

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
February 13, 2025**

DATE: Thursday, February 13, 2025

TIME: 5:00 p.m.

PLACE: Enterprise Library
8310 S Las Vegas Blvd
Las Vegas, NV 89123 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. 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. [Finance and Audit Committee Meeting, November 13, 2024](#)
- B. [Regular Board Meeting, January 16, 2025](#)

- 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

- 1. [Discussion and possible Board action regarding a retainer agreement for the District's General Counsel.](#)

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 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.

The May Board meeting will be held on Thursday, May 22, 2025, at 5:00pm. Location: Enterprise Library, 2851 E Bonanza Rd, Las Vegas, NV 89101.

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. 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.

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.

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 TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN BE FOUND AT <https://lvccld.org/board/board-of-trustees-meetings/>.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org 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, February 7, 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. Enterprise Library
8310 S Las Vegas Blvd
Las Vegas, NV 89123
8. Las Vegas-Clark County Library District website
www.lvccld.org

- C. By mailing a copy of the notice to each person, if any, who has requested notice

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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/R_yE446MOs4 or

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

ITEM IV.A.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE MEETING
LAS VEGAS, NEVADA
NOVEMBER 13, 2024**

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in regular session via Zoom at 11:00 a.m., Wednesday, November 13, 2024.

Present:	Committee: K. Benavidez K. Rogers, Chair K. Turner-Whiteley	E. Foyt N. Waugh, Ex-officio
	Board: E. Sanchez	C. White
	Counsel: G. Welt	
	Absent: None	
	Staff: Floresto Cabilas, CFO	
	Guest: McKay Hall, Independent Auditor	

N. Waugh, Ex-officio, called the meeting to order at 11:01 a.m.

Roll Call	All members listed above represent a quorum. Appendix A.
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Public Comment (Item II.)	None.
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Agenda (Item III.)	Ex-officio Chair Waugh moved to approve the Agenda as proposed. There was no opposition and the motion carried.
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Discussion and possible Committee action regarding a recommendation to accept the Fiscal Year 2023-2024 Audit Report and recommend acceptance of the Fiscal Year 2023-2024 Audit Report . (For discussion only.) (Item IV.A.)	<p>CFO Floresto Cabilas introduced McKay Hall, who performed the audit of the financial statements for The Library District and its Non-Profit affiliates which include The Library District Foundation, and the Mesquite, East Las Vegas, and West Las Vegas QALICBs. He thanked Mr. Hall, Crimson Singleton, and the HintonBurdick audit team for their dedication, comprehensive review and high level of attention to detail and professionalism throughout the course of the audit. This provided the Financial Services team the transparency and clarity on where changes can be made to better improve our overall operations and processes. Floresto also thanked Martha Ford and the Financial Services team for all their hard work in preparation of the five audits and diligence in making sure the reports created all year were as transparent as possible for the audit team's review. Floresto introduced Mr. Hall and turned over the presentation to him.</p>
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Mr. Hall thanked Floresto and the Financial Services team for their accommodation, transparency, professionalism, and dedication to provide any clarification or information needed during the course of the audits and

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make sure any and all activity is processed and recorded properly. Mr. Hall's presentation goes on to shed light onto the process and parameters of an audit: What they do, the results, key indicators and 5-year trends for The District and its major funds.

Hall explained that the objective of an audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement. He explained misstatements are considered material if there is a substantial likelihood that individually, or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The audit must be conducted based on the standards generally accepted in the United States of America. Because The District is a local government, we are also held to the standards applicable to governments which are contained in *Government Auditing Standards*; issued by the Controller General of the United States.

When the Audit begins, they start by taking a look at internal controls to better assess how things operate. The purpose of the financial audit is not to issue an opinion on internal controls but to better understand the financial information included in the financial statements and the accounting system, or that they are properly stated and materially correct. An understanding of the internal controls allows for the audit team to understand if the current internal controls are operating as designed. If issues are encountered where it is highly likely a material misstatement would be processed through the normal course of operations without being caught, addressed, and corrected, it would give rise to a material weakness finding. If conditions where internal controls are not as effective as they should be and it is likely that a material misstatement would be processed without being corrected, that gives rise to significant deficiencies.

Once internal controls are understood, then the financial information of The District is tested by going through the accounting system and following it through to the financial statements to make sure the information between the system and the statements are consistent. The information in the system and financial statements are also taken and tested through external analytical tests to tie through supporting statements and confirm them. If there are issues, they are communicated to management and the trustees as those charged with governance.

The Audit will allow transparency into ways to streamline and better process information. Or, identify small issues that could become bigger issues, that aren't material or significant but will compile over time and create inconsistencies.

Hall concluded the general audit parameter explanation and went into the results of the 2024 Fiscal year financial statements.

The District received an Unmodified or a clean opinion on the financial statements this year. Any material weakness and deficiencies were provided in the summary, or what is called the yellow book report. Hall was happy to note that there were no significant deficiencies or material

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weaknesses in the course of this year's Audit.

The Library District is an organization that is federally funded by grants and has exceeded the minimum threshold of \$750,000 per year in funding in Fiscal year 2024 and must undergo a Single Audit per compliance and regulations. The Single Audit was given an Unmodified clean opinion.

The total Net position or the equity for Fiscal Year 2024 was \$231M as of June 30, 2024. The total net position increased 16M in comparison the prior year.

The Fixed assets and restricted assets were 135M and 71M, respectively. The Fixed assets account for infrastructure and capital assets are not easily liquifiable into cash. The restricted Net Position funds have requirements to meet with those resources, and are not as flexible or available as the Unrestricted Net position.

The Unrestricted Net position was 26M as of June 30, 2024. This number is important as this is liquid and flexible. This is what the organization has access to, to decide what to do with for The District to best meet its needs and move it forward.

For the 5-year trends, we look at the net position trends of the Fixed Assets, Restricted, and Unrestricted Net positions. As new Infrastructure is added the Fixed Assets position will increase, while depreciation of or disposing of other assets occur at the same time and will offset the increase. The previous 4 years were fairly consistent, while in FY24 it decreased as a result of various depreciation of assets owned. The decrease is not concerning, it's a natural occurrence in that position.

The District's net Investment in capital assets decreased and restricted net assets increased in 2024 due to the debt issued for West Las Vegas Library location and the capital assets still being constructed. Unrestricted net assets have maintained a positive balance over the last three years but decreased some due to the contributions towards the West Las Vegas Library Location.

The General fund is comprised of revenues and expenditures and transfers: Over time the purpose of The District is not to make money and gain profit. As such, the General Fund which is the main operating fund of the District should break even. There are times that resources need to be gathered based on expenditures. Over the last 5 years, the expenditures have remained below the revenue, which is good as the West Las Vegas Library is being constructed and the resources needed can build up and can be shifted over into the Capital Projects Fund. It can then be used to fund that activity and meet its capital needs.

The Library District's Foundation accumulates and provides resources to The District. Its expected expenses are expected to be reasonably consistent with its revenues in most years. In FY24, expenditures exceeded revenue by \$127K excluding a \$23M New Market Tax Credit grant from The District to facilitate the construction of the West Las Vegas Library.

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The funds in the Capital Projects Fund are usually from transfers from the General Fund. The General Fund's Transfer Out reports agree with the Capital Projects Transfers In. The Capital Projects balance usually stays fairly consistent until large capital projects start being built, in this case it would be the West Las Vegas Library.

The QALICB Fund was a major fund in FY2024 due to the new West Las Vegas QALICB which was created on January 23, 2024 as a result of New Market Tax Credit activity. For that fund in summary, which excludes capital assets and long-term liabilities: Total assets were \$31M, Total Liabilities were \$6M, and the Total Fund Balance was \$24M as of June 30, 2024.

Mr. Hall concluded that this summed up the results of the audit.

Floresto thanked Hall and pointed out that the New Markets credit has had a significant effect throughout the financials and will continue to do so for the next couple years. Staff is still pursuing New Markets funding for the West Las Vegas Project, under both the State and Federal programs. Floresto explained that the Net Positions that Mr. Hall walked through showed that overall, the Library District's Net position, or net assets, are positive and growing. However, there is a change in the Restricted versus Unrestricted Funds. Unrestricted Net Position decreased, because of contributions made for the WLV project. Floresto thanked the staff as there will be another large contribution from The District to The Library District Foundation in order to seek out these funds for New Markets under the state and federal programs. Floresto will be bringing an Agenda Item to the Board of Trustees tomorrow night to approve Resolutions to allow staff to move forward with seeking those funds. The contribution could be as much as \$20-25M, which would be going towards this program in order to yield a net benefit for the WLV project of anywhere between \$4M to \$6M. Floresto will speak more of this at the Board of Trustees Meeting, but it will have a budget effect. As we are now in FY25, where we are seeking New Markets funding, we didn't contemplate the amount of contributions necessary to achieve the amount of New Markets funding available there. This is something Floresto wanted to mention, and that everything that Mr. Hall walked through was positive, but the New Markets Project is an outlier that's having a significant impact on the financials.

Floresto turned it over to Dr. Rogers, who in turn, turned it over to the Board members and the committee members for any questions they may have regarding Mr. Hall's presentation of the Audit and Floresto's input.

E. Foyt had no questions and found the report comprehensive.

E. Sanchez asked if anyone from HintonBurdick would be available at the Board Meeting tomorrow to speak to our board. Floresto answered that Mr. Hall will be available and attending the Board of Trustees meeting remotely. The Agenda Item is currently on the Consent Agenda. Traditionally the Finance and Audit Committee reviews the presentation and financial statements and the results of the audit and makes a

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recommendation to the full Board of Trustees to accept the results of the audit. That's the motion that will be in the Agenda today, however if one of the Trustees wants to discuss the results of the audit further, the Item will be available for discussion. Mr. Hall will be there to speak to the audit and Floresto will be there to answer any questions if any Trustees have questions about the audit or questions for Mr. Hall.

E. Sanchez thanked Floresto and remarked that she'd like to review the audit and its results further and would like to know if the presentation would be available for her review for her to take a look at, in the case she had questions for Mr. Hall at the Board Meeting she would have reference material.

N. Waugh, Ex-officio moved to accept the Fiscal year 2023-2024 Audit Report and recommend acceptance of the 2023-2024 Audit report as presented by the auditors at the Board of Trustees meeting on November 14, 2024. There was no opposition and the motion carried.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Trustee Rogers moved to adjourn the meeting. There was no opposition and the motion carried.

Respectfully submitted,

Dr. Keith Rogers, Committee Chair

ITEM IV.B.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
January 16, 2025**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Summerlin Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, January 16, 2025.

Present:

Board:	K. Rogers, Vice-Chair	K. Whiteley
	J. Jiron	K. Dutkowski
	E. Foyt	K. Benavidez
	E. Sanchez	A. Jimenez
Counsel:	G. Welt	
Absent:	N. Waugh, Chair	C. White
Staff:	Floresto Cabias, Chief Financial Officer	
	Numerous Staff	
Guests:	Felipe Ortiz, LVCCLD Foundation	
	Fred James, LVCCLD Foundation	

The meeting began at 5:18 p.m.

Roll Call (Item I.) All members listed present above represent a quorum. Appendix A. Trustee Jiron led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Foyt made a Motion to accept the proposed agenda. Trustee Jimenez seconded the Motion.

There was no opposition and the Motion carried.

Approval of Proposed Minutes of the Regular Board Meeting on December 12, 2024 (Item IV.A.) Trustee Foyt made a Motion to approve the Minutes of. Trustee Jimenez seconded the motion.

There was no opposition and the Motion carried.

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January 16, 2025
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**Chair's Report
(Item V.)**

LVCCLD Foundation Chair, Felipe Ortiz and Treasurer, Fred James presented a presentation to the Board of Trustees.

[Felipe Ortiz and Fred James read attached presentation into the record.]

Trustee Foyt asked for confirmation with Mr. Ortiz, if the Foundation Board has seen the presentation. Mr. Ortiz confirmed they had not seen it and stated they would take it to their Board to be approved. Once approved it will be brought to the attorneys, Director Watson, and Chair Waugh.

Mr. James Reported that a page was missing from the presentation and stated they had to come up with salaries and wages for staff. It was about 184,000- \$110,000 to \$145,000 for the executive director and \$40,000 for a part time grant writer. He also stated that they are also looking for part time people to work the bookstore and an outside bookkeeper to do the work the District is currently doing. Mr. James said that about \$64,000 would be needed for benefits. Legal accounting needed outside the auditors which is approximately \$140,000. For a total needed of about \$617,000. Mr. James presented that the District could donate the space, maintenance of computers, website, et cetera which will decrease the amount by \$117, 000.

Trustee Sanchez asked when was the next Foundation Meeting and asked what is the time frame before it is brought back to the Board of Trustees for discussion. Mr. Ortiz responded that he plans to come back for the March Board meeting after meeting with the Foundation Board, attorney, Counsel Welt, and Director Watson. Counsel Welt asked if the Foundation counsel and Director has seen the presentation and Mr. Ortiz responded that their counsel has not seen the exact presentation but have talked with them and also confirmed that Director Watson has not seen the presentation.

Trustee Dutkowski asked that after the presentation is approved from the Foundation Board, that the information is given to the Board of Trustees prior to the meeting. Mr. Ortiz agreed.

Vice Chair Rogers asked about the agreement between the Foundation and District and wanted to know if it will be different than the current agreement. Mr. Ortiz stated they have agreement that needs to be reviewed before bringing it to the Board of Trustees. Vice Chair Rogers asked if there will be a number or percentage for the administrative overhead. Mr. Ortiz confirmed there will be.

**Library Reports
(Item VI.)**

**Executive Director's
Report
(Item VI.A.)**

Floresto Cabias, Chief Financial Officer reported that Director Watson wanted to share some good news based on recent developments. First, the Library District's Mobile Career Readiness Program has been recommended for funding through the Clark County Digital Equity Grant by the National Telecommunications and Information Administration. The initiative is going

to enhance community or career readiness and digital skills in the communities that the Library District serves. The library staff is still waiting for more details of the award, but the proposal that was requested is made-up of a \$825,000 budget that's going to provide essential services and workforce support. He thanked Development and Community Outreach for their efforts to make funding possible. The Library District also received preliminary approval to move forward with the Nevada New Markets JOBS Act funding and this approval was received by the State of Nevada Department of Business and Industry. The District will have up to four million dollars that's going to be available to invest in the West Las Vegas project. There will be updates from staff at the next Finance and Audit Committee meeting. He thanked the Foundation Board for their support in seeking these funds and the important role that the Foundation plays as a leveraged lender.

Floresto Cabias also congratulated Rebecca Colbert and welcomed her to her new role as Director of Collections and Video Graphic Services. Ms. Colbert has been the head of this division for many years and it's a division that curates and develops the collection for the Library District. Ms. Colbert introduced herself to the Board and stated she's been with the library for 20 years and has managed the Collections and Bibliographic Services Department.

**Library Operations,
Security Reports and
Monthly Statistics
(Item VI.A.1.a.)**

No questions.

**Branding and
Marketing Report and
Electronic Resources
Statistics
(Item VI.A.2.a.)**

No questions.

**Community
Engagement Report
and Monthly
Statistics
(Item VI.A.2.b.)**

No questions.

**Development and
Planning Report
(Item VI.A.2.c.)**

No questions.

**Information
Technology Report
(Item VI.A.2.d.)**

No questions.

**Financial Services
Report
(Item VI.A.3.a.)**

No questions.

General Services Report (Item VI.A.3.b.)	No questions.
Human Resources Report (Item VI.A.3.c.)	No questions.
Unfinished Business (Item VII.)	None.
New Business (Item VIII.)	
Consent Agenda (Item VIII.A.)	None.
Regular Agenda (Item VIII.B.)	None.
Announcements (Item X.)	<p>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.</p> <p>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.</p> <p>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.</p>
Public Comment (Item XI.)	None.
Adjournment (Item XII.)	Vice Chair Rogers adjourned the meeting at 5:46 p.m.

Respectfully submitted,

Jennifer Jiron, Secretary

Las Vegas Clark County Library Foundation, Inc. Presentation

- ▶ **Presented by: Felipe A Ortiz**
- ▶ **Foundation President**
- ▶ **&**
- ▶ **Fredrick James, Treasurer**
- ▶ **January 16, 2025**

Las Vegas Clark County Library District

- ▶ **The Las Vegas-Clark County Library District was formed in February 1985.**
- ▶ **This was the result of combining the Clark County Library District and the City of Las Vegas Library District.**

Las Vegas Clark County Library Foundation, Inc.

- ▶
- ▶ **NRS 379.0056 “Library foundation.” defined. “Library foundation” means a nonprofit corporation, association or institution or a charitable organization that is:**
- ▶ **1. Organized and operated primarily for the support of a public library;**
- ▶ **2. Formed pursuant to the laws of this State; and**
- ▶ **3. Exempt from taxation pursuant to 26 U.S.C. § 501(c)(3).**
- ▶ **(Added to NRS by [2017, 517](#))**

Las Vegas Clark County Library Foundation, Inc.

- ▶ **The Clark County Library opened in 1971 with funding from the Max C. Fleishman Foundation and land.**
- ▶ **The Friends of the Library (Foundation) was created in 1992 and closed in 2002.**
- ▶ **The Las Vegas Clark County Library Foundation, Inc. was organized and incorporated on October 15, 2002, for charitable and educational purposes within Section 501(c)(3) of the Internal Revenue Code.**

Las Vegas Clark County Library Foundation, Inc.

- ▶ **To aid, support, and assist the promotion, growth, and improvement of the Las Vegas-Clark County Library District, its staff, facilities, and collections; and to enhance and stimulate the quality of library services and the standards and potentials of the Las Vegas-Clark County Library District without supplanting any state or federal and local funding sources, or becoming a substitute source for such funding.**

Las Vegas Clark County Library Foundation, Inc.

- ▶ **To receive, maintain, and administer a fund of real and personal property derived from all sources whatsoever, subject to the terms of any specific gift, grant, bequest, or devise and to the restrictions set forth below, to use, apply, and distribute the income from and the principal of such fund, exclusively for the benefit of, or to carry out the purposes of, the Las Vegas-Clark County Library District.**

Las Vegas Clark County Library Foundation, Inc.

- ▶ **To serve as an innovative, flexible, and efficient vehicle to facilitate the solicitation and management of gifts, grants, bequests, and devises for the benefit of the Las Vegas-Clark County Library District.**

Las Vegas Clark County Library Foundation, Inc.

- ▶ **To do and engage in all lawful activities that further or are consistent with the preceding objects and purposes of the Las Vegas-Clark County Library District.**

Las Vegas Clark County Library Foundation, Inc.

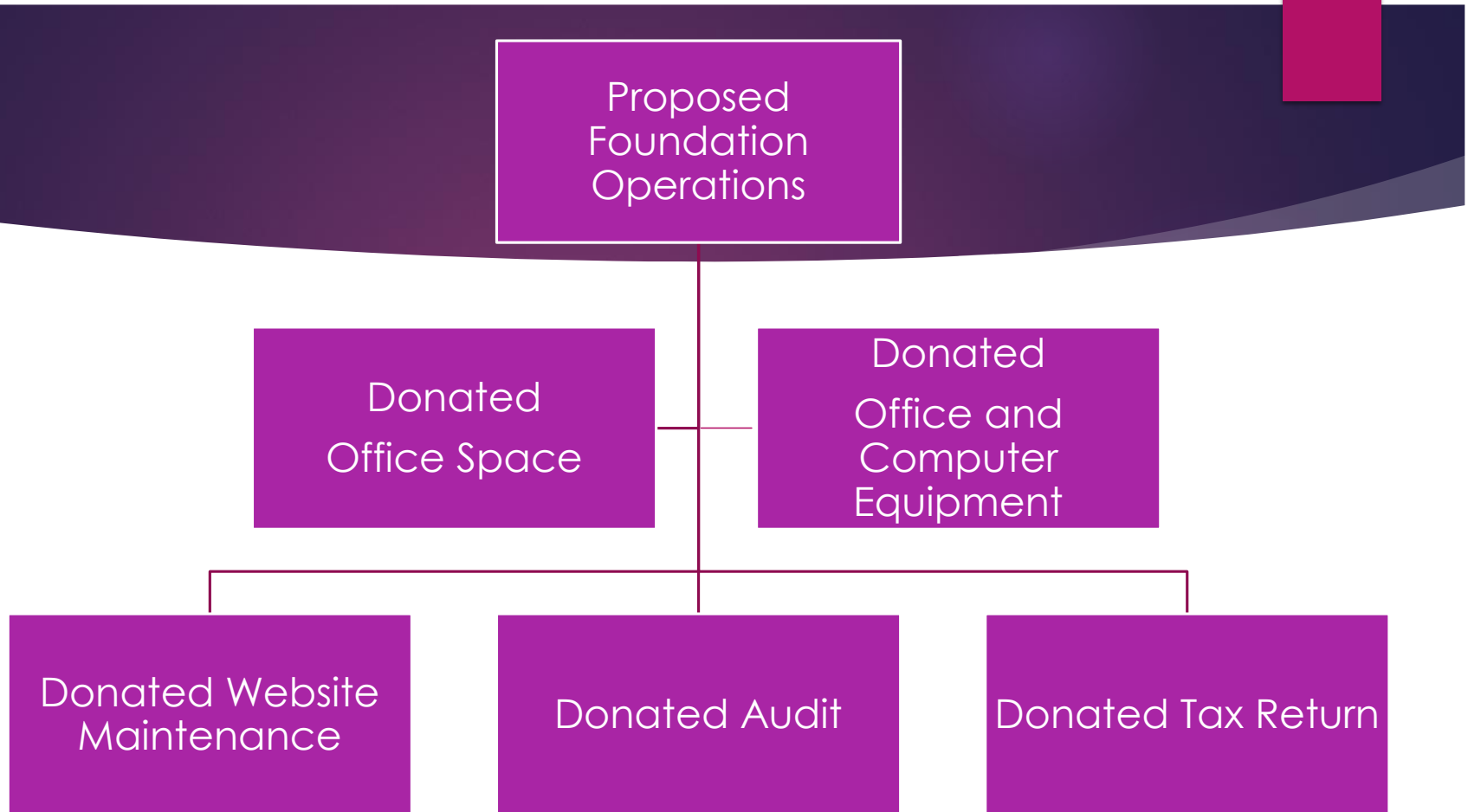
- a. The Foundation, in consultation with the District's Executive Director, is responsible for planning and executing a comprehensive fundraising and donor-acquisition program in support of the District's mission.**

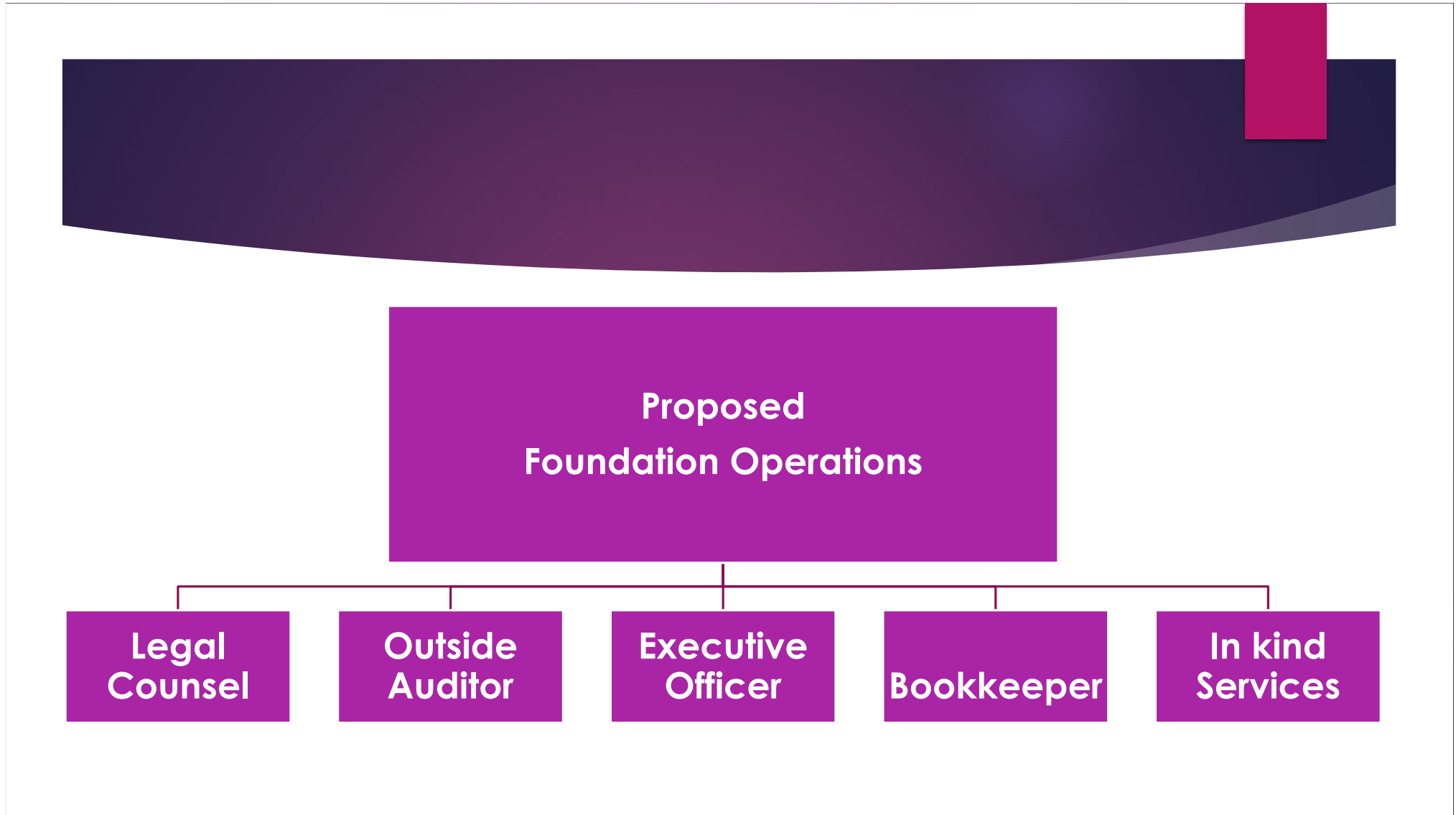


- a. The Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts and provide appropriate recognition and stewardship of such gifts.**

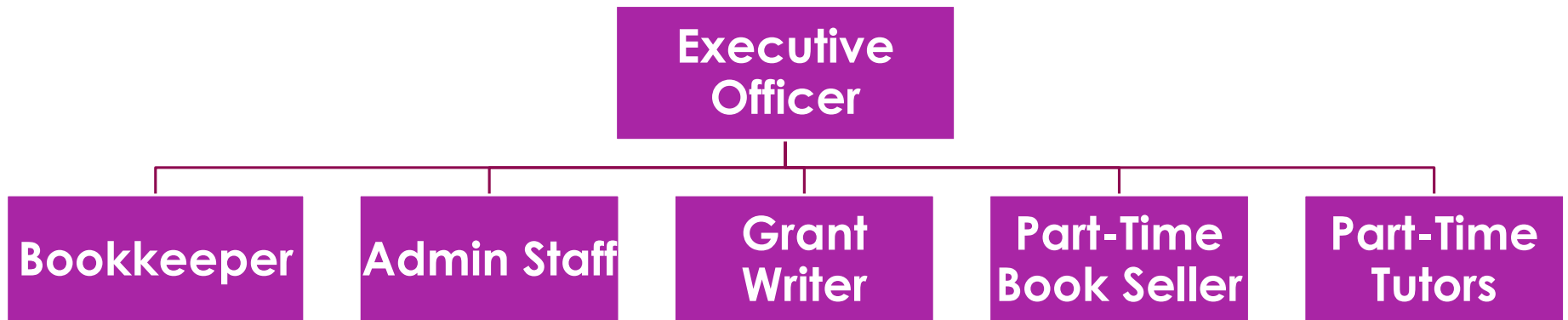
Las Vegas Clark County Library Foundation, Inc.

- The Foundation has been involved in discussions about funding, including a fund loan agreement, fund pledge agreement, and fund promissory note.
- The foundation has also been involved in discussions about grants, including a market tax credit for the East Las Vegas Library, the Mesquite Library, and the new West Las Vegas Library.
- New Market Tax Credits involve at least a 7-year relationship with the Las Vegas Clark County Library District 2024 - 2030.





Proposed Foundation Operations



Las Vegas Clark County Library Foundation, Inc.

