



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, April 14th at 6:30 pm

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 - *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 March 10, 2026

DIRECTOR'S UPDATE

1. Budget
2. Director Report
3. AMH Unit
 - a. Tentative signage sent to Planning Department in February.
4. Announcements
 - a. Next Meeting: Tuesday, May 12, 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, March 10, 2026

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

LIBRARY BOARD MEETING

5 **Call to Order:** 6:37 PM by Meredith Sager.

Roll Call: A quorum was present.

Present:

10 Board Members: Meredith Sager, Michael Hinckley, Stacy Taylor, Todd Carpenter, Trevyn Sagucio.
Staff: Melissa Grygla, Library Director.

Public Input: No comments were made.

15 REPORTS

1. **Friends of the Library** –Reminded the Library Board about the request for funding for the Launchpads since the video game collect received a \$10,000 grant to supplement items. Clarissa had the conversation with the Friends of the Library members at their meeting on January 14, 2026.

20 BUSINESS ITEMS

1. **Approval of Minutes for February 10, 2026 with the edit that Todd Carpenter is not the vice-chair.**

25 **Motion made by Todd Carpenter to approve the minutes of February 10, 2026. Seconded by Stacy Taylor.**

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

No: None.

Motion passed 5-0.

30 DIRECTOR'S UPDATE

1. **Budget**

35 A budget update was provided and discussion was held regarding the budget projections being updated in the financial software. Explanation was given regarding spending on equipment, board books and other areas now that we've settled into the new space to use the funding that was allocated. A budget amendment will go to City Council regarding the grant that is being used to purchase video games.

2. **Director Report.**

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

3. **Policy violation issues.**

45 Staff are spending a lot of time reminding children about appropriate behavior. For the most part people have been kinder, however it's hard to repeatedly ask for appropriate behavior.

4. **AMH Unit and Overdue fines.**

50 A request for signage was submitted to Planning the day after the last meeting and is currently pending approval from Administration. We are also working with the vendor to address issues with their email and text alert system, which is not functioning when the system goes down. Additionally, a request to

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transition to a fine-free model was submitted to Administration last month after ongoing concerns were identified regarding the proper use of the AMH units.

5. Announcements

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a. Next Meeting: Tuesday, April 14, 2026.

ADJOURNMENT

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

Meeting adjourned at 6:56 p.m.

