

# Provo City Library Board of Directors

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## Notice of Meeting Wednesday, January 11, 2017 4:00 p.m.

The regular meeting for the Provo City Library Board is held in Room 204, the Library Board Room at the Provo City Library at Academy Square 550 North University Avenue, Provo, Utah.

## A G E N D A

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- I. **Welcome – Chairperson**
  - A. Approval of Minutes
  
- II. **Library Director’s Report – Gene Nelson**
  - A. Calendar Items for Board
  
- III. **Action Items**
  - A.
  
- IV. **Discussion Items**
  - A.

Next Meeting:  
- Wednesday, March 8, 2017 at 4:00 p.m.

Provo City Library Board of Directors

MINUTES

November 9, 2016

IN ATTENDANCE

LIBRARY BOARD

Teresa Tavares  
Nickie Allen  
Dannielle McGinn  
Elizabeth Smart  
Jen Wright  
Teri McCabe  
Rebecca Burton

ABSENT

Chris Clark

LIBRARY STAFF

Gene Nelson, Director  
Cindy Roe, Executive Assistant  
Joella Peterson, Childrens Services Mngr  
Sharon Kuttler, Support Services Mngr  
Carla Gordon, Adult Services Mngr

GUESTS

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Meeting began at 4:01p.m. in the Library Board Room.

**I. Welcome - Chairperson**

- A. Approval of Minutes - Teresa made a motion to approve the May & September 2016 minutes. Nicki seconded the motion. The vote was unanimous.

**II. Library Director's Report - Gene Nelson**

- A. Welcome Jen Wright
- B. Project Read gave out invitations for Pie before Dinner
- C. Invitation for Board & Management Team Christmas Dinner handed out
- D. Chairperson Election - Anona was our incoming chair, but she moved. Board Chair runs the meeting and sometimes signs grant papers. The Vice Chair will run the meeting if the Chair is not able to attend, and will become the Board Chair the following year. Normally we have a nomination. Teresa nominated Rebecca Burton. Nicki motioned for Danielle to be the Board, Elizabeth seconded the motion for Danielle, and motioned to have Rebecca to be the Vice Chair. Teresa seconded the motion to have Rebecca to be the Vice Chair. The vote was unanimous to have Danielle to be the Chair, and Rebecca to be the new Vice Chair.
- E. Calendar Items for Board - passed out calendar
- F. Handed out a list of Library Board Opportunities - you are responsible for approving budget and policy. Other things you can do are: volunteering, attendance at events, contacts for lectures/presentations (let me know if you know of someone who is a specialist that would like to teach a class), book sale help, attendance at ULA (every May), build community support/advocacy, and use the library and become familiar with our many services.
- G. February 11 - Valentine's Ball - we give our Academy Awards out to those who have done some outstanding things for us: library staff, business, patron, volunteer, and Provo City staff.
- H. We started a pilot program on increasing our Spanish fluency with the staff. We have really missed those who have spoken Spanish, but moved on. We have broken staff into groups and started learning more Spanish, and be able to have an initial conversation with Spanish Speakers. Carla Gordon has spearheaded this program.

**III. Action Items**

**IV. Discussion Items**

Meeting adjourned at p.m.

Next Meeting Wednesday, Jan 11, 2017 @ 4:00 pm.

Submitted by Cindy Roe

Provo City Library Board of Directors  
MINUTES  
May 11, 2016

IN ATTENDANCE

LIBRARY BOARD

Teresa Tavares, Chairperson  
Nickie Allen  
Dannielle McGinn  
Jamie Littlefield  
Anona Sobczak  
Chris Clark  
Elizabeth Smart  
Sue Russell

LIBRARY STAFF

Gene Nelson, Director  
Cindy Roe, Executive Assistant  
Joella Peterson, Childrens Services Mngr  
Sharon Kuttler, Support Services Mngr  
Carla Zollinger, Adult Services Mngr

GUESTS

EXCUSED

ABSENT

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Meeting began at 4:05p.m. in the Library Board Room with an welcome by Teresa Tavares.

