

Library Director's Report December 16, 2021

Program Attendance & Number of Programs Offered

| | Children | Adults | Total Attendance | Children | Adults | Total Offered |
|-----------------|------------|------------|------------------|-----------|-----------|---------------|
| Nov 2021 | 189 | 158 | 347 | 12 | 18 | 30 |
| Oct 2021 | 276 | 173 | 449 | 10 | 21 | 31 |
| Sept 2021 | 178 | 190 | 368 | 10 | 22 | 32 |
| Nov 2020 | 332 | 220 | 552 | 14 | 25 | 39 |
| Nov 2019 | 904 | 668 | 1,592 | 65 | 54 | 119 |

New Patrons

| | |
|-----------------|------------|
| Nov 2021 | 110 |
| Oct 2021 | 113 |
| Sept 2021 | 142 |
| Nov 2020 | 52 |
| Nov 2019 | 98 |

Door Count

| | Main | Bus | Total |
|-----------------|------------------------------|--------------|---------------|
| Nov 2021 | 9,476 (closed 2 days) | 1,346 | 10,822 |
| Oct 2021 | 10,384 | 1,628 | 12,012 |
| Sept 2021 | 9,111 (closed 1 day) | 800 | 9,911 |
| Nov 2020 | 0 | 267 | 267 |
| Nov 2019 | 18,567 (closed 3 days) | 1,117 | 19,684 |

Adult Volunteer Hours

| | |
|-----------------|------------|
| Nov 2021 | 423 |
| Oct 2021 | 421 |
| Sept 2021 | 424 |
| Nov 2020 | 37 |
| Nov 2019 | 778 |

Teen Volunteer Hours

| | |
|-----------------|------------|
| Nov 2021 | 123 |
| Oct 2021 | 114 |
| Sept 2021 | 72 |
| Nov 2020 | 0 |
| Nov 2019 | 191 |

Interlibrary Loan (ILL)

| | Requested/Received/Shipped |
|-----------------|----------------------------|
| Nov 2021 | 124 / 122 / 5 |
| Oct 2021 | 135 / 101 / 3 |
| Sept 2021 | 114 / 100 / 4 |
| Nov 2020 | 59 / 86 / 3 |
| Nov 2019 | 111 / 107 / 2 |

Meeting Room Reservations

| | |
|-----------------|----------|
| Nov 2021 | 0 |
| Oct 2021 | 0 |
| Sept 2021 | 0 |
| Nov 2020 | 0 |
| Nov 2019 | 15 |

OverDrive

| | New Patrons |
|-----------------|-------------|
| Nov 2021 | 41 |
| Oct 2021 | 49 |
| Sept 2021 | 60 |
| Nov 2020 | 38 |
| Nov 2019 | 48 |

Circulation Transactions

| | Main | Bus | OverDrive | Kanopy Plays | Total |
|-----------------|---------------|--------------|--------------|--------------|---------------|
| Nov 2021 | 19,947 | 2,277 | 5,504 | 502 | 28,230 |
| Oct 2021 | 21,943 | 2,790 | 5,830 | 562 | 31,125 |
| Sept 2021 | 22,699 | 2,756 | 6,058 | 444 | 31,957 |
| Nov 2020 | 10,848 | 2,082 | 5,846 | 0 | 18,776 |
| Nov 2019 | 28,847 | 3,063 | 3,907 | 0 | 35,817 |

Outreach News from Karen B. and Karen S.

- The bookmobile attended two holiday events in December: Morgan and Karen B. saw approximately 500 people and gave away almost 200 books at the very popular City of Lakeway Lights On event on December 4th. We saw many regular library patrons as the City of Lakeway turned on their Trail of Lights and signed up five new library

cards. Karen B. also attended Apache Shores' Breakfast with Santa on December 11th and saw about 150 people from that very community oriented neighborhood.

