

## **Assistant Director Report**

Sarah French

August 2025

- We have to switch the location of curbside pickup services to the new library entrance starting August 18. Miron created signs to help direct patrons to the new entrance.
- Created a Quick Reference website for staff that includes information about local resources, community organizations, databases, trainings/continuing education, and more.
- Obtained quotes from several graphic design companies for the library's new logo. The local company, Kreative Solutions, does not offer a full logo redesign service. We have hired LimeGlow Design out of the Milwaukee area. They recently did the logo redesign for the Brookfield Public Library and were recommended by Bridges. Board members are welcome to fill out the logo design questionnaire (deadline: end of day August 19). LimeGlow Designs will provide 3 custom-illustrated ideas and we will share the logo design and mockups with the board for discussion. Within the project scope, there is the option to have 2 revised changes if needed (slight tweaks, not major changes).
- A local teacher borrowed some of the Thinking Money for Kids games (which we received from an ALA grant) and used them for summer school classes. They had 48 kids total in 4 classes.
- I am working with Dr. Courtney Powers at UW-Whitewater on two Community-Based Learning classes in the Fall 2025 semester. One class is Training & Development where students will conduct a needs assessment and then deliver staff training materials. The second class is Nonprofit Communication where students will conduct research about the Friends of the Library group and provide a report with a profile and recommendations. More about the CBL program can be found here: <https://www.uww.edu/ce/cbl>
- Diane and I are working on 6 month reviews with staff.
- Staff entered 72 books into the staff summer reading challenge!

### **Strategic Goals:**

Strategic Goal 1 – *Continue to keep the public updated on the progress of the renovation.* Continued to update the website, social media, send out press releases, etc. about curbside pickup services and building project updates, including the renaming of the library.

Daily Union published a nice article: [https://www.dailyunion.com/news/whitewater/bigger-better-whitewater-library-wrapping-up-expansion-renovation/article\\_cfd9fdcb-b4e3-4be5-92d1-042b66769b44.html](https://www.dailyunion.com/news/whitewater/bigger-better-whitewater-library-wrapping-up-expansion-renovation/article_cfd9fdcb-b4e3-4be5-92d1-042b66769b44.html)

**Collection Development:** I am beginning to select and order Nonfiction.

**Programs and Outreach:**

7/17: Savory Sounds – Beaded Bracelets (20)  
7/17: For Teens – Sugar Cookie Creations (22)  
7/18: Fun Fridays – Sunflower Craft (23)  
7/21: Sing, Dance, Thrive with Noelle Larson (45)  
7/23 & 7/30: Storytime cancelled due to rain  
7/24: Savory Sounds – Bookmarks & Puzzles (19)  
7/24: Summer Wellness – Yoga with Brienne (9)  
7/25: Fun Fridays – Paper Bag Pinatas (6)  
7/31: Summer Wellness – Guided Journaling (9)  
8/1: Stories, S'mores & More (37)  
Adult Summer Reading participants (17)

**Upcoming Programs:**

Monthly take & make craft kits for children and adults  
9/4: The Success Mindset presentation with Denise Maple

**Meetings:**

7/16: Management meeting  
7/18: Courtney Powers from UW-W  
7/21: Budget meeting with Diane and Rachelle Blitch  
7/21: Library Board meeting  
7/23: Building project meeting (OAC)  
7/23: Building project meeting (architect)  
7/23: Management meeting  
7/24: LimeGlow Design meeting (logo consultation)  
7/28: Interviews for Programming & Makerspace Librarian position (2)  
7/28: Building project meeting (sprinkler compliance)  
7/29: Meeting with Diane (budget)

7/29: Meeting with Kreative Solutions (logo consultation)

7/30: Building project meeting (OAC)

7/30: Building project meeting (architect)

7/31: Interviews for Programming & Makerspace Librarian position (3)

8/1: Meeting with Daily Union reporter

8/1: Meeting with Diane and Jon

8/11: Meeting with Dr. Courtney Powers

**Professional Development:**

- Attended weekly Spanish language learning classes through the City of Whitewater
- Infosec Smishing training
- City of Whitewater Open Meetings training video