



## City of Thorne Bay

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# DEPARTMENT REPORT

**Subject:** Monthly Department Report

**Department:** Library

**Supervisor:** Laura Clark

**Employees:** Laura Clark, Library Director

Volunteers vary

**Date:** December 17, 2019

## ***A Departmental Overview***

The Library Department will be administered by a Library Supervisor (Librarian). The Librarian Supervisor is hired by the Mayor with recommendation of the City Administrator and Friends of the Library. The Librarian is a short-hour non-permanent employee as described in the Thorne Bay Municipal Code Title 2, Administration and Personnel; Chapter 2.24 Employees; Section 2.24.030 Employee.

The Librarian and appointed volunteers are responsible for the daily operation of the library and direct delivery of library services. The Librarian is the administrator for the Public Library Grant (PLAG), and any other funding sources used with library programs. Establishes implements and updates library policies and procedures. Will develop and operate within the Library's fiscal budget allowances. Other duties to include assisting with appointment and training of volunteers, coordinating special events and programs, community public relations, reporting to City Council and obtaining continuing education units as required by the PLAG.

## **Current Department Activities:**

- Increased usage and patronage with two added items at the library. One a birthday party and the other Halloween Haunted house that was about 40. Patron usage is important because that is what the Library Grant is based on. So always looking on ways to increase patronage.
- Wrote a grant proposal to offer code club weekly, that would be hosted via the

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internet by experts in the field, that would come into the library. We began to the process of book, continuing education and searching for appropriate grants. The library found out in November that we were approved for the Grant.

The Friends of the Library jumped in right away, and to support the new activity I met with the Thorne Bay School principal Alan Schwab to discuss the grant and how it could benefit the youth, since he has his finger on the pulse of all of our kids here.

- Library had unexpected closures in November, therefore we are offering Amnesty for the month of December for returning books due to possibility of the dropbox being full.
- New Geocash Space at the Library – With the help of Karen Peterson and her sister we added a geocache to the library, it's a game you can download, and people hide things around, and you have to use the app for the instructions on finding it. Very popular game down in the lower 48. Our library will host two spaces for geocache. One inside and one outside.
- Library has dedicated the first three Fridays as kids day, Sue Sawyer has been coming and reading to the kids from 10 to 12 and we did a Christmas themed crafts from one to three.
- Donation drive - I started a donation drive by sending emails to different organizations like PBS and like anybody that was ever from Alaska or spent time here. So far, the Bob Ross foundation sent us six DVD sets and a book, just for the asking. I will continue to do that and see what we can get.
- Code Club starting up in January - Code Club is ramping up for the start of January, I'm pleased to announce that SISD will also be served by our grant. At the beginning of next semester our code club is to be offered as an elective to the middle and high school students we will not only serve the children of one day but because it's taking place on a Thursday. It'll be available to all the SISD schools.
- Code Club is facilitated by several companies that are seeking new employees on the field, and are taught via games and writing codes for games, they learned by doing so they build their own video games they build their own code, they build their own programs by challenges and games that they play in a webinar.  
Next semester Code Club will be offered to SISD Schools on Thursdays.
- Repairs & Maintenance - We had our toilet crack and were able to get a new one after notifying the City of the issue. We had a brand-new computer that malfunctioned right away, so we had to reinstall a hard drive. We then found the City will have to have their computer tech work on the computer for the warranty. We've asked the city to add non slip shingles around the front door where is it really slippery.