

Municipality of Anchorage
 Library Advisory Board Agenda
 Microsoft Teams Virtual & In-Person Meeting
 Loussac Library
 February 19, 2025

Attendance

- _____ Debra Bronson
- _____ Megan Cacciola
- _____ Olivia Garrett
- _____ Jen Griffis
- _____ Marc Johnson
- _____ Rachel Odom
- _____ Meneka Thiru
- _____ Cristy Willer

Topic	Leader	Time	Action
Call to Order/Land Acknowledgement	Cristy Willer	5:30	
Roll Call & book recommendations	Cristy Willer	5:35	
Approval of Agenda & Minutes	Cristy Willer	5:45	
Transparent Languages	TBA	5:50	
Director's Report	Elizabeth Nicolai, Acting Director	6:15	
Persons to be Heard	TBA	6:40	
Board Comments and Adjourn	Cristy Willer	6:55	

Municipality of Anchorage
Library Advisory Board Minutes
Microsoft Teams Virtual & In-Person Meeting
Loussac Library
January 15, 2025

(Subject to approval at the February 19, 2025, LAB meeting)

Attendance

PH	Debra Bronson
X	Megan Cacciola
X	Olivia Garrett
remote	Jen Griffis
X	Marc Johnson
PH	Rachel Odom
X	Meneka Thiru
X	Cristy Willer

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

Staff Present:

Elizabeth Nicolai (Acting Director); Amanda Andros (Adult Services Librarian); Rebecca Lampert (Time Administrator)

Guests Present: Margaret Cosgrave (Alaska Library Catalog Director)

Call to Order:

The meeting was called to order by Cristy Willer at 5:35 pm.

Land Acknowledgment:

Cristy Willer acknowledged that the Board meets on the traditional lands of the Upper Cook Inlet Dena'ina Athabascan people.

Approvals:

- Action: The agenda was approved as presented (Member Garrett motioned; Member Cacciola seconded).
- Action: Minutes from the December 18th LAB meeting approved (Member Garrett

motioned; Member Bronson seconded).

Staff Presentations:

The Chilton Auto Repair Database was presented by Amanda Andros, Adult Services Librarian.

Guest Presentations:

The Alaska Library Catalog/Network presented by Margaret Cosgrave, Alaska Library Catalog Director.

Director's Report:

The Director's Report for January was distributed and is on file.

Strategic Plan Update:

As part of the ongoing work on a Strategic Plan, the board was asked to comment on a Public Survey to understand how to better engage non-users. The library plans to hire a third-party company to help craft a public survey around these ideas.

Board Comments:

- Member Cacciola suggested to ask (in the survey) if residents have always been non-users or is it a shift over time.
- Member Cacciola asked if there was anything in the hiring process of the new library director that would indicate where they may be inclined to take the library.
- Member Johnson asked if there is an update on filling the final board seat.

Adjourn:

The meeting was adjourned at 7:00 p.m. Member Thiru motioned; Member Johnson seconded.

Education & Skills for Life

Recent Accomplishments

- Free Play Saturday at Mountain View Library engaged 12 toddlers and their families. This program encourages creativity, social interaction, and exploration through a variety of toys, activities, and sensory materials.
- Lisa Bricker (Youth Services Librarian, Loussac) hosted the first “Explore” program, hands-on STEM programming for children 8 and up themed on auroras for 17 children.
- Loussac Youth Services staff added a second Baby Storytime to Friday afternoons to meet the demand from patrons. Family Storytime on the 1st and 3rd Saturdays also continues to grow in attendance.
- Muldoon Library hosted students from Stream Academy twice in January. Twenty-eight students came with their teachers to research various topics for the charter school’s yearly community project.

Next Steps/Coming Soon

- Chugiak-Eagle River Library will host Budgeting For Teens in partnership with Junior Achievement Alaska in February.

Limiting Factors/Concerns – None at this time

Bridge to Information and Resources

Recent Accomplishments

- Misty Rose Nesvick (Communications) is now co-hosting a Friday morning radio segment on Magic 98.9. During that segment she connects with the audience over pop culture and shares what’s going on with Anchorage Public Library that week. This is earned media as part of iHeartMedia’s community support initiative.
- Loussac Youth Services staff Kelsey Skrobis (Youth Services Librarian) and Lisa Bricker (Youth Services Librarian) hosted several tours: a 3rd grade children’s book club, showing 12 children and adults the youth services area of the library plus the Ann Steven’s room and a 5th grade classroom (approximately 35 children and their adults). The 5th graders also received a presentation on how to conduct research at the library.
- Samantha Blanquart (Youth Services Coordinator, Loussac) coordinated the annual Community School Fair. 303 members of the public visited tables from 34 local school organizations so that families could be more informed about the various schooling options for their children.

