



SARATOGA
SPRINGS
LIBRARY

AGENDA – Library Board Meeting

Library Board Member Brock Jackson, Chair
Library Board Member Brandi Meiners, Vice-Chair
Library Board Member Christy Jepson, Secretary
Library Board Member Katie Leavitt
Library Board Member Kevin McMillan
Library Board Member Pam King
Library Board Member Joy Bratton

Tuesday, June 12, 2018 @ 6:30 pm

City of Saratoga Springs Conference Room
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

1. Call to Order.
2. Roll Call.
3. Minutes from meeting held on May 8, 2018.
4. New Business
 - a. Revoking Theft and Mutilation of Library Materials and Video Game Collection Development and Circulation Policies
 - b. Review Patron Behavior and Rules of Conduct Policy
5. Old Business.
 - a. Expiring Board Member Terms
 - b. Software RFP
6. Directors Report – Melissa Grygla.
7. Announcements.
 - a. Next meeting - Tuesday, July 10, 2018 @ 6:30pm.
8. Adjourned

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Library Director at 801.766.6513 at least one day prior to the meeting.

Library Board Staff Report

Author: Melissa Grygla, Library Director
Subject: Library Policies
Date: May 23, 2018



Summary Recommendations: The Library Board should revoke the following policies: *Theft and Mutilation of Library Materials* and *Video Game Collection Development and Circulation Policy*.

Description:

A. Topic: Library Policies

B. Background: The Library has the following policies in place. *Theft and Mutilation of Library Materials* and *Video Game Collection Development and Circulation Policy*, in the recent updates of the *Collection Development* and *Service and Circulation* policies we input the vital pieces of these policies enabling us to revoke the individual one page policies and provide a more comprehensive policy.

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

D. Analysis:

In order to meet state recertification requirements, the 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 following policies: *Collection Development* and *Service and Circulation* were reviewed and adopted by the Library Board in 2016 and 2018.

The *Theft and Mutilation of Library Materials* policy has been included in the *Service and Circulation Policy* under section 2: Fines and Fees, subsection I Theft and Mutilation of Library Materials. The wording of the original policy has not changed. The *Service and Circulation Policy* just incorporates this entire policy within the fines and fees portion of the document.

The *Video Game Collection Development and Circulation Policy* was adopted in 2015. During the subsequent reviews of the 2016 *Collection Development* and 2018 *Service and Circulation* Policies vital parts of this policy were incorporated into these specialized policies. The revisions to the *Collection Development* policy identified how the library develops the collection. The revision to the *Service and Circulation* policy included all of the necessary circulation rules which manage this collection, including the length of checkout and fines and fees. Since the vital parts of both of these policies have been absorbed into the recent updates, the Library Board can revoke the previous *Video Game Collection Development and Circulation* policy reducing the number of polices maintained by the Library.

E. Department Review: Library

Alternatives:

A. Approve the Request: Staff recommends that the Library Board revoke the current *Theft and Mutilation of Library Materials* and *Video Game Collection Development and Circulation Policy* policies.

B. Deny the Request: The Library Board could deny the request to revoke the current *Theft and Mutilation of Library Materials* and *Video Game Collection Development and Circulation Policy*. The existing policies would then need to be reviewed and revised for a subsequent meeting.

Recommendation: Staff recommends that the Library Board revoke the following policies: *Theft and Mutilation of Library Materials* and *Video Game Collection Development and Circulation Policy*.

THEFT AND MUTILATION OF LIBRARY MATERIALS

When Library material is mutilated, damaged, or stolen, as defined within Utah law, it is the policy of the City of Saratoga Springs Public Library to pursue available legal remedies, either civil or criminal, as the circumstances warrant. The decision to pursue legal remedies is made in consultation with the City of Saratoga Springs Attorney. When legal action is taken under the theft and mutilation provisions of Utah law, the Library Board will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.

The Library Director is authorized to establish and the staff authorized to enforce procedures necessary to protect library property, including materials, from theft, damage and mutilation, and to document such activities when they occur. Such procedures will conform to the requirements of relevant laws; particularly those established in Utah Code Annotated 76-6-801 through 76-6-804 or such other provisions as may be adopted regarding library theft.

