

Municipality of Anchorage
Library Advisory Board Agenda
Z.J. Loussac Library
Board Room, 4th Floor
February 19, 2020
5:30 p.m.

1. Call to Order

2. Roll Call

E	Barbara Jacobs		Nancy Hemsath, Chair
	Cristy A. Willer, Secretary		Lucy Flynn O'Quinn
	Jamie Lang		Sarah Switzer
	Jonathan Bittner		Wei Cheng
	Lo Crawford		

X=Present, E=Excused, U=Unexcused, PH=Phone

TOPIC	Leader	Time	Action
Call To Order			
Person (s) to be Heard		3 min	
Consent Agenda, February 19, 2020	Chair	1 min	Approval
Approval of Minutes –Minutes	Chair	2 min	Approval
LAB Strategic Plan	Chair	30 min	Discussion
Proposition 7 Bond	Director	15 min	Discussion
Public Assembly Policy	Director	10 min	Approval
Staff Updates Director Report Statistics for 2019 Location of meetings for year All Board retreat feedback	Director	15 min 5 min 5 min	Discussion
Next Board Meeting <ul style="list-style-type: none"> Beyond the Stack LAB table, Sat April 11 March 18, 2020, 5:30-7, Alden Todd Board Room 	Chair	5 min	
Board Comments and Adjourn			

**Municipality of Anchorage
Library Advisory Board
Minutes**

Date: January 15, 2020	Location: Z.J.Loussac Library
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Board Members				Staff
X	Nancy Hemsath, Chair	X	Jonathan Bittner	Mary Jo Torgeson, Director
X	Jamie Lang, Vice Chair	X	Sarah Switzer	Jacob Cole, Ass't Dir for Public Services
X	Cristy A. Willer, Sect'y	X	Wei Cheng	
X	Barbara Jacobs	X	Lucy Flynn O'Quinn	Guests
X	Lourdes (Lo) Linato-Crawford			Josh Hemsath, facilitator

Retreat.	Information / Findings / Conclusions / Recommendations	
Call to Order	5:28 p.m.	
Person to be heard	None.	
Mission Moment	None.	
Consent Agenda	<ul style="list-style-type: none"> Agenda approved (John/Jamie). Minutes of December 18, 2019 approved (Lucy/Wei). 	
Discussion/ Action Items	Discussion	Action
	1. <u>Director's Report</u> : read only, no questions. 2. <u>LAB Retreat</u> . Mr. Hemsath led the Board in a guided exercise to "develop a 3-year workplan that supports Anchorage Public Library's combined strategic plans."	1. None. 2. Mr. Hemsath will synthesize and share retreat documents; LAB members will communicate on the draft via email before the 2/1/20 All-Board Retreat.
Comments	None.	
Adjournment	Meeting adjourned: 7:30.	
Next Meeting	All-Board Retreat: 2/1/20. LAB Meeting: 2/19/20, Alden Todd Board Room	



Library Advisory Board – Duties and Expectations And Municipal Code

Library Mission: The Anchorage Public Library provides resources to enrich the lives and empower the future of our diverse community, while preserving the past for generations to come.

The Role of the Board of Directors

1. Serve as an Ambassador between the community and the Library.
2. Serve as an Ambassador between the Library, the Anchorage Assembly and the Mayor's Office; attend Assembly meetings as needed to provide information about library resources and needs.
3. Develop relationships with community leaders and local, state, and federal policy-makers so that they understand the role of the Library within the Municipality of Anchorage and the state.
4. Oversee the mission of the Library and keep it relevant to the needs of our community.
5. Review the Library's budget, operations and policies.

Board Member Responsibilities

- A) Attendance:** *I commit to attending board meetings.* Board meetings are held on the third Wednesday of each month from 5:30-7:30 pm.
- B) Commitment to Anchorage Public Library:** *I commit to being an active APL user so that I can be an effective spokesperson for the Library.*
- Members are encouraged to regularly try out new services, attend Library programs and events, and read Library promotional materials.
- C) Promotion of the Anchorage Public Library:** *I commit to being a member of the Library's promotional team.*
- Board members are encouraged to interact with the Library's social media sites
 - Publicize library activities and services within their social circles to expand the Library's reach into the community.
- D) Community sounding-board:** *I commit to serve as the eyes and ears of the Library in the community.*
- Board members are encouraged to look for new opportunities for the Library in the community and gather feedback from community members to help the Library stay true to its mission.
- E) Participation:** *I commit to understanding my roles and responsibilities and will seek out the information I need to make informed decisions.*
- Members are expected to read the materials sent in advance of meetings and come to board meetings prepared and on time.
 - Members will listen carefully to other board members and staff with an open mind and an objective perspective.
- F) Terms & Board Positions:** The term is usually three years and members typically serve up to two consecutive terms. The LAB has a President, Vice President, and Secretary.

Municipality of Anchorage guidance on the Library Advisory Board (from MOA code 4.60.040):

The Library Advisory Board is established under Chapter 4.60.40 of the Municipal Code: There is established a library advisory board consisting of nine members. The chief librarian of the municipality shall:

- a. Act as the planning body in charge of all library activities of the municipality, including but not limited to operation of principal and branch libraries now existing or hereafter established, mobile library services, special library projects such as radio and television projects, and any and all other library functions.
- b. Make recommendations to the administration and assembly for the adoption, change, repeal or alteration of rules, regulations, restrictions on library services, and all other matters directly or indirectly affecting the municipal library program.
- c. Perform such other powers and duties as the assembly may refer from time to time.
- d. Review annually the library budget and its operations.

