



## **AGENDA – Library Board Meeting**

Library Board Member Meredith Sager McNett, Chair  
Library Board Member Michael Hinckley, Vice-Chair  
Library Board Member Stacy Taylor, Secretary  
Library Board Member Todd Carpenter  
Library Board Member Trevyn Sagucio

**CITY OF SARATOGA SPRINGS - Tuesday, August 12, 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](mailto: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 8, 2025

### **DIRECTOR'S UPDATE**

1. Budget
2. Director Report
3. Draft Communication Plan with Public Relations
  - a. Regarding tentative moving plan
  - b. Closure dates are tentatively approved
  - c. Still pending approval on FAQs
4. Summer Reading Program
5. Announcements
  - a. Next Meeting: Tuesday, September 9, 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, July 8, 2025

City of Saratoga Springs City Offices

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

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### LIBRARY BOARD MEETING

5 **Call to Order:** 6:33 PM by Chairman Michael Hinckley.

**Roll Call:** A quorum was present.

**Present:**

Board Members: Trevyn Sagucio, Todd Carpenter, Stacy Taylor, Michael Hinckley.

10 Staff: Carl Sachs, Senior Librarian and Clarissa Cooper.

**Public Input:** No comments were made.

### REPORTS

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1. **Friends of the Library** –Next meeting is July 9th.

### BUSINESS ITEMS

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1. **Approval of Minutes for June 10, 2025.**

**Motion made by Stacy Taylor to approve the minutes of June 10, 2025. Seconded by Todd Carpenter.**

25

**Yes: Todd Carpenter, Trevyn Sagucio, Stacy Taylor, Michael Hinckley.**

**No: None.**

**Absent: Meredith Sager McNett.**

**Motion passed 4-0.**

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### DIRECTOR'S UPDATE

1. **Budget**

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A budget update was provided and discussion was held regarding the beginning of a new budget year.

2. **Director Report.**

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

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3. **Update given to City Council.**

Due to time limitations of preparing the opening day collection order, the update provided is the one recently given to City Council.

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4. **Draft communication plan with public relations.**

- i. Tentative moving dates are contingent upon access to the facility.
- ii. Received City Administration approval of most parts of the moving plan.
- iii. Time of proposed closure to be taken to City Council.

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5. **Summer Reading Program.**

- a. Website is updated and registration has opened.
  - i. Registration has surpassed the numbers from last year.
  - ii. Begins June 2<sup>nd</sup> and ends August 11<sup>th</sup> with a Messtival at Neptune Park.

55        6. Announcements

- a. Next Meeting: Tuesday, August 12, 2025.
  - i. This meeting may need to be changed due to the primary election; follow up will be done by staff.

60        **ADJOURNMENT**

65        **Motion made by Todd Carpenter to adjourn the meeting. Seconded by Stacy Taylor.**  
**Yes: Todd Carpenter, Trevyn Sagucio, Stacy Taylor, Michael Hinckley.**  
**No: None.**  
**Absent: Meredith Sager McNett.**  
**Motion passed 4-0.**

70        Meeting adjourned at 7:01 p.m.

75        \_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Library Board Secretary  
Todd Carpenter

\_\_\_\_\_  
Library Director  
Melissa Grygla

# City of Saratoga Springs

## Department Details for Period June

	2026 YTD Actuals	2026 YTD Budget	2026 YTD Variance	2026 YTD Variance Icon	2026 YTD Percentage Variance
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\* Report Contains Filters

### 10. GENERAL FUND

#### Revenue

3600. OTHER REVENUE

-1,216	-14,092.00	-12,876	✗	-91.37%
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#### Sub Total Revenue

-1,216	-14,092.00	-12,876	✗	-91.37%
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#### Expenditure

4610. LIBRARY SERVICES

140,804	1,589,075.00	1,448,271	✓	91.14%
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#### Sub Total Expenditure

140,804	1,589,075.00	1,448,271	✓	91.14%
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#### Sub Total 10. GENERAL FUND

139,588	1,574,983.00	1,435,396	✓	91.14%
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Report Total :

139,588	1,574,983.00	1,435,396	✓	91.14%
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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