- Karen B. would like to invite preschool classes to once again board the bookmobile for story time and to check out books in the new year. While students are able to check out books from a library cart, they are missing the experience of being inside the mobile library. We've had several visitors ask to go inside the bookmobile while at outreach events because they are not able to go inside the bookmobile at their school. The front and back bookmobile doors will remain open, regardless of the weather. Preschool students are already gathered as a group (we are not gathering them) and masks will be worn.
- Raj and Karen B. attended the PLAN (Partners Library Action Network, formerly CTLS) virtual Bookmobile and Outreach Services User Group meeting on November 19th. We heard from many libraries who were starting bookmobile and/or home delivery services.
- Karen B. distributed hats from the Lake Travis Knitters to the patrons at Armadillo RV Park on December 14.
- Carol Black prepared Books for Babies packages to give to Baylor Scott and White Hospital Labor and Delivery department when they request another delivery.
- Karen S. is working on a revamp of the home delivery service which will now be called "Monthly Home Delivery Service," and created a new brochure to reflect the change in name and updated imagery.
- Karen S. also spoke with our current home delivery patrons who had nothing but nice things to say about our staff and library, including patron Mr. Mas saying "without [the library] I wouldn't be reading at all," and "Linden is wonderful and has everything I need."
- Karen S. is also going to start pushing advertising for the service, including reaching out to past community partners and trying to find new patrons and community partners to connect with.

Reopening Notes

- We plan to open up the meeting room to outside reservations starting January 3, 2022. We will encourage gatherings of no more than twenty people, social distancing, and mask wearing, but staff will not attempt to enforce the recommendations.
- In preparation for upcoming meeting room reservations, Gabe Garcia has revamped the meeting room website including creating an online submission form and integrating an availability calendar.
- In January, we will increase in-person library programming with mah jongg on Monday afternoons and genealogy on Friday mornings. We will continue to offer in-person story times on the patio but not offer anything inside for children just yet.
- Linden is creating a January 2022 paper calendar of events to distribute in the library to help promote programs.
- Artists have been selected to exhibit in the meeting room in 2022. At least for the first six months of next year, we will only exhibit the art without any accompanying in-person receptions or art programs.

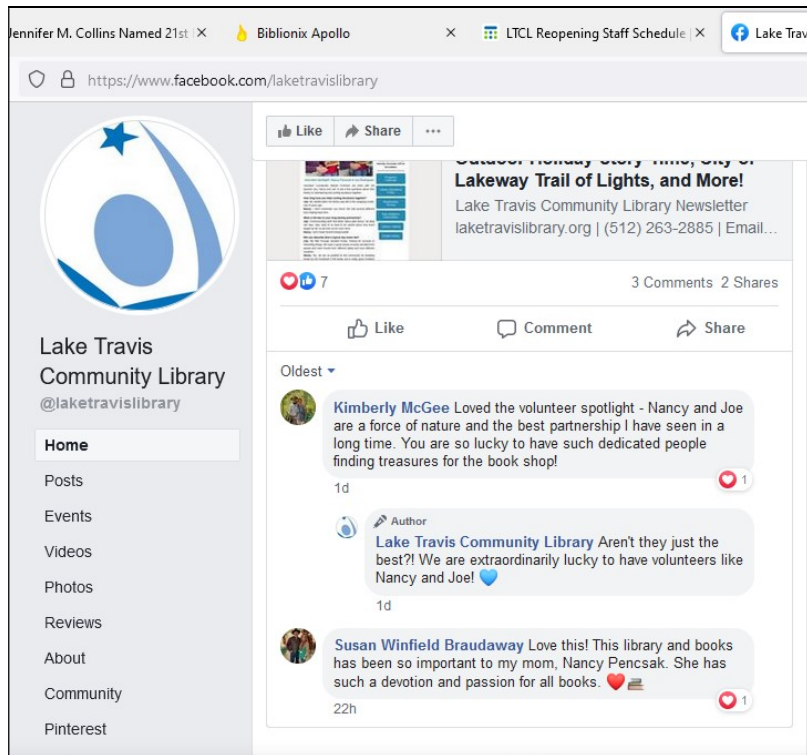
Notes

- The Pouttu family donated a gorgeous large poinsettia to the library in honor of Susie.
- The next Library District Discussion Group meeting will take place on Zoom on January 14.

