

GENERAL UPDATES

On February 4, Adriane Herrick Juarez, Park City Library Executive Director, presented the Library’s FY20 Annual Report to City Council with the Library Board in attendance; thank you to those Library Board Members who were able to take part in this Zoom meeting. At this meeting, Ms. Herrick Juarez introduced City Council to the Library’s new Spanish Services Librarian, Daniel Thurston, who had an opportunity to briefly share his vision for serving the Spanish-speaking community in Park City. The Library Board, along with Ms. Herrick Juarez, offered their thanks to City Council for their provision and funding of this new leadership role at the Library in support of social equity. In addition, Ms. Herrick Juarez reviewed with City Council a Benchmarks Plan for reopening services at the Library as Covid-19 numbers decline, for which City Council expressed unanimous support:

Benchmarks for Library Service During COVID-19*

Service	Benchmarks
Curbside Service, Online Programs, Phone and Ask-A-Librarian Reference	Currently implementing, able to do so while County Transmission Index = High**
Limited Indoor Services: Computers, Tables, Study Rooms with Library Card Sign-in and Sanitization Between Users	Implemented when County Transmission Index = Moderate**
Browsing: Limited Number of Visitors at a Time and Time Limits for Browsing	Implemented when County Transmission Index = Moderate**
Indoor Programming: Limited Number of People In a Room, Masks, Sanitizing	Implemented when County Transmission Index = Low** and weather is too cool to meet outside, may begin as early as Fall 2021
Gatherings in Meeting Rooms: Limited Number of People in Rooms	Implemented when County Transmission Index = Low**
Outdoor Programming	May-September, Dependent on Weather and Spike Trends, Safety Guidelines for Masks and Distancing Followed

*Disclaimer: These are general guidelines. Unexpected changes due to circumstances beyond our control may alter the reintegration of services with our without notice.

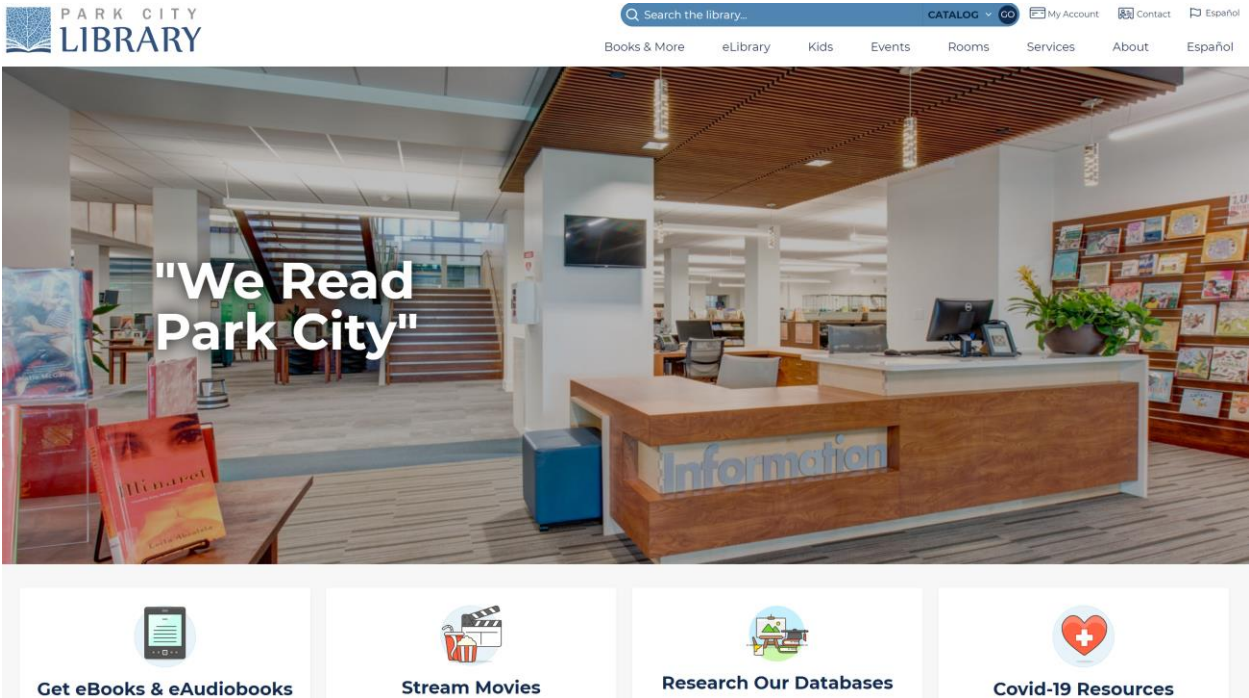
** [Utah Health Guidance Levels | coronavirus](#) (Site accessed online 2/3/2021.)

On March 1, the Library reopened its doors at the Moderate Benchmark Level upon the urging of the City. Though Summit County had not decreased to the Moderate transmission index, the City felt the numbers of cases were dropping rapidly enough that the Library could set a date for offering Limited Indoor Services and Browsing. The Library Staff prepared the building, trained personnel, modified scheduling, and developed publicity to implement these changes while safely reintegrating services. The Library received extremely positive feedback from the public about the reopening and the access this provided for in-person materials browsing, computers, wi-fi, tables, and study rooms.

