



AGENDA – Library Board Meeting

Library Board Member Ashley 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, June 10, 2025 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: Trevyn Sagucio
2. Library Board Minutes for May 13, 2025
3. Chair, Vice-Chair and Secretary for FY 2025-2026.

DIRECTOR'S UPDATE

1. Budget
2. Director Report
3. Draft Communication Plan with Public Relations
 - a. Regarding tentative moving plan
 - b. Closure dates
4. Summer Reading Program
5. Announcements
 - a. Next Meeting: Tuesday, July 8, 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, May 13, 2025

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

5 **Call to Order:** 6:33 PM by Chairman Ashley Lee.

Roll Call: A quorum was present.

Present:

10 Board Members: Ashley Lee, Todd Carpenter, Meredith Sager McNett, Stacy Taylor, Michael Hinckley.
Staff: Carl Sachs, Senior Librarian.

Public Input: No comments were made.

REPORTS

15 1. **Friends of the Library** – Working on a spirit night with a vendor. Next meeting is July 9th.

BUSINESS ITEMS

20 1. **Approval of Minutes for March 11, 2025.**

Motion made by Stacy Taylor to approve the minutes of March 11. Seconded by Meredith Sager McNett.

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

No: None.

Motion passed 5-0.

DIRECTOR'S UPDATE

30 1. **Budget**

A budget update was provided and announcement was made about 2025-2026 budget being adopted.

35 2. **Director Report.**

New employees onboard and doing great. Seasonal starts Monday. Programming assistant in July. A monthly report was provided and the Library Board reviewed it with the Library Director.

40 3. **Draft Communication Plan with Public Relations.**

- i. Tentative moving dates are contingent upon access to the facility.
- ii. Maybe a week of closure, dependent on facility access. Hopefully that happens over Thanksgiving weekend.
- iii. As of right now construction is on schedule.
- iv. Moving plan is not just staff; other departments will also help.
- v. Opening day collection progress.
 - i. New librarian working on DVD orders for 2,000 items.
 - ii. Director is about 25,000 through the ordering.
- vi. Moving 18,000 items over plus 60,000 in new building.

45 4. **Summer Reading Program.**

- a. Website is updated and registration has opened.
 - i. Registration has surpassed the numbers from last year.

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ii. Begins June 2nd and ends August 11th with a Messtival at Neptune Park.

5. Announcements

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a. Next Meeting: Tuesday, June 10, 2025.

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ADJOURNMENT

Motion made by Meredith Sager McNett to adjourn the meeting. Seconded by Todd Carpenter.
Yes: Ashley Lee, Todd Carpenter, Meredith Sager McNett, Stacy Taylor, Michael Hinckley.

No: None.

Motion passed 5-0.

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Meeting adjourned at 6:44 p.m.

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Date of Approval

Library Director
Melissa Grygla

Library Board Secretary
Todd Carpenter

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	-13,153	-13,500.00	-347	🟡	0
4610. LIBRARY SERVICES	1,040,139	863,600	1,040,139.00	176,539	🟡	0
Sub Total 10. GENERAL FUND	1,026,639	850,448	1,026,639.00	176,191	🟡	0
Report Total :	1,026,639	850,448	1,026,639.00	176,191	🟡	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	-2,922	-1,700.00	1,222		0
10-3680-287. MISC SALES - LIBRARY	-1,800	-1,628	-1,800.00	-172		0
10-3680-288. FINES - LIBRARY	-10,000	-8,602	-10,000.00	-1,398		0
Sub Total 10. GENERAL FUND	-13,500	-13,153	-13,500.00	-347		0
Report Total :	-13,500	-13,153	-13,500.00	-347		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	547,037	477,931	547,037.00	69,106		0
10-4610-130. EMPLOYEE BENEFITS	255,875	176,868	255,875.00	79,007		0
10-4610-210. COMPUTERS &	27,700	6,048	27,700.00	21,652		0
10-4610-260. BUILDINGS MAINTENANCE	3,000	160	3,000.00	2,840		0
10-4610-330. EDUCATION/TRAINING	5,700	4,970	5,700.00	730		0
10-4610-340. OFFICE	36,200	22,467	36,200.00	13,733		0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	276	5,800.00	5,524		0
10-4610-400. BOOK PURCHASES	50,000	70,247	50,000.00	-20,247		0
10-4610-410. DIGITAL PURCHASES	87,800	94,245	87,800.00	-6,445		0
10-4610-500. LIBRARY PROGRAMS	10,300	3,151	10,300.00	7,149		0
10-4610-550. LIBRARY GRANT	10,507	7,239	10,507.00	3,268		0
10-4610-700. CAPITAL OUTLAY	220	0	220.00	220		0
Sub Total 10. GENERAL FUND	1,040,139	863,600	1,040,139.00	176,539		0
Report Total :	1,040,139	863,600	1,040,139.00	176,539		0

