

Library Director's Report

January 28, 2013

Program Attendance

	Children	Adults	Total	Notes
Dec. 2012	70	51	121	
Nov. 2012	412	65	477	Includes Jay Plotkin (10) Event
Oct. 2012	805	113	918	Includes Nason (52), Pumpkin Parade (168), and Fire Safety Week (116) Events
Dec. 2011	346	55	401	Includes Holiday events

	New Patrons	Renewed Patrons
Dec. 2012	24	50
Nov. 2012	61	96
Oct. 2012	70	80
Dec. 2011	59	66

Door Count

Dec. 2012	2,205 (closed most of month)
Nov. 2012	5,635 (closed 2.5 days)
Oct. 2012	7,133
Dec. 2011	5,710 (closed 3 days)

Adult Volunteer Hours

Dec. 2012	133.5
Nov. 2012	621.5
Oct. 2012	886.0
Dec. 2011	585.5

Teen Volunteer Hours

Dec. 2012	121
Nov. 2012	296
Oct. 2012	320
Dec. 2011	268

Interlibrary Loan (ILL)

	Requested/Received/Shipped
Dec. 2012	2 / 9 / 0
Nov. 2012	55 / 54 / 5
Oct. 2012	77 / 60 / 7
Dec. 2011	102 / 47 / 7

Circulation Transactions

		OverDrive	Total
Dec. 2012	5,560	450	6,010
Nov. 2012	14,626	433	15,059
Oct. 2012	15,014	459	15,473
Dec. 2011	12,105	260	12,365

OverDrive	New Patrons	# of Items
Dec. 2012	18	8,873
Nov. 2012	29	8,213
Oct. 2012	29	8,051
Dec. 2011	50	4,676

Circulation Snapshot (as of January 7, 2013)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	4,306	13.7	1,574	36.6	21.8
Adult Fiction	7,231	23.0	1,979	27.4	27.4
Adult Non-Fiction	6,655	21.2	882	13.3	12.2
Juvenile	11,741	37.4	2,404	20.5	33.2
Other	1,462	4.7	396	27.1	5.5
Total	31,395		7,235	23.0	

* See pages four and five for circulation snapshot details.

Past Events

- Sue, Carol, and Nancy attended the Library District Discussion Group on January 18th.
- The Friends of the Library decorated a Beatrix Potter table at the Seaton Tea on January 19th.
- TML visited the new library site on January 22nd to confirm coverage in the new building. Our deductible continues to be \$1,000. Linda Orrick is preparing notes from the meeting that I will share with interested board members.

Upcoming Events

- Time Warner will install cable TV connections at the new library on January 28th.
- The major book moving event is scheduled for January 29th and 30th. Devin Monk of the *Lake Travis View* will participate and document the event.
- TFE plans to be done with their installation project on February 1st.
- There is a CTLS Summer Reading Program workshop on Friday, February 1st.
- Friends of the Library Scholarship Application packets should be available starting Friday, February 1st.
- The installation date for the Butterfly Garden by Boy Scout Will Smith is Saturday, February 2nd.
- Through a verbal agreement, our new lease with Provost Group will extend through Friday, February 8th.
- I hope to have the soft opening of the library on Friday, February 8th or Monday, February 11th.
- The Leadership Lake Travis class of the LT Chamber of Commerce will visit the library on Thursday, February 14th. Diane Taylor and I will present a program on volunteer service.
- The Mother/Daughter and Teen Book Clubs will resume on Sunday, February 17th.
- The next OverDrive Digital Library training class will take place on Thursday, February 21st at 9am.
- Bernadette Nason will present an *African Delights* program on Thursday, February 21st. We received a \$112 grant from the Texas Commission on the Arts to partially fund the event.
- The Grand Opening Celebration is tentatively scheduled for Sunday, February 24th from 2 to 4 p.m. The LTHS Jazz Band will be invited to participate.
- All library material previously due in January will now be due on Wednesday, February 27th.
- Little Yoga instructor Jessica Dixon will present the *Young at Heart* exercise program on Tuesday, February 28th.
- The Rotary Club will host their monthly mixer at the library on Thursday, March 7th.
- Starting March 13th, we will host a *Downton Abbey* viewing party on Wednesdays at 2pm with tea and possibly snacks.
- I have tentatively scheduled a College InRoads program on Tuesday, March 26th at 6pm.
- We have tentatively scheduled a Classic Car Parade and transportation story time on Saturday, April 6th.
- Dr. Loriene Roy's Public Libraries class will tour the new building on Monday, April 8th.
- I have registered LTCL to participate in World Book Night on Tuesday, April 23rd. World Book Night is a charity that spreads the power of reading through the giving of tens of thousands of free paperback books.
- The TLA Annual Conference will take place in Fort Worth April 24th through April 27th.
- I plan to register a library booth at the Lake Travis Chamber of Commerce SpringFest event on Saturday, April 27th.
- We plan to participate in the annual Día de los Niños / Día de los Libros ALA nationwide event on Tuesday, April 30th.
- We have booked Mr. Puppet to perform for the 2013 Summer Reading Program on Friday, June 14th.
- I would like to attend the ALA Annual Conference in Chicago in late June.

