

Library Director's Report

December 13, 2018

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
Nov 2018	1,254	336	1,590	55	46	101
Oct 2018	2,087	365	2,452	60	50	110
Sept 2018	1,185	363	1,548	52	49	101
Nov 2017	1,021	250	1,271	42	42	84

New Patrons

Nov 2018	95
Oct 2018	139
Sept 2018	179
Nov 2017	129

Door Count

	Main	Bus	Total
Nov 2018	8,759 (closed 2 days)	1,407	10,166
Oct 2018	10,228	1,997	12,225
Sept 2018	10,621 (closed 2 days)	1,556	12,177
Nov 2017	5,972 (closed 2 days)	886	6,858

Adult Volunteer Hours

Nov 2018	741.0
Oct 2018	855.0
Sept 2018	800.5
Nov 2017	818.5

Interlibrary Loan (ILL)

	Requested/Received/Shipped
Nov 2018	81 / 68 / 5
Oct 2018	124 / 95 / 3
Sept 2018	104 / 113 / 4
Nov 2017	114 / 87 / 3

Teen Volunteer Hours

Nov 2018	170.5
Oct 2018	182.5
Sept 2018	223.0
Nov 2017	202.0

OverDrive

	New Patrons
Nov 2018	34
Oct 2018	55
Sept 2018	59
Nov 2017	33

Circulation Transactions

	Main	Bus	OverDrive	Total
Nov 2018	28,075	3,534	3,039	36,648
Oct 2018	31,687	4,018	3,280	38,985
Sept 2018	27,541	2,483	3,317	33,341
Nov 2017	24,407	2,151	2,376	28,934

Meeting Room Reservations

Nov 2018	20
Oct 2018	25
Sept 2018	24
Nov 2017	25

Circulation Snapshot (as of December 8, 2018)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,468	12.8	1,736	26.8	15.1
Adult Fiction	9,826	19.5	1,709	17.4	14.8
Adult Non-Fiction	7,495	14.9	953	12.7	8.3
Juvenile	19,976	39.6	5,133	25.7	44.5
Other	6,689	13.3	1,996	29.8	17.3
Total	50,454		11,527	22.8	

Past Events

- I served as a guest judge for the local DAR student essay competition on December 4th.
- Approximately 200 people attended the Holiday Celebration on December 11th.

Upcoming Events

- The Noon Year's Eve party will take place on December 31st starting at 11am. Children's band Songs for Seeds will perform and help us count down to 2019.
- Please see the attached January calendar of upcoming events.
- I plan to take vacation days December 13th and 14th and January 9-11 and attend Michelle Obama's book talk in Dallas on December 17th as a result of an invitation passed along to Kim from Penguin Random House.
- The next Library District Discussion Group is scheduled at Laura's Library on January 11th.
- I will speak at the Lakeway Men's Breakfast Club on January 23rd about the new Important Matters Book Club and Great Decisions discussion series launching next year.
- Sarah and Raj will attend a CTLS Summer Reading Program workshop on January 23rd.
- 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* have been selected for 2019 Lake Travis Reads. The author event will take place at LTCL on February 5th at 7pm.
- 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 has booked most of the 2019 Summer Reading Program performers!

Outreach News

- One new patron signed for homebound service in November and we distributed 20 books with the home delivery brochure tucked inside to people signed up for the Lion's Club Mobile Meals program.
- We distributed hats from the library Knitting Club to the patrons at Armadillo RV Park.
- Khalil attended the Lake Travis Outreach Partners meeting on December 3rd with Travis County staff and community partners.
- Rachel and Karen visited Lake Travis United Methodist Church preschool and read stories to four classes of 4 years olds. We hope to visit this preschool more in the new year.
- Karen visited the Lake Travis Elementary School Second Grade service day and spoke to seven classes about the library and the bookmobile and gave away donated books.
- Karen attended the Lake Travis Senior Services meeting at Baylor Scott and White Hospital on December 11th.
- We continue advertising for the citizenship classes starting in January with two volunteer teachers.
- We have completed the first quarterly report for our final year of the TSLAC outreach grant. We should soon receive a direct deposit of \$14,104.39.

Notes

- I have been asked to serve as the President of the Lakeway/Lake Travis Rotary Club in 2020/2021.
- Please see the attached quote from Library Interiors of Texas. We plan to purchase two iPads to serve as catalog stations in the children's room. We will relocate the Kilgo donor sign.
- Replacement parts for the book supports have been ordered from Library Interiors of Texas.
- We have purchased ten hotspots from T-Mobile and hope to have them circulating by the end of the year.
- Raj completed the Edge assessment which is "a management tool that has supported over 2,500 libraries of all sizes in making data-informed decisions to align their technology resources to community priorities." We should receive our results and analysis in 2019.

