



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, February 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

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 January 13, 2026

DIRECTOR'S UPDATE

1. Budget
2. Director Report
3. Repeated Policy Violation Issues
4. Announcements
 - a. Next Meeting: Tuesday, March 10, 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, January 13, 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:** 6:33 PM by Chairman Meredith Sager.

Roll Call: A quorum was present.

Present:

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

10 Guest: Clarissa Cooper, Friends of the Library.

Council Liaison: Emma Wilson, City Council.

Staff: Carl Sachs, Senior Librarian.

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

REPORTS

- 20 1. **Friends of the Library** –Asked questions regarding needs for video games. A conversation will be held with the Friends of the Library members about this at their meeting on January 14, 2026.

BUSINESS ITEMS

- 25 1. **Approval of Minutes for October 14, 2025.**

Motion made by Michael Hinckley to approve the minutes of October 14, 2025. Seconded by Todd Carpenter.

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

No: None.

Motion passed 5-0.

- 30 2. **Approval of Food for Fines dates of March 9th to March 21st.**

Motion made by Stacy Taylor approve the proposed dates. Seconded by Michael Hinckley.

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

No: None.

Motion passed 5-0.

DIRECTOR'S UPDATE

- 40 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. Some positions are still unfilled.

- 45 2. **Director Report.**

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

- 50 3. **City Hall and Library Moving.**

- i. 5,800 checkouts on the first day.
- ii. 3,012 returned items on the first day.
- iii. 500 holds pulled on the first day.
- iv. 4,000 people at the gate count on the first day.

55 4. Policy violation issues. Staff spent most of the first week reminding children about appropriate behavior.
Due to the number of ignored requests for walking feet, and misbehavior from children on the first
business day, Administration and PR staff recommended: adding additional behavior signage; sending out
social media posts; and sending a mass email to cardholders.

60 5. Announcements

a. Next Meeting: Tuesday, February 10, 2026.

ADJOURNMENT

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

Meeting adjourned at 6:54 p.m.

75 _____
Date of Approval

Library Board Secretary
Stacy Taylor

80 _____
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	-1,312	-2,292.00	-980	✖	0
10-3680-287. MISC SALES - LIBRARY	-1,800	-1,990	-1,800.00	190	🟡	0
10-3680-288. FINES - LIBRARY	-10,000	-5,287	-10,000.00	-4,713	✖	0
Sub Total 10. GENERAL FUND	-14,092	-8,589	-14,092.00	-5,503	✖	0
Report Total :	-14,092	-8,589	-14,092.00	-5,503	✖	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	362,465	809,702.00	447,237	✓	0
10-4610-130. EMPLOYEE BENEFITS	380,913	122,756	380,913.00	258,157	✓	0
10-4610-210. COMPUTERS &	82,460	28,496	82,460.00	53,964	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	0	3,000.00	3,000	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	878	5,700.00	4,822	✓	0
10-4610-340. OFFICE	56,200	21,025	56,200.00	35,175	✓	0
10-4610-350. PROFESSIONAL/CONTRACT	5,800	1,194	5,800.00	4,606	✓	0
10-4610-400. BOOK PURCHASES	75,000	12,941	75,000.00	62,059	✓	0
10-4610-410. DIGITAL PURCHASES	150,000	110,747	150,000.00	39,253	✓	0
10-4610-500. LIBRARY PROGRAMS	20,300	2,907	20,300.00	17,393	✓	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	663,408	1,589,295.00	925,887	✓	0

Report Total :	1,589,295	663,408	1,589,295.00	925,887	✓	0
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Selected Filters

Account Type
Include - Expenditure
Include - Revenue

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

-8,589	-14,092.00	-5,503	✗	-39.05%
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Sub Total Revenue

-8,589	-14,092.00	-5,503	✗	-39.05%
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Expenditure

4610. LIBRARY SERVICES

663,408	1,589,295.00	925,887	✓	58.26%
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Sub Total Expenditure

663,408	1,589,295.00	925,887	✓	58.26%
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Sub Total 10. GENERAL FUND

