Provo City Library Board of Directors

Notice of Meeting
Wednesday, May 11, 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

I. Welcome – Chairperson Teresa Tavares
- A. Minutes

II. Library Director's Report – Gene Nelson
- A. Calendar Items for Board
- B. Conflict of Interest Disclosure Forms

III. Action Items
- A. 2016/2017 Budget Approval
- B. Internet & Online Access Policy Review

Next Meeting:
- Wednesday, July 13, 2016 at 4:00 p.m.

Provo City Library Board of Directors
MINUTES
March 9, 2016

IN ATTENDANCE

LIBRARY BOARD
- Teresa Tavares, Chairperson
- Nickie Allen
- Dannielle McGinn
- Anona Sobczak
- Elizabeth Smart
- Chris Clark

EXCUSED
- Sue Russell

ABSENT
- Jamie Littlefield

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

UNAPPROVED

Meeting began at 4:08 p.m. in the Library Board Room.

I. Welcome - Chairperson Teresa Tavares

A. Approval of Minutes - Nicki made a motion to approve the November 2015 minutes. Dannielle seconded the motion. The vote was unanimous to approve the November 2015 minutes.

II. Library Director's Report - Gene Nelson

A. Calendar Items for Board - Valentine's Ball was a success. Fairy Tea was a success. Calendar handed out and discussed. David Weisner is coming in May for our Children's Book Festival.

B. A/V Lab is still moving forward. Architect is having some personal issues, so we are allowing him time for that. We are changing our technology area in Children's. We are planning on re-carpeting. We have $2.2 million in our Legacy fund. We will use that for the carpeting project. We are looking at doing a remodel with desks in Adult Services area. Children's will be adding new shelving for Newbery books and graphic novels. We already have money budgeted with our operating accounts.

III. Discussion Items

A. Project Read - Introductory Tours Available - There was a mis-communication, so they will come in another month.

B. Discovery Kits - Joella - We have 13 different discovery kits. She showed the Color Kit, and the Transportation Kit. These are targeted at a preschool level now. They will be checked out similarly to the book club sets.

C. We need to have a Board Meeting next month for the budget. It will be April 13, 2016.

IV. Action Items

A. Discovery Kits Fines - We are proposing $1 a day every day for up to $10, and missing Discovery Kit items will be full replacement cost. We are hoping they will be available in April. We hope to create more kits every year. If the demand starts for older levels, we will look into that. Elizabeth moved to approve the new fines. Anona seconded the motion. It was approved by a unanimous vote.

UNAPPROVED

Meeting adjourned at 4:39 p.m.

Next Meeting Wednesday, April 13, 2016 @ 4:00 pm.

Submitted by Cindy Roe

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

EXCUSED
- Sue Russell

ABSENT
- Callie Hales
- Chris Clark

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

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 BOARD AND COMMISSION MEMBERS
CONFLICT OF INTEREST DISCLOSURE FORM

This conflict of interest disclosure form is intended to assist members of Provo City Boards and Commissions make conflict and potential conflict of interest disclosures in compliance with the Municipal Officers' and Employees' Ethics Act (Utah Code §10-3-1301 *et seq.*). Attach additional page(s) if more space is necessary.

1. Disclose any personal benefits, special privileges or compensation received for assisting any person or business in transactions involving Provo City, giving your name, the name of the person or business and a description of the transaction, activity or involvement: _____

_____

_____

_____

2. Disclose whether or not you are an officer, director, agent, employee or owner of a "substantial interest"* of a business entity regulated by Provo City: _____

_____

_____

3. Disclose whether or not you are an officer, director, agent, employee or owner of a "substantial interest"* of a business entity doing business with Provo City: _____

_____

_____

4. Disclose any personal interest or investment that creates a conflict between public duties and such personal interest _____

_____

_____

_____

_____

Date: _____ _____
(Signature)

Department: _____ Print Name: _____

* "Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity. See Utah Code § 10-3-1303 (9).

Sign and deliver this form to your department director who will retain a copy for six years.

