



## 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, January 12, 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](mailto: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: January 12, 2021*

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

Page | 1

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:**
  - 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:**

- 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 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.

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

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.				
Perspective	Objectives	Initiatives	Measures	2018 Targets	5 Year Goals
<b>Financial</b>	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
		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.
	F3– Begin long term financial planning for the Library’s growth at various milestones.	Investigate the growth milestones of other City Libraries for population, space and staffing.	Develop a plan of sustainable growth based on a variety of predetermined factors including population, space and staffing.	Begin outlining written plan of sustainable growth.	Have the Library Board present this plan to the City Council for their approval.
<b>Customers</b>	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.
<b>Day to Day Operations</b>	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.
<b>Learning &amp; Growth</b>	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 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<sup>[MG1]</sup>. 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...***

|

**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 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.

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

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.

Vision

Financial

We are working to build a strong and stable financial position

Financial

Customers

Customers enjoy their experiences at the Library and return often

Customers

Day to Day Operations

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

Day to Day Operations

Learning & Growth

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

Learning & Growth

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.

Values

<b>Vision</b>	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.				
<b>Perspective</b>	<b>Objectives</b>	<b>Initiatives</b>	<b>Measures</b>	<b>2018 Targets</b>	<b>5 Year Goals</b>
<b>Financial</b>					
<b>Customers</b>					
<b>Day to Day Operations</b>					
<b>Learning &amp; Growth</b>					

CITY OF SARATOGA SPRINGS  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

		<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>OTHER REVENUE</u>				
10-3680-276	DONATIONS - LIBRARY	146.38	4,896.00	4,749.62	3.0
10-3680-287	MISC SALES - LIBRARY	402.00	2,060.00	1,658.00	19.5
10-3680-288	FINES - LIBRARY	1,519.12	9,646.00	8,126.88	15.8
	TOTAL OTHER REVENUE	<u>2,067.50</u>	<u>16,602.00</u>	<u>14,534.50</u>	<u>12.5</u>
	TOTAL FUND REVENUE	<u>2,067.50</u>	<u>16,602.00</u>	<u>14,534.50</u>	<u>12.5</u>

CITY OF SARATOGA SPRINGS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SERVICES</u>				
10-4610-110 SALARIES & WAGES	133,427.83	345,453.00	212,025.17	38.6
10-4610-130 EMPLOYEE BENEFITS	37,485.66	115,035.00	77,549.34	32.6
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	16,150.25	16,820.00	669.75	96.0
10-4610-350 PROFESSIONAL/CONTRACT	231.00	800.00	569.00	28.9
10-4610-400 BOOK PURCHASES	28,474.37	29,959.00	1,484.63	95.0
10-4610-410 DIGITAL PURCHASES	10,861.99	10,500.00	( 361.99)	103.5
10-4610-500 LIBRARY PROGRAMS	2,049.02	5,300.00	3,250.98	38.7
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	240,239.16	539,596.55	299,357.39	44.5
TOTAL FUND EXPENDITURES	240,239.16	539,596.55	299,357.39	44.5
NET REVENUE OVER EXPENDITURES	( 238,171.66)	( 522,994.55)	( 284,822.89)	( 45.5)