



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, September 9, 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. Library Board Minutes for August 12, 2025

DIRECTOR'S UPDATE

1. Budget
2. Director Report
3. City Hall and Library Moving
 - a. Tentative dates are after Thanksgiving weekend
 - b. Still pending approval on FAQs
 - c. Shelving, equipment, and opening day collection deliveries are scheduled
 - d. Recruitment for positions beginning
 - e. Policies and procedures manual needs updated in November 2025 at City Council
 - i. December for Library Board
4. Announcements
 - a. Next Meeting: Tuesday, October 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, August 12, 2025

City of Saratoga Springs City Offices

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

5

LIBRARY BOARD MEETING

10

Call to Order: 6:31 PM by Chairman Michael Hinckley.

Roll Call: A quorum was present.

Present:

Board Members: Trevyn Sagucio, Meredith Sager McNett, Michael Hinckley.

Staff: Melissa Grygla, Library Director.

15

Public Input: No comments were made.

REPORTS

20

1. **Friends of the Library** –Not in attendance.

BUSINESS ITEMS

25

1. **Approval of Minutes for July 8, 2025**

Motion made by Michael Hinckley to approve the minutes of July 9, 2025. Seconded by Trevyn Sagucio.

Yes: Meredith Sager McNett, Trevyn Sagucio, Michael Hinckley.

No: None.

30

Absent: Stacy Taylor and Todd Carpenter.

Motion passed 3-0.

DIRECTOR'S UPDATE

35

1. **Budget**

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

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2. **Director Report.**

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

45

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

- i. Tentative moving dates are contingent upon access to the facility.
- ii. Closure dates are tentatively approved.
- iii. Still pending approval on FAQs.

50

4. **Summer Reading Program.**

- a. 600 people at the ending event.

55

5. **Announcements**

- a. Next Meeting: Tuesday, September 9, 2025.

ADJOURNMENT

60 Motion made by Meredith Sager McNett to adjourn the meeting. Seconded by Michael Hinckley.
 Yes: Meredith Sager McNett, Trevyn Sagucio, Michael Hinckley.
 No: None.
 Absent: Stacy Taylor and Todd Carpenter.
65 Motion passed 3-0.

Meeting adjourned at 6:44 p.m.

70 _____
 Date of Approval

Library Board Secretary
Stacy Taylor

75 _____
 Library Director
 Melissa Grygla

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	-528	-2,292.00	-1,764	✗	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-519	-1,800.00	-1,281	✗	0
10-3680-288. FINES - LIBRARY	-10,000	-1,981	-10,000.00	-8,019	✗	0
Sub Total 10. GENERAL FUND	-14,092	-3,029	-14,092.00	-11,063	✗	0
Report Total :	-14,092	-3,029	-14,092.00	-11,063	✗	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	108,937	809,702.00	700,765	✓	0
10-4610-130. EMPLOYEE BENEFITS	380,913	35,285	380,913.00	345,628	✓	0
10-4610-210. COMPUTERS &	82,460	30,325	82,460.00	52,135	✓	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	9,177	56,200.00	47,023	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	0	5,800.00	5,800	✓	0
10-4610-400. BOOK PURCHASES	75,000	3,569	75,000.00	71,431	✓	0
10-4610-410. DIGITAL PURCHASES	150,000	13,161	150,000.00	136,839	✓	0
10-4610-500. LIBRARY PROGRAMS	20,300	367	20,300.00	19,933	✓	0
10-4610-550. LIBRARY GRANT	0	0	0.00	0	⚠	0
10-4610-700. CAPITAL OUTLAY	0	0	0.00	0	⚠	0
Sub Total 10. GENERAL FUND	1,589,075	200,820	1,589,075.00	1,388,255	✓	0

Report Total :	1,589,075	200,820	1,589,075.00	1,388,255	✓	0
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Selected Filters

Account Type
Include - Expenditure
Include - Revenue



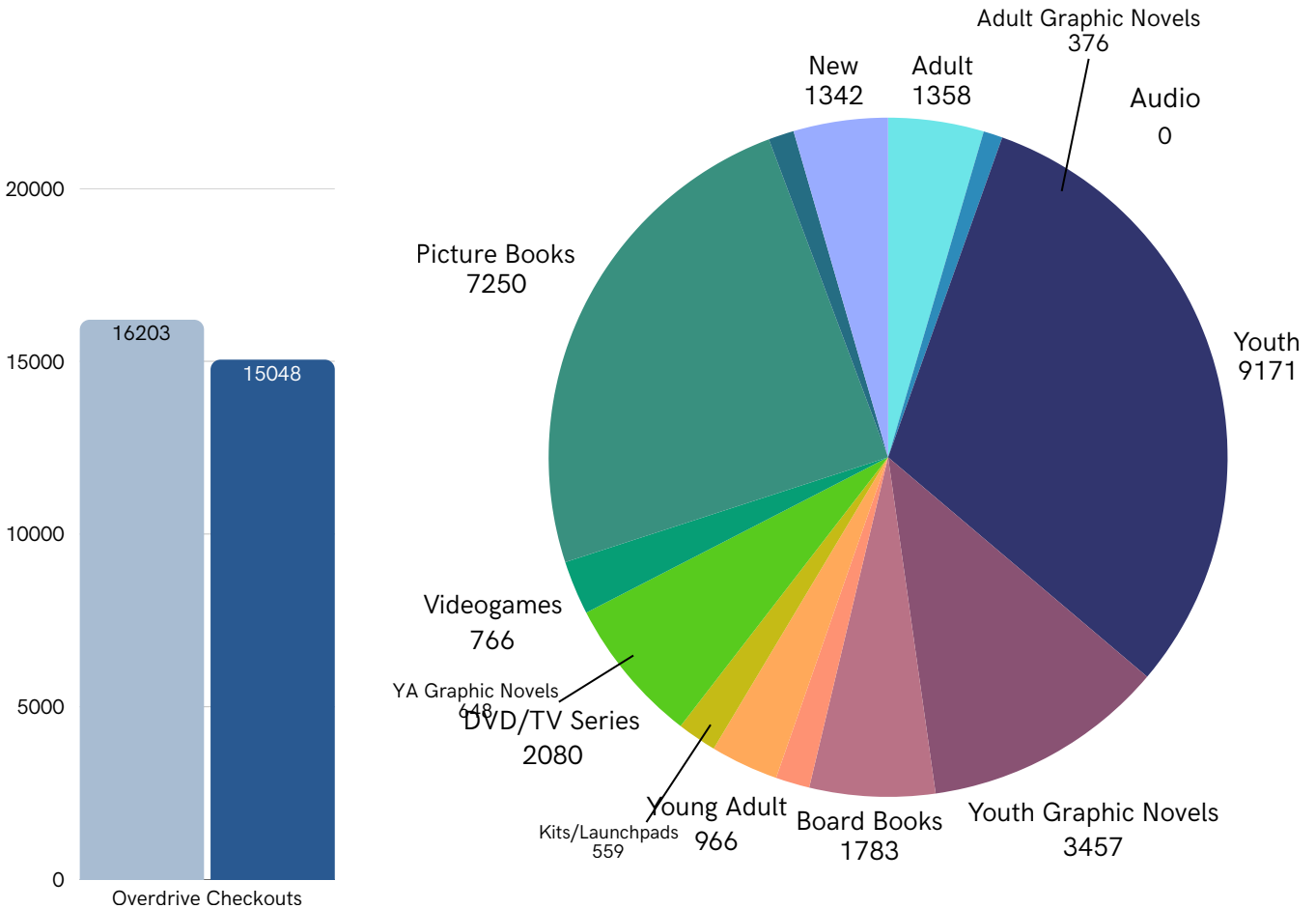
MONTHLY REPORT

SEPTEMBER 2025

CIRCULATION

Circulation by cardholder type

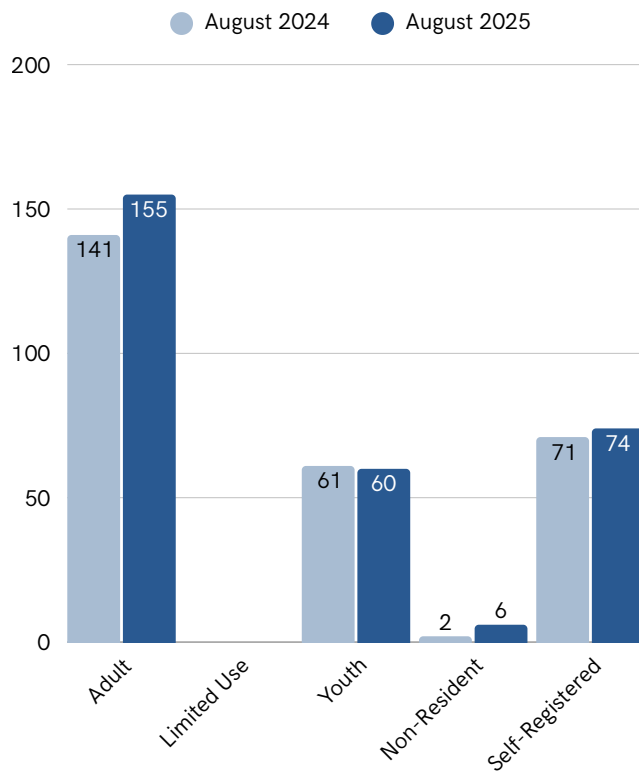
Cardholder Type	August 2024	August 2025
Adult	21,129	25,900
