

Municipality of Anchorage
Library Advisory Board Agenda
Gerrish Girdwood Community Room
June 20, 2018
6:00 p.m.

1. Call to Order

2. Roll Call

	Barbara Jacobs		David Levy, Chair
	Lupe Marroquin		Nancy Hemsath
	Cristy A. Willer, Secretary		Jonathan Bittner
	Viktoriya Chilcote		Lo Crawford

1. Person (s) to be Heard

2. Mission Moment:

- a. Misty Nesvick, Community Relations Manager
- b. Claire Agni, Branch Manager

3. Consent Agenda

- a. June 20, 2018 Agenda
- b. March 21, 2018 Minutes (no quorum for April meeting)

4. Discussion/Action Items

- a. Director's Report
- b. Computer and Internet Policy
- c. Budget Preliminary Discussion
- d. Review of Strategic Plans
- e. Cook Inlet Historical Society letter

5. Comments/Discussion

6. Next Meeting, since we missed April meeting, will be July 18 meeting at Loussac Board Room. August 15 meeting at Chugiak-Eagle River Library.

7. Adjournment

**Municipality of Anchorage
Library Advisory Board
Minutes**

Date: March 21, 2018	Location: Loussac Library
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Board Members				Staff
X	David Levy, Chair	X	Jonathan Bittner (5:45)	Mary Jo Torgeson, Director
X	Nancy Hemsath, Vice Chair	X	Lourdes Linato-Crawford	
X	Cristy A. Willer, Secretary	X	Quincy Taylor, Teen Rep	
X	Barbara Jacobs	X	Viktoriya Chilcote	Guests
	Lupe Marroquin			Sarah McBryde, Job Lab

Topic	Information / Findings / Conclusions / Recommendations	
Call to Order	5:35 p.m.	
Person to be heard	None.	
Mission Moment	Sarah McBride, Americorp Vista volunteer, described her work at the Mt. View and Muldoon branches for the last 1½ years, working on Job Lab, DOL & 9Star partnership, SCF, Code for America. Total volunteer hours over 1,000 since June.	
Consent Agenda	<ul style="list-style-type: none"> Agenda approved as amended to add "Facilitator training" to Discussion (Lo/Nancy). Minutes of 2.21 approved as amended to include Executive Session in Mission Moment and change Ms. Chilcote's position to "Language Interpreter" (Lo/Barb). 	
Discussion/ Action Items	Discussion	Action
	<ol style="list-style-type: none"> <u>Service Animal Policy</u> (attached). <u>Rising to the Challenge Aspen Institute Executive Summary</u>. Focus groups to begin strategic planning will start in May. <u>Foundation, Friends and LAB joint meeting</u>. Will occur in Sept or Oct. <u>Director's Report</u> (attached). Discussion: flooded Alaska Room may be repurposed as event area; Quincy will help find Teen Rep replacement (though filling her shoes will be difficult); Board urged to "like" Library on FB; need for tax or other new revenue stream; still vetting potential Board members. <u>Facilitator Training</u> (scope of work attached). 2-day training (4/4-5) for APL staff on leadership. 	<ol style="list-style-type: none"> Vote tabled until it can be reviewed by city ADA Coordinator. None. David & Nancy will follow up. David & Jon will talk to Assembly and Mayor re: needing a new revenue stream. None.
Comments	Viktoriya initiated a discussion regarding the Library's interest in Native languages, organizing their collection, participating in a conference, partnering with Native organizations, e.g. Heritage Center.	
Adjournment	Meeting adjourned at 7:10 (Viktoriya/Lo).	
Next Meeting	April 18, 2018 at Loussac Library. Potential Mission Moment: Kristie Nelsen, Virtual Librarian; Misty Rose Nesvick, Public Relations Coordinator.	

