

# Library Director's Report

## October 24, 2019

### Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
<b>Sept 2019</b>	<b>1,016</b>	<b>700</b>	<b>1,716</b>	<b>65</b>	<b>64</b>	<b>129</b>
August 2019	1,085	569	1,654	56	53	109
July 2019	2,925	606	3,531	104	46	150
Sept 2018	1,185	363	1,548	52	49	101

### New Patrons

<b>Sept 2019</b>	<b>225</b>
August 2019	163
July 2019	183
Sept 2018	179

### Door Count

	Main	Bus	Total
<b>Sept 2019</b>	<b>22,117 (closed 1 day)</b>	<b>1,908</b>	<b>24,025</b>
August 2019	22,117	886	23,003
July 2019	26,729	1,406	28,135
Sept 2018	10,621 (closed 2 days)	1,556	12,177

### Adult Volunteer Hours

<b>Sept 2019</b>	<b>806.0</b>
August 2019	793.0
July 2019	930.0
Sept 2018	800.5

### Interlibrary Loan (ILL)

	Requested/Received/Shipped
<b>Sept 2019</b>	<b>158 / 146 / 3</b>
August 2019	138 / 125 / 4
July 2019	139 / 132 / 6
Sept 2018	104 / 113 / 4

### Teen Volunteer Hours

<b>Sept 2019</b>	<b>213</b>
August 2019	293
July 2019	549
Sept 2018	223

### OverDrive

	New Patrons
<b>Sept 2019</b>	<b>66</b>
August 2019	71
July 2019	68
Sept 2018	59

### Circulation Transactions

	Main	Bus	OverDrive	Total
<b>Sept 2019</b>	<b>31,362</b>	<b>3,282</b>	<b>4,094</b>	<b>38,738</b>
August 2019	28,371	2,350	4,492	35,213
July 2019	38,233	2,970	4,453	45,656
Sept 2018	27,541	2,483	3,317	33,341

### Meeting Room Reservations

<b>Sept 2019</b>	<b>21</b>
August 2019	16
July 2019	10
Sept 2018	24

### Circulation Snapshot (as of October 16, 2019)

Material Type	# of Items	% of Total Holdings	# items currently checked out	% checked-out of total material type	% of total checked out
<b>Adult AV</b>	6,314	12.1	1,396	22.1	10.4
<b>Adult Fiction</b>	10,694	20.5	1,723	16.1	12.8
<b>Adult Non-Fiction</b>	7,431	14.2	1,044	14.0	7.8
<b>Juvenile</b>	20,738	39.7	7,018	33.8	52.2
<b>Other</b>	7,038	13.5	2,267	32.2	16.9
<b>Total</b>	52,215		13,448	25.8	

## **Outreach News from Karen Ballinger**

- The bookmobile has attended many community events this past month. Some events we have attended every year and some are new. It's great that the library is getting invitations from new organizations as part of community helper events. Karen and volunteers Annamarie Rowlan and Jana Dodd attended the Lake Travis Elementary School Carnival on September 28th. Karen attended the Briarcliff National Night Out celebration at the Briarcliff park on October 1st. The bookmobile was also invited to the Lakeway Church Community Helpers Day on October 3rd where seven classes of preschoolers visited the bookmobile and listened to a story. The bookmobile was part of a group of community helpers that included a fire truck, police vehicle, digger, and ambulance. Raj and volunteer Mimi King attended the Emmaus Fall Festival on October 6th. The Chamber of Commerce Leadership Lake Travis group visited the library and bookmobile on October 10th. Karen visited three classes at the Goddard School Steiner Ranch as part of their community helpers program. Rachel attended the Goddard School Lakeway Fall Open House on October 18th. The bookmobile is planning on attending a few Halloween events this weekend to close out our fall festival season.
- Karen and Morgan will staff a booth at the Lake Travis Senior Services Aging Well Expo on October 29th.
- Our six current bookmobile drivers are working on the library's driver training program this fall. New employee Catherine is also learning bookmobile operations and training to drive the bus.
- Ryan Summers at Gen-Tech in Leander tuned up our generator at around 2,500 hours, replacing consumable parts such as the spark plugs, brushes, and the inline fuel filter.
- The bookmobile step was removed on October 3rd because it was stuck out. We purchased a new separate step (not attached to the bookmobile) that New Braunfels and Austin Public Library use with their bookmobiles. We hope this will prevent future maintenance in the future, as a broken electric step seems inevitable on bookmobiles.

## **Past Events**

- Rachel attended the UT iSchool Capstone Coffee Break on October 4th and we are talking with three potential capstone students to do spring and summer projects.
- Leadership Lake Travis visited the library on October 10th for Education Day and we issued over a dozen new library cards.
- I attended the TLA District 3 meeting on October 14th and the CTLS Fall Membership meeting on October 18th. At the CTLS meeting, State Librarian Mark Smith reminded us that Texas libraries have access to United for Libraries resources for board members! The state can provide a free log in and password to access [www.ala.org/united](http://www.ala.org/united). He also talked about TSLAC's SimplyE initiative for ebooks.
- The new children's furniture is here! There are still minor issues to resolve such as a broken shelf, the Kilgo donor sign, and drilling a hole in the computer table for cord access. We hope to soon begin addressing other furniture needs in the teen room and on the patio.

