



AGENDA – Library Board Meeting

Library Board Member Ashely Lee, Chair
Library Board Member Meredith Sager McNett, Vice-Chair
Library Board Member Todd Carpenter, Secretary
Library Board Member Stacy Taylor
Library Board Member Heather MacKay

CITY OF SARATOGA SPRINGS - Tuesday, September 10, 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 August 13, 2025
2. Revised Holiday Schedule 2024
3. Holiday Schedule 2025

DIRECTOR'S UPDATE

1. Budget
2. Monthly Report Update
3. Annual Report
4. Recruitment for Library Board member
5. Announcements
 - a. OPMA Training October 8th
 - b. Next Meeting: Tuesday, October 8, 2024

ADJOURNMENT

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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, August 13 2024

City of Saratoga Springs City Offices

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

5

LIBRARY BOARD MEETING

Call to Order: 6:40 PM by Chairman Meredith Sager McNett.

10

Roll Call: A quorum was present.

Present:

Board Members: Todd Carpenter, Meredith Sager McNett, Stacy Taylor.

Excused: Ashley Lee, Heather MacKay.

15

Staff: Carl Sachs, Reference Librarian.

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.

BUSINESS ITEMS

25

1. **Approval of Minutes for July 9, 2024**

Motion made by Meredith Sager McNett to approve the minutes of July 9, 2024. Seconded by Todd Carpenter.

30

Yes: Todd Carpenter, Ashley Lee, Stacy Taylor.

No: None.

Motion passed 3-0.

35

DIRECTOR'S UPDATE

1. **Budget**

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

40

2. **Monthly Report Update**

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

3. **Summer Reading Program Update**

45

A summer reading update was provided and information was given about the participation numbers within the program this year.

4. **Moon Party Tentatively September 14th**

Schedule of stations needing coverage was just sent to a volunteer group today. It will be sent to the Library board in a few weeks after the other group has filled slots with their volunteers.

50

5. **Recruitment for Library Board Member**

We have opened a recruitment for a library board member.

6. **Announcements**

55

a. Annual Update September 10th

b. OPMA Training October 8th

c. Next Meeting: Tuesday, September 10, 2024

ADJOURNMENT

Motion made by Todd Carpenter to adjourn the meeting. Seconded by Stacy Taylor.
Yes: Todd Carpenter, Meredith Sager McNett, Stacy Taylor.
No: None.
Motion passed 3-0.

Meeting adjourned at 6:50 p.m.

Date of Approval

Library Board Secretary
Todd Carpenter

Library Director
Melissa Grygla

Library Board Staff Report

Author: Melissa Grygla, Library Director
Subject: Library 2024 Holiday Schedule
Date: September 10, 2024



Summary Recommendations: The Library Board should adopt the Revised Holiday Schedule for 2024.

Description:

A. Topic: Library Holiday Closures

B. Background: The Library Board adopts the Library's Holiday Schedule on an annual basis. Recommendations for modifications the upcoming 2024 holiday closure schedule are below.

C. Funding Source: There are no anticipated funding impacts of adopting the 2024 holiday schedule.

D. Analysis:

To align the Library holiday schedule with that of City Hall it is recommended that the Library close at 3:00 PM on New Year's Eve.

E. Department Review: Library.

Alternatives:

A. Approve the Request: Staff recommends that the Library Board adopt the recommended revisions to the 2024 Library Holiday Schedule.

B. Deny the Request: The Library Board could deny the request to adopt the 2024 Library Holiday Schedule. The Library would then follow previously approved holiday schedule and remain open until 5:00 PM as the only department in the City open.

Recommendation: Staff recommends that the Library Board adopt the revisions to the 2024 Library Holiday Schedule.



SARATOGA
SPRINGS
LIBRARY

Library Holiday Schedule

The revised holiday schedule was approved by the City of Saratoga Springs Library Board on Tuesday, September 10, 2024.

Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King, Jr. Day
Monday, February 19, 2024	President's Day
Saturday, March 9, 2024	Departmental Training Day
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 4, 2024	Independence Day
Wednesday, July 24, 2024	Pioneer Day
Monday, September 2, 2024	Labor Day
Monday, October 14, 2024	Columbus Day & Indigenous Peoples Day
Thursday, October 31, 2024	Close at 5:00 PM
Monday, November 11, 2024	Veteran's Day
Wednesday, November 27, 2024	Close at 5:00 PM
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Day after Thanksgiving
Saturday, November 30, 2024	Saturday after Thanksgiving
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	Christmas Day
Tuesday, December 31, 2024	Close at 3:00 PM New Year's Eve

Ashley Lee, Chair

Todd Carpenter, Secretary

Library Board Staff Report

Author: Melissa Grygla, Library Director
Subject: Library 2025 Holiday Schedule
Date: August 29, 2024



Summary Recommendations: The Library Board should adopt the Holiday Schedule for 2025.

Description:

A. Topic: Library 2025 Holiday Closures

B. Background: The Library Board adopts the Library's Holiday Schedule on an annual basis. After collecting data of usage on the holiday schedule for 2022 we determined that the number of users vs. the costs to remain open were not aligned. Recommendations for the upcoming 2025 holiday closure schedule are below.

C. Funding Source: There are no anticipated funding impacts of adopting the 2025 holiday schedule.

D. Analysis:

Recommendations for the upcoming 2025 holiday closure schedule are below. Based on the statistical data use kept between 2011 and 2020 it is recommended that the Library continue to close early on Halloween and the Wednesday before Thanksgiving to reduce unnecessary expenditures during times which many residents are occupied with other activities.

As the Library has transitioned to more full time staffing from part-time staffing it has become necessary to recommend that we close on Veteran's Day and the Saturday after Thanksgiving like other City Offices. Below are the number of visitors from 2017 to 2020 on this date to help the Library Board make an informed decision.