LIBRARY DIRECTOR'S REPORT April-May, 2018

Library Long Term Planning:

- **Loussac Library:**
 - Alaska Collection: we'll do a survey and outreach over the summer and a summit in August to figure out the purpose and future of the Collection. Working on a business plan to market the Alaska Wing as a rental space.
 - **3rd Floor furniture:** We plan to move our computers into the newer area on the 3rd floor and Clare Ross is working with an architect and staff to also move the 3rd floor service desk. The purpose of the move is to improve sight lines and prepare for a future move of the AK collection. This will require the creation of a new desk configuration and furniture. All the computers will be in one area and should be much easier to monitor. The money is coming from the last of the Foundation's Loussac fundraising.
 - **Signage:** a team is developing signage standards and will finalize additional signs, now that we know how people are using the building.
- **Strategic/Community Plan:** formed committee and we will start planning for focus groups and survey in August and September.
- **Website:** conducted user testing for the new website with about 15 patrons and staff of varying tech skill levels. It has helped us discover a few areas for improvement and we will use info to make some small tweaks to terminology, etc. Overall, the public loves our new website

Staffing:

- Hired and onboarded three VISTA summer associates, one for Loussac (Maureen Jackson), one for Eagle River (Rebecca Stamper), and one for Mountain View (Megan Walatka).
- We held a Staff day in April, where staff learned about better strategies to deal with people that have multiple challenges. In addition, staff gave us some input on strategic planning. This was another staff led Staff day and the staff committee did a wonderful job.
- We are facing retirement of several long term employees, Doug McCallister, AK Room Librarian, and Greg Hill, a long time Patron Services employee.
- We have two Library summer interns, who have either finished their masters or in the last quarter. One will focus on community assessment and the other will help us with our business grant, that was just awarded.
- The Foundation applied for a summer intern with First Alaska Institute, who will help assess improved pathways of bringing younger children and their parents into the library. The intern will be working with Kristin Nevin from Muldoon, Clare on fundraising and Loussac YS staff.

Branches:

Muldoon:

- YS Librarian Kristin continues to bring in capacity crowds for MD's youth services programs and for special events, with attendance increasing by 85% over 2017.
- May had Kristin out and about drumming up excitement for Summer Discovery 2018. *Muldoon Library DOES ROCK!* We also had over 200 students, teachers, and parent chaperones visit our library for an end of the year field trip/tour/storytime/Summer Discovery promo
- Muldoon Job Lab has had poor attendance and will hold them monthly, combine tech Saturdays with skills that fall under a more regular Job Lab.

Eagle River:

- For the 5th year in a row, the 20 LDS members came to clean the branch, including shelves, computer workstations and the kids' area, and vacuumed the upholstery.

- Nancy Clark has been featuring library resources and programs in a monthly column in The ECHO, an Eagle River community publication. It's not unusual for patrons to mention the articles when they come in to the library, and there is a rack for The ECHO right outside the library doors.
- There has been an increase in problematic encounters with members of the public in the ERTC, one resulting in a broken door when it was kicked. Staff are concerned about overall need for increased security.

Mountain View:

- The first ever Mountain View Social Service Fair went off with a success (128 attending). We saw a good number of people come to make contact and find information. We were also covered by Channel 2 News.
- This month saw the final Tundra Vision program for the season. We had representatives from the Native Youth Olympics come to speak and demonstrate some of the events. Many attendees also were able to participate and commented on how much they loved the interactivity of this program.
- Our programs provide a perfect opportunity for people to activate a yearning to learn more. While we had Tundra Vision going, an adult participant tried a variety of Native Youth Olympic events and told Katie Ringsmuth about his experience saying, "If this had never been here I would have never been able to try these things out. Now I want to make it to the actual NYO event this weekend and watch. I want to get involved with it next year."

Girdwood:

- April at the Gerrish Library is Gardening Month, and we had 2 adult gardening programs (32 attendees), 1 youth gardening program (41 attendees), and our annual seed exchange. We partnered with Neighborworks Alaska by showing the film, *Seed: The Untold Story*, we were committed to providing non-GMO seeds. We ended up giving away 633 packets of seeds. We were very happy with Gardening Month this year and are already looking forward to next year!
- Program attendance up by 24%; visits down by 15% over 2017.
- Sweet little Wyatt, a preschooler who comes to Family Storytime, came in one afternoon and wanted to show a book he made with his family. It was a book with no words in it, but it was beautifully illustrated with watercolors (he was inspired after he came to our watercolor program) and construction paper cutouts. He read the book, and his caretaker thanked staff for being such an inspiration to Wyatt and his family.

