

Saratoga Springs Public Library Board Meeting
Tuesday, 12 July 2016
6:30pm @ Saratoga Springs City Offices

Minutes

1. Call to Order – Chair – 6:30 pm
2. Roll Call - A Quorum was present at the meeting with (5) five voting board members in attendance. They were: Kevin McMillan, Katie Leavitt, Brock Jackson, Brandi Meiners and Pam King; excused - Stephen Willden, Ryan Bankhead, Karen Smart, Bud Poduska, Jill Gardner; with Library Director- Melissa Grygla
3. Minutes from meeting held on 12 July 2016 - A MOTION to APPROVE the minutes was made by Katie Leavitt and SECONDED by Pam King. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. Directors Report – Melissa
 - a. June End of Year Finance Report- See Attached.
 - b. Statistics— See Attached Annual Presentation
 - c. New re-rectification process was released by the Utah State Library. Allows for a waiver if growth is faster than the national average over the last 3 years.
 - d. North Utah County Library Cooperative- Still no update on the bylaws.
 - e. Moon Party, September 10th Neptune Park begins at 7:00 PM. Set up is typically at 6:30.
 - f. Great Pumpkin Event: Friday October 7 5:30-8:30 Shay Park. Already have packaged crafts and books for Katie and Karen. Civic Events will be setting up the tables for crafting and an area for the story time.
 - g. Grants-
 - i. All projects within time line. Still the occasional issue with RFID
 - h. Leave- Tentatively
 - i. Gone 4 weeks- Tentatively September 25th to October 22nd
 - ii. Part Time October 24th to November 3rd
 - iii. Calendar of events needs to be created/updated by August at the latest as well as any necessary flyers or advertisements for the City Newsletter, website, etc.
 - iv. Backup plan: We are putting a second person in charge of the day to day while I'm gone. Work from home/phone as needed, in emergency situations.
 - i. My Schedule:
 - i. As we're training for new positions, I'll be Monday-Saturday some weeks, others Tuesday-Saturday.
 - ii. Regular schedule: Monday-Thursday 8 AM to 7 PM.
 1. Once I'm back from my leave I will be following my regular schedule more strictly.
 - j. Closed: I am still coming in on these holiday's to empty the overflowing book drop.
 - i. Monday, July 25, 2016 Pioneer Day (observed)

- ii. Monday, September 5, 2016 Labor Day
- iii. Thursday, November 24, 2016 Thanksgiving Day
- iv. Friday, November 25, 2016 Day after Thanksgiving, (In place of Veterans Day Observed).
- v. Saturday, December 24, 2016 Christmas Eve (In place of New Year's Day Observed).
- vi. Monday, December 26, 2016 Christmas Day (observed)
- vii. Early Closures:
 - 1. Wednesday, November 23, 2016 Open 10-5. Closing early from 5-7.
- k. Library Records Policy & Staff Report- See Attached Staff Report and Library Records Policy.

5. Old Business

- a. Moon Party-September 10 at Neptune Park 7:00. Meet Larry at 6:30.
- b. Open Meetings Training for Library Board September 13 at 6:30pm
- c. Great Pumpkin Event on October 7 at Shay Park. 5:30-8:30

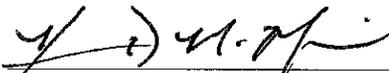
6. New Business

7. Announcements

- a. Next meeting - Tuesday, 12 September 2016 @ 6:30pm

8. Adjourned - MOTION to Adjourn was made by Katie Leavitt and SECONDED by Brandi Meiners. In roll call voting, the motion passed unanimous in the affirmative @7:25pm.

Date APPROVED by Library Board September 13 2016.


Kevin McMillan, Chairman


Pam King, Secretary

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2016

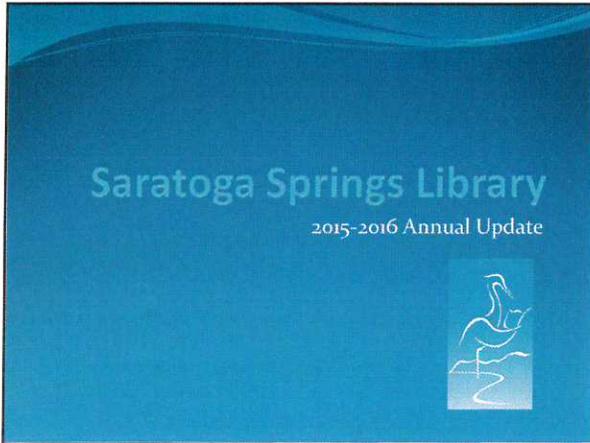
GENERAL FUND

	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	5,275.46	1,200.00	(4,075.46)	439.6
10-3680-287 MISC SALES - LIBRARY	1,302.59	2,000.00	697.41	65.1
10-3680-288 FINES - LIBRARY	9,335.15	3,000.00	(6,335.15)	311.2
TOTAL OTHER REVENUE	15,913.20	6,200.00	(9,713.20)	256.7
TOTAL FUND REVENUE	15,913.20	6,200.00	(9,713.20)	256.7

