

# City of Bellaire



# Bellaire

## CITY LIBRARY

2022 – 2027  
Long Range Plan

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# **Bellaire City Library**

## **Long-Range Plan 2022 – 2027**

### **Introduction**

Libraries have always been about equitable access: to information, entertainment, enlightenment, technology, and learning possibilities that connect Bellaire residents to the world. The needs of Bellaire residents continue to expand and diversify as information technology becomes more a cornerstone in everyday life. This translates into an increased demand for Bellaire City Library to deliver comprehensive library services in a variety of formats. Bellaire City Library strives to meet these needs with an increased focus on providing online resources and digital materials as well as the means and skills to utilize these resources supported by a well-trained, service-oriented, and knowledgeable staff.

Building on the previous long-range plan approved by City Council in March 2016, this long-range plan is designed to create a planning roadmap for the future of Bellaire City Library by not only examining the role and purpose of the library, but also by assessing the community's changing needs. As an accredited member of the Texas State Library and Archives Commission since 1972 (the first year the state library began accrediting libraries), the Bellaire City Library is required to create a five-year long-range plan adopted by City Council (see Appendix A for accreditation requirements and Appendix B for accreditation benefits).

### **Service Philosophy**

Bellaire City Library serves the community as a center of reliable information, providing reference assistance to those residents gathering materials and facts within the library and referring individuals and organizations to other resources when necessary. Bellaire City Library seeks to support literacy in its many forms including reading, information technology, and cultural. We provide access to resources and programming that will allow members of our community to seek knowledge and entertainment through a variety of means and formats.

## **Community Overview**

An article, written by Jeffrey D. Dunn, from the Handbook of Texas <sup>1</sup> describes the history of Bellaire as such:

**“BELLAIRE, TEXAS.** Bellaire, on Interstate Loop 610, is surrounded by Houston, West University Place, and Southside Place in southwest Harris County. William Wright Baldwin, acting as president of the South End Land Company, founded Bellaire and Westmoreland Farms after purchasing the 9,449-acre Rice Ranch in 1908. Baldwin was a native of Iowa and nationally known as vice president of the Burlington Railroad. The development was six miles from Houston on the eastern edge of the Rice Ranch, so named for former owner William Marsh Rice. Promotional advertising in 1909 explained that Bellaire was named for the area's Gulf breezes, but Baldwin may have named it for Bellaire, Ohio, a town served by his railroad. By 1910 Baldwin had invested over \$150,000 in capital improvements to turn the treeless prairie into an attractive location for residences and small truck farms. From the site to Main Street in Houston he constructed Bellaire Boulevard. He also incorporated the Westmoreland Railroad Company to build an electric streetcar line down the center of the boulevard. The streetcar, known as the "Toonerville Trolley," operated from December 12, 1910, until bus service replaced it on September 26, 1927. In 1910 horticulturist Edward Teas was induced to move his nursery from Missouri to Bellaire Boulevard to implement landscaping plans drawn by landscape architect Sid Hare. A Bellaire post office opened in 1911.

The South End Land Company advertised nationwide to attract Midwestern farmers and others who were eager to escape harsh winters. Bellaire was promoted as an exclusive residential neighborhood and agricultural trading center with the conveniences of city living and reliable access to Houston. On June 24, 1918, with a population of about 200, Bellaire obtained a general-law city charter. The population reached 1,124 by 1940. Houston's expansion after World War II transformed Bellaire into a popular suburb, but geographical growth was halted when Houston annexed the surrounding land on December 31, 1948. In April 1949 Bellaire adopted a home-rule charter with a council-manager government. The city had 10,173 residents in 1950. The Swedish general consul's office has been located in Bellaire since 1953.

Bellaire is zoned for residential, commercial, and light industrial sections. High-rise office buildings are located along Loop 610, but Bellaire is largely known as a residential city. Zoning and land-use controversies, long the stuff of Bellaire politics, led to a recall of the mayor and three councilmen in 1977. A resurgence in new residential construction began in the late 1980s.”

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<sup>1</sup> *Handbook of Texas Online*, s.v. "," <http://www.tshaonline.org/handbook/online/articles/BB/heb5.html> (accessed July 5, 2010).

The City of Bellaire's *Comprehensive Plan* (adopted September 21, 2015 and updated April 3, 2017) describes the 3.6 square miles within the City limits of Bellaire today:

"Bellaire's location seven miles southwest of downtown Houston makes it an "enclave" city, completely surrounded by Houston with West University Place to the east. Bellaire has been nicknamed "The City of Homes" because of its primary design as a residential community. Nearby activity centers, including the Texas Medical Center, Rice University, the Galleria and Uptown Houston, Greenway Plaza, and Houston's Central Business District, offer professional employment opportunities for Bellaire residents. Access to these jobs, exceptional educational offerings, and the ongoing transition to larger single-family homes in Bellaire greatly appeals to adults with younger children, as well as "empty nesters." The City of Bellaire is a relatively affluent community. It is largely a "bedroom" community in terms of many residents commuting outside of the City to work. Since its incorporation in 1918, Bellaire has experienced both population growth and decline, especially after introduction of the Loop 610 corridor removed a significant number of housing units. Housing, public services, employment, and economic opportunities must be assessed to accommodate current and future Bellaire residents." <sup>2</sup>

## Key Socioeconomic Trends and Factors

From 1930 to 1960, Bellaire grew dramatically from fewer than 400 to almost 20,000 residents. This trend averaged to over a 36 percent increase in population annually. During the 1940s in particular, the City was growing by almost 100 percent per year. After 1960, the City began losing residents and Bellaire's population fell from 19,872 to 13,842 in 1990. This loss was partly due to the removal of housing for the construction of Loop 610 and the office and commercial developments that followed along some of the new freeway frontage. An aging population with fewer children also contributed to a reduced population count. Harris County's population growth rate also slowed from the 1970s onward as the sheer size of the countywide population grew so large, surpassing three million during the 1990s. Compared to the pre-1960 average annual growth rate of 5.1 percent, the rate per year from 1960 to 2000 was just over three percent. Census 2010 data shows that Harris County nearly matched its 1990s growth rate (just over 20 percent) during the 2000s while Bellaire's population increased by 7.8 percent from 2000 to 2010 compared to 13 percent during the 1990s. The most recent U.S. Census Bureau estimate of population in Bellaire is 17,849, which was as of July 2013. The Texas State Data Center had a more conservative estimate of 17,186 at January 2013.<sup>3</sup>

