

# Library Director's Report

## December 15, 2016

### Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
<b>Nov 2016</b>	<b>1,230</b>	<b>306</b>	<b>1,536</b>	<b>43</b>	<b>36</b>	<b>79</b>
Oct 2016	2,245	328	2,573	44	32	76
Sept 2016	1,011	257	1,268	35	33	68
Nov 2015	839	211	1,050	36	26	62

### New Patrons

<b>Nov 2016</b>	<b>130</b>
Oct 2016	127
Sept 2016	204
Nov 2015	100

### Door Count

	Main	Bus	Total
<b>Nov 2016</b>	<b>7,360 (2 closed)</b>	<b>784</b>	<b>8,144</b>
Oct 2016	9,819	1,399	11,218
Sept 2016	9,413 (1 closed)	676	10,089
Nov 2015	7,655 (2 closed)	0	7,655

### Adult Volunteer Hours

<b>Nov 2016</b>	<b>668.5</b>
Oct 2016	795.0
Sept 2016	764.5
Nov 2015	618.0

### Interlibrary Loan (ILL)

	Requested/Received/Shipped
<b>Nov 2016</b>	<b>76 / 69 / 3</b>
Oct 2016	103 / 96 / 2
Sept 2016	96 / 79 / 5
Nov 2015	106 / 96 / 3

### Teen Volunteer Hours

<b>Nov 2016</b>	<b>221.0</b>
Oct 2016	261.0
Sept 2016	250.5
Nov 2015	194.0

OverDrive	New Patrons
<b>Nov 2016</b>	<b>36</b>
Oct 2016	54
Sept 2016	53
Nov 2015	32

### Circulation Transactions

	Main	Bus	OverDrive	Total
<b>Nov 2016</b>	<b>20,536</b>	<b>1,525</b>	<b>2,261</b>	<b>24,322</b>
Oct 2016	22,559	1,774	2,295	26,628
Sept 2016	22,253	1,388	2,208	25,849
Nov 2015	19,378	0	1,349	20,727

### Meeting Room Reservations

<b>Nov 2016</b>	<b>18</b>
Oct 2016	26
Sept 2016	18
Nov 2015	19

### Circulation Snapshot (as of December 13, 2016)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
<b>Adult AV</b>	5,510	12.1	1,552	28.2	17.3
<b>Adult Fiction</b>	9,711	21.3	1,500	15.4	16.7
<b>Adult Non-Fiction</b>	7,777	17.1	638	8.2	7.1
<b>Juvenile</b>	16,960	37.2	3,883	22.9	43.2
<b>Other</b>	5,627	12.3	1,410	25.1	15.7
<b>Total</b>	45,585		8,983	19.7	

## Past Events

- We were a drop-off location for LTlov's Green Santa toy drive.
- Almost 300 people attended the annual Holiday Celebration with Santa on December 13th.
- Marisa Davis completed the CPR defibrillator training on December 14th.

## Upcoming Events

- The Noon Year's Eve party will take place on December 31st starting at 11am. Joe McDermott will perform and help us count down to 2017.
- Please see the attached January calendar for upcoming events.
- The next Library District Discussion Group will take place on Friday, January 20th at Westbank Community Library.
- The webinar *Tech Savvy Trustees* specifically for small and rural libraries on January 27th at 2pm might be of interest. Here is the description: Library staff are expected to embrace technology advancements and keep their skills sharp and their libraries relevant. But what about library boards—how tech savvy are your trustees? The more that trustees are dialed into a personal use of technology, the better advocates they will be for the library's technology needs. Learn some fun and practical ways to inspire greater tech savviness in your trustees. You don't need a board of IT specialists, just a board that has a sharper set of digital tools. Find more information about the webinar and register here: <http://www.webjunction.org/events/webjunction/toward-tech-savvy-trustees.html>
- A CTLS YouthShare workshop will take place on Friday, January 27th.
- We will host an informal librarian networking luncheon on Monday, January 30th.
- We may host a citizenship class starting in late January or February. Karen is working with lots of organizations to gauge interest and communicate scheduling options with a volunteer teacher.
- We plan to host another Food for Fines forgiveness campaign in February.
- 2017 Lake Travis Reads *The Midnight Assassin* will conclude with an event with author Skip Hollandsworth at our library on Tuesday, February 21st at 7pm.

## Notes

- We received the Rotary Club matching \$1,000 from the Tocker Foundation. With the total \$2,000 donation, the bookmobile parking sign was purchased and installed and a feather flag is now on the bus. We will soon order bags and magnets.
- Biblionix has implemented a patron privacy option to delete patron checkout history.
- Karen has almost completed the Texas Book Festival grant report and will submit it by the end of the year.
- I have completed the first quarterly report for the TSLAC grant. We should soon receive a direct deposit of \$12,211.54.
- We received five donations in memory of patron Bob Jarvis.
- ABC conducted their bi-annual HVAC maintenance, fixed a thermostat and installed a drip pan in the mezzanine.
- Mary Jo Finch distributed a lobbyist update to district library directors.
- An update from Sales Tax Assurance is attached. They sent us a holiday container of chocolate covered almonds.
- Linden is working on an introductory newsletter that will be automatically sent to new members.
- Earlier this month Stokes Sign Company installed the bookmobile parking sign, fixed the entrance sign, and ordered screw cap replacements for donor signage.
- Teen volunteer Samantha Hoover has organized an electronic waste collection box at the library starting on January 2nd for old iPods and iPhones, used ink-cartridges, cameras, etc.
- Sarah, Danielle, and I will shift children's books on December 18th to address the overcrowded juvenile fiction section. We are also getting quotes from LibraTech for additional shelving. And, we plan to remove four cupcake chairs from the children's room.

