

Administrator Report

December 2017 – March 2018

Meetings Attended:

- WILD Directors Meeting
- Wakulla County Holiday Celebration
- WCPL Volunteer Celebration
- JCPL Pi Day Celebration
- WILD Board Meeting
- Monticello-Jefferson County Chamber of Commerce
- Florida Library Association Scholarship Committee
- Sunshine State Library Leadership Institute mentor/mentee
- FLA Public Library Section Meeting
- New Board Member Orientation

Continuing Education Events Attended:

- PLAN Small & Rural Libraries Conference
- Florida Retirement System Employer Training
- Wilderness Coast Staff Development Day
- Jonathan McCaughan attended the Public Library Association Annual Conference

Other Activities of Note:

Jennifer from Powell & Jones was scheduled to perform our annual Financial Audit on January 23, but came down with the flu and the audit had to be rescheduled. The audit was rescheduled to take place on February 26, but then we were given permission to do a “Box Audit” and mailed our audit materials to Powell & Jones. Richard Powell will plan to deliver the audit report at the April 9 Board Meeting.

Pat delivered a copy of the combined Annual Statistical Report and Annual Plan for the Cooperative to all the Commissioners and Clerks in the Franklin, Jefferson, and Wakulla counties. Pat ordered the second set of Little Free Libraries for the Cooperative (this set for Jefferson County), and the libraries were delivered in mid-January. Natalie will

take it from here in determining placement of the libraries throughout the County.

Pat filed the E-rate application form for Federal reimbursement of our telecommunications expenses for the upcoming fiscal year. Pat also wrote a letter of support on behalf of WILD libraries for the Panhandle Library Access Network's application for LSTA funding.

After recuperating from a serious bout with the flu, Jonathan spent a busy few weeks dealing with networking issues in both Franklin County locations. He also spent a good deal of time assisting all the libraries with getting ready for tax season. We are continuing to experience ongoing issues with multiple software vendors not issuing updates as quickly as needed in order to ensure smooth operation of library public computers. The software vendors appear to also taking their time issuing product versions that are compatible with Windows 10.

Pat also worked with Regina Burgess from the Panhandle Library Access Network to make local arrangements for the annual Staff Development Day program in February. The guest speaker was Warren Graham, who is a national expert in the field of library security. This program was Warren's "swan song" in Florida (he is retiring), and we had a large group of people from other libraries in the region also attend the program so that they could hear Warren one last time.

Pat was out of the office for a week for thyroid surgery. Thanks to everyone for the cards and good wishes for a speedy recovery.

Our State Aid to Libraries grant check for FY 17-18 finally arrived in mid-March. The State Library is still not finished sending out the State Aid checks to the individual county libraries. We have all complained loudly about the dragging out of the process and are very frustrated about the fact that the pace of distribution of funds is slower every year.

Pat conducted a Board Member Orientation for Ellen Ashdown, who was appointed to the Governing Board in March to replace Sondra Taylor-Furbee.

Statistics (12/1/17 through 2/28/18):

Physical Items Circulated – 23,420 (up 3.6% over same period in 2017)

Electronic Items Circulated – 1687 (up 11.1% over same period in 2017)

IT assistance requests- 66

Mango Languages use – 101 sessions, 5 different languages

Chilton Auto Repair database- 15 sessions

Reminder:

The next WILD Board Meeting will be on **Monday, August 13, 2018 at 1:30 P.M.** See you there!