

ASSISTANT DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 2/18/2026 – 03/19/2026

DAY TO DAY OPERATIONS

- Worked with maintenance staff for minor repairs and updates
- Collection:
 - Additions are being made to LAB Kits
 - Weeding and inventory are ongoing

STAFFING

- 3/5 met with Personnel Office for clarification on staffing
- Completed Staff evaluations as assigned by hiring anniversary
- Conducted individual check-in with three staff members
- 3/12/26 Assisted with interviews for Bilingual Customer Service position
- Team meetings are ongoing and are often conducted independently of administrative staff
 - Weekly on Wednesdays – Strategic Admin Team – Library administrators
 - Weekly on Wednesdays – Stellar Programming Team – Staff involved in planning, implementing, and marketing programs
 - 3/12 Precision Tech Team – Staff involved in cataloging and processing materials for the collections
 - 3/19 Exceptional Service Team – Staff involved in direct customer service
 - 3/18 Access Team (A Team) – Staff involved in maintaining the collections organized and looking their best

TRAINING

- 2/24/26 Responding to ICE in the library: Real world approaches
- 2/26/26 Met with Grand County Library for information share
- 3/5/26 Leading Change in the Public Sector – CPM Alumni
- 3/10/26 Leading from the Middle – USL
- 3/18/26 ADHD/Autism Crash Course: Best practices and deescalation- ULA

COMMITTEE PARTICIPATION

- ULA Committees
 - 3/6 Attended virtual meetings for Conference Committee, Program Committee, and General Board meeting
 - Refined process for conference volunteers and determined schedule
- WWinG Committee
 - 2/26 Collaboration in Action Workshop
 - 3/10 Chaired monthly meeting
 - 3/19 Organized and attended recognition lunch for county employee

COUNTY EVENTS

- **Meetings**
 - 3/4/26 Conversation about RFP with County Admin, Library, and Parks & Rec/Senior Center
 - 3/9/26 Cash handling discussion with Treasurer office
 - 3/10/26 Attended meeting to prepare for ILS migration

DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 02/01/2026 – 02/28/2026

LIBRARY EVENTS & STAFF ACTIVITIES

- 02/03/2026, 2/10, 2/17, 2/24 The library hosted the **Wasatch Science Olympiad** training sessions.
- 02/04/2026 The library hosted the monthly meeting of the program **“Charlas en la Cocina / Kitchen Conversations”** organized and presented by **Latino Behavioral Health Services**.
- 02/05/2026, 2/12, 2/19, 2/26 Adult Services Librarian Kate Mapp facilitated the weekly meeting of the **Next Chapter Book Club** in collaboration with **Chapters Ahead, Inc.** for neurodivergent individuals.
- 02/05/2026 The library hosted a meeting of the **Heber Valley Quilt Guild**.
- 02/05/2026, 2/12, 2/19, 2/26 The library presented the program **Yoga for Service** for individuals ages 55 and older.
- 02/06/2026, 2/13, 2/20, 2/27 The library hosted the program **Mindfulness & Meditation** for adults.
- 02/06/2026 Assistant Library Director **Angela Edwards** and I facilitated the regular monthly **library staff meeting**.
- 02/10/2026 I attended the regular meeting of the **Wasatch Latino Coalition**.
- 02/16/2026 All Wasatch County offices, including **the library, were closed** in observance of President’s Day holiday.
- 02/17/2026 The library hosted a meeting of **Heber’s No-Reading Book Club**.
- 12/19/2025 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).
- 02/19/2026 In **collaboration with Peace House**, the library offered **Mobile Case Management in English and Spanish** for individuals experiencing domestic violence or sexual abuse.
- 02/24/2026 The library hosted the meeting of the **Wasatch Coin & History Club**.
- 02/25/2026 The library hosted the **County Employee Game Night**.
- 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 Kennya Casiano-Barriga, MSW, CSW, 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,” Reading with Rocky Mountain Therapy Dogs, Chess Club, Snack Shack, Kids Club, Pokémon Club, Minecraft Club, and Family Movie Night.

OUTREACH ACTIVITIES

- 02/23/2026 Children’s Librarian **Dana Brosnahan** a **Literacy Night** at **Daniel’s Canyon Elementary**.
- ONGOING: Library staff member **Vicki Burtcher** and **volunteers Michele** and **Nancy** delivered library materials to homebound residents through the **OASIS program** (Mondays).

TRAINING

- 02/11/2026 I attended the webinar **Library Trustees and Advocacy**, hosted by Niche Academy. A couple of interesting thoughts:
 - There is advocacy, with lowercase A (Little A advocacy). This is sharing information with the public and elected officials.
 - There is Advocacy, with uppercase A (Big A Advocacy). This is a call to action – lobbying.
 - The Library Trustee in Wasatch County is appointed by the County Legislative body; the Library Board is a public body; The Library Trustee must limit its activity do doing advocacy with lowercase A.

- The Trustee email may be subject to the Freedom of Information Act (FOIA). For this reason, it may be helpful to have an official county email address.
- 02/11/2026 I attended the **Heber City TAP Tax Grant Workshop**.
- 02/24/2026 I attended the webinar **Responding to ICE at the Library: Real World Approaches**.

ADMINISTRATIVE ACTIVITIES

- 02/10/2026, 2/24 I attended the **Wasatch County Department Head** meeting.
- 02/20/2026 I attended a meeting with **Wasatch County Sheriff** Jared Rigby and members of the **Wasatch Community Foundation** to talk about collaboration opportunities to support jail inmates' literacy.
- 02/20/2026 Assistant Library Director **Angela Edwards** and I facilitated the **regular Library Board meeting**.
- 02/23/2026 Facility walkthrough with County IT Staff to identify blind spots and potential location of additional cameras.
- 02/25/2026 I attended the **Public Library Directors** meeting hosted by the State Library.

END

Wasatch County Library Media Coverage: February 2026

February 2, 2026 – The Park Record: [Wasatch County approves \\$45 million bond parameters for construction \(Open House at the Library - scheduled Feb 17\)](#)

February 11, 2026 – The Park Record: [Community Calendar Upcoming Events - Wasatch Coin & History Club](#)

February 11, 2026 – County Press Release: [Sages & Seekers Class 04](#)

February 12, 2026 – KPCW: [Wasatch County prepares to welcome new Sages and Seekers class](#)

February 13, 2026 – KPCW: [What's open, closed in the Wasatch Back Presidents Day](#)

February 13, 2026 – KPCW: [Qué está abierto y cerrado en el Wasatch Back este Día de los Presidentes](#)

February 17, 2026 – The Park Record: [Intergenerational library program in Wasatch County is accepting applicants](#)

February 20, 2026 – The Park Record: [Wasatch High School student organizes skill-sharing for teens with autism \(library hosted\)](#)

February 24, 2026 – County Press Release: [Wasatch History Speaker Series](#)

February 27, 2026 – [Housing costs are keeping buyers at bay, but one realtor is encouraging them to jump into the market \(Used Library Board Room\)](#)

February 27, 2026 – [Wasatch County teens detail stressors in Live Like Sam panel](#)