



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, May 12th 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 April 14, 2026

DIRECTOR'S UPDATE

1. Budget
2. Director Report
3. 2026 Policy Review Conversation
 - a. Holds Extended to 7 days vs. 4 days
 - b. Any other board suggestions?
4. AMH Unit
 - a. Tentative signage sent to Planning Department in February.
5. Library Advisory Board Recruitment
 - a. Interviews scheduled
6. Announcements
 - a. Next Meeting: Tuesday, June 9, 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, April 14, 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:** 6:32 PM by Meredith Sager.

Roll Call: A quorum was present.

Present:

Board Members: Meredith Sager, Michael Hinckley, Stacy Taylor, Trevyn Sagucio.

10 Friends of the Library: Clarissa Cooper.

Staff: Melissa Grygla, Library Director & Jill Williams, Library Assistant.

15 **Public Input:** No comments were made.

REPORTS

- 20 1. **Friends of the Library** –The quarterly meeting for the Friends of the library is scheduled for Wednesday April 15th. Clarissa will be bringing up the request for funding for launchpads to the members. Discussion regarding how best to fund and pay for those purchases was had and a recommendation to write a check to the City and have the accounts payable staff pay the invoices was made so that items could be mailed back for maintenance and repairs. Clarissa was also going to discuss hosting a water station at Splash Days.

25 BUSINESS ITEMS

1. **Approval of Minutes for March 10, 2026.**

30 Motion made by Michael Hinckley to approve the minutes of March 10, 2026. Seconded by Stacy Taylor.

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

No: None.

Absent: Todd Carpenter.

Motion passed 4-0.

40 DIRECTOR'S UPDATE

1. **Budget**

45 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. The video game grant funds have been expended, and items have already started being added to the collection.

2. **Director Report.**

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

- 50 3. **AMH Unit and Overdue fines.**

Tentative signage was sent to the Planning Department in February and is currently pending approval. 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.

4. Announcements

- a. Next Meeting: Tuesday, May 12, 2026.

ADJOURNMENT

Motion made by Stacy Taylor to adjourn the meeting. Seconded by Michael Hinckley.
Yes: Meredith Sager, Michael Hinckley, Stacy Taylor, Trevyn Sagucio.
No: None.
Absent: Todd Carpenter.
Motion passed 4-0.

Meeting adjourned at 6:55 p.m.

Date of Approval

Library Board Secretary
Stacy Taylor

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	-1,454	-2,292.00	-838	✗	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-3,583	-1,800.00	1,783	✓	0
10-3680-288. FINES - LIBRARY	-10,000	-9,474	-10,000.00	-526	⚠	0
Sub Total 10. GENERAL FUND	-14,092	-14,511	-14,092.00	419	⚠	0
Report Total :	-14,092	-14,511	-14,092.00	419	⚠	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	578,849	809,702.00	230,853	✓	0
10-4610-130. EMPLOYEE BENEFITS	380,913	189,522	380,913.00	191,391	✓	0
10-4610-210. COMPUTERS &	82,460	34,788	82,460.00	47,672	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	1,663	3,000.00	1,337	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	2,371	5,700.00	3,329	✓	0
10-4610-340. OFFICE	56,200	51,423	56,200.00	4,777	⚠	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	1,194	5,800.00	4,606	✓	0
10-4610-400. BOOK PURCHASES	75,000	39,687	75,000.00	35,313	✓	0
10-4610-410. DIGITAL PURCHASES	150,000	152,609	150,000.00	-2,609	⚠	0
10-4610-500. LIBRARY PROGRAMS	20,300	5,646	20,300.00	14,654	✓	0
10-4610-550. LIBRARY GRANT	0	10,295	0.00	-10,295	✗	0
10-4610-700. CAPITAL OUTLAY	220	0	220.00	220	✓	0
Sub Total 10. GENERAL FUND	1,589,295	1,068,048	1,589,295.00	521,247	✓	0

Report Total :	1,589,295	1,068,048	1,589,295.00	521,247	✓	0
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Selected Filters

