



SUBJECT: INFORMING THE ASSEMBLY OF THE MANAGERS SIGNATURE ON FIVE GRANT APPLICATIONS FOR SUBMISSION TO THE ALASKA STATE LIBRARY FOR THE ALASKA PUBLIC LIBRARY ASSISTANCE GRANTS.

AGENDA OF: March 18, 2025

ASSEMBLY ACTION:

Presented to the Assembly 03/18/25 - EMW

AGENDA ACTION REQUESTED: For information only.

Route To	Signatures
Originator	3 / 6 / 2 0 2 5 X H u g h L e s l i e <small>Signed by: Hugh Leslie III</small>
Community Development Director	3 / 6 / 2 0 2 5 X J i l l i a n M o r r i s s e y <small>Signed by: Jillian Morrissey</small>
Finance Director	 R e c o v e r a b l e S i g n a t u r e X C h e y e n n e H e i n d e l <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	3 / 7 / 2 0 2 5 X N i c h o l a s S p i r o p o u l o s <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	3 / 7 / 2 0 2 5 X M i c h a e l B r o w n <small>Signed by: Mike Brown</small>
Borough Clerk	 R e c o v e r a b l e S i g n a t u r e X L o n n i e M c K e c h n i e <small>Signed by: Lonnie McKechnie</small>

ATTACHMENT (S): FY26 Alaska Public Library Assistance Grant applications (30 pp)

SUMMARY STATEMENT: The Alaska State Library has announced the availability of grant funding under the Alaska Public Library Assistance Grant Program.

These non-competitive grants of up to \$7,000 can be used by individual libraries for various operation costs.

The borough Manager will sign applications for five individual libraries.

ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION FY 26

Use this form to apply for the Alaska Public Library Assistance Grant. Applications are available at the beginning of the new year and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>

Eligibility requirements for the Public Library Assistance Grant according to Alaska Statute and Code may be found on the Alaska Library Law web page: <https://lam.alaska.gov/library-law>

- **Alaska Statutes: Article 03 Library Assistance Grants Sec. 14.56.300. - 14.56.340.**
- **Alaska Administrative Code: Article 2: Library Assistance Grants 4 AAC 57.050. - 57.099.**

A. Library

Library Name: Talkeetna Public Library

Library Email Address (if available): geraldine.denkewalter@matsugov.us

Mailing Address: PO Box 768, Talkeetna AK 99676

Physical Address (if different from mailing): 24645 S Talkeetna Spur Rd, Talkeetna AK 99676

Fax Number (if available): 907-733-3017

Library Type(s) (please check all that apply)

Public School Special Academic Museum Archive Tribal

Name of Legal Entity, Governing Body, or Nonprofit: _____

Fiscal Year (FY) of Legal Entity (Check one for financial and reporting purposes):

Same as State Fiscal Year, July 1 to June 30 (FY2025 or FY25 is July 1, 2024 to June 30, 2025)

Legal Entity Fiscal Year (i.e. January 1 to December 31): _____

B. Contact Information

Designated Library Director

Name: Geraldine Denkewalter

Job Title: Librarian

Phone: 907-861-7645

E-mail: geraldine.denkewalter@matsugov.us

Financial or Second Contact

Name: _____

Job Title: _____

Phone: _____

E-mail: _____

C. Schedule

Each library facility is required to have trained staff (paid or volunteer) and provide free library services to all residents of the facility's legal service area on a regularly scheduled basis for at least 48 weeks per year and three days per week for a specific minimum of hours per week as indicated in **Sec 4 AAC 57.064. Public Library Assistance grants; Eligibility.**

When will the library be open to the public each day?

Monday: 11am to 6pm

Tuesday: 11am to 6pm

Wednesday: 11am to 6pm

Thursday: 11am to 6pm

Friday: 11am to 6pm

Saturday: 11am to 6pm

Sunday: closed

Number of hours the library is open to the public each week: 42

Number of weeks the library is open to the public per year: 52

If open fewer than 52 weeks, the weeks will your library be closed: n/a

D. Budget

Fair Value Rate for Volunteer Labor: Volunteer value can only be claimed for the total number of hours the library is open for the entire year, even if more than one volunteer is present. Use the Value of Volunteer Time for Alaska according to the Independent Sector at <https://independentsector.org/resource/value-of-volunteer-time> of \$35.51. The calculation would be: Hours Per Week x Weeks Open Per Year x \$35.51 = value to enter in A3.

Match: The Total Budget column for section **B. Collection** should add up to \$3,500 to demonstrate the library meeting the collection match requirement. If the Local Matching Funds column totals \$7,000 or more, still only request \$7,000 in the PLA Grant Funds column.

Financial Summary

Category	Subcategory	Local Matching Funds	PLA Grant Funds	Total Budget
A. Personnel	1. Wages	187291	2000	189291
	2. Benefits	114447	1000	115447
	3. Volunteer Value	(15000)		0
B. Collection	1. Books (print)	36000	3500	39500
	2. Subscriptions (print)	6000		6000
	3. A/V	3000		3000
	4. Digital Materials/Online Services	400		400
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	2950	500	3450
C. Other	1. Building Operations	37650		37650
	2. Furniture, Equipment, Computers & E-Readers	8500		8500
	3. Travel	3000		3000
	4. Supplies	28350		28350
	5. Services (not ISP)			0
	6. ISP Fees Paid Beyond the \$500 listed on Line B-5	0		0
	7. All Other Unreported Expenditures	1300		1300
D. Total	Totals	429388	7000	436388

E. Basic Services

Each public library that receives the Alaska Public Library Assistance grant is required by **Alaska Statute: Article 06. Requirements for Public Libraries. AS Sec. 14.56.400.0.** to provide four basic library services free of charge to the residents of the municipality or community. Please answer the following questions for each of these four required services, even if you do not plan to use grant funds for that service.