Foundation Cash Flow Needs:

Actual – FY 2017 thru 2024
New Market Tax Credits-FY2017
Projected Budget – FY 2025-2026
Funding Options

LVCCLD FOUNDATION								
Audited Cash Flows FY 2017-2024								
	2017	2018	2019	2020	2021	2022	2023	2024
CASH FLOWS USED BY OPERATING ACTIVITIES:								
Increase(Decrease) in Net Assets	\$ (37,108)	\$ 21,012,585	\$ 236,942	\$ 349,777	\$ (117,323)	\$ (21,462)	\$ 85,491	\$ 23,050,567
ADJUSTMENTS TO RECONCILE NET ASSETS TO NET CASH USED BY OPERATING ACTIVITIES:								
Changes in:								
Net Realized and unrealized (gains) and losses							(25,742)	(112,303)
Related Party Receivable		(3,044,652)	3,056,047	(21,080)			(30,654)	5,629
Other Receivable	(75,000)		(17,497)		22,438	14,610	1,528	
Interest Receivable			(9,568)	5,158	(6,106)	(134)	10,649	
Inventory	2,426	(6,602)	(39,266)	(177,381)	138,295	27,607	42,227	27,359
Prepaid Expenses		(4,830)	4,830		(20,415)			
Unearned Revenue		20,415						
Accounts Payable	(54,147)	(30,480)	(78,978)	(1,167)	76	(673)	5,195	(2,699)
Payroll and benefits payable							(437)	
Credit Card Payable			917	(582)	3,006	(3,550)		
Due to Related Parties		88,103	58,195	(2,566)	(40,676)	(5,649)	39,254	(57,317)
Other liabilities	(1,047)							
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$ (164,876)	\$ 18,034,539	\$ 3,211,622	\$ 152,159	\$ (20,705)	\$ 10,749	\$ 127,511	\$ 22,911,236
CASH FLOWS FROM (USED FOR) INVESTING ACTIVITIES								
Issuance of Long-term Note Receivables		(17,981,600)						(23,268,000)
Redemption (Purchase) of Certificates of Deposit			(3,055,000)	(15,267)	777,294	(56,026)	(3,636,771)	(4,171,854)
Redemption (Purchase) of Investments				(227,179)	(844,269)	143,291	3,550,000	4,131,200
CASH FLOWS FROM FINANCING ACTIVITIES	\$ -	\$ (17,981,600)	\$ (3,055,000)	\$ (242,446)	\$ (66,975)	\$ 87,265	\$ (86,771)	\$ (23,308,654)
NET INCREASE (DECREASE) IN CASH	\$ (164,876)	\$ 52,939	\$ 156,622	\$ (90,287)	\$ (87,680)	\$ 98,014	\$ 40,740	\$ (397,418)
CASH AT END OF YEAR	\$ 335,065	\$ 388,004	\$ 544,626	\$ 454,339	\$ 366,659	\$ 464,673	\$ 505,413	\$ 107,995

**LVCCLD Foundation (Audited)
New Market Tax Credits
FY 2017**

Date		Foundation Note Receivable	Tax Creditor Investor	Subtotal	Less Fees	Net Contraction amount
26-Jul-17	East Las Vegas	11,335,600	5,834,400	17,170,000	(680,000)	16,490,000
20-Dec-17	Mesquite	6,646,000	3,354,000	10,000,000	(200,000)	9,800,000
	Subtotal	17,981,600	9,188,400	27,170,000	(880,000)	26,290,000
	less Fees		(880,000)			
	Total NMTC		8,308,400			



Las Vegas Clark County Library Foundation, Inc.

Funding Options

Las Vegas Clark County Library Foundation, Inc.

Option I

Allow the Foundation to invest Endowment Funds (\$3.4m) outside the restriction of the District Investment Policy to:

Create higher cash flow through a possible Annual Annuity investment contract.

- **5 to 10 years Contracts - \$425k annually**

Charge an administrative fee for services provided for:

- **New Market Tax Credit Transactions**
- **Restricted and Non-Restricted Donation transactions**
- **Grant funds transactions**

Las Vegas Clark County Library Foundation, Inc.

Option II

Allow the Foundation to:

Keep the original Endowment fund contract as is.

Use the revenue generated from Bookstore sales for the general operation of the Foundation for 4-5 years - \$300k annually.

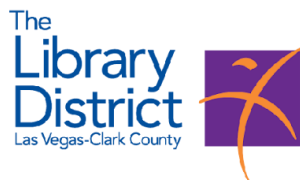
Charge an annually administrative fee for services provided for:

- New Market Tax Credit Transactions - 7year obligations.
- Restricted and Non-Restricted Donation transactions.
- Grant funds transactions.



End of Presentation

Thank You



ITEM VI.A.

MEMORANDUM

TO: Board of Trustees

FROM: Kelvin A. Watson, Executive Director

DATE: January 31, 2025

SUBJECT: Executive Director's Monthly Reports, February 2025

This report gives you a review of my activities and the accomplishments of Library District for your review and discussion at the District Board of Trustees' February 13, 2025 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Attended the Urban Chamber Coffee and Conversation and provided library information as well as an update on West Las Vegas library.

Interviewed with the Kim Bailey radio show to discuss the Library District programs and provide community updates.

Met with Shakita Kirkland, Mentee for the Nevada library Association Mentorship Program.

Attended The National Juneteenth Museum Meeting. I am a newly elected board member representing libraries and archives.

Attended the 43rd Annual Las Vegas Dr. Martin Luther King Jr. Scholarship Banquet.

Participated in the interview panel for IT Director. Finalist interviews will be scheduled in February.

Attended the ALA LibLearn X Conference, participated in discussion of Third Edition Black Librarian Handbook of which I was a chapter contributor around library technology. Also attended other sessions and meetings with library vendor partners.

Met with architect Mel Green, Cedric Crear and John Vino at the New West Las Vegas Library site.

Met with Raena Morrison and Marty Tarle of Bibliocommons to discuss an AI initiative.

Attended the State of the Schools address for CCSD.

Attended the African American History Challenge Preliminary Run-off contest as a judge.

Attended the LVGEA's 2025 State of the Economic Development with Workforce Connections.

Attended an introductory meeting with Councilwoman Shondra Summers-Armstrong, of Ward 5 and Trustee Rogers.

Met with Brandon Richardson of Biblioteka as a follow-up from previous meeting to discuss new self check-out systems, partner integrations, and pre-loaded debit cards for library customer use.

Attended the UNLV State of the University address.

Participated in the Library 2.0 Innovative Library Mini-conference planning meeting.

I attended the following meetings/events during the month of January:

- Bi-weekly meetings with Administration team members
- Administration team meetings
- Attended the LVEA weekly meetings
- ULC Director/CEO weekly zoom
- Participated in the Regular Board of Trustees meeting
- Participated in DPLA Special Board Meeting
- Participated in the Springs Preserve Foundation Board Meeting
- Attended MLK Pre-Parade Mixer



ITEM VI.A.1.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: January 31, 2025

SUBJECT: Library Operations Activity Report, February 2025

This memorandum reports on the Library Operations Department's activities and project updates for January 2025, and Branch activities and analytics compiled between **December 1 – December 31, 2024.**

Powerful People

- The Library District said a fond farewell to our Access Service Manager, **Sufa Anderson**, who retired at the start of January with 30 years of service. We wish her luck and good fortune with her future endeavors.
- In January, Library Operations also bid a fond farewell to East Las Vegas Library Assistant Branch Manager **Tom O.**, **Andrea F.** at Whitney Library, **Julian M.** at West Charleston Library, **Raychel D.** at Bunkerville Library, and **Barrie O.** at Laughlin Library.
- **Regional Manager Kevin Maas** attended the Metro Comp. Stat. Meeting to represent and support the Library District.
- **LO Director Leo Segura** took **Steve and Lori Potash** on the East Las Vegas Library tour. Steve and Lori are part of the leadership team at **OverDrive** and play a crucial role in achieving the company's mission of creating a world enlightened by reading.
- Joanna, LO and **Cherrie**, General Services, to review and establish postal procedures for Passport Services at Rainbow Library
- **On January 8th**, the Library District **partnered** with the **Raiders** to kick off the **Winter Reading Challenge** at the **Whitney Library**. **Qiava Martinez** read her book **Sports Dream** to several hundred kids and families and interacted with branch staff and Raider **Rusher** on stage to encourage kids to participate in the **Winter Reading Challenge**.
- **Clair Thomas**, Library Operations Trainer, s **Joanna** conducted Barbershop Books Outreach and filming with BAM, Kelvin, & Dr Roz
- **Customer Appreciation Day 2025** –The committee is continuing to work on identifying prizes & swag and developing survey questions. Tarterd and completed and delivered her first LO staff newsletter, Training Camp, where she introduced herself to staff and publicized training opportunities.
- **Laughlin Library** Invited Sunrise Children's Foundation to Laughlin Community Resource Fair
- **Regional Manager Dr. Roslyn Dean** met with **General Services and West Charleston staff** to start the blueprint review process and planning for a library refresh.



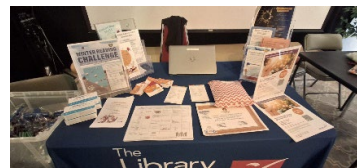
By the Numbers (December 2024):

- The Library District signed up **6,820** new **library card** users, an 18% decrease over the same month last year.
- **Gate count** was **277,554**, a 1% increase from the same month last year.
- During the month, staff answered **26,993 reference questions**.
- Library staff also conducted **85 curbside deliveries** for **387 items**. This was a 31% reduction, but it was expected as customers were more comfortable entering the library, participating in programming, and using our resources.
- Our **volunteers** logged **1,358 service hours** in the Library District in December.
- **124 Homeschool** sessions were logged, totaling a 41% decrease over last year.
- **Customer Appreciation Day (CAD)** committee will celebrate 60 years of the Library District during this year's CAD. The event is scheduled for Thursday, April 10th, at all 25 Library District locations.

Powerful Places**Branch Activities (December 2024)**

Branches update and rotate their book and DVD displays monthly. December featured holidays, banned books, and cookery.

- **Blue Diamond Library** hosted several programs in December, including Vitalant Blood Drive and Preparing for the Winter Solstices with Katie Swick, a movie Matinee, and a hydroponics open house. Storytime and STEAM drop-in were still the heavy hitters. Staff participated in the Blue Diamond Holiday Market at the Blue Diamond Rec Center to promote the library.
- **Clark County Jam Sessions** had two (2) sessions. The Clark County Jam Band is preparing to perform at the annual Authors and Artists Fair, which will be held in January at the Clark County branch. In December, the **Teen Services Department** hosted a "Snack and Show: Home Alone Edition," for which staff carefully chose and crafted an exciting experience in which teens were given snacks that corresponded with what was going on on the screen. For example, the staff handmade ornaments filled with bags of gummy worms for the beginning scene where Kevin tells his Dad he made new fishhooks because the old hooks were covered in worm guts. It was an enjoyable experience for the teens and staff! December provided a break from YPL's regular programming schedule so the Department could prepare for the plethora of programs that will occur in the Spring season. However, patrons still enjoyed plenty of wonderful programs throughout the month!
- **East Las Vegas Library** hosted two sculpture programs, a Cricut Mug workshop, and a pop-up holiday craft.
- **Laughlin Booksale** brought in \$819.55. The Nik at Nite always brings a crowd.



12/14/24 K went to the Spring Mountain Ranch's Old-Time Christmas event. The event was smaller this year. [But](#), we still enjoyed ourselves with making snow people and Santa.
Total: 275



- **Meadows Library** offered We offered a painting class, craft class, scrapbook class, and adult yoga, and participated in the **Jingle Mingle** held by **Stupak**.
- **Moapa Town** is now offering 3D printing to customers. The equipment was delivered and installed in December. Additionally, our new storytimes with the preschool group from the rec center are working out well. Their teachers report that the kids are always excited to visit the library. December had three (3) storytimes and saw about 34 kids.
- **Moapa Valley** local homeschool co-op held their December meeting in the conference room while the kids played outside in the leaves. They also had a visit from the Special Ed class, and the kids returned their items and made a wreath craft used at the Lost City Museum on the 7th.
- **Sunrise Library** Adult Services hosted 28 programs, including Sunrise Book Subscription Boxes, Sunrise Music Society, Makershop Sewing, Paper Pushers, American Flag Painting, Sunrise Book Club, Listening Lounge, Scented Bath Salts, Holiday Oil Candles, Viva Putz Vegas, Short Storytime for Grownups, Painting Party, Jigsaw Sunday, Chair Yoga, Puzzle Place, D&D. AS Staff assisted with YPL programming: Crochet Club, and a Sketch Party.
- **Spring Valley Library** hosted the Bonnie Kelso 2025 Intentions Painting Workshop. Adult Services had a fantastic year in 2024! The staff worked so hard to put on many amazing programs and creative take-and-makes and helped out on multiple outreach visits all year. They put on over 180 programs this year, taught, hung out with, and gave crafts to over 2,075 people. They attended 30 outreach visits this year and talked to over 450 people about library services and materials!



By the Numbers (December 2024):

- Library Branches improved overall circulation to **937,090** items, an increase of 1% over the same month last year.
- **108 passports** were issued, a 120% increase over the same month last year. Windmill Passport Services collected **\$4,620.00** 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.
- **97,529 PC internet** sessions were logged a 18% increase from the same month last year. **63,222** of these sessions were **Wi-Fi**.

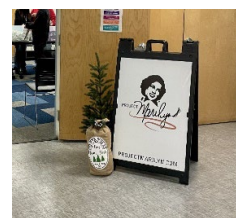
Powerful Partnerships

- **Alzheimer's Association: Caregiver's Support Group**
- **America Reads, America Counts Tutoring**
- **American Red Cross**
- **Andson Tutoring**
- **Barbara Thomas: Anyone Can Paint**
- **Celestial Manna/Three Square @ Indian Springs Library:** We continue to work with Celestial Manna and Three Square on our Trader Joe's food pick-up available to our customers! 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. Of particular excitement for our branch is we were on **Telemundo.com**! We had a gentleman come in for food pick-up on the 21st, and he returned for our Second Helpings at 3 pm. When asked how he heard about the program, he mentioned he was from Las Vegas and saw it on Telemundo.com. You can see the full article here:



<https://www.telemundolasvegas.com/noticias/local/distribucion-de-comida-gratis/2334120/>

- **City of Las Vegas / Parenting Project: Nurturing Parents**
- **Clark County CARES Team – Whitney Library** continued their Social Worker program on December 11th. The Clark County CARES team provided CHAP assistance, Rental assistance, and many more social services for our Whitney community. This month, we had three social workers show up to assist our customers. The CARES team committed to coming to our branch every second Wednesday of the month.
- **Clark County Elections Department**
- **Clark County Family Services**
- **Clark County Fire Department**
- **Clark County Parks and Recreation:** Indian Springs is also coordinating with Clark County Parks and Recreation again on bread for our community, with Jett making Wednesday pick-up and CCPR sorting and distributing the bread. We are coordinating our five (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)
- **Clark County School District**
- **Clark County Social Services**
- **Clean the World Foundation**
- **Discovery Children's Museum**
- **EmployNV One Stop**
- **FAYM**
- **Four-H Club**
- **Goodsprings Community Center**
- **Goodsprings Elementary**
- **Goodsprings Historical Society**
- **Green Our Planet Hydroponics**
- **Help of Southern NV**
- **Homeschool West Chess Club**
- **Las Vegas Raiders**
- **Maxwell Drake: Maxwell Drake Writing Workshop**
- **Metro NEAC**
- **Moapa Valley Resource Center**
- **Moapa Valley Chamber of Commerce**
- **Na Hula Hali'a Aloha Cultural Preservation**
- **Nevada Department of Wildlife: Living with Wildlife**
- **Nevada Hand Senior Apartments**
- **Nevada Homeless Alliance** came to West Charleston for a resource fair and
- **Nevada Legal Aid** provided record sealing services at the Whitney branch. This workshop offers our customers a second chance in life with legal guidance from an attorney.
- **Post Office**
- **Project Marilyn.** **Spring Valley Library** hosted Pad the Halls with our partners at Project Marilyn. The community was able to give back by helping pack the feminine hygiene products that our customers rely on. We had 35 customers come out and help pack!
- **Silver State Wranglers: 4H Club**
- **Social cirKISH**
- **Springs Preserve**



- **Sunrise Mountain Homeschool Co-op**
- **Three Square youth and senior meals**
- **UNCE**
-
- **University of Nevada, Reno (UNR) Cooperative Extension**
- **University of Nevada, Reno (UNR) Master Gardeners: Hive Talk**
- **Vegas Vista Academy**
- **Vitalant Blood Drive**
- **Yoga for Life: Yoga at the Library**

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.

- 1,818 customers are 3D Printer certified.
- The **Centennial Hills Library In the Loop** group did an outstanding job this year. We added up all of our collected donations for the **Nevada Partnership for Homeless Youth (NPHY)**; this year, we have increased how much we collected to give to NPHY. We used yarn donated to us for the donation rather than buying their own materials. Last year (December 2023), we donated 245 items (including 100 bags and 75 hats). We created and donated 394 items this year, including 130 hats and 189 bags!! We are so impressed by this group and wanted to share their accomplishments with you.
- **Access Services Manager Sufa A.** Distributed the December 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).
- Access Services Manager (ASM) updated the expiration date macro for each Sierra login for 2025 and sent an email to branch staff and 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 our website's Library District locations page to the Instant eCard rejection form to make it easier for customers to locate their nearest library branch for assistance.
- **Enterprise Library STEAM** programming was well received. Club Steam, Advanced Teen Sewing, Mug Craft Family Programming, and school outreach. Learn to Hula hosted three sessions.



- **Goodsprings Library** Community Tree Decorating and Lighting was on the 7th. Over 50 locals participated by helping decorate and join in the festivities. The ornaments made at the Goodsprings Signature event were hung along with donations from the community.
- **Indian Springs Library** is still hosting two game days for the branch customers. They took their Adult Game Retreat from the summer and continued it on weekdays from 12-2 p.m., with a slight delay on Afterthoughts Book Club mornings for a 1-3 p.m. program. Having a game retreat is beneficial to them as an “excuse” to get out and come to the library while building relationships with our community members. This is a passive program that can be initiated by staff or customers. This program is a passive program for our staff and allows us to connect to our community when they come in.
- **Library Operations Support Manager Ermal R.** started Glowforge testing with **Sahara West Staff** to check on the feasibility of adding a laser cutter to their STEAM equipment.
- Kudos to **Library Operations Support Manager Joanna G.** for coordinating our **Barbershop Books – Barber Appreciation Luncheon**. As we reflect on the past year, we're genuinely grateful for the barbers who have shown incredible commitment to the Barbershop Books initiative in partnership with the Library District. Their dedication has made a meaningful impact, and we are excited to celebrate their contributions at an Appreciation Luncheon at the Windmill Library on **Monday, February 24, from 12 – 2 p.m.** Kelvin will deliver welcoming remarks, followed by Alvin Arby and highlights reel from BAM. The keynote speaker will be a local NFL Legend, [Napoleon McCallum](#).
- **Moapa Valley Library** participated in a community-wide holiday gathering in Overton. Library staff performed three (3) sessions of A Moapa Valley Polar Express. Ashley and Aimée told the story of The Polar Express by Chris Van Allsburg, and each of the 24 participants received a sleigh bell at the end of the program.
- **Rainbow Library** hosted a New Year Noon Bash for the kiddos, which was well attended.
- **Sandy Valley** participated in the Community Center's Annual Christmas Party with partners from the Fire Department, Senior Center, 4H, and Clark County Parks and Rec. It begins with a parade with Santa and various floats and proceeds down the main street to the park and our library building. Guests are given dinner and partake in different games and crafts. The Library Associate read a children's book to the kids and participated in the activities while promoting library services to the community.
- **UNR extension** partnership with the **Searchlight Library** has made waves with its popularity among the community's kids. They will be returning in February. 3Square continues to provide meals to the library. With their beneficial contribution, we continue to feed the kids of Searchlight. Searchlight Library has signed up for the summer meal service to continue feeding kids during summer break.
- **Sahara West Library Bookstore** sold \$4,783.41 in December alone. The branch also hosted two eMedia apps and service classes. Computer staff assisted 172 customers with prints on the new Princh mobile printing. Kudos to the 397,007 people who entered Sahara West in 2024 (43,719 more than 2023!) & Kudos to the staff who assisted those who entered Sahara West or called for service in 2024!

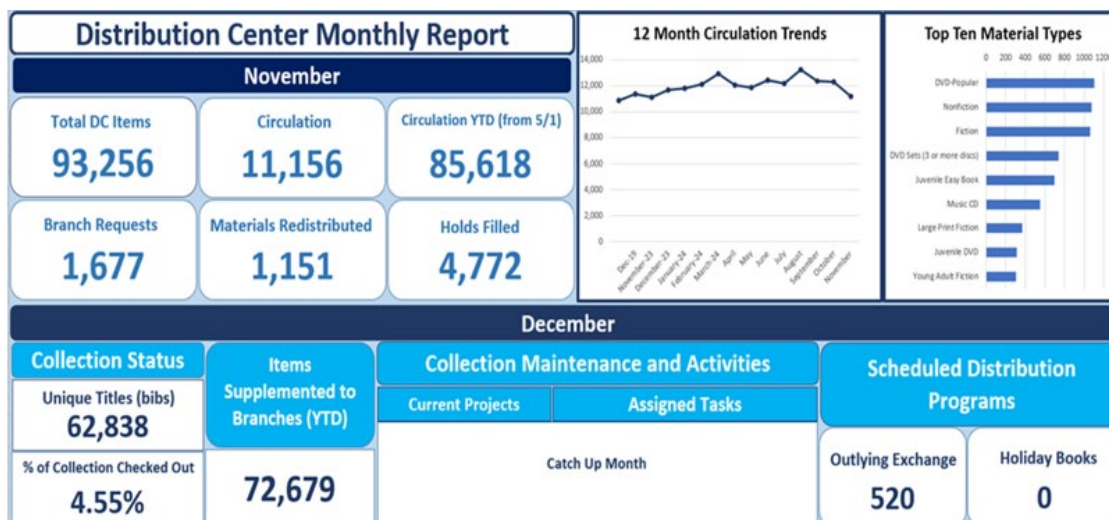


- **Summerlin Library** staff began training on new 3D printers to assist with printing items for customers and to be able to help customers using the equipment. The winter scavenger hunt had 115 scavengers, and the kids made some cute winter crafts.
- **Whitney Library** hosted plenty of special events, including our Meet Up and Eat Up, Printmaking Fun, Slumber Storytime, Pinecone Winter Owl, Snowy Tree Finger Painting, Holiday Bookmarks, Holiday Craftzaganza, STEAM Preschool Storytime, Holiday Storytime, Teen Gingerbread design, 2024 Memory Book, No Sleep Sleepover, Crafternoon, After School Fun, Fiber Arts Club, Robot Lab, Printmaking Workshop, Family Game Party, LEGO League. Youth Services produced a grand total of 52 programs with 1,786 participants! Adult Service staff hosted 12 programs for a total of 223 participants, and Performing Arts Coordinator Amiel B.'s 22 programs drew in 1,126 customers.
- **Windmill Library** bookstore received 924.59 in sales.
- **West Las Vegas staff began cross-training at multi-level branches and departments so they could** get a feel for what the new branch might be like. Chess had three meet-ups with 35 players. Despite being on a program hiatus, youth services still hosted 14 programs for 124 youth. Branch staff hosted Clean the World, NV CARES Social Workers, and NV Legal Aid.



The **Distribution Center** collection currently consists of 93,779 items and 63,517 unique titles.

- The DC circulated **10,659** items in December, and 4,613 items from the collection were used to fill customer hold requests. Branches requested **1190** items to add to their collections, and the DC redistributed **1096** popular items to where they are more likely to circulate. The DC also exchanged more than **485** items to the Greater Clark County libraries and distributed more than **220** Valentine's Day books in anticipation of the upcoming holiday.



The **Electronic Resource Department** assists customers with applying for e-cards, using library resources and apps, and answering reference questions.

- In December 2024, the department answered **619 emails** that came to the **Ask** account and **121 phone calls** that went through the **Ask** phone line, totaling **16 hours and 5 minutes**.
- During December, Staff **Niche Academy** Electronic Resources training videos saw **655 views**. The most popular tutorials are Libby Library App FAQ (270 views), ASL Online Resources Microlessons (165 views), & Stress-Free Searching: Finding Books by Reading Level (127 views).
- Electronic Recourses will report through Collection and Bibliographic Services starting with the March Board Report.

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 December 2024, the department responded to **22 iPad work orders**.
- In December 2024, the total **iPad circulation was 430**.
- For December, **hotspot** circulation was **898**.

Fresh Picks

- In December, **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 (53% opened)**.
- December saw **48 new Fresh Picks subscribers**. The Library District has **1,137 unique subscribers** who have subscribed to **7,209 monthly subscriptions**.

Monthly Electronic Resources Statistics

- In December 2024, the total **eMedia Circulation Usage** was **439,618** & we had **244,243 retrieval usage** for **Online Resources**.

Interlibrary Loan (ILL):

- During December, there were **31 new ILL** users.
- ILL received **321 LVCCLD customer requests** to obtain materials from other libraries. ILL staff **filled 87.5%** of our customer's requests this month, and **customers picked up 81.2% of requests received**.
- LVCCLD received **516 requests** to lend our items to other agencies this month. Additionally, this month's average **turnaround time** (when we receive a request, obtain the item, and prepare it to be shipped) was 2 days, 02 hours, and 53 minutes, **02:07:55**.
- In December, seven staff members completed the learning path Learn About Interlibrary Loan (ILL) in Niche Academy.
- In the March Board Report, ILL stats will be found under Collection and Bibliographic Services.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: January 31, 2024

SUBJECT: Security Report, February 2025

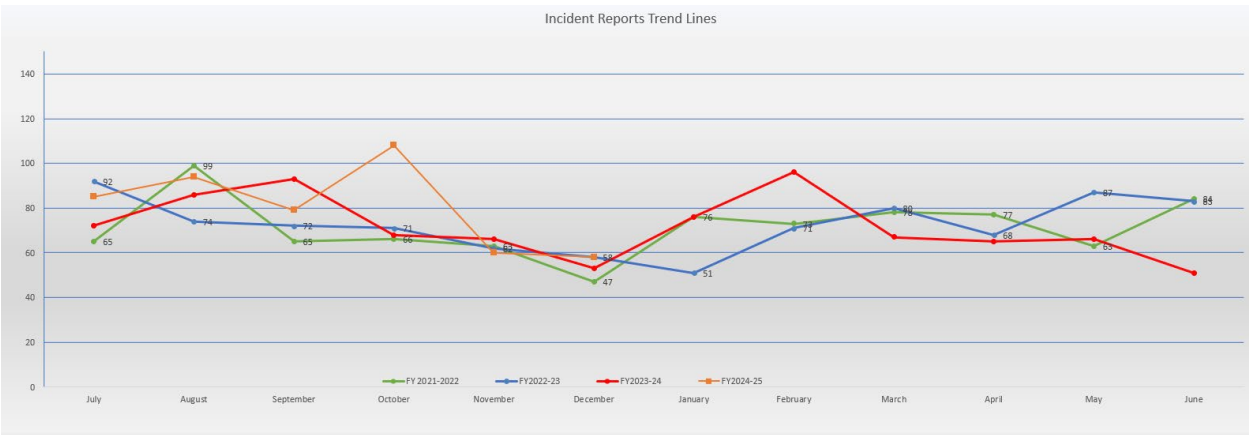
This memorandum reports on the security information and analytics compiled from **December 01 to December 31, 2024**.

In **December 2024**, branch staff reported **58 incidents**, an increase of 9.4% over the same month last year. During this period, the Library District recorded **277,554** customer visits. **This ratio** is one incident for every **4,785 visits**.

Branch	Incident Reports				Jan-23		Jan-25		
	Dec-23	Dec-24	Difference	% Change	to Dec-23	to Dec-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	4	2	100.0%	23	20	-3	-13.0%	
CLARK COUNTY LIBRARY	17	14	-3	-17.6%	222	227	5	2.3%	
EAST LAS VEGAS LIBRARY	2	4	2	100.0%	65	88	23	35.4%	
ENTERPRISE LIBRARY	2	5	3	150.0%	26	46	20	76.9%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	2	1	-1	-50.0%	
INDIAN SPRINGS LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%	
LAUGHLIN LIBRARY	0	1	1	0.0%	1	12	11	1100.0%	
MEADOWS LIBRARY	0	1	0	0.0%	8	9	1	12.5%	
MESQUITE LIBRARY	0	0	0	0.0%	10	12	2	20.0%	
MOAPA TOWN LIBRARY	0	0	0	0.0%	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	1	0	-1	-100.0%	26	20	-6	-23.1%	
SAHARA WEST LIBRARY	4	2	-2	-50.0%	73	57	-16	-21.9%	
SANDY VALLEY LIBRARY	0	0	0	0.0%	0	1	1	0.0%	
SEARCHLIGHT LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
SPRING VALLEY LIBRARY	3	6	3	100.0%	66	59	-7	-10.6%	
SUMMERLIN LIBRARY	1	1	0	0.0%	33	19	-14	-42.4%	
SUNRISE LIBRARY	0	1	1	0.0%	18	14	-4	-22.2%	
WEST CHARLESTON LIBRARY	4	5	1	25.0%	89	98	9	10.1%	
WEST LAS VEGAS LIBRARY	3	6	3	100.0%	63	46	-17	-27.0%	
WHITNEY LIBRARY	11	5	-6	-54.5%	99	110	11	11.1%	
WINDMILL LIBRARY	3	3	0	0.0%	48	60	12	25.0%	
Total	53	58	4	9.4%	878	905	27	3.1%	

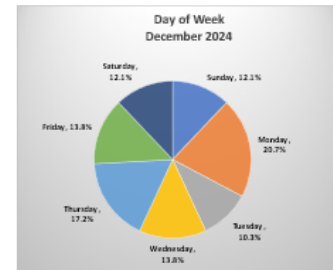
Clark County Library experienced the highest incidents at **fourteen (14)**. The other branches received between **zero (0)** and **six (6)**. Enterprise experienced the largest increase, and Whitney Library experienced the most significant decline. Changes in sight lines and visibility are credited to the shift at Whitney.

