



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, 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

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCT</u>
<u>OTHER REVENUE</u>				
10-3680-275 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	PCT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	78,227.80	218,021.00	139,793.20	36.9
10-4610-130 EMPLOYEE BENEFITS	18,837.64	46,822.00	27,884.36	40.1
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	8,893.83	12,800.00	3,906.17	68.8
10-4610-260 BUILDINGS MAINTENANCE	932.67	4,760.00	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	5,935.66	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	8,284.71	70.6
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	4,826.00	4,826.00	.0
TOTAL LIBRARY SERVICES	135,289.54	338,804.00	203,518.46	39.9
TOTAL FUND EXPENDITURES	135,289.54	338,804.00	203,518.46	39.9
NET REVENUE OVER EXPENDITURES	(126,065.61)	(322,636.00)	(196,572.39)	(39.1)