

# MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

**Chairperson** – Marci Hawkins - Sutton  
**Vice Chair** – Bonnie Cavanaugh – At Large 1  
**Secretary** – Jennifer Rinaldi - Big Lake

Ginny Robson – Trapper Creek  
Virginia Richey – At Large 2  
Carol Goltz - Willow

Deena Carlos - Wasilla  
Diane Holl-Rambo – Talkeetna  
Janel Gagnon- Palmer

## **AGENDA**

### **REGULAR MEETING Trapper Creek Public Library**

**May 21, 2016  
10:00 A.M.**

- I. CALL TO ORDER
- II. ROLL CALL – DETERMINATION OF QUORUM
- III. APPROVAL OF AGENDA
- IV. PLEDGE OF ALLEGIANCE
- V. MINUTES OF PRECEDING MEETING
  - A. April 16, 2016
- VI. BOROUGH STAFF REPORTS
  - A. Hugh Leslie – Recreation Library Services Manager
  - B. February and March 2016 stats
- VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
- VIII. UNFINISHED BUSINESS
  - A. Strat. Plan update
- IX. NEW BUSINESS
- X. CORRESPONDENCE
  - A. Palmer Library March 2016 Stats
- XI. MEMBER COMMENTS
- XII. NEXT MEETING
  - A. August 20, 2016 – Talkeetna Public Library
- XIII. ADJOURNMENT

1 **MATANUSKA-SUSITNA BOROUGH**  
2 **LIBRARY BOARD**

3 Chair – Marci Hawkins - Sutton

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Carol Goltz - Willow

Janel Gagnon – Palmer

4  
5 **DRAFT MINUTES**  
6

7 **REGULAR MEETING**  
8 **Big Lake Public Library**

**April 16, 2016**  
**10:00 A.M.**

9  
10 I. CALL TO ORDER

11 Meeting was called to order at 10:05 am

12  
13 II. ROLL CALL-DETERMINATION OF QUORUM

14 A. Members present and establishing a quorum were: Deena Carlos, Carol Goltz,  
15 Marci Hawkins, Virginia Richey, Jen Rinaldi, Janel Gagnon, and Diane Holl-  
16 Rambo

17 B. Members Absent and Excused: Bonnie Cavanaugh, Ginny Robson

18 C. Staff Present: Hugh Leslie, Recreation Services Manager  
19 Jo Cassidy, Big Lake Librarian

20 D. Guest Present: Beth Skow, Palmer Librarian

21  
22 III. APPROVAL OF AGENDA

23 MOTION: Ms. Carlos motioned, Ms. Richey 2nd, to approve the agenda. Agenda  
24 approved as written.  
25

26 IV. PLEDGE OF ALLEGIANCE

27  
28 V. MINUTES OF PRECEDING MEETING

29 A. March 19, 2016

30 Minutes revised to correctly state that both Palmer and Wasilla have opted to pay  
31 the JLC directly for library automation costs.

32 MOTION: Ms. Carlos motioned, Ms. Gagnon 2<sup>nd</sup>. Minutes approved as amended.  
33

34 VI. BOROUGH STAFF REPORT

35 Mr. Leslie reported:

- 36 • Budget presentations have started, and the Assembly has published public
- 37 meeting dates for residents to voice their opinions on budget issues.
- 38 • Rec Services is assisting the Talkeetna Library with their greenhouse
- 39 development.

40 Ms. Cassidy reported:

- 41 • Big Lake Teens are meeting each Friday
  - 42 • Class tours are happening between now and year-end
  - 43 • A variety of community classes are upcoming
  - 44 • The summer reading program will begin on June 11
  - 45 • All libraries now have credit card machines
- 46

