



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Library Advisory Board Regular Meeting

Monday, November 10, 2025

12:00 PM

Ruth Sandvik Conference Room

This meeting is open to the public and will be recorded. This will be a hybrid meeting, held both in person in the Ruth Sandvik Conference Room and via Zoom.

ZOOM MEETING INFORMATION:

<https://us06web.zoom.us/j/87610937224?pwd=Qa2SKgCPjNs8xrGJBS4CabkbKT9znS.1>

Meeting ID: 876 1093 7224

Passcode: 388074

1. Call to Order / Roll Call

2. Approval of Minutes

A. Minutes from the April 22, 2025 meeting are presented for review and approval.

3. Amendment and Approval of Meeting Agenda

4. Persons to be Heard Related / Unrelated to Agenda

5. Director's Report

A. Report from library staff.

6. Unfinished Business

A. 2025 Borough Election: Congratulations to Debra O'Gara and Barb Fish on their reelection to the Library Board in the October 7, 2025 election.

7. New Business

A. Election of Officers: The Board is asked to elect a chair and vice chair.

B. Petersburg Library Art Education Endowment Guidelines Revision: Two additions are proposed to the Petersburg Library Art Education Endowment Guidelines. The changes are noted in red in the attached document.

Board members are asked to review and vote on the proposed changes.

C. Petersburg Library Art Education Endowment Donations: John J McCabe has made three donations to the Petersburg Library Art Education Endowment:

May 15, 2025 – \$6,000
July 21, 2025 – \$12,000
September 23, 2025 – \$12,000

A letter acknowledging these contributions is attached.

The Board is asked to review and vote on the letter, authorizing the Library Board Chair to sign.

- D. Customer Code of Conduct Policy Revision:** A revised version of the Library's *Customer Code of Conduct* is submitted for Board review and approval. The revisions are intended to improve the policy's clarity, readability, and overall usability for both staff and the public. No substantive policy changes have been made; the updates are primarily editorial in nature and have been thoroughly reviewed by staff to reflect their experiences in applying the policy.

Board members are asked to review and vote on the revised policy.

- E. Unattended Children Policy Revision:** A revised version of the Library's *Unattended Children Policy* is submitted for Board review and approval. The revisions are intended to improve the policy's clarity, readability, and overall usability for both staff and the public. No substantive policy changes have been made; the updates are primarily editorial in nature and have been thoroughly reviewed by staff to reflect their experiences in applying the policy.

Board members are asked to review and vote on the revised policy.

8. Discussion Items

- A. Friends of the Library Updates:** Member Fish will provide a report on the October book sale.
- B. Next Meeting:** The next Board meeting is tentatively scheduled for Tuesday Dec 9 at noon.

9. Adjourn



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Library Advisory Board Regular Meeting

Tuesday, April 22, 2025

12:00 PM

Ruth Sandvik Conference Room

This meeting is open to the public and will be recorded. This will be a hybrid meeting, held both in person in the Ruth Sandvik Conference Room and via Zoom.

<https://www.petersburgak.gov/bc-libraryboard>

1. Call to Order / Roll Call

2. Approval of Minutes

- A. February 25, 2025 minutes:** The minutes from the Feb 25, 2025 Library Board Regular Meeting are presented for review and approval.

The minutes from the Feb 25, 2025 Library Board Regular Meeting were unanimously approved as presented.

3. Amendment and Approval of Meeting Agenda

The meeting agenda was approved as presented.

4. Persons to be Heard Related / Unrelated to Agenda

No visitors were present.

5. Staff Reports

- A. Director's Report:** A report from Tara Alcock, Library Director

Library Director Alcock read the Director's Report into the record.

- B. Program Coordinator's Report:** A report from Kari Petersen, Program Coordinator

Library Director Alcock read the Program Coordinator's Report into the record.

6. Unfinished Business

- A. Proposal to Display Photo of Ruth Sandvik in the Sandvik Room:** The Board discussed a request from Joe Sebastian to display a photograph of Ruth Sandvik in

the Sandvik Room. The proposal was considered within the framework of the library's Donation Policy.