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2016

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	91,860.27	115,092.00	23,231.73	79.8
10-4610-130 EMPLOYEE BENEFITS	24,366.42	31,412.00	7,045.58	77.6
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	53,991.10	53,500.00	(491.10)	100.9
10-4610-260 BUILDINGS MAINTENANCE	2,172.90	2,250.00	77.10	96.6
10-4610-330 EDUCATION/TRAINING	1,666.11	1,410.00	(256.11)	118.2
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	8,246.04	7,800.00	(446.04)	105.7
10-4610-350 PROFESSIONAL/CONTRACT	1,928.10	2,000.00	71.90	96.4
10-4610-400 BOOK PURCHASES	29,217.62	30,137.00	919.38	97.0
10-4610-500 LIBRARY PROGRAMS	2,707.24	3,800.00	1,092.76	71.2
10-4610-550 LIBRARY GRANT EXPENDITURES	27,646.07	25,610.00	(2,036.07)	108.0
10-4610-700 CAPITAL OUTLAY	4,926.05	9,801.00	4,874.95	50.3
TOTAL LIBRARY SERVICES	<u>248,727.92</u>	<u>282,812.00</u>	<u>34,084.08</u>	<u>88.0</u>
TOTAL FUND EXPENDITURES	<u>248,727.92</u>	<u>282,812.00</u>	<u>34,084.08</u>	<u>88.0</u>
NET REVENUE OVER EXPENDITURES	<u>(232,814.72)</u>	<u>(276,612.00)</u>	<u>(43,797.28)</u>	<u>(84.2)</u>



Hours

Expanded Hours to begin August 1st 2016.

Monday-Friday 10:00 AM-7:00 PM
Saturday 10:00 AM – 5:00 PM

Comparison 2014 to 2016

2015-2016	2014-2015	2013-2014
25,407 Census Population	24,356 Census Population	22,719 Census Population
384 Programs	441 Programs*	287 Programs
7,863 Cardholders	6,531 Cardholders	5,233 Cardholders
69,777 Visits to the Library	72,869 Visits to the Library	45,301 Visits to the Library
151,130 Check Outs	132,476 Check Outs	98,733 Check Outs
4,774 Reference Questions	2,428 Reference Questions	2,513 Reference Questions
2,835 Computer Users	3,441 Computer Users	2,967 Computer Users

Collection Size remains relatively stable around 22,000.

Programming Challenges

- After 5 years of running programs on volunteers, they are burning out.
- Replacing a story teller takes 3-6 months of recruitment.
- This results in a lower number of story times and a higher number of program cancellations.

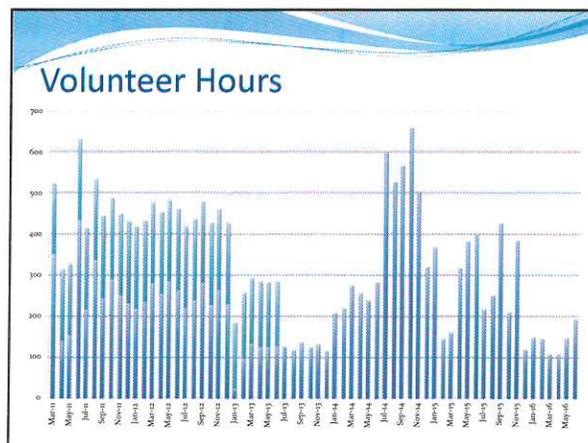
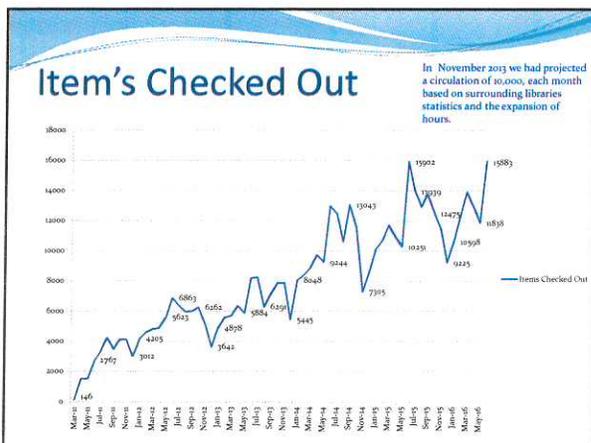
Visitor Counting Challenges

- June 2015 1 week 1,832 Visitors
- June 2016 1 Week
 - Hand Counted 1,334
 - Gate Counted 2,352
- Our number of visitors hasn't REALLY gone down, staff availability to accurately count visitors has decreased as they fill in for volunteer absences.

Computer User Challenges

- Cancellation of the Spring Session of the Literacy Center contributed to the decline in usage.
- Shorter sessions of the literacy center due to volunteer availability has also contributed to the decline in computer usage.





How we are meeting community demands?

- Expanding hours.
- Working with Civic Events for Special Events.
- Purchasing materials based on requests, utilizes about 25% of our funding for materials each year.
- Partnership with Extension Office of the University for adult programs.

Future Logistical Challenges...