In January and February, Summit County ramped up efforts for vaccine distributions and asked for Park City Staff to help answer calls on The Community Concerns Phone Bank. Five employees of the Park City Library took calls and answered public hotline questions related to safety compliance, health order information, and vaccine signup. The phone bank was activated Monday-Friday, 9:00 am-5:00 pm, with librarians taking calls in shifts, including Daniel Thurston, who took inquiries in Spanish. Calls were forwarded to office landlines or cell phones if personnel were working remotely.

Summit County developed a training video to help prepare staff and this turned out to be helpful, as this was an intensive experience as the community grappled with numerous unknowns at that point in time.

On February 24, the Library launched a new website at parkcitylibrary.org that has received positive feedback from the public. Months of preparation and work went into the development of the new site. Thank you to Christine Roh, IT & Circulation Manager, who spearheaded the project, and Becca Lael, Community Engagement Manager, who provided assistance and input, including the development of a new blog for the site. Our gratitude goes to the Park City Library Board, which provided a development-review during the process that informed the final design.



ADULT SERVICES

In January, the Adult Services Department hosted Jennifer Pharr Davis, a National Geographic explorer, filmmaker, and author for a virtual lecture. This was part of the Action Book Club theme “Moving Forward” in 2021. Kate Mapp, Adult Services Manager, began putting things into place for the Action Book Club in the coming months with help from a newly-awarded American Library Association (ALA) grant; in addition, Ms. Mapp attended several orientation webinars for the utilization of this ALA grant. The Library helped CONNECT Summit County collaborate on a literary programming grant through the National Endowment for the Arts, called Big Read 2022, writing a letter of endorsement in the hopes of bringing this program to Park City next year.

The Adult Services Department worked with representatives from the Library’s digital collections and databases platforms, as there have been changes. The RB Digital app/platform has now been entirely moved over to the Overdrive/Libby app/platform. Patrons can now access digital materials (ebooks, eaudiobooks, and emagazines) all through one app - Libby.

In January, the Adult Services Department offered 2 programs with 50 attendees and 32 Action bags were handed out.

In February, the One Book One Community committee finalized the 2021 author contract. The selected book is “The Book of Delights” by Ross Gay. Ross Gay will provide a virtual community lecture and reading on October 6 at 7pm for the 2021 annual event. The One Book One Community committee consists of Summit County Library, Park City Library, Utah Humanities Council, and Dolly’s Bookstore.

Ms. Mapp assisted the Youth Services Department by doing Music and Movement programs in February. The department has been scanning the library collection utilizing the new inventory wand purchased by the Friends of the Library (FOL); we appreciate their support in providing this useful tool that helps the library collections stay accurate and up-to-date. Kelly Miller, Adult Services Assistant, has found lost, missing, and overdue items on the shelf and was able to rectify those items according to records.

In February, the Adult Services Department offered 1 program with 40 attendees and 30 Action bags were handed out.

COMMUNITY ENGAGEMENT SERVICES

In January, the Community Engagement Manager, Becca Lael curated social media posts and prepared for the Spring Action Book Club. Ms. Lael assisted Christine Roh, IT and Circulation Manager, in the development of the new website and blog content.

In February, the Community Engagement Department prepared marketing for Action Book Club, Spanish events, and re-opening the Library. Ms. Lael began using email segmentation to try to better utilize marketing to our Spanish population and people with high interest in Action Book Club. Ms. Lael vetted a new marketing platform called Orange Boy, which will provide a high-level, strategic approach to communication through our online newsletter and provide a statistical dashboard of use based on our databases. This new product will be brought to the Library Board within the next few months as an Education Item as it is implemented. Ms. Lael took Library Journal and School Library Journal’s online course, “Equity in Action: Fostering an Antiracist Library Culture.” Ms. Lael and Jodie Peatross, Community Engagement Library Assistant, took Novelist’s first day-long webinar and utilized the information to develop new ways to engage patrons virtually. Ms. Lael assisted Christine Roh, IT & Circulation Manager, in the launch of the Library’s new website.

IT & CIRCULATION SERVICES

In January, Christine Roh, IT & Circulation Services Manager, focused on the development of the new Library website, which included numerous planning meetings with Becca Lael, Community Engagement Manager, and Spigot Design. Also in January, Ms. Roh, along with Angela Dohanos, Cataloging Services Manager, attended a webinar called, “Boost Patron Engagement Even during a Pandemic,” which was sponsored by Infotoday.com, ByWater Solutions, and Aspen Discovery. This webinar demonstrated a discovery tool for the Patron Access Catalog (PAC) that integrates ebooks and databases into catalog searches alongside book searches; these can then be downloaded directly from the PAC. Ms. Roh and Ms. Dohanos are planning to do some further research on other similar offerings this year. In addition, the IT & Circulation Department would like to thank the City IT Department for hosting an excellent webinar about Cybersecurity. It was an eye-opening presentation that taught how clever and fast hackers get into computers to retrieve passwords and sensitive information. Ms. Roh learned best-practices for staying safe on the web and on personal devices.

