

IslandLink Library Federation

**SERVICE PLAN 2008**

Alert Bay Public Library Association, Greater Victoria Public Library, Powell River Public Library and Salt Spring Island Public Library Association have agreed to establish a library federation under the *Library Act* (R.S.B.C. 1996, c. 164) to:

- promote the sharing of resources and the coordination of efforts in order to improve access to library services in the context of strong local and autonomous libraries,
- foster and promote quality public library service for their communities and patrons,
- develop and implement collaborative service efficiencies and enhancements,
- assist public library boards and staff to excel by providing support, training, and professional development opportunities.

### **Our Mission**

The Federation is committed to creating a dynamic system of public libraries that enables equitable and easy access to library services while retaining local autonomy.

### **Priorities**

1. Maximize the effective use of resources
2. Expand quality public library service
3. Develop collaborative services
4. Provide training and professional development opportunities for boards and staff.

## **Priority 1 - Maximize effective use of resources**

### *Acquire a wide range of goods and services cost effectively*

Action: Coordinate the purchasing of library supplies to achieve greater cost-saving by bulk purchasing or by jointly negotiating discounts with recommended vendors:

- investigate and identify opportunities for joint purchasing of materials, supplies and services to maximize discounts and reduce costs,
- implement centralized purchasing and re-distribution of library materials, supplies and services, as appropriate,
- create and coordinate a central supply inventory and list of preferred suppliers from which all member libraries could order.

Any joint purchasing of library materials and supplies will be coordinated by the staff, and funded from library budgets. The expected savings to each library will be used to increase purchasing power of the individual libraries, resulting in enhancements to collections and programs.

### *Cooperate with PLSB initiatives to implement a common ILS for the province*

Action: As appropriate for each library, participate in the ILS initiative, cooperating with pilot projects and installations.

### *Maximize use of special collections for the benefit of all Federation libraries.*

Action: Produce and keep current a list of member area expertise/special collection development and distribute as an acquisition/reference tool and develop promotional materials that highlight the special collections and how to access them.

### *Cooperate to enhance use of technology*

Action: Use cooperative training, information exchange, and marketing to ensure that all technology-related services are used most efficiently and effectively.

## **Priority 2 - Expand quality public library service**

### *Partner with literacy organizations, First Nations, schools and other organizations to develop programs and collections that promote greater literacy*

Action: Identify community organizations concerned with literacy issues. Collaborate with those organizations, seek funds and develop programs and collections that will support the work of community organizations.

### *Develop and support federation-wide programs for children and adults*

Action: Ensure quality library programming that is pertinent to the participants:

- adopt a community-based approach to program development,
- identify programming gaps in the Federation area and develop programs to fill those gaps,
- coordinate grant and proposal writing efforts to secure funding for Federation-wide programs,
- support program development on a Federation-wide basis.

The joint programming will be coordinated by the staff, and will be funded through grants and participating library existing budgets.

### *Sponsor and support Friends of the Library groups who will assist in promoting the Libraries and their services*

Action: Effectively use the resources available through voluntary library support organizations:

- work with existing Friends groups to maximize their effectiveness,
- assist Federation Libraries to establish Friends groups as required,
- support an annual meeting of Federation Friends groups to further their collaborative work.

## **Priority 3 - Develop collaborative services**

### *Explore the development of an efficient area-wide materials delivery service*

Action: Evaluate the current delivery options available in the area. Document the current library material traffic between communities in the area. Recommend and promote use of the most efficient services.

### *Facilitate information exchange and assistance among member libraries*

Action: Provide assistance with research of various types, e.g., grants, programs, recent trends. Facilitate information exchange and assistance from other members, e.g., consultation on new buildings and supplies, grant writing.

## **Priority 4 - Provide training and professional development opportunities for boards and staff**

Action: Provide pertinent information around library trends, programs and services to fulfill needs at the local and Federation level:

- provide professional development workshops for staff members,
- identify and prioritize training needs,
- deliver workshops at the meetings of the Federation Board and/or library staff,
- include a relevant education component, research updates, timely topics, information exchange in Board meetings,
- share information of other local and regional opportunities for staff professional development,
- coordinate grant and proposal writing efforts to secure funding for professional development opportunities,
- provide networking and support opportunities for library employees enrolled in formal library education programs,
- provide training opportunities for trustees,
- provide support to libraries for volunteer coordination and training,
  - share information on volunteer programs within libraries
  - develop volunteer training materials
- encourage library staff, volunteers and board members to participate in training opportunities provided by Public Library Services Branch.

Additional funding for specific training and professional development opportunities will be applied for and coordinated by the staff.

## **Management and Administration**

The Federation will employ staff on an as-needed basis to:

- manage the day-to-day operations of the Federation,
- organize meetings, events and programs,
- do appropriate research and promotion,
- secure additional funding as required.

The Federation will maintain a virtual office, within the geographic boundaries of the Federation, from which staff will execute his/her duties.

## **Budget – Proposed First Year**

Administration (staff, office setup and maintenance, expenses)	\$ 24,000
Travel	\$ 18,000
Initiatives	\$ <u>52,461</u>
Total	\$ 94,461