Selected Filters

Account Type

Include - Expenditure
Include - Revenue



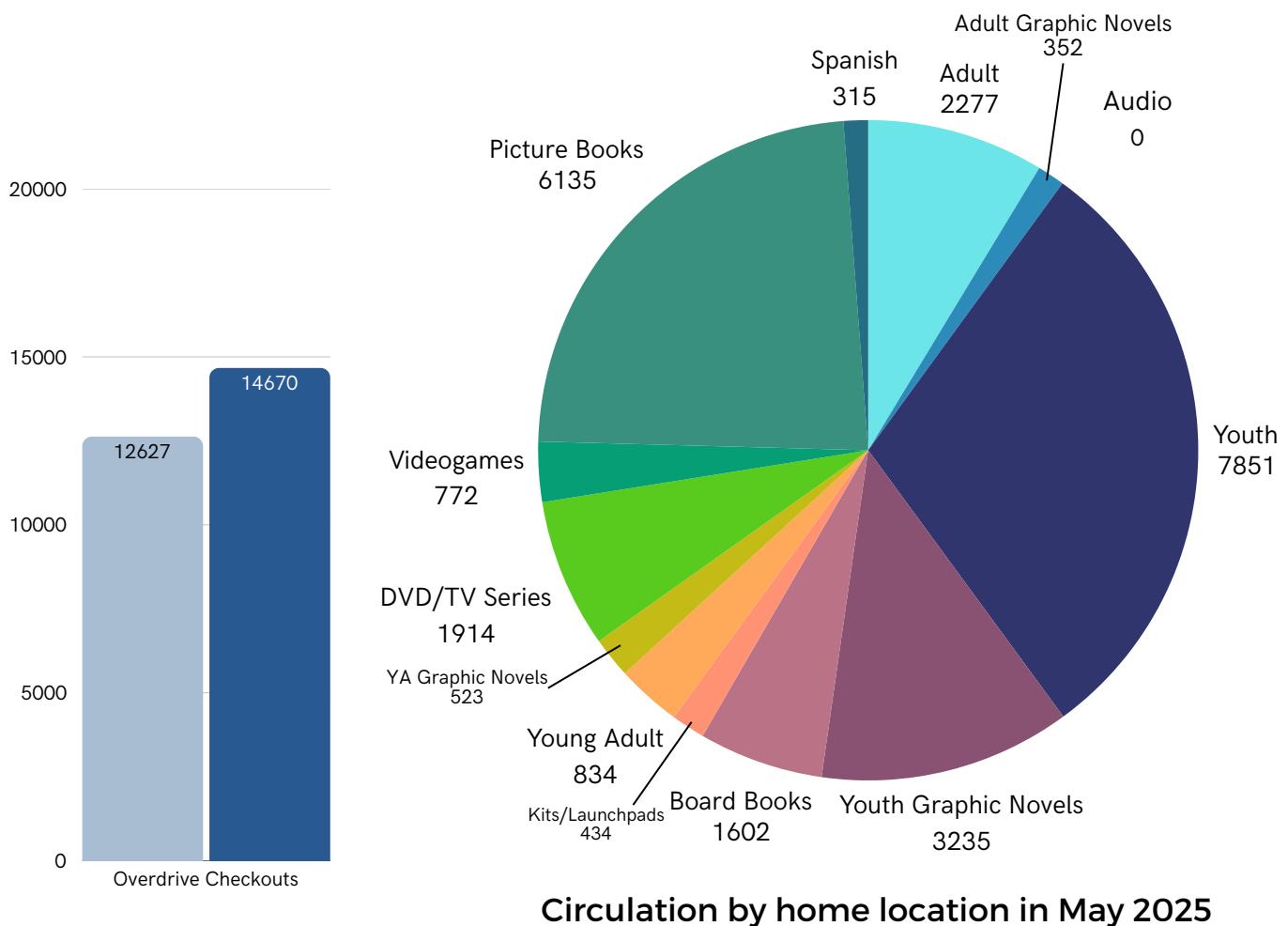
MONTHLY REPORT

JUNE 2025

CIRCULATION

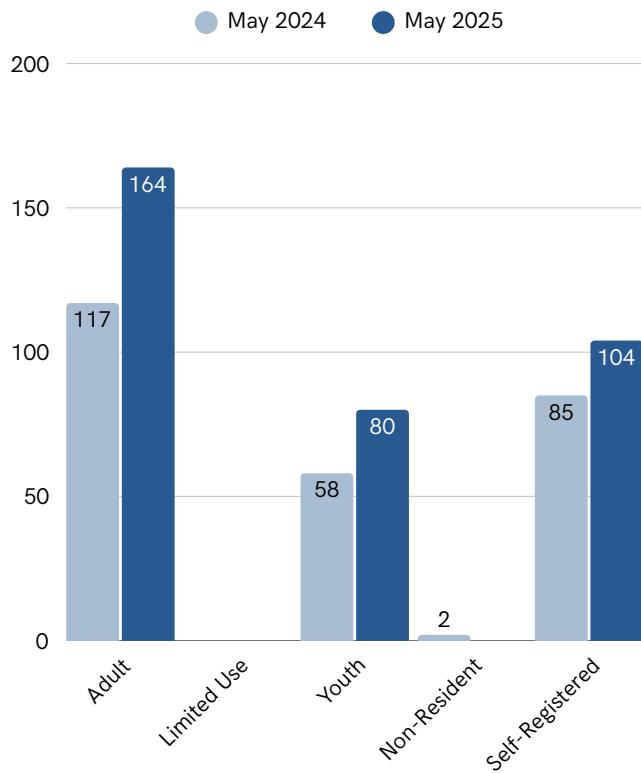
Circulation by cardholder type

Cardholder Type	May 2024	May 2025
Adult	20,738	22,823
Youth	1,710	2,662
Non-Resident	125	146
Administrative	690	608
Total Physical Circulation	23,263	26,239