- 47 VII. PERSONS TO BE HEARD  
48 Beth Skow, Palmer Public Library Director:  
49 • The Palmer Public Library has been very busy, with more and more kids coming  
50 through the doors. There will be a book sale coming up on May 6<sup>th</sup> and 7<sup>th</sup>.  
51
- 52 VIII. UNFINISHED BUSINESS  
53 A. Library Strategic Plan: No updates shared.  
54 B. PowerPoint Presentation Outline:  
55 Ms. Rinaldi shared a final draft of the presentation. Member comments and  
56 suggestions were made. Jen will finalize the product and e-mail to Jill and Marci.  
57
- 58 IX. NEW BUSINESS  
59 None  
60
- 61 X. CORRESPONDENCE  
62 None  
63
- 64 XI. MEMBER COMMENTS  
65 • Ms. Carlos shared that the Wasilla Public Library's book fair was successful, and  
66 that the capital campaign has been extended until June 1, 2016.  
67 • Ms. Gagnon shared that the Friends of the Palmer Library Facebook page has  
68 been a good outreach for community members to find out about library events.  
69 • Ms. Goltz shared that there will be an Open House on April 30<sup>th</sup> in Willow. It will  
70 be “A Great Day in Willow”, and events include a 5k race/run, art studio tours,  
71 and a dahlia sale.  
72 • Ms. Holl-Rambo shared there will be a poetry reading on April 20<sup>th</sup> in Talkeetna.  
73 Library members are also work on ideas for a donor wall.  
74 • Ms. Hawkins shared that the Sutton teen program is kicking off, along with movie  
75 nights and various community events. Sutton Public Library is also on Facebook.
- 76 XII. FUTURE MEETING  
77 • May 21, 2016, 10:00 am, Trapper Creek Public Library  
78
- 79 XIII. ADJOURNMENT  
80 • Ms. Rinaldi motioned, Ms. Hawkins 2nd, to adjourn the meeting. Motion passed,  
81 and meeting was adjourned at 11:27 am.  
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Marci Hawkins, Chair

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91 ATTEST:

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Jennifer Rinaldi, Board Secretary

# February 2016 Statistics Report

**Big Lake Library:** We sponsored many new programs this month. Attendance was great, and people showed an active interest in our future programs.

## **Programs:**

Preschool Story Hour	4 events	72 participants
Afterschool Story Break	8 events	92 participants
Book Club	2 events	20 participants
Big Lake Teens	4 events	41 participants
Midnight Sun	2 events	57 participants
<b>Total Programs:</b>	<b>20 events</b>	<b>282 total participants</b>

## **Library Events:**

Head Start	3 events	47 participants
Memories of Alaska	1 event	6 participants
Writer's Workshop	1 event	8 participants
Library Board	1 event	4 participants
Chicken University	1 event	22 participants
Alaska Livestock	2 events	6 participants
Proctor	2 events	2 participants
<b>Total Events:</b>	<b>11 events</b>	<b>97 total participants</b>

## **Use of Facility for Community/Other Functions:**

Strong Women	8 events	78 participants
Recycling	1 mtg.	8 participants
Fiber Arts	4 events	24 participants
Wild Bird Rehab	1 event	8 participants
Truth About Cancer	3 events	29 participants
Girl Scouts	1 event	9 participants
<b>Total Events:</b>	<b>18 events</b>	<b>156 total participants</b>

<b>Computer Usage:</b>	962 users
Wi-Fi Usage:	540 users
Job Service Computer Usage:	6 users
<b>Total Computer Use:</b>	<b>1,508 users</b>

**Reference Questions Answered:** 35

## **Interlibrary loan requests filled:**

Incoming - 0  
Outgoing - 0

**Volunteers:** 1  
**Volunteer Hours:** 4

*Carol helped prepare for the children's programs.*

**Community Work Service:** 0 **Hours** 0

**Monthly Patron Count:** 5,047

## **Sutton Public Library:**

**Programs:** *(These are reoccurring, planned programs, put on by library staff)*

Preschool Story Hour	4 events	36 participants
Afterschool Program	4 events	77 participants
Common Threads Artisans	2 events	5 participants
Sutton Community Book Club	1 event	2 participants
Sutton Elementary School Visits	15 classroom visits	270 students
Headstart Classroom Visit	1 visit	30 students
<b>Total Programs:</b>	<b>27 events</b>	<b>420 total participants</b>

**Library Events:** *(These are non-reoccurring events put on or sponsored by the library)*

Sewing with Helen	1 event	6 participants
Chickaloon School Visit	1 event	12 students
Glacier View School Visit	1 event	20 students
<b>Total Events:</b>	<b>3 events</b>	<b>38 participants</b>

