

Saratoga Springs Public Library Board Meeting
Tuesday, 22 July 2014
7:30pm @ Saratoga Springs City Offices

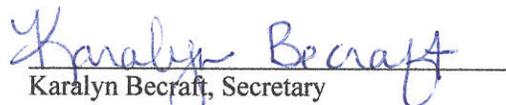
Minutes

1. Call to Order – Chairman – 7:38pm
2. Roll Call - A Quorum was present at the meeting with (4) four voting board members in attendance. They were: Chairman-Larry Whiting, Kevin Sater, Karen Smart, Katie Leavitt with Library Director-Melissa Grygla; Excused - Chris Porter, Annie Woodhouse, Jeff Grover, Jill Gardner (Friends of the Library); Guest – Karalyn Becraft, Stephen Willden
3. Minutes from meeting held on 24 June 2014 - A MOTION to APPROVE the minutes was made by Kevin and SECONDED by Katie. In ROLL CALL VOTING, the MOTION PASSED with ALL voting unanimous in the affirmative.
4. Annual Meeting Information – see attachment
5. Directors Report – Melissa
 - a. No Financial Update: For June 2014 Yet
 - b. 2014/2015 Budget Document attached
 - c. Statistics—
 - i. Monthly Statistics-June
 1. 7,202 Unique Visitors During Open Hours
 2. 672 Computer Users
 3. 207 Wi-Fi Users
 4. 26 Proctored Exams
 5. 1,960 Programming Visitors 39 Programs
 6. 172 Reference Questions
 7. 12,939 Items Circulated
 - ii. Card Holders- Total as of June 2014
 1. 200 New card Holders
 2. 102 Adults
 3. 78 Children
 4. 16 Youths
 5. 4 Non-Resident
 - iii. Revenues- June 2014
 1. Cards \$258.00
 2. Fines \$696.48
 3. Books \$0.25
 4. Printing \$62.15
 5. Totes \$64.00
 6. Donation \$94.20
 7. Deposits \$1,175.08
 - d. Literacy Center Transition:
 - i. Literacy Center Board- Bylaws written. Still no meeting.
 - ii. Fall Session Registration is Open- Nearly Full for Students, we are still in need of 28 Tutors.

- e. We received certification.
 - i. Applied for LSTA Grant through Utah State Library Application Due 06/15/2014 money for Chinese/Spanish/YA collections.
 - ii. Received LSTA Grant for \$10,000 toward YA, Spanish and Chinese Materials
 - f. Merit Badge Classes
 - i. Offering approximately 2 a month.
 - ii. Registration for both classes has been 10 kids which is a good turnout.
 - g. Staff-
 - i. Michelle Davis is resigning effective August 1st.
 - ii. Distributing her hours amongst our other hourly employees.
 - h. Required Policy Reviews for 2014 Year
 - i. Circulation
 - ii. Gifts & Donations
 - iii. Theft & Mutilation of Materials
 - iv. Review of Open Meetings Act
 - v. Annual Training of Board Members
6. Old Business
- a. Merit Badges Update – Melissa covered some of it; electronics merit badge was lots of work to get it started but now that it is up and running it won't be as complex – will be 4 hours next time and not 2
7. New Business
- a. Moon Party – Sept 6 – Neptune Park at 7pm – Melissa will get the park reserved, UofU will not be coming because they have another engagement that night; selling concessions does not make enough money, Melissa will check with Waffle Love Truck to see if they will do a fundraiser that night and check with the city to see if this is allowed
 - b. Secretary – if someone is interested in taking it over or the other option is the meeting needs to be concluded by 9pm, Karalyn needs to be out of here due to another commitment
8. Announcements
- a. Next meeting - Tuesday, 26 August 2014 @ 7:30pm
9. Adjourned - MOTION to Adjourn was made by Kevin and SECONDED by Katie. In roll call voting, the motion passed unanimous in the affirmative @8:37 pm.

Date APPROVED by Library Board Aug. 26, 2014.


