

Library Director's Report

February 22, 2018

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
Jan 2018	1,163	276	1,439	40	42	82
Dec 2017	1,437	296	1,733	38	35	73
Nov 2017	1,021	250	1,271	42	42	84
Jan 2017	1,097	414	1,511	37	47	84

New Patrons

Jan 2018	114
Dec 2017	85
Nov 2017	129
Jan 2017	201

Door Count

	Main	Bus	Total
Jan 2018	9,993 (closed 3 days)	1,033	11,026
Dec 2017	6,769 (closed 3 days)	1,067	7,836
Nov 2017	5,972 (closed 2 days)	886	6,858
Jan 2017	7,351 (closed 2 days)	992	8,273

Adult Volunteer Hours

Jan 2018	842.0
Dec 2017	753.0
Nov 2017	818.5
Jan 2017	801.5

Interlibrary Loan (ILL)

	Requested/Received/Shipped
Jan 2018	120 / 93 / 4
Dec 2017	99 / 111 / 5
Nov 2017	114 / 87 / 3
Jan 2017	115 / 98 / 3

Teen Volunteer Hours

Jan 2018	195.5
Nov 2017	202.0
Oct 2017	257.5
Jan 2017	214.0

OverDrive

	New Patrons
Jan 2018	49
Dec 2017	47
Nov 2017	33
Jan 2017	48

Circulation Transactions

	Main	Bus	OverDrive	Total
Jan 2018	25,052	2,462	2,580	30,094
Dec 2017	22,596	1,951	2,343	26,890
Nov 2017	24,407	2,151	2,376	28,934
Jan 2017	24,080	1,854	2,528	28,462

Meeting Room Reservations

Jan 2018	30
Dec 2017	21
Nov 2017	25
Jan 2017	11

Circulation Snapshot (as of February 13, 2018)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,216	12.2	1,880	30.2	17.0
Adult Fiction	10,683	21.0	1,540	14.4	13.9
Adult Non-Fiction	7,632	15.0	961	12.6	8.7
Juvenile	19,755	38.9	4,843	24.5	43.7
Other	6,544	12.9	1,852	28.3	16.7
Total	50,830		11,076	21.8	

Past Events

- Sarah and Raj attended a CTLS Summer Reading Program workshop on January 18th.
- Carol and Morgan attended the Library District Discussion Group meeting on January 26th.
- We hosted a librarian networking luncheon on January 29th.
- Sarah attended a meeting with Bee Cave Public Library and LTISD librarians on February 16th.

Upcoming Events

- Sarah will attend a young adult programming workshop on February 26th.
- Please see the attached March calendar for upcoming events.
- The Friends of the Library will hold a Flash Sale on March 28th.
- I will attend the PLA conference in Philadelphia March 20-24.
- The library will be closed on Sunday, April 1st.
- Raj, Sarah, and I will attend the TLA conference in Dallas in early April.
- Author Nate Blakeslee will speak at Bee Cave Public Library on Wednesday, April 11th at 7pm for Lake Travis Reads 2018.
- I am speaking to the Lakeway Men's Breakfast Club on Wednesday, May 2nd.
- I plan to attend the UT iSchool Advisory Council meeting on May 3rd and 4th.
- The next librarian networking luncheon will take place on May 7th at Laura's Library.
- The Summer Reading Program will kick off on June 2nd. Please see the attached brochure with more information.
- The next Library District Discussion Group will take place here on Friday, August 10th.

Notes

- Dr. Carol Black was nominated for the TLA Lifetime Achievement Award that will be announced at the conference in April.
- Bill Hayes, COO of Legend Communities, contacted us on February 15th about lowering the library's monthly Tuscan Village assessment. They are close to approval for a site plan and buyer for the office building next to us. During that process, they have discovered that the library and office site had an undue burden of maintenance for our monthly assessment costs. They want to extend our prepayment out for another three years. We will need to sign the First Amendment to Reciprocal Easement and Maintenance Agreement for Tuscan Village Master Condominiums.
- As of February 20th, \$760.65 has been forgiven for 84 patrons in the 2018 Food for Fines forgiveness campaign.
- I have signed a new contract with TFE to provide support through June 2018.
- One phone receiver in the workroom kept shutting off, so TFE replaced it with a new refurbished phone on February 14th. Ever since the system changes, the phones have worked intermittently and TFE is troubleshooting the problem.
- Library Interiors of Texas continues to work on our order of chairs, reupholstered cushions, and shelves. They anticipate completion of the project late this month.
- Austintatious Blinds and Shutters provided the attached quote to purchase blackout shades for the meeting room to show movies during Family Flicks.
- Alan and Ginger Gober heroically installed new paper towel dispensers earlier this month. The dispensers were still under warranty and Georgia-Pacific sent new ones at no cost.
- Beckwith completed the annual fire system inspection in January.
- The flagpole was serviced in January.
- Door Control Services have visited the library twice in the past month trying to repair the automatic doors again.

