

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.


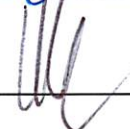


AGENDA OF: March 15, 2022

ASSEMBLY ACTION:

Presented to the Assembly
3/15/22 

MANAGER RECOMMENDATION: For information only.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: 

Route To:	Department/Individual	Initials	Remarks
	Originator - A. Jones		
	Recreation Services Division Manager		
	Community Development Director	EP	
	Finance Director	CK	
	Borough Attorney	NS	
	Borough Clerk	 3/1/22	

ATTACHMENT (S): FY23 Alaska Public Library Assistance Grant Application (25 pages)

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 manager will sign applications for five individual libraries.

FY__ ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION

Use this form to apply for the Alaska Public Library Assistance Grant.

Applications are available in January and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the [Alaska State Library Grants web page](#).

A. Library

Library Name: BIG LAKE PUBLIC LIBRARY

Mailing Address: PO BOX 520892 BIG LAKE, AK 99652

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

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

☒ Public ☐ School ☐ Special ☐ Academic ☐ Museum ☐ Archive

B. Contact Information

Director

Name: ANYA KEAN

Phone: 907-861-7635

E-mail: BIGLAKE.LIBRARY@MATSUGOV.U

Financial or Second Contact

Name: Alyssia Jones

Phone: 907-861-8578

E-mail: Alyssia.Jones@matsugov.us

C. Schedule

When will the library be open each day?

Monday: 10:00AM - 6:00 PM

Tuesday: 10:00AM - 6:00 PM

Wednesday: 10:00AM - 6:00 PM

Thursday: 10:00AM - 6:00 PM

Friday: 10:00AM - 6:00 PM

Saturday: 10:00AM - 5:00 PM

Sunday: _____

Total Hours Per Week: 47

Weeks Open 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 should only be included in the local match if your library is staffed exclusively by volunteers. You may only claim up to the total number of hours that the library is open for the entire year, even if more than one volunteer is present. **Total Hours Per Week x Weeks Open Per Year x \$22 = the maximum volunteer value** that you can enter in A3. Volunteer Value.

Financial Summary

Category	Subcategory	Local Funds	Grant Funds	Total Budget
A. Personnel	1. Wages	\$191,915		\$191,915
	2. Benefits	\$101,346		\$101,346
	3. Volunteer Value	O		O
B. Collection	1. Books (print)	20,000	7,000	20,000
	2. Subscriptions (print)	568		568
	3. A/V	4,300		4,300
	4. Digital Materials/Online Services	2,000		2,000
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	2,500		2,500
C. Other	1. Building Operations	\$16,947		\$16,947
	2. Furniture, Equipment, Computers & E-Readers	\$3,900		\$3,900
	3. Travel	O		O
	4. Supplies	5,825		5,825
	5. Services (not ISP)	\$6,769		\$6,769
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	12,090		12,090
	7. All Other Unreported Expenditures	38,746		38,746
D. Total	Totals	390,606		390,606

Note: If Local Funds for Match column totals \$7,000 or more, you should request \$7,000 in Grant Funds column.

E. Basic Services

Every public library that receives the Alaska public library assistance grant is required by law to provide four basic library services. 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.

How will your library collections be increased or improved?

We have removed a great deal of outdated material in nonfiction. This needs to be replaced and updated. We also need to update and expand our children and young adult section.

What activities will you undertake to achieve your objectives?

Staff are right now doing an in-depth shelf read and weeding project, assessing the material's condition, desirability, and accuracy.

Will staff receive training in this service area?

Yes. Staff have received several training sessions in CREWS and MUSTIE standards, and then individual guidance as they began to do evaluations.

How will you evaluate improvements to your library collections?

We are already getting patron feedback indicating that the changes have been very well received. Material is easier to find, the collection is more attractive and accurate, and our nearly non-existent children's section is now a shining gem, with material that has been extremely well received and widely circulated.

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.

Thanks to the wicked OCLC research skills of our library assistant we haven't needed to use the 800# ILL plan as much as we did in the past.

We do use Alaska's hold system and the OCLC ILL system to its full capacity.

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.

Though we do not get as many reference questions as other libraries, I have trained my staff in the ways of Ebsco host and the SLED, and how to coach students through the research process. We record our reference interviews and take notes on the process. These get reviewed annually.

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 pre-school children? Please be specific.

Our children's section desperately needs to be expanded. We will use the money to improve the collection and beef up our weekly children's programs. We will expand our distance programs, and are feeling out how to do an outdoor program this summer. We count the number of views and likes of our program on facebook.

