

Municipality of Anchorage
Library Advisory Board Agenda
Webex Online meeting, meeting # 624 350 461
Password: AZmhMmP9j25
Phone: 1-408-418-9388
May 20 , 2020
5:30 p.m.

1. Call to Order

2. Roll Call

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

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

TOPIC	Leader	Time	Action
Call To Order			
Person (s) to be Heard		3 min	
Consent Agenda, May 20, 2020	Chair	1 min	
Approval of Minutes –Minutes	Chair	2 min	
Mission Moment: Misty Rose Nesvick and Social Media	Nesvick	30 min	
LAB Strategic Plan Review	Chair	10 min	
Re-opening COVID Plan	Director	20 min	
Staff Updates Director Report	Director	15 min	Discussion
Next Board Meeting • June 17, 2020, 5:30-7, Webex?			
Board Comments and Adjourn			

**Municipality of Anchorage
Library Advisory Board
Minutes**

Date: April 15, 2020	Location: Virtual Zoom Meeting
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Board Members				Staff
X	Nancy Hemsath, Chair	U	Jonathan Bittner	Jacob Cole
X	Jamie Lang, Vice Chair	X	Sarah Switzer	
X	Cristy A. Willer, Sect'y	X	Wei Cheng	
X	Barbara Jacobs	EX	Lucy Flynn O'Quinn	Guests
X	Lourdes Linato-Crawford	X	Wei Cheng	

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

Retreat.	Information / Findings / Conclusions / Recommendations	
Call to Order	5:51 p.m.	
Person to be heard	None.	
Mission Moment	Jacob Cole – review of google analytics.	
Consent Agenda	<ul style="list-style-type: none"> Agenda approved (Lo/Barb). Minutes of 2.19.20 approved (Jamie/Lo). (There was no March meeting.) 	
Discussion/ Action Items	Discussion	Action
	<ol style="list-style-type: none"> <u>Bond update (Jacob)</u>. The bond passed. Loussac is going ahead with the public address system, elevator and other projects. <u>Workplan review (Nancy)</u>. The workplan was approved at the February meeting. <u>Staff updates (Jacob)</u>. Library will probably not open until July. Covid response: book chats are not well attended. Summer reading programs for teens are planned. Curbside pickup is a possibility. Book returns are delayed, because otherwise books will need to be quarantined for 3 days and shelf cleaning could damage covers. Beyond Stacks is cancelled. There is currently no concern about furloughing staff. Mary Jo put her retirement on hold (!). 	<ol style="list-style-type: none"> None. Nancy will send it around as a google doc that members can edit and add their names to action areas. None.
Comments	Discussion re Zoom vs GoToMeeting vs Teams.	
Adjournment	Meeting adjourned 6:40.	
Next Meeting	May 20, 2020 (virtual).	

Anchorage Library Advisory Board Work Plan
April 15, 2020

The role of the Library Advisory Board is to:

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

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

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

Goal: Education & Skills for Life

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

Short-term goals and actions		
Action step	Deliverable	Responsible LAB member(s)
Partner with library staff to assess under-connected or missed connections.	Supported and enhanced literacy engagement in the library and the community	
With staff, develop and revise as needed a list of community partners.	The LAB is a conduit between staff and community organizations and resources that focus on early childhood development	
Through our connections, encourage participation in youth programs and research and establish potential partnerships	Help in disseminating materials that highlight the importance of reading and the library's resources. Enhanced networks for information.	

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

Goal: A Bridge to Information and Resources

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

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

Goal: Building Community

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

Action step	Deliverable	Responsible LAB member(s)
Partner with library staff and community partners to highlight our community's rich ethnic heritage, and increase LAB advocacy for partnerships that can be improved or created within the community.	Enhanced and expanded engagement with Welcoming Anchorage, seasonal workers/locums/tourists, Expanded networks for disseminating information	Lo
<p>A. Work with library staff to create talking points and keep them updated and applicable to the issues at hand.</p> <p>B. Using talking points created above, attend public meetings, such as candidate forums, asking questions about commitments to the library.</p> <p>Call into radio shows to ask questions about the library importance in the community.</p> <p>Invite and participate in library "behind the scenes" tours.</p> <p>Attend community council meetings to provide updates regarding the library "what's new."</p> <p>Advocate aggressively on behalf of library assets and needs</p>	<p>A more informed LAB that is ready to advocate, no matter what the platform.</p> <p>Informed and committed voters, with an expanded voter base.</p> <p>Informed slate and electorate.</p> <p>Expanded network of informed consumers.</p>	
Recruit passionate and diverse LAB members	A more diverse LAB that reflects the community and its needs	Lo
Collaborate with other library boards	Potential new funding sources	
Promote the library as a meeting place within our networks	Increased use and revenue	