 Larry Whiting, Chairman


 Karalyn Becraft, Secretary

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AGENDA

1. Call to Order – Chairman
2. Roll Call
3. Minutes from meeting held on 24 June 2014
4. Annual Meeting Information
5. Directors Report – Melissa

6. Old Business
 - a. Merit Badges Update
7. New Business
 - a. Moon Party – Sept 6
8. Announcements
 - a. Next meeting - Tuesday, 12 August 2014 @ 7:30pm
9. Adjourned

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 01, 2014

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	.00	1,200.00	1,200.00	.0
10-3680-287 MISC SALES - LIBRARY	.00	2,000.00	2,000.00	.0
10-3680-288 FINES - LIBRARY	.00	3,000.00	3,000.00	.0
TOTAL OTHER REVENUE	.00	6,200.00	6,200.00	.0
TOTAL FUND REVENUE	.00	6,200.00	6,200.00	.0

CITY OF SARATOGA SPRINGS
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 01, 2014

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	.00	94,981.00	94,981.00	.0
10-4610-130 EMPLOYEE BENEFITS	.00	28,373.00	28,373.00	.0
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	.00	1,500.00	1,500.00	.0
10-4610-260 BUILDINGS MAINTENANCE	.00	1,000.00	1,000.00	.0
10-4610-330 EDUCATION/TRAINING	.00	1,410.00	1,410.00	.0
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	.00	7,800.00	7,800.00	.0
10-4610-350 PROFESSIONAL/CONTRACT	.00	2,000.00	2,000.00	.0
10-4610-400 BOOK PURCHASES	.00	17,000.00	17,000.00	.0
10-4610-500 LIBRARY PROGRAMS	.00	2,800.00	2,800.00	.0
10-4610-700 CAPITAL OUTLAY	.00	.00	.00	.0
TOTAL LIBRARY SERVICES	.00	156,864.00	156,864.00	.0
TOTAL FUND EXPENDITURES	.00	156,864.00	156,864.00	.0
NET REVENUE OVER EXPENDITURES	.00	(150,864.00)	(150,864.00)	.0

Saratoga Springs Library

2013-2014 Annual Update





Increased Hours January 2014

- Community Response has been Great. However, some people are still unaware of our presence.
- Monday-Thursday 10:00 AM- 7:00 PM
- Saturday 10:00 AM- 3:00 PM

When the population reached 25,000 we will need to increase our hours again to 52 Hours week.

Possible Projected Schedule:

