



AGENDA - Library Board Meeting - Amended

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, May 10, 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. April 12, 2022
5. Friends of the Library
 - a. Search for Members and Leadership
6. Revised 2022 Holiday Schedule
7. Service & Circulation Policy: In review with City Management.
8. Library Events
 - a. Monday after SPLASH Monday, June 13th
 - i. Court of Mermaids
 - ii. First Aid Booth
 - iii. Water STEAM
 - iv. Book Swap
 - b. Night Out Against Crime: Tuesday, August 2nd
 - c. Moon Party Saturday, September 10
9. Director's Report – Melissa Grygla
 - a. Financial Statement
10. Announcements
 - a. Next Meeting: Tuesday, June 14, 2022
11. Adjourn

Page | 1

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, April 12, 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, Lisa Gibby.

Staff: Carl Sachs, Library Assistant.

1. Call to Order: 6:30 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. March 8, 2022.

Motion made by Joy Bratton to approve the minutes of March 8, 2022. Seconded by Ashley Lee. Aye: Christy Jepson, Joy Bratton, Todd Carpenter, Ashley Lee, Lisa Gibby. Motion passed 5-0.

5. Friends of the Library.
Introduction of possible leader and member Rosa Beatie.
6. Service & Circulation Policy: Discussion Limited Cards and Cardholder types. Bringing the policy to the City Attorney's office for modification.
7. Library Events: Please save the dates.
 - a. Spring Festival
 - i. Book Swap, Yard Games, Sand Art already scheduled.
 - b. Monday after Splash Monday June 13th
 - c. Night Out Against Crime: Tuesday, August 2nd.
8. Director's Report – Melissa Grygla
 - a. Financial Statement. Attached to the original packet.
9. Announcements
 - a. Next Meeting: Tuesday, May 10th, 2022
10. Adjourn: 6:51 p.m.

Motion made by Lisa Gibby to adjourn the meeting. Seconded by Joy Bratton. Aye: Christy Jepson, Joy Bratton, Todd Carpenter, Ashley Lee, Lisa Gibby. Motion passed 5-0.

Date of Approval

Library Board Chair
Christy Jepson

Library Director
Melissa Grygla

Library Board Staff Report



Author: Melissa Grygla, Library Director
Subject: Library Holiday Schedules
Date: May 6, 2022

Summary Recommendations: The Library Board should adopt the revised Holiday Schedule for 2022.

Description:

A. Topic: Library Holiday Closures

B. Background: The Library Board adopts the Library's Holiday Schedule on an annual basis. Due to legislative changes the Library is recommending we align our closures with City Hall and closing on Monday, June 20, 2022 and Monday, July 25, 2022.

C. Funding Source: There are no anticipated funding impacts of adopting the revised 2022 holiday schedule.

D. Analysis:

The Federal and State governments adopted legislature that adopts Juneteenth as a holiday. The date for closure would typically be June 19th, however since that day falls on a Sunday per the City's holiday policy it will be observed on Monday, June 20, 2022.

Due to issues with vacation requests during the week of July 24, 2022. We are recommending that we align our closures with that of City Hall and close on Monday, July 25, 2022.

Library Board should consider a holiday schedule for 2022 that adds the following closures:

Monday, June 20, 2022	Juneteenth
Monday, July 25, 2022	Pioneer Day

E. Department Review: Library.

Alternatives:

A. Approve the Request: Staff recommends that the Library Board adopt the recommended revisions to the 2022 Library Holiday Schedule.

B. Deny the Request: The Library Board could deny the request to adopt the 2022 Library Holiday Schedule. The Library would then not follow the Federal and State changes to the holiday schedule for 2022.

Recommendation: Staff recommends that the Library Board adopt the revised 2022 Library Holiday Schedule.



SARATOGA
SPRINGS
LIBRARY

Library Holiday Schedule

The revised holiday schedule was approved by the City of Saratoga Springs Library Board on Tuesday, May 10, 2022.

Saturday, January 1, 2022	New Year's Day
Monday, January 17, 2022	Martin Luther King, Jr. Day
Monday, February 21, 2022	President's Day
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth
Monday, July 4, 2022	Independence Day
Monday, July 25, 2022	Pioneer Day
Monday, September 5, 2022	Labor Day
Monday, October 10, 2022	Columbus Day
Monday, October 31, 2022	Close at 5:00 PM
Friday, November 11, 2022	Veteran's Day
Saturday, November 12, 2022	Saturday after Veteran's Day
Wednesday, November 23, 2022	Close at 5:00 PM
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Day after Thanksgiving
Saturday, November 26, 2022	Saturday after Thanksgiving
Saturday, December 24, 2022	Christmas Eve
Monday, December 26, 2022	Christmas Day Observed
Saturday, December 31, 2022	Close at 5:00 PM

Christy Jepson, Chair

Joy Bratton, Secretary

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 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	1,331.92	4,896.00	3,564.08	27.2
10-3680-287	MISC SALES - LIBRARY	1,396.90	2,081.00	684.10	67.1
10-3680-288	FINES - LIBRARY	5,917.68	9,742.00	3,824.32	60.7
	TOTAL OTHER REVENUE	<u>8,646.50</u>	<u>16,719.00</u>	<u>8,072.50</u>	<u>51.7</u>
	TOTAL FUND REVENUE	<u>8,646.50</u>	<u>16,719.00</u>	<u>8,072.50</u>	<u>51.7</u>

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2022

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	278,251.11	350,550.00	72,298.89	79.4
10-4610-130 EMPLOYEE BENEFITS	89,079.42	144,953.00	55,873.58	61.5
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	10,107.67	11,350.00	1,242.33	89.1
10-4610-260 BUILDINGS MAINTENANCE	.00	3,000.00	3,000.00	.0
10-4610-330 EDUCATION/TRAINING	3,642.14	5,700.00	2,057.86	63.9
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	22,590.01	16,820.00	(5,770.01)	134.3
10-4610-350 PROFESSIONAL/CONTRACT	98.00	800.00	702.00	12.3
10-4610-400 BOOK PURCHASES	29,454.81	42,000.00	12,545.19	70.1
10-4610-410 DIGITAL PURCHASES	31,212.89	32,807.00	1,594.11	95.1
10-4610-500 LIBRARY PROGRAMS	476.81	5,300.00	4,823.19	9.0
10-4610-550 LIBRARY GRANT EXPENDITURES	8,106.46	10,100.00	1,993.54	80.3
10-4610-700 CAPITAL OUTLAY	.00	219.55	219.55	.0
TOTAL LIBRARY SERVICES	473,019.32	623,599.55	150,580.23	75.9
TOTAL FUND EXPENDITURES	473,019.32	623,599.55	150,580.23	75.9
NET REVENUE OVER EXPENDITURES	(464,372.82)	(606,880.55)	(142,507.73)	(76.5)