

Library Director's Report

July 2020

By Crystal Spybuck

- While I was working remotely, I answered phones, emails, and social media messages 6 days a week.
- I am continuing to host online book discussions.
- Worked with staff to plan re-opening of the library on July 19th. Currently we are mainly providing “Grab and Go” service during the 4 hours we are open two days a week. We are currently providing porch pick-up times six days a week.
- We are continuing to quarantine materials for 72 hours per scientific recommendations.
- Continuing to register new patrons online and in person. Dorothy is printing the library cards.
- Ordered sanitation items for reopening.
- I am continuing to update paper signs, digital signage, catalog, social media, website, and newspaper about our updates and upcoming events.
- I posted signage for reopening.
- I prepared deposit boxes for Friends and Transactions so our staff do not have to handle cash.
- I set up sanitation stations in the computer lab and by the teen computers with bottles of sanitizer, paper towels, and alcohol spray. I ordered hand sanitizer stations from Demco, still waiting for them to arrive.
- Worked with Jackie to update our PayPal accounts and manage hotspot refundable deposits. Patrons can now pay their fines, generally donate, and do memorial donations through PayPal. I created a button on our website to handle these transactions.
- I set up digital timesheets for our staff to more efficiently submit them.
- Wrapped up book orders for end of fiscal year.
- Worked with Eleanor for posting new arrivals on our website.
- Submitted request for funds to the City of Blanco.
- Worked with Brian on the Summer Reading prizes. I have purchased a \$400 Amazon certificate for ordering the children and teen prizes. I ordered and picked-up the Josie gift cards for adult prizes.
- Pulled stats for end of fiscal year for next year's annual report.
- I reviewed budget items with Jackie as needed.
- Set up new fiscal year notebooks for the staff. I had to order additional notebooks.
- Set up the new digital timesheets for staff members.
- Ordered a hand scanner from Demco, but returned it. For the same cost, I was able to purchase a scanner and printer for the self-check-out station I set up as part of reopening. I was also able to purchase a wireless scanner for inventory purposes. All three items equaled the cost of the Demco scanner. I worked with HOT IT to make sure everything worked correctly.
- Worked with Irma of Spring Branch Roofing to repair our roof leak and fix our soffit.
- Cleaned out back workroom and moved board and staff mailboxes back there. Continuing to work to move items out of the catalog office so Brian can rearrange as he needs.
- Worked on the large conference storage room to organize it better and finish moving things from the back workroom to there.
- Cleaned out my office of items that needed to go to storage rooms.

- Installed whiteboards in the study rooms, installed new clock in the large conference room, and installed library memorabilia in my office.
- Coordinated with Diana Blackburn to have a final Tax Assistance day on June 26th. In the end, she and George helped 45 people file their taxes this season.
- Attended Special Board meeting on June 29th and gave the board recommendations.
- Learned how to download recording software, set up an external camera and mic for Facebook Live Streaming. This was more difficult than anticipated.
- July 9th I worked with Joni to host our first digital Storytime and will continue to do so on Thursdays.
- I worked with Brian about overtime and personal leave on timesheets.
- Since returning June 19th, I have worked every day in the library. While Brian was on vacation last week, I performed the daily duties of pulling reserved items and putting them outside for pick-up.
- Attended a webinar about a new book covering system that will cut covering a book from 10 minutes a book to about 1 minute. Becky M. has used it at the Elementary School Library and says it is easy to use. Currently we have enough vinyl covering material for a few months, but I am including information about this system in the Drive for future consideration.
- I am working with the Elementary School Librarian to have the 2012-2019 yearbooks digitized for free from OCI. OCI wants me to send them the digital copies of our previously digitized yearbooks and they will index it for free and send it back. OCI will also digitize one of our property ledger books from the Genealogy Room for free and give us a quote on future digitization of those materials. With that quote we can work on a grant.
- We are resuming ILL lending and have registered for next year's ILL program. We will be reimbursed for the items we mailed to other libraries.
- Jackie is working with Blanco Library Inc. and Kathleen English's nephew for accepting stocks and funds from her estate.
- I submitted maps and information to the Taxography office for sales tax distribution and they will compile the information for future businesses.
- I uploaded some of the Oral History interviews to the Library's YouTube channel and they were instantly copyrighted.
- Talked with Elizabeth Hodges, President of Friends of the Kinney County Public Library. She called here wanting to talk to me about struggling with their library and getting accreditation to be able to participate in the TexShare ILL program. She asked me questions about accreditation, library collection, donation, etc. I answered her questions and sent her resources. She wants to schedule an online meeting between their new librarian and me for advice.
- Tell Finch is hoping to be out next week to work on the A/C zoning of the workroom, Jackie's office, and Genealogy Room.
- I have contacted PEC and signed their liability request to help us restring our flagpole. Now waiting for them to schedule with me when they will do the work.
- Brian and I still have to work on the Collection Development policy. The class was 12 hours long and I would estimate it will take us at least three times that to complete it. We will work on parts and present them as they are ready.