



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 Michael Hinckley

CITY OF SARATOGA SPRINGS - Tuesday, December 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. Oath of Office: Michael Hinckley
2. Library Board Minutes for October 8, 2024
3. Library Board Meeting Schedule for 2025

DIRECTOR'S UPDATE

1. Budget
2. Director Report
 - a. Library Policy Book tentative timeline January or February
3. Winter Reading Program
4. Announcements
 - a. Next Meeting: Tuesday, January 14, 2025

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, October 8 2024

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

5 **Call to Order:** 6:34 PM by Vice-Chairman Meredith Sager McNett.

Roll Call: A quorum was present.

Present:

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

10 Excused: Heather MacKay.

Staff: Melissa Grygla, Library Director and Rulon Hopkins, Assistant City Attorney.

Public Input: No comments were made.

15 REPORTS

1. **Friends of the Library** - The Friends will meet in October and have requested information about the Facility construction and the RAP tax. Ashely Lee will attend that meeting.

20 BUSINESS ITEMS

1. **Approval of Minutes for September 10, 2024.**

25 Motion made by Todd Carpenter to approve the minutes of September 10, 2024. Seconded by Stacy Taylor.

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

No: None.

Absent: Heather MacKay.

Motion passed 4-0.

- 30 2. **Open and Public Meetings Act Training.**

Training was conducted by Rulon Hopkins following the presentation attached to the Library Board meeting packet. Conversation was had regarding following the City Code for electronic meetings and closed sessions of meetings.

35 DIRECTOR'S UPDATE

- 40 1. **Budget**

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

- 45 2. **Monthly Report Update**

A monthly report was provided and the Library Board reviewed it with the Library Director. Numbers for September were not complete due to when the packet was pulled together.

- 50 3. **Recruitment for Library Board Member.**

Ashley Lee, the Library Director and Human Resources Director interviewed applicants. A candidate recommendation is going to City council in October to appoint by resolution and should be joining us in November.

4. **Announcements**

a. Next Meeting: Tuesday, November 12, 2024.

i. Meeting will be cancelled.

ii. Next meeting: Tuesday, December 10th 6:30 PM.

b. Meeting Schedule for 2025

- 55 i. Discussion regarding leaving off Spring Break and Veteran’s Day from the 2025 Library Board meeting schedule.

ADJOURNMENT

60 **Motion made by Meredith Sager McNett to adjourn the meeting. Seconded by Todd Carpenter.**
Yes: Todd Carpenter, Meredith Sager McNett, Stacy Taylor, Ashley Lee.
No: None.
Absent: Heather MacKay.
65 **Motion passed 4-0.**

Meeting adjourned at 7:02 p.m.

70 _____
Date of Approval

Library Board Secretary
Todd Carpenter

75 _____
Library Director
Melissa Grygla

Library Board Staff Report



Author: Melissa Grygla, Library Director
Subject: Library Board Meeting Schedule
Date: December 3, 2024

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

Description:

- A. Topic:** Library Board Meeting Schedule
- B. Background:** The Library Board adopts the Library's board meeting schedule on an annual basis.
- C. Funding Source:** There are no anticipated funding impacts of adopting the 2025 Library Board meeting schedule.
- D. Analysis:**

Recommendations for the upcoming 2025 Library Board schedule are below. There would not be a meeting in April or November. November due to Veteran's Day and April due to the potential of a spring break conflict.

Library Board could consider a meeting schedule for 2025 that includes the following dates:

Tuesday, January 14, 2025

Tuesday, February 11, 2025

Tuesday, March 11, 2025

Tuesday, May 13, 2025

Tuesday, June 10, 2025

Tuesday, July 8, 2025

Tuesday, August 12, 2025

Tuesday, September 9, 2025

Tuesday, October 14, 2025

Tuesday, December 9, 2025

E. Department Review: Library.

Alternatives:

A. Approve the Request: Staff recommends that the Library Board adopt the recommended 2025 Library Board Meeting Schedule.

B. Deny the Request: The Library Board could deny the request to adopt the 2025 Library Board Meeting Schedule. The Library would then need direction regarding which meetings to cancel or change on the schedule.

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



2025 Annual Notice of Regular Meeting Schedule

City of Saratoga Springs Library Advisory Board

Held at the City of Saratoga Springs City Hall located at 1307 North Commerce Drive, Suite 200,
Saratoga Springs, Utah at 6:30 PM.

Tuesday, January 14, 2025

Tuesday, February 11, 2025

Tuesday, March 11, 2025

Tuesday, May 13, 2025

Tuesday, June 10, 2025

Tuesday, July 8, 2025

Tuesday, August 12, 2025

Tuesday, September 9, 2025

Tuesday, October 14, 2025

Tuesday, December 9, 2025

Ashely Lee, Chair

Todd Carpenter, Secretary

**This meeting schedule was approved by the City of Saratoga Springs Library Board on Tuesday, December 10, 2024.

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	-1,120	-1,700.00	-580	✖	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-638	-1,800.00	-1,162	✖	0
10-3680-288. FINES - LIBRARY	-10,000	-4,783	-10,000.00	-5,217	✖	0
Sub Total 10. GENERAL FUND	-13,500	-6,541	-13,500.00	-6,959	✖	0
Report Total :	-13,500	-6,541	-13,500.00	-6,959	✖	0