LIBRARY					ADOPTED	PROPOSED
FUND 220				ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 14-15	FY 15-16	FY 16-17
	REVENUES					
220	200100	30000	CURRENT PROPERTY TAXES	3,183,936	3,127,269	3,158,542
220	200100	30001	VEHICLE TAXES	248,187	235,982	235,982
220	200100	30002	TAX REDEMPTION - PRIOR YEAR	188,308	225,732	225,732
220	200100	33008	COPIER FEES	37,372	35,000	35,000
220	200100	33009	LIBRARY FEES	141,834	170,000	140,000
220	200100	33010	LAMINATING FEES	13		
220	200100	33011	MEETING ROOM & EQUIPMENT RENTA	121,633	170,000	170,000
220	200100	33040	LIBRARY MISC PROGRAM REVENUE		10,000	10,000
220	200100	36000	INTEREST INCOME	23,636	45,000	24,000
220	200100	38084	USED BOOK SALES	17,622		20,000
220	200100	38112	MERCHANDISE REVENUE	2,613	4,000	4,000
220	200100	38613	VENDING - LIBRARY	1,489		
220	200100	38999	MISC REVENUE	3,965	3,500	4,000
220	200400	33040	LIBRARY MISC PROGRAM REVENUE	5,054		
220	200500	38010	MISC. DONATIONS	5,000		
220	200900	32088	LIBRARY LSTA GRANT	7,029		
220	200900	32107	COMMUNITY LIBRARY ENHANCEMENT	23,792		
220	200900	32137	AWE GRANT	500		
220	200900	32148	USL COLLABORATION STATIO	8,993		
220	200900	32149	NEH ON THE ROAD:WILD LAND	1,000		
220	200900	32150	FAMILY LITERACY SYMPOSIUM	8,786		
220	200900	39?	TRANSFER FROM RAP TAX			0
			TOTAL REVENUE	**4,030,762**	**4,026,483**	**4,027,256**
	LIBRARY ADMINISTRATION					
220	200100	41001	FULL TIME REGULAR	157,447	161,230	165,306
220	200100	41002	PART TIME REGULAR	10,748	11,700	13,716
220	200100	41005	OVERTIME	59		
220	200100	41006	SICK LEAVE REIMBURSEMENT	3,195	2,777	2,847
220	200100	41007	VEHICLE ALLOWANCE	4,500	4,500	4,500
220	200100	41008	EMPLOYEE RECOGNITION PAY	1,493	3,300	300
220	200100	41300	RETIREMENT	34,291	34,773	35,652
220	200100	41301	TAXES/RETIREMENT	13,345	13,444	13,913
220	200100	41302	INSURANCE	36,874	38,714	40,788
220	200100	41303	WORKERS COMPENSATION	287	325	336
220	200100	41309	LONG-TERM DISABILITY	500	516	529
220	200100	42001	OFFICE SUPPLIES	19,605	18,000	18,000
220	200100	42009	SUPPLIES	764	1,500	1,500
220	200100	42040	MAINTENANCE CONTRACTS	8,431	8,000	8,000
220	200100	42041	MAINTENANCE	474	1,000	1,000
220	200100	42074	MINOR EQUIPMENT	74,778	25,000	25,000
220	200100	42201	PRINTING	160	200	200
220	200100	42205	POSTAGE	4,197	4,000	4,000
220	200100	42208	BANK FEES	3,807	6,000	4,000
220	200100	42209	MERCHANT FEES	11,303	8,000	10,000
220	200100	42405	CELLULAR PHONE BILLS	2,293	2,500	2,500
220	200100	42601	MEMBERSHIP DUES & SUBSCRIPTION	115	100	100
220	200100	42609	CERTIFICATION AND TESTING	25		
220	200100	42611	MILEAGE REIMBURSEMENT	103	1,000	1,000
220	200100	42613	TRAVEL	8,030	4,000	4,000
220	200100	42614	CONFERENCE REGISTRATION	1,863	2,000	2,000
220	200100	42701	WATER CHARGES	3,241	6,481	7,194

LIBRARY					ADOPTED	PROPOSED
FUND 220				ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 14-15	FY 15-16	FY 16-17
220	200100	42702	WASTE WATER CHARGES	1,270	2,229	2,670
220	200100	42703	STORM DRAIN CHARGES	2,371	2,217	2,694
220	200100	42704	NATURAL GAS CHARGES	39,519	33,571	36,257
220	200100	42705	ELECTRIC CHARGES	159,919	141,084	141,084
220	200100	42707	SANITATION CHARGES	2,605	2,766	2,807
220	200100	42712	FACILITY MAINTENANCE CONTRACTS	21,940	30,957	27,260
220	200100	42713	UTILITY TRANSPORATION CHARGE	1,098	2,196	2,196
220	200100	43601	PROFESSIONAL SERVICES	6,713	6,000	6,000
220	200100	44103	BOARDS & COMMISSIONS	951	1,000	1,000
220	200100	44107	MISCELLANEOUS	4,922	29,641	29,641
220	200100	44452	DIRECTORS BALL	6,080	1,000	4,000
220	200100	44473	SANITATION RECYCLING	327		
220	200100	44475	BUSINESS MEALS	764	500	500
220	200100	44476	EMPLOYEE APPRECIATION	8,442	5,207	6,231
220	200100	44613	VENDING - LIBRARY	2,054		
220	200100	46003	ADMINISTRATIVE OVERHEAD	135,549	136,405	147,325
220	200100	46301	EMPLOYEE BENEFIT OVERHEAD	73,908	72,299	70,082
220	200100	46401	INSURANCE OVERHEAD	42,197	52,923	71,343
220	200100	46601	FACILITY MAINTENANCE CORE	42,127	45,822	40,326
220	200100	46602	FACILITY MAINT. SERVICE DIRECT	81,759	58,248	42,000
220	200100	46604	TELEPHONE/RADIO	13,882	5,288	0
220	200100	?	TUITION CHARGEBACK	13,882	5,288	1,695
220	200100	46711	TELECOM	2,209	2,209	2,234
220	200100	47401	CAPITAL OUTLAY		40,000	40,000
220	200100	49001	APPROPRIATED CONTINGENCY		122,156	40,000
			TOTAL LIBRARY ADMINISTRATION	**1,066,416**	**1,158,066**	**1,083,726**
	LIBRARY CUSTODIAL					
220	200150	41001	FULL TIME REGULAR	32,438	37,362	40,784
220	200150	41002	PART TIME REGULAR	57,240	67,018	87,019
220	200150	41006	SICK LEAVE REIMBURSEMENT	224	644	703
220	200150	41008	EMPLOYEE RECOGNITION			150
220	200150	41300	RETIREMENT	5,272	6,343	6,924
220	200150	41301	TAXES/RETIREMENT	6,935	8,034	8,301
220	200150	41302	INSURANCE	16,990	19,357	20,394
220	200150	41303	WORKERS COMPENSATION	1,148	2,126	2,196
220	200150	41309	LONG-TERM DISABILITY	57	120	131
220	200150	42009	SUPPLIES	24,713	19,000	19,000
220	200150	42041	MAINTENANCE	1,960	5,500	5,500
220	200150	42042	BUILDING MAINTENANCE	5,668	13,000	13,000
220	200150	44476	EMPLOYEE APPRECIATION			0
220	200150	42074	MINOR EQUIPMENT	6,009	5,000	5,000
			TOTAL LIBRARY CUSTODIAL	**158,654**	**183,504**	**209,101**
	LIBRARY CIRCULATION					
220	200200	41001	FULL TIME REGULAR	108,370	112,855	114,852
220	200200	41002	PART TIME REGULAR	184,731	206,085	185,863
220	200200	41006	SICK LEAVE REIMBURSEMENT	2,115	1,944	1,978
220	200200	41008	EMPLOYEE RECOGNITION PAY	2,186		450
220	200200	41300	RETIREMENT	20,774	21,203	21,579

