



DRIPPING SPRINGS
COMMUNITY
LIBRARY

Connecting People & Ideas

**A Five-Year Strategic Plan for
The Dripping Springs Community
Library District**

December 2011

A Vision

CONNECTING People & Ideas

A Mission

It is the mission of the Dripping Springs Community Library to provide the people of its district with access to a balanced collection of books and other materials which will serve their cultural, educational and recreational needs.

Table of Contents

Vision/Mission Statement	2
Introduction	4
Some Facts About Our Library and Community	5
Strategic Plan - Administration	6
Strategic Plan - Financial	8
Strategic Plan – Collection Development	9
Strategic Plan – Patron Services	10
Strategic Plan - Technology	12
Strategic Plan - Facility	14

Introduction

This long range plan was created to provide a means of future direction, communication and a blueprint for the Library's growth and development to meet the challenge of providing free and equal access to library service for all. Further, the Texas State Library has mandated that all system members have a plan by Fiscal Year 2006. Therefore, the Board of Trustees of the Dripping Springs Community Library appointed a committee representing the Library Board, Library staff, and the community.

This committee was charged as follows:

- To examine and determine library service responses;
- To collect and examine data about the Library and the community;
- To prepare goals, objectives and strategies;
- To recommend the plan to the Library Board for its approval and implementation by January 2012.

The committees were comprised of:

Cara Russell	Library Director
SuzAnne Beard	Library Assistant, Adult and Young Adult Services
Pat Galvin	Library Clerk, Office Services
Morgan Marion	Library Assistant, Technical Services
Marie Kimbrough	Children's Librarian
Craig Axelrod	Library Assistant, Cataloging and Acquisitions
Edwin Wouters	Library Board Trustee
Melva Codina	Library Board Trustee
John Sone	Library Board Trustee
Dave Bruce	Library Board Trustee
Barbara Davidson	Community member, retired school librarian
Elizabeth Bartell	Community member, High School Librarian
Clayton Strickland	Community member, Recorded Books representative

Dripping Springs Community Library

Some Facts About Our Library and Community

- 1985 – Library begins operation in the Dripping Springs High School
- 1986 – Library begins continuing membership with the Texas State Library
- 1987 – Library achieves status as a 501(c) 3 corporation
- 1998 – Library moves into new 5500 sf. facility sited on 3 acres of land donated by John Baird
- 1998 – Library opens with 900+ cardholders
- 1999 – Library approval by community voters of the creation of a library taxing district to be governed by 5 trustees elected by district voters
- 1999 – Library redefined service area to residents of Dripping Springs ISD within Hays County
- 2000 – Library begins receipt of ¼ of one percent of district sales tax revenue to help support library operational budget
- 2001 – Library renewed Library's 501(c) 3 status with IRS
- 2005 – Library opens new 3,700 sf. Children's Wing

2011

- 73,337 patron visits to the Library (as of November 2011)
- \$358,367 total income (as of November 2011) with \$367,868 derived from sale tax revenue (as of December 2011)
- 11,915 in computer usage by patrons on 21 public access computers (as of November 2011)
- 3308 children attending programs(as of November 2011)
- 7523 active library cardholders (as of November 2011)
- 1,462 new library cardholders (as of November 2011)
- 41,520 items in the Library collection (as of November 2011)

The Dripping Springs Community Library is assigned a population of 26,520 by TSLAC (2010 CTLS Member Library Profile).

The Library's service area is defined by the official boundaries of the Library's taxing district - all areas within Hays County that are served by the Dripping Springs Independent School District. All residents of Hays County qualify for a free library card, as well. Most of the service is outside of city boundaries and is composed of ranch land being developed into single-family home sites.

The following information is found in the DSISD 2010 Demographic Study, and the City of Dripping Springs Comprehensive Plan 2010.

The service area of the Library is classified as one of the fastest growing regions in the Country, as well as in Hays County. New populations are predominantly young families. Realtors indicate a median income of \$78,665 for the area and a current average home value \$282,051. In January 2010 there were 7,380 residential units in the district.