Year	Veteran's Day Visitors
2017	163
2018	146
2019	0 Fell on a Sunday
2020	324

In 2022 and 2023 the Library remained closed on the Saturday after Thanksgiving. Libraries in surrounding Cities and Counties have determined that it is a better use of tax dollars to remain closed on this day due a low number of visitors. Below are the number of visitors from 2017 to 2020 on this date to help the Library Board make an informed decision.

Year	Saturday After Thanksgiving Visitors
2017	138

2018	164
2019	122
2020	186

In addition due to increased state training requirements, we are recommending that the Library continue to close on a Saturday in March. This day will be used for a departmental training day. This will allow for all staff to certify in CPR and first aid, to complete training in the Utah's Online Library services and for training in assisting customers with computers as outlined in the 2023 recertification process through the Utah State Library.

Library Board should consider a holiday schedule for 2025 that includes the following closures:

Wednesday January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, February 17, 2025	President's Day
Saturday, March 8, 2025	Departmental Training Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Thursday, July 24, 2025	Pioneer Day
Monday, September 1, 2025	Labor Day
Monday, October 13, 2025	Columbus Day & Indigenous Peoples' Day
Friday, October 31, 2025	Close at 5:00 PM
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Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day
Wednesday, December 31, 2025	Close at 3:00 PM

E. Department Review: Library.

Alternatives:

- A. Approve the Request:** Staff recommends that the Library Board adopt the recommended 2025 Library Holiday Schedule.
- B. Deny the Request:** The Library Board could deny the request to adopt the 2024 Library Holiday Schedule. The Library would then follow the traditional City schedule and remain open during regular business hours on October 31st, the Wednesday before Thanksgiving, the Saturday after Thanksgiving. Going forward it will also mean remaining open on Christmas Eve until 1:00 PM and New Year's Eve until 3:00 PM.

Recommendation: Staff recommends that the Library Board adopt the 2025 Library Holiday Schedule.

Library Board Staff Report

Author: Melissa Grygla, Library Director
Subject: Library 2024 Holiday Schedule
Date: September 10, 2024



Summary Recommendations: The Library Board should adopt the Revised Holiday Schedule for 2024.

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B. Background: The Library Board adopts the Library's Holiday Schedule on an annual basis. Recommendations for modifications the upcoming 2024 holiday closure schedule are below.

C. Funding Source: There are no anticipated funding impacts of adopting the 2024 holiday schedule.

D. Analysis:

To align the Library holiday schedule with that of City Hall it is recommended that the Library close at 3:00 PM on New Year's Eve.

E. Department Review: Library.

Alternatives:

A. Approve the Request: Staff recommends that the Library Board adopt the recommended revisions to the 2024 Library Holiday Schedule.

B. Deny the Request: The Library Board could deny the request to adopt the 2024 Library Holiday Schedule. The Library would then follow previously approved holiday schedule and remain open until 5:00 PM as the only department in the City open.

Recommendation: Staff recommends that the Library Board adopt the revisions to the 2024 Library Holiday Schedule.



SARATOGA
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LIBRARY

Library Holiday Schedule

The holiday schedule was approved by the City of Saratoga Springs Library Advisory Board on Tuesday, September 10, 2024.

Wednesday January 1, 2025

Monday, January 20, 2025

Monday, February 17, 2025

Saturday, March 8, 2025

Monday, May 26, 2025

Thursday, June 19, 2025

Friday, July 4, 2025

Thursday, July 24, 2025

Monday, September 1, 2025

Monday, October 13, 2025

Friday, October 31, 2025

Tuesday, November 11, 2025

Wednesday, November 26, 2025

Thursday, November 27, 2025

Friday, November 28, 2025

Saturday, November 29, 2025

Wednesday, December 24, 2025

Thursday, December 25, 2025

Wednesday, December 31, 2025

New Year's Day

Martin Luther King, Jr. Day

President's Day

Departmental Training Day

Memorial Day

Juneteenth

Independence Day

Pioneer Day

Labor Day

Columbus Day & Indigenous Peoples' Day

Close at 5:00 PM

Veteran's Day

Close at 5:00 PM

Thanksgiving Day

Day after Thanksgiving

Saturday after Thanksgiving

Christmas Eve

Christmas Day

Close at 3:00 PM

Ashley Lee, Chair

Todd Carpenter, Secretary

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	-3,539	-13,500.00	-9,961	✗	0
4610. LIBRARY SERVICES	960,995	131,182	960,995.00	829,813	✓	0
Sub Total 10. GENERAL FUND	947,495	127,643	947,495.00	819,852	✓	0

Report Total :	947,495	127,643	947,495.00	819,852	✓	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

	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	-567	-1,700.00	-1,133	X	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-447	-1,800.00	-1,353	X	0
10-3680-288. FINES - LIBRARY	-10,000	-2,525	-10,000.00	-7,475	X	0
Sub Total 10. GENERAL FUND	-13,500	-3,539	-13,500.00	-9,961	X	0
Report Total :	-13,500	-3,539	-13,500.00	-9,961	X	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	60,015	499,837.00	439,822	✓	0
10-4610-130. EMPLOYEE BENEFITS	234,438	26,669	234,438.00	207,769	✓	0
10-4610-210. COMPUTERS &	27,700	750	27,700.00	26,950	✓	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	1,406	36,200.00	34,794	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	65	5,800.00	5,735	✓	0
10-4610-400. BOOK PURCHASES	50,000	11,385	50,000.00	38,615	✓	0
10-4610-410. DIGITAL PURCHASES	87,800	30,031	87,800.00	57,769	✓	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	220	0	220.00	220	✓	0
Sub Total 10. GENERAL FUND	960,995	131,182	960,995.00	829,813	✓	0

