



AGENDA – Library Board Meeting

Library Board Member Todd Carpenter, Chair
Library Board Member Ashley Lee, Secretary
Library Board Member Meredith Sager McNett
Library Board Member Christy Jepson
Library Board Member Heather MacKay

CITY OF SARATOGA SPRINGS - Tuesday, February 13, 2024 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@saratogasprings-ut.gov

Call to Order

Roll Call

Public Input

REPORTS

1. Friends of the Library

BUSINESS ITEMS

The Board will discuss (without public comment) and may approve the following items:

1. Library Board Minutes for January 9, 2024.
2. Food for Fines Dates

DIRECTOR'S UPDATE

1. Budget
2. Policy Drafts: Still Pending Other Departmental Input
 - a. Criminal Background Check Draft
 - b. Collection Development Policy Draft
 - c. Computer Use & Internet Acceptable Use Policy Draft
3. Announcements
 - a. Next Meeting: Tuesday, March 12, 2024

ADJOURNMENT

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 item. 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 Library Director at 801.766.6513 at least 72 hours prior to the meeting.



MINUTES – Library Board

Tuesday, January 9, 2024

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Call to Order: 6:32 PM by Chairman Todd Carpenter.

Roll Call: A quorum was present.

Present:

Board Members: Todd Carpenter, Ashley Lee; Heather MacKay, Meredith Sager McNett, Christy Jepson.

Staff: Melissa Grygla, Library Director.

Public Input: No comments were made.

REPORTS

1. Friends of the Library. The Friends are meeting on Wednesday, January 10th at 6:30 in the Library.

BUSINESS ITEMS

1. Approval of Minutes for December 12, 2023.

Motion made by Heather Mackay to approve the minutes of December 12, 2023. Seconded by Ashley Lee.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett, Christy Jepson.

No: None.

Motion passed 5-0.

DIRECTOR'S UPDATE

1. **Budget**

A budget update was provided and discussion regarding the budget for 2023-2024. Discussion was had regarding current budget expenditures and the rapidly depleting electronic content purchases. We will be revising our hold ratio in hopes that we will have enough funding to purchase popular titles published at the end of the budget year.

2. **Public Open House Pending Date.**

Discussion regarding the date that was scheduled and cancelled. The City is currently pending a new date from the company.

3. **Winter Reading Program.**

This program has begun. It is helping to encourage the checkout of Library materials during our slower months. Arctic Circle donated ice cream certificates and Fat Cats donated mini golf as prizes.

4. **Policies**

- a. Library Staff & Volunteer Background Check Policy.

Discussion was had regarding the Criminal Background Check requirement that will be implemented by 2024. The Library Director is working with Human Resources and the City Attorney's Office to create a policy for Library staff and volunteers. The staff policy will need to correlate with the Saratoga Springs Personnel Policies and Procedures manual that is approved by the City Council. A draft version of the policy that is still under review and a meeting is scheduled for later this week.

- b. Collection Development Policy.

Revisions to this policy are pending the City creating an artwork display policy. Then we will modify the Library Collection Development Policy to include language that we follow the City's policies.

5. Technology Plan Drafted Pending IT Feedback.

- a. Pending Revised Draft of Public Computer & Internet Access Policy.
This revised policy and the form were approved by the IT Department last Friday. It is now with the City Attorney's office for review.
- b. Form to request access to sites that are blocked.
The Library Board discussed this form and who would have to research alternative sites if the IT Department does receive a request. It is likely that will be done by the Library staff. However, in 10 years we have only had 1 request to unblock a site. It is extremely unlikely that a customer will request access to a site they cannot retrieve.

6. Announcements

- a. Next Meeting: Tuesday, February 13, 2024

ADJOURNMENT

Motion made by Christy Jepson to adjourn the meeting. Seconded by Ashley Lee.
Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett, Christy Jepson.
No: None.
Motion passed 5-0.

Meeting adjourned at 6:44 p.m.

Date of Approval

Library Board Secretary
Ashley Lee

Library Director
Melissa Grygla

Library Board Staff Report

Author: Melissa Grygla, Library Director
Subject: Food for Fines
Date: February 8, 2024



Summary Recommendations: The Library Board should approve the dates of March 11th to March 23rd for Food for Fines.

