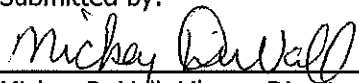


**AGENDA
LIBRARY BOARD
Monday, March 2, 2015
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
March 2, 2015 at 6:00 PM at the Bastrop Public Library
1100 Church Street, Bastrop, TX.

- 1. Call to order**
- 2. Review and Approval of Minutes for February meeting**
- 3. Announcements—**
- 4. Citizen Comments**
- 5. Librarian's report—**discussion and possible action
- 6. Friends of the Library Report**
 - The Friends did not hold a February meeting
- 7. Old business**
 - Brick pavers and tiles update—Two bricks sold in February—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—continue to research grants—discussion and possible action
 - Update—Long Range Plan—submitting final draft for approval—discussion and possible action
 - Update—dessert social—Friends have agreed to sponsor the event—eight vendors chosen—tickets ready to go on sale—discussion and possible action
- 8. New Business**
 - Texas State Library and Archives Commission Annual Report—discussion and possible action.
 - Bastrop County Complex Wildfire Archive Project fundraising agreement with Sherry Hood—discussion and possible action
 - Are there any items Board members would like to include on next month's agenda?—discussion and possible action

Submitted by:


Mickey DuVall, Library Director

CERTIFICATION

I, Elizabeth Lopez, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Elizabeth Lopez, City Secretary

**Bastrop Public Library
Librarian's Report
March 2, 2015**

1. Library Statistics for the month of January. Circulation statistics are down 4% compared to January 2014; gate count is down 6% compared to January 2014; programming is up 42% compared to January 2014; Internet usage is up 3% compared to January 2014; reference requests are up 21% compared to January 2014 and meeting room reservations are even compared to January 2014.
2. In the month of February 136 children and adults attended story time.
3. On Monday, February 2 interviewed Cassie Martin for the Library Associate Children Services position.
4. On Monday, February 2 interviewed Maria Flores for the Library Associate Children Services position.
5. On Monday, February 2 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Sixteen students and teachers were present.
6. On Tuesday, February 3 Ashley Guerrero and Bonnie Pierson hosted a Tuesday Afternoon Programs (TAPS) event. Twenty-seven children attended the program.
7. On Tuesday, February 3 Mickey DuVall met with Terry Haggerty concerning a newspaper article on the Bastrop County Complex Wildfire Archive Project.
8. On Wednesday, February 4 Mickey DuVall hired Cassie Martin for the Library Associate Children Services position. Cassie will start work on February 23.
9. On Thursday, February 5 Mickey DuVall and Linda Jenkins previewed a large number of donated books to select books to add to the library's collection. The remaining books will be sold at the Friends booksale to be held at the end of March.
10. On Thursday, February 5 Mickey DuVall met with Gene Crick and Murphy Roland to discuss the Bastrop County Complex Wildfire Archive Project.
11. On Thursday, February 5 Ashley Guerrero hosted a Teen Advisory Board (TAB) meeting. Twenty-eight teens briefly talked about their Japanese Valentine's Day party and then played video games.
12. On Thursday, February 5 Bonnie Pierson, Ashley Guerrero and Cary Kittrell provided a class on how to use the library for homeschooled students. Fifteen students attended the lesson.
13. On Monday, February 9 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Fifteen students and teachers were present.
14. On Tuesday, February 10 Austin Glass and Mirror sent a crew of men to the library to check the library's large triangular windows for leaks.
15. On Tuesday, February 10 Mickey DuVall called Osborne Plumbing to the library to clear a sewer line.
16. On Tuesday, February 10 Ashley Guerrero and Bonnie Pierson hosted a Tuesday Afternoon Programs (TAPS) event. Fourteen children attended the program.
17. On Thursday, February 12 Mickey DuVall attended a meeting of the Bastrop County Tourism organization. The meeting was about archiving moving films.
18. On Thursday, February 12 Ashley Guerrero hosted a teen anime event. Twenty-five teens watched the anime movie "Vampire Knight." In addition, the teens held their Japanese Valentine's Day party.

19. On Friday, February 13 Mickey DuVall met with Sherry Hood and Laura Green about a fundraising plan for the Bastrop County Complex Wildfire Archive Project.
20. On Saturday, February 14 Mickey DuVall gave a presentation on the library's local history and genealogical resources to the Bastrop County Genealogical Society of Texas.
21. On Tuesday, February 17 Ashley Guerrero and Bonnie Pierson hosted a Tuesday Afternoon Programs (TAPS) event. Twenty-three children attended the program and created items using Legos.
22. On Tuesday, February 17 Mickey DuVall submitted the Texas State Library and Archives Commission annual report.
23. On Thursday, February 19 Ashley Guerrero hosted a teen "Open Video Game" night. Twenty-six teens played video games.
24. On Saturday, February 21 Bonnie Pierson hosted a George Washington Birthday Super Saturday event. Nineteen children and adults attended the event.
25. On Monday, February 23 library received the information that Cassie Martin will not start work at the library.
26. On Thursday, February 26 Mickey DuVall is scheduled to attend a meet Paul Devitt, the new manager of the Hyatt Resort at the Bastrop Convention Center.
27. On Friday, February 27 Mickey DuVall is scheduled to meet with the City Manager, Mike Talbot, in a regularly scheduled monthly departmental meeting.
28. On Monday, March 2 the library will be closed for Texas Independence Day.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	26	7	33	52									118
100-199	74	38	36	50									198
200-299	63	51	73	49									236
300-399	128	83	101	165									477
400-499	17	7	7	22									53
500-599	68	36	48	72									224
600-699	361	235	230	330									1,156
700-799	131	100	99	150									480
800-899	43	29	27	31									130
900-999	118	103	86	104									411
92-920	91	64	85	101									341
Adult Audiocassettes	1	2	0	5									8
Adult Book Club Bag	1	0	0	0									1
Adult DVD's	1,692	1,370	1,893	1,813									6,768
Adult Fiction	2,116	1,745	2,029	2,007									7,897
Adult Fiction CD's	797	568	636	655									2,656
Adult Genealogy	0	0	0	0									0
Adult Historical Vertical File	0	0	0	0									0
Adult Large Print	744	607	738	810									2,899
Adult Microfilm	0	0	0	0									0
Adult MP3 Book	35	12	27	28									102
Adult Music on CD	171	60	200	101									532
Adult Nonfiction CD'S	61	34	39	52									186
Adult One-Click e-audio	0	0	0	0									0
Adult Overdrive e-book	614	605	606	743									2,568
Adult Pro Col	0	0	0	0									0
Adult Reference	0	0	0	0									0
Adult Reference Desk	0	0	0	0									0
Adult Spanish DVD's	9	4	4	0									17
Adult Spanish Fiction	12	6	16	8									42

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	9	10	10	10									39
Adult Texana	41	17	21	36									115
Adult Vertical Files	0	0	0	0									0
Adult Videocassettes	127	97	113	73									410
Subtotal Adult:	7,550	5,890	7,157	7,467	0	0	0	0	0	0	0	0	28,064
Juvenile and children's:													
Child Spanish 1st R	27	29	19	34									109
Child Spanish Easy	84	76	64	87									311
Child Spanish Easy Nonfic	16	19	13	24									72
Child Storytime box	9	2	7	0									18
Easy Nonfiction	155	151	100	125									531
Easy Picture Books	1,513	1,143	1,131	1,121									4,908
First Readers	495	348	271	347									1,461
J 000 - J 099	5	3	5	15									28
J 100 - J199	6	4	1	5									16
J 200 - J 299	7	9	7	12									35
J 300 - J 399	21	19	25	26									91
J 400 - J 499	2	1	1	8									12
J 500 - J 599	204	140	83	172									599
J 600 - J 699	79	52	32	83									246
J 700 - J 799	175	132	127	140									574
J 800 - J 899	16	14	7	12									49
J 900 - J 999	109	65	31	96									301
J 92 - J 920	34	20	10	25									89
Juvy Audiocassettes	0	0	0	0									0
Juvy CD'S	24	21	24	19									88
Juvy DVD	388	336	334	330									1,388
Juvy Fiction	942	798	708	741									3,189
Juvy Graphic Novels	243	163	135	205									746
Juvy Oversize	13	13	5	8									39
Juvy Reference	0	0	0	0									0
Juvy Spanish Fiction	1	3	3	9									16

