

AGENDA
LIBRARY BOARD
Monday, February 2, 2015
6:00 PM

The Bastrop Public Library Board will meet in a regular meeting on Monday,
February 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 January meeting**
- 3. Announcements—**
- 4. Citizen Comments**
- 5. Librarian's report—**discussion and possible action
- 6. Friends of the Library Report**
 - The Friends held a regularly scheduled meeting in January
 - Discussed the raffle—total amount collected \$1,740—sold 2,000 tickets
 - Next raffle scheduled for December
 - Discussed book pricing for the Book Nook
 - Discussed large donation of books—between 7,000 and 9,000 books
- 7. Old business**
 - Brick pavers and tiles update—No sales in January—library staff may purchase a brick for Mary Moon—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—continue to research grants—discussion and possible action
 - Update—Long Range Plan—submitting first draft—discussion and possible action
 - Update—patron survey—submitting summary sheet—discussion and possible action
 - Update—dessert social—^{eight} ~~nine~~ vendors chosen—discussion and possible action
- 8. New Business**
 - Theft of money in the library—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 DuVal 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
February 2, 2015**

1. Library Statistics for the month of December. Circulation statistics are up 2% compared to December 2013; gate count is up 21% compared to December 2013; programming is up 51% compared to December 2013; Internet usage is up 41% compared to December 2013; reference requests are up 59% compared to December 2013 and meeting room reservations are up 11% compared to December 2013.
2. In the month of January 127 children and adults attended story time.
3. On Thursday, January 1 the library was closed for the New Year's holiday.
4. On Tuesday, January 6 Mickey DuVall attended an organizational meeting at city hall.
5. On Tuesday, January 6 Ashley Guerrero hosted a Tuesday Afternoon Programs (TAPS) event. Six children attended the program.
6. On Tuesday, January 6 Mickey DuVall attended a Friends of the Bastrop Public Library meeting.
7. On Tuesday, January 6 Sheila Bowman realized that two bank bags were missing from the library. The theft is being investigated by the Bastrop Police Department. Staff is working with the Finance Department to update the Cash Collection Policy.
8. On Thursday, January 8 Bonnie Pierson, Cary Kittrell and Ashley Guerrero provided a class on how to use the library for homeschooled students. Ten students attended the lesson.
9. On Thursday, January 8 Ashley Guerrero hosted a Teen Advisory Board (TAB) meeting. Twenty teens attended the meeting and discussed anime shows they would like to watch and books they want ordered for the Young Adult collection.
10. On Monday, January 12 Mickey DuVall met with Gene Crick and Murphy Roland to discuss applying for grants for the Bastrop County Complex Fire archive project.
11. On Monday, January 12 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Fifteen students and teachers were present.
12. On Tuesday, January 13 Mathison Heating and Air Conditioning installed a new 5 ton air-conditioner and air-handler.
13. On Tuesday, January 13 Melissa Bullara hosted a Tuesday Afternoon Programs (TAPS) Lego event. Sixteen children attended the program.
14. On Thursday, January 15 Ashley Guerrero hosted a teen anime event. Thirty teens watched the anime movie "Kamisama Kiss" and made their own keychains.
15. On Thursday, January 15 technicians from SimplexGrinnell installed a new Horn/Strobe. After completing the work the red tag was removed and the library's smoke alarm system is now in compliance.
16. On Saturday, January 17 Bonnie Pierson hosted a Snow Day Super Saturday event. Twenty-three children and adults attended the event.
17. On Monday, January 19 the library was closed for the Martin Luther King, Jr. holiday.
18. On Tuesday, January 20 Mickey DuVall submitted an erate form 470 to receive erate discounts for the year 2015/2016.
19. On Tuesday, January 20 Ashley Guerrero hosted a Tuesday Afternoon Programs (TAPS) event. Seventeen children attended the program.

