



Letcher County Public Library District
220 Main St
Whitesburg, KY 41858

Long Range Plan 2006-2010

and

Building Plan 2006-2010

**Long Range Plan for Letcher County Public Library District
2006-2010**

Mission:

The Letcher County Public Libraries are centers for resources and services to educate, inform, entertain, inspire, cultivate and empower its citizens in order that they may improve the quality of their lives.

Service Responses

Primary

Basic Literacy
Lifelong Learning
General Information

Secondary

Cultural Awareness
Local History and Genealogy
Current Topics and Titles

Visions:

The Letcher County Library District consisting of the Harry M. Caudill Memorial Library, Blackey Public Library, Lillian Webb Memorial Library, Jenkins Public Library and the Bookmobile will impact the lives of the citizens by offering resources and services to assist them in attaining the following visions for the next five years:

Every citizen in Letcher County

- will be **literate** and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.
- will develop a love for **lifelong learning** in order that he/ she will increase social, emotional, educational and personal growth and develop opportunities to better their lives.
- will increase and acquire **general information** so as to improve one's personal, professional and technical skills needed to succeed at school and work.

- will understand, increase **awareness** and respect each other's differing **cultures**. Each will value diversity and gain understanding of their own culture, and with improved attitudes and values that will foster harmony and unity among the citizens.
- will understand and discover their personal and community heritage by learning their **local history and genealogy** in order to increase potentials.
- Every citizen's appetite for information about popular, cultural and social trends will be addressed with materials of **current topics and titles**, to enhance creativity and satisfy recreational experiences.
- think of the Letcher County Public Libraries as focal points of community life that connects and unites the people of the entire region;

Goals and Objectives

Goal 1: Basic Literacy : *The library will increase the literacy rate in the county by 10%.*

1.1 The Letcher County Public Libraries will support and co partner with the *Letcher County Adult Literacy Program* by providing space and programs to adults in the literacy Program.

1.2 The LCPL district will increase its audiobook sets for literacy program by 5% and advertise the availability of these materials.

1.3 A " Parent- Child' program will offered in one library once every three months the format of which is to tutor parents while their children are involved with a children's program.

Goal 2: Lifelong Learning *The children of Letcher County will discover the joy of reading and develop a love of books and learning to help them live a productive and satisfying lives.*

2.1 A regular weekly children's program will be offered at each library and attendance to these programs will increase by 5% each year.

2.2 Circulation of children's books will increase by 10% during each year.

2.3 The children's materials will be of excellent quality in printed and electronic form. The collection will increase by 10% during each year.

2.4 Programs will be offered in cooperation with Head Starts, schools and day care centers on a monthly basis.

2.5 The Toddler Program will be initiated and will focus at reaching in home children and a daycare center. This program will be held every two weeks.

Goal 2: Lifelong Learning :*Young adults and adult citizens will have the information, resources and assistance they need to succeed in school, at work and in their personal lives.*

2.1 Young adults usage of the library's technology and other resources will increase by 3% each year .

2.2 The "Teen Room" will be an active place for teens to hang out in and will have structured programs, activities and computers for use by the teens.

2.3 Young adults books and periodicals circulation will increase by 1% each year.

2.4 At least four young adult programs will be offered within the library district each year.

2.5 By 2007, the library has established 2 formal agreements with the schools for cooperative programs aimed at improving library services to students.

2.6 We will establish a young adult book club in 2007.

2.7 One adult Program of cultural, recreational and educational nature will be offered once a year.

2.8 Establish a "Book of the Month Club" for adults at one library facility.

Goal 3: Lifelong Learning *Citizens will enjoy a high level of access to electronic information resources and develop the technological information seeking and information evaluation skills needed in an increasing complex world;*

3.1 The library will offer at least two formal Internet/Electronic resource training program focused on finding quality information on topics of interest to the public.

3.2 The library will offer training to the citizens on the usage of its OPAC and electronic resources and will aim to increase usage by 3% each year.

3.3 The Library's website will be interactive/user friendly and the total number of log in's to the online catalog will increase by 10% during each year.

3.5 Establish wireless connections for patrons' laptops at each library in 2006-2007.

Goal 4: *Every citizen will increase and acquire **general information** and the assistance they need to improve one's personal, professional and technical skills needed to be productive.*

4.1 The library will allocate at least 15% of its budget for the purchase of materials.

4.2 At least 15% of items in the library's circulating collection were published in the last five years.

4.3 A balance collection of library materials in fiction and the ten disciplines of the Dewey Decimal System will be purchased.

4.4 Circulation of materials in subject areas identified as being of high interest to the public will increase each year.

4.5 The business community will find up to date information and resources to train their workers.

4.6 Job seekers will find the necessary job resources in the library to help them obtain employment in their field of interests.

4.7 Advertise the library's web page to inform the citizens of events in the library.

4.8 Create a "Welcome to your Library" packet for distribution to new residents.

4.9 DVD's CD Roms and Electronic materials collection will increase by 5% during each year.

4.10 The number of library users and borrowers will increase by 3% during the year.

4.11 A collection of CD's will be initiated.

Goal 5: *Citizens will understand, increase **awareness** and respect each other's differing **cultures**. Each will value diversity and gain understanding of their own culture, and with improved attitudes and values will foster harmony and unity among the citizens.*

5.1 Materials purchased on different culture will increase by 5% and have been published within the last five years.

- 5.2 We will have a once a year exhibit of arts crafts, books and pictorials to depict the culture of a specific country and try to invite a resource person to present a talk on said country.

Goal 6: *Citizens will understand and discover their personal and community heritage by learning the **local history and genealogy** in order to increase potentials.*

- 6.1 Increase genealogy collection by 5% by Year 2008.
- 6.2 Budget an annual subscription to www.ancestry.com by Year 2007.
- 6.3 Sponsor a once a year “ Find your roots” at the library with the assistance of The Letcher County Historical and Genealogy Society
- 6.4 Train librarians how to help researchers by attending Seminars/workshops in Genealogy and assign this librarian to organize and manage the Genealogy collection .
- 6.5 Link Genealogy sites to the library’s web page.
- 6.6 Maintain the microfilm and copying machines for maximum effectivity.
- 6.7 Offer special exhibits and programs and participate in the events during the celebration of Mountain Heritage every third week of September .
- 6.7 Partner with Letcher County Historical & Genealogical Society in providing genealogy information to the public, increase donations of family histories, and books.
- 6.8 By January 2008 the Genealogy Room at HMCL will have all items in the OPAC and archived in proper containers for conservations and preservation of our collection.
- 6.9 By Jauary 2009, all family files will be copied and originals stored away for safe keeping.

