

# Provo City Library Board of Directors

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## Notice of Meeting Wednesday, June 11, 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

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- 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. Chair Elect
  
- IV. **Discussion Items**
  - A. None

Next Meeting:

- Wednesday, July 9, 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

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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.

Provo City Library Board of Directors  
MINUTES  
May 7, 2014

IN ATTENDANCE

LIBRARY BOARD

Jacob Gunter, Chairperson  
Sue Russell  
Jamie Littlefield  
Mary Ann Christiansen  
Stephen Hales

EXCUSED

Dannielle McGinn

ABSENT

Nickie Allen

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

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

**Approval of Minutes**

- Sue made a motion to approve the minutes. Mary Ann seconded the motion. The vote was unanimous to approve the April 2014 minutes.

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

- May Calendar of Events handed out.
- Report on Maggie Stiefvater
- May 9 - Opening Reception for The Attic - Utah Watercolor Society Show
- May 16 & 17 - Children's Book Festival
- May 31 - Summer Reading Kickoff & Used Book Sale
- Summer Reading Program starts in June
- Strategic Planning - we would like some of the Board involved in this plan.

**Action Items**

- Vice Chair - It was voted on to hold off until next month.
- Budget - Discussion on differences in budget from last year to this year. Discussion on raising mill levy vs. using our Ending Fund Balance to balance the budget from year to year. Every year we look at what has changed, and then look to see if we change staffing assignments to better our needs. Sue asked about an energy audit. The vote was unanimous to approve the budget.

**Discussion Items**

- None

Meeting adjourned at 4:47 p.m.

Next Meeting June 12, 2014 @ 4:00 pm.

Submitted by Cindy Roe

UNAPPROVED

**INCOME STATEMENT**  
 Run date: June 05, 2014 at 10:12  
 Report ID: P\_GLRR002

**CITY OF PROVO**  
 Fund: 220, Library  
 Dept: All  
 Period end date: 2014-06-30

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
<b>Revenues &amp; Transfers In</b>							
30000	Current Property Taxes	0.00	2,863,932.33	0.00	2,916,566.00	(52,633.67)	98.20%
30001	Vehicle taxes	0.00	175,120.88	0.00	365,000.00	(189,879.12)	47.98%
30002	Tax Redemption - Prior Year	0.00	188,635.64	0.00	180,000.00	8,635.64	104.80%
32088	Library LSTA grant	0.00	6,967.00	0.00	0.00	6,967.00	N/A
32137	AWE Grant	0.00	1,050.00	0.00	0.00	1,050.00	N/A
33008	Copier Fees	0.00	34,675.48	0.00	35,000.00	(324.52)	99.07%
33009	Library Fees	0.00	127,275.82	0.00	170,000.00	(42,724.18)	74.87%
33010	Laminating Fees	0.00	13.30	0.00	0.00	13.30	N/A
33011	Meeting Room & Equipment Renta	0.00	116,840.81	0.00	130,000.00	(13,159.19)	89.88%
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	25,130.77	0.00	45,000.00	(19,869.23)	55.85%
32107	Community Library Enhancement	0.00	23,751.00	0.00	23,751.00	0.00	100.00%
38084	Used Book Sales	0.00	11,689.26	0.00	6,000.00	5,689.26	194.82%
38112	Merchandise revenue	0.00	2,436.37	0.00	4,000.00	(1,563.63)	60.91%
38999	Misc Revenue	0.00	3,729.53	0.00	3,500.00	229.53	106.56%
	<b>Total revenue</b>	<b>0.00</b>	<b>3,585,426.51</b>	<b>0.00</b>	<b>3,888,817.00</b>	<b>(303,390.49)</b>	<b>92.20%</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>3,585,426.51</b>	<b>0.00</b>	<b>3,888,817.00</b>	<b>(303,390.49)</b>	<b>92.20%</b>
<b>Expenses &amp; Transfers Out</b>							
<b>Personnel:</b>							
41001	Full Time Regular	0.00	1,035,857.37	0.00	1,122,979.00	87,121.63	92.24%
41002	Part Time Regular	0.00	601,347.86	0.00	681,916.00	80,568.14	88.19%
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	0.00	4,125.00	0.00	4,500.00	375.00	91.67%
41008	Employee Recognition Pay	0.00	700.00	0.00	3,300.00	2,600.00	21.21%
41300	Retirement	0.00	186,081.91	0.00	212,476.00	26,394.09	87.58%

