Fiscal Year 2023 Library Accomplishments

A service of the City of Bastrop

Community Engagement

- Increase awareness
  - Professionally print annual report
  - Purchase promotional items to give away at outreach events

- Extend library services outside the walls of the building
  - Focus our partnership efforts to engage with people who are not regular library users. Suggested partnerships this year:
    - The Bastrop Senior Center, Bastrop County Historical Museum, and the Bastrop Recreation Center, Prairies and Pines Land Trust
      - Care kit supply donations and assembly
      - Halloween stories, scavenger hunt
      - Recreation Month

- Invest to create a safe and welcoming destination for our community
  - Continue to work with the Texas Master Naturalists to improve the landscaping around the building and parking lot.
  - Continue with the building updates
    - Rearranged adult fiction shelving
    - Added benches and desk space within the adult fiction shelves
    - Replaced blackout curtains in the meeting room
    - Created seating area near art work
    - Replaced self-check station with larger movable cart
    - Removed privacy barrier from circulation desk
  - Developed an internal policy/procedure for Service Animals
  - NARCAN training

History & Culture

- Expand collaborations with historical, cultural, and artistic organizations
  - Support and promote the Bastrop County Genealogical Society and their programs.
    - Publicize meetings, building membership, coordinating programs
  - Support, promote, and collaborate with the Bastrop County Historical Museum.
  - Collaborate with the Bastrop Art Center to host exhibits and highlight local artists.
    - Coffee with Catherine programs
    - Jana Lynch, Laslo Persky
  - Freedom Colonies Talk with BCAACC & FCM
  - Daughters of the American Revolution presentation

- Encourage curiosity and exploration of our city
  - Share publicity about local events on the library's social media channels, in our newsletter, and in the building.
    - Bastrop Area Pickleball publicity for winning SRP 2022's Shoebox Parade
  - Provide passes and/or tickets to local events or exhibits as prizes during events.
    - Opera House passes as SRP prize

- Increase knowledge of our collections and resources
  - Audit our history collection.
  - Scan original historical documents for patrons to access digitally.
    - Preservica, access through catalog
  - Promote new and digitized materials to our community.
    - HEART
    - Genealogical society
    - City of Bastrop

Lifelong Learning

- Increase accessibility to technology tools and support
  - Collaborate with the city IT department to create a technology replacement plan.
  - Provide periodic staff training to increase knowledge about library resources such as the TexShare databases, Libby, and Mango Languages.
  - Mango Languages launch (Oct 27, 2023)

- Provide meaningful and enjoyable learning experiences
  - Promote database use with promotions and individualized learning sessions through our Tech Tutor service.
  - Prioritize foundational library programming and work to provide an excellent customer experience.
  - Provide family-centered activities during the summer reading program.
    - Family LEGO Club
    - UNO Challenge
    - Escape room
  - Provide self-directed activities at various times throughout the year.
    - Map of Where Did You Go to the Library as a Kid
    - Voting with GCDC
  - Increase program opportunities for adults through partnerships and outreach.
    - Sewing
    - Quilting
    - Composting
    - Coffee with Catherine – Police Dept.
    - Friends author visit
    - Library Book Club
  - Started Pajama Time Stories, an evening storytime

- Partner with educational resources
  - Connect with Calvary Episcopal School, Compass Rose Charter School, Colorado River Collegiate Academy, to connect with their students.
    - Tours and school visits

- o   Connect with local nonprofits and organizations for program collaborations, especially those for adults.
  - Bastrop County Animal Services
  - Bastrop Lions Club
  - Bastrop County Emergency Food Pantry

Books & Reading

- Foster a love of reading and a culture of curiosity
  - o   Connect with Compass Rose Charter School, to provide experiences for their students.
    - Listed in previous goal
  - o   Involve multiple staff members in the creation of material displays.

- Increase the quality and depth of the collection
  - o   Identify and remove outdated and noncirculating materials
    - Juvenile nonfiction project
    - Easy nonfiction project
  - o   Survey patrons for author suggestions and collection building information
  - o   Continue to update nonfiction materials with timely topics and reliable information

- Promote collection to increase usage
  - o   Highlight topics, authors, and collections with displays in various parts of the library
    - Domestic Violence Awareness Month display
    - Teen Dating Violence Awareness Month display
    - Mental health display
    - Audubon Day display
    - BCAACC display
    - *Delgado v. Bastrop* display
  - o   Seek opportunities to share books with youth and/or their families
    - Early Headstart visit
    - Pines & Prairies storytime
    - BISD Multilingual family group
  - o   Promote collections in Newsletter and targeted email messages sent through Savannah/OrangeBoy

Culture of Service

- Meet and exceed customer needs and expectations
  - o   Provide consistent, reliable, accurate, and engaging content and information through email marketing, social media, and print materials

- Ensure equitable and inclusive access to library services
  - o   Update and evaluate at least three policies
    - Collection Development
    - Circulation – combined Interlibrary Loan, TexShare, Electronic Device policies into Circulation
  - o   Update Circulation, Interlibrary loan, and TexShare procedures
    - Started project to update all procedures, 80% completed
  - o   Created Inmate Reference Services procedures

- o Updated Institutional card forms and procedures
    - ▪ Issued 2 Institutional memberships

- Create a plan for future growth
    - o Update, streamline, and create a uniform format for all job descriptions
        - ▪ In process, will complete in FY24
    - o Create a plan for staff advancement and employee growth
        - ▪ In process, will need assistance from Human Resources and outside agencies

Administrative

- Involve relevant staff members in purchasing and inventory tracking and budget tracking and planning
- Move ILL retention files to Laserfiche
    - o Completed, and procedures created for sustainability and destruction
- Continue to identify documents and information for retention in Laserfiche
    - o Historical Library Board files completed
    - o 10 years of Erate files completed, and procedures created for sustainability and destruction
    - o Historical grant files, started
- Continue with systematic decluttering of storage spaces and files

Additional Accomplishments

- Fine free and automatic renewals
- Digital library card applications
- Initiated project to digitize all paper library card applications.
- HEART membership
- Circulating puzzles
- Die cut machine available for the public
- Improved access to public-viewing documents
- Hired Youth Services Librarian
- Improved the overall age of the collection
- Texas Book Festival grant
- Program partnerships with:
    - o Empty Bowl Project
    - o Stem & Stone
    - o Bastrop Police Department
    - o Bastrop Fire Department
- Great Library Organization Project
    - o Better allocation of space
    - o We know what we have and where it is
    - o Supports programming
- Institutional Accounts Form
- Updated Reserve Express to reflect current popular authors
- Circulation/Reference Desk - Standardized each workstation to increase efficiency and foster a better patron experience
- Library supervisor promotion

- Hired a temporary employee for summer reading to support staff and programming
- ILL reimbursement through the Texas State Library
- Developed a new call number system for genealogy to promote access to materials
- Catalog maintenance projects
  - Ensured all materials have a copyright date where possible
  - Removed repetitive information from the graphic novel titles.
  - Designated primary authors in the item record to ensure all items would have an author listed in the catalog