

# Provo City Library Board of Directors

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## Notice of Meeting Wednesday, January 13, 2016 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 Teresa Tavares**
  - A. Approval of Minutes
- II. **Library Director’s Report – Gene Nelson**
  - A. Calendar Items for Board
- III. **Discussion Items**
  - A. Project Read - Introductory Tours Available
  - B. Discovery Kits
- IV. **Action Items**
  - A. Discovery Kits Fines

Next Meeting:

- Wednesday, March 9, 2016 at 4:00 p.m.

# LOAN PERIODS, FINES, AND CHARGES

## January 2016

### Non-resident Cards

Six month non-resident library card	\$ 50.00
One year non-resident library card	\$100.00
Three-month temporary resident card	\$ 15.00

### Loan Periods

Library materials	3 weeks (with exceptions noted below)
Chromebooks	7 days
Reference Collection	non-circulating
Special Collections	non-circulating
Current Magazines	non-circulating
Newspapers	non-circulating

- All Library materials may be renewed twice, unless requested by another patron.
- Materials may be renewed by phone, in person at the library, or on our website.

### Overdue Fines

All library materials (except Chromebooks)	\$ .10 per day per item, up to \$5.00
Chromebooks	\$ 5.00 per day per item, up to \$25.00
Debt Collection Fee	\$10.00
<b>Discovery Kits</b>	<b>\$ 1.00 per day per kit, up to \$10.00</b>

There is no grace period for overdue items. Fines begin accruing the day after an item is due. Full Library privileges are revoked for patrons with fines greater than \$10.00 or items that are more than one month overdue. If unpaid fines and fees exceed \$25.00, a billing notice is mailed. Accounts unpaid after ten days from the date on the billing notice will be sent to a Collection Agency and an additional \$10.00 debt collection fee will be charged.

### Damaged and Lost Fees

Materials damaged beyond use	Full replacement cost
Missing audiobook tape or CD	\$ 9.00
Missing case/packaging	\$ 5.00
Missing cover/artwork	\$ 5.00
<b>Missing Discovery Kit Items</b>	<b>Full replacement cost</b>
Patron Card Replacement	\$ 2.00

The full replacement cost is the retail price of the item when purchased initially by the library.

### Other Fees

Photocopies	\$ .10/page
Printer copies - black	\$ .10/page
Printer copies - color	\$ .50/page
Microfiche copies	\$ .10/page
Internet Computer Pass	\$ 1.00 for 2 hours
Test Proctoring Services	\$15.00/exam

Provo City Library Board of Directors  
MINUTES  
November 11, 2015

IN ATTENDANCE

LIBRARY BOARD

Teresa Tavares  
Nickie Allen  
Dannielle McGinn  
Jamie Littlefield  
Anona Sobczak  
Elizabeth Smart

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

Sue Russell

ABSENT

Callie Hales  
Chris Clark

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Meeting began at 4:10p.m. in the Library Board Room.

**I. Welcome - Anona Sobczak**

- A. Approval of Minutes - Anona made a motion to approve the Sept. 2015 minutes. Nickie seconded the motion. The vote was unanimous to approve the Sept. 2015 minutes.

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

- A. Calendar Items for Board - Both of our Events full-time employees are taking time off to have babies. We met with the AV Lab crew, and are moving forward. Nov 21 will be our Book Sale from 10 - 6pm. We will be launching a perennial book sale, in our old copy room. The Abraham O. Smoot statue unveiling was a great event.
- B. Provo Library Board & Management Team Christmas Party - Wednesday, December 9, 2015 @ 6:00 pm

**III. Action Items**

- A. Amendment to 'Loan Periods, Fines, and Charges Policy' to Include Two New Services and Associated Fees
1. Chromebook Circulation Policy & Fees - Elizabeth made a motion to approve, and Jamie seconded the motion. The vote was unanimous.
  2. Test Proctoring Service Policy & Fees - Nickie made a motion (which included two renewals if it wasn't on hold) and Dannielle seconded the motion. The vote was unanimous.
- B. Discussion / Action on Existing Practices Relative to DVD Collection Development - Gene would like to add some additional information. Many years ago we created a family card situation. All of the children's cards are connected to their parent's card. It would be problematic to create a child's card to be restricted. We believe that in the near future we will not have a DVD service. We are looking at not only if this is morally right for our community, but also what do we want to do with our time and money. With all the changes in the movie industry, and the fact that we have a sister-library and Netflix and RedBox close, that it doesn't make a lot of sense on return of expense. We don't have a policy that restricts R-rated movies, we have just made it a practice. Anona suggested that we make our reciprocal agreement with Orem Library known to patrons. Nickie moved to keep things they way they are and revisit it in a year. Elizabeth is comfortable with the year. Teresa seconded the motion. Elizabeth, Chris, Teresa, Dannielle, Anona, and Nickie approved the motion. Jamie was opposed. We could look into doing a survey in a year also. We will reignite this in November 2016.

