



SARATOGA
SPRINGS
LIBRARY

AGENDA – 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

CITY OF SARATOGA SPRINGS - Tuesday, July 14 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

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
 - a. May 12, 2020
5. Library Board Chair, Vice-Chair, Secretary
6. Food for Fines 2020
 - a. New dates discussion
7. Director's Report – Melissa Grygla
 - a. Financial Statement
 - b. Statistics and Data for State Report
 - c. COVID-19 Impacts
 - i. Drive Up Service
 - ii. Grab and Go
 - iii. Summer Reading Program
8. Announcements
 - a. Next Meeting: Tuesday, August 11, 2020
9. Adjourn.

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.

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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.



SARATOGA
SPRINGS
LIBRARY

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
Library Board Member Term Unfilled

CITY OF SARATOGA SPRINGS

Tuesday May 12 2020

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

Present:

Board Members: Katie Leavitt, Christy Jepson, Brandi Meiners, Joy Bratton.
Staff: David Johnson and Melissa Grygla.

Excused:

1. Call to Order at 6:40 PM.
2. Roll Call. A quorum was present.
 - a. Present: Katie Leavitt, Joy Bratton, Christy Jepson, Brandi Meiners.
 - b. Guests: David Johnson and Melissa Grygla
3. Public Comment. None received via the comment email address listed.
4. Approval of Minutes:

Motion made by Christy Jepson to approve the minutes of March 12, 2020. Seconded by Joy Bratton. Aye: Katie Leavitt, Christy Jepson, Brandi Meiners, Joy Bratton. Motion passed 4-0.
5. Library Board Expiring Terms. Discussion of Katie's term expiring, extending Joy Bratton's term by 1 year, and Christy Jepson is signing up for a second term.
6. Food for Fines 2020
 - a. April 13th to April 25th
 - b. New dates discussion, determined that the Board would prefer to postpone the collection of canned goods because of COVID-19. It will be discussed at a later date.
7. Director's Report – Melissa Grygla
 - a. Financial Statement.
 - i. Salary savings of 40% because the City budgets to a midpoint, and we fill at the base salary. Software expenditures was very high since we migrated software, however we can expect our return on our investment within 18 months.
 - ii. Grant from Utah State Library we've started purchasing board games and a library of things so that residents have access to additional materials.
 - iii. New software has improved search ability for customers.

b. COVID-19 Impacts

- i. Drive Up Service: During all of our regular library hours. We've added craft kits on Monday, STEAM kits on Thursday.
 1. Drive up service is not the most effective method of service, however we're open and giving customers the opportunity to use services.
- ii. SPLASH was delayed this year and they were tentatively looking at something in August.
- iii. Summer Reading Program is ready to post on June 1st. There will be printed versions in the lobby of the building, on the website, or via Drive up Service. Taffi had everything planned, however it may be August before we're able to hand prizes out. Discussion of the statistics reported to the Utah State Library.

8. Announcements

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

9. Adjourn. Motion made by Joy Bratton to approve adjournment at 6:54 PM seconded by Brandi Meiners. Aye: Katie Leavitt, Christy Jepson, Brandi Meiners, Joy Bratton. Motion passed 4-0.

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2020

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	1,535.95	4,896.00	3,360.05	31.4
10-3680-287 MISC SALES - LIBRARY	1,455.89	2,040.00	584.11	71.4
10-3680-288 FINES - LIBRARY	8,069.91	9,550.00	1,480.09	84.5
TOTAL OTHER REVENUE	11,061.75	16,486.00	5,424.25	67.1
TOTAL FUND REVENUE	11,061.75	16,486.00	5,424.25	67.1

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2020

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	247,852.89	321,554.00	73,701.11	77.1
10-4610-130 EMPLOYEE BENEFITS	73,896.69	79,818.00	5,921.31	92.6
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	14,442.63	7,000.00	(7,442.63)	206.3
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	18,526.60	16,820.00	(1,706.60)	110.2
10-4610-350 PROFESSIONAL/CONTRACT	822.00	1,000.00	178.00	82.2
10-4610-400 BOOK PURCHASES	49,329.09	29,959.00	(19,370.09)	164.7
10-4610-500 LIBRARY PROGRAMS	4,916.61	4,300.00	(616.61)	114.3
10-4610-550 LIBRARY GRANT EXPENDITURES	6,614.02	6,600.00	(14.02)	100.2
10-4610-700 CAPITAL OUTLAY	.00	1,469.55	1,469.55	.0
TOTAL LIBRARY SERVICES	<u>422,678.94</u>	<u>475,680.55</u>	<u>53,001.61</u>	<u>88.9</u>
TOTAL FUND EXPENDITURES	<u>422,678.94</u>	<u>475,680.55</u>	<u>53,001.61</u>	<u>88.9</u>
NET REVENUE OVER EXPENDITURES	<u>(411,617.19)</u>	<u>(459,194.55)</u>	<u>(47,577.36)</u>	<u>(89.6)</u>