

Municipality of Anchorage
 Library Advisory Board Agenda
 Microsoft Teams Virtual & In-Person Meeting: November 17, 2021, 5:30 to 7 PM

Attendance	Member
_____	Debra Bronson
_____	Lo Crawford
_____	Dennis Dupras
_____	Travis Gularte
_____	Nancy Hemsath
_____	Barbara Jacobs
_____	Alice Qannik Glenn
_____	Doug Weimann
_____	Cristy A. Willer
_____	Teen Advisory Board Member (Vacant)

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

Agenda

Topic	Leader	Time	Action
Call to Order	Nancy Hemsath	5:30	
Land Acknowledgement	Nancy Hemsath	5:30	
Introduction of New Members	Sami Graham	5:35	
Roll Call and Check-In (currently reading)	Nancy Hemsath	5:45	
Persons to Be Heard	Nancy Hemsath	5:55	
Approval of Agenda	Nancy Hemsath	6:00	
Approval of Minutes, 10/20/2021	Nancy Hemsath	6:05	
Voting on new officers	Nancy Hemsath	6:10	
Mission Moment: Inter-Library Loan	Lina Kianipour	6:25	
Policy Update: Inter-Library Loan	Jacob Cole	6:40	
Board Comments and Adjourn	Chair	6:50	

**Municipality of Anchorage
Library Advisory Board Minutes
Microsoft Teams Virtual Meeting: October 20, 2021, 5:30 PM**

Attendance	Member
E	Wei Chang
X	Lo Crawford
X	Lucy Flynn O'Quinn
X	Nancy Hemsath
X	Barbara Jacobs
E	Jamie Lang, Chair
X	Alice Qannik Glenn
X	Sarah Switzer, Vice-Chair
X	Cristy A. Willer, Secretary
vacant	Teen Advisory Board Member

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

Staff Present

Judy Eledge, Stacia McGourty

Call to Order

Sarah Switzer called meeting to order @ 5:34.

Land Acknowledgement

Sarah Switzer shared the Land Acknowledgement.

Person(s) to be Heard

None.

Approvals

Minutes of September 15, 2021 were approved (Barb/Lucy); Agenda of 9/15/21 was approved as amended to move "Community Resource Staff" Mission Moment to November meeting (Cristy/Nancy).

Mission Moment: "Community Resource Staff" is moved to the November LAB meeting.

Director's Report – Judy Eledge presented the written "Director's Report."

Policy Updates

- Group Study Room Policy (draft 10/06/2021)

- This policy would not affect Garish, Mountain View, or Muldoon branches at this time, as they don't have study rooms.
- The second bullet of "Usage Rules" needs a period.
- Lucy will reword the 5th bullet and send to Judy.
- Nancy will provide a rewrite of the 9th bullet at the November meeting.
- Nancy requested that "Library" be standardized to be either capitalized or not.
- The LAB passed a **motion** to table approval of this policy until a review of suggested changes takes place (Cristy/Nancy).
- Posting Policy
 - A question was raised regarding whether distribution of postings to branch libraries is Loussac's responsibility or not. Jacob will clarify.
 - As "Posting decisions may be appealed to the Library Advisory Board" has been removed in the revised policy, Judy will write a memo to staff regarding how appeals to this policy will be made. The LAB passed a **motion** to table approval of this policy until the appeal process is clarified (Nancy/Barb).

Library Advisory Board Resolution

The LAB passed a **motion** to support "A Resolution to the Anchorage Municipality Assembly Opposing Moving the Anchorage Public Library under the Parks Department" (Cristy/Nancy).

