Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library
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I: Authority

Pursuant to the U.C.A. 10-3-717 stating: "the governing body exercising its administrative power by resolution," and City of Saratoga Springs (hereinafter "City") Resolution R##-##, the City Council (hereinafter "City Council"), with a quorum present, in a regular and public meeting held on the 18th Day of November, 2025 hereby adopts the following effective 10th day of December, 2025.

Pursuant to the U.C.A. 9-7-404(2)(b) stating: "The board shall establish policies for its [the Library's] operation," and City of Saratoga Springs (hereinafter "City") Resolution R10-23, the Saratoga Springs Library Advisory Board (hereinafter "Library Board"), with a quorum present, in a regular and public meeting held on the 14th of October, 2025 hereby adopts the following effective 10th day of December, 2025.

This document supersedes all Library Policies previously established or approved by the Saratoga Springs Public Library Advisory Board.

In the event that there is a conflict between the contents of this document and any regulation, the Personnel Policies and Procedures Manual for the City of Saratoga Springs (hereinafter "Personnel Manual"), or other City policy, those documents will take precedence. In the event that any future legislation renders null and void or materially alters any provision of this document, the legislation will take precedence.

The Library Board, City Council, and Library Director shall review these policies no less than every three (3) years or as circumstances dictate.

The Long-Range Plan and Technology plan are reviewed by the Library board and progress is evaluated annually. Factors outside the Library's control may be affecting the progress of initiatives and will be considered and goals and initiatives will be modified. Staff performance goals may also be tied to these efforts, especially if they are assigned to manage and assist with specific technologies in the plan. The Library Director should review the plan each fall to verify that the Library is on-track to meet goals set for the year and to take focused efforts to move forward with Library personnel if progress is not yet adequate.

Specific technology brands, vendors, review sites, and/or periodicals are mentioned only as examples and not as primary vendors of the equipment, product, or technology.

Reviewed by Library Board: October 14, 2025
Ratified by City Council Date: November 18, 2025
Effective Date: December 10, 2025