**Courtney Whitaker**

**Summary List of Administrator Accomplishments**

**2022 - 2023**

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.
* Significantly expanded the collection by leading a merge with the PLAN Overdrive consortium.
* Provided access to internet-based resources: Overdrive ebook 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 story-time.
* Created a new path for program-sharing among the member libraries to maximize the impact of programs on the communities they serve.

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.

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.
* 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 staff 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

* Led the three member libraries to become Fine-Free institutions over the course of several months, increasing access and usability of our libraries.
* 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, Wakulla 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.

* Lead the Wilderness Coast cooperative merge with the PLAN OverDrive consortium to significantly expand our collections and resources.
* 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.
* 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 continued training as new information and updates became available.

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.

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

* 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.