

# Library Director's Report

## December 19, 2019

### Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
<b>Nov 2019</b>	<b>904</b>	<b>688</b>	<b>1,592</b>	<b>65</b>	<b>54</b>	<b>119</b>
Oct 2019	1,870	675	2,545	73	65	138
Sept 2019	1,016	700	1,716	65	64	129
Nov 2018	1,254	336	1,590	55	46	101

### New Patrons

<b>Nov 2019</b>	<b>98</b>
Oct 2019	159
Sept 2019	225
Nov 2018	95

### Door Count

	Main	Bus	Total
<b>Nov 2019</b>	<b>18,567 (closed 3 days)</b>	<b>1,117</b>	<b>19,684</b>
Oct 2019	21,110	2,768	23,878
Sept 2019	22,117 (closed 1 day)	1,908	24,025
Nov 2018	8,759 (closed 2 days)	1,407	10,166

### Adult Volunteer Hours

<b>Nov 2019</b>	<b>778</b>
Oct 2019	1,006
Sept 2019	806
Nov 2018	741

### Interlibrary Loan (ILL)

	Requested/Received/Shipped
<b>Nov 2019</b>	<b>111 / 107 / 2</b>
Oct 2019	143 / 142 / 6
Sept 2019	158 / 146 / 3
Nov 2018	81 / 68 / 5

### Teen Volunteer Hours

<b>Nov 2019</b>	<b>191.0</b>
Oct 2019	201.0
Sept 2019	213.0
Nov 2018	170.5

### OverDrive

	New Patrons
<b>Nov 2019</b>	<b>48</b>
Oct 2019	47
Sept 2019	66
Nov 2018	34

### Circulation Transactions

	Main	Bus	OverDrive	Total
<b>Nov 2019</b>	<b>28,847</b>	<b>3,063</b>	<b>3,907</b>	<b>35,817</b>
Oct 2019	31,798	4,106	4,099	40,003
Sept 2019	31,362	3,282	4,094	38,738
Nov 2018	28,075	3,534	3,039	34,648

### Meeting Room Reservations

<b>Nov 2019</b>	<b>15</b>
Oct 2019	19
Sept 2019	21
Nov 2018	20

### Circulation Snapshot (as of December 18, 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>	6,336	12.2	1,286	20.3	11.5
<b>Adult Fiction</b>	10,419	20.0	1,544	14.8	13.8
<b>Adult Non-Fiction</b>	7,537	14.5	868	11.5	7.8
<b>Juvenile</b>	20,734	39.8	5,553	26.8	49.7
<b>Other</b>	7,087	13.6	1,919	27.1	17.2
<b>Total</b>	52,113		11,170	21.4	

## **Outreach News from Karen Ballinger**

- Two mother/daughter pairs (four people total) and an additional adult volunteer helped inventory the bookmobile on November 26th. All bookmobile materials were scanned in two hours. Approximately 13 items were unaccounted for.
- Adult volunteer Frances Pastuszewski is working to refresh the bookmobile materials on a regular basis.
- Homebound deliveries are continuing with library staff and volunteers making deliveries. One new homebound patron is receiving deliveries from staff member Catherine Baty.
- RV Specialists will look at the rattling bookmobile back heater and door weather stripping on December 19th. Ultimate ATX washed the bookmobile in the middle of November.
- Patty McFarland and Tom Lockney both agreed to teach citizenship classes at Emmaus Catholic Parish starting in January. Patty will start a new semester of ESL based citizenship classes and Tom will teach citizenship content to students with more fluency.
- The bookmobile attended the library holiday party giving away hot chocolate and glow sticks outside the library. The bookmobile also attended the Apache Shores Breakfast with Santa event, gave away many free books, and saw many patrons complete the scavenger hunt on the bookmobile.
- Mariah, Catherine, and Raj all helped prepare 2020 bookmobile flyers for each stop and post them on the bookmobile website.
- We recently received two donations in the mail from two separate bookmobile patrons.

## **Past Events**

- Beth coordinated and Mariah supervised volunteers from Hudson Bend Middle School on November 22nd for their annual Day of Service.
- We had a staff meeting on December 3rd and have another one planned for February 18th. Some items discussed include new library hours, adopting a new google calendar to schedule all employees, furniture for the teen room, the 2020 census, and TSLAC's new SimplyE platform for ebooks.
- A service was held for volunteer Mikus Grinbergs on December 6th.
- I spoke on the Lake Travis Senior Services panel on December 9th.
- Rachel and I attended the OverDrive Steering Committee Meeting on December 10th.
- Approximately 150 people attended the Holiday Celebration on December 10th.

