

ASSISTANT DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 3/20/2026 – 04/16/2026

DAY TO DAY OPERATIONS

- Worked with maintenance staff for shelf installation
- Managed Board room schedule for upgrades
- Collection:
 - Weeding and inventory are ongoing
 - New location for LAB kits

STAFFING

- Completed Staff evaluation as assigned by hiring anniversary
- Conducted individual check-in with two staff members
- 3/20 Hosted Volunteer appreciation luncheon
- 3/23 Began training with new Bilingual Customer Service staff member, Ileana Balderas
- 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
 - 4/9 Precision Tech Team – Staff involved in cataloging and processing materials for the collections
 - 4/16 Exceptional Service Team – Staff involved in direct customer service
 - 4/15 Access Team (A Team) – Staff involved in maintaining the collections organized and looking their best

TRAINING

- 3/31-4/4 Attended Public Library Association Conference
- 4/16/26 Attended Spring Library Directors' Summit hosted by Utah State Library

COMMITTEE PARTICIPATION

- ULA Committees
 - Sent sign up for conference volunteers and networking social information
- WWinG Committee
 - 4/14 Chaired monthly meeting
 - 4/15 Met with presenter for upcoming Deescalation training

COUNTY EVENTS

- Meetings
 - 4/14/26 Attended bimonthly Department head meeting
 - 3/25 & 4/15 Attended meeting to prepare for ILS migration

DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 03/01/2026 – 03/31/2026

LIBRARY EVENTS & STAFF ACTIVITIES

- 03/02/2026, 3/9, 3/16, 3/23 **Teen Librarian Brittne Hecht** facilitated the **Sages & Seekers Class** in collaboration with **Jessica Parker, Programs Director at LiveLikeSam.org**
- 03/03/2026, 3/10, 3/17, 3/24 The library hosted the **Wasatch Science Olympiad** training sessions.
- 03/03/2026, 3/17 The library hosted a meeting of **Heber's No-Reading Book Club**.
- 03/04/2026 The library hosted the monthly meeting of the program "**Charlas en la Cocina / Kitchen Conversations**" organized and presented by **Latino Behavioral Health Services**.
- 03/05/2026, 3/12, 3/19, 3/26 Adult Services Librarian **Kate Mapp** facilitated the weekly meeting of the **Next Chapter Book Club** in collaboration with **Chapters Ahead, Inc.** for neurodivergent individuals.
- 03/05/2026 The library hosted a meeting of the **Heber Valley Quilt Guild**.
- 03/05/2026, 3/12, 3/19, 3/26 The library presented the program **Yoga for Service** for individuals ages 55 and older.
- 03/06/2026, 3/13, 3/20, 3/27 The library hosted the program "**The Stillness Experience: Mindfulness & Meditation**" for adults.
- 03/06/2026 Assistant Library Director **Angela Edwards** and I facilitated the regular monthly **library staff meeting**.
- 03/10/2026 I attended the regular meeting of the **Wasatch Latino Coalition**.
- 03/14/2026 The library hosted a meeting of the **Wasatch Back Writers Group**.
- 03/14/2026 The library hosted a special project meeting of the **Heber Valley Quilters** to make quilts for County residents serving in the military.
- 03/20/2026 I attended the library's Volunteer Appreciation Lunch organized by Assistant Library Director **Angela Edwards**.
- 03/19/2026 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).
- 03/19/2026 In collaboration with **Peace House**, the library offered **Mobile Case Management in English and Spanish** for individuals experiencing domestic violence or sexual abuse.
- 03/21/2026, 03/25/2026 The library hosted the **County Employee Game Night**.
- 03/27/2026 **Library Community Concert Series**.
- 03/31/2026 The library hosted the meeting of the **Wasatch Coin & History Club**.
- 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

- ONGOING: Library staff member **Vicki Burtcher** and **volunteers Michele** and **Nancy** delivered library materials to homebound residents through the **OASIS program** (Mondays).

TRAINING

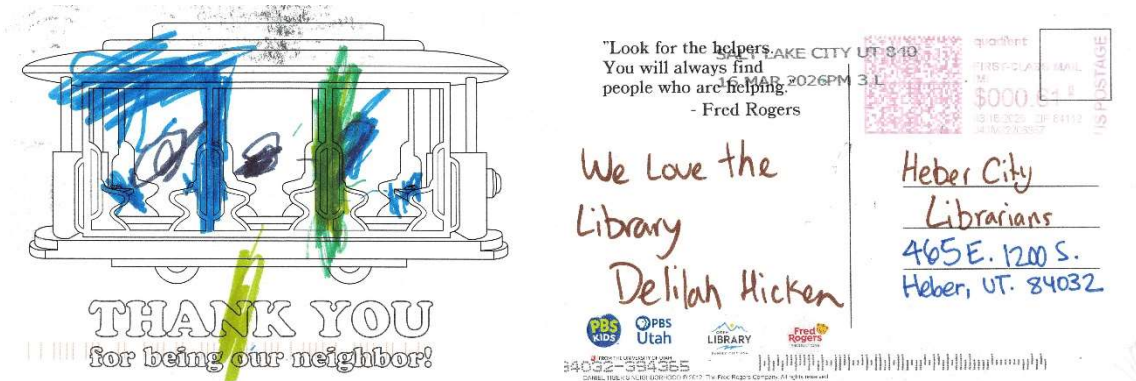
- 03/24/2026 I co-presented the **State Library webinar LSTA Grant Project Feedback**, with **Melanie Boyd**, Grants Coordinator and Library Consultant.

ADMINISTRATIVE ACTIVITIES

- 03/04/2025 I met with **Mike Winward**, director of Senior Center to discuss the **Needs Assessment** project.
- 03/09/2026 Assistant Library Director **Angela Edwards** and I met with **Lindsay Pendleton**, County **Deputy Treasurer** to discuss County cash handling policy and library procedures.
- 03/10/2026, I attended the **Wasatch County Department Head** meeting.
- 03/12/2026 Assistant Library Director **Angela Edwards**, library staffer **Shauna Spencer**, County HR Analyst **Barry Hallows**, and I conducted **interviews for the Bilingual Customer Service Representative position**.
- 03/20/2026 Assistant Library Director **Angela Edwards** and I facilitated the **regular Library Board meeting**. The meeting was canceled at 2:45 PM due to lack of quorum.

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POSTCARD FROM YOUNG PATRON



NASA's ARTEMIS LAUNCH PROGRAM, April 1, 2026