The population of this 3.6 sq mile land-locked city was 19,872 in 1960, 16,331 in 1987, and 13,842 in 1990. West Loop 610 was completed in 1975 and eliminated 52 homes<sup>4</sup> resulting in the population decline. According to the 2019 U.S. Census the population of Bellaire totaled 18,971

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<sup>2</sup> Comprehensive Plan, Introduction, p 1.1 <http://www.bellairetx.gov/DocumentCenter/View/17655>

<sup>3</sup> Comprehensive Plan, Introduction, p 1.7 <http://www.bellairetx.gov/DocumentCenter/View/17655>

<sup>4</sup> [www.oscarmail.net/houstonfreeways/ebook/Loop610\\_72ppi.pdf](http://www.oscarmail.net/houstonfreeways/ebook/Loop610_72ppi.pdf)

with the median value of single-family owner-occupied homes at \$842,700.<sup>5</sup> In the population 25 years and over 96% are high school graduates and over 79% have a bachelor's degree or higher. The proximity of the City of Bellaire to the Medical Center and downtown City of Houston has created a desirable location to those in the medical, legal, and business professions. The median household income in 2019 was \$206,734. Population demographic has 73% White, 22.3% Asian, 8.2% Hispanic and 2.8 % Black or African American.

Surrounding areas of Bellaire city limits include the City of West University Place, Southside Place, and the City of Houston zip codes 77036, 77096, 77081, 77025, and 77074. The demographic information from these communities and areas are significant because it demonstrates the wide variety of library service challenges of non-resident users.

To the east are the City of West University and Southside Place, upscale communities of 15,585- predominately whites who are well educated (86.9% have a bachelor's degree or higher) with a median family income in 2019 (dollars) of \$250,000. To the west is the Houston zip code 77081, population of 51,984. According to the 2019 census 45% Hispanic of which 48.9% speak a language other than English at home, 27.15% are high school graduates, with a median family income of \$34,336 in 2019 dollars.

To the south is Houston zip code 77096, population 33,661 of 57.56% white (26.22% have a bachelor's degree or higher) with a median family income of \$67,858. Bellaire residents remain the highest priority in library services.

Houston Independent School District (HISD) operates two elementary schools (Condit, Horn), one middle school (Pin Oak), one high school (Bellaire). Due to HISD's magnet program, students who reside in Bellaire may be attending schools outside of the city limits. Library staff provides reference assistance to students on a variety of assignments throughout the school year. In addition to HISD, there are several private schools ranging from preschool to high school within the city limits one of which is a highly regarded Montessori school for grades K-12 (Post Oak).

## **Library Profile**

The Bellaire City Library is a department of the City of Bellaire with the Library Director (professional librarian with an Master of Library Science degree) under the direct supervision of the Assistant City Manager. The Assistant City Manager reports directly to City Manager who reports to the Mayor and six Council Members. There are two other professional librarians with MLS degrees, Assistant Library Director and Youth Services Librarian, with the remaining staff consisting of three Library Assistants, one Library Support Technician (technology), and one part-time Library Assistant.

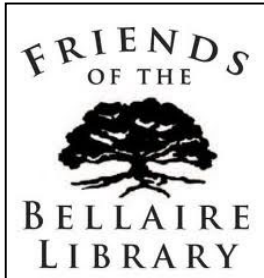
When a new Library Director was appointed in 1996 it was discovered in a review of files that appointments to the Library Board had lapsed over the years with the last appointment being

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<sup>5</sup> <https://www.census.gov/quickfacts/fact/table/bellairecitytexas,US/PST045219>



made in 1972. On February 18, 2002, Bellaire City Council addressed the disposition of the Library Board (whether to appoint members to a Library Board or to amend the Code of Ordinances, Chapter 19 to dissolve the Library Board). A motion was made and carried to amend the Code of Ordinances, Chapter 19, to remove the Library Board from the City's Code. On July 12, 2012, the Bellaire City Council considered the possibility of creating a Library Advisory Board and voted against establishing one.



The Friends of the Bellaire Library has served as the library's advocate in the community and provided additional financial support to the library since their inception in October 1951. Their purpose is "to actively support and encourage the continuous improvement and enhancement of the Bellaire City Library." Through fundraising efforts including used book sales and other activities, the Friends have been able to supplement the library's budget over the years for materials, furniture and equipment over the years and continue in this role. The Friends of the Bellaire holds a 501(c) 3 non-profit status with the Internal Revenue Service and has an active registration status with the Texas Secretary of State.

## History

In 1951 the Bellaire Women's Civic Club formed a library committee for the purpose of starting a public library in Bellaire. After 8,500 hours and \$350, the Bellaire City Library was formally opened on May 3, 1951. The Bellaire City Council adopted Ordinance No. 389 on June 13, 1951, establishing a public library in Bellaire, and creating a Library Board. The City Council approved a budget of \$500 for the first year of operation. The library was located in one small room in the Community Building and open three days a week. There were 2,800 books for the 200 cardholders, 140 of which were children.



A new building was built and dedicated May 9, 1962, at the present location. At 5,808 square feet, it was 15 times the size of the original library room. By 1974, a two-story addition had been completed, expanding the space to 10,868 square feet of usable space (11,504 total gross square feet). A 1991 renovation of the building improved lighting, removed asbestos, replaced the carpet, and addressed American with Disabilities (ADA) requirements. The building was assessed in the 2004 report, "Facilities Assessment and Architectural Programming: Study of the City of Bellaire Buildings", and Bellaire voters approved a bond issue in November 2005 that included renovation of the library. Preparations began in 2010 for renovations that addressed additional ADA and other code requirements and deficiencies throughout the building. Work began in January 2011 with the replacement and repair of the interior walls of the 1974 addition. A new, more efficient HVAC system was installed and as well as a new ADA compliant circulation desk (funds for the desk were donated by the Friends of the Bellaire Library). The existing bathrooms and stairwell were also

brought up to ADA code. There was no change to the footprint of the building and the library remained open for service during the entire process.

