



## 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

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**CITY OF SARATOGA SPRINGS - Tuesday, March 10th 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](mailto: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

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## LIBRARY BOARD MEETING

5 **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 Sagucio.

10 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.

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### 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.

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### BUSINESS ITEMS

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

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Motion made by Stacy Taylor to approve the minutes of January 13, 2026. Seconded by Trevyn Sagucio.

Yes: Todd Carpenter, Stacy Taylor, Trevyn Sagucio.

No: None.

Absent: Meredith Sager, Michael Hinckley.

Motion passed 3-0.

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### DIRECTOR'S UPDATE

1. **Budget**

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A budget update was provided and discussion was held regarding the 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.

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2. **Director Report.**

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

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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.

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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.

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

**ADJOURNMENT**

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

Meeting adjourned at 7:03 p.m.

70            \_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Library Board Secretary  
Stacy Taylor

75            \_\_\_\_\_  
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
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\* 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
<b>Sub Total 10. GENERAL FUND</b>	<b>-14,092</b>	<b>-10,171</b>	<b>-10,569.00</b>	<b>-398</b>	⚠	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
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\* 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
<b>Sub Total 10. GENERAL FUND</b>	<b>1,589,295</b>	<b>782,095</b>	<b>1,191,971.25</b>	<b>409,877</b>	✓	<b>0</b>

Report Total :	1,589,295	782,095	1,191,971.25	409,877	✓	0
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## Selected Filters





### Account Type

- Include - Expenditure
- Include - Revenue

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

**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
<b>Sub Total 10. GENERAL FUND</b>	<b>1,575,203</b>	<b>771,923</b>	<b>1,181,402.25</b>	<b>409,479</b>		<b>0</b>
<b>Report Total :</b>	<b>1,575,203</b>	<b>771,923</b>	<b>1,181,402.25</b>	<b>409,479</b>		<b>0</b>

