**Library Director’s Report**

**August 2023**

**By Crystal Spybuck**

* **Staff Updates**:
  + Our bookkeeper has notified us that she is able to return to work. I am coordinating with the temporary bookkeeper to bring her back in with some new process adjustments.
  + All volunteers have returned from their vacations and we are resuming normal business.
* **Bookkeeping**:
  + The last couple of weeks, the temporary bookkeeper has been working on cleaning up the bookkeeping processes and making recommendations for new processes. This should save the District time and money later on. We have met frequently working on this process.
  + For the month of July, Brian and I have been scanning in our invoices and receipts to help streamline the bookkeeping.
* **Audit**:
  + Millie, Evann, and I sat down to divide the audit checklist and assign tasks. I have submitted the majority of my tasks, but I have an email into the auditor to clarify some of the documentation they need.
* **Inventory**:
  + Millie asked me to review the list of inventory she has recorded in her personal program. Some of the items are from 1999 and do not have detailed descriptions. We had a similar list that Judy used to maintain and it was put into Apollo by Jackie. As we received board approval for disposing of items, it appears that sometimes these other lists were not updated. Millie and I are discussing a process of updating the Apollo listings for the near future.
* **IT Updates**:
  + HOT IT figured out a spreadsheet that reflects the data we need for wifi counting. They are now able to provide us with monthly statistics.
  + After experiencing issues with the bookkeeper laptop, HOT IT recommended we replace it. New laptop has been purchased and we are working on scheduling a time for HOT IT to come out.
* **Dolly Parton’s Imagination Library**: For our first shipment of DPIL books, approximately 125 children are registered. We just received the first invoice: $323.49.
* **Reading Between the Wines**:
  + The promotional coordinator and I met on July 31st to discuss the RBTW schedule and when to send promotions. Katy will be helping to distribute the announcements.
* **Eclipse**:
  + Brian and I met with Rachel Lumpee on August 2nd to discuss the role of the Library in the community eclipse planning. More about this will be discussed at the District meeting.
* **City of Blanco funds request**: The City will finalize their budget on August 14th.
* **Apache Air and Heat LLC**: Apache came out to perform their second quarterly filter change on August 4th.
  + Blanco Library Inc. requested that I pull together the invoices for the last 3 years for them to analyze the work being performed.