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	162,928	499,837.00	336,909	✓	0
10-4610-130. EMPLOYEE BENEFITS	234,438	67,633	234,438.00	166,805	✓	0
10-4610-210. COMPUTERS &	27,700	5,863	27,700.00	21,837	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	0	3,000.00	3,000	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	1,621	5,700.00	4,079	✓	0
10-4610-340. OFFICE	36,200	7,033	36,200.00	29,167	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	65	5,800.00	5,735	✓	0
10-4610-400. BOOK PURCHASES	50,000	26,545	50,000.00	23,455	✓	0
10-4610-410. DIGITAL PURCHASES	87,800	70,191	87,800.00	17,609	✓	0
10-4610-500. LIBRARY PROGRAMS	10,300	1,521	10,300.00	8,779	✓	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	343,399	960,995.00	617,596	✓	0

Report Total :	960,995	343,399	960,995.00	617,596	✓	0
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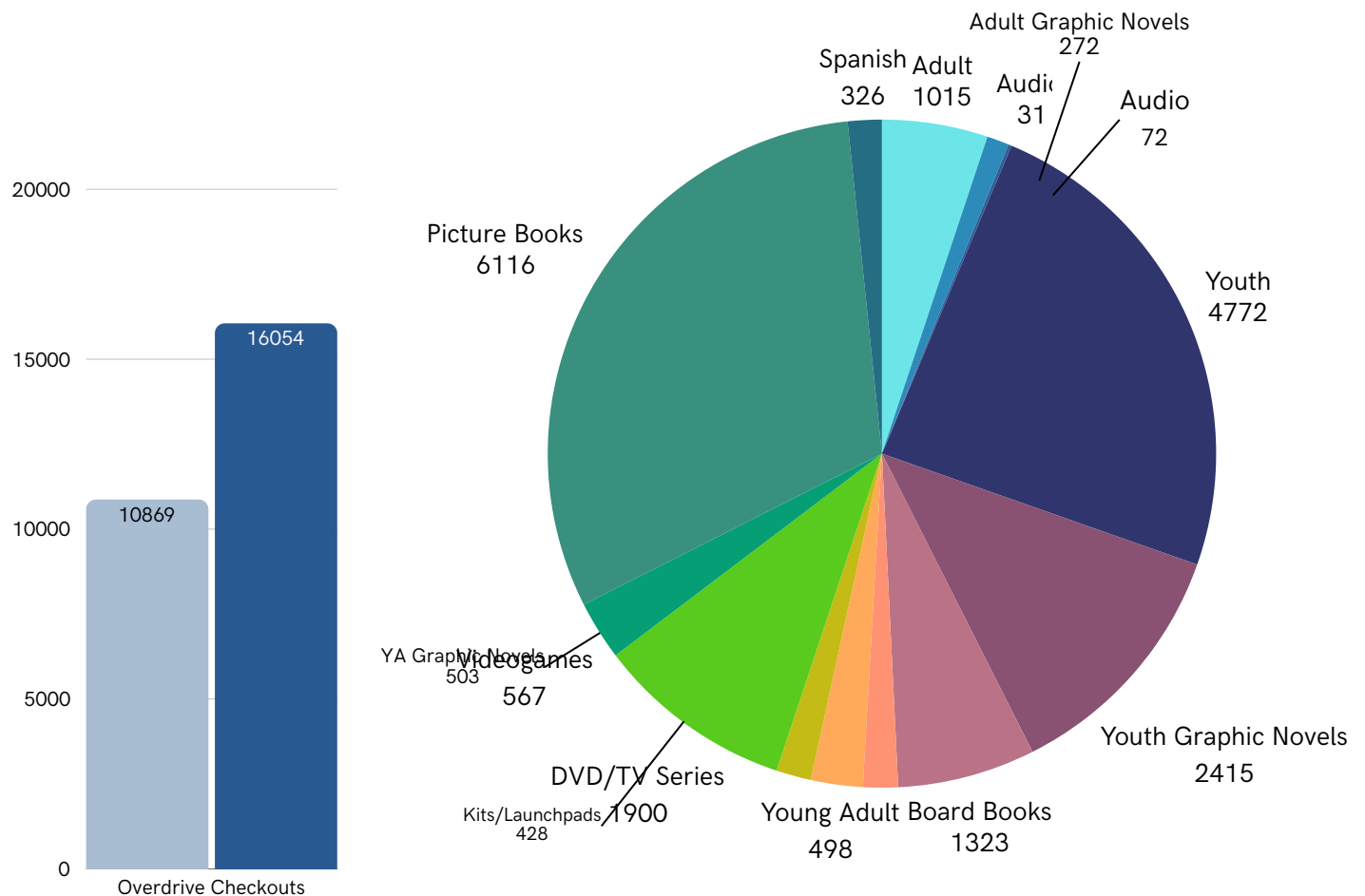
MONTHLY REPORT

OCTOBER & NOVEMBER 2024

CIRCULATION

Circulation by cardholder type

Cardholder Type	October 2023	October 2024
Adult	17,503	17,501
Youth	1,239	1,534
Non-Resident	136	180
Administrative	688	838
Total Physical Circulation	19,566	20,053

