

Library Director's Report

February 28, 2019

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
Jan 2019	1,271	541	1,812	62	49	111
Dec 2018	1,389	324	1,713	51	39	90
Nov 2018	1,254	336	1,590	55	46	101
Jan 2018	1,163	276	1,439	40	42	82

New Patrons

Jan 2019	115
Dec 2018	96
Nov 2018	95
Jan 2018	114

Door Count

	Main	Bus	Total
Jan 2019	20,362 (closed 2 days)	1,510	21,872
Dec 2018	9,223 (closed 3 days)	1,230	10,453
Nov 2018	8,759 (closed 2 days)	1,407	10,166
Jan 2018	9,993 (closed 3 days)	1,033	11,026

Adult Volunteer Hours

Jan 2019	786
Dec 2018	685
Nov 2018	741
Jan 2018	842

Interlibrary Loan (ILL)

	Requested/Received/Shipped
Jan 2019	148 / 121 / 4
Dec 2018	82 / 82 / 3
Nov 2018	81 / 68 / 5
Jan 2018	120 / 93 / 4

Teen Volunteer Hours

Jan 2019	174.0
Dec 2018	135.0
Nov 2018	170.5
Jan 2018	195.5

OverDrive

	New Patrons
Jan 2019	48
Dec 2018	39
Nov 2018	34
Jan 2018	49

Circulation Transactions

	Main	Bus	OverDrive	Total
Jan 2019	29,628	3,388	3,517	36,533
Dec 2018	26,601	3,010	3,147	32,758
Nov 2018	28,075	3,534	3,039	34,648
Jan 2018	25,052	2,462	2,580	30,094

Meeting Room Reservations

Jan 2019	24
Dec 2018	17
Nov 2018	20
Jan 2018	30

Circulation Snapshot (as of February 20, 2019)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,607	13.0	1,750	26.5	14.3
Adult Fiction	10,047	19.8	1,785	17.8	14.6
Adult Non-Fiction	7,185	14.2	1,188	16.5	9.7
Juvenile	20,065	39.6	5,337	26.6	43.7
Other	6,817	13.4	2,156	31.6	17.6
Total	50,721		12,216	24.1	

Past Events

- Khalil visited the San Antonio Public Library to visit with their Teen Librarian on January 24th.
- We hosted a librarian networking luncheon here on January 28th.
- Sarah Bird concluded the 2019 Lake Travis Reads program with a talk at the library on February 5th with approximately 100 attendees.
- I attended the Library District Discussion Group on February 8th.
- Sarah and I attended a meeting with LTISD librarians at Bee Cave Public Library on February 15th.
- I attended the Lakeway City Council meeting on February 19th to hear discussion about the library bond. The bond officer reported that the city is required to give 45 days' notice before they can call the bond and pay it off. Once we have made our final payment (with all required interest), the bond officer recommended that the city give notice of their intent to call the bond.
- The Friends donated \$250 to the library for Summer Reading Program prizes at their meeting on February 21st.
- Khalil scheduled his first official Book-a-Librarian session with a job seeker on February 25th. He has a second session scheduled with another patron for tech help next week.
- Danielle participated in a Get Involved Focus Group earlier this month to provide feedback on the conference she attended in 2017. She was the only representative from Texas to participate in the focus group. The Get Involved Program Evaluator also scheduled a follow up call with her to request more input.

Upcoming Events

- Please see the attached March calendar.
- Linden and Rachel plan to attend the OverDrive consortium meeting on March 8th.
- Beth will soon begin accepting Teen Volunteer Applications for the summer starting March 15th.
- I plan to take a vacation day on March 26th.
- Khalil and I plan to attend the LT Chamber of Commerce luncheon on March 27th.
- The Friends scheduled a Flash Sale for March 30th.
- Friends of the Library Service Scholarship applications are now available and due on April 2nd.
- We have a staff meeting scheduled on April 9th.
- TLA conference will take place in Austin April 15-18 and we will send all interested staff members.
- I plan to attend the UT iSchool Advisory Council meeting on May 2nd and 3rd.
- We have been asked if a couple can use the exterior of the building and our parking lot for a wedding on May 27th. Since that date is Memorial Day, we will be closed.
- Sarah has booked most of the 2019 Summer Reading Program performers! The kickoff is scheduled for Saturday, June 1st.
- Rachel and I would both like to attend the American Library Association conference in late June.
- The next Library District Discussion Group is scheduled at Wells Branch Community Library on Friday, August 16th.

