**Library Director’s Report**

**May 2024**

**By Crystal Spybuck**

* **IT Updates**:
  + The Bookkeeper laptop has been repaired and returned.
* **Reading Between the Wines**:
  + Last RBTW was May 8th at the Blanco Library with special guest author Elizabeth Crook and beverage sponsor Siboney Cellars. We had 33 people attend and we received $25 in donations.
* **Hdl:**
  + Nancy and I met with Hdl Client Services Manager Amy Flanigan online on May 2nd and she walked us through the spreadsheets that are available to us. I have uploaded the non-confidential reports for the board to review.
* **QuickBooks online:**
  + I have purchased our QB online subscription and given the information to Evann to connect by end of May.
* **Gusto online payroll:**
  + Evann has started setting up the Gusto account and she had it activated for the April payroll.
* **Staff Appreciation Dinner:**
  + On April 17th, the Blanco Woman’s Club hosted a wonderful Staff Appreciation Dinner. The large conference room was beautiful and everyone who came enjoyed the food and gifts.
* **Wildflower Center:**
  + Andrea will report on this April 24th event. Everyone had a lovely time and I heard talk from other members in the community about regrets missing it and looking forward to future educational trip opportunities.
* **Evaluations:**
  + All evaluations have been completed. Everyone has done a wonderful job this year and eager to learn more in the future. They expressed appreciation in being included in the 5-year plan.
* **Apache:**
  + Apache came out on May 9th for routine spring maintenance and discovered one of our units isn’t working correctly. I am working with Inc. on quotes for replacing the 11 year old unit.
* **Handyman work:**
  + I contacted Dan the Handyman to install items and repair items in the Library. Some jobs he has completed, some he has not. No bill yet.
    1. Install blinds in small conference room: completed
    2. Install blind in quiet reading room: not completed
    3. Install 2 new door closers in large conference room: completed
    4. Move working old closer to hall door: not completed
    5. Install baby changing station in front bathroom: completed
    6. Install drop box outside bookkeepers office: completed
    7. Install power strip under cabinet in breakroom: completed
    8. Install large bathroom strike plate on the replace door: completed
    9. Install wire channel on projector screen: completed
    10. Reattach speaker cover in large conference room: completed
* **Security system issue:**
  + ADT, now EverOn, had to send a tech out May 9th for a malfunctioning panic button. I had tried to work with EverOn remotely on May 2nd and the button dispatched the police. When the tech was working on it, it activated a notice to the police again. They were very gracious in their response to the malfunction. They ended up helping one of our patrons that locked themselves out of their car while they were here.
  + Our panic buttons need replacing, which means we also need to replace our 2009 panel. I do not have a quote at this time.
* **Roof leak:**
  + After the big rain May 1st, the spot on the wall next to the public scanning computer was leaking again. We had the roof repaired a couple of years ago and need to follow up on that again.
* **Real Ale Bike Ride:**
  + I was notified on May 10th that the Blanco Library has been selected to be the beneficiary of this year’s Real Ale Ride fundraiser. We will work with all of the boards to make sure that we are well represented.