



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Library Advisory Board

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Wednesday, January 25, 2023

12:00 PM

Ruth Sandvik Conference Room

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- A. The meeting will be held in the Sandvik Room at the Public Library and via Zoom:  
<https://us06web.zoom.us/j/83968239435>

**1. Call to Order / Roll Call**

**2. Approval of Minutes**

- A. Minutes from Oct 26, 2022 Regular Meeting presented for discussion and approval.

**3. Amendment and Approval of Meeting Agenda**

**4. Persons to be Heard Related / Unrelated to Agenda**

**5. Director's Report**

- A. Our library was recently ranked as a “Star Library” by Library Journal, a trade publication for librarians. It received 4 stars, which ranks it in the top 3% of libraries in the nation based on checkouts, visits, program attendance, public internet use, Wi-Fi sessions, and library website visits. This is the seventh time our library has ranked since the awards began 15 years ago. KFSK plans to do a news story on our ranking.

Martha Cummins and Beth Loesch are now certified passport agents. This has allowed us to expand our ability to offer this service and continue to offer it when staff are out of the office.

Beth Loesch moved from a part-time clerk position into a full time 6 months Library Tech 1 position at the end of December. She is training on all library tech duties and helping us get many projects done. We are also creating a staff wiki to document processes and procedures.

The library will be closed Feb 6-9 for inventory and training. We plan to inventory the DVD, Nonfiction, and Fiction collections. Staff will also attend mandatory Borough Discrimination/Harassment/Bullying Awareness Training. I will attend a day long Borough Manager training.

The library has received a \$14,500 Healthy Communities Grant from the Alaska Community Foundation. The funds will be used for programming for all ages over a 12 month period.

KFSK's new program "For the Common Good" recently featured the library's Robotics Program, interviewing the student teachers and participants, Debra O'Gara and Lisa Schramek-Adams were also featured in a subsequent show to talk about the programming they are both providing for the library with Kari through the Healthy Communities Grant received by the Alaska Community Foundation.

Curiosity Creates, the library's weekly afterschool program, has restarted thanks to a generous donation from Kris Norosz and the Rasmuson Foundation.

Nov/Dec Programming highlights: Holiday displays created by artists Mary Ann Rainey & Pia Reilly graced the lobby, adult programming included Rainforest Writers with Orin Pierson, a very a popular Cedar Bark Ornament Weaving class with Debra O'Gara, Knitting Basics and Beyond with Lisa Schramek-Adams, Yoga with Karen Malcom, and Science Series presentation with Brad Hunter. Children and teen programming included 2-3 'Stories In Motion' offerings per week, Curiosity Creates with Andrea Weathers, Robotics for Kids with student teachers, Adrian Ducat, Nicole Durgan, and Cayden Turland. The GOAT Radio show is going strong with teen volunteers. Lisa Schramek-Adams brought the year to a celebratory close, offering two very popular sessions of Drawing for Kids during the holiday break. All the programming has been filled to capacity the library has been hopping!

Jan/Feb Programming: Basic Knitting with Lisa Schramek, Baby Massage & Mommy Care with Jessica Toth of Healing Hands Chinese Therapeutic Massage, Fantasy Map Making for kids with Dan Sullivan & Nicholas Larson, Manuscript Writing with Orin Pierson, Freelance 101 for Creatives with Rachel Cassandra, and a series of houseplant and gardening workshops with Mary Ellen Anderson. On Valentine's Day we will launch our Winter Reading Challenge: Make the World A Better Place sponsored by the Friends of Petersburg Libraries. This challenge will be the same as last year. Participants can complete the challenge by reading and/or completing activities centered around volunteer work and creating community. Two grand-prize winners will be able to choose a local non-profit of their choice to donate their \$500 winnings to.

We've tackled a few maintenance activities in the last few months:

Mattingly Electric replaced many lights that were out through the facility.

Upper Tier Flooring recoated our slate tile floors in the foyer.

