



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 Stacy Taylor
Library Board Member Heather MacKay

CITY OF SARATOGA SPRINGS - Tuesday, July 9, 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 June 11, 2024
2. Chair, Vice-Chair and Secretary Appointments

DIRECTOR'S UPDATE

1. Budget
2. Monthly Report Update
3. Summer Reading Program Update
4. Quarterly City Council Update
 - a. Annual Update Scheduling with the Library Board
5. Scheduling of OPMA Training Tentatively October 8th
6. Moon Party Tentatively September 14th
7. Announcements
 - a. Next Meeting: Tuesday, August 13, 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, June 11, 2024

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Call to Order: 6:31 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 have donated prizes to the summer reading program for teens and adults. They are meeting quarterly now.

BUSINESS ITEMS

1. Approval of Minutes for May 14, 2024

Motion made by Heather MacKay to approve the minutes of May 14, 2024. Seconded by Christy Jepson.

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 was held regarding the budget for 2023-2024.

2. Monthly Report Update.

A monthly report was provided and the Library Board reviewed it with the Director.

3. Summer Reading Program Update.

A summer reading update was provide and questions were asked regarding the prizes and how County Library Systems purchased books and expensive prizes.

4. Aspen Discovery Catalog and App Scheduled June 24.

The Library Board was provided with information about the Aspen Discovery Catalog and LiDA app going live on June 24th. The site is built and currently undergoing set up and testing. It incorporates the entire collection, digital and physical, into one location.

5. Chair, Vice-Chair and Secretary Appointments in July 2024.

The Library Director reminded the Library Board that their appointments would be on the agenda for July 2024.

6. Announcements

- a. Next Meeting: Tuesday, July 9, 2024.

ADJOURNMENT

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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.

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Meeting adjourned at 7:02 p.m.

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Date of Approval

Library Board Secretary
Ashley Lee

Library Director
Melissa Grygla

CITY OF SARATOGA SPRINGS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>				
10-3680-276 DONATIONS - LIBRARY	2,289.85	1,700.00	(589.85)	134.7
10-3680-287 MISC SALES - LIBRARY	1,647.80	1,800.00	152.20	91.5
10-3680-288 FINES - LIBRARY	12,396.88	8,000.00	(4,396.88)	155.0
TOTAL OTHER REVENUE	16,334.53	11,500.00	(4,834.53)	142.0
TOTAL FUND REVENUE	16,334.53	11,500.00	(4,834.53)	142.0

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	402,240.81	466,093.00	63,852.19	86.3
10-4610-130 EMPLOYEE BENEFITS	146,997.71	227,638.00	80,640.29	64.6
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	25,211.75	27,700.00	2,488.25	91.0
10-4610-260 BUILDINGS MAINTENANCE	330.52	3,000.00	2,669.48	11.0
10-4610-330 EDUCATION/TRAINING	3,176.27	5,700.00	2,523.73	55.7
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	33,947.06	36,200.00	2,252.94	93.8
10-4610-350 PROFESSIONAL/CONTRACT	891.00	5,800.00	4,909.00	15.4
10-4610-400 BOOK PURCHASES	73,483.00	50,000.00	(23,483.00)	147.0
10-4610-410 DIGITAL PURCHASES	115,153.08	87,800.00	(27,353.08)	131.2
10-4610-500 LIBRARY PROGRAMS	4,771.41	10,300.00	5,528.59	46.3
10-4610-550 LIBRARY GRANT EXPENDITURES	8,414.40	8,854.00	439.60	95.0
10-4610-700 CAPITAL OUTLAY	.00	219.55	219.55	.0
TOTAL LIBRARY SERVICES	814,617.01	929,304.55	114,687.54	87.7
TOTAL FUND EXPENDITURES	814,617.01	929,304.55	114,687.54	87.7
NET REVENUE OVER EXPENDITURES	(798,282.48)	(917,804.55)	(119,522.07)	(87.0)

