

Library Director's Report

January 24, 2019

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
Dec 2018	1,389	324	1,713	51	39	90
Nov 2018	1,254	336	1,590	55	46	101
Oct 2018	2,087	365	2,452	60	50	110
Dec 2017	1,437	296	1,733	38	35	73

New Patrons

Dec 2018	96
Nov 2018	95
Oct 2018	139
Dec 2017	85

Door Count

	Main	Bus	Total
Dec 2018	9,223 (closed 3 days)	1,230	10,453
Nov 2018	8,759 (closed 2 days)	1,407	10,166
Oct 2018	10,228	1,997	12,225
Dec 2017	6,769 (closed 3 days)	1,067	7,836

Adult Volunteer Hours

Dec 2018	685
Nov 2018	741
Oct 2018	855
Dec 2017	753

Interlibrary Loan (ILL)

	Requested/Received/Shipped
Dec 2018	82 / 82 / 3
Nov 2018	81 / 68 / 5
Oct 2018	124 / 95 / 3
Dec 2017	99 / 111 / 5

Teen Volunteer Hours

Dec 2018	135.0
Nov 2018	170.5
Oct 2018	182.5
Dec 2017	194.5

OverDrive

	New Patrons
Dec 2018	39
Nov 2018	34
Oct 2018	55
Dec 2017	47

Circulation Transactions

	Main	Bus	OverDrive	Total
Dec 2018	26,601	3,010	3,147	32,758
Nov 2018	28,075	3,534	3,039	34,648
Oct 2018	31,687	4,018	3,280	38,985
Dec 2017	22,596	1,951	2,343	26,890

Meeting Room Reservations

Dec 2018	17
Nov 2018	20
Oct 2018	25
Dec 2017	21

Circulation Snapshot (as of January 21, 2019)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,531	12.9	1,753	26.8	14.8
Adult Fiction	9,936	19.7	1,758	17.7	14.8
Adult Non-Fiction	7,172	14.2	1,154	16.1	9.7
Juvenile	20,109	39.8	5,140	25.6	43.4
Other	6,761	13.4	2,043	30.2	17.2
Total	50,509		11,848	23.5	

Past Events

- The Noon Year's Eve party on December 31st had approximately 350 people in attendance.
- The Friends raised \$1,144 in a Flash Sale on January 19th!
- I spoke at the Lakeway Men's Breakfast Club on January 23rd about new library programs.
- Sarah and Raj attended a CTLS Summer Reading Program workshop on January 23rd.
- Danielle and Khalil attended a TSLAC Mental Health First Aid training earlier this month.

Upcoming Events

- Khalil is visiting the San Antonio Public Library to visit with their Teen Librarian on January 24th. We hope to launch a Teen Advisory Group later this year.
- We are hosting a librarian networking luncheon here on Monday, January 28th.
- Please see the attached February calendar.
- The next Library District Discussion Group is scheduled at Laura's Library on February 8th.
- Ted Galen Carpenter will speak on Tuesday, March 5th at 7pm about his new book *Gullible Superpower: U.S. Support for Bogus Foreign Democratic Movements*. The publishers are the National Book Network and the Cato Institute.
- Friends of the Library Service Scholarship applications are now available and due on April 2nd.
- TLA conference will take place in Austin April 15-18 and I hope all interested staff members can attend.
- Sarah has booked most of the 2019 Summer Reading Program performers! The kickoff is scheduled for Saturday, June 1st.
- The second 2019 Library District Discussion Group meeting is tentatively scheduled for Friday, August 16th.

