

Pflugerville Public Library Annual Comprehensive Five-Year Plan

The Library joyfully
engages, inspires, informs, and entertains
the Pflugerville community.

Pflugerville Public Library
Board 20~~19~~¹⁸

Pflugerville Public Library Five-Year Plan

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Today: ~~2018-2019~~ and ~~2019-2020~~

The American Library Association launched a new public awareness campaign called “Libraries Transform” in 2015. Libraries Transform seeks to shift the mindset that “libraries are obsolete or nice to have” to “libraries are essential,” and change the perception that “libraries are just quiet places to do research, find a book, and read” to “libraries are centers of their communities: places to learn, create, and share, with the help of library staff and the resources they provide.”

The Pflugerville Public Library is rising to the challenge of transforming public libraries in a number of ways. First, the library in conjunction with the Library Board is reviewing the American Library Association’s Center for the Future of Libraries and seeing how Pflugerville Public Library matches up to the challenge of current and future trends. In areas where the library may not be meeting the challenge entirely, the Library Board helps to find ways in which we can achieve it. The seven categories of trends are: Society, Technology, Education, the Environment, Politics (and Government), Economics, and Demographics. The planning of library programs and the decision to purchase resources is, in part, made with these categories in mind.

Secondly, and with these trends in mind, in 2016 the library launched new services and programs to help patrons of all ages and abilities learn, create, and succeed. New services include opening the Pfab Lab, a place for creativity, expression, socialization, and knowledge sharing; the expansion of the computer classroom, and an increase in classes like science and coding classes. Other innovations include loaning non-traditional library materials like Maker Kits (sewing machines, computer components, etc.), Wi-Fi Hotspots, and e-readers. We have also introduced socially inclusive programming with the introduction of sensory story time for children on the autism spectrum and by allowing comfort animals at the library (Studies have shown their therapeutic benefits in public spaces to persons suffering from anxiety/ or depression. See references).

The Pflugerville Public Library is constantly seeking to provide services and resources for all people at every stage of their lives. To do this we must be on the cutting edge of the library profession. Last year staff logged more than ~~300~~continuing 400 continuing education hours to ensure we are able to provide the most innovative and unexpected services and resources to the community.

The library continues to preserve local history through the Pflugerville Digital History Project launched in 2014. In 2017, the library also took over management of the Heritage House Museum and has already increased open hours and has held special displays and events at the Museum. Restoration work on the museum began in 2017 and will continue until all necessary repairs have been made.

Finally, the library has joined the Kindness Revolution™ a national movement to encourage the values of kindness. The library plans programs around this philosophy and creates opportunities for kindness in the community

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In 2018, the library hosted 205,364 Visitors in person and more than 161,000 online. More than 345,000 physical items were checked out. Library programs attracted over 36,000 attendees from infants to seniors.

The library provides resources in a wide variety of formats including: audiobooks, music CDs, DVDs, large print, and juvenile and adult reading level materials. E-resources provided by the library include: e-books, e-zines, e-audiobooks, e-comics, reference databases, streaming video, and streaming music for all ages. In 2018, approximately 88,600 electronic items were downloaded by patrons.