Following deliberation, the Board voted 0-6 **not to approve** the request. The Library Director was instructed to inform Mr. Sebastian that, in accordance with library policy, any request to for acknowledgement in a named space must originate from the original donor. In this case, the request must come from Mark Sandvik, who donated for the naming of the room. Members affirmed that all naming and display decisions must comply with established procedures.

B. FY2026 General Fund Budget Request

Following the Borough Manager's request for reductions to the FY26 Library budget, the revised proposal—reviewed at our recent meeting—includes a voluntary reduction in the Program Coordinator position from 40 to 32 hours per week. We also anticipate the loss of the \$10,000 IMLS Basic Grant, which has historically supported our collection development.

To address seasonal facility needs, a separate request for \$20,000 has been submitted to the Marine Passenger Fee Fund to support janitorial services, carpet cleaning, and supplies during the busy summer months (May through September).

Anticipated Service Impacts:

Permanent 4:00 p.m. closure on Mondays

27% reduction in the library's collection development budget

7. New Business

- A. Meeting Room Policy Updates:** The Board reviewed the proposed revision of the Meeting Room Policy, which is intended to improve clarity, accessibility, and usability for the public. The updated policy has been reorganized into a clearer format to help patrons navigate the process of reserving library meeting rooms more easily.

The revision also explicitly states that the policy applies solely to *public use* of the meeting rooms. Use by library staff or for library-sponsored programs is governed separately.

Although the American Library Association's *Meeting Rooms: An Interpretation of the Library Bill of Rights* was not available as planned, the policy revision was guided by the core values of equitable access and intellectual freedom outlined in the Library Bill of Rights. These principles remain central to the library's approach to providing fair and inclusive public services. The Board voted 6-0 **in favor** of the updated policy.

- B. Art Education Endowment Funding Requests:** The Board reviewed the proposed programs for funding through the Art Education Endowment, all of which align with the

Fund's goal of expanding access to high-quality arts education in the community. Special attention was given to ensuring that these offerings remain accessible, particularly for seniors and students.

Fund Overview:

Current spendable balance of the Fund: \$19,800

Total funding requests: \$3,220

Remaining spendable amount after funding these requests: \$16,580

Programs Considered for Funding:

Rainforest Writers Manuscript Workshop (13 weeks): \$700

Rainforest Writers Generative Writing Workshops (June–October): \$500

Summer Youth Programming (4 classes, 2 hours each – Nature Journaling, Acrylic Painting, Printmaking, Photography): \$1,300

Beading Workshops with Mary Ann Rainey (2 sessions, free for seniors 60+): \$720

Art Classes with Lisa Schramek-Adams (free for seniors and students): \$800

The **Art Education Endowment Fund Guidelines** were reviewed to ensure alignment with the Fund's objectives.

Following the review, the Board voted **6-0 in favor** of approving the funding requests.

8. Discussion Items

- A. Friends of the Library Updates:** Barb Fish will provide updates on the April 5 book sale.

Board Member Fish reported on the success of the April Book Sale, which raised a total of **\$704** through the sale of silent auction items and used books & DVDs. This fundraising effort was well-received by the community and contributed to supporting library programs and services.

- B. Next Meeting:** Tentatively scheduled for May 27 at noon if there is business to discuss.

9. Adjourn

Staff Reports

Director's Report

FY2026 General Fund Budget Update

- Library now closes at 4:00 p.m. on Mondays.
- \$10,000 IMLS Basic Grant and IMLS-funded Interlibrary Loan service reinstated

Grant Funding

- \$3,000 First Bank grant to support the 2025 Summer Reading Program.
- Atwood Foundation/ALN grant provides one-year access to NewsBank.
- Attended Rasmuson Foundation community event.

Maintenance

- Clerestory windows replaced in September by Southeast Windowcraft (Jason Grone).
- Sprinkler maintenance completed in October.

