



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 Brock Jackson
Library Board Member Brandi Meiners
Library Board Member Joy Bratton
Library Board Member Karin Brown

CITY OF SARATOGA SPRINGS

Tuesday April 9, 2019 at 6:30 pm

City of Saratoga Springs Council Chambers

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

1. Call to Order.
2. Roll Call.
3. Minutes from meeting held on March 12, 2019.
4. Summer Preparation.
5. Rules of Conduct Policy Review for May meeting.
6. Directors Report – Melissa Grygla.
 - a. Financial Statement.
7. Announcements.
 - a. Next meeting - Tuesday, May 14, 2019 @ 6:30pm.
8. Adjourned.



MINUTES – Library Board

Tuesday, March 12th, 2019

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Present:

Board Members: Brock Jackson, Christy Jepson, Pam King, Joy Bratton, Brandi Meiners

Staff: Melissa Grygla, Library Director

Excused: Katie Leavitt & Karin Brown

1. **Call to Order – 6:34 p.m.** by Christy Jepson, Vice-Chair
2. **Roll Call** – A quorum was present.
3. **Approval of Minutes:**
 - a. **February 12, 2019**

Motion made by Joy Bratton to approve the minutes of February 12, 2019. Seconded by Brock Jackson.

Aye: Brock Jackson, Christy Jepson, Pam King, Joy Bratton, Brandi Meiners

Motion passed 5-0.

4. **Food for Fines.**

Discussion regarding the annual Food for Fines with proposed dates of March 25th to April 6th which includes the week of Alpine School Districts spring break.

Motion was made by Joy Bratton to approve the dates of Food for Fines. Seconded by Brandi Meiners.

Aye: Brock Jackson, Christy Jepson, Pam King, Joy Bratton, Brandi Meiners

Motion passed 5-0.

5. **Director’s Report: Melissa Grygla.**
 - a. **Financial Statement.**

Discussion amongst the members regarding the library budget including revenues and expenditures to date.

b. Statistics

	18-Feb	19-Feb	% Difference
Visitors	6,170	7,505	121.64%
Programs	35	37	105.71%
Programming Attendees	600	583	97.17%
Reference Questions	956	907	94.87%
New Card Holders	110	128	116.36%
Removed Card Holders	149	105	70.47%
Circulation	12,369	14,957	120.92%
Computer Users	159	267	167.92%
Wi-Fi Users	90	1436	1595.56%

Proctored Exams	15	11	73.33%
Volunteer Hours	96	105.25	109.64%
Number of Volunteers	22	28	127.27%
No Shows for Volunteer Shifts	5	10	200.00%
Scheduled Absences	8	10	125.00%

6. Announcements:

a. **Next Meeting:** Tuesday, April 9, 2019 at 6:30 PM.

7. Meeting Adjourned Without Objection at 6:59 p.m. by Vice-Chair.

Motion made by Brock Jackson to adjourn the meeting. Seconded by Joy Bratton.

Aye: Brock Jackson, Christy Jepson, Pam King, Joy Bratton, Brandi Meiners

Motion passed 5-0.

Date of Approval

Library Board Vice-Chair
Christy Jepson

Library Board Secretary
Pam King

PATRON BEHAVIOR & RULES OF CONDUCT POLICY

Patron Behavior

The Saratoga Springs Public Library is open to everyone; all are welcome to use the Library's services and resources. In order that all library users may have a pleasant library experience, users are expected to respect the rights of others and to adhere to the following behavioral rules. This policy applies equally to children and adults. Adults are responsible for providing proper supervision of children, under 8 years of age, while in the library.

The Library's rules of conduct are intended to maintain a considerate and orderly atmosphere, preserve easy access to Library services and resources, and to protect Library property. People who willfully violate these rules are subject to exclusion from the Library; egregious violations may result in immediate exclusion or in a longer exclusion than indicated in these guidelines.

Individuals who repeatedly violate these Rules of Conduct after having been previously excluded for Library rule violations may face a longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

Rules of Conduct

Any person who violates rules 1-6 while on Library premises will be immediately ejected without first being given a warning. Any person so excluded shall lose all Library privileges for a period of up to three years, and the incident will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that violates any federal, state, or local criminal statute or ordinance.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
3. Engaging in sexual conduct or lewd behavior.
4. Processing, selling, distributing, consuming, or being under the influence of any controlled substance or alcohol.
5. Intentionally damaging, defacing, or destroying Library property.
6. Carrying firearms and dangerous weapons of any type (except by law enforcement officers or as authorized by law).

Any person who violates rules 7-14 while on Library premises will be asked to leave for the day. Subsequent offenses will result in that person's immediate ejection and exclusion from the library for a period of up to one year.

7. Verbally or physically threatening or harassing other patrons, volunteers or staff, including but not limited to:
 - a. Stalking, staring, lurking, offensive touching.

