

Assistant Director Report

Sarah French

December 2025

- Rebranding efforts continue. I designed magnets as a welcome back gift for patrons.
- I installed the new door counter and did a myriad of other tasks to get the library ready for reopening. We are now open and everything is running smoothly!
- RFID is up and running and I will be training staff asap.
- We have been awarded a Whitewater Community Foundation Community Action Grant of \$500. We will use these funds to create Sensory Go-Bags for use in the library and for checkout.
- I continue to write and update staff procedures. This month's procedures:
 - Newspapers
 - Public Services duties
 - Public Computer use

Strategic Goals:

Strategic Goal 1 – *Continue to keep the public updated on the progress of the renovation.* I sent out a press release about the library's reopening, updated the website, and did a bunch of social media posts.

Collection Development:

- Additional work was done with the Whitewater Room and Wisconsin collections to consolidate and interfile materials. Special thanks to Susan and Cori for helping immensely with this project.
- We gained additional space in the DVD section thanks to Jon from Miron! This required some shifting but we gained a lot more space for this popular collection.
- Library of Things collection got a facelift and a new, prominent location on the shelves. We also gained more storage space for this collection, so we will be able to add more things!

Programs and Outreach:

- 12/4: Guided Journaling Workshop (8)
- 12/5: Assisted with the Friends of the Library sneak peak and gave tours
- 12/8: Holiday Dinosaur take & make craft (48)

Upcoming Programs and Outreach:

I coordinated with Tree House Child & Family Center to host their Nurturing Parenting program at the library for ten weekly sessions March 4-May 6. The program is for Spanish-speaking parents and caregivers to learn skills to develop healthy relationships with their children. Childcare and a meal is also provided. In addition, families will learn how to sign up for a library card and will get a tour of the library highlighting the Spanish collection and children's area.

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

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

January 19-February 20: Itty Bitty Art Show sign-up (art to be hung in display case in March)

January 22: Tarot 101-Year Ahead Spread w/Katy Daixon Wimer

Feb 4 and 25: Book Club in collaboration with UW-Whitewater.

Meetings:

Weekly management meetings

Weekly Building Project meetings with architect and contractor

11/14: Meeting with city manager & consultants regarding library staffing

11/17: Library Board meeting

11/19: Library Tour to Tree House Nonprofit

11/20: City Leadership committee meeting. This was my last one as Hunter is now on the committee.

11/24: Patron meeting – reference question

12/2: Courtney Powers (Community-based learning class w/UW-W)

12/2: WLA Leadership Committee meeting

12/8: Media services (video about how to create room reservations)

Professional Development:

- Infosec Internet of Things training