

ASSISTANT DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 5/15/2026 – 06/23/2026

DAY TO DAY OPERATIONS

- Prepared quarterly schedule
- Assisted in rearranging LAB equipment
- Collection:
 - Weeding and inventory are ongoing
 - Refining processes for damaged items and LAB kits

STAFFING

- Trained new Customer Service Staff, Miriam Williams
- Assisted with planning for staff leave of absence
- Team meetings are ongoing and are often conducted independently of administrative staff
 - Weekly on Wednesdays – Strategic Admin Team – Library administrators
 - Weekly on Thursdays – Stellar Programming Team – Staff involved in planning, implementing, and marketing programs
 - 6/11 Precision Tech Team – Staff involved in cataloging and processing materials for the collections
 - 6/18 Exceptional Service Team – Staff involved in direct customer service
 - 6/17 no in person meeting held - Access Team (A Team) – Staff involved in maintaining the collections organized and looking their best

TRAINING

- 5/18-5/20 Attended Utah Library Association (ULA) Conference
- 6/12 Urban Libraries United Manager Support Group
- 6/16 De-escalation Training webinar offered by WWinG
- 6/17 County Lunch & Learn – Get the most out of your smartphone

COMMITTEE PARTICIPATION

- ULA Committees
 - Managed Registration desk volunteers during conference
 - 5/19 attended emergency Board meeting at conference for action items
 - 6/5 attended General board, conference committee and programming board meetings
- WWinG (Wasatch Women in Government) Committee
 - 6/2 Attended committee meeting
 - 6/16 Assisted with attendance count during webinar and arranged archive of the recording

OTHER

- Meetings
 - Completed ILS (integrated library system) migration and follow up on any concerns
 - 5/27 participated in RFP review
 - 5/28 Attended E-rate information discussion

POSTCARD FROM GRATEFUL PATRON

Thank you TONS for getting or pushing through to the right party, more Jack Gatland writings and particularly the audio recordings (the reader does an excellent Scottish accent and different voices for the various characters)
I can't thank you enough. IT IS SO NICE, you listen to your patrons. I see others have some of these books on hold; so I think there are other fans!!!
Jolynn Nimmo

*With much
appreciation*
(see note)
Jolynn
Nimmo

LIBRARY STAFF PROFESSIONAL DEVELOPMENT



MIKE WINWARD, SENIOR CENTER (RIGHT) & JUAN LEE, LIBRARY (LEFT)

