

# Library Director's Report

## October 25, 2018

### Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
<b>Sept 2018</b>	<b>1,185</b>	<b>363</b>	<b>1,548</b>	<b>52</b>	<b>49</b>	<b>101</b>
August 2018	1,249	376	1,625	56	47	103
July 2018	2,858	311	3,169	81	41	122
Sept 2017	1,262	332	1,594	39	47	86

### New Patrons

<b>Sept 2018</b>	<b>179</b>
August 2018	175
July 2018	179
Sept 2017	178

### Door Count

	Main	Bus	Total
<b>Sept 2018</b>	<b>10,621 (closed 2 days)</b>	<b>1,556</b>	<b>12,177</b>
August 2018	10,846	842	11,688
July 2018	11,858	1,129	12,987
Sept 2017	6,985 (closed 1 day)	1,182	8,167

### Adult Volunteer Hours

<b>Sept 2018</b>	<b>800.5</b>
August 2018	800.0
July 2018	977.0
Sept 2017	791.5

### Interlibrary Loan (ILL)

	Requested/Received/Shipped
<b>Sept 2018</b>	<b>104 / 113 / 4</b>
August 2018	132 / 106 / 4
July 2018	107 / 93 / 3
Sept 2017	109 / 108 / 2

### Teen Volunteer Hours

<b>Sept 2018</b>	<b>223.0</b>
August 2018	250.0
July 2018	448.0
Sept 2017	262.5

### OverDrive

	New Patrons
<b>Sept 2018</b>	<b>59</b>
August 2018	64
July 2018	70
Sept 2017	62

### Circulation Transactions

	Main	Bus	OverDrive	Total
<b>Sept 2018</b>	<b>27,541</b>	<b>2,483</b>	<b>3,317</b>	<b>33,341</b>
August 2018	29,237	1,752	3,513	34,502
July 2018	32,799	1,828	3,578	38,205
Sept 2017	27,423	2,254	2,418	32,095

### Meeting Room Reservations

<b>Sept 2018</b>	<b>24</b>
August 2018	16
July 2018	10
Sept 2017	24

### Circulation Snapshot (as of October 10, 2018)

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>	6,378	12.6	1,825	28.6	14.4
<b>Adult Fiction</b>	10,135	20.0	1,689	16.7	13.3
<b>Adult Non-Fiction</b>	7,624	15.0	1,113	14.6	8.8
<b>Juvenile</b>	19,882	39.2	5,942	29.9	46.9
<b>Other</b>	6,741	13.3	2,098	31.1	16.6
<b>Total</b>	50,760		12,667	25.0	

## Past Events

- I attended Lakeway's Coffee with a Cop on October 3rd to hear an update about the police facility.
- I attended the TLA District 3 meeting on October 8th and gave the Councilor's Report.
- I attended the Lake Travis Chamber luncheon with speaker LTISD Superintendent Brad Lancaster on October 17th.
- We celebrated Fire Prevention Week with a visit from Lake Travis Fire and Rescue and a tour of the Pedernales Fire Station earlier this month.

## Upcoming Events

- Sarah and I will meet with Library Interiors of Texas on October 30th to begin discussing furniture purchases for the children's room.
- Our annual Pumpkin Parade will take place on October 31st.
- Please see the attached November calendar of upcoming events.
- Fifteen pieces from teen artists out of 213 entries will be on display in November. Cash prizes will be awarded to eight teens thanks to the Friends!
- Raj plans to attend the UT iSchool Capstone Coffee Break on November 1st.
- Raj and Sarah plan to attend the CTLS Performer's Showcase on November 2nd.
- We will have a staff bookmobile/outreach meeting on November 4th before the gala.
- The Volunteer Appreciation Gala will take place on Sunday, November 4th.
- We will again be a drop off location for LTlov's Green Santa holiday toy drive.
- I plan to take vacation days November 19-21, 28, December 13-14, and January 9-11.
- The Friends will hold a Flash Sale on November 30th.
- Our annual Holiday Celebration with Santa and Mrs. Claus will take place on December 11th.
- The Noon Year's Eve celebration is scheduled for December 31st with Songs for Seeds.
- The next Library District Discussion Group is scheduled at Laura's Library on January 11th.
- We plan to send two staff members to a TSLAC Mental Health First Aid training in Austin in January.
- We plan to hold another Food for Fines forgiveness campaign in February.
- Sarah Bird and her new book *Daughter of a Daughter of a Queen* has been selected for 2019 Lake Travis Reads. The author event will take place at LTCL on February 5th at 7pm.

## Notes

- Raj and I continue looking into hotspot options for the library. The priority is for unlimited data and strong coverage throughout the district. After consulting with other librarians and vendors, we plan to purchase hotspots from T-Mobile. Senior Government Account Manager Ted Moore quoted \$290.50 per month for 10 devices with unlimited data. The hotspot devices themselves are free, there is no set up fee, and a one-year warranty is included. The T-Mobile price is from the negotiated contract with the State Department of Information Resources (DIR). Please see the attached hotspot agreement that would be given to patrons upon checkout.
- The representative with Charter Communications has received the signed utility easement and it has been recorded at the County Clerk's office. We have received an electronic copy of the fully executed version and it is on file.
- Raj created Batch Geo maps earlier this month to determine where our patrons live. Please see the attached maps.
- The Chamber of Commerce has agreed to highlight the library in a newly created member spotlight feature in a future newsletter. Linden is working on the feature.
- Nextdoor has asked for community reviews and the library has been getting some positive press. A recent review said: Very friendly staff. They deserve a medal for all the special programs and events they provide for our citizens.
- We are working on a capstone proposal with current volunteer Miriam Goff.

