



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, August 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 July 9, 2024

DIRECTOR'S UPDATE

1. Budget
2. Monthly Report Update
3. Summer Reading Program Update
4. Moon Party Tentatively September 14th
 - a. Schedule of stations needing coverage.
5. Recruitment for Library Board member
6. Announcements
 - a. Annual Update September 10th
 - b. OPMA Training October 8th
 - c. Next Meeting: Tuesday, September 10, 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, July 9, 2024

City of Saratoga Springs City Offices

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

5

LIBRARY BOARD MEETING

Call to Order: 6:30 PM by Chairman Todd Carpenter.

10

Roll Call: A quorum was present.

Present:

Board Members: Todd Carpenter, Ashley Lee; Heather MacKay, Meredith Sager McNett, Stacy Taylor.

Staff: Carl Sachs, Reference Librarian.

15

Public Input: No comments were made.

REPORTS

20

1. Friends of the Library. The Friends have donated prizes to the summer reading program for teens and adults. They are meeting quarterly now, and their next meeting is scheduled in July.

BUSINESS ITEMS

25

1. Approval of Minutes for June 11, 2024.

Motion made by Ashley Lee to approve the minutes of June 11, 2024. Seconded by Meredith Sager McNett.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett, Stacy Taylor.

30

No: None.

Motion passed 5-0.

2. Chair, Vice, Chair, and Secretary Appointments.

35

Motion made by Meredith Sager McNett to appoint Ashley Lee as Chair. Seconded by Stacy Taylor.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett, Stacy Taylor.

No: None.

Motion passed 5-0.

40

Motion made by Ashley Lee to appoint Meredith Sager McNett as Vice-Chair. Seconded by Todd Carpenter.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett, Stacy Taylor.

No: None.

Motion passed 5-0.

45

Motion made by Ashley Lee to appoint Todd Carpenter as Secretary. Seconded by Meredith Sager McNett.

Yes: Todd Carpenter, Ashley Lee, Heather MacKay, Meredith Sager McNett, Stacy Taylor.

No: None.

Motion passed 5-0.

50

DIRECTOR'S UPDATE

55

1. Budget

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

- 60
2. **Monthly Report Update.**
A monthly report was provided, and the Library Board reviewed it with the Director.
- 65
3. **Summer Reading Program Update.**
A summer reading update was provided, and questions were asked regarding the prizes.
- 70
4. **Quarterly City Council Update.**
Annual update scheduling with the Library Board was discussed and scheduled for September 10.
- 75
5. **Scheduling of OPMA Training Tentatively October 8th.**
The Library Board discussed a date in October, tentatively on the 8th, and scheduled OPMA then.
- 80
6. **Moon Party Tentatively September 14.**
The Moon Party date was provided to the Library Board.
- 85
7. **Announcements**
a. Next Meeting: Tuesday, August 13, 2024.

ADJOURNMENT

80

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

85

Meeting adjourned at 6:43 p.m.

90

Date of Approval

Library Board Secretary
Ashley Lee

95

Library Director
Melissa Gryla

City of Saratoga Springs

Department 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

3600. OTHER REVENUE	-13,500	-1,642	-13,500.00	-11,858	✗	0
4610. LIBRARY SERVICES	960,775	73,691	960,775.00	887,084	✓	0
Sub Total 10. GENERAL FUND	947,275	72,049	947,275.00	875,226	✓	0
Report Total :	947,275	72,049	947,275.00	875,226	✓	0

Selected Filters

- Account Type
- Include - Expenditure
 - Include - Revenue

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	-131	-1,700.00	-1,569	✗	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-255	-1,800.00	-1,545	✗	0
10-3680-288. FINES - LIBRARY	-10,000	-1,256	-10,000.00	-8,744	✗	0
Sub Total 10. GENERAL FUND	-13,500	-1,642	-13,500.00	-11,858	✗	0
Report Total :	-13,500	-1,642	-13,500.00	-11,858	✗	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	36,891	499,837.00	462,946	✓	0
10-4610-130. EMPLOYEE BENEFITS	234,438	13,832	234,438.00	220,606	✓	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	363	36,200.00	35,837	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	0	5,800.00	5,800	✓	0
10-4610-400. BOOK PURCHASES	50,000	6,947	50,000.00	43,053	✓	0
10-4610-410. DIGITAL PURCHASES	87,800	14,798	87,800.00	73,002	✓	0
10-4610-500. LIBRARY PROGRAMS	10,300	860	10,300.00	9,440	✓	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	73,691	960,775.00	887,084	✓	0

Report Total :	960,775	73,691	960,775.00	887,084	✓	0
----------------	---------	--------	------------	---------	---	---

