



AGENDA – Library Board Meeting

Library Board Member Christy Jepson, Chair
Library Board Member Karin Brown, Vice Chair
Library Board Member Joy Bratton, Secretary
Library Board Member Pam King
Library Board Member Joy Bratton

CITY OF SARATOGA SPRINGS - Tuesday, September 8, 2020 at 6:30 pm

Pursuant to State and Federal Guidelines concerning

COVID19, this Meeting will be conducted electronically.

Meetings are streamlined live at <https://www.youtube.com/c/CityofSaratogaSprings>

Questions and comments to staff and/or Library Board may be submitted to library@saratogaspringscity.com

I, Christy Jepson, the Chair of the City of Saratoga Springs Library Board, hereby determine that conducting the City Council meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location. This written declaration expires 30 days from the date signed.

Christy Jepson, Saratoga Springs Library Board Chair

Expiration: September 30, 2020

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
 - a. August 11, 2020
5. Open Meetings Training- Maren Baker
6. Director's Report – Melissa Grygla
 - a. Financial Statement
 - b. COVID-19 Impacts
 - i. Drive Up Service
 - ii. Grab and Go
7. Announcements
 - a. Next Meeting: Tuesday, October 13, 2020
 - i. Service and Circulation Policy
8. Adjourn.

Board Members may participate in this meeting electronically via video or telephonic conferencing.

The order of the agenda items are subject to change by the Chair. Citizens may address the Library Board during Public Input which has been set aside to express ideas, concerns, and comments on issues not listed on the agenda as a Public Comment. All comments must be recognized by the Chair and addressed through the microphone. Final action may be taken concerning any topic listed on the agenda.

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 Meeting

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

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1. Call to Order at 6:34 PM

2. Roll Call

Board Members: Brandi Meiners, Pam King, Christy Jepson.

Staff: David Johnson and Melissa Grygla.

3. Public Comment. None received.

4. Approval of Minutes:

a. May 12, 2020

Motion made by Brandi Meiners to approve the minutes of May 12, 2020.. Seconded by Christy Jepson.

Aye: Christy Jepson, Brandi Meiners, Pam King.

Motion passed 3-0.

b. July 14, 2020

Motion made by Brandi Meiners to approve the minutes of July 14, 2020. Seconded by Christy Jepson.

Aye: Christy Jepson, Brandi Meiners, Pam King.

Motion passed 3-0.

5. Library Board Chair, Vice-Chair, Secretary

Motion made by Brandi Meiners to appoint Christy Jepson as Chair, Brandi Meiners as Vice-Chair, Joy Bratton as Secretary for 2020-2021. Brandi Meiners to approve the minutes of May 12, 2020.. Seconded by Christy Jepson.

Aye: Christy Jepson, Brandi Meiners, Pam King.

Motion passed 3-0.

6. Food for Fines 2020

a. New dates discussion. Recommendation was given to library board to wait on food for fines until we were in phase green of the COVID plan. City Council has authorized us to waive

overdue fines in the red-yellow phases. A brief summary of revenues earned to date from this budget year.

7. Director's Report – Melissa Grygla
 - a. Financial Statement. Year to date no donations. Miscellaneous sales is lost library cards. Most payments are coming through PayPal with the Koha migration. We've expended 5% of salaries, wages, and benefits. Our annual computer maintained fees have already been paid and we are working toward adding wireless and distance printing services so that customers can print while social distancing. The supplies have not been expended yet, however bills have not been involved yet and are COVID related Make and Take and STEAM kits. Book Purchases Line was over \$10,000 and digital collections was to be \$10,000 a budget adjustment is moving forward with this so that we can maintain our membership in the Beehive Library Consortium. Christy Jepson asked about when we should anticipate COVID reimbursement, the City is working on figuring out what is reimbursable and turning it into the County for reimbursement.
 - b. Statistics and Data for State Report
See the attached power point. Conversation regarding changes related to services for COVID.
 - i. COVID-19 Impacts
 1. Drive Up Service.
 2. Grab and Go
 3. Summer Reading Program. Numbers are down for participation.
8. Announcements
 - a. Next Meeting: Tuesday, September 8th, 2020 and will maybe be a zoom meeting.
 - b. September 10th the Library has been instructed to close for maintenance.
9. Adjourn at 6:56 PM.