Provide a collection of books and other materials for loan – How will your library collections be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to your library collections? Please be specific.

Talkeetna Library works hard to provide for our patrons' needs for leisure and learning. We strive to maintain a balanced and up-to-date and diverse collection. In order to do this, we have ongoing weeding, reorganizing, researching, and replacement policies. We often add items that have been requested by our patrons, as well as best-sellers and series. This year, our goal has to been to complete many of our series. We also compare our holdings and checkout rates with other libraries in our system so that our patrons have more access; this also allows us to NOT complete a low circulating series here if it is readily available at other libraries. Talkeetna is a small town; Talkeetna Library is also a Community Resource Center. As such, one of our goals is to have a comfortable, safe, welcoming environment for all. This year, staff members have taken part in how to many of our systems as well classes on how to assist patrons. We have a Suggestion Box that we use for requests or comments. Happily, most comments have been positive! We subscribe to Baker & Taylor Lease program, the Junior Library Guild, as well as browsing our local bookstore. We have been tracking some of the demographics of our patron attendance including whether they attend in person or on zoom. The number of zoom participants is larger than we had thought. And our Grab and Go crafts have been successful. Our staff have upped their game in flyers and bulletin board displays, use social media and our local radio station to announce our programs, and hand out newsletters at checkout. Our standard of success is still mostly based on return rate to programs. The two easily rated programs are Strong Women Exercise group and Reading Mentors.

Provide access to interlibrary loan (ILL) services – How will ILL service be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide ILLs to your patrons? (See box below.) How will you evaluate improvements to ILL services? Please be specific.

Talkeetna Library is connected to the Alaska Library Network which has significantly reduced our OCLC lending. Where we used to have 15-20 books going in and out a month, now the number is closer to 4. When we check the OCLC request list, we always promptly fill the Alaska loans first. We have a courier service that delivers items once a week that have been placed on hold in our local system (Anchorage to Trapper Creek and between. The numbers of totes that come every week runs about 4 a week, whereas it used to be 1 or 2 a week. The increased use of e-books and their availability has increased significantly in all areas of the collection. Staff are trained in inter and intra- library loan handling. They are also trained in the use of the 800# ILL system, although it is not very well used. One budget item that has increased enormously is our postage costs. It is a rare week when we spend under \$100 in postage. We are all working on a courier system between Fairbanks and the Mat Su Valley and Anchorage. While the cost may not go down, the wait time should be significant. The time factor from place hold to receive item is a good way to evaluate ILL services.

Provide reference services – How will reference services be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide reference answers to your patrons? (See box below.) How will you evaluate improvements to reference services? Please be specific.

The reference section has always been an issue. It takes a lot of research to get the right books, keep them timely and pertinent, and sift out some of the material that is outdated. Sometimes the weeding process leaves a section bare for a while. Medical books are the hardest, with travel books coming in at close second.

The staff is all very good at helping patrons with the computers; they also keep up with the changing sites and are very patient. We have had 2 success stories with our older generation! The staff share their methods and are always willing to step in and help each other.

As far as answering questions from patrons in general, use of the 800 Reference Backup Service, we could all use a refresher course!

Comments and appreciation are always a good way to judge how well we are doing.

Provide reading and/or educational programs for children – How will children's programs be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to children's programming? For combined school public libraries, what programs are you planning for preschool children? Please be specific.

Talkeetna Library holds 2 sessions of Reading Mentors a school year. This is for 2nd through 4th graders, including homeschoolers. The children are matched with an adult mentor and spend an hour a week reading to each other, learning where to find materials, and gaining confidence reading aloud in a neutral space. This year, we had 3 boys who asked if they could just read while here. Knowing their house arrangements, we said yes. They have really enjoyed being able to plop into a beanbag and read without interruption. We collaborate with the elementary school and the local non-profit transit service.

Storytime for all ages is once a week. It includes a snack, stories, and a craft. The attendance varies from week to week, but usually is about 10 children and 5-6 adults. The timing matches the release time for pre-schoolers. Ages range from almost newborn to about 7.

The Teens and Tweens Book to Movie Nights have gained attendance. There is a small Dungeons & Dragons group that meets weekly on their own, we are planning a chess club for all ages. Summer Reading Program is open to all ages. We have The Littles at their regular time, followed by Lunch on the Lawn provided by the local food pantry, and then a program for older children (the Littles often stay too). Our sign up is in the 100-150 range, with daily attendance of about 60 participants.

Literary Camp will resume this year, the last weeks of summer vacation. The cap for attendants is 8, and the group has been very active the past few years.

The staff attends several programs at the elementary school, including Open Houses and DEAR.

Did you know that the State Library gives the Anchorage Public Library a grant every year to provide you with interlibrary loan and reference backup services for your patrons? If you need help with ILL, call the helpful staff at 1-800-261-2838! (Please do NOT give this number to your patrons. Only library staff or library volunteers may use this number.) IM 25-081

F. Additional Material

If you have branches, please fill out the **Branch Library or Bookmobile Addendum** and attach to the grant application.

