



MEMORANDUM

DATE: March 29, 2022
TO: Robert Mawson, City Manager
FROM: Sonja Marx, Librarian
SUBJECT: Department Report

STAFF REPORT

The Library Advisory Board met in March via zoom again. We were pleased to have our new City Manager, Robert Mawson, join our meeting and introduce himself to the board. I know they appreciated his insight and presence that evening as the board discussed an upcoming strategic planning project to staff and train volunteers to work at the Dillingham Public Library.

I would also like to mention that our LAB has been very active over the last two years, meeting more than the required quarterly meetings for the year. They have taken on updating many of our policies. During the September meeting, the recommendations by the LAB for the updated **5-year Plan** for the Dillingham Public Library were approved and then adopted by the City Council at their next meeting.

In November, the LAB reviewed, revised and approved the mission statement. It now reads:

“The mission of the Dillingham Public Library is to serve as a source of information for the community by acquiring, organizing, and disseminating information. The library strives to meet the diverse and constantly changing information needs of the patrons by providing a variety of materials and opportunities for promoting literacy, growth, language exposure and to encourage a lifetime love of learning.”

During the January 2021 meeting, the **Collections Development Policy** was reviewed, updated and approved. See the attachment for that policy. And finally, at our most recent meeting in March, the **Donation Policy** was reviewed, updated, and approved by the LAB. That attachment will be available for the next city council packet in April. In addition, there is still an open seat on the LAB to fill.

GCI was selected as our internet provider for FY23. A contract was signed, uploaded, and Form 471 was certified. \$59,842.80 in e-rate funding was requested for internet services for the Dillingham Public Library beginning July 1, 2022. The PLA grant application requesting funds of \$7,000 is in progress to be submitted April 1st. The IMLS grant application for \$10,000 due this year on March 1st was not submitted. However, we will be receiving several thousands of dollars of books through the literacy grant provided by the DCSD over the next four years. These funds will also reach into our Summer Reading Program providing the resources needed for the children.

Library Stats report February 21st – March 27th, 2022:

**Patron Visits: 279 Computer Use: 35 Wireless Use: 197 Story Hour: 6
Other Visits (including Classes): 0 Museum Use: 16 Movies Shown: 0
AWE Station Use: 1 Volunteer Hours Logged: 13**

Next Library Advisory Board meeting is scheduled for Wednesday, April 20th, 2022, at 5:30 pm.