- I am in talks with author Lew Carlson to speak at the library in the spring.
- I am in talks with author Joy Selak to speak at the library in the spring.

Notes

- All late fees will be forgiven when we open in the new library. Lost books and problem fees will be retained.
- Earlene has worked hard on a new volunteer schedule to implement in the new library. We will require more volunteers in our new space and have the additional children's desk to staff. We will do background checks on all volunteers who work in the children's library.
- In early January, Earlene cleaned up old problems on hundreds of member and material records.
- We have removed the mass market fiction category and integrated the books into the fiction section. All DVDs were also re-stickered to coordinate with our new browsing box shelves.
- We have officially changed the library address to 1938 Lohmans Crossing with the USPS. We are working to notify dozens of vendors and colleagues of our address change as well.
- Staff has been trained on lighting, the operable wall panel, and plumbing in the new library, but many more trainings must be scheduled.
- We placed an order for additional magazines and plan to have five publications in the teen room, as well.
- Texas Office Products and Supply paid \$600 for chairs, bookshelves, the circulation desk, and more. We plan to have an open house later in the month to distribute the remaining furniture items from the old location.
- I have signed a contract for a new public copier/scanner/printer/fax machine with Ricoh. Training and network installation is scheduled for February 1st.
- ABC Commercial will continue to handle our pest service needs. I am working with four different cleaning companies to receive bids to service the new library. I have contacted Waste Progressive and Texas Disposal Systems to request quotes to provide for regular trash pick-up and a dumpster. I have received a quote for landscaping services at the new building and need to hire someone to maintain our HVAC system.
- Within the next few months, we will begin to sell donor tiles again for the Library Pathway and Veterans Pathway. We will likely place another order with Clayworks in the summer.
- The Texas Department of Transportation will soon re-locate the library sign to Lohmans Crossing.
- Insurance provider TML says that we are allowed to have alcohol in the library. According to an emailed dated December 31st, "There is nothing you need to do re the use of alcohol in meeting rooms - you have host liquor liability in your General Liability coverage."
- American Mini Storage unit 448 is no longer occupied and we should only be paying rent for two units. We hope to clear one additional unit soon and plan to only maintain one storage unit in the future.
- I have signed a Grinder Pump Server System Service Agreement with WD17. According to WD17, "Although you own this equipment, state law requires that the District maintain it. The agreement basically states that if you have a problem with the grinder pump station, the District will repair it but you will be responsible for all associated costs. The District will perform routine maintenance and you will be charged a nominal monthly fee of \$2 per month for this service."
- I plan to submit our new library building for consideration in the Design Showcase publication of *American Libraries*.
- We are still working towards our 2013 Lake Travis Reads program.
- We have purchased a license from Movie Licensing USA for use at the new building.
- I have begun work on the 2012 Annual Report. According to the TSLAC, LTCLD's preliminary population assignment is 30,304, our maintenance of effort per capital average is \$12.57, and our maintenance of effort is \$310,000.

