

Assistant Director Report

Sarah French

November 2025

- Moved and organized during the two weeks the library was closed. Coordinated with movers and architect for exact placement of shelves and materials. Coordinated with I.T. to get all of the computers, phones, and RFID set up. Trained staff on new procedures and workflows, and in general getting ready for the library to open. Got curbside back up and running on 11/10.
- Rolling out the new logo. It will take some time.
- Our library was selected to host a graduate student intern during the Spring 2026 semester for a digitization project. More details to come.
- Ran reports for non-blocking and blocking notes on patron records and deleted old notes.
- I continue to write and update staff procedures. This month's procedures:
 - Closing
 - Disc Cleaning
 - Patron Behavior Incident
 - Public Computers

Strategic Goals:

Strategic Goal 1 – *Continue to keep the public updated on the progress of the renovation.*

Collection Development:

- Still facing challenges because of Baker and Taylor closing. Ordering with Ingram but pursuing other alternatives as well, since Ingram is slow and inundated with orders right now.
- A lot of work was done with the CD collection to condense and reorganize.
- Due to shelving constraints and an aging collection, mass market fiction paperbacks were pulled.
- Weeded a bit in Nonfiction as I shifted it during the moving process. Oversized books are now on the bottom shelves in their section instead of in their own section, which will hopefully help patrons locate them better. All test prep books are now in one location. Nonfiction DVDs were taken out of the book stacks and put in the DVD area to hopefully help them circulate.
- The Wisconsin Collection is being reintegrated back into the regular collections to help them be more visible.
- Whitewater Room books that were previously unable to fit in the room will now have some shelf space directly outside of the room in order to make those books more visible.

Programs and Outreach:

10/23: Guided Journaling with Katy Wimer (6)

11/8: Family Jams with Noelle Larson (19)

11/10: Festive Corn Take & Make Craft (36)

Upcoming Programs and Outreach:

November 13: Somatic Release with Katy Wimer

December 4: Guided Journaling with Katy Wimer

January 20-March 12: Winter Reading Challenge for All Ages

Starting in January: Tech Tuesdays – a class focused on a different technology every Tuesday.

Meetings:

Weekly management meetings

Weekly Building Project meetings with architect and contractor

Monthly one-on-one meetings with all of my direct reports

10/14: Courtney Powers for Community-Based Learning Class at UW-W

10/20: Mackin for Public Libraries

10/21: LimeGlow Design (logo)

10/21: WLA Mentorship Meeting

10/23: Community-Based Learning Breakfast at UW-W

10/27: Community-Based Learning class visit at UW-W

10/28: FOTL meeting

10/28: Royal Purple interview

10/20: Community-Based Learning meeting

11/11: Meeting with Diane and City Admin (staffing)

Professional Development:

8 Week Library Management Course by Library Journal Professional Development:

Fundamentals of staff relationships and management, managing difficult conversations and staff feedback, crisis and incident management, and more. Runs October 1 – November 19.

- Week 4: How to Manage People: Difficult Conversations, Feedback, Conflict, and Resistance
- Week 5: Managing through Burnout and Advocating for Staff
- Week 6: Crisis Management and Communications: Showing Up for Your Team and Yourself
- Week 7: Embracing Data for Effective Library Management
- Week 8: Promoting Career Development in Your Staff and Yourself