

## GENERAL UPDATES

The Library was placed on the City Council's agenda to present the FY24 Annual Report at the March 20 Council meeting. The Park City Library's Annual Report is on the Library website at <https://parkcitylibrary.org/wp-content/uploads/2025/01/Annual-Report-FY-2024-1.pdf>.

The Park City Library coordinated meetings with partners to plan the 2025 Wasatch Back Book Festival. This included Utah Humanities, the Wasatch County Library, the Summit County Library, Dolly's Bookstore, and the Folklore Bookshop. Discussions were held on how all entities could work to create an inclusive and broad-reaching festival this year.

The Library applied for and received \$5,607 in Community Library Enhancement Fund (CLEF) money through the State Library. These funds will be utilized to convert shelving in the Children's Spanish area to "face-out bins," just like in the Children's English area. This will allow patrons to make their selections by quickly seeing the covers of the titles.

The February Library Leadership Podcast episodes, hosted by Adriane Herrick Juarez, included *Looking at the Glass Half Empty* with Carrie Rogers-Whitehead and *Using Case Statements in Fundraising* with Craig Palmer. All episodes can be accessed at <https://libraryleadershippodcast.com/> or wherever podcasts are found.

## CATALOGING & COLLECTIONS

Katrina Kmak, Youth Services Librarian, researched shelving options for Toddler and Wonderbook Collections. The Library continued to see high circulation statistics in the children's area, so plans are underway to refresh and reorganize this part of the Library. Ms. Kmak contacted other local libraries to see how they shelve their Wonderbook collections and best practices for those materials. Ms. Kmak also worked with Penworthy to provide premade storytime kits for patron checkout since there was high usage on the kits she created a couple of years ago.

Rylee Broach, Adult Services Librarian, focused on professional development, participating in Gale Database trainings and attending various webinars. Behind the scenes, Ms. Broach worked with Angela Dohanos, Assistant Director and Head of Cataloging and Collections, to improve the accessibility and organization of the Unique Items collection. She created new signage for the Unique Items and organized pictures of each kit so staff can quickly look for parts. She also added Unique Items, including an electric keyboard and a new baby carrier backpack. Additionally, she set up a new display for Large Print Items, enhancing the collection's visibility.

Flor Santa Maria, Spanish Services Librarian, Ms. Dohanos, and Christine Roh, Head of Information, Technology, and Circulation, assessed technological requirements to establish a TeleHealth booth, a significant step towards meeting the community's evolving needs for remote access to healthcare providers. Ms. Santa Maria toured the People's Health Clinic with Ms. Dohanos and explored future partnership opportunities. These efforts strengthened our ties with local organizations, including the University of Utah, Intermountain Health, and Youth United, as the department planned a Health Fair in May at the Library. Ms. Santa Maria selected and purchased materials for a new Spanish Playaway collection, thanks to the generous support of the Friends of the Library.

All departments culled their collections as part of the collection development process. CD collections no longer circulating were deleted to make space for new materials.

Ms. Dohanos and Ms. Roh planned for a new Information Desk. After 10 years of heavy use, the Library needs a new desk with more practical functions. The Library will utilize capital funds provided by the City for this, and will get three bids from contractors to move forward.

On February 7, Ms. Dohanos attended the 2025 Leadership Symposium at the Blair Education Center, a program co-sponsored by Leadership Park City, Park City Municipal Corporation, Summit County, and the Park City Chamber Bureau. It was an informative deep dive for busy citizens, local employees, and community leaders who wanted to know how things work in the community and who does what. This knowledge will keep the Library informed and involved in our dynamic and changing municipality.

## EVENTS & PUBLICITY

In February, the Events & Publicity Team had 6,534 people participate in over 90 in-person and self-guided events. This is the highest-attendance event month in the 2025 fiscal year to date. Some of these events included: a children's coloring area, a school break movie *Wild Robot* with 175 attendees, Saturday pop-up crafts serving 407 young visitors, Spanish events, seed library usage of 451, a BalletNEXT costume exhibit, Read Across America Day outreach at McPolin Elementary School reaching over 400 students, and a children's scavenger hunt that engaged over 100 people. Due to more events, the Library e-newsletter was re-worked to highlight half a month of events at a time. Upon sending out the new format, this feedback was received from a community member:

*"I want to say I think this newsletter and the content is great! I am a part time resident (currently not), but I like to keep up with the community. This is a great offering of interests and age groups and community awareness and I applaud you!"*

In addition, the printed monthly calendar was revamped and is now translated into Spanish on the back.

