

LIBRARY

MISSION STATEMENT:

The mission of the Zula B. Wylie Public Library is to be the community place that acts as the *Door to Discovery* connecting our culturally rich and diverse community to resources and services which promote lifelong learning, personal growth and development, and awareness of the arts.

CORE FUNCTIONS:

- 1) **Create Young Readers** – offer programs, materials and services that prepare children for school and maintain reading skills
- 2) **Enhance Student and Community Success** – provide resources and services that assist students of all levels to succeed
- 3) **Promote Lifelong Learning** – offer programs and access to materials and resources to help adults be informed and educated about local, national and world affairs
- 4) **Celebrate Cedar Hill History and Cultural Diversity** – offer programs and materials that promote appreciation and understanding of Cedar Hill's history and cultural diversity
- 5) **Provide a Community Place** – offer programs, access to materials and services to engage citizens of all ages in group activities and individual pursuits
- 6) **Advance and Support Awareness of the Arts** – offer programs and access to materials that spark imagination, creativity, and innovation

2016 – 2017 WORK PLAN

CORE FUNCTION: #1 Create Young Readers

Action:

- Offer entertaining, educational, informative and developmental children's programs: story times for infants, toddlers, preschoolers, after school programs and a summer reading program
- Offer programs for teens and pre-teens
- Sign up children for library cards at the Neighborhood Block Party, Back to School Rallies, Country Day on the Hill and Walk the Light Arts Festival
- Market Scholastic BookFlix, an online literacy resource that allows children to read favorite books online from home
- Partner with internal and external organizations to provide educational resources, materials, exhibits and events
- Provide services to Daycares, Pre-Schools, private schools and CHISD
- Provide Family Literacy Programs
- Provide quarterly bilingual story times at the library and CHISD elementary schools

Activity Measurement:

- Provide approximately 250 children's programs annually
- Organize and conduct 50 programs for teens and pre-teens annually
- Provide 50 toddler programs annually
- Provide 50 preschool programs annually
- Offer a Teen Volunteer Program annually
- Register at least 50 children for library cards at events such as the Neighborhood Block Party, Back to School Rally, Country Day on the Hill and Walk the Lights Art Festival annually
- Present Scholastic BookFlix to teachers, parents and students at elementary schools annually and at School Family Fun Nights held at the library
- Offer Science, Technology, Engineering and Math related programs quarterly
- Monthly program in library to encourage reading through family engagement

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Texas Schools of Choice.

CORE FUNCTION: #2 Enhance Student and Community Success

Action:

- Provide standardized test preparation courses
- Assist students in locating information for homework assignments
- Borrow materials via Inter-Library Loan
- Provide instructions in using the TexShare and local research databases
- Promote TexShare Card Program that allows library users to borrow materials from other Texas public, college and university libraries
- Market Mango, an online language learning tool with practical conversation skills
- Provide access to E-books and E-Readers
- Market E-books to high school and college students, as well as the general public
- Promote business related E-books
- Promote Reference USA to local businesses
- Provide open space for gardening and educational classes

Activity Measurement:

- Send approximately 200 faxes annually for resume/job search purposes at no cost to the resident
- Offer four ACT/SAT & STAR Testing preparation classes annually
- Provide free test proctoring services
- Provide Adult Literacy Courses annually, preparing adults for GED Exam Preparation Courses and Exams Respond to approximately 16,500 customer requests for assistance annually
- Respond to 100% of online "Ask a Librarian" requests within one business day
- Borrow 50 and loan 50 items for library users via Inter-Library Loan System annually
- Offer four classes on using the TexShare and local databases for research annually
- Issue TexShare cards to approximately 150 Zula B. Wylie Public Library card holders annually
- Present two Mango language programs and distribute brochures, bookmarks and flyers, to promote the Mango program throughout the community annually
- Distribute approximately 1,1000 brochures, bookmarks and flyers annually, to promote E-books and databases at community and CHISD events
- Provide semi-annual Reference USA Webinars
- Expand business related eBook collection by 15%

Meets City Council's Premier Statements:

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CORE FUNCTION: #3 Promote Lifelong Learning

Action:

