

# Library Director's Report

## November 21, 2019

### Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
<b>Oct 2019</b>	<b>1,870</b>	<b>675</b>	<b>2,545</b>	<b>73</b>	<b>65</b>	<b>138</b>
Sept 2019	1,016	700	1,716	65	64	129
August 2019	1,085	569	1,654	56	53	109
Oct 2018	2,087	365	2,452	60	50	110

### New Patrons

<b>Oct 2019</b>	<b>159</b>
Sept 2019	225
August 2019	163
Oct 2018	139

### Door Count

	Main	Bus	Total
<b>Oct 2019</b>	<b>21,110</b>	<b>2,768</b>	<b>23,878</b>
Sept 2019	22,117 (closed 1 day)	1,908	24,025
August 2019	22,117	886	23,003
Oct 2018	10,228	1,997	12,225

### Adult Volunteer Hours

<b>Oct 2019</b>	<b>1006</b>
Sept 2019	806
August 2019	793
Oct 2018	855

### Interlibrary Loan (ILL)

	Requested/Received/Shipped
<b>Oct 2019</b>	<b>143 / 142 / 6</b>
Sept 2019	158 / 146 / 3
August 2019	138 / 125 / 4
Oct 2018	124 / 95 / 3

### Teen Volunteer Hours

<b>Oct 2019</b>	<b>201.0</b>
Sept 2019	213.0
August 2019	293.0
Oct 2018	182.5

### OverDrive

	New Patrons
<b>Oct 2019</b>	<b>47</b>
Sept 2019	66
August 2019	71
Oct 2018	55

### Circulation Transactions

	Main	Bus	OverDrive	Total
<b>Oct 2019</b>	<b>31,798</b>	<b>4,106</b>	<b>4,099</b>	<b>40,003</b>
Sept 2019	31,362	3,282	4,094	38,738
August 2019	28,371	2,350	4,492	35,213
Oct 2018	31,687	4,018	3,280	38,985

### Meeting Room Reservations

<b>Oct 2019</b>	<b>19</b>
Sept 2019	21
August 2019	16
Oct 2018	25

### Circulation Snapshot (as of November 2, 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>	6,303	12.2	1,314	20.8	10.5
<b>Adult Fiction</b>	10,311	19.9	1,693	16.4	13.6
<b>Adult Non-Fiction</b>	7,409	14.3	945	12.8	7.6
<b>Juvenile</b>	20,715	40.0	6,414	31.0	51.4
<b>Other</b>	7,038	13.6	2,111	30.0	16.9
<b>Total</b>	51,776		12,477	24.1	

## **Outreach News from Karen Ballinger**

- The bookmobile attended four Halloween events and fall festivals in late October. The bookmobile stopped at La Hacienda RV Park before attending the Lakeway Church Trunk or Treat for the fourth year in a row. Raj, Sharon and Mike Temple, and Karen all enjoyed giving out prizes and candy to library patrons and community neighbors. The bookmobile also attended the Bee Creek United Methodist Church Fall Festival and the One Chapel Fall Festival, seeing many library patrons in costume and giving away over 800 free donated books.
- Morgan and Karen attended the second Lake Travis Senior Services Aging Well Expo at the Lakeway Activity Center. Morgan gave a short talk about the library and many existing patrons stopped by the library table to say hello.
- Alan Gober created a great shelf for the bookmobile receipt printer so there is more space on the bookmobile desk and a more reliable bookmobile printing tool.
- Patty McFarland reports that her citizenship class with three students is finishing this month. One student reported reviewing class materials with her family at dinner time, discussing civics lessons with her children who are also learning about US history.
- Mimi King donated cones for the bookmobile parking spaces.
- Karen changed the bookmobile generator oil at 2,650 hours.
- The Lake Travis Knitters donated beautiful handmade hats and scarves that were distributed at Armadillo RV Park to a dozen patrons.
- The bookmobile has two new adult volunteers who are helping at a preschool stop and an RV Park.

## **Past Events**

- Rachel and Sue hosted a special appreciation breakfast meeting for processing volunteers on October 29th.
- Sarah and Raj attended the CTLS Performer's Showcase on November 1st.
- Morgan attended the TSLAC Library Financial Success Training in New Braunfels on November 6th.
- Mariah hosted the 2019 LTCL Volunteer Appreciation Party on November 17th.
- Danielle attended the webinar Supervising, Managing, and Leading for Library Specialists on November 20th.

## **Upcoming Events**

- Beth coordinated and Mariah will work with volunteers from Hudson Bend Middle School on November 22nd for their annual Day of Service.
- I plan to take vacation days November 25th, 26th and 27th and December 23rd.
- Please see the attached December calendar.
- We have a staff meeting scheduled for December 3rd.
- We will 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 purchased magnets with the new hours.
- Parking lot repairs have been rescheduled to Monday, January 20th when we are closed for Martin Luther King, Jr. Day.
- 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 will launch again in February.
- We plan to hold another Food for Fines forgiveness campaign in February.
- Lara Prescott, author of *The Secrets We Kept*, has been selected as our 2020 Lake Travis Reads author and will speak at Bee Cave Public Library on February 26th.
- Rachel would like to attend the PLA conference on Nashville February 26-29.
- The next Friends Book Sale is scheduled for Saturday, February 29th.
- Morgan will attend the Rotary President Elect Training Seminar in Dallas February 27-March 1.