I. **Approval of Minutes**

- A. Nickie made a motion to approve the March 9, 2016 minutes. Elizabeth seconded the motion. The vote was unanimous to approve the March 9, 2016 minutes.

II. **Library Director's Report - Gene Nelson**

- A. Gene handed out the Calendar of Events. 6/4 - Summer Reading Program Kick off Ready-Set-Read. 6/15 - BMX stunt bikers. 3 author visits in May. We started Spanish staff volunteer groups to increase Spanish abilities. We are trying to complete in 6 months - we are using Duolingo. Also, previous employee will help put together 12 library specific lessons. Teresa Tavares suggested we use the ESL students to dialog with each other. Carla Zollinger will follow up on that.

III. **Action Items**

- A. 2016/2017 Budget Approval: 1<sup>st</sup> budget in April showed that we would eliminate children's fines but we are not comfortable with that yet. We would still like to do that someday but not this year. This one we could have some RAP tax but we have not been notified on that yet. The plan is we should receive \$50,000, but it is not confirmed yet. Key points - Revenue is very close to last year. We do more with less in dollars - increase in personnel, health, retirement, building insurance, drops in facility charges. We had three retirements in the last year. We have cut print materials - we can still keep up with best sellers. We are changing 2<sup>nd</sup> floor adult - 4 ranges of reference books now, will be changed to 2 short ranges and add additional seating area. Our ending fund is still over 3 million. Future envision - more collaboration, guest speakers, maker spaces, Lynda.com. Sue made motion to approve 2016 Budget. Jamie seconded the motion. The vote was unanimous to approve 2016 Budget.
- B. Internet & Online Access Policy Review: Nickie made motion to approve. Anona seconded the motion. The vote was unanimous to approve.

II. **Discussion Items**

- A. None

Meeting adjourned at 5:07p.m.

Next Meeting Wednesday, July 13, 2015 @ 4:00 pm.

Submitted by Cindy Roe

Provo City Library Board of Directors

MINUTES

September 15, 2016

IN ATTENDANCE

LIBRARY BOARD

Dannielle McGinn  
Elizabeth Smart  
Rebecca Burton  
Teri McCabe

EXCUSED

Nickie Allen  
Jennifer Wright  
Chris Clark

ABSENT

Teresa Tavares

LIBRARY STAFF

Gene Nelson, Director  
Cindy Roe, Executive Assistant  
Sharon Kuttler, Support Services Mngr  
Carla Gordon, Adult Services Mngr

GUESTS

Drew Brown  
Olympia Escamilla, Project Read  
Patty Beardsley, Project Read

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Meeting began at 4:05 p.m. in the Library Board Room.

**I. Welcome**

- A. Approval of Minutes - Majority not in attendance, unable to approve.

**II. Library Director's Report - Gene Nelson**

- A. Welcome New Members
- B. Chairperson Election - Anona moved, and so we do not have a chairperson. Majority not in attendance, unable to vote.
- C. Calendar Items for Board - Calendar and newsletter handed out, December 14 is our Christmas Dinner.

**III. Action Items**

- A. None

**IV. Discussion Items**

- A. Project Read Orientation - they have space with us, we don't charge them rent. They provide an adult literacy program for Utah county. Shauna Brown is the director. They are an award winning non-profit group. Olympia presented a PowerPoint presentation about Project Read and success stories. Provides help for ages 16 and up. They always accept volunteers. They have a spelling bee coming up on Sept 27, which is a fundraiser. They are trying to find tutors in different cities. Their needs are posted on United Way Volunteer. They would like to get the word out in the community that their resources are available. Tours are given two times a week.

Meeting adjourned at 4:50 p.m.

Next Meeting Wednesday, November 9, 2016 @ 4:00 pm.

