

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
December 16, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost		David Levy, Chair
	Lupe Marroquin		Nancy Hemsath
	Cristy A. Willer, Secretary		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Kirk Rose		

1. Person (s) to be Heard

2. Mission Moment:

- a. To be moved to the end of the Agenda, Tour of new construction

3. Consent Agenda

- a. December 16, 2015 Agenda
- b. Minutes, November 18, 2015

4. Discussion/Action Items

- a. Director's Report
- b. Branch hours direction
- c. Capital Campaign discussion

5. Comments/Discussion

6. Potential Agenda Items for Next Meeting, January 20, 2016

7. Adjournment

# LIBRARY DIRECTOR'S REPORT

## December, 2015

### Loussac Renovation:

- First and second floor glass is in, painting almost completed, no closure date at this time
- We are planning a photo-op of some sort for the Mayor and will invite people to a gate closing off the stairs when we know a closure date
- Assembly Study session: staff reviewed the status of the renovation, provided a tour and discussed need for additional project funding by both MOA and the Foundation.

### Library Technology

- Upgraded the staff client and the web catalog of the ILS, which will open up better user management for users, including a "Forgot my PIN" feature
- Purchased:
  - 58 Chromebooks & 48 ipads for public use. Ipads will be self-serve in vending machine kiosks in Loussac, Mountain View, and Muldoon. Device levels now at appropriate ratio for population size.
  - Storage carts for PC laptops to allow remote management (the OWL laptops previously required physical, 1 by 1 attention, making them impossible to upkeep)
  - Mobile Print service. (Our libraries will appear in Google Maps as a place to print. People will even be able to print to the library from their homes or their cars if they need to!)
  - Upgrades to the A/V setups in the Loussac story room and program rooms in Eagle River and Loussac
- Ongoing issues with Bibliotheca self-check inconsistencies.
- Finalized all software infrastructure required for Tekmate to finish image of Innovation Lab computers. This is a partnership for them to manage our Innovation Lab computers, which will allow us more freedom to add software that is not MOA approved.

### Collection:

- We have purchased a new database that we are all excited about, hoopla. We have been on radio and TV to promote this new product. The other product that will be added in the next month is Lynda.com.
- We are discussing where to put collections in the new area on the 2<sup>nd</sup> floor. It could have huge ramifications on the collection, with possibly another large project of shifting the collections around.

Branches: All Branches are weeding, based on usage, currency and conditions. Here are additional highlights:

### **Muldoon**

- 3 outreach events with 790 contacts. Some of these events were part of our partnership with ASD to get a library card in students hands. As of now, this has not been successful.
- 14 programs with 344 participants: Preschool Programs: 8 with 205 participants; School Age Programs: 2 with 25 participants; Teen Programs: 3 program with 32 participants; Adult Programs: 1 with 4 participants
- Branch Manager Curran attended the Muldoon Park Committee meeting *and* the Northeast Community Council meeting on November 19th. The Park Committee took steps towards finalizing the Town Square Park design, determining the potential location of major features. Their next steps include creating a timeline for implementation and moving through the approval process.
- APL Administration met with representatives from Boys & Girls Club and Mr. Dan Coffey to discuss security issues in the Muldoon Mall. As a result the Library and Club staff created a list rules to guide youth conduct in the facility. We have also been given permission by Mall owners to apply these rules

in the hallway and entryway. Finally, Mr. Coffey is looking into the possibility of providing additional security in the hallway during peak activity hours. It is our hope that these steps will go a long way towards maintaining a positive experience for Library patrons and Club members.

#### **Eagle River:**

- 19 Programs with 443 participants: Preschool Programs: 9 with 292 participants; school/all age: 6 with 142 participants (movie night, legos, science); Adult: 3 with 9 attending
- Eagle River Christian School brought a group of preschool students to the library for a tour; 13 people attended.
- A local cub scout den completed their computer badge here at the library. Computers were reserved in advance for each cub scout so they could do their online training. A group of 7 participated.
- The mayor's office contacted CE to arrange for Mayor Berkowitz to hold periodic office hours for the Eagle River community at the library. These meetings will begin on Dec 15 and continue throughout 2016.

**Mountain View:** We are using the descriptions of Mt. View programs to provide examples of what the programs achieve. A total of 15 programs with 308 participants

All ages:

- International Games Day--**Attendance: 18**

This is an annual international event celebrating all types of games in libraries around the world. The event in our library focused on table games. We also played the Inupiat video game, Never Alone. Another highlight was participating in the "Global Gossip Game" -- an international game of "telephone". A phrase was passed around a library in Australia for half an hour and then passed on by telephone to another library and the chain was continued all day through several different chains spanning the globe. We were the last library in our chain to participate.

School age and teen programs:

- Tech Club – **Attendance: 15**

Tech Club: We made wristbands from felt and cloth, sewn with conductive thread to light up LEDs! We learned a lot about short circuits and eventually created wearable electronic art.

- Teen Game Days – **Attendance: 32**

After School Teen Gaming: We had 2 sessions of the popular after school teen gaming program. While the video games attract the most attention, there are always a few who prefer the table games.

- Lego Club – **Attendance: 19**

Lego Club is an informal opportunity for school age children to build what they want. This month we received a donation of a large Lego Gold Mine set so some kids spent 2 hours meticulously following directions and completing about half the mine. We'll display it when it's done.

Preschool programs:

- Imagination Library: **Attendance: 180**

The Imagination Library (which distributes free books every month to children 0-5) held a baby and toddler event in our community room attended by over 60 families. Many community programs had activities for the families including the Ready to Read program and the MV Library.

- Family Storytime: **Attendance: 10**
- Books and Blocks: **Attendance: 12**

This is our Saturday morning storytime, replacing our traditional family storytime. We read a story and then play with blocks and other manipulatives.

- Class visit: **Attendance: 12**

This is a monthly visit from the Title 1 Preschool students and their parents from nearby elementary schools. Tyson and Mountain View have been participating since last year and this month we added the Alaska Native Cultural Charter School.

- The SNAP Program and the YWCA both set up tables in the library foyer to promote the food stamp program and women's health respectively.
- The Rasmuson Foundation board visited the Mountain View Branch as part of their tour of the Mountain View Neighborhood. We had a few activities for them that demonstrated our STEM focused programs for teens. The visit was very fun and we had a lot of positive feedback from the board members.

#### **Girdwood:**

- 8 programs with 78 participants: Youth: 3 with 72 participants; Adult: 2 with 6 participants
- Staff continues to use Facebook as a means to promote library programs and connect with the community as well as post library program signs around town.

#### Community Relations/Foundation/Friends

- Arranged to present case statement to AEDC board
- Began working on a strategic communications plan to incorporate the main yearly events at the library and to show value of services to the community.
- Friends are contributing \$20K to Capital Campaign
- Foundation is working to add new Foundation members

#### Capital Campaign

- Continued worked with Gary Hubbell, consultant on the plan of action, agenda for the steering committee meetings, donor lists with possible amounts, etc.
- Put together a year-end ask with a one page flier and contribution envelope to go to the 2500 donors.

#### Youth Services

##### Early Literacy/Under Five Programming:

Toddler Time (8 sessions), 523 people, average of 65 people

Family Storytime (10 sessions), 405 people, average of 41 people

Preschool Storytime (2 sessions) 22 people, average of 11 people

Baby Time (3 sessions), 143 people, average of 48 people

Drop In Playgroup (3 sessions), 118 people, average of 40 people

ASL Storytime (1 session), 17 people

Wee Be Jammin (2 sessions), 73 people people, average of 37 people

Books & Blocks (3 sessions), 26 people, average of 9 people

Countdown to Kindergarten (1 session) 46 people

- This month was our 3<sup>rd</sup> Countdown to Kindergarten program and had 41 participants. Beginning in January we are planning on offering twice a month starting in January: one on a weekday and one on a Saturday (to give working parents a chance to participate). The partnership with ASD is really strong and they are supportive of the library's programs. These programs are held by using kits developed by Anchorage School District. Stephanie and Lacey (MD) are meeting regularly with Anchorage School District educators to learn about the kits and get training. Two ASD educators also helped with the program this month which consists of a story followed by activities from the kit on a theme and skill the student will need before Kindergarten. This month's theme was Getting Dressed.

- This was the first month that we used the Sears Mall on a regular basis for Books & Blocks. Attendance has been slow to pick up. However the program received positive press coverage in the ADN, on KTUU, and on KTVA.

### **School Age Programming (K-6<sup>th</sup> grade)**

Pawsitive Reading (1 session), 31 people

Saturday Science: Thaumatrope (2 sessions) 25 people, average of 13 people

LEGOs (1 sessions), 45 people

AJT presents Click Clack Moo (11/4/2017): 52 people

### **Teen Programming**

TU Tech Time (7 programs) 54 people, average of 7

TU Writing Society (2 programs) 15 people, average of 7

TU Task Force (1 program), 1 person

More on AKCIS (partnered program), 1 person

### **Outreach:**

- Romig Middle School, 11/17/2016: 31 reached
- King Career Center, 11/3/2015, 18 reached
- Stephanie and Lacey (MD) presented stories and flannel boards to students studying early childhood at King Career Center. After the presentation, they answered questions about librarians and storytelling. The students presented flannel board stories to toddlers the following week.

### **Partnerships**

- Our partnered programs this month: AKCIS (teens), Countdown to Kindergarten (with ASD).
- Jon Ebron began attending AYDC and at his first meeting met the Mayor.
- Jon Ebron began meeting with SenchiCon representatives about partnered programs.
- Stephanie Schott continues to work with 90x2020 – Kindergarten readiness.
- Elizabeth Nicolai continues to work with 90x2020 – High School Graduation.

### **Ready to Read Resource Center Monthly Report**

#### **Outreach:**

Imagination Library event for babies and toddlers at Mountain View Library – 60 families in attendance.

YSCON WebEx Meeting host for small, rural and poor libraries on programming – 4 attendees.

South Central Foundation Head Start in service day presentation – 15 attendees.

OWL videoconference presentation for parents and caregivers – 8 attendees.

#### **Partnerships:**

- Klein is working with the Alaska State Library on administering 2016 Early Literacy Minigrants to small libraries. We have received 11 applications so far. Deadline is December 6.
- Klein is now serving on the Anchorage Imagination Library Advisory Team.
- Working on 1000 books before kindergarten program launch at APL, with goal of rolling out to libraries statewide in next fiscal year.

## Adult Services

Adult Services Reference services support equity and learning. Reference staff provides one-on-one instruction to library patrons. Reference transactions range from instruction on using the library catalog to find materials, searching library databases, to how to create an email account. Adult Services answered 1,972 in person reference questions, and had a total of 2,777 customer interactions including phone and email. Reference transaction numbers are down for this month however, there have been 3 holiday closures and 1 day of downtime for our statistical software. Programming has been impacted by construction, however we are continuing to do community outreach, partnering with community organizations, and holding events at locations other than Loussac.

Adult Services Community Responsive Programming includes working with the United Way to help people understand their healthcare options. Healthcare Navigators are providing assistance to those needing to sign up for health plans under the Affordable Care Act. Navigators are available on Tuesdays and Thursdays, from 2-5pm through the end of the open enrollment period. Our Death Café program received national attention in American Libraries Magazine as a model of library based community conversations about challenging topics. The article features a photo of the Death Cafe meeting in the Ann Stevens Room.

Programs: 35 programs with a total attendance of 314. Program highlights included:

- ◆ Anchorage Symphony Lunch & Learn with featured artist Eliesha Nelson – 29 attendees.
- ◆ 11 Internet/Computer Classes – 66 attendees (attendance is limited to 9 per session).
- ◆ 11 Cultural Programs – 101 attendees
- ◆ 2015 Alaska Community SnowFest – 78 attendees
- ◆ Bead Artist Cynthia Rutledge – 21 attendees
- ◆ Immigration Restriction, Eugenics, and America's Quest for Racial Purity in the Roaring Twenties with *Dr. Ian C. Hartman* – 10 attendees

Outreach efforts and partnerships are continuing. However, we have had to scale back the number of programs due to limited space and construction. AS is actively involved in working with the Anchorage community to provide programming and identify community needs. Our partners include UAA/APU Books of the Year Program, AK Public Media, Alaska Common Ground and the Leadership Anchorage among others.

These outreach efforts include:

- ◆ UAA Think Tank
- ◆ Maker Nights
- ◆ Israeli Folk Dancing
- ◆ Irish Folk Dancers
- ◆ Alaska 's Changing Climate Forum
- ◆ Anchorage Board Gamers Meet-up
- ◆ Society of Children's Book Writers and Illustrators
- ◆ United Way Health Care Navigators



## Z.J. Loussac Capital Campaign Pledge Form

I, \_\_\_\_\_  
Name title

of: \_\_\_\_\_  
company/organization name

pledge to support the Library Foundation in a meaningful gift in the amount of

\$\_\_\_\_\_ for the year ending December 31, \_\_\_\_\_. This payment will be made:

Check one

\_\_\_\_ Credit Card: \_\_\_\_\_  
Number exp date

\_\_\_\_ Billing zip security code

\_\_\_\_ Check: made out to the Anchorage Library Foundation

I will fulfill this pledge by December 31, \_\_\_\_\_ to be billed:

\_\_\_\_ Once \_\_\_\_ Monthly \_\_\_\_ Quarterly

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

P.O. Box 244714 • Anchorage, AK 99524 • 907-343-2983

**[www.Anchoragechampion.org](http://www.Anchoragechampion.org)**

Gifts are tax-deductible to the fullest extent of the law. 501 (c)(3) Tax ID No: 92-0081583

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
November 18, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
	Lupe Marroquin		
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Kirk Rose		

1. Person (s) to be Heard

2. Mission Moment:

- a. Annie Reeves, Community Relations

3. Consent Agenda

- a. November 18, 2015 Agenda
- b. Minutes October 21, 2015

4. Discussion/Action Items

- a. Election of Officers
- b. Director's Report
- c. Review of Capital Campaign, Ruth Glen, Development Director

5. Comments/Discussion

6. Potential Agenda Items for Next Meeting, December 16, 2015

7. Adjournment



Municipality of Anchorage  
Library Advisory Board - Minutes  
October 21, 2015

**Location:** ZJ Loussac Library – Alden Todd Board Room

**Roll Call:**

X	David Levy, Chair	X	Cristy A. Willer
X	Heidi James Frost, Secretary	E	Tanya N. Taylor-Winchester
X	Lucy Flynn Zuccotti	X	Nancy Groszek
E	Jim Yeargan	E	Jonathan Bittner

**Staff:** Mary Jo Torgeson

**Call to Order:** David Levy called the meeting to order at 5:43pm.

**Persons to be Heard:** Kurt Rose and Lupe Marroquin – soon to be members of the board.

**Consent Agenda:** The motion to approve the agenda was made by Nancy Groszek and seconded by Cristy Willer. The motion was unanimously approved.

The motion to accept the minutes was made by Lucy Flynn Zuccotti and seconded by Cristy Willer; after discussion, the minutes were approved with changes.

**Discussion/Action Items:**

**Long Range Vision:** Mary Jo discussed the long range vision of the Anchorage Public Library. The plan includes creating a strong, vibrant, inclusive community by doing several different initiatives. The board would like to see the PowerPoint again, once it is final. It was suggested that Sand Lake be added as well as highlighting the hours of operation to the PowerPoint.

**Circulation Policy Adoption:** The new policy create guidelines for circulation and borrower registration procedures. After an in-depth discussion, the board moved to accept the policy with the adoption of new language around the fines and the requirement of a photo identification for new borrowers. The motion was made by Nancy Groszek and seconded by Lucy Flynn Zuccotti.

**Director's Report:** Mary Jo gave an overview of the director's report.

**Introductions:** Each member of the Library Advisory Board introduced themselves, then Kurt and Lupe introduced themselves as newly appointed members of the Library Advisory Board and will start in earnest next month.

**Departures:** The board thanked both Jim Yeargan and Nancy Groszek for all of their years of work and service to the board and to the Anchorage Public Libraries. The board gave each individual a gift card to Barnes and Noble.

**Comments/Discussion:** The board asked if Ruth Glenn could come and give an update. The board elections will be held in November, during the regularly scheduled meeting.

The motion to adjourn was made by Nancy Groszek and seconded by Lucy Flynn Zuccotti.  
Meeting was adjourned at 7:08pm

# LIBRARY DIRECTOR'S REPORT

## November, 2015

### Long Range Plan:

- The Library Director, Foundation Director and Foundation President met with the City Manager, Chris Schutte and Mayor's Chief of Staff Fleek-Green to discuss the Capital Campaign, City support for additional branches and future bonding. Here are major outcomes of that meeting:
  - The Mayor will meeting with Rasmuson Foundation staff to discuss library direction and future Foundation support. Suzanne felt that it was important to have a long range plan ready to illustrate preferred city direction for library services and branches. It was suggested that we apply for a Tier 2 grant from Rasmuson to determine community support for future branches. Suzanne also felt that we should do some fundraising event and media event for the stairs coming down. She felt that a grassroots fundraising approach is important for Rasmuson.
  - There will be an opportunity to meet with the Assembly for a December work session to talk about the \$1M fundraising challenge and a building walk through. We will review with the Assembly that there potentially could be some city dollars that could be added to the project, if need be. When meeting with Assembly, we will discuss what the building will look like when this phase is finally completed, probably in early 2017.
  - We briefly discussed bonds, briefly and their priorities were for branches. They felt that Muldoon should be a higher priority than a south end library because of the community bubbling of activity....which is also happening downtown.
  - They supported another small project at Loussac after this current phase is completed and then start concentrating on other branches.

### Loussac Renovation:

- Waiting for the window glass to arrive for installation in the new portion of building on the first floor and the Assembly meeting rooms on the 2<sup>nd</sup> floor. Once completed and Circulation Dept moved in, we will be able to open book drops.
  - We do not have an anticipated date of closure.

### Library Technology:

- We purchased ipads for 3 locations (Loussac, Muldoon and Mt. View) and next year we will purchase dispensers for the pads. This month we purchased chromebooks and updated our laptops. For the last several years, one of our goals has been to double the number of devices available for the public and we are finally achieving that goal. MOA IT Department is allowing us to buy a variety of devices, including Apple products, which has been a change in policy.
- RFID gates installed; coming closer to turning on debit/credit component of self checks. We are having repeated issues with the Bibliotheca self check units and will be contacting Purchasing about approaches to take with the Vendor to resolve performance issues.

### Staffing:

- We are leaving some positions open because we are substantially over on the personnel budget due to leave taken this year. The combination of donated leave, retirements with large leave balances and end of year pay outs means that we will be over budget for staffing. By leaving positions open we can defray some of the costs.
- Jon Ebron, our new Teen Librarian started on October 12<sup>th</sup>.
- Youth Services Librarian Stephanie Schott was accepted to Leadership Anchorage.

### Collection:

- The library is buying a subscription to [Lynda.com](http://Lynda.com), which will mean everyone in Anchorage will be able to get a Lynda account for free if they have a valid library card. This database has the best video tutorials on the web by far. The access an Anchorage resident will have through the library would otherwise cost \$375/year.
- Hoopla digital is coming to Anchorage Public Library—launch date December 1-14, and will provide APL's cardholders instant access to over 330,000 (and growing) music, movies, television, audiobooks, eBooks and comic titles and allows them to stream or download digital content for free with their library card. Customers will not experience hold lists or waiting lists for the items they want to borrow and have

simultaneous access, all under one simple and easy to use service. Customers simply download the free hoopla digital App from iTunes, Google Play or Amazon (for Kindle) or they can go to [www.hoopladigital.com](http://www.hoopladigital.com) to login with their desktop/laptop. To explore current content on **hoopla**, please visit the customer website at: [www.hoopladigital.com](http://www.hoopladigital.com)

#### Branches:

##### **Muldoon:**

- Youth and teen programs: 18 programs, 343
- Lacey Hemming, Muldoon's Youth Services Librarian, is taking the lead on our partnership with area-schools, working towards every student having a public library card. As part of this effort Lacey participated in an outreach event at Susitna Elementary—with more scheduled in November. Additionally Lacey had events at the Joy Greisen Education Center and Baxter Elementary.
- Branch Manager Curran attended a Begich Middle School Family night and a Muldoon community park meeting

•

##### **Eagle River:**

- School age and all age programs: 10 events 196 attending
- Preschool programs: 14 events, 470 attending
- Adult programs: 2 events, 26 attending
- Branch Manager Clark was invited to provide materials and promote the library at the annual Birchwood Community Bash on Oct 8
- The mayor's office contacted CE to arrange for Mayor Berkowitz to hold periodic office hours for the Eagle River community at the library.

##### **Mountain View:**

- While the visitor and circulation numbers have dropped from the same period a year ago, it is noteworthy that 62% of Mountain View visitors in 2015 checked out items, while in the same period in 2014 only 53% of visitors checked out items. This shows that a proportionately larger number of people are coming to Mountain View to use the materials and services. Part of the total visitor count drop may be attributed to the usage pattern change where the students who come to the library after school now tend to stay in the building (doing homework, checking out materials attending after school programs etc.) rather than entering and leaving multiple times but not staying long enough to use our services.
- Youth and teen programs: 21 programs, 170 participants. This branch is doing more STEM programs, and here is a sample of one: Tech Club: we made LED flashlights in mini Altoids tins. The tins were pre-drilled but required the makers to solder wires and LEDs to switches. Don Skadsem's expertise in soldering and wiring was a huge help in the success of this program.
- Community Partnerships: Representatives from SNAP have started coming to Mountain View one Tuesday afternoon a month and setting up an information table in the lobby area. They hand out information on the program and help people sign up for Federal Assistance. This is a busy time at Mountain View and they have been able to speak to many people in a more informal setting.
- The Innovation Lab's Makerbot 3D printer has been moved to Mountain View and it will be integrated into programs and services.. They plan to purchase new filament including some that is conductive or magnetic.
- Youth Services Librarian Graham visited the Alaska Native Cultural Charter School for their Family Literacy Night. She had a table with literature about library programs and spoke with many families about what the library has to offer. We also offered signup for library cards.

##### **Girdwood:**

- New Branch Manager is continuing the recurring programs, as well as, adding a monthly book club. We also hosted a teen movie double feature and a Halloween program for children. 13 programs, 188 attendance
- Claire performed outreach at Girdwood Elementary School for 4 hours during conferences. During that time she signed up 11 children for library cards and promoted the library and its resources

#### Community Relations/Foundation/Friends

- Development Director focus has been on Capital Campaign.

- Library Director and Muldoon Branch Manager attended the Muldoon Community Park Center planning meetings to discuss the placement of a future library on the grounds. The planner put the library on property that is currently not owned by the City. It would be very difficult to purchase property on top of finding dollars for a new branch library.

### Adult Services

- Librarian Stacia McGourty supported the Success Inside and Out conference at Hilland Women's prison by talking about the resources available to women who are preparing to leave the facility. The additional benefit is that other presenters heard about what the library has to offer to the community.
- Healthcare Navigators will again be providing assistance to those needing to sign up for health plans under the Affordable Care Act. Currently, they are assisting patrons in getting their accounts set up. Once open enrollment begins, they will assist in navigating [www.healthcare.gov](http://www.healthcare.gov). Navigators will be available on Tuesdays and Thursdays, from 2-5pm.
- Programs: 32 programs with a total attendance of 300. Program highlights included:
  - ♦ Watch and Learn: The Aleut Story – 28 attendees (Documentary screening in partnership with the UAA/APU Books of the Year)
  - ♦ 12 Internet/Computer Classes – 44 attendees (attendance is limited to 9 per session).
  - ♦ 14 Cultural Programs – 162 attendees
  - ♦ Censorship Challenge II – 50 attendees
  - ♦ Anchorage Symphony Lunch & Learn – 29 attendees

Outreach efforts and partnerships are continuing. However, we have had to scale back the number of programs due to limited space and construction. AS is actively involved in working with the Anchorage community to provide programming and identify community needs. Our partners include UAA/APU Books of the Year Program, AK Public Media, Alaska Common Ground and the Leadership Anchorage among others. These outreach efforts include:

- ♦ UAA Think Tank
- ♦ Maker Nights
- ♦ Israeli Folk Dancing
- ♦ Irish Folk Dancers
- ♦ Alaska Book Week
- ♦ Adult Writing Society
- ♦ Anchorage Board Gamers Meet-up
- ♦ Society of Children's Book Writers and Illustrators
- ♦ Success Inside & Out Conference

### **Youth Services**

#### **Early Literacy/Under Five Programming:**

Toddler Time (12 sessions), 773 people, average of 64 people  
 Family Storytime (13 sessions), 615 people, average of 47 people  
 Preschool Storytime (4 sessions) 132 people, average of 29 people  
 Baby Time (5 sessions), 180 people, average of 36 people  
 Drop In Playgroup (4 sessions), 87 people, average of 22 people  
 ASL Storytime (1 session), 59 people  
 Wee Be Jammin (2 sessions), 76 people people, average of 28 people  
 Read for the Record, 63 people

Play Group started its second month and has grown to a norm of 20-40 attendees. A representative from 90% by 2020 held a Community Conversation with parents on Oct 6 to discuss Kindergarten Readiness

The Sears Mall space is now available to us and we were able to hold storytime there during the day the library was closed due to lack of heat. 16 people showed up despite short notice.

#### **School Age Programming (K-6<sup>th</sup> grade)**

Pawsitive Reading (1 session), 41  
 Saturday Science: Ozobots (1 session) 21

LEGOs (2 sessions), 140 people total, 70 people on average  
Rainbow Magic Fairy Party, 84 people

We held two events on in service days – a LEGO club and a Rainbow Magic Fairy Party (based off a popular series of books). Both were popular events, especially the Rainbow Magic Fairy party which featured Miss Alaska doing a book reading and most participants in costumes.

LEGOs, Saturday Science, and Pawsitive Reading continue to be positive ways to engage with school age youth on the weekends. Ozobots, purchased with Friends of the Library money, were especially popular.

### **Teen Programming**

TU Tech Time (7 programs) 24 people, average of 3

TU Writing Society (3 programs) 15 people, average of 5

TU Task Force (1 program), 7 people

Intro to AKCIS (partnered program), 1 person

### **Partnerships**

- Stephanie Schott continues to work with 90x2020 – Kindergarten readiness.
- Elizabeth Nicolai continues to work with 90x2020 – High School Graduation.
- AYDC held a brown bag luncheon at the library about creating and developing effective relationships. Elizabeth Nicolai and JonEbron attended. Members of the AYDC partnership, library patrons, and members of the public attended.

### **Ready to Read Resource Center Monthly Report**

#### **Outreach:**

CILC mini conference: two presentations with 12 attendees total.

Best Beginnings Partners meeting presentation: 32 attendees

Parents as Teachers presentation: 4 attendees

UAA class visit and presentation at Loussac: 14 attendees

thread Continuing Education class: 12 attendees

#### **Partnerships:**

Linda Klein is working with the Alaska State Library on administering 2016 Early Literacy Minigrants to small libraries.

Klein and Library Director attended thread's Boosting Alaska's Economy Economic Summit and learned about the economic impact of early childhood education and some more information about early childhood brain development that can be usee in future presentations.

# SERVICE DELIVERY MODELS

## Branch Long-Range Plans through 2018

LIBRARY	CURRENT SQ. FEET	LEASE OR OWN	PROPOSED SQ. FEET	ESTIMATED COST	TARGET YEAR	NEEDS	FUNDING	PROPOSED HOURS
Current Loussac Renovation	136,000	Own		\$15M	2016	Finish Phase 1	STATE: \$14M Loussac: \$1M	60 (reduce 4 hours)
Loussac Phase 2	136,000	Own		\$2M	2017	Replace Carpet/ Update Furniture	Bond	60
New South Branch (around 100th and C St.)		Own	15,000 to 20,000	\$20M	2017	New Facility	Bond & Foundation Grant	56
New Downtown Branch		Either	3,500 to 5,000	\$1.5M	2018	New Facility	Bond & Foundation Grant	41

# SERVICE DELIVERY MODELS

## Branch Long-Range Plans through 2030

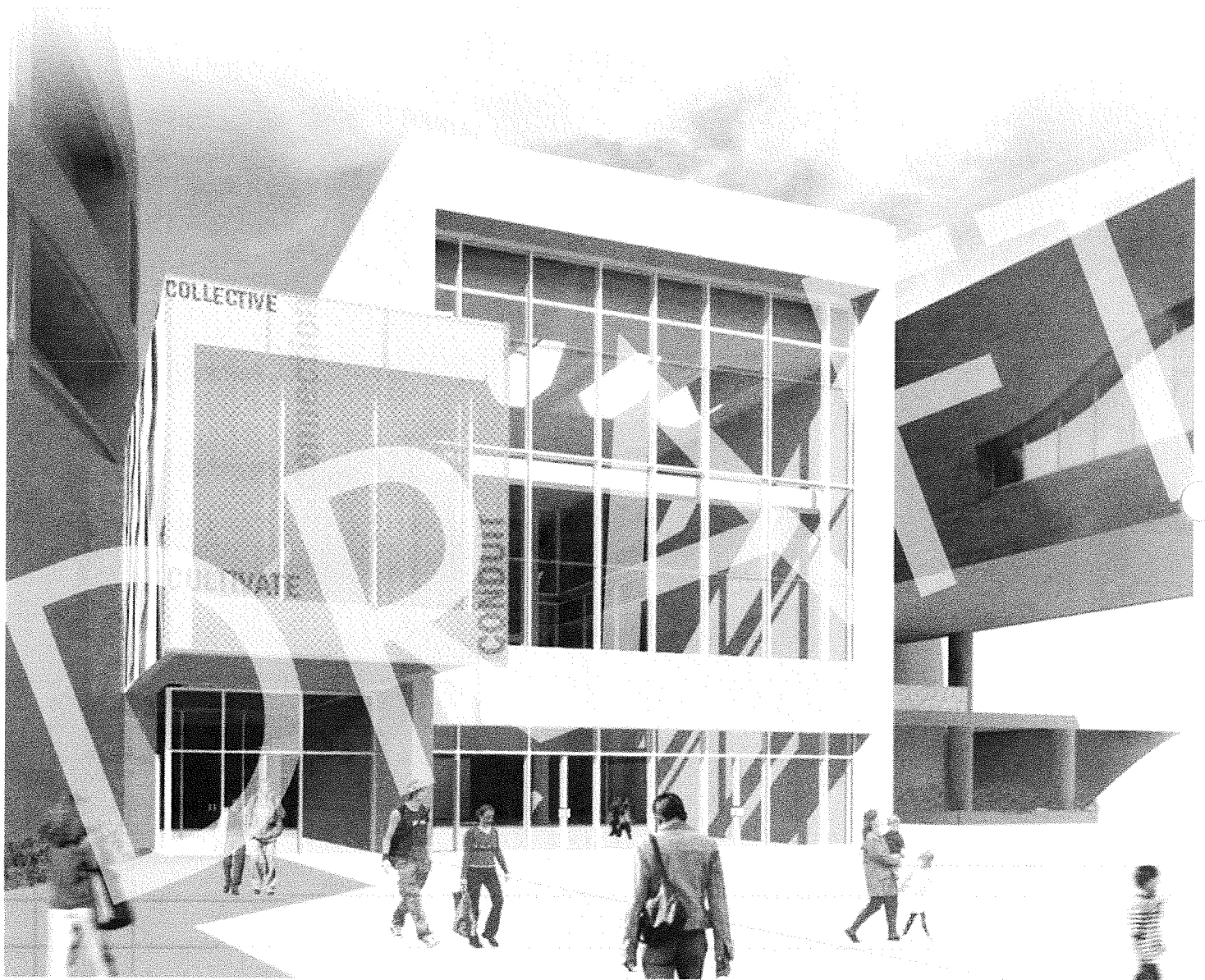
LIBRARY	CURRENT SQ. FEET	LEASE OR OWN	PROPOSED SQ. FEET	ESTIMATED COST	TARGET YEAR	NEEDS	FUNDING	PROPOSED HOURS
Muldoon	8,200	Own	8,000 to 10,000	\$10M	2020	New Facility	Bond & Foundation Grant	41
Mountain View	10,704	Own		\$400K	2020	Update & Renovations	Bond & Foundation Grant	41
Loussac Phase 3	136,000	Own		\$30M	2022		Bond	60
Chugiak- Eagle River	25,452	Own		\$400K	2024	Update & Renovations	Bond	56
Girdwood	4,000	Own	3,500 to 5,000	\$100K	2026	Update & Renovations	Bond & Foundation Grant	39
West Anchorage		Own	8,000 to 10,000	\$14M	2028	New Facility	Bond & Foundation Grant	39

## MORE FLEXIBLE DELIVERY MODELS

LOCATION	MODEL	SQ FT NEEDED	PARTNER- SHIP	COST	FUNDING	TARGET YEAR
	Drive-Up Coffee Kiosk w/ Hold Pick-up and Drop-off	200	NonProfit	\$50K	Foundation City Operating	2016
TBD	School Drop-off & Pick-up (2 Locations)		ASD	Courier Costs	TBD	2016
Airport	Download Station Vending Machine	300	Airport for Space	\$200K	Foundation	2017
South End	Bus Station Vending Machine	100	MOA	\$150K	Foundation	2017
5 Selected Areas	Coffee Shop Deposit Collection and/or Retirement Drop					TBD



*a THRIVING Anchorage Public Library*



*offering the community the promise of a brighter future in which to live, work and play*



"In these times of state spending cuts and belt tightening, it's important to protect our centers of innovation and information as investments in our future. Organizations like the Loussac Library are crucial to giving Alaska's next generation of business leaders and innovators the tools and support they need to succeed and thrive here in the Last Frontier."

Jon Bittner, Vice President,  
Anchorage Economic Development  
Corp. (AEDC)

## Navigating Tough Transitions

Since the opening of the first public library in America, these community assets have been providing opportunities for discovery and the resources for people to continually adapt to their ever-changing environment. In that way, libraries have always been organizations that strengthen their communities.

We are part of the very fabric of the community and our evolution is inextricably linked to the course of this city and our citizens. Historically, library usage grows during economic downturns. When jobs and dollars are short, people turn to public libraries to help them retool and transition. Job seekers turn to the library for access to online employment resources; cost-conscious people look to their libraries as a source of repair

manuals and unbiased consumer information; as disposable incomes shrink, people flock to libraries for free recreational reading, listening, and viewing materials.

As the uncertain economic future unfolds around us, Anchorage citizens recognize the need to thoughtfully approach the manner in which we deal with less revenue from the state due to reduced revenue from oil and gas production. We respond by retooling our thinking, reinventing our business models, and gathering together to explore options and ideas on how to survive and thrive. We respond with a continuing dedication to serving citizens as a conduit for information and a catalyst to knowledge and adaptation. We respond by building community.

# Building Community

The community we aspire to be part of and to serve is a community where:

- every child who enters school is ready to learn
- every worker has the technological skills they need to succeed
- every citizen is well informed
- every student has the tools and skills they need to thrive in a global economy
- every resident has the information they need to make important life decisions
- every teen has an environment outside of school where they can learn and grow
- every resident has 24x7 access to the information they need wherever they are
- every resident has resources that enrich their leisure time
- every resident has an inviting neutral place where they can share their ideas
- every organization in the community works together to solve community problems

# Building Futures

Imagine a community space where all this can happen. We see the library as a "third place:" a neutral public space for a community to connect and establish bonds; where Anchorage citizens connect and converse; where conversations on current issues take place; a place where people relax and connect to the greater world through print and digital media; where people can enjoy sitting quietly and watching the geese flying south; where parents watch their children play with the building blocks of learning. The Anchorage Public Library has tremendous potential as an important "third place." In the Great Good Place, Ray Oldenburg calls one's "first place" the home and those that one lives with. The "second place" is the workplace — where people may actually spend most of their time. Third places, then, are "anchors" of community life and facilitate and foster broader, more creative interaction.



