

Municipality of Anchorage
Library Advisory Board Agenda
Microsoft Teams Virtual & In-Person Meeting
Loussac Library (Moose Room)
December 17, 2025

Attendance

_____ Debra Bronson
_____ Megan Cacciola
_____ Olivia Garrett
_____ Jen Griffis
_____ Marc Johnson
_____ Wade Hampton Miller
_____ Cristy Willer

Topic	Leader	Time
1. Call to Order	LAB Chair	5:30
2. Roll Call	LAB Chair	5:30
3. Minutes of previous meeting	LAB Chair	5:40
4. Disclosures		
5. Unfinished Business		
<i>AO No: 2025-91 & Robert's Rules Training</i>	APL Director	5:45
6. New Business		
<i>Rule of Time for Public Participation</i>	APL Director	5:55
<i>Facility and Grounds Use Policy</i>	APL Director	6:05
<i>Exhibits policy/Eyes Closed exhibit</i>	APL Director	6:15
<i>Prepare to elect new Board officers</i>	LAB Chair	6:30
7. Monthly Board Report	APL Director	6:40
8. Public participation	TBA	6:50
9. Adjournment	LAB Chair	7:00

Following is a link to join the meeting virtually:

https://teams.microsoft.com/join/19%3ameeting_Yzl3YzZkMmEtMzBmOS00Y2RmLWEyYjgtZjNiMGJjMmZmZmQ1%40thre%20ad.v2/0?context=%7b%22Tid%22%3a%22127a78cb-19c5-46ca-b11f-87c33c49a907%22%2c%22Oid%22%3a%2232153d56-30ab-46e0-9dc1-9816df7e2721%22%7d#/registration.

Call in: +1 907-519-0237, 632109625#



**Municipality of Anchorage
Library Advisory Board
Minutes of the Meeting of November 19, 2025**

1. Call to Order

Chair Willer convened the meeting at 5:33 p.m. in Anchorage Public Library, 3600 Denali Street, Moose Room, Anchorage, Alaska.

2. Roll Call

Present: Megan Cacciola, Olivia Garrett, Marc Johnson, Wade Hampton Miller, and Cristy Willer.

Absent: Debra Bronson, Jen Griffis.

Also in attendance were Marjorie Harrison, Library Director, and Rebecca Lampert, Junior Admin Officer.

Members of the Public: Shirley Mae Staten, Michelle Moore-Jones

3. Approval of the Agenda

Megan Cacciola moved, Wade Hampton Miller seconded, to approve of the Agenda of the Library Advisory Board Meeting of November 19, 2025

and the motion passed without objection.

Megan Cacciola moved for Agenda Item 5 (Robert's Rules training) to occur after Agenda Item 7 (Persons to be Heard), Wade Hampton Miller seconded,

and the motion passed without objection.

4. Disclosures - None

5. Minutes of the Previous Meeting

A. Minutes of the Library Advisory Board Meeting of October 15, 2025.

Olivia Garrett moved, Marc Johnson seconded, to approve the minutes of the Library Advisory Board Meeting of October 15, 2025,

and the motion passed without objection.

6. Old Business – None.

7. New Business

A. Review Agenda Topic:

AO No:2025-91 (update of Municipal code regarding public meetings). Library Director Harrison presented on the ordinance.

8. Audience Participation (Persons to be Heard)

Shirley Mae Staten and Michelle Moore-Jones spoke regarding the Keys to Life “Eyes Closed” exhibit.

Wade Hampton Miller moved, Olivia Garrett seconded, to resume the discussion and review the “exhibits policy” at the next Library Advisory Committee meeting,

and the motion passed without objection.

9. New Business Continued

B. Review Agenda Topic:

Robert’s Rules training, part 1. Due to time constraints, the fBoard agreed to postpone the training and to watch it on their own.

10. Reports

Board Report for November was distributed and is on file.

11. Adjournment

Wade Hampton Miller moved, Megan Cacciola seconded, to adjourn the Library Advisory Board Meeting of November 19, 2025.

and the motion passed without objection.

Chair Willer adjourned the meeting at 7:02 p.m.

The next Library Advisory Board meeting will be held on December 17, 2025.

Respectfully submitted,

Rebecca Lampert, Junior Admin Officer for
Marjorie Harrison, Library Director
MH/rl

For detailed Board discussion, please refer to the recording of this meeting located on the Municipal Website at <https://bit.ly/APLLABYouTube>.



Public Participation at Library Advisory Board Meetings

The Library Advisory Board (LAB) meets on the third Wednesday of each month at 5:30 PM at Loussac Library. Occasionally the board will meet at one of the four branch libraries within the system. A meeting agenda, or link to the agenda, will be posted at least 24 hours before the meeting and includes the meeting location and link for those who wish to attend virtually.

There are three ways to provide input to the Library Advisory Board:

1. Prior to an action item on the agenda
 - a. The chair will announce that public comment on the agenda item is open.
 - b. Members of the public who wish to provide comment may do so after being recognized by the chair.
 - c. Those providing comment are limited to 3 minutes.
 - d. Members of the public may offer comments on more than one agenda item per meeting but shall limit their comments to the specific item before the board.
2. During the Public Participation section of the agenda
 - a. Members of the public who wish to provide comment on a topic not on the agenda may do so during the Public Participation item on the agenda.
 - b. The chair will announce that the board has reached the public participation section of the agenda, and that public comment is open.
 - c. Members of the public who wish to provide comment may do so after being recognized by the chair.
 - d. Those providing comment are limited to 3 minutes.
 - e. Members of the public may offer comments on any topic with the exception of a topic they have spoken to prior in the meeting.
3. In writing
 - a. Members of the public who wish to provide written comment in lieu of or as a supplement to comment provided at an earlier meeting may do so
 - i. via email at apl@anchorageak.gov with “Attention Library Advisory Board” in the subject line
 - ii. By mail at Anchorage Public Library
Attn: Library Advisory Board
3600 Denali St
Anchorage AK 99503

50 Guidelines for Public Comment



INTRODUCTION

In recent years the climate for public comment at local government meetings — city councils, school boards, utility districts, etc. — has become much more challenging. People everywhere are feeling the stress brought on by the pandemic's suffering and loss, economic difficulties, greater hostility in the political sphere, and global concerns. This stress sometimes erupts in tense public meetings.

Online meetings have offered new opportunities for the public to become engaged, while also requiring public agencies to create a new technological framework for public comment. This guide gives our best suggestions for managing public comment in your local government meetings, whether in-person, hybrid, or fully online.

If disruptive events are common in your community, check your state law. In some states, it is a crime to disrupt a local government meeting.

Please note that these guidelines address occasions when members of the public speak to the governing body at its ordinary business and work or study meetings. Public hearings, quasi-judicial meetings, and public forums to seek community input are governed by different rules that are not discussed here.

Give the message that you welcome public comment

Through it all, it remains vital for any local government body to welcome public comment, and to convey that message of welcome to its community. How governmental bodies speak to their public at meetings is a critical factor in building trust and emotional connection to make a strong community. Jurassic Parliament believes that the emotional context of public meetings is more important than procedure. If you make a procedural mistake, you can retrieve the meeting. If you disconnect emotionally, damage can occur.

How is this achieved? The mayor, chair, or president of the local government body (the “presider”) must convey a personal message of warmth and welcome by their demeanor, facial expression, body language, and tone of voice. The members of the body must show, by their posture, their gaze, and their faces, that they are interested in what the public is saying, and that they welcome comments.



You may also want to take notes of what people say. This indicates that you are listening actively and helps with retention. Consult with your attorney as to whether such notes are personal, or whether they must be maintained as a public record. In the latter case, you may decide not to make any written notes.

Public comment is not a dialogue

The public comment period is not a time for dialogue. A meeting of a public board is not a MEETING OF THE PUBLIC. It is a MEETING OF THE BOARD that is held in public. The purpose of the public comment period is for the board to receive input from its community. It is, in fact, a ONE-WAY communication to the board, council, or committee. The public does not participate in making decisions. Instead, it provides input to the governing body, which will take that input into account in making its decisions.

