Leave Buyout	297,123.77	500,000.00	202,876.23	40.58%
55100	Employees Retirement	4,511,354.42	11,548,997.00	7,037,642.58	60.94%
55200	Group Insurance	2,133,739.46	6,298,568.00	4,164,828.54	66.12%
55300	Workers' Comp. Payments	103,202.25	272,000.00	168,797.75	62.06%
55400	Medicare Coverage Expense	369,273.67	937,874.00	568,600.33	60.63%
55500	Unemployment Insurance	6,568.44	160,000.00	153,431.56	95.89%
61100	Office Supplies	224,038.97	612,630.00	388,591.03	63.43%
61110	Operating Supplies	211,294.96	855,205.00	643,910.04	75.29%
61120	Software & User Licenses	372,781.47	586,052.00	213,270.53	36.39%
61130	Software Maintenance	1,411,793.80	2,042,700.00	630,906.20	30.89%
61200	Book Materials & Supplies	28,883.14	110,000.00	81,116.86	73.74%
61205	Interlibrary Loan	325.05	4,500.00	4,174.95	92.78%
61210	Small Equipment	41,661.37	417,750.00	376,088.63	90.03%
61400	Equipment Repair & Maint.	462,738.72	814,856.00	352,117.28	43.21%
61410	Contracted Services	2,670,386.36	7,317,212.00	4,646,825.64	63.51%
61420	Building Repair & Maint.	79,898.30	400,000.00	320,101.70	80.03%
61500	Rental Expenses	31,727.81	70,816.00	39,088.19	55.20%
61600	Telephone	296,476.38	690,000.00	393,523.62	57.03%
61700	Utilities	818,527.27	2,500,000.00	1,681,472.73	67.26%
61800	Insurance & Bonds	478,618.30	480,000.00	1,381.70	0.29%
61900	Professional Services	329,194.59	1,173,750.00	844,555.41	71.95%
61910	Legal Services	69,055.00	363,000.00	293,945.00	80.98%
62200	Collection Agencies	1,194.75	100,000.00	98,805.25	98.81%
62300	Board Compensation	1,760.00	10,000.00	8,240.00	82.40%
62500	Postage	97,714.87	365,000.00	267,285.13	73.23%
62510	Advertising	135,834.50	489,700.00	353,865.50	72.26%
62600	Community Events	-	77,250.00	77,250.00	100.00%
62610	Staff Day	-	30,000.00	30,000.00	100.00%
62620	Recruitment	1,073.60	40,000.00	38,926.40	97.32%
62700	Education & Training	27,154.26	233,500.00	206,345.74	88.37%
62800	Travel & Transportation	62,719.10	287,800.00	225,080.90	78.21%
62900	Printing & Reproduction	127,026.84	391,953.00	264,926.16	67.59%
63000	Dues & Subscriptions	19,441.00	59,450.00	40,009.00	67.30%
65000	Miscellaneous Expenses	26,594.84	170,800.00	144,205.16	84.43%
65100	Bank Charges	17,782.56	50,000.00	32,217.44	64.43%
67000	Rental Expenses to QALICBs	87,600.00	732,237.00	644,637.00	88.04%
81700	Library Books	6,504,491.39	14,425,000.00	7,920,508.61	54.91%
<b>Total</b>		<b>\$ 37,905,906.27</b>	<b>\$ 96,250,841.00</b>	<b>\$ 58,344,934.73</b>	<b>60.62%</b>

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

**Grant Fund - 220  
From 07/01/2024 Through 12/17/2024**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
<b>Revenues</b>				
Intergovernmental Revenue	\$ 511,549.10	\$ 20,000,000.00	\$ 19,488,450.90	97.44%
<b>Total Revenues</b>	<b>\$ 511,549.10</b>	<b>\$ 20,000,000.00</b>	<b>\$ 19,488,450.90</b>	<b>97.44%</b>
<b>Expenditures</b>				
Salaries	\$ 399,132.84	\$ 1,300,000.00	\$ 900,867.16	69.30%
Benefits	144,962.26	700,000.00	555,037.74	79.29%
Supplies & Services	81,224.34	10,000,000.00	9,918,775.66	99.19%
Capital Outlay	81,367.50	8,000,000.00	7,918,632.50	98.98%
<b>Total Expenditures</b>	<b>\$ 706,686.94</b>	<b>\$ 20,000,000.00</b>	<b>\$ 19,293,313.06</b>	<b>96.47%</b>
<b>Deficit of Revenues Under Expenditures</b>	<b>\$ (195,137.84)</b>	<b>\$ -</b>		

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

**Grant Fund - 220**  
**From 07/01/2024 Through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
51100	Salaries - Full Time	\$ 284,861.10	\$ 900,000.00	\$ 615,138.90	68.35%
51200	Salaries - Part Time	111,825.28	400,000.00	288,174.72	72.04%
51300	Overtime Pay	135.06	250.00	114.94	45.98%
51600	Longevity Pay	696.88	900.00	203.12	22.57%
51800	Leave Buyout	1,614.52	2,176.67	562.15	25.83%
55100	Employees Retirement	90,108.60	400,000.00	309,891.40	77.47%
55200	Group Insurance	41,929.80	220,000.00	178,070.20	80.94%
55400	Medicare Coverage Expense	12,923.86	80,000.00	67,076.14	83.85%
61100	Office Supplies	2,976.81	511,200.00	508,223.19	99.42%
61120	Software & User Licenses	22,963.22	1,056,000.00	1,033,036.78	97.83%
61210	Small Equipment	47,859.46	2,017,500.00	1,969,640.54	97.63%
61410	Contracted Services	-	2,018,000.00	2,018,000.00	100.00%
62700	Education & Training	6,000.00	1,011,400.00	1,005,400.00	99.41%
62800	Travel & Transportation	1,424.85	1,004,000.00	1,002,575.15	99.86%
63000	Dues & Subscriptions	-	500,000.00	500,000.00	100.00%
65000	Miscellaneous Expenses	-	1,880,750.00	1,880,750.00	100.00%
81600	Capital Equipment - Major	37,750.00	7,924,000.00	7,886,250.00	99.52%
81700	Library Books	43,617.50	73,823.33	30,205.83	40.92%
<b>Total</b>		<b>\$ 706,686.94</b>	<b>\$ 20,000,000.00</b>	<b>\$ 19,293,313.06</b>	<b>96.47%</b>

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

**Gift Fund - 230  
From 07/01/2024 Through 12/17/2024**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
<b>Revenues</b>				
Miscellaneous	\$ 254,430.28	\$ 10,000,000.00	\$ 9,745,569.72	97.46%
<b>Total Revenues</b>	<b>\$ 254,430.28</b>	<b>\$ 10,000,000.00</b>	<b>\$ 9,745,569.72</b>	<b>97.46%</b>
<b>Expenditures</b>				
Salaries	\$ 208,640.63	\$ 208,640.63	\$ -	0.00%
Benefits	94,800.64	94,800.64	-	0.00%
Supplies & Services	208,163.26	5,900,000.00	5,691,836.74	96.47%
Capital Outlay	-	3,796,558.73	3,796,558.73	100.00%
<b>Total Expenditures</b>	<b>\$ 511,604.53</b>	<b>\$ 10,000,000.00</b>	<b>\$ 9,488,395.47</b>	<b>94.88%</b>
<b>Deficit of Revenues Under Expenditures</b>	<b>\$ (257,174.25)</b>	<b>\$ -</b>		

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

**Gift Fund - 230**  
**From 07/01/2024 Through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
51100	Salaries - Full Time	\$ 200,688.08	\$ 200,688.08	\$ -	0.00%
51200	Salaries - Part Time	7,952.55	7,952.55	-	0.00%
55100	Employees Retirement	64,813.63	64,813.63	-	0.00%
55200	Group Insurance	26,601.13	26,601.13	-	0.00%
55400	Medicare Coverage Expense	3,385.88	3,385.88	-	0.00%
61100	Office Supplies	-	5,000,000.00	5,000,000.00	100.00%
61110	Operating Supplies	32,980.97	100,000.00	67,019.03	67.02%
61210	Small Equipment	1,025.96	100,000.00	98,974.04	98.97%
61410	Contracted Services	27,375.00	100,000.00	72,625.00	72.63%
61900	Professional Services	133,338.66	200,000.00	66,661.34	33.33%
62510	Advertising	1,304.00	100,000.00	98,696.00	98.70%
62600	Community Events	11,598.67	100,000.00	88,401.33	88.40%
62800	Travel & Transportation	-	100,000.00	100,000.00	100.00%
65000	Miscellaneous Expenses	540.00	100,000.00	99,460.00	99.46%
81600	Capital Equipment - Major	-	3,696,558.73	3,696,558.73	100.00%
81700	Library Books	-	100,000.00	100,000.00	100.00%
<b>Total</b>		<b>\$ 511,604.53</b>	<b>\$ 10,000,000.00</b>	<b>\$ 9,488,395.47</b>	<b>94.88%</b>



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

**Capital Projects Fund - 510  
From 07/01/2024 Through 12/17/2024**

	YTD Actual	Budget	Variance Amount	Variance Percent
<b>Revenues</b>				
Miscellaneous	\$ 135,000.00	\$ 1,200,000.00	\$ 1,065,000.00	88.75%
<b>Total Revenues</b>	<b>\$ 135,000.00</b>	<b>\$ 1,200,000.00</b>	<b>\$ 1,065,000.00</b>	<b>88.75%</b>
<b>Expenditures</b>				
Supplies & Services	\$ 1,528,050.55	\$ 4,109,500.00	\$ 2,581,449.45	62.82%
Capital Outlay	489,377.68	12,557,500.00	12,068,122.32	96.10%
<b>Total Expenditures</b>	<b>\$ 2,017,428.23</b>	<b>\$ 16,667,000.00</b>	<b>\$ 14,649,571.77</b>	<b>87.90%</b>
<b>Deficit of Revenues Under Expenditures</b>	<b>\$ (1,882,428.23)</b>	<b>\$ (15,467,000.00)</b>		

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

**Capital Projects Fund - 510**  
**From 07/01/2024 Through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
61110	Operating Supplies	\$ 4,743.50	\$ 1,871,000.00	\$ 1,866,256.50	99.75%
61210	Small Equipment	591,520.59	769,500.00	177,979.41	23.13%
61400	Equipment Repair & Maint.	7,299.00	18,000.00	10,701.00	59.45%
61410	Contracted Services	-	100,000.00	100,000.00	100.00%
61420	Building Repair & Maint.	756,897.37	800,000.00	43,102.63	5.39%
61500	Rental Expenses	3,340.00	5,000.00	1,660.00	33.20%
61700	Utilities	554.53	5,000.00	4,445.47	88.91%
61800	Insurance & Bonds	2,415.00	10,000.00	7,585.00	75.85%
61900	Professional Services	46,556.89	165,000.00	118,443.11	71.78%
61910	Legal Services	13,233.42	115,000.00	101,766.58	88.49%
65000	Miscellaneous Expenses	101,490.25	175,000.00	73,509.75	42.01%
81300	Buildings	15,000.00	20,000.00	5,000.00	25.00%
81400	Construction in Progress	1,945.00	120,000.00	118,055.00	98.38%
81500	Capital Improvements	50,623.62	8,911,000.00	8,860,376.38	99.43%
81600	Capital Equipment - Major	-	2,957,500.00	2,957,500.00	100.00%
81700	Library Books	421,809.06	625,000.00	203,190.94	32.51%
<b>Total</b>		<b>\$ 2,017,428.23</b>	<b>\$ 16,667,000.00</b>	<b>\$ 14,649,571.77</b>	<b>87.90%</b>

**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 2050 - Furniture Replacement  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
<b>Expenditures</b>					
61210	Small Equipment	\$ 17,674.20	\$ 100,000.00	\$ 82,325.80	82%
	<b>Total Expenditures</b>	<b>\$ 17,674.20</b>	<b>\$ 100,000.00</b>	<b>\$ 82,325.80</b>	<b>82%</b>

**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 2200 - Financial Services  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
<b>Expenditures</b>					
61210	Small Equipment	\$ 1,718.00	\$ 40,000.00	\$ 38,282.00	96%
61900	Professional Services	4,600.00	14,500.00	9,900.00	68%
81600	Capital Equipment - Major	-	250,500.00	250,500.00	100%
<b>Total Expenditures</b>		<b>\$ 6,318.00</b>	<b>\$ 305,000.00</b>	<b>\$ 298,682.00</b>	<b>98%</b>

**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 4010 - IT - Tech Replacements & Upgrades  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

		YTD Actual	Budget	Variance Amount	Variance Percent
<b>Expenditures</b>					
61110	Operating Supplies	\$ 1,918.86	\$ 90,000.00	\$ 88,081.14	98%
61210	Small Equipment	558,776.94	560,000.00	1,223.06	0%
61400	Equipment Repair & Maint.	7,299.00	40,000.00	32,701.00	82%
61410	Contracted Services	-	80,000.00	80,000.00	100%
81600	Capital Equipment - Major	-	1,060,000.00	1,060,000.00	100%
<b>Total Expenditures</b>		<b>\$ 567,994.80</b>	<b>\$ 1,830,000.00</b>	<b>\$ 1,262,005.20</b>	<b>69%</b>