## Selected Filters

### Account Type

Include - Expenditure

Include - Revenue



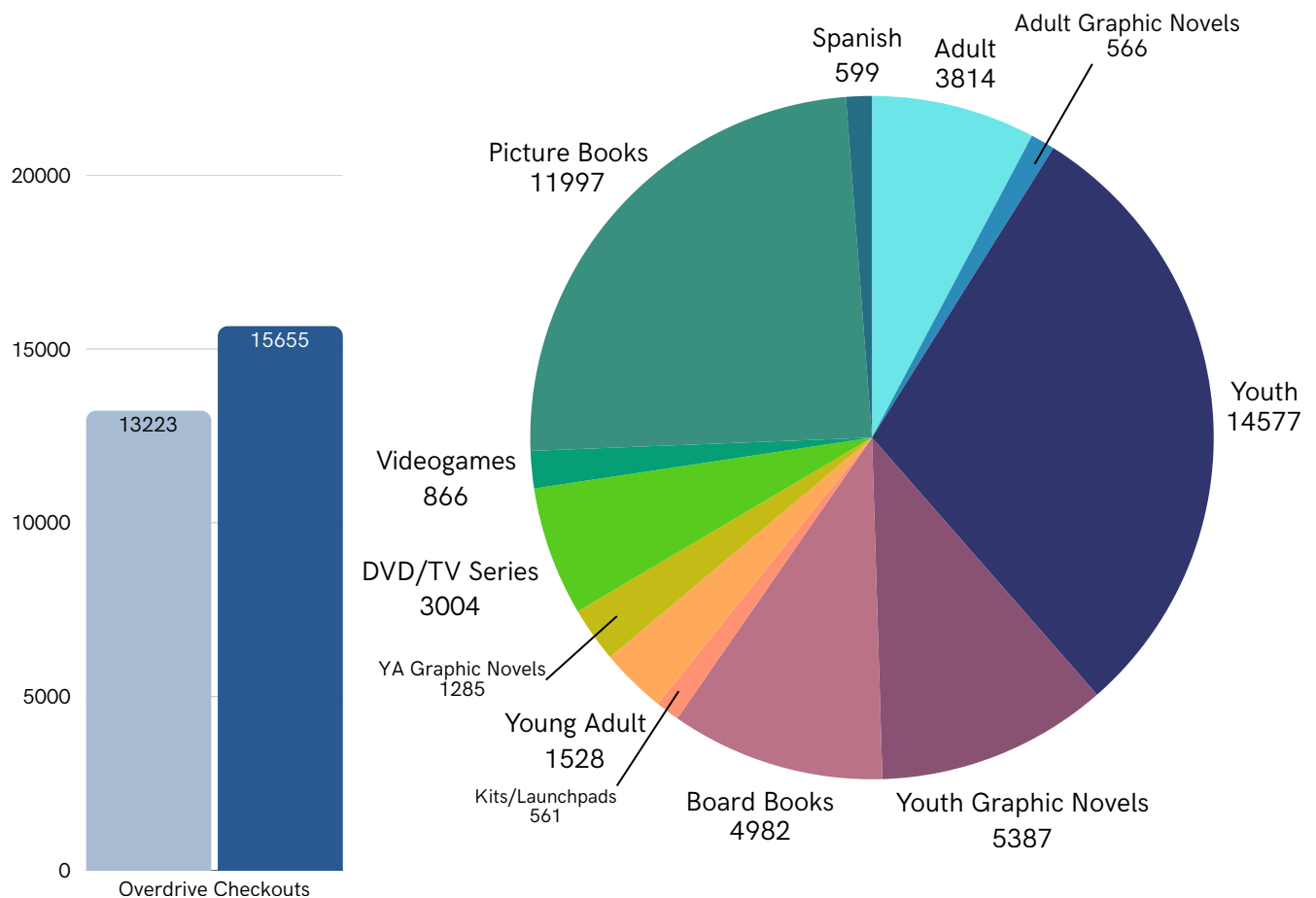
# MONTHLY REPORT

FEBRUARY 2026

# CIRCULATION

## Circulation by cardholder type

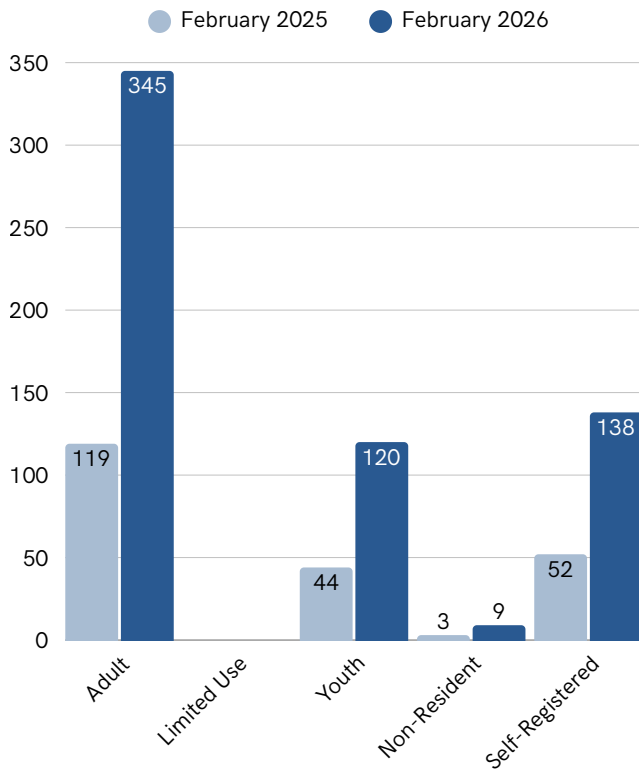
Cardholder Type	February 2025	February 2026
Adult	17,758	42,359
Youth	1,586	6,381
Non-Resident	74	568
Administrative	473	529
Total Physical Circulation	19,891	49,839