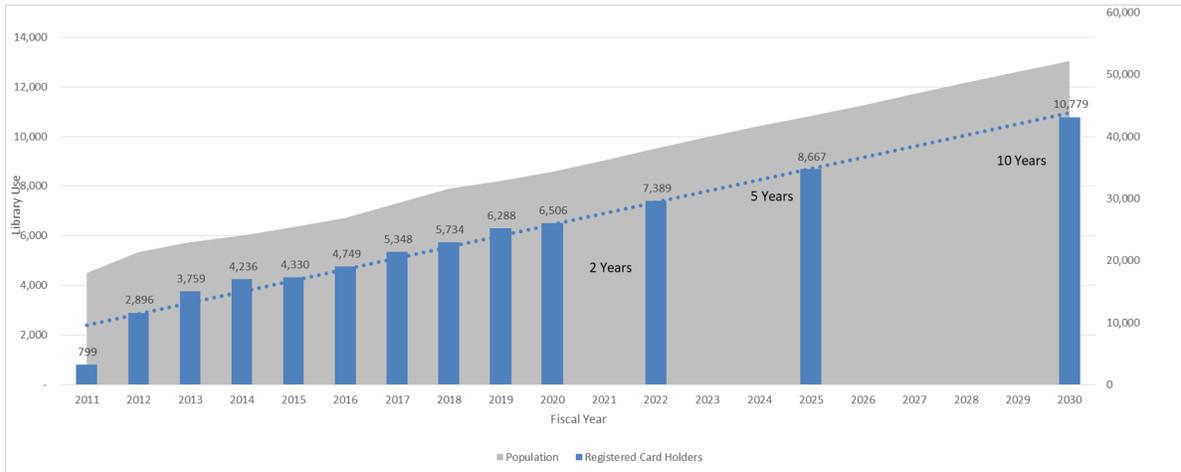
Motion made by Brandi Meiners to adjourn the meeting. Seconded by Pam King.
Aye: Christy Jepson, Brandi Meiners, Pam King.
Motion passed 3-0.

It is hereby determined that conducting the Library Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.



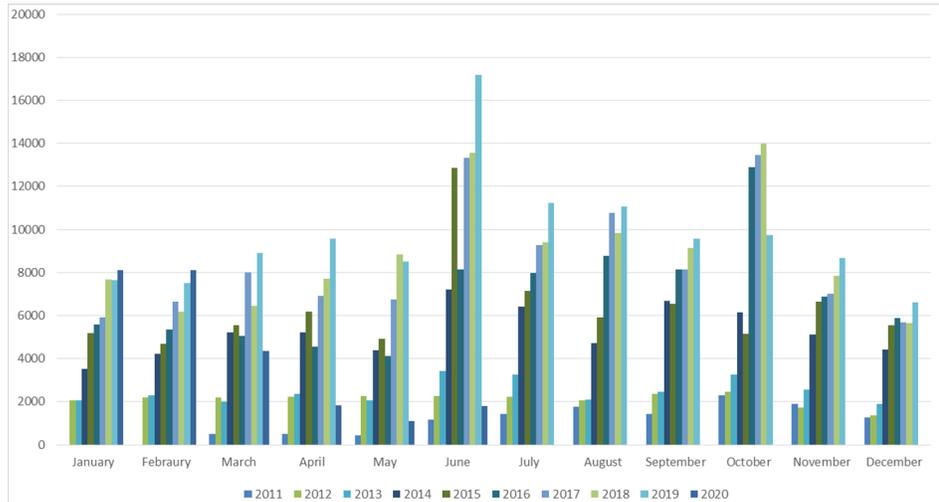


Registered Cardholders



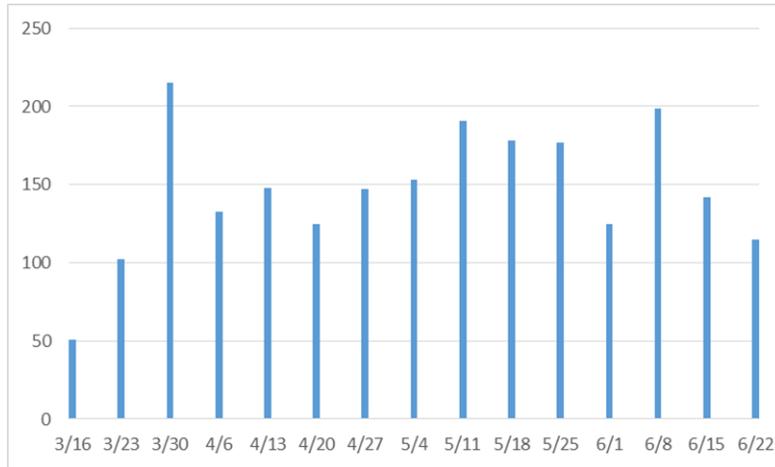
Library Visitors

- April 2020-June 2020 Closed and providing Drive Up Service.
- Added Grab and Go Service June 11th.
- Counts of Library Visitors are only virtual programming views.





