**Library Director’s Report**

**December 2021**

**By Crystal Spybuck**

* Staff updates: New volunteer Jodie W. is alternating Wednesdays. Volunteer applicant Dixie C. will start training after the New Year. Volunteer Kennie S. has resigned citing health reasons. We had a staff member out sick and was testing for COVID-19.
* **For Board Discussion** about new COVID-19 paid leave:
  + I would like to request retroactive pay for a staff member who was out 10/7/21 for testing. The COVID policy was approved October 12th, but was already circulating to Board Members.
  + The employee who was out for COVID testing was out two days before feeling able to leave the house for a COVID test on the third day. The test result was negative. Under the policy, I think they should be paid for the 3 days they were quarantining out of caution and being tested. I will explain the spreadsheet I have created for the employees.
* The Johnson City Sign shop has both signs ready for instillation. It is scheduled for December 15th between 10 and 11 am. It is required that ADT come out and temporarily remove the camera on the front side of the building so that the old sign can be slid out of the frame and new one installed. This should not take more than an hour. ADT has quoted us $372.60 for this service.
* While out and working remotely, I reviewed the remaining Johnson City Library Oral History videos, researched follow up genealogy, and cataloged them. After returning I designed the dvd covers for them and updated the current Johnson City dvds. Dorothy finished this project so that they are now available for circulation.
* I also reviewed, genealogy researched, and cataloged the Butch Crofts interview that had been pending due to correction of the family name.
* Kee and I need to work with the Blanco Library volunteers who are transcribing the oral history videos. We would like to be able to post all of them on our website. I have uploaded all of the currently completed transcripts.
* As part of the annual wrap up, I submitted the TSLAC audit for not exceeding expenditures of $750,000.
* December 2nd there was an initial committee meeting of local interest groups wanting to apply for some of the Emergency Connectivity funds for Blanco County. I only managed to attend part of the meeting because I first had a meeting with Casey from HOT IT. After the community meeting, I asked David McCullough to stay and talk with Casey and me about ideas of how to reasonably expand reliable internet resources to the community.
* Earlier on December 2nd I met with Casey Massey from HOT IT to review the state of our computers and network equipment. Here is a summary of the discussion:
  + Reviewed a spreadsheet of the expired and expiring warranties on most of the computers, including the thin clients. The grant used to purchase most of the equipment and originally covered for only 3 years. A proposal for renewing the warranties will be discussed earlier in this meeting.
  + HOT IT will merge our virtual server with our physical server and will save the Library $190 a month.
  + Recommend changing out the Meraki switches and Meraki Cisco access points (wireless distributors) with Ubiquiti Unifi products. The Meraki equipment was purchased with an E-Rate rebate, but now that the original warranty has run its course, the Library would be charged an annual support cost of about $200 for each of the 8 pieces of equipment starting in March. The one-time cost of the replacement equipment, plus an additional wireless distributor, is $3,327.91.
  + HOT IT wanted to review the laptops and dispose of the ones that no longer work properly to try to save the library money.
  + HOT IT is rolling out new security software called Threatlocker. This will not change anything on the Library cost side.
* While onsite Casey moved the information over from Inc.’s old laptop to the new one and backed up its QuickBooks records to the Library’s server.
* Casey returned December 10th to review the laptops, here are the results
  + Out of 15 laptops 3 had bad batteries, 2 had failing batteries, 2 needed software reloaded.
  + They can replace the 5 bad batteries at about $25 each or we can dispose them, saving the Library $20 a month in HOT IT coverage. **Please discuss.**
* While Casey was coming out, I asked if he could check the internet port in the Friends Sale Section that we wanted to move to the Cataloging Office. I also asked if he would do the carpentry to move it. After assessing it, he determined he could. I asked him to bill that separately so Inc. can pay for it. Originally Inc. approved Wheat Electric to do this work, but they would not guarantee that the port would work. This saves the Library the Wheat trip charge and makes sure everything works correctly. Casey will finish the job when he returns the reloaded laptops.
* Some of the equipment proposed by HOT IT may be available for an E-Rate reimbursement. The best way to file for E-Rate is to contract through E-Rate Solutions that Central Texas Library Systems used contract on multiple libraries behalves. The discussion of contracting directly with E-Rate Solutions will be addressed earlier in this meeting. Their cost to us is either $100 or 12% of whatever funds we receive, same as when we contracted through CTLS. Bonnie had fully supported the use of this company.