APL Constitution

Step 1 (5 Days) : When it starts: When Mayor announces reopening

Services Offered:

- Continuation of online and virtual resources
- Staff training and preparation

Task	Timeline	Who?	Additional Plan?
Obtain cloth face coverings, cleaning supplies, sneeze shields*	Now	Shanna	
Each department inventories existing PPE, lets Shanna know what they need for a 1-month period	Now	Supervisors	
Finalize plans for personal shopper, curbside, mailing and start staging*	Now	Jacob, Celia and team	See Curbside LL COVID-19 Plan and Delivery Procedures
Consult with HR to determine staff guidelines for returning to work	When Mayor announces guidelines	Mary Jo, Jacob	
Figure out book storage/staging	Now	PS	
Decide staffing branches and Patron Services		Re-opening committee, w/input from supervisors	
Determine materials handling procedures -quarantining materials, cleaning carts, etc.	Now	PS	PS has quarantine guidelines
Determine cleaning protocol - workstations, staff responsibilities, staff shared areas	Now	By workgroup	Create document for general cleaning protocol - Mary Jo and Jacob
Check with Facilities and MD landlord on what steps are being taken for duct cleaning, airflow issues, etc.	Now	Mary Jo and Jacob	
Create program to-go kits to be distributed w/curbside p/up	Now	YS	
Post signage in staff areas for safety procedures	Before staff back in building	Int. Communications Committee	
Create a staff schedule	When Mayor announces guidelines	Re-opening committee	
Training staff on procedures	When we restart	Include at first staff mtg & by workgroup	Create document for staff cleaning/face

APL Constitution

			covering protocol; staff screening – Mary Jo, Jacob
All staff meeting/debriefing - honor and acknowledgment our experience, team-building	When we restart	Mary Jo and Jacob	
Distribute face coverings	At all staff meeting?	Shanna + Supervisors	
Re-shelve existing materials - need PS to stagger in workroom, but then other staff can help (at Loussac, consider EOC rules)	Once other preparations have been completed	PS, Branches	
Market curbside and personal shopper procedures to public	Once procedures are in place	Misty Rose and Social Media Team	

*things that can be done before but should be accomplished by end of Step 1

Step 2 (1-2 weeks)

When it starts: when Step 1 has been completed and we have the resources to maintain staff and patron safety for curbside services and staff returning to buildings.

Services Offered:

- Accepting item returns
- Curbside and mailing (holds)
- Personal Shopper
- Program to-go kits for youth
- Continuation of online resources

Task	Timeline	Who?	Additional Plan?
Accept returned materials	Day 1	PS, Branches	
Resume courier	Day 2	Shanna, Celia	
Shelving	Day 1	PS, Branches, other staff as needed	
Curbside and Mailing – local holds and personal shopper service (include YS program to-go kits)	Day 1	PS, Branches, YS, AS, other staff as needed	See Curbside LL COVID-19 Plan and Delivery Procedures
Phone and Electronic reference	Ongoing	AS, YS	
Virtual programs	Ongoing	AS, YS, Branches	
CMS can resume most functions	Day 1	CMS	
Reopen Shipping and Receiving	Day 1	PS	
Prepare for Step 3 – cleaning and repositioning furniture, [CA1] install sneeze guards at desks, designate	Once Step 2 processes are running smoothly	Re-Opening Committee	

APL Constitution

exits/entrances, 6' markers, signage, public/masks			
Training and practice workflows for Step 3: screening, restricting occupants, distancing, keyboards/mice	Once	Supervisors w/guidance from Re-Opening Committee	

Step 3 (length TBD)

When it starts: when we have the resources to maintain staff and patron safety with public in our buildings.

Services Offered:

- Accepting item returns
- Curbside and mailing
- Personal Shopper
- Program to-go kits for youth
- Continuation of online resources
- Computer access

Task	Timeline	Who?	Additional Plan?
TBD as we get more information from Health departments, other libraries and the Mayor - Each APL department has outlined steps for reconstitution			See APL Reconstitution All Workgroups 2 document for full details.