**INCOME STATEMENT**  
 Run date: June 05, 2014 at 10:12  
 Report ID: P\_GLR002

**CITY OF PROVO**  
 Fund: 220, Library  
 Dept: All  
 Period end date: 2014-06-30

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
41301	Taxes/Retirement	0.00	126,556.56	0.00	140,103.00	13,546.44	90.33%
41302	Insurance	0.00	227,525.07	0.00	251,534.00	24,008.93	90.45%
41303	Workers Compensation	207.38	2,489.00	0.00	2,489.00	0.00	100.00%
41309	Long-term Disability	0.00	3,618.34	0.00	4,182.00	563.66	86.52%
	<b>Total personnel expenses</b>	<b>207.38</b>	<b>2,206,713.02</b>	<b>0.00</b>	<b>2,442,433.00</b>	<b>235,719.98</b>	<b>90.35%</b>
	<b>Operating:</b>						
42001	Office Supplies	0.00	15,202.49	0.00	18,000.00	2,797.51	84.46%
42009	Supplies	0.00	36,996.65	0.00	47,030.00	10,033.35	78.67%
42012	Software maintenance	0.00	8,555.02	0.00	8,650.00	94.98	98.90%
42040	Maintenance Contracts	0.00	124,946.68	0.00	101,000.00	(23,946.68)	123.71%
42041	Maintenance	0.00	3,986.40	0.00	6,000.00	2,013.60	66.44%
42042	Building Maintenance	0.00	7,573.90	0.00	6,000.00	(1,573.90)	126.23%
42074	Minor Equipment	0.00	97,506.62	0.00	102,150.23	4,643.61	95.45%
42201	Printing	0.00	2,487.70	0.00	1,000.00	(1,487.70)	248.77%
42205	Postage	0.00	6,486.32	0.00	7,500.00	1,013.68	86.48%
42208	Bank Fees	0.00	4,179.07	0.00	6,000.00	1,820.93	69.65%
42209	Merchant Fees	0.00	8,832.43	0.00	8,000.00	(832.43)	110.41%
42601	Membership dues & subscription	0.00	21,926.88	0.00	24,600.00	2,673.12	89.13%
42609	Certification and testing	0.00	100.00	0.00	0.00	(100.00)	N/A
42611	Mileage reimbursement	0.00	661.99	0.00	1,000.00	338.01	66.20%
42613	Travel	0.00	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	0.00	5,040.00	0.00	7,000.00	1,960.00	72.00%
43601	Professional Services	0.00	16,595.78	0.00	20,578.12	3,982.34	80.65%
44102	Uniforms	0.00	1,403.43	0.00	1,500.00	96.57	93.56%
44103	Boards & Commissions	0.00	734.80	0.00	1,000.00	265.20	73.48%
44107	Miscellaneous	0.00	9,124.09	0.00	21,991.00	12,866.91	41.49%
44119	Electronic Services	0.00	37,132.24	0.00	40,400.00	3,267.76	91.91%
44167	Public Relations	0.00	3,706.58	0.00	4,000.00	293.42	92.66%
44173	Circulating Materials	0.00	233,379.84	0.00	320,901.00	87,521.16	72.73%

