

Library Director's Report

August 23, 2018

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
July 2018	2,858	311	3,169	81	41	122
June 2018	3,604	338	3,942	91	42	133
May 2018	1,424	449	1,873	46	47	93
July 2017	2,701	247	2,948	70	30	100

New Patrons

July 2018	179
June 2018	225
May 2018	126
July 2017	205

Door Count

	Main	Bus	Total
July 2018	11,858	1,129	12,987
June 2018	12,958	1,255	14,213
May 2018	10,197	1,058	11,255
July 2017	8,580	816	9,396

Adult Volunteer Hours

July 2018	977
June 2018	922
May 2018	900
July 2017	856

Interlibrary Loan (ILL)

	Requested/Received/Shipped
July 2018	107 / 93 / 3
June 2018	94 / 76 / 4
May 2018	90 / 95 / 4
July 2017	126 / 112 / 3

Teen Volunteer Hours

July 2018	448.0
June 2018	478.0
May 2018	213.5
July 2017	532.0

OverDrive

	New Patrons
July 2018	70
June 2018	57
May 2018	44
July 2017	78

Circulation Transactions

	Main	Bus	OverDrive	Total
July 2018	32,799	1,828	3,578	38,205
June 2018	33,969	2,341	3,264	39,574
May 2018	25,993	2,154	2,744	30,891
July 2017	32,953	1,832	2,588	37,373

Meeting Room Reservations

July 2018	10
June 2018	15
May 2018	20
July 2017	10

Circulation Snapshot (as of August 21, 2018)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,525	12.4	1,727	26.5	14.4
Adult Fiction	10,963	20.8	1,787	16.3	14.9
Adult Non-Fiction	7,642	14.5	1,061	13.9	8.8
Juvenile	20,527	39.0	5,398	26.3	44.9
Other	6,967	13.2	2,038	29.3	17.0
Total	52,624		12,011	22.8	

Past Events

- The Summer Reading Program Finale took place on July 27th and reading and raffle prizes were distributed. This year 165 adult punch cards, 338 tween/teen punch cards, and 997 logs were turned in!
- Raj attended the Engaging Teens with Your Library workshop on August 9th.
- The Library District Discussion Group met here on August 10th.
- Linden and I attended the Central Texas Digital Consortium meeting on August 13th.
- We held a Summer Reading Program wrap-up staff meeting on August 23rd.

Upcoming Events

- I plan to take vacation days the week of August 27th.
- Please see the attached September calendar for upcoming events.
- Some of us will attend a local librarian networking luncheon on September 10th.
- Linden has registered to attend a Lake Travis Chamber of Commerce Luncheon on September 19th with the topic Social Media Marketing.
- I plan to attend the UT iSchool Advisory Council meeting on September 20th and 21st.
- The next Flash Sale is scheduled for September 22nd.
- The CTLS Membership Meeting will take place on October 5th.
- I plan to attend the TLA District 3 meeting on October 8th.
- The Teen Read Week Art Contest brochures will soon be available and entries will be due October 12th.
- The Annual Pumpkin Parade will take place on Halloween with musician Staci Gray.
- The CTLS Performer's Showcase will take place on November 2nd.
- Danielle is planning this year's Volunteer Appreciation Soiree for Sunday, November 4th. Save the date!
- The next Library District Discussion Group is scheduled at Laura's Library on January 19th.

Notes

- We have received official notification from TSLAC that we are fully accredited.
- We have received notice from TSLAC about our Maintenance of Effort, the amount LTCL must spend on local operating expenditures to remain accredited. In 2018, LTCL's MOE is \$603,564.
- Our \$75,000 2019 Special Projects grant application, as recommended by the review panel, was approved for funding by the Texas State Library and Archives Commission.
- We have purchased four new laptops to use on the bookmobile and for outreach purposes from TFE as a part of the 2018 Special Projects grant.
- Sarah has been awarded two grants from the Texas Commission on the Arts for upcoming programs with Kim Lehman and Donna Ingram.
- Please see the attached FY2018 TexShare Value Report for LTCL.
- We received and supplied a Request for Information from SmartProcure.
- Danielle is now a notary public, so both Sue and Danielle can now provide this service to our patrons.
- Launchpads are being cataloged and will soon be available to check out.
- I have submitted paperwork to renew our TMLIEBP coverage. There is no change in the monthly TMLIEBP rate for 2019.
- We have scheduled three programs with Lakeway History Subcommittee in early 2019 and plan to exhibit historical Lakeway photographs in the month of February.