(CAC 2.64.370-2.64.380; AO No. 95-223, § 1, expires 1-20-1998; AO No. 99-7, § 1, 1-26-99, expires 1-20-02; AO No. 2001-189, § 2, expires 1-20-05). Charter references: Boards and commissions, § 5. 07

Cross references: Misuse and abuse of library materials, Ch. 8. 70

Board Meetings

The Library Advisory Board meets on the third Wednesday of each month. Board meetings begin at 5:30 PM in the board room on the fourth level of the Z.J. Loussac Public Library. Occasionally the board will meet at one of the four branch libraries within the system.

The Library Advisory Board is subject to the municipal code for public meetings (Chapter 1.25). The Library Advisory Board permits public comment on each agenda. Comments are restricted to five minutes per speaker.

MOA Code 4.05.040 Terms.

Except as otherwise specified in this Code, the regular term of each member of a board or commission is three years commencing on October 15 of the year in which appointed and ending three years thereafter on October 14, provided however, to avoid a vacancy until new appointments can be made and confirmed, an appointed member's term is extended until a new appointment is confirmed or a maximum of 120 days which ever occurs first. The terms of initial or subsequent appointments to a board or commission shall be staggered so that, as nearly as possible, a pro rata number of its members shall be appointed each year of the established regular term of office.

(CAC 2.64.040--2.64.050; AO No. 95-113, § 1, 5-2-95; AO No. 2001-105, § 1, 6-19-01; AO No. 2004-84, § 1, 5-18-04)

Cross references: Arts advisory commission, § 4.60.150.

Anchorage Library Advisory Board Draft Work Plan | January 31, 2020

The role of the Library Advisory Board is to:

- Serve as ambassadors between the community and the Library
- Serve as ambassadors between the Library, the Anchorage Assembly, and the Mayor's Office
- Develop relationships with community leaders and local, state, and federal policy-makers so that they understand the role of the Library within the Municipality of Anchorage and the state
- Oversee the mission of the Library and keep it relevant to the needs of the community
- Review the Library's budget, operations, and policies

In that role, the Board supports existing structures, advocates for and promotes current programs and future needs, enhances community liaisons and builds connections, and develops networks and partnerships on behalf of the Library.

In 2019, the Library adopted a new strategic plan that was reviewed and approved by the Library Advisory Board. Its priorities act as the template for the Board's work plan.

Goal: Education & Skills for Life

Desired outcome: Children enter Kindergarten with the foundational skills for literacy and are supported by the Library in their literacy progression through elementary school; the Library supports teens and adults in learning the skills they need to be successful in life.

Short-term goals and actions	
Action Step (verb)	Deliverable (noun)
Develop and revise as needed a list of community partners. LAB members could be tasked with this, perhaps on a rotating basis.	The LAB is a conduit between staff and community organizations and resources that focus on early childhood development.
Research and establish potential partnerships	Help in disseminating materials that highlight the importance of reading and the library's resources.
Through our connections, encourage participation in youth programs	Enhanced networks for information.
Partner with library staff to assess underconnected or missed connections	Supported and enhanced literacy engagement in the library and the community

**Anchorage Library Advisory Board
Draft Work Plan | January 31, 2020**

Mid-range goals and actions	
Action Step (verb)	Deliverable (noun)
Establish connections with identified programs and share what libraries offer in the 21st century.	Pool of Board volunteers to share info; e.g. tutors, post-secondary info, apprenticeships etc.
Invite Les Gara and other foster program advocates to be part of LAB or resource pool	Connection and advocacy to foster parents about the resources available at the library
Explore partnerships with adult literacy programs, Adult Learning Center, and Nine Star	New connections for library staff with adult literacy programs

Goal: A Bridge to Information and Resources

Desired outcome: Anchorage is an engaged and well-informed community; the Library seeks to be the trusted institution that connects people to non-biased information, experts and materials, and adapts with the changing needs of our community.

Action Step (verb)	Deliverable (noun)
Ask staff where they would like us to focus our attention	A more informed LAB that can advocate for library needs
Partner with library staff to assess community interest and needs	More connected staff and, in turn, a more connected community
Advocate for change in ebook pricing	A more equitable ebook pricing policy and rescinded Macmillan policy
Continue to advocate for the annual budget concerns	Yearly, if not quarterly, meeting(s) with mayor/assembly members
Advocate for public transit access	New bus stop by Loussac Library

**Anchorage Library Advisory Board
Draft Work Plan | January 31, 2020**

Goal: Building Community

Desired outcome: Anchorage residents are connected to each other in order to build a more inclusive and accepting community.

