

Municipality of Anchorage  
 Library Advisory Board Agenda  
 Microsoft Teams Virtual & In-Person Meeting: September, 15, 2021, 5:30 to 7 PM

Attendance	Member
_____	Wei Cheng
_____	Lo Crawford
_____	Lucy Flynn O’Quinn
_____	Nancy Hemsath
_____	Barbara Jacobs
_____	Jamie Lang, Chair
_____	Alice Qannik Glenn
_____	Sarah Switzer, Vice-Chair
_____	Cristy A. Willer, Secretary
_____	Teen Advisory Board Member (Vacant)

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

## Agenda

Topic	Leader	Time	Action
Call to Order	Jamie Lang	5:30	
Land Acknowledgement	Jamie Lang	5:30	
Roll Call and Check-In (currently reading)	Jamie Lang	5:35	
Persons to Be Heard	TBD	5:45	
Approval of Agenda, Date	Jamie Lang	5:55	
Approval of Minutes, Date	Jamie Lang	6:00	
Introduction of new Library Director	Judy Eledge	6:05	
Mission Moment: Summer Discovery	Elizabeth Nicolai	6:15	
Policy Updates: ILL, Posting, Group Tour, Donation	Elizabeth Nicolai	6:30	
Staff Updates	Elizabeth Nicolai	6:45	
Board Comments and Adjourn	Jamie Lang	6:55	

## Education & Skills for Life

### Recent Accomplishments

- Mountain View: Job Lab is has returned to MV on Wednesdays 2-5pm, Back to School Field Day had 75 attendees, Poetry Walk series wrapped up
- Muldoon: Red contacted Muldoon area teachers
- Early learning:
  - LENA classes are our parent education classes that encourage early talking in babies under the age 3. Samantha Blanquart concluded a 10 week class and registered five families for the next class that starts mid September.
  - Installed early literacy stations at Brighton Park, AWAIC women's shelter, ANMC WIC and L Street WIC offices and delivered books to Tyonek Terrace (Cook Inlet Housing). See below for the photo of the AWAIC early literacy station.
  - In partnership with ASD and community groups, hosted two Countdown to Kindergarten (C2K) events with 76 families attending and 30 children receiving passports
- Youth Services:
  - Hosted an author talk and book signing with local author, Clare Andrews, for her teen book *Daughter of Sparta*. - 54 people (Jon Ebron and Jody Young)
  - Chickaloonies Premiere Party – 55 attendees. Dimi showed the audience how to draw the two main characters in the graphic novel, while the audience could draw along. (Linda Klein, Elizabeth Nicolai, and Jody Young)
  - Kicked off a year of homeschool events with a Homeschool Start Up Celebration that featured library resources, a tour, and a craft. 21 people (Elizabeth Nicolai)
  - Joined committees working on education issues: Early Literacy Working Group (hosted by United Way) and Nurse Family Partnership Community Advisory Board
  - W/ Alaska Afterschool Network, Elizabeth Nicolai is leading the state group working on LEAP into Science. This curriculum and kit of materials provides fun events that link literature and science concepts for children.
  - 231 program to go packets were distributed across the system for a take home program for children and teens. (Youth Services Staff)
- Adult Services:
  - Nicole wrapped up Gardening Program-to-go series: 690 participation over 7 parts. 150 Packets/Activity Kits were created for each part. Average participation by branch per week was: LL – 42.5/week, MV – 8.5/week, CE – 36.5/week, GR – 4.34/week
  - Helping with Welcoming Week/Civics Fair, which will not be held in person this year. Alternative plan to contact local service agencies to create short “commercials” which could be used in conjunction with other virtual programs being offered.

