Deputy Director’s Report for May 12, 2020

* Since being requested to do so on April 8th, I have been submitting daily reports of work conducted to Crystal. I have copied the Board on these requests. Please refer to those reports for greater detail.
* I have attended the following Texas-library-focused webinars and online discussions.
	+ April 2, 2020, TSLAC—Covid-19 Discussions with Texas Libraries (CE hours, 1.5)
	+ April 16, 2020, TSLAC—Regional Conversation #6 (CE hours, 1)
	+ April 24, 2020, CTLS—Summer Reading Program During Pandemic Online Discussion, led by Kim Lehman and coordinated by Paul Waak
	+ April 30, 2020, CTLS—Re-opening During the Pandemic Discussion (listened to the pre-recorded session from April 29th)
	+ May 6, 2020, TSLAC—Looking to the Summer: Resources for K-12 and Public Libraries (CE hours, 1)
* I have attended two Library-hosted Zoom meetings, one which was an informal check-in with volunteers and patrons, and another smaller one that included paid staff and one volunteer.
* To help provide virtual library programming, I reached out to Vicki Guidry with the Blanco County Friends of the Night Sky. Vicki provided us with videos of the Night Sky Wizard and of astronomy educator and author Amy Jackson reading from her book, *Cassandra and the Night Sky*. I also reached out to Jeff Holmes about providing educational video content featuring animals to be posted on the library’s website and on the library’s Facebook page. He and his son Jared are still working on the video for Selah, Bamberger Ranch Preserve and will share it with us when it is completed.
* During Crystal’s absence since March 26th, I have been looking after the library, along with Kee, Jackie, and Nancy. I have watered the plants and done the specified building checks. I worked on the toilets to loosen and remove built up scaling so they all continue to flush properly.
* Each week, I have had frequent phone calls with Crystal that last from 1 to 2 hours, especially of late regarding the reopening of the library.
* I have coordinated with different patrons who needed to drop off books since they were leaving town, and I coordinated with one patron to provide her with tax forms and instruction booklets.
* I have coordinated with Andrea and two patrons to check out hotspots. One of these was for a couple from Nebraska who had been working remotely from the porch of the library for several weeks. Since his mother was a patron in good standing, we were able to check out a hotspot to her that they could use but that unfortunately was not strong enough for stable video conferencing.
* Since the library closed, I have coordinated with patron Paul Montague to supply him with copies of the Wall Street Journal Saturday crossword puzzle, and he is grateful. All payments for copies have gone into the cash box on top of the water cooler.
* I coordinated with Ericka Phelps at Andalusia to pick up a gallon of 80% alcohol solution for disinfecting. Ericka donated the gallon to the library.
* I have coordinated with Millie to troubleshoot printing from Jackie’s office and later for help accessing the remote server.
* I coordinated with Susan Herr from the Mammen Family Public Library to pick up Makerspace equipment from us.
* I have quarantined, checked in, and re-shelved all items that were returned prior to the closing of the book drop.
* I have communicated twice with Saul Tinagero to get him to submit invoices for his lawn service at the end of March and for two previous dates in October and August of 2019. The second time we spoke he said he has the invoice, but that he had been busy. He would drop it off (either by calling me on my personal phone when I am at the library or by placing it in the mailbox). He has not done so.
* Texas Book Festival grant: I have been working on the Texas Book Festival Collections Enhancement Grant for Libraries, which is due on May 15th. My goal is to focus on the grant this week and submit it early, preferably on Wednesday or Thursday. The grant is for $2,500 and will likely be awarded in late July and dispersed in August, due to Covid-19 setbacks. My grant identifies 143 books, primarily adult nonfiction, with a smaller amount of nonfiction and literary classics, that the Blanco Library would purchase to help modernize our nonfiction collection and boost our Dewey-classified nonfiction and literary classics. Please let me know if you are interested in seeing the list of books. Upon its completion, I will share my work on the Texas Book Festival grant with the Board.
* I reopened the book drop on April 30th and have been quarantining these items in the large conference room. I will try to begin checking in and shelving these books this week when I am not working on the TBF grant or providing curbside service.
* Since May 2nd, I have been providing curbside service for patrons who have placed items on reserve. I run the reserve search list, pull the items, scan them to print wrappers, check them out to patrons, and then place the items in a bag with the identifying wrapper on the bag so patrons can see their names. If patrons have not set up text or email notifications, I call them and leave a voice message if necessary. The bagged items are then placed on a cart and wheeled just outside the front door of the library on Saturday, Tuesday, and Thursday from 2:30 to 3:30. Once the TBF grant is submitted, I would like to start providing curbside service each day that I am scheduled to work, perhaps flexing the times between days to provide some alternative pickup times.
* Summer Reading Program: Once I have submitted the TBF grant, I plan to turn my attention fully to the Summer Reading Program. In April, I attended the two above-mentioned online discussions about Summer Reading Program planning during Covid-19 and resources. Most of the libraries represented in the CTLS discussion were very much still in early planning phases for offering nontraditional and virtual programming. None present said they would be offering in-person programming at the library due to social distancing constraints and as-yet-unknows closure outcomes. I will use the information from these sessions in concert with the information from my February CTLS SRP training in Round Rock to plan the Summer Reading Program. We will likely have some combination of virtual programming and packet pickups for those who do not have internet access. Though I have not decided, we may use some combination of Excel spreadsheet tracking (for patrons who don’t have internet access) and reading logs that are free online through EngagedPatrons.org. In any case, this year’s SPR will be unlike any that we have had before. I will reach out to performer Bonzo Crunch to discuss alternatives for his previously scheduled performance on July 28th. I have spoken with Jeff Holmes, who was scheduled to bring an animal exhibit from Selah, Bamberger Ranch Preserve to the library in June for SRP, about alternatives to in-person programming, but I will follow up with him soon.