



## AGENDA – Library Board Meeting

Library Board Member Christy Jepson, Chair  
Library Board Member Karin Brown, Vice Chair  
Library Board Member Joy Bratton, Secretary  
Library Board Member Pam King  
Library Board Member Brandi Meiners

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**CITY OF SARATOGA SPRINGS - Tuesday, May 11, 2021 at 6:30 pm**

**Pursuant to State and Federal Guidelines concerning**

**COVID19, this Meeting will be conducted electronically.**

Meetings are streamlined live at <https://www.youtube.com/c/CityofSaratogaSprings>

Questions and comments to staff and/or Library Board may be submitted to [library@saratogaspringscity.com](mailto:library@saratogaspringscity.com)

I, Christy Jepson, the Chair of the City of Saratoga Springs Library Board, hereby determine that conducting the Library Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location. This written declaration expires 30 days from the date signed.

*Christy Jepson, Saratoga Springs Library Board Chair*

*Expiration: June 11, 2021*

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
  - a. March 9, 2021
5. Director's Report – Melissa Grygla
  - a. Financial Statement
  - b. Summer Reading Program Update
  - c. Splash Week Update
  - d. COVID-19 Impacts
6. Announcements
  - a. Next Meeting: Tuesday, July 13, 2021
7. Adjourn

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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 9, 2021

City of Saratoga Springs City Offices

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

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### LIBRARY BOARD MEETING

#### Present:

Board Members: Christy Jepson, Joy Bratton, Brandi Meiners

Staff: Melissa Grygla, Library Director;

1. **Call to Order: 6:33 p.m.** by Chairwoman Jepson. Chairwoman Jepson read the following statement: I, Christy Jepson, the Chair of the City of Saratoga Springs Library Board, hereby determine that conducting the City Council meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location. This written declaration expires 30 days from the date signed.

*Christy Jepson, Saratoga Springs Library Board Chair*

*Expiration: April 9, 2021*

2. **Roll Call** – A quorum was present.
3. **Public Comment** – No comment was given.
4. Approval of Minutes:
  - a. February 9, 2021

**Motion made by Joy Bratton to approve the minutes of February 9, 2021. Seconded by Brandi Meiners. Aye: Christy Jepson, Joy Bratton, Brandi Meiners. Motion passed 3-0.**

5. Long Range Plan. Discussion regarding changes recommend by the Library Board at the February 9, 2021 meeting and how those recommendations were incorporated into this version of the Long Range Plan.

**Motion made by Joy Bratton to approve the revisions to the Long Range Plan 2021-2025. Seconded by Brandi Meiners. Aye: Christy Jepson, Joy Bratton, Brandi Meiners. Motion passed 3-0.**

6. Director's Report – Melissa Grygla
  - a. Financial Statement. No update has been provided at this time.
  - b. COVID-19 Impacts. Discussion regarding questions on changes to services to begin on April 10<sup>th</sup> with Governor's Office changes to mask requirements. At this time we don't know what the exact impact of these changes will be
7. Announcements
  - a. Cancel Meeting: Tuesday, April 13, 2021
  - b. Next Meeting: Tuesday, May 11, 2021

8. Adjourn: 6:46 PM

**Motion made by Brandi Meiners to approve the revisions to the Long Range Plan 2021-2025. Seconded by Joy Bratton. Aye: Christy Jepson, Joy Bratton, Brandi Meiners. Motion passed 3-0.**

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Date of Approval

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Library Director  
Melissa Grygl

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Library Board Chair  
Christy Jepson

CITY OF SARATOGA SPRINGS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	443.10	4,896.00	4,452.90	9.1
10-3680-287 MISC SALES - LIBRARY	767.50	2,060.00	1,292.50	37.3
10-3680-288 FINES - LIBRARY	2,455.41	9,646.00	7,190.59	25.5
TOTAL OTHER REVENUE	<u>3,666.01</u>	<u>16,602.00</u>	<u>12,935.99</u>	<u>22.1</u>
TOTAL FUND REVENUE	<u>3,666.01</u>	<u>16,602.00</u>	<u>12,935.99</u>	<u>22.1</u>

CITY OF SARATOGA SPRINGS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	216,393.64	345,453.00	129,059.36	62.6
10-4610-130 EMPLOYEE BENEFITS	62,932.40	115,035.00	52,102.60	54.7
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	8,187.62	10,850.00	2,662.38	75.5
10-4610-260 BUILDINGS MAINTENANCE	.00	1,000.00	1,000.00	.0
10-4610-330 EDUCATION/TRAINING	2,458.18	2,410.00	( 48.18)	102.0
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	20,510.33	16,820.00	( 3,690.33)	121.9
10-4610-350 PROFESSIONAL/CONTRACT	231.00	800.00	569.00	28.9
10-4610-400 BOOK PURCHASES	42,195.58	29,959.00	( 12,236.58)	140.8
10-4610-410 DIGITAL PURCHASES	10,861.99	10,500.00	( 361.99)	103.5
10-4610-500 LIBRARY PROGRAMS	6,381.41	5,300.00	( 1,081.41)	120.4
10-4610-550 LIBRARY GRANT EXPENDITURES	1,440.00	.00	( 1,440.00)	.0
10-4610-700 CAPITAL OUTLAY	.00	1,469.55	1,469.55	.0
TOTAL LIBRARY SERVICES	<u>371,592.15</u>	<u>539,596.55</u>	<u>168,004.40</u>	<u>68.9</u>
TOTAL FUND EXPENDITURES	<u>371,592.15</u>	<u>539,596.55</u>	<u>168,004.40</u>	<u>68.9</u>
NET REVENUE OVER EXPENDITURES	<u>( 367,926.14)</u>	<u>( 522,994.55)</u>	<u>( 155,068.41)</u>	<u>( 70.4)</u>