



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
Library Board Member Term Unfilled

CITY OF SARATOGA SPRINGS

Tuesday May 12 2020 at 6:30 pm

Pursuant to State and Federal Guidelines concerning COVID19, this Meeting will be conducted electronically.

Meetings are streamlined live electronically at

<https://www.youtube.com/c/CityofSaratogaSprings>

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

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
 - a. March 12, 2020
5. Library Board Expiring Terms
6. Food for Fines 2020
 - a. April 13th to April 25th
 - b. New dates discussion
7. Director's Report – Melissa Grygla
 - a. Financial Statement
 - b. COVID-19 Impacts
 - i. Drive Up Service
 - ii. SPLASH
 - iii. Summer Reading Program
8. Announcements
 - a. Next Meeting: Tuesday, July 14, 2020
9. 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.



Minutes– 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 March 12, 2020 at 6:00 pm

City of Saratoga Springs Conference Room

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

Present:

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

Staff: Melissa Grygla, Library Director

Excused: Brandi Meiners

1. **Call to Order- 6:10 PM** by Katie Leavitt, Chair.

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

3. Approval of Minutes:

a. February 11, 2020

b. March 10, 2020

Motion made by Karin Brown to approve the minutes of February 11, 2020 and March 10, 2020. Seconded by Joy Bratton.

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

Motion passed 5-0.

4. Software Transition and Policies

a. May 2nd at closing to May 4th at 9:00 AM

b. Policy Revisions Effective 05/04/2020

i. Collection Development Policy

ii. Internet Access Policy

iii. Patron Behavior and Rules of Conduct

iv. Service & Circulation

Motion made by Joy Bratton to approve the revised policies with the suggested changes to become effective on May 4, 2025. Seconded by Karin Brown.

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

Motion passed 5-0.

5. Food for Fines 2020 April 13th to April 25th

Motion made by Joy Bratton to modify the Food for Fines dates to April 20th to May 23rd due to the expected changes in service during COVID-19. Seconded by Christy Jepson.

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

Motion passed 5-0.

6. 2020-2021 Tentative Holiday Closure Schedules

Discussion regarding staff response to Holiday Closure Survey. Board gave direction to complete another survey in November regarding the 2020-2021 Holiday closure schedule and to discuss the holiday schedule at that point.

7. Director's Report. – Melissa Grygla

- a. Financial Statement
- b. Cover-to-Cover

8. Announcements.

- a. Next Meeting: Tuesday, April 14, 2020

9. Adjourn without objection at 6:57 p.m. by Chair.

Motion made by Joy Bratton to adjourn the meeting. Seconded by Karin Brown.

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

Motion passed 5-0.

Date of Approval

Library Board Chair
Katie Leavitt

Library Board Secretary
Pam King

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 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 | 1,534.95 | 4,896.00 | 3,361.05 | 31.4 |
| 10-3680-287 MISC SALES - LIBRARY | 1,227.90 | 2,040.00 | 812.10 | 60.2 |
| 10-3680-288 FINES - LIBRARY | 7,791.67 | 9,550.00 | 1,758.33 | 81.6 |
| TOTAL OTHER REVENUE | <u>10,554.52</u> | <u>16,486.00</u> | <u>5,931.48</u> | <u>64.0</u> |
| TOTAL FUND REVENUE | <u>10,554.52</u> | <u>16,486.00</u> | <u>5,931.48</u> | <u>64.0</u> |

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

| | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|----------------------|----------------------|----------------------|----------------|
| <u>LIBRARY SERVICES</u> | | | | |
| 10-4610-110 SALARIES & WAGES | 207,141.66 | 321,554.00 | 114,412.34 | 64.4 |
| 10-4610-130 EMPLOYEE BENEFITS | 62,031.38 | 79,818.00 | 17,786.62 | 77.7 |
| 10-4610-134 OVERTIME PAY | .00 | .00 | .00 | .0 |
| 10-4610-210 COMPUTERS & MAINTENANCE | 13,743.45 | 7,000.00 | (6,743.45) | 196.3 |
| 10-4610-260 BUILDINGS MAINTENANCE | .00 | 4,750.00 | 4,750.00 | .0 |
| 10-4610-330 EDUCATION/TRAINING | 6,278.41 | 2,410.00 | (3,868.41) | 260.5 |
| 10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS | 15,604.87 | 16,820.00 | 1,215.13 | 92.8 |
| 10-4610-350 PROFESSIONAL/CONTRACT | 762.00 | 1,000.00 | 238.00 | 76.2 |
| 10-4610-400 BOOK PURCHASES | 44,951.02 | 29,959.00 | (14,992.02) | 150.0 |
| 10-4610-500 LIBRARY PROGRAMS | 5,678.21 | 4,300.00 | (1,378.21) | 132.1 |
| 10-4610-550 LIBRARY GRANT EXPENDITURES | 1,692.54 | 6,600.00 | 4,907.46 | 25.6 |
| 10-4610-700 CAPITAL OUTLAY | .00 | 1,469.55 | 1,469.55 | .0 |
| | | | | |
| TOTAL LIBRARY SERVICES | <u>357,883.54</u> | <u>475,680.55</u> | <u>117,797.01</u> | <u>75.2</u> |
| | | | | |
| TOTAL FUND EXPENDITURES | <u>357,883.54</u> | <u>475,680.55</u> | <u>117,797.01</u> | <u>75.2</u> |
| | | | | |
| NET REVENUE OVER EXPENDITURES | <u>(347,329.02)</u> | <u>(459,194.55)</u> | <u>(111,865.53)</u> | <u>(75.6)</u> |