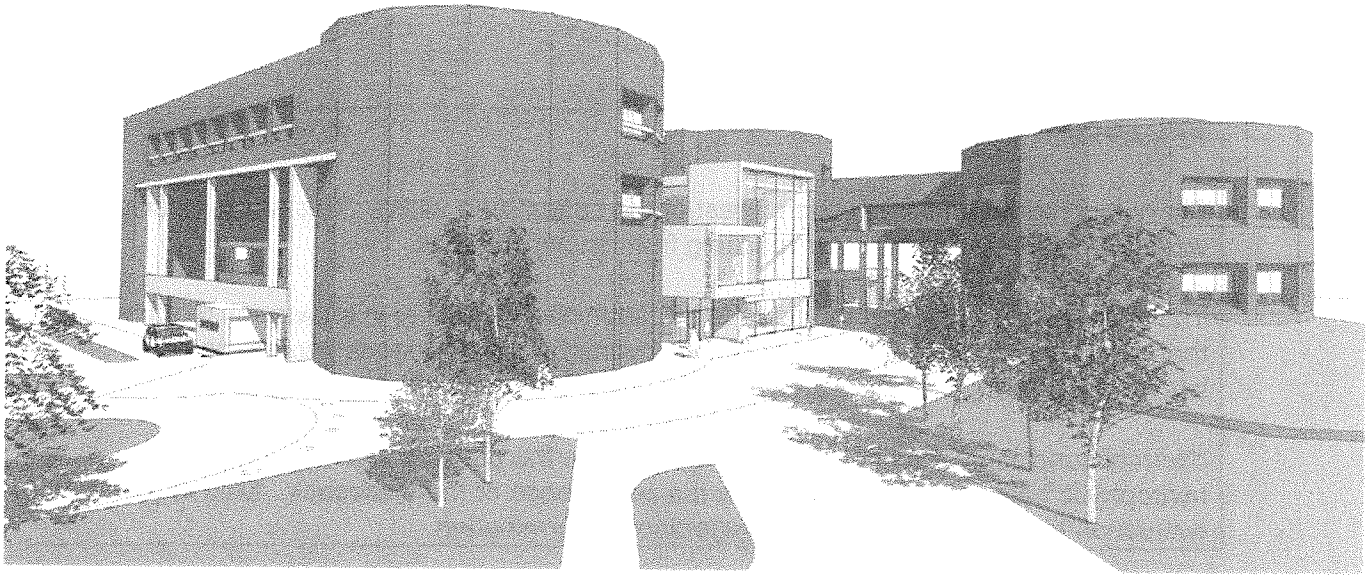
# VISION TO REALITY

## Toward A Thriving Community Asset

At times of great change, communities—people and organizations—need to be flexible and nimble. As the needs of the community change, so must our organizations. The library has the ability to engage our work force in classes, engage citizens in discussions concerning our collective future and provide resources unavailable elsewhere, and help our young people succeed in school. Engagement, dialogue, and purposeful study is where solutions arise. To do that, we want to leverage our space to bring people together.

*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.*





*Vision: The Anchorage Public Library is an essential partner in building and sustaining a literate citizenry, transforming lives through information and knowledge and enhancing Anchorage's quality of life.*

## Our Plan and Timeline

In order to invest in our people and our community we need to invest in our environment. In every community plan conducted over the past 10 years—Library Renewal (2006), the Library Community Plan (2010), and the Loussac Renewal Master Plan (2012)—the physical layout of the Z.J. Loussac Library has been identified as one of the main obstacles in keeping the library from becoming what the community envisions. The renovated Loussac will make bringing people together easy and fruitful. The renovation will enable citizens to have meeting rooms with flexibility to change configurations, spaces where people can engage in quiet conversation, broadband connectivity with devices and space to use WiFi, areas where children can learn the building blocks of language, and, of course, books, magazines, DVDs, CDs and research material for people to use.

When the bond in which library funding was included failed to pass in 2014 the Sullivan administration re-evaluated the Loussac Renewal Master Plan and made the decision to move ahead with two critical parts of that plan that foster the most opportunities to serve citizens in new ways: 1) creating a welcoming, accessible entrance with easy access to all four floors, and 2) reconfiguring the circulation area, making it more user friendly for both the public and staff allowing the Library to open up the 2nd and 3rd floors to more flexible spaces. Kept in the forefront of the design was the ability of the spaces to remain flexible in order to foster easy adaptation in the future.



# Key Features

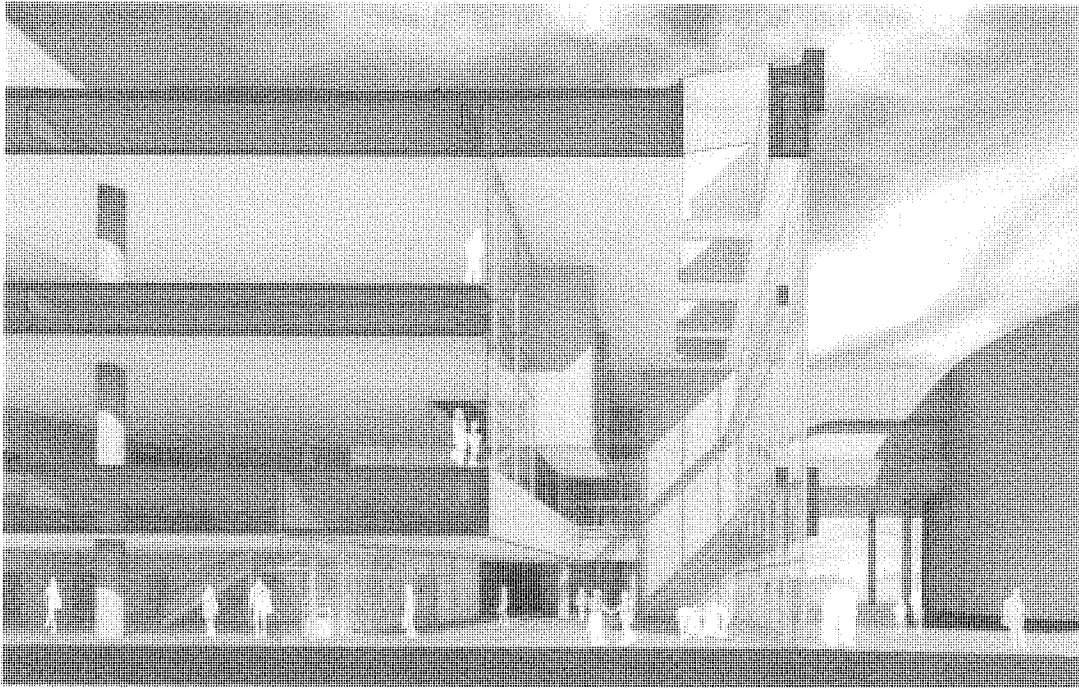
- A new 3 story glass enclosed entryway open to the sun and the Chugach Mountains, giving people the opportunity to experience our fabulous surroundings.
- The entryway, containing an expanded cafe, will serve as a lobby for the Assembly Chambers, the Wilda Marston Theatre and the circulation area will be available for after hour use.
- A pedestrian plaza will replace the unsafe, crumbling stairs and terrace.
- An elevator with access to all four floors making the Library more welcoming and accessible and allowing the public to use the meeting spaces on the 4th floor even when the Library is closed.
- The 2nd floor where the circulation area was will become an open, flexible space: Anchorage's living room.
- A newly built entrance on the 2nd floor to the Youth Section will help draw families into an area designed specifically to help young people build a good foundation of learning for their future and provide a noise reduction barrier.
- Flexible public meeting rooms will be spread throughout the library.
- Additional space with access to computers and WiFi is being configured.
- Furniture throughout the library will have electrical outlets for people to use to charge their devices.
- The design for an automatic handling system is being constructed.

What was...



*"The library of tomorrow will need to not just be about books ... but a lively community center focused on arts, politics, and yes, even sports."*

– Online respondent, Community Plan 2010.



Envisioning a world-class public library for Anchorage is easy. Creating such a library in a difficult economic environment is not. If our community-envisioned library is to succeed and thrive, we need your help.

Together with the community's business and political leaders we can transform the Anchorage Public Library into an institution that has the ability to help transform the lives of Anchorage's citizens and build on the important work of making Anchorage a thriving place to live, work and play. Won't you join us in exploring the plans envisioned by your fellow citizens? We'd welcome your thoughts, and feedback and would like to sit down with you to discuss the plans in further detail.

*Every day, the library makes a difference in the lives of job-seekers who use the Library's computers as their lifeline to employment and in the lives of hundreds of individuals who check out materials related to their education, employment or enjoyment.*

# Impact Through Our Partnership

## *Loussac Entry Renovation Needs*

Library renovation requirements	\$14,000,000
Municipal funding available	\$13,000,000
Private gift investments needed	\$1,000,000

## *Private Gift Investments to Fund*

Entryway & Lobby	3 Floor glass entryway
Pedestrian Plaza	A new open plaza
Elevator	Public elevator to access all 4 floors
Living Room	Large open space on the 2nd floor
Youth Section Glass Entry	Colorful, fun entry into the youth section
4th Floor Meeting Room	Large public meeting space
3rd Floor Meeting Room	Flexible public meeting space
2nd Floor Meeting Rooms	2 Assembly & Public meeting rooms
Large 2nd Floor Meeting Room	Meeting room open towards the Chugach
3rd Floor Charging Station	Electronic outlets for personal devices
New Stairway	Access to all 4 floors
Meeting Room Furniture	All meeting rooms
Living Room Furniture	Furniture with electrical outlets

Recognition will be given to all donors in the form of prominently placed plaques throughout the library.



Funding provided by Anchorage Library Foundation

Library Director, MaryJo Torgeson

Steering Committee Members: Jane Angvik, Jon Bittner, Jennifer Harrington, Mary Jane Michael, Roe Sturgulewski, Mead Treadwell

Consultant: Gary Hubbell Consultants

Photo credits: All Renderings by RIM architects, Page 2: Clark Mishler | All other photos: Brandon Hill Photography



# ANCHORAGE LIBRARY FOUNDATION

## Loussac Campaign Time line

Action Item	Responsibility	Timeline
Distribute 9/21 Steering Committee notes to those in attendance. Also share them with those who agreed to serve but didn't attend the meeting. Add additional members as possible .	Ruth, Mary Jo, Jen	September 28
Gather information for Vision 2030. begin work on the document incorporating staff recommendations, demographics, research from other APL planning documents	Mary Jo	September 28
Identify and enlist hosts for the 5 – 6 small group forums. These are described in the campaign plan and additional material. Session hosts (and co-hosts, if desirable/necessary) are responsible for personal invitations of funding prospects and advocates. See small group forum manual.	Ruth	September 30
Prepare a \$50,000 - \$100,000 grant request for the Reitman Family Trust, who, per Mary Jane, is a Parks-related funder with interest in ADA issues. Write brief proposal that aligns with these interests	Ruth	October 1
Review all prospect lists to identify 40 – 60 prospective for committee members to contact	Ruth	October 1
Plan and hold next Steering Committee meetings. Select dates. Focus will be: updates on Vision 2030 planning process, review key stakeholder briefing strategy and determine who and when those briefings will occur. Updates on donor contacts and updates on additional committee members	Mary Jo Ruth, Jen	Oct 29, Nov 9, Nov 30, Dec 14
Write the APL Vision 2030 and philosophy	Mary Jo	Oct 30
Review APL Vision 2030 and philosophy with City. Seek engagement and endorsement, leading to agreement to proceed on a process of planning to achieve the vision.	Mary Jo	Nov 9
Review APL Vision 2030 and philosophy committee members. Seek engagement and endorsement, and incorporation with the donor contacts	Mary Jo	Nov 9
Draft the all-stakeholder year end appeal letter	Ruth	Nov 15

###

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
October 21, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
			Nancy Groszek
	Cristy A. Willer	E	Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		

1. Person (s) to be Heard

2. Consent Agenda

- a. October 21, 2015 Agenda
- b. Minutes , September 16, 2015

3. Discussion/Action Items

- a. Long Range Vision Plan Adoption
- b. Circulation Policy Adoption
- c. Director's Report

4. Comments/Discussion

5. Potential Agenda Items for Next Meeting, November 18, 2015

6. Adjournment



**Municipality of Anchorage  
Library Advisory Board  
Minutes  
September 16, 2015**

**Location:** Chugiak Eagle River Library Meeting Room

**Roll Call:**

X	David Levy, Chair	X	Nancy Groszek
X	Cristy A. Willer	X	Tanya N. Taylor-Winchester
X	Lucy Flynn Zuccotti	X	Jonathan Bittner
E	Heidi James Frost, Secretary	X	Jim Yeargan

**Staff Present:** Mary Jo Torgeson

**Call to order:** David Levy, Chair, called the meeting to order at 6:05 p.m.

**Persons to be heard:** Rep. Dan Saddler, Sen. MacKinnon?

**Mission Moment:** Chugiak Eagle River Branch Report. Nancy Clark reviewed Chugiak-Eagle River Branch statistics, programs, the collection and the Dragon Flight banner. Discussion included fundraising for funds to complete the Dragon Flight banner, and a comparison between Mountain View and Muldoon sites (e.g. use, accessibility, physical plant).

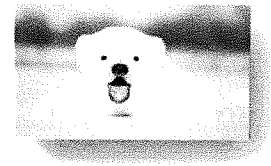
**Consent Agenda:**

The motion to approve the agenda was made by Jim Yeargan and seconded by Jonathan Bittner. The motion was unanimously approved

The motion to accept the minutes as written was made by Jim Yeargan and seconded by Jonathan Bittner. The motion was unanimously approved.

**Discussion/Action Items:**

- Due to renovation, it appears that Loussac patrons are using (and returning books) to Eagle River.
- All library locations will be closed on October 15 for all-staff training (focus on internal communication, tips for circulation, gaming to encourage learning).
- A teen librarian and two new branch managers were hired.
- Board recruitment. There are three openings plus the teen liaison position. (Jim and Nancy are not interested in continuing; David would like to.)



- Foundation Friends merger. This is an ongoing project—both entities want to merge; it's important to have a joint voice.
- Our next meeting will be on October 21, 2015 at Loussac Library. The agenda will include the summer reading program and Board elections.

### **Adjournment**

Jim Yeargan moved for the motion to be adjourned, Jonathan Bittner seconded, and it was unanimously approved. The meeting was adjourned at 7:10 p.m.



## **Circulation Policy**

This policy provides written guidelines for circulation and borrower registration procedures.

### **REGISTRATION FOR LIBRARY CARDS**

---

#### **Anchorage Resident Card**

Any combination of official documents may be provided to confirm photo identification and date of birth for the applicant. Current address verification is required. Emancipated minors may obtain an adult resident library card if they provide the above information and a copy of their emancipation decree.

Anchorage Public Library cards are not transferable. There is no charge for a resident library card. Replacement cards are issued for a nominal fee. The Library issues library cards to patrons regardless of age.

For full borrowing privileges for minor children under the age of 18, the parent or guardian must sign the registration application accepting responsibility for activity on their child's account and provide any combination of official documents providing photo identification and DOB for the parent. The juvenile card will expire on the child's eighteenth birthday at which time the child can register as an adult.

#### **Anchorage Resident Limited Card**

Adults without a permanent residence or accepted forms of identification may be issued a limited card and may check out up to three items at one time.

Youth under the age of 18 may be issued a limited card without their parent's signature. The youth will be limited to three items at one time until their parent or guardian signs for financial responsibility and displays an accepted form of identification.

#### **Alaska Resident Not Residing in Anchorage**

Applicants who live outside the boundaries of the Municipality of Anchorage (MOA) but pay property taxes will have the annual fee requirement waived upon presentation of a current MOA property tax bill or property tax receipt bearing their name as a property owner. MOA property owners are subject to the same identification requirements as Anchorage resident borrowers.

Alaska residents who do not own property in Anchorage will pay an annual non-refundable fee when issued an Anchorage Public Library card. The library card will expire one year from the date it is issued. Library cards are not transferable. For children under the age of 18, the parent or guardian must sign the registration application accepting financial responsibility. Alaska resident borrowers are subject to the same identification requirements as Anchorage resident borrowers. Current address verification is required.

### **Alaska Libraries Reciprocal Borrowing Program**

Anchorage Public Library participates in the Alaska Libraries Reciprocal Borrowing Program. Alaska residents who hold borrowing privileges with their home library within Alaska may borrow up to three items from any of the libraries within the library system of the Municipality of Anchorage. Guidelines may be found on the Alaska State Library web-site. Registration for the reciprocal borrowing program is subject to the same identification requirements as Anchorage resident borrowers. More information can be found from the link below.  
<http://library.state.ak.us/recipborrow/home.html>

### **Visitor Cards**

Applicants, including those who are not residents of Alaska, may apply and receive an Anchorage Public Library visitor card. Visitor cards are subject to the same identification requirements as Anchorage resident borrowers. Any combination of official documents may be provided to confirm photo identification and date of birth for the applicant. The visitor's out of state address must be included on the application. Visitor Cards shall be valid for three months. Visitors shall pay a non-refundable fee when they are issued an Anchorage Public Library card. There shall be a three item limit applied to visitor cards.

### **Corporate Cards**

Corporate cards will be issued to a business, association, institution, or non-profit group that is within the boundaries of the Municipality of Anchorage. A corporate card application must be accompanied by a letter of authorization, written on letterhead, from the director. The letter must provide the names of the persons who will be allowed to use the card. The organization's letterhead will serve to confirm the address of the organization. Corporate cards will expire one year from issue date and each organization must reapply annually. The organization will be financially responsible for all materials checked out on the card and any overdue charges that may accrue.

## **CIRCULATION OF LIBRARY MATERIALS**

---

To checkout materials, patrons must be in good standing and present their library card, a valid form of photo identification or answer questions about their account, such as address and phone number or birthdate.

Patron borrowing privileges may be blocked for the following reasons:

- Overdue item(s)
- Unpaid fines
- Mail return
- Lost or stolen card

- Inactive or deleted card

**Item Limits**

A patron may have 50 items checked out on their card with some material types having lower limits.

**Loan Periods**

Items are not due on days the library is closed.

**Renewals**

Items will be renewed up to two times if the item is eligible for renewal. Items not eligible for renewal include those being requested by other patrons, checked out for a special loan period, or materials owned by other libraries

**Requests**

Patrons may request materials to be held for them at the library location of their choice. Requests can be made in person or by using the online catalog. Requests are filled on a system-wide first come, first served basis. Patrons will be notified by an automated phone call or email when their request is available. Materials will be held for ten days from the date of notification.

**Fines and Fees**

Overdue fines, damage, and replacement charges will be set by Library Administration and approved by the Library Board and Assembly. Patrons must provide a phone number or email address to receive bills for fines, damage and replacement charges. Overdue fines are not levied for days the library is closed. Unpaid bills for lost or damaged materials of \$100.00 or more will be sent to the Municipality's delinquent collection office. Once an account is turned over to the collection agency the bill must be paid at the collection agency.

**Reciprocal Borrowing Privileges with University of Alaska Anchorage Consortium Library**

The Anchorage Public Library system has an agreement with the University of Alaska Anchorage/Alaska Pacific University Consortium Library (UAA/APU), its South-central satellite campuses and the Alaska Resource Library and Information Services (ARLIS) which allows reciprocal borrowing, or "guest," privileges between cooperating libraries. In addition, materials from these libraries may be returned to any cooperating library. Library borrowers are responsible for all fines and fees on library materials from cooperating libraries as set by each library's policies.

**PRIVACY**

---

PATRON RIGHT TO PRIVACY - AS 09.25.140 A law of the State of Alaska regards the confidentiality of certain public library records.

To conform to this law, all library staff with no exceptions will adhere to the following.

1. Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be provided to anyone, including

parents, guardians, spouses and law enforcement officers, without court order. Exceptions for parents noted in (3) below.

2. Patrons requesting information about their own cards may be given the information by showing any combination of official documents to confirm photo identification and date of birth for the applicant
  3. Parents may be given the titles of books their minor children have borrowed only for the purposes of retrieving overdue materials for which the parent has accepted financial responsibility. . Any combination of official documents may be provided to confirm photo identification and date of birth for the parent. A minor's address and phone number are considered confidential and are not to be provided to anyone including a parent or guardian. Parents may be told if their child is registered. If for any reason, verification of correct name must be done using the address, the parent must give the address; staff shall not reveal it. The Alaska State Statute defines a minor child as anyone less than eighteen (18) years of age.
- 

Policy recommended for approval by Library Advisory Board and approved by Municipal Librarian, Date 9/18/02. Revisions approved 9/15/04 and 3/16/05.

Current version adopted for approval by Library Advisory Board, Nov 28, 2012

Approved by Mary Jo Torgeson, Library Director, Nov 28, 2012

Approved by Library Advisory Board, October 21, 2015



# the Power of Community

A Long Range Vision for the Future



# WONDERING...IN THE 21ST CENTURY

How will the people of the 21st century navigate life - how will we learn - what will we do for fun - how will we communicate with one another - and where will we go to get inspired?

And what should a 21st century library look like - what does it do - what does it symbolize - how does it benefit the community - and most of all, how does it remain adaptable and relevant for the people of the 21st century?

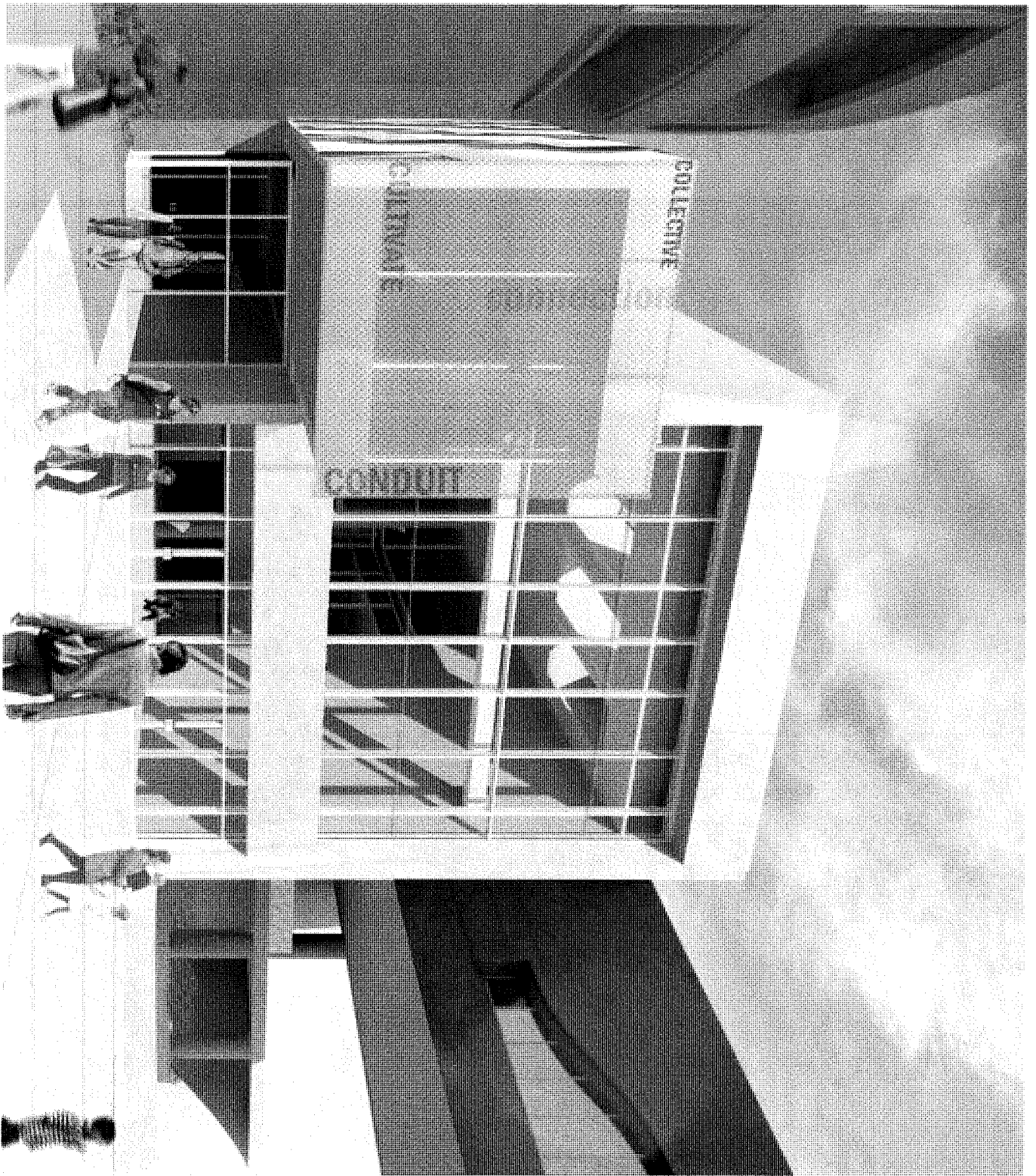
These are some of the questions that lay before the Anchorage Public Library as we explore our transformation path of adaptability and optimal relevance for the 21st century. As we wonder about the future, we are already on our way toward transforming into a warm and welcoming community hub where citizens come together and leave empowered; a place where children and adults can gather to learn, to laugh, to play, and to discover.

Our path mirrors the City's path toward "a new Anchorage - a city that honors the promise of our past and the integrity of our ideals; creating a safe, secure, strong, accessible, innovative and inclusive Anchorage" (*Mayor Ethan Berkowitz's mission statement*). We walk this path with a deeply shared belief in education, equity, participation, access and opportunity.

We envision a 21st century Anchorage Public Library that works to ensure that the people of Anchorage will always have the information resources they need to live successful and productive lives and deal with the challenges in the city. We seek to be a "boundary-spanning" organization that works with other agencies and individuals to serve as a catalyst for the individual and community improvement. The Library celebrates the diversity of our community and welcomes all who wish to learn and grow. We will provide conveniently located facilities that offer comfortable, stimulating learning communities.

Let us wonder together about how your individual path, the City's path and the Library's path intertwine.

---



## CREATING A STRONG, VIBRANT, INCLUSIVE COMMUNITY

Anchorage faces staggering statistics for alcohol and drug abuse, homelessness, domestic violence, and sexual assault that are sometimes twice the national average based on population. Our community is one of the most diverse in the country. Our citizens face job loss as our economy slows and businesses close or move away. There is also the seemingly ever growing digital divide that exists between population segments.

But all hope is not lost. The Anchorage Public Library can bring technology, people and opportunity together to build a strong, vibrant, and inclusive community.



# THE ANCHORAGE PUBLIC LIBRARY - WORKING FOR YOU NOW.

---

COMMUNITY BUILDING. The library attracts a large number of people that grows economic opportunities for the surrounding area. The library is a connecting place. Moms connect over baby storytime, the elderly facing life transitions make new friends by attending events, teenagers hang out at the teen center after school, and readers discuss current events.

COMMUNITY CENTER FOR DIVERSE PEOPLE. Immigrants often find helpful information about their new community at the library. The library offers information, resources, and support for lesbian, gay, bisexual, transgender, intersexed and questioning patrons. The disabled find information and support within the library as they navigate life. All are welcomed.

CENTER FOR THE ARTS. As Keith Richards, guitarist for The Rolling Stones, said, "The library is a great equalizer." It provides access to the arts for everyone. Library events are free of charge and serve as venues for showcasing various points of view. As a driver for creative placemaking, the library can animate spaces and rejuvenate the community.

SURROGATE UNIVERSITY. Educational expenses are increasing yet the library provides information and educational opportunities at no cost to all. People in remote locations can access the library's cultural and educational offerings. The library facilitates both information consumption and information production through music lessons, writing workshops and technical how-to classes.

CHAMPION OF YOUTH. Libraries are partners in child development. Children learn to share, to participate in the arts and to explore. Through free online tutoring, research databases and summer reading programs any economic divide can be bridged. Teens also learn valuable life skills through volunteering or sitting on the teen advisory board, which prepares them for college or the workforce.

## APL PRIORITY: CONTRIBUTE TO BUILDING THE ECONOMY

In addition to the five categories listed prior, the Anchorage Public Library wants to continue to support and grow the economy. Strategies for building a strong economic base are changing. The report *Making Cities Stronger: Public Library Contributions to Local Economic Development*, states:

Public libraries build a community's capacity for economic activity and resiliency. Many families and caregivers rely on the library to provide important preschool reading and learning. Many people entering the workforce rely on libraries to get them online. Local businesses are increasingly tapping into the library's online databases to keep themselves competitive and to find synergistic new business opportunities. Library facilities often anchor downtown and commercial developments, and are attractive neighborhood amenities.

The Anchorage Public Library can more effectively provide these necessities by expanding current capacity and services offered. The Anchorage Public Library is determined to grow into an institution that conveniently and effectively serves the community in every capacity that it can.

---



"Our workforce and our entire economy are strongest when we embrace diversity to its fullest, and that means opening doors of opportunity to everyone and recognizing that the American Dream excludes no one."

~ Thomas Perez  
United States Secretary of Labor

# APL'S VISION-ALIGNED PLAN:

## CITY OF ANCHORAGE GOAL: STRENGTHEN ANCHORAGE'S ECONOMY

Build a city that attracts and retains a talented workforce, the most innovative companies, and provides a strong environment for economic growth.

### LIBRARY RESPONSE:

- improve economic advancement by providing equitable access to computing equipment and robust resources in all library locations
- provide triple the number of electronic devices to meet national standards with a variety of both hardware and software
- boost public safety by providing safe and stimulating places with clean, well-maintained buildings for all
- build flexible library learning centers and media creation stations that bring people together to learn and create original content
- ensure adequate and well-trained staff that is adaptable and flexible to the changing needs of Anchorage
- grow the City's culture in understanding the importance of technology in serving the varied needs of the community
- earn community awareness that the library is THE center where people can become digitally literate in a variety of ways





## APL PRIORITY: BUILDING A LIBRARY FOR THE FUTURE

Every day, the library draws people of all ages interested in a variety of topics. In order to better serve our citizens, the library must be fluid and flexible, willing to change as the communication and information sharing landscape changes. Support for a transformational library is critical to our community as the library serves as an anchor for the community.

According to the article, *The Role of Public Libraries in Community Building*, the library builds a strong community through four facets:

1. As a conduit to access information and to learn
2. As an encourager of social inclusion and equity
3. By fostering civic engagement and
4. By creating a bridge to resources and community involvement

---

The Anchorage Public Library is excited to grow and change to continue providing top-notch services for our community.





# APL'S VISION-ALIGNED PLAN:

## CITY OF ANCHORAGE GOAL: BUILD A STRONG COMMUNITY WITHIN ANCHORAGE

Build a city that supports creative placemaking, cradle-to-career educational opportunities, and new technologies and partnerships that expand inclusiveness and accessibility.

### LIBRARY RESPONSE:

- create an overarching theme of a smart and engaged Anchorage and align library activities and partners to that theme
- train community agency staff about the importance of early literacy, including public health, parks, and museum staff
- partner with schools to get a library card in each child's hand
- redefine what is available to check out based on community needs, whether it's a physical book, staff expertise, or a physical object
- develop programming that stimulates the imagination and engages all ages
- establish strong community partnerships and volunteers to enhance reading/listening/viewing experiences
- ensure the library reflects and plays an active role on serving the diversity in Anchorage

---

"Bad libraries build collections; good libraries build services; great libraries build communities."

~ R. David Lankes  
Professor and  
Dean's Scholar for  
the New Librarianship  
Syracuse University

## APL - WHERE WE'VE BEEN

There have been four significant studies (The Library Plan (1977), The Areawide Library Plan (1984), The Anchorage Public Library Plan (2010), and the Master Plan (???)) completed over the past 40 years. Suggestions and goals that have been completed are as follows:

1. Mountain View Library and the Scott and Wesley Gerrish Library were added as new branch locations bringing the total number of library locations to six
2. Renovations were completed for the Chugiak-Eagle River Library and the Muldoon Library

A third suggestion was to update the Loussac's physical layout as it was not meeting the community's needs. Happily, the first phase of the renovation is currently underway.

---

## BUT WE MUST PROGRESS FURTHER

The population of Anchorage has grown, changed and become increasingly diverse. The State Department of Labor projects the City's population to be 342,000 by 2030. What the public wants and needs today is different from what we currently have available. Computers, automated handling and express checkout were not planned in current buildings. More and more, patrons expect fast and consistent Internet as well as spaces to gather and create.

Libraries of the future will increasingly become meeting places, media centers, and digital repositories. The Anchorage Public Library welcomes every opportunity to grow and transform to better meet the needs and wants of the community we serve.



## IMMEDIATE INITIATIVES

There are some projects that must be completed and/or initiated as we look forward to transforming into a dynamic and relevant central hub for our community. The priority is to complete renovations and updates to the central flagship, Z.J. Loussac Library to include:

1. Increase programming space by reconfiguring the fourth floor (Tech Services)
2. Create a new model for reference service and computer assistance
3. Improve and increase electrical outputs for patrons
4. Replace old and outdated furniture with contemporary pieces
5. Replace the worn and aged carpet on the second floor
6. Improve signage throughout the building
7. Enlarge the space for the Teen Underground so it becomes more of a gaming/programming space
8. Redefine staff positions

## LOOKING FORWARD

As renovations and updates are completed for Loussac, a plan must also be developed so that the central library and its branches become vibrant community centers that spur imagination and curiosity. Suggestions are as follows:

1. Create flexible spaces that can continually recreate themselves based on community needs
2. Provide a service delivery on wheels such as a bookmobile
3. Install kiosks for downloadable eBooks and audio books
4. Erect vending machines for books/movies at transportation hubs
5. Build branches in locations not currently served such as downtown or south Anchorage
6. Experiment with a variety of drop-off and pick-up locations such as coffee houses, schools or other community hubs

LIBRARY	SQ. FEET	LEASE OR OWN	PROPOSED SQ. FEET LOW	PROPOSED SQ. FEET HIGH	ESTIMATED COST	TARGET YEAR
Current Loussac						2016
\$2M Loussac						2017
New South Branch (100th and C St.)			15,000	20,000	\$20,000,000	2017
New Downtown Branch		Either	3,500	5,000	\$30/ SQ FT	2020
Muldoon	8,000	Own	8,000	12,000	\$10,000	2023
Mt. View	10,000	Own				2025
Chugiak-Eagle River						2029
Girdwood						2030

## LIBRARY DIRECTOR'S REPORT

### September, 2015

#### Loussac Renovation:

- 1% Art: The first piece of native art has been selected to be installed in a wire mesh above the outside book drop through a perforated imaging technique. Enclosed is the artists proposal. Other pieces will include one in the children's door and framing wall area and a big piece that would either be suspended or on wall tile in the atrium.
- Grounds are almost done; while several months behind due to HVAC issues, the contractor anticipates being completed by Dec 31, 2016. We will be closed in November to create a temporary entrance, definitive date unknown. The contractors will then determine the timeline for the removal of the stairs/plaza

Staffing: We had an all staff day that was created by committee members: Meg Backus, Chad Bibeau, Sherri Douglas, Jana Gwynn, Linda Klein, Virginia McClure, Sarah Preskitt and Annie Reeves. It was a very inventive and dynamic program and we have included the Staff Construction Day program. Staff thanked the team and said that it was the best staff day they had ever attended.

Budget: Enclosed is the outcome of the 2016 Library budget recommendation from the Mayor, We had our Assembly budget review on Oct 16. We were asked to cut \$165K. We requested and received the following: \$15,500 contractual services (courier and bank charges), \$8,000 in tuition/training, and \$23,577 in staff going to FTE and upgrade of Girdwood branch manager. Overall, instead of cutting \$165K, we were cut \$114K, less than the 2% requested. We did not receive any additional dollars for materials. Final approval will rest with the Assembly in November.

#### Branches:

##### Muldoon:

- Jim Curran began as permanent Branch Manager. Sarah Preskitt, who was acting as our interim Manager, left on September 4. Sarah did an excellent job as interim branch manager.
- Due to a staff member on FMLA, system staff helped out during the month of September: Rebecca Graham, Don Skadsem and Chris Clemens from Mountain View; and Barbara Sanders from Chugiak-Eagle River and the cooperative managers that pitched in to help.
- 15 programs for youth, ranging from preschool story time, game days and many preschool story time programs. Attendance: 276
- Branch Manager attended the Northeast Community Council meeting and the Muldoon Park Committee meeting and on September 17<sup>th</sup>, as well as the Muldoon Town Square Planning Workshop on September 21<sup>st</sup>. The Park Committee and Workshop continues a years-long effort to establish permanent, sustainable Town Center. With guidance and support from Municipal Parks and Recreation, they are moving forward with an ambitious timeline to begin actual development in 2016. Muldoon Library is working to be a positive and active partner in this process.
- Lacey Hemming, Muldoon's Youth Services Librarian, is taking the lead on our partnership with area-schools, working towards every student attending Muldoon school will have a public library card.

##### Eagle River:

- Collection Development librarians visited to review the collection and give advice.
- 19 youth programs with almost 500 attendance; 1 adult program, the Fiber spinners.
- Branch Manager attended the South Fork Community Council

##### Girdwood Gerrish

- The staff continues to use Facebook as a means to promote events and goings-on in the library, as well as delivering fliers of library events throughout the town.
- New Branch Manager Claire Agni started in September.

#### Mountain View:

- 15 youth programs ranging from Aduino to Tech Club, teen game days and Lego. Attendance: 101
- Community Partnerships: Heidi Drygas, the Commissioner of Workforce Development, visited the branch with Kirk Rose from the Community Land Trust. They are interested in creating a job skills development program at Mountain View. This could become a very popular program and we are trying to determine what resources we would need and what the state could provide to make this happen.
- Outreach: Virginia McClure worked with staff from Loussac to set up and run a library booth at the Welcoming Cities event in Northway Mall on September 19<sup>th</sup>. With the assistance of Americorp VISTA Volunteer Will Giedosh we were also able to provide a revamped library brochure translated to Russian. We are hoping to have more translated versions of the brochure in the future. The event was well attended and many people stopped by to say that they supported the library.
- The renovated Mountain View Library officially turned 5 on September 25<sup>th</sup>. We made commemorative book marks and buttons for the day. We had a lot of positive feedback from patrons.