Selected Filters

- Account Type
- Include - Expenditure
 - Include - Revenue



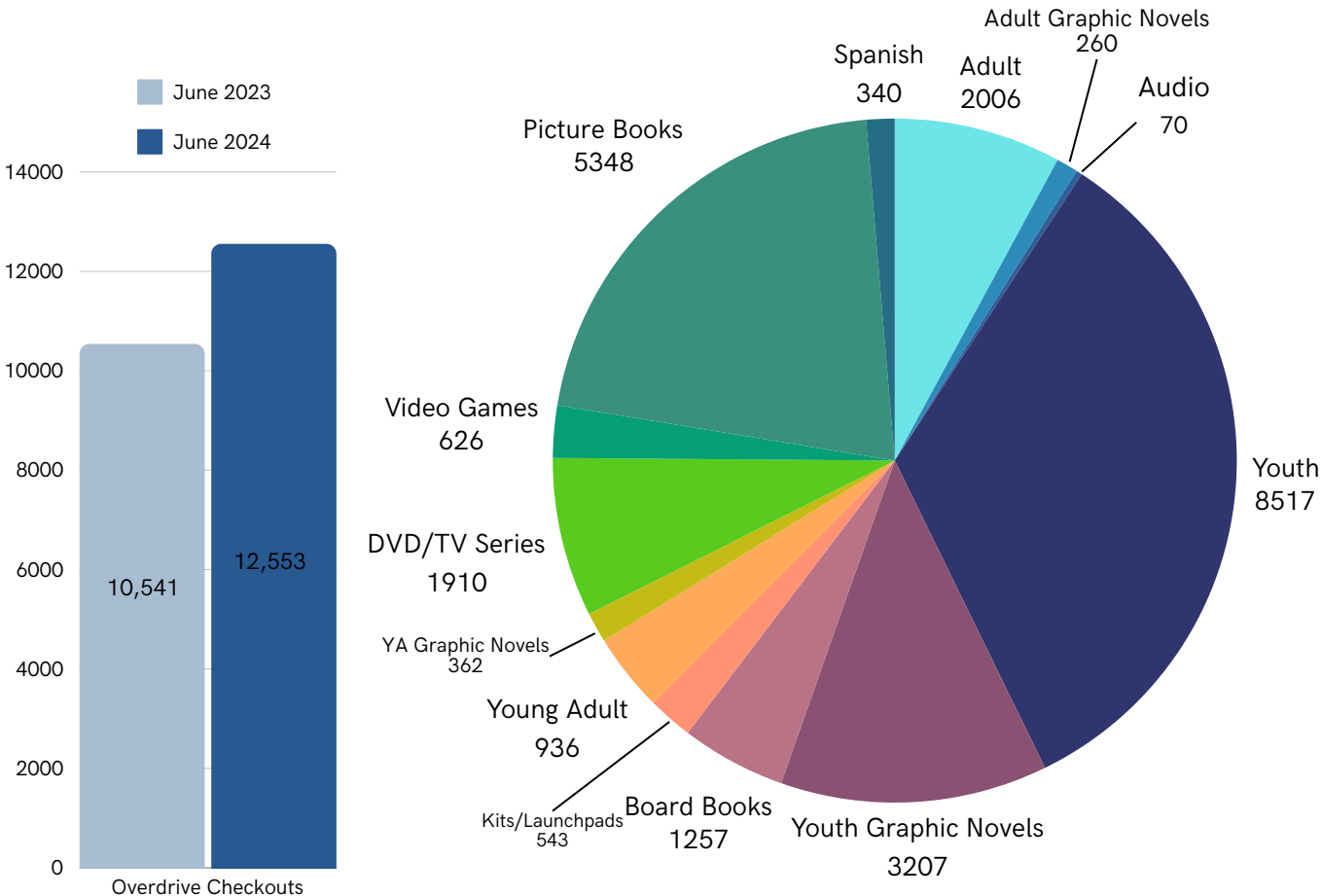
MONTHLY REPORT

JUNE 2024

CIRCULATION

Circulation by cardholder type

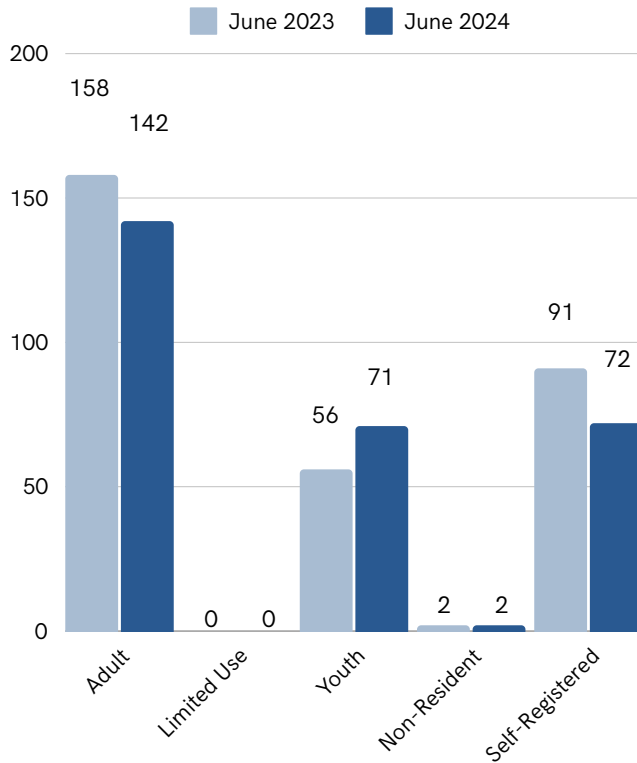
Cardholder Type	June 2023	June 2024
Adult	22,345	24,618
Youth	2,342	2,532
Non-Resident	160	68
Administrative	1,972	588
Total Physical Circulation	26,819	27,806



