

LeRoy Collins Leon County Public Library System 2014/15 Annual Plan for Library Services

Annual Plan 2013/14 Objectives Met

Objectives described in the 2013/2014 Annual Plan have been met.

The Library worked with Leon County MIS and Community and Media Relations on redesigning the Library website and development of a Library Facebook page. The soft launch of the new website, for library users' feedback, was on December 13, 2013. The new website became the primary link on February 10, 2014. On April 14, the Library launched its Facebook page and on the same day the old library website was no longer available.

Moving the Library's SirsiDynix management system to the SirsiDynix SaaS subscription ("The Cloud") was a major project that was accomplished with Leon County MIS on December 17-19, 2013. The Library's Collection Management department continues to work on the implementation of Resource Description and Access (RDA), new cataloging standards. This is a multi-year project.

Library staff compiled authoritative information on the Affordable Care Act. The information has been available on the Library website as well as in printed form since August 2013 and is updated as needed.

Quarterly programs were offered in partnership with the Leon County Office of Sustainability and will continue to be offered on a quarterly basis.

Computer classes have been offered at the Dr. B.L. Perry, Jr., Branch and sessions on help with devices have been held at the Northeast and Woodville branch libraries. Information about free computer classes throughout the county has been developed to give to library users.

Library-specific staff training in customer service, which included Leon LEADS principles (Listens, Engages, Aligns, Delivers, Strives), was held January 30 and 31, 2014, in two sessions so that all staff members could attend. A library user satisfaction survey, online and on paper, was completed in August and will be repeated in two years.

Annual Plan 2014/15 Objectives

In the second year of the Library's 2013/14 to 2015/16 long-range plan, the Library will continue to support the goals and objectives outlined in the long-range plan as well as the objectives listed in this annual plan. The Annual Plan aligns with the Strategic Initiatives developed for the Library by the Board of County Commissioners in the bi-annual strategic planning process. LEADS Listening Sessions for stakeholders were held on January 23 and 27, 2014. Objective 3 was developed in response to the LEADS Listening Session.

Objective 1: Ensure that updates, patches and upgrades to the components of the library management system are scheduled and completed in a timely manner. Continue to enhance the Library online catalog.

Objective 2: As part of the implementation of Resource Description and Access (RDA), implement and complete work on establishing uniform and consistent name and subject headings for the Library online catalog. This includes staff preparation and training as well as a vendor software solution.

Objective 3: Develop how-to videos for the Library website to explain resources offered through the Library's catalog and website and especially their use on mobile devices.

Objective 4: In partnership with Leon County Office of Sustainability, Leon County Extension Services and Sustainable Tallahassee, develop a seed library program to encourage gardening.

Objective 5: Develop a plan offering regularly scheduled opportunities for library users to have one-on-one sessions with Library staff members in the use of hand-held devices.

Objective 6: Refine and develop services that will increase library use by teens throughout the library system.