**Director’s Report**

**Prepared by Donita Ward:  January 6, 2025**

**Attachments: posted to website**

* Agenda
* Statistics & Digital Statistics
* Balance Sheet
* Profit and Loss Report
* Current and Updated TexShare Policy
* Current and Updates Collection and Circulation Policy
* Interlibrary Loan Policy (no changes)
* Records Management Policy (no changes)
* HDL Report concerning sales tax trends
* Minutes from January meeting

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

* None at this time

**Finance & Administration**

Sales tax income remains strong and we have healthy reserves available for the renovation. All employee W2s were sent as well as company 1099s. We have cleared up hanging balances for retirement match contributions that were not wholly vested when the employee left employment.

Audit journals have all been completed for this end except for the election cost. We are still waiting to hear from the county about our final bill, which will have to be journaled back into 2024 books. We have the bank letters and trustee letters ready to send and expect the search list from the auditor by the end of the month. There are still a couple of hanging balances showing in QuickBooks from auditor journal entries that need to be tidied, but the items in our control have been cleared.

The Annual Report is also nearing completion and will likely be ready to send to the Texas State Library and Archives Commission by the end of the month.

We got the signers changed at the banks and posted the no-action meetings for January 15th and March 9th. There is still an account at Regions bank without all the correct signers, but it is being handled.

**Operations**

Circulation numbers are strong for January. We loaned out over 12,000 items. While the annual report isn’t ready for submission, I have collected most of the raw data. In 2024:

* We spent $86,988 on electronic materials and $77,789 on physical materials to circulate.
* We have available 46115 books, 1185 audio items, 7012 video items, and 353 other items for a physical total of 54665 materials.
* Digitally we have 44556 books, 23150 audio items and 1150 videos for 68856 downloadable materials.
* We answered 2981 reference questions.
* There were 73745 visits to the building.
* We circulated 147942 physical items, 82001 for children.
* The library was open for 2993 hours
* We delivered a total of 984 free in person synchronous programs to the community. 18775 people attended. This does not include any passive programming (seed library, bracket challenges) or reading challenges (summer and winter reading).
  + 551 programs for ages 0-5 with 13809 people in attendance
  + 103 programs for ages 6-11 with 898 people in attendance
  + 32 programs for teens with 291 people attending
  + 249 adult programs delivered to 2054 people
  + 49 programs for families and 1723 people attended

Part of our renovation plan to make the space more open and welcoming is that we are shortening our shelves on the main floor. To make sure we have adequate space, and that materials patrons want are visible, we need to do a deeper dive into the deselection process. I want to start with the media collections. Anything that has been on the shelf for 4 years and not circulated for 2 years should be removed. That means 244 adult fiction audiobooks, 1510 adult DVDs, 24 E audio items, 234 Foreign Language DVDs, 40 Great Courses, 24 Junior Audiobooks, 11 kids’ CDs, 222 kids’ DVDs, 301 adult NF audiobooks, and 643 adult NF DVDs. I also want to curate the YA biography and short story collections as they are not circulating well at all. If we weed the adult and YA biographies and short stories and combine them, we will have increased space and visibility.

If we take the 2 & 4 year lines into other areas of the collection, we can make adequate space for additions and streamlined shelving. That would be a total of ~13K items to remove altogether, roughly 20-24%. We have moved things about as much as possible already, and the renovation plan doesn’t involve additional shelving inches for the collection to expand, so the deselection process is more important than ever.

Inventory January- All the various types of media were scanned, searched, and almost all found. The graph below shows what we have and what was missing. Our total loss rate for library media is 0.16%. During inventory we also had to rearrange some of the kids’ area to make space for books and we replaced the Library Document Station with new equipment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | found | missing | total | %missing |
| JDVD | 1427 | 5 | 1432 | 0.35% |
| NF DVD | 867 | 0 | 867 | 0.00% |
| NF audio | 410 | 2 | 412 | 0.49% |
| kit | 131 | 0 | 131 | 0.00% |
| kindle | 10 | 0 | 10 | 0.00% |
| j cd | 49 | 0 | 49 | 0.00% |
| j audio | 146 | 0 | 146 | 0.00% |
| launchpad | 46 | 0 | 46 | 0.00% |
| hotspot | 9 | 0 | 9 | 0.00% |
| experience pass | 3 | 0 | 3 | 0.00% |
| game | 72 | 1 | 73 | 1.37% |
| FL dvd | 344 | 0 | 344 | 0.00% |
| E audio | 117 | 0 | 117 | 0.00% |
| dvd | 4348 | 3 | 4351 | 0.07% |
| audio | 459 | 2 | 461 | 0.43% |
| great courses | 62 | 1 | 63 | 1.59% |
|  | **8500** | **14** | **8514** | **0.16%** |

New items in the collection recently include additional oddities in the Library of Things (Nintendo switch games, learn to knit kit), DVD binge boxes (themed collection of movies) and day passes for the Thinkery and the Ladybird Johnson Wildflower Center. We also have access and links working for another digital collection, Boundless, through the state library.