Submitted by Cindy Roe

**INCOME STATEMENT**  
 Run date: January 04, 2017 at 11:21  
 Report ID: P\_GLR002

**CITY OF PROVO**  
 Fund: 220, Library  
 Dept: All  
 Period end date: 2017-01-31

| ACCT #                              | DESCRIPTION                             | ACTUAL CURRENT | ACTUAL YTD          | ENCUMBRANCE | BUDGET              | BALANCE               | % YTD         |
|-------------------------------------|---|----------------|---------------------|-------------|---------------------|-----------------------|---------------|
| <b>Revenues &amp; Transfers In</b>  |   |                |                     |             |                     |                       |               |
| 30000                               | Current Property Taxes                  | 0.00           | 2,545,058.03        | 0.00        | 3,158,542.00        | (613,483.97)          | 80.58%        |
| 30001                               | Vehicle taxes                           | 0.00           | 82,075.64           | 0.00        | 235,982.00          | (153,906.36)          | 34.78%        |
| 30002                               | Tax Redemption - Prior Year             | 0.00           | 18,234.09           | 0.00        | 225,732.00          | (207,497.91)          | 8.08%         |
| 30009                               | Franchise Fee - Provo City Uti          | 0.00           | 225.30              | 0.00        | 0.00                | 225.30                | N/A           |
| 33008                               | Copier Fees                             | 0.00           | 15,468.72           | 0.00        | 35,000.00           | (19,531.28)           | 44.20%        |
| 33009                               | Library Fees                            | 0.00           | 61,283.40           | 0.00        | 140,000.00          | (78,716.60)           | 43.77%        |
| 33010                               | Laminating Fees                         | 0.00           | 7.00                | 0.00        | 0.00                | 7.00                  | N/A           |
| 33011                               | Meeting Room & Equipment Renta          | 0.00           | 87,842.82           | 0.00        | 170,000.00          | (82,157.18)           | 51.67%        |
| 33040                               | Library misc program revenue            | 0.00           | 1,116.71            | 0.00        | 10,000.00           | (8,883.29)            | 11.17%        |
| 36000                               | Interest income                         | 0.00           | 10,927.36           | 0.00        | 24,000.00           | (13,072.64)           | 45.53%        |
| 32107                               | Community Library Enhancement           | 0.00           | 6,500.00            | 0.00        | 0.00                | 6,500.00              | N/A           |
| 38055                               | Library donations                       | 0.00           | 260.00              | 0.00        | 0.00                | 260.00                | N/A           |
| 38084                               | Used Book Sales                         | 0.00           | 7,713.85            | 0.00        | 20,000.00           | (12,286.15)           | 38.57%        |
| 38087                               | Gun range revenue                       | 0.00           | 34.00               | 0.00        | 0.00                | 34.00                 | N/A           |
| 38112                               | Merchandise revenue                     | 0.00           | 1,301.41            | 0.00        | 4,000.00            | (2,698.59)            | 32.54%        |
| 38613                               | Vending - Library                       | 0.00           | 700.52              | 0.00        | 0.00                | 700.52                | N/A           |
| 38999                               | Misc Revenue                            | 0.00           | 321.62              | 0.00        | 4,000.00            | (3,678.38)            | 8.04%         |
|                                     | <b>Total revenue</b>                    | <b>0.00</b>    | <b>2,839,070.47</b> | <b>0.00</b> | <b>4,027,256.00</b> | <b>(1,188,185.53)</b> | <b>70.50%</b> |
| <b>Transfers in:</b>                |   |                |                     |             |                     |                       |               |
|                                     | <b>Total transfers in</b>               | <b>0.00</b>    | <b>0.00</b>         | <b>0.00</b> | <b>0.00</b>         | <b>0.00</b>           | <b>0.00%</b>  |
|                                     | <b>Total revenue &amp; transfers in</b> | <b>0.00</b>    | <b>2,839,070.47</b> | <b>0.00</b> | <b>4,027,256.00</b> | <b>(1,188,185.53)</b> | <b>70.50%</b> |
| <b>Expenses &amp; Transfers Out</b> |   |                |                     |             |                     |                       |               |
| <b>Personnel:</b>                   |   |                |                     |             |                     |                       |               |
| 41001                               | Full Time Regular                       | 40,057.69      | 525,213.21          | 0.00        | 1,062,805.00        | 537,591.79            | 49.42%        |
| 41002                               | Part Time Regular                       | 22,034.54      | 369,448.92          | 0.00        | 837,491.00          | 468,042.08            | 44.11%        |
| 41006                               | Sick Leave Reimbursement                | 0.00           | 0.00                | 0.00        | 18,307.00           | 18,307.00             | 0.00%         |
| 41007                               | Vehicle Allowance                       | 375.00         | 2,625.00            | 0.00        | 4,500.00            | 1,875.00              | 58.33%        |
| 41008                               | Employee Recognition Pay                | 0.00           | 2,350.00            | 0.00        | 3,150.00            | 800.00                | 74.60%        |