Goal 7: *Every citizen’s appetite for information about popular, cultural and social trends will be addressed with materials of **current topics and titles**, to enhance creativity and satisfy recreational experiences.*

- 7.1 The library will allocate 15% of its budget for books and materials.
- 7.2 Current booksellers both fiction and non fiction in regular and large print will be priorities in book purchases.

7.3 The library will subscribe to 2 local and 1 national and 2 state newspapers and will allocate money in its budget.

7.4 The library will maintain to subscribe to 50 titles of periodicals of general and popular subject matters.

7.5 Non book collection such as DVD's, and videos will be at least 6% of the collection

7.6 A twice a year computer class on how to surf and utilize the internet will be offered to citizens who have no education on the use of this technology

These are our visions, goals and objectives for the next four years. We hope to achieve great results throughout the four years. With a committed and trained staff and a very involved Board, we predict success in our endeavors.

Approved and Prepared by:
The Letcher County Public Libraries Board of Trustees,
Director and Staff.

September 21, 2006.

**Letcher County Public Libraries
Building Program
2006-2010**

To support our Long Range Plans for the next four years, and to encourage our citizens to use and make our libraries the centers of community life, we hereby establish the following goals and objectives:

Goals and Objectives

Goal 1 : Construct a permanent building for Lillian Webb Memorial Library that meets all the minimum facility standards as required by the Department for Libraries in order to serve the library needs of the citizens of Neon and its surroundings.

Year 2006-2007

- 1.1 Establish a building and construction committee to work with Neon City officials to remodel or reconstruct the present library. Among the responsibilities of the Committee are:
 - a. Make recommendations to the Board
 - b. Follow up with the Fiscal Court on the Coal Severance fund allotted to the library.
 - c. Hire an engineer or an architect to evaluate the structure of the Lillian Webb Memorial Library.
 - d. Renovate/ discard of the building as recommended by the engineer or architect.
 - e. Purchase the adjacent lot if necessary
 - f. Or to consider to purchase of another facility if it is more advantageous.
 - g. Work with the experts of KDLA on grant funds , designs, layout and other aspects of the project
 - h. Plan on temporary quarters for Neon Library while the project is underway.

By January 2007

- a. Review designs, approve plans, advertise and accept bids.
- b. Initiate construction

By January 2008

- c. finish inspections and complete construction.
- d. Moving of materials to the new library
- e. Inaugurate new facility.

Goal 2: Improve and maintain physical facilities of all libraries including grounds and landscapes in order to encourage patrons to utilize our facilities and attain a sense of pride.

1st-2nd year

Jenkins Public Library

1. Seek a permanent solution to roof leakages
2. Inspect gutters and repair if needed.
3. Maintain grounds and landscapes
4. Maintain and inspect alarm systems
5. Pressure clean sidings and windows.

Harry M. Caudill Memorial Library

1. Hire a qualified electrician to update electrical wirings of the facility.
2. Clean all terrazzo tiles and carpets professionally.
3. Inspect and repair outside bricks if necessary.
4. Work with the city government for free and validated parking for staff and patrons.
5. Maintain seasonal care of flowerbeds.

Blackey Public Library

1. Replace carpet in main floor with tiles.
2. Cut and clear bushes around the riverbanks behind the library.
3. Landscape front and back areas of the library

1st to 4th year - All libraries

1. Schedule routine maintenance of heating and air conditioning in all libraries.
2. Schedule for painting inside and outside walls of libraries, shampooing of carpets, roof repairs and inspect indoor and outdoor lights.
3. Maintain surveillance cameras in the libraries to deter violence and theft.
4. Provide adequate shelves for an expanding book collection
5. Provide quite study tables for researchers.
6. Maintain cleanliness and orderliness of interiors and exteriors of facilities.
7. Repair or replace interiors and exteriors if broken.
8. Repair or replace equipment, furniture, furnishings when broken.

Approved and Prepared by:

The Letcher County Library Board of Trustees,
Director and the Staff

September 21, 2006

Long Range Plan for Letcher County Public Library District 2000-2005

“Building a community of smarter citizens”

Introduction

The 21-century has delivered a digital and global information environment to society and this technology revolution has transformed, improved and affected our way of living. Information and knowledge are now easily obtained at the click of a mouse. Innovations, current events, history, medicine, social issues, political and government regulations, financial and other news are spread to the minutest and farthest place in the world with the speed of light. School courses and university degrees, trading, licenses and banking, to name a few are now routinely executed on line. Our generation will experience more technology advances- and technical skills will be required from every one who wants to advance in life.

This is the present atmosphere of libraries. And this is the reason why our libraries are vital to our community. Libraries are here to offer this digital information, participate in, witness and benefit from the ongoing technology transformation. Letcher County Public Libraries will eliminate our “isolation” because our county will have equal access to the digital and global information, and printed materials. It is the duty of the library to provide this technology to our citizens and include them in the transformation of our society.

The Letcher County Public Libraries in partnership with schools, resource centers, civic organizations and government agencies will empower its citizens to be educated and be informed of all aspects of knowledge. Our goal is to assist our citizens, as they become *information and computer literate*. The Letcher County Library District will open avenues of information, make more information accessible and deliver information efficiently and assists our citizens in becoming *a community of smarter citizens*. The Letcher County Libraries believe that the knowledge and skills acquired by the people of our communities translate into opportunities and success.

The Long Range Planning Committee and Process

The Long Range Planning Committee composed of the Director, Board of Trustees, Head librarians, staff and community volunteers worked from early September 1999 - to December 2000 to create a document that will chart our library district’s future in the next five years.