#### Community Relations/Foundation/Friends

- Applied for several grants; sent out soft ask for fall campaign
- The Foundation and Friends of the Library opted to not merge. Report is included as part of this packet.
- Texts, Facebook postings & Instagram photos are being posted weekly about the construction.

#### Capital Campaign

- Worked with a consultant on the plan of action, agenda for the steering committee meeting, donor lists with possible amounts, etc.
- At the first Steering committee meeting Sept 21, members Mary Jane Michaels and Jane Angvik led a discussion about the political reality of raising the necessary funding to fully finish Loussac. They recommended that we raise the \$1M goal and wait until there is a better climate for funding. Instead, staff and advocates should concentrate efforts on creating branch libraries. They also recommended the need to lay out a clear vision for future library development. They suggested that we have a future meeting with the Rasmuson Foundation to provide updates. Michaels & Angvik offered their help with meeting with staff from the Rasmuson Foundation.
- Consultant recommended that library staff develop a long range vision through 2030 and roll it out in small group meeting with prospective donors, civic and business leaders. These should take place towards the end of Oct/beginning of Nov.

#### Youth Services

- Special programs included a kick off event for the new grant funded Storypackets, a monthly elementary age science program (0 attendance – first sunny day in ages), a
- Jon Ebron, our new Teen Librarian was hired, and starts on October 12<sup>th</sup>.
- Planning continued and outreach begins in October for the Anchorage School District Library Card Project which will focus on the Muldoon Library Service area, with the following targeted schools: Susitna, Chester Valley, Creekside, Muldoon, Begich Middle School, Bartlett High School.

#### Ready to Read Resource Center Monthly Report

- Outreach: The Imagination Library event at the Alaska Aviation Museum had over 500 attendees. We learned that probably only 10% of the parents were aware of APL reading kits, even those who had library cards.
- Attended a staff meeting at thread and presented information on the RtRRC. (30 attendees). There was interest in presenting at parent education nights.
- Partnerships: I am working with the Alaska State Library on administering 2016 Early Literacy Minigrants to small libraries.

- We are on the planning committee for the Imagination Library's family engagement events and will start attending their Advisory Team meetings We met this month to plan September's event at the Aviation Museum.
- Now that school is back in session, the Countdown to Kindergarten committee has resumed meeting. At our September meeting we discussed changes and improvements to their Ready for Kindergarten kits, how to get the word out about ASD's kindergarten readiness kits and possible participation in Kid's Day. This group meets monthly.
- Met with Nicole Hunter and Ingrid Troxell of Parents as Teachers (RurAL CAP), and we are planning some parent education events and presenting early literacy information. The first event will be at Loussac Library in October.
- Linda Klein and Abbe Hensley of Best Beginnings to discuss a joint presentation at the AKLA conference in 2016.
- Klein met with early childhood professionals of the Alaska Literacy Program which is administrated by the United Way. They operate an early childhood center that is active when parents are taking ELL classes. There is a possibility to present at a special parents' event, or a short presentation during their regular school day.
- Presenting at a CILC mini-conference in October, a Best Beginnings Annual Partners meeting in October, and a Crossroads High School presentation in December.
- Created an early literacy tips flyer to supplement the RtRRC's informational flyer.

#### Adult Services

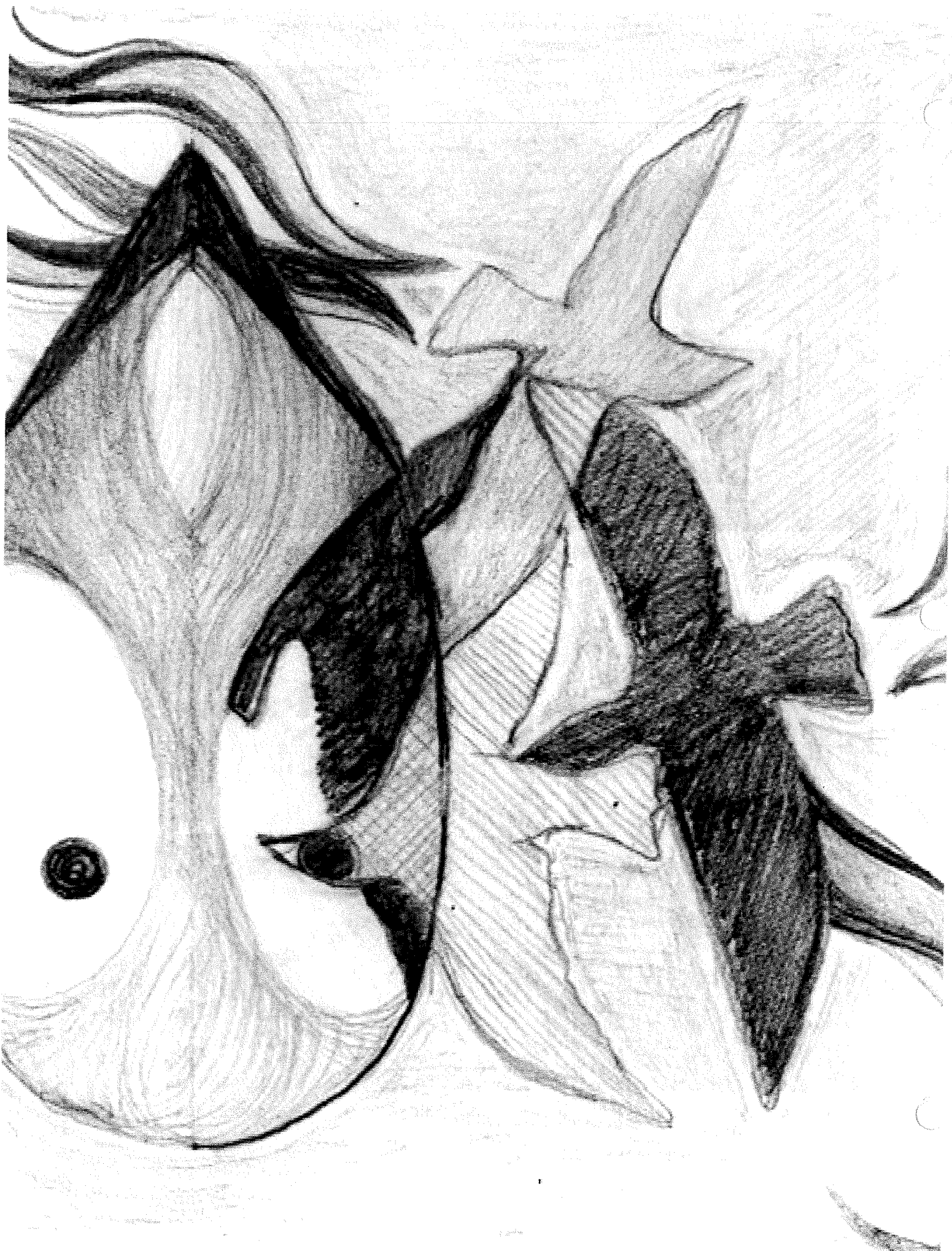
- Adult Services answered 2,295 in person reference questions, and had a total of 3,595 customer interactions including phone and email. Reference transaction numbers are holding fairly steady. On going construction is creating many new opportunities for dynamic approaches to programming and public service.
- Healthcare Navigators will again be providing assistance to those needing to sign up for health plans under the Affordable Care Act. Currently, they are assisting patrons in getting their accounts set up. Once open enrollment begins, they will assist in navigating [www.healthcare.gov](http://www.healthcare.gov). Navigators will be available on Tuesdays and Thursdays, from 2-5pm.

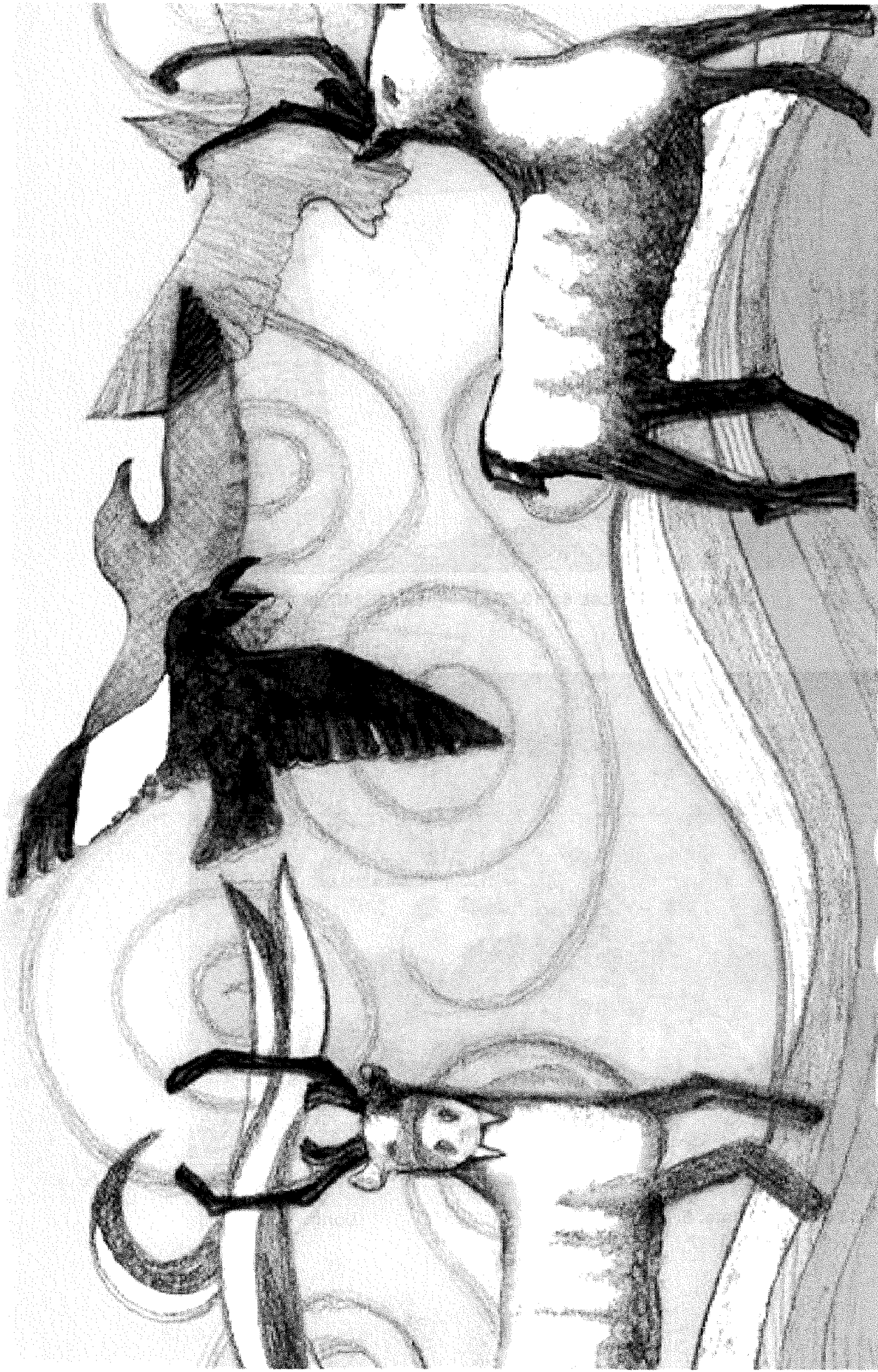
Programs: 39 programs with a total attendance of 553. Program highlights included:

- ◆ Author Talk: Seth Kantner – 68 attendees
- ◆ 8 Internet/Computer Classes – 40 attendees (attendance is limited to 9 per session).
- ◆ 18 Cultural Programs – 95 attendees
- ◆ Medicare 101 – 55 attendees
- ◆ Anchorage Symphony Lunch & Learn – 29 attendees

Outreach efforts and partnerships are continuing. However, we have had to scale back the number of programs due to limited space and construction. AS is actively involved in working with the Anchorage community to provide programming and identify community needs. Our partners include UAA/APU Books of the Year Program, AK Public Media, Alaska Common Ground and the Leadership Anchorage among others.







# BOOKDOP



September 21, 2015

Dear Committee,

I made these images to illustrate a Dena'ina story called "The Caribou and The Raven" for the Loussac Library metal panels. The story tells us about the raven transforming the caribou, who once had fangs and couldn't smell into what we know now, fangless with the ability to smell downwind.

<http://denaina.anchoragemuseum.org/multimedia/denaina/raven-and-caribou.html>

This story is about transformation and adaption, which is what we want the library to be about. A place anyone can go to find information, transformation and education.

I worked with Aaron Leggit, the Anchorage Museum's Dena'ina historian and activist and who has worked tirelessly to use traditional place names for new buildings and parks. This is so important to Anchorage's identity and uniqueness and keeping it from becoming another "strip mall city". It also gives ALL cultures here a special connection to each of these places, making them not just their places but also respecting the specific place where this city was built, on Dena'ina land.

I am going to expand the illustration of the story into small book as a teaching tool for the reopening of the Loussac Library which will help people understand the story and encouraging discussion and understanding.

I wanted to add the word Qenek, which is Dena'ina and means "information" or "news". I would still like to do that as that is what a library does is carry news and information... and really brings community together.

Holly Nordlum  
Naniq Design  
8201 Del St  
Anchorage, Alaska 99502



### The Staff Construction Day Game Questions

Each question or challenge is worth 1 point

Visit <http://tinyurl.com/aplscd2015> to update your score



1. Introduce yourself to someone with an orange button. What is their favorite book?

2. Introduce yourself to someone with a green button. Ask them about the most interesting question or bizarre book request they received from a patron. What did you find out?

3. Find someone with a hammer button and challenge them to rock-paper-scissors. Who won?

4. Find someone with a paint roller button and challenge them to a staring contest. Who laughed first?



5. Find someone with a saw button and challenge them to thumb wrestle. Who won?

6. Find someone with a screwdriver button and ask them what his/her favorite game is.

7. Find someone with a wrench button and challenge them to tic-tac-toe. Who won?

8. Complete rock-paper-scissors, staring contest, thumb wrestling, asking about a favorite game, and tic-tac-toe.

9. What does Equity (or Accessible, Connecting, Welcoming, Community, Learning, Dynamic) mean to you? How have you seen it displayed at the library?"



10. Is there an idea or innovation from the world outside the library that we could bring in? What if we had a million dollars to spend on the idea? What if we had no money?

11. What is risk taking to you? Describe a time you took a risk and were glad you did.

12. What is are you most interested in seeing once the Loussac construction is finished?

13. Attend at least one of the small talks. What information did you learn that surprised you or that you see using in the near future?



14. Spend some time in the arcade. What was your favorite arcade game or activity?

15. Try out 'Never Alone,' a video game that explores traditional Inupiat lore. Can you think of other Alaskan stories that would translate well into video games?

16. Pick the brain of a SIRSI master. Describe a SIRSI insight that you discovered today.

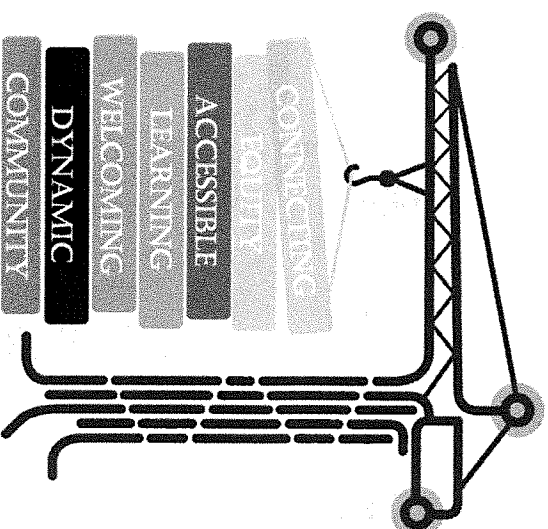
17. Contribute to the creation of the mosaic staff award to acknowledge innovation and risk taking. Describe what you added to the mosaic.



18. Get your photo taken at the photo booth. What is your super hero name?

Created in collaboration with Kenrick Mock, PhD,  
Professor of Computer Science and Associate Dean, UAA College of Engineering.

## Anchorage Public Library Staff Construction Day



Thursday, October 15th, 2015





## Welcome to Staff Construction Day!

Thank You to Nancy Clark and the staff of Chuglak-Eagle River for hosting this event!  
Staff Construction Day is brought to you by: Meg Backus, Chad Bibeau, Sherri Douglas,  
Jana Gwynn, Linda Klein, Virginia McClure, Sarah Preskitt and Annie Reeves

### Schedule

- 8:30 am Registration
- 8:50 am Welcome and Introductions - Community Room
- 9:00 am All Staff Program - Community Room
- 11:00 am Morning Break
- 11:15 am - 1:15 pm **Staff Day Arcade** - Library
  - Explore the booths, play the games and get to know your coworkers*
- 12:00 pm Lunch Served - Library
- 1:20 pm All Staff Program - Community Room
- 3:00 pm Afternoon Break and Snack & Share
- 3:20 pm All Staff Program - Community Room
- 4:45 pm Closing Program - Community Room
- 5:00 pm Staff Construction Day Ends

### Staff Day Arcade

#### Arcade Special Guests

- Tech Fun – Dale Rooney
  - Play a tune on a banana and enjoy other techie titillation
- Empower Retirement – Mitch Jones, Retirement Plan Counselor
  - Calculate the future with a handy tool!
- Safety Slogan Scramble – Anneliese Roberts, Safety Manager, Municipality of Anchorage
  - Keep safety foremost. Unscramble the slogans and you may earn a prize
- SIRSI Tips & Tricks – Sharon Van Muyzen, Systems Librarian/Support Manager, UAA/APU Consortium Library; Josephine Didiano, Circulation Services Technician, Matanuska-Susitna College, Alvin S. Okeason Library; Audrey M. Badger
  - Pick the brain of these SIRSI masters

## Staff Day Arcade—Continued

### Small Talks - Library Program Room

*Stop by and listen to a Small Talk! APL staff are so cool! Stop by and find out why, plus you just might learn something. The door will open for seating between each presentation. Listen for the cow bell to know when the next Small Talk will start.*

- 11:15 am Marsha Buffin - The Pleasure of Perfume
- 11:27 am Rebecca Graham - Makey Makey Magic
- 11:39 am Mary Crosby – Uke's Alive!
- 11:51 am Will Gledosh - The Raspberry Pi: It Makes Your Dreams Come True
- 12:03 pm Stacia McGourty - When Harry Met Buffy
- 12:15 pm Sherri Douglas – Risk Taking 101
- 12:27 pm Elizabeth Nicolai - Baby Sign Language: Communication before Speech
- 12:39 pm Meg Backus - Social Sculpture
- 12:51 pm Chris Clemens - A Serious Talk About Funny: Is your Life A Joke?

### Arcade - Explore on your own

- Book Tree
  - Select a title (or write your own) that represents your role in our organization
- Employee Assistance Program
  - Set up an account and explore the resources available for you as an MCA employee
- Loussac Entry and Upgrades
  - Meander the floor plans and design boards
- Minecraft
  - Visit a virtual rendition of our southern most library in Minecraft
- Mosaic Collaboration
  - Help create a mosaic staff "award" to acknowledge staff innovation and risk taking
- Never Alone
  - Dive into the traditional lore of the Inupiat people through a collaborative video game that pairs world class game makers with Alaska Native storytellers and elders
- Super Hero Photo Booth
  - Take a self portrait and post to the APL Facebook page with the tag #APLSuperHeroes
- Button Maker
  - Create your own button!

# Library

	Positions			
	Direct Costs	FT	PT	Seas/T
<b>2015 Revised Budget</b>	8,271,684	59	35	-
<b>Changes in Existing Programs/Funding for 2016</b>				
- Salary and benefits adjustments	115,568	-	-	-
<b>2016 Proposed Budget Changes</b>				
- Reduce professional services	(161,000)	-	-	-
- Increase non labor - contractual services	15,500	-	-	-
- Increase tuition registration - training for staff	8,000	-	-	-
- Increase Associate Librarian from part-time 0.75 FTE to full-time 1.0 FTE and upgrade Associate Librarian grade 12 to Branch Manager grade 14	23,577	1	(1)	-
<b>2016 Continuation Level</b>	<b>8,387,252</b>	<b>59</b>	<b>35</b>	<b>-</b>
<b>2016 Proposed Budget</b>	<b>8,273,329</b>	<b>60</b>	<b>34</b>	<b>-</b>

# **ANCHORAGE PUBLIC LIBRARY**

## **PERFORMANCE, VALUE, RESULTS –QTR 3, 2015**

### **Mission**

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.

### **Library Core Services:**

#### **Excelling As a Community Learning Center**

- Education: Self-directed and classes
- Information: Materials, research and instruction
- Technology: Computing access and services
- Exploration: Programs, reading, viewing, listening

### **Major Use Indicators and Performance Measures**

**CHALLENGES:** While our customer visits are down by only 3,000, the challenge of visiting Loussac Library during renovation is having an impact on overall usage. Our reference questions, computer usage and new cards being issued are all lower. The impact of not being able to rent the Marston Theater also has an impact on visits, and probably, to some degree circulation. We will not meet any of our increased goals for the year.

1. **FACILITY USE:** Maintain Visits and visits per capita to 2014 levels during Loussac renovation
2. **Resource Use:** Increase Virtual visits by 2%; increase computer use by 5%
3. **Program attendance and Materials Circulation:** Increase circulation by 2% and maintain program attendance 2014 levels
4. Increase new Library Cards by 5%

# SUMMARY OF LIBRARY USAGE

2011 - 2015

KEY INDICATORS	YEARLY COUNT ONLY								
	2011	2012	2013	2014					
Visits/capita	2.63	2.69	3.13	3.03					
Program attend/capita	.017	.22	.24	0.20					
Circulation/capita	5.82	5.84	5.88	6.09					
Computer logins/capita	.49	.47	.47	0.53					
					2015	QTR 1	QTR 2	QTR 3	Trend
OTHER	2011	2012	2013	2014					
Circulation	1,579,366	1,533,324	1,520,188	1,504,025	362,133	351,994	355,884	down	
Database use	102,537	141,324	150,098	207,481	56,635	48,946	53,417	up	
Downloadable materials	43,131	68,860	101,115	122,760	52,720	50,870	52,075	up	
Overall Circulation	1,725,034	1,743,508	1,771,401	1,834,266	471,488	451,810	461,376		
New cards issued	22,414	20,088	18,101	22,966	3896	4,055	3,803	down	
Visits	780,351	804,323	942,873	913,304	233,478	230,387	210,273	down	
Computer Reservations	145,919	141,638	141,856	158,104	39,653	37,899	37,281	down	
Website hits	1,133,978	1,001,929	1,267,506	1,152,002	269,495	259,154	256,382	down	



Program Attendance	Children	31,147	41,243	42,326	36,587	8,920	11,473	7,650	
	Teen	3,123	5,114	9,311	6,829	2,701	1,372	842	
	Adult/All Ages	15,333	18,887	20,076	15,774	3,067	7,837	5,589	
	TOTAL	49,603	65,244	71,713	59,190	14,688	20,682	14,081	
Holds		130,736	122,028	132,684	148,525	38,140	37,085	36,695	up
Reference Questions		172,762	158,414	99,966	84,193	19,886	15,300	15,980	down

## Overall Accomplishments

- RFID tags placement in materials completed and gates installed
- Loussac Renovation ongoing
- Doubled broadband capacity at Loussac; increased capacity at all branches
- Doing programs at Loussac, even in the midst of little meeting room space
- Staff are maintaining decorum in the midst of trying to do their jobs in a construction zone

Search 

## Column

**SUBSCRIBE NOW!****No Librarians Left Behind: Preparing for Next-Generation Libraries (Part 2)**

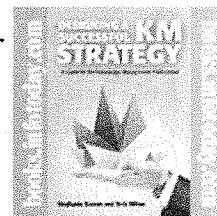
Vol. 11 No. 1 — Jan/Feb 2004

by Stephen Abram

*Editor's note: In the November/December 2003 issue of MultiMedia Schools in the "DirectConnect" space, Stephen Abram presented Part 1 of an informative essay on what he sees as important trends school library media specialists should be watching for. (It's also online at <http://www.infotoday.com/MMSchools/nov03/dcon1103.shtml>.)*

*Here, as the launchpad for his new "Pipeline" column, is the conclusion. Enjoy!*

Dave Hoffman



Greetings and welcome to the first "Pipeline." As I noted at the end of the November/December *MMS* column your editor refers to above, I'm going to finish the story begun in that issue, in which I addressed trends in search technology and the Web, right here. We were just coming up to the third category....

**What Devices Are Coming Down the Pike?**

First, I think it's pretty clear that within 5 years the PC will not be the dominant electronic tool, or even access device. Clearly laptops outsell desktops now, and hand-held devices outsell both. Several things are happening that we need to watch and adapt to. We must try to explore and understand how these adaptations play out in our students' future. First of all, we are seeing increasing use of flat screens. This isn't just about saving space on desktops. It's about moving products, services, and information to where the users are ... which means we will see screens appearing on our freezer doors, refrigerators, microwaves, walls, countertops, and desks. These appliances are already in the high-end stores and are common overseas. Imagine what it will mean to libraries when screens are paper-thin and can be applied anywhere—even on our book stacks! Now imagine them being wireless. . . .

Yes, wireless is another obvious trend that many libraries are adapting to very quickly. Some schools are trapped in buildings that limit their technological flexibility. It's just too expensive to wire through poured concrete, asbestos, urea formaldehyde, or historically important buildings. Many institutions have already discovered that such technological approaches as wireless SkyPort drops and Bluetooth solutions can work around these limits cost effectively, strongly enhancing service and access.

Besides the current penetration of the kid market with cell phones and pagers, we see the proliferation of Palm Pilots, RIM Blackberries, WorldPhones, and DoCoMo devices worldwide. Indeed, it's a rare new PCS digital phone that doesn't come with, or have options for, MP3 players, radio, browsers, e-mail, streaming media TV, or voice recognition. It will be this generation of students who uses these devices as the primary access and communication tools as adults. Their adoption of instant messaging is already clear. Text messaging is increasing in popularity worldwide. Google is already beta-testing voice-based searching through the phone.

Some libraries are supporting nomadic computing in recognition that this is where their users are heading, seeing this as an opportunity to improve service. Mount Sinai Hospital library in Toronto has made the wireless plunge and offers many key databases available through doctors' and other health professionals' Palm Pilots at the bedside. Information now truly needs to be where the user's decisions are, not where they have to go. Doctors can check a drug's contraindications as they prescribe it. Our young learners will enter as adults a world that will be more in flux than ever.

Lastly, we can't forecast what's next without tipping our hats to *2001: A Space Odyssey*—"Talk to me Hal." Voice recognition is almost ready for prime time. Many of us use it when we call 411 and give our answer to the computer's query, "What city please?" So, we're seeing ever more amazing things from Dragon NaturallySpeaking, IBM ViaVoice Pro, RocketTalk.com, and Philips Speech Processing FreeSpeech. Microsoft XP was released with voice recognition built right in. It doesn't take a genius to see this turning any telephone into a speak-search-and-read-it-to-me device, especially since no one wants to use the telephone button pad as an interface.

**Learning and Work Environments**

This is probably the area of biggest change. For years we've been following the technological advance we've termed "convergence." That's pretty well over ("It's so last century!"), and now the challenge will be to converge the content,

librarian services, and technology into our learners' context ... moving library services to *where* they need it, not just when.

We can call this new environment a "collaboratory." This can be envisioned as a blended and overlapping thinking, decision-making, and learning environment. Adding librarian tricks to the bricks and clicks will be the goal. We have lots of terms that show us that this is a strongly emerging trend. Consider, for instance, terms like collaborative digital reference, virtual reference libraries, virtual teams, and shared portals. This goes beyond virtual classrooms, chat rooms, and videocon-

ferences. It's about communities of interest and communities of practice, and it's also about e-neighborhoods. We're moving to a world where sharing and integrated, cooperative partnerships will be the norm. These partnerships are developing between teachers, teacher-librarians, school boards, parents, vendors, and curriculum professionals. Libraries have been on the edge of some of these trends as we have developed state-wide consortial licensing and services. We have seen the trends toward applying best information literacy for an information- and knowledge-based economy.

There are newer applications, beyond chat, ICQ, and Internet Messenger (IM). Take a look at things like Groove Workspace, PlaceWare, WebEx, Centra, Flypaper, Raindance, or Intranets.com. We're looking at a new way of working and a new environment into which the services of librarians and researchers can be offered.

Another key trend is e-learning—Internet-enabled learning. In this context, we need to acknowledge that learning is the actual human process by which learners adapt and absorb information. A blended learning environment is one in which classroom instruction (virtual and live) and distance-education courses are combined with e-learning that intersperses live interactions and learning nuggets delivered in appropriate time frames—asynchronously and asymmetrically—to the right work and study environments. If libraries are not integrated into the new blended learning environment, then we will lose relevance to the mainstream of society and education. Our teaching, selection, collection, and service development skills will serve us well in this new environment of buying, supporting, and introducing electronic courseware.

You can learn about this e-learning trend at the Web sites of some of the major providers: Saba, Click2Learn, SkillSoft, Docent, Isopia, and NewMindsets. Many of these e-learning companies are targeting the workspace where our students will be heading. Many e-learning support tools and courses are also being introduced to the market by the traditional textbook publishers such as Thomson, Pearson, and McGraw-Hill. Some are being developed by the school and academic sector on their own. In order to be ready for this world of e-learning, we will not only have to prepare our students with the information-literacy competencies they need but also with meta-learning skills—knowing how to learn. Teacher-librarians and others are well positioned to take on this task.

If you're interested in actually developing courses or implementing a learning management system, there are wonderful tools and templates to help you. Many librarians have already migrated many of their products, services, and information literacy training to these Web-based environments. This opportunity exists in course management systems like Blackboard, eCollege, WebCT, or Lotus Learning Space.

Another easy-to-adapt opportunity is Web-based presentation management tools. These tools allow you to place voice, video, or objects such as PowerPoint presentations with voice-over on the Web. We see these types of applications in BrainShark and Presenter.

### **School Library Microtrends**

There are loads of opportunities in the library sector. One of the biggest is what is being called Virtual Reference or Collaborative Digital Reference Services. This is the ability to provide online remote service. This can be as simple as an "Ask a librarian . . . live!" button on your OPAC or library site, Web-based Q&A Cafés, or a real-time, live-chat homework helper service. Some interesting things to look at are LSSI's (Library Systems and Services LLC and Tutor.com) Virtual Reference Desk or some of the specialized software in CRM (customer relationship management) or call-center applications. We certainly see the day when school libraries will, of necessity, have to keep online "homework helper" hours, through instant messaging, virtual reference tools, or (sadly) e-mail.

So—what about books? We are definitely seeing cool developments in e-book management systems. We're seeing large collections that are actually tied to MARC records, allowing seamless integration into our OPACs. Some of the more interesting ones are MeansBusiness (combines books with abstracted alerts), OCLC/NetLibrary, Element K (combines books with e-learning), and ProQuest Safari and Books24x7.com (now part of the e-learning company SkillSoft), which cover the best of the IT e-books. Note that there are services emerging from Chapters/Indigo, Borders, and Amazon in the e-books arena. Cliff's Notes can also be easily purchased online and delivered to your e-mail box 24/7.

Lastly, fear and loathing are with us to stay. When we talk around the library water cooler these days, hot topics are the threats to our new digital infrastructure. Words that cut to our quick are SPAM, worms, viruses, denial of service attacks, personal information, privacy, PATRIOT, patron records, CIPA, DMCA, FBI, Mounties, CIA, porn filters. Need I say more? We are all reminded of our professional role as library workers to protect freedom of expression, patron rights to equity of access with privacy and intellectual freedom. Keep your armor on, folks! We're suddenly "important" and "informed" on issues that the power brokers and money folks care about.

The strategic window for opportunity for librarians is huge, but keep in mind that it won't be open long. We're about to enter the Boomer retirement era. It will be the largest flight of knowledge capital from the open market in history. *Knowledge*—tacit, explicit, and cultural—will need to be transferred, not just information. The gauntlet has been thrown down for librarianship. Use the technology, use our professional skills, learn from others, and we will be so stupendously successful that the world will beat a path to our (virtual) door!

So, as promised, here's a list of the top 10 trends to watch:

1. It's an *Information Ocean*, not a Highway. Information-literacy skills are about avoiding drowning and succeeding—not following some pre-defined path.
2. It's an *Exploration Space*, not a collection space. We collect to let learners explore and discover quality learner- and curriculum-appropriate resources and to engage in their own lifelong experience.
3. It's about *learning* impact, not information delivery. It's nice to get the right resource to the right learner at the right time and to keep those stats. It's better to measure the impact of our resources and services on their learning performance.
4. *Entertainment* is a solid driver of change, and it's not about paperbacks and Hogwarts' wizards. Denying the skills kids learn in PC Games, MP3s, Web chat, and through interactive TV is foolish and short-sighted.
5. *Lifelong Learning* is the prime directive. The days are long gone when you can learn a skill and apply it for a lifetime.
6. *Virtual Space* is service space. Using the new tools, we are well positioned to focus on the learner's space and balance it with our partnerships in the classroom space.
7. *Culture trumps everything*. National, ethnic, and local cultures are stupendously important. The differences among us drive changes and unique insight, creativity, and innovation and success in an increasingly global world. Libraries are paths to your own and others' cultural stories and experiences.
8. *Information Moves*—static content is the lowest form since primeval data! While text on a page is still critically essential, libraries will increasingly serve up streaming media. This supports the real nature of the whole Earth as well as the diversity of learning styles among diverse learning populations.
9. *Fear and Loathing* are with us to stay. Learning about electronic safety is a critical skill for the future.
10. And, I'll give you one final insight—*Context is King*, not Content. If we understand the ecology and culture of our learners, we can empower them to ever-higher levels. If we understand our institution's real mission—creating learners, not the learned—we will succeed wonderfully.

And this is our greatest gift. While our foundation is in content of every sort, our essence, our value, and our vision have always been about context. We lift our eyes up and look to see how we take our building blocks—brick, clicks, and tricks—and apply them in the context of our society, students, and institutions. We build better learners. We underpin a better, freer democracy. We ensure the long-term success of our institutions. We help students, inventors, artists, writers, and researchers create the future. Remember this as we step forward to meet the challenges we encounter along this adventure we call librarianship.

So it's quite simple, really. If we keep our eye on the future and focus on the learner's needs, *no librarian will be left behind*.

## COMPANIES, WEB SITES, AND OTHER RESOURCES

Do you want more information on some of the companies, Web sites, or other resources mentioned in Parts 1 and 2 of Stephen Abram's article? For resources from Part 1, go to

<http://www.infotoday.com/MMSchools/nov03/dcon1103.shtml>. For Part 2, try these links:

## What Devices Are Coming Down the Pike?

Bluetooth [<http://www.bluetooth.com/>]

DoCoMo [<http://www.nttdocomo.com/>]

Dragon NaturallySpeaking [<http://www.dragontalk.com/>]

IBM ViaVoice Pro [<http://www-3.ibm.com/software/voice/viavoice/>]

Palm Pilots (wireless) [<http://www.palmone.com/us/wireless/>]

Philips Speech Processing [<http://www.speech.be.philips.com/>]

RIM Blackberries [<http://www.blackberry.com/>]

WorldPhones (start at <http://www.nera.no/> and search on worldphone)

## Learning and Work Environments

Blackboard [<http://www.blackboard.com/>]

BrainShark [<http://www.brainshark.com/>]

Centra [<http://www.centra.com/>]

Click2Learn [<http://click2learn.com/>]

Docent [<http://www.docent.com/>]

eCollege [<http://www.ecollege.com/>]

Flypaper [<http://www.flypaper.com/>]

Groove Workspace [<http://www.groove.net/>]

Intranets.com [<http://www.intranets.com/>]

Isopia (recently acquired by Sun Microsystems) [<http://www.isopia.com/>]

Lotus Learning Space [<http://www.lotus.com/products/learnspace.nsf/wdocs/homepage>]

McGraw-Hill E-Learning [<http://www.mhhe.com/elearning/>]

NewMindsets [<http://www.newmindsets.com/>]

Pearson Education [<http://www.pearsoned.com/>]

PlaceWare [<http://www.placeware.com/>]

Presenter [<http://www.presenter.com/>]

Raindance [<http://www.raindance.com/>]

Saba [<http://www.saba.com/>]

SkillSoft [<http://www.skillsoft.com/>]

Thomson Elearning [<http://www.thomsonlearning.com/>]

WebCT [<http://www.webct.com/>]

WebEx [<http://www.webex.com/>]

## School Library Microtrends

Amazon [<http://www.amazon.com>]

Books24x7.com (now at SkillSoft) [<http://www.books24x7.com/>]

Borders (now "teamed with" Amazon.com) [<http://www.amazon.com>]

Chapters/Indigo [<http://www.chapters.indigo.ca>]

Cliff's Notes [<http://www.cliffsnotes.com/>]

Element K [<http://www.elementk.com/>]

LSSI's Virtual Reference Desk (now at Tutor.com) [<http://www.vrtoolkit.net/>]

MeansBusiness [<http://www.meansbusiness.com/>]

OCLC/NetLibrary [<http://www.netlibrary.com/>]

ProQuest Safari

[<http://www.il.proquest.com/products/pd-product-safari.shtml>]

---

**Stephen Abram** received his MLS from the University of Toronto in 1980. He is the immediate past president of the Ontario Library Association, where he planned and hosted two summits—on the Crisis in School Libraries and on the vision for a province-wide digital library. In June 2003, he received the highest award of the Special Libraries Association, the John Cotton Dana Award. Also, in June 2003, he assumed the role of president-elect of the Canadian Library Association. Stephen's day job is vice president of corporate development for Micromedia ProQuest (Canada), where he influences print, Web, and microfilm products such as eLibrary, ProQuest Newsstand, and the Canadian Almanac and Directory. Contact Stephen with comments or notes about your challenges and successes at [sabram@micromedia.ca](mailto:sabram@micromedia.ca).

