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## Wilderness Coast Public Libraries

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# Annual Plan of Service 2021-22

The Annual Plan of Service and Budget is an outline of the cooperative's focus of activities during the year. The plan supports the goals, objectives, and action plan from the cooperative's Long Range Plan. The activities outlined in the Annual Plan of Service are supported by the cooperative's budget as indicated. All activities are tentative due to the pandemic.

## Goals and Objectives

Libraries in the cooperative will provide access to networked resources, hardware, software, and technology training required to meet the needs of the public.

- Libraries will provide access to computers and essential software necessary to meet the informational and recreational needs of the public.
- Libraries will maintain workstations and peripheral equipment and replace equipment as needed.
- The cooperative office staff will continue to make recommendations to library directors regarding investing in new technologies and purchasing equipment.
- In conjunction with the libraries, the cooperative office will continue to coordinate ad fund subscriptions to selected online databases.

Libraries in the cooperative will continue to maintain and expand exemplary collections that meet the needs of their communities.

- Libraries will continue to utilize standard reviewing sources and other collection development tools recommended by professional associations to build materials collections.
- Libraries will continue to fund, expand, and develop the Overdrive e-library collection.
- Libraries will continue to consider patron requests and length of holds queues in determining collection needs and trends.
- Libraries will continue to maintain collections in nontraditional formats as well as traditional print collections.

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- Libraries will continue to encourage and facilitate sharing of resources among member libraries in order to facilitate equitable access to collections.

Libraries in the cooperative will work to increase the number of patrons in the three-county area who utilize public resources and services.

- Libraries will coordinate planning and implementing library public awareness campaigns whenever possible.
- Libraries will work with partners to provide outreach services to patrons who are physically unable to come to the libraries.
- Libraries will promote outreach services to area schools, educational organizations, and underserved communities.
- Libraries will continue to coordinate with Friends of the Library organizations and other library support groups to promote library events and programs.
- Libraries will continue to advocate for public libraries with funding authorities and with other public officials at the local, regional, state, and national level.
- The cooperative office will continue to maintain active memberships in area Chambers of Commerce.

Libraries in the cooperative will employ qualified staff members who are committed to providing high quality customer service.

- Libraries will actively encourage staff to utilize training opportunities offered through PLAN, the State Library, and other related organizations.
- Libraries will continue to provide in-house continuing education and in-service training for staff.
- Libraries will provide opportunities for staff to attend state and area library-related conferences.
- Libraries will provide opportunities for staff in similar positions at member libraries to develop relationships and exchange ideas.

Libraries in the cooperative will actively pursue supplementary funding opportunities as appropriate.

- Libraries will continue to identify and apply for appropriate grant funding opportunities in order to improve services to their communities.
- Libraries will promote Friends of the Library fundraising activities.

Libraries in the cooperative will participate in internal and external resource sharing activities.

- Libraries will work together to coordinate utilization of the shared Koha ILS system.

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- Libraries will continue to work together to coordinate utilization of the shared State Library sponsored and cooperative office funded materials delivery system.
  - Libraries will provide patrons with continued access to online databases through locally purchased electronic resources through locally purchased electronic resources as well as the Florida Electronic Library.

Libraries in the cooperative will provide reports to the governing board.

- Libraries will provide the governing board with timely narrative reports of significant cooperative activities, library statistics, and individual library activities and programs.
- The cooperative office will continue to provide the governing board with timely statements and updates.