**Library Director’s Report**

**July 2021**

**By Crystal Spybuck**

* Staff update: Current volunteers scheduled on a regular basis are: Carolyn G., Kennie S., Becky M., Dave L., Mark G., Charlie B., Sharon P., and Judy G. Bette V. had to discontinue due to health reasons. We have a new volunteer application we are processing and hoping to get trained and placed quickly. As a side note, I looked over our staff calendar and since we have been open 6 days a week and looking out towards the future we have 8 weeks where we had to find at least one substitute a week.
* We conducted the 3 interviews we recommended to the board on June 23, 24, and 25th.
* We have selected our two new part-time library aides: Patricia C. and Christine A. I am working on their hiring paperwork, but they are both not currently available. I am also creating information notebooks for them.
* We have received additional inquiries about renting the rooms. Currently we still are not renting.
* Mike Blasi repaired the damage to my desk, now it just needs painting.
* Mike Blasi installed the new cabinets June 29th. I stayed at the library until 9 pm that day to make sure everything was in place and labeled to make the start of the next day easier. He was not able to put on the countertop we discussed because the price had gone above the quote allowance. He said he would get us quotes to approve, but I have not received them yet. We have received many compliments on the new furniture.
* At this moment we are not able to use the hotspots due to a proprietary issue. Brian will help with the follow up to get this working.
* We are returning to pulling surplus funds from the cash boxes daily as per pre-pandemic.
* We have a court ordered community service worker that I am making weeding lists for and he is pulling items for deletion.
* We had authors Gaylon Hecker and Marianne Odom use the library on July 8th to meet and sign a book they worked on for 40 years: Growing Up in the Lone Star State. Their last featured biography was of Leon Coffee and I helped to arrange for him to meet them that day. These authors said they would be happy to do a book-talk for us any time.
* Kee came up with recommendation for reorganizing the Children’s section to spread out the section to make it more functional and appealing. Brian and I approved and Brian has volunteered to lead the project.
* Blanco Library Inc. had their meeting on June 17th. They approved calling an electrician to see what the issue is with the Cataloging office’s electricity.
* Pulled end of fiscal year reports for the annual state report.
* Set up the new timesheets online for staff members.
* I am working on the next stage of archiving the election paperwork and filing the required report.