In November 2009, City Council approved construction of a new Fire Station which opened in 2011. In November 2013, Bellaire residents voted to support a General Obligation Bond to finance the design and construction of new municipal buildings: city hall, civic center, police station, and municipal courts. All of municipal buildings have been completed in phases within the last two years.

In September 2021 the Bellaire City Council accepted and approved a proposal from the Patrons of Bellaire Parks to assist in expanding library services by developing the green space next door to the library and in the library's back yard. The areas will have Wi-Fi availability from the library's network as well as benches, chess tables, creative play pieces for preschoolers and new fencing. The objective is to provide an outdoor area for library programming and reading and is expected to be well used as a welcoming outdoor space close to city amenities.

## **Automation and Service**

In 1995, the library became a member of the Houston Area Library Automated Network (HALAN) to convert the collection to digital circulation management. On March 1, 1996, two online public access catalogs were installed and a year later the circulation system was enabled. Today the entire system is web-based utilizing fiber optics for the 18 public access computers, three circulation terminals, and self-checkout station. With the impending dissolution of HALAN when its contract expired in early February 2020, options and pricing for self-supported circulation software and site hosting were explored. It was determined that a partnership with the Harris County Public Library System (HCPL) would be a solution given the short timeline. HCPL hosts the servers for Bellaire City Library's circulation and cataloging and supports the online catalog for patron use. All catalog records and patron information were converted and transferred to the new system. On December 18, 2019, less than four months after the announcement of HALAN's dissolution, the new network and circulation system went live. In addition to hosting the catalog and providing software to support circulation services, HCPL and Bellaire City Library entered a reciprocal borrowing agreement allowing Bellaire residents access to a large and varied collection held by HCPL.

Wi-Fi is available 24/7 and in 2021 additional routers were added to enhance the Wi-Fi service in and around the library in preparation of the expansion of library service to the new outdoor project for library services. Patrons using public computers and card holders logging in from home have access to more than 80 databases with full-text articles from journals, newspapers, magazines, and many other reference and informational sources.

FY21 annual circulation of materials topped 194,670 with 5,310 current registered borrowers. FY20 annual circulation of materials topped 146,204 with both fiscal years experiencing complete building closures for part of each year. With the library first closure in March 2020 there were so many unknowns with the pandemic, so service was regulated to extending date dues of materials



already in circulation and answering calls remotely. Circulation policies were revised to allow for application and renewal of borrower's cards by telephone so library users could access databases and downloadable material. From May 2020 to April 2021 while the library building was still closed to the public, curbside hold pick-up was established, story times were recorded and posted, and craft kits created to pick up and take home. Marketing of titles and subjects were enhanced on social media to encourage holds and in November 2020 staff started offering a weekly Pop-Up Library allowing library users to browse some selections in the safer outdoors environment.

This 2022-2027 Long-Range Plan begins with the library continuing service under operating protocols established in August 2020 during the COVID-19 pandemic closures (see Appendix E). The protocols established for safe operations are continually monitored and modified as warranted.

In terms of space, the library has arranged the addition's upstairs with the community's study needs in mind featuring three study carrels as well as a conference room and a meeting area. Funds donated in 2021 by the Friends of the Bellaire Library will be used to enhance the area designated for the Young People's collection. The focus is to complete the project by the end of spring of 2022.

In providing for life-long learning, the library provides Interlibrary Loan services, TexShare Cards as well as free proctoring services. Digital resources include TexShare databases, Overdrive/ Libby and SimplyE for free downloads of ebooks and eaudiobooks; each catalog providing new offerings to patrons. There is also an active volunteer program during the school year and summer for students needing service credit. The library continues to benefit from Eagle and Gold scout projects.

## Planning Process

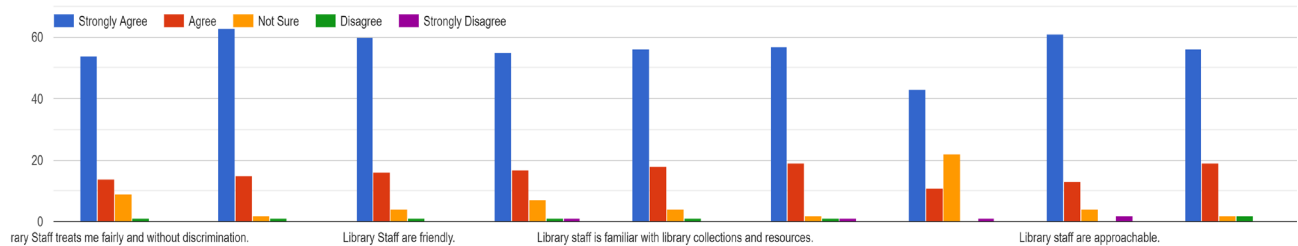
A Library Service/Patron Satisfaction survey was created and distributed during the planning process to receive input from stakeholders. The survey covered topics such as facilities, customer service, planning ahead, and specific collection needs. The survey was available online as well as distributed in paper form in the library, at the Bellaire Recreation Center, and through BLIFE (Bellaire Parks and Recreation's senior program). Flyers and posters with QR codes linking to the online survey were also posted in the library and City Hall as well as several social media posts.

Location	# print copies available	Responses
Online		86
Library	29	78
Recreation Center	25	3
BLIFE	25	7

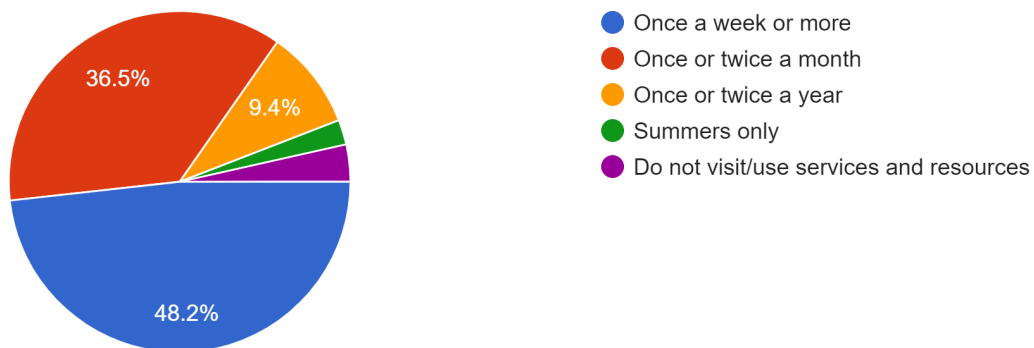
## Highlights from the 2021 Library Service Survey:

- One of the Bellaire City Library's most apparent strength is its helpful and knowledgeable staff, 92% indicated very satisfied in 2015 and 82% in 2010.

