

Assistant Director Report

Sarah French

February 2026

- Working on the Annual Report with Diane.
- Planned, prepped, and facilitated the Grand Reopening celebration.
- Unpacked and organized the Kraege Room collection.
- Training staff on the new A/V equipment, the room divider, and other building updates.
- Coordinated a little free seed library cart with a community member.
- I am the interim home delivery person until we hire for the position. We will continue the service without interruptions.
- Wrote the following procedures:
 - Friends of the Library
 - Explore Passes



Collaborated with City Media Services to create a monthly report graphic, which will be shared with the City Council. January was our first month fully reopen and we've had a great community response so far! I also created a new website page called "Monthly Statistics" where I will be sharing these.

Collection Development:

- We received positive feedback from a patron who was happy that the Wisconsin Collection items are more accessible out on the shelves.
- Each month I'm focusing on a Nonfiction section to weed and fill in gaps. February is 100-199.
- Purchased our first experience passes with designated Friends of the Library funds. We will be circulating Milwaukee Zoo and Mitchell Park Domes passes soon!
- Received a \$500 donation from Whitewater Pride to purchase additional LGBTQ+ books.

Archival Digitization Project:

Magnolia, a graduate student at the UW-Madison iSchool, began her internship with the library which will run through mid-May. She will be working on digitizing and archiving a representative sample of some of our local historical collections, including postcards, binders from the Kraege Room, and more. This month, we are working together to choose the most relevant items and to set up and learn the software along with organizational concerns such as a file naming system, local subject headings, and other key aspects that will go into the metadata. Even after this semester, we will be able to continue to use all of this work and software to build upon this collection for years to come, perhaps with other interns, volunteers, or as a side project for staff. The digital collection will be available on our website, at the [Recollection Wisconsin](#) website, and at the [Digital Public Library of America](#). This project is sponsored by WiLS and DPI and is at no cost to our library.

Programs and Outreach:

- Winter Reading Challenge—great participation so far!
- Itty Bitty Art Show
- 1/20: Tech Tuesdays-Internet Basics (0)
- 1/27: Tech Tuesdays-Consumer Reports (1)
- 2/2: Animal Valentine take & make craft for kids (60)
- 2/3: Tech Tuesdays-Videoconferencing Basics (0)
- 2/3: Financial Freedom Workshop w/Denise Maple (9)
- 2/10: Tech Tuesdays-Whitewater Digital Newspapers (0)
- 2/10: UW-W Art Class-Weaving with Yarn (9)

Book a Librarian – patrons may book time to meet with me one-on-one for in-depth reference and technology questions. I had 2 appointments so far this month.

Upcoming Programs and Outreach:

I am working with Verónica Soria Martínez from UW-Whitewater for a Community-Based Learning class. Her art education students will be teaching three youth art classes at the library:

- 2/10: Weaving with yarn
- 3/10: Paper folding sculptures
- 4/14: Painting

- I coordinated with Tree House Child and Family Center to host their Healthy Pregnancy Happy Baby program at the library. There will be six sessions this winter/spring.
- 3/2: Kids take/make craft
- 3/6: Fiber Friday
- 3/14: Family Jams – Music, Movement and Instrument Exploration for all ages w/Noelle Larson
- Tech Tuesdays continue through mid-May.

Meetings:

- Weekly management meetings
- One-on-one meetings with my direct reports
- 1/20: Tour and demonstrations of library resources to adult ELL students
- 1/20: Lynette from Studio 84
- 1/21: WLA Leadership Committee meeting
- 1/21: Library Board meeting
- 1/22: Sam from Media Services
- 1/23: Bridges Annual Report Walkthrough
- 1/28: Meeting w/patron to purchase Achen photos
- 1/29: Tour to a group from Seniors in the Park
- 2/2: Tour and meeting with Karen Silvius from Whitewater Chamber of Commerce
- 2/11: Recollection Wisconsin project meeting
- 2/11: Ray and Kelly consultant meeting
- 2/11: Building project meeting

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 *Employment Law & HR*.
- Infosec WiFi training