**Director’s Report**

**Prepared by Donita Ward:  February 20, 2024**

**Attachments: posted to meeting page of website for review**

* Statistics
* Balance Sheet
* Profit and Loss Report
* Minutes from previous meeting
* Updated TexShare Policy
* Updated Records Management Policy
* Updated Interlibrary Loan Policy
* Updated Circulation and Collection Policy

**Budget Adjustment Requests and Financial Items for Approval:**

*None at this time*

**Finance & Administration**

Sales Tax income remains strong, but is likely to become more complicated. At the meeting of Library Districts last month, I found that we are the last library to be monitoring our sales tax boundaries and permits in house. Other libraries are using an outside company to do their roles and predictions. Recent legislative confusion concerning warehousing and delivery rules have tipped the balance in my mind and I think it’s time for us to look at a consultant to manage this.

The annual Comptroller Debt Transparency report and Texas Municipal League Workers’ Comp Audit were completed. I’ve also updated W4 data for all employees. Tasks like this are completed annually. As part of my succession planning, I am creating an administrative calendar (google access) for the tasks that would need to happen if the district was suddenly without the administrative institutional knowledge I carry. Items I’ve added include ordering dates, calendar and marketing deadlines, election postings, policy reviews, insurance enrollment, grant cycles, etc. I will keep updating throughout the year in hopes of catching most of the items that might otherwise fall through the cracks.

Once the February comptroller deposit was posted to our account, I had all the data necessary to process our journal entries for the annual audit, which I did. That made our 2023 books complete for reporting to the TSLAC annual report, which is also done. The Annual Report collects data about incomes, expenditures, collections, programs, services, circulation, usage, and so much more for libraries across Texas and determines accreditation within the state.

A topic of discussion at the Library Districts meeting was Public Posting for district information. I have been posting to our website all of the reports for the meetings, as that was a requirement when meetings went virtual during the pandemic to allow for community members to access the data remotely. Since our meetings are no longer online, best practices would be for me to return to sending those out to trustees directly via email and posting only the required information- agenda, minutes, and annual audit and budget to the website.

Karen has expressed willingness to complete the legally mandated Public Funds Investment Act training to become our Investment Officer once the audit is complete. She believes there is time in her regular schedule to spread it out and get it done. Assuming the courses are still available without charge through TexPool, we are in a good place on that front.

There is consensus among the members of the financial committee (Library Director, Bookkeeper, Board Treasurer, and Board President) that we should move all regular banking activity to a single local bank while retaining our additional reserve funds at the fully insured TexPool location. We would like to close the secondary bank currently used for printing checks and move that business to the bank running our payroll and debit cards.

**Operations**

Circulation and computers are consistent. During the inventory, we were able to set up a display for the Library of Things that should make them more obvious and accessible to patrons. Depending on what types of things circulate, we will add to the collection. We also put up additional shelves and decoration in the children’s area. The window clings are dicreet but fun. Fun is good.

January Inventory was the media collection, including things like kits and games and all the things that have a zillion pieces. Thanks to a ton of pre-scanning by some of our hourly staff, we were able to get it all done. Also, this is the first inventory we’ve done since putting all the DVDs into cases on the shelves. I am thrilled to say that of the 6000+ items we thought were complete in the stacks, only 5 were determined to be missing at the inventory.

The full CREW deselection process we began 2023 is nearly complete for adult print items. Fiction was done in the winter and nonfiction has only one run of shelving to get through. YA and GN were complete in 2023. Kids is ongoing forever- there just isn’t enough space in that room.

**Internal Affairs**

The offerings at TLA this year are a bit sparse for what would be relevant to our community and needs, so the other managers have elected not to attend. I will be there for the majority of the week to cover our bases. TLA this year will be in San Antonio the second week of April.

The Library Districts Discussion Group meeting in January included a review on Library Districts 101. This slideshow presentation is going to be posted to the Westbank Library website and would be worthwhile for everyone to review as it includes not just the rules but best practices as well.

Texas Workforce Commission’s one-day-intensive workshop on employment practices and legal issues in the state was at the beginning of February and the 600 plus pages of support information are in my office. It’s a lot. The good news is that we are generous in our policies and compliant with everything, from what I can tell.

**Technology**

Computers are working well and we don’t have any big issues. However, there have been a number of notifications regarding our mobile printing service and the possibility of an end-of-life to the system we currently have in place for patrons to print from home or mobile devices. If that happens, we will need to make other arrangements as patrons have become accustomed to this level of access.

**Facilities**

Building maintenance and repairs are up to date. After the audit work is complete, I’m going to ask Karen to add the facility inspections, recurring work orders, and permit dates to the administrative calendar.

The fire suppression/sprinkler system is not in good shape. Many of the sprinkler heads have rust and corrosion. While we passed the pressure test and backflow tests, we do have a yellow tag on the system regarding replacement of those heads and possibly piping within the ceiling on the porches. You can see some rust colored staining where the heads leaked during the last hard freeze. Once repairs are complete, we will schedule pressure washing for the walkways to remove those stains.

Lights and ballasts are an ongoing issue. The electrician replaced more than a dozen ballasts in fixtures around the facility in January and is planning to do another batch during the April inventory closure.

**Programs & Outreach**

Access to our crafting equipment and computer/technology training is now by appointment instead of specified scheduled hours. This means that patrons can get what they specifically need at a good time rather than waiting for public offerings. It also means we’re able to double our DIY classes for adults with an offering on Sundays. So far, response has been quite positive.

Last summer I initiated a tracking system for program cost per attendee that incorporated the known overhead cost of staff time into the equation. We can determine what a program really costs and how many people are benefitting. Obviously, our adult DIY classes are the most costly coming in at up to $12 per attendee and storytimes are often less than $1 per participant, but we expect those differences. This lets us look at program costs across the board for different types of program or different age targets as well as balance out performer costs when we bring in experts or professional entertainment.

Children’s programs are doing well. Weekday morning storytimes (especially wiggle worms) are our highest attendance and elementary programs are the lowest, which is status quo. Our afterschool writing club had consistent attendance of less than 10 through the program. STEAM Lab fizzled. Starting next month, we are shaking things up for the 6-10 age group. On Mondays, there will be STEAM programming, but instead of open play, it will be curated programming that rotates between Wacky Science, Tech Warriors & Engineering Adventures. Then the Tuesday program slot will become Big Kids Art, which was popular over the summer. We are also bringing back the Paw Print Club in March for emergent readers preK. The program will kick-off with a visit from Tiny Tails, then meet weekly on Thursdays after lunch for kids to learn about animals. This program was done remotely during the pandemic with good interest and feedback.

Teen Library Council is going well and has new leadership as the previous team is about to graduate. The last Sunday of the month for DIY is back-to-back lighter crafts for 10-18 year olds. We don’t have any teen events in February, but March will have a teen canvas painting and one of our TLC members is helping to deliver a Seed-Xplosion event for families.

The most attended January program for adults was the Black Light Paint and Pour, showing again that our neighborhood loves skill-less crafting. Another example is our First Friday Shrinky Dinks. The WWW book club has had a significant uptick in attendance over the past months as well. They are under new leadership and selecting more mainstream titles of late. Our local yoga instructor is out for the forseeable future but wants to return, so we’ve made arrangements with our Meditation/Stretching leader to cover.

**Updates concerning potential renovation**

In this year’s annual report, I was able to set aside retained income for future capital spending. Jennifer has been tracking down one lead after another to find us some help in determining options to go forward. While it looks like the plans set out by 720 design are simply not feasible, we can still give the community all the things they want most with a smaller project.