



ASSISTANT DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 6/23/2026 – 07/16/2026

DAY TO DAY OPERATIONS

- Created project management tool to address collection inaccuracies
- Working with staff to create instructions for new library equipment (serger and sublimation printer/heat press)

STAFFING

- Reviewed applications for new library aide to replace staff leaving end of August.
- Created new staff teams for a one-time collection review project
- Completed annual staff review by due date
- Team meetings are ongoing and are often conducted independently of administrative staff
 - Weekly on Wednesdays – Strategic Admin Team – Library administrators
 - Weekly on Thursdays – Stellar Programming Team – Staff involved in planning, implementing, and marketing programs
 - 7/9 Precision Tech Team – Staff involved in cataloging and processing materials for the collections
 - 7/16 Exceptional Service Team – Staff involved in direct customer service
 - 7/15 - Access Team (A Team) – Staff involved in maintaining the collections organized and looking their best

TRAINING

- 6/26-6/30 Attended American Library Association Conference
- 7/2 Attended Aspen Inside Scoop for Aspen updates
- 6/16 De-escalation Training webinar offered by WWinG
- 6/17 County Lunch & Learn – Get the most out of your smartphone

COMMITTEE PARTICIPATION

- WWinG Committee
 - 7/7 Attended committee meeting

DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 06/01/2026 – 06/30/2026

LIBRARY EVENTS & STAFF ACTIVITIES

- 06/02/2026 The Library hosted the monthly meeting of the program **"In-Stitches"** for people interested in building community while knitting or crocheting.
- 06/02/2026, 6/16 The Library hosted a meeting of **Heber's No-Reading Book Club**.
- 06/03/2026 The Library hosted the monthly meeting of the program **"Charlas en la Cocina / Kitchen Conversations"** organized and presented by **Latino Behavioral Health Services**.
- 06/04/2026 The Library hosted a meeting of the **Heber Valley Quilt Guild**.
- 06/04/2026, 6/11, 6/18, 6/25 The Library presented the program **Yoga for Service** for individuals ages 55 and older.
- 06/05/2026 Assistant Library Director **Angela Edwards** and I facilitated the regular monthly **library staff meeting**.
- 06/09/2026 The Library hosted the regular meeting of the **Wasatch Latino Coalition**.
- 06/10/2026 The library presented a program as part of the **History Speaker series**.
- 06/13/2026 The library conducted the **Summer Reading Program Kick-off Event**.
- 06/13/2026 The Library hosted a meeting of the **Wasatch Back Writers Group**.
- 06/16/2026 The library hosted a meeting of the **"A Novel Idea Book Club."**
- 06/18/2026 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)**.
- 06/19/2026 All County offices, including the library, was closed to the public in observance of the Juneteenth National Independence Day holiday.
- 06/24/2026 The Library hosted the **County Employee Game Night**.
- 06/25/2026 The Library hosted the **Heber Valley Self Reliance Membership Meeting**.
- 06/30/2026 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, Tweens Talk Book Club, 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).
- 06/23/2026 I attended an outreach event to present **Family Movie Night at Wallsburg Park** after a Flag Retirement Ceremony.
- 06/27/2026 I attended the **Encircle Pride Event** and presented a family-friendly activity.

TRAINING

- 06/17/2026 I attended the Wasatch County **Lunch & Learn: Get the Most Out of Your Smartphone**, training by IT Department staff.

ADMINISTRATIVE ACTIVITIES

- 06/09/2026, 6/23 I attended the **Wasatch County Department Head** meeting.
- 06/24/2026 I attended the **Utah Public Library Directors** online meeting organized by the State Library Division.
- 06/26/2026 Assistant Library Director **Angela Edwards** and I facilitated the **regular Library Board meeting**.