

## **LIBRARY DIRECTOR REPORT TO THE LIBRARY BOARD OF TRUSTEES**

05/24/2019

### **PERSONAL INTRODUCTION**

- Juan Tomás Lee, Director.
- Started April 22, 2019.
- 13 years at the State Library as the State Data Coordinator and Library Consultant for small and rural libraries. 8 years at the Salt Lake City Library starting as in the backroom of the old Main Library checking books in to managing two branches on the West Side of the city. 2 years at a Migrant Head Start Program establishing libraries in each of the 8 Head Start Centers. 8 years at a manufacturing plant working in shipping and receiving logistics, accounts payable, and personnel payroll and benefits coordination.
- Plan to move to Wasatch County in June 2019.

### **DIRECTOR'S PRIORITIES AS EXPRESSED BY THE BOARD**

- Develop staff job descriptions, positions, roles, and responsibilities. Career ladder.
  - This is also an issue of high importance to library staff.
  - I have begun collecting job descriptions and taking notes of who-does-what. I have not made much progress in this area.
- Budget administration. Reduce spending by \$50,000.
  - With the exception of a handful of books our librarians needed for programs, we have not purchased library materials.
  - We have a lot of request and we need to address those now. I have established library accounts with book vendors to minimize the use of Amazon.com. Amazon is very convenient and prices are good, but all purchases must be made with a credit card and reconciling orders, shipments, and receipts with bank statements to meet County Auditor standards is extremely difficult and time-consuming.
- Review and update policies. Establish policy and procedures for use of meeting rooms: Study rooms, Board Room, new Multi-purpose Room, and the Computer Lab.
  - We are creating a new Policy Manual. It will be available online with hyperlinks on the table of contents and links to external resources.
  - I reviewed and updated the Internet and Online Access Policy to comply with changes in the Utah Code.
  - I started reviewing the Circulation Policy and Cash Handling Policy and I am researching best practices for both.
  - I have not written the Meeting Room Use Policy yet. I've had a conversation with the County Manager and the Bowcutt Room (name proposed by the Friends) may not be usable by third parties due to insurance requirements.
- Outreach to underserved communities in the county
  - We have attended monthly meetings of the Wasatch Latino Coalition, a group of community leaders and service providers exchanging information and promoting a stronger participation of Spanish-speakers in community life.

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- Attended a town council meeting in Hideout. I introduced myself to Mayor Phil Rubin, council members Kurt Shadle and Chris Baier, and the Summit County Outreach Services Librarian Shaylee Phelps. Last week at the Utah Library Association (ULA) Conference I met with the director of the Summit County Library Dan Compton and we talked about a collaboration agreement for the summer: The Summit County Bookmobile will visit Hideout once a week for seven weeks (June, July, and August), for 2 hours, at the Todd Hollow Apartments. Hideout is willing to pay for the \$75 per visit cost. In addition, we will participate offering Storytime programs in Spanish at the site. I propose that we pay \$525 for the bookmobile summer service.
  - I had a phone conversation Bianca Carrasco, librarian in Park City Library in charge of outreach and programming for Spanish speakers. Talked about strategies that have worked well in Park City.
  - During the ULA Conference, I had a meeting with Daisy Hodson, Multicultural Services Librarian at the Summit County Library. Also talked about strategies and programs she has implemented in Summit County to better serve Spanish speakers.
  - We are invited to participate in the event “Night for English Language Learner Families” at Rocky Mountain Middle School to promote reading 20 minutes a day (literacy for the summer) to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders and their families.

## EVENTS & PROJECTS

- Summer events calendar
  - We have lots of events!
  - Family Fun Night every Monday evening June-August.
  - Tea Party event, June 22, 2019. The event is based on the character Fancy Nancy and stories in her books.
- Special Eagle Scout Projects:
  - Kaydon Horner. He will create “free libraries” in three communities: Wallsburgh, Charleston Park, Cascade Meadows in Midway. Each library will hold about 12 books. The commitment is to maintain the Free Library for one year. We have the commitment of the Friends of the Library to help with book donations.
  - Mike Owens. He will create a “Game Shelf” in the library. Offering board games for all ages (e.g. Candyland for younger kids, Monopoly and Risk for older players). The games will be collected from donations. 2 sets, 1 for the shelf, 1 for spare parts. Also, he created a list in Amazon to buy additional games. It will include puzzles. About 15 games, 15 puzzles. The timeframe is: Start = 06/01/2019 ends 07/20/2019 with a kickoff Game Party.
- We are hosting the Utah Education Network (UEN) American Graduate Focus Group on May 30<sup>th</sup>. We’ve promoted the activity with parents of 13-20 year old students to give feedback about the type information they need to make educated decisions about higher education possibilities.
- On Thursday, May 9<sup>th</sup> the High School next door was on lock down. There was miscommunication of a DWR technician responding to a call of an injured deer. This incident prompted me to ask about our evacuation procedures as well as lockdown in case of an active shooter threat.
- I will be attending the annual conference of the American Library Association June 20-26 in Washington DC. This conference is the largest gathering in the United States of library

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professionals. This conference offers a wide array of workshops, hands-on-training, speakers, and vendors. This is an important opportunity to learn new ideas for services and programs, best practice for libraries, and the application of new technologies in in the library. This conference is an important opportunity to stay up-to-date in library practices and bring back ideas to explore to enhance our services of the public. I propose that we shift \$2500 from the "Equipment and Software Under \$5000" (72-4580-290-000) to invite one Board Member to attend this conference and learn first-hand the possibilities open for public libraries in the 21<sup>st</sup> century.

#### **IMPACT OF FRIENDS OF THE LIBRARY SUPPORT**

- Furnishings for the Bowcutt Room (bench seats and an adjustable-height table).
- Donor Wall (Tree) and Kristen Bowcutt's portrait and name plaque.
- Recruited volunteers to help conduct adult reading groups. Library point person: Stefenee Cook
- Donated the screen and speakers for outdoor summer programs.
- Will donate funding to complete the library's Story Walk. Library point person: Sally Baird
- Will assist with ribbon cutting and open house for the Bowcutt Room scheduled for July 15<sup>th</sup> at 6:00 PM
- Assuming direct control and responsibility of book donations, library discards, and sales.