	2026 Annual Budget	2026 YTD Actuals	2026 YTD Budget	2026 YTD Variance	2026 YTD Variance Icon	2027 Total Next Year Budget
* Report Contains Filters						
10. GENERAL FUND						
10-3680-276. DONATIONS - LIBRARY	-2,292	-282	-2,292.00	-2,010	✖	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-184	-1,800.00	-1,616	✖	0
10-3680-288. FINES - LIBRARY	-10,000	-751	-10,000.00	-9,249	✖	0
Sub Total 10. GENERAL FUND	-14,092	-1,216	-14,092.00	-12,876	✖	0
Report Total :	-14,092	-1,216	-14,092.00	-12,876	✖	0

Selected Filters

Account Type  
Include - Expenditure  
Include - Revenue

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

	2026 Annual Budget	2026 YTD Actuals	2026 YTD Budget	2026 YTD Variance	2026 YTD Variance Icon	2027 Total Next Year Budget
* Report Contains Filters						

**10. GENERAL FUND**

10-4610-110. SALARIES & WAGES	809,702	72,658	809,702.00	737,044	✓	0
10-4610-130. EMPLOYEE BENEFITS	380,913	21,871	380,913.00	359,042	✓	0
10-4610-210. COMPUTERS &	82,460	26,335	82,460.00	56,125	✓	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	56,200	4,128	56,200.00	52,072	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	0	5,800.00	5,800	✓	0
10-4610-400. BOOK PURCHASES	75,000	2,551	75,000.00	72,449	✓	0
10-4610-410. DIGITAL PURCHASES	150,000	13,161	150,000.00	136,839	✓	0
10-4610-500. LIBRARY PROGRAMS	20,300	100	20,300.00	20,200	✓	0
10-4610-550. LIBRARY GRANT	0	0	0.00	0	⚠	0
10-4610-700. CAPITAL OUTLAY	0	0	0.00	0	⚠	0
<b>Sub Total 10. GENERAL FUND</b>	<b>1,589,075</b>	<b>140,804</b>	<b>1,589,075.00</b>	<b>1,448,271</b>	<b>✓</b>	<b>0</b>

Report Total :	1,589,075	140,804	1,589,075.00	1,448,271	✓	0
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Selected Filters