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. How to Submit

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

We do not need the original document. Scans or copies are definitely OK!

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

OR

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

OR

FAX application to 907-465-2151

If your library meets the requirements for the PLAG, you will receive an email with your official award paperwork. As soon as the award paperwork is signed and returned to the Alaska State Library, your award funding will be processed.

G. 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, please fill out the **New Library Addendum** attach to the grant application.

These forms are available at [Alaska State Library Grants web page](#).

H. Signatures

This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Heidi Leslie

Title: Library Services mgr

Date: 3/2/22

Signature: [Signature]

For the Legal Entity:

Print or Type Name: _____

Title: _____

Date: _____

Signature: _____

Due by April 1!

Questions? Contact the Grants Administrator by [email](#) or phone, 907-465-1018

FY23 ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION

Use this form to apply for the Alaska Public Library Assistance Grant.

Applications are available in January and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the [Alaska State Library Grants web page](#).

A. Library

Library Name: Sutton Public Library

Mailing Address: PO Box 266 Sutton, AK 99674

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

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

☒ Public ☐ School ☐ Special ☐ Academic ☐ Museum ☐ Archive

B. Contact Information

Director

Name: Juli Buzby

Phone: 907-861-7640

E-mail: juli.buzby@matsugov.us

Financial or Second Contact

Name: Alyssia Jones

Phone: 907-861-8578

E-mail: alyssia.jones@matsugov.us

C. Schedule

When will the library be open each day?

Monday: _____

Tuesday: 10-7

Wednesday: 10-7

Thursday: 10-7

Friday: 10-7

Saturday: 11-4

Sunday: _____

Total Hours Per Week: 41

Weeks Open 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 should only be included in the local match if your library is staffed exclusively by volunteers. You may only claim up to the total number of hours that the library is open for the entire year, even if more than one volunteer is present. **Total Hours Per Week x Weeks Open Per Year x \$22 = the maximum volunteer value** that you can enter in A3. Volunteer Value.

Financial Summary

Category	Subcategory	Local Funds	Grant Funds	Total Budget
A. Personnel	1. Wages	146164	2000	148164
	2. Benefits	90814	1000	91814
	3. Volunteer Value			
B. Collection	1. Books (print)	16000	3500	19500
	2. Subscriptions (print)		500	500
	3. A/V			
	4. Digital Materials/Online Services			
	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	59711		59711
	2. Furniture, Equipment, Computers & E-Readers	5402		5402
	3. Travel	1345		1345
	4. Supplies	2300		2300
	5. Services (not ISP)	8900		8900
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	11100		11100
	7. All Other Unreported Expenditures	1675		1675
D. Total	Totals	346411	7000	353411

Note: If Local Funds for Match column totals \$7,000 or more, you should request \$7,000 in Grant Funds column.

E. Basic Services

Every public library that receives the Alaska public library assistance grant is required by law to provide four basic library services. 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 continue to meet the need of patrons through purchase and display of new material. Staff is instructed to use circulation reports for weeding in order to open shelf space as needed. Standard book review sources, patron input, and continual evaluation through circulation reports are the primary methods for collection development.

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 our patrons, but we send items 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 materials and refer patrons to online collections and resources available through Statewide Library Electronic Doorway (SLED). Training and evaluations on improvement will occur at both the staff and patron level, through person to person contacts and public service questionnaires.

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 pre-school children? Please be specific.

Programming for children continues to be provided, changing to fit the needs and safety restrictions of the time. In the last two years we have implemented a variety of program types to fit the needs and requests of patrons. These include: online, take home, and in person programs. All library staff is involved in appropriate training to work with children. We use our participation numbers and patron surveys to evaluate our 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. How to Submit

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

We do not need the original document. Scans or copies are definitely OK!

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

OR

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

OR

FAX application to 907-465-2151

If your library meets the requirements for the PLAG, you will receive an email with your official award paperwork. As soon as the award paperwork is signed and returned to the Alaska State Library, your award funding will be processed.

G. 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, please fill out the **New Library Addendum** attach to the grant application.

These forms are available at [Alaska State Library Grants web page](#).

H. Signatures

This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Hugh Leslie

Title: Library Services mgr

Date: 3/2/22

Signature: [Signature]

For the Legal Entity:

Print or Type Name: _____

Title: _____

Date: _____

Signature: _____

Due by April 1!