---

**Unisphere Research - Delivering Certainty Through In-Depth Analysis of Enterprise Technology, IT, Marketing & Media Trends**  
**Need instructional help with Online Video? Check out our new resource - OnlineVideo.net**  
**Literary Market Place - the Worldwide Resource for the Book Publishing Industry**

# EFFICIENTGOV

For forward-thinking municipal leaders.



**DRIVE UP CUSTOMER SATISFACTION**  
with GPS tracking by Verizon Networkfleet

See More

## ARTICLES BY TOPIC

[Community Development](#)  
[Consolidation & Regionalization](#)  
[Economic Development](#)  
[Education & Schools](#)  
[Energy & Utilities](#)  
[Finance](#)  
[Grants](#)  
[Public Health](#)  
[Innovation](#)  
[Legal](#)  
[Outsourcing & Privatization](#)  
[Parks & Recreation](#)  
[Pensions](#)  
[Police & Fire](#)  
[Public Works](#)  
[Sustainability](#)  
[Technology & IT](#)  
[Transportation](#)  
[Workforce](#)

## EDITOR'S PICKS



**NYC, State Reach Deal on Mass Transit Capital Funding**

October 14, 2015



**SolarCity Unveils World's Most Efficient Rooftop Solar Panel, To Be Made in America**

October 14, 2015



**Healthy Communities Event Focuses on Data, Tech and Community Interaction to Eliminate Disparities**

October 14, 2015



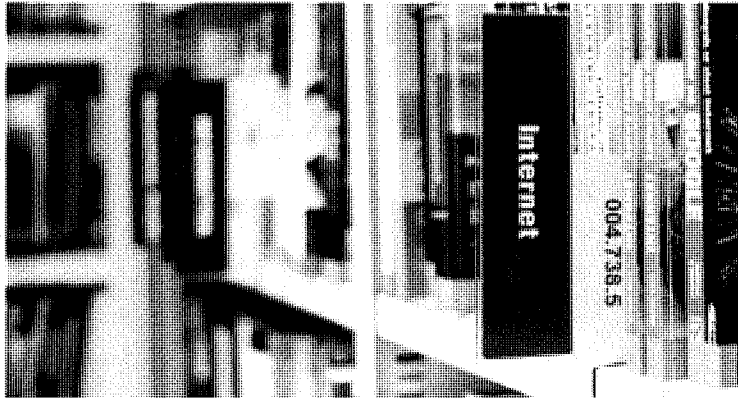
**Los Angeles Orders Quake Retrofit for Many Older Buildings**

October 14, 2015



**Honolulu Clearing Final Blocks of Major Homeless Camp**

October 13, 2015



Courtesy of Pixabay

## What Is A Modern Library?

in [Community Development](#), [Economic Development](#), [Latest Posts](#), [Planning](#), [Technology & IT](#) | October 7, 2015

[Facebook](#)

[Twitter](#)

[Google+](#)

[LinkedIn](#)

[E-mail](#)

By Mary Velan  
EfficientGov

Libraries have a rich history of providing vital services to communities. Despite more people finding information online, residents are still interested in preserving libraries as key components to community growth and development. To do so, however, libraries must adapt to the needs and expectations of modern society, which includes offering digital resources and up-to-date skills development opportunities.

### What The People Want

A recent survey from Pew Research Center revealed 65 percent of residents over the age of 16 felt closing their local public library would have a major impact on their community. Therefore, it is in the best interest of municipalities to modernize libraries to ensure they offer a sustainable benefit to the community. The results showed what Americans want out of their public libraries including:

- Support for local education
- Services for special constituents such as veterans, active duty military personnel and immigrants
- Assistance for local businesses, job seekers and those looking to upgrade their work skills
- Adoption of new technologies such as 3-D printers and services to help patrons learn about high-tech gadgetry

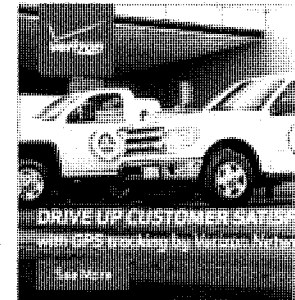
Despite Americans wanting to preserve their public libraries, attendance nationwide in the institutions has declined as of late. According to the survey:

- 46 percent of Americans over the age of 16 say they visited a library or a bookmobile in-person in the prior year, compared to 48 percent in 2013 and 53 percent in 2012
- 22 percent of Americans over the age of 16 used library websites in the past year, compared to 30 percent in 2013 and 25 percent in 2012
- 27 percent of those who visited a public library used its computers, internet connection or Wi-Fi signal to go online in the past 12 months, compared to 31 percent in 2012
- 50 percent of those who used a public library website in the past 12 months used a mobile device such as tablet or smartphone, compared to 39 percent in 2012

This data suggests that libraries are valued by the public, but may be more useful if information and resources were available in digital formats for increased accessibility and convenience.

### What About The Books?

The push for digital capabilities underscores one major problem for public libraries: what to do with their vast collections of print books and materials. Around 70 percent of Americans over the age of 16 think libraries should definitely or maybe move some print books and stacks out of the buildings to free up public



## WHAT'S TRENDING

[What Is A Modern Library?](#)

[Rumor Has It: City Corrects Misinformation with Website, Social Channels](#)

[Tech Keeps Cars Away From Bikes](#) 4

[VIDEO: Salt Lake City's New Protected Intersection for Bikes](#) 391

[Sharing is Key in Multimodal Transportation](#) 311

## WANT OUR FREE NEWSLETTER?



Join over 40,000 local government leaders who receive our stories & news in the inbox each week.

[Subscribe Now](#) | [Learn More](#)

space for tech centers, reading rooms, meeting rooms and cultural events. Only 25 percent are completely opposed to moving some books out of library space, Pew Research Center reported.

While the public is pushing for more digitization of resources, people do not necessarily think libraries should shrink in size. Rather, 64 percent of Americans over the age of 16 say libraries should definitely have more comfortable spaces for reading, working and relaxing. This suggests people value the public space offered by libraries, even if its information and resources are accessed online.

The Surrey City Centre Library in Vancouver has become a hot spot for many young entrepreneurs looking to collaborate on business ventures. The library has set aside maker spaces, which are similar to co-working spaces, where users can build innovative tools in a cooperative space with shared resources. Many users of the maker spaces leverage the tools to jump start invention projects before they can afford to rent their own workspace, Business Vancouver reported.

#### Modern Services Expectations

One expectation of public libraries that has remained strong is providing support to local educational ecosystems. Americans over the age of 16 want modern libraries to promote digital and information literacy through a variety of community programs:

- 85 percent of Americans say libraries should definitely coordinate with schools in providing resources for children
- 85 percent say libraries should definitely offer free literacy programs to help kids prepare for school
- 78 percent believe libraries are effective at promoting literacy and love of reading
- 65 percent maintain libraries contribute to helping people decide what information they can trust
- 78 percent say libraries should definitely offer programs to teach people how to use digital tools such as computers, smartphones and apps
- 75 percent say libraries have been effective at helping people learn how to use these technologies

About 42 percent of Americans who used a public library website or mobile app in the past year did so to conduct research or for homework help. Similarly, 60 percent who used a public library computer or Wi-Fi signal to go online used the tools for research or school work, Pew Research Center reported.

But libraries are not there to assist in schoolwork alone. The study found 52 percent of Americans over the age of 16 think libraries should definitely create programs for local businesses or entrepreneurs. Likewise, 45 percent say libraries should definitely purchase new digital technologies to allow people to explore how to use them.

The Christian County Library in Missouri recently received two grants to help fuel efforts to strengthen the community. The library was awarded a \$6,211 Racing to Read Early Literacy grant to support its early literacy programs. The library's Racing to Read initiative helps families incorporate reading activities into their daily lives. The Christian County Library also received a \$17,325 Technology Mini-Grant to fund the replacement of all its public computers and tech equipment, the Springfield News-Leader reported.

Furthermore, the survey revealed public libraries help individuals and families access health information:

- 73 percent of Americans over the age of 16 say libraries contribute to people finding the health information they need
- 42 percent who have gone online at a library using its computers, internet connection or Wi-Fi have done so for health-related searches

Finally, 65 percent of Americans over the age of 16 say closing their public library would have a major impact on their community, while 32 percent argue closing the library would have a major impact on them or their family. Therefore, municipalities should identify the specific needs of local constituents and adjust public library services to ensure demands are met and community growth is supported.

Facebook

Twitter

Google+

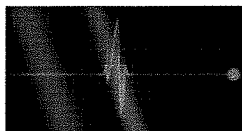
LinkedIn

E-mail

Previous:  
Water System Transfer by NC  
Legislature Upheld

Next:  
City Offers \$10,000 Grants to 'Engage  
Cincy'

#### IN CASE YOU HAVEN'T READ...



Healthy Communities Event  
Focuses on Data, Tech and  
Community Interaction to  
Eliminate Disparities

October 14, 2015



Boston Releases Building  
Energy Metrics to Advance  
Climate Goals

October 14, 2015



Los Angeles Orders Quake  
Retrofit for Many Older  
Buildings

October 14, 2015



Municipality of Anchorage  
Library Advisory Board Agenda  
Chugiak Eagle River Library Meeting Room  
Sep 16, 2015  
6:00 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
		E	Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		

1. Person (s) to be Heard

2. Mission Moment:

- a. Chugiak Eagle River Branch Report

3. Consent Agenda

- a. Sep 16, 2015 Agenda
- b. Minutes , August 19, 2015

4. Discussion/Action Items

- a. Director's Report
- b. 2016 Budget Request
- c. Update on Board recruitment and extension of current members

5. Comments/Discussion

6. Potential Agenda Items for Next Meeting

- a. Summer Reading Program update
- b. Board election

7. Adjournment



**Municipality of Anchorage  
Library Advisory Board  
Minutes  
August 19, 2015**

**Location:** Alden Todd Boardroom, Z.J. Loussac Library

**Roll Call:**

X	David Levy, Chair	X	Nancy Groszek
X	Cristy A. Willer	X	Tanya N. Taylor-Winchester
X	Lucy Flynn Zuccotti	E	Jonathan Bittner
X	Heidi James Frost, Secretary	X	Jim Yeargan
X			

**Staff Present:** Mary Jo Torgeson

**Call to order:** David Levy, Chair, called the meeting to order at 5:40p.m.

**Persons to be heard:** None

**Mission Moment:** Review of temporary entrance and circulation

The library will be closed for one week, September 30<sup>th</sup> through October 7<sup>th</sup>, reopening on October 8<sup>th</sup>. The temporary entrance will be on the first floor, near the current entrance for the (Municipality of Anchorage) Assembly-members. This will be the route for approximately one year. The book drops will be re-opened at this time. The self-checkouts will be available, and there will be an area for people to register for library cards. This area will be created by cutting apart and adapting the current desk. Later, the board members were escorted through the new (proposed) routes.

**Consent Agenda:**

The motion to approve the agenda was made by Nancy Groszek and seconded by Jim Yeargan. The motion was unanimously approved

The motion to accept the minutes as written was made by Nancy Groszek and seconded by Lucy Zuccotti. The motion was unanimously approved.

**Discussion/Action Items:**

There was an OSHA (Occupational Safety and Health Administration) visit earlier in the month. It was done to ensure the library is a safe place to work during the construction phase. There was a lengthy discussion around the RFID process and the need for a private IT contractor. Additionally, there was discussion around staffing at Loussac and all AML facilities. In Muldoon,



there is a goal to increase the usage of the library by children and parents in that area by collaborating with the Anchorage School District.

There is a desire to have a capital campaign. There is also an interest in having a bond this election cycle. However, planning for a capital campaign usually takes a year, so no decisions have been made. One of the issues that will have a role in the decision making process is if the Foundation will be in a position to facilitate the process. Both the Foundation and the Friends of the Library have openings. There was discussion about the current and forecasted budget. This advisory board underwent a sunset audit by the municipality. The audit reported this board should be continued in the future. There will be several openings on the very near future with the terms of Jim Yeargan, David Levy, and Nancy Groszek will be up on October 14, 2015 and one current vacancy. Jim and Nancy stated that they will not take an additional term. Nancy is willing to continue to serve until a new person is appointed. The board members were encouraged to recommend others to serve on this board.

The board members were asked for recommendations for service direction priorities (e.g., additional hours, a new library, etc.). There hasn't been a survey to determine what the highest priorities are for AML. Some ideas include moving the Muldoon branch to another location as well as creating a presence in South Anchorage,

Our next meeting will be on September 16, 2015 at the Eagle River branch.

#### Adjournment

Jim Yeargan moved for the motion to be adjourned, Lucy Zuccotti seconded, and it was unanimously approved. The meeting was adjourned at 6:55pm

# LIBRARY DIRECTOR'S REPORT

## August, 2015

### Loussac Renovation Project:

- Contractors will start taking "bites" out of stairs in October.
- We are working to find a solution to opening our outdoor book drops and anticipate they will be open in October.
- Staff are being moved around temporarily on 4<sup>th</sup> floor due to improving the HVAC on the roof
- Circulation will be completely moved to a temporary location on the first floor and be ready with self check machines for full payment on Oct 8
- In order to fully fund the project, the City Manager is recommending that the Foundation either raise \$1M or the Library "borrow" dollars to fund this project over a period of time, to be paid yearly out of the Library's budget. He is recommending that we not float a bond for this phase.

### Staffing:

- All libraries will be closed on Oct 15 for an all staff day, themed Staff Construction Day. The focus of the Staff Day will be on communication. A great staff team, comprised of all levels of staff, is developing the program.
- The two positions for Administrative support are both vacant. We are assigned tasked to numerous departments in the interim.

Branches: We have had staff shortages again all summer, due to staff out for FMLA or Branch Manager openings. Because we do not have a substitute budget, staff from around the System have pitched in and helped one another. We have a great team!

### **Muldoon:**

- Jim Curran has accepted the position as a new Branch Manager.
- Our relationship with the Boys and Girls Club continues to work well. Manager Kristi Bihag and Muldoon staff are continuing to work together to make sure club members feel welcome but also understand the rules of our shared facility.

### **Eagle River:** School age and all age programs:

- Family movie Fridays—4 events, 80 attending
- Legos-- 2 events, 25 attending
- Preschool programs: On hiatus.
- Total events: 7 events with 107 participants

### **Mountain View:**

- Tech Club: We made small paper robot models and attached vibrating motors and batteries to them so they would move around. Zombies and Minions were popular!
- Teen Game Day – **Attendance:** 16. After School Teen Gaming: We had just 1 session on the Friday after school started. A small but enthusiastic group of gamers enjoyed the Wii. They are looking forward to the Xbox coming soon.
- Lego Club – **Attendance:** 20Lego Club: Branch Manger writes, "I was reminded anew why we do this. I watched a 12 year old boy (who has given us some trouble in the past) lay on the floor with a younger cousin while they acted out a very imaginative scenario involving time travel. It struck me as a natural extension of reading and storytelling – kids need to have time and opportunity to play with ideas."
- Chalk the Walk: United Way's 90-by-2020 organization sponsored "Chalk the Walk" to give chalked encouragement to returning school students. Our location next to Clark Middle School made this a natural activity for us. We chalked welcome back messages on the walkway between our buildings for the first day of school.

**Girdwood:** Claire Agni was hired as the new library supervisor and started on August 31<sup>st</sup>. Mt. View Manager, Virginia McClure, helped to manage the Girdwood branch for the last several months

#### Community Relations/Foundation/Friends

- The Friends of the Library will have their book sale the first weekend of Nov in a new location, the storage (dungeon), since it is so cumbersome to redirect people due to stairs coming down and many of the usual locations that are used for the sale will be under construction.
- The Foundation have voted to approve paying for a consultant to help implement a Capital Campaign. The goal is to raise \$1M
- Merger discussions will resume Sep 28 and Oct 5

#### Youth Services

- Teen librarian interviews held last week and hopefully we will have the position filled by October. Jim Curran had held this position.
- Early Literacy/Under Five Programming: Storytimes are on break during August so we can recover from summer reading and prep for the fall. And we hosted two special programs: our inaugural Baby Builders Club and a Getting Started with Baby Sign session for babies and caregivers.
  - Family Storytime, (1 session), 28
  - End of Summer Party with Fiddle De Dee, 217
  - Baby Builders Club, 41
  - Getting Started With Baby Sign, 25

#### **Ready to Read Resource Center**

- *Outreach:*
  - A Ready to Read table was set up at Loussac's Fiddle De Dee concert.
  - Staff attended the Mountain View Book Party in the Park. Over 1200 people were in attendance. We reached many families who were not library users and/or had not heard about the RRRC.

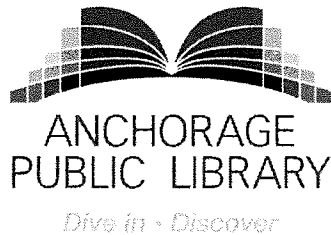
#### Adult Services

The Anchorage Mini Maker Faire was on the Loussac Lawn again this year. The event featured music, makers, food trucks and activity booths from the Spark!Lab and the Anchorage Museum. The event generated media coverage from Make Magazine as well as local news outlets. Attendance was down, possibly due to other activities that day and library construction.

Programs: 28 programs with a total attendance of 1637. Program highlights included:

- ◆ Mini MakerFaire – 553 attendees
- ◆ 4 Internet/Computer Classes 47 attendees (attendance is limited to 9 per session).
- ◆ 12 Cultural Programs – 105 attendees
- ◆ 2 Live @ the Library Performances – 866 attendees
- ◆ Holistic Health Workshop – 23 attendees

Outreach efforts and partnerships are continuing. However, we have had to scale back the number of programs due to limited space, and many of our partners take the summer off. AS is actively involved in working with the Anchorage community to provide programming and identify community needs. The lack of meeting room space in Loussac is greatly impacting our programs.



3600 Denali Street  
Anchorage, AK 99503  
Telephone (907) 343-2975  
Fax (907) 343-2930  
[www.anchoragelibrary.org](http://www.anchoragelibrary.org)

Aug 19, 2015

TO: MAYOR BERKOWITZ  
FROM: MARY JO TORGESON, LIBRARY DIRECTOR  
RE: 2016 BUDGET

Library staff has worked very hard this year on numerous projects that will create for more library efficiencies. These projects lead into a redesigned Loussac:

- A weeded and RFID tagged collection of 400,000, in preparation of automated handling at Loussac and
- Installed self check machines at all locations and ability to check in materials faster
- A more user friendly and efficient central library

We are looking forward to new momentum with a redesigned central library and are working on specific initiatives as we advertise our new central library. Our goals in 2016 include:

1. **Staff:**
  - Create a learning culture with staff, encouraging them to learn new skills as their jobs change due to automation. We will be examining position descriptions in 2016-2017 to utilize staff in new ways in order to increase usage of our services and programs. This requires us to provide training opportunities for staff through webinars, individual learning programs, peer learning and bringing in trainers from the outside
  - Library workers are predominantly a female workforce, with 42% being part time. Of those, 25% work 19 hours. We are recommending that each of these workers get the added benefits of the rest of the city staff. While this is not part of the 2016 submittal request, we would like to work toward ensuring that all staff have benefits by 2018. We have nine positions now that work 19 hours and it would cost \$202K to have benefits for those workers.
2. **Collections:** we fully reviewed the collection and discarded 20% of worn out and dated materials. In 2016 we need a hefty replacement budget so that we can be more responsive to those speaking other languages and concentrate on improving our language collection.
3. **Advertising our services:** The public does not know about many of the services and programs we offer.
4. **Bond:** Finish Loussac renovation and redo carpeting on 2<sup>nd</sup> Floor: We need additional construction dollars of approximately \$1.2M and the 36 year old carpeting on 2<sup>nd</sup> floor needs to be replaced. We are recommending a bond for \$1.5 M bond
5. **Youth Services:** we are working with the school district to ensure that each child has a library card. With 48,000 students, we will have increased costs for advertising, training and operating supplies.

While some of these initiatives could be grant funded, our Development Director will be concentrating her efforts on fundraising capital for present and future Loussac Library capital needs.

Thank you for considering our request.



MUNICIPALITY OF ANCHORAGE

## 2016 PROPOSED OPERATING BUDGET

[illegible]

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
August 19, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
			Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		

1. Person (s) to be Heard

2. Mission Moment:

- a. Review of Temporary entrance and Circulation

3. Consent Agenda

- a. Aug 19, 2015 Agenda
- b. Minutes June 17, 2015

4. Discussion/Action Items

- a. Director's Report
- b. Budget Update
- c. Sunset Report and LAB Board terms
- d. Board Elections
- e. Priorities for Service Direction

5. Comments/Discussion

6. Potential Agenda Items for Next Meeting

7. Adjournment



Municipality of Anchorage Library Advisory Board  
Minutes  
Community Room, Mountain View Neighborhood Library  
June 17, 2015

**Roll Call**

E	Heidi James Frost, Secretary	X	David Levy, Chair
X	Christy A Willer	X	Nancy Groszek
X	Lucy Flynn Zuccotti	E	Tanya N. Taylor-Winchester
X	Jim Yeargan	X	Jonathan Bittner
			Kindra Robbins, Teen Liaison

Staff Present: Mary Jo Torgeson and Virginia McClure

The meeting started at 5:47PM.

**Mission Moment:**

**Presented by Virginia McClure, Mountain View Branch Manager**

Virginia has been in the position since August 2014 (the branch opened September 2010). Clark Middle School is major partner with the Mountain View library branch. Virginia has worked with the Principal at Clark for better partnering, behavioral expectations for their students. We have a VISTA volunteer for a year, working on sustainable teen programming and fundraising planning. Rebecca Graham is the youth services librarian, doing outreach in the schools and storytimes. The feeding program at the branch was cancelled because it was competing with the school program and causing unnecessary overlap. Summer programs are STEM oriented and Tuesday is evening game night – when the branch is open until 7pm.

**Challenges and Wins:**

- The branch saw a reduction in adult's usage at the Mountain View library as they were frustrated by afterschool crowds with rowdy behavior. The MV staff knows have that problem under control.
- Connecting with the community in foreign languages. Branch now has Hmong and Arabic language volunteers.
- The biggest challenge is the hours of operation for the MV branch. There are far too few evening hours. Users need access to computers for job searching, online bill pay, food handlers permits. For many in the community it is their only internet and computer access.
- MV has been recognized as having the most diverse community in the United States.
- The MV branch is working with local business to develop community partnerships. For example, Credit Union 1 employees did landscaping work, BP donated to the building fund.
- The branch is hoping to be included in the city planning of broadband to the schools.
- Conference room is expensive to reserve, but with online bookings use is up.

The MV Street Fair is on the 27<sup>th</sup>, and the neighborhood housing plan will be displayed in an open house setting.

**Consent Agenda**

June 17, 2015 Agenda

Moved by Nancy Groszek, seconded by Jonathan Bittner and was unanimously approved.

Minutes May 20, 2015

Moved by Nancy Groszek, seconded by Jonathan Bittner and was unanimously approved.

**Director's Report**

Nixle working for construction update blasts, but only 250 have signed up for it yet. With the remodel, access from Barrow Street will be closed for 10 days. The outside book drop is closed during business hours – too much traffic led to safety concerns.

There was a discussion of the 1% for art program, the new mayor's transition team and what that will mean for advisory boards.

#### Discussion/Comments

There as a lengthy discussion of new board member criteria – still looking for diversity on the LAB. Nancy and Jim are both termed out and will be leaving this fall. That leaves us without a representative from Eagle River/Chugiak. Talk about ways to recruit, and what diversity means: ideas, perspectives, geography, cultural. Someone with an information technology background would be good. We no longer have representation from the university. Plan to come up with 5-6 names for the August meeting.

Our next meetings will be:

July – No Meeting      August – Loussac, we will tour the construction as our mission moment  
September – Eagle River (6pm)

#### Adjournment

Jim Yeargan moved for the meeting to be adjourned, Nancy Groszek seconded, and it was unanimously approved. The meeting was adjourned at 7:10pm.

# LIBRARY DIRECTOR'S REPORT

## JUNE-JUL, 2015

### Loussac Renovation:

- We will be closed Sep 30-Oct 7 to set up the temporary circulation area. We will review this at our Board meeting. OSHA visited the library to assess safety.
- We are exploring providing programs at Sears Mall, which is offering us space on a month to month free lease basis.

### Library Technology:

- RFID and Self checkout: We are having issues with new self checkouts, which resulted in Vendor sending a technician to review the set up and outstanding issues. We will be testing the payment kiosks in the next month with full roll out for payment at units when Loussac opens on Oct 8.
- We decided against pursuing the RFP to outsource public computing administration/support. We felt that with a new IT Director coming on board, that we would prefer trying to work with them.
- Library is a Knight Prototype National Grant winner. We will develop a tool/web app to crowdsource community interests and needs re: library programming. This grant awards \$35,000 to us in partnership with Code for Anchorage (the local chapter of Code for America) to create a participatory system where residents are not the library's audience, they are its makers. People will propose a project, workshop, class, activity, etc. Others will indicate their interest. When a critical mass forms around any given proposal, the library will facilitate. We have 6 months to use the money to test this idea, see if it's worth developing fully. IT Manager traveled to Miami to receive 3 day training in human-centered design to execute Collective Development project, paid for by Knight Foundation.
- We need an updated MOU clarifying what is supported by IT at what level, and what the library is responsible for. Murky areas include: Teen Underground, barracuda web filter, Envisionware (PC reservation and Print management), Innovation Lab to ensure a consistent level of service and expectations, especially since we are no longer moving forward with privatization.
- Tekmate took one Innovation Lab computer to their shop for imaging, so this company managing our Innovation Lab will continue, just at a slower pace.
- UAA's Mike Robinson scheduled a demonstration of SIRSI's eResource Central product which allows ebooks from Overdrive to be downloaded directly from the library catalog. This product can be added with no additional cost to the consortium members, at least not over the next 2 years. Product costs about \$5k for whole consortium, so even if that does get distributed into membership dues, it will be minimal.

Staffing: We are closing all libraries and hosting a all staff day on Oct 15, with the theme Construction Day, centering on internal communication. The last staff day we had was two years ago.

Branches: Due to resignations of two branch managers in July and August, all staff has once again risen to the challenge by helping Muldoon and Girdwood to provide programs and coverage. A special thanks to Virginia McClure and Sarah Preskitt for pitching in as Acting Branch Managers at Muldoon and Girdwood.

### **Muldoon:**

- This branch has not been fully staffed for months, with staff out on FMLA and a change in Branch Manager. Even with that, they held 16 youth services programs with 268 participants
- We are sending a representative to a NE Community Council meeting to start a discussion around gathering their support for a new branch in the MD area at some future date. Our lease will need to be renewed in 2016.

**Eagle River:**

- Vista volunteer helped with outreach event at Bear Paw Festival, and a teen book club. The teen book club began at the very end of June and has been running weekly through July. The teens who attend are very enthusiastic, and would like to continue into the school year
- Busy July with 33 programs and 1721 participants
- VolunTEENS contributed 178 in July
- Lots of construction around the building and noise, all of which has had an impact on staff and public
- We received a lovely thank you note from a group of ESY itinerant summer school students who used the library this summer. They were local, and happy to use a local resource rather than travel to Anchorage. "You are always welcoming & accommodating. You have a lovely library—thanks for sharing with us!" Signed: Ms. Hulsebus & Ms. Jayne.

**Mountain View:**

- Mt. View has seen a 25% increase in door count for Jy of 2015 over 2014!
- Clark Middle School has been bringing classes over all summer and one Early Head Start class visited us during the month of July.
- Interesting programs including a Superhero Training Academy – Superhero Training Academy events on Fridays included kite-making, exploring senses, making model robots from cardboard boxes, exploring secret codes and a "graduation" party; and a T-Shirt hacking program to snip, paint and tie dye t-shirts. Total July programs we 24 programs with 288 participants.
- Mountain View had a strong presence at the Neighborhood Street Fair. We partnered with the ACLT to present the Mountain View Targeted Neighborhood Plan in our Community Room.

**Girdwood:**

- The Gerrish staff noticed that there was a much higher turnout for the Krambambuli puppet show than any of the other Summer Reading events. They attribute that to the event time, noting that the regular Summer Reading events were all scheduled for Wednesday evening while the Krambambuli show was scheduled for Friday morning during storytime.
- Nine children's programs with 121 attendance
- Meg Backus met with staff to answer questions about the e-readers for staff training currently located at the Gerrish Branch. This is a pilot program to help staff become better familiar with the devices so that they will be able to better answer patron questions about downloadable content and the related devices.

**Community Relations/Foundation/Friends**

- Merger discussions are continuing, with meetings resuming Sep 28 and Oct 5.
- The Foundation President is Jen Harrington; and newest Foundation member is Clare Ross, who will join Andy Rogers to represent the Foundation on the merger committee.
- The Foundation is having conversations about the best method of starting a Capital Campaign and starting to community members to develop community advocates
- We have hired a new Communication staff member, Annie Reeves.

**Youth Services**

- National acclaimed writer Kate DiCamillo programs and with 262 people attending.
- We have finalized the School/Library partnership pilot project aimed at school around the Muldoon Library. Attached is information about that program
- Overall reference and program attendance is down due to the construction.

- Outreach included visits to churches, Campfile, ELL tours, Jewish Education Center, Parks and Rec programs and a visit to the Centennial Festival
- Staff has done an amazing job through the System this year, amidst staff shortages and construction.

#### **Adult Services:**

- Adult Services has scaled back programming a bit during the summer, focusing on Live at the Library and Adult Summer Reading, and recurring smaller programs and classes. Adult Summer Reading to date has 158 readers signed up (including 6 staff) of those 111 adults added 1 or more reviews; 1,085 reviews submitted and 6,164 hours read for Readers to the Rescue. Tech Tuesdays continue to be well attended.
- Reference questions and program attendance is down for the summer, we think due to construction. In July there were four "Live at the Library" and half the attendance, 1171 participants. There were a total of 35 programs with almost 1600 attendees.

## **PUBLIC LIBRARY CARD PROJECT WITH ASD AND APL**

### Introduction

Educating all students for success in life requires community support. While much of the learning occurs in schools, there are many opportunities outside the classroom for students to learn and to have access to information. A public library card provides all children with another educational community resource that helps to develop the habit of reading and learning outside of school.

### Purpose

- Form a partnership between ASD and APL to encourage parents to sign up their children for library cards.
- If successful, determine best practices to expand program to all students in 2016-2017.
- Make public library materials more accessible to students year round.
- Support learning by encouraging children and parents to obtain and use a public library card.

### Overview

- APL provides invitational cards with letters inviting parents to activate the card for their child including all information regarding financial responsibility, targeted to selected schools in the Muldoon area.
- APL distributes through teachers, class visits, and school events an invitation to register for a library card either online or by visiting the Anchorage Public Library. The online registration card will be good for one month until they visit a library for a permanent card.
- Pilot project will begin in the 2015-2016 school year.

### Responsibilities of Anchorage Public Library

- Print promotional materials highlighting project.
- Develop letter to parents to send with invitation and dummy cardboard library card.
- Meet with Principals to determine best approach to promote in each individual school.
- Visit schools to highlight project to staff and students.
- Follow up with 2<sup>nd</sup> round of publicity.
- Assess card numbers issued/activated and usage. Forgive all outstanding fines for children with blocked cards.
- Provide a donation of \$100 to each school and \$400 to the school with the highest percentage of students signed up, courtesy of Friends of the Library. The gift cards would be given to the school library.
- Provide periodic reports, including final report in June 2016.
- Do a report in Mid October for all cards
- Develop 2-3 sentence script for robocalls

### Responsibilities of Anchorage School District

- ASD provides numbers of students in each grade at each school and distributes invitations for cards and letters. Determine best method to alert new students to library card drive.
- Market to students, teachers and staff in school newsletters and robo\_calls prior to distribution.
- Provide access to promote program to school district staff (principals, teachers, librarians).
- School librarians/teachers assist students to sign up for public library cards or provide time during library sessions to use online registration.
- School assists with signups by providing kiosks and laptops in some locations.
- Collaboration on ebook promotion and library card drive

### Evaluation

Each partner will develop desired outcomes for the project as part of their planning meetings.

- Number of student activated library cards added to APL database.
- Increased circulation of youth materials of last quarter of 2014 compared to 2015.

- Increased participation in the 2015 Winter Reading Celebration.
- Survey School staff for project feedback.

#### Next steps

- Develop a partnership committee to develop procedures and firm timeline
- Develop a Memo of Understanding between both parties
- Approve a timeline for implementation
- Explore options for potentially sharing data that will aid in looking at student performance, for example Summer Reading Program participation
- Gather anecdotal information
- Interview librarians

# **Anchorage Public Library**

## *Dive In – Discover*



Anchorage Public Library and Anchorage School District have teamed up to help students and their families get public library cards. Your school has been chosen as part of a pilot program to test the most effective ways to help families access public library resources.

### **Why public library cards?**

Anchorage Public Library is open year round, including weekends and school vacations. Research has shown that students can lose months worth of progress if they don't read during breaks. We offer fun reading programs, incentives, and lots of materials.

### **Why is the school district helping with the distribution of cards?**

Recently the President asked schools and public libraries to commit to working together to get public library cards to all youth as part of the White House's ConnectED program. APL & ASD were already meeting before this request came out! We are all working for the best education for our community and this will help youth access resources in many locations.

### **What does the public library offer that the school library doesn't?**

We have books for all ages, birth to adults, DVDs, magazines, books on CD, audiobooks on playaway, and much more available online.

### **What online resources does the library have?**

With an Anchorage Public Library card, students can access over 20,000 downloadable ebooks and eaudiobooks, as well as free downloadable music, and great databases for researching, learning a language, or studying for a college prep test. We have access to the Anchorage Daily News/Alaska Dispatch archive, Live Homework Help, and a lot more.

### **How are we getting cards into the hands of students?**

Anchorage Public Library is launching online registration. While online registration is available for all patrons, students will receive a special flier with instructions on how to do the online registration.

### **How is library staff promoting this in the school?**

We will be working with ASD staff to choose the right approach for each school. This year is about learning what works so we will use a mix of school visits, robocalls, library staff presence at family nights, fliers sent home with students and more.

### **How is the school helping?**

School staff can help by encouraging students to get library cards, sending home fliers, allowing older students to use library time and computers to do online registration, and making robocalls.

### **Anything else to know? Are there prizes?**

Yes there are! Each school in the pilot project will receive an incentive for their school library's collection. The school with the most students signing up for library cards will receive a further prize.

Thank you, Elizabeth Moreau Nicolai

Youth Services Coordinator | Anchorage Public Library | 343-2840 | NicolaiEL@muni.org



# SUNSET AUDIT REPORT

2015-S7

---

Library Advisory Board

Anchorage Public Library

August 14, 2015

---

MUNICIPALITY OF ANCHORAGE  
Internal Audit Department  
632 W 6th Avenue, Suite 600  
P.O. Box 196650  
Anchorage, Alaska 99519-6650  
[www.muni.org/departments/internal\\_audit](http://www.muni.org/departments/internal_audit)



INTERNAL AUDIT DEPARTMENT  
Michael Chadwick, CICA  
Acting Director  
Phone: (907) 343-4438  
Fax: (907) 343-4370  
E-Mail: [chadwickmb@muni.org](mailto:chadwickmb@muni.org)



# Municipality of Anchorage

Ethan Berkowitz, Mayor

Internal Audit Department

August 14, 2015

Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2015-S7, Library Advisory Board, Anchorage Public Library** for your review. A brief summary of the report is presented below.

In accordance with Assembly Ordinance Number 2011-64(S-1), Section 14, we have performed a sunset audit of the Library Advisory Board. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Library Advisory Board should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

Based on our review of meeting minutes, resolutions and attendance records, we recommend that the Library Advisory Board be reauthorized.

The Library Advisory Board will sunset on October 14, 2015 unless reauthorized by the Assembly.

