

Library Director's Report

August 22, 2019

Program Attendance & Number of Programs Offered

| | Children | Adults | Total Attendance | Children | Adults | Total Offered |
|------------------|--------------|------------|------------------|------------|-----------|---------------|
| July 2019 | 2,925 | 606 | 3,531 | 104 | 46 | 150 |
| June 2019 | 3,422 | 551 | 3,973 | 104 | 49 | 153 |
| May 2019 | 1,280 | 481 | 1,761 | 66 | 54 | 120 |
| July 2018 | 2,858 | 311 | 3,169 | 81 | 41 | 122 |

New Patrons

| | |
|------------------|------------|
| July 2019 | 183 |
| June 2019 | 213 |
| May 2019 | 94 |
| July 2018 | 179 |

Door Count

| | Main | Bus | Total |
|------------------|---------------|--------------|---------------|
| July 2019 | 26,729 | 1,406 | 28,135 |
| June 2019 | 26,554 | 1,409 | 27,963 |
| May 2019 | 19,776 | 1,299 | 21,075 |
| July 2018 | 11,858 | 1,129 | 12,987 |

Adult Volunteer Hours

| | |
|------------------|--------------|
| July 2019 | 930.0 |
| June 2019 | 800.5 |
| May 2019 | 798.5 |
| July 2018 | 977.0 |

Interlibrary Loan (ILL)

| | Requested/Received/Shipped |
|------------------|----------------------------|
| July 2019 | 139 / 132 / 6 |
| June 2019 | 148 / 137 / 2 |
| May 2019 | 118 / 108 / 3 |
| July 2018 | 107 / 93 / 3 |

Teen Volunteer Hours

| | |
|------------------|------------|
| July 2019 | 549 |
| June 2019 | 577 |
| May 2019 | 205 |
| July 2018 | 448 |

OverDrive

| | New Patrons |
|------------------|-------------|
| July 2019 | 68 |
| June 2019 | 60 |
| May 2019 | 47 |
| July 2018 | 70 |

Circulation Transactions

| | Main | Bus | OverDrive | Total |
|------------------|---------------|--------------|--------------|---------------|
| July 2019 | 38,233 | 2,970 | 4,453 | 45,656 |
| June 2019 | 37,284 | 2,996 | 4,062 | 44,342 |
| May 2019 | 29,487 | 3,768 | 3,791 | 37,046 |
| July 2018 | 32,799 | 1,828 | 3,578 | 38,205 |

Meeting Room Reservations

| | |
|------------------|-----------|
| July 2019 | 10 |
| June 2019 | 14 |
| May 2019 | 14 |
| July 2018 | 10 |

Circulation Snapshot (as of August 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 | 6,268 | 12.0 | 1,539 | 24.6 | 12.4 |
| Adult Fiction | 10,582 | 20.3 | 1,707 | 16.1 | 13.7 |
| Adult Non-Fiction | 7,295 | 14.0 | 1,081 | 14.8 | 8.7 |
| Juvenile | 20,826 | 40.0 | 5,812 | 27.9 | 46.7 |
| Other | 7,082 | 13.6 | 2,304 | 32.5 | 18.5 |
| Total | 52,053 | | 12,443 | 23.9 | |