## **Upcoming Events**

- Rachel and Sue are planning a special appreciation breakfast/meeting for processing volunteers on October 29th.
- Please see the attached November calendar.
- Teen artists submitted 195 entries to the 2019 Teen Read Week Art Contest and 14 pieces will be on display in the month of November.
- Sarah and Raj will attend the CTLS Performer's Showcase on November 1st.
- I will attend the TSLAC Library Financial Success Training in New Braunfels on November 6th.
- I plan to take vacation days November 11th, 12th, 25th, 26th and 27th and December 23rd.
- I plan to attend the UT iSchool Advisory Council meeting on the afternoon of November 14th and morning of November 15th.

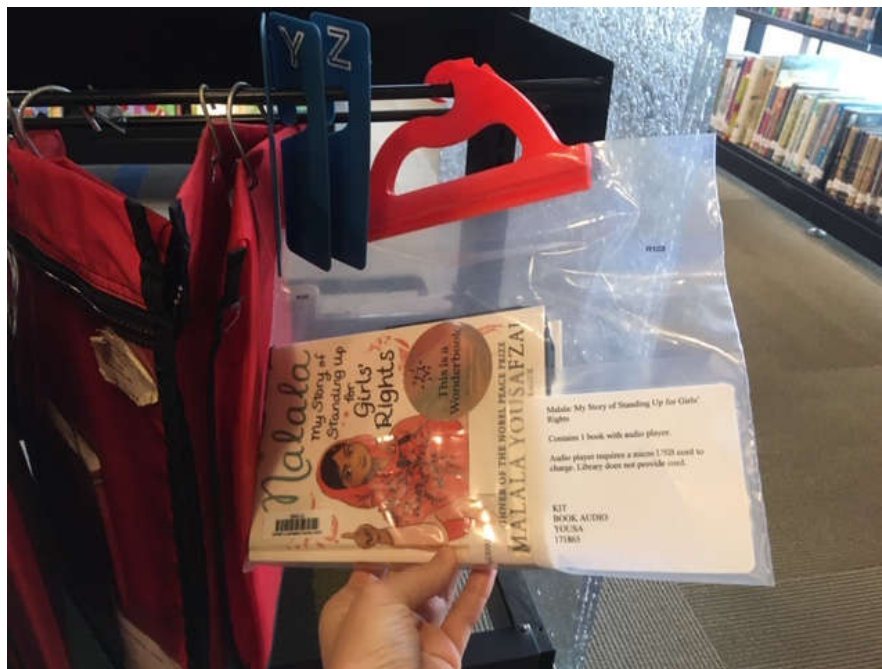
- The Le Dîner en Blanc dinner has been rescheduled to November 16th and they plan to use the library parking lot as a meeting/departure point. They are aware that we are not liable for any damages and cannot be held responsible for the cars.
- The 2019 LTCL Volunteer Appreciation Party will be held on November 17th.
- We will once again serve as a collection location for LTlov's Green Santa program.
- We have a staff meeting scheduled for December 3rd.
- 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.
- We have invited Lara Prescott, author of *The Secrets We Kept*, to be our 2020 Lake Travis Reads author.

### Notes

- We received this five-star yelp review on September 28: I love this place so much. Great place to study - it's always so clean, the staff are sweet, and the views are beautiful.
- New staff member Catherine Baty will soon take a CPR certification class.
- According to ADP and the Texas Workforce Commission, delinquent payroll reports and taxes have been resolved.
- The Shh (Society for Hilarious Hijinks) committee continues to spread enthusiasm and team spirit with birthday recognitions, a thank you board, and a Halloween 'Boo' initiative.
- Clayworks has gone out of business, so we no longer have a vendor for our donor tiles. Since we will not be able to match the color or font of our current tiles, I propose that we discontinue sales of donor tiles.
- There is controversy in the publishing world about selling digital content to libraries. Please read this article for an introduction to the topic: [www.cnn.com/2019/08/02/opinions/libraries-fight-publishers-over-e-books-west/index.html](http://www.cnn.com/2019/08/02/opinions/libraries-fight-publishers-over-e-books-west/index.html).
- We are interested in purchasing outside musical instruments from Percussion Play.
- Biblmodel says that they will send new book stop accessory pieces to replace our defective pieces.
- During a routine scan, the IPOWER security team discovered infected files on our website. Raj consulted with TFE and has removed the files. We plan to purchase monthly website security with IPOWER.
- TFE completed installation of the new Active Directory server.
- We have a new Klean Image cleaning crew and plan to continue with their company for the time being.
- 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.
- Our landscape lighting sockets have corroded and U.S. Energy has provided the attached proposal to replace tree flood lights with LED bullet flood lights.
- A proposal and justification to change our lighting to LED lighting from U.S. Energy is still being considered.
- The children's room has a minor ant infestation and ABC Pest Control is trying to solve the problem.