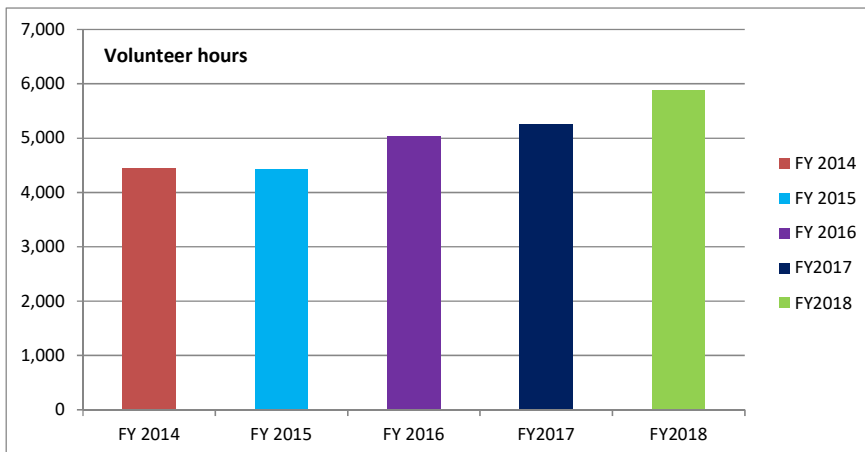
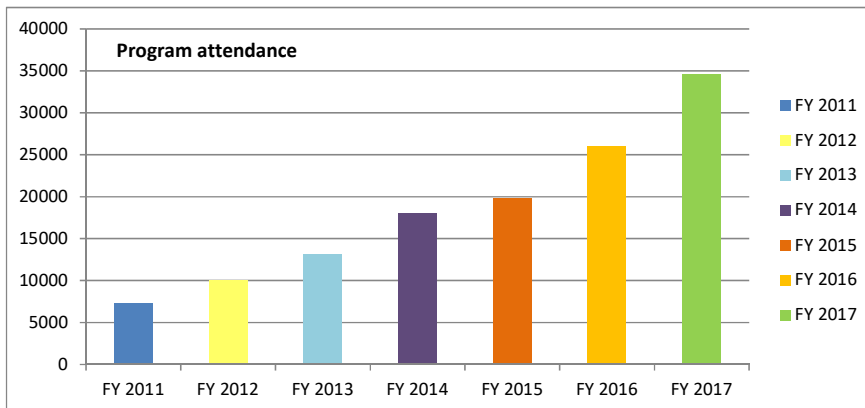
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Pflugerville Public Library Five-Year Plan

A Look Back: FY ~~2018~~2019

Goal 1 – Facility

- Continued current preventive maintenance levels to keep the facility bright and clean
- ~~Worked with Planning Department~~building committee to identify possible location for satellite services
- Worked with architect to repurpose existing space
- ~~Researched cost and feasibility of kiosk services~~
- ~~Evaluated condition of furniture and reupholster/replace as necessary~~
- Evaluated space needs and adjust furniture and shelving layout accordingly
- ~~Continued with repairs and restoration to Heritage House Museum~~Researched grants for Heritage House

Goal 2 – Materials

- Continued development and weeding of collections to meet state standards and anticipated needs
- Continued to explore adding new formats of materials to the collection
- Continued to keep abreast of the changing community and adjust material format and audience accordingly
- Looked into cost for facility start-up collection

Goal 3 – Marketing and Programming

- Collaborated with City Public Information Officer to publicize Library programs to the Pflugerville community and utilize services of new Marketing Specialist
- Actively marketed the Library online with social media
- Continued to develop partnerships and synergies with local organizations, businesses, and institutions
- Researched and applied for effective grants as needed
- Utilized Book Bike to increase presence in community
- Continued to provide services to underserved populations
- Rebranded the Summer Reading Program
- Increased social media presence

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Goal 4 – Staffing

- Continued to support well-structured volunteer program
- Supported continuing education, professional development, and promotional opportunities for all staff
- Sent staff identified for managerial positions to supervisory trainings
- Continued with succession planning and identify staff for potential supervisory or management positions
- Hired additional librarian for programs and tech services

Goal 5 – Technology

- Worked with patrons in learning to utilize new technologies and programs
- Kept abreast of latest technology and its uses in the library
- Explored and implement assistive technologies
- Added computer software to enhance service to customers

Goal 6 – Evaluation and Review

- Review and evaluate operating hours
- Review Library policies and revise as needed
- Review promotion of Library programs and services
- Review Library volunteer program and service opportunities
- Annual performance evaluation for staff and director by City Management
- Review budget vs. circulation and budget per format vs. circulation per format.