Next Meeting

November 17, 2021

Education & Skills for Life

Recent Accomplishments

- Nancy Clark presented to Emporia State Univ's MLIS Disaster Preparedness class about earthquake preparedness in libraries.
- Chugiak-Eagle River Youth Services presented a Scout patch event for scouts of all kinds.
- Chugiak-Eagle River hosted a homeschool event re: eBooks for homeschoolers.
- Mountain View Youth Services hosted a weekly Saturday drop in LEGO Club
- Mountain View Youth Services, Keelin Baughman, wrapped up our scheduled outdoor programming for the season after holding 8 outdoor story times.
- Muldoon Branch had our first Community Resource Party. APL's CRC team was joined by staff from WIC, SNAP, and Nine Star to assist Northeast Anchorage residents seeking food, financial, housing, and employment assistance. We had a total of 25 participants.
- Muldoon's AHD COVID/Flu vaccination clinic served 66 residents—at least a third were seniors receiving their third booster shot.
- Muldoon is partnering with Best Beginnings to maintain a Little Free Library at Chanshtnu-Muldoon Park
- As a grantee of funds from the Municipal Health Department, we have purchased books for distribution through the Food Bank of Alaska and Title I schools as well as materials for setting up new Early Literacy Stations. (Staff: Elizabeth Nicolai, Samantha Blanquart, Linda Klein)
- Weekly storytimes continue to be well attended. With ten feet marked off from the performers' area to seating, attendees respect the "stage" boundary and wear masks. Many patrons have given favorable comments on how YS is handling in person storytimes with their safety in mind. In October we have 10 traditional storytimes for 298 people.
- Self-Guided Storytimes premiered at Loussac Library. These events were able to run for longer with less direct staffing and allowed caregivers and children to explore early literacy principles and activities (such as stories and crafts) on their own pacing. We had one on every Saturday in October and every week they were better attended. (Kelsey Skrobis, Elizabeth Nicolai)
- Asynchronous programs; we continued to offer a variety of asynchronous programs to allow patrons to have fun opportunities whenever they came into the library. They have been growing in popularity greatly. They were available at all five locations.
 - In Library Asynchronous Programs are scavenger hunts and polls. 208 pre-readers and 148 readers completed scavenger hunts about letters or how to use the library catalog. 231 teens participated in polls. This means 587 people participated in an asynchronous program inside the library program.

- In October, we offered programs to go in partnership with Girl Scouts of Alaska that featured STEM skills such as binary computational thinking and algorithms. All 310 packets were taken home by patrons.
- Youth Services Outreaches this month included: Tuesday Night Races and Enchanted Trail events in partnership with Parks and Rec. Staff also did a virtual visit to KCI Head Start as well as a video storytime for Creekside Park Head Start families. (Samantha Blanquart)
- Teen outreach included a visit from the Kusilvak Career Academy who brought 15 teens to the library. And Stellar High School brought 25 teens to the library. (Jon Ebron)
- LENA classes continued for families interested in improving their talk and early literacy child development skills. Six families continued the 10-week program. (Samantha Blanquart)
- Countdown to Kindergarten events continue in partnership with ASD, this month ASD hosted it on Zoom. (Samantha Blanquart)
- Adult Services Outreaches jointly coordinated and attended by Meneka Thiru and other APL staff this month included: MV Trunk or Treat, Housing Lab, Muldoon Resource Party, 2 Bony Sosa Tuesday Night Races and the Enchanted Trails event, and the Bettye Davis Summit.

Next Steps/Coming Soon

- LENA Start continues at Muldoon and all the families attending are projected to graduate in December.
- The Fundamentals of Early Literacy video class has been approved for one continuing education credit through Alaska SEED (System for Early Education Development). We are now working on plans to advertise it to caregivers.
- Meneka Thiru is coordinating possible programs in collaboration with the CRC Team, United Way of Anchorage, and Somos Spanish Immersion School.
- Kristie Nelsen coordinated with OLE course scheduler for a 4-week class on using library resources to be presented January 2022

Bridge to Information and Resources

Recent Accomplishments

- Book or Treat Halloween Event was a great success on Saturday October 30th. We had about 168 parents and students in the library. The event with two fun craft ideas, then did a scavenger hunt and finished with stories being read to the children. A special thanks to Assemblyman John Weddleton for coming to read to our students and bringing comic books with him! Another thanks to Portia Noble, Municipal Community Engagement, Elizabeth Nicolai, Youth Services and Jody Young in Youth Services for all their help.
- Nancy Clark presented an update to the Birchwood community council. Reaction to the news of electronic magazines was enthusiastic.
- Gerrish Library hosted two Flu and COVID-19 Vaccine clinics. Both were well attended.
- Mountain View Flu and COVID-19 Vaccine Clinic served 55 individuals.
- Mountain View hosted a Crafting Healing Charms event to bring awareness to healthy relationships as part of Domestic Violence Awareness Month.

