**Library Director’s Report**

**December 2024**

**By Crystal Spybuck**

* **Staffing update:**
	+ We set up 5 interviews for the new library aide, currently only two have interviewed so far and the rest will be completed this week.
* **Friends**
	+ The Friends Membership Drive had concluded and it is currently at $16,741.63.
	+ I worked with Mark to submit the Friends 990 taxes.
* **Apache**
	+ Apache came out to do their annual heating maintenance on November 20th. They have a few recommendations of repairs for preventative care that we will discuss with INC.
* **Blanco Runs on Water Reception**
	+ On November 22nd the Blanc County Water Conservation held an art reception at the Library and the Library was a sponsor of the event by allowing them the use of the room and kitchen for the evening. It was coordinated in part by staff member Katy Gentry and it was well attended.
* **Marketing**
	+ Katy Gentry is working on designing a Marketing plan for the Directors approval
	+ She is also working on t-shirt designs for the library to sell
* **BWC Decorations**
	+ On December 4th the Blanco Woman’s Club decorated the library for the holidays.
	+ Betsy, Mary Jane, and Andrea were the main coordinators and worked off my theme of “Country Christmas”
* **HdL update**
	+ I received an email from HdL on December 4th with an update. Details will be discussed at the meeting.
* **HOT IT**
	+ HOT IT purchased and transferred the information on the Treasurer’s laptop for Andrea in October.
	+ HOT IT purchased and set up a laptop for Marketing projects in November.
	+ HOT IT came by on November 27th to work on computers that had reported problems and we discussed potential replacement needs.