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, March 10th at 6:30 pm
City Hall- Floor 2, Utah Lake 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 - *This time has been set aside for the public to express ideas, concerns, and comments. Limit of 3 minutes per speaker, unused time may not be given to another. Time for Public Input is limited to no more than 15 minutes total.*

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 February 10, 2026

DIRECTOR'S UPDATE

1. Budget
2. Director Report
3. Repeated Policy Violation Issues
4. AMH Unit and Overdue Fines
    a. Tentative signage sent to Planning Department in February.
5. Announcements
    a. Next Meeting: Tuesday, April 14, 2026

ADJOURNMENT

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, February 10, 2026
City of Saratoga Springs City Offices- Library Action & Adventure Room
319 S. Saratoga Rd. Saratoga Springs, Utah 84045

LIBRARY BOARD MEETING

Call to Order: 6:33 PM by Vice-Chairman Todd Carpenter.

Roll Call: A quorum was present.
Present:
Board Members: Stacy Taylor, Todd Carpenter, Trevyn Saguicio.
Guest: Clarissa Cooper, Friends of the Library.
Council Liaison: Emma Wilson, City Council.
Staff: Melissa Grygla, Library Director & Wendy Wells, Deputy City Recorder.

Public Input: No comments were made.

REPORTS

1. **Friends of the Library** –Asked questions regarding needs for Launchpads, instead of video games due to grant funding the Library received for video games.

BUSINESS ITEMS

1. **Approval of Minutes for January 13, 2026.**

Motion made by Stacy Taylor to approve the minutes of January 13, 2026. Seconded by Trevyn Saguicio.
Yes: Todd Carpenter, Stacy Taylor, Trevyn Saguicio.
No: None.
Absent: Meredith Sager, Michael Hinckley.
Motion passed 3-0.

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. The transition of filling a Sr. Librarian position with a Librarian internally was discussed.

2. **Director Report.**

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

3. **Policy violation issues.**

Staff are spending a lot of time reminding children about appropriate behavior. Some individuals have been upset enough that they have thrown things at staff, and a lot of time is being spent behind the scenes documenting issues and allowing staff to walk away from tense situations.

The AMH units are going down due to customer misuse. Questions regarding additional signage were discussed, as was putting the bookie monster back. The conversation focused on those things being ordered but needing to be installed.

DRAFT

4. **Announcements**
   a. Next Meeting: Tuesday, March 10, 2026.

ADJOURNMENT

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

Meeting adjourned at 7:03 p.m.

_____
Date of Approval

_____
Library Board Secretary
Stacy Taylor

_____
Library Director
Melissa Grygla

DRAFT

City of Saratoga Springs

3600. OTHER REVENUE Department
Account Details
for Period March

	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	-1,339	-1,719.00	-380		0
10-3680-287. MISC SALES - LIBRARY	-1,800	-2,683	-1,350.00	1,333		0
10-3680-288. FINES - LIBRARY	-10,000	-6,150	-7,500.00	-1,350		0
Sub Total 10. GENERAL FUND	**-14,092**	**-10,171**	**-10,569.00**	**-398**		**0**
Report Total :	-14,092	-10,171	-10,569.00	-398		0

Selected Filters

Account Type

Include - Expenditure

Include - Revenue

City of Saratoga Springs

4610. LIBRARY SERVICES Department
Account Details
for Period March

	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	448,503	607,276.50	158,773	✓	0
10-4610-130. EMPLOYEE BENEFITS	380,913	149,590	285,684.75	136,095	✓	0
10-4610-210. COMPUTERS &	82,460	28,496	61,845.00	33,349	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	0	2,250.00	2,250	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	1,479	4,275.00	2,796	✓	0
10-4610-340. OFFICE	56,200	25,382	42,150.00	16,768	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	1,194	4,350.00	3,156	✓	0
10-4610-400. BOOK PURCHASES	75,000	13,798	56,250.00	42,452	✓	0
10-4610-410. DIGITAL PURCHASES	150,000	110,747	112,500.00	1,753	▬	0
10-4610-500. LIBRARY PROGRAMS	20,300	2,907	15,225.00	12,318	✓	0
10-4610-550. LIBRARY GRANT	0	0	0.00	0	▬	0
10-4610-700. CAPITAL OUTLAY	220	0	165.00	165	✓	0
Sub Total 10. GENERAL FUND	**1,589,295**	**782,095**	**1,191,971.25**	**409,877**	✓	**0**
Report Total :	1,589,295	782,095	1,191,971.25	409,877	✓	0