Outreach News

- A new patron is using the homebound delivery service with longtime volunteer Michael Whitney making deliveries to the north side of Mansfield Dam.
- We are researching the purchase of an animatronic companion pet for residents at assisted living facilities for approximately \$150. The idea came from a presentation by the Arapahoe Library system outside of Denver at the ABOS conference. Outreach staff of Arapahoe mentioned the popularity of their companion animal at their assisted living lobby stops and Hannah Easley at Austin Public Library is also researching a similar item. Please see attached example.
- We are looking at purchasing a face out display shelf on the bookmobile from Acore Shelving (who created the original bookmobile shelving) for approximately \$300. The face out displays encourage browsing and increase checkouts when titles are more visible. We are currently using existing shelving for face out displays that need to be setup and taken down at each stop, so we would like to try a more permanent solution.
- Khalil completed yearly inventory on the bookmobile with only eleven items not found in either the library or bookmobile.
- Karen changed the generator oil at 1,800 hours.
- Both citizenship classes started this month with two students each. Teachers Tom Lockney and Patty McFarland report interested students and the classes appear to be going well.
- Morgan and Khalil will speak at the Service League brunch on Tuesday, February 5th and Karen will speak at the LT Senior Services meeting on Tuesday, February 12th.
- TMLIRP Loss Prevention Representative Clarence Graves will visit the bookmobile on Thursday, February 28th for a safety inspection.
- The bookmobile is registered for SpringFest 2019 at the Bee Cave Galleria on Saturday, April 27th.

Notes

- Please see the attached quote from Library Interiors of Texas. We also 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.
- Please see the attached legislative update from Mary Jo Finch.
- Sue and I completed an open records request from SmartProcure last month.
- Sales Tax Assurance sent chocolate covered almonds and a holiday card last month
- All of our ten mobile hotspots are currently checked out and we have a waitlist. They are being very well received and appreciated!
- Khalil is launching a Book-a-Librarian service to allow patrons to set up appointments to get help with computer, tablet, or smartphone questions; email and social media accounts; research for school papers or reports; finding health information; locating government or legal forms and documents; and job search and resume assistance.
- I have started work on the 2018 TSLAC Annual Report.
- We recently received this review on Facebook: Perfect place to relax, find great books, movies, magazines, fast electronic book search, onsite or online, great customer service, knowledgeable and friendly volunteers, fabulous facilities! We're lucky to have this amazing library!
- Sarah is participating in the TSLAC Supercharged Story Times course this spring.
- Sarah is planning 2019 windows and will install displays on topics such as Black History month, Independence Day, summer reading, PRIDE month, and more. Displays will include subjects that represent the broad range of human experience and with the understanding that the library is open to people of all ages at all times.
- I am investigating TSLAC grants for 2019/2020. They no longer offer Special Projects grants, so we won't be able to apply for a Makerspace project as planned.
- Sarah has applied for two grants from the Texas Commission on the Arts.
- Current volunteers Miriam Goff and Sam Brown have begun their capstone internships. Miriam will focus on the juvenile nonfiction section and chapter books and Sam will create a family movie section.
- Beckwith completed their annual fire system inspection earlier this month and replaced a battery.
- Sue has purchased a Bluetooth scanner for the children's room and if it proves to be more accurate, we will purchase more for the circulation desk.
- We hope to soon reinstall the banner poles and repair landscaping related to the Lakeway Police Facility construction and fiber optic conduit installation on our property.
- I do not plan to replace our damaged book drop for \$3,000.
- Lone Star Paving canceled sealing and striping the parking lot on January 21st due to cold weather.
- We are waiting for a bid from JXC Landscaping for a new product to prevent gravel erosion around the trail surrounding the library.
- Clayworks has agreed to sell us more donor tiles and three have been ordered. We hope to install them as soon as possible.
- We have ordered the new amplifier from TFE.
- TFE recommends a purchase of a new server. Please see the attached quote which includes labor to get all of the applications updated on the server and the client PCs (PC Reservation, LPTOne, and DeepFreeze). The server will have three years of hardware support. Our new Windows 10 laptops need the updated server in order to install DeepFreeze.
- We continue to work with TFE and IPOWER to migrate our website to a more secure https. Raj is also working to update our website with a new version of PHP, the programming language that WordPress is built on, which might solve our website problems.