Raincountry contracting installed a new water bottle filler fountain in the foyer, Joseph Quitslund provided the metal backsplash and Cummins Custom Woodworking replaced the vinyl wainscoting with wood paneling both around the fountain and behind the front desk.

## **6. Unfinished Business**

## **7. New Business**

- A.** The Alaska Community Foundation has recommended these spendable amounts for 2023:

Art Education Endowment - \$3164.36

General Library Endowments - \$6,000 (est)

- B.** It is requested that the following amounts be released from the Art Education Endowment for spring programming:

Fantasy Map Making with Nico Larson & Dan Sullivan - \$300

Manuscript Writing with Orin Pierson - \$500

Painted Medallions with Pia Reilly - \$250

Basket Making With Kathy Rousso - \$500

- C.** The FY2024 Budget Calendar is attached for Board review. A draft FY24 library will be presented at the February meeting.

- D.** A revised Library Customer Code of Conduct Policy is attached. The original policy is also attached.

## **8. Discussion Items**

### **A. Friends of the Library Updates**

The Friends have received a total of \$1920.46 from Amazon Smile through 11/22/22. Amazon is discontinuing the program on Feb 20, 2023.

The next book sale will be held Feb 4.

- B.** It was mentioned at a prior meeting that the library is part of a two year research project with IMLS. This question is the first of others that will be asked in the coming months to help prepare us for the project.

**What are the most pressing issues facing our community?**

### **C. Next Meeting: Wednesday Feb 22 at noon**

## **9. Adjourn**



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Library Advisory Board Regular Meeting

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Wednesday, October 26, 2022

12:00 PM

Ruth Sandvik Conference  
Room/Zoom

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Join Zoom Meeting

<https://us06web.zoom.us/j/83855479523>

### 1. Call to Order / Roll Call

Member Esposito called the meeting to order at 12:07pm.

### 2. Approval of Minutes

A. Approval of minutes from Wednesday, May 25, 2022 meeting.

The minutes from the Wednesday, May 25, 2022 meeting were unanimously approved.

B. Approval of minutes from Wednesday, September 28, 2022 meeting.

The minutes from the Wednesday, September 28, 2022 meeting were unanimously approved.

### 3. Amendment and Approval of Meeting Agenda

The agenda was approved as presented.

### 4. Persons to be Heard Related / Unrelated to Agenda

There were no visitors at the meeting.

### 5. Director's Report

#### A. Staff

Adrian Ducat was hired to fill our vacant student library page position this summer

Martha Cummins & Beth Loesch will be training to become passport acceptance agents and learn how to catalog new material this fall

In October Kari Petersen began a four-month continuing education class with the Erickson Institute, Media Literacy in Early Childhood. She’s learning curate apps and technology use for kids under the age of seven and how to help parents of young children develop their skills of decision-making around technology for kids based on the science of human development. The future of library storytime is evolving to include teaching literacy skills in all types of media.

The Library Director attended the Alaska Library Director’s Leadership Retreat in October. The meeting was held in Anchorage and was focused on creating a learning organization. The trip was paid for by the Alaska State Library.

**Maintenance**

The area in front of the library adjacent to the large landscaping bed in the front has been paved by Bob Olson & his crew. The project was funded by donations to the library. A few benches and planters are planned in the future.

**Voices of Séet Ká Kwáan**

This ARPA funded grant project wrapped up at the end of September. Twenty two radio shows/podcasts were recorded, a list is attached to show the scope of programs recorded. The goal of the project was “to increase awareness of the diverse experiences and contributions of our indigenous community”. All who responded to our post-project survey agreed that this outcome was met, they both learned something from listening and overall awareness in our community was increased. The feedback we received from both participants and listeners was overwhelmingly positive. People who participated in the show reported being humbled by the amount of positive feedback they received from random community members which fostered a sense of community for participants and listeners alike. As a result of this endeavor KFSK radio has decided to continue with a local Indigenous time slot in its programming. We are grateful to the Content Committee who made this project possible.