654,820	1,575,203.00	920,383	✓	58.43%
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Report Total :

654,820	1,575,203.00	920,383	✓	58.43%
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Selected Filters

Account Type

Include - Expenditure
Include - Revenue



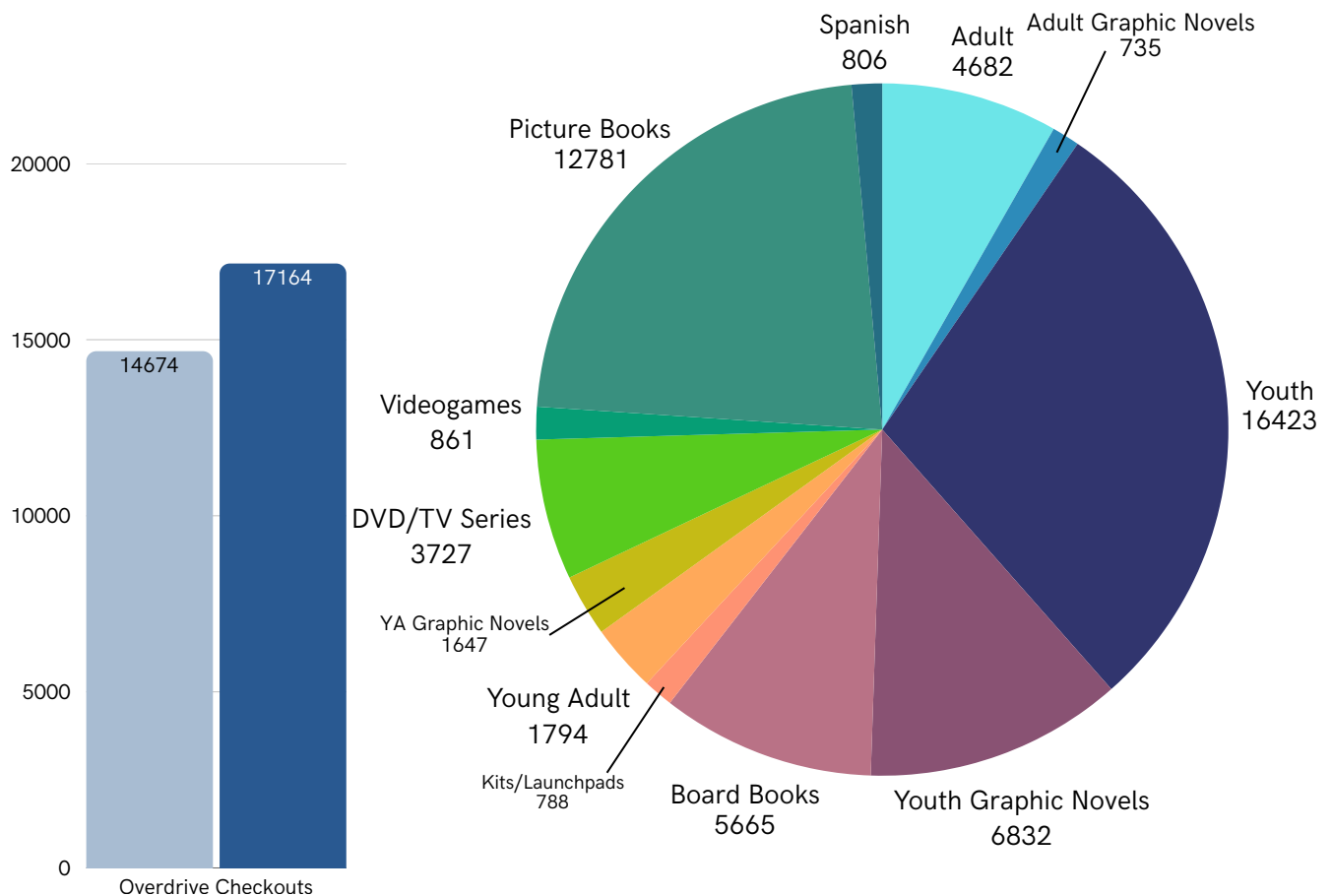
MONTHLY REPORT

JANUARY 2026

CIRCULATION

Circulation by cardholder type

