**Library Director’s Report**

**August 2022**

**By Crystal Spybuck**

* Staff updates:
  + Pearl P.G. was hired as new Bookkeeper.
  + Greg S. has completed his summer contract.
  + We will need to find a new Thursday morning volunteer.
  + Gary H. has completed his background check and has been doing genealogy research sessions.
* Kee received a contact about our Oral History program and online videos pertaining to Peyton Colony. In the fall I had posted all of our videos on YouTube, posted and linked the completed transcripts and that is where the researcher found some information on the Coffees. We are reaching back out to our transcribers to see if there are other items ready to publish.
* I have set up a list of accounts and passwords for our new bookkeeper. I will continue to work on updating some of the accounts. Pearl and I are discussing bill schedules and responsibilities.
* We have received the equipment from ANT. It was not the equipment originally quoted so our E-Rate representative had to request an amendment. I have reached out to HOT IT about scheduling installation.
* We received another problem notice for a problem with our Annual State Report we just completed. The issue has been resolved, it was a question of the number of open hours vs their definition of “being open” during the 2020-2021 fiscal year.
* The cyber security annual report was submitted. Pearl now has an account for her to complete her cyber security training in the first 30 days of hire.
* I attended the semi-annual Library Districts meeting virtually on August 5th.
* The third quarter invoice to the City of Blanco has been submitted and now we are waiting for payment.
* The City of Blanco has us on their budget for $15,000 for next year. I am working on creating an annual report for them to fulfill our MOU.
* Reading Between the Wines (RBTW) has been going well. We will meet later this month to continue planning for the winter and spring. We have been getting many requests from local authors to participate.
* I will be meeting with Dash Customs on the morning of August 10th to discuss new t-shirt and bag designs for merchandise. I have talked to them about working with their graphic designer and they quoted either $50 up to $100 for a design. When I find out more information and an idea of a budget, I will let the board know.
* As secretary for Blanco Library, Inc., I am helping them update their bank accounts. We will be working with Pearl to catch up on some of the accounting for Inc.