**Director’s Report**

**Prepared by Donita Ward:  October 16, 2023**

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

* Statistics and Digital Statistics
* Balance Sheet
* Profit and Loss Report
* Minutes from August meeting
* Draft 2024 Operating Budget
* Personnel Policy and HRA Policy

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

*This year, my rubric will have a base number that everyone receives. The majority of funds will be distributed for merit based on goal attainment, accuracy and timeliness of work product, and willingness to go the extra mile, specifically as it pertains to coverage.*

**Finance & Administration**

Sales Tax income continues to exceed expectations. We are averaging $205,803 per month, which would put us at $2.46M for the year.

Election expenses also are exceeding expectations. Work is up to date and we are compliant and ready for the next steps. To note, the Canvass meeting will need to take place November 16th or 17th, but only requires 2 trustees in attendance with no other business to address.

There is still no official word regarding SB1893 (blocking TikTok on public networks), so we remain in good standing with no steps to take. Other legislation, while daunting, does not seem to have a direct effect on necessary change for the district.

I attended the National Special Districts Coalition meeting last month along with several other library district representatives and leaders from some MUD and Fire districts. While there were some nice ideas passed around, I do not recommend joining at this time. It is rather costly for what we could potentially gain.

**Operations**

Circulation for physical materials in September was 18,800, up from 13,800 in August. Overall, our circulation statistics, both digital and physical, are 15% higher than last year’s. Public computer use continues to fall as people want more of our auxiliary services than our desktop machines.

CREW weeding is well underway. We are roughly halfway through the collections and shelf space is a truly beautiful thing. That said, we are furiously adding books and other items to meet patron demand.

Inventory in August was rough and folks were on site well past their anticipated hours to get through all the projects we added to the day. In October, we will be scanning the Adult Nonfiction sections and we have scheduled the CPR training/testing for all staff. It could be another long day.

**Internal Affairs**

The library is fully staffed and that staff is all trained at this time. This quarter we’ve done online Sexual Harassment training for expired people and everyone had to renew their CPR/First Aid/AED training. Nick’s notary packet arrived, so all librarians (as well as Lauren) are notaries. I am requiring each person to log into our digital collections, register, and borrow at least one material as part of the annual review this year just in case we have anyone who isn’t conversant with the formats.

In September I went to Wichita for the Association of Rural and Small Libraries. Some of the more exciting (useful) workshops I attended involved renovation, obviously, and some programs and marketing ideas. In November, I will go to a Library Journal conference in Houston about security and safety, as that seems to be a point where we aren’t clear in our direction for the renovation.

**Technology**

Computers are doing their thing. We did a major password update this quarter, trying to find all the lingering access points that have not been updated for new employees. Naturally, as soon as you update a password in one place, things you didn’t even realize were connected stop interacting properly and there is more work than anticipated. It’s important to do, though, and it’s done. We are looking at laptop distribution systems like APL for the renovation. We are also trying to update our document station to accept debit/credit cards. Fewer and fewer people carry cash since 2020, and it can be a pain point for patrons trying to fax or print. It looks like we can get a machine to accept coins/ bills/ and cards for $4300 or $6100 installed. That device may also allow people to pay library fines in house by card without going through PayPal.

**Facilities**

Building maintenance and repairs are holding steady. We are scheduling our janitorial service to come out and clean our exterior windows and powerwash the cement outside. Sprinkler repairs and HVAC repairs, which are eternally ongoing like laundry, are up to date as of the typing of this sentence.

**Programs & Outreach**

Youth programs are well attended. The new Friday morning Wiggle Worms has had crazy success with 45-60 people per program. We had to move it to the large meeting room next door as it was consistently exceeding fire code in the storytime room. Average weekly attendance ranges from 22 to 57 for our morning programs and 10-29 for our evening/weekend offerings. After school programming isn’t going as well, so we are transitioning from a culture study to a writing series in November.

Adult programs are also strong. The biggest draws are crafts and travelling tea, with computer programs empty. Going forward in 2024, we are going to discontinue scheduled computer classes and instead offer an as-needed brochure of training for people to schedule one on one. While the people who come to the DIY and open LAB programs are incredibly appreciative, it remains are highest cost per participant offering. Hopefully, we can reduce some of that overhead by combining with tech training.

Holiday plans are well underway. There will be Polar Express in two sessions with Santa photos in between, as is the tradition. We will also have a family holiday craft and the December first Friday program is an acapella caroling group.

**2024 Budget**

A draft budget was distributed to the financial committee and is available on the website. Focus is on development of the services and materials that will transition smoothly through construction and into a new space. I’ve raised the expected income for sales tax and interest based on what we are bringing in consistently. Many expenditure line items are higher (election costs and insurance rates, for example) due to increases beyond our control. I’ve raised the collection expenditures to match 10% of the increased expected income. I’ve also increased some budget lines for programs, though we are ultimately constrained by laws of physics. The budget shows an anticipated surplus at year end, which can be applied to upcoming renovation costs.

Extra items we could add that are not funded in the proposed budget include:

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| Rosetta Stone is $8K/year, Mango is $3K with Little Pim |
| PressReader is $5200/year |
| Overdrive Magazines is $5K/year (no newspapers) |
| Library Aware is about the same cost as Constant Contact |
| Kanopy ~$1200 |

**Director’s Review Notes**

Abbie and I completed my annual review meeting. My goals for 2023 were:

1. Work on a remodel/construction plan
2. Develop Trustee Orientation and Information
3. Develop the Library of Things

Other highlights of 2023 include:

* 43.5 hours of continuing education
* Concentrated expansion of children’s Spanish collection
* Targeted weeding of the collection and shelving expansion
* Relaunch of play spaces for kids, inside and out, as well as the family reading area
* ReOpened the drop in craft hours for community access
* Circulation is up 15%, gate count is up 23%, and program attendance is up over 100%

My proposed development plan and goals for 2024

* Continue to attend conferences and workshops to maintain currency with legislation, best practices, and development ideas
* Work on a remodel plan to include phased construction that will minimize impact on patrons. Create a service plan to accommodate rolling closures.
* Increase digital offerings and library of things.
* Increase availability to stakeholders to include specifically designed Meet the Director events (like Coffee with the Principal at the schools) to ensure everyone is heard, especially with current high profile political concerns about book challenges and a large / expensive project coming soon.