Provo City Library Board of Directors

Notice of Meeting
Wednesday, May 7, 2014
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

I. Welcome – Chairperson Jacob Gunter
- A. Approval of Minutes

II. Library Director's Report – Gene Nelson
- A. Calendar Items for Board

III. Action Items
- A. Vice Chair
- B. Budget

IV. Discussion Items
- A. None

Next Meeting:
- Wednesday, June 11, 2014 at 4:00 p.m.

Provo City Library Board of Directors
MINUTES
April 9, 2014

IN ATTENDANCE

LIBRARY BOARD
- Jacob Gunter, Chairperson
- Nickie Allen
- Dannielle McGinn
- Jamie Littlefield
- Sue Russell

EXCUSED
- Mary Ann Christiansen

ABSENT
- Stephen Hales

LIBRARY STAFF
- Gene Nelson, Director
- Cindy Roe, Executive Assistant
- Carla Morris, Childrens Services Mngr
- Sharon Kuttler, Support Services Mngr
- Carla Zollinger, Adult Services Mngr

GUESTS

UNAPPROVED

Meeting began at 4:00 p.m. in the Library Board Room.

Approval of Minutes
- Nickie made a motion to approve the minutes. Jamie seconded the motion. The vote was unanimous to approve the March 2014 minutes.

Library Director's Report - Gene Nelson
- April/May Calendar of Events handed out.
- Report on Big Guy Little Guy - It was a lot of fun and attended well
- Laura Wadley retired after 34.5 years.
- Next month is our budget approval meeting. Gene will be teaching a class and was wondering if we could move the meeting to May 7. All board members said they would be able to make that work.
- Nickie will be absent in June.

Action Items
- Chair Elect - Jacob's last meeting will be June 2014 as chair. The mayor will ask Gene for a recommendation for Board Members to renew their term. Nickie will think about it. She will let us know by next week. We will discuss this more in May.

Discussion Items
- None

Meeting adjourned at 4:14 p.m.

Next Meeting May 7, 2014 @ 4:00 pm.

Submitted by Cindy Roe

UNAPPROVED

Provo City Library Board of Directors
MINUTES
March 12, 2014

IN ATTENDANCE

LIBRARY BOARD
- Jacob Gunter, Chairperson
- Nickie Allen
- Dannielle McGinn
- Jamie Littlefield
- Hal Miller

EXCUSED
- Sue Russell

ABSENT
- Mary Ann Christiansen

LIBRARY STAFF
- Gene Nelson, Director
- Cindy Roe, Executive Assistant
- Sharon Kuttler, Support Services Mngr

GUESTS
- John Borget
- Dan Follett

Meeting began at 4:00 p.m. in the Library Board Room.

Approval of Minutes
- Jamie approved the February minutes, Nicki seconded, and the vote was unanimous.

Library Director's Report - Gene Nelson
- Past events - Valentine Ball, Fairy Tea, Big Guy Little Guy tickets were sold out.
- Calendar handed out.
- Gene excused Carla M & Carla Z.

Action Items
- None

Discussion Items
- John Borget - Legacy Endowment Fund $2,123,000 - Interfund Loan $257,000 with 5% interest paid off in 10/2015- Ending Fund Balance $4.4 million, which moves up and down. Interest rate from the pool less than .5%. Can we invest and get a higher return? Research - Top paying CD's all are with industrial charter banks, which is taken and used to invest with higher risks. All were 5 year CDs.
- Dan Follett - We can invest in a qualified depository (on a list from the state treasury office). They state a maximum amount. Investment Policy of Provo City - we look at them from the safety of principal, liquidity of funds, and return on investment. Maximum maturity is 3 years. List handed out with approved institutions and 3 year CD interest rates. There is a lot of money in the State Pool, which makes our investment have little risk. If we use a 3 year CD, our money is locked for 3 years, and if withdrawn, there is a penalty. Interest rates are very low right now. Some believe we are at the bottom of the interest rate cycle. It could go up rapidly or very slowly. With the Utah State Pool, we can withdraw our money at anytime without any penalty. Utah State Pool Yield Rates graph was handed out. Utah State Pool adjusts its rates on a monthly basis. The FDIC insurance is per depositor. All of the city money is deposited in the State Pool. The preservation of principal is very important to the public. His recommendation is to leave the funds in the State Pool.
- Next month we should have our budget and a new policy on petition gathering.