- Provide free access to the Internet via public computers and Wi-Fi
- Provide access to TexShare research databases and local database subscriptions
- Provide links to sites that offer information about local, national and world affairs on the library web site
- Provide adult programming
- Publicize the availability of Wi-Fi
- Provide and publicize language databases
- Provide access to E-books and E-Readers
- Market E-books to the general public
- Provide sustainability, energy conservation, and other "green" programming
- Market library services and resources to community

Activity Measurement:

- Provide access to Internet, etc., via public access computers for approximately 46,000 sessions annually
- Provide free access to Internet, etc., via public access computers, interlibrary laptops and I-Pads for approximately 810 sessions annually
- Provide approximately 5,100 Wi-Fi sessions annually
- Organize and conduct [a minimum of] 100 adult programs annually that will include, but not be limited to, the following focus areas:
 - Computer-related programs (45)
 - Community Garden (9)
 - Health-related programs (8)
 - Finance-related programs (4, excluding tax assistance)
 - "Green" and sustainability programming (6)
 - "Maker Space" and do it yourself programs (10)
- Offer four Community Seminars annually
- Provide income tax preparation workshops to 150 individuals annually
- Distribute 3,000 brochures, bookmarks, and flyers, to promote library resources, programs, and services annually
- Distribute 3,000 brochures, bookmarks and flyers, to promote online language programs, annually
- Provide four E-book programs and two language programs, to promote E-book and language databases, annually
- Perform *Library on the Go* presentations once a month

Meets City Council's Premier Statement:

Cedar Hill has Distinctive Character.

CORE FUNCTION: #4 Celebrate Cedar Hill's History and Cultural Diversity

Action:

- Purchase local and Texas history materials
- Purchase materials related to cultures
- Offer programs celebrating cultural diversity
- Prepare displays that reflect Cedar Hill's history and cultural diversity
- Include links to cultural and historical Internet sites on the library's web site
- Participate in Cedar Hill Country Day on the Hill
- Partner with the Cedar Hill Genealogical Society to provide Genealogical programs and website links

Activity Measurement:

- Offer four programs celebrating cultural heritage annually
- Partner with Cedar Hill Museum, to provide historical heritage educational displays
- Purchase 100 items about local and world cultures annually
- Provide databases related to history, local and world cultures annually
- Participate at Country Day on the Hill, including a booth providing information and Library cards and a performance hosted by the Library annually
- Update a Genealogical webpage for the Cedar Hill Genealogical Society(CHGS) monthly
- Assist the CHGS with programs and maintain the development of the genealogical collection annually

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CORE FUNCTION: #5 Provide a Community Place

Action:

- Offer a meeting room for non-profit organizations to assemble and plan
- Provide access to study areas and a private study room
- Provide room for teens to meet, study and connect
- Provide incubator resources to help entrepreneurs create and start businesses
- Partner with local businesses and offer gathering spaces for events

Activity Measurement:

- Provide 60 opportunities for non-profit organizations to use the meeting room annually
- Provide tables and chairs for individual and group study daily
- Provide 25 sessions in private study room weekly
- Offer teens a room to gather, read, use laptop or study
- Provide financial planning programs
- Partner with local businesses and organizations to offer programs in the meeting room and/or amphitheater

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character

CORE FUNCTION: #6 Advance and Support Awareness of the Arts

Action:

- Partner with the Cedar Hill Parks & Recreation Dept to produce Kids on the Hill Creative Arts Festival
- Partner with the Cedar Hill Arts Council to provide movie and art events in the Historic Downtown Pioneer Park
- Partner with schools in Cedar Hill for annual art contest to provide marketing materials for the Summer Reading Program
- Offer opportunities for children to learn how to play music instruments
- Offer opportunities for the community to hear live music, spoken word and other artistic performances
- Offer Makerspace programs to learn how to be creative and innovative
- Offer opportunities for children to develop storytelling skills

Activity Measurement:

- Offer Kids on the Hill Creative Arts Festival annually
- Offer eight movie nights annually
- Coordinate student art contest to create marketing materials for annual Summer Reading Program
- Provide 12 sessions for children to learn musical instruments
- Provide 2 musical events in the amphitheater annually
- Provide 12 Makerspace programs annually

Provide 40 enrichment sessions and 5 storytelling opportunities annually

Meets City Council's Premier Statement:

Cedar Hill has Distinctive Character.

