**Director’s Report**

**Prepared by Donita Ward:  June 18, 2024**

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

* Statistics
* Balance Sheet
* Profit and Loss Report
* Partial minutes from previous meeting (Secretary will distribute)
* HDL Reports
* 720 design reports and proposals
* Order of Election (will bring to meeting for signature)

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

*None at this time*

**Finance & Administration**

HDL services has taken over the monitoring and predictions for our sales tax revenue. I posted some of the available reports for this meeting. There are more specific reports as well that break deposits into specific payors and not just by industry, but they contain confidential information and cannot be publicly shared.

Election paperwork and postings are up to date. Trustees expiring this year are Abigail Joffrain, Jennifer Christmas and Jane Marawar. The window for eligible candidates to file an application for a place on the ballot is 10am on July 20 through 5pm on August 19. The 2023 election cost us $20,327.72 paid to Travis County plus a significant chunk of staff time and energy. The library’s election information page is online at wblibrary.org/about-us/board-of-trustees/2024-trustee-election.

I closed the accounts at Randolph Brooks Federal Credit Union in May. Fund balances were mailed to the library and deposited into the Regions accounts. All library funds are now at either Regions or TexPool. Karen was also able to track down the two hanging meeting room deposits that had been sitting in our books for years and those are clear as well, so we do not need to file unclaimed property reports with the state.

**Operations**

Physical circulation went up in April and dropped in May. June looks like it will be a big bump. Across most measures, March was the spring peak for library services with dipping in April and May. The exception to this is Mango Language Learning and Overdrive, both of which have been on a steady increase since February. Historically, June will be the real spike, July will go down a bit, and August/September will be significantly slower.

The Texas State Library manages interlibrary loans for all participating libraries. The system that we were using, Navigator, is being transitioned to a new platform. While we are between programs, interlibrary loan requests cannot be processed. We should be up and running with the new system within a couple of weeks.

April inventory was the adult fiction, which includes Spanish language materials and Young Adult. We located 16836 of the 16898 items expected on the shelves, which is a loss rate of 0.36%. The next inventory will be on August 23 and will involve children’s materials. These are notoriously difficult to scan and find.

Weeding and purchasing are continual and eternal processes. Right now, especially in the children’s area, we are limited in buying because we cannot fit any more on the shelves. I bought some basic temporary shelving to allow the Spanish youth collection to come together, but that’s nearly full already.

We could not get transferable activity passes for circulation. I spoke with other librarians in the area and it would seem that it simply is not done in our region.

**Internal Affairs**

Texas Library Association Annual Conference was in San Antonio this year. There were not as many design and construction workshops as I’d hoped, but there were really good ideas about passive programming and the networking was great. We are working to expand out passive programming specifically in preparation for events that could make live synchronous programming an issue, such as unavailable spaces. I also went to the Library Journal Design Summit in Spokane, which was ALL about construction and design. I sent notes and photos to the committee.

In September, I will be at the Association for Rural and Small Libraries conference in Massachusetts. There is another Library Journal Design Summit this year in Ohio that I will try to make if the stars align. I have looked at the TML Conference and the ABOS conference, and I considered ALA meetings, but I think the Design Summit would be more useful for our current slate of activity, and TxLA and ARSL are the best for our library in general.

I was also lucky to get a private construction tour of the Cedar Park library. It is going to be GORGEOUS. They have a ‘porch’ theme that carries throughout and the location will be in the center of what looks like another Domain style development except in the woods.

One of our entry-level assistants turned in her notice in July. Gretchen’s last day was June 13. An intern from 2020 who recently got her MLS degree was eager to take her place. Katie Adams started June 3. Katie was almost immediately offered a position at her daughter’s school, so she will only be here until August 3. I will post the position June 24 to Austin Community College, Texas Workforce, Texas Library Association, and in house. If we do not get a good response, I will post to the google group and craigslist in July. We have another entry-level assistant who recently got her MLS and she wants to move out of state when she finds a good fit, so that position will likely be open later this year as well.

I did one-on-one mid-year reviews with each employee last month to evaluate goal progress and address any issues that may have slipped by.

Volunteers are holding strong, doing primarily shelving tasks. Eleven superstars enjoyed a special treat with Tiny Tails in April. Our next appreciation event will include baby goats and sno-cones in August.

**Technology**

The storm in May took out quite a bit of our interior technology. The internet service from Spectrum was completely out for over a day. After it came back, the patron server would not connect without several hours coaxing. The power surge was the last straw for the self-check machine at the front. Since we are phasing out our extraneous patron machines, we repurposed one of them to replace the front self check station.

A branch fell on the monument sign outside, causing the data receiver to come loose from the post. Our landscapers came out and trimmed the branches blocking line of sight from the antenna to the receiver. It did not reconnect. A technician came out to replace the antenna, which also did not solve the problem. They replaced the receiver to no effect. A new ‘brain box’ for the sign itself has been ordered and will hopefully be installed this week.