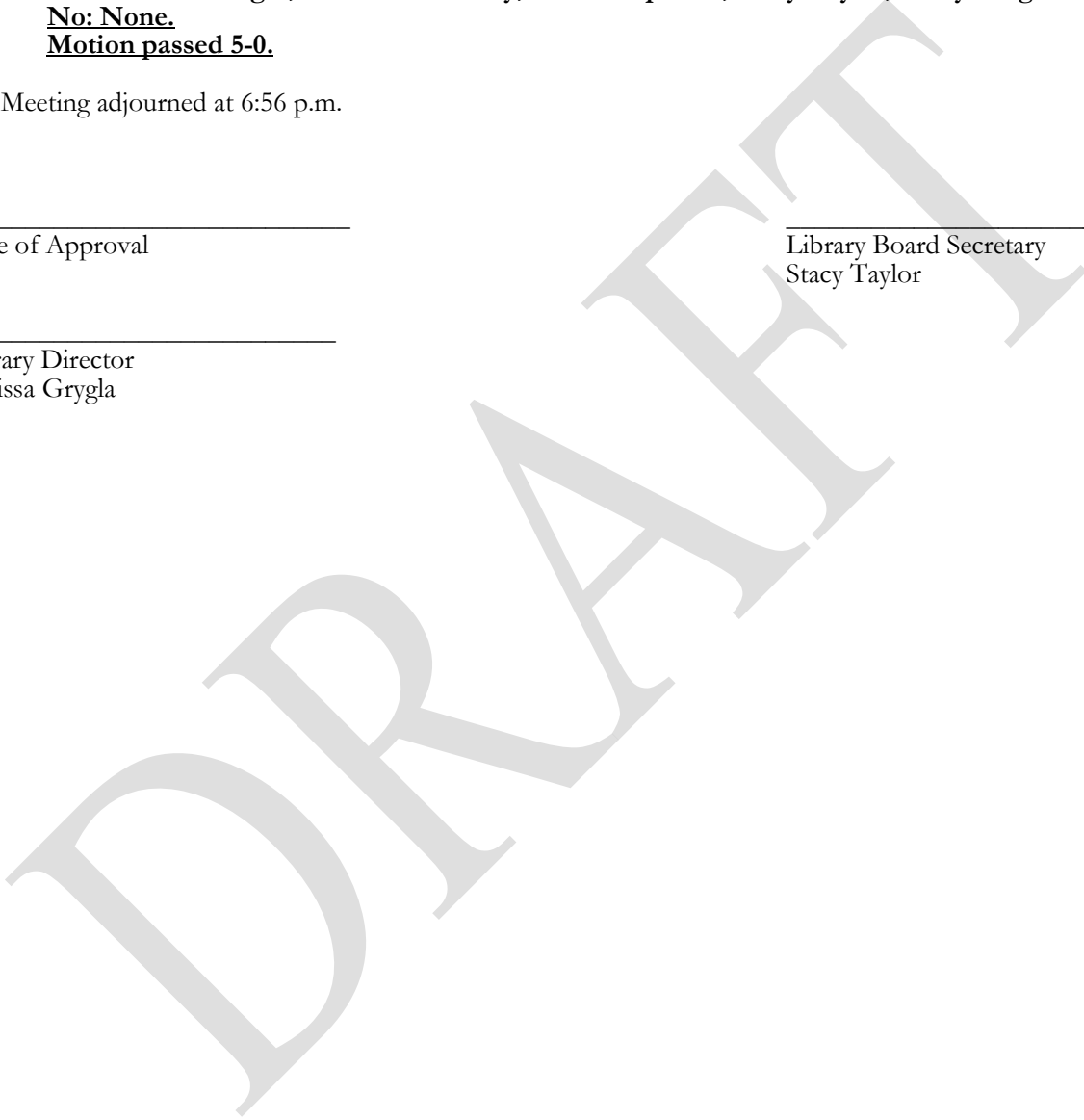
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Date of Approval

Library Board Secretary
Stacy Taylor

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Library Director
Melissa Grygla



City of Saratoga Springs
3600. OTHER REVENUE Department
Account Details
for Period April

	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	-1,399	-1,910.00	-511	✘	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-3,323	-1,500.00	1,823	✔	0
10-3680-288. FINES - LIBRARY	-10,000	-7,858	-8,333.33	-476	⚠	0
Sub Total 10. GENERAL FUND	-14,092	-12,580	-11,743.33	837	⚠	0
Report Total :	-14,092	-12,580	-11,743.33	837	⚠	0

Selected Filters

Account Type

- Include - Expenditure
- Include - Revenue

City of Saratoga Springs
4610. LIBRARY SERVICES Department
Account Details
for Period April

	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	512,833	674,751.67	161,919	✓	0
10-4610-130. EMPLOYEE BENEFITS	380,913	169,324	317,427.50	148,104	✓	0
10-4610-210. COMPUTERS &	82,460	34,788	68,716.67	33,928	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	0	2,500.00	2,500	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	1,745	4,750.00	3,005	✓	0
10-4610-340. OFFICE	56,200	32,345	46,833.33	14,489	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	1,194	4,833.33	3,639	✓	0
10-4610-400. BOOK PURCHASES	75,000	29,357	62,500.00	33,143	✓	0
10-4610-410. DIGITAL PURCHASES	150,000	110,747	125,000.00	14,253	⚠	0
10-4610-500. LIBRARY PROGRAMS	20,300	2,979	16,916.67	13,937	✓	0
10-4610-550. LIBRARY GRANT	0	7,505	0.00	-7,505	✗	0
10-4610-700. CAPITAL OUTLAY	220	0	183.33	183	✓	0
Sub Total 10. GENERAL FUND	1,589,295	902,817	1,324,412.50	421,596	✓	0

