

# Library Director's Report

## October 24, 2024

### Program Attendance & Number of Programs Offered

	Children	Adults	Total Attendance	Children	Adults	Total Offered
<b>Sept 2024</b>	<b>739</b>	<b>402</b>	<b>1,441</b>	<b>26</b>	<b>66</b>	<b>92</b>
August 2024	773	741	1,541	25	60	85
July 2024	1,491	806	2,297	43	59	102
Sept 2023	663	715	1,378	22	62	84
Sept 2019	1,016	700	1,716	65	64	129

### New Patrons

<b>Sept 2024</b>	<b>168</b>
August 2024	140
July 2024	180
Sept 2023	183
Sept 2019	225

### Door Count

	Main	Bus	Total
<b>Sept 2024</b>	<b>15,252</b>	<b>1,767</b>	<b>17,019</b>
August 2024	17,144	1,146	18,290
July 2024	20,136	1,100	21,236
Sept 2023	16,736	1,436	18,172
Sept 2019	22,117	1,908	24,025

### Adult Volunteer Hours

<b>Sept 2024</b>	<b>489</b>
August 2024	564
July 2024	525
Sept 2023	513
Sept 2019	806

### Interlibrary Loan (ILL)

	Requested/Received/Shipped
<b>Sept 2024</b>	<b>162 / 127 / 7</b>
August 2024	167 / 105 / 9
July 2024	121 / 101 / 9
Sept 2023	100 / 115 / 2
Sept 2019	158 / 146 / 3

### Teen Volunteer Hours

<b>Sept 2024</b>	<b>142</b>
August 2024	243
July 2024	446
Sept 2023	141
Sept 2019	213

### Meeting Room Reservations

<b>Sept 2024</b>	<b>22</b>
August 2024	20
July 2024	16
Sept 2023	15
Sept 2019	21

### Take & Make Crafts

<b>Sept 2024</b>	<b>992</b>
August 2024	NA
July 2024	NA
Sept 2023	NA
Sept 2019	0

### New Libby Patrons

<b>Sept 2024</b>	<b>62</b>
August 2024	100
July 2024	94
Sept 2023	71
Sept 2019	66

### Circulation Transactions

	Main	Bus	Libby	Kanopy Plays	Total
<b>Sept 2024</b>	<b>20,955</b>	<b>2,188</b>	<b>7,755</b>	<b>974</b>	<b>31,872</b>
August 2024	24,613	1,735	8,359	986	35,693
July 2024	27,044	1,862	8,755	1,079	38,740
Sept 2023	23,086	2,216	6,982	1,329	33,613
Sept 2019	31,362	3,282	4,094	0	38,738

## Outreach News

- Karen B. attended the Lake Travis Elementary School Fall Festival on September 28 with volunteer Pat Zepp. They saw many familiar faces among the 280 attendees that visited the bookmobile and gave away 130 books.
- Raj hosted story times at Lakeway Church Community Helpers Days on October 2 and 3, reading stories, giving away stickers, and promoting the library to seven preschool classes each day as they visited various community stations in the church parking lot.
- Morgan organized a tour of the Pedernales Fire Station for Briarcliff story timers on October 4 with dozens of families in attendance.
- Raj and volunteers Sarah Salomon Corbitt and Christy Actor attended the City of Lakeway Witches Ride on October 19.
- This month, the bookmobile held another story time and community stop at Winston's Coffee Shop in Spicewood on October 21.
- Karen B. will attend the Lake Travis Public Safety Day on October 26.
- An additional sixty Books for Babies packages were delivered to the Baylor Scott and White Medical Center Lakeway Labor and Delivery Department. Hospital staff report that September was one of their busiest months.
- New staff members Nina, Sunny, Isabel, Michelle, and Jennifer are joining the regular bookmobile staff this month to learn about outreach services.
- Karen B. changed the generator oil at 400 hours on the new generator. RV Specialists performed some minor outside repairs on October 14. Karen B. is in conversation with Faber Specialty Vehicles regarding the delayed back up camera display.

