**Library Director’s Report**

**September 2023**

**By Crystal Spybuck**

* **Staff Updates**:
	+ Our bookkeeper returned to work September 11th. I am coordinating with the temporary bookkeeper to bring her back in with some new process adjustments.
	+ Over the last couple of weeks we have had various absences that needed additional substitutes.
* **Repairs:**
	+ The lock from the main hallway to the workroom stopped working due to battery corrosion. I changed out the lock for another automatic lock like the one I changed our on the kitchen in July.
	+ We continued to have issues with the bathroom door that was installed by a volunteer. I called Dan the Handyman to fix it and he was able to do it quickly and so far it is working. I am working on a list of other handyman needs to contact him again.
* **Annual Financial Audit**:
	+ Evann and I have confirmed that Gary Davis has received all of the supporting documents he originally requested.
	+ The auditing date for August 30th had to be cancelled and a new audit date has not yet been set.
	+ Mr. Davis has sent us a list of additional supporting documents he would like to review.
* **TML Workers' Compensation Payroll Audit**
	+ Adjustments to payroll compensation need to be made based on the completed 2021-2022 audit conducted by Gary Goforth on the behalf of TML
	+ Further discussion about this at the board meeting.
* **Inventory**:
	+ I am holding off updating the inventory in Apollo until our Financial Audit has been completed.
* **IT Updates**:
	+ HOT IT did not come out in the month of August. I worked with some of their staff members to remotely sync the old laptop’s files to the new laptop. There are still some issues that have not been resolved yet with networking to the printer. Casey from HOT IT should be coming out soon to fix this.
* **Dolly Parton’s Imagination Library**:
	+ The first shipment of DPIL books went out over the weekend. Currently 144 children are registered. We just received the second invoice: $327.59.
* **Reading Between the Wines**:
	+ This season’s first RBTW occurred on September 6th. We had 29 attendees and made $15 in donations. The next event will be November 1st with special guest author Ben Rehder with La Vie giving samples at Gem of the Hills.
* **Envisionware:**
	+ At the moment we are caught up with the back payments for our Envisionware software. Our next invoice is due November 30th for $1,170.90. This is for one year of PC reservation and printing service from our patron computers. I would like Board permission to pay this.