Youth	2,300	3,102
Non-Resident	161	243
Administrative	583	692
Total Physical Circulation	24,173	29,937



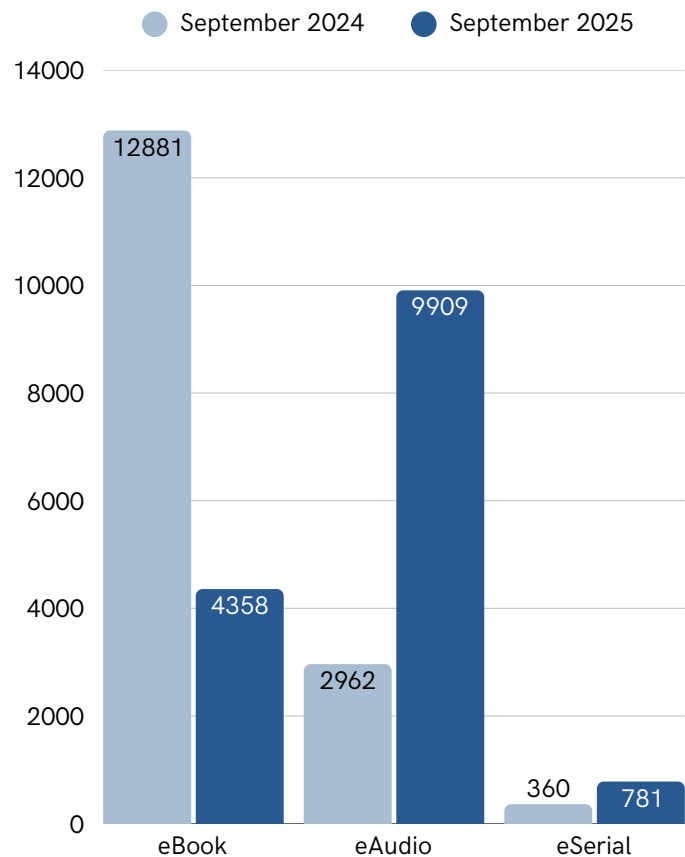
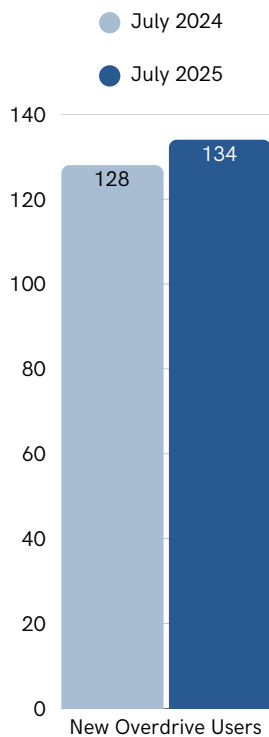
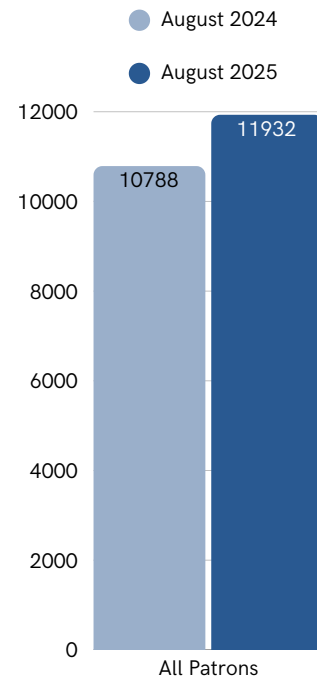
Circulation by home location in August 2025

REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered



Total Patrons Registered

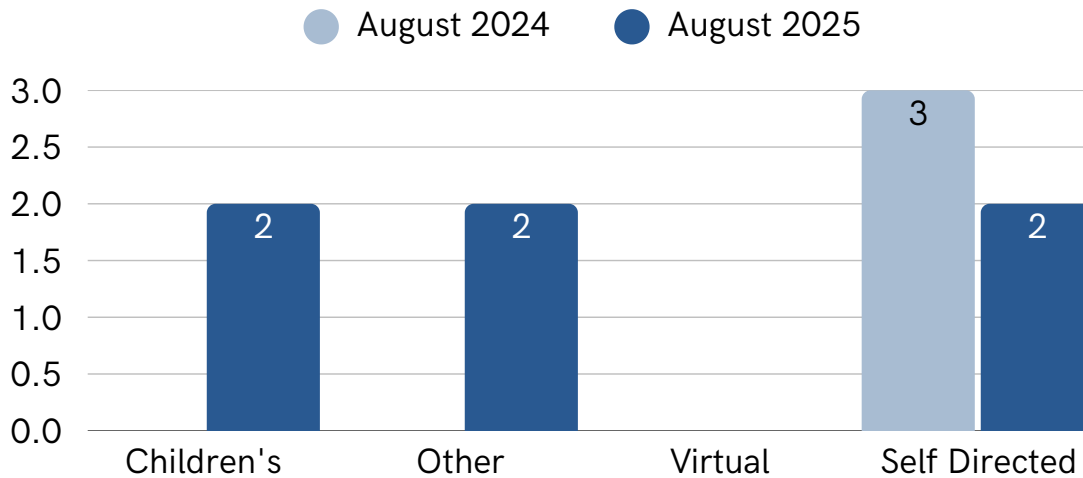


ATTENDANCE/OTHER