Once everything came back up, mobile printing went down a few days later and stayed down for over a week due to issues on the Princh end. The new system eventually came back online and is working.

The only hanging issue we have with inside technology is our flatbed scanner, which is adding smudges and artifacts to images, making them unusable. We have a ticket in with Envisionware for repair/replace.

**Facilities**

Many problems were reported last season with our fire sprinkler system. There were a number of joins in the attic and eaves that corroded over 20 years (causing the antifreeze to leak) and the system could not come to or hold the requisite pressure. Repairs were completed in April and the sidewalks were power washed to remove as much of the antifreeze staining as possible.

We had to replace the cistern filters since they filled with mud after the heavy rains. We have a couple of sprinkler heads that seem to be broken. River Rock is going to get that fixed. Steve Lyons replaced some lights and ballasts during the April inventory and will be back to fix more during the August inventory. We have to do light bulbs and ballasts on a closed day because of the ladders and power.

Also in April, the exterior doors were painted. They looked rough, so the new paint really makes a difference to the feel of the facility as patrons approach. We will have the parking lot striped repainted when we are closed June 19. Certa Pro is also coming to repaint the black wrought iron fence in the front yard play area.

*FACILITY UPDATE JUNE 18: Exciting events today. The mens room urinal decided to compete with Niagara for overflow and we had 2.5 inches of standing water as it continued to splash down. Nick and I got the water supply shut off and he mopped the pond into the floor drain. It also overflowed into the women’s room, but fortunately NOT the tech room on the other side. If the carpet square at that doorway develops an odor, we will replace it next week. If the urinal cannot be simply fixed (plumber coming tomorrow), we will have it removed and the pipes capped. There is still a toilet stall in that room, so the men’s facilities are adequate and completely functional without that urinal. Once my shoes and feet were thoroughly soaked, I learned that the HVAC unit that cools the tech room was shut off yesterday. The Halo device (super air cleaning, installed during pandemic to catch and kill airborn pathogens) fell off the brackets, through the insulation, and into the unit. The Halo got fixed this morning, but the tripped system didn’t kick back into service, so I got to travel up the ladder of doom. I found and reset the tripped switch and now it is blowing. CertaPro called and will not be able to paint the parking lot stripes tomorrow due to an incoming tropical storm. We need a full day closure for paint to set, so that will have to wait until August inventory as they don’t work July 4 and we’re open all the other days. It’s been a day.*

**Programs & Outreach**

This year, instead of our plain page in each month’s edition, I put a full sheet double sided bright blue insert into the neighborhood newsletter advertising all of our summer programming. I think people noticed. Our summer program attendance and door count have been exceptionally high thus far this year.

The April Eclipse, which had staff quite nervous, was completely manageable. We had plenty of logoed glasses and everyone was reasonably calm. We had enough surplus supplies that I was able to take glasses with the library logo to area businesses and apartments as a last minute marketing effort and Jennifer handed some out at the soccer fields. After the event, we collected used glasses and they were recycled by the Friends of the Library.

Summer reading is in full swing and we are going through the prizes even faster than last year. Already we put through an additional order for youth grand prizes and teen midpoint prizes. We have a number of steam focused programs for students this year including weekly art, math, technology, and science.

Kids regular programming dipped in April, rebounded in May, and is through the roof thus far in June. One performance of wiggle worms hit 84 attendees! The only programs that are a consistent flop are the evening storytime and kid yoga.

Adult programs are strong and steady. Crafting programs are the most popular, followed by Travelling Tea and specialty offerings. Lowest turnout for a recurring program alternates between Spice of the Month and Wine Women and Words. However, those are such a low cost for us to deliver that its still worthwhile even when less than a dozen people attend.

Outreach is going well. Lauren has done two events at Affinity for library card signup and home delivery services. She was at the Eco Fair and will be at 4th fest. The Wells Branch Neighborhood Association will use our parking lot again to host their annual arte faire on Saturday, September 28th. Since the parking lot will be unavailable, we cannot open the library for services. Staff will take that day for shelf shifting- a loud and time consuming, but necessary, task.

**Updates concerning potential renovation**

There will be a full report from the committee. The most basic outline of the quote is $4.5M with construction complete by fall of 2026. This bid does NOT factor in phased construction, which may cause delays. This does include replacing all the furniture (shelves, seating) and fixtures (lighting, faucets)

We currently have adequate reserves for the full cost estimate. Additionally, we will continue to build reserves as the 2024 budget has $2M in sales tax revenue, $2.15M total income, with expenses of $1.35M (leaves $800K for extraordinary expenses such as renovation).

Included features of the proposal:

* Larger children’s area decorated with a theme and featuring reading niches
* Separated teen area with study and collaborative spaces
* Quiet reading room added to the back
* Create a lobby area between the library proper and meeting spaces to accommodate food and connect the buildings
* Increased capacity for the large meeting room with additional storage
* Gender free bathrooms
* Study rooms for patron use