**Library Director’s Report**

**May 2025**

**By Crystal Spybuck**

* **Staff Updates**
	+ Evaluations are scheduled for the majority of the staff the week of 5/19/25 – 5/23/25.
* **HOT IT**
	+ HOT IT has replaced the computers that will no longer will be supported by Microsoft in October. We also replaced the two touch screen computers that were having issues.
	+ There are a couple of updates that are still in process.
* **Continuing Education**
	+ On 5/5/25 I went to Seguin to take a de-escalation course to pass along information to our staff.
* **PEC**
	+ On May 29th I will go to the PEC United Charities reception where we will receive a check in the amount of $1,080.00.
* **Texas Special Districts Coalition**
	+ Texas just formed their first Special District Coalition and it is recognized as part of the National Special Districts Association. They have a meeting scheduled for July that I would like to attend.
* **PLAN**
	+ I was informed recently that there was a glitch in the invoicing for Partners Library Action Network {PLAN) and they will be straightening it out in the next month or so. At this time, we should still allocate $1,000 for this.
* **Depreciation schedule**
	+ We are working with the auditor to recreate the depreciation schedule for the library equipment. We were unable to get the original file from Millie’s computer. I created a spreadsheet and Pat helped re-type the information. We are still in process of completing this for the auditor.
* **San Antonio Missions tour**
	+ We sold 51 tickets and had 47 passengers on the bus. I will report on the survey results at our meeting.