

# MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

**Chairperson** – Janel Gagnon- Palmer  
**Vice Chair** – Marci Hawkins - Sutton  
**Secretary** – Deena Carlos - Wasilla

Ginny Robson – Trapper Creek  
Carol Goltz - Willow  
Jennifer Rinaldi - Big Lake

Diane Holl-Rambo – Talkeetna  
Bonnie Cavanaugh – At Large 1  
Virginia Richey – At Large 2

## AGENDA

**REGULAR MEETING**  
**Big Lake Public Library**

**November 19, 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. October 15, 2016
- VI. BOROUGH STAFF REPORTS
  - A. Jo Cassidy – Big Lake Librarian
  - B. Hugh Leslie – Recreation and Library Services Manager
  - C. September 2016 stats
- VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
- VIII. UNFINISHED BUSINESS
  - A. MSLN Participation
  - B. MSLN Strat Plan 2014 update
- IX. NEW BUSINESS
  - A. Use of social media for Library Board discussion
  - B. 2017 Meeting Schedule
- X. CORRESPONDENCE
  - A. Palmer Library September 2016 Stats
- XI. MEMBER COMMENTS
- XII. NEXT MEETING
  - A. January 21, 2017 – Wasilla Public Library, 500 N. Crusey St., Wasilla
- XIII. ADJOURNMENT

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

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Virginia Richey - At Large 2  
Carol Goltz - Willow

Bonnie Cavanaugh - At-Large 1  
Diane Holl-Rambo - Talkeetna  
Jennifer Rinaldi - Big Lake

4  
5 **DRAFT MINUTES**  
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7 **REGULAR MEETING**  
8 **Willow Public Library**

**October 15, 2016**  
**10:00 A.M.**

9  
10 I. CALL TO ORDER

11 Meeting was called to order at 10:04 am  
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13 II. ROLL CALL-DETERMINATION OF QUORUM

14 A. Members present and establishing a quorum were: Janel Gagnon, Marci Hawkins,  
15 Bonnie Cavanaugh, Ginny Robson, Carol Goltz, Virginia Richey

16 a. Members Absent and Excused: Jen Rinaldi, Deena Carlos, Diane Holl-Rambo

17 Staff Present: Hugh Leslie, Recreation Services Manager

18 Julie Mitchell, Willow Librarian

19 Guest Present: Beth Skow, Palmer Librarian  
20

21 III. APPROVAL OF AGENDA

22 MOTION: Ms. Richey moved, Ms. Hawkins 2<sup>nd</sup>, to approve agenda. Agenda approved  
23 as written  
24

25 IV. PLEDGE OF ALLEGIANCE  
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27 V. MINUTES OF PRECEDING MEETING

28 A. September 17, 2016

29 MOTION: Ms. Goltz moved, Ms. Hawkins 2<sup>nd</sup>. Minutes approved as written.  
30

31 VI. BOROUGH STAFF REPORT

32 Ms. Mitchell reported the following for Willow Library:

- 33 • Summer activities have closed and the transition to Fall/Winter programs is
- 34 in progress.
- 35 • Fiber Arts meets every 3<sup>rd</sup> Wednesday of the month
- 36 • Storytime has 10-15 children
- 37 • There will be a Trunk or Treat event in the parking lot for Halloween
- 38 • Mat-Su Band Concert was a success with 106 in attendance
- 39 • Two Mystery Book Clubs – one on Tuesday and last Wednesday of the
- 40 month
- 41 • Cartoonist, Lee Post, was a huge success with the teen program
- 42 • The bus bringing children from Caswell to the summer program was very
- 43 successful with over 25 children attending.
- 44 • Only free WiFi hot spot in Willow is at the library (parking lot)
- 45 • Grow your library account has raised \$4,900 for a new library
- 46 • Finish Pre-Development process – packet is available

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Mr. Leslie reported on the following:

- Bond for pool repairs, trails passed and the process for bonding will now begin.
- The old Talkeetna library is being torn down
- Looking to have the remaining money from the Talkeetna Library funding project (est. \$400,000) transferred to the Willow Library funding project
- Discussed the difference between Area/Non-area funding
- Willow Library is currently projected at a \$5.6 million cost
- Hiring/Travel/OT freeze is in effect

## VII. PERSONS TO BE HEARD

Carol Goltz reported on the Willow Association's meeting regarding the Willow Library:

- The project includes community center upgrades since both the library and community center are located within the same building
- State money is locked up for funding, and grants, such as Foraker, are being looked at
- Possible funding at borough level could come from pot sales tax and bonding
- Advocacy is recommended in letter writing to government and community members and attending Borough meetings.