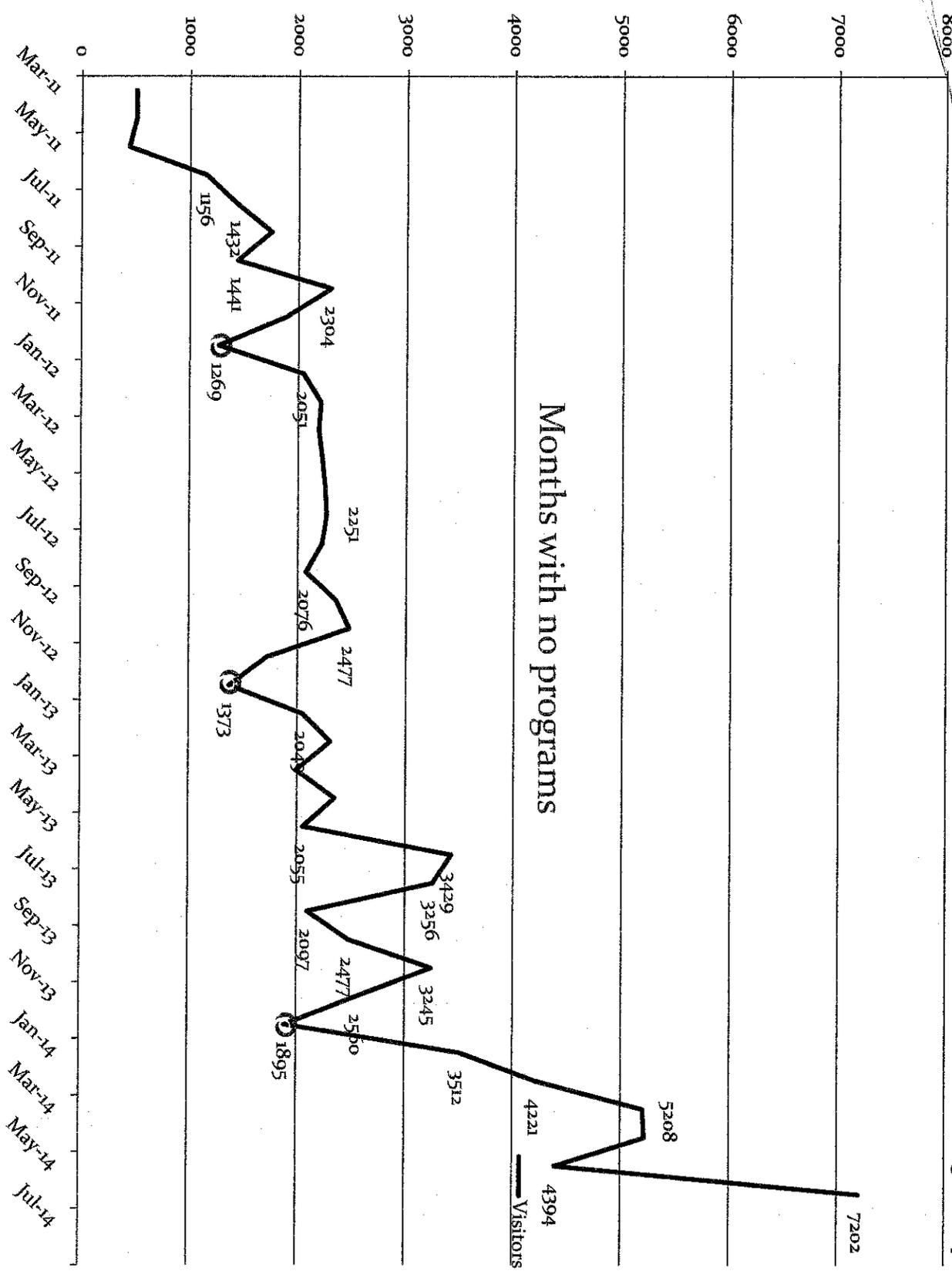
- Monday-Friday 10:00 AM-7:00 PM
- Saturday 10:00 AM – 5:00 PM

Milestones for 2013-2014

- 287 programs offered
 - Including:
 - Young Adult
 - Family
 - Children of All Ages
 - Water Color Classes- Registration and fee required.
 - Merit Badge Classes- Registration and fee required.
- Reached 5,233 cardholders.
- Collection reached 22,702 items plus an additional 9,000 electronic items through the State Library.
- 45,301 visits to the library.
- 98,733 items were checked out.
- June 2013 Sue Alexander, library director retired.

