**Library Director’s Report**

**September 2021**

**By Crystal Spybuck**

* Staff update: New volunteer applicant Carol W. started working on Thursday afternoons with Christine. New volunteer applicant Jody has now completed her initial training and is ready to be placed. She may not be able to start until mid-October due to her personal schedule.
* New Library Aides have now been with us for one month. On September 10th I issued them a master key and added them to our alarm system.
* After the hotspots and sim cards arrived, I configured the devices for circulation creating a user name, password, and changing the default admin information. I updated the agreement paperwork to go with them and cataloged them for circulation. I made agreement packets and a notebook to track agreements and hotspot information. Three of the hotspots have had their first round of circulation. Only one has had issues and I will work with that patron in the future to make sure they are connecting correctly. I set up a hotspot charging station in my office. As devices are returned, I am charging them and checking them to make sure they are still working properly before circulating them again.
* T-Mobile sent us a bill for July-August including a late fee. I contracted their customer service department to have all of the fees dropped as agreed between John Bratcher and Brian. They cleared it up in 10 minutes.
* I revised the Paid Time Off policy as discussed as the August board meeting and it is included with the rest of my reports.
* We had two court ordered community service workers this last month. One is only working on Saturdays with Brian and Kee. One only worked 5 hours and I had him shredding a box of non-sensitive documents that needed it.
* I reached out to Mike Blasi about our decision last month to not replace the countertops for now. He agrees that it is good to wait for the building costs to go down and they are already seeing some of it.
* Apache did their quarterly check on August 11th.
* The ADT cameras are still working. We had the access camera footage last week when we noticed someone had left their laptop outside all night and it turned out they had left it for two days.
* Apache will be out for their quarterly maintenance August 11th at 8 am.
* Brian and I attended the online Library Districts meeting on August 13th.
* Based on some of the legislation discussed and shared by the Districts, I developed the Camping Policy that just supports and reiterates the legislation passed by Texas and came into effect this month.
* The City Council has had many budget workshops in the last month, but they did not address the community aide we requested. I got a notice from the City Secretary September 2nd to talk on the 7th. I prepared a speech and corresponded with City Council Member Connie Barron about our request. I told her about our original MOU and she said they would like to see it. I scanned it in and sent it to her. She said they may be interested in issuing an MOU for the future. They had to cancel the meeting last minute because one of their staff members came down with Covid. I am including a copy of our original MOU for this meeting so everyone can review ideas for the future.
* I worked on drafting a Covid policy for the Library based on the feedback I got from other libraries and the CDC. It is not ready for presentation.
* I had to call GVTC September 8th because our fax line went out of service and said it was busy all day on the 7th. GVTC came out and fixed it, but they may need to come back to simplify the wires.
* I worked with Friends to research and find out TML liability for them. We received a quote of $100 additional per year. On September 9th, the Friends approved the expenditure and report requirements if District would approve adding them to the policy.
* I researched and found software to upload our Oral History videos to YouTube and started promotions. This will be an ongoing process until they are all done.