Meeting adjourned at 4:36 p.m.
Next Meeting April 9, 2014 @ 4:00 pm.
Submitted by Cindy Roe

INCOME STATEMENT
Run date:April 30, 2014 at 10:15
Report ID: P_GLR002

CITY OF PROVO
Fund: 220, Library
Dept: All
Period end date:2014-04-30

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
	Revenues & Transfers In						
30000	Current Property Taxes	0.00	2,859,076.05	0.00	2,916,566.00	(57,489.95)	98.03%
30001	Vehicle taxes	0.00	153,586.78	0.00	365,000.00	(211,413.22)	42.08%
30002	Tax Redemption - Prior Year	0.00	167,890.71	0.00	180,000.00	(12,109.29)	93.27%
32088	Library LSTA grant	0.00	6,967.00	0.00	0.00	6,967.00	N/A
32137	AWE Grant	0.00	550.00	0.00	0.00	550.00	N/A
33008	Copier Fees	1,553.85	30,885.28	0.00	35,000.00	(4,114.72)	88.24%
33009	Library Fees	4,930.98	112,791.47	0.00	170,000.00	(57,208.53)	66.35%
33010	Laminating Fees	0.00	6.10	0.00	0.00	6.10	N/A
33011	Meeting Room & Equipment Renta	3,850.50	98,422.66	0.00	130,000.00	(31,577.34)	75.71%
33040	Library misc program revenue	0.00	4,178.32	0.00	10,000.00	(5,821.68)	41.78%
36000	Interest income	0.00	22,171.92	0.00	45,000.00	(22,828.08)	49.27%
32107	Community Library Enhancement	0.00	23,751.00	0.00	23,751.00	0.00	100.00%
38084	Used Book Sales	0.00	11,688.76	0.00	6,000.00	5,688.76	194.81%
38112	Merchandise revenue	104.15	2,089.04	0.00	4,000.00	(1,910.96)	52.23%
38999	Misc Revenue	2.40	3,718.77	0.00	3,500.00	218.77	106.25%
	Total revenue	10,441.88	3,497,773.86	0.00	3,888,817.00	(391,043.14)	89.94%
	Transfers in:						
	Total transfers in	0.00	0.00	0.00	0.00	0.00	0.00%
	Total revenue & transfers in	10,441.88	3,497,773.86	0.00	3,888,817.00	(391,043.14)	89.94%
	Expenses & Transfers Out						
	Personnel:						
41001	Full Time Regular	120,482.37	914,317.49	0.00	1,122,979.00	208,661.51	81.42%
41002	Part Time Regular	51,033.49	523,954.29	0.00	681,916.00	157,961.71	76.84%
41005	Overtime	0.00	186.55	0.00	0.00	(186.55)	N/A
41006	Sick Leave Reimbursement	0.00	18,225.36	0.00	18,954.00	728.64	96.16%
41007	Vehicle Allowance	375.00	3,750.00	0.00	4,500.00	750.00	83.33%
41008	Employee Recognition Pay	0.00	700.00	0.00	3,300.00	2,600.00	21.21%
41300	Retirement	15,268.81	164,012.18	0.00	212,476.00	48,463.82	77.19%

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41301	Taxes/Retirement	13,198.29	111,261.15	0.00	140,103.00	28,841.85	79.41%
41302	Insurance	18,976.54	199,827.24	0.00	251,534.00	51,706.76	79.44%
41303	Workers Compensation	207.42	2,074.20	0.00	2,489.00	414.80	83.33%
41309	Long-term Disability	245.04	3,256.86	0.00	4,182.00	925.14	77.88%
	Total personnel expenses	219,786.96	1,941,565.32	0.00	2,442,433.00	500,867.68	79.49%
	Operating:						
42001	Office Supplies	0.00	12,678.05	0.00	18,000.00	5,321.95	70.43%
42009	Supplies	0.00	34,644.99	0.00	47,000.00	12,355.01	73.71%
42012	Software maintenance	1,250.00	6,799.24	0.00	8,650.00	1,850.76	78.60%
42040	Maintenance Contracts	6,834.47	90,533.39	9,011.00	101,000.00	1,455.61	89.64%
42041	Maintenance	0.00	3,979.78	0.00	6,000.00	2,020.22	66.33%
42042	Building Maintenance	0.00	7,234.00	0.00	6,000.00	(1,234.00)	120.57%
42074	Minor Equipment	27,904.14	80,249.31	7,745.65	93,916.73	5,921.77	85.45%
42201	Printing	0.00	1,526.20	0.00	1,000.00	(526.20)	152.62%
42205	Postage	0.00	6,080.06	0.00	7,500.00	1,419.94	81.07%
42208	Bank Fees	0.00	3,748.89	0.00	6,000.00	2,251.11	62.48%
42209	Merchant Fees	0.00	7,964.85	0.00	8,000.00	35.15	99.56%
42601	Membership dues & subscription	5,741.95	21,926.88	302.21	24,600.00	2,370.91	89.13%
42609	Certification and testing	0.00	100.00	0.00	0.00	(100.00)	N/A
42611	Mileage reimbursement	47.04	661.99	0.00	1,000.00	338.01	66.20%
42613	Travel	116.00	4,575.46	0.00	7,600.00	3,024.54	60.20%
42614	Conference registration	0.00	3,463.00	0.00	3,400.00	(63.00)	101.85%
43401	Rent/Lease	504.00	4,536.00	0.00	7,000.00	2,464.00	64.80%
43601	Professional Services	381.97	16,165.78	0.00	20,578.12	4,412.34	78.56%
44102	Uniforms	0.00	1,291.43	0.00	1,500.00	208.57	86.10%
44103	Boards & Commissions	0.00	725.30	0.00	1,000.00	274.70	72.53%
44107	Miscellaneous	0.00	8,362.97	0.00	21,991.00	13,628.03	38.03%
44119	Electronic Services	5,489.16	28,815.24	0.00	40,400.00	11,584.76	71.32%
44167	Public Relations	0.00	3,434.75	0.00	4,000.00	565.25	85.87%
44173	Circulating Materials	0.00	200,958.67	0.00	320,901.00	119,942.33	62.62%