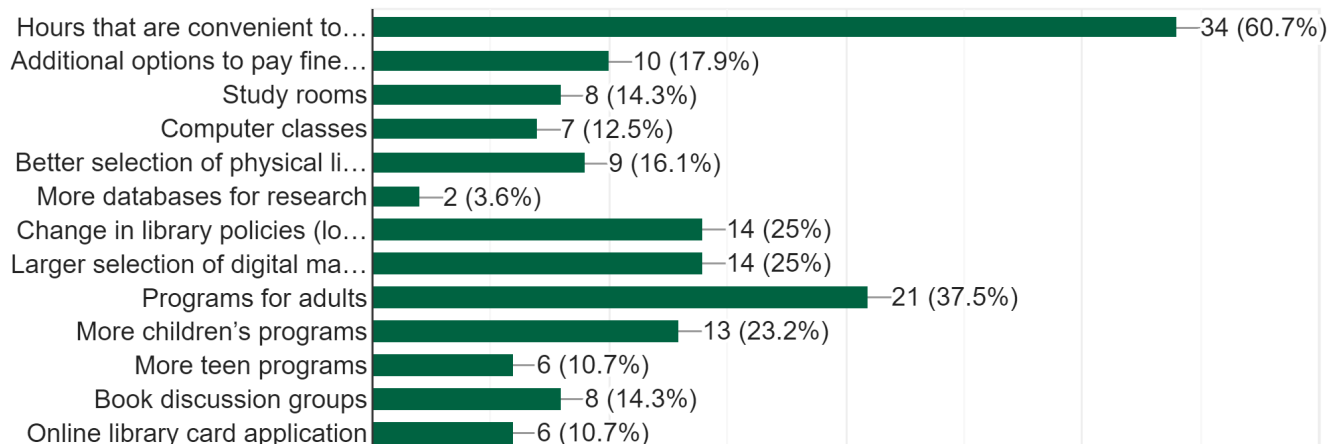
PLEASE INDICATE YOUR LEVEL OF SATISFACTION CONCERNING CUSTOMER SERVICE AT THE LIBRARY:



- Among our library users, most are frequent and dedicated patrons based on the frequency seen in the chart below.



- Survey respondents who do not currently use the library gave us insight into what would encourage library usage. The two most favored responses were more convenient hours and more programs for adults. (See below)



- While there was an overwhelming response of satisfaction with the customer service and staff at the library, individual comments encouraged inclusion of additional training opportunities to support staff.
- Overall, responses regarding the satisfaction with the current use of the facilities was positive, but several write in comments showed interest in an upgrade of the teen space and others for a new library building altogether:

“I would love to see some flex seating upstairs and the non-YA side of the upstairs cleaned and updated.”

“A new library building is overdue. A new city hall, fire station, police station, and no library upgrade?”

“Would love to see some funds to support a library update. The teen collection seems not to be a focus, so my children lost interest in elementary when they started reading higher level books. A cute little coffee/seating area with a view outdoors would be cute.”

“If there were an addition to the building it would be nice to have bathrooms added to the children’s side.”

## **LONG RANGE GOALS AND OBJECTIVES 2022-2027**

### **Goal 1: Provide resources and programming to support learning and literacy through all stages of life.**

**Objective 1.1** The print collections will be evaluated and reshaped to meet the changing demands of the community. The library will expand and weed its collection – selecting and weeding materials in response to demographic changes, patron interest and currency of information. This will be done by using standardized collection tools, maintaining collection integrity and currency with an established weeding program. Patron surveys (formal and informal) and circulation statistics will also be used as guides. Staff will annually evaluate allocation of funds for all resource formats and acquire new formats as appropriate.

**Objective 1.2** Biennially review, revise, and update the library's collection development policy. Continue consortium-purchasing alliances to maximize budget.

**Objective 1.3** Technology offerings and all digital resources will be evaluated annually for value, use and effectiveness and to ensure that they remain current and state of the art.

**Objective 1.4** Enhance display and signage to highlight collections and topical displays of material.

### **Goal 2: Refocus library community building efforts and increase public awareness of library offerings and services.**

**Objective 2.1** Develop relationships with community partners and local experts that will allow us to offer ongoing literacy programming to the community. In addition to maintaining the array of traditional library programs already offered by the library (story times, space for book discussion groups, summer reading, etc.) staff will explore ways to deepen the connections to the community by collaborating with other departments and agencies.

**Objective 2.2** Encourage and work with library staff as needed to help them build the skills to create and maintain mutually beneficial relationships with local community organizations.

**Objective 2.3** Review the current library's page on the city's website to determine its best use as a communication channel to our community members.

**Objective 2.4** Develop best practices for use of social media and create a social media plan to ensure the best use of the platform for promoting the library's programs, collections, and overall mission.

### **Goal 3: Continue to provide our community members with an active youth services department.**

**Objective 3.1** Assist families and childcare providers in preparing children (birth - K) for reading by offering Read-To-Me programs and informational handouts on book selections.

**Objective 3.2** Increase school and library partnerships through collaboration on collection development and cross promotion of programs and activities.

**Objective 3.3** Provide an enriched learning environment for school age children by offering accessible and safe community space, with programming that will encourage creativity and skill-building in terms of S.T.E.A.M. (Science, Technology, Engineering, Arts, Mathematics) as well as general life skills.

**Objective 3.4** Develop and implement new ways to engage patrons of all ages including off site programs and outreach, taking library space and programming outdoors, and reaching the community through virtual opportunities.

**Objective 3.5** Explore options to expand children's collection to meet the increased needs of readers in the summer.

### **Goal 4: Maintain a knowledgeable, creative, and engaged staff.**

**Objective 4.1** Reenergize staff by diversifying responsibilities to include facilitation, programming, and project management.

**Objective 4.2** Examine the roles of support staff and look for ways their education and experience can be better utilized by the library thereby creating more vesting in day-to-day library operations.

**Objective 4.3** Encourage and support professional development both internally and in conjunction with educational offerings with the city, state, and national level.

### **Goal 5: Welcoming the community as a center of meeting or studying, providing reference assistance to those needing information.**

**Objective 5.1** Identify and prioritize patron and staff wishes for functional changes in use of space. Users have expressed the desire for quiet study and comfortable sitting areas as well as more computer classes.

**Objective 5.2** Identify issues that concern community members at different life stages and address them through workshops, lectures and programs that may include changing careers, health issues, college planning and such.

**Objective 5.3** Continue to provide charging stations for electronic devices and have the library available during recovery efforts from hurricanes and major weather events. The library will also serve as a cooling station during extreme heat events and a warming station during extreme cold events.

**Goal 6: Maintain accreditation with the Texas State Library System by meeting basic, comprehensive, or enhanced criteria as set forth in the Texas Public Library Standards.**

**Objective 6.1** Annually review the Texas Public Library Standards.

**Objective 6.2** Develop an ongoing marketing plan to promote all library programs and services.

**Objective 6.3** Review hours of operation to ensure the greatest availability for users to access the Library.

**Goal 7: The library facility will be a welcoming public space continually evolving to meet the needs of residents and serve as civic memory.**

**Objective 7.1** Work to develop a specific capital improvement plan on a new facility.

**Objective 7.2** Strengthen our local history/community collaborations by promoting the continued digitization of historical photographs and work with residents to provide metadata for the existing digital collection and to identify items to be digitized.

**Objective 7.3** Adopt and implement archival processing and storage standards for the preservation of documents, photographs, newspapers, and other objects relating to the history of Bellaire.

## **APPENDIX A**

### **Accreditation Requirements and Benefits**

Public libraries are accredited in the Government Code 441.127(a), Library Systems, under the authority of the Texas State Library and Archives Commission. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Minimum Standards for Accreditation in the State Library System. Adopted by the Texas State Library & Archives Commission on November 7, 2014; effective November 30, 2014.

**The following are the minimum requirements for membership in the state library system for a library serving a population of 10,001 – 25,000 persons:**

- (1) have local expenditures of at least \$4.25 per capita in local fiscal years 2013, 2014, 2015; \$4.34 per capita in local fiscal years 2016, 2017, 2018; \$4.42 per capita in local fiscal years 2019, 2020, 2021; \$4.51 per capita in local fiscal years 2022, 2023, 2024;
- (2) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials, provided that in either case a minimum of 7,500 items are held;
- (3) have at least 1% of total items in collection published in the last five years;
- (4) be open for service not less than 30 hours per week; and
- (5) employ a library director for at least 30 hours per week in library duties.

**Each public library applying for membership in the Texas Library System must meet the following requirements:**

- (1) The library must have a website and a telephone with a published number.
- (2) The library must have available both a photocopier and a computer with Internet access for use by the library staff and at least one computer with Internet access and printing/copying capabilities for the general public.
- (3) The library must offer to borrow materials via the interlibrary loan resource sharing service for persons residing in the library's designated service area. A library must also participate in the interlibrary loan resource sharing service by lending its materials to other libraries, as requested. The library governing board [Bellaire's City Manager was granted this authority by council with Ordinance No. 00-071] may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be available for the public.
- (4) The library director must have a minimum of ten hours of continuing education credits annually. Continuing education activities must be instructional and may include workshops, appropriate sessions at library association conferences, instructional webinars, and distance education courses. Board meetings, public hearings, other business meetings, author luncheons, and other non-instructional sessions are not considered continuing education activities. The director must maintain appropriate documentation of participation, duration, and relevance to the operation of a library.



- (5) The library must have a catalog of its holdings available to the public that is electronically searchable at a minimum by author, title, and subject.
- (6) The library must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development element and a technology element.

## **APPENDIX B**

### **Accreditation Benefits**

Libraries that are accredited are eligible for certain services from the Texas State Library.

Accredited libraries can participate in the TexShare databases consortium. The TexShare databases are electronic database resources that are available at significant cost savings. There are 68 databases currently available from the Texas State Library that accredited libraries pay a formula-based participation fee to gain access for their patrons. In 2021 Bellaire would have been charged a fee of \$639 for databases valued at \$76,265 if purchased independently, but participating public libraries were provided a one-time fee reduction from Texas State Library and Archives Commission using funds allocated to the agency by the Institute of Museum and Library Services through the American Recovery Plan Act (ARPA) thus reducing our fee to \$319.

The TexShare card program is a reciprocal borrowing program. It is designed to allow the registered users of participating institutions, which could be public or academic, directly borrow materials from other participating institutions.

Accredited libraries are also eligible to participate in the statewide Inter-Library Loan program. It allows other libraries' patrons to request materials from your collection and allows your library patrons to request materials from participating libraries. The Navigator ILL program also provides a reimbursement to libraries for each loan through Navigator, with an additional reimbursement for net loans.

Accredited libraries are eligible to apply for E-rate. To be eligible for E-rate discounts, a library applicant must meet the statutory definition of library or library consortium found in the 1996 Library Services and Technology Act (Pub. L. 104- 208) (LSTA) and must be eligible for assistance from a state library administrative agency under that Act. For purposes of LSTA, the State Library has discretion with regard to the eligibility of applicants. In Texas, a library must be accredited. Bellaire receives an E-rate discount of 90% of telecommunications costs.

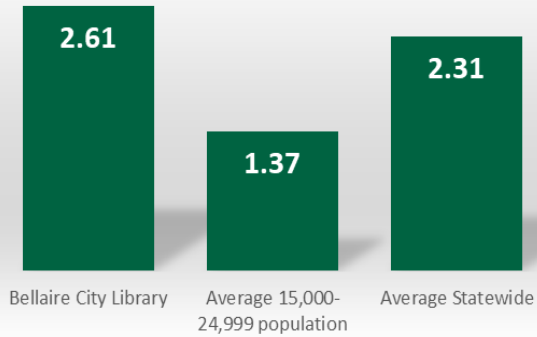
Accredited libraries can apply for any of the State Library's competitive grants. These are generally programmatic in nature and can vary from year-to-year.