In February, in preparation for the new website launch on Feb 24, Ms. Roh and Ms. Lael worked throughout the month learning the back-end aspects of the site. They spent time editing, adding Park City Library specific photos, calendar events, blog posts and more. Spigot Design, a Summit County small business, did an excellent job of working with the Library to get the site organized and clean to best-reflect Park City and the Library. Ms. Roh worked on getting the self-checkout machines and computers prepped for re-opening by cleaning, testing network and printing capabilities, and spacing them out for patrons for social-distancing.

SPANISH SERVICES

In January, Daniel Thurston was hired as the Spanish Services Librarian. He began training, met the Library Board on January 20, and started working with the rest of the Library Leadership Team to get programming and ordering put into place for Spanish Services. Spanish Storytime will resume in March with a special event for the community to get to know Mr. Thurston.

In February, Scott Iwasaki of *The Park Record* interviewed Mr. Thurston and ran an article about his new role at the Library and the upcoming Spanish services and events. On March 2, he and Katrina Kmak, Youth Services Manager, held a “get to know you” event via Zoom and Facebook Live to introduce Mr. Thurston to the Park City community. Immediately following was the first installment of *Cuentos y cantos (Stories and Songs)*, a Spanish storytime for children ages 3 to 6. This program will continue every Tuesday morning at 10am. Bilingual flyers promoting both *Cuentos y cantos* and Spanish-assistance were created and distributed to community leaders, city departments, and members of the public. Preparations were made to begin offering Spanish curbside service and in-person assistance on Thursday afternoons from 12pm to 5pm beginning March 4. Mr. Thurston continued to purchase materials in Spanish for people of all ages. In light of the Library’s recent reopening to the public, he worked with the Community Engagement Department to make sure that the new signage around the building included accurate and updated information in Spanish. He also set up a display of Spanish materials for grown-ups in the library that highlights authentic stories from Latin America and Spain. He met with PC Unidos, an association of organizations in Park City that aims to serve and connect the Hispanic community. In addition, Mr. Thurston now sits on the City’s Social Equity committee and reports the Library’s social equity involvements, including highlights of new Spanish services and events on the Library’s new website.

CATALOGING SERVICES

In January, Angela Dohanos, Cataloging Services Manager, met with the Library’s Tutor.com representative to learn about new resources they are offering, including a new app; she is working with the Library’s Community Engagement Department to share this information with the public. She attended a tutorial on discovery layers with Ms. Roh and is pleased about the potential to help patrons search all aspects of our website, catalog, and databases at once. In terms familiar to most users, a discovery layer is a Google-like search across all library resources. If a person searches for frogs, for example, a discovery layer will pull up all items in all formats available from the Library on that topic, even providing references to frogs on the website (such as a storytime about frogs), plus all e-materials ranging from e-books to articles to databases.

In February, Ms. Dohanos met with the Library’s EBSCO Representative to get a demonstration of their version of a discovery layer. EBSCO’s version works directly with the Library’s subscription to Kanopy, Consumer Reports, and the Library’s current EBSCO databases that are provided through the Utah State Library. Ms. Dohanos also helped the

Library Leadership Team (LLT) prepare to open the building to the public on March 1. Along with Ms. Lael, she took a webinar on fostering an antiracist library culture; she looks forward to sharing this information with others upon conclusion of the class. Ms. Dohanos worked on the Library schedule to integrate the staff, which had been working the majority of the last year on two separate teams, back onto one team that covers all of the hours and services.

YOUTH SERVICES

In January, Katrina Kmak, Youth Services Manager, was away from the Library due to contracting Covid-19. She would like to thank members of the Library Staff for covering a majority of her virtual programs - great big thanks goes to Brittnie Hecht, Kathy Collins-Turner, Becca Lael, and Kate Mapp - they all did a wonderful job. The Youth Services Department completed a spruce-up of the children’s picture books that included a standard de-acquisition process, plus the shifting of materials on the shelves for best space utilization; this process keeps the Library’s collections fresh and increases borrowing.

In February, after full Covid-19 recovery and work clearance, Ms. Kmak conducted storytimes at the Park City Cooperative Preschool. She also did outreach storytimes at PC Tots and PC Tots 2. Becca Lael, Kate Mapp, Daniel Thurston, and Brittnie Hecht covered storytimes during February while Ms. Kmak travelled out-of-state to be with her family due to the loss of her mother. Crafternoon-2-Go Kits remained popular. Later in the month, Ms. Kmak gave a Utah Library Association (ULA) winter conference presentation on virtual programming, along with other members of the ULA Youth Services Round Table.

TRAINING

Date	Topic	Participants	Total Contact Hours
02-10-21	Webinar from Novelist: Other Duties as Assigned	Becca Lael	6
02-10-21	Webinar from Novelist: Other Duties as Assigned	Jodie Peatross	6
02-23-21	Online Class: Equity in Action: Fostering an Antiracist Library Culture	Becca Lael	3
02-32-21	Online Class: Equity in Action: Fostering an Antiracist Library Culture	Angela Dohanos	2
		Total	17