**Library Director’s Report**

**April 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. Becky M. is helping Kee with inventory.
* Most of our clubs are still meeting by Zoom.
* Diana Blackburn and George Barr have added two extra tax days to their schedule since the deadline has been moved to June.
* All necessary forms for the board election were posted electronically and publically.
* Set up electronic notifications for the election.
* I worked with Jackie and we submitted the annual state report on the March 18th. The accreditation application was sent and received on the 18th as well. This year they did have a form to fill out if you think you would not pass your accreditation standards, but they also lowered them. We are good.
* All of the schoolbooks were picked up. Staff and volunteers have been maintaining the outdoor free section nicely.
* Into the Woods was notified of their bid acceptance for work on the front desk. We confirmed plans. They submitted a preliminary request for funds for materials and would like full payment at completion. We are on track for finishing by the end of June.
* Worked with the Technology Committee for preliminary plans. This is a work in progress.
* I took vacation from March 22nd – April 2nd. On March 23rd and April 1st I logged in and worked with staff, Nancy, and BWC to touch base and resolve any immediate problems. I also checked on the library on the 31st to make sure nothing needed immediate attention.
* I pre-recorded storytimes that automatically launched and took themselves down at the designated times on Thursdays wile I was gone. We will be pre-recording for next week as well because of the election.
* Brian registered and activated a Facebook account to help monitor the feeds for questions while I was gone and he will now be able to post to it for programs in the future.
* The new picnic table arrived and Steven Scheffee, along with a friend, assembled and placed it in our parking lot free of charge on 4-12-21.
* Lawn service was completed 4-12-21.
* We worked with the EMS to reach out to patrons who may needed help to register for vaccines.
* Worked on reopening plans with staff members.
* Printed ballots and packaged the mail-in ballots. So far, only 3 have been requested.
* Set up electronic pre-advertisement for the Friends of the Blanco Library silent auction in May.
* Plexiglas for the front desk was ordered and installed. First set of orders was returned because they were the wrong size and the refund has already been issued. Total cost for new Plexiglas was: $578.98.
* Added funds to Advantage account and added new materials, see increased usage:

OverDrive Advantage stats for March 2021:

* + # of Advantage e-books owned: 53
  + # of Advantage e-audiobooks owned: 16
  + Advantage Checkouts: 47