

## **Summary List of Administrator Accomplishments**

### 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 training 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, Ancestry/Heritage Quest genealogy databases, 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 the annual Staff Development Day training to all library staff virtually.
- 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.
- Assisted member library directors with applying for grants to receive mobile hotspots and devices available for patron check out.
- 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.

- Created Staff Member of the month to showcase the accomplishments of and bring awareness to the many programs facilitated by member library staff
- 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.