Selected Filters

Account Type

Include - Expenditure

Include - Revenue

City of Saratoga Springs

Department Details
for Period March

* Report Contains Filters

	2026 Annual Budget	2026 YTD Actuals	2026 YTD Budget	2026 YTD Variance	2026 YTD Variance Icon	2027 Total Next Year Budget
10. GENERAL FUND						
3600. OTHER REVENUE	-14,092	-10,171	-10,569.00	-398		0
4610. LIBRARY SERVICES	1,589,295	782,095	1,191,971.25	409,877		0
Sub Total 10. GENERAL FUND	**1,575,203**	**771,923**	**1,181,402.25**	**409,479**		**0**
Report Total :	1,575,203	771,923	1,181,402.25	409,479		0

Selected Filters

Account Type

Include - Expenditure

Include - Revenue

SARATOGA SPRINGS PUBLIC LIBRARY

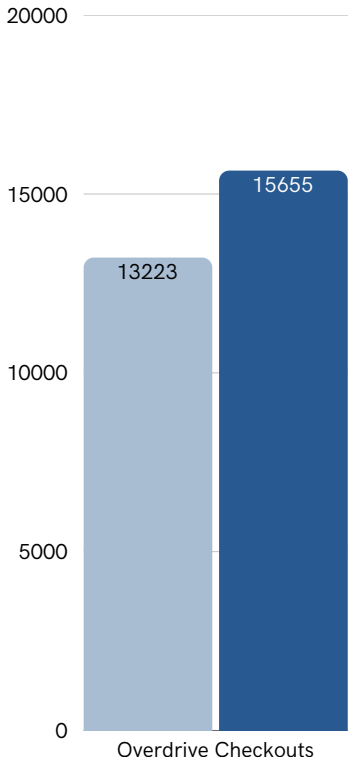
MONTHLY REPORT

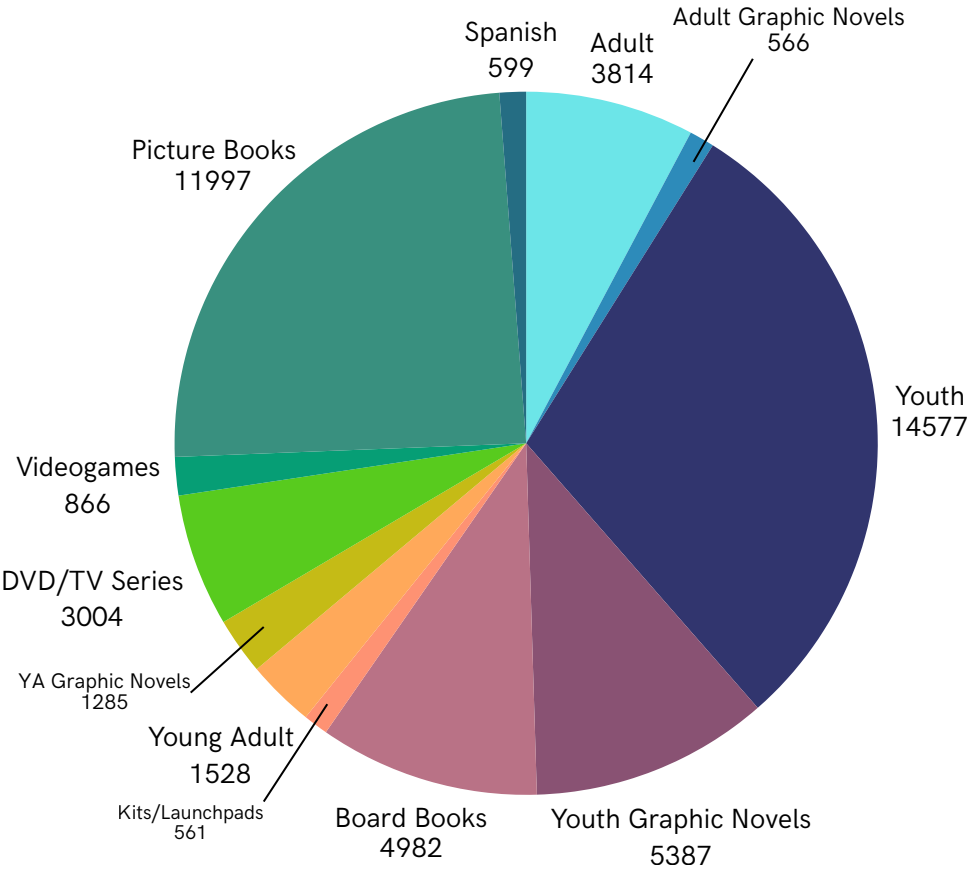
FEBRUARY 2026

CIRCULATION

Circulation by cardholder type

Cardholder Type	February 2025	February 2026
Adult	17,758	42,359
Youth	1,586	6,381
Non-Resident	74	568
Administrative	473	529
Total Physical Circulation	19,891	49,839

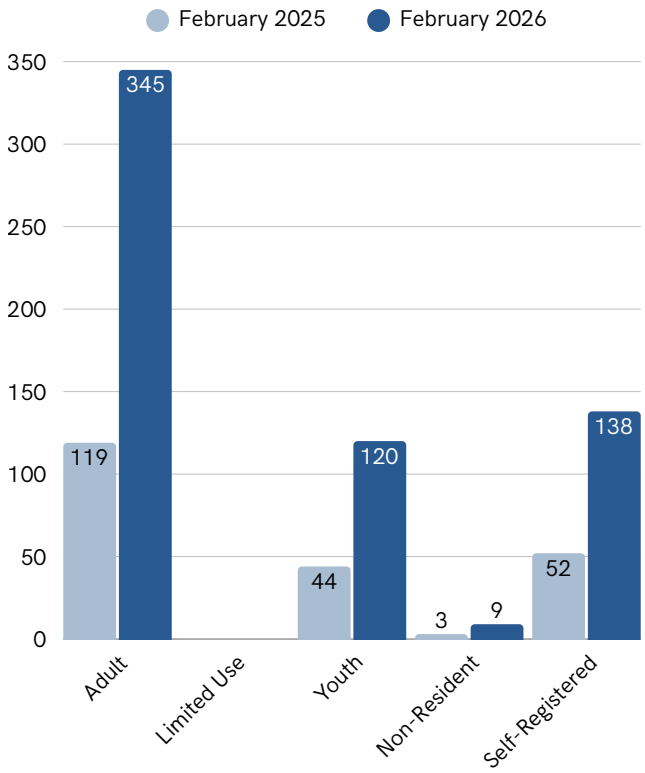




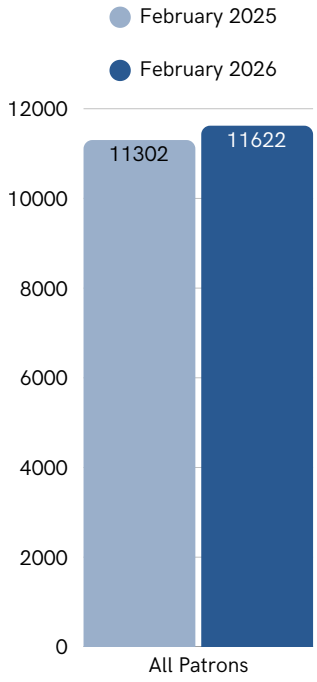
Circulation by home location in February 2026