20. On Tuesday, January 20 Mickey DuVall met with Finance Director, Karla Stovall and Assistant Finance Director, Tracy Waldron, concerning the library's Cash Collection Policy.
21. On Tuesday, January 20 Mickey DuVall attended a Cultural Arts meeting at city hall.
22. On Thursday, January 22 Mickey DuVall met with author, Kathy Marsh, to discuss holding a book signing for her at the library.
23. On Thursday, January 22 Ashley Guerrero hosted a Teen Open Video Game Night. Twenty-six teens attended the event and played video games
24. On Friday, January 23 Mickey DuVall attended a CTLS, Inc. long range planning committee meeting at the Taylor Public Library.
25. On Saturday, January 31 Mickey DuVall will attend the City Council Retreat at the Bastrop Hyatt resort.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library
Summary of Current User Survey
January 6, 2015

The Bastrop Public Library conducted a current user survey. A total of 131 patrons completed and submitted surveys. The survey was created to gather information on which services patrons use and to allow patrons the opportunity to evaluate those services. Most of the survey instruments were distributed to patrons at the check-out desk. Having most surveys submitted by patrons who would normally use the check-out counter to check-out books has skewed the results somewhat. A bias is indicated from those patrons who use the library to check-out material. I believe the respondent's bias is illustrated by what they valued the most. Those surveyed are more likely to value books higher than other categories. Customer service is always important to our patrons. Since most of these patrons are older, programming may not be as important to them as it would be to a younger person, especially one who has children. Also, since most of the patrons surveyed were at the library to check-out books, computers and the Internet would not be that important to them. Even with this knowledge of the bias presented by patrons surveyed, some interesting survey results came to light.

The library started the survey with a number of general and demographic questions. Ninety-three percent of surveyed patrons have a library card. Sixty percent of surveyed patrons visit the library once a week and 99% percent of patrons visit the library at least once per month. Seventy-five percent of respondents are women. All surveyed patrons indicated that English is their primary language. Thirty-three percent of surveyed patrons answered that they were retired; 26% are employed; 25% are unemployed and 11% said they were homemakers.

Library patrons were asked to rate library services from poor to excellent. An important indicator reflects that 89% of patrons surveyed scored customer service from good to excellent. In addition, 77% of surveyed patrons scored the collection from good to excellent. Overall, 89% of surveyed patrons rated the library and its services from good to excellent.

When we asked our patrons what they valued most about the library they answered in the following manner. Forty-four percent of surveyed patrons indicated that to them the most valued component of the library is books. Twenty-one percent answered that customer service is the most important component. Fifteen percent answered that they think that computer, WiFi and Internet access are the most important components. Six percent answered that the facility and ease of access are the most important components. Five percent answered that programming, the summer reading program and other teen and adult programming are the most important components. Four percent of those surveyed answered that the Friends of the Bastrop Public Library bookstore is the most important component. Information and reference service received a 4% rate of importance. All other categories received a 2% or less value of importance.

One of the most important questions on the survey is how could the library be improved. Twenty-eight people answered that more books can improve the library. Six patrons answered that better library hours are important. Six patrons answered that improved computer, WiFi and Internet access is important. Five patrons said that purchasing more DVD's can improve the

library. Three patrons answered that the library should acquire a fax machine and make it available to the public. One patron asked for a graphics room where they can create graphics by using different software and a scanner. One patron said that more assistance for job searchers, especially young people, can help improve the library. And one patron said that having more audiobooks can improve the library.

In conclusion, I believe we have a tentative picture of a typical patron who has completed the survey. A typical patron is a middle aged to older female who visits the library on a regular basis. This individual has earned some college credits. Her primary language is English. She is for the most part retired. She rates library services highly and is appreciative of the customer service she receives. She loves the library but sees that the library can make some improvements. She rates the book collection highly but believes it can be improved.

Overall, this survey will help the library plan for the future. The survey, though biased, did show us who our most typical patrons are. What they use, what they want and where they wish the library to go. The information gathered will be incorporated into the Library's long range plan. In addition, this survey highlights the need for the library to create a collection development survey to discover what patrons are reading and what the library can do to improve the collection, be it books, DVD's, audiobooks, ebooks or other formats not currently collected.

A LOOK AHEAD

THE LONG RANGE PLAN FOR BASTROP PUBLIC LIBRARY 2015-2020

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 for the library, 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, 1974, 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 interests 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 all information and technology for everyone and a welcoming environment for them to enjoy. 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 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, E-books, 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.
- Create a schedule for carpet cleaning that allows all carpets to be cleaned periodically 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.
- 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 to be re-purposed 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 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.

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 ILL requests to analyze for patterns and increased usage of the collection.

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.
- Seek input from residents, both library users and non-users, on a regular basis.

Objective 3: By 2017 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: In addition to normal general fund materials purchasing, 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: Increase circulation by 5% in all collections.

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 system and add sections 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 and purchase through Tech Soup program at discounted price.
- 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.