Mayor Halter spoke to:

- He and Assembly Member Kowalke support the Willow Library's efforts in funding.
- Feels that the Library Board was not in danger of being discontinued and the current makeup of the seven library representatives and two at large positions are to remain as is.

## VIII. UNFINISHED BUSINESS

### A. MSLN Participation

- The board decided to wait until the next meeting in November to hear from the Wasilla Librarian, as well as the other librarians, on the MSLN.
- MOTION: Ms Goltz moved, Ms. Robson 2<sup>nd</sup>, for the board to support formal recommendation of MSLN restoration. All in favor.
- MOTION: Ms. Hawkins moved, Ms. Cavanaugh 2<sup>nd</sup>, that a letter be drafted to recommend the formal recommendation of the MSLN. All in favor.
  - Ms. Gagnon will draft a letter for the Board to consider at the November meeting

### B. MSLN Strat Plan 2014 Update:

MOTION: Ms. Hawkins moved, Ms. Cavanaugh 2<sup>nd</sup>, that the plan be tabled until the next meeting in November. All in favor.

## IX. NEW BUSINESS

None

## X. CORRESPONDENCE

### A. Palmer Library July 2016 Stats

- 96 XI. MEMBER COMMENTS  
97           • Ms. Richey - would like to work on the Strat. Plan without seeking grants and  
98           grant writers  
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100           • Ms. Robson - had no comments except that she will term out and November  
101           will be her last meeting.  
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103           • Ms. Hawkins - asked that Special Santa/Halloween Hollow flyers be posted in  
104           the libraries.  
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106           • Ms. Cavanaugh - wanted to thank everyone for all their hard work.  
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108           • Ms. Goltz – did not want the MSLN to continue.  
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110           • Ms. Gagnon - thanked Ms. Mitchell for hosting the board and Ms. Skow for  
111           coming to the meeting.  
112

113 XII. FUTURE MEETING

- 114           • November 19, 2016, 10:00 am, Big Lake Public Library  
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116 XIII. ADJOURNMENT

- 117           • Meeting was adjourned at 11:55 am.  
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125 Janel Gagnon, Chair  
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127 ATTEST:  
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131 Marci Hawkins, Acting Board Secretary

# September 2016 Statistics Report

**Big Lake Library:** Story Time resumed this month as well as the Master Gardener class. Both are well attended.

## **Programs:**

Preschool Story Time	3 events	75 participants
Afterschool Story Break	3 events	53 participants
Midnight Sun Visit	3 events	83 participants
Big Lake Teens	5 events	68 participants
Book Club	2 events	9 participants
<b>Total Programs:</b>	<b>16 events</b>	<b>288 total participants</b>

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

Master Gardener Class	4 events	72 participants
Strong Women	8 events	84 participants
Fiber Arts	5 events	42 participants
Community Council	2 events	6 participants
Writers Workshop	2 events	5 participants
AK Wildbird Rescue	1 event	4 participants
Dementia Support Group	1 event	1 participant
Advocates	1 event	8 participants
<b>Total Events:</b>	<b>24 events</b>	<b>222 total participants</b>

<b>Computer Usage:</b>	906 users
Wi-Fi Usage:	662 users
Job Service Computer Usage:	7 users
<b>Total Computer Use:</b>	<b>1,575 users</b>

**Reference Questions Answered:** 89

## **Interlibrary loan requests filled:**

Incoming - 5  
Outgoing - 8

**Volunteers:** 2

**Volunteer Hours:** 12

*Carol helped prep story time crafts.*

**Community Work Service:** 1 Hours 12

**Monthly Patron Count:** 6,561

## **Sutton Public Library:**

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

Preschool Story Hour	5 events	116 participants
Afterschool Program	2 events	49 participants
Sutton Community Book Club	1 events	4 participants
Sutton Elementary Classroom Visits	12 visits	236 students
Headstart Classroom Visits	2 visits	30 students
Teen Game Night	1 event	5 participants
<b>Total Programs:</b>	<b>23 events</b>	<b>440 total participants</b>

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

IPhone Tips & Tricks	1 event	5 participants
Community Concert	1 event	15 participants
<b>Total Events:</b>	<b>2 events</b>	<b>20 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)*