Once the public comment period is over, the presider **MUST** thank the speakers warmly for their input. Residents can be disappointed when they do not receive an immediate answer to their questions or comments. Acknowledging how valuable their views are is critical.

Consider First Amendment and free speech rights of residents

A governmental body must craft its requirements with care in order to preserve the free speech rights of its citizens and residents. If questions arise about the public comment period, consult your attorney. Remember that state law and regulations, and your specific bylaws or rules of procedure, have higher standing than *Robert's Rules of Order*, other parliamentary authorities, or these guidelines.

Maintain other channels for communication with the public

Given the limits on the public comment period, it is essential for the governing body to maintain other channels of communication. You can use a form on your website, surveys, personal communications, "coffee with the board" (always less than a quorum), or public forums to do this. You must be, and appear to be, responsive to your community. And it's better to refer to "our community," rather than "our public."

Rely on your authority and role as an elected official

When feelings run high in your community, and opinions differ widely, elected officials are placed under additional stress. We believe that it is essential to be able to absorb the public's views, their anxiety, and sometimes their hostility, without passing it on. Elected officials should not fan the flames of controversy, but should strive to be peacemakers seeking common ground.

You can rely on your authority, your role, and your duty, as an elected official, to take all views into consideration, and then to exercise your own best judgment on the issues involved. For more on this concept, see our article, *When public pressure is intense, what can you do?*

Disclaimer

These guidelines are based on the principles of *Robert's Rules of Order, Newly Revised*, 12th edition. However, the book has almost nothing to say about public comment. Our guidelines are drawn from Jurassic Parliament's twenty years of experience in working with local government bodies. You may create your own rules for public comment, as long as you follow state law. Your rules have higher authority than *Robert's Rules of Order*.

The guidelines are educational in nature and do not constitute legal advice. Always consult your attorney, since the penalties for violating the public's right to speak can be severe.

GUIDELINES

► Parameters of public comment

1. Establish specific periods for public comment during your meetings, in a way that is consistent with your community's expectations and customs. Public comment at the beginning of the meeting helps residents who don't want to attend the entire meeting. Some bodies also take public comment about each individual agenda item, or add a session at the end of the meeting.
2. In some states, you may limit speakers to those who reside within the specific political jurisdiction.
3. Set a time limit for each individual to speak. You may wish to set a slightly longer time for someone who speaks for an entire group that is present.
4. You may limit people to one opportunity to speak per period.
5. Adopt a rule prohibiting speakers from donating their time to other people.
6. Set a length of time by which each period will conclude, unless the body votes to extend it. Note that in some states, if you have allowed public comment, you must allow everyone present to speak, even if briefly. Other states do not require this. See our article, *Are your meetings seven hours long?*
7. Usually you may establish subject-matter restrictions, for example, that public comment will be taken only on agenda items, or on matters relevant to the city or council. Check state law on this. All such restrictions must be viewpoint-neutral.
8. If someone brings up something off topic, the presider should interrupt and cut them off, politely but firmly. "Excuse me, that topic is not allowed under our guidelines."
9. Safety comes first. If you anticipate that a hostile crowd may turn violent, speak with law enforcement authorities and do your best to create a safe environment. Some bodies have uniformed police officers routinely at their meetings. If they are seated among the public, they are less intimidating. Police officers can also be posted nearby, out of sight and not physically in the meeting room, but on call if needed.

► Written guidelines

10. Provide printed copies of the guidelines and expectations and post them on your website. See below for a sample policy.
11. Review the guidelines at the beginning of each comment period if necessary, and explain that this is the time for citizens and residents to express their views in order to inform the board.
12. Explain that the board will not engage in dialogue with the public during this time, and what arrangements are available for obtaining answers to questions.

► During public comment

13. Check your state law as to whether you may require speakers to give their name and address. For personal safety reasons, it is better not to require an address. It is reasonable to ask if a speaker is a resident of your jurisdiction.
14. Require all speakers to address their remarks to the chair, not to board members or the public.
15. Require all speakers to keep to the time limits. It is important to be consistent for the appearance of fairness. Some jurisdictions provide a visible public timer, so the speaker knows how much time is available. The chair may enforce the time limits, or a staff member may do so.
16. If someone speaks beyond their allotted time, the presider must intervene by saying "Thank you, your time is up." Sometimes a presider has to speak several times, with increasing force. It is the presider's duty to prevent any speaker from hijacking the meeting.

17. The chair should thank each speaker, whether positive or negative.
18. In general, it is best not to respond at all to public comment. However, the chair may provide brief factual information, if appropriate. For example, the chair might explain that legal limitations on the board's authority prevent the board from taking a requested action. This response must not degenerate into lecturing or criticism.
19. The chair must not under any circumstances enter into back-and-forth exchanges with the public. See our article, *Don't get into back-and-forth exchanges during public comment*.
20. We recommend using surnames to address speakers. If you use first names for some speakers, use them for all.
21. Board members refrain from speaking during this portion of the meeting.
22. It's helpful to have a staff person present at the side with whom community members may speak privately to provide their questions and contact information. The staff will get back to them at a later date. Do not call on staff to give public answers on the spot.

► **First Amendment**

23. The public has the right to make personal, critical, or harsh remarks, including vulgarity or obscenity. The courts have found that members of local governments must follow the rules of decorum, but members of the public are not bound by them. (See our article *Inappropriate remarks on local government councils* for more information on decorum among board members.)
24. Members of the public do not have the right to DISRUPT the meeting. However, mere words likely do not constitute a disruption in themselves. All concerned should become familiar with case law on this point, and be able to determine when conduct becomes truly disruptive.
25. Some bodies have rules like this: "Any person making boisterous, impertinent, or slanderous remarks may be removed from the meeting." If you act on such a rule, you may subject your body to a First Amendment challenge in the courts. We recommend changing this language to ensure that it refers only to disruptive behavior—behavior that prevents the meeting from continuing.
26. If things are getting hot in your community, consult with your attorney and develop an action plan for steps to take in case of disruption. In cases of serious disruption, state law may allow you to adjourn the meeting to a different location or to go online.
27. Be very cautious about ordering a disruptive member of the public to leave the meeting. It may be advisable to give three warnings to cease from the disruptive behavior before taking any action. Consult with your attorney before doing this.
28. You may be able to set limits on some kinds of public comment based on other legal considerations. Threats of violence or sexual harassment can be prohibited. It is reasonable to prohibit speech pertaining to a campaign or election. In a school district, you may be able to prohibit comment about students based on the Family Educational Rights and Privacy Act. You may be able to require that complaints or concerns about individual teachers be addressed through administrative channels. As always, consult your attorney.
29. For more information, See Brett Vinson's article, *Danger Will Robinson!* and this article published by MRSC*, *When First Amendment Rights and Public Meetings Clash*.

► **Behavioral expectations**

30. Model courtesy and respect and encourage members of the public to do the same.
31. The board should discourage demonstrations (booing, hissing, clapping). These can be chilling to discourse and inhibit free speech, both on the part of the elected officials and of the public.

32. The public must not be permitted to crowd the dais and harass or physically intimidate anyone.
33. Some boards permit signs to be posted outside the meeting room, and some allow them within the room as long as they do not contain obscene language, block anyone's view, or disrupt the proceedings.
34. Usually boards do not permit residents to bring posters or display PowerPoints during routine public comment. They can provide written material for the board.
35. There was an instance where people were allowed to pray silently during council meetings, since it was not disruptive. However, bringing animals into the room, playing the piano, singing, chanting, or disrobing can be prohibited.

► **Responsiveness to the public**

36. The body language and manner of the chair and other elected officials are critical to running successful public comment sessions. Board members should listen to each person speaking as if there were no one else in the room. This takes a lot of energy!
37. Board members should refrain from using their cell phones or laptops, whispering to each other, or otherwise demonstrating lack of interest in what the public is saying.
38. It is helpful to see oneself on video in order to gauge the impression given to the public. We recommend a facial expression that projects warmth and genuine interest. If a speaker is highly negative, it is appropriate to keep a neutral, serious expression. Do not frown, grimace, sigh, or roll your eyes.

