

Assistant Director Report

Sarah French
January 2026

Rebranding efforts continue. I designed a new brochure, business cards, signs for the study rooms, etc.

Created and sent out invitations for the Grand Reopening.

I created a page on the website dedicated to our little free food pantry and coat closet, and promoted on social media. People have been using the resources and we restock at least daily.

Policy updates: added the new logo and changed the library's name on all policies, checked the PDFs for accessibility, and added them to the library's website.

Working with a consultant to analyze staffing needs and workflows.

I submitted the final report for the Thinking Money for Kids grant materials that we received through the American Library Association last year.

We received this email from a patron about a Meeting Room reservation: *I just wanted to gush for a moment about how amazing Girl Scouts went tonight! We loved the new space, and a few of the girls hadn't been to the new Library yet, so my daughter gave an impromptu tour to some of our early arrivals. The tables are so easy to move around, it really is such an easy space to setup and teardown. I'm excited to refer other community groups to check out the space.*

Hunter also saved our meeting! We had bristle bot kits for the girls, but didn't realize we needed specific tools (wire cutters and sturdy scissors) Hunter found just what we needed in the makerspace, even though he was in the middle of setting up for chess club.

I also noticed quite a few of our parents stuck around and used the rest of the Library, which was an amazing change because a lot of them usually drop off their kids and leave.

Thank you so much for letting us use the space, it is such an upgrade for our troop meetings and we are excited to be back again next month.

Collection Development:

Weeded Audiobooks on CD, Playaways, Adult Spanish, and Graphic Novels.

Each month I will focus on a Nonfiction section to weed and fill in gaps. This month was 000-099.

Analyzed Best of 2025 lists for Nonfiction and ordered those with the most holds and to fill in gaps.

I ordered materials for the Sensory Bags with funds that we received through a Whitewater Community Foundation grant and they are in the process of being cataloged.

Programs and Outreach:

1/9: Winter Owl take & make craft for kids (60)

Itty Bitty Art Show: Sign up begins on 1/20 and entries due by 2/20. The show will be hung in the library's display case during the month of March.

Winter Reading Challenge begins on January 20 and runs through March 12. For all ages!

Upcoming Programs and Outreach:

I coordinated with Andrew Cipriano from WWUSD to schedule the Alternative Education program at the library. The program will be held Monday-Thursday from 10:30 a.m.-3:00 p.m. starting on Jan. 26.

1/20: Tech Tuesdays—Internet Basics

1/22: Tarot 101 – Year Ahead Spread with Katy Daixon Wimer

1/27: Tech Tuesdays—Consumer Reports

2/2: Animal Valentines take & make craft for kids

2/3: Tech Tuesdays—Videoconferencing Basics

2/3: Financial Freedom Workshop with Denise Maple

2/4: Book Club with UW-Whitewater

2/6: Library Grand Reopening Event

2/10: Tech Tuesdays: Whitewater Digital Newspapers

Meetings:

Weekly management meetings

12/12: Andrew Cipriano from WWUSD

12/12: Recollection Wisconsin meeting

12/15: Storytelling Festival meeting

12/15: Library Board meeting

12/18: WLA Leadership committee meeting

1/6: Magnolia S. – graduate student intern

1/8: Ray Maurer, Diane, and John W. – consultant kickoff meeting

1/13: Ray Maurer, consultant

1/13: WLA mentorship meeting

1/14: Building project meeting with Miron and StudioGC

1/14: WLA Leadership committee meeting

1/14: Meeting with Veronica from UW-W regarding possible Community-based learning class

1/14: Friends of the Library board meeting

Staff Training: We now have a training completion form that staff fills out each time they complete a training in order to track what trainings they are attending, how many hours are spent on trainings, etc. The results for January will be reported in my February report and I will report on this each month.

Professional Development:

- I attended an archiving/digitization workshop with Recollection Wisconsin in Madison on January 15-16.
- I am continuing the CVMIC Leadership courses. This month I attended *Employment Law & HR*.