



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 Wasatch Women in Government (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: 07/01/2026 – 07/31/2026

LIBRARY EVENTS & STAFF ACTIVITIES

- 07/01/2026 The Library hosted the monthly meeting of the program **"Charlas en la Cocina / Kitchen Conversations"** organized and presented by **Latino Behavioral Health Services**.
- 07/02/2026 The Library hosted a meeting of the **Heber Valley Quilt Guild**.
- 07/02/2026, 7/9, 7/16, 7/23, 7/30 The Library presented the program **Yoga for Service** for individuals ages 55 and older.
- 07/03-04/2026 **All County offices**, including the library, was **closed to the public** in observance of the Independence Day holiday.
- 07/03/2026 No **library staff meeting** was held because the library was closed for the holiday.
- 07/07/2026 The Library hosted a meeting of **Heber's No-Reading Book Club**.
- 07/07/2026 The Library hosted the monthly meeting of the program **"In-Stitches"** for people interested in building community while knitting or crocheting.
- 07/08/2026 The Library presented the program **"Localscapes: Creating Your Ideal Utah Yard"** in collaboration with the **Jordan River Water District**.
- 07/09/2026, 7/30 The Library presented a meeting of the **Shared Chapters Book Club**.
- 07/11/2026 The Library hosted a meeting of the **Wasatch Back Writers Group**.
- 07/14/2026 The Library hosted the regular meeting of the **Wasatch Latino Coalition**.
- 07/16/2026 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).
- 07/17/2026 The library presented an indoor concert as part of the **Community Concert Series** funded by a Heber City TAP Tax grant.
- 07/21/2026 The library hosted a meeting of the **"A Novel Idea Book Club."**
- 07/24/2026 **All County offices**, including the library, were **closed to the public** in observance of the Pioneer Day holiday.
- 07/27/2026 The Library presented the program **History of the Wasatch County Fair** as part of the History Speaker Series.
- 07/23/2026 The Library hosted the **Heber Valley Self Reliance Membership Meeting**.
- 07/28/2026 The Library hosted the meeting of the **Wasatch Coin & History Club**.
- 07/31/2026 **All County offices**, including the library, **closed to the public** at noon to celebrate **Wasatch County Fair Days**.
- 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 Kenya 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 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.

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

- 07/02/2026 I attended the webinar **Aspen Inside Scoop**.
- 07/15/2026 I attended the webinar **Libby Lifesavers: Practical Tips for Everyday Support**, presented by OverDrive.
- 07/16/2026 I watched the recorded session of the **County IT Lunch & Learn** series focused on the evolving world of **Artificial Intelligence** presented by County IT Staff.

- 07/29/2026 Assistant Library Director Angela Edwards and I attended training on the **CivicPlus system** to add Library items to County Council agendas.
- 07/31/2026 I watched the recorded webinar of the **UEN and State Library's Technology Inventory**.

ADMINISTRATIVE ACTIVITIES

- 07/14/2026, (missed 7/28) I attended the **Wasatch County Department Head** meeting.
- 07/17/2026 I facilitated the **regular Library Board meeting**. No meeting was held due to a lack of quorum.
- 07/29/2026 I attended the **Utah Public Library Directors** online meeting organized by the State Library Division.