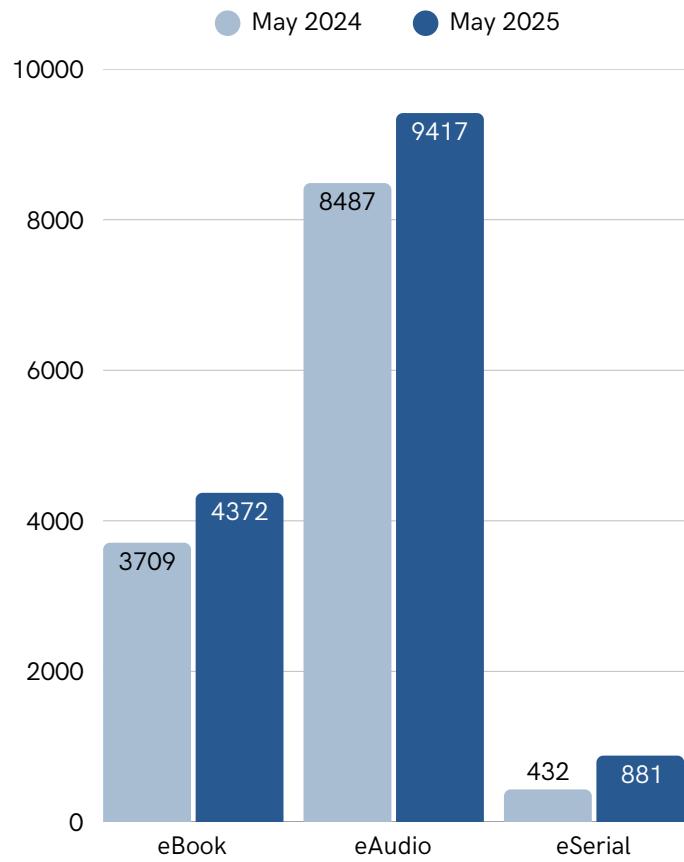
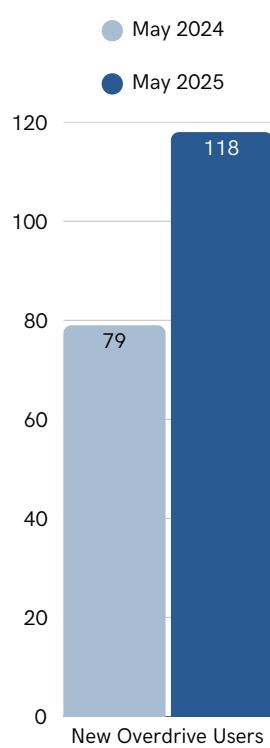
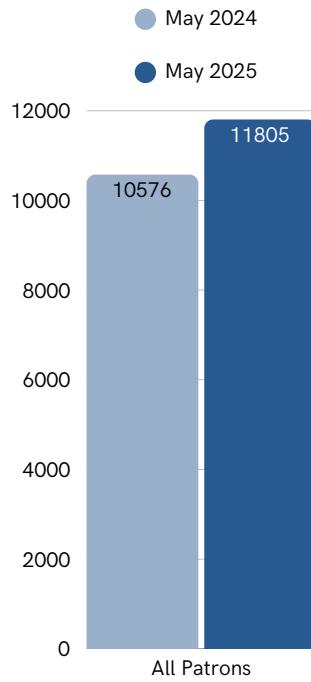


REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered



Total Patrons Registered

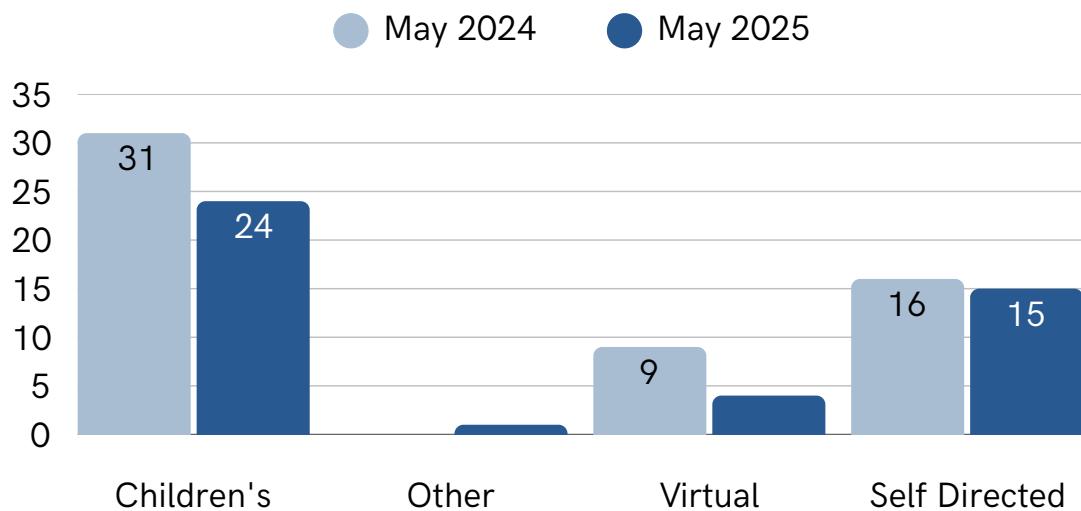


ATTENDANCE/OTHER

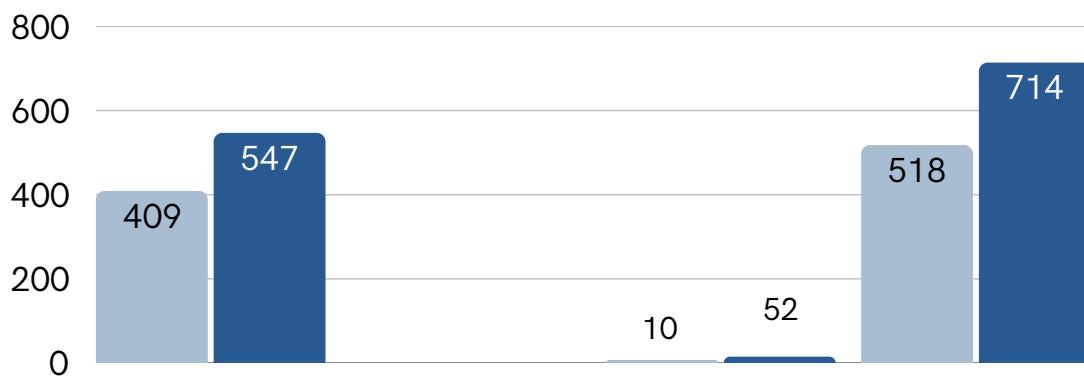
May 2024 Total Visits: 8,630

May 2025 Total Visits: 8,818

Number of Programs

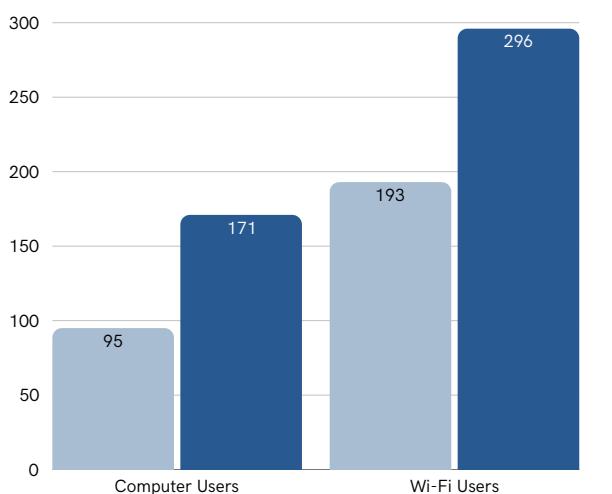


Program Attendance



Children's

● May 2024 ● May 2025

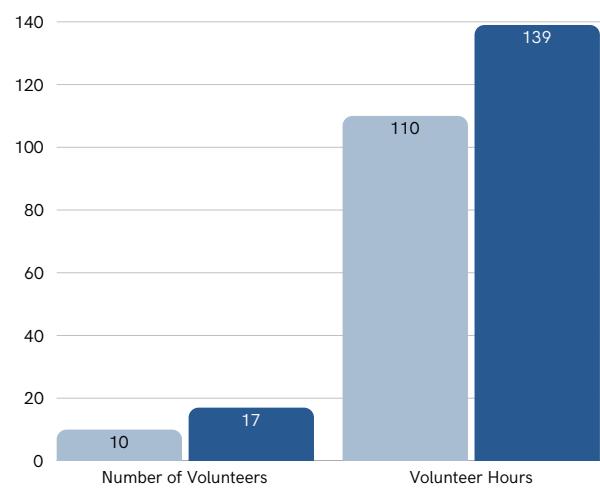


Other

Virtual