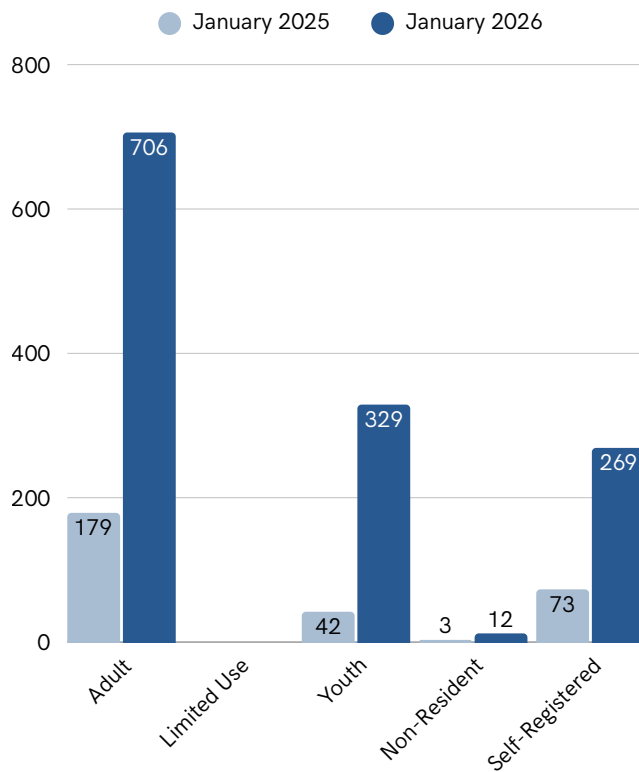
Cardholder Type	January 2025	January 2026
Adult	18,637	47,434
Youth	1,729	7,616
Non-Resident	45	412
Administrative	550	1,632
Total Physical Circulation	20,961	57,098



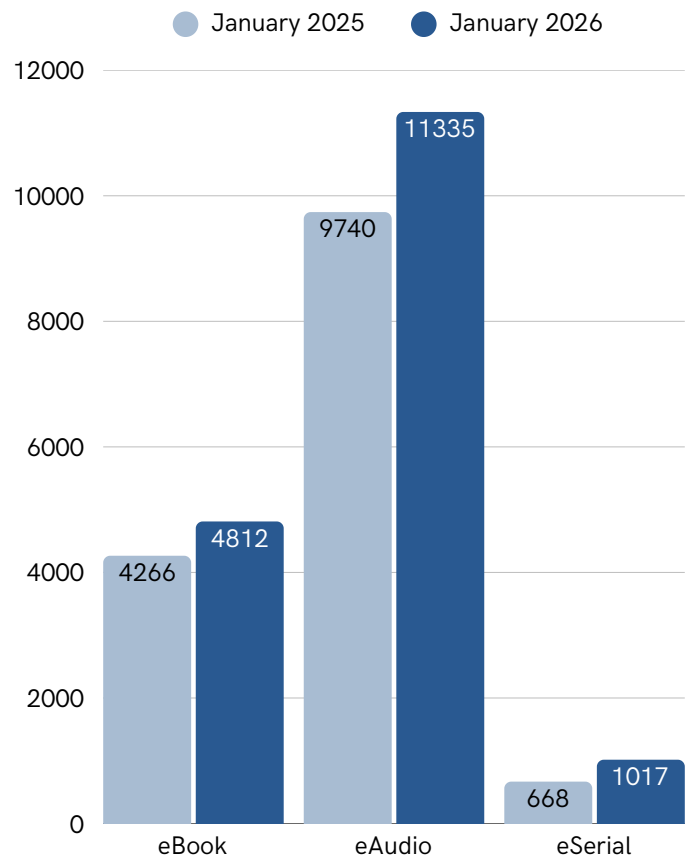
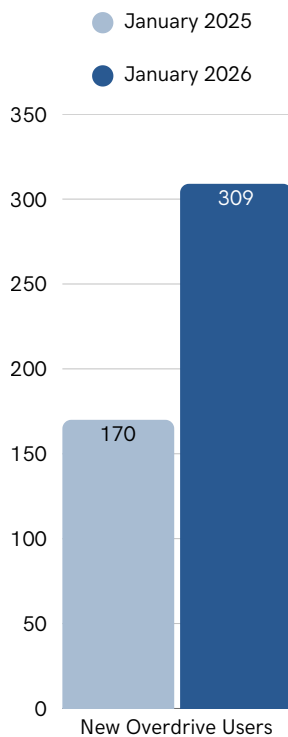
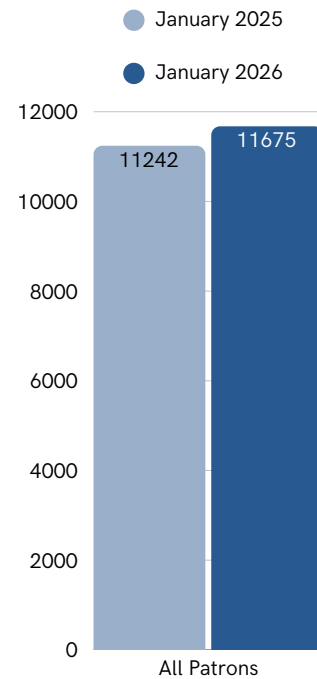
Circulation by home location in January 2026