► **Online issues**

39. When meeting online, plan this portion of your meeting carefully. You may need several staff people to manage public comment. Consider what your platform allows. Avoid situations ripe for interruptions or "zoom bombing."
40. Managing hybrid meetings is especially challenging. The presider must be alert and ready to notice who is waiting to speak. It helps to have other staff members monitor this.
41. Some jurisdictions allow speakers to use audio only, while others permit video. Time considerations may influence your choice.
42. In some states, you may require people to register in advance to give public comment, or you may accept only written comment.
43. When comments are submitted in writing, they should be provided to all board members for their review. We do not recommend having the clerk read all such comments aloud, as this can take hours of time. It is sufficient if the members have the opportunity to read the comments themselves.
44. As with in-person situations, be careful about muting or ejecting disruptive speakers. Hostile comments do not, in and of themselves, merit being muted. Comments must actually disrupt the meeting. You may mute speakers if they speak beyond the allotted time limit or otherwise violate your established policies.

► **Other considerations**

45. Legal concerns suggest that it is preferable to limit public comment to the designated periods of the meeting.
46. Provide a website form, or clearly marked paper, inviting individuals who are not heard during the public comment period, due to time constraints, to provide written comment for the board.

47. Recent court decisions have affirmed that board members are not allowed to step down from the dais and take the podium as a member of the public during the public comment period. This amounts to “double dipping,” since board members already have a platform during the meeting.
48. Sometimes board or council members attend meetings of citizen advisory bodies, and wish to speak. This can be problematic due to the influence that board or councilmembers have. If your rules do not prohibit this, the official in question must be very clear that they are giving their own opinion, and not speaking on behalf of the main body.
49. Detailed public comment should not be included in the minutes. It is sufficient to say, “Public comment was given.” See the article written by Jurassic Parliament and MRSC*, *Less Is More: Action Minutes Save Time, Serve the Agency Best*. If you do wish to include public comment, a summary that avoids providing personally identifiable information on individual commenters is recommended.
50. MRSC* has published an article, *Strategies for Managing Difficult Public Meetings and Hearings*, that gives valuable suggestions for managing issues before, during, and after the meeting

*MRSC, formerly the Municipal Research and Services Center, is a private non-profit organization in Washington State that provides advice to local government bodies.

SAMPLE PUBLIC COMMENT ANNOUNCEMENT

- Now is the time to hear from our community. We welcome your comments which are very important to us.
- Please go to the podium, speak into the microphone, and give your name and city of residence. Address your comments to the board as a whole, not to individuals. Courtesy is appreciated.
- Comments are welcome on general board business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for 5 minutes.
- Note that we will not be entering into dialogue at this time. The purpose of this agenda item is for YOU, the public, to inform US, the board, about your views.
- If you have specific factual questions or complaints, please check in with our staff. They are seated on the side and will be glad to assist you. We welcome written questions and comments.
- Demonstrations (clapping, cheering, booing) are not allowed. They disrupt the meeting and inhibit free speech rights.
- Speakers may not endorse candidates, discuss ballot propositions, advertise, or speak to issues which are before the board as quasi-judicial matters or considered in a public hearing. PowerPoint presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall of the chambers as long as they do not impede the view or the board's work.
- We appreciate your coming to this meeting. Thank you for attending and sharing your thoughts with us.

Jurassic Parliament hereby grants permission to adapt and modify this sample announcement as appropriate for your organization. This information is provided for educational purposes only and does not constitute legal advice. For guidance in a specific situation, consult a qualified attorney.

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Anchorage Public Library Facility & Grounds Use Policy Comparison

Category	Current Policy (2019)	Draft Policy (May 30, 2025)	Proposed Changes After Legal Review
Structure & Format	Brief, general policy	Expanded to 20+ pages with detailed sections, tables, and definitions	Removed the procedure section to be articulated with internal procedure.
Definitions	Minimal	Extensive glossary (e.g., Renter, COI, Community Groups, Private Use)	Eliminates definitions for <i>Community Groups</i> , <i>Private</i> , and <i>For-Profit</i> ; adds <i>Government Agencies</i> as a user group
Room Use	General availability	Specific room restrictions by group type and purpose	Eliminates non-profit use at Loussac; retains free use at Mountain View
Rental Rates	Not detailed	Tiered rates by group type (non-profit, for-profit, etc.)	Replaces tiered rates with one flat rate for all users per room
Reservation Process	Not specified	Online system required; up to 6 months in advance (1 year for Event Center)	Minimum and maximum reservations times were removed and will be handled as a procedure. New procedure will allow for same day rentals of the Raven, Moose, Salmon and Beluga.
Fees & Payments	Not detailed	Hourly billing only; additional charges for alcohol, security, etc.	Clarify 1 hour minimum for Raven, Moose, Salmon, and Beluga Room. 2 hour minimum for all other rooms.
Refunds	Not specified	No refunds unless canceled 30+ days in advance	No change noted
Security	Not emphasized	Required for after-hours, alcohol events, or 100+ attendees	No change noted
Insurance (COI)	Not mentioned	Required for many events, including free nonprofit use	No change noted
Alcohol Use	Allowed with permits	Permitted only after hours; multiple permits required	At Loussac - Only available in Event Center, Ann Stevens Room and Atrium. At Mountain View – Only available outside library hours.

Category	Current Policy (2019)	Draft Policy (May 30, 2025)	Proposed Changes After Legal Review
Advertising	General disclaimer	Required statement: “APL does not endorse...”	No change noted
Tabling	Not formalized	Formal application process; restrictions on political/commercial tabling	Only groups allowed to table are Non-Profit 501c3 or government agencies.
Right to Assemble	Not detailed	Specific distance rules; no indoor petitioning	Changed to “Public Assembly.” Clarified behaviors not allowed “signature collection etc”
Study Rooms	Available	Clarified by location; Raven Room and booths at Loussac	Eliminates study rooms at Loussac; retains 3 single-occupancy study booths
Library Staff Roles	Not defined	Detailed responsibilities for Facilities Use Coordinator, Security, Branch Managers	No change noted
Renter Responsibilities	General expectations	Detailed list including setup/cleanup, AV use, damage liability	No change noted
AV Equipment	Minimal mention	Renters responsible for operation; manuals provided	No change noted
Decorations & Setup	Not specified	Only painter’s tape allowed; no open flames or fog machines	No change noted
Restroom Access	Not addressed	Portable restrooms required for 100+ attendees or after-hours events	No change noted
Non-Profit Event Procedure	Moose Room only; 1/month; no AV/staff support; no library promotion	Expanded to include Raven Room and Mountain View; online reservations; clearer COI and liability	Eliminates Loussac non-profit use; Mountain View remains free for non-profits and government agencies
Parking Lot	Not addressed	Set parking lot rental rate and how to rent	Specifies parking lot is free for non-profit and government agencies to use. Based on tabling requirements.

Change Management Summary: Non-Profits, Study Room (2023–2025)

Background

In 2023, the Anchorage Public Library (APL) introduced a **Non-Profit Event Procedure** to allow 501(c)(3) and other tax-exempt organizations to host **free, public events** once per month in the **Moose Room** at the Loussac Library. This was intended to support equitable access to library space for mission-driven groups.

Evolution of the Procedure

- **2023:** Non-profits submitted applications reviewed by the Assistant Director. Approved events were tracked via spreadsheet and cross-referenced by the Facilities Use Coordinator to waive fees.
- **2024:** The designated space shifted from the Moose Room to the **Raven Room**, which also began serving as a **walk-in study room** (90-minute limit) for individual or group use.
- The Raven Room became a hybrid space: reserved monthly for non-profits and available for informal study use.

Draft Policy Goals (2025)

In drafting the new Facility and Grounds Use Policy, APL aimed to:

1. **Streamline and formalize** evolving procedures.
2. **Support community engagement** by offering:
 - Free monthly use of the **Raven Room** for non-profits and community groups.
 - Free use of the **Mountain View Community Room** for similar groups.
3. Align with **Assembly feedback in 2024** encouraging free access for non-profits.