## Notes

- Please see the attached November calendar.
- The library's annual Holiday Celebration with Santa is scheduled for December 10.
- Thanks to Nicholle Halprin's applications, we were awarded a Texas Commission on the Arts grant to pay for half of the fee for the homeschool program with Elizabeth Kahura in September. And, Nicholle received a letter from Texas Senator Donna Campbell about the TCA grant!
- During all of our many hours of research with Apollo to add the new West location, Danielle discovered a feature that we have now activated. Patrons have the option to indicate Spanish as their preferred language. This will change the language of their automated notifications and the catalog default if they've signed into their account.
- Danielle continues to work on an inventory of our entire collection in preparation for the book move to West in early November. So far there are not significant losses or unexpected titles.
- Danielle recently completed an online course offered by Library Journal titled *Adapt and Thrive: Leadership Methods for a Resilient Library*. Over three weeks she attended a webinar and then worked on exercises and posted to an online classroom about what she learned and accomplished that week. Some of the topics she learned about and practiced were ways to assess staff morale, using process mapping to create or improve workflows, and methods for soliciting and applying patron feedback.
- Nicholle Halprin attended the PLAN Performer's Showcase event in Seguin on September 27.
- Morgan and Raj attended the Central Texas Digital Library Consortium Zoom meeting on October 8.
- TSLAC Library Staff Consultants Elizabeth Mikeska-Benfield and Naomi Ditullio visited LTCL the morning of October 9.

- Morgan and Raj attended the Lake Travis Chamber of Commerce LTISD Annual State of the District Luncheon with Superintendent Paul Norton on October 16.
- Morgan and Raj attended the Library District Discussion Group meeting at Laura's Library on October 18. The next LDDG meeting is scheduled on January 31 to take place either at West or Westbank Community Library.
- Morgan has submitted the annual entity registration for LAKE TRAVIS COMMUNITY LIBRARY / PLQ6N2AHELC3 / 78H04 in the U.S. federal government's System for Award Management (SAM). It is necessary to have an active registration to be eligible for certain grants.
- New LTCL bookmarks (including West!) have been purchased and our address has been updated to reflect our two-library system.
- Angel Wings of Lake Travis has asked to use a library display window to promote their organization. "We are a small group of women who come together in an effort to help ease the pain of families who have suffered the unimaginable loss of their newborn babies. Angel gowns are made from donated wedding dresses. We provide these beautiful garments free of charge to grieving families. We create beautiful gowns for all sizes of babies. Over time the group has evolved to work with organizations who have expressed a need for special handmade items. Items include Christmas stockings for hospitals and assisted living facilities, g-tube covers, sun hats, laundry bags, Beads of Courage bags for cancer beads, pillowcases, pencil pouches, curtains, aprons, playing card holders, pillows, pouches for wheelchairs, and padded seatbelt protectors for breast cancer survivors."
- Our four new staff members will take a CPR training course by the end of the year.
- We have scheduled tree work and deep window cleaning during our closure the week of November 4.
- We will replace our meeting room carpet the week of November 4.
- We are working to schedule door repairs with Hull Supply Company.
- Our two AT&T old school phones lines that communicate with our fire and security alarms are down. AT&T is aware that the cable was cut and they are actively trying to fix it.
- We are working to repair a leaking sink in the men's restroom.
- We are working with Bank of America to issue a library credit card to Assistant Director Raj Kamat.
- Library Interiors of Texas will repair an end panel in the young adult section and is investigating a fix to a broken caster on one of our meeting room tables.
- TFE is preparing a quote to replace the buzzing microphones and audiovisual equipment in the meeting room in Lakeway.
- We are working through a Texas Commission on Environmental Quality violation for the West water well due to improper reporting in September 2023.
- There was graffiti on the outside of the library near the display cases on October 14. It has been removed and we have case 24-01529 with the Lakeway Police Department.
- Morgan plans to take vacation days November 26 – December 2.
- The Lake Travis Community Library website had 4,173 unique users and 6,939 total visits in September 2024.
- Kanopy stats for September were 5,474 visits, 974 plays and 35,598 minutes watched.
- LTCL currently has 17,391 active cardholder accounts.

- A Texas A&M University college student home for the summer attended a Silent Book Club meeting. She liked it so much that she started her own chapter in College Station!
- Patron Jim Lopp emailed on October 10: I appreciate your update. We're long time and heavy users of the library. You and your staff are always responsive and professional.

