

# THREE RIVERS REGIONAL LIBRARY SYSTEM ANNUAL PLAN OF PROGRAMS AND ACTIVITIES

FISCAL YEAR 2024-2025  
October 1, 2024 – September 30, 2025

TRRLS exists to support all member libraries in their mission to provide quality library service to their citizens. TRRLS will provide to member libraries:

## Direct Library Support

### Administration, Training and Operations

- Administer the State Aid to Libraries Grant for all member libraries, and other grants received.  
*Measured by member libraries having State Aid grants received as well as other grants received. All member libraries received State Aid for Libraries Grants in FY 2024-2025. All member libraries have met the first calendar deadline of October 1st in the application process for FY 2025-2026.*
- Assist member libraries in collection development and maintenance.  
*Measured by collection activities tracked. Three Rivers Regional Library assisted the Lafayette County Library with a collection inventory in March 2025. Each member library is scheduled to complete a collection inventory every 4 years. A dusty book report was sent to each library, and 8,294 items were deleted (this number includes deletions as a result of the inventory process as well)*
- Provide centralized ordering, processing, and cataloging of library material.  
*Measured by the number of items processed. 7,318 items were ordered, processed and added to the libraries' collections this year.*
- Provide centralized ordering and processing of other library supplies and equipment.  
*Measured by the number of items processed. This year Three Rivers Regional Library expended \$8,745 on library supplies and equipment.*
- NEFLIN membership providing free training, services and equipment loans.  
*Measured by verification of NEFLIN membership. Three Rivers Regional Library pays for an organizational membership to NEFLIN for each member library. The membership was active in FY 2024-2025 and has been renewed for FY 2025-2026.*
- Making staff training available for relevant online tools, Google Workspace, and the integrated library system (KOHA).  
*Measured by tracking the number of training opportunities provided. During FY2024-2025 Three Rivers Regional Library was able to make 329 live training sessions available to the libraries' staff. Training opportunities included offerings from NEFLIN, Florida Library Webinars, Florida State Library, Niche Academy, Google and others. Many of these entities also have archived or on demand training available for library staff.*
- Provide access to online Inter-Library Loan services and FLN-ShareIt (the Statewide ILL delivery service).  
*Measured by continued operation of ILL system. The Interlibrary Loan system allowed 1,491 items to be provided to library patrons.*

## Information Technology

- Information Technology support and services to member libraries including computer maintenance of staff and public equipment and software.  
*Measured by the number of support and maintenance activities in this area. Approximately 541 IT support requests and maintenance issues were handled.*
- Internet access for staff use.  
*Measured by staff having internet access at work. Staff had internet access, based on weekly checks of internet connectivity and no staff reports of long outages.*
- An online system for materials circulation, patron registration, and library reporting.  
*Measured by statistics of KOHA use. The Integrated Library System was available, based on weekly checks from each library location. However, there were some outages throughout the year. Most were just a few minutes, but one was about 3 - 4 hours long. Throughout the entire year there was about 6 total hours of outages.*
- A library home page that includes e-book/e-audiobook access and is compatible with mobile computing devices.  
*Measured by testing home page availability. The library homepage was available, based on weekly checks of the site and no reports of outages.*
- Provide staff email and Google Workspace access.  
*Measured by the number of seat licenses provided for staff. 30 seat licenses were provided, with 26 in use at the end of the fiscal year.*
- Provide and maintain a Facebook page that reflects the activities of all four libraries.
  - *Measured by documenting Facebook page activity. The Three Rivers Regional Library Facebook page has 1,632 followers and a total of 74, 075 page views this year.*

## Direct Public Support

- Internet access for public use.  
*Measured by tracking public internet use. Our public internet access computers and Wi-Fi was accessed 24,668 times this year.*
- Support for the online e-book\ e-audiobook service for patrons.  
*Measured by public use of this service. There were 19,010 total checkouts on Cloud Library.*
- An online system for materials circulation that also provides patron access to an online materials catalog.  
*Measured by availability statistics of this system. The Integrated Library System, KOHA, was provided and available, based on weekly checks from each library location. However, there were some outages throughout the year. Most were just a few minutes, but one was about 3 - 4 hours long. Throughout the entire year there was about 6 total hours of outages.*