

Library Director's Report

May 23, 2019

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
April 2019	1,177	433	1,610	70	64	134
March 2019	1,297	730	2,207	74	64	138
Feb 2019	1,266	902	2,168	66	58	124
April 2018	1,143	524	1,667	47	47	94

New Patrons

April 2019	135
March 2019	83
Feb 2019	117
April 2018	145

Door Count

	Main	Bus	Total
April 2019	19,407	2,400	21,807
March 2019	20,499	1,468	21,967
Feb 2019	19,492	1,499	20,991
April 2018	9,993	1,418	11,411

Adult Volunteer Hours

April 2019	889.0
March 2019	813.5
Feb 2019	741.0
April 2018	912.0

Interlibrary Loan (ILL)

	Requested/Received/Shipped
April 2019	110 / 100 / 3
March 2018	145 / 111 / 5
Feb 2019	111 / 93 / 3
April 2018	118 / 94 / 4

Teen Volunteer Hours

April 2019	127
March 2018	190
Feb 2019	142
April 2018	179

OverDrive

New Patrons

April 2019	51
March 2018	51
Feb 2019	51
April 2018	44

Circulation Transactions

	Main	Bus	OverDrive	Total
April 2019	28,312	4,488	3,418	36,218
March 2019	31,598	3,747	3,518	38,863
Feb 2019	27,610	3,614	3,232	34,456
April 2018	24,923	2,369	2,644	29,936

Meeting Room Reservations

April 2019	19
March 2018	22
Feb 2019	21
April 2018	33

Circulation Snapshot (as of May 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	6,136	11.9	1,467	23.9	13.1
Adult Fiction	10,303	20.0	1,567	15.2	14.0
Adult Non-Fiction	7,302	14.1	1,052	14.4	9.4
Juvenile	20,927	40.5	5,306	25.4	47.3
Other	6,944	13.5	1,823	26.3	16.3
Total	51,612		11,215	21.7	

Outreach News

Homebound Delivery:

- Karen matched interested staff and previously interested volunteers to our seven active homebound delivery patrons in the hopes of establishing relationships between the driver and library patron. Linden, Raj, Mariah, and Beth all volunteered to make homebound deliveries, and library volunteers Michael Whitney and Julie Johnson will make deliveries in the next few weeks.
- Randalls has agreed to distribute homebound brochures in their grocery home deliveries. We are providing them with 25 homebound brochures each month.

Bookmobile Vehicle and Service:

- Discount Tire found a large nail on the outside passenger side tire which was causing a flat and patched the tire at no cost to the library.
- Karen changed the generator oil and oil filter at 2,101 hours.
- Our preschool stops have ended for the school year and we received a thank you card from the Bears class at One Chapel Children's Academy. We will see some of our preschool patrons periodically at summer camps. We have added LTISD Summer Squires and Summer School to the June calendar and moved Monday bookmobile stops to Fridays.
- Three classes of 4-year-old stuffed animals from Bee Loved Preschool went on a road trip with the bookmobile in May.
- We plan to bring pizza to the Armadillo RV stop on May 23rd for a small end of school celebration.

Outreach:

- We had a great time at SpringFest this year. We thank the LT Chamber of Commerce for a fantastic location next to Whole Foods. We gave away two carts full of books and DVDs and many children and families spun the wheel to earn prizes. We signed up or renewed about twenty library cards, and some parents told us their children were excited to visit the bookmobile before any of the other kids activities. Jana Dodd, Joyce Botta, Brandi and Layne Young, Raj, Morgan, and Karen all worked throughout the day. It was a great event!
- Patty McFarland completed another semester of ESL based citizenship classes with two students completing the entire course. Patty is looking forward to starting classes again in the fall.
- Karen attended the Lake Travis Senior Services meeting on May 14th and heard about legislative priorities for AARP.