LIBRARY					ADOPTED	PROPOSED
FUND 220				ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 14-15	FY 15-16	FY 16-17
220	200200	41301	TAXES/RETIREMENT	22,729	24,548	25,745
220	200200	41302	INSURANCE	44,975	49,049	51,196
220	200200	41303	WORKERS COMPENSATION	544	593	622
220	200200	41309	LONG-TERM DISABILITY	347	361	368
220	200200	44476	EMPLOYEE APPRECIATION			0
			TOTAL LIBRARY CIRCULATION	**386,771**	**416,638**	**402,653**
	COMMUNITY & LIBRARY EVENTS					
220	200300	41001	FULL TIME REGULAR	60,562	62,038	62,104
220	200300	41002	PART TIME REGULAR	38,361	48,594	49,645
220	200300	41003	SEASONAL EMPLOYEE	332		
220	200300	41006	SICK LEAVE REIMBURSEMENT	24	1,068	1,070
220	200300	41008	EMPLOYEE RECOGNITION PAY	1,324		300
220	200300	41300	RETIREMENT	11,275	11,839	11,852
220	200300	41301	TAXES/RETIREMENT	7,688	8,545	8,631
220	200300	41302	INSURANCE	36,874	38,714	40,788
220	200300	41303	WORKERS COMPENSATION	800	1,006	1,027
220	200300	41309	LONG-TERM DISABILITY	179	199	199
220	200300	42009	SUPPLIES	291	2,000	2,000
220	200300	42074	MINOR EQUIPMENT	2,900	1,000	1,000
220	200300	43601	PROFESSIONAL SERVICES	260	1,000	1,000
220	200300	44102	UNIFORMS	166	200	200
220	200300	44262	SPECIAL EVENTS	118	1,000	1,000
220	200300	44476	EMPLOYEE APPRECIATION			0
220	200300	44462	ART GALLERY	219	500	500
			TOTAL COMMUNITY & LIBRARY EVENTS	**161,373**	**177,703**	**181,316**
	LIBRARY COMMUNITY RELATIONS					
220	200350	41001	FULL TIME REGULAR	35,575	36,436	36,481
220	200350	41002	PART TIME REGULAR	32,271	39,333	46,291
220	200350	41006	SICK LEAVE REIMBURSEMENT		628	628
220	200350	41008	EMPLOYEE RECOGNITION PAY	662		150
220	200350	41300	RETIREMENT	6,058	6,186	6,194
220	200350	41301	TAXES/RETIREMENT	5,251	5,844	5,091
220	200350	41302	INSURANCE	18,437	19,357	20,394
220	200350	41303	WORKERS COMPENSATION	121	141	123
220	200350	41309	LONG-TERM DISABILITY	114	117	117
220	200350	42009	SUPPLIES	2,264	1,500	1,500
220	200350	44107	MISCELLANEOUS			
220	200350	44167	PUBLIC RELATIONS	4,552	4,000	15,000
220	200350	44476	EMPLOYEE APPRECIATION			0
220	200350	44262	SPECIAL EVENTS	20,357	22,000	12,000
			TOTAL LIBRARY COMMUNITY RELATION	**125,662**	**135,542**	**143,969**
	THE ATTIC					
220	200351	41001	FULL TIME REGULAR			
220	200351	41002	PART TIME REGULAR			14,147
220	200351	41006	SICK LEAVE REIMBURSEMENT			
220	200351	41008	EMPLOYEE RECOGNITION PAY			
220	200351	41300	RETIREMENT			
220	200351	41301	TAXES/RETIREMENT			1,082