- b. Using foul, abusive or threatening language or gestures.
 - c. Fighting or challenging to a fight, running, pushing, shoving or throwing things.
- 8. Using Library materials, equipment, furniture, fixtures, or facilities in a manner inconsistent with customary use, including but not limited to:
 - a. Standing on chairs.
 - b. Sitting on table tops or counters.
 - c. Climbing on bookshelves or display units.
- 9. Soliciting, petitioning, or distributing written materials or canvassing for political, charitable, monetary or religious purposes inside the Library towards other patrons, volunteers or staff.
- 10. Any interference with free passage of Library staff or patrons on Library premises, including, but not limited to:
 - a. Bringing prohibited items into the Library, including but not limited to bicycles, shopping carts, or similar devices
 - b. Using wheeled devices in the Library building, including, but not limited to skateboarding, rollerblading, bicycling, scooters, and shopping carts (except for wheelchairs, walkers, and strollers).
 - c. Motorized vehicles must provide mobility assistance and not be for recreational purposes only.
- 11. Not obeying all federal, state, city and county laws and ordinances including, but not limited to: The Utah Indoor Clean Air Act which prohibits smoking in public buildings.
- 12. Bringing non-service animals or animals not for the express intention of Library programming into the Library. Similarly, leaving animals unattended, tethered or not, outside the Library in a way that impedes other's access to the library.
- 13. Violating the Library's Internet Guidelines.
- 14. Improperly using Library restrooms, including but not limited to: bathing, shaving, washing hair, doing laundry, and changing clothes.

Any person who violates rules 15-18 while on Library premises may be asked to leave for the day. Subsequent offenses by that person will result in the person's immediate ejection and exclusion from the premises for a period of up to six months.

- 15. Laying down or sleeping in the restrooms, stairwells or lobby, or on any floor, couch, table or seat in the library.
- 16. Consuming food in public areas of the Library, other than meeting rooms, unless pre-approved by Library staff.
- 17. Failing to comply with a reasonable staff request and/or neglecting to provide proper supervision of children.
- 18. Leaving children under the age of 8 unattended.
 - a. Unsupervised children may be reported to the appropriate authorities by library staff.

Any person who violates rules 19-23 while in the Library will be excluded from the premises until the problem is corrected.

19. Entering the Library barefoot, without a shirt, or in wet clothing.
20. Having offensive body odor or personal hygiene that unreasonably interferes with other patrons' ability to use the library.
21. Skateboards, scooters, rollerblades and like equipment must be carried.
22. Engaging in conduct that disrupts or interferes with the normal operation of the Library or disturbs Library staff or patrons, including, but not limited to: conduct that creates unreasonable noise; conduct that consists of loud or boisterous physical behavior; using audible devices without headphones; using headphones set at a volume that disturbs others, or using cellphones, pagers, or other communication devices in a manner that disturbs others.
23. Use of personal electronic equipment at a volume that disturbs others, or in use while requesting staff assistance.

Appeal Process

Any person who is expelled from the Library for twenty-four (24) hours or longer or whose access to Library services is revoked under this policy may appeal these actions in writing directly to the Library Director. The Library Director's decision may be appealed to the Library Board within 14 days of receiving notification of the Director's decision. The appeal will be scheduled to be heard at the next regularly scheduled Board meeting. The Director's decision will stand until the appeal is heard.

Adopted: March 08, 2011

Reviewed by Library Board: June 2018

CITY OF SARATOGA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	1,480.29	4,896.00	3,415.71	30.2
10-3680-287 MISC SALES - LIBRARY	1,240.62	2,040.00	799.38	60.8
10-3680-288 FINES - LIBRARY	7,005.15	9,455.00	2,449.85	74.1
TOTAL OTHER REVENUE	<u>9,726.06</u>	<u>16,391.00</u>	<u>6,664.94</u>	<u>59.3</u>
TOTAL FUND REVENUE	<u>9,726.06</u>	<u>16,391.00</u>	<u>6,664.94</u>	<u>59.3</u>

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	140,384.10	261,876.00	121,491.90	53.6
10-4610-130 EMPLOYEE BENEFITS	35,835.25	64,182.00	28,346.75	55.8
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	7,230.78	25,500.00	18,269.22	28.4
10-4610-260 BUILDINGS MAINTENANCE	205.99	4,750.00	4,544.01	4.3
10-4610-330 EDUCATION/TRAINING	1,924.82	2,410.00	485.18	79.9
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	11,178.15	16,820.00	5,641.85	66.5
10-4610-350 PROFESSIONAL/CONTRACT	739.87	1,000.00	260.13	74.0
10-4610-400 BOOK PURCHASES	30,112.20	27,959.00	(2,153.20)	107.7
10-4610-500 LIBRARY PROGRAMS	2,231.20	3,800.00	1,568.80	58.7
10-4610-550 LIBRARY GRANT EXPENDITURES	(524.30)	6,000.00	6,524.30	(8.7)
10-4610-700 CAPITAL OUTLAY	.00	1,469.55	1,469.55	.0
TOTAL LIBRARY SERVICES	229,318.06	415,766.55	186,448.49	55.2
TOTAL FUND EXPENDITURES	229,318.06	415,766.55	186,448.49	55.2
NET REVENUE OVER EXPENDITURES	(219,592.00)	(399,375.55)	(179,783.55)	(55.0)