

Municipality of Anchorage  
 Library Advisory Board Agenda  
 TEAMS Virtual Meeting  
 December 16, 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, Dec 16, 2020	Chair	1 min	
Approval of Minutes –Oct 21 and Nov 18 Minutes	Chair	4 min	
Mission Moment: Technology updates	Hartz	20 min	
Recognition and Naming Policy	Director	10 min	Approval
LAB Strategic Plan Review	Chair	10 min	
Assembly Thank you	Chair	5 min	Approval
Staff Updates Director Report	Director	20 min	Discussion
Next Board Meeting <ul style="list-style-type: none"> <li>• Jan 20, 2021, 5:30-7, TEAM Virtual Meeting</li> <li>• All Board retreat Feb 27, Saturday, 9:30-Noon</li> </ul>			
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			<b>Guests</b>
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"> <li>• Agenda approved (Cristy/Jamie).</li> <li>• Minutes of 9.16.20 approved (Lo/Wei).</li> </ul>	
Discussion/ Action Items	Discussion	Action
	<ol style="list-style-type: none"> <li>1. <u>LAB advocacy</u>. Discussion regarding testimony at upcoming Assembly finance meetings.</li> <li>2. <u>Term limitations and slate of officers</u>.</li> <li>3. <u>Director's Report</u> (attached). Highlights:               <ul style="list-style-type: none"> <li>• "Community Service" and "Library Supervisor of the Year" were awarded.</li> <li>• Tiles are still delayed (Mary Jo feels that she'll be dead and gone before the tiles are actually installed.)</li> <li>• Every day, people are bedding down in front of the Mt. View branch.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Board members are encouraged to call re: testimony the day before meetings on 10/27 and 11/4.</li> <li>2. (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."</li> </ol>
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.	

**Municipality of Anchorage  
Library Advisory Board  
Minutes**

Date: November 18, 2020	Location: TEAMS meeting
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Board Members				Staff	
X	Jamie Lang, Chair	X	Lucy Flynn O'Quinn	Mary Jo Torgeson, Director	
X	Sarah Switzer, Vice Chair	X	Nancy Hemsath		
X	Cristy A. Willer, Sect'y	X	Wei Cheng		
X	Barbara Jacobs			<b>Guests</b>	
X	Lourdes Linato-Crawford				

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

Retreat.	Information / Findings / Conclusions / Recommendations	
Call to Order	5:34 p.m.	
Land Acknowledgement	The Chair recognized that we were meeting on the traditional land of the Dena'ina people.	
Person to be heard	None.	
Mission Moment	None.	
Consent Agenda	<ul style="list-style-type: none"> <li>• Agenda approved (Nancy/ Lo and Lucy).</li> <li>• Minutes of 9.16.20 were not reviewed due to a computer glitch; they will be reviewed at the November meeting.</li> </ul>	
Discussion/ Action Items	Discussion	Action
	<ol style="list-style-type: none"> <li>1. <u>Recognition and Naming Policy</u>. The board discussed changes to this policy re: simplification, adding sponsorship, and reducing the amount of time that a name could be applied.</li> <li>2. <u>LAB Strategic Plan Review</u>. Advocacy efforts were discussed re: successful and less successful strategies. (a) Written testimony is more successful, especially now; (b) Next year we should talk to Mayoral candidates; (c) Write summarized points to Assembly members ahead of testimony. (d) Thank-you notes should go to the whole Assembly.</li> <li>3. <u>Director's Report (attached)</u>. Discussion centered on Covid responses (expiring library cards, people sleeping outside, closures). A positive experience with personal librarian service was shared on Instagram. Libby now has a "dyslexic font," transforming a book's font to one easier for dyslexic folks to read. Mifi's are now available; staff are calling social service agencies to let them know.</li> <li>4. <u>Format of Board Meetings</u>. Suggestions for change: do check-ins (but manage the time allotted); roll-call to include what we're reading; un-silo the written Director's Report; Follow Strategic Plan more closely.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Motion:</b> Table review/approval until this policy has been passed through the legal department (Lucy/Cristy).</li> <li>2. Lo will draft a thank-you letter to the Assembly for their support..</li> <li>3. Sarah suggested the addition of a Mission Moment on ways that services are changing, e.g. people asking for homeschooling help.</li> </ol>
Comments	Mary Jo asked for suggestions to fill board vacancies.	
Adjournment	Meeting adjourned 6:52 (Lucy/Barb).	
Next Meeting	December 16, 2020	



## 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 programs and collections, 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. It is the preferred practice of the Library to give consideration of traditional Dena'ina names when conducting the naming process.

The naming of buildings, fixed facilities and public places is addressed in the Anchorage Municipal Code, Chapter 3.97. This policy augments the Code for issues unique to Anchorage Public Library.

