**Library Director’s Report**

**October 2023**

**By Crystal Spybuck**

* **Staff Updates**:
	+ Some scheduled vacation times are set for the week of October 16th, but we have all necessary shifts scheduled for coverage.
* **GVTC Outage:**
	+ We had an hour and a half outage on September 14th and a half hour outage the following week. This is just something we need to keep an eye on.
* **Annual Financial Audit**:
	+ On October 3rd, the Auditor sent documents that needed editing and signatures. I completed those on October 4th and his office picked them up. They will send out information requests to current and the former board members. He said that he will do a follow up mid-October before wrapping up the audit.
* **IT Updates**:
	+ HOT IT came out on September 12th to complete some onsite work.
	+ HOT IT recommended Cybrarian for our pc reservation and print services. Quotes for their services are provided and we will discuss more at the meeting.
	+ I have contacted a couple of different IT service providers and will follow up with more information at the meeting.
* **ILL Reimbursement**
	+ We received our annual ILL reimbursement from the Texas State Library and Archives Commission on September 14th in the amount of $507.35
* **Dolly Parton’s Imagination Library**:
	+ The first shipment of DPIL books went out over the weekend. Currently 154 children are registered. We had one book returned to us and two books that were reported as missing.
* **Solar Glasses:**
	+ We received about 25 solar glasses on October 5th for the October 14th partial eclipse Currently we are planning a grab-and-go event where kids can pick up glasses and a package of chocolate cookies to make their own solar eclipse. We are asking parents to tag the library to share their kids’ craft. We should still receive 200 for the April event and have more programs planned.
* **Friends Annual Membership Drive:**
	+ I helped to launch the Membership Drive for this month and will help Nancy Gilbert with continuing follow-up.
* **Reading Between the Wines**:
	+ This season’s second RBTW will be November 1st with special guest author Ben Rehder with La Vie giving samples at Gem of the Hills.
* **Medical Emergency:**
	+ We had a medical emergency on September 21st where a patron fainted. The front desk staff, Katy and Charlie, handled the situation well.