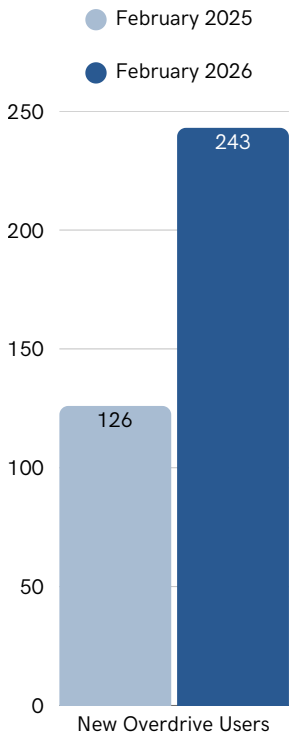
REGISTRATION & DIGITAL CIRCULATION

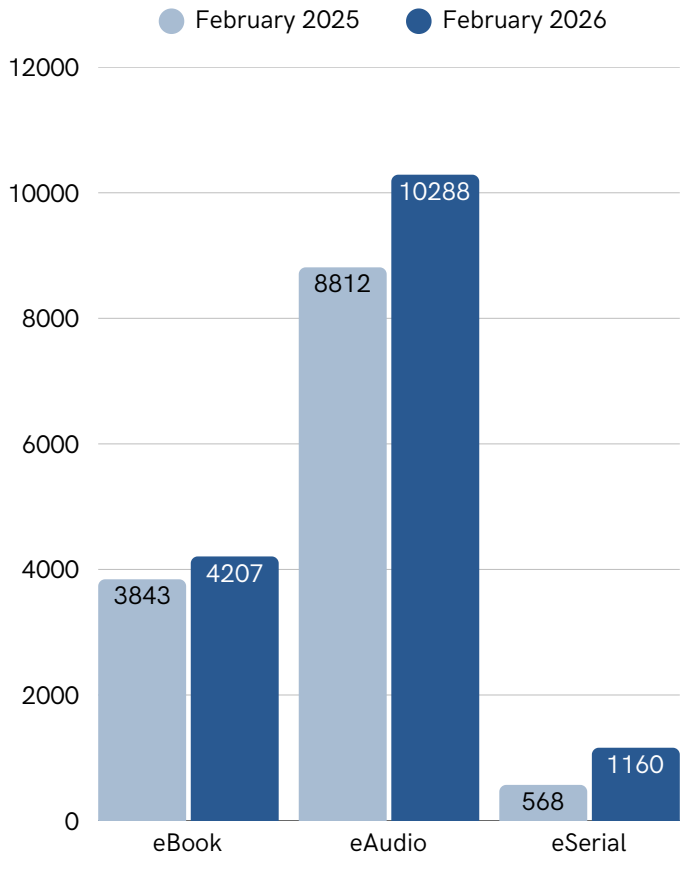
New Patrons Registered



Total Patrons Registered



