

Provo City Library Board of Directors

Notice of Meeting Wednesday, July 9, 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 Nickie Allen**
 - A. Approval of Minutes

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

- III. Action Items**
 - A. None

- IV. Discussion Items**
 - A. None

Next Meeting:
- Wednesday, September 10, 2014 at 4:00 p.m.

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

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.

Provo City Library Board of Directors
MINUTES
June 11, 2014

IN ATTENDANCE

LIBRARY BOARD

Jacob Gunter, Chairperson
Nickie Allen
Dannielle McGinn
Jamie Littlefield
Stephen Hales
Mary Ann Christiansen

LIBRARY STAFF

Gene Nelson, Director
Cindy Roe, Executive Assistant
Carla Morris, Childrens Services Mngr
Sharon Kuttler, Support Services Mngr

GUESTS

EXCUSED

Sue Russell

ABSENT

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

Approval of Minutes

- Jamie made a motion to approve the May 2014 minutes. Jacob seconded the motion. The vote was unanimous to approve the May 2014 minutes.

Library Director's Report - Gene Nelson

- Calendar of events handed out- US 89 exhibit coming. The Summer Reading Program has started and 2600 have already signed up in Children's. Carla Morris has announced her retirement after 33 years of service. She will be leaving in December.
- Gene thanked Jacob for his service to the Board.
- We will have a short meeting in July.
- August meeting will be cancelled.

Action Items

- Chair Elect - Jacob motioned to elect Nickie as the chairman of the Board. The vote was unanimous.

Discussion Items

- None

Meeting adjourned at 4:15 p.m.

Next Meeting July 9, 2014 @ 4:00 pm.

Submitted by Cindy Roe

UNAPPROVED

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
Revenues & Transfers In							
30000	Current Property Taxes	0.00	0.00	0.00	3,050,622.00	(3,050,622.00)	0.00%
30001	Vehicle taxes	0.00	0.00	0.00	235,982.00	(235,982.00)	0.00%
30002	Tax Redemption - Prior Year	0.00	0.00	0.00	225,732.00	(225,732.00)	0.00%
33008	Copier Fees	0.00	0.00	0.00	35,000.00	(35,000.00)	0.00%
33009	Library Fees	0.00	0.00	0.00	170,000.00	(170,000.00)	0.00%
33011	Meeting Room & Equipment Renta	0.00	0.00	0.00	130,000.00	(130,000.00)	0.00%
33040	Library misc program revenue	0.00	0.00	0.00	10,000.00	(10,000.00)	0.00%
36000	Interest Income	0.00	0.00	0.00	45,000.00	(45,000.00)	0.00%
38112	Merchandise revenue	0.00	0.00	0.00	4,000.00	(4,000.00)	0.00%
38999	Misc Revenue	0.00	0.00	0.00	3,500.00	(3,500.00)	0.00%
	Total revenue	0.00	0.00	0.00	3,909,836.00	(3,909,836.00)	0.00%
Transfers in:							
	Total transfers in	0.00	0.00	0.00	0.00	0.00	0.00%
	Total revenue & transfers in	0.00	0.00	0.00	3,909,836.00	(3,909,836.00)	0.00%
Expenses & Transfers Out							
Personnel:							
41001	Full Time Regular	0.00	0.00	0.00	1,106,163.00	1,106,163.00	0.00%
41002	Part Time Regular	0.00	0.00	0.00	729,551.00	729,551.00	0.00%
41006	Sick Leave Reimbursement	0.00	0.00	0.00	19,055.00	19,055.00	0.00%
41007	Vehicle Allowance	0.00	0.00	0.00	4,500.00	4,500.00	0.00%
41008	Employee Recognition Pay	0.00	0.00	0.00	3,300.00	3,300.00	0.00%
41300	Retirement	0.00	0.00	0.00	217,224.00	217,224.00	0.00%
41301	Taxes/Retirement	0.00	0.00	0.00	141,887.00	141,887.00	0.00%
41302	Insurance	0.00	0.00	0.00	266,427.00	266,427.00	0.00%
41303	Workers Compensation	0.00	0.00	0.00	4,726.00	4,726.00	0.00%
41309	Long-term Disability	0.00	0.00	0.00	3,538.00	3,538.00	0.00%
	Total personnel expenses	0.00	0.00	0.00	2,496,371.00	2,496,371.00	0.00%