December incident reports document the battery of a staff member, destruction of library material, theft of customer personal property, causing disruptions, battery of another customer,



hostile and threatening language, indecent exposure, harassment, alcohol and illegal substance consumption, destroying library property, and theft. Multiple **FIXIT Tickets** were submitted through the County's portal by library (branch) staff to address encampments adjacent to library property blocking street and sidewalk. In addition, **Clark County Library** staff worked with Las Vegas METRO police and **Metro's Homeless Outreach Team** to remove the encampments along Escondido.

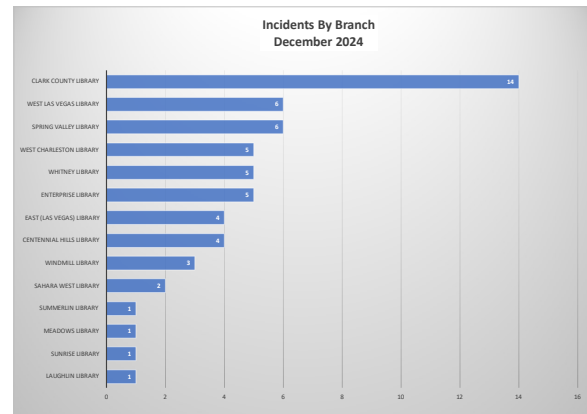
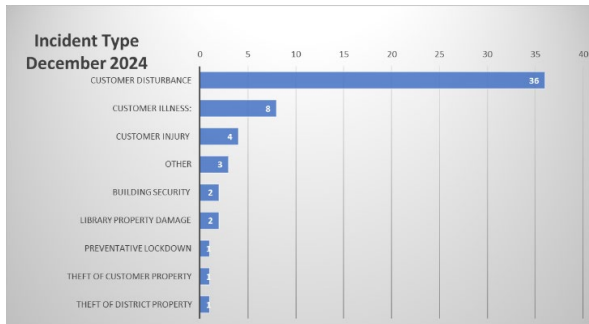
ADULT TRESPASS [5 YEAR]	3
CLARK COUNTY LIBRARY	2
WEST LAS VEGAS LIBRARY	1
ADULT TRESPASS [3 YEAR]	3
CLARK COUNTY LIBRARY	1
WHITNEY LIBRARY	2
ADULT TRESPASS [1 YEAR]	19
CENTENNIAL HILLS LIBRARY	1
CLARK COUNTY LIBRARY	6
EAST LAS VEGAS LIBRARY	3
ENTERPRISE LIBRARY	2
SPRING VALLEY LIBRARY	4
WEST CHARLESTON LIBRARY	1
WEST LAS VEGAS LIBRARY	1
WHITNEY LIBRARY	1
ADULT BAN [LESS THAN 1 YEAR]	8
CLARK COUNTY LIBRARY	4
EAST LAS VEGAS LIBRARY	1
ENTERPRISE LIBRARY	2
MEADOWS LIBRARY	1



District staff encountered **thirty-six (36) customer disturbances**, accounting for 62.1% of December incidents or one disturbance for every **7,710** visits. During **December 2024**, staff banned thirty-three (**33**) customers. Three (3) adults received a five-year trespass; one customer received a three-year trespass; nineteen (19) adults received a one-year trespass; and eight (8) Adults received a ban under one year.

Library Operations Report

Page 11



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	4	11	0.24	1.38
Clark County	120,000	905	14	122	1.02	8.71
East Las Vegas	41,015	1200	4	39	0.95	6.50
Enterprise	26,300	526	5	22	0.84	4.40
Goodsprings	900	9	0	1	1.11	1.00
Indian Springs	1,200	24	0	0	0.00	0.00
Laughlin	15,562	323	1	3	0.19	0.38
Meadows Library	813	16	1	7	8.61	4.67
Mesquite Learning Center	5,464	133	0	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	0	11	0.41	1.38
Sahara West	122,000	920	2	28	0.23	2.55
Sandy Valley	1,200	24	0	1	0.83	0.57
Searchlight	1,200	24	0	0	0.00	0.00
Spring Valley	25,000	511	6	32	1.28	3.56
Summerlin	40,165	1014	1	10	0.25	1.67
Sunrise	23,000	345	1	10	0.43	1.67
West Charleston	38,900	1054	5	54	1.39	6.75
West Las Vegas(excluding Theater)	30,693	370	6	29	0.94	3.22
Whitney	24,500	563	5	58	2.37	8.29
Windmill Library and Service Center	142,149	994	3	34	0.24	3.78
Total Square Ft.		Occupancy Rate		Total Incidents	Average	Average
757,429		11,056	58	484	0.64	3.36

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

...

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

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank				Adult		Youth		General Interest		Rental		Total	
			Total	Total	Total	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	566	17	1,525	6	22	10	36	8	198	14	609	0	0	32	843
BUNKERVILLE	194	23	2,252	0	75	1	2	170	412	0	0	0	0	171	414
CENTENNIAL HILLS	25,340	2	23,042	331	2,099	18	181	12	631	30	651	15	323	75	1,786
CLARK COUNTY	11,605	7	29,484	467	4,652	96	2,433	129	1,228	21	543	40	5,785	286	9,989
EAST LAS VEGAS	7,290	12	20,098	269	3,405	42	2,353	21	197	25	234	16	442	104	3,226
ENTERPRISE	11,681	6	14,099	203	2,046	12	50	9	121	38	648	12	338	71	1,157
GOODSPRINGS	90	25	521	0	21	3	10	2	9	2	24	0	0	7	43
INDIAN SPRINGS	323	20	2,349	1	49	18	56	0	0	30	356	0	0	48	412
LAUGHLIN	3,152	15	4,009	57	564	17	204	9	121	3	316	4	39	33	680
MEADOWS	536	18	1,672	22	181	13	155	16	123	23	539	0	0	52	817
MESQUITE	5,237	13	9,243	81	1,071	44	468	36	478	11	230	9	126	100	1,302
MOAPA TOWN	215	22	754	2	35	2	13	10	49	1	227	0	0	13	289
MOAPA VALLEY	1,912	16	1,858	14	194	0	0	24	475	1	18	0	0	25	493
MOUNT CHARLESTON	155	24	557	1	12	2	7	0	0	11	60	0	0	13	67
RAINBOW	15,443	4	16,463	205	2,053	10	64	18	236	68	1,543	14	438	110	2,281
SAHARA WEST	25,939	1	26,238	390	2,284	9	145	33	1,007	11	1,030	34	1,001	87	3,183
SANDY VALLEY	342	19	995	8	37	3	2	2	2	2	200	0	0	7	204
SEARCHLIGHT	259	21	686	3	7	1	4	5	28	13	51	0	0	19	83
SPRING VALLEY	10,410	9	17,794	234	2,770	22	211	61	799	54	2,260	8	101	145	3,371
SUMMERLIN	14,344	5	20,323	390	1,015	12	115	0	0	34	213	26	5,902	72	6,230
SUNRISE	10,315	11	13,197	232	1,738	32	283	12	105	40	965	0	0	84	1,353
WEST CHARLESTON	10,595	8	17,213	173	2,092	12	100	13	312	33	1,178	6	442	64	2,032
WEST LAS VEGAS	3,232	14	14,676	121	2,804	8	92	44	336	42	1,342	15	865	109	2,635
WHITNEY	10,352	10	16,355	214	2,441	14	747	23	951	37	1,214	9	566	83	3,478
WINDMILL	21,778	3	22,151	946	2,640	6	269	7	204	8	772	23	1,142	44	2,387
WINDMILL SERVICE CENTER	745,785		0	2,450	63,222	210	1,644	38	635	16	2,738	0	0	264	5,017
2024 MONTHLY TOTAL	937,090		277,554	6,820	97,529	617	9,644	702	8,657	568	17,961	231	17,510	2,118	53,772
FY 24-25 YTD TOTAL	5,805,835		1,949,343	48,174	682,234	4,187	111,752	5,576	87,381	3,882	168,628	1,472	61,211	15,117	428,972

ANNUAL MONTHLY COMPARISON															
2023 MONTHLY TOTAL	884,073		275,108	8,350	82,550	784	8,776	703	10,142	685	15,868	192	15,595	2,364	50,381
% CHANGE	6%		1%	-18%	18%	-21%	10%	0%	-15%	-17%	13%	20%	12%	-10%	7%

ANNUAL YTD COMPARISON															
FY 23-24 YTD TOTAL	5,571,293		1,879,784	50,939	541,650	6,302	78,259	5,452	99,839	5,072	176,229	1,260	52,149	18,086	406,476
% CHANGE	4%		4%	-5%	26%	-34%	43%	2%	-12%	-23%	-4%	17%	17%	-16%	6%

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	845,618		296,381	6,017	77,562	789	7,517	669	11,060	613	12,193	174	17,995	2,245	48,765
% CHANGE	11%		-6%	13%	26%	-22%	28%	5%	-22%	-7%	47%	33%	-3%	-6%	10%
2021 MONTHLY TOTAL	750,639		245,426	3,419	78,015									1,839	44,693
% CHANGE	25%		13%	99%	25%									15%	20%
2020 MONTHLY TOTAL	554,474		145,439	2,089	54,655									716	12,731
% CHANGE	69%		91%	226%	78%									196%	322%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	5,284,341		2,002,536	42,950	531,171	6,064	83,633	4,857	91,790	4,092	138,169	1,376	54,300	16,389	367,892
% CHANGE	10%		-3%	12%	28%	-31%	34%	15%	-5%	-5%	22%	7%	13%	-8%	17%
FY 21-22 YTD TOTAL	4,509,884		1,721,319	32,295	510,519									12,164	266,711
% CHANGE	29%		13%	49%	34%									24%	61%
FY 20-21 YTD TOTAL	4,355,913		1,563,120	28,860	500,482									6,348	111,244
% CHANGE	33%		25%	67%	36%									138%	286%



ITEM VI.A.2.a.

MEMORANDUM

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: January 31, 2025

SUBJECT: Branding & Marketing Activity Report, February 2025

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for January 2025 and analytics compiled from December 1-31, 2024.

Powerful Platforms



2025 Winter Reading Challenge

BAM's support of Winter Reading Challenge continued with Winterfest branch events and the January 8 storytime at Whitney Library, featuring children's author and Raiders SVP, Chief Sales Officer **Qiava Martinez**. BAM's additional efforts included:

- Dedicated Winter Challenge landing page that saw over 20,000 unique visitors
- Social media campaign and posts for Winter Reading Challenge, Winterfest and the storytime
- Continued media pitching
- Filming and photography of the Raiders storytime for use by media not able to attend
- A new "[Library Rider](#)" video featuring Windmill Branch Manager **Theron Nissen**

Media coverage included:

Fox 5, [Winter Reading Challenge at the Library District](#), featuring an in-studio interview with Whitney Library Branch Manager **Billy Allen** (1/13/25)

KSNV, Ch.3, [Winter Reading Challenge is Back](#), featuring an in-studio interview with Digital Content Specialist **Ryan Simoneau** in studio (1/3/25)

CW, [The Winter Reading Challenge Returns](#), featuring an in-studio interview with Adult Services Manager **Carlito Sanchez** (1/2/25)

Telemundo, [The Winter Reading Challenge at the Library District](#) (1/2/25)

8 News Now, [Library District Brings Back Winter Reading Challenge](#) (12/24/24)

KSNV, Ch.3, [Las Vegas Libraries Hosting Winter Reading Challenge with New Raiders Partnership](#) (12/23/24)



Celebrating 60 Years of Service

The Las Vegas-Clark County Library District will celebrate our 60th anniversary of service to the community in April 2025. The recognition is planned to coincide with Nevada Library Week, April 6-13, to commemorate the Clark County Commission's approval in 1965 of the combined library districts of Las Vegas and Clark County. The decision united existing, as well as new libraries, across all of Clark County, and created a funding stream from taxpayers.

BAM is working with the **Customer Appreciation Committee** to develop fun promotional materials, prize giveaways, and messaging that reinforces our important role in the community.

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.

January 2024 Metrics (Dec. 19 – Jan. 21)	Downloads	Conversion Rate	Average Daily Users	Impressions
App Store (Apple)	1130	57%	114	2807
% Gain from November	-13%	+5%	+2%	-25%
Google Play (Android)	357	76.9%	--*	464
% Gain from November	-43%	-8%	--*	-37%

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

Numbers have leveled off since the end of the app ad campaign. **The app has been downloaded by 4,636 users on Apple devices and 2,354 users on Android devices.**

Powerful Partnerships



Las Vegas Raiders Library Card

BAM launched the new Las Vegas Raiders library card in January with a promotional blitz that included Raiders player video vignettes (**Defensive Tackle [Joanah Lau](#)** and **Defensive Tackle [John Jenkins](#)**) and [fun videos](#) featuring our Whitney Library Staff for social media, a [dedicated landing page](#) on the website, and media outreach.

Media coverage to date includes:

KTNV, Ch.13, [Library District and Raiders Partner Up with Library Card](#) (1/16/25), featuring interviews at Whitney Library with **Billy Allen** and Youth Services Department Head **Austin Meeker** (1/16/2025)

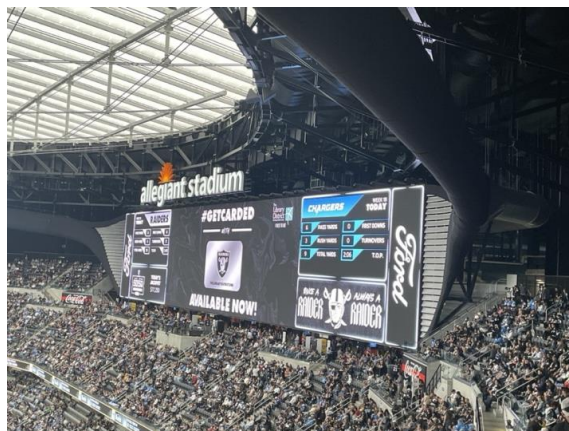
KSNV, Ch.3, [Raiders Executive Reads to Children at Whitney Library](#) (1/9/25)

Fox 5, [Raiders Partner with the Library](#) (1/9/25)

KSNV, Ch.3, [Raiders Executive Shares Her Children's Book at Las Vegas Library Story Time](#) (1/8/25)

KTNV, Ch.13, [Raiders Storytime at Whitney Library](#) (1/6/25)

The Raiders displayed our **#GetCarded with the Las Vegas Raiders** graphic on the Jumbotron inside Allegiant Stadium during the last home game, which totaled \$1,500 in added value.

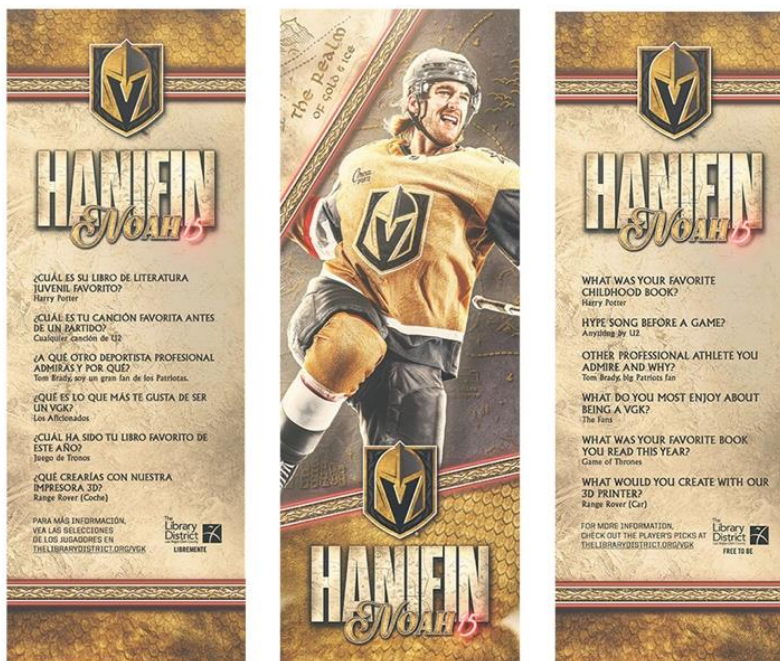


Vegas Golden Knights

In January, BAM launched this season's player bookmark series with **Defenseman Noah Hanifin**, now available at all branches in English and Spanish. BAM also delivered the new bookmarks to City National Arena, where they are available at The Arsenal, the team's pro shop.

BAM supported the launch with:

- Priority placement on the TheLibraryDistrict.org homepage
- Updated the [VGK landing page](#)
- Inclusion in Library Highlights
- Ongoing social media promotion
- Uploaded this year's [player videos to YouTube](#) featuring **Goaltender Adin Hill, Center Brett Howden, Right Wing Keegan Kolesar**
- Media outreach

**Powerful People****New West Las Vegas Library**

BAM has begun planning meetings for the grand opening of the new West Las Vegas Library with representatives from all departments.

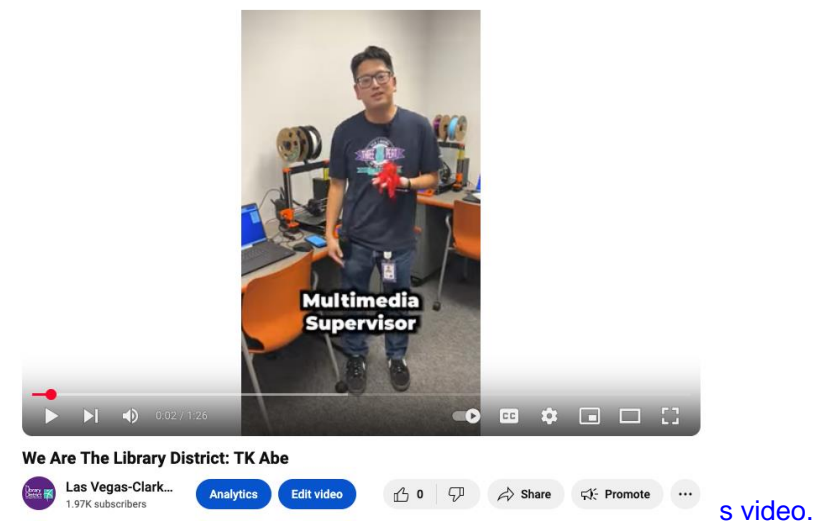
Clearinghouse CDFI, a New Markets Tax Credit lender, selected the new West Las Vegas Library as one of its most impactful projects, to be featured in a video for its 2025 Annual Meeting. BAM coordinated interviews with Executive Director **Kelvin Watson**, CFO **Floresto Cabais**, and West Las Vegas Branch Manager **Lenika Coleman**. Clearinghouse CDFI will provide the final video, which will be shared with the Board of Trustees at an upcoming meeting.

Fundraising Brochure

BAM worked with **Kelvin Watson** and **Floresto Cabias** on the content and design of a new brochure to aid in raising funds to support programs, services, and capital projects. Titled “Help Us To Write Our Next Chapter,” the brochure describes community needs and the variety of sponsorship opportunities available.

#WeAreTheLibraryDistrict - #FreeToBe Employee Spotlight on Social Media

BAM continued our #WeAreTheLibraryDistrict employee video series with West Charleston [Library Multimedia Supervisor Ryusuke “TK” Abe](#), spotlighting his work in bringing 3D Printing to the Library District.

**Media Coverage Highlights**

Additional media coverage in December included the following:

8 News Now, [STEAM Learning at Blue Diamond Library](#) (1/17/25)

8 News Now, [Classic Silent Movies at the Library](#) (1/9/25)

Fox 5, [Las Vegas Raiders Partner with Library District](#) (1/8/25)

KTNV, Ch.13, [Silent Films at Clark County Library](#) (1/2/25)

8 News Now, [Las Vegas Residents Encouraged to Donate Blood During January](#) (12/30/24)

UNLV podcast [Serving the Community Beyond Books with the Library District](#) with Director of Collections & Bibliographic Services **Rebecca Colbert** and **Theron Nissen** (12/30/24)

KTNV, Ch.13, [Library District Partners with Three Square](#) (12/26/24)

KSNV, Ch.3, [First Day of Kwanzaa at West Las Vegas Library](#) (12/26/24)

Fox 5, [Celebrate Kwanzaa at West Las Vegas Library](#) (12/26/24)

Awards & Recognition Programs

On behalf of the Library District, BAM prepares and submits nominations for library industry awards and community recognition programs to highlight the exceptional programs and services that our staff and libraries provide to residents. January nominations included:

- **Billy Allen** for the Black Caucus of the American Library Association (ALA) James Partridge Outstanding African American Information Professional Award.
- **Kelvin Watson** for the ALA Ken Haycock Award for Promoting Librarianship.

Powerful Platforms**BAM Advertising Campaigns****Print Ads:**

Winter Reading Challenge	Asian Journal	1/16/2025 & 1/24/25	Half Page	\$1,600.00
	Las Vegas Weekly	1/16/2025 & 1/24/25	Full Page	\$6,000.00
	Desert Companion	December/January	Full Page	\$2,800.00
	Black Image	January	Full Page	\$2,000.00
Free To Be	Chic Compass	January	Full Page	\$600.00
	Black Image	January	Full Page	\$2,000.00

Winter Reading Challenge 2025 Ad Campaigns

Below are the analytics to date from Winter Reading Challenge digital advertising campaign. The ads are scheduled to run through the end of the promotion on January 31.

Ad Results for Current Fans of the Library District Campaign:

Total Budget: \$2,000

Total Amount Spent (as of January 23): \$1,204.35

Total Link Clicks: 2,881

Cost Per Click (CPC): \$.28

Total Impressions: 471,367

URL to Ad: <https://fb.me/20nweIV52lo0E44>

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

Total Budget: \$8,000

Total Amount Spent (as of January 23): \$4,830.36

Total Link Clicks: 10,507

Cost Per Click (CPC): \$.40

Total Impressions: 1,722,765

URL to Ad: <https://fb.me/1T2hMPo1rM8rwlw>

Las Vegas-Clark County Library District
Sponsored · 📱

Take our #WinterReadingChallenge & score the new Las Vegas Raiders library card! 🏈

Babies, kids, teens, & adults can read, or be read to, for five hours during January to win cool prizes:

- 🧢 #GetCarded with the #Raiders T-shirt or hat
- 💧 Library District water bottle
- 💰 Gift card
- 🎲 Board games

Plus, discover exciting adventures right here in our state with inspiration from Travel Nevada! Get started today: 📱
<https://thelibrarydistrict.org/winterreadingchallenge> #FreeToBeConnected



Library Highlights eNewsletter – OrangeBoy

BAM continues to generate robust open rates on our twice-monthly Highlights eNewsletters, reaching more active cardholders and re-engaging with cardholders who have not visited the library or used our services for some time. Below are details from our December and January campaigns:

December 20: Winter Reading Challenge = Prizes for All Ages! + Teen DJ Workshop + New Cardholder Exclusive

Topics: Details about the Library District's annual Winter Reading Challenge; Weekly Teen DJ Workshop series at East Las Vegas Library; free access for library cardholders to The Wall Street Journal, Sports Illustrated, Vogue, People and more publications; Upcoming events and programs selected by PVS & YS; Holiday closure information; and a link to view the promotional video for the Library District's mobile app.

- 1117,936 unique opens with a 37.3% percent open rate
- 3,010 unique clicks generated
- 315,915 unique emails sent
- 298 unsubscribes

Following the December 20 eNewsletter, 9,459 cardholders used OverDrive within 7 days of opening the message; 1,971 circulated a physical item; and 1,665 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 1,159 Occasionals (users who have not used the library in 3-12 months), and 371 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 90 Bright Future users (Teen cardholders).

January 6: New Raiders Library Card + Winter Reading Challenge + Sports Dream Storytime

Topics: The new Las Vegas Raiders library card availability; Winter Reading Challenge; Sports Dream Storytime with **Qiava Martinez**; Upcoming events and programs selected by PVS & YS; and branch closure information for Martin Luther King Jr. Day.

- 153,800 unique opens with a 48.3% percent open rate
- 3,755 unique clicks generated
- 318,161 unique emails sent
- 475 unsubscribes

Following the January 6 eNewsletter, 12,152 cardholders used OverDrive within 7 days of opening the message; 3,970 circulated a physical item; and 2,465 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 1,623 Occasionals (users who have not used the library in 3-12 months), and 556 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 151 Bright Future users (Teen cardholders).

January 22: Circus Workshop + Meet Local Authors & Artists + VGK Bookmarks Are Here!

Topics: Free weekly Circus Workshops for kids and teens at East Las Vegas Library in partnership with Social CirKISH; 2025 Authors & Artists Fair at Clark County Library; Black Author Expo at Whitney Library; New Vegas Golden Knights Collectible Player Bookmark featuring Noah Hanifin; Upcoming events and programs selected by PVS & YS; and free legal education classes from Legal Aid Center of Southern Nevada.

Analytics for the January 22 Library Highlights are still being generated and will be included in the March 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 December 16.
- The **average open rate for our 25 branch eNewsletters was 38.5%**, with an **average Click Through Rate (CTR) of 2.4%**. This shows our cardholders are actively looking forward to hearing from their home library.
- **647** Occasionals were Reengaged.
- **166** Inactives were Reengaged.
- **2,434** physical items were checked out from the Library District's catalog.
- **3,977** items were checked out from Overdrive.
- **1,026** items were checked out from Hoopla.

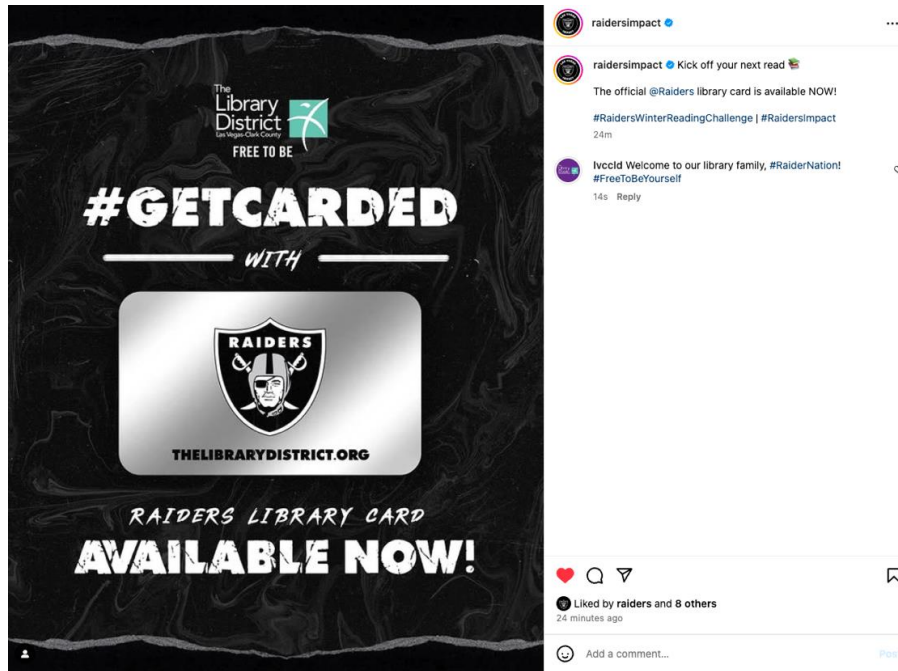
Google AdWords Grant Update**Monthly Campaign Results:**

- [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 (December 2024):
- Our Google Ads **CTR** (Click Through Rate) was a strong **33.87%, which increased by +4% month-over-month, but was down -8% year-over-year**. Despite these dips, the Library District continues to be **one of NPM's top-performing accounts**, as the network average is only 3%, and the Google requirement is 5%. This means that Google is showing our ads to the right people and that the content is performing as required.
- Our ads for the period generated **3,471 total clicks, which was down -8% from the previous month and down -12% year-over-year**. Our Google Ads generated **10,248 impressions, down -12% from the previous month, and -9% year-over-year**. Our Google Grant ad campaign analytics can fluctuate depending on Google and other bids for our relevant keyword searches.
- Our Find a Location Google Grant campaign continues to be our top-performing campaign, generating **1,948 Total Clicks in November**, this was a decrease of **-27% from November, but still made up 56% of our total traffic from our Google Grant Ads**.
- In December, the Google Grant Ad that grew the most was to promote the Library District's eBooks. We generated **53 Total Clicks** in December, which was an **increase of +130% month-over-month**.
- We also saw **112 Total Clicks** to our Google Grant campaign to promote online resources. This is an increase of +143% from the previous month with a strong **CTR of 33.04%**.

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 (NPM), an agency that specializes in executing the Google Grant, to optimize designated keywords that are selected from Library District and Foundation priorities and promoted through TheLibraryDistrict.org.
- When users search on Google using our designated keywords, the Google AdWords campaign entices them to click on Library District search results, 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 increase our overall Google SEO and drive more qualified traffic to our website.

Social Media Highlights









**Serving the
Community
Beyond Books
with the Library
District**

unlvnursing and lvccld Original audio ...

unlvnursing 3d
Tune in to a new episode of Vital Views! On this episode, we welcome @lvccld Rebecca Colbert, Head of Collections and Bibliographic Services and Theron Nissen, Branch Manager at the Windmill Library, to discuss the new Health Kits and the free resources available to patrons interested in learning more about their health and the healthcare field.

