



## **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

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**CITY OF SARATOGA SPRINGS - Tuesday, July 8, 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 June 10, 2025

### **DIRECTOR'S UPDATE**

1. Budget
2. Director Report
3. Update given to City Council
4. Draft Communication Plan with Public Relations
  - a. Regarding tentative moving plan
  - b. Closure dates are pending approval
5. Summer Reading Program
6. Announcements
  - a. Next Meeting: Tuesday, August 12, 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, June 10, 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:** 6:32 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: Melissa Grygla, Library Director and Trevyn Sagucio.

**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 May 13, 2025.**

Motion made by Meredith Sager McNett to approve the minutes of May 13, 2025. Seconded by Stacy Taylor.

25 Yes: Ashley Lee, Todd Carpenter, Meredith Sager McNett, Stacy Taylor, Michael Hinckley.  
No: None.  
Motion passed 5-0.

2. **Chair, Vice-Chair and Secretary for FY 2025-2026..**

30 Motion made by Ashely Lee to appoint Meredith Sager McNett as Chair, Michael Hinckley as Vice-Chair, and Stacy Taylor as Secretary of the Library Advisory Board for FY 2025-2026.  
Seconded by Todd Carpenter.

35 Yes: Ashley Lee, Todd Carpenter, Meredith Sager McNett, Stacy Taylor, Michael Hinckley.  
No: None.  
Motion passed 5-0.

### DIRECTOR'S UPDATE

40 1. **Budget**

A budget update was provided and discussion regarding not continuing to use the precedent of saved benefits for digital content licenses.

45 2. **Director Report.**

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

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

- i. Tentative moving dates are contingent upon access to the facility.
- ii. Pending City Administration approval of moving plan.

4. **Summer Reading Program.**

- 55           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.

60           **5. Announcements**

- a. Next Meeting: Tuesday, July 8, 2025.  
              i. Meredith Sager McNett may not be present at this meeting.

65           **ADJOURNMENT**

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

70           Meeting adjourned at 6:49 p.m.

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

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

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

# City of Saratoga Springs

## Department Details for Period June

	2025 YTD Actuals	2025 YTD Budget	2025 YTD Variance	2025 YTD Variance Icon	2025 YTD Percentage Variance
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\* Report Contains Filters


### 10. GENERAL FUND

#### Revenue

3600. OTHER REVENUE

-14,322	-13,500.00	822		6.09%
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#### Sub Total Revenue

-14,322	-13,500.00	822		6.09%
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#### Expenditure

4610. LIBRARY SERVICES

881,445	1,040,139.00	158,694		15.26%
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#### Sub Total Expenditure

881,445	1,040,139.00	158,694		15.26%
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#### Sub Total 10. GENERAL FUND

867,124	1,026,639.00	159,515		15.54%
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Report Total :

867,124	1,026,639.00	159,515		15.54%
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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	-3,227	-1,700.00	1,527	✓	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-1,667	-1,800.00	-133	⚠	0
10-3680-288. FINES - LIBRARY	-10,000	-9,428	-10,000.00	-572	⚠	0
Sub Total 10. GENERAL FUND	-13,500	-14,322	-13,500.00	822	⚠	0
Report Total :	-13,500	-14,322	-13,500.00	822	⚠	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	479,604	547,037.00	67,433		0
10-4610-130. EMPLOYEE BENEFITS	255,875	175,891	255,875.00	79,984		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	6,577	5,700.00	-877		0
10-4610-340. OFFICE	36,200	24,841	36,200.00	11,359		0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	276	5,800.00	5,524		0
10-4610-400. BOOK PURCHASES	50,000	75,171	50,000.00	-25,171		0
10-4610-410. DIGITAL PURCHASES	87,800	94,245	87,800.00	-6,445		0
10-4610-500. LIBRARY PROGRAMS	10,300	7,825	10,300.00	2,475		0
10-4610-550. LIBRARY GRANT	10,507	10,809	10,507.00	-302		0
10-4610-700. CAPITAL OUTLAY	220	0	220.00	220		0
<b>Sub Total 10. GENERAL FUND</b>	<b>1,040,139</b>	<b>881,445</b>	<b>1,040,139.00</b>	<b>158,694</b>		<b>0</b>

Report Total :	1,040,139	881,445	1,040,139.00	158,694		0
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Selected Filters