- Collection Management Services: 4,169 new items selected and ordered, 3,511 new items processed and distributed by Technical Services, an additional and 2,175 items handled by all department staff for collection maintenance
- As part of an ongoing partnership with the local Barnes and Noble bookstore, Jon Ebron sends a list of books that will be featured on the Teen Underground Instagram to be featured on a Teen Underground themed endcap display. The display is located in the teen area of the bookstore in mid-town Anchorage and connects customers to our social media and website.
- Meneka & Samantha tabled at 3 Parks and Recreation event: 2 Bonny Sosa Tuesday Night Races and the Enchanted Trails event. Over the 3 events, they talked to a total of 343 people.
- Rayette, Keelin, Jon, & Meneka tabled at the Bettye Davis Summit, hosted by the Alaska Black Caucus. They talked to about 40 people.
- Andrew, Kristie, Nicole, and Meneka created, edited, and captioned several book-talk and instructional videos for YouTube and social media.
 - Topic include:
 - Spooky Season Reads (Nicole and Kristie)
 - Staff Picks (Kristie)
 - Freegal playlist for Native American Heritage Month (Kristie)
 - Hoopla (Kristie)
 - MiFi language settings (Kristie)
 - Native American Heritage Month reads (Andrew and Elizabeth, YS)
- Sarah Preskitt and Nicole Levinson completed an update of the resource guides featuring links to library and statewide information on Alaska Native communities and cultural groups.
- Both ILL and 800# have both continued to be a great help to the APL patrons and the larger communities around Alaska.
- Patron stories
 - From Sarah Preskitt:
 - A patron reported on 10/19 that she enjoyed the small Alaskana Display on the 2nd floor. She said it helped remind her that there were Alaska books on the 3rd floor and this display helped keep her up to date on the new items and hidden gems.
 - From Nicole Levinson:
 - Patron who completed the gardening program this summer reached out to let me know her nasturtiums are still doing well and to ask about the seed pods that were developing. Was able to provide her information about how to harvest and preserve the seeds for use next year.
 - On 10/30 I had a fun interaction with a young girl who was fascinated by the fabric pumpkins on our display. I assisted her mother with downloading the craft so they could make their own pumpkins at home.

- **Adult Service Statistics: Informational Services**

Telephone reference calls answered	301
Account questions answered	375
Computer questions answered	2724
Directional questions answered	1026
Ready reference questions answered	1085
Reference/research questions answered	91
Ask a Librarian questions answered	111
Chat questions answered	13

Next Steps/Coming Soon

- Meneka is coordinating with Chugach Manor to have a library presence at a senior resource fair in the spring.
- Meneka is planning to present library resources to seniors at the Aspen Creek Senior Living Center when it is safe for residents, probably in the new year. Had planned for November, but a spike in COVID cases caused that to be postponed.
- Meneka, Jim, and Nicole are continuing to reach out to agencies that serve seniors to find opportunities for partnership and collaboration.
- On Feb 9, 2022 at the OPAGA breakfast in the library we will kick off a monthly series of Senior events.
- Jim Curran and Jan Hardy of the OPAG have begun the conversation on Senior events by organizing books clubs for seniors in assisted living. Meneka is working to expand those clubs.
- Meneka is working with the Anchorage Museum on creating book lists for two more upcoming programs and other collaborations around Museum exhibits.
- Meneka is working with Native Student Services at UAA to create book lists for their students and upcoming programs.
- Andrew is waiting on response to emails sent to the group in Savannah marked as occasional to reengage them in the library before they are removed from our system from non-use.
 - We hope that this and future email campaigns like it will bring patrons back into the library and to use library services they would be interested in.
- Sarah Preskitt will continue to update current resource guides and plans to add an intro to research guide by the end of the year.
- AK Collection: We are excited to be working on the AK Collection to restore and find out the value of both rare books and art we have here. We met with an appraiser who gave us great information. A big thanks to Sarah Preskitt, AK Collections Librarian, who has single-handedly been working to sort items.

Building Community

Recent Accomplishments

- Chugiak-Eagle River hosted the Illustrating Alaska traveling exhibit featuring Alaskan book illustrators.
- Gerrish Library tabled at Girdwood PTA's Trunk or Treat event. Attendees commented how excited they were to see the library there. We gave out candy and donated books.