LIBRARY					ADOPTED	PROPOSED
FUND 220				ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 14-15	FY 15-16	FY 16-17
220	200351	41302	INSURANCE			
220	200351	41303	WORKERS COMPENSATION			26
220	200351	41309	LONG-TERM DISABILITY			
220	200351	44262	SPECIAL EVENTS			12,000
			TOTAL LIBRARY COMMUNITY RELATION	**0**	**0**	**27,255**
	AV PRODUCTION LAB					
220	200352	41001	FULL TIME REGULAR			
220	200352	41002	PART TIME REGULAR			34,002
220	200352	41006	SICK LEAVE REIMBURSEMENT			
220	200352	41008	EMPLOYEE RECOGNITION PAY			
220	200352	41300	RETIREMENT			
220	200352	41301	TAXES/RETIREMENT			2,601
220	200352	41302	INSURANCE			
220	200352	41303	WORKERS COMPENSATION			63
220	200352	41309	LONG-TERM DISABILITY			
220	352	42074	MINOR EQUIPMENT			5,000
220	352	44262	SPECIAL EVENTS			0
			TOTAL LIBRARY COMMUNITY RELATION	**0**	**0**	**41,666**
	LIBRARY CHILDRENS SERVICES					
220	200400	41001	FULL TIME REGULAR	175,732	149,077	151,734
220	200400	41002	PART TIME REGULAR	119,499	122,152	126,897
220	200400	41005	OVERTIME	4		
220	200400	41006	SICK LEAVE REIMBURSEMENT	2,502	2,569	2,614
220	200400	41008	EMPLOYEE RECOGNITION PAY	1,986		450
220	200400	41300	RETIREMENT	27,777	26,173	26,646
220	200400	41301	TAXES/RETIREMENT	23,264	20,946	21,515
220	200400	41302	INSURANCE	23,763	25,470	25,814
220	200400	41303	WORKERS COMPENSATION	479	506	519
220	200400	41309	LONG-TERM DISABILITY	381	478	486
220	200400	42009	SUPPLIES	2,225	1,000	1,000
220	200400	42074	MINOR EQUIPMENT	974		
220	200400	42601	MEMBERSHIP DUES & SUBSCRIPTION	2,040	1,500	1,500
220	200400	44173	CIRCULATING MATERIALS	134,986	142,867	128,580
220	200400	44262	SPECIAL EVENTS	30,800	20,000	20,000
220	200400	44476	EMPLOYEE APPRECIATION			0
220	200400	44535	DOWNLOADABLE MATERIALS	6,704		6,000
			TOTAL LIBRARY CHILDRENS SERVICES	**553,116**	**512,738**	**513,756**
	LIBRARY SYSTEMS					
220	200500	41001	FULL TIME REGULAR	145,748	147,569	149,524
220	200500	41002	PART TIME REGULAR	30,539	38,262	38,262
220	200500	41006	SICK LEAVE REIMBURSEMENT	2,109	2,542	2,576
220	200500	41008	EMPLOYEE RECOGNITION PAY	1,324		300
220	200500	41300	RETIREMENT	28,642	29,258	29,665
220	200500	41301	TAXES/RETIREMENT	13,289	14,411	14,563
220	200500	41302	INSURANCE	36,874	38,714	40,788
220	200500	41303	WORKERS COMPENSATION	306	348	352
220	200500	41309	LONG-TERM DISABILITY	466	472	478

LIBRARY					ADOPTED	PROPOSED
FUND 220				ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 14-15	FY 15-16	FY 16-17
220	200500	42009	SUPPLIES	281	1,000	1,000
220	200500	42012	SOFTWARE MAINTENANCE	13,489	4,000	4,000
220	200500	42040	MAINTENANCE CONTRACTS	51,325	47,000	50,000
220	200500	42074	MINOR EQUIPMENT	38,900	20,000	20,000
220	200500	43601	PROFESSIONAL SERVICES	2,860	2,000	2,000
220	200500	44476	EMPLOYEE APPRECIATION			0
220	200500	44173	CIRCULATING MATERIALS	5,000		
220	200500	47401	CAPITAL OUTLAY		30,500	30,500
			TOTAL LIBRARY SYSTEMS	**371,152**	**376,076**	**384,007**
	LIBRARY ADULT SERVICES					
220	200600	41001	FULL TIME REGULAR	260,175	269,589	255,709
220	200600	41002	PART TIME REGULAR	157,338	173,373	178,000
220	200600	41006	SICK LEAVE REIMBURSEMENT	2,850	4,644	4,405
220	200600	41008	EMPLOYEE RECOGNITION PAY	3,014		750
220	200600	41300	RETIREMENT	52,447	52,420	49,862
220	200600	41301	TAXES/RETIREMENT	33,075	34,242	33,162
220	200600	41302	INSURANCE	45,434	54,058	55,312
220	200600	41303	WORKERS COMPENSATION	732	827	801
220	200600	41309	LONG-TERM DISABILITY	795	862	818
220	200600	42009	SUPPLIES	2,666	1,000	1,000
220	200600	42601	MEMBERSHIP DUES & SUBSCRIPTION	16,598	23,000	23,000
220	200600	44119	ELECTRONIC SERVICES	38,686	40,400	56,451
220	200600	44173	CIRCULATING MATERIALS	178,415	178,034	160,230
220	200600	44262	SPECIAL EVENTS	24,369	15,000	15,000
220	200600	44476	EMPLOYEE APPRECIATION			0
220	200600	44535	DOWNLOADABLE MATERIALS	52,799	58,000	74,040
			TOTAL LIBRARY ADULT SERVICES	**869,393**	**905,449**	**908,539**
	LIBRARY TECHNICAL SERVICES					
220	200700	41001	FULL TIME REGULAR	143,317	148,982	96,150
220	200700	41002	PART TIME REGULAR	37,099	37,478	64,910
220	200700	41006	SICK LEAVE REIMBURSEMENT	2,575	2,566	1,656
220	200700	41008	EMPLOYEE RECOGNITION PAY	1,986		300
220	200700	41300	RETIREMENT	30,179	31,022	20,021
220	200700	41301	TAXES/RETIREMENT	15,166	14,460	12,448
220	200700	41302	INSURANCE	12,249	12,000	10,000
220	200700	41303	WORKERS COMPENSATION	309	349	301
220	200700	41309	LONG-TERM DISABILITY	459	477	308
220	200700	42009	SUPPLIES	33,271	30,000	30,000
220	200700	42040	MAINTENANCE CONTRACTS	47,166	47,000	50,000
220	200700	43601	PROFESSIONAL SERVICES	9,712	10,000	10,000
220	200700	44476	EMPLOYEE APPRECIATION			0
220	200700	44475	BUSINESS MEALS	35		
220	200700	47401	CAPITAL OUTLAY	15,462		
			TOTAL LIBRARY TECHNICAL SERVICES	**348,985**	**334,334**	**296,093**
	LIBRARY GRANTS					
220	200900	42001	OFFICE SUPPLIES			