Alpine Historical Society Meeting	1 mtg.	5 participants
Strong People Exercise Class	11 events	39 participants
Boy Scouts	1 event	9 participants
Opioid Task Force Public Mtg.	1 mtg.	31 participants
Sutton Community Council Mtg.	1 mtg.	18 participants
Mr. Black's Birthday Celebration	1 event	35 participants
Mat-Su Borough Library Board	1 mtg.	10 participants
<b>Total Events:</b>	<b>17 events</b>	<b>147 total participants</b>

### **Computer Use:**

Library Computers:	260 users
Wi-Fi Usage:	169 users
<b>Total Computer Use:</b>	<b>429 users</b>

**Reference Questions Answered:** 23

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

Incoming - 1  
Outgoing - 4

**Volunteers:** 5

**Volunteer Hours:** 10

*(Community Concert set-up and take-down.)*

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

**Monthly Patron Count:** 1,793

**Talkeetna Public Library:** Parents of many of our 3-year olds who are attending pre-school this year wanted to be able to still attend storytime, so after surveying all concerned, story time was changed to 11:15 on Thursday. With the end of tourist season we are noticing a definite difference in the number of people we serve daily.

**Programs:**

Story time	5 programs	142	participants
<b>Total Programs:</b>	<b>5 programs</b>	<b>142</b>	<b>participants</b>

**Library Events:**

Tests proctored	2 events	2	participants
Absentee-in-person voting – Boro election of Oct 4	1 event	78	participants
Book Club (BBC)	1 event	11	participants
<b>Total Events:</b>	<b>4 events</b>	<b>91</b>	<b>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	49	participants
Denali Arts Council	1 event	10	participants
Friends of the Library	1 events	10	participants
Main St SPUD committee	1 event	12	participants
Talkeetna Parks Advisory Committee	2 event	27	participants
Alcoholics Anonymous	4 events		Anonymous
Marine recruiter	1 event	3	participants
<b>Total Events:</b>	<b>11 events</b>	<b>111 +</b>	<b>participants</b>

**Computer Use:**

Library Computers:	473
Wi-Fi Use:	1021
AWE Use	89
Job Service Computer Usage:	17
<b>Total Computer Use:</b>	<b>1600</b>

**Reference Questions Answered:** 210

**Interlibrary loan requests filled:**

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

**Volunteers:** 32  
**Volunteer Hours:** 64

**Monthly Patron Count:** 3782

**Trapper Creek Public Library:** Battle of the Books after school program is back. Students in grades 3 – 5 are reading and practicing every Wednesday afternoon. Services for early absentee voting for the October Matanuska Susitna Borough election were provided by the Library.

**Programs:**

Preschool Reading	3 events	12 participants
Battle of the Books	4 events	26 participants
<b>Total Programs:</b>	<b>7 events</b>	<b>38 total participants</b>

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

Early Absentee Voting	1 event	8 participants
<b>Total Events:</b>	<b>1 events</b>	<b>8 total participants</b>

**Computer Use:**

Library Computers:	165 users
Wi-Fi Usage:	127 users
Job Service Computer Usage:	N/A
<b>Total Computer Use:</b>	<b>292 users</b>

**Reference Questions Answered:** 39

**Interlibrary loan requests filled:**

Incoming - 0  
Outgoing - 0

**Volunteers:** 1  
**Volunteer Hours:** 3

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

**Monthly Patron Count:** 417

**Willow Public Library:** September is the return of Fall programming.

**Programs:**

Storytime	4 events	29 participants
Mystery Book Club	1 event	7 participants
Computer Class	1 event	2 participants
<b>Total Programs:</b>	<b>6events</b>	<b>38 total participants</b>

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

AM Book Club	1 event	7 participants
<b>Total Events:</b>	<b>1 events</b>	<b>7 total participants</b>

**Computer Use:**

Library Computers:	348 users
Wi-Fi Usage:	720 users
<b>Total Computer Use:</b>	<b>1068 users</b>

**Reference Questions Answered:** 72

**Interlibrary loan requests filled:**

Incoming - 21  
Outgoing -24

**Volunteers:** 9  
**Volunteer Hours:** 58

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

**Monthly Patron Count:** 2,524



## MSB Library Advisory Board

*2017 Meeting Schedule*  
*All meetings are scheduled for*  
*10-12 pm unless otherwise specified*

<b><u>Agenda Cut-off</u></b>	<b>Meeting Date</b>	<b>Meeting Place</b>
	January 21	Wasilla Library
	February 18	Owl Meeting
	March 18	Palmer Library
	April 15	Big Lake Library
	May 20	Trapper Creek Library
	August 19	Talkeetna Library
	September 16	Sutton Library
	October 21	Willow Library
	November 18	OWL Meeting

No meeting during June, July, or December.