Account Type  
Include - Expenditure  
Include - Revenue



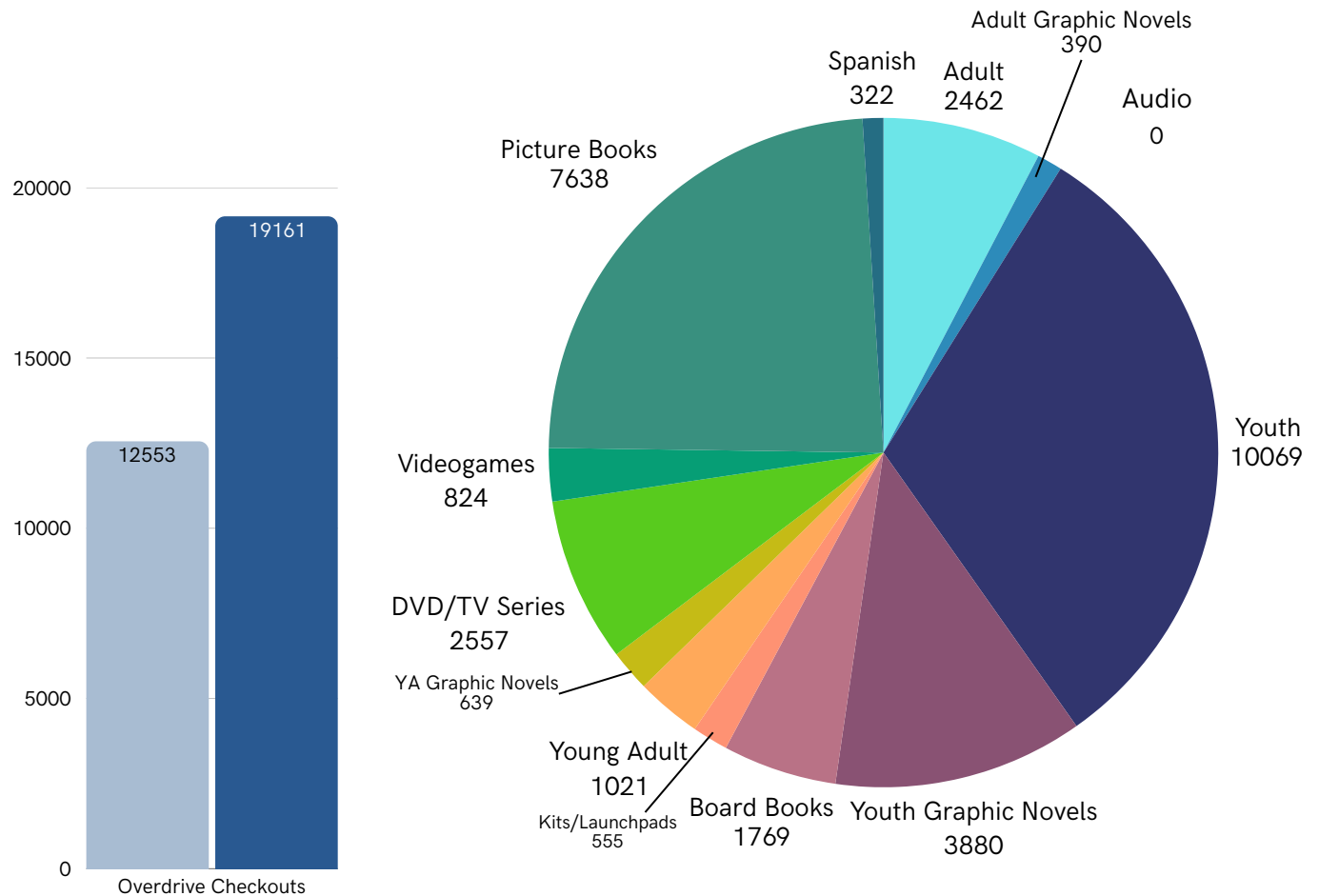
# MONTHLY REPORT

JULY 2025

# CIRCULATION

## Circulation by cardholder type

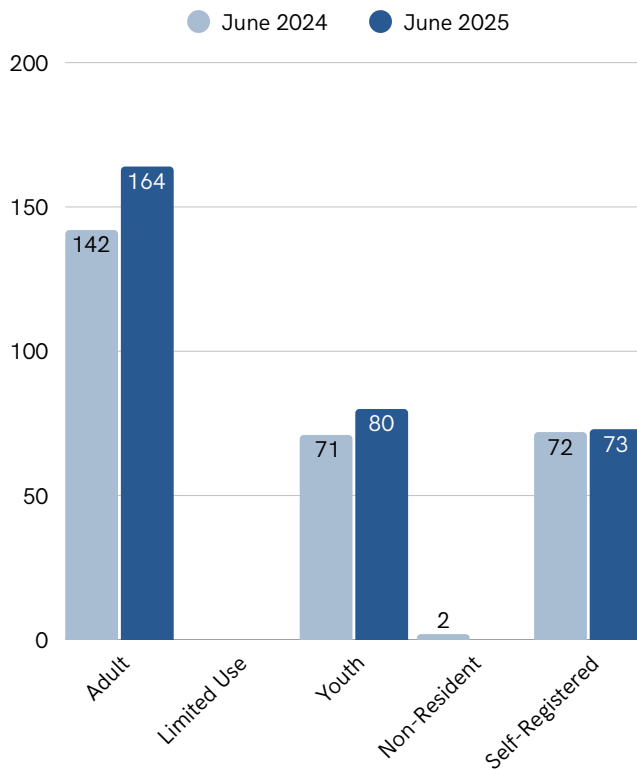
Cardholder Type	June 2024	June 2025
Adult	24,618	27,916
Youth	2,532	3,632
Non-Resident	68	82
Administrative	588	546
Total Physical Circulation	27,806	32,176



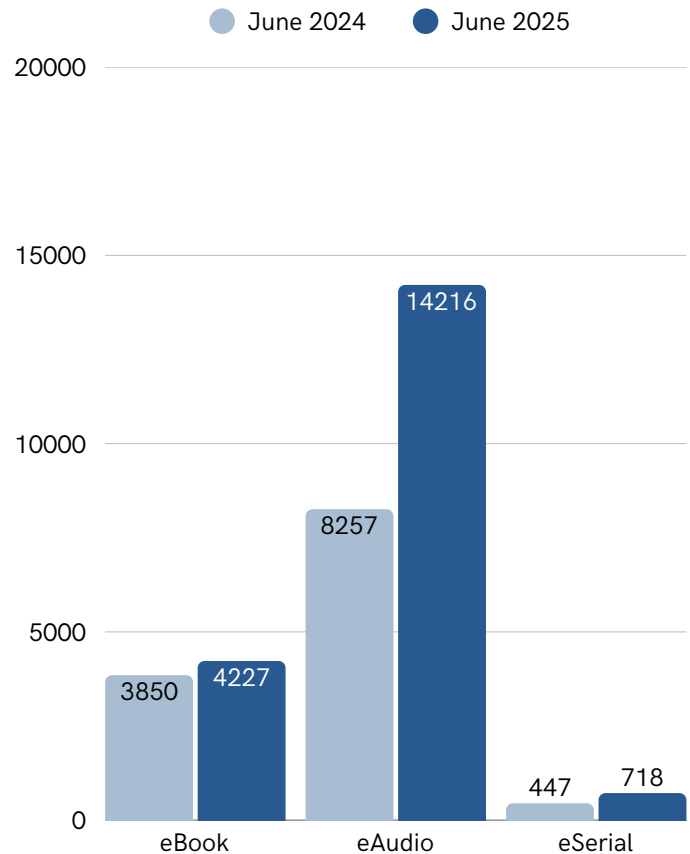
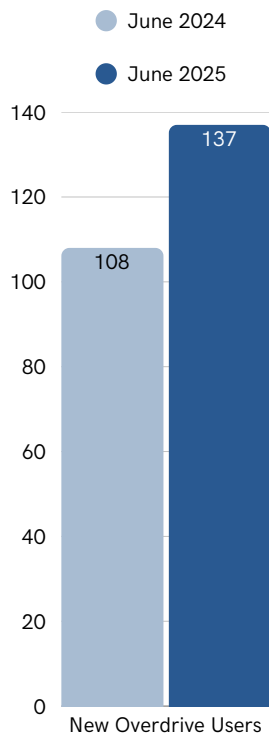
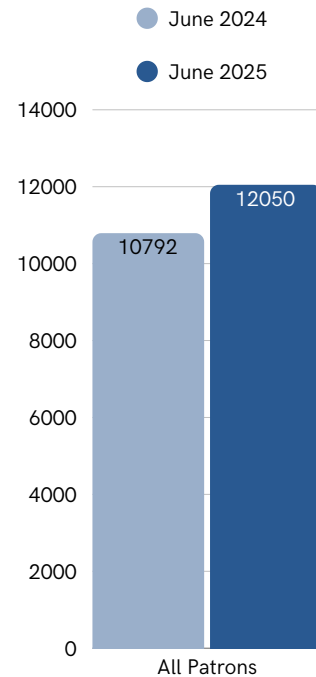
Circulation by home location in June 2025