Listen at <https://vitalviews.transistor.fm/>.

lvccld 1m
Thank you for having us on to share these FREE resources with the public! #FreeToBeConnected

11 likes
3 days ago

Add a comment...

Councilwoman Nancy Brune, PhD
@Brune4Vegas

Calling all book lovers! I'm teaming up with the @LVCCLD Centennial Hills Library for an exciting quarterly book club, starting this Feb! Our first book is an amazing true story that happened in Las Vegas.

Learn more here: bit.ly/3WtbNK9

READING BETWEEN THE LINES
A Quarterly Book Club

Centennial Hills Library
6711 N. Buffalo Drive

Featuring: Storming Caesars Palace: How Black Mothers Fought Their Own War on Poverty by Annelise Orleck
Dive into the inspiring true story of black mothers who challenged systemic poverty and inequality in Las Vegas.

STORMING CAESARS PALACE: THE HISTORICAL CONTEXT
Wednesday, Feb. 5, 2025 6-7:30 p.m.

LITERARY LIBATIONS
Saturday, Feb. 22, 2025 6:30-8:30 p.m.

Storming Caesars Palace: The Historical Context
Join us for discussion with Claytee White, American historian and Las Vegas-Clark County Library District board member, and Michael Green, UNLV associate professor, about the social and historical context surrounding the events depicted in the book.

Literary Libations
Enjoy engaging conversation and cocktails while meeting fellow book lovers. A \$15 fee required per person includes access to the event and two cocktails. All proceeds support your local library.

The cocktail will be Champagne Spritzer! Additional options, including white wine, beer and soda, will also be available with a drink ticket. Must be 21 or older to attend. Registration opens Jan. 26. Scan the QR code to RSVP.

For more information on these events and more, please call 702.507.4110 or visit <https://bit.ly/Brune4Vegas>

7:00 PM · Jan 21, 2025 · 81 Views

Top Social Media Posts December 2024**Facebook:**

Our top post promoted **Mychal Threats's** Fireside Chat at Sahara West Library. This post generated **4,821 organic impressions, 486 user engagements, including 12 comments and 14 shares**, which increases the total reach of the post.

**X (Formerly Twitter):**

Our top-performing post on X for the month was a post from **Billy Allen** that included the trailer for his appearance on the new season of the Netflix series *Queer Eye*. This post generated **1,180 organic impressions, 62 user engagements, & 7 shares**.

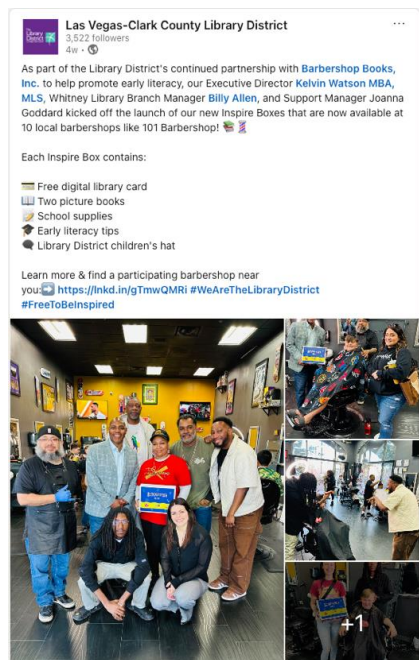


Instagram:

Our top-performing post was the Queer Eye trailer. This video generated **7,007 plays, 5,397 user accounts reached, 608 total Reels interactions, & 91 shares**. One of our most popular Instagram Reels to date, it **reached 79% of user accounts who don't 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 photos from a recent visit to 101 Barbershop as part of the Library District's ongoing partnership with **Barbershop Books**. In attendance were **Kelvin Watson**, **Billy Allen**, and Library Operations Support Manager **Joanna Goddard**. This post generated **2,825 organic impressions, 644 total user engagements, 5 comments and 7 shares**.



Web & Social Media Analytics: December 2024 + 30-Day Comparison + Year-Over-Year**Library District Facebook**

	Followers	Impressions	Post Engagements	Link Clicks
December 2024 Statistics	18,758	119,992	2,640	81
% Gain from November	+1%	+27%	+84%	+10%
% Gain from December 2023	+14%	+27%	+50%	-67%
% Gain from December 2022	+23%	+40%	+90%	-78%

Our **key analytics on Facebook were up month-over-month**, which was encouraging to see as BAM did not run a promotional advertising campaign.

- 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 this trend as Facebook remains an important communication and promotional tool. Each month, BAM continues to create Facebook Events for select CE/LO programs which increase the awareness and attendance for these events.

Library District X (Formerly Twitter)

	Followers	User Engagements	Organic Impressions	Link Clicks
December 2024 Statistics	4,461	1,251	38,505	76
% Change from November	-.1%	+55%	+34%	No change
% Change from December 2023	+1%	+27%	-39%	-23%
% Change from December 2022	+6%	+10%	-47%	-25%

This social media platform **continues to be a challenge** to grow more Followers on and generate user engagement. We did see month-over-month increases in User Engagements and Organic Impressions, but they are still on the downward trend 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.

- 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.
- Looking ahead, BAM is working on a timeline and plans 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.
- Each month, BAM shares links to upcoming CE/LO priority events and 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
December 2024 Statistics	9,623	5,426	207,595	4,442	204
% Change from November	+2%	+107%	+77%	+110%	+143%
% Change from December 2023	+34%	+95%	+179%	+88%	+79%
% Change from December 2022	+62%	+159%	+166%	+148%	+24%

In December, we saw **month-over-month and year-over-year increases across all our key analytics** on Instagram.

- BAM has continued to focus on **creating and posting more vertical format video** content to drive more user engagement, 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. Instagram is where we post our real-time social media coverage using IG Stories and share user-generated content that tags the Library District.
- BAM continues to offer ongoing 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
December 2024 Statistics	3,430	17,973	2,052	13	1,321
% Change from November	+3%	+86%	+125%	+8%	+144%
% Change from December 2023	+38%	+67%	+57%	+333%	+141%
% Change from December 2022	+45%	+138%	+234%	-63%	+467%

We also saw **month-over-month and year-over-year increases** across all our key LinkedIn analytics.

- BAM continues to focus on **growing this platform, sharing consistent content**, including 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
December 2024 Statistics	1,972	29,000	315 hrs	1 min 53 sec
% Change from November	+2%	+3%	+102%	+1%
% Change from December 2023	+21%	+63%	+59%	-3%
% Change from December 2022	+53%	+20%	+39%	+41%

All our key analytics were up month-over-month, with a substantial increase in Total Channel Watch Time. This can be attributed to the increase in BAM-created short-form video content utilizing the YouTube Shorts feature, which has supplemented the decrease in branch-submitted virtual programming.

- Each month, BAM continues to add 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
December 2024	137,000	114,657	307,564	1.63	2 min 9sec
% Change from November	-24%	-13%	-1%	+24%	+25%
% Change from December 2023	+15%	+11%	-5%	-13%	+7%
% Change from December 2022	N/A	N/A	N/A	N/A	N/A

We **increased our Engaged Sessions Per User and Average Engagement Time** across TheLibraryDistrict.org from the previous month, but were down in Unique Users, Unique Homepage Views and Total Engaged Sessions. This can be partly attributed to the December holiday season when more people are away on vacation or busy with their families. We were encouraged to see year-over-year increases in Unique Users and Unique Homepage Views.

Library District App: We are also continuing to monitor the Library District's mobile app downloads. With more use of our app, this will impact our website analytics as app users can access their account, check out items, browse upcoming events and use online resources directly from the app versus going to the website.

Library Lovers' Month: In February, BAM will be running an advertising campaign to promote the Library District's annual Library Lovers' Month promotional giveaway. This will run through the end of the month and drive more qualified traffic back to the dedicated landing page as all library cardholders are eligible to enter.

Website Audit: BAM's digital team is currently working on a full website audit with the goal to enhance the user experience by using Google's GA4 Analytics to inform the redesign layout. We will be refreshing the homepage first as it is the most visited page on TheLibraryDistrict.org. Following the completion of the homepage refresh, we will review priority landing pages for customers such as the Format and Audience pages with the goal to drive more Engaged Sessions and Average Engagement Time across the website.

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

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: January 31, 2025

SUBJECT: Community Engagement Activity Report, February 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 **December 1, 2024 – December 31, 2024**.

POWERFUL PEOPLE

- Developed outreach yoga programming with Jacky Pagone to support CCSD family engagements.
- Prepared a specialty story walk with Yazmin Beltran and Travis Scott of Clark County for their Día de Reyes event in January.
- Connected with Kaylee O'Donnell at the Neon Museum to create adult STEAM programming.
- Met with Lisa Wright of Dress for Success to bring digital resources to their clients seeking career skills.
- Hosted public fine art receptions for exhibits by Homero, Cida de Aragon, Robert Beckmann, and Hayk Adamyan.
- Hosted the Grinch at Grinchmas story time.
- Hired Anna Allred to the position of Regional Programming Supervisor.
- Met with local artist Stephanie Samantha Sumler, Nevada Arts Council member C. Imani Williams, and local author Joylynn Ross to discuss collaboration support for *Summer Challenge 2025*.
- Met with Sue Grundfest to continue and expand pet therapy programs.

POWERFUL PLACES

- Shared outreach and programming updates at the Adult Services Summit.
- Attended art receptions at ASAP, Couper Russ Studios, Core Contemporary, The Composers Room, and the Office of Collecting and Design.
- Removed permanent collection artwork from Whitney Library for facility renovation.
- Coordinated with General Services to install a new stage floor in the Windmill Auditorium.

POWERFUL PARTNERSHIPS

- Renewed the Library District's partnership with Discovery Children's Museum to provide *Toddler Talks* in 2025.

- Brought library resources to the following events:
 - First Friday in Downtown Las Vegas
 - Miss Juneteenth Nevada Holiday Soiree
 - Alpha Kappa Alpha Sorority Economic Summit and Student Leadership Conference
 - Heritage Holidays at Clark County Museum
 - CCSD Magnet School Choice Fair
 - Nellis Air Force Base North Pole Event
- Partnered with Legal Aid Center of Southern Nevada to teach library Spanish speaking customers how to file a claim in small claims court.
- Partnered with Las Vegas Ballet Company to present two condensed performances of the *Nutcracker* in the Sahara West multipurpose room.
- Finalized plans with AARP to provide free tax assistance at libraries in 2025.
- Worked with local and nationally known musicians to present holiday music programming.
- Met with Biblioboard for a creator walk-through and to learn about platform and procedure updates.
- Attended the EmployNV core partner meeting.
- Met with the FBI to discuss partnerships for adult programming, outreach, and staff training.
- Met with Discovery Children's Museum to discuss our ongoing partnership and the museum pass program.

POWERFUL PLATFORMS

- Attended meetings including: Library District Half-Time Town Hall, District Department Head, District Operations Committee, Library Operations/Community Engagement programming, Senior Leadership Team, Youth/Adult Services Summit, Adult Learning Program, and one-on-one work plans.
- Attended work management, building workflows, and automations and reporting trainings for Monday.com.
- Attended employee ethics training.
- Showcased the mobile story walk, STEAM programs, and stories to the Paradise Recreation Center for their community program *Snowfall Express*.
- Prepared chalk artwork for display from previous years of the *Chalk It Up! Art and Music Festival* for an exhibit at Summerlin Library during the 2025 festival.
- Hosted *Faces of Happiness: Exploring Your Story through Art* workshop with psychologist Dr. Tatsiana Razzhavaikina and artist Renata Bosnjak.
- Led a public meeting regarding proposed Venue Use Fees.
- The Summerlin Library Fall Festival was awarded a Best of Las Vegas award.
- Hosted the Youth Services and Adult Services staff summits. The annual training event provided information to staff on programming and engaging with unhoused customers.

HIGHLIGHTED EVENTS

Heritage Holidays

Outreach – Clark County Museum



Toddler Talks – Magnets

Outreach – Discovery Children's Museum



North Pole Housing Event

Outreach – Nellis Air Force Base



Holiday Cards

Outreach – First Friday Downtown Las Vegas



Community Engagement Report
Page 4

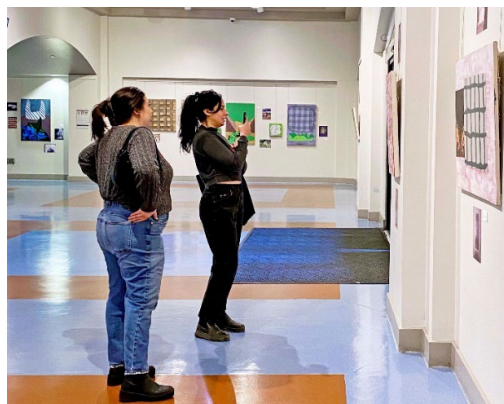
Snowfall Express
Outreach – Paradise Recreation Center



Alpha Kappa Alpha Sorority Economic Summit
Outreach – UNLV Student Union



Homero Hidalgo: Goldmining
Clark Couty



Faces of Happiness
Summerlin



Community Engagement Report
Page 5

Hayk Adamyan: Recollections
Sahara West



The Nutcracker
Sahara West



Jingle Bells Bingo
Clark County



Nevada State Treasurer Art Scholarship Reception
Windmill



Kwanzaa
Whitney



Kwanzaa
West Las Vegas



A Very Popera Holiday
West Charleston



Grinchmas
Sahara West



Adult Services Summit
Windmill



Youth Services Summit
Windmill



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

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank				Adult		Youth		General Interest		Rental		Total	
			Total	Total	Total	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	566	17	1,525	6	22	10	36	8	198	14	609	0	0	32	843
BUNKERVILLE	194	23	2,252	0	75	1	2	170	412	0	0	0	0	171	414
CENTENNIAL HILLS	25,340	2	23,042	331	2,099	18	181	12	631	30	651	15	323	75	1,786
CLARK COUNTY	11,605	7	29,484	467	4,652	96	2,433	129	1,228	21	543	40	5,785	286	9,989
EAST LAS VEGAS	7,290	12	20,098	269	3,405	42	2,353	21	197	25	234	16	442	104	3,226
ENTERPRISE	11,681	6	14,099	203	2,046	12	50	9	121	38	648	12	338	71	1,157
GOODSPRINGS	90	25	521	0	21	3	10	2	9	2	24	0	0	7	43
INDIAN SPRINGS	323	20	2,349	1	49	18	56	0	0	30	356	0	0	48	412
LAUGHLIN	3,152	15	4,009	57	564	17	204	9	121	3	316	4	39	33	680
MEADOWS	536	18	1,672	22	181	13	155	16	123	23	539	0	0	52	817
MESQUITE	5,237	13	9,243	81	1,071	44	468	36	478	11	230	9	126	100	1,302
MOAPA TOWN	215	22	754	2	35	2	13	10	49	1	227	0	0	13	289
MOAPA VALLEY	1,912	16	1,858	14	194	0	0	24	475	1	18	0	0	25	493
MOUNT CHARLESTON	155	24	557	1	12	2	7	0	0	11	60	0	0	13	67
RAINBOW	15,443	4	16,463	205	2,053	10	64	18	236	68	1,543	14	438	110	2,281
SAHARA WEST	25,939	1	26,238	390	2,284	9	145	33	1,007	11	1,030	34	1,001	87	3,183
SANDY VALLEY	342	19	995	8	37	3	2	2	2	2	200	0	0	7	204
SEARCHLIGHT	259	21	686	3	7	1	4	5	28	13	51	0	0	19	83
SPRING VALLEY	10,410	9	17,794	234	2,770	22	211	61	799	54	2,260	8	101	145	3,371
SUMMERLIN	14,344	5	20,323	390	1,015	12	115	0	0	34	213	26	5,902	72	6,230
SUNRISE	10,315	11	13,197	232	1,738	32	283	12	105	40	965	0	0	84	1,353
WEST CHARLESTON	10,595	8	17,213	173	2,092	12	100	13	312	33	1,178	6	442	64	2,032
WEST LAS VEGAS	3,232	14	14,676	121	2,804	8	92	44	336	42	1,342	15	865	109	2,635
WHITNEY	10,352	10	16,355	214	2,441	14	747	23	951	37	1,214	9	566	83	3,478
WINDMILL	21,778	3	22,151	946	2,640	6	269	7	204	8	772	23	1,142	44	2,387
WINDMILL SERVICE CENTER	745,785		0	2,450	63,222	210	1,644	38	635	16	2,738	0	0	264	5,017
2024 MONTHLY TOTAL	937,090		277,554	6,820	97,529	617	9,644	702	8,657	568	17,961	231	17,510	2,118	53,772
FY 24-25 YTD TOTAL	5,805,835		1,949,343	48,174	682,234	4,187	111,752	5,576	87,381	3,882	168,628	1,472	61,211	15,117	428,972

ANNUAL MONTHLY COMPARISON															
2023 MONTHLY TOTAL	884,073		275,108	8,350	82,550	784	8,776	703	10,142	685	15,868	192	15,595	2,364	50,381
% CHANGE	6%		1%	-18%	18%	-21%	10%	0%	-15%	-17%	13%	20%	12%	-10%	7%

ANNUAL YTD COMPARISON															
FY 23-24 YTD TOTAL	5,571,293		1,879,784	50,939	541,650	6,302	78,259	5,452	99,839	5,072	176,229	1,260	52,149	18,086	406,476
% CHANGE	4%		4%	-5%	26%	-34%	43%	2%	-12%	-23%	-4%	17%	17%	-16%	6%

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	845,618		296,381	6,017	77,562	789	7,517	669	11,060	613	12,193	174	17,995	2,245	48,765
% CHANGE	11%		-6%	13%	26%	-22%	28%	5%	-22%	-7%	47%	33%	-3%	-6%	10%
2021 MONTHLY TOTAL	750,639		245,426	3,419	78,015									1,839	44,693
% CHANGE	25%		13%	99%	25%									15%	20%
2020 MONTHLY TOTAL	554,474		145,439	2,089	54,655									716	12,731
% CHANGE	69%		91%	226%	78%									196%	322%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	5,284,341		2,002,536	42,950	531,171	6,064	83,633	4,857	91,790	4,092	138,169	1,376	54,300	16,389	367,892
% CHANGE	10%		-3%	12%	28%	-31%	34%	15%	-5%	-5%	22%	7%	13%	-8%	17%
FY 21-22 YTD TOTAL	4,509,884		1,721,319	32,295	510,519									12,164	266,711
% CHANGE	29%		13%	49%	34%									24%	61%
FY 20-21 YTD TOTAL	4,355,913		1,563,120	28,860	500,482									6,348	111,244
% CHANGE	33%		25%	67%	36%									138%	286%

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

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Development Department

DATE: January 31, 2025

SUBJECT: Development Report, February 2025

This memorandum summarizes the Development Department's significant activities and grants and fundraising initiatives compiled for January 2025.

Major Foundation Proposals Outstanding at 1/31/2025

- City of Las Vegas \$400,000 for Homework Help/Tutoring Program
- 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
- Best Buy \$50,000 for BBTC Refresh
- Junior Achievement of Las Vegas \$100,000 for Barbershop Books

Bookstore Sales – July 1, 2024 – December 31, 2024

- \$97,175.41

Major District Proposals Outstanding at 1/31/2025

- Federal Appropriations:
 - \$16,400,000 for the Homework Help / Tutoring Program
 - \$5,500,000 for Rainbow Library Refresh
- Clark County Outside Agency Grant \$75,000 Media Box for West Las Vegas Library

Powerful Platforms/People/Partnerships/Places**January Meetings**

- 1/7/2025 – Met with Clark County CDBG staff to discuss requirements for the 2025 funding cycle.
- 1/13/2025 – Met with National Library of Medicine staff to discuss criteria for the 2025 grant.
- 1/16/2025 – Met with Dayforce staff to discuss the donation of six 32" computer monitors to the Library District.
- 1/23/2025 – Met with MGM Resorts Foundation staff to discuss the 2025 Community Grant requirements.
- 1/23/2025 – Met with NAACP staff to discuss collaborating to apply for the UNSN Community Impact Grant.
- 1/27/2025 – Met with SNRHA to obtain information for Clark County's 2025-26 CDBG.



Development

February 2025 Board Meeting



FOUNDATION Proposals Submitted 1/1/2024 through 1/31/2025	FOUNDATION Payments and Signed Awards Received 7/1/2024 through 12/30/2024	FOUNDATION Tentatively Approved (but not received) 1/1/2024 through 1/31/2025	FOUNDATION Not Awarded or Program Cancelled 1/1/2024 through 1/31/2025	FOUNDATION BOOK STORE SALES 7/1/2024 through 11/30/2024	FOUNDATION ONLINE DONATIONS 7/1/2024 through 1/24/2025
\$2,107,000	\$53,000	N/A	\$1,504,000	\$97,175.77	\$11,605.84

DISTRICT Proposal Submitted 1/1/2024 through 1/31/2025	DISTRICT Payments and Signed Awards Received 7/1/2024 through 1/31/2025	DISTRICT Tentatively Approved (but not received) 1/1/2024 through 1/31/2025	DISTRICT Not Awarded or Program Cancelled 1/1/2024 through 12/30/2024
\$30,437,609	\$2,148,156	\$2,103,430	\$9,525



Major Foundation Proposals Outstanding at 1/31/2025:

- City of Las Vegas \$400,000 for Homework Help / Tutoring Program
- 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
- Best Buy \$50,000 Grant for Tech Center Refresh
- Junior Achievement of Las Vegas \$100,000 for Barbershop Books



Major District Proposals Outstanding at 1/31/2025:

- Federal Appropriations:
 - \$16,400,000 for Homework Help / Tutoring Program
 - \$5,500,000 for Rainbow Library Refresh



A Few of Our New and Continued Partnerships/Donors





The New Media Box at East Las Vegas Library and Best Buy Teen Tech Center \$40,000 Scholarship Winner





It's what we do...

Thank you!

**ITEM VI.A.2.d.****MEMORANDUM**

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Ronald Melnar, Acting IT Director

DATE: January 31, 2025

SUBJECT: Information Technology Report, February 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 December 30 to January 31.

POWERFUL PEOPLE

- I have received several proposals in answer to our request for providing hotspot devices and service to the District. This falls under the E-Rate reimbursement program. I will be evaluating the proposals, making a decision, and awarding the contract in the coming weeks. This will not only help to alleviate some of the current backlog in our hotspot checkout program, which requires over 150 units just to catch up, but will give us the opportunity to expand the program, since the request was for up to 1000 hotspots.
- Several Library Staff members around the District were the recipients of emails containing malware that came from the Boulder City Library. The IT Department responded quickly, contacting the Boulder City Library, notifying staff members here, and taking steps to block the emails. Security Analyst Alfred Cruz has been monitoring our network for any signs that we have been compromised by this action and has not found any indication of that.
- Network and Security Analyst Alfred Cruz has run and successfully completed the quarterly Payment Card Industry (PCI) scan for the District. This is accomplished every quarter in conjunction with an annual scan that is far more in-depth.



- The IT Systems team has been working on finishing the upgrade of the staff servers located in each of the Metro Area branches. We are still scheduled with Envisionware to complete the Branch Manager software upgrade, which tracks items going through the RFID gates. We expect to be complete with this by the end of January.

POWERFUL PLACES

- IT Staff have worked with TBS, Inc. representatives to roll out a new public computer reservation system (MyPC), printing system (PaperCut), and document scanning station (ScanEZ) at the Whitney branch. Staff members had the system installed and running at the branch before opening and when the doors opened and customers started using the computers, everyone was extremely pleased at how easy the new system was to operate and control. We are currently offering free printing during the pilot and when we are complete, we will be offering the first \$1.00 free to customers. Staff training has gone well and everyone has remarked how easy the new system is to operate. As we obtain more of the new equipment, we will decide how we will start implementing this for the rest of the District.



- The Media Box CD and DVD checkout kiosk arrived at East Las Vegas this month and IT Staff worked to get it connected on the network and talking to the Sierra system. Originally it was going to be connected using wireless, however after seeing its connection capabilities, we decided it would be much more secure to connect it with a hard cable connection. After being in place for a week, the branch decided that it would be more effective in a different location, so we supported their efforts to move it, connecting it up at the new location. Collections and Bibliographic Services will be stocking it with the 700+ items it will house and there will be a grand opening for it in the coming weeks.



- IT Staff worked with Rainbow Branch Staff to provision and open a new passport office in that branch. We were able to provide a telephone and computer, as well as ensure there were enough connections for the other devices needed to operate that office, such as a camera and copier.
- The IT Department worked with Facilities Staff and Envisionware to replace the RFID gates at the Windmill and Enterprise branches. This represents the last of the RFID gate replacements, which are on a ten-year life cycle. The gates being replaced were the original ones that have been in place since we moved to an RFID system about fifteen years ago.

POWERFUL PARTNERSHIPS

- Members of the IT Department and Library Operations met with the North America RFID Manager from Lyngsoe Systems. We have been working on a system to replace the current self-checkout system and have decided to include Lyngsoe Systems in our consideration since we already utilize their systems for materials handling and item check-in and sorting. Lyngsoe seems much more willing to work with us to modify their software and displays on their checkout systems, and we have agreed to have them create a demo unit for us, with a plan to test the unit internally at first, and then place it in a branch to see what library customers think of the device.
- The IT Department has opened up the WIFI as well as a few hardline connections to support the AARP as they operate their annual Tax Assist program. Every year, the AARP runs programs that help everyone (not only retirees) with their taxes and the IT Department makes special wireless connections available so they can make uninterrupted connections to the internet. These connections will remain open to the AARP until April 15.
- I have been working with Communico techs and our Branding and Marketing Department to resolve a video playback issue we have been having with the Broadcast system. Broadcast is the system that allows content to be displayed on any internet browser around the District. We have recently added smart televisions to every branch so they can be part of this system and display relevant content that can be unique to that particular branch. We soon realized that video playback was being plagued by short delays as the content was streamed. Working with Communico, we deduced that the cause was the browser that was built into the TVs. Our solution is to utilize inexpensive Fire TV Sticks, which have a built-in browser that streams the video perfectly. The IT Department will take on the project of obtaining and deploying these devices.
- The IT Department is still on schedule to complete the replacement of the materials handling equipment and sorters at the Distribution Center, Mesquite Branch, West Charleston Branch, and Whitney Branch starting February 11.

POWERFUL PLATFORMS

- IT Department Staff have performed an upgrade to the training version of our Sierra Library Services Platform. This is basically a copy of the server that controls the entirety of our collection and patron accounts. Library Staff will be testing the new version, 6.3, to ensure there are no issues with compatibility or any unforeseen problems that could impact our ability to operate our catalog or service our patrons. Once we are satisfied that everything is working as it should, we will schedule the upgrade to our production environment.

- The IT Department has been working on a replacement for the District's telecommunication system for several months. The current NEC telephone system is at its end-of-life and NEC made the decision last year to exit their on-premise Unified Communications business, so we can no longer obtain new equipment. Although they will continue to fulfill existing contractual obligations, we feel we need to settle on a replacement sooner, rather than waiting for a problem to emerge where we will have to rely on a third party's best effort support to resolve. We have deployed several Cisco telephones operating through our Webex system as a proof of concept. Our next step is to copy the integration we have with NEC to test things like our phone tree and 4-digit dialing. We are also working with different vendors to see who can provide us with the best pricing for equipment and professional services.



- The project to replace the Vocera badges is continuing. Last month we received 300 new Vocera badges and this month IT Staff worked to get them all configured and ready to distribute. We will be organizing that distribution to the branches over the next few weeks. Vocera is the system that operates over the District's WIFI system and allows staff to communicate with each other as well as security.

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

(Continuation of IT Report)

CBS MONTHLY REPORT (Starting next month this report will be submitted separately)

On January 6, Rebecca Colbert joined Gloria Jertberg and other EV staff for the delivery of the Library District's first Media Box. This innovative vending unit holds 750 DVDs in a redbox type sleeve and enables patrons to browse the collection and film descriptions on the unit before selecting items for check out. Since delivery, the Media Box has been moved to an improved location and EV is awaiting further directions from International Library Services before fully stocking the unit and holding a grand opening ceremony. 1000 DVDs have been ordered for the unit and are being prepared for delivery.

Rebecca Colbert joined Sherry Walker for a call with the Education Director of the Atomic Museum. The Museum wishes to partner with the District and make passes available for checkout. The prospective launch for such passes is mid March.

Collections and Bibliographic Services was moved out from under Information Technology to become its own unit. Joining CBS will be the Electronic Resources, Distribution Center and Interlibrary Loan departments. Rebecca Colbert is the new Director of this unit. She brings over 20 years experience with the Library District including Cataloging, Acquisitions and Management of CBS for the last nine years.

All CBS staff have completed the required ethics training provided in the last month by Human Resources and the State of Nevada. Multiple library staffers are also enrolled in LEAD training for the next four months.

The process of ordering audiovisual materials for the West Las Vegas Opening Day Collection project has begun. A long call was held with Midwest Tapes on January 21st to discuss the scope and budget of the collection and follow up plans have been scheduled. Ordering will begin in March and conclude by July.

