



ASSISTANT DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 11/20/2025 – 01/14/2026

DAY TO DAY OPERATIONS

- Supervision and decision making in the following projects/processes:
 - 11/20 Finalized Thanksgiving holiday desk schedule
 - 11/20-1/14 Completed staff evaluations for four staff members
 - 12/18 Finalized Holiday desk schedule
 - 12/23 Posted 2026 1st quarter schedule for all staff
- Collection:
 - 12/26 Staffed and assisted with Junior Nonfiction Inventory
 - LAB Kit additions
 - Assisted in creating TV Series collection with new lending period

STAFFING

- 12/3 Hosted staff End of Year Recognition event
- 12/8 Attended Board Appreciation Dinner
- 12/30 Met with HR to review evaluation and increase understanding of the evaluation process
- Attended team meetings:
 - Weekly on Wednesdays -Strategic Admin Team (name pending) – Library administrators
 - 12/11 Precision Tech Team – Staff involved in cataloging and processing materials for the collections
 - 12/18 Exceptional Service Team – Staff involved in direct customer service
 - 12/17 Access Team (A Team) – Staff involved in maintaining the collections organized and looking their best

TRAINING

- 11/1/25-1/1426 Utah State Library – Utah Public Library Institute for Learning (UPLIFT) Course – Cataloging
- 11/24 Met with Grand County Public Library staff for Koha training and Q & A

COMMITTEE PARTICIPATION

- Employee Engagement Committee
 - 12/3 Final meeting – completed term
- ULA Conference Committee meeting
 - 12/5 Attended virtual meetings for the General Board, Program Committee, and Conference Committee
- Wasatch Women in Government (WWinG) Committee
 - 11/25 Met with potential presenter for deescalation training
 - 12/9 Chaired monthly meeting

COUNTY EVENTS

- 12/15 Attended CAPS showcase as UVU Wasatch Campus
- 12/16 County Employee End of Year event – helped execute as part of Employee Engagement Committee
- 12/17 WWinG Recognition Lunch for County Employee
- 12/26 Met with Wasatch Record reporter for a year in review article

DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 12/01/2025 – 12/31/2025

LIBRARY EVENTS & STAFF ACTIVITIES

- 11/03/2025 – 12/31/2025 Art Exhibit – WWI: Lessons & Legacies.
- 12/02 In collaboration with Peace House, the library offered **Mobile Case Management in English and Spanish** for individuals experiencing domestic violence or sexual abuse.
- 12/02/2025, 12/6, 12/16 The library hosted the **Wasatch Science Olympiad** training sessions.
- 12/03/2025 The library hosted the monthly meeting of the program “**Charlas en la Cocina / Kitchen Conversations**” organized and presented by **Latino Behavioral Health Services**.
- 12/03/2025 The library closed at 5:00 PM. Assistant Library Director **Angela Edwards** held a **staff appreciation dinner** at Mountain Mike’s Pizza.
- 12/04, 12/18 Adult Services Librarian Kate Mapp facilitated the weekly meeting of the **Next Chapter Book Club** in collaboration with **Chapters Ahead, Inc.** for neurodivergent individuals.
- 12/04/2025 The library hosted a meeting of the **Heber Valley Quilt Guild**.
- 12/04, 12/11, 12/18 The library hosted the program **Yoga for Service** for individuals ages 55 and older.
- 12/05/2025 **Lego Build Contest**.
- 12/05/2025 Assistant Library Director **Angela Edwards** and I facilitated the regular monthly **library staff meeting**.
- 12/06/2025 The library hosted the **Winter Chess Tournament**.
- 12/08/2025 **Library Board Appreciation dinner**.
- 12/09/2025 The library hosted the regular meeting of the **Wasatch Latino Coalition**.
- 12/13/2025 Young Adult Services Librarian **Brittnie Hecht** conducted the **After-Hours Kids Rave**.
- 12/18/2025 The library hosted the **County Employee Game Night**.
- 12/18/2025 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).
- 12/24 & 25/2025 All Wasatch County offices, including the **library**, were closed in observance of Christmas.
- December 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) 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