City of Saratoga Springs

3600. OTHER REVENUE Department

Account Details

for Period June

	2025 Annual Budget	2025 YTD Actuals	2025 YTD Budget	2025 YTD Variance	2025 YTD Variance Icon	2026 Total Next Year Budget
* Report Contains Filters						

10. GENERAL FUND

10-3680-276. DONATIONS - LIBRARY	-1,700	0	-1,700.00	-1,700	✗	0
10-3680-287. MISC SALES - LIBRARY	-1,800	0	-1,800.00	-1,800	✗	0
10-3680-288. FINES - LIBRARY	-10,000	0	-10,000.00	-10,000	✗	0
Sub Total 10. GENERAL FUND	-13,500	0	-13,500.00	-13,500	✓	0
Report Total :	-13,500	0	-13,500.00	-13,500	✓	0

Selected Filters

Account Type
Include - Expenditure
Include - Revenue

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

	2025 Annual Budget	2025 YTD Actuals	2025 YTD Budget	2025 YTD Variance	2025 YTD Variance Icon	2026 Total Next Year Budget
* Report Contains Filters						

10. GENERAL FUND

10-4610-110. SALARIES & WAGES	499,837	0	499,837.00	499,837	✓	0
10-4610-130. EMPLOYEE BENEFITS	234,438	0	234,438.00	234,438	✓	0
10-4610-210. COMPUTERS &	27,700	0	27,700.00	27,700	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	0	3,000.00	3,000	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	0	5,700.00	5,700	✓	0
10-4610-340. OFFICE	36,200	0	36,200.00	36,200	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	0	5,800.00	5,800	✓	0
10-4610-400. BOOK PURCHASES	50,000	0	50,000.00	50,000	✓	0
10-4610-410. DIGITAL PURCHASES	87,800	0	87,800.00	87,800	✓	0
10-4610-500. LIBRARY PROGRAMS	10,300	0	10,300.00	10,300	✓	0
10-4610-550. LIBRARY GRANT	0	0	0.00	0	⚠	0
10-4610-700. CAPITAL OUTLAY	0	0	0.00	0	⚠	0
Sub Total 10. GENERAL FUND	960,775	0	960,775.00	960,775	✗	0

Report Total :	960,775	0	960,775.00	960,775	✗	0
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Selected Filters