- I plan to take vacation days March 6-8.
- I plan to attend the iSchool Advisory Council meeting on Thursday, May 9th.
- LTCL gave out 2 TexShare cards in December 2012. In December 2011, 10 were distributed.
- The LTCL website had 1,569 unique visitors and 2,831 visits in the month of December.
- The library currently has 7,569 active cardholder accounts, up from 6,960 in December 2011.

Morgan McMillian
1/26/2013

Circulation Snapshot – Monday, January 7, 2013

Type	Holdings	% of Holdings	Out	% Out	Titles	% of Total Out
1 - Default	1	0	1	100	1	0
2 - Caldecott	135	0.4	13	9.6	73	0.2
3 - Bluebonnet	38	0.1	11	28.9	19	0.2
5 - Lone Star	40	0.1	17	42.5	20	0.2
6 - Tayshas	0	0	0	0	0	0
7 - Feature Films	0	0	0	0	0	0
8 - Music CD	389	1.2	77	19.8	388	1.1
9 - Audio F	1123	3.6	446	39.7	1106	6.2
10 - Magazine	871	2.8	64	7.3	133	0.9
11 - Reference	92	0.3	1	1.1	51	0
12 - Beginning Reader	735	2.3	267	36.3	705	3.7
13 - DVD	2493	7.9	952	38.2	2449	13.2
14 - Fiction	6907	22	1949	28.2	6717	26.9
16 - CD-ROMs	0	0	0	0	0	0
17 - Juvenile F	2714	8.6	559	20.6	2588	7.7
18 - NF DVD	23	0.1	2	8.7	23	0
19 - Audio NF	301	1	99	32.9	297	1.4
20 - Audio J	199	0.6	41	20.6	198	0.6
21 - Kits	117	0.4	31	26.5	115	0.4
22 - YA	1180	3.8	219	18.6	1139	3
23 - Board Books	579	1.8	282	48.7	552	3.9
24 - Picture Books	3991	12.7	722	18.1	3945	10
25 - Large Print	324	1	30	9.3	324	0.4
26 - Juvenile NF	1774	5.7	215	12.1	1683	3
27 - Video J	58	0.2	8	13.8	58	0.1
28 - Professional	26	0.1	0	0	23	0
29 - Oversize	82	0.3	13	15.9	81	0.2
30 - Biography	710	2.3	105	14.8	697	1.5
31 - Summer Reading	1	0	1	100	1	0
32 - CTLS	0	0	0	0	0	0
33 - 000 - 099	115	0.4	19	16.5	115	0.3
34 - 100 - 199	212	0.7	42	19.8	212	0.6
35 - 200 - 299	239	0.8	57	23.8	239	0.8
36 - 300 - 399	1002	3.2	129	12.9	992	1.8
37 - 400 - 499	67	0.2	10	14.9	54	0.1
38 - 500 - 599	170	0.5	24	14.1	163	0.3
39 - 600 - 699	1191	3.8	174	14.6	1184	2.4

40 - 700 - 799	623	2	94	15.1	618	1.3
41 - 800 - 899	259	0.8	23	8.9	249	0.3
42 - 900 - 919	374	1.2	39	10.4	371	0.5
43 - 920 - 921	18	0.1	4	22.2	18	0.1
44 - 922 - 999	699	2.2	83	11.9	676	1.1
45 - Book Club	0	0	0	0	0	0
46 - Spanish - Children	181	0.6	19	10.5	176	0.3
47 - Flash Drive	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0
49 - DVDJ	598	1.9	267	44.6	567	3.7
50 - STORYTIME	6	0	0	0	6	0
51 - Book Buddy	0	0	0	0	0	0
52 - YA Graphic Novel	83	0.3	0	0	83	0
53 - J Graphic Novel	239	0.8	76	31.8	227	1.1
54 - Laptop	3	0	0	0	1	0
55 - J BIOGRAPHY	225	0.7	24	10.7	219	0.3
56 - Adult Graphic Novel	20	0.1	1	5	20	0
57 - Spanish - Adult	106	0.3	8	7.5	93	0.1
58 - Lake Travis Reads	0	0	0	0	0	0
59 - Mass Market	0	0	0	0	0	0
60 - AUDIO YA	62	0.2	17	27.4	60	0.2
Total	31,395		7,235	23.0	29,651	