Report Total :	960,995	131,182	960,995.00	829,813	✓	0
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Selected Filters

Account Type
Include - Expenditure
Include - Revenue



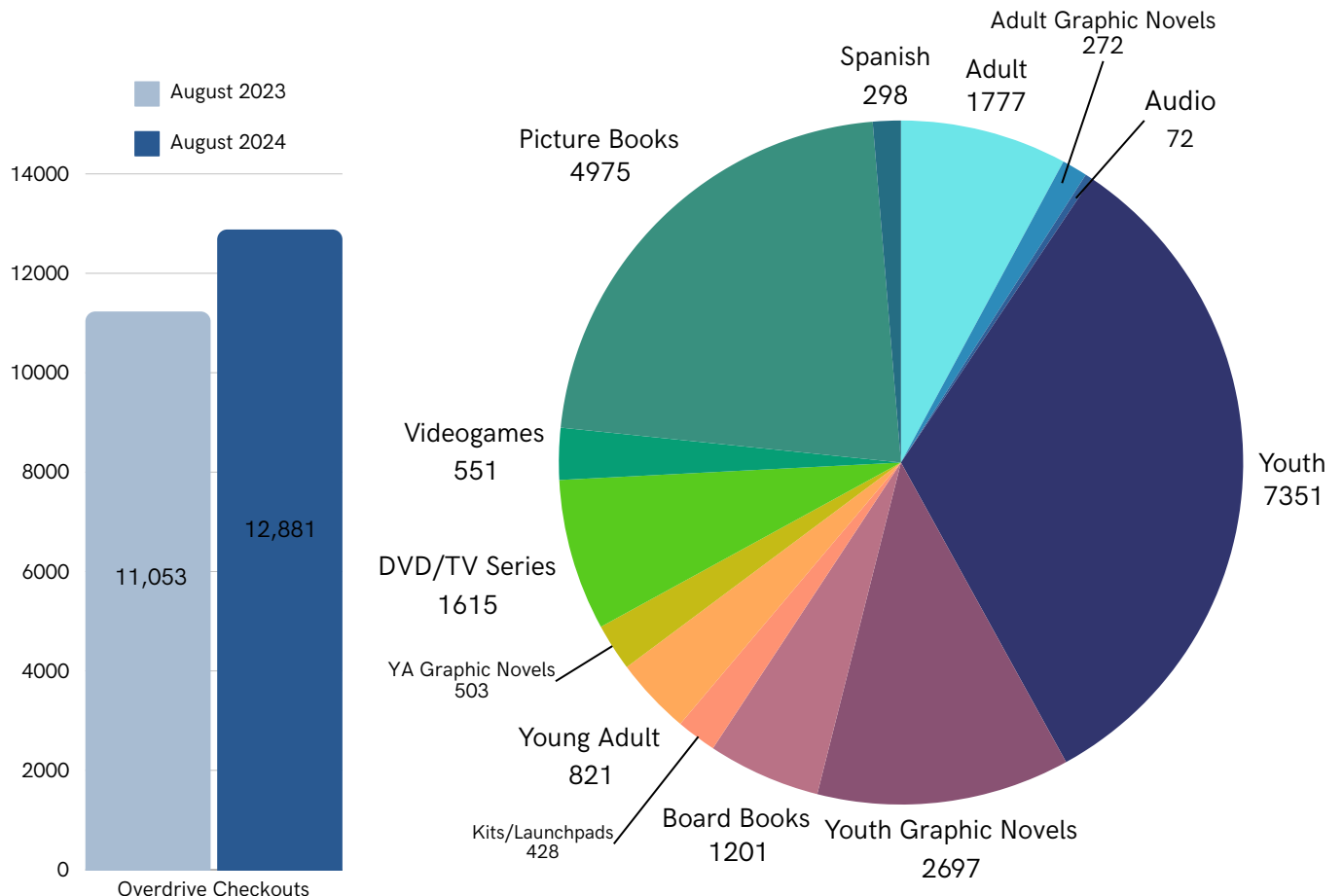
MONTHLY REPORT

AUGUST 2024

CIRCULATION

Circulation by cardholder type

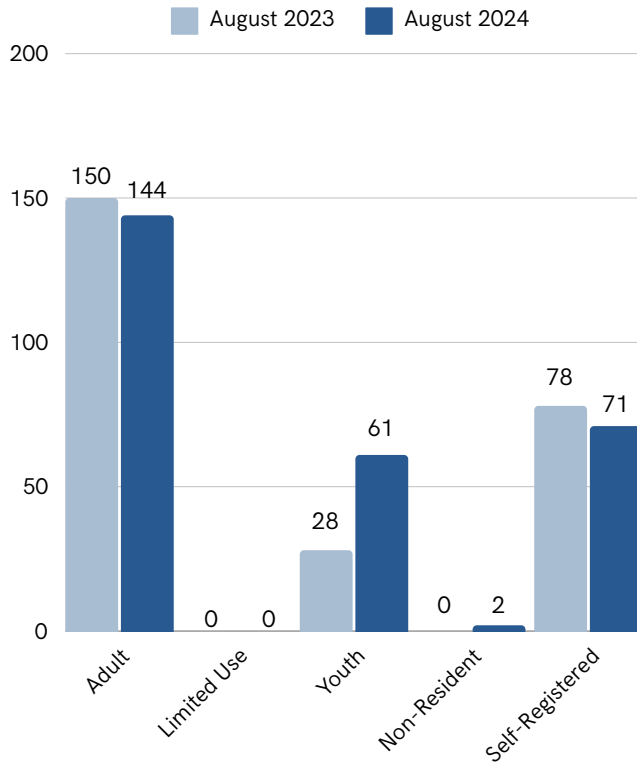
Cardholder Type	August 2023	August 2024
Adult	19,052	21,129
Youth	1,780	2,300
Non-Resident	93	161
Administrative	1,338	583
Total Physical Circulation	22,003	24,173



