

NORTH COAST LIBRARY FEDERATION SERVICE PLAN
April 1, 2009 – March 31, 2010

#	GOALS	ACTIONS 2009 / 2010	ACTIONS 2010 /2011	RESULTS TO DATE
1.	<i>Maximize the effective use of resources</i>	Hazelton to migrate to Evergreen Celebrate LIBRARY WEEK in October across all libraries and communities in celebration of Patti Barnes.	Tentative plans for Northwest Community College to migrate to Evergreen Stewart migrates to Evergreen 2010 Kitimat migrates to Evergreen 2011	Migration to Evergreen; Prince Rupert 2007, Terrace, Houston, Smithers 2008, and Hazelton, April 2009. NCLF card developed and distributed. Publicity through newspaper articles in all NCLF communities and through radio ads with CJFW. Library Week 2008 celebrated with various activities throughout NCLF region.
		Create and coordinate a central supply inventory and list of preferred suppliers;	Create and coordinate a central supply inventory list of preferred suppliers	
2.	<i>Expand quality public library services</i>	Collaborate with literacy stakeholders	Collaborate with literacy stakeholders	Support OLES grant submitted by Dee MacRae – Regional Literacy Coordinator
		Coordinate grant and proposal writing efforts to secure funding for federation programs; e.g.: writers in libraries grant, secondment grant	Identify programming gaps in the federation area and develop programs to fill those gaps; -Shadow puppets -Hand puppets -Reading Link Challenge	Identified local programs that can be expanded regionally. -Puppetry -Quiz night -Reading Link Challenge -Author Readings

	<i>Expand quality public library service's continued</i>		Assist libraries to establish Friends groups as required; e.g.: invitation to Friends groups of all NCLF libraries to come to 2010 Conference.	
3.	<i>Develop Collaborative Services</i>	Distribute tote bags Maintain the Federation website	Explore publication of Federation through YouTube / Social networking Maintain the Federation website Summer Reading Club – develop a YouTube video to promote SRC	NCLF Tote bags on order
		Ongoing development of policy manual for all members and associate members	Ongoing development of policy manual for all members and associate members	Draft policy manual currently includes, library membership, circulation procedure and Travel.
		Post a list of wanted materials (by genre) on Federation website.	Post a list of wanted materials (by genre) on Federation website.	
		-develop cataloguing & circulation policies -Purchase collection of large-print to be shared Purchase collection of multi-lingual books – German, Dutch, and Chinese& Punjabi	Purchase Vietnamese, Spanish, Finnish. Purchase language learning materials.	Shared Collections purchased: Literacy Bags – 76 catalogued & distributed. Punjabi – 115 children and adult books French – 167 children and adult books Large Print – 76 books catalogued & distributed. Circulation policy in draft form.

4.	<i>Provide training and professional development opportunities for Boards and Staff</i>	Spring 2009 conference – Terrace Fall 2009 conference Kitimat - NCLF coordinator will attend BCLA - Simply Accounting training for NCLF Coordinator	Spring 2010 Conference – Port Edward Cannery (Hosting library – TBA)	Fall Conference workshops well attended. Planning underway for fall 2009 and Spring 2010 Katherine Anderson seconded to provide Simply training to NCLF – June 2009
		Chair & TOPS training Survey Trustees – TOP training in Terrace 2009	OR TOP Training in Terrace 2010	
5.	<i>Ensure smooth and transparent coordination and management of the Federation</i>	Annual Evaluation & Review of Coordinator; Sept 2009 Margo Schiller to supervise Coordinator as of Oct 2009	Annual Evaluation & Review of Coordinator	