**Library Director’s Report**

**May 2022**

**By Crystal Spybuck**

* Staff updates: Rebecca H. has scheduled training, retired volunteer Ericka P. is returning to help, finished Gina C.’s background and reference checks, Kee is scheduling training with her. We have various requests for time-off this summer and we are working on scheduling substitutes as soon as possible.
* Updated evaluation forms and performed employee evaluations. This will be discussed in other parts of the meeting.
* Designed Summer Library Aide job description. We will discuss this and cost in other parts of the meeting.
* Resubmitted the second quarter invoice to the City of Blanco. Waiting on second quarter check.
* Final shelving pieces should be delivered 5/9/22 or 5/10/22 from South Texas School Furniture. Considering how long this project took, I recommend we do not use this company again.
* There was water under one of the water fountains in the expansion and called Apache for repairs. It was a thermostat issue and caused the compressor to run 24/7, freezing and melting repeatedly.
* Contacted our lawn person Saul Tinagero to do maintenance on the library. I walked through with him on which plants stay and what needs weeding. He says that TexZen did not put down any weed barriers so we will have a constant fight with weeds. He will send me a quote for pulling the gravel and putting down a double weed barrier. He will also give me a quote for the arbor work on the trees on the East end of the building. He also says if we want, he can patch the spot in the parking lot and another company can chip seal after that.
* Requested quotes for parking lot. Will discuss in other parts of the meeting.
* Requested a quote from REEH about adding a faucet at the East end of the property to service A/C units and be available for programs, etc. Will discuss in other parts of the meeting.
* Had damaged curbside trashcan replaced.
* ANT called us and said they are sending the wifi equipment. We will pay upfront and submit for reimbursement from E-Rate.
* T-Mobile business account set up is still ongoing. We need this to view our information and manage our account online.
* Assisted with planning, advertising, and presenting Shred Day. Results discussion in other parts of the meeting.
* Contacted Austin American Statesman about not receiving our paper since April.
* Special Author Talk with Kathryn Lane happened on the 27th. We had about 18 people attend and Redbud baked the cookies, giving us a discount.
* Sent out Friends Annual Membership Meeting emails and post cards.
* I will host a special movie showing of “The Immortal Life of Henrietta Lacks” on May 25th at 2pm.
* Still working out the details of the Reading Between the Vines with the Gem of the Hills. I am making sure we are vetting the authors and books before scheduling them.