Account Type
Include - Expenditure
Include - Revenue



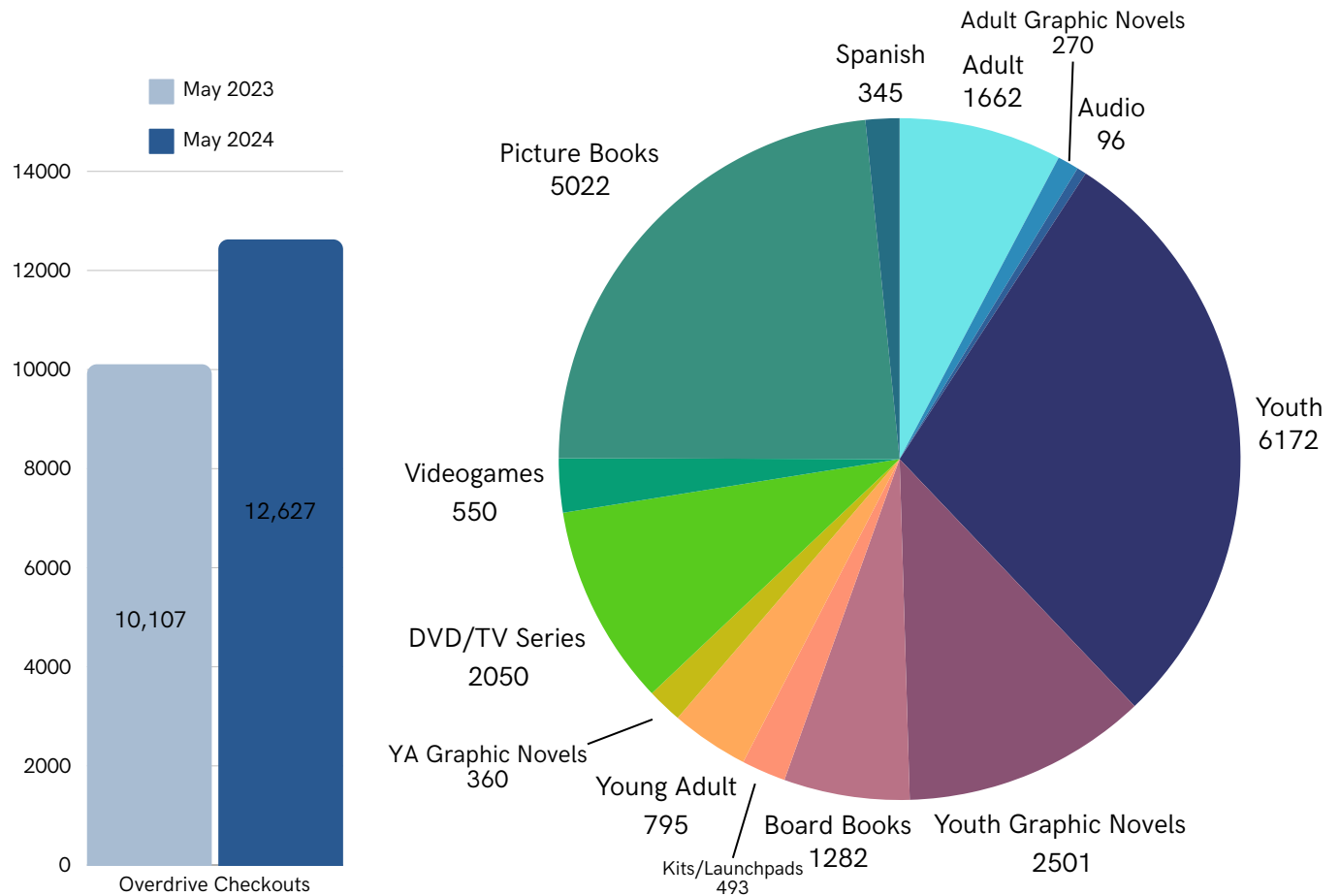
MONTHLY REPORT

MAY 2024

CIRCULATION

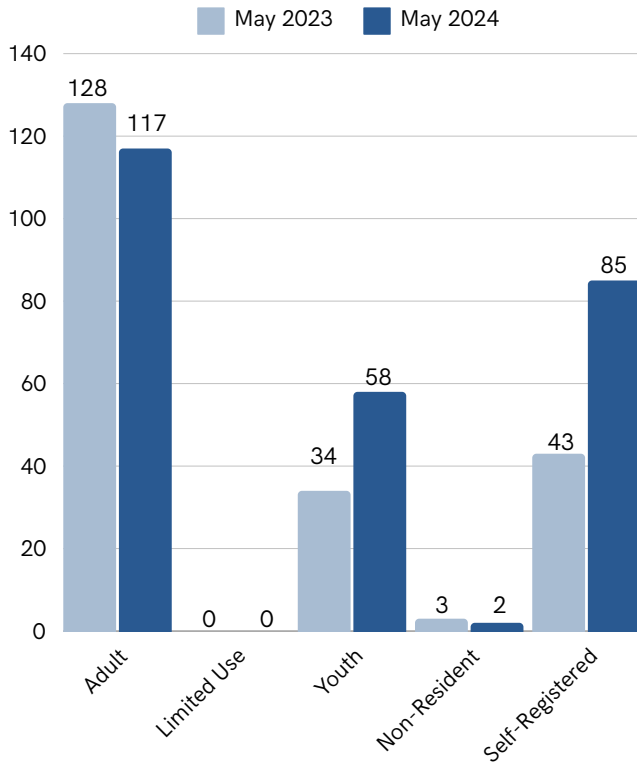
Circulation by cardholder type

Cardholder Type	May 2023	May 2024
Adult	19,004	20,738
Youth	1,670	1,710
Non-Resident	101	125
Administrative	1,116	690
Total Physical Circulation	21,891	23,263

