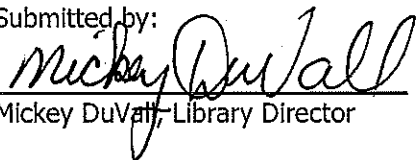


**AGENDA
LIBRARY BOARD
Monday, March 5, 2012
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
March 5, 2012 at 6:00 PM at the Bastrop Public Library
1100 Church Street, Bastrop, TX.

- 1. Call to order**
- 2. Review and Approval of Minutes of February meeting**
- 3. Announcements—**
- 4. Training on Ethics Ordinance to be conducted by Jo Christy Brown, City Attorney**
- 5. Librarian's report—discussion and possible action**
- 6. Friends of the Library Report**
 - Friend's met in a regularly scheduled meeting Thursday, February 23, 2012
 - Discussed and planned for the next Booksale—March 29-31
 - Discussed storage building to be built behind the library
 - Discussed fundraiser to pay for storage building
- 7. Old business**
 - Brick pavers and tiles update—have received funds for three additional bricks—discussion and possible action
 - Update—BTOP grant—1. Kevin has installed new computers in the Children's and Teen's areas—discussion and possible action
 - Applied for Building Permit to construct a 10' X 12' storage building on library property next to dumpster—discussion and possible action
 - Discussion on Library's five-year long-range plan—discussion and possible action
- 8. New Business**
 - Emergency management exercise—discussion and possible action 26-29
 - Texas Library Association annual convention—discussion and possible action
 - Submitted completed Texas State Library Impact Grant—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, Teresa Valdez, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 904 Main, on _____ at _____.

Teresa Valdez, City Secretary

**Bastrop Public Library
Librarian's Report
March 5, 2012**

1. Library Statistics for the month of January. Circulation statistics are down 27% compared to January 2011; gate count is down 14% compared to January 2011; programming is down 19% compared to January 2011; Internet usage is down 16% compared with January 2011 and reference requests are down 23% compared to January 2011.
2. In the month of February 95 children and adults attended Story time.
3. In the month of February 43 children were read to by employees at daycares using the Library's storytime boxes.
4. On Thursday, February 2 Sheilah Kosco hosted a Teen Advisory Board meeting. Eighteen teens attended the meeting.
5. On Thursday, February 2 Bonnie Ueckert taught library skills to 15 homeschool students.
6. On Friday, February 3 Sheilah Kosco and Mickey DuVall met with a representative of Community Tax Centers, Linda Paulson, to discuss using one of the Library's study booths to make available a computer with the Skype software installed. Individuals claiming a casualty loss on their tax return due to the wildfire will be able to work directly online with a Tax attorney. Each session with a tax attorney is by reservation only.
7. On Saturday, February 4 eleven children read to Bow Wow Book Buddies.
8. On Monday, February 6 Bonnie Ueckert hosted eleven children from the Calvary After School program.
9. On Tuesday, February 7 Bonnie Ueckert hosted "Winnie the Pooh" Brown Bag movie. Four children attended the movie.
10. On Tuesday, February 7 Bonnie Ueckert provided a library tour for 22 Calvary kindergarten students.
11. On Thursday, February 9 CTLS, Inc. conducted a Summer Reading Program workshop in the Lina S. Pressley Meeting Room. Sheilah Kosco, Bonnie Ueckert, Cary Kittrell, Linda Jenson and Melissa Bullara participated in the workshop. Librarians from 22 libraries across Central Texas attended the workshop.
12. On Thursday, February 9 Sheilah Kosco hosted a teen Board Game Tournament. Twenty-two teens competed in the tournament.
13. On Friday, February 10 Mickey DuVall met with Bill Hidell and discussed the library partnering with an organization that will provide used books to Liberia.
14. On Friday, February 10 Mickey DuVall met with Mike Talbot for a departmental meeting.
15. On Saturday, February 11 Jean Zurow held a beginning genealogy class. Twenty-six people attended the class.
16. On Tuesday, February 14 Mickey DuVall was presented with a framed certificate and ink pen for being chosen CTLS, Inc. Co-Librarian of the year. Numerous

members of the Library Board received longevity pins for their years of service to the library and City of Bastrop.