- OverDrive is no longer selling Nook periodicals and our current e-magazine and e-newspapers subscriptions will expire over the next seven months. Linden and I are looking into purchasing Zinio, Flipster, or PressReader.
- Sarah has completed the Texas food handler certification class and Sue is registered and will complete it soon.
- I plan to take vacation days December 21-23.
- LTCL gave out 35 TexShare cards in November 2016. In November 2015, 24 were distributed.
- The LTCL website had 7,511 unique visitors and 31,634 visits in the month of November.
- LTCL currently has 10,870 active cardholder accounts.

Morgan McMillian  
12/15/2016

## Circulation Snapshot – Tuesday, December 13, 2016

Type	Holdings	Out	Titles	Main	Main Out	Bus	Bus Out	% of Total Out
1 - Default	3	3	3	2	2	1	1	0
2 - Caldecott	146	39	77	141	38	5	1	0.4
3 - Bluebonnet	60	22	20	46	21	14	1	0.2
5 - Lone Star	57	15	20	55	14	2	1	0.2
6 - Tayshas	0	0	0	0	0	0	0	0
7 - Feature Films	0	0	0	0	0	0	0	0
8 - Music CD	225	15	224	224	14	1	1	0.2
9 - Audio	1720	359	1646	1642	345	78	14	4
10 - Magazine	1190	42	135	1190	42	0	0	0.5
11 - Reference	36	0	8	36	0	0	0	0
12 - Beginning Reader	1495	428	1329	1334	375	161	53	4.8
13 - DVD	3196	1077	2740	2909	961	287	116	12
14 - Fiction	9207	1442	8468	8927	1392	280	50	16.1
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	2741	480	2434	2587	450	154	30	5.3
18 - NF DVD	197	33	191	195	32	2	1	0.4
19 - NF Audio	369	100	359	345	98	24	2	1.1
20 - J Audio	407	82	397	375	78	32	4	0.9
21 - Kits	189	45	181	187	43	2	2	0.5
22 - YA	1552	232	1446	1460	198	92	34	2.6
23 - Board Books	1182	567	1052	1068	513	114	54	6.3
24 - Picture Books	6359	1504	5912	5704	1282	655	222	16.7
25 - Large Print	504	57	490	433	41	71	16	0.6
26 - NF Juvenile	2372	390	2225	2254	355	118	35	4.3
27 - J Video	0	0	0	0	0	0	0	0
28 - Professional	23	1	20	23	1	0	0	0
29 - Oversize	30	2	30	30	2	0	0	0
30 - Biography	728	45	710	715	45	13	0	0.5
31 - Summer Reading	0	0	0	0	0	0	0	0
32 - CTLS	0	0	0	0	0	0	0	0
33 - 000 - 099	120	14	119	120	14	0	0	0.2
34 - 100 - 199	213	36	207	207	34	6	2	0.4
35 - 200 - 299	243	17	238	229	14	14	3	0.2

36 - 300 - 399	1230	103	1194	1219	98	11	5	1.1
37 - 400 - 499	58	9	57	55	6	3	3	0.1
38 - 500 - 599	135	12	134	133	10	2	2	0.1
39 - 600 - 699	1376	126	1358	1361	122	15	4	1.4
40 - 700 - 799	669	70	661	654	64	15	6	0.8
41 - 800 - 899	257	15	249	254	15	3	0	0.2
42 - 900 - 919	453	29	442	449	27	4	2	0.3
43 - 920 - 921	20	1	18	20	1	0	0	0
44 - 922 - 999	858	84	766	835	74	23	10	0.9
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	400	79	370	301	55	99	24	0.9
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	779	288	702	679	247	100	41	3.2
50 - Story Time	11	0	11	10	0	1	0	0
51 - Book Buddy	0	0	0	0	0	0	0	0
52 - YA Graphic Novel	155	7	155	151	7	4	0	0.1
53 - J Graphic Novel	726	232	619	641	197	85	35	2.6
54 - Laptop	6	0	1	6	0	0	0	0
55 - J Biography	352	71	332	337	69	15	2	0.8
56 - Adult Graphic Novel	33	0	33	33	0	0	0	0
57 - Spanish - Adult	80	7	79	49	3	31	4	0.1
58 - Lake Travis Reads	0	0	0	0	0	0	0	0
59 - Mass Market	0	0	0	0	0	0	0	0
60 - YA Audio	103	9	101	100	9	3	0	0.1
61 - Chapter Book	2090	514	1779	1864	446	226	68	5.7
62 - Scouts	145	14	145	145	14	0	0	0.2
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	15	1	15	15	1	0	0	0
65 - TV	1070	263	1005	989	236	81	27	2.9
<b>Total</b>	<b>45,585</b>	<b>8,981</b>	<b>40,837</b>	<b>42,738</b>	<b>8,105</b>	<b>2,847</b>	<b>876</b>	