Outreach News

- Linden piloted programming at the West Cypress Hills stop this summer with higher attendance than last summer. Patrons enjoyed lemonade, a photo booth, Legos, and participating in the onboard scavenger hunt.
- Karen attended Lakeway Movies in the Park on July 26th, giving out free books to moviegoers.
- Rachel attended the Goddard School Luau on July 27th and enjoyed having students visit the bookmobile with their parents. One father told Rachel that her daughter likes to play bookmobile with her father's truck.
- Raj attended two New Family Orientation evenings at Emmaus Catholic Parish Early Childhood Education Programs on August 12th and signed up 12 new families for library cards.
- The library hosted Spanish Assistance Enrollment Night with over 70 families attending the event. Families visited different stations around the library, meeting with Spanish speaking volunteers who helped them register with LTISD. The library provided crafts in the kids' room with teen volunteers and snacks were very popular. Most families already had library cards and were familiar with library services. PODER2Educate appreciated having the library host the event for the third year.
- Malone Diesel replaced the bookmobile engine battery during the last oil change. We will plan on purchasing two new front tires at the next oil change and tire rotation in February and re-evaluate the need for any chassis alignment, which Malone Diesel said might not be necessary. They checked the generator battery which tested fine.
- The bookmobile has a new iPhone 7 from Verizon Wireless.
- Linden will be hosting a Getting to Know Your iPhone class at Legacy Oaks Assisted Living Facility on August 23rd. Linden is responding to a request from the facility for iPhone training for their residents and residents are already signed up for the class.
- Homebound delivery has a new patron in the Spicewood area from a referral from Partners in Hope and a new volunteer driver, longtime patron Andrea Lent. The library is serving 11 active patrons with 3 volunteer drivers and 4 staff drivers and patrons are appreciative of the service.
- The bookmobile returns to six preschool stops this September and other regular school year stops. Rachel, Raj, Linden, and Morgan all have regular stops. The bookmobile will attend Lake Travis Public Safety Day on September 14th and the LTE School Carnival on September 28th.

Past Events

- The Summer Reading Program Finale took place on July 26th with approximately 250 people in attendance. This summer 573 children's logs were turned in, 310 teen punch cards, and 143 adult punch cards.
- Articles and a photo about our hotspot service were featured in the *Lake Travis View* and *Austin American-Statesman* earlier this month. The *LTV* also published a photo from our Summer Reading Program Finale.
- Morgan attended the Library District Discussion Group at Wells Branch Community Library on August 9th.
- Sarah attended a Supercharged Storytimes Collaboration Event in San Marcos on August 14th.
- Sarah sent notes and Starbucks gift cards to the LTISD librarians to wish them a happy new school year. We received many appreciative comments as a result.
- We had a staff meeting on August 20th to evaluate and review the 2019 Summer Reading Program. Future staff meetings are scheduled every other month.
- The next Library District Discussion Group meeting is scheduled to take place on January 31st at the Mammen Family Public Library in Bulverde.

Upcoming Events

- Linden and Morgan will attend the Central Texas Digital Library Steering Committee meeting at Wells Branch Public Library on August 28th.
- Please see the attached September calendar.
- Final grant reporting for the TSLAC bookmobile grant is due September 7th.
- We are hosting a group from Cedar Park Public Library the morning of September 18th as they plan for their new building.
- Raj and Sarah will attend a librarian networking luncheon on September 20th.
- Morgan plans to take a vacation day September 27th.
- Rachel will attend the UT iSchool Capstone Coffee Break the morning of October 4th to hopefully recruit more student volunteers and interns.
- The Teen Read Week Art Contest brochures will soon be available and entries will be due October 11th.
- The CTLS Fall Membership meeting will take place in College Station on October 18th.
- The 2019 Pumpkin Parade is scheduled to take place the morning of October 31st with musician Staci Gray.
- Sarah will attend the CTLS Performer's Showcase on November 1st.
- The 2019 LTCL Volunteer Appreciation Party is scheduled for November 17th.
- We will close the library for parking lot repairs on November 20th.
- Staff has been talking about extending library hours and we plan to implement the new hours in 2020. We plan to increase hours from 51 to 60 with operational hours: Sunday 12-4pm, Monday-Thursday 9am-7pm, Friday 9am-6pm, and Saturday 9am-4pm.

