



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, May 14, 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. Oath of Office: Meredith Sager McNett and Stacy Taylor
2. Library Board Minutes for April 9, 2024

DIRECTOR'S UPDATE

1. Budget
2. Monthly Report Update
3. Announcements
 - a. Next Meeting: Tuesday, June 11, 2024

ADJOURNMENT

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, April 9, 2024

City of Saratoga Springs City Offices

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

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LIBRARY BOARD MEETING

Call to Order: 6:34 PM by Chairman Todd Carpenter.

10

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.

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Guest: Clarissa Cooper, Friends of the Library.

Public Input: No comments were made.

REPORTS

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1. Friends of the Library. The Friends are working on building their website, reaching out to residents via social media and will consider meeting quarterly moving forward.

BUSINESS ITEMS

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1. **Library Volunteer Background Check Policy**

Motion made by Ashely Lee to approve the attached Library Background Check Policy.

Seconded by Christy Jepson.

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

No: None.

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Motion passed 5-0.

2. **Approval of Minutes for March 12, 2024**

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Motion made by Heather MacKay to approve the minutes of March 12, 2024. Seconded by Meredith Sager McNett.

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

No: None.

Motion passed 5-0.

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DIRECTOR'S UPDATE

1. **Budget**

A budget update was provided and discussion was held regarding the budget for 2023-2024.

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2. **Policy Drafts: New Direction.**

A conversation was had regarding an entire policy document which will cover all of our departmental policies. It is a work in progress that will take some time to compile.

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3. **Monthly Report Update.**

A monthly report was provided and the Library Board reviewed it with the Director. The Director asked if they would like to see any additional types of information moving forward with this update.

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4. **Announcements**

- a. Next Meeting: Tuesday, May 14, 2024. Ashley Lee did verify she will be absent at this scheduled meeting.

ADJOURNMENT

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

65 Meeting adjourned at 6:57 p.m.

70 _____
 Date of Approval

Library Board Secretary
Ashley Lee

75 _____
 Library Director
 Melissa Grygla

DRAFT

	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

3600. OTHER REVENUE	-11,500	-13,146	-11,500.00	1,646		0
4610. LIBRARY SERVICES	929,305	635,965	929,304.55	293,339		0
Sub Total 10. GENERAL FUND	917,805	622,819	917,804.55	294,985		0

Report Total :	917,805	622,819	917,804.55	294,985		0
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Selected Filters

- Account Type
- Include - Expenditure
 - Include - Revenue

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	-1,859	-1,700.00	159		0
10-3680-287. MISC SALES - LIBRARY	-1,800	-1,310	-1,800.00	-490		0
10-3680-288. FINES - LIBRARY	-8,000	-9,976	-8,000.00	1,976		0
Sub Total 10. GENERAL FUND	-11,500	-13,146	-11,500.00	1,646		0
Report Total :	-11,500	-13,146	-11,500.00	1,646		0

Selected Filters

- Account Type
- Include - Expenditure
 - Include - Revenue

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	314,881	466,093.00	151,212	✓	0
10-4610-130. EMPLOYEE BENEFITS	227,638	116,159	227,638.00	111,479	✓	0
10-4610-210. COMPUTERS &	27,700	15,813	27,700.00	11,887	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	331	3,000.00	2,669	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	868	5,700.00	4,832	✓	0
10-4610-340. OFFICE	36,200	30,311	36,200.00	5,889	⚠	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	891	5,800.00	4,909	✓	0
10-4610-400. BOOK PURCHASES	50,000	59,581	50,000.00	-9,581	⚠	0
10-4610-410. DIGITAL PURCHASES	87,800	87,454	87,800.00	346	⚠	0
10-4610-500. LIBRARY PROGRAMS	10,300	1,518	10,300.00	8,782	✓	0
10-4610-550. LIBRARY GRANT	8,854	8,159	8,854.00	695	⚠	0
10-4610-700. CAPITAL OUTLAY	220	0	219.55	220	✓	0
Sub Total 10. GENERAL FUND	929,305	635,965	929,304.55	293,339	✓	0