Report Total :	1,589,295	902,817	1,324,412.50	421,596	✓	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	-12,580	-11,743.33	837		0
4610. LIBRARY SERVICES	1,589,295	902,817	1,324,412.50	421,596		0
Sub Total 10. GENERAL FUND	1,575,203	890,237	1,312,669.17	422,432		0
Report Total :	1,575,203	890,237	1,312,669.17	422,432		0

Selected Filters

Account Type

- Include - Expenditure
- Include - Revenue



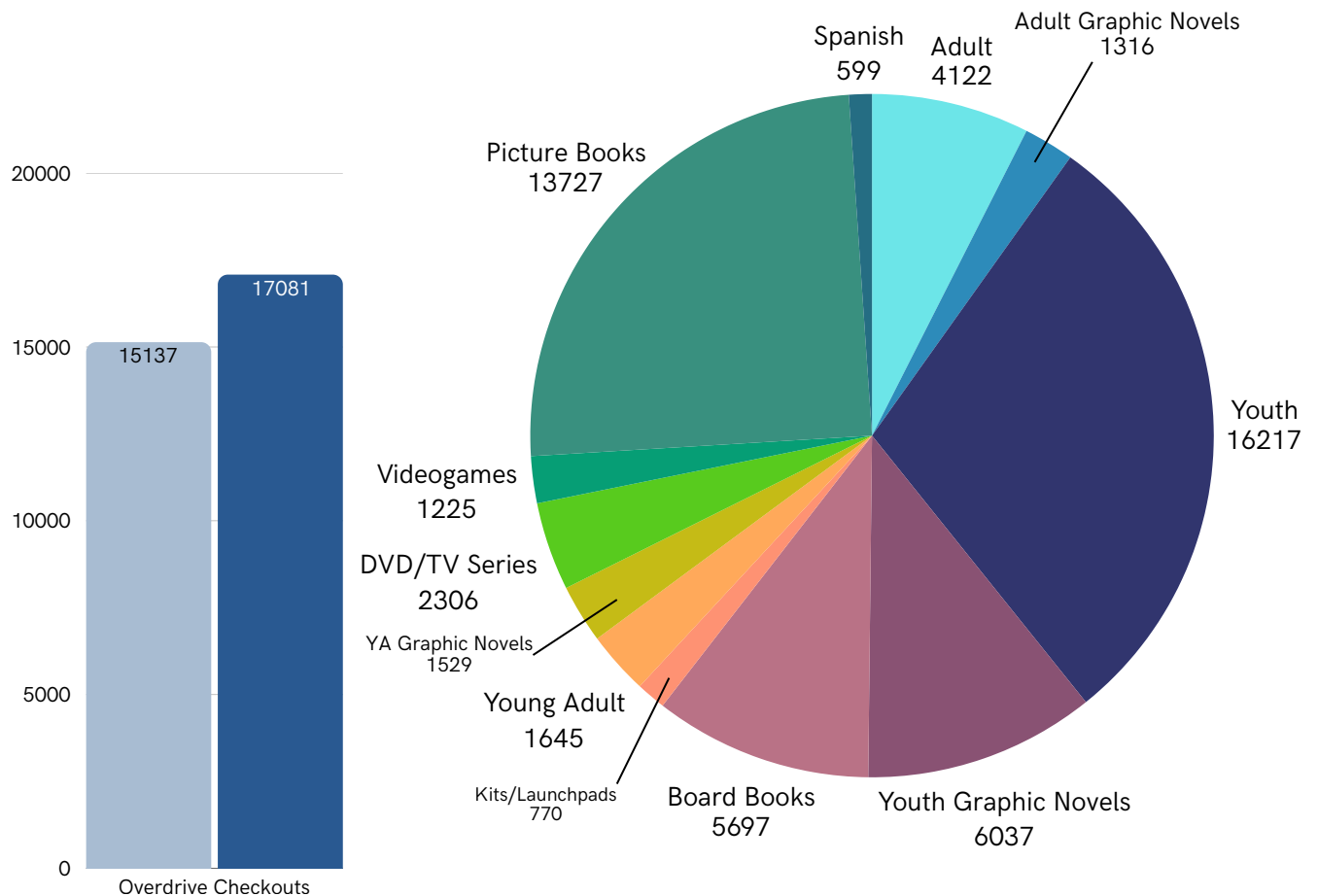
