



## 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  
Library Board Member Karin Brown

---

### 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 electronically at

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

Questions and comments to staff and/or Library Board may be submitted to [library@saratogaspringscity.com](mailto: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.

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.



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 13<sup>th</sup> to April 25<sup>th</sup>
  - 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 1<sup>st</sup>. 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

|                                  | <u>YTD ACTUAL</u> | <u>BUDGET</u>    | <u>UNEARNED</u> | <u>PCNT</u> |
|----------------------------------|-------------------|------------------|-----------------|-------------|
| <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              | <u>11,061.75</u>  | <u>16,486.00</u> | <u>5,424.25</u> | <u>67.1</u> |
| TOTAL FUND REVENUE               | <u>11,061.75</u>  | <u>16,486.00</u> | <u>5,424.25</u> | <u>67.1</u> |

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             |
| <br>                                      |                      |                      |                     |                |
| TOTAL LIBRARY SERVICES                    | <u>422,678.94</u>    | <u>475,680.55</u>    | <u>53,001.61</u>    | <u>88.9</u>    |
| <br>                                      |                      |                      |                     |                |
| TOTAL FUND EXPENDITURES                   | <u>422,678.94</u>    | <u>475,680.55</u>    | <u>53,001.61</u>    | <u>88.9</u>    |
| <br>                                      |                      |                      |                     |                |
| NET REVENUE OVER EXPENDITURES             | <u>( 411,617.19)</u> | <u>( 459,194.55)</u> | <u>( 47,577.36)</u> | <u>( 89.6)</u> |