



AGENDA – Library Board Meeting

Library Board Member Meredith Sager, 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, January 13th at 6:30 pm

City Hall- Library Action & Adventure Room
319 S Saratoga Rd, 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 October 14, 2025
2. Food for Fines March 9th to March 21st

DIRECTOR'S UPDATE

1. Budget
2. Director Report
3. City Hall and Library Moving
 - a. 5,088 checkouts
 - b. 3,012 returns
 - c. 500 holds
 - d. 4,000 people
4. Policy Violation Issues
5. Announcements
 - a. Next Meeting: Tuesday, February 10, 2026

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 14, 2025

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

5 **Call to Order:** 6:30 PM by Chairman Meredith Sager.

Roll Call: A quorum was present.

Present:

Board Members: Meredith Sager, Michael Hinckley, Stacy Taylor, Todd Carpenter.

10 Guest: Clarissa Cooper, Friends of the Library.

Staff: Melissa Grygla, Library Director.

Public Input: No comments were made.

15 REPORTS

1. **Friends of the Library** –Asked questions regarding the book. Arrangements were made for Friends of the Library with background checks on file to volunteer.

20 BUSINESS ITEMS

1. **Approval of Minutes for September 9, 2025.**

25 Motion made by Stacy Taylor to approve the minutes of September 9, 2025. Seconded by Michael Hinckley.

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

No: None.

Motion passed 5-0.

2. **Approval of Saratoga Springs Public Library Planning and Policy Manual.**

30 Motion made by Meredith Sager to approve the Saratoga Springs Public Library Planning and Policy Manual. Seconded by Todd Carpenter.

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

35 No: None.

Motion passed 5-0.

3. **Approval of Library Board Meeting Schedule 2026.**

40 Motion made by Stacy Taylor to approve the Library Board meeting schedule for 2026. Seconded by Todd Carpenter.

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

No: None.

Motion passed 5-0.

4. **Approval of Library Closure Schedule 2026.**

45 Motion made by Todd Carpenter to approve the Library Closure schedule for 2026. Seconded by Michael Hinckley.

50 Yes: Meredith Sager, Michael Hinckley, Todd Carpenter, Stacy Taylor, Trevyn Sagucio.

No: None.

Motion passed 5-0.

5. **Approval of Library Moving Closure for 2025.**

Motion made by Meredith Sager to approve the Library moving closure for 2025. Seconded by Stacy Taylor.
Yes: Meredith Sager, Michael Hinckley, Todd Carpenter, Stacy Taylor, Trevyn Sagucio.
No: None.
Motion passed 5-0.

6. **Open and Public meetings act training was presented by Rulon Hopkins.**
The Library Board attended the annual Open and Public Meetings Act Training

DIRECTOR'S UPDATE

1. Budget

A budget update was provided and discussion was held regarding the budget projections being incorrect due to the large number of staff who will be starting in December 2025 or later pending the City Hall and Library facility completion.

2. Director Report.

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

3. City Hall and Library Moving.

- i. Shelving, equipment and opening day collection deliveries are scheduled.
- ii. Beginning the recruitment of positions for the new facility. Offers have been made for some positions to internal candidates. Posting for those vacant positions will be created soon.
- iii. Policies and procedures manual needs to be updated in November 2025 at City Council. A draft was forwarded to staff to review and then will move onto other departments. Tentatively it will come to the Library Board in October or December 2025. Discussion regarding removing proctoring as a service, increase in copy and non-resident fees due to rising costs and the market.

4. Announcements

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

ADJOURNMENT

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

Meeting adjourned at 7:26 p.m.

Date of Approval

Library Board Secretary
Stacy Taylor

Library Director
Melissa Grygla

Library Board Staff Report

Author: Melissa Grygla, Library Director
Subject: Food for Fines
Date: January 6, 2026



Summary Recommendations: The Library Board should approve the dates of March 9th to March 21st for Food for Fines.