Data, surveys, questionnaires and opinion of the public were our considerations in creating our “masterpiece”. Techniques and reference book used for this project is:

Planning for Results: A Public Library Transformation Process by Ethyl Himmel and William James Wilson, Chicago: American Library Association, 1998.

We will work earnestly and hard to achieve our goals. It is our hope that after five years the Letcher County Library District will be the best in our region and equal to the best in the state or the country- and perhaps in the process create a community of smarter citizens.

Mission Statement:

The Letcher County Public Library District provides on equal terms, free service to all individuals and groups in the community. It accepts as its basic objectives the provision and servicing of expertly selected materials, which aid the individual in the pursuit of education, information or research and in the creative use of leisure time.

Visions:

The Letcher County Library District consisting of the Harry M. Caudill Memorial Library, Blackey Public Library, Lillian Webb Memorial Library, Mary Jo Wolfe Memorial Library and the Bookmobile will impact the lives of the citizens by offering resources and services to assist them in attaining the following visions for the next five years:

1. Every citizen in Letcher County will be **literate** and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.
2. Every citizen will develop a love for **lifelong learning** in order that he/ she will increase social, emotional, educational and personal growth and develop opportunities to better their lives.
3. Every citizen will increase and acquire **general information** so as to improve one's professional and technical skills needed to be productive.
4. Every citizen will understand, increase **awareness** and respect each other's differing **cultures**. Each will value diversity and gain understanding of their own culture, and with improved attitudes and values will foster harmony and unity among the citizens.
5. Every citizen will understand and discover their personal and community heritage by learning the **local history and genealogy** in order to increase potentials.
6. Every citizen's appetite for information about popular, cultural and social trends will be addressed with materials of **current topics and titles**, to enhance creativity and satisfy recreational experiences.

These are our visions. We will strive to make our libraries centers for intellectual, informational and cultural resources and repositories of knowledge. We will make printed and non-print materials accessible, updated and delivered to our citizens efficiently. Our facilities will be well maintained, attractive and comfortable. Our staff will be highly trained and skilled in retrieving, delivering, teaching, evaluating materials and assisting our citizens in utilizing the information and various resources of our libraries.

Goals and Objectives:

To achieve these visions the of Letcher County library district has set the following goals and objectives:

GOAL 1: Automate all sites by year 2003 in order that the library can:

- a. Provide a complete bibliographic control function for all library materials
- b. Provide a public access catalog function
- c. Provide a real-time circulation control function,
- d. Provide a system capable of generating standard library reports
- e. Increase staff productivity and provide timely operations
- f. Use and manage library collections better
- g. Improve user services
- h. Facilitate the sharing of library resources with other libraries.

Objectives:

1st and 2nd year-

1. A schedule of weeding outdated and worn out materials will be undertaken.
2. Weeding will be undertaken and weeded materials will be disposed off.
3. A complete inventory of collections will be done in all of the libraries.
4. A Request for Proposal-Library Automation will be in place before automation takes place.
5. A written policy on automation and schedules will be established.
6. A written policy on cataloging and processing will be in place.
7. A written policy on central acquisition and ordering of library materials will be in place.
8. Staff members will receive training on automation processes.

3rd year

9. Automation will be operational in all the libraries and the bookmobile.
10. Maintain and utilize automated circulation and technical processes.

Goal 2: Construct a permanent building for Jenkins Public Library that meets all the minimum facility standards as required by the Department of Libraries in order to serve the library needs of the citizens of Jenkins and its surroundings.

Objectives:

1. Establish a building and construction committee to continue work with Jenkins and county officials to obtain a building site. Among the responsibilities of the Committee are:
 - i. Make recommendations to the Board
 - j. Obtain a site.
 - k. Work on funding
 - l. Work with the experts of KDLA on matching funds, designs, layout and other aspects of the project
 - m. Hire an architect
- 2nd to 3rd year
2. Review designs, approve plans, advertise and accept bids.
 3. Initiate construction
 4. Finish inspections and complete construction.
 5. Return materials from HMCL to the Jenkins Public Library.
 6. Inaugurate new facility.
 7. Plan for outside landscaping.

Goal 3: Improve and maintain physical facilities of all libraries including grounds and landscapes and correct deficiencies to meet the minimum requirements of KDLA.

Objectives:

1st-2nd year

Lillian Webb Memorial Library

2. Hire an engineer or an architect or engineer to evaluate the structure of the Lillian Webb Memorial Library.
3. Renovate to correct deficiencies of the building as recommended by the engineer or architect.
4. Complete renovation and improve LW and address ADA requirements.

Harry M. Caudill Memorial Library

5. Fix the elevator by year 2001.
6. Work with the city government for free and validated parking.
7. Consult with the city government in solving recurring sewer problem
7. Maintain seasonal care of flowerbeds.

Blackey Public Library

8. Replace carpet in main floor with tiles.
9. Cut and clear bushes around the riverbanks behind the library.
10. Landscape front and back areas of the library

1st to 5th year - All libraries

11. Schedule routine maintenance of heating and air conditioning in all libraries.

12. Schedule for painting inside and outside walls of libraries, shampooing of carpets, roof repairs and inspect indoor and outdoor lights.
13. Provide surveillance cameras in the libraries to deter violence and theft.
14. Provide adequate shelves for an expanding book collection
15. Provide quite study tables for researchers.
16. Maintain cleanliness and orderliness of interiors and exteriors of facilities.
17. Repair equipment, furniture, furnishings and interiors and exteriors when broken.

Goal 4: Increase the visibility of all the libraries; reach 80% of county populations' usage of libraries and its resources, by expanding and delivering services efficiently and by providing the best resources both in print and electronic form.