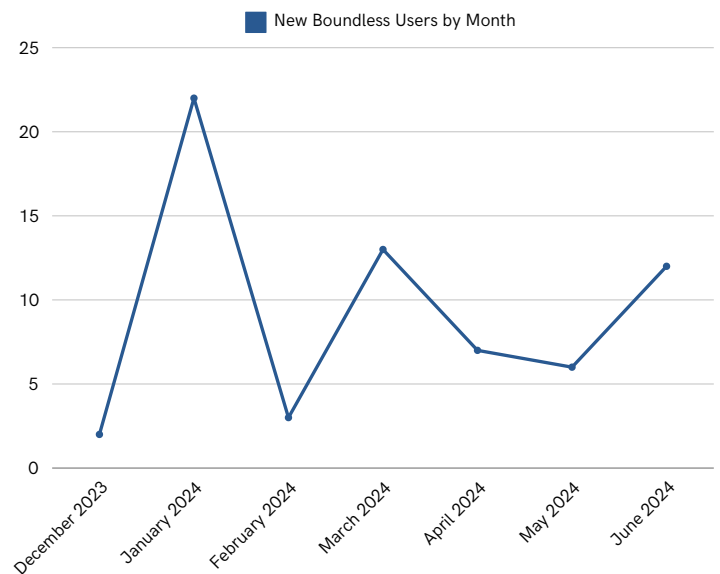
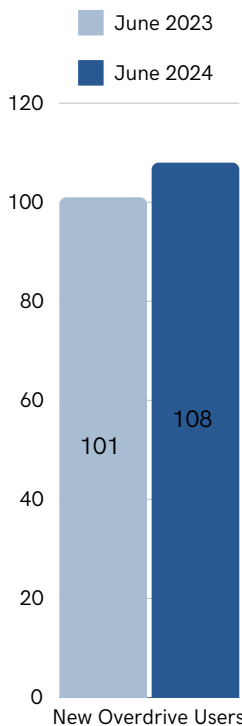
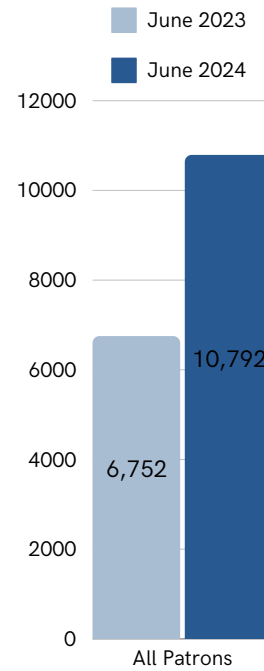
Circulation by home location in June 2024