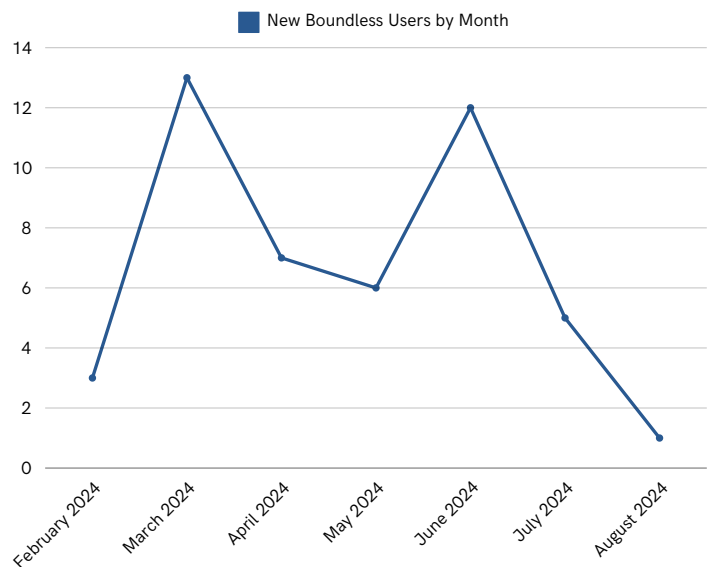
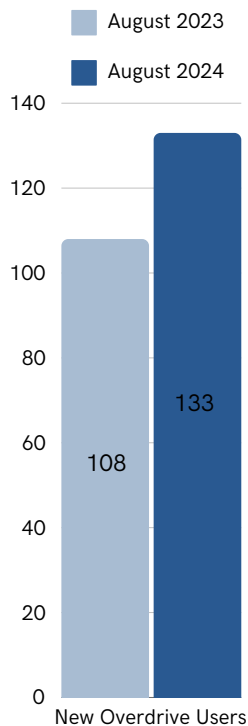
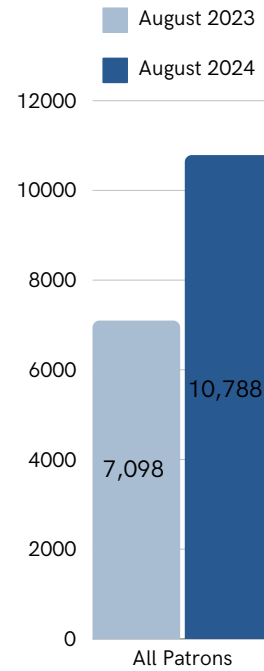
Circulation by home location in August 2024