**Use of Facility for Community/Other Functions:** *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

Friends of the Sutton Library Mtg.	1 mtg.	7 participants
Castle Mt. Coalition Speaker Series	1 mtg.	12 participants
Sutton Boy Scouts	1 mtg.	14 participants
Sutton PTA	2 mtgs.	9 participants
Kenai Peninsula College – Ahtna Class	4 sessions	12 participants
Alpine Historical Society Mtg.	1 events	5 participants
Sutton Community Council	1 mtg.	13 participants
Jonesville/Slipper Lake Committee Meetings	1 mtgs.	21 participants
Strong People Exercise Group	10 events	32 participants
<b>Total Events:</b>	<b>22 events</b>	<b>125 participants</b>

### **Computer Use:**

Library Computers:	250 users
Wi-Fi Usage:	143 users
Job Service Computer Usage:	0 users
<b>Total Computer Use:</b>	<b>393 users</b>

**Reference Questions Answered:** 7

### **Interlibrary loan requests filled:**

Incoming - 1  
Outgoing - 9

**Volunteers:** 1

**Volunteer Hours:** 6 (Marie – Baskets)

**Community Work Service:** 0 Hours 0

**Monthly Patron Count:** 1,330

**Talkeetna Public Library:** Though February is a short month, we were very busy with a variety of programs plus an assortment of organizations or people who used the facility for any number of activities. One of the highlights of this month was the visit by representatives of Alzheimer's Resources of Alaska who facilitated a Virtual Dementia Tour for patrons. The tour changes the way you think, relate, and take care of the elderly population as it gives a better understanding of the emotional and physical needs of someone with dementia. This month also saw the start of our K-2 Reading Mentor program.

**Programs:**

Story time	4 programs	86 participants
Breakfast Book Club	1 program	9 participants
Teen book2film club	1 program	12 participants
K-2 Reading Mentor	1 program	32 participants
<b>Total Programs:</b>	<b>7 programs</b>	<b>139 total participants</b>

**Library Events:**

Sky lantern launch	1 events	62 participants
OWL – Your Heart Your Health	1 event	4 participants
Tests proctored	2 events	2 participants
<b>Total Events:</b>	<b>3 events</b>	<b>64 participants</b>

**Use of Facility for Community/Other Functions:** *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

Talkeetna Community Council	1 event	52 participants
Talkeetna Community Parks Advisory Committee	1 events	22 participants
Talkeetna C.C. Boundary Review Committee	1 event	6 participants
Denali Arts Council	1 event	9 participants
Friends of the Library	1 event	11 participants
Mentor instruction	1 event	19 participants
Battle of the Books practice	4 event	32 participants
Upper Susitna Food Bank	2 events	17 participants
Virtual Dementia Tour	1 event	14 participants
Alcoholics Anonymous	4 events	Anonymous
<b>Total Events:</b>	<b>17 events</b>	<b>182 + participants</b>

**Computer Use:**

Library Computers:	432
Wi-Fi Use:	502
AWE Use	120
Job Service Computer Usage:	33
<b>Total Computer Use:</b>	<b>1087</b>

**Reference Questions Answered:** 231

**Interlibrary loan requests filled:**

**Note:** JLC has changed this data significantly

Incoming -	18
Outgoing -	11
<b>Total: requests</b>	<b>29</b>

**Volunteers:** 27  
**Volunteer Hours:** 62

**Monthly Patron Count:** 5773

**Trapper Creek Public Library:** Trapper Creek Community Council board elections were held at the Library. After school activities shifted gears to art and poetry to encourage children's participation in the contests for button design, t-shirt design and poetry for the local Cabin Fever Reliever celebration held in March.

