**Library Director’s Report**

**November 2021**

**By Crystal Spybuck**

* Staff updates: Sharon P. resigned as a volunteer due to personal scheduling. Started scheduling new volunteer Jodie W. to take Sharon’s place. Volunteer applicant Dixie C. will start training after November 15th. We have received two applications for new volunteers, but only one may be viable. Most of the upcoming anticipated absences have been filled, except for the week of Thanksgiving. I have asked 4 volunteers for these spots and they are not able to help out. They are November 22nd 10-2 and November 24th 10-2.
* The new Blanco Library letter sign has been approved by the City of Blanco and I have notified Johnson City Sign Shop to place the order for it to be made.
* The cowboy sign will be scheduled after I return.
* I designed a page on our website and I have been editing and uploading Blanco Library Oral History video transcripts to it. Once I confirm with other transcript editors and get more upload, I will start doing more promotional advertising for the page. You can view what has been completed on: <https://www.blancolib.org/online-resources/historical-blanco/blanco-library-oral-history-committee-videos.html> In September I loaded up most of the videos we had (some were checked out) to YouTube. If you would like to view them, use the following link: <https://www.youtube.com/channel/UC3iTV7jrgnbKXHahNoExC-g>
* I have been reviewing some of the Johnson City Oral History videos and getting their information cataloged so future generations can find this information. The Johnson City Library has only done bare bones cataloging on these.
* I have talked with the Johnson City Library Director about my project of getting our Oral History Videos up on YouTube and I will be sharing information about the programs I used to do it.
* I continued to help with the Friends of the Library 2021-2022 Membership Drive.
* I designed advertising for the Blanco Woman’s Club annual pecan sale fundraiser and launched it. I hear it is doing really well.
* I have been keeping up with the NY Times Bestseller lists and ordering those books for the library as well as ordering books for the book clubs.
* I have been working with staff members to reconcile October invoices.
* I remembered this month that one “large ticket” items I would like to purchase for the library is a Knox Box that would have a front door key in it for the EMS to use so that they would not have to break a glass door in an emergency. Knox Boxes run anywhere from $200 - $1,000. The higher end ones can hold documents, but we only need one large enough to hold a single key. I will be talking to EMS about the usefulness of this device. I know it is a standard safety practice to have for most businesses. I will let the Board know more about this next month.