Outreach News

- Khalil continues to make home deliveries to six active participants, including two new residents who were referred by the Lakeway Church and Partners in Hope. There have now been ten total homebound delivery participants, even though not all are actively participating.

- Khalil created a great video about the bookmobile in support of the Mobile Libraries TLA panel in April. (<https://youtu.be/7sUhCgv9MSU>)
- The animatronic cat Tux has joined the library family and brought smiles to the faces of residents at Brookdale Lohmans Crossing.
- Karen participated at the Bee Loved Pajama Day on January 31st, providing a story time to all the students at the preschool.
- Morgan and Karen attended the Service League Brunch on February 5th at Lake Travis Independent Living. Morgan gave a talk about library services and activities to Service League volunteers.
- Rachel visited Lake Travis United Methodist Church Preschool on February 11th and will visit again three times before the end of the school year.
- The Lake Travis Senior Services talk at the library on Monday, February 11th was well attended. This is a partnership with LT Senior Services, part of the LT Chamber of Commerce. Karen gave a talk at the LT Senior Services Networking meeting on February 12th about non-profit services for seniors available at the library.
- Linden provided one on one computer help at Lake Travis Independent Living on February 13th.
- Malone Diesel changed the oil and rotated the tires on the bookmobile on February 14th. They checked the batteries and did preventative maintenance inside the engine.
- Karen attended the Partners in Hope dinner on February 17th and got a referral for homebound delivery.
- Morgan took the bookmobile to My Time Kids Academy Preschool on February 25th to celebrate Dr. Seuss's birthday and host story time to five classes.
- Ultimate ATX will wash the bookmobile on March 8th. We will wash and wax the bookmobile in April.
- We are soliciting feedback from outreach participants in an online survey as required by our TSLAC grant.
- The face out shelf from Acore shelving has arrived and is displaying books on the bookmobile.
- Tom Lockney finished the English language citizenship class with three students who were very familiar with the material and covered the lessons very quickly. Patty McFarland continues to teach two students with Spanish language skills and reports the class is doing very well.
- TMLIRP Loss Prevention Representative Clarence Graves will visit the bookmobile on February 28th for a safety inspection.
- We will celebrate National Bookmobile Day with a bus-themed toddler story time, pizza party at the Deer Creek stop, and bus decorations throughout April.
- We are signed up to staff a booth at the Aging Well Expo sponsored by the LT Senior Services on April 23rd.
- The bookmobile is registered for SpringFest 2019 at the Bee Cave Galleria on April 27th.
- The bookmobile was featured on an EBSCO blog entitled "Libraries on the Go: The Relevance of Bookmobiles in the Modern World."

Notes

- Rachel has developed the attached Collection Maintenance Plan.
- Danielle has developed the attached Volunteer Guidelines. She also created the email accounts LTCLsubs@gaggle.email and LTCLtechcoaches@gaggle.email to simplify the process to find a sub for library shifts. Danielle also recently accessed independentsector.org to report that in the state of Texas, volunteers are valued at \$24.64 per hour.
- We have installed call buttons at the circ desk and in the children's room so we can ring the back room when help is needed up front, whether it be a long line of patrons or a true emergency.

- Raj completed the Edge 2.0 survey in December and we have received the results. We scored 219 from a peer representative sample average of 221. We have already improved upon our score with the new mobile hotspots and Book-a-Librarian service. Raj plans to present on the Edge 2.0 Assessment at the March board meeting.
- Sue purchased a new green cart stored in the children's room for use for capstone projects and more.
- Please see the attached legislative update from Mary Jo Finch.
- As of February 27th, \$781.30 has been forgiven for 84 patrons with the Food for Fines program.
- We are working with Library Interiors of Texas to consider more options for sofas and chairs in the children's room. We have placed the order for items 1-4 and 8 (shelving, tables, chairs, and acrylic displays). 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 book supports have been shipped.
- I continue to work on the 2018 TSLAC Annual Report.
- Sarah plans to purchase more Launchpads for the library, this time for older children. The company sent us two free Launchpads for kindergarten through second graders that we have added to the in-library collection.
- I am still considering a TSLAC grant for 2019/2020. They no longer offer Special Projects grants, so we won't be able to apply for a Makerspace project as planned.
- The general contractor for the Lakeway Police Facility installed new sod on Lohmans Crossing and we are working with the city to have the fiber optic conduit company reinstall the banner poles.
- We are still trying to reschedule parking lot sealing and striping with Lone Star Paving.
- Clayworks is working on our latest donor tile order.
- TFE installed our new amplifier and the sound quality in the meeting room is much better. TFE still needs to fix the lapel mic channel and work on syncing the DVD player to the system.
- Our new server has been purchased and the project is expected to take one to two months.
- TFE recommends that we purchase new public computers within the year, partly due to Windows 7 end of support next January.
- We continue to work with TFE and IPOWER to migrate our website to a more secure https.
- LTCL gave out 34 TexShare cards in January 2019. In January 2018, 31 were distributed.
- The LTCL website had 7,033 unique visitors and 23,745 visits in the month of January.
- LTCL currently has 12,740 active cardholder accounts.