Account Type

- Include - Expenditure
- Include - Revenue



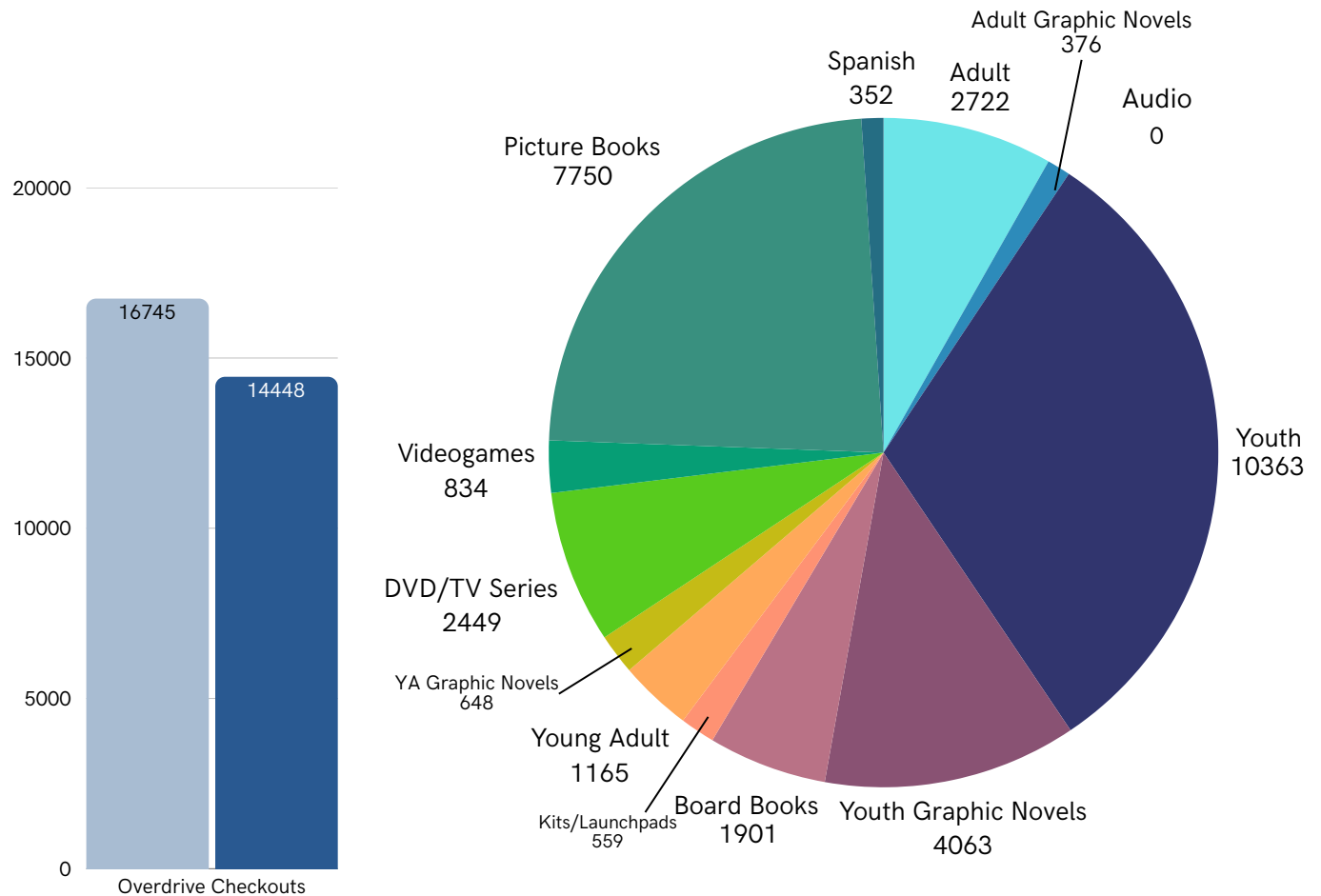
# MONTHLY REPORT

AUGUST 2025

# CIRCULATION

## Circulation by cardholder type

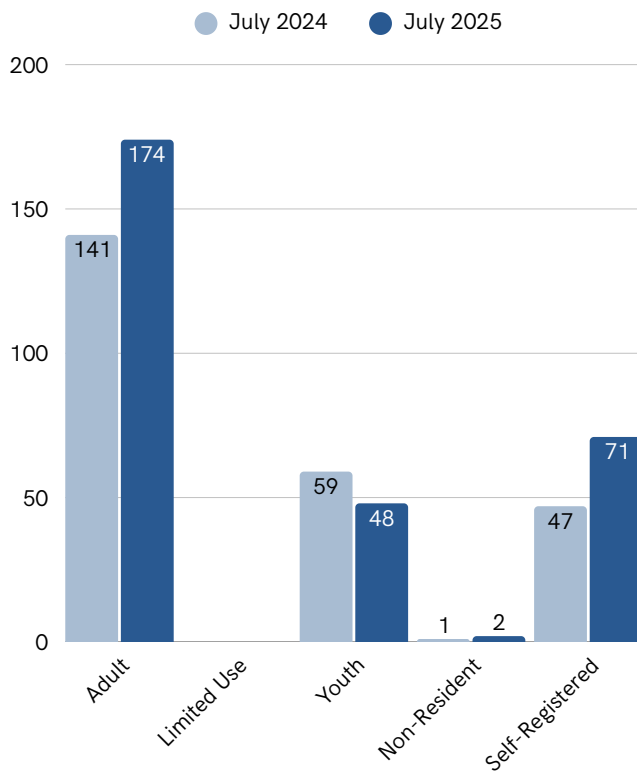
Cardholder Type	July 2024	July 2025
Adult	25,077	28,874
Youth	2,588	3,601
Non-Resident	77	184
Administrative	581	531
Total Physical Circulation	28,323	33,190