REGISTRATIONS

New Patrons Registered



Total Patrons Registered

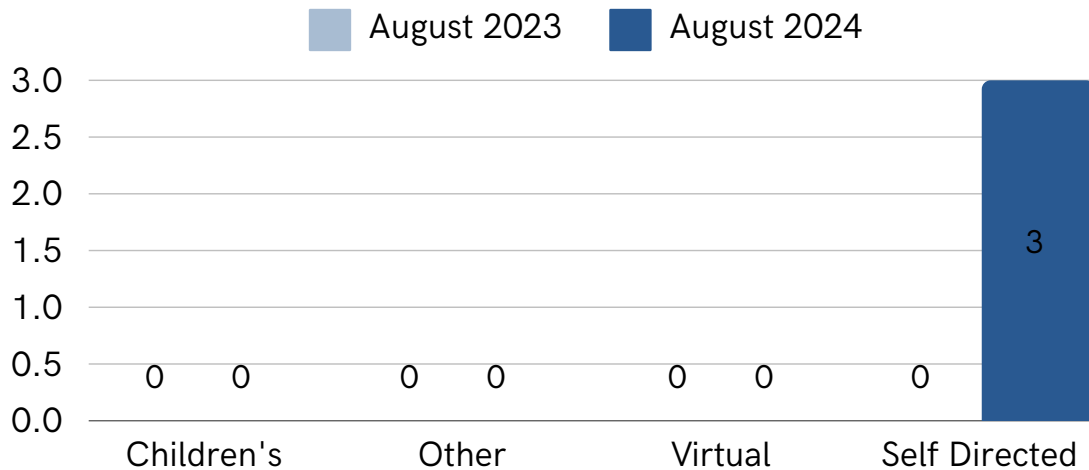


ATTENDANCE/OTHER

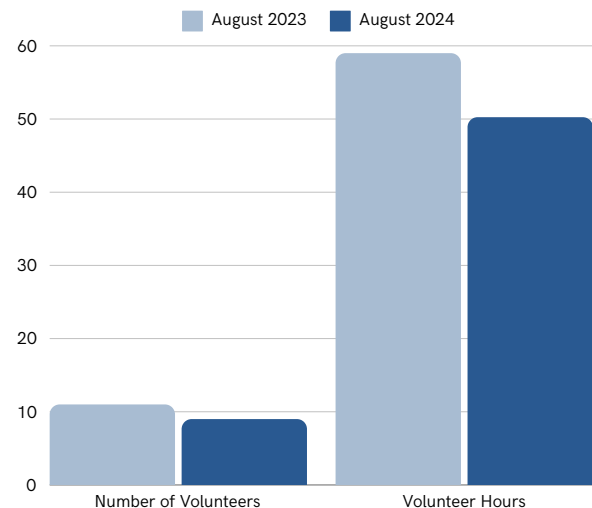
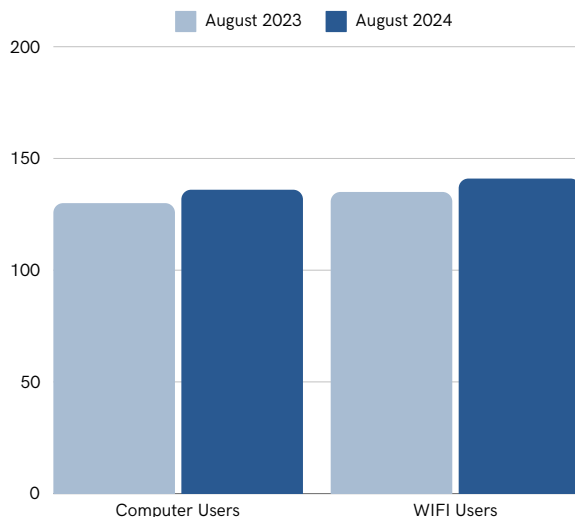
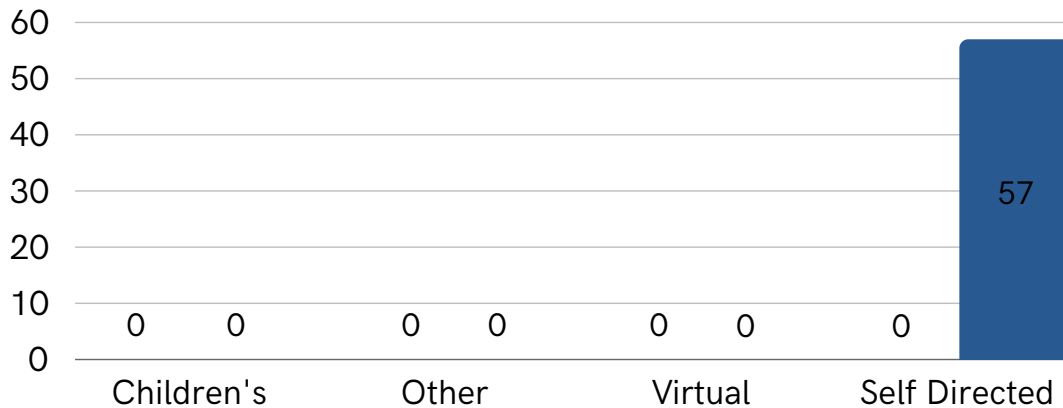
August 2023 Total Visits: 7,589