Programming Report

Programming – Kari

Early literacy and family programming

- Programs with Kellii Wood, CLC & RN
 - *Prenatal Breastfeeding Class* – First held in October; planned twice yearly.
 - *Mama-to-Mama Milk Meet-Up* – Developing into a monthly support group.
- Public Storytimes for Young Kids – In partnership with Jill Lenhard (PHS), Kari presented to high-school students in the new *Early Childhood Development* course. Students learned about early literacy strategies and will later observe and assist with Head Start Storytime and Stedman Elementary literacy activities.
- Current weekly storytimes include Wiggle & Giggle (Thurs 11 a.m.), Lil' Monsters (Wed 9:30 a.m.), Good Beginnings (Thurs 9:30 a.m.), Head Start (Fri 9:15 a.m.).

Ongoing programs: Yoga with Karen (Saturdays), and Rainforest Writers sessions with Orin Pierson (seasonal).

Summer Reading

- Summer STREAM Challenge (ages 3–12) – 149 registered, 74 completed (up from 53 in 2024).
- Baby Shrimp Challenge (ages 0–2) – 9 registered, 3 completed.
- Draw Your Own Reading Dragon Cards – Popular July class with Gus Petersen.
- Read Your Way – Flexible reading sessions for families; all regular participants completed.

Partnership Highlights

- KFSK Programs – *Homegrown Conversations* (Jan–Jun) and *Voices of Séet Ká Kwáan* (re-airing through Feb 2026).

- Science Series – Monthly with Alaska Sea Grant and the Marine Mammal Center.
- Baby Raven Reads – Two-year Sealaska partnership concluded; programming continues locally under Brandi Heppe.
- Elementary Classroom Tours – Eight classes participated; strong tie to Summer Reading enrollment.
- Garden Sprouts & Drop-In – With Alex Helms, Stedman Elementary.
- Wonder Camp Series – With Sunny Rice, combining science and art day camps.
- Gaming Tournament – Monthly with volunteer Gus Petersen.
- Rainforest Festival Workshop – Botanical printing with Cindi Lagoudakis.
- Estate Planning Seminar – With Liz Smith, 49th Estate Planning.
- PHS Senior Interviews – 31 oral histories archived and displayed.

Programming – Barb

Youth and Family Programs

- Lego Club (launched May 20) – Meets first and third Tuesdays; 3–15 kids per session.
- Stuffed Animal Sleepover – Popular annual event with teen volunteers filming the animals’ “night at the library.”
- Teen Game Night – Included art projects, games, snacks, and a book tasting.

Workshops and Classes

- Junkbots and Art Book Making – Creative STEAM programs for ages 7–12.
- Food Preservation Series – Three well-attended classes with Sarah Lewis (UAF Cooperative Extension).
- Angel Painting with Pia Reilly – Community art class focusing on creative expression coming in Nov.

Community and Cultural Events

- Manhattan Shorts Film Festival – 10 short films shown at Northern Nights Theater with 90 attending.
- Taliswoman Art Show – Opened Oct 18 with 80+ attendees and 50+ artworks. Presented by Barb and Beth, with music by Sarah Hofstedder and refreshments from FOPL and artists.

Ongoing

- Year of Reading (YOR) – Steady participation.

Programming – Tara

- Art with Ashley afterschool program funded in memory of Jo Norosz.
- Flowers and Foliage, Enamel Earrings (November) and Wreath Making with Ashley Lohr.
- Beth Flor Silent Auction (dates TBD)