Finally, the State Library occasionally offers additional programs or project opportunities for accredited public libraries.

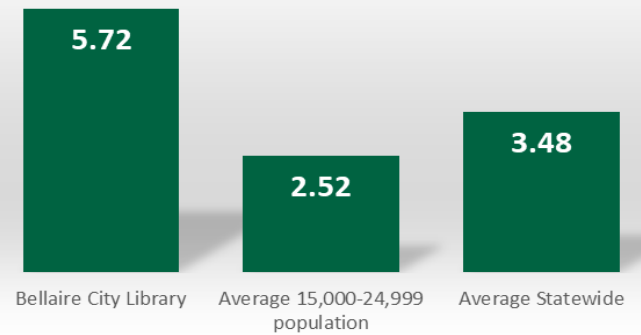
## APPENDIX C

### Comparisons

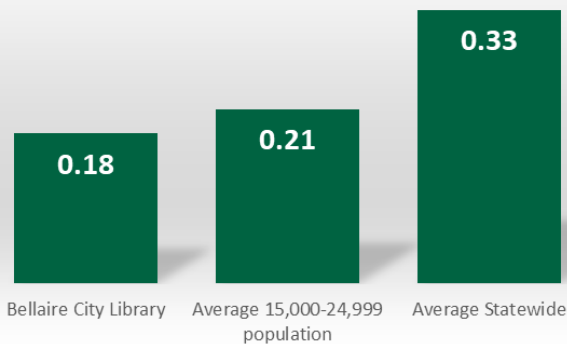
Library Visits Per Capita FY 2020



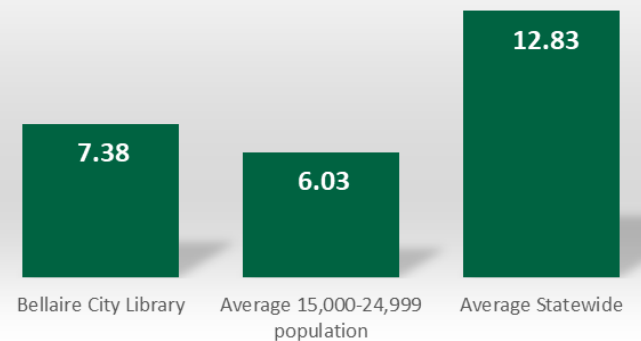
Total Circulation Per Capita FY 2020



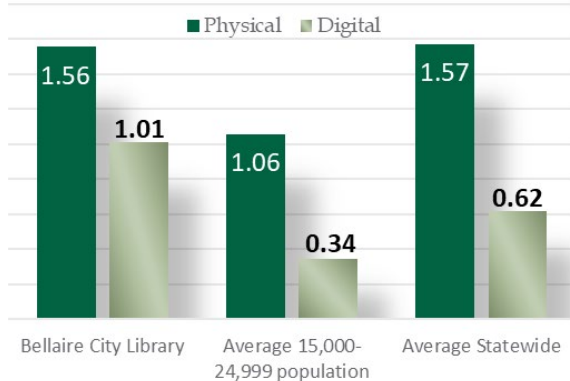
Program Attendance Per Capita  
FY 2020



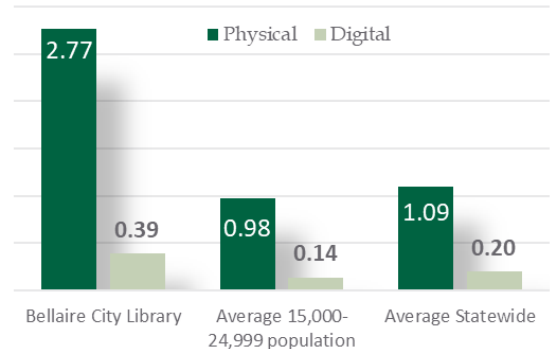
Total Full-Time Equivalent Library  
Employees FY 2020



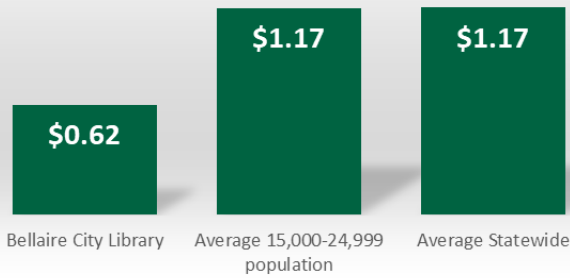
Adult Circulation Per Capita  
Digital or Physical FY 2020



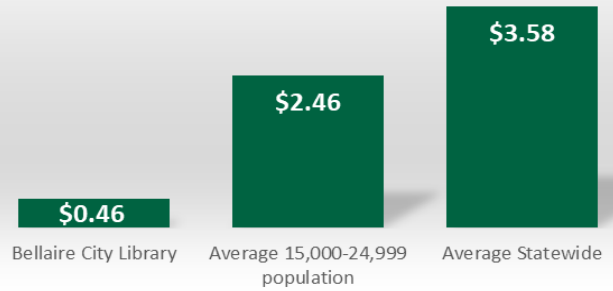
Children's Circulation Per Capita  
Digital or Physical FY 2020



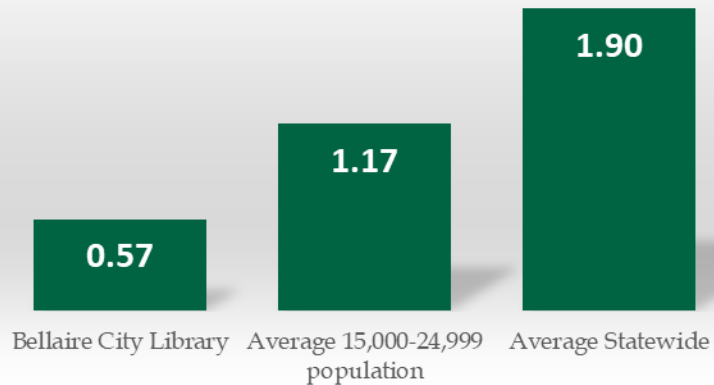
### Physical Material Expenditure per Physical Circulation FY 2020



