

Library Director's Report

March 2021

By Crystal Spybuck

- Staff update: Carolyn G. is helping with the Friends Sale section, Charlie B. is helping on Thursdays, and Eleanor M. is helping us update our patron records. We will continue to add volunteers as needed.
- Most of our clubs are still meeting by Zoom.
- Diana Blackburn and George Barr had to delay their first appointments to February 25th due to weather.
- The library was closed the following days due to weather conditions: February 12, 13; weather conditions and power outages: 15, 16, 17, 18; weather and lack of water: 17, 18, 19, 20; lack of water 22, 23.
- I did remote library work as power and internet outages allowed. Staff were told to work from home February 12, 13, 19, 20, 22, and 23rd. During this time, I periodically checked on the library for leaks and other potential issues. Some staff worked in the library, as they were able.
- Zone 3 of our security system malfunctioned and was replaced. Still waiting on a quote from ADT for replacement cameras, the freeze seems to have damaged camera 1. I contacted the original technician about the quote for the camera replacements and he said someone else was supposed to have sent it to me. I have contacted the main office after a week to follow up and they said no request had been put in for a quote. I am working on setting up an appointment with their sales team to discuss new cameras.
- We had someone dump personal artwork and car stuff in our driveway on March 1st that had to be cleaned up.
- A community member brought recycled middle school books and put them on our porch March 2nd. I am working with the school district librarian for them to pick them back up and dispose of them again.
- With these last two instances, I realized we lost computer communication with our cameras. I worked with HOT IT to get the connection restored. The March 1st incident was located out of sight of our camera ranges.
- I set up the lesson plans on TML for staff and board members to take classes. So far 7 people have registered for the platform, 3 have not. There are 5 people who have completed the Cybersecurity training.
- I crafted and submitted our Voter Registration Act Plan. All staff members completed the mandatory training March 3rd.
- The Lone Star signatories update is completed.
- I am working with Nancy on the election procedures.
- The new picnic bench has been ordered and we are waiting for it to arrive.
- We had to emergency buy a new printer for the cataloging office.
- The EMS reached out to me on February 28th to see if we can partner with them somehow to reach the population that may need help registering for the Covid vaccine. I am working on a process to help do this securely without violating our privacy policies.
- I will be on vacation from March 22nd through April 2nd. I will be taking a personal day on March 19th for my first vaccine shot.
- I will work with Joni to pre-record some storytimes to launch on the two Thursdays I am off.

- Added funds to Advantage account and added new materials, see increased usage:

OverDrive Advantage stats for January 2021:

- # of Advantage e-books owned: 47
- # of Advantage e-audiobooks owned: 15
- Advantage Checkouts: 60