Things to determine for Step 3:

- What are capacities for each building and space?
- What are patrons allowed to do in the buildings – grab and go? Can people hang out? How to educate public on the rules? Limits for computer sessions? How do we track how long someone's been in the library? What activities are allowed in YS?
- How do we set up computers/chrome books for public assistance applications?
- Pull periodicals off shelves? Make for holds only?
- What are Security's responsibilities for educating patrons coming in the building and managing capacity limits? Use tickers to count patrons?
- Setting up procedures for patrons queuing outside of buildings
- How to sanitize of public and staff computer work stations between use
- How can staff help patrons with computer issues and applications while maintaining social distancing?
- How to make space for elections in August and November?
- When/how to reopen rooms for rentals/

LIBRARY DIRECTOR'S REPORT

April 2020

Loussac and Branches: Our Bonds passed!

Loussac: The tiles are going on! At this point they are 75% completed, but some arrived broken, again.

Muldoon:

- Branch Manager has been working on collection maintenance, cleaning, shifting furniture in preparation for reopening and taking training.

Eagle River:

- Several staff have been working at the EOC for most of the month. Staff has been happy to help with the larger effort of getting Anchorage on safer footing.
- Both the Between the Covers Book Club (8 attendees) and Branch Manager's first RA book talk had good participation from the public.
- Nancy's CER Chamber spotlight presentation had 26 people in attendance and was enthusiastically received.

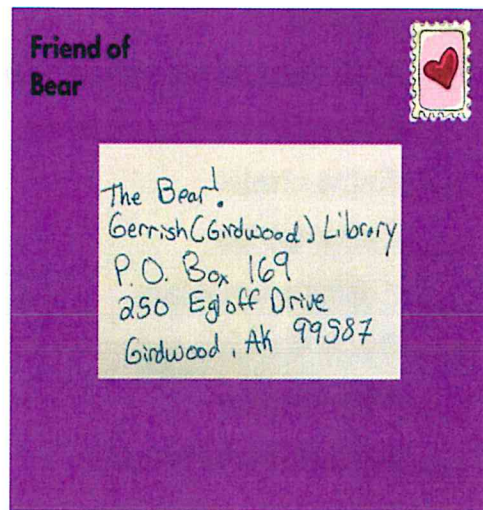
Girdwood:

- Branch Manager has been hosting several Virtual programs, including storytime and even a Teen K-Pop Party online. In order to do the latter, it meant finding a platform online where multiple people could watch the same YouTube video and chat at the same time. All the regular patrons showed up,
- Claire uses Bear as a mascot and Bear asked kids to send something to Bear, as a way to engage people. See below:



Anchorage Public Library (Scott & Wesley Gerrish Library) ***
Published by Claire Agni 17 · April 28 at 3:51 PM · 🌐

Bear received his first letter today and he is so happy!
Send your letter or drawing to Bear to:
Scott and Wesley Gerrish Library... [See More](#)



Mountain View

- Various staff: set up a project to evaluate the media collection and clean and repair our heavily used DVD collection; created trial mask/face covering patterns; how to wear and wash the face coverings instruction sheet and packaged the mask to deliver to area businesses (Pawn Shop, Red Apple Grocery and the Laundromat).

- April Poetry Month saw the launch of a poem a week on our Mt. View Facebook page. The Branch Manager Rayette secured permission from 15 Alaska poets to post their works. Several poets also sent videos of them reading their works. Look these Saturdays on the Mt. View Library Facebook page.
- Staff designed health flyers to post on our windows and door to help us engage with our community and help inform them about services and healthy practices.
- We continue to do outreach to our community partners, including Mt. View Community Council met in April via zoom, Anchor Gardens and ACLT hope to do a seed library project sometime this summer, Anchorage Concert Association and Anchorage Alliance for Violence Prevention (new partnership).