- Rachel and Morgan are creating a collection development policy that they hope to present to the board in the next few months.
- We have encountered challenges during construction of the Lakeway Police Facility. Our phone cable was cut, the banner pole was damaged, irrigation lines near the road were severed, and we have had an ant infestation. City Manager Steve Jones ensures us that all problems will be taken care of.
- DVD dividers and book supports from Library Interiors of Texas should arrive next week.
- I have ordered a sign from Stokes to put on our dumpster enclosure to discourage public use.
- 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.
- JXC Landscaping looked at our trees and do not recommend any work at this time. They will also provide a bid for a new product to prevent gravel erosion around the trail surrounding the library.
- Lone Star Paving again had to cancel parking lot work on October 22nd due to rain. We hope to reschedule the work for January 21st when we are already closed for Martin Luther King, Jr. Day. ABC completed repairs to the HVAC in the meeting room on October 22nd and properly insulated the coils in the wall.
- We continue to work with TFE and ipower to migrate our website to a more secure https.
- In the month of September, 1,582 users viewed 2,039 issues on PressReader. Some of the most popular titles are the *Austin American-Statesman*, *The Washington Post* and *The New York Post*. As of late September, the Austin American-Statesman is no longer available through PressReader due to a change in publication ownership.
- LTCL gave out 38 TexShare cards in September 2018. In September 2017, 31 were distributed.
- The LTCL website had 9,476 unique visitors and 24,564 visits in the month of September.
- LTCL currently has 12,533 active cardholder accounts.

Morgan McMillian  
10/25/2018

## Circulation Snapshot – Wednesday, October 10, 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	146	61	78	146	61	0	0	0.5
3 - Bluebonnet	58	53	20	57	53	1	0	0.4
5 - Lone Star	42	21	21	41	20	1	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	178	25	177	178	25	0	0	0.2
9 - Audio	1878	346	1869	1835	335	43	11	2.7
10 - Magazine	1010	104	138	997	98	13	6	0.8
11 - Reference	37	0	9	37	0	0	0	0
12 - Beginning Reader	1863	726	1589	1590	608	273	118	5.7
13 - DVD	3883	1347	3347	3399	1119	484	228	10.6
14 - Fiction	9515	1590	9134	9304	1482	211	108	12.6
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	2983	730	2764	2850	666	133	64	5.8
18 - NF DVD	169	38	167	167	38	2	0	0.3
19 - NF Audio	439	107	433	402	97	37	10	0.8

20 - J Audio	467	57	465	439	50	28	7	0.4
21 - Kits	212	72	202	205	70	7	2	0.6
22 - YA	1371	243	1342	1348	232	23	11	1.9
23 - Board Books	1181	753	1042	988	636	193	117	5.9
24 - Picture Books	8136	2483	7173	7212	1996	924	487	19.6
25 - Large Print	620	99	616	527	64	93	35	0.8
26 - NF Juvenile	2783	605	2697	2538	499	245	106	4.8
27 - J Video	0	0	0	0	0	0	0	0
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	23	2	23	23	2	0	0	0
30 - Biography	638	74	625	604	68	34	6	0.6
31 - Summer Reading	0	0	0	0	0	0	0	0
32 - CTLS	0	0	0	0	0	0	0	0
33 - 000 - 099	111	19	110	109	19	2	0	0.1
34 - 100 - 199	227	62	220	223	59	4	3	0.5
35 - 200 - 299	262	54	258	256	51	6	3	0.4
36 - 300 - 399	1348	202	1326	1319	196	29	6	1.6
37 - 400 - 499	50	6	50	47	4	3	2	0
38 - 500 - 599	165	24	163	159	23	6	1	0.2
39 - 600 - 699	1423	244	1415	1392	233	31	11	1.9
40 - 700 - 799	591	64	585	580	58	11	6	0.5
41 - 800 - 899	247	21	241	244	19	3	2	0.2
42 - 900 - 919	431	91	426	428	89	3	2	0.7
43 - 920 - 921	22	3	20	22	3	0	0	0
44 - 922 - 999	907	105	838	891	99	16	6	0.8
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	640	138	585	471	52	169	86	1.1
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	927	415	842	817	367	110	48	3.3
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	199	18	197	176	14	23	4	0.1
53 - J Graphic Novel	1016	393	879	883	326	133	67	3.1
54 - Laptop - In Library	5	0	1	4	0	1	0	0
55 - J Biography	431	90	404	423	88	8	2	0.7
56 - Adult Graphic Novel	50	7	50	48	5	2	2	0.1
57 - Spanish - Adult	141	15	140	107	5	34	10	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	105	8	105	102	8	3	0	0.1
61 - Chapter Book	2174	807	1878	1972	728	202	79	6.4
62 - Scouts	145	23	144	145	23	0	0	0.2
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	23	6	23	23	6	0	0	0
65 - TV	1434	301	1354	1349	277	85	24	2.4
66 - ILL	1	0	0	1	0	0	0	0
67 - Launchpad	18	13	18	18	13	0	0	0.1
68 - Launchpad - In Library	2	2	2	2	2	0	0	0
<b>Total</b>	<b>50760</b>	<b>12667</b>	<b>46159</b>	<b>47131</b>	<b>10986</b>	<b>3629</b>	<b>1681</b>	