REGISTRATION & DIGITAL CIRCULATION

New Patrons Registered



Total Patrons Registered



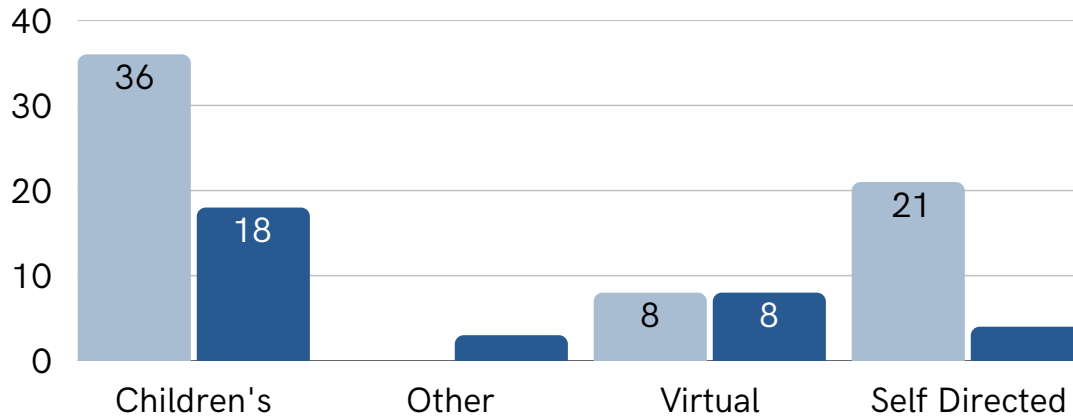
ATTENDANCE/OTHER

January 2025 Total Visits: 8,256

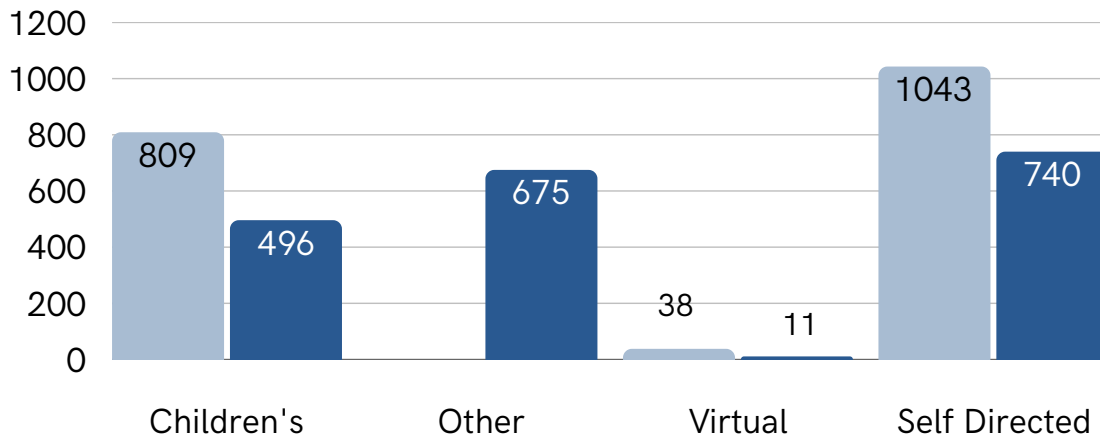
January 2026 Total Visits: 14,840

Number of Programs

● January 2025 ● January 2026

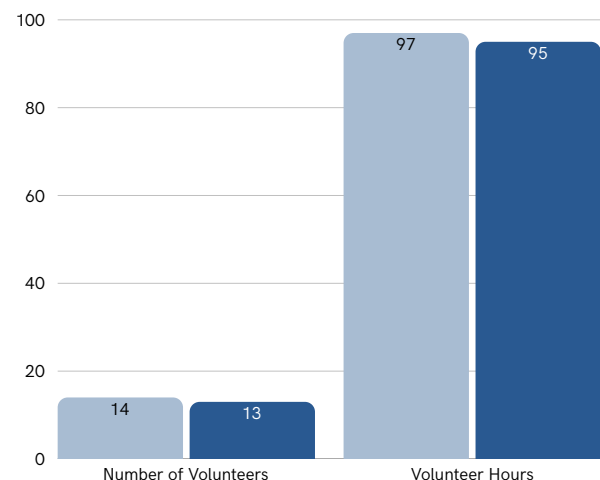
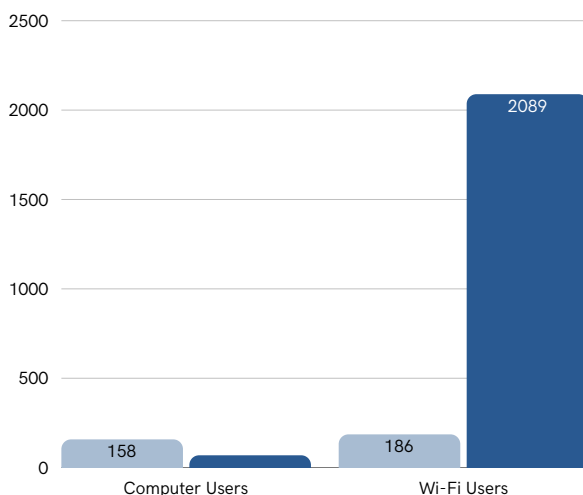