REGISTRATIONS

New Patrons Registered



Total Patrons Registered

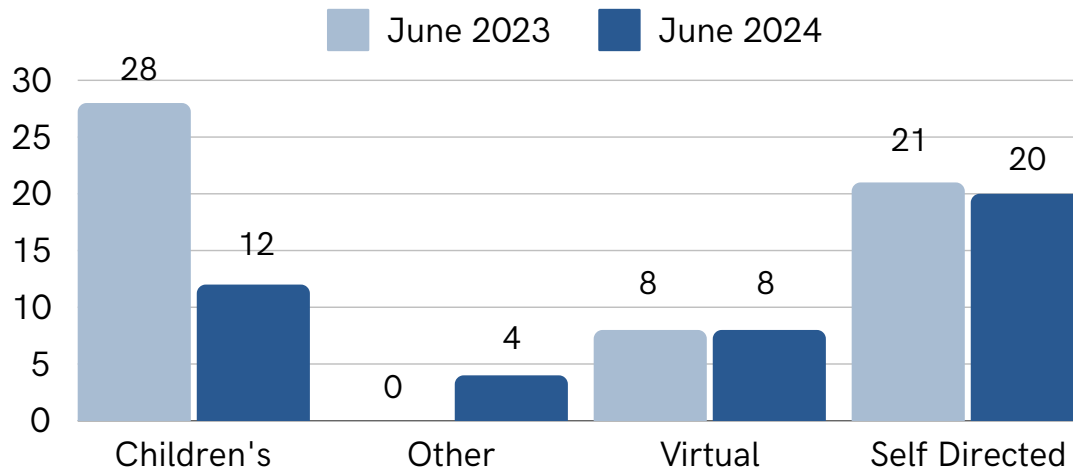


ATTENDANCE/OTHER

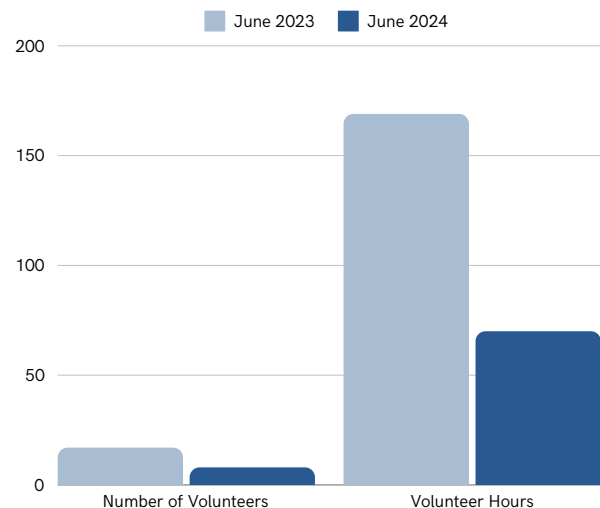
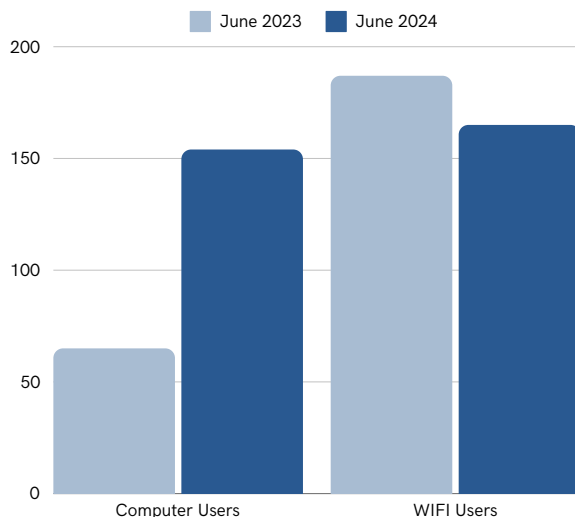
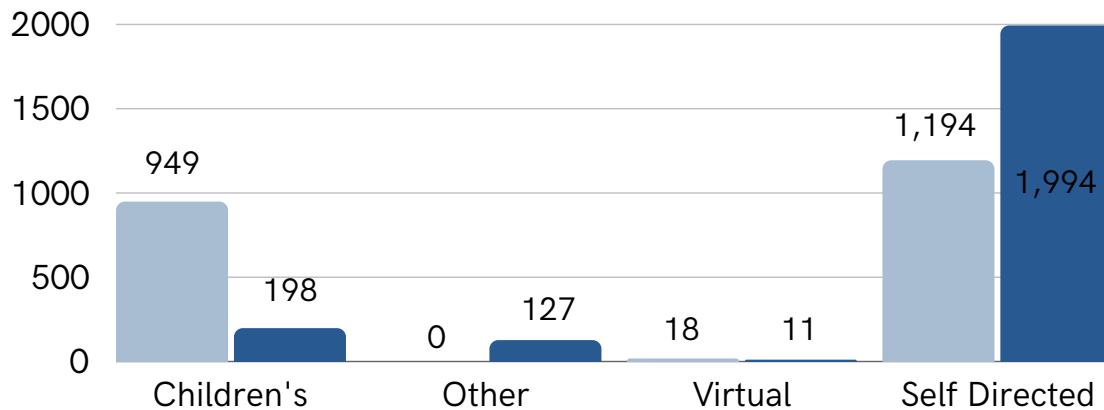
June 2023 Total Visits: 11,095