INCOME STATEMENT
 Run date: July 07, 2014 at 17:14
 Report ID: P_GLR002

CITY OF PROVO
 Fund: 220, Library
 Dept: All
 Period end date: 2014-07-31

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
Operating:							
42001	Office Supplies	0.00	0.00	0.00	18,000.00	18,000.00	0.00%
42009	Supplies	0.00	0.00	0.00	57,000.00	57,000.00	0.00%
42012	Software maintenance	0.00	0.00	0.00	4,000.00	4,000.00	0.00%
42040	Maintenance Contracts	0.00	0.00	0.00	102,000.00	102,000.00	0.00%
42041	Maintenance	0.00	0.00	0.00	6,500.00	6,500.00	0.00%
42042	Building Maintenance	0.00	0.00	0.00	13,000.00	13,000.00	0.00%
42074	Minor Equipment	0.00	0.00	0.00	51,000.00	51,000.00	0.00%
42201	Printing	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
42205	Postage	0.00	0.00	0.00	7,500.00	7,500.00	0.00%
42208	Bank Fees	0.00	0.00	0.00	6,000.00	6,000.00	0.00%
42209	Merchant Fees	0.00	0.00	0.00	8,000.00	8,000.00	0.00%
42601	Membership dues & subscription	0.00	0.00	0.00	24,600.00	24,600.00	0.00%
42611	Mileage reimbursement	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
42613	Travel	0.00	0.00	0.00	4,000.00	4,000.00	0.00%
42614	Conference registration	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
43401	Rent/Lease	0.00	0.00	0.00	7,000.00	7,000.00	0.00%
43601	Professional Services	0.00	0.00	0.00	19,000.00	19,000.00	0.00%
44102	Uniforms	0.00	0.00	0.00	200.00	200.00	0.00%
44103	Boards & Commissions	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
44107	Miscellaneous	0.00	0.00	0.00	29,641.00	29,641.00	0.00%
44119	Electronic Services	0.00	0.00	0.00	40,400.00	40,400.00	0.00%
44167	Public Relations	0.00	0.00	0.00	4,000.00	4,000.00	0.00%
44173	Circulating Materials	0.00	0.00	0.00	320,901.00	320,901.00	0.00%
44262	Special Events	0.00	0.00	0.00	58,000.00	58,000.00	0.00%
44452	Directors ball	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
44462	Art gallery	0.00	0.00	0.00	500.00	500.00	0.00%
44475	Business meals	0.00	0.00	0.00	500.00	500.00	0.00%
44476	Employee appreciation	0.00	0.00	0.00	5,207.00	5,207.00	0.00%
44535	Downloadable materials	0.00	0.00	0.00	55,000.00	55,000.00	0.00%
	Total operating expenses	0.00	0.00	0.00	847,949.00	847,949.00	0.00%

INCOME STATEMENT
 Run date: July 07, 2014 at 17:14
 Report ID: P_GLR002

CITY OF PROVO
 Fund: 220, Library
 Dept: All
 Period end date: 2014-07-31

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
	Inventory:						
	Total inventory expenses	0.00	0.00	0.00	0.00	0.00	0.00%
	Capital:						
47401	Capital Outlay	0.00	0.00	0.00	70,500.00	70,500.00	0.00%
	Total capital expenses	0.00	0.00	0.00	70,500.00	70,500.00	0.00%
	Chargebacks:						
46003	Administrative Overhead	0.00	0.00	0.00	135,549.00	135,549.00	0.00%
46301	Employee Benefit Overhead	0.00	0.00	0.00	73,908.00	73,908.00	0.00%
46401	Insurance Overhead	0.00	0.00	0.00	42,197.00	42,197.00	0.00%
46601	Facility Maintenance Core	0.00	0.00	0.00	42,127.00	42,127.00	0.00%
46602	Facility Maint. Service Direct	0.00	0.00	0.00	41,697.00	41,697.00	0.00%
46604	Telephone/Radio	0.00	0.00	0.00	13,882.00	13,882.00	0.00%
46701	Water Charges	0.00	0.00	0.00	5,410.00	5,410.00	0.00%
46702	Waste Water Charges	0.00	0.00	0.00	1,792.00	1,792.00	0.00%
46703	Storm Drain	0.00	0.00	0.00	1,762.00	1,762.00	0.00%
46704	Natural Gas	0.00	0.00	0.00	33,571.00	33,571.00	0.00%
46705	Electric	0.00	0.00	0.00	136,975.00	136,975.00	0.00%
46707	Sanitation	0.00	0.00	0.00	2,720.00	2,720.00	0.00%
46710	Cellular Telephone	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
46711	Telecom	0.00	0.00	0.00	2,209.00	2,209.00	0.00%
46712	Facility Maintenance Contracts	0.00	0.00	0.00	40,357.00	40,357.00	0.00%
46713	Utility Transportation Fee	0.00	0.00	0.00	2,196.00	2,196.00	0.00%
	Total chargeback expenses	0.00	0.00	0.00	578,852.00	578,852.00	0.00%
	Nonoperating:						
49001	Appropriated Contingency	0.00	0.00	0.00	122,156.00	122,156.00	0.00%
	Total nonoperating expenses	0.00	0.00	0.00	122,156.00	122,156.00	0.00%
	Total expenses	0.00	0.00	0.00	4,115,828.00	4,115,828.00	0.00%

INCOME STATEMENT
 Run date: July 07, 2014 at 17:14
 Report ID: P_GLR002

CITY OF PROVO
 Fund: 220, Library
 Dept: All
 Period end date: 2014-07-31

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
	Transfers out:						
	Total transfers out	0.00	0.00	0.00	0.00	0.00	0.00%
		0.00	0.00	0.00	4,115,828.00	4,115,828.00	0.00%
	Net Income	0.00	0.00	0.00	(205,992.00)	205,992.00	0.00%