MONTHLY REPORT

APRIL 2026

CIRCULATION

Circulation by cardholder type

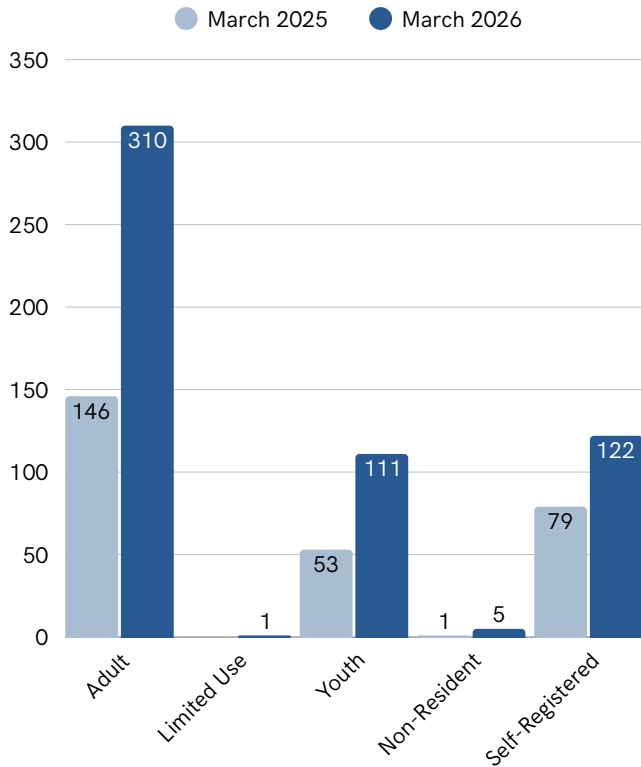
Cardholder Type	March 2025	March 2026
Adult	21,939	47,704
Youth	2,389	7,502
Non-Resident	128	453
Administrative	723	602
Total Physical Circulation	25,179	56,267



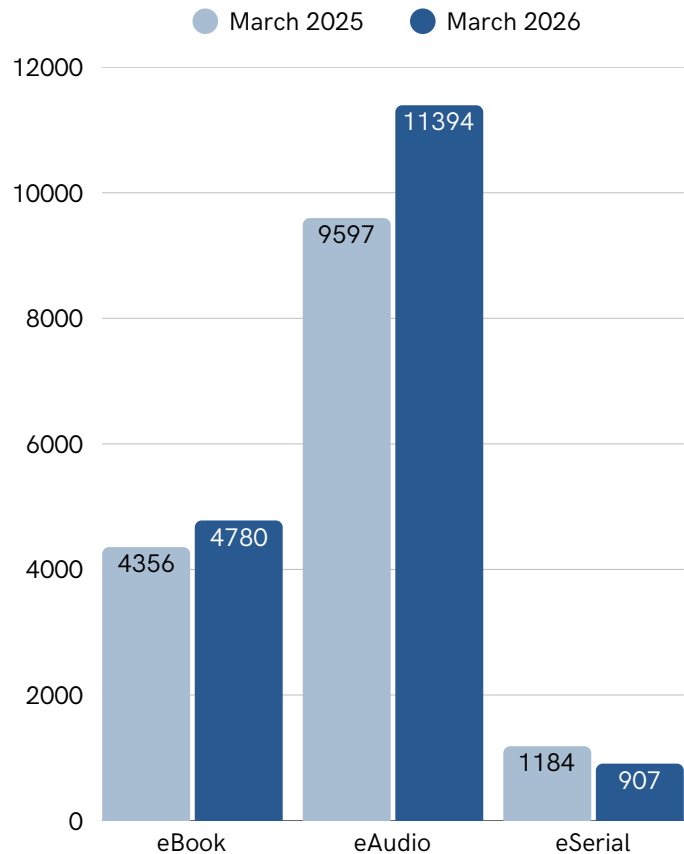
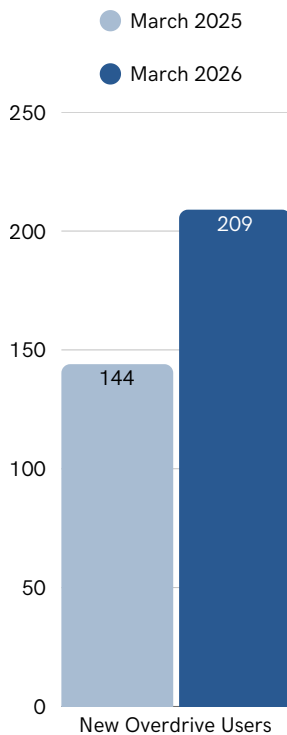
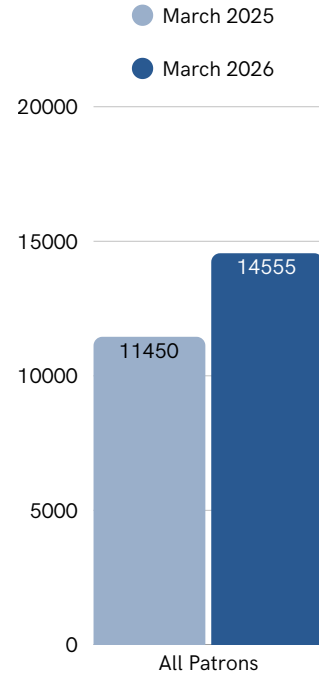
Circulation by home location in March 2026

REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered



Total Patrons Registered

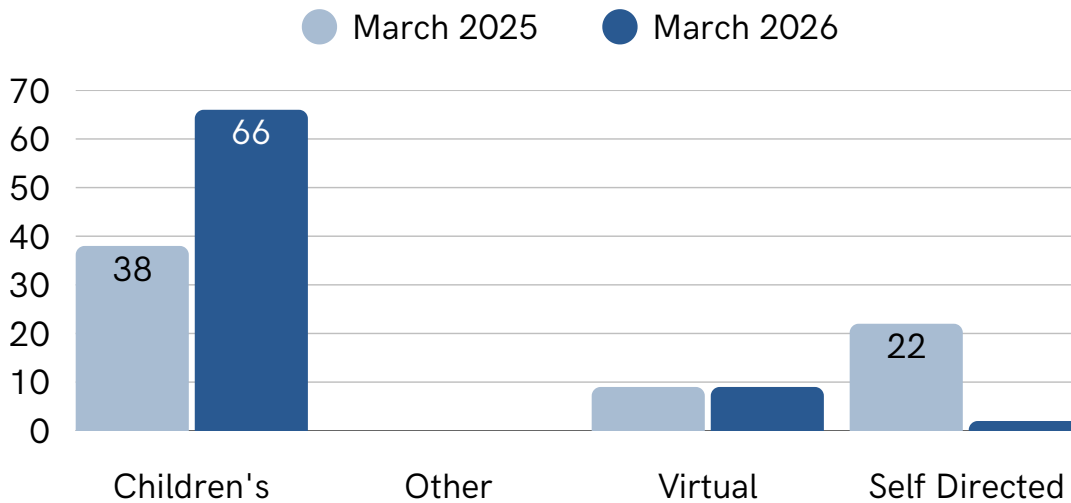


ATTENDANCE/OTHER

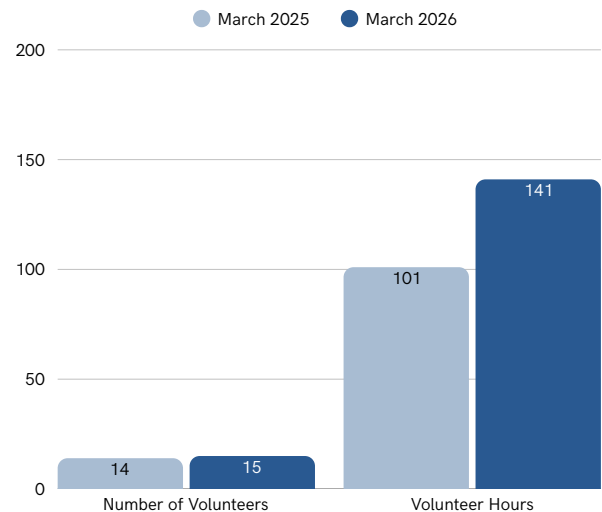
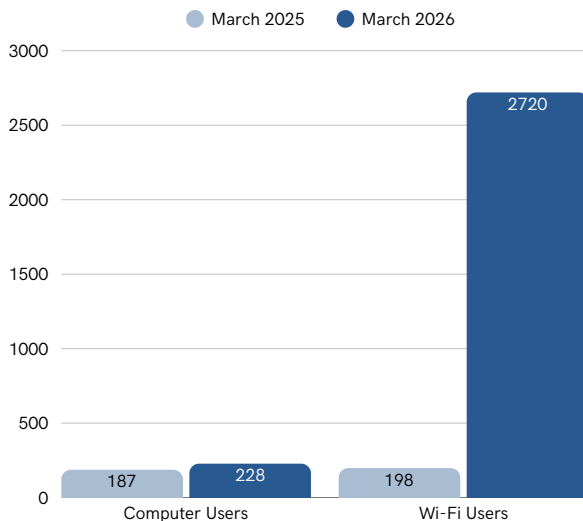
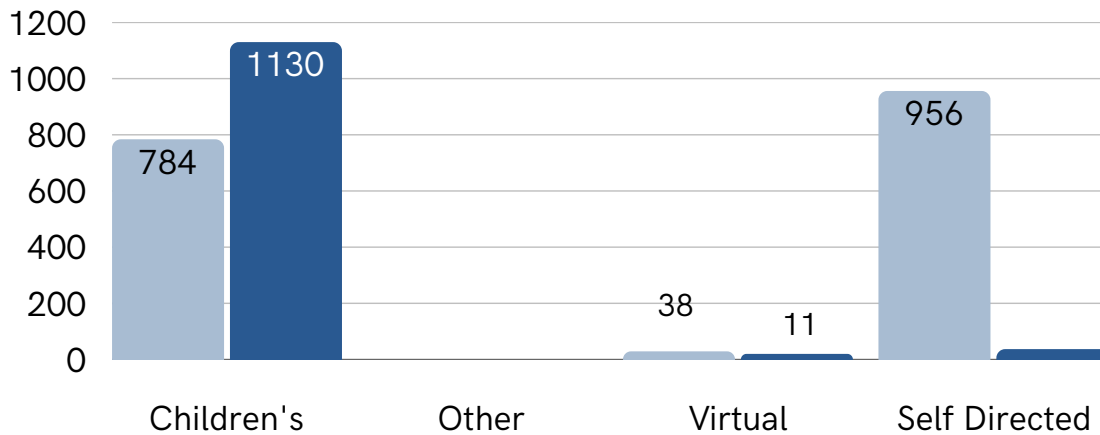
March 2025 Total Visits: 9,075

