**Library Board of Trustees**
- Chair: Tommy Frankovich
- Vice Chair: Kathleen Nenninger
- Secretary: Leslye Mize
- Members: Joyce Zongrone, Haley Beyer

**Helen Hall Library Board of Trustees 2018 Activities**
- Gave annual presentation to City Council
- Attended City’s Strategic Planning Town Hall.
- Held a joint meeting with the Friends of the Helen Hall Library at which both Boards planned advocacy activities and formulated talking points.
- Attended work sessions, council meetings, and Public Hearings in support of the library’s budget requests, to advocate for rescheduling the Library’s needs assessment from 2020 to 2018, and to have a West Side library included in the planned 2019 Bond Election.
- Met privately with Mayor and Council to further advocate for library needs.
- Board Member Joyce Zongrone became the coordinator for Community in Focus, the library’s program for exhibiting local artists.

**Library Administration**
- Jenny Brewer, City Librarian
  - Kathy McDonald, Office Support
  - Teresa Potter-Reyes, Assistant City Librarian for Access Services
  - Meredith Layton, Technical Services Librarian
  - Kelsea Meza, Circulation Supervisor
  - Darla Rance, Assistant City Librarian for Public Services
  - Sheldon Freeman, Teen Services Librarian
  - Lisa Socha, Children’s Services Librarian
  - Joanne Turner, Adult Services Librarian

**Board of the Friends of the Helen Hall Library**
- Officers:
  - President: Kathleen Marx-Sharp
  - Secretary: Raynette Tingle
  - Treasurer: Janel Salmen
- Members:
  - Cliff Walk, Publicity chair, Interim Membership chair
  - Diane Kerkhove
  - Sharon Nuzzi

**Friends of Helen Hall Library 2018 Activities**
- The Friends of the Helen Hall Library ended fiscal year 2017 with 80% net increase in cash on hand.
- They achieved this through their used bookstore as well as two new fundraisers:
  - All-American Garage Sale.
  - Holiday Open House Wreath Raffle.
- The Friends also sponsored several programs this year, including the Veteran’s Program in November 2017 and the Reavis Wortham book signing.

**Public Services**
- Children’s librarian Lisa Socha and Teen Librarian Sheldon Freeman were promoted to their new positions in May of 2018. Cody Kiser was hired as Children’s Services Senior Assistant Librarian in April.
- Started an English Conversation Practice class for international adults in the Spring of 2018. Meets Monday nights and Wednesday mornings
- Created/planned space in Adult Services workroom to accommodate two employees in addition to our Teen Services Librarian.
- Worked with patrons in the community to facilitate group interested in getting together and knitting, crocheting or doing needlework.

**2018 By the Numbers**
- Total items checked out 648,545
- Print materials 382,061
- Non-print materials 266,484
- Reference questions 48,770
- New patrons registered 3,633
- Volunteer hours 1,469
- Door count 227,033
- New titles added 15,521
- Programs held 680
- Program attendance 22,047
Public Services, cont’d
• Connecting local crafters in our community with patrons on Saturdays or weekday evenings. So far we’ve had:
  • A card-making craft.
  • A fall wreath craft program.
  • Upcoming: Spring Time paper décor.

Adult Services
• New evening computer classes on Microsoft Office skills were added to the existing computer class series schedule.
• Eight Laptop Tables built and installed for the Adult Services area.
• Adult Services Clerk has one more class to complete before receiving her Library Support Staff certificate.
• Adult Program Highlights:
  • Local Authors: Local meteorologist, Frank Billingsley, reviewed his book, Swabbed and Found, his personal journey to investigate his family.
  • Thursday Talks program series: Gemologist John Caldyne and Pilot Darren Ellison.
  • MAP: Workshop with Christian Local Author Diann Mills.
  • “Libraries Rock” Summer Reading Program with gems from the Clear Lake Gem Society and Andy and the Dreamscicles.

Local History
• During the past several years nine years of the Citizen newspaper have been digitized and the project is still ongoing.

