**Library Director’s Report**

**June 2021**

**By Crystal Spybuck**

* Staff update: Current volunteers scheduled on a regular basis are: Carolyn G., Kennie S., Becky M., Bette V., Mark G., Charlie B., and Judy G. I have promises from several volunteers that they are willing to come back after summer travels.
* I am gradually advertising our new open hours as we are able to fill shifts.
* First Friday Fellows has resumed their lunch book club meetings and Blanco Book Bunch will resume their book club meetings.
* We have received inquiries about renting the rooms. Currently we still are not renting.
* I will be working with Mike Blasi to discuss the damage done to my desk during an a/c repair.
* Dave from HOT IT came out on May 18th at 10 am to review our current equipment for replacement and future needs. They recommend replacing two CPUs, getting port hubs for Brian’s computer and any workstation that are based off a laptop, and issuing board members tablets for their use and protection. I have not received a quote for the tablets yet, but I went ahead and ordered the port hubs. They also recommend we change over to voip for our phones, but have not given us a quote yet.
* The Biblionix issue on April 20th that caused an issue for all of the items Brian and I ordered that day has been resolved.
* I finished updating staff job descriptions and conducted evaluations.
* I placed advertisements for our new library aide and we are working on scheduling interviews.
* I am working with the Friends of the Blanco Library to advertise their 9-week online auction.
* The Friends had their Annual Meeting online.
* The sim cards for the hotspots arrived, but they did not connect. I contacted T-Mobile and they are working on the solution on their end. Our patrons are eagerly awaiting for them to work.
* We received a check from PEC United Charities Inc for $425. This is from a matching donation their employees do.
* The Tax assistance program wrapped up on June 10th and they helped over 50 people this year.
* The Teddy Bear Naming Contest has concluded and Rachelle Willgren won the $20 gift certificate. The bear’s name is now Atticus Finch.
* I realized last week that the front desk staff have not been checking guest computer users to see if they have account that may need updating or fines since the pandemic started. We need to consider for the future if we are going to forgive all old fines or we return to checking accounts. At this time I am instructing returning volunteers to double check accounts.
* During the pandemic, we have not been charging any new fines or following up on overdue materials. We are going to work out a plan to contact those with materials overdue by 2-15 months. As we open up more, we need to consider if we are returning to our old fine model or follow the lead of other libraries to not charge late fines. Other libraries will make overdue materials change to “lost” after they are not returned within 2 months to create the incentive to return materials or let children “pay off” their fines by hours read while in the library.
* I had an incident happen to me after hours on June 2nd as I was leaving the library.
* We had an incident with our Quickbooks June 5th that was resolved by our IT contractors and Intuit.