### APPLICABILITY

This policy covers the practices of (1) displaying physical recognition, such as a plaque or signage; (2) naming a program or collection to honor a significant donor, volunteer, or community member; and (3) naming a facility, room, area, outdoor space or feature. 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.

### AUTHORITY

Recognition and naming a program or collection are at the discretion of the Library Director, with input from the Library Advisory Board and the support organizations. Naming of a facility or other public space shall be done in accordance with Anchorage Municipal Code 3.97. APL has the right to decline any gift and/or reject naming proposals.

### POLICY

#### 1. **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 signage standards.

## 2. Naming – Programs and Collections

Naming of programs and collections, including events, are at the discretion of the Library Director, with input from the Library Advisory Board, and are outside the scope of AMC 3.97.

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 if they are relevant to the needs of the community.

## 3. Naming – Public Locations

Naming of public places are governed by Municipal Code 3.97, which sets a formal process to form a citizen naming panel and solicit community input. APL may recommend naming based on financial or volunteer contributions which 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 organization may submit a written proposal to the Library Director. The Library Director, with input from the Library Advisory Board, may then submit a request to the Mayor or Anchorage Assembly to initiate a citizen naming panel as described in AMC 3.97.030.

The preferred practice for naming library branches is by location and geographic significance, 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), APL shall recommend that the geographical name be included in the library name.

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

## 4. 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 recognition plaques or signage, and program or collection names after ten (10) years, or upon closure, redesign or replacement of the 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. This policy shall also be posted on APL’s website.

**Recommended for approval: Mary Jo Torgeson, Library Director, December 11, 2020**

**Approved by: Library Advisory Board, December 16, 2020**

## 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)



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December 4, 2020

Anchorage Assembly Members  
Municipality of Anchorage  
632 W. 6<sup>th</sup> Avenue, Suite 250  
Anchorage, AK 99501

Dear Anchorage Assembly Members,

First, I would like to convey our thanks for all you do for the citizens of Anchorage. We realize the challenges that you face now and in the days ahead and we know you will meet them with grace and fortitude.

As members of the Library Advisory Board, we want to express our appreciation for your support of the Anchorage Public Library. We were thankful that the proposed Mayor's budget contained no cuts to the Library and funded much needed programs utilizing the monies derived from the alcohol tax and the operating fund budgets.

The Library had two great unmet needs made even more urgent by our current pandemic crisis: increased funding for digital materials and an additional IT coordinator to help manage the Library's complex IT requirements. There has been a surge for digital materials and help with on line education as well as the needs of our community in finding resources to help with daily life (jobs, housing, economic help, etc.). It is important that the Library be able to provide these services as the Library is the heart of the community. Its mission of being the "hub" of communications during the pandemic is a prime example of its essential nature. The Library Advisory Board believes that the library will be critical in getting citizens back to work and connections to information and resources, equity, diversity and inclusion by providing materials and cultural programs centered on social justice.

We appreciate that the Assembly understood our request and approved funding: for a 30 hour/week computer technician; to support the Library Community Resource program; and for an Early Literacy Librarian.

Jamie Lang  
Library Advisory Board, President



MUNICIPALITY OF ANCHORAGE

## Education & Skills for Life

### Recent Accomplishments

- Samantha (Youth Services) presented sessions 1 and 2 of Round 1 of the LENA (Language ENvironment Analysis) early literacy program to four families (five participating children)
- 11 virtual story times, 211 people had at least a 1 minute video view. It is reasonable to assume over 400 people watched.
- This month we tried several thematic story times that were advertised in advance. This includes 29 screens (potentially 60 or more people) at Native Heritage Month storytime (led by Elizabeth). Other special storytimes were Around the Table (Linda) and etiquette (Claire).
- Outreach partnership , Kelsey (Youth Services) spoke at two virtual Countdown to Kindergarten events to talk about current library services
- Red (Muldoon) presented another online storytime and launched a new Facebook feature: "Muldoon Book Report."
- Meneka (Adult Services) presented at the Future Librarians & Information Professionals (FLIP) meeting about MLIS studies through UW and answered questions about getting an MLIS on November 20.
- Kristine Nelsen (Adult Services) presented four Zoom classes to ACTS students on how to use Libby and get library cards (approx. 12-15 participants in each class). She reports: "students and teachers were pleased, and I've been asked to come back after winter break to do another presentation."
- Adult Services staff are creating "Library in a Box" kits, featuring small collections of books and materials including (but not limited to) Alaska History, Mushroom Hunting, Knitting/Crocheting, and Parenting

### Next Steps/Coming Soon

- Registered six families (six children) for the second round of the LENA early literacy program, beginning January 2021

### Limiting Factors/Concerns

- Adult Services, Patron Services, Youth Services, Muldoon and Eagle River were short staff due to COVID-19 exposure and illness.