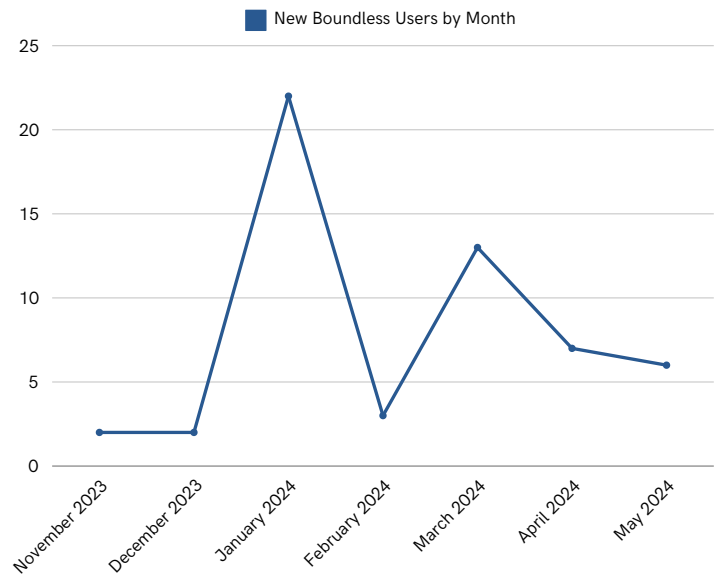
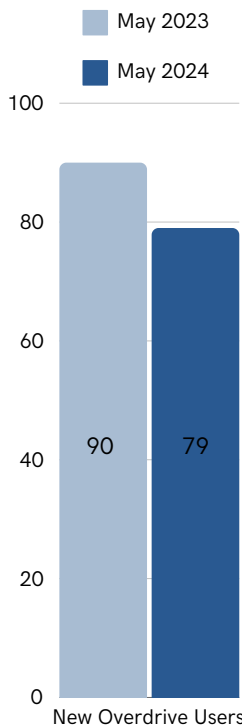
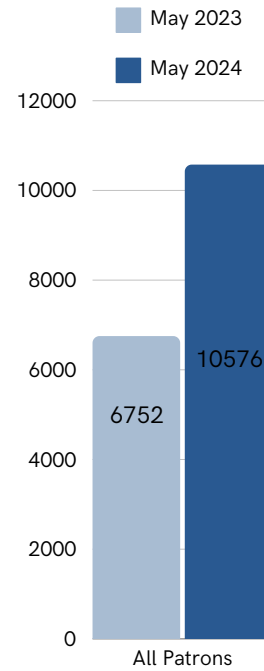