**Internal Affairs**

Demco gave a materials repair course at the Georgetown Library last month and four of our staff attended. We determined that there are some products available that would extend the life of our books. We also determined that the person currently doing repairs on staff needs more appreciation because it is tricky.

On January 31, the Library Districts Discussion Group met at Westbank library. The plan was to meet until 1 and then travel as a group to tour the new branch of Lake Travis. However, the HR discussion was deeper and more complex than we anticipated and we were still looking at forms and rules past 3pm. The Lake Travis tour will be rescheduled.

On February 11th I had the opportunity to wander backstage and tour the new Cedar Park library that opened to the public just before the holidays. It’s much grander than anything we will do here, but there are always good ideas to steal. I also had lunch with my local librarian lunch group to compare notes and calendars. Both Cedar Park and Round Rock have instituted paid membership levels for their libraries and it seems very confusing.

I renewed membership to the Texas Library Association and registered for this year’s conference in Dallas. Our architect/designer firm is hosting a day of tours the day before the conference begins for libraries in that area in various stages of construction and renovation that I also registered to attend. Because there are gaps in relevant programming at the conference itself, specifically on Thursday afternoon, the Board President and I are going to look for facilities similar in size to our projected end-product or that have been built by our chosen construction firm.

I registered for another Library Journal Design Summit in May and will tour facilities in the area as I did in Cincinnati and Spokane last year. I will be in the Houston area on March 4th for a Law for Librarians workshop offered by Texas Library Association that will address those things we hope we never have to address like First Amendment Audits. The Texas Workforce Commission has annual training for employers which is incredibly detailed and dry, but important. There is one in Victoria in June (before construction starts) and one closer in August that could be right as we’re knocking down walls.

We are fully staffed and that staff is trained, though we do have two employees who are still in the probationary period. Volunteers gave 74 hours in January.

Something I’ve been considering is the development of a training program specific for representing our library in public. We have a format that uses the same platform as summer reading where we created a staff training program for new employees. We could make something similar that would include the information people need to be able to properly answer questions and speak for the library in social and outreach situations. This would also be useful for if we need volunteers to serve as library greeters for an extra on site body during busy times or when there’s a staffing shortage. Right now, we have no way to verify that people speaking for the library are giving out accurate information.

In October I was tasked with looking into the potential cost of adding employees to the schedule post renovation. There are several options, each with differing costs and benefits. For a baseline of comparison, we currently have 14 people on staff working a combined total of 407 hours each week and a compensation budget of $668,800 with an annual insurance cost of $89,250.

* Option 1: Add an assistant director to the existing staff. The cost would be ~93K with insurance and we would need to allocate an office space.
* Option 2: Add another assistant manager (AM) for 25 hours per week. This gives us more flexibility with schedule coverage as AM are keyholders and trained/empowered to make decisions in the absence of a managing librarian. Cost would be ~$42,100 with wages and insurance.
* Option 3: Increase hours for the number of people we already have. Bring the bookkeeping 25 hour position to Assistant Director at 40 hours, boost the programming Assistant Manager from 25 to 37 hours, and move our entry level (under 20 hours) people to 25 hours, which makes them eligible for insurance. This would make us more likely to reduce turnover, as everyone would be making enough and medically covered. Cost of this would be ~$145K for the extra hours for one AM and four assistants, boosting the rate from bookkeeper to assistant director, and insurance coverage for four people who aren’t currently covered.

To break it down:

* Add Assistant Director: 40 additional upper level hours of work per week, ~$93K, need to find an office. Staff size 15, 447 work hours per week, budget $851050.
* Add additional AM: 25 additional midlevel hours of work per week, ~$42K. Staff size 15, 432 work hours per week, budget $800050.
* Increase entry level hours and give them insurance: 39 additional lower level hours of work per week, more stability, ~$89K. Staff size 14, 446 work hours per week, budget $847150.
* Combine Bookkeeper with Assistant Director: 15 additional upper level hours of work per week, ~$45K. Staff size 14, 422 work hours per week, budget $803050.
* Add the assistant director (~$93K) **AND** boost entry level up to 25 hours with insurance (~$89K) **AND** increase Julia’s hours from 25 to 37 (~$12K) but don’t add another AM. That gives us 15 people, 498 work hours per week, and a budget of ~$952K with ~$144K of that going to insurance and ~$808K for wages.