Morgan McMillian  
10/23/2024

### Circulation Snapshot – Tuesday, October 22, 2024

Type	Holdings	% of Total	Out	Titles	Main	Main Out	Bus	Bus Out	% of Total Out
1 - 000 - 099	105	0.2	12	104	105	12	0	0	0.1
2 - 100 - 199	325	0.6	44	320	316	42	9	2	0.4
3 - 200 - 299	227	0.4	27	222	227	27	0	0	0.3
4 - 300 - 399	1402	2.6	129	1372	1392	125	10	4	1.2
5 - 400 - 499	53	0.1	4	53	53	4	0	0	0
6 - 500 - 599	202	0.4	25	201	199	22	3	3	0.2
7 - 600 - 699	1444	2.7	158	1435	1420	153	24	5	1.5
8 - 700 - 799	533	1	35	531	512	34	21	1	0.3
9 - 800 - 899	258	0.5	16	256	253	12	5	4	0.2
10 - 900 - 919	295	0.5	69	291	293	69	2	0	0.6
11 - 920 - 921	25	0	0	25	25	0	0	0	0
12 - 922 - 999	838	1.6	70	798	820	62	18	8	0.7
13 - Adult Graphic Novel	81	0.2	8	79	75	7	6	1	0.1
14 - Audio	1563	2.9	54	1563	1547	54	16	0	0.5
15 - Beginning Reader	2012	3.7	705	1863	1767	615	245	90	6.6
16 - Biography	814	1.5	42	806	782	40	32	2	0.4
17 - Bluebonnet	41	0.1	40	21	28	27	13	13	0.4
18 - Board Books	1162	2.2	768	1083	893	566	269	202	7.2
19 - Caldecott	155	0.3	26	84	154	25	1	1	0.2
20 - Chapter Book	2584	4.8	753	2398	2431	715	153	38	7.1
21 - Default/Unassigned	0	0	0	0	0	0	0	0	0
22 - DVD	3163	5.9	309	3096	2917	231	246	78	2.9
23 - Equipment	4	0	4	1	3	3	1	1	0
24 - Family DVD	596	1.1	99	558	514	80	82	19	0.9
25 - Fiction	10661	19.8	1453	10297	10520	1398	141	55	13.6
26 - ILL	2	0	0	1	2	0	0	0	0
27 - J Audio	310	0.6	37	308	294	37	16	0	0.3

28 - J Biography	537	1	49	527	526	48	11	1	0.5
29 - J DVD	647	1.2	168	630	584	166	63	2	1.6
30 - J Foreign Language	29	0.1	3	29	27	2	2	1	0
31 - J Graphic Novel	1611	3	752	1443	1480	671	131	81	7.1
32 - Juvenile	3724	6.9	740	3469	3627	710	97	30	7
33 - Kits	231	0.4	76	219	220	73	11	3	0.7
34 - Laptop	3	0	3	1	1	1	2	2	0
35 - Laptop- In Library Use	3	0	0	1	3	0	0	0	0
36 - Large Print	821	1.5	89	818	727	51	94	38	0.8
37 - Launchpad	26	0	14	26	21	11	5	3	0.1
38 - Launchpad - In Library Use	0	0	0	0	0	0	0	0	0
39 - Lone Star	60	0.1	15	30	56	15	4	0	0.1
40 - Magazine	1154	2.1	79	181	1152	78	2	1	0.7
41 - Mobile Hotspot	65	0.1	58	1	43	38	22	20	0.5
42 - Music CD	56	0.1	2	56	56	2	0	0	0
43 - NF Audio	328	0.6	5	328	313	5	15	0	0
44 - NF Juvenile	3042	5.7	689	2981	2786	582	256	107	6.5
45 - Online Database	2	0	0	2	2	0	0	0	0
46 - Oversize	10	0	1	10	10	1	0	0	0
47 - Picture Books	8361	15.5	2561	8048	7498	2161	863	400	24.1
48 - Professional	0	0	0	0	0	0	0	0	0
49 - Reference	31	0.1	0	8	31	0	0	0	0
50 - Scouts	128	0.2	7	128	128	7	0	0	0.1
51 - Spanish - Adult	129	0.2	15	128	91	11	38	4	0.1
52 - Spanish - Children	653	1.2	112	638	541	75	112	37	1.1
53 - Story Time	0	0	0	0	0	0	0	0	0
54 - TV	1294	2.4	104	1283	1226	87	68	17	1
55 - YA	1559	2.9	171	1511	1538	165	21	6	1.6
56 - YA Audio	42	0.1	3	42	42	3	0	0	0
57 - YA Graphic Novel	384	0.7	43	383	370	42	14	1	0.4
58 - YA Nonfiction	16	0	1	16	16	1	0	0	0
<b>Total</b>	<b>53801</b>		<b>10647</b>	<b>50646</b>	<b>50657</b>	<b>9366</b>	<b>3144</b>	<b>1281</b>	