

# Library Director's Report

## November 15, 2018

### Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
<b>Oct 2018</b>	<b>2,087</b>	<b>365</b>	<b>2,452</b>	<b>60</b>	<b>50</b>	<b>110</b>
Sept 2018	1,185	363	1,548	52	49	101
August 2018	1,249	376	1,625	56	47	103
Oct 2017	2,247	349	2,596	46	39	85

### New Patrons

<b>Oct 2018</b>	<b>139</b>
Sept 2018	179
August 2018	175
Oct 2017	127

### Door Count

	Main	Bus	Total
<b>Oct 2018</b>	<b>10,228</b>	<b>1,997</b>	<b>12,225</b>
Sept 2018	10,621 (closed 2 days)	1,556	12,177
August 2018	10,846	842	11,688
Oct 2017	6,231	1,689	7,920

### Adult Volunteer Hours

<b>Oct 2018</b>	<b>855.0</b>
Sept 2018	800.5
August 2018	800.0
Oct 2017	953.5

### Interlibrary Loan (ILL)

	Requested/Received/Shipped
<b>Oct 2018</b>	<b>124 / 95 / 3</b>
Sept 2018	104 / 113 / 4
August 2018	132 / 106 / 4
Oct 2017	98 / 125 / 4

### Teen Volunteer Hours

<b>Oct 2018</b>	<b>182.5</b>
Sept 2018	223.0
August 2018	250.0
Oct 2017	257.5

### OverDrive

	New Patrons
<b>Oct 2018</b>	<b>55</b>
Sept 2018	59
August 2018	64
Oct 2017	50

### Circulation Transactions

	Main	Bus	OverDrive	Total
<b>Oct 2018</b>	<b>31,687</b>	<b>4,018</b>	<b>3,280</b>	<b>38,985</b>
Sept 2018	27,541	2,483	3,317	33,341
August 2018	29,237	1,752	3,513	34,502
Oct 2017	27,451	2,467	2,329	32,247

### Meeting Room Reservations

<b>Oct 2018</b>	<b>25</b>
Sept 2018	24
August 2018	16
Oct 2017	26

### Circulation Snapshot (as of November 7, 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>	6,398	12.7	1,601	25.0	14.1
<b>Adult Fiction</b>	9,797	19.4	1,654	16.9	14.6
<b>Adult Non-Fiction</b>	7,687	15.2	948	12.3	8.4
<b>Juvenile</b>	19,968	39.5	5,289	26.5	46.7
<b>Other</b>	6,678	13.2	1,823	27.3	16.1
<b>Total</b>	50,528		11,315	22.4	

## Past Events

- We served as an American Red Cross Delivery Site on October 30th.
- Our annual Pumpkin Parade took place on October 31st. The City of Lakeway participated with a candy station and will join us for the Holiday Celebration and Noon Year's Eve Party as well.
- Raj attended the UT iSchool Capstone Coffee Break on November 1st and we are working with two students on capstone proposals for the spring.
- Raj and Sarah attended the CTLS Performer's Showcase on November 2nd.
- Danielle and the staff hosted this year's Volunteer Appreciation Gala on November 4th with around 75 volunteers in attendance.
- Linden attended a meeting of the Central Texas Digital Library Consortium Steering Committee on November 9th.
- Sarah gave a library tour to families from Lake Travis Elementary School on November 13th.

## Upcoming Events

- Please see the attached December calendar of upcoming events.
- We are again 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.
- 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.
- We will launch a Great Decisions lecture and discussion series in partnership with the Foreign Policy Association on February 7th. For more information, see fpa.org.
- 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

- Sharon, Sarah, and I met with Library Interiors of Texas on October 30th to discuss furniture purchases for the children's room. We hope to purchase new shelves, display ends, couches, a red table and four chairs, and a smaller catalog desk. We plan to relocate the Kilgo donor sign.
- DVD dividers and book supports arrived and volunteer Tom McKeever repaired our book supports. We still have broken ones and have ordered more replacements parts from Library Interiors of Texas.
- We will receive a \$392 ILL reimbursement from the Texas State Library.
- We have purchased ten hotspots from T-Mobile and hope to have them circulating by the end of the year.
- The Chamber of Commerce has agreed to highlight the library in a newly created member spotlight feature in a future newsletter. Linden's awesome feature article highlights the OverDrive Digital Library and Libby app.
- Rachel and I are creating a collection development policy that we hope to present to the board in the next few months.
- Danielle, Rachel, Sarah, and Sue are working on a few collection projects. We hope to create picture book bundles and a family movie section.
- We hope to soon reinstall a banner pole and repair landscaping related to the Lakeway Police Facility construction.
- Alan installed our new dumpster enclose sign to discourage public use.
- 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.