If you are a New Library or Returning Library, please fill out the **New or Returning Library Addendum** and attach it to the grant application.

These forms are available on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>.

G. How to Submit

Once you have completed this application please obtain the necessary signatures and submit it to the Alaska State Library by April 1.

We do not need the original document. Scans or copies are also acceptable.

Scan/email (preferred) application to eed.library.grants@alaska.gov

OR

Mail application to Grants Coordinator, Alaska State Library, PO Box 110571, Juneau, AK 99811

OR

FAX application to 907-465-2151

Applications are reviewed by the Grants Coordinator after submission. Libraries will be contacted if there are questions about grant eligibility. If your library meets the requirements for the PLA Grant, you will receive an email with your official award paperwork.

H. Signatures

This application **MUST** have two signatures from two different people.

This grant application is a legal document committing your library to a specific course of action including ensuring the library meets all eligibility requirements for the grant. A full list of eligibility requirements is listed in the PLA Grant Guide and will also be included with the award paperwork.

Designated Library Director:

Print or Type Name: Geraldine Denkewalter

Job Title: Librarian


Date: March 7, 2025

For the Legal Entity:

Print or Type Name: _____

Job Title: _____

Date: _____

Signature: 

Signature: _____

Due by April 1!

Questions? Contact the Grants Coordinator by email or phone, 907-465-2271

IM 25-081

ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION FY 26

Use this form to apply for the Alaska Public Library Assistance Grant. Applications are available at the beginning of the new year and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>

Eligibility requirements for the Public Library Assistance Grant according to Alaska Statute and Code may be found on the Alaska Library Law web page: <https://lam.alaska.gov/library-law>

- **Alaska Statutes: Article 03 Library Assistance Grants Sec. 14.56.300. - 14.56.340.**
- **Alaska Administrative Code: Article 2: Library Assistance Grants 4 AAC 57.050. - 57.099.**

A. Library

Library Name: Willow Public Library

Library Email Address (if available): Willow.Library@Matsugov.us

Mailing Address: PO Box 129 Willow AK 99688

Physical Address (if different from mailing): 23557 W Willow Community Center Circle Willow AK 99688

Fax Number (if available): 9074955014

Library Type(s) (please check all that apply)

Public School Special Academic Museum Archive Tribal

Name of Legal Entity, Governing Body, or Nonprofit: Matanuska- Susitna Borough

Fiscal Year (FY) of Legal Entity (Check one for financial and reporting purposes):

Same as State Fiscal Year, July 1 to June 30 (FY2025 or FY25 is July 1, 2024 to June 30, 2025)

Legal Entity Fiscal Year (i.e. January 1 to December 31): _____

B. Contact Information

Designated Library Director

Name: Julie Mitchell

Job Title: Librarian

Phone: 9078617656

E-mail: Julie.Mitchell@matsugov.us

Financial or Second Contact

Name: Sarah Thomas

Job Title: Administrative Specialist

Phone: 9078617631

E-mail: Sarah.Thomas@matsugov.us

D. Budget

Fair Value Rate for Volunteer Labor: Volunteer value can only be claimed for the total number of hours the library is open for the entire year, even if more than one volunteer is present. Use the Value of Volunteer Time for Alaska according to the Independent Sector at <https://independentsector.org/resource/value-of-volunteer-time> of \$35.51. The calculation would be: Hours Per Week x Weeks Open Per Year x \$35.51 = value to enter in A3.

Match: The Total Budget column for section **B. Collection** should add up to \$3,500 to demonstrate the library meeting the collection match requirement. If the Local Matching Funds column totals \$7,000 or more, still only request \$7,000 in the PLA Grant Funds column.

Financial Summary

Category	Subcategory	Local Matching Funds	PLA Grant Funds	Total Budget
A. Personnel	1. Wages	193480		193480
	2. Benefits	107000		107000
	3. Volunteer Value			0
B. Collection	1. Books (print)	12000	7000	19000
	2. Subscriptions (print)	1100		1100
	3. A/V	2500		2500
	4. Digital Materials/Online Services			0
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	2000		2000
C. Other	1. Building Operations	78000		78000
	2. Furniture, Equipment, Computers & E-Readers	2000		2000
	3. Travel	500		500
	4. Supplies	5000		5000
	5. Services (not ISP)	25000		25000
	6. ISP Fees Paid Beyond the \$500 listed on Line B-5	11730		117300
	7. All Other Unreported Expenditures			0
D. Total	Totals	440810	7000	447810

E. Basic Services

Each public library that receives the Alaska Public Library Assistance grant is required by **Alaska Statute: Article 06. Requirements for Public Libraries. AS Sec. 14.56.400.0.** to provide four basic library services free of charge to the residents of the municipality or community. Please answer the following questions for each of these four required services, even if you do not plan to use grant funds for that service.

Provide a collection of books and other materials for loan – How will your library collections be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to your library collections? Please be specific.

We regularly order materials that our patrons request as well as titles the staff thinks our patrons will enjoy. We continue to use Collection HQ to weed our collection as well as to evaluate holes in our collection. Our circulation numbers are slowly returning to pre-construction and pre-COVID numbers.

Provide access to interlibrary loan (ILL) services – How will ILL service be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide ILLs to your patrons? (See box below.) How will you evaluate improvements to ILL services? Please be specific.

