

## Director's Report

Prepared by Donita Ward: June 5, 2023

*If you want to learn more about Library Districts, how they're created and managed, rules, regulations, legislation, etc, you can visit the amazing website Westbank Library put together. [Library Districts – Westbank Libraries \(westbanklibrary.com\)](https://westbanklibrary.com)*

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

- Statistics and Digital Statistics
- Balance Sheet
- Profit and Loss Report
- Minutes from April meeting
- Updated Conduct Policy (see original policy on website, no substantial changes suggested)
- Proposal for Temporary Library Cards
- Shelf Space Worksheet for Collection Sizing

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

- None at this time

### **Finance & Administration**

Sales Tax income remains very strong. We are well positioned for renovation and expansion. The Investment Policy and Procurement Policy are due for review this month. Any recommended updates will come from the Treasurer / Investment Officer.

The Annual Report & Audit were completed submitted, and approved. Other than quarterly sales tax statements, our administrative energy goes primarily to records management, document shredded, and elections from this point in the year forward.

### **Operations**

Most of our circulation and service statistics dipped in April, but overall we show steady increases. March was high from Spring Break, April had 2 closures (Easter and Inventory), and May is rising again. Our monthly averages for 2023 are greater than 2022 in every area.

We have two new digital resources available for patrons. The library switched from Pronunciator back to Mango Language Learning. It's a bit more expensive, but the interface is more colorful and inviting. Mango also has a subset called Little Pim, specifically for young children. New offerings from Mango include English language learning specifically tailored for speakers of Spanish, French and Vietnamese.

April inventory went well in Adult Fiction. We were able to do the scanning and searching as well as complete a full staff meeting with Summer Reading Program training and several extra projects.

Crew weeding has begun. Our first section was cookbooks and the process worked well. As they are so popular, we were able to put the discarded cookbooks into the breezeway for patrons to take and that worked. I don't think that will be as successful for discarded biographies or other areas of the collection. I am setting up with thriftbooks for removal of large quantities of books this year.

I ran snapshot circulation numbers (how many of each type of item is checked out on a given day) for several random dates throughout 2023 to determine an average. I use that to calculate shelving needs for our remodel plans. I got a total number of items owned for each section, removed from each category the number eligible to weed, then subtracted the number that are generally out circulating. For curious minds, that chart is posted with reports.

Kids DVDs are now in the cases on the shelves instead of in sleeves behind the information desk. Originally, loss was an issue with DVDs as they were costlier than books. That's no longer the situation. Now, we are allocating a good deal of staff time to putting discs into cases for patrons and sleeves behind the desk for storage. We put the JDVD discs on shelf for the summer as a trial. At the end of summer, we will check for damage and theft. If there is not significant shrinkage, we will begin putting other sections of disc into their respective cases on the shelves.

I developed a draft plan for temporary library card solution. This is designed to bridge the gap for people between addresses or only in town for a season, such as grandparents who live out of country and are visiting or watching the kids for the summer. The draft application is posted to the website and includes a framework for launching the pilot program. If approved, we will create and print a set of distinct cards in house to pilot the program. If the program is successful, we will need to update the circulation policy in 2024 to allow for this alternative.

The temporary library account proposal includes:

- Expires after 90 days, not renewable
- 5 items limit, games/books/DVD/audio/ & in-house items like chargers and bike locks
- no specialty items like hotspots, launchpads, wonderbooks, or kits
- must be 18 and provide 2 out of three (phone number, email, physical address) that are current
- Application includes birthdate, but not ID info since some have no ID. The birthdate is how we verify age 18.
- works for people between addresses, evacuating disasters, visiting from out of town to babysit the grandkids, etc
- NOT eligible for TexShare cards
- Eligible to place holds and reserves on regular items
- Full digital and computer access like any other card

## **Internal Affairs**

We are fully staffed and trained for summer. There are some new faces in place, specifically at the entry level. We have been working on the Greeter Position invitations and list as well. Finally, we have a plan in place for when everything goes wrong and we just don't have enough people to run things with best practices. The plan involves a cardboard cutout character. We tested the system and it is workable for a short time, but not ideal.

TLA was in Austin and several people attended. I also went to the Library Journal Design Summit in North Carolina last week, which was great. I saw a lot of good (and bad) ideas. For example, you can get a laptop checkout kiosk that not only cleans and charges the machines between uses, but it takes a photo of the person borrowing in case there is ever an issue. I also saw many of the large semi-private booth seating pieces that our committee has been wanting. No matter the size, each one I saw at every library had 2 or fewer people using it.

As the temperature rises, we have a larger gate count which in turn brings more patron issues or tension points. We had a medical emergency last month that was professionally managed by our awesome staff. Three cheers for CPR / AED training! We also have a community member who has expressed discontent that there are people (person) here jeopardizing his property values. Other than that, things have been reasonably calm.