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvy Spanish Nonfiction	2	8	3	67									80
Subtotal Juv. & children's	4,570	3,569	3,146	3,711	0	0	0	0	0	0	0	0	14,996
Young Adult:													
Young Adult CD's	8	8	2	0									18
Young Adult Fiction	381	255	401	331									1,368
Young Adult Graphic Novels	332	280	417	515									1,544
Subtotal Young Adult	721	543	820	846	0	0	0	0	0	0	0	0	2,930
Other:													
Paperbacks	532	430	469	541									1,972
Magazines	56	55	58	51									220
Subtotal Other	588	485	527	592	0	0	0	0	0	0	0	0	2,192
Grand Total All	13,429	10,487	11,650	12,616	0	0	0	0	0	0	0	0	48,182
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	6,292	3,524	4,722	5,976	0	0	0	0	0	0	0	0	20,514
Computer Usage:													
Adult	1,566	1,154	1,377	1,562									5,659
Children	403	249	350	325									1,327
Computer Class	10	7	7	13									37
Teen	302	239	326	196									1,063
Wireless	1,525	1,220	1,421	1,191									5,357
Total Computer Usage	3,806	2,869	3,481	3,287	0	0	0	0	0	0	0	0	13,443
Gifts and Memorials:	\$200.00	\$65.19	\$350.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.19

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Items Processed:													
Items Cataloged:													
Apollo	167	47	44	39									297
Baker & Taylor	25	20	9	17									71
Brodart	0	0	0	0									0
Cat Express--OCLC	34	1	13	5									53
Ingram	75	83	112	45									315
Original	106	39	63	49									257
Recorded Books	14	7	2	3									26
Total items cataloged	421	197	243	158	0	0	0	0	0	0	0	0	1,019
Total items withdrawn	416	154	616	63	0	0	0	0	0	0	0	0	1,249
Total items lost	15	0	11	0	0	0	0	0	0	0	0	0	26
Interlibrary Loan:													
Borrowed	20	11	15	15									61
Loaned	4	5	5	4									18
Total Transactions	24	16	20	19	0	0	0	0	0	0	0	0	79
New Library Patrons:													
City	25	48	45	46									164
County	146	97	92	153									488
Total Patrons added	171	145	137	199	0	0	0	0	0	0	0	0	652
Patron Usage:													
County	69%	70%	70%	69%									
City	20%	22%	21%	21%									
Faculty	4%	3%	2%	3%									
Other	7%	5%	7%	7%									
Proctored Tests Given:	4	3	3	2	0	0	0	0	0	0	0	0	12

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Programming:													
Children's programs	498	459	910	318									2,185
Outreach programs	0	0	0	0									0
Teen programs	115	85	100	105									405
Adult programs	40	150	0	0									190
Total Programming	653	694	1,010	423	0	0	0	0	0	0	0	0	2,780
Reference Assistance:													
Directional Questions	583	424	469	871									2,347
Microfilm assistance	0	0	0	0									0
Reference Questions	1,101	631	870	1,327									3,929
Telephone Reference	333	174	184	346									1,037
Total Reference	2,017	1,229	1,523	2,544	0	0	0	0	0	0	0	0	7,313
Reservations:													
Pressley Meeting Room	52	39	41	40									172
Maynard Board Room	17	14	14	19									64
Study Booths	274	202	236	274									986
Total Reservations	343	255	291	333	0	0	0	0	0	0	0	0	1,222
Visitor Count:	8,962	6,575	8,226	8,085	0	0	0	0	0	0	0	0	31,848
Volunteer Hours:													
Regular volunteers	165.25	166.00	190.25	113.75									635.25
Friends volunteers	64.75	41.75	70.00	113.50									290.00
Total Volunteer Hours	230.00	207.75	260.25	227.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	925.25
Website Hits:	2,366	2,369	2,434	2,703	0	0	0	0	0	0	0	0	9,872
Ereader assistance	9	9	13	9	0	0	0	0	0	0	0	0	40

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Texas Public Libraries Annual Report

Period 2014

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BASTROP PUBLIC LIBRARY

>>

Texas Annual Report

This report is due at the Texas State Library and Archives Commission by April 30, 2015. All data applies to your library's 2014 fiscal year. We strongly urge libraries to report no later than [...more](#)

Section 1: General Information

This section requests information for contacting the library, its staff, board, and friends group. By entering this information you understand that this becomes public information. Do not use [...more](#)

1.1 Library Name ✓	Bastrop Public Library
1.2 County ✓	Bastrop
1.3 The local fiscal year covered by this report began ✓	10/01/2013
1.4 The local fiscal year covered by this report ended ✓	09/30/2014
1.5 Mailing Address ✓	PO Box 670
1.6 Mailing City ✓	Bastrop
1.7 Mailing ZIP Code	78602
1.8 Mailing ZIP+4 Extension ✓	0670 ☐ N/A
1.9 Street Address	1100 Church St
1.10 Street City	Bastrop
1.11 Street ZIP Code	78602
1.12 Street ZIP+4 Extension	3207 ☐ N/A
1.13 Phone	(512) 321-5441
1.14 Telefax	(512) 321-3163
► 1.15 Does the library have a published telephone number? ✓	☒ Yes ☐ No Yes
1.16 Admin Email	mickey@bastroplibrary.org
1.17 Library Email	mickey@bastroplibrary.org
► 1.18 Does the library have a website?	☒ Yes ☐ No Yes
1.19 Web Address	http://www.bastroplibrary.org ☐ N/A
1.20 Can the library's website be customized?	☒ Yes ☐ No
1.21 Has the library's website been updated within the last six months?	☒ Yes ☐ No
1.22 Head Librarian First Name	

		Mickey
1.23 Head Librarian Last Name		DuVall
1.24 Is the information provided in 1.1 through 1.23 correct?	☒ Yes ☐ No Yes	
1.25 Contact Person First Name		Mickey
1.26 Contact Person Last Name		DuVall
1.27 Contact Email	 mickey@bastroplibrary.org	
1.28 Board Chair First Name		Mary Jo
1.29 Board Chair Last Name		Jenkins
1.30 Friends President First Name		Elizabeth
1.31 Friends President Last Name		Sims

Legal Entity Identification Information

This information is being collected through the Texas Public Library Annual Report to assist in the administration of disbursement of federal pass-through funds. If your library receives or may [...more](#)

1.32 EIN - Employer Identification Number		746000231
1.33 TINS - Texas Identification Number System		17460002318-010
1.34 DUNS - Data Universal Number System		85155372
1.35 SAM Expiration Date		06/10/2015
1.36 Legal Establishment of Record		City of Bastrop

Section 2: Outlets

This section requests information on public service outlets. Report figures as of the last day of the fiscal year. If there is a new branch, but it was not open for business before the end of your [...more](#)

2.1 Number of Branch Libraries ✓		0
2.2 Number of Bookmobiles ✓		0
2.3 Renovations, Expansion, New Construction	☐ Yes ☒ No No	
2.4 Square Footage of the Main Library ✓		19,000

Section 3: Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

- Do not report [...more](#)

Operating Expenditures

Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll ...more

Staff Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

This amount should be the salaries and wages for all library staff including plant operation, security and maintenance staff. Do not report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.