- Darla Nelson and the Women's Club of Greater Lakeway want to honor the library and other community helpers by inviting us to a luncheon and giving us a plaque to have in our library.
- We signed another six-month contract with TFE for managed technology services starting January 1, 2022 with the same conditions as our last contract.
- News from the Spicewood Community Library newsletter: The Commissioners' Court voted in October to add the Spicewood Library to the Burnet County Library System. The library's assets and property will continue to be owned and cared for by the Friends of the Spicewood Community Library and primarily supported by memberships, donations, and thrift store sales.
- The new bookstore shelves should be installed the week of December 20. The end panels and canopy tops will come later in January and the estimated shipping date of the desk is January 25. We may purchase task chairs next year as well.
- Stokes will install and handle signage projects on January 5. We are also meeting with them in the new year to discuss Friends Bookstore branding.
- We plan to work with Library Interiors of Texas to purchase new patio furniture in the new year.
- The fire extinguishers had their annual inspection in November.
- Starting in 2022, Brightview/WLE will discontinue irrigation services at the library. We have reached out to Maven Landscaping for a quote.
- U.S. Energy will replace a street pole lamp in the parking lot and perform more lighting repairs in the near future.
- ABC repaired all seven toilets with leaking flappers earlier this month.
- Maven Landscaping is scheduled to complete the following work on January 7: add one pallet of grass, mulch by the entrance, place 13 muhly plants by the columns, and remove a tree stake. We will also have them trim a tree across from the library entrance to allow for bookmobile access.
- Morgan and Sue completed two Public Records Requests from SmartProcure in December.
- Kanopy stats for November were 1,952 visits, 502 plays, and 15,375 minutes watched. We have 5 new Kanopy accounts in November and are up to 319 total library users who have created Kanopy accounts.
- I plan to take vacation days December 20-23.
- The LTCL website had 6,810 unique visitors and 15,988 visits in the month of November.
- LTCL currently has 13,520 active cardholder accounts.

Patron Comments

- After receiving ILLs, Heather wrote: Thank you so much! We truly appreciate your help getting these books for Spencer so he can complete some of his favorite series. He considers going to the library to be a special treat largely because of your support. Thank you, Karen and Sarah!
- We received a five-star google review from Mike on November 23: Great place to work in peace and quiet.
- Monica wrote on December 8: Hello Karen. Thank you for all you and staff do for library. Have wonderful Holidays.



Nancy Pencsak and Joe Rodriguez were the Volunteer Spotlights in the December 13th newsletter. Their feature received many email responses and positive comments on Facebook.

Circulation Snapshot – Friday, December 10, 2021

| Type | Holdings | % of Total | Out | Titles | Main | Main Out | Bus | Bus Out | % of Total Out |
|--------------------------|----------|------------|-----|--------|------|----------|-----|---------|----------------|
| 1 - Default/Unassigned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 - 000 - 099 | 119 | 0.2 | 11 | 117 | 118 | 10 | 1 | 1 | 0.1 |
| 3 - 100 - 199 | 293 | 0.6 | 45 | 293 | 288 | 40 | 5 | 5 | 0.5 |
| 4 - 200 - 299 | 238 | 0.5 | 29 | 235 | 236 | 27 | 2 | 2 | 0.3 |
| 5 - 300 - 399 | 1337 | 2.6 | 99 | 1305 | 1307 | 86 | 30 | 13 | 1.1 |
| 6 - 400 - 499 | 44 | 0.1 | 6 | 44 | 40 | 6 | 4 | 0 | 0.1 |
| 7 - 500 - 599 | 190 | 0.4 | 21 | 190 | 178 | 20 | 12 | 1 | 0.2 |
| 8 - 600 - 699 | 1433 | 2.8 | 156 | 1431 | 1375 | 137 | 58 | 19 | 1.7 |
| 9 - 700 - 799 | 540 | 1 | 35 | 540 | 537 | 32 | 3 | 3 | 0.4 |
| 10 - 800 - 899 | 275 | 0.5 | 21 | 269 | 271 | 19 | 4 | 2 | 0.2 |
| 11 - 900 - 919 | 247 | 0.5 | 18 | 246 | 245 | 16 | 2 | 2 | 0.2 |
| 12 - 920 - 921 | 31 | 0.1 | 2 | 30 | 30 | 1 | 1 | 1 | 0 |
| 13 - 922 - 999 | 852 | 1.6 | 70 | 801 | 846 | 65 | 6 | 5 | 0.8 |
| 14 - Adult Graphic Novel | 96 | 0.2 | 14 | 96 | 96 | 14 | 0 | 0 | 0.2 |
| 15 - Audio | 1802 | 3.5 | 125 | 1800 | 1787 | 125 | 15 | 0 | 1.4 |
| 16 - Beginning Reader | 1937 | 3.7 | 571 | 1795 | 1667 | 462 | 270 | 109 | 6.3 |
| 17 - Biography | 741 | 1.4 | 47 | 730 | 712 | 42 | 29 | 5 | 0.5 |
| 18 - Bluebonnet | 40 | 0.1 | 30 | 20 | 31 | 26 | 9 | 4 | 0.3 |
| 19 - Board Books | 1082 | 2.1 | 492 | 1003 | 936 | 413 | 146 | 79 | 5.4 |
| 20 - Caldecott | 148 | 0.3 | 37 | 80 | 138 | 31 | 10 | 6 | 0.4 |
| 21 - Chapter Book | 2340 | 4.5 | 690 | 2173 | 2146 | 622 | 194 | 68 | 7.6 |
| 22 - DVD | 3341 | 6.5 | 408 | 3235 | 3064 | 323 | 277 | 85 | 4.5 |
| 23 - Family DVD | 580 | 1.1 | 124 | 535 | 482 | 88 | 98 | 36 | 1.4 |