- U.S. Energy continues to work on lighting problems throughout the library, including the street pole light outside the side entrance.
- I have started work on a TSLAC grant application to help fund year three of our bookmobile service. This is the final time that we are able to apply for this grant.
- I have begun work on the TSLAC annual report.
- Karen applied for a Texas Book Festival grant to purchase popular Spanish materials.
- Sarah has applied for two grants from the Texas Commission on the Arts.
- Thanks to Danielle's hard work and research, we have signed up with the Volgistics online volunteer management system. We plan to launch this effort with teen volunteers this summer.
- The Friends of the Library gave \$405 to the library earlier this month to purchase a tablet and stand to use to log in to Volgistics. Part of the money will also go to purchase prizes for the summer reading program.
- The Friends of the Library have proposed bylaws changes and plan to change their monthly meeting schedule to five times a year.
- Beth Yoder is scheduled to take a CPR certification class on February 28th.
- I have a bid from SenSource for a people counting system for the front entrance doors. The counter must have a Power over Ethernet connection and will need to be hardwired in. I am working with them on installation details that could slightly change the price, but it is estimated a one-time \$1,000 expense, then \$200 annual fee.
- The attached TFE bid for \$15,810.28 will replace all staff computers and servers. For comparison, prices from amazon.com are also listed.
- In the month of January, 1,253 users viewed 1,523 issues on PressReader. Some of the most popular titles are the *Austin American Statesman*, *The Washington Post* and *LA Times*.
- LTCL gave out 31 TexShare cards in January 2018. In January 2017, 36 were distributed.
- The LTCL website had 6,902 unique visitors and 22,407 visits in the month of January.
- LTCL currently has 12,286 active cardholder accounts.

Morgan McMillian
2/21/2018

Circulation Snapshot – Tuesday, February 13, 2018

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	32	78	140	29	7	3	0.3
3 - Bluebonnet	64	25	20	45	20	19	5	0.2
5 - Lone Star	55	8	20	43	7	12	1	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	19	205	197	10	9	9	0.2
9 - Audio	1857	340	1837	1792	329	65	11	3.1
10 - Magazine	1228	54	165	1211	54	17	0	0.5
11 - Reference	36	0	8	36	0	0	0	0
12 - Beginning Reader	1826	720	1551	1582	616	244	104	6.5
13 - DVD	3754	1426	3144	3314	1250	440	176	12.9
14 - Fiction	10142	1460	9617	9884	1354	258	106	13.2
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3209	524	2934	3067	465	142	59	4.7
18 - NF DVD	197	46	192	185	41	12	5	0.4
19 - NF Audio	399	87	393	369	86	30	1	0.8

20 - J Audio	476	81	463	453	77	23	4	0.7
21 - Kits	205	89	196	186	75	19	14	0.8
22 - YA	1674	250	1601	1640	237	34	13	2.3
23 - Board Books	1284	564	1108	1085	438	199	126	5.1
24 - Picture Books	7676	1896	6717	6882	1547	794	349	17.1
25 - Large Print	541	80	536	459	50	82	30	0.7
26 - NF Juvenile	2628	574	2532	2373	457	255	117	5.2
27 - J Video	0	0	0	0	0	0	0	0
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	27	3	27	26	2	1	1	0
30 - Biography	637	56	623	604	48	33	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	113	15	113	112	15	1	0	0.1
34 - 100 - 199	237	53	230	233	51	4	2	0.5
35 - 200 - 299	246	40	244	242	37	4	3	0.4
36 - 300 - 399	1232	161	1200	1199	148	33	13	1.5
37 - 400 - 499	53	10	53	52	9	1	1	0.1
38 - 500 - 599	163	29	161	157	27	6	2	0.3
39 - 600 - 699	1416	236	1401	1390	225	26	11	2.1
40 - 700 - 799	561	71	554	550	68	11	3	0.6
41 - 800 - 899	223	19	219	216	19	7	0	0.2
42 - 900 - 919	424	76	417	422	76	2	0	0.7
43 - 920 - 921	26	0	23	25	0	1	0	0
44 - 922 - 999	849	92	785	831	81	18	11	0.8
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	511	81	456	391	48	120	33	0.7
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	933	378	838	827	339	106	39	3.4
50 - Story Time	13	1	13	13	1	0	0	0
51 - Book Buddy	0	0	0	0	0	0	0	0
52 - YA Graphic Novel	176	9	175	176	9	0	0	0.1
53 - J Graphic Novel	938	278	793	794	212	144	66	2.5
54 - Laptop	6	0	1	6	0	0	0	0
55 - J Biography	396	88	370	385	83	11	5	0.8
56 - Adult Graphic Novel	40	6	40	40	6	0	0	0.1
57 - Spanish - Adult	108	13	107	74	8	34	5	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	110	6	110	110	6	0	0	0.1
61 - Chapter Book	2299	797	1917	2087	708	212	89	7.2
62 - Scouts	150	34	145	149	33	1	1	0.3
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	21	6	21	21	6	0	0	0.1
65 - TV	1299	235	1225	1225	219	74	16	2.1
Total	50830	11068	45521	47319	9626	3511	1442	