- HULL fixed a sticking staff door and maintained other exterior doors on November 7th.
- U.S. Energy is scheduled to repair parking lot lights on November 16th.
- The annual inspection of our fire extinguishers is scheduled for November 29th.
- ABC is scheduled to conduct their semi-annual HVAC maintenance on December 3rd.
- We are waiting for a bid from JXC Landscaping for a new product to prevent gravel erosion around the trail surrounding the library.
- We have scheduled Lone Star Paving to seal and stripe the parking lot on Martin Luther King, Jr. Day on January 21st if the weather cooperates.
- We continue to work with TFE and ipower to migrate our website to a more secure https.
- In the month of September, 1,386 users viewed 1,590 issues on PressReader. Some of the most popular titles are the *The Washington Post*, *LA Times*, and the *Dallas Morning News*. As of late September, the *Austin American-Statesman* is no longer available through PressReader due to a change in publication ownership.
- LTCL gave out 29 TexShare cards in October 2018. In October 2017, 33 were distributed.
- The LTCL website had 8,581 unique visitors and 25,293 visits in the month of October.
- LTCL currently has 12,576 active cardholder accounts.

Morgan McMillian  
11/15/2018

## Circulation Snapshot – Wednesday, November 7, 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	22	78	143	21	3	1	0.2
3 - Bluebonnet	58	39	20	57	38	1	1	0.3
5 - Lone Star	42	11	21	40	11	2	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	178	22	177	176	20	2	2	0.2
9 - Audio	1905	313	1896	1860	304	45	9	2.8
10 - Magazine	1005	109	138	991	107	14	2	1
11 - Reference	37	0	9	37	0	0	0	0
12 - Beginning Reader	1874	597	1600	1627	503	247	94	5.3
13 - DVD	3889	1182	3356	3411	955	478	227	10.4
14 - Fiction	9173	1552	8780	8970	1447	203	105	13.7
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3024	699	2797	2891	632	133	67	6.2
18 - NF DVD	170	28	167	168	28	2	0	0.2
19 - NF Audio	426	84	420	390	74	36	10	0.7
20 - J Audio	478	65	476	455	59	23	6	0.6
21 - Kits	212	44	202	205	41	7	3	0.4
22 - YA	1383	181	1354	1369	177	14	4	1.6
23 - Board Books	1198	676	1057	1004	551	194	125	6
24 - Picture Books	8097	2182	7190	7161	1689	936	493	19.3
25 - Large Print	624	102	621	529	65	95	37	0.9
26 - NF Juvenile	2816	678	2729	2553	553	263	125	6
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	649	58	635	622	53	27	5	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	111	19	110	108	18	3	1	0.2
34 - 100 - 199	233	59	226	230	56	3	3	0.5
35 - 200 - 299	258	42	254	252	40	6	2	0.4
36 - 300 - 399	1356	157	1334	1326	150	30	7	1.4
37 - 400 - 499	50	8	50	45	7	5	1	0.1
38 - 500 - 599	167	26	165	161	25	6	1	0.2
39 - 600 - 699	1434	204	1425	1405	192	29	12	1.8
40 - 700 - 799	600	47	592	589	42	11	5	0.4
41 - 800 - 899	253	25	246	248	21	5	4	0.2
42 - 900 - 919	433	66	428	431	65	2	1	0.6
43 - 920 - 921	23	3	21	23	3	0	0	0
44 - 922 - 999	922	95	848	911	90	11	5	0.8
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	640	95	584	502	42	138	53	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	365	841	822	328	104	37	3.2
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	202	23	200	172	15	30	8	0.2
53 - J Graphic Novel	1022	386	884	891	322	131	64	3.4
54 - Laptop - Library Use	5	0	1	3	0	2	0	0
55 - J Biography	438	80	410	419	72	19	8	0.7
56 - Adult Graphic Novel	51	6	51	49	5	2	1	0.1
57 - Spanish - Adult	141	14	140	110	9	31	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	109	7	108	105	7	4	0	0.1
61 - Chapter Book	2178	639	1884	1963	551	215	88	5.6
62 - Scouts	145	14	144	145	14	0	0	0.1
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	23	1	23	23	1	0	0	0
65 - TV	1347	270	1292	1265	248	82	22	2.4
66 - ILL	1	0	0	1	0	0	0	0
67 - Launchpad	18	16	18	18	16	0	0	0.1
68 - Launchpad - Library Use	2	2	2	2	2	0	0	0
<b>Total</b>	<b>50528</b>	<b>11315</b>	<b>45983</b>	<b>46934</b>	<b>9671</b>	<b>3594</b>	<b>1644</b>	