**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 5010 - Bldg Repair & Maintenance  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

	YTD Actual	Budget	Variance Amount	Variance Percent
<b>Expenditures</b>				
61110 Operating Supplies	\$ 1,310.25	\$ 2,732,000.00	\$ 2,730,689.75	100%
61210 Small Equipment	1,301.08	3,000.00	1,698.92	57%
61420 Building Repair & Maint.	228,366.74	750,000.00	521,633.26	70%
61900 Professional Services	11,336.40	40,000.00	28,663.60	72%
81600 Capital Equipment - Major	-	450,000.00	450,000.00	100%
<b>Total Expenditures</b>	<b>\$ 242,314.47</b>	<b>\$ 3,975,000.00</b>	<b>\$ 3,732,685.53</b>	<b>94%</b>

**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 5015 - Capital Construction  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

		YTD Actual	Budget	Variance Amount	Variance Percent
<b>Expenditures</b>					
81500	Capital Improvements	\$ 761,317.70	\$ 8,975,000.00	\$ 8,213,682.30	92%
<b>Total Expenditures</b>		<b>\$ 761,317.70</b>	<b>\$ 8,975,000.00</b>	<b>\$ 8,213,682.30</b>	<b>92%</b>

**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 5020 - CE Projects  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
<b>Expenditures</b>					
61210	Small Equipment	\$ -	\$ 15,000.00	\$ 15,000.00	100%
61410	Contracted Services	-	45,000.00	45,000.00	100%
81600	Capital Equipment - Major	-	997,000.00	997,000.00	100%
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 1,057,000.00</b>	<b>\$ 1,057,000.00</b>	<b>100%</b>



**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 7010 - Library Materials  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
<b>Expenditures</b>					
81700	Library Books	\$ 421,809.06	\$ 625,000.00	\$ 203,190.94	33%
<b>Total Expenditures</b>		<b>\$ 421,809.06</b>	<b>\$ 625,000.00</b>	<b>\$ 203,190.94</b>	<b>33%</b>

**Las Vegas-Clark County Library District  
Encumbrance Budget  
By Project**

**Project 9010 - Vehicle Purchase and Replacement  
From 07/01/2024 through 12/17/2024**

**510  
Capital Projects Fund**

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

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

**Debt Service Fund - 610  
From 07/01/2024 Through 12/17/2024**

	YTD Actual	Budget	Variance Amount	Variance Percent
<b>Revenues</b>				
Miscellaneous	\$ -	\$ 10,000.00	\$ 10,000.00	100.00%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>100.00%</b>
<b>Expenditures</b>				
Supplies & Services	\$ -	\$ 10,000.00	\$ 10,000.00	100.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>100.00%</b>
<b>Excess (Deficit) Revenues of Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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

**Debt Service Fund - 610**  
**From 07/01/2024 Through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>	<b>Variance Percent</b>
65100	Bank Charges	\$ -	\$ 10,000.00	\$ 10,000.00	100.00%
<b>Total</b>		<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>100.00%</b>

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

**General Fund - 100  
Administration - Executive - 110  
From 07/01/2024 through 12/17/2024**

		YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 189,257.42	\$ 411,076.00	\$ 221,818.58
<b>Total Salaries and Wages</b>		<b>\$ 189,257.42</b>	<b>\$ 411,076.00</b>	<b>\$ 221,818.58</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 50,310.92	\$ 137,711.00	\$ 87,400.08
55200	Group Insurance	12,577.48	45,216.00	32,638.52
55400	Medicare Coverage Expense	2,898.45	5,961.00	3,062.55
<b>Total Employee Benefits</b>		<b>\$ 65,786.85</b>	<b>\$ 188,888.00</b>	<b>\$ 123,101.15</b>
<b>Services and Supplies</b>				
61100	Office Supplies	\$ 157.74	\$ 3,500.00	\$ 3,342.26
61110	Operating Supplies	315.79	2,000.00	1,684.21
61120	Software & User Licenses	-	45,000.00	45,000.00
61210	Small Equipment	-	10,000.00	10,000.00
61900	Professional Services	8,240.70	75,000.00	66,759.30
61910	Legal Services	34,674.00	75,000.00	40,326.00
62300	Board Compensation	1,760.00	10,000.00	8,240.00
62600	Community Events	-	15,000.00	15,000.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation***	1,140.73	25,000.00	23,859.27
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	18,161.00	30,000.00	11,839.00
65000	Miscellaneous Expenses	251.00	30,000.00	29,749.00
<b>Total Services and Supplies</b>		<b>\$ 64,700.96</b>	<b>\$ 325,750.00</b>	<b>\$ 261,049.04</b>
<b>Total Administration - Executive-110</b>		<b>\$ 319,745.23</b>	<b>\$ 925,714.00</b>	<b>\$ 605,968.77</b>

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

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

**General Fund - 100  
Administration - Library Operations - 120  
From 07/01/2024 through 12/17/2024**

		YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 786,454.54	\$ 1,198,803.00	\$ 412,348.46
51200	Salaries - Part Time	69,884.78	103,797.00	33,912.22
51600	Longevity Pay	4,924.12	8,665.00	3,740.88
<b>Total Salaries and Wages</b>		<b>\$ 861,263.44</b>	<b>\$ 1,311,265.00</b>	<b>\$ 450,001.56</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 287,608.71	\$ 439,274.00	\$ 151,665.29
55200	Group Insurance	97,121.27	165,999.00	68,877.73
55400	Medicare Coverage Expense	14,035.90	19,013.00	4,977.10
<b>Total Employee Benefits</b>		<b>\$ 398,765.88</b>	<b>\$ 624,286.00</b>	<b>\$ 225,520.12</b>
<b>Services and Supplies</b>				
61100	Office Supplies	\$ 91.83	\$ 1,000.00	\$ 908.17
61110	Operating Supplies	3,926.03	50,000.00	46,073.97
61120	Software & User Licenses	-	15,000.00	15,000.00
61130	Software Maintenance	-	5,000.00	5,000.00
61210	Small Equipment	14,570.71	140,000.00	125,429.29
61400	Equipment Repair & Maint.	409.44	10,000.00	9,590.56
61410	Contracted Services	6,100.00	27,900.00	21,800.00
61500	Rental Expenses	-	2,500.00	2,500.00
62600	Community Events	-	20,000.00	20,000.00
62620	Recruitment	-	20,000.00	20,000.00
62700	Education & Training	6,714.06	7,500.00	785.94
62800	Travel & Transportation	4,350.99	30,000.00	25,649.01
63000	Dues & Subscriptions	-	1,500.00	1,500.00
<b>Total Services and Supplies</b>		<b>\$ 36,163.06</b>	<b>\$ 330,400.00</b>	<b>\$ 294,236.94</b>
<b>Total Administration - Library Operations-120</b>		<b>\$ 1,296,192.38</b>	<b>\$ 2,265,951.00</b>	<b>\$ 969,758.62</b>

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

**General Fund - 100  
Financial Services - 200  
From 07/01/2024 through 12/17/2024**

		YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 264,455.57	\$ 634,017.00	\$ 369,561.43
51200	Salaries - Part Time	11,353.49	27,366.00	16,012.51
51300	Overtime Pay	750.78	-	(750.78)
51600	Longevity Pay	883.33	2,000.00	1,116.67
<b>Total Salaries and Wages</b>		<b>\$ 277,443.17</b>	<b>\$ 663,383.00</b>	<b>\$ 385,939.83</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 87,679.30	\$ 213,066.00	\$ 125,386.70
55200	Group Insurance	34,933.74	93,584.00	58,650.26
55400	Medicare Coverage Expense	4,797.23	11,316.00	6,518.77
<b>Total Employee Benefits</b>		<b>\$ 127,410.27</b>	<b>\$ 317,966.00</b>	<b>\$ 190,555.73</b>
<b>Services and Supplies</b>				
61110	Operating Supplies	\$ 3,002.70	\$ 6,000.00	\$ 2,997.30
61130	Software Maintenance	42,341.24	50,000.00	7,658.76
61400	Equipment Repair & Maint.	44,856.30	76,030.00	31,173.70
61410	Contracted Services	55,126.73	225,000.00	169,873.27
61900	Professional Services	69,538.75	100,000.00	30,461.25
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	1,194.75	100,000.00	98,805.25
62500	Postage	40,644.87	85,000.00	44,355.13
62510	Advertising	3,789.50	16,700.00	12,910.50
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	120.60	3,000.00	2,879.40
63000	Dues & Subscriptions	1,130.00	6,000.00	4,870.00
65000	Miscellaneous Expenses	23,154.32	60,000.00	36,845.68
65100	Bank Charges	17,782.56	50,000.00	32,217.44
67000	Rental Expenses to QALICBs	87,600.00	732,237.00	644,637.00
<b>Total Services and Supplies</b>		<b>\$ 390,282.32</b>	<b>\$ 1,517,467.00</b>	<b>\$ 1,127,184.68</b>
<b>Total Financial Services-200</b>		<b>\$ 795,135.76</b>	<b>\$ 2,498,816.00</b>	<b>\$ 18,203,680.24</b>

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

**General Fund - 100  
Community Outreach - 215  
From 07/01/2024 through 12/17/2024**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>			
51100 Salaries - Full Time	\$ 207,195.18	\$ 451,876.00	\$ 244,680.82
51200 Salaries - Part Time	9,361.04	80,470.00	71,108.96
51300 Overtime Pay	158.93	-	(158.93)
51600 Longevity Pay	1,322.11	2,933.00	1,610.89
<b>Total Salaries and Wages</b>	<b>\$ 218,037.26</b>	<b>\$ 535,279.00</b>	<b>\$ 317,241.74</b>
<b>Employee Benefits</b>			
55100 Employees Retirement	\$ 68,579.72	\$ 152,361.00	\$ 83,781.28
55200 Group Insurance	31,039.94	83,316.00	52,276.06
55400 Medicare Coverage Expense	3,722.41	12,751.00	9,028.59
<b>Total Employee Benefits</b>	<b>\$ 103,342.07</b>	<b>\$ 248,428.00</b>	<b>\$ 145,085.93</b>
<b>Services and Supplies</b>			
61110 Operating Supplies	\$ 6,270.57	\$ 24,500.00	\$ 18,229.43
61210 Small Equipment	227.98	12,500.00	12,272.02
61410 Contracted Services	600.00	2,000.00	1,400.00
62600 Community Events	-	5,000.00	5,000.00
62700 Education & Training	-	7,000.00	7,000.00
62800 Travel & Transportation	4,283.35	14,000.00	9,716.65
62900 Printing & Reproduction	-	10,000.00	10,000.00
63000 Dues & Subscriptions	-	750.00	750.00
<b>Total Services and Supplies</b>	<b>\$ 11,381.90</b>	<b>\$ 75,750.00</b>	<b>\$ 64,368.10</b>
<b>Total Community Outreach-215</b>	<b>\$ 332,761.23</b>	<b>\$ 859,457.00</b>	<b>\$ 526,695.77</b>



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

**General Fund - 100  
Youth Services - 216  
From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 113,089.35	\$ 252,524.00	\$ 139,434.65
51600	Longevity Pay	899.74	2,039.00	1,139.26
<b>Total Salaries and Wages</b>		<b>\$ 113,989.09</b>	<b>\$ 254,563.00</b>	<b>\$ 140,573.91</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 38,903.01	\$ 85,279.00	\$ 46,375.99
55200	Group Insurance	10,568.40	26,026.00	15,457.60
55400	Medicare Coverage Expense	1,637.23	3,691.00	2,053.77
<b>Total Employee Benefits</b>		<b>\$ 51,108.64</b>	<b>\$ 114,996.00</b>	<b>\$ 63,887.36</b>
<b>Services and Supplies</b>				
61110	Operating Supplies	\$ 37,804.99	\$ 146,690.00	\$ 108,885.01
61120	Software & User Licenses	-	6,000.00	6,000.00
61210	Small Equipment	365.00	18,650.00	18,285.00
61410	Contracted Services	87,574.00	142,550.00	54,976.00
61500	Rental Expenses	500.00	1,500.00	1,000.00
62700	Education & Training	-	3,000.00	3,000.00
62800	Travel & Transportation	260.90	6,000.00	5,739.10
<b>Total Services and Supplies</b>		<b>\$ 126,504.89</b>	<b>\$ 324,390.00</b>	<b>\$ 197,885.11</b>
<b>Total Youth Services-216</b>		<b>\$ 291,602.62</b>	<b>\$ 693,949.00</b>	<b>\$ 402,346.38</b>