Action Step (verb)	Deliverable (noun)
Promote the library as a meeting place within our networks	Increased use and revenue
Collaborate on fundraising with the other library boards	Potential new funding sources
Partner with library staff and community partners to highlight community's rich ethnic heritage	Enhanced and expanded engagement with Welcoming Anchorage, seasonal workers/locums/tourists,
Recruit passionate and diverse LAB members	A more diverse LAB that reflects the community and its needs
Increase LAB advocacy for partnerships that can be improved or created	Expanded networks for disseminating information
Develop talking points in support of the library and its needs	A more informed LAB that is ready to advocate
Attend candidate forums and ask one question about commitment to library	Informed slate and electorate
Call in to radio programs to ask questions	Informed slate and electorate
Invite to and participate in regular library tours behind the scenes	Expanded network of informed consumers
Commit to attend community council meetings with a five minute update on what's new at the library	Informed community and expanded voter base
Advocate aggressively on behalf of library assets and needs	Informed and committed voters



April 7, 2020 Ballot Proposition FACT SHEET

Proposition #7 - Areawide Facilities Capital Improvements \$5,375,000

Projects

Anchorage Senior Activity Center Improvements	\$2,750,000
Chugiak-Eagle River Senior Center Phase II and III	\$ 960,000
Facility Safety/Code Upgrades	\$ 490,000
Loussac Library Building Safety Rehabilitation and Upgrades	\$ 1,100,000
Mountain View Library Safety Rehabilitation and Upgrades	\$ 75,000
Total	\$5,375,000

Project Descriptions

Anchorage Senior Activity Center Improvements - \$2,750,000

The Anchorage Senior Activity Center is a facility that serves thousands of seniors for health and wellness, fitness and social activities. This funding will provide facility upgrades and safety improvements to a 37-year old building, including but not limited to: leaking roof renovation, skylight and window replacements; replacement of rain gutters, downspouts, and flashing; upgrade kitchen to meet current electrical, mechanical and sanitary code requirements; install complete facility wide safety/security and camera system to provide protection; upgrade flooring and primary restrooms to comply with current codes and improve ADA accessibility; install seismic upgrades to ventilation, mechanical and electrical system, including building wall/roof connections/acoustical panels, exterior and interior doors; reconstruct north parking lot to enhance accessibility and install lighting for improved safety and security of patrons; construct addition to shop building to protect senior center vehicles and equipment used for daily operations, and install electrical, mechanical and HVAC upgrade to the existing shop to meet current code requirements.

Chugiak-Eagle River Senior Center Phase II - \$960,000

This phase will provide upgrades and safety enhancements to the Chugiak-Eagle River Senior Center (CERSC). CERSC is a 100,000 sq. ft. facility built in 1975 that provides 62 independent and 20 assisted living units plus 180 meals per day as well as over a dozen other programs for the Center and the community. This project will include, is not limited to: replacing the makeup air exchange in the kitchen to reduce strong drafts and vehicle exhaust that is pulled into the kitchen area; replacing a char broiler that is quite old and needs replacement to a safer more modern appliance; replacing hallway flooring where carpets are buckling, creating safety hazards; replacing resident windows to reduce heating costs; replacing the flooring in the gym area to a surface that is more conducive for an exercise floor; repairing and resurfacing the parking lot, paving the employee parking area, and striping the parking areas; and constructing resident carpools to reduce or eliminate ice and snow around vehicles that can cause slips or falls.

Facility Safety/Code Upgrades - \$490,000

This funding will help install various safety and code upgrades to Municipal facilities to include: sprinkler bracing; seismic bracing; lead/asbestos abatement; electrical; heating, ventilation, and air conditioning (HVAC); mechanical upgrades; handicap improvements; roof replacement; and energy efficiency upgrades. The facilities proposed for this funding include upgrading the welding bay and code upgrades at the fleet maintenance shop, and West High School pool LED-lighting upgrades.

Loussac Library Building Safety Rehabilitation and Upgrades - \$1,100,000

This funding provides safety repairs such as: replacing a failing PA system that is needed for safety announcements, replacement of above ground electrical floor boxes that are a tripping hazard, and other repairs and code upgrades that are needed for the Loussac Library to function safely for the public. This funding will also replace and upgrade the four (4) elevators at Loussac Library, including replacement of shafts and other parts and updating to new code requirements. The current elevators at the Loussac Library are 32-years old, are no longer supported by the manufacturer, and parts are no longer available which increases out-of-service time and maintenance costs.

Mountain View Library Safety Rehabilitation and Upgrades - \$75,000

This funding will be used for upgrades and building safety issues to include removal of a cement structure in the rear of the library as well as upgrading the security system to include cameras.



April 7, 2020 Ballot Proposition FACT SHEET

Costs Associated with Bond Approval

Bond Principal Amount	\$5,375,000
Estimated Annual Cost of Debt Service	\$413,209
Annual Increased Operations and Maintenance Costs	\$52,000

Estimated Annual Property Tax Increase for \$100,000 of Assessed Property Value:

To Retire Debt	\$1.20
Operations and Maintenance Costs	\$0.15

For further information: **Natasha Pineda, Health & Human Services Director, 343-4650**
Alan Czajkowski, Maintenance & Operations Department, 343-8340
Mary Jo Torgeson, Library Director, 343-2892

It is the expectation of the Municipality of Anchorage that the general obligation bonds proposed for April 7, 2020 will be used to make capital improvements to facilities in each service area noted. Information contained herein describes how MOA expects to use the bond proceeds. However, as project development progresses, changes in scope, project feasibility, phasing, timeline, or estimated costs may occur that result in acceleration, delay, or adjustments related to the above projects.



PUBLIC ASSEMBLY ON LIBRARY GROUNDS POLICY DRAFT 02/14/2020

PURPOSE

The public grounds of Anchorage Public Library (APL) are public forums. The Library may, under some circumstances, require permits of users and create rules governing the use of library property.

Areas outside the library facilities may be rented or permitted for use (see Facility and Ground Use Policy) or for public assembly. Areas set aside for library business are not available for use by the public at any time

Persons who want to use the Library grounds for the purposes of public assembly may be required to secure a public use permit, including insurance from the Library no less than 72-hours before the proposed activity date. The public use permit shall specify approximate number of participants, times of use, area to be used, plan for accommodating participant parking, and all activities to be conducted during the proposed use. A certificate of general liability insurance with a copy of the insurance binder with the Municipality of Anchorage identified as co-insured may be required.

