

Library Director's Report

April 25, 2019

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
March 2019	1,297	730	2,207	74	64	138
Feb 2019	1,266	902	2,168	66	58	124
Jan 2019	1,271	541	1,812	62	49	111
March 2018	1,343	401	1,744	48	58	106

New Patrons

March 2019	83
Feb 2019	117
Jan 2019	115
March 2018	118

Door Count

	Main	Bus	Total
March 2019	20,499	1,468	21,967
Feb 2019	19,492	1,499	20,991
Jan 2019	20,362 (closed 2 days)	1,510	21,872
March 2018	17,725	1,134	18,859

Adult Volunteer Hours

March 2019	813.5
Feb 2019	741.0
Jan 2019	786.0
March 2018	939.5

Interlibrary Loan (ILL)

	Requested/Received/Shipped
March 2018	145 / 111 / 5
Feb 2019	111 / 93 / 3
Jan 2019	148 / 121 / 4
March 2018	96 / 107 / 3

Teen Volunteer Hours

March 2018	190
Feb 2019	142
Jan 2019	174
March 2018	184

OverDrive

	New Patrons
March 2018	51
Feb 2019	51
Jan 2019	48
March 2018	44

Circulation Transactions

	Main	Bus	OverDrive	Total
March 2019	31,598	3,747	3,518	38,863
Feb 2019	27,610	3,614	3,232	34,456
Jan 2019	29,628	3,388	3,517	36,533
March 2018	26,584	2,473	2,593	31,650

Meeting Room Reservations

March 2018	22
Feb 2019	21
Jan 2019	24
March 2018	28

Circulation Snapshot (as of April 10, 2019)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,569	12.8	1,779	27.1	14.7
Adult Fiction	10,195	19.9	1,663	16.3	13.7
Adult Non-Fiction	7,216	14.1	1,062	14.7	8.8
Juvenile	20,385	39.8	5,535	27.2	45.7
Other	6,882	13.4	2,063	30.0	17.0
Total	51,247		12,102	23.6	

Past Events

- We had a staff meeting on April 9th.
- TLA conference took place in Austin April 15-18 and most staff members got to attend. Thank you!
- The annual Stuffed Animal Sleepover took place earlier this month. Please see the attached photos.
- Nine-year-old Levi organized a battery and lightbulb collection at the library earlier this month.

Upcoming Events

- The Friends of the Library scholarship interviews began on Wednesday, April 24th. Nine students applied and the Friends board increased the budget to \$12,000 for the committee to use at their discretion.
- I am speaking to the UT iSchool ALA/TLA Student Chapter on Friday, April 26th.
- Rachel and I are meeting with a UT iSchool student on Monday, April 29th for a potential fall capstone project.
- Please see the attached May calendar.
- I plan to attend the UT iSchool Advisory Council meeting on May 2nd and 3rd.
- Library staff members have been invited to the Women's Club Galloping Gourmet Luncheon on May 3rd.
- We will be closed on May 10th for rescheduled parking lot repairs. Staff will work on collection and cleaning projects and break for lunch to discuss the TLA conference.
- Rachel and I plan to attend the Capstone Poster Session for students Miriam and Sam on May 10th.
- Linden will attend the Central Texas Digital Consortium meeting on Friday, May 17th.
- Seasonal Library Clerk Mariah Froehlich has been rehired and will start on May 19th.
- The attached Summer Reading Program brochure is scheduled to go out to all LTISD students in Tuesday folders on May 21st.
- The wedding in the library amphitheater will indeed take place on May 27th.
- The 2019 Summer Reading Program kickoff party will take place on Saturday, June 1st.
- Rachel and I will attend ALA in DC in late June. I plan to take one vacation day during my time in DC and four vacation days in early July.
- The next Library District Discussion Group is scheduled at Wells Branch Community Library on Friday, August 16th.

Outreach News

- As recommended by TML Loss Prevention Specialist, Karen and Khalil have developed the attached Safe Driver Training Program document.
- We now have nine active homebound delivery patrons and continue to advertise the service.
- The bookmobile celebrated National Bookmobile Day on April 10th with a bookmobile toddler story time, a pizza party at Deer Creek, and coloring sheets decorating the inside of the bus. We also received a surprise thank you card from One Chapel Preschool.
- Khalil created a video about the bookmobile in support of the TLA panel *Libraries on the Move: A Panel on Mobile Outreach*, where six libraries with mobile outreach programs discussed how they serve their communities. Morgan heard many positive comments about Karen's presentation on the panel!
- Karen and volunteer Patsy Bellerby attended the Lakeway Church Easter Egg Hunt with approximately 300 participants of all ages visiting the bookmobile and receiving free books.
- Rachel received a thank you card from Lake Travis United Methodist Church for her visits to their preschool with the bookmobile.

- Karen staffed a booth at the Lake Travis Senior Services Aging Well Expo at the Lakeway Activity Center on April 23rd, receiving many great comments about the library from existing patrons and spreading the word about homebound delivery.
- Khalil presented *Travels and Tales: A Travel through Spain* for residents at the Legacy Oaks Assisted Living facility on April 24th. Nine people participated.
- The Lake Travis Chamber of Commerce SpringFest is Saturday, April 27th at the Hill Country Galleria.
- The bookmobile was washed and received its yearly wax by Ultimate ATX on April 18th.
- One passenger side tire was flat and Discount Tire refilled with air. We are keeping an eye on it to see if we need a new tire.