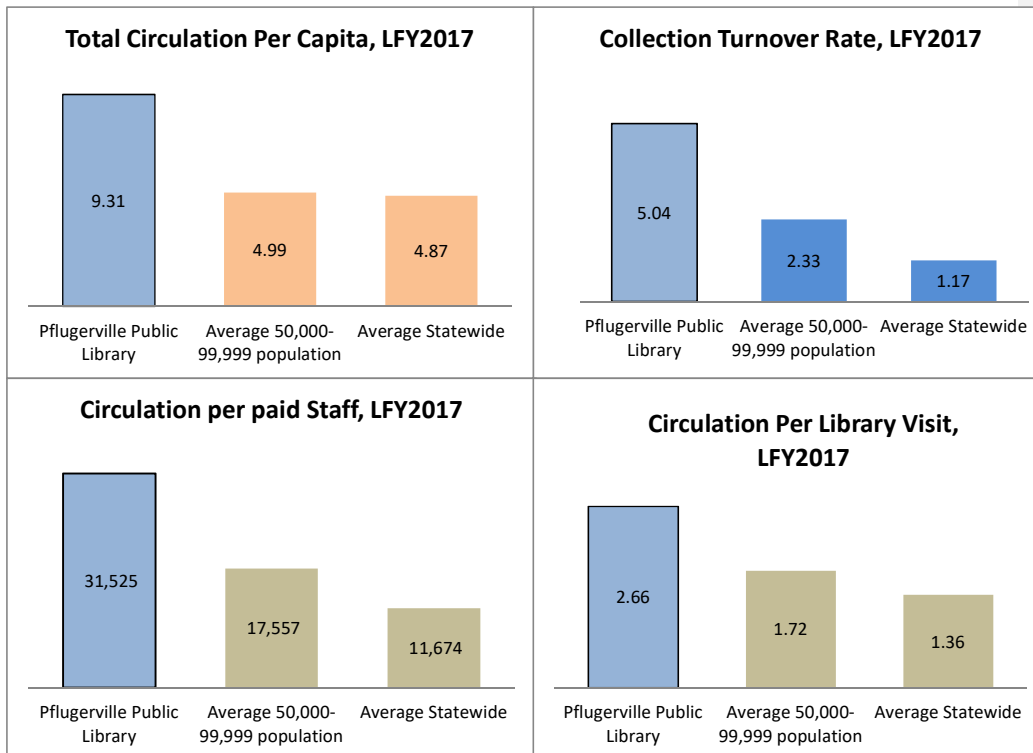
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Tomorrow: ~~2019-2020~~ and ~~2020-2021~~

The Library is a success on many levels. It meets the highest standards of TSLAC accreditation- with the exception of collection size. To address this issue within the confines of the physical space, the Library devotes a significant portion of the collection budget to space saving e-resources. These streaming movies and music, e-books, e-magazines, e-comics, and e-audiobooks as well as several dozen databases. These resources are evaluated by library staff for usability. As options increase, the library e- resources are re-evaluated in comparison to competitors and changes are made accordingly.

NOTE: These charts are only as valid as the data that was provided by each library. Charts created by Stacey Malek, Texas State Library and Archives Commission.

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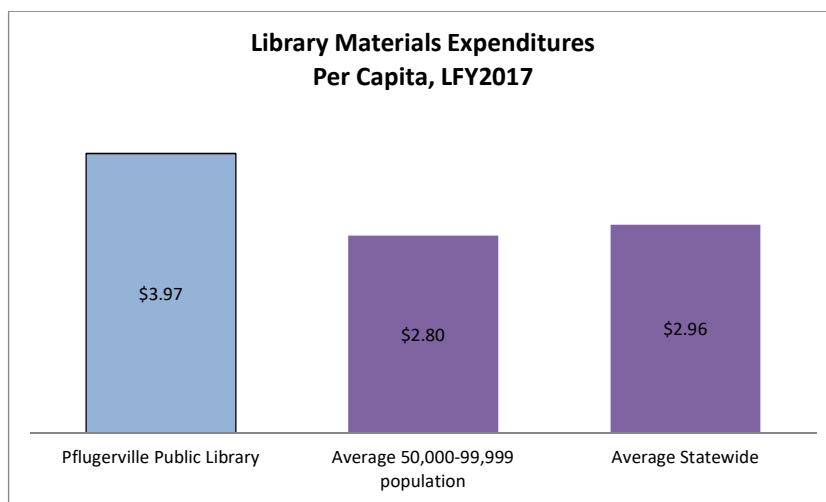
Source for this data: Texas Public Libraries Annual Report for Local Fiscal Year 2016

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Currently, the Pflugerville Library provides access to contemporary e-books. Ebooks, streaming video and eAudiobooks are available through Overdrive and Freading, and thousands more contemporary e-books are available through Hoopla. Electronic materials in Vietnamese are available through Overdrive.

Further, the Library is in constant discussions with a wide-range of e-vendors, looking for the most accessible and efficient new e- resources. Librarians attend conferences and workshops and participate in continuing education to stay abreast of emerging technologies, services and resources in the field. Last year, staff logged more than 350 hours of continuing education.