Children’s Services, cont’d
• Hosted over 1,000 participants and distributed over 50 lbs. of candy for Halloween.
• Children’s Services worked with Communications to create a “Libraries Rock” promotional video.
• Joan Peeples, Children’s Senior Assistant Librarian, was recognized for 15 years of service.
• Took, edited, and posted patron photos with Santa Claus from Holiday Open House.
• Expanded Tween Writer’s Club to twice a month.

Access Services
• The complete set of upgrades for SirsiDynix were implemented and launched.
• The library’s catalog was upgraded to the SirsiDynix Enterprise OPAC. With Enterprise, library staff are able to customize content without the need of technical support.
• eResource Central (eRC) and EBSCO Discovery Service (EDS) were also added: eRC allows immediate access and retrieval of all Overdrive e-books and e-audiobooks; and EDS allows immediate searching of EBSCO databases through the library catalog.

SpringShare Suite Implementation
• Circulation Supervisor Kelsea Meza led the first implementation of the Springshare suite.
• The Springshare Suite allows Library Staff to create online surveys, FAQs pages, online forms for patrons, color-coded calendar of library events, and more.
• One of the first applications of the Springshare Suite implemented by Library Staff is the use of LibGuides. LibGuides are webpages that are customizable by library staff and can interact directly with the library catalog.
• Darla Rance created three LibGuides for the library catalog page: “Give a Listen” (audiobook recommendations), English as a Second Language LibGuide (resources for learning English), and “Thrilling Thrillers.”

Local History, cont’d
• The Local History Librarian has conducted over a dozen oral history interviews of the community during FY 2018.
• Eight history related programs, on such topics as the use of DNA in genealogy or the history of the 1898 Birds Eye View painting of League City were organized for the public.
• The Local History Librarian also made outreach presentations to Orchard Park Assisted Living Facility. Residents were very interested to learn about the history of the 1950’s, St Patrick’s Day, and various American landmarks.

Teen Services
• Teen programs increased by 41.8% (28 more programs). Teen program attendance increased by 121.3% (780 more attendees).
• Expanded programs for tweens by establishing the Tween Anime Club.
• Established Peak-Day Volunteering as an additional volunteering opportunity for teens so they can work together as a group.
• Added a suggestion box to the Teen Room to allow teen patrons to share their opinions regarding library services.
• Teen Services worked with the Department to create an “I am League City” promotional video and City Matters article.
• Reviewed and approved 153 digital resources for teens.

Children’s Services
• Attended and participated in Clear Creek ISD’s Setting the Trend: Librarians as Leaders outreach event.
• Conducted a successful Libraries Rock! Summer Reading program that generated over 10,750 hours of reading.
• Star Wars Reads Day was successful with 157 participants and special appearances from members of the 501st Legion – Star Garrison.

SpringShare Suite Implementation, cont’d
• Electronic Services Created Computer and Technologies LibGuide.
• The Teen Services LibGuide was developed to replace the previous teen webpage and blog.
  • This LibGuide provides teen material collections, reading list suggestions, library events and programs, homework help, resources, and college/career information.

Circulation Services
• Filled one full-time position and four part-time positions this fiscal year, promoting one part-time clerk to full-time in the process.
• Launched SMS notifications to patrons regarding library holds and overdues.
• Launched a database-wide cleanup project.
• Launched MobileCirc and trained professional staff to add new patrons to the library using the new service.

Technical Services
• Clerk Joan Hammonds retired, and previous library page Stephanie Flier was hired to replace her.
• Staff participated in Dewey Decimal Classification training and benefited from several teambuilding exercises. Technical Services staff raised butterflies together, among other fun and exciting tasks.
• Clerk Gayle Mitchell initiated a disc polishing project for library AV that will prolong the shelf life of library DVDs.
• Clerk Gayle Funderburg provided cross-training to Clerk Stephanie Flier for ILL fulfillment services. As a result, ILL fulfillment services are available six days a week.
• Technical Services was once again successful in cataloging and releasing to circulation all materials purchased in FY2018 before the end of the fiscal year.