

**Unapproved Minutes of the
Brigham City Library Board Meeting
Tuesday, June 21, 2016 – 7:30 p.m.**

MEMBERS PRESENT:

Andy Allen
Lynda Anderson
Melanie Davidson

Alden Farr
De Ann Lester
Scott Lyons

Boyd Misseldine
Sue Hill
Joyce Dean

ALSO PRESENT:

Derek Oyler
Kelly Andrew

cc:

Mayor Vincent
Jason Roberts

Scott Lyons conducted the meeting.

REVIEW OF MINUTES:

Boyd Misseldine moved to approve the minutes of May 17, 2016; Andy Allen seconded. Motion Passed.

OLD BUSINESS:

Facilities/Maintenance Charges – Derek Oyler said he was there at the request of Councilman Alden Farr.

Derek Oyler said he wanted to explain what the facility fund is and how it applies to the library. Library Board members previously received the facilities report for the 2014-15 fiscal year. Derek Oyler gave Sue Hill a copy of the maintenance charges from July 1, 2015 – June 21, 2016. He explained they track the time of the employees that spend time at the library. The only person they track for time spent here at the library is Bob Tuck, the building maintenance supervisor. They track his time spent here along with all the actual POs and invoices paid for the library.

Derek Oyler explained two years ago, Brigham City created what is called the facilities fund. There are 19 city facilities; we allocate the cost of the employees - the custodians, the employees involved with the facility maintenance, supervisors, administrative assistants that help with paying POs - and everything that helps the facility run from heat, lights, elevator service, and anything else dealing with the facility, then that is allocated between the 19 city-wide facilities. The library makes a lease payment (a maintenance payment) to the facility fund and all the costs incurred at the library are paid out of that fund. The library has been a little different in prior years as the library had a little maintenance money that was spent separately from the facility fund, so the items on the facilities report are in addition to what was in the library's current year budget on what she was spending facility wise. The report given to board members a month ago was money spent on top of whatever the library spent.

They then take the hours spent and POs and do an overhead allocation (called program overhead) – they take the 19 facilities, the money spent there, the amount of all of the costs through the 19 facilities of the employees involved there and it is allocated based on the time spent and the dollars spent in that facility individually and that is what the program overhead charge is.

In the two years that they have done this, the budget number has been a lot bigger than what actually happens because they did not have anything to base things on since they had no prior year numbers. Going into this year's budget, they have been able to look at what they actually did in the facility in the prior year and were able to budget a number closer to what is actually going to happen.

Andy Allen clarified that the library pays for all direct charges of materials and labor hours and on top of that we pay an overhead fee for the administrative costs. Derek Oyler said that is exactly right. Andy Allen asked if the overhead fee is based on a percentage of the direct costs. Derek Oyler said that is exactly what it is. Andy Allen asked if that is figured retroactively through the year or is it based on a previous year. Derek Oyler said it is based on current year actuals. Right now he is getting ready the July 1, 2015 - June 30, 2016 year. He will wait until June 30 of the year and then do an analysis; he will make sure they are not missing any hours or missing any POs, and then do the allocation city wide.

Derek Oyler said this year we had some employment openings in facilities, so the dollars allocated through those 19 city-wide facilities will be less than what was budgeted because we had those open positions. Andy Allen said then as we start a new year, we do not know what the percent overhead rate will be until the end of the fiscal year and then it is retroactively applied. Derek Oyler said that is right. Lynda Anderson asked how they can budget since they do not know the rate. Derek Oyler said they budget based on the prior year actuals, but that is the best they can do. Andy Allen said basically they can forecast, but the actual charges depend upon the overhead expenses that are incurred through the entire year and then they are prorated according to the percent of the direct charges. Derek Oyler said that is right; it is prorated on what actually happened inside that facility.

Andy Allen posed the following hypothetical situation: suppose all 19 facilities spent very little, that means the percent charge on overhead would go up; if all of the facilities spend a lot, then the administrative overhead percent goes down. But if our facility spends less this year but everybody else spends more, then in the amount of total dollars we will not have to pay as much in total overhead. Derek Oyler said that is exactly how the fund works; the city has been doing this with their vehicles for 30 years.

Alden Farr gave an example of how sometimes expenses come up that we have no idea will happen. At that point we just have to work it out at the end of the budget year. Sue Hill said she experienced something like that when the library's roof had to be redone.