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44262	Special Events	285.00	29,406.29	0.00	57,675.46	28,269.17	50.99%
44452	Directors ball	0.00	5,426.38	0.00	1,000.00	(4,426.38)	542.64%
44462	Art gallery	0.00	132.94	0.00	500.00	367.06	26.59%
44475	Business meals	0.00	599.41	0.00	500.00	(99.41)	119.88%
44476	Employee appreciation	0.00	4,436.52	0.00	5,207.00	770.48	85.20%
44535	Downloadable materials	0.00	29,761.77	0.00	35,000.00	5,238.23	85.03%
ALL	Budget line for projects	0.00	0.00	0.00	31,268.00	31,268.00	0.00%
	Total operating expenses	48,553.73	620,219.54	17,058.86	888,187.31	250,908.91	69.83%
	Inventory:						
	Total inventory expenses	0.00	0.00	0.00	0.00	0.00	0.00%
	Capital:						
47401	Capital Outlay	18,856.05	277,679.82	72.25	279,171.25	1,419.18	99.47%
	Total capital expenses	18,856.05	277,679.82	72.25	279,171.25	1,419.18	99.47%
	Chargebacks:						
46003	Administrative Overhead	10,768.25	107,682.50	0.00	129,219.00	21,536.50	83.33%
46301	Employee Benefit Overhead	11,023.00	110,230.00	0.00	132,276.00	22,046.00	83.33%
46401	Insurance Overhead	2,982.58	29,825.80	0.00	35,791.00	5,965.20	83.33%
46601	Facility Maintenance Core	3,468.08	34,680.80	0.00	41,617.00	6,936.20	83.33%
46602	Facility Maint. Service Direct	0.00	24,386.31	0.00	81,005.00	56,618.69	30.10%
46604	Telephone/Radio	1,087.33	10,873.30	0.00	13,048.00	2,174.70	83.33%
46701	Water Charges	135.84	2,820.64	0.00	5,009.00	2,188.36	56.31%
46702	Waste Water Charges	129.88	909.95	0.00	1,493.00	583.05	60.95%
46703	Storm Drain	169.27	1,523.43	0.00	1,468.00	(55.43)	103.78%
46704	Natural Gas	3,792.33	31,980.06	0.00	33,571.00	1,590.94	95.26%
46705	Electric	8,099.92	101,774.02	0.00	136,975.00	35,200.98	74.30%
46707	Sanitation	224.51	2,051.30	0.00	2,720.00	668.70	75.42%
46710	Cellular Telephone	70.00	1,934.50	0.00	2,500.00	565.50	77.38%
46711	Telecom	184.08	1,840.80	0.00	2,209.00	368.20	83.33%

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ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
46712	Facility Maintenance Contracts	0.00	59,766.13	0.00	79,682.00	19,915.87	75.01%
46713	Utility Transportation Fee	91.50	91.50	0.00	0.00	(91.50)	N/A
	Total chargeback expenses	42,226.57	522,371.04	0.00	698,583.00	176,211.96	74.78%
	Nonoperating:						
49001	Appropriated Contingency	(2,828.75)	0.00	0.00	101,651.14	101,651.14	0.00%
49002	Employee Recognition	0.00	0.00	0.00	14,564.00	14,564.00	0.00%
	Total nonoperating expenses	(2,828.75)	0.00	0.00	116,215.14	116,215.14	0.00%
	Total expenses	326,594.56	3,361,835.72	17,131.11	4,424,589.70	1,045,622.87	75.98%
	Transfers out:						
	Total transfers out	0.00	0.00	0.00	0.00	0.00	0.00%
		326,594.56	3,361,835.72	17,131.11	4,424,589.70	1,045,622.87	75.98%
	Net Income	(316,152.68)	135,938.14	(17,131.11)	(535,772.70)	654,579.73	-25.37%