**Library Director’s Report**

**September 2022**

**By Crystal Spybuck**

* Staff updates:
  + Pearl P.G. has been absent due to illness, but should return soon.
  + We received an application for a Math tutor volunteer, working on her background check
  + Madison finished her summer volunteering with us
* HOT IT has installed our new wifi equipment and new passwords were issued. I am continuing to work with them to log in and see the wifi usage. A side effect from the update is that our class laptops can no longer “see” the wifi. Casey gave me a little flash-drive that helped to convert the signal to test if that would fix the problem. It worked so we will need to purchase more of these flash-drives or order new laptops.
* One of our hotspots was not returned for 60 days. Per our policy, I reported it stolen to T-Mobile and they have shut off service to the device. I have reached out to them and now waiting to hear back about a replacement device and sim card.
* The fourth quarter invoice to the City of Blanco was submitted September 8th and now we are waiting for payment. I submitted an annual report to the City of our stats for 2021-2022 to fulfill our MOU.
* Our fire extinguishers were serviced September 1st.
* I received a call on August 31st that we did not pay our 2021 bills. One was $1,358 due 7/31/21 and the other was $1,194.99 due 11/30/21. From reviewing out QuickBooks payments, they were not paid. I have called them multiple times trying to get verification of cost and next billing cycle, but no one has returned my call yet. I am waiting to hear back before paying it.
* Reading Between the Wines (RBTW) has been going well. We had the most recent one at the Library on September 7th and our split of the donations was $59.
* We will be receiving $413.91 in ILL reimbursement in the next 30 days.
* I met with Dash Customs to work on ideas for new merchandise shirts and totes for the library. This will be discussed in another part of the meeting.
* I met with Maria Mathis who will be donating funds to the Friends of the Blanco Library from the Brown Foundation.
* Apache is in the process of repairing the wall a/c unit in the server room.
* REEH plumbing repaired a faulty toilet on August 15th.
* I will be out of the office October 6-10th.