PETERSBURG PUBLIC LIBRARY ART EDUCATION ENDOWMENT FUND GUIDELINES - PETERSBURG, ALASKA

The purpose of the Petersburg Borough Public Library Art Education Endowment Fund (AEE) is to support art education programs for children, teenagers and adults using the Petersburg Borough Public Library. The Alaska Community Foundation (ACF) is the financial agent for the AEE, and it authorizes AEE spendable amounts to the Petersburg Borough Public Library (PPL). The AEE guidelines, and a report of the ACF spendable amount distributions to the PPL, is available from the library upon request. The AEE guidelines will be posted on the library's website. The AEE spendable amount (SA) distributions received by the PPL, from the ACF, must be allocated for art education materials (materials), activities, and programs in art domains such as visual arts, writing, music and performance. The AEE was established by Petersburg resident John J. McCabe in 2012; it is a Donor Designated Fund, and it is awarded to the Petersburg Borough Public Library, and it is managed by the Petersburg Borough Public Library Advisory Board (Board). **For the purposes of this document, the term "director" shall be understood to refer to the highest-ranking Petersburg Public library administrator, including but not limited to individuals holding the title of manager, supervisor, head, or lead, in the event that the official job title is modified.**

1. GENERAL GUIDELINES

- A. The available SA cannot be used to purchase, or maintain, general library office supplies or equipment.
- B. Up to fifty percent of the available SA can be used to fund PPL personnel who are assigned, with Board approval, for specified units of time and salary, to implement, coordinate, or conduct art education programs.
- C. Oversight of SA distributions is provided by the Board. SA expenditures are independent of the Petersburg, Alaska, Borough Government (Borough), other governing bodies or individuals.
- D. If equipment and/or facilities are not available at the PPL for an AEE activity or program that the director has submitted to the Board for consideration and possible approval, the Board is authorized to approve SA funds for an AEE activity or program that will not occur at the PPL.
- E. In notices, publications, press releases, or promotional materials, the AEE should be referred to as the Petersburg Public Library Art Education Endowment.**
- F. Per ACF rules, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder.

2. PROCEDURE FOR RELEASE OF FUNDS

- A. The director will recommend to the Board materials to be purchased, and activities and programs to be funded by SA distributions. The SA requested for materials, activities or programs must not exceed the SA balance.

- B. The director will, at a minimum, present to the Board, for its approval, one AEE activity, or program, within a one-year period that follows the last Board approved AEE activity or program.
- C. Board members will receive a printed, and/or electronic copy, of the AEE guidelines for review, when making decisions regarding an AEE SA expenditure for materials, an activity, or a program.
- D. Program funding is reimbursement based. Once an AEE activity, program or purchase of materials is approved by the Board, the director must:
 - I. Spend the funds approved by the Board from the PPL's General Fund budget.
 - II. Execute the program as approved.
 - III. Provide a summary to the Board of the approved activity, or program, and the total amount spent. The report will include information about participation levels and other feedback.
 - IV. The director will request reimbursement for the activity from the ACF.
 - V. Any AEE funds not expended for a Board approved AEE activity, or program, must be returned to the AEE Fund.

3. Fund Integrity

- A. When the director position is vacant, no requests for funding for materials, activities or programs can be submitted to the Board, and the Board cannot authorize SA expenditures for materials, activities or programs.
- B. If there is a violation(s) of the AEE guidelines, as necessary, and in the following order, it is the responsibility of the Board, or a Board member, or the director to correct the violation(s) as soon as possible, such that there is compliance with the AEE guidelines. After six months, if a violation(s) of the AEE guidelines is not corrected:
 - I. All AEE activities and programs must immediately cease operating.
 - II. Requests for AEE SA expenditures for materials, activities or programs cannot be submitted to the Board by the director.
 - III. The Board cannot authorize SA expenditures for materials, activities or programs.
 - IV. To formally resolve a violation(s) of the AEE Guidelines, at a public meeting of the Board, the Library director will include resolution of a violation of the AEE Guidelines as an agenda item to be voted on by the Board, and the Library director will prepare, as part of this agenda item, a written report for Board, and public review, that documents the facts related to the AEE Guidelines violation and how the violation was resolved.
 - V. When an AEE guidelines violation(s) is corrected, and there is compliance with the AEE guidelines, AEE activities and programs will resume. The Board, and the director will resume their AEE duties as outlined in the AEE guidelines.
- C. If the PPL is dissolved or terminated, per AEE guidelines, Section 4, all AEE activities and programs must immediately cease operating, until the Borough reestablishes the PPL. When the reestablished PPL is in compliance with the AEE, Section 4 guidelines, all AEE activities and programs will immediately resume operating.