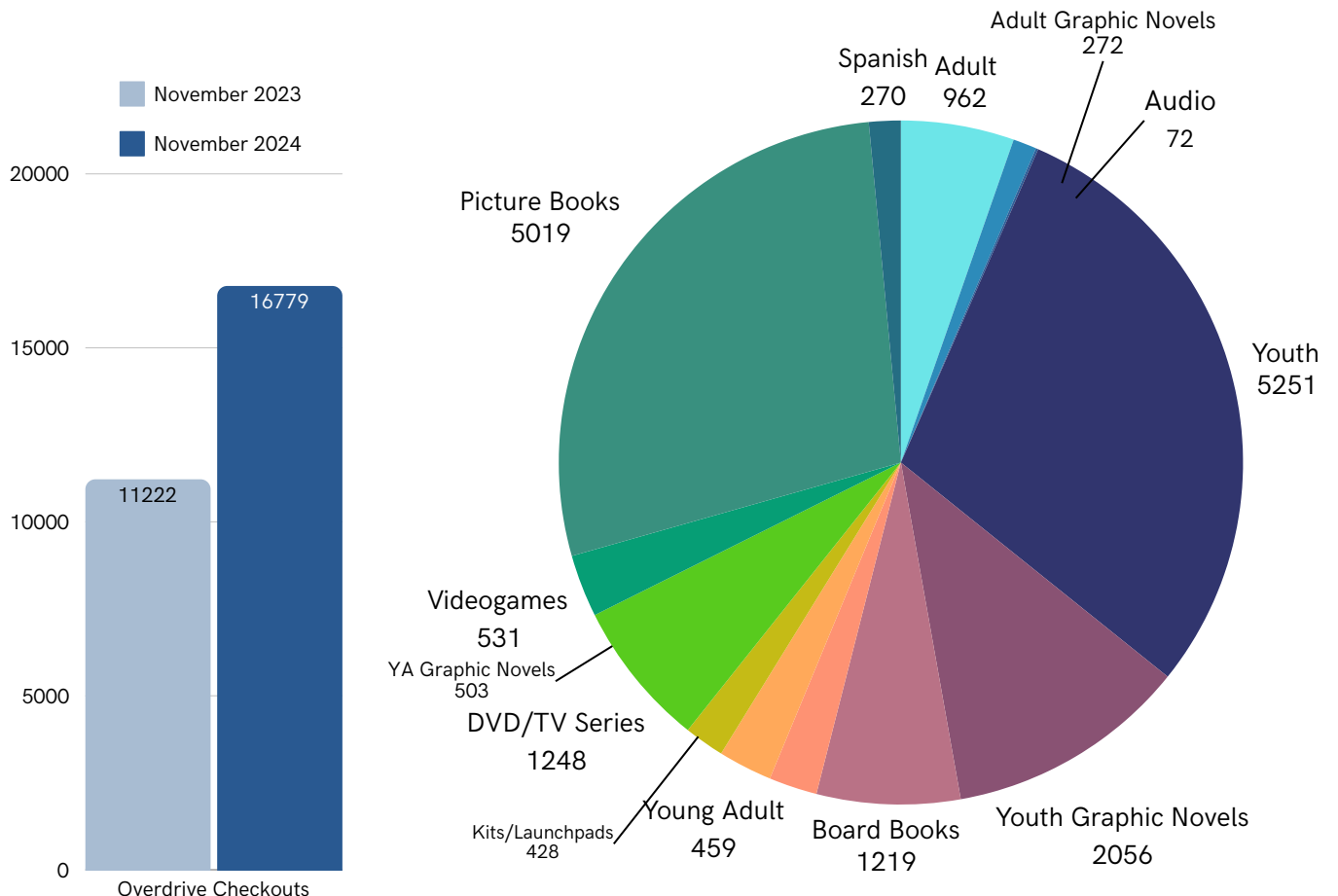


Circulation by home location in October 2024

CIRCULATION

Circulation by cardholder type

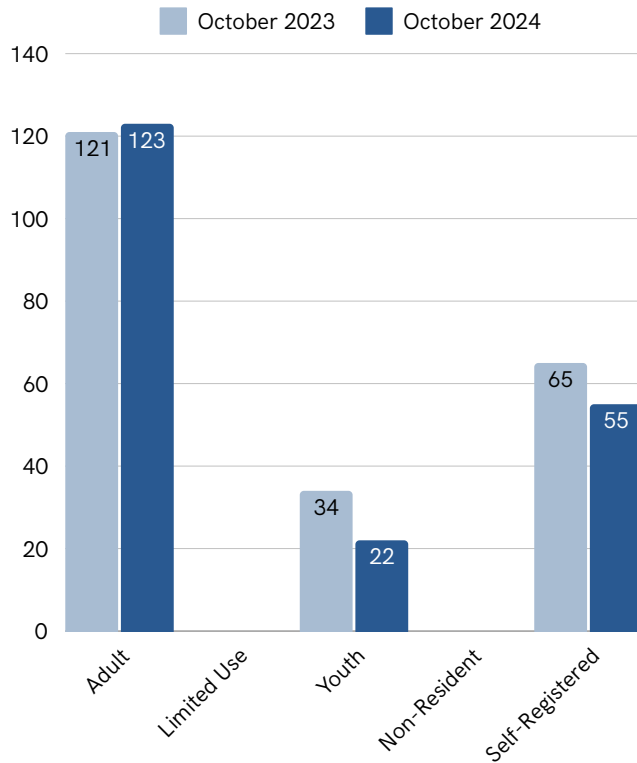
Cardholder Type	November 2023	November 2024
Adult	16,245	17,501
Youth	1,226	1,534
Non-Resident	88	180
Administrative	555	838
Total Physical Circulation	18,114	20,053



