

## **ASSISTANT DIRECTOR'S REPORT OF ACTIVITIES**

PERIOD: 1/15/2026 – 02/18/2026

### **DAY TO DAY OPERATIONS**

- Worked with maintenance staff for minor repairs and updates
- Collection:
  - Additions are being made to LAB Kits
  - Weeding and shelving reconfiguration were completed in the Junior and YA collections
  - Shelving reconfiguration was completed in the Children's collection
  - Supported staff collaboration for solutions in the puzzle and game collection

### **STAFFING**

- Team meetings are ongoing and are conducted independently of administrative staff
  - Weekly on Wednesdays – Strategic Admin Team (name pending) – Library administrators
  - Weekly on Wednesdays – Stellar Programming Team – Staff involved in planning, implementing, and marketing programs
  - 2/12 Precision Tech Team – Staff involved in cataloging and processing materials for the collections
  - 2/19 Exceptional Service Team – Staff involved in direct customer service
  - 2/18 Access Team (A Team) – Staff involved in maintaining the collections organized and looking their best

### **TRAINING**

- 1/14-2/13 Utah State Library – Utah Public Library Institute for Learning (UPLIFT) Course – Cataloging
- Webinars:
  - 2/4/26 Thriving Amidst Bureaucratic Distress
  - 2/11/25 Trustees and Advocacy

### **COMMITTEE PARTICIPATION**

- ULA Conference Committee
  - 2/6 Attended virtual meetings for Conference Committee
  - Finalized Registration desk volunteer sign up and thank you gift
- WWinG Committee
  - 2/10 Chaired monthly meeting
  - 2/13 Met with future presenter from People Connect Institute

### **COUNTY EVENTS**

- 1/20/26 Attended Chamber Award Luncheon
- 1/22/26 Attended Thank you luncheon hosted by Meta Mindful Tutoring