

Assistant Director Report

Sarah French

July 2025

- Created a plan for curbside services and trained staff. Curbside is going well so far.
- Implemented new staff scheduling software, When I Work. This will save a lot of time and is more user-friendly for both staff and management. We are also implementing clocking in and out, which will help us hold staff accountable and keep better track.
- Met with all of my direct reports for one-on-one meetings. We will continue these monthly.
- Set up Library Experience (LX) Starter, which is part of the new Vega interface through Bridges. This is for our email circulation notices and other patron messages. One advantage to this new system is a customizable design, so I was able to add the curbside pickup instructions to the holds notices and links to our website and events calendar. We can also see metrics.
- Completed Home Delivery this month because Suzanne was unavailable. I delivered items to 13 people.

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.

Strategic Goal 2 – *Complete a digital transition of the library's current website to a Bridges Library System supported platform.* The new website is up and running.

Strategic Goal 3 -- *Collaborate with the new city media coordinator to create two library PSAs.* Created a PSA video about how to place holds via the library's website and via the library's app.

Collection Development: Diane did my ordering this month as I transition into my new role.

Programs and Outreach:

6/13: Fun Fridays – Windchimes (20)

6/16: Novel Motion Circus (49)

6/18 and 6/25: Storytime cancelled due to rain

6/20: Fun Fridays: Kinetic Sand (9)

6/23: Tea of the Month – Sencha (36)
6/24: Snake Discovery (67)
6/25: Currency Conga cancelled due to weather
6/26: Summer Wellness: Reiki & Meditation (16)
6/26: Kids take/make-Patriotic Glasses craft (60)
6/27: Fun Fridays: Painted Bird Houses (19)
7/2: Storytime in the Park (15)
7/8: Tea of the Month – Chamomile (36)
7/9: Storytime in the Park (35)
7/11: Fun Friday cancelled due to weather
7/16: Storytime in the Park (9)

Upcoming Programs:

9/4: The Success Mindset presentation with Denise Maple

Meetings:

6/16: Library Board meeting
6/17: All-Staff meeting
6/17: Building Project meeting (furniture)
6/18: Circulation staff meeting
6/18: Building Project meeting (OAC)
6/18: Building Project meeting (construction)
6/18: Management meeting
6/24: Meeting with Diane
6/25: Building Project meeting (OAC)
6/25: Building Project meeting (construction)
7/1: Avigilon (door keys)
7/1: City of WW Media Services
7/2: Building Project meeting (OAC)

7/2: Building project meeting (construction)
7/3: One-on-One with Karen
7/3: One-on-One with Aurelia
7/7: One-on-One with Jess
7/7: One-on-One with Hope
7/8: One-on-One with Kristyn
7/9: Building Project meeting (OAC)
7/9: Building Project meeting (construction)
7/9: One-on-One with Nancy
7/9: Building Project meeting (architect/inspector)
7/16: Building Project meeting (OAC)
7/16: Building Project meeting (construction)

Professional Development:

- CVMIC Stress Management training
- CVMIC Coaching and Feedback training
- HR Essentials for Library Leaders: The Lifecycle of a Library Employee Part Two
- Infosec: Disaster Scams/Vishing
- LX Starter Training videos