



SARATOGA  
SPRINGS  
LIBRARY

## 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, March 13, 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 6:34 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, Kevin McMillan, Pam King and Joy Bratton; with guest Library Director Melissa Grygla.
3. Minutes from meeting held on February 13, 2018. A MOTION to APPROVE the minutes was made by Kevin McMillan and SECONDED by Pam King. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. New Business. Software RFP
  - a. Software RFP. Melissa mentioned she released the software RFP at the beginning of the month. The library has been with the same vendor since the library opened in 2011. She said a software RFP is usually done every 7-10 years to make sure the library is getting a competitive price and product. The estimated timeline if we do change software is in June before the end of this budget year, so that it rolls over to the next budget year and then we use next year's budget. Dynix is the library's current circulation software and the contract expires June 30, after a four year contract.
5. Old Business.
  - a. Flooring –Melissa said we are at the half-way point regarding the flooring. Everything is still on schedule to be completed by the deadline. She mentioned that painting the library was an additional thing needed to be done. Melissa and her staff have been amazing in trying to keep up the circulation items that keep coming in, answering calls, putting shelving up, moving carpet, books, etc. to help make sure the library can reopen on time.
6. Directors Report –There was no director's report this month because the library has been closed.

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.

7. Announcement next meeting
  - a. Next meeting - Tuesday, April 10, 2018 @ 6:30pm.
7. Adjourned. A MOTION to adjourn was made by Joy Bratton and SECONDED by Kevin McMillan. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative at 6:43 pm.

  
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Brock Jackson, Chair

  
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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        | 4,800.00         | 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        |
| <b>TOTAL OTHER REVENUE</b>       | <b>9,223.93</b> | <b>16,170.00</b> | <b>6,946.07</b> | <b>57.0</b> |
| <b>TOTAL FUND REVENUE</b>        | <b>9,223.93</b> | <b>16,170.00</b> | <b>6,946.07</b> | <b>57.0</b> |

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              | 76,227.80            | 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             | 3,617.33             | 19.6           |
| 10-4610-330 EDUCATION/TRAINING            | 1,028.44             | 1,410.00             | 381.56               | 72.9           |
| 10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS | 5,935.66             | 16,820.00            | 10,884.34            | 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             |
| <br>                                      |                      |                      |                      |                |
| TOTAL LIBRARY SERVICES                    | <u>135,289.54</u>    | <u>338,808.00</u>    | <u>203,518.46</u>    | <u>39.9</u>    |
| <br>                                      |                      |                      |                      |                |
| TOTAL FUND EXPENDITURES                   | <u>135,289.54</u>    | <u>338,808.00</u>    | <u>203,518.46</u>    | <u>39.9</u>    |
| <br>                                      |                      |                      |                      |                |
| NET REVENUE OVER EXPENDITURES             | <u>( 126,085.61)</u> | <u>( 322,636.00)</u> | <u>( 196,572.39)</u> | <u>( 39.1)</u> |