



AGENDA – Library Board Meeting

Library Board Member Christy Jepson, Chair
Library Board Member Karin Brown, Vice Chair
Library Board Member Joy Bratton, Secretary
Library Board Member Pam King
Library Board Member Brandi Meiners

CITY OF SARATOGA SPRINGS - Tuesday, February 9, 2021 at 6:30 pm

Pursuant to State and Federal Guidelines concerning

COVID19, this Meeting will be conducted electronically.

Meetings are streamlined live at <https://www.youtube.com/c/CityofSaratogaSprings>

Questions and comments to staff and/or Library Board may be submitted to library@saratogaspringscity.com

I, Christy Jepson, the Chair of the City of Saratoga Springs Library Board, hereby determine that conducting the Library Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location. This written declaration expires 30 days from the date signed.

Christy Jepson, Saratoga Springs Library Board Chair

Expiration: March 10, 2021

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes:
 - a. December 8, 2020
 - b. January 12, 2021
5. Service and Circulation Policy
6. Long Range Plan
 - a. Discussion regarding board recommendations
 - b. 2017 Version of Public and Staff Plan Attached
7. Director's Report – Melissa Grygla
 - a. Financial Statement
 - b. COVID-19 Impacts
8. Announcements
 - a. Next Meeting: Tuesday, February 9, 2021
9. Adjourn

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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. 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 8, 2020

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Present:

Board Members: Christy Jepson, Joy Bratton, Karin Brown, Brandi Meiners

Staff: Melissa Grygla, Library Director;

Excused: Pam King

- 1. Call to Order –6:35 p.m.** by Chairwoman Jepson. Chairwoman Jepson read the following statement:
I, Christy Jepson, the Chair of the City of Saratoga Springs Library Board, hereby determine that conducting the City Council meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, and the County Health Department have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS-CoV-2 (COVID-19). Due to the State of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location. This written declaration expires 30 days from the date signed.
Christy Jepson, Saratoga Springs Library Board Chair *Expiration: December 10, 2020*

- 2. Roll Call** – A quorum was present.

- 3. Public Comment** – No comment was given.

- 4. Approval of Minutes:**

a. October 13, 2020

Motion made by Brandi Meiners to approve the minutes of December 8, 2020. Seconded by Karin Brown. Aye: Christy Jepson, Joy Bratton, Karin Brown, Brandi Meiners. Motion passed 4-0.

- 5. 2021 Holiday Schedule**

Motion made by Joy Bratton to approve the 2021 Library Holiday Schedule as written. Seconded by Karin Brown. Aye: Christy Jepson, Joy Bratton, Karin Brown, Brandi Meiners. Motion passed 4-0.

- 6. 2021 Library Board Meeting Schedule**

Motion made by Joy Bratton to approve the 2021 Library Board Meeting Schedule with updating the year of the dates to 2021. Seconded by Karin Brown. Aye: Christy Jepson, Joy Bratton, Karin Brown, Brandi Meiners. Motion passed 4-0.

- 7. Director's Report:**

a. Financial Statement

Discussion regarding how revenues accrue and are earned. Revenues are down because overdue fines are not accruing, anything earned in fines has been damaged, lost, and/or long overdue. Miscellaneous sales is for lost library cards or non-resident cards. Donations revenues are those items that customers have paid to print using the new printing portal. There is a shortage in revenues, however the revenues don't usually

cover the cost of operating the library. Discussion regarding current expenditures, account overages and areas with savings and COVID reimbursable expenses.

Discussion regarding the fine schedule and when they would be charged again. When we resumed all normal operations at green, as we're still dealing with COVID we will continue to waive fines until regular services resume. Discussion regarding overdue items and reordering items each month from items that are overdue with holds. We do have a dedicated staff person to notifying the customers about the overdue items with holds and we're hoping you can bring them back. About 50% of those phone calls are successful. It can generally take 3-4 hours to call on overdue items with holds. Discussion regarding if customers are not returning items due to no-fines or because of COVID, and the increase wait period for items. At 30 days overdue the cost of the item is billed to the account, but some customers are aware of that policy. Board discussed if there was a way to address this problem and the pros and cons of disallowing checkouts with overdue items and the repercussions.

b. COVID-19 Impacts

With the Governor's Update emails were sent out to all of our board members regarding masks mandate and those people who cannot wear masks should use Drive Up Service. It does seem like most people have begun to adjust to those changes. About 1/3 of customers are using Drive Up Service because there are more people coming in the front door.

8. Announcements:

a. **Next Meeting:** Tuesday, January 12, 2021

9. Meeting Adjourned at 7:07 p.m. by motion from Joy Bratton, seconded by Brandi Meiners. Motion approved unanimously without objection.

Date of Approval

Library Board Chair
Christy Jepson

Library Director
Melissa Grygla



SARATOGA
SPRINGS
LIBRARY

MINUTES – Library Board

Tuesday, January 12, 2021

City of Saratoga Springs City Offices

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

LIBRARY BOARD MEETING

Present:

Board Members: Karin Brown, Brandi Meiners

Staff: Melissa Grygla, Library Director;

Excused: Pam King

The meeting on Tuesday, January 12th was canceled due to the lack of a quorum.

