



## **AGENDA – Library Board Meeting**

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

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**CITY OF SARATOGA SPRINGS - Tuesday, January 11, 2022 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)

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
  - a. December 14, 2021
5. Open and Public Meetings Training- Attorney's Office
6. Friends of the Library
7. Director's Report – Melissa Grygla
  - a. Financial Statement
8. Announcements
  - a. Next Meeting: Tuesday, February 8, 2022.
9. Adjourn

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. 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 City Librarian at 801.766.6513 at least one day prior to the meeting.



## MINUTES – Library Board

Tuesday, December 14, 2021

City of Saratoga Springs City Offices

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

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### LIBRARY BOARD MEETING

**Present:**

Board Members: Christy Jepson, Lisa Gibby, Todd Carpenter; Joy Bratton, Ashley Lee

Staff: Mark Christensen, City Manager, Owen Jackson Assistant City Manager, & Melissa Grygla, Library Director

1. Call to Order: 6:37 p.m.
2. Roll Call: A quorum was present.
3. Public Comment: No comment was submitted.
4. Approval of Minutes:
  - a. November 9, 2021

**Motion made by Todd Carpenter to approve the minutes of October 12, 2021. Seconded by Ashely Lee. Aye: Christy Jepson, Lisa Gibby, Todd Carpenter; Joy Bratton, Ashley Lee. Motion passed 5-0.**

5. Facility Needs Analysis Conversation- Mark Christensen. The Library Board discussed the results of the Facility Needs Analysis presented to City Council in November 2021. Questions regarding the next step in Library planning were discussed and asked. It is the intention of the City Council to prioritize their goals for the City and staff to address at their retreat in January 2022.
6. 2022 Library Board Meeting Schedule.

**Motion made by Joy Bratton to approve the 2022 Library Board Meeting Schedule. Seconded by Todd Carpenter. Aye: Christy Jepson, Lisa Gibby, Todd Carpenter; Joy Bratton, Ashley Lee. Motion passed 5-0.**

7. Friends of the Library  
No update was given.
8. Director's Report – Melissa Grygla
  - a. Financial Statement. Discussion regarding the financial statement provided in the packet.
  - b. Discussion regarding the number of visitors in the library declining for the month of December and that many of the staff are taking time off.
9. Announcements
  - a. Next Meeting: Tuesday, January 11, 2022
10. Adjourn: 7:36 p.m.

**Motion made by Ashley Lee to adjourn the meeting. Seconded by Joy Bratton. Aye: Christy Jepson, Lisa Gibby, Todd Carpenter; Joy Bratton, Ashley Lee. Motion passed 5-0.**

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Date of Approval

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Library Board Chair  
Christy Jepson

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Library Director  
Melissa Grygla

CITY OF SARATOGA SPRINGS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

|                                  | <u>YTD ACTUAL</u> | <u>BUDGET</u>    | <u>UNEARNED</u>  | <u>PCNT</u> |
|----------------------------------|-------------------|------------------|------------------|-------------|
| <u>OTHER REVENUE</u>             |                   |                  |                  |             |
| 10-3680-276 DONATIONS - LIBRARY  | 785.61            | 4,896.00         | 4,110.39         | 16.1        |
| 10-3680-287 MISC SALES - LIBRARY | 709.90            | 2,081.00         | 1,371.10         | 34.1        |
| 10-3680-288 FINES - LIBRARY      | 3,410.14          | 9,742.00         | 6,331.86         | 35.0        |
| TOTAL OTHER REVENUE              | <u>4,905.65</u>   | <u>16,719.00</u> | <u>11,813.35</u> | <u>29.3</u> |
| TOTAL FUND REVENUE               | <u>4,905.65</u>   | <u>16,719.00</u> | <u>11,813.35</u> | <u>29.3</u> |

CITY OF SARATOGA SPRINGS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

|   | YTD ACTUAL           | BUDGET               | UNEXPENDED           | PCNT           |
|---|----------------------|----------------------|----------------------|----------------|
| <u>LIBRARY SERVICES</u>                   |                      |                      |                      |                |
| 10-4610-110 SALARIES & WAGES              | 165,301.13           | 362,309.00           | 197,007.87           | 45.6           |
| 10-4610-130 EMPLOYEE BENEFITS             | 50,348.19            | 146,307.00           | 95,958.81            | 34.4           |
| 10-4610-134 OVERTIME PAY                  | .00                  | .00                  | .00                  | .0             |
| 10-4610-210 COMPUTERS & MAINTENANCE       | 9,692.67             | 11,350.00            | 1,657.33             | 85.4           |
| 10-4610-260 BUILDINGS MAINTENANCE         | .00                  | 3,000.00             | 3,000.00             | .0             |
| 10-4610-330 EDUCATION/TRAINING            | 731.32               | 5,700.00             | 4,968.68             | 12.8           |
| 10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS | 12,784.97            | 16,820.00            | 4,035.03             | 76.0           |
| 10-4610-350 PROFESSIONAL/CONTRACT         | .00                  | 800.00               | 800.00               | .0             |
| 10-4610-400 BOOK PURCHASES                | 18,804.16            | 30,000.00            | 11,195.84            | 62.7           |
| 10-4610-410 DIGITAL PURCHASES             | 24,075.33            | 32,807.00            | 8,731.67             | 73.4           |
| 10-4610-500 LIBRARY PROGRAMS              | 298.47               | 5,300.00             | 5,001.53             | 5.6            |
| 10-4610-550 LIBRARY GRANT EXPENDITURES    | 37.96                | .00                  | ( 37.96)             | .0             |
| 10-4610-700 CAPITAL OUTLAY                | .00                  | 219.55               | 219.55               | .0             |
| <br>                                      |                      |                      |                      |                |
| TOTAL LIBRARY SERVICES                    | <u>282,074.20</u>    | <u>614,612.55</u>    | <u>332,538.35</u>    | <u>45.9</u>    |
| <br>                                      |                      |                      |                      |                |
| TOTAL FUND EXPENDITURES                   | <u>282,074.20</u>    | <u>614,612.55</u>    | <u>332,538.35</u>    | <u>45.9</u>    |
| <br>                                      |                      |                      |                      |                |
| NET REVENUE OVER EXPENDITURES             | <u>( 277,168.55)</u> | <u>( 597,893.55)</u> | <u>( 320,725.00)</u> | <u>( 46.4)</u> |