Legal Review Feedback (October 2025)

Municipal legal counsel raised concerns about the **complexity and ambiguity** of user group categories:

“APL might get pushback from groups trying to rent because APL views the group as ‘private use,’ whereas the prospective renter views themselves as a ‘community group.’ ... Consider reducing the number of categories.”

— *Allison Lang, Attorney*

Budget & Operational Considerations

- The **2026 operating budget** included a **\$45,000 increase in room rental revenue**.
- The Assembly emphasized **revenue generation**.
- APL also reviewed **staffing capacity**, particularly the time spent by:
 - **Adult Services staff** managing the Raven Room as a study space.
 - **Facilities Use Coordinator** handling fee waivers and clarifying policy.

Final Policy Decisions

To support clarity, efficiency, and revenue goals, APL adopted the following changes:

- **Eliminated** the **Non-Profit Event Procedure** at Loussac.
- **Discontinued** the **Raven Room as a study room**.
- **Retained** free use of the **Mountain View Community Room** for non-profits.
- **Removed** user group distinctions (*community, private, for-profit*).
- **Added** *government agencies* as a recognized user group.
- **Standardized** room rental fees: **one flat rate per room**, regardless of user type.



FACILITY AND GROUNDS USE POLICY

Effective Date: (MM/DD/YYYY)	Approval Date (MM/DD/YYYY)
Supersedes P&P: Facility and Grounds Use Policy	Previous version dated: 11/20/2019
Final approval by: (LIBRARY DIRECTOR SIGNATURE)	

1. PURPOSE

The purpose of this policy is to establish and summarize procedures and practices for public use of meeting facilities and grounds at Anchorage Public Library (APL). This policy applies to all meeting rooms, grounds, and locations of Anchorage Public Library and applies to members of the public, groups, government agencies, and Municipal employees and departments who use them. This policy supersedes any previous APL policies related to grounds and facilities.

2. POLICY

“Connecting people to education, information, and community,” is the mission of APL. Accordingly, APL welcomes the public to use its facilities and grounds in a manner that complements other aspects of APL’s mission. Events, gatherings, and meetings hosted at APL facilities may not hinder core APL functions and services. APL makes rental facilities available on a nondiscriminatory basis while taking advantage of revenue-generating opportunities.

When APL’s meeting spaces are not in use for library functions, these spaces may be made available for rent on a first-come, first-served basis. Detailed requirements and rental fees are listed below in section 6. Study spaces are available at some locations subject to the requirements listed below. Permission to use APL meeting spaces does not constitute an endorsement or sponsorship of any group, viewpoint, individual, organization, or event.

Renters are required to adhere to all requirements as listed in the Renter Responsibilities set forth in this document in section 8.

3. DEPARTMENTS/DIVISIONS AFFECTED

All Anchorage Public Library locations.

4. REFERENCES

1. Municipality of Anchorage Operating Policy/Procedure 01-04 – Delegation of Signature Approval/Authority, effective January 1, 2020.
2. Anchorage Municipal Code (AMC) 4.60.040 – Library Advisory Board
3. AMCR Chapter 10.50 - Regulations governing the sale or serving of alcoholic beverages on municipal property
4. AMC 25.10.011 - Use permit fees
5. AMC 3.101.020 - Library fees and charges
6. AMC 25.10.090 - Consumption in public place
7. Alaska Statute Chapter 04.09 – Alcoholic Beverages; Licenses, Endorsements, and Permits
8. APL Code of Conduct
9. APL Photography and Filming Policy

Use shall be in accordance with all applicable Federal, State, and Municipal ordinances, statutes, rules, and regulations.

5. DEFINITIONS

1. **AMCO**: Alcohol Marijuana Control Office
2. **APL**: Anchorage Public Library
3. **COI**: Certificate of Insurance
4. **Facility Use Coordinator**: APL Staff member assigned to manage room rental reservations.
5. **Government Agencies**: State, Federal, and Local Governments.
6. **Library Director**: The head of the Anchorage Public Library or designee.
7. **Library Policy**: A document setting forth a Library-wide policy; may or may not include a Library Procedure.
8. **Library Procedure**: A document setting forth operational best practices designated to implement a policy and/or train Library Staff Members.
9. **Library Staff Member**: An individual employed at any Anchorage Public Library location.
10. **Non-Profit**: organization with 501(c)(3) tax-exempt status.
11. **Renter**: Any non-library individual or organization utilizing Library spaces with an approved Rental Agreement on file.
12. **Security**: Municipal employees or contractors who provide security services at APL facilities. Security personnel are not law enforcement officers or peace officers.

13. **Tabling:** The act of setting up a table in a library space to provide information to the public.

6. ROOM DETAILS AND RENTAL RATES

The Library has prepared the following list of available rental spaces. Rates will be charged by the hour.

LOUSSAC LIBRARY

In order to limit disruption to library operations the following restrictions are in place at the Loussac Library:

- The Atrium is only available for rent after hours.
- Minimum Room usage is two (2) hours unless otherwise noted.

Parking Lot:

- Specific areas of the Loussac parking lot may be reserved for a fee. Please contact the Facilities Use Coordinator at aplrooms@anchorageak.gov for more information.
- Unless a reservation has been made for use of the Loussac parking lot, the parking lot is only to be used by library patrons, employees, event guests, or vendors to park their vehicles while visiting or working at Loussac Library, including to attend Assembly meetings or other public events.
- The library may waive parking lot fees for non-profits or government agencies providing services accessible to Anchorage residents.
- The parking lot may not be used for:
 - o Endorsing or opposing candidates for public office.
 - o Endorsing or opposing initiatives, referenda, or the adoption of federal, state or local legislation.
 - o Promoting commercial products, services or sales.

Study booths – The Loussac Library has single occupancy study booths available. Inquire with staff for details.

Room/Space	Rental Rate
Loussac Event Center/Rotunda	\$200 / hour
Wilda Marston Theatre	\$150 / hour
Assembly Chamber	\$100 / hour
Atrium (Only available after hours)	\$60 / hour

Ann Stevens Room/Galleria	\$100 / hour
Beluga Room 1 hour minimum	\$60 / hour
Salmon Room 1 hour minimum	\$60 / hour
Moose Room 1 hour minimum	\$60 / hour
Raven Room 1 hour minimum	\$ 60 / hour
Learning Commons	\$75 / hour
36 th /Denali Lawn	\$300 / day
Fountain Lawn	\$300 / day
Parking Lot (limited areas)	\$300 / day

MOUNTAIN VIEW LIBRARY

Mountain View Community Room and Non-Profits: The Library has set aside the Community Room at the Mountain View Library for non-profits and government agencies to use free of charge. All reservations are subject to the policies and procedures for room use and conduct as outlined in this document.

All groups are required to pay for security during any room use outside of regular library hours whether free or paid use (see section 8 paragraph 8 for details).

Room/Space	Rental Rates
Mountain View Community Room	\$100 / hour* *Free for non-profit and government agencies

CHUGIAK EAGLE RIVER LIBRARY

Room/Space	Rental Rate
Study Rooms	N/A

MULDOON LIBRARY

No rooms available for public use.

GERRISH LIBRARY

- Girdwood Community Room reservations are handled through [Girdwood Parks and Recreation](#).
- Single occupancy study booth available. Inquire with staff for details.

7. RENTER RESPONSIBILITIES

Renters are responsible for understanding this Policy and complying with it. Renters are also responsible for reviewing, understanding, and following APL's Patron Code of Conduct. Failure to comply with this policy or the Code of Conduct may result in immediate termination of the rental, including in-progress rentals.

1. Make a Reservation.

- a. Rooms are available for rent at the Loussac and Mountain View libraries using the online reservation system at anchoragelibrary.org.
- b. Reservation must include time for all set up, take down, and rehearsals.
- c. Applications for rentals are processed in the order received.
- d. Reservations are not confirmed until the request has been reviewed and approved by library staff.
 - i. If renting more than one (1) room at a time or if the event anticipates more than 100 people, your application will require approval from the Library Director to ensure library operations are not adversely affected.
- e. The Library reserves the right to reject any application if it is determined that the organization has abused its past privileges in using Library facilities as determined by the Library, including, without limitation: failure to follow the Library Code of Conduct, failure to appear for a scheduled meeting, failure to pay all fees and/or failure to exit the building or room on time.