Community Relations/Foundation/Friends

- **Library Foundation:** passed revised budget to give \$5500 for marketing through end of year + \$8000 for strategic plan consulting and funds to purchasing remaining signage and furniture for Loussac. We will host a donor reception on 6/26 to christen the donor wall that was finally installed in late May. Conducted new member orientation for Chris Vaughan and Kenrick Mock, our newest board members.
- **Social Worker in the Library:** just about there! Didn't get funding from Providence, but we whittled down the budget and will use some existing Library labor funds to fill the gap. Working to get the money to MOA, finalize the position description. We hope to hire in late summer.
- **Mountain View:** applied for a grant to Wells Fargo to make improvements to the teen area in the back of the library
- Applied for a grant to Lowe's for furniture to move computers to main area of 3rd floor.
- Clare Ross is working with staff on a Foundation supported signage and furniture order.
- APL, along with seven other libraries across the state, applied for an interlibrary cooperative grant through the State Library and was awarded the grant, "Growing Alaska Through Small Business". The purpose of the grant is to align us with other agencies, learn more about the business needs in the community, and train the community on what the library has to offer.

Collection Management Services

- A new selector has been hired and will start in late June
- We are starting to track metrics and now are able to track the amount of materials being sent out of Technical Services

Youth Services

- Reading Rendezvous – our biggest year ever with 45 community booths and 3,100 people attending!
- Drag Queen Storytime! – We had two of them, with no incident on the first and Pastor David interrupting the second one during Pride Week. We have had nothing but support from the community and even had to turn away due to room constraints.
- Little Women Book Discussion in partnership with Adult Services and PBS.
- Even though this year we were not able to attend one of our largest annual school outreaches, we did more outreach and reached more people in 2018. We increased our outreach by over double the number of people we talked to!
- Popular Programs: Books on the bus was packed with three buses of people; Dinosaur storytime with HUGE Spike T Rex and 700 people.
- Elizabeth Nicolai taught an Olé class (continuing education for seniors and retired people) on "Children's Literature for Grandparents and the Young at Heart". One class review, *"I got so much more than I expected. I thought I would get a few recommendations, but instead I got a whole new perspective."*
- Linda Klein was elected to the 2020 Caldecott Committee! This is very prestigious nationally.
- Anchorage Public Library was selected as one of six libraries nationally to participate in Project Build. We will receive up to \$10,000 to cover the cost of these activities. Project is to be completed by December 31, 2019. This initiative has four parts:
 - Host a community dialogue with community members to gather information on providing STEM learning in the library to underserved/underrepresented populations
 - Provide a minimum of four programs with ASCE engineers for youth in grades 2-5 around STEM, particularly engineering. Four additional programs are required for 2019.
 - Create circulating STEM kits
 - Provide a Ready Set Create station (we hope to have one in every branch) where school age children can explore STEM activities.
- Anchorage Public Library was selected to receive a workplace breastfeeding support grant from the state of Alaska department of health and human services. We will use it to update the staff area lactation room and to create a breastfeeding space for the public.

Ready To Read Resource Center

- Spoke with approximately 200 caregivers about the early literacy kits and the 1,000 Books Before Kindergarten program
- Presented session at the Small Library Institute of Management (SLIM) on early literacy for library directors via the OWL network, May 23
- Outreach and training including Thread Training, APHEA Homeschool Convention, Kids Corp Family Literacy Night, IDEA Homeschool Curriculum Fair and Anchorage Imagination Library Family engagement.

Adult Services

- AK Collection: Organization of the Alaska Collection to the 3rd floor non-fiction area continues with accessibility and accuracy of shelving improving greatly. More regular users are finding their way there and are commenting positively on the collection. We have pulled all the frozen materials,

weeded and will soon send the final materials for salvaging. The work has not yet started on flooring, ceiling repairs and demolition of built in furniture.

- For National Library Week our own Sarah Preskitt gave a wonderful radio interview promoting Anchorage Public Libraries.
- The weekly job labs set up and assisted by Adult Services continues to be a success with approximately 10-15 in attendance each session. Some participants report that this program has helped them gain employment A patron came to a desk to thank us for computer assistance the previous week with a job application. She was in the uniform of her new employer and loves it!
- 40 programs in May 2018, with 502 participants. In May 2017 we had 25 programs with 369 participants, a 36% increase in participants!
- Vista Volunteer for the Job Lab, Sarah McBryde, finished her 2nd year with us. She has done an incredible job to move along this program.

