**Deputy Director’s Report**

**BCSLD Board Meeting, 12.14.21**

* **Deputy Director’s Additional Collection Development:**  For fiscal year 2021-2022, the Board approved a budget of $6,000 for the Deputy Director to purchase books for the Library’s collection. I have added 130 new books and spent $2,514.10.
* **November Statistics**: I posted the November statistical reports to the shared drive.
* **Book Displays**: Texas Book Festival Authors, National Book Award Nominees, Native American Heritage Month, In Memory of Jerry Pinkney. National Book Awards were announced on November 17 (see link if you are interested: <https://www.nationalbook.org/awards-prizes/national-book-awards-2021/>). I will display some holiday-themed books this week.
* **Hotspots**: We have been circulating the hotspots continuously since August 18. As of December 11, four (of four) hotspots are in circulation or assigned, and four people are waiting. On November 10, I had T-Mobile disable the SIM card in the stolen hotspot and block the IMEI for the device’s phone number so that the device would not function with a new SIM card inserted. Our last bill closed on November 14, so the device would still be reflected as in-service for that bill. Subsequent bills will reflect the four remaining hotspots until we add a replacement and any additional devices. On December 7, I emailed our T-Mobile for Government contact for a quote to replace the stolen device and add three additional devices. This quote should include the costs of the four devices as well as the cost to carry monthly service for 8 hotspots. After not hearing from our most recent contact, I emailed a coordinator for the sales reps, and she scheduled an appointment for me to speak with someone on 12.14 at 3:30 PM, which unfortunately is after this meeting. I will email the quote to the Board for approval after the meeting, if necessary.
* **ADT Service Call (since last meeting):** The ADT technician came to the library on Thursday, 11.11, and was able to fix the "failure to communicate" issue by rewiring the fax line to their ASG box. He tested everything, and it seemed to be working as it is supposed to. He also programmed the alarm to do this communication test weekly instead of monthly. I spoke with him about waiving the trip charge, and he said that he would put in his notes that I had previously discussed this with the dispatcher at ADT since this was the third time they have come to the library for this same issue. Note, the trip charge is now $50.00 instead of $25.00. Regarding the transformer, the technician disagreed with the electricians (who thought the transformer needed to be replaced) and said the discoloration of the transformer and its feeling warm to the touch are normal. He said the transformer was reading correctly and that regardless it would not have affected the issue with the alarm failing to communicate from the library back to ADT during the routine testing. The backup battery, should the transformer fail, is also working as it is supposed to.
* **Building Leak Update:** On Friday, 11.19, Jackie emailed to let us know that the City of Blanco water bill was higher than usual. I contacted the City to see if our water meter was reading correctly. The City initially shut the water off, but I explained we still needed to have water to the building. The City employee said the meter is working correctly and did a preliminary inspection outside the building with me. He said we would need a plumber and potentially leak detection if they could not find the leak. I arranged for REEH Plumbing to come to the library on Monday, 12.22, when I would be filling in for Crystal. I arrived at the library at 8:45, and they arrived shortly after. I showed them all of our potential leak areas inside the building and they went up into both attics. They did not see a water heater unit in the attic of the older part of the building. I explained where I was told it might be, but they did not see a water heater or any water lines above the bathrooms. They found no leaks inside the building. They did a back-pressure test on the hose bib near the book drop and determined that the meter is reading correctly; therefore, we do have a leak. They looked at the old irrigation bib by the flag pole, turned the valve on with pliers I supplied, and no water came out. It’s not clear if this line has previously been disabled. It’s possible a leak could be from this source but further up the line; however, the box for the bib shows no abnormal amount of moisture. After REEH left, I called American Leak Detection, which Millie had used at her home. They emailed me a questionnaire to complete before they could give us a quote, after our approval of which, they would then reserve a slot for our leak detection appointment. The soonest we could get an appointment would be 12.8. I had to request a second form since they initial form was locked for editing. After receiving a second locked form, I was able to open the form as a Google Doc and email the completed form to them before taking lunch, and when I returned, I called to confirm that the questionnaire had been received. It was. I was then told that I could expect to hear back from them that afternoon or the following day. I emailed the District Board and Crystal all the information concerning REEH and American Leak Detection. I explained where the situation stood and included the telephone number for the American Leak Detection dispatcher. I asked Crystal where things stood when I came back from vacation on 11.30. While I was on vacation, American Leak Detection did not send us a quote for service. I called them on 11.30 to see why the quote had not been sent, and they said they were forwarding the questionnaire to a supervisor for review that day. I confirmed that they had both my and Crystal’s emails and phone numbers, which I had included on the questionnaire. They did not email me on 11.30 or after but they emailed Crystal on 11.30 and she saw the email after we closed. Crystal approved the quote and scheduled the appointment for 12.16. On Friday, 12.3, Kee and I urged Crystal to use a District credit card to pay for the deposit to expedite the payment, for which Blanco Inc. could reimburse the District later on, if necessary. Crystal gave ADL the credit card information, and ADL said this will reserve 12.16 as their trip date as well as enable us to move this appointment up if they have openings available. This is where things stand.
* **Refrigerator Leak:** On 12.8, I noticed a water leak in the kitchen and discovered the ice maker’s water line in the back of the refrigerator is leaking when water is sent to the ice maker. The leaked water had been hitting the wall and running down the back of the fridge, and a large puddle had formed beneath and in front of it. I seemed to have discovered the problem not long after it started. I cleaned up the mess, shut off the water to the fridge at the wall, and moved the ice maker to the off position. The wall behind the fridge does not appear to be water-damaged. I called Culpepper’s Appliances and AC on 12.9 and explained the issue to him. I gave him the refrigerator’s make and model information. He said he will call me to schedule an appointment for the week of the 13th and that he will likely be able to come to the library on the 13th, 14th, or 15th. I explained we would be closed on the 16th for the leak detection appointment. He did not think the ice maker’s water line issue is connected to our building leak.