**Library Director’s Report**

**July 2023**

**By Crystal Spybuck**

* **Staff Updates**:
	+ Our bookkeeper trained and prepped instructional videos for our temp-bookkeeper before her leave started on July 3rd.
	+ In working with the new temp-bookkeeper, she is designing new ways to organize and digitally store invoices and payments.
	+ Our volunteer that stepped away for health purposes notified me on 7/15 that she can return.
* **IT Updates**:
	+ HOT IT figured out a spreadsheet that reflects the data we need for wifi counting. They will process the collected data each month and send us our results.
	+ Casey installed the receipt printer and networked it with the front desk so that we can move forward with the new check-out process starting July 1st.
	+ The public scan computer has malfunctioned again. It has been rebuilt at least twice. HOT IT is recommending we replace it and we will discuss the best recommended computer for it.
	+ HOT IT set up dual profiles on the bookkeeper laptop to help her navigate between District and Inc profiles.
	+ New IT services have not been contacted for quotes at this time.
* **Envisionware update**: After nearly a year of attempted communication to resolve bill questions with Envisionware, they disabled the mobile printing feature late-June. Their bills for mobile printing and library reservation/printing services were paid on June 30th. The new bills were sent July 3rd.
	+ ***I need board approval to pay the two new bills***. I am still trying to contact them to correct the number of computers covered on item one so actual payment should be less than stated here:
		1. PC reservation and printing: $1,194.99, period for one year, original due date: 11/2022. We will have a second one due in November this year.
		2. Mobile printing: $1,358.00, period for two years. Due date 7/31/23 and covered until 2025.
* **T-Mobile**: June 22nd I worked with T-Mobile with activation and resetting of two devices. We are now back at our full capacity of circulating 8 hotspots. We currently have 2 people on the waitlist for hotspots.
* **Books-to-Movie showing**: On June 26th, I showed the movie: A Man Called Otto. It had low turn-out, but the attendees enjoyed the movie.
* **End of year reports**: Due to other duties needing closer focus, I have not finished pulling all of the reports needed for our annual state report for next year. I plan to finish this week.
* **New circulation process**: Starting July 1st, we started placing the barcodes on the back of books and printing receipts for patrons who do not receive email notices.
* **ILL Reimbursement**: The paperwork for 2022-2023 Inter-Library-Loan reimbursement has been submitted and we should receive that payment in September. Last year we received $413.91 and we should receive a similar amount this year.
* **Dolly Parton’s Imagination Library**: After nearly a year of working in the background to get this program set up, logos and advertising approved, we launched the Imagination Library of Blanco County on July 11th. Within 5 hours of announcing it, we received 29 registrations, within 24 hours we had about 65 registrations, and as of the morning 7/17, approximately 100 children are registered. I am working with a couple of people to take the majority of the duties to make this program successful.
* **County Commissioners funds request:** I attended the Blaco County Commissioners budget hearing on July 11th and gave an end-of-year report as part of requesting continued support for goods and services to the residents of Blanco County. Joni Kirkwood accompanied me to show support for the library. We were assured that we have their support.
* **City of Blanco funds request**: I attended the City Council budget hearing on July 11th and gave an end-of-year report as part of requesting continued support for goods and services to the residents of Blanco County. Nancy Cline, Jack Twilley, Brian Fields, and other library supporters attended the meeting. We were assured that we have their support, it is currently in the City budget.
* **Blanco Inc by-law committee**: I am working with a committee to assess and update the Inc. by-laws to make the process of paying for building maintenance easier. All changes will have to be approved by Blanco Woman’s Club.
* **Apache Air and Heat LLC**: Apache came out to replace the blower in one of the units that services the main part of the library on July 12th. Our system seemed to be struggling to keep up with the higher temperatures. In talking with our Apache representative, we may need to consider having new insulation blown in since a lot of it has deteriorated in the last 20 years.
* **Gruene Pest Management**: Gruene last serviced the library in October and I had them come out on July 12th. We are supposed to be on quarterly rotations and the service representative said he will add us onto his calendar for service on the second Tuesdays of the month from now on.
* **Inframark donation**: Inframark, LLC is a standalone American infrastructure services company focused on the operation and maintenance of water and wastewater systems, management of community infrastructure, and back-office services. They wanted to donate books for the Friends Little Free Libraries and I gave them a list of Texas Bluebonnet Awards and Caldecott Award and Honor Books as a recommendation. Their representative presented the books on July 12th and we took a publicity picture together. They will be distributed between the two LFL currently in place.