CAYMAN ISLANDS
PUBLIC LIBRARY SERVICE
CAYMAN ISLANDS GOVERNMENT

Accomplishments 2011-2012

2011-2012

- New Library Management Software (*Atriuum*) implemented
- Cayman Reads Programme Developed and Implemented
- PlayReadLearn! Programme Developed and Implemented
- 42 hours of Staff Tech Training - Developed and Implemented – All library staff completed
- *When-to-Work* Scheduling Software implemented
- New Organisational Structure Developed
- Draft Job Descriptions Developed
- New Library Policy Outline Developed
- Draft Policies for Library Use and Library Security Developed
- Plan Developed for Renovation/Re-Arrangement of GT Library to Improve Services
- Facilities Management
    - Updated staff computers – 11 staff members
    - New network copiers – George Town, Bodden Town, East End
    - New AC units – East End, North Side
    - North Side added to district water system
    - George Town AC Unit Computer control unit

2012-2013

- New Organisational Structure Approved and Implemented
- New Job Descriptions Approved and Implemented
- Strategic Directions 2012-2017 Developed and Approved
- Summer Reading Challenge Programme Developed and Implemented; Rotary Club of Grand Cayman is funding partner with a an annual commitment prizes ($2,500.00)
- Annual Facilities Management Plan Developed and 1st Phase Implemented in coordination with Facilities Manager and PWD; Capital Funds Requested to address Phase 2 in 2013-14 budget request.
- George Town Library Re-Arrangement Completed
    - 2nd floor computer lab created
    - Expanded access to technology provided
    - Improved use of Library Spaces
- Plan developed for Renovation and Rental of Old Library Space – GT Library
- Public Library Law Drafting Instructions Completed
- 24 hours of *New Staff Orientation* Training Developed and Implemented – four new staff completed

- Library General Use Rules Policy Approved
- Library Security Policy Approved
- Library Resources Use Policy Developed and Approved
- Assistive Technology Programme Structure Developed in coordination with UCCI, Lighthouse School, Sunrise Centre, Civil Service College and METE Special Needs Policy Coordinator
- Computer Scheduling and Print Management software installed
  - GT Library
  - West Bay Library
  - Bodden Town Library
- File Plan Developed, Awaiting Approval by LA
- Purchased and Implemented *SIRS Discoverer* and *SIRS Researcher* Online Research Databases
- Developed and Implemented *Tech Bytes* Training Programme
- CS Leave Tracking Database – Implemented for all Library Staff - January 2013
- Partnership with Toastmasters Club – Re: Use of GT Library for weekly meeting location
- Expanded Internet Access Speed – GT Library