While the Library is expanding its digital collection as fast as possible, not everything is available in an electronic format. Further, not every one of our residents is equipped to take advantage of the Library's digital offerings. The Library offers approximately 77,000 physical items for checkout.

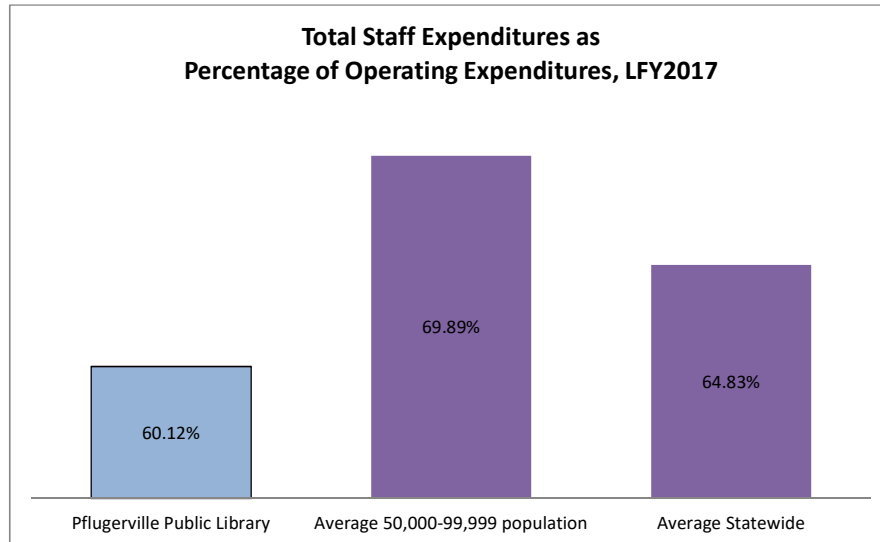


Source for this data: Texas Public Libraries Annual Report for Local Fiscal Year 2016

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PL Five-Year Plan

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Source for this data: Texas Public Libraries Annual Report for Local Fiscal Year 2016 **NOTE:** These charts are only as valid as the data that was provided by each library

Charts created by Stacey Malek, Texas State Library and Archives Commission.

The Library's current physical collection is just over 77,000 items. While our collection is fresh, new, and much in demand, every item must earn its place on the shelves. As of 2014, Georgetown, with a similarly sized service population, maintains a collection of approximately 110,000 items in a 49,500 square foot building. Round Rock, with a population of just over 100,000 people, has a collection in excess of 200,000 items. Round Rock Public Library recently conducted a third-party study that concluded it needed not one new library, but two. The supporting \$23 million bond passed in 2013.

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FY ~~2019~~2020

Goal 1 – Facility

- Add additional senior/ accessible parking
- ~~Create plan for repurposing library space including budget~~Work with sign department to create senior parking signs
- Continue to maintain the current facility, evaluating and replacing equipment and furniture as necessary
- Work with City Administration on a facilities plan
- ~~Move forward with increased wireless access at Heritage House~~Work on water mitigation for Heritage House
- Look into fee schedule for meeting rooms to offset legislative budget changes

Goal 2 – Materials

- Continue development and weeding of collections to meet state standards and anticipated needs
- Continue to explore adding new formats of materials to the collection
- Continue to keep abreast of the changing community and adjust material format and audience accordingly
- Research alternative offerings for videos

Goal 3 – Marketing and Programming

- Actively market the Library online with social media
- Collaborate with the City Public Information Officer to publicize library programs to the Pflugerville community and utilize services of the City Marketing Specialist
- Continue to develop partnerships and synergies with local organizations and institutions
- Research and apply for effective grants as needed
- Continue to perform outreach the Library to surrounding areas
- Continue to participate in non-traditional outreach opportunities
- Continue to provide services to underserved populations

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Goal 4 – Staffing

- Continue to evaluate levels of staffing, budget, and services
- Continue to grow well-structured volunteer program
- Support continuing education, professional development, and promotional opportunities for all staff
- Prepare to hire additional Librarians and para-professional staff to keep up with current demand and in anticipation of a branch facility

Goal 5 – Technology

- Continue to explore new information delivery systems
- Continue to replace staff computers as needed
- Continue to replace public computers as needed
- Continue to provide tools, kits, and robotics for checkout