Description:

- A. Topic:** Food for Fines Dates
- B. Background:** The Library Board is able to adopt Food for Fines for a 14-day period in each calendar year. We are hoping to schedule the dates from March 9th to March 21st.
- C. Funding Source:** There are no anticipated funding impacts of adopting these dates as we have adopted two weeks per year since 2013.
- C. Analysis:** We are hoping to schedule the dates from March 9th to March 21st. As we typically schedule this around the opening date of the library in honor of our "Birthday."
- E. Department Review:** Library.

Alternatives:

- A. Approve the Request:** Staff recommends that the Library Board adopt March 9th to March 21st as the Food for Fines dates in 2026.
- B. Deny the Request:** The Library Board could deny the request to adopt the recommended dates. If they choose to do so they should recommend other dates to be used in the place of the suggested dates. A revision of the schedule would then be brought to the Library Board for their approval.

Recommendation: Staff recommends that the Library Board adopt March 9th to March 21st as the Food for Fines dates in 2026.



SARATOGA SPRINGS PUBLIC LIBRARY

FOOD FOR FINES

Exchange canned goods
& other food items for
library overdue fines to help
Tabitha's Way Local Food Pantry.

MARCH 9 - MARCH 21

Library members will get \$0.50 in current fines* waived for
each can or package of food.

Bring canned goods or other food items to the service desk
at your library. Don't forget to bring your library card!

No drop-offs please
No open or used items
No expired items
No perishable items
No homemade items

* Food for Fines does NOT include replacement fees for lost or damaged materials, collection agency fees, card replacement fees, and future overdue fines. There is a limit of \$20.00 which may be waived with food items.

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

-6,358	-14,092.00	-7,734	✗	-54.88%
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Sub Total Revenue

-6,358	-14,092.00	-7,734	✗	-54.88%
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Expenditure

4610. LIBRARY SERVICES

552,188	1,589,295.00	1,037,107	✓	65.26%
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Sub Total Expenditure

552,188	1,589,295.00	1,037,107	✓	65.26%
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Sub Total 10. GENERAL FUND

545,831	1,575,203.00	1,029,372	✓	65.35%
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Report Total :

545,831	1,575,203.00	1,029,372	✓	65.35%
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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	-1,302	-2,292.00	-990	✖	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-990	-1,800.00	-810	✖	0
10-3680-288. FINES - LIBRARY	-10,000	-4,065	-10,000.00	-5,935	✖	0
Sub Total 10. GENERAL FUND	-14,092	-6,358	-14,092.00	-7,734	✖	0
Report Total :	-14,092	-6,358	-14,092.00	-7,734	✖	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	304,602	809,702.00	505,100	✓	0
10-4610-130. EMPLOYEE BENEFITS	380,913	103,913	380,913.00	277,000	✓	0
10-4610-210. COMPUTERS &	82,460	28,460	82,460.00	54,001	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	0	3,000.00	3,000	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	295	5,700.00	5,405	✓	0
10-4610-340. OFFICE	56,200	16,145	56,200.00	40,055	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	456	5,800.00	5,344	✓	0
10-4610-400. BOOK PURCHASES	75,000	12,005	75,000.00	62,995	✓	0
10-4610-410. DIGITAL PURCHASES	150,000	84,007	150,000.00	65,993	✓	0
10-4610-500. LIBRARY PROGRAMS	20,300	2,307	20,300.00	17,993	✓	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	1,589,295	552,188	1,589,295.00	1,037,107	✓	0

Report Total :	1,589,295	552,188	1,589,295.00	1,037,107	✓	0
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Selected Filters