Shown Changes

ANCHORAGE PUBLIC LIBRARY COMPUTER USE & INTERNET POLICY

CHECKING OUT OR RESERVING COMPUTERS AND DEVICES:

The Anchorage Public Library offers public computers, electronic devices and internet access at all locations ~~that may be used for electronic communication, database searching, record creation and/or internet access.~~ Although desktop computers are available at all locations, other devices may not be. ~~Please check with staff if you require a device other than a desktop.~~ If you have a verified library card, you have full privileges to use all of our services without restrictions, otherwise patrons may ask for a guest pass to use our desktop computers.

APL DESKTOP COMPUTERS:

- One (1) hour continuous use with a library card
- 30 minutes continuous use without a library card
 - Additional time for computer usage may vary by demand.

PORTABLE DEVICES: All devices must not leave the building from which they were checked out. Return device to a staff person at the service desk from where it was checked out and wait for a staff person to check in the device before leaving the desk. Devices are due 15 minutes before closing regardless of when they were checked out. Any checkout of portable devices means that the patron accepts full liability for the device.

• **LAPTOPS:**

- Checkout available to verified APL Library card holder 18 years or older
- Access subject to availability for two hours and can be extended an additional two hours depending on laptop availability
- ~~A two-hour session per device~~
 - ~~Can check out another for an additional two-hour session depending on availability~~
 - ~~Laptops are due 15 minutes before closing regardless of when they were checked out~~
- ~~REQUIREMENTS:~~
 - ~~Patrons 18 years and older need to:~~
 - ~~Show a verified APL card, and accept liability for the device~~
- ~~CHECKING IN DEVICES:~~
 - ~~Return device to a staff person at the service desk from where it was checked out. Please wait for the staff person to clear you before you leave the desk.~~
- ~~NOTE: Laptops must not leave the APL library or the security gates for the location from where it was checked out.~~

• **CHROMEBOOKS:**

- Checkout available to any verified APL library card holder, regardless of age
- Access subject to availability for two hours with an additional two hour extension, depending on chromebook availability
- ~~A two-hour session per device~~
 - ~~Can check out another Chromebook for an additional two-hour session depending on availability~~
 - ~~Chromebooks are due 15 minutes before closing regardless of when they were checked out~~
- ~~REQUIREMENTS:~~
 - ~~Show a verified APL card, and~~
 - ~~Accept liability for the device~~
- ~~CHECKING IN DEVICES:~~
 - ~~Return device to a staff person at the service desk from where it was checked out and wait for a staff person to check in the device before leaving the desk. Please wait for the staff person to clear you before you leave the desk.~~
- ~~NOTE: Chromebooks must not leave the APL library or the security gates for the location from where it was checked out.~~

• **IPADS:**

- Same usage rules as laptops and Chromebooks
- **PROCEDURE:**
 - Patrons must have a verified account that is not barred or delinquent.

- Users swipe their APL card at the iPad dispenser and enter their PIN.
- Patrons will need to agree to the APL Computer Use Policy on the check-out screen.
- ~~iPads must not leave the building from which they were checked out.~~

APPROPRIATE COMPUTER AND INTERNET USE:

The Anchorage Public Library (APL) provides public access to the internet in support of its mission and ensures equal access to all. APL's computers are in public areas. Other guests may be involuntarily exposed to what you are viewing. We ask that you remain sensitive to the fact you are working in a public environment shared by people of all ages. If you disrupt other library patrons and/or services, or your behavior is inappropriate for a library setting, we reserve the right to ask you to stop viewing the disruptive material, or to end your session. Please refer to the APL Code of Conduct.

Acceptable Use

Use of the Library's computers shall be guided by the following principles:

- Respect for the privacy of others.
- Adherence to the legal protection provided by copyright and license to programs and data.
- Consideration for the security and functioning of computers, networks and systems.
- Adherence to APL and MOA policies governing the security and functioning of computers, networks and systems.