3.1 Salaries & Wages Expenditures ✓	☐	\$363,474	\$365,701
3.2 Employee Benefits Expenditures ✓	☐	\$118,470	\$125,234
3.3 Total Staff Expenditures ✓	☐	\$481,944	\$490,935

Collection Expenditures

Include all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

3.4 Print Materials Expenditures ✓	☐	\$34,286	\$26,395
3.5 Electronic Materials Expenditures ✓	☐	\$13,300	\$3,050
3.6 Other Materials Expenditures ✓	☐	\$8,286	\$8,171
3.7 Total Collection Expenditures ✓	☐	\$55,872	\$37,616

Other/Total Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. Include expenses such as binding, supplies, repair or ...more

3.8 Other Operating Expenditures ✓	☐	\$125,641	\$107,159
3.9 Total Direct Operating Expenditures	☐	\$663,457	\$635,710
3.10 Indirect Costs ✓	☐	\$0	\$0
3.11 Total Operating Expenditures ✓	☐	\$663,457	\$635,710

Capital Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense. These would be ...more

3.12 Capital Expenditures ✓	☐	\$0	\$0
------------------------------------	--------------------------	-----	-----

Section 4: Local Financial Effort

This section contains questions which will help determine whether the library meets the minimum accreditation criteria per Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rules §1.74, §1.77, and §1.81.

Local Funds in Library Operating Expenditures, question 4.2, is used in determining whether a library has met the Maintenance of Effort (MOE) criteria.

▶ 4.1 Local Expenditures on Collections ✓	☐	\$40,602	\$36,077
▶ 4.2 Local Operating Expenditures ✓	☐	\$640,104	\$619,241
▶ 4.3 Local Government Expenditures ¹ ✓	☐	\$618,072	\$605,310

Section 5: Library Revenue by Source

The total funds reported as Library Revenue will not necessarily equal the total of library expenditures reported. Do not report grant funds spent on behalf of your library by some other entity. Do ...more

Revenue Used for Operating Expenditures

Report revenue received by the library for the current and recurrent costs of operation, including grants, considered operating expenditures by local accounting practice. Report by source of ...more

5.1 Operating Revenue - City, Cities or Library District ✓	☐	\$616,164	\$638,444
5.2 Operating Revenue - County or Counties ✓	☐	\$8,500	\$0
5.3 Operating Revenue - School Districts ✓	☐	\$0	\$0
5.4 Subtotal-Local Government Operating Revenue ✓	☐	\$624,664	\$638,444
5.5 Operating Revenue - State Government ✓	☐	\$0	\$0
5.6 Operating Revenue - LSTA ✓	☐	\$0	\$0
5.7 Operating Revenue - Other Federal Revenue ✓	☐	\$0	\$0
5.8 Subtotal - Federal Government Revenue ✓	☐	\$0	\$0
5.9 Operating Revenue - Foundation & Corporate Grants ² ✓	☐	\$27,250	\$0
5.10 Operating Revenue - Other Local Sources ✓	☐	\$17,127	\$20,119
5.11 Subtotal-Other Operating Revenue ✓	☐	\$44,377	\$20,119
5.12 Total Library Operating Revenue ✓	☐	\$669,041	\$658,563

Revenue Used for Capital Expenditures

CAPITAL REVENUE

Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of ...more

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5.13 Capital Revenue - City Cities or Library District ✓	\$0	\$0
5.14 Capital Revenue - County or Counties ✓	\$0	\$0
5.15 Capital Revenue - School Districts ✓	\$0	\$0
5.16 Capital Revenue - State Government ✓	\$0	\$0
5.17 Capital Revenue - LSTA ✓	\$0	\$0
5.18 Capital Revenue - Other Federal Funds ✓	\$0	\$0
5.19 Capital Revenue - Foundation & Corporate Grants ✓	\$0	\$0
5.20 Capital Revenue - Other Local Sources ✓	\$0	\$0
5.21 Total Capital Revenue ✓	\$0	\$0

Government Revenue Sources Outside Local City or County

Report only if revenue was received from a source outside the library's home county. Additional input lines will appear after entering a value. Clicking on the red X will delete any ...more

Total	1	\$0	
5.22 County providing funds (outside home county)	5.23 Amount received		
na	\$0		X
			X

Section 6: Library Collection

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the Collection Expenditures section. Unless otherwise indicated, ...more

►6.0 Does the library have a catalog of its holdings available to the public that is searchable electronically, at a minimum by author, title, and subject? ✓	☒ Yes ☐ No Yes	
6.1 Books in Print - Titles ✓	41,425	39,685
6.2 Books in Print - Items ✓	45,417	43,319
6.3 Audio Materials - Physical Materials - Titles ✓	2,738	2,830
6.4 Audio Materials - Physical Materials - Items ✓	2,816	2,907
6.5 Audio Materials - Downloadable - Units ✓	4,700	4,627
6.6 Video Materials - Physical Materials - Titles ✓	3,031	2,847
6.7 Video Materials - Physical Materials - Items ✓	3,217	2,991

6.8 Video Materials - Downloadable - Units ✓	0	0
6.9 Electronic Books ✓	7,323	5,369
The number of ELECTRONIC BOOKS has had a large change from last year. Please check for possible errors or provide an explanation for the change. EDIT CHECK: EBOOK > 0 && PREV_EBOOK > 0 ? (EBOOK / PREV_EBOOK) < 1.35 :1 7323.00000 > 0 && 5369 > 0 ? (7323.00000 / 5369) < 1.35 :1		
6.10 Local Licensed Databases ✓	0	0
6.11 State Licensed Databases ✓	51	
6.12 Other Licensed Databases ✓	0	0
6.13 Total Licensed Databases ✓	51	51
6.14 Collection Totals - Titles	47,194	45,362
▶ 6.15 Collection Totals - Volumes Items or Physical Units	63,473	59,213
▶ 6.16 Has at least 1% of library's collection been published within the last five years?	☒ Yes ☐ No	
6.17 Current Print Serial Subscriptions ✓	87	89
6.18 Current Electronic Serial Subscriptions ✓	0	0

Section 7: Local Library Service

▶ 7.0 Does the library have a Long-Range Plan? ✓ ☒ Yes ☐ No Yes

Service Measures

7.1 Reference Transactions ✓	21,508	16,206
7.2 Library Visits ✓	104,798	110,164
7.3 Registered Users ✓	12,249	12,347

Circulation

7.4 Children's circulation - Physical formats ✓	55,031	55,239
7.5 Children's Circulation - Digital formats (Downloadable) ³ ✓	498	0
7.6 All Other Circulation {exclude children's} - Physical format ✓	107,837	107,345
7.7 All Other Circulation - Digital format (Downloadable; exclude children's) ✓	7,000	3,083
7.8 Total Circulation ✓	170,366	165,667

Programs and Program Attendance

Report the number of planned events, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If ...[more](#)

	Number of Programs	Total Attendance at Programs (Adults & children)
7.9 Programs targeting children ~ 7.10 Attendance at children's programs	☒ 227 231	☒ 8,047 7,178
7.11 Programs targeting young adults ~ 7.12 Attendance at YA programs	☒ 51 37	☒ 703 609
7.13 Programs targeting adults ~ 7.14 Attendance at adult programs	☒ 15 40	☒ 280 798
7.15 Total Programs ~ 7.16 Total Program Attendance	☒ 293 308	☒ 9,030 8,585

Section 8: Library Staffing and Salaries

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. Report number of hours worked per week. ...[more](#)

▶ 8.1 Total hours worked per week by librarian with MLS ✓	80.00 80.00
8.2 Hours worked per week by other librarians (no MLS) ✓	40.00 40.00
8.3 Hours worked per week by all other paid staff ✓	272.00 272.00
8.4 Total Paid Library Staff Hours Worked Per Week ✓	392.00 392.00
8.5 Volunteer Hours Worked Per Year ✓	3,351 4,012
8.6 Head Librarian's annual rate of salary ✓	\$77,875 \$72,696
▶ 8.7 Hours per week the Head Librarian is currently employed in library duties	40.00 40.00
▶ 8.8 Has the Head Librarian obtained a minimum of 10 hours of continuing education credits within this reporting period? ✓	☒ Yes ☐ No Yes
▶ 8.9 Does the library have a photocopier available for use by staff? ✓	☒ Yes ☐ No Yes
▶ 8.10 Does the library have a computer with internet access available for use by staff?	☒ Yes ☐ No

