**Library Director’s Report**

**October 2021**

**By Crystal Spybuck**

* The cowboy sign has been ordered and the current plan is to place it sometime during the last week of October. We will have to coordinate with the security company to temporarily take down the camera on that side of the building.
* The new letter sign is in process. We have the mock-up, I filled out the City’s application for requesting to place the new sign, Jackie is pulling the building layout schematics and cutting the application check, and Christine is willing to take the application and supporting documents to the city to make sure we have all of the information that they need. Once the city approves of the application, the Planning and Zoning commission should be able to review and possibly approve it on the first Monday of November.
* The 5 hotspots have high demand and circulation. One hotspot is about 30 days overdue and we have contacted the patron on multiple occasions. I instructed Brian on the procedures of checking the devices and charging them before checking them in and I left plenty of packets ready to continue circulation. T-Mobile has sent us a bill for August-September and the fees were waived that requested.
* After the Paid Time Off policy was approved last month, I updated Brian’s and my paid-leave sheets.
* There was a situation on September 14-16 where a truck ended up abandoned on our property after the Police had removed the driver on the evening of the 14th. When I asked the Blanco Sherriff’s department about if they were going to have it towed, they said since he was not operating the vehicle at the time they encountered him and it was parked on private property, we would have to have it towed if we wanted it gone. Eventually the co-owner of the vehicle had it towed, but we may need to consider a policy or procedure and a budget line item to have instances like this handled if something happens like this in the future.
* Apache did their quarterly maintenance on August 11th and on September 29th I had to call them because the Server Room wall A/C was not working. They washed down the external unit and it started working again. Inc. will have a bill for this service since it is not part of normal maintenance. The technician said he would talk to the owner about maybe start cleaning the units like this as part of their quarterly maintenance in the future.
* Originally, I was supposed to speak at the City Council’s September 7th budget workshop, but they had to close City Hall that day for 10 days due to at least one of their staff members coming down with COVID-19.
* I spoke at the City Council budget workshop on September 21st to request our annual $15,000. Later that night I received an email letting me know that we were approved.
* I finished uploading the available Oral History videos to YouTube. The next step is organizing the digital transcripts, stream lining them, and getting them on our webpage. I still have some Johnson City’s Oral History videos to review and catalog, but I don’t think we can put them on our YouTube page.
* The COVID-19 Policies and Procedures has taken a lot of time and effort to make it as comprehensive as possible. Brian and Kee helped with brainstorming and editing this document. I was able to gather a couple more guidelines other organizations use, but none are as complete as what we were trying to design. I was able to receive a copy from the City of their Pandemic policy, but it is basically a resolution that they will follow the CDC guidelines.
* I worked on redesigning the Friends of the Library 2021-2022 Membership Drive forms. Designed and launched advertising. Updated email contact lists for it. Updated PayPal and our online form. Set up advertising to continuously launch automatically. I announced the Membership Drive in a newspaper article.
* I designed updated the Pecan Labels for the Blanco Woman’s Club annual fundraiser. Designed signage and financial tracking envelopes for the Library. I will work on designing other advertising for it to launch on social media and to post to our website.
* We had our first room rental on September 20th with the Highland Lakes Master Naturalists. They paid the non-refundable staffing fee for opening up early. We ended up having an issue where they used equipment without authorization. I sent them a bill for it to be paid by September 30th, but as of October 5th it has not been paid yet. I will try to send him an additional communication, but I warned them that their organization may lose the use of the room if they did not pay this fee. Another member of this organization has already requested the use of the large conference room in the spring.
* I attended a webinar about Post-Pandemic Talent Management on October 5th, but it did not seem to really add to my base knowledge of how the Pandemic has shifted the workforce and how it relates to the Blanco Library.