

Municipality of Anchorage
Library Advisory Board Agenda
TEAMS Virtual Meeting
November 18, 2020
5:30 p.m.

1. Call to Order

2. Roll Call

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

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

	TOPIC	Leader	Time	Action
	Call To Order			
	Land Acknowledgement	Chair	1 min	
	Person (s) to be Heard		3 min	
	Consent Agenda, Nov 18, 2020	Chair	1 min	Approval
	Approval of Minutes –Minutes	Chair	2 min	Approval
	Recognition and Naming Policy	Director	10 min	Approval
	LAB Strategic Plan Review	Chair	10 min	Discussion
	Staff Updates Director Report	Director	15 min	Discussion
	Format of Board Meetings	Chair	15 min	Discussion
	Next Board Meeting <ul style="list-style-type: none"> December 16, 2020, 5:30-7, TEAM Virtual Meeting 			
	Board Comments and Adjourn			

**Municipality of Anchorage
Library Advisory Board
Minutes**

Date: October 16, 2020	Location: TEAMS meeting
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Board Members				Staff
X	Nancy Hemsath, Chair	EX	Lucy Flynn O'Quinn	Mary Jo Torgeson, Director
X	Jamie Lang, Vice Chair	X	Sarah Switzer	Jacob Cole
X	Cristy A. Willer, Sect'y	X	Wei Cheng	
X	Barbara Jacobs			Guests
X	Lourdes Linato-Crawford			Clare Ross

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

Retreat.	Information / Findings / Conclusions / Recommendations	
Call to Order	5:34 p.m.	
Land Acknowledgement	Barb recognized Dena'ina people and culture, and invoked Albert Wassillie, author.	
Person to be heard	None.	
Mission Moment	Jacob described the new case for 100 mifi's and accessories. 50 chrome books are on order.	
Consent Agenda	<ul style="list-style-type: none"> Agenda approved (Cristy/Jamie). Minutes of 9.16.20 approved (Lo/Wei). 	
Discussion/ Action Items	Discussion	Action
	<ol style="list-style-type: none"> <u>LAB advocacy</u>. Discussion regarding testimony at upcoming Assembly finance meetings. <u>Term limitations and slate of officers</u>. <u>Director's Report</u> (attached). Highlights: <ul style="list-style-type: none"> "Community Service" and "Library Supervisor of the Year" were awarded. Tiles are still delayed (Mary Jo feels that she'll be dead and gone before the tiles are actually installed.) Every day, people are bedding down in front of the Mt. View branch. 	<ol style="list-style-type: none"> Board members are encouraged to call re: testimony the day before meetings on 10/27 and 11/4. (a) Jon Bittner did not want to renew his term of office; Cristy Willer opted to renew. (b) Officers: Chair: Jamie Lang (Cristy/Lo); Vice Chair: Sarah Switzer (Wei/Jamie); Secretary: Cristy (Jamie/Wei), "The reign of the short-haired ladies."
Comments	Curbside pick-up and wifi printing are working well. Loussac is required to shut down at 4:00 when the Assembly meets because there is so much disruption and lack of masks.	
Adjournment	Meeting adjourned 7:18 (Jamie/Cristy).	
Next Meeting	November 18, 2020. Sarah has agreed to do a land acknowledgement.	

LIBRARY DIRECTOR'S REPORT

October, 2020

COVID: We have had a total of eight cases since this summer. Staff have been fabulous about covering for one another in other locations, especially Adult Services.

Branches:

Muldoon:

- YS Librarian Red designed the Program to Go supporting Books Get Our Vote, and with the YS team, Red designed the Program to Go for the upcoming Wee Be Jammin' virtual program.
- Muldoon followed up our September Retro Romance Book Giveaway with an Apoctober Book Giveaway. We gave away over 30 gently-used Post-Apocalyptic novels—zombie and non-zombie.

Muldoon participants in BOOKS Get our Vote



Eagle River:

- Outreach was a focus for October. Branch Manager Clark presented a library update to the South Fork Community Council (21 attendees), Birchwood Community Council (40 attendees), and CER Chamber (22 attendees). She also co-presented to the AK Writers Guild (19 attendees) on National Novel Writing Month, highlighting writing resources at APL and promoting NaNo virtual writing events hosted by CE.
- We had 458 curbside appointments with 762 walk-ups in October with only 21 no-shows. This totals 1220 interactions for materials and printing.
- Branch Manager Nancy Clark received the 2019 MOA Supervisor of the year award.

Mountain View:

- Staff participated in a community contactless trick or treat with 100 bags of library swag for children. Staff helped with planning/set up and treat distribution to around 500 people, who mainly attended in their cars.
- Community Resource Coordinator has been working at Mt. View and engaged with several women who were sleeping in the rain on library grounds. Rebecca got them in a Lyft to Sullivan for services. They are now thriving in the hotel Sullivan staff was able to place them, staying warm and safe.