Objectives:

Collection Development

1. Provide children's materials of excellent quality in printed and electronic form. Journals, book reviews and reputable sources will be utilized when selecting materials.
2. Expand and update video collection by 50%.
3. Expand Kentucky collection by purchasing quality and up to date materials.
4. Interlibrary loans will be utilized to the maximum.
5. Collect 75 % of all overdue materials.
6. Purchase popular materials, booksellers and adult self-help books.
7. Update reference books annually especially materials on census, data, demographics and statistics.
8. Provide relevant materials for job searches, interviews and resume forms.
9. Provide and increase computer equipment by 50% in order that students can access electronic information and enroll in virtual education courses.
10. Expand and educate patrons of usage of electronic databases by scheduling orientation classes to at least once a month or when requested by patron.
11. Advertise the library web site to patrons and those outside of the community to inform them of library events.
12. Acquire and process genealogy materials and educate patrons on utilizing pertinent materials.
13. Establish a special and local collection of materials about the community, people, and special events of the city where library is located.
14. Initiate and expand a collection of CD Music and DVDs for entertainment and cultural purposes.
15. Procure updated and relevant CD-ROMS for educational purposes.

Public Services

1. Offer special programming for children and adults and young adults on special events at least once to a year (e.g. Easter, Halloween, Mt. Heritage Festival or Christmas)

2. Expand children and adult and young adults programming by setting regular time for such activity.
3. Provide computer and literacy training for adults and elderly for one week to two weeks a year.
4. Provide space for formal literacy programs.
5. Provide KET satellite classes to home schoolers.
6. Establish the meeting rooms for forums for public issues and education, culture, exhibits and health issues.
7. Establish a public relations staff to issue newsletter, and to maintain a website.
8. Libraries will be available to monitor and administer examinations to correspondence or distance learning students.
9. Provide space for cultural, civic, educational and economic meetings.
10. Provide space for job search information, civil service testing, interviews and resume writings.
11. Offer a site for GED, literacy and job training programs.
12. Increase library hours to 1,500 hours.

Partnerships

1. Partner with school and college librarians, teachers and coordinators to maximize services and assure adequate resources.
2. Strengthen and continue partnerships with 21st century programs, headstart, literacy programs, churches, Action Team and Resource Centers.
3. Serve as a liaison among all libraries in Letcher County public schools, special libraries, colleges and agencies by holding meetings before the start of every school year.
4. Offer space for Veterans Administration counselor to accommodate claims for assistance for veterans.
5. Partner with Letcher County Historical Society by housing and organizing local and current genealogy materials.
6. Partner with KDLA in processing and cataloging of special collections and difficult books.
7. Provide space for college counselors, particularly the *Commonwealth Educational Opportunity Center* to advise students of college opportunities and financial aid.
8. Partner with Retired Teachers' Association, Chamber of Commerce, Tourism Board, Recycling Agency, Letcher County Extension Service, & Health Office by providing space for their meetings and events.
9. Provide site for local, state and national elections.
10. Partner and avail of the services of workers from KRAD, LKLP, Work Force Development Program and JTPA.

Outreach Services

Bookmobile

1. Widen the coverage of the bookmobile by adding a once a month school or resource center drop off route to the bookmobile.
2. Evaluate the present collection of the bookmobile and weed put outdated materials and replace with current topics.
3. Make available a laptop computer to patrons to aid in reference questions.
4. Bookmobile will carry a cellular phone at all time to communicate.
5. Bookmobile will provide a bi-weekly children's program at summer months.
6. Add large print and audio books to collection.

All libraries

7. HMCL will provide children's programming once a week at the Housing Project or an after school program in Whitesburg.
8. The branch libraries will continue to provide once a month story hour to resource areas or 21-century programs.
9. Librarians will participate in job fairs and be a resource person during career days at schools.

Staff Services

1. Staff will be trained to update themselves on the advances of technology and apply their skills in retrieving information by attending classes, workshops and seminars at least twice a year.
2. Staff will be highly skilled providers and will help organize, navigate and evaluate information from the World Wide Web by attending classes and seminars.
3. They will train people to link to and use the vast resources of networks and on line databases.
4. Librarians will continue to maintain good relationship with elected officials, both locally and nationally.
5. Librarians will be helpful, friendly, and knowledgeable with their dealings with the public.
6. A qualified technician will be hired part time or contracted to maintain and trouble shoot the computers and equipment of the facilities.
7. Staff will continue to learn, be motivated and be certified and financial incentive will be offered to encourage staff to advance technically and academically.
8. Additional personnel will be hired, in order that we can increase library hours,
9. Employ a staff for 8 hours a week at the HMCL to assist patrons with the genealogy collection and to organize and keep the collection in good order.
10. All staff will continue to be ambassadors of goodwill of the library.
11. A janitor will be employed at all times to maintain cleanliness of the libraries.

Goal 5: Maximize efficiency in management, generate and increase funding for the whole system to insure and protect the continuity of all services and facilities.

Objectives:

Director

1. **Recommends appropriate health insurance and retirement benefits for the staff.**
2. Informs and communicates with the Board regarding library development and operations.
3. Leads the staff effectively and implement library policies and programs.
4. Develops and revises policies for issues that have not been addressed: automation, unattended children, genealogy, books and materials processing and the central acquisition of materials.
5. Utilizes and applies for grants for telecommunication, automation, construction and programming.
6. Encourages **volunteerism** to advance literacy and library programs.
7. Develops *Friends of the Library Organization* by 2002.
8. Develops and offers special programs to the community at least once a year:
 - a. Book signing and book reading by local author, Host to *Seedtime at Cumberland*, or sponsor a health program.
9. Develops a **technology plan** by 2001 that will address the technology needs of the library district for the millennium.
10. Evaluates effectiveness of library services by formulating surveys and questionnaires
10. Formulates a good working budget that will meet the needs of all the libraries.
11. Encourages staff to update their skills and knowledge by attending classes and workshop.
12. Updates knowledge and know how on technology and librarianship issues.
13. Evaluates employees' performances to ensure effectiveness, creativity and productivity.