REMINDER: Please send an e-mail or call the Chairperson if you will not be attending a meeting. This is to establish a quorum and if any member has 3 or more unexcused absences the board can request they be removed.

*~YOUR TIME AND EXPERTISE IS TRULY APPRECIATED, THANK YOU~*

## Palmer Public Library Statistics

September 2016

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Total Registered Patrons	12,582	
Total Mat-Su Borough Resident Patrons	9,700	<b>77% of Palmer patrons are Mat-Su Borough Residents</b>
Total City of Palmer Resident Patrons	2,882	
New Library Users	128	

### Statistics:

Patron Visits/Count	9233
Reference Questions	323
Library Computer Sessions	314
Website hits	137,167
WIFI Sessions	1,125
Circulation Stats Available 2 <sup>nd</sup> week of month	
Magazine circulation	255
Take Home Paperbacks	139
ILL Stats Available 2 <sup>nd</sup> week of month	
Volunteers 9	Volunteer hours 85.5

### Programs:

Children's Programs	18	Events	389	Participants	(Started story times Sept. mid-month)
Class Visits	10	Events	145	Participants	
Young Adult Programs	1	Events	5	Participants	
Adult Programs	2	Events	13	Participants	
<b>Total Library Programs</b>	<b>31</b>	<b>Events</b>	<b>552</b>	<b>Participants</b>	

Community Events	15	Events	265	Participants
<b>Total Programs and Community Events</b>	<b>46</b>	<b>Events</b>	<b>817</b>	<b>Participants</b>

### Total Totes sorted 216

MSLN 147 Mat Su Library Network Libraries (7 libraries)

MSB 69 (MSB 5 Libraries) Wasilla 46

Total JLC Totes 69 sorted. These are totes with PPL items going to Anchorage JLC libraries.

### Postage: Total \$383.18 with 215 items mailed

Bills: \$57.82 Bills sent 118

ILLs: \$71.84 ILLs sent 26

JLC items: \$245.38 JLC items sent 65

Misc: \$ 8.14 items sent 6 (returns, thank you notes, funding requests, etc..)

**Banned book month:** September 25<sup>th</sup> marks the kick off to Banned Books Week across the nation. Palmer Public Library started celebrating with the right to read in August by displaying a selection of materials that have been challenged or banned in various schools, libraries, or bookstores throughout America. Banned Books

Week started in 1982 in response to a large surge of challenged materials. Books are usually challenged with the best intentions—to protect others (frequently children) from difficult ideas and information. A challenge is an attempt to remove or restrict access to materials, based upon the objections of a person or group. A banning is a result of those challenges being accepted. Challenges do not simply involve a person expressing a point of view, but rather they are an attempt to have materials removed (from schools, bookstores, or libraries), thereby restricting access others may have to that material. The displays throughout the library have started many conversations with patrons who are appalled about banning books.

**MSLB meeting September 17:** Hugh Lesley MSB Community Director was not in attendance, but had a message read for him stating that he is expecting comments from Wasilla and Palmer Public Libraries as to why MSLN is needed. It was determined by the board that until we all know what the pros and cons of MSLN dissolving, no comments can be given. There were a few board members that stated strongly that until we know the cost savings by the MSB they cannot give recommendations. The board started with a Pro/Con list - there were many pros and one weak con - that the patrons would suffer. It was determined that they would put this on hold until the MSLN library directors met to try to ferret out what the savings and duplication of efforts are.

New officials were elected at the meeting, I am proud to say that the Palmer board member is the new chair, and that the Wasilla board member is the new secretary.

**MSLN dissolving:** Many emails have been going back and forth between City Library Directors and MSB librarians trying to ferret out the meaning of the MSLN pullout by the MS Borough. There was impromptu/ in-the-hall meeting with Councilmen Richard Best and Councilwoman Linda Combs about the MSB statement of pulling out of MSLN. They thought an education of the MSB residents that are paying Area wide taxes for libraries and using City libraries was the next step.