Drive Through Photo Booth at Mt. View

Girdwood: A Gerrish patron took control of the Instagram account iloveanchorage for a week and shared their positive experience with our personal librarian service.



Youth Services

- The Harry Potter Library Team (staff from multiple departments) won the MOA award for community service. They all worked to create a very special day for Harry Potter aficionados!

Reference:

- Loussac Youth Services completed 54 of the 63 personal librarian transactions for October. Of the 575 items pulled for personal librarian at Loussac, 489 were youth items. 86% of personal librarian transactions were for youth items.

Programs:

- 13 online storytimes, 222 attendees (1 minute view)
- Programs To Go: 953 programs to go were distributed around Anchorage. 611 of those were at Loussac. Topics this month included: catapults, balloon badminton, rotorcoptors, and civics (books get our vote).
- Books Get Our Vote: YS Manager, Elizabeth Nicolai, ran this statewide grant program. Children used special ballots to vote for a book character for president. Youth Services staff designed posters, worked with the artist who made the artwork, created a special civics program to go packet, filmed videos, and promoted the program tirelessly. The feedback was fantastic. Even with libraries and schools closed, 37 locations across the state participated including 9 Anchorage School District schools.

Ready to Read Alaska

- Continuing to record and upload Caregiver Chat videos to Ready to Read's YouTube channel so that content can be viewed and shared statewide
- Enrolled 2 families for the first round of LENA Start, beginning November 2020 and 2 families for the second round, beginning January 2021
- Submitted November book recommendations to Best Beginnings
- Presented October Early Literacy Chat on Storytime Assessment to 6 librarians on October 14, 2020





Anchorage Public Library

Well done Jack. We've been told Jack used his "serious face " because "voting is serious business." We couldn't agree more!



Like · Reply · Commented on by **Misty Nesvick** · 1d · Edited

Adult Services (AS)

- Staff are continuing to be trained on COVID Contact Tracing Training however, the Health Department has not sent us a request for assistance.
- There were 8 personal librarian (research) requests, 355 minutes on these requests, averaging just over 44 minutes per request.
- Partnered with Story Works and Arctic Entries for a Halloween storytelling event – it was so successful a second event was planned with TBA Theatre later in the month.
- Staff did two presentations with Rebecca Barker and the YWCA to the VA Domiciliary around job resources at the library.
- AS staff formed a relationship between the AS librarians and the COVID Peer Leader Navigators (PLN) to assist in supporting the work of the PLNs.
- Community Engagement Librarian Meneka met with Jane Straight of the United Way to plan ACA health care sign ups and open enrollment activities.
- Virtual Services Librarian Kristie is keeping the website updated with hours, voting and COVID testing information. She is also starting to create a "behind the scenes" videos to show the public how we do things at the library. Finally, she edited and released the staff Spooky Reads video.
- Staff are developing "Library In A Box" kits, such as topics on retirement, Alzheimer's, or job hunting.
- Online programs: 17 programs, 740 participants.
 - Civic Engagement Bootcamp – 29 people signed up
 - Video Views
 - Virtual Browsing: 113 1- minute views
 - Job Lab Online w/ YWCA - two sessions, 39 attendees of 1 minute view