Activities

Activities may not disturb library patrons or interfere in any way with normal use of the facility as a library, the grounds or parking areas. The health, safety and welfare of the public and public property must be protected. The following activities are not permitted inside our buildings; however, they may be permitted outside the library if there is no disruption to library activities and entrance and egress to and from Library facilities:

- Distribution and circulation of petition to collect signatures
- Distribution of leaflet, flyers or other written publication
- Public demonstrations
- Verbal communication conveying information other than library business
- Audio or video recording, with or without consent, is a permissible activity and outside of the Library's scope of regulation

Parking

Reasonable use of public parking spaces for those assembling will be allowed if there is ample space for those using the library facilities. Buses used to transport groups for assembly may only drop off and pick up participants; they must park off-site while not performing these functions.

Promotion

Permission to use the APL grounds does not constitute an endorsement or sponsorship of any group, individual, organization or event or carry with it any obligation by APL for representation of all points of view. Promotional materials, press releases etc., must be worded so that it is clear to the public the event is held on Library grounds but is not sponsored by the Anchorage Public Library.

Prohibited Activities

- Organized group fundraising activities that solicit money from the general public are not allowed on library property.

- No signs may be placed on the grounds other than sandwich boards which must be removed at the end of the activity

Laws and Ordinances

Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules and regulations. Those assembling may not post signs or advertising matter on the grounds or on the building. Structures are not permitted. See the following Municipal Codes:

- 25.70.010 – Posting Signs or Other Advertising Matter
- 25.70.040 - Prohibited Activities Generally
- 25.70.050 - Penalties and Remedies; Impoundment and Forfeiture of Vehicles
- 8.30 - Crimes Against Public Order
- 8.45.010 - Trespass
- 8.75.50 - Littering; Defacing Building or Other Structure
- 9.36 - Parade Regulations

Vending and Food Distribution

Vending or distribution of food or other items is strictly regulated; see MOA Code 16.60.600 - Temporary Food Service and 24.75 - Sidewalk Vendors. The organizer or group assembling is required to obtain all special handling permits and be in accordance with all applicable Municipal health and safety regulations and must provide copies to the Library prior to the event. Alcoholic beverages are prohibited

Sound and Projection Equipment

Sound or other projection equipment may not use Municipal electrical power sources for their operation. Any sound from projection equipment and/or megaphones may not create a noise disturbance, defined as “any sound that endangers or injures the safety or health of humans or animals, annoys or disturbs a reasonable person of normal sensitivities, or endangers or injures personal or real property.” See MOA Code 15.70 - Noise Control.

Interruption or Termination of Event

APL reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of the Library Director (or designee) or the Anchorage Police Department Chief (or designee) or the Anchorage Fire Department Chief (or designee), such act is necessary in the interests of public safety and/or user is in violation of this policy.

Conditional Use

Permission to use the grounds is conditional upon user agreement to save, hold harmless, and indemnify the Municipality of Anchorage from any claims, law suits, or judgments arising from loss, damage to property, injury to persons from or during their use of the grounds or any part thereof. The public use permit shall include a signed release. Non-compliance with this policy may lead to immediate cancellation of the event.

Recommended for approval: Mary Jo Torgeson, Library Director

Approved by: Library Advisory Board, February 19, 2020

SUMMARY OF APL LIBRARY USAGE 2013-2019

KEY INDICATORS	2013	2014	2015	2016	2017	2018	2019
Visits/capita	3.13	3.03	2.88	2.81	2.43	2.54	2.58
Program attend/capita	0.24	0.20	0.20	0.15	0.13	0.21	0.23
Circulation/capita	5.88	6.09	6.06	5.36	5.36	5.87	6.14
Computer logins/capita	0.47	0.53	0.64	0.42	0.80	0.94	0.35
OTHER	2013	2014	2015	2016	2017	2018	2019
Circulation	1,520,188	1,504,025	1,374,918	1,166,700	1,129,360	1,195,029	1,113,821
Database use	150,098	207,481	214,054	184,061	180,709	222,577	331,574
Downloadable materials	101,115	122,760	221,624	251,941	285,165	299,460	346,772
Overall Circulation	1,771,401	1,834,266	1,810,596	1,602,702	1,595,234	1,717,066	1,792,167
Library Card Holders	119,619	117,939	100,065	114,288	135,828	122,964	111,468
New Youth Cards	3,849	3,241	4,201	44,881	16,982	10,723	11,250
New Cards Issued	18,101	26,992	14,453	54,860	25,949	20,892	22,449
Visits	942,873	913,304	860,751	839,170	723,180	748,395	752,889
Computer Reservations	141,856	158,104	190,131	180,452	126,846	128,654	103,131
Laptops/lpads					6,149	16,902	13,785
AWE childrens computers				17,144	21,409	15,896	16,746
WIFI Unique users					90,135	115,278	114,051
Total computer/device users		158,104	190,131	197,596	244,539	276,730	247,713
Website sessions	612,505	530,183	490,267	475,062	514,060	1,551,030	1,634,089
Programs							
Children	881	879	1005	1,054	838	1,266	1,366
Teen	412	482	426	195	388	347	244
Adult/All Ages	201	426	501	534	698	839	866
TOTAL	1,494	1,787	1,934	1,783	1,924	2,452	2,476
Program Attendance							
Children	42,326	36,587	44,259	31,340	22,354	43,874	48,527
Teen	9,311	6,829	4,955	2,753	2,678	3,458	2,187
Adult/All Ages	20,076	15,774	11,374	10,029	12,633	13,223	16,729
TOTAL	71,713	59,190	60,588	44,121	37,665	60,555	67,443
Reference Questions	99,966	84,193	67,785	*54,306.25	63,144	78,883	40,006
Room booking hours	7,963	7,318	2,388				
ILLs filled	6,328	7,965	5,590	3,084	3,284	3,383	1,625
Volunteer Hours	13,278	9,992	6,904	7,690	6,185	4,893	5,755
Library Budget	\$7,679,793	\$7,904,331	\$ 8,178,245	\$ 8,404,201	\$8,494,211	\$ 8,760,147	\$ 8,578,048
Volumes					481,203	430,603	401,900
Library Staff FTE	78	78	78	77	77	76	76
Hours of Operation	10,208	10,208	10,208	10,366	10,310	10,587	10,383
Anchorage Population	301,134	301,134	298,908	299,037	297,483	294,356	291,845