Description:

- A. Topic:** Food for Fines Dates
- B. Background:** The Library Board is able to adopt Food for Fines for a 14 day period in each calendar year. We are hoping to schedule the dates from March 11th to March 23rd.
- C. Funding Source:** There are no anticipated funding impacts of adopting these dates as we have adopted two weeks per year since 2013.
- C. Analysis:** We are hoping to schedule the dates from March 11th to March 23rd. As we typically schedule this around the opening date of the library in honor of our "Birthday."
- E. Department Review:** Library.

Alternatives:

- A. Approve the Request:** Staff recommends that the Library Board adopt March 11th to March 23rd as the Food for Fines dates in 2024.
- B. Deny the Request:** The Library Board could deny the request to adopt the recommended dates. If they choose to do so they should recommend other dates to be used in the place of the suggested dates. A revision of the schedule would then be brought to the Library Board for their approval.

Recommendation: Staff recommends that the Library Board adopt March 11th to March 23rd as the Food for Fines dates in 2024.



SARATOGA SPRINGS LIBRARY

FOOD FOR FINES

Exchange canned goods
& other food items for
library overdue fines to help
Tabitha's Way Local Food Pantry.

MARCH 11TH TO MARCH 23RD

Library members will get \$0.50 in current fines* waived for
each can or package of food.

Bring canned goods or other food items to the circulation desk
at your library. Don't forget to bring your library card!

No drop-offs please
No open or used items
No expired items
No perishable items
No homemade items

* Food for Fines does NOT include replacement fees for lost or damaged materials, collection agency fees, card replacement fees, and future overdue fines. There is a limit of \$20.00 which may be waived with food items.

City of Saratoga Springs

Department Details for Period June

	2024 YTD Actuals	2024 YTD Budget	2024 YTD Variance	2024 YTD Variance Icon	2024 YTD Percentage Variance
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* Report Contains Filters

10. GENERAL FUND

Revenue

3600. OTHER REVENUE

-9,671	-11,500.00	-1,829		-15.91%
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Sub Total Revenue

-9,671	-11,500.00	-1,829		-15.91%
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Expenditure

4610. LIBRARY SERVICES

426,370	920,450.55	494,080		53.68%
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Sub Total Expenditure

426,370	920,450.55	494,080		53.68%
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Sub Total 10. GENERAL FUND

416,700	908,950.55	492,251		54.16%
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Report Total :

416,700	908,950.55	492,251		54.16%
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City of Saratoga Springs

3600. OTHER REVENUE Department

Account Details

for Period June

	2024 Annual Budget	2024 YTD Actuals	2024 YTD Budget	2024 YTD Variance	2024 YTD Variance Icon	2025 Total Next Year Budget
* Report Contains Filters						

10. GENERAL FUND

10-3680-276. DONATIONS - LIBRARY	-1,700	-1,301	-1,700.00	-399	✖	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-812	-1,800.00	-988	✖	0
10-3680-288. FINES - LIBRARY	-8,000	-7,558	-8,000.00	-442	⬇	0
Sub Total 10. GENERAL FUND	-11,500	-9,671	-11,500.00	-1,829	⬇	0
Report Total :	-11,500	-9,671	-11,500.00	-1,829	⬇	0

City of Saratoga Springs
4610. LIBRARY SERVICES Department
Account Details
for Period June

	2024 Annual Budget	2024 YTD Actuals	2024 YTD Budget	2024 YTD Variance	2024 YTD Variance Icon	2025 Total Next Year Budget
* Report Contains Filters						

10. GENERAL FUND

10-4610-110. SALARIES & WAGES	466,093	218,037	466,093.00	248,056	✓	0
10-4610-130. EMPLOYEE BENEFITS	227,638	78,849	227,638.00	148,789	✓	0
10-4610-210. COMPUTERS &	27,700	7,418	27,700.00	20,282	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	219	3,000.00	2,781	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	125	5,700.00	5,575	✓	0
10-4610-340. OFFICE	36,200	16,241	36,200.00	19,959	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	826	5,800.00	4,974	✓	0
10-4610-400. BOOK PURCHASES	50,000	34,381	50,000.00	15,620	✓	0
10-4610-410. DIGITAL PURCHASES	87,800	69,145	87,800.00	18,655	✓	0
10-4610-500. LIBRARY PROGRAMS	10,300	1,131	10,300.00	9,169	✓	0
10-4610-550. LIBRARY GRANT	0	0	0.00	0	⚠	0
10-4610-700. CAPITAL OUTLAY	220	0	219.55	220	✓	0
Sub Total 10. GENERAL FUND	920,451	426,370	920,450.55	494,080	✓	0

Report Total :	920,451	426,370	920,450.55	494,080	✓	0
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