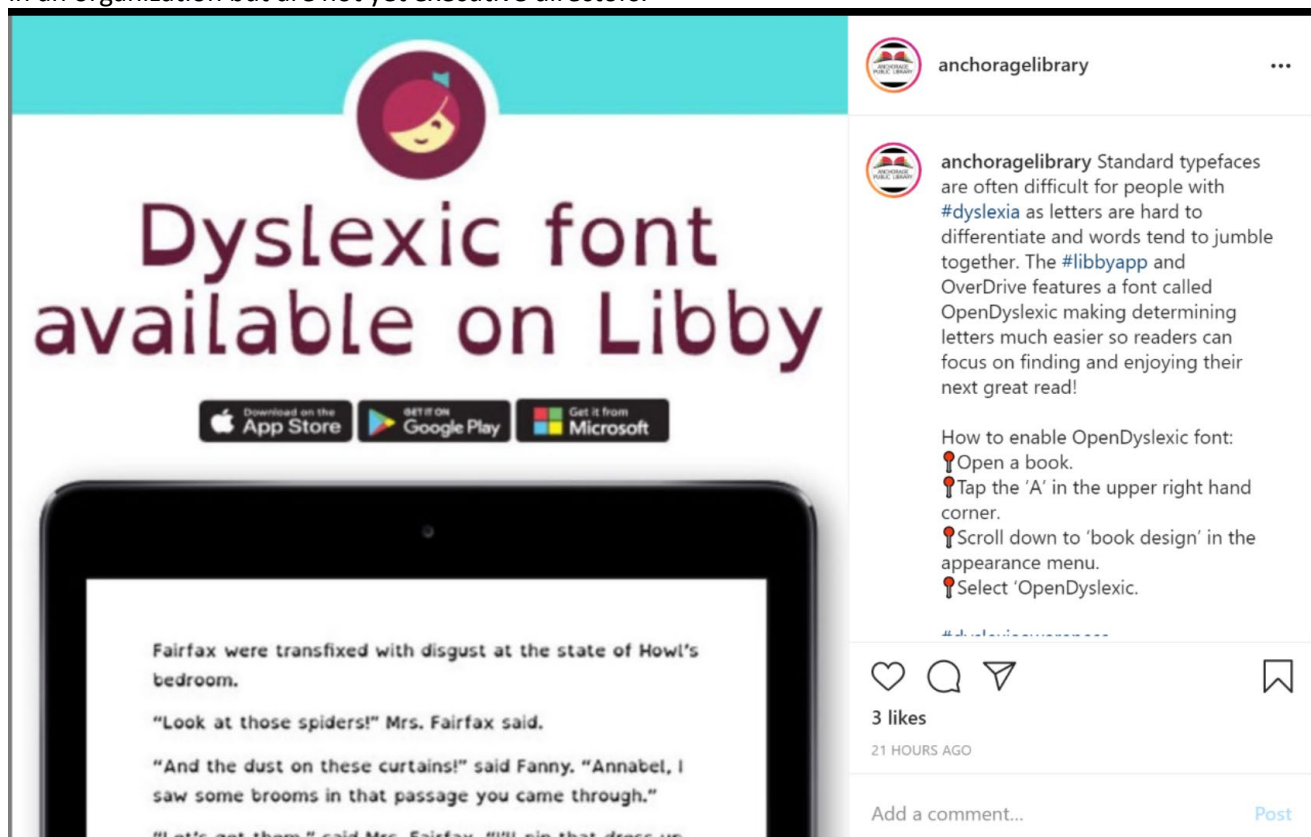
Collection Management Services

- Staff placed the monthly orders with the three main vendors for over 3,000 items.
- We are in our busiest time of the year, placing final orders and gathering up final invoices; lots of spending, lots of processing, lots of invoice paying.

Community Resource Coordinator Coordinated promotion for Books Get Our Vote

- Maintained APL FB event at <https://bit.ly/APLBooksGetOurVoteFB>
- Collected social media coverage

- Coordinated promotion for Civics Challenge/Boot Camp
 - Social media scheduling, e-mail design and Savannah implementation
- Misty Nesvick was selected as a member of the inaugural cohort for the Lead Up! Intensive with the Foraker Group. Lead Up! is designed for those who are in nonprofit management roles or want to lead in an organization but are not yet executive directors.



Library Long-Term Planning and Development

Friends of the Library:

- Online auction brought in a few more donations – now at \$15K raised
- Moving annual meeting online to do elections; no program this year

Library Foundation:

- Fall fundraising letter/email raised \$11K+ w/ more coming in (goal was \$10K by 11/1)
- Reviewing 2021 proposed budget: includes \$15K for library mini-grants
- Updated strategic plan and work plan to include equity, diversity and inclusion work
- **2021 Operating budget:** enlisted several super supporters + board members to testify for library budget (keep library in alcohol tax and add funds for materials)
- **Library grants:** rcvd. \$65K State Dept. of Education for early literacy outreach through Jun 2021
- **Facilities:** working to surplus old furniture to make way for new, as well as electronics recycling
- **Community Resource Coordinator:** Ziona Brownlow started 11/1 as the Asst. CRC. She will work primarily out of MV w/some support for MD. She has a lengthy background in community health and working with vulnerable people



RECOGNITION AND NAMING POLICY

PURPOSE

Anchorage Public Library (APL) welcomes private support from individuals, families, corporations, foundations, and organizations, and celebrates the extraordinary generosity of private donors with a range of opportunities for naming and recognition. The purpose of this policy is to establish conditions for installation of recognition plaques and signage, and honorary naming of APL spaces, in a way that reflects appreciation for donors while also respecting the people of the Municipality of Anchorage who are the owners of our public facilities, and the Dena'ina people who are the traditional stewards of the land our facilities occupy.

The naming of buildings, fixed facilities and public places is addressed in the Municipal Code, Chapter 3.97. This policy augments the Code for issues unique to Anchorage Public Library. As with the 2017 amendment of Code 3.97, APL also requires consideration of traditional Dena'ina names when conducting the naming process.

APPLICABILITY

This policy covers the practice of displaying physical recognition, or naming a facility, room, area, collection, outdoor space or feature, or program, to honor a significant donor, volunteer or community member. The policy supersedes any previous APL policy related to naming and recognition.