Past Events

- Morgan spoke to the UT iSchool ALA/TLA Student Chapter on April 26th.
- The new Ricoh copy machine arrived on May 8th.
- Parking lot repairs were canceled on May 10th due to weather. We hope to reschedule the work early this fall.
- Linden attended the OverDrive Consortium meeting on May 17th.
- We have installed all donor tile orders as of May 21st.
- Beth created thank you gifts for our graduating teen volunteers and distributed them earlier this month.
- Nine teen volunteers were awarded Friends of the Library scholarships. Danielle attended three awards banquets to honor the students earlier this month.

Upcoming Events

- Replacement carpet tiles are scheduled to be installed on May 23rd.

- The wedding in the library amphitheater is scheduled for May 27th.
- ABC is scheduled to service our HVAC system on May 28th and spray for fire ants on May 30th.
- Please see the attached June calendar.
- The 2019 Summer Reading Program kickoff party will take place on Saturday, June 1st. Sarah reported that we are presenting 81 children's programs at the library in June. For comparison, Bee Cave Public Library will offer 23, the Spicewood Springs branch of Austin Public Library will offer 19, and central location of Austin Public Library will offer 31.
- Rachel and Morgan will attend ALA in DC in mid-June. Morgan plans to take one vacation day in DC and four vacation days in early July.
- Beth has applied to attend the Texas Volunteer Management Conference in McKinney from June 27-28 and applied for the Get Involved Collaborative \$500 reimbursement stipend.
- The next Library District Discussion Group is scheduled at Wells Branch Community Library on Friday, August 16th.

Notes

- The Lakeway Heritage Committee's video about the library has been completed and can be found here: lakeway-tx.gov/1591/History-Videos.
- A legislative update from Mary Jo Finch is attached.
- Rachel and Morgan have another meeting scheduled with a UT iSchool student about a potential fall capstone project.
- Raj and Rachel have worked on the attached report showing the top circulating 2018 ebook titles with print comparisons.
- We plan to rearrange mailboxes so please be aware that the board boxes will likely shift one box to the right!
- LTCL's internet access e-rate funding for \$647.90 has been approved for July 2019 to June 2020.
- Sarah was awarded a \$350 grant from the Texas Commission on the Arts for Joe McDermott's upcoming show.
- Morgan has applied for the TSLAC ILL Lending Reimbursement Program. We expect to receive \$9 per lend from 9/1/2018-7/31/2019.
- Rachel applied for the \$500 American Society of Radiologic Technologist's National Library Partnership grant to purchase books.
- As a result of Khalil's first Book-a-Librarian appointment, one of our patrons got a job! He provided job assistance by working on the patron's resume, reviewing interview skills, and putting her in touch with two accountants with the Lake Travis Chamber of Commerce.
- Sue is proctoring significantly more these days, so far 91 this fiscal year.
- We have approved the quote from Library Interiors of Texas for the children's room improvements. Fabric samples are being considered, we have requested a spacer for the newspaper display shelf, and are still working to solve the problem of book stops. We will purchase two iPads to serve as catalog stations and relocate the Kilgo donor sign. Discarding the current children's computer table is not yet within the scope of the quote.
- We received this email from a patron on May 5: "I am so pleased with the library in Lakeway, and all of the workers are so helpful, keep up the good work."
- We received this five star Google review on May 14: "Beautiful library, lots of educational activities for children. Very friendly staff!"
- Our first scheduled ADP payroll is scheduled to direct deposit on May 24th.
- We have updated our 457 plan documents with NBS.
- We are over halfway through the annual staff evaluation process.
- We have purchased 25 Wonderbooks (print books with an audiobook player permanently bound to the inside cover) that should arrive later this summer.
- We added ten more mobile hotspots to the collection, so we now have a total of 20.

- We sent cookies to the Lakeway Police Department to welcome them to the neighborhood.
- We had doors repaired this past month with HULL Door Supply and Lakeway Locksmith.
- The \$2,895 quote from JXC Landscaping to repair eroded gravel on the path surrounding the library is still being considered.
- LTCL gave out 29 TexShare cards in April 2019. In April 2018, 28 were distributed.
- The LTCL website had 7,877 unique visitors and 24,844 visits in the month of April.
- LTCL currently has 12,942 active cardholder accounts.