Notes

- We received this Yelp review on August 3rd: So nice and clean! Friendly, helpful staff. Great children's area! Nice selection. Will definitely be back.
- We received the attached TSLAC letter of official notification that LTCL has been accredited and will be a fully qualified member of the Texas Library System for State FY 2020.
- Please see the attached legislative update from Mary Jo Finch.
- I have submitted paperwork to renew our TMLIEBP coverage. The monthly TMLIEBP rate will increase 9% from \$526.50 to \$573.90 starting December 1st.
- TLA hosted the Executive Leadership Immersion training at the Lakeway Inn the second week in August and we had several librarians popping by. Texas State Librarian Mark Smith stopped by for a visit on August 7th!
- I have been asked to chair the Public Library Association Romance Writers of America Library Grant committee.
- We are interested in purchasing outside musical instruments from Percussion Play. Wells Branch Community Library has had them for year and they are very popular.
- Morgan and Sue completed a Public Records request from SmartProcure on August 7th.
- Our Playaway read-along Wonderbooks have arrived and will be added to the collection in the next few weeks.
- The new children's furniture is scheduled to be shipped on September 23rd. We will have to close the children's room for a day and a half during the installation. 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 also plan to purchase two new laptops from TFE since our 2012 ones struggling and we want them available for use in the children's room.
- Biblmodel has sent new book stop accessory pieces to replace some of the defective pieces and we have requested replacements for all of them.
- The last two months we have struggled with our Klean Image cleaning crew and are considering a change.
- The \$2,895 quote from JXC Landscaping to repair eroded gravel on the path surrounding the library is still being considered.

- ABC trimmed trees in the parking lot across from the staff/volunteer entrance on July 30th.
- ABC replaced an HVAC motor on August 6th. The insulation on a pipe in the meeting room needs to be painted brown.
- ABC recommends a \$1,070 one-time top dressing service for our sensitive Buffalo grass in early February.
- U.S. Energy will provide a quote to change our landscape lighting to LED lights.
- AAA has been hired to clean our air conditioning grates.
- LTCL gave out 39 TexShare cards in July 2019. In July 2018, 30 were distributed.
- The LTCL website had 8,446 unique visitors and 28,600 visits in the month of July.
- LTCL currently has 13,241 active cardholder accounts.

Morgan McMillian
8/22/2019



Mariah organized a Back to School milk and cookies party for approximately 30 patrons on August 14th.

Circulation Snapshot – Wednesday, August 21, 2019

| Type | Holdings | Out | Titles | Main | Main Out | Bus | Bus Out |
|-----------------------|----------|------|--------|------|----------|-----|---------|
| 1 - Default | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 - Caldecott | 147 | 16 | 79 | 146 | 16 | 1 | 0 |
| 3 - Bluebonnet | 40 | 23 | 20 | 37 | 22 | 3 | 1 |
| 5 - Lone Star | 40 | 16 | 20 | 39 | 16 | 1 | 0 |
| 6 - Tayshas | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 - Feature Films | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 - Music CD | 177 | 31 | 176 | 175 | 29 | 2 | 2 |
| 9 - Audio | 1897 | 313 | 1887 | 1865 | 310 | 32 | 3 |
| 10 - Magazine | 997 | 122 | 162 | 981 | 119 | 16 | 3 |
| 11 - Reference | 38 | 0 | 9 | 38 | 0 | 0 | 0 |
| 12 - Beginning Reader | 1962 | 745 | 1680 | 1702 | 645 | 260 | 100 |
| 13 - DVD | 3709 | 1111 | 3244 | 3385 | 956 | 324 | 155 |
| 14 - Fiction | 9904 | 1581 | 9522 | 9744 | 1501 | 160 | 80 |
| 16 - CD-ROMs | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 - Juvenile | 3213 | 787 | 2988 | 3093 | 741 | 120 | 46 |
| 18 - NF DVD | 9 | 1 | 9 | 9 | 1 | 0 | 0 |
| 19 - NF Audio | 485 | 84 | 477 | 453 | 77 | 32 | 7 |
| 20 - J Audio | 513 | 51 | 510 | 490 | 50 | 23 | 1 |