2. Pay the Applicable Fees.

- a. Rental fees are due within 30 days of application, or within 72 hours of making the reservation if reserved less than 30 days in advance of rental date. The booking will be cancelled if fees have not been paid within the stated deadline.
 - i. APL will determine the payment schedule for recurring use.
- b. Additional fees may include, but are not limited to, security, permit fees, certificates of insurance, alcohol fees, and portable restrooms.

- i. A cleaning fee may be charged after use if not left in original condition.
- c. Groups using a room outside of the approved reservation will be billed by the hour for any pre- or post-event use.

3. Know our Policy on Cancellations and Refunds.

- a. Refunds will not be given unless written cancellation is received 30 calendar days prior to scheduled event. No refunds will be issued if event is booked within the 30-day window.
- b. Events will automatically be cancelled if rental fees are not received by the established due date.
- c. The Library reserves the right to cancel a reservation for Municipal or Library purposes. If an event is canceled due to a Municipal or Library event, all rental fees will be refunded.

4. Know our Policy on Interruption or Termination of Events.

- a. APL reserves the right to interrupt, terminate, or cancel an event when, in the sole judgment of APL, such act is necessary in the interests of public safety and/or user is in violation of this policy. Renter waives any claim for damages or compensation should event be interrupted, terminated, or canceled.

5. Provide the Required Documents.

- a. Renters may be required to provide additional documentation if applicable, such as:
 - i. Copies of noise and health and/or special event road right of way permits
 - ii. Letter verifying Anchorage Fire Department's knowledge and approval of event.
 - iii. Security plan
 - iv. Concessionaire's permit for each vendor
 - v. Certificate of Insurance
 - vi. Permits, licenses, or any other information required by library staff for room use.
 - vii. If desiring to serve alcohol at APL facilities: State and Municipal Manager's permits to serve alcohol and completed APL alcohol service application. (See part 7 below for more information.)

6. Understand and Agree to Renter Liability.

- a. 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.
- b. A Certificate of Insurance (COI) must be established and finalized for specific events. Renters are financially liable for any damage or loss to facility or Library equipment caused by their use.

- c. Renters are required to report such damage as soon as possible
 - i. Loussac Library security office located on the 2nd floor – 907-343-2851
 - ii. Mountain View Library – Branch Manager 907-343-2907.
- d. Renters must take action as soon as is reasonably possible to stop or contain damage(s) to APL facilities. APL has the right to clean, repair, or replace lost and damaged items as it sees fit and bill the renter for the cost of doing so.
- e. The Renter (as established by the COI) shall save, hold harmless, defend, and indemnify the Municipality of Anchorage from all claims, damages, suits or other liabilities arising from injuries to persons or damage to property resulting from the Renter's and the Renter's guests' use of APL facilities or grounds during Renter's event. **This condition holds true for non-profits or government agencies using Mountain View Community Room.**
- f. Renters are responsible for managing crowd control and adhering to all room capacity limits. Failure to comply may result in immediate termination of the event.

7. Understand and Comply with Municipal Policies Related to Alcoholic Beverages.

- a. Serving alcoholic beverages in APL facilities and grounds is subject to obtaining an Alcohol Beverage Control Board permit, Municipal Manager's Permit, and any other permit or temporary license which may be required by law.
- b. Copies of permits must be posted in the area where alcoholic beverages are to be served.
- c. A copy of the permit or license must be submitted to the Library prior to the event.
- d. **Loussac Library:** Alcohol may only be served in the Event Center, Ann Stevens room or the Atrium (Atrium only available after hours).
- e. **Mountain View:** Alcohol may only be served when the library is closed.
- f. A \$250 flat fee is charged for all events where alcohol is present.

8. Provide Security, if Required.

- a. APL may, at its discretion, require additional security for certain events such as those with alcohol, outside of regular library hours, or over 100 attendees.
- b. If required, separate security contracts must be initiated and completed within 30 days of application, or within 48 hours if reserved less than 30 days in advance.
- c. Approval will be contingent on confirmation of security contract.
- d. Renters are required to contract with MOA contracted security company at their expense.
- e. **Mountain View:** Reservations for the Mountain View Community Room outside of library hours will be required to pay for security for the duration of the event. This includes non-

profits and government agencies who may use the room for free. Renters are required to contract with MOA contracted security company.

9. Follow APL's Promotion Rules.

- a. The library does not endorse the activities or viewpoints of those using its meeting rooms.
- b. Advertising/promotion of events held within APL facilities and grounds must clearly state the sponsor of the event and a local contact. Promotional materials must state: "APL does not endorse, sponsor, or advocate for the views, opinions, or activities of any individual, group, or organization hosting events on its premises." to make clear to the general public the event is held at, not sponsored by, APL.
- c. The APL logo may not be used on promotional materials, social media posts, or webpages for events held at APL facilities or grounds.
- d. This statement above in (b) must be included on any directional signs to event. Signs may only be posted on the day of the event in the library and only in designated areas as approved by the Facilities Use Coordinator.

10. Understand what Audio Visual (A/V) Equipment is APL-provided versus Renter-provided.

- a. A/V equipment is available in most rooms.
 - i. Please refer to our website for a complete list of amenities including available adapters.
- b. The renter will be responsible for running the A/V equipment during the event.
- c. Renter is strongly encouraged to make an appointment during open hours in advance at no charge to test the equipment before the event.
- d. It is the responsibility of the renter to ensure their equipment has all necessary adapters to operate the A/V.

11. Follow Room Use Rules.

- a. Check in and out at the beginning and end of event.
 - i. At **Chugiak-Eagle River Library**, check in and out with library staff at the front desk.
 - ii. At **Loussac Library**, check in and out with security.
 1. The security office is located on Level 2. Security can be reached by phone at 907-343-2851.
 - iii. At **Mountain View Library**
 1. During open hours, check in and out with the library staff at the front desk.

2. After hours use, check in with scheduled security for access to the building. (Any after-hours use requires renter to pay for security).
- b. Room will only be available during scheduled time; any prior access needed for set up must be included in room reservation.
- c. All attendees must abide by the APL Code of Conduct
- d. The following are not allowed in any APL facility: smoking; candles; open flame; flammable, combustible or smoldering decorations; smoke or fog generating equipment or apparatus.
- e. Additions to or alterations of APL equipment, electrical, or mechanical systems are prohibited.
- f. All decorations, scenery, etc. shall be erected without defacing the facility in any way (only painter's tape and Adhesive Flip Charts are allowed on walls) and are subject to the approval of the Library and shall be installed and removed from the facility within the time reserved.
- g. Stand-alone sound systems may be used if they do not disrupt library activities and are not tied into any facility sound system.
- h. All measures necessary to ensure safe and lawful conduct of activities, including but not limited to, posted room capacity, crowd control measures, and fire prevention, shall be undertaken and financed by the Renter.
 - i. Failure to comply may result in immediate termination of the event.
- i. Renter must ensure that use does not adversely affect APL operations and others using the library.
- j. Renter must contain food and beverage to designated areas, unless otherwise authorized by APL.
- k. Renters are responsible for their own supplies and specialized equipment. APL will not provide any supplies to groups using facilities or grounds. Items may not be stored at APL. APL is not responsible for items left in, lost or stolen from APL facilities and/or grounds.
- l. The renter will be charged for any stolen equipment provided by the library including any cords, extension cables, etc.
- m. The Library cannot provide carts or flatbeds for moving items to or from rooms.
- n. Setup, breakdown, and cleanup is the responsibility of the Renter. This includes returning equipment, chairs, and tables to their original configuration and condition.
- o. APL may require renter to supply portable restrooms, at renter's expense, if there are 100 or more participants and/or if the grounds are used when the library is closed.

