**Director’s Report**

**Prepared by Donita Ward:  May 8, 2025**

**Attachments: posted to website**

* Agenda
* Statistics & Digital Statistics
* Balance Sheet
* Profit and Loss Report
* HDL Report concerning sales tax trends
* Minutes from April meeting

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

* None at this time

**Finance & Administration**

Sales tax income is rebounding. In May, our deposit was up 20% from the May 2024 deposit. This brings our year to date income (Jan-May 2025) to an overall 12.69% increase from last year (Jan-May 2024).

The treasurer proposed adding QuickBooks access for multiple trustees and creating a multistep process within the bookkeeping software to approve large payments instead of mailing checks. I reached out to our architect/design firm and the contracted construction company as they are the recipients of the large payments. They are predominantly paid by ACH. I spoke to other library districts about their payment methods for comparison and I called our banks, both TexPool and Regions, to determine options. Priorities are:

* security of funds and bookkeeping records
* checks/balances for spending
* facilitate upcoming large payments
* ensure that any system we set up protects against bad or misguided actors in the future and can be adapted or discontinued as deemed prudent

Thus, I propose using the vendor payment option within TexPool for capital expenditures over $10,000 and authorizing those payments with the form attached to the end of this report. This provides the two trustee signatures prior to the funds being released, so we have checks and balances for spending. Once we establish the payees in TexPool (720 design & Fransen Pittman Construction) and send a trial payment of $1, we can be confident that the money will transfer and credit properly.

**Operations**

Circulation peaked in March (Spring Break) and has come down a bit for April. Across the board, all material types had a drop, as did the gate count and volunteer hours. The only areas that had an increase in April were afterschool programming and adult computer use (building is quieter when kids are in school).

Weeding is going well. We have completed almost all the media collections and most of the juvenile collections. Adult fiction and nonfiction have been done recently, but not to the updated numbers, so that will happen this year. We are also yet to sort through the juvenile Spanish collection and the reference titles.

Inventory in April was the youth collections and that is a lot. All said, we were able to locate and scan in 19937 items of 20058 expected, which is over 99%. Of the 121 items we could not find, there were 40 picture books, 19 Spanish books, and 24 chapter books. Other categories had single digits.

**Internal Affairs**

We have successfully redistributed all of the Adult Services Librarian tasks, predominantly to our newly promoted Adult Program Coordinator. The other librarians and I have taken on the collection development work for the adult books temporarily until we have an assistant director. At the April inventory staff meeting, all employees went through the task table to make sure we weren’t missing anything and that all work has someone doing it and a backup person assigned. Other tasks assigned to me have prevented giving my attention to the assistant director job description, but I have collected samples from other library districts and printed out recent postings for all types of libraries. I hope to have the time to get a good listing posted before summer.

As mentioned last month, I had to divide all personnel files into two folders and two filing systems for HR. The files were separated for compliance, but there is a good deal of paper organizing that still needs to happen. That work is ongoing.

Volunteers continue to do amazing work and give generously of their time and energy to keep the library in good shape. We will surely have turnover for summer as we do every year, but I do not anticipate a dearth of willing help.

As far as I know, nobody has completed the online training for library advocacy and tabling. Ideally, all trustees and FoL board members would complete this training and be able to serve as ambassadors for the library.

**Technology**

Most of the tech is currently behaving itself. A couple of the adult public access boxes have gone away as they were not worth trouble shooting and repairing. The document station and card reader are temperamental, but they get the job done (usually).

We have to upgrade our server(s) very soon as the software is already out of support. Our options are to replace the physical servers themselves for $10,977.96 or to upgrade the current servers and software to something compliant for $16,184.65. Oddly enough, it is less costly to replace than to upgrade, and that gives us new machines which will be under warranty. Think of it like buying a new carburetor for a 1978 Audi, it’s just not cost effective. We plan to do the replacement during the August shelving installation closure. We also had to replace 6 of our patron hotspots as there were 4 that could only connect for 4G and 2 that patrons walked away with.

**Facilities**

Our walkway lighting has been out for a while. The problem could have originated when the light on the median was taken out by an act (probably) excessively jubilant driving. In any case, our regular electrician was unable to diagnose or fix the issue. The construction crew who will be doing the renovation is coming out to troubleshoot this month.

I met with Lois in April about the wildlife certification. As predicted, we are already nearly qualified and our only sticking point seems to be the water. She and I looked around for a place we could put water that would be accessible to wildlife, easy for staff to refill periodically, and not accessible to toddlers. I imagine we will have everything completed in the next few weeks. Since the board already voted to go forward with this, I tried to go in and order the sign to have it ready, but the system doesn’t allow for that. Lois and I are meeting again to finalize the plan and go through the checklist on Friday May 16th.

The annual fire extinguisher inspection is taking place this week. We had our semiannual HVAC check at the end of April, which showed two machines that are too low on coolant to function properly. We are determining whether these are machines slated for replacement in the renovation (in which case we will move that replacement timeline forward) or not (in which case we will pay to have the coolant recharged). We also got the sprinkler system repaired where the piping was corroded in the fire riser room.

