**Library Director’s Report**

**January 2022**

**By Crystal Spybuck**

* Staff updates: Volunteer applicant Dixie C. will start training later in January. Our former volunteer Cathy T. has passed away.
* The Johnson City Sign shop was unable to install on the scheduled day of December 15th, and ended up installing on the 16th.
* ADT came out to 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 as scheduled on the 15th. They said a handy man with some basic electric knowledge could reinstall it. Steve Scheffe came to see if he could do it, but something still is not working correctly. On 1/6/22 Steve stopped by and said he would talk to Mike Reiken about trying to fix it sometime the next week.
* The informal Blanco Boardband Task Force group is going to meet at the Library on January 13th to keep working on ideas on bringing faster and reliable internet to Blanco County.
* HOT IT is coming out January 12th for finishing the plug for Brian, taking the laptops that have bad batteries, and doing some other services around the library. I talked to him about making a monthly commitment to either come in or at least remotely check on the system and network. He said “We can definitely setup monthly visit or updates remotely.”
* I have renewed our contract with E-Rate Solutions.
* I have sent the equipment list from HOT IT to E-Rate Solutions for bid.
* Foundation leak issue follow up:
	+ American Leak Detection (ALD) came out on December 16th. They were able to test and locate the leak. It was in the parking lot on the East side of the property between the building and the meter. It is officially termed "a leak on the main domestic line."  While testing, they actually had water come up that we could see. I sent a report to District and Inc. Boards along with pictures. The cost was $1,750 to the Inc. Board.
	+ ALD sent a report on December 20th about the full details of their investigation. They did say that right now they can only guarantee this was the loudest leak and there may be others.
	+ REEH Plumbing performed the repair on December 21st. The pipe was about 2 feet down and was 1" PVC so the repair was easy. There was a crack in the bell joint that was spraying water sideways. They were able to remove and replace the section of pipe easily. REEH hauled off the broken asphalt for disposal and filled in the hole with the original sediment. The cost was $1,297.14 to the Inc. Board.
	+ I bought traffic cones to block off the work site.
	+ Some of the bathroom faucets were not back to full pressure, I took off the aerators to look and they was full of debris. I have now replaced all of the aerators.
	+ Our normal water bill is about 1,500 gallons. The Oct-Nov bill was 10,400 and the Nov-Dec bill was 9,500, so it looks like we only saved 900 gallons by turning off the water every night, including over Thanksgiving.
	+ We are waiting to see the Dec-Jan water bill before we re-asphalt the parking lot to make sure there are no further leaks.
* One of the toilet floats kept sticking even after the leak repair. I called Steve the Plumber and he came out January 3rd. He removed a fixture from all 5 toilets that had started to cause the floats to stick. This fixture is only equipped in this model of toilets and degrades over time. He guarantees his work for 1 year so if this repair does not fix our problem, he will come back for free. This cost was $125 to the Inc. Board.
* Blanco Library Inc.’s one-year contract with Apache is up and we are still waiting to meet with someone to discuss terms of contract coverage.
* 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 called Culpepper Appliance Repair and he came out December 14th to assess the situation. Culpepper needed an additional part and said he would come back after we had the leak repaired to make sure the lines were clear of debris before finishing his repair. I called him and he returned December 28th to finish his repair. The cost was $165.60 to the Inc. Board.
* January 3rd I followed up with Alan Jirkovsky with South Texas School Furniture about our new Juvenile shelving we ordered back in August. The manufacturer still has not shipped them to STSF.
* I met with Fire Chief Matt McMain about the Knox Boxes. He said that it is currently a requirement for new businesses to install them and that in a few months they will be talking to all businesses about installing knox boxes. Christine helped to find the flyer I am including with my reports. I asked Chief McMain for the code for requiring knox boxes and he sent me 2015 Fire Code 506.1:
	+ Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.
* In talking with TML about knox boxes, they said that if there is a local code requiring one and we do not install one and EMS needs to break into our building, then they may not pay for the replacement of a door or only pay a reduced amount.
* January 6th, there was an incident where we had to call EMS for Pat Clewell. Jackie is writing up an incident report for this event and it will be shared with the District Board once completed
* I contacted Diana and George and they gave me their Tax Assistance schedule on January 7th. I have the sign-up sheets started and working on advertising. Asked Dorothy to call the people who were on a waiting list and she got them all scheduled.
* I have started election paperwork and notices. I updated our website to include general information about our elections.
* I want to take notary training to help us speed up paperwork and provide an extra service to the community.
* The MOU with the City of Blanco was approved, signed, and delivered. They said they will release the funds quarterly and have requested that I come in person to pick up the checks because they have had mailing issues. They wanted me to know that these funds were coming out of their reserves.
* The Library District Discussion Group will be meeting by Zoom on January 14th.