- Mountain View partnered with the MVCC for a Halloween Trunk or Treat Drive-Thru event
- Mountain View coordinated outreach table at the Bettye Davis African-American Summit.
- Meneka met with the Consular Office of Japan to explore ideas for future collaborations and connected them with the Language department at UAA.
- Rayette & Meneka tabled at the MV Trunk or Treat event on Halloween.
- AS started opening the Raven and Moose rooms up for study time to patrons when the rooms didn't have a reservation booking. There were 13 sessions booked in October between the Raven Room and the Moose Room at Loussac.
- Adult Services Programming: 13 programs, 78 attendees, and 384 outreach connections.

Next Steps/Coming Soon

- Judy helped coordinate a Senior Citizen Day for Wednesday, December 15 from 12:30 – 2:30pm. We are currently working with several organizations to ensure seniors can be transported to the event. We are planning a light lunch/snacks and will be asking our Friends and others for small mini grants to pay for the lunch and some charges from Anchor Rides, which is the only handicapped transportation. Seniors ride free on buses, every Wednesday, so that will help. Please let me know if you are interested in receiving more information from us or would like to help in any way. We are focusing on seniors who live alone

Internal Goals and Strategies

Recent Accomplishments

- Meneka received a Library Foundation grant to fund a project to learn and get feedback from linguistically diverse communities in Anchorage. She has met with 11 people so far and is continuing to meet with community members and compile feedback received.
- Judy visited all Library locations and was able to see the great work that is being done in each of our community locations.

Next Steps/Coming Soon

- The Expectations for Public Interactions committee is pausing work until 2022 and will resume early next year to develop a training and talking points for staff doing outreach (Meneka)
- Kristie is testing new auto-caption features in Premiere Pro for future videos.
- In the process of completing some of the projects that were bonded in April 2021. We are also collecting other projects and forming a priority list. Our main objective is to work on replacement of items such as repair or replacement of the windows (leakage) at the Loussac Library. We want to avoid damage such as the 2017 flood.

Limiting Factors/Concerns

- Illness, close contacts, and leave have made staffing service points difficult this fall.



ANCHORAGE PUBLIC LIBRARY

Interlibrary Loan Policy

Definition

Interlibrary loan is the process by which a library requests materials from, or supplies material to, another library when not owned by the requesting library.

Purpose

Interlibrary loan is used to obtain, upon request of a library user, material not available in the user's library.

Policy

An Anchorage Public Library (APL) card holder with full privileges may request materials through interlibrary loan. If the account is blocked because of fines or other reasons, these must be resolved prior to placing a request for or receiving materials through interlibrary loan. **Non-resident APL card holders may use APL's interlibrary loan service but material(s) must be picked up at and returned to the Anchorage Public Library.**

Municipal residents who hold a card with another Anchorage library system or with APL's library catalog partners (including UAA, its satellite campuses and ARLIS) must register at APL and verify their address before placing an interlibrary loan request through APL.

APL will request materials not found in the library catalog but are available through the WorldCat OCLC database. **APL will request items directly from a library that does not use online databases if the item's availability has been verified and the loaning library will accept a fax, email or mail request.**

Request restrictions and loan parameters include, but are not limited to, the following:

- Reference books or books published in the **current year** are not loaned. Special permission may be granted by some libraries.
- Entire issues of periodicals are not loaned. Photocopies of specific articles may be requested if in compliance with current copyright laws. Copyright laws restrict a library from copying entire issues of periodicals as well as the number of articles copied from a specific periodical. Requests for photocopies from periodicals found in APL's catalog will be cancelled. Patrons are encouraged to go directly to the owning library to obtain photocopies from periodicals held by other libraries within the Municipality.
- Genealogical material will be requested. However, APL does not lend such material. Requests can often be filled with photocopies if enough information is provided when requesting the item, e.g. source verification, page, title, etc. Full names are preferred and limited to three full names per request.

- Photocopies will be requested for patrons. However, APL does not photocopy more than 20 pages.
- Dissertation requests must include verification that the title exists and a location where it can be obtained.
- Media will be requested for patrons. However, APL does not lend media out-of-state.
- Mass paperbacks will be requested for patrons. However, APL does not lend mass paperbacks out-of-state.
- Current year publications and items new to the collection will not be lent by APL until demand within the Municipality has been met.
- APL accepts subject requests.
- APL accepts requests from libraries by fax, online, email or mail.

Patron item limits are defined in APL's *Circulation Policy* (<http://www.muni.org/Departments/library/Policies/circulationpol.pdf>).