- The City Council of Lakeway is considering a change to their sign ordinance policy. I attended the council meeting on August 20th and, after reorganizing and reformatting the ordinance, they anticipate approval at the next council meeting.
- We have encountered challenges during construction of the Lakeway Police Facility. Our phone cable was cut, the banner pole has also been damaged, and irrigation lines near the road were severed.
- We have ordered DVD dividers and white book supports from Library Interiors of Texas. In the near future we plan to work with them to address other furniture and shelving needs.
- We are working with Stokes to replace our damaged donor sign and missing knobs on the children's computer table.
- Replacing our damaged book drop would cost around \$3,000.
- We may ask Austintatious Blinds and Shutters to provide a quote to install blinds in the workroom.
- Lone Star Paving is scheduled to do parking lot repairs on August 23rd. We will then close the library on Friday, September 14th to sealcoat and stripe the parking lot.
- Please see the attached ABC Arborist Proposal for tree work.
- ABC has discovered a condensation drip and possible leaks in the wall in the meeting room. We plan to do the invasive repairs when we are closed on September 14th. "After talking with Morgan about drips down wall in front room off of entrance realized that unit in question is a mini split and they are for both lines need to be insulated by factory specs. Construction locks like original installers never done properly. He is in a thermal gun wall cavity that lines that runs through lit up Indicating there is no insulation online set. Only to open up wall cavity in corner of room to visually inspect whether or not it is insulated and insulate accordingly. ABC is not responsible for what we may find within the wall itself. If all we do is open the wall up, insulated copper lines and close back up, work will be performed in one day. If other things need to occur that will need to be addressed separately. ABC will supply two painters to do work on wall including painting middle part of wall (between built in tracks for pictures), tape off top and re paint, after that they will touch up through the rest of room in order nay same color. Customer will supply paint to be used. Cost for painter to do said work \$1,700 to insulate copper line in wall and seal penetration in wall will be \$450.00 for a total of \$2150.00 excluding any other work not described above."
- Heaven's Best cleaned all library carpets on August 7th.
- We are working with TFE and ipower to migrate our website to a more secure https. HTTP Secure (*HTTPS*) is an extension of the Hypertext Transfer Protocol (*HTTP*) for secure communication over a computer network and is widely used on the Internet.
- We have a quote from TFE for a People Counter that will be significantly less expensive than the bid from SenSource.
- I have accepted a two-year appointment as a Member of the PLA Upstart Innovation Award Jury.
- In the month of July, 1,095 users viewed 1,448 issues on PressReader. Some of the most popular titles are the *Austin American Statesman*, *The Washington Post* and *The Daily Telegraph*.
- LTCL gave out 30 TexShare cards in July 2018. In July 2017, 28 were distributed.
- The LTCL website had 7,845 unique visitors and 24,981 visits in the month of July.
- LTCL currently has 12,404 active cardholder accounts.

Morgan McMillian
8/23/2018

Circulation Snapshot – Tuesday, August 21, 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	148	23	78	148	23	0	0	0.2
3 - Bluebonnet	59	28	20	49	27	10	1	0.2
5 - Lone Star	42	18	21	41	18	1	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	177	16	176	177	16	0	0	0.1
9 - Audio	1969	335	1951	1927	327	42	8	2.8
10 - Magazine	1089	88	154	1078	82	11	6	0.7
11 - Reference	37	0	9	37	0	0	0	0
12 - Beginning Reader	1889	677	1610	1691	614	198	63	5.6
13 - DVD	3946	1288	3306	3503	1087	443	201	10.7
14 - Fiction	10380	1693	9925	10135	1572	245	121	14.1
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3407	846	3149	3289	789	118	57	7
18 - NF DVD	184	34	181	174	28	10	6	0.3
19 - NF Audio	433	88	427	407	84	26	4	0.7
20 - J Audio	499	70	487	476	69	23	1	0.6
21 - Kits	207	74	197	196	69	11	5	0.6
22 - YA	1678	282	1627	1662	276	16	6	2.3
23 - Board Books	1179	739	1033	1070	701	109	38	6.2
24 - Picture Books	8023	1927	7063	7423	1754	600	173	16
25 - Large Print	583	94	579	495	68	88	26	0.8
26 - NF Juvenile	2762	605	2676	2537	511	225	94	5
27 - J Video	0	0	0	0	0	0	0	0
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	23	6	23	21	4	2	2	0
30 - Biography	626	60	612	597	56	29	4	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	109	14	108	104	12	5	2	0.1
34 - 100 - 199	252	65	246	247	62	5	3	0.5
35 - 200 - 299	258	44	256	255	42	3	2	0.4
36 - 300 - 399	1318	173	1295	1289	168	29	5	1.4
37 - 400 - 499	49	14	49	47	14	2	0	0.1
38 - 500 - 599	163	40	161	156	38	7	2	0.3
39 - 600 - 699	1407	241	1399	1379	229	28	12	2
40 - 700 - 799	582	59	577	574	54	8	5	0.5
41 - 800 - 899	242	40	237	236	37	6	3	0.3
42 - 900 - 919	429	93	424	427	91	2	2	0.8
43 - 920 - 921	22	3	20	21	2	1	1	0
44 - 922 - 999	889	87	822	875	79	14	8	0.7
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	634	109	578	510	67	124	42	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	942	449	853	840	414	102	35	3.7

50 - Story Time	14	0	14	14	0	0	0	0
51 - Book Buddy	0	0	0	0	0	0	0	0
52 - YA Graphic Novel	185	8	185	169	6	16	2	0.1
53 - J Graphic Novel	1031	393	872	900	337	131	56	3.3
54 - Laptop - In Library	6	0	1	6	0	0	0	0
55 - J Biography	437	73	409	428	70	9	3	0.6
56 - Adult Graphic Novel	45	6	45	44	5	1	1	0
57 - Spanish - Adult	143	15	142	107	3	36	12	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	115	7	115	107	7	8	0	0.1
61 - Chapter Book	2402	757	2016	2195	692	207	65	6.3
62 - Scouts	146	10	145	145	9	1	1	0.1
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	23	2	23	23	2	0	0	0
65 - TV	1410	318	1332	1315	278	95	40	2.6
66 - ILL	1	0	0	1	0	0	0	0
67 - Launchpad	11	0	1	11	0	0	0	0
68 - Launchpad - In Library	0	0	0	0	0	0	0	0
Total	52624	12011	47570	49577	10893	3047	1118	