

Courtney Whitaker

Administrator's Report

Meetings Attended

Monthly

- Florida Library Directors Meetings
- Division Updates with State Librarian Amy Johnson
- WILD Directors Meetings
- PLAN Annual Conference
- SLLI Session 2 Meeting
- Annual State-Wide Library Directors Meeting
- DOS Meeting

Intellectual Freedom Committee meetings

Seed Library Meetings with JCPL, IFAS, and Health Department

Director Connections

Other Activities Of Note

Putting together a project for all member libraries to begin checking out "Experience Kits" to patrons

Continued to research and assess the Margaret Key Library's petition to join WILD

New websites for all member libraries as well as the cooperative office have been launched

Completed the Annual Statistical Report

Completed the cooperative's State Aid application

Re-launching seed library with new Jefferson County IFAS agent in conjunction with the health department to expend a grant on healthy eating

We are adding Kanopy, the live streaming service, to the OverDrive collection

Unexpended State Aid Funds roll-over (other cooperative offices have a year or two saved in unexpended funds)

Project: Library Experience Kits

kit name	target age	contents	approximate cost
memory care	seniors	Puzzle, instructions for chair yoga, list of local resources and community activities, sudoku print outs, books	Under \$20
podcast	teen/young adult	Instructions and resources, podcast equipment, books	\$50
entrepreneur	teen/adult	Books, resource sheet	Under \$20
baking	teen/adult	Pan, measuring cups, measuring spoons, books	Under \$20
astronomy	teen/adult	Telescope, books, local resources, websites	\$50
birding	All ages	Books, binoculars, local resources	\$50
insects	All ages	Insect samples, microscope	\$50
park passes	All ages	Passes, checklist	free
hospice	adults/seniors	Books, local resources	Under \$20
gardening	adult	Basic gardening tools, books, seeds, resources	\$50

embroidery	teen/adult	Embroidery hoop, fabric, needle, thread, books	\$50
book club	adults	Books, how to get digital and audio copies, sample questions	\$50
geography	School age children	Maps, books, magnifying glass	\$20
giant bubbles	School age children	Bubble solution recipe, wands, books	Under \$20
ukulele	All ages	Ukulele, online resources, books	\$50
watercolor	teen/adult	Watercolors, brushes, palette, paper, resources, books	\$50

Audience: Ages 4 to Seniors

Check-Out Period: 14 days

Cost per kit: Under \$50

(costs mitigated by using materials already in the library collection)

Replacement cost for all kits is \$50

Number of kits: 16 to start (4 for each branch) and hopefully we will expand

Additional Costs: Bags with Logo

\$570 for kit materials

\$200 for bags with logo

WILD EMPLOYEE PERFORMANCE REVIEW

Name	Courtney Nicolou	Employee Number	
Job Title	Central Administrator	Date	12/12/22
Department	WILD Office	Manager	Governing Board
Review Period	December 2021	to	December 2022

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>					

EVALUATION

ADDITIONAL COMMENTS	
GOALS <i>(as agreed upon by employee and manager)</i>	The Central Administrator will continue to plan and and achieve goals as outlined in the Annual Plan of Service as well as the goals in the long-range plan.

VERIFICATION OF REVIEW

<i>By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.</i>	
Employee Signature	Date 12/12/22

Manager Signature

Date 12/12/22

WILD Board Meeting Schedule 2023

<p><u>January</u> Auditors perform WILD annual audit</p>	<p><u>February 13</u> WILD Board Meeting 10:30 AM Florida Legislative Session Begins</p>	<p><u>March</u> Florida Virtual Library Week Florida Legislative Session</p>	<p><u>April 10</u> WILD Board Meeting 10:30 AM Auditors Present 21-22 Report to the Board/Vote to Approve Florida Legislative Session Ends</p>
<p><u>May</u> Florida Library Association Annual Conference</p>	<p><u>June</u> Libraries begin Florida Library Youth Programs</p>	<p><u>July</u> County Budget Hearings</p>	<p><u>August</u> County Budgets Finalized</p>
<p><u>September 11</u> WILD Board Meeting 10:30 AM Vote on 22-23 WILD Budget, State Aid Grant Agreement Vote on Annual Plan of Service</p>	<p><u>October</u> State Aid to Libraries Grant Applications due to State Library</p>	<p><u>November</u> All Library Budgets, Statistical Reports, and other Year-End Data due to State Library December 1</p>	<p><u>December 11</u> WILD Board Meeting 10:30 AM Board Performs Annual Evaluation of Administrator Year-End Reports Distributed to Commissioners</p>