**Technology**

At the January Inventory closure, we installed a new Library Document Station. The screen is much larger and the software is updated. We should have the capacity to accept cards with this machinery, but there has been a technology hiccup and each component is pointing towards another for blame. We will get it working. Next inventory we plan to update the server software and reset and repurpose some of the machines that have been pulled from service and replaced.

**Updates to the Circulation Rules**

In an effort to simplify our circulation rules, I dived into the multitudes of formats we lend to our patrons and the specific rules for each. As we have diversified the collection adding Library of Things, games, technology, and more, the rules and limits have organically developed into a sordid confusion.

I propose that we change EVERTHING (except experience passes and hotspots) to a 2 week check-out. The biggest change there would be the DVDs. I’d also like to simplify our limits so that the items that are more complex and need to be returned in person to a desk all have the same rules: 1 per adult card instead of having some limited by household and some by account. The changes are reflected in Addendums A and B to the policy as distributed. Essentially, everything we have would be divided into 4 categories instead of having individual rules for potentially 37 material types.

Category 1: Hotspots and Experience Passes

* 1 per household; Adult cards only
* 1 week checkout, no grace period, no renewals
* $5 per day late fee
* 1 reserve per card
* Must be returned to a desk

Category 2: Kindles and Kits: includes storytime in a bag, armchair traveler, explorer kit, games, great courses, library of things, Launchpad, ukulele, wonderbook

* 1 per card per item type; Adult cards only
* 2 week checkout, no renewals
* $1 per day late fee
* 1 reserve per card per item type
* Must be returned to a desk

Category 3: DVDs

* 1 TV Series or Binge Box per card, 5 DVDs total per card; adult or youth cards
* 2 week checkout, no renewal
* $1 per day late fee
* 2 reserves per card
* Can be returned to a desk or a bookdrop

Category 4: Books, Magazines, Audiobooks and CDs

* Up to 30 items per card, 5 can be audio, 5 can be magazines; adult or youth cards
* 2 week checkout, up to 2 renewals
* No late fees
* 10 reserves per card
* Can be returned to a desk or a bookdrop

**Facilities**

There is a company currently performing the Asbestos Survey necessary for any construction permitting. It seems silly as the building was constructed in 2004, long after asbestos was pulled from projects, but red tape is red tape. We are due for the five-year sprinkler inspection on our fire suppression system, so that is scheduled for next week.

We are also doing a good deal of preparatory work towards the renovation. We reached out to the fire department to make them aware and ESD2 will work with us for adapted fire code occupancy limits during phased construction. Our insurance company gave us numbers to require for coverage on the contractor and the TML underwriter is prepared to review those policies when we get them to be sure we are thoroughly and appropriately covered. The Board President and I went through the extensive contracts for the Construction Company and sent our concerns and the contracts to our lawyer for review. The adapted contracts were then reviewed by us again and sent on to the construction company. We have a meeting with them next week for next steps.

**Programs & Outreach**

We have a really lovely brochure developed by Julia. Because it is two sided and color, I plan to send it out for printing. I have also simplified it for in-house printing to make it immediately available, though not as pretty. I was able to hand them out at the FoL meeting.

I do not have an update regarding the WBNA Art Faire. Lauren has another client at Affinity who registered for delivery service at her sign-up event this month. We created calendars and brochures to deliver to the Wells Branch Elementary math night, but they were never collected. The Cultural Diversity Faire has been cancelled for 2025 and 2026.

Wednesday evening DIY has been adapted to simpler kit-style activities and attendance has doubled on average. We have open equipment availability on Sunday afternoons and that is gaining in popularity.

Adult programs are on course with the highest turnout at Tiny Tails (31) and adult arts and crafts (22 & 24). The RPG program only had 5 people in attendance that weekend, so we may discontinue it if interest doesn’t improve significantly for the May program. Travelling Tea and Spice of the Month remain popular.

Early literacy programs are most crowded on Mondays, Fridays and Saturdays when we have 34-40 people at each storytime. Mid-week our averages are closer to 20. There were 18 people at the Dreidel program in January (First Friday) and 29 came to the Saturday Family Board Game Party.

In March, we will have our regular schedule of programming with 91 programs offered. First Friday in March will be Terrence Taps and the Family Party will have a Bluey Theme. Our DIY programs will be Woodburning, Glass Etching, and Alcohol Ink Tiles. Adult programs include all the regulars with Flower Wreaths, Bad Art Night, a Seed Swap, a Book Swap, and a Hoppy Hour. Teens have TLC and a Painting program. We will also have an info session regarding the renovation on Sunday March 9th at 4.