Report Total :	929,305	635,965	929,304.55	293,339	✓	0
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Selected Filters

- Account Type
- Include - Expenditure
 - Include - Revenue



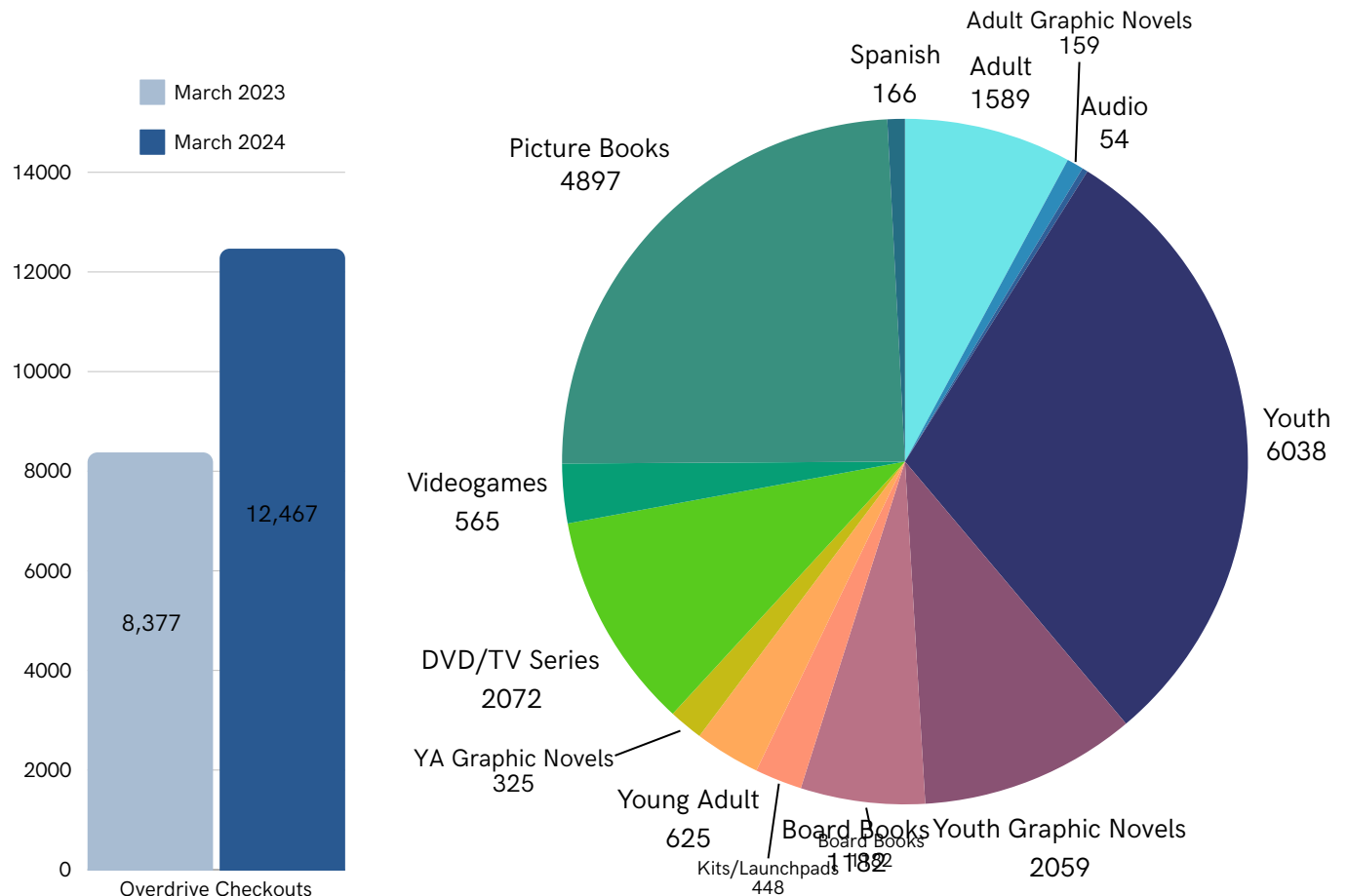
MONTHLY REPORT

MARCH 2024

CIRCULATION

Circulation by cardholder type

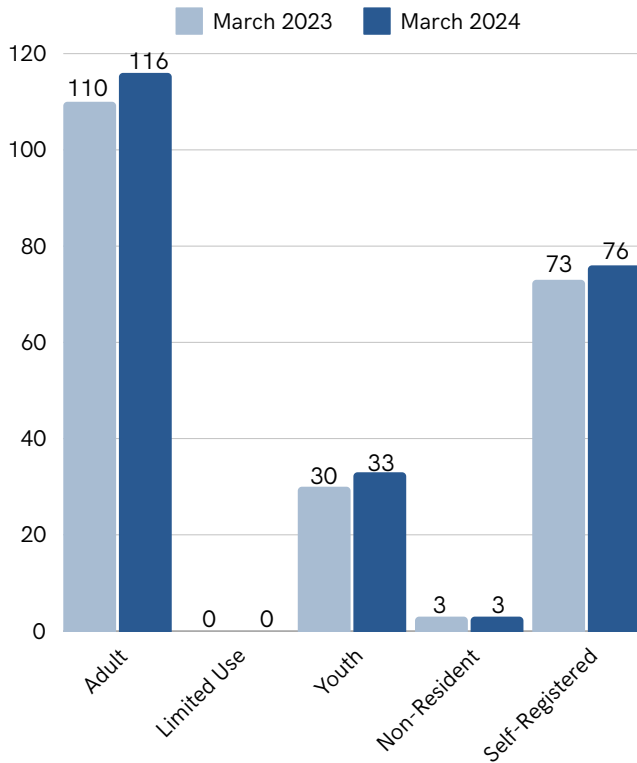