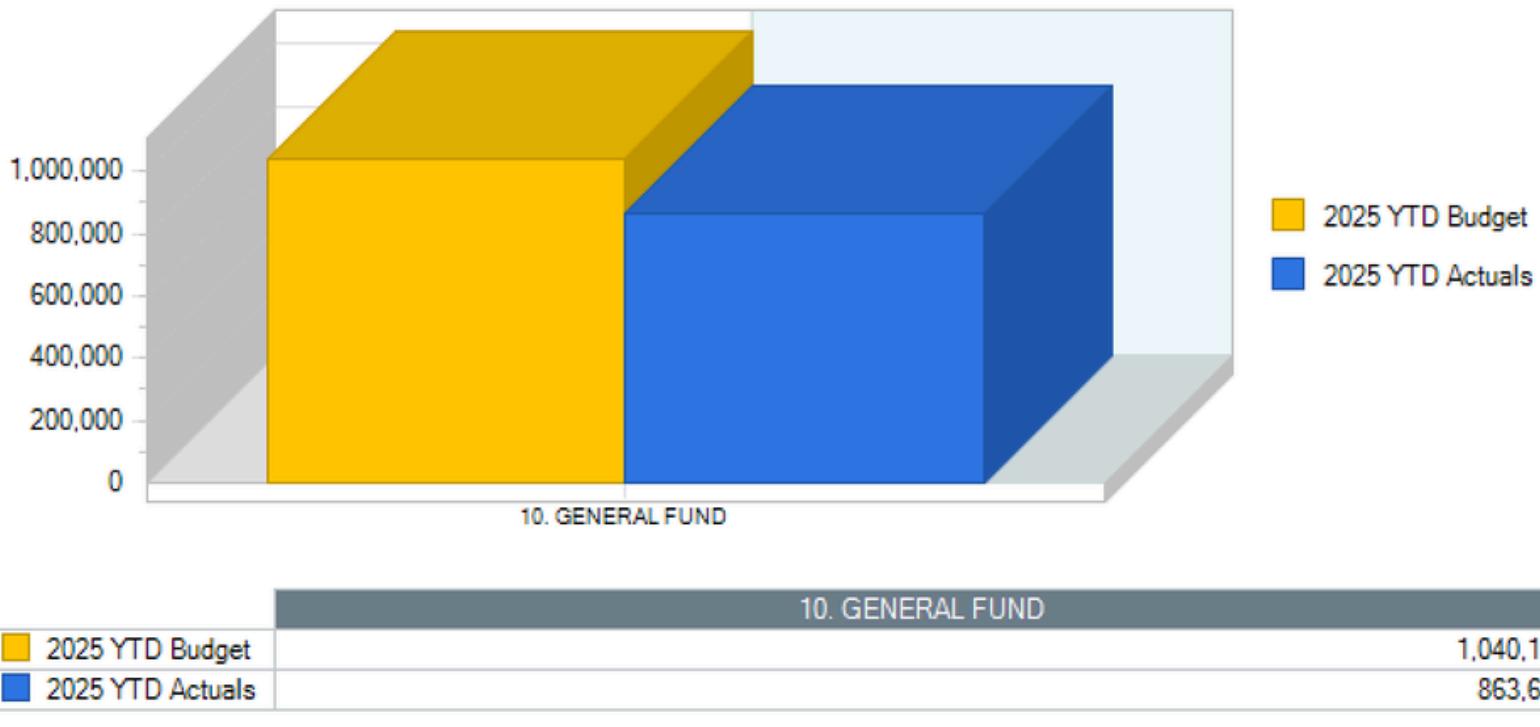
Self Directed

● May 2024 ● May 2025



EXPENDITURES

YTD Bud VS YTD Act - Exp Only



Expenditure Comparison Chart



	July	August	September	October	November	December	January	February
2025 YTD Actuals	63,682	87,453	74,839	67,821	70,764	77,709	75,212	60,845
2024 YTD Actuals	43,976	60,019	63,004	57,996	80,555	61,869	58,951	61,341
2023 YTD Actuals	51,309	49,731	40,138	51,682	49,960	42,033	60,260	49,834