



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Library Advisory Board Regular Meeting

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Tuesday, March 12, 2024

12:00 PM

Ruth Sandvik Conference Room

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Join Zoom Meeting

<https://us06web.zoom.us/j/85937680630>

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

**2. Approval of Minutes**

A. The minutes from the Jan 30, 2024 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. Library Director's Report**

**B. Program Coordinator's Report**

**6. Unfinished Business**

**A. FY25 Library General Fund Budget Request:** The library's FY25 General Fund Budget is presented for review, questions, and a vote. Increases are noted in red and include: Salaries (PMEA Collective Bargaining Agreement 2023-2026), Benefits (12% Healthcare Insurance increase), Utilities (Meter replacement & rate increases), Small Tools & Equipment (Upgrading computers for Windows 11 compliance).

**7. New Business**

**A. Art Education Endowment Fund Guidelines:** An updated version of the Petersburg Public Library Art Education Endowment Fund Guidelines are presented for Board review. While a vote is recommended, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder. He will be present at the meeting to answer questions.

**B. Confidentiality of Library Records Policy:** A proposed update to the policy is presented for discussion and vote. Notable changes to the revised policy include a direct quote from the relevant Alaska State Statute, removal of language referring to a

shared school/public library library catalog which is no longer used, and improvements to the readability of the policy.

- C. Background Check Policy:** At the Jan 30 Library Board Meeting, if the library had a policy for background checks was discussed. We do not currently have a policy. Now that checks are required for adult volunteers and contractors who teach programs it's time to revisit this. Currently the Borough's Human Resources Department oversees and administers background checks on behalf of the library. They have a policy covering employees but plan to update this in 2024. I am recommending that because the HR Department oversees the background checks, that we remain under their policy.

## **8. Discussion Items**

- A. Friends of the Library Updates**

- B. Next Meeting: Tuesday May 7, 2024 at noon**

## **9. Adjourn**

## Director's Report

### Inventory Closure

The library was closed for inventory Monday March 4 - Thursday March 8. We accomplished a great deal, including inventory of the DVD, non-fiction, fiction sections, and most of the children's room. It was very productive.

### New tables

The tables in the Helmi Jensen Community Room have posed challenges since the library's inception due to their weight and unwieldiness. Given their extensive use for programming by both the library and the community, these tables have now deteriorated after a decade of service. This has prompted the decision to replace them. The cost of replacing the seven tables is significant, roughly \$8,000 (includes shipping). We will use a donation from the Friends, proceeds from the sale of sweatshirts, and the remainder of the capital fund from library construction to replace these in the next few months.

### LICS Research Project

Thanks to everyone who took part! Nearly 50 responses were received. The data has been passed on to the LICS research team. They will compile the information and transcribe the audio interviews. After the compiled responses are received, likely sometime this winter, the Board will discuss the possibility of a joint Board/staff planning session to discuss some of the ideas that came up.

## Program Coordinator's Report

**Build A Better World Challenge** - Julianne Thompson was the winner and she chose Beat the Odds to receive the \$500 cash prize. 87 people signed up to participate and 17 people completed the challenge. 38,000 minutes were read for the challenge. Overall participation in the program was down quite a bit over previous years. For this reason, we will likely pause the program for a year and possibly have a refreshed version in 2026.

**Curiosity Creates** - Andrea Weathers wrapped up Curiosity Creates at the end of February and does not plan to continue teaching this program in the future. She will be missed as the library enjoyed her creative spirit for many years and we wish her well as she embarks on a new chapter in her life.

**Ashley Lohr** – Ashley is continuing Enamel Earring Making and will be adding Afterschool Art once or twice a month. Her classes continue to be very popular.

**Watercolor Workshop** – Pia Reilly held a 3 day/13 hour watercolor workshop in early May. The

**Spintronics** - We added an exciting new program for ages 10-15, *Spintronics*, creating mechanical circuits. Our page, Adrian Ducat, and a volunteer, Marissa Cunningham, are helping teach this program.

**Quilting Display** - In March Raincountry Quilters plan to do a display in the library in honor of National Quilt Day. The display will be part of a larger community-wide display.

**PMC Health Fair** - The library will participate in the Health Fair with a booth of health related library materials and a sand table to occupy young children while adults brows.

**Humane Association Display** - In April the Human Association is celebrating 25 years with a party for the public in the Library's Community Room. We plan to honor them with a display.

**Summer Reading/Free Lunch Program** - With the help of Barb Steltz Kari will be expanding our summer partnership with the school district's free lunch program. They will continue to offer free snacks for kids in select library programs and plan to offer a reading program twice a week at the cafeteria during the free summer breakfast program. After breakfast they will have adults available to read with children and help them participate in the Summer Reading Challenge.