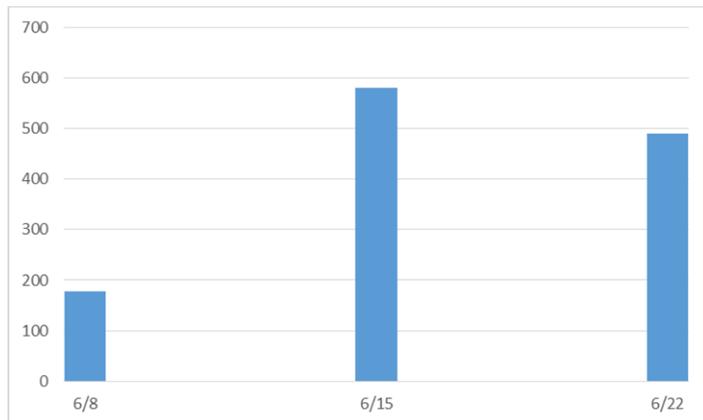
Drive Up Service Usage by Week COVID-19 Response



Grab and Go Service Usage by Week COVID-19 Response

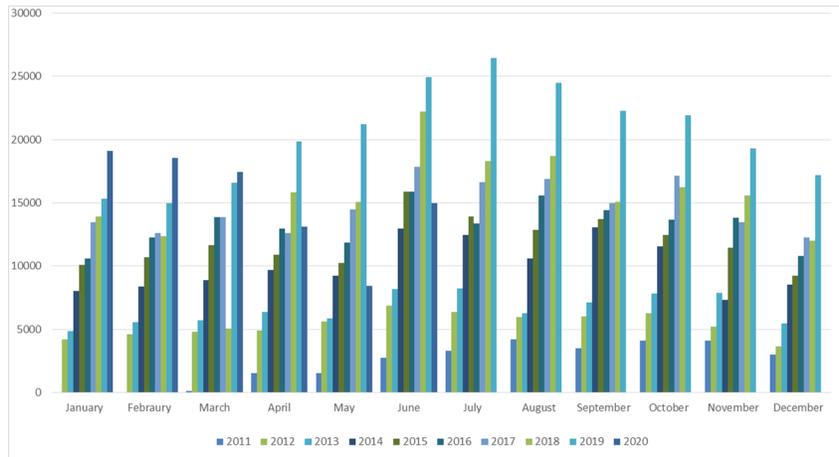
Started June 11th

- Limit 10 Patrons in the Library at a time.
 - Yes, there are times 1 family puts us as capacity.
- Please keep your visits short.
- Payments must be made online or with a credit card.
- Register for your card online.
- Masks are required.
 - Staff are aware for patrons with health issues masks cannot be mandated.
 - Patrons who just don't want to wear a mask are told about their ability to use Drive Up Service.