June 2024 Total Visits: 11,154

Number of Programs

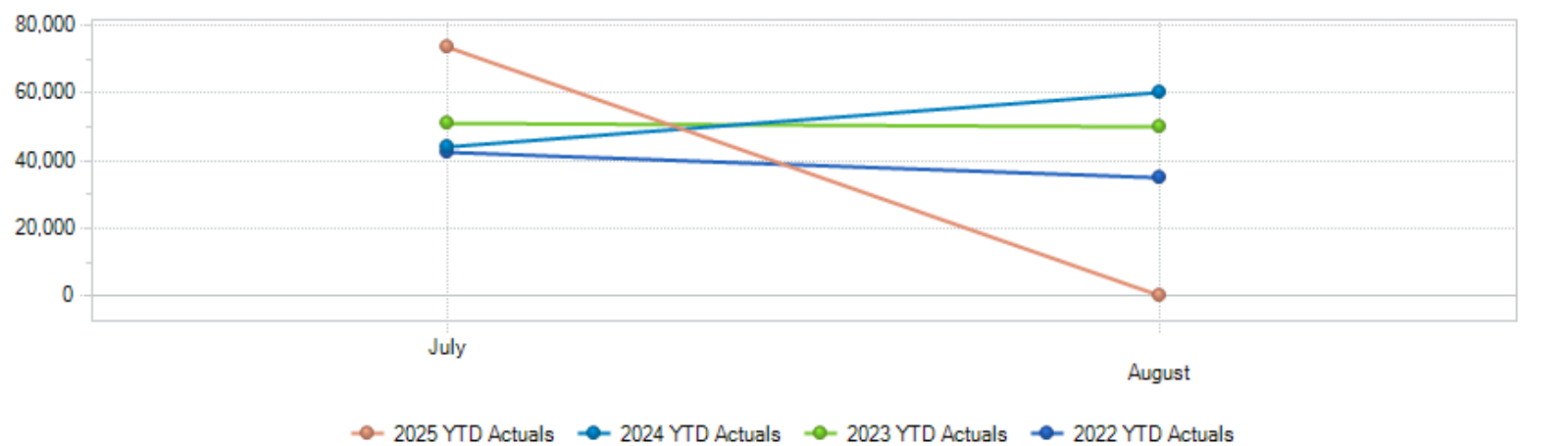


Program Attendance



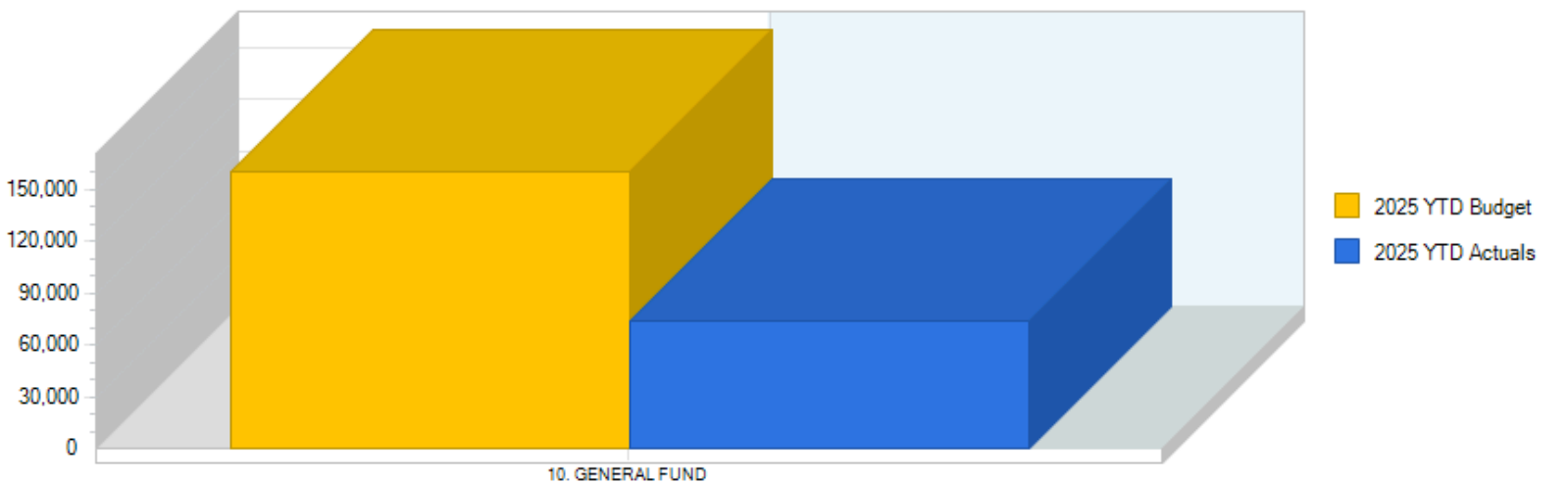
EXPENDITURES

Expenditure Comparison Chart



	July	August
2025 YTD Actuals	73,691	0
2024 YTD Actuals	43,976	60,019
2023 YTD Actuals	51,309	49,731
2022 YTD Actuals	42,215	34,767