Unacceptable Use

- Any purposes which violate U.S., state or local laws.
- Transmitting threatening, obscene or harassing materials.
- Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems including excessive bandwidth utilization.
- Tampering with computer or network security.
- Disconnecting library equipment, including monitors, network cables and electrical cords.
- Making unauthorized entry into any systems accessible via Library computers.
- Failing to follow library policies, including: signing up for an internet computer; failing to log in using your own library card number or guest card number, paying for printing and following time limits.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems.
- Copying, file sharing, downloading or distributing commercial software or other works or materials (i.e. music, movies, etc) that violates copyright laws.
- Accessing or loading pornographic, obscene, or sexually explicit material.
- Other uses deemed inappropriate at the discretion of APL management.

Unacceptable uses by patrons of all ages include, but are not limited to:

- ~~Failing to sign up for an internet computer; failing to log in using your own library card number or guest card number.~~
- ~~Failing to comply with time limits.~~
- ~~Failing to pay for printing.~~
- ~~Refusing or ignoring staff's request to give up a computer.~~
- ~~Hacking into the library computer system or any other computer system.~~
- ~~Mishandling, damaging, or attempting to damage or interfere with computer equipment or software; tampering with computer settings.~~
 - ~~Tampering with the library hardware or attempting to disable security software will result in the loss of library computer privileges.~~
- ~~Violating copyright laws and software licensing agreements or the policies of individual websites that you view.~~

Response to Unacceptable Use

- Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited and not protected by the library's privacy policy.
- We do not routinely monitor public computers but reserve the right to do so when a violation of this policy or illegal activity is suspected.
- Illegal acts involving the APL computers may be subject to prosecution by local, state or federal authorities.

- Staff is authorized to take immediate action to protect the security of computers and the network and to enforce all computer/Internet/Wi-Fi rules.
 - This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement.

INTERNET SAFETY POLICY

The Internet provides access to a wealth of information far beyond our physical collection. Much of the information can be valuable and enlightening; however, some materials are unreliable, personally offensive, or illegal. APL cannot police a global network. As such, each individual user must be responsible for their own activities on the Internet and for the activities of any minor children they are responsible for. APL does not provide monitor privacy-screens and no expectation of privacy is guaranteed. ~~Monitoring a minor's access to APL's wireless network is solely the responsibility of the child's parent, guardian, or caregiver.~~

~~Anyone age 18 or older (proof of age may be required) may choose to have an unfiltered computer session.~~

All public access computers are filtered. You may opt for an unfiltered session if you agree to the library's regulations and are over 18. Persons requesting unfiltered sessions are responsible for preventing access by anyone 17 or younger

~~We reserve the right to intervene when activities on a library or personal device cause a disruption to library users or a complaint is received. Please refer to the APL Code of Conduct.~~

Internet access is subject to federal, state, and municipal laws as well as APL policies and procedures. Misuse includes but is not limited to:

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography.
- ~~Uses that violate the law or encourage others to violate the law.~~
- ~~Displaying pornography or any other content found to be harassing, disturbing, or offensive to others is not allowed.~~
- ~~Transmitting offensive or harassing messages.~~
- Offering for sale or use any substance the possession or use of which is prohibited by law.
- Downloading or transmitting confidential, trade secret information, or copyrighted materials.
- Patrons are expected to use APL computing devices and/or wireless access in a responsible and courteous manner.
 - Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.
 - Desktop computers are in public areas and APL does not guarantee privacy.
 - Displaying or printing materials that violate the Municipality of Anchorage policy on sexual harassment are prohibited.
 - It is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct.
 - Anyone who does so is subject to federal criminal prosecution under the *Protection of Children against Sexual Exploitation Act of 1977 (18 USC 2252)*.
- Failure to comply with all laws, policies, and procedures may result in loss of computer privileges, library privileges, or prosecution in some cases.

CONFIDENTIALITY AND PRIVACY

- When a computer session ends, all information about that session is ordinarily deleted. APL erases all patron use records except those essential for library business operations.
 - APL does not retrieve any information including websites visited, passwords, credit card numbers, or any other information a patron has entered.
 - APL will release records, including those relating to Internet usage, only as required by law.

CHILDREN AND THE INTERNET

- To comply with federal regulations, all public access computers at APL are filtered.
 - Anyone age 18 or older (proof of age may be required) may choose to have an unfiltered computer session.
- Although filtering software aims to block access to objectionable sites, it cannot block all objectionable sites and it sometimes blocks useful sites.
- APL upholds and affirms the right and responsibility of parents, guardians, or caregivers to determine and monitor their children's use of library materials and resources including the Internet.