Meeting with Councilman Steve Carrington and Palmer MSLB member Janel Gagnon, to discuss a path forward. It was agreed that education of the residents is needed, that a mailer might not be the best option. People do not tend to read items sent in the mail. We will roll out a program at the library that will consist of a large Mat Su Borough map with the City of Palmer outlined. We will have information stating the difference in having a Palmer address and actually being a City of Palmer resident. The types of property taxes and where the money actually is collected. They will be asked to place a pin on the map as to where they live. This will hopefully start the public thinking about their taxes and how and where they are being used.

**MSLN meeting: MSLN will stay as it is. Minutes from the meeting: The MSLN mission as it appears in the MSLN Policy and Procedure Handbook needs to be updated to reflect the changing nature of our collaboration (“unified technology” no longer applies, etc.)** The mission stated in the handbook can be viewed as a loose agreement for cooperation and collaboration which does not require a formal memorandum of agreement.

**“Mission of the Matanuska-Susitna Library Network:**

The Libraries within the Matanuska-Susitna Library Network (MSLN) support the educational, civic and cultural activities of their communities, as well as the intellectual, creative and inspirational endeavors of the individual. The MSLN combines unified technology and quality services to enrich the lives of those within the community, and to strengthen the MSLN as a whole.”

**The JLC now serves as the statewide consortium** (The JLC was devised to: (1) Make more material available to users through the HOLD button (2) Join a community that can help solve mutual problems (3) Gain early benefit from advances in technology and user experience (4) Gain access to deep technical expertise and (5) Save money) **replacing the Matanuska-Susitna Library Network Automation Agreement for the seven libraries in the MSLN.** As stated in the membership agreement of the JLC:

This does not eliminate the need for conversation and collaboration between the Mat-Su Area Libraries in Palmer, Wasilla, Big Lake, Sutton, Talkeetna, Trapper Creek and Willow. These libraries will continue our collaboration as the **Mat-Su Area Libraries.**

The Palmer Library serves as the “hub” for our current courier system. We discussed the current system and decided it was okay for now. We may be able to make the current system more efficient. For example: Totes from Talkeetna have typically been able to fit into one tote since we have joined JLC. We may be able to move to smaller totes between the Mat-Su Area Libraries. In addition we discussed ways the Northern Libraries could collaborate to keep items from moving all the way to Palmer and back again.

We discussed the MSLN Logo that appears on cards, brochures, etc. and decided that it would be okay to keep it.

**Training:** Katie has started a self-paced cataloging course.

**Rasmusson Grant:** Continuing to purchase children’s audio books and dvds with the Rasmusson Grant monies. There was no way the library could have replaced or bought the new material without the \$15,000 grant. We have started placing comment cards in the new items as a means of recording the patron comments for grant reporting purposes. Some of those comments are: “We LOVE the new audio books and hope they get more. My children love listening to them!”, “Excellent mix of fun/serious/classic/new. Love, Love, Love them! thank you”. We Love the new kids audio books! The selection is fantastic. We couldn’t listen much before, because we didn’t have a tape player. Thank you!! For updating this section. Keep it up”.

**MSLB:** Beth Skow along with Palmer board representative Janel Gagnon will be attending the Mat-Su Library Board meeting in Sutton on Saturday. It will be interesting to listen to what the other board members have been told by their respective librarians. There seems to be a lot of confusion.

**Wasilla Library** closed on August 22 traffic has increased at the Palmer Library: An increase in phone calls from Wasilla Library patrons has started. Some patrons have begun coming to Palmer Public Library to check out books and to ask about our programs. **Wasilla Library** grand opening September 22 from 2:00 PM till 6:00 PM. Katie and I attended. There was a huge turnout. Due to the rain the opening events were held in the lobby, forcing short speeches

**Friends of the Library met Monday** with both Katie Schweisthal and Beth Skow in attendance. The President is out due to surgery. The “Sunday at 3” friends program was set for October 23 at the Palmer Train Depot. The Mat Su Orchestra will play a free concert to benefit the Palmer Public Library.

**Brown out:** There was a brown out at the library Wednesday 24 September morning, that took down the patron server and disconnected the staff computers from the staff server. Aaron Kruse was able to restore connectivity quickly.

**New Patron black and white copier was delivered and set up by Valley Business Machines.** This is being paid by the Public Library Assistance Grant (PLA).

**Donated painting** by John Coyne is framed and hanging in the library



#### **Upcoming Activities:**

**DIRLEAD 2016:** Beth Skow will be attending the Alaska Large Library Directors conference in Girdwood next week. All lodging, transportation and meals except dinner is covered by the State of AK DIRLEAD grant.