- D. If the Board is dissolved, or terminated, per AEE guidelines, Section 4, Board AEE duties must immediately cease, and Board approved AEE activities and programs must immediately cease operating. When the Borough reestablishes the Board, and the Board is in compliance with the AEE, Section 4, the reestablished Board will immediately resume its AEE duties, and Board approved AEE activities and programs will immediately resume operating.
- E. The Petersburg Borough Finance Officer will be notified if the PPL and/or the Board is dissolved or terminated per AEE guidelines, Section 4.
- F. The Petersburg Borough Finance Officer will be notified if the PPL and/or the Board is reestablished by the Borough, and the PPL and/or the Board is in compliance with AEE, Section 4.
- G. The Alaska Community Foundation, the Borough, other agencies or individuals, do not have the authority to be involved in AEE decisions related to a violation(s) of AEE guidelines, and/or violation(s) of AEE guidelines, Section 4.

4. DISSOLUTION / TERMINATION OF THE PETERSBURG PUBLIC LIBRARY AND/OR THE PETERSBURG PUBLIC LIBRARY BOARD

For the purposes of the AEE, the PPL, and/or the Board, is considered to be dissolved, or terminated, if one or more of the following events occur:

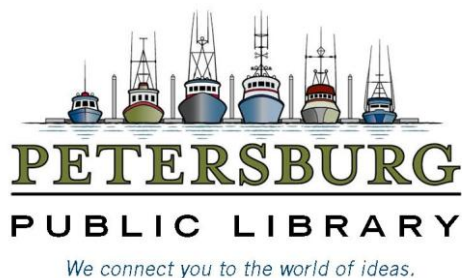
- A. The Petersburg Borough Public Library is dissolved, or terminated, as it is defined in the Petersburg Borough Municipal Code.
- B. The Borough government reduces the number of Board members below five Board members.
- C. The Board is no longer an elected library board, that is, Board members are not voted into office as a result of an official Borough public election.
- D. The Board has a majority of appointed Board members following a Borough public election that allows voters to elect people to the Board.

John J. McCabe, AEE Fund Founder

Date

Marilyn Menish-Meucci , Library Board Chair

Date



Nov 10, 2025

John -

Thank you for your recent contributions to the *Petersburg Library Art Education Endowment*:

- **May 15, 2025** – \$6,000
- **July 21, 2025** – \$12,000
- **September 23, 2025** – \$12,000

Your total contributions to date amount to **\$229,840**, as detailed on the following page. With these most recent gifts, the balance of the fund as of 10/27/25 is **\$318,427.83**.

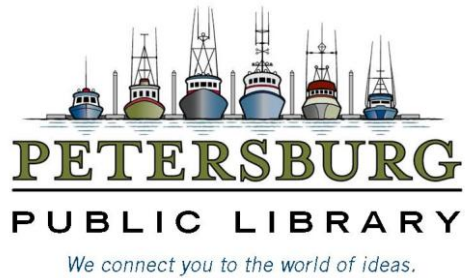
The endowment has transformed the landscape of art education at the Petersburg Public Library. Because of your vision and generosity, the library now offers a vibrant and enduring program of arts education that inspires creativity, fosters connection, and enriches our entire community.

Your exceptional commitment and vision for arts education at the library will have a lasting and meaningful impact for generations to come. We are deeply grateful for your continued support.