# REGISTRATION & DIGITAL CIRCULATION

## New Patrons Registered



## Total Patrons Registered

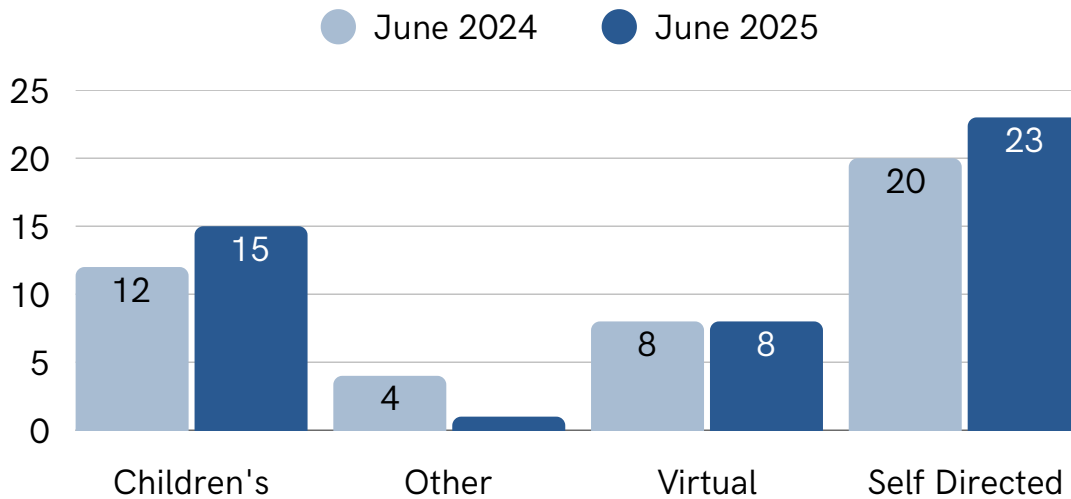


# ATTENDANCE/OTHER

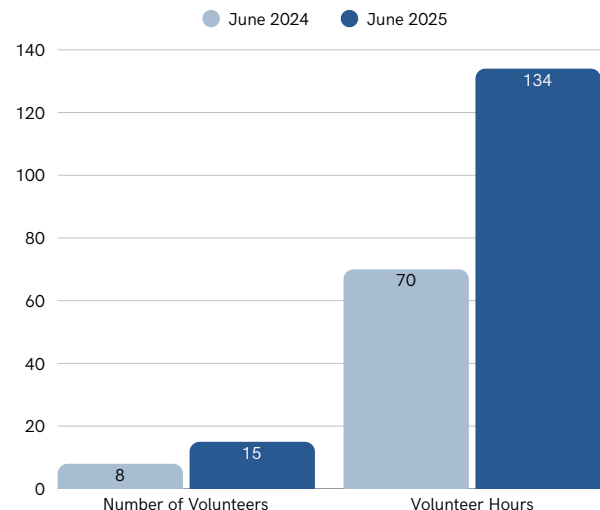
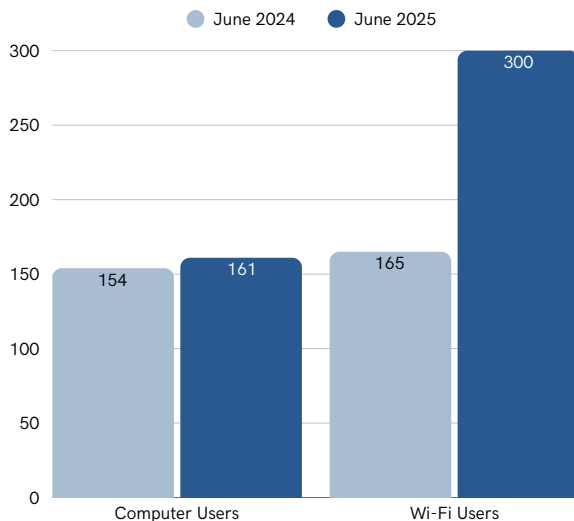
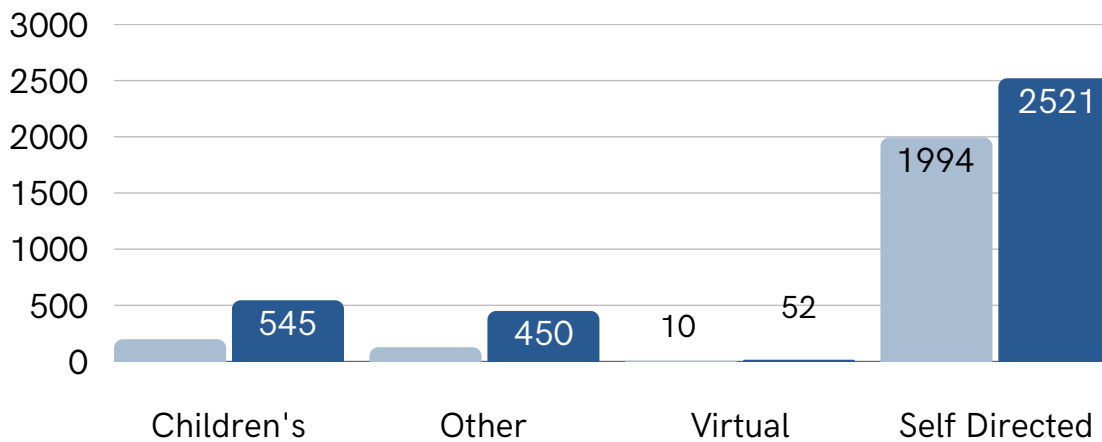
**June 2024 Total Visits: 11,352**