Morgan McMillian
2/28/2019

Circulation Snapshot – Wednesday, February 20, 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	26	78	144	24	2	2	0.2
3 - Bluebonnet	58	23	20	50	21	8	2	0.2
5 - Lone Star	41	10	21	37	8	4	2	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	29	177	171	22	7	7	0.2
9 - Audio	1988	301	1978	1950	298	38	3	2.5
10 - Magazine	1021	112	164	1003	107	18	5	0.9
11 - Reference	38	0	9	38	0	0	0	0
12 - Beginning Reader	1901	653	1635	1615	528	286	125	5.3
13 - DVD	3983	1309	3439	3485	1052	498	257	10.7
14 - Fiction	9446	1685	9045	9237	1543	209	142	13.8
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3107	658	2865	2972	592	135	66	5.4
18 - NF DVD	172	42	169	170	42	2	0	0.3
19 - NF Audio	458	111	451	426	105	32	6	0.9
20 - J Audio	494	67	492	467	60	27	7	0.5
21 - Kits	217	65	206	209	62	8	3	0.5
22 - YA	1438	263	1405	1423	254	15	9	2.2
23 - Board Books	1234	725	1097	1040	604	194	121	5.9
24 - Picture Books	7964	2039	7293	7050	1575	914	464	16.7
25 - Large Print	601	100	597	500	55	101	45	0.8
26 - NF Juvenile	2835	721	2749	2597	628	238	93	5.9
27 - J Video	0	0	0	0	0	0	0	0
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	24	2	24	24	2	0	0	0
30 - Biography	611	76	600	576	66	35	10	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	115	27	114	110	24	5	3	0.2
34 - 100 - 199	251	59	244	245	56	6	3	0.5
35 - 200 - 299	234	62	229	227	58	7	4	0.5
36 - 300 - 399	1279	151	1259	1250	142	29	9	1.2
37 - 400 - 499	50	11	50	47	9	3	2	0.1
38 - 500 - 599	170	29	169	162	24	8	5	0.2
39 - 600 - 699	1321	284	1312	1284	261	37	23	2.3
40 - 700 - 799	531	105	527	513	95	18	10	0.9
41 - 800 - 899	221	35	216	217	33	4	2	0.3
42 - 900 - 919	382	104	377	381	103	1	1	0.9
43 - 920 - 921	23	0	21	23	0	0	0	0
44 - 922 - 999	780	89	732	763	79	17	10	0.7
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	630	87	584	498	36	132	51	0.7
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	928	384	845	819	338	109	46	3.1

50 - Story Time	15	0	15	15	0	0	0	0
51 - Book Buddy	0	0	0	0	0	0	0	0
52 - YA Graphic Novel	214	34	213	178	29	36	5	0.3
53 - J Graphic Novel	1029	438	884	855	342	174	96	3.6
54 - Laptop - In Library	5	0	1	3	0	2	0	0
55 - J Biography	448	128	420	435	123	13	5	1
56 - Adult Graphic Novel	54	5	54	54	5	0	0	0
57 - Spanish - Adult	147	14	146	115	8	32	6	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	113	12	112	109	12	4	0	0.1
61 - Chapter Book	2217	784	1920	1989	681	228	103	6.4
62 - Scouts	144	34	143	137	27	7	7	0.3
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	1391	296	1330	1301	256	90	40	2.4
66 - ILL	2	0	0	2	0	0	0	0
67 - Launchpad	18	17	18	18	17	0	0	0.1
68 - Launchpad - In Library	2	0	2	2	0	0	0	0
69 - Mobile Hotspot	10	10	1	9	9	1	1	0.1
Total	50721	12216	46417	46987	10415	3734	1801	