**Library Director’s Report**

**February 2022**

**By Crystal Spybuck**

* Staff updates: Currently Tuesday afternoon is still not filled. Former volunteer, Deb Tuttle (formerly Yorgensen) passed away. Christine is out for unpaid vacation leave for two weeks, this was scheduled months ago and I have substitutes arranged. Various staff members were out for Covid or testing.
* The camera on the West side of the building was restored by Mike Reiken and Steve Scheffe. It froze over on 2-3-22 so we will keep an eye on how well it is working.
* The Blanco Boardband Task Force group met on January 13th and discussed the different grants available as well as county support for the project. They were scheduled to return February 3rd, but rescheduled for February 8th.
* HOT IT finished the plug in the cataloging office and factory reset the laptops with the bad batteries so we can dispose of them. They are supposed to come out soon for their monthly check-up.
* The water bill for December 15th – January 15th was for 2,600 gallons, still up from the normal 1,600, but we did not get the leak repair finished until December 22nd. Looks like everything is back to normal and we will have the spot asphalted. I am collecting quotes.
* There are no more toilet issues after Steve the Plumber’s repair.
* Apache just reached back out to me January 31st and I will set up a meeting time with them and Pat to negotiate a new contract.
* February 4th I again contacted Alan Jirkovsky with South Texas School Furniture about our new shelving we ordered back in August. They have received an invoice and are waiting for a tracking #.
* I have advertised our election as required. One application for board member has been received.
* I went through the voter’s rooster for last year and updated some of our records. I found several patrons who had changed their names and had fines under both accounts. I relinked these types of accounts.
* I have staff going through our membership and fixing old expiration warning issues.
* We have not yet received our first quarterly check from the city, they have had a changeover in signatories and the mayor was out sick.
* The Library District Discussion Group had a meeting by Zoom on January 14th. There was a discussion about the changes to the Annual State report and CTLS now rebranded as PLAN. Most of the meeting focused on green buildings.
* I attended the Annual State report webinar on January 20th and will begin work on it soon.
* I attended the informal director’s luncheon meeting on January 28th and discussed the collection challenges that have been in the news and policies libraries have for their displays.
* We have started room rentals again, but so far, they have been non-profits so we do not have income.
* We were closed February 3rd for bad weather, opened for about 3 hours on February 4th, but the collection of ice was too bad. We are staying closed February 5th for the anticipated same reason. I have purchased animal friendly ice-melt and a/c ice covers for our next bad weather day, which should arrive February 10th.
* I am attending a cataloging webinar the late morning of February 8th. This will cover cataloging and circulating objects like laptops and other unusual library items. I want to ask them about cataloging unique materials like the documents we have in our genealogy room.