

City of Dillingham Action Memorandum

Agenda of: November 4, 2021

Action Memorandum No. 2021-12

Subject:

Approve Library's Five Year Plan

City Manager: *Recommend Approval*

Signature: *[Handwritten Signature]*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

5 Year plan

Summary Statement:

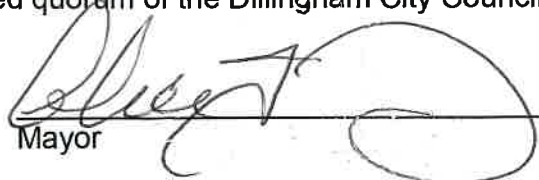
The existing library plan was approved in 2013. This action updates the current plan. The Library board has approved a draft of a Five-Year Plan at their May 5, 2021 meeting. The plan was reviewed by the Library board chair, Librarian and City Manager. The purpose of this Action Memorandum is for the City Council to review and approve the City of Dillingham Library's Five Year Plan.

Any additional funds that might be needed for this plan would be addressed during the budgeting process by the council.

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on November 4, 2021.


Mayor

ATTEST:

[SEAL]



City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM LIBRARY FIVE-YEAR PLAN¹
As Recommended by the Dillingham Library Advisory Board

CATEGORY	FY22	FY23	FY24	FY25	FY26
Technology & Internet	Replace 2-3 computers	Replace 2-3 computers	Replace 2-3 computers	Upgrade server	Increase internet speed and bandwidth
Equipment Needs	Comfy Reading Chair in Children's Section	New Copier	Replace/Upgrade Checkout System and/or Equipment	New Circulation Desk	Reading Nook with Comfy chairs in lower library area
Building Needs	New window blinds	New flooring Section 1	New flooring Section 2	New flooring Section 3	Assess/Revitalize steps/ramp
Circulation Review & Weeding	The following areas will be evaluated following the library's Weeding and Collection Development Policies.				
	Children's and YA Books	Alaska & Local History Collection	Adult Fiction/ Non-Fiction Books	Reference & Media Collections	Magazines & Newspapers
Staffing & Volunteers	Current staffing includes 1 part-time librarian and 1 part-time librarian assistant both at 30 hours/week, 2 library aides at 14 hours/week, 1 temporary summer librarian, and a BBEDC student summer intern.				
	Develop a volunteer recruitment and training program	<u>Expand Library operating hours</u> Creation of a Library Elective w/ high school	Expand volunteer staffing	Add an additional part-time librarian or librarian assistant	Part-time grant writer
LIBRARY BOARD Bylaws, Policy and Procedure Review	The Library Advisory Board meets bi-monthly to review and revise library policies, procedures, bylaws, the budget, to appoint members to available seats, and to address specific topics and issues as they arise. Note: Dillingham City School District and Bristol Bay College seats are appointed annually.				
	Review Patron and Checkout Policies	<u>Internet Usage & Safety Policies</u> Position Descriptions	Policy Review	Policy Review	<u>Review Weeding & Collections Policies</u> 5-Year Plan
	Officer Elections		Officer Elections		Officer Elections
Community Outreach ³	Community outreach will occur in collaboration with the Friends of the Library, Bristol Bay College, Dillingham School District, KDLG Public Radio, and the Dillingham City management team ² .				
	<u>Begin Implementation of Community Outreach ideas.</u> Reader's Spotlight Corner	<u>Organize/advertise streaming visits to the Smithsonian & Space Museum</u> Build Library Social Media Presence	<u>Update Library Facebook and City Website pages</u> Annual Community Read-A-Thon		

CATEGORY	FY22	FY23	FY24	FY25	FY26
Children's Programs ³	Children's Programs include the Summer Reading Program, Story Hour, Beaver Round-Up, Battle of the Books, and other special events and holidays.				
	Develop an after-school library program for DCSD students (STEM)	Develop a student work program with DMHS to train librarians (student receives credit)		Develop a library skills and etiquette program to be taught to DCSD students	
Grants ¹	Lead Librarian is responsible for annual review and application of available grants.				
	Calendar of regular/annual grants to apply for		5 new grants		Part-time grant writer

Notes:

¹ Funding sources for all items recommended in this five-year plan will be through grants. City of Dillingham general funds will be expended only when available.

² Library activities will only be posted on the Dillingham Trading Post and Community Facebook page with prior permission from the City Manager.

³ These events are planned with the understanding that the library will follow current City Ordinances related to public health and safety.

Required Signatures:

Library Board Member(s): _____, approved on _____

_____, approved on _____

City Manager: _____, approved on _____

Dillingham City Council: _____, approved on _____