Goal 6 – Evaluation and Review

- Review and evaluate operating hours
- Review Library policies and revise as needed
- Review promotion of Library programs and services
- Review Library volunteer program and service opportunities
- Annual performance evaluation for staff and director by City Management
- Review budget vs. circulation and budget per format vs. circulation performat

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The Day After Tomorrow:

FY ~~2020~~2021

Goal 1 – Facility

- ~~Continue to move towards an additional facility~~
- ~~Re-evaluate 2018 numbers for space need of new facility~~ Find alternative ways of funding building repairs
- ~~Implement~~ Consider repurposing space plan for existing building
- Continue to maintain the current facility, evaluating and replacing equipment and furniture as necessary
- Look into grants that could cover facility repairs

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Goal 2 – Materials

- Continue development and weeding of collections to meet state standards and anticipated needs
- Continue to explore adding new formats of materials to the collection
- Continue to keep abreast of the changing community and adjust material format and audience accordingly

Goal 3 – Marketing and Programming

- Collaborate with City Public Information Officer to publicize Library programs to the Pflugerville community and utilize services of new city Marketing Specialist
- Actively market the Library online with social media
- Continue to develop partnerships and synergies with local organizations, businesses, and institutions
- Research and apply for effective grants as needed
- Introduce the Library to the larger community with out-of-building contact
- Continue to provide services to underserved populations

Goal 4 – Staffing

- Continue to evaluate levels of staffing, budget, and services
- Continue to support well-structured volunteer program
- Support continuing education, professional development, and promotional opportunities for all staff
- Discuss hiring additional Librarians and para-professional staff to keep up with current demand and in anticipation of a branch facility
- Identify staff for supervisory roles in anticipation of additional building

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Goal 5 – Technology

- Continue to explore new information delivery systems
- Continue to replace staff computers as needed
- Continue to replace public computers as needed
- Continue to provide tools, kits, and robotics for checkout

Goal 6 – Evaluation and Review

- Review and evaluate operating hours
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FY ~~2021~~2022

Goal 1 – Facility

- Continue to maintain the current facility, evaluating and replacing equipment and furniture as necessary
- Evaluate space needs and adjust furniture and shelving layout accordingly
- ~~Begin preliminary steps towards additional building~~ Look into alternative funding opportunities to maintain current building
- Look into possible location for future branch

Goal 2 – Materials

- Continue development and weeding of collections to meet state standards and anticipated needs
- Continue to explore adding new formats of materials to the collection
- Continue to keep abreast of the changing community and adjust material format and audience accordingly

Goal 3 – Marketing and Programming

- Collaborate with City Public Information Officer to publicize Library programs to the Pflugerville community and utilize services of new city Marketing Specialist
- Actively market the Library online with social media
- Continue to develop partnerships and synergies with local organizations and institutions
- Research and apply for effective grants as needed
- Introduce the Library to the larger community with out-of-building contact
- Continue to provide services to underserved populations

Goal 4 – Staffing

- Continue to evaluate levels of staffing, budget, and services
- Continue to support well-structured volunteer program
- Support continuing education, professional development, and promotional opportunities for all staff
- Expand organizational chart to include staff for additional building
- Promote qualified staff to supervisory roles in anticipation of additional building

Goal 5 – Technology

- Continue to explore new information delivery systems
- Continue to replace staff computers as needed
- Continue to replace public computers as needed
- Continue to provide tools, kits, and robotics for checkout

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Goal 6 – Evaluation and Review

- Review and evaluate operating hours
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FY ~~2022~~2023

Goal 1 – Facility

- ~~Begin construction on additional facility~~Determine location for branch
- Continue to maintain the current facility, evaluating and replacing equipment and furniture as necessary
- Evaluate space needs and adjust furniture and shelving layout accordingly

Goal 2 – Materials

- Continue development and weeding of collections to meet state standards and anticipated needs
- Continue to explore adding new formats of materials to the collection
- Continue to keep abreast of the changing community and adjust material format and audience accordingly

Goal 3 – Marketing and Programming

- Collaborate with City Public Information Officer to publicize Library programs to the Pflugerville community and utilize services of new city Marketing Specialist
- Actively market the Library online with social media
- Continue to develop partnerships and synergies with local organizations and institutions
- Research and apply for effective grants as needed
- Introduce the Library to the larger community with out-of-building contact
- Continue to provide services to underserved populations