We very rarely have to use the 800# but when we have it has been excellent. We fill requests for them when we can. We use OCLC very regularly and rarely find that between that and the Alaska Library Catalog and what we purchase that we can't fill our patron's needs.

Provide reference services – How will reference services be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide reference answers to your patrons? (See box below.) How will you evaluate improvements to reference services? Please be specific.

We are the hub of Willow so we spend a large part of every day answering questions. We have helped add an information kiosk about the Iditarod out in front of our Library. We have added a Borough Planning office to our Library which makes it more expedient for people to get those answers.

Provide reading and/or educational programs for children – How will children’s programs be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to children’s programming? For combined school public libraries, what programs are you planning for preschool children? Please be specific.

Story time meets weekly and attendance has grown. We also have a weekly afterschool mentoring program, a weekly Homeschool get-together with Monthly formal activities. Our Summer Reading Program has grown to over 100 participants. The staff often takes part in workshops and trainings.

Did you know that the State Library gives the Anchorage Public Library a grant every year to provide you with interlibrary loan and reference backup services for your patrons? If you need help with ILL, call the helpful staff at 1-800-261-2838! (Please do NOT give this number to your patrons. Only library staff or library volunteers may use this number.)

F. Additional Material

If you have branches, please fill out the **Branch Library or Bookmobile Addendum** and attach to the grant application.

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G. How to Submit

Once you have completed this application please obtain the necessary signatures and submit it to the Alaska State Library by April 1.

We do not need the original document. Scans or copies are also acceptable.

Scan/email (preferred) application to eed.library.grants@alaska.gov

OR

Mail application to Grants Coordinator, Alaska State Library, PO Box 110571, Juneau, AK 99811

OR

FAX application to 907-465-2151

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H. Signatures

This application **MUST** have two signatures from two different people.

This grant application is a legal document committing your library to a specific course of action including ensuring the library meets all eligibility requirements for the grant. A full list of eligibility requirements is listed in the PLA Grant Guide and will also be included with the award paperwork.

Designated Library Director:

Print or Type Name: Julie Mitchell

Job Title: Librarian

Date: 3/7/2025

For the Legal Entity:

Print or Type Name: _____

Job Title: _____

Date: _____

Signature: Julie Mitchell Digitally signed by Julie Mitchell
Date: 2025.03.07 10:20:18 -09'00'

Signature: _____

Due by April 1!

Questions? Contact the Grants Coordinator by email or phone, 907-465-2271

ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION FY 26

Use this form to apply for the Alaska Public Library Assistance Grant. Applications are available at the beginning of the new year and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>

Eligibility requirements for the Public Library Assistance Grant according to Alaska Statute and Code may be found on the Alaska Library Law web page: <https://lam.alaska.gov/library-law>

- **Alaska Statutes: Article 03 Library Assistance Grants Sec. 14.56.300. - 14.56.340.**
- **Alaska Administrative Code: Article 2: Library Assistance Grants 4 AAC 57.050. - 57.099.**

A. Library

Library Name: Big Lake Public Library

Library Email Address (if available): biglake.library@matsugov.us

Mailing Address: P.O. Box 520829 Big Lake, AK 99652

Physical Address (if different from mailing): 3140 S. Big Lake Road Wasilla, AK 99623

Fax Number (if available): 907-892-6546

Library Type(s) (please check all that apply)

Public School Special Academic Museum Archive Tribal

Name of Legal Entity, Governing Body, or Nonprofit: Matanuska-Susitna Borough

Fiscal Year (FY) of Legal Entity (Check one for financial and reporting purposes):

Same as State Fiscal Year, July 1 to June 30 (FY2025 or FY25 is July 1, 2024 to June 30, 2025)

Legal Entity Fiscal Year (i.e. January 1 to December 31): _____

B. Contact Information

Designated Library Director

Name: Cassidy Drake

Job Title: Head Librarian

Phone: 907-861-7636

E-mail: cassidy.drake@matsugov.us

Financial or Second Contact

Name: Sarah Thomas

Job Title: Administrative Specialist

Phone: 907-861-7631

E-mail: sarah.thomas@matsugov.us

C. Schedule

Each library facility is required to have trained staff (paid or volunteer) and provide free library services to all residents of the facility's legal service area on a regularly scheduled basis for at least 48 weeks per year and three days per week for a specific minimum of hours per week as indicated in **Sec 4 AAC 57.064. Public Library Assistance grants; Eligibility.**

When will the library be open to the public each day?

Monday: 10-6

Tuesday: 10-6

Wednesday: 10-6

Thursday: 10-6

Friday: 10-6

Saturday: 10-5

Sunday: Closed

Number of hours the library is open to the public each week: 47

Number of weeks the library is open to the public per year: 52

If open fewer than 52 weeks, the weeks will your library be closed: _____

D. Budget

Fair Value Rate for Volunteer Labor: Volunteer value can only be claimed for the total number of hours the library is open for the entire year, even if more than one volunteer is present. Use the Value of Volunteer Time for Alaska according to the Independent Sector at <https://independentsector.org/resource/value-of-volunteer-time> of \$35.51. The calculation would be: Hours Per Week x Weeks Open Per Year x \$35.51 = value to enter in A3.

Match: The Total Budget column for section **B. Collection** should add up to \$3,500 to demonstrate the library meeting the collection match requirement. If the Local Matching Funds column totals \$7,000 or more, still only request \$7,000 in the PLA Grant Funds column.

