**Library Director’s Report**

**March 2025**

**By Crystal Spybuck**

* **Staffing update:**
  + We had various staff members who were out sick in the last month, which delayed some projects and required substitutes.
  + We are down to two candidates for the Programs and Outreach Coordinator. I am following up on their references and we will make our selection this week. They will begin after I get back from vacation.
  + Coral and staff have been helping me get the bookkeeper office updated to be able to have two working stations to accommodate the new Programs and Outreach Coordinator. The laptop has already been purchased and set up by HOT IT.
* **HOT IT**
  + I met with Casey from HOT IT on February 26th to discuss which computers need to be updated and how many laptops we will need to replace. All of our current class laptops will become unsupported in October. They were able to clean up the old secretary laptop, but it will also become unsupported in October. Kee is currently using one of the old laptops and we are also using one for inventory. We estimate that a minimum of 5 new laptops are needed.
* **Tax Assistance**
  + This year we will have 3 CPAs doing the Free Tax Assistance program this year. They were able to handle more people and still be completed on time in February.
* **Inventory**
  + Kee and Dorothy have nearly completed the inventory. They found just a handful of problems.
  + We have continued to weed the collection to make room and keep the collection fresh in appearance.
* **Annual State Report**
  + The Annual State Report is due by the end of March and it will be submitted on March 10th. There are some updates to the statistics so I will updated that our statistics sheet.
* **Audit**
  + We received notice that our auditor needed more information. Evann worked on those requests on March 6th and 7th.
* **Texas Regional Bank**
  + On March 7th, Nancy, Andrea, and I had a lunch meeting with Emily Kirchner with Texas Regional Bank and discussed some suggestions for our portfolio.
* **E-Rate**
  + It is that time of year that our E-Rate representative sends out bid requests for our internet provider and equipment.
* **Room Rentals**
  + Our room rentals have increased and we have some returning groups. We received a thank you note from Express Automotive Service for their room use.
* **HDL**
  + I reached out to HdL on March 7th about the recent bump in sales tax.