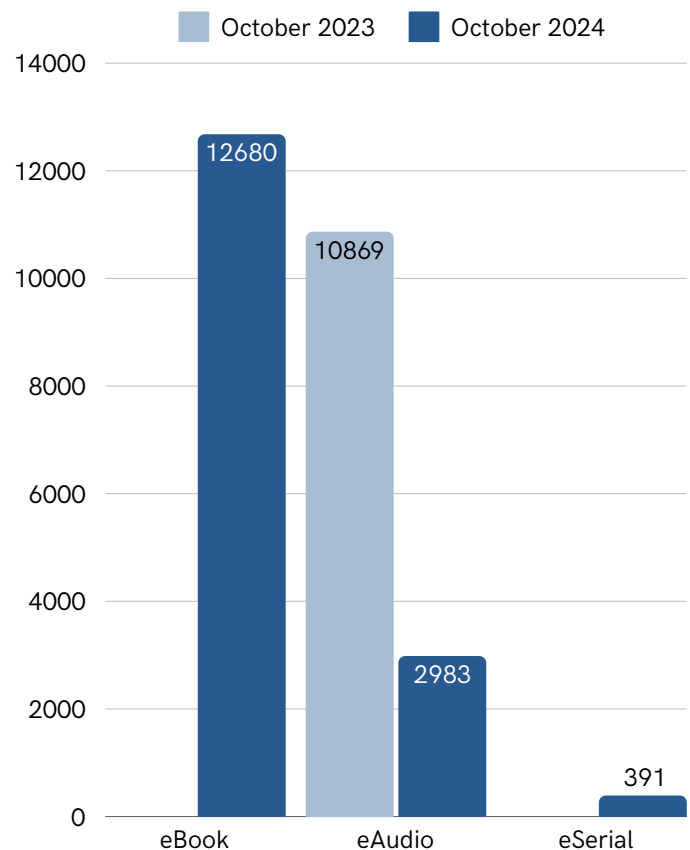
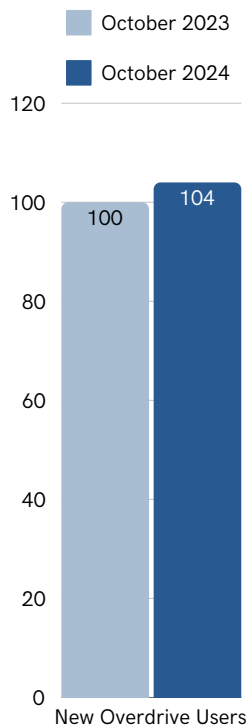
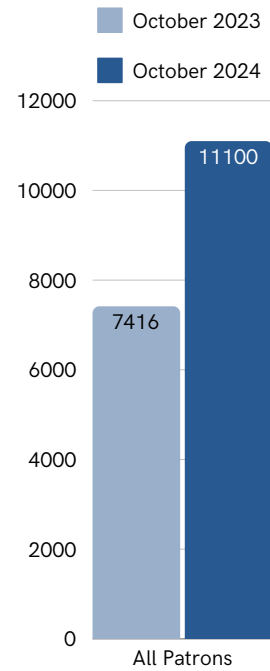
Circulation by home location in November 2024

REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered

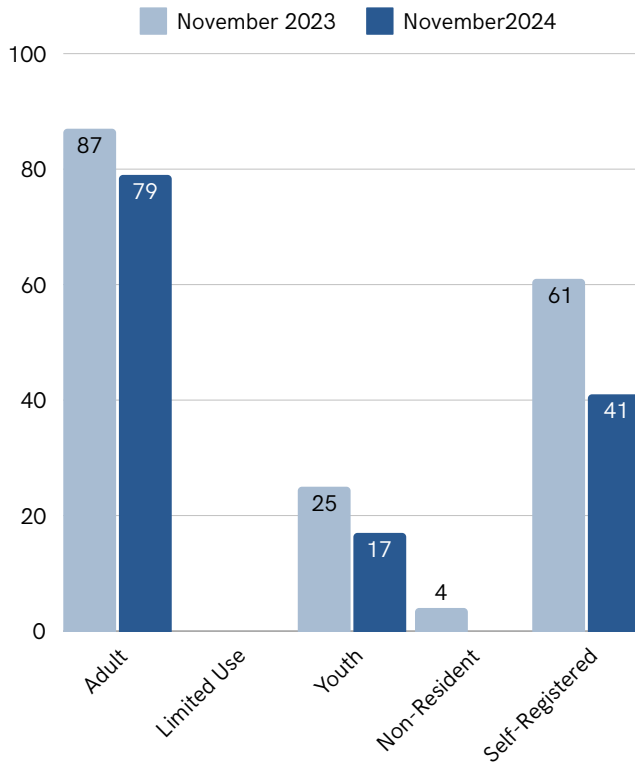


Total Patrons Registered

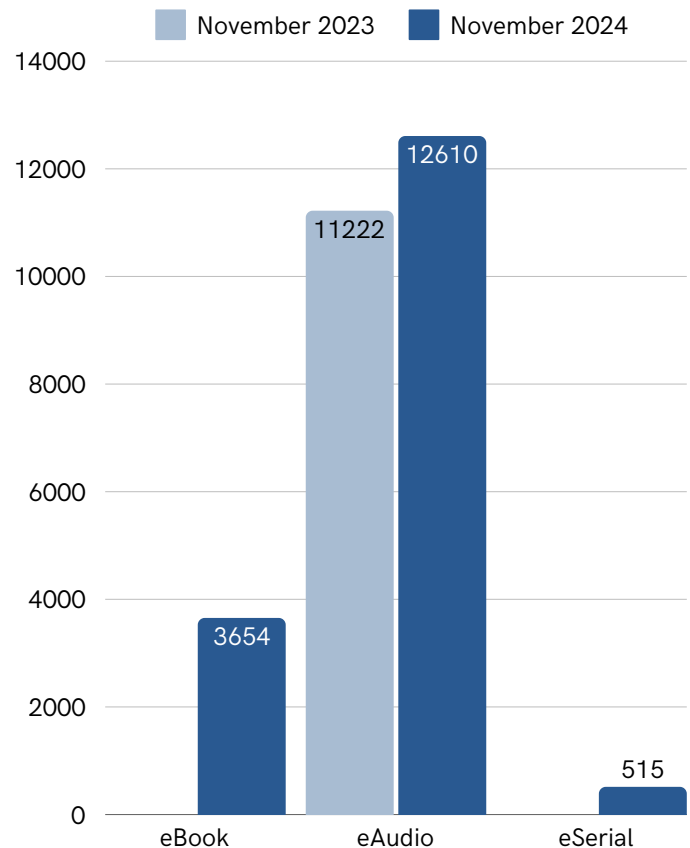
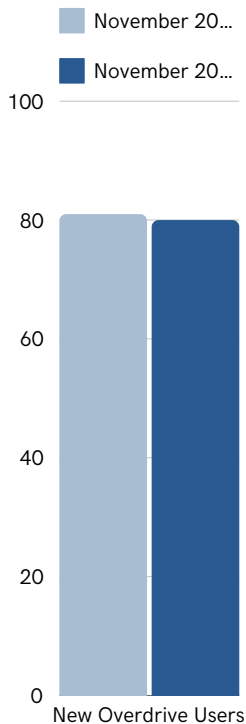
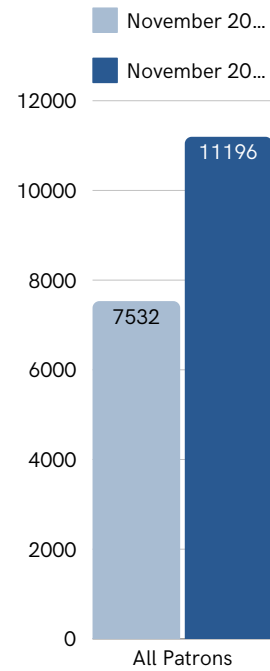


REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered



Total Patrons Registered

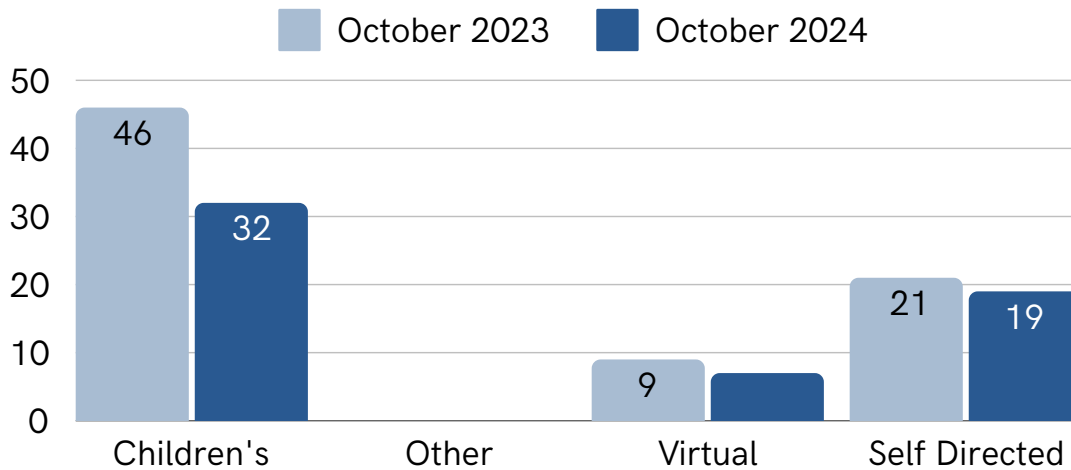


ATTENDANCE/OTHER

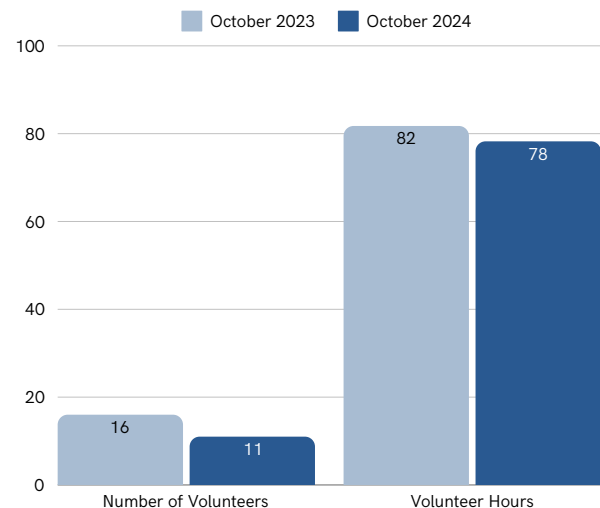
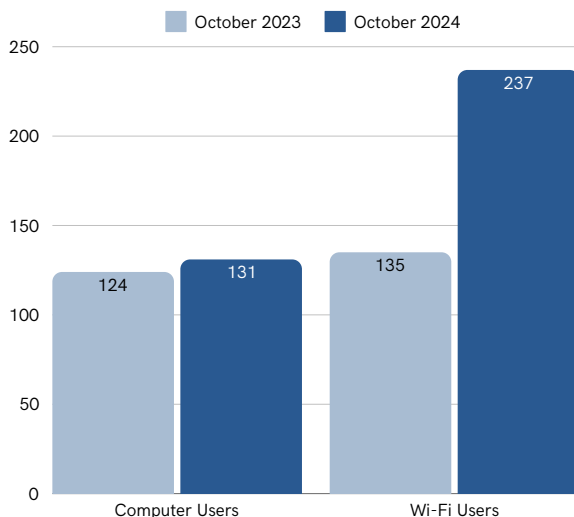
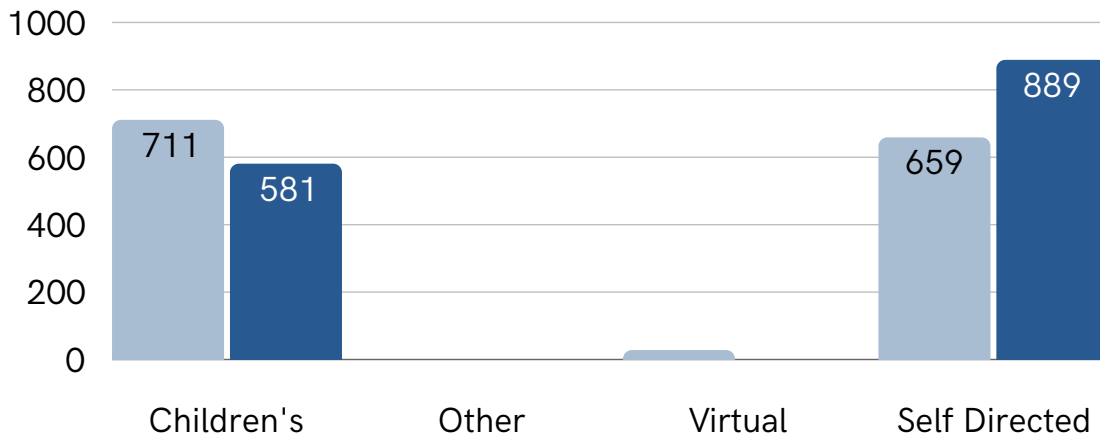
October 2023 Total Visits: 7,975