Andy Allen said an alternative way of doing it could be based on the previous year, this is the percent of maintenance expenses the 19 facilities had, therefore we are going to assess for next year the overhead costs in ratio to those expenses regardless of what you spent this year. That way we would know what the administrative overhead costs would be for the coming year instead of retroactively calculating them. Alden Farr agreed and then money would be budgeted to cover at least a portion if expenses exceeded. Derek Oyler said this was exactly how he built the budget for the next year. They forecast, but what is actually paid is different. Derek Oyler explained there are other things that go into it too and gave an example relating to city vehicles, the maintenance, fuel

costs, etc. Every single facet of everything that has to do with the employees that are running the facilities goes into the allocation. After Derek Oyler's example, Andy Allen said the city would not be able to do what he proposed because the overhead costs are fluid as well.

Derek Oyler said this was just a quick overview of the facilities fund. The reason the expenses happen at the end of the year is because there are a lot of variables that affect the final number – it is allocated based on time and actuals spent in that facility.

Lynda Anderson expressed she had some concerns on the 2014-15 facilities report in that some of the charges seemed unreasonable, for example, the library was charged \$155.48 twice to fix a keyboard drawer. Some things on the report do not make sense, and she asked for clarification and if there is a better way to record the maintenance work done. Derek Oyler asked what was actually done on this job. Joyce Dean said Susan Behring's keyboard drawer broke, Bob Tuck came and fixed it but then it broke again so he bought a new drawer and totally replaced it. Joyce Dean said board members were thinking it got recorded twice as we do not think he spent four hours repairing a drawer. Derek Oyler said four hours does not sound unreasonable to him when you consider all that was probably involved to get the drawer fixed. We need to remember we are not just paying the employee's hourly wage.

Lynda Anderson asked when a job gets done, if a form is filled out and does Sue Hill get a copy of every job performed. Derek Oyler said no, but Kelly Andrew is going to help him on this. The process is still new, and it all comes out of an electronic work order system. He admitted the reporting does not look that great and it is hard to read. He has not had the time to make it look better. He will get to the point of doing a monthly reporting to the directors of each department, but they are still trying to get the system figured out. Lynda Anderson expressed that is mainly what she wants; she wants a more immediate accounting as compared to looking at something two years ago. Derek Oyler said he gave Sue Hill a copy of the facility charges from July 1, 2015 – June 21, 2016. He pointed out it is unaudited as he has not been able to check through everything. Right now it is just showing actual invoice totals and it may not include charges that have not been paid yet through the accounts payable system. Sue Hill asked about the invoice amount on the thermostat repair. Derek Oyler said they had to hire someone to fix the problem. Sue Hill asked for a copy of the invoice.

Derek Oyler said they are allocating about \$70,000 city wide for these types of things and it gets spent very quickly.

Sue Hill said Kelly Andrew is a good addition. He figured out what was wrong with the sprinklers outside the library. She has not heard of any more leaking. Derek Oyler clarified the facilities manager gets involved if things are damaging a facility. If the problem involves watering, then the parks department handles that. Sue Hill said she would still like to get a drip system installed. Derek Oyler suggested Sue Hill do a good job lobbying to get that project done in the next year budget out of the parks department.

Board members thanked Derek Oyler and Kelly Andrew for coming. Alden Farr asked board members if they were happy with Derek Oyler to put in a good word to Jason Roberts.

Derek Oyler and Kelly Andrew were excused 7:58 pm.

VOUCHERS:

De Ann Lester asked for information regarding expenditures on the State Grant. She asked if we have a grant to purchase online databases. Sue Hill said we get the State Grant in April and have to spend it all by the end of June. It has to be spent on things that directly affect the patrons, so it cannot be spent on employee trainings etc. Transparent Languages offers learning different languages online. Universal Class offers online classes in many subjects. Zinio is the magazine data base. World Book Encyclopedia is the print version and the purchase at game stop was for computer games that patrons can check out.

Melanie Davidson asked if the languages online are through OverDrive. Sue Hill said no, it is one of the sites on the homepage and is one of our more popular databases. We have renewed Zinio this year through a consortium of libraries out of Utah County. We were getting 30 magazines a year. Through the consortium we are now getting 100 magazines a year and paying less. Zinio has unlimited use. Melanie Davidson asked if the online magazines are ad free. Sue Hill said they are not.

