

Administrator Accomplishments in FY 2016-17 based on Goals stated in Annual Plan

Goal 1- Technology

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

- Coordinated the administration, updates, utilization of and technical support for the Koha Integrated Library System.
- Supervised Systems Administrator who maintained servers, computer workstations and other hardware, coordinated the implementation of new software for workstations.
- Assisted the State Library with testing and implementation of the new Department of State Grants Application System.
- Coordinated opportunities for staff of member libraries to attend conferences, workshops, and other technology training sessions.
- In conjunction with the Systems Administrator, coordinated the continued refinement of the Request Tracker technical support ticketing system and the use of the system by member libraries.
- Initiated successful implementation of new foreign language and auto repair database subscriptions for the Cooperative.

Goal 2 – Collections

The Cooperative and its member libraries will offer a current, well-maintained collection in a variety of formats which meets the needs of the communities in our service area.

- In coordination with the member library directors, continued to develop the existing Overdrive e-book and e-audio collections.
- Monitored patron requests and holds lists in Overdrive, selected and ordered materials for the e-collection, expanded the scope and holdings of the collection.
- Coordinated discussions between member library directors to further facilitate the sharing of resources among members.

Goal 3 – Promoting Library Services

The Cooperative and its member libraries will work to increase the number of patrons in our service area who utilize the public libraries and public library resources and services.

- Coordinated with and supported all locations in promoting individual library events and programs, attending member events when possible.
- Attended County Commission budget meetings in member counties.
- Regularly attended Chamber of Commerce meetings in member counties.
- Promoted library awareness at local festivals and events in member counties.
- Represented Wilderness Coast Public Libraries at the Public Library Association, American Library Association, Florida Library Association, and Association of Rural and Small Libraries

conferences, as well as at regional meetings and events sponsored by the State Library of Florida and the Panhandle Library Access Network.

- Served as Public Library Representative to the Panhandle Library Access Network Board of Directors, on the PLAN Innovation Projects Committee, and the FLA Scholarship Committee.
- Served as a mentor in the Sunshine State Library Leadership Institute run by the State Library.
- Served as consultant to new cooperative directors in Florida.

Goal 4 – Staffing

The Cooperative will employ highly qualified staff members who are committed to providing high quality and innovative library services.

- Supervised and evaluated Cooperative staff.
- Coordinated in-service training day for all staff in all member libraries.
- Coordinated staff attendance at workshops and training opportunities through Panhandle Library Access Network and the State Library.
- Coordinated opportunities for staff at member libraries to attend the Public Library Association, Florida Library Association, Association of Rural and Small Libraries, and American Library Association conferences.

Goal 5 – Supplemental Funding

The Cooperative will assist member libraries with identification and utilization of supplementary fiscal resources.

- Promoted Friends of the Library fundraising activities at all member libraries.
- Attended fundraising activities at other libraries in the Panhandle in order to learn from their different methods and experiences.

Goal 6 – Capital Equipment

The Cooperative will continue to maintain updated equipment and technology in order to serve the patrons of our service area.

- Evaluated new technologies in conjunction with Systems Administrator, assisted with coordinating maintenance of existing computer equipment and determining continuing IT needs for Cooperative.
- Assisted member library directors with technology-related planning.

Goal 7 – Resource Sharing

The Cooperative will participate in internal and external resource sharing.

- Continued to facilitate coordination of the shared Koha ILS and Overdrive e-library.

- Continued funding and supporting courier service for interlibrary loan and materials movement within the Cooperative.
- Added new cooperative-wide subscriptions for Mango Languages and Chilton's Auto Repair databases to existing cooperative online resources.

Goal 8 – Reporting

The Cooperative and its member libraries will provide reports to the Governing Board.

- Completed grant application, expenditure reports and statistical reports to obtain State funding, coordinated compilation of member libraries statistical information and application materials.
- Provided timely narrative, statistical and financial reports to the Wilderness Coast Governing Board.
- Worked with auditors to comply with state financial regulations and to enable them to conduct the required financial audit.
- Provided audit and financial statements to Auditor General, Department of Financial Services, Jefferson County Commissioners, Wakulla County Commissioners, and Franklin County Commissioners

Additional Information: _____

Submitted by: _____ Date _____
 Nancy Wideman, Chair