**Library Director’s Report**

**August 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. New volunteer applicant Carol W. started training 8-9-21. New Library Aide Patricia Corder has gone through some training and started her desk hours. New Library Aide Christine Anderson has started her training and will do her first desk shift 8-12-21. A new volunteer application has been submitted and will be reviewed shortly.
* Updated desk schedule has been provided to the board.
* I created information notebooks for the new hires and did some onboarding training with them. All of their email, timesheets, staff drives, and TML Learning Center accounts have been set up and started. I reviewed policies as I made the notebooks for the new hires and noticed we still have many updates we need to do.
* I worked with HOT IT to set up a different laptop for Joni so she can save documents and retrieve library emails.
* We had a G-Suite Glitch 7/12 - 7/13 that blocked emails going out-of and to other G-Suite email addresses for about 24 hours. The glitch was not consistent and Google did not notify me that there was a problem. I worked with HOT IT and they got it resolved.
* All of the election paperwork is now archived and final filing report has been submitted.
* At this moment, we are still not able to use the hotspots due to a proprietary issue. Brian worked on following up on this issue and discusses more in his report.
* The Compensation Committee met on July 29th and worked on the Paid Time Off policy. This will be discussed in the board meeting.
* The court ordered community service worker completed pulling items for deletion and shelf-shifting.
* Kee came up with recommendation for reorganizing the Children’s section to spread out the section to make it more functional and appealing. This project is now completed.
* ADT finally came out on August 4th and 5th to complete the final camera installations. They sent a false service notice on July 29th that they were coming out for service. They gave me less than 5 hours’ notice of coming out either day. All 9 cameras are currently working, I can view them on my laptop and phone. I can work with the board members that would like access to the camera footage.
* Wheat Electric came out July 14th and assessed our Catalog office’s electrical issue. They gave us a quote, Blanco Library Inc approved, and the work was done on August 9th starting at 9 am. I am asking them to come back out to move an internet port into the office as well.
* Apache will be out for their quarterly maintenance August 11th at 8 am.
* I will be attending the online Library Districts meeting on August 13th at 8:30 am.
* I went to the City Council Budget Workshop on July 20th, but they did not discuss the Community Aide or the Library at that time.
* I hosted our last Book Buddies online book club on July 28th and our Mayor attended.
* I helped a patron with an English/Spanish online registration for Parent teaching Student Driving on August 6th and the patron donated $20 to the library.
* July 27th Mike Blasi came to the library to discuss the counter tops. I followed up with him about quotes and I am attaching his response.