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

**General Fund - 100  
Adult Services - 217  
From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 79,873.04	\$ 181,446.00	\$ 101,572.96
51600	Longevity Pay	999.89	2,280.00	1,280.11
<b>Total Salaries and Wages</b>		<b><u>\$ 80,872.93</u></b>	<b><u>\$ 183,726.00</u></b>	<b><u>\$ 102,853.07</u></b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 27,889.62	\$ 61,548.00	\$ 33,658.38
55200	Group Insurance	10,335.80	25,252.00	14,916.20
55400	Medicare Coverage Expense	1,218.40	2,664.00	1,445.60
<b>Total Employee Benefits</b>		<b><u>\$ 39,443.82</u></b>	<b><u>\$ 89,464.00</u></b>	<b><u>\$ 50,020.18</u></b>
<b>Services and Supplies</b>				
61110	Operating Supplies	\$ 4,350.46	\$ 48,950.00	\$ 44,599.54
61120	Software & User Licenses	-	2,500.00	2,500.00
61210	Small Equipment	447.94	17,750.00	17,302.06
61410	Contracted Services	32,550.00	179,700.00	147,150.00
61500	Rental Expenses	-	1,500.00	1,500.00
62700	Education & Training	-	2,000.00	2,000.00
62800	Travel & Transportation	468.04	4,000.00	3,531.96
<b>Total Services and Supplies</b>		<b><u>\$ 37,816.44</u></b>	<b><u>\$ 256,400.00</u></b>	<b><u>\$ 218,583.56</u></b>
<b>Total Adult Services-217</b>		<b><u>\$ 158,133.19</u></b>	<b><u>\$ 529,590.00</u></b>	<b><u>\$ 371,456.81</u></b>

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

**General Fund - 100  
Development - 220  
From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 100,058.97	\$ 446,079.00	\$ 346,020.03
51600	Longevity Pay	1,195.29	2,749.00	1,553.71
<b>Total Salaries and Wages</b>		<b><u>\$ 101,254.26</u></b>	<b><u>\$ 448,828.00</u></b>	<b><u>\$ 347,573.74</u></b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 33,265.56	\$ 150,357.00	\$ 117,091.44
55200	Group Insurance	18,286.57	78,141.00	59,854.43
55400	Medicare Coverage Expense	1,470.67	6,508.00	5,037.33
<b>Total Employee Benefits</b>		<b><u>\$ 53,022.80</u></b>	<b><u>\$ 235,006.00</u></b>	<b><u>\$ 181,983.20</u></b>
<b>Services and Supplies</b>				
61100	Office Supplies	\$ -	\$ 5,000.00	\$ 5,000.00
61110	Operating Supplies	153.96	3,750.00	3,596.04
61410	Contracted Services	-	14,000.00	14,000.00
61900	Professional Services	126,958.66	399,750.00	272,791.34
62510	Advertising	-	25,000.00	25,000.00
62600	Community Events	-	25,000.00	25,000.00
62800	Travel & Transportation	331.25	25,000.00	24,668.75
63000	Dues & Subscriptions	-	11,000.00	11,000.00
65000	Miscellaneous Expenses	-	10,000.00	10,000.00
<b>Total Services and Supplies</b>		<b><u>\$ 127,443.87</u></b>	<b><u>\$ 518,500.00</u></b>	<b><u>\$ 391,056.13</u></b>
<b>Total Development-220</b>		<b><u>\$ 281,720.93</u></b>	<b><u>\$ 1,202,334.00</u></b>	<b><u>\$ 920,613.07</u></b>

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

**General Fund - 100  
General Services - 240  
From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 912,970.08	\$ 2,098,805.00	\$ 1,185,834.92
51200	Salaries - Part Time	30,359.24	104,670.00	74,310.76
51300	Overtime Pay	9,965.27	25,000.00	15,034.73
51400	Call Back Pay	7,346.84	10,798.00	3,451.16
51500	Standby Pay	29,241.56	64,809.00	35,567.44
51600	Longevity Pay	2,929.60	6,671.00	3,741.40
<b>Total Salaries and Wages</b>		<b>\$ 992,812.59</b>	<b>\$ 2,310,753.00</b>	<b>\$ 1,317,940.41</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 317,483.88	\$ 737,363.00	\$ 419,879.12
55200	Group Insurance	180,326.40	487,184.00	306,857.60
55400	Medicare Coverage Expense	16,522.86	39,923.00	23,400.14
<b>Total Employee Benefits</b>		<b>\$ 514,333.14</b>	<b>\$ 1,264,470.00</b>	<b>\$ 750,136.86</b>
<b>Services and Supplies</b>				
61100	Office Supplies	\$ 4,295.72	\$ 15,000.00	\$ 10,704.28
61110	Operating Supplies	118,976.05	380,000.00	261,023.95
61130	Software Maintenance	35,075.12	79,700.00	44,624.88
61210	Small Equipment	3,758.60	40,000.00	36,241.40
61400	Equipment Repair & Maint.	24,775.17	65,000.00	40,224.83
61410	Contracted Services	2,102,261.86	5,463,495.00	3,361,233.14
61420	Building Repair & Maint.	79,898.30	400,000.00	320,101.70
61500	Rental Expenses	3,619.87	20,000.00	16,380.13
61700	Utilities	818,527.27	2,500,000.00	1,681,472.73
61800	Insurance & Bonds	478,618.30	480,000.00	1,381.70
61900	Professional Services	-	15,000.00	15,000.00
61910	Legal Services	3,000.00	10,000.00	7,000.00
62510	Advertising	-	8,000.00	8,000.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	-	1,000.00	1,000.00
62900	Printing & Reproduction	-	500.00	500.00
63000	Dues & Subscriptions	-	1,000.00	1,000.00
65000	Miscellaneous Expenses	200.00	14,000.00	13,800.00
<b>Total Services and Supplies</b>		<b>\$ 3,673,006.26</b>	<b>\$ 9,497,695.00</b>	<b>\$ 5,824,688.74</b>
<b>Total General Services-240</b>		<b>\$ 5,180,151.99</b>	<b>\$ 13,072,918.00</b>	<b>\$ 7,892,766.01</b>

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

**General Fund - 100  
Human Resources - 250  
From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 437,877.53	\$ 1,198,391.00	\$ 760,513.47
51300	Overtime Pay	42.56	-	(42.56)
<b>Total Salaries and Wages</b>		<b><u>\$ 437,920.09</u></b>	<b><u>\$ 1,198,391.00</u></b>	<b><u>\$ 760,470.91</u></b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 145,782.89	\$ 401,461.00	\$ 255,678.11
55200	Group Insurance	64,578.61	220,595.00	156,016.39
55400	Medicare Coverage Expense	6,416.73	17,377.00	10,960.27
55500	Unemployment Insurance	6,568.44	80,000.00	73,431.56
<b>Total Employee Benefits</b>		<b><u>\$ 223,346.67</u></b>	<b><u>\$ 719,433.00</u></b>	<b><u>\$ 496,086.33</u></b>
<b>Services and Supplies</b>				
61110	Operating Supplies	\$ 4,961.34	\$ 15,015.00	\$ 10,053.66
61130	Software Maintenance	239,455.02	240,000.00	544.98
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	86,269.04	87,192.00	922.96
61900	Professional Services	2,487.25	430,000.00	427,512.75
61910	Legal Services	31,055.00	265,000.00	233,945.00
62510	Advertising	-	20,000.00	20,000.00
62600	Community Events	-	2,250.00	2,250.00
62610	Staff Day	-	30,000.00	30,000.00
62620	Recruitment	1,073.60	20,000.00	18,926.40
62700	Education & Training	19,440.20	150,000.00	130,559.80
62800	Travel & Transportation	32,017.21	50,000.00	17,982.79
63000	Dues & Subscriptions	-	5,000.00	5,000.00
65000	Miscellaneous Expenses	2,989.52	50,000.00	47,010.48
<b>Total Services and Supplies</b>		<b><u>\$ 419,748.18</u></b>	<b><u>\$ 1,364,707.00</u></b>	<b><u>\$ 944,958.82</u></b>
<b>Total Human Resources-250</b>		<b><u>\$ 1,081,014.94</u></b>	<b><u>\$ 3,282,531.00</u></b>	<b><u>\$ 2,201,516.06</u></b>

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

**General Fund - 100  
HR-Work Insurance - 251  
From 07/01/2024 through 12/17/2024**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>			
51700 Separation Pay	\$ 97,899.88	\$ 450,000.00	\$ 352,100.12
51800 Leave Buyout	297,123.77	500,000.00	202,876.23
<b>Total Salaries and Wages</b>	<b><u>\$ 395,023.65</u></b>	<b><u>\$ 950,000.00</u></b>	<b><u>\$ 554,976.35</u></b>
<b>Employee Benefits</b>			
55200 Group Insurance	\$ 41,251.82	\$ 205,000.00	\$ 163,748.18
55300 Workers' Comp. Payments	103,202.25	272,000.00	168,797.75
55500 Unemployment Insurance	-	80,000.00	80,000.00
<b>Total Employee Benefits</b>	<b><u>\$ 144,454.07</u></b>	<b><u>\$ 557,000.00</u></b>	<b><u>\$ 412,545.93</u></b>
<b>Total HR-Work Insurance-251</b>	<b><u>\$ 539,477.72</u></b>	<b><u>\$ 1,507,000.00</u></b>	<b><u>\$ 967,522.28</u></b>

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

**General Fund - 100  
Information Technology - 260  
From 07/01/2024 through 12/17/2024**

	YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>			
51100 Salaries - Full Time	\$ 721,090.61	\$ 1,904,766.00	\$ 1,183,675.39
51300 Overtime Pay	8,922.62	25,000.00	16,077.38
51600 Longevity Pay	3,150.15	10,945.00	7,794.85
<b>Total Salaries and Wages</b>	<b>\$ 733,163.38</b>	<b>\$ 1,940,711.00</b>	<b>\$ 1,207,547.62</b>
<b>Employee Benefits</b>			
55100 Employees Retirement	\$ 243,048.13	\$ 641,763.00	\$ 398,714.87
55200 Group Insurance	100,075.09	287,359.00	187,283.91
55400 Medicare Coverage Expense	10,809.19	27,778.00	16,968.81
<b>Total Employee Benefits</b>	<b>\$ 353,932.41</b>	<b>\$ 956,900.00</b>	<b>\$ 602,967.59</b>
<b>Services and Supplies</b>			
61110 Operating Supplies	\$ 9,320.67	\$ 35,000.00	\$ 25,679.33
61120 Software & User Licenses	1,516.95	30,000.00	28,483.05
61130 Software Maintenance	974,850.51	1,490,000.00	515,149.49
61210 Small Equipment	9,538.26	35,000.00	25,461.74
61400 Equipment Repair & Maint.	390,861.26	640,000.00	249,138.74
61410 Contracted Services	3,174.54	65,000.00	61,825.46
61600 Telephone	296,476.38	690,000.00	393,523.62
62700 Education & Training	-	25,000.00	25,000.00
62800 Travel & Transportation	-	1,000.00	1,000.00
65000 Miscellaneous Expenses	-	300.00	300.00
<b>Total Services and Supplies</b>	<b>\$ 1,685,738.57</b>	<b>\$ 3,011,300.00</b>	<b>\$ 1,325,561.43</b>
<b>Total Information Technology-260</b>	<b>\$ 2,772,834.36</b>	<b>\$ 5,908,911.00</b>	<b>\$ 3,136,076.64</b>

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

**General Fund - 100  
Literacy Services - 270  
From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 57,754.00	\$ 1,270,490.00	\$ 1,212,736.00
51200	Salaries - Part Time	1,394.66	140,126.00	138,731.34
51300	Overtime Pay	2.16	-	(2.16)
51600	Longevity Pay	-	1,553.00	1,553.00
<b>Total Salaries and Wages</b>		<b>\$ 59,150.82</b>	<b>\$ 1,412,169.00</b>	<b>\$ 1,353,018.18</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 20,160.16	\$ 435,454.00	\$ 415,293.84
55200	Group Insurance	4,281.48	252,029.00	247,747.52
55400	Medicare Coverage Expense	854.87	33,003.00	32,148.13
<b>Total Employee Benefits</b>		<b>\$ 25,296.51</b>	<b>\$ 720,486.00</b>	<b>\$ 695,189.49</b>
<b>Services and Supplies</b>				
61100	Office Supplies	\$ 490.66	\$ 4,000.00	\$ 3,509.34
61110	Operating Supplies	-	12,000.00	12,000.00
61410	Contracted Services	784.75	42,175.00	41,390.25
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	-	15,000.00	15,000.00
<b>Total Services and Supplies</b>		<b>\$ 1,275.41</b>	<b>\$ 78,175.00</b>	<b>\$ 76,899.59</b>
<b>Total Literacy Services-270</b>		<b>\$ 85,722.74</b>	<b>\$ 2,210,830.00</b>	<b>\$ 2,125,107.26</b>