The public school system has a current enrollment of 4,490 students. In 2011 there is one high school with an enrollment of 1,285, three primary/elementary schools with an enrollment of 2,181, and one middle school with an enrollment of 1,024.



5 Year Strategic Long Range Plan

Administration	2012	2013	2014	2015	2016
	Evaluate and update Job Descriptions	Initiate Children's Library Assistant position	Evaluate and update Job Descriptions		Evaluate and update Job Descriptions
	Adjust compensation to reflect COL increase	Adjust compensation to reflect COL increase	Adjust compensation to reflect COL increase	Adjust compensation to reflect COL increase	Adjust compensation to reflect COL increase
	Research possible health care coverage	Research possible health care coverage	Research possible health care coverage	Research possible health care coverage	Research possible health care coverage
	Research other possible employee benefits	Research other possible employee benefits	Research other possible employee benefits	Research other possible employee benefits	Research other possible employee benefits
	Paperless records management		Evaluate Assistant Library Director addition	Evaluate Assistant Library Director addition	Evaluate Assistant Library Director addition
	Develop policy for digital titles	Assess necessity of additional technology services staff			
	Research and compare area library compensation and benefits		Research and compare area library compensation and benefits		Research and compare area library compensation and benefits

Administration cont.	2012	2013	2014	2015	2016
Streamline employee evaluation process					
Initiate revised matrix with additional job titles included					
Devise and implement succession plan for Library Director					
2 onsite workshop/continuing education classes for staff	2 onsite workshop/continuing education classes for staff	2 onsite workshop/continuing education classes for staff	2 onsite workshop/continuing education classes for staff	2 onsite workshop/continuing education classes for staff	2 onsite workshop/continuing education classes for staff

Collection Development	2012	2013	2014	2015	2016
	Implement new collection development breakdown ratios	Re-evaluate collection proportions and make necessary adjustments	Re-evaluate collection proportions and make necessary adjustments	Re-evaluate collection proportions and make necessary adjustments	Re-evaluate collection proportions and make necessary adjustments
	Offer digital titles in both e-audio and e-books	10 % of collection is in digital format – ebook and eAudio	15% of collection is in digital format – ebook and eAudio	20% of collection is in digital format – ebook and eAudio	25% of collection is in digital format – ebook and eAudio
		Increase digital collection by 10%	Increase digital collection by 10%	Increase digital collection by 10%	Increase digital collection by 10%
	Streamline collection regarding series'	Evaluate Audio – CDs vs. downloadable		Evaluate Audio – CDs vs. downloadable	
	Evaluate available foreign language programs to add to collection	Evaluate DVDs vs. download streaming		Evaluate DVDs vs. download streaming	
	Begin scanning and archiving all historical documents				

Patron Services	2012	2013	2014	2015	2016
	Foster a positive helpful relationship with area educators	Foster a positive helpful relationship with area educators	Foster a positive helpful relationship with area educators	Foster a positive helpful relationship with area educators	Foster a positive helpful relationship with area educators
	Foster a positive helpful relationship with area Homeschool parents and students	Foster a positive helpful relationship with area Homeschool parents and students	Foster a positive helpful relationship with area Homeschool parents and students	Foster a positive helpful relationship with area Homeschool parents and students	Foster a positive helpful relationship with area Homeschool parents and students
	Foster positive helpful relationship with students	Foster positive helpful relationship with students	Foster positive helpful relationship with students	Foster positive helpful relationship with students	Foster positive helpful relationship with students
	Evaluate and offer patrons more convenient services	Evaluate and offer patrons more convenient services	Evaluate and offer patrons more convenient services	Evaluate and offer patrons more convenient services	Evaluate and offer patrons more convenient services
	Consider fee based services	Evaluate possibility of opening on Sunday	Evaluate possibility of opening on Sunday	Evaluate possibility of opening on Sunday	
	Evaluate possibility of manned reference desk	Evaluate possibility of manned reference desk			
	Develop and implement ways to engage teens more	Continue to develop and implement ways to engage teens	Continue to develop and implement ways to engage teens	Continue to develop and implement ways to engage teens	Continue to develop and implement ways to engage teens
	Provide excellent programs for adults, teens, and children	Provide excellent programs for adults, teens, and children	Provide excellent programs for adults, teens, and children	Provide excellent programs for adults, teens, and children	Provide excellent programs for adults, teens, and children
	Expand storytime – lapsit program, off site with area daycares	Expand storytime	Evaluate current and possible additional hours of operation		