Former Windmill Adult Services Librarian Eric Howes will be joining the Collection Development Department on February 3rd. This should conclude the spate of retirements and hirings CBS experienced in 2024.

The District's total circulation for December was 921,506 of which 47% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation was 481,888 and e-media circulation was 439,618. A breakdown of the e-media circulation by format follows:

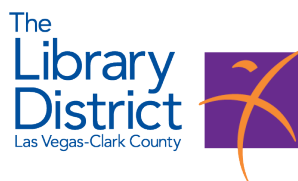
- E-Books – 169,103
- E-Audiobooks – 183,035
- Magazines – 30,446
- Music – 42,964
- Video – 14,070

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 6.6% of our Overdrive circulation while the Boulder City Library District's customers accounted for approximately 1.5%. Henderson Libraries accounted for 1% of Overdrive checkouts with 3,650 checkouts while LVCCLD accounted for 665 checkouts of Henderson's Overdrive content. Instant Digital cards generated 4.1% of Overdrive circulation with 14,465 checkouts. 1059 new IDC users were created; 1057 were local residents and two were visitors.

CBS staff added 1,951 titles with 12,817 new items to the District's collection, while 6,271 items were withdrawn from the library catalog in December. Collection Development staff added 39,094 e-books and e-audiobooks to the collection in December.

The Library at the Boulevard Mall had 15 items circulate in December. The Sunrise Hospital Anytime Library also had 13 items checked out in December. A collection refresh for both is planned for the new year.

There were 7445 music titles with 53 languages including 3,516 English records and 231 Spanish albums downloaded from Hoopla in December 2024. We removed 534 Hoopla records from our database, updated 910 OCLC holding records. There were 1205 ISBN updates sent to EBSCO for Novelist Select Catalog Enhancement Program. There were 348 bib records loaded for BOU in December, and 271 bib records with 457 item records loaded for North Las Vegas. 95 government document records were added to Sierra in December. Cataloger Monica Song finished testing Brodart's new MARC record delivery methodology, discussed issues with the vendor, and loaded 853 titles with 3757 item records into LVCCLD system.



ITEM VI.A.3.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: January 31, 2025

SUBJECT: Financial Services Report, February 2025

This memorandum summarizes the Financial Services Department's activities and project updates for the month of January 2025 and analytics compiled from the period of January 1 through January 31, 2025.

Powerful People

Administration

- Submitted the annual report of capital improvements owned, leased, or operated to the NV Department of Taxation and the Legislative Counsel Bureau, per NRS requirements
- **Floresto Cabias** attended West Vegas Grand Opening Planning Committee meeting
- **Floresto Cabias** and **John Vino** provided New Markets partners with a tour of the East Las Vegas Library and a site visit to the West Las Vegas Project construction site
- **Floresto Cabias** attended meetings with New Markets partners to prepare for additional potential State and Federal funding for the West Las Vegas Project
- Welcomed Administrative Assistant **Lauren DiPentino**
- **Lauren DiPentino** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lauren DiPentino** and **Amy Lin** prepared and followed up on Agreements for Services for performances scheduled for District-wide events
- **Lauren DiPentino** prepared weekly bank deposits
- **Financial Services Team** attended financial software demonstrations from Sylogist, Tyler Technologies, and SAP
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$5.6M) for the reporting period)
- Prepared Forms W-2, Forms 1099, and PERS report
- 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

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: January 31, 2025

SUBJECT: Financial Services Report, February 2025

Enclosed are the budget status reports for January 2025. General fund revenues show 51% of budgeted revenues collected.

Property Tax Revenues

As of January 17, 2025, the District collected \$40.5M in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1.

Consolidated Sales Tax Revenues (CTX)

The CTX shows 33% collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection.

As of the most recent payment received on December 17, 2024, which reflects October 2024 collections, there have been no significant changes since last month's report. The \$2.5M collected represents a 1.7% decrease compared to the same period last fiscal year, and year-to-date, CTX collections are still 1.7% lower than FY 2024.

While this slight decline is consistent with the trend seen over the past few months, it's worth noting that the broader recovery in Southern Nevada's economy continues to influence our revenue. We are observing a shift back to more typical consumer behavior as the pandemic-era growth begins to stabilize. This could explain some of the slower growth, as the economy moves away from the rapid recovery phase and into a more normalized period of growth.

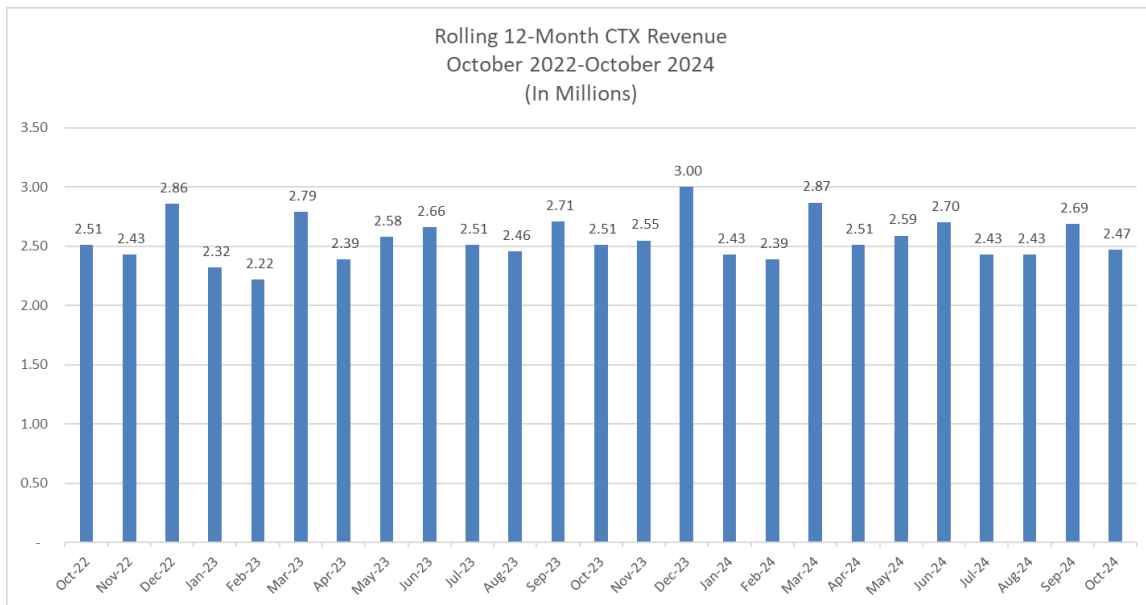
Additionally, national economic conditions—such as inflation concerns and shifts in consumer spending—may continue to have a ripple effect on Southern Nevada, particularly in sectors like tourism and discretionary spending. This broader economic uncertainty may be contributing to the decline in CTX collections, but these trends remain in line with what we had anticipated.

While the dip in CTX revenue warrants monitoring, the District's conservative approach to budgeting has positioned it to manage fluctuations in revenue effectively. Staff will keep tracking these trends and provide updates if there are any significant shifts.

Expenditures

The General Fund spent 46% 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
July	2,512,443.86	2,430,629.05	-3.26%
August	2,458,283.10	2,426,377.11	-1.30%
September	2,706,582.49	2,688,962.34	-0.65%
October	2,507,912.36	2,466,492.72	-1.65%
November	2,554,982.14		
December	2,965,326.12		
January	2,430,171.83		
February	2,385,397.64		
March	2,868,464.77		
April	2,508,275.59		
May	2,586,872.90		
June	2,697,110.04		
TOTAL	31,181,822.84	10,012,461.22	

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

General Fund - 100
From 07/01/2024 Through 01/17/2025

	YTD Actual	Budget	Variance Amount	Variance Percent
Revenues				
Tax Revenue	\$ 40,506,286.38	\$ 68,639,254.00	\$ 28,132,967.62	40.99%
Intergovernmental Revenue	10,366,456.49	31,585,602.00	21,219,145.51	67.18%
Charges for Services	360,156.95	950,000.00	589,843.05	62.09%
Miscellaneous	1,004,149.75	1,600,000.00	595,850.25	37.24%
Total Revenues	\$ 52,237,049.57	\$ 102,774,856.00	\$ 50,537,806.43	49.17%
Expenditures				
Salaries	\$ 19,098,994.93	\$ 41,391,742.00	\$ 22,292,747.07	53.86%
Benefits	8,419,638.74	19,338,939.00	10,919,300.26	56.46%
Supplies & Services	9,443,636.88	21,095,160.00	11,651,523.12	55.23%
Capital Outlay	7,550,189.99	14,425,000.00	6,874,810.01	47.66%
Total Expenditures	\$ 44,512,460.54	\$ 96,250,841.00	\$ 51,738,380.46	53.75%
Excess of Revenues Over Expenditures	\$ 7,724,589.03	\$ 6,524,015.00		

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

General Fund - 100
From 7/1/2024 Through 1/17/2025

		YTD Actual	Budget	Variance Amount	Variance Percent
110	Administration - Executive	\$ 376,772.67	\$ 925,714.00	\$ 548,941.33	59.30%
120	Administration - Library Operations	1,557,776.09	2,265,951.00	708,174.91	31.25%
200	Financial Services	880,753.49	2,498,816.00	1,618,062.51	64.75%
215	Community Outreach	399,920.73	859,457.00	459,536.27	53.47%
216	Youth Services	339,305.81	693,949.00	354,643.19	51.11%
217	Adult Services	190,133.95	529,590.00	339,456.05	64.10%
220	Development	422,948.39	1,202,334.00	779,385.61	64.82%
240	General Services	6,125,625.36	13,072,918.00	6,947,292.64	53.14%
250	Human Resources	1,248,851.44	3,282,531.00	2,033,679.56	61.95%
251	HR-Work Insurance	671,082.58	1,507,000.00	835,917.42	55.47%
260	Information Technology	3,059,646.31	5,908,911.00	2,849,264.69	48.22%
270	Literacy Services	108,142.92	2,210,830.00	2,102,687.08	95.11%
280	Branding and Marketing	1,627,995.48	3,555,752.00	1,927,756.52	54.22%
290	Access Services	186,127.06	1,670,478.00	1,484,350.94	88.86%
310	Collection and Bibliographic Services	8,759,808.77	17,058,705.00	8,298,896.23	48.65%
320	Gallery Services	115,207.70	242,302.00	127,094.30	52.45%
330	Programming and Venues Services	1,864,387.19	3,824,342.00	1,959,954.81	51.25%
340	Community Engagement	304,643.93	817,095.00	512,451.07	62.72%
400	Library Operations	16,273,330.67	34,124,166.00	17,850,835.33	52.31%
Total		\$ 44,512,460.54	\$ 96,250,841.00	\$ 51,738,380.46	53.75%

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

General Fund - 100
Library Operations - Dept 400
From 07/01/2024 Through 01/17/2025

		YTD Actual	Budget	Variance Amount	Variance Percent
100	Blue Diamond Library	\$ 86,547.03	\$ 143,884.00	\$ 57,336.97	39.85%
110	Bunkerville Library	71,597.51	152,707.00	81,109.49	53.11%
120	Clark County Library	1,306,448.65	3,218,728.00	1,912,279.35	59.41%
130	Enterprise Library	843,495.89	1,809,598.00	966,102.11	53.39%
140	Goodsprings Library	60,175.66	112,540.00	52,364.34	46.53%
160	Indian Springs Library	90,620.94	176,567.00	85,946.06	48.68%
180	Laughlin Library	427,242.13	916,530.00	489,287.87	53.38%
190	Mesquite Library	664,869.49	1,441,452.00	776,582.51	53.88%
200	Moapa Town Library	72,262.38	137,995.00	65,732.62	47.63%
210	Moapa Valley Library	206,153.03	402,792.00	196,638.97	48.82%
220	Mount Charleston Library	70,848.97	137,615.00	66,766.03	48.52%
230	Rainbow Library	1,118,211.59	2,205,568.00	1,087,356.41	49.30%
240	Sahara West Library	1,540,193.23	3,009,614.00	1,469,420.77	48.82%
250	Sandy Valley Library	79,608.89	158,778.00	79,169.11	49.86%
260	Searchlight Library	70,171.03	136,488.00	66,316.97	48.59%
270	Spring Valley Library	1,038,848.71	2,087,699.00	1,048,850.29	50.24%
280	Summerlin Library	880,141.77	1,748,337.00	868,195.23	49.66%
290	Sunrise Library	902,190.47	1,858,716.00	956,525.53	51.46%
300	West Charleston Library	1,051,799.28	2,214,268.00	1,162,468.72	52.50%
310	West Las Vegas Library	942,953.55	2,285,488.00	1,342,534.45	58.74%
320	Whitney Library	883,760.88	2,034,859.00	1,151,098.12	56.57%
360	Meadows Library	87,470.56	176,901.00	89,430.44	50.55%
370	Centennial Hills Library	1,162,678.06	2,360,371.00	1,197,692.94	50.74%
380	Windmill Library	1,199,772.51	2,370,606.00	1,170,833.49	49.39%
390	East Las Vegas Library	1,173,153.17	2,337,371.00	1,164,217.83	49.81%
605	City Misdemeanant	38,642.73	52,982.00	14,339.27	27.06%
610	Clark County Detention Dept.	203,472.56	435,712.00	232,239.44	53.30%
Total		\$ 16,273,330.67	\$ 34,124,166.00	\$ 17,850,835.33	52.31%

Regular Board of Trustees Meeting- February 13, 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 01/17/2025

		YTD Actual	Budget	Variance Amount	Variance Percent
51100	Salaries - Full Time	\$ 15,572,834.17	\$ 33,530,522.00	\$ 17,957,687.83	53.56%
51200	Salaries - Part Time	2,802,776.49	6,249,546.00	3,446,769.51	55.15%
51300	Overtime Pay	31,111.70	75,000.00	43,888.30	58.52%
51400	Call Back Pay	8,029.01	10,798.00	2,768.99	25.64%
51500	Standby Pay	35,036.04	64,809.00	29,772.96	45.94%
51600	Longevity Pay	127,897.48	251,566.00	123,668.52	49.16%
51700	Separation Pay	220,927.25	450,000.00	229,072.75	50.91%
51800	Leave Buyout	300,382.79	500,000.00	199,617.21	39.92%
55100	Employees Retirement	5,319,953.38	11,548,997.00	6,229,043.62	53.94%
55200	Group Insurance	2,553,873.30	6,298,568.00	3,744,694.70	59.45%
55300	Workers' Comp. Payments	103,361.25	272,000.00	168,638.75	62.00%
55400	Medicare Coverage Expense	435,882.37	937,874.00	501,991.63	53.52%
55500	Unemployment Insurance	6,568.44	160,000.00	153,431.56	95.89%
61100	Office Supplies	272,546.78	612,630.00	340,083.22	55.51%
61110	Operating Supplies	249,978.21	820,205.00	570,226.79	69.52%
61120	Software & User Licenses	383,560.56	586,052.00	202,491.44	34.55%
61130	Software Maintenance	1,442,780.58	2,042,700.00	599,919.42	29.37%
61200	Book Materials & Supplies	31,854.49	110,000.00	78,145.51	71.04%
61205	Interlibrary Loan	325.05	4,500.00	4,174.95	92.78%
61210	Small Equipment	79,882.14	417,750.00	337,867.86	80.88%
61400	Equipment Repair & Maint.	477,131.04	814,856.00	337,724.96	41.45%
61410	Contracted Services	3,135,763.26	7,352,212.00	4,216,448.74	57.35%
61420	Building Repair & Maint.	93,979.10	400,000.00	306,020.90	76.51%
61500	Rental Expenses	39,030.64	70,816.00	31,785.36	44.88%
61600	Telephone	355,375.33	690,000.00	334,624.67	48.50%
61700	Utilities	1,035,679.48	2,500,000.00	1,464,320.52	58.57%
61800	Insurance & Bonds	478,618.30	480,000.00	1,381.70	0.29%
61900	Professional Services	518,506.31	1,173,750.00	655,243.69	55.82%
61910	Legal Services	72,430.00	363,000.00	290,570.00	80.05%
62200	Collection Agencies	1,194.75	100,000.00	98,805.25	98.81%
62300	Board Compensation	2,160.00	10,000.00	7,840.00	78.40%
62500	Postage	98,714.87	365,000.00	266,285.13	72.95%
62510	Advertising	170,688.61	489,700.00	319,011.39	65.14%
62600	Community Events	3,456.03	77,250.00	73,793.97	95.53%
62610	Staff Day	265.98	30,000.00	29,734.02	99.11%
62620	Recruitment	13,504.71	40,000.00	26,495.29	66.24%
62700	Education & Training	51,518.24	233,500.00	181,981.76	77.94%
62800	Travel & Transportation	86,871.02	287,800.00	200,928.98	69.82%
62900	Printing & Reproduction	209,537.93	391,953.00	182,415.07	46.54%
63000	Dues & Subscriptions	24,775.00	59,450.00	34,675.00	58.33%
65000	Miscellaneous Expenses	4,937.32	170,800.00	165,862.68	97.11%
65100	Bank Charges	20,971.15	50,000.00	29,028.85	58.06%
67000	Rental Expenses to QALICBs	87,600.00	732,237.00	644,637.00	88.04%
81700	Library Books	7,550,189.99	14,425,000.00	6,874,810.01	47.66%
Total		\$ 44,512,460.54	\$ 96,250,841.00	\$ 51,738,380.46	53.75%

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

Grant Fund - 220
From 07/01/2024 Through 01/17/2025

	YTD Actual	Budget	Variance Amount	Variance Percent
Revenues				
Intergovernmental Revenue	\$ 680,183.13	\$ 20,000,000.00	\$ 19,319,816.87	96.60%
Total Revenues	\$ 680,183.13	\$ 20,000,000.00	\$ 19,319,816.87	96.60%
Expenditures				
Salaries	\$ 484,163.43	\$ 1,300,000.00	\$ 815,836.57	62.76%
Benefits	182,565.53	700,000.00	517,434.47	73.92%
Supplies & Services	91,820.27	10,000,000.00	9,908,179.73	99.08%
Capital Outlay	101,367.50	8,000,000.00	7,898,632.50	98.73%
Total Expenditures	\$ 859,916.73	\$ 20,000,000.00	\$ 19,140,083.27	95.70%
Deficit of Revenues Under Expenditures	\$ (179,733.60)	\$ -		

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

Grant Fund - 220
From 07/01/2024 Through 01/17/2025

		YTD Actual	Budget	Variance Amount	Variance Percent
51100	Salaries - Full Time	\$ 364,588.89	\$ 900,000.00	\$ 535,411.11	59.49%
51200	Salaries - Part Time	118,596.56	400,000.00	281,403.44	70.35%
51300	Overtime Pay	135.06	250.00	114.94	45.98%
51600	Longevity Pay	842.92	900.00	57.08	6.34%
55100	Employees Retirement	114,219.05	400,000.00	285,780.95	71.45%
55200	Group Insurance	54,038.18	220,000.00	165,961.82	75.44%
55400	Medicare Coverage Expense	14,308.30	80,000.00	65,691.70	82.11%
61100	Office Supplies	3,917.49	511,200.00	507,282.51	99.23%
61120	Software & User Licenses	22,963.22	1,056,000.00	1,033,036.78	97.83%
61210	Small Equipment	48,469.42	2,017,500.00	1,969,030.58	97.60%
61410	Contracted Services	-	2,018,900.00	2,018,900.00	100.00%
62700	Education & Training	9,210.00	1,011,400.00	1,002,190.00	99.09%
62800	Travel & Transportation	7,260.14	1,004,000.00	996,739.86	99.28%
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	7,925,276.67	7,887,526.67	99.52%
81700	Library Books	63,617.50	73,823.33	10,205.83	13.82%
Total		\$ 859,916.73	\$ 20,000,000.00	\$ 19,140,083.27	95.70%

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

Gift Fund - 230
From 07/01/2024 Through 01/17/2025

	YTD Actual	Budget	Variance Amount	Variance Percent
Revenues				
Miscellaneous	\$ 288,247.82	\$ 10,000,000.00	\$ 9,711,752.18	97.12%
Total Revenues	\$ 288,247.82	\$ 10,000,000.00	\$ 9,711,752.18	97.12%
Expenditures				
Salaries	\$ 208,640.63	\$ 208,640.63	\$ -	0.00%
Benefits	94,800.64	94,800.64	-	0.00%
Supplies & Services	103,183.08	5,900,000.00	5,796,816.92	98.25%
Capital Outlay	1,422.50	3,796,558.73	3,795,136.23	99.96%
Total Expenditures	\$ 408,046.85	\$ 10,000,000.00	\$ 9,591,953.15	95.92%
Deficit of Revenues Under Expenditures	\$ (119,799.03)	\$ -		

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

Gift Fund - 230
From 07/01/2024 Through 01/17/2025

		YTD Actual	Budget	Variance Amount	Variance Percent
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	50,133.36	100,000.00	49,866.64	49.87%
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	8,872.00	200,000.00	191,128.00	95.56%
62510	Advertising	1,304.00	100,000.00	98,696.00	98.70%
62600	Community Events	12,873.67	100,000.00	87,126.33	87.13%
62800	Travel & Transportation	-	100,000.00	100,000.00	100.00%
65000	Miscellaneous Expenses	1,599.09	100,000.00	98,400.91	98.40%
81600	Capital Equipment - Major	-	3,696,558.73	3,696,558.73	100.00%
81700	Library Books	1,422.50	100,000.00	98,577.50	98.58%
Total		\$ 408,046.85	\$ 10,000,000.00	\$ 9,591,953.15	95.92%

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

Capital Projects Fund - 510
From 07/01/2024 Through 01/17/2025

	YTD Actual	Budget	Variance Amount	Variance Percent
Revenues				
Miscellaneous	\$ 135,350.00	\$ 1,200,000.00	\$ 1,064,650.00	88.72%
Total Revenues	\$ 135,350.00	\$ 1,200,000.00	\$ 1,064,650.00	88.72%
Expenditures				
Supplies & Services	\$ 1,727,724.71	\$ 4,109,500.00	\$ 2,381,775.29	57.96%
Capital Outlay	654,983.66	12,557,500.00	11,902,516.34	94.78%
Total Expenditures	\$ 2,382,708.37	\$ 16,667,000.00	\$ 14,284,291.63	85.70%
Deficit of Revenues Under Expenditures	\$ (2,247,358.37)	\$ (15,467,000.00)		

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

Capital Projects Fund - 510
From 07/01/2024 Through 01/17/2025

		YTD Actual	Budget	Variance Amount	Variance Percent
61110	Operating Supplies	\$ 4,743.50	\$ 1,500,000.00	\$ 1,495,256.50	99.68%
61210	Small Equipment	610,480.96	769,500.00	159,019.04	20.67%
61400	Equipment Repair & Maint.	7,299.00	18,000.00	10,701.00	59.45%
61410	Contracted Services	4,250.00	100,000.00	95,750.00	95.75%
61420	Building Repair & Maint.	879,270.97	1,171,000.00	291,729.03	24.91%
61500	Rental Expenses	3,340.00	5,000.00	1,660.00	33.20%
61700	Utilities	535.31	5,000.00	4,464.69	89.29%
61800	Insurance & Bonds	2,415.00	10,000.00	7,585.00	75.85%
61900	Professional Services	37,408.14	165,000.00	127,591.86	77.33%
61910	Legal Services	50,491.59	115,000.00	64,508.41	56.09%
65000	Miscellaneous Expenses	127,490.24	175,000.00	47,509.76	27.15%
81300	Buildings	15,000.00	20,000.00	5,000.00	25.00%
81400	Construction in Progress	5,191.35	120,000.00	114,808.65	95.67%
81500	Capital Improvements	201,872.56	8,911,000.00	8,709,127.44	97.73%
81600	Capital Equipment - Major	11,110.69	2,957,500.00	2,946,389.31	99.62%
81700	Library Books	421,809.06	625,000.00	203,190.94	32.51%
Total		\$ 2,382,708.37	\$ 16,667,000.00	\$ 14,284,291.63	85.70%

Las Vegas-Clark County Library District
Encumbrance Budget
By Project

Project 2050 - Furniture Replacement
From 07/01/2024 through 01/17/2025

510 Capital Projects Fund				
YTD Actual		Budget	Variance Amount	Variance Percent
Expenditures				
61210	Small Equipment	\$ 19,455.20	\$ 100,000.00	\$ 80,544.80 81%
Total Expenditures		\$ 19,455.20	\$ 100,000.00	\$ 80,544.80 81%

Las Vegas-Clark County Library District
Encumbrance Budget
By Project

Project 2200 - Financial Services
From 07/01/2024 through 01/17/2025

510 Capital Projects Fund				
	YTD Actual	Budget	Variance Amount	Variance Percent
Expenditures				
61210 Small Equipment	\$ 1,718.00	\$ 50,000.00	\$ 48,282.00	97%
61900 Professional Services	4,600.00	5,000.00	400.00	8%
81600 Capital Equipment - Major	-	250,000.00	250,000.00	100%
Total Expenditures	<u>\$ 6,318.00</u>	<u>\$ 305,000.00</u>	<u>\$ 298,682.00</u>	<u>98%</u>

Las Vegas-Clark County Library District
Encumbrance Budget
By Project


Project 4010 - IT - Tech Replacements & Upgrades
From 07/01/2024 through 01/17/2025

510
Capital Projects Fund

		YTD Actual	Budget	Variance Amount	Variance Percent
Expenditures					
61110	Operating Supplies	\$ 1,918.86	\$ 90,000.00	\$ 88,081.14	98%
61210	Small Equipment	558,914.13	560,000.00	1,085.87	0%
61400	Equipment Repair & Maint.	7,299.00	40,000.00	32,701.00	82%
61410	Contracted Services	4,250.00	80,000.00	75,750.00	95%
81600	Capital Equipment - Major	-	1,060,000.00	1,060,000.00	100%
Total Expenditures		\$ 572,381.99	\$ 1,830,000.00	\$ 1,257,618.01	69%

Las Vegas-Clark County Library District
Encumbrance Budget
By Project

Project 5010 - Bldg Repair & Maintenance
From 07/01/2024 through 01/17/2025

		510 Capital Projects Fund			
		YTD Actual	Budget	Variance Amount	Variance Percent
Expenditures					
61110	Operating Supplies	\$ 1,310.25	 2,347,000.00	\$ 2,345,689.75	100%
61210	Small Equipment	6,952.97	35,000.00	28,047.03	80%
61420	Building Repair & Maint.	324,509.44	750,000.00	425,490.56	57%
61900	Professional Services	11,336.40	40,000.00	28,663.60	72%
81600	Capital Equipment - Major	-	450,000.00	450,000.00	100%
Total Expenditures		\$ 344,109.06	\$ 3,625,000.00	\$ 3,280,890.94	91%

Las Vegas-Clark County Library District
Encumbrance Budget
By Project

Project 5015 - Capital Construction
From 07/01/2024 through 01/17/2025

510
Capital Projects Fund

		YTD Actual	Budget	Variance Amount	Variance Percent
Expenditures					
81500	Capital Improvements	\$ 1,007,524.37	\$ 8,975,000.00	\$ 7,967,475.63	89%
Total Expenditures		\$ 1,007,524.37	\$ 8,975,000.00	\$ 7,967,475.63	89%

Las Vegas-Clark County Library District
Encumbrance Budget
By Project

Project 5020 - CE Projects
From 07/01/2024 through 01/17/2025

510
Capital Projects Fund

		YTD Actual	Budget	Variance Amount	Variance Percent
Expenditures					
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%
Total Expenditures		\$ -	\$ 1,057,000.00	\$ 1,057,000.00	100%

Las Vegas-Clark County Library District
Encumbrance Budget
By Project

Project 7010 - Library Materials
From 07/01/2024 through 01/17/2025

510
Capital Projects Fund

		YTD Actual	Budget	Variance Amount	Variance Percent
Expenditures					
81700	Library Books	\$ 421,809.06	\$ 625,000.00	\$ 203,190.94	33%
Total Expenditures		\$ 421,809.06	\$ 625,000.00	\$ 202,721.94	32%

Las Vegas-Clark County Library District
Encumbrance Budget
By Project

Project 9010 - Vehicle Purchase and Replacement
From 07/01/2024 through 01/17/2025

		510 Capital Projects Fund			
		YTD Actual	Budget	Variance Amount	Variance Percent
Expenditures					
81600	Capital Equipment - Major	\$ 11,110.69	\$ 150,000.00	\$ 138,889.31	93%
	Total Expenditures	\$ 11,110.69	\$ 150,000.00	\$ 138,420.31	92%

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

**Debt Service Fund - 610
From 07/01/2024 Through 01/17/2025**

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

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

Debt Service Fund - 610
From 07/01/2024 Through 01/17/2025

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

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

General Fund - 100
Administration - Executive - 110
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 216,233.02	\$ 411,076.00	\$ 194,842.98
Total Salaries and Wages		\$ 216,233.02	\$ 411,076.00	\$ 194,842.98
Employee Benefits				
55100	Employees Retirement	\$ 59,180.24	\$ 137,711.00	\$ 78,530.76
55200	Group Insurance	14,786.71	45,216.00	30,429.29
55400	Medicare Coverage Expense	3,286.35	5,961.00	2,674.65
Total Employee Benefits		\$ 77,253.30	\$ 188,888.00	\$ 111,634.70
Services and Supplies				
61100	Office Supplies	\$ 157.74	\$ 3,500.00	\$ 3,342.26
61110	Operating Supplies	383.26	2,000.00	1,616.74
61120	Software & User Licenses	-	45,000.00	45,000.00
61210	Small Equipment	-	10,000.00	10,000.00
61900	Professional Services	8,541.20	75,000.00	66,458.80
61910	Legal Services	37,849.00	75,000.00	37,151.00
62300	Board Compensation	2,160.00	10,000.00	7,840.00
62600	Community Events	326.85	15,000.00	14,673.15
62700	Education & Training	2,301.00	5,000.00	2,699.00
62800	Travel & Transportation***	12,226.71	25,000.00	12,773.29
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	18,611.00	30,000.00	11,389.00
65000	Miscellaneous Expenses	729.59	30,000.00	29,270.41
Total Services and Supplies		\$ 83,286.35	\$ 325,750.00	\$ 242,463.65
Total Administration - Executive-110		\$ 376,772.67	\$ 925,714.00	\$ 548,941.33

***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 01/17/2025

	YTD Actual	Budget	Variance Amount
Salaries and Wages			
51100 Salaries - Full Time	\$ 928,141.39	\$ 1,198,803.00	\$ 270,661.61
51200 Salaries - Part Time	80,868.20	103,797.00	22,928.80
51600 Longevity Pay	6,826.48	8,665.00	1,838.52
Total Salaries and Wages	\$ 1,015,836.07	\$ 1,311,265.00	\$ 295,428.93
Employee Benefits			
55100 Employees Retirement	\$ 338,679.77	\$ 439,274.00	\$ 100,594.23
55200 Group Insurance	116,675.67	165,999.00	49,323.33
55400 Medicare Coverage Expense	16,341.83	19,013.00	2,671.17
Total Employee Benefits	\$ 471,697.27	\$ 624,286.00	\$ 152,588.73
Services and Supplies			
61100 Office Supplies	\$ 91.83	\$ 1,000.00	\$ 908.17
61110 Operating Supplies	4,921.61	50,000.00	45,078.39
61120 Software & User Licenses	525.90	15,000.00	14,474.10
61130 Software Maintenance	-	5,000.00	5,000.00
61210 Small Equipment	45,324.16	140,000.00	94,675.84
61400 Equipment Repair & Maint.	409.44	10,000.00	9,590.56
61410 Contracted Services	6,971.90	27,900.00	20,928.10
61500 Rental Expenses	12.00	2,500.00	2,488.00
62600 Community Events	-	20,000.00	20,000.00
62620 Recruitment	-	20,000.00	20,000.00
62700 Education & Training	7,069.44	7,500.00	430.56
62800 Travel & Transportation	4,916.47	30,000.00	25,083.53
63000 Dues & Subscriptions	-	1,500.00	1,500.00
Total Services and Supplies	\$ 70,242.75	\$ 330,400.00	\$ 260,157.25
Total Administration - Library Operations-120	\$ 1,557,776.09	\$ 2,265,951.00	\$ 708,174.91

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

General Fund - 100
Financial Services - 200
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 308,638.44	\$ 634,017.00	\$ 325,378.56
51200	Salaries - Part Time	12,752.64	27,366.00	14,613.36
51300	Overtime Pay	775.32	-	(775.32)
51600	Longevity Pay	1,066.66	2,000.00	933.34
Total Salaries and Wages		\$ 323,233.06	\$ 663,383.00	\$ 340,149.94
Employee Benefits				
55100	Employees Retirement	\$ 102,541.97	\$ 213,066.00	\$ 110,524.03
55200	Group Insurance	41,325.03	93,584.00	52,258.97
55400	Medicare Coverage Expense	5,535.07	11,316.00	5,780.93
Total Employee Benefits		\$ 149,402.07	\$ 317,966.00	\$ 168,563.93
Services and Supplies				
61110	Operating Supplies	\$ 3,151.70	\$ 6,000.00	\$ 2,848.30
61130	Software Maintenance	42,341.24	50,000.00	7,658.76
61400	Equipment Repair & Maint.	50,824.69	76,030.00	25,205.31
61410	Contracted Services	65,139.21	225,000.00	159,860.79
61900	Professional Services	89,435.65	100,000.00	10,564.35
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	1,194.75	100,000.00	98,805.25
62500	Postage	41,644.87	85,000.00	43,355.13
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	1,905.00	6,000.00	4,095.00
65000	Miscellaneous Expenses	-	60,000.00	60,000.00
65100	Bank Charges	20,971.15	50,000.00	29,028.85
67000	Rental Expenses to QALICBs	87,600.00	732,237.00	644,637.00
Total Services and Supplies		\$ 408,118.36	\$ 1,517,467.00	\$ 1,109,348.64
Total Financial Services-200		\$ 880,753.49	\$ 2,498,816.00	\$ 1,618,062.51

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

General Fund - 100
Community Outreach - 215
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 245,951.73	\$ 451,876.00	\$ 205,924.27
51200	Salaries - Part Time	9,361.04	80,470.00	71,108.96
51300	Overtime Pay	169.22	-	(169.22)
51600	Longevity Pay	1,599.86	2,933.00	1,333.14
Total Salaries and Wages		\$ 257,081.85	\$ 535,279.00	\$ 278,197.15
Employee Benefits				
55100	Employees Retirement	\$ 81,656.25	\$ 152,361.00	\$ 70,704.75
55200	Group Insurance	37,465.00	83,316.00	45,851.00
55400	Medicare Coverage Expense	4,274.21	12,751.00	8,476.79
Total Employee Benefits		\$ 123,395.46	\$ 248,428.00	\$ 125,032.54
Services and Supplies				
61110	Operating Supplies	\$ 11,650.03	\$ 24,500.00	\$ 12,849.97
61210	Small Equipment	374.93	12,500.00	12,125.07
61410	Contracted Services	600.00	2,000.00	1,400.00
62600	Community Events	1,065.57	5,000.00	3,934.43
62700	Education & Training	-	7,000.00	7,000.00
62800	Travel & Transportation	5,552.89	14,000.00	8,447.11
62900	Printing & Reproduction	-	10,000.00	10,000.00
63000	Dues & Subscriptions	200.00	750.00	550.00
Total Services and Supplies		\$ 19,443.42	\$ 75,750.00	\$ 56,306.58
Total Community Outreach-215		\$ 399,920.73	\$ 859,457.00	\$ 459,536.27

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

General Fund - 100
Youth Services - 216
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 135,905.71	\$ 252,524.00	\$ 116,618.29
51600	Longevity Pay	1,086.36	2,039.00	952.64
Total Salaries and Wages		\$ 136,992.07	\$ 254,563.00	\$ 117,570.93
Employee Benefits				
55100	Employees Retirement	\$ 46,609.01	\$ 85,279.00	\$ 38,669.99
55200	Group Insurance	12,607.94	26,026.00	13,418.06
55400	Medicare Coverage Expense	1,961.34	3,691.00	1,729.66
Total Employee Benefits		\$ 61,178.29	\$ 114,996.00	\$ 53,817.71
Services and Supplies				
61110	Operating Supplies	\$ 42,107.72	\$ 146,690.00	\$ 104,582.28
61120	Software & User Licenses	143.85	6,000.00	5,856.15
61210	Small Equipment	562.79	18,650.00	18,087.21
61410	Contracted Services	96,874.00	142,550.00	45,676.00
61500	Rental Expenses	500.00	1,500.00	1,000.00
62700	Education & Training	544.04	3,000.00	2,455.96
62800	Travel & Transportation	403.05	6,000.00	5,596.95
Total Services and Supplies		\$ 141,135.45	\$ 324,390.00	\$ 183,254.55
Total Youth Services-216		\$ 339,305.81	\$ 693,949.00	\$ 354,643.19

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

General Fund - 100
Adult Services - 217
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 93,997.71	\$ 181,446.00	\$ 87,448.29
51600	Longevity Pay	1,206.54	2,280.00	1,073.46
Total Salaries and Wages		\$ 95,204.25	\$ 183,726.00	\$ 88,521.75
Employee Benefits				
55100	Employees Retirement	\$ 32,690.61	\$ 61,548.00	\$ 28,857.39
55200	Group Insurance	12,327.29	25,252.00	12,924.71
55400	Medicare Coverage Expense	1,416.34	2,664.00	1,247.66
Total Employee Benefits		\$ 46,434.24	\$ 89,464.00	\$ 43,029.76
Services and Supplies				
61110	Operating Supplies	\$ 11,704.05	\$ 48,950.00	\$ 37,245.95
61120	Software & User Licenses	256.83	2,500.00	2,243.17
61210	Small Equipment	1,926.93	17,750.00	15,823.07
61410	Contracted Services	33,850.00	179,700.00	145,850.00
61500	Rental Expenses	-	1,500.00	1,500.00
62700	Education & Training	289.61	2,000.00	1,710.39
62800	Travel & Transportation	468.04	4,000.00	3,531.96
Total Services and Supplies		\$ 48,495.46	\$ 256,400.00	\$ 207,904.54
Total Adult Services-217		\$ 190,133.95	\$ 529,590.00	\$ 339,456.05

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

General Fund - 100
Development - 220
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 108,865.64	\$ 446,079.00	\$ 337,213.36
51600	Longevity Pay	1,441.02	2,749.00	1,307.98
Total Salaries and Wages		\$ 110,306.66	\$ 448,828.00	\$ 338,521.34
Employee Benefits				
55100	Employees Retirement	\$ 36,297.59	\$ 150,357.00	\$ 114,059.41
55200	Group Insurance	19,734.22	78,141.00	58,406.78
55400	Medicare Coverage Expense	1,595.78	6,508.00	4,912.22
Total Employee Benefits		\$ 57,627.59	\$ 235,006.00	\$ 177,378.41
Services and Supplies				
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	253,625.32	399,750.00	146,124.68
62510	Advertising	-	25,000.00	25,000.00
62600	Community Events	563.61	25,000.00	24,436.39
62800	Travel & Transportation	331.25	25,000.00	24,668.75
63000	Dues & Subscriptions	340.00	11,000.00	10,660.00
65000	Miscellaneous Expenses	-	10,000.00	10,000.00
Total Services and Supplies		\$ 255,014.14	\$ 518,500.00	\$ 263,485.86
Total Development-220		\$ 422,948.39	\$ 1,202,334.00	\$ 779,385.61

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

General Fund - 100
General Services - 240
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 1,071,866.10	\$ 2,098,805.00	\$ 1,026,938.90
51200	Salaries - Part Time	36,262.43	104,670.00	68,407.57
51300	Overtime Pay	10,964.59	25,000.00	14,035.41
51400	Call Back Pay	8,029.01	10,798.00	2,768.99
51500	Standby Pay	35,036.04	64,809.00	29,772.96
51600	Longevity Pay	3,535.52	6,671.00	3,135.48
Total Salaries and Wages		\$ 1,165,693.69	\$ 2,310,753.00	\$ 1,145,059.31
Employee Benefits				
55100	Employees Retirement	\$ 373,036.21	\$ 737,363.00	\$ 364,326.79
55200	Group Insurance	215,089.73	487,184.00	272,094.27
55400	Medicare Coverage Expense	19,322.44	39,923.00	20,600.56
Total Employee Benefits		\$ 607,448.38	\$ 1,264,470.00	\$ 657,021.62
Services and Supplies				
61100	Office Supplies	\$ 5,557.85	\$ 15,000.00	\$ 9,442.15
61110	Operating Supplies	129,564.40	380,000.00	250,435.60
61130	Software Maintenance	35,581.12	79,700.00	44,118.88
61210	Small Equipment	5,938.59	40,000.00	34,061.41
61400	Equipment Repair & Maint.	26,099.18	65,000.00	38,900.82
61410	Contracted Services	2,525,010.48	5,463,495.00	2,938,484.52
61420	Building Repair & Maint.	93,979.10	400,000.00	306,020.90
61500	Rental Expenses	10,910.70	20,000.00	9,089.30
61700	Utilities	1,035,679.48	2,500,000.00	1,464,320.52
61800	Insurance & Bonds	478,618.30	480,000.00	1,381.70
61900	Professional Services	-	15,000.00	15,000.00
61910	Legal Services	3,200.00	10,000.00	6,800.00
62510	Advertising	-	8,000.00	8,000.00
62700	Education & Training	100.00	5,000.00	4,900.00
62800	Travel & Transportation	-	1,000.00	1,000.00
62900	Printing & Reproduction	-	200.00	200.00
63000	Dues & Subscriptions	1,299.00	1,300.00	1.00
65000	Miscellaneous Expenses	945.09	14,000.00	13,054.91
Total Services and Supplies		\$ 4,352,483.29	\$ 9,497,695.00	\$ 5,145,211.71
Total General Services-240		\$ 6,125,625.36	\$ 13,072,918.00	\$ 6,947,292.64

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

General Fund - 100
Human Resources - 250
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 517,746.36	\$ 1,198,391.00	\$ 680,644.64
51300	Overtime Pay	73.96	-	(73.96)
Total Salaries and Wages		\$ 517,820.32	\$ 1,198,391.00	\$ 680,570.68
Employee Benefits				
55100	Employees Retirement	\$ 170,983.45	\$ 401,461.00	\$ 230,477.55
55200	Group Insurance	77,006.42	220,595.00	143,588.58
55400	Medicare Coverage Expense	7,544.89	17,377.00	9,832.11
55500	Unemployment Insurance	6,568.44	80,000.00	73,431.56
Total Employee Benefits		\$ 262,103.20	\$ 719,433.00	\$ 457,329.80
Services and Supplies				
61110	Operating Supplies	\$ 5,394.22	\$ 15,015.00	\$ 9,620.78
61130	Software Maintenance	239,455.02	240,000.00	544.98
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	64,223.46	87,192.00	22,968.54
61900	Professional Services	40,020.75	430,000.00	389,979.25
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	265.98	30,000.00	29,734.02
62620	Recruitment	13,504.71	20,000.00	6,495.29
62700	Education & Training	38,881.15	150,000.00	111,118.85
62800	Travel & Transportation	32,910.09	50,000.00	17,089.91
63000	Dues & Subscriptions	-	5,000.00	5,000.00
65000	Miscellaneous Expenses	3,217.54	50,000.00	46,782.46
Total Services and Supplies		\$ 468,927.92	\$ 1,364,707.00	\$ 895,779.08
Total Human Resources-250		\$ 1,248,851.44	\$ 3,282,531.00	\$ 2,033,679.56

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

General Fund - 100
HR-Work Insurance - 251
From 07/01/2024 through 01/17/2025

	YTD Actual	Budget	Variance Amount
Salaries and Wages			
51700 Separation Pay	\$ 220,927.25	\$ 450,000.00	\$ 229,072.75
51800 Leave Buyout	298,768.27	500,000.00	201,231.73
Total Salaries and Wages	\$ 519,695.52	\$ 950,000.00	\$ 430,304.48
Employee Benefits			
55200 Group Insurance	\$ 48,025.81	\$ 205,000.00	\$ 156,974.19
55300 Workers' Comp. Payments	103,361.25	272,000.00	168,638.75
55500 Unemployment Insurance	-	80,000.00	80,000.00
Total Employee Benefits	\$ 151,387.06	\$ 557,000.00	\$ 405,612.94
Total HR-Work Insurance-251	\$ 671,082.58	\$ 1,507,000.00	\$ 835,917.42

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

General Fund - 100
Information Technology - 260
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 851,319.90	\$ 1,904,766.00	\$ 1,053,446.10
51300	Overtime Pay	9,486.95	25,000.00	15,513.05
51600	Longevity Pay	3,743.52	10,945.00	7,201.48
Total Salaries and Wages		\$ 864,550.37	\$ 1,940,711.00	\$ 1,076,160.63
Employee Benefits				
55100	Employees Retirement	\$ 286,873.73	\$ 641,763.00	\$ 354,889.27
55200	Group Insurance	119,486.11	287,359.00	167,872.89
55400	Medicare Coverage Expense	12,689.02	27,778.00	15,088.98
Total Employee Benefits		\$ 419,048.86	\$ 956,900.00	\$ 537,851.14
Services and Supplies				
61110	Operating Supplies	\$ 12,704.08	\$ 35,000.00	\$ 22,295.92
61120	Software & User Licenses	4,709.91	30,000.00	25,290.09
61130	Software Maintenance	995,083.41	1,490,000.00	494,916.59
61210	Small Equipment	10,000.26	35,000.00	24,999.74
61400	Equipment Repair & Maint.	394,222.69	640,000.00	245,777.31
61410	Contracted Services	3,782.30	65,000.00	61,217.70
61600	Telephone	355,375.33	690,000.00	334,624.67
62700	Education & Training	149.00	25,000.00	24,851.00
62800	Travel & Transportation	-	1,000.00	1,000.00
65000	Miscellaneous Expenses	20.10	300.00	279.90
Total Services and Supplies		\$ 1,776,047.08	\$ 3,011,300.00	\$ 1,235,252.92
Total Information Technology-260		\$ 3,059,646.31	\$ 5,908,911.00	\$ 2,849,264.69

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

General Fund - 100
Literacy Services - 270
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 66,904.96	\$ 1,268,000.00	\$ 1,201,095.04
51200	Salaries - Part Time	3,438.29	140,126.00	136,687.71
51300	Overtime Pay	2.16		(2.16)
51600	Longevity Pay	-	1,553.00	1,553.00
51800	Leave Buyout	1,614.52	2,490.00	875.48
Total Salaries and Wages		\$ 71,959.93	\$ 1,412,169.00	\$ 1,340,209.07
Employee Benefits				
55100	Employees Retirement	\$ 26,489.40	\$ 435,454.00	\$ 408,964.60
55200	Group Insurance	6,400.26	252,029.00	245,628.74
55400	Medicare Coverage Expense	1,433.95	33,003.00	31,569.05
Total Employee Benefits		\$ 34,323.61	\$ 720,486.00	\$ 686,162.39
Services and Supplies				
61100	Office Supplies	\$ 641.88	\$ 4,000.00	\$ 3,358.12
61110	Operating Supplies	-	12,000.00	12,000.00
61410	Contracted Services	1,217.50	42,175.00	40,957.50
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	-	15,000.00	15,000.00
Total Services and Supplies		\$ 1,859.38	\$ 78,175.00	\$ 76,315.62
Total Literacy Services-270		\$ 108,142.92	\$ 2,210,830.00	\$ 2,102,687.08

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

General Fund - 100
Branding and Marketing - 280
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 526,594.12	\$ 1,046,705.00	\$ 520,110.88
51300	Overtime Pay	428.09	-	(428.09)
51600	Longevity Pay	1,016.68	1,900.00	883.32
Total Salaries and Wages		\$ 528,038.89	\$ 1,048,605.00	\$ 520,566.11
Employee Benefits				
55100	Employees Retirement	\$ 175,835.37	\$ 351,283.00	\$ 175,447.63
55200	Group Insurance	62,940.99	141,628.00	78,687.01
55400	Medicare Coverage Expense	7,631.46	15,205.00	7,573.54
Total Employee Benefits		\$ 246,407.82	\$ 508,116.00	\$ 261,708.18
Services and Supplies				
61110	Operating Supplies	\$ 2,891.11	\$ 26,800.00	\$ 23,908.89
61120	Software & User Licenses	349,049.85	364,052.00	15,002.15
61210	Small Equipment	2,417.01	10,000.00	7,582.99
61400	Equipment Repair & Maint.	2,858.70	15,576.00	12,717.30
61410	Contracted Services	61,176.25	470,700.00	409,523.75
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	166,899.11	420,000.00	253,100.89
62600	Community Events	1,500.00	5,000.00	3,500.00
62800	Travel & Transportation	346.39	18,000.00	17,653.61
62900	Printing & Reproduction	209,315.35	376,703.00	167,387.65
65000	Miscellaneous Expenses	25.00	1,500.00	1,475.00
Total Services and Supplies		\$ 853,548.77	\$ 1,999,031.00	\$ 1,145,482.23
Total Branding and Marketing-280		\$ 1,627,995.48	\$ 3,555,752.00	\$ 1,927,756.52

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

General Fund - 100
Access Services - 290
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 33,617.87	\$ 805,527.00	\$ 771,909.13
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
Total Salaries and Wages		\$ 36,904.72	\$ 965,245.00	\$ 928,340.28
Employee Benefits				
55100	Employees Retirement	\$ 11,890.99	\$ 302,984.00	\$ 291,093.01
55200	Group Insurance	3,805.89	115,665.00	111,859.11
55400	Medicare Coverage Expense	478.66	17,384.00	16,905.34
Total Employee Benefits		\$ 16,175.54	\$ 436,033.00	\$ 419,857.46
Services and Supplies				
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	130,319.79	198,000.00	67,680.21
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	458.28	5,000.00	4,541.72
63000	Dues & Subscriptions	150.00	200.00	50.00
Total Services and Supplies		\$ 133,046.80	\$ 269,200.00	\$ 136,153.20
Total Access Services-290		\$ 186,127.06	\$ 1,670,478.00	\$ 1,484,350.94

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

General Fund - 100
Collection and Bibliographic Services - 310
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 653,918.38	\$ 1,389,977.00	\$ 736,058.62
51200	Salaries - Part Time	14,776.62	77,844.00	63,067.38
51600	Longevity Pay	15,801.46	30,110.00	14,308.54
Total Salaries and Wages		\$ 684,496.46	\$ 1,497,931.00	\$ 813,434.54
Employee Benefits				
55100	Employees Retirement	\$ 227,750.22	\$ 492,499.00	\$ 264,748.78
55200	Group Insurance	122,016.67	295,832.00	173,815.33
55400	Medicare Coverage Expense	11,540.53	23,443.00	11,902.47
Total Employee Benefits		\$ 361,307.42	\$ 811,774.00	\$ 450,466.58
Services and Supplies				
61110	Operating Supplies	\$ 59.60	\$ 1,000.00	\$ 940.40
61120	Software & User Licenses	5,000.00	47,000.00	42,000.00
61200	Book Materials & Supplies	31,854.49	110,000.00	78,145.51
61210	Small Equipment	-	7,000.00	7,000.00
61900	Professional Services	126,883.39	154,000.00	27,116.61
62800	Travel & Transportation	17.42	5,000.00	4,982.58
Total Services and Supplies		\$ 163,814.90	\$ 324,000.00	\$ 160,185.10
Capital Outlay				
81700	Library Books	\$ 7,550,189.99	\$ 14,425,000.00	\$ 6,874,810.01
Total Capital Outlay		\$ 7,550,189.99	\$ 14,425,000.00	\$ 6,874,810.01
Total Collection and Bibliographic Services-310		\$ 8,759,808.77	\$ 17,058,705.00	\$ 8,298,896.23

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

General Fund - 100
Gallery Services - 320
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 74,234.02	\$ 146,259.00	\$ 72,024.98
Total Salaries and Wages		\$ 74,234.02	\$ 146,259.00	\$ 72,024.98
Employee Benefits				
55100	Employees Retirement	\$ 24,868.43	\$ 48,997.00	\$ 24,128.57
55200	Group Insurance	12,288.82	29,425.00	17,136.18
55400	Medicare Coverage Expense	1,147.10	2,121.00	973.90
Total Employee Benefits		\$ 38,304.35	\$ 80,543.00	\$ 42,238.65
Services and Supplies				
61110	Operating Supplies	\$ 2,352.28	\$ 8,500.00	\$ 6,147.72
61120	Software & User Licenses	-	2,000.00	2,000.00
62800	Travel & Transportation	94.47	3,500.00	3,405.53
62900	Printing & Reproduction	222.58	1,500.00	1,277.42
Total Services and Supplies		\$ 2,669.33	\$ 15,500.00	\$ 12,830.67
Total Gallery Services-320		\$ 115,207.70	\$ 242,302.00	\$ 127,094.30

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

General Fund - 100
Programming and Venues Services - 330
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 901,659.10	\$ 1,777,508.00	\$ 875,848.90
51200	Salaries - Part Time	185,042.00	363,333.00	178,291.00
51300	Overtime Pay	7,954.97	20,000.00	12,045.03
51600	Longevity Pay	6,138.22	11,476.00	5,337.78
Total Salaries and Wages		\$ 1,100,794.29	\$ 2,172,317.00	\$ 1,071,522.71
Employee Benefits				
55100	Employees Retirement	\$ 324,759.33	\$ 637,566.00	\$ 312,806.67
55200	Group Insurance	127,728.54	281,954.00	154,225.46
55400	Medicare Coverage Expense	23,788.88	46,655.00	22,866.12
Total Employee Benefits		\$ 476,276.75	\$ 966,175.00	\$ 489,898.25
Services and Supplies				
61110	Operating Supplies	\$ 19,607.68	\$ 38,000.00	\$ 18,392.32
61120	Software & User Licenses	-	10,000.00	10,000.00
61210	Small Equipment	13,337.47	86,850.00	73,512.53
61400	Equipment Repair & Maint.	2,716.34	8,000.00	5,283.66
61410	Contracted Services	224,068.16	488,000.00	263,931.84
61500	Rental Expenses	14,943.40	27,000.00	12,056.60
62700	Education & Training	1,385.00	10,000.00	8,615.00
62800	Travel & Transportation	9,938.10	16,000.00	6,061.90
63000	Dues & Subscriptions	1,320.00	2,000.00	680.00
Total Services and Supplies		\$ 287,316.15	\$ 685,850.00	\$ 398,533.85
Total Programming and Venues Services-330		\$ 1,864,387.19	\$ 3,824,342.00	\$ 1,959,954.81

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

General Fund - 100
Community Engagement - 340
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 147,331.69	\$ 400,041.00	\$ 252,709.31
Total Salaries and Wages		\$ 147,331.69	\$ 400,041.00	\$ 252,709.31
Employee Benefits				
55100	Employees Retirement	\$ 49,356.17	\$ 134,014.00	\$ 84,657.83
55200	Group Insurance	21,601.75	58,739.00	37,137.25
55400	Medicare Coverage Expense	2,140.23	5,801.00	3,660.77
Total Employee Benefits		\$ 73,098.15	\$ 198,554.00	\$ 125,455.85
Services and Supplies				
61110	Operating Supplies	\$ 2,163.48	\$ 10,000.00	\$ 7,836.52
61120	Software & User Licenses	23,874.22	24,500.00	625.78
61210	Small Equipment	-	35,000.00	35,000.00
61410	Contracted Services	52,850.00	124,500.00	71,650.00
61910	Legal Services	326.00	500.00	174.00
62600	Community Events	-	5,000.00	5,000.00
62700	Education & Training	799.00	4,000.00	3,201.00
62800	Travel & Transportation	3,251.39	10,000.00	6,748.61
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	950.00	2,000.00	1,050.00
Total Services and Supplies		\$ 84,214.09	\$ 218,500.00	\$ 134,285.91
Total Community Engagement-340		\$ 304,643.93	\$ 817,095.00	\$ 512,451.07

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

General Fund - 100
Library Operations - 400
From 07/01/2024 through 01/17/2025

		YTD Actual	Budget	Variance Amount
Salaries and Wages				
51100	Salaries - Full Time	\$ 8,689,908.03	\$ 17,916,232.00	\$ 9,226,323.97
51200	Salaries - Part Time	2,460,275.27	5,208,581.00	2,748,305.73
51300	Overtime Pay	1,256.44	-	(1,256.44)
51600	Longevity Pay	81,148.31	156,886.00	75,737.69
Total Salaries and Wages		\$ 11,232,588.05	\$ 23,281,699.00	\$ 12,049,110.95
Employee Benefits				
55100	Employees Retirement	\$ 2,950,454.64	\$ 6,126,017.00	\$ 3,175,562.36
55200	Group Insurance	1,482,560.45	3,405,624.00	1,923,063.55
55400	Medicare Coverage Expense	313,754.29	647,280.00	333,525.71
Total Employee Benefits		\$ 4,746,769.38	\$ 10,178,921.00	\$ 5,432,151.62
Services and Supplies				
61100	Office Supplies	\$ 265,472.83	\$ 581,630.00	\$ 316,157.17
61205	Interlibrary Loan	-	3,000.00	3,000.00
61500	Rental Expenses	12,664.54	17,616.00	4,951.46
62800	Travel & Transportation	15,835.87	56,300.00	40,464.13
65000	Miscellaneous Expenses	-	5,000.00	5,000.00
Total Services and Supplies		\$ 293,973.24	\$ 663,546.00	\$ 369,572.76
Total Library Operations-400		\$ 16,273,330.67	\$ 34,124,166.00	\$ 17,850,835.33

Regular Board of Trustees Meeting- February 13, 2025 - Item VII. Library Reports

Las Vegas Clark Count Library District
Check Register

General Fund - 100
From 12/18/2024 through 01/17/2025

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21840	12/23/2024	10017	CDA Media Relations	Jan ad in Las Vegas Black Image Magazine	\$ 350.00
21842	12/23/2024	10228	Sterling Volunteers	15 Volunteer background checks	286.50
21843	12/23/2024	10641	Quench USA, Inc.	FY 25:Contr'l Filtered Drinking Water	1,080.10
21844	12/23/2024	10834	Brittany Mangelson	11-14 Mtg Transcribing	542.50
21846	12/23/2024	12130	PDQ Gill's Printing Evolved	ALP Handouts	436.76
21847	12/23/2024	1240	Brady Industries of Nevada, LLC	Consumable Supplies- Stock	544.59
21848	12/23/2024	1429	DC Thomas	BD Rent Jan 2025	1,809.22
21849	12/23/2024	1590	Mergent, Inc.	MPA 11/1/24-10/31/25	3,078.00
21850	12/23/2024	1640	Welt Law	Nov Legal Svcs	4,025.00
21851	12/23/2024	1757	Ingram Library Services	10 Copies of Apostles of Mercy for author event 10.2.24	39,257.50
21852	12/23/2024	1897	Lakeshore Learning Materials	Lakeshore table with tree seats children's	455.05
21853	12/23/2024	2098	Moapa Valley Water District	SVC 11/6/24 - 12/10/24 MV	325.08
21854	12/23/2024	2234	Overton Power District #5	SVC 11/8/24 - 12/8/24 MV	280.94
21855	12/23/2024	2362	Refrigeration Supplies Distributor	CH - HVAC Valve, Actuators Steel Ball & Stem	350.48
21856	12/23/2024	2486	Sonitrol Of Southern NV	FY 25: Misc Burglar Alarm Repairs	120.00
21857	12/23/2024	2533	Suburban Propane - 1487	SVC 12/5/24 MC	3,242.22
21858	12/23/2024	2798	Brodart Co.	Order PUR027354	46,705.30
21859	12/23/2024	2809	Water District	Summary Bill November 2024	22,097.51
21860	12/23/2024	2819	CenturyLink Communications, LLC	Local Service from Dec 07.2024 to Jan 06.2025	2,897.81
21861	12/23/2024	2852	Chem-Aqua, Inc.	FY25 EV & RB-Contr'l HVAC Water Treatment	811.02
21862	12/23/2024	3149	Midwest Tape	Order PUR027366	24,784.76
21863	12/23/2024	4042	Baker & Taylor, Inc.	WorkForge 9/1/24-8/31/25	14,500.00
21864	12/23/2024	4108	American Library Association	2024 ALA Membership Renewals	3,339.00
21865	12/23/2024	4320	Kiesub Electronic Supply	TPS batteries	1,165.92
21866	12/23/2024	4604	Brodart Library Supplies & Furnishings	dvd snap in trays and pockets	104.98
21867	12/23/2024	4721	Sweetwater Sound LLC	Small Equipment - Jam Session	596.99
21868	12/23/2024	4782	KNPR/Nevada Public Radio	November ads	5,925.00
21869	12/23/2024	5001	UniFirst Corporation	FY25:FAC-Contr'l Uniform Rental	124.29
21870	12/23/2024	5718	Tangerine Office Machines	Miscellaneous Printer Parts/Repairs	608.00
21871	12/23/2024	7677	Uline, Inc.	Front Entrance Stanchions	374.30
21872	12/23/2024	7687	United Lock and Security, Inc.	CC - Lock&Key - Rekey Labor	26.25
21873	12/23/2024	7943	Communication Electronic Systems Inc	FY 25:CH, ME & WM-Fire Alarm Monitoring	165.00
21874	12/23/2024	8010	Allied Universal Security Services	FY 25: Contr'l Security - Special Events	201,962.98
21875	12/23/2024	8122	Staples Advantage Dept LA	RHYTHM DRUM CRAFT MC	3,681.49
21877	12/23/2024	8557	Guaranteed Pest Solutions LLC	FY 25:Urban - Contr'l Bed Bug Inspec	337.50
21878	12/23/2024	8575	Intermountain Lock and Security Supply	SV - Doors - Closer Replacement	454.83
21879	12/23/2024	9383	Office Plus	Toner WM	9,999.12
21880	12/23/2024	9431	B&H Photo-Video	Built from Scratch Equipment	577.00
21881	12/23/2024	9758	ConvergeOne, Inc.	Paessler PRTG Enterprise Monitor 20,000	7,987.62
21882	12/23/2024	9827	Vision Sign Inc.	FY 25: SM & SV-Contr'l Sign Maintenance	210.00
21883	12/30/2024	10129	Fun Express LLC	SNOWFLAKE BOOKMARK CRAFT	468.88
21885	12/30/2024	10499	School Specialty, Inc.	4 deck mobile 36in paper rack	579.97
21886	12/30/2024	10604	Johnson Controls Security Solutions LLC	FY 25: Contr'l Burglar & Fire Monitoring	5,840.60
21889	12/30/2024	10927	CenturyLink	Service 12.20.24 - 01.19.25	322.98
21890	12/30/2024	11137	Vital Records Control	Monthly Maintenance Fee November 2024	127.43
21891	12/30/2024	1580	Ferguson Enterprises, LLC	RB/CC - Plumb. - Water Fountain/Faucet	561.87
21892	12/30/2024	1757	Ingram Library Services	Order PUR027330	9,782.11
21893	12/30/2024	1837	Johnstone Supply	LA: Repair part for hot water circulation pump	1,039.66
21894	12/30/2024	2486	Sonitrol Of Southern NV	FY 25: Contr'l Alarm Monitoring	4,038.73
21895	12/30/2024	2798	Brodart Co.	Order PUR027354	4,046.24
21896	12/30/2024	2887	Thomson Reuters West Payment Ctr	Bankruptcy Code 2025	660.00
21897	12/30/2024	2891	AFLAC	December 2024	777.82
21898	12/30/2024	4224	DataPLUS Communications	FY 25: Misc Prox & Camera Repairs	210.00
21899	12/30/2024	4604	Brodart Library Supplies & Furnishings	Small Equip - Carpets and Gressco - SU	1,015.28
21900	12/30/2024	5001	UniFirst Corporation	FY25:FAC-Contr'l Uniform Rental	124.29
21901	12/30/2024	5130	OverDrive Inc.	orders for FY 24-25	359,901.52
21902	12/30/2024	5769	The Penworthy Company	Orders for FY 24/25	8,563.36
21903	12/30/2024	6206	Vital LLC	Translation Svcs-Library Card Sign Up Mnth	165.00
21904	12/30/2024	7419	EDS Electronics Inc.	SW: Replace (2) failed FACP Batteries	1,104.22
21905	12/30/2024	8122	Staples Advantage Dept LA	Supplies RB	1,704.67
21906	12/30/2024	8155	Las Vegas Clark County Library District Foundation	Book Store Sales Nov 2024	16,610.03
21907	12/30/2024	8437	Super Cleaners	Dry Cleaning	156.00
21908	12/30/2024	8557	Guaranteed Pest Solutions LLC	FY 25:Urban - Contr'l Bed Bug Inspec	168.75
21909	12/30/2024	9101	O'Reilly Auto Parts	Courier - Blue Def	67.96
21910	12/30/2024	9187	Whitney's Water Systems, Inc.	MV: Plugged sewer line	843.00
21911	12/30/2024	9287	Otis Elevator Company	FY 25:WM - Contr'l Elevator Maintenance	930.10
21912	12/30/2024	9383	Office Plus	Toner RB	1,099.97
21913	12/30/2024	9393	Pamm Sundlie	Face painter at SW 10/23/24	600.00
21914	12/30/2024	9431	B&H Photo-Video	HDMI Wall Outlet WMS2 2,3,4	511.58
21916	12/30/2024	9631	Elliott's Sewer & Drain	FY 25: Misc Plumbing Repairs	480.00
21917	12/30/2024	9827	Vision Sign Inc.	EV: Sign Repair	256.00
21918	12/30/2024	9907	Principal Life Insurance Company	January 2025	32,959.19
21919	1/6/2025	10129	Fun Express LLC	Easter/Winter/Star Wars	442.80
21921	1/6/2025	10162	CenturyLink	Local Service from 12.24.24 to 01.23.25	137.70
21922	1/6/2025	10212	Virgin Valley Water District	SVC 11/20/24 - 12/20/24 MQLC	646.12

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Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21923	1/6/2025	1064	Allied Refrigeration Inc.	SV - HVAC	187.90
21924	1/6/2025	10877	Playaway Products, LLC	Order PUR027631	18,020.81
21926	1/6/2025	1240	Brady Industries of Nevada, LLC	Consumable Supplies- Stock	99.66
21927	1/6/2025	12407	Par 3 Landscape and Maintenance Inc	FY 25: Contr'l Landscape Maintenance	19,839.04
21928	1/6/2025	1244	Bron Tapes, Inc.	2' tape	1,116.00
21929	1/6/2025	1742	Ideal Supply Company Inc.	EV: Repair/Replace Water Heater	993.68
21930	1/6/2025	2152	Codale Electric Supply Inc	MQ - Lighting - Replace.	308.97
21931	1/6/2025	2234	Overton Power District #5	SVC 11/22/24 - 12/22/24 MT	333.25
21932	1/6/2025	2307	Progressive Elevator	FY 25 CC Contr'l Elevator Maint	4,745.00
21933	1/6/2025	2471	Silver State Glass & Mirror	WC: Replace large mirror in Men's Public RR	1,243.44
21934	1/6/2025	2733	Phoenix Fire Protection LLC	FY 25:Contr'l Fire Sprinkler Tests/Inspections	675.00
21935	1/6/2025	2767	World Book, Inc.	Order PUR028832	27,475.00
21936	1/6/2025	2798	Brodart Co.	Order PUR027354	29,648.01
21938	1/6/2025	2860	Las Vegas Review Journal	Ad Number 50005869 - 50018243	600.00
21939	1/6/2025	3149	Midwest Tape	Order PUR027366	14,436.45
21940	1/6/2025	3435	Ace Fire Systems, Inc.	FY 25: Contr'l Fire System Inspections	737.00
21941	1/6/2025	3770	Cox Communications of Las Vegas	Service 12.17.24 - 01.16.25	29,771.66
21942	1/6/2025	3776	Got Bugs LLC	FY 25:MLQ & MLQC-Contr'l Pest Control	200.00
21943	1/6/2025	4042	Baker & Taylor, Inc.	Order PUR029166	16,464.60
21944	1/6/2025	4604	Brodart Library Supplies & Furnishings	DVD CASES FOR SU	1,007.50
21945	1/6/2025	4723	Purvis Industries - Las Vegas NV	LA - HVAC - Cooling Tower Repair	114.17
21946	1/6/2025	5001	UniFirst Corporation	FY25:FAC-Contr'l Uniform Rental	372.87
21947	1/6/2025	6646	Aqua Serv Engineers, Inc.	FY 25: Contr'l HVAC Water Treatment	1,605.87
21948	1/6/2025	7419	EDS Electronics Inc.	FY 25: SW - Fire Alarm Tests/Inspections	330.00
21949	1/6/2025	7677	Uline, Inc.	Economy Wet Mop Head - 24 oz, White- PVS	101.99
21950	1/6/2025	8557	Guaranteed Pest Solutions LLC	WH Service Call: Bed bugs in Sort Room	145.00
21951	1/6/2025	9074	Statewide Fire Protection - Western States	FY 25:CH & WM-Contr'l Fire Sprinkler Tests/Insp	425.00
21952	1/6/2025	9101	O'Reilly Auto Parts	#51 - Mini Bulb Replace.	14.77
21953	1/6/2025	9191	Canon Solutions America, Inc.	Offset CM PPC02289	109.36
21954	1/6/2025	9489	Teledata Technologies	FY 25: MQL - Contr'l Fire Alarm Tests/Inspections	1,028.00
21955	1/6/2025	9648	Bailey Kennedy LLP	MC: Lease Re: Earl B. Lundy Elem School	2,800.00
21956	1/13/2025	10174	Sovos Compliance, LLC	2024 1099s	19,896.90
21957	1/13/2025	10179	Safe and Secure Alarms and Video	FY 25: WC-Contr'l Burglar Alarm Monitoring	108.00
21958	1/13/2025	10184	City of Mesquite Athletics & Leisure Services Dept	FY 25:MLQC-Contr'l Landscape Maintenance	1,800.00
21959	1/13/2025	10535	Johnson Controls Fire Protection LP	FY25: EN - Contr'l Fire Alarm Tests/Inspe	173.86
21960	1/13/2025	11626	Jay Atwood	11/13/24 Library Event Tuning	150.00
21961	1/13/2025	11653	Bombard Mechanical LLC	WH: Water Jet & Camera Insp	1,994.01
21962	1/13/2025	11686	Reliable Pump & Motor	FY 25: CC,SW,WV - Contr'l Sump Pump Maintenance	550.00
21963	1/13/2025	1180	Baron Pest Solutions, Inc.	FY 25: LA - Contr'l Pest Control	47.00
21964	1/13/2025	11984	Victig	Order PUR029217	1,687.22
21965	1/13/2025	1201	Best Janitorial Services of Nevada	FY 25: Contr'l Janitorial Services	161,952.20
21966	1/13/2025	12054	Amazon Capital Services, Inc.	Amazon Billing 11/15/24 to 12/14/24	28,299.13
21968	1/13/2025	12207	RELX, Inc. DBA LexisNexis	Order PUR029301	12,618.03
21969	1/13/2025	1240	Brady Industries of Nevada, LLC	Consumable Supplies- Stock	652.59
21970	1/13/2025	12583	United Rentals (North America), Inc.	Lift #2-Repairs-Solenoids,Batteries,Lube Pins	1,174.26
21971	1/13/2025	12809	Gallagher	Staffing Analysis Oct 2024	7,215.00
21973	1/13/2025	1580	Ferguson Enterprises, LLC	WC, SMTH, SV, &	162.76
21974	1/13/2025	1757	Ingram Library Services	Order PUR027330	15,783.41
21975	1/13/2025	1897	Lakeshore Learning Materials	Play & Learn Program; Play Area	656.35
21976	1/13/2025	2152	Codale Electric Supply Inc	CH - Lighting - Repair in Staff Lot	399.60
21977	1/13/2025	2215	OCLC Inc.	IFM debits & admin fee 12/1/24-12/31/24	268.90
21978	1/13/2025	2307	Progressive Elevator	CC: Correct Ann'l CAT Insp Deficiency	1,800.00
21979	1/13/2025	2486	Sonitrol Of Southern NV	FY 25: Misc Burglar Alarm Repairs	120.00
21980	1/13/2025	2567	Teamsters Local Union #14	Union Dues - January 2025	14,899.00
21981	1/13/2025	2698	Virgin Valley Disposal	SVC 12/1/24 - 12/31/24 MQ	149.89
21982	1/13/2025	2798	Brodart Co.	Order PUR027354	16,617.61
21983	1/13/2025	2803	Boulevard Trophy	Correction Trophy- Employee Recognition	76.50
21984	1/13/2025	2887	Thomson Reuters West Payment Ctr	Order PUR027574	3,768.73
21985	1/13/2025	3149	Midwest Tape	Order PUR027366	26,109.53
21986	1/13/2025	3300	ProQuest LLC	Newspaper databases	213,701.67
21987	1/13/2025	3435	Ace Fire Systems, Inc.	FY 25: Contr'l Fire System Inspections	125.00
21988	1/13/2025	3770	Cox Communications of Las Vegas	Service 12.22.24 - 01.21.25	97.08
21989	1/13/2025	4517	Fingerprint Pros, Inc.	11 Pre-employment fingerprints	649.00
21990	1/13/2025	4604	Brodart Library Supplies & Furnishings	Branch Supplies	258.35
21991	1/13/2025	4721	Sweetwater Sound LLC	Built from Scratch Equipment	5,476.99
21992	1/13/2025	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium -Jan 2025	6,773.99
21993	1/13/2025	5001	UniFirst Corporation	FY25:FAC-Contr'l Uniform Rental	124.29
21994	1/13/2025	5130	OverDrive Inc.	orders for FY 24-25	118,656.02
21995	1/13/2025	5718	Tangerine Office Machines	Miscellaneous Printer Parts/Repairs	327.00
21996	1/13/2025	5769	The Penworthy Company	s.o. boardbooks	8,834.70
21997	1/13/2025	7671	Rentokil	FY25 Urban-Contr'l Monthly Pest Control	1,413.00
21998	1/13/2025	8122	Staples Advantage Dept LA	Supplies EN	7,015.16
21999	1/13/2025	8438	Carrier Corporation	SM Svc Call: Troubleshoot leaking chiller pump	511.00
22000	1/13/2025	8557	Guaranteed Pest Solutions LLC	FY 25:Urban - Contr'l Bed Bug Inspec	168.75
22001	1/13/2025	9191	Canon Solutions America, Inc.	Mthly Maint 11.13.24-12-12.24 CCDC	5,859.03
22002	1/13/2025	9383	Office Plus	Toner WH	1,099.97

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Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
22003	1/13/2025	9431	B&H Photo-Video	Small Equipment EN	1,050.96
22004	1/13/2025	9631	Elliott's Sewer & Drain	FY 25: Misc Plumbing Repairs	351.75
22005	1/13/2025	9730	Commercial Lighting Specialties, LLC	WH - Lighting - Stock	75.00
22006	1/13/2025	9869	Unique Integrated Communications	Call Center December 2024	6,047.42
22007	1/17/2025	10017	CDA Media Relations	Library District Full Page Ad Jan 2025	4,000.00
22008	1/17/2025	10129	Fun Express LLC	Easter, Winter, & V-Day Crafts	360.55
22009	1/17/2025	10834	Brittany Mangelson	Dec 12 Mtg	300.50
22010	1/17/2025	11055	Bryant Rogers	Dec Board Mtg	40.00
22011	1/17/2025	11137	Vital Records Control	Monthly Maintenance Fee December 2024	160.92
22012	1/17/2025	11652	Nathaniel Paul Waugh	Dec Board Mtg	40.00
22013	1/17/2025	11653	Bombard Mechanical LLC	CC Service Call: Clogged Mop Sink	560.00
22014	1/17/2025	11681	Jennifer L. Jiron	Dec Board Mtg	40.00
22015	1/17/2025	11686	Reliable Pump & Motor	FY 25: CC,SW,WV - Contr'l Sump Pump Maint	750.00
22016	1/17/2025	11703	Kathleen Hagen Turner Whiteley	Dec Board Mtg	40.00
22017	1/17/2025	11728	Kevin Ernest Portillo	HSE Graduation	375.00
22018	1/17/2025	11941	Brink's Incorporated	Excess Fees 12/01/2024 to 12/31/2024	3,965.06
22019	1/17/2025	12130	PDQ Gill's Printing Evolved	CHARTREUSE ADHESIVE LABEL	128.16
22020	1/17/2025	12302	Elaine Sanchez	Dec Board Mtg	40.00
22021	1/17/2025	12405	Karen L. Dutkowski	Dec Board Mtg	40.00
22022	1/17/2025	12464	Nationwide Premium Holding	January 2025	904.30
22023	1/17/2025	12480	Aranzazu Jimenez	Dec Board Mtg	40.00
22024	1/17/2025	12547	Claytee D. White	Dec Board Mtg	40.00
22025	1/17/2025	1457	Demco, Inc.	LO Cor Inst - Sloped Book Carts	2,388.32
22026	1/17/2025	1580	Ferguson Enterprises, LLC	WMSC - Plumbing no Hot Water	603.65
22027	1/17/2025	1620	Full Compass Systems Ltd	ATEM Mini; BNC Connecting Cable	1,094.44
22028	1/17/2025	1640	Welt Law	Dec Legal svcs	3,175.00
22029	1/17/2025	1757	Ingram Library Services	Barbershop Books Order	12,566.01
22030	1/17/2025	1803	JanWay Company USA, Inc.	December 24 Tote order	10,866.00
22031	1/17/2025	2098	Moapa Valley Water District	SVC 12/11/24 - 1/7/25 MV	177.79
22032	1/17/2025	2152	Codale Electric Supply Inc	CC - Lighting n the Ceiling	982.90
22033	1/17/2025	2234	Overton Power District #5	SVC 12/1/24 - 1/1/25 MQLC	3,152.24
22034	1/17/2025	2702	Grainger, Inc.	Backpack Vacuum	534.21
22035	1/17/2025	2809	Water District	Summary Bill December 2024	19,877.65
22036	1/17/2025	2819	CenturyLink Communications, LLC	Local Service from Jan 07 to Feb 06.2025	2,910.34
22037	1/17/2025	2822	City of Mesquite Sanitation	SVC 1/1/25 - 3/31/25 MQLC	591.90
22038	1/17/2025	2891	AFLAC	December 2024	2,320.26
22039	1/17/2025	2914	Iron Mountain	FY 2025 Service - NOV-2024	607.76
22040	1/17/2025	3355	Teamsters Security Fund S. Nevada	January 2025	438,267.25
22041	1/17/2025	3435	Ace Fire Systems, Inc.	FY 25: Contr'l Fire System Inspections	480.00
22042	1/17/2025	4042	Baker & Taylor, Inc.	Order PUR027355	6,025.65
22043	1/17/2025	4224	DataPLUS Communications	FY 25: WH - Contr'l Fire Alarm Tests/Insp	425.00
22044	1/17/2025	4782	KNPR/Nevada Public Radio	September ads - late-missed invoice	3,125.00
22046	1/17/2025	8010	Allied Universal Security Services	FY 25: Contr'l Security - Special Events	211,775.94
22047	1/17/2025	8122	Staples Advantage Dept LA	Supplies CC	6,967.96
22048	1/17/2025	8263	Acoustic Eidolon Ltd.	Guitar Concert - Jan 2025	1,600.00
22049	1/17/2025	8437	Super Cleaners	Dry Cleaning	36.00
22050	1/17/2025	8557	Guaranteed Pest Solutions LLC	FY 25:Urban - Contr'l Bed Bug Inspec	308.75
22051	1/17/2025	9383	Office Plus	Toner WV	7,024.08
22052	1/17/2025	9454	Apple Inc.	Branch iPad Replacements	7,760.00
22053	1/17/2025	9483	Tecre Co., Inc.	12/24 Outreach Buttons	688.71
22055	1/17/2025	9730	Commercial Lighting Specialties, LLC	WC - Replaced Lights n Lecture hall	285.00
22057	1/17/2025	9827	Vision Sign Inc.	FY 25: SM & SV-Contr'l Sign Maintenance	210.00
95322	12/19/2024	10336	Opera Las Vegas	WM Holiday show 12.14.24	200.00
95323	12/19/2024	10402	Lockdown International LLC	2 Barricade Box - Wood	109.98
95325	12/19/2024	10565	Erin Baltzar	CC Swing It! Girls Holiday Concert	900.00
95326	12/19/2024	10930	Business Enterprises of Nevada	FY 25: EV - Contr'l Cafe Management	4,181.00
95327	12/19/2024	11016	Live Music in Vegas Inc.	Nik at Nite	4,000.00
95328	12/19/2024	11065	Pyro Combustion and Controls, Inc.	FY 25: Contr'l Boiler Pre-Season Service	2,235.00
95329	12/19/2024	11916	Sun Auto Tire & Service	#44-B#44-Battery Replacement & Vehicle Inspect	296.99
95330	12/19/2024	12059	Printed Solid Inc.	Prusament PLA	656.72
95331	12/19/2024	12107	HintonBurdick Nevada LLC	LVCCLD Final billing FY2024 single audit	1,750.00
95332	12/19/2024	12179	JaeAna Bernhardt	WC Holiday Sound Bath 2024	500.00
95333	12/19/2024	12185	Carolyn S. Thompson	DW Card Classes HHM	800.00
95334	12/19/2024	12469	Karen A Polak	WC Pentagological Brass 2024	750.00
95335	12/19/2024	12526	Sin City Entertainment, LLC	Grinchmas	375.00
95337	12/19/2024	12834	Wardell Freeman IV	Holiday Bingo	500.00
95338	12/19/2024	12865	Anthony Veltre	Holiday Drag Bingo	500.00
95340	12/19/2024	2494	Southwest Gas Corp.	SVC 11/6/24 - 12/6/24 EV	3,792.01
95341	12/19/2024	3755	Las Vegas Brass Band	LVBB 2024 dates - Oct, Nov, Dec	3,000.00
95342	12/26/2024	10158	Poetry Promise, Inc.	WC Poetry Hub Classes	150.00
95343	12/26/2024	10561	Ibrahima Ba	Drumming for Kwanzaa celebration	750.00
95344	12/26/2024	11027	Hasani Palacio	Kwanzaa Table Set Up	200.00
95345	12/26/2024	12191	CHUBB	November 2024	773.88
95346	12/26/2024	12268	William T. Davis	Kwanzaa Jewelry Making	200.00
95347	12/26/2024	12363	NAACP Las Vegas	Freedom Fund Ball FP Ad 2024	1,000.00
95348	12/26/2024	12437	73 Ventures LLC	BD - BR Hrs & Info Needed	163.76

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Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
95350	12/26/2024	12575	Mychal Alexander Threats	YS Summit Keynote Speaker & SW Talk	8,592.15
95351	12/26/2024	12839	Perla Padilla Garcia	Dia De Muertos Performance	500.00
95353	12/26/2024	12955	Annette A. Bondoc	Patron refund Enterprise Hotspot #EN50V	50.00
95354	12/26/2024	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
95355	12/26/2024	2053	Matthew Bender & Co., Inc.	Court Rules 25th ed state v1	1,839.24
95356	12/26/2024	2159	AT&T SBC	Svc 12.11.24 - 01.10.25	657.77
95357	12/26/2024	2494	Southwest Gas Corp.	SVD 11/13/24 - 12/12/24 EN	2,495.79
95358	12/26/2024	2838	Verizon Wireless	Service 11.15.24 - 12.14.24	20,385.41
95359	12/26/2024	5026	Nevada State Treasurer	Mandated Court Payment	2.00
95360	12/26/2024	6817	Reliance Connects	FY25 MQL,MQLC-Contr'l Alarm Monitor	134.85
95361	12/26/2024	9325	Squeaky Clean CC LLC	FY 25: Misc Graffiti Removal	165.00
95362	12/26/2024	9945	Texas Life Insurance Company	December 2024	187.55
95363	1/2/2025	10748	Better Impact USA Inc.	Volunteer Impact Gold Package-Annual subscription	5,264.40
95364	1/2/2025	11589	Greenspun Media Group, LLC	LV Weekly 1/4 Page 11.07.24	6,000.00
95365	1/2/2025	12495	Harmony Artists, Inc.	Treasure Island Performances	10,000.00
95366	1/2/2025	12518	Ujima Community Services LV LLC	Kwanzaa 2024	1,000.00
95367	1/2/2025	1300	Cashman Equipment Company	FY 25: SW,WM,WV-Contr'l Generator/Fire Pump Svcs	665.00
95368	1/2/2025	1991	Lowe's Improvement	Operating Supplies & Equip. - NOV to DEC 2024	871.18
95369	1/2/2025	2053	Matthew Bender & Co., Inc.	NV REV STATS 24 SPECIAL SUPP	496.80
95370	1/2/2025	2494	Southwest Gas Corp.	SVC 11/20/24 - 12/19/24 CH	5,246.42
95371	1/2/2025	3383	Home Depot Credit Services	Nov - Dec 2024 Operating & Small Equipment	2,043.75
95372	1/2/2025	4117	Television Monitoring Services, Inc.	Digital Transfer	400.00
95373	1/2/2025	6817	Reliance Connects	Svcs 01.01.25 - 01.31.25 Bus Office	857.49
95374	1/2/2025	9426	Rapid Color, Inc.	Winter Readying Flyers - 2024	12,990.00
95375	1/2/2025	9966	The Sherwin-Williams Co.	WM - Paint - Repainting Book Drops	87.56
95376	1/9/2025	10458	4imprint Inc.	12-24 Color Pencil, pen & fan swag order	37,164.71
95377	1/9/2025	10568	Katherine Swick	DW - Winter Solstice Program	900.00
95378	1/9/2025	10881	Cosco Fire Protection, Inc.	FY 25: EV - Contr'l Fire Sprinkler Tests/Insp	116.00
95379	1/9/2025	11644	Advent Cleaners	Outreach - 5 tablecloths cleaned	75.45
95380	1/9/2025	12059	Printed Solid Inc.	WV 12/2024 Filament	450.51
95381	1/9/2025	12130	PDQ Gill's Printing Evolved	Business Cards	3,383.01
95382	1/9/2025	12180	i3screen	Order PUR029222	90.70
95383	1/9/2025	12235	Bonnie Kelso	DW - 2025 Intentions Painting Program	400.00
95384	1/9/2025	12414	Monkey Mind Management LLC	Yoga at the Library -- December 2024	825.00
95385	1/9/2025	12437	73 Ventures LLC	BD - New "Hours" Sign	62.44
95386	1/9/2025	12470	Hive Class Inc	Digital Annual Sub 1/1/25-12/31/25	25,000.00
95387	1/9/2025	12618	T-Mobile	Fleet Locate 360: 11/21/2024 to 12/20/2024	448.00
95388	1/9/2025	12854	Pinpoint Publications LLC	Ads	700.00
95389	1/9/2025	12870	Poetic Neighbor, LLC	Kwanzaa 2024	600.00
95390	1/9/2025	12956	Bethany Elizabeth Anderson	Refund returned items	79.95
95391	1/9/2025	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
95392	1/9/2025	1474	Di Bella Flowers & Gifts	Order PUR029219	9.75
95393	1/9/2025	2095	Mity-Lite, Inc.	Space saver table cart for WM	1,108.49
95394	1/9/2025	2097	Moapa Valley Telephone Co. Inc.	Svcs 12.26.24-01.25.25	300.10
95395	1/9/2025	2159	AT&T SBC	Service 12.25.24 - 01.24.25	638.65
95396	1/9/2025	2175	NV Energy	Summary Bill Nov/Dec 2024	95,019.28
95397	1/9/2025	2494	Southwest Gas Corp.	SVC 11/26/24 - 12/27/24	6,586.94
95398	1/9/2025	2772	Xerox Corporation	Nov usage	1,022.15
95402	1/9/2025	2837	Republic Services # 620	Rent SVC 1/1/25 - 3/31/25 WM	34,129.47
95403	1/9/2025	2838	Verizon Wireless	Service 11.21.24 - 12.20.24	2,912.44
95404	1/9/2025	4117	Television Monitoring Services, Inc.	Discussing Winter Reading Challenge	200.00
95405	1/9/2025	5026	Nevada State Treasurer	Mandated Court Payment	2.00
95406	1/9/2025	7943	Communication Electronic Systems Inc	FY25-CC,CH,EV,WM-Contr'l Fire Alarm Tests/Insp	1,415.00
95408	1/9/2025	9966	The Sherwin-Williams Co.	WH - Paint - Bonding Primer	19.18
95409	1/14/2025	12963	Christopher Roman	Replace rtnd direct deposit PR#01	246.23
95410	1/16/2025	10204	Ariel Artists LLC	Paragon Ragtime Orchestra (January 2025)	6,000.00
95411	1/16/2025	10253	Elizabeth Ann Foyt	Dec Board Mtg	40.00
95412	1/16/2025	10389	The Firm	Blanket PO thru June 2025	4,301.25
95413	1/16/2025	10872	Radioactive Productions	Blanket PO thru June 2025	2,175.00
95415	1/16/2025	11693	Richard James Cisneros	Classical Music Concert WH	1,000.00
95417	1/16/2025	11801	Jeffrey Scott Trower	SM Drum Circles 2024-25	500.00
95418	1/16/2025	11935	Work Institute, LLC	Monthly Maintenance Fee December 2024	207.00
95419	1/16/2025	11946	Bureau of Land Management	Rent: Cactus N-06607601 01/01/25 to 12/31/25	30.00
95420	1/16/2025	12175	PSI Services, LLC	HiSet November 2024	225.75
95421	1/16/2025	12179	JaeAna Bernhardt	SM Sound Bath 8/24 & 1/25	300.00
95422	1/16/2025	12191	CHUBB	December 2024	773.88
95423	1/16/2025	12193	Robert J. Leppke Jr.	3 freelance design jobs	585.00
95425	1/16/2025	12417	Gail White	DW Muriel Anderson 1.2025	1,200.00
95426	1/16/2025	12436	First Friday Foundation	2025 Outreach dates	1,500.00
95427	1/16/2025	12437	73 Ventures LLC	CC & CH Signs	361.52
95428	1/16/2025	12439	Jara Lynn Coday	Halloween Psychic Readings SA 10/26	250.00
95429	1/16/2025	12960	Vomela Specialty Co.	large format specialty printer	10,917.00
95430	1/16/2025	12962	Chic Compass LLC	Winter FP Ad	600.00
95431	1/16/2025	1353	City Of Las Vegas	Lease for Stupak Community Ctr 2025	12.00
95432	1/16/2025	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Sewer SVC 2/1/25 - 4/30/25 RB	10,557.19
95433	1/16/2025	2117	Multi-Cultural Books & Videos, Inc.	Order PUR027356	13,669.74

Las Vegas Clark Count Library District
Check Register

General Fund - 100
From 12/18/2024 through 01/17/2025

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
95434	1/16/2025	2494	Southwest Gas Corp.	SVC 11/27/24 - 12/30/24 WM	6,951.32
95435	1/16/2025	2648	United Parcel Service	Increase Deposit - Shipper #864045	1,000.00
95436	1/16/2025	2837	Republic Services # 620	OCS 12/13/24 WM	1,499.20
95437	1/16/2025	4117	Television Monitoring Services, Inc.	Promotional Discussions	550.00
95438	1/16/2025	5246	Kelly D. Benavidez	Dec Board Mtg	40.00
95439	1/16/2025	8192	AT&T	Service 01.01.25 - 01.31.25	42.18
95440	1/16/2025	9151	Occupational Health Centers of the SW, P.A.	Concentra Injury	159.00
95441	1/16/2025	9895	National Benefit Services, LLC	December 2025	525.00
95442	1/16/2025	9945	Texas Life Insurance Company	January 2025	187.55
95443	1/16/2025	9966	The Sherwin-Williams Co.	CC - Paint - Touch-Ups in BBTC	350.10
Total 100 - General Fund					<u>\$ 2,883,888.38</u>

Las Vegas Clark Count Library District
Check Register

Grant Fund - 220
From 12/18/2024 through 1/17/2025

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21862	12/23/2024	3149	Midwest Tape	Order PUR027366	\$ 24,784.76
21875	12/23/2024	8122	Staples Advantage Dept LA	RHYTHM DRUM CRAFT MC	3,681.49
21876	12/23/2024	8397	Cengage Learning, Inc.	November books	20,737.50
21905	12/30/2024	8122	Staples Advantage Dept LA	Supplies RB	1,704.67
21998	1/13/2025	8122	Staples Advantage Dept LA	Supplies EN	7,015.16
Total 220 - Grant Fund					\$ 57,923.58

Las Vegas Clark Count Library District
Check Register

Gift Fund - 230
From 12/18/2024 through 1/17/2025

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21845	12/23/2024	12086	Book Depot Inc.	Lil' Learners- January 2025	\$ 1,612.49
21887	12/30/2024	10746	Santiago Ricoy	ELV Robotics lab	1,200.00
21905	12/30/2024	8122	Staples Advantage Dept LA	Supplies RB	1,704.67
21919	1/6/2025	10129	Fun Express LLC	Easter/Winter/Star Wars	442.80
21967	1/13/2025	12086	Book Depot Inc.	Lil' Learners February 2025 Boxes	1,710.59
22029	1/17/2025	1757	Ingram Library Services	Barbershop Books Order	12,566.01
22046	1/17/2025	8010	Allied Universal Security Services	FY 25: Contr'l Security - Special Events	211,775.94
22047	1/17/2025	8122	Staples Advantage Dept LA	Supplies CC	6,967.96
22056	1/17/2025	9821	Liquid Courage	Dec 2024 SW Event-Tales and Cocktails	1,275.00
95424	1/16/2025	12362	Zahir Castrejon	BTTC Robotics Lab-Nov&Dec, 2024	1,000.00
Total 230 - Gift Fund					\$ 240,255.46

Las Vegas Clark Count Library District
Check Register

Capital Project Fund - 510
From 12/18/2024 through 1/17/2025

Check/ ACH #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
21841	12/23/2024	10148	CORE Construction	West Las Vegas Construction	\$ 2,076,598.83
21884	12/30/2024	10148	CORE Construction	Retainage Interest 12-31-24	6,786.35
21888	12/30/2024	10834	Brittany Mangelson	Transcription for ELV Transcription	204.00
21915	12/30/2024	9489	Teledata Technologies	CC: Hanwha PNM-C16013RVQ	1,325.00
21920	1/6/2025	10148	CORE Construction	WV: Pre Construction Ser Cont 22-10-027	24,635.90
21937	1/6/2025	2809	Water District	SVC 11/27/24 - 12/25/24 WV	535.31
21955	1/6/2025	9648	Bailey Kennedy LLP	MC: Lease Re: Earl B. Lundy Elem School	2,800.00
21972	1/13/2025	1457	Demco, Inc.	EN Refresh: YS Furniture	1,618.06
22045	1/17/2025	7943	Communication Electronic Systems Inc	Bid 24-06 Fire Alarm Replacement	95,926.75
22054	1/17/2025	9648	Bailey Kennedy LLP	GS: Acquisition of Property	6,422.67
95324	12/19/2024	10433	Aztech Materials Testing, Inc.	WV:Const Materials/Observ.Svcs-BID 23-04	16,597.50
95336	12/19/2024	12626	Sierra Truck Body and Equipment	Vehicle#66 - Install of lift/ramp/flooring	11,110.69
95339	12/19/2024	12944	Office Furniture USA	LA: New desk for YS	1,781.00
95349	12/26/2024	12474	CSM Consulting Inc	E-Rate services for Jul, Aug, Sept 2024	4,250.00
95352	12/26/2024	12954	Kutak Rock LLP	ELV Unwind	1,135.50
95407	1/9/2025	8502	Regina L Schweska	WV:Labor Compliance - Certified Payroll	3,750.00
95414	1/16/2025	11009	KME Architects	WH Refresh: Architectual Design	1,897.25
95416	1/16/2025	11702	Solotech Sales & Integration, USA Inc.	BID 25-03 Theatrical Lighting	151,248.94
Total 510 - Capital Project Fund					<u>\$ 2,408,623.75</u>
Total - All Funds					<u>\$ 5,590,691.17</u>



ITEM VI.A.3.b.

MEMORANDUM

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: General Services Report

DATE: January 31, 2025

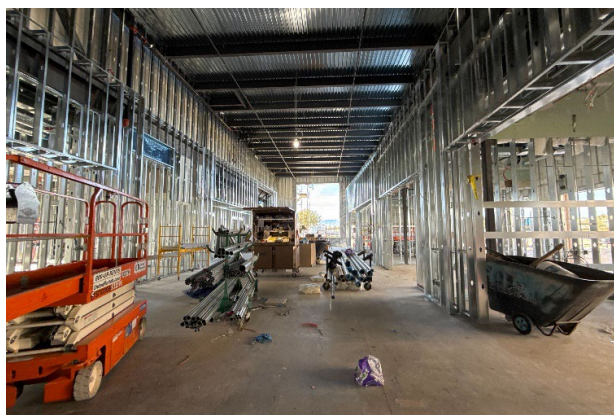
SUBJECT: General Services Report, February 2025

This report provides an overview of the primary accomplishments, initiatives, and District-Wide activities for the General Services Division for the month of January 2025.

POWERFUL PLACES and **POWERFUL PARTNERSHIPS**

New West Las Vegas Library:

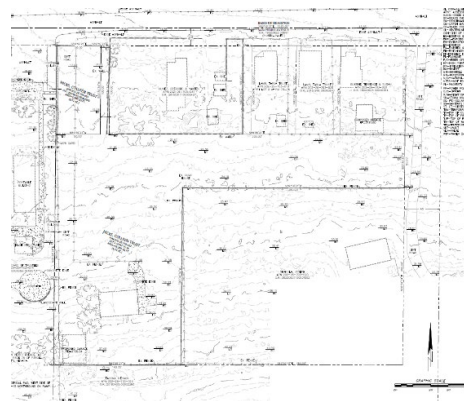
Construction Status: Contract Substantial Completion Date: 10/21/2025, Contract Days: 558
Time Elapsed: 292 Days % Days Complete: 52.3% Adverse Weather Day: 1. Recent milestones completed include – roof installation 80% completed, Chiller and Air Handler equipment to be delivered and installed in early February. Sheetrock installation in Area 1 has commenced.



Additional Capital Projects

Goodsprings Library Relocation – 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 is on schedule for March, 2025. Surveying has been completed and the District is working through its due diligence responsibilities.

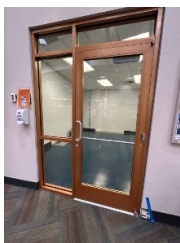
- Reviewing the title report and exceptions to title coverage.
- Hire a land surveyor to prepare an ALTA/NSPS land survey. This is needed for title review and will also be needed for zoning and future land construction.
- Monitor the progress towards getting the mobile home converted to real property.
- 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.).



The District presented the proposed relocation of the Goodsprings Library and the renovation plans to the Goodsprings Citizens Advisory Council on Tuesday, January 28th – the presentation was for discussion only, and overwhelming received positive feedback from the Board.

Meggan Holzer, Rural Towns Liaison, Commission District F is organizing a meeting for the District to meet with the County so we can start the process of rezoning the future site.

West Charleston Library Refresh – We have started the design process for the West Charleston Library Refresh. The refresh is required to help the branch meet programing needs. The branch refresh will include a new Computer Lab, a new Creations Lab, new patron seating, expanded staff offices and a new SPS office and dressing room.

Summerlin Refresh

A minor refresh was completed at the Summerlin Library to allow for additional programming opportunities. A quiet room was converted to use as a flex lab and a copy room was renovated with a new storefront to become a Digital Memories Preservation Lab. Additional furniture was purchased for patron seating, as well to establish a dedicated teen area.

East Las Vegas Hard Floor Installation

Due to excess wear and tear to the carpet at the entrance and lobby of the East Las Vegas Library, a hard floor was installed. This flooring will allow the district to better manage the maintenance of the area. The original hard floor was found to be defective after installation, and was replaced at no cost to the District.



Safety and Security Update:

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

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 to provide Opioid Awareness training to any staff members who are interested in attending. The Safety Manager was certified to become an Opioid Awareness/Narcan Trainer through the SNHD and will begin scheduling training for all interested staff in March.

2024 OSHA Reporting

The 2024 OSHA 300A- Summary of Work-Related Injuries and Illnesses has been submitted to OSHA and posted in staff areas at all of our locations. In 2024 the District averaged 665 employees; the total hours worked by these employees were 930,636 hours. There were seven recordable injuries this year. The seven injuries resulted in 10 days away from work and 199 days of job transfer or restriction.

The 2024 OSHA Form 300A has been posted as required, 1 copy is attached to this report.

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2024
 U.S. Department of Labor
 Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	1	5	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
10	199
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	7	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name LVCCLDStreet 7060 W. Windmill Ln.City Las Vegas State NV Zip 89113Industry description (e.g., Manufacture of motor truck trailers)
Public Library

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

5 1 9 1 2 0

Employment information

Annual average number of employees 665Total hours worked by all employees last year 930,636.00

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature]
 Company executive

702-507-6184
 Phone

Executive Director
 Title

1/29/2025
 Date



ITEM VI.A.3.c.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Jeffrey Serpico, Human Resources

DATE: January 31, 2025

SUBJECT: Human Resources Activity Report, February 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 December 31, 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 February 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 3rd 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:

1/31/2025

LVCCLD HR DASHBOARD

FY2024-2025

LVCCLD FY 2024-2025 HUMAN RESOURCES DASHBOARD													Current FY		Previous		
Metric	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)												NA	663.00	683.25	652.58	A
B	Full-Time Employees 60 hours or more (Headcount)												NA	396.67	368.17	345.33	B
C	Part-Time Employees 59 hours or less (Headcount)												NA	266.33	315.08	307.25	C
D	Full-Time-Equivalent (FTE-District) Budget = 564.025 Filled 502.675 Begin Cycle												NA	NA	NA	NA	D
E	Average Years of Service (District)												NA	10.20	10.22	10.04	E
Talent Acquisition & Management																	
F	Open Positions FTE Equivalent (Budget) (564.025 TOTAL BUDGET FTE 502.675 Filled - Begin Cycle)												NA	61.35	137.75	125.42	F
G	Positions Posted (Approved to Fill)												NA	12.00	9.50	13.08	G
H	Applications Received												9393.00	1565.50	1463.17	844.50	H
I	Interviews Conducted												62.00	10.33	11.42	12.17	I
J	New Hires												41.00	6.83	9.92	11.75	J
K	Promotions												25.00	4.17	3.83	3.83	K
L	Lateral Transfers												13.00	2.17	0.33	2.08	L
M	Demotions												2.00	0.33	0.50	0.33	M
N	Employees Successfully Completing Probationary Period												38.00	6.33	7.42	9.58	N
O	(1) Average Cost Per New Hire												\$102,732	\$17,122	\$27,568	\$31,917	O
Separations & Turnover																	
P	Total Separations from Employment (Headcount)												58	9.67	8.58	10.00	P
Q	Voluntary Separations												53	8.83	7.92	8.75	Q
R	Involuntary Separations												5	0.83	0.67	1.25	R
S	Turnover (Entire District)												8.76%	1.46%	1.26%	1.54%	S
T	Turnover (Without Page Positions)												6.04%	1.01%	0.74%	1.06%	T
U	Annualized Twelve Month Turnover (Entire District)												NA	22.14%	15.06%	18.47%	U
V	FTE Vacancy Rate (Open FTEs) / (Total Filled FTEs + Open FTEs) (Budget 564,025 Filled)												NA	10.88%	15.88%	NA	V
W	Average Years of Service (Voluntary Separations)												NA	3.18	6.48	5.71	W
X	Average Years of Service (Involuntary Separations)												NA	0.31	0.55	1.09	X
Training & Talent Development																	
Y	Employee Attending New Hire Orientation												30.00	5.00	9.25	11.58	Y
Z	Total Employee Training Encounters												1,269	212	177.42	149.67	Z
AA	Virtual												360	60	82.50	33.42	AA
BB	Live On-Site												840	140	81.50	108.33	BB
CC	External Conferences												69	12	13.42	11.17	CC
DD	Total Training Cost												\$73,304	\$12,217	\$9,080	\$8,886	DD
EE	Total Tuition Reimbursements												\$14,418	\$2,403	\$2,615	\$3,707	EE
FF	Undergraduate												\$3,360	\$560	\$167	\$120	FF
GG	Graduate												\$10,400	\$1,733	\$2,281	\$3,222	GG
GG2	Certification												\$658	\$110	NA	NA	HH
HH	(2) Annual Required Compliance Training Completion												NA	93.42%	NA	NA	II
Benefits & Wellness																	
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks												NA	2	0.00	0.00	JJ
JJ	Total Leave Hours Utilized												880.00	146.67	113.00	115.00	KK

(1) 8% of Base Salary if less than \$35,000 & 10.9% of Base Salary if Greater than \$35,000 (Source SHRM 2020)
Resolute = Yellow

(2) January 24- Beg's new compliance training cycle

* Annual



ITEM VIII.B.1.

AGENDA ITEM

FEBRUARY 13, 2025 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.B.1.:

Discussion and possible Board action regarding a retainer agreement for the District's General Counsel.

Background:

In 2020, Trustee Foyt requested that contracts for legal services be placed on the Agenda.

The current contract begins February 1, 2025 through January 31, 2027. The fees on the current contract are:

Attorney: \$250 per hour

Legal Assistant: \$150 per hour

According to the contract, these fees will not be adjusted for at least two years.

Recommended Action:

Motion to approve the retainer agreement for Gerald M. Welt beginning February 1, 2025 through January 31, 2027.

RETAINER AGREEMENT

THIS RETAINER AGREEMENT is made and entered into this 1st day of February 2025 by and between the LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (“The District”) by and thru it’s Board of Trustees and GERALD M. WELT, ESQ, of the Welt Law Firm (“Attorney”)

Whereas, the District is in need of the assistance of an attorney in the conduct of its business; and

Whereas, Attorney is experienced in the provision of services to the District,

NOW THEREFORE, the parties as agree as follows:

I. SCOPE OF SERVICES:

The Firm is engaged to provide full access to its time, advice, and consultation regarding the routine and day to day legal issues and matters that the District may encounter, commonly referred to “general counsel matters.” These may include corporate, employment and human resources issues, non-competition and confidentiality issues regarding current and former employees, basic contract or document review and advice, problem solving, litigation prevention and negotiation, and the like.

II. FEES

The Firm’s fees are based on the hourly rate of the persons working on any issues as well as the value of the services rendered. The applicable hourly rates are the Firm’s prevailing rates for attorneys, discounted by 50%, and the prevailing hourly rate for legal assistants. Gerald M. Welt, Esq. is the attorney in charge of the Engagement, The applicable hourly rates are \$250 an hour for all attorneys. The Firm’s 2025 rate for legal assistants is \$150.00 per hour. Pursuant to discussions with the District, these rates will not be adjusted for at least two years; however, any subsequent annual adjustment to the Firm’s rates may apply to the Engagement with the written approval of the District.

III. COSTS AND EXPENSES

The Firm’s bills to the District will include charges for various costs and expenses incurred on the District’s behalf. Costs are incurred in-house by the Firm. Expenses are incurred through invoices from a third party. Typical expense items include, but are not limited to: courier or messenger services, travel expenses, transcripts, witness fees, process fees, and filing and recordation fees. Typical cost items include, but are not limited to: Photocopies, facsimile transmissions, word processing, on-line legal research, and postage. These standard costs will be charged under the Firm’s standard practices for assessing and charging costs to its clients, which shall be set forth on Exhibit A. Expenses will be passed through to the District at actual cost. The Firm will not commit to any expense or cost item exceeding \$500.00 without first obtaining permission from the District.

IV. BILLING

The Firm will send its bills monthly to the Chief Financial Officer of the District, and shall be presented within 60 days of the performance of service for which payment is sought. Those bills will be due and payable within thirty (30) days from their date. The Firm will provide in its bills specific identification of the services performed, the individuals performing the services, and the costs and expenses incurred. The bills will be divided into tenth hour (i.e. 6-minute) increments or multiples thereof, and each increment may contain descriptions of multiple tasks performed. The District will promptly raise and address with the Firm any questions that may arise with respect to the Firm's billing.

V. GENERAL RESPONSIBILITIES OF THE DISTRICT

The District shall cooperate fully and candidly with the Firm with respect to the Engagement. The District shall provide all information known by or available to the District which may aid the Firm in representing the District in the Engagement.

The District has designated the Executive Director and the Chair of the Board of Trustees to be responsible for coordinating the Firm's representation with respect to the services to be performed under this agreement. The District shall be available to the Firm for consultation on reasonable notice and will provide such decisions or directions as the Firm may need for the appropriate handling of the such services.

In the event the District perceives any actual or possible disagreement with the Firm or the Firm's handling of the Engagement, the District shall promptly and candidly discuss the problem with the Firm.

The Firm agrees to keep the District informed as to the status of the pending services and as to the course of action which is being followed or is being recommended by the Firm. The District shall be included in all major decisions involving services under this agreement. Unless otherwise directed by the District, the Firm will provide the District copies, electronically, of all significant documents sent or received by the Firm in connection with services provided under this agreement. The Firm will not effect a final compromise of any matter, nor assert any conflict waivers without the prior approval of the District or its designated representative.

VI. CONFIDENTIALITY OF COMMUNICATIONS

All communications between the Firm and the District – whether written, oral or electronic – are confidential, and the District agrees to take all reasonable precautions to ensure that the confidentiality of these communications is preserved. This includes, at a minimum, ensuring that:

- (i) Written communications are not read by other persons,
- (ii) Oral conversations are not overheard by other persons,

- (iii) Electronic communications are not accessible by other persons, and
- (iv) The communications between the District and the Firm are not disclosed to other persons.

Unless otherwise instructed by the District, written communications will be sent by email to the above designated persons. If the District communicates with the Firm by email, such communications must come from the District's official email addresses and not from a private email address or third-party's email address. The District agrees to ensure that the client's emails are secure and are not scanned or harvested by the District's email provider.

VII. ADDITIONAL MATTERS

For matters outside of the Firm's expertise such as personal injury, environmental, bankruptcy, tax, immigration, patent and intellectual property, etc., the Firm will make every reasonable effort to refer the District to experienced and competent outside counsel.

VIII. CONFLICTS

The Firm represents many other entities and individuals. It is possible that some of the Firm's present or future clients will have disputes with the District during this agreement. The Firm shall not undertake any action on behalf of another client where, as the result of the Firm's representation of the District, the Firm has obtained sensitive, proprietary or other confidential information that, if known to any such other client of the Firm, could be used in any such other matter by such client to the material disadvantage of the District. For any other possible conflict of interest, the Firm shall notify the District of the situation and obtain District's permission to pursue an engagement with the other client.

IX. TERMINATION

The Firm reserves the right to terminate this Agreement if the District fails to honor this Agreement or for any reason permitted by the Nevada Rules of Professional Conduct. The District reserves the right to terminate this Engagement without cause. Notification of termination or withdrawal shall be made in writing and shall be effective upon receipt. In the event of such termination or withdrawal, the District shall promptly pay the Firm all fees, costs and expenses incurred prior to the date of termination or withdrawal.

Upon termination or withdrawal from this Engagement, the Firm agrees to cooperate with any successor counsel in the transition of the representation.

X. GOVERNING LAW AND RULES OF PROFESSIONAL CONDUCT

This Agreement shall be interpreted and enforced in accordance with the laws of the State of Nevada without regard to its choice of laws principles. The Firm's services shall be governed by the Nevada Rules of Professional Conduct, without regard to where the services are actually performed.

XI. DISPUTE ARBITRATION

Any dispute with respect to this agreement or as to the amount of legal fees, costs or expenses shall be submitted first to the Fee Dispute Committee of the State Bar of Nevada, with each party to bear its own attorneys' fees and costs. If that settlement endeavor is not successful, each party may pursue remedies in the courts of Nevada, each side to bear its own attorney fees.

XII. EFFORT AND OUTCOME

The Firm agrees to competently and diligently represent the District in the services provided under this agreement, and the District acknowledges that the Firm has given no assurances regarding the outcome of the Engagement.

XIII. RETENTION OF FILES

The District is responsible for maintaining its own copy of documents forwarded to the District by the Firm. The Firm will endeavor, subject to casualties beyond its control, to retain and maintain the major and significant components of the Firm's files relative to the Engagement in an electronic format during the pendency of the Engagement and for a period of at least seven (7) years following the conclusion of the Engagement. The Firm will not maintain a hard copy file of files and will not maintain an electronic copy of most contracts. The files prepared or kept by the Firm in the performance of its obligations under this Agreement shall be the exclusive party of the District and shall not be provided to other parties. It is understood and agreed that the primary responsibility for storing records and files shall be with the District.

XIV. INSURANCE

The Firm will provide the District with Certificates of Insurance for the coverages as listed below within ten (10) calendar days after approval of this Agreement by the Board of Trustees. Thereafter, current certificates shall be maintained with the District so long as insurance is required pursuant to this Agreement. The certificates for each insurance policy are to be signed by a person authorized by the insurer and licensed by the State of Nevada.

A. Each insurance company's rating as shown in the latest Best's Key Rating Guide shall be fully disclosed and entered on the required certificates of insurance. The adequacy of the insurance supplied by the Firm, including the rating and financial health of each insurance company providing coverage, is subject to the approval of the District.

B. With regard to the Firm's services performed pursuant to this Agreement, the Firm's insurance shall be primary and any other coverage that may be available to the District, its officers, employees and volunteers shall be excess over the insurance required of the Firm.

C. The insurance coverage supplied by the Firm must provide for a thirty (30) days notice to the District before implementation of a proposal to suspend, void, cancel or reduce in coverage or in limits, the required insurance coverage. This notice requirement does not waive the insurance requirements contained herein.

D. All deductibles and self-insured retentions shall be fully disclosed in the Certificate of Insurance. No deductible or self-insured retention may exceed \$10,000 without the written approval of the District.

E. The Firm shall obtain and maintain, for the duration of this Agreement, the following insurance against claims which may arise from or in connection with the performance of the work hereunder by the Firm, its agents, representatives, employees or sub-contractors. The cost of such insurance shall be borne by the Firm.

Professional liability or errors and omissions insurance against claims for injuries or damages arising out of the services rendered by the Firm, its agents, representative or employees pursuant to the Firm's agreement with the District.

- a. The Firm shall maintain policy limits of no less than \$1,000,000.00
- b. "Claims made" insurance coverage must continue for a period of three years beyond the termination of the Agreement, Any retroactive date must coincide with or predate the beginning of the Agreement and may not be advanced without the consent of the District.

F. If the Firm fails to maintain the insurance coverage required herein, then the Firm will have the option to declare the Firm in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order that the required coverage may be maintained. The Firm is responsible for any expenses paid by the District to maintain such insurance and the District may collect the same from the Firm or deduct the amount paid from any

G. The insurance requirements specified herein do not relieve the Firm of its responsibility or limit the amount of his liability to the District or other persons and the Firm is encouraged to purchase such additional insurance as it deems necessary.

Regardless of the coverage provided by any insurance policy, the Firm shall indemnify, defend, and hold the District harmless from any and all claims, demands, actions, attorney's fees, costs, and expenses based upon or arising out of alleged errors, omissions, or acts of the Firm or its principals, employees, subcontractors, or other agents while performing services under this Agreement.

XVI. INTEGRATION

This Agreement contains the entire agreement between the District and the Firm regarding its engagement and the fees, costs, and expenses relative to the Agreement. This Agreement shall not be modified except by written agreement signed by the Firm and the District's duly authorized representatives. This Agreement shall be binding upon the District and the Firm and their respective heirs, executors, legal representatives, and successors.

XVI. ASSIGNMENT

The Firm shall neither assign, transfer nor delegate any rights, obligations or duties under this Agreement without prior written consent of the District.

XVII. REVIEW BY OTHER COUNSEL

This Agreement is a binding legal document with significant consequences. The District is encouraged to have it reviewed by other counsel of the District's choice prior to execution by the District.

XVIII. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall together constitute one and the same instrument. It shall not be necessary for any counterpart to bear the signature of all parties. Executed copies hereof may be delivered by facsimile or e-mail, pursuant to NRS 719.240, and upon receipt will be deemed originals and binding upon the parties, regardless of whether originals are delivered thereafter.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed and intend to be legally bound thereby.

LAS VEGAS-CLARK COUNTY DISTRICT:

Signed: _____
Chair, Board of Trustees Date _____

WELT LAW

Signed: _____
Gerald M. Welt, Esq., Legal Counsel Date _____