Notes

- A legislative update from Mary Jo Finch is attached.
- A patron has emailed us, a Lakeway City Council member, Legend Communities, and Tuscan Village to request that a stoplight be installed at the Tuscan Village entrance.
- We are working with Library Interiors of Texas to finalize the order for the children's room. We will purchase two iPads to serve as catalog stations and relocate the Kilgo donor sign.
- I completed the 2018 TSLAC Annual Report.
- Sue and I recently completed a Public Information Request from SmartProcure.
- Wells Fargo is discontinuing its payroll service business, so Alan and I are transitioning us to the recommended APD.
- Alan and I are working to update our 457 plan documents with NBS.
- A Ricoh copy machine is scheduled to be delivered on May 8th that will hopefully save us money and be able to better handle our large monthly calendars.
- We have started the annual staff evaluation process.
- Khalil continues to schedule Book-a-Librarian sessions and we could use help spreading the word about this new service.
- Sarah plans to purchase more Launchpads for the library, this time for older children. We are also interested in a new Playaway product. "Every Wonderbook is a print book with a Playaway-inspired pre-loaded audiobook player permanently bound to the inside cover. They are self-contained, shelf-ready, and circulate like a print book." They cost around \$40 each and we plan to purchase 20 to add to the collection.
- The City of Lakeway reinstalled our banner poles and we are once again able to advertise events on Lohmans Crossing! Other repairs on the road have been completed and we will monitor the growth of the new sod.
- The children's room exterior door is leaking oil and we are trying to schedule service with HULL Door Supply.
- The \$2,895 quote from JXC Landscaping to repair eroded gravel on the path surrounding the library is still being considered.
- Mr. Sanchez Cleaning Service cleaned carpets in the adult and children's areas earlier this month.
- We upgraded our outlet boxes at the tables in the adult library with USB ports.
- Clayworks is working on our latest donor tile order.
- We have received a \$10,984.90 quote from TFE for new public computers.
- One staff circulation desk computer has malfunctioned and we are working with DELL to redeem our warranty. We are also purchasing a backup PC from TFE to have ready in case.
- LTCL gave out 36 TexShare cards in March 2019. In March 2018, 50 were distributed.
- The LTCL website had 8,088 unique visitors and 25,637 visits in the month of March.
- LTCL currently has 12,864 active cardholder accounts.

Morgan McMillian
4/25/2019

Circulation Snapshot – Wednesday, April 10, 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	147	27	79	143	25	4	2	0.2
3 - Bluebonnet	58	13	20	51	10	7	3	0.1
5 - Lone Star	41	10	21	40	9	1	1	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	176	22	175	176	22	0	0	0.2
9 - Audio	1898	316	1887	1860	307	38	9	2.6
10 - Magazine	1048	67	164	1037	66	11	1	0.6
11 - Reference	39	0	9	39	0	0	0	0
12 - Beginning Reader	1910	770	1644	1578	585	332	185	6.4
13 - DVD	4025	1335	3490	3529	1059	496	276	11
14 - Fiction	9571	1547	9184	9346	1430	225	117	12.8
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3152	764	2908	3022	704	130	60	6.3
18 - NF DVD	28	18	28	28	18	0	0	0.1
19 - NF Audio	470	106	464	439	101	31	5	0.9
20 - J Audio	510	59	507	480	49	30	10	0.5
21 - Kits	216	79	205	202	71	14	8	0.7
22 - YA	1466	256	1433	1451	248	15	8	2.1
23 - Board Books	1259	742	1121	1038	611	221	131	6.1
24 - Picture Books	8045	2047	7380	7101	1576	944	471	16.9
25 - Large Print	624	116	620	526	73	98	43	1
26 - NF Juvenile	2844	619	2761	2549	476	295	143	5.1
27 - Family DVD	109	24	101	103	23	6	1	0.2
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	24	1	24	24	1	0	0	0
30 - Biography	618	67	602	589	64	29	3	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	19	114	108	18	7	1	0.2
34 - 100 - 199	257	68	247	244	61	13	7	0.6
35 - 200 - 299	241	54	233	233	51	8	3	0.4
36 - 300 - 399	1310	160	1287	1277	148	33	12	1.3
37 - 400 - 499	51	6	51	49	5	2	1	0
38 - 500 - 599	172	33	171	167	31	5	2	0.3
39 - 600 - 699	1375	276	1364	1331	243	44	33	2.3
40 - 700 - 799	541	79	537	523	70	18	9	0.7
41 - 800 - 899	240	32	228	237	30	3	2	0.3
42 - 900 - 919	385	107	380	384	106	1	1	0.9
43 - 920 - 921	23	1	21	23	1	0	0	0
44 - 922 - 999	788	74	741	772	67	16	7	0.6
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	628	121	582	503	76	125	45	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	919	370	838	801	315	118	55	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	220	16	219	184	11	36	5	0.1
53 - J Graphic Novel	1040	435	894	855	330	185	105	3.6
54 - Laptop - In Library	5	0	1	3	0	2	0	0
55 - J Biography	454	122	428	440	113	14	9	1
56 - Adult Graphic Novel	90	11	89	89	10	1	1	0.1
57 - Spanish - Adult	148	15	147	116	11	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	118	13	117	110	12	8	1	0.1
61 - Chapter Book	2216	749	1924	1984	656	232	93	6.2
62 - Scouts	144	33	143	144	33	0	0	0.3
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	23	5	23	23	5	0	0	0
65 - TV	1396	270	1335	1295	222	101	48	2.2
66 - ILL	4	1	0	4	1	0	0	0
67 - Launchpad	18	13	18	18	13	0	0	0.1
68 - Launchpad - In Library	4	0	4	4	0	0	0	0
69 - Mobile Hotspot	10	10	1	10	10	0	0	0.1
Total	51247	12098	46901	47316	10177	3931	1921	