Next Steps/Coming Soon

- Kyrie Rhodes (Early Literacy Outreach Librarian, Loussac) will present at the annual Anchorage Association for the Education of Young Children (AAEYC) conference in February on the importance of using diverse picture books in the early childhood classroom.
- Keelin Baughman (Teen Services Librarian, Loussac) will attend several parent/ family nights at Central Middle School in March. She will work with Central staff to build presentations during the month of February.

Limiting Factors/Concerns – None at this time

Building Community

Recent Accomplishments

- APL's annual Winter Reading Challenge for Grown-Ups kicked off on January 1. Coordinated by Meghan Malone (Reference Librarian Loussac), Kristie Nelsen (Virtual Services Librarian, Loussac) and Misty Rose Nesvick (Communications) this annual system-wide challenge aims to help adults break their winter blues, start a healthy habit and find fun and fulfillment while reading. Participation has started strong in January with patrons trying to earn prizes including pizza, scratch n' sniff bookmarks, stickers, and grand prize entries. Challenge ends March 16.
- Mountain View Library's family program "Movie Matinee" hosted 26 people. The program was attended by families, youth, and a few adults.
- Kelsey Skrobis (Youth Services Librarian, Loussac) offered a stamp making class for 4 very interested children. The smaller group size resulted in one-on-one time for each child and now those children are excited to see "their" librarian when they come to Loussac.
- The Gerrish Library had outstanding attendance at its Free Play Mornings on Tuesdays (an overall total of 69 participants) where children socialized, explored, and played with a variety of sensory toys and games.
- The Gerrish Library hosted its second Cookie Swap program where 6 participant made cookies and brought them to share, socialize and swap recipes from cookbooks.
- Sandy Lukes (Outreach Librarian, Loussac) held the library's first Silent Reading Party with 12 very engaged participants. Readers were excited to join the Winter Reading Challenge while at the library.
- Voting was held for the APL Youth Sticker Contest with the top design from each location available to be selected as people's choice. The winning design will be announced in February.
- Muldoon Library hosted its first Anchorage Health Department Vaccination Clinic since 2019. We had 7 participants. The Health Department returns in March for both an STI clinic and second Vaccination clinic.
- Muldoon Library's Artist Trading Card Club came back for the new year starting off with 14 participants.

Next Steps/Coming Soon

- Elder Endeavors, a monthly social event for seniors, kicks off at Loussac Library in February. Coordinated by Sandy Lukes (Outreach Librarian, Loussac) and Teresa Churchill (Associate Librarian, Branches), this event provides seniors with community connection, library service support, and the opportunity to learn about a library resource. Themes include Classic Film, Genealogy, Alaska WWII History, and Container Gardening.

Limiting Factors/Concerns – None at this time

Internal Goals and Strategies

Recent Accomplishments

- Collection Management Services by the numbers for January

Task	Number of Items
Collection Maintenance- Updates to existing items	2280
Donations- Added to the collection from community donations	147
New Item Processing- Books, movies etc, added to the collection	2345

- Kim Cameron (Youth Services Librarian, Mountain View) has been accepted to the STEM Community of Practice program sponsored by the Alaska Afterschool Network. The program provides training and resources for developing and conducting STEM afterschool programming.
- Kristie Nelsen (Virtual Services Librarian) attended “The Art of Hosting,” a 3-day training sponsored by the Alaska Humanities Forum on event planning and facilitation. She will use insights from this training to assist in planning the library staff day scheduled for April 17.
- The Library spent 99% of its non-labor operating budget for 2024 for the second year in a row. The library utilized a wish list process where all staff were asked to identify purchase needs and requests. Those items were then prioritized by the leadership team and items were purchased as funding became available. Big purchase highlights from 2024 include a new curtain for the Wilda Marston Theatre, new bathroom stall panels at Loussac on the 2nd floor, furniture updates at the branches, and additional funding for eBooks and audiobooks on Libby. Other notable items from the 2024 include a significant increase in our room rental revenue up from \$75,000 in 2022, \$77,000 in 2023 to \$179,000 in 2024
- Kristie Nelsen (Virtual Services Librarian, Loussac) has been addressing problems with “out of print” titles in the Alaska Digital Library/Libby. When publishers stop selling certain editions, they are no longer visible in the OverDrive Marketplace – where current holdings, and circulation history can be viewed. This can lead to the unintentional purchase of titles already owned, duplicate titles appearing in Libby, and patrons being allowed to place holds on items that are no longer available. Kristie has worked to weed these titles, but this may mean some patrons will lose holds they still wanted. As the collection ages, this will continue to be an issue.