Cardholder Type	March 2023	March 2024
Adult	15,707	19,180
Youth	1,595	1,920
Non-Resident	124	92
Administrative	920	466
Total Physical Circulation	18,346	21,658



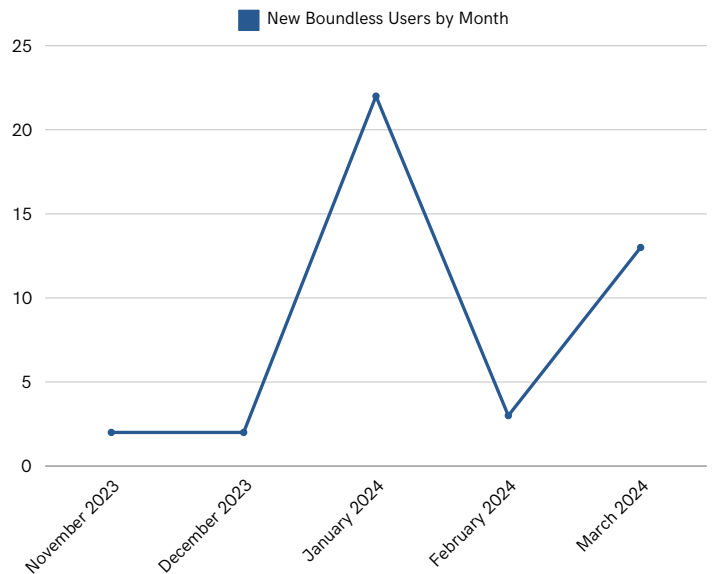
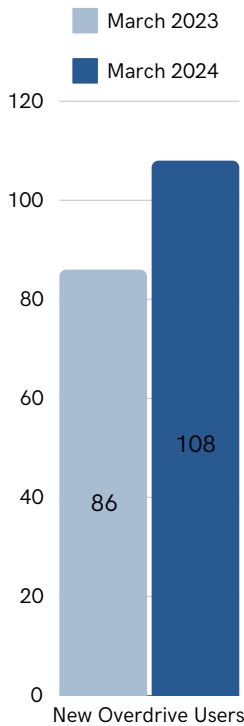
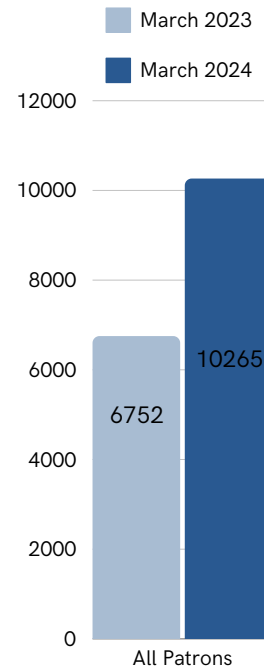
Circulation by home location in March 2024