- Volunteer Sustainability
- Maintaining Programming
 - Literacy Center lack of tutors
 - Story Tellers- This summer 1 out of 4 story tellers have been able to attend their scheduled story times. We're groups of people each week with cancelations.
 - Merit Badge Classes: Teachers are the same 3-5 volunteers, despite efforts to reach out to new potential volunteers. None of our volunteers were available this summer.
- Staffing need based on population of 25,500 is 7 FTE
- Ongoing communication with residents

Value Delivered FY 2014-2015

\$ 3,022,600	Items checked out x \$20.00
\$ 42,050	People attending programs at \$5.00
\$ 23,870	Reference questions answered at \$5.00
\$ 28,350	Computer users at \$10.00 per use
\$ 3,116,870	Total Monetary Value FY 2015-2016
\$ 2,757,440	Total Monetary Value FY 2014-2015
\$ 2,068,585	Total Monetary Value FY 2013-2014
\$ 1,577,580	Total Monetary Value FY 2012-2013

Library Board Staff Report

Author: Melissa Grygla, Library Director

Subject: Library Records Policy

Date: July 6, 2016

Type of Item: Resolution



Summary Recommendations: The Library Board should revoke the existing Library Records Policy as all portions of the policy are covered by the Utah and federal law.

Description:

A. Topic: Library Records

B. Background: During the Library's initial establishment the Library Records Policy was created by the Library Board and volunteers. At that time they took the policy that Eagle Mountain Public Library had in place, made the necessary modifications and adopted the policy.

C. Funding Source: There are no anticipated funding impacts of revoking the Library Records policy.

Analysis:

In order to meet state recertification requirements 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 Library Records policy has been completed by the Library Director in 2016.

In meetings and substituent conversations with the City Attorney and Utah State Library, it was determined that creating and maintaining a Library Records policy is no longer a Utah State Library mandated requirement. Since the Library is already to comply with Utah and federal

law, there is no need to duplicate the requirements in the Library's policies. Doing so creates the potential for conflict and the need to regularly update the policies when the law changes.

Furthermore since the existing policy states that the library will follow Utah and federal law, a decision to recommend the removal of this policy has been made. Instead the Library will establish a training schedule for staff to discuss procedures related to Utah and federal law which pertain to library and the types of records which may or may not be released.

E. Department Review: City Manager, City Attorney, Library

Alternatives:

A. Approve the Request: Staff recommends that the Library Board revoke the current Library Records Policy.

B. Deny the Request: The Library Board could deny the request to revoke the current Library Records Policy. The existing policy would then need to be reviewed and revised for a subsequent meeting.

Recommendation: Staff recommends that the Library Board revoke the current Library Records Policy.

LIBRARY RECORDS

1. The City of Saratoga Springs Public Library retains administrative, financial, operational and personnel documents and records, and makes them available to the public, in compliance with City ordinances and relevant Utah state and federal laws.

2. In accordance with Section 63-2-302 (1)[©], Utah code Annotated, or such other provision as may be adopted by the Utah Legislature, which defines as private “records of publicly funded libraries that when examined alone or with other records identify a patron,” the City of Saratoga Springs Public Library will disclose the following records only when requests comply with the conditions established in Section 63-2-201 (5), Section 63-2-202, or Section 63-2-206, Utah Code Annotated or such other provision as may be adopted by the Utah legislature **or the federal government**:
 - Registration Records, including but not limited to the names, addresses, telephone numbers, names of spouses and dependents of individuals who have applied for library cards.

 - Circulation Records, including but not limited to materials checked out to a patron, materials checked out in the past to a patron, the names of patrons to whom a particular title is or has been checked out, the library borrowing patterns of a patron, and materials on in-house loan to a patron.

 - Patron Financial Records, including but not limited to a patron’s fine history, amounts paid methods of payment and dates of payment.

 - Operational records related to patrons, including but not limited to registration for programs, documentation on patron-related circulation and behavior problems, and correspondence on patron-related circulation and behavior problems.

3. When information regarding a patron’s registration, circulation, financial, or operational records, is discussed in a public area with the patron, **an individual with legal responsibility for the patron**, or an individual authorized to use the patron’s library card, the conversation is not considered “disclosure” of a private record in terms of this policy. For purposes of the policy, possession of a library card by a member of a patron’s immediate family—including spouse, children under the age of 18 and children who remain under the parent’s guardianship past the age of 18—constitutes “authorized use.”

4. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the City of Saratoga Springs

Public Library may pursue available legal remedies against an individual who by false pretense, bribery, or theft, gains access to any private, controlled, or protected record retained by the Library. The decision to pursue legal remedies is made in consultation with the City of Saratoga Springs Attorney. When legal action is taken under the provisions of this policy, the Library Board will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.

5. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the City of Saratoga Springs Public Library may pursue available legal remedies against a Library staff member who intentionally discloses or provides a copy of any private, controlled, or protected record retained by the Library to any person knowing that such disclosure is prohibited. The decision to pursue legal remedies is made in consultation with the City of Saratoga Springs Attorney. When legal action is taken under the provisions of this policy, the Library Board will be so notified and if circumstances so warrant, will be asked by the Library Director to formally approve the action.

Adopted: 2/28/2011

Reviewed by Library Board: February 2014