**IV. Discussion Items**

- A. None

Meeting adjourned at 5:20 p.m. Elizabeth moved to adjourn, and Chris seconded it.  
Next Meeting Wednesday, January 13, 2015 @ 4:00 pm.  
Submitted by Cindy Roe

Provo City Library Board of Directors  
MINUTES  
September 9, 2015

IN ATTENDANCE

LIBRARY BOARD

Teresa Tavares, Chairperson  
Nickie Allen  
Dannielle McGinn  
Jamie Littlefield  
Anona Sobczak  
Chris Clark

EXCUSED

Elizabeth Smart

ABSENT

Callie Hales  
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

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Meeting began at 4:07 p.m. in the Library Board Room with an introduction of Chris Clark.

**Approval of Minutes**

- June minutes - [AOSmoot@blogspot.com](mailto:AOSmoot@blogspot.com) should be AOSmoot.blogspot.com
- Anona made a motion to approve the July 2015 minutes. Jamie seconded the motion. The vote was unanimous to approve the July 2015 minutes.

**Election of Vice-Chair**

- Nickie made a motion for Anona to be the vice-chair, Chris seconded the motion. Anona accepted the motion. The vote was unanimous for Anona to be the new vice-chair.

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

- Gene handed out the Calendar of Events
- A. O. Smoot Statue - Unveiling and Ceremony on October 7
- Gene was appointed to the Newbery Award Committee in July
- Update for lab - Gene and Erika will be leaving to Colorado next week for more questions to be answered. We would like to have plans drawn up by next month for the room.

**Action Items**

- Amendment to 'Loan Periods, Fines, and Charges Policy' to Include Two New Services and Associated Fees
  - Chromebook Circulation Policy & Fees - 18 years and older can check these out. If the Chromebook is not returned, the patron will be sent to the collection agency for \$200, and will lose the use of their library card. After a Chromebook is returned, we reset it to the factory settings (power wash). Nickie made a motion to accept the new policy regarding the Chromebooks, Anona seconded the motion. The policy was voted on unanimously.
  - Test Proctoring Service Policy & Fees - Long distance education requires test proctoring. BYU charges \$15, and UVU charges \$20. Nickie motioned to pass the policy, Jamie seconded the motion. The vote was unanimous.
  - We are also changing the internet computer pass to 2 hours - Nickie motioned to pass the policy, Dannielle seconded the motion. The vote was unanimous.
- Discussion / Action on Existing Practices Relative to DVD Collection Development - Before Gene arrived, it was decided that Provo City Library would not purchase any R rated movies. We thought it would be prudent to bring it up the library board for discussion, to see how you feel

about it. To our knowledge, we are the only library in Utah county who does not purchase R rated movies. Streaming services are becoming very popular. We have a contract with the State Library, called OverDrive, which will include streaming video. There are a number of R rated movies that are quite noteworthy movies. Generally we want to allow our patrons to make decisions for themselves and their families. If we decide to purchase R rated movies, then we have to decide which ones to buy. We would also need to decide if we made restrictions on who can check out the R rated movies. Chris asked if we have books that could be considered R rated. Gene said we do, but we do not carry books considered to be pornography or erotica. Our policy now makes it easy to draw the line for what movies we buy and what movies we don't. The board would like to revisit this conversation in November after careful consideration and discussion with the public.

### **Discussion Items**

- None

Meeting adjourned at 5:24 p.m.

Next Meeting Wednesday, November 11, 2015 @ 4:00 pm.

