

Library Director's Report

December 14, 2017

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
Nov 2017	1,021	250	1,271	42	42	84
Oct 2017	2,247	349	2,596	46	39	85
Sept 2017	1,262	332	1,594	39	47	86
Nov 2016	1,230	306	1,536	43	36	79

New Patrons

Nov 2017	129
Oct 2017	127
Sept 2017	178
Nov 2016	130

Door Count

	Main	Bus	Total
Nov 2017	5,972 (closed 2 days)	886	6,858
Oct 2017	6,231	1,689	7,920
Sept 2017	6,985 (closed 1 day)	1,182	8,167
Nov 2016	7,360 (closed 2 days)	784	8,144

Adult Volunteer Hours

Nov 2017	818.5
Oct 2017	953.5
Sept 2017	791.5
Nov 2016	668.5

Interlibrary Loan (ILL)

	Requested/Received/Shipped
Nov 2017	114 / 87 / 3
Oct 2017	98 / 125 / 4
Sept 2017	109 / 108 / 2
Nov 2016	76 / 69 / 3

Teen Volunteer Hours

Nov 2017	202.0
Oct 2017	257.5
Sept 2017	262.5
Nov 2016	221.0

OverDrive

New Patrons

Nov 2017	33
Oct 2017	50
Sept 2017	62
Nov 2016	36

Circulation Transactions

	Main	Bus	OverDrive	Total
Nov 2017	24,407	2,151	2,376	28,934
Oct 2017	27,451	2,467	2,329	32,247
Sept 2017	27,423	2,254	2,418	32,095
Nov 2016	20,536	1,525	2,261	24,322

Meeting Room Reservations

Nov 2017	25
Oct 2017	26
Sept 2017	24
Nov 2016	18

Circulation Snapshot (as of December 12, 2017)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,112	12.1	1,662	27.2	16.3
Adult Fiction	10,700	21.2	1,500	14.0	14.7
Adult Non-Fiction	7,473	14.8	851	11.4	8.4
Juvenile	19,645	39.0	4,448	22.6	43.7
Other	6,445	12.8	1,722	26.7	16.9
Total	50,375		10,183	20.2	

Past Events

- I attended the Texas House of Representatives Special Purpose Districts committee meeting on November 30th.
- ABC conducted their bi-annual HVAC maintenance on December 6th and no problems were detected.
- TFE installed new switches and access points on December 7th and we will soon pay the bill for almost \$6,500.
- Door Control Services visited the library to repair the automatic doors again on December 7th.
- The annual Holiday Celebration was held on December 12th with approximately 200 people in attendance.
- Five new donor tiles were installed on December 13th.
- Linden met with TFE to learn the new BrightSign digital signage program on December 13th.
- We were a drop-off location for LTlov's Green Santa toy drive.

Upcoming Events

- I plan to take vacation days December 21st and 22nd.
- We have special events with Game On!, *Star Wars* Family Flicks, and miniature horses scheduled for the last week of the month.
- The Noon Year's Eve party will take place on Sunday, December 31st starting at 11am. Joe McDermott will perform and help us count down to 2018.
- Please see the attached January calendar for upcoming events.
- Sarah and Raj will attend a CTLS Summer Reading Program workshop on January 18th.
- The next Library District Discussion Group will take place on Friday, January 26th at Laura's Library.
- We will host an informal librarian networking luncheon on Monday, January 29th.
- We plan to hold another Food for Fines forgiveness campaign in February 2018.
- I have registered to attend the PLA conference in Philadelphia March 20-24.
- TLA conference will take place in Dallas April 3-6 and we hope to allow some staff members to attend.
- Barbara Hathaway and I are planning for Lake Travis Reads 2018. Amazing Raj is working to redesign laketravisreads.org!

Notes

- Based on our number of ILL lends (45) and available funding, we will receive a reimbursement payment of \$269.55 from TSLAC.
- I have completed the first quarterly report for the second year of our TSLAC grant. We should soon receive a direct deposit of \$13,929.17.
- Sarah received two Texas Commission on the Arts grants for upcoming programs in the amounts of \$175 and \$125.
- Sarah has booked most of the 2018 Summer Reading Program performers!
- We are making progress with Library Interiors of Texas and plan to soon place an order for juvenile nonfiction shelving, DVD shelves, fourteen seat cushions, and twelve new chairs. They have provided fabric samples and a sample chair.
- Quotes to add a handrail to the walkway from Tuscan Village from NW Fence and Viking Fence are attached.
- U.S. Energy has worked on lighting repairs a number of times during the past month. Two street pole lights in the parking lot are still malfunctioning.
- We will apply for a Texas Book Festival grant by February 2nd to purchase popular Spanish materials for the bookmobile. Karen is working on the application.