### Next Steps/Coming Soon

- Youth Services Events
  - Monthly events continuing at all locations: Countdown to Kindergarten, Homeschooling classes,
  - Chugiak-ER: kids' book club, homeschool tour with 20 in attendance. Another will be offered in September.
  - Muldoon: Red has geared up for September's events: Friday storytime in the park, Tuesday Teen Tech Time, Thursday Game Day,
  - MV: Keelin holding Storytime in the Park; Family Storytime Friday mornings.
  - Weekly storytimes resume in September after our annual August break. (all youth staff)
  - New early literacy training will be available on our youtube channel offered for caregivers, especially paid caregivers. There are incentives available for those who complete it. (Samantha Blanquart)
  - Special Bus Parade and Virtual storytime to celebrate the return of Route 85. (Linda Klein and Red Coffey)
  - Program to go kits for teens w/ Alaska Native yo-yos funded by Ak Humanity Forum.
  - Elementary-aged STEAM Program to go kits for w/ Girl Scouts of Alaska.
  - A permanent storywalk will be installed outside Loussac Library this fall (Elizabeth)

### Limiting Factors/Concerns

- Staff shortage due to hiring freeze is making it difficult to cover the desks during open hours and still manage outreach. Staff, especially youth services, are stretched very thin

## Bridge to Information and Resources

### Recent Accomplishments

- Gerrish: presentation to 30 people at the Girdwood Farmers Market; Jamie received her certificate to be a Notary Public and will begin notary services soon.
- Collection Management Services: August by the numbers
  - 3,442 new items selected, ordered and records loaded from our three main vendors (print, leased, media), 3,250 new items processed and distributed, 1,662 items handled for discarding, re-instating, adding, and cataloging/call number changes, 13 original cataloging records created and added to OCLC
- Launched OverDrive's digital magazine package – 1<sup>st</sup> two weeks had 834 circulations!
- Mountain View: People Mover is tabling in the lobby, computer use has increased substantially.
- Youth Services:
  - Books on Buses continues to use books from our donated materials to provide free reading materials on People Mover buses.
  - Samantha Blanquart (early literacy) attended Dimond Market w/ Meneka and spoke to 14 people about library cards, DTX, and LENA Start
  - Partnered with Parks and Recreation for Fairview Back to School Fair - gave away over 800 books, approximately 1200 total attendees, and for the most part, we made contact with every single family! Donated 300 binders and notebook paper from money raised by FOL in support of Readers to the Rescue.
  - Loussac helped 1,664 patrons at the desk. 728 for reference or readers advisory.

- An APL team presented to Cook Inlet Tribal Council staff about library resources.
- Adult Services
  - Reference Statistics: In-Person Questions – 4917, Telephone Reference: 346, LibAnswers: 132 tickets submitted, 130 closed
  - Created a hidden DIY project in foraging display. Statistics 12 QR code scans in 2 weeks
  - Nicole tested equipment to facilitate hybrid library programming\* model using existing infrastructure to allow both in person and virtual participation in the program
  - Kristine presented to 2 Veteran’s Administration Job Clubs, who would like to presentations scheduled on an ongoing basis

## Next Steps/Coming Soon

- Jamie (Gerrish Library) will hold several pop up library/outreach tables throughout the community in September including Girdwood Brewing on September 10, at The Grind on September 15, and for Alyeska Resort staff on September 24.
- Nancy (CE) will be attending South Fork and Eagle River Valley community council meetings in September to share new programs, services, and information after their summer break.
- Working with the Anchorage Health Department, we will have funding to purchase more Early Literacy stations and books to distribute through the Food Bank of Alaska. (Elizabeth Nicolai)
- Nicole (Adult Services) will continue to collect data from “hidden craft” code scans and plan for future displays.
- Community Resource Coordinator team will present at the Anchorage Assembly committee on housing and homelessness to pitch for alcohol tax funds to pay for the program in 2022+.

## Limiting Factors/Concerns

- Jesse Wegman of the New York Times editorial board has canceled event due to the pandemic.
- If Community Resource Program doesn’t get new money from MOA, it will go away after Dec. 31

## Building Community

### Recent Accomplishments

- Rayette, MV Branch manager, and Meneka, Community Engagement Library completed recording 2 of 3 episodes for the Alaska Humanities Forum *Togetherings* program. The overarching topic of the conversation is Library as the Public Commons. Individual episodes are 1) Library as Conversation Space; 2) Library as space; and 3) Library as Access to Information.
- Rayette, MV branch manager, was nominated to the Anchorage Alliance for Violence Prevention (AAVP) Leadership Team
- Keelin and Rayette are attending the Fairview, Russian Jack, Mt. View and Airport Heights Community Council meetings to share library programs/services and events.
- Muldoon:
  - From April to June staff assisted over 150 residents access AK Public Assistance forms so that can apply for SNAP, WIC, Medicaid, and more.
  - Jim attended the North East Community Council for Library Card Sign Up Month

- Hosted Champs summer day camp once a week where the students would get books and engage in fun discovery activities. There was an average of 30 to 40 students for these weekly visits. (Youth Services Loussac staff)
- Nicole (Adult Services) set new Loussac Book Club meeting schedule to accommodate for current Saturday staffing shortages: 3<sup>rd</sup> Tuesday of each month from 12-1:30 pm.
- Kristine (Adult Services) got the Baby Yoda library card sign up web page up and running for library card sign up month.
- Room rentals are bouncing back – August had around 30 bookings. Some fall bookings have been canceled due to COVID concerns

### Next Steps/Coming Soon

- *Togetherings* episode 3 will be recorded in September, broadcast date tbd
- Kristie (Adult Services) will create social media content for Hispanic Heritage month, will host the Bells Across America event and will promote Voter Registration Day.
- Kristie (Adult Services) is coordinating with Science Friday to do a collaboration for the SciFri book club.

### Limiting Factors/Concerns

- The staffing shortage with the hiring freeze makes it hard to cover desks and do outreach.

## Internal Goals and Strategies

### Recent Accomplishments

- Chugiak-Eagle River hosted the August FOL board meeting
- Andrew (Adult Services) finished the ILL 800# grant for the 2022 year.
- Nicole, Stacia, and Sarah (Adult Services) evaluated strategies for assigning/volunteering to AS display spaces.
- Kristie's (Adult Services) draft video standards are completed and are ready to be tested with staff making new video content.
- Kristie (Adult Services) completed the draft revisions to the program proposal form.
- Conducted debriefing discussions on the new Code of Conduct and made some edits after we've had a month to test it out.

### Next Steps/Coming Soon

- Kristie (Adult Services) will get the revised program proposal form on the website with slightly new workflow for staff and patrons.

### Limiting Factors/Concerns

- CE still has 2 vacant positions for an ongoing shortage of 23% of our total staff hours each week. As a result, some tasks are not being completed.

## Library Board Updates

## Recent Accomplishments

- Summer has been slow for the boards – administrative work and gearing up for busier fall season.

## Next Steps/Coming Soon

- FOL looking into a fall book sale in November

## Limiting Factors/Concerns

- ALF and FOL reviewing how to manage workload without Clare.



Photo: One of many new APL early literacy stations being installed across Anchorage. This one is at AWAIC.



## 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.

Municipality 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:

- Reference materials- Photocopies or special permission may be granted.
- Photocopies of periodicals- It 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 will be requested. Request can often be filled with photocopies if enough information is provided.
- Media materials will be requested for patrons.

### TURNAROUND TIME AND LOAN PERIOD

Time required to receive requests material 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 three 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 reserve.
- 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:**





## POSTING POLICY

### PURPOSE

As a service to the community, information bulletin boards and/or kiosks may be available in designated areas of the library for posting library information, government information, public events, and public service information of non-profit organizations. This policy refers to the posting of informational fliers or posters; exhibits are covered by the Library's *Exhibits Policy*. The Library does not post online informational notices or links from the library web page or social media platforms.

### POLICY

Items will be posted based on space available under the following priorities:

1. Library announcements and events
2. Municipality of Anchorage announcements and events
3. Events or programs co-sponsored with the Library
4. Events or programs sponsored by non-profit organizations of general interest
5. Educational opportunities from public and non-profit agencies

Permission to post an item is at the discretion of the Library Director, his/her designee or Library Branch Manager.

The posting organization assumes full responsibility for content. All postings must be suitable for public display. Display items must be of reasonable size in relation to the space available. In general, items should not be greater than 11" X 17" in size. The library will post only one notice per location; the posting organization is responsible for distributing notices to other library locations if multiple postings are desired. The posting of any notice by outside organizations does not imply endorsement or sponsorship by the Anchorage Public Library or the Municipality of Anchorage.

Postings will be removed after the announced date for dated events. Non-dated postings may be removed after thirty (30) days and will be posted no longer than sixty (60) days. Postings may be removed without notification at the discretion of the Library Director, his/her designee or the Library Branch Manager. Postings will not be returned to the organization.

The following items will not be posted:

- Personal notices of items for sale, rent, or free distribution
- Promotion of political candidates, political parties, or an advocacy position on any issue on a public election ballot
- Announcement of religious worship services
- Commercial announcements or advertisements by for-profit organizations
- Legal notices
- Job Postings

Posting decisions may be appealed to the Library Advisory Board.

**Recommended for approval:**

**Approved by: Library Advisory Board,**

**Notes to Board:**

Changes from old policy:

- Added social media platforms to first paragraph
- Added job postings to list of items not allowed



## GROUP VISIT/TOUR POLICY

### STATEMENT OF PURPOSE

Anchorage Public Library is committed to providing the public with informational and recreational resources. To that aim, we make resources and opportunities available for groups to discover the library and its services. To make the most of group visits and limit the impact on other library patrons while best managing staff time, the following policy has been developed.

### DEFINITIONS

A group is 10 or more people not within the same household of residence or family.

### Group Guidelines

- Groups are asked to arrange for visit/tours at least two weeks in advance. If a group is unable to keep its appointment, notification of cancellation is expected.
- Groups larger than 50 people at the Z. J. Loussac Library may be broken into smaller groups for visits. Other library locations reserve the right to limit group size for their facility.
- All members of the group must follow the guidelines of the Code of Conduct.
- Children can not be left unsupervised. Groups comprised of children under the age of 8 should have a minimum of 1 responsible adult per 7 children.
- Groups visiting without making prior arrangements will be given a copy of this policy as well as the Code of Conduct with the request that future visits be arranged in advance.

### Services and Programs for Groups

- Groups of 10 or more people should seek prior approval before planning to join a scheduled library program or event. Not all library events can accommodate larger groups.
- When joining a youth event, additional adults may be needed to help the youth in the group navigate the activities offered. Groups should consult in advance with library staff to plan.
- The following services or programs may be specially arranged with advanced notice of at least two weeks and dependent on staff availability.
  - Tours
  - Specialized reference help or instruction
  - Library card sign ups
  - A Scout Patch for youth
  - Scavenger Hunts
  - Special Storytimes
  - Other programs or tours as requested

**Recommended for approval:**

**Approved by:**

**Note to LAB:**

Changes from prior version:

- Added purpose statement
- Defined group as 10 or more people not within same household
- Increased maximum group size from 35 to 50
- Added some details



## MATERIAL DONATIONS

### PURPOSE

We deeply appreciate community members who wish to support the Library through a donation for the collection. However, we are not able to accept all forms of material donations. This document is intended to provide guidance to Library representatives and offer instruction to donors considering a gift of materials.

### Financial Donations

Financial donations to benefit the collection are encouraged and are made directly to the Library or through the Anchorage Library Foundation or the Friends of the Library.

### Material Donations

The Library accepts donations of like-new materials. Donations of books or media are accepted with the understanding that they will not necessarily be added to the collection. The material is judged by the same criteria as those applied to the purchase of new materials. The Library reserves the right to dispose of donated material through sales at Library fundraising events or discarding.

The Library does not accept the following materials: video cassettes (VHS), audio cassettes, issues of magazines, textbooks, law books, encyclopedias, or condensed editions. Print materials without an ISBN (International Standard Book Number) will not be added to the collection.

Donations of magazine subscriptions will be accepted by the Library subject to the same selection criteria and retention policies as regular subscriptions. The Library requires gift subscriptions to be for a minimum of a two-year period.

The Manager of Collection Management is responsible for the acceptance of all donations to be added to the collection. Any condition or restriction on donated material must be agreed to and stated in writing by the Manager of Collection Management in advance of the Library's receipt of the donation.

Appraisal of value is the responsibility of the donor. A gift receipt providing for a description of the material donated and date of the donation is provided when requested.

### Process for Donating Materials

Please visit the Library's website to see the current processes and specifics on how to make a donation.

### **Recommended for approval:**

### **Approved by:**

**Note to LAB:**

Changes from prior version:

- Added purpose statement
- Remove procedures so we can keep that flexible and update on our website