**Library Director’s Report**

**June 2024**

**By Crystal Spybuck**

* **QuickBooks online:**
	+ QB online has been set up by Evann.
* **Gusto online payroll:**
	+ Gusto will be updated and we will start the bimonthly payments starting June 15th.
	+ I have notified staff of the payroll update and started setting up new timesheets. Staff will also receive an email reminder 3-5 business days before time sheets will be due.
* **A/C:**
	+ I am working with Inc. on quotes for replacing the 11-year-old unit.
* **Handyman work:**
	+ Dan the Handyman has completed all of the tasks I had listed. I have not seen a bill yet.
* **Roof leak:**
	+ I have a call in to Spring Branch Roofing that did our repair in July of 2020.
* **Real Ale Bike Ride:**
	+ Just a reminder that the Blanco Library will be the beneficiary of this year’s Real Ale Ride fundraiser. We will work with all of the boards to make sure that we are well represented.
* **Community survey:**
	+ I have started researching other library surveys to plan ours.
* **Website:**
	+ I followed up on Jack’s recommendation for a website designer and manager. She is willing to take our project on in the next couple of weeks if we want to hire her.
* **Hotspots**:
	+ Working with T-Mobile, we are now set up for GSA (General Services Administration), which are government discounts. Adding new hotspots will not cost us anything in equipment, just the service.
* **Cybersecurity**:
	+ Everyone completed the cybersecurity training by the end of May and I have submitted the annual report.
* **Training**:
	+ I have contacted TSLAC and other library directors about the required training they recommend library staff should complete.
	+ I have registered for Notary classes. After I have completed them, we will see about training and certifying other staff members.