**Director’s Report**

**Prepared by Donita Ward:  August 26, 2024**

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

* Statistics – sent 8/20
* Balance Sheet
* Profit and Loss Report
* Draft Minutes from previous meeting (Secretary will distribute)
* HDL Reports – sent 8/20
* 720 Design updates – sent 8/15
* Final Ballot Language – sent 8/20
* Updated Services Policy
* WBCLD ByLaws as reviewed by Legal Counsel
* Personnel Policy as reviewed by Legal Counsel

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

*None at this time*

**Finance & Administration**

HDL services is going strong and we have good data to play with and dive into if you get the urge. Our sales tax income is averaging ~$200K per month, which puts us in a strong position to meet our budgets and retain some funds to put towards the renovation.

We are going to have an election this year. There are five applicants for three open positions. Four of the five would be brand new to the board. I submitted ballot language and our election order to the county with the services agreement and boundary review. The next step is ballot proofing on September 5 where I go downtown to review the ballot in print and audio versions, English and Spanish, for each district area so we can confirm that every part of the neighborhood gets access to the right data set. It is tedious, but not difficult. Once the county finalizes the polling locations, I will put together our Notice of Election and get that posted.

On the near horizon, I will be attending the Texas Library Association District 3 meeting at the downtown Austin Public Library on October 22 and the Library Districts Discussion Group meeting at Westbank Library on October 18.

**Operations**

Physical circulation peaked in June and went back down in July. That is normal for summer patterns. Our door count and computer usage in July were the highest we have had all year. While physical circulation fell in July, digital went up to the highest numbers we have seen this year. Mango continues to show steady usage, but hoopla and overdrive are absolutely the biggest draws. In July 243 different people used hoopla and 681 used Libby.

The interlibrary loan system as administered by the state library is back up and running. We have a new interface and it seems to be mostly the same from the patron side of things. The service is up and running again.

August Inventory was the youth collection and graphic novels. Of the 18466 items expected, we were able to find and scan all but 146, which is less than 1%. We are missing 2 of 85 short story collections, 26 of 3899 nonfiction books, 14 of 4009 chapter books, 2 of 542 biographies, 32 of 4518 graphic novels (includes manga and comics), 15 of 1263 easy readers, 8 of 514 board books, and 25 of 3942 picture books.

During the closure, we did a massive clean/purge/organization of the cabinets behind the children’s desk. The games were brought out and put onto a display cabinet to increase visibility. That gave us room to sort the storytime in a bag, explorer kits, wonderbooks, and launchpads.

Now that summer reading has ended, we resumed our weeding project. Spanish, Large Type, and reference are in process for adult collections. In kids, we need to go through DVDs more than anything else. Chapter books were recently done and picture books/ board books are done continually due to love. They get a lot of love. Purchasing is done monthly for adult print, kids’ print, graphic novels, YA print, digital items, and media. DVDs are getting harder and harder to find, but they remain popular so we will continue to buy them. Audiobooks on CD, however, are nearly nonexistent in what is being published and made available for libraries. That collection used to circulation over 150 per month. Now it is less than 30. I imagine that the audiobooks on CD will be ready to purge when we begin renovation.

**Internal Affairs**

I will be in Springfield, Massachusetts next month for the annual Association of Rural and Small Libraries conference September 11-14. Because ARSL is all small libraries, many with limited staff and funds, the workshops are all looking at what to do with limited space/budget and personnel. In October, I will be in Cincinnati, Ohio for the Library Journal Design Institute. While the presentations at Design Institute are not always relevant for a building our size, the backstage tours we get, especially the day before the formal conference, are full of ideas. In Washington, for example, they provided a bus tour to 5 additional facilities where we could see different layouts and design models.

Nick and I are both planning to attend the Performer Showcase put on by PLAN (formerly CTLS). In years past, the showcase has been in Georgetown. For whatever reason, they are doing it in Seguin this year. Seguin has a gorgeous library with some innovative lighting that we hope to incorporate into our remodel.

We are required to train employees in avoidance and recognition of harassment every 24 months. I use a platform called Easy Llama for the training, which allows people to do the coursework asynchronously over 6 weeks instead of trying to schedule everyone to come in together.

We have two new entry-level members of staff. Mayela is a library student and comes from Westbank (the only Library District in Texas that is older than Wells Branch). She works Sundays and evenings. Lenna is one of our favorite volunteers. She is working weekends. Both started in July. Volunteers had the summer flex we see each year.

Each year we have to renew our group coverage with TML. I should have that proposal within the next two weeks and will get it completed and returned by the September deadline. Open enrollment for our group is in November.

**Technology**

We updated the Symantec Antivirus last month. We also had to renew service for the hotspots. To do that, we needed to lay hands on the machines and make sure the ones we renewed are working, which they were. Unfortunately, we are down to 7 from 12, so the plan is to order another set as they are quite popular.

The patron computers, document station, and remote printing all seem to be working properly as I type this sentence.

**Facilities**

We had a lot of work done during the inventory closure. G&M plumbing came out to replace the urinal in the men’s room. CertaPro came out to repaint the stripes in the parking lot. Steve Lyons came out to replace ballasts and bulbs in many overhead light fixtures. Cothrons came out to rehang the door between children’s and the general library.

**Programs & Outreach**

The WBNA Art Faire will be September 28th in the library parking lot. Since we cannot be open or provide services without the parking lot, the staff will use that day to clear out supply closets and shift collections.

Outreach is going well. Lauren went to Fourth Fest, Affinity, and Back to School night at Wells Branch Elementary. The next big event we have on the calendar is National Night Out in October.

Summer Reading final numbers were strong. For adults, we had 219 sign up, almost 80% of them used beanstack instead of paper logs. We had two prize levels for adults; 123 people achieved prize level one, which was a booklight, and 110 earned the final prize, which was a mug.

We extended the teen program so youth age 10-12 could decide for themselves if they are kids or teens. They overwhelmingly decided to be teens. There were 53 people who completed the teen program this year (predominantly on paper) as compared to 16 last year. For the kids’ reading incentives, we had a bit of a drop. One can assume this reflects that 10-12 age group. In 2024, 145 reached completion compared to 167 in 2023. Kids were also had more paper logs than digital.

Most of our program attendance numbers went up for the summer along with the door count. For June and July, we added weekly programs for students in Science, Math, Tech and Writing as well. Nick consistently saw double digit attendance for all the afternoon programming, but the 1pm time slot was not as popular. Special programs and performers brought in crowds with 69 at Cody Fisher Magic, 50 at the ukulele concert, 54 at Lucas Miller the Singing Zoologist, 76 at Mr Mark’s Twisty Balloon art, 73 at the Reptile Show, 44 at Daniel Benes Science, 63 at Cowboy Ken, 38 at BK Bones Dinosaur Show, 71 at Hot Toast Music Productions, and 64 at Wild Zoofari.

Teens

Adult programs do not have as much flex in the summer as youth offerings. Leslie mostly kept to her standard rotation. The biggest draw remains simple crafts. Things like sign painting and bad art night never fail to bring a crowd. Traveling Tea has to be one of the most successful ongoing adult programs in the area. There is consistently 35-40 people reading and sharing.

People are not asking about tech or LAB appointments anymore. This may pick up again in the fall as the world settles from summer travel to holiday project mode. The LAB programs definitely have higher attendance when there is a ‘giftable’ project at the end (jewelry, tote bag) as opposed to learning a skill (soldering, hemming).