REGISTRATIONS

New Patrons Registered



Total Patrons Registered

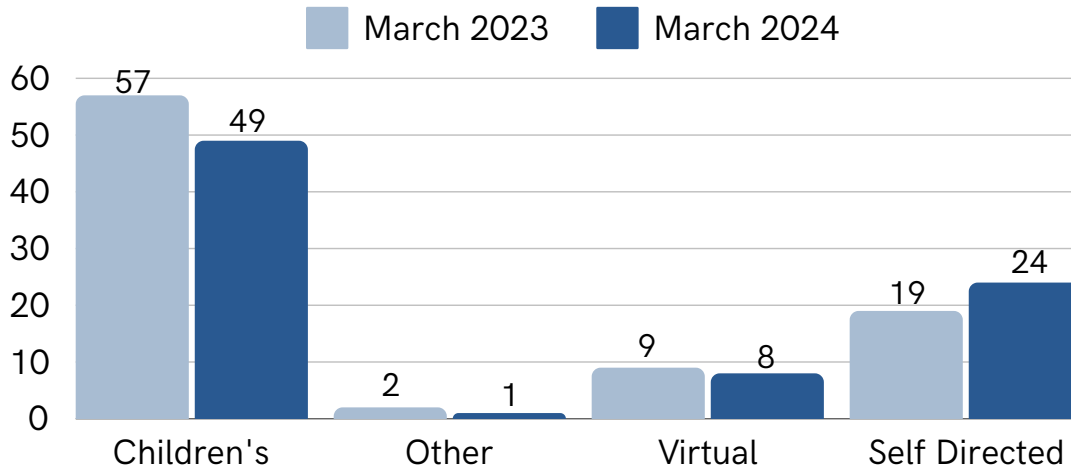


ATTENDANCE/OTHER