**Libraries in Community Systems**

Our library will be participating in an 18 month Institute for Museum & Library Services funded research that will create a measure for the effectiveness of library services and partnerships, in terms of social wellbeing. This national research project seeks to create a clearer understanding of the unique role public libraries play within community systems, and how this role can be maximized for improved social wellbeing outcomes. More information about the project can be found at <https://nnyln.org/about/imls-research21-24/>

**Programs**

Summer STREAM & Baby Bookworms, the library’s youth summer programs, wrapped up on July 10. 135 kids participated in the program, logging 78,750

minutes of reading and completing 1,423 educational challenges. 171 community members of all ages participated in library summer reading programs this year. Thank you to the community members, businesses and organizations who make our summer programs possible.

In August the library offered a pilot program for Sealaska Heritage Institute's *Baby Raven Reads* Program. Three story times were offered that featured Lingít culture and language. Jeanette Ness was our cultural specialist and local elders Debra O'Gara, Mary Ann Rainey, Mary Katasse-Miller and Karin McCullough contributed to the program. Nearly 40 community members participated in the story time events. This program will now be expanded to 12 additional communities and libraries in Southeast Alaska.

Weekly storytime is back and attendance is growing

90 tickets were sold for the *Manhattan Short Global Film Festival* which ran for two nights. Next year the tentative plan is to have it at Northern Nights Theater

Yogawith Karen Malcom is being offered on Saturdays

*Estate Planning*with Juneau attorney Liz Smith

*Navigating the News*with Jill Lenhard offered tips to help you sharpen your vetting skills for navigating today's news environment

Orin Pierson returned this summer to teach his popular *Rainforest Writers Workshops*, more are planned for the fall

*Halloween Rocks!*A guitar class for kids with Dan Sullivan is currently under way

The *Petersburg Science Series* resumes Oct 21 with a presentation on the Bering Strait region

*Watercolor Painting*with Pia Reilly is scheduled for Oct 28-20, the class is full

*Robotics for Kids*starts November 4, this is a 4-session program using iPads and Lego kits purchased with funding from the Petersburg Community Foundation, Kris Norosz and the Rasmuson Foundation. The class will be led by student teachers Adrian Ducat & Nicole Durgan. According to Kari "It has been a delight to work with these teens as they developed a plan for the program, learned about the concept of learning through play, and how to best achieve this with the students they will

have.”

The GOAT teens did an on-air interview about their Friday afternoon radio show and the upcoming Robotics program for the KFSK fundraiser.

This year Head Start is bringing 20 students to the library every Friday before we open for a storytime with fingerplays, singing, dancing, and sign language. They also check out books for the classroom. It has been wonderful to see the kids begin to understand what the library is, have them become comfortable in the space, and anticipate Library time with great excitement.

Our new Seed Library is available and can be found in the gardening section section. Thank you to Volunteer Stephanie Aikins for organizing and maintaining

**6. Unfinished Business**

No unfinished business.

**7. New Business**

**A. October 2022 Municipal Election:** Welcome to our new Board member Debra O’Gara and welcome back to Barb Fish & Alec McMurren who have been reelected to the board.

**B. Election of Officers:** At the first meeting after the election, it is necessary for the Board to elect a Chair and a Co-Chair in the event of the chair's absence.

Member Marilyn Menish-Meucci was reelected as Chair, Member Barb Fish was relected as Co-Chair.

**C. Donation Policy:** Kupreanof resident Doug Leen donated books to the library a few years ago. Mr. Leen was very concerned they were not in the library's collection. A letter that was sent to him with the library's donation policy is attached for Board review and discussion.

Board members discussed the donation policy and voted unanimously to uphold the current policy as written.

**8. Discussion Items**

**A. Friends of the Library Updates:**

The Oct 1 Friends of Petersburg Libraries book sale was a huge success - over 50 people attended. Thank you to everyone who helped with the sorting, set up, sale and clean up. \$644.00 was collected (book sales, silent auction, Friends memberships).

The next book sale is scheduled for Dec 3 11-1pm, there will be a Silent Auction and Christmas Table.

Their Annual Meeting is planned for later this fall, date to be announced.