Submitted by Cindy Roe

### Library Board Members

Sue Russell [suzannarusseau@gmail.com](mailto:suzannarusseau@gmail.com)  
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801-787-9492 (cell) 10/05/10 - 06/30/16  
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Dannielle McGinn [dannimcginn@gmail.com](mailto:dannimcginn@gmail.com)  
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801-885-9824 (cell) 07/01/12 - 06/30/18  
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Jamie Littlefield [jamielittlefield@gmail.com](mailto:jamielittlefield@gmail.com)  
801-494-7314 (cell) Husband: Sterling  
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Teresa Tavares [teresat@provo.edu](mailto:teresat@provo.edu)  
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2496 W 430 N 08/06/14 - 06/30/17  
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Anona Sobczak [e.a.sobczak@gmail.com](mailto:e.a.sobczak@gmail.com)  
801-903-8474 Husband: Austin  
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Elizabeth Smart [elizabeth\\_smart@byu.edu](mailto:elizabeth_smart@byu.edu)  
703-283-1870 08/06/14 - 06/30/17  
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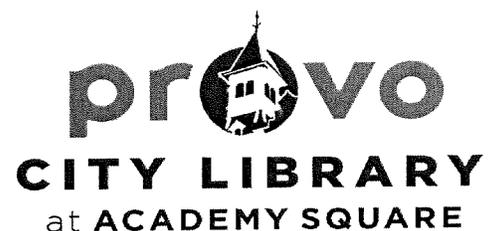
Chris Clark [clarkch@uvu.edu](mailto:clarkch@uvu.edu)  
3675 Timpview Drive Wife: Lisa  
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### City Council Liaison

