

# Director's Report

DECEMBER

# 2024



## ESTHERVILLE PUBLIC LIBRARY

Prepared By:  
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### Administration

- Set up a new method of program reporting for all staff through WhoFi (which will flow automatically into our annual report)
- Set up monthly question sets for statistics to flow into the annual report
- Coordinated with area libraries regarding Open Access and contacting city issues
- Provided support to multiple members of the Friends of the EPL toward their Silent Auction, Paypal updates, and Rotary visit
- Hosted *The Garbo: The Musical* and planned several upcoming programs
- Prepared a draft budget for 2025-2026
- Held a 6-month evaluation of our most recent hire
- Covered for staff who were engaged in programming or utilizing PTO
- Managed billing, reporting, and follow-up for Staff Development Day including arranging for credit towards CE requirements

### Facilities

- Communicated with paint contractors following the board's November meeting selection

### Programming

- Reporting 20 programs across all ages and varieties for the month of October and over 448 people attending including ELC's Multilingual Family event (the first of this year)
- For the month of December we have 20 live programs scheduled including hosting the ISU Extension for Winter Birds

### Friends of the EPL

- The Friends have had their best auction proceeds to-date, with a total \$2,518 taken in towards flooring for the lower level of the facility
- As of the publication date of this report, the Friends have taken in 103 memberships and \$3,360 so far for 2024
- Imagination Library is now serving 239 active participants and 125 have graduated from the program since implementation



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