

Assistant Director Report

Sarah French

April 2026



- Diane and I completed annual evaluations with all staff, including setting SMART goals for 2026.
- I won an Exemplary CBL Partner award for exceptional involvement in UW-Whitewater's Community-Based Learning Program 2025-2026.
- Sydney has completed her two-week orientation and training period and is now comfortable working public services desk shifts with support from myself and the team. I am assisting and coaching Jess as she adjusts to her new position, including helping her with the April Memory Café. We had great attendance with 15 people and Jess did really well.
- I applied for the Bridges Adult Programming grant and we were approved for \$500 to go toward adult programs in 2026.
- Coordinated the Jurassic Journey Reading Challenge during the month of April. Children ages 4-17 may complete a reading log to earn a free ticket to the Jurassic Journey dinosaur animatronic experience in Waukesha. This is a Bridges initiative.

- Coordinated with UW-W Student Involvement for Make a Difference Day on April 24. Students will distribute posters about May library events to businesses and other locations around town.
- Displays for April:
 - Poetry Month display case w/Hunter
 - Gardening
 - Spring Showers – Read for Hours
 - Movies: Academy Award Winners
- Wrote the following procedures:
 - Closing Responsibilities for Groups Staying After Hours
 - Revised Library Card Registration procedures

Collection Development:

- Hung up “tough topics” posters on the endcaps in YA and Nonfiction. Currently ensuring that we have books available for all of the categories listed.
- Nonfiction: weeded and analyzed 200-299 in March and 300-399 in April.
- Working with Susan to weed DVDs and Blu-rays.
- Bird watching kit and tennis kits in process.

Programs and Outreach:

Winter Reading Challenge: we had 233 adult entries and 27 teen entries! This is an increase of 56% for adults and 1250% for teens from 2025.

3/14: Family Jams w/Noelle Larson (25)

3/17: Tech Tuesdays: iOS Basics (0)

3/24: Tech Tuesdays: Online Genealogy 101 (1)

3/31: Tech Tuesdays: Getting Started with Udemy (0)

4/6: Birdhouse take & make kits (60)

4/7: Tech Tuesdays: Windows Basics (1)

4/11: Family Jams w/Noelle Larson (21)

4/13: Memory Café (assisting Jess) (15)

4/14: Tech Tuesdays: Getting Started with Telehealth (0)

4/14: UW-W Art Class – Painting

Book a Librarian (1)

Upcoming Programs and Outreach:

4/21: Garden Club -- will continue about twice month throughout the summer.

5/4: Insect take & make for kids

Starting 5/15: Books & Blooms – a garden storytime for all ages which will be held outdoors.

Tech Tuesdays ends on May 19. I will not be continuing this program due to low attendance. However, I will pivot toward promoting the “Book a Librarian” service in which I can help individuals with tech.

5/8: Fiber Friday

5/9: Family Jams w/Noelle Larson

5/15: Red Cross blood drive

5/30: Whitewater Storytelling Festival at Flat Iron Park (w/Hunter)

Meetings:

- Annual reviews with all staff
- Weekly management meetings
- 3/12: Sarah Hoots, FOTL
- 3/17: Lynette, Studio 84
- 3/18: Bridges Circulation meeting
- 3/20: Fika Friday meeting and tour of the library w/Chamber of Commerce. Great feedback from business community – including one person who said they were not “team library” before but now they are!
- 3/20: WLA Leadership committee meeting
- 3/23: Nayla, city media services
- 3/25: Vicki and Magnolia, Recollection Wisconsin
- 3/25: Kristie R., Whitewater City Market
- 3/30: Library Board meeting
- 4/1: Beth North, librarian from Delafield
- 4/2: Jess S. program planning
- 4/14: Kelly Davis and Diane, board member orientation

Professional Development:

- Infosec – Mobile Security and Physical Security
- NeoGov Trainings:
 - Slips, Trips, and Falls
 - Back Safety
 - Bloodborne Pathogens
 - Hazard Communication
 - Appropriate Workplace Behavior: Respectful Communication Styles
 - Diversity in the Workplace: Diversity for All
- I am continuing the CVMIC Leadership courses. This month I attended:
 - Leadership (Technical View)