LIBRARY					ADOPTED	PROPOSED
FUND 220				ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 14-15	FY 15-16	FY 16-17
220	200900	42009	SUPPLIES			
220	200900	42040	MAINTENANCE CONTRACTS	4,118		
220	200900	42074	MINOR EQUIPMENT	35,600		
220	200900	42205	POSTAGE	2,911		
220	200900	44262	SPECIAL EVENTS	2,298		
220	200900	44535	DOWNLOADABLE MATERIALS	4,721		
			TOTAL LIBRARY GRANTS	**49,648**	**0**	**0**
			TOTAL LIBRARY	**4,091,170**	**4,200,050**	**4,192,081**
			TOTAL PERSONNEL	**2,459,605**	**2,565,262**	**2,608,241**
			TOTAL OPERATIONS	**1,210,590**	**1,063,650**	**1,098,335**
			TOTAL OVERHEAD	**405,513**	**378,482**	**375,005**
			TOTAL CAPITAL	**15,462**	**70,500**	**70,500**
			TOTAL NONOPER	**0**	**122,156**	**40,000**
			TOTAL FUNCTIONAL AREAS	**4,091,170**	**4,200,050**	**4,192,081**
			OPERATING SURPLUS (DEFICIT)	**(60,408)**	**(173,567)**	**(164,825)**

INTERNET AND ONLINE ACCESS POLICY

General Introductory Statements:

Public access to the Internet and online services have become an integral part of Provo City Library's programs and services. The intent of this policy is to meet the provisions of Sections 9-7-213, and 9-7-216 UCA, and Administrative Rule R223-2, as well as provide guidelines for patrons and staff regarding Internet access and online computer use.

Developed under the direction of the Library Board of the Provo City Library, this Internet and Online Access Policy was discussed and adopted during an open meeting of the Library Board on May 8, 2013. This policy supercedes all previous Internet and Online Access Policy statements of the Provo City Library and is effective on May 9, 2013.

This document will be reviewed by the Provo City Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R223-2.

Legal requirements:

The Provo City Library's Internet and Online Access Policy complies with Section 9-7-215 Internet and Online Access Policy Required, and Section 9-7-216 Process and Content Standards for Policy UCA, as well as reporting procedures established by Utah Administrative Rule R223-2.

The Provo City Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software", on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography, materials harmful to minors, or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor.

The Provo City Library has in place a policy of Internet safety, including the operation of filtering software on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer.

The Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified in Utah statute. Filtering software will provide Internet safety for all library computers connected to the Internet. However, an authorized library representative may disable a technology protection measure at the request of an adult patron to enable Internet access for research or other lawful purposes.

The Library Board has disapproved the use of public access Internet computers for online gaming (e.g. gambling) or any illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

Additional Policies and Guidelines

The Provo City Library:

• Will assist patrons in using the Internet to the extent that time and other patron demands allow.

• Will provide access to computers and associated resources exclusively for the use of children (12 and under) or children with parents or guardians in the children's area of the library.

• Will re-evaluate whether to block or unblock a specific site if a patron disagrees with the filtering software's handling of that site. Users may request reconsideration of a website's status by completing a Request for Internet Site Review form, available at the Reference Desk or online, and submitting it to Library staff.

• Will NOT be responsible for the availability or accuracy of information accessible via the Internet. The Internet is an unregulated medium, with access points and content which change rapidly and unpredictably.

• Will NOT guarantee that its filtering software will be totally effective.

• Will NOT accept responsibility for the use of the Internet by children and young adults. Responsibility for the use of all library materials, including Internet resources, rests with children's and young adult's parents or legal guardians. Parents are encouraged to work closely with and supervise their children to ensure that children's use of Internet resources is consistent with their family's values.

• Will NOT guarantee the security of any personal information transmitted via the Internet using the Library's connection.

• Will NOT accept responsibility for damage to any user's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the Library's Internet connection or malfunctioning Library hardware or software.