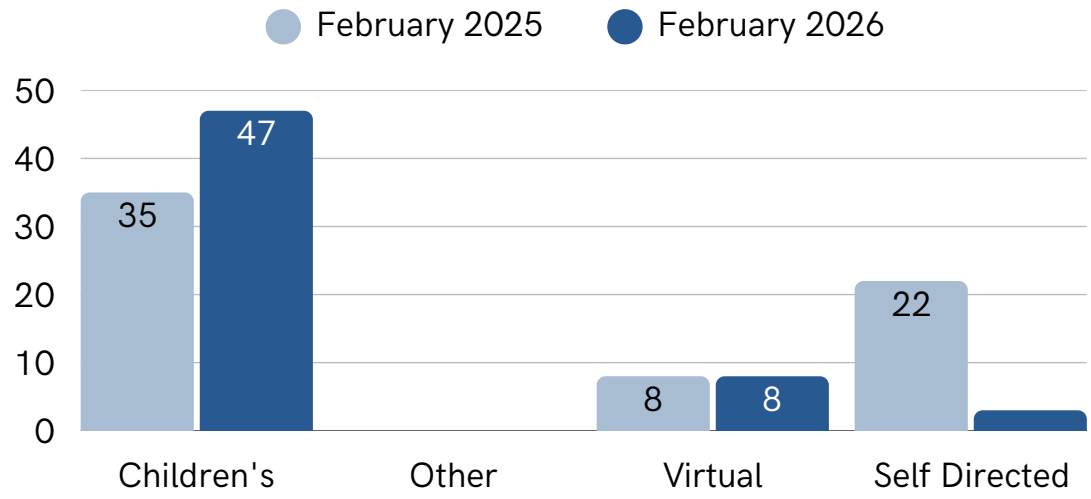




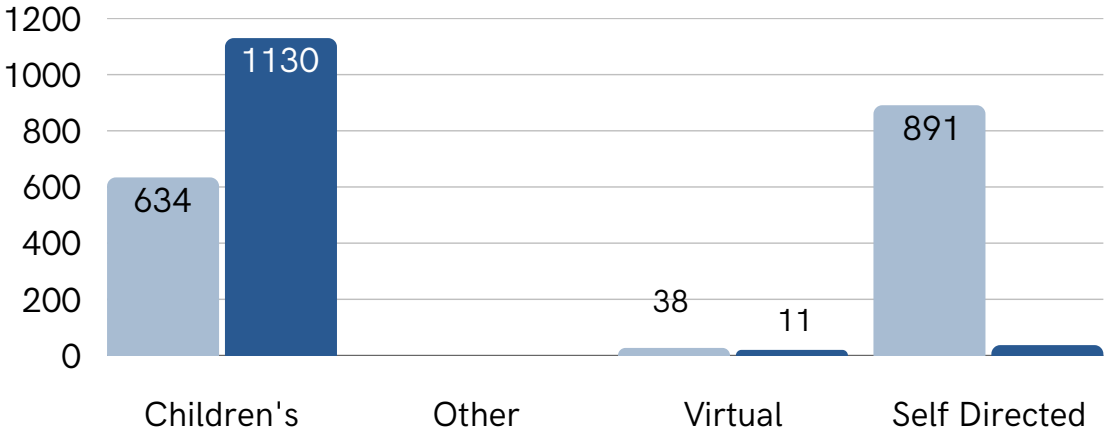
ATTENDANCE/OTHER

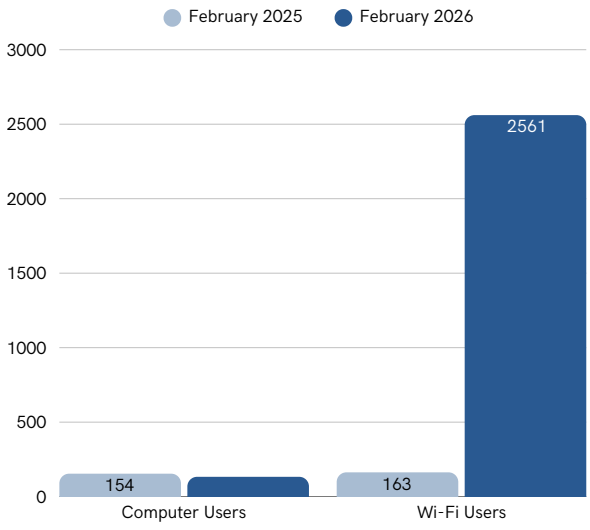
February 2025 Total Visits: 7,586
February 2026 Total Visits: 9,046

