



## **AGENDA – Library Board Meeting**

Library Board Member Todd Carpenter, Chair  
Library Board Member Christy Jepson, Vice-Chair  
Library Board Member Heather MacKay, Secretary  
Library Board Member Lisa Gibby  
Library Board Member Ashley Lee

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**CITY OF SARATOGA SPRINGS - Tuesday, June 13, 2023 at 6:30 pm**

City Hall - Conference Room

1307 N Commerce Dr Ste 200, Saratoga Springs, UT 84045

Questions and comments to staff and/or Library Board may be submitted to [library@saratogaspringscity.com](mailto:library@saratogaspringscity.com)

**Call to Order**

**Roll Call**

**Public Input**

**REPORTS**

**BUSINESS ITEMS**

The Board will discuss (without public comment) and may approve the following items:

1. Library Board Minutes for May 9, 2023

**DIRECTOR'S UPDATE**

1. Budget
2. Visitors
3. Summer Reading Program
4. Registration Software
5. Announcements
  - a. Next Meeting: Tuesday, July 11, 2023

**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, May 9, 2023

City of Saratoga Springs City Offices

1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

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## LIBRARY BOARD MEETING

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

**Roll Call:** A quorum was present.

**Present:**

Board Members: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.

Excused: Christy Jepson.

Staff: Melissa Grygla, Library Director

Guest: Clarissa Cooper, Friends of the Library Interested.

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

### BUSINESS ITEMS

1. **Approval of Minutes for April 11, 2023**

Motion made by Heather MacKay to approve the minutes of April 11, 2023. Seconded by Lisa Gibby.

Aye: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.

Nay: None.

Absent: Christy Jepson.

Motion passed 4-0.

2. **Service and Circulation Policy**

Library Director Melissa Grygla presented the amendments to the policy. The board asked questions, shared concerns, and received clarification as needed.

Motion made by Ashley Lee to approve revisions to the Service and Circulation Policy. Seconded by Heather MacKay.

Aye: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.

Nay: None.

Absent: Christy Jepson.

Motion passed 4-0.

### DIRECTOR'S UPDATE

1. **Budget**

A budget update was provided verbally, explaining that the budget for 2023-2024 will be going to City Council and that at their request there were adjustments to how the budget will be completed for staffing.

2. **Visitors**

Library Director Melissa Grygla advised that visitors have continued to increase and we saw the kind of numbers we typically see in summer with growth in programming attendance.

3. **Summer Reading Program**

Library Director Melissa Grygla showed the board the updates to the website including open registration for the summer reading program, the amendments to the programming schedule for summer, and special event for Splash week. The board asked questions for clarification regarding customer concern for the changing program schedule and was given details of the decline of attendance at Baby and Toddler

programming during the summer, which will allow us to adjust time spent by our programming staff. This will let her run programs Monday, Wednesday, Friday and help with the Summer Reading Program and prize redemption on Tuesday and Thursday.

4. **Registration Software**

The library transitioned to a new registration software for programs and events has occurred. Despite putting information on Facebook, the website, and in the Library and City newsletters we are still fielding questions about it changing. We are answering those customers one at a time.

5. **Announcements**

- a. Next Meeting: Tuesday, June 13, 2023.

Clarissa Cooper, an interested community member, was present and expressed interest in the Friends of the Library group. Chairman Carpenter gave information and some history with further advice from Director Grygla on how she may be able to help participate and re-establish that group.

**ADJOURNMENT**

**Motion made by Lisa Gibby to adjourn. Seconded by Ashley Lee.**

**Aye: Todd Carpenter, Heather MacKay, Lisa Gibby, Ashley Lee.**

**Nay: None.**

**Absent: Christy Jepson.**

**Motion passed 4-0.**

Meeting adjourned at 6:59 p.m.

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Date of Approval

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Library Board Secretary  
Heather MacKay

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Library Director  
Melissa Grygla

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

	2023 Annual Budget	2023 YTD Actuals	2023 YTD Budget	2023 YTD Variance	2023 YTD Variance Icon	2023 Total Next Year Budget
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\* Report Contains Filters

**10. GENERAL FUND**

10-3680-276. DONATIONS - LIBRARY	-674	-1,549	-674.00	875	✓	0
10-3680-287. MISC SALES - LIBRARY	-1,076	-1,868	-1,076.00	792	✓	0
10-3680-288. FINES - LIBRARY	-3,131	-13,030	-3,131.00	9,899	✓	0
<b>Sub Total 10. GENERAL FUND</b>	<b>-4,881</b>	<b>-16,447</b>	<b>-4,881.00</b>	<b>11,566</b>	✓	0
<b>Report Total :</b>	<b>-4,881</b>	<b>-16,447</b>	<b>-4,881.00</b>	<b>11,566</b>	✓	0

## Selected Filters

Account Type

Include - Revenue

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

	2023 Annual Budget	2023 YTD Actuals	2023 YTD Budget	2023 YTD Variance	2023 YTD Variance Icon	2023 Total Next Year Budget
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\* Report Contains Filters

**10. GENERAL FUND**

10-4610-110. SALARIES & WAGES	414,265	295,094	414,265.00	119,171	✓	0
10-4610-130. EMPLOYEE BENEFITS	178,159	93,083	178,159.00	85,076	✓	0
10-4610-210. COMPUTERS &	11,350	7,075	11,350.00	4,275	✓	0
10-4610-260. BUILDINGS MAINTENANCE	3,000	296	3,000.00	2,704	✓	0
10-4610-330. EDUCATION/TRAINING	5,700	2,534	5,700.00	3,166	✓	0
10-4610-340. OFFICE	24,820	28,971	24,820.00	-4,151	⚠	0
10-4610-350. PROFESSIONAL/CONTRACT	800	767	800.00	33	⚠	0
10-4610-400. BOOK PURCHASES	50,000	46,353	50,000.00	3,647	⚠	0
10-4610-410. DIGITAL PURCHASES	52,807	70,160	52,807.00	-17,353	✗	0
10-4610-500. LIBRARY PROGRAMS	11,050	5,348	11,050.00	5,702	✓	0
10-4610-550. LIBRARY GRANT	8,278	9,506	8,278.00	-1,228	⚠	0
10-4610-700. CAPITAL OUTLAY	220	0	219.55	220	✓	0
<b>Sub Total 10. GENERAL FUND</b>	<b>760,449</b>	<b>559,187</b>	<b>760,448.55</b>	<b>201,261</b>	✓	<b>0</b>

Report Total :	760,449	559,187	760,448.55	201,261	✓	0
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## Selected Filters

### Account Type

Include - Expenditure

Include - Revenue