Board

1. **Initiates and implements health and retirement benefits to the staff to insure efficiency, loyalty, attract qualified librarians and boost morale of employees.**
2. Serves as leaders and public relations people for the library system.
3. Lobbies the legislature on behalf of library finance, existence and services.
4. Increases library finances either by fund raising efforts or other methods.
5. Maintains good relationship with Kentucky River library officials and libraries, KDLA, national and local officials.
6. Approves and generates good library policies.
7. Review and update existing library policies.
8. Involves the various organizations in creating additional finances for the library
9. Explores the possibility of bond issuance.
10. Rents the spaces of the lower level of HMCL to generate funds.
- 11.
12. Attends workshops sponsored by the Kentucky Department for Libraries and other trustee educational opportunities.
13. Advocates all libraries and their services locally, statewide and nationally.
14. Scrutinizes preliminary budget, submitted by the director, makes necessary changes, adopts it.
15. Authorizes expenditures in accordance with the budget.

16. Approves LONG RANGE PLAN.

Part 2

Letcher County, a brief history
Our Community
Local Government
Educational Facilities
Transportation
Letcher County Public Library System
Recent Improvements to the Facilities

Letcher County map

Letcher County: Our Community

Letcher County occupies 339 square miles of southeastern Kentucky, a remote region known for its steep mountains, narrow valleys and exceptional natural beauty. Eighty-five percent of Letcher County is forestland containing considerable coal, timber and limestone reserves.

The coal industry has influenced the county's economy and population trends more than any other force. The building of numerous "coal camps" in the early 1900's brought many seeking work to Letcher County. In the 1940's the county's population neared 50, 000, nearly double the 27, 000 people living here today.

In the 1950's coal prices fell while mechanization in mining operations increased, leading to a steady decline in the number of mining jobs available between 1990 and 1995, consequently, Letcher County's population has steadily decreased. Young people often have to leave home to find work; thus the county's average population is gradually becoming older.

The economic void left by the mining industry and other influences has affected Letcher County in many ways. Thirty-one percent of county residents live below the poverty level, compared to 19 percent of all Kentuckians and 13 percent of all Americans.

Letcher County's per capita income remains \$10, 000 below that of Kentucky's as a whole. Nearly one-fourth of the county's active labor force works outside the county. Absence of available jobs has led to a large increase of dependency on government assistance. Nearly 40 percent of personal income is derived from transfer payments of some type.

Local Government:

County:

The Letcher County Fiscal Court governs Letcher County. The Fiscal Court is made up of the County Judge Executive and five elected magistrates.

Administrative offices are located in the Letcher Court House at 101 W. Main Street, Whitesburg Kentucky 41858.

Cities:

Letcher County has four cities:

Blackey:

The Blackey City Council governs the city of Blackey. The Council is made up of the Mayor and five elected Council members.

Jenkins:

The Jenkins City Council governs the city of Jenkins. The Council is made up of the Mayor and six elected Council members.

Neon:

The Neon City Council governs the city of Neon. The Council is made up of the Mayor and six elected Council members.

Whitesburg:

The Whitesburg City Council governs the city of Whitesburg. The Council is made up of the Mayor and six elected Council members.

Educational Facilities

Higher Education:

Kentucky Tech - Letcher County Area Vocational School
610 Circle Dr.
Whitesburg, KY 41858

Southeast Community College
201 Long Ave.
Whitesburg, KY 41858

County Schools:

Arlie Boggs Elementary School
P. O. Box 87
Eolia, KY 41826

Beckham Bates Elementary School
HC 85 Box 1080
Whitesburg, KY 41858

Burdine Elementary School
P.O. Box 300
Burdine, KY 41517

Cowan Elementary School
HC 84 Box 910
Whitesburg, KY 41858

Fleming - Neon Grade School
P.O. Box 425
Neon, KY 41840

Fleming - Neon High School
P. O. Box 367
Neon, KY 41840

Jenkins High School
P. O. Box 74
Jenkins, KY 41537

Jenkins Middle School
P. O. Box 882
Jenkins, KY 41537

Martha Jane Potter Elementary School
HC 87 Box 2139
Kona, KY 41858

McRoberts Elementary School
P. O. Box 500
McRoberts, KY 41835

West Whitesburg Elementary School
290 Park Street
Whitesburg, KY 41858

West Whitesburg Middle School
290 Park St.
Whitesburg, KY 41858

Whitesburg High School
College Hill
Whitesburg, KY 41858

Private Schools:

Burdine Christian School
P. O. Box 300, Hwy 119
Burdine, KY 41517

Calvary Christian Academy
Hwy 7
Letcher, KY 41832

Mountain Montessori Preschool
P. O. Box 498, Cowan Community Center
Whitesburg, KY 41858

Head start Programs:

Blackey Headstart
HC 71 Box 3376
Blackey, KY 41804

Colson Head start
Beckham Bates Elementary School
Whitesburg, KY 41858

Cowan Head start
Cowan Community Center
Whitesburg, KY 41858

Fleming - Neon Headstart
P. O. Box 279
Neon, KY 41840

Jenkins Headstart
P. O. Box 223
Jenkins, KY 41537

Mayking Headstart
General Delivery
Mayking, KY 41830

Transportation

1960 – 2000

In 1960 no modern highways existed such as new Hwy 119, improved Hwy 15, or U.S. 23, the only four lanes in Letcher County. People owned fewer cars and not all County roads were paved. A third of the roads were only graveled. Gasoline was 35 cents per gallon. The main road 119 from Jenkins to Whitesburg led through Haymond, Seco and Millstone, a narrow two-lane highway. New Hwy 15 opened in the 70's. New Hwy. 119 opened in the '80's. U. S. 23 opened in 1999. Hwy. 15 and 119 Will become a four-lane highway in ten years.

Towns are now minutes apart but gasoline costs \$1.50 per gallon. Still, there is no Improved road over Pine Mountain near Whitesburg.

The Cumberland River area is isolated from the rest of Letcher County.

The Whitesburg Airport has closed and all railroads are gone except CSX from Colson to UZ.

LKLP offers limited bus transportation to the low income and to Senior Citizens. The Greyhound bus stopped running in the late 50's.

Most children must depend on walking to a local library to get books, videos, or to Use computers. The sick and distant residents must also depend on the bookmobile.

Letcher County Public Library System

A brief history

In 1950 the first Letcher County Library was housed in a frame house behind the county jail and shared space with a commodity store. Anne Caudill and Lonnie Hogg, a teacher were principal developers. At the same time Clara Shaw and members of the Jenkins Woman's Club organized the Jenkins Library. Bethlehem mines provided free space.

