

Summary List of Administrator Accomplishments FY 21-22

Goals from the Long-Range Plan

Goal 1 - Facilities

Libraries will provide safe, inviting, and appropriate facilities for library users.

- Performed research on ADA compliance in libraries in order to provide information for member libraries on best practices.
- Made available to library staff brochures and resources on how to create and maintain a safe, inviting, and appropriate library facility.

Goal 2 - Collections

Libraries will provide collections that meet the needs of the public.

- Assisted member library director's in updating their collection development guidelines for selecting materials for the physical and electronic collections.
- In conjunction with member library directors, coordinated the selection and purchase of e-book materials for the Overdrive collection.
- Provided access to internet-based resources: Overdrive e-book platform, Mango language courses, Chilton's Auto Repair database, and library-specific websites.

Goal 3 - Programs and Services

Libraries will provide a selection of age-appropriate and interest-related programs for library patrons.

- Assisted member libraries with programming including occasionally conducting virtual story-time and assisting with family night.
- Created a new path for program-sharing among the member libraries to maximize the impact of programs on the communities they serve.

- Attended as many library programs as possible.

Goal 4 - Continuing Education

Library staff will have access to resources and training designed to meet their continuing education needs.

- Library staff were informed of tuition reimbursement programs for those who would like to continue in the field of library science.
- Library staff were made aware of various resources available for professional development by creating and delivering a handout with an invitation to contact WILD for information or support.
- Provided funding for library staff to attend some conferences and training sessions.

Goal 5 - Technology

The cooperative and its member libraries will provide access to networked resources, hardware, software, and technology training required to meet patron needs.

- Worked with member library directors to plan site visits to train new employees on the use of Koha.
- Created new content and more accessible design for the Wilderness Coast Public Libraries website.
- Worked with the IT companies to create a Wi-Fi usage count so that libraries could report patron usage of library Wi-Fi in their statistics.
- Provided opportunities for member library directors to attend conferences and other technology training opportunities.
- Supervised Cooperative staff who managed Koha, web sites, and training for member libraries.
- The Cooperative Office provided Technical Support services to the libraries, particularly problems with Koha and Overdrive.

Additionally

- Completed grant application materials and expenditure reports to obtain state funding. Coordinated compilation of required statistical information in order for member libraries to be able to obtain state funding.
- Provided timely and accurate narrative reports, as well as statistical and financial reports, to the Governing Board.
- Worked with auditors to comply with state financial regulations.
- Provided copies of audit and financial statements to the Auditor General, Department of Financial Services, Jefferson County Commissioners, and Franklin County Commissioners.

Goals from the Annual Plan of Service and Budget

Goal/Objective #1: Libraries in the Cooperative will provide access to networked resources, hardware, software, and technology training required to meet the needs of the public

- Provided access to electronic resources that met the informational and recreational needs of the public.
- The Cooperative Office staff made recommendations to library directors regarding investing in new technologies and purchasing new equipment.
- In conjunction with the county libraries, coordinated and funded subscriptions to selected online databases.
- Assisted staff with questions, troubleshooting problems, and training in Koha.

Goal/Objective #2: Libraries in the Cooperative will continue to maintain and expand exemplary collections that meet the needs of their communities.

- Provided all member libraries with additional support of their Overdrive collections.
- Encouraged and facilitated the sharing of resources among member libraries in order to facilitate equitable access to collections, including programming materials, especially among the Youth Services staff.
- Created a unified collection development policy for all member libraries.

Goal/Objective #3: Libraries in the Cooperative will work to increase the number of patrons in the three-county area who utilize public library resources and services.

- Worked to increase visibility via our website and social media.
- Highlighted the programs and resources at member libraries.
- Maintained active memberships with in all area Chamber of Commerce.

Goal/Objective #4: Libraries in the Cooperative will employ qualified staff members who are committed to providing high quality customer service.

- Encouraged staff to utilize training opportunities offered through PLAN, the State Library, Library Juice, and related organizations.
- Supervised Cooperative Staff in new employee training and continued training for staff as new information and updates became available.
- Facilitated the cooperation of staff members in similar positions at member libraries; encouraged them to develop relationships, exchange ideas, and share programming materials.
- Developed staff handbook for all member libraries.
- Coordinated staff day.

Goal/Objective #5: Libraries in the Cooperative will actively pursue supplementary funding opportunities as appropriate.

- Assisted library directors in identifying appropriate grants and funding opportunities in order to improve services to citizens of their respective communities.
- Assisted Friends of the Library groups in fundraising efforts for member libraries.

Goal/Objective #6: Libraries in the Cooperative will participate in internal and external resource sharing activities.

- Created a program sharing initiative for member libraries to share program materials.

- Coordinated utilization of the shared Koha ILS system.
- Coordinated utilization of the shared State Library sponsored and Cooperative Office funded materials.

Goal/Objective #7: Libraries in the Cooperative will provide reports to the Governing Board.

- Provided the Governing Board with timely narrative reports and reports of significant Cooperative activities and programs.