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

**General Fund - 100**  
**Branding and Marketing - 280**  
**From 07/01/2024 through 12/17/2024**

	YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>			
51100 Salaries - Full Time	\$ 448,116.64	\$ 1,046,705.00	\$ 598,588.36
51300 Overtime Pay	32.93	-	(32.93)
51600 Longevity Pay	841.68	1,900.00	1,058.32
<b>Total Salaries and Wages</b>	<b>\$ 448,991.25</b>	<b>\$ 1,048,605.00</b>	<b>\$ 599,613.75</b>
<b>Employee Benefits</b>			
55100 Employees Retirement	\$ 149,495.45	\$ 351,283.00	\$ 201,787.55
55200 Group Insurance	52,773.76	141,628.00	88,854.24
55400 Medicare Coverage Expense	6,508.82	15,205.00	8,696.18
<b>Total Employee Benefits</b>	<b>\$ 208,778.03</b>	<b>\$ 508,116.00</b>	<b>\$ 299,337.97</b>
<b>Services and Supplies</b>			
61110 Operating Supplies	\$ 2,107.24	\$ 26,800.00	\$ 24,692.76
61120 Software & User Licenses	347,600.30	364,052.00	16,451.70
61210 Small Equipment	2,417.01	10,000.00	7,582.99
61400 Equipment Repair & Maint.	1,836.55	15,576.00	13,739.45
61410 Contracted Services	52,800.00	470,700.00	417,900.00
61500 Rental Expenses	-	700.00	700.00
61910 Legal Services	-	10,000.00	10,000.00
62500 Postage	57,070.00	280,000.00	222,930.00
62510 Advertising	132,045.00	420,000.00	287,955.00
62600 Community Events	-	5,000.00	5,000.00
62800 Travel & Transportation	346.39	18,000.00	17,653.61
62900 Printing & Reproduction	127,026.84	376,703.00	249,676.16
65000 Miscellaneous Expenses	-	1,500.00	1,500.00
<b>Total Services and Supplies</b>	<b>\$ 723,249.33</b>	<b>\$ 1,999,031.00</b>	<b>\$ 1,275,781.67</b>
<b>Total Branding and Marketing-280</b>	<b>\$ 1,381,018.61</b>	<b>\$ 3,555,752.00</b>	<b>\$ 2,174,733.39</b>

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

**General Fund - 100**  
**Access Services - 290**  
**From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 27,971.29	\$ 805,527.00	\$ 777,555.71
51200	Salaries - Part Time	-	143,359.00	143,359.00
51300	Overtime Pay	-	5,000.00	5,000.00
51600	Longevity Pay	3,286.85	11,359.00	8,072.15
<b>Total Salaries and Wages</b>		<b>\$ 31,258.14</b>	<b>\$ 965,245.00</b>	<b>\$ 933,986.86</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 10,003.50	\$ 302,984.00	\$ 292,980.50
55200	Group Insurance	3,017.10	115,665.00	112,647.90
55400	Medicare Coverage Expense	398.55	17,384.00	16,985.45
<b>Total Employee Benefits</b>		<b>\$ 13,419.15</b>	<b>\$ 436,033.00</b>	<b>\$ 422,613.85</b>
<b>Services and Supplies</b>				
61100	Office Supplies	\$ 624.65	\$ 2,500.00	\$ 1,875.35
61110	Operating Supplies	1,169.03	12,000.00	10,830.97
61120	Software & User Licenses	-	40,000.00	40,000.00
61130	Software Maintenance	120,071.91	198,000.00	77,928.09
61205	Interlibrary Loan	325.05	1,500.00	1,174.95
61210	Small Equipment	-	5,000.00	5,000.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	424.11	5,000.00	4,575.89
63000	Dues & Subscriptions	150.00	200.00	50.00
<b>Total Services and Supplies</b>		<b>\$ 122,764.75</b>	<b>\$ 269,200.00</b>	<b>\$ 146,435.25</b>
<b>Total Access Services-290</b>		<b>\$ 167,442.04</b>	<b>\$ 1,670,478.00</b>	<b>\$ 1,503,035.96</b>

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

**General Fund - 100**  
**Collection and Bibliographic Services - 310**  
**From 07/01/2024 through 12/17/2024**

	YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>			
51100 Salaries - Full Time	\$ 556,708.27	\$ 1,389,977.00	\$ 833,268.73
51200 Salaries - Part Time	12,562.70	77,844.00	65,281.30
51600 Longevity Pay	13,617.30	30,110.00	16,492.70
<b>Total Salaries and Wages</b>	<b>\$ 582,888.27</b>	<b>\$ 1,497,931.00</b>	<b>\$ 915,042.73</b>
<b>Employee Benefits</b>			
55100 Employees Retirement	\$ 194,451.36	\$ 492,499.00	\$ 298,047.64
55200 Group Insurance	101,883.44	295,832.00	193,948.56
55400 Medicare Coverage Expense	9,575.61	23,443.00	13,867.39
<b>Total Employee Benefits</b>	<b>\$ 305,910.41</b>	<b>\$ 811,774.00</b>	<b>\$ 505,863.59</b>
<b>Services and Supplies</b>			
61110 Operating Supplies	\$ -	\$ 1,000.00	\$ 1,000.00
61120 Software & User Licenses	-	47,000.00	47,000.00
61200 Book Materials & Supplies	28,883.14	110,000.00	81,116.86
61210 Small Equipment	-	7,000.00	7,000.00
61900 Professional Services	121,969.23	154,000.00	32,030.77
62800 Travel & Transportation	17.42	5,000.00	4,982.58
<b>Total Services and Supplies</b>	<b>\$ 150,869.79</b>	<b>\$ 324,000.00</b>	<b>\$ 173,130.21</b>
<b>Capital Outlay</b>			
81700 Library Books	\$ 6,504,491.39	\$ 14,425,000.00	\$ 7,920,508.61
<b>Total Capital Outlay</b>	<b>\$ 6,504,491.39</b>	<b>\$ 14,425,000.00</b>	<b>\$ 7,920,508.61</b>
<b>Total Collection and Bibliographic Services-310</b>	<b>\$ 7,544,159.86</b>	<b>\$ 17,058,705.00</b>	<b>\$ 9,514,545.14</b>

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

**General Fund - 100  
Gallery Services - 320  
From 07/01/2024 through 12/17/2024**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 62,979.30	\$ 146,259.00	\$ 83,279.70
<b>Total Salaries and Wages</b>		<b>\$ 62,979.30</b>	<b>\$ 146,259.00</b>	<b>\$ 83,279.70</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 21,098.09	\$ 48,997.00	\$ 27,898.91
55200	Group Insurance	10,303.09	29,425.00	19,121.91
55400	Medicare Coverage Expense	985.57	2,121.00	1,135.43
<b>Total Employee Benefits</b>		<b>\$ 32,386.75</b>	<b>\$ 80,543.00</b>	<b>\$ 48,156.25</b>
<b>Services and Supplies</b>				
61110	Operating Supplies	\$ 1,092.62	\$ 8,500.00	\$ 7,407.38
61120	Software & User Licenses	-	2,000.00	2,000.00
62800	Travel & Transportation	94.47	3,500.00	3,405.53
62900	Printing & Reproduction	-	1,500.00	1,500.00
<b>Total Services and Supplies</b>		<b>\$ 1,187.09</b>	<b>\$ 15,500.00</b>	<b>\$ 14,312.91</b>
<b>Total Gallery Services-320</b>		<b>\$ 96,553.14</b>	<b>\$ 242,302.00</b>	<b>\$ 145,748.86</b>

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

**General Fund - 100  
Programming and Venues Services - 330  
From 07/01/2024 through 12/17/2024**

		YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 766,294.75	\$ 1,777,508.00	\$ 1,011,213.25
51200	Salaries - Part Time	156,554.04	363,333.00	206,778.96
51300	Overtime Pay	6,674.99	20,000.00	13,325.01
51600	Longevity Pay	5,081.85	11,476.00	6,394.15
<b>Total Salaries and Wages</b>		<b>\$ 934,605.63</b>	<b>\$ 2,172,317.00</b>	<b>\$ 1,237,711.37</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 276,107.34	\$ 637,566.00	\$ 361,458.66
55200	Group Insurance	107,092.05	281,954.00	174,861.95
55400	Medicare Coverage Expense	20,193.18	46,655.00	26,461.82
<b>Total Employee Benefits</b>		<b>\$ 403,392.57</b>	<b>\$ 966,175.00</b>	<b>\$ 562,782.43</b>
<b>Services and Supplies</b>				
61110	Operating Supplies	\$ 15,804.83	\$ 38,000.00	\$ 22,195.17
61120	Software & User Licenses	-	10,000.00	10,000.00
61210	Small Equipment	10,335.87	86,850.00	76,514.13
61400	Equipment Repair & Maint.	-	8,000.00	8,000.00
61410	Contracted Services	206,295.44	488,000.00	281,704.56
61500	Rental Expenses	14,943.40	27,000.00	12,056.60
62700	Education & Training	1,000.00	10,000.00	9,000.00
62800	Travel & Transportation	6,724.82	16,000.00	9,275.18
63000	Dues & Subscriptions	-	2,000.00	2,000.00
<b>Total Services and Supplies</b>		<b>\$ 255,104.36</b>	<b>\$ 685,850.00</b>	<b>\$ 430,745.64</b>
<b>Total Programming and Venues Services-330</b>		<b>\$ 1,593,102.56</b>	<b>\$ 3,824,342.00</b>	<b>\$ 2,231,239.44</b>

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

**General Fund - 100  
Community Engagement - 340  
From 07/01/2024 through 12/17/2024**

		YTD Actual	Budget	Variance Amount
<b>Salaries and Wages</b>				
51100	Salaries - Full Time	\$ 125,251.78	\$ 400,041.00	\$ 274,789.22
<b>Total Salaries and Wages</b>		<b>\$ 125,251.78</b>	<b>\$ 400,041.00</b>	<b>\$ 274,789.22</b>
<b>Employee Benefits</b>				
55100	Employees Retirement	\$ 41,959.39	\$ 134,014.00	\$ 92,054.61
55200	Group Insurance	18,110.43	58,739.00	40,628.57
55400	Medicare Coverage Expense	1,824.43	5,801.00	3,976.57
<b>Total Employee Benefits</b>		<b>\$ 61,894.25</b>	<b>\$ 198,554.00</b>	<b>\$ 136,659.75</b>
<b>Services and Supplies</b>				
61110	Operating Supplies	\$ 2,038.68	\$ 10,000.00	\$ 7,961.32
61120	Software & User Licenses	23,664.22	24,500.00	835.78
61210	Small Equipment	-	35,000.00	35,000.00
61410	Contracted Services	36,850.00	124,500.00	87,650.00
61910	Legal Services	326.00	500.00	174.00
62600	Community Events	-	5,000.00	5,000.00
62700	Education & Training	-	4,000.00	4,000.00
62800	Travel & Transportation	427.12	10,000.00	9,572.88
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	-	2,000.00	2,000.00
<b>Total Services and Supplies</b>		<b>\$ 63,306.02</b>	<b>\$ 218,500.00</b>	<b>\$ 155,193.98</b>
<b>Total Community Engagement-340</b>		<b>\$ 250,452.05</b>	<b>\$ 817,095.00</b>	<b>\$ 566,642.95</b>

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

**General Fund - 100  
Library Operations - 400  
From 07/01/2024 through 12/17/2024**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Variance Amount</b>
<b>Salaries and Wages</b>			
51100 Salaries - Full Time	\$ 7,343,786.12	\$ 17,916,232.00	\$ 10,572,445.88
51200 Salaries - Part Time	2,085,596.57	5,208,581.00	3,122,984.43
51300 Overtime Pay	1,218.45	-	(1,218.45)
51600 Longevity Pay	67,215.22	156,886.00	89,670.78
<b>Total Salaries and Wages</b>	<b><u>\$ 9,497,816.36</u></b>	<b><u>\$ 23,281,699.00</u></b>	<b><u>\$ 13,783,882.64</u></b>
<b>Employee Benefits</b>			
55100 Employees Retirement	\$ 2,497,527.39	\$ 6,126,017.00	\$ 3,628,489.61
55200 Group Insurance	1,235,182.99	3,405,624.00	2,170,441.01
55400 Medicare Coverage Expense	265,403.57	647,280.00	381,876.43
<b>Total Employee Benefits</b>	<b><u>\$ 3,998,113.95</u></b>	<b><u>\$ 10,178,921.00</u></b>	<b><u>\$ 6,180,807.05</u></b>
<b>Services and Supplies</b>			
61100 Office Supplies	\$ 218,378.37	\$ 581,630.00	\$ 363,251.63
61205 Interlibrary Loan	-	3,000.00	3,000.00
61500 Rental Expenses	12,664.54	17,616.00	4,951.46
62800 Travel & Transportation	11,711.70	56,300.00	44,588.30
65000 Miscellaneous Expenses	-	5,000.00	5,000.00
<b>Total Services and Supplies</b>	<b><u>\$ 242,754.61</u></b>	<b><u>\$ 663,546.00</u></b>	<b><u>\$ 420,791.39</u></b>
<b>Total Library Operations-400</b>	<b><u>\$ 13,738,684.92</u></b>	<b><u>\$ 34,124,166.00</u></b>	<b><u>\$ 20,385,481.08</u></b>