Support organizations: An organized group whose purpose is to promote and support APL such as the Anchorage Library Foundation, Friends of the Library, or a neighborhood library support group.

POLICY

Authority

Recognition and naming are at the discretion of the Library Director, with input from the Library Advisory Board and the support organizations. Honorary naming must be done in accordance with Municipal Code 3.97. APL has the right to decline any gift and/or reject naming proposals.

Recognition

APL may create opportunities for recognition of donor and volunteer contributions, such as plaques, signage or art pieces that are displayed near the sponsored area or item. This is generally done as part of a fundraising campaign through the Anchorage Library Foundation or the Friends of the Library volunteer program, where the size and placement of the recognition are determined in advance as part of the campaign. Standard language for plaques which recognize financial contributions will read, "This <XXXX> was <partially> funded by a generous contribution by <NAME(S)>."

Recognition may not obstruct or otherwise inconvenience patrons, staff and normal operations; must conform to all applicable APL, municipal, state or federal rules and regulations; and must be consistent with APL's signage standards.

Placement of a plaque or other recognition will be based on the recommendation of support organizations with input from the Library Advisory Board. The Library Director will have final approval and placement responsibility.

Naming – Physical Locations

Honorary naming is the practice of naming a facility, room, area, outdoor space or feature after a significant donor, volunteer or community member and is governed by Municipal Code 3.97, which sets a formal process to form a citizen naming panel and solicit community input. Naming based on financial or volunteer contributions is reserved for extraordinary circumstances such as a significant financial contribution (Gottstein Family Children's Learning Center) or volunteer contribution (Wilda Marston Theatre). To seek honorary naming of a space, the sponsoring entity, usually an APL support organization, shall submit a written proposal to the Library Director. The Library Director, with input from the Library Advisory Board will submit a request to the Mayor or Anchorage Assembly to initiate a citizen naming panel as described in Municipal Code 3.97.030.

The preferred practice for naming branches is location and geographic significance, in order to maintain a sense of community and to easily and appropriately establish location. In instances where a decision is made to recognize an individual(s), the geographical name will be included in the library name.

The preferred practice for naming other spaces is to use naming conventions that are based in nature (Beluga Room), physical description (Atrium) or traditional Dena'ina names.

Naming – Programs and Collections

The following naming opportunities fall outside the scope of Municipal Code 3.97 and are at the discretion of the Library Director, with input from the Library Advisory Board.

APL may solicit and accept sponsorships for events, programs and operations, with a benefit being program naming rights, such as the "Acme Corporation Live at the Library Concert Series." The timing, size and scope of the sponsorship may be negotiated on a case-by-case basis and must conform to this policy.

A collection accepted under APL's Collection Management Policy may be given name recognition, determined by the size and disposition of the collection. Collections will be maintained as long as they are relevant to the needs of the community.

Terms

Donor recognition opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. APL reserves the right to expire names and/or recognition plaques after ten (10) years, or upon closure, redesign or replacement of the public place or item that is named.

APL reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances, including but not limited to cases where the donor's character does not reflect positively on APL; and/or the donor has engaged in illegal or unethical conduct, as determined by the Library Advisory Board.

The granting of named recognition pursuant to this policy confers no property rights or interest upon the donor, individual or entity, either in law or equity, actual or implied, real or personal, whether past, present or future. Maintenance, restoration, repair and/or security of items will be assumed by the Library. Donors or organizations who wish to assist the Library and ensure that recognition is maintained or secured on a level that is deemed necessary by the donor may include these costs as part of the donation.

This policy shall be shared with all donors and volunteers who have been recognized or named.

Recommended for approval: Mary Jo Torgeson, Library Director

Approved by: Library Advisory Board, x

Note on proposed changes in 2020:

I made considerable changes from the previous draft, which was long, redundant and confusing. The changes were too big to use track changes, so I summarize the major changes here:

- Reduced length of time that library can remove/alter plaques and names from 25 to 10 years to better reflect the length of time that equipment and finishes typically need to be replaced and removed Library commitment to relocating the plaque: *In such instances the original name shall be honored in an appropriate manner and whenever feasible existing dedication and cornerstone plaques will be moved to a replacement facility for display.*
- Removed references to corporate logos – they were conflicting. Instead, I put that donor recognition signage must conform to library sign standards
- Removed reference to art, as that doesn't seem to apply to naming: *Art that is created under the funding requirements for public buildings and facilities according to Municipal Code 7.40 shall be selected, implemented and placed according to the Code.*
- Updated to match MOA requirement to consider Dena'ina names in the process
- Simplified everything
- Updated examples to more recent ones (e.g. replaced Ann Stevens Room and Kathryn Cotton Volunteer Program with Gottstein Family Children's Learning Center and Beluga Room)