| | | | | | | | |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|-------------|-------------|
| 21 - Kits | 210 | 81 | 200 | 197 | 75 | 13 | 6 |
| 22 - YA | 1531 | 257 | 1492 | 1509 | 247 | 22 | 10 |
| 23 - Board Books | 1203 | 741 | 1088 | 1092 | 698 | 111 | 43 |
| 24 - Picture Books | 7904 | 2039 | 7519 | 7237 | 1838 | 667 | 201 |
| 25 - Large Print | 678 | 126 | 673 | 559 | 82 | 119 | 44 |
| 26 - NF Juvenile | 2844 | 662 | 2773 | 2563 | 559 | 281 | 103 |
| 27 - Family DVD | 590 | 306 | 473 | 458 | 232 | 132 | 74 |
| 28 - Professional | 19 | 0 | 16 | 19 | 0 | 0 | 0 |
| 29 - Oversize | 23 | 0 | 23 | 23 | 0 | 0 | 0 |
| 30 - Biography | 638 | 79 | 622 | 591 | 66 | 47 | 13 |
| 31 - Summer Reading | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 32 - CTLS | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 33 - 000 - 099 | 118 | 19 | 117 | 112 | 17 | 6 | 2 |
| 34 - 100 - 199 | 266 | 75 | 257 | 251 | 72 | 15 | 3 |
| 35 - 200 - 299 | 243 | 63 | 233 | 237 | 61 | 6 | 2 |
| 36 - 300 - 399 | 1362 | 193 | 1337 | 1337 | 188 | 25 | 5 |
| 37 - 400 - 499 | 52 | 8 | 52 | 50 | 7 | 2 | 1 |
| 38 - 500 - 599 | 175 | 27 | 174 | 165 | 19 | 10 | 8 |
| 39 - 600 - 699 | 1397 | 259 | 1383 | 1362 | 238 | 35 | 21 |
| 40 - 700 - 799 | 541 | 73 | 540 | 530 | 68 | 11 | 5 |
| 41 - 800 - 899 | 249 | 34 | 239 | 247 | 33 | 2 | 1 |
| 42 - 900 - 919 | 388 | 56 | 383 | 388 | 56 | 0 | 0 |
| 43 - 920 - 921 | 24 | 0 | 22 | 24 | 0 | 0 | 0 |
| 44 - 922 - 999 | 813 | 77 | 765 | 795 | 74 | 18 | 3 |
| 45 - Book Club | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 46 - Spanish - Children | 629 | 84 | 586 | 517 | 55 | 112 | 29 |
| 47 - Flash Drive | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 48 - Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 49 - J DVD | 895 | 392 | 825 | 803 | 352 | 92 | 40 |
| 50 - Story Time | 15 | 0 | 15 | 15 | 0 | 0 | 0 |
| 51 - Book Buddy | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 52 - YA Graphic Novel | 243 | 30 | 242 | 219 | 29 | 24 | 1 |
| 53 - J Graphic Novel | 1141 | 478 | 928 | 963 | 393 | 178 | 85 |
| 54 - Laptop- In Library | 5 | 0 | 1 | 4 | 0 | 1 | 0 |
| 55 - J Biography | 469 | 106 | 444 | 463 | 104 | 6 | 2 |
| 56 - Adult Graphic Novel | 85 | 9 | 84 | 85 | 9 | 0 | 0 |
| 57 - Spanish - Adult | 147 | 10 | 146 | 119 | 7 | 28 | 3 |
| 58 - Lake Travis Reads | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 59 - Mass Market | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60 - YA Audio | 120 | 9 | 120 | 118 | 9 | 2 | 0 |
| 61 - Chapter Book | 2249 | 892 | 1967 | 2062 | 829 | 187 | 63 |
| 62 - Scouts | 144 | 34 | 143 | 141 | 31 | 3 | 3 |
| 63 - Online Database | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 64 - J Foreign Language | 22 | 4 | 22 | 22 | 4 | 0 | 0 |
| 65 - TV | 1440 | 310 | 1380 | 1340 | 265 | 100 | 45 |
| 66 - ILL | 8 | 0 | 1 | 8 | 0 | 0 | 0 |
| 67 - Launchpad | 18 | 11 | 18 | 18 | 11 | 0 | 0 |
| 68 - Launchpad - In Library | 4 | 0 | 4 | 4 | 0 | 0 | 0 |
| 69 - Mobile Hotspot | 20 | 19 | 1 | 15 | 14 | 5 | 5 |
| Total | 52053 | 12444 | 48006 | 48819 | 11225 | 3234 | 1219 |