Requests are generally handled first come, first served. If an item is needed before the normal two to six week process period, the patron may have to pay for special mailing processes.

Loan periods, replacement charges, use restrictions and renewals are set by the lending library. APL enforces the lending library's stipulations. Renewal requests must be made directly to APL's Interlibrary Loan department by email, phone or mail. Renewal requests must be submitted before the due date.

Patrons are responsible for any additional charges associated with a request (bill for replacement, damages, etc.). APL charges a fee for all filled requests to recoup postage costs. This charge is a calculated average of the current industry fee and is subject to change. Patrons are responsible for any charges APL assesses in association with a request. These charges will be paid upon receipt of items or applied to the patron's library account. Failure to pay charges can result in library card suspension.

Recommended for approval: Library Advisory Board
Approved By: Karen Keller, Library Director

Date: November 17, 2010
Date: November 17, 2010



INTERLIBRARY LOANS

DEFINITION & PURPOSE

Interlibrary loan (ILL) is a network of participating libraries that allows library cardholders to request materials from participant libraries through OCLC Worldshare system.

The Anchorage Public Library recognizes that the sharing of material between libraries is an essential service to the vitality of all libraries.

POLICY

Anchorage Public Library provides the ILL service for its library cardholders with full borrowing privileges who are looking for materials that are not available through the library catalog.

Municipal residents who hold the APL card must provide/ update current contact information before placing an Interlibrary Loan request.

CONFIDENTIALITY

The confidentiality of library users will be maintained in ILL transactions.

INTERLIBRARY LOAN PARAMETERS

Anchorage Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that the other libraries may not lend certain types of materials:

- Photocopies or special permission may be granted for reference materials.
- Photocopies of periodicals may be requested if in compliance with current copyright laws.
- Current copyright laws prevent the library from using electronic images from booksellers or photo-sharing Web sites. Likewise, any content found on WorldCat.org, or any content on the Web sites of the member libraries that have been discovered via WorldCat search results or records is the property of OCLC, its content suppliers, or its member libraries, and is protected by the United States and international copyright laws. Content on other public Web sites linked to WorldCat records, such as an author's home page, may also be protected by these laws.
- Genealogical materials may be requested. Requests can often be filled with photocopies if enough information is provided.
- Media materials may be requested.

TURNAROUND TIME AND LOAN PERIOD

Time required to receive requested materials can vary considerably, depending on availability of material, location of the lending library, and shipping method. Some materials may arrive in one business week, while others may take weeks. When making an ILL request, the patron should indicate any deadline for receipt of material and whether the material will not be needed after a given date. Requests will be processed in the order in which they are received.

The lending library determines the loan period, which can vary from 2 to 4 weeks. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Anchorage Public Library.

Loan periods, replacement charges, use restrictions, and renewals are set by the lending library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal can request through his/her ILL account or by contacting the ILL office.

If the lending library charges more than ILL will cover, (APL pays up to \$10) the patron may be asked to pay the balance.

Patrons are responsible for any additional charges associated with a request, (bill for replacement, damages, etc.). These charges will be paid upon receipt of items or applied to the patron's library account. Failure to pay charges can result in library card suspension.

PROCEDURE FOR PLACING A REQUEST

An Interlibrary Loan request may be submitted in person, by phone, or online. When the requested material has arrived, the patron will receive a notification through the system or a phone call made by staff. Patron is expected to pick up the ILL item. Items that are not picked up within that loan period will be returned to the lending library. A patron who fails to pick up the material borrowed will still be expected to pay any additional fees incurred.

LENDING TO OTHER LIBRARIES

Anchorage Public Library will lend items to other libraries through the OCLC lending system except for the following types of materials:

- New materials that have been in the collection for less than six months.
- Reference materials. Photocopies may be made in compliance with current copyright.
- Genealogy. Photocopies may be made in compliance with the current copyright.
- Media materials (except the Alaskan libraries).
- Rare or valuable material.
- Materials that are in use or reserved.
- Damaged materials in need of repair.

APL accepts requests from libraries by fax, online, email, or mail.

APL charges a fee for all filled requests to recoup postage costs (\$10 IFM), except all Alaskan libraries, and some Resource Sharing Group libraries. Items will be lent for six weeks, with a renewal period of two weeks, unless another patron has requested it.

Recommended for approval:

Approved by: