

## **Saratoga Springs Library Long Range Plan 2021-2025**

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, two middle schools 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 and 4 other schools including private and charter schools.

By 2021 the City had grown to a population of 36,166 residents, up from 2010's population of 17,802 an overall population growth of 49%. Of the current population, the median age is 22.6. This continued growth will translate into a 35 percent population increase over the next 5 years to 51,000 total residents. At this rate, Saratoga Springs' population will nearly double in the next 10 years. The average household size is 4.19 people. Median household income is \$80,857, 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 17,000 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 programs for patrons to attend. The library has 1900 square feet and holds a collection of 25,000 items. 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 2020 the library had grown to include almost 6,500 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>	Circulation Policy	Fines & Fees	Theft & Mutilation of Materials	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, fosters a love of learning, and reading.

Vision

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- Focus our funding on programming with a wide audience range including adults, young adults, and children.

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

Financial

Customers

Customers enjoy their experiences at the Library and return often

C1- Provide programs for patrons throughout the year.

C2- Maintain the relevance and diversity of the collection.

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

Customers

Day to Day Operations

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

OP1- Focus on accuracy of customer transactions.

OP2- Actively manage library newsletter.

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

Day to Day Operations

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 and ongoing education 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.

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, 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, fosters a love of learning, and reading.				
<b>Perspective</b>	<b>Objectives</b>	<b>Initiatives</b>	<b>Measures</b>	<b>2023 Targets</b>	<b>5 Year Goals</b>
<b>Financial</b>	F1– Maintain confidence of City Council to continue funding the Saratoga Springs Library.	Director or board member to attend City Council meetings for scheduled updates and agenda items.	Number of times a board member or Library staff attends Council meetings.	Library Director attends City Council meetings when the Library has an agenda item.	A staff member attends City Council meetings when the Library has an agenda item.
	F2– Focus our funding on programming with a wide audience range including adults, young adults, and children.	Develop a list of possible grants and apply.	Number of grants applied for.	Apply for at least 1 grant a year.	Receive 5 grants to fund programming and/or equipment for programming.
	F3– Begin long term financial planning for the Library’s growth at various identified milestones.	Utilize grant funding to fund a needs analysis and recommendations for ongoing funding.	Develop a plan of sustainable growth based on a variety of predetermined factors including population, space and staffing.	Have a Facility Needs Analysis completed that includes recommendations for ongoing funding sources.	Have the Library Board or staff present this plan to the City Council for their approval.
<b>Customers</b>	C1– Provide program for customers throughout the year. Focus on improving the summer programming in person availability.	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 programs as needed when attendance is over 20 participants per a program.
		Focus on adding additional weekly programs during the summer.	Add 1 to 2 additional programming opportunities weekly during the summer.	Consider community needs and wants as we add 1 additional program each week for the summer. Reach out to extension offices, local museums, and other potential partners regarding programming opportunities.	Have 1 to 2 additional programming opportunities weekly during the summer funded by grants or customer payment.
	C2– Maintain the relevance and diversity of the collection.	Develop a schedule for maintaining the collection within the parameters of the collection development policy.	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. Create and include a schedule for replacement of the Library of Things, Launchpads, kits, and equipment.	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. .	Consider the existing facility and how it can be arranged to allow for improved customer access.	Continue to remain flexible in our facilities space to meet community and resident needs.	Touch up paint annually.	Consider funding and schedule needed facility maintenance and repairs including restrooms, furniture, and equipment.
<b>Day to Day Operations</b>	OP1– Focus on accuracy of customer transactions.	Ensure inventory wand for missing, lost and checkout items is completed on a scheduled basis.	Schedule two staff to leverage the use of this technology to scan the whole library at least twice a month.	Verify that staff are inventory wand the entire library and that located items are checked in.	Continue to leverage the inventory wand to complete an annual inventory of the library collection.
	OP2– Actively manage the Library newsletter.	Publish Library specific newsletter that emails to all cardholders every other month.	Identify specific content including STEAM, Early Literacy, How to, electronic resources, etc.	Publish and email to card holders.	Continue to use as a publication and education tool for customers regarding upcoming events and services.
	OP3– Be responsive to customer needs and community interests in library services.	Inquire often about programs and services through informal feedback.	Short informal survey of questions asked 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 and ongoing education to our customers.	Library staff to attend subject appropriate training online, and in person.	Training hours completed.	Minimum 100 training hours for the entire staff in each year.	Minimum 10 hours for each member of staff annually.
	L2– Keep technology updated for both staff and customer use.	Develop a schedule for replacing equipment.	Ensure that Launchpads, Chroebooks, self-check and other equipment are accounted for and regularly updated or maintained.	Ensure that tickets are opened with software companies and/or we follow a replacement recommended schedule for the technologies we use.	Request and schedule funding or grant funds for replacement of equipment as needed.
	L3– Open and transparent communication environment with staff, director and board so that any issues can be discussed and resolved.	Board members interview library staff to assess culture.	Report concerns and needed changes.	Report to the Library board.	Ongoing.