- p. Library restrooms, water fountains and power may be used when the library is open.
- 12. APL may impose such other reasonable conditions in addition to those specified herein as deemed necessary for health and safety.

8. PUBLIC ASSEMBLY

The public may assemble, engage in expressive activity, and petition their government on the outdoor grounds of APL buildings subject to the following time, place, and manner restrictions.

1. Participants may not assemble, collect signatures, or distribute leaflets inside the library buildings including in entryways, vestibules, or lobbies
2. Participants must follow the Library Code of Conduct.
3. Other than assembling for spontaneous protests in reaction to breaking news events, people assembling at APL facilities or grounds must follow the rental, reservation, or permit procedures outlined in this Policy.
4. Assemblies, signature collection, petitioning or expressive activities shall not impede motor vehicle, pedestrian, or bicycle traffic or block walkways, entryways, fire exits, or wheelchair ramps or disrupt regular library business, use, activities, or programs.

9. TABLING

APL may offer space for non-profit organizations and government agencies to provide information about their services to library patrons. Only organizations or agencies providing services accessible to Anchorage residents may table at APL.

APL has the right to determine when to make its facilities available for tabling, the location of tabling at the APL facility, the size of the tables, and establish and alter criteria for the organizations eligible to table at its facilities. APL providing tabling space to an organization is not an indication of library endorsement of non-profit or government services offered. These tabling events must be approved in writing by the library.

1. Tabling space is available at the following locations:
 - a. Chugiak-Eagle River Library
 - b. Loussac Library
 - c. Mountain View Library
 - d. Muldoon Library
2. To reserve a tabling space, organizations must fill out an application online at anchoragelibrary.org.
3. Reservations are not final until the application has been approved by designated library staff

4. Non-profit organizations and government agencies may reserve a table to provide information about their programs and services that are of interest to the Anchorage community.
5. Non-profit organizations may not actively solicit financial donations while tabling at APL facilities. Organizations may offer printed materials with information about how to support them.
6. Tabling space is provided for non-profit organization to offer information about their services. The following specifically do not qualify as tabling and will not be accepted at APL:
 - a. Organizations endorsing or opposing candidates for public office.
 - b. Organizations endorsing or opposing initiatives, referenda, or the adoption of federal, state or local legislation.
 - c. Organizations promoting commercial products, services or sales.
7. The Library will:
 - a. Provide one table and two chairs located in storage area.
 - b. *Not* store any materials for organizations.
8. The Tabling Organization will:
 - a. Notify security of their arrival to gain access to storage area.
 - b. Retrieve table and chairs and set up in designated area.
 - c. Clearly state the organization name at the table
 - d. Clearly state the sponsor of the event and a local contact on advertising/ promotion of events held within APL facilities and grounds. Promotional materials must be worded so that it is clear to the general public the event is held at, but not sponsored by, APL.
 - e. Take down table and chairs, clear area of any trash, and return table and chairs to storage area.
 - f. Bring all supplies in on day of and take them away at the end of the event.
9. APL has the right to limit size, frequency, location, and duration of space access. Library requirements take precedence over outside organizations.
10. APL accepts no responsibility for loss or damage to materials or equipment brought in by the organization.

Tabling requests are approved based on adherence to the policy and availability of space. Approval is not based on content, viewpoints, beliefs, or affiliations of organizations permitted to table. Failure to comply with this policy may result in denial of tabling privileges.

10. STUDY SPACE USAGE

Study spaces are available free of charge. These include study rooms at Chugiak Eagle River and study booths at Loussac and Gerrish libraries.

1. Usage may be limited, upon the determination of library staff, for reasons of availability, need, access equity, etc.
2. Person or group must check in and out at the public service desk.
3. Each group study room can accommodate only the number of people for which there is seating. Additional chairs may not be brought into the room, nor may people sit on the table or floor in order to accommodate a larger group.
4. The group study rooms / booths must be vacated at least 15 minutes before the library closes.
5. Materials, personal or Library, may not be left in the study rooms / booths after use. The Library assumes no responsibility for loss of materials left in study rooms / booths.
6. If the space is left in an untidy state, the patron associated with the room will be asked to clean it.
7. A space must be left the way it was received. The group or individual will lose room privileges if it is not.

11. ANNUAL REVIEW DATE/LEAD REVIEW RESPONSIBILITY

This policy will be reviewed (timeline) by (position/division responsible). [Numbered List style]

List reviews and/or edits for the previous 10 years.

Review Date	Review Agency	Review/Edit
2/16/2024	Library Leadership Team	Edited

12. ATTACHMENTS

If exhibits are attached to a P&P, they must correspond to a reference(s) identified in the P&P and be listed in sequential order. [Numbered List style]

Approved by: (MOA LEGAL REP NAME, DATE)

Approved by: (MUNICIPAL MANAGER NAME, DATE)

Anchorage Municipal Libraries

Exhibits Policy

Definitions

"Library" means Anchorage Municipal Libraries and includes the specific library location named in any request.

"Municipal Librarian" means the Municipal Librarian or designee of the Municipal Librarian.

"Exhibit" means the exhibit or display.

"Exhibitor" means the user, organization or contact person applying for or using exhibit space.

The primary use of Anchorage Municipal Libraries is that of public library. When designated exhibit spaces within Z.J. Loussac Public Library and/or Branch Libraries are not in use for library exhibits, space may be made available for exhibits, dependent upon the availability of staff resources to preview and coordinate exhibits and library programming needs.

General Terms and Conditions of Use

1. Permission to use exhibit space is at the discretion of the Municipal Librarian and may be made available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library as described in [The Statement of Mission and Service Strategy](#) (Adopted Jan 27, 1993, rev. 1994) or is not in compliance with the Library Exhibit Policy.
3. Permission to exhibit materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the requirements of [The Statement of Mission and Service Strategy](#) (Adopted Jan 27, 1993, rev. 1994). The exhibitor accepts full responsibility for his/her/their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
4. Permission to use exhibit space 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 exhibit, and/or their exhibit material(s) or any part thereof. A signed "release" form is required.
5. A completed and signed "Exhibit Request" form is required for consideration of a request to exhibit. The "Exhibit Request" must include the exhibit title, location requested, begin and end dates name, address and telephone numbers and signature of the contact person in charge of the proposed exhibit. *(must be consistent with application form)*
6. All measures necessary to insure installation and removal of exhibits are the physical and financial responsibility of the exhibitor including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
7. Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors, grounds and furniture resulting from the installation or removal of an exhibit and that any damage or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.
8. Installation and removal of exhibits must be accomplished during library open hours and in such a manner that causes the least possible disruption or material interference with library business. Exhibit items may not be unpacked or repackaged within the library proper. Hanging order and/or arrangement is to be arranged prior to installation by the exhibitor. Items for hanging may be leaned against elevator core walls in preparation for hanging, but may not be spread out on the floor, leaned against book shelves, service desks or be placed in such a way so as to interfere with normal traffic flow. Any children accompanying individuals involved in installation/removal of an exhibit must be directly supervised by an adult not involved with the installation/removal of the exhibit.
9. Exhibit photos, artworks etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrance, exit or elevator doors. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
10. Labels, posters and or signs, used to identify items or the exhibit, must be clear and legible, preferably accomplished by computer or neat calligraphy. Each exhibit must contain an informative explanation to assist the general public in discerning subject material or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster or sign form or be contained within the exhibit itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on label, posters or signage for members of the general public who may wish more information about the exhibit. Events associated with the exhibit or items in the exhibit that may be for sale may not be advertised with the exhibit. Exhibits that include informational brochures pertaining to the exhibit are acceptable. In addition the Library encourages the use of bibliographies and books relating to the subject matter of the exhibit as part of the exhibit.
11. When space allows the Library will include the exhibit title and description information from the "Exhibit Request" form in the "Activities Calendar" as a means of notifying the public of the exhibit.
12. Video taping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Municipal Librarian.
13. Arrangement must be made in advance, with the library display coordinator, for exhibit(s) and/or items that are too large to be hand carried into the library, to be brought into the library through shipping and receiving during normal shipping and receiving hours. No exhibit item or packaging may be stored in any area of the library pre, post or during an exhibit. No exhibit, items or material used in installation may be shipped directly to the library.