**June 2025 Total Visits: 13,194**

## Number of Programs

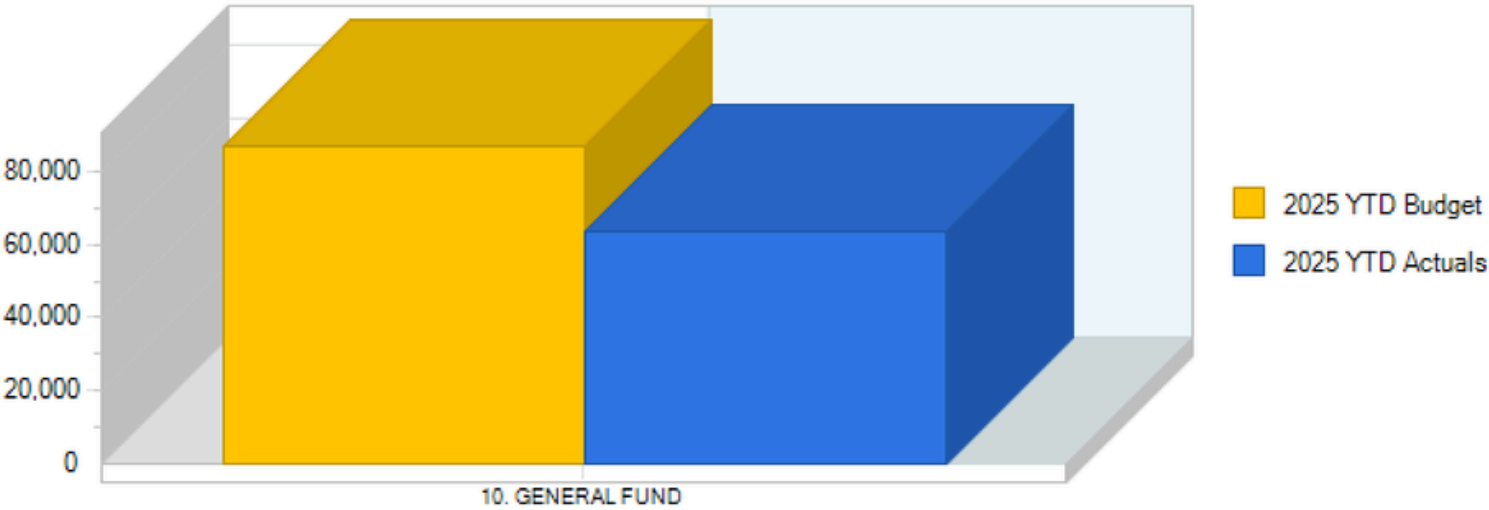


## Program Attendance



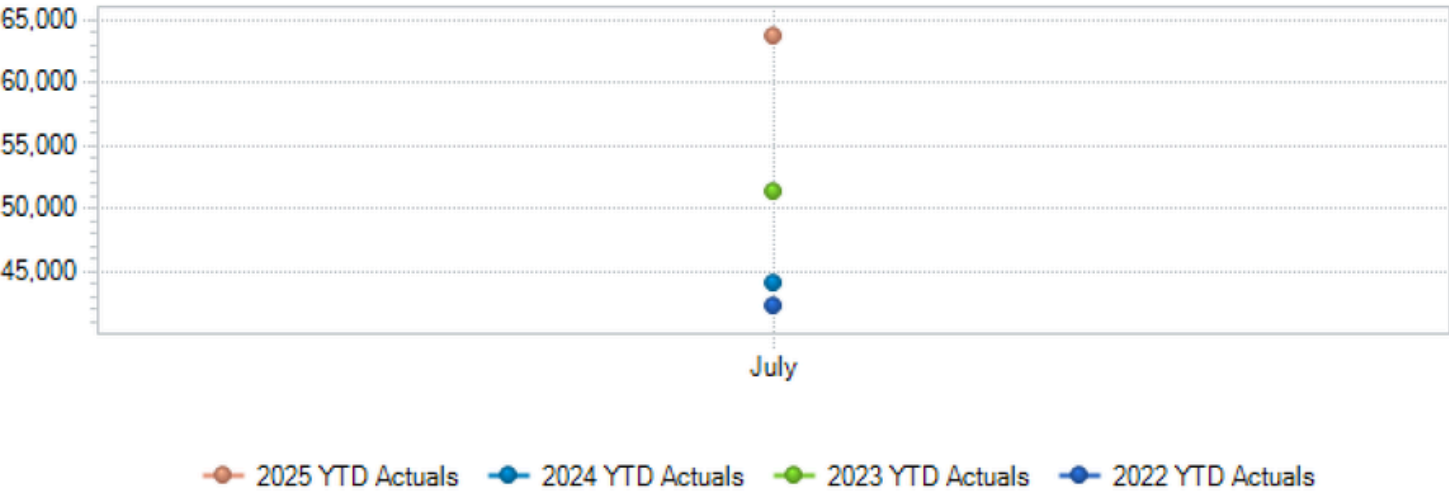
# EXPENDITURES

YTD Bud VS YTD Act - Exp Only



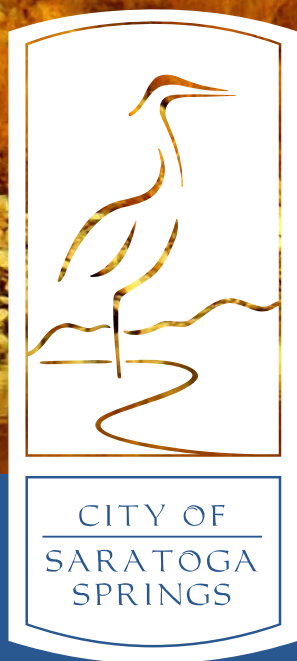
10. GENERAL FUND		
2025 YTD Budget		86,678
2025 YTD Actuals		63,682

Expenditure Comparison Chart



July		
2025 YTD Actuals		63,682
2024 YTD Actuals		43,976
2023 YTD Actuals		51,309





Library



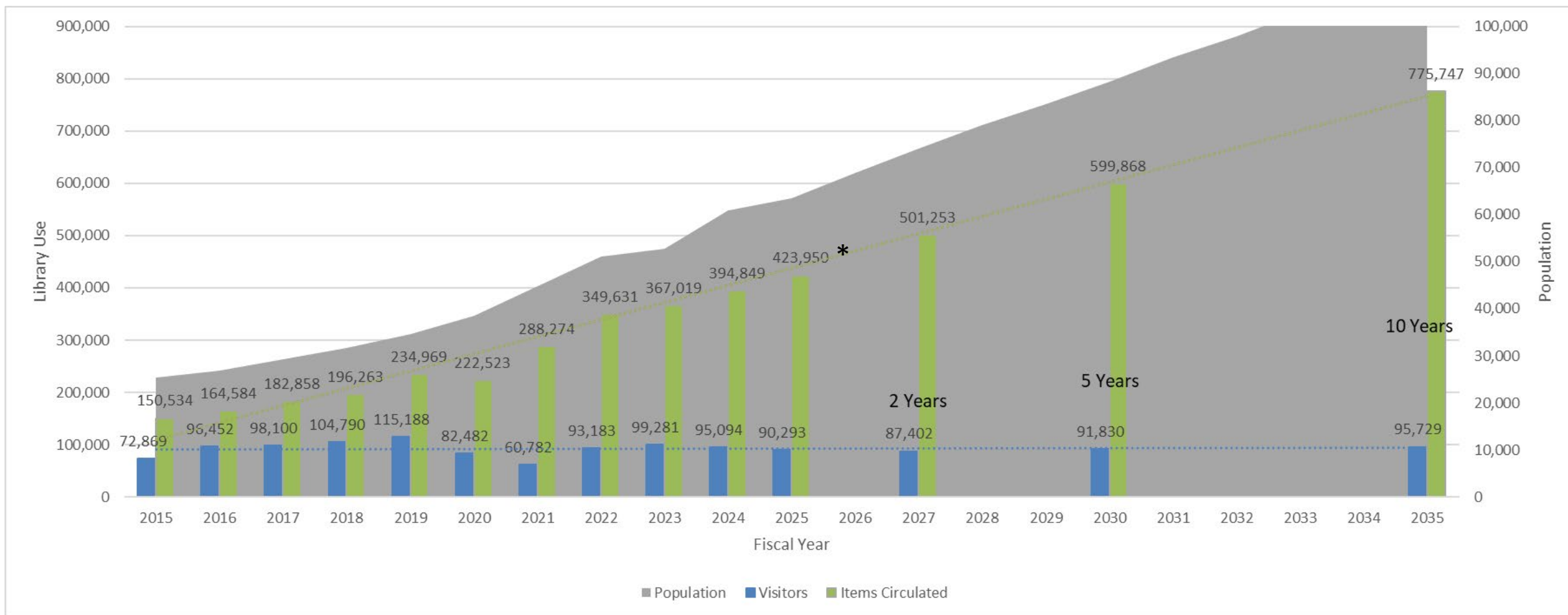
# Departmental Performance Indicators

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





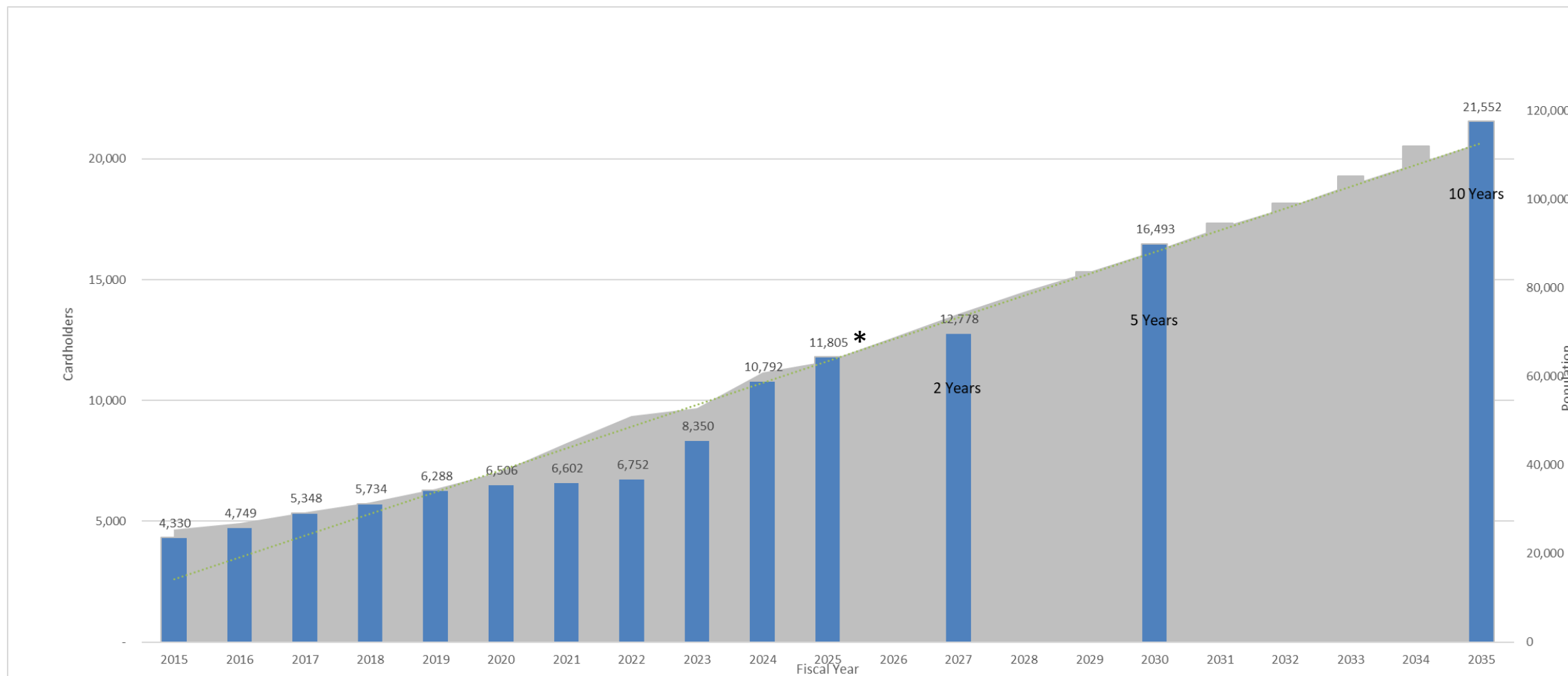
# Annual Visitors and Checkouts



\*Data to May 31, 2025



# Registered Cardholders



\*Data to May 31, 2025



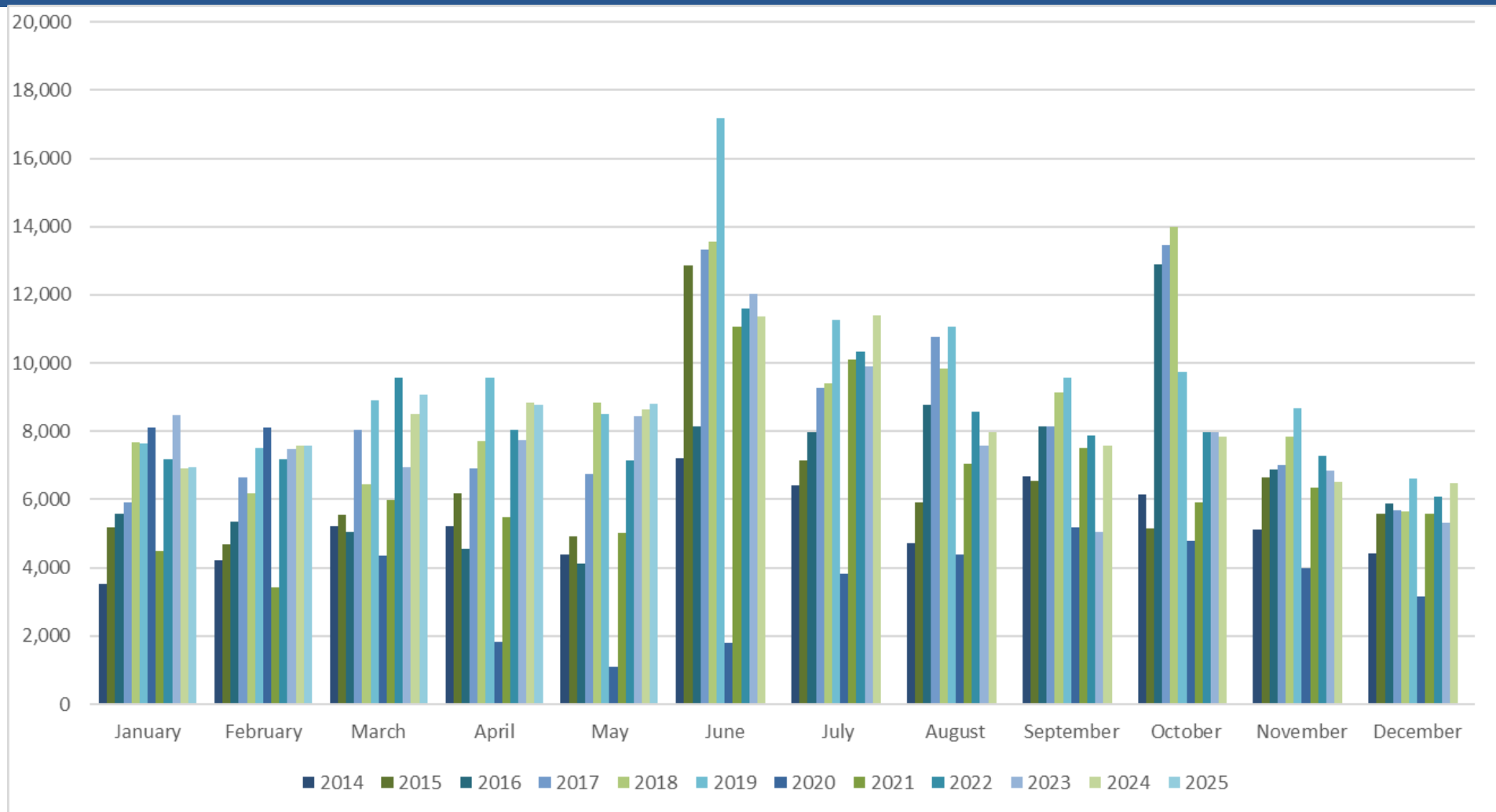
# Card Holder Registration

2024-2025	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Adult	141	144	125	123	79	88	179	119	152	129	165	1,437
Limited Use	0	0	0	0	0	0	0	0	0	0	0	0
Youth	59	61	39	22	17	24	42	44	53	36	80	477
Non-Resident-Fee	1	2	2	0	0	0	3	3	1	0	0	12
Self-Registered	47	71	54	55	41	47	73	52	79	69	104	692
Total	248	278	221	200	137	159	297	218	285	234	349	2,626