Regular Board of Trustees Meeting- January 16, 2025 - Item VII. Library Reports

Las Vegas Clark Count Library District  
Check Register

General Fund - 100  
From 11/16/2024 through 12/17/2024

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21620	11/18/2024	11626	Jay Atwood	2000 Kawai Grand RX-7 (2379839)	\$ 570.00
21621	11/18/2024	11941	Brink's Incorporated	Excess Fees Oct 2024	3,661.34
21622	11/18/2024	12175	PSI Services, LLC	HiSet Oct	86.00
21623	11/18/2024	1240	Brady Industries of Nevada, LLC	Consumable Supplies- Stock	544.59
21624	11/18/2024	1244	Bron Tapes, Inc.	BT-435 clear tape 24mm, 48mm, & 75m	2,051.46
21628	11/18/2024	1580	Ferguson Enterprises, LLC	SMTH - Plumbing Handicap has a leak	490.60
21629	11/18/2024	1742	Ideal Supply Company Inc.	EV - Plumb. - Drain Strainer Replacement	53.03
21630	11/18/2024	1757	Ingram Library Services	Order PUR027330	42,739.92
21631	11/18/2024	1854	Kamer Zucker Abbott	Attorney/Legal Fee Balance Oct 2024	6,840.00
21632	11/18/2024	2098	Moapa Valley Water District	SVC 10/9/24 - 11/5/24 MV	349.87
21633	11/18/2024	2152	Codale Electric Supply Inc	RB - Lighting - Spare Lamps	383.28
21634	11/18/2024	2169	Nevada Illumination	CH: Parking Lot Light Repair	391.10
21635	11/18/2024	2234	Overton Power District #5	SVC 10/01/24 - 11/01/24 MQLC	2,131.99
21636	11/18/2024	2465	Russell Sigler Inc.	WV: Replace frame sensor	61.50
21637	11/18/2024	2533	Suburban Propane - 1487	Propane Service 10/22/24 MC	2,149.49
21639	11/18/2024	2798	Brodart Co.	Order PUR027354	69,635.91
21640	11/18/2024	2799	CDW Government Inc,	NetAlly AllyCare Support- 3yr	1,266.20
21641	11/18/2024	2914	Iron Mountain	October 2025	683.46
21642	11/18/2024	3149	Midwest Tape	Order PUR027366	9,619.66
21643	11/18/2024	3355	Teamsters Security Fund S. Nevada	November 2024	464,160.86
21644	11/18/2024	4042	Baker & Taylor, Inc.	Order PUR027355	5,495.32
21645	11/18/2024	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Nov 2024	6,666.77
21646	11/18/2024	5130	OverDrive Inc.	orders for FY 24-25	292,134.15
21647	11/18/2024	5769	The Penworthy Company	monthly s o books for branches	9,582.85
21648	11/18/2024	7371	EnvisionWare, Inc.	Blanket Open PO	786.00
21649	11/18/2024	7943	Communication Electronic Systems Inc	WM: Replace (2) failed fire alarm amplifier batteries	138.00
21650	11/18/2024	8010	Allied Universal Security Services	FY 25: Contract! On-Site Security	202,644.10
21651	11/18/2024	8122	Staples Advantage Dept LA	STAPLES 8.5X11 COPY CS LA	6,382.15
21652	11/18/2024	8557	Guaranteed Pest Solutions LLC	FY 25: Urban - Contrl Bed Bug Inspe	308.75
21653	11/18/2024	9101	O'Reilly Auto Parts	Courier Vehicles - Blue DEF	82.50
21654	11/18/2024	9383	Office Plus	Toner SW	5,708.27
21655	11/18/2024	9393	Pamela Sundlie	VVCBF face painter	800.00
21656	11/18/2024	9431	B&H Photo-Video	De-Embedder & Switcher	2,416.14
21657	11/18/2024	9631	Elliott's Sewer & Drain	FY 25: Misc Plumbing Repairs	392.75
21658	11/18/2024	9869	Unique Integrated Communications	Call Center October 2024	6,913.45
21660	11/25/2024	10129	Fun Express LLC	Order PUR028275	1,090.22
21661	11/25/2024	10147	CompuNet, Inc.	NetSpi-External Pen Test+Attack Surface ASM	20,910.00
21662	11/25/2024	10228	Sterling Volunteers	13 Volunteer background checks	261.50
21663	11/25/2024	10641	Quench USA, Inc.	FY 25: Contrl Filtered Drinking Water	1,080.10
21664	11/25/2024	11055	Bryant Rogers	Finance Audit 111324	80.00
21665	11/25/2024	11065	Pyro Combustion and Controls, Inc.	FY 25: Contrl Boiler Pre-Season Service	1,800.00
21666	11/25/2024	11075	Cadient Talent, LLC	Data Extraction	1,500.00
21667	11/25/2024	11101	Academy Glass Company Inc.	BD: Replace broken glass	1,380.00
21668	11/25/2024	11652	Nathaniel Paul Waugh	Finance Audit 111324	40.00
21669	11/25/2024	11681	Jennifer L. Jiron	11-14 Board Mtg	40.00
21670	11/25/2024	11703	Kathleen Hagen Turner Whiteley	Finance Audit 111324	40.00
21671	11/25/2024	1201	Best Janitorial Services of Nevada	FY 25: Contrl Janitorial Services	161,952.20
21672	11/25/2024	12054	Amazon Capital Services, Inc.	Amazon Billing 10/15/24 to 11/14/24	22,932.45
21673	11/25/2024	12302	Elaine Sanchez	Finance Audit 111324	40.00
21674	11/25/2024	12405	Karen L. Dutkowski	11-14 Board Comp	40.00
21675	11/25/2024	12407	Par 3 Landscape and Maintenance Inc	FY 25: Misc Landscape Repairs/Service	838.78
21676	11/25/2024	12547	Claytee D. White	Finance Audit 111324	80.00
21677	11/25/2024	1429	DC Thomas	BD Rent December 2024	1,809.22
21678	11/25/2024	1566	Fairway Chevrolet	#60 - 2 Batteries for Courier's Vehicle	501.00
21679	11/25/2024	1580	Ferguson Enterprises, LLC	SV-Plumbing First 2 Toilets W P RR has a Leak	480.80
21680	11/25/2024	1627	Cengage Learning, Inc.	Orders for FY 24/25	5,981.08
21681	11/25/2024	1742	Ideal Supply Company Inc.	CC - Elkay Fountain Filters	360.00
21682	11/25/2024	1757	Ingram Library Services	Order PUR027330	37,491.57
21683	11/25/2024	2152	Codale Electric Supply Inc	WMSC - Lighting Changed Ballasts	388.00
21684	11/25/2024	2234	Overton Power District #5	SVC 10/8/24-11/8/24 MV	339.35
21685	11/25/2024	2307	Progressive Elevator	FY 25 CC Contrl Elevator Maint	1,590.00
21686	11/25/2024	2350	Rebel Oil Company	FY25: Misc Vehicle/Generator/Fire Pump Fuel	16,372.12
21687	11/25/2024	2486	Sonitrol Of Southern NV	FY 25: Misc Burglar Alarm Repairs	253.46
21688	11/25/2024	2669	Urban Libraries Council	ULC Membership 02/01/2025 - 01/31/2026	13,500.00
21690	11/25/2024	2798	Brodart Co.	Order PUR027354	1,867.89
21691	11/25/2024	2809	Water District	Summary Bill October 2024	24,279.69
21692	11/25/2024	2819	CenturyLink Communications, LLC	Local Service from Nov 07.2024 to Dec 06.2024	2,918.84
21693	11/25/2024	2852	Chem-Aqua, Inc.	FY25 EV & RB-Contrl HVAC Water Treatment	811.02
21694	11/25/2024	2853	Dick Blick	Dick Blick Supplies	260.37
21695	11/25/2024	2887	Thomson Reuters West Payment Ctr	Order PUR027574	3,680.92
21696	11/25/2024	2891	AFLAC	November 2024 Individual	777.82
21697	11/25/2024	3149	Midwest Tape	Order PUR027366	23,641.58
21698	11/25/2024	4522	Quest Diagnostics	15 pre-employment drug tests	600.75
21699	11/25/2024	4604	Brodart Library Supplies & Furnishings	cd, dvd cases & kapco	1,521.00
21700	11/25/2024	5001	UniFirst Corporation	FY25:FAC-Contrl Uniform Rental	124.29



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Las Vegas Clark Count Library District  
Check Register

General Fund - 100  
From 11/16/2024 through 12/17/2024

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21701	11/25/2024	5130	OverDrive Inc.	orders for FY 24-25	103,882.27
21702	11/25/2024	5718	Tangerine Office Machines	Miscellaneous Printer Parts/Repairs	1,759.00
21704	11/25/2024	7800	The Printer Place	P7005-3MO SERVICE CONTRACT	247.50
21705	11/25/2024	7943	Communication Electronic Systems Inc	FY 25:CH, ME & WM-Fire Alarm Monitoring	165.00
21706	11/25/2024	8122	Staples Advantage Dept LA	Supplies SV	3,213.77
21707	11/25/2024	8557	Guaranteed Pest Solutions LLC	FY 25:Urban - Contr'l Bed Bug Inspec	168.75
21708	11/25/2024	9074	Statewide Fire Protection - Western States	WM: Fire Sprinkler Repair	780.00
21709	11/25/2024	9287	Otis Elevator Company	FY 25:WM - Contr'l Elevator Maintenance	900.49
21710	11/25/2024	9383	Office Plus	Toner WV	5,803.56
21711	11/25/2024	9393	Pamela Sundlie	Face Painting Demonstration	300.00
21712	11/25/2024	9431	B&H Photo-Video	Photo Printer Supplies	1,115.42
21713	11/25/2024	9827	Vision Sign Inc.	FY 25: SM & SV-Contr'l Sign Maintenance	210.00
21714	11/25/2024	9907	Principal Life Insurance Company	December 2024	31,657.16
21715	12/2/2024	10017	CDA Media Relations	Dec ad in Las Vegas Black Image Magazine	4,350.00
21716	12/2/2024	10129	Fun Express LLC	Winter Prizes	360.01
21718	12/2/2024	10179	Safe and Secure Alarms and Video	FY 25: WC-Contr'l Burglar Alarm Monitoring	54.00
21719	12/2/2024	1064	Allied Refrigeration Inc.	LA: HVAC Chiller Repair	2,222.00
21720	12/2/2024	10789	Gabriel Parker	Teen Music Production Class at CC	720.00
21721	12/2/2024	10927	CenturyLink	Service 11.20.24 - 12.19.24	322.98
21722	12/2/2024	11065	Pyro Combustion and Controls, Inc.	FY 25: Contr'l Boiler Pre-Season Service	3,300.00
21723	12/2/2024	11137	Vital Records Holdings, Inc.	Monthly Maintenance Fee Oct 2024	146.06
21724	12/2/2024	11626	Jay Atwood	Piano Tuning CC	135.00
21725	12/2/2024	1180	Baron Pest Solutions, Inc.	FY 25: LA - Contr'l Pest Control	47.00
21726	12/2/2024	12407	Par 3 Landscape and Maintenance Inc	FY 25: Contr'l Landscape Maintenance	19,839.04
21727	12/2/2024	1300	Cashman Equipment Company	WV: Fire Pump Repairs	5,082.37
21728	12/2/2024	1518	ECR	WV: Cash Register Repair	1,846.95
21729	12/2/2024	1566	Fairway Chevrolet	#58 - LOF, Tires Rotated, MPI, Oil Filter	118.42
21730	12/2/2024	1580	Ferguson Enterprises, LLC	WC - Plumbing Unclogged Water Fountain	818.81
21731	12/2/2024	1757	Ingram Library Services	Order PUR027330	110,844.89
21732	12/2/2024	2533	Suburban Propane - 1487	Propane Tank Rent MC	5.00
21733	12/2/2024	2702	Grainger, Inc.	#43 Tool - Flood Bulb Changer	47.78
21734	12/2/2024	2798	Brodart Co.	Order PUR028801	199,244.33
21735	12/2/2024	2799	CDW Government Inc,	HP Color LaserJet Ent. 5700dn Printer	956.69
21736	12/2/2024	2803	Boulevard Trophy	Recognition Committee Awards 2024	2,467.00
21737	12/2/2024	2852	Chem-Aqua, Inc.	FY25 EV & RB-Contr'l HVAC Water Treatment	648.90
21738	12/2/2024	2860	Las Vegas Review Journal	Spanish ad 50030198_11/13/2024 - 11/19/2024	46.58
21739	12/2/2024	3770	Cox Communications of Las Vegas	Service 11.17.24 - 12.16.24	29,560.14
21740	12/2/2024	3823	Lucas Holdings, LLC	Catelyn Card reorder	1,838.47
21741	12/2/2024	4042	Baker & Taylor, Inc.	Order PUR027355	3,426.73
21742	12/2/2024	4224	DataPLUS Communications	WH: Camera Relocation	420.00
21743	12/2/2024	4676	Color Reflections	Comic Festival Directionals	1,813.00
21744	12/2/2024	5001	UniFirst Corporation	FY25:FAC-Contr'l Uniform Rental	124.29
21745	12/2/2024	5130	OverDrive Inc.	orders for FY 24-25	151,651.34
21746	12/2/2024	5718	Tangerine Office Machines	Miscellaneous Printer Parts/Repairs	325.00
21747	12/2/2024	6206	Vitral LLC	Translation Svcs-Library Card Sign Up Mnth	230.00
21748	12/2/2024	7687	United Lock and Security, Inc.	FY25 Misc Lock/Key Services	153.75
21749	12/2/2024	8010	Allied Universal Security Services	FY 25: Contr'l Security - Special Events	16,601.08
21750	12/2/2024	8122	Staples Advantage Dept LA	Paper BAM	4,614.13
21751	12/2/2024	8155	Las Vegas Clark County Library District Foundation	Invoice P1041350	15,509.78
21752	12/2/2024	8557	Guaranteed Pest Solutions LLC	WH: Service Call - Bed Bugs	145.00
21754	12/2/2024	9890	High Sierra Elevator Inspections	FY 25: Contr'l Elevator Inspns	2,630.00
21755	12/9/2024	10129	Fun Express LLC	FunExpress Winter Family Craft Buffet	779.24
21756	12/9/2024	10144	CFRA	Stock Reports & Outlook for CC	1,760.00
21757	12/9/2024	10162	CenturyLink	Local Service from 11.24.24 to 12.23.24	137.70
21758	12/9/2024	10212	Virgin Valley Water District	SVC 10/20/24 - 11/20/24 MQ	810.52
21760	12/9/2024	11928	All Hose South LLC	CC:Repair materials	28.49
21761	12/9/2024	11984	Victig	8 Pre-employment background check	810.92
21762	12/9/2024	1201	Best Janitorial Services of Nevada	FY 25: Contr'l Janitorial Services	161,952.20
21763	12/9/2024	12407	Par 3 Landscape and Maintenance Inc	May 2024: EV - Contractual Landscape Service	357.00
21764	12/9/2024	12464	Nationwide Premium Holding	Nationwide November 2024 Pet Ins Inv	700.95
21766	12/9/2024	1457	Demco, Inc.	10 boxes each class labels - bio & bilingual	200.42
21767	12/9/2024	1580	Ferguson Enterprises, LLC	RB - Plumbing Replaced H2O Fountain	169.36
21768	12/9/2024	1627	Cengage Learning, Inc.	Orders for FY 24/25	43,620.13
21769	12/9/2024	1678	Scholastic Library Publishing	Order PUR028395	41,558.00
21770	12/9/2024	2169	Nevada Illumination	WC:parking lot light out	233.70
21771	12/9/2024	2215	OCLC Inc.	IFM debits & Admin 11/1/24-11/30/24	244.38
21772	12/9/2024	2234	Overton Power District #5	SVC 10/22/24 - 11/22/24 MT	213.33
21773	12/9/2024	2362	Refrigeration Supplies Distributor	RB - HVAC	110.32
21774	12/9/2024	2698	Virgin Valley Disposal	SVC 11/1/24 - 11/30/24 MQ	149.89
21775	12/9/2024	2798	Brodart Co.	Order PUR028866	13,030.64
21777	12/9/2024	2860	Las Vegas Review Journal	Ad Number 50005869 - 50018243	1,800.00
21778	12/9/2024	3149	Midwest Tape	Order PUR027366	677,966.40
21779	12/9/2024	3300	ProQuest LLC	Heritage Quest Online 1/1/25-12/31/25	38,537.15
21780	12/9/2024	3324	Rio Virgin Telephone Co.	Service 12/01/2024 to 12/31/2024	648.92
21781	12/9/2024	3355	Teamsters Security Fund S. Nevada	December 2024	463,288.87
21782	12/9/2024	3770	Cox Communications of Las Vegas	Service 11.22.24 - 12.21.24	97.08