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ACCT #	DESCRIPTION	ACTUAL		ENCUMBRANCE	BUDGET	BALANCE	% YTD
		CURRENT	YTD				
44262	Special Events	0.00	37,972.18	0.00	57,909.66	19,937.48	65.57%
44452	Directors ball	0.00	5,426.38	0.00	1,000.00	(4,426.38)	542.64%
44462	Art gallery	0.00	181.28	0.00	500.00	318.72	36.26%
44475	Business meals	0.00	1,161.39	0.00	500.00	(661.39)	232.28%
44476	Employee appreciation	0.00	4,560.04	0.00	5,207.00	646.96	87.58%
44535	Downloadable materials	0.00	33,138.64	0.00	35,000.00	1,861.36	94.68%
ALL	Budget line for projects	0.00	0.00	0.00	31,768.00	31,768.00	0.00%
	<b>Total operating expenses</b>	0.00	737,037.28	0.00	897,185.01	160,147.73	82.15%
	<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	274,274.32	0.00	275,765.75	1,491.43	99.46%
	<b>Total capital expenses</b>	0.00	274,274.32	0.00	275,765.75	1,491.43	99.46%
	<b>Chargebacks:</b>						
46003	Administrative Overhead	10,768.25	129,219.00	0.00	129,219.00	0.00	100.00%
46301	Employee Benefit Overhead	11,023.00	132,276.00	0.00	132,276.00	0.00	100.00%
46401	Insurance Overhead	2,982.62	35,791.00	0.00	35,791.00	0.00	100.00%
46601	Facility Maintenance Core	3,468.12	41,617.00	0.00	41,617.00	0.00	100.00%
46602	Facility Maint. Service Direct	0.00	35,777.85	0.00	81,005.00	45,227.15	44.17%
46604	Telephone/Radio	1,087.37	13,048.00	0.00	13,048.00	0.00	100.00%
46701	Water Charges	0.00	2,917.38	0.00	5,009.00	2,091.62	58.24%
46702	Waste Water Charges	0.00	906.62	0.00	1,493.00	586.38	60.72%
46703	Storm Drain	0.00	1,692.70	0.00	1,468.00	(224.70)	115.31%
46704	Natural Gas	0.00	31,980.06	0.00	33,571.00	1,590.94	95.26%
46705	Electric	0.00	113,288.82	0.00	136,975.00	23,686.18	82.71%
46707	Sanitation	0.00	2,272.60	0.00	2,720.00	447.40	83.55%
46710	Cellular Telephone	0.00	2,173.10	0.00	2,500.00	326.90	86.92%
46711	Telecom	184.08	2,208.96	0.00	2,209.00	0.04	100.00%

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 Period end date: 2014-06-30

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
46712	Facility Maintenance Contracts	0.00	60,528.58	0.00	79,682.00	19,153.42	75.96%
46713	Utility Transportation Fee	0.00	183.00	0.00	0.00	(183.00)	N/A
	<b>Total chargeback expenses</b>	<b>29,513.44</b>	<b>605,880.67</b>	<b>0.00</b>	<b>698,583.00</b>	<b>92,702.33</b>	<b>86.73%</b>
	<b>Nonoperating:</b>						
49001	Appropriated Contingency	0.00	0.00	0.00	96,823.14	96,823.14	0.00%
49002	Employee Recognition	0.00	0.00	0.00	14,564.00	14,564.00	0.00%
	<b>Total nonoperating expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>111,387.14</b>	<b>111,387.14</b>	<b>0.00%</b>
	<b>Total expenses</b>	<b>29,720.82</b>	<b>3,823,905.29</b>	<b>0.00</b>	<b>4,425,353.90</b>	<b>601,448.61</b>	<b>86.41%</b>
	<b>Transfers out:</b>						
	<b>Total transfers out</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>Net Income</b>	<b>(29,720.82)</b>	<b>(238,478.78)</b>	<b>0.00</b>	<b>(536,536.90)</b>	<b>298,058.12</b>	<b>44.45%</b>

# Provo City Library

## May 2014

6/4/2014

	May-13	May-14
<b>Registered Borrowers</b>	82,406	59,687
New Borrowers this month	653	642
<b>Circulation</b>	131,974	125,947
Children's Items	67,590	64,624
Adult & YA Items	59,485	53,826
ebooks/downloadable audiobooks	4,899	7,107
Zinio online magazines	n/a	390
<b>Items Owned</b>	266,572	267,090
Children's Items	119,798	120,794
Adult & YA Items	146,774	146,296
New Items added this month	2,086	2,804
<b>Web Page Visits</b>	22,254	54,058
<b>Programming</b>		
<b>Children's (# programs) *</b>	28	29
Attendance	10,619	10,958
<b>Adult/Teen (# programs)</b>	18	20
Attendance	229	261
<b>Library Sponsored (#programs) **</b>	1	4
Attendance	75	928
<b>The Attic *** (# visitors)</b>	n/a	403
Walk-in visitors	n/a	323
Field Trip visitors	n/a	80
<b>Volunteer Hours</b>	189	85
<b>Scheduling Office - Room Rental/Use</b>	103	104
Free	47	45
Paid Events	56	59
Total Fees	\$10,656.00	\$10,758.49

\* Includes Children's Book Festival with Kevin Henkes (1000 attendees)

\*\* Sprit Animals Event (315); LeGrand Richards (30); Monday Night Program

\*\* Utah Watercolor Society: Spring Open Exhibition, May 9 - June 20