



SARATOGA
SPRINGS
LIBRARY

AGENDA – Library Board Meeting

Library Board Member Katie Leavitt, Chair
Library Board Member Christy Jepson, Vice-Chair
Library Board Member Pam King, Secretary
Library Board Member Brock Jackson
Library Board Member Brandi Meiners
Library Board Member Joy Bratton
Library Board Member Karin Brown

CITY OF SARATOGA SPRINGS

Tuesday February 12, 2019 at 6:30 pm

City of Saratoga Springs Council Chambers

1307 North Commerce Drive, Suite 200, Saratoga Springs, UT 84045

1. Call to Order.
2. Roll Call.
3. Minutes from meeting held on January 8, 2019.
4. Policies:
 - a. Inter-Library Loan (ILL)
5. Directors Report – Jill Gardner.
 - a. Financial Statement.
6. Announcements.
 - a. Next meeting - Tuesday, March 12, 2019 @ 6:30pm.
7. Adjourned.



MINUTES – Library Board

Tuesday, January 8th, 2019

City of Saratoga Springs City Offices

1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

LIBRARY BOARD MEETING

Present:

Board Members: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Staff: Melissa Grygla, Library Director

Others: Nicolette Fike, Records Office

Excused: Joy Bratton

1. **Call to Order – 6:32 p.m.** by Chairman
2. **Roll Call** – A quorum was present
3. **Approval of Minutes:**
 - a. **December 11, 2018**

Motion made by Karin Brown to approve the minutes of December 11, 2018. Seconded by Brandi Meiners.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

4. **Member Positions.**

Discussion regarding various member positions and a need to discuss nominating into the various roles and roll call voting for them.

- a. **Chair**

Motion made by Karin Brown to appoint Katie Leavitt as the chair. Seconded by Christy Jepson.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

- b. **Vice-Chair.**

Motion made by Katie Leavitt to appoint Christy Jepson as the vice-chair. Seconded by Brandi Meiners.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

- c. **Secretary.**

Motion made by Karin Brown to appoint Pam King as the secretary. Seconded by Katie Leavitt.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

5. **Library Board Member Oaths of Office.**

Swearing in of all present library board members and signing of oath for City records.

6. **Policies.**

- a. **Collection Development Policy.**

Discussion regarding the staff report recommending updating the review and adoption dates on the policy, however no technical updates to the policy.

Motion made by Katie Leavitt to re-adopt the Collection Development Policy with the appropriate date revisions.

Seconded by Brandi Meiners.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

- b. **Circulation Policy.**

Discussion regarding the staff report recommending multiple changes to the policy including: updating the Utah State Code number in the first paragraph, increasing the number of checkouts, allowable overdue fines, checkout periods and updating the dates of adoption and review for the policy.

Motion made by Brandi Meiners to re-adopt the Service & Circulation Policy with the suggested revisions. Seconded by Pam King.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

7. Director's Report: Melissa Grygla.

a. SPLASH: Library Night

Discussion regarding Library Night of Splash activities. The programs are being held on Tuesday, June 11th. Presenters include Lance Nielsen Magician from 6:00-7:00 PM and Wild Wonders Animal Show from 7:00-8:00 PM. We have two library staff members lined up to work that evening and will likely need a board member to volunteer to staff the first aid and lost child booth.

Carnival ticket sales are usually presold in the library. However, during the week of Splash last year we had 4,402 visitors and as a result we will only be able to sell tickets thorough the Saturday before Splash and not the actual week of Splash this year.

b. Financial Statement.

Discussion amongst the members regarding the library budget including revenues and expenditures to date. Further conversation regarding the City's budget process for staffing and the Library's current use of salary savings to further develop the collection holdings.

c. Statistics

	December 2017	December 2018	Difference
Visitors	5,576	5,662	1.02
Programs	31	29	0.94
Programming Attendees	434	306	0.71
Reference Questions	960	851	0.89
New Card Holders	70	70	1.00
Removed Card Holders	92	90	0.98
Circulation	8,782	9,989	1.14
Computer Users	239	319	1.33
Wi-Fi Users	79	684	8.66
Proctored Exams	33	16	0.48
Volunteer Hours	100	90	0.90
Number of Volunteers	23	24	1.04
No Shows for Volunteer Shifts	21	14	0.67
Scheduled Absences	2	4	2

8. Announcements:

a. Next Meeting: Tuesday, February 12, 2019 at 6:30 PM.

9. Meeting Adjourned Without Objection at 7:02 p.m. by Chairman

Motion made by Karin Brown to adjourn the meeting. Seconded by Katie Leavitt.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

Date of Approval

Library Board Chair
Katie Leavitt

Library Board Secretary
Pam King

Library Board Staff Report



Author: Melissa Grygla, Library Director
Subject: Inter-Library Loan (ILL) Policy
Date: February 6, 2019

Summary Recommendations: The Library Board should re-adopt the following policy with the suggested modifications *Inter-Library Loan (ILL) Policy*.

Description:

- A. Topic:** Library Policies
- B. Background:** The Library has the *Inter-Library Loan Policy* in place since it was established.
- C. Funding Source:** There are no anticipated funding impacts of re-adopting the existing policy.

D. Analysis:

In order to meet state recertification requirements, the Library and Library Board have established a schedule of policy reviews which was included in the Library's Long Range Plan. A scheduled review of the following *Inter-Library Loan Policy* was completed by Library staff and the City Attorney.

