

GENERAL UPDATES

In December, Park City Library was named as one of America's Star Libraries for 2020 by Library Journal. This designation was based on statistics gathered on the library's services and included physical circulation, electronic materials circulation, library visits, program attendance, public internet computer use, and Wi-Fi sessions. The data that determined the 2020 designation was collected 2018 data and was not affected by Covid-19 impacts. Only 2 libraries in the state of Utah achieved star library status and only 262 libraries in the entire United States received this honor.

Becca Lael, Community Engagement Manager, received a 2020 Employee of the Year Award from Park City Municipal Corporation as voted on by City employees across the organization. Becca created an amazing publicity campaign called, "See Your Library through a New Lens," when the Library went Fine Free. She's been the Library's COVID coordinator with the City during the pandemic. She created our beautiful seasonal newsletter that adds a lot of freshness and vibrancy to all that we do. She has taken a major role with the Utah Library Association as Conference Coordinator. She helps organize the art displays at the Library, complete with adding artist's receptions. She supports all of the programming at the Library by getting the word out to the community. She helped update the technology in the Community Room and made sure staff all had training. She added photography events to the Library, including photography of local dogs. She made it possible for the Park City Library to become a Kulture City Venue, helping people with sensory accessibility at the Park City Library. And, she helped represent the Park City Library at the Annual Library Advocacy Day on the Hill at the Utah State Capital. Congratulations, Becca!

Daniel Thurman accepted the new position of Spanish Services Librarian at the Park City Library. He is a native Spanish-speaker who comes to us with experience from the Provo and the Pleasant Grove Libraries. He has experience developing Spanish-language collections and implementing programs for adults, teens, and children in both Spanish and English. He has produced Spanish-language learning content, is experienced at providing a full array library services and reader's advisory, and is adept at Spanish translation. He is currently completing his Master's Degree in Library Science through Purdue University. He began work at the Library on January 4.

December episodes of Library Leadership Podcast included *Performance Management* with Brian Mortimore and *Developing a Successful Award Application* with Ed Garcia. November episodes included *Big Programming Ideas for Small Budgets* with Chelsea Price and *Reflections on Library Leadership Podcast* with Adriane Herrick Juarez. <https://libraryleadershippodcast.com/> In November, Adriane Herrick Juarez, Executive Director, was honored to speak virtually at the First Annual MyLOFT Global Library Forum about Library Leadership Podcast.



ADULT SERVICES

In December, the Library was awarded an American Library Association (ALA) Libraries Transforming Communities Focus Grant. These funds will be dispersed to the Library in 2021 and will be utilized to further the Action Book Club Programs with action bags and marketing. Kate Mapp, Adult Services Manager, will be taking a required online course for the grant, which will provide librarians the tools to facilitate conversations in their communities about this work.

The Adult Services Department is weeding collections throughout the winter and spring months. Ms. Mapp trained a few staff members to use the new TLC Circulation Wand for this purpose, which was funded by the Friends of the Library (FOL) in the fall. The staff is currently scanning sections of the Library with the wand to find items that were not checked in properly, or were marked as missing or lost. The wand is proving to be a useful tool to help increase collection accuracy and to manage inventory, which provides a better patron-experience when searching for materials.

Ms. Mapp and Katrina Kmak, Youth Services Manager, were interviewed on KPCW Public Radio about the most checked out books for 2020. Ms. Mapp is updating the Mac computers in the YouCreate Lab to a new operating system as well as installing a new Mac computer that will be available for the public when the Library reopens for indoor usage. In December, the Library collected 543 new pairs of socks in collaboration with the Christian Center of Park City (CCPC) to help them with Operation Hope - <https://www.ccofpc.org/operation-hope/>.

In December, the Adult Services Department offered 2 programs with 30 attendees and 32 Action bags were handed out.

In November, Ms. Mapp worked on the submission for the ALA Libraries Transforming Communities Focus Grant. Thank you to Library Board Member, Jane Osterhaus, and the Director of the Little Free Libraries Organization who wrote letters of support. Ms. Mapp finalized reports for reimbursement from the Utah State Library Division for a CARES Act Hotspot Grant; adding additional hotspots for checkout has been helpful for patrons, especially during closures.

Library book donation days were expanded to include Monday-Saturday drop-offs. Items are being left by the front door of the Library, which will continue for the duration of the current curbside service. This gives the FOL a safe way to process donated books without having in-person contact with the public.

Magazine publications have seen a drop-off as many magazines have stopped printing during the pandemic with unknown re-start dates. The Adult Services Department is compiling a list of magazines that have stopped arriving and will start researching what will remain in our collection with the help of the third party vendor, EBSCO Information Services.

The Library continued to partner with the American Red Cross to offer monthly blood drives in the Community Room, utilizing safe-distancing and sanitization practices. Blood donation appointments were continuously filled and the need for local blood continued throughout the region during the pandemic.

In November, the Adult Services Department offered 2 programs with 25 attendees and 40 Action Bags were handed out.

IT & CIRCULATION SERVICES

In December, the Library website redesign project entered final stages of development. The website vendor, Spigot Design, introduced Christine Roh, IT & Circulation Manager, and Becca Lael, Community Engagement Manager, to the updated interface and provided training on editing and adding content to the site. Ms. Roh and Ms. Lael are currently reviewing and working on back-end functions of the site in preparation for it going live later this year.

