Assistant Director's Report – October 2026

Professional Development & Training

- Attended Ryan Dowd's "De-escalation from a Woman's Perspective" virtual training, which provided strategies for handling challenging interactions.
- Attended Foster Swift's monthly employment law meeting, which focused on new laws regarding hiring youth employees.

Collection Development

- Met with Junior Library Guild to establish a plan for automated book ordering for the Youth Area for 2027. This partnership will help streamline collection development and ensure a continued selection of new materials for young readers each month.
- Ordered materials for the collection, including DVDs and audiobooks on CD.

Outreach & Community Engagement

- Hosted the Great Michigan Gathering Watch Party on October 8 in partnership with Michigan Humanities. Priya Parker talked about her book, "The Art of Gathering," and shared many tips on how to start getting people together in person. We will work with Michigan Humanities to host more Gathering events in the future.
- Decorated, dressed in costume, and passed out candy at the Trunk-or-Treat at Wilson Elementary and dressed up for Halloween at the library.
- Attended the historic marker unveiling at Churchill House.
- Helped with the Special Collection's Cemetery Stroll on the evenings of Oct. 9 & 10, dressed in spooky period attire.

Library Operations & Administration

- Worked on staff scheduling and provided coaching and support to staff.
- Recorded library statistics and completed reports.
- Assisted patrons with reference questions and provided coverage at the front desk.
- Started weeding the nonfiction collection and shifting materials to stay up-to-date and organized.
- Sent thank-you messages to library donors in recognition of their generosity and support.
- Completed deposits and other financial responsibilities.

Every day at the library brings something new and exciting! We have more great ideas in the works for next month and beyond.

Sincerely,

Lauren Mantlo