YTD Bud VS YTD Act - Exp Only



	10. GENERAL FUND	
2025 YTD Budget		160,129
2025 YTD Actuals		73,691



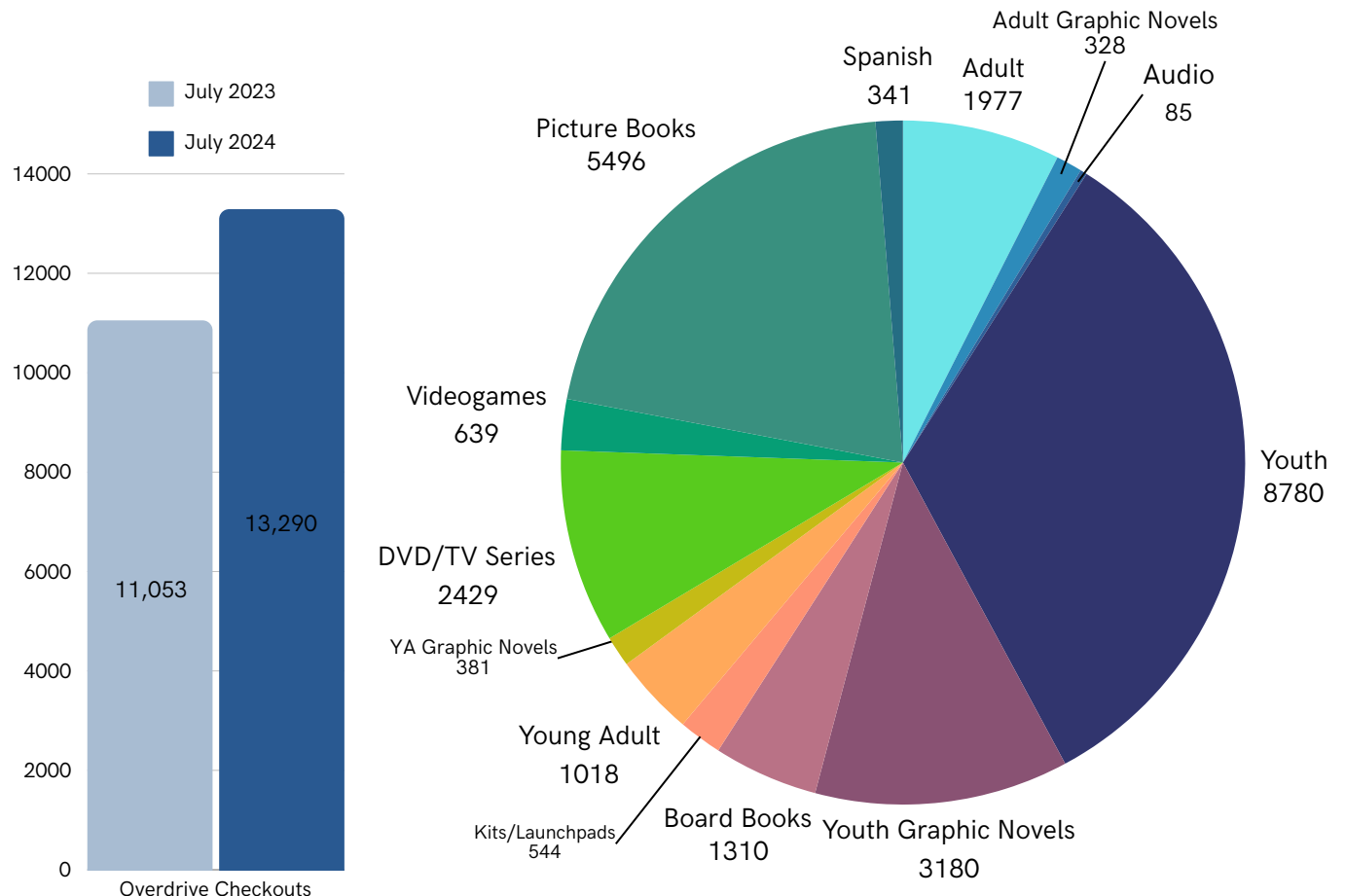
MONTHLY REPORT

JULY 2024

CIRCULATION

Circulation by cardholder type

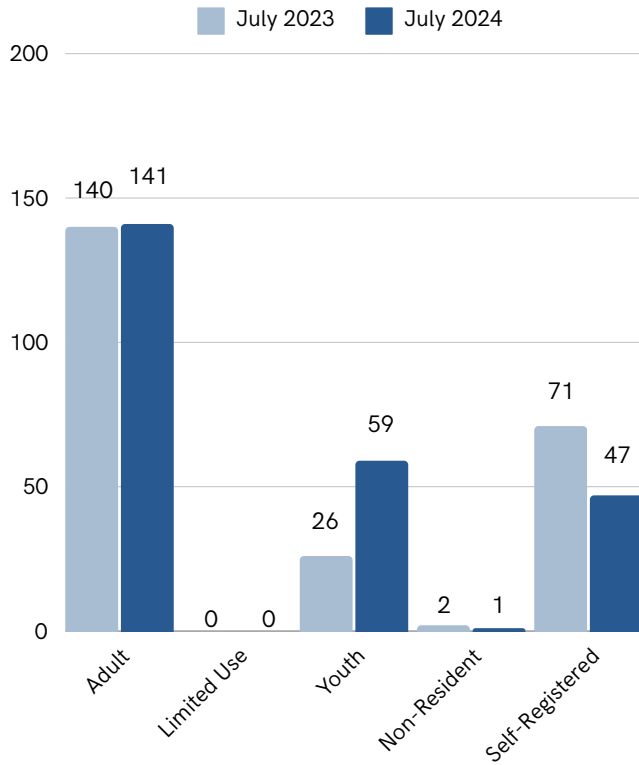
Cardholder Type	July 2023	July 2024
Adult	21,275	25,077
Youth	2,129	2,588
Non-Resident	189	77
Administrative	1,338	581
Total Physical Circulation	24,931	28,323