Financial Summary

Category	Subcategory	Local Matching Funds	PLA Grant Funds	Total Budget
A. Personnel	1. Wages			0
	2. Benefits			0
	3. Volunteer Value			0
B. Collection	1. Books (print)	32,000	7,000	39
	2. Subscriptions (print)			0
	3. A/V			0
	4. Digital Materials/Online Services			0
	5. Initial \$500 Spent on ISP			0
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use			0
C. Other	1. Building Operations			0
	2. Furniture, Equipment, Computers & E-Readers			0
	3. Travel			0
	4. Supplies			0
	5. Services (not ISP)			0
	6. ISP Fees Paid Beyond the \$500 listed on Line B-5			0
	7. All Other Unreported Expenditures			0
D. Total	Totals	32	7	39

E. Basic Services

Each public library that receives the Alaska Public Library Assistance grant is required by **Alaska Statute: Article 06. Requirements for Public Libraries. AS Sec. 14.56.400.0.** to provide four basic library services free of charge to the residents of the municipality or community. Please answer the following questions for each of these four required services, even if you do not plan to use grant funds for that service.

Provide a collection of books and other materials for loan – How will your library collections be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to your library collections? Please be specific.

The plan for this year's funds is to replace many of our kid's series that have been in circulation at the Big Lake Library since the mid-1990s. A lot of our kid's books are looking a pretty worn so we will be replacing those as well. We are undertaking a large weeding project, spanning the entire library and it is helping to point out some gaps in our collection that we will use the funds to fill.

We will be spending some of the grant funds on adding to the more popular series that we have big hole in. Right now we are having to bring in lots of books from series through interlibrary loan because we're missing gaps. We love using the ILL system, but we'd like to have these books ourselves.

We will also be spending some grant funds on adding to our non-fiction section. This is the latest section we have weeded and now it needs to be built back up.

As always we will also be adding to our mystery section as it continues to circulate the best.

The Big Lake Library staff and patrons have always had the freedom to recommend items for the collection and that will continue. The staff have different expertise in terms of which sections of the collection they are best with so I am always looking for their assistance. The staff have all been trained in reader's advisory and are a huge help in deciding what to order

Provide access to interlibrary loan (ILL) services – How will ILL service be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide ILLs to your patrons? (See box below.) How will you evaluate improvements to ILL services? Please be specific.

Each month we place new orders of materials which means we have around 200 new items coming to the library each month. Many times we have holds on these items before we can even get them on the shelves. Because of this our ILL service has increased throughout the year. We are grateful we can share our new materials with our local patrons and the patrons around the state.

As we have been for the last couple of years Big Lake remains the transit hub for the Mat-Su Valley. The on-call staff handle the majority of the process twice a week and the turn over of the process is incredible to watch. Often they have everything sorted, cleaned, and checked-in in under an hour.

We have used the 800# at times, though we do most of our ILL ordering through OCLC.

We are still keeping an eye on the turnaround times for holds and it continues to be our baseline for judging how the system is working.

Provide reference services – How will reference services be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide reference answers to your patrons? (See box below.) How will you evaluate improvements to reference services? Please be specific.

All of the Big Lake Library staff have been trained in using SLED and OCLC. They have been trained in filling out the PFD and basic tax forms. The Mat-Su libraries (the five Borough Libraries and the two City Libraries) held a training in May last year so that all Mat-Su Valley staff would have a chance to be trained in other reference topics, including reader's advisory.

We keep a daily record of our reference questions and our tech services questions. All of the staff have a basic knowledge of most operating systems and can help trouble shoot most tech questions. We started offering tech classes for adults this past fall that were well attended and we will do so again.

Provide reading and/or educational programs for children – How will children's programs be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to children's programming? For combined school public libraries, what programs are you planning for preschool children? Please be specific.

We offer one after-school story hour class, one pre-school story hour, one baby lap-sit program, and two after-School STEAM classes.

Our summer reading program was very well attended, with almost 300 kids signed up. We had all in-person programs. We are hopeful for similar numbers this coming summer.

We rely on in-person feedback from patrons to judge the success of our children's programs.

Did you know that the State Library gives the Anchorage Public Library a grant every year to provide you with interlibrary loan and reference backup services for your patrons? If you need help with ILL, call the helpful staff at 1-800-261-2838! (Please do NOT give this number to your patrons. Only library staff or library volunteers may use this number.)

F. Additional Material

If you have branches, please fill out the **Branch Library or Bookmobile Addendum** and attach to the grant application.

If you are a New Library or Returning Library, please fill out the **New or Returning Library Addendum** and attach it to the grant application.

These forms are available on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>.

G. How to Submit

Once you have completed this application please obtain the necessary signatures and submit it to the Alaska State Library by April 1.

We do not need the original document. Scans or copies are also acceptable.

Scan/email (preferred) application to eed.library.grants@alaska.gov

OR

Mail application to Grants Coordinator, Alaska State Library, PO Box 110571, Juneau, AK 99811

OR

FAX application to 907-465-2151

Applications are reviewed by the Grants Coordinator after submission. Libraries will be contacted if there are questions about grant eligibility. If your library meets the requirements for the PLA Grant, you will receive an email with your official award paperwork.

H. Signatures

This application **MUST** have two signatures from two different people.

This grant application is a legal document committing your library to a specific course of action including ensuring the library meets all eligibility requirements for the grant. A full list of eligibility requirements is listed in the PLA Grant Guide and will also be included with the award paperwork.