- There was a minor leak in the women’s restroom after a heavy storm earlier this month. Our roof is no longer under warranty and no damage was found in the mezzanine, so ABC Home and Commercial repaired the ceiling.
- AAA has been hired to clean our air conditioning grates.
- LTCL gave out 38 TexShare cards in September 2019. In September, 38 were distributed.
- The LTCL website had 6,894 unique visitors and 24,938 visits in the month of September.
- LTCL currently has 13,466 active cardholder accounts.

Morgan McMillian  
10/24/2019



Danielle, Rachel, Sarah, and Sue have worked hard to reclassify and label our kit section with the addition of the new Wonderbooks. All but two are currently checked out.

## Circulation Snapshot – Wednesday, October 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	144	94	78	132	87	12	7	0.7
3 - Bluebonnet	40	35	20	38	33	2	2	0.3
5 - Lone Star	40	16	20	37	14	3	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	177	16	176	176	15	1	1	0.1
9 - Audio	1916	325	1906	1885	323	31	2	2.4
10 - Magazine	1076	125	162	1062	125	14	0	0.9
11 - Reference	38	0	9	38	0	0	0	0
12 - Beginning Reader	1953	883	1680	1654	740	299	143	6.6
13 - DVD	3737	965	3277	3358	761	379	204	7.2
14 - Fiction	9997	1598	9605	9807	1493	190	105	11.9
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3285	768	3060	3164	716	121	52	5.7
18 - NF DVD	9	3	9	9	3	0	0	0
19 - NF Audio	484	90	476	453	85	31	5	0.7
20 - J Audio	513	52	510	492	50	21	2	0.4

21 - Kits	220	99	212	210	93	10	6	0.7
22 - YA	1547	225	1510	1526	214	21	11	1.7
23 - Board Books	1186	790	1075	957	637	229	153	5.9
24 - Picture Books	7692	2716	7340	6610	2090	1082	626	20.2
25 - Large Print	697	125	692	600	85	97	40	0.9
26 - NF Juvenile	2887	842	2815	2593	708	294	134	6.3
27 - Family DVD	601	342	478	471	274	130	68	2.5
28 - Professional	20	1	17	20	1	0	0	0
29 - Oversize	23	1	23	23	1	0	0	0
30 - Biography	647	85	631	601	73	46	12	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	119	13	118	113	11	6	2	0.1
34 - 100 - 199	266	65	259	250	58	16	7	0.5
35 - 200 - 299	243	48	235	236	44	7	4	0.4
36 - 300 - 399	1383	180	1357	1353	167	30	13	1.3
37 - 400 - 499	49	9	49	46	7	3	2	0.1
38 - 500 - 599	179	26	178	173	22	6	4	0.2
39 - 600 - 699	1400	246	1389	1363	223	37	23	1.8
40 - 700 - 799	543	51	542	527	46	16	5	0.4
41 - 800 - 899	258	27	244	251	22	7	5	0.2
42 - 900 - 919	385	68	382	381	65	4	3	0.5
43 - 920 - 921	23	0	22	23	0	0	0	0
44 - 922 - 999	828	97	775	801	86	27	11	0.7
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	630	156	587	473	87	157	69	1.2
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	889	393	819	788	344	101	49	2.9
50 - Story Time	15	1	15	15	1	0	0	0
51 - Book Buddy	0	0	0	0	0	0	0	0
52 - YA Graphic Novel	230	38	230	213	37	17	1	0.3
53 - J Graphic Novel	1134	461	945	986	390	148	71	3.4
54 - Laptop- In Library	5	0	1	4	0	1	0	0
55 - J Biography	476	112	454	453	99	23	13	0.8
56 - Adult Graphic Novel	93	15	92	92	14	1	1	0.1
57 - Spanish - Adult	147	9	146	115	5	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	54	9	54	53	9	1	0	0.1
61 - Chapter Book	2277	851	1996	2066	776	211	75	6.3
62 - Scouts	137	28	136	134	25	3	3	0.2
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	22	5	22	22	5	0	0	0
65 - TV	1451	312	1391	1341	258	110	54	2.3
66 - ILL	8	0	0	8	0	0	0	0
67 - Launchpad	18	12	18	18	12	0	0	0.1
68 - Launchpad - In Library	4	0	4	4	0	0	0	0
69 - Mobile Hotspot	20	20	1	16	16	4	4	0.1
<b>Total</b>	<b>52215</b>	<b>13448</b>	<b>48163</b>	<b>48234</b>	<b>11450</b>	<b>3981</b>	<b>1998</b>	