August 2024 Total Visits: 6,087

Number of Programs

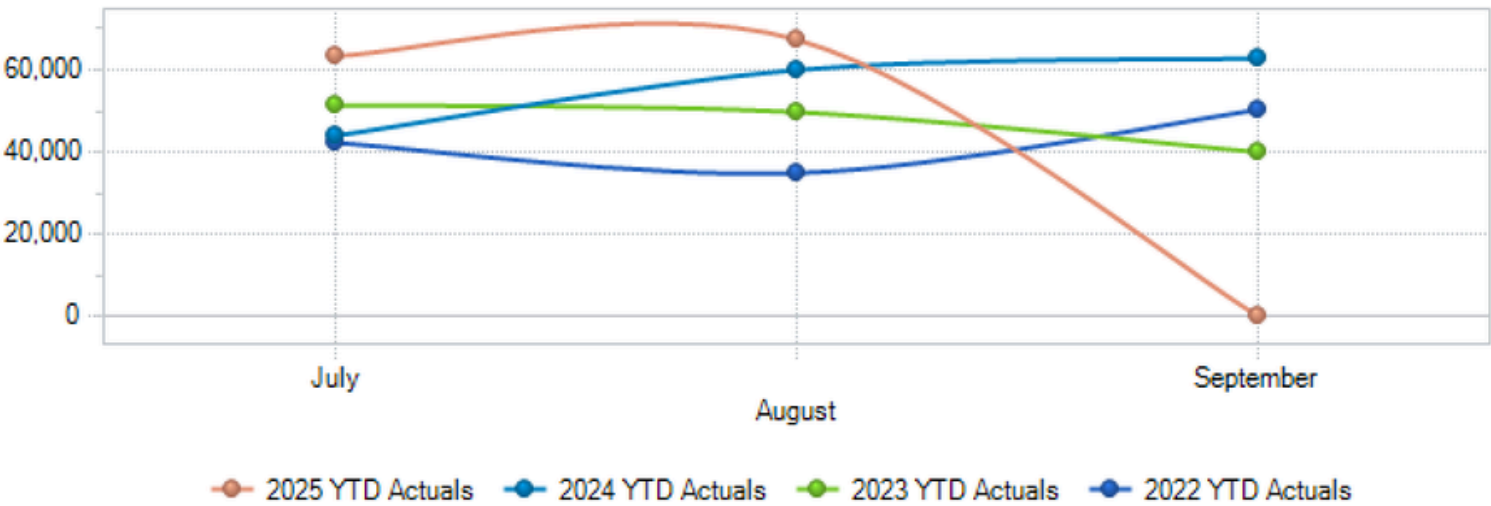


Program Attendance



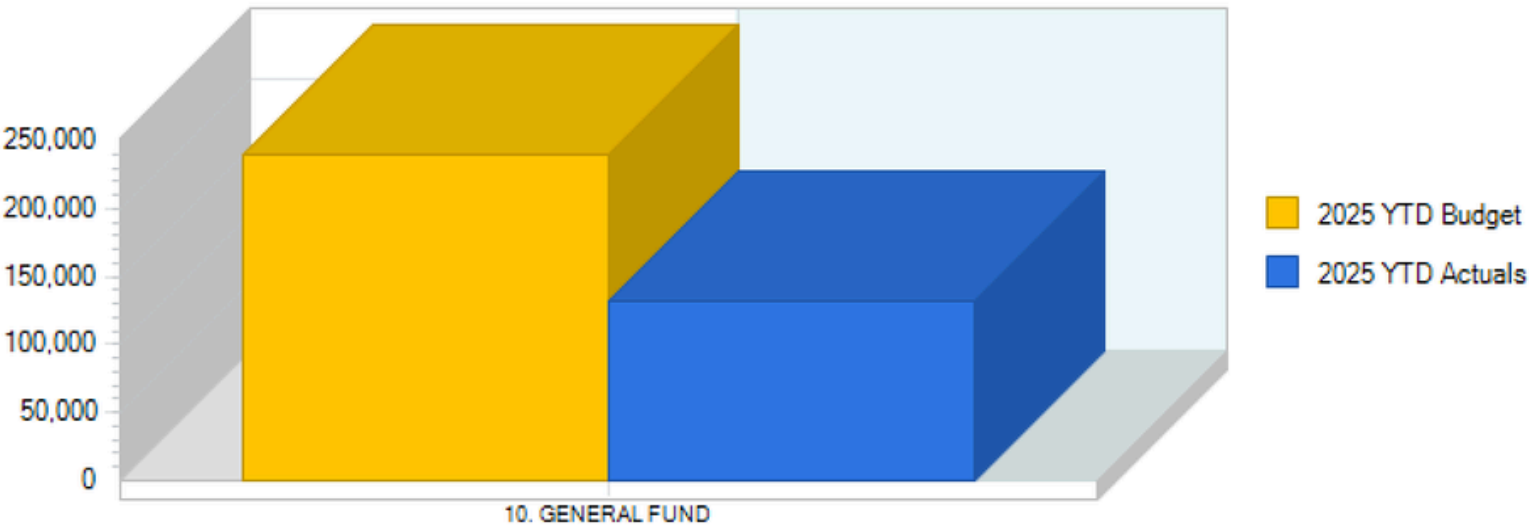
EXPENDITURES

Expenditure Comparison Chart

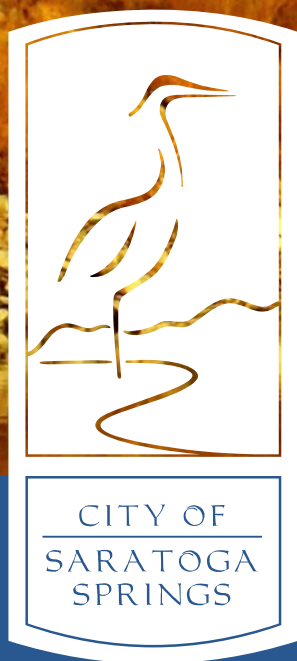


	July	August	September
2025 YTD Actuals	63,682	67,500	0
2024 YTD Actuals	43,976	60,019	63,004
2023 YTD Actuals	51,309	49,731	40,138