Michael Chadwick, CICA  
Acting Director, Internal Audit



# Municipality of Anchorage

Ethan Berkowitz, Mayor

Internal Audit Department

August 14, 2015

**Sunset Audit Report 2015-S7  
Library Advisory Board  
Anchorage Public Library**

**Introduction.** We have performed a sunset audit of the Library Advisory Board (Board) as required by Assembly Ordinance Number 2011-64(S-1), Section 14 which states:

*"The Municipal Clerk shall notify the Assembly and the Mayor by assembly memorandum at least 120 days prior to the sunset of any board or commission, and an ordinance for reauthorization shall be introduced through the Assembly Chair with the assembly memorandum. The assembly memorandum shall include direction to the Office of Internal Audit to audit the board or commission under Anchorage Municipal Code section 3.20.110 D.3. and 4. The Office of Internal Audit shall report its findings to the Mayor and Assembly at least 60 days, prior to sunset, prior to vote by the Assembly on reauthorization."*

**Objective and Scope.** The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Board should be reauthorized. Our audit included a review of meeting minutes, Board resolutions and agendas, and Board member authorization and participation.

The audit was conducted in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review, and accordingly, included tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. The audit was performed during the period of June through July 2015.

**Overall Evaluation.** Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Library Advisory Board be reauthorized.

## **SUNSET FACTORS**

The following factors were used in our evaluation and are presented for information to the Mayor and Assembly:

**1. Name of Board.**

Library Advisory Board

**2. Sunset Date.**

October 14, 2015

**3. The purpose and goal of the Board.**

*Anchorage Municipal Code (AMC) 4.60.040.B, Library advisory board, states "The board shall:*

- 1. 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.*
- 2. 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.*
- 3. Perform such other powers and duties as the assembly may refer from time to time.*
- 4. Review annually the library budget and its operations."*

4. **Have Board members been appointed?**

*AMC 4.60.040.A states "There is established a library advisory board consisting of nine members."*

**Audit Finding.** Currently, the Board is staffed with 8 of the required 9 members.

<b><u>Board Member</u></b>	<b><u>Most Recent Assembly Confirmation</u></b>	<b><u>Term Expiration Date</u></b>
Heidi Frost	11-19-13	10-14-16
Cristy Willer	8-26-14	10-14-17
Lucy Flynn Zuccotti	8-26-14	10-14-17
Jim Yeargan	10-9-12	10-14-15
David Levy	10-9-12	10-14-15
Nancy Groszek	10-9-12	10-14-15
Jonathon Bittner	10-21-14	10-14-17
Tanya Taylor-Winchester	10-8-13	10-14-16
Vacant		10-14-16

Source: Assembly Memorandums

5. **Are the terms of the Board members current?**

*AMC 4.05.040, Terms, states "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. ”*

**Audit Finding.** The terms for the eight Board members are current.

6. **Are positions deemed vacant after the maximum number of absences?**

*AMC 4.05.060.A, Attendance requirements; vacancies, states “... a vacancy shall occur if a member during any 12-month period while in office:*

- 1. Is absent from three regular meetings without excuse;*
- 2. Is absent from:*
  - a. six regular meetings; or*
  - b. eight regular meetings for members of the planning and zoning commission, platting board, or zoning board of examiners and appeals; or*
- 3. Fails to attend a two-thirds majority of the regular meetings. ”*

**Audit Finding.** No members were absent from three regular meetings without an excuse within any 12 month period.

No members were absent from six regular meetings within any 12 month period.

Three members failed to attend two thirds of the regular meetings within any 12 month period from January 2014 through June 2015. These members have not been removed from the Board.

7. **Does the Board meet regularly?**

*AMC 4.05.090, Meetings, states "A board or commission shall hold regular monthly meetings at such time and place as may from time to time be designated by the board or commission, but meetings need not be held if no business is pending. Boards and commissions shall advise the public of their meeting schedules, or publicly advertise their meetings where necessitated by statutory requirements. The chairman of a board or commission, or the municipal employee who is designated as an ex officio member of the board or commission pursuant to section 4.05.140, or a majority of the board or commission, may call a special meeting of the board or commission. Meetings of all boards and commissions shall be open to the public, except for an executive session, from which the public may be excluded."*

**Audit Finding.** From January 2014 through June 2015, the Board met 16 times. Meetings are publicly announced on the Board's website.

8. **Are minutes taken and published?**

*AMC 4.05.130, Reports, minutes and public hearing records, states "A board or commission shall keep minutes of the board or commission proceedings, and such minutes shall record the vote of each member physically present upon every question formally presented to the board or commissions for its consideration. The minutes shall be maintained in the custody of the municipal agency which supplies staff support to the board or commission and shall be a public record, open to inspection by any person."*

**Audit Finding.** Yes, Board minutes were taken at each Board meeting. Anchorage Public Library (Library) staff keeps a copy available for the public. In addition, Board minutes are available on the Board's website.

9. **Do meetings have action items or other business?**

*AMC 4.60.040.B states "The board shall:*

- 1. 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.*
- 2. 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.*
- 3. Perform such other powers and duties as the assembly may refer from time to time.*
- 4. Review annually the library budget and its operations."*

**Audit Finding.** The Board has not provided any reports or resolutions to the Mayor's Office or the Assembly from January 2014 through June 2015. However, Board minutes included action items that the Board voted on such as Board member responsibilities and expectations, approval of the Library's strategic plan, support for a bond proposition, and a motion asking that 1% for Art money be used to reflect the contributions made to our state by Native Alaskans. The Board also received reports from groups and individuals such as the Teen Underground, Friends of the Library, and the Library Director.



# **Boards and Commissions**

## **How can I serve on a board or commission?**

We are always looking for concerned citizens who are willing to take part in our municipal government process and work hard to help make our community an even better place to live.

Each October, approximately one third (about 150) of the seats on municipal boards and commissions are appointed. Nearly all appointments are made for a three year-term. Members typically serve up to two consecutive terms.

Throughout the year vacancies occur on many of our boards and commissions. Applications are kept on hand as a resource for those unexpected vacancies that come up. To find out what seats are currently open, check our list of vacancies.

Let us know if you are interested in serving on a board or commission by sending a brief letter and resume to the Mayor's Office, or by calling the Mayor's Office at 343-7115 to receive an application form in the mail. Or, you may click [here](#) for an application, which you can print, fill out and return by mail, fax or email to:

Karen Bretz

[bretzke@muni.org](mailto:bretzke@muni.org)

Mayor's Office

Municipality of Anchorage

PO Box 196650

Anchorage, Alaska 99519-6650

FAX: (907) 343-7180

Shortly after your application reaches the Mayor's office we will send you confirmation that it has been received. Your application will be carefully reviewed and kept on hand for openings that become available on the board or commission you are interested in. We will keep your application in our active file for one year.

The Mayor selects most appointments to municipal boards and commissions. His selections are forwarded to the Assembly for confirmation. Members of a few boards and commissions can be elected or, in some cases, are selected by the Assembly.

Before your name is submitted to the Assembly for appointment, a staff member will call you to make sure that you are still interested and available to serve.

For more information, please call the Mayor's Office at 343-7119.

#### 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.

Municipality of Anchorage  
Library Advisory Board Agenda  
Mountain View Branch Library  
120 Bragaw St  
June 17, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
			Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		Kindra Robbins, Teen Liaison

1. Person (s) to be Heard

2. Mission Moment:

- a. Virginia McClure, Branch Manager: Overview of Mt. View Library

3. Consent Agenda

- a. Jun 17, 2015 Agenda
- b. Minutes , May 20, 2015

4. Discussion/Action Items

- a. Director's Report
- b. New Board Member Criteria
- c. Young Adult Liason

5. Comments/Discussion

6. Potential Agenda Items for Next Meeting: No July meeting  
August 19 Meeting at Loussac; September 16 meeting at Chugiak-Eagle River Branch

7. Adjournment

Municipality of Anchorage Library Advisory Board  
Minutes  
May 20, 2015

**Roll Call**

X	Heidi James Frost, Secretary	X	David Levy, Chair
X	Cristy A Willer	X	Nancy Groszek
E	Lucy Flynn Zuccotti	X	Tanya N. Taylor-Winchester
X	Jim Yeargan	X	Jonathan Bittner
		E	Kindra Robbins, Teen Liaison

Staff Present: Mary Jo Torgeson and Jim Przeczewski

The meeting started at 5:40PM.

**Mission Moment:**

**Presented by Jim Przeczewski, Loussac Renewal Project Manager**

This has been Jim Przeczewski's pet project for years. He has wanted to see and manage the library's capital improvements. It is a complex re-design that has been in the works for years. The goal is to create a beautiful and inviting library. The Rebuild is short of funds, so we have to cut back on many areas and have done "value-engineering" throughout the building. Because of the short fall, some items were left out of the build, but those items can be added later. The expected end date for the rebuild is October 24, 2016. Jim is keeping on top of the pulse of the library, to include its patrons and staff. His goal is to make the library into the space that we want it to be.

Jim gave the Library Advisory Board a lot of much needed information, including how things will be done. He wants this phase down so he can start on the next phase. If we get all of this done (Phase I and II) then we can "put the lid on" so the contractors can work inside throughout the winter months.

The statue of Wm Seward will be taken down, protected, and then re-installed in a new location. Art will be done by Susan Anderson and another artist (1% for the arts) and based on the art of Alaska Natives.

Jim Przeczewski will be back in September for another overview.

**Foundation Support Public Relations media piece**

There is a video that was made for the library by the foundation. The video can be used to highlight/education the populace about the library. Unfortunately, we couldn't see the video at this time.

**Consent Agenda**

**May 20, 2015 Agenda**

Moved by Nancy Groszek, seconded by Jonathan Bitner and was unanimously approved.

**Minutes April 15, 2015**

Moved by Nancy Groszek, seconded by Cristy Willer and was unanimously approved.

**Director's Report**

Six months ago, someone reported seeing bedbugs but the story was reported as a news story this month. Staff immediately hired an exterminator and there is not a bed bug problem.

The library will be going to a privatized system for the computers used by the patrons. The library did a pilot project first, and it was successful, so once the Request for Proposal (RFP) process is done and a contractor is selected, it will be implemented library wide. The language in the RFP will be very technical, so it could be December before it is done.

The Radio Frequency Identification (RFID) Project includes a goal to have 90% of patrons using the self-checkout system. Right now, only 30% of patrons use the system. Staff are working on compatibility so

that we can start accepted credit/debit cards at self check out stations.

Discussions with the new mayor –. Many of the Library Advisory Board members agreed to be part of the group that will have that discussion with the mayor. Additionally, the members of the Friends of the Library will also be at the meeting. One thing that could be discussed is the way the library is batched with other projects on the bond. It might not be library's project that is failing, it might be the other projects on the bond that are causing the bonds to fail.

Bonds – The next time we go for a bond, we need to build up our presence and create a positive vibe about the library with the voters. We have a negative perception since we lost two bonds. The foundation is working on getting some additional funds to create a campaign.

Ground breaking – Many people were present. It was nice to have a large group at the ground breaking. People can sign up for a text or email through Nixle that will provide renovation updates. Additionally, the library is posting updates in the library's lobby. If staff has issues because of smells (or other construction issues) then the staff person could be moved temporarily.

Reading Rondy – was a good event and has been a big deal for us because we can't get to all of the schools otherwise.

**Photo Policy Review and Approval** – We need more photos of people, so we need a new policy to cover permissions. The old one was onerous. This one is similar to the permission/releases used at other libraries. Nancy Groszek moved for the new photo policy to be accepted, Tanya seconded and it was unanimously approved.

### **Discussion/Comments**

Nancy said when she was checking out books, the staff person stated what the notes in the computer said about her. She wants to know why those notes are still there. Mary Jo Torgeson stated it was because they need to have accountability for public dollars.

Our next meeting will be:

June – Mountain View      July – No Meeting      August – Loussac      September – Eagle River

### **Adjournment**

Nancy Groszek moved for the meeting to be adjourned, Jonathan Bittner seconded, and it was unanimously approved. The meeting was adjourned at 6:47pm.

# LIBRARY DIRECTOR'S REPORT

## June, 2015

### Loussac Renovation Project:

- We sent a final eblast to all APL cardholders about the renovation, encouraging people to subscribe to Nixle messaging system for further messages. We recently sent another update to announce the closure of the bookdrop during open hours due to safety concerns. To sign up, text Renovation to 888-777 for weekly updates.
- Weekly staff meetings for updates.
- Communication boards updated weekly (one of the updates is attached).
- 1% for Art Committee (packet included): They will be working with the architects to determine possible placement of art. Included in the packet are committee members, process and explanation of the 1% for the Art program.
- Public Works is working with the contractor to do as much value added engineering in order to reduce costs.

New Mayor's Transition Team: We met with Mayor Berkowitz and his Chief of Staff to discuss the library, including challenges and opportunities and we are encouraging our advocates to attend Townhall over the next several weeks. There was an indication that there will be changes in reporting structure for the library.

### Library Technology and IT Services:

- Applied for Knight Foundation Prototype grant, which would award \$35,000 to the creation of a new kind of website and service (very interactive/participatory).
- Site survey completed and parts ordered to upgrade wifi at Eagle River.
- Planning and problem-solving around our Erate Category 2 funding request (for Loussac Wifi upgrade). We learned about new technology (available starting June 1, 2015) that could supplant the technology we requested in our application. We are conscious of not wanting to waste public money by buying obsolete tech, or compromising our eligibility for erate reimbursement.
- Testing for credit card payments on self-check kiosks. We are working with credit card companies to complete final credit card payment process. We are hoping to have all cash and debit/credit payments available on all self check units by July 1.
- Ongoing work/planning with Tekmate about handing off the Innovation Lab to them for IT support.
- Given that we received \$150K with the 1<sup>st</sup> quarter budget revision that will be spent to pay to have our public computers managed by a private vendor. We will supplement those dollars with our existed Automation budget.

### Staffing:

- We are planning to do a Staff Development Day Oct 15. There is a very active and lively staff committee in charge of the day.
- Fewer openings than last summer: Muldoon Branch Manager and Community Relations Coordinator.

### Branches:

#### **Muldoon:**

- Branch Manager Klein has taken another position as the Ready to Read librarian.
- Klein, filling in for Youth Services librarian, visited over 1000 students to promote Summer Reading.
- Boys and Girls Club has 100 new members, who then need to be "trained" on acceptable library behavior. If children are trespassed at either location, they are trespassed from the whole building.

**Eagle River:**

- We have a VISTA summer associate that will manage the volunTeens (8 teens) and assist with events.
- Programs: School age and all age programs: Family movie Fridays—5 events, 107 attendance.
- Science in the Library (STEM Wednesdays)—2 events, 50 attending LEGOs (STEM Wednesdays)—2 events, 31 attending.

**Mountain View:**

- Two Vista volunteers (one just for the summer) have started to work on getting more teens using the library and working more closely with the community to develop programs.
- **Community Partnerships:** Volunteers from the True North Church, led by Loussac staffer Nate Howes, helped with RFID tagging; Virginia McClure and Will Giedosh attended the AYDC meeting this month as well as the Mountain View Community Council meeting. Virginia McClure is on the Mountain View Street Fair .
- **Facilities:** We had 6,426 people come into the library this month and we were open 143 hours, for an average of 45 people per hour.
- **Programs:**
  - Scratch Club: The goal was to mimic spray painting letters on a wall. They had to program the “sprite” to start and stop drawing lines when certain conditions were met -- not an easy task! We used photos of the MV Library as backdrops. (They were told only virtual graffiti is allowed!)
  - Tech Club: Solar Fun. We made contact pictures with solar sensitive paper and developed them in water. Also made bracelets out of solar reactive beads which are white when indoors and change to colored beads when exposed to UV rays from the sun. Even the adults wanted to make a bracelet.

**Girdwood:**

- RFID tagging completed, now just doing the collections as they are returned.
- Outreach: visited k-8 school to promote summer reading program.
- Programs: Medicare 101; Advance directives about elder care. Staff have all been instrumental in developing a possible library hosted book club and a May program.

- 

**Community Relations/Foundation/Friends****Grants**

- No new grants were applied for. We are waiting for a reply from Wells Fargo on the Dragon Project.
- First National Bank denied a grant application because the gave money to the Friends and felt that the bank already supported the main library through tax dollars.

**Public Relations**

- New slides continue to be produced each month for the Alaska Club which are designed to keep the Library top of mind. They will be running for a year. The AK Press and AK Dispatch have ads running that are more event specific. The Dispatch ads stop in June; the Press ads continue through Dec. AK Public media has a generic Library ad running all year.
- Starting to work on a brochure for the capital campaign for the FF&E and the conference room. A plan of action will be completed by end of summer with the Foundation.

**Friends and Foundation**

- Book Sale cleared \$25K; Beyond the Stacks cleared around \$55K.
- New interim Board President, Mainon Swartz.
- Discussion continues around merger between the two group to form a completely new entity.

## Youth Services

- Reading Rendezvous: This kick off of Summer Reading set a new record with 2,112 people in attendance! It was a fantastic day and continues to be a highlight of our year. It is an incredible event and the perfect kick off for summer. Additionally, as is traditional, Bosco's donated comics so we could be an official site for Free Comic Book Day
- Kate DiCamillo contest: Newberry award winner visited Anchorage. Youth were encouraged to read a DiCamillo book and then write about why they liked it. 86 people entered at Loussac, 29 at CE, 29 at MD, 27 at MV and 1 at GR for a total of 172 people. Core values: learning, dynamic

## **Teen Programming**

- TU Tech (4 programs), 25 people, average of 6 each
- TU Media Club (4 programs) 20 people, average of 5 each
- TU Writing Society (4 programs), 51 people, average of 13 each
- TU Homework Time, (7 programs), 67 people, average of 10 each
- TGIF (5 programs) 33, average of 7 each
- Knitting Novices, (4 programs), 14 people, average of 4 each (joint youth/adult program)
- VolunTEEN training, 22 people
- Teen Summer packing day, 10 teens volunteering

## **Family Programs:**

- Free Comic Book Day, 105
- Reading Rendezvous, 2,112

## **Partnership programs:**

- Q-Club in partnership with Identity (2 programs), 14 people, 7 average
- Many of our partners are also winding down activities as the school year ended, but we did still have our popular Q club.. Core values: community, connecting, accessible, learning

## **Outreach:**

### School visits:

- Polaris, 60 people (2 classes)
- Rabbit Hill, 120 people
- Inlet View Elementary School, 168 people

This month we focused on school visits to promote summer reading. Unfortunately expanded testing hours made it hard to schedule school visits. Again we very excited to be a guest at Inlet View elementary's school end of year BBQ where we signed people up for summer reading.

## Adult Services

- Reading Rendezvous: Although Reading Rendezvous is a youth program, summer reading for adults is a great way to model reading behavior for children, and to encourage families to read together. Adult Summer Reading to date has 61 readers signed up (including 6 staff); 187 reviews submitted and 860 hours read.
- Tent City: Response to the library booth at In-Tent-City was tremendous! The booth was extremely busy, and 80 folks walked away with a new up-cycled book cover wallet.
- Reference services: Adult Services Reference services support equity and learning. Reference staff provides one-on-one instruction to library patrons. Reference transactions range from instruction on using the library catalog to find materials, searching library databases, to how to create an email account. Adult Services answered 2510 in person reference questions, and had a total of 2,887 customer interactions including phone and email. Reference transaction numbers dropped significantly for the month. This seems to be related to the holiday closure, construction activity (fire alarms evacuated the building), and a server crash of the computer reservation management system that resulted in very limited computer access.



Programs: 43 programs with a total attendance of 641. Program highlights included:

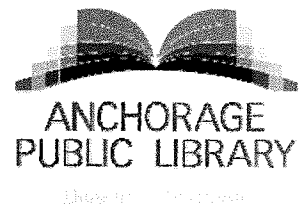
- ◆ 9 Group Classes – 33 attendees
- ◆ 8 Internet/Computer Classes 68 attendees (attendance is limited to 9 per session).
- ◆ 18 Cultural Programs – 296 attendees

Outreach efforts and partnerships are continuing. AS is actively involved in working with the Anchorage community to provide programming and identify community needs. Our partners include UAA/APU Books of the Year Program, AK Public Media, Let's Talk Anchorage, and the Anchorage Symphony among others. These outreach efforts include:

- ◆ Annual Studio Party – In-Tent-City
- ◆ Death Café
- ◆ Let's Talk Anchorage
- ◆ Maker Nights (2<sup>nd</sup> & 4<sup>th</sup> Tuesdays)
- ◆ Israeli Folk Dancing
- ◆ Irish Folk Dancers
- ◆ Alaska Bead Society
- ◆ Anchorage Board Gamers Meet-up
- ◆ Anchorage Paper Crafters
- ◆ Medicare 101



## LOUSSAC RENOVATION UPDATES/STATUS



**Date: June 10, 2015**



**EXPECT LOUD NOISE ON LEVEL 2**—Laborers will be cutting the concrete on level 2 behind the temporary walls. Protect your hearing. Use earplugs. Ask for them at the public service desks. Children's programs will be moved to the Wilda Marston Theatre or outside in good weather during noisy periods.

**CHANGES IN FICTION**—Due to work in the ceiling of the adult fiction area, access to a portion of the collection will be limited for approximately one day. Staff in safety gear will retrieve titles from the temporarily closed stacks for patrons.

**NEW fiction** has moved from level 2 to level 3, on the shelves where the **NEW non-fiction** was located. New non-fiction is now on shelves under the windows to the right of its former location. Russian language books are under windows on the SW wall where the other foreign language collections are.

**DO NOT USE OUTSIDE BOOK DROPS**—Due to increased traffic and safety concerns, Loussac's outside book drops are closed to the public during open hours. **THE OUTSIDE BOOK DROPS CAN BE USED WHEN LOUSSAC IS CLOSED.**

This temporary measure may end as early as November.

**WATCH CHILDREN**—With construction ongoing in public areas, it is vital that children are watched carefully both in the library and on library grounds, to avoid injury or getting lost. Children 8 and younger **MUST** be supervised at all times by an adult or a youth 14 or older.

**LOUSSAC IS OPEN**—Despite the construction, Loussac continues its regular, seven-day-a-week schedule: M-Th 10am-9pm, F-Sat 10am-6pm. Sun 1-5pm. Entrances on the ground floor and at the top of the outside stairs can be used.

**SW SIDE OF BUILDING**—Workers are preparing the ground for the foundation of the level 1 extension which will house staff workrooms and the indoor, drive-up bookdrops.

**For updates on the Loussac project, text RENOVATION to 888-777 or go to the Anchorage Public Library website: [www.anchoragelibrary.org](http://www.anchoragelibrary.org).**

Loussac Library Renovation Project  
\$117,000

James Dougherty  
RIM Architect  
645 G St, Ste 400  
Anchorage, AK 99501  
(907) 258-7777 ph

Design Rep/Public Art Committee Rep  
[jdougherty@rimarchitects.com](mailto:jdougherty@rimarchitects.com)

Sherri Douglas  
Assistant Director  
Loussac Public Library  
3600 Denali Street  
Anchorage, Alaska 99503  
(907) 343-2972

Facility Representative  
[DouglasSS@muni.org](mailto:DouglasSS@muni.org)

Susan Anderson  
CEO  
Ciri Foundation  
3600 San Jeronimo Drive, Suit 256  
Anchorage, AK 99508-2870  
United States of America  
(907) 793-3576, (907)360-7158

Community Representative  
[sanderson@thecirifoundation.org](mailto:sanderson@thecirifoundation.org)  
[solson@theciricfoundation.org](mailto:solson@theciricfoundation.org) (scheduling)

Janella Larson White  
Rural Specialist  
The Foraker Group,  
161 Klevin Street, Suite 101; Anchorage, AK 99508  
907-743-1200

Artist / Community Representative  
[jwhite@forakergroup.org](mailto:jwhite@forakergroup.org)

Ronald Hadden  
Purchasing officer  
Municipality of Anchorage  
632 W 6th Avenue, Suite 520  
Anchorage, Alaska 99501  
907 343-4590

Municipality Representative  
[HaddenRS@muni.org](mailto:HaddenRS@muni.org)

Lori Schanche  
Public Works Department  
4700 Elmore Road  
Anchorage, AK 99507  
(907) 343-8368

Municipal Representative  
[schancelE@muni.org](mailto:schancelE@muni.org)

Lee Holmes  
Principal Engineer  
Support Services of Alaska  
2220 East 88<sup>th</sup> Avenue  
Cell: (907) 227-3635

Arts Advisory Representative  
[lhomes@superiorpnh.com](mailto:lhomes@superiorpnh.com)

Staff:  
Enzina Marrari  
(907) 343-6473

[marrarivi@muni.org](mailto:marrarivi@muni.org)

Jim Przeczewski  
(907) 343-8431

[PrzeczewskiJF@muni.org](mailto:PrzeczewskiJF@muni.org)



## **Municipality of Anchorage 1% for Art Program**

**Enzina Marrari (907) 343-6473 FAX (907) 249-7567**

**Public Works**

**4700 Elmore Road**

**Anchorage, AK 99519**

**E-mail [MarrariVJ@muni.org](mailto:MarrariVJ@muni.org)**

The Municipality of Anchorage 1% for Art Ordinance 7.40 (1978) is based on the Alaska State ordinance passed in 1975 which designates that 1% of the design and construction cost of each public building or facility be set aside for artwork. The goal is to commission outstanding and enduring artwork which is designed to respond to a specific site.

### **What is the MOA 1% for Art Program?**

The 1% for Art Program oversees the 1% for Art ordinance 7.40 which is part of the MOA Code. The director of the program, the Curator of Public Art, is responsible for all public art related responsibilities including the selection, purchasing, conservation, maintenance and day-to-day management of the public art collection. The 1% for Art Program is housed in the Municipality's Public Works Department, Administrative Division. As of 2014, the program has accessioned 482 works of art for a value of \$13,651,930.

### **Why is Public Art important to our community?**

Public art promotes vitality and energizes the community: Having a one-of-a-kind, site specific work of art in our downtown promotes a sense of vitality in our parks, our public spaces, plazas, street corridors and buildings. Artwork makes the street and public spaces come alive. Public art also has an economic impact; besides improving the visual look of the city and enhancing our built surroundings; placing artwork in our community promotes economic development in revitalizing neighborhoods, and commercial corridors. People considering starting a business look at that community to see if they have pride in their surroundings; whether they are serious about art and culture, including art as a priority along with good schools, roads and shoveled sidewalks.

### **What is the role of the Public Art Committee?**

The Mayor of Anchorage appoints an advisory committee (the Public Art Committee) to oversee and advise the Curator of Public Art on issues and concerns that arise during the 1% for Art process. The Curator is the liaison to the Public Art Committee and works with the Urban Design Commission and the Arts Advisory Commission in the selection and approval of artwork and policy issues.

### **How are the art and the site selected?**

When a construction project is funded, the project manager or the department responsible for the project contacts the Curator of Public Art who gathers names for potential Art Selection Jury members. These jurors include facility users, the project architect, a professional artist, and a community member. We also invite representative from the Urban Design Commission and the Arts Advisory Commission to participate. The Curator of Public Art forwards the names to the Mayor of Anchorage for appointment to an Art Selection Jury for each project. The jury will determine the site for the art and the process to be used for artist and artwork selection.

### **What art mediums are considered?**

Mediums include, but are not limited to: painting, sculpture, work on paper and fiber, clay, metal, wood, glass, stone and plastic; mosaic, stained glass, terrazzo flooring, film, video and sound. Art might be integrated into the architectural or design elements of the construction, be a functional object such as a bench or gateway or a separate formal element on the site. The Art Selection Jury makes these decisions.

### **How are artists selected?**

The Art Selection Jury determines the artist selection process depending on the budget and the site:

1. Open entry – The project is advertised, and interested artists are eligible to submit qualifications or a proposal. This is an option most frequently employed by juries. The jury will determine the groups of artists to be notified. Requests for proposals or qualifications may be sent out locally, statewide, regionally, nationally or internationally.

After receiving the responses, the jury will usually narrow the list down to 3-5 artists and pay them a fee for a final proposal or concept drawing;

2. Limited entry – A number of specific artists are invited to submit their qualifications for consideration; and,

3. Direct negotiation – A specific artist is asked to submit his/her qualifications and is directly contracted for the project.

What is a Professional Artist?

Art created under the Municipality of Anchorage 1% for Art Program must be created by a professional artist. The code defines a professional artist as *"a person who practices in the visual arts as a professional. Indications of a person's status as a professional artist include, but are not limited to, income realized from the sale of artwork, frequent or consistent art exhibitions, placement of artwork in public institutions or museums, receipt of awards and honors, and training in the arts."*

The process is generally not a collaborative effort, unless two or more artists are chosen by a jury to work together on the project.

How are Artists paid?

Under the direction of the 1% for Art Program, the Municipality of Anchorage enters into a contract with the artists for the selected artwork. The Curator of Public Art tracks all invoices and expenses of the program. Funds allocated must pay for all expenses including the artist's design fees, fabrication, installation, transportation, insurance, permits, plaque and documentation expenses and fees. Although the dollar amounts of the artist commission may seem large, it is important to realize that this figure includes the time involved in the design and fabrication of the piece and the money that the artist must pay to the various subcontractors. For most artists, being able to work large scale in a public venue is a primary motivation, when applying for a public art commission.

What is the public process?

The public process is carried out on several levels. The jury considers all aspects of prospective artwork, including aesthetics, appropriateness to the site, visibility to the public, and safety and maintenance concerns. Safety and maintenance concerns are also reviewed at a public hearing. The Anchorage School Board reviews art for schools. The Municipal Assembly must approve artwork valued at more than \$30,000 for municipal facilities on the grounds of safety and maintenance. All three-dimensional art work is subjected to the Anchorage School District Playground Safety Guidelines test and reviewed by the Anchorage School District Risk Manager and approved by the Municipality of Anchorage Fire Marshal. This range of reaction, which may run from highly supportive to extremely negative can create an important and often educational dialogue between the art and the community.

How is vandalism or damage handled?

Call the Curator of Public Art at 343-6473 or email the office at [MarrariVJ@muni.org](mailto:MarrariVJ@muni.org). Many times artwork has been damaged creating a hazard. Issues regarding these pieces will be addressed as soon as possible. Any changes made to artwork belonging to the Municipality's 1% for Art Program such as location changes, repairs, major cleaning, structural changes, etc. must be made under the direction of the Curator of Public Art. Any unauthorized changes will be remedied and the responsible parties charged accordingly.

Who is responsible for maintenance and conservation of the artwork?

The MOA 1% for Art Program is responsible for the conservation and maintenance of the artwork. Although it makes sense to have the building janitor dust or wipe off a piece of 1% for Art to keep it clean most artwork cannot be cleaned that simply. Always check first. If artwork is broken or needs cleaning, the program's policy is to first ask the artist if they want to fix or clean something. It's best to have them do the work to match the original piece. If the original artist cannot do the work, the program hires a professional to complete the work.

Who owns the artwork and who has copyright?

The Municipality of Anchorage owns the artwork. The artwork is accessioned into the City's Museum Collection. The artist who creates the artwork owns the copyright. If a school or the program wants to use the artwork in publications or as a logo, they must contact the 1% for Art office to seek written permission from the Artist. Artists are generally happy to make their imagery available, but their permission is needed.

Can the 1% for Art Program support other programs?

Work done in schools as part of the Artists in Schools program is not a part of the 1% for Art program, although a professional artist chosen by a jury to create a public art piece may sometimes involve students in the process

Administration of the 1% for Art Program: The administration budget is not part of the artwork funding. It is budgeted within the capital budget of the project and is based on the size of the project. Information about individual pieces, artists, tours and other public art program information are available from the office.

Call (907) 343-6473 or email [\*\*MarrariVJ@muni.org\*\*](mailto:MarrariVJ@muni.org) for information about the 1% for Art Program.

## Art Selection Jury Process

### Description

The Mayor appoints an art selection jury for every municipal construction project with a budget exceeding \$1 million dollars. Art selection jury members volunteer their time and sometimes meet for several years, until a construction project is fully completed and the art is installed. Art selection juries include:

- someone who works at the facility;
- the project architect;
- two “at large” members of the community who live in the neighborhood or community.
- a representative of the Arts Advisory Commission is invited to participate; and,
- a representative of the Urban Design Commission is invited to participate;

By ordinance, at least one member must be a professional artist.

### How the Art Selection Jury Works

First there is an orientation *meeting which lasts 1½ hours*. Then the jury begins working to understand the building, its users, the grounds and the most appropriate sites and media for the artwork. This generally takes *1-2 meetings*. Once the site(s) and the types of materials or mediums have been chosen, the jury invites proposals from artists. This takes about three months and happens in one of three ways:

1. a request for proposals may be sent to a statewide or national artist mailing list;
2. artists may be invited to submit proposals based on their slides and information in the 1% for Art Registry maintained in the Public Art Office; or
3. a jury may select and negotiate directly with one artist after reviewing the artist registry.

In order to find the best available artwork for the site, juries review an artist’s past work, the artist’s experience with commissions of a similar size, the budget, and the artist’s ability to complete the piece. Prior to making a final selection, the jury also reviews the artist’s drawings and written materials to confirm the artist has considered details of the site, fabrication, transportation, engineering, documentation, labeling, and installation. Artists may also be asked to create a model of the piece. *This can take 2-3 meetings*.

Once a proposed work of art is selected by a jury, there is an advertised public hearing, and then the proposed artwork is reviewed by the Anchorage School Board or the Anchorage Assembly, the Mayor, and the Public Art Committee. These reviews are to examine any safety or maintenance concerns regarding the artwork. The art selection juries make all aesthetic decisions. *A final meeting is held to review and accept the final piece of artwork.*

## **Municipality of Anchorage 1% for Art Program:**

### **Role of Art Selection Jury Members**

When a jury is appointed to select 1% for Art, each member is appointed to fill a specific role. Since each jury member comes to the committee with their own preferences, art education and interests, it is helpful to refer back to the Anchorage Municipal Code 7.40 to understand why the appointments are specific. Each representative has a role and a vote on the jury.

**Architect:** The architect is fundamentally critical to the selection process. He/she is the most familiar with the building / structure / park and communicates details of the architecture to the jury, explaining many elements which are difficult to visualize because they are not built yet. The architect will discuss whether they have designed specific areas for artwork designed into the building. The architect works with a design committee (usually consisting of community/ facility oriented people) and the Design Team (selected by the architect to design the interior, landscape, electrical, engineering, etc.) The architect is the conduit between those groups and the Art Selection Jury. The architect is also responsible to the jury for guidance regarding the timeline and level of possible integration of the artwork into their design.

**Facility Representative:** The person representing the facility will represent their own point of view as well as the employees and constituents of the facility. Often they have served on the Design Committee and are familiar with the architectural plans. They need to bring programmatic, thematic and specific conditions of the building population to the attention of the jury. Although the facility representative answers to many persons, sometimes decisions rest with their opinion alone. They are often unable to vote based on a poll or suggestions from co-workers and peers and they must be comfortable in this role.

**Professional Artist:** The professional artist serves on the jury to bring an artistic, historical and contemporary point of view of artwork to the jury. These artists live and work in Alaska and they know the creative climate in Anchorage. They have extensive training and exposure to the artistic process and because they have a trained eye, they are often able to visualize artwork from its completed perspective. The professional artist brings a voice to the jury that is critical in selecting artwork that is fresh, exciting and will endure over time.

**Commission Representatives:** Arts Advisory Commission and the Urban Design Commission representatives are invited to serve on 1% for Art juries. They represent the commission's overall interests and bring knowledge about the arts and design to the jury's perspective. Artwork that is selected is submitted to each commission for Safety and Maintenance approval. The commissioner serving on the jury should discuss the specific artwork at that time. The Urban Design Commission is also responsible for reviewing implementation of AMC 7.40 1% for Art as construction projects are approved at the preliminary design phase.

**Community Representatives:** There are at least two community representatives. Both are generally users of the facility such as a PTA Parent, a consumer or a neighbor. One community representative can also be a student, if the facility is a school. Often one community member is the Professional Artist described above. The community involvement is important for an overall perspective regarding the historical aspects of the building or community, any issues, which might impact the imagery, (ex. not putting neon in a residential neighborhood) or the tone of the artwork. Whether the community can handle an exterior piece or a protected interior piece is more appropriate is also important. Sometimes the community person has been instrumental in getting the facility or building or park built and has a great deal of vested interest.

**Project Manager:** The project manager works for the school district or the municipality and is not a voting member of the Art Selection Jury. They often attend meetings to provide technical input regarding structural, electrical or code questions that the architect is unable to provide, such as playground safety guidelines, timeline of bonding, etc. They are guests at the meeting.

**Curator of Public Art:** The Municipality of Anchorage 1% for Art Program is managed by the Public Works Department under the direction of the *Curator of Public Art*, who administers the program and serves as a liaison between the many parties involved: the artists, project managers, municipal department



representatives, architects, designers, community members, contractors, and selection committee members.  
For more information, contact Enzina Marrari, Municipality of Anchorage, 1% for Art Program at (907) 343-6473  
or send email to: [MarrariVJ@muni.org](mailto:MarrariVJ@muni.org).