17. On Wednesday, February 15 Mickey DuVall attended legal review to discuss fire sprinkler monitoring contract.
18. On Thursday, February 16 Sheilah Kosco hosted a teen video game night. Twenty-five teens attended the event.
19. On Friday, February 17 Mickey DuVall and Sheilah Kosco met to discuss and update the library's collection development plan for 2012. The plan was updated to reflect the funds received due to the wildfire from TML (insurance payments) and donations from other organizations and individuals.
20. On Saturday, February 18 Bonnie Ueckert hosted a Super Saturday "Crafts" event. Twenty-nine children and adults attended the event.
21. On Tuesday, February 21 Mickey DuVall participated in a webinar: "Your Library @ Webscale: How Radical Collaboration is Redefining Management Services."
22. On Tuesday, February 21 Mickey DuVall met with Melissa McCollum and Ted Bowers in the planning department to find out what is needed per the City to build and place a 10' X 12' storage building on Library property.
23. On Wednesday, February 22 Mickey DuVall, Sheilah Kosco and Sheila Bowmen met to discuss accounts payables.
24. On Thursday, February 23 the Friends of the Bastrop Public Library met in a regularly scheduled monthly meeting.
25. On Friday, February 24 Mickey DuVall met with Mike Talbot to discuss the library.
26. From Monday, February 27 through March 2 Sheilah Kosco is on vacation.
27. On Friday, February 24 the library closed for the Texas Independence Day holiday.
28. From Tuesday, February 28 through March 2 Cary Kittrell is on vacation.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library Circulation Statistics
October 2011 - September 2012

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P
			OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	Totals
1	Adult														
2	Adult														
3	000s	General	29	37	36	25									127
4	100s	Philosophy	78	50	48	65									241
5	200s	Religion	66	62	37	43									208
6	300s	Social Science	164	162	118	163									607
7	400s	Language	20	12	11	11									54
8	500s	Science	45	56	40	29									170
9	600s	Useful Arts	411	380	311	315									1,417
10	700s	Fine Arts	153	138	157	191									639
11	800s	Literature	70	52	44	33									199
12	900s	History	130	151	130	110									521
13	92s	Biography	123	106	96	95									420
14	F	Fiction	2,613	2,388	2,273	2,447									9,721
15	LT	Large Print	729	786	636	841									2,992
16	TEX	Texana	29	51	30	40									150
17	AUDCAS F	AUDCAS Adult Fic	34	25	27	29									115
18	CD BOOK F	CD Adult Fiction	639	596	591	603									2,429
19	CD BOOK NF	CD Adult Nonfiction	42	49	52	56									199
20	CD MUSIC	Music on CD	135	199	149	182									665
21	VC	VC	525	520	383	476									1,904
22	DVD	DVD	1,366	1,324	1,218	1,506									5,414
23	MP3	book fiction	43	55	46	41									185
24	REF	Reference Books	0	0	0	1									1
25	COMP	Computer Files	0	0	0	0									0
26	SPA DVD	Spanish DVDs	12	12	8	15									47
27	SPA FIC	Spanish Fiction	8	9	13	7									37
28	SPA NONFIC	Spanish Nonfiction	17	7	16	18									58
29	ONE-CLICK	Downloadable audio	0	0	180	242									422
30															
31		Subtotal Adult	7,481	7,227	6,650	7,584	0	0	0	0	0	0	0	0	28,942
32															
33	Children's														
34	E	Easy	1,643	1,659	967	1,249									5,518
35	1st R	First Readers	511	419	234	250									1,414
36	JF	Jr. Fiction	839	772	573	823									3,007
37	JF GRN	Jr. Graphic Novels	197	177	143	181									698
38	E NF	Easy Nonfiction	117	73	51	53									294
39	J 000s	General	18	17	7	16									58
40	J 100s	Philosophy	3	5	7	5									20
41	J 200s	Religion	31	27	13	7									78

Bastrop Public Library Circulation Statistics
October 2011 - September 2012

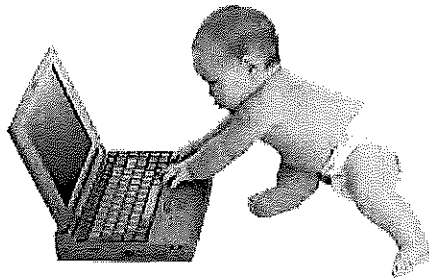
A	B	C	D	E	F	G	H	I	J	K	L	M	N	P
		OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	Totals
1														
42 J 300s	Social Science	53	51	33	38									175
43 J 400s	Language	0	0	0	0									0
44 J 500s	Science	144	143	82	197									566
45 J 600s	Useful Arts	46	55	44	64									209
46 J 700s	Fine Arts	122	181	88	179									570
47 J 800s	Literature	24	24	20	30									98
48 J 900s	History	91	96	43	86									316
49 J 92s	Biography	24	19	23	38									104
50 SPA E	Spanish Easy	132	89	42	77									340
51 SPA 1st R	Spanish 1st reader	19	7	10	2									38
52 SPA JF	Spanish Juv. Fic.	1	5	2	1									9
53 SPA JNF	Spanish Juv. Nonfic	17	7	17	7									48
54 OVERSIZE	Oversize	3	7	3	9									22
55 AUDCAS E	Children's audios	0	0	0	0									0
56 AUDCAS JF	Juvenile audios	25	14	8	14									61
57 CD BOOK E	Children's CDs	0	0	0	0									0
58 CD BOOK JF	Juvenile CDs	49	50	41	45									185
59 J REF	Juvenile Reference	0	0	0	0									0
60														
61	Subtotal Children's	4,109	3,897	2,451	3,371	0	0	0	0	0	0	0	0	13,828
62														
63 Teen														
64 YA F	Teen Fiction	506	549	479	510									2,044
65 YA NF	Teen Nonfiction	17	13	7	6									43
66 YA GRN	Teen Graphic Novels	359	269	258	132									1,018
67 AUDCAS YA	Teen Audios	0	0	0	0									0
68 CD BOOK YA	Teen CDs	7	10	9	9									35
69														
70	Subtotal Teen	889	841	753	657	0	0	0	0	0	0	0	0	3,140
71														
72 Other														
73 PRO COL	Professional Collect.	0	0	0	0									0
74 PB	Paperbacks	672	636	605	748									2,661
75	Periodicals	15	21	16	21									73
76	Book Club Bag	0	0	0	2									0
77														
78	Subtotal Other	687	657	621	771	0	0	0	0	0	0	0	0	2,736
79														
80	Grand Total All	13,166	12,622	10,475	12,383	0	0	0	0	0	0	0	0	48,646
81														

Bastrop Public Library Circulation Statistics
October 2011 - September 2012

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P
1			OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	Totals
82															
83															
84															
85															
86	Other services:														
87	Auto-counter	9,619	8,467	8,503	9,192										35,781
88	ILL	17	32	24	17										90
89	Typewriter	5	5	5	5										20
90	Microfilm	5	5	5	5										20
91	Internet	3,025	2,591	2,391	2,697										10,704
92															
93	Programming														
94	Children's programs	278	454	329	178										1,239
95	Outreach programs	9	0	20	0										29
96	Teen Programs	44	45	52	66										207
97	Adult Programs	80	104	59	81										324
98															
99	Total Programming	411	603	460	325	0	0	0	0	0	0	0	0	0	1,799
100															
101	Patron Usage:														
102	County	71%	70%	71%	67%										
103	City	21%	21%	21%	25%										
104	Faculty	3%	4%	3%	4%										
105	Other	4%	5%	5%	4%										
106															
107	Volunteer hours:														
108	Regular volunteers	151.25	181.25	188.00	140.50										661
109	Friends	75.50	72.25	202.00	79.00										428.75
110	Vol. Reader	0.00	0.00	0.00	0.00										0
111															
112	Total Volunteer Hrs	226.75	253.50	390.00	219.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1089.75
113															
114	Gifts & memorials:	\$730.50	\$180.98	\$885.00	\$ 240.00										\$2,036.48
115															
116	Cataloging:														
117	Cat Express	12	28	8	12										60
118	Original	37	41	59	110										0
119	Recorded Books	5	14	0	7										0
120	B&T	36	20	24	6										86
121	Brodart	1	3	0	8										12

Bastrop Public Library Circulation Statistics
October 2011 - September 2012

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P
1			OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	Totals
122	Ingram		82	67	72	140									361
123	Apollo		135	179	254	191									759
124															
125	Total Cataloged		308	352	417	474									1551
126															
127	Withdrawn		227	382	391	681									1681
128															
129	Lost Books		0	13	0	1									14
130															
131	New Cards:														
132	City		34	34	32	53									153
133	County		143	118	82	95									438
134															
135	Total cards issued		177	152	114	148	0	0	0	0	0	0	0	0	591
136															
137	Reference:														
138	Directional Questions		260	151	143	165									719
139	Reference Questions		632	522	428	546									2128
140	Telephone Reference		256	213	206	19									694
141	Microfilm Assistance		10	4	2	8									24
142															
143	Total Reference		1158	890	779	738	0	0	0	0	0	0	0	0	3565
144															
145	Reservations:														
146	Meeting Rooms		102	62	62	67									293
147	Booths		201	223	147	193									764
148															
149	Total Reservations		303	285	209	260									1057
150															
151	Website Hits		1,782	1940	1,844	2,159									7725
152															
153	Proctored Tests		7	6	8	1									22



MEETING THE CHALLENGE

**THE LONG RANGE PLAN FOR BASTROP
PUBLIC LIBRARY
2012-2017**

INTRODUCTION

Libraries must always consider economic limits when deciding what services to provide to the community. State aid to libraries in Texas will cease to exist during the next five years due to recent legislation. Services such as access to databases, interlibrary loan, website hosting and support, free consultation to library staff and low cost staff training will be affected. Additionally, money provided to the library through the Loan Star grant program, which provided the funds for security staff and summer reading workers will cease to exist. It will be a challenge for the library to find the means to cover these services that were previously provided at little or no cost. Difficult decisions will be made in determining what services may be curtailed. In making these decisions identifying the services that are most needed and desired by the community is vital.

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. With the expansion in 2006, the library has become a much busier place. The library collection has grown to 50,000 items, a very modest increase. The library has added access to a database of downloadable audiobook titles, but as of yet has not begun to purchase E-books. Circulation has increased to 205,177, a 60% increase since the expansion. This means each item in the collections has left the library an average of 4.5 times a year! The number of programs offered by the library has also increased. Story times for preschoolers are offered twice a week and tween programming began in summer 2011. Teen programs are offered an average of three times a month and adult programming has expanded. In 2010, 246 programs were offered by the library with an attendance of 10, 446. This is more than double the number of attendees since the expansion. The residents of Bastrop County have taken advantage of the renovated and expanded building. The library currently provides 32 public computers with high speed internet capabilities. There are 10 adult computers, 8 teen computers, and 6 children computers all on the automated Pharos scheduling system .The Pharos system schedules the computers for public usage and limits patrons to 30 minute increments of usage up to two hours per day. There is one local history computer for genealogy research and three booth 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 WIFI access to all patrons who come to the library with a Wi-Fi accessible device. At present, we do not include Wi-Fi access in our computer usage statistics. In 2010, an average of 893 patrons used the computers during a typical

week, an increase of 37% since 2005. Access to the internet is a very important service the library provides to the community. Many patrons have limited economic ability to own a computer with internet access at home or live in rural areas that do not have access to high speed internet.

This plan needs to look toward the future library needs of our patrons. Electronic access to books and audios has gained popularity with many patrons requesting this service. The library must explore the addition of eBooks to the collection and find a means to fund this service. Access to e-audiobooks needs to continue with this collection being expanded as the budget permits. This needs to be done without sacrificing budget allocations to the hard print collection. 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 usage classes. Current offerings of shareware integrated library systems need to be researched to see if these programs could meet library needs at a lower cost than our current library system.