**B. Next Meeting:** Wednesday Nov 23 at noon.**9. Adjourn**

Meeting adjourned at 12:45pm.



## **PETERSBURG PUBLIC LIBRARY ART EDUCATION ENDOWMENT GUIDELINES**

The purpose of the Petersburg Public Library Art Education Endowment Fund is to support art education programs for children, teenagers and adults using the Petersburg Public Library. The Art Education Endowment guidelines and a report of the annual distributions is available from the library upon request. The guidelines are posted on the library's website. Funds received by the library from the Art Education Endowment (AEE) must be allocated for art education materials, activities, and programs in generally accepted art domains such as visual arts, writing and performance. The AEE was established by Petersburg resident John J. McCabe in 2012; it is a Donor Designated Fund held and managed by the Alaska Community Foundation.

### **GENERAL GUIDELINES**

- AEE funds may not be used to purchase or maintain general office supplies or equipment.
- Up to fifty percent of the AEE spendable funds received by the Petersburg Public Library can be utilized to fund library personnel who are assigned, with Board approval, specified units of time and salary to implement, coordinate, or conduct art education programs.
- Oversight for disbursements of AEE spendable amounts is provided by the elected Board of the Petersburg Public Library; the guidelines for fund disbursements are noted in this document; the disbursement of spendable funds is independent of the Borough Assembly or other governing bodies.
- It is the responsibility of the Director and the Library Board to ensure that the AEE guidelines are followed, and violations of the guidelines do not occur.
- Per the Alaska Community Foundation (ACF) rules, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder.

### **RELEASE OF FUNDS**

Procedures for release of funds:

- The Library Director will recommend to the Library Board activities and programs to be funded by the AEE.
- The Library Director will, at a minimum, present to the Board for its approval one AEE activity or program within a two-year period that follows the last Board approved AEE activity or program.
- Board members will receive a printed or electronic copy of the AEE guidelines for review when making decisions regarding AEE funds for an activity or program.

- When funding for an activity or program is approved by the Board, the Library Director will request the ACF to release funds from the AEE spendable balance to the Petersburg Public Library.
- Any AEE funds received by the Library, and not expended for art education materials, activities or programs must be reinvested in the AEE Fund.

#### **FUND INTEGRITY**

If the Petersburg Public Library Board and/or the Petersburg Public Library is dissolved, or terminated, by the Petersburg Borough, the following criteria below must be followed:

- The Alaska State Librarian will decide which library will be awarded the AEE Fund.
- The Alaska State Librarian is not required to consult, or have approval, of the ACF in decisions related to the dissolution, or termination, of the Petersburg Library Board, or any successor Library Boards.
- The Alaska State Librarian is authorized to decide whether the Petersburg Library Board has been dissolved, or terminated, using the criteria listed in the section of this document titled: Dissolution/Termination of the Petersburg Public Library.
- The Alaska State Librarian will use the following guidelines when selecting an Alaskan public library to award the AEE Fund:
  - A public library in a community of more than 5,000 citizens that is established as an incorporated city or borough in the state of Alaska.
  - Preference given to a public library from Southeast Alaska.
  - If there is not a public library in Southeast Alaska that meets the above AEE selection criteria, the Alaska State Librarian will select an Alaska public library from a community with a population of more than five thousand citizens.
  - Should any successor library awarded the AEE fund be dissolved or terminated the Alaska State Librarian will use the criteria in these guidelines, to award the AEE Fund to a library that meets the selection criteria.
  - The Alaska State Librarian will inform, in writing, the Alaskan public library awarded the AEE Fund, and require this library to submit to the Alaska State Library written notice that this library will accept the AEE Fund and follow the AEE guidelines when administering the fund.
  - After the termination or dissolution of the Petersburg Public Library the Alaska State Librarian will notify the Alaska Community foundation of the name of the Alaska public library that he/she has chosen to become the controlling entity of the former Petersburg Public Library Art Education Endowment Fund.