The changes consist of defining the abbreviation of Inter-Library Loan (ILL) at an earlier point in the document, changing the word book to item for items that can be requested, and updating the name of the software used to process these requests.

- E. Department Review:** Library, Attorney

Alternatives:

- A. Approve the Request:** Staff recommends that the Library Board adopt the revised *Inter-Library Loan (ILL) Policy*.
- B. Deny the Request:** The Library Board could deny the request to re-adopt the revised *Inter-Library Loan (ILL) Policy*. The existing policies would then need to be reviewed and revised for a subsequent meeting.

Recommendation: Staff recommends that the Library Board re-adopt the *Inter-Library Loan (ILL) Policy*, with appropriate modification of the dates of adoption.

INTER-LIBRARY LOAN (ILL)

1. The City of Saratoga Springs Public Library provides Inter-Library Loan (ILL) services to patrons in accordance with the provision of this policy, and in conformity with national and state ILL codes.
2. A fee of \$3.00 is charged at the time of the initial request ILL request for each item to defray postage and technology costs. Patrons are also charged, with their prior consent, any fees assessed by a loaning library, including lost or damaged materials charges.
3. The City of Saratoga Springs Public Library does not charge a fee when loaning materials to other libraries.
4. The City of Saratoga Springs Public Library borrows the following types of materials through the ILL procedures: books, DVD's, compact disks, reference materials and articles from periodicals.
6. Patrons who do not pick up an ILL which they requested, after they have been notified the item is available, are responsible for ILL charges accrued, including the \$3.00 initial fee for the request. In addition, patrons who do not pick ILLs twice within a twelve-month period may have their inter-library loan privileges suspended for up to six months.
7. The Library Director, or designee will establish procedures, including limitations on the number of inter-library loan requests a patron may have active at a given time, to facilitate the efficient and effective operation of the inter-library loan system.
8. The replacement cost for a lost item on loan to another library will be the list price of the book plus a non-refundable \$20.00 service charge.
9. PROCEDURES. In accordance with the "Inter-Library Loan" (ILL) policy of the City of Saratoga Springs Public Library, the Library Director, or designee establishes the following procedures to facilitate the efficient and effective operation of the system.
 - A. Patrons may have no more than three ILL requests pending at a given time. As requests are filled, new requests may be submitted. The Library Director, or designee may approve exceptions to this limitation when circumstances so warrant.
 - B. A form requesting the ILL may be filled out on the website or at the library. The library will then try to ILL the item through WorldCat .
 - C. Payment for ILLs is due at the time the patron requests materials. However, failure to pick up or use an ILL item after proper notification by the Library does not relieve the patron of the ILL charges. Such charges will be assessed against the patron's record and must be paid before any further ILL requests will be processed, or any further ILL materials are loaned to the patron.
 - D. Some materials borrowed through the ILL system may be renewed. The decision to permit renewal, however, rests with each loaning library, and the request to renew must be

submitted separately on an item-by-item basis. Regardless of when a request to renew is made, the item must be returned to the Library when it is due. The Library will then hold the item until the loaning library approves the renewal, after which the patron will be contacted to pick up the item with its new due date. If the renewal is denied, the Library will notify the patron that the item cannot be renewed and return it to the loaning library.

Adopted: 2/28/2011

Reviewed by Library Board: February 2014

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2019

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	1,258.93	4,896.00	3,637.07	25.7
10-3680-287 MISC SALES - LIBRARY	933.72	2,040.00	1,106.28	45.8
10-3680-288 FINES - LIBRARY	5,924.68	9,455.00	3,530.32	62.7
	8,117.33	16,391.00	8,273.67	49.5
TOTAL OTHER REVENUE				
	8,117.33	16,391.00	8,273.67	49.5
TOTAL FUND REVENUE				

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2019

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	107,612.60	261,876.00	154,263.40	41.1
10-4610-130 EMPLOYEE BENEFITS	25,424.71	64,182.00	38,757.29	39.6
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	7,185.78	25,500.00	18,314.22	28.2
10-4610-260 BUILDINGS MAINTENANCE	7.99	4,750.00	4,742.01	.2
10-4610-330 EDUCATION/TRAINING	1,633.20	2,410.00	776.80	67.8
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	9,068.42	16,820.00	7,751.58	53.9
10-4610-350 PROFESSIONAL/CONTRACT	739.87	1,000.00	260.13	74.0
10-4610-400 BOOK PURCHASES	22,639.46	27,959.00	5,319.54	81.0
10-4610-500 LIBRARY PROGRAMS	1,935.92	3,800.00	1,864.08	51.0
10-4610-550 LIBRARY GRANT EXPENDITURES	5,875.70	6,000.00	124.30	97.9
10-4610-700 CAPITAL OUTLAY	.00	1,469.55	1,469.55	.0
TOTAL LIBRARY SERVICES	<u>182,123.65</u>	<u>415,766.55</u>	<u>233,642.90</u>	<u>43.8</u>
TOTAL FUND EXPENDITURES	<u>182,123.65</u>	<u>415,766.55</u>	<u>233,642.90</u>	<u>43.8</u>
NET REVENUE OVER EXPENDITURES	<u>(174,006.32)</u>	<u>(399,375.55)</u>	<u>(225,369.23)</u>	<u>(43.6)</u>