

DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 10/01/2025 – 10/31/2025

LIBRARY EVENTS & STAFF ACTIVITIES

- 10/03/2025 Assistant Library Director **Angela Edwards** and I facilitated the regular monthly **library staff meeting**.
- 10/02/2025, 10/9, 10/23, 10/30 Adult Services Librarian Kate Mapp facilitated the weekly meeting of the **Next Chapter Book Club** in collaboration with **Chapters Ahead, Inc.** for neurodivergent individuals.
- 10/01/2025 The library hosted a meeting of the **Wasatch Community Foundation, Education Pillar**.
- 10/02/2025 The library hosted a meeting of the **Heber Valley Quilt Guild**.
- 10/02/2025, 10/9, 10/16, 10/23, 10/30 The library hosted the program **Yoga for Service** for individuals ages 55 and older.
- 10/02/2025, 10/9, 10/16, 10/23, 10/30 The library hosted the program **Mindfulness & Meditation**.
- 10/07/2025 The library hosted the regular meeting of the **Wasatch Latino Coalition**.
- 10/07/2025, 10/16 In **collaboration with Peace House**, the library offered **Mobile Case Management in English and Spanish** for individuals experiencing domestic violence or sexual abuse.
- 10/10/2025 Wasatch County **Manager Dustin Grabau** hosted a **Library Staff Breakfast** in the Bowcutt Room so staff could ask questions about anything they were interested in.
- 10/13/2025 All Wasatch County offices, including **the library, were closed** in observance of Columbus Day.
- 10/15/2025 The library hosted the monthly meeting of the program **“Charlas en la Cocina / Kitchen Conversations”** organized and presented by **Latino Behavioral Health Services**.
- 10/16/2025 Adult Services Librarian Kate Mapp conducted face-to-face book discussions for the **Wasatch County Library’s Morning Book Club** (10 AM) and the **Evening Book Club** (6 PM).
- 10/22/2025 The library hosted the **County Employee Game Night**.
- 10/28/2025 The library hosted the meeting of the **Wasatch Coin & History Club**.
- October on Mondays (2:30-7:30 PM) and Wednesdays (10 AM-7 PM). In partnership with Holy Cross Ministries, the library offered Mental Health Services with a bilingual (English-Spanish) counselor/therapist in the soundproof booth.
- **REGULAR PUBLIC LIBRARY PROGRAMS:** Included Books & Babies, Toddler Storytimes, Monday Crafts, Try Something Tuesday, Teens Who Read Book Club, Kids Book Club, Tween D & D Club “The Questlings,” Chess Club, Snack Shack, Kids Club, Pokemon Club, Minecraft Club, and Family Movie Night.

OUTREACH ACTIVITIES

- 10/24/2025 Library **Dana Brosnahan, Brittnie Hecht, and Carrie Luke** participated in the **Heber Halloween Fest**.
- ONGOING: Library staff member **Vicki Burtcher** and **volunteers Michele and Nancy** delivered library materials to homebound residents through the **OASIS program** (Mondays).

TRAINING

- 10/03/2025 I watched the archived webinar **“Preparing the LSTA Grant Final Report.”**

ADMINISTRATIVE ACTIVITIES

- 10/06/2025 Assistant Library Director Angela Edwards and I met with **Megan Wilmarth about library resources for homeschooling families.**
- 10/07/2025, 10/21 (canceled) I attended the **Wasatch County Department Head** meeting.
- 10/24/2025 The **Library Board meeting** was canceled for October.
- 10/29/2025 I attended the online meeting of the **Utah Public Library Directors.**
- 10/29/2025 I met with Assistant Director and the Spanish Outreach Librarian of the Park City Library and the Director of the Summit County Library to discuss library services to Spanish speaking residents in the Wasatch Back.



ASSITANT DIRECTOR’S REPORT OF ACTIVITIES

PERIOD: 09/19/2025 – 11/19/2025

DAY TO DAY OPERATIONS

- Supervision and decision making in the following projects/processes:
- 10/15 Holds (Requests) Report – tech issue discussion, brainstorm, and solution
- 10/22 Website review with Kate Mapp
- 11/3 Newsletter discussion with Carrie Luke and Juan Lee
- Collection Changes:
- Weeding (deleting) duplicate movies and combining formats
- LAB Kit additions
- Rotating large print collection from the Utah State Library added 10/6
- Hold slips workflow

STAFFING

- Created and implemented “Teams” for all staff based on positions. This is an effort to encourage collaboration and problem solving and improve communication by each team reporting during staff meetings.
- Strategic Admin Team (name pending) – Library administrators
- Stellar Programming Team – Staff involved in planning, implementing, and marketing programs
- Precision Tech Team – Staff involved in cataloging and processing materials for the collections
- Exceptional Service Team – Staff involved in direct customer service
- Access Team (A Team) - Staff involved in maintaining the collections organized and looking their best

TRAINING

- 9/24-9/26 Utah Public Library Director’s Summit in Provo
- 11/3 - Metadata Monday discussion/training hosted by Utah State Library

- 11/7 CPR & AED training Wasatch Fire District
- 11/13 Library Leadership Stories Webinar sponsored by ALA
- 11/15 Stuck in the Middle Conference in Springville
- 11/19 Stuck No More: Unlocking Hidden Solutions with Paradox Awareness Niche Academy

COMMITTEE PARTICIPATION

- 10/1 & 11/5 Employee Engagement Committee
- 2nd year in this position
- 10/3 & 11/7 ULA Conference Committee meeting
- Currently Past Conference Chair, assigned 2026 Conference Registration with a colleague, Board Member at Large
- 10/8 & 11/18 WWinG Committee
- Chair since initiating committee May 2024
- 11/18 County Department Head meeting
- 1st time attending

COUNTY EVENTS

- 10/10 Breakfast with County Manager and Library Staff
- 10/10 WWinG Recognition Lunch for County Employee
- 10/22 WWinG Workshop – Boosting Wellbeing

Heber Halloween Fest



Rocky Mountain Therapy Dogs



Voter Registration



end