Petersburg Borough, Alaska  
Library

110 Account Number	Description	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Adopted Budget	FY 24/25 Proposed Budget
<b>Library</b>					
<b>Salaries &amp; Wages</b>					
572 500110	Salaries	224,840	244,949	255,000	280,033
572 500120	Overtime Pay	102	-	-	-
572 500200	Benefits	81,968	87,749	93,852	100,712
	<b>Subtotal</b>	<b>306,910</b>	<b>332,698</b>	<b>348,852</b>	<b>380,745</b>
<b>Supplies</b>					
572 501320	Operating Supplies	4,535	7,050	5,500	5,500
572 501321	Library Materials	29,768	21,741	27,000	27,000
572 501322	Periodicals	3,245	727	3,400	3,400
572 501340	Small Tools & Equip.	4,670	4,237	4,000	11,000
	<b>Subtotal</b>	<b>42,218</b>	<b>33,756</b>	<b>39,900</b>	<b>46,900</b>
<b>Services &amp; Charges</b>					
572 501410	Professional Services	33,243	40,129	20,000	20,000
572 501420	Communications	11,780	12,627	12,000	12,000
572 501430	Travel & Training	634	1,075	500	500
572 501440	Advertising	1,004	159	500	500
572 501470	Utilities	29,101	35,683	32,000	44,300
572 501480	Repairs & Maintenance	23,578	23,144	24,000	24,000
	<b>Subtotal</b>	<b>99,341</b>	<b>112,817</b>	<b>89,000</b>	<b>101,300</b>
	<b>Library Total</b>	<b>448,469</b>	<b>479,272</b>	<b>477,752</b>	<b>528,945</b>

**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).

**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. 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 Petersburg Borough Public Library Director (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 two-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. It is the responsibility of the Board, or a Board member, or the Director to ensure that violation(s) AEE guidelines do not occur.
- C. 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. 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.
- D. 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.

- E. 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.
- F. The Petersburg Borough Finance Officer will be notified if the PPL and/or the Board is dissolved or terminated per AEE guidelines, Section 4.
- G. 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.
- H. 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



**CURRENT POLICY**

**CONFIDENTIALITY POLICY**

*Renewed by the Petersburg Public Library Board 12/1/21*

*Alaska Constitution*  
Article 1, Section 22. RIGHT OF PRIVACY.

“The right of the people to privacy is recognized and shall not be infringed.”

*Alaska State Statute:*  
Section 40.25.140 CONFIDENTIALITY OF LIBRARY RECORDS.

Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

**TO CONFORM WITH THIS LAW**, the following will be adhered to by all Petersburg Public Library staff:

Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be given out to anyone, including parents, guardians, spouses and law enforcement officers, without a court order or the patron's verbal consent.

Patrons requesting information about their own record (most commonly wanting to know what is checked out against it) may be given the information if:

- They present their library card, or
- are able to produce a picture I.D., or
- they can be positively identified by library staff.

Parents cannot be given the titles of books their children have borrowed, except for the purposes of retrieving overdue materials and/or paying their fines. A parent may have access to his or her child's account if the child has given verbal consent. A child is defined as anyone less than 18 years of age.

No personal patron information including items checked out will be given over the phone unless staff is confident that confidentiality is upheld.

IF YOU ARE UNCERTAIN about whether to give out information or not from our patron files and records, you should not do so, but refer the matter to your supervisor.

For parents who object to not being given full access to their child's record, you can make the following suggestions:

The child may give verbal consent for the parent(s)/guardian(s) to access his or her library records. Staff will attach a message to the child's patron record stating that the child has given his or her consent.

The child can be instructed by the parent to ask for a printout listing all books out on the child's card,

Parent or guardian can request information about their child's library record from both the elementary school library and the high school library.

## PROPOSED UPDATE

### CONFIDENTIALITY OF LIBRARY RECORDS

Reaffirming the individual's right to read, listen, and view, the Petersburg Public Library declares that circulation and registration records of the library are confidential in nature, protected by the individual's right to privacy, and that these records are not to be disclosed to any person or agency, government, or other organization, under any circumstance, except upon order from a court of competent jurisdiction. Any costs the library incurs in any search shall be charged to the agency demanding such search. Authority for this policy is set in Alaska Statutes, Inspection and Copying of Public Records: Sec. 40.25.140. Confidentiality of library records, quoted below:

- (a) *Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.*
- (b) *Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child. (sec. 1 ch 35 SLA 1985)*

To conform to the law: names, addresses, telephone numbers, or information concerning what items are on a patron's account or what a patron is reading will NOT be given out to anyone, including spouses and law enforcement officers, with the following exceptions:

- Patrons requesting information in person about their own accounts and are able produce their own library cards or identification.
- Patrons request information over the telephone about their own accounts and can provide the account number and PIN.
- Patrons email requesting information about their own accounts from the email address listed for the account and can provide the account number.
- Parents or legal guardians request titles of overdue, lost, or damaged items their minor children have borrowed, and the identity of the person can be verified as a parent or guardian listed on the minor's account.
- Patrons under the age of 18 may give verbal consent for the parent(s)/guardian(s) to access their library records. Staff will attach a message to the patron record stating that the child has given his or her consent.