The department assisted Lucky Ones Coffee in obtaining the Prop Daddy device to help their employees take out the garbage, as they reported struggling to open the dumpster lids. In addition, the department worked with the Park City Municipal Corporation Sustainability Team to encourage tenants to get involved with the green business program.

Adult Services hosted a variety of engaging community events. Puzzle Races were a big hit, with five teams competing to complete 300-piece puzzles. The popular *Intro to Guitar Classes* returned with bimonthly sessions, drawing in music enthusiasts. The *Local Speaker Series* featured Ted McAleer from Park City Angels. Another successful blood drive saw forty generous donors contributing to this vital cause. During the month, the Library wrapped up an art exhibit by Karen Millar Kendall. The department screened a BalletNEXT documentary and held the Next Chapter Book Club and the Color & Connect Club. To celebrate Love Your Library Month, the department had a "Blind Date with a Book" display, where fifty patrons checked out books lovingly wrapped in paper as surprise reads. Rylee Broach, Adult Services Librarian, hosted a virtual financial literacy class in partnership with USU Extension, where people learned strategies to maximize income and minimize expenses. She also visited the Senior Center to provide members with tech help and conducted five tech tutoring appointments with patrons in the Library. Ms. Broach collaborated with the Summit County Library to plan events for this year's *One Book One Community* program.

Spanish Services grew their offerings with program attendance rising from 248 patrons in December to 328 in January and 510 in February. This significant increase demonstrated the increasing interest and engagement in our Spanish-language efforts. The English-Spanish Conversation Club's February session included 10 participants from various countries conversing in native languages, including French and German. On February 8, the Library hosted a *Cine en Español* screening of Buena Vista Social Club, in collaboration with Park City Film. Flor Santa Maria, Spanish Services

Librarian, attended two outreach events. On February 11, she participated with the Sheriff Department Q&A at Ecker Hill Elementary, promoting upcoming Library events for children and families. On February 28, she collaborated with Lectura Lounge on a class about Argentina. In addition, she attended a planning committee meeting for the Latino Arts Festival, toured the People’s Health Clinic, and shared insights about her role as a Spanish Services Librarian in an interview with the Park Record.

Youth Events included *Movies During School Break*, in partnership with Park City Film, with a screenings of "Who Framed Roger Rabbit," "Paddington," "Beetlejuice," and "The Wild Robot." Katrina Kmak, Youth Services Librarian, renewed the Library’s movie screening license, thanks to the support of the Friends of the Library. In addition, Ms. Kmak organized volunteer sign-up sheets for National Honor Society and Junior National Honor Society students to help with upcoming events including the annual Tea Party, Star Wars Day (Eve), and Earth Day celebrations. She engaged in outreach at McPolin Elementary School for Read Across America Day on February 28 (Dr. Seuss's Birthday) collaborating with the McPolin Parent Teacher Organization to distribute free books to every student, provided by Park City Rotary, with informational flyers in English and Spanish that introduced Ms. Katrina to the students, highlighted Library offerings, and promoted spring break programs.

**INFORMATION, TECHNOLOGY, & CIRCULATION SERVICES**

Christine Roh, Head of Information, Technology, & Circulation, continued work with Techlogic to prepare for the March installation of new security gates and the automated check-in machine. This required working with the Park City Municipal IT Department to complete a technology upgrade for compatibility with the latest TLC software. She also coordinated with the Park City Municipal Corporation Building Maintenance Department to prepare for the installation of the new equipment with hook-ups and a new slot for putting books onto the check-in machine. In preparation for utilizing staff to work with the coming technology and provide more responsive library services, Ms. Roh worked with Ms. Dohanos to schedule team members to help with the new check-in machine and engage in mission-critical tasks to serve the public.

The department ensured that the Library’s new 3D printer was up and running, which required troubleshooting by various staff. In February, three proctored exams were provided. The Information Desk bustled during school breaks. The department trained staff on rectifying any mismatched or missing items that were returned and created a staff training quiz to increase understanding and knowledge about the Library’s Databases. The department coordinated a *Love Your Library* display that received 28 comments about the Library, which were all positive. Part of the display included a self-directed valentine-making table that drew many participants.

**TRAINING**

Date	Topic	Participants	Total Contact Hours
02/24/25	First Amendment Audit training; Utah Digital Newspaper Database training; Circulation training	Danielle Bean, Mark Gustafson, Brooks Boyak, Mara Selznick, Chris Roh, Willa Flemming-Harkness, Katrina Kmak, Flor	6.5

		Santa Maria, Rylee Broach, Angela Dohanos, Aimie Roberts, Susan Valentine, Kendall Keblish	
02/27/25	Records Officer Annual Training	Adriane Herrick Juarez, Kate Black	4
		Total	10.5