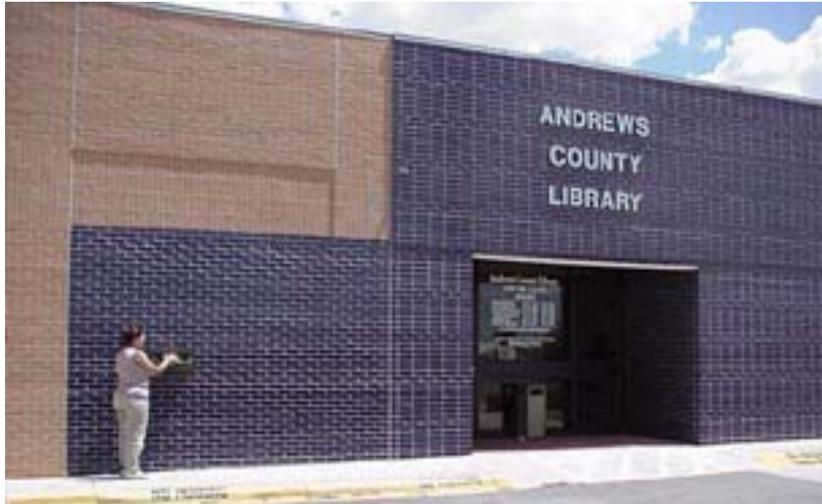


ANDREWS COUNTY LIBRARY COMMUNITY OUTREACH PLAN



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Andrews County Library Community Outreach Plan

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Andrews County Library Community Outreach Plan

Outreach Plan

Introduction

Andrews County is located in west Texas. The Andrews County Library serves the whole county and is located in the city of Andrews. The nearest city of over 50,000 is Odessa, located 30 miles south of Andrews. The primary industries are oil and waste disposal. The governing agencies in the county and the city have a progressive outlook and have planned well to diversify the economic base of the county and city. This has helped ensure a consistent level of funding and support for the library.

Historical, Current, and Future Roles of the Library

Historically the library has played the following roles in the community: life-long learning, basic literacy, free and equal access to information, educational and recreational materials, formal education support, information assistance, adult learning, current topics and titles, and gateway to information. The library currently plays those roles in addition to: community meeting place, technology center, English as a Second Language, local history and genealogy, information literacy, public computer access, career workforce development, and early childhood literacy. In the future the library would also like to: be a community commons, heritage center, and a place for tutoring for school aged children.

Existing Programs

The library has a number of existing programs. These include: regular story time for pre-school aged children, GED preparation, literacy tutoring, Summer Reading Program, canned food drives (Cans for Fines), movie time, exam proctoring, Interlibrary Loan, historical displays, toddler arts and crafts programs.

Identified Needs

The following were identified as community needs: an employment assistance office in town, rental properties for all income levels, and bi-lingual speakers to assist the large number of residents who do not speak English.

Identified Assets

The following were identified as community assets: a number of civic organizations in town, plenty of housing for purchase, good parks system, well maintained municipal golf course, reasonable cost of living, highly rated independent school district, well supported local sports teams, Andrews Business and Technology Center (classes from the Odessa Community College, University of the Permian Basin, and others), the Andrews County Library, and the Ace Arena for indoor rodeo and other events.

The library would like to thank the Andrews County Commissioners Court for the opportunity to participate in the University of North Texas PEARL project. Without their approval and support we would not be able to offer the new afterschool tutoring program described in our Outreach Plan. The Library Director would like to thank all the staff for their hard work, dedication, and support for this project.

Andrews County Library Community Outreach Plan

Community Profile Narrative

Main geographic features

Community Features

Assets and Challenges

The community features that are an asset to Andrews are: desert, public swimming pool, tennis courts, lake, public parks, soccer fields, cattle ranches, oil fields, low level waste disposal, rodeo grounds, bird sanctuary, municipal golf course, oil industry, airport, biking trails, campgrounds, and public land. The features that represent challenges to the community are: miles to the nearest town, miles to a major city, and the number of miles to a major highway.

Library

Assets and Challenges

The following are assets to the library in providing services: stand-alone facility; close to schools, community college, city hall, county courthouse (includes Sheriff's Department and jail), chamber of commerce, senior citizen center, health department, several churches, and a RV park. Other facilities in the area include: hospital, country club, daycare centers, youth center, Department of Protective Services, Food Bank, thrift shop, newspaper office, cable TV, utilities, Post Office, adult care center, Civic Center, Fire Station, and Police Station. There are also a number of fast food restaurants in the area.