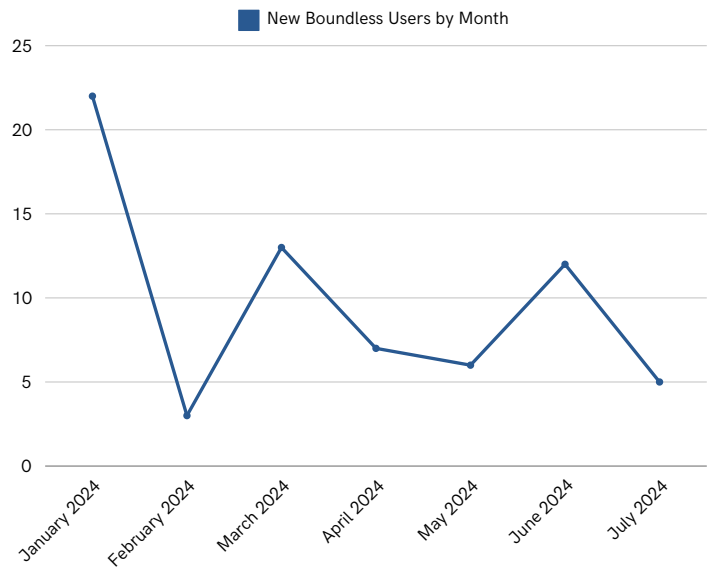
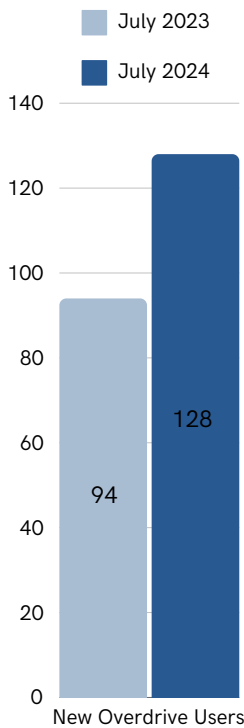
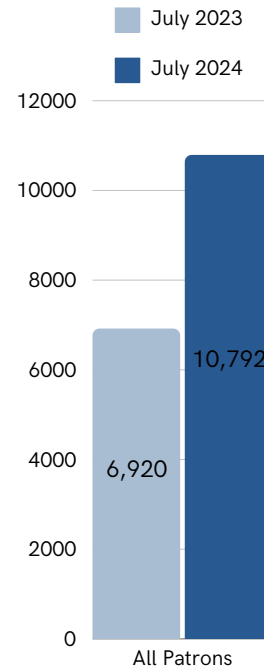
Circulation by home location in July 2024