October 2024 Total Visits: 7,855

Number of Programs



Program Attendance

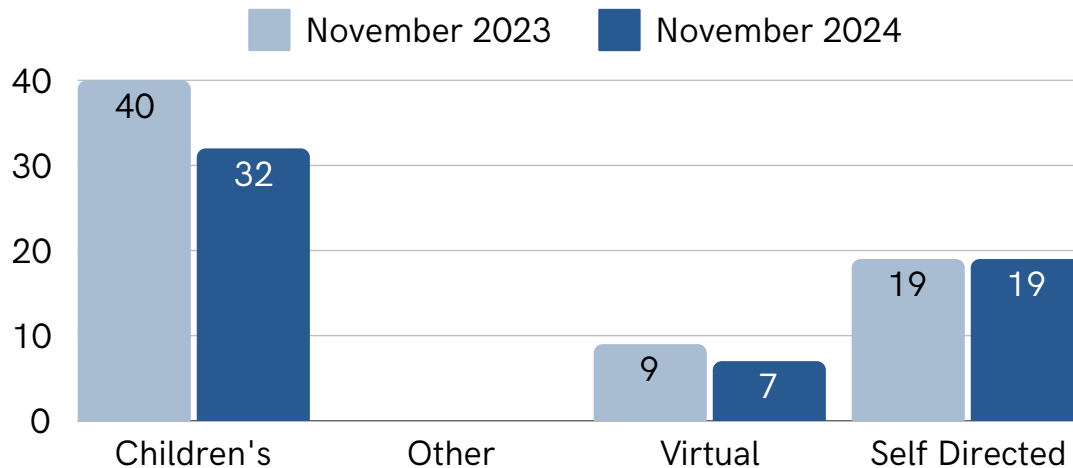


ATTENDANCE/OTHER

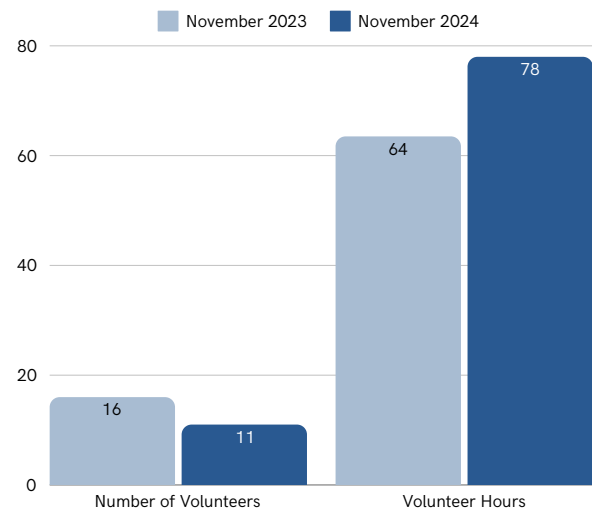
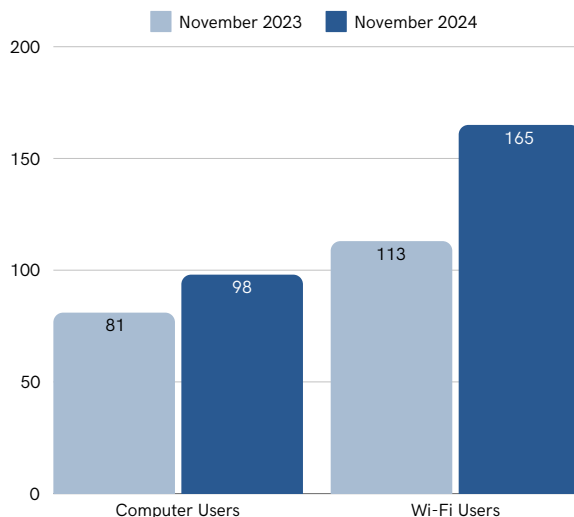
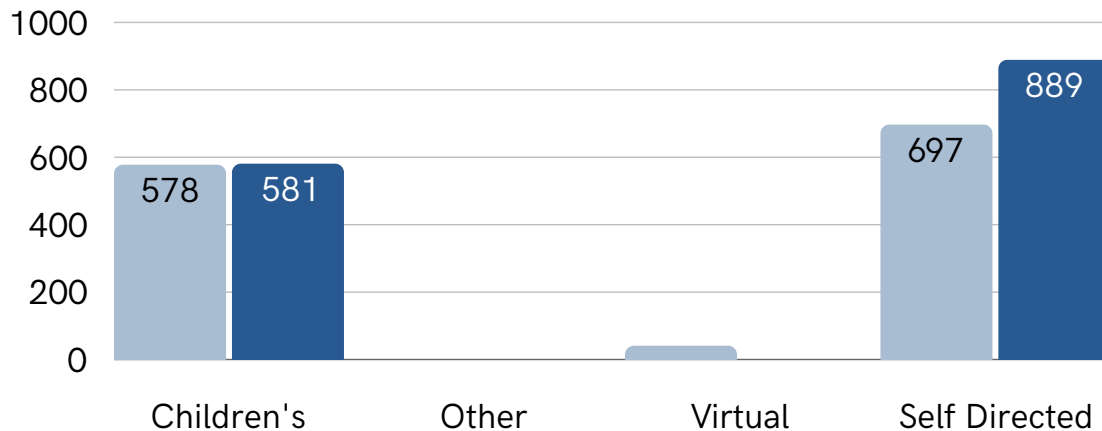
November 2023 Total Visits: 6,861