**Programs:**

Book Club	1 events	3 participants
Preschool Reading	4 events	18 participants
Battle of the Books	2 events	9 participants
Afterschool Group	1 events	3 participants
<b>Total Programs:</b>	<b>8 events</b>	<b>33 total participants</b>

**Use of Facility for Community/Other Functions:**

TC Library Assoc	2 events	7 participants
TC Community Council	1 event	9 participants
RSA 30 Meeting	1 event	5 participants
<b>Total Events:</b>	<b>4 events</b>	<b>21 total participants</b>

**Computer Use:**

Library Computers:	151 users
Wi-Fi Usage:	154 users
Job Service Computer Usage:	N/A
<b>Total Computer Use:</b>	<b>305 users</b>

**Reference Questions Answered:** 53

**Interlibrary loan requests filled:**

Incoming - 5  
Outgoing - 0

**Volunteers:** 5  
**Volunteer Hours:** 11

**Community Work Service:** 0 **Hours** 0

**Monthly Patron Count:** 529

**Willow Public Library:**

**Programs:** *(These are reoccurring, planned programs, put on by library staff)*

Preschool Story Hour	4 events	25 participants
Mystery Book Club	1 events	3 participants
<b>Total Programs:</b>	<b>5 events</b>	<b>28 total participants</b>

**Library Events:** *(These are non-reoccurring events put on or sponsored by the library)*

Class Visit	1 event	13 participants
Les Brake Africa tour	1 event	65 participants
<b>Total Events:</b>	<b>1 events</b>	<b>78 total participants</b>

**Use of Facility for Community/Other Functions:** *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

Library Association	1 event	9 participants
AM Book Club	1 event	5 participants
<b>Total Events:</b>	<b>2 events</b>	<b>14 total participants</b>

**Computer Use:**

Library Computers:	361 users
Wi-Fi Usage:	725 users

**Total Computer Use: 1086 users**

**Reference Questions Answered: 83**

**Interlibrary loan requests filled:**

Incoming - 16  
Outgoing -12

**Volunteers:** 12  
**Volunteer Hours:** 98.  
5

**Community Work Service: 0 Hours 0**

**Monthly Patron Count: 3056**

# March 2016 Statistics Report

## Big Lake Library:

### **Programs:**

Preschool Story Hour	4 events	77 participants
Afterschool Story Break	7 events	97 participants
Midnight Sun	3 events	95 participants
Big Lake Teens	4 events	65 participants
Book Club	2 events	10 participants
<b>Total Programs:</b>	<b>20 events</b>	<b>344 total participants</b>

### **Library Events:**

Easter Egg Hunt	1 event	140 participants
Proctor	1 event	1 participant
Writer's Workshop	1 event	3 participants
State Fair Cabbages	1 event	9 participants
Ernestine Hayes Conf.	1 event	7 participants
<b>Total Events:</b>	<b>5 events</b>	<b>160 total participants</b>

### **Use of Facility for Community/Other Functions:**

Strong Women	7 events	80 participants
Fiber Arts	4 events	18 participants
Community Council	1 event	6 participants
Library Advocates	1 event	5 participants
Truth About Cancer	4 events	45 participants
RSA 21	1 event	14 participants
AWBRC	1 event	9 participants
Recycle Meeting	2 events	14 participants
<b>Total Events:</b>	<b>21 events</b>	<b>191 total participants</b>

<b>Computer Usage:</b>	1020 users
Wi-Fi Usage:	560 users
Job Service Computer Usage:	8 users
<b>Total Computer Use:</b>	<b>1,588 users</b>

**Reference Questions Answered:** 49

### **Interlibrary loan requests filled:**

Incoming - 0  
Outgoing - 0

**Volunteers:** 2

**Volunteer Hours:** 7

*Carol helped prepare crafts for story time and for the summer reading program. Rebecca helped with the Easter Egg Hunt.*

**Community Work Service:** 1 Hours 25

**Monthly Patron Count:** 6,081

## **Sutton Public Library:**

**Programs:** *(These are reoccurring, planned programs, put on by library staff)*

Preschool Story Hour	5 events	57 participants
Afterschool Program	5 events	81 participants
Common Threads Artisans	2 events	6 participants
Sutton Community Book Club	1 event	3 participants
Sutton Elementary School Visits	12 classroom visits	216 students
Headstart Classroom Visit	1 visit	30 students
<b>Total Programs:</b>	<b>26 events</b>	<b>393 total participants</b>

**Library Events:** *(These are non-reoccurring events put on or sponsored by the library)*

OWL Author Visit – Ernestine Hayes	1 event	2 people
Glacier View School Visit	1 event	20 students
<b>Total Events:</b>	<b>2 events</b>	<b>22 participants</b>