No part of this policy prohibits exhibits, on level one of the Z.J. Loussac Public Library, in conjunction with the scheduled booking of a meeting room.

Procedures

When a request is made for an exhibit, the library will provide the *The Anchorage Municipal Libraries Exhibit Policy*, "Exhibit Request" form and "Release" form.

A completed "Exhibit Request" form is required for acceptance of a request to exhibit. The request must be consistent with the requirements and procedures stated in #5 of the General Terms and Conditions stated above.

Exhibit requests are processed in the order received and with regard to other exhibits scheduled and/or planned. The Municipal Librarian or his/her designee reviews the request and proposed exhibit materials according to the Library Exhibit Policy criteria. The Municipal Librarian may accept or reject a proposed exhibit if inconsistent with the *Anchorage Municipal Libraries Exhibit Policy*. The Municipal Librarian may suggest alternate dates, appropriate locations and/or modifications. The requester is notified of the decision. An "Exhibit Request" is considered accepted when it has been signed by the Municipal Librarian or his/her designee and the "Release" form has been signed by the exhibitor and received by the Library display coordinator.

If an exhibit request is denied and/or permission revoked or modifications suggested after acceptance, the requester may appeal that decision to the Library Advisory Board, which will provide advice to the municipal Administration. The Director of Cultural and Recreational Services will make the final decision concerning the exhibit.

Modification of Exhibit Policy

The exhibit policy may be reviewed for possible amendment at any time at the request of the Assembly, the municipal Administration or the Library Advisory Board. The Library Advisory Board shall consider the request and may accept, deny or modify the proposed change. The Library Advisory Board shall communicate this action to the Administration.

Recommended for approval: Library Advisory Board. Date: 7/31/2001

Approved by: Anchorage Assembly

Date: 6/25/2002



Memorandum of Agreement

August 9, 2024

History of the Eyes Closed Panel Exhibit

Keys to Life's project Eyes Closed. Shirley M. Staten, Executive Director and Gabriela Olmos, an international writer/ author gathered the stories, dreams, and aspirations of 69 children in Anchorage. They chose 16 stories to be featured in exhibit panels around our community. They asked three questions: what are your dreams for yourself, for your family, and for our community. The stories are quite inspiring, and we are lucky that these children call Anchorage their home.

The Eyes Closed outdoor exhibition and accompanying book features portraits of Anchorage's immigrant and underserved children along with texts of their dreams – which are astounding, profound, and provocative. These children are too often invisible; this project allows them to be seen and heard.

I. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish the terms and conditions under which the "Eyes Closed" Exhibit Panel will continue to be installed at the Loussac Library. This exhibit is a vibrant and meaningful representation of children's dreams for our community and aligns with both parties' commitment to fostering creativity, education, and community engagement.

II. Background

The "Eyes Closed" Exhibit Panel was created by Keys to Life as part of an initiative to inspire and reflect the aspirations of children within our community. It has been displayed at various venues, receiving positive feedback and recognition for its impactful message and artistic expression.

III. Agreement

Responsibilities of Keys to Life

1. Keys to Life will remove the damaged exhibit panels
2. Keys to Life will provide a clear acrylic sheet to protect the 12 remaining panels
3. Keys to Life will repair within 30 days any new damage, weather permitting. If it is not possible to repair, they will remove the damaged panels.

IV. Duration

This agreement shall remain in effect for as long as the "Eyes Closed" Exhibit Panel is displayed at the Loussac Library, with reviews conducted annually in April by both the library and Keys to Life to assess the continued relevance and impact of the exhibit. The reviews will commence in April of 2026.

If during an annual review, the exhibits are found to be no longer relevant or either party no longer desires the panel exhibition to continue, the panels will be removed at the expense of Keys to Life.

V. Amendments

This MOA may be amended by mutual written consent of both parties. Any amendments shall be documented and attached to this agreement.

VII. Signatures

By signing below, the parties agree to the terms and conditions outlined in this Memorandum of Agreement.

Keys to Life

Name: Shirley M. Staten

Title: Executive Director

Signature: _____ Date: _____

Loussac Library

Name: [Name]

Title: [Title]

Signature: _____ Date: _____

Education & Skills for Life

Recent Accomplishments

- Kendall Millman (Early Literacy Outreach Librarian, Loussac Library) hosted several outreach storytimes at the Crystal Child Development Center, the Spenard Recreation Center, Clare House, and new partner Mountain View Early Head Start. She was able to reach 106 children during five storytimes.
- Keelin Baughman (Teen Services Librarian, Loussac Library) hosted a tour for 30 seventh graders from Winterberry Charter School, showing them the new teen space and providing library database research tips for their countries of the world project.
- Sam Dinges (Adult Services Reference Librarian, Loussac Library) and Sarah Preskitt (Adult Services Coordinator) hosted Dr. Gregory Hartley from UAA, as he gave a lecture on Ritual Meals in the Fantasy of JRR Tolkien and CS Lewis on November 20. This talk was attended by over 70 people, and was part of our ongoing Expanding Horizons guest lecturer program. Attendees shared: *"It was really interesting, and the library venue was great."* and *"I really enjoyed the topic and Professor Hartley is a very engaging presenter. I also really appreciate that it was a free community event."*
- Chugiak-Eagle River Library hosted its first Zine 101 Workshop and had seven attendees, including a teacher from Service High School, who was excited to use zines with her students.
- Mountain View Library partnered with 49 Writers and the University of Alaska Anchorage to host a writing workshop led by Diane Wilson, author of *The Seed Keeper*. The program engaged 26 participants in exploring storytelling, voice, and the role of memory in creative writing.

Next Steps/Coming Soon

- Kendall Millman (Early Literacy Outreach Librarian, Loussac Library) is coordinating with Tidal Basin Group to schedule storytimes at the Aspen Hotel for the evacuees from Western Alaska.
- Our Expanding Horizons guest lecturer program continues with Dr. Sinclair, discussing the History of the Early French Space Program on January 15th.

Limiting Factors/Concerns

- None at this time.

Bridge to Information and Resources

Recent Accomplishments

- With the assistance of the Adult Services Department, the Community Resource Group partnered with United Way to bring Affordable Care Act (ACA) navigators to Loussac Library to assist patrons during the ACA open enrollment period.
- Felicite Toney and Elizabeth Kleweno (Community Resource Specialists) helped staff the municipal West Coast Storms Multi-Agency Resource Center.
- Kendall Millman (Early Literacy Outreach Librarian, Loussac Library) attended the Community Baby Shower and hosted a library resource table with an activity for families and led three storytimes. She spoke with 136 people at the event.

- Sandy Lukes (Outreach Librarian) and Katarina Pavic (Branch Manager, Gerrish Library) attended an outreach resource fair event for Alyeska Lodge employees, creating a new link between the library, the lodge, and its employees who make up a good portion of Girdwood's population. They spoke to 50 employees and made important networking connections with 2 lodge staff and 1 other resource organization.
- Loussac Library youth staff attended two school outreaches in November:
 - Kelsey Skrobis (Youth Services Librarian) attended the Campbell STEM incentive event, bringing the earthquake and geometry 2D STEM kits with her. Kids had a blast with lots of unique building designs as they experimented with earthquakes and came back several times to try again.
 - Keelin Baughman (Teen Services Librarian) attended the Central Middle School STEM Night to showcase library STEM kits and science databases to nearly 100 people.
- The Gerrish (Girdwood) Library had great attendance for its Medicare 101 Presentation in collaboration with Alaska's Medicare Information Office and Turnagain Community Health, a total of 14 participants who learned about the basics of Medicare.

Next Steps/Coming Soon

- The Community Resource Group will expand its Application Assistance programming to include Muldoon and Eagle River starting January 12.

Limiting Factors/Concerns

- None at this time.