Next Steps/Coming Soon

- On February 3 Misty Rose Nesvick (Communications) will present at an American Libraries Association webinar for John Cotton Dana Award winners. This panel will highlight APL’s campaign and encourage other libraries to enter.
- Automations and Facilities are coordinating the installation of electricity for the Loussac Library entrance doors to support new security gates. Meanwhile, a vendor from FE Technologies will be onsite to install the gates at Loussac and all branch libraries in February.
- Anchorage Public Library’s new director, Marjorie Harrison, will begin work at the end of February.

Limiting Factors/Concerns

- Security Report:

Security Incidents	Loussac	Chugiak-Eagle River	Gerrish	Mountain View	Muldoon	Total
Incidents resulting in trespasses	9	0	0	10	0	19
Other Incidents	0	0	0	0	0	0
Total	9	0	0	10	0	19

- The Municipality has been supporting the State of Alaska’s 800# ILL program for several years by assisting with shipping costs. Amanda Andros (Reference Librarian/Interlibrary Loan Supervisor, Loussac) will be working with Mollie Roache (Budget Coordinator) to advocate for an increase in funds from the state to properly support this service.

Library Board Updates

Recent Accomplishments

- The Municipality of Anchorage Assembly approved for signature the Memorandum of Understanding between the Municipality and the Anchorage Library Foundation to construct and operate the Downtown

Library. Elizabeth Nicolai (Acting Director, Assistant Director of Public Services) will begin working with the Maintenance and Operations division, architects and engineers.

Next Steps/Coming Soon

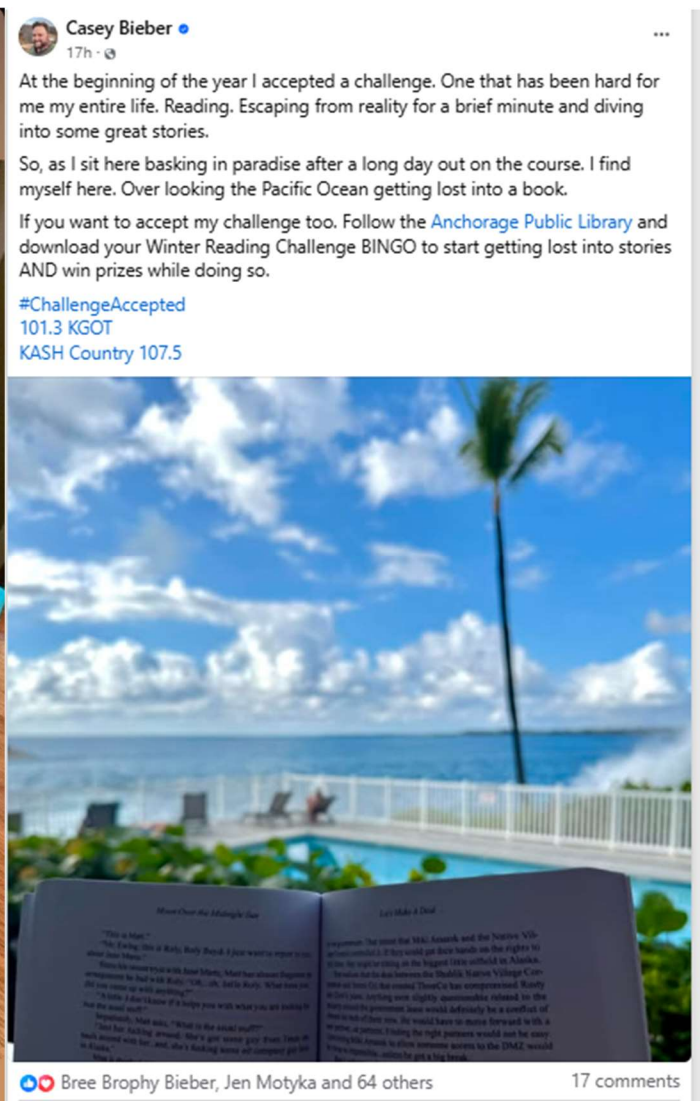
- The Friends of the Library have announced Eowyn Ivey as their keynote speaker for the Beyond the Stacks fundraiser dinner on Saturday April 5. The theme is “Enchanted Alaska”.

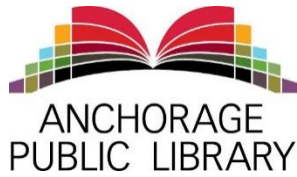
Limiting Factors/Concerns

- Library Advisory Board continues to have one vacant seat.

Social Media/Photos

Social Media shout outs for Winter Reading Challenge participation.





LIBRARY CARD ELIGIBILITY

Effective Date: 2/14/2025	Approval Date 2/12/2025
Supersedes P&P: Library Card Eligibility	Previous version dated: (12/18/2019)
Final approval by: (LIBRARY DIRECTOR SIGNATURE)	

1. PURPOSE

This policy outlines the requirements for obtaining a library card that allows users to borrow materials from both Anchorage Public Library (APL) and Alaska Library Consortium (ALC) member libraries. An APL Card also grants access to APL’s online resources, which are provided through special licenses or contracts.

2. POLICY

A. APL Card Types Available

Summary of Card Types Available from Anchorage Public Library, all cards are free to use.

Card Type	Expiration	Digital Access	Total Borrows
Verified Card	3 Years	Full	50
Unverified Card	1 Year	Limited	3
Organization Card	1 Year	Full	50

B. Benefits

- Cardholders may borrow materials from any APL Library, including items transferred from Alaska Library Consortium.
- Cardholders have access to APL computers and, depending on card type issued, use of electronic resources.

C. Responsibility

- Library cardholders are responsible for:
 - Returning materials on time and in good condition.
 - Paying any fees on lost or damaged materials.
 - Alerting the Library if their Library Card is lost, stolen, or being used by an unauthorized person.
- Anchorage Public Library is responsible for maintaining library users’ privacy, as outlined in the Confidentiality Policy.

3. DEPARTMENTS/DIVISIONS AFFECTED

Anchorage Public Library

4. REFERENCES

MOA P&P 01-01

American Library Association Library Bill of Rights

Alaska Library Consortium Bylaws

5. DEFINITIONS

Verified Card

- Meant for
 - Residents of and/or owners of property within the municipal boundaries and their dependents.
 - Youth under the age of 18, providing parent or legal guardians accept financial responsibility for any fees on their child's account.
 - Any employee of the Municipality of Anchorage regardless of residence as long as they do not have a card from any of the Alaska Library Consortium partners.
 - Legally emancipated minors, so long as they show a copy of their Emancipation Decree to staff at the time of card sign up. they will be provided an adult card.
- **Registration Requirements** - One Item from [List A](#); or One Item from [List B](#) and One Item from [List C](#) below.

Unverified Card

- Meant for
 - Adults and youth that cannot provide proof of address at the time of card sign up.
 - Youth who sign up without a guardian present to assume responsibility of the card.
 - All members of the University of Alaska system, if they do not have a card from any of the Alaska Library Consortium partners.
- **Registration Requirements** - One Item from either [List B](#) or [List C](#) below.

Organization Card

- Meant for
 - Businesses, associations, institutions, or non-profit groups within the municipal boundaries.
 - Applied for annually and approved by the Patron Services Coordinator or the Patron Services Circulation Supervisor.
- **Registration Requirement** - Requests must be submitted on the organization's letterhead and it must include the following, acknowledgement that the organization is responsible for any fees or fines and a list of persons allowed to use the card.

Identification and Address Requirements

- Patrons can show either physical or digital copies for most items on List C.
- All bills or statements in List C must be from within the last 30 days.

List A	List B	List C
Establishes Identity and Address	Establishes Identity	Establishes Address
Real ID Issued within 3-Months	Non-Real ID Driver's License	Mail attached to the address.
ASD Student Card, only for the child and the listed Guardian	State ID Card	Utility bill attached to the address.
	Out-of-state Driver's License	Current lease agreement or mortgage statement
	Passport, or passport card, issued by the United States or other government	Banking statement
	Military ID	Paycheck statement
	Native American Tribal ID	Property Tax Receipt
	Photo ID (identification containing photo of applicant and their first and last name)	Voter Registration Card
	Other government issued photo ID	

6. RESPONSIBILITIES

- A. The Patron Services Coordinator is the primary contact regarding this document and any necessary edits.
- B. The Patron Services Supervisor is responsible for the implementation of this document at the Loussac Library.
- C. All Branch Managers are responsible for the implementation of this document at all branch libraries.
- D. All library staff are responsible for understanding this document and carrying it out while working with patrons.

7. ANNUAL REVIEW DATE/LEAD REVIEW RESPONSIBILITY

This policy will be reviewed every 3 years, or as necessary, by the Patron Services Coordinator.

List reviews and/or edits for the previous 10 years.

Review Date	Review Agency	Review/Edit
6/14/2024	Library Leadership Team	Edited
9/21/2019	Library Advisory Board	Reviewed

Approved by: MOA LEGAL REP Jessica Willoughby, 2/12/2025
Approved by: Acting Director, Elizabeth Nicolai, 2/13/2025