



Serving Appling, Bacon, Clinch, Pierce, and Ware Counties

## Distribution of Services Plan

*Adopted by Regional Library Board of Trustees as part of the OKRLS Constitution on May 15, 1989  
Revised May 6, 2019*

### Mission Statement

The mission of the Okefenokee Regional Library System is to promote lifelong learning and provide access to services and resources that enhance the informational, educational, recreational, and cultural interests of the community.

### Purpose

Per Article II, Sections 1 – 2 of the Okefenokee Regional Library System Board of Trustees Constitution:

*The purpose and responsibility of the Okefenokee Regional Library System shall be to furnish library services to the people of Appling, Bacon, Clinch, Pierce and Ware Counties under those regulations governing public libraries and set forth by the State of Georgia. The Library System shall accomplish its purpose through established branch libraries in each of the system counties and through other methods of outreach to the residents of the system counties. The Okefenokee Regional Library System shall offer a full program of library services to all residents the system counties so as to enhance their educational, informational, cultural, civic, and spiritual needs.*

*As a multi-county library system, the Okefenokee Regional Library System, shall include the Appling County Public Library, the Alma-Bacon County Public Library, the Clinch County Public Library, the Pierce County Public Library and the Waycross-Ware County Public Library. The System shall foster equal aggregate partnership in the provision of library services. System resources, both financial and material, shall be made available on an equitable basis for the counties of the Okefenokee Regional Library System. Consequently, all residents in the five (5) counties of Appling, Bacon, Clinch, Pierce and Ware shall have equal access to all system-owned materials and system-provided services.*

### Governing Body

Per Article V, Sections 1 – 2 of the Okefenokee Regional Library System Board of Trustees Constitution:

*The Okefenokee Regional Library Board of Trustees shall be the governing authority for the Okefenokee Regional Library System. The management and operation of the Library System shall be controlled by the System Board.*

*The Okefenokee Regional Library System Board of Trustees shall be composed of representatives from the five (5) branch library boards. These branch library boards shall be the Appling County Library Board of Trustees, the Alma-Bacon County Library Board of Trustees, the Clinch County Library Board of Trustees, the Pierce County Library Board of Trustees and the Waycross-Ware County Library Board of Trustees.*

*The membership of the System Board shall be comprised of the Chairperson of each of the branch library boards, as well as two (2) additional representatives, who shall be elected from each of these five (5) boards. The Chairperson of each branch library board shall notify the Chairperson of the System Board of the election of these representatives to the System Board. The System Board Chairperson shall notify the System Director of the appointment and term of office of each of these elected representatives.*

## Regional Office

The regional office's operating budget comes from two (2) categories:

1. State & Federal Grants
2. Regional Membership Fees

The Okefenokee Regional Library System (OKRLS) is granted reimbursement for a specified number of professional librarian positions based upon the number of counties served and the total population of those counties.

These funds are utilized to provide the following services:

1. REGIONAL LEVEL SERVICES, ADMINISTRATION & FINANCE ACTIVITIES, BOOKKEEPING
  - Audit or Agreed Upon Procedures (AUP)
  - Deposit funds
  - Invoice branch funding agencies for appropriations
  - Maintain general ledger and account balances
  - Prepare and review annual budgets
  - Prepare and review financial reports quarterly
  - Prepare annual report
  - Prepare, maintain, and file state reports
  - Receive and pay invoices
  - Record distributions of payments
  - Record funds for deposit
2. PAYROLL
  - Annual reports and W2s
  - Calculation, processing, and distribution bi-monthly
  - Employee leave records
  - Employee files
  - Quarterly reports
  - Retirement program files and employee records
  - Unemployment compensation records
  - Worker's compensation records and reports
3. DISTRIBUTIONS
  - PINES, Supplies, and Other delivery to branches at least twice weekly
  - Financial reports to each board member quarterly
  - Compiles statistics for each branch monthly; to board members at least each quarter
  - Updates to Trustee Handbook -- as needed
4. ORGANIZATIONAL
  - Maintain and review board activities (minutes, correspondence, etc.)
  - By-laws, articles of incorporation, constitution, etc.