In 1962 the Jenkins Library won a \$5000.00 Dorothy Canfield Fisher Award for outstanding small library in the U. S.

Whitesburg Library moved to the old L & N Railroad Depot in 1960. In 1965 the Whitesburg moved into the ground floor of the courthouse and occupied it until 1993.

Whitesburg and Jenkins were made part of the state's regional library system in 1967.

Don Amburgey, Regional Librarian, organized a tax drive and the people to tax them to support the system approved a petition.

In the 1970's bookmobile service was started.

The Neon Library opened its doors in 1971.

The Blackey Public Library was inaugurated in 1986.

May 22, 1994 the new main library in Whitesburg was dedicated as a memorial to Harry M. Caudill, writer, statesman, lawyer and environmentalist. The building was formerly the Hobbs Store and was worth \$750,000.00. The building was bought with CDBG funds amounting to \$350,000.00 and Mr. Hobbs donated the rest. With additional grants from the Department for Libraries and various private donations, the building was renovated into a modern library. Richardson Architectural Associates designed the facility into a modern building.

Recent improvements to the facilities.

The libraries have added computers and high technology over the past ten years, thanks in part to the Gates Foundation and Empower Kentucky Program.

In 1999, Blackey Library added a new children's and meeting room totaling 800 sq. ft.

HCML has likewise renovated the second floor as a Health Education Center. A total of seven meeting rooms are in the second floor. Image Entry, a data processing company, is renting three of the meeting rooms.

Neon Library has replaced its sagging roof, installed a new front wall, repaired floors and has new carpet as well as new steps and porch on the upstairs section. The building does not yet meet the state building standards.

Jenkins Library has moved from its old location in Jenkins Main Street and placed books in storage in the basement of HCML. The library is temporarily housed in the Subway Restaurant building awaiting construction of a new facility. To date the library district has never owned a building in Jenkins.

The small 1984 old bookmobile has been replaced with a bigger 1999 Chevy 3500 model. The staff has increased. The library tax has continued to increase over the years yielding over \$450, 000. 00 yearly.

The Letcher County Public Library system is a part of the Kentucky River Regional Library. Kentucky River has hired two Regional Librarians since 1990: Terry Manuel and Martha Jane Proctor

PART 3

Surveys utilized for this long-range plan

Reader's survey

Kentucky Department for Libraries & Archives Library Facility Survey

- Harry M. Caudill Memorial Library
 - Blackey Public Library
 - Lillian Webb Memorial Library
 - Mary Jo Wolfe Memorial Library

Minimum Facility Standards for Kentucky Public Libraries

Library Scan



Letcher County Public Libraries

SURVEY

Please help your library become a better place. Please answer all the questions so that we can improve your library

1. How often do you visit the library in a month?
 1-5 times 6-10 times More than 10 times

2. Which libraries do you visit most?
 Harry M. Caudill Memorial Library
 Mary Jo Wolfe Memorial Library
 Blackey Public Library
 Lillian Webb Memorial Library

3. Primary reason for visiting the library:
 Check out videos
 Check out books
 Use periodicals
 Use the computers
 Use the meeting
 Genealogy search
 Children's programming
 Other (Please state)

4. Are there services that are not now available that should be provided? yes no

5. If yes what services?

6. How helpful is the staff?
 Really really helpful
 Helpful sometimes
 Once in a while helpful
 No help at all
 I can't say, I never asked them anything.

7. How important are the following to you?

5= Extremely important, 1= Not at all important

	5	4	3	2	1
Sufficient vol. of books					
Reference materials					
Computer access					
Automated card catalog					
Helpful, friendly staff					
Hours of operation					
Program for children					
More magazines					
CD Roms					
Music CD					
Audio Book					
Other (Please specify)					

8. What suggestions do you have to improve the Letcher County Public Libraries? (Specify a library branch if you wish)

Please check the box that pertains to you:

AGE Under 20 20-35 36-50
 Over 50.

SEX: Male Female

Are you employed? Yes No

Marital Status Married Single Divorced Other

Thank you for completing this survey.

Results of survey

Results of survey

Minimum Facility Standards for Kentucky Public Libraries.

PART 4

Assessment and measurement of goals

Checklist of goals

- Goal 1
- Goal 2
- Goal 3
- Goal 4
- Goal 5

Evaluations

- How good is our library?
- How good is our library director?
- Director's special knowledge and responsibilities

Conclusion

Assessment and Measurement of Goals

Our efforts, programs, services and accomplishments in the coming years will reflect our determination to achieve our goals and visions. In order that we may be able to measure our success, we need to formulate surveys, check lists and listen to feed backs to identify results. We recommend a yearly evaluation and see how much and how far we have achieved. This will be the test of how successful we have been. We will compare and contrast data from last year's to the coming years. The changes that we make are hopefully for the better. And perhaps will impact the lives of our citizens and make a difference in their quality of life. Perhaps in the process, we can become a community of smarter citizens.

Our yearly and end of the five years check list will consist of the following:

Goal 1: AUTOMATE all sites by year 2003.

Objectives:	How far along?		
	2001	2002	2005
1 st and 2 nd year-			
1. A schedule of weeding outdated and worn out materials will be undertaken.			
2. Weeding will be undertaken and weeded materials will be disposed off.			
3. A complete inventory of collections will be done in all of the libraries.			
4. Request for Proposal-Library Automation will be in place before automation takes place.			
5. A written policy on automation and schedules will be established.			
6. A written policy on cataloging and processing will be in place.			
7. A written policy on central acquisition and ordering of library materials will be in place.			
8. Staff members will receive training on automation processes.			
3 rd year			
9. Automation will be in place in all libraries and the bookmobile.			
10. Maintain and utilize automated circulation process			
Remarks			

Goal 2: Construct a permanent building for Jenkins Public Library that meets all the minimum facility standards as required by the Department of Libraries in order to serve the library needs of the citizens of Jenkins and its surroundings.