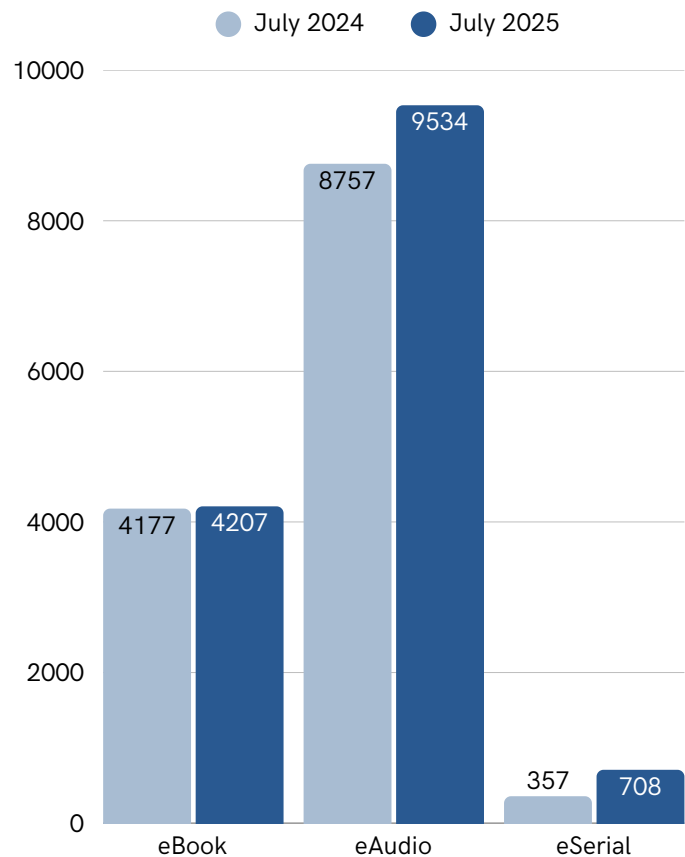
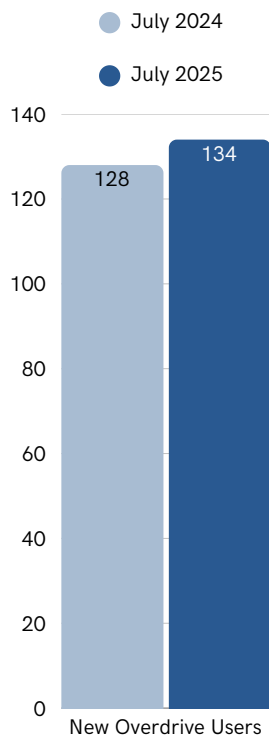
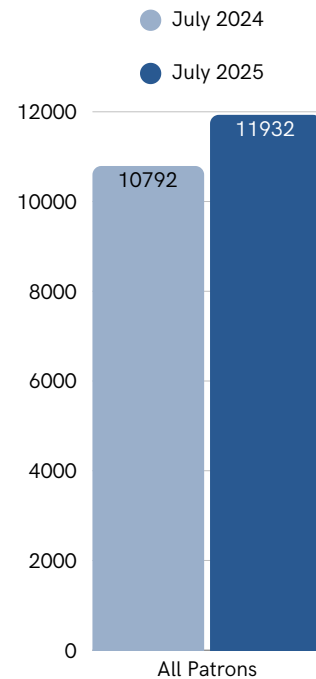
Circulation by home location in July 2025

# REGISTRATION & DIGITAL CIRCULATION

## New Patrons Registered



## Total Patrons Registered

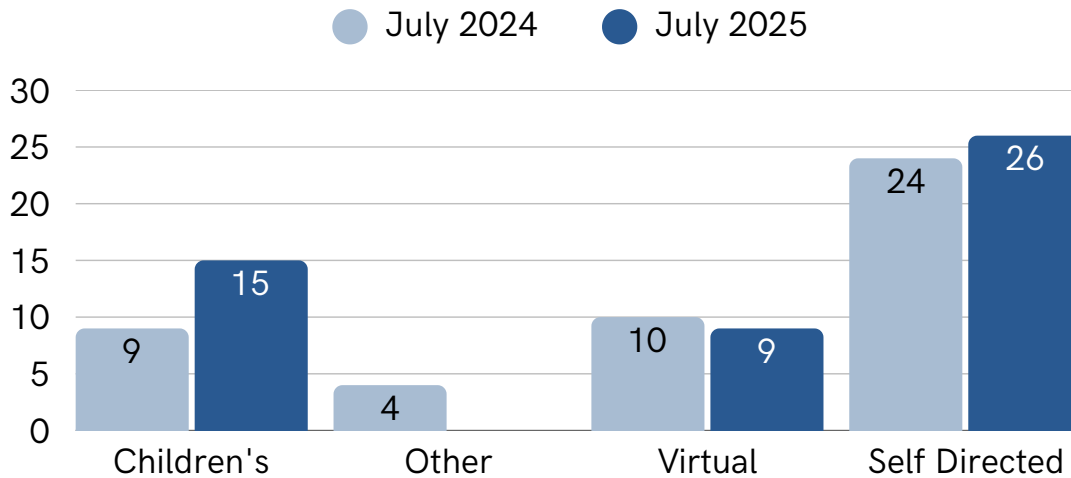


# ATTENDANCE/OTHER

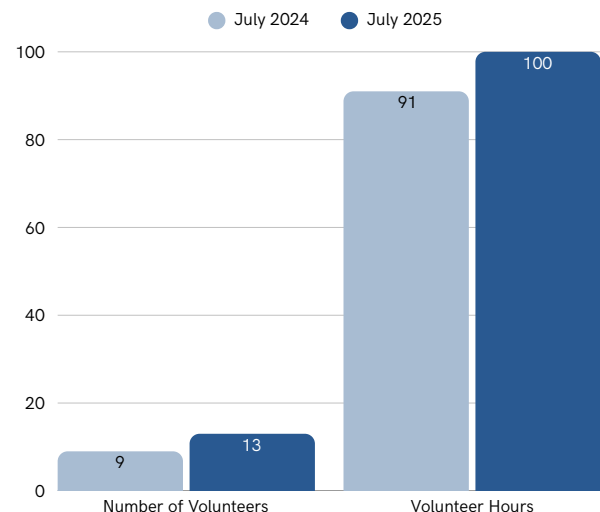
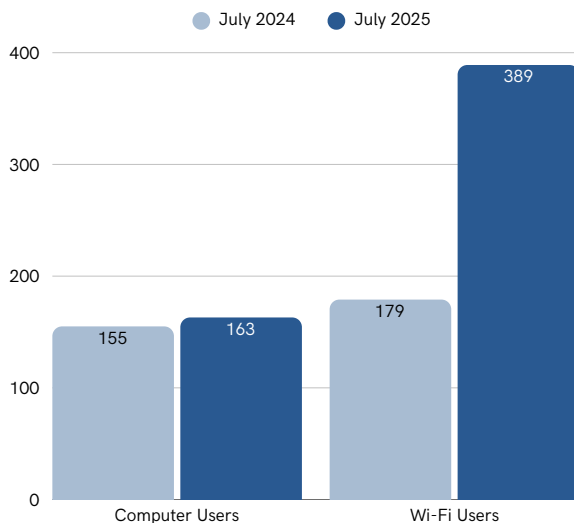
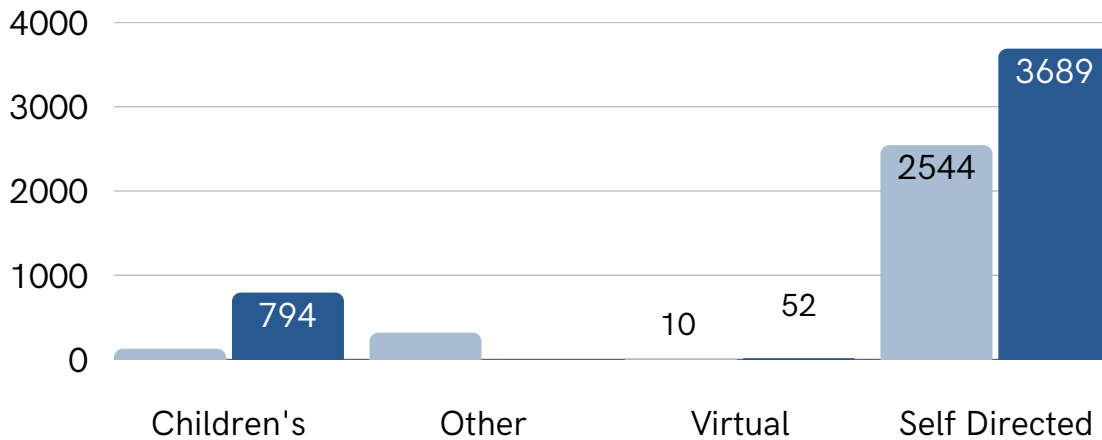
**July 2024 Total Visits: 11,387**

