

Library Director's Report

September 26, 2019

Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
August 2019	1,085	569	1,654	56	53	109
July 2019	2,925	606	3,531	104	46	150
June 2019	3,422	551	3,973	104	49	153
August 2018	1,249	376	1,625	56	47	103

New Patrons

August 2019	163
July 2019	183
June 2019	213
August 2018	175

Door Count

	Main	Bus	Total
August 2019	22,117	886	23,003
July 2019	26,729	1,406	28,135
June 2019	26,554	1,409	27,963
August 2018	10,846	842	11,688

Adult Volunteer Hours

August 2019	793.0
July 2019	930.0
June 2019	800.5
August 2018	800.0

Interlibrary Loan (ILL)

	Requested/Received/Shipped
August 2019	138 / 125 / 4
July 2019	139 / 132 / 6
June 2019	148 / 137 / 2
August 2018	132 / 106 / 4

Teen Volunteer Hours

August 2019	293
July 2019	549
June 2019	577
August 2018	250

OverDrive

	New Patrons
August 2019	71
July 2019	68
June 2019	60
August 2018	64

Circulation Transactions

	Main	Bus	OverDrive	Total
August 2019	28,371	2,350	4,492	35,213
July 2019	38,233	2,970	4,453	45,656
June 2019	37,284	2,996	4,062	44,342
August 2018	29,237	1,752	3,513	34,502

Meeting Room Reservations

August 2019	16
July 2019	10
June 2019	14
August 2018	16

Circulation Snapshot (as of September 16, 2019)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
Adult AV	6,290	12.1	1,482	23.6	11.7
Adult Fiction	10,640	20.4	1,670	15.7	13.2
Adult Non-Fiction	7,343	14.1	1,026	14.0	8.1
Juvenile	20,670	39.7	6,387	30.9	50.4
Other	7,094	13.6	2,100	29.6	16.6
Total	52,037		12,665	24.3	

Outreach News from Karen Ballinger

- Linden successfully hosted a getting to know your iPhone class at Legacy Oaks Lakeway Assisted Living Facility and taught four students iPhone basics, learning a lot about how best to work with these students.
- Patty McFarland is teaching ESL based citizenship classes with four regular students and reports the class is going well. We appreciate the help advertising through the Emmaus Catholic Parish bulletin.
- Happy 3rd birthday, bookmobile! In three years, approximately 40,000 visitors have checked out 60,000 items on the bookmobile at regular stops and outreach events. Over 1,000 cards have been issued to new library patrons and more than 9,000 donated books have found new homes. These numbers represent just a fraction of the activity happening at the main library every year! Thank you for supporting the library and the bookmobile!
- The bookmobile was at Public Safety Day on September 14th with Patsy Bellerby. We saw lots of library friends and neighbors and gave away a lot of books.
- Karen attended the Lake Travis Senior Services meeting at the Auberge Bee Cave (formerly Silverado) and heard Rob Faubion of AGE of Central Texas talk about the aging well survey they conducted in Austin.
- We have new volunteers helping on the bookmobile and welcome our existing volunteers and thank everyone for their help. Staff have started preschool stops as we continue our regular stops.
- The bookmobile was washed by Ultimate ATX, who also put sealant on a screw sticking out of the roof. Steam Team cleaned the bookmobile carpet which dried overnight and looks great. The bookmobile generator will get new spark plugs next week.
- The bookmobile continues to visit fall festivals, including the LTE Carnival, the Briarcliff National Night Out event, and the Lakeway Church and Goddard School Steiner Ranch Community Helper Days. The fact that we're being contacted by more organizations to attend their community helper events gives some evidence that the library is more known in the community.