Date of Approval

Library Board Chair
Christy Jepson

Library Director
Melissa Grygla

SERVICE & CIRCULATION POLICY

Pursuant to Utah State Code 9-7-404(2)(b) stating: “The board shall establish policies for its [the Library’s] operation” and Saratoga Springs City Resolution R10-23 the Library Board, with a quorum present, in a regular and public meeting held on the ~~192~~ day of ~~March~~February, ~~2020~~2021, hereby adopts the following Service & Circulation Policy- effective 10 day of February, 2021. 4 day of May, 2020.

1. LIBRARY CARDS.

a. Eligibility Requirements.

- i. Adult Applicant. An adult applicant (over the age of 18) is eligible for a library card if they meet one of the following qualifications:
 - A. They reside within the City of Saratoga Springs;
 - B. They are an employee of the City of Saratoga Springs;
 - C. They are an employee of a school located in Saratoga Springs;
 - D. They are active duty military or the dependent of someone on active duty;
 - E. They register for a non-resident account and pay a non-resident fee of \$80.00 a year or \$40.00 for six months.
 - F. A young adult ages 16-17 is eligible for a library card if they meet one of the adult criteria listed above and can present a valid photo ID and proof of their current address (if it is not on their photo ID).
- ii. Juvenile Applicant. A child between the ages of 0-17 is eligible for a library card if they have a parent or guardian who meets one of the eligibility requirements listed above.

b. Registration.

Patrons must fill out an application form to register for a new library card. Library card users are asked for the following information when registering for a library card: name; address; phone number; ID information, including ID expiration date; birth date; an e-mail address; and the name of the parent or guardian if the patron is a child or young adult with a co-signer. This information is retained in the patron record in order to contact and identify the patron.

Patrons who fill out the online application will have 30 days to come into the library to present their photo ID and proof of address to activate the account. The following statement will be included on the registration form for the patron’s information and acceptance.

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed by it, with or without my consent, unless I have previously reported the loss of my card. I promise to

comply with all library rules and policies, both present and future, and to give prompt notice of change of address or loss of library card.

- i. Adult. In order to obtain a card, adults must present a valid photo ID and proof of their current address (if it is not on their photo ID). Examples of valid photo IDs include, but are not limited to, a driver's license, a state issued ID, a passport, or military ID. Examples of proof of address include, but are not limited to, a bill, a check, a vehicle registration, or mail addressed to them (not current resident).
 - ii. Juvenile. A youth between the ages of 0-17 must have a parent or guardian co-sign for their account. Co-signers will need to present a valid photo ID and proof of their current address (if it is not on their photo ID). Examples of valid photo IDs include, but are not limited to, a driver's license, a state issued ID, a passport, or military ID. Examples of proof of address include, but are not limited to, a bill, a check, a vehicle registration, or mail addressed to them (not current resident).
- c. Authorized Individual.

Patrons may choose to authorize **one** additional individual over the age of 18 on their registration form to access their library account, utilizing their photo ID and library card.

*"I authorize the following individual access to information regarding my library account, including, but not limited to information about active checkouts, fines, fees, holds or damaged items. I understand that this individual **must be over 18** and will be required to present my library card and their photo ID at the front desk for access to account information."*

They may change this authorized user at any time by filling out an updated library card individual authorization form.

- d. Lost or Stolen Card.
- i. Anyone whose card is lost or stolen must immediately report the loss or theft and change the PIN number on the account. Failure to report loss or theft and changing the PIN will maintain the customer's liability for any materials checked out on the card until the report is made.
 - ii. Anyone using a card which has been reported lost must forfeit the card. If the person using the "lost" card is unknown to the cardholder, the card is presumed stolen and treated as such.
 - iii. Materials will not be checked out on cards which have been reported lost or stolen.
 - iv. Patrons reporting a stolen card may do so without presenting identification. To receive a replacement card, patrons must present a current photo ID and pay the \$3.00 fee assessed to replace a lost library card.
- e. Borrowing Privileges.

- i. Library users must present a valid library card to borrow library materials, access services or digital holdings.
- ii. Borrowing privileges may be blocked or limited for any of the following reasons:
 - (1) Fines or fees in excess of \$10.00.
 - (2) An item checked out on the account is overdue.
 - (3) The patron has been suspended from library use.
 - (4) The card has been reported lost or stolen.
 - (5) The card has not been used in two years and the patron has been sent the automatic email notice that their account has expired.
 - (6) Required information is incorrect or missing from the account.
 - (7) The account has been sent to collections.
- f. Loan Periods and Limits.
 - i. Borrower type and total item limits.

Borrower Type	Item Limit
Self-Registered, application is pending photo ID and address verification	0
Youth, ages 0-17	30
Adult, 16 and older	100

- ii. Maximum limits (within eligible limits due to borrower type) are placed upon the number of items of any one item type a library card holder may borrow at one time. Loan periods are determined by item type. Item Type limits and loan periods are:

Item Type	Youth Item Limit	Adult Item Limit	Loan Period
Audio Books	30	100	21 Days
Books	30	100	21 Days
DVDs	20	20	7 Days
<u>Equipment</u>	<u>2</u>	<u>2</u>	<u>14 Days</u>
Inter-Library Loan	3	3	As designated by the lending library
Kits	3	3	21 Days
Launchpad's	2	2	21 14 Days
Library of Things	2	2	14 Days
Recreation	2	2	14 Days
Video Games	5	5	14 Days

g. Special Collections.

The Saratoga Springs Library has established a Launchpad's, Library of Things, Recreation and Equipment collections, which includes; general hobby equipment, Chromebooks, iPads, and more. These collections are to provide patrons in our community with new technologies and to expose them to new interests.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning items from these collections.

- i. Once a device is checked out to a patron, it becomes the responsibility of that patron.
- ii. Items may be borrowed for 14 days and the below Holds and Renewals rules apply.
- iii. Items from these collections must be returned in person to the Circulation Desk, and never to another library or in the book drop.
- iv. Items should be returned with all of their pieces, in good condition and cleaned from their use.
- v. The overdue cost for the items is \$5.00 per day.
- vi. Any returned device must remain in the library for 24 hours before a patron, or another patron living in the same household, may check it out again.

~~g.~~ h. Holds.

- i. Patrons may place holds either in person, online, or over the telephone.
- ii. Patrons can choose how to be notified of their arrived hold through their OPAC account.
- iii. Holds will be held for 7 days after the patron has been notified.
- (1) Holds on the Library of Things, Launchpad's, Recreation and Equipment Collections will only be ~~held~~ for 3 days.
- iv. Holds shall be filled in the same order as they are listed in the hold queue.

~~h.~~ i. Renewals.

- i. ~~Materials~~ Most materials may be renewed up to three (3) times, unless there is a hold placed on an item.
 - ii. (2) Renewals on the Library of Things, Launchpad's, Recreation and Equipment Collections will only be processed 1 time.
- iii. Customers are opted into automatic renewal on their due date as a courtesy, provided that the item does not have a hold or has not reached its maximum renewal limit ~~of three~~

~~(3)for that collection type times~~, if they choose to do so they can opt out of automatic renewals. .

2. FINES AND FEES.

a. Card Fees.

Type	Amount
Non-Resident Card, 6 Months	\$40.00
Non-Resident Card, 1 year	\$80.00
Replacement Card	\$3.00

b. Material Fines. Materials must be returned to the library by the close of business on the date an item is due to avoid late fines. Fines will not be assessed on Sundays, holidays or days the library is closed.

Item Type	Loan Period	Fine per day
Audio Books	21 days	\$0.10
Books	21 days	\$0.10
DVDs	7 days	\$0.25
<u>Equipment</u>	<u>14 days</u>	<u>\$5.00</u>
Inter-Library Loan	As determined by the lending library	As determined by the lending library
Kits	21 days	\$0.10
Launchpad's	21 14 days	\$25 .00
Library of Things	14 days	\$25 .00
Recreation Equipment	14 days	\$25 .00
Video Games	14 days	\$0.25

c. Proctoring Fee.

- i. Resident: A free appointment can be scheduled 48 hours in advance and is based on availability. If an appointment is not made 48 hours in advance, residents will be required to pay a \$10.00 fee per exam.
- ii. Non-Residents: For non-residents, proctoring is available for a \$10.00 fee per exam. An appointment is required 48 hours in advance and is based on availability. If an appointment is not made 48 hours in advance, non-residents will be required to pay an additional \$10.00 fee per exam for late notice.

d. Damaged Items, Lost Items and Processing Fees.

Fee Type	Amount
Damage: Audio Book Case- Multi-Disk Ringed Case	\$8.00
Damage: Irreparable	Current replacement cost plus \$5.00 processing fee
Damage: Media Case- Multi-Disk	\$2.50

Damage: Media Case- Single Disk	\$1.00
Lost Item	Current replacement cost plus \$5.00 processing fee
Processing Fee: Barcode	\$2.00
Processing Fee: Damage Item	\$5.00
Processing Fee: Lamination	\$3.00
Processing Fee: Lost Item	\$5.00
Processing Fee: Spine Label	\$1.00
Processing Fee: RFID Tag	\$2.00

e. Library of Things or Equipment Returned in Book Drop Fee. \$5.00 for each item returned. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.

e.f. Collection Agency Fee. This fee of \$20.00 will be charged for accounts with more than \$50.00 in fines and fees that are not paid within 60 days. The account will then be sent to a collection agency.

f.g. Inter Library Loan Postage Fee. This fee of \$3.00 or the postage cost, whichever is greater, will be charged for items which are borrowed from other libraries and postmarked back to the originating library.

g.h. Printing. The cost to print from public computers is \$0.10 per page using black ink or \$0.25 per page using color ink.

h.i. Fine Waivers.

- i. The Saratoga Springs Library Advisory Board reserves the right to authorize the Library to allow patrons who make specific donations to waive outstanding fines. This may happen during designated dates, which shall not exceed 14 days in a calendar year.
- ii. Fines of up to \$2.00 may be waived at the discretion of the library staff and up to \$20.00 may be waived at the discretion of the Library Director.
- iii. Fees for Lost or Damaged Items can be paid or library users may request permission to purchase the exact same item to replace the damaged item. Replacement items will only be accepted with prior approval, from the Library Director or designee, if they are new and constructed with the same binding as the original item owned by the library. If the item is a paperback, there will be an additional processing fee to cover the cost of re-laminating the item.

i.j. Refunds. If lost items are paid for and then found by the patron before ~~two months~~⁶⁰ days time, the library will refund the cost of the item and the processing fee, but not the charge for fines. After a ~~two-month~~⁶⁰ day period, no refunds will be granted.

i.k. Theft and Mutilation of Library Materials.

- i. When Library material is mutilated, damaged, or stolen, as defined within Utah law, it is the policy of the City of Saratoga Springs Public Library to pursue available legal remedies, either civil or criminal, as the circumstances warrant. The decision to pursue legal remedies is made in consultation with the City of Saratoga Springs Attorney. When legal action is taken under the theft and mutilation provisions of Utah law, the Library Board will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.
- ii. The Library Director is authorized to establish, and the staff authorized to enforce, procedures necessary to protect library property, including materials, from theft, damage and mutilation, and to document such activities when they occur. Such procedures will conform to the requirements of relevant laws; particularly those established in Utah Code Annotated 76-6-801 through 76-6-804 or such other provisions as may be adopted regarding library theft.

~~k.l.~~ Collections. In the case of patron failure to return materials, the library may disclose circulation information to a collection agency hired to secure the return of, or payment for library materials. A fee of \$20.00 will be charged for accounts with more than \$50.00 in fines and fees that are not paid within 60 days. The collection agency considers all information confidential and does not sell or share any patron information. In the case of library materials obtained by means of theft or fraud, the library may disclose information to law enforcement officials.

3. PATRON INFORMATION.

- a. When logging into services online or calling for information, account holders will be asked to provide their library card number.
- b. No library employee or volunteer shall utilize records deemed private for any purpose except those directly related to the discharge of his/her duty.
- c. Records will not be made available to any agency of state, federal, or local government except by the library director or his/her designee in response to a court order, warrant or subpoenas as may be authorized.
- d. Library account transaction records are considered to be confidential under the Government Records Access Management Act (GRAMA). Information is released only to the adult account owner or the responsible adult account owner listed on the juvenile account, except that the library may use such records as necessary, including disclosure to third party contractors, for the reasonable operation of the library, including but not limited to the collection of library debt.

Adopted: 2/28/2011

Reviewed by Library Board: March 12, 2020

Saratoga Springs Library Long Range Plan 2017-2021

Introduction

This plan was created as a result of the need to develop a strategic vision that could be communicated to the general public and to elected officials. It includes input from the City Council, library board members, library staff, library patrons, and the general public. The library has done several surveys evaluating community needs. The library features a children's activities room with child sized furniture, materials targeted to the community's youth, and a variety of volunteer run programs for patrons to attend. The library has 1900 square feet and holds a collection of 25,000 volumes.

Community Profile

The City was formed and developed by a group of land owners desiring to develop lakeside and foothill properties and build upon the spectacular view and resort style history of the region. Near the mouth of the Jordan River, there are natural hot springs that inspired early settlers in the area to create a resort known as Beck's Saratoga Springs. It was named after the original Saratoga Springs, New York resort and Mr. John Beck the owner. The resort was opened in 1884 and also served as a home for the Beck family for many years. The area had several buildings and amusement park facilities and was a very popular location for tourists and visitors. Although the original buildings are gone, the resort area is now a part of a private development that contains an outdoor pool, clubhouse, and a beautiful bowery and kitchen facility for groups and parties.

In the early 1990's, landowners began to investigate the possibilities of developing the land around the hot springs and in the foothill locations of Lake Mountain. The Utah County land development ordinances were not sufficiently urban in nature, so several landowners sought incorporation as a town. Subsequently, Saratoga Springs was incorporated in December of 1997. Several hundred acres have since been annexed into the City limits and the City now has a linear shape running north and south. The City contains over 21 square miles and runs from Pelican Point on the west side of Utah Lake and continues over eleven miles north to the Camp Williams US Army facility in the foothills between Utah and Salt Lake Counties.

Saratoga Springs City is governed by a six-member council form of Government, one of whom is the Mayor. The city has a number of departments conducting a wide range of business through the city, including planning, legal, engineering, parks and recreation, fire, police, public works, and finance. A centralized business district of Saratoga Springs includes city services, restaurants, fast food, grocery, personal services, dry cleaners, banking services, medical center, gas station, and professional offices. The City has experienced high growth over the history of the city and remains one of the fastest growing cities in Utah.

The Alpine School District operates 9 schools in Saratoga Springs, six elementary schools serving kindergarten through 6th grade, one middle school serving 7th through 9th grade, and one high school serving 10th through 12th grade. There are several small preschools run within the community that help to prepare students for entering elementary school. In addition there is high percentage of home schooled children, a local boarding school and charter school within the City.

By 2015 the City had grown from a population of Saratoga 21,137 residents in 2010 to 25,407. For an overall population growth of 42.7% almost double its size 5 years prior. 17.2% under age 5, 46.9% under age 18, and 3.0% age 65 and older. The average household size is 4.28. Homeownership rate is 80.6% (the median home price is \$258,900). Median household income is \$80,389, with 1.5% below the poverty level. 96.6% of the population over age 25 have a high school education, 43.7% have a bachelor's degree or higher. The mean travel time to work is 30 minutes.

Library services have been important to the community of Saratoga Springs. The library began as a volunteer effort and as a result of many people's hard work; however, out of hundreds of volunteers, Sue Alexander was the real leader. She oversaw the opening of the children's area in March 2011 and added adult and young adult materials in June 2011. After being appointed Library Director, Alexander worked tirelessly as a full time volunteer to the Library for two and a half years with almost 200 volunteers donating over 12,000 hours to grow the Saratoga Springs Public Library to include 4,000 users and over 25,000 items in its collection.

The Library received state Certification in 2013 and joined the North Utah County Library Cooperative (NUCLC), as an associate member. The Library is unable to join NUCLC as a full member until it has a collection of over 50,000 or 2.5 items per resident and adequate space to house a collection of that size^[MG1]. By the end of 2016 the library had grown to include almost 8,000 active card holders, had over 96,452 visitors and 164,584 checkouts in the year.

THE two page PLAN WILL GO HERE...

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Schedule of Library Board Document Review:

The following is the Library Board's regular schedule for policy, guidelines, training and fines review.

2017

Circulation Policy
Fines & Fees
Theft & Mutilation of Materials
Review of Open Meetings Act

2018

Collection Development Policy
Internet Policy & Guidelines
Rules of Conduct
Review of Open Meetings Act

2019

Inter-Library Loan Policy
Service to Patrons with Disabilities Guidelines
Review of Open Meetings Act

2020

Circulation Policy
Fines & Fees
Theft & Mutilation of Materials
Review Open Meetings Act

2021

Collection Development Policy
Internet Policy & Guidelines
Rules of Conduct
Review Open Meetings Act

Saratoga Springs Library Long Range Plan 2017-2021

The City was formed and developed by a group of land owners desiring to develop lakeside and foothill properties and build upon the spectacular view and resort-style history of the region. Near the mouth of the Jordan River are natural hot springs that inspired early settlers in the area to create a resort known as Beck's Saratoga Springs. It was named after the original Saratoga Springs, New York resort, and Mr. John Beck, the owner. The resort was opened in 1884 and also served as a home for the Beck family for many years. The area had several buildings and amusement park facilities, and was a very popular location for tourists and visitors. Although the original buildings are gone, the resort area is now a part of a private development that contains an outdoor pool, clubhouse, and a beautiful bowery and kitchen facility for groups and parties.

In the early 1990s, landowners began to investigate the possibilities of developing the land around the hot springs and in the foothill locations of Lake Mountain. The Utah County land development ordinances were not sufficiently urban in nature, so several landowners sought incorporation as a town. Subsequently, Saratoga Springs was incorporated in December of 1997. Several hundred acres have since been annexed into the City limits, and the City now has a linear shape running north and south. The City contains over 21 square miles and runs from Pelican Point on the west side of Utah Lake and continues over eleven miles north to the Camp Williams US Army facility in the foothills between Utah and Salt Lake Counties.

Saratoga Springs City is governed by a six-member council form of Government, one of whom is the Mayor. The city has a number of departments conducting a wide range of business through the city, including planning, legal, engineering, parks and recreation, fire, police, public works, and finance. A centralized business district of Saratoga Springs includes city services, restaurants, fast food, grocery, personal services, dry cleaners, banking services, a medical center, gas stations, and professional offices. The City has experienced high growth throughout its history, and remains one of the fastest growing cities in Utah.

The Alpine School District operates 9 schools in Saratoga Springs: six elementary schools serving kindergarten through 6th grades, one middle school serving 7th through 9th grades, and one high school serving 10th through 12th grades. There are several small preschools run within the community that help to prepare students for entering elementary school. In addition there is high percentage of home-schooled children, a local boarding school, and a charter school within the City.

By 2015 the City had grown to a population of 25,407 residents, up from 2010's population of 17,802 an overall population growth of 42.7% almost double its size 5 years prior. Of the current population, 17.2% are under age 5, 46.9% are under age 18, and 3.0% are age 65 and older. The average household size is 4.28 people. Homeownership rate is 80.6% (the median home price is \$258,900). Median household income is \$80,389, with 1.5% below the poverty level. 96.6% of the population over age 25 have a high school education, and 43.7% have a bachelor's degree or higher. The mean travel time to work is 30 minutes.

Library services have been important to the community of Saratoga Springs. The library began as a volunteer effort, as a result of many people's hard work; however, out of hundreds of volunteers, Sue Alexander was the real leader. She oversaw the opening of the children's area in March 2011 and added adult and young adult materials in June 2011. After being appointed Library Director, Alexander worked tirelessly as a full time volunteer to the Library for two and a half years, along with almost 200 volunteers donating over 12,000 hours to grow the Saratoga Springs Public Library to include 4,000 users and over 25,000 items in its collection.

The library features a children's activities room with child-sized furniture, materials targeted to the community's youth, and a variety of volunteer-run programs for patrons to attend. The library has 1900 square feet and holds a collection of 25,000 volumes. The Library received State Certification and joined the North Utah County Library Cooperative (NUCLC) as an associate member, in 2013. The Library is unable to join NUCLC as a full member until it has a collection of over 50,000 or 2.5 items per resident; to be able to house a collection of that size would require a different space than is currently available. By the end of 2016 the library had grown to include almost 8,000 active card holders, had over 96,452 visitors and 164,584 checkouts in the year.

Schedule of Library Board Document Review:

The following is the Library Board's regular schedule for policy, guidelines, training and fines review.

2017	Circulation Policy	Fines & Fees	Theft & Mutilation of Materials	Open Meetings Act
2018	Collection Development Policy	Internet Policy & Guidelines	Rules of Conduct	Open Meetings Act
2019	Inter-Library Loan Policy	Service to Patrons with Disabilities Guidelines		Open Meetings Act
2020	Circulation Policy	Fines & Fees	Theft & Mutilation of Materials	Open Meetings Act
2021	Collection Development Policy	Internet Policy & Guidelines	Rules of Conduct	Open Meetings Act

Vision

Vision

The Saratoga Springs Library purpose is to improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment. We especially recognize our responsibility to serve as a place that creates a sense of community and fosters a love of learning and reading.

Financial

Financial

We are working to build a strong and stable financial position

F1- Maintain confidence of the City Council to continue funding the Saratoga Springs Library.

F2- Work closely with the Saratoga Springs Friends of the library in seeking grants and donations for programs.

F3- Begin long term financial planning the Library's growth at various milestones.

Customers

Customers

Customers enjoy their experiences at the Library and return often

C1- Provide programs for patrons throughout the year.

C2- Maintain the relevance of the collection.

C3- Maintain and provide an environment where customers feel comfortable, valued and welcome.

Day to Day Operations

Day to Day Operations

We operate the Library for effective and efficient service to the community

OP1- Maintain and finish converting Call Numbers to the author's whole last name to aid in customer ease of use.

OP2- Actively manage social media and online presence.

OP3- Be responsive to customer needs and community interests in library services.

Learning & Growth

Learning & Growth

The staff of the library are critical to the success of the Library

L1- Train all staff to be knowledgeable about resources available to our customers.

L2- Keep technology updated for both staff and customer use.

L3- Open and transparent communication environment with staff, director and board so that any issue can be discussed and resolved.

Values

Values

We will support the ethics and principles created by the American Library Association (ALA).
We will develop programming, enhance our collection, and expand our services based on our community's needs.
We will provide a comfortable and safe learning environment.
We will treat all of our patrons equally, enforcing the same rules of conduct and library policies with individual users.
We will work with the City Council, Library Board, Friends of the Library, donors, and other funders to use money effectively, keeping our community's needs in mind.

