



AGENDA – Library Board Meeting

Library Board Member Christy Jepson, Chair
Library Board Member Todd Carpenter, Vice-Chair
Library Board Member Joy Bratton, Secretary
Library Board Member Lisa Gibby
Library Board Member Ashley Lee

CITY OF SARATOGA SPRINGS - Tuesday, April 12, 2022 at 6:30 pm
City Hall- Conference Room
1307 N Commerce Dr Ste 200
Saratoga Springs, UT 84045

Questions and comments to staff and/or Library Board may be submitted to library@saratogaspringscity.com

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
 - a. March 8, 2022
5. Friends of the Library
 - a. Search for Members and Leadership
6. Service & Circulation Policy: Discussion Limited Cards and Cardholder Types
7. Library Events
 - a. Spring Festival Saturday, April 16th 8-10 AM.
 - i. Book Swap, Yard Games, and Sand Art
 - b. Monday after SPLASH Monday, June 13th
 - i. Court of Mermaids
 - ii. First Aid Booth
 - iii. Water STEAM
 - iv. Book Swap
 - c. Night out Against Crime: Tuesday, August 2nd
8. Director's Report – Melissa Grygla
 - a. Financial Statement
9. Announcements
 - a. Next Meeting: Tuesday, May 10, 2022
10. Adjourn

Board Members may participate in this meeting electronically via video or telephonic conferencing.

The order of the agenda items are subject to change by the Chair. Citizens may address the Library Board during Public Input which has been set aside to express ideas, concerns, and comments on issues not listed on the agenda as a Public Comment. All comments must be recognized by the Chair and addressed through the microphone. Final action may be taken concerning any topic listed on the agenda.

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



MINUTES – Library Board

Tuesday, March 8, 2022

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Present:

Board Members: Christy Jepson, Joy Bratton, Todd Carpenter; Ashley Lee.

Staff: Melissa Grygla, Library Director.

1. Call to Order: 6:37 p.m.
2. Roll Call: A quorum was present.
3. Public Comment. None was submitted to the email address on file.
4. Approval of Minutes:
 - a. February 8, 2022.

Motion made by Ashley Lee to approve the minutes of January 11, 2022. Seconded by Todd Carpenter. Aye: Christy Jepson, Joy Bratton, Todd Carpenter, Ashley Lee. Motion passed 4-0.

5. Friends of the Library.

Conversation regarding new leader. Follow up regarding advertising and flyers put out in the Library, newsletter, and on Facebook.
6. Computer Use & Internet Acceptable Use Policy.

Motion made by Joy Bratton to approve the Computer Use & Internet Acceptable Use Policy. Seconded by Ashley Lee. Aye: Christy Jepson, Joy Bratton, Todd Carpenter, Ashley Lee. Motion passed 4-0.

7. Director's Report – Melissa Grygla
 - a. Financial Statement. No financial update at the moment due to not having the report from the Finance Department.
 - i. Discussion regarding full staffing and training.
 - ii. In-n-Out Cover-to-Cover reading program March 5 to April 16.
 - iii. Food for fines has been advertised and is planned from March 14 to March 26th.
 - iv. Summer Reading Planning is underway. Dates from June 6 to July 30th.
 - v. Upcoming policy review for the Service & Circulation policy in relation to fine and fees and substantial revisions.
 - vi. Grants: CLEF and Teen/Children's Collection grants totaling over \$10,000.
8. Friends of the Library.
 - a. New Leader. The Friends of the Library need a new champion because Donna resigned. The Library Board discussed advertising the Friends of the Library to try to find a new leader and advertising.
9. Announcements
 - a. Next Meeting: Tuesday, April 12, 2022

10. Adjourn: 7:12 p.m.

Motion made by Joy Bratton to adjourn the meeting. Seconded by Todd Carpenter. Aye: Christy Jepson, Joy Bratton, Todd Carpenter, Ashley Lee. Motion passed 4-0.

Date of Approval

Library Board Chair
Christy Jepson

Library Director, Melissa Grygla

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

		<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>OTHER REVENUE</u>				
10-3680-276	DONATIONS - LIBRARY	1,116.21	4,896.00	3,779.79	22.8
10-3680-287	MISC SALES - LIBRARY	1,129.90	2,081.00	951.10	54.3
10-3680-288	FINES - LIBRARY	5,311.63	9,742.00	4,430.37	54.5
	TOTAL OTHER REVENUE	<u>7,557.74</u>	<u>16,719.00</u>	<u>9,161.26</u>	<u>45.2</u>
	TOTAL FUND REVENUE	<u>7,557.74</u>	<u>16,719.00</u>	<u>9,161.26</u>	<u>45.2</u>

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	239,019.98	350,550.00	111,530.02	68.2
10-4610-130 EMPLOYEE BENEFITS	76,964.99	144,953.00	67,988.01	53.1
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	9,692.67	11,350.00	1,657.33	85.4
10-4610-260 BUILDINGS MAINTENANCE	.00	3,000.00	3,000.00	.0
10-4610-330 EDUCATION/TRAINING	3,342.14	5,700.00	2,357.86	58.6
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	18,124.82	16,820.00	(1,304.82)	107.8
10-4610-350 PROFESSIONAL/CONTRACT	49.00	800.00	751.00	6.1
10-4610-400 BOOK PURCHASES	26,547.16	30,000.00	3,452.84	88.5
10-4610-410 DIGITAL PURCHASES	31,212.89	32,807.00	1,594.11	95.1
10-4610-500 LIBRARY PROGRAMS	458.88	5,300.00	4,841.12	8.7
10-4610-550 LIBRARY GRANT EXPENDITURES	7,072.52	7,100.00	27.48	99.6
10-4610-700 CAPITAL OUTLAY	.00	219.55	219.55	.0
TOTAL LIBRARY SERVICES	412,485.05	608,599.55	196,114.50	67.8
TOTAL FUND EXPENDITURES	412,485.05	608,599.55	196,114.50	67.8
NET REVENUE OVER EXPENDITURES	(404,927.31)	(591,880.55)	(186,953.24)	(68.4)