* The Friends of the Blanco Library were added to the District’s TML Liability coverage effective December 2nd. They will be sending a prorated bill that Friends will pay.
* Foundation leak issue summary:
  + November 19th Jackie expressed a concern that the Library’s water bill was showing nearly 9,000 gallons of additional water used.
  + November 22nd Brian was able to get REEH plumbing out to check the system. They were unable to find the source and recommend we get a leak detection company out.
  + November 22nd Brian contacted American Leak Detection based on a recommendation. This is also the only company in the area that performs this kind of work. Brian submitted their required questionnaire and they said they needed us to approve a quote before they would officially schedule a date. At the time, they said they would schedule for December 8th.
  + ALD did not circulate a quote to Brian or myself during the holiday week or weekend. Brian followed up on November 30th and they sent out the quote.
  + I circulated the quote to for Inc. to vote and received approval. I returned the approved quote on December 1st to ALD. At that point, they said the earliest appointment they had was December 13th, but wouldn’t hold the date until I had the deposit in hand for them.
  + Jackie cut the required deposit $1,725 check and I called them back December 3rd after receiving the required signatures. ALD said that now the earliest appointment they had was the 16th, but was putting it as a tentative until they actually received the deposit. I used the District’s credit card to remove the “tentative” status and guarantee us the 16th or sooner.
  + I followed up with ALD December 9th to make sure they received the Inc. deposit check and remove the credit card, which was confirmed.
  + Currently we are still scheduled for the 16th at 9:30am, we will have to close the library at least for the first half of the day while they are working since all of the water will have to be shut off. I have the afternoon shift on stand-by in case we can reopen after 2pm.
  + In the meantime, December 7th Brian was noting how the main library restroom started to loose pressure and slowly the restrooms to the West of that one have lost some pressure too.
  + One bathroom’s toilet handle broke so Brian put the bathroom in “out-of-service.” I ordered new handles and Brian will install them on December 11th.
* December 7th Brian notified me that the A/C in the Server Room was not cooling properly and kept shutting off before it had cooled. I called Apache and they came out that afternoon. Brian explained the problem and after the technician did trouble shooting they determined that the probably was the unit was leaking coolant inside the wall. He returned with a co-worker on December 8th to physically maneuver the outside unit to access the hose from inside the wall and repair it. So far it feels like it is cooling, but we need to continue to check it periodically. Brian may discuss this more in his report.
* Blanco Library Inc.’s one-year contract with Apache is up and we are going to have an assessment to determine renewal after the board meeting. We are requesting a meeting with an Apache representative to discuss the terms of the contract.
* December 8th Brian noticed a puddle in the kitchen next in front of the fridge and discovered water was spraying from the icemaker hose. He has called Culpepper Appliance Repair to come out sometime between the 13th and 16th to work on it. Brian will fill in more details on this in his report.
* December 10th I followed up with Alan Jirkovsky with South Texas School Furniture about our new Juvenile shelving we ordered back in August. In the last email correspondence, he said he would probably have the shelving delivered to their facility about the second week of December. He returned my morning call and said the manufacturer would ship it to STSF on the 22nd and then he would contact me again to schedule installation. He thought it would be in January.
* I reconciled the ILL receipts from when I was gone. We are required to maintain receipt records of items we lend and borrow for a period of 7 years. We have to keep a copy of the receipts in a notebook that TSLAC can stop by and look at any time.
* I reconciled the Amazon receipts so that I have an accurate record of everything I have ordered using Friends of the Blanco Library funds. Our CPA asked to see it for the first time this last year.
* I have been working with Jackie to try to resolve an issue we have been having with our American Express Amazon reward points.
* Blanco Library Inc. had a meeting on December 9th. I am doing some follow up research for them on a potential credit card and best policies for non-profits using credit cards.
* We finished selling the Blanco Woman’s Club pecans on December 8th. We sold approximately 13 boxes worth, with 24 bags per box.
* The Friends of the Blanco Library also met on December 9th. I am renewing some “end of year” advertising efforts to meet their goal of $15,000 for their Membership Drive.