Youth Services

- **Programs:** Virtual storytime continued and the virtual comic contest wrapped up in March. All programs were done by all youth librarians across the system.
- **Storytimes:** 22 virtual storytimes (one per weekday) were watched (our standard is at least a 1 minute view on the video) 914 screens watched the storytimes. We expect a conservative estimate puts at least two people at each screen (we know anecdotally many people watch with more screens than that). Therefore we can estimate 1828 people attended storytime in April! In the screen shots A very special virtual storytime this month – Caldecott Storytime! Linda Klein who served on the 2020 Caldecott committee read the medal and honor books her committee chose and talked about the artwork and process of choosing a caldecott book! Patron comment in the screen shots below.
- **Summer Reading:** Much of April was spent planning for summer reading that relied heavily on a virtual component. Staff will be using an online product that will be used by other libraries in the state. APL staff produced a paper log, a website, prepared for online visits, and wrote activity badge challenges to be used statewide. We are excited to try the statewide approach and glad we could contribute the paper log and the activity badges to be used by libraries across the state.
- **Reader's Advisory Videos:** Staff created videos to be shared on Facebook and elsewhere.
Young Adult Fiction (created by and featuring Kelsey Skrobis), 57 views on Facebook
Chapter Books (created by and featuring Linda Klein) 20 view on Facebook
Young Adult Fiction for Instagram with Jon Ebron (no view data available)

Ready to Read Alaska (RRAK) Monthly Report

- Presented about library resources to parents and caregivers of preschool-aged children on DEED webinar, April 1 to approximately 90 participants from around the state
- Presented second Early Literacy Librarian Chat, April 8 on early literacy play spaces to approximately 15 librarians
- Continuing to record and upload Caregiver Chat videos to Ready to Read's YouTube channel so that content can be viewed and shared statewide

Adult Services

- Live at the Library has been cancelled for this year
- Meneka Thiru was hired as the new Community Engagement Librarian and will start in July
- Thanks to the ingenuity of staff Sandy Knipmeyer, the 1-800 ILL service has been providing continued service to small libraries around the state by eliciting other libraries to send requested materials.
- Staff have been providing a variety of virtual services, including a cooking video, book talks, and online tutorials for some of our products
- We have been continuing our joint program with the YWCA, now a virtual Job Shop
- AS staff are creating videos and graphics to educate people about information literacy/fake news.
- Staff have recorded books talks for various genres: mysteries, romance, and horror

IT and Patron Services

- Patron Services Supervisors and Staff have been cleaning up databases and taking trainings during closure.
- IT Coordinator has been working on getting
- Our staff has had to learn new products, work from laptops and called the IT Coordinator to help with the many snafus that happened when working from home.
- Staff have been planning on reopening, including where to put materials when returned, quarantining materials, curbside and personal shopper services.

Collection Management Services

- Long term employee, Sheila Tessore, is retiring after 33 year with APL. She will be missed!
- CMS staff were provided with computers to be able to work from home
- We launched a new product, PressReader, which is being offered free from a vendor during COVID.
- All orders are on hold with the vendors and will be shipped once staff are back in the building.
- Staff have review the budget and reallocated funds to provide more for our digital Listen Alaska.

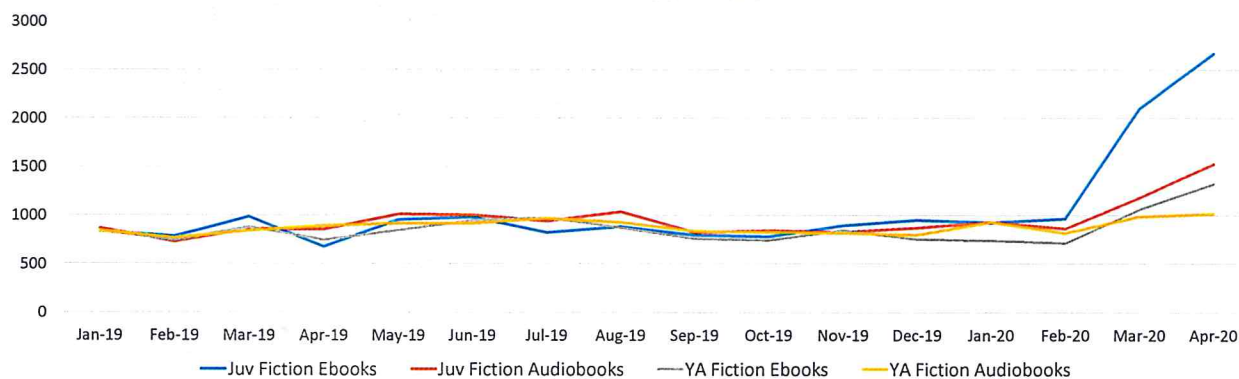
Library Long-Term Planning and Development