Regular Board of Trustees Meeting- January 16, 2025 - Item VII. Library Reports

Las Vegas Clark Count Library District  
Check Register

General Fund - 100  
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Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21783	12/9/2024	3776	Got Bugs LLC	FY 25:MQL & MQLC-Contr'l Pest Control	200.00
21784	12/9/2024	4042	Baker & Taylor, Inc.	Order PUR027355	4,090.95
21785	12/9/2024	4517	Fingerprint Pros, Inc.	10 Pre-employment fingerprints	590.00
21786	12/9/2024	4522	Quest Diagnostics	7 Pre-Employment drug test	876.70
21787	12/9/2024	4604	Brodart Library Supplies & Furnishings	50 rolls barcode protectors	1,214.00
21788	12/9/2024	4676	Color Reflections	Comic Festival Directionals	693.00
21789	12/9/2024	4723	Purvis Industries - Las Vegas NV	WV - HVAC Repair	40.24
21790	12/9/2024	4897	Public Employees Benefits Program State of NV	Invoice PI041402	6,773.99
21791	12/9/2024	5001	UniFirst Corporation	FY25-FAC-Contr'l Uniform Rental	124.29
21792	12/9/2024	7169	Advanced Entertainment Services Inc.	Marley Tape	366.80
21793	12/9/2024	7671	Rentokil	FY25 Urban-Contr'l Monthly Pest Control	2,826.00
21794	12/9/2024	7687	United Lock and Security, Inc.	FY25 Misc Lock/Key Services	377.31
21795	12/9/2024	8122	Staples Advantage Dept LA	Suplies SV	241.26
21796	12/9/2024	8437	Super Cleaners	Dry Cleaning	111.00
21797	12/9/2024	8557	Guaranteed Pest Solutions LLC	FY 25:Urban - Contr'l Bed Bug Inspec	477.50
21798	12/9/2024	8575	Intermountain Lock and Security Supply	SW - Lock&Key - Emergency Exit Repair	54.34
21799	12/9/2024	9101	O'Reilly Auto Parts	Order PUR028842	250.77
21800	12/9/2024	9191	Canon Solutions America, Inc.	Mthly Maint 9.30.24-10.30.24 WC	1,533.00
21802	12/9/2024	9631	Elliott's Sewer & Drain	FY 25: Misc Plumbing Repairs	716.00
21803	12/16/2024	10782	World Archives Holdings LLC	newspaper archive 1/1/25-12/31/25	12,763.00
21804	12/16/2024	10789	Gabriel Parker	Teen Music Production Class BBTTC	540.00
21805	12/16/2024	11120	Zoom Video Communications, Inc.	Zoom Workplace Pro Annual	8,721.43
21806	12/16/2024	11941	Brink's Incorporated	Excess Fees Nov 2024	3,664.66
21807	12/16/2024	12045	Eagle Promotions	Raiders t-shirts	19,949.75
21808	12/16/2024	12464	Nationwide Premium Holding	December 2024	797.12
21809	12/16/2024	12809	Gallagher	2024 Staffing Analysis August Invoice	4,902.50
21811	12/16/2024	1742	Ideal Supply Company Inc.	EV - HVAC	86.33
21812	12/16/2024	1757	Ingram Library Services	Order PUR027330	23,288.84
21813	12/16/2024	1854	Kamer Zucker Abbott	Attorney/Legal Fees balance November 2024	3,720.00
21814	12/16/2024	2152	Codale Electric Supply Inc	480V/120V BALLAST KIT	861.53
21815	12/16/2024	2169	Nevada Illumination	WV: Parking Lot Lights	158.75
21816	12/16/2024	2234	Overton Power District #5	SVC 11/1/24 - 12/1/24 MV	2,274.03
21817	12/16/2024	2362	Refrigeration Supplies Distributor	LA - HVAC - Contacter Replacement	340.65
21818	12/16/2024	2549	Swank Movie Licensing USA	Movie License Renewal	15,750.00
21819	12/16/2024	2567	Teamsters Local Union #14	Union Dues - December 2024	14,880.00
21820	12/16/2024	2702	Grainger, Inc.	LA - HVAC	77.06
21821	12/16/2024	2799	CDW Government Inc,	HP LaserJet Pro MFP 4101fdn	1,653.85
21822	12/16/2024	2887	Thomson Reuters West Payment Ctr	Order PUR027574	3,768.73
21823	12/16/2024	2914	Iron Mountain	FY 2025 Service - NOV-2024	607.76
21824	12/16/2024	3073	Hammond Sheet Metal, Inc.	SM: Theater Seat Repair	150.00
21825	12/16/2024	3149	Midwest Tape	Order PUR027366	16,986.00
21826	12/16/2024	3435	Ace Fire Systems, Inc.	FY 25: Contr'l Fire System Inspections	175.00
21827	12/16/2024	4042	Baker & Taylor, Inc.	Order PUR027355	7,418.90
21828	12/16/2024	5718	Tangerine Office Machines	Miscellaneous Printer Parts/Repairs	150.00
21829	12/16/2024	6646	Aqua Serv Engineers, Inc.	FY 25: Contr'l HVAC Water Treatment	1,266.48
21830	12/16/2024	6777	Mailmax Mailing Solutions, LLC	Maint. 2/22/25-2/21/26	1,689.16
21831	12/16/2024	8122	Staples Advantage Dept LA	2025 Calendars SA	6,388.23
21832	12/16/2024	8575	Intermountain Lock and Security Supply	CC - Detx & Mortise Cylinders	740.66
21833	12/16/2024	9133	Ted Wiens Tire & Auto Centers	#62: Replace (2) front tires	622.49
21834	12/16/2024	9187	Whitney's Water Systems, Inc.	MQL:Plugged Sewer	464.00
21835	12/16/2024	9191	Canon Solutions America, Inc.	Mthly Maint 10.15.24-11.14.24 WMSC	6,368.42
21836	12/16/2024	9383	Office Plus	Toner CC	8,490.17
21839	12/16/2024	9869	Unique Integrated Communications	Call Center November 2024	6,187.91
95200	11/18/2024	12855	Andrew James Llera	Replacement Check	1,350.12
95202	11/21/2024	10253	Elizabeth Ann Foyt	Finance Audit 111324	80.00
95204	11/21/2024	10770	Blue 360 Media, LLC	2024 Nv Criminal & Traffic Law	318.24
95205	11/21/2024	10847	Karen Sidell	Three hours of face painting	300.00
95206	11/21/2024	10872	Radioactive Productions	Blanket PO thru June 2025	5,125.00
95207	11/21/2024	10930	Business Enterprises of Nevada	FY 25: EV - Contr'l Cafe Management	1,946.00
95208	11/21/2024	10954	Derrick R. Davis	Davis NAHM performance (CC,WH,BD,MtCH)	4,000.00
95209	11/21/2024	11589	Greenspun Media Group, LLC	LV Weekly 1/4 Page 11.07.24	3,000.00
95210	11/21/2024	11719	Mystic Mona	Falloween Tarot Reading	600.00
95211	11/21/2024	11898	Biznet LLC	Biznet citizenship 11/09/24 & 11/16/24	700.00
95212	11/21/2024	12059	Printed Solid Inc.	MV Filament Order	634.57
95213	11/21/2024	12089	Social CirKISH	Fall-o-ween Acrobats	800.00
95214	11/21/2024	12107	HintonBurdick Nevada LLC	Single Audit Final Billing	33,670.00
95215	11/21/2024	12162	Shelley M. Fontenelle	DW 11.2024 Final Payment	3,600.00
95216	11/21/2024	12191	CHUBB	October 2024	773.88
95217	11/21/2024	12372	Greg Dow	Falloween Magic Show	500.00
95218	11/21/2024	12378	Thomas S Klise Company	Order PUR028741	2,531.34
95219	11/21/2024	12414	Monkey Mind Management LLC	Yoga at the Library -- October 2024	1,050.00
95220	11/21/2024	12428	Mosaic Blue	2024 Performance	1,500.00
95221	11/21/2024	12429	Fluff Cotton Candy	Cotton candy service	620.00
95222	11/21/2024	12458	MediaValet Inc.	DAM License Subscr 11-16-24 to 11-15-27	19,350.00
95223	11/21/2024	12504	Philip Kramer	Bluegrass Concert - Neon Desert	867.27
95224	11/21/2024	12591	Cultivate Consulting LLC	College Financial prep classes EV WH SW	2,925.00

