**Director’s Report**

**Prepared by Donita Ward:  October 12, 2022**

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

* Statistics and Digital Statistics
* Balance Sheet
* Profit and Loss Report
* Draft Minutes from October meeting
* Draft Updated HRA Plan
* Draft Updated Personnel Policy
* Trustee Code of Ethics
* WBCLD By-Laws for Review

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

* $13,000 for employee EOY bonuses
* $9517 to replace HVAC Unit 6

**Finance & Administration**

Sales Tax income continues to be very, very strong. We have already brought in for the year quite a bit more than expected, with another payment due in December. The district will be in a strong position to fund expansion next year.

The 2022 General Election was complete. We did have some social media confusion about who is eligible to vote and whether everything was correct, but they were addressed. In total, 6759 people voted in our election. Results from the county will be officially canvassed on November 15, but can be found here <https://results.enr.clarityelections.com/TX/Travis/115627/web.307039/#/detail/0147>.

We have an engagement letter from the auditor. Gary Davis will do our annual audit again this year for $6000.

**Operations**

Circulation is going strong with our average monthly physical checkouts at 12517 and total circulation at 14620 per month. Research and learning databases will never be as popular here as they are at academic facilities, but we don’t pay too much for them and it’s an important service.

The great procedures revamp has been completed and formatted. We are now in process of hunting down straggling copies for deletion and putting the survivors into folders.

**Internal Affairs**

Both the Personnel Policy and the Health Reimbursement Account Policy are due this month. I verified with the attorney that there are no changes necessary from a legal standpoint. With that in mind, the only updates I made were in removal of redundancies and clarification. There is no substantial change to either policy.

Open Enrollment ran from November 1 to 15. I selected the best plan options for the staff and gathered all the data to input online. That process was complete on time for benefits to continue January 1.

We added a fourth new entry level assistant for 2022. Karla is replacing Alena on weekday mornings and brings another Spanish speaker to our staff.

Replacing the Children’s Librarian is proving to be very complicated. We’re looking for a ukulele playing unicorn with a decade of experience and a magical way with children and their parents who can manage a budget, stand up to the patron who wants to push the boundaries and is willing to plunge the toilets. The search continues.

Volunteers are going well despite the usual winter issues. We have several people going away for holidays and folks are calling out sick rather regularly. That said, we have been able to maintain a steady stream of help and fill in with staff as needed.

Year End Reviews are scheduled for Tuesday Nov 15 through Friday Dec 2. We’re using a slightly updated evaluation form from what was created last year. I completed the same form and sent it to the Board President for my annual evaluation.

**Technology**

Public computers have had intermittent problems, but are running well. The document station issues seem to have all been resolved. We had to replace two separate components, but Katrina managed it and everything works.

**Facilities**

Library Interiors has put through the orders discussed at the last meeting and we hope to get the work done by the end of the year. That will give us more space for Library of Things, a sturdier workstation in the kids’ area for the catalog, and better access to the large room for programming concurrent with Open Lab hours.

The library’s internal phone system is slated for replacement. The equipment is outdated and support is not available. However, setting up phones and extensions when we may be soon changing configurations seems premature. Once I have a better idea of a timeline for big project reconstruction, I’ll know if it makes sense to update the phone system.

We have a large HVAC unit with a coolant leak. Fortunately, it is one of the older units using an older cooling chemical, so it was destined to be replaced soon anyway. The new 3-ton commercial Lennox machine will be $9500 installed. Once that is complete, we will only have two machines still running the older coolant.

**Programs & Outreach**

Regular youth programs are going well, despite our staffing situation. Elisa, Julia and Leslie deserve major kudos for taking over regular weekly programs to keep our schedule. We are getting solid attendance at all the storytime and afterschool events. LEGO lab is falling a bit, but that could be because the kits we have are limited and most of our regulars have already done all the available projects. Kaitlyn is looking at additional kits and alternatives to offer in 2023.

Regular adult programs continue to be successful. Those that are not working are transitioning to other offerings. Silent Book Club will now be a Traveling Tea Meet Up, for example. Computer classes are like research databases; libraries should offer them, and we do, and our people do not take advantage. Wine Women and Words is using a hybrid format for their meetings, which seems to be working for them in a way. Folks are picking up spice packs for the Spice of the Month club and anything RPG is well attended. Trivia did not have a good attendance this month and Civics Club seems to be moving to another location for 2023.

The First Friday program for November was Owls and 48 people attended. We have Terrence Taps for December’s First Friday and the Polar Express Pajamarama later in the month. In 2023, we are looking at a Family Craft program quarterly on the First Friday.

DIY & open lab are high request programs without as many people turning up as one would expect. We plan to push these more in the new year. Outreach is in a holding pattern as we wait to hear from Affinity and Conservatory. We have bags and paperwork ready for when they return our calls.

**Architectural Enhancement and Improvement Committee**

Jennifer is reaching out to the architect from St Andrews. I’ve also suggested we meet with Maureen Arndt from 720 Design. She’s worked with several libraries in the area and I’ve heard nothing but good things.