Will track door counter

Anchorage Public Library

Anchorage: Performance. Value. Results

New Strategic Plan 2019-2021

The Library Staff has devoted much of their energy during the first quarter to starting the work on our new Strategic Plan, with the first quarter devoted to developing a stronger infrastructure.

New Mission

Connecting people to education, information and community

Library Core Services:

- Access to a diverse collection of materials in various formats
- Knowledgeable and approachable staff
- Functional technology and connectivity
- Expert information and reference assistance
- Communal spaces for individual and group use
- Targeted programming that meets the needs of our community

Community Priorities and Desired Outcomes

- **Education and Skills for Life:** Children enter Kindergarten with the foundational skills for literacy and are supported by the Library in their literacy progression through elementary school; the Library supports teens and adults in learning the skills they need to be successful in life.
- **A Bridge to Information and Resources:** Anchorage is an engaged and well-informed community; the Library seeks to be the trusted institution that connects people to non-biased information, experts and materials, and adapts with the changing needs of our community.
- **Building Community:** The Library brings Anchorage residents together to build a more inclusive and accepting community.

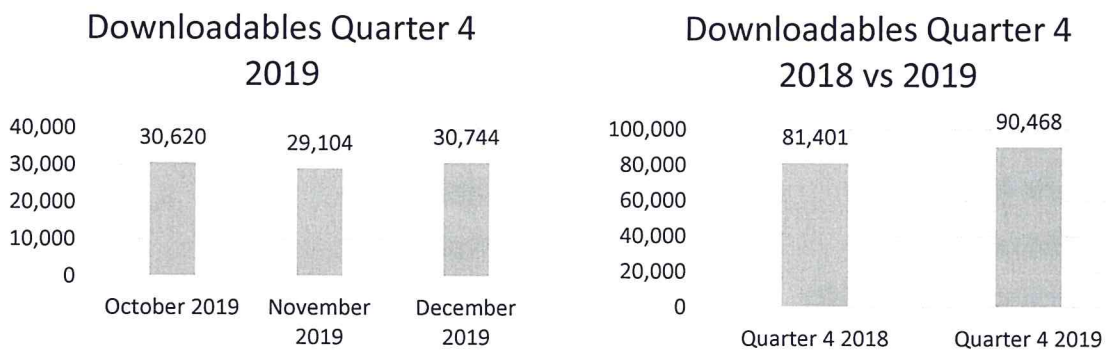
Major Use Indicators and Performance Measures

- Circulation of Materials, including downloadable items
 - The trend of decreased circulation of physical items and the increase of downloadables and databases is a trend over the last six years. APL overall usage including database use has doubled over the last 6 years.
- Library Visits
 - Library visits are increasing, even though the Eagle River Library was closed for about a month.
- Program Attendance
 - The last quarter attendance between 2018 and 2019 doubled and the overall numbers increased 11% over the previous year.
- Computer use, including WIFI use of Library technology
 - Computer usage decreased with more people bringing in their own devices. In addition, Loussac reduced the numbers of computers, which shows through the decreased usage. Wi-Fi usage increased by 7% in 2019 vs. 2018. Virtual Library visits increased through website.

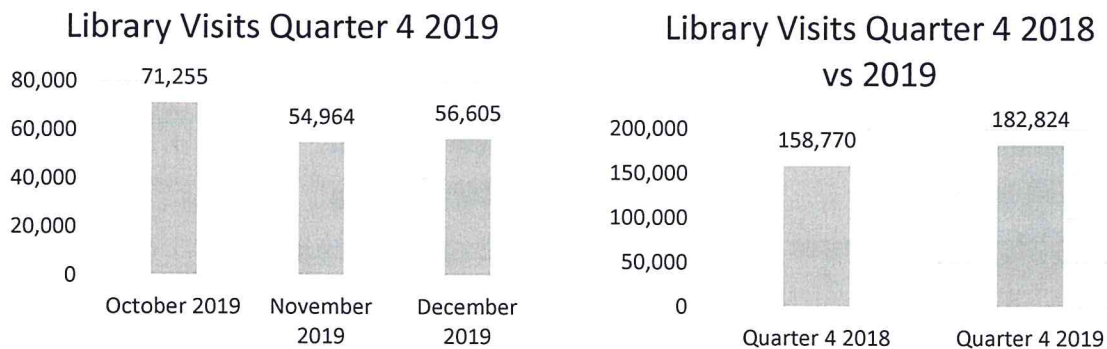
Measure #1: Circulation of library materials.