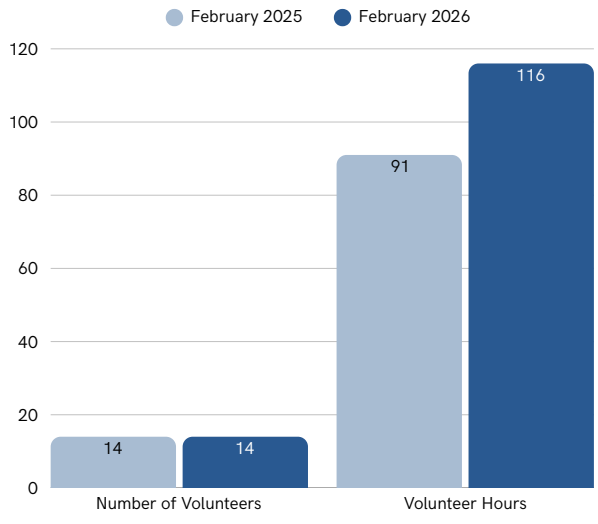
Number of Programs



Program Attendance

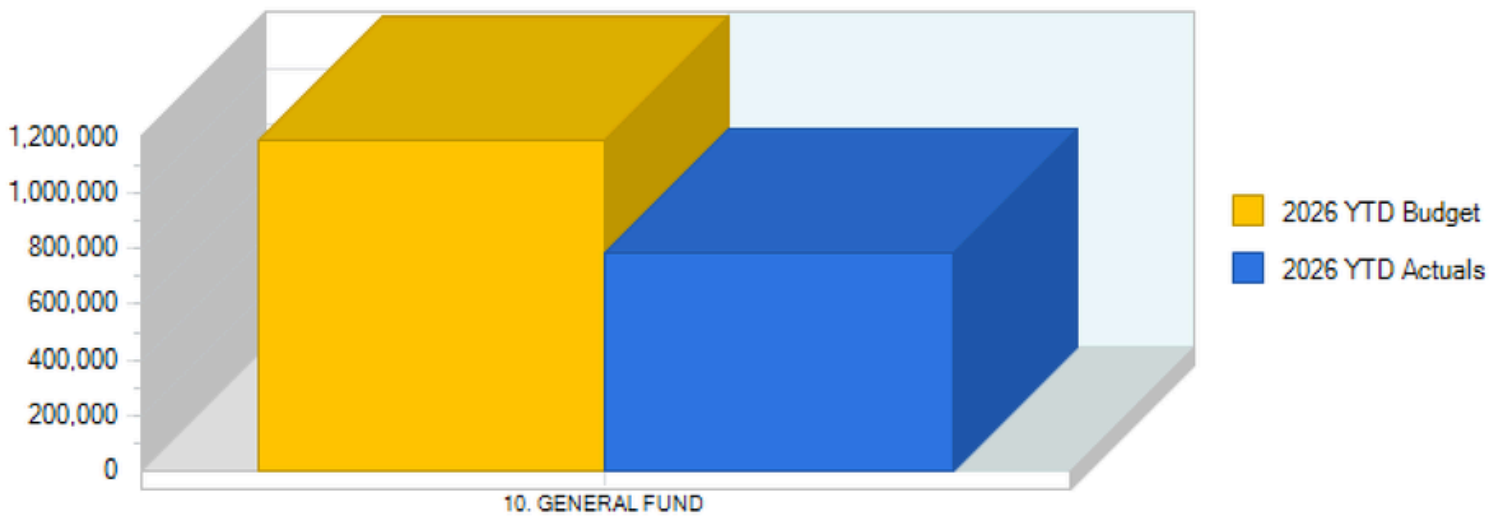






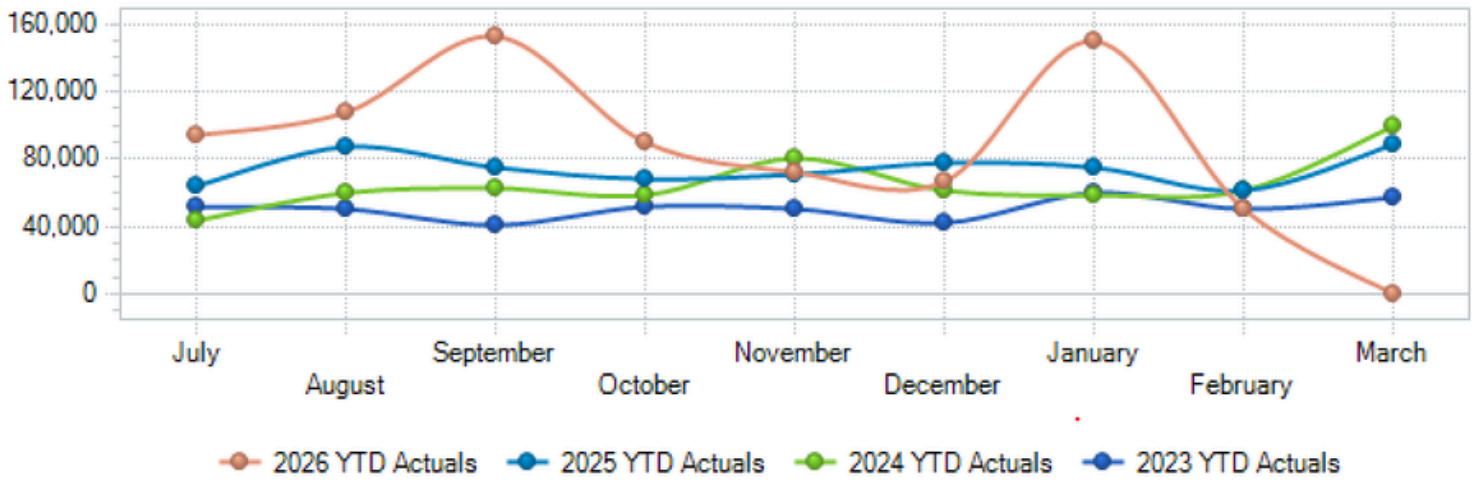
EXPENDITURES

YTD Bud VS YTD Act - Exp Only



	10. GENERAL FUND
2026 YTD Budget	1,191,971
2026 YTD Actuals	782,095

Expenditure Comparison Chart



	July	August	September	October	November	December	January	February
2026 YTD Actuals	93,638	107,680	152,498	90,030	71,716	66,088	149,594	50,851
2025 YTD Actuals	63,445	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