**Library Director’s Report**

**June 2022**

**By Crystal Spybuck**

* Staff updates:
  + Rebecca H. has finished training and started working the Tuesday afternoon shift
  + Gina C. has finished her training and we are using her as a substitute at this time
  + Lisa M.’s background and reference check is now completed and she is scheduling training with Kee for Friday mornings
  + Currently waiting on Madison L.’s reference to return my calls to start her training.
  + Brian and I interviewed and hired Greg S. for the Summer Library Aide position. He started training on June 6th and started desk work on June 9th. The majority of his paperwork is finished, but one of the pieces to be completed is the fingerprint background check.
* Bookkeeper Jackie H. put in her resignation May 26th. She received a letter from the Board of Trustees, a plaque, and a book in her honor for our collection. Jackie’s last normal business day was June 9th, she will come in the 18th to help with payroll and bills. She may be available some Saturdays after that to help train whoever we hire. Millie and I worked with her to refresh the items that need to be done in QuickBooks.
* Advertising for new bookkeeper launched June 1st. Posting for this job are on our website, Job Opening listing on the Library FB page, FB Blanco Help-Wanted page, Indeed, Blanco County News, Johnson City Courier, and CTLS Library Directors list. Deadline for applications is June 22nd. I worked with Millie and Nancy to review the interview questions for this position and check the job description for updates.
* Brian and I have been meeting weekly to check on the status of projects together and handle any issues that come up.
* Second quarter City of Blanco aide check arrived and deposited it.
* The Dolly Parton Imagination Library planning meeting happened on May 24th and we will discuss this more in another part of the meeting.
* May 25th I showed the movie “The Immortal Life of Henrietta Lacks.” We had 5 attendees.
* The shelving from South Texas School Furniture was completed June 8th. They invoiced us and check was issued and signed June 9th in the amount of $6,316.
* The trees have been trimmed by our lawn crew company owned by Saul Tinagero. His company also cleaned up all of the landscape out front. We still need to settle the bill for his work.
* TexZen is supposed to come back out June 18th to put down the weed barrier they had originally quoted us to keep the landscape under control, but missed during first construction.
* Called REEH plumbing to cancel the faucet project.
* Volunteer Ericka P. has been helping to review and organize the DVDs in the donation room.
* Luke’s Asphalt did the patch in the parking lot on June 2nd and are supposed to come back out the week of June 20th to black-seal the parking lot and re-stripe. I have told them we prefer to have it done on a Monday or Tuesday so that we can use the parking lot for programs on Thursday.
* Finally got through to the T-Mobile government/business representative to get our electronic account set up on June 8th after initially contacting them in April. We can now make payments online and it should make it faster to shut down a lost hotspot in the future.
* I have designed a hotspot charging station in the server room for our paid desk staff to take over the responsibility of handling the primary care of circulating hotspots. I am working on instructions and check lists to make this job easier for them.
* Additional storage bins were purchased to organize the server room. Pat and Judy have been the main organizers in there and even our HOT IT tech complemented us on the organization.
* I asked Larry Seiler for help with the podium microphone and he completed the repair June 8th.
* I did the A/V set-up for the Blanco Democrats on June 8th. They used the podium and microphone, screen and projector, and web cam for Zoom. They paid for all of these services.
* HOT IT came out June 10th and I got their help with the sound system microphone repair. They completed the list of maintenance jobs I had for them and installed the switches ANT sent us.
* ANT has sent us the switches, but not the wifi access points as part of the E-Rate agreement. I corresponded with them on June 9th while HOT IT was here to get their recommendations on the best alternative equipment because the original Ubiquiti devices are no longer available. We should be receiving the equipment soon.
* Dave L. and Steve S. graciously installed the new TV in the small conference room. I ordered additional items to make the presentation set-up more appealing to rentals.
* The shades for the Quiet Reading Room and Small Conference Room have been ordered and now waiting for them to arrive.
* Blanco Library Inc. had their first meeting with their new president, Ann Ahrens, on June 9th.
* J.T. Morgan has agreed to help install the 2016 donation plaques in the next couple of weeks.
* There was an issue with the Annual State Report. It is now resolved and we will have confirmation of our accreditation in September.
* I am working on the end of year book spending allocated in April. All books should be at least in the catalog system before the end of fiscal year.
* I contacted Austin American Statesman with issues about our delivery since April. I asked Jackie to follow up with them after the last board meeting. We received our first newspaper June 13th.
* The first Reading Between the Wines event on June 5th at Gem of the Hills went well. There were 32 attendees. We had a committee follow up meeting on June 10th to discuss upcoming authors and the need for wineries and distilleries. I am vetting the books for this event and working with Ericka P. for some of the distillery connections.