**Director’s Report**

**Prepared by Donita Ward:  January 12, 2023**

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

* Statistics and Digital Statistics
* Balance Sheet
* Profit and Loss Report
* Minutes from November meeting

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

* None at this time

**Finance & Administration**

Sales Tax income remains strong. The district is in a good position to fund expansion.

There was some interest in public information and our financial records and status. To make things as simple and transparent as possible, I have posted the budgets and audit reports for the past 10 years to the website.

Gary Davis is preparing to do our annual audit again this year. Karen and I closed out the books for 2022 and have begun gathering date for the journal entries. I did the 4Q22 sales tax report and submission, training hours journal, and the annual forms to the comptroller for debt transparency and to the state library for single audit certification.

**Operations**

Physical circulation decreased in September, but computer use and digital circulation went up. For 2022, our average monthly circulation was 12243, more than double the 2021 average, but not back to pre-pandemic numbers. The monthly average for new library accounts was 131 in 2022, up from 64 in 2021 but not back to 2019’s 181. Conversely, digital circulation averaged 2122 in 2022, 2324 in 2021 and 2040 in 2019.

Inventory for media will be on January 26. This is the trickiest area to check as we have to count all the boxes and all the discs separately. Media also includes the majority of the Library of Things, games, kindles, hotspots, launchpads, audiobooks, CD, great courses, Storytime in a bag, Explorer Kits, and Armchair Traveler packs.

**Internal Affairs**

We are fully staffed and ready to hit the year running. We lost one of our entry level desk staff this month, but that was planned. Our new Youth Librarian started work on January 2, which will alleviate some of the pressure on the management team and other staff who have been covering desks and programs since September.

Volunteers were sent holiday cards last month. They were also treated to a special visit by Tiny Tails. Everyone loves a visit from Tiny Tails. The program is going well with consistent shelvers and TLC helped to move some of the YA collection onto carts for more space. Now we are looking specifically for volunteers to serve as support staff for programs. Specifically, it would be good to get FoL or BoT members at events like First Fridays. Anything that happens after hours needs more official representation for safety as much as promotion.

Year End Reviews were completed, goals set for 2023, and bonuses distributed.

**Technology**

Public computers have had intermittent problems, but are running well. The document station issues seem to have been resolved. The SonicWall router that does our leveled filtering needs to be reconfigured as the replacement device is not communicating properly with our system, so we’ve put the older one back in place for now and hope to get that sorted this month.

**Facilities**

We were able to move the LAB cabinets from the larger room to the smaller room, which means we can have open LAB hours concurrent with other programming. This has opened up our calendar quite a bit. We also took advantage of the program break in December to completely empty and purge the storage room next door.

We very much need more shelving in YA, and will soon need more for kids (though there’s no place to put it right now). We also need some cabinets for the children’s study area to expand our Library of Things. Library Interiors is creating a quote for us. These things will all be usable in a new floorplan if that changes soon.

Heat test and check-ups are good. At this point, we have one machine that is still using the older refrigerant and the others are all updated. Like the phone system, I am disinclined to make large structural updates with a remodel on the near horizon as these things will likely need to change in a new workflow.

I bought and installed a curved mirror to hang in a blind corner of the library. It’s not easy to see with it, and I doubt we’d be able to identify anyone that way, but it gives the impression that we are watching.

**Programs & Outreach**

We had some special programming over the holidays. Polar Express had 108 attendees, much fewer than registered. On the day of and day before, we fielded a large number of calls for people indicating that a family member had contracted something contagious, so I think the timing was just bad. That said, those who attended were very happy. Young Rembrandts for November and December were sold out. We also did a scavenger hunt in the youth area that had 34 people turn in completed forms. Regular youth programs

Adult programs are on target. The most attended are the casual crafts and yoga. Two of the popular passive programs, Traveling Tea and Spice of the Month, have recurring live meet-up programs that are also going well. Computer classes still have low attendance. On that topic, our regular volunteer instructor had to step away for a bit, so we’re figuring out substitute plans until she can return.

The First Friday program in December had 29 people for Terrence Taps. There were 36 for Shrinky Dinks at January’s program. This is the only recurring program we have after hours and getting library personnel to give up their Friday night is a big ask, which is why I think this program specifically need FoL or BoT support.

DIY & Open Lab are still not approaching their pre-pandemic numbers. People keep asking for more and more, but the attendance just isn’t matching up.

Wells Branch is hosting the annual Library Districts Discussion Group meeting on Friday, February 3rd. I hope to get some good ideas there for tools to determine ideal collection size and such. Also, many of the districts have remodeled or built new branches in the past 5 years. There is wisdom to be mined.

**Architectural Enhancement and Improvement Committee**

Jennifer and I met with Steve at St Andrews and with Maureen Arndt of 720 design. St Andrews has done some marvelous things, especially the way they walled in the covered sidewalks similar to what we have. Our talk with Maureen was over zoom and we discussed timelines and expectations. She sent a Scope of Work document which includes a needs study and discovery tours of other libraries. She lives in the Dallas area, but will be in Austin on January 18. Jennifer and I are going to give her a little library tour on that day and discuss some costs and expectations. Jennifer will have a more detailed report for the board meeting.