- Account Type
- Include - Expenditure
 - Include - Revenue

City of Saratoga Springs

Department 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

3600. OTHER REVENUE	-14,092	-14,511	-14,092.00	419		0
4610. LIBRARY SERVICES	1,589,295	1,068,048	1,589,295.00	521,247		0
Sub Total 10. GENERAL FUND	1,575,203	1,053,537	1,575,203.00	521,666		0
Report Total :	1,575,203	1,053,537	1,575,203.00	521,666		0

Selected Filters

- Account Type
- Include - Expenditure
 - Include - Revenue



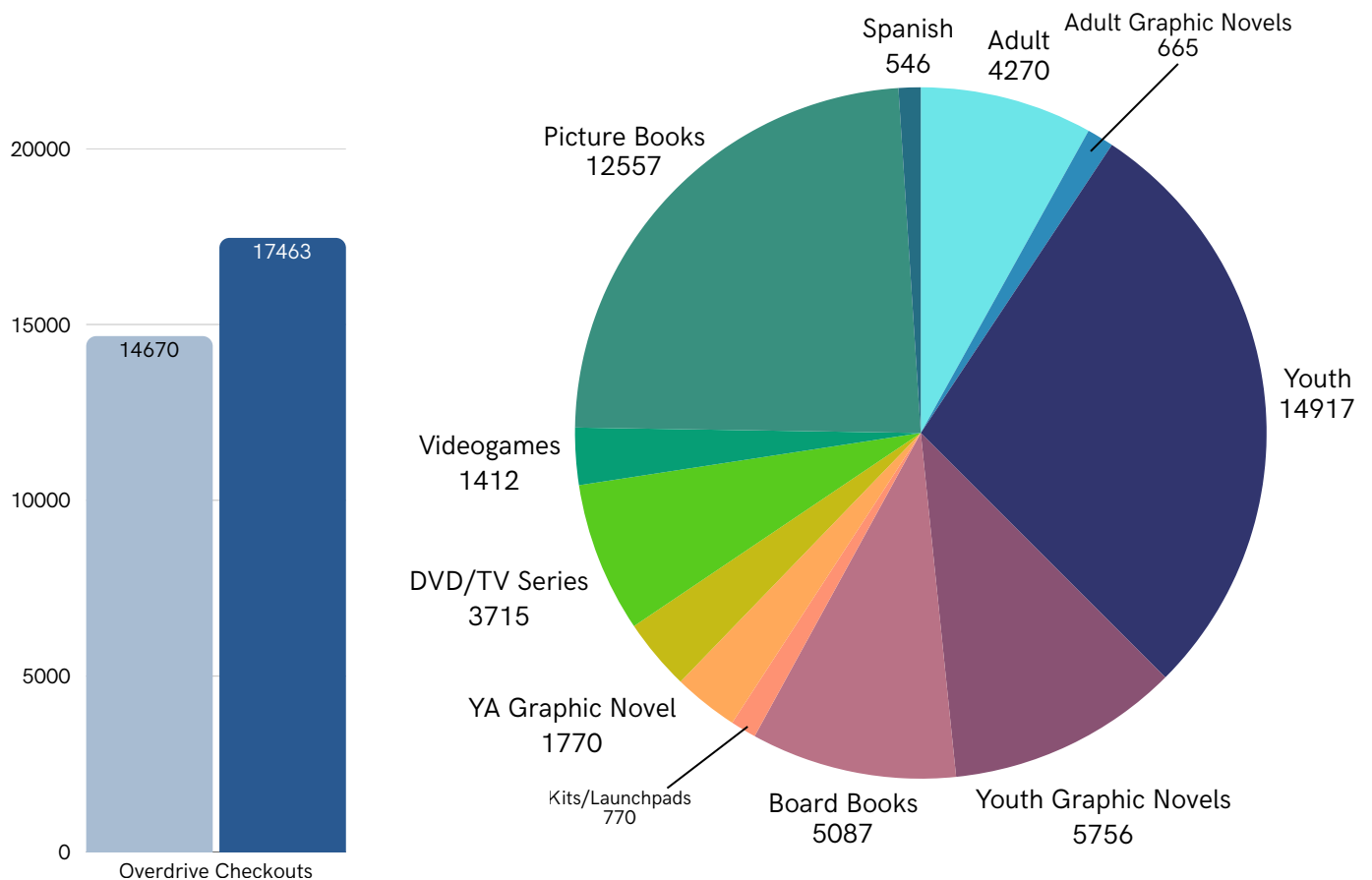
MONTHLY REPORT

MAY 2026

CIRCULATION

Circulation by cardholder type

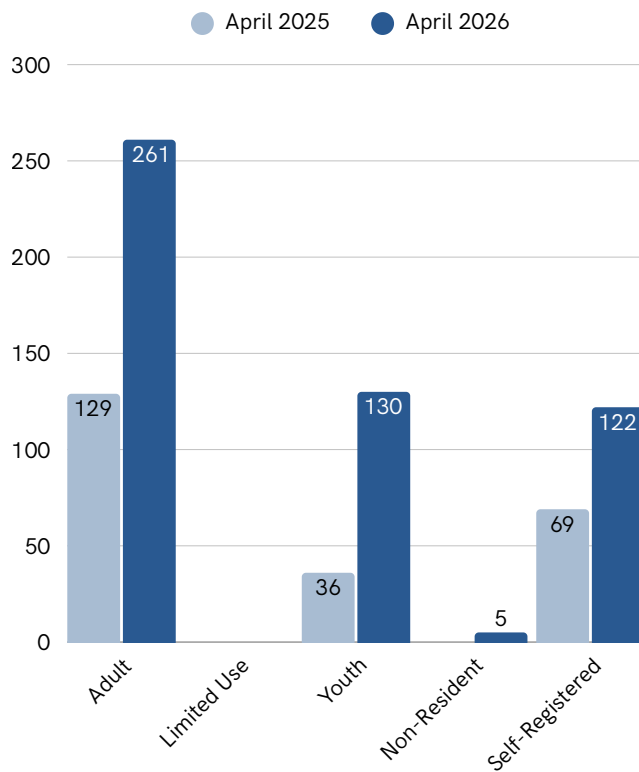
Cardholder Type	April 2025	April 2026
Adult	20,771	44,774
Youth	2,570	7,160
Non-Resident	145	593
Administrative	977	651
Total Physical Circulation	24,463	53,181



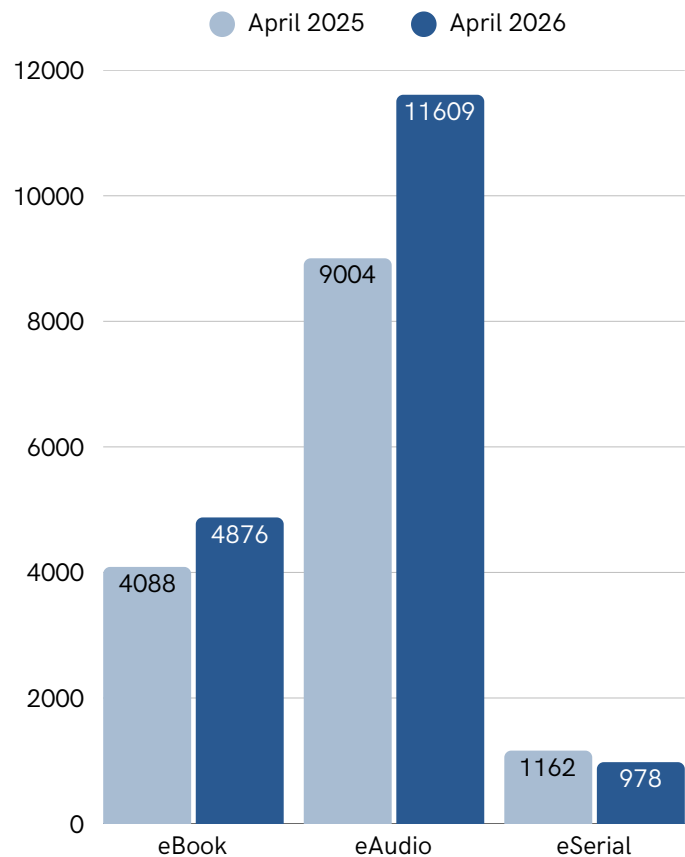
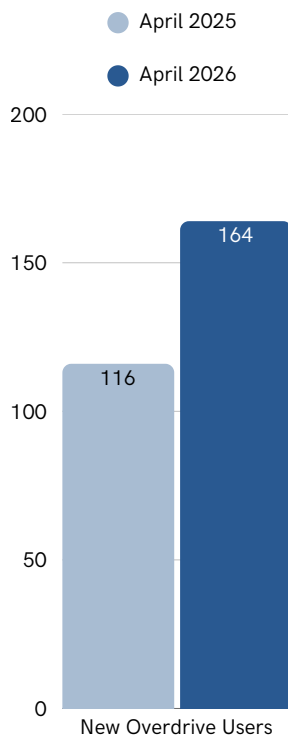
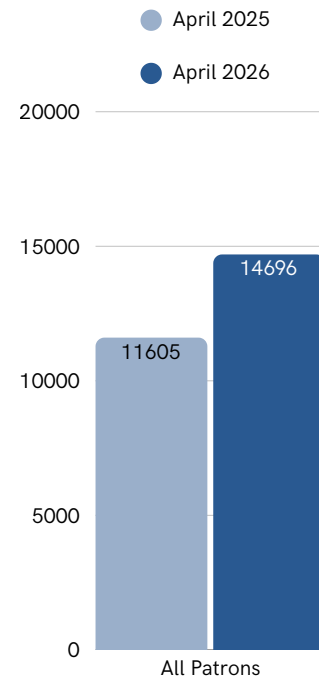
Circulation by home location in April 2026

REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered



Total Patrons Registered

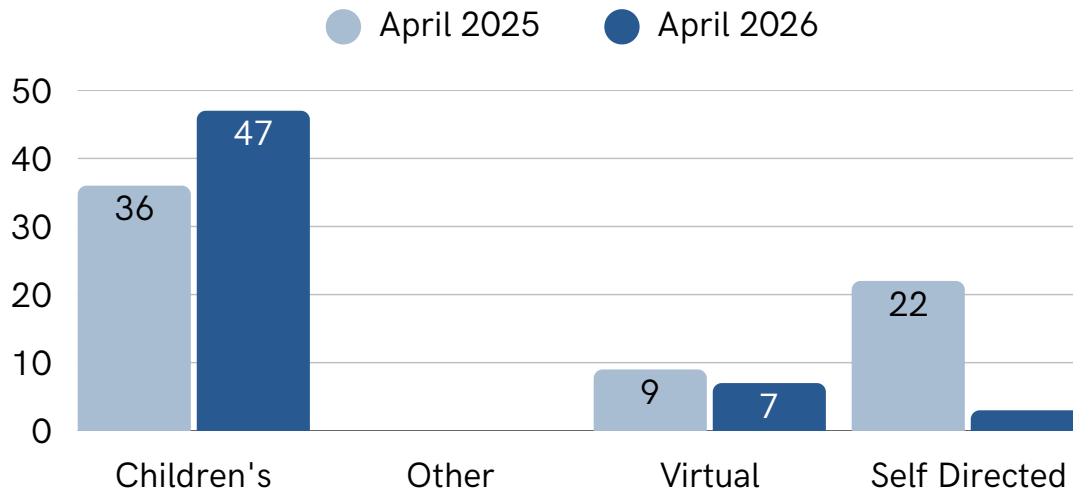


ATTENDANCE/OTHER

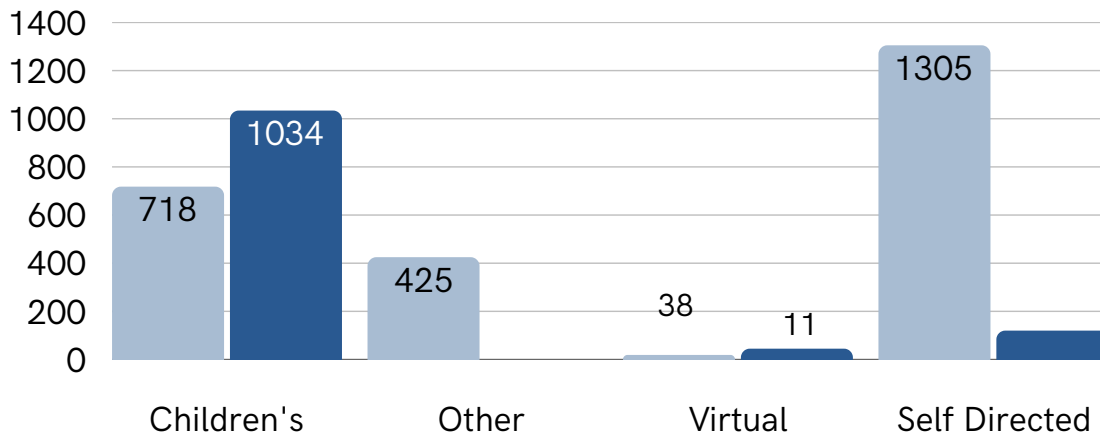
April 2025 Total Visits: 8,766

April 2026 Total Visits: 10,692

Number of Programs

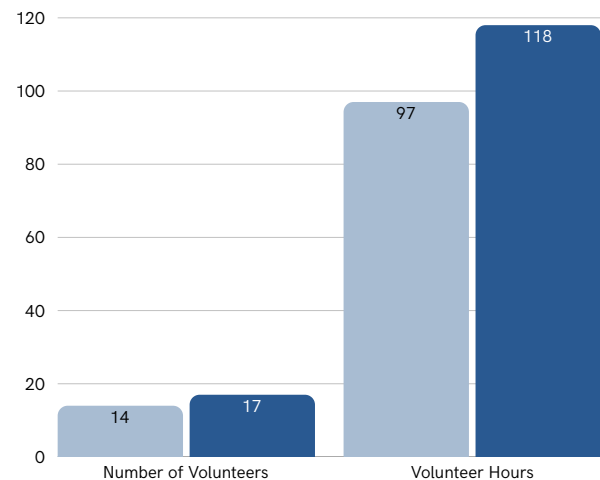
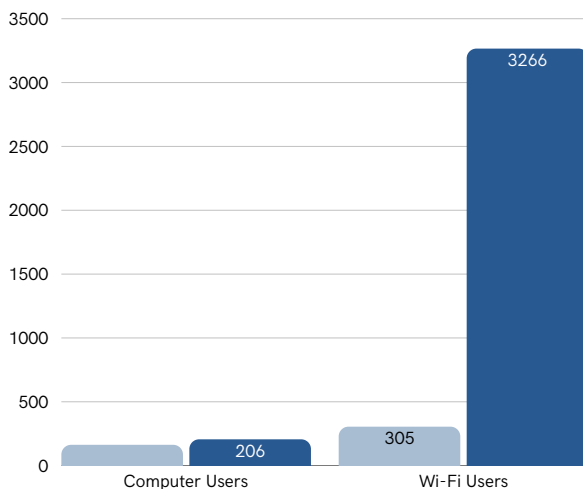