| | | | | | | | | | |
|-----------------------------|--------------|------|-------------|--------------|--------------|-------------|-------------|-------------|------|
| 24 - Fiction | 10053 | 19.4 | 1418 | 9711 | 9866 | 1333 | 187 | 85 | 15.7 |
| 25 - ILL | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 |
| 26 - J Audio | 318 | 0.6 | 21 | 316 | 304 | 19 | 14 | 2 | 0.2 |
| 27 - J Biography | 509 | 1 | 75 | 502 | 489 | 69 | 20 | 6 | 0.8 |
| 28 - J DVD | 794 | 1.5 | 164 | 766 | 711 | 143 | 83 | 21 | 1.8 |
| 29 - J Foreign Language | 20 | 0 | 0 | 20 | 20 | 0 | 0 | 0 | 0 |
| 30 - J Graphic Novel | 1269 | 2.5 | 459 | 1144 | 1098 | 359 | 171 | 100 | 5.1 |
| 31 - Juvenile | 3395 | 6.6 | 652 | 3268 | 3265 | 598 | 130 | 54 | 7.2 |
| 32 - Kits | 229 | 0.4 | 57 | 221 | 205 | 46 | 24 | 11 | 0.6 |
| 33 - Laptop - In Library | 3 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 |
| 34 - Large Print | 729 | 1.4 | 75 | 728 | 640 | 42 | 89 | 33 | 0.8 |
| 35 - Launchpad | 31 | 0.1 | 11 | 31 | 31 | 11 | 0 | 0 | 0.1 |
| 36 - Launchpad - In Library | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 37 - Lone Star | 50 | 0.1 | 11 | 25 | 43 | 11 | 7 | 0 | 0.1 |
| 38 - Magazine | 905 | 1.7 | 103 | 130 | 899 | 103 | 6 | 0 | 1.1 |
| 39 - Mobile Hotspot | 49 | 0.1 | 43 | 1 | 35 | 33 | 14 | 10 | 0.5 |
| 40 - Music CD | 92 | 0.2 | 0 | 91 | 92 | 0 | 0 | 0 | 0 |
| 41 - NF Audio | 444 | 0.9 | 23 | 443 | 426 | 22 | 18 | 1 | 0.3 |
| 42 - NF Juvenile | 2918 | 5.6 | 604 | 2884 | 2681 | 516 | 237 | 88 | 6.7 |
| 43 - Online Database | 2 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 |
| 44 - Oversize | 14 | 0 | 1 | 14 | 14 | 1 | 0 | 0 | 0 |
| 45 - Picture Books | 8213 | 15.9 | 1807 | 7952 | 7567 | 1584 | 646 | 223 | 20 |
| 46 - Professional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 47 - Reference | 29 | 0.1 | 0 | 6 | 29 | 0 | 0 | 0 | 0 |
| 48 - Scouts | 131 | 0.3 | 11 | 131 | 131 | 11 | 0 | 0 | 0.1 |
| 49 - Spanish - Adult | 129 | 0.2 | 4 | 129 | 99 | 3 | 30 | 1 | 0 |
| 50 - Spanish - Children | 585 | 1.1 | 72 | 571 | 480 | 39 | 105 | 33 | 0.8 |
| 51 - Story Time | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 52 - TV | 1406 | 2.7 | 168 | 1383 | 1314 | 138 | 92 | 30 | 1.9 |
| 53 - YA | 1419 | 2.7 | 192 | 1394 | 1391 | 180 | 28 | 12 | 2.1 |
| 54 - YA Audio | 54 | 0.1 | 3 | 54 | 54 | 3 | 0 | 0 | 0 |
| 55 - YA Graphic Novel | 244 | 0.5 | 11 | 244 | 238 | 9 | 6 | 2 | 0.1 |
| Total | 51741 | | 9037 | 49073 | 48658 | 7879 | 3083 | 1158 | |