Past Events

- Linden and Morgan attended the Central Texas Digital Library Steering Committee meeting at Wells Branch Public Library on August 28th.
- Final grant reporting for the TSLAC bookmobile grant was submitted in early September.
- The TLA Texas Council of Academic Libraries met at the Lakeway Inn the second week in September, so we had more librarians stopping by the library that week!
- Rachel and Morgan met with the Ingram sales representative on September 12th.
- TFE adjusted audiovisual levels on September 17th, so hopefully our lapel mic and handheld mics are fully operational.
- We hosted librarians from Cedar Park Public Library on September 18th to discuss their new library building.
- Morgan attended the Lake Travis Chamber of Commerce LTISD State of the District luncheon on September 18th.
- Raj and Sarah attended a librarian networking luncheon on September 20th.
- Raj attended the Texas Library Association's Leadership LAUNCH Initiative in South Padre Island on September 22-23. She reports, "This program was designed for librarians with less than five years of experience in the field. Some of the topics covered were collaborative leadership, diversity and inclusion, key communication and motivational skills, and team intelligence. This program is relatively new; it is the second LAUNCH program offered to help chart a career path in libraries. The instructors included TLA President Cecilia Barham and ACC Head Librarian Irena Klaic. There were multiple networking opportunities - I got to meet some academic and school librarians from South Texas and interacted with others during discussion activities between sessions. I learned a lot from the program and I appreciate getting the opportunity to attend!"

- New staff member Catherine Baty started on September 24th and will soon take a CPR certification class.
- Morgan met with TML Loss Prevention Specialist Clarence Graves on September 26th.
- The Friends of the Library Art Committee met on September 26th to select exhibitors for 2020.

Upcoming Events

- Morgan will take vacation days September 27th and September 30th to celebrate her parents' fiftieth wedding anniversary.
- I am submitting a proposal to IMLS for a National Leadership Grant for Libraries to support a new techmobile service.
- Please see the attached October calendar.
- We have a staff meeting scheduled for October 1st.
- We have been invited to read to students at Little Sunshine's Playhouse and Preschool and Sarah is working with them to schedule a date.
- Rachel will attend the UT iSchool Capstone Coffee Break the morning of October 4th to hopefully recruit more student volunteers and interns.
- Leadership Lake Travis plans to visit the library the afternoon of October 10th for Education Day. We will talk to the group about library services, participants will tour the bookmobile, and everyone will have the opportunity to sign up for a library card.
- The new children's furniture is tentatively scheduled to be installed on October 10th and 11th and the children's room will be closed those two days. We will purchase two iPads to serve as catalog stations, iPad stands, and relocate the Kilgo donor sign. Discarding the current children's computer table is not yet within the scope of the quote. We have also ordered two new laptops from TFE to have ready to use in the children's room after the removal of the desktop computers.
- Teen Read Week Art Contest and entries are due October 11th. Once again the Friends have sponsored the contest with a \$800 gift to the district for prize money and to pay for art framing.
- I plan to attend the CTLS Fall Membership meeting on October 18th.
- We have given permission for Le Diner en Blanc to use the library parking lot as a meeting/departure point the evening of October 19th. They are aware that we are not liable for any damages and cannot be held responsible for the cars.
- Rachel and Sue are planning a special appreciation breakfast/meeting for processing volunteers on October 29th.
- Sarah and Raj will attend the CTLS Performer's Showcase on November 1st.
- I am registered to attend the TSLAC Library Financial Success Training in New Braunfels on November 6th.
- The Lake Travis Film Festival will hold "1st Annual LTFF Theme Reveal Party" at the library on November 7th to announce the theme and poster for the festival.
- Danielle and Mariah will soon send out invitations for the 2019 LTCL Volunteer Appreciation Party on November 17th.
- We will close the library for parking lot repairs on November 20th.
- I plan to take vacation days November 11th, 12th, 25th, 26th and 27th.
- I plan to attend the UT iSchool Advisory Council meeting on the afternoon of November 14th and morning of November 15th.
- The library's annual Holiday Celebration with Santa and Mrs. Claus is scheduled for December 10th.
- Joe McDermott will perform at the library's Noon Year's Eve Party and Sarah has applied for a grant from the Texas Commission on the Arts to help cover the expense.
- We plan to increase hours from 51 to 60 per week in 2020 with operational hours: Sunday 12-4pm, Monday-Thursday 9am-7pm, Friday 9am-6pm, and Saturday 9am-4pm. Linden has magnets with the new hours designed and ready to purchase.