Designated Library Director:

Print or Type Name: Cassidy Drake

Job Title: Head Librarian

Date: 03/05/2024

For the Legal Entity:

Print or Type Name: _____

Job Title: _____

Date: _____

Signature: Cassidy Drake Digitally signed by Cassidy Drake
Date: 2025.03.05 14:49:44 -09'00'

Signature: _____

Due by April 1!

Questions? Contact the Grants Coordinator by email or phone, 907-465-2271

ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION FY 26

Use this form to apply for the Alaska Public Library Assistance Grant. Applications are available at the beginning of the new year and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>

Eligibility requirements for the Public Library Assistance Grant according to Alaska Statute and Code may be found on the Alaska Library Law web page: <https://lam.alaska.gov/library-law>

- **Alaska Statutes: Article 03 Library Assistance Grants Sec. 14.56.300. - 14.56.340.**
- **Alaska Administrative Code: Article 2: Library Assistance Grants 4 AAC 57.050. - 57.099.**

A. Library

Library Name: Trapper Creek Public Library

Library Email Address (if available): _____

Mailing Address: PO Box 13388 Trapper Creek, AK 99683

Physical Address (if different from mailing): 8901 E Devonshire Drive

Fax Number (if available): 907-733-1546

Library Type(s) (please check all that apply)

Public School Special Academic Museum Archive Tribal

Name of Legal Entity, Governing Body, or Nonprofit: _____

Fiscal Year (FY) of Legal Entity (Check one for financial and reporting purposes):

Same as State Fiscal Year, July 1 to June 30 (FY2025 or FY25 is July 1, 2024 to June 30, 2025)

Legal Entity Fiscal Year (i.e. January 1 to December 31): _____

B. Contact Information

Designated Library Director

Name: Marita Crosby

Job Title: Librarian

Phone: 907-861-7650

E-mail: marita.crosby@matsugov.us

Financial or Second Contact

Name: Sarah Thomas

Job Title: Division Administrative Specialist

Phone: 907-861-7631

E-mail: sarah.thomas@matsugov.us

C. Schedule

Each library facility is required to have trained staff (paid or volunteer) and provide free library services to all residents of the facility's legal service area on a regularly scheduled basis for at least 48 weeks per year and three days per week for a specific minimum of hours per week as indicated in **Sec 4 AAC 57.064. Public Library Assistance grants; Eligibility.**

When will the library be open to the public each day?

Monday: 11 am - 6 pm

Tuesday: Closed

Wednesday: 11 am - 6 pm

Thursday: 10 am - 3 pm

Friday: Closed

Saturday: Noon - 6 pm

Sunday: Closed

Number of hours the library is open to the public each week: 25

Number of weeks the library is open to the public per year: 52

If open fewer than 52 weeks, the weeks will your library be closed: _____

D. Budget

Fair Value Rate for Volunteer Labor: Volunteer value can only be claimed for the total number of hours the library is open for the entire year, even if more than one volunteer is present. Use the Value of Volunteer Time for Alaska according to the Independent Sector at <https://independentsector.org/resource/value-of-volunteer-time> of \$35.51. The calculation would be: Hours Per Week x Weeks Open Per Year x \$35.51 = value to enter in A3.

Match: The Total Budget column for section **B. Collection** should add up to \$3,500 to demonstrate the library meeting the collection match requirement. If the Local Matching Funds column totals \$7,000 or more, still only request \$7,000 in the PLA Grant Funds column.

Financial Summary

Category	Subcategory	Local Matching Funds	PLA Grant Funds	Total Budget
A. Personnel	1. Wages	107919	2000	109919
	2. Benefits	58352	1000	59352
	3. Volunteer Value			0
B. Collection	1. Books (print)	17000	3500	20500
	2. Subscriptions (print)		500	500
	3. A/V			0
	4. Digital Materials/Online Services			0
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	3000		3000
C. Other	1. Building Operations	28238		28238
	2. Furniture, Equipment, Computers & E-Readers	7840		7840
	3. Travel	2000		2000
	4. Supplies	1400		1400
	5. Services (not ISP)	7100		7100
	6. ISP Fees Paid Beyond the \$500 listed on Line B-5	18007		18007
	7. All Other Unreported Expenditures	1265		1265
D. Total	Totals	252621	7000	259621

E. Basic Services

Each public library that receives the Alaska Public Library Assistance grant is required by **Alaska Statute: Article 06. Requirements for Public Libraries. AS Sec. 14.56.400.0.** to provide four basic library services free of charge to the residents of the municipality or community. Please answer the following questions for each of these four required services, even if you do not plan to use grant funds for that service.

Provide a collection of books and other materials for loan – How will your library collections be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to your library collections? Please be specific.

We are continuing our book lease program and our periodical subscriptions. We regularly go through our collection and weed out unused or damaged materials. By purchasing new materials we will increase our book and audiovisual collections. By purchasing online databases this increases the amount of materials available for patron use. Materials requested by patrons will be evaluated for possible purchase or lease, they can also have materials ordered from other libraries. Patron comments and survey responses will be our evaluation and circulation statistics will help provide insight into what our strengths are in our collection. Our goal is to have a welcoming and helpful atmosphere for our patrons.

Provide access to interlibrary loan (ILL) services – How will ILL service be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide ILLs to your patrons? (See box below.) How will you evaluate improvements to ILL services? Please be specific.