Account Type
Include - Expenditure
Include - Revenue



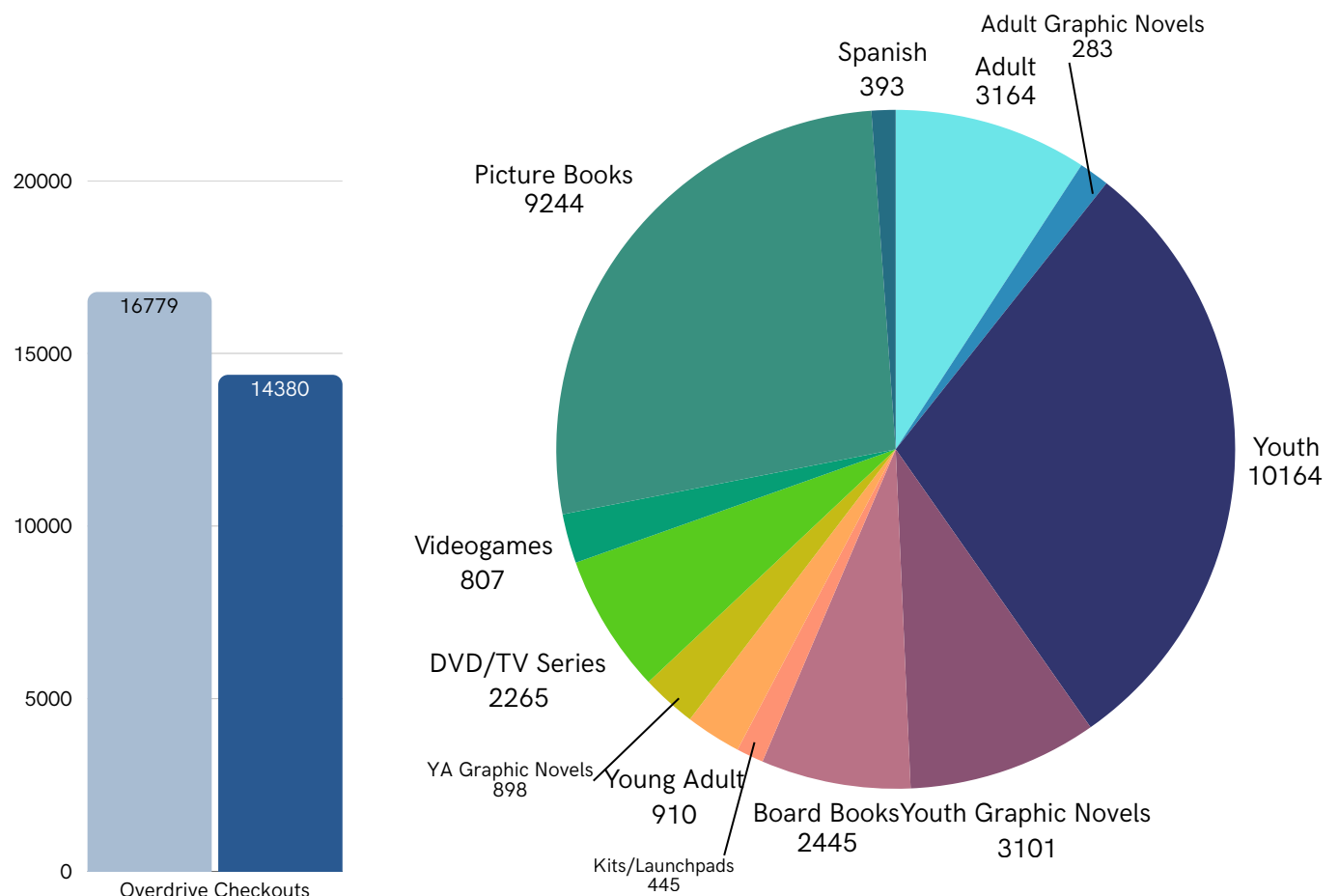
MONTHLY REPORT

NOVEMBER + DECEMBER
2025

CIRCULATION

Circulation by cardholder type

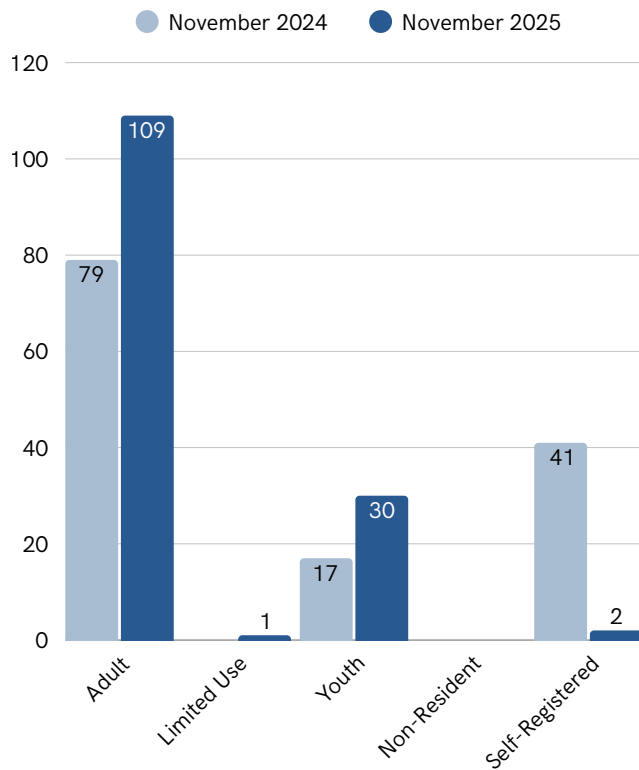
Cardholder Type	November 2024	November 2025
Adult	17,501	20,326
Youth	1,534	2,156
Non-Resident	180	153
Administrative	838	615
Total Physical Circulation	20,053	23,250



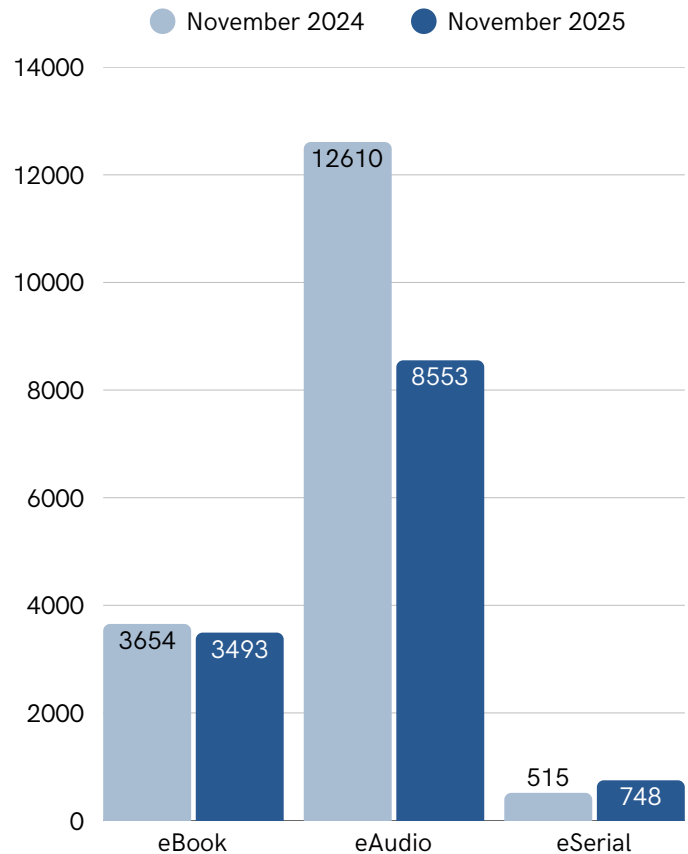
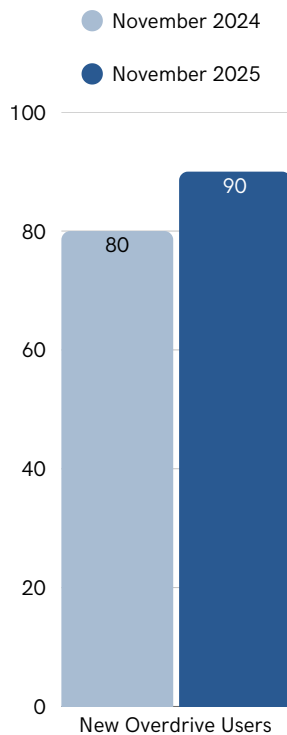
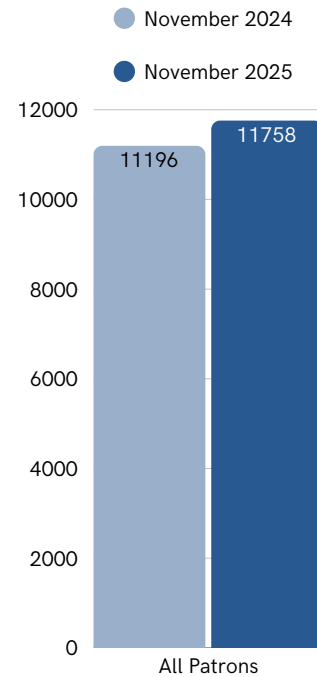
Circulation by home location in November 2025

REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered



Total Patrons Registered

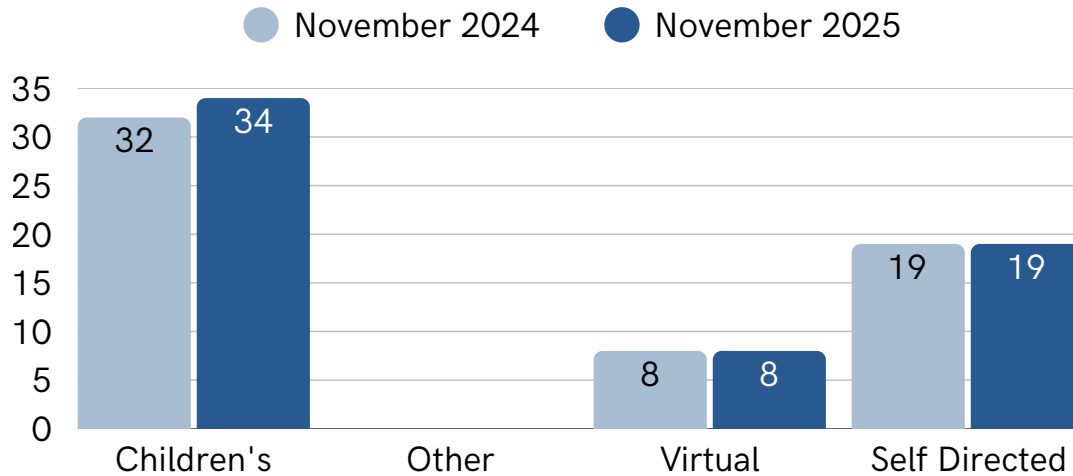


ATTENDANCE/OTHER

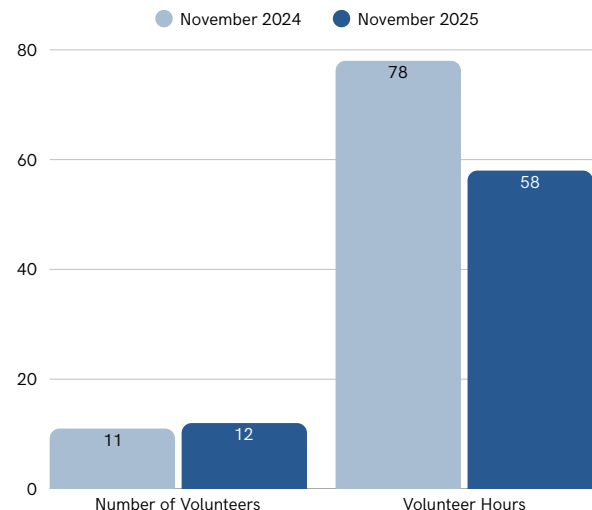
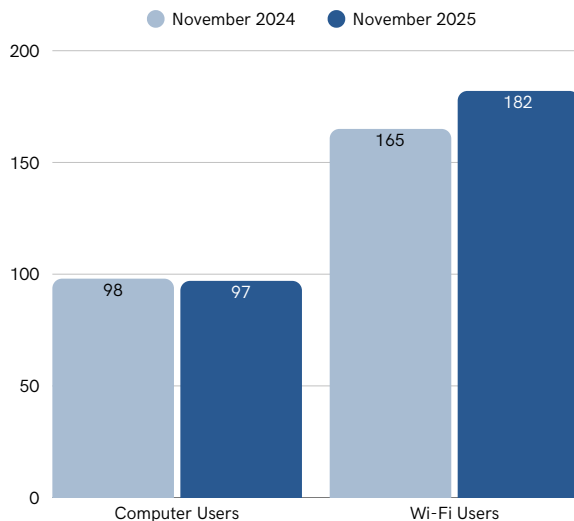
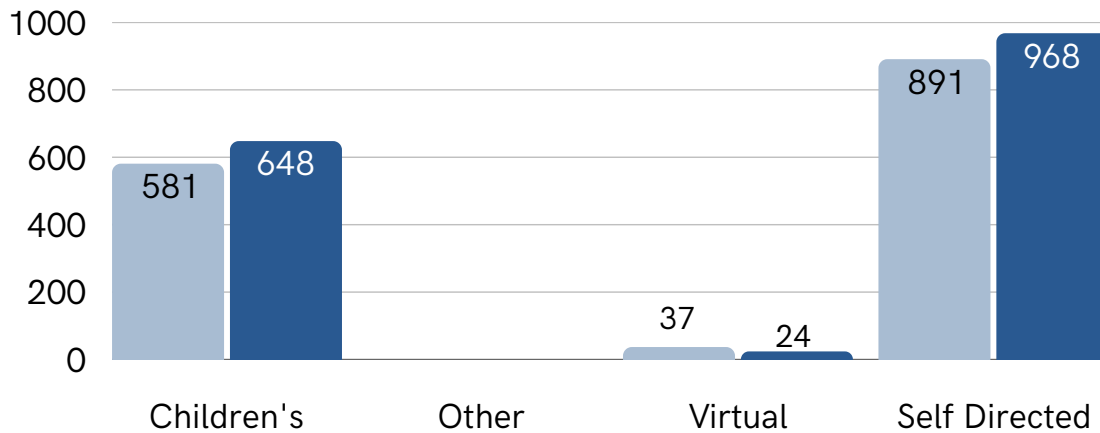
November 2024 Total Visits: 6,529