- Library staff is available to help identify and locate resources to help parents, guardians, and caregivers oversee their children's use of the Internet.

MUNICIPALITY OF ANCHORAGE AND APL'S ROLE

- Staff is available to provide assistance identifying sites and to help with issues specific to the library's procedures, e.g., how to print or reserve a computer.
 - Staff will provide this assistance as time allows.
- The Municipality of Anchorage, APL, and their Internet service providers do not control and are not responsible for Internet content.
- ~~Users are responsible for complying with copyright law, licensing agreements, and the policies of the individual websites accessed.~~

WIRELESS NETWORK ACCESS

APL offers wireless Internet access in all its libraries. By using our free wireless service (Wi-Fi), you agree to abide by the library's Internet use policy and APL Code of Conduct.

- The library's wireless network is public and not secure. Use of APL Wi-Fi is entirely at the risk of the user.
 - By choosing to connect to APL Wi-Fi, you signify understanding that there are risks associated with use (e.g., sensitive personal information being compromised and/or potential damages to your hardware or software caused by electric surges, security issues, or consequences caused by viruses or hacking).
 - APL disclaims all liability for loss of confidential information or damages resulting from intentional use of APL Wi-Fi.
- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration.
 - The library cannot guarantee that your device will work with the library's wireless access points.

Recommended for approval by the Library Advisory Board and approved by Mary Jo Torgeson, Library Director. May 5, 2017.

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- Any activity which violates U.S., state or local laws.
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- Tampering with computer or network security.
- Disconnecting library equipment, including monitors, network cables and electrical cords.
- Making unauthorized entry into any systems accessible via Library computers.

- Failing to follow library policies, including: signing up for an internet computer; failing to log in using your own library card number or guest card number, paying for printing and following time limits.
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RESPONSE TO VIOLATIONS

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 - This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement.
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APL offers wireless Internet access in all its libraries. *By using our free wireless service (Wi-Fi), you agree to abide by the library's Internet use policy and APL Code of Conduct.*

- The library's wireless network is public and not secure. Use of APL Wi-Fi is entirely at the risk of the user.
 - By choosing to connect to APL Wi-Fi, you signify understanding that there are risks associated with use (e.g., sensitive personal information being compromised and/or potential damages to your hardware or software caused by electric surges, security issues, or consequences caused by viruses or hacking).
 - APL disclaims all liability for loss of confidential information or damages resulting from intentional use of APL Wi-Fi.
- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration.
 - The library cannot guarantee that your device will work with the library's wireless access points.

*Recommended for approval by the Library Advisory Board and approved by Mary Jo Torgeson, Library Director.
June 20, 2018*

Anchorage Public Library 2019-2021 Strategic Plan

Purpose & Goal of Strategic Plan

Since the Library Community Plan of 2009, the Library has done a remarkable job of carrying out the plan recommendations and has transformed itself into a community hub for education, exploration and self-improvement. However, since the plan was released, the Library's budget and staffing levels have decreased. We've reached a point where we've spread ourselves too thin and are trying to be all things to all people. We provide a lot of important services, but many people in the community don't know what we do and don't understand the Library's role in the technological age.

Our goal is to develop a 3-year strategic plan that is grounded in community input and data so that APL can better understand what our community needs, hone in on several key areas where we can be most effective in serving those needs, and then make sure community members (especially elected officials) have a strong understanding of the Library and value it as an essential community resource. The strategic plan should also help the Library figure out what services and projects to say 'no' to.

Output

The final product will include:

- A 2-3 page strategic plan that contains:
 - Updated mission, vision and values.
 - Three strategic areas of focus (including our goals in these areas and examples of how we will address them).
 - APL core services that contribute to the three areas of focus.
- A short appendix detailing who we talked to and our process for developing the plan.
- A three year work plan and timeline that details how we will implement the strategic plan that can be updated annually by a staff committee.

Data Collection Methods

- Online survey.
- Digital and physical comment boards for ongoing dialog and feedback.
- ~20 community focus groups/round tables.
- Analysis of past Library plans and existing community surveys and reports.

Timeline

[illegible]