

2022 June (Assistant) Director's Report

1. Summer Learning Kickoff
 - a. Went well, had 267 people show up, due to weather moved indoors.
 - b. Had 206 kids/teens sign up at kickoff
 - c. Current sign up as of 6/14/2022 is 289
2. Signed Library up for Let's Walk VC July 18th—if any board member would be willing to participate for the library then please let assistant director know
3. Madeline has a sign up for pie day posted at the library—if any board member is interested in working pie day or donating a pie, let Madeline Luke know, or sign up at circ desks.
4. Said good-bye to Steve.
5. Switched over ElectroWatchman from Steve to Melissa Lloyd and Sara Nordland for emergency contacts, will eventually add Josh as well.
6. Still working on transitions things. Assistant Director has received new credit card with Dacotah bank, and is working on transitioning payments out of Steve's CC and onto that one.
7. Josh has been hired as Interim. He is doing well, quickly learning the ropes of the library and already taking on director responsibilities. He has a set schedule and filled out paperwork.
8. Received 50 inch t.v. and Owl Teleconferencing unit, have not set it up or learned how to use it.
9. Have Summer Learning Display at the museum.
10. Author Visit with Jill Kandel went well. Had about 13 people show up
11. Have Peggy Lee Display upstairs in recognition of Peggy Lee Day/Rally
12. Wednesday June 8th, patron grievance. Patron left building leaving paperwork at circulation desk after faxing documents. Paperwork had confidential patron information. Staff were unaware if patron was returning. Staff shredded paperwork. Patron returned to collect forgotten paperwork. Staff apologized to patron, but explained because of privacy issues and patron confidentiality we don't keep documents. Patron was upset, called the next day spoke with assistant director about changing the policy. Assistant Director informed patron the board would need to do that and invited the patron to attend the next board meeting, and would item add to the agenda. Per our Patron Conduct policy "Keep your personal belongings with you at all times. The library is not responsible for loss or theft." Per our Patron Confidentiality policy "Any record maintained or received by the Valley City Barnes County Public Library, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is exempted from the public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12 (Attachment 2) and shall not be made available upon request of any person other than the patron."