**Library Director’s Report**

**November 2023**

**By Crystal Spybuck**

* **IT Updates**:
  + We will test Cybrarian software this month. It is likely we will switch from Envisionware over to this software. They sent me an update quote that will be attached.
  + HOT IT contacted me that the server’s software that hosts Envisionware and remote QB has expired and needs renewal (about $1,000). After further discussion about the future of our software and needs, a desktop computer can take its place. **I would like to request that the board approve the purchase of a computer not to exceed $700.**
  + I ordered a multipage scanner for the bookkeeper’s office using Amazon credit card points and will work with HOT IT to have it installed. We may need to also purchase a laser printer because this one runs through ink too quickly.
* **Blanco Library Inc.**
  + I met with Ann on October 23rd to discuss Apache services.
  + I worked with Evann on November 2nd tracking issues with Inc’s Doran and banking accounts.
  + Ann, Lois, Evann, and I met on November 9th to discuss how to straighten out the issues and create formal processes for the future.
* **Movie License**
  + Our movie license has been renewed for 2023-2024.
* **Central Texas Digital Library Meeting:**
  + I went to the CTDL meeting in Bastrop on October 12th.
  + They have a new cost per circulation option that may help our patrons with newest bestsellers and our book clubs.
* **Locksmith**
  + I contacted a locksmith to repair the front door lock on October 26th. It was not allowing staff to unlock the front door with their keys.
* **Gruene Pest Control**
  + We had our quarterly pest control come in at 9am on October 25th. We set the schedule for the next year for second Tuesdays at 9am before our board meetings.
* **October Partial Solar Eclipse** 
  + We received about 25 solar glasses on October 5th for the October 14th partial eclipse. We handed out Oreo cookies and glasses at the library. Only one parent submitted their eclipse cookie project. We ran out of glasses in 2 days.
* **Friends Annual Membership Drive:**
  + I helped to launch the Membership Drive for October and sent out a couple of email reminders. Using mail merge, I was able to give Nancy Gilbert mailing labels for those without email.
  + I promoted the event on FB and tracked the income to post a fundraiser thermometer.
  + I created the Mixer invites, sent them out digitally, and printed them for mailing.
  + I worked with staff to pull together thank you packets for the Nancy to finish and mail.
* **Reading Between the Wines**:
  + This season’s second RBTW was November 1st with special guest author Ben Rehder with La Vie giving samples at Gem of the Hills. We had 40 participants and received $47 in donations.
* **Shred Day:**
  + Andrea and I hosted Shred Day on November 4th. We had 7 students from Leo’s Club helping. We had 47 cars come through. Shredded about 2,000 pounds of paper. Received $80 in donations.
* **Pecan Sales:**
  + I was notified on October 29th that we would have the pecans arrive on November 3rd. I ordered and printed labels on October 30th and 31st. Staff helped Woman’s Club unload the pecans on November 3rd and BWC labeled the bags. Advertising was launched the following week.