Users of our Internet service agree that they:

• Will comply with procedural restrictions (e.g. sign-ups, time limits, and printing charges) developed by Library staff to provide for equitable use for all patrons.

• Will accept responsibility for determining that the information they access is acceptable, reliable, and suitable to their and/or their children's needs. Not all Internet sources provide accurate, complete or current information. Users should also be aware that some sites do not provide a secure medium for transmitting personal information (e.g. name, address, or credit card number).

• Will respect copyright laws and licensing agreements. Materials obtained or copied from the Internet, including software, may be subject to copyright law, which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by

the principles of fair use. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the user.

• Will avoid exposing others involuntarily to material that they or, if under 18, their parents might find unsuitable. The Library computers are in public areas and privacy cannot be guaranteed.

• Will respect the privacy of other Internet users. This includes not representing oneself as another user, not attempting to view what others are accessing without their permission, not trying to gain access to someone else's data, and not hovering over other users while waiting for a turn.

• Will NOT modify Provo City Library's hardware, software, or settings. (This includes downloading software from the Internet.) Misuse of Library computers may result in fines or loss of Internet and/or Library privileges. Users who intentionally damage Library computers may be prosecuted.

• Will NOT load personal files or software on Library computers.

• Will NOT use Library computers to display or disseminate visual images containing pornography, obscenity, graphic violence, or other images harmful to minors and inappropriate in a public library setting. While respecting an individual user's right to privacy, staff has the right to monitor use of Internet workstations to ensure compliance with this policy. Inappropriate use of this resource is prohibited and may result in the loss of Internet and/or Library privileges.

• Will NOT use Library computers to violate any law. Illegal acts, such as hacking and spamming, involving Library computing resources may be subject to prosecution by local, state or federal authorities.

Information from this policy is on the start-up page of every public Internet computer in the Library. Access to the full policy is available at the Library's website, http://www.provolibrary.com/policy-internet, or in print at the Library reference desks.

Guidelines for Enforcement of the Online Public Access Policy

When staff members observe a violation of this policy, they are expected to report the violation to their supervisor or the person-in-charge. Patrons observing a potential violation of this policy should notify a library staff member, who will then verify the violation. Patrons in violation of this policy will be given a verbal warning.

If the problem behavior persists, or in the case of extreme misuse, the patron will be asked to leave the Library for the day. The police will be called when patrons refuse to leave the Library after being asked to do so, or when using Library computers to engage in illegal acts.

The privilege of access to the Library's Internet services may be suspended for the following reasons:

- Misusing or damaging Library computers.
- Displaying or disseminating visual images containing pornography, obscenity, graphic violence, or other images harmful to minors and inappropriate in a public library setting.
- Using Library computers to violate any local, state, or federal law.
- Persistent, wilful violations of the Library's Internet and Online Access Policy

Loss of Internet privileges will be for a definite period of time up to one year, to be determined by the Library Director. Any suspension longer than one week may be appealed to the Library Board of Directors.

Procedures for Addressing Concerns about This Policy and Its Enforcement

Procedures to handle complaints about this policy, its enforcement, and about observed patron behavior exist and are available for public review.

This procedure involves all concerns or questions about this policy, its enforcement, or observed patron behavior being directed to any Library Services Manager. If any concern cannot be resolved by the Manager contacted, a written report will be submitted at the next Management Team meeting, which includes the Library Director and all Library Services Managers. The patron will be informed in writing of their response within a week of their meeting.

Patrons not satisfied with this disposition may then appeal to the Library Board through the Library Director within thirty (30) days after the issuance of a formal response. The Library Director will forward the request to the Board along with the Management Team recommendations. After full consideration of the specific concern, the Library Board will make the final determination of the matter. The patron shall be notified of this action within thirty (30) days of the Library Board meeting in which the matter was discussed.

Implementation Requirements:

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. These procedures will be adhered to by library staff to enforce the requirements of Sections 9-7-215 and 9-7-216 UCA.

Board of Trustees
Provo City Library
Approved & effective November 4, 1998
Reviewed January 8, 2003
Reviewed October 13, 2004
Reviewed August 2, 2007
Effective date of last review June 9, 2010
Effective date of last review May 8, 2013