Program Attendance



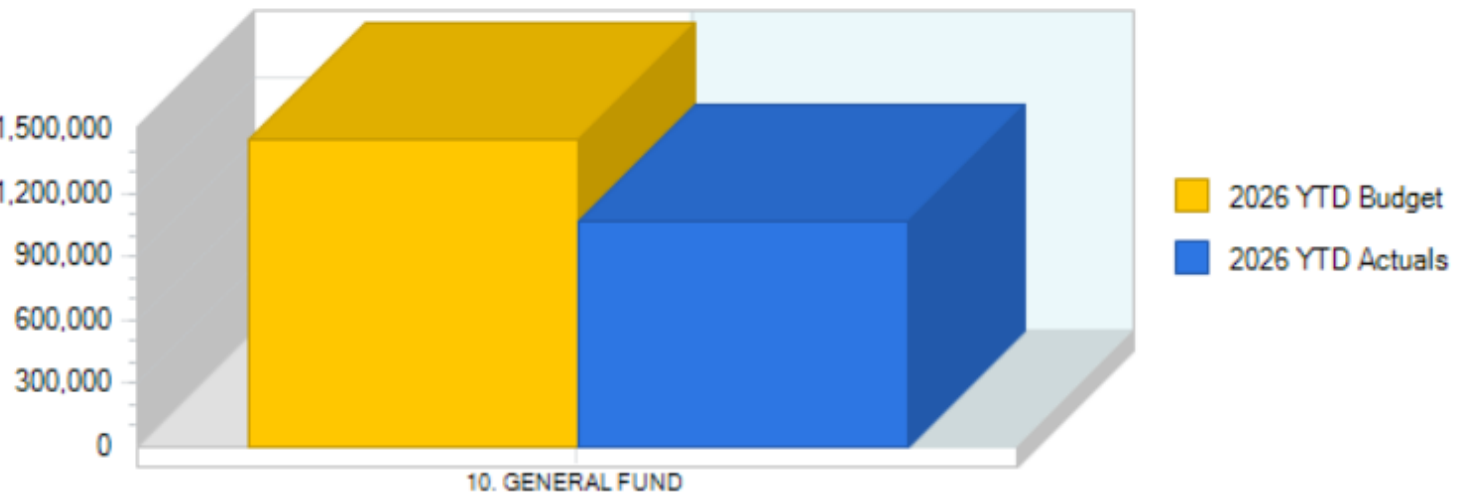
● April 2025 ● April 2026

● April 2025 ● April 2026



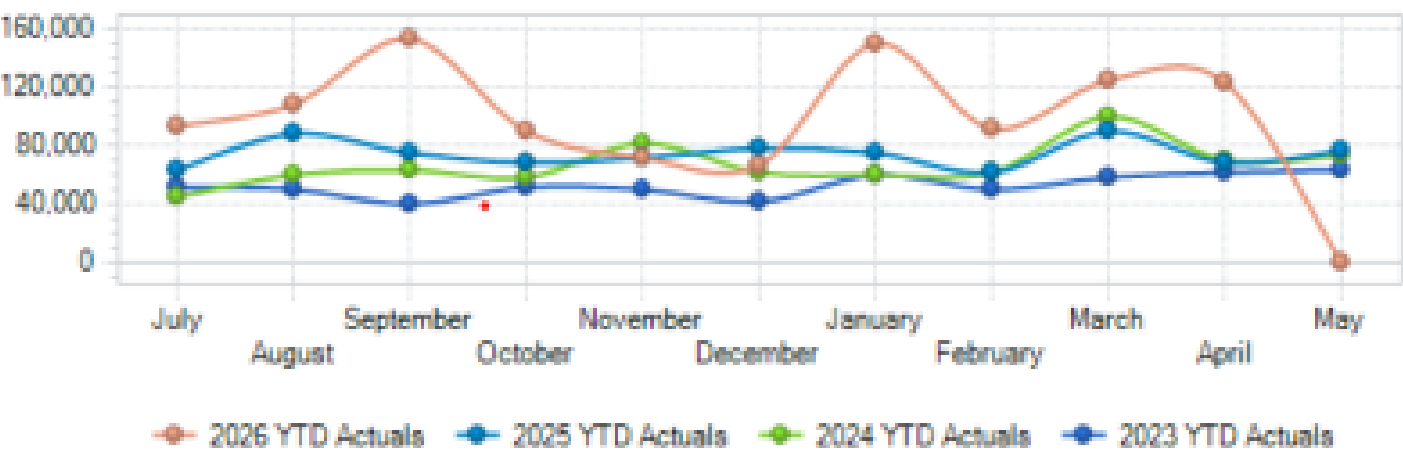
EXPENDITURES

YTD Bud VS YTD Act - Exp Only



10. GENERAL FUND	
2026 YTD Budget	1,456,854
2026 YTD Actuals	1,068,048

Expenditure Comparison Chart



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