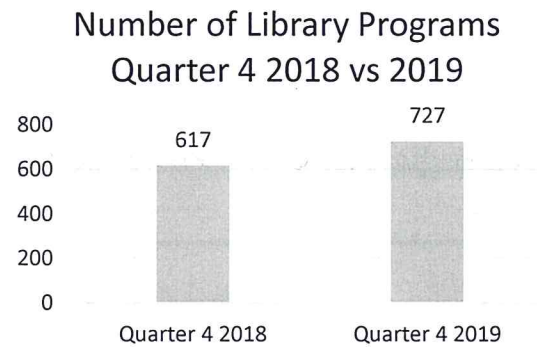
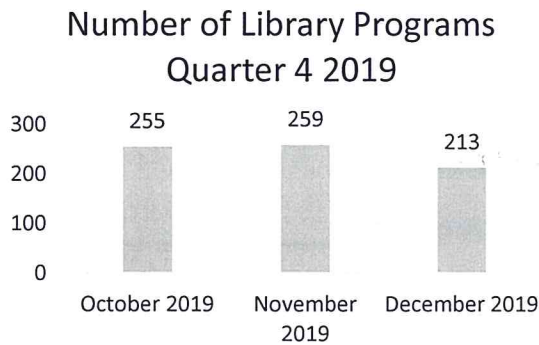
Measure #2: Number of items downloaded (Alaska Digital Library, Freegal, Hoopla & RB Digital)



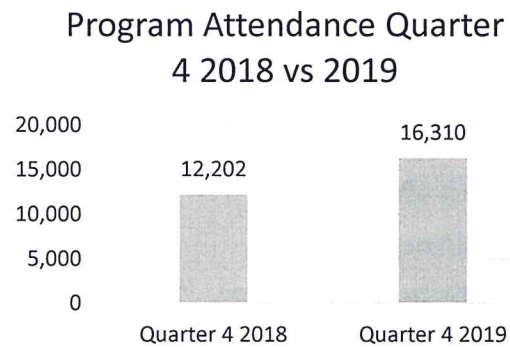
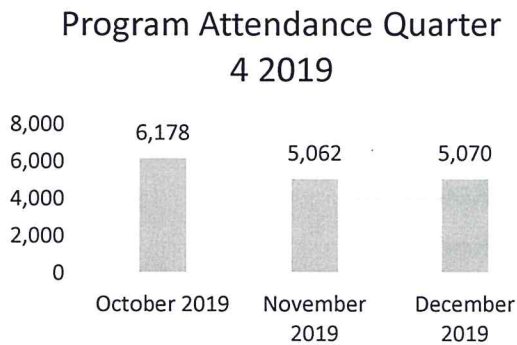
Measure #3: Number of visits to the library.



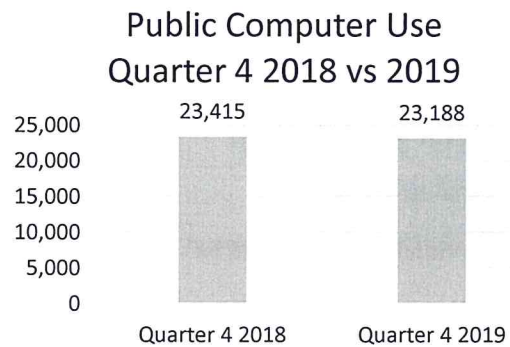
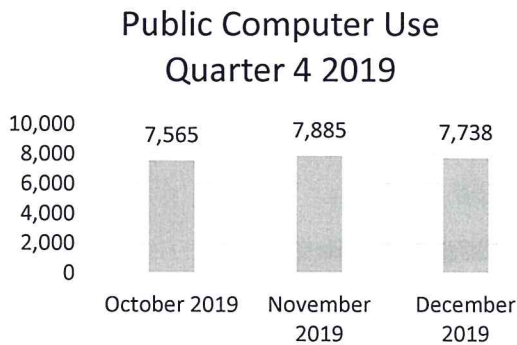
Measure #4: Number of library programs.



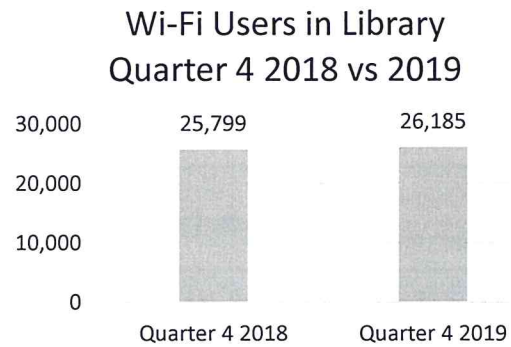
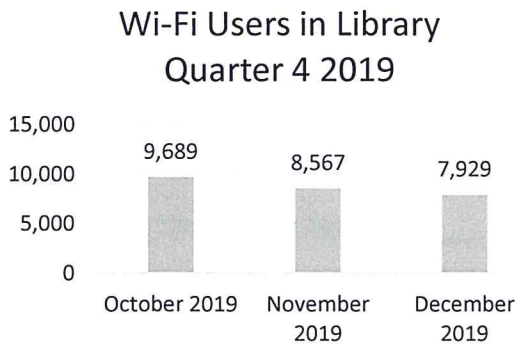
Measure #5: Library program attendance.