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Perspective	Objectives	Initiatives	Measures	2018 Targets	5 Year Goals
Financial	F1– Maintain confidence of City Council to continue funding the Saratoga Springs Library.	Invite one Council member to attend Library Board meetings.	Number of times a Council member attends board meetings	A City Council Member attends 2 Library Board meetings a year.	Council member attends every other Library Board meeting.
		Director or board member to attend City Council meetings.	Number of times a board member attends Council meetings.	A Board Member attends City Council meetings when the Library has an agenda item.	A Board Member attends City Council meetings when the Library has an agenda item.
	F2– Work closely with the Saratoga Springs Friends of the library in seeking grants and donations for programs	Develop a list of possible grants and apply.	Number of grants applied for.	Apply for at least 1 grant a year.	Receive 5 grants
	F3– Begin long term financial planning for the Library’s growth at various milestones.	Reach out to businesses for sponsorships and/or donations for programs.	Number of sponsorships or donations for ongoing programs.	Have 10 sponsorships or donors for ongoing programs	Increase number of sponsorships or donations for programs from 10 per year to 25 per year.
Customers	C1– Provide program for customers throughout the year.	Have monthly programs for residents.	Count the number of programs offered annually.	Offer enough programs to serve the community effectively with attendance of approximately 20 participants per program.	Consider adding additional programs as needed when attendance is over 20 participants per a program.
		Create a brochure for customers.	Have an updated brochure available to customers who register for an account and to all new residents applying for utilities	Continuously revise the Library brochure with open hours, apps, and services.	Annually revise the Library brochure.
		Maintain an active online list of programs.	Update the online list of programs monthly through the website calendar and library event page.	Update online list of programming monthly on the website and through the City newsletter.	On a monthly basis update the list of special programs and activities through the City’s Newsletter and website.
	C2– Maintain the relevance of the collection.	Within the parameters of collection development policy develop a schedule for maintaining the collection.	Continue to complete a review of the collection checked for parameters outlined in the collection development policy to ensure that the items available remain relevant and interesting to customers.	On an annual basis maintain the collection checking for condition, currency and other parameters outlined in the Collection Development Policy. Replace items that are worn or damaged within this policy as necessary.	On an annual basis maintain the collection checking for condition, currency and other parameters outlined in the Collection Development Policy. Replace items that are worn or damaged within this policy as necessary.
	C3– Maintain and provide an environment where customers feel comfortable, valued and welcome.	Offer additional service such as helping find items on the shelf or details about programs.	The number of reference transactions tracked by front desk staff will help to indicate how often staff is helping customers locate information.	Provide answers to over 500 questions monthly.	Provide answers to over 700 questions monthly.
Day to Day Operations	OP1– Maintain and finish converting Call Numbers to the author’s whole last name in aid in customer ease of use.	Work on one section of the library at a time to convert call numbers.	Use volunteers and staff hours to convert call numbers to improve shelving and shelf reading accuracy.	Complete reclassification of Adult and Juvenile Fiction areas.	Complete conversion of entire library.
		Catalog new items with whole last name.	Monitor new book lists on the library catalog and ensure staff who are cataloging are properly trained.	Ongoing cataloging of new materials in current methodology.	Ongoing cataloging of new materials in current methodology. Consider patron findability of non-fiction items.
	OP2– Activity manage social media and online presence.	Weekly updates.	Staff to monitor web content and quality.	Review use annually.	Follow and participate in social media and online trends which are more important to customers.
	OP3– Be responsive to customer needs and community interests in library services.	Inquire often about programs and services through informal feedback.	Short survey of questions at programs twice a year.	2 Informal surveys a year .	1 Formal survey every three years and 2 informal surveys at programs a year.
Learning & Growth	L1– Train all staff to be knowledgeable about resources available to our customers.	Library staff to attend subject appropriate training online, and in person.	Training hours completed.	Minimum 100 contact hours per year.	Minimum 15 hours for each member of staff annually.
	L2– Keep technology updated for both staff and customer use.	Develop a methodology for tracking computer and wireless users.	Consider tracking software and sign in software used by other agencies.	Determine a viable solution within reasonable cost parameters.	Implement and utilize the solution to track statistics for the Department of Museum and Library Services annual reports.
		Develop a computer replacement plan.	Ensure that Library Staff Computers are listed on City computer replacement inventory.	Once computers are on the replacement schedule, verify that rotation of staff computers to public computers occurs on a rotating basis.	Investigate the necessity of purchasing new patron computers rather than replacing with staff terminals.
	L3– Open and transparent communication environment with staff, director and board so that any issues can be discussed and resolved.	Board member interview library staff to assess culture.	Report concerns and needed changes.	Report to the Library board.	Ongoing.

Saratoga Springs Library Long Range Plan 2021-2024

The City was formed and developed by a group of land owners desiring to develop lakeside and foothill properties and build upon the spectacular view and resort-style history of the region. Near the mouth of the Jordan River are natural hot springs that inspired early settlers in the area to create a resort known as Beck's Saratoga Springs. It was named after the original Saratoga Springs, New York resort, and Mr. John Beck, the owner. The resort was opened in 1884 and also served as a home for the Beck family for many years. The area had several buildings and amusement park facilities, and was a very popular location for tourists and visitors. Although the original buildings are gone, the resort area is now a part of a private development that contains an outdoor pool, clubhouse, and a beautiful bowery and kitchen facility for groups and parties.

In the early 1990s, landowners began to investigate the possibilities of developing the land around the hot springs and in the foothill locations of Lake Mountain. The Utah County land development ordinances were not sufficiently urban in nature, so several landowners sought incorporation as a town. Subsequently, Saratoga Springs was incorporated in December of 1997. Several hundred acres have since been annexed into the City limits, and the City now has a linear shape running north and south. The City contains over 21 square miles and runs from Pelican Point on the west side of Utah Lake and continues over eleven miles north to the Camp Williams US Army facility in the foothills between Utah and Salt Lake Counties.

Saratoga Springs City is governed by a six-member council form of Government, one of whom is the Mayor. The city has a number of departments conducting a wide range of business through the city, including planning, legal, engineering, parks and recreation, fire, police, public works, and finance. A centralized business district of Saratoga Springs includes city services, restaurants, fast food, grocery, personal services, dry cleaners, banking services, a medical center, gas stations, and professional offices. The City has experienced high growth throughout its history, and remains one of the fastest growing cities in Utah.

The Alpine School District operates 9 schools in Saratoga Springs: six elementary schools serving kindergarten through 6th grades, one middle school serving 7th through 9th grades, and one high school serving 10th through 12th grades. There are several small preschools run within the community that help to prepare students for entering elementary school. In addition there is high percentage of home-schooled children, a local boarding school, and a charter school within the City.