Section 9: Resource Sharing

Questions 9.1 and 9.2 are accreditation questions, per Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83 (3): A public library shall offer to borrow materials via the ...[more](#)

►9.1 Does the library offer to borrow materials from another library for its patrons? ✓	☒ Yes ☐ No Yes
►9.2 Does the library offer to lend materials to another library for their patrons? ✓	☒ Yes ☐ No Yes
9.3 Interlibrary Loans Received From Other Libraries ✓	186 565
9.4 Interlibrary Loans Provided To Other Libraries ⁵ ✓	27 27

Section 10: Internet and Electronic Services

►10.1 Does your library have a computer with Internet access printing/copying capability for the use by the public? ✓	☒ Yes ☐ No Yes
10.2 How many computer terminals are used to access the Internet by the general public? ✓	31 31
10.3 Annual total of uses of Public Internet Computers ✓	39,191 37,626
10.4 How many persons were trained in the use of electronic resources? ✓	3,600 3,500
10.5 Report the annual total of sessions of the library's wireless Internet access (Wi-Fi) ✓	13,563 9,000
10.6a Do you have a way to collect the number of website visits to your library's webpage? ✓	☒ Yes ☐ No Website ☐ Data Not Collected
10.6b Report the total number of visits to the library's website. ✓	28,438 25,968

Section 11: Library Hours

11.1 Total number of Hours that the Central/Main library is open during the year. ✓	2,296 2,292
11.2 Total number of Weeks that the Central/Main library is open during the year. ✓	52 52
►11.3 How many unduplicated hours is the library and its branches open per week during a regular scheduled week? ⁶ ✓	46 46
11.4 Total hours Central/Main Library open during a Regular Week	46 46
11.5 Total hours Central/Main Library open during a Summer Week.	46 46

Next Steps

Congratulations! You've reached the end of the survey! You still have a few very important things to do, though.

At the top, right-hand side of this page are two buttons: 'Verify' and 'Submit/Lock'

FIRST: Click the Verify button. This will run additional edit checks and alert you to anything that still needs an explanation. Examples are shown in the Help link at the top-right side of this webpage on the "Managing Data" tab.

NOTE: Please make any edit check Notes as descriptive as possible. The more complete the explanation you provide us, the less likely it is that we will need to contact you for additional information/explanation.

THEN: Once you have the edit checks completed and the data verified, click on: 'Submit/Lock'

If you click 'Submit/Lock' and you are taken to a white screen with "Required Indicator!" or failed edit check messages, please click the "HERE" link to return to your report. You will need to know the question number, or the section, to which to return.

When the data has been successfully submitted, you will see the locked symbol.

Almost done!...

FINALLY: One last thing needs to be completed. The library must also complete the "Accreditation in State Library System Application" to be considered for accreditation. You have been sent this form in an email, and you can also download on the secure portal page <https://tx.countingopinions.com/>, or from the TSLAC website <https://www.tsl.state.tx.us/ld/pubs/arsma/index.html>.

The application needs to signed, then scanned and emailed, sent by fax, or mailed to us. As these documents are stored electronically, we would prefer them sent by email. A hard-copy, paper original does not need to be sent to us.

To send the form:

- by email: vgreenwood@tsl.texas.gov
- by Fax: 512-936-2306, attention Valicia Greenwood;
- by US Mail:

Valicia Greenwood
Texas State Library & Archives Commission
Library Development & Networking Division
PO Box 12927
Austin TX 78711-2927.

NOW you are done! CONGRATULATIONS!! [close](#)

Review	Save	Reset	Previous	Next
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¹, ► **4.3** Library received 8,500 dollars from Bastrop County. (TX0184-2015-02-16)

², **5.9** 17,250 Hancher and Ladd Grant 10,000 TSLAC Impact Grant (TX0184-2015-02-16)

³, **7.5** Estimate for this year. (TX0184-2015-02-16)

⁴, **7.16** Not as many adult programs were offered this year. (TX0184-2015-02-16)

⁵, **9.4** The values are the same. (TX0184-2015-02-16)

⁶, ► **11.3** Values are the same. (TX0184-2015-02-16)



A Professional Business and Residential Asset Inventory Software

Sherry Hood, President/CEO
494 Hwy 71 W. Ste. 140-212
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Phone: 512.321.1590
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Websites: www.dis-inventory.com
www.digital-inventory-specialists.com

February 13, 2015

Mickey DuVall, Director
Public Library City of Bastrop
1100 Church St.
Bastrop, TX 78602

**Ref: 2015 Fundraiser Proposal for the Bastrop Public Library "Wildfire Archive Project"
(Include Membership?)**

Dear Mickey,

I am in the process of selling the copyright software, so that I can retire in a few years. Confidentially, four major insurance companies and AARP Member Services are considering purchasing the software. The 1-5 year buy-out proposals are for online website/download versions of the software, not the new/boxed /packaged/sealed software versions.

I have about 2900 pieces (an actual count will be determined, prior to the start of a fundraiser) of new/boxed/packaged/sealed inventory software, back from the Fulfillment Center, that I planned to wholesale to an out of state bookstore.

However, after Laura mentioned the Bastrop Library was still seeking funds for the "Wildfire Archive Project", I had much rather the software help raise funds for the Bastrop Public Library and the project.

If you are interested, I am offering the software as a fundraiser for the Bastrop Library "Wildfire Archive Project" along with a (possible) Membership drive that could be included as well. I know many local residents and business owners expressed interest in purchasing the software for their use and this is an opportunity for them to buy the software and support the Library.

In past years I developed a Turnkey Fundraiser Package, complete with forms and management documents. The most successful sponsored fundraiser exceeded \$300K in (5) months for an Arizona high school marching band, requiring the 102 students to raise \$3,000 each for a trip to England. The band was one of ten U.S. High School Marching Bands invited to march in the Queen's Parade on New Years Day in London.

I am offering to Sponsor and Manage the Fundraiser on behalf of the Library, with Mickey's suggestions and direction, I welcome your input. You will have the option to review and approve every aspect of the fundraiser, so it meets your approval. I will manage and provide everything, so you and your staff are not required to assist in any aspect of the event. With your approval, I welcome Lori Miller and all Friends of-Bastrop-Library to join us in this event.

The 2900 piece's current retail value is about \$170,000 and the wholesale value is about \$50,000. The obvious difference is about \$120,000 and that is the amount that could be raised on behalf of the Library. The wholesale value of the software is \$14.95 for the 2-Projects (MSRP \$49.95) and \$24.95 for the Unlimited-Projects (MSRP \$99.95) versions. In order for me to recoup the wholesale value of about \$50,000 I will need to sell the software on behalf of the Bastrop Library and donate the difference of \$35 and \$75 for each software versions in the names of the contributors.

Since we didn't meet last week, I've had time to prepare more information for your review. If the projected funds of about \$120,000 are more than required for the Wildfire Archive Project, you have the option to propose other special projects, earmarked for the funds. That is your call.

