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# LIBRARY DIRECTOR REPORT TO THE BOARD OF TRUSTEES

12/13/2019

## OUTREACH & PARTNERSHIPS ACTIVITIES

- 10/29/2019 I went to the State Library to pick up VHS cases (donated to us by the Washington County Library, Springdale Branch) for a special shelving need. Spoke briefly with Heidi Fendrick about Book Buzz program and Darci Card about upcoming boycott of Macmillan Publishing ebooks.
- 10/31/2019 I helped give out candy and library program flyers to children and families at Deer Mountain Affordable Housing Community (Hideout, UT) as part of the Summit-Wasatch Libraries Collaboration. The Summit County children's librarian conducted a special Halloween storytime. In addition, I was present during the 12/12/2019 bookmobile visit to help the librarians with the presentation of a special holiday storytime for kids and families.
- 11/01/2019 I met with Fletcher Booth, coordinator of Traveling Exhibits Program from the Division of Arts and Museums while he was setting up the current exhibit "Utah High School Art" scheduled to end on December 30<sup>th</sup>. The next exhibit from this program will be at the end of April 2020 with a new collection from the "Utah Watercolor Society." These exhibits as well as the exhibits from local artists were arranged by Anne Lane, member of the Friends of the Library group.
- 11/05/2019 I met with Dana McArthur, a resident of Midway who is coordinating the creation of a library in Kahe, Tanzania. I offered advice on creating a lending library and offered to donate books in January 2020 from the items left after the Holiday Book Sale.
- 11/13/2019 I met with Duke Mossman, Executive Director of the Northeastern Utah Educational Services (NUES). We discussed opportunities for collaboration involving cross-promotion of digital resources for students, cross-training with library staff and NUES staff, and exploring if NUES can benefit from the open-source ILS-based collaboration with Duchesne and Uintah County libraries.
- 11/14/2019 Library staff and I conducted a tour of our facility and met with staff from the American Fork Library. We discussed similarities and differences in policy and practice. A couple of our staff members were able to meet their counterparts in American Fork and shared best practices.
- 11/19/2019 I was not able to attend the meeting of the Wasatch Latino Coalition due to an outreach scheduling conflict. However, library staff member Shauna Spencer represented the library at the meeting.
- 11/26/2019 I met with Dawn Roberts, Media Specialist at the NUES. We discussed the OverDrive SORA application to facilitate student's access to the library's ebooks and eaudiobooks, current budget for digital materials, collection development practices at NUES, and brainstormed about our library's strategic selections of e-materials in the future.
- 12/06/2019 I attended the Christmas Festival for the Children & Holiday Boutique at the Wasatch County Children's Justice Center with an outreach table to share library information. Staff member Sally Baird presented a holiday storytime.

## LIBRARY PROGRAMS & SERVICES

- The library exhibit of beautiful creations from the Heber Valley Quilters was extended through the month of November due to great positive feedback.
- Also during the month of November 2019, the library hosted the exhibit "Missing from the Table" as an opportunity to reflect on domestic violence in our communities. This exhibit was prepared by Leisa Mukai, Director of Prevention Education, Peace House, Inc. in Park City.

- The library will hold a Holiday Book Sale during the month of December. See HANDOUT #7 for the price list and guidelines for library staff.

### **TRAINING & PROFESSIONAL DEVELOPMENT**

- 11/21/2019 Staff member Andy Herron and I attended the webinar “Library and School Sharing Made Easy” in which we learned how to use the OverDrive app SORA to extend the library’s digital collection of ebooks and eaudiobooks to students and teachers.

### **ADMINISTRATIVE ACTIVITIES**

- 10/30/2019 I had a meeting via telephone with a representative of Better World Books (BWB) to see if the library qualifies to participate in their “Discards & Donations Program” (DDP) in we donate materials to them and they pay the shipping costs. After their first analysis, we do not qualify for the DDP program. However, they are willing to pay the freight of two pallets (40 boxes). I will follow up with BWB in January 2020 after we have conducted the Holiday Book Sale.
- 11/04/2019 I attended the Friends of the Library meeting. I was informed that the group voted to resign and disband as of the end of December 2019. The Friends have a plan for disposing of their records and funds (See HANDOUT #4).
- 11/22/2019 The library opened late (1:00 PM) to be able to hold a staff meeting and training session from 8:00 AM to 12:30 PM. We had the participation of Sam Passey, Director of the Uintah County Library who gave staff an overview of the patron interface and the staff side of the library catalog we are exploring as part of the Duchesne-Uintah-Wasatch collaboration. See HANDOUT #5 for the day’s agenda. After the training, I met privately with Sam to discuss details of our grant application to the State Library’s and details of the Memorandum of Understanding to be drafted in the future.
- 11/30/2019 I submitted an application (APP-013090) to the State Library requesting Library Services and Technology Act (LSTA) funds (\$32,680) to cover the Year 1 “migration” costs to implement the collaboration between Duchesne, Uintah, and Wasatch County libraries. The State Library will announce grant award in February 3, 2020. See HANDOUT #6 for the project’s logic model and a copy of the grant application.
- 12/02/2019 Staff member Alice DeFriez created the new official library logo (see HANDOUT #8).

### **BIG WORK ITEMS COMING UP**

- HIGH PRIORITY – Conduct a Library Trustee Orientation before the library board meeting in December 2019.
- HIGH PRIORITY – Create a meeting room policy –Research online meeting room reservations.
- HIGH PRIORITY – Review the cash-handling policy.
- HIGH PRIORITY – Inventory of library collection and cleaning up of bibliographic and patron databases.
- MEDIUM PRIORITY – Library’s website to include responsive web design that makes web pages render well on a variety of devices and window or screen sizes.
- MEDIUM PRIORITY – Create draft MOU between Duchesne, Uintah and Wasatch County libraries.
- PLACED ON BACK BURNER – Coordinate StoryPath project on the library grounds.
- PLACED ON BACK BURNER – Write proposal for placing gazebos on the library grounds.
- PLACED ON BACK BURNER – Coordinate the placement of plaques honoring the Board and County Council and staff involved in the new addition to the library building.