A software upgrade was performed by the Library's systems vendor, The Library Corporation (TLC), on December 29. Highlights of the update include expanded options for sending overdue notices, improved internal library reports on collections and statistics, and added book cover and book review content for the PAC (online catalog for patrons).

On December 10, the Library held a 2020 Zoom Holiday Party for staff. It was nice to get together with members of our team to enjoy some book-themed trivia about the most-read titles of 2020 at the Park City Library, which was compiled by Becca Lael. We appreciated her work to develop this fun activity and the chance to celebrate the holidays, despite the pandemic, in this modified way.

In November, Christine Roh worked with Kate Mapp and Katrina Kmak, Youth Services Manager, to create a website form for patrons to use to request library materials for checkout by subject, genre, or age category. The form is located at <https://parkcitylibrary.org/what-to-read-next/> and helps patrons find and utilize items in our collection during this time that we are doing curbside service.

Thank you to Kate Black, Circulation Team Leader, for her work processing online patron cards. Ms. Black contacted people whose applications were in-process to help them complete their registration and/or update their accounts.

We appreciate Park City Municipal Corporation (PCMC), providing the support of CARES Act funds, and the PCMC IT Department, for their quick deployment, to expand our Wi-Fi reach during COVID. We were able to increase our Wi-Fi reach in 2 outside areas including the coffee shop patio and in front of the building where the reading garden & benches are located. The expansion also reaches the parking stalls closest to the building. Wi-Fi areas inside the building have been improved to include the storytime room, green screen room, and processing office. Third Floor expansion is still underway.

TECHNICAL SERVICES

In December, Angela Dohanos, Technical Services Manager, scheduled the onboarding and training process for Daniel Thurston, the new Spanish Services Manager, and worked with Human Resources and the IT Department to get his initial personnel processes put into place. Ms. Dohanos and Ms. Kmak updated the Library's internal Library Leadership Team training documents in preparation for Mr. Thurston's arrival.

In November, Ms. Dohanos worked with Ms. Kmak, Ms. Black and Jodie Peatross, Community Engagement Assistant, to put on the first ever Staff Development Day - Virtual Edition. This is an annual event at which the entire staff engages in professional development and training. Throughout the day the team processed some big ideas, celebrated staff accomplishments, and competed in virtual learning games. Although the team would much rather meet in person, it turned out to be a great day filled with excellent sessions and group discussions.

YOUTH SERVICES

The Library reallocated personnel to support the Youth Services Department and is pleased to announce the move of Brittnie Hecht from the Technical Services Department to the Youth Services Department to support programs and services in this busy area of the Library. Ms. Hecht made a lateral move and is now a part-time Youth Services Library Assistant. She has already done an excellent job shifting the children's non-fiction section, and weeding and shifting the children's picture books, as well as filling in for online storytimes while Ms. Kmak was away. Thank you to Angela Dohanos for her generosity in giving up hours from her department in support of this change. In December, the Youth Services Department hosted the 12th Annual Gingerbread Jimmi Competition with about 75 people logging in online to participate. The department continued having great success with the crafternoon-to-go kits and online storytimes.

COMMUNITY ENGAGEMENT

In December, Becca Lael, Community Engagement Manager, curated a social media campaign to highlight the most borrowed books of 2020. From these posts we received a nice comment: "Thank you for this! I've exhausted all my 2020

books and needed a suggestion.” Ms. Lael continued to post new books on Instagram & Facebook stories and keep the newest 100 books on Instagram highlights as a way to provide for virtual browsing of new items. From this practice, we received a comment: “I love these posts that show all the new books. I so miss going into the library and looking at the shelves filled with new books right as you walk in. Thanks for posting these!” Ms. Lael produced a video to promote how to browse new books on the catalog. Ms. Lael continued to assist Christine Roh, IT and Circulation Manager, with the website redesign by providing photo assets, writing blog content, and reviewing content.

In November, Ms. Lael attended the virtual Library Marketing and Communications Conference. While this conference was more limited than usual, the focus on inclusive marketing and diversity provided inspiration for our practices. Ms. Lael, along with Kate Mapp and Angela Dohanos, organized with Kulture City to provide a training for Staff Development Day before our institution goes live as a Kulture City venue. Ms. Lael will be beginning a new sub-collection for graphic novels by providing three comics titles for adults, teens, and youths. These titles will receive a new issue every month.

TRAINING

Date	Topic	Participants	Total Contact Hours
November 2021	MSDS Safety Trainings	Jodie Peatross, Kate Mapp	5
November 17, 2020	Webinar: Cultivating Protective Factors for Safe Libraries and Resilient Communities	Kate Black	1
December 2020	MSDS Safety Trainings	Adriane Herrick Juarez, Brinnah Schmidt, Willa Fleming Harkness, Kate Black	11
December 2, 2020	Circulating Optimism: how library workers have shifted to engage and assist their communities	Kate Black	1
December 7, 2020	Public Libraries Respond to COVID 19 - Managing Stress and Anxiety	Kate Black	1
		Total	19