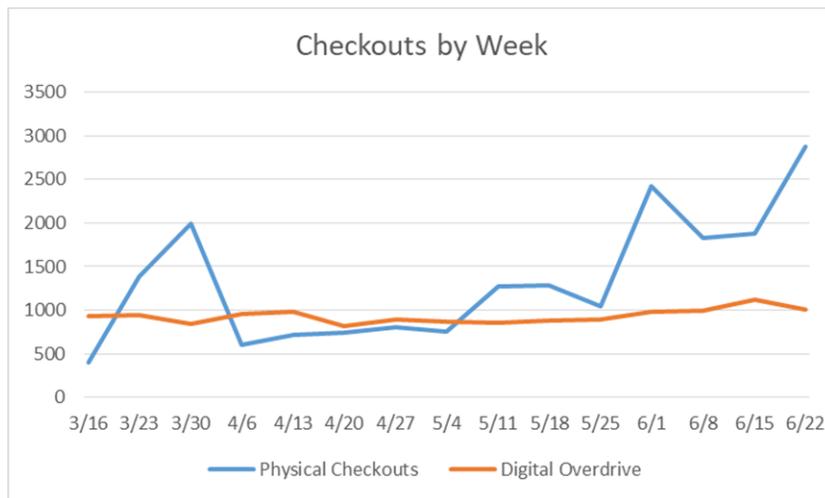




Checked Out Items



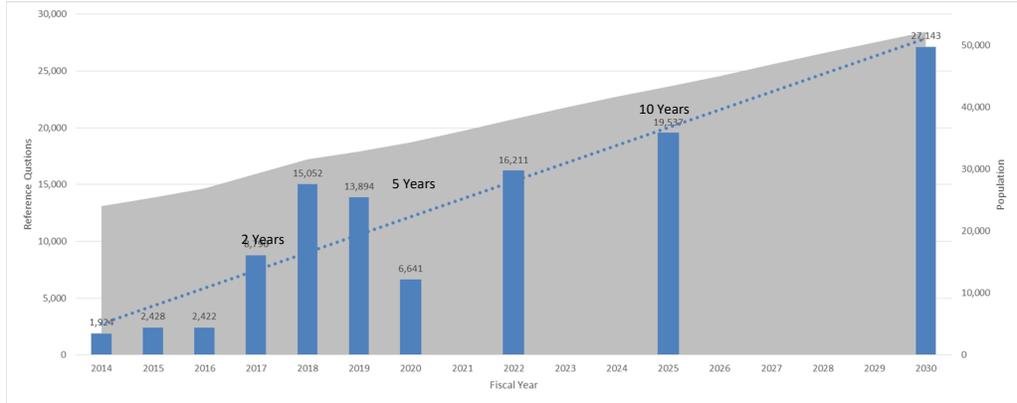
Circulation by Week COVID-19 Response





Reference Questions

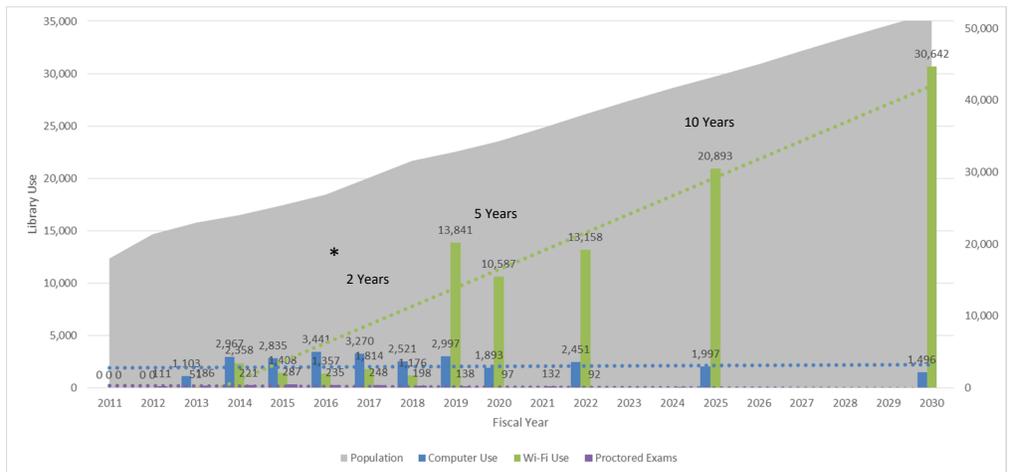
State updates changed methodology. Count questions for 1 week and multiply by 52 for the numbers in the 2020 update.



Computer Usage

Wi-Fi Upgrades:

- Extended Wi-Fi into the parking lot for increased access outside the building.
- Working with IT on Wi-Fi enabled printing, approval of print jobs, and online payment.





Updated Departmental Performance Measures

- April 2020-June 2020
Lobby closed providing Drive Up Service.
- Added Grab and Go Service June 11th.