- The next Library District Discussion Group meeting is scheduled to take place on January 31st at the Mammen Family Public Library in Bulverde.
- The Foreign Policy Association has announced the topics for the 2020 Great Decisions program which we hope to launch again in February.
- We plan to hold another Food for Fines forgiveness campaign in February.

Notes

- TSLAC provided the attached TexShare Value Report.
- TSLAC notified LTCL of our maintenance of effort and minimum per capita expenditure amounts for 2019, which is \$678,527.67. If local operating expenditures exceed \$150,000 and \$17.50 per capita, the library is exempt from the MOE criterion for that reporting year
- We have signed up to participate in this initiative: TSLAC, in partnership with Amigos Library Services, is beginning a project to make ebooks easier for LTCL's patrons to use. The first step in the project is for Amigos to implement and host SimplyE for Apollo libraries. SimplyE is an e-reader app for Android and iOS that can make it easier for patrons to find ebooks, check them out, and read them. The best thing about SimplyE is that it seamlessly combines ebook content from multiple vendors. TSLAC is paying Amigos to implement SimplyE for Apollo libraries, which includes working with Biblionix and providers. TSLAC is also paying Amigos to host the SimplyE service at least through September 30, 2021.
- We received a federally funded reimbursement award of \$369 from TSLAC for interlibrary loan lends in 2018-2019.
- Please see the attached 'Tiny but Mighty' article in the September/October 2019 edition of *American Libraries* for LTCLD to consider. You can also see more about the innovative library at mld.org/tiny-library.
- ADP continues to disappoint and I am working with them and the Texas Workforce Commission daily to resolve delinquent payroll reports and costs.
- Beth created the attached teen guidelines and job descriptions.
- Mariah has been appointed the chair of the new 'Society of Social Silliness' (title is a work in progress) to organize staff birthdays, anniversaries, optional social outings, the Secret Santa program, and other staff appreciation efforts.
- We are interested in purchasing outside musical instruments from Percussion Play.
- Our Playaway read-along Wonderbooks have arrived and will be added to the collection within the month.
- Biblmodel says that they will send new book stop accessory pieces to replace our defective pieces.
- The last four months we have struggled with our Klean Image cleaning crews and have bids from two other companies to make a change.
- We have a quote from The Steam Team to clean carpets, tiles, floors, air ducts, and upholstery.
- The \$2,895 quote from JXC Landscaping to repair eroded gravel on the path surrounding the library is still being considered.
- We have approved ABCs \$1,070 one-time top dressing service for our sensitive Buffalo grass in early February.
- ABC cleaned up the overgrown bushes and trees on the path surrounding the library earlier this month.
- After dozens of phone calls and numerous hours, Spectrum removed the coiled cable on the north side of the library building. Hooray! The ticket number was 729367.
- TFE reports that the LTCL existing Active Directory server has reached the end of its functional lifespan and needs to be replaced. TFE provided a quote to replace the existing server with a new HP ML110 server with a 1.8 GHz 8-core processor, 16GB RAM, and 2x 1TB hard drives in a RAID 1 configuration. TFE will migrate and update the existing server's operating system to the new server. No new software or licensing is included with the new server, as all existing licenses will be migrated. TFE does not plan to change any existing

software configurations, as this project is to migrate the software to a new server and update to the newest version available.

- A proposal and justification to change our lighting to LED lighting from U.S. Energy is attached.
- AAA has been hired to clean our air conditioning grates.
- LTCL gave out 37 TexShare cards in August 2019. In August 2018, 36 were distributed.
- The LTCL website had 8,312 unique visitors and 26,743 visits in the month of August.
- LTCL currently has 13,329 active cardholder accounts.