Morgan McMillian
5/23/2019



Rachel and I attended the Capstone Poster Session at the UT School of Information on May 10th for Miriam Goff and Sam Brown.

Circulation Snapshot – Tuesday, May 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	147	17	79	144	16	3	1	0.2
3 - Bluebonnet	39	17	20	29	12	10	5	0.2
5 - Lone Star	40	11	21	35	11	5	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	175	25	174	175	25	0	0	0.2
9 - Audio	1845	334	1836	1811	330	34	4	3
10 - Magazine	1126	124	165	1112	121	14	3	1.1
11 - Reference	38	0	9	38	0	0	0	0
12 - Beginning Reader	1921	708	1656	1622	560	299	148	6.3
13 - DVD	3636	994	3191	3271	810	365	184	8.9
14 - Fiction	9667	1476	9289	9424	1359	243	117	13.2
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3182	735	2943	3033	658	149	77	6.6
18 - NF DVD	10	2	10	10	2	0	0	0
19 - NF Audio	480	114	473	450	104	30	10	1
20 - J Audio	516	71	513	490	66	26	5	0.6
21 - Kits	216	50	205	206	47	10	3	0.4
22 - YA	1489	273	1457	1472	264	17	9	2.4
23 - Board Books	1236	582	1108	1104	519	132	63	5.2

24 - Picture Books	8118	1865	7471	7353	1549	765	316	16.6
25 - Large Print	636	87	631	545	49	91	38	0.8
26 - NF Juvenile	2838	643	2758	2574	528	264	115	5.7
27 - Family DVD	557	245	456	426	173	131	72	2.2
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	23	0	23	23	0	0	0	0
30 - Biography	623	68	607	592	64	31	4	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	114	17	113	107	12	7	5	0.2
34 - 100 - 199	257	57	249	241	52	16	5	0.5
35 - 200 - 299	241	58	232	232	52	9	6	0.5
36 - 300 - 399	1296	145	1274	1267	129	29	16	1.3
37 - 400 - 499	52	8	52	50	7	2	1	0.1
38 - 500 - 599	176	29	175	172	27	4	2	0.3
39 - 600 - 699	1387	286	1376	1348	264	39	22	2.6
40 - 700 - 799	543	56	539	529	50	14	6	0.5
41 - 800 - 899	247	36	235	245	35	2	1	0.3
42 - 900 - 919	384	85	379	383	85	1	0	0.8
43 - 920 - 921	24	1	22	24	1	0	0	0
44 - 922 - 999	799	80	752	782	74	17	6	0.7
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	628	86	583	487	41	141	45	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	919	357	840	816	317	103	40	3.2
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	231	20	230	201	13	30	7	0.2
53 - J Graphic Novel	1060	383	916	875	272	185	111	3.4
54 - Laptop - In Library	5	0	1	3	0	2	0	0
55 - J Biography	458	72	433	450	69	8	3	0.6
56 - Adult Graphic Novel	81	7	80	80	7	1	0	0.1
57 - Spanish - Adult	148	19	147	120	16	28	3	0.2
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	120	6	119	116	6	4	0	0.1
61 - Chapter Book	2229	655	1936	2005	569	224	86	5.8
62 - Scouts	144	13	143	143	12	1	1	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	1408	261	1346	1316	226	92	35	2.3
66 - ILL	4	0	0	4	0	0	0	0
67 - Launchpad	18	16	18	18	16	0	0	0.1
68 - Launchpad – In Library	4	0	4	4	0	0	0	0
69 - Mobile Hotspot	20	13	1	18	11	2	2	0.1
Total	51612	11208	47244	48032	9631	3580	1577	

2019 TLA Reports

Karen:

