

Provo City Library Board of Directors

Meeting Minutes

Thursday, June 20th
4:00 p.m.

IN ATTENDANCE

LIBRARY BOARD

Jen Bruton (Chair)
Jenny Spadafora
Karen Salmon
Megen Pectol
Cindy Gagon
Alyssa Hansen
Julie Nichols

MUNICIPAL COUNCIL MEMBERS

Rachel Whipple

ABSENT

Ally Condie

LIBRARY STAFF

Carla Gordon (Director)
Breanne Gilroy
Erika Hill
Joella Bagshaw
Ann-Marie Marchant

ABSENT

Lisa Hill

GUESTS

None

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

I. Welcome – Jen Bruton

- A. Approval of Minutes – Jenny Spadafora motions to approve the May minutes, Alyssa Hansen seconded the motion. The minutes were approved by unanimous vote.
- B. Board Member's Reports –
 1. Jenny hasn't been able to be at the library for four months, and she missed spending time here.
 2. Jen's kids want to ride the bus here and spend time here this summer.
 3. Megen and Julie participated in the Summer Reading Kickoff. It was busy, but parents were good about doing the activities with their kids. There was a good turnout – 550 participants.
 4. Jen's kids are plowing through the Summer Reading Challenges. The only one they have left is the stories in the park.
 5. Cindy reached out to her book club about the Library's budget issues, and she filled them in on the previous City Council meeting. Several of the book club members have been inspired to get involved. Cindy believes if we share our enthusiasm about the library more, we may inspire more people to get

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involved – not just in advocating, but participating in other library things as well. Jen agreed and said that being on the Board has helped her know how much goes on behind the scenes at the library.

II. Library Director's Report

- A. Library Updates - See attached report
 - 1. Chiller is still not in the mail. Trying to follow up with the company. Temporary chiller has been helped by turning off the boiler and the library seems to be cooler.
 - 2. The gutter quotes have come in. Need to add a heat tape bid to the current \$42,000 bid. The \$42,000 includes the lift. The two higher bids include the scaffolding, which is expensive.
 - 3. Grants – spending the balance of our CLEF grant now. The wifi grant increased because other items were needed and got approved.
 - 4. Library fundraiser - Book ball and silent auction – will include a silent reading room. A quiet place to escape. Will also have card game/trivia game rooms. Planning on spending \$2500, charge \$25 a ticket, with a “pay more if you want” option. Silent auction will include; individual tables at fairy tea that you don't have to stand in line for, early access to book sale, possibly someone fine free for a year, possibly after-hours laser tag experience in the library. General donations will be asked for. Held on November 23rd. Moving the book sale to an earlier date on a weekday.
 - 5. Strategic planning – hard to plan until after August 13th. Will be looking for input after that.
 - 6. Budgets – Came in high on property tax, but still \$200,000 short in other revenues. Expenses – have about \$180,000 in savings, about \$30,000 in personnel savings, some operational savings looking to be more fiscally responsible. Capital expenses has \$100,000. Money rerouted to cover the chiller, including some legacy foundation money, which is why there is extra there.
 - a. Truth in Taxation hearing on August 13th. Will need to look at alternative budgets, for instance if there is no increase, or if there is an inflation increase. Are there other funds within the city that could be given to the library if they come in above expectations? Library wants to ensure that

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the operating budget can be covered on a yearly basis in a way that is regular and secure. It can be hard for funds earmarked for the City to be redirected to the library. Would like to investigate if it's possible for the City to help out where they can. Covering building repairs can be expensive, but even just regular utilities are expensive as well. There is an additional cost to this building than if in a new building, like the City offices are. Working on a few budget options, if there are other budget options to consider, please bring them forward.

- b. For the Meeting on August 13th – Will discuss how the library budget compares to other libraries. Reaching out to other libraries to see how they compare, and specifically how much is needed to spend on their building maintenance costs. Chargebacks are also a factor that many other libraries don't need to account for. Suggested to also look at cities the same size as Provo in other states. They are being included – 283. Personnel, collection, operating, and capital are the budgets others have, and it's hard to quantify what's in the operating budgets. Capital improvement plan - pending. Looking for specific feedback from City Council addressing our governing structure: what the Board, City Council, and others are responsible for. The board can add agenda items to the meeting: feedback on agenda items? Important to bring up even if every single program is cut, it won't save our budget woes. Possibly providing a return on investment statement, but can be very subjective. Those types of arguments will probably not be convincing with the City Council. Might be helpful to have someone from the state library talk about what is expected from libraries and what national standards are of what libraries are expected to be doing. Agreement in helping the Council understand how libraries work, and understand why we do what we do. Council is used to having subject matter experts come and give reports, so it would be helpful to have someone come and give a presentation on that. One problem is the library continues to be compared to the Parks and Rec Department. Need to help explain why the Library is so different and why comparing the library with parks and rec is not helpful. The Provo city code 226.120 says that "the library shall be free to the use of the inhabitants of the city." People who can't afford \$12.00 more a year are exactly the people in our community who need this library. Even those who don't need the library still benefit from the advantages the library

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gives to the entire community. Provo community doesn't have enough day care, child care, etc options, and are supplementing those social services for their children through the programs that the library offers. Filling a huge gap for families in our community. There's no other place that does that. Story times are preparing children for preschool and kindergarten when they won't be with parents. The library provides scaffolding for kids who can't get that elsewhere. People don't realize that these are essential library functions, it's not just books. Book checkout is such a small part of what the library offers to its community. Recommended to have a narrowly focused agenda, and to respond to the Council Members' specific questions. Suggestion that the educational aspect of the library is extremely important to emphasize, the application is community wide and ageless.

- c. What budget to approve - Suggestion to go ahead with the current budget, and if there is an increase later, that the budget is amended. Amending the budget is a very common practice. Do not want to price out experiences that are meant to be accessible to our community, unless specifically designating a program as a "fundraiser." Prices can raise for Fairy Tea, but books could not be given away. To charge for certain programs would make them unaffordable for the community. If budget is not approved, there will be a hiring freeze, and an examination on how essential each position is. Without staff, the library can't do the quality and quantity of programs that are meaningful to the community. Volunteers are not reliable enough to replace library staff.
7. Comparable library budgets – see attached
 - a. Hard to compare to other libraries as budgets have different needs (chargebacks from the City are about 7% of budget, for example, which other city libraries don't pay).
 - b. Providing three times the number of programs as other large libraries in Utah. Able to do this with the budget by economizing and let nothing go to waste.
 - c. Main point is the Library provides a lot, but doing it on a shoestring.
 - d. The city makes decisions about COLAs, but does not provide the budget to pay for them.
 - e. Question to possibly set up recurring donations for the library, would have to be done through PayPal. Donations are set-up with Square because

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there are no fees. Also, donations are tricky to get out from the foundation to be ear-marked for specific things. Most donations aren't ear-marked.

- f. Option for Venmo, as it makes it easier for people to make payments. Will pose the question to finance again. It is easier to use a Friends of the Library group for things like this which does not exist anymore. Unsure on what the process would look like to get something like that started again.

III. Action Items

- A. Approve 2024-2025 budget. Cindy Gagon motioned to approved the 2024-2025 budget. Julie Nichols seconded the motion. 2024-2025 budget was approved by unanimous vote.

IV. Discussion Items

- A. Alyssa Hansen motioned to adjourn the meeting, Karen Salmon and Jenny Spadafora seconded the motion. Meeting adjourned by unanimous decision.

Next Meeting:

- Wednesday, July 10, 2024 at 4:00 p.m.