- Communications and publicity: preparation and distribution
  - Corporate records and policies
  - Correspondence files
  - Creates, files, and maintains compliance on all federal e-Rate funding for reimbursement on data and voice services with USAC
  - Employee policies and activities
  - Ensure compliance with state standards
  - Fixed asset inventories
  - Participating agreements
  - Incoming mail distribution
  - Insurance policies
  - Prepare bids and specs
  - Prepare forms for reporting and accountability
5. OTHER SYSTEM SERVICES
- Technical Services, including selection, acquisitions, cataloging/processing
  - Inter-library loan
  - Reference
  - Collection development and maintenance
  - Professional development and training on an as needed basis
6. SUPPLIES
- Order all library supplies for volume discounts
7. TECHNOLOGY SERVICES
- Installs computers, printers, peripherals and other equipment
  - Maintains computers and electronic equipment for PINES
  - Maintains network management system (Internet drops, hubs, routers)
  - Maintains security for all network systems to include software, patron internet computers, and Wifi connections.
  - Troubleshoots computer and computer program problems
8. PUBLIC RELATIONS
- Working to create a consistent and high quality presence within OKRLS counties
  - Develops and implements various marketing and awareness support projects in service to all affiliated counties
  - Assists in physical and virtual delivery of marketing and advocacy initiatives
  - Communication is provided through print materials to include: signage, brochures, flyers, mailings, newsletters and press releases
  - A virtual presence is maintained at a regional level supporting branches through calendars, e-newsletter blasts, social media, and website
9. REGIONAL SERVICES TO THE BRANCHES
- Professional Librarians
  - Advocate for the financial, physical, and staffing needs of the library systems
  - Assess community needs and wants
  - Develop and maintain partnerships with outside organizations who are able to support the library mission
  - Assist in the development of individualized programming in children and adult services
  - Develop policies and procedures
  - Assist in the planning, guiding, and coordination of programs
  - Manage the selection and deselection of books and AV materials

- Provide Outreach services
- Provide cataloging and classification of materials
- Provide reference and research assistance
- Train and advise on all aspects of library services
- Write and direct grants
- Speak to various civic, social and other organizations
- Process all materials for branches
- Provide accounting, secretarial and administrative functions for system
- Provide book and material repair and replacement
- Provide core collection and back-up collection to support region loan services
- Provide substitute staff at branch locations as needed
- Provide technology, network administration and system analyses throughout the library system

## Branches

Each branch shall strive to meet the minimum for Basic Library Service as defined by the State Grants Policies and comply with all PINES Policies.

Each branch's operating budget comes from two (2) categories:

1. State & Federal Grants
2. Local Funding Agencies: Board of Education, City Council, and/or County Board of Commissioners

These funds are utilized to provide the following services:

1. BASIC LIBRARY SERVICES
  - Maintain fixed operating hours
  - Ensure that the library is accessible via phone, virtual services, and outreach activity
  - Provide funds for employing library staff
2. ORGANIZED COLLECTION OF LIBRARY MATERIALS
  - Print materials are organized according to the Dewey Decimal System
  - Materials are made available in compliance with the OKRLS Collection Development Policy
  - Magazines and periodicals are made available to meet the demand and interest of the local community
  - Databases, e-books, and other digital resources are readily available
3. LIBRARY SPONSORED PROGRAMS
  - Programs are offered for children, teens and adults at a variety of times
  - All programs are free and open to the public
  - Summer reading programs will be offered
4. ASSISTANCE IN THE USE OF LIBRARY RESOURCES FROM QUALIFIED STAFF FOR GENERAL REFERENCE AND INFORMATION PURPOSES
  - All employees will demonstrate the competency in all library resources
  - Basic reference services will be offered at all libraries
  - Readers advisory services available to children, teens, and adults
  - Reference and Readers advisory services are available in person, via phone, and virtually

- Basic computer/technology assistance is available at all libraries
- Advanced computer/technology opportunities are available periodically at scheduled times
- Computer classes offered
- All employees will be knowledgeable and capable of connecting qualified patrons to GLASS or other accessibility resources

#### 5. ACCESS TO INTERNET SERVICES

- Adequate bandwidth is available to provide regular business and patron computing
- All library-provided hardware will comply with the Children's Internet Protection Act
- Free computer and internet access to all patrons
- Printing is available from patron computers for a small fee
- Wireless hotspot at each location