**DISSOLUTION / TERMINATION OF THE PETERSBURG PUBLIC LIBRARY**

For the purposes of the AEE Fund the Petersburg Public Library Board (PPLB) is considered to be dissolved or terminated if one or more of the following events occur:

- The PPLB is no longer an elected library board, that is, Borough Library Board members are not voted into office as a result of an official Petersburg Borough public election.
- The Borough government reduces the number of Library Board members below five board members.
- The PPLB has a majority of appointed board members beyond the next Borough public election that allows voters to elect people to the Library Board.
- The PPLB, or the Petersburg Borough Government fails to follow or implement the AEE Fund per the AEE Guidelines.

John J. McCabe  
 John J. McCabe, AEE Fund Founder

October 30, 2021  
 Date

Marilyn Menish-Meucci  
 Marilyn Menish-Meucci, Library Board Chair

Dec 9, 2021  
 Date

Patience Frederiksen  
 Patience Frederiksen, Alaska State Library

October 12, 2021  
 Date

## Petersburg Borough

### FY 2024 Budget Calendar

December 2022	Budget Calendar Emailed to Assembly/Department Heads
January 4, 2023	<ul style="list-style-type: none"><li>• Community Service Grant Questionnaire emailed to Organizations.</li><li>• Budget Templates emailed out to Department Heads</li></ul>
January 4, 2023 – March 17, 2023	<ul style="list-style-type: none"><li>• Department Heads Preparing Budgets;</li><li>• Assembly emailed Budget Policies.</li><li>• Assembly work session to discuss future budget ideas/strategies/budget policies/new capital projects if needed.</li></ul>
March 17, 2023	Budget Requests from Department Heads and Community Organizations Due to Borough Manager– Including any Capital Project Budgets
March 17 – 31, 2023	Borough Manager and Finance Director meet with Department Heads to discuss budget requests and develop a proposed budget document for submittal to Assembly.
April 3, 2023	Draft Proposed Budget submitted to the Assembly.
April 3rd to 26 <sup>th</sup> , 2023	Budget Work Session / Special Meetings scheduled if needed
May 1, 2023 May 15, 2023 June 5, 2023	<ul style="list-style-type: none"><li>• Assembly Meeting - 1st Reading of Budget Ordinance</li><li>• Assembly Meeting – 2<sup>nd</sup> Reading of Budget Ordinance</li><li>• Assembly Meeting – 3<sup>rd</sup> Reading of Budget Ordinance</li></ul>

*Budget must be approved by June 15<sup>th</sup>*

# Customer Code of Conduct

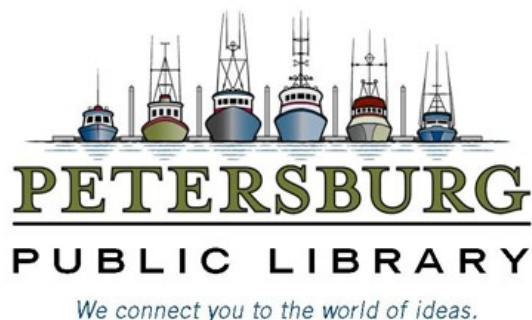
We want your visit to be a pleasant one. Use of the library is for the activities listed below, other uses are not permitted:

- 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:

- Any behavior that is:
  - ♦ Disruptive to library use
  - ♦ Disrespectful or rude to library staff and customers
- Leaving children under the age of 8 unattended by a responsible person of at least 18 years of age
- Petitioning, proselytizing or distributing materials
- Weapons
- Sleeping
- Loitering
- Food or open drink
- Soliciting or selling
- Misuse of restrooms
- Not wearing shoes or shirt

Misuse, theft from or damage of the facility & grounds is a serious offense and may lead to arrest. Failure to comply with these rules and the instructions of library staff may result in suspension of library use.



**Customer Code of Conduct – PROPOSED REVISION**

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 service animals that are individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations;
- Failure to comply with staff requests;

Misuse, theft from or damage of the facility & grounds is a serious offense and may lead to arrest. Failure to comply with these rules and the instructions of library staff may result in suspension of library use.