November 2024 Total Visits: 6,529

Number of Programs

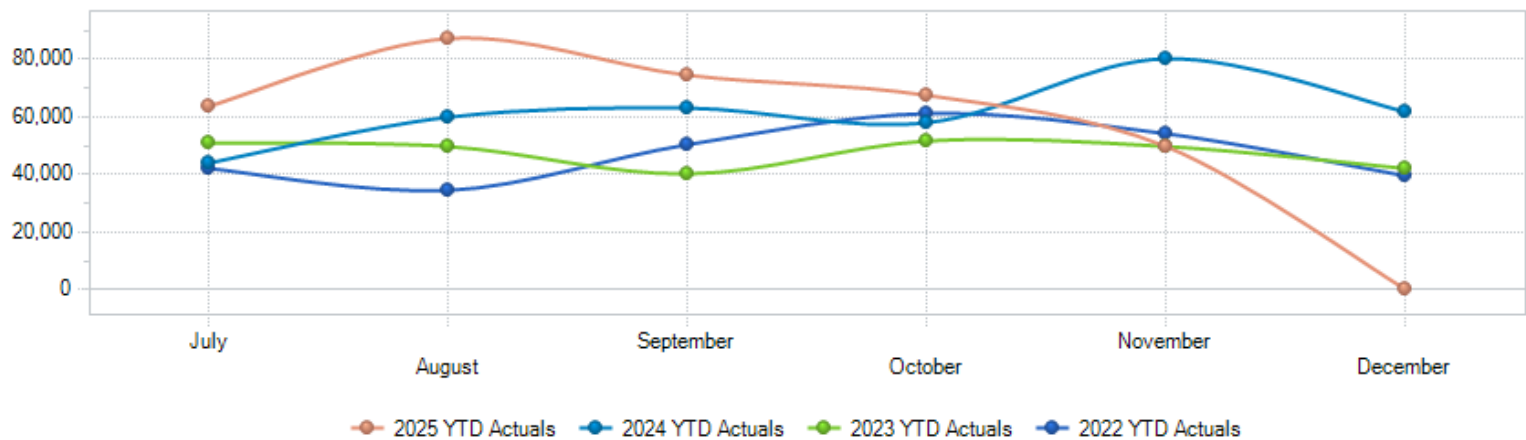


Program Attendance



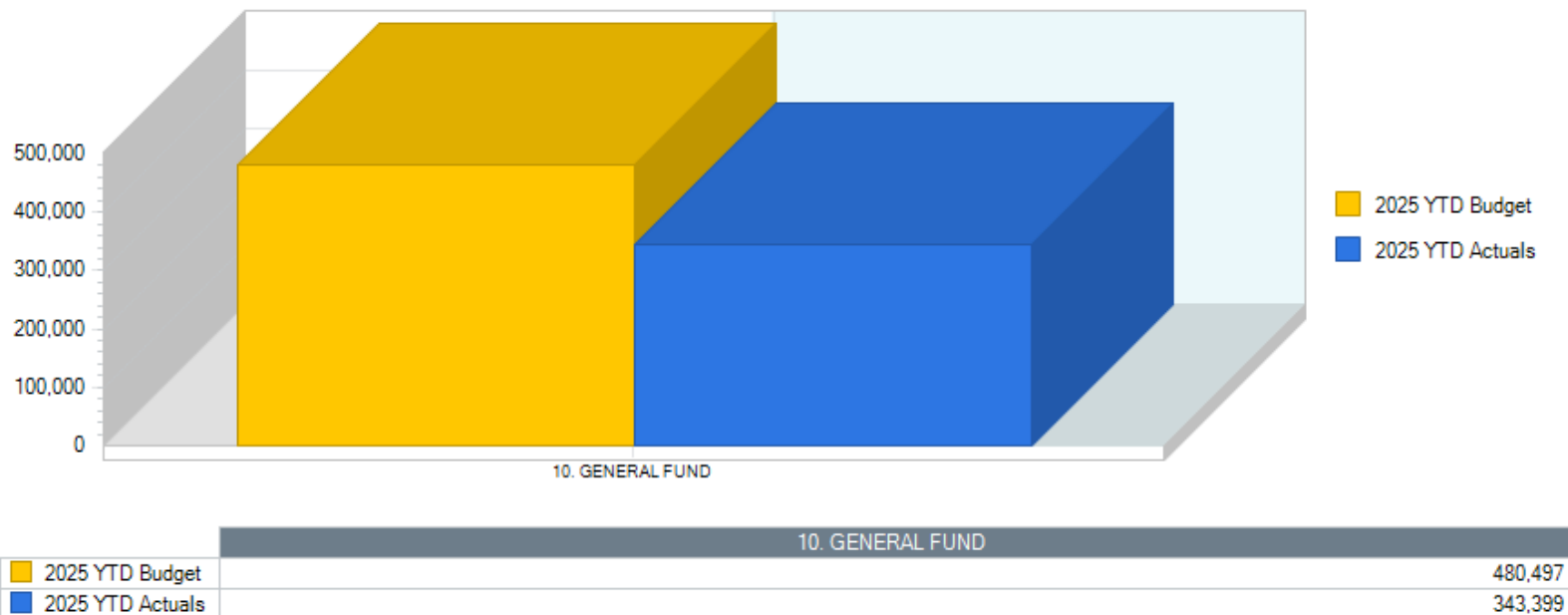
EXPENDITURES

Expenditure Comparison Chart



	July	August	September	October	November	December
2025 YTD Actuals	63,682	87,453	74,839	67,821	49,605	0
2024 YTD Actuals	43,976	60,019	63,004	57,996	80,555	61,869
2023 YTD Actuals	51,309	49,731	40,138	51,682	49,960	42,033
2022 YTD Actuals	42,215	34,767	50,257	61,033	54,026	39,776

YTD Bud VS YTD Act - Exp Only



2025

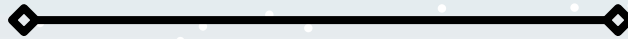


WINTER

Reading Challenge

Begins January 3rd

See the library's website for more details



www.saratogasprings-ut.gov/library



2025



WINTER

Reading Challenge

- Saratoga Springs library card holders pick up a tracking sheet at the library between January 3rd-18th.
- Read for 15 minutes a day and mark it on the tracking sheet.
- After you've read for 15 days (doesn't have to be in a row) bring your tracking sheet to the library between January 17th - February 8th to choose between a prize donated by Arctic Circle, Sky Zone, or Chick-Fil-A!

For all ages. While supplies last!

www.saratogasprings-ut.gov/library