- Danielle continues to explore online volunteer management programs. The annual cost is expected to be less than \$1,000.
- Kim was once again selected by LibraryReads, so her review of *Eternal Life* by Dara Horn will be featured on the nation-wide list!
- Sue's proctoring service has been in high demand so far this fiscal year with 40 tests proctored.
- Khalil El-Bathy has completed his CPR certification. Raj Kamat and Beth Yoder will take a CPR certification class before the end of the year.
- In the month of November, 373 users viewed 472 issues on PressReader. Some of the most popular titles are the *Austin American Statesman*, *The Washington Post* and *Los Angeles Times*.
- LTCL gave out 39 TexShare cards in November 2017. In November 2016, 35 were distributed.
- The LTCL website had 7,386 unique visitors and 22,516 visits in the month of November.
- LTCL currently has 12,150 active cardholder accounts.

Morgan McMillian
12/14/2017

Circulation Snapshot – Tuesday, December 12, 2017

Type	Holdings	Out	Titles	Main	Main Out	Bus	Bus Out	% of Total Out
1 - Default	0	0	0	0	0	0	0	0
2 - Caldecott	147	24	78	141	21	6	3	0.2
3 - Bluebonnet	64	27	20	47	25	17	2	0.3
5 - Lone Star	55	9	20	46	9	9	0	0.1
6 - Tayshas	0	0	0	0	0	0	0	0
7 - Feature Films	0	0	0	0	0	0	0	0
8 - Music CD	206	8	205	204	6	2	2	0.1
9 - Audio	1843	335	1818	1783	329	60	6	3.3
10 - Magazine	1213	84	142	1198	84	15	0	0.8
11 - Reference	36	0	8	36	0	0	0	0
12 - Beginning Reader	1785	518	1512	1538	421	247	97	5.1
13 - DVD	3667	1242	3087	3281	1047	386	195	12.2
14 - Fiction	10128	1442	9582	9903	1362	225	80	14.2
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3190	514	2871	3029	457	161	57	5
18 - NF DVD	196	49	191	194	48	2	1	0.5
19 - NF Audio	396	77	390	365	77	31	0	0.8
20 - J Audio	470	76	457	433	68	37	8	0.7
21 - Kits	207	59	197	200	55	7	4	0.6
22 - YA	1633	233	1567	1586	208	47	25	2.3
23 - Board Books	1336	572	1150	1158	456	178	116	5.6
24 - Picture Books	7547	1846	6604	6743	1456	804	390	18.1
25 - Large Print	572	58	564	506	42	66	16	0.6
26 - NF Juvenile	2712	484	2529	2473	374	239	110	4.8
27 - J Video	0	0	0	0	0	0	0	0
28 - Professional	19	1	16	19	1	0	0	0
29 - Oversize	27	2	27	27	2	0	0	0
30 - Biography	634	52	621	597	44	37	8	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	110	16	110	109	16	1	0	0.2
34 - 100 - 199	229	42	221	222	39	7	3	0.4
35 - 200 - 299	241	26	240	237	24	4	2	0.3
36 - 300 - 399	1184	100	1159	1167	96	17	4	1
37 - 400 - 499	54	5	54	52	3	2	2	0
38 - 500 - 599	159	20	158	156	18	3	2	0.2
39 - 600 - 699	1381	211	1367	1348	190	33	21	2.1
40 - 700 - 799	557	77	550	541	72	16	5	0.8
41 - 800 - 899	220	27	216	217	25	3	2	0.3
42 - 900 - 919	417	49	412	416	49	1	0	0.5
43 - 920 - 921	23	0	21	21	0	2	0	0
44 - 922 - 999	828	91	768	807	87	21	4	0.9
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	499	86	444	382	43	117	43	0.8
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	926	417	831	807	356	119	61	4.1
50 - Story Time	13	0	13	13	0	0	0	0
51 - Book Buddy	0	0	0	0	0	0	0	0
52 - YA Graphic Novel	174	16	173	174	16	0	0	0.2
53 - J Graphic Novel	922	265	779	794	188	128	77	2.6
54 - Laptop	6	0	1	6	0	0	0	0
55 - J Biography	385	38	360	364	36	21	2	0.4
56 - Adult Graphic Novel	39	4	39	39	4	0	0	0
57 - Spanish - Adult	109	13	108	73	6	36	7	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	109	11	109	108	10	1	1	0.1
61 - Chapter Book	2273	657	1887	2062	555	211	102	6.5
62 - Scouts	145	47	145	145	47	0	0	0.5
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	21	0	21	21	0	0	0	0
65 - TV	1268	253	1197	1190	225	78	28	2.5
Total	50375	10183	44966	46978	8697	3397	1486	