

## Library Director's Report

May 2020

By Crystal Spybuck

- Since April 6<sup>th</sup> Brian was primarily working from home, checking in on the library twice a week. Volunteers were not allowed in the library. Kee was coming in on Sundays, checking on the building, and picking up projects. I have been working remotely connecting to the community online and through phone calls. Brian and I have attended webinars and worked on plans for reopening. Jackie has been coming into the library about once a week, checking on the building and working on the projects she was unable to at home.
- I have circulated e-newsletters keeping our patrons up to date on library programs and services.
- I hosted 2 informal book discussions online.
- On May 1<sup>st</sup> I hosted a staff and volunteer Zoom meeting to check in and update them. Only 7 attended.
- Set up a Friends of the Library email account.
- Coordinated with Brian to have several locals record educational videos for the children of Blanco and posted them online. Online story time never worked due to technology limitations.
- I have helped students online with research.
- I have answered reference questions and placed items on hold or purchase for several patrons.
- I helped online e-resources.
- I have updated the catalog as needed and attended a webinar for further improvements for Bibliionix. I have set up new profiles for staff members to customize their own catalog uses.
- Purchased new books on May 5<sup>th</sup>, fulfilling several patron requests. Coordinating with Brian, Jackie, and Kee to exchange the books and get them cataloged. Working with Dorothy on getting new books covered and ready for circulation.
- Added new patrons for online access only.
- Worked with a teacher to do a refundable deposit for checking out a hotspot since she did not qualify for circulation based on the rules set up of needing a 6 month good circulation history. This deposit is in PayPal and we will push it back to her when she returns the hotspot.
- One patron has paid their fine using PayPal to resume their access. Several patrons have renewed their accounts.
- April 27<sup>th</sup> the governor declared libraries were able to reopen at 25% occupancy if they were able to provide safety equipment to their staff and cleaning supplies with a cleaning schedule. This was different than the expected recommendation of non-essential businesses to open for curb-side service only, like we did toward closure.
- May 1<sup>st</sup> we reopened the drop box, May 2<sup>nd</sup> we started porch pick-up at 3 days a week. Brian is our primary staff member onsite. Restricting pick up days and times allows Brian to continue other duties. We have had a high number of reservations and happy patrons. There were two unhappy people that I have talked to; one is not a patron of ours and the other seems happy with the pick-up service.
- I coordinated with Jim and Brian to get us more cleaning and safety materials.
- I am still working with Brian and other staff on ideas for reopening.

- Got half way through the PLA grant that I thought we could get hotspots from, but they are actually for library routers. Did not complete the grant because we have at least 6 wifi routers in the library and do not need more.
- May 8<sup>th</sup> I attended the TSLAC CARES webinar to find out about the grants being offered due to COVID. I emailed a summary to the board, but I will reiterate it here. Brian and I need to discuss what he wants to do virtually for the Summer Reading program. We can use a free online reading log. Email:

- There are going to be two grant cycles: 1st awarded in July and TSLAC has received a total of \$250,000 for all Texas Libraries, 2nd awarded in November and TSLAC has received a total of \$500,000.

- An individual library can request up to \$25,000, it is not recommended to try to hit that \$25,000.

- This is a reimbursement grant covering expenses from April 21st to October 31st.

- Timeline:

May 8 - Guidelines released

May 31 - Applications due at 11:59PM

June - Applications reviewed

July - Awards announced

October 31 - Final date to conclude purchases

November - reimbursement dispersed

- This reimbursement can only be used for: 1) Areas of digital access and inclusion that has come into need due to Covid-19 2) Library initiative that support prevention, preparation, and response to Covid-19

- Digital Access and inclusion covers new internet enabled devices such as hotspots or wifi connected tablets, service for new devices, and salary for trainers teaching the public on how to use the devices or e-services. This will also cover e-programs such as educational performers, e-summer reading logs, etc. It would also include e-books supporting a program designed out of necessity due to Covid-19 restrictions; computer and video equipment for online classes; paper, ink, laminators, and cleaning supplies needed to advertise e-programs or new library policies. If we decide to start hosting other databases or e-services because of Covid-19 physical limitations (think RB Digital for more audiobooks). Contracting temporary help, but not current salaries. You can include a request for 10% reimbursement for indirect costs.

- Library initiatives includes cleaning supplies, plexiglass shields, sneeze guards, disinfecting services, etc.

- Any items that costs \$5,000 or more will be considered equipment and you will need to discuss how you would plan to maintain it.

- Ineligible expenses includes: capital expenses like remodeling the library, purchasing bookmobiles or other vehicles, foods, beverages, travel, prizes, or gifts. Does not cover the cost of current expenses for current/normal operation, equipment that is not specifically needed for disaster-related services and programs, general book purchases already planned. We cannot hire performers who just entertain and do not educate.

- If you are not awarded or do not submit an application for Cycle 1, you can apply for Cycle 2 in November. You cannot apply for Cycle 2 if you are awarded Cycle 1.

- They emphasize that we need to have a clear plan and to read the information page thoroughly before submitting the application. There is no advantage to submitting the application early before the 31st. There are two signature pages, one for the Board President and one certifying our Children's Internet Protection Act compliance.

<https://www.tsl.texas.gov/ldn/cares>