



MEMORANDUM

DATE: April 26, 2022
TO: Robert Mawson, City Manager
FROM: Sonja Marx, Librarian
SUBJECT: Department Report

STAFF REPORT

The Library Advisory Board met April 20th at the library with three people in person (the Chair, Librarian, and City Manager) and three board members via Zoom. During the meeting, the LAB continued to review the volunteer program project and discussed amending the Collections Development Policy with a Challenged Materials section, upon the request of the Alaska State Library this year. We are pleased that Seat A has been filled; welcoming Janet Dieckgrafe back to the LAB.

The **Dillingham Public Library Donation Policy** was revised and approved at the meeting in March. It now states:

“The Dillingham Public Library will accept gifts of materials appropriate to our collections. Donations are encouraged, with the understanding that materials not retained for the collection may be given to other libraries or sold at the library’s discretion. The library cannot accept donations under restricted conditions.

- 1. Materials obtained as donations must meet the same standards as those stated in the Collections Development Policy.**
- 2. Donations become the property of the Dillingham Public Library. Materials may be added or discarded in accordance with the library’s Collections Development Policy.**
- 3. Since the Dillingham Public Library is actively used and sustains losses through theft, mutilation, and wear, no guarantee can be made that any gift will be a permanent part of the collection.**

Upon request, a form acknowledging the donation will be given to the donor at the time of the donation.”

In April, the library/museum received a visit from a team from RIM (the Alaska Records Information Management). We also submitted to BBEDC employer applications for two summer positions at the library (Seasonal Librarian Assistant and Library Aide Youth Intern). And we upgraded to version 7 for our Alexandria library software system. It is now stored on the cloud; accessible on the internet.

Library Stats report March 28th - April 24th, 2022:

**Patron Visits: 240 Computer Use: 42 Wireless Use: 154 Story Hour: 0
Other Visits (including Classes): 0 Museum Use: 7 Movies Shown: 0
AWE Station Use: 3 Volunteer Hours Logged: 2**

Next Library Advisory Board meeting to be scheduled in May