Patron Services cont.	2012	2013	2014	2015	2016
	Evaluate and determine factors necessary for more remote services				
	Historical documents collection – offer easier access	Continue efforts to build historical documents collection			

Technology	2012	2013	2014	2015	2016
	Technology Committee will continue to meet monthly	Technology Committee will continue to meet monthly	Technology Committee will continue to meet monthly	Technology Committee will continue to meet monthly	Technology Committee will continue to meet monthly
	Begin Community Needs Assessment process – Knight Commission	Continue Community Needs Assessment process – Knight Commission	Continue Community Needs Assessment process – Knight Commission	Begin implementation of items discovered from the Community Needs Assessment process – Knight Commission	Continue implementation of items discovered from the Community Needs Assessment process – Knight Commission
	Initiate program to improve staff communication regarding scheduling				
	Initiate program to allow access to staff files from any location				
	Initiate program to automatically update computer programs				
	Develop educator section for website				
	Keep website fresh	Keep website fresh	Keep website fresh	Keep website fresh	Keep website fresh
	Establish and initiate timeline for equipment replacement	Follow timeline for equipment upgrades or replacement	Follow timeline for equipment upgrades or replacement	Follow timeline for equipment upgrades or replacement	Follow timeline for equipment upgrades or replacement
	Continue to monitor internet access and needs	Continue to monitor internet access and needs	Continue to monitor internet access and needs	Continue to monitor internet access and needs	Continue to monitor internet access and needs

Technology cont.	2012	2013	2014	2015	2016
	Continue efforts to clean up Apollo Database	Continue efforts to clean up Apollo Database	Continue efforts to clean up Apollo Database	Continue efforts to clean up Apollo Database	Continue efforts to clean up Apollo Database
		Assess necessity of additional technology services staff	Assess necessity of additional technology services staff	Assess necessity of additional technology services staff	Assess necessity of additional technology services staff
Offer patrons e-commerce options					
Paperless library application process					
Continue to monitor technology trends					
Begin Community Needs Assessment process – Knight Commission		Continue Community Needs Assessment process – Knight Commission	Continue Community Needs Assessment process – Knight Commission	Begin implementation of items discovered from the Community Needs Assessment process – Knight Commission	Continue implementation of items discovered from the Community Needs Assessment process – Knight Commission

Facility	2012	2013	2014	2015	2016
	Increase grounds security – outside cameras	Connect to city water		Begin implementation of Personal Growth Center	Begin building expansion/relocation/branch process
	Provide helpful signage inside building	Continue building maintenance and renovations to children’s wing and meeting room	Continue building maintenance and renovations to children’s wing and meeting room	Begin evaluation and implementation of remote satellite technology branch	
	Provide adequate directional signage to library		Begin grant process for facility expansion funds	Continue grant application process facility expansion funds	
	Increase parking area				
	Integrate drive up book drop into new parking area			Form Fundraising committee – grants, events, etc.	
	Staff designated parking lots				
	Start process to have the street sign more visible				

Adoption of Plan

The Library Board of Trustees has approved the content and implementation of the Five-Year Plan for the Dripping Springs Community Library.

Edwin Wouters, President _____

Missy Atwood, Vice President _____

John Sone, Secretary _____

Melva Codina, Treasurer _____

Dave Bruce, Member _____

December 21, 2011