Program Attendance



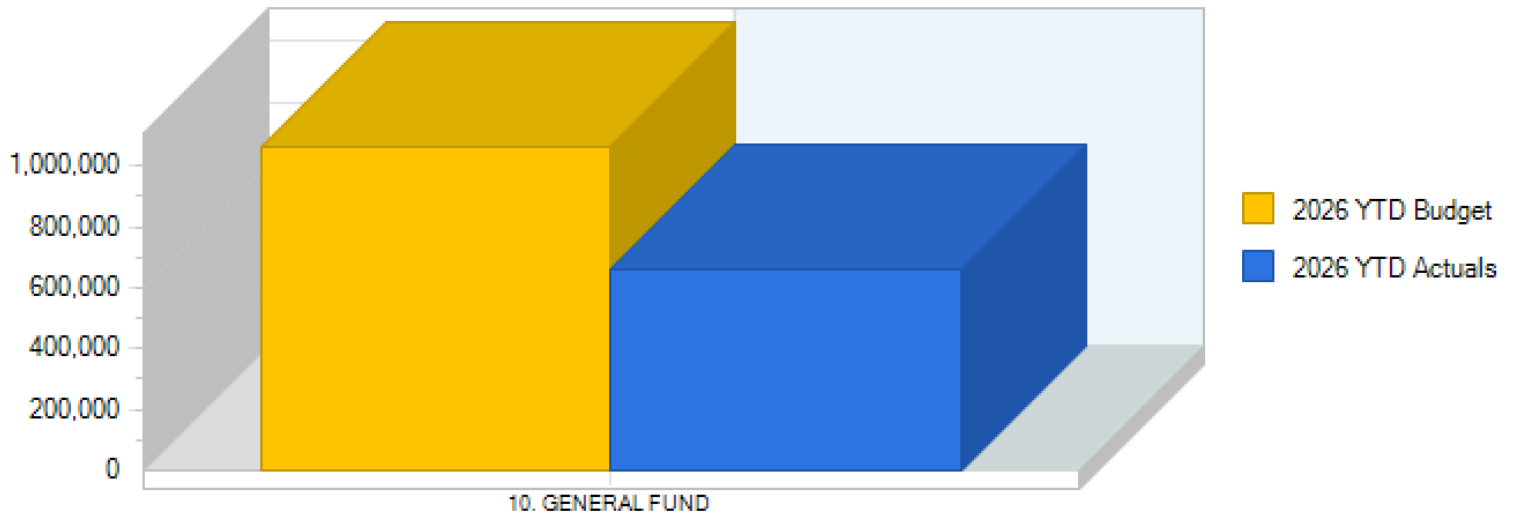
● January 2025 ● January 2026

● January 2025 ● January 2026



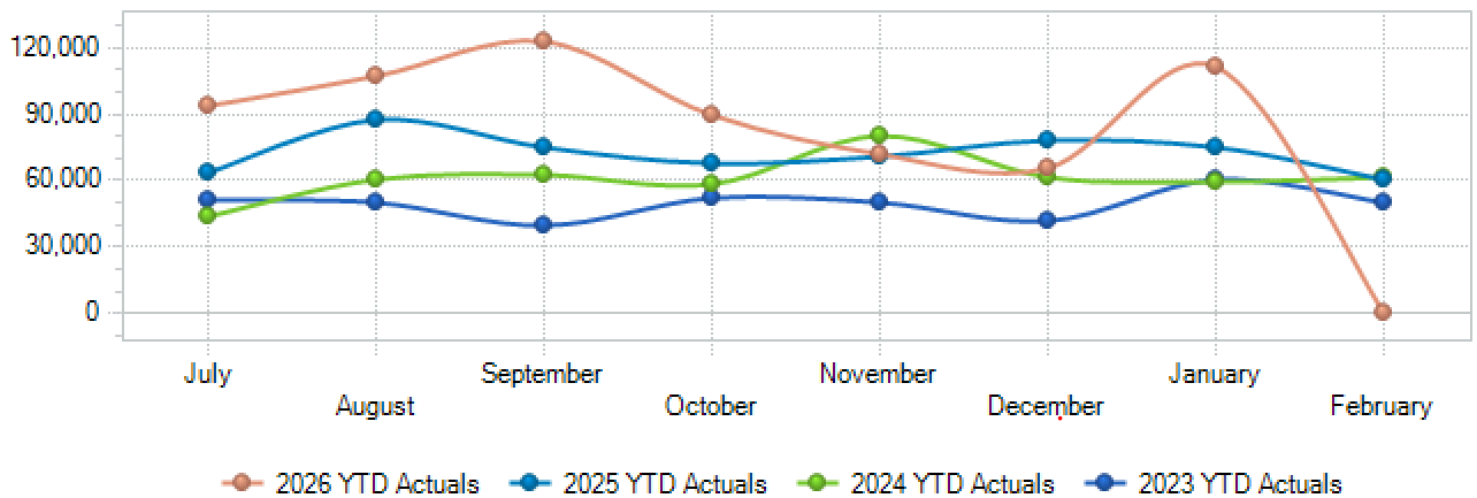
EXPENDITURES

YTD Bud VS YTD Act - Exp Only



10. GENERAL FUND	
2026 YTD Budget	1,059,530
2026 YTD Actuals	663,408

Expenditure Comparison Chart



	July	August	September	October	November	December	January	February
2026 YTD Actuals	93,638	107,680	123,037	90,030	71,716	66,088	111,220	0
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