REGISTRATIONS

New Patrons Registered



Total Patrons Registered

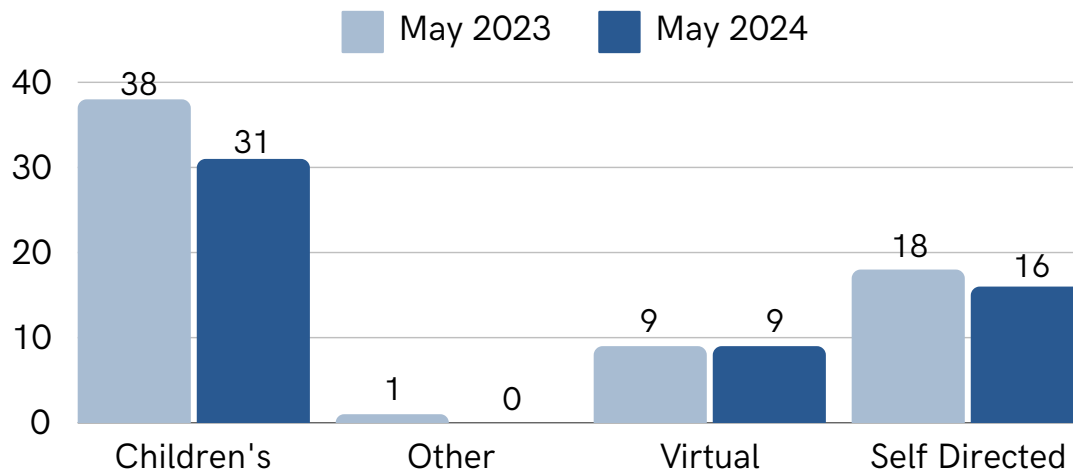


ATTENDANCE/OTHER

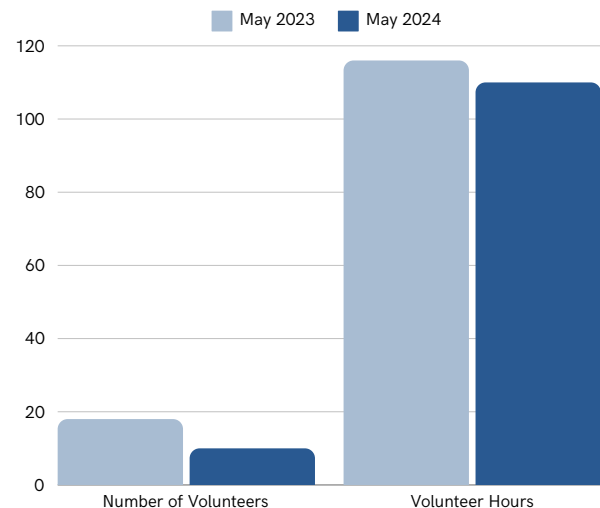
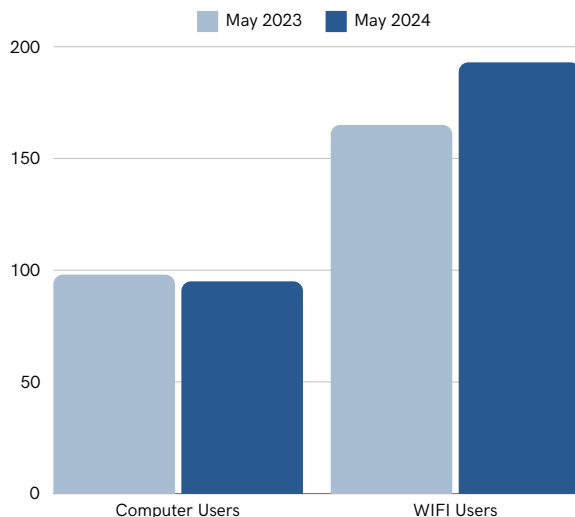
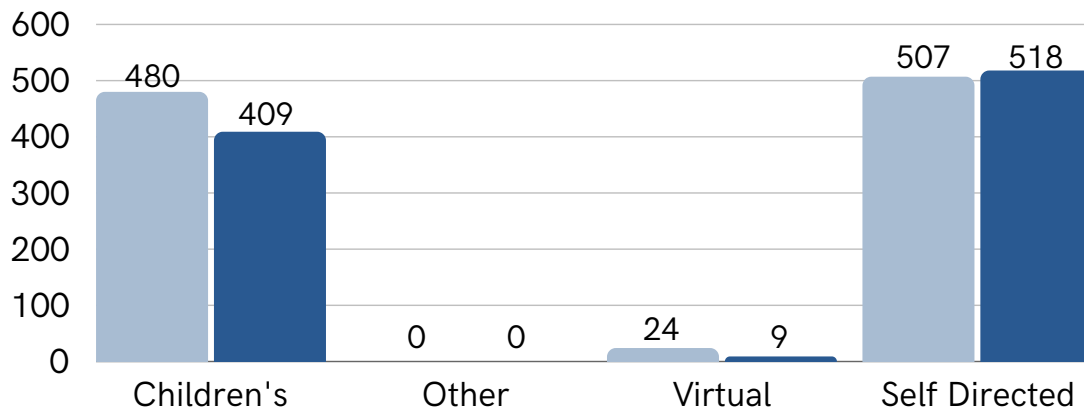
April 2023 Total Visits: 8,440