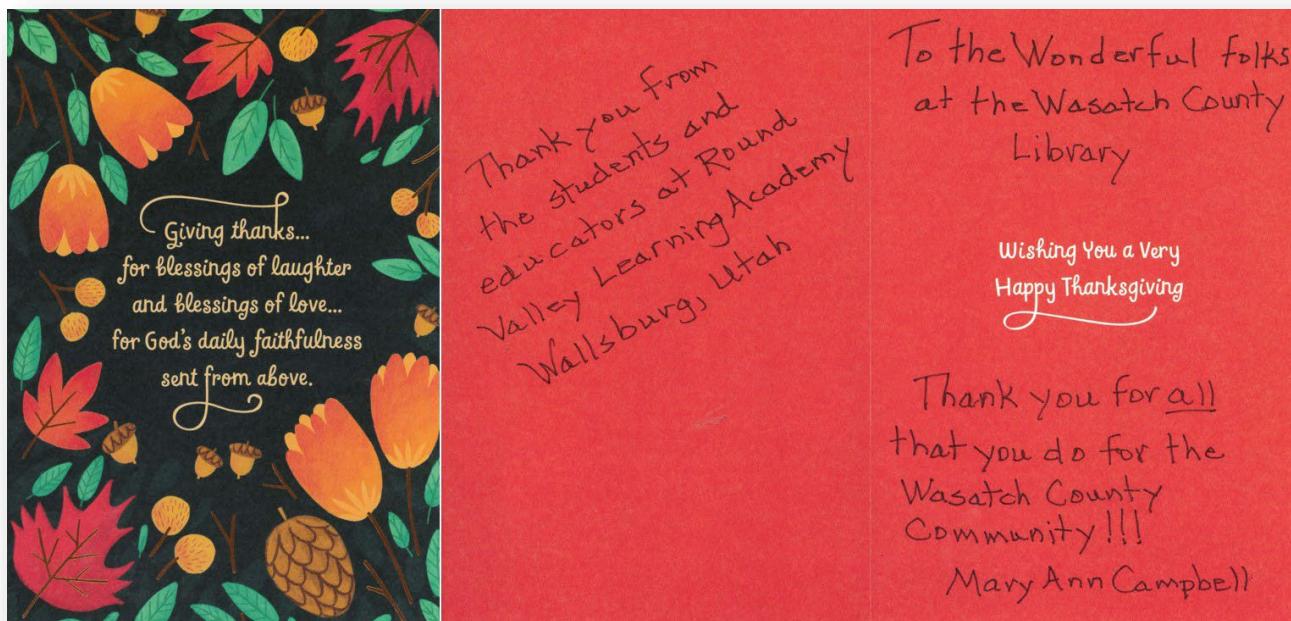
- 12/05/2025 Assistant Library Director **Angela Edwards** attended the WHS CAPS Showcase at UVU Wasatch Campus.
- **ONGOING:** Library staff member **Vicki Burtcher** and **volunteers Michele** and **Nancy** delivered library materials to homebound residents through the **OASIS program** (Mondays).

ADMINISTRATIVE ACTIVITIES

- 12/02/2025 **Wasatch County Department Head** meeting.
- 12/03/2025 Public hearing for **Truth-in-Taxation**.
- 12/09/2025 Online meeting of the **Utah Public Library Directors**.
- 12/19/2025 The **Library Board meeting** was canceled for December.



NOTE TO THE LIBRARY



Wasatch County Library Media Coverage: November 2025

November 3, 2025 – ABC 4 Utah: [With new voting laws in effect, here's where to go and what to know on Election Day](#)

November 3, 2025 – Neighbors of the Heber Valley: [Instagram Reel “Sneak Peek” at the upcoming issue, highlight of WCL page for local events](#)

November 4, 2025 – The Park Record: [It's Election Day: Here's where you can vote](#)

November 10, 2025 – KPCW: [What's open, closed in the Wasatch Back for Veterans Day](#)

November 11, 2025 – The Park Record: [Rocky Mountain Therapy Dogs provide a cuddly audience for young readers](#)

November 14, 2025 – The Park Record: [Wasatch Library to host dreamcatcher-making workshop](#)

November 18, 2025 - The Park Record: [Wasatch County Library program fosters intergenerational empathy](#)

November 25, 2025 – KPCW: [What's open and closed for Thanksgiving in the Wasatch Back](#)

Wasatch County Library Media Coverage: December 2025

December 5, 2025 – The Park Record: [The Park Record expands: Welcome to the Wasatch Record](#)

December 8, 2025 – Neighbors of Heber Valley: [Instagram Sponsor Spotlight](#)

December 9, 2025 – The Park Record: [Everything was awesome at library LEGO contest](#)

December 16, 2025 – The Park Record: [Wiggly rides holiday high](#)

December 23, 2025 – Wasatch Community Foundation: [Successes in 2025 Email Newsletter](#)

December 31, 2025 – The Park Record: [Wasatch County Library shares top items checked out in 2025](#)