Name	2017	2018	2019	2020
Visitors	98,100	104,790	115,188	82,482
Items Circulated	182,858	196,607	234,969	222,523
Internet Terminals	34	33	33	33
Number of Internet Terminal Users	3,270	2,521	2,997	1,893
Number of Wi-Fi Users	1,814	1,176	13,841	10,587
Number of Programs	270	440	530	376
Number of Program Attendees	13,683	22,858	16,670	10,071
Number of Registered Users	9,363	5,734	6,288	6,506
Proctored Exams	248	198	138	97
Reference Transactions	8,796	15,052	13,894	6,641



State Benchmarks

Name	2019	Minimum Standard*	Difference
Visitors	115,188	107,207	7,981
Physical Items Circulated**	198,105	157,085	41,020
Electronic Items Circulated**	36,837	18,562	18,275
Internet Terminals	33	-	-
Number of Internet Terminal Users	2,997	8,864	-5,867
Number of Programs	530	344	186
Number of Program Attendees	16,670	11,002	5,668
Total Staff FTE	5.39	9.1	-3.71
Total Reported Operating Expenditures	\$441,387	\$491,301	(\$49,914)
<small>Includes grants and matching costs</small>			
Actual Operating Expenditures	\$363,465		
Collections Budget	8.93%	7.67%	1.26%
Turnover of Electronic Materials	0.3616	0.0236	0.338
Turnover of Physical Materials	8.2636	0.8023	7.4613
Wi-Fi Use	13,841	-	

* Projected: Benchmarks will not be required in 2020 as the Utah State Library is re-evaluating their entire certification process.



Recap of Other Libraries

- American Fork Library has Grab and Go Service during limited hours.
- Pleasant Grove added patron pick up and Grab and Go Service during limited hours.
- Highland Library is open and hosting programs in the park. Drive up service is available by calling ahead for high risk patrons.
- Eagle Mountain is open for Grab and Go Service and Drive Up during limited hours.
- Lehi is providing hold pick up in their lobby with temporary limited hours.
- Salt Lake City is providing Curbside hold pick up by appointment and is accepting returns. Programming remains online.



Increased Demand and Creative Requests

- Digital Services: Overdrive and RBDigital circulation increasing.
 - RBDigital is being sold to Overdrive.
- Free Access to some Databases provided by vendors:
 - TumbleBooks through August.
 - Coursera until December.
- Eagle Mountain residents not wanting to pay for a non-resident card to access services 2-3 patrons calling and/or coming in each day.
- Homebound Delivery and Pickup
- Circulation of Hot Spots and additional recreation equipment

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

		<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>OTHER REVENUE</u>				
10-3680-276	DONATIONS - LIBRARY	3.38	4,896.00	4,892.62	.1
10-3680-287	MISC SALES - LIBRARY	24.00	2,060.00	2,036.00	1.2
10-3680-288	FINES - LIBRARY	372.11	9,646.00	9,273.89	3.9
	TOTAL OTHER REVENUE	<u>399.49</u>	<u>16,602.00</u>	<u>16,202.51</u>	<u>2.4</u>
	TOTAL FUND REVENUE	<u>399.49</u>	<u>16,602.00</u>	<u>16,202.51</u>	<u>2.4</u>

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	40,855.41	345,453.00	304,597.59	11.8
10-4610-130 EMPLOYEE BENEFITS	11,270.23	115,035.00	103,764.77	9.8
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	5,119.24	10,850.00	5,730.76	47.2
10-4610-260 BUILDINGS MAINTENANCE	.00	1,000.00	1,000.00	.0
10-4610-330 EDUCATION/TRAINING	.00	2,410.00	2,410.00	.0
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	2,657.06	16,820.00	14,162.94	15.8
10-4610-350 PROFESSIONAL/CONTRACT	.00	800.00	800.00	.0
10-4610-400 BOOK PURCHASES	3,910.67	29,959.00	26,048.33	13.1
10-4610-410 DIGITAL PURCHASES	2,407.00	10,000.00	7,593.00	24.1
10-4610-500 LIBRARY PROGRAMS	189.90	5,300.00	5,110.10	3.6
10-4610-550 LIBRARY GRANT EXPENDITURES	.00	.00	.00	.0
10-4610-700 CAPITAL OUTLAY	.00	1,469.55	1,469.55	.0
TOTAL LIBRARY SERVICES	<u>66,409.51</u>	<u>539,096.55</u>	<u>472,687.04</u>	<u>12.3</u>
TOTAL FUND EXPENDITURES	<u>66,409.51</u>	<u>539,096.55</u>	<u>472,687.04</u>	<u>12.3</u>
NET REVENUE OVER EXPENDITURES	<u>(66,010.02)</u>	<u>(522,494.55)</u>	<u>(456,484.53)</u>	<u>(12.6)</u>