**Library Director’s Report**

**January 2025**

**By Crystal Spybuck**

* **Staffing update:**
  + We have hired a new Library Aide, Coral Bucy. She signed her contract on January 3rd and started training on January 6th.
  + We will open applications for the Program and Community Outreach Coordinator on January 15th. I am working with Joni to retrieve the library’s laptop to be repurposed for this new position.
* **Friends** 
  + The Friends Dinner and a Movie annual fundraiser will be on January 30, featuring home-style food by Sibby and the movie “Moonrise.” So far 64 tickets have been sold with 62 left.
  + I am helping George review online transactions for the Friends 2023-2024 in-house audit.
* **Marketing**
  + Katy is planning a marketing campaign to request favorite classical book quotes for new t-shirt designs.
* **BWC Decorations**
  + The Woman’s Club took down the decorations on January 10th. They were beautiful while they were up.
* **HDL**
  + I talked with HDL on December 18th about further updates.
* **Tax Assistance**
  + This year we will have 3 CPAs doing the Free Tax Assistance program this year. Their dates are: February 14th, March 14th, and April 11th.
* **Wintertizing the library**
  + On the nights that we had freezing temperatures, we have been shutting off the water and draining the lines. We covered the bushes and put an insulated sock on the faucet.
* **Inventory**
  + Kee is planning a large inventory of library items using our Library Aides. Our last mass inventory was done in 2021.
* **Annual State Report**
  + The Annual State Report is now open and we should have it completed by the end of February.