



SARATOGA
SPRINGS
LIBRARY

MINUTES – Library Board Meeting

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

CITY OF SARATOGA SPRINGS

Tuesday, January 9, 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 6:38 pm.
2. Roll Call. A Quorum was present at the meeting with (5) five voting board members in attendance. They were: Brock Jackson, Christy Jepson, Brandi Meiners, Katie Leavitt and Joy Bratton; with guest Library Director Melissa Grygla and guest City Council Member Ryan Poduska.
3. Minutes from meeting held on December 12, 2017. A MOTION to APPROVE the minutes was made by Christy Jepson and SECONDED by Katie Leavitt. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. New Business. There was no new business to discuss this month.
5. Old Business.
 - a. Flooring --Discussion regarding alternative service methods during the planned closure was had. Melissa has worked hard to work out all the details during the closure so that library patrons have the least amount inconvenience during that time period. She has gotten approval to get temporary free cards with Eagle Mountain, Lehi and American Fork Libraries. The library will be emptying the book drop and returning phone calls. All merit badge classes and parenting classes have been moved to the Fire Station. Two story times a week will be held in the council chambers with a limited selection of picture books to check out. During the closure the number of item limits will be increased to 150, with maximum limits of 3 kits, 5 video games, and 30 DVD's. No Items will be due at that time the necessary reports will be suspended until regular business resumes. A MOTION to approve the library closure dates so that the flooring can be fixed (pending City Council's approval) was made by Brandi Meiners and SECONDED by Joy Bratton. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
6. Directors Report -Melissa gave a current staffing update. The library lost a current employee, and is now working on training the employee who accepted the permanent part-time position. Recruitment is going on for the temporary position again. Melissa reminded the board about the upcoming program "Evening Family Story Time: Build a Snowman with Your City Council"

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.

Jan. 22nd 7:00 pm. She also talked about Utah's Online Library: Overdrive. This resource had an update which went live on December 18 and is now updated to link with our library cards and verify if the card is expired, owes fines, blocked or is no longer in the system (because they expired and the cardholder did not renew). She discussed library statistics and mentioned that the decrease in programming and visitors was probably because two programs were not held this year due to the lack of volunteer availability (Ornament Night and Visit with Santa, which each event brought 300-500 people). She also went through the budget expenditure report (see attachment).

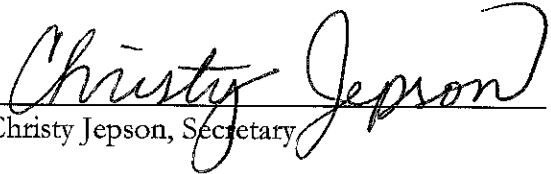
	Dec- 16	Dec- 18	Growth
Visitors	5,879	5,686	-193
Computer Users	235	239	4
Wi-Fi Users	40	79	39
Proctored Exams	10	33	23
Program Attendees	666	434	-232
Programs	23	33	10
Reference Questions	606	960	354
Items Circulated	10,791	12,234	1,443
New Cardholders	41	51	10

7. Announcement next meeting

- a. Next meeting - Tuesday, February 13, 2018 @ 6:30pm.

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7. Adjourned. A MOTION to adjourn was made by Joy Bratton and SECONDED by Katie Leavitt. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative at 6:59 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	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	3,021.34	4,900.00	1,878.66	61.7
10-3680-287 MISC SALES - LIBRARY	787.58	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	5,938.56	16,820.00	10,881.44	35.3
10-4610-350 PROFESSIONAL/CONTRACT	274.00	2,000.00	1,726.00	13.7
10-4610-400 BOOK PURCHASES	19,774.29	28,059.00	8,284.71	70.5
10-4610-500 LIBRARY PROGRAMS	1,885.21	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	<u>135,289.54</u>	<u>338,808.00</u>	<u>203,518.46</u>	<u>39.9</u>
TOTAL FUND EXPENDITURES	<u>135,289.54</u>	<u>338,808.00</u>	<u>203,518.46</u>	<u>39.9</u>
NET REVENUE OVER EXPENDITURES	<u>(126,065.51)</u>	<u>(322,638.00)</u>	<u>(196,572.39)</u>	<u>(39.1)</u>