Proposal: FACEBOOK EVENT – Bastrop Public Library 2015 (Membership) and Community Fundraiser Event

Join, Support and Contribute to the Event, benefiting the Wildfire Archive Project

One Very Important Value of the Turnkey Fundraiser Package:

Proudly add your name to the Contributor's Name List

Sponsor Fundraiser Manager & Event Coordinator	Sherry Hood, President/CEO of Digital Inventory Specialists, Inc. of Bastrop, TX. Sherry will wholesale the in-stock boxed/package/sealed software benefiting the Fundraiser. The 2-Projects MSRP of \$49.95, less the wholesale value of \$14.95 is a difference of \$35. The Unlimited-Projects MSRP of \$99.95, less the wholesale value of \$24.95 is a difference of \$75. Those differences, \$35 and \$75 will be <u>donated</u> to the Library benefiting the Wildfire Archive Project from the sale of the software, in the <u>names</u> of the <u>Contributors</u>. <u>No</u> software will be sold from the (DIS) website and <u>no</u> download software will be sold for the fundraiser. As the Sponsor, I will provide and/or pay for everything required for the Fundraiser Software and Fundraiser Flyers. Sherry will manage and be responsible for every aspect of the Fundraiser, tracked and documented for accuracy. Each of the 2900 pieces of software will be referenced with a Number, and the Number will be assigned a <u>Contributor's Name</u> for the Official Contributor's Name List.
Co-Manager & Co-Event Coordinator	Sherry will ask Laura Green, to assist as Co-Manager and Co-Event Coordinator.
Local Supporters & Contributors	My plan and proposal would be to engage all aspects of the community to participate and join us in this effort. I will network with professionals, Civic Leaders, Civic Organizations, Bastrop Bar Association, Business Owners, Residents, the Bastrop Chamber of Commerce Members and Library Volunteers/Members. Proudly add your name Proudly add <u>your name</u> to the Contributor's Name List is an opportunity for personal recognition and acknowledgement for their contribution. The <u>Contributor's Name List</u> is a <u>successful feature</u> for this type of fundraiser.
Fundraiser Goal	\$ 120,000 (?) (DIS) has enough 2-Projects and Unlimited-Projects Inventory Software to raise <u>about</u> \$120,000 based on the current MSRP on our website. The 2-Projects \$49.95 MSRP, Unlimited-Projects \$99.95 MSRP. However, the fundraiser promotional prices <u>could</u> be lowered to <u>\$45</u> for the 2-Projects and <u>\$90</u> for the Unlimited-Projects if necessary.
Direct Donations	Direct donations to the Library Fund will be accepted on behalf of the Library and paid directly in the name of the Library not to (DIS). Not everyone may be interested in the software and prefer to donate to the Wildfire Archive Project.

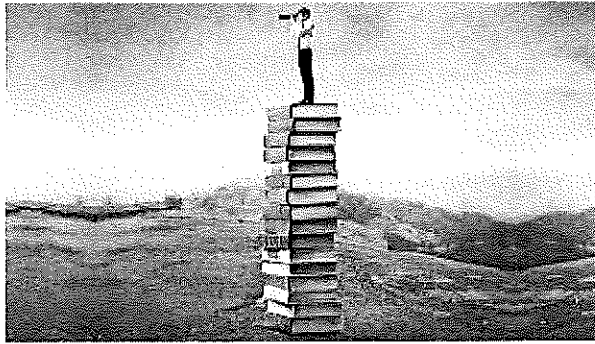
Fundraiser Promotion	I suggest the Fundraiser is launched on the Library's Facebook page and Facebook Groups. I estimated 12K to 15K target contacts via Facebook Groups. We could consider forming a "Bastrop Library Membership and Community Fundraiser Group" for the duration of the fundraiser, including all friends, contacts and Facebook Groups. <i>After all.... The software is the ideal gift for family, friends and clients.</i>
Fundraiser Dates	(2) Months <u>March</u> and <u>April</u> 2015. Sherry will dedicate her efforts full time to achieve the Fundraiser Goal within the (2) month time frame or sooner.
Fundraiser Days and Hours	Sherry will schedule about 3 days a week to be at the Library for visitors interested in purchasing the software. Other days and times will be spent networking with locals. Proposed Days at the Library: Wednesday 1 -3 pm, Thursday 6-8 pm, Saturday 1-3.
Last Call for Local	Local residents that lost their homes in the Bastrop County Complex Wildfire of Sept. 2011 will have the opportunity to download a <u>Free</u> 1-Project Inventory Software, during the months of April and May, a \$29.95 value for their replacement home, along with Free <i>Preparedness Documents</i> . Fire survivors are to email Sherry for the 1-Project Webpage Password. Each software version webpage is password protected.
Free Preparedness Downloads	Free <i>Preparedness Documents</i> are available to anyone and everyone on <i>Free Webpage</i> from website: www.digital-inventory-specialists.com
Typical procedures	Payment for the software will be paid to Sherry Hood and/or Digital Inventory Specialists, Inc. (DIS) will accept cash, checks and credit card payments. (DIS) will track all funds and/or donations (no software purchase) to the Library, will be paid directly to the Library, no retained funds for (DIS). Each contributor will receive a receipt for their purchase and a copy is retained by (DIS) for their records. The Fundraiser will be a weekly event. The week will begin on Monday and end on Saturday. Friday the following week, Sherry will provide Mickey with a Weekly Reconcile Sheet, Weekly Sales Tracking, Weekly Contributors Tracking and a Check for the Library's Portion of the Fundraiser, along with the Contributor's Name List. Each Donation Check paid to the Library is to be 'tagged' for the Wildfire Archive Project, unless Sherry is advised differently. Once all the 2900 or so boxed/package software are sold, the Fundraiser will end and/or the Fundraiser will end on the last day of April 2015.
Reception/Option	If you are interested, following the successful end of the Fundraiser, Sherry will sponsor a Reception at the Library, thanking everyone for their interest and contributions.

If you are interested in the proposal, we can schedule a follow-up meeting at Mickey's convenience.

Notes: _____

Sherry Hood, President/CEO
Digital Inventory Specialists, Inc.





A LOOK AHEAD

THE LONG RANGE PLAN FOR BASTROP PUBLIC LIBRARY 2015-2020

BASTROP PUBLIC LIBRARY

LONG RANGE PLAN

2015-2020

DEFINITIONS:

1. Circulation—process of checking books and other materials in and out of a library. Also refers to the total number of items checked out by library borrowers over a designated period of time and to the number of times a given item is checked out during a fixed period of time, usually one year.
2. Database—information stored in computer files, assembled and marketed by commercial Firms, with fee or subscription based access.
3. Digital—Data recorded or transmitted as discrete, discontinuous voltage pulses represented by the binary digits 0 and 1, called bits. In digitized text, each alphanumeric character is represented by a specific 8-bit sequence called a byte. The computers used in libraries transmit data in digital format.
4. Eaudiobooks—the digital talking book is a collection of electronic files arranged as a multimedia representation of information traditionally imparted in print. Special playback equipment is required.
5. Ebook—a digital version of a traditional print book designed to be read on a personal computer or e-book reader.
6. E-readers—A lightweight, portable battery-operated electronic device, similar in form to a tablet computer, designed primarily for reading books and periodicals downloaded in digital format (example: Kindle from Amazon.com).
7. Information Literacy—Skill in finding the information one needs, including an understanding of how libraries are organized, familiarity with the resources they provide (including information formats and automated search tools), and knowledge of commonly used research techniques. The concept also includes the skills required to critically evaluate information content and employ it effectively, as well as an understanding of the technological

infrastructure on which information transmission is based, including its social, political, and cultural context and impact.

8. Integrated Library System (ILS)—In automated systems, an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloging, circulation, and the provision of public access.
9. Interlibrary Loan (ILL)—library service that allows you to request materials from other libraries that is not available from this library in any format.
10. Lapsit services—Library services and programs designed for very young children (12-24 months old) in conjunction with their adult caregivers, including nursery rhymes, songs, finger plays, and storytelling, often with the aid of a flannel board or puppets.
11. Listserv—Mailing list management software that runs on a variety of platforms, designed to scan incoming e-mail messages for the words "subscribe," "unsubscribe," and other housekeeping commands and update the subscriber list automatically. Also used as a general term for any mailing list that runs on LISTSERV software.
12. Pharos scheduling system—a computer reservation system that automates the administrative and enforcement roles required for PACs (Public Access Computers) and offers a variety of mix-and-match reservation options, security features, patron identification methods, and reporting choices. It ensures orderly and fair access to shared computers, freeing up librarians to focus on their core activities.
13. Shareware—Software available over the Internet that the user may download and try on the "honor system" before deciding to purchase. Payment of a nominal registration fee is expected following a reasonable trial period, entitling the user to receive documentation, technical support, and updated versions as they become available.
14. Website hosting—A web hosting service is a type of Internet hosting service that allows individuals and organizations to make their website accessible via the World Wide Web.

