

**Subject:** Approve Library's Five Year Plan

Agenda of: **December 5, 2013**

Council Action:

Manager: Recommend approval

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Library / Sonja Marx	SM	
X	City Clerk / Janice Williams	JW	

**Fiscal Note:** Yes \_\_\_\_\_ No X Funds Available: Yes X No \_\_\_\_\_

**Other Attachment(s):**

- Five Year Plan

**Summary Statement.**

The purpose of this Action Memorandum is for the City Council to approve the City of Dillingham Library's Five Year Plan. The Library board has approved a draft of a Five-Year Plan at their last meeting. The plan was reviewed by the Library board chair, Librarian and City Manager. The Library has had a five year plan in the past but it was never approved by the City Council. This action would assure documentation of the plan for the future.

The City Manager wanted to make sure that the library board and staff understood that any additional funds needed for this plan will have to be approved during the budgeting process by the council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 5, 2013.

SEAL:



ATTEST:

Alice Ruby  
Alice Ruby, Mayor

Janice Williams  
Janice Williams, City Clerk

**CITY OF DILLINGHAM LIBRARY FIVE-YEAR PLAN<sup>1</sup>**  
**As Recommended by the Dillingham Library Board**

Task	FY14	FY15	FY16	FY17	FY18
Technology	The six computers that stopped working in 2013 need to be replaced		Reevaluate technology needs	Upgrade operating system; upgrade software (e.g. Microsoft Office)	Reevaluate technology needs
Children's programs	Support story hour; recruit volunteers (including middle school, high school, and MAP students); support the summer reading program; plan and execute special events (e.g. holidays, weekends, Beaver Round-Up); make children's section more accessible (e.g. child-sized shelving)				
Bylaws, policies, procedures	Post policies and Library Board meeting minutes online				
	Maintain master binder of policies, agendas, and minutes at library for public viewing; review bylaws, policies, and procedures regularly; create orientation materials for Library Board members (maintain the binder Sonja created in 2012)				
Staffing	Maintain Internet technology aide (funding runs out June 30, 2014)	Expand/shift operating hours; develop a volunteer training program			
	Maintain current staffing level (1 part-time librarian, 1 part-time Librarian Assistant; 2 Library Aides at 14/hours/week; 1 part-time school librarian; 1 temporary summer librarian; Internet technology aide; BBEDC student summer intern/scholarship); request funding for a full-time grant writer/coordinator				
Building	Alarms on the side doors; new boiler (left over from last five-year plan); diaper-changing station; install energy-efficient lighting	UV film on the windows to protect collections; replace outside steps and ramp	New window blinds	New flooring	Loss-prevention system
Equipment needs	Blu-ray cleaner	New washable chairs	Circulation desk	Self-checkout DVD machine (like Redbox)	

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Task	FY14	FY15	FY16	FY17	FY18
Community outreach	Work with the City Clerk to keep the website current; collaborate with Friends of the Library; distribute monthly reports to the Library Board; KDLG radio public service announcements; coordinate with Dillingham City School District to teach library skills and etiquette; post library activities on the City of Dillingham's Facebook page <sup>2</sup>				
Library Board	Meet quarterly; hold special workshops between quarterly meetings to address specific topics (e.g. revisions to the five-year plan); budget planning and review; review and revise the five-year plan, bylaws, policies, and procedures				
Internet	Talk to GCI about limited/prohibiting certain types of downloads (e.g. movies); institute a password to access the wireless Internet	Develop a way to allocate bandwidth so librarians have appropriate access	Purchase Internet-tracking software		
Grants	Maintain and update a calendar of regular grants to apply for, including PLA, IMLS, BBEDC student summer intern program, ILC, Rasmuson, e-Rate; request funding for a grant writer/coordinator				
Circulation	Maintain current weeding <sup>3</sup> policy; collaborate with Friends of the Library on weeding policy and implementation; purchase the latest volumes in book series				

**Notes:**

<sup>1</sup>The funding source for all items recommended in this five-year plan requiring an outlay of funds will be grants. City of Dillingham general funds will be expended only when available.

<sup>2</sup>Library activities may be posted on the Dillingham Trading Post and other community Facebook pages only under certain circumstances with prior permission from the City Manager.

<sup>3</sup>Weeding is the physical removal of items from the library shelves. It is undertaken for a number of reasons, including to create more shelf space and to remove/replace outdated materials.

**Required signatures:**

Library Board: \_\_\_\_\_, approved on \_\_\_\_\_

City Manager: \_\_\_\_\_, approved on \_\_\_\_\_

Dillingham City Council: \_\_\_\_\_, approved on \_\_\_\_\_