**Library Director’s Report**

**April 2025**

**By Crystal Spybuck**

* **Staffing update:**
  + I was out for vacation for part of the month and I would like to report that staff handled the operations well while I was gone.
  + We have a couple of staff members who will be out this month, but we have their shifts covered.
  + We had various staff members out sick during the last month, but all staff coverage was maintained.
  + New hire Alexandra Franki signed her contract on 4-4-25 and will officially have her first shift on April 8th accompanying Brian to the CoAPT event at the school.
* **Inventory**
  + Kee and Dorothy have nearly completed the inventory. They are currently pausing until we complete the non-fiction weeding and while Kee is on vacation.
* **Annual State Report**
  + The Annual State Report was submitted on March 10th. We had a couple of flags that I would like to address to the board.
* **HOT IT**
  + I am bringing the proposal to the meeting. The price falls within the budgeted amount for computer equipment.
  + As a reminder, the laptops we are replacing are: Board Secretary, Kee, Inventory, and two additional ones for programs such as tax assistance. We can ask Friends to reimburse as necessary for their equipment.
* **OverDrive**
  + Using Cost-Per-Circulation has been popular and increased spending from $500 a month to almost $800 a month. I would like to request an additional $2,000 for OverDrive for the rest of this fiscal year, as the current funds will be spent up by the end of the month.
* **E-Rate**
  + We completed our E-Rate bids for internet providers. GVTC will remain our provider and we are adjusting our service. Currently we pay $149.95 for 250 MBPS and now we will pay $134.95 for 1G.
* **National Library Week**
  + April 6 – 12th is National Library Week. Katy will be featuring different facts about the Library on Social Media and I will have an article in the newspaper about it.