INTRODUCTION

Public libraries face many challenges today, and unfortunately, economic challenges are at the forefront. Aid to libraries from the state of Texas was severely cut in the 2011 legislative session. Even though State support has increased in the past couple of years, it is far lower than it was in 2009. Because of this municipal libraries must depend on local funding for the programs and services they provide. As the economy slowly improves across the nation, and even more rapidly throughout Texas, the Bastrop economic outlook is strong. Therefore, funding for the library should remain level or improve over the next five years. However, difficult challenges still remain. The library must make decisions determining what services to provide. Identifying the services that are most needed and desired by the community will be vital in this process.

In creating this long range plan, the most critical areas for library services are addressed. These include providing quality services for all ages, improving funding, maintaining a collection that meets community needs, providing programs for all ages as well as administering the library responsibly. This plan addresses these goals and the specific objective and action plans that need to be taken. The final result of implementing this plan will be a library that meets the current and future needs of the citizens of Bastrop.

The Library Yesterday

In 1852, thanks to the generosity of the Ladies Magazine Club in donating over one thousand books, the first Bastrop Public Library was established. In the spring of 1900 Mr. Andrew Carnegie offered the city a donation to erect a library building with the understanding that the city would provide money for support and maintenance. The City Council appropriated \$500 and agreed to levy a tax in support of the library, but did not come to an agreement with Carnegie to build a library. In 1927, the city discontinued rent payments for the library and it moved

several times. Around 1938, the books were given to the CCC camp and Bastrop lost its library. It was 1962 when the Jaycettes (a women's organization) took up the cause and in conjunction with the Bastrop City Council established the Belle Moore Jones Memorial Library. The Council voted \$40 per month for a part time librarian with the library being open six half days a week. In 1970, plans for a new library were reviewed and amended. On March 29, 1971, the following resolution was passed by the City Council:

THAT the City of Bastrop is a municipal corporation operating under general laws of the State of Texas and,

THAT, the City of Bastrop owns, operates, and maintains a municipal agency known as the Bastrop Public Library in the City of Bastrop, and,

THAT the City of Bastrop provide (sic) new facilities for housing said LIBRARY and assumed full responsibility for the operation of same on or about April 1, 1971, and now BE IT RESOLVED

THAT the City's responsibility of operating and maintaining said Bastrop Public Library since the above date is hereby ratified and confirmed.

The new air-conditioned library opened on June 6, 1971, with a collection of 3,000 volumes and a full time librarian. In 1978, the library joined the Texas State Library System and became a member of the Central Texas Library System.

In Oct 1986, the City Council voted to give the library a location for the construction of a new building, if the library could receive a grant of \$100,000. The Council agreed to provide the library with matching funds for the grant. In the fall of 1987, the location of 1100 Church Street was designated for the library and

\$234,000 was set aside for construction. The new library was constructed and opened in 1988.

In 2000, the library had a collection of 20, 697 volumes. Two full time professional librarians were employed as well as one full time Library Associate and three Library Associates working thirty hours per week. Additionally one Voe student worked twenty hours a week during the school year and full time in the summer. The library was open 46 hours each week. Use of the library continued to increase over the next several years. By 2001, the library was circulating 140,000 items a year with the number of people visiting the library up an average 13% over the previous year. The existing building was being stretched to its maximum usage.

In September, 2003 the City of Bastrop held a bond election for needed improvements and additions. A proposition to provide \$2.06 million for expanding from 6,000 square feet to 19,000 square feet was one of five propositions on the ballot. The voters of Bastrop approved the library bond and ground was broken for the library expansion in August 2005. By June of 2006 the expansion project was completed, and the new section of the library was opened. Renovations were done on the original section of the library with the whole building being opened in September 2006.

The Library Today and Tomorrow

The Bastrop Public Library serves the city of Bastrop as well as the residents of Bastrop County. The Texas State Library and Archives Commission places the library's number of users at an estimated 30,000 people. After a rise in usage brought about by the expansion in 2006, the demand for library services has leveled off and now is beginning to fall. Two important factors can be shown that have impacted library services. In 2008 the entire country slipped into a serious economic downturn. In addition to the economic downturn, in 2011 Bastrop County experienced the worst wildland urban interface wildfire the state has ever seen. A total of 1,700 homes and businesses were destroyed. The economic downturn and wildfire have impacted the library in a number of ways. It is difficult to determine what exactly has changed the demand for library services, but the economic downturn has certainly affected when and how often patrons visit the library. Also, after the wildfire, almost forty percent of the victims impacted by this event decided not to rebuild and have moved away. Although the library continues to gain new users, this growth is slow and is dependent on the growth of the population.

Even though statistically some of the library's numbers are less than what they were in 2006, the library continues to be a busy place. In 2014, the library had 104,798 visitors, checked-out 162,868 items and had 3,667 meeting room reservations. The library provides regular programming for youth with twice weekly story time for preschoolers, after school activities for children 6-12 and teen programs once a week. The library also offers classes for homeschool students providing library skills instruction and the promotion of pleasure reading.

In 2014, 227 programs were presented by the library with an attendance of 11,825. One area where the need for services has increased is in reference/research assistance. In 2014 the library provided reference services to 21,508 patrons. In response to this demand the library has started a new program "Reserve a Librarian." This program is designed to provide individual instruction on a variety of topics and computer applications.

Computer use is another area where library service has grown. In 2014 computer reservations rose from 37,626 in 2013 to 39,191. Currently, the library provides 28 public access computers with high speed internet capabilities. There are 10 adult computers, 8 teen computers, and 6 children computers on the automated Pharos scheduling system. The Pharos system schedules the computers for public usage and limits patrons to 30 minute increments of time, up to two hours per day. There is one local history computer for genealogy research and three study room computers for patrons who need more uninterrupted time on the computer than the scheduling system allows. All the computers offer access to the 2010 Microsoft Office Suite. The library also offers free Wi-Fi access to all people using the library with a Wi-Fi accessible device. In 2014, an average of 754 patrons used the computers during a typical week. Access to computers and the internet is a very important service the library provides to the community. Many library patrons do not own a computer, do not have the economic means to provide internet access at their home or live in rural areas where high speed internet is unavailable or cost prohibitive.

The future of the library is a complex topic. With the recent economic downturn and the occurrence of the Bastrop County Complex Wildfire, population growth in

Bastrop County has slowed. Correspondingly, library usage continues to be erratic. However, as the economy continues to improve the population in Bastrop County is poised to expand dramatically.

This plan looks toward the future library needs of our patrons. Electronic access to Ebooks has gained popularity with many of our patrons. This collection must be expanded as the budget permits, to support this growing need. The library must find a balance between growing this new medium and continuing to maintain a dynamic hard print collection. As mentioned earlier, demand for computer access is rising. Social media and other electronic communications are going to continue to be important. Computer training needs to expand to offer our patrons classes on topics such as job searching, social networking, digital cameras, as well as the basic computer classes. The demand for our meeting room space is also growing. The Bastrop Public Library will continue to provide meeting room space to members of the Bastrop community, and is exploring the possibility for reconfiguring the library in order to create more meeting room space.

Future change is a guarantee. However, the amount of change is to some degree dependent upon the growth of the City of Bastrop and Bastrop County. The library must position itself to manage change in a manner that is in the best interest of its patrons. Libraries will have to adapt to new situations and different methods of service. But ultimately providing service to our patrons is the most important activity of the Bastrop Public Library. Patrons must know that the library will continue to provide great customer service, free access to materials and technology and a welcoming environment for all. The library must garner the changes the future will bring and create partnerships with our patrons built on trust and service.

