



The PAL Public Library Cooperative Annual Plan of Service: F.Y. 2016-2017

Approved by the PAL Governing Board on August 15, 2016.

I. The PAL Cooperative.

Effective October 1, 2010, the PAL Public Library Cooperative ("PAL Cooperative") was formed, with the **Putnam County Library System** (PCLS), the **Alachua County Library District** (ACLD) and the **Levy County Public Library System** (LCPLS) as its founding—and current—member systems.

II. Long-Range Plan.

This is our Annual Plan of Service for Fiscal Year 2016-2017, which has been prepared to carry out the goals and objectives of the PAL Cooperative's Five-Year Plan for Fiscal Years 2016-2020 (the "*Long-Range Plan*"). This plan should thus be read and understood in conjunction with the Long-Range Plan then in effect.

III. Mission Statement

Our mission is to create an environment that contributes positively to the experiences (whether physical or virtual) of our member-System libraries' patrons, and to provide resources that patrons need or want to accomplish life tasks, in ways that make those resources readily available.

IV. Goals and Objectives

Goal 1	We will augment resources for member systems.
Goal 2	We will provide electronic tools for success.
Goal 3	Patrons will have access to all the resources of the cooperative.
Goal 4	We will support activities that enrich or enhance life skills.
Goal 5	We will make our website useful and appealing.
Goal 6	Our Governing Board will review performance and operations.

Goal 1: We will augment resources for member systems.

We will make use of funds received through the PAL Cooperative to provide a better, more complete and more useful library environments for member Systems.

- 1) Expend the amount proposed by the System directors and approved by the Governing Board to purchase the following in order to meet the Systems' unique needs:
 - a) library materials in a broad range of types, formats and disciplines; and
 - b) supplies, non-library materials and library equipment and furnishings.
- 2) Pay the NEFLIN dues for all member Systems to provide them access to high-quality training and to other useful resources and information.

Goal 2: We will provide electronic tools for success.

Patrons of our member Systems will have the tools necessary to help them succeed in school, at work, in other important life activities and in making life decisions.

- 1) Provide access to selected electronic, web-accessible databases that are useful for work, school, employment/job-seeking, education, recreation and other purposes; the selection of databases will be evaluated by the system Directors on an annual basis.

Goal 3: Patrons will have access to all resources of the PAL Cooperative.

We will provide patrons of our member Systems with the maximum possible access to all the resources of the member Systems.

- 1) Fund one extra day of DILLI delivery service every week for the fiscal year.
- 2) Continue to explore other methods of providing each of the three member Systems' patrons with access to the resources of the other Systems.

Goal 4: We will support activities that enrich or enhance life skills.

- 1) Facilitate children and youth services sharing-meetings and programs among the member Systems in accordance with their needs and interest.
- 2) Explore ways to bring other useful or life-enriching experiences to the residents of the three PAL Cooperative member Systems.

Goal 5: We will make our website useful and appealing.

Our website will be the most important way that the PAL Cooperative communicates with residents of PAL Cooperative member Systems. We want this avenue of communication to be simple, effective and economical and to comply with applicable laws and regulations.

- 1) Our website will include information about the PAL Cooperative, including its mission, Board and management, governing documents, the most recent approved meeting minutes, budgets, audits and other Board-approved documents. Our website will comply with applicable Florida Dept. of Economic Opportunities mandates.
- 2) Maintain calendar of board meetings and other PAL Cooperative events.
- 3) Review website periodically for ease of use and potential enhancements.
- 4) Update website as needed.

Goal 6: Our Governing Board will review performance and operations.

The all-volunteer PAL Cooperative Governing Board is one of our greatest assets. The Board will, in addition to duties enumerated in the PAL Cooperative's governing documents or required by law, do the following things:

- 1) On an annual basis, the Board members will participate in an assessment of the Administrator's performance.
- 2) The members of the Board will review, on a quarterly basis, a brief report prepared by the Administrator of expenditures made during the most recent calendar quarter of operations and a cumulative summary of operations through the most recent quarter completed.