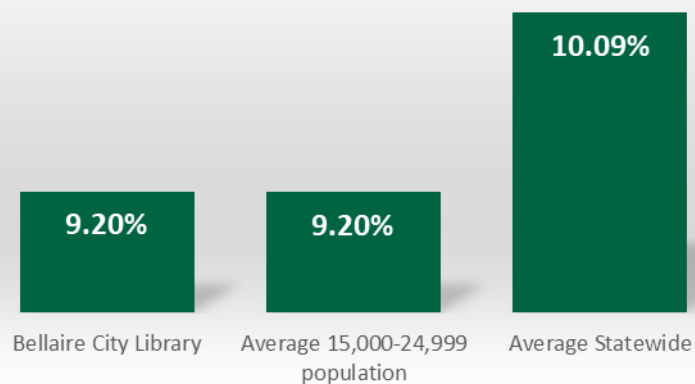
### Digital Material Expenditure per Digital Circulation FY 2020



### Library Square Footage Per Capita FY 2020



### Library Materials Expenditures as a Percentage of Operating Expenditures LFY 2020



## APPENDIX D

### Technology Inventory

#### Public Access Workstations

Name/Type	Operating System	Software
BELLAPTOP01	Windows 10 Pro	Office 2016
BELLAPTOP02	Windows 10 Pro	Office 2016
BELLAPTOP	Windows 10 Pro	Office 2016
BELPUB03	Windows 10 Pro	Office 2016
BELPUB04	Windows 10 Pro	Office 2016
BELPUB05	Windows 10 Pro	Office 2016
BELPUB06	Windows 10 Pro	Office 2016
BELPUB07	Windows 10 Pro	Office 2016
BELPUB08	Windows 10 Pro	Office 2016
BELPUB09	Windows 10 Pro	Office 2016
BELPUB10	Windows 10 Pro	Office 2016
BELPUB11	Windows 10 Pro	Office 2016
BELPUB12	Windows 10 Pro	Office 2016
BELPUB13	Windows 10 Pro	Office 2016
BELPUB14	Windows 10 Pro	Office 2016
BELPUB15	Windows 10 Pro	Office 2016
BELPUB16	Windows 10 Pro	Office 2016
BELPUB17	Windows 10 Pro	Office 2016
BELPUB18	Windows 10 Pro	Office 2016
Scanner (Touch Screen)	Windows 10 Pro	Office 2016
Self-check out Station	Windows 10 Pro	Office 2016

#### Circulation Workstations

Name/Type	Operating System	Software
FRONTDESK1	Windows 10 Pro	OFFICE2016
FRONTDESK2	Windows 10 Pro	OFFICE2016
FRONTDESK3	Windows 10 Pro	OFFICE2016

#### Servers in Library

Brand	Location and Network	
HP Proliant Windows 10 Pro Ver 21H1	Front Desk Office	

## Staff Workstations

<b>Name/Type</b> <i>(Who's desk)</i>	<b>Operating System</b>	<b>Software</b>
Library Director	Windows 10 Pro	Office2016
Assistant Library Director	Windows 10 Pro	Office2016
Youth Services Librarian	Windows 10 Pro	Office2016
Library Assistant	Windows 10 Pro	Office2016
Library Support Tech	Windows 10 Pro	Office2016
Library Assistant	Windows 10 Pro	Office2016
Library Assistant	Windows 10 Pro	Office2016
	Windows 10 Pro	Office2016

## Printers

<b>Brand</b>	<b>Location and Network</b>	<b>Color/BW</b>
HP LASERJET Color CP4025	Back Office BELLAIRE	Both
Ricoh IM C3500	Public	Both
HP LASERJET 4050	Front Desk	Black/white
HP LASERJET 600	Youth Service Librarian BELLAIRE	Black/white

## Other

<b>Type</b>	<b>Name/Brand</b>	<b>Location and Network</b>
Scanner	Think Centre M 8202	Public
Data Projector	InFocus	
Data Projector	Sanyo	
Digital camera	Sony Cyber Shot	
Digital Video Camera	Eiki LC Color	

## Telecommunications and Wifi information

Cisco

Meriki/Cisco (5)

Monitors not attached to a workstation- (2) Dell monitors, 19" Samsung

TV/Monitor in conference room – Dyanex 23"

TV/Monitor on gaming cart – LG48"

TV – Sony 52" – adult seating area

**APPENDIX E**  
**Reopening Plan**

# City of Bellaire

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## Library

### Reopening Plan 2020 – Revised August, November 2021

The announcement on August 5, 2021 of the rise to Threat Level 1 (Red) in Harris County has prompted library staff to review currently established COVID protocols in offering modified library services and access to information.

The Library continues to offer online resources for eBooks; e-audio book; databases; recorded story time programs; craft kit pickup; telephone reference and information service; reader's advisory with Book Bundles; and parking lot accessibility to public Wi-Fi during this time. Story times and other programming are on hiatus during August until after Labor Day due to back-to-school activity and to allow for library staff to focus on fall program planning. All other library services continue daily.

As we plan and prepare to approach the change to Threat Level 1, the need to modify the delivery of in-person service is essential to control and reduce the spread of the COVID virus. First and foremost, the health, safety, and well-being of library staff and the community are the priorities that guide this revised plan. The Library is planning for an approach to continue in-person library services based on current CDC guidelines, City of Bellaire protocols, and correlates to the Harris County COVID-19 Threat Level System.

The Library will continue to offer library services under the modified scheduled established in 2020 until the COVID-19 Threat Level 4 is reached. Library staff will be reviewing the modified hours of library operation during this time for a possible change in September.