**July 2025 Total Visits: 13,295**

## Number of Programs

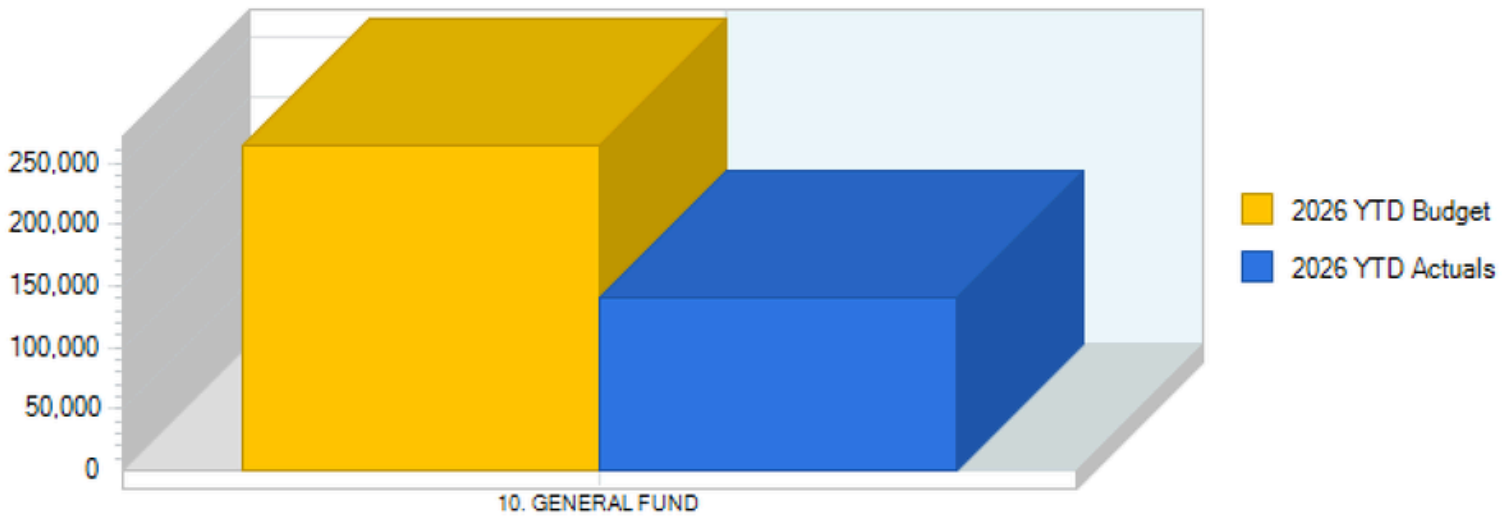


## Program Attendance



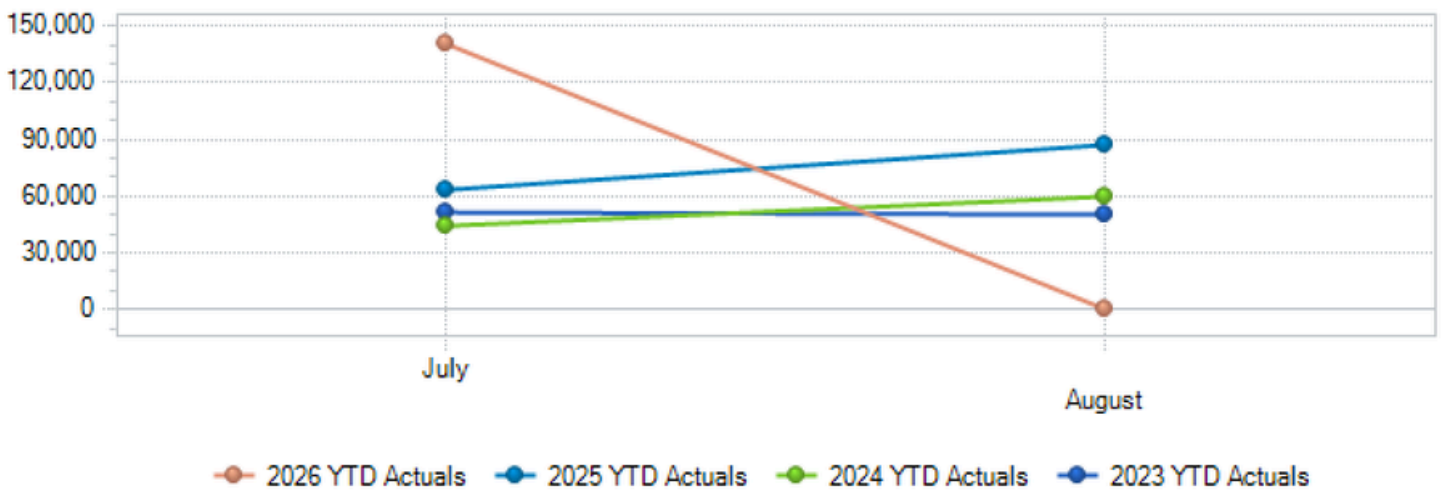
# EXPENDITURES

YTD Bud VS YTD Act - Exp Only



10. GENERAL FUND	
2026 YTD Budget	264,846
2026 YTD Actuals	140,804

Expenditure Comparison Chart



	July	August
2026 YTD Actuals	140,804	0
2025 YTD Actuals	63,682	87,453
2024 YTD Actuals	43,976	60,019