**INCOME STATEMENT**

Run date: January 04, 2017 at 11:21  
Report ID: P\_GLR002

**CITY OF PROVO**

Fund: 220, Library  
Dept: All  
Period end date: 2017-01-31

| ACCT # | DESCRIPTION                     | ACTUAL CURRENT   | ACTUAL YTD          | ENCUMBRANCE | BUDGET              | BALANCE             | % YTD         |
|--------|---------------------------------|------------------|---------------------|-------------|---------------------|---------------------|---------------|
| 41300  | Retirement                      | 7,629.48         | 98,514.90           | 0.00        | 206,250.00          | 107,735.10          | 47.76%        |
| 41301  | Taxes/Retirement                | 4,814.66         | 69,257.92           | 0.00        | 146,773.00          | 77,515.08           | 47.19%        |
| 41302  | Insurance                       | 11,122.26        | 133,483.89          | 0.00        | 286,803.00          | 153,319.11          | 46.54%        |
| 41303  | Workers Compensation            | 0.00             | 2,786.65            | 0.00        | 6,688.00            | 3,901.35            | 41.67%        |
| 41309  | Long-term Disability            | 128.14           | 1,570.81            | 0.00        | 3,400.00            | 1,829.19            | 46.20%        |
|        | <b>Total personnel expenses</b> | <b>86,161.77</b> | <b>1,205,251.30</b> | <b>0.00</b> | <b>2,576,167.00</b> | <b>1,370,915.70</b> | <b>46.78%</b> |
|        | <b>Operating:</b>               |                  |                     |             |                     |                     |               |
| 42001  | Office Supplies                 | 0.00             | 7,257.75            | 0.00        | 18,000.00           | 10,742.25           | 40.32%        |
| 42009  | Supplies                        | 0.00             | 15,021.67           | 7,073.50    | 57,000.00           | 34,904.83           | 26.35%        |
| 42012  | Software maintenance            | 0.00             | 1,306.03            | 0.00        | 4,000.00            | 2,693.97            | 32.65%        |
| 42040  | Maintenance Contracts           | 0.00             | 85,642.89           | 0.00        | 108,000.00          | 22,357.11           | 79.30%        |
| 42041  | Maintenance                     | 0.00             | 797.22              | 0.00        | 6,500.00            | 5,702.78            | 12.26%        |
| 42042  | Building Maintenance            | 0.00             | 7,698.06            | 0.00        | 13,000.00           | 5,301.94            | 59.22%        |
| 42074  | Minor Equipment                 | 0.00             | 20,522.68           | 7,021.29    | 66,311.49           | 38,767.52           | 30.95%        |
| 42201  | Printing                        | 0.00             | 32.00               | 0.00        | 200.00              | 168.00              | 16.00%        |
| 42205  | Postage                         | 0.00             | 1,294.27            | 0.00        | 4,000.00            | 2,705.73            | 32.36%        |
| 42208  | Bank Fees                       | 0.00             | 1,695.23            | 0.00        | 4,000.00            | 2,304.77            | 42.38%        |
| 42209  | Merchant Fees                   | 0.00             | 4,965.76            | 0.00        | 10,000.00           | 5,034.24            | 49.66%        |
| 42405  | Cellular Phone Bills            | 0.00             | 947.55              | 0.00        | 2,500.00            | 1,552.45            | 37.90%        |
| 42601  | Membership dues & subscription  | 0.00             | 12,272.17           | 6,346.00    | 24,600.00           | 5,981.83            | 49.89%        |
| 42609  | Certification and testing       | 0.00             | 50.00               | 0.00        | 0.00                | (50.00)             | N/A           |
| 42611  | Mileage reimbursement           | 0.00             | 131.06              | 0.00        | 1,000.00            | 868.94              | 13.11%        |
| 42613  | Travel                          | 0.00             | 1,326.39            | 0.00        | 4,000.00            | 2,673.61            | 33.16%        |
| 42614  | Conference registration         | 0.00             | 642.78              | 0.00        | 2,000.00            | 1,357.22            | 32.14%        |
| 42701  | Water Charges                   | 0.00             | 3,406.94            | 0.00        | 7,194.00            | 3,787.06            | 47.36%        |
| 42702  | Waste Water Charges             | 0.00             | 817.17              | 0.00        | 2,670.00            | 1,852.83            | 30.61%        |
| 42703  | Storm Drain Charges             | 0.00             | 1,553.80            | 0.00        | 2,694.00            | 1,140.20            | 57.68%        |
| 42704  | Natural Gas Charges             | 0.00             | 10,673.49           | 0.00        | 36,257.00           | 25,583.51           | 29.44%        |
| 42705  | Electric Charges                | 0.00             | 84,165.39           | 0.00        | 162,892.00          | 78,726.61           | 51.67%        |
| 42707  | Sanitation charges              | 0.00             | 0.00                | 0.00        | 2,807.00            | 2,807.00            | 0.00%         |