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Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
95225	11/21/2024	12795	David Anthony Tovar	David Tovar -- DJ for Trunk or Treat	500.00
95226	11/21/2024	12854	Pinpoint Publications LLC	Dec-Jan Ads	700.00
95227	11/21/2024	12945	Kishwaukee College Library	ILL 226515831 lost book	15.00
95228	11/21/2024	1921	Latin Chamber of Commerce Nevada, Inc.	2025 Membership	450.00
95229	11/21/2024	2159	AT&T SBC	Svc 11.11.24 - 12.10.24	644.38
95230	11/21/2024	2170	Nevada Legal News, LLC	12 copies of NV Legal News Nov 24	120.00
95231	11/21/2024	2175	NV Energy	Summary Bill October 2024	91,627.42
95232	11/21/2024	2494	Southwest Gas Corp.	SVC 10/11/24 - 11/8/24 CC	2,244.90
95233	11/21/2024	2861	Jay D. Whipple	FY 25: MV - Contr'l Pest Control	120.00
95235	11/21/2024	4117	Television Monitoring Services, Inc.	Fall Festival SM	1,200.00
95236	11/21/2024	5246	Kelly D. Benavidez	Finance Audit 111324	80.00
95237	11/21/2024	7940	American Pumping Services LLC	FY25:EN&MC-Contr'l Ann'l Septic Tank Insp&Removal	2,610.00
95238	11/21/2024	9578	Dulais Rhys	Musical Lecture	800.00
95239	11/21/2024	9937	AFLAC Premium Holding	November 2024 - Group	2,320.26
95240	11/21/2024	9945	Texas Life Insurance Company	November 2024	187.55
95241	11/22/2024	12948	Kelsey D. Lack	PR Replace CK 11/01/24	442.82
95242	11/27/2024	10476	Cind-R-Lite Block Company	RB: Cinderblock Finish Caps	18.36
95243	11/27/2024	10867	Sean Wei Mah	DW NAHM- Sean Mah	1,600.00
95244	11/27/2024	10975	DP Trading	ThePinCenter-Anniv Pins 11-24 order	1,375.40
95245	11/27/2024	11693	Richard James Cisneros	Classical Music Concert WH	1,000.00
95246	11/27/2024	12059	Printed Solid Inc.	3D Printer Filament for Adult Makerspace	16,335.87
95247	11/27/2024	12131	GamerVsTailor Inc.	TAF 24 Cosplay Talk, MC, Judge	300.00
95248	11/27/2024	12237	Multiservices Association XPM	DW Astronomy Programs	1,200.00
95249	11/27/2024	12447	Michael Angelo Castelo	TAF 24 Black Ros3 Concert	300.00
95250	11/27/2024	12503	Daniel James Clark	11/21 IS Shooting Stars	300.00
95251	11/27/2024	12571	Lisa Deborah Levy	Painting Series FY 25	150.00
95252	11/27/2024	12600	Tblscape LLC	Tablescapes	400.00
95253	11/27/2024	12845	Nozomi Takahashi	TAF 24 Japanese dance performance	200.00
95254	11/27/2024	12846	Krystal Edman-Wilson	TAF 24 face painting 2 hours	400.00
95255	11/27/2024	12847	Kizuna Japanese Society	TAF 24 calligraphy and origami workshops	200.00
95256	11/27/2024	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
95257	11/27/2024	2494	Southwest Gas Corp.	SVC 10/16/24-11/14/24 WV	3,548.52
95258	11/27/2024	2838	Verizon Wireless	Service 10.15.24 - 11.14.24	18,969.92
95259	11/27/2024	3383	Home Depot Credit Services	Oct - Nov 2024 Operating & Small Equipment	3,582.26
95260	11/27/2024	4117	Television Monitoring Services, Inc.	New LD License Plates	100.00
95262	11/27/2024	9426	Rapid Color, Inc.	Ipad bookmarks	3,335.00
95263	12/5/2024	10217	T-Mobile	Svc charge from 10/21/24 - 11/20/24	243.04
95264	12/5/2024	10389	The Firm	Blanket PO thru June 2025	3,977.50
95265	12/5/2024	10390	Jean Marie Pilario Munson	VVCBF 2024 guest - Munson	200.00
95266	12/5/2024	10458	4imprint Inc.	AS Swag - Pocket Planner	586.87
95267	12/5/2024	10900	Asian Journal Publications	Blanket PO thru June 2025	2,400.00
95268	12/5/2024	11589	Greenspun Media Group, LLC	LV Weekly 1/4 Page 11.07.24	3,000.00
95269	12/5/2024	11715	Michael Klein	LV Guitar Ensemble Performance SW 12.3.24	400.00
95270	12/5/2024	11813	ASSA ABLOY Entrance Systems US Inc	CC:in-ground door closer failure	9,687.77
95271	12/5/2024	11916	GB Auto Service, Inc.	#54 - IT LOF, Oil Filter, Tires Rotated & MPI	282.92
95272	12/5/2024	12142	Erick Papas	Anime Social Teen anime trivia TAF	300.00
95273	12/5/2024	12373	Chemeketa Community College District	ILL book #227478017 lost book	34.06
95274	12/5/2024	12414	Monkey Mind Management LLC	Yoga at the Library -- November 2024	1,050.00
95275	12/5/2024	12418	Stoked On Printing Ltd	Blanket PO thru June 2025	1,509.84
95276	12/5/2024	12618	T-Mobile	Fleet Locate 360: 10/21/2024 to 11/20/2024	448.00
95277	12/5/2024	12628	Avant Assessment, LLC	October Language Tests	199.50
95278	12/5/2024	12851	Ricardo Benjamin Espinoza	SW Gallery Wrestling	600.00
95279	12/5/2024	12868	Tyler Javin Alejandro	Replace final check-state dated	77.78
95280	12/5/2024	1474	Di Bella Flowers & Gifts	1 Sympathy arrangement	99.98
95281	12/5/2024	1577	FedEx	FedEx Express Svcs 11.26.24	42.55
95282	12/5/2024	1991	Lowe's Improvement	OCT - NOV 2024 - Operating & Small Supplies	544.82
95283	12/5/2024	2097	Moapa Valley Telephone Co. Inc.	Svcs 11.26.24-12.25.24	300.10
95284	12/5/2024	2494	Southwest Gas Corp.	SVC 10/22/24 - 11/20/24 SM	5,429.99
95285	12/5/2024	2772	Xerox Corporation	Xerox Nov 2024	898.98
95286	12/5/2024	2838	Verizon Wireless	Service 10.21.24 - 11.20.24	3,134.68
95287	12/5/2024	2883	Schindler Elevator Corp	FY 25:SW - Contractual Elevator Ann'l Billing	10,715.64
95288	12/5/2024	4117	Television Monitoring Services, Inc.	New LD License Plates	50.00
95289	12/5/2024	8473	RealVNC Ltd.	VNC Connect - Enterprise	6,673.03
95291	12/5/2024	9159	Mesquite Lumber /Ace Hardware	MQLC - Door Washer & T-Phillip Flat	13.98
95292	12/5/2024	9895	National Benefit Services, LLC	Debit Card Fee	534.00
95293	12/12/2024	10036	Vegas City Opera	Holiday shows WM,WCH Dec. 2024	2,000.00
95294	12/12/2024	10101	REP Industries	Library Strap Navy Blue	999.04
95296	12/12/2024	10441	University of Fashion, Inc.	1 yr sub	7,500.00
95297	12/12/2024	10872	Radioactive Productions	Blanket PO thru June 2025	1,450.00
95298	12/12/2024	11916	GB Auto Service, Inc.	#63: Troubleshoot "CK ENGINE LIGHT"	2,974.45
95299	12/12/2024	11935	Work Institute, LLC	Monthly Maintenance Fee November 2024	50.00
95300	12/12/2024	12180	i3screen	1 MRO Service	45.35
95301	12/12/2024	12437	73 Ventures LLC	SV - White RTA Vinyl Signs	54.52
95303	12/12/2024	12867	Dow Jones & Company, Inc.	12/1/24-11/30/25	10,000.00
95304	12/12/2024	12949	Elisa Smit	Invoice PI041504	45.00
95306	12/12/2024	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Sewer SVC 1/1/25 - 3/31/25 SM	2,582.33

**Las Vegas Clark Count Library District  
Check Register**

**General Fund - 100**  
**From 11/16/2024 through 12/17/2024**

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
95307	12/12/2024	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
95308	12/12/2024	2111	Morningstar, Inc.	1 yr sub 12/31/24-12/31/25	17,325.00
95309	12/12/2024	2159	AT&T SBC	Service 11.25.24 - 12.24.24	643.25
95310	12/12/2024	2494	Southwest Gas Corp.	SVC 10/25/24 - 11/25/24 WC	6,461.82
95312	12/12/2024	2837	Republic Services # 620	Recycle SVC 12/1/24 - 12/31/24 WM	8,286.18
95313	12/12/2024	4117	Television Monitoring Services, Inc.	New LD License Plates	300.00
95314	12/12/2024	4297	Priority Business Checks	1,000 Payroll checks	294.00
95315	12/12/2024	5026	Nevada State Treasurer	Mandated Court Payment	2.00
95316	12/12/2024	6817	Reliance Connects	Svcs 12.01.24 - 12.31.24 MQ	722.14
95317	12/12/2024	8192	AT&T	Service 12.01.24 - 12.31.24	42.34
95319	12/12/2024	9426	Rapid Color, Inc.	Ipad bookmarks	750.00
95320	12/12/2024	9966	The Sherwin-Williams Co.	ME - Repair - Touch up	71.63
95321	12/13/2024	12951	Rio Thomas Roderiques	PR Replacement PD 11/29/24	338.70
<b>Total 100 - General Fund</b>					<b><u>\$ 4,242,348.15</u></b>

**Las Vegas Clark Count Library District  
Check Register**

**Grant Fund - 220**  
**From 11/16/2024 through 12/17/2024**

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21651	11/18/2024	8122	Staples Advantage Dept LA	STAPLES 8.5X11 COPY CS LA	\$ 6,382.15
21659	11/18/2024	9935	Burlington English Inc.	Nov seats	9,600.00
<b>Total 220 - Grant Fund</b>					<b><u>\$ 15,982.15</u></b>

**Las Vegas Clark Count Library District  
Check Register**

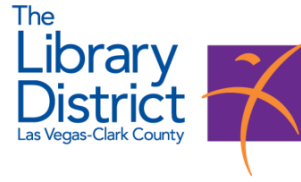
**Gift Fund - 230**  
**From 11/16/2024 through 12/17/2024**

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21660	11/25/2024	10129	Fun Express LLC	Order PUR028275	\$ 1,090.22
21706	11/25/2024	8122	Staples Advantage Dept LA	Supplies SV	3,213.77
21753	12/2/2024	9821	Liquid Courage	November 2024 WM-Tales and Cocktails	1,508.04
21759	12/9/2024	10746	Santiago Ricoy	ELV Robotics Lab Oct. 2024 Payment	1,000.00
21801	12/9/2024	9618	Andson, Inc.	Invoice 2 for 2024-25 Tutoring Program	126,666.66
21831	12/16/2024	8122	Staples Advantage Dept LA	2025 Calendars SA	6,388.23
<b>Total 230 - Gift Fund</b>					<b><u>\$ 139,866.92</u></b>

**Las Vegas Clark Count Library District  
Check Register**

**Capital Projects Fund - 510**  
**From 11/16/2024 through 12/17/2024**

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21619	11/18/2024	11065	Pyro Combustion and Controls, Inc.	CH:Broiler-replce HX/Combusion Chamber Top Panel	\$ 18,810.00
21625	11/18/2024	12545	Rockridge Fire Protection	WH Refresh: Relocate/Add sprinkler heads	1,600.00
21626	11/18/2024	1455	Dell Marketing L.P.	Inspiron 16	16,749.86
21627	11/18/2024	1457	Demco, Inc.	Teacher Desk-Single Pedestal	18,169.60
21638	11/18/2024	2686	Simply Covered, Inc.	Furniture Reupholstery	1,190.00
21689	11/25/2024	2686	Simply Covered, Inc.	Furniture Reupholstery	1,290.00
21703	11/25/2024	6147	DG Koch Associates, LLC	SW: Cooling Tower Replacement	950.00
21717	12/2/2024	10148	CORE Construction	West Las Vegas Construction	1,441,422.30
21728	12/2/2024	1518	ECR	WV: Cash Register Repair	1,846.95
21734	12/2/2024	2798	Brodart Co.	Order PUR028801	199,244.33
21742	12/2/2024	4224	DataPLUS Communications	WH: Camera Relocation	420.00
21765	12/9/2024	12611	Starke Contractors	WH: Refresh Bid 24-09	98,938.48
21775	12/9/2024	2798	Brodart Co.	Order PUR028866	13,030.64
21776	12/9/2024	2809	Water District	SVC 10/29/24 - 11/26/24 WV	554.53
21810	12/16/2024	1455	Dell Marketing L.P.	SI BLR901 Precision 3460 SFF,Qte 3000183029622.1	158,560.00
21837	12/16/2024	9588	Vocera Communications, Inc.	V5000, Smartbadge, V5000 Battery	134,983.82
21838	12/16/2024	9648	Bailey Kennedy LLP	10912-025/Unwind Mesquite New Markets Tax Credits	2,633.42
95203	11/21/2024	10433	Aztech Materials Testing, Inc.	WV:Const Materials/Observ.Svcs-BID 23-04	21,850.00
95214	11/21/2024	12107	HintonBurdick Nevada LLC	Single Audit Final Billing	33,670.00
95246	11/27/2024	12059	Printed Solid Inc.	3D Printer Filament for Adult Makerspace	16,335.87
95261	11/27/2024	9403	Rose Brand Wipers, Inc.	Curtain replacement for WH PAC	270.00
95282	12/5/2024	1991	Lowe's Improvement	OCT - NOV 2024 - Operating & Small Supplies	544.82
95290	12/5/2024	8502	Regina L Schweska	WV:Labor Compliance - Certified Payroll	7,500.00
95295	12/12/2024	10433	Aztech Materials Testing, Inc.	WV:Const Materials/Observ.Svcs-BID 23-04	1,595.00
95302	12/12/2024	12594	First American Title Insurance Company	Endorsement (L) CLTA 122 10/30	350.00
95305	12/12/2024	12950	Novogradac & Company LLP	NMTC Financial Forcast	7,500.00
95318	12/12/2024	9403	Rose Brand Wipers, Inc.	Curtain replacement for WH PAC	20,026.62
<b>Total Capital Projects Fund</b>					<b>\$ 2,220,036.24</b>
<b>Total - All funds</b>					<b>\$ 6,618,263.81</b>



## ITEM VI.A.3.b.

### MEMORANDUM

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

**FROM:** John Vino, General Services Director

**DATE:** December 31, 2024

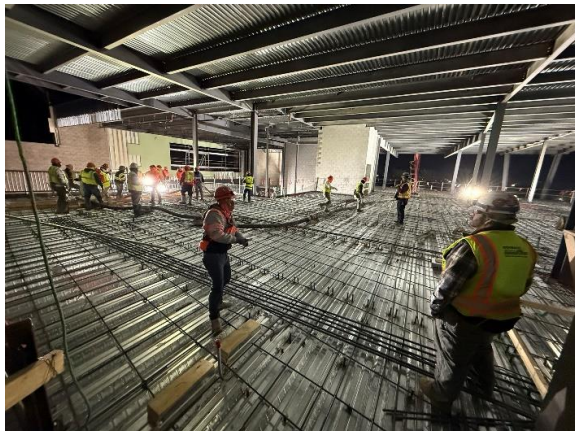
**SUBJECT:** General Services Report, January 2025

This report provides an overview of the primary accomplishments, initiatives, and District-Wide activities for the General Services Division for the month of December 2024.