Andy Allen moved to approve the vouchers for May 2016. De Ann Lester seconded. Motion passed. All in favor.

LITERACY REPORT:

Sue Hill asked board members to review the literacy report in their packets. She said Linda Ashcraft has not had any literacy board meetings as she is having a problem filling her board. She has been busy training tutors, and has the summer reading tutor program going.

NEW BUSINESS:

Internet Policy:

Sue Hill said every three years the board has to approve the library's internet policy. The last time was 2013. We have not had to make any changes because the law has not changed. The library board must reapprove or we will not get the state grant next year.

Andy Allen asked if there have been any changes in technology within the last three years that would affect the wording in the policy that would need to be updated. Sue Hill said no.

Sue Hill said the library has a blocker that blocks pornography as much as we can block. We also have time limit software on the internet computers.

De Ann Lester said she noticed one word that really does not need to be there in section A #4:

“Wireless notebook/laptop computers utilizing the Library Internet connections and being used in or near the Library are subject to the same filtering software.”

De Ann Lester felt the word “and” did not need to be there. ~~The bBoard members agreed~~ felt it would be good to delete the word “and”. ~~the word can be deleted.~~

Melanie Davidson moved to approve the internet policy with the removal of the word “and” in section A #4. De Ann Lester seconded. All were in favor. Motion passed.

Board Member Replacements:

Sue Hill said Scott Lyons and Lynda Anderson’s terms expire the end of this month but both have asked not to be reappointed.

Sue Hill asked board members if they know of anyone who might be interested to let her know - a man and a woman, if possible.

Programming Updates:

- The library is really involved right now with summer reading.
- Elizabeth Schow is getting set for the fall programs with the Utah Book Festival.
- Sue Hill is trying to write a grant which is due July 15. It is the 100th year since World War I so they want to do programming with public and veteran groups. She has asked Brandon Little, a military historian at Weber State University, to be the core scholar. Brandon Little has about five topics he will do and he has given Sue Hill names of two other people to contact. He is currently writing a book on the humanitarian effect of the United States during World War I. This program would be separate from the regular book group and we may or may not get one of the displays. This grant is open to university libraries, all types of organizations, and museums, so some will get the display and some will not. We will know sometime in August if we are selected. In January they will have another set of libraries chosen so we could reapply if we do not get selected on first round. This is through Gilder Lehrman. We have received a few of their displays in the past and we did well with them so we may get selected the first time around.

OTHER ITEMS:

Book Expo – Sue Hill referred board members to a handout in their packet on some of the books she picked up at Book Expo that are being shipped to the library. She briefly summarized some of the titles with board members. She explained a lot of these books are pre-published; they are called ARCs (advance reader copy). These titles are not published yet. When they are published, the ARC copy will be replaced.

2017 Book Discussion Group - Sue Hill said all of the books for next year’s book discussion group have been purchased. The core scholar and she had thought of doing something on immigrants; they even have a list ready. They decided, however, with all the problems with newspapers and journalists and the feelings that people have that journalist are liars, that they do not cover the news correctly, and also the problem newspapers have had lately with many major newspapers failing, they are going with that topic. Sue Hill briefly talked about several of the books. She said it should be an interesting year.

Book Page - Sue Hill encouraged board members to pick up the newest copy of Book Page which we just received today.

DISTRIBUTION:

- Newspaper Publicity
- Circulation Statistics Report – July 2014 – May 2016
- Revenues and Expenditures – May 2016
(Andy Allen commented the report shows we have 81% of our budget in terms of revenues. He asked if we anticipate 20% more to come in within this last month and if that is usual. Sue Hill said yes. She said she also closely monitors expenditures at the end of the year to hopefully offset any shortfall.)
- Staff Meeting Minutes – May 25, 2016

ANNOUNCEMENTS:

Next Board Meeting: Tuesday, August 16, 2016, 7:30 pm
(No Meeting in July)

Sue Hill asked Scott Lyons and Lynda Anderson to select a book they would like the library to buy for the collection in honor of their service.

ADJOURNMENT: De Ann Lester moved the meeting be adjourned until August. Lynda Anderson and Melanie Davidson seconded. Motion passed. Meeting adjourned 8:30 pm.