SUMMARY - LIBRARY

EXPENDITURES	ACTUAL FY 14	ACTUAL FY 15	BUDGET FY 16	EST. FY 16	CONTINUED	FISCAL YEAR 2016-2017
						GROWTH
						PROPOSED
Personnel	\$ 550,549	\$ 617,156	\$ 665,585	\$ 642,252	\$ 742,696	\$ 742,696
Supplies	134,702	144,309	137,160	138,191	140,060	140,060
Maintenance	35,238	19,549	37,400	32,387	34,000	34,000
Services	60,428	56,764	65,060	62,412	65,925	65,925
Utilities	36,232	27,663	38,980	29,141	32,980	32,980
Lease/Rentals	837	69	-	-	-	-
Miscellaneous	8,096	15,665	10,580	16,118	17,685	17,685
Capital Outlay	-	-	-	-	-	-
TOTAL Dept. Budget	\$ 826,082	\$ 881,175	\$ 954,765	\$ 920,501	\$ 1,033,346	\$ 1,033,346

STAFFING	ACTUAL FY 14	ACTUAL FY 15	BUDGET FY 16	EST. FY 16	CONTINUED	FISCAL YEAR 2016-2017
						GROWTH
						PROPOSED
Library Director	0.00	0.00	1.00	1.00	1.00	0.00
Manager of Library Services	1.00	1.00	0.00	0.00	0.00	0.00
Children's Services Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Adult Services Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Reference Librarian	0.00	0.00	0.00	0.00	0.00	0.00
Children's Librarian	1.00	1.00	0.00	0.00	0.00	0.00
Librarian	1.00	1.00	1.00	1.00	1.00	0.00
Electronic Resources Coordinator	1.00	1.00	1.00	1.00	1.00	0.00
Library Operations Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
Special Events Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
Library Circulation Coordinator/Adm.	1.00	1.00	1.00	1.00	1.00	0.00
System's Librarian	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Secretary	0.00	0.00	1.00	1.00	1.00	0.00
Visual and Social Media Coordinator	0.00	0.00	0.63	0.63	0.63	0.00
P/T Library Assistant	1.35	1.35	0.70	0.70	0.70	0.00
P/T Clerk	3.00	3.00	3.13	3.13	3.13	0.00
P/T Page	0.37	0.37	0.37	0.37	0.37	0.00
TOTAL Department Staff	11.72	11.72	11.83	11.83	11.83	0.00
						12.20

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

LIBRARY
VEHICLES AND EQUIPMENT

ITEM	LOCATION	X IF ITEM IS UNRELIABLE	YEAR	DESCRIPTION OF REPLACEMENT ITEM	COST	LIFE	CM APPROVED
PRINTERS							
Canon Image Runner BW Copier/Printer	Public Use		2012				
Canon Color Image Runner C5180	Staff Workroom		2010				
HP Color LaserJet 3000n	Public Use		2011				
HP2100	Library Staff - Director's Office		2007				
HP Design Jet 500ps	Sign/Banner Printer		2003				
Star TSP 700 II Receipt Printers (2)	Circulation Desk		2010				
Star TSP 700 II Receipt Printers (4)	Ref/Children's/Staff Workroom		2011				
NETWORK EQUIPMENT							
Cisco 2950 Switch 000D65CCA9C0			2003				
Cisco Catalyst 3500 XL 000196A468C0			Unknown				
Cisco Catalyst 3500 XL 000196A47F00			Unknown				
MISCELLANEOUS EQUIPMENT							
Canon DR02010C Scanner	Library Staff Administration Area		2012				
Canon Fax/PhoneL90	Public and Staff - Circulation Desk		Unknown				
Honeywell Metrologic Barcode Scanners (3)	Library Staff		2010				
Honeywell Metrologic Barcode Scanners (5)	Library Staff		2011				
Samsung Plasma Display Flat Screen TV	Meeting Room		2010				
Early Literacy Station (2)	Children's Area		2009				
Wii Gaming Console	Meeting Room		2009				
Zenith VCR/DVD Player 281-53230284	Meeting Room		2003				
NEC Projector	Meeting Room		2011				
Minalta RF-603Z S/N 31249	Microfiche/Film Reader - Closet		1995				
Opaque Projector	Meeting Room		Unknown				
Pioneer SX-316 Receiver	Meeting Room		Unknown				



CEDAR HILL

WHERE OPPORTUNITIES GROW NATURALLY