Objectives:	Remarks and date accomplished
1 st year	
1. Establish a building and construction committee to work with Jenkins and county officials to obtain a building site. Among the responsibilities of the Committee are:	
a. Make recommendations to the Board	
b. Obtain a site	
c. Work on funding	
d. Work with the experts of KDLA on matching funds, designs, layout and other aspects of the project	
e. Hire an architect	
2 nd to 3 rd year	
2. Review designs,	
3. Approve plans,	
4. Advertise and accept bids.	
5. Initiate construction	
6. Finish inspections and complete construction	
7. Move in materials from HMCL to the Jenkins Public Library	
8. Inaugurate new facility.	
9. Plan for outside landscaping.	
Additional information:	

Goal 3: *Improve and maintain physical facilities of all libraries including grounds and landscapes and correct deficiencies to meet the minimum requirements of KDLA.*

Objectives:

Lillian Webb Memorial Library	Date accomplished & remarks.
1. Hire an engineer or an architect or engineer to evaluate the structure of the Lillian Webb Memorial Library.	
2. Renovate to correct deficiencies of the building as recommended by the engineer or architect.	
3. Complete renovation and improve LW and address ADA requirements.	
Harry M. Caudill Memorial Library	
1. Fix the elevator by 2001.	
2. Work with the city government for free and validated parking.	
3. Consult with the city government in solving recurring sewer problem	
4. Maintain seasonal care of flowerbeds.	
Blackey Public Library	
1. Replace carpet in main floor with tiles.	
2. Cut and clear bushes around the riverbanks behind the library.	
3. Landscape front and back areas of the library.	
1 st to 5 th year - All libraries	
1. Routine maintenance of heating and air conditioning in all libraries will be undertaken regularly.	
2. Schedule for painting inside and outside walls of libraries, shampooing of carpets, roof repairs and inspection of indoor and outdoor lights.	
3. Provide surveillance cameras in the libraries to deter violence and theft.	
4. Provide adequate shelves for expanding collection.	
5. Provide quite study tables for researchers.	
6. Maintain cleanliness of exterior and interior of facilities.	
7. Repair equipment, furniture, furnishings and interiors and exteriors when broken	
Additional remarks	

Goal 4: Increase and reach 80% of county populations' usage of libraries and its resources, expand and deliver services efficiently and provide the best resources both in print and electronic format

Objectives:

<u>Collection Development</u>	% Of increase & completion and date	
	1999-2000 data	2001-2005 data
1. Provide excellent, well-selected children's materials both in printed and electronic form. In order that we can select the best materials, we will utilize journals, book reviews and reputable sources when selecting materials.		
2. Expand and update video collection by 50%.		
3. Expand Kentucky collection by purchasing quality and up to date materials.		
4. Utilize interlibrary loans to the maximum.		
5. Collect 75 % of all overdue materials.		
6. Purchase popular materials such as top booksellers and adult self-help books.		
7. Update reference books annually especially materials on census, data, demographics and statistics.		
8. Provide relevant materials, for job search information, interviews and resume writings.		
9. Provide and increase computer equipment by 50% in order that students can avail of electronic information and enroll in virtual education courses.		
10. Expand and educate patrons of usage of electronic databases by scheduling orientation classes to at least once a month or when requested by patron.		
11. Provide and advertise the library web site to patrons and those outside of the community to inform them of library events.		
12. Acquire and process genealogy materials and educate patrons on utilizing pertinent materials.		
13. Establish a special local collection of materials about the community, people and events.		
14. Initiate and expand a collection of CD Music and DVD's for entertainment and cultural purposes		
15. Procure and update CD Roms for educational purposes.		

<u>Public Services</u>	<u>1999-2000 data</u>	2001-2005 <u>Data</u>
1. Provide computer and literacy training for adults and elderly one week to two weeks a year.		
2. Provide space for formal literacy programs.		
3. Offer special programming for children and adults on special events at least once to twice a year (e.g. Easter, Halloween, Mt. Heritage Festival or Christmas) 4. Adult programming 5. Y A		
6. Expand children and adult programming by setting regular time for such activity 7. Children story hour 8. Adult 9. YA. 10. Provide KET satellite classes to home schoolers. 11. Provide space for literacy programs. 12. Establish meeting rooms for forums for public issues, education, cultural exhibits and health issues.		
13. Establish a public relations staff to issue newsletter, and to maintain a website 14. Newsletter 15. Website		
16. Libraries will be available for monitoring and administering special education and out of town examinations for students when requested by correspondence students.		
17. Provide space for cultural, civic, educational and economic meetings.		
18. Libraries will be centers for job search information, civil service testing, interviews and resume writings.		
19. Libraries will offer a site for GED, literacy and job training programs.		
20. To increase library hours to 1,500 hours.		
Additional remarks		

<u>Partnerships</u>	Present data	2000-2005 Accomplishment
1. Partner with school and college librarians, teachers and coordinators to maximize services and assure adequate resources.		
2. Strengthen and continue partnerships with 21 st century programs, head start, literacy programs, churches, Action Team and Resource Centers.		
3. Serve as a liaison among all libraries in Letcher County public schools, special libraries, colleges and agencies by holding meetings before the start of every school year.		
4. Provide space for Veterans Administration person to accommodate claims for assistance for veterans. This is a regular once a week meeting.		
5. Partner with Letcher County Historical Society by housing and organizing local and current genealogy materials.		
6. Partner with KDLA in processing and cataloging of special collections and difficult books.		
7. Provide space for college counselors to advise students for college opportunities and financial aid.		
8. Establish good relationship with the Retired Teachers' Association, Chamber of Commerce, Tourism Board, Recycling Agency, Extension Service, and Health Office. 9. Provide site for local, state and national elections. 10. Partner and avail of the services of workers from KRAD, LKLP, Work Force Development Program and JTPA.		
Additional remarks.		