YTD Bud VS YTD Act - Exp Only



10. GENERAL FUND		
2025 YTD Budget		240,249
2025 YTD Actuals		131,182



Library

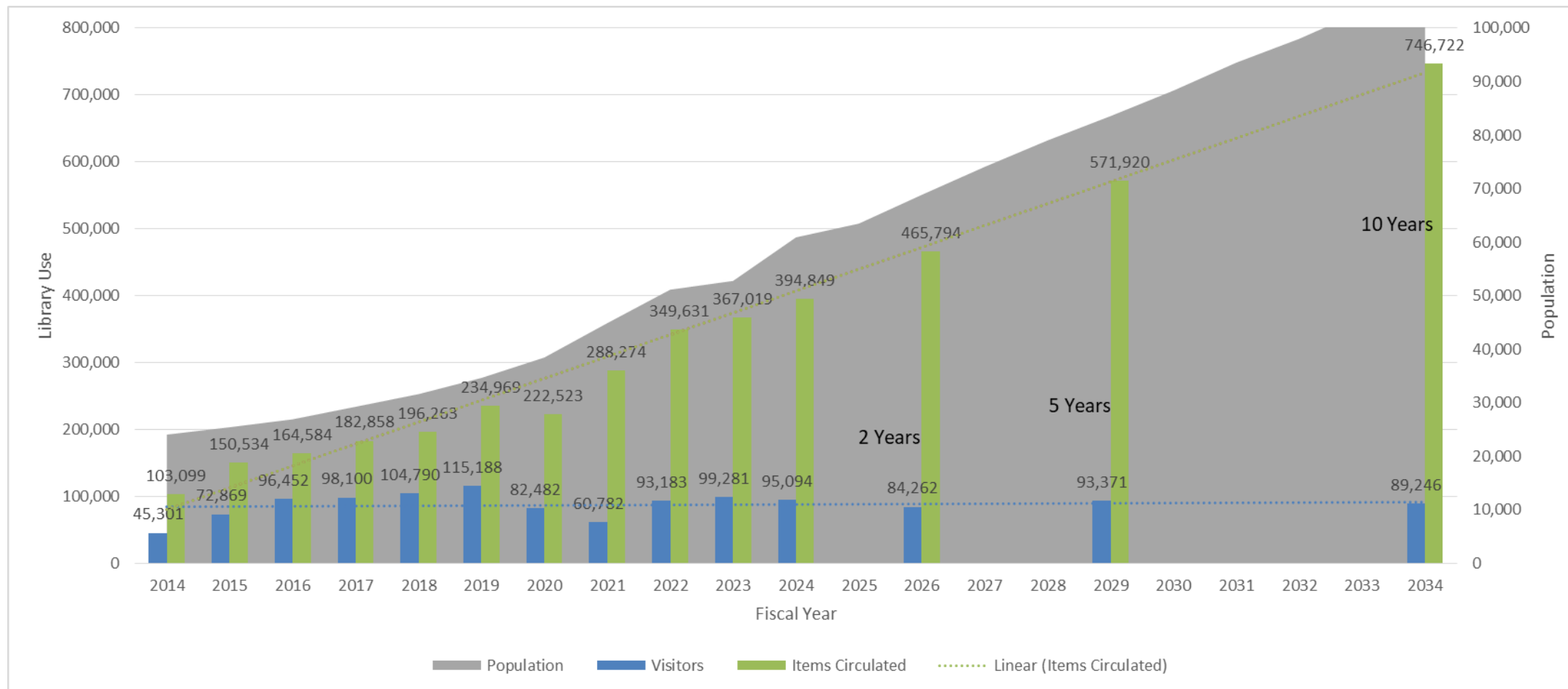


Departmental Performance Indicators

Name	2019	2020	2021	2022	2023	2024
Visitors	115,188	82,482	60,782	65,266	99,281	95,094
Items Circulated	234,969	222,523	288,274	284,327	367,019	394,849
Internet Terminals	33	33	32	32	32	32
Number of Internet Terminal Users	2,997	1,893	200	850	1,219	1,392
Number of Wi-Fi Users	13,841	10,587	2,140	1,605	1,283	1,916
Number of Programs	530	376	153	414	749	719
Number of Program Attendees	16,670	10,069	10,289	13,498	21,173	16,613
Number of Registered Users	6,288	6,506	6,602	7,525	8,874	10,792
Proctored Exams	138	97	1	4	1	9
Reference Transactions	13,894	8,837	1,482*	5,401	5,660	3,039