With sincere appreciation,

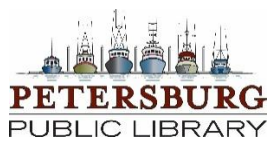
Library Board Chair

PO Box 549, Petersburg AK 99833
Phone - (907)772-3349 Email - library@petersburgak.gov
www.psglib.org



<u>date</u>	<u>amount</u>
2/28/2012	\$12,040
11/13/2012	\$100
10/11/2013	\$3,000
1/13/2014	\$5,000
2/22/2014	\$100
2/19/2015	\$100
7/20/2015	\$5,000
2/19/2016	\$100
2/12/2017	\$100
6/23/2017	\$10,000
12/30/2017	\$200
2/12/2018	\$10,000
5/24/2018	\$8,000
2/10/2019	\$100
3/20/2019	\$8,000
8/9/2019	\$10,000
1/21/2020	\$10,000
6/8/2020	\$10,000
7/28/2020	\$10,000
12/14/2020	\$10,000
3/1/2021	\$5,000
6/24/2021	\$5,000
1/10/2022	\$10,000
10/13/2023	\$10,000
1/30/2024	\$10,000
4/22/2024	\$1,200
4/30/2024	\$10,800
7/30/2024	\$12,000
9/23/2024	\$12,000
10/4/2024	\$12,000
5/12/2025	\$6,000
7/21/2025	\$12,000
9/22/2025	\$12,000
TOTAL	\$229,840

PO Box 549, Petersburg AK 99833
 Phone - (907)772-3349 Email - library@petersburgak.gov
www.psglib.org



CUSTOMER CODE OF CONDUCT

Approved by the Library Advisory Board **REVISION**

The library is a shared public space for reading, learning, connection, and discovery. Our goal is to ensure everyone has a safe, comfortable, and welcoming experience. Library staff are here to help and will follow the guidelines below to ensure a positive experience for all.

1. To keep the library a welcoming and enjoyable place for everyone, we ask that visitors:

- a. Follow staff instructions when asked
- b. Always closely supervise children under age 8
- c. Treat others with courtesy and kindness
- d. Speak at a respectful volume
- e. Keep conversations and behavior appropriate for a public, family-friendly space
- f. Walk calmly and avoid running or rough play
- g. Use headphones when listening to audio or operating other devices that produce sound
- h. Keep personal hygiene at a level that does not interfere with others' comfort
- i. Respect the personal space of other library users
- j. Do not leave personal items (i.e. bags, devices) unattended

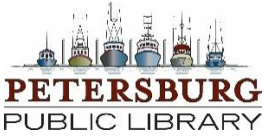
2. Help us take care of the library by:

- a. Leaving library property as you found it
- b. Using library materials, furniture, grounds and equipment respectfully
- c. Enjoying snacks and drinks outside, covered drinks are permitted
- d. Following posted computer and internet guidelines
- e. Keeping animals outside unless they are service animals trained under ADA guidelines
- f. Staying out of staff-only areas

3. To ensure everyone's safety, the following are not permitted:

- a. Failure to comply with the requests of library staff
- b. Behavior that violates local, state, or federal laws
- c. Harassment, threats, or abusive behavior
- d. Lewd, inappropriate, or unsafe conduct
- e. Soliciting, petitioning, or proselytizing
- f. Smoking, vaping, drug, tobacco or alcohol use on all library property
- g. Intoxication or behavior influenced by drugs or alcohol that disrupts library use
- h. Possession of weapons, except as allowed by law

If you are asked to leave the library for failure to comply with these guidelines, this may apply for the remainder of the day or, in cases of repeated violations, for a longer duration as determined by library staff. In certain situations, staff may contact law enforcement for assistance.



CUSTOMER CODE OF CONDUCT

Approved by the Library Advisory Board January 25, 2023 **CURRENT**

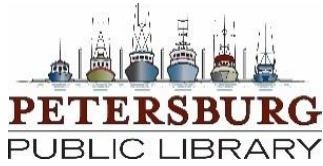
We want your visit to be a pleasant one. Use of the library is for the activities listed below:

- Reading, learning, research & study;
- Browsing the collection & checking out material;
- Using as a community connection spot for meeting both formally and informally;
- Using computers and wireless internet within the guidelines set by the library;

The library is a public building, and all visitors must comply with the direction of library staff. The library does not allow behavior that is disruptive to library use. Inappropriate behaviors include, but are not limited to, the following:

- Any activity in violation of federal law, state law, or local ordinance;
- Abusive, threatening, harassing, obscene, or attention-seeking behavior or attire which unreasonably disrupts library activities, library staff and/or patrons;
- Deliberate damage to, tampering with, or defacing of library materials, furnishings, equipment or other library property;
- Consumption of food or beverages, except where specifically allowed;
- Smoking, vaping or other tobacco use in library facilities, including entryways;
- Intoxication or other behaviors that result in harm to self or other patrons;
- Strong body odor or perfume/cologne to the point of impeding the public's use of the library;
- Possession of dangerous weapons (firearm, knife, club, etc.) except where permitted by law;
- Unauthorized entry into Staff Only areas;
- Leaving children under the age of 8 unattended by a responsible person of at least 18 years of age;
- Persistent sleeping in the library;
- Soliciting funds or proselytizing;
- Violation of Internet and computer use policies;
- Lewd behavior such as indecent exposure, voyeurism, sexual advances, or any conduct amounting to child enticement;
- Bringing animals into any public area except trained services animals that are in compliance with the Americans with Disabilities Act regulations;
- Failure to comply with staff requests;
- Misuse, theft from or damage of the facility & grounds

Failure to comply with these rules and the instructions of library staff may result in suspension of library use.



CHILD BEHAVIOR & SUPERVISION

Updated by the Library Advisory Board **PROPOSED REVISION**

The Petersburg Public Library welcomes children and families. Children, like all library users, are expected to treat other patrons, staff, and library property with respect and to behave appropriately in this shared public space following these guidelines:

1. Caregiver Guidelines

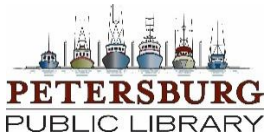
- a. All children under age 8 must be directly supervised at all times by a responsible person who is at least 14 years old.
- b. Caregivers are responsible for ensuring that children behave as outlined in the library's *Customer Code of Conduct* (see reverse).
- c. Children aged 8 and older who can follow the library's *Customer Code of Conduct*, may visit the library alone if they have contact information for caregiver who can assist if needed.

2. Library Staff Guidelines

- a. Caregivers—not library staff—are responsible for their child's safety and behavior. Library staff cannot take the place of a parent or caregiver
- b. Children not following the library's *Customer Code of Conduct* will be asked to leave and staff may contact law enforcement if necessary.
- c. Children may not stay after the library closes. If someone under 18 is left at closing or during an emergency library staff will attempt to contact a caregiver if contact information is available. If no one is reached, or the individual is not picked up within 10 minutes, law enforcement will be contacted for assistance.

3. Legal considerations

- a. Parents, guardians, and caregivers should be aware that Alaska laws (47.10.013 and 47.10.014, p. 53) outlines the consequences of leaving a child alone in a public place. Our policy is based on these laws



CURRENT POLICY

CHILD BEHAVIOR & SUPERVISION

Updated by the Library Advisory Board October 24, 2013

- The board and staff of the Petersburg Public Library are strongly committed to the provision of services for children. Children of all ages are encouraged to use the library. However, parents, guardians, and caregivers should be mindful that the library is a busy public facility and library staff members and volunteers do not function in loco parentis (i.e., in the position or place of a parent) or as substitute caregivers.
- The library staff is not responsible for providing supervision and care for children, except within the context of defined library programs. Parents, guardians and caregivers are responsible for the safety and conduct of their children while on library premises.
- Children are expected to adhere to the same standards of conduct as adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the library. A child who is not using the library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention, may be asked to leave the library after proper warning.
- Parents, guardians, and caregivers are referred to Alaska Statutes 47.10.013 and 47.10.014 (p. 53), which describe the legal definition and consequences of leaving a child unattended in a public place.
- Both in the library and in library programs children are expected to follow the guidelines below. Library staff reserves the right to ask children who do not follow the guidelines below to leave a library program:
 - Be Kind: Talk to others using a respectful tone of voice and thoughtful words.*
 - Be Safe: Follow instructions given by staff members and use tools for their intended purpose.*
 - Be Responsible: Clean up your area and put materials away before leaving*