Adopted: 2/28/2011

Reviewed by Library Board: June 13, 2017

VIDEO GAME COLLECTION DEVELOPMENT AND CIRCULATION POLICY

The Library is pleased to offer video games to patrons to help serve our community's entertainment and educational needs. Games will be carried in a variety of formats for a variety of current consoles.

Collection Development Policy

We are collecting games with the following ESRB ratings:

- EC (Early Childhood)
- E (Everyone)
- E10+ (Everyone ten and older)
- T (Teen)
- M (Mature)

The collection will not carry any games with a rating of AO (Adults Only). Materials in the collection will be selected based on ratings and feedback from the community. We welcome suggestions for items we do not have, however, it is currently being developed through donations only.

Presently the game collection consists of about 100 games for various platforms. The collection will continue to grow as resources permit. We are accepting donations for current consoles, including: Wii, WiiU, Xbox 360, Xbox One, Playstation 3, Playstation 4.

Circulation Policy

Games may be checked out for **seven days** with a library card. The conditions regarding loss or damage of a game are the same as those in the agreement signed regarding other items. Users may only have five games checked out at a time.

Cardholders must be over 18 in order to check out video games regardless of rating.

The overdue fine for video games is \$0.50 per day. This fee will apply for each day the game is not turned in if the game is not turned in by closing time on the day it is due.

All games must be returned to the circulation desk inside the library.

Adopted: May 12, 2015

Review by Library Board: May 12, 2015

Library Board Staff Report

Author: Melissa Grygla, Library Director
Subject: Patron Behavior and Rules of Conduct Policy
Date: May 23, 2018



Summary Recommendations: The Library Board should re-adopt the following policies: *Patron Behavior and Rules of Conduct*.

Description:

A. Topic: Library Policies

B. Background: The Library has the *Patron Behavior and Rules of Conduct* policy in place regarding patron behavior.

C. Funding Source: There are no anticipated funding impacts of re-adopting the existing policy.

D. Analysis:

In order to meet state recertification requirements, the 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 following *Patron Behavior and Rules of Conduct Policy* was completed by Library staff and the City Attorney. At this time there are no recommended changes to the document.

E. Department Review: Library

Alternatives:

A. Approve the Request: Staff recommends that the Library Board re-adopt the *Patron Behavior and Rules of Conduct* policy.

B. Deny the Request: The Library Board could deny the request to re-adopt the existing *Patron Behavior and Rules of Conduct* policy. The existing policies would then need to be reviewed and revised for a subsequent meeting.

Recommendation: Staff recommends that the Library Board re-adopt the *Patron Behavior and Rules of Conduct* policy.

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: March 24, 2015



SARATOGA
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MINUTES – Library Board Meeting

Library Board Member Brock Jackson, Chair
Library Board Member Brandi Meiners, Vice-Chair
Library Board Member Christy Jepson, Secretary
Library Board Member Katie Leavitt
Library Board Member Kevin McMillan
Library Board Member Pam King
Library Board Member Joy Bratton

CITY OF SARATOGA SPRINGS

Tuesday, May 8, 2018 @ 6:30 pm

City of Saratoga Springs Conference Room
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

1. Call to Order. Brock Jackson, Chair at 6:51 pm.
2. Roll Call. A Quorum was present at the meeting with (4) four voting board members in attendance. They were: Brock Jackson, Christy Jepson, Katie Leavitt, Kevin McMillan, with guest Library Director Melissa Grygla.
3. Minutes from meeting held on March 13, 2018. A MOTION to APPROVE the minutes was made by Kevin McMillan and SECONDED by Katie Leavitt. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. New Business.
 - a. Expiring Board Member Terms. Melissa mentioned that Kevin McMillan is near the end of his 3rd year. The library is recruiting for another person to fill that spot on the board, but Kevin can continue if no one shows interest.
5. Old Business.
 - a. Software RFP. Melissa said this is still ongoing and a decision will be made by the end of June.
6. Director's Report. According to Melissa the budget is on track. The supplies category is over because of the new book drop they library had to get because the old one was leaking whenever it snowed or rain. Melissa also talked about the summer reading program which starts June 1. About 900 kids ages 4-12 participated last year. She went through the circulation by cardholder type report too. The number of visitors to the library continues to increase so does proctored exams, program attendees, programs, reference questions, items circulated and new cardholders.
 - a. SRP. Programs for 0-3, 4-12, Young Adult and Adult begin June 1st and run until August 4th. Limited number of prizes.
- b. Statistics:

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Library Director at 801.766.6513 at least one day prior to the meeting.

	2017 April	2018 April	Growth
Visitors	6,921	7,123	202
Computer Users	258	236	-22
Wi-Fi Users	135	139	4
Proctored Exams	18	34	16
Program Attendees	243	601	358
Programs	16	36	20
Reference Questions	849	1,302	453
Items Circulated	12,593	15,820	3,227
New Cardholders	118	131	13

<u>DATE</u>	<u>FINES</u>	<u>MISC</u> <u>Sales</u>	<u>DONATIONS</u>	<u>ILL</u>	<u>TOTAL</u>	<u>CREDIT</u>	<u>CASH</u>	<u>TOTAL</u>
April	\$435.23	\$130.00	\$180.40	\$0.00	\$745.63	\$347.30	\$398.33	\$745.63

Food For Fines Waiver Amount

0015	\$0.00
0021	\$0.00
BAG1	\$0.00
BAG2	\$0.00
BAG3	\$14.50
BAG4	\$0.00

BAG5	\$10.10
BAG6	\$9.50
BAG7	\$1.60
BAG8	\$0.00
BAG9	\$0.00
RETURNS	\$0.00

TOTALS \$35.70

7. Announcement next meeting
 - b. Next meeting - Tuesday, June 12, 2018 @ 6:30pm.

5. Adjourned. A MOTION to adjourn was made by Christy Jepson and SECONDED by Katie Leavitt. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative at 7:09 pm.

Brock Jackson, Chair

Christy Jepson, Secretary

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

		YTD ACTUAL	BUDGET	UNEARNED	PCT
<u>OTHER REVENUE</u>					
10-3680-276	DONATIONS - LIBRARY	3,021.34	4,800.00	1,878.66	61.7
10-3680-287	MISC SALES - LIBRARY	787.88	2,000.00	1,212.42	39.4
10-3680-288	FINES - LIBRARY	5,415.01	9,270.00	3,854.99	58.4
TOTAL OTHER REVENUE		9,223.93	16,170.00	6,946.07	57.0
TOTAL FUND REVENUE		9,223.93	16,170.00	6,946.07	57.0

CITY OF SARATOGA SPRINGS
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	78,227.80	218,021.00	139,793.20	35.9
10-4610-130 EMPLOYEE BENEFITS	18,637.64	46,522.00	27,884.36	40.1
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	8,593.83	12,500.00	3,906.17	68.8
10-4610-260 BUILDINGS MAINTENANCE	932.67	4,750.00	3,817.33	19.6
10-4610-330 EDUCATION/TRAINING	1,028.44	1,410.00	381.56	72.9
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	6,935.66	16,820.00	10,884.34	35.3
10-4610-360 PROFESSIONAL/CONTRACT	274.00	2,000.00	1,726.00	13.7
10-4610-400 BOOK PURCHASES	19,774.29	28,069.00	8,294.71	70.5
10-4610-500 LIBRARY PROGRAMS	1,886.21	3,800.00	1,914.79	49.6
10-4610-550 LIBRARY GRANT EXPENDITURES	.00	.00	.00	.0
10-4610-700 CAPITAL OUTLAY	.00	4,926.00	4,926.00	.0
TOTAL LIBRARY SERVICES	135,269.54	338,608.00	203,518.46	39.9
TOTAL FUND EXPENDITURES	135,269.54	338,608.00	203,518.46	39.9
NET REVENUE OVER EXPENDITURES	(126,065.61)	(322,636.00)	(196,572.39)	(39.1)