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

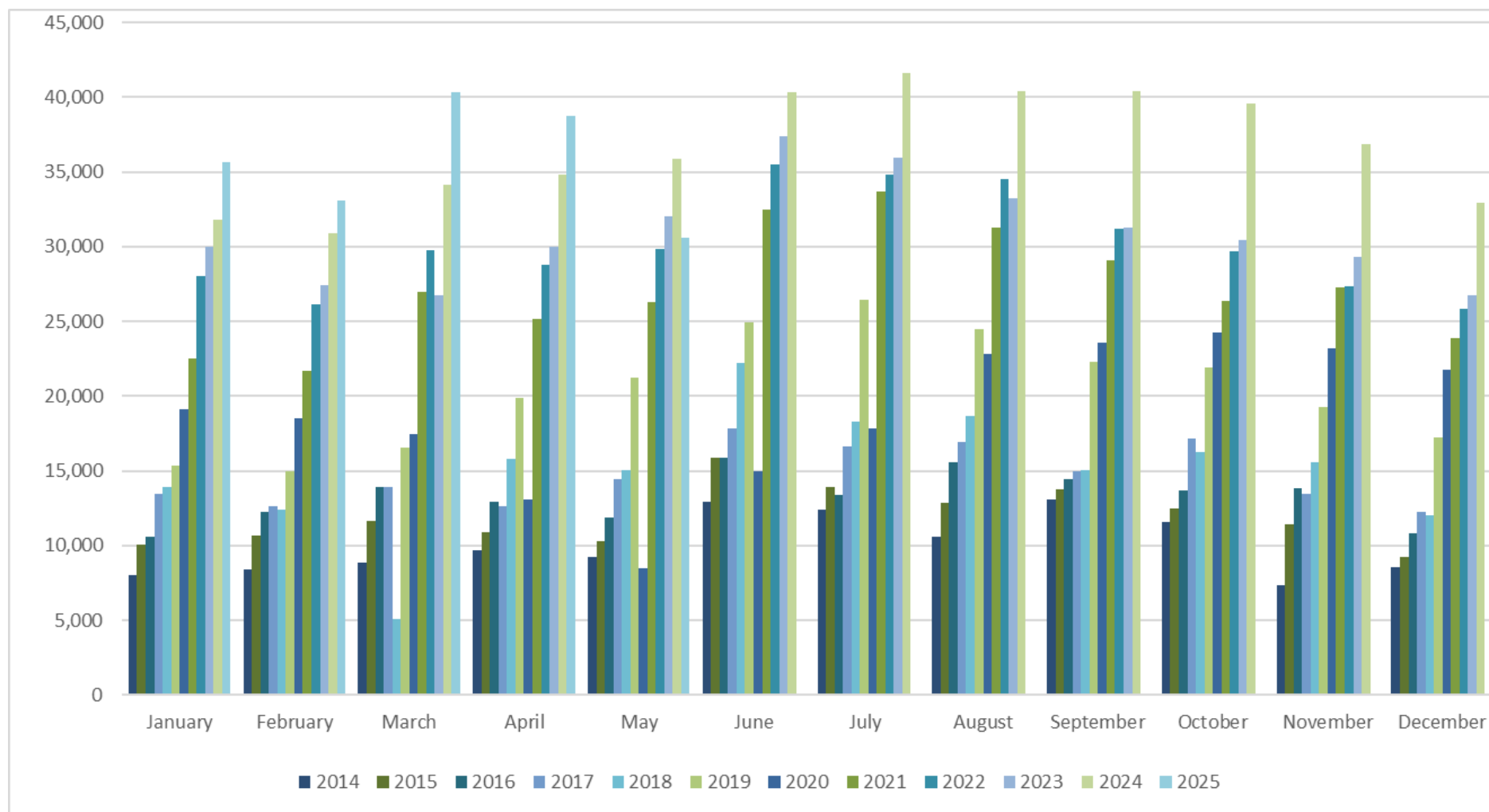


# Library Visitors



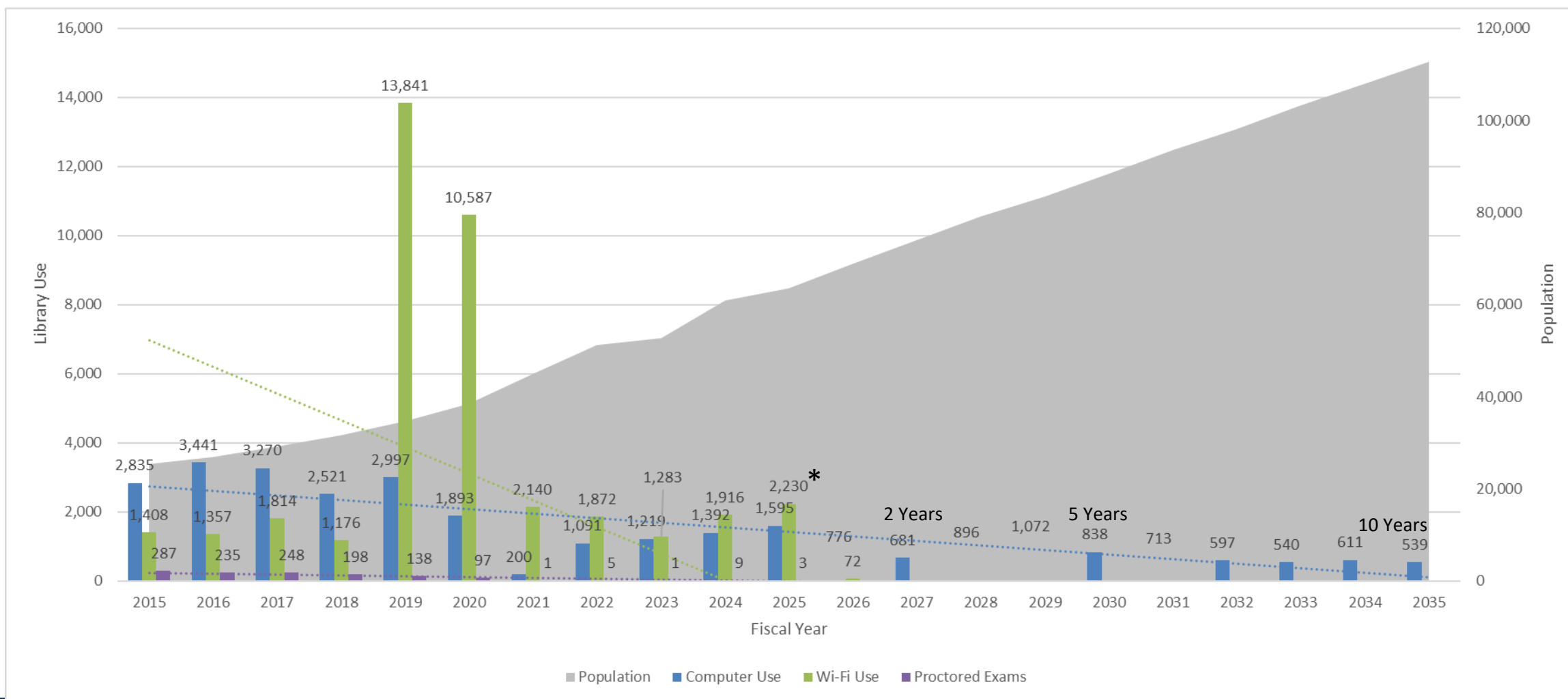


# Checked Out Items





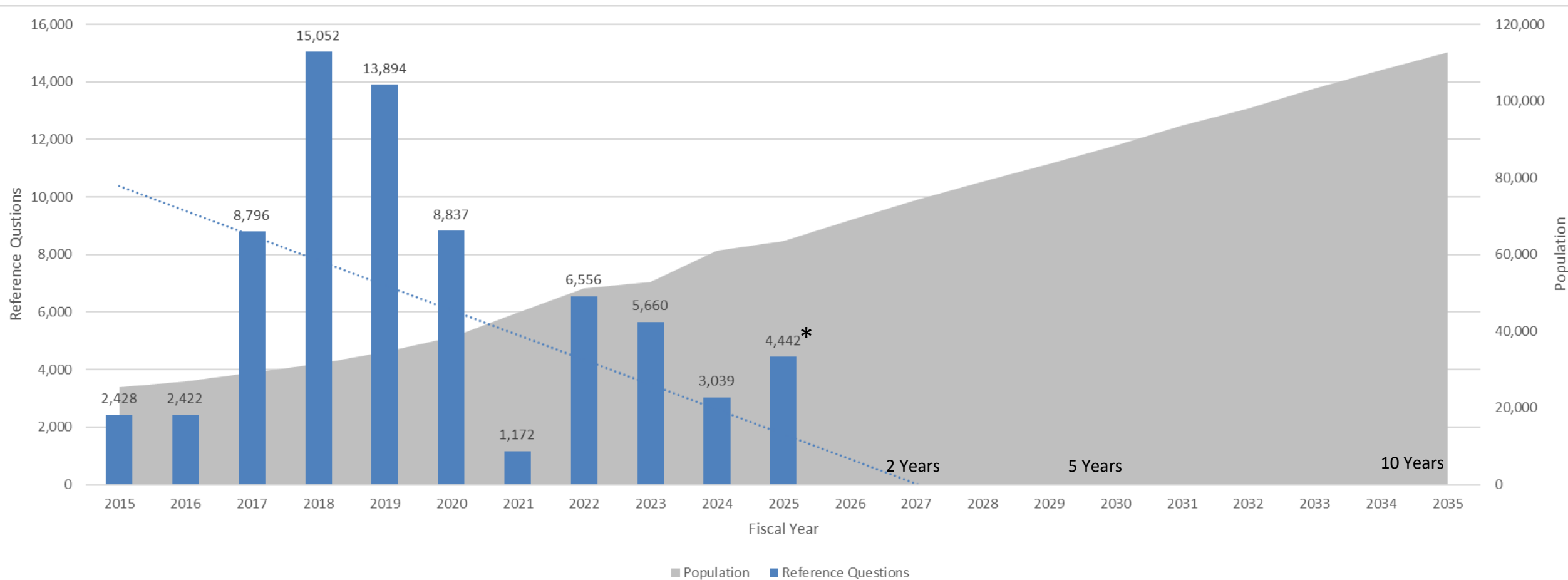
# Technology Services for Customers



\*Data to May 31, 2025



# Reference Questions



\*Data to May 31, 2025



# State & Population: Benchmark Requirements

State requested a meeting to discuss recertification requirements in Large Libraries scheduled June 26, 2025.