At present, with the recent economic downturn, population growth in Bastrop County has slowed. Correspondingly, library usage has begun to drop during 2011. However, Bastrop County is poised to expand dramatically when the economy rebounds as there are many housing developments that are simply on hold at present. The library needs to be poised to deal with this growth and must consider the possibility that a larger space may be needed.

Due to the Bastrop Wildfire that occurred in September of 2011, the City of Bastrop and the Bastrop Public Library are facing a number of new challenges. The fire destroyed 1,600 homes. A number of families and individuals who lost

their homes have decided not to rebuild, but rather have decided to relocate. This exodus of people from the Bastrop Community could impact the City and Library by reducing the amount of taxes the City can collect. The City of Bastrop is the retail center for Bastrop County. If the number of people who shop in Bastrop goes down, then the amount of sales tax the City collects could conversely change. Most of the City's general fund operating and maintenance costs are paid through the collection of sales tax. Of course, if the amount of money available to the City is reduced, so too will the Library's budget suffer. Therefore, Bastrop's future is unclear and the Library must be prepared for any contingency and adaptable to new conditions.

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 is chosen because of the importance of providing timely information and recreational materials. (This includes books, music, DVDs and e-audiobooks).

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 and adjacent counties.

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.

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: Increase number and types of computer training for adults to include classes on social networking, employment searching, digital photographs, E-books, etc. as well as the basic computer skills training. Increase the number of classes offered from two to four a month.

Action Plan:

- Pursue grant opportunities that provide staff and volunteer training for computer instruction.
- Recruit volunteers with computer skills to assist as instructors for classes.
- Create class handouts for the added topics.

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

Action Plan:

- Replace light fixtures in the older section of the library to provide adequate lighting for patrons to work.
- 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 roof inspected and any necessary repairs completed.
- Contract with Simplex Grinnell to provide 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; explore off-site storage for Friends books.

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.
- Install two specially designed computer workstations to allow patrons with disabilities easier access to computers.

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.

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 2017.
- Maintain membership in grants list serve for library services and join any list serves that are discovered that provide information about available library grants.

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 to replace the revenue lost due to the termination of state funds to the library.

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 2017, 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: 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 3: Increase holdings by 5% 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 4: 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.

Objective 5: Research the feasibility of expanding the library collection to include new formats such as e-books.

Action Plan:

- Staff will educate themselves on the variety of e-readers available.
- Staff will research the feasibility of purchasing e-book readers to loan to patrons.
- 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.

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 2017 the library will evaluate local history and genealogy collections biannually.

Action Plan:

- Complete an inventory of the collection every two years.

Objective 2: Establish a local genealogy club, who then support the library's collection development efforts and training in this area.

Action Plan:

- Advertise the opportunity for a genealogy club through flyers, the library webpage and meetings with community organizations and leaders.
- Offer genealogy workshops on a regular basis taught by community volunteers.

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 materials about local history and genealogy from neighboring counties such as Lee, Fayette, Travis and Caldwell counties 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 that the Bastrop Advertiser now provides to the library.

- Pursue digitalization of microfilm copies of the Bastrop Advertiser. Apply for grants and seek community donations to offset the cost of this project.

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.

Goal 6

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

Objective 1: By 2017 program attendance for school age children will increase by 10%.

Action Plan:

- Continue the “Super Saturday” event providing programs for elementary age children 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 2017 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.

Objective 3: By 2017, a full-time library associate will be hired to work only in the children’s area.

Action Plan:

- Request this position in upcoming budgets citing the need for increased staff to support the increased programming and attendance at programs.

Objective 4: By 2017 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.

Objective 5: By 2017 at least 50 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 6: 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 two 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.

Objective 7: Create a space in the library for the “boomer” population.

Action Plan:

- Explore reconfiguration of the current floor plan to provide a designated area similar to the current teen and children’s space for this population. This space would provide a quiet area for reading and relaxation.

Objective 8: 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.

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.

Conclusion

Meeting the Challenge: 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.