March 2026 Total Visits: 11,713

Number of Programs

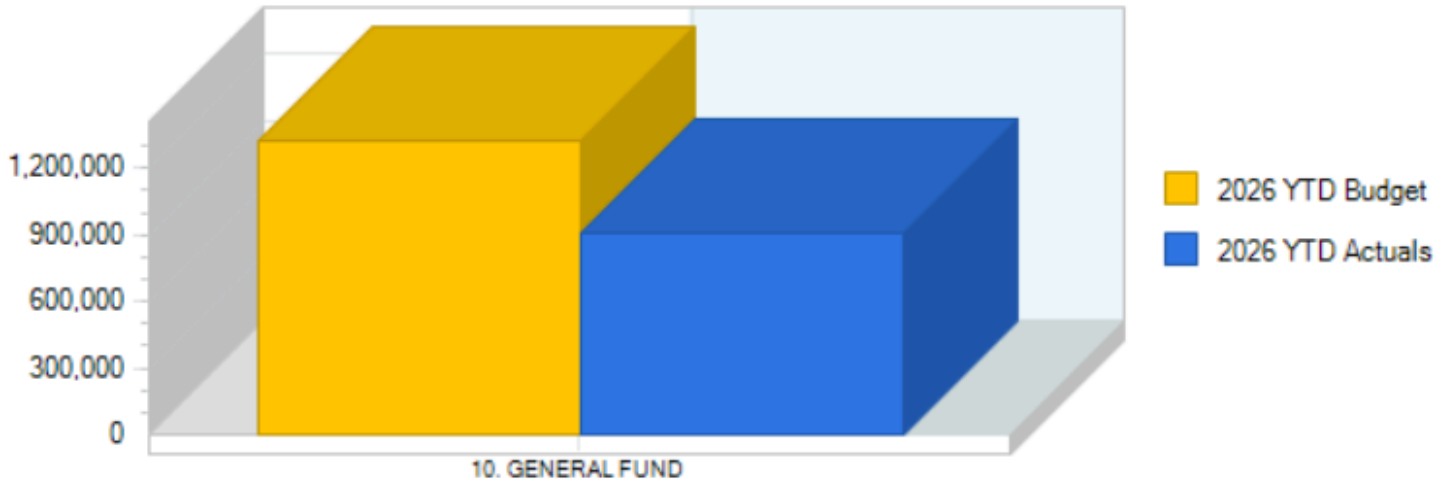


Program Attendance



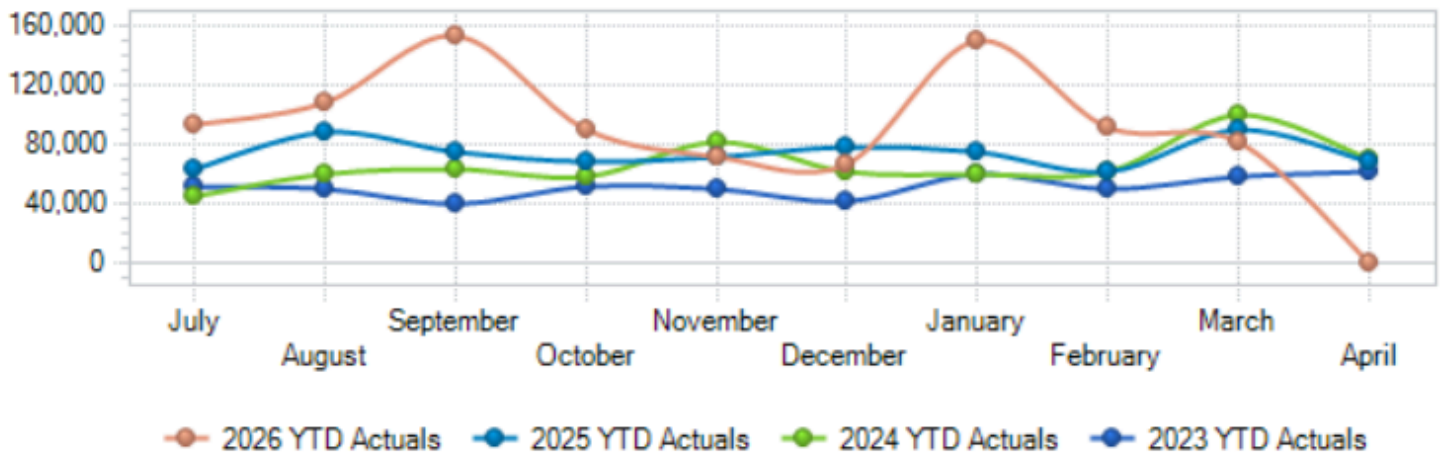
EXPENDITURES

YTD Bud VS YTD Act - Exp Only



10. GENERAL FUND	
2026 YTD Budget	1,324,413
2026 YTD Actuals	902,817

Expenditure Comparison Chart



	October	November	December	January	February	March	April
2026 YTD Actuals	90,030	71,716	66,088	149,594	90,565	81,008	0
2025 YTD Actuals	67,821	70,764	77,709	75,212	60,845	89,172	67,701
2024 YTD Actuals	57,996	80,555	61,869	58,951	61,341	99,915	69,896