April 2024 Total Visits: 8,630

Number of Programs

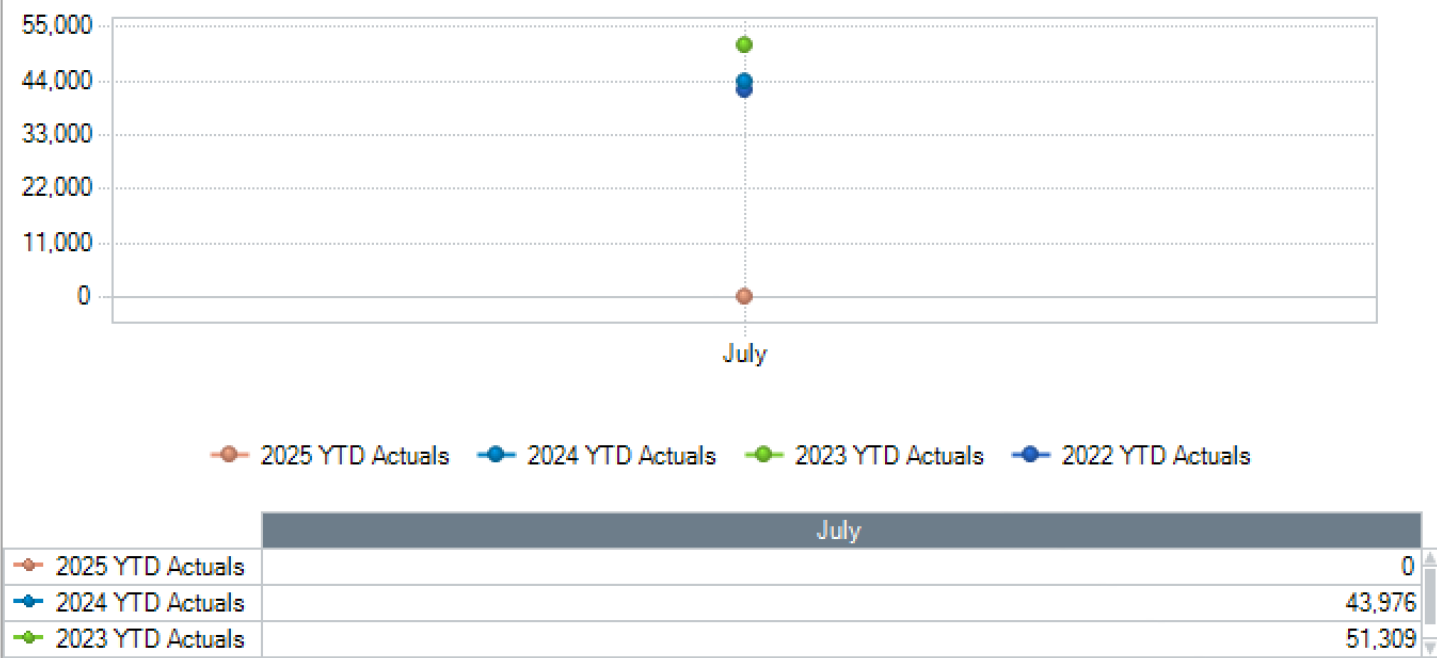


Program Attendance



EXPENDITURES

Expenditure Comparison Chart



YTD Bud VS YTD Act - Exp Only