Mission Statement

The Mission of the Bastrop Public Library is to provide free and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

Vision Statement

The Bastrop Public Library aspires to be a vital and innovative resource that enhances the quality of life, encourages life-long learning, and provides a welcoming community environment for our diverse population.

Roles for the Bastrop Public Library

With finite resources, all libraries must make difficult decisions concerning what services to provide to the public. There are thirteen roles that libraries may address: Basic Literacy, Business and Career information, Commons, Community Referral, Consumer Information, Cultural Awareness, Current Topics and Titles, Formal Learning support, General Information, Government Information, Information Literacy, Lifelong Learning and Local History and Genealogy. Keeping in mind that it is impractical and economically unfeasible to address all these roles, four roles were chosen by library staff as critical functions for the Bastrop Public Library.

Commons is chosen to address the community's need for a place to meet and interact with others in the community and to provide a meeting space for community groups.

Current Topics and Titles are chosen because of the importance of providing timely information and recreational materials. (This includes books, music, DVDs, eaudiobooks and e-books).

Lifelong Learning is selected because of the importance in providing children an avenue of learning at a young age and to encourage a person's continued acquisition of knowledge throughout their life.

Local History and Genealogy is selected due to the importance of maintaining a collection of our community's history (including family histories) and making that information available to scholars and genealogists for research purposes.

GOALS FOR THE BASTROP PUBLIC LIBRARY

I. Provide high quality library services that meet the lifelong learning needs of all ages and cultural groups in Bastrop.

II. Improve funding for the library by facilitating collaboration and cooperation between library advocates and the community.

III: To continue to establish and maintain a collection of books and materials in a variety of formats (including digital) to meet the intellectual, cultural, and recreational needs of the community.

IV: Maintain and upgrade the Library's technology infrastructure to support changing technology requirements.

V: Continue to provide an outstanding collection of historical and genealogical materials that promote and preserve the heritage and cultures of the City of Bastrop, Bastrop County, adjacent counties and the State of Texas.

VI: Provide Programs that recognize the diversity and enrich the cultural and educational life of the Bastrop community.

VII: Administer the Library to meet the service responses and policies established by the Library Board.

Goal 1

Provide high quality library services that meet the lifelong learning needs of all ages and cultural groups in Bastrop.

Objective 1: Provide accurate and timely reference and reader's advisory services.

Action Plan:

- Information desk is manned whenever the library is open.
- Staff is trained to use in-house and online reference materials.
- Staff is trained to provide reader's advisory services.

Objective 2: Assessment will be used to assure library resources are effectively used to meet community needs.

Action Plan:

- Assess the turnover rate of the collection each year to determine that the materials in the collection are being used at an appropriate rate.
- Monitor circulation statistics to determine which areas of the collection need improvement.
- Survey residents, both library users and non-users, on a regular basis to see where we need to add new material.

Objective 3: Increase number and types of computer training for adults to include training sessions on social networking, employment searching, digital photographs, ebooks, basic computer skills training and others as needed.

Action Plan:

- Recruit volunteers with computer skills to assist as instructors for classes.
- Develop a "Reserve a Librarian" computer training program.
- Develop policy and procedures for implementing "Reserve a Librarian" program.
- Identify staff who will provide one-on-one computer training.
- Include training on basic computing, internet searching, creating an email account, online research, basic and intermediate Microsoft software classes, filling out job applications and other topics as needed or requested.

Objective 4: Maintain an environment that is safe and welcoming for all library patrons and staff.

Action Plan:

- Reconfigure the book stacks to maximize usage of all available space at the library.
- Create a schedule for repainting of walls in the library to maintain appearance and provide protection.
- Create a schedule for carpet cleaning that allows all carpets to be cleaned at least once every two years to maintain cleanliness.
- Arrange for tuck pointing and cleaning of the outside surfaces of the library.
- Have the roofs inspected and any necessary repairs completed.
- Continue SimplexGrinnell's monitoring of the fire sprinkler system.
- Maintain and upgrade air-conditioning and heating systems.
- Reconfigure the staff area to maximize usability of the space. Look at the present arrangement in the book drop room and study area where the videophone is now for re-purposing in the future.
- Seek property for a future library site.

Objective 5: To make Library service accessible to all members of the community.

Action Plan:

- Research the feasibility of outreach book programs for seniors. Contact the three nursing homes and one assisted living center in town to determine interest.
- Create a plan to deliver materials to these patrons.
- Work with the Friends of the Bastrop Public Library to provide outreach services.

Objective 6: To provide meeting room usage for qualified groups.

Action Plan:

- Schedule meeting room usage for qualified groups in a timely manner.
- Maintain cleanliness of meeting room space.
- Provide table and chairs for use in the meeting rooms.
- Provide meeting rooms for a fee to businesses and other for profit organizations.
- Replace tables in the meeting room as needed due to wear and tear.

Goal 2

Improve funding for the library by facilitating collaboration and cooperation between library advocates and the community.

Objective 1: Maintain awareness of grant opportunities available to the library.

Action Plan:

- Create a grants database that includes information on grant opportunities for BPL by 2020.
- Maintain membership in grants list serve for library services and join any list serves that are discovered that provide information about available library grants.
- Research possible grants for the Bastrop County Complex Fire archive.
- Continue selling bricks and tiles to grow the collection.

Objective 2: To educate ourselves and explore the possibility of establishing a foundation by 2020.

Action Plan:

- Research the best practices for establishing a library foundation.
- Approach community members to ascertain willingness to serve on the Foundation Board.
- Find funding to establish the foundation.

Objective 3: Find sources of revenue in addition to City funds.

Action Plan:

- Promote long-term gift giving to the Library, such as through wills and trusts.
- Encourage local businesses and organizations to donate to the current fundraising program through increased publicity on website, brochures and presentations at community organizations.
- Work with Friends of the Library to increase fund raising.
- Educate the community and City leaders as to the need for additional funding.
- Develop a program where staff approaches local businesses and organizations in town to ask for donations and ask to be included on their annual giving campaigns.

Goal 3

Expand the collection in all formats so it continues to fulfill the intellectual, cultural, and recreational demands of Bastrop residents.

Objective 1: By 2020, adult patrons will succeed in finding titles they want to read in the collection 90% of the time.

Action Plan:

- Conduct an in house patron survey to determine if patron reading wants and needs are being fulfilled.
- Do an annual review of the interlibrary loan requests to analyze for patterns and increased usage of the collection.
- Seek input from residents, both library users and non-users, on a regular basis.

Objective 2: Assessment will be used to assure library resources are effectively used to meet community needs.

Action Plan:

- Assess the turnover rate of the collection each year to determine that the materials in the collection are being used at an appropriate rate.
- Monitor circulation statistics to determine which areas of the collection need improvement.

Objective 3: By 2020 the library will provide a collection that meets or exceeds the state average for libraries serving a similar population.

Action Plan:

- Review state standards for collection size on an annual basis and set goals.

Objective 4: Increase holdings by 2% per year for next five years.

Action Plan:

- Seek grant opportunities for collection development.
- Encourage donations of high quality materials from the community.
- Continue to spend collection development funds in accordance with collection development policy.

Objective 5: By 2020 increase circulation by 5%.

Action Plan:

- Create displays on topics of current interest to encourage materials checkout.
- Purchase multiple copies of high demand titles.
- Review all patron request and purchase titles when feasible.
- Review results of patron survey and make purchases accordingly.
- Purchase additional ebook titles.

Objective 6: Continue to expand the library's ebook services and collection.

Action Plan:

- Staff will provide ebook reader training to library patrons.
- Staff will assist registering ebook readers to access the library's collection.
- Staff will pursue any funding opportunities for purchasing this format including consortium opportunities with other libraries, grants, and discounted services.