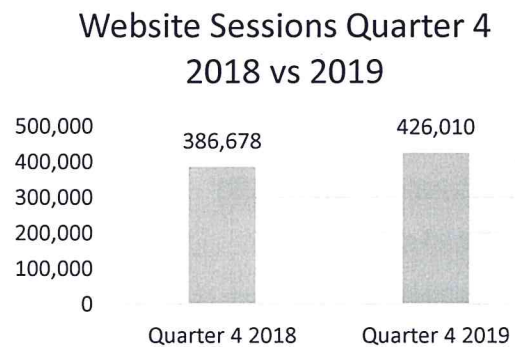
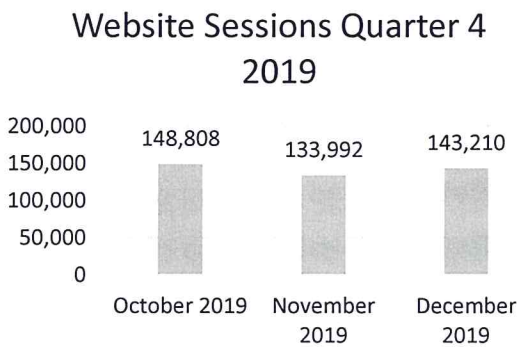
Measure #6: Public computer use in library.



Measure #7: Wi-Fi users in library.



Measure #8: Website sessions (anchoragelibrary.org).



LIBRARY DIRECTOR'S REPORT

January, 2020

Staffing:

- Our facilities coordinator, Bill Fowler, is retiring in the spring. Through Bill's ingenuity and experience, he has saved the library thousands, particularly pre/post renovation. We hope to start the recruitment of this position in March.
- The Library Director has submitted her resignation letter, effective June 5. We will be working on a recruitment brochure and with the MOA administration in the transition.
- Dean Brovold, staff member with over 30 years with APL retired, as Youth Services Librarian. Sue Sommers, who had been a YS librarian five years ago, has been hired at the CE Branch.

Libraries:

Muldoon:

- Muldoon is again hosting two interns: one through the State of Alaska Vocational Rehabilitation and the other is part of CITC's Youth Employment Program. An East High student, this will be the CITC YEP's first work experience.
- A young woman, probably in her early 20's, came up to the desk *extremely* excited: She has lived in the Muldoon area for at least two years but did not know the library location. Once she heard about the Library going fine free, she found us, got a library card, without the fear of accruing fines. She made us smile by literally skipping with books in hand out the door.

Eagle River:

- The DHHS Mobile Intervention Team (MIT) has been at CE to contact some of our vulnerable patrons. We appreciate having MIT here to speak with one of our regulars who was having a particularly difficult time.
- This branch does 17% of APL overall circulation with less staff per use. Given the number of staff available to handle materials, CE staff does an outsized job for the system.
- Kim, a woman who attends our romance book club, said that she used examples of figurative language (metaphor, simile) from romance novels to teach her homeschooled kids. She also uses our meeting notes (with authors, titles, series) to find more reading material in the ALC catalog. She really appreciates how the book club enriches her life.
- Branch Manager and Collection staff, Rachel Ayers, presented to the AK Writers Guild on how to get their books into libraries.

Mountain View:

- Staff attended the Alaska Native Charter School's Parent Night and hosted a mini-Storytime and a library information table. We engaged with approximately 150 students, staff and families.
- Five volunteers donated 73 hours, a tenfold increase from 2019.
- Mt. View library strives to be welcoming, respectful and safe for all. One of our regular customers who is experiencing homelessness comes in everyday and works on our community jigsaw puzzle. Recently, her daughter joined her to work on the puzzle. Staff chatted with her about her skill with puzzles and she shared that she grew up in a village without electricity where she would read or do puzzles in her free time. She thanked us for having the puzzle available.

Girdwood:

- We partnered with the Girdwood Fire Department to write letters to the firefighters in Australia. We put out all our card making supplies for a week, collected any finished cards and passed them

onto Chief Weston. We also hosted the United States Census several times to help recruit seasonal workers.

- January was one of the highest months for attendance at programs.

Youth Services

Early Literacy:

- Staff launched **Start with Art** a new storytime using picture books to explore different art styles with the first artist being Yayoi Kusama. After learning about her, children completed an art project utilizing Kusama's style to create their own masterpieces.
- Our Countdown to Kindergarten had 60+ people – the biggest one yet!
- Started a new Mindful Storytime that among traditional storytime elements teaches ways to calm and be aware of yourself.
- Bilingual Yup'ik Storytime! (at three locations!)

School Age & Family:

- Started our monthly scheduled scout tours and 10 girl scouts received their patches
- Partnered with the Girl Scouts of Alaska to host their cookie rally. Over 300 people came to learn about STEM skills & entrepreneurial skills gained by selling cookies and many girl scout troops were excited about our new patch program!
- OUTREACH: *North Star Elementary School – STEM night*: 150 participants (parents and school age children). Staff brought STEM kits, and talked with parents about how to check them out, and answered many questions about our online resources and downloadables.
- *Fostering Readers*: This was our first program, which focused on graphic novels and comics. Kids ended up making their own comics. Next month, we will be making cookbooks and recipes. The Fostering Readers program is a research-based program to improve literacy in children grades K-3.
- *K-12 School Fair*. This is a brand-new program that brought in 30 schools and educational organization. There were representatives from almost every ASD program like charter schools, language immersion schools, alternative schools, and more. There were homeschool programs that offer money and curriculum options as well as homeschool parent associations. And almost every single private school in town was represented. 350 people attended to learn about their options for schools and education. It was a rousing success and people are already planning for next year. It really helped in our role of being a bridge to information and resources as we connect our community to opportunities they don't even know. This perfectly aligns with the strategic plan and increases equity in access to information and programs.
- *La Befana Storytime*. Partnered with the Honorary Italian Consulate to explore this Italian holiday tradition.

