

## **Assistant Director Report**

Sarah French

September 2025

- Diane and I conducted 6-month performance reviews with staff.
- The city changed to a new phone system and so I set up the library's voicemail, all of the circulation phones, created a new procedure, and troubleshooted the transition with staff.
- Set up the new curbside pickup location and staff workstation to the library's new entrance.
- Diane and I attended the Community Stars Gala on 8/15
- I have started a big project to create written library procedures with input from all library staff. This will probably take about one year to complete. This month's procedures:
  - \*Phone
  - \*Picklist, Delivery Packing and Unclaimed Holds
  - \*Reports and Problem Box
  - \*Damaged Items
- I am onboarding and training Hunter.

### **Strategic Goals:**

Bridges will not be offering the Library Planning grant in 2026, so that will not be an option for funding the next strategic plan. If the board wants to budget money for this we need to know how much to include in next year's budget by the end of October.

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 changing the pickup location to the new entrance.

**Collection Development:** Ordering Adult Nonfiction.

### **Programs and Outreach:**

8/13: Beaded Jellyfish take & make craft for kids (36)

8/21: I did Home Delivery because Suzanne was unavailable and delivered library materials to 13 people.

9/4: The Success Mindset Seminar with Denise Maple (10)

9/8: Tissue Paper Apple take & make craft for kids (36)

**Upcoming Programs and Outreach:**

Monthly take & make kits for children and adults.

9/19: Library Garden Club – initial planning meeting for the new community garden space.

10/4: Whitewater Pride Rally

10/13: Pet Cents program w/Deana and Hunter

10/16-10/26: We were selected as one of the libraries to receive 50 Science in a Bag kits from the Wisconsin Science Festival. More info here: <https://www.wisconsinsciencefest.org/science-in-a-bag/>

October 23 and December 4: Guided Journaling with Katy Wimer

December 5: Somatic Release with Katy Wimer

**Meetings:**

6 month reviews with all staff

Weekly management meetings

Weekly Building Project meetings with architect and contractor

8/18: Library board meeting

8/22: City team meeting

8/22: City budget meeting

8/22: Logo design meeting

8/26: Meeting with Diane and City team

9/2: City budget meeting

9/3: Sarah Hoots (FOTL)

9/8: Noelle Larson (FOTL and future programming)

**Professional Development:**

- I finished the Spanish classes that were offered by the city. They were very helpful and I would love the opportunity to do more of these!
- Infosec Password Security training