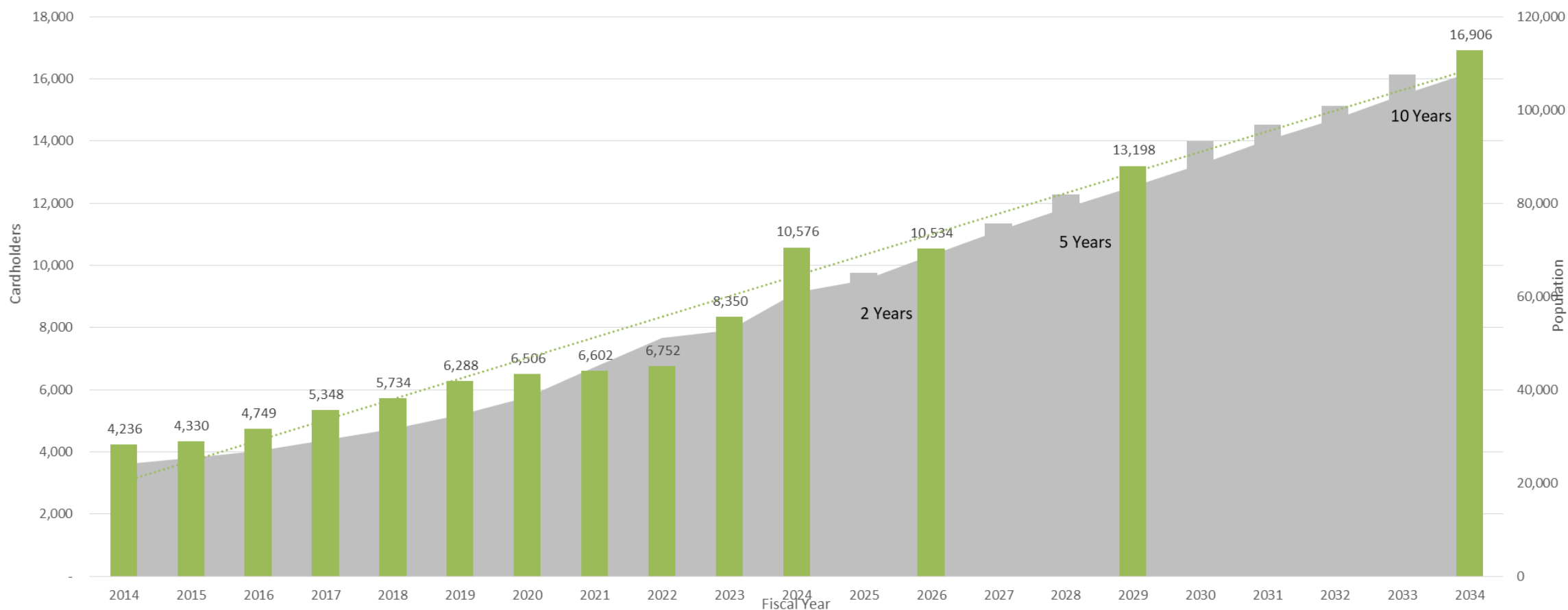


Annual Visitors and Checkouts





Registered Cardholders





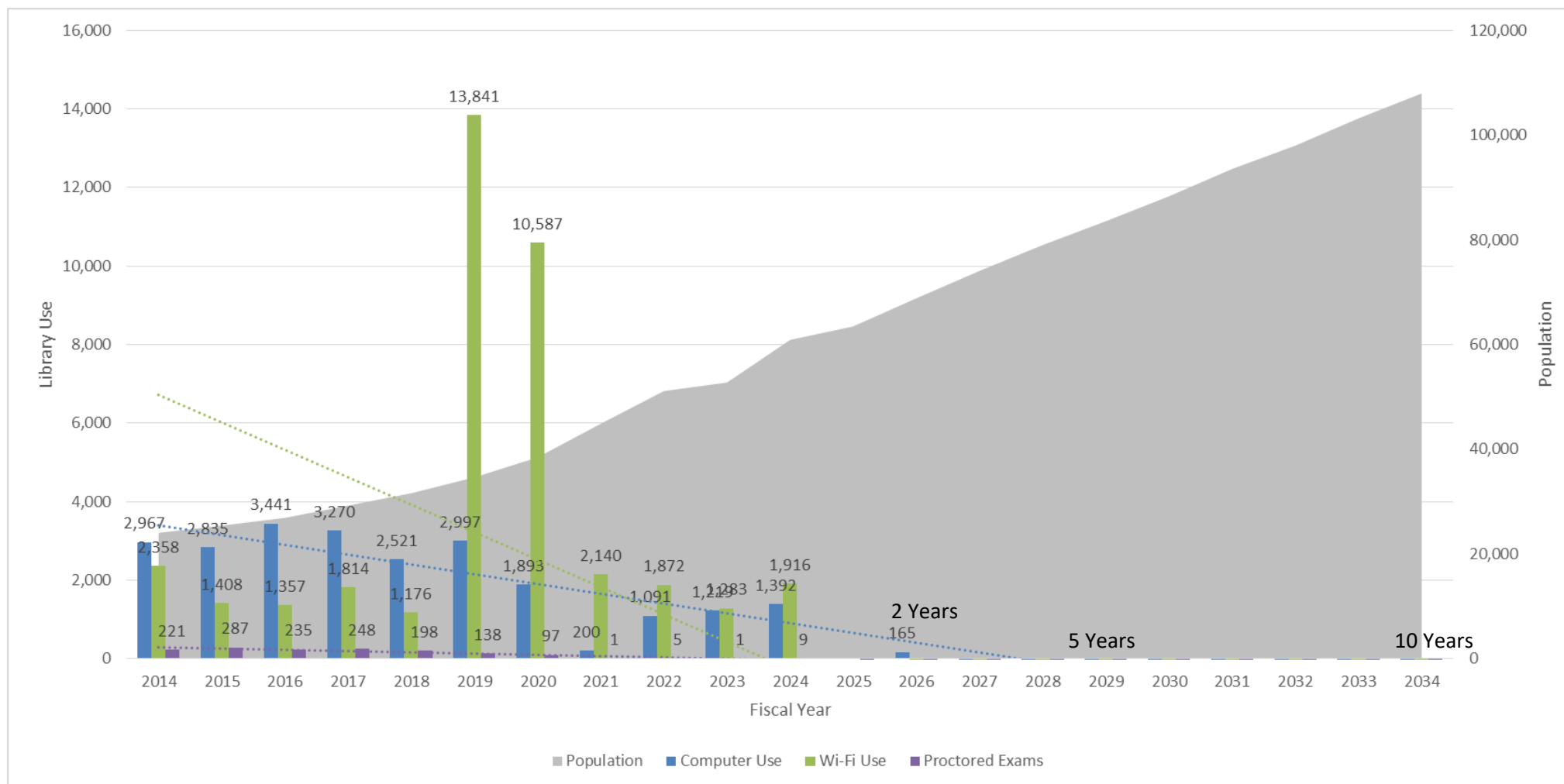
Card Holder Registration

2023-2024	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult	140	150	139	121	87	93	153	127	116	102	117	143	1,487
Limited Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth	26	28	35	34	25	30	36	22	33	28	58	71	426
Non-Resident- Fee	2	0	3	0	4	0	1	3	3	4	2	2	24
Self-Registered	71	78	81	65	61	90	51	41	76	95	85	72	866
Total	239	256	259	221	178	213	242	193	228	231	263	288	2811

A large percentage of the self-registered but not picked up are non-residents.
Approximately 75% of them live in Eagle Mountain and Lehi.



Technology Services for Customers





State & Population: Benchmark Requirements

	2023 Re-Certification	2023 10 th Percentile	2024 Re-Certification	2025 Re-Certification
1: Visitors	78,912	88,835	99,281	95,094
2: Circulation of Physical Materials	271,234	144,097	263,147	254,555
3: Circulation of Electronic Materials	78,635	57,826	103,872	140,372
4: Turnover Rate of Physical Materials	9.67	0.47	10.52	10.60
5: Turnover Rate of Electronic Materials	0.23	0.01	0.25	0.26
6: Internet Terminal Users	1,091	3,184	1,219	1,392
7: Wi-Fi Users	1,872	4,832	1,283	1,916
8: Attendance at Programs	5,830	7,703	12,533	7,283
9: Local Operating Expenditures	\$568,555	\$704,922	\$656,040	\$850,621
10: Percentage of Collections Budget	14.68 %	6.00 %	15%	13.53
11: Staffing Levels	8.31	12.80	8.23*	12.50
12: Number of Programs	444	268	609	503**



Programming

Success for 2024

- Summer Reading Program
- Winter Reading Program
- Weekly Programming



2024 SUMMER READING BY THE NUMBERS

This summer we set new records for high participation in our summer reading and other programs!

REGISTRATION

1716 people registered from 526 cards - and only 67 people didn't pick up their reading logs to start the program.

PRIZES

We handed out at least 4740 prizes; 565 people completed the program and received books and coupon rewards. Teens & adults also received codes to enter in a drawing for 60 larger prizes: there were 1381 codes entered!

PROGRAMMING

We offered a variety of programs over 8 weeks during June & July; there were 5322 times that someone participated in a program.

CIRCULATION

Visits to the library:
June: 11,154
July: 10,940

Physical items checked out:
June: 27,806
July: 28,323



Value Delivered

Monetary Value	Service Type	Usage
\$6,712,433	Items checked out x \$17.00 per checkout	394,849
\$116,291	Program attendance at \$7.00 per person	16,613
\$21,273	Reference questions at \$7.00 per question	3,029
\$16,704	Computer users at \$12.00 per user	1,392

\$ 6,866,791 Total Monetary Value 2023-2024 FY