**Library Director’s Report**

**April 2023**

**By Crystal Spybuck**

* The next RBTW will be April 16th at the Gem of the Hills with Portree Cellars and author Kady Hinojosa.
* Diana and George served 20 clients on March 20th for free tax assistance. Their next program is April 10th.
* We submitted a logo design for the Dolly Parton Imagination Library and it was rejected. Katy is working on a couple of other variations for us and I will work with the JC library director to select one and re-submit. The USPS non-profit use in Tennessee was approved and all supporting documents of approval has been submitted to DPIL. Several of us will be attending the database training on April 19th.
* The Annual State Report was submitted on March 22nd.
* Apache added a new duct to the Bookkeeper’s office on March 22nd. They will be out for their spring maintenance on April 18th.
* HOT IT has been working with multiple system problems and still have a couple of things to fix.
* We have not been able to collect wifi stats since August. On the state report for 2022-2023 we will have to estimate for the months we were unable to collect the information.
* HOT IT resolved the problem I had connecting my laptop to the HDMI to show presentations on the conference room screen.
* I am helping Blanco Library, Inc. digitize the important documents they had in a safe deposit box, organizing them in G-Suite for future use. Lone Star Capital Bank has already needed one of the documents. I also ordered a fire/waterproof document storage bag for them that will reside in their filing cabinet.
* It is time for employees and board members to do their annual cyber security training. Board members and paid staff members should have received an email to complete this training and print out a certificate. I have to submit to the State certifying that everyone has completed their training on June 1st so the deadline I set up on the training course is due mid-May.
* The coffee corner has been very popular; we are going through about 100 cups a month. Donations have been steady, but not enough to offset the costs. We may need to analyze this for future budgeting.