The following are challenges to the library in providing services: Texas Workforce Office in the library is not manned; no telephone office in town; lack of apartments and/or rental properties and lack of fine dining options. Surveys completion is also a challenge the library faces; many people will not fill out a survey related to programs or services the library is considering offering. The library lacks cable TV reception in the building; ways to resolve the problem of service are being explored.

Community demographics

The Andrews County Library serves the entire county representing a population of approximately 14,000. 39% are aged 18 and under. 49% are Hispanic with 34% of the population speaking a language other than English. 12.5% have a college degree.

Library Profile Narrative

The original library was started in 1954 as a study group. Initially the group met at 208 Northwest Second Street in a county building. The library portion of the building was 5,000 square feet and housed a small collection of primarily recreational materials. In 1999 the library moved into the present location at 109 Northwest First Street, a 20,000 square foot facility. The building formerly housed the First National Bank of Andrews. The library includes a large meeting, two study rooms, and two computer labs with a total of 30 computers available for the public to use. The prominent architectural features of the library are found in the juvenile fiction section. These include a wall of large glass windows and murals painted by a local artist. There are a number of animal shapes hidden in the clouds that provide fun for children and adults alike.

Andrews County Library Community Outreach Plan

Most important library statistics

The following statistics are for 2009. The library has 6,600 cardholders with 60,200 library visits by users. 63,000 items circulated with 73,000 titles in the library's collection. The full time equivalent of library staff is 8 (7 full-time and 2 part-time).

Vision, Mission, Goals and Objectives

Vision Statement

The Andrews County Library improves lives by providing information to all people to meet their cultural, recreational, and educational needs.

Mission Statement

The Andrews County Library will have access to innovative library services delivered in an efficient manner that will:

- Assist each person to continue to grow and learn throughout their lives.
- Provide the materials, programs, and services needed to meet recreation needs.
- Develop their abilities to find and use information in a variety of formats.
- Enable people to explore their personal heritage.

Goal

Outreach Plan Program Goal: The Andrews County Library will work to increase the basic literacy level.

As part of the library's overall vision and mission statement to help people meet their educational needs and to grow and develop throughout their lives, the library will develop an after school tutoring program for students, primarily elementary and middle school age.

Objective

The program objective is: Provide a tutoring program for school-aged children.

Outreach Program

The outreach program we are focusing on is an after school tutoring program. We envision this developing over a period of time to fill a need we have identified for elementary and middle school aged children. While the local schools do provide tutoring, some students are in need of additional one-on-one time with a tutor. There are a number of high school students who are in search of community service projects to help them in their college application process. There are also retired teachers in the area who have expressed an interest in helping tutor students should the library develop an after school tutoring program. More specific details regarding the program are given below.

Statement of need

The library staff has received requests over an extended period of time to provide after school tutoring particularly in English grammar, reading skills and mathematics. The library staff is already committed to encouraging early literacy and adult literacy. This program will provide targeted literacy assistance for school age students and in so doing, bridge the gap between existing programs for young children (story time and Summer Reading Program) and adult literacy programs (ESL and GED).

Andrews County Library Community Outreach Plan

Description of the larger audience or target group the library wants to reach.

The library intends to provide tutoring to students in the area. Initially, it is expected the students will primarily be of elementary and middle school age. Should there be high school aged students desiring tutoring assistance, they will also be served.

Description of the specific segment of the target group the proposed program will serve

There are three elementary, one middle school, and one high school in the county of Andrews. The total number of students is approximately 3,100.

Estimated number of potential participants

The library intends to begin offering the tutoring services in September 2011. The first half of the school year the library anticipates providing tutoring to approximately 10-12 students. By the end of the school year, the library expects to be serving 15-20 students on a regular basis.

Description of the characteristics of the audience such as: age, gender, interest, where they live, transportation issues if any, best hours for a program

The breakdown of student population at each school is as follows:

| School | Grade | Age Range | Number of Students |
|-----------------------------|--------------|------------------|---------------------------|
| Clearfork Elementary School | K-1 | 5-7 | 681 |
| Devonian Elementary School | 2-3 | 8-9 | 483 |
| Underwood Elementary School | 4-5 | 10-11 | 460 |
| Andrews Middle School | 6-8 | 12-14 | 641 |

About 50% of the students are bi-lingual.

The tutoring will be offered from 4-5 p.m. This time period was selected based on when the high school students get out school and would be able to serve as tutors. The children to be tutored will be brought to the library by parents, grandparents, or other caretakers as arranged by the parent.

List potential partners based on your assets assessment.