Morgan McMillian
9/26/2019



One of Linden's recent social media posts about patron Judy Lowell:
Reads: "Tai Chi Grandma (noun) 1. Same as a normal grandma just much cooler." Join us for Tai Chi on Friday, October 4th at 10:30am and you can be cool, too!

Circulation Snapshot – Monday, September 16, 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	145	55	79	141	52	4	3	0.4
3 - Bluebonnet	40	37	20	39	37	1	0	0.3
5 - Lone Star	40	16	20	38	15	2	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	177	22	176	177	22	0	0	0.2
9 - Audio	1907	312	1897	1875	310	32	2	2.5
10 - Magazine	1040	113	162	1026	113	14	0	0.9
11 - Reference	38	0	9	38	0	0	0	0
12 - Beginning Reader	1960	901	1680	1680	781	280	120	7.1
13 - DVD	3721	1060	3259	3372	892	349	168	8.4
14 - Fiction	9957	1544	9580	9773	1437	184	107	12.2
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3227	745	3004	3108	696	119	49	5.9
18 - NF DVD	9	2	9	9	2	0	0	0
19 - NF Audio	485	88	477	453	82	32	6	0.7
20 - J Audio	513	38	510	488	35	25	3	0.3

21 - Kits	195	94	187	183	90	12	4	0.7
22 - YA	1537	218	1498	1521	214	16	4	1.7
23 - Board Books	1195	728	1081	1038	641	157	87	5.7
24 - Picture Books	7724	2405	7371	6870	1942	854	463	19
25 - Large Print	683	126	678	589	88	94	38	1
26 - NF Juvenile	2867	759	2796	2556	602	311	157	6
27 - Family DVD	597	289	476	456	208	141	81	2.3
28 - Professional	19	0	16	19	0	0	0	0
29 - Oversize	23	1	23	23	1	0	0	0
30 - Biography	639	69	622	601	56	38	13	0.5
31 - Summer Reading	0	0	0	0	0	0	0	0
32 - CTLS	0	0	0	0	0	0	0	0
33 - 000 - 099	118	14	117	111	11	7	3	0.1
34 - 100 - 199	266	53	258	252	51	14	2	0.4
35 - 200 - 299	242	61	233	237	59	5	2	0.5
36 - 300 - 399	1366	178	1343	1334	165	32	13	1.4
37 - 400 - 499	52	12	52	49	10	3	2	0.1
38 - 500 - 599	178	32	177	169	24	9	8	0.3
39 - 600 - 699	1397	234	1384	1351	205	46	29	1.8
40 - 700 - 799	542	60	541	528	52	14	8	0.5
41 - 800 - 899	247	27	239	242	23	5	4	0.2
42 - 900 - 919	382	86	379	380	84	2	2	0.7
43 - 920 - 921	23	1	22	23	1	0	0	0
44 - 922 - 999	819	83	769	798	73	21	10	0.7
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	630	102	587	493	49	137	53	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	890	340	821	799	304	91	36	2.7
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	244	54	243	220	48	24	6	0.4
53 - J Graphic Novel	1140	457	931	962	353	178	104	3.6
54 - Laptop - In Library	5	0	1	4	0	1	0	0
55 - J Biography	473	98	452	467	95	6	3	0.8
56 - Adult Graphic Novel	87	16	86	87	16	0	0	0.1
57 - Spanish - Adult	147	8	146	119	5	28	3	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	119	4	119	118	4	1	0	0
61 - Chapter Book	2256	774	1971	2073	717	183	57	6.1
62 - Scouts	144	15	143	141	12	3	3	0.1
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	22	0	22	22	0	0	0	0
65 - TV	1445	297	1385	1347	249	98	48	2.3
66 - ILL	8	0	0	8	0	0	0	0
67 - Launchpad	18	16	18	18	16	0	0	0.1
68 - Launchpad - In Library	4	1	4	4	1	0	0	0
69 - Mobile Hotspot	20	20	1	15	15	5	5	0.2
70 - KIT-RA	0	0	0	0	0	0	0	0
Total	52037	12665	48006	48459	10958	3578	1707	