

Library Director's Report
February 2021
By Crystal Spybuck

- Staff update: We are continuing to limit the number of staff and volunteers in the library at any one time.
- We are using the new camera for Streaming Storytime. Joni has been unable to do a few of the streaming sessions and we are working on setting up for pre-recording some of the storytimes to post at the designated times.
- The new single-sided book cart was purchased and is in use.
- Most of our clubs are still meeting by Zoom.
- Diana Blackburn and George Barr will do their first tax service on February 18th. We have purchased acrylic partitions to protect patrons and the volunteers. If there are any patrons that need to come after their work hours, Diana is willing to stay or come back to help them.
- Tax forms have arrived and are available for pick up.
- HOT IT has helped me finish migrating my laptop back up to the library director's Google drive. I canceled the backup sync to our old email to save us funds since the new Google Suite can handle it free. The old email locked up February 4th due to storage space so I have been working on cleaning that out.
- During the week of February 1st, we started having issues with our security system not allowing us to turn it on due to a zone 7 error in the Genealogy room. I called ADT out to review the issue and the issue of some of the cameras being blurry. ADT initially came out on the 4th, but could not repeat the zone 7 error and reviewed the cameras. The consultant tried cleaning the camera bubbles, but recommended we upgrade our cameras for better picture quality. Zone 7 malfunctioned again later that day and the consultant came out on the 5th to replace the sensor.
- I attended the Library Districts Winter Meeting on January 29th. The main topics were the following:
 - Transparency report
 - Cybersecurity training before June
 - Schedule audit
 - Annual report by end of March, apply for accreditation
 - Anti-harassment training
 - PFIA training for investment officers
 - Voter registration training
 - Review and approve your investment policy within your board
 - Added: Sales tax policy, which I shared ours to help other libraries
- This is just an FYI, the Johnson City Library board president Alan Dean died of Covid January 26th after having a meeting with staff on the 22nd.
- On the weekend of January 16th, website platform malfunctioned erasing the staff work from the 15th and 16th. The platform was migrated from one server to another and caused broken issues. It took a couple of days to sort it out, but we will keep an eye out for issues.
- I worked with Jackie to update the Lone Star signatories. We will be removing Kathee and Bonnie as signatories and adding Mark.

- Carolyn G. has volunteered to help in our sale section and help with our outdoor area.
- I am still processing weeding the Fiction section of the library and adjusting shelving from time to time.
- Kee has tested the inventory process and is working out plans to have volunteers step in and help.
- I am reviewing the new Annual Report instructions to start filing.
- Additional bookcovers were purchased for the machine.
- Added funds to Advantage account and added new materials, see increased usage:

OverDrive Advantage stats for January 2021:

- # of Advantage e-books owned: 43
- # of Advantage e-audiobooks owned: 14
- Advantage Checkouts: 54