### Library Staff

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ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
<b>Expenses &amp; Transfers Out</b>							
<b>Personnel:</b>							
41001	Full Time Regular	0.00	552,961.12	0.00	1,125,138.00	572,176.88	49.15%
41002	Part Time Regular	0.00	354,896.31	0.00	743,995.00	389,098.69	47.70%
41006	Sick Leave Reimbursement	0.00	15,964.18	0.00	19,382.00	3,417.82	82.37%
41007	Vehicle Allowance	0.00	2,250.00	0.00	4,500.00	2,250.00	50.00%
41008	Employee Recognition Pay	0.00	500.00	0.00	3,300.00	2,800.00	15.15%
41300	Retirement	0.00	108,246.09	0.00	219,217.00	110,970.91	49.38%
41301	Taxes/Retirement	0.00	71,426.46	0.00	144,474.00	73,047.54	49.44%
41302	Insurance	0.00	138,847.26	0.00	295,433.00	156,585.74	47.00%
41303	Workers Compensation	0.00	3,110.52	0.00	6,221.00	3,110.48	50.00%
41309	Long-term Disability	0.00	1,611.78	0.00	3,602.00	1,990.22	44.75%
	<b>Total personnel expenses</b>	<b>0.00</b>	<b>1,249,813.72</b>	<b>0.00</b>	<b>2,565,262.00</b>	<b>1,315,448.28</b>	<b>48.72%</b>
<b>Operating:</b>							
42001	Office Supplies	0.00	7,324.53	0.00	18,000.00	10,675.47	40.69%
42009	Supplies	0.00	12,209.48	5,169.00	57,000.00	39,621.52	21.42%
42012	Software maintenance	0.00	1,309.47	0.00	4,000.00	2,690.53	32.74%
42040	Maintenance Contracts	0.00	82,844.73	0.00	102,000.00	19,155.27	81.22%
42041	Maintenance	0.00	491.16	0.00	6,500.00	6,008.84	7.56%
42042	Building Maintenance	0.00	1,435.84	0.00	13,000.00	11,564.16	11.04%
42074	Minor Equipment	0.00	25,060.83	2,675.45	51,000.00	23,263.72	49.14%
42201	Printing	0.00	310.20	0.00	200.00	(110.20)	155.10%
42205	Postage	0.00	1,291.52	0.00	4,000.00	2,708.48	32.29%
42208	Bank Fees	0.00	1,174.58	0.00	6,000.00	4,825.42	19.58%
42209	Merchant Fees	0.00	6,580.48	0.00	8,000.00	1,419.52	82.26%
42405	Cellular Phone Bills	0.00	880.61	0.00	2,500.00	1,619.39	35.22%
42601	Membership dues & subscription	0.00	12,295.87	0.00	24,600.00	12,304.13	49.98%
42609	Certification and testing	0.00	25.00	0.00	0.00	(25.00)	N/A
42611	Mileage reimbursement	0.00	255.82	0.00	1,000.00	744.18	25.58%
42613	Travel	0.00	4,031.86	0.00	4,000.00	(31.86)	100.80%
42614	Conference registration	0.00	1,726.00	0.00	2,000.00	274.00	86.30%
42701	Water Charges	0.00	2,874.32	0.00	6,481.00	3,606.68	44.35%
42702	Waste Water Charges	0.00	671.49	0.00	2,229.00	1,557.51	30.13%
42703	Storm Drain Charges	0.00	1,277.80	0.00	2,217.00	939.20	57.64%
42704	Natural Gas Charges	0.00	12,788.17	0.00	33,571.00	20,782.83	38.09%
42705	Electric Charges	0.00	81,997.42	0.00	141,084.00	59,086.58	58.12%
42707	Sanitation charges	0.00	0.00	0.00	2,766.00	2,766.00	0.00%
42712	Facility Maintenance Contracts	0.00	14,405.46	4,734.72	30,957.00	11,816.82	46.53%
42713	Utility Transportation Charge	0.00	457.50	0.00	2,196.00	1,738.50	20.83%
43601	Professional Services	0.00	5,735.29	0.00	19,000.00	13,264.71	30.19%
44102	Uniforms	0.00	46.40	0.00	200.00	153.60	23.20%
44103	Boards & Commissions	0.00	816.42	0.00	1,000.00	183.58	81.64%
44107	Miscellaneous	0.00	4,905.16	0.00	29,641.00	24,735.84	16.55%
44119	Electronic Services	0.00	25,661.15	0.00	40,400.00	14,738.85	63.52%
44167	Public Relations	0.00	1,438.57	0.00	4,000.00	2,561.43	35.96%
44173	Circulating Materials	0.00	106,956.01	0.00	320,901.00	213,944.99	33.33%
44262	Special Events	0.00	12,070.54	3,000.00	61,498.74	46,428.20	19.63%
44452	Directors ball	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
44462	Art gallery	0.00	55.85	0.00	500.00	444.15	11.17%
44473	Sanitation recycling	0.00	158.98	0.00	0.00	(158.98)	N/A
44475	Business meals	0.00	264.06	0.00	500.00	235.94	52.81%
44476	Employee appreciation	0.00	3,347.04	0.00	5,207.00	1,859.96	64.28%
44535	Downloadable materials	0.00	27,753.85	0.00	78,000.00	50,246.15	35.58%
44613	Vending - Library	0.00	1,003.01	0.00	0.00	(1,003.01)	N/A
	<b>Total operating expenses</b>	<b>0.00</b>	<b>463,932.47</b>	<b>15,579.17</b>	<b>1,087,148.74</b>	<b>607,637.10</b>	<b>42.67%</b>
<b>Inventory:</b>							
	<b>Total inventory expenses</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>Capital:</b>							
47401	Capital Outlay	0.00	16,245.74	0.00	70,500.00	54,254.26	23.04%
	<b>Total capital expenses</b>	<b>0.00</b>	<b>16,245.74</b>	<b>0.00</b>	<b>70,500.00</b>	<b>54,254.26</b>	<b>23.04%</b>
<b>Chargebacks:</b>							
46003	Administrative Overhead	0.00	68,202.48	0.00	136,405.00	68,202.52	50.00%
46301	Employee Benefit Overhead	0.00	36,149.52	0.00	72,299.00	36,149.48	50.00%
46401	Insurance Overhead	0.00	26,461.50	0.00	52,923.00	26,461.50	50.00%
46601	Facility Maintenance Core	0.00	22,911.00	0.00	45,822.00	22,911.00	50.00%
46602	Facility Maint. Service Direct	0.00	19,484.43	0.00	58,248.00	38,763.57	33.45%
46604	Telephone/Radio	0.00	2,644.02	0.00	5,288.00	2,643.98	50.00%
46711	Telecom	0.00	1,104.48	0.00	2,209.00	1,104.52	50.00%
	<b>Total chargeback expenses</b>	<b>0.00</b>	<b>176,957.43</b>	<b>0.00</b>	<b>373,194.00</b>	<b>196,236.57</b>	<b>47.42%</b>
<b>Nonoperating:</b>							
49001	Appropriated Contingency	0.00	0.00	0.00	122,156.00	122,156.00	0.00%
49002	Employee Recognition	0.00	0.00	0.00	2,483.00	2,483.00	0.00%
49003	Department Carryover	0.00	0.00	0.00	225,817.00	225,817.00	0.00%
	<b>Total nonoperating expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>350,456.00</b>	<b>350,456.00</b>	<b>0.00%</b>
	<b>Total expenses</b>	<b>0.00</b>	<b>1,906,949.36</b>	<b>15,579.17</b>	<b>4,446,560.74</b>	<b>2,524,032.21</b>	<b>42.89%</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>Total exp &amp; transfers out</b>	<b>0.00</b>	<b>1,906,949.36</b>	<b>15,579.17</b>	<b>4,446,560.74</b>	<b>2,524,032.21</b>	<b>42.89%</b>