



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Library Advisory Board

Tuesday, March 14, 2023

12:00 PM

Ruth Sandvik Conference Room

Zoom: <https://us06web.zoom.us/j/9077723349>

1. Call to Order / Roll Call

2. Approval of Minutes

A. Minutes from the Jan 25, 2023 meeting are attached for review and approval.

3. Amendment and Approval of Meeting Agenda

4. Persons to be Heard Related / Unrelated to Agenda

5. Director's Report

Our inventory closure was a great success! The fiction, non-fiction, DVD, and magazine collections were all inventoried. Lots of weeding was also done.

Doris Olsen has created a t-shirt design for us based on her 'Giant Squid' artwork in the children's room. Samples are attached. The plan is to sell these at the front desk to raise money for programming and projects.

Beth continues to train on Library Tech duties (learning software products, updating computers, cataloging, etc).

We are tentatively looking to replace our Xerox copier this year and will submit a Rasmuson Foundation Grant for this.

Seventy-five readers have registered for the Build A Better World Challenge. Teen participation is up significantly in this year's challenge.

March is a busy month for art and culture programs. Pia Reilly started the month with Folk Art Painting, followed by Carol Jensen teaching Ukrainian-Style Egg Decorating, Jessica Toth teaching more Baby Massage & Mama Care, and the grand finale will be Kathy Rousso giving an artist's slide show & presentation followed by a three-day basket weaving class. We currently have several of her amazing baskets on display at the library. All programs are funded by the Healthy Communities grant and the Art Education Endowment.

I will be out of the office April 17-May 4.

A. T-Shirt project examples

6. Unfinished Business

A. FY24 Library General Fund Request

The most significant change in the proposed budget is to turn one of our 12 hour Library Clerk positions into a 24 hour Library Tech 1 position. This change will not only increase the hours for the position, it will expand training and responsibilities. This expansion will make library operations more durable when unexpected staffing changes occur. This level of cross training and knowledge will be extremely beneficial for the long term stability of the library.

To offset the cost of this we will submit Marine Passenger Fee request for \$14,250 (\$11,250 May-Sept janitorial service, \$2,500 post season carpet & upholstery cleaning, \$500 janitorial supplies). Utilities costs have been rising steadily for the last few years, this year's budget brings the amount requested more into line with what we have been spending.

Maintenance costs are often lower than budgeted, so funds have moved from this line to accommodate the increase to the utilities budget.

7. New Business

8. Discussion Items

A. Friends of the Library Updates: Report on the Feb book sale, plans for National Library Week (April 23 - 29).

B. Next Meeting: date TBD

9. Adjourn



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Library Advisory Board

Wednesday, January 25, 2023

12:00 PM

Ruth Sandvik Conference Room

- 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.
The minutes from Oct 26, 2022 were approved as presented.

3. Amendment and Approval of Meeting Agenda

Member Menish-Meucci requested an update on Monday closures. It was added to the Director's Report.

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 wainscotting with wood paneling both around the fountain and behind the front desk.

The library will continue to remain closed to the public on Mondays through February and likely into March.

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)

The Alaska Community Foundation has recommended that less be spent from the library's Endowments in 2023 due to fluctuations in the stock market. Spending less will protect the principle balance of the funds.

- 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

The funding requests were approved as presented.

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

The budget calendar is similar to previous years. It is anticipated that there will be increases in FY24, these will be presented at the next meeting.

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

The new policy was approved with the following change.

Inappropriate behaviors include: "Bringing animals into any public area except trained services animals that are in compliance with the Americans with Disabilities Act regulations;"

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.

The Dec book sale brought in over \$400. Having a silent auction for some books has had a positive effect on sale revenues and will continue. Activities are planned for National Library Week in April, details to be determined.

- 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?

Some items discussed by the Board included:

- Alaska READS Act
- Housing/empty structures
- Childcare
- Ocean health/climate
- Fishing industry
- Infrastructure for tourism
- Aging population
- Lack of local professionals (contractors, healthcare)

C. Next Meeting: Wednesday Feb 22 at noon

The Board decided to consider moving the meeting time to Mondays. 2 weeks prior to the meeting this will be confirmed along with the meeting time when the call for quorum is sought.

9. Adjourn

The meeting was adjourned at 1:15

1070CV Heather Dark Teal



1070CV
Go-To CVC
T-Shirt



A staple in every closet, the Go-To is your everyday tee for simple and soft comfort.

- Cotton Jersey
- 4.0 oz., 60% Cotton, 40% Recycled Polyester
- Set-in, ribbed neckband
- Double-needle stitching detail
- Tear-away tag
- Unisex Classic Fit | XS-3XL™
- Solid: 0170C
- Tie-Dye: 1070CB

5123BP Vintage Hoodie Black



Petersburg Borough, Alaska
Library

110 Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Adopted Budget	FY 23/24 Proposed Budget	INCREASE (DECREASE)
Library						
Salaries & Wages						
572 500110	Salaries	193,263	224,840	227,486	255,000	27,514
572 500120	Overtime Pay	282	102	-		-
572 500200	Benefits	69,391	81,968	86,924	92,573	5,649
	Subtotal	262,937	306,910	314,410	347,573	33,163
Supplies						
572 501320	Operating Supplies	3,996	4,535	6,000	6,000	-
572 501321	Library Materials	36,845	29,768	27,000	27,000	-
572 501322	Periodicals	2,492	3,245	3,400	3,400	-
572 501340	Small Tools & Equip.	17,692	4,670	4,000	4,000	-
	Subtotal	61,025	42,218	40,400	40,400	-
Services & Charges						
572 501410	Professional Services	56,387	33,243	34,000	34,000	-
572 501420	Communications	11,655	11,780	12,000	12,000	-
572 501430	Travel & Training	756	634	500	500	-
572 501440	Advertising	245	1,004	500	500	-
572 501470	Utilities	25,623	29,101	26,000	32,000	6,000
572 501480	Repairs & Maintenance	14,988	23,578	30,000	24,000	(6,000)
	Subtotal	109,655	99,341	103,000	103,000	-
						-
	Library Total	433,616	448,469	457,810	490,973	33,163
						Marine Passenger Fund request
						14,250
						18,913