## Rules of Procedure for Art Selection Juries

### Organizing the Jury

1. Select the Chairperson pro tem (to organize the first meeting).
2. Select the Chairperson and Vice Chairperson.
  - a. Election shall be accomplished by motion and vote (voice or role call).
  - b. Duties shall be:
    - i. Chairperson – Shall preside over jury meetings and shall exercise all powers usually incident to the Office of Chairperson. Shall be a voting member with the right to have his/her vote recorded in all deliberations of the jury.
    - ii. Vice Chairperson – Shall assume the duties of the Chairperson in his/her absence.
3. Establish a time frame for accomplishing the work of the jury.
4. Set regular meeting schedule: day, hour and place.

### Operating Procedures for Jury

1. Quorum. A majority of the membership of the jury shall constitute a quorum for transaction of business. In the absence of a quorum, any number less than a quorum may recess a meeting to a later time and date.
2. Actions of the Jury. All actions concerning funding amounts, placement and final selection of artwork will be accomplished by motion and either voice or role call vote and will be recorded by an Office of Community Affairs staff member in the form of written minutes.
3. Votes Required to Approve Action. An affirmative vote of the majority of the members of the jury *present* shall be required to approve any action before the jury.
4. Absences. Maximum attendance is encouraged. A member intending to be absent from a regular meeting shall request to be excused in advance of the meeting from which he or she will be absent. Such excuses shall be made to the staff at least one day prior to the meeting and will be recognized for the following reasons only:
  - a. Illness
  - b. Vacations
  - c. Family Emergencies
  - d. Business CommitmentsExcept as noted above, all other absences shall be considered unexcused absences. Three consecutive unexcused absences will be considered cause for declaring the member's seat on the jury vacant.
5. Rules. In all matters not covered by these rules of procedure, Robert's Rules of Order, Newly Revised, shall govern.

### **For More Information Contact:**

Enzina Marrari, Curator of Public Art, 4700 Elmore Road, Anchorage, AK 99519-6650. Phone: (907) 343-6473. E-mail: [MarrariVJ@muni.org](mailto:MarrariVJ@muni.org)

## **Board Recruitment Matrix**

### **Derived from Strategic Plan Goals**

This tool can be used in a variety of ways to help the Board via the Board Development Committee to know “the right people at the right time” for board service. The key question to ask is “who needs to be in the board room over the next three to five years to help the organization meet its goals.”

A matrix is not simply a generic listing of characteristics, styles, backgrounds, etc., it is about being specific and aligned to the core purpose and values of the organization as well as clarifying what critical actions of the board need to be addressed by the board members based on the strategic and operating plan. The goal is to create a diverse mix of board members who together provide the wisdom and work to steward the organization’s goals toward excellence and mission impact.

There are many advantages of a board matrix including the ability to recruit beyond the “usual prospects” in the community; the ability to be strategically aligned in the organization; the ability to institutionalize succession planning in the organization; the ability to vet prospective board candidates through a standard process to ensure “the right people at the right time;” and to knowingly recruit not just people with interest, but people who will work to achieve the goals of the organization.

#### **Creating the Matrix:**

Using the strategic plan, Core Purpose, Core Values and board job description as references, brainstorm all the backgrounds, current skills and talents, characteristics and work styles and access to constituencies that are needed in the board room over the next 3-5 years. Be as specific as possible. For example- if one of the goals is to raise more charitable money- think about the kind of person who will be the most helpful in this process- do you need someone with access to a new set of stakeholders? Or someone who has experience raising money from individuals? Or who has corporate contacts? Or who is detailed oriented? Or who is a visionary or a worker-bee? Etc.

#### **Using the matrix:**

1. Write the characteristics on the top line of the matrix; noting on per column.
2. List your existing board members on the left hand column.
3. Ask existing board members to fill in where they “fit” by placing an “x” in the appropriate box(es).
4. Have your Board Development Committee compile a summary profile that can be shared with the board for review. This summary profile should then serve as a discussion piece for identifying gaps that you wish to fill.
5. The boxes left without a mark collectively represent the assets of the person the board is seeking.
6. The board Development Committee with the help of the full board can brainstorm the names of people who fit at least three of the missing criteria.
7. The committee can actualize the board recruitment process to actively recruit the identified board prospects.
8. As a reminder, as the board faces turnover and/or new goals are set for the organization, the matrix should be updated for accuracy and relevance.

**Sample Criteria for Board Composition**  
**Derived from Strategic Plan, Core Purpose, Core Values, Board Job Description**

**Skills and Talents**

(Examples: areas of professional expertise, potential/current board committee interests,

---

---

**Access to Constituencies**

(Examples: access to: government decision-makers, faith communities, civic/social groups, ethnic communities, other nonprofit allies)

---

---

**Background**

(Examples: age range, gender, ethnicity, geography, past board service tenure, fundraising wiliness, communication background etc.)

---

---

**Characteristics/Style**

(Examples: strategic thinker, doer, linear thinker, process thinker, leader, goal driven, team player, sounds judgment, sense of humor, entrepreneurial, sound problem solver, ability to manage conflict etc.)

---

---

Sample Matrix Form																
	Current Board Members								Board Prospects							
Characteristics																

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
May 20, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
			Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		Kindra Robbins, Teen Liaison

1. Person (s) to be Heard

2. Mission Moment:

- a. Foundation Support Public Relations media piece
- b. Jim Przeczewski, Loussac Renewal Project Manager

3. Consent Agenda

- a. May 20, 2015 Agenda
- b. Minutes , April 15, 2015

4. Discussion/Action Items

- a. Director's Report
- b. Photo Policy review and approval

5. Comments/Discussion

6. Potential Agenda Items for Next Meeting, Jun 17, 2015, to be at Mt. View Branch  
No July meeting; August 19 meeting at Chugiak-Eagle River Branch

7. Adjournment

Municipality of Anchorage Library  
Advisory Board  
Minutes  
April 15, 2015

**Roll Call**

X	Heidi James Frost, Secretary	X	David Levy, Chair
E	Elizabeth Hooley	X	Nancy Groszek
X	Cristy A. Willer	E	Tanya N. Taylor-Winchester
X	Lucy Flynn Zuccotti	E	Jonathan Bittner
X	Jim Yeargan	E	Kindra Robbins, Teen Liaison

**Mission Moment:**

Library Involvement with 90 by 2020.

Presenters: Elizabeth Nicolai and Stephanie Schott

The Library is working with a variety of programs to help Anchorage reach the goal of having 90% of youth graduating from High School by 2020. Specifically, staff is working with the parents, teachers, and pre-k youth at Fairview elementary to measure if the youth are ready for the Kindergarten curriculum after participating in the program. The cost of the program (approx. \$60K) which was picked up by Best Beginnings. They are also focusing on a small group at Bartlett High School. Students who are behind in credits (in the 9<sup>th</sup> grade) are more likely to drop out in their junior and senior years. The program has found 25 students, but are looking for more students (up to 50 youth).

**Apr 15, 2015 Agenda**

Moved by Nancy Groszek, seconded by Lucy Flynn Zuccotti and was unanimously approved.

**Minutes Mar 18, 2015**

Moved by Nancy Groszek, seconded by Jim Yeargan and was unanimously approved once the correct spelling of Cristy's name was changed.

**Director's Report**

The bond failed. There was a discussion on what steps were taken during this election cycle and on what could be done to improve the odds of passing the next bond attempt.

Getting ready for the construction to begin. The contractor with the lowest bid will receive the contract. Yet, there will still need to be cuts in the project including the meeting room on the 4<sup>th</sup> floor and the automated handling system may be roughed in, but not completed. Still too early to tell exactly what the final design will look like. We still don't know the date of the ground-breaking. The staff has done about 25% of the RFID installation, the library needs volunteers to help. Additionally, we want to increase the number of people using the self-check-out machines.

E-rate bids came in to improve the Wi-Fi – it will result in more Wi-Fi in the branches and the staff having the ability to track the number of patrons using the internet.

All of the branches are doing wonderful things. The Eagle River Library needs help completing the Dragon Banner. In Mountain View, Crawford the Raven was in the building. The conservation center will bring additional animals to the library, including Snickers the

porcupine.

Youth services is piloting a program to get library cards into the hands of first graders. It is a labor intensive activity and the Anchorage School District has some reservations about sharing data. The discussions are still taking place.

Right now, the Library Foundation and the Friends of Library are looking at merging. It would be less confusing if the two groups merge.

#### **Mission Moment**

Suggestions include: ARISE, Project Manager for the construction, and librarian(s) from another system (e.g., academic).

#### **Discussion/Comments**

It was suggested that we move the meeting to different libraries during the construction.

A question about (re)creating a downtown library, but the Foundation has determined that it would be smarter to address expansion issues after the renovations are completed.

Please fill out the Disclosure of Present Economic Interest form – It is to be filled out each year by members of the LAB.

#### **Adjournment**

The meeting was adjourned at 7:00pm

# LIBRARY DIRECTOR'S REPORT

## May, 2015

Loussac Renovation: Groundbreaking was held on May 15, with 5 Assembly Members present, Mayor, City Manager and about 30 community members. We will face huge impacts for the next 18 months for meeting room space and might host programs in other areas in the community.

### Library Technology:

- As part of the first quarter budget revision, we received \$150K that will allow us to work to privatize our public network this year. These dollars will remain in the Library's budget for at least three years.
- Approximately half of our collection has been tagged
- We are finalizing the credit card/coin payments for the self checks and hope that they will be fully functioning by June 1.

Mayorial Transition: Attached is a document that will be delivered to the new Mayor's transition team, as part of a City Manager's request for current issues and priorities.

### Staffing:

- Muldoon Branch Manager is taking a new job to be the Ready to Read coordinator.
- Every year there is an MOA employee recognition event and APL won for best team for "LiL APL (early literacy tips), with team member Ingrid Bondarenko, Stephanie Schott and Lacey Hemming; in addition, Ingrid Bondarenko was a runner up for Employee of the Year. In addition, Tanya Williams was also nominated for Employee of the Year.
- Leadership Team Attended a two day seminar on Leadership hosted by the Foraker Group with other APLS Leadership team members. Take aways:
  - new ways of framing a challenge and identifying people, resources, and strategic direction to tackle the challenge (Zaid Hassan),
  - the Cynefin Framework (<https://hbr.org/2007/11/a-leaders-framework-for-decision-making>) seemed profoundly useful for digging into problems or issues of varying degrees of complexity (Richard Evans).
  - Meg Wheatley introduced the notion of 'idiot compassion' where we keep doing what we've always done only more so, working longer and harder to deliver services better rather than rethink or restructure with sustainability in mind.
  - Executive Leadership Team will adjust meeting agendas to allow for more analysis, strategic problem-solving, and creative thinking about how the Anchorage public library moves into the future.
- Five staff attended Serious Fun conference at UAA, which opened up exciting possibilities for how to organize ongoing staff training. This group is planning an all staff day Oct 15.

Branches: All branches are currently tagging for RFID.

### **Eagle River:**

- Programs include 17 children's programs and one adult program, almost 500 people attending
- Hosted the annual ASD student art exhibit for the third year. This installation features projects from students in the Eagle River area; the rest of the exhibits are displayed at the Anchorage Museum. The exhibit brings in families who might not otherwise have visited the library.

### **Muldoon:**

- RFID tagging is complete, the first branch that completed the tagging
- Programs: Mainly children's programs with librarians from around the system covering while YS librarian is on leave
- Staff attended school events: College Gate Elementary School, meeting approximately 100 students and parents; Chester Valley Elementary School to promote summer reading, and visited approximately 160 students.
- New exterior sign going up above front door to identify library entrance.

### **Mountain View:**

- Staff had a program, Makey Makeys, and with the help of Meg Backus, participants were able to make various items like bananas, clay and bok choy into computer input devices. They then played online games with their homemade controllers.



- Hosted the ASD Multicultural Education Concerns Advocacy Committee meeting and had a very strong turnout. Branch Manager attended the School Business Partners luncheon as the guest and partner of Clark Middle School.

#### **Girdwood:**

- During April, GR staff discussed one of the APL values at each weekly staff meeting—this month exploring the values **Dynamic** and **Community**, and the ways we integrate APL core values into our everyday interactions with patrons and colleagues.
- Program planning has include a bodily fluid/pathogen, community knit along, gardening, elder care and advance directive program and 4 storytimes.

#### Community Relations/Foundation/Friends

- The video production was completed and previewed at the Beyond the Stacks on April 17. We currently have a long 5 minute version, 3 shorter versions focusing on community, learning, and librarians and a 30 sec spot. Plans are developed to incorporate the videos in 20-25 minute talks for use at various functions. All 8 facilities of The Alaska Club are running a series of slides that are changing as our events change. The Anchorage Press is running an ad every week in the Press, the Joint Base paper and on line; we are sponsoring "This American Life" on KSKA and will be running on line ads in the Ak. Dispatch for May & June.
- Library Foundation President resigned to take a new job in Florida.

#### Youth Services

##### **Early Literacy/Under Five Programming:**

- *Storytimes:* Baby Time, Toddler Time, Preschool, Family, and ASL Storytime.. Total of 35 storytimes, 2,009 people, an average of 57 people each.
- *Wee Be Jammin'* (special music time), 2 shows with 100 people, average of 50 each, max capacity is 50. We turn away people every time we do this. This music time continues to be at or near capacity, often over flowing.

##### **School Age Programming (K-6<sup>th</sup> grade)**

- Pawsitive Reading, 55 people: Pawsitive Reading continues to be a great monthly partnership (with Midnight Sun Therapy Dogs) and program for us. See under partnership programming to learn about other things we did for school age youth this month.

##### **Teen Programming**

- TU Tech (4 programs), 58 people, average of 15 each
- TU Media Club (4 programs) 20 people, average of 5 each
- TU Writing Society (5 programs), 56 people, average of 11 each
- TU Task Force, 8 people
- Teen Town Hall, 7 people
- TU Homework Time, (9 programs), 87 people, average of 10 each
- TGIF (4 programs) 34, average of 9 each

Teen Media club continues to be funded through the end of the school year by a grant obtained by ATMI. Teen Town Hall continues to be successful as a teen led, teen originated program.

##### **Partnership programs:**

- Imagination Library 258 people
- Improv @ the library, 3 teens
- Gruffalo's Child, school age event, 52 people
- Q-Club in partnership with Identity (3 programs), 36 people, 12 average
- Diff3r3nt by D3sign: Slam Poetry (2 programs) 22 people
- Anchorage Youth Court, 95 people

We continue to work with partners to expand what can be done by our staff alone. This includes the Anchorage Youth Court who brought in 95 people this month. Identity provides staffing and mentors for Q-club. Urban Yeti Improv donated their time and expertise to lead a teen improve workshop. Diff3r3nt by D3sign continues to

teach spoken word performance and host poetry slams. Alaska Junior Theater worked with us during their last show of the 2014-2015 season and brought actors from *Gruffalo's Child* to share with youth the joy of story and acting. Imagination Library has a huge reach into the community and partnered with us on a fantastic program. Core values: community, connecting, accessible, learning

**Outreach:**

Kids Day, 700 people

Kids Day, created and hosted by Anchorage's Promise, is one of the largest annual youth events in Anchorage. Thousands of people flock to the Denaina center. Library staff is always on hand to promote the library.

Core values: community, connecting

**Tours:**

Slana tour, 29 people

We gave a tour to youth and adults from Slana, Alaska. Many of the youth had never been to a public library before.

Adult Services

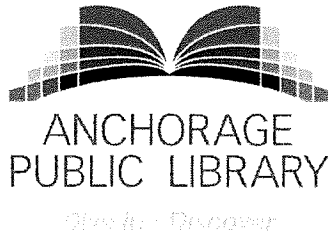
In April Adult Services launched a new program. *Tech Tuesdays – Really Simple* focused developing a new skill each week. Classes are drop-in on the first come first serve basis. Topics have included *Really Simple Computers*; *Really Simple Internet*; *Really Simple Music* and *Really Simple EBooks*. Initial response has been very favorable. We will be continuing this program adapting class topics to library clients needs.

Innovation Lab programming supported the library values of being welcoming and creating community though hosting *We Came to Stay: Anchorages Untold Stories* community gatherings. Adult Services also hosted Leadership Anchorage 18's session on *Working Together for Community Impact*.

Adult Services Reference services support equity and learning, Staff answered 3488 in person reference questions, and had a total of 3,901 customer interactions including phone and email. Reference transaction numbers remain steady.

Programs: 38 programs with a total attendance of 479. Program highlights included:

- ◆ 4 Business/Investment/Job Skills Classes – 33 attendees
- ◆ 5 Internet/Computer Classes 38 attendees (attendance is limited to 9 per session).
- ◆ 14 Cultural Programs – 284 attendees



3600 Denali Street  
Anchorage, AK 99503  
Telephone (907) 343-2975  
Fax (907) 343-2930  
[www.anchoragelibrary.org](http://www.anchoragelibrary.org)

May 13, 2015

TO: GEORGE VAKALIS, CITY MANAGER  
FROM: MARY JO TORGESON, LIBRARY DIRECTOR  
RE: CURRENT LIBRARY ISSUES

You requested that Department Directors send you a list of current department issues that will help provide information to the new Mayor and Transition team. Here are issues for our Library System, in priority order:

#### SHORT TERM

1. Support for Library Renovation, including future phases: We are starting the renovation in May and are short \$644K for this phase. We will ask for support from the Foundation but will need additional dollars to finish this project, with the highest priority being additional funding for the automated handling portion (\$450K).
2. Our collection budget has been flat for 10 years, while materials costs keep rising and formats diversity. We recommend additional dollars be spent in this focal portion of our budget.
3. Additional staff and upgrades: We recommend the following positions:
  - upgrade for a staff member
  - part time volunteer coordinator
  - several essential positions move .75 to full time (supervisor of largest department and Communication Coordinator)
  - virtual branch coordinator

All of these positions cost approximately \$175K

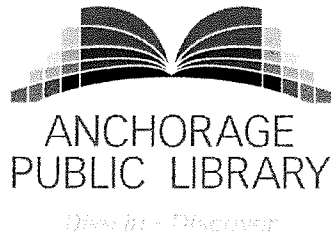
4. Website: The library website is like a virtual branch; it is not just a site of information it is a site of direct service. More and more library resources are accessed online, especially for mobile devices, and yet the website is not responsive to phones or tablets, nor is it adaptive to users with visual impairments. A website is an information asset and an outdated, difficult, poorly designed website is a statement that reflects badly on the library, an information entity. We can raise the money to create a new site, but need to be able to build it on a platform other than what City's site uses (Sharepoint). This is a policy decision.

#### LONG TERM

- Continuously improve Broadband to the city by prioritizing all library locations for a high speed network. The Library plays a major role of digital inclusion, ensuring that the people of Anchorage have fast and stable computing resources.



MUNICIPALITY OF ANCHORAGE



3600 Denali Street  
Anchorage, AK 99503  
Telephone (907) 343-2975  
Fax (907) 343-2930  
[www.anchoragelibrary.org](http://www.anchoragelibrary.org)

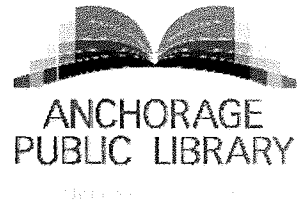
- Look at the long term growth needs for the library and develop a bond and fundraising strategy to fund two more branch libraries (south end and downtown), a new library building in Muldoon, minor improvements in some of our branches; and finish additional projects so that the Loussac Capital Plan is fully realized.



MUNICIPALITY OF ANCHORAGE



## **LOUSSAC RENOVATION UPDATES/STATUS**



**Date: May 13, 2015**

**FICTION RELOCATED**—Adult fiction (novels) and Large Type moved to level 3. New fiction and other genres remain on level 2.

**RENOVATION GROUNDBREAKING**—Friday, May 15, 9 am

**SECURITY OFFICE**—Renovation on level 2 is anticipated to continue for another month.

**PHASE ONE CONSTRUCTION BEGINS MAY 19.** Watch for these changes:

- Sharrock Road, which runs from Denali under the terrace and to the parking lot, **CLOSED**
- SW parking lot **CLOSED**
- Outside book drops moved and traffic re-routed.
- Parking lane next to Barrow Street closed. Used for construction materials staging area.
- Public Conference Room not available for meetings and programs. Check schedule for new locations.

**PREPARE FOR LOUD NOISE AND BUILDING VIBRATING**—Construction will run 7 am-5:30 pm, M-F. Sunday hours not decided. **NO CONSTRUCTION WORK** on Saturdays.



## **ANCHORAGE PUBLIC LIBRARY PHOTOGRAPHY AND VIDEO RELEASE POLICY**

### **Policy**

**Programs sponsored by the Anchorage Public Library (APL) may be photographed or visually recorded by the Library Staff or representatives. Attendance at an APL sponsored class, program or event constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or visual recordings at the sole discretion of the Anchorage Public Library. . No close-up photos or film taken of minors (under 18) will be used without written permission from a parent or adult caretaker.**

### **Best Practices and Procedures for Staff:**

Assume that patrons are not aware of the photo policy. Help make them aware:

- Introduce yourself and explain the policy before or after photographing them.
- Post flyers of the Photo Policy prominently in all libraries.
- When photographing in an area for a period of time, post the policy in a visible place near your shooting location.
- When doing outreach for the library where photographs may be taken, print the policy and post it in a prominent place for attendees to see.
- If photographing young children, announce that you are taking photos and ask that anyone who does not want photos taken of them or their children to let you know. Be aware that parents may be reasonably sensitive to and protective of their child being photographed and respect that perspective.
- Delete the photos of anyone who has opted out or close-ups of children whose guardians have not given their permission for the photo.
- We cannot offer conditions for use of the photographs. If the patron has any concerns, allow them to simply opt out. Delete any photo taken of that person.
- Respect patrons' requests for copies within reason and offer to email copies of their photos to them. Be sure and follow through with emailing copies within a week of the request.
- The names of patrons will not be used in publicity without consent.

### **Photographing children:**

- When taking close-up photos of a minor or several minors together, **you must get a signed release form** from a parent or adult caretaker. Release forms should be scanned, titled with date, and included with photo file on G-drive.
- Delete the photos of anyone who has opted out or close-ups of children whose guardians have not given their written permission for the photo to be used.

### **To acquire consent for using a person's name:**

- If the person is over 18, ask for their verbal consent.
- If the person is under 18, ask for their verbal consent, and for a parent's written consent.  
[\*Language for written consent below.]

We cannot offer conditions for use of the photographs; if the patron has any concerns thank them for considering it but allow them to simply opt out.

If the patron requests, oblige within reason by emailing a copy of the photo.

\* Written Consent (will create a simple form):

**I hereby give Anchorage Public Library permission to take photographs of my minor child(ren) for use in APL publications and marketing.**

Signature:

**Date:**

**Print name:**

Phone:

Description/name/number of photo:

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
April 15, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
	Elizabeth Hooley		Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		Kindra Robbins, Teen Liaison

1. Person (s) to be Heard

2. Mission Moment:

- a. Library Involvement with 90 by 2020. Presenters: Elizabeth Nicolai and Stephanie Schott

3. Consent Agenda

- a. Apr 15, 2015 Agenda
- b. Minutes Mar 18, 2015

4. Discussion/Action Items

- a. Director's Report
- b. Mission Moment Future topics
- c. Ground Breaking attendee suggestions

5. Comments/Discussion

6. Potential Agenda Items for Next Meeting

7. Adjournment



Municipality of Anchorage  
Library Advisory Board  
Minutes  
March 18, 2015

Roll Call:

Heidi James Frost  
Lucy Flynn Zuccotti  
Nancy Groszek

Elizabeth Hooley  
Jim Yeargan  
Tanya Taylor-Winchester

Christy Willer  
David Levy, Chair

Excused:

Jonathan Bitner

Kindra Robbins, Teen Liaison

Staff: Mary Jo

Persons to be Heard:

Laura Baldwin, the Collection Development Manager for the Anchorage Public Libraries (APL) works to keep the library collection updated. She works with one other person as well as with several librarians who help determine which new items should be incorporated into the library collection. This is a tough job because it is for cradle to grave, all individuals in the community, and need to include popular, educational, and reference items with static funding.

There are many items to be bought, including but not limited to, regular print, large print, playaways, and ebooks. To buy all these materials, the APL receives an average of \$944,830 for an operating budget with an additional \$153,486 (average) that comes from grants, legislative funds, and other sources. To determine which items to purchase, the team uses journals, popular media, and independent booksellers.

To weed out the circulation, the item must "earn its place on the shelf." That is, the items in circulation must be used by the patrons and must be in good repair. The discarded books are sold in the Friends of the Library book sale unless it's in too bad of shape.

Consent Agenda

- a. March 18, 2015 Agenda – Nancy Groszek moved, Heidi Frost seconded, the motion was unanimously approved.
- b. Minutes for February 18, 2015 – many items were highlighted for correction. Corrections have been made. Lucy Flynn Zuccotti moved, Jim Yeargan seconded the motion, it was unanimously approved.

Discussion/Action Items

- a. Advocacy for Bond: There are two versions of the flyer made to educate the public about the bond. Mary Jo will send us additional information. Lucy Flynn Zuccotti suggested that the LAB use the Nextdoor App to highlight the bond. Please remember to like the library on Facebook.  
There was a motion (Jim Yeargan moved, Nancy Groszek seconded) to support Proposition 3 which was unanimously approved. David Levy will draft a letter of support and send it to the board members. It would also be helpful if folks wrote letters to the editor.
- b. Director's Report: The bids for library renovations came in higher than expected. The bids came in at 13 million, so if the bond doesn't pass there won't be much wiggle room in the

budget. There are many things that can affect the amount of funding available for the renovations.

The RFID process is going forward. When the process is done, a person will be able to check out a stack of books without having to scan each book individually. It is anticipated that the process will take approximately six months to complete. The library is moving to a private company to handle the public (wifi) network. This will allow individuals to have more freedom to use the websites needed/wanted.

Many of the mayoral candidates have stopped by the library. So far, Andrew Halcro, Ethan Berkowitz, and Dan Coffey have stopped by.

Remember, April 17<sup>th</sup> is Beyond the Stacks event.

The meeting was adjourned at 7:05pm. The motion was moved by Jim Yeargan and seconded by Lucy Flynn Zuccotti. It was unanimously approved.

# LIBRARY DIRECTOR'S REPORT

## April 15, 2015

### Loussac Renovation Project:

- With the Bond failure, the Municipality has committed to funding the Project. Public Works will work with the Contractor to reduce costs once a contract has been signed; Library staff, the contractor and Public Works will strategize on cost reduction, including closing the library during some of the construction.
- Approval is slated for the Tuesday, Apr 14 for renovation contractor. I will report the outcome at our Board meeting. Until a contract has been signed, there is to be no contact with the lowest bid contractor.
- Fiction collection has been moved in preparation for remodel to begin.

### Library Technology: We are completing projects where we have lacked staff expertise:

- Data cleanup: removing Samson-Diamond records; deleting records for materials that no longer exist; exploring enhancing catalog fields that will make searching for items easier.
- E-rate bids came in for Loussac wifi improvement: we will expand WIFI throughout the building, with some of these costs reimbursed through E-rate.
- Outlined possible processes for Library Card distribution pilot with Anchorage School District.
- Extracted all cardholder email addresses, imported into Nixle messaging system to send announcement about April 7 vote. This was an experiment where we sent unsolicited email to cardholders with email addresses. We are determining some procedures for future Nixle use.
- Self check usage: we have had usage for 3 months and have not yet determined the percentage of use that goes through those machines vs staff intervention. Our goal for the strategic plan is to reach 70% of circulation is completed through self check machines.
- RFID: we have completed about 25% of the collection in five weeks. When we are stretched so thin, this is a difficult project.

Branches: We have had a filmographer visit all branches in order to include their activity into a PR piece for the library

### **Muldoon:**

#### Programs:

- Book group enjoyed author Don Rearden at its discussion of The Raven's Gift (AR 2015 selection) (5 participants)
- School age and teen programs: (9 programs with 192 participants)
  - Weekly teen gaming – 11 and up (5 sessions, total participants: 118)
  - Monthly Kids Zone – ten and under (7)
  - Monthly Magic Club (11)
  - Crawford the Raven from Bird TLC (31)
  - Alaska Junior Theater – David Gonzalez (25)
- Preschool programs: (10 programs with 171 participants)
- 8 regular preschool storytimes and toddler times with 112 participants
- Baby Builders (29)
- Wee Be Jammin' (30)

Outreach: (Connecting, Community): attended a Literacy Night event at Begich Middle School, which had attendance of about 300 people. I handed out Volunteer applications and discussed teen programming at all library locations.

## **Eagle River:**

### **Programs**

- Eagle River Spinners (spinning fiber)—1 event, 10 attending
- Family movie Fridays—4 events, 85 attending
- Science in the Library (STEM Wednesdays)—2 events, 40 attending
- LEGOs (STEM Wednesdays)—2 events, 70 attending
- Crawford the Raven—1 event, 35 attending
- Toddler Time—4 events, 174 attending
- Storytime—4 events, 98 attending
- Eagle River Spinners (spinning fiber)—1 event, 10 attending
- Family movie Fridays—4 events, 85 attending
- Science in the Library (STEM Wednesdays)—2 events, 40 attending

Community Partnerships (Connecting): 10 LDS elders on their missions would like to come in to volunteer at the branch.

Outreach (Connecting): YS librarian gave a tour to 13 people from Eagle River Christian School. We are beginning to schedule school visits for SRC kick off.

## **Mountain View:**

### **Programs**

- Crawford the Raven – **Attendance:** 27
- Scratch Programming Class– **Attendance:** 5
- LEGO Club – **Attendance:** 13
- Teen Gaming (2) – **Attendance:** 56
- Tyson and Mountain View Elementary Preschool visit and storytime – **Attendance:** 1
- Thursday Family Storytime (4) – **Attendance:** 12
- Saturday Family Storytime (2) – **Attendance:** 8
- 

Community Partnerships: We cosponsored the final community input session with Parks and Rec for the Davis Park improvements and the Community Garden signups with the Anchorage Community Land Trust. Staff also attended the Mountain View Community Council Meeting.

Outreach: Cook Inlet Tribal Council cultural event focused on early literacy, which was part of an ARISE event

Facilities: We had 7,294 people visit the building in March with an average of 365 people per day.

## **Girdwood:**

### **Community Partnerships**

GR completed its pilot 3<sup>rd</sup> Grade Book Club in partnership with Girdwood K-8 School. We received great reviews from the students, and some excellent feedback to apply to planning for Book Club(s) next year.

We are also in the process of discussing the possibility of establishing a formal school-business partnership with Girdwood K-8.

Volunteer Sarah Bell was here for 8 hours in March, and was helpful in removing stickers from books transitioning from the New Books collection to the general collection, as well as shelf-straightening, cleaning up the children's area and helping during Gerrish's Movie Night program. We are grateful for her consistent presence on Wednesday evenings, and her willingness to help out as needed.

Outreach: We have been in dialogue to plan programming with both the Medicare Information Office, and the producers of Backing out of Time for May dates.

Staff members have been instrumental in conceptualizing and proposing new programs. Their tenure in the community supports effective outreach to the right people for moving forward with new program ideas. This has resulted in a community knit-along program, and potential library-hosted book club, and a May date for a gardening program.

#### Community Relations/Foundation/Friends

- The \$5,000 grant submitted to Alaska Community Foundation for funds to assist with the merger talks between the Friends of the Library & Library Foundation was turned down. Continued meeting with Friends & Foundation members concerning the possible merger of the two groups.
- Friends/Foundation merger discussions continue, with draft bylaws to be submitted to each body for approval. Next meeting in May or June.
- 2 Alaska Airline tickets anywhere Alaska flies was received for use by the Friends of the Library during the Beyond the Stacks fundraiser. Continued work with Shannon Jones, chair of the Beyond the Stacks, to sell tables and tickets.
- Submitted a grant for \$8,000 for Early Literacy Projects and Dragon Renovation at Chugiak Eagle River.
- Submitted a grant for the Dragon project to Enstar for \$3,000.
- Discussions were begun with Adult Services, FOL and Salvation Army about ways to better use the left over books from the Book Sale.
- A plan of action with Barnes & Noble for an in-store fundraiser is being developed.
- Bond passage projects: budget for marketing efforts which included postcards, paid ads, fliers, etc. Placed ads with the Anchorage Press, Ak. Dispatch, and KSKA about supporting the Library. Produced a video about the current materials handling system to run on social media with links to an example of the new system. Worked with staff to get an email out through Nixle concerning the bond and to let our patrons know that they could opt out of receiving any other library information except for overdue notices, holds, or receipts.
- The PR campaign to raise the visibility of the APL has begun. The video production should be completed this month. All 8 facilities of The Alaska Club are running a series of slides that will continue to be changed monthly for a year. Working with KSKA/KAKM, Alaska Dispatch and the Anchorage Press for ads and possible joint projects outside of the advocacy part as described above.

#### Youth Services

Anchorage School District Pilot Library Card Project: We have had several planning meetings and will concentrate on signing up children in eight neighborhood served by the Muldoon and Mt. View Libraries. We anticipate having planning committees determine some acceptable processes for both parties with the express purpose of working with an entire school, beginning in the fall of 2015. We have to determine ways to evaluate and market over the next 3 months. We have not finalized any plans at this point and will need a final Memo of Understanding to implement this project.

#### **Early Literacy/Under Five Programming:**

##### *Storytimes:*

- Baby Time (4 programs): 216 people; average of 54 each
- Toddler Time (16 programs): 965 people, average of 60 each
- Preschool Storytime (8 programs): 430 people total, average of 54 each
- Family Storytime (3 programs): 177 people, average of 59 each
- ASL Storytime (in place of one Family Storytime), 46 people
- Dr. Seuss on the Bus (in place of one Toddler Time), 3 bus rides, 175 total, 58 average

Total of 35 storytimes, 2,009 people, an average of 57 people each.

*Wee Be Jammin'* (special music time), 2 shows 88 people, an average of 44 people

This month we did several fun things. One of our family storytimes on Saturday was a construction storytime and featured open block play after books about construction. This was extremely popular, with 77 kids, a capacity crowd. Wee Be Jammin music time continues to be at or near capacity, often over flowing. Actually all our regular storytimes tend to reach near capacity levels. Our annual partnership with People Mover Bus system to do a bus ride with Dr. Seuss was again really popular. We had to run the bus three times to accommodate everyone! Core Values: welcoming, learning, dynamic, connecting

#### Outreach:

- Staff taught an early literacy for grandparents session through Ole senior education.
- Visited Willow Crest elementary school to talk to 5<sup>th</sup> and 6<sup>th</sup> graders.
- YS Librarian Schott went to Aniak to do an early literacy consultation in cooperation with the State Library for consulting

#### School Age Programming (K-6<sup>th</sup> grade)

- Pawsitive Reading, 40 people
- LEGO Club, 116 people
- Game On, 25 people
- Crawford the Rave, 66 people

Pawsitive Reading continues to be a great monthly partnership (with Midnight Sun Therapy Dogs) and program for us. LEGO club has become a staple of our programming options on Anchorage School District In-Service days and this month we used it to kick off our spring break fun. During Spring Break we also had Crawford the Raven visit from Bird TLC to tie-in with Anchorage Reads. And we had a special Game On board game time as well during Spring Break. Core values: welcoming, dynamic, learning.

#### Teen Programming

- TU Tech (4 programs), 47 people, average of 12 each
- TU Media Club (5 programs) 26 people, average of 5 each
- TU Writing Society (4 programs), 63 people, average of 16 each
- TU Task Force, 6 people
- Teen Town Hall, 5 people
- TU Homework Time, (7 programs), 64 people, average of 9 each
- TGIF (4 programs) 36, average of 9 each
- ACPE How To Pay for College: 45 people

Teen Partnership programs: We continue to work with partners to expand what can be done by just our one teen librarian.. This includes the Anchorage Youth Court holding bar meetings here, working with the Afterschool Network to host a teen focused Mayoral candidate forum, workshops with the Anchorage Youth Military Academy, the homeschool group of Family Partnership, Identity which provides staffing and mentors for Q-club, and more.

- Anchorage Youth Military Academy, 68 people
- Family Partnership (6 programs), 90 people, 15 average
- Q-Club (2 programs), 35 people, 18 average
- Diff3r3nt by D3sign: Slam Poetry (2 programs) 23 people, average of 12 each
- Anchorage Youth Court, 34 people
- Anchorage Teen Mayoral Forum, 97 people

### Adult Services

Anchorage Reads 2015's goal was to engage the community through the shared experience of reading the same book. This year's selection of *The Raven's Gift* by Don Rearden, allowed us to explore Alaskan as well as universal themes. Programming included the Book & Brew Rondo, Reader's Theater, Author Talk, and visits to each branch library by Crawford the Raven.

Adult Services Reference services support equity and learning. Reference staff provides one-on-one instruction to library patrons. Reference transactions range from instruction on using the library catalog to find materials, searching library databases, to how to create an email account. Adult Services answered 3587 in person reference questions, and had a total of 3,989 customer interactions including phone and email. Reference transaction numbers remain steady.