**Use of Facility for Community/Other Functions:** *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

Friends of the Sutton Library Mtg.	1 mtg.	6 participants
Private Baby Shower	1 event	15 participants
Castle Mt. Coalition Speaker Series	1 mtg.	25 participants
Sutton Boy Scouts	1 mtg.	4 participants
Sutton PTA	2 mtgs.	11 participants
Kenai Peninsula College – Ahtna Class	4 sessions	15 participants
Republican Caucus	1 event	82 participants
Sutton Community Council	1 mtg.	12 participants
Jonesville/Slipper Lake Committee Meetings	2 mtgs.	23 participants
Strong People Exercise Group	12 events	32 participants
<b>Total Events:</b>	<b>26 events</b>	<b>225 participants</b>

### **Computer Use:**

Library Computers:	315 users
Wi-Fi Usage:	196 users
Job Service Computer Usage:	0 users
<b>Total Computer Use:</b>	<b>511 users</b>

**Reference Questions Answered:** 10

### **Interlibrary loan requests filled:**

Incoming - 0  
Outgoing - 3

**Volunteers:** 1

**Volunteer Hours:** 5 (Misty – Afterschool Program)

**Community Work Service:** 0 **Hours** 0

**Monthly Patron Count:** 1,652

**Talkeetna Public Library:** The library was closed from Sunday February 28<sup>th</sup> through Sunday March 6<sup>th</sup> for installation of acoustic panels on the ceiling and side wall of the central corridor. The installation went very smoothly and the results were well worth any inconvenience. Patrons and staff alike have noted the difference. At the same time, film was placed on the floor to ceiling windows to prevent UV light from damaging books and fixtures, and security cameras were installed. All of these upgrades have made the facility a much more pleasant and safe place to be. The library's 43<sup>rd</sup> "birthday" was on March 17<sup>th</sup>, and the Friends and community members celebrated 43 years of service to the community.

**Programs:**

Story time	4 programs	96 participants
Breakfast Book Club	1 program	7 participants
Teen book2film club	1 program	10 participants
K-2 Reading Mentor	2 programs	72 participants
<b>Total Programs:</b>	<b>8 programs</b>	<b>185 total participants</b>

**Library Events:**

Imagination Library story time	1 events	31 participants
Library Birthday Party	1 event	56 participants
Tests proctored	1 events	1 participants
<b>Total Events:</b>	<b>3 events</b>	<b>88 participants</b>

**Use of Facility for Community/Other Functions:**

Talkeetna Community Council	1 event	52 participants
Denali Arts Council	1 event	9 participants
Friends of the Library	1 event	11 participants
Conference Call – job interview	2 events	2 participants
Job Interview	3 events	4 participants
Firefighter review	1 event	15 participants
Alcoholics Anonymous	4 events	Anonymous
<b>Total Events:</b>	<b>13 events</b>	<b>93 + participants</b>

**Computer Use:**

Library Computers:	278
Wi-Fi Use:	408
AWE Use	89
Job Service Computer Usage:	23
<b>Total Computer Use:</b>	<b>798 (low figures because of closure)</b>

**Reference Questions Answered:** 142

**Interlibrary loan requests filled:**

*Note: JLC has changed this data significantly*

Incoming -	12
Outgoing -	14
<b>Total: requests</b>	<b>26</b>

**Volunteers:** 29  
**Volunteer Hours:** 68

**Monthly Patron Count: 3413**

**Trapper Creek Public Library:** Library computers were busy with patrons filling out job applications for some of our seasonal employers in the area. The library was busy with many last minute PFD filers & patrons looking for PFD forms.

**Programs:**

Book Club	1 events	6 participants
Preschool Reading	3 events	13 participants
Afterschool Group	4 events	22 participants
<b>Total Programs:</b>	<b>8 events</b>	<b>41 total participants</b>

**Computer Use:**

Library Computers:	212 users
Wi-Fi Usage:	222 users
Job Service Computer Usage:	N/A
<b>Total Computer Use:</b>	<b>434 users</b>

**Reference Questions Answered:** 62

**Interlibrary loan requests filled:**

Incoming - 6  
Outgoing - 0

**Volunteers:** 6  
**Volunteer Hours:** 21

**Community Work Service:** 0 **Hours** 0

**Monthly Patron Count:** 571

**Willow Public Library:** Iditarod Re-start returned to Willow. We also got to chat with an author in Juneau and visit with a live hawk.

