

Courtney Whitaker

# Administrator's Report

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May 2021 - August 2021

## Meetings Attended

Monthly

- Florida Library Directors Meetings
- Division Updates with State Librarian Amy Johnson
- WILD Directors Meetings

WCPL Budget Meeting

Advanced Copyright

Diversity Discussions

Intellectual Freedom Committee meetings

Privacy 2021

Overdrive Integration Meetings

Attended a Summer Reading Program at each library

Seed Library Meetings with JCPL, IFAS, and HWB

Director Connections

## Other Activities Of Note

Continued to research and assess the Margaret Key Library's petition to join WILD - an additional document is provided with details.

Integrated Overdrive search results into Koha.

Hosted a 4 H field trip of Jefferson County Public Library.

Wrote a letter of support for FLA to apply for grants.

Applied for three grants to convert each library to RFID.

Completed the first portion of our State Aid application.

Continued collaboration with IFAS and HWB for the seed library at JCPL.

With the input of each director, created a spending proposal for excess grant funds.

Modified the budget to prevent excess funds going forward.

Applied and was accepted to FLA's Intellectual Freedom Committee.

Added learning tools to our e-library to aid patrons in critical thinking, test preparation, career advancement, and more. (Universal Class)

Created a meeting schedule for inter-library staff with similar positions to create support and foster career development.

Created brochures for food resources and disability access for staff education.