Programs: 42 programs with a total attendance of 1710. Program highlights included:

- ◆ 6 ESL Drop-In Classes – 72 students
- ◆ Saturday Double Feature Film Series - 120 attendees
- ◆ Anchorage Reads 2015 Raven's Gift Readers Theater – 50 attendees
- ◆ Anchorage Symphony – Lunch & Learn – 49 attendees
- ◆ 4 Israeli Folk Dancing Sessions – 53 attendees
- ◆ TEDxAnchorage – 915 attendees

**DISCLOSURE OF PRESENT ECONOMIC INTEREST (AMC 1.15.030.H.)  
APPOINTED PUBLIC MEMBERS OF A BOARD, COMMISSION, OR OTHER MUNICIPAL BODY**

1.

(NAME: LAST, FIRST, MIDDLE)

2.

(BOARD, COMMISSION, OR OTHER MUNICIPAL BODY TO WHICH YOU HAVE BEEN APPOINTED)

3. DATE CONFIRMED: \_\_\_\_\_ FOR TERM ENDING: \_\_\_\_\_

4. PROVIDE THE BUSINESS NAME OF YOUR EMPLOYER, TYPE OF BUSINESS, AND YOUR POSITION.

(BUSINESS NAME)

(TYPE OF BUSINESS)

(YOUR POSITION)

5. IF YOU ARE SELF-EMPLOYED, CHECK THIS BOX: ☐ SELF-EMPLOYED

**6. DECLARATION:**

I understand that I am required to disclose any economic interest which would cause me or an immediate family or household member to have a personal or financial interest, different than those of the public generally, in matters coming before the board, commission, or other municipal body to which I have been appointed.

**When such matters arise, I will inform the other members of the body on the record, so that the potential for a conflict of interest can be addressed prior to action by the body.** Further, I will supplement this disclosure with the Municipal Clerk as new interests are acquired and by February 15 of each year of my term. *Economic Interest* means a benefit, financial interest, special privilege or contractual relationship.

☐ Neither I nor any member of my immediate family or household, have any personal or financial interest, different than those of the public generally, in matters coming before the public body to which I have been appointed.

☐ I have the following economic interest(s) which would cause me or an immediate family or household member to have a personal or financial interest, different than those of the public generally, in matters coming before the public body to which I have been appointed:

(ATTACH SEPARATE SHEETS AS NECESSARY) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I affirm that this disclosure is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return to: **Municipal Clerk's Office  
City Hall, Suite 250  
P.O. Box 196650  
Anchorage, AK 99519**

*Revised 08/06/2014*



**DISCLOSURE OF PRESENT ECONOMIC INTEREST (AMC 1.15.030.H.)  
APPOINTED PUBLIC MEMBERS OF A BOARD, COMMISSION, OR OTHER MUNICIPAL BODY**

**ANCHORAGE MUNICIPAL CODE REFERENCES  
(ACCESSED 05/08/2014)**

**AMC 1.15.030 Additional provisions for members of the public appointed to a public body.**

\*\*\* \*\*\* \*\*\*

- H.** *Disclosure of present economic interest.* Within 30 days of appointment, a member of the public appointed to serve on a public body of the municipality shall file with the municipal clerk, a written statement in the form prescribed by the municipal clerk disclosing any economic interest which shall cause the official to have a personal or financial interest in the decisions of the public body on which the member serves, different than those of the public generally. The appointed member shall file supplemental written statements with the municipal clerk as new interests are acquired, and make disclosures on the record of the public body of potential conflicts as required when matters come before the public body.

**AMC 1.15.040 Forms available from municipal clerk; content; filing.**

- A.** *Forms.* The municipal clerk shall provide the disclosure, notice, and informational forms as described in this chapter. Disclosures and filings shall be in the form prescribed by the municipal clerk and supplemental information may be attached. Completed forms filed with the municipal clerk are public documents and shall be made available to the board for review. Forms and publication requirements under this chapter include:
1. *Notification and disclosure of present economic interest in municipal business or contract.* This form is required to be filed by a municipal employee under 1.15.025 and a member of the public appointed to serve on a public body under 1.15.030. The same form may be used to supplement an elected official's financial disclosure under 1.15.035.

\*\*\* \*\*\* \*\*\*

- B.** *When to file.* Within 30 days after coming within the scope of this chapter, and by February 15 of each year thereafter, the notification forms for economic interest in municipal business shall be filed by persons having these interests as described in this chapter. Notification of receipt of gift forms shall be filed within 30 days of receipt of the gift. Notification of intent to respond to a municipal solicitation shall be filed for publication as described in subsection 1.15.040A.2.

**AMC 1.15.110 Definitions.**

\*\*\* \*\*\* \*\*\*

- G.** *Economic interest* means a benefit, financial interest, special privilege or contractual relationship.

Please return to: **Municipal Clerk's Office  
City Hall, Suite 250  
P.O. Box 196650  
Anchorage, AK 99519**

*Revised 08/06/2014*

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
March 18, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
	Elizabeth Holley		Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		Kindra Robbins, Teen Liaison

3. Person (s) to be Heard

4. Mission Moment

- a. Laura Baldwin, Collection Development Manager

5. Consent Agenda

- a. March 18, 2015 Agenda
- b. Minutes Feb 18, 2015

6. Discussion/Action Items

- a. Advocacy for Bond
- b. Director's Report

7. Comments/Discussion

8. Potential Agenda Items for Next Meeting April 15, 2015

9. Adjournment

## **LIBRARY DIRECTOR'S REPORT**

### **March, 2015**

#### **Loussac Renovation Project:**

- Bids came in a bit higher than expected. The Library added dollars from a bequest and the Public Works Department will look at other sources to make up the difference. That said, the Renovation will move forward as planned and the contract will be awarded at either the March 24 or April 14 Assembly meeting.
- We have a bond for \$850K to cover the automated handling which could aid the renovation dollars. We will need our advocates to help us pass this bond.

#### **Library Technology:**

- As part of 1<sup>st</sup> Quarter Budget Revision, we are requesting permission to hire a vendor to manage our public network, paid for by combining monies from a budget transfer from the MOA IT department and the Library's budget
- The RFID project has started. While time consuming and adding even more to a heavy staff workload, we hope to complete this project within six months. It is being managed by our Technical Services Supervisor, Marsha Buffin and a staff committee. We are on the 2<sup>nd</sup> week of that project and are working out the bugs and will need volunteers to help with this monumental project.
- Erate application for complete wifi coverage at Loussac and boosted speeds to branches (reconfiguring network architecture to optimize service). Federal dollars reimburse us at approximately 60% of the costs
- Received IT approval for 23 new computers and monitors (replaces old, troubled MV computers and one TU computer running the smartboard). This accounts for all desktop replacements due in 2015.
- Deploying an additional six desktops to public at Loussac
- Began Tekmate (subsidiary of ACS) meetings (Phase 2 of plan) to build computing infrastructure in Innovation Lab.
- Testing a new device, Chromebook, to test a new platform. If successful, we will add units to be checked out to the public for in library use.

#### **Mayoral Candidate Tours:**

- We have met with 3 candidates and reviewed library issues that will need to be addressed in the future, including: future large bond, increased collection budget and staff for expansion of branches and added library hours

#### **Branches:**

##### **Muldoon:**

- Children's Librarian on FMLA leave, other youth service staff are filling in for programs
- Trying adult programs, but the best attendance is with preschool storytimes
- In discussion with ASD about partnering with their Countdown to Kindergarten program.

##### **Eagle River:**

- Children's programs continue to be popular, from Lego to preschool programs. Average attendance is 32 for some of the programs.
- CE Chambers donated \$3,000 for the Dragon Flight banner project
- Staff are looking for volunteers to help with the RFID project
- A man who checks out many DVDs said, "No matter what I'm looking for—old movies, new movies—I know I can find it here."

**Mountain View:**

- The Jabali Acrobats provided a free program that had great attendance
- Parks and Rec co sponsored a program to gain community input on the upgrade/redesign of Davis Park
- Varied school age programs, including teen games, Scratch Visual based computer programming for kids, Tech Club and Lego club programs were well attended
- Storytime preschool program attendance is increasing

**Girdwood:**

- Non Girdwood staff pitched in to help Branch Manager shift much of the collection, The goal is to provide patrons with the most user friendly library experience possible as they access materials and information
- 7 events were presented to a total of 127 people. Programs were offered for the following age groups:

Preschool:	4 Storytime Programs – 98 participants
All Ages:	Movie Night: Frozen – 20 participants
Family:	Lego event; Games Event – 13 participants
Adult:	Knit-along – 3 participants

**Community Relations/Foundation/Friends**

- Application for the Dragon Project submitted to: Wells Fargo-\$3,000, First National Bank Alaska - \$3,000; Enstar \$3,000
- Held discussions with Conoco Phillips concerning their support of the Library renovation.
- Continued meeting with Friends & Foundation members concerning the possible merger of the two groups. We will have our 3<sup>rd</sup> meeting Mar 19
- The new Foundation President is Ronnie Dent. Joe Murray resigned as President in February.
- Began the PR campaign to raise the visibility of the APL with video production. Have been in contact with The Alaska Club, KSKA/KAKM, Alaska Dispatch and other media for ads and possible joint projects.

**Youth Services****Preschool**

- Total of 31 storytimes, 1,696 people, an average of 55 people each.
- This month we launched our LITle ApPLes early literacy brand and tried out a new type of programming – a play date. On a Saturday morning we put out blocks, playdough, snacks, valentine's making materials, and other toys and invited families to an open play time. They came in droves (120 people on a Saturday morning over the course of about an hour and a half)! In addition to the toys, we had materials available on early literacy and handouts by many of the activities talking about how this play supported early literacy and how to continue the educational entertainment at home. Many people asked if this would be a regular event and we certainly hope so! Core values: educating, community, dynamic, accessible (by being on a Saturday)
- In addition our Wee Be Jammin special music time is so popular that we turned away over 30 people. For March we are adding a second session. All of our regular storytimes continue to be extremely popular with many being at capacity or nearly so. Core values: welcoming, community, learning

**School Age Programming (K-6<sup>th</sup> grade)**

- Pawsitive Reading continues to be a great monthly partnership (with Midnight Sun Therapy Dogs) and program for us.

- LEGO club has become a staple of our programming options on Anchorage School District In-Service days when, as we did this month, we offer a great fun and educational choice for families. 97 people attended

#### Teen Programming

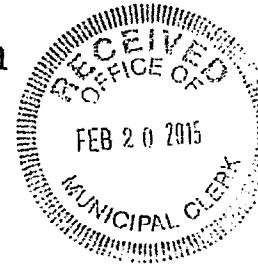
- In addition to our regular teen programming (all very successful), we also had the third of five workshops this year on college financing. This was a partnership between ACPE, library staff, and a local high school guidance counselor.
- To wrap up the Teen Video Club/Media club funding from the Atwood grant, the teens have been working on a Summer Reading promotional video. A short draft is available here. <https://vimeo.com/121420420>
- Teen Librarian Curran has been doing an excellent job in working with partners to bring in new programs and bring youth involved existing programs into the library. This includes the Anchorage Youth Court holding bar meetings here, the Anchorage regional competition for the Poetry Out Loud contest, and more. Core values: community, connecting, accessible, learning

#### Adult Services

- The twice-weekly ESL classes in the Innovation Lab at Loussac Library are gaining momentum from local community member. The students, from China, Africa, France, and South America, say they attend the class to improve their English and find better jobs. The free Tuesday and Thursday morning classes are geared toward conversational and contextual English used in the home and workplace. Students often stay after classes to use library resources for resumes or online job applications. With almost 100 different languages spoken in Anchorage homes, the Innovation Lab is excited to partner with numerous community groups and share this workforce development tool, helping to meet job-skill needs in one of America's most diverse communities. ESL classes are part of several unique workforce-development classes, workshops, and events hosted in the Innovation Lab.
- Program partners include: United Way, UAA, Makers Group, several dance groups, and Let's Talk Anchorage, to name a few. Our partner are essential as we increase our programs.
- Programs: 34 programs with a total attendance of 607. Programs included:
  - ◆ 7 ESL Drop-In Classes – 84 students
  - ◆ Loussac Book Group – 14 participants
  - ◆ Academy Award Winners Film Series - 128 attendees
  - ◆ Navigating Alaska's Health Insurance Options – 78 attendees
  - ◆ Anchorage Symphony – Lunch & Learn – 29 attendees
  - ◆ 2 Draw Workshops – 24 attendees
  - ◆ Read. Watch. Think. Film screening and community dialog (with UAA/APU Books of the Year and Alaska Public Media)
    - February screening of "Smoke Signals" & discussion of stereotypes & perceptions



## April 7, 2015 Ballot Proposition FACT SHEET



### Proposition #3 - Areawide Facilities Capital Improvements \$5,350,000

---

#### Projects

Anchorage Golf Course	\$ 500,000
Library Automated Handling System	\$ 850,000
Chester Creek Sports Complex	\$1,500,000
Facility Safety & Code Upgrades	<u>\$2,500,000</u>
Total	\$5,350,000

---

#### Project Descriptions

##### Anchorage Golf Course - \$500,000

This funding will be used to replace the roof, the HVAC system and the kitchen. This project also includes upgrades to meet required code.

##### Library Automated Handling System - \$850,000

Funding will be used to purchase an automated materials handling conveyor belt that will check-in and sort materials and radio frequency devices (RFID) inserted in each item which will allow easier checkout and return.

##### Chester Creek Sports Complex - \$1,500,000

This project will expand the arena parking lot by removing and replacing the North Kosinski baseball fields; this includes a walkway to the arena, lighting and relocation of Mulcahy Baseball Stadium. The parking lot is currently undersized and Kosinski baseball fields see limited use due to the development of the South Anchorage Sports Complex.

##### Facility Safety & Code Upgrades - \$2,500,000

With this funding various safety and code upgrades will be installed at Municipal facilities, to include; sprinkler bracing, seismic bracing, lead/asbestos abatement, electrical, HVAC & mechanical upgrades, handicap accessibility improvements, roof replacements and energy efficiency upgrades.

#### Costs Associated with Bond Approval

Bond Principal Amount	\$5,350,000
Estimated Annual Cost of Debt Service	\$411,287
Annual Increased Operations and Maintenance Costs	\$0

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

To Retire Debt	\$1.17
Operations and Maintenance Costs	\$0.00

**For further information:** Gary Jones, Capital Projects Coordinator, 343-8446  
Mary Jo Torgeson, Director, Library Department, 343-2892

*It is the expectation of the Municipality of Anchorage that the general obligation bonds proposed for April 7, 2015 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.*

# Vote YES for PROPS 3&4 FACILITIES & PARKS BONDS

April 7, 2015

## Prop 3

**Facilities bonds — \$5.35 million**



**Facility Safety and Code Upgrades\***  
\$2.5 million



**Library Automated (Book) Handling System\***  
\$850,000



**Anchorage Golf Course Building Renovation**  
\$500,000

\* Bond would benefit Muni-wide facilities



**Chester Creek Sports Complex Parking Lot Expansion and Upgrade**  
\$1.5 million

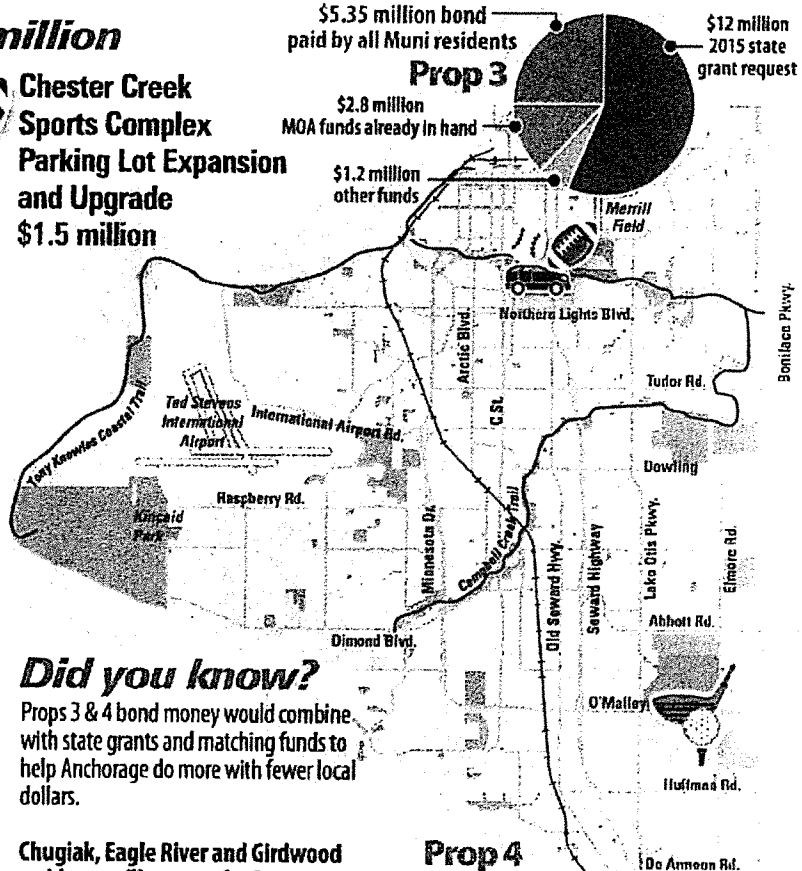
\$5.35 million bond paid by all Muni residents

**Prop 3**

\$2.8 million MOA funds already in hand

\$1.2 million other funds

\$12 million 2015 state grant request



## Prop 4

**Parks and Recreation Bonds — \$2.75 million**



**Anchorage Greenbelt Trail Bridge Repair and Replacement\*\***  
\$1.5 million



**Greenbelt Trail Resurfacing and Safety Upgrades\*\***  
\$750,000



**Chester Creek Sports Complex (Anchorage Football Stadium, Mulcahy Stadium and Parking Upgrades)**  
\$500,000

\*\* Bond would benefit service-area-wide projects

### Did you know?

Props 3 & 4 bond money would combine with state grants and matching funds to help Anchorage do more with fewer local dollars.

**Chugiak, Eagle River and Girdwood residents will not pay for Prop 4**  
The debt to be paid from property taxes levied and collected within the Anchorage Bowl Parks and Recreation and Anchorage Roads and Drainage Service Area Service Area, without cost to property owners outside the service area. All Anchorage bonds are backed by the full faith and credit of the entire Municipality, from Eklutna to Portage... so all Muni residents get to vote even if they do not pay.

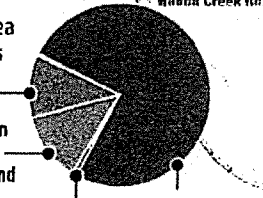
### Prop 4

\$2.75 million bond paid by service area residents

\$2.95 million MOA funds already in hand

\$150,000 private match funds

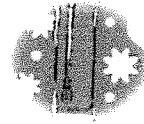
\$18.3 million 2015 state grant request



**Learn more at [anchorgetomorrow.org](http://anchorgetomorrow.org)**

Paid for by Anchorage Tomorrow, P.O. Box 240214, Anchorage, AK 99524

Top contributor: The Alliance For The Support of American Legion Baseball In Anchorage



**Municipality of Anchorage  
Library Advisory Board  
Minutes  
February 18, 2015**

Location: Alden Todd Boardroom, Z.J. Loussac Library

Call to order: David Levy, Chair, called the meeting to order at 5:40p.m.

Roll Call:

Board Members Present:

Heidi Frost, Nancy Groszek, Elizabeth Hooley, David Levy, Cristy Willer,  
and Lucy Flynn Zuccotti (Quorum: Yes)

Board Members Excused:

Jon Bittner, Kindra Robbins, Tanya Taylor-Winchester, and Jim Yeargen

Staff Present: Mary Jo Torgeson, Meg Backus

Guest Present: Michael Stallings, System Manager, Joint Library Consortium, UAA

Persons to be heard:

Mission Moment:

Michael Stallings, Joint Library Consortium (JCL) – UAA, discussed the Joint Library Catalog.

- There are 65 public, academic, and K-12 libraries in the Consortium.
- This consortium is unique because they share everything they have.
- The data center was moved onto UAA in 2011. There are 2.25 FTE working with virtualized data. This is a service of UAA (no fees charged).

What can we do to help?

- Get funding for more staff.
- Get funding to add more libraries to the JCL

Consent Agenda:

- February 18, 2015 Agenda
- Lucy Zuccotti (made motion), Nancy Groszek (seconded)
- Approved unanimously
- August 27, 2014 and the September 17, 2014 here
- Nancy Groszek (made motion), Lucy Zuccotti (seconded)
- Approved unanimously

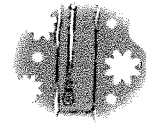
Discussion/Action Items:

Introduction of Meg Backus, Library IT Manager

Meg Just arrived from Tennessee and on December 8<sup>th</sup> she started working at Anchorage Municipal Libraries (AML). The projects she is working on are:

- Getting the RFID put on all items.





- Online patron registration.
- Online fee payment system.

Additionally, she works as a liaison between AML and the Municipality's IT and AML and JCL. Her job has many facets, including outlining the budget for the next three years, developing a replacement schedule for equipment. Basically, she needs to understand the whole eco-system of the AML's IT system, issues, and needs.

Teen Underground: no updates

#### Director's Report:

The contractors will be doing a walk-around the library, and then we should see bids selected in March. RIM doesn't want to use the current 3D pictures to show the public how it will work.

We use both RFID and barcodes at the AML because the JCL uses barcodes now. We needed to relocate the barcodes because it was causing carpal tunnel in employees and could be placed in a better ergonomic position.

We have IT needs and we have a better skill set with the IT Manager. We want to privatize the network, and design it in a way that the public has more access without causing issues for the municipality's IT department.

Met with the school superintendent and now the AML has several pilot programs with the ASD. If successful, then all students will get better access to the AML. The main reason the two libraries don't share resources right now is because ASD has issues with the content available as well as using a different system and having different levels of security.

We may ask for a bond next year.

One thing we aren't paying for is bullet proofing the Assembly chambers. The current chambers are bullet proofed, the next chambers also will be.

Letter to 1% for Public Art Staffer was approved by the board.

Beyond the Stacks fund raiser is on April 17<sup>th</sup> and the board will have a table at the event. The table will cost each member \$100.

Motion to adjourn made at 7:10pm

Lucy Zuccotti made the motion, Elizabeth Holley seconded, and it was passed unanimously.

Mission Moment: Collection Management @ your Library  
Laura S. Baldwin  
Library Advisory Board, March 18, 2015

My philosophy of Collection Development for APL

The Process

Weeding

Collection Development Policy:

<http://www.muni.org/Departments/library/Policies/CDPolicyDec2011.pdf>

**Collection Development expenditures 2007-2014**

	Operating Budget*	Total Expenditures**	% of gap	Per Capita
2007	\$921,840	\$1,121,292	18%	
2008	\$948,080	\$1,139,729	17%	
2009	\$932,580	\$1,029,770	9%	3.56
2010	\$912,580	\$1,148,640	21%	3.94
2011	\$921,580	\$1,057,986	13%	3.57
2012	\$928,338	\$1,057,045	12%	3.54
2013	\$1,069,580	\$1,152,763	7%	3.83
2014	\$924,059	\$1,079,304	14%	3.59
<b>Avg</b>	<b>\$944,830</b>	<b>\$1,098,316</b>	<b>14%</b>	<b>3.67***</b>
2015	\$924,059			
2016	\$1,250,000****			

\* Includes processing

\*\*Total expenditures include PLA grant match, legislative funds, grants, Anchorage Reads, FOL donations as well as specified and unspecified customer donations

\*\*\*National average is \$5.04 (2012 PLDS figure)

\*\*\*\*This is our target materials budget for 2016

**Adult vs. Youth materials expenditures 2014-2015\***

	Print	Media		Print	Media
2014 Adult	73%	65%	2015 Adult	73%	56%
2014 Youth	27%	35%	2015 Youth	27%	44%

\*does not include misc. standing order plans

Ebooks vs. Print Books

*Why Digital Natives prefer Reading in Print. Yes, you read that right*

[http://www.washingtonpost.com/local/why-digital-natives-prefer-reading-in-print-yes-you-read-that-right/2015/02/22/8596ca86-b871-11e4-9423-f3d0a1ec335c\\_story.html](http://www.washingtonpost.com/local/why-digital-natives-prefer-reading-in-print-yes-you-read-that-right/2015/02/22/8596ca86-b871-11e4-9423-f3d0a1ec335c_story.html)

The future of APL's collections

***'A truly great library contains something in it to offend everyone.'* Jo Godwin**

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
February 18, 2015  
5:30-7:00 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
	Elizabeth Holley		Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathan Bittner
	Jim Yeargan		Kindra Robbins, Teen Liaison

3. Person (s) to be Heard

4. Mission Moment: Michael Stallings, Systems Manager, Joint Library Consortium, UAA

5. Consent Agenda

- a) Feb 18, 2015 Agenda
- b) Jan 21, 2014 Meeting Minutes

6. Discussion/Action Items

- a) Introduction of Meg Backus, Library IT Manager
- b) Teen Underground
- c) Director's Report
- d) Letter to 1% for Public Art Staffer
- e) Beyond the Stacks Fundraiser

7. Comments/Discussion

8. Potential Agenda Items for Next Meeting

9. Adjournment

February 19, 2015

To: Enzina Marrari, Curator of Public Art, MOA  
From: David Levy, Library Advisory Board Chair  
Re: 1% for Art for Loussac Library

In order to gather as much information as possible from a number of diverse voices, RIM architects, library staff and volunteers conducted a series of focus groups, as part of the public process for the Loussac Master Plan. The comments from participants of the Native Alaskan focus group were quite interesting. Participants felt that there was not a native presence in the Loussac Library and that there was nothing that would welcome Native Alaskans.

It is important that the flagship of the city of Anchorage be embracing of all cultures, but particularly the varied native cultures. The Library Advisory Board is recommending that the 1% for Art, which will be part of the Loussac renovation, highlights art that is welcoming to our varied Native tribes.

Towards that endeavor, we are recommending that there is a representative of Native Alaskans be a member of the selection committee and that the committee select art of a Native theme.

We hope that you involved our Board in whatever capacity you can.

Thank you for considering our request.

## LIBRARY DIRECTOR'S REPORT

February, 2015

Loussac Renovation Project: Bids are out, contractor will be selected in March. Contractor building tour will begin by end of February. Assembly will approve contract in March or April.

### Library Technology:

- RFID Project will start Mar 2.
- We have met with ACS in order to determine the best way to provide an equal level of service in all libraries. We have also met with MOA staff on how to proceed to improve WIFI in all locations. Timing is crucial in order to receive some reimbursement through a federal program for E-rate dollars.
- We are submitting a request for the first quarter budget revision to privatize our public network.

Branches: All Branch staff are involved with either library or MOA committees, and continue to heavily weed in preparation for RFID.

**Muldoon:** They had 27 programs with 336 participants. Sample programs include book group, a needlecrafter circle; Battle of the book workshops, Magic Club and a LEGO contest where kids created freeform pieces. In addition

- Alaska Military Youth Academy and invited him to bring classes to Muldoon for small research projects as they have done in the past.
- Youth Services librarian was interviewed by a local Telemundo affiliate who created a PSA for her LEGO contest.
- Teen congregating in the hall are again causing problems with vandalism and blocking the entrance to the library
- Mayorial candidate Coffey visited and was educated about library activities around Early Literacy

**Eagle River:** CE began a LEGO program to alternate with Science in the Library on Wednesday afternoons. It has been successful from the very first event. Branch Manager is working on the grant for the dragon banner. They had 17 programs and 387 attendance.

### **Mountain View:**

- Sponsored first program on the web based programming language Scratch and had a good response. We plan to make this a monthly program.
- Tech Club program on Brush Bots was very popular and we are excited about future Tech Club programs.
- Youth Services staff visited to Head Start and 4 local school, including the Native Charter School.

### **Girdwood:**

- Staff members have been instrumental in conceptualizing and proposing new programs. Their tenure in the community supports effective outreach to the right people for moving forward with new program ideas.
- GR staff has begun preparation for a large collection reorganization. Small collections have been consolidated; moved, and inter-shelved with larger collections where appropriate. The goal is to provide patrons with the most user friendly library experience possible.
- GR staff has had focused discussion on the value of accessibility this month. We participated in a behavior-anchored rating scale exercise to discuss what is exceptional/acceptable/not-acceptable support for accessibility, and had some great discussions. One of the interesting things to come out of this was the idea

that accessibility is not just about the physical space of the library, but also includes our accessibility on a personal professional level to our patrons and to each other, underscoring the importance of internal customer service as well as external.

#### Community Relations/Foundation/Friends

- Nixle system has been purchased by many city departments. The public signs up and information is pushed to user.. Elizabeth Nicolai has already created a Nixle subhead for LITtle APpzLes.
- Working to find locations to distribute book sale books. Met with Kids Corp and the Alaska Native Hospital to discuss the possibility.
- 15 boxes of mostly kids books and DVDs were donated to Winnie, a Filipino woman who has been taking our donated back to the Philippines for the past three years. She uses them to start libraries at poor schools. The first school library she started using APL donations won an award last year as having the most literate students in the country!
- 10 boxes of books/DVDs picked up for the St Paul Island Public Library. The book sale donated thousands of books to start this library two years ago.
- Met with Humanities Forum Grants personnel to discuss opportunities for partnering and collaboration. Rayette Sterling also attended.
- Requested donations for the Warming Lab scheduled to be built as part of Anchorage Reads 2015

#### Youth Services

- We began a partnership with Alaska Military Academy to host information sessions and orientations for their program which, for free, helps students who are at risk or have dropped out to complete their high school degree.
- YS participates on the Kindergarten Readiness and 90x2020 high school graduation networks. The high school graduation network is beginning to form a project which should begin in the next few months and will feature the library as an integral part.
- Met with school superintendent and staff to discuss implementing several pilot projects, including getting cards to all kindergartners and a courier service to selected high schools.s

#### Adult Services

Adult programming, and outreach efforts are in support of the core value: Connecting and spans a broad range of community interest. AS also creates spaces and programs that encourage co-working and learning from each other. The Innovation Lab is a community driven space for education and exploration that exemplifies this value. On the evening January 28<sup>th</sup> the Innovation Lab hosted our bi-monthly MakerNight, Guerilla Knitters, and a Social Entrepreneurship Meet-up. All three groups enjoyed working in the space, and learning a bit about each other.

The department continues to have a very active program schedule hosting 47 programs with a total attendance of 424. Programs included: 3D print club, books group, film series, Job Search 101 and clothing swap.

Outreach efforts and partnerships are continuing. AS is actively involved in working with the Anchorage community to provide programming and identify community needs. Our partners include UAA/APU Books of the Year Program, AK Public Media, Let's Talk Anchorage, and the Anchorage Symphony among others. These outreach efforts include:

- ♦ United Way of Anchorage – Health Care Navigators

- ◆ Death Cafe
- ◆ Maker Nights (2<sup>nd</sup> & 4<sup>th</sup> Tuesdays)
- ◆ Israeli Folk Dancing
- ◆ Irish Folk Dancers
- ◆ Bitcoin Meetup
- ◆ Anchorage Board Gamers Meet-up
- ◆ Anchorage Paper Crafters
- ◆ Read. Watch. Think. Film screening and community dialog (with UAA/APU Books of the Year and Alaska Public Media)
  - January screening of “The Interview” & discussion of the propaganda surround the release of the film.

**Municipality of Anchorage  
Library Advisory Board  
Minutes  
January 21, 2015**

Location: Alden Todd Boardroom, Z.J. Loussac Library

Call to order: David Levy, Chair, called the meeting to order at 5:44p.m.

Roll Call:

Board Members Present:

David Levy, Elizabeth Hooley, Jim Yeargen, Nancy Groszek, Cristy Willer,  
Jonathan Bittner, Kindra Robin and Lucy Flynn Zuccotti (Quorum: Yes)

Board Members Excused:

Tanya Taylor-Winchester and Heidi Frost,

Staff Present: Mary Jo Torgeson, Ruth Glenn

Persons to be heard: Mainon Schwartz – board member, Library Foundation and Brooks Chandler – chairman, Friends of the Library

Mission Moment: Discussion of blending the Friends and the Foundation into a single entity

- The Friends raise @ 50k annually through book sales, solicitations, and the Beyond the Stacks event
- Bylaws drawn up during the construction of the Loussac Library define their roll as supportive, but not policymaking
- The Foundation, in contrast, raises 75-100k a year and acts as an advocacy group with the assembly, legislature, etc.
- The Foundation's goals are the advancement of literacy and open information
- In discussions of merging, they have identified barriers – identity loss, legal requirements.
- Because this project is done by volunteers, the process is slow but continuing. They are looking for guidance from the Foraker Group as well.

Consent Agenda:

- January 21, 2015 Agenda
  - Nancy Groszek (made motion), Lucy Zuccotti (seconded)
  - Approved unanimously



- new board member Introduction of Jonathan Bittner,
- November 19, 2014 Minutes
  - Nancy Groszek (made motion),
  - Cristy Willer (seconded)
  - Approved unanimously

#### Discussion/Action Items:

Meeting Room Policy was discussed. Item 17 – regarding serving alcohol was debated and final sentence was struck [No alcohol may be served in meeting rooms/areas during hours of library operation]. The policy outlines use, an effort to raise money through rental fees, allows online registration to reserve spaces, the policy is for the entire library system moving away from piecemeal application, the bill of users rights is an addendum. Policy passes unanimously.

Review of Partnership for Education statement of purpose. Determine it is not directly associated with our board. Nancy Groszek made motion to table, Jim Yeargen seconded, and it was passed unanimously. Follow up with having education organizations visit this meeting in the future (ARISE, etc).

#### Director's Report:

- See attached.
- We are at 100% design for the remodel. Expect to start in May, last 18 months.
- The Library will remain open during the remodel.
- Meeting rooms will have less access.
- Keychain cards don't work with the new self checkout system
- Next year will bring in Hoopla – ebooks and Netflix-type rentals

#### Teen Liaison Report:

- Meeting at the library about a measure that would lower the age (currently 18) for access to mental health services

#### Comments/Discussions:

Plans to have a consortium representative attend meeting  
Plan to have new IT director attend meeting

Motion to adjourn made at 7:03pm

Nancy Groszek made motion, Jonathan Bittner seconded, and it was passed unanimously.

Municipality of Anchorage  
Library Advisory Board Agenda  
Z.J. Loussac Library  
Alden Todd Board Room  
January 21, 2015  
5:30 p.m.

1. Call to Order

2. Roll Call

	Heidi James Frost, Secretary		David Levy, Chair
	Elizabeth Holley		Nancy Groszek
	Cristy A. Willer		Tanya N. Taylor-Winchester
	Lucy Flynn Zuccotti		Jonathon Bittner
	Jim Yeargan		Kindra Robbins, Teen Liaison

3. Person (s) to be Heard

4. Mission Moment: Brooks Chandler, Friends Chair  
Joe Murray, Foundation Chair

5. Consent Agenda

- a. January 21, 2015 Agenda
- b. Minutes Nov 19, 2014

6. Discussion/Action Items

- a. Meeting Room Policy Approval
- b. Adoption of Partnership for Education Statement of Purpose
- c. Director's Report

7. Comments/Discussion

8. Potential Agenda Items for Next Meeting, February 18, 2015

9. Adjournment

**Municipality of Anchorage  
Library Advisory Board  
Minutes  
November 19, 2014**

Location: Alden Todd Boardroom, Z.J. Loussac Library

Call to order: David Levy, Chair, called the meeting to order at 5:40p.m.

Roll Call:

Board Members Present:

David Levy, Nancy Groszek, Tanya Taylor-Winchester, Cristy Willer, Jim Yeargen, and  
Lucy Flynn Zuccotti (Quorum: Yes)

Board Members Excused:

Elizabeth Hooley, Heidi Frost, Kindra Robin

Staff Present: Mary Jo Torgeson, Elizabeth Hughes – introduced as the new board liason

Persons to be heard: none

Mission Moment: New Self-Check Out Machines

- The company that serviced our old machines folded and the machines will stop working Jan 1, 2015.
- Rush for replacements. Using \$200k from the building fund to complete this with a sole source contract.
- Cost is \$15k per machine. 660k RFID tags will be needed to make the new system work.
- New machines have the added value of being able to pay fines with them. However, Muni currently requires daily cash counting which would be prohibitive.
- Hope to hit 90% self serve with these machines. Currently at 37%.
- Fairbanks already has the machines, planning for expansion of them through the consortium.
- Multiple languages can be programmed in the machines, as well as customized receipts.
- Arrival December 11-12, implemented December 16-18.

Consent Agenda:

- November 19, 2014 Agenda
  - Nancy Groszek (made motion), Tanya Taylor-Winchester (seconded)

- October 15, 2014 minutes

- 

(seconded)

- 

Cristy Willer (made motion), Nancy Groszek

Approved unanimously

#### Discussion/Action Items:

Teen Underground: No updates

#### Advocacy Committee:

No comments about budget at last night's assembly meeting. Some members plan to request money in the budget for technology. The materials budget has been flat for 8 years and they would like to see an increase there too.

#### Mayor's FY15 Library Budget:

1% cut still planned.

Director's Report: See attachment.