	2023 Re-Certification	2023 10 <sup>th</sup> 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

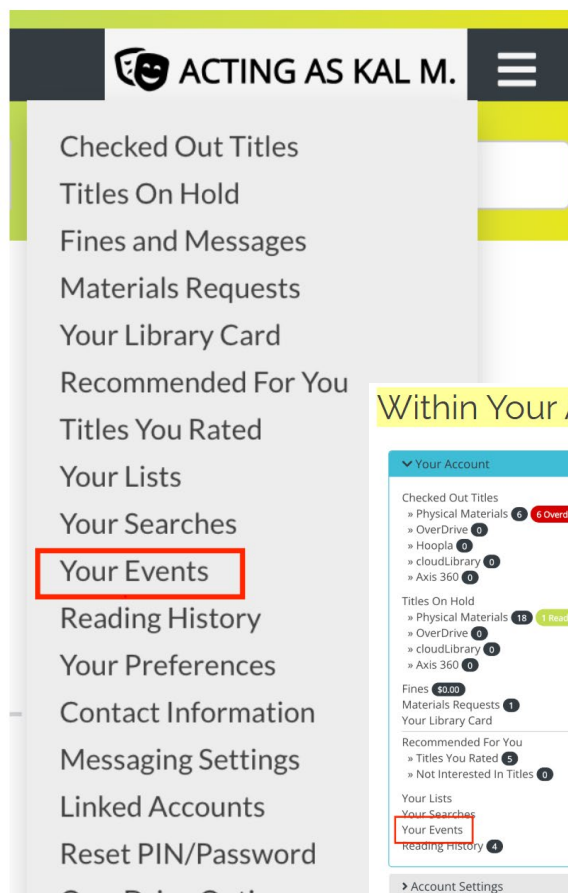
- Transitioning to Communico for registration in 2025-2026.
- Integrates with catalogue and Aspen LiDA app to access most services in one app.
- Summer Reading 2025-2026 registered participants are over the final participation numbers last year.



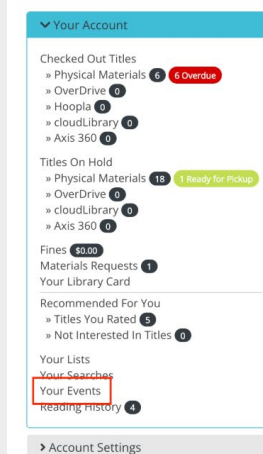
# How we are meeting community demands?

- Focusing on the opening day collection for the new location.
  - Approximately 1/3 ordered.
- Working to coordinate a communication plan for the move with Public Relations.
- Working to coordinate the moving plan with the rest of the City's.
- Transitioning event and programming registration to Communico for Fall of 2025.

## Underneath Username



## Within Your Account



## Your Events

All Events					
Event Date	Start Time	Event Name	Location	Registration Required?	Registration Status
April 17, 2023	1:30 PM	Kindergarten Countdown: Children entering in kinde	Brecksville Branch	Yes	Event Has Passed <a href="#">Remove</a>
April 17, 2023	4:00 PM	Student Success Center	Brooklyn Branch	No	<a href="#">Remove</a>
April 18, 2023	12:00 AM	Beginning Reader Kits: Grades K-1st, 1st-2nd	Brook Park Branch	No	<a href="#">Remove</a>
May 05, 2023	12:00 AM	Grab n Go Reader Kits: Grades PreK, K-1, 2, & 3	Garfield Heights Branch	No	<a href="#">Remove</a>
May 05, 2023	9:15 AM	Heart Health Screening and Education Event : Heart	South Euclid-Lyndhurst Branch	Yes	<a href="#">check Registration</a> <a href="#">Remove</a>





# Threats

- Staffing
- Digital content
- Programming scheduling and space limitations
- Space
- Growing circulation and shelving
- Growing community
- Closure for the move
- Non-resident use in new facility

Year	Population	Current FTE	Minimum State Recommended FTE
2015-2016	24,356	3.88	6.78
2016-2017	25,407	3.48	7.00
2017-2018	26,887	4.55	7.42
2018-2019	29,608	5.75	8.59
2019-2020	32,843	7.85	9.95
2020-2021	33,282	7.00	10.00
2021-2022	38,070	8.60	11.44
2022-2023	44,164	8.31	12.80
2023-2024	55,000	10.14	13.50



# 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



# Return on Investment

Year	Value Delivered	Expenditures	Return on Investment
FY 2023-2024	\$6,866,701	\$850,621	807.26%
FY 2022-2023	\$6,441,782	\$637,619	1,010.29%
FY 2021-2022	\$6,117,462	\$585,166	1,045.32%
FY 2020-2021	\$4,985,455	\$480,344	1,037.89%
FY 2019-2020	\$3,937,949	\$461,819	852.70%
FY 2018-2019	\$3,617,396	\$350,532	1,031.97%
FY 2017-2018	\$4,140,020	\$302,250	1,369.73%
FY 2016-2017	\$ 3,475,755	\$252,506	1,376.50%
FY 2015-2016	\$ 3,116,870	\$248,728	1,253.12%
FY 2014-2015	\$ 2,757,440	\$175,253	1,573.40%



# Library Use Value Calculate Explanation of Values

Library Service	Value of Service	Based On
Adult Books Borrowed	\$17.00	Amazon.com average price
Young Adult Books Borrowed	\$12.00	Amazon.com average price
Children Books Borrowed	\$17.00	Amazon.com average price
Audiobooks Borrowed	\$9.95	Audible.com download average
Interlibrary Loan Requests	\$25.00	Amazon.com average price plus shipping
eBooks Downloaded	\$15.00	Estimated B&N/Amazon average
Magazines Read	\$5.00	Estimated purchase price average
Newspapers Read	\$9.50	Boston Globe subscription (outside city)
Movies Borrowed	\$4.00	Estimated Netflix average
CDs Borrowed	\$9.95	iTunes download album average
Music Downloaded	\$1.00	iTunes download song average
Meeting Room Use (per hour)	\$25.00	Estimated value
Adult Programs Attended	\$15.00	Entertainment/program admission fee - estimated average per adult
Young Adult Programs Attended	\$12.00	Entertainment/program admission fee - estimated average per youth
Children's Programs Attended	\$7.00	Entertainment/program admission fee - estimated average per child
Museum Passes Borrowed	\$20.00	Museum admission fee - estimated average for two adults
Computer Use (per hour)	\$12.00	FedEx/Kinkos price
Database Searches	\$19.95	Average cost for online article search
Reference Assistance	\$7.00	Average library cost