**INCOME STATEMENT**

Run date: January 04, 2017 at 11:21  
Report ID: P\_GLR002

**CITY OF PROVO**

Fund: 220, Library  
Dept: All  
Period end date: 2017-01-31

| ACCT # | DESCRIPTION                     | ACTUAL<br>CURRENT | ACTUAL<br>YTD | ENCUMBRANCE | BUDGET       | BALANCE     | % YTD   |
|--------|---------------------------------|-------------------|---------------|-------------|--------------|-------------|---------|
| 42712  | Facility Maintenance Contracts  | 0.00              | 9,745.58      | 5,850.00    | 27,260.00    | 11,664.42   | 35.75%  |
| 42713  | Utility Transportation Charge   | 0.00              | 457.50        | 0.00        | 2,196.00     | 1,738.50    | 20.83%  |
| 43601  | Professional Services           | 0.00              | 23,970.15     | 5,314.60    | 19,000.00    | (10,284.75) | 126.16% |
| 44102  | Uniforms                        | 0.00              | 0.00          | 0.00        | 200.00       | 200.00      | 0.00%   |
| 44103  | Boards & Commissions            | 0.00              | 982.98        | 0.00        | 1,000.00     | 17.02       | 98.30%  |
| 44107  | Miscellaneous                   | 0.00              | 5,720.34      | 0.00        | 29,641.00    | 23,920.66   | 19.30%  |
| 44119  | Electronic Services             | 0.00              | 26,601.51     | 0.00        | 56,451.00    | 29,849.49   | 47.12%  |
| 44167  | Public Relations                | 0.00              | 5,308.22      | 0.00        | 15,000.00    | 9,691.78    | 35.39%  |
| 44173  | Circulating Materials           | 0.00              | 90,790.74     | 0.00        | 288,810.00   | 198,019.26  | 31.44%  |
| 44262  | Special Events                  | 0.00              | 15,425.78     | 0.00        | 66,663.65    | 51,237.87   | 23.14%  |
| 44452  | Directors ball                  | 0.00              | 0.00          | 0.00        | 4,000.00     | 4,000.00    | 0.00%   |
| 44462  | Art gallery                     | 0.00              | 97.11         | 0.00        | 500.00       | 402.89      | 19.42%  |
| 44475  | Business meals                  | 0.00              | 152.16        | 0.00        | 500.00       | 347.84      | 30.43%  |
| 44476  | Employee appreciation           | 0.00              | 3,436.87      | 0.00        | 5,856.00     | 2,419.13    | 58.69%  |
| 44535  | Downloadable materials          | 0.00              | 34,484.37     | 0.00        | 80,040.00    | 45,555.63   | 43.08%  |
| 44613  | Vending - Library               | 0.00              | 544.36        | 0.00        | 508.62       | (35.74)     | 107.03% |
| ALL    | Budget line for projects        | 0.00              | 0.00          | 0.00        | 6,500.00     | 6,500.00    | 0.00%   |
|        | <b>Total operating expenses</b> | 0.00              | 479,937.97    | 31,605.39   | 1,143,751.76 | 632,208.40  | 41.96%  |
|        | <b>Inventory:</b>               |                   |               |             |              |             |         |
|        | <b>Total inventory expenses</b> | 0.00              | 0.00          | 0.00        | 0.00         | 0.00        | 0.00%   |
|        | <b>Capital:</b>                 |                   |               |             |              |             |         |
| 47401  | Capital Outlay                  | 0.00              | 5,454.88      | 0.00        | 70,500.00    | 65,045.12   | 7.74%   |
|        | <b>Total capital expenses</b>   | 0.00              | 5,454.88      | 0.00        | 70,500.00    | 65,045.12   | 7.74%   |
|        | <b>Chargebacks:</b>             |                   |               |             |              |             |         |
| 46003  | Administrative Overhead         | 0.00              | 60,989.15     | 0.00        | 146,374.00   | 85,384.85   | 41.67%  |
| 46301  | Employee Benefit Overhead       | 0.00              | 29,200.85     | 0.00        | 70,082.00    | 40,881.15   | 41.67%  |
| 46401  | Insurance Overhead              | 0.00              | 29,860.85     | 0.00        | 71,666.00    | 41,805.15   | 41.67%  |
| 46601  | Facility Maintenance Core       | 0.00              | 17,302.10     | 0.00        | 41,525.00    | 24,222.90   | 41.67%  |