High school students, volunteers from local churches as well as active and retired teachers will serve as tutors. The potential partner organizations for tutors for this program include the Andrews High School (approximately 848 students), and churches such as: Means Memorial United Methodist, First Baptist, and the Andrews Presbyterian along with the local retired teachers' organization.

The Andrews Middle School, Clearfork Elementary School, Devonian Elementary School, and Underwood Elementary School will be partners in promoting the service to children and their parents.

Andrews County Library Community Outreach Plan

Available library resources that will contribute to the success of the program

Physical

Have a meeting room available where tutoring sessions can be held. The library is centrally located to most of the schools and is within walking distance of the middle school. The library's hours and collection of materials to support tutoring are conducive to the success of the program.

Skills

The library is already committed to early and adult literacy with staff and materials designed to support those programs. The library already has partnerships and collaborative relationships with other community organizations. The staff knows how to and is willing to work with other groups to encourage literacy. Three staff members are bi-lingual.

Detailed Action Plan

Goal

The Andrews County Library will work to increase the basic literacy level. As part of the library's overall vision and mission statement to help people meet their educational needs and to grow and develop throughout their lives, the library will develop an after school tutoring program for students, primarily elementary and middle school age.

Objective

Provide a tutoring program for school-aged children.

Action Plan

The table below gives the library's action plan for the afterschool tutoring program.

| IMPLEMENTATION | | | EVALUATION | |
|--|--|---|---|---|
| Action | Name & Date | Resources Needed | Measurement | Analysis |
| What action, activity or task needs to be done? | Who will do it and by what date will it be done? | How much time, money, materials, personnel is needed? | How will progress be measured (#, %, participation or attendance)? | How and when will data be gathered and analyzed to determine success? |
| Create recruitment handout for parents, students, and school personnel | Director by May 20, 2011 | Time-3 hours; personnel-1; money and materials for paper and toner-\$75 | Progress will be measured by having completed handout in hand | Number handed out will be counted. |
| Convert handout to ads for radio and local paper | Director by May 20, 2011 | Time-1 hour; personnel-1; money-\$150; materials-none | Progress will be measured by having completed ads run on radio and in the paper | Number handed out will be counted. |
| Create recruitment handout for tutor volunteers | Director by April 30, 2011 | Time-1 hours; personnel-1; money and materials for paper and toner-\$25 | Progress will be measured by having completed handout in hand | Number handed out will be counted. |

Andrews County Library Community Outreach Plan

| Action What action, activity or task needs to be done? | Name & Date <i>Who will do it and by what date will it be done?</i> | Resources Needed How much time, money, materials, personnel is needed? | Measurement How will progress be measured (#, %, participation or attendance)? | Analysis How and when will data be gathered and analyzed to determine success? |
|--|---|--|--|--|
| Write policies and procedures for program | Director by August 15, 2011 | Time-10 hours; personnel-1; money and materials-none | A policy & procedure handbook will be in place by August 15 th . | |
| Reconnect with potential volunteer groups and conduct orientation for all volunteers | Director during 1 st week of September 2011 | Time-2 hours; personnel-2; money and materials-\$50, which will include handouts and refreshments | The number of participants | Number of organizations represented & number of participants will be counted. |
| Have recruitment handouts distributed at schools by counselors | Director during 2 nd week of September 2011 | Time-2 hours; personnel-2; money and materials-handouts already done | Number of handouts distributed to counselors | Number handed out will be counted. |
| Meet with potential students and parents for orientation | Director the last week of September 2011 | Time-2 hours; personnel-2 (1 bilingual); money and materials-\$50 for refreshments and bookmarks on expectations for tutoring sessions | Number of attendees | Number attendees will be counted. |
| Tutoring sessions begins | Director will coordinate start during the 1 st week of October 2011 | Time-3 hours; personnel-tutors and participants; money-\$10 for snacks; materials-any copies that might be needed during sessions | Number of tutors and students | Number attendees will be counted. |
| Create and administer program evaluations | Director will create the evaluation form; will administer the second semester of school in January 2012 | Time-2 hours to create form and 2 hours to administer it; personnel-director, tutors, and parents/students; materials-forms | Number of forms administered | Evaluation forms distributed; results compiled & tabulated by end of January; changes being made as needed |

Andrews County Library Community Outreach Plan

APPENDIX

LIBRARY ASSETS COMPILATION

Children's programs

School visits to library

Library facility

Sports programs for kids outside of schools and excellent facilities

Literacy programs/GED separate building

ILL

Near some schools and senior citizen center

Staff

Great public support of library

Cans for fines program

Historical displays

Near some churches

Staffs knowledge of community

Home school assistance

Toddler arts/crafts

Strong economy in oil and waste disposal

Parks and golf course