- Catherine has asked to attend the TLA conference March 24th - 27th. She will present on March 24th. Morgan has also registered to attend the conference as the TLA District 3 Councilor.

### Notes

- Rachel and Morgan are still working with three potential capstone students on spring and summer projects.
- Catherine Baty will soon take a CPR certification class.
- Linden and a Sunday volunteer have been working regularly with a library patron to teach her how to read.
- 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.
- We will soon schedule The Steam Team to clean carpets, tiles, floors, air ducts, and upholstery.
- KISS has been hired to clean all of our interior and exterior windows in late November.
- The \$2,895 quote from JXC Landscaping to repair eroded gravel on the path surrounding the library is still being considered.
- The annual inspection of our fire extinguishers should be completed on November 25th.
- ABC is scheduled to conduct their semi-annual HVAC maintenance on December 3rd.
- U.S. Energy has replaced our corroded landscape lighting fixtures with LED bullet flood lights.
- A proposal to change our lighting to LED lighting from U.S. Energy is still being considered.
- AAA has been hired to clean our air conditioning grates.
- LTCL gave out 24 TexShare cards in October 2019. In October, 29 were distributed.
- The LTCL website had 7,089 unique visitors and 20,341 visits in the month of October.
- LTCL currently has 13,572 active cardholder accounts.

Morgan McMillian  
11/21/2019



Representative Vikki Goodwin commented on our above tweet!

## Circulation Snapshot – Saturday, November 2, 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	104	78	128	92	16	12	0.8
3 - Bluebonnet	40	33	20	25	21	15	12	0.3
5 - Lone Star	40	13	20	38	12	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	8	176	176	7	1	1	0.1
9 - Audio	1901	299	1893	1872	297	29	2	2.4
10 - Magazine	1014	108	137	1000	108	14	0	0.9
11 - Reference	38	0	9	38	0	0	0	0
12 - Beginning Reader	1953	792	1681	1658	654	295	138	6.3
13 - DVD	3734	938	3284	3322	728	412	210	7.5
14 - Fiction	9607	1561	9228	9427	1458	180	103	12.5
16 - CD-ROMs	0	0	0	0	0	0	0	0
17 - Juvenile	3300	660	3077	3189	621	111	39	5.3
18 - NF DVD	9	2	9	9	2	0	0	0
19 - NF Audio	491	69	482	458	63	33	6	0.6
20 - J Audio	513	41	510	488	40	25	1	0.3
21 - Kits	218	111	211	201	102	17	9	0.9
22 - YA	1500	234	1467	1480	224	20	10	1.9
23 - Board Books	1183	672	1072	973	535	210	137	5.4
24 - Picture Books	7704	2505	7353	6627	1881	1077	624	20.1
25 - Large Print	704	132	700	603	91	101	41	1.1
26 - NF Juvenile	2885	755	2816	2579	620	306	135	6.1
27 - Family DVD	603	317	480	460	242	143	75	2.5
28 - Professional	20	1	17	20	1	0	0	0
29 - Oversize	23	1	23	23	1	0	0	0
30 - Biography	651	74	633	605	55	46	19	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	14	118	114	13	5	1	0.1
34 - 100 - 199	265	51	259	251	46	14	5	0.4
35 - 200 - 299	242	49	234	234	44	8	5	0.4
36 - 300 - 399	1399	168	1371	1366	152	33	16	1.3
37 - 400 - 499	49	7	49	46	5	3	2	0.1
38 - 500 - 599	181	28	179	174	23	7	5	0.2
39 - 600 - 699	1407	232	1396	1375	211	32	21	1.9
40 - 700 - 799	544	53	543	526	45	18	8	0.4
41 - 800 - 899	260	25	246	256	23	4	2	0.2
42 - 900 - 919	385	35	382	382	33	3	2	0.3
43 - 920 - 921	24	1	23	24	1	0	0	0
44 - 922 - 999	837	97	780	816	89	21	8	0.8
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	632	174	589	469	100	163	74	1.4
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	884	346	815	797	314	87	32	2.8
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	231	32	231	199	24	32	8	0.3

53 - J Graphic Novel	1131	462	950	985	402	146	60	3.7
54 - Laptop- In Library	5	0	1	4	0	1	0	0
55 - J Biography	476	101	454	454	93	22	8	0.8
56 - Adult Graphic Novel	93	11	92	91	11	2	0	0.1
57 - Spanish - Adult	147	11	146	115	6	32	5	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	7	54	53	7	1	0	0.1
61 - Chapter Book	2275	814	1996	2059	742	216	72	6.5
62 - Scouts	137	10	136	135	8	2	2	0.1
63 - Online Database	0	0	0	0	0	0	0	0
64 - J Foreign Language	22	0	22	21	0	1	0	0
65 - TV	1459	283	1399	1354	232	105	51	2.3
66 - ILL	9	1	1	9	1	0	0	0
67 - Launchpad	18	11	18	18	11	0	0	0.1
68 - Launchpad - In Library	4	0	4	4	0	0	0	0
69 - Mobile Hotspot	20	20	1	13	13	7	7	0.2
<b>Total</b>	<b>51776</b>	<b>12474</b>	<b>47806</b>	<b>47758</b>	<b>10505</b>	<b>4018</b>	<b>1969</b>	