**Programs:** *(These are reoccurring, planned programs, put on by library staff)*

Preschool Story Hour	4 events	31 participants
Mystery Book Club	1 events	5 participants
<b>Total Programs:</b>	<b>5 events</b>	<b>36 total participants</b>

**Library Events:** *(These are non-reoccurring events put on or sponsored by the library)*

Blonde Indian OWL Conf	1 event	9 participants
Wild Bird Hawk Visit	1 event	20 participants
<b>Total Events:</b>	<b>2 events</b>	<b>29 total participants</b>

**Use of Facility for Community/Other Functions:** *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

Library Association	1 event	9 participants
AM Book Club	1 event	5 participants
Better Breathers Club	1 event	2 participants
<b>Total Events:</b>	<b>3 events</b>	<b>16 total participants</b>

**Computer Use:**

Library Computers:	445 users
Wi-Fi Usage:	783 users
<b>Total Computer Use:</b>	<b>1228 users</b>

**Reference Questions Answered:** 64

**Interlibrary loan requests filled:**

Incoming - 21  
Outgoing -12

**Volunteers:** 18

**Volunteer Hours:** 61

**Community Work Service:** 0 **Hours** 0

**Monthly Patron Count:** 3137

Total Registered Patrons	11,914	
Total Mat-Su Borough Resident Patrons	9,178	<b>77% of Palmer patrons are Mat-Su Borough Residents</b>
Total City of Palmer Resident Patrons	2,736	
New Library Users	<b>100</b>	

**Statistics:**

Patron Visits/Count	9,670	
Reference Questions	1,603	
Library Computer Sessions	1,943	
WIFI Sessions	1,437	
Circulation(PPL items)	12,372	
Magazine circulation	711	
Take Home Paperbacks	205	
Inter Library Loans:	9 Incoming	23 Outgoing
Volunteers	17	145 Volunteer Hours
College Intern	43 hours	10 hours a week

**Programs:**

Children’s Programs	26 Events	923 Participants
Class Visits	3 Events	56 Participants
Young Adult Programs	4 Events	54 Participants
Adult Programs	4 Events	25 Participants
<b>Total Library Programs</b>	<b>37 Events</b>	<b>1,058 Participants</b>

Community Events	20 Events	380 Participants
<b>Total Programs and Community Events</b>	<b>57 Events</b>	<b>1,438 Participants</b>

**OWL Video Conferences:** One children’s program utilized the Video Conference technology to bring a program from Aquarium of the Pacific on Shark Myth busters. The AK Dept. Fish and Game presented training on “What Can a Skull Tell You” that will be recorded and placed on the State library site for later viewing.

**Total Totes sorted 258**

MSLN 180 Mat Su Library Network Libraries (7 libraries)  
 MSB 119 (MSB 5 Libraries) Wasilla 61  
 Total JLC Totes sorted 78 These are totes with PPL items going between JLC libraries.

**Postage: Total \$391.06 with 220 items mailed**

Bills: \$57.33 Bills sent 117  
 ILLs: \$80.68 ILLs sent 28  
 JLC items: \$247.17 JLC items sent 63  
 Misc: \$5.88 items sent 12 (returns, thank you notes, funding requests, etc..)

**Mat Su Library Board:** the Palmer position on the MSLB has been filled by library patron Janel Gagnon. We have met and talked about funding. She attended the March meeting.

**Continuing Education:**

Beth Skow attended the FBI Active Shooter training in Wasilla March 17.

Joy Bailey continues to take the new E-Rate courses to keep abreast with the ever changing E-Rate qualifications. With the introduction of USAC's EPC portal, there have been many changes regarding where and how to file all of the FCC forms that are required to receive E-Rate funding. Joy is also responsible for E-Rate document retention as required by program rules.

**Donations:** The Lions Club awarded the Friends of the PPL with \$1,500 to go towards children and programming needs.

**Grants:**

Rasmuson Foundation Tier I Grant for \$15,000 to replace the Children's books on cassettes to books on cds and children's VHS movies to DVDs.