Use of OCLC World Share ILL will enable us to offer more items for our patrons. Membership in ALN has provided additional resources sharing for our patrons. The use of SLED & Digital Pipeline will keep us in touch with material collections from around the world. Staff will be updated on changes to the systems to provide information to help the needs of patrons. The 800# will be utilized on an as needed basis. We will record and evaluate public comments and survey responses. New staff will be trained in these areas to assist patrons.

Provide reference services – How will reference services be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide reference answers to your patrons? (See box below.) How will you evaluate improvements to reference services? Please be specific.

Staff will continue to receive training to keep up to date on available resources. Patron questions will be answered from information obtained through books, internet searches, digital pipeline and any other reference platforms available. We will provide information to the public on what services our library provides through fliers, emails, social media as well as print media. Word of mouth and attending local festivals is a good way to get our information out. We do periodic surveys to have the public let us know how we are doing. The 800# will still be utilized as needed.

Provide reading and/or educational programs for children – How will children’s programs be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to children’s programming? For combined school public libraries, what programs are you planning for preschool children? Please be specific.

Due to the increase in young children in the area we created a new toddler program and continue to have homeschool and afterschool programs that are well attended. The programs consist of STEM projects, games and crafts. We have a movie night once a month and are adding special teen programs to the agenda. We sponsor a Summer Reading program that goes from June through August for ages toddler to 18 yrs. We support and promote the Battle of the Books program by purchasing books early to add to our collection for kids to read during the summer. We work with the local schools to encourage children to participate in all programs. Our advertising consists of word of mouth, fliers, emails and social media. Statistics show how well attended our programs are and surveys give the patrons a chance to suggest new programs they would like to see.

Did you know that the State Library gives the Anchorage Public Library a grant every year to provide you with interlibrary loan and reference backup services for your patrons? If you need help with ILL, call the helpful staff at 1-800-261-2838! (Please do NOT give this number to your patrons. Only library staff or library volunteers may use this number.)

F. Additional Material

If you have branches, please fill out the **Branch Library or Bookmobile Addendum** and attach to the grant application.

If you are a New Library or Returning Library, please fill out the **New or Returning Library Addendum** and attach it to the grant application.

These forms are available on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>.

G. How to Submit

Once you have completed this application please obtain the necessary signatures and submit it to the Alaska State Library by April 1.

We do not need the original document. Scans or copies are also acceptable.

Scan/email (preferred) application to eed.library.grants@alaska.gov

OR

Mail application to Grants Coordinator, Alaska State Library, PO Box 110571, Juneau, AK 99811

OR

FAX application to 907-465-2151

Applications are reviewed by the Grants Coordinator after submission. Libraries will be contacted if there are questions about grant eligibility. If your library meets the requirements for the PLA Grant, you will receive an email with your official award paperwork.

H. Signatures

This application **MUST** have two signatures from two different people.

This grant application is a legal document committing your library to a specific course of action including ensuring the library meets all eligibility requirements for the grant. A full list of eligibility requirements is listed in the PLA Grant Guide and will also be included with the award paperwork.

Designated Library Director:

Print or Type Name: Marita Crosby

Job Title: Librarian

Date: 3/5/25

For the Legal Entity:

Print or Type Name: _____

Job Title: _____

Date: _____

Signature: Marita Crosby

Signature: _____

Due by April 1!

Questions? Contact the Grants Coordinator by email or phone, 907-465-2271

ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION FY 26

Use this form to apply for the Alaska Public Library Assistance Grant. Applications are available at the beginning of the new year and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>

Eligibility requirements for the Public Library Assistance Grant according to Alaska Statute and Code may be found on the Alaska Library Law web page: <https://lam.alaska.gov/library-law>

- **Alaska Statutes: Article 03 Library Assistance Grants Sec. 14.56.300. - 14.56.340.**
- **Alaska Administrative Code: Article 2: Library Assistance Grants 4 AAC 57.050. - 57.099.**

A. Library

Library Name: Sutton Public Library

Library Email Address (if available): sutton.library@matsugov.us

Mailing Address: PO box 266 Sutton, AK 99674

Physical Address (if different from mailing): 11301 N. Chickaloon Way Sutton, AK 99674

Fax Number (if available): 907-745-1057

Library Type(s) (please check all that apply)

Public School Special Academic Museum Archive Tribal

Name of Legal Entity, Governing Body, or Nonprofit: Matanuska Susitna Borough

Fiscal Year (FY) of Legal Entity (Check one for financial and reporting purposes):

Same as State Fiscal Year, July 1 to June 30 (FY2025 or FY25 is July 1, 2024 to June 30, 2025)

Legal Entity Fiscal Year (i.e. January 1 to December 31): _____

B. Contact Information

Designated Library Director

Name: Juli Buzby

Job Title: Librarian

Phone: 907-861-7640

E-mail: juli.buzby@matsugov.us

Financial or Second Contact

Name: Sarah Thomas

Job Title: Division Admin Specialist

Phone: 907-861-7631

E-mail: sarah.thomas@matsugov.us

C. Schedule

Each library facility is required to have trained staff (paid or volunteer) and provide free library services to all residents of the facility's legal service area on a regularly scheduled basis for at least 48 weeks per year and three days per week for a specific minimum of hours per week as indicated in **Sec 4 AAC 57.064. Public Library Assistance grants; Eligibility.**

When will the library be open to the public each day?