First Aid/ CPR/ AED training is due for the staff fourth quarter of this year. We also come due for Harassment training and safety training at the same time. It's not feasible to squeeze those into an inventory day and still do inventory, so we may need to close for 2 days at the October inventory or select another day to close for training.

## **Technology**

So far, so good would describe our current situation. I am pushing our Envisionware representatives for a CBA (coin and bill acceptor, the machine that takes money for printing) that will accept debit or credit cards because fewer and fewer people want to carry cash. The patron public computers are not being used as much as they used to be. We could easily reduce the number available without causing a wait for users. Going forward, we are considering switching to primarily laptops/tablets for in-house use instead of the desktop machines. This would give users more flexibility to go to a space that is quieter, or better suited to watch their children. Before making the change, we are trying to gather patron input.

## **Facilities**

I ordered two rows of shelving and a pair of locking storage cabinets from Library Interiors of Texas to be installed at the beginning of May, but that did not happen. We are now scheduled for a very early morning delivery this week.

We now have three distinct play areas for the little kids. Near the picture books are puzzles and duplos. That is our building play space. Over in the corner where children's computers used to be we have dolls and dinosaurs and such. That is our

imaginary play area. Outside in the front yard we have the installed musical toys and we put out balls and trucks and such. That is our more active play area. Parents seem to really appreciate all we are making available. It has also been nice to have different areas so the kids are not all on top of one another.

Sprinkler repairs are on the horizon, as they are necessary every year. We had a roof inspection and some minor repairs were done. We also recently got a fire alarm inspection, extinguisher inspection, security panel inspection, and sprinkler suppression inspection. It would seem to be inspection season.

## **Programs & Outreach**

Summer Reading has begun. There is simply too much to describe in a report. Information about the reading incentive program is available here <https://wells-branch.ploud.net/summer-reading>.

Our summer storytime schedule is:

- Mondays: 10:30 ASL Signed Storytime, 11:15 Storytime
- Tuesdays: 10:30 Spanish Circle Time, 11:00 Bilingual Storytime
- Wednesdays: 10:30 Circle Time, 11:00 Storytime
- Thursdays: 10:30 Storytime, 5pm Storytime and Craft
- Fridays: 10:30 AlphaBuddies
- Saturdays: 10:30 Storytime and Craft

Weekly Programs for Bigger Kids:

- Mondays: 4pm Adventure Club, 5pm (alternating weeks) Open Table D&D or Hands On Lab
- Tuesdays: 4pm Block Party, 5pm STEAM Lab, 6pm Family Games
- Fridays: 2pm Big Kid Art

Monthly Programs for Adults include:

- Travelling Tea Book Club
- Meditation and Stretching
- Yoga
- Spice of the Month Club
- Bad Art
- Lacemakers Guild
- Try-It Craft Projects (wreaths, signs, paint by number, etc.)
- Computer and Resume workshops
- Writer's Guild
- Book Club

Special Programs in June and July:

- June 2- First Friday- Twisting Balloon Art
- June 7- Concert- Cowboy Ken
- June 10- Teen & Tweens- Octopus Games
- June 16- Concert- Mr. Will
- June 22- Teen & Tween- Manga and Anime Drawing Workshop
- June 24- Adults- All your Beeswax Bee Class
- June 26- Kids- Young Rembrandts Art Class
- June 28- Big Kids- Mad Science
- June 29- Adults- The Scream Art Class
- July 6- Kids- Austin Reptile Show
- July 7- First Friday- Shrinky Dinks
- July 15- Concert- Lucas Miller
- July 15- Adults- Paint and Pour
- July 19- Big Kids- Chemistry Roadshow
- July 22- Adults- Japanese Calligraphy
- July 28- Big Kids- LEGO movie making
- July 29- Concert- Mark Shelton
- July 29- Adults (for reals)- Hoppy Hour Petting Zoo
- July 30- Seed Swap and Plant Clinic
- July 30- Bike Clinic

LAB and DIY Wednesdays for adults continue every week through the summer. We decided to rebrand the open lab hours, calling them Drop-In for the previous week's project with focus on UFOs (Un-Finished Objects). For example, if the Wednesday DIY class was embroidery, the next Sunday's Open Lab is called "Drop-In Embroidery and UnFinished Objects." We need to attract more people for the program to continue.

In April, Lauren went to JoyFest at Wells Branch Elementary (formerly Spring Fest) and to Pioneer Fest at the Homestead. Both events were well attended. We have more marketing giveaways for these tabling opportunities. We have play balls, koozies, and sunglasses with our logo to hand out at Fourth Fest. We also have additional bags for the homebound delivery program to encourage more participation.