INCOME STATEMENT
Run date:May 04, 2016 at 12:21
Report ID: P_GLR002

CITY OF PROVO
Fund: 220, Library
Dept: All
Period end date:2016-05-31

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
	Revenues & Transfers In						
30000	Current Property Taxes	0.00	2,724,825.13	0.00	3,127,269.00	(402,443.87)	87.13%
30001	Vehicle taxes	0.00	129,237.48	0.00	235,982.00	(106,744.52)	54.77%
30002	Tax Redemption - Prior Year	0.00	91,895.04	0.00	225,732.00	(133,836.96)	40.71%
32088	Library LSTA grant	0.00	6,959.97	0.00	0.00	6,959.97	N/A
33008	Copier Fees	0.00	26,705.24	0.00	35,000.00	(8,294.76)	76.30%
33009	Library Fees	0.00	100,492.98	0.00	170,000.00	(69,507.02)	59.11%
33010	Laminating Fees	0.00	8.60	0.00	0.00	8.60	N/A
33011	Meeting Room & Equipment Renta	0.00	112,172.34	0.00	170,000.00	(57,827.66)	65.98%
33040	Library misc program revenue	0.00	3,667.20	0.00	10,000.00	(6,332.80)	36.67%
33062	Public Skating	0.00	318.75	0.00	0.00	318.75	N/A
36000	Interest income	0.00	16,063.51	0.00	45,000.00	(28,936.49)	35.70%
32107	Community Library Enhancement	0.00	23,600.00	0.00	0.00	23,600.00	N/A
38055	Library donations	0.00	(1,000.00)	0.00	0.00	(1,000.00)	N/A
38084	Used Book Sales	0.00	13,040.25	0.00	0.00	13,040.25	N/A
38112	Merchandise revenue	0.00	1,756.94	0.00	4,000.00	(2,243.06)	43.92%
38613	Vending - Library	0.00	1,743.75	0.00	0.00	1,743.75	N/A
38999	Misc Revenue	0.00	4,546.07	0.00	3,500.00	1,046.07	129.89%
	Total revenue	0.00	3,256,033.25	0.00	4,026,483.00	(770,449.75)	80.87%
	Transfers in:						
	Total transfers in	0.00	0.00	0.00	0.00	0.00	0.00%
	Total revenue & transfers in	0.00	3,256,033.25	0.00	4,026,483.00	(770,449.75)	80.87%
	Expenses & Transfers Out						
	Personnel:						
41001	Full Time Regular	0.00	936,527.38	0.00	1,125,138.00	188,610.62	83.24%
41002	Part Time Regular	0.00	613,514.66	0.00	743,995.00	130,480.34	82.46%
41006	Sick Leave Reimbursement	0.00	15,964.18	0.00	19,382.00	3,417.82	82.37%
41007	Vehicle Allowance	0.00	3,750.00	0.00	4,500.00	750.00	83.33%
41008	Employee Recognition Pay	0.00	950.00	0.00	3,300.00	2,350.00	28.79%

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CITY OF PROVO
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Dept: All
Period end date:2016-05-31

ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
41300	Retirement	0.00	178,159.20	0.00	219,217.00	41,057.80	81.27%
41301	Taxes/Retirement	0.00	121,037.91	0.00	144,474.00	23,436.09	83.78%
41302	Insurance	0.00	237,394.52	0.00	295,433.00	58,038.48	80.35%
41303	Workers Compensation	0.00	5,184.20	0.00	6,221.00	1,036.80	83.33%
41309	Long-term Disability	0.00	2,683.12	0.00	3,602.00	918.88	74.49%
	Total personnel expenses	0.00	2,115,165.17	0.00	2,565,262.00	450,096.83	82.45%
	Operating:						
42001	Office Supplies	0.00	13,872.33	0.00	18,000.00	4,127.67	77.07%
42009	Supplies	0.00	27,695.48	0.00	57,000.00	29,304.52	48.59%
42012	Software maintenance	0.00	2,541.84	0.00	4,000.00	1,458.16	63.55%
42040	Maintenance Contracts	0.00	89,096.36	7,597.30	102,000.00	5,306.34	87.35%
42041	Maintenance	0.00	2,062.57	0.00	6,500.00	4,437.43	31.73%
42042	Building Maintenance	0.00	8,756.04	0.00	13,000.00	4,243.96	67.35%
42074	Minor Equipment	0.00	31,474.50	26,611.23	51,000.00	(7,085.73)	61.71%
42201	Printing	0.00	406.20	0.00	200.00	(206.20)	203.10%
42205	Postage	0.00	2,753.55	0.00	4,000.00	1,246.45	68.84%
42208	Bank Fees	0.00	2,398.71	0.00	6,000.00	3,601.29	39.98%
42209	Merchant Fees	0.00	10,698.42	0.00	8,000.00	(2,698.42)	133.73%
42405	Cellular Phone Bills	0.00	1,585.96	0.00	2,500.00	914.04	63.44%
42601	Membership dues & subscription	0.00	14,411.55	6,346.00	24,600.00	3,842.45	58.58%
42609	Certification and testing	0.00	50.00	0.00	0.00	(50.00)	N/A
42611	Mileage reimbursement	0.00	439.97	0.00	1,000.00	560.03	44.00%
42613	Travel	0.00	6,569.94	0.00	4,000.00	(2,569.94)	164.25%
42614	Conference registration	0.00	3,086.00	0.00	2,000.00	(1,086.00)	154.30%
42701	Water Charges	0.00	3,306.94	0.00	6,481.00	3,174.06	51.03%
42702	Waste Water Charges	0.00	1,297.19	0.00	2,229.00	931.81	58.20%
42703	Storm Drain Charges	0.00	2,300.04	0.00	2,217.00	(83.04)	103.75%
42704	Natural Gas Charges	0.00	34,407.89	0.00	33,571.00	(836.89)	102.49%
42705	Electric Charges	0.00	119,400.40	0.00	141,084.00	21,683.60	84.63%
42707	Sanitation charges	0.00	0.00	0.00	2,766.00	2,766.00	0.00%