Goal 4

Maintain and upgrade the Library's technology infrastructure to support changing technology requirements.

Objective 1: Research available enhancements to the Apollo integrated library system and add modules as appropriate.

Action Plan:

- Add self-check station when funds are available.
- Keep aware of all available options as they are presented.

Objective 2: Make our website more accessible for persons with a disability.

Action Plan:

- Use available free software programs to assess website for accessibility.
- Make necessary changes to the website to enhance accessibility.

Objective 3: Investigate possibility of changing to another integrated library system (ILS).

Action Plan:

- Research “shareware/free” ILS systems to see if they will meet our needs at less expense than our current system.
- Obtain information about cost of other commercially available ILS systems.

Objective 4: Research feasibility of library making use of social networking to advertise services and programs and provide a “voice” for the patrons to make comments, request materials, share their opinions with the library.

- Explore possibility of Facebook page for the library.
- Explore other social networking sites to see if library should participate.
- Provide staff training opportunities to stay aware of other services as they become available.

Objective 5: Maintain currency with software programs available on public computers.

- Stay aware of upgrades to Microsoft Office Suite.
- Set up public computers to automatically upgrade whenever possible. Do manual upgrades to the public computers as necessary.
- Renew maintenance agreements on existing software programs.
- Continue to budget monies to upgrade and maintain software.

Objective 6: Maintain currency with computer hardware on public and staff computers and networking.

- Purchase desktop computers every five years.
- Research purchasing I-pads or other similar devices to check-out to patrons within the library.
- Continue to upgrade and increase bandwidth as needed for our WiFi connections.

Goal 5

Continue to provide an outstanding collection of historical and genealogical materials that promote and preserve the heritage and culture of Bastrop city and county.

Objective 1: By 2020 the library will evaluate local history and genealogy collections biannually.

Action Plan:

- Complete an inventory of the collection every two years.

Objective 2: Support the Bastrop County Genealogical Society of Texas, who then supports the library's collection development efforts and training in this area.

Action Plan:

- Offer genealogy workshops and assistance on a regular basis.
- Provide meeting space for the genealogy club to meet monthly.

Objective 3: Add materials to the local history and genealogy collections as they become available.

Action Plan:

- Maintain awareness of new materials as they become available and add to the collection when the budget permits.
- Monitor the city council minutes for historical materials that need to be added to the local history file.
- Monitor the three county newspapers, the Bastrop Advertiser, the Smithville Times and the Elgin Courier for articles of historical significance that need to be added to the local history file.
- Purchase local history materials covering history and genealogy from neighboring counties such as Lee, Fayette, Travis and Caldwell as the budget permits.

Objective 4: Migrate the Bastrop Advertiser from microfilm to digital version.

Action Plan:

- Maintain currency of the digital version of the newspaper that begins with 2009 provided by the Bastrop Advertiser.

- Pursue digitalization of microfilm copies of the Bastrop Advertiser. Apply for grants and seek community donations to offset the cost of this project.
- Participate with the University of North Texas to have earlier copies of the Bastrop Advertiser digitized and placed on the Portal of Texas History.

Objective 5: Pursue addition of online genealogy databases to library's collection
Action Plan:

- Research addition of Ancestry.com to library collection to ascertain cost and suitability for our patrons.
- Research other genealogy databases to see if any meet our needs and are less expensive.

Objective 6: Pursue funding to grow the genealogy and local history collection.
Action Plan:

- Partner with the Bastrop County Historical Society Museum on appropriate grant opportunities.
- Pursue local funding and donations.
- Pursue donations from the Bastrop County Genealogical Society of Texas to purchase materials.

Objective 7: Develop a program for the Bastrop County Complex Fire Archive project.
Action Plan:

- Collect photographs, oral histories and other related material to be included in the fire archive.
- Create a digital archive of material collected.
- Seek grants to help pay for the development of the fire archive.
- Encourage volunteers to assist in the fire archive project.

Goal 6

Provide Programs and services that enrich the cultural and educational life of the community.

Objective 1: By 2020 program attendance for school age children will increase by 5%.

Action Plan:

- Continue the “Super Saturday” event providing programs for school age children and families once a month.
- Continue with the summer reading program.
- Encourage visits by school groups.
- Increase the number of programs for tweens offered during the summer reading program.

Objective 2: By 2020 the library will provide programs for preschool children three times a week.

Action Plan:

- Add a weekly lapsit story time to the current schedule.
- Continue preschool story time two times a week.
- Investigate the possibility of presenting a bilingual (Spanish/English) story time.

Objective 3: By 2020 the library will increase the number of programs offered that promotes literary or cultural events.

Action Plan:

- Monthly book club will continue to meet.
- Cultural programs will be offered at least twice yearly for families. This will include celebrations of cultural events such as Day of the Dead and Chinese New Year.
- Monthly Writers Group will continue to meet.

Objective 4: By 2020 at least 30 patrons per month will participate in programs that target the lifelong learning skills of senior citizens.

Action Plan:

- Provide basic computer classes for seniors.

- Offer programs of interest to seniors that community members can present such as estate planning, gardening, and local history.
- Work with other organizations within the city to provide programs of interest to our patrons.
- Survey patrons to determine interests and implement requested programs when possible.

Objective 5: The library will continue to provide a regular schedule of teen programs that occur on a monthly basis.

Action Plan:

- A teen advisory board meeting will occur monthly.
- The library will sponsor at least four programs per month geared to teens.
- The teen librarian will pursue establishment of a teen book club.
- Survey will be made available to teen patrons to assess their programming wants and desires with the intent to increasing the variety of programming available for teens.
- Teen Librarian will institute a Teen volunteer program.

Objective 6: Library will provide outreach to local Head Start and Day Care Centers.

- Provide early literacy training to staff at the centers.
- Promote and provide early literacy kits for centers to use at their facility.
- Upon request provide literacy training to parent groups at the centers.

Goal 7

Administer the Library to meet the service responses and policies established by the Library Board.

Objective 1: Motivate and educate the staff to accomplish the service goals of the library, which will advance the Library's vision and mission statements thus recognizing staff as an invaluable resource.

Action Plan:

- Provide staff with the opportunity to attend at least two training sessions a year.
- Provide the opportunity for the Children's and Teen Librarians to attend the Texas Library Association annual conference.

Objective 2: The Library Board, in collaboration with the library director, will continue to develop sources of public and private funding to support and improve the Library.

Action Plan:

- Encourage library board members to attend pertinent workshops when available.
- Encourage library board members to advocate for the library in the community at large.

Objective 3: The Library Board will seek to maintain a higher level of involvement, development and education on library matters.

Action Plan:

- Provide working binders for all library board members. This is to include policies and procedures, meeting agendas and minutes as well as current working propositions.
- Encourage library board members to volunteer at and attend library events.

Objective 4: The Library Director will continue to provide the Library Board up to date policies for approval.

Action Plan:

- Review and update library policies once every two years or as needed.

Conclusion

A Look Ahead: The long range plan for the Bastrop Public Library is meant to be a usable and working document which will help shape the library's future. Every effort has been made to identify needed services for the Bastrop community and provide a plan for their implementation. This document provides specific objectives and action plans for the staff and community to undertake to achieve these goals. We must remain current with technological advances to have the library remain a vital resource for the community. We must connect with the community. The community must trust us. We must provide services that are relevant and what the community needs.

Revision and Action Plan

The long-range plan of the Bastrop Public Library is to be reviewed annually to determine progress achieved and to make updates to the plan as needed. This annual review will evaluate which tasks have been undertaken and accomplished. Their contribution to the achievement of the goal will be documented. Data regarding circulation statistics, number and attendance at programs, and computer usage will be compiled and presented as indicators of our success. Five years from the date of acceptance, the entire plan will be reviewed and rewritten. The staff and patrons of the library may bring forward issues and recommendations for the director's consideration as part of the amendment process for the policy.

Revised: 2/2/15

Library Board Approval:

City Council Approval: