

Saratoga Springs Public Library Board Meeting
Tuesday, June 14 2016
6:30pm @ Saratoga Springs City Offices

MINUTES

- 1) Call to Order – Chairman- 6:30 pm
- 2) Roll Call - A Quorum was present at the meeting with (4) four voting board member in attendance. They were: Kevin McMillan, Kevin Sater, Jeff Grover, and Pam King. Excused: Ryan Bankhead, Karen Smart, Katie Leavitt, Stephen Willden, and Bud Poduska. Guest: Library Director- Melissa Grygla and Brock Jackson.
- 3) Minutes from meeting on April 12, 2016 are pending.
- 4) Directors Report – Melissa
 - a) Increased usage with summer.
 - b) Self-Check Kiosks delivered today and expected to activate within the next week.
 - c) Statistics— Unfortunately they are not up to date due to summer.
 - d) Volunteers needed who will show up for their scheduled shifts. Minimum age for shelvers is 14.
 - e) Moon Party Scheduled for Saturday, September 10th. Please put it on your calendars to be available to help Larry with this event that evening.
- 5) Potential Board Members: Brock Jackson expressed an interest in joining the board as one of the new members in July.
- 6) Review guidelines for “Service to Patrons with Disabilities” A MOTION to APPROVE the guidelines by Kevin Sater and SECONDED by Jeff Grover. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
- 7) Review Year 2 of 2 regarding probation period
 - a) We have been notified that the library is entering year 2 of probation with the Utah State Library for being unable to attain 6 of the 10 benchmarks. However, a waiver process for rapid growth communities has been approved as an alternative for rapid growth communities. We will remain eligible for grants and state provided services as long as we are eligible for the waiver.
- 8) Old Business

a) Nominating Library Board Secretary- A MOTION nominating Pam King as the Library Board Secretary was made by Jeff Grover and SECONDED by Kevin Sater. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.

9) New Business

10) Announcements

i) Next meeting - Tuesday, 12 July 2016 @ 6:30 PM

ii) Meeting scheduled for Tuesday, 11 October 2016 @ 6:30 PM will not be held at the recommendation of the board.

11) Adjourned- A MOTION to AJOURN the meeting by Kevin Sater and SECONDED by Jeff Grover. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative. 7:06 pm

Approved 7-12-16

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CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2016

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	5,079.71	1,200.00	(3,879.71)	423.3
10-3680-287 MISC SALES - LIBRARY	1,117.59	2,000.00	882.41	55.9
10-3680-288 FINES - LIBRARY	8,374.14	3,000.00	(5,374.14)	279.1
TOTAL OTHER REVENUE	<u>14,571.44</u>	<u>6,200.00</u>	<u>(8,371.44)</u>	<u>235.0</u>
TOTAL FUND REVENUE	<u>14,571.44</u>	<u>6,200.00</u>	<u>(8,371.44)</u>	<u>235.0</u>

CITY OF SARATOGA SPRINGS
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2016

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	75,712.56	115,092.00	39,379.44	65.8
10-4610-130 EMPLOYEE BENEFITS	21,132.03	31,412.00	10,279.97	67.3
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	40,186.10	53,500.00	13,313.90	75.1
10-4610-260 BUILDINGS MAINTENANCE	1,881.50	2,250.00	368.50	83.6
10-4610-330 EDUCATION/TRAINING	1,666.11	1,410.00	(256.11)	118.2
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	7,056.73	7,800.00	743.27	90.5
10-4610-350 PROFESSIONAL/CONTRACT	1,928.10	2,000.00	71.90	96.4
10-4610-400 BOOK PURCHASES	25,207.45	29,371.00	4,163.55	85.8
10-4610-500 LIBRARY PROGRAMS	1,618.35	3,800.00	2,181.65	42.6
10-4610-550 LIBRARY GRANT EXPENDITURES	26,619.80	25,610.00	(1,009.80)	103.9
10-4610-700 CAPITAL OUTLAY	4,926.05	9,801.00	4,874.95	50.3
TOTAL LIBRARY SERVICES	<u>207,934.78</u>	<u>282,046.00</u>	<u>74,111.22</u>	<u>73.7</u>
TOTAL FUND EXPENDITURES	<u>207,934.78</u>	<u>282,046.00</u>	<u>74,111.22</u>	<u>73.7</u>
NET REVENUE OVER EXPENDITURES	<u>(193,363.34)</u>	<u>(275,846.00)</u>	<u>(82,482.66)</u>	<u>(70.1)</u>

SERVICE TO PATRONS WITH DISABILITIES

1. The City of Saratoga Springs Public Library ("Library") complies with the City of Saratoga Springs ("City") policies regarding the provision of services to citizens with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA").