REGISTRATIONS

New Patrons Registered



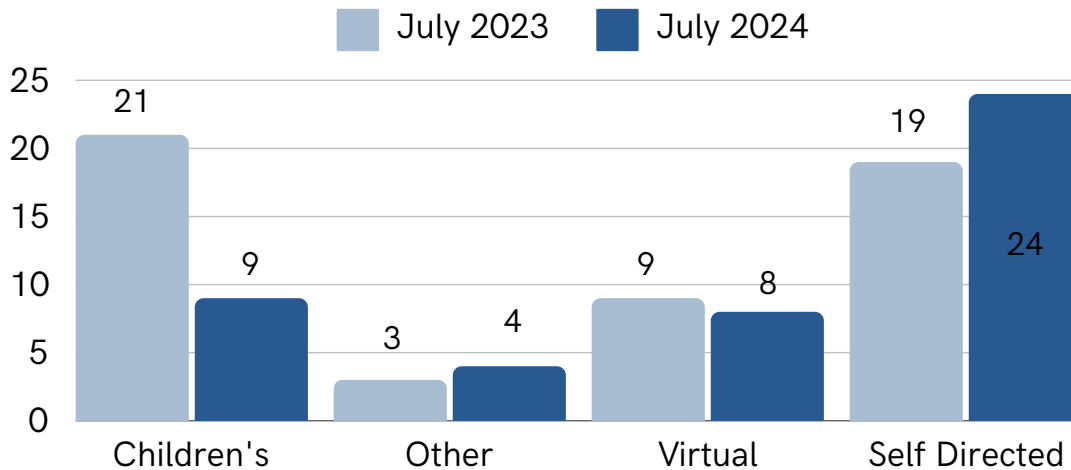
Total Patrons Registered



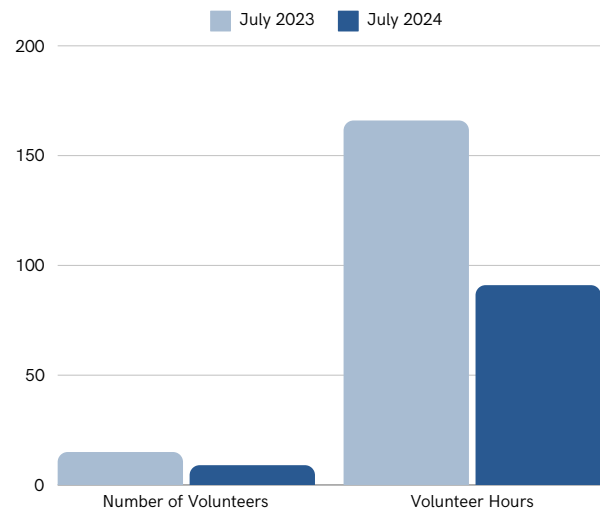
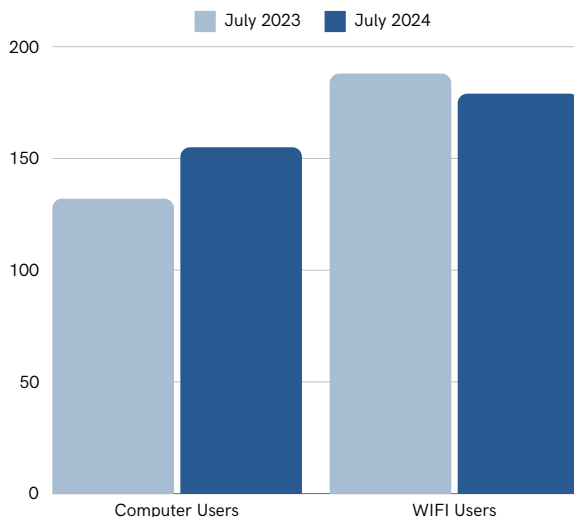
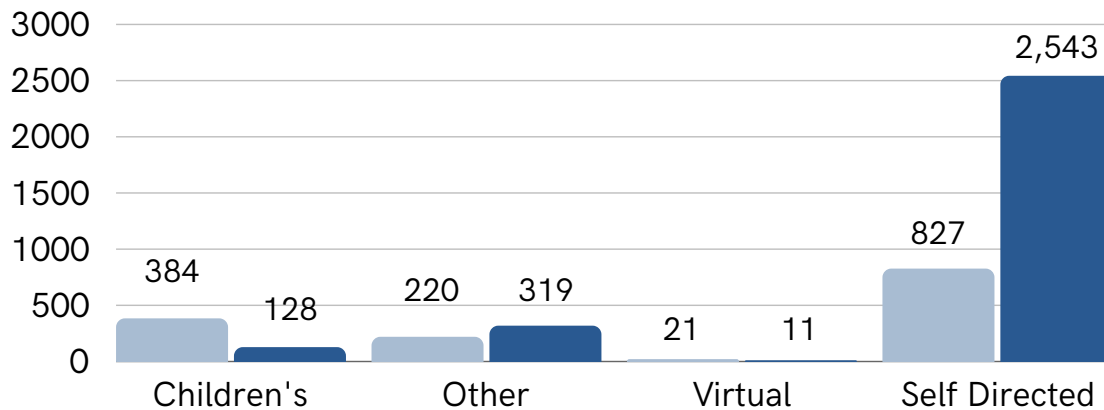
ATTENDANCE/OTHER

July 2023 Total Visits: 9,301
July 2024 Total Visits: 10,940

Number of Programs

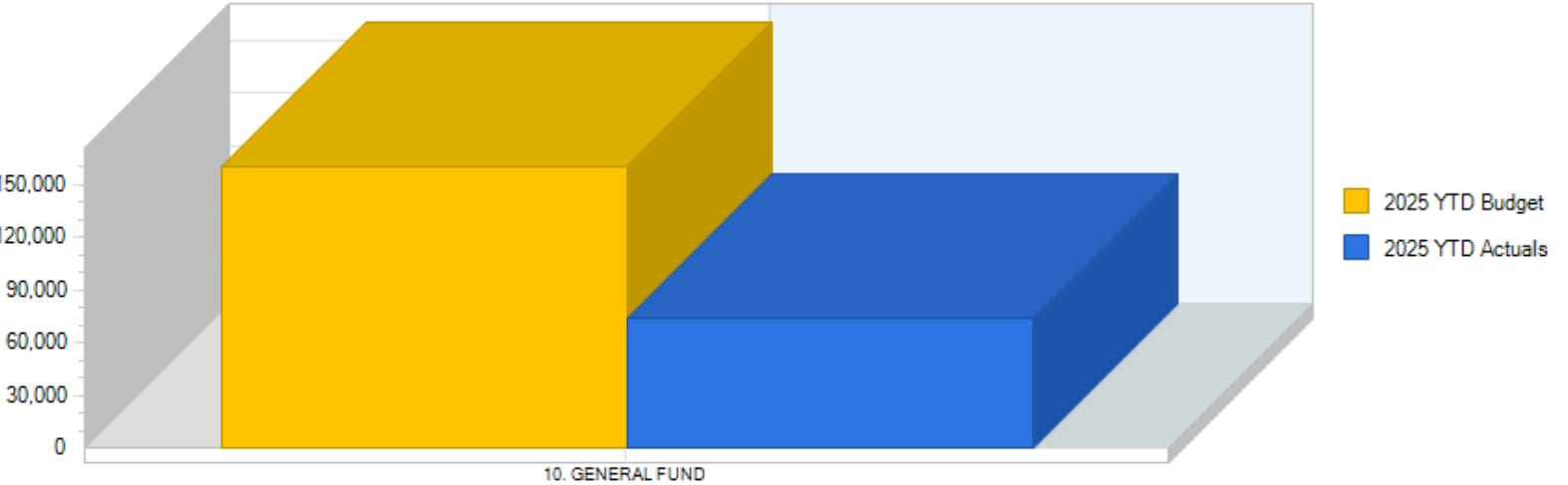


Program Attendance



EXPENDITURES

YTD Bud VS YTD Act - Exp Only



	10. GENERAL FUND	
2025 YTD Budget		160,129
2025 YTD Actuals		73,691