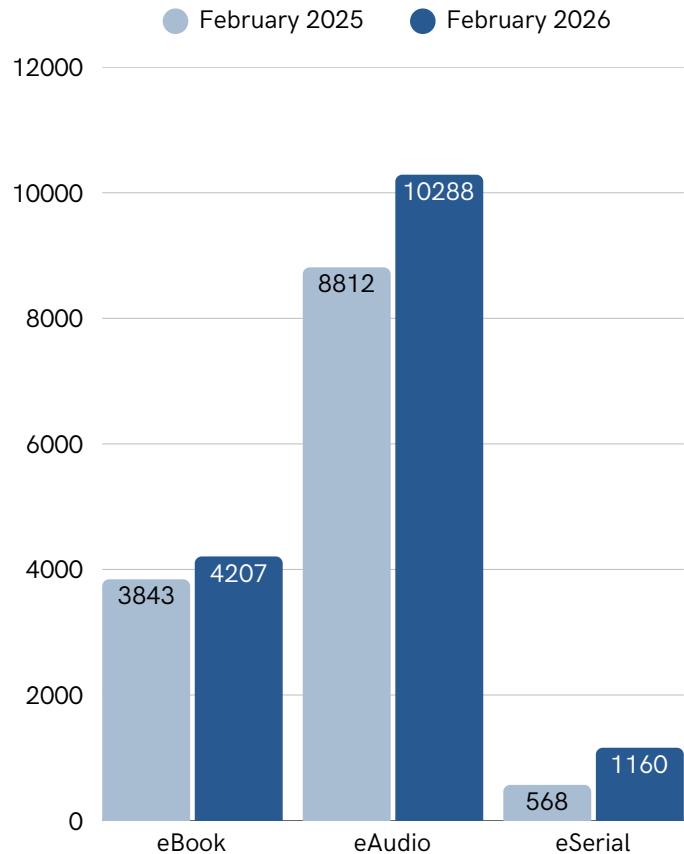
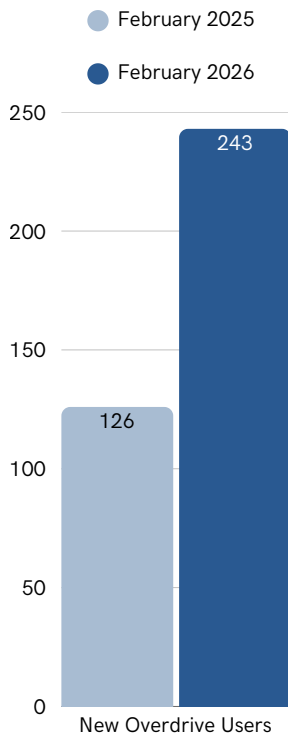
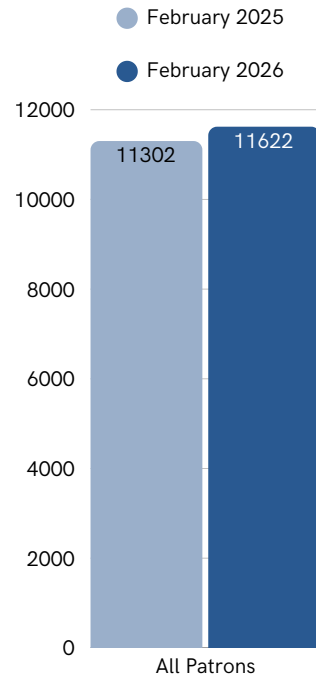
Circulation by home location in February 2026

# REGISTRATION & DIGITAL CIRCULATION

## New Patrons Registered



## Total Patrons Registered



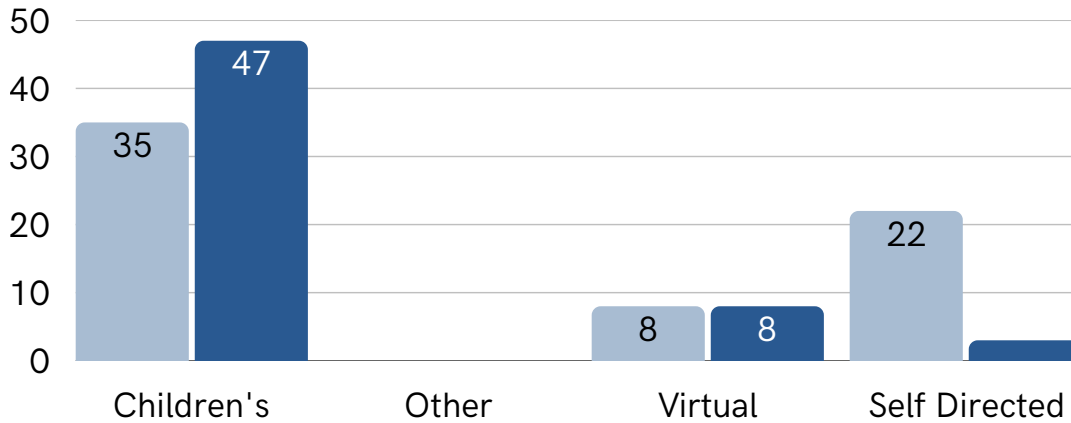
# ATTENDANCE/OTHER

**February 2025 Total Visits: 7,586**

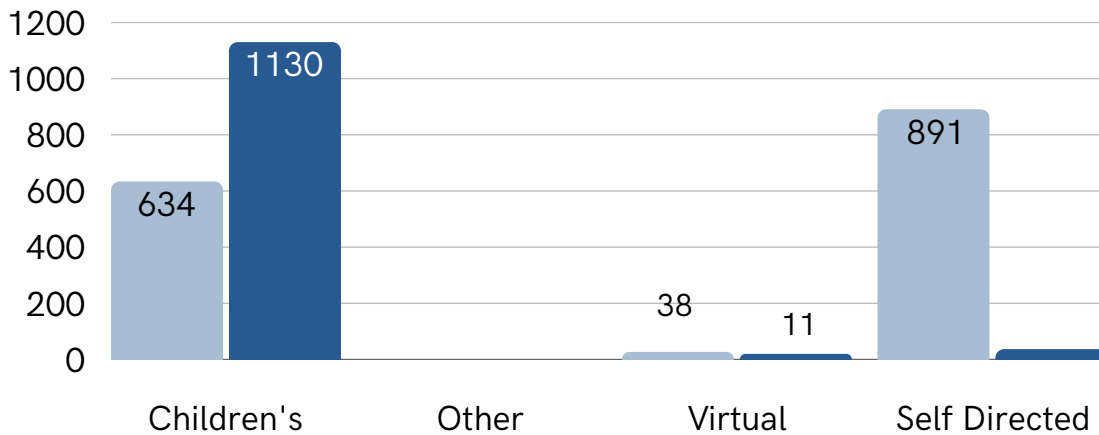
**February 2026 Total Visits: 9,046**

## Number of Programs

● February 2025 ● February 2026

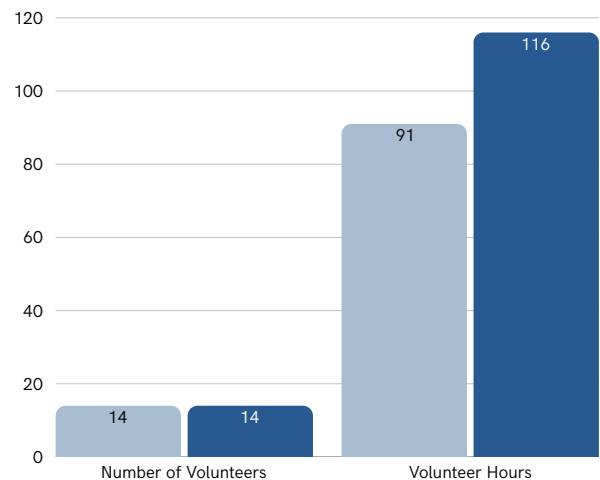
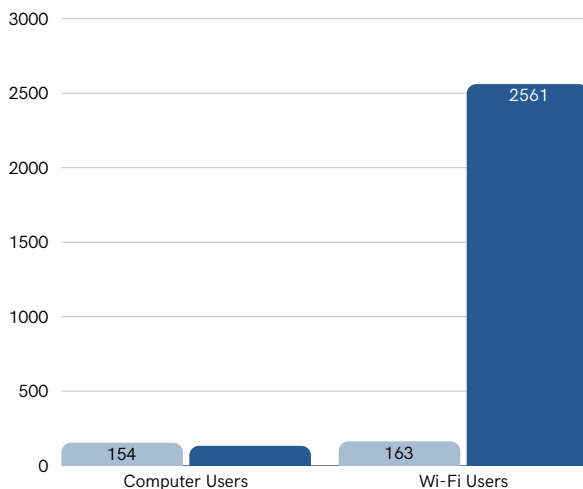


## Program Attendance



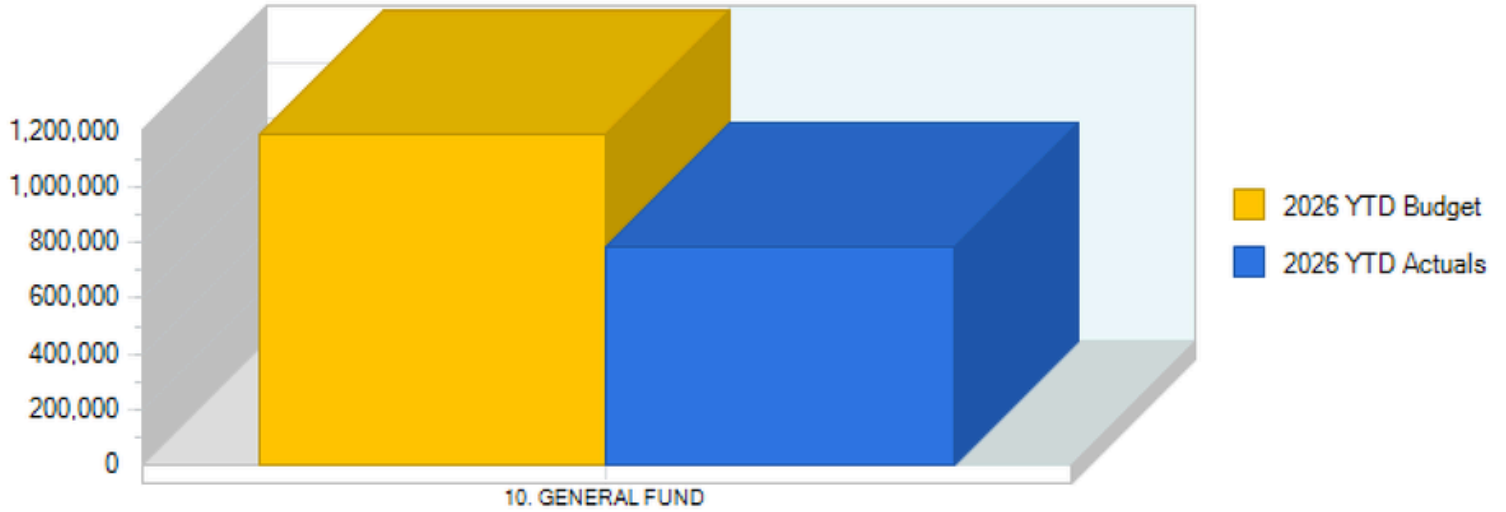
● February 2025 ● February 2026

● February 2025 ● February 2026



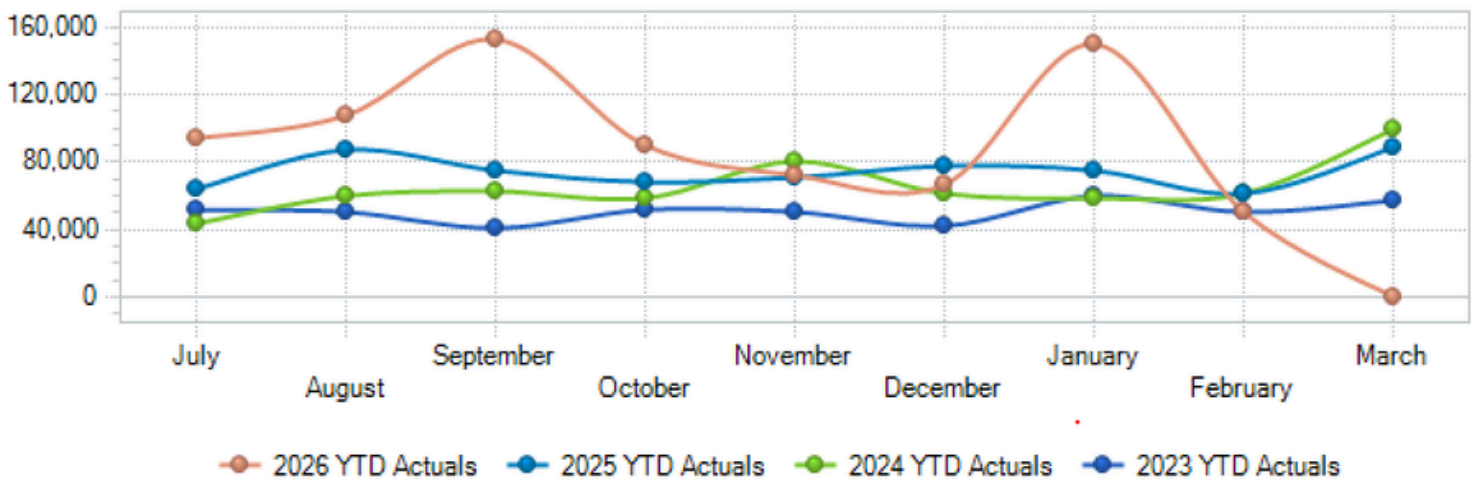
# EXPENDITURES

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