Replacement shelving (on casters) has been ordered through Library Interiors of Texas. While we do not have a firm shipment date yet from the manufacturer, I met with the installation coordinator and we are planning for an August date. As mentioned earlier, the library itself will need to be closed for this, but we will have access to the storytime room and meeting rooms for reserves and programs. August is historically our slowest month, and the staff will be able to access the collections to process reserves.

**Outreach**

Our Assistant Manager of Outreach Services has been out and about quite a bit this season. She was at the Pflugerville Public Library Homeschool Pfair on April 10 with 125 contacts. She did a Library Card Signup Event at the Conservatory on April 17th where she registered 8 residents for new accounts and 7 signed up for homebound delivery. She was at Pioneer Fest at Katherine Fleischer Park on April 26th with about 130 contacts. This month she will be at Joyfest (Wells Branch Elementary) on May 8th and the Book Fair at Joe Lee Johnson Elementary on May 19th. Our next big neighborhood event is FourthFest.

I ordered a bunch of marketing gimmies for her to distribute at upcoming events like Fourthfest and National Night Out. Those items are renovation based. I also added text about renovation 2025 to things like mood pencils that we give out at the schools.

Derek and I met right after the last board meeting to work on renovation information outreach. We created a large banner and walkway signs on vistaprint, which were ordered and deployed. I put more information, including phasing drawings and the FAQ on the website. I printed the FAQ sheet with some renderings on the back and those are available at the front of the library. A large poster has been ordered for display with the FAQ and renderings. Lenna has dedicated one of the green board in the breezeway to renovation information. I also have a full article about renovation in the upcoming edition of the neighborhood newsletter.

**Programs**

Little kids program attendance has been trending down as the weather gets nicer outside. The same is happening with afterschool programming, but that also follows sport seasons (kids start soccer or swim and drop library). Teen program attendance is on a solid rise this year. There were 20 at the Jewelry event and the Teen Library Council is averaging 9 members per meeting. We are very ready for them to have their own space for programs and collaboration.

The programming team and I are developing plans for programs during the ~3 months that the meeting rooms are unavailable. We have this scheduled for the fall, when we don’t have a lot of big programs and the ones we do, except Polar Express, have limited and disappointing attendance. Storytimes and almost all of our kids programs will happen in the storytime room per usual. Those that have been traditionally next door, such as afterschool events, can easily be accommodated in Storytime or the Reading Room behind my office. That room is fire coded for up to 16 at the tables, so most of the regular adult programs scheduled for fall can meet there as well.

Spice of the Month club often has food, so it will likely go into the storytime room so folks can enjoy their snacks on the attached porch. Travelling Tea and Paint & Pour are only covered beverages, so they can move to the reading room. We may have to offer some of our adult craft programs as duplicate back to back, the way we traditionally do with Polar Express, if more than 12-16 people want to attend. Katrina will be doing the Adult DIY, the puzzle swaps, and Crafternoon in the Reading Room. When D&D returns, we can have one table in the quiet room and one in storytime. It’s all workable. We can even opt for a concert or story outside or after hours in the main building for First Friday events.

The only real issues we haven’t resolved are meditation and the Wine Women & Words book club. Meditation could move to after hours in the teen area quite easily, but it would require a timing change. The library proper isn’t peaceful or spacious enough to meditate in the dark while we’re open. It may simply go onto hiatus for 2 or 3 meetings.

Wine/Women/Words is trickier as we cannot have alcohol in the library proper and there is insistence that the offered reading room is inadequate for comfort. Connecting the buildings will mean we cannot reasonably continue to allow the alcohol component of the program once we reopen that side. That group will have to either adjust their scope or move off site once renovation is complete. It’s the perfect opportunity to rebrand for them, if they choose. A focus of the library mission is inclusivity. A gendered program, even if only in name, could be misperceived, especially as we reach out to new populations who would not know the historical context of the group.

For Polar Express, we are going two fold. We are having Christmas in July at the library this summer, complete with Santa. We are also going to be participating in the WBNA Luminaries Event in December where Nick will read holiday stories, including the Polar Express. This is a great opportunity. We usually don’t get to participate in Luminaries as it falls in conflict with our programming schedule, so this will be an opening to reach more people and possibly different families than we have otherwise.

In addition to all that, we have passive programming plans in our back pocket. We did a TON of passive and take & make programs during the pandemic. In fact, we offered a full calendar of programming without anyone setting foot inside. We have those programs to call upon.

We ordered a storywalk, which has been on my wishlist for several years. We purchased the mobile storywalk frames to use during this first year, but may transition to permanent posted pages after renovation. Georgetown uses their mobile storywalk at community festivals on the square and we could do the same thing at events like National Night Out or SpringFest if the MUD/WBNA has the space for us to set them up.

Summer schedules and programs, including performers, are confirmed. The prizes have been ordered and the beanstack tracking system is ready. Marketing has started to go out, which includes our June and July calendars.

**Wells Branch Community Library**

**Direct Payment Approval for Capital Expenses**

Expense Report Filed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_

Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bill Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date\_\_\_\_\_\_\_\_\_\_

Date or period of Purchase/Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Budget Line Budget Owner Amount Approval

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Total: \_\_\_\_\_\_\_\_\_\_\_

**By signing below, we authorize direct payment from the TexPool account to the listed vendor in the described amount. Payment should be processed within 14 days of the second signature below.**

Board Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_

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Bookkeeping Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_