- The Chamber of Commerce highlighted the library in their November newsletter. Linden's awesome article featured 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.
- Current volunteers Miriam Goff and Sam Brown will conduct their capstone internships at the library next spring. Miriam will focus on the juvenile nonfiction section and chapter books and Sam will create a family movie section.
- Expert handyman volunteer Alan Gober recently repaired the leaking door closer in the men's restroom.
- We hope to soon reinstall the banner poles and repair landscaping related to the Lakeway Police Facility construction.
- 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.
- ABC conducted their bi-annual HVAC maintenance on December 3rd and no problems were detected.
- U.S. Energy repaired parking lot lights on December 12th and hopefully now we are fully lit!
- 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 are waiting for a bid from JXC Landscaping for a new product to prevent gravel erosion around the trail surrounding the library.
- Two donor tiles have been ordered from a new vendor in Wimberley.
- We plan to sign another six-month contract with TFE for managed technology services with the same conditions of our last contract.
- Please see the attached TFE quote for a new amplifier in our meeting room for a cost of \$570. "The current amplifier is making a buzzing noise that is being played out of the speakers. We have done diagnostic testing and have found the amplifier to be defective. The amp is no longer manufactured, being 6 years old. At this point, repair would be as costly as purchasing a replacement unit with a new warranty."
- We continue to work with TFE and IPOWER to migrate our website to a more secure https.
- In the month of November, 1,352 users viewed 1,309 issues on PressReader. Some of the most popular titles are 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. We will likely discontinue our subscription at the end of the year.
- LTCL gave out 44 TexShare cards in November 2018. In November 2017, 39 were distributed.
- The LTCL website had 6,651 unique visitors and 20,881 visits in the month of November.
- LTCL currently has 12,620 active cardholder accounts.

Morgan McMillian
12/12/2018

Circulation Snapshot – Saturday, December 8, 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	38	78	140	32	6	6	0.3
3 - Bluebonnet	58	36	20	49	32	9	4	0.3
5 - Lone Star	41	6	21	40	6	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	178	20	177	176	18	2	2	0.2
9 - Audio	1934	321	1925	1895	316	39	5	2.8
10 - Magazine	1007	108	137	993	106	14	2	0.9
11 - Reference	37	0	9	37	0	0	0	0
12 - Beginning Reader	1879	530	1603	1567	388	312	142	4.6
13 - DVD	3920	1301	3382	3411	1039	509	262	11.3
14 - Fiction	9245	1596	8860	9043	1485	202	111	13.8
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3051	707	2819	2913	640	138	67	6.1
18 - NF DVD	172	19	169	169	18	3	1	0.2
19 - NF Audio	436	94	430	402	87	34	7	0.8
20 - J Audio	486	50	484	458	45	28	5	0.4
21 - Kits	216	71	205	205	64	11	7	0.6
22 - YA	1400	188	1370	1385	185	15	3	1.6
23 - Board Books	1195	676	1057	976	525	219	151	5.9
24 - Picture Books	8044	2129	7229	7013	1545	1031	584	18.5
25 - Large Print	581	113	578	473	67	108	46	1
26 - NF Juvenile	2822	599	2734	2530	445	292	154	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	23	1	23	22	0	1	1	0
30 - Biography	605	66	593	574	61	31	5	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	17	110	108	16	3	1	0.1
34 - 100 - 199	240	65	233	233	61	7	4	0.6
35 - 200 - 299	229	31	224	220	26	9	5	0.3
36 - 300 - 399	1250	155	1235	1217	146	33	9	1.3
37 - 400 - 499	50	13	50	46	12	4	1	0.1
38 - 500 - 599	168	19	166	162	18	6	1	0.2
39 - 600 - 699	1437	199	1428	1410	189	27	10	1.7
40 - 700 - 799	602	67	594	588	59	14	8	0.6
41 - 800 - 899	217	33	213	212	28	5	5	0.3
42 - 900 - 919	434	61	429	432	60	2	1	0.5
43 - 920 - 921	23	1	21	23	1	0	0	0
44 - 922 - 999	927	98	853	918	95	9	3	0.9
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	638	103	586	491	44	147	59	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	919	404	835	810	358	109	46	3.5

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	11	200	175	6	27	5	0.1
53 - J Graphic Novel	1022	413	883	839	304	183	109	3.6
54 - Laptop- In Library Use	5	0	1	3	0	2	0	0
55 - J Biography	443	70	415	418	56	25	14	0.6
56 - Adult Graphic Novel	52	6	52	52	6	0	0	0.1
57 - Spanish - Adult	139	11	138	107	7	32	4	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	9	109	106	9	4	0	0.1
61 - Chapter Book	2177	744	1886	1964	649	213	95	6.5
62 - Scouts	145	8	144	145	8	0	0	0.1
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	23	0	23	23	0	0	0	0
65 - TV	1360	300	1303	1270	270	90	30	2.6
66 - ILL	1	0	0	1	0	0	0	0
67 - Launchpad	18	17	18	18	17	0	0	0.1
68 - Launchpad	2	2	2	2	2	0	0	0
69 - Mobile Hotspot	1	1	0	1	1	0	0	0
Total	50454	11527	46010	46498	9552	3956	1975	