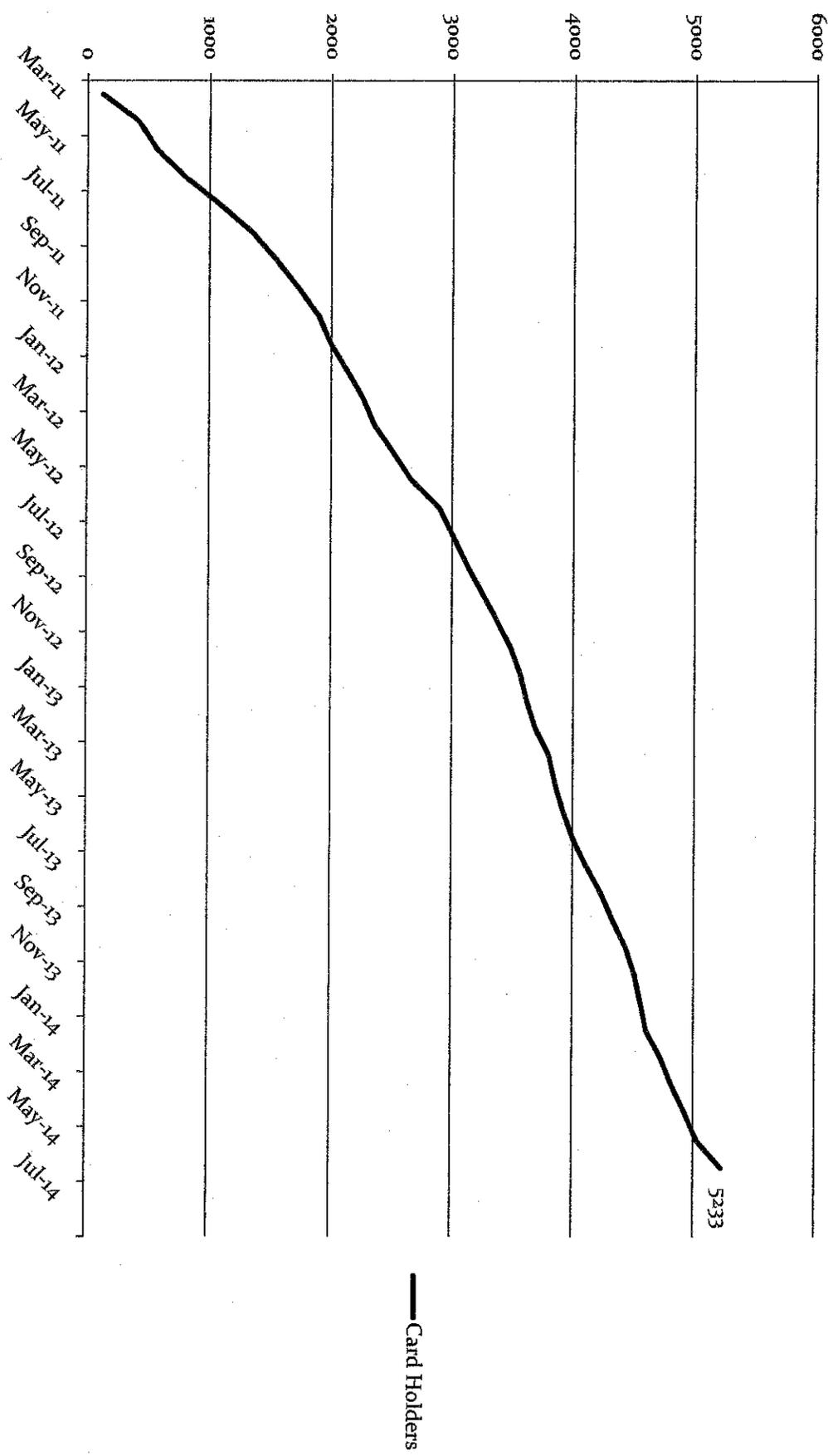
Visitors

In November we had projected 5,500 monthly based on the surrounding library's statistics.