Teens:

- For Teen Writing Society, Jon has been partnering with Lynn Lovegreen, a local author, to provide expert advice to teen writers.
- Volunteer Fridays continue to be our most popular teen program and a great way to encourage and funnel the teens who want to be a volunteer.
- Jon expanded and shifted the teen collection to an additional range, after weeding the collection using data from Collection HQ.
- Outreach: Jon had a tour group from Cook Inlet Tribal Council.

Ready to Read Alaska

- Presented storytime for children and caregivers at: Gladys Wood Elementary preschool/ Head Start; Trailside Elementary preschool children and KCI Early Head Start Family Night
- Working with Best Beginnings and Cook Inlet Tribal Council on their 3-year grant program for early literacy and family reading



Linda Klein with Some of the Caldecott Committee with Honor Book *Double Bass Blues*

Adult Services

- Staff visited the Department of Veteran's Affairs Domiciliary Care Program to present Job Resources at their staff meeting. This was followed up by a library tour with six of their clients.
- The Diversity Community Health Awareness Day took place on January 11th. Attendees were able to gather information about healthy behaviors and get limited preventative care. Clothing donations were also distributed.
- We focused on Database a Day on social media. We've seen community members sharing database information from our social media to Facebook groups.
- We are moving forward with Next Chapter Book Club. We are currently looking for a partnership to ensure that this program remains sustainable for the library.
- AS staff is working with a UAA class on consulting to determine when technology coaches would be most needed at Loussac. They'll spend the semester volunteering in the library, creating a contract for services that includes reasonable deliverables, determining the best way to meet goals, and designing a presentation about the experience.
- We contacted the Pioneer Home and is planning pop up library services on a monthly basis, starting in February. This is a pilot program, if successful we will be able to expand this service to other place bound patrons.
- We coordinated the first Alaska program to take place in the new Loussac Event Center. This season's Tundra Vision talks will all be held in the former Alaska Collection Wing. Libby Bakalar from Juneau was our first speaker, discussing *Speech, Advocacy, and the Constitution in the Age of Social Media*, bringing in 130 attendees
- AK Librarian started a partnership with Alaska Native Media Group and Alaska Native Village Corporation Association to bring their ANCSA discussion series to Loussac. The first of three discussions focused on the diversity of ANCSA Regional Corporations.
- 64 program/1164 attendees, a 300% attendance over 2019



Tundra Vision – January 30, 2020

Speech, Advocacy, and the Constitution in the Age of Social Media with Libby Bakalar

Community Relations

January was dedicated to Fine Free launch communications, where we coordinated internal communications for staff and public as well as a multi-media press event that included an education session for new reporters. The Mayor also attended the press event and we received coverage on radio/print/TV from all major sources.

Library Long-Term Planning and Development

- **Library Foundation:** Received \$25K from Rasmuson Foundation for Community Resource program – the last grant for the project. We now have enough for an assistant social worker and a peer navigator program.
- **Friends of the Library:** Save the Date - Beyond the Stacks fundraiser is Sat. April 11.
- **Volunteers:** over 8K volunteer hours in 2019 from hundreds of volunteers!
- **Room rentals:** over \$14K in room rental income in January – way above the monthly average.
- **Strategic plan:** released one-year progress report; working to set up a presentation for the Assembly and Mayor

IT and Patron Services

- Began building a Staff Intranet, which could include:
 - Leadership Team Information page with information regarding our Professional Development Reading; our Summaries; confidential contact form and our contact information.
 - Basic Branch pages that will be turned over to branch managers to design
 - A technology ticketing page with some troubleshooting tips.
 - A home page with links to social media; the various other pages and space for more.
 - Benefits - can be collaborative on some pages; training modules can live here; can monitor usage.

- Patron Services has been working through fine free - thankfully we haven't run into procedural issues, simply questions about 'why'.

Collection Management Services

- CMS Coordinator locked in our Freegal pricing for the next three years and negotiated an increase in streaming to 7 hours/card/day.
- Librarians began the year with "observing" the rolling over the vendors, funds and orders (this addresses our goal of staff being cross trained).
- Graphic novels has been expanded again, with face-out displays throughout the entire section

Community Resource Coordinator

- Housing Lab: 23 individuals
- One-on-one assistance: 57
 - 36 new this month, 21 repeat clients
 - Currently experiencing homelessness (44)
 - At risk of homelessness (10)
- Categories of assistance by request (some cases are in multiple categories):
 - Housing: 47
 - Food resources (pantries & SNAP apps): 3
 - Wellness: 6
 - De-escalation, referred to MIT: 3
 - Adult Protective Services: 0
 - Referred to medical support services: 2
 - Coping skills & low-cost mental health supports: 2
- One of our most vulnerable and hard-working patrons has been working long hours while homeless and undergoing medical care after he was attacked and beaten over the summer. Thanks to Catholic Social Services, he is moving into a midtown apartment and is going to keep working at his full-time job.
- Throughout January, three additional Loussac regulars were able to keep connected to services through their connection at the library and continue on the long process of gathering eligibility paperwork necessary for supportive housing.