The most significant event of my TLA Conference experience was my participation on a panel with five other central Texas libraries with bookmobiles (see attached handout). About thirty people attended from libraries without outreach programs who were curious about our vehicles and methods. We informally discussed service priorities, measuring success, collaborating with other organizations, and general philosophies of outreach and bookmobile service. It was great to hear what other libraries are doing, and I was encouraged that we all reinforced each other in being flexible, measuring relationships (not just numbers), having patrons help advertise stops, attending many community events, and discussing what we would change about our vehicles. Staffing is often based on who is available, and other libraries also pay to attend events. Houston Public Library has a menu of services that they offer and emphasized communicating with staff and stakeholders when purchasing a new vehicle. I knew most of the participants and met Montana Rindahl from Mammen Family Public Library. Hannah Easley at Austin Public Library had the idea of a conference proposal and putting together the great handout. Khalil El-Bathy created a great video of the bookmobile in support of the presentation. We received good feedback from the presentation, with one comment "Speakers seemed knowledgeable on their topics and about their community" and another "Great specific advice for libraries interested in starting a mobile outreach program. Good collection of small vs. large libraries."

I also volunteered early Monday morning at the Transportation table and directed conference attendees to various events. I attended a panel titled "Welcoming English Language Learners (ELL) into the Library" with librarians from Irving and Frisco. They reinforced what we are doing at LTCL: reaching out to non-English speaking communities, smiling, and making patrons of any language feel comfortable at the library. I did ask if they recommended Spanish language story times in bad Spanish, and they said the kids like to teach people their language and it is ok for the kids to see people struggle. I also attended "Beginner's Storytelling 101" in the afternoon with Jiaan Powers and "Not Just Any Ol' Storytime" with four librarians from Irving and McAllen. They had practical tips on finger plays, puppets, and other ideas for story times that have worked for them, and I hope to use some of these ideas in future preschool story times. I visited the exhibit hall and enjoyed speaking to some of the organizations that support the library. I visited and thanked the Texas Book Festival table and the Texas State Libraries and Archives Commission for the grants we received. I really enjoyed attending the conference, reconnected with colleagues and former iSchool alumni, and appreciate the opportunity to attend! Thank you!

Linden:

I wanted to thank the board for the opportunity to attend the annual TLA conference in April 2019. I attended one day of the conference, which allowed me to join three unique sessions, visit the exhibit hall, and chat with other library professionals.

One takeaway I had was from a class on programming for senior citizens titled "70 is the new 50!" It was a great realization to see that our library is already providing programming in a majority of the areas discussed. One area that I thought we could improve was in job search

assistance. Some ideas discussed were a mock interview class, a job search 101 program, and a career fair. I also love the idea of partnering with a local photographer to take headshots for job seekers and other professionals.

Overall it was an energizing experience to be able to connect with other librarians!

Morgan:

I participated in District 3, Public Library Division, and Council meetings at TLA this year and enjoying talking with vendors on the exhibit floor. The best program I attended was entitled “Turn Up Your Collection Turnover Rates” presented by librarians from Frisco, Southlake, and McKinney Public Library. Libraries with the highest collection turnover rates discussed their success and reinforced some of our practices: constant weeding, balancing the collection by looking at circulation numbers, the budget, and special limitations, cleanliness, displays, and more. I shared a Visual Merchandising Guideline with staff. Thank you for supporting involvement in TLA!

Sarah:

This year I was fortunate to attend TLA on Tuesday and Thursday. I packed in six sessions on Tuesday, including a really great session on how to book talk (which inspired by “What is Ms. Sarah reading?” sign), one on Research in the Age of the Filter Bubble, and one by our colleague Terri Lewis at Bee Cave Library on Enticing Tween Programming! (Terri did a great job presenting lots of fun ideas!)

On Thursday I was able to attend two more events. I was most excited to attend the 2x2 event which introduces all of the best books for readers ages 2 to 2nd grade! I was delighted to hear from one of the 2x2 authors, Bridget Heos, about her upcoming book *STEGOTHESAURUS* and her excitement at being chosen again for the 2x2 List. (Her other book, *Who Wants To Be a Princess*, was on last year’s list, too).

I was so inspired by the 2x2 session that I went back to the library and did a few 2x2 story times showcasing the books and talking about them to our families.

Thank you for making this professional development opportunity available to us! I always get a tremendous amount of knowledge and inspiration out of my participation.