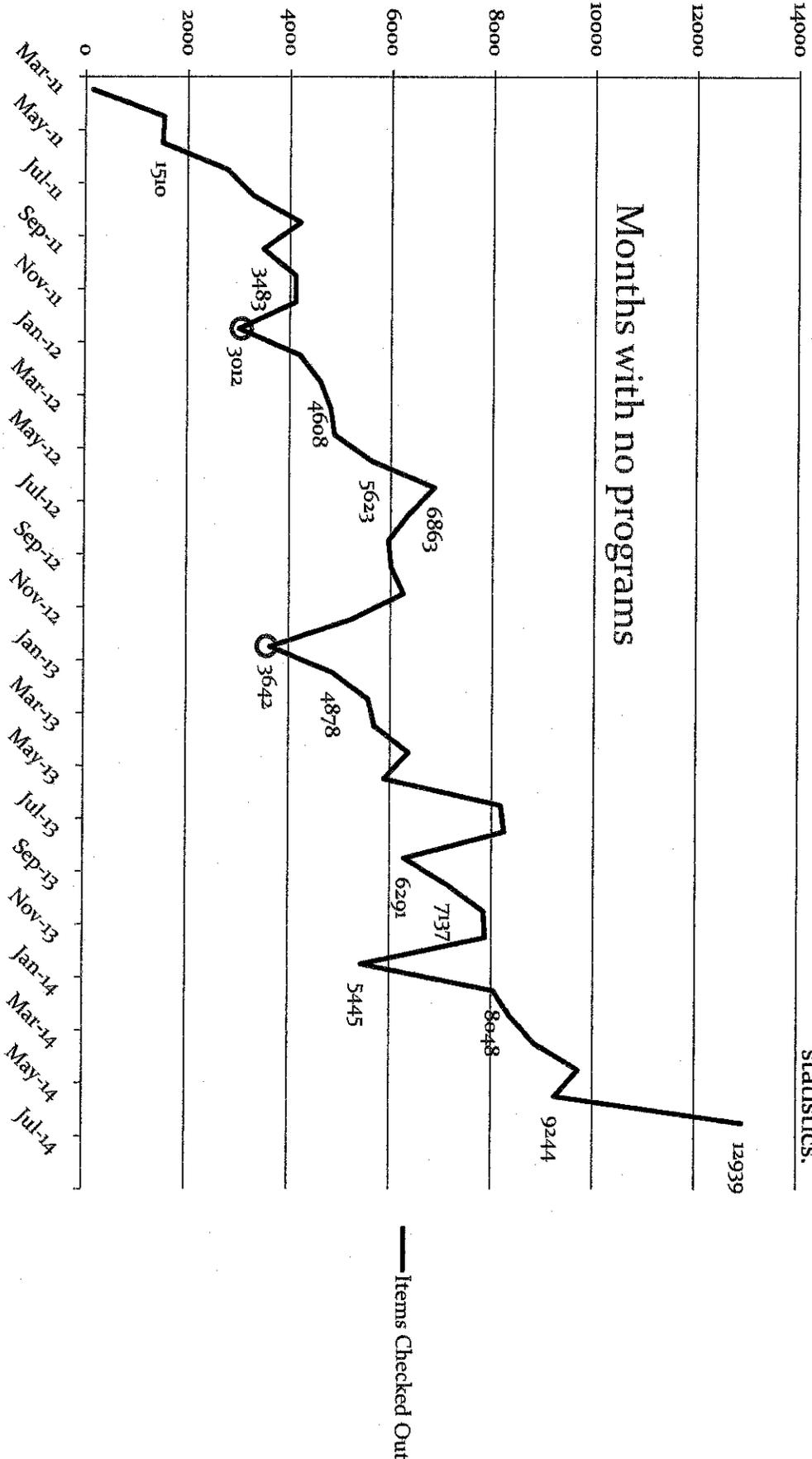
Card Holders

We reached 5,000 Card Holders in May 2014.



Item's Checked Out

In November we had projected a circulation of 10,000, each month based on surrounding libraries statistics.



Volunteer Hours

With our expanded hours volunteer hours have increased.



How we are meeting community demands

- 41 Open hours a week
- Development of additional programs.
 - Increasing Story Hour sessions from 2 to 4 a week.
 - Increasing Wiggle Worms sessions from 2 to 4 a week.
 - Providing reference assistance based on appointment.
 - Development of a youth book club.
 - Technology sessions to show patrons how to use Pioneer for research, e-books, audio books, and to practice standardized testing.



Looking to the Future...

- Tumble Books Cost Approximately \$500.00 Annual.
- We have a 'Wish List' of about \$10,000 worth of Non-Fiction Titles which will help to round out our Non-Fiction Collection.
 - Seeking Grant Funding to help purchase these titles.
- Begin investigating and put together a report with library benchmarks future growth.

Value Delivered FY 2013-2014

\$ 1,974,660	Items checked out x \$20.00
\$ 51,690	People attending programs at \$5.00
\$ 12,565	Reference questions answered at \$5.00
\$ 29,670	Computer users at \$10.00 per use
\$ 1,577,580	Total Monetary Value FY 2012-2013
\$ 2,068,585	Total Monetary Value FY 2013-2014