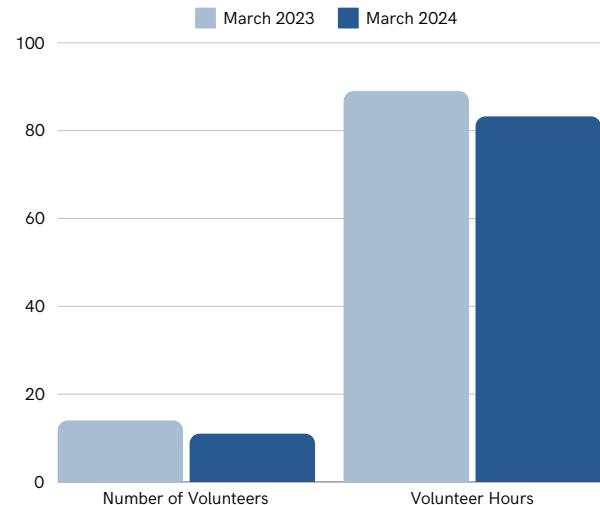
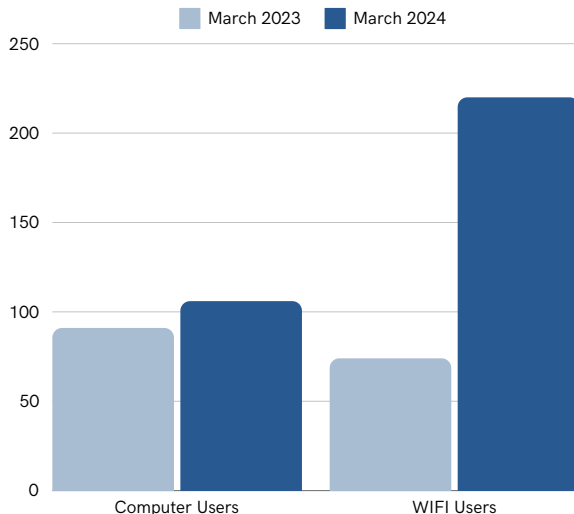
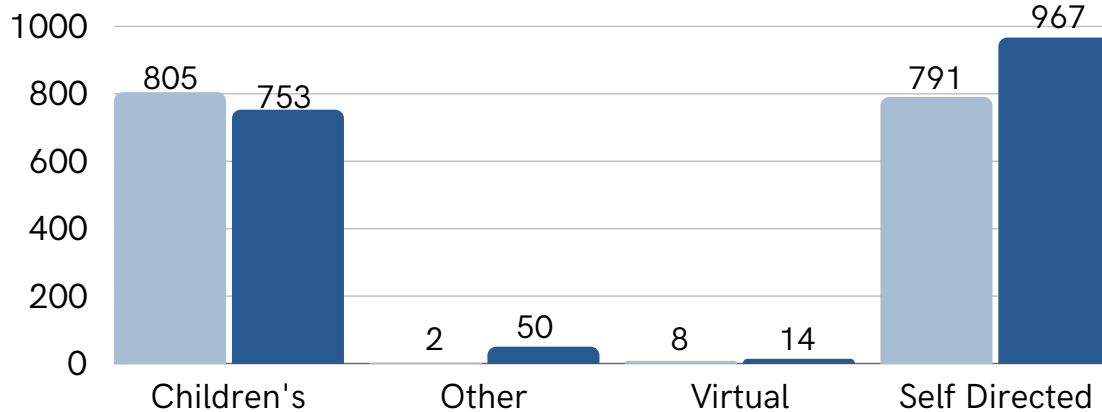
March 2023 Total Visits: 6961