Goal 4 – Staffing

- Continue to evaluate levels of staffing, budget, and services
- Continue to support well-structured volunteer program
- Support continuing education, professional development, and promotional opportunities for all staff

Goal 5 – Technology

- Continue to explore new information delivery systems
- Review technology needs and adjust accordingly

Goal 6 – Evaluation and Review

- Review and evaluate operating hours
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FY ~~2023~~2024

Goal 1 – Facility

- ~~Send Request for Qualifications to architects for branch facility~~
- ~~Complete construction on new facility~~
- Continue to maintain the current facility, evaluating and replacing equipment and furniture as necessary
- Evaluate space needs and adjust furniture and shelving layout accordingly

Goal 2 - Materials

- Continue development & weeding of collections to meet state standards and anticipated needs
- Continue to explore adding new formats of materials to the collection
- Continue to keep abreast of the changing community and adjust material format and audience accordingly

Goal 3 – Marketing & Programming

- Collaborate with City Public Information Officer to publicize Library programs to the Pflugerville community and utilize services of new city Marketing Specialist
- Actively market the Library online with social media
- Continue to develop partnerships and synergies with local organizations and institutions
- Research and apply for effective grants as needed
- Introduce the Library to the larger community with out-of-building contact
- Continue to provide services to underserved populations

Goal 4- Staffing

- Continue to evaluate levels of staffing, budget, & services
- Continue to support well-structured volunteer program
- Support continuing education, professional development, and promotional opportunities for all staff

Goal 5 – Technology

- Continue to explore new information delivery systems
- Review technology needs and adjust accordingly

Goal 6 – Evaluation & Review

- Review and evaluate operating hours
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- Review budget vs. circulation and budget per format vs. circulation performat

FY ~~2024~~2025

Goal 1 – Facility

- Work with architects, administration and City staff on plans for new branch facility.
- Continue to maintain ~~both facilities~~current facility, evaluating and replacing equipment and furniture as necessary
- Evaluate space needs and adjust furniture and shelving layout accordingly

Goal 2 - Materials

- Continue development & weeding of collections to meet state standards and anticipated needs
- Continue to explore adding new formats of materials to the collection
- Continue to keep abreast of the changing community and adjust material format and audience accordingly

Goal 3 – Marketing & Programming

- Collaborate with City Public Information Officer to publicize Library programs to the Pflugerville community and utilize services of new city Marketing Specialist
- Actively market the Library online with social media
- Continue to develop partnerships and synergies with local organizations and institutions
- Research and apply for effective grants as needed
- Introduce the Library to the larger community with out-of-building contact
- Continue to provide services to underserved populations

Goal 4- Staffing

- Continue to evaluate levels of staffing, budget, & services
- Continue to support well-structured volunteer program
- Support continuing education, professional development, and promotional opportunities for all staff

Goal 5 – Technology

- Continue to explore new information delivery systems
- Review technology needs and adjust accordingly

Goal 6 – Evaluation & Review

- Review and evaluate operating hours
- Review Library policies and revise as needed
- Review promotion of Library programs and services

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- Review Library volunteer program and service opportunities
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Appendix: Yesterday

The Pflugerville Community Library was established in 1982 through the efforts of the Friends of the Pflugerville Community Library, who organized in 1981 and opened a one- room storefront library in downtown Pflugerville. In 1985, the City supplied some funds for operation and provided a small house at 102 South Third Street at nominal rent where the Library remained until 1999. The Library was gifted to the City by the Friends in 1992. By 1999, the Friends had also gifted land for a new library at 102 Tenth Street and, with the passage of a 1996 bond issue, the Library's new 12,500 square foot facility was up and running.

Pflugerville's rapid growth from 16,335 residents in 2000 to 46,936 in 2010, an increase of 187%, occasioned another Library facility bond issue in 2008. With the approval of the \$7 million bond, the City commissioned architectural firms Vitetta and Piwonka-Sturrock and contractor Lee Lewis to renovate and expand the facility. Groundbreaking was held in January 2012, construction was substantially complete in April 2013, and the Library hosted a well-attended Grand Opening on June 8, 2013.

A new building brought a new name, the Pflugerville Public Library, and almost 150,000 new visitors.

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