**INCOME STATEMENT**

Run date: January 04, 2017 at 11:21  
 Report ID: P\_GLR002

**CITY OF PROVO**

Fund: 220, Library  
 Dept: All  
 Period end date: 2017-01-31

| ACCT # | DESCRIPTION                        | ACTUAL CURRENT | ACTUAL YTD   | ENCUMBRANCE | BUDGET       | BALANCE      | % YTD    |
|--------|------------------------------------|----------------|--------------|-------------|--------------|--------------|----------|
| 46602  | Facility Maint. Service Direct     | 0.00           | 34,750.33    | 0.00        | 52,227.00    | 17,476.67    | 66.54%   |
| 46607  | Vehicle Fuel                       | 0.00           | 30.00        | 0.00        | 0.00         | (30.00)      | N/A      |
| 46612  | Chargeback - Tuition               | 0.00           | 0.00         | 0.00        | 1,695.00     | 1,695.00     | 0.00%    |
| 46711  | Telecom                            | 0.00           | 930.85       | 0.00        | 2,234.00     | 1,303.15     | 41.67%   |
|        | <b>Total chargeback expenses</b>   | 0.00           | 173,064.13   | 0.00        | 385,803.00   | 212,738.87   | 44.86%   |
|        | <b>Nonoperating:</b>               |                |              |             |              |              |          |
| 49001  | Appropriated Contingency           | 0.00           | 0.00         | 0.00        | 40,000.00    | 40,000.00    | 0.00%    |
| 49003  | Department Carryover               | 0.00           | 0.00         | 0.00        | 335,871.94   | 335,871.94   | 0.00%    |
|        | <b>Total nonoperating expenses</b> | 0.00           | 0.00         | 0.00        | 375,871.94   | 375,871.94   | 0.00%    |
|        | <b>Total expenses</b>              | 86,161.77      | 1,863,708.28 | 31,605.39   | 4,552,093.70 | 2,656,780.03 | 40.94%   |
|        | <b>Transfers out:</b>              |                |              |             |              |              |          |
|        | <b>Total transfers out</b>         | 0.00           | 0.00         | 0.00        | 0.00         | 0.00         | 0.00%    |
|        | <b>Net Income</b>                  | 86,161.77      | 1,863,708.28 | 31,605.39   | 4,552,093.70 | 2,656,780.03 | 40.94%   |
|        |                                    | (86,161.77)    | 975,362.19   | (31,605.39) | (524,837.70) | 1,468,594.50 | -185.84% |