March 2024 Total Visits: 8514

Number of Programs

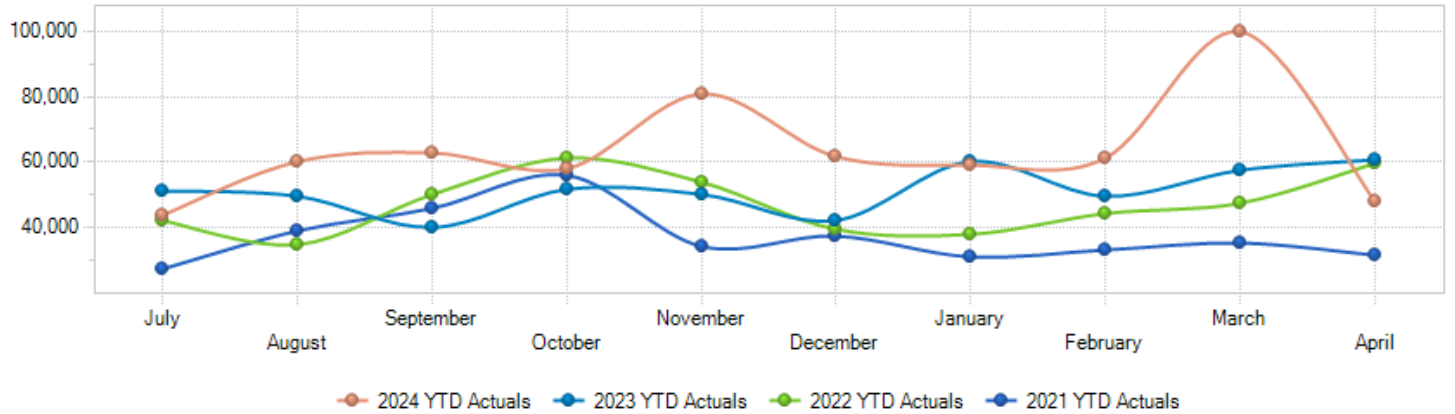


Program Attendance



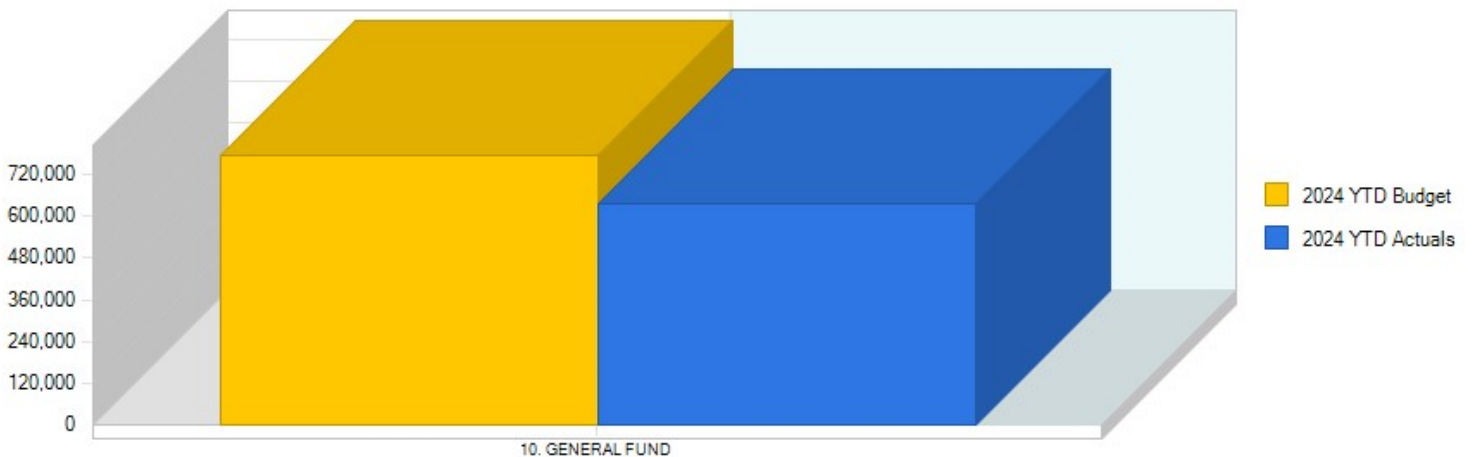
EXPENDITURES

Expenditure Comparison Chart



	July	August	September	October	November	December	January	February	March	April
2024 YTD Actuals	43,976	60,019	63,004	57,996	80,555	61,869	58,951	61,341	99,915	48,340
2023 YTD Actuals	51,309	49,731	40,138	51,682	49,960	42,033	60,260	49,834	57,671	60,710
2022 YTD Actuals	42,215	34,767	50,257	61,033	54,026	39,776	38,272	44,576	47,563	59,642
2021 YTD Actuals	27,387	39,023	46,015	56,090	34,406	37,319	31,035	33,208	35,201	31,909

YTD Bud VS YTD Act - Exp Only



10. GENERAL FUND	
2024 YTD Budget	774,420
2024 YTD Actuals	635,965