Ruth Glenn is the new development director

#### Comments/Discussions:

Thank you to Mary Jo for her hard work on the staff, remodeling, and other tough issues.

Plans for invitations to upcoming LAB meetings from people we'd like to hear from – Ruth Glenn our new IT hire, a representative from the Foundation to explain the Friends/Foundation merger, a Consortium staffer to discuss how we work together with new technology and expansion of the group, and staff from collections for a discussion of policy.

Discussion of December meeting cancellation, as many members will be unavailable.

- 

Nancy Groszek (made motion) to cancel,

Tanya Taylor-Winchester (seconded)

- 

Approved, Lucy Flynn Zuccotti opposing

#### Motion to adjourn made at 6:50pm

- 

Nancy Groszek (made motion), Tanya

Taylor-Winchester (seconded)

- 

Approved unanimously



## **Anchorage Public Library** **Facility Use Policy**

### **Definitions:**

"APL" when not referring to Anchorage Public Library physical facilities and/or grounds means the Library Director or designee.

"Users", "Group," "Organization(s)," means the organization or individual using library facilities and/or grounds.

### **Policy:**

It is the policy of the Municipality of Anchorage to make rental facilities available on a nondiscriminatory basis while maximizing revenue opportunities to offset expenses.

The primary use of APL facilities is that of a public library. When designated areas of the Anchorage Public Library facilities are not in use for a library function, these areas may be made available for rental on a first come, first served basis. These are referred to herein as meeting areas.

APL follows the American Library Association's (ALA) guidelines regarding access to library facilities. APL meeting areas are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use APL facilities and/or grounds, whether rented or provided at no charge does **not** constitute an endorsement or sponsorship of any group, individual, organization or event.

The *Grounds Use Policy* covers areas outside the building available for public use and are available only during library open hours.

Generally, areas set aside for the conduct of library business are not available for use by the general public at any time.

Meeting areas covered by this policy include:

Z. J. Loussac Public Library - Wilda Marston Theatre, Public Conference Rooms, Ann Stevens Room/Galleria and Assembly Chamber.

Chugiak-Eagle River Library – Program Room

Mountain View Library – Community Room

Muldoon Library – Program Room

### **General Terms and Conditions of Use and Operations:**

1) A confirmed Facility Use Agreement is required to reserve any meeting area. . . .

2) A minimum reservation of two hours is required for any meeting area at the Loussac Library. Set up, take down, and rehearsal time must be included in a reservation. Reservations are limited to those dates, times, rooms, and areas listed in the *Facility Use Agreement*.

3) Status order of a reservation is determined by date of receipt by APL of the signed *Facility Use Agreement* and payment of fees, not the date of initial inquiry. Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning October 1, and are processed in the order received. Facility Use Agreements for the following year submitted prior to October 1, will not be accepted. Groups/Users who utilize APL space on a regular basis are required to submit a new application each year.

4) Fees: Fees are due within thirty (30) days of confirmation for advance booking with a *Facility Use Agreement* or immediately if reserved less than thirty (30) days. Booking will be cancelled if fees have not been paid within 30 day. Users will be billed, in half-hour increments, for pre- or post event use not previously negotiated in the *Facility Use Agreement* and for unpaid, un-canceled reservations. All measures necessary to insure safe and lawful conduct of activities, including but not limited to, crowd control measures and fire prevention shall be undertaken and financed by the user. Two security officers are required for any use of the Loussac Library Ann Stevens/Galleria area during closed hours. For rentals of branch meeting rooms, no security guards are required during open library hours. For rental of branch meeting rooms during closed hours, the following guidelines apply:

Chugiak-Eagle River Library – During closed hours, 2 security guards are required. Building entrance is limited to the North entrance. During open hours, one security guard is required.

Mountain View Library – During closed hours, 1 security guard is required.

Muldoon Library – During closed hours, 2 security guards are required.

Security guards work a minimum shift of 4 hours. For branch rentals during closed hours, a security guard will be responsible for picking up and returning the building key to the Security Office at the Loussac Library. For rental events 4 hours or more, an additional hour of one security guard will be required for securing the keys.

Security service must be provided through the library security contractor at user's expense. APL may, at its discretion, require additional security for certain events. User is responsible for contacting Loussac security at (907)343-2851 to arrange for extra security when required. Specialized technical assistance for teleconferencing, lighting etc., where required, is at user's expense.

5) Any cancellation or change to a confirmed reservation must be in writing (addressed to: Anchorage Public Library - Attn: Facility Use Coordinator, 3600 Denali St., Anchorage, AK 99503), by email (sent to: APLRooms@ci.anchorage.ak.us) or faxed (907-343-2930). Specify the room(s), date(s) and time(s) of use to be canceled and/or changed. Cancellation/change notification must be received a minimum of 30 days prior to the scheduled event to be eligible for a refund of fees. No refunds can be made for events booked and canceled and/or changed within 30 days of the scheduled event. Failure to notify APL of a cancellation; non-payment of fees for a confirmed reservation; abuse of meeting room privileges; or noncompliance with Facility Use Policy may result in immediate cancellation of use, denial of future use and forfeiture of fees.

Groups booking the Assembly Chamber or Mayor's Conference Room may have their reservation canceled if the needs of the Assembly or Mayor's office require utilization of the facilities. APL may cancel a reservation because an area is needed for the purpose of conducting Library or other Municipal business. A refund will be issued in these cases.

6) Conditional use: The user shall defend and hold harmless from, and indemnify the MOA for liability and claims arising out of acts or omissions of the library, employees, participants, agent or contractors. A certificate of insurance may be required.

7) Additions to or alterations of APL equipment, electrical or mechanical systems are prohibited. All decorations, scenery, etc. shall be erected without defacing the facility in any way, are subject to the approval of the library and shall be installed and removed from the facility within the time reserved. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise mar these surfaces. Only blue painter's tape and 3M Post It Note Flip Charts are allowed on the walls. Tape of any other type may not be used on any walls, furniture, fixture, window, stage, or any other article in or around any part of the building. 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. Stand-alone sound systems may not be tied into any facility sound system. Use of any item requiring 220 volt current, including items utilized by catering firms, requires submittal of a written request, within 30 days of the proposed use, outlining the type of equipment and location desired for use before consideration will be given to such requests. Other than the back stage lighting panel, use of the theatre lighting system including the "catwalk" lighting, requires use of a lighting technician, approved by the Facility Manager, within 30 days of the event. Lighting technicians are required to return the theatre lighting system to its original configuration within the time the user has reserved. "High Arc" follow spotlights may not be added to the existing lighting system in the Wilda Marston Theatre.

8) Interruption or Termination of the event. 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. User waives any claim for damages or compensation should the event be interrupted, terminated or canceled.

9) Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use and are required to report such damage as soon as possible after the incident and shall take only such action as is reasonably necessary to stop or contain damage. APL will repair, clean or take such other reasonable action as is necessary to clean and/or repair such damage. Payment for any damage(s) is the responsibility of the user and shall be made to APL within thirty (30) days of receipt of any billing.

10) Laws and Ordinances: Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules and regulations.

11) Users of meeting rooms at the Z. J. Loussac Library must check in and out with the security office on Level 2 of the Z.J. Loussac Public Library. Government-issued photo identification is required to access any rented area and/or equipment. The identification will be retrieved when equipment has been returned, user has restored the area to original configuration, and the area has been checked out by security.

12) No flyers, banners or other type of advertisement may be posted in the windows or outside the building advertising events within the library. Simple signs including group name and directions to room used may be placed for the sole purpose of directing users to the room

13) Users agree to observe posted room capacities and to insure that their use shall not adversely affect the needs of APL and shall be conducted so as not to disturb others using the library.

14) Users are responsible for their own supplies, specialized equipment, set up and clean up. Tables, chairs and equipment must be returned to the original configuration.

15) No items may be stored for any user/group in any APL facility. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. All APL equipment made available for use must be checked out and checked in through the security office on level two. APL is not responsible for items left in, lost, or stolen from APL facilities and/or grounds.

16) Food and drink are allowed only in designated areas. Those areas are: Z.J. Loussac Public Library Level 1 Lobby, Public Conference Rooms, Ann Stevens Room (when use is for authorized rental or program activities) and Galleria. The sale of food or drink in APL facilities and on library grounds by rental groups is prohibited. Food or drink in any other area unless authorized by the Library Director is forbidden. Any violation of this policy is grounds for expulsion from the facility.

17) Serving alcoholic beverages, in meeting areas, is subject to obtaining or possession of an Alcohol Beverage Control Board permit, Municipal Manager's Permit and any other permit or temporary license which may be required by law. Copies of all permits must be submitted to the rental office a minimum of five working days prior to the scheduled event. Copies of permits must be posted in the area where alcoholic beverages are to be served. No alcohol may be served in meeting rooms/areas during hours of library operation.

18) Advertising/Promotion of events, meeting programs etc., for which space within APL facilities has been reserved, must clearly state the sponsor of the event and a local contact telephone number. Promotional materials, press releases etc., must be worded so that it is clear to the general public the event is held at, not sponsored by APL. Non compliance with this policy may lead to immediate cancellation of the event and forfeit of rental fees paid.

19) Holiday Use of any library rental room will require the user to hire one security guard at their expense. Security service must be provided through the library security contractor. Due to the nature of APL operations, holiday closures may extend before and after the actual date on which the holiday occurs.

#### **Employee Use:**

Municipal and APL employees and volunteers are expected to follow the *Facility Use Policy* for rental and specialized public areas whether for personal or staff use.

#### **Areas set aside for the conduct of library business:**

Areas not specifically included in this document such as, staff conference and boardrooms, or employee work areas are available for use only by APL staff for the conduct of APL operations, employee training and/or department use.

**Procedures:**

The Anchorage Public Library *Facility Use Policy* is made available on the Library's website ([www.anchoragelibrary.org](http://www.anchoragelibrary.org)). The requestor may have this information mailed or faxed or may pick up or view the policy at the Z.J. Loussac Public Library or at any branch library. The *Facility Use Agreement* may be completed online, in person or by email with the Facility Use Coordinator. Set up, take down and rehearsal time must be included in a reservation.

Reservations are placed on the calendar in the order received and are considered to be tentative reservations until the *Facility Use Agreement* is signed by the user, received and confirmed by the library Facility Use Coordinator. A tentative reservation may remain on the calendar until or unless another application is received for the same meeting area, date and time.

Users of the Loussac Library meeting rooms must check in with the security office on Level 2 at the Z.J. Loussac Public Library. Users of the branch library meeting rooms must check in with library staff during open hours or the security guard during closed hours. Government- issued photo identification is required to access any rented area and/or equipment. The identification is returned when Security has secured the rental area after the rental period. Users may contact Security at (907)343-2851 for access before and after hours.

Users are responsible for their own supplies, specialized equipment, set up and clean up. Tables, chairs and equipment must be returned to their original configuration, arrangement and/or storage location immediately following the event within the time reserved.

All supplies and equipment utilized for an event must be removed from the facility at the completion of each reservation period. All APL equipment made available for use must be checked out and checked in through the security office on Level 2 at the Z.J. Loussac Public Library.

It is the user's responsibility to be familiar with and observe the library Facility Use Policy in its entirety.

User is required to report any damage to equipment and/or facilities and must report all spills, damage and accidents to APL by filing an incident report with the security office on Level 2 at Z. J. Loussac Public Library as soon after the event as possible. This report may initially be made by telephone (907)343-2851 or in person and will be followed by a written report stating the type and extent of damage, breakage, accident or other matter to be reported. The report will include the name, address and telephone number of the individual making the report as well as the time and date of the report. User shall take only such action as is reasonably necessary to stop or contain damage.

APL may impose such other reasonable conditions in addition to those specified herein as deemed necessary.

The above policy statement applies unless a waiver has been approved by the Library Director.

**Recommended for approval: Library Advisory Board. April 19, 2006**

**Revised and recommended for approval: Library Advisory Board. June 18, 2008**

**Approved by: Karen Keller, Library Director. June 18, 2008**



# Meeting Rooms:

## An Interpretation of the Library Bill of Rights

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the *Library Bill of Rights* states that such facilities should be made available to the public served by the given library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library’s facilities are open “to organizations engaged in educational, cultural, intellectual, or charitable activities” is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly “library-related” activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the *Library Bill of Rights* states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual’s or group’s ability to pay for that access.

Adopted July 2, 1991, by the ALA Council.

## **Draft Statement**

We support a process for improved educational outcomes for all Alaskan students based on the principles we identified a year ago when we formed, including:

1. Support continuation of Alaska's strong educational standards maintained by the Legislature to be met flexibly by local districts, communities, and professionals.
2. Support for educator professional development and training that will create world class educational outcomes for our youth.
3. Support local innovation that improves student outcomes.
4. Support continuation and expansion of evidence-based Pre K efforts that increasingly show strong educational grounding for our students and which prepares participating students for success.
5. Support continued engagement of our parents and community in our schools and our children's education.
6. Support the recognition that public education outcomes are not entirely recognized in standardized test data, and that we value public education's role in developing such skills and abilities as citizenship, community engagement, artistic expression, critical thinking, and social and emotional learning.

We recognize that we have a serious fiscal gap due to current oil prices. However, we believe the challenges and opportunities of successful education should be owned by all of us. We believe that education can do its part by delivering the best possible return on investment, while being held harmless for reductions as a constitutional obligation of the legislature. To this end we offer the following recommendations:

- We support increasing the current funding commitments to the operating budgets of local school districts and request no further restrictions or mandates on those operational dollars. We recognize that all state funding programs directed to schools affect the bottom line of school districts and their ability to hold down class sizes, which should be the state's primary concern. We accept Governor Walker's decision to reduce capital spending this year as a way of addressing the deficit. To the extent that the legislature contemplates adding to the capital budget, we encourage those funds to go to operating support instead.
- The Governor should convene a work group comprised of DEED, NEA, Superintendents, others working in education, student representatives, and community members to thoughtfully identify the practices most likely to improve educational outcomes, and to identify ways communities can leverage all existing assets to deliver an adequately funded education to Alaska's youth.
- We support appointing at least one practicing educator to the State Board of Education.
- We support the reappointment of Mike Hanley as Commissioner of Education.
- We support continued repayment of the PERS/TERS systems.
- We support maintaining current Pre-K programs in the current operating budget and seeking opportunities to expand these successful efforts.

- We support continuing the Alaska Statewide Mentorship Program at UAF at current levels.
- We support the Alaska Learning Network.
- We support continuing the current school bond debt reimbursement ratios.
- We support a philosophy of no further mandates from the state to local districts.
- We believe any additional state revenue identified for education should be additive and not supplant current education funding.
- We are willing to participate in a broader discussion of revenue-generating approaches with the Administration, the Legislature and other interested Alaskans.
- Local government support is a key part of paying for Alaska's schools. We support local governments in receiving continued state funding.

## **LIBRARY DIRECTOR'S REPORT**

### **November-December, 2014**

Loussac Renovation Project: We are at 100% design, bid documents will be sent this month. There is still discussion about the Mayor appointing a Task Force to review any future projects beyond this first project. A contractor will be selected, hopefully by March.

#### Library Technology:

- New self checkout machines have been installed in all locations. We are working with finance in order to determine the debit/credit and cash process. Customers will eventually be able to pay through cash/debit/credit, renew materials, and check out.
- ACS, through their subsidiary Tekmate, is providing an in-kind donation for two years of support for the Innovation Lab, including the creation of a virtual server environment. This will allow us to install software that is relevant to the community and bypass normal MOA City IT processes.
- RFID tagging will start March 2. This is a very labor intensive process, where we touch each book and install a tag. In order to make a smoother process, we will be increasing the weeding of all collections. We will have approximately 650,000 items to tag. While most of the labor will be paid staff, we also hope to elicit volunteers to help with this project.
- We are in the planning stages for numerous projects: user library card self-registration, meeting room self registration, determining how to increase broadband in branches and improved WIFI at Loussac, Innovation Lab rollout with Tekmate providing services

#### Staffing:

- New IT Manager Meg Backus started Dec 8, just in time to aid with the arrival of the new self checkout machines.
- Other than a grant Ready to Read position, we are fully staffed!!

#### Branches:

##### **Muldoon:**

- VDI thin client 30 day pilot ended in November. The transition back to Muni supported public computers went well, with no problems reported by staff about the changeover.
- With multiple story hours, attendance is strong with new families showing up each month.
- Muldoon offered two Affordable Care Act workshops presented by the United Way.

##### **Chugiak-Eagle River:**

- Loussac transferred a 22 hr position circulation staff member. We commissioned a staffing study from a consultant which recommended that Eagle River staffing levels were inadequate given the usage.
- Staff is working with an artist to finish a dragon banner, which had been at the Samson Diamond Branch. We envision a community art project led by the artist and volunteers. Funding options are being explored at this time.

##### **Mountain View:**

- MV an official partners of the School Business Partner (SBP) with Clark Middle School and our APL logo will be added to the SBP wall at Clark.
- Branch Manager McClure met with Carmen Springer from the Anchorage Coalition to End Homelessness in order to promote library services that might be most useful for her organization to know about and promote.
- We had a very successful joint program with Clark Middle School, which focused on reading and literacy. Students came to the Mountain View Community room and used printmaking skills to make an "atlas" of the places they call home. This program occurred on a Saturday and required no security overtime or staff schedule changes.

**Girdwood:**

- GR is partnering with Girdwood K-8 School to pilot a student 3<sup>rd</sup> grade book club program. The school will support a boys' book club, and GR will support a girls' book club.
- GR hosted programming in support of Native Heritage Month, with a screening of Spirit of the Wind: The George Attla Story, which was well received by the community.
- Girdwood Quilters Guild is displaying their quilts in the entryway.

**Community Relations/Foundation/Friends**

- The year end donation campaign was implemented to all previous donors.
- 2014 ClickPickGive names were integrated into the data base and thanked.
- 2015 ClickPickGive campaign was begun with LuvAlaskaYouth campaign
- Member of the Friends and Foundation Merger Committees met with Foraker's Laurie Wolf to review progress and take the next steps.

**Youth Services**

- We received permission to expand the Ready to Read Resource position from a 24 hr/week to full time, which will now be easier to fill, This important position helps to promote early literacy throughout the state.
- YS and Girdwood staff set up a booth at the Alaska Pediatrics Symposium. There we talked to attendees about the materials available from Anchorage Public Library they could use to help promote early literacy to their patients.
- YA Librarian Jim Curran presented at the YWCA Multicultural Female Leadership Conference where he had a booth and presented about library and TU resources
- Special programs included: research skills for homeschoolers, Nanowrimo (teen writing); teaching parents to create their own flannel board story to develop early literacy skills for children.,

**Adult Services**

- Adult Services strives to provide a welcoming environment fostering community connections. The Innovation Lab is an example of a value driven library program. An example of this occurred when a group of school-age girls wanted feedback on a math centered game they invented. The girls came to the Anchorage Board Gamers Meet-up and got feedback from the gamers. Both the game designers and the gamers enjoyed working with each other.
- The Innovation Lab had their computers installed.
- New in December is a weekly drop-in program for ESL language learners.
- We have various groups using the Innovation Lab: 3-D Print Club, several dance clubs, United Way Health Care Navigators, Maker Nights, Bitcoin Meetup, Anchorage Board Gamers, Anchorage Paper Crafters
- Escape from the Holidays Film Series
- Clothing Swap (over 80 attendees!)
- A successful value driven programs is Job Search 101. Adult services partners with resume expert Ben Krisher of Castle Resume Services to provide free classes for job seekers. Job Search 101

## **ANCHORAGE PUBLIC LIBRARY 2014 PROGRESS REPORT**

### **WHAT WAS GOOD**

In the midst of staff shortages, staff moved around to fill in slots in the branches and in other departments, in order to provide great service. It was not always easy to shift gears but staff really pitched in to help one another!

#### **Staff:**

- We have new staff in the following positions: IT Manager; Youth Services Supervisor, Youth Services Librarian, Technical Services Supervisor, Development Director, Branch Manager at Mt View, Youth Services Librarian at Mt. View, Branch Supervisor at Girdwood, and new clerical/library assistants in many departments. Lots of interviewing, hiring, and training on the part of supervisors
- Staff committees were formed: Web Site, PR, Anchorage Reads, Strategic Plan

#### **Technology:**

- On Jan 3, 2014, we increased our Broadband to 100MB, thanks to extra dollars from the Assembly that they reinstated again in 2015.
- Software on public machines was updated from Windows 2003 to 2013.
- Installed new self checkout machines and purchased RFID products to begin tagging in 2015
- Tested a thin client environment in order to determine feasibility of privatizing public network

#### **Computer Lab/Innovation Lab:**

- While it took most of the year to get new wiring and have the computers installed, the space was remodeled and is being used for many programs: makers, dance classes, tutoring, English as a Second Language, Affordable Health Care Act, Lego programs, Swap meet, etc. The room is booked exclusively for program partners and library programs. ACS has agreed to manage the computers.
- Computers, 3D printer and software has been installed for classes to begin in January in early 2015

#### **Joint Library Consortium**

- Updated to a newer catalog software version of Symphony
- Added new consortium members from Matsu valley

#### **Advocacy, Friends, Foundation and LAB:**

- \$10M in Legislative Request
- Foundation and Friends member Mary Rasmussen won a state award as Advocate of the Year
- Foundation added three new Board Members
- Library Advisory Board added two new members

**Strategic Plan:** We developed the library Purpose and Values, and completed the plan except for completing the work on the actions steps and creating a three year timeline

#### **Loussac Renewal:**

- We had a community meeting for the public to review the renovation and one for our advocacy groups. A staff work group was formed to assist with reviewing the plans for the Loussac renovation.

### **WHAT WAS NOT SO GOOD**

The staff shortages hindered completion of several projects, either because we were stretched too thin or lacked the expertise to finish the project. Some of those projects will be carried into 2015.

**Bond:** We lost our facility bond of \$2.75M by 14 votes.

**Technology:** We have not been able to provide a consistent level of service across the board for broadband due to city IT staff shortages.

## WHAT TO LOOK FOR IN 2015

**Implement Strategic Plan, Purpose and Values:** The purpose and values will guide hiring, what we do, and how we do it. The Strategic Plan will help us keep focused for strategic initiatives that fit the scope of importance for the community.

**Make the library easier to use:**

- Implement online card registration, room book and online payments
- Improve Library's website
- Initiate RFID

**Improve Technology:**

- Determine how to best increase broadband and wifi capacity
- Determine devices to augment desktop computers

**Implement self patron registration for library cards and meeting room booking:** We plan to set up at least one work station per library for customers to sign up for a library card on their own, either from the web or in person at the library. This is another way we are looking at creating an easier and efficient user library experience.

**Upgrade of Marston Theater equipment:** We received \$25K from Rasmuson Foundation to upgrade the sound and improve equipment reliability. With the increased room rental rate, it is imperative that we improve our services.

**Further Develop Innovation Lab:**

- With new wiring, furniture and computers, we will be offering more learning programs, either with paid staff or volunteers.
- We will also be purchasing additional comfortable seating to create an improved ambience.
- ACS's TekMate will take over management of the Innovation Lab in the 1<sup>st</sup> quarter, which will allow greater freedom of access to additional software

**Explore a South end site for drop off of materials:** We will explore with both private and public sites.

**Explore Friends and Foundation Merger:** The groups will come to a decision about merger.

**Develop a Marketing Plan:** As Foundation plans for a Capital Fundraising project, we need to increase and improve our visibility.

**Tag collection with RFID tags:** Tagging our collection will increase accessibility of materials for the public for quicker checkout, and faster check-in to get materials back on the shelf.

**Start first year of Loussac Renewal Project:** This 18 month building project will have a large impact on staff and public

**Continue playing a role in 90 by 2020:**

- Staff will serve on several committees and we will test a pilot to work with the schools to get first graders library cards
- We will be emphasizing Early Literacy & Learning programs and services with a staff created brand – LITtle ApPLes.

**Develop Funding Plans**

- Work with Foundation on Capital fundraising plan for Loussac building project
- Work with Assembly so that Collection budget increases by 20% in 2016

# **ANCHORAGE PUBLIC LIBRARY PERFORMANCE, VALUE, RESULTS – 2014**

## **Mission**

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.

## **Core Services**

- Education: Self-directed and classes
- Information: Materials, research and instruction
- Technology: Computing access and services

## **Measurement Goals: Increased Use of Library Services and Programs**

### **1. TECHNOLOGY: COMPUTING ACCESS AND SERVICES**

In order for us to reach our goals in 2014, we had to improve broadband, increase the number of devices and provide a more open and user driven computing environment for our public.

#### **SUCCESSIONS FOR YEAR**

- Broadband and WIFI has improved in most locations and devices installed in three branches that captures WIFI usage counts.
- Pilot project at branch to test privatizing our public network.
- Innovation Lab computers and 3D printer installed.
- New self check units installed for all branches.

#### **FAILURES FOR YEAR**

- Due to MOA IT constraints, unable to double the numbers of computers available to the public.

### **2. INCREASE LIBRARY USE BY YOUTH**

The Library plays an educational role by providing classes to parents and children, with an emphasis on early learning for children. As a partner in United Way's "90% by 2020" community initiative, our goals include increased library use by children and parents through program attendance and circulation of more materials.

#### **SUCCESSIONS FOR YEAR**

- Fully staffed in Youth Services and branches.

#### **FAILURES FOR YEAR**

- Shortage of YS Librarians impacted our forecast for youth services, which can be seen in youth program attendance and library cards.
- Unable to develop pilot project with ASD of getting library cards to 1<sup>st</sup> graders

### **3. TRANSFORM THE LIBRARY INTO A DYNAMIC COMMUNITY CENTER FOR LEARNING AND DISCOVERY**

Improve civic engagement, cultural enrichment, economic advancement, and enhance the quality of life for all Anchorage residents through provision of life-long educational services including library materials, online resources, and programs/events



### SUCSESSES, Qtr 3

- New community partners increased adult programs by almost 400% over 2013
- Increased usage of downloadable resources and circulation remains stable.

### FAILURES, Qtr 3

- Youth programming numbers are down to staff shortages.

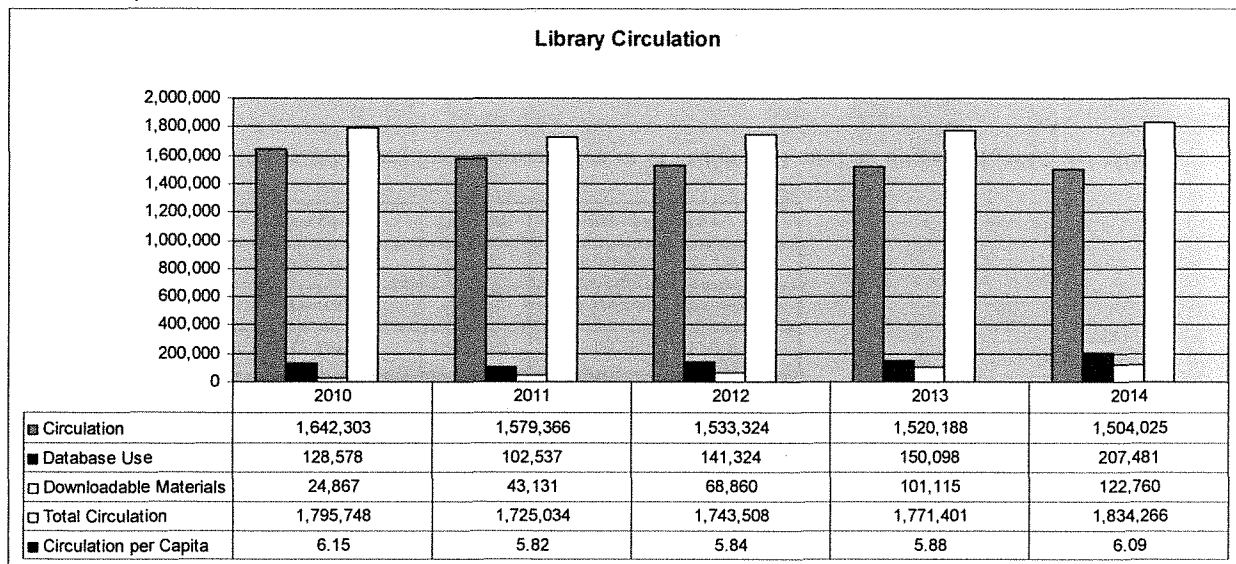
### Performance Measures

1. Increase Circulation and Circulation per capita by 2%
2. Increase Visits and Visits per capita by 5%
3. Increase Youth library cards by 2%
4. Increase Program Attendance and Programs by Age Group by 5%
5. Increase Computer Logins and Logins per capita by 5%

Deviations of trends:

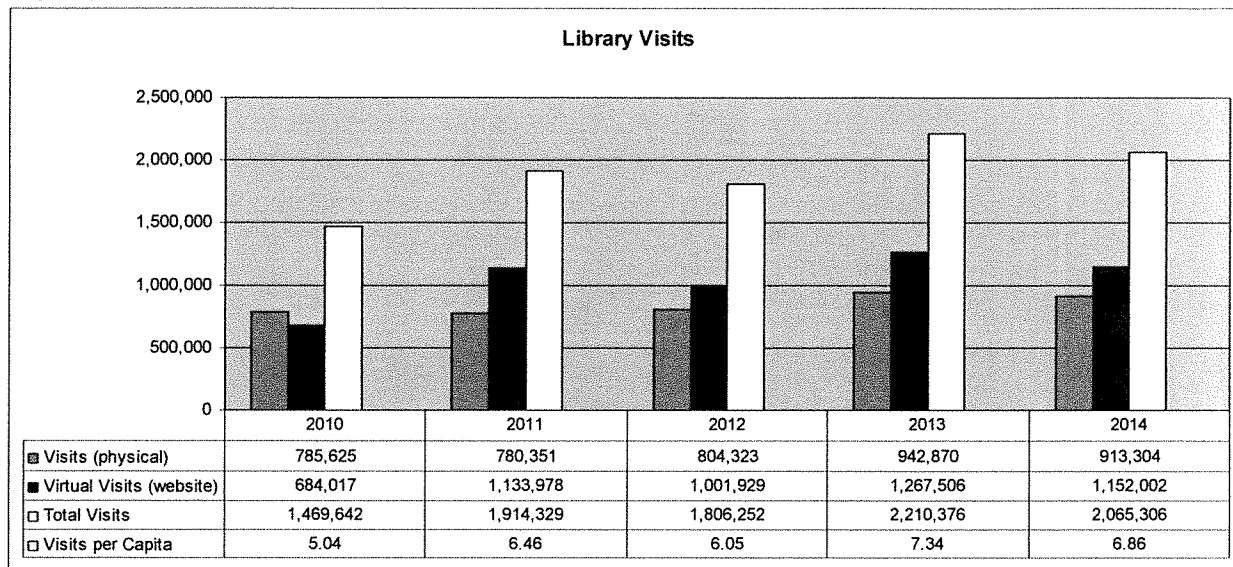
1. These closures negatively impacted the rate of usage and circulation of materials
  - 2010—Mountain View Neighborhood Library reopened Q4
  - 2010—Samson Dimond Neighborhood Library closed December
2. Youth Library Cards: It is now easier for children to get a library card without a parent's signature.
3. In late 2012, we started to capture visits through all entrances.
4. In 2014, we started counting all database use, versus selected databases.

**Goal 1: Increase Circulation and Circulation per capita by 2% a year. (2014 target: 1,806,289). REACHED**



\*Databases: As of Jan, 2014, we count all use. In prior years, we only counted selected database use.

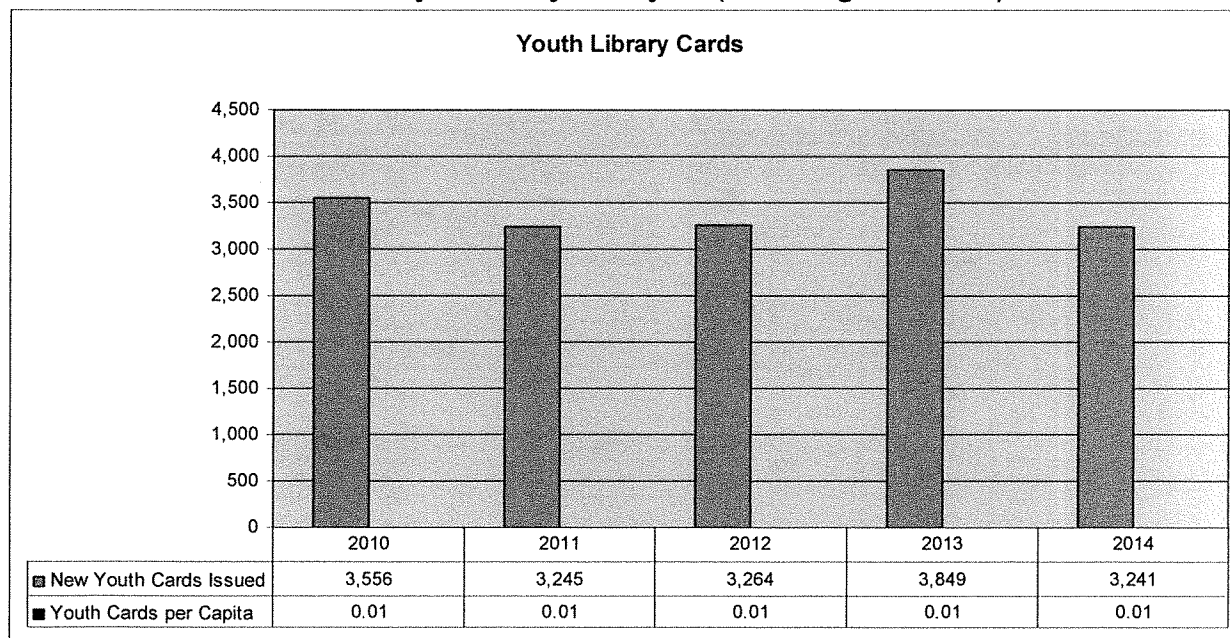
**Goal 2: Increase Visits/Visits per capita by 5% a year (2014 target is: 2,320,893; 7.7 per capita). NOT REACHED**



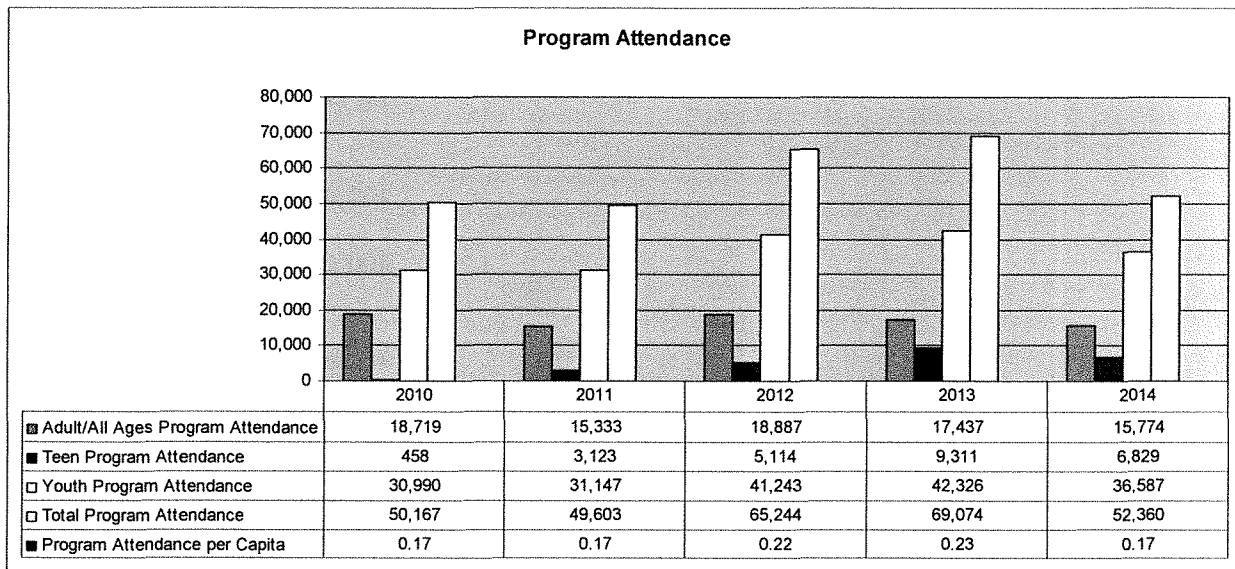
\*Greater Assembly attendance in 2013 over 2014 account for some of the physical visit decrease.

\*\*Virtual visits down. We made changes to our website which impacted the manner in which "hits" are counted.

**Goal 3: Increase Youth Library Cards by 2% a year (2014 target is: 3925). NOT REACHED**



**Goal 4: Increase Program Attendance 5% (2014 target is: 75,398, .25 per capita).  
NOT REACHED**



\*Live at the Library attendance down due in 2014 to rainy summer

\*\*Eliminated partnership with Mt. View food bank that fed teens after school

\*\*\* Due to staff shortages in branches and youth services, we offered fewer programs.

**Goal 5: Increase Computer Logins and Logins per capita by 5%. (2014 target is 148,948, .49 per capita). REACHED**

