



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 Brandi Meiners
Library Board Member Joy Bratton
Library Board Member Karin Brown

CITY OF SARATOGA SPRINGS

Tuesday August 13, 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 May 14, 2019.
4. Minutes from meeting canceled on July 9, 2019.
5. 2019 Holiday Scheduled Revision.
6. Directors Report – Melissa Grygla.
 - a. Financial Statement.
7. Annual Update.
8. Announcements.
 - a. Next meeting - Tuesday, September 10th, 2019 @ 6:30pm.
9. Adjourned.

PLEASE NOTE: The order of items may be subject to change with the order of the chair.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City Librarian at 801.766.6513 at least one day prior to the meeting.



MINUTES – Library Board

Tuesday, May 14, 2019

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Present:

Board Members: Katie Leavitt, Christy Jepson, Pam King, Joy Bratton, Karin Brown

Staff: Jill Gardner, Library Assistant

Excused: Brandi Meiners

1. **Call to Order – 6:42 p.m.** by Katie Leavitt, Chair.

2. **Roll Call** – A quorum was present.

3. **Approval of Minutes:**
a. **April 9, 2019**

Motion made by Christy Jepson to approve the minutes of April 9, 2019. Seconded by Karin Brown.

Aye: Katie Leavitt, Christy Jepson, Joy Bratton, Karin Brown

Motion passed 4-0.

4. **Rules of Conduct Policy Review.**

Motion made by Joy Bratton to approve the policy with the suggested revisions. Seconded by Karin Brown.

Aye: Katie Leavitt, Christy Jepson, Joy Bratton, Karin Brown, Pam King.

Motion passed 5-0.

5. **Library Board Member Terms.**

Discussion was had regarding a board members relocation and if a current member wished to renew her term. However, the members wasn't present to make a determination. Follow up will be determined via an in person conversation when Melissa returns.

6. **Director's Report: Melissa Grygla.**

No report was given at this meeting due to the scheduled vacation.

7. **Announcements:**

a. **Next Meeting:** Tuesday, July 9th, at 6:30 PM.

8. **Meeting Adjourned Without Objection at 6:54 p.m. by Vice-Chair.**

Motion made by Joy Bratton to adjourn the meeting. Seconded by Christy Jepson.

Aye: Katie Leavitt, Christy Jepson, Joy Bratton, Karin Brown, Pam King.

Motion passed 5-0.

Date of Approval

Library Board Chair
Katie Leavitt

Library Board Secretary
Pam King



SARATOGA
SPRINGS
LIBRARY

MINUTES – Library Board

Tuesday, July 9, 2019

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

This meeting was canceled due to a lack of a quorum.

Date of Approval

Library Board Chair
Katie Leavitt

Library Board Secretary
Pam King



SARATOGA
SPRINGS
LIBRARY

Library Holiday Schedule

The 2019 original holiday schedule was approved by the City of Saratoga Springs Library Board on Tuesday, November 13, 2018. The 2019 holiday schedule revision correcting the dates of November holidays was approved by the City of Saratoga Springs Library Board on Tuesday, July XX, 2019.

| | |
|------------------------------|------------------------|
| Tuesday, January 1, 2019 | New Year's Day |
| Monday, January 21, 2019 | Martin Luther King Day |
| Monday, February 18, 2019 | Presidents' Day |
| Monday, May 27, 2019 | Memorial Day |
| Thursday, July 4, 2019 | Independence Day |
| Wednesday, July 24, 2019 | Pioneer Day |
| Monday, September 2, 2019 | Labor Day |
| Friday, October 4, 2019 | Close at 5:00 PM |
| Monday, October 14, 2019 | Columbus Day |
| Thursday, October 31, 2019 | Close at 5:00 PM |
| Wednesday, November 27, 2019 | Close at 5:00 PM |
| Thursday, November 28, 2019 | Thanksgiving Day |
| Friday, November 29, 2019 | Day after Thanksgiving |
| Tuesday, December 24, 2019 | Christmas Eve |
| Wednesday, December 25, 2019 | Christmas Day |
| Tuesday, December 31, 2019 | Close at 5:00 PM |

Katie Leavitt, Chair

Pam King, Secretary

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

| | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEARNED</u> | <u>PCNT</u> |
|----------------------------------|-------------------|------------------|------------------|-------------|
| <u>OTHER REVENUE</u> | | | | |
| 10-3680-276 DONATIONS - LIBRARY | 236.80 | 4,896.00 | 4,659.20 | 4.8 |
| 10-3680-287 MISC SALES - LIBRARY | 141.20 | 2,040.00 | 1,898.80 | 6.9 |
| 10-3680-288 FINES - LIBRARY | 850.75 | 9,550.00 | 8,699.25 | 8.9 |
| TOTAL OTHER REVENUE | <u>1,228.75</u> | <u>16,486.00</u> | <u>15,257.25</u> | <u>7.5</u> |
| TOTAL FUND REVENUE | <u>1,228.75</u> | <u>16,486.00</u> | <u>15,257.25</u> | <u>7.5</u> |

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

| | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|--------------|---------------|---------------|--------|
| <u>LIBRARY SERVICES</u> | | | | |
| 10-4610-110 SALARIES & WAGES | 9,545.05 | 321,554.00 | 312,008.95 | 3.0 |
| 10-4610-130 EMPLOYEE BENEFITS | 4,137.87 | 79,818.00 | 75,680.13 | 5.2 |
| 10-4610-134 OVERTIME PAY | .00 | .00 | .00 | .0 |
| 10-4610-210 COMPUTERS & MAINTENANCE | 6,644.64 | 5,500.00 | (1,144.64) | 120.8 |
| 10-4610-260 BUILDINGS MAINTENANCE | .00 | 4,750.00 | 4,750.00 | .0 |
| 10-4610-330 EDUCATION/TRAINING | 90.00 | 2,410.00 | 2,320.00 | 3.7 |
| 10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS | 546.15 | 16,820.00 | 16,273.85 | 3.3 |
| 10-4610-350 PROFESSIONAL/CONTRACT | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-4610-400 BOOK PURCHASES | 5,553.90 | 29,959.00 | 24,405.10 | 18.5 |
| 10-4610-500 LIBRARY PROGRAMS | 226.13 | 4,300.00 | 4,073.87 | 5.3 |
| 10-4610-550 LIBRARY GRANT EXPENDITURES | .00 | .00 | .00 | .0 |
| 10-4610-700 CAPITAL OUTLAY | .00 | .00 | .00 | .0 |
| | | | | |
| TOTAL LIBRARY SERVICES | 26,743.74 | 466,111.00 | 439,367.26 | 5.7 |
| | | | | |
| TOTAL FUND EXPENDITURES | 26,743.74 | 466,111.00 | 439,367.26 | 5.7 |
| | | | | |
| NET REVENUE OVER EXPENDITURES | (25,514.99) | (449,625.00) | (424,110.01) | (5.7) |