Monday: CLOSED

Tuesday: 10-7

Wednesday: 10-7

Thursday: 10-7

Friday: 10-7

Saturday: 11-4

Sunday: CLOSED

Number of hours the library is open to the public each week: 41

Number of weeks the library is open to the public per year: 52

If open fewer than 52 weeks, the weeks will your library be closed: N/A

D. Budget

Fair Value Rate for Volunteer Labor: Volunteer value can only be claimed for the total number of hours the library is open for the entire year, even if more than one volunteer is present. Use the Value of Volunteer Time for Alaska according to the Independent Sector at <https://independentsector.org/resource/value-of-volunteer-time> of \$35.51. The calculation would be: Hours Per Week x Weeks Open Per Year x \$35.51 = value to enter in A3.

Match: The Total Budget column for section **B. Collection** should add up to \$3,500 to demonstrate the library meeting the collection match requirement. If the Local Matching Funds column totals \$7,000 or more, still only request \$7,000 in the PLA Grant Funds column.

Financial Summary

Category	Subcategory	Local Matching Funds	PLA Grant Funds	Total Budget
A. Personnel	1. Wages	177222	2000	179222
	2. Benefits	99000	1000	100000
	3. Volunteer Value			0
B. Collection	1. Books (print)	22000	3500	25500
	2. Subscriptions (print)		500	500
	3. A/V			0
	4. Digital Materials/Online Services			0
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	2500		2500
C. Other	1. Building Operations	65920		65920
	2. Furniture, Equipment, Computers & E-Readers	10012		10012
	3. Travel	2220		2220
	4. Supplies	3350		3350
	5. Services (not ISP)	14500		14500
	6. ISP Fees Paid Beyond the \$500 listed on Line B-5	16565		149085
	7. All Other Unreported Expenditures	1750		1750
D. Total	Totals	415539	7000	422539

E. Basic Services

Each public library that receives the Alaska Public Library Assistance grant is required by **Alaska Statute: Article 06. Requirements for Public Libraries. AS Sec. 14.56.400.0.** to provide four basic library services free of charge to the residents of the municipality or community. Please answer the following questions for each of these four required services, even if you do not plan to use grant funds for that service.

Provide a collection of books and other materials for loan – How will your library collections be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to your library collections? Please be specific.

Sutton Public Library provides collections of materials for all ages in a variety of formats. These collections are improved through the purchase and display of new items. Patron input, as well as standard book review sources, will be used as the primary methods of collection development. To keep collections fresh and usable, staff will be instructed in using circulation reports for weeding and encouraged to weed, as time allows, to open shelf space for displays of new or themed items with the goal of increased circulation. Evaluation will be done on a continual basis through patron input and circulation reports.

Provide access to interlibrary loan (ILL) services – How will ILL service be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide ILLs to your patrons? (See box below.) How will you evaluate improvements to ILL services? Please be specific.

Participation in the Alaska Library Consortium allows patrons to have access to materials throughout the state that are delivered to their home library. This has decreased our use of ILL through the OCLC Worldshare; however we still train staff to use this service for items not found with ALC. We do not use the 800# ILL and Reference Backup number to provide ILL's to patrons, but we do send materials from our library at the request of the 800# ILL.

Provide reference services – How will reference services be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide reference answers to your patrons? (See box below.) How will you evaluate improvements to reference services? Please be specific.

At this time we do not use 800# ILL and Reference Backup Service. We house a small collection of printed reference materials and refer patrons to online collections and resources available through Statewide Library Electronic Doorway (SLED). Training and evaluation on improvement will occur at both the staff and patron level, through person to person contacts.

Provide reading and/or educational programs for children – How will children’s programs be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to children’s programming? For combined school public libraries, what programs are you planning for preschool children? Please be specific.

Programming for children of all ages; preschool, elementary, as well as adolescents is provided year round at the Sutton Public Library. We strive to bring new, unique programming to the library through collaboration with local non-profits and other libraries. All staff who plan and lead these programs are involved in appropriate training. We use our participation numbers and patron surveys as evaluation methods for success and future programming.

Did you know that the State Library gives the Anchorage Public Library a grant every year to provide you with interlibrary loan and reference backup services for your patrons? If you need help with ILL, call the helpful staff at 1-800-261-2838! (Please do NOT give this number to your patrons. Only library staff or library volunteers may use this number.)

F. Additional Material

If you have branches, please fill out the **Branch Library or Bookmobile Addendum** and attach to the grant application.

If you are a New Library or Returning Library, please fill out the **New or Returning Library Addendum** and attach it to the grant application.

These forms are available on the Alaska State Library Grants web page: <https://lam.alaska.gov/library-grants/pla>.

G. How to Submit

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OR

FAX application to 907-465-2151

Applications are reviewed by the Grants Coordinator after submission. Libraries will be contacted if there are questions about grant eligibility. If your library meets the requirements for the PLA Grant, you will receive an email with your official award paperwork.

H. Signatures

This application **MUST** have two signatures from two different people.

This grant application is a legal document committing your library to a specific course of action including ensuring the library meets all eligibility requirements for the grant. A full list of eligibility requirements is listed in the PLA Grant Guide and will also be included with the award paperwork.

Designated Library Director:

Print or Type Name: Juli Buzby

Job Title: Librarian

Date: 3/6/2025

For the Legal Entity:

Print or Type Name: _____

Job Title: _____

Date: _____

Signature:  _____

Signature: _____

Due by April 1!

Questions? Contact the Grants Coordinator by email or phone, 907-465-2271