**Modified Hours of Library Operation (40 hours per week)**

Monday-Thursday: 10:00 am – 6:00 pm

Friday: 10:00 am – 2:00 pm

Saturday: 10:00 am – 2:00 pm

**Revised Modified Hours as of November 5, 2021 (43 hours per week)**

Monday-Thursday: 10:00 am – 6:00 pm

Friday: 1:00 pm – 5:00 pm

Saturday: 10:00 am – 5:00 pm



Normal Hours of Library Operation (54 hours per week)  
Monday, Tuesday, Thursday: 9:00 am – 8:00 pm  
Wednesday: 9:00 am – 6:00 pm  
Friday: 1:00 pm – 5:00 pm School Year (9 months)  
9:00 am – 1:00 pm Summer (3 months)  
Saturday: 9:00 am – 5:00 pm

If necessary, the library will consider closures during the day to conduct deeper sanitizations.

Harris County COVID 19 Threat Level	Library Level of Public Access
Level 1: Stay Home (unvaccinated encouraged to stay home)	50% Public Access Capacity
Level 2: Minimize All Contacts	50% Public Access Capacity
Level 3: Stay Vigilant	50-75% Public Access Capacity
Level 4: Resume Normal Activity	100% Public Access Capacity

LEVEL	LIBRARY SERVICES	
1	<ul style="list-style-type: none"> <li>• Curbside hold pick-up offered as well as browsing</li> <li>• Increase marketing on book bundles to reduce browsing</li> <li>• Increase cleaning protocols at computes and tables. Staff to disinfect surfaces, computers, handrails, and door handles</li> <li>• Virtual and recorded programming. No in-house programs</li> <li>• Crafts kits to go</li> <li>• Some public computers available for one-hour sessions</li> <li>• Copier, printer and scanner available to the public</li> <li>• Meeting room and meeting area will remain closed</li> <li>• No outreach</li> <li>• No book donations will be accepted</li> <li>• Wi-Fi access in parking lot</li> <li>• Enforce established acceptable noise levels</li> <li>• Offer mobile printing</li> </ul>	<ul style="list-style-type: none"> <li>• Masks, social distancing, and hand washing is recommended</li> <li>• Maximum 50% capacity</li> <li>• Hand sanitizer and masks will be made available to all who are in the library</li> </ul>
2	<ul style="list-style-type: none"> <li>• 50% capacity library building use</li> <li>• Social distancing protocols remain in effect</li> <li>• Browsable collections</li> <li>• Virtual and recorded programming</li> <li>• Some public computers available for one-hour sessions</li> <li>• Copier, printer, and scanner available to the public</li> <li>• Meeting room and meeting area will remain closed</li> <li>• Limited outreach</li> <li>• Elevator capacity will be limited to one person</li> <li>• Staff will disinfect surfaces, computers, handrails, and door handles between users</li> <li>• No book donations will be accepted</li> <li>• Wi-Fi access in parking lot and in library building</li> <li>• Offer mobile printing</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 50% capacity</li> <li>• Masks, social distancing, and hand washing is recommended to enter library building</li> <li>• Hand sanitizer and masks will be made available to all who are in the library</li> </ul>
	<ul style="list-style-type: none"> <li>• Masks recommended for staff and public</li> <li>• Social distancing protocols in effect at CDC guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Increase capacity to 50-75%</li> </ul>

3	<ul style="list-style-type: none"> <li>• Virtual and recorded programming may expand to outdoor programming</li> <li>• Some public computers available for one-hour sessions</li> <li>• Copier, printer, and scanner available to the public</li> <li>• Meeting room and meeting area will remain closed</li> <li>• Limited outreach</li> <li>• Wi-Fi access in parking lot and in library building</li> <li>• Offer mobile printing</li> </ul>	<ul style="list-style-type: none"> <li>• Phase in gatherings of 10-50 people for outdoor programming</li> <li>• CDC guidelines at this time for social distancing</li> </ul>
4	<ul style="list-style-type: none"> <li>• Return to “normal”; 100 % capacity library building use</li> <li>• Browsable collections</li> <li>• In-person programming</li> <li>• All public computers available for three-hour limits</li> <li>• Copier, printer, and scanner available to the public</li> <li>• Meeting room and meeting area available for reservation</li> <li>• Accept volunteers for service</li> <li>• Resume full outreach opportunities</li> <li>• Offer mobile printing</li> <li>• Wi-Fi access in parking lot and in library building</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity increased to 100% based on Fire Marshal occupancy numbers for the building</li> <li>• All library services and times returned to normal operations</li> </ul>

Steps taken for revised COVID protocols:

#### Masks

- Masks will be made available to all visitors entering the library.
- Signage will be posted that masks are recommended and encouraged,

#### Personal Hygiene

- Hand sanitizing units will be placed at the front entrance door, circulation desk, and other areas of the library.
- Floor dispensers containing wipes will be placed upstairs and near computers.
- Signs will be posted at sinks in the restrooms and in visible areas throughout the library to remind staff and visitors to practice frequent hand washing.

#### Social Distancing

- About half of the of public 19 computers have been removed/disabled in order to provide social distancing between computer workstations. Computer time is limited to 1-hour per day per person.
- All cloth upholstered furniture used by the public have been removed from public usage in the library.
- Tables have been moved so there is at least six feet between them with shields in place, chairs at those tables will be separated by at least six feet.
- Shields have been placed at each computer at the circulation counter.
- Floor markers on the carpet indicates social distancing at the front desk counter. The placement of markers is currently based on 6-ft social distancing recommendations from the CDC. The social distancing requirements could change if the CDC recommendations change.

- Tables have been placed in front of the circulation computers for use by library patrons at time of check out.
- The elevator will have a maximum capacity of one adult.

#### Sanitizing

- Staff members are encouraged to sanitize their hands after all transactions – circulation of books and collection of money. Disposal gloves will also be available.
- Any borrowed office supplies by the public (staplers, pens, scissors, etc.) will be sanitized when the items are returned.
- Staff members will sanitize the customer service desk at the beginning of each circulation shift and more often if necessary. Sanitization includes the tables used by the library patron, the circulation computers, the telephones, and the cash register.
- Returned material will be sanitized as needed. This may involve quarantining books or wiping each item with an approved sanitizer.
- Staff members will wipe down public computer keyboards, scanner, and copier/printer after public use in accordance with IT directions for sanitizing electronics.
- Staff members will wipe down the surface of tables and chairs after use by the public.
- Door handles, handrails and elevator buttons and other high traffic areas will be sanitized by staff members each hour.