November 2025 Total Visits: 6,473

Number of Programs



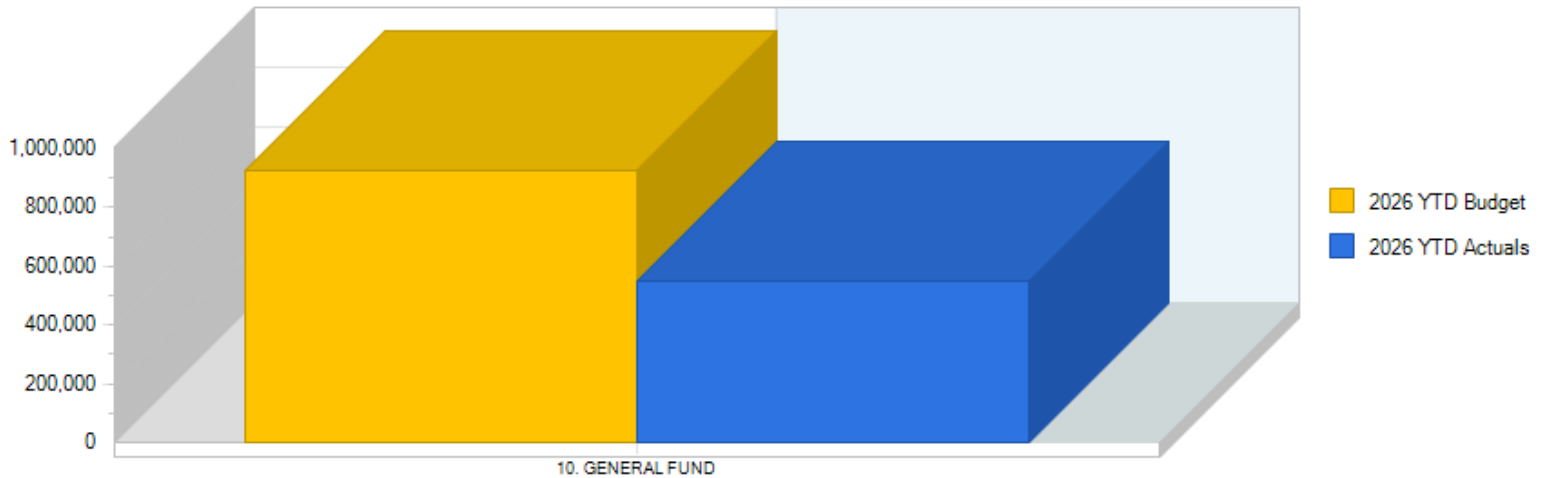
Program Attendance



**WE WERE
CLOSED
FOR THE
MONTH OF
DECEMBER**

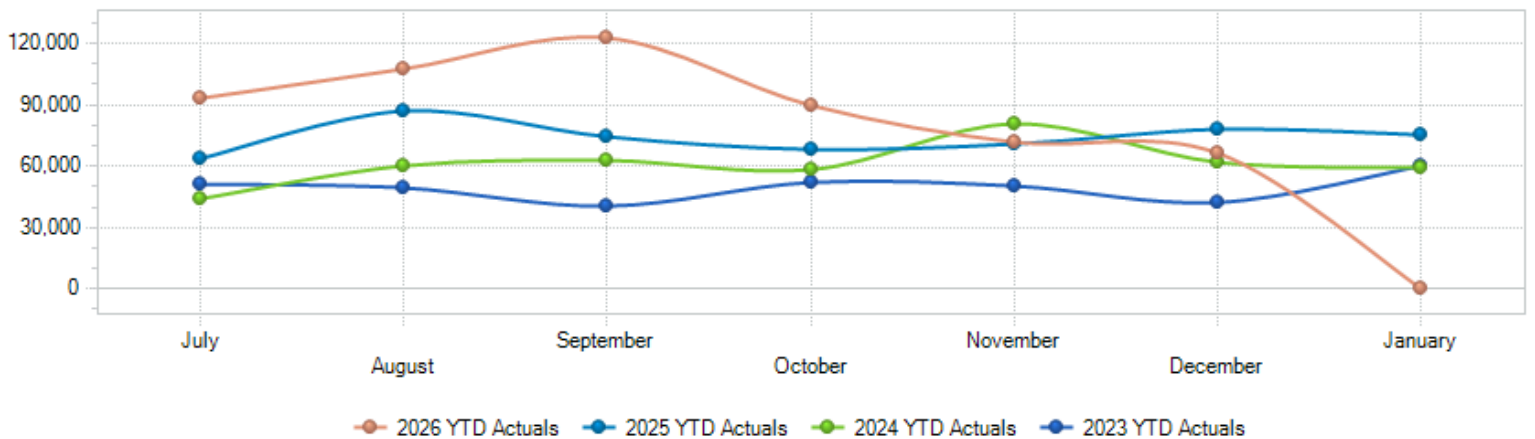
EXPENDITURES

YTD Bud VS YTD Act - Exp Only



10. GENERAL FUND		
2026 YTD Budget		927,089
2026 YTD Actuals		552,188

Expenditure Comparison Chart



	July	August	September	October	November	December	January
2026 YTD Actuals	93,638	107,680	123,037	90,030	71,716	66,088	0
2025 YTD Actuals	63,445	87,453	74,839	67,821	70,764	77,709	75,212
2024 YTD Actuals	43,976	60,019	63,004	57,996	80,555	61,869	58,951
2023 YTD Actuals	51,309	49,731	40,138	51,682	49,960	42,033	60,260