**Director’s Report**

**Prepared by Donita Ward:  October 2025**

**Attachments: posted to website**

* Agenda
* Statistics & Digital Statistics
* Balance Sheet
* Profit and Loss Report
* Draft minutes from previous meetings
* Sales Tax collection and trends report from HDL
* Draft Value Statement
* Draft FY2026 Budget

**Budget Adjustment Requests and Financial Items for Approval:**

* See agenda

**Items sent directly to trustees for advance review:**

* Director’s annual evaluation and strategy report from meeting with the Board President and Vice President earlier in the month
* Budget explanations, breakdowns, and notes specific to staffing levels
* Personnel Policy and HRA Policy for review, no substantive changes suggested

**Finance & Administration**

Sales tax income is still quite strong. The snapshot and breakdown from HdL is posted to the website. Following averages, we could get over $2.7M this year, which will go towards replenishing our reserves after the renovation costs. There are no real changes since the October 8 meeting regarding the finances and budget. I’ve posted the Balance Sheet and Profit and Loss report to the website for review.

**Outreach & Branding**

 We think there were over 100 people at thegroundbreaking party on October 4th. Among the attendees were a MUD trustee, former WBCLD trustees, and representatives from many neighborhood groups including scouts and the WBNA. We gave away a TON of cookies, sno cones and swag with the old logo and we presented our frog to the community. He is loved.

 Now that we’ve introduced the frog to the neighborhood, we are going to name him. I’ve put slips at the desks for patrons to make suggestions and Lauren will start pushing the opportunity on social media soon. We are not accepting suggestions through social media. I’ll take ideas through November and start the bracketing in December.

 The staff have voted and our study rooms will be named for the estates in classic Jane Austen literature. We have a gentlemanly frog to introduce them when the time comes. We have done a lot to preserve and recognize the mural in the storytime room, with input from the neighborhood association.

 The Art Fair was quite a success. The neighborhood association was pleased with results. The assistant director got a chance to introduce herself to some key community members. The staff had a day to clear out some stuff in the meeting rooms ahead of renovation. That is a win all around.

 There has been concern regarding person(s) on library property. While city libraries use their city ordinances for guidance, Library Districts are another story. Policies that exist publicly for library districts are prohibitive of camping behaviors.

**Operations**

The big weed is done. This is the fewest materials we are likely to have. We will not be adding as many as usual next year as we are crunched for space, but the collection will surely grow again. For weeding, it is time to cycle back to the first sections we did- travel, legal and medical aids in nonfiction. This is a continual process in libraries.

Inventory for October will be the adult Fiction section with CPR training for all the staff at 1pm. This particular section should scan more quickly than media or kids, so we can fit the Red Cross training into the same day of closure.

Baker and Taylor, our primary source for books, has abruptly closed. The mess is real, since we have no way to determine which of our preorders are actually going to come (and be billed) and which things we are likely to never see. Going forward, we are ordering with Brodart at least through construction, then we may look at other options. We already have a Brodart account and setup for our Spanish language materials making this a reasonable transition, but everything is delayed and complicated.

**Internal Affairs**

Our new Assistant Director has completed the probationary period. We have her phone number listed with the alarm company (3rd call) and her debit card is ordered. She has taken on the monthly check-ins with most of our hourly employees and adult collection development.

We had our first trial this month with the Temporary Worker, as one of our weekend assistants had an accident and will be out of the library for the entirety of October. Since it’s our first trial of the process, we’ve had to make adjustments. That said, I think it can be successful.

Our seasonal volunteer appreciation event in September had 17 attendees, which is a good turnout. Success could be attributed in part to the pizza and craft. We are getting about a dozen kids per TLC meeting.

The Association for Rural and Small Libraries meeting in Albuquerque had some good speakers and workshops. Especially valuable were the sessions on Strategic Planning, the Sustainable Libraries Initiative, and the HR sessions about morale and change. There were also a number of healthy conversations during meals and breakout sessions.

The Board President and I went to the Library Districts Discussion Group meeting at the new Lakeway West location. There was a lawyer there speaking about the complexities of Open Meetings, Public Information, and Public Funds legislation. These are issues not covered in Library School and that don’t apply so much to city or county libraries, so very specific to Library Districts. The good news is that we are more compliant than most. There were a couple of surprises, though, especially concerning the rights of committees to make decisions outside of posted board meetings and the allocation of funding for annual bonuses to employees. I’m looking into clarification on those issues.

The Texas Library District area 3 (Central Texas) fall meeting will be in Temple in mid-November. I am registered to attend, but can cancel easily if it’s a difficult time with renovation. After much thought, I’ve decided not to attend TLA or PLA in 2026. They are happening in March, which is likely to be just as we transition from phase 1 to 2 and I need to be here for that. We will be reopening the meeting rooms and closing off the back of house, including my office. At this time, my goal is to remove the majority of delegate-able and skip-able time restraints from my library schedule to make me available as the meetings and issues for renovation are becoming more and more time sensitive and numerous.

All staff have completed the six hour asynchronous pre-training online so that the actual live training is a 90 minutes skills lab and test. We have also updated the Sexual Harassment training for the employees who were due. Everyone turned in their CyberSecurity training certificates for legal compliance.

**Technology**

The new servers have arrived. Everything got installed in August and seemed to be working until the first big scheduled overnight update. At that point, all the machines started losing their identities and connections. They technicians from TFE have been out several times and are scheduled to return on Wednesday of this week to try to sort the issue (as well as the Envisionware block for scan to email that has been hanging). As of the typing of this sentence, all staff machines are working and patron machines are not. However, we have several staff machines that still randomly lose connection. The techs are advising that we buy and install new routers. I am not willing to do that until the equipment we already bought and installed is working properly.

**Facilities**

 Shelving installation went much quicker than anticipated. We were done and able to reopen in one week instead of the anticipated two. The new stacks are all doing their job, but there is more shelving to be ordered. We have an onsite walk-thru scheduled for later this week with the designer and furniture jobber to determine exactly what we still need to get.

 There are still many things being maintained with Band-Aids and WD40 as we get closer to our demolition dates for renovation.

**Programs**

Storytime attendance is solid. Most programs showed increased attendance in September with an average of 51 at wiggle worms and 35 at baby signs. Moving wiggle worms into the storytime room is going to be tight since the room has a fire code limit of 45; there may be spillover to the yard. Spanish pre-literacy programs are also pushing the fire code limit. Afterschool is never as crowded (no siblings and parents), but Tinker Tales is showing a good start.

Adult programs are in flux. Spice of the Month attendance is falling, but Traveling Tea is on the increase. Hack a Painting had 22 attendees and Gilmore Girls Trivia only had a few. New programs aimed as seniors are having good response. The book club had 3 enthusiastic people and Elder Wisdom had 14 at the inaugural meeting.

Most of our programming is moving into the main library building in the storytime room or quiet reading room with back-to-back offerings for things that need more space. We have been planning to not have access to the building next door, so our program planning has been truncated. We had First Friday on October 3rd, then the remaining October programs have been all about painting pumpkins.

November is going to be the cookbook collection and a map of the world inviting patrons to tell us where their culture originated. December we will be at Luminaries instead of Polar Express (we did Christmas in July this year, which was quite fun). We’ll be reading both nights.