The Library makes reasonable accommodations to provide services to citizens with disabilities in accordance with the requirements of the ADA.

The intent of these guidelines is to establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principles of reasonable accommodation and within the scope of the Library's mission, goals, and resources.

2. **GUIDELINES.** It is the intent of the Library to comply with the provisions of the ADA. As a result, the Library wishes to establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principle of reasonable accommodation and within the scope of the Library's mission, goals, and resources. Pursuant to the ADA, no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the Library, or be subjected to discrimination by the Library. These guidelines will assist Library employees and volunteers to comply with the ADA.

A person is considered to be disabled for the purposes of this policy if the person has: (A) a physical or mental impairment that substantially limits one or more of the person's major life activities; (B) a prior record of such an impairment; or (C) is regarded as having such an impairment.

3. **PROCEDURES.** The following procedures are established in fulfillment of this requirement. They are intended to be applied by all staff members and volunteers in carrying out the public services of the Library. Staff members or volunteers uncertain about how to apply the procedures in a particular situation should, if feasible, consult the Library Director, who should consult with the City Attorney or Human Resources if feasible.

- A. **General Services.** Individual patrons with a disability may require assistance in order to utilize the services of the Library. Cases in which such assistance may be required include, but are not limited to: sight-impaired patrons requiring assistance in reading terminal screens or reading reference materials, patrons in wheelchairs requiring assistance in retrieving books from high shelves, patrons with arthritis requiring assistance in using a keyboard. In these and similar cases, the staff member or volunteer will:

- (1) Evaluate the type of assistance needed and provide it with as much thoroughness as possible. For example, the solution may require the Library to purchase an assistive device or to refer the patron to another agency, such as the Library for the Blind at the Utah State Library.
- (2) In cases in which a significant amount of staff or volunteer time is required to meet the request for assistance, and neither the library staff nor volunteer is able to commit the time to provide the service under the circumstances, the library staff will attempt to arrange a designated time when the service can be rendered. Extensive reading from reference materials may be such a case. In situations in which it is possible, patrons requiring extensive assistance can be encouraged to contact the staff to make arrangements before coming to the Library.
- (3) In all cases, the Library is not required to provide an accommodation that would cause the Library undue burden such as imposing an undue financial or administrative burden on the Library or result in a fundamental alteration in the nature of a service, program, or activity. Due to the small size of the Library, hardship could likely exist due to the lack of resources of the Library. Also, hardship may occur if the patron is unwilling or unable to share in the costs of making the accommodation. The Library employee or volunteer should always consult with the Director, who should consult with the City Attorney and/or Human Resources, prior to making a determination that the accommodation will not be provided because it causes an undue hardship on the Library.
- (4) Per the ADA, it is not required that patrons specifically request a reasonable accommodation where it is apparent that the patron is a person with a disability and the Library employee or volunteer is aware that such person is being excluded from participation or being denied the benefits of the services, programs, or activities of the Library without a reasonable accommodation. In such a case, the reasonable accommodation should be made. Library employees and volunteers should consult with the Director, who should consult with the City Attorney and/or Human Resources, in making such determination.

B. Programs. Individuals with a disability may require certain reasonable accommodations in order to participate in a library-sponsored program. Cases in which such accommodations may be desired include, but are not limited to a sign language interpreter for the hearing impaired, magnifying devices to make overhead projections clear for the visually impaired, or

special assistance for a physically impaired child to participate in a hands-on program activity.

Any patron who is deemed to be a person with a disability who is interested in attending a program and notifies the Library of the accommodation one week before the scheduled program should be provided reasonable accommodations in accordance with these guidelines. The Library Director will investigate feasibility and cost and other considerations herein. The Library will notify the patron of its findings, and will make appropriate arrangements if the accommodation is judged to be reasonable and not an undue hardship.

4. APPEALS. A patron who believes that a reasonable accommodation was not or is not being made in order to afford an individual with a disability a reasonable accommodation should contact the Library Board. The final decision regarding accommodations rests with the Library Board after consulting with Human Resources or the City Attorney. A patron wishing to receive a formal reply must submit a written request to the Library Board. The Library Board will respond in writing within five workdays.

Adopted: June 14, 2016

Reviewed by Library Board: June 14, 2016