#### **POWERFUL PLACES** and **POWERFUL PARTNERSHIPS**

##### **New West Las Vegas Library:**

**Construction Status:** Construction on the New West Las Vegas Library is approx. 48% complete. Recent milestones completed include – second floor concrete poured, EFS and roof installation commencing, electrical and plumbing rough-ins and metal stud walls. The three-week look ahead includes placement of air handlers, membrane roofing installation, one- side sheet rock installation.





### **Additional Capital Projects**



**Goodsprings Library** – The District has reached an agreement for the purchase of 1.22 acres of land with a 1,372 sq ft dwelling located at 185 S Vegas St, Goodsprings, NV for the future relocation and expansion of the Goodsprings Library.

The property was listed for sale at \$374,900. The District commissioned an appraisal of the property and dwelling, which identified a market value of \$355,000. The District made an offer of the \$355,000, and the seller accepted.

A title search was completed and a purchase agreement was executed on December 10, 2024, with an estimated closing date of March 1<sup>st</sup>, 2025.

The District is working on completing its due diligence at this time, including:

- Reviewing the title report and exceptions to title coverage.
- Hire a land surveyor to prepare an ALTA/NSPS land survey. This is needed for title review and will also be needed for zoning and future land construction.
- Monitor the progress towards getting the mobile home converted to real property.
- Working with our Architect to begin the process of the property rezoned.
- We are also working with the Architect and Library Operations to begin the process of the library's program and potential modifications to the interior (removing walls, etc.), exterior (paint, signage, etc.), and site (parking, ada sidewalk, ramp, etc.).

### **Mt Charleston Library – Possible CCSD Partnership**

#### **Status**

The CCSD Board has voted to proceed with repairs to the Lundy Elementary School. No further involvement by the District is expected.

#### **Purchasing**

The following public bids were approved at the November Board meeting – Contracts and purchase order are being processed:

- Contract for the purchase of a Replacement Cooling Tower for the Sahara West Library in accordance with Bid No. 25-02 to Emcor Services Nevada for the amount of \$221,724. Contract has been awarded and Contract documents have been finalized
- A contract for the purchase of replacement theatrical lighting in accordance with Bid No. 25-03 to Solotech Sales & Integration USA Inc, for the amount of

\$151,248.00. Various Branches Contract has been awarded and Contract documents have been finalized.

- A contract for the purchase of one (1) Yamaha CFX Series Concert Grand Piano in accordance with Bid No. 25-01 to Las Vegas Pianos for the amount of \$139,950. Clark County Library. Contract has been awarded and Contract documents have been finalized.

**Laughlin Library** – In early December we lost the main pump for the boiler – It was not readily available – the first quote we received had a twelve-week lead-time (early March). We had heaters brought down the next day. We have monitored the branch extensively, while not ideal, it has stayed close to 68 degrees in most areas. After an extensive search, we found one we could have expedited and it arrived on 12/30. Our Facilities staff installed the pump and full heating has been restored to the Branch as of 1/3/2025.

**Safety and Security Update:**

General Services supported Programming and Venue Services in providing additional Security Guards for special events in December.

The Safety Manager continues to conduct CPR/AED and MOAB classes for all PICs and any interested District staff members and continues to go branch to branch conducting in-person Lockdown-Active Shooter training for all of our District locations.

The Safety Manager is working with the SNHD and the UNLV community training team to provide Opioid Awareness training to any staff members who are interested in attending. The Safety Committee and Discipline and Security Team received the training in December.

General Services continues to provide enhanced cleaning procedures to our District locations.



## ITEM VI.A.3.c.

### MEMORANDUM

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

**FROM:** Jeffrey Serpico, Human Resources

**DATE:** December 31, 2024

**SUBJECT:** Human Resources Activity Report, January 2025

This memorandum reports on the Human Resources Department's activities and project updates for December 2025 and analytics compiled from the period of July 1, 2024 TO November 30, 2024.

## Powerful People

### HR Report Contents:

1. **Fiscal Year HR Goals and Objectives (2024-2025 Playbook Plays - Powerful People)**
2. **Transactional Activity & Key Metrics (HR Administrative)**
  - a. **HR Dashboard - Fiscal Year 2024-2025**
3. **Monthly Attachments**

### 1. Fiscal Year 2024-2025 HR Goals and Objectives (Plays/Milestones):

- **Develop and Maintain Competitive Total Rewards Program:**
  - Implement District Employee Recognition Program – FY Goal Complete
    - Committee, Program Design, and Elements (Complete FY 23-24)
    - Present Program July 2024 Town Hall – Complete
    - August - Marketing Materials Distributed – Complete
    - September – Open Application Process – Complete
    - October – Scoring of Nominees – Complete
    - December Town Hall Awards Presentation – Complete
  - Implement Employee Emergency Fund – On hold

- **Develop, enhance and maintain intra-organizational communication methods and frequency to enhance employee engagement (Maintain and Modify 2024):**

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

- **Develop and enhance organizational and individual development opportunities:**
  - Implement Library Operations Career Ladder (carryover 23-24)
    - Develop Job Descriptions from Career Map (Matrix) – In Process
  - Implement Technical Production Services (TPS) Career Ladder – In Process
  - State Ethics Training (District-wide) – Complete
  - Complete Leadership Engagement Training
    - Administrative Team (Senior Leadership) – Complete
    - Leadership – In Process (Begin January 2025)
    - Staff - TBD
  - Develop Internship / Work-study with CCSD – In Process
- **Evolve and champion a culture of Diversity, Equity, Inclusion, and Accessibility (Diversity Committee):**
  - Implement 2024-2024 DEIA Objectives (updated 23-24 based on DEIA Survey)
    - Diversity Committee – In Process
  - Continue to enhance internal DEIA knowledge and program initiatives through District supported education/certifications for DEIA Committee
- **Ensure quality outcomes by enhancing administrative effectiveness and efficiency:**
  - Complete 3<sup>rd</sup> party (Gallagher-Koff) Staffing Analysis to ensure appropriate staffing levels and skill mix across the District
    - Data collection – Complete
    - Data Analysis – Complete
    - Report Review – In process
  - Complete revisions of Job Descriptions – In Process
  - Implement UKG (HRIS) accrual updates – In Process

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

- Fiscal Year 2024-2025 Human Resources Dashboard (Updating)

**3. Monthly Attachments:**

1/3/2025

LVCCLD HR DASHBOARD

FY2024-2025

Metric	LVCCLD FY 2024-2025 HUMAN RESOURCES DASHBOARD												Current FY		Previous		
	Quarter 1 of FY 2024-2025			Quarter 2 of FY 2024-2025			Quarter 3 of FY 2024-2025			Quarter 4 of FY 2024-2025			FY Running Total (RT) TOTAL FY 2024-2025	FY Monthly Average FY 2024 - 2025	2023 - 2024 Monthly Average	2022 - 2023 Monthly Average	
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25					
A Total Employees (Headcount)	678	657	648	660	667								NA	662.00	663.25	652.58	A
B Full-Time Employees 60 hours or more (Headcount)	375	392	401	403	405								NA	395.20	368.17	345.33	B
C Part-Time Employees 59 hours or less (Headcount)	303	265	247	257	262								NA	266.80	315.08	307.25	C
D Full-Time-Equivalent (FTE-District) Budget = 564.025 Filled 502.675 Begin Cycle	564.025												NA	NA	NA	NA	D
E Average Years of Service (District)	10.2	10.1	10.1	10.3	10.2								NA	10.18	10.22	10.04	E
<b>Talent Acquisition &amp; Management</b>																	
F Open Positions FTE Equivalent (Budget) (564.025 TOTAL BUDGET FTE 502.675 Filled - Begin Cycle)	61.35												NA	61.35	137.75	125.42	F
G Positions Posted (Approved to Fill)	13	16	9	17	6								NA	12.20	9.50	13.08	G
H Applications Received	2319	1425	1882	1550	985								8161.00	1632.20	1463.17	844.50	H
I Interviews Conducted	7	12	15	10	13								57.00	11.40	11.42	12.17	I
J New Hires	4	1	5	15	9								34.00	6.80	9.92	11.75	J
K Promotions	4	3	8	2	5								21.00	4.40	3.83	3.83	K
L Lateral Transfers	0	4	3	3	3								13.00	2.60	0.33	2.08	L
M Demotions	0	1	1	0	0								2.00	0.40	0.50	0.33	M
N Employees Successfully Completing Probationary Period	4	7	11	7	7								36.00	7.20	7.42	9.58	N
O (1) Average Cost Per New Hire	\$5,199	\$1,378	\$26,308	\$35,978	\$25,061								\$53,724	\$18,745	\$27,568	\$31,917	O
<b>Separations &amp; Turnover</b>																	
P Total Separations from Employment (Headcount)	13	16	12	7	6								54	10.80	8.58	10.00	P
Q Voluntary Separations	12	16	10	7	4								49	9.80	7.92	8.75	Q
R Involuntary Separations	1	0	2	0	2								5	1.00	0.67	1.25	R
S Turnover (Entire District)	1.92%	2.44%	1.85%	1.06%	0.90%								8.16%	1.63%	1.26%	1.54%	S
T Turnover (Without Page Positions)	1.80%	1.06%	1.08%	0.90%	0.60%								5.44%	1.09%	0.74%	1.06%	T
U Annualized Twelve Month Turnover (Entire District)	23.01%	26.12%	24.82%	21.80%	19.60%								NA	23.07%	15.06%	18.47%	U
V FTE Vacancy Rate (Open FTEs) / (Total Filled FTEs + Open FTEs) <small>(BASED ON 100% FTE)</small>	10.88%												NA	10.88%	15.88%	NA	V
W Average Years of Service (Voluntary Separations)	7.8	4.00	1.1	2.97	1.59								NA	3.49	6.48	5.71	W
X Average Years of Service (Involuntary Separations)	0.4	0.00	0.48	0.00	1.00								NA	0.38	0.55	1.09	X
<b>Training &amp; Talent Development</b>																	
Y Employee Attending New Hire Orientation	4	0	4	7	9								24.00	4.80	9.25	11.58	Y
Z Total Employee Training Encounters	241	276	154	192	63								926	185	177.42	149.67	Z
AA Virtual	50	78	40	113	26								307	61	82.50	33.42	AA
BB Live On-Site	168	178	104	74	34								558	112	81.50	108.33	BB
CC External Conferences	23	20	10	5	3								61	12	13.42	11.17	CC
DD Total Training Cost	\$34,962	\$7,675	\$12,062	\$11,161	\$3,922								\$69,781	\$13,956	\$9,080	\$8,886	DD
EE Total Tuition Reimbursements	\$0	\$3,360	\$0	\$0	\$0								\$3,360	\$672	\$2,615	\$3,707	EE
FF Undergraduate	\$0	\$1,360	\$0	\$0	\$0								\$1,360	\$272	\$167	\$167	FF
GG Graduate	\$0	\$2,000	\$0	\$0	\$0								\$2,000	\$400	\$2,281	\$3,222	GG
GG2 Certification	\$0	\$0	\$0	\$0	\$0								\$0	\$0	NA	NA	HH
HH (2) Annual Required Compliance Training Completion	99.00%	98.00%	99.85%	98.68%	100.00%								NA	99.11%	NA	NA	II
<b>Benefits &amp; Wellness</b>																	
II Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	3	3	2	1	1								NA	2	0.00	0.00	JJ
JJ Total Leave Hours Utilized	240.00	240.00	160.00	80.00	80.00								800.00	160.00	113.00	115.00	KK

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

(2) January 24 - Bi-gh new compliance training cycle

\* Annual