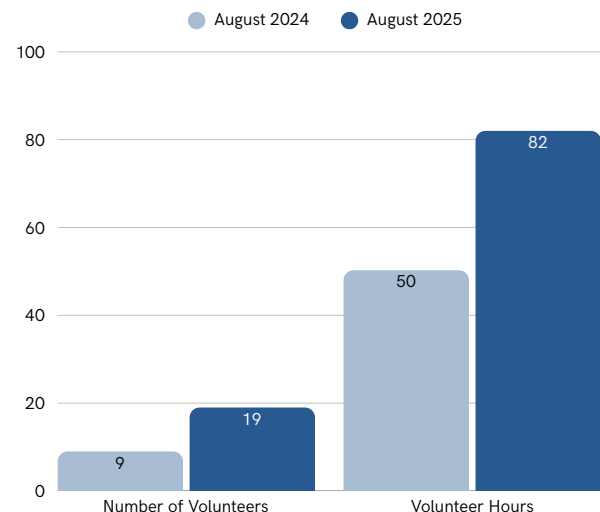
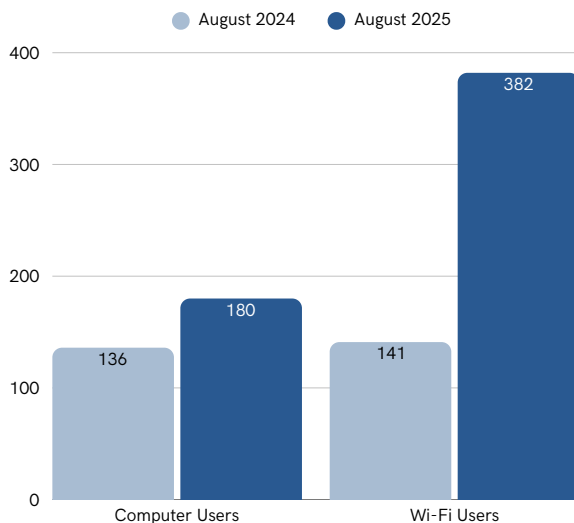
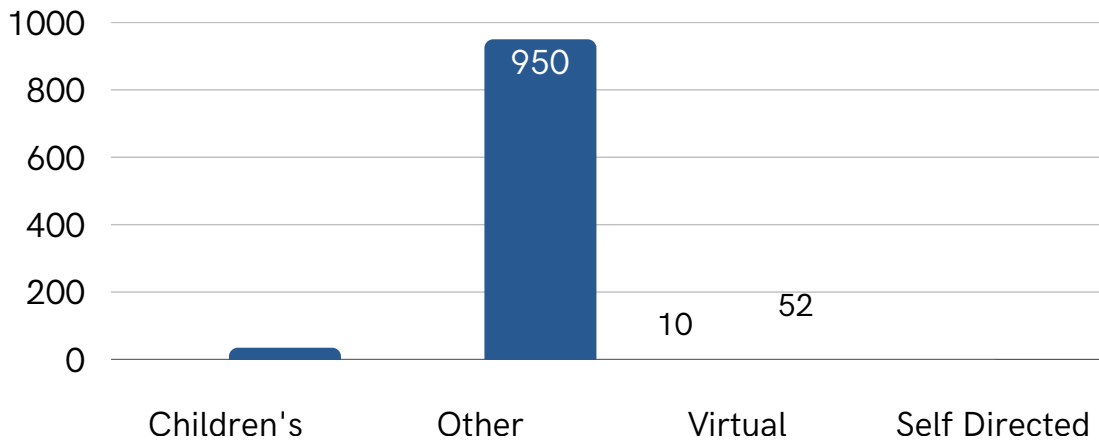
August 2024 Total Visits: 7,960