Building Community

Recent Accomplishments

- Eagle River Valley Community Council now distributes the Chugiak-Eagle River Library calendar to their email list and includes it in their agenda packets. The Secretary mentioned *"My teen has started volunteering since I saw it on your calendar."*
- Kelsey Skrobis (Youth Services Librarian, Loussac Library) hosted a few art programs: Paper Mosaics allowed 12 people to create designs using paper and glue and at Air Dry Clay creations, while attendance was small, the children present enjoyed creating something with a new medium. (See photo).
- Keelin Baughman (Teen Services Librarian, Loussac Library) and Sandy Lukes (Community Engagement Librarian, Loussac Library) attended the Anchorage Zine Fair and officially premiered this year's Teen Zine, giving away 80 copies.
- Sandy Lukes (Outreach Librarian) started a community puzzle table at Loussac on the 3rd floor.
- Sue Sommers (Youth Services Librarian, Chugiak-Eagle River Library) hosted three Stay & Play events in November that brought together 97 children and caregivers to socialize as they (learned to) share educational toys.
- The third Community for Crafters event at Chugiak-Eagle River Library brought together nine people of various ages to craft, talk, and learn from each other. This included two sisters making Ukrainian star ornaments, a cub scout making hot glue art, a family who just moved from Arizona, two elders who were beading, a college student who colored to relax before finals, and a woman making amazing, embroidered ornaments.
- Dish! Cookbook Club led by Amanda Andros (Reference Librarian / Interlibrary Loan Supervisor, Loussac Library) embraced all things squash at its latest meeting, where members explored the history behind the jack-o'-lantern tradition. Participants enjoyed a tasting of a pumpkin cheesecake prepared from a 450-year-old recipe. Dish! meets first Wednesdays in the Ann Stevens room.

- On November 1st Muldoon Library hosted a tribute to Stetson Momosor. Stetson worked as an APL Librarian from 1989 until 2012 and served as Muldoon Library's manager from 2007 until she retired. She passed away last February. State Representative Donna Mears presented a Legislative Citation honoring Stetson's service to the Anchorage Public Library and to the Muldoon Community-- forty-two people attended.
- Mountain View Library hosted a community drumming circle facilitated by Gail Jackson; Nine participants were invited to explore a variety of drums and percussion instruments in a setting that encouraged creativity, mindfulness, and community connection.
- Artist Trading Card Club at Muldoon Library had an upswing of 23 attendees in November. Our collection of patron created art is growing. (see photo)
- APL's featured social media campaign for November celebrated American Indian & Alaska Native Heritage Month and included books from the Alaska Collection featuring tales and wisdom from our elders. Posts were shared collectively over 100 times, with a unique user reach of over 26,300, and many heartfelt comments. (example screenshot below)

Next Steps/Coming Soon

- The Noon Year's Eve Dance Party returns to the Loussac Library on December 31 for a special mid-day countdown to 2026.
- The Gerrish Library is working on an Author Talk with three authors in January, Lori Townsend, Alaska reporter and author of *Operation Wind Storm*, *American Home Wrecker* and *Ghost Ship*, David G. Brown, author of *Fragmento*, and Lois Simenson aka LoLo Paige, author of *Alaska Blaze*, *Alaska Inferno* and *Alaska Spark*.

Limiting Factors/Concerns

- None at this time.

Internal Goals and Strategies

Recent Accomplishments

- Collection Management Services by the numbers [November]

Task	Number of Items
Collection Maintenance- Updates to existing items	1383
Donations- Added to the collection from community donations	62
New Item Processing- Books, movies etc, added to the collection	1812

- In November library staff completed 15 training sessions on topics such as de-escalation and Foreign Language collections.
- Marjorie Harrison (Library Director) presented at the Anchorage Unitarian Universalist Forum on Sunday, November 30th talking about APL's hidden gems and sharing library resources.
- After Baker and Taylor went out of business and a good deal of orders were cancelled from them, our Technical Services team has been working hard to do full processing on orders coming in from other sources filling the gap in on services previously provided by vendors.

Next Steps/Coming Soon

- Sarah Preskitt (Adult Services Coordinator) will receive a report and presentation on December 8th from a program evaluation class at the University of Alaska Anchorage. The group was tasked with assisting a non-

profit or government entity to develop an evaluation system to determine program success at that organization.

- Andi Haley (Adult Services Supervisor, Loussac Library) continued preparations for the 2026 Winter Reading Challenge. Adult Services librarians, Branch Managers, and Misty Rose Nesvick (Communications Coordinator) collaborated to finalize the look, prompts, book lists, and website in preparation of a January 1, 2026 launch of this year's Challenge.
- Sandy Lukes (Outreach Librarian, Loussac Library) is also working with Ariel Mortem (Technical Services Supervisor) to prepare a World Language call number change project. This project will change FOR (meaning foreign) to WL (for World Languages) to be more welcoming and reflective of the way languages other than English are used in our community.

Limiting Factors/Concerns

Security Incidents	Loussac	Chugiak-Eagle River	Gerrish	Mountain View	Muldoon	Total
Incidents resulting in trespasses	17	0	0	0	1	18
Other Incidents	2					2
Total	19				1	20

- As part of our continuing focus on safety and security for staff and patrons, Leadership Team is investigating and researching different processes to decrease incidents at all locations, but especially Loussac Library and Mountain View Library.

Library Board Updates

Recent Accomplishments

- None at this time.

Next Steps/Coming Soon

- Facility and Grounds Use Policy review

Limiting Factors/Concerns

-

Social Media/Photos



At Air Dry Clay Creations at Loussac Library, a child created an adorable cat with a bow.



(Left) Artist Trading Cards from Muldoon Library.

(Bottom) American Indian & Alaska Native Heritage Month post with comments.

Anchorage Public Library's Post

Anchorage Public Library
★ Favorites · November 20 at 8:00 AM · 🌐

We're celebrating American Indian & Alaska Native Heritage Month with tales and wisdom from our elders.

This week:
Wise words of the Yup'ik people - by Ann Fienup-Riordan ; translations from the Yup'ik by Alice Rearden

Based on conversations between Yup'ik elders and younger community members during conventions and gatherings organized by the Calista Elders Council.

Find it in our catalog at <https://bit.ly/ReadAIANHM2> and in the Libby App.
[#907LibraryLove](#)

Wise Words of the Yup'ik People
We Talk to You Because We Love You NEW EDITION
Ann Fienup-Riordan | Translations from the Yup'ik by Alice Rearden
With a new introduction by the author and translator

ANCHORAGE PUBLIC LIBRARY

Boost this post to get more reach for Anchorage Public Library. [Boost post](#)

115 Likes 8 comments 31 shares

115 Likes 8 comments 31 shares

[Like](#) [Comment](#) [Share](#)

Most relevant

Shirley N Ilanka
This is my dad, Al Wasuli, who passed away this past July. He'd be smiling if he saw this post n chuckle quietly. He's holding my baby sister, Helen. Thank you ❤️

2w Like Reply 10 🍎🍌🍌

Author
Anchorage Public Library
Shirley N Ilanka - Thank you for sharing these details. Knowing the personal connections to books in our library, make them even more special. We're sorry to hear of your father's passing and send library love to you and your family. ~ Team APL

2w Like Reply 4 🍎🍌

Aassanaaq Kairaiuak
Shirley N Ilanka in one the publications, I think this one, i opened the first page, and my father was quoted first, and i had just lost my dad then. I held it to my heart for a bit. 😭

2w Like Reply 3 🍎

Shirley N Ilanka
Aassanaaq Kairaiuak hugs Ossie losing our parents n trying to be the best versions of them is sometimes daunting...that's how we honor them moving on ❤️

2w Like Reply 2 🍎🍌

Author
Anchorage Public Library
Assanaaq Kairaiuak Thank you for sharing these details. Knowing the personal connections to books in our library, make them even more special. We're sorry to hear of your father's passing and send library love to you and your family. ~ Team APL

2w Like Reply

Aassanaaq Kairaiuak
Shirley N Ilanka exactly. Quyana.

2w Like Reply 2 🍎

Flora Roddy

2w Like Reply