By 2015 the City had grown to a population of 25,407 residents, up from 2010's population of 17,802 an overall population growth of 42.7% almost double its size 5 years prior. Of the current population, 17.2% are under age 5, 46.9% are under age 18, and 3.0% are age 65 and older. The average household size is 4.28 people. Homeownership rate is 80.6% (the median home price is \$258,900). Median household income is \$80,389, with 1.5% below the poverty level. 96.6% of the population over age 25 have a high school education, and 43.7% have a bachelor's degree or higher. The mean travel time to work is 30 minutes.

Library services have been important to the community of Saratoga Springs. The library began as a volunteer effort, as a result of many people's hard work; however, out of hundreds of volunteers, Sue Alexander was the real leader. She oversaw the opening of the children's area in March 2011 and added adult and young adult materials in June 2011. After being appointed Library Director, Alexander worked tirelessly as a full time volunteer to the Library for two and a half years, along with almost 200 volunteers donating over 12,000 hours to grow the Saratoga Springs Public Library to include 4,000 users and over 25,000 items in its collection.

The library features a children's activities room with child-sized furniture, materials targeted to the community's youth, and a variety of volunteer-run programs for patrons to attend. The library has 1900 square feet and holds a collection of 25,000 volumes. The Library received State Certification in 2013. The Library is unable to join NUCLC as a full member until it has a collection of over 50,000 or 2.5 items per resident; to be able to house a collection of that size would require a different space than is currently available. **By the end of 2016 the library had grown to include almost 8,000 active card holders, had over 96,452 visitors and 164,584 checkouts in the year.**

Schedule of Library Board Document Review:

The following is the Library Board's regular schedule for policy, guidelines, training and fines review.

2021	Collection Development Policy	Internet Policy & Guidelines	Rules of Conduct	Open Meetings Act
2022	Inter-Library Loan Policy	Service to Patrons with Disabilities Guidelines		Open Meetings Act
2023	Circulation Policy	Fines & Fees	Theft & Mutilation of Materials	Open Meetings Act
2024	Collection Development Policy	Internet Policy & Guidelines	Rules of Conduct	Open Meetings Act
2025	Collection Development Policy	Internet Policy & Guidelines	Rules of Conduct	Open Meetings Act

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Customers

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Learning & Growth

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Perspective	Objectives	Initiatives	Measures	2018 Targets	5 Year Goals
Financial					
Customers					
Day to Day Operations					
Learning & Growth					

CITY OF SARATOGA SPRINGS
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 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	206.95	4,896.00	4,689.05	4.2
10-3680-287 MISC SALES - LIBRARY	516.50	2,060.00	1,543.50	25.1
10-3680-288 FINES - LIBRARY	1,744.82	9,646.00	7,901.18	18.1
TOTAL OTHER REVENUE	<u>2,468.27</u>	<u>16,602.00</u>	<u>14,133.73</u>	<u>14.9</u>
TOTAL FUND REVENUE	<u>2,468.27</u>	<u>16,602.00</u>	<u>14,133.73</u>	<u>14.9</u>

CITY OF SARATOGA SPRINGS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	152,800.98	345,453.00	192,652.02	44.2
10-4610-130 EMPLOYEE BENEFITS	43,518.00	115,035.00	71,517.00	37.8
10-4610-134 OVERTIME PAY	.00	.00	.00	.0
10-4610-210 COMPUTERS & MAINTENANCE	7,919.04	10,850.00	2,930.96	73.0
10-4610-260 BUILDINGS MAINTENANCE	.00	1,000.00	1,000.00	.0
10-4610-330 EDUCATION/TRAINING	2,200.00	2,410.00	210.00	91.3
10-4610-340 OFFICE SUPPLIES/MISCELLANEOUS	16,931.82	16,820.00	(111.82)	100.7
10-4610-350 PROFESSIONAL/CONTRACT	231.00	800.00	569.00	28.9
10-4610-400 BOOK PURCHASES	32,725.93	29,959.00	(2,766.93)	109.2
10-4610-410 DIGITAL PURCHASES	10,861.99	10,500.00	(361.99)	103.5
10-4610-500 LIBRARY PROGRAMS	2,645.51	5,300.00	2,654.49	49.9
10-4610-550 LIBRARY GRANT EXPENDITURES	1,440.00	.00	(1,440.00)	.0
10-4610-700 CAPITAL OUTLAY	.00	1,469.55	1,469.55	.0
TOTAL LIBRARY SERVICES	<u>271,274.27</u>	<u>539,596.55</u>	<u>268,322.28</u>	<u>50.3</u>
TOTAL FUND EXPENDITURES	<u>271,274.27</u>	<u>539,596.55</u>	<u>268,322.28</u>	<u>50.3</u>
NET REVENUE OVER EXPENDITURES	<u>(268,806.00)</u>	<u>(522,994.55)</u>	<u>(254,188.55)</u>	<u>(51.4)</u>