August 2025 Total Visits: 10,447

Number of Programs

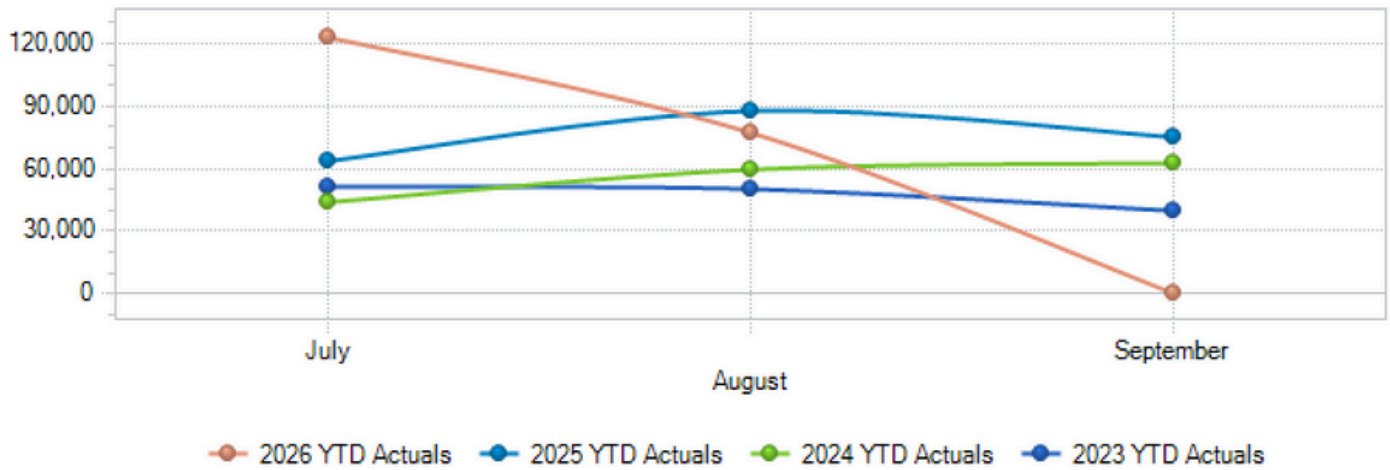


Program Attendance



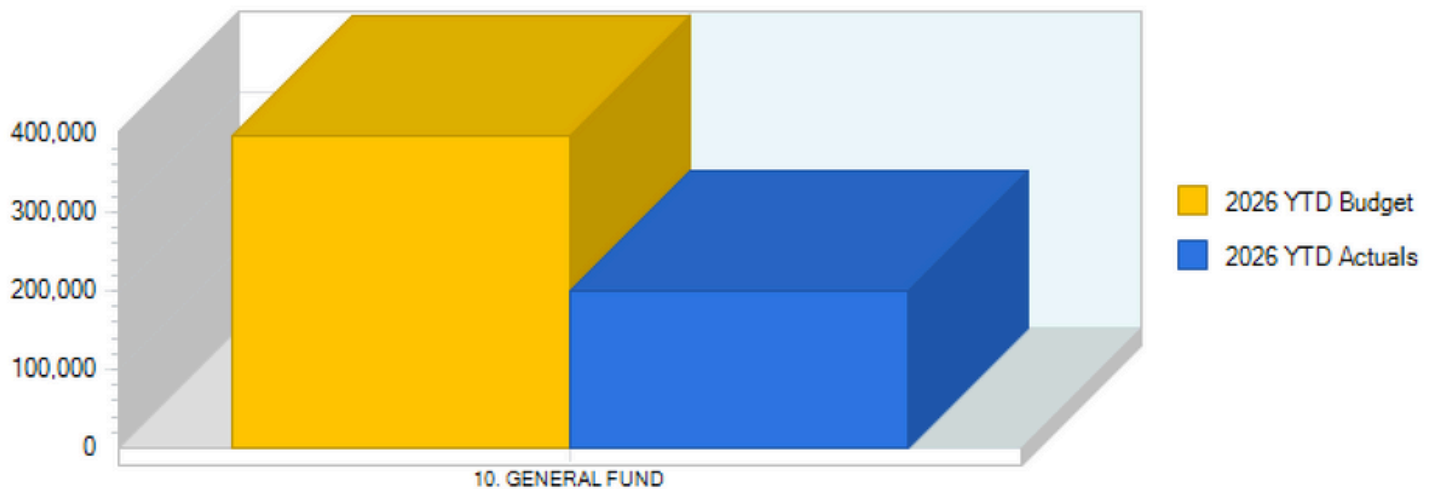
EXPENDITURES

Expenditure Comparison Chart



	July	August	September
2026 YTD Actuals	123,318	77,503	0
2025 YTD Actuals	63,445	87,453	74,839
2024 YTD Actuals	43,976	60,019	63,004

YTD Bud VS YTD Act - Exp Only



	10. GENERAL FUND
2026 YTD Budget	397,269
2026 YTD Actuals	200,820