

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Council
Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: November 22, 2022
To: Robert Mawson, City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

I appreciate how the library staff have been taking good care of the patrons at the library and keeping the facility open six days a week while I've been in Colorado caring for my 91-year-old mother from November 8 – December 2, 2022. We have been in touch daily by texting or emailing of the activities at the library.

Department Accomplishment and Opportunities:

Both Rene Johnson and Jonas Tweet have completed their six APEI training courses online. They have printed their certificates and will attach them to their leave request later when they take their 8 hours of admin leave. Jenice Cox, Lane Ito and Sonja Marx continue to work on their training.

Jenice Cox has been taking the EMT 1 class on Tuesday evenings and every other Saturday through December 11th. She is being paid on the Saturdays she takes the training because this is her regular scheduled workday. This training along with the skills she's experienced are beneficial to the library as it's always good to be prepared for emergencies if they should happen here.

Lane will be taking a vacation with his family during the Thanksgiving holiday in the Lower 48 from November 23rd to December 5th. Both he and I will be back in time to attend the next Employee meeting in December for Christmas with the other staff.

Projects – Progress and Public Impacts:

The staff continue to process the many books we are receiving from the LINKED grant for the children 0-18 years old, along with the many materials we purchase with other grant funds. This requires printing barcodes, spine labels, covering the books, and then uploading the copy information into the card catalog system so materials can be available

for patrons to check out. At the beginning of each month, new books and movies are put on display for the patrons to access.

Upcoming Calendar Items:

The Library Advisory Board meeting that was scheduled for November has been postponed until later due to traveling and the holidays. The LAB has fulfilled its requirements of meeting at least four times this year. Two board members have been reinstated for another term. We are still looking to fill one regular seat and also decide what to do with the one seat that had been appointed by the campus when they were part of the Consortium Library Agreement in the past.

Public Feedback:

The parking lot, steps/ramp, and sidewalks have been very icy. There needs to be a better way of getting those areas cleared of snow and sanded regularly so people can park and don't fall. Also, the library was cold for several days with the boiler not working. It has been fixed and the building, workers, and patrons are warm again.

List of Attachments:

Library Stats report October 24th – November 20th, 2022:

Patron Visits: 412 Computer Use: 44 Wireless Use: 372

Story Hour: 24 Museum Use: 41

AWE Station Use: 8 Volunteer Hours Logged: 2

Next Library Advisory Board meeting is to be scheduled for a later date.

The Library will be closed December 23rd and 26th for Christmas and December 30th and January 2nd for the New Year's holidays