- We cancelled our subscription to PressReader and do not plan to renew our subscription to TumbleBooks later this spring. We are looking into NewsBank, which would allow us online access to the Austin American Statesman.
- LTCL gave out 31 TexShare cards in December 2018. In December 2017, 41 were distributed.
- The LTCL website had 7,476 unique visitors and 22,084 visits in the month of December.
- LTCL currently has 12,649 active cardholder accounts.

Morgan McMillian
1/24/2019

Circulation Snapshot – Monday, January 21, 2019

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	39	78	146	39	0	0	0.3
3 - Bluebonnet	58	25	20	50	23	8	2	0.2
5 - Lone Star	41	11	21	39	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	25	177	175	22	3	3	0.2
9 - Audio	1960	307	1951	1923	304	37	3	2.6
10 - Magazine	981	89	147	964	84	17	5	0.8
11 - Reference	38	0	9	38	0	0	0	0
12 - Beginning Reader	1900	690	1633	1619	564	281	126	5.8
13 - DVD	3949	1312	3413	3454	1073	495	239	11.1
14 - Fiction	9340	1655	8935	9148	1518	192	137	14
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3076	688	2839	2943	624	133	64	5.8
18 - NF DVD	173	34	170	171	34	2	0	0.3
19 - NF Audio	444	109	438	410	104	34	5	0.9
20 - J Audio	490	75	488	466	71	24	4	0.6
21 - Kits	217	78	206	209	75	8	3	0.7
22 - YA	1418	244	1385	1399	238	19	6	2.1
23 - Board Books	1212	635	1078	1024	515	188	120	5.4
24 - Picture Books	8097	1920	7282	7289	1549	808	371	16.2
25 - Large Print	596	103	592	491	61	105	42	0.9
26 - NF Juvenile	2826	640	2742	2612	555	214	85	5.4
27 - J Video	0	0	0	0	0	0	0	0
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	24	1	24	24	1	0	0	0
30 - Biography	606	75	593	577	69	29	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	112	27	111	109	25	3	2	0.2
34 - 100 - 199	246	62	239	241	62	5	0	0.5
35 - 200 - 299	232	43	227	227	40	5	3	0.4
36 - 300 - 399	1262	156	1246	1238	149	24	7	1.3
37 - 400 - 499	50	13	50	47	12	3	1	0.1
38 - 500 - 599	169	36	167	163	34	6	2	0.3
39 - 600 - 699	1389	272	1380	1359	257	30	15	2.3

40 - 700 - 799	523	85	519	510	80	13	5	0.7
41 - 800 - 899	219	41	214	215	39	4	2	0.3
42 - 900 - 919	383	111	379	381	110	2	1	0.9
43 - 920 - 921	23	1	21	23	1	0	0	0
44 - 922 - 999	780	108	729	769	102	11	6	0.9
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	628	95	577	464	26	164	69	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	922	349	839	816	304	106	45	2.9
50 - Story Time	15	1	15	15	1	0	0	0
51 - Book Buddy	0	0	0	0	0	0	0	0
52 - YA Graphic Novel	203	23	202	184	22	19	1	0.2
53 - J Graphic Novel	1030	452	886	867	367	163	85	3.8
54 - Laptop - In Library	5	0	1	3	0	2	0	0
55 - J Biography	446	95	418	433	91	13	4	0.8
56 - Adult Graphic Novel	53	13	53	53	13	0	0	0.1
57 - Spanish - Adult	145	7	144	115	3	30	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	111	9	110	107	9	4	0	0.1
61 - Chapter Book	2196	760	1902	1987	675	209	85	6.4
62 - Scouts	145	19	144	145	19	0	0	0.2
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	1379	285	1319	1285	251	94	34	2.4
66 - ILL	1	0	0	1	0	0	0	0
67 - Launchpad	18	18	18	18	18	0	0	0.2
68 - Launchpad - In Library	2	0	2	2	0	0	0	0
69 - Mobile Hotspot	10	10	1	10	10	0	0	0.1
Total	50509	11848	46098	47000	10256	3509	1592	