- **Library Foundation:**
 - Passed Prop 7! Loussac will get elevator upgrades and Mountain View will get new landscaping in back patio.
 - Stock the Virtual Stacks Raised \$24,473 as of 5/11. Can we get to \$25K? A check has been sent to Hoopla to keep the increased download limits through the end of the year (a state grant gave us additional funds for Alaska Digital Library).
 - ALF raised an additional \$8K so far from its spring fundraising letter.
 - Finalizing application to NEH for \$390K for Alaska Room Project
- **Friends of the Library:**
 - Raised \$2K+ online and hopefully more in the mail from spring fundraising efforts
 - Will move 2020 Beyond the Stacks to some sort of virtual fundraiser/auction
 - Working on grants and other ideas for fundraising to make up for Book Sale lost revenue
- **Staffing:**
 - Rebecca (Community Resource Coordinator) is still primarily working for MOA Emergency Operations Center (EOC).
 - Misty Rose (Community Engagement Coordinator) is putting in time for MOA EOC communications team.
 - Rick (Room Rentals) is acting Facilities Manager after Bill Fowler's retirement until we can recruit for a replacement; he will continue to manage room rentals, although with reduced demand for now.

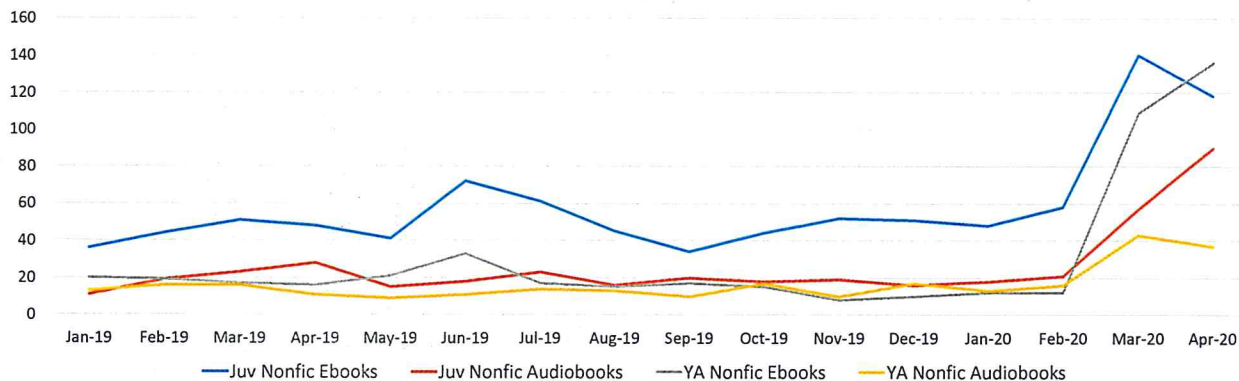
Juv and YA Overdrive Jan 19 - Apr 20

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Total
Juv Fiction Ebooks	834	784	984	677	956	982	823	882	795	779	893	952	927	964	2095	2662	16989
Juv Fiction Audiobooks	868	729	863	859	1013	1006	941	1036	825	846	830	873	931	865	1183	1530	15198
Juv Nonfic Ebooks	36	44	51	48	41	72	61	45	34	44	52	51	48	58	140	118	943
Juv Nonfic Audiobooks	11	19	23	28	15	18	23	16	20	18	19	16	18	21	57	90	412
YA Fiction Ebooks	838	748	878	747	844	947	973	870	758	743	845	753	741	713	1061	1322	13781
YA Fiction Audiobooks	842	770	842	893	919	918	970	929	838	830	821	800	931	818	989	1019	14129
YA Nonfic Ebooks	20	19	17	16	21	33	17	15	17	15	8	10	12	12	109	136	477
YA Nonfic Audiobooks	13	16	16	11	9	11	14	13	10	17	10	17	13	16	43	37	266
Total	3462	3129	3674	3279	3818	3987	3822	3806	3297	3292	3478	3472	3621	3467	5677	6914	62195
Juv Comic and Graphic Novels	79	65	103	93	114	146	125	171	127	130	210	194	178	168	474	658	3035
YA Comic and Graphic Novels	11	10	14	15	14	51	44	21	26	15	9	24	14	14	48	69	399
Total	90	75	117	108	128	197	169	192	153	145	219	218	192	182	522	727	3434

Juv and YA Fiction Books



Juv and YA Nonfic Books



Juv and YA Comic and Graphic Novels