## Bridge to Information and Resources

### Recent Accomplishments

- Launched the MiFi's at Loussac, they are about 60% checked out at this time.
- Loussac YS staff answered 65 personal librarian requests giving out over 1,000 items!
- *Quote from CRC user:* "You have given me faith when all seemed to be lost. My boys are very excited that they may have a place to call mom's home very soon. You have provided that during a very desperate time. Thank you for all the hard work and time you have taken to provide us with hope for an amazing future." – Customer applying for a particular housing program



- Social Media campaigns for: BookFix, Mango (Thankful Thursdays), Alaska Collection (Native American Heritage Month), and NaNoWriMo (Writing Prompt Wednesdays/CE Virtual Events)
- MiFi circulation had a soft open at MV. We checked out devices to patrons who had been sitting outside to use the library wifi. MV staff assisted them with device set up, and updated library cards. Patrons were very happy with the service, and grateful for at home Wi-Fi
- Started a subscription for SpringShare to provide a chat reference to our patrons.
- Kristie (Adult Services) has created “how to” and “how we do” videos on our new You Tube channel

### Next Steps/Coming Soon

- Virtual book clubs for youth to come in January
- Working on more outreach through middle school and high school video announcements (Jon)
- Community Resource Coordinator, Rebecca, facilitated presentations by the YWCA and Meneka at AS to the VA Domiciliary around job resources at the library (Oct) and presented solo at the VA Dom. for their Recovery Fridays morning meeting
- Meneka, Misty Rose, and Ziona, coordinating with family shelters to provide access to MiFi’s and (upcoming) Chromebooks when available
- Continued partnership with Covid Peer Leader Navigators at AK Literacy Project, providing additional community resource guidance
- Train and implement SpringShare to provide patrons chat reference services.

### Limiting Factors/Concerns

- The purchasing process has slowed the implementation of our new online registration and verification system eCARD.
- Our vendor has further delayed our order of Chromebooks. We have asked them to provide us with an alternative model that we can get sooner.

## Building Community

### Recent Accomplishments

- Forty library locations around the state participated by passing out ballots and promoting books get our vote which was funded by a grant from the state library. Over 12,000 ballots were distributed! 1,081 ballots were returned, and Pete the Cat was elected president of Alaska!
- In partnership with RurAL CAP, the CRC team supported a donation drive in the Loussac parking lot on 11/22. Collected items will go to RurAL CAP’s outreach team who work with people who are unsheltered.
- Chugiak-Eagle Library hosted virtual writing events each Saturday. By the last week, the number of attendees had doubled.
  - Quote *“It was great writing today. I got 1800 words. And my daughter wrote 7 stories also during our time. I am looking forward to being a part of more future endeavors.”*

### Next Steps/Coming Soon

- Mountain View Community Council is planning a Holiday Drive Thru a contactless drive through holiday event for the neighborhood.

### Limiting Factors/Concerns

- Rising COVID-19 cases has made in person programs and outreach very difficult.

## Internal Goals and Strategies

### Recent Accomplishments

- Hired Ziona Brownlow, Assistant Community Resource Coordinator! Ziona has worked in clinical, case management and shelter settings and brings a great skill set and knowledge base.
- Microfilm machines arrived and were installed; Adult Services completed training with the vendor.
- 2021 Operating budget: maintained 2020 levels. We were able to add a Part-Time IT Technician and early literacy coordinator (funded through the alcohol tax). Our Community Resource Coordinator program was funded through CARES/FEMA funds. Thanks to board and community members who advocated! You made the difference!
- Ordered technology through CARES dollar, including automatic accurate door counters and an online verification tool to make it easier to immediately use all of our products with no limitations
- Equity, Diversity and Inclusion: almost all APL staff attended a Muni/Library-sponsored event with presentations from Dr. EJ David and Dr. Kevin Nadal on implicit bias and micro-aggressions.
- Facilities: CARES Act-funded furniture is starting to arrive. All locations will look good and be able to set up for social distance when we reopen.
- Hold requests are double our 2019 numbers, which is more labor intensive.
- Mountain View completed some renovation projects, wainscoting and a chair rail.



### Next Steps/Coming Soon

- Small groups will discuss the presentations at our December meeting.

## Library Board Updates

### Recent Accomplishments

- Board and volunteer outreach to Assembly Members, lead by the Library Advisory Board, for budget this fall resulted in the success of our 2021 budget requests.
- ALF board reps met with the Mayor to discuss the Alaska Room on the 2021 Bond and advocated for a Library and Senior Center COVID Recovery bond. We are forming a community task force to help with the development of the Alaska Room.
- ALF: End of year giving push: letters out in late November, Giving Tuesday email raised over \$2K from 32 donors, Pick.Click.Give starts 1/1/21! It will be harder to promote without our in-house promotions, so we're looking at other ways to get the word out.

### Next Steps/Coming Soon

- The Library Foundation is forming a Mayor's Task Force for the Alaska Room to gather community input on design and promotion of the project with an initial meeting in January to help with bond promotion.