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ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
42712	Facility Maintenance Contracts	0.00	19,966.28	899.72	30,957.00	10,091.00	64.50%
42713	Utility Transporation Charge	0.00	823.50	0.00	2,196.00	1,372.50	37.50%
43601	Professional Services	0.00	12,944.83	1,800.00	19,000.00	4,255.17	68.13%
44102	Uniforms	0.00	113.99	0.00	200.00	86.01	57.00%
44103	Boards & Commissions	0.00	960.79	0.00	1,000.00	39.21	96.08%
44107	Miscellaneous	0.00	5,776.73	0.00	29,641.00	23,864.27	19.49%
44119	Electronic Services	0.00	27,855.15	0.00	40,400.00	12,544.85	68.95%
44167	Public Relations	0.00	3,563.93	0.00	4,000.00	436.07	89.10%
44173	Circulating Materials	0.00	199,210.01	0.00	320,901.00	121,690.99	62.08%
44262	Special Events	0.00	31,173.17	3,000.00	69,223.99	35,050.82	45.03%
44452	Directors ball	0.00	6,679.07	0.00	1,000.00	(5,679.07)	667.91%
44462	Art gallery	0.00	106.18	0.00	500.00	393.82	21.24%
44473	Sanitation recycling	0.00	136.87	0.00	0.00	(136.87)	N/A
44475	Business meals	0.00	529.64	0.00	500.00	(29.64)	105.93%
44476	Employee appreciation	0.00	6,630.22	0.00	5,207.00	(1,423.22)	127.33%
44535	Downloadable materials	0.00	53,389.68	0.00	78,000.00	24,610.32	68.45%
44613	Vending - Library	0.00	1,813.82	0.00	1,385.10	(428.72)	130.95%
ALL	Budget line for projects	0.00	0.00	0.00	14,945.97	14,945.97	0.00%
	Total operating expenses	0.00	750,285.74	46,254.25	1,111,205.06	314,665.07	67.52%
	Inventory:						
	Total inventory expenses	0.00	0.00	0.00	0.00	0.00	0.00%
	Capital:						
47401	Capital Outlay	0.00	16,245.74	0.00	70,500.00	54,254.26	23.04%
	Total capital expenses	0.00	16,245.74	0.00	70,500.00	54,254.26	23.04%
	Chargebacks:						
46003	Administrative Overhead	0.00	113,670.80	0.00	136,405.00	22,734.20	83.33%
46301	Employee Benefit Overhead	0.00	60,249.20	0.00	72,299.00	12,049.80	83.33%
46401	Insurance Overhead	0.00	44,102.50	0.00	52,923.00	8,820.50	83.33%

INCOME STATEMENT
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ACCT #	DESCRIPTION	ACTUAL CURRENT	ACTUAL YTD	ENCUMBRANCE	BUDGET	BALANCE	% YTD
46601	Facility Maintenance Core	0.00	38,185.00	0.00	45,822.00	7,637.00	83.33%
46602	Facility Maint. Service Direct	0.00	31,067.31	0.00	58,248.00	27,180.69	53.34%
46604	Telephone/Radio	0.00	4,406.70	0.00	5,288.00	881.30	83.33%
46711	Telecom	0.00	1,656.72	0.00	2,209.00	552.28	75.00%
	Total chargeback expenses	0.00	293,338.23	0.00	373,194.00	79,855.77	78.60%
	Nonoperating:						
49001	Appropriated Contingency	0.00	3,835.00	0.00	122,156.00	118,321.00	3.14%
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%
	Total nonoperating expenses	0.00	3,835.00	0.00	350,456.00	346,621.00	1.09%
	Total expenses	0.00	3,178,869.88	46,254.25	4,470,617.06	1,245,492.93	71.11%
	Transfers out:						
	Total transfers out	0.00	0.00	0.00	0.00	0.00	0.00%
		0.00	3,178,869.88	46,254.25	4,470,617.06	1,245,492.93	71.11%
	Net Income	0.00	77,163.37	(46,254.25)	(444,134.06)	475,043.18	-17.37%

Provo City Library
March and April 2016

	March-15	March-16	Apr-15	Apr-16
Registered Borrowers	65,130	70,911	65,529	71,358
New Borrowers this month	417	459	446	460
Circulation	127,618	129,220	123,396	122,496
Children's Items	68,496	68,444	64,915	63,207
Adult & YA Items	50,314	47,198	49,230	46,166
ebooks/downloadables	8808	13,578	9,251	13,123
Items Owned	261,969		261,470	258,995
Children's Items	116,637	113,816	115,916	114,673
Adult & YA Items	145,332	144,769	145,554	144,322
New Items added this month	2,642	3,438	3,013	3,222
Web Page Visits	61,217	48,216	56,309	43,609
Programming				
Children's (# programs)	102	139	104	122
Attendance	7,618	7,875	5,933	6,693
Adult/Teen (# programs)	14	11	10	12
Attendance	318	212	126	256
Library Sponsored (#programs)	10	9	3	7
Attendance	1,064	724	463	1,117
The Attic* (# visitors)	189	259	569	614
Volunteer Hours	171	189	98	187
Scheduling Office - Room Rental/Use	130	120	117	118
Free	71	56	53	59
Paid Events	59	64	64	59
Total Fees	$6,160.47	$14,422.16	$15,036.31	$15,776.99

* The Attic: Green Revolution, Feb. 16 - Apr. 8, 2016
Homegrown: The Provo Amateur Art Show, April 15 - May 28, 2016

provo CITY LIBRARY at ACADEMY SQUARE

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