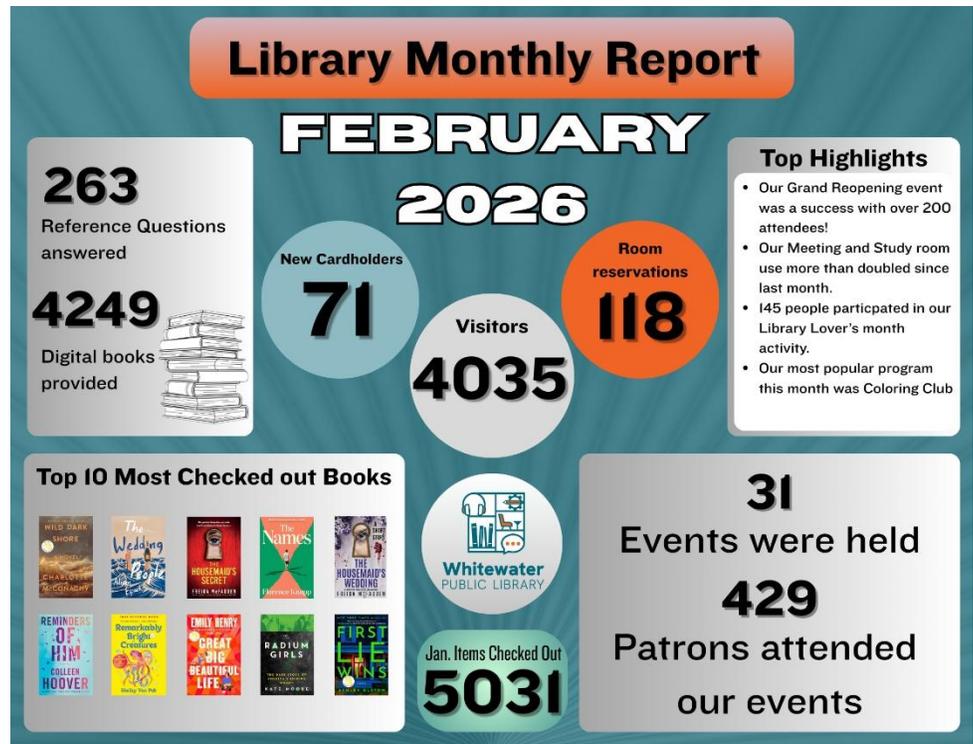


Assistant Director Report
Sarah French
March 2026



- Wrote the following procedures:
 - Meeting room A/V instructions
 - Updated library card registration procedures
 - Updated General Workplace procedures
 - Patron Behavior Incident procedures
 - Meeting Room setup procedures
- I helped a few UW-W students get library cards, and one of them was in a Community-Based Learning class that I was involved with last semester. She said she used that experience in an interview and she got the job! We will be using the training materials that she worked on in our staff in-service day.
- Started the annual review process with staff. All staff completed self-evaluations and are now working on SMART goals to bring to their review, which will take place by the end of March.
- Staffing updates: Jess Schmid was promoted to Library Associate and I am training her on Home Delivery and assisting with planning for the April Memory Cafe. Our new Public Services Clerk is Sydney Whitcher. She started on March 9, and I will spend the next few weeks working closely with her for initial onboarding and training. I was able to rework the Library Associate schedule in order to provide time for all Public Services staff to have one hour per week off the front desk. This goal was identified last October and will allow staff focused time to read email, complete assigned training, work on SMART goals, and other projects/assignments.

- Planned, organized, and presented materials for the staff in-service day. All staff attended and we went over the following topics:
 - Privacy role play activity
 - Meeting room setup and A/V training with Hunter
 - Appropriate Workplace Behavior: Respectful Communication Styles with Sara M.
 - SMART Goals training with Sara M.
 - miPay training with Jeremiah
 - Damaged materials training with Susan W.
 - Difficult Patron/Incident Report training (UW-W training materials)
 - Tornado/Fire drills
 - Group chat – bring your questions/concerns to talk about as a group

Collection Development:

- Explore passes are up and running! We now have 2 Milwaukee Zoo passes, 3 Mitchell Park Domes passes, and Wisconsin State Park passes available for checkout.
- Bird watching kit has been ordered and is being processed.
- Sensory bags are now up and running. One is for circulation and one is for in-house use.

Programs and Outreach:

2/17: Tech Tuesdays – Vega Catalog Tutorial (4)

2/19: Home Delivery – 15 people, 104 items

2/24: Tech Tuesdays – Libby App 101 (0)

3/3: Tech Tuesdays – Computer Basics (0)

3/10: Tech Tuesdays – Android Basics (0)

3/4: Seed Swap (6)

3/6: Fiber Friday (11)

3/10: Paper Folding Sculpture art class w/UW-W students

Library Lovers' Month activity – 145 entries and [here's a link to what everyone said](#) about why they love the library!

Itty Bitty Art Show has 48 participants and is the library's display case during the month of March.

Book a Librarian (2)

Upcoming Programs and Outreach:

- 3/14: Family Jams: Music, Movement, & Instrument Exploration with Noelle Larson
- Tech Tuesdays continue every Tuesday through May with a different topic each week
- 3/19: First Gen Family Finance program offered in Spanish and facilitated by Fort Community Credit Union
- Nurturing Parenting program continues every Wednesday through May 6. This program is offered in Spanish and is facilitated by Tree House Child and Family Center
- 3/20: The Wisconsin Historical Society's traveling exhibition, "John Muir: An Exhibit Celebrating the Centennial of the National Park Service" will be on display in the atrium through April 17.
- I am working with Verónica Soria Martínez from UW-Whitewater for a Community-Based Learning class. Her art education students will teach a class on painting for kids on 4/14.

Meetings:

- Weekly management meetings
- One-on-one meetings with my direct reports
- 2/16: WLA Leadership Committee meeting
- 2/16: City picnic planning meeting
- 2/16: City finance meeting
- 2/23: Two interviews for the Library Associate position
- 2/26: Three interviews for the Library Associate position
- 2/27: One interview for the Library Associate position
- 3/5: Meeting with Diane and Marisa from StudioGC
- 3/5: Library tour to the Delta Kappa Gamma group
- 3/10: Draft recommendations with the consultant, Ray Maurer

Professional Development:

- I am taking a CE course through UW-Madison's iSchool: *Strategies For Supervising Part-Time Employees* (runs 2/9-3/22)
- I am continuing the CVMIC Leadership courses. This month I attended:
 - Mentoring for Leaders