<u>Outreach Services</u>	<u>Present data</u>	<u>2000-2005 Accomplishment</u>
<u>Bookmobile</u>		
1. Widen the coverage of the bookmobile by adding a once a month school or resource center drop off route to the bookmobile.		
2. Evaluate the present collection of the bookmobile and weed out outdated materials and replace with current topics.		
3. Make available a laptop computer to patrons to aid in reference questions.		
4. Bookmobile will carry a cellular phone at all time to communicate.		
5. Bookmobile will provide a bi-weekly children's program at summer months.		
6. Add large print and audio books to collection.		
<u>All libraries</u>		
1. HMCL will continue children's programming once a week at the Housing Project in Whitesburg or an after school program in Whitesburg.		
2. The branch libraries will continue to provide once a month story hour to resource areas or 21-century programs.		
3. Librarians will participate in job fairs and be a resource person during career days at schools.		

<u>Staff Services</u>	<u>2000- 2005 Accomplishment</u>
1. Staff will be trained to update themselves on the advances of technology and apply their skills in retrieving information by attending classes, workshops and seminars at least twice a year.	
2. Staff will be highly skilled providers and will help organize, navigate and evaluate information from the World Wide Web by attending classes and seminars.	
3. They will train people to link to and use the vast resources of networks and on line databases.	
4. Librarians will continue to maintain good relationship with elected officials, both locally and nationally.	
5. Librarians will be helpful, friendly, and knowledgeable with their dealings with the public.	
6. A qualified technician will be hired part time or contracted to maintain and trouble shoot the computers and equipment of the facilities.	
7. Staff will continue to learn, be motivated and be certified and financial incentive will be offered to encourage staff to advance technically and academically.	
8. In order that we can increase library hours, additional personnel will be hired.	
9. Additional personnel will be employed in order that library hours are increased.	
10. Employ a staff for 8 hours a week at the HMCL to assist patrons with the genealogy collection and to organize and keep the collection in good order.	
11. All staff will continue to be ambassadors of goodwill of the library.	
12. A janitor will be employed at all times to maintain cleanliness of the libraries.	

Goal 5: To maximize efficiency in management, generate and increase funding for the whole system to the maximum, to insure and protect the continuity of all services and facilities.

Objectives	
<u>Director</u>	<u>2000- 2005 accomplishment</u>
1. Recommends health insurance for staff. 2. Recommends retirement plan for staff. 3. Informs and communicates with the Board regarding library development and operations.	
4. 2. Leads the staff effectively and implements library policies and programs.	
5. 3. Develops and revises policies for issues that have not been addressed: automation, unattended children, genealogy, books and materials processing and the central acquisition of materials.	
6. Utilizes and applies for grants for telecommunication, automation, construction and programming.	
7. Encourages volunteerism to advance literacy and library programs.	
8. Develops <i>Friends of the Library Organization</i> by 2002.	
9. Develops and offer special program to the community at least once a year:	
<ul style="list-style-type: none"> • Book signing by local author 	
<ul style="list-style-type: none"> • Appalachian Writers Reading 	
<ul style="list-style-type: none"> • Host to <i>Seedtime at Cumberland</i>. 	
<ul style="list-style-type: none"> • Cultural program 	
<ul style="list-style-type: none"> • Health program 	
10. Develops a technology plan by 2001 that will address the technology needs of the library district for the millennium.	
11. Evaluates effectiveness of library services by formulating surveys and questionnaires	
12. Formulates a good working budget that will meet the needs of all the libraries.	
13. Encourages staff to update their skills and knowledge by attending classes and workshop.	
14. Updates knowledge and know how on librarianship issues and technology.	
15. Evaluates employees' performances to ensure effectiveness, creativity and productivity.	
Additional remarks:	

Board	
1. Initiates & implements health & retirement benefits to staff.	
2. Serves as leaders and public relations people for the library system.	
3. Lobbies the legislature on behalf of library finance, existence and services.	
4. Increases library finances either by fund raising efforts or raising tax base.	
5. Maintains good relationship with Kentucky River library officials and libraries, KDLA, national and local officials.	
6. Approves and generates good library policies.	
7. Involves the various organizations in creating additional finances for the library	
8. Explores the possibility of bond issuance.	
9. Rents out the spaces of the lower level of HMCL to generate funds.	
10. Attends workshops sponsored by the Kentucky Department for Libraries.	
11. Advocates all libraries and their services locally, statewide and nationally.	
12. Scrutinizes preliminary budget, submitted by the director, makes necessary changes and adopts it.	
13. Authorizes expenditures in accordance with the budget.	
14. Approves Long Range Plan.	
15. Additional remarks	1.

CONCLUSION:

The easy part in preparing a long-range plan is the formulation of all the ideas -the mission statement, visions, goals and objectives and finally, putting it all into printed form. The hardest part is IMPLEMENTATION and PERFORMANCE. With the plan, more is expected from us- employees and the Board. We are setting a higher level of performance for ourselves and challenge us to change, revise, increase, enhance and even delete duties, tasks and attitudes. Can we do it? Will we be able to sustain our energy, enthusiasms or will we lose interest? Time will tell. This document will be our inspiration and will transform us to be better workers and establish a superior facility.

Our next question then is: “Are we making progress towards the goals”? We are optimistic. Our gauge will be the following factors:

- We will measure our efforts every year and determine how far we have reached our goals and if we have inched a knot to reach it.
- We will chart our progress by surveys and questionnaires and by asking our patrons, how satisfied have they been with their public libraries, how have the libraries changed their lives- culturally, educationally, financially and creatively? What aspects have been overlooked and need attention?
- We will mark, evaluate and analyze our list of objectives.
- In five years, the library scan will be an indicator of whether or not we are making significant improvements in our resources, collection, services, technologies, facilities, staffing and finances.
- The minimum facility standards as recommended by the Department for Libraries will be addressed and hopefully, fulfilled beyond the requirements.
- We will require assistance from the community, support from our patrons and share responsibilities with all the local and state agencies.

And perhaps, after we have accomplished part or most of our goals and objectives we can distinguish a community of smarter citizens. *THE BEST IS YET TO COME.*

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Long Range Plan for Letcher County Public Libraries 2000-2005

“Building a community of smarter citizens”

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January 2001

Approved by the Board on November 15, 2001

**LETCHER COUNTY PUBLIC LIBRARIES
LONG RANGE PLAN
2000-2005**