## **Upcoming Events**

- I will serve and chair, respectively, on the PLA Upstart Innovation and Romance Writers of American award jury committees on December 20th and January 7th.
- I plan to take vacation days December 23rd and January 21st through 24th.
- The Noon Year's Eve party will take place on December 31st starting at 11am with children's musician Joe McDermott.
- Please see the attached January calendar. The *Lake Travis View* plans to publish an article about our new hours on January 2nd.
- The next Library District Discussion Group meeting is scheduled 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 will launch again in February. I will speak to the Lakeway Men's Breakfast Club about this program on January 8th.
- 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 will attend the PLA conference in Nashville February 26-29.
- I will attend the Rotary President-elect Training Seminar in Dallas February 27-March 1.
- The next Friends Book Sale will take place on Saturday, February 29th.
- We plan to send a few staff members to the TLA conference in Houston March 24th - 27th.
- Parking lot repairs will be rescheduled for the late spring as recommended by Lone Star Paving.
- Sarah has booked most of the 2020 Summer Reading Program performers!

### Notes

- AAA Fire and Safety completed the annual inspection of extinguishers in November.
- The Pouttu family donated a large poinsettia to the library earlier this month.
- Lakeway Plumbing repaired the urinal earlier this month.
- Morgan and Sue completed a Public Records Request from SmartProcure on December 2nd.
- ABC conducted their semi-annual HVAC maintenance on December 3rd and came back later that week to complete repairs.
- Catherine Baty completed her CPR certification on December 18th.
- The Steam Team will clean carpets, tiles, floors, air ducts, and upholstery on January 11th.
- Beckwith will conduct the annual fire alarm inspection on January 15th.
- We plan to install our final Clayworks donor tile in the next few weeks.
- As a result of her participation in TLA's LAUNCH program, Raj has been invited to serve as a member of the Texas Youth Creator Award Committee. It is a three-year term.
- Rachel will work with two students on capstone projects this spring.
- 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.
- The \$2,895 quote from JXC Landscaping to repair eroded gravel on the path surrounding the library is still being considered.
- A proposal to change our lighting to LED lighting from U.S. Energy is still being considered.
- LTCL gave out 26 TexShare cards in November 2019. In November 2018, 44 were distributed.
- The LTCL website had 8,053 unique visitors and 19,089 visits in the month of November.
- LTCL currently has 13,612 active cardholder accounts.

Morgan McMillian  
12/19/2019



32 - CTLS	0	0	0	0	0	0	0	0
33 - 000 - 099	121	15	120	116	12	5	3	0.1
34 - 100 - 199	267	56	261	256	53	11	3	0.5
35 - 200 - 299	242	37	234	238	35	4	2	0.3
36 - 300 - 399	1426	165	1396	1397	154	29	11	1.5
37 - 400 - 499	49	3	49	47	2	2	1	0
38 - 500 - 599	181	34	179	176	32	5	2	0.3
39 - 600 - 699	1415	225	1406	1387	213	28	12	2
40 - 700 - 799	548	38	547	527	33	21	5	0.3
41 - 800 - 899	266	22	251	265	21	1	1	0.2
42 - 900 - 919	388	41	385	384	37	4	4	0.4
43 - 920 - 921	25	2	24	25	2	0	0	0
44 - 922 - 999	853	81	793	823	69	30	12	0.7
45 - Book Club	0	0	0	0	0	0	0	0
46 - Spanish - Children	638	120	595	511	81	127	39	1.1
47 - Flash Drive	0	0	0	0	0	0	0	0
48 - Equipment	0	0	0	0	0	0	0	0
49 - J DVD	876	319	808	787	287	89	32	2.9
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	238	30	238	207	24	31	6	0.3
53 - J Graphic Novel	1129	398	950	1009	343	120	55	3.6
54 - Laptop - In Library	3	0	1	3	0	0	0	0
55 - J Biography	481	89	458	457	83	24	6	0.8
56 - Adult Graphic Novel	93	2	92	93	2	0	0	0
57 - Spanish - Adult	161	7	148	125	4	36	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	54	12	54	53	12	1	0	0.1
61 - Chapter Book	2284	736	2005	2081	654	203	82	6.6
62 - Scouts	137	4	136	137	4	0	0	0
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	1484	288	1422	1386	244	98	44	2.6
66 - ILL	10	2	1	10	2	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	16	16	4	4	0.2
<b>Total</b>	<b>52113</b>	<b>11171</b>	<b>48138</b>	<b>48476</b>	<b>9558</b>	<b>3637</b>	<b>1613</b>	