Questions? Contact the Grants Administrator by email or phone, 907-465-1018

FY²³ ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION

Use this form to apply for the Alaska Public Library Assistance Grant.
Applications are available in January and must be submitted by April 1.
Instructions are found in the PLA Guidelines found on the [Alaska State Library Grants web page](#).

A. Library

Library Name: Talkeetna Public Library

Mailing Address: PO Box 768, Taleketna AK 99676

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

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

☒ Public ☐ School ☐ Special ☐ Academic ☐ Museum ☐ Archive

B. Contact Information

Director

Name: Geraldine Denkwalter

Phone: 907-861-7645

E-mail: geraldine.denkwalter@matsugov.us

Financial or Second Contact

Name: _____

Phone: _____

E-mail: _____

C. Schedule

When will the library be open each day?

Monday: 11-6

Tuesday: 11-6

Wednesday: 11-6

Thursday: 11-6

Friday: 11-6

Saturday: 11-6

Sunday: closed

Total Hours Per Week: 42

Weeks Open 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 should only be included in the local match if your library is staffed exclusively by volunteers. You may only claim up to the total number of hours that the library is open for the entire year, even if more than one volunteer is present. **Total Hours Per Week x Weeks Open Per Year x \$22 = the maximum volunteer value** that you can enter in A3. Volunteer Value.

Financial Summary

Category	Subcategory	Local Funds	Grant Funds	Total Budget
A. Personnel	1. Wages	174,404	2,000	176,404
	2. Benefits	87,933	1,000	88,933
	3. Volunteer Value	(16,302)		(16,302)
B. Collection	1. Books (print)	36,450	3,500	39,950
	2. Subscriptions (print)	175		175
	3. A/V	6,000		6,000
	4. Digital Materials/Online Services	200		200
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	4,050	500	3,550
C. Other	1. Building Operations	88,350		88,350
	2. Furniture, Equipment, Computers & E-Readers	8,900		8,900
	3. Travel	2,800		2,800
	4. Supplies	4,400		4,400
	5. Services (not ISP)	14,500		14,500
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5			
	7. All Other Unreported Expenditures	1,000		1,000
D. Total	Totals	435,662	7,000	435,662

Note: If Local Funds for Match column totals \$7,000 or more, you should request \$7,000 in Grant Funds column.

E. Basic Services

Every public library that receives the Alaska public library assistance grant is required by law to provide four basic library services. 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.

In order to meet our patrons stated needs for leisure and learning, we do our best to listen to our patrons and ask for their suggestions. Our biggest challenge in the past was keeping the travel books current, but that has changed significantly. Our patrons want the best sellers and items mentioned on NPR or the ones that are mentioned on social media. Talkeetna has been using Collection HQ to help keep our collection up to date. We subscribe to Baker & Taylor lease program that leases us new books. This way we can try books we might not buy, and then evaluate them and add other like items if they prove popular. While weeding is painful, it is necessary in order to have room on the shelves and display them to attract interest. All staff have participated in webinars on collection development, and we have strived to make our collection more inclusive and diverse. Two staff members attended the ARSL convention in Reno on scholarships. The wide variety of topics included book repair so the collection looks bright and fresh, on book selection and development of diverse and inclusive practices, and ideas on other services that can be provided. One attendee is part of the Outstanding in the Field program, and she brought back ideas to determine what our patrons want, including a possible change in hours, class space, and ways to measure the results. We often feel that if people come to the second class and bring a friend, the program is a success. But we are planning to learn how to measure success or failure by more scientific methods.

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 uses the intralibrary loan system provided by the ALN extensively. Being able to access books through this system has sped up the delivery of items as well as decreased postage costs as the Anchorage Municipal Library, and UAA Anchorage and Mat-Su are part of our local courier service so the items arrive faster than through the mail. Our use of OCLC has continued to decrease although we still send out 3-4 books and receive only 1 or 2 books from out of state libraries a month. We occasionally call the 800# ILL but more often, they call us to request an item for a non-ALN member library in -state.

Our staff is well trained in using the intralibrary loan service and assisting patrons. Our most recent challenge is training the public to properly search the catalog as well as our shelves before placing holds for items. This has been an issue for requesting libraries also. Often patrons are requesting items that are on the shelves in their local library. It is a bit painful to mail out an item that doesn't really need to be, but it is also quite time consuming to research this by double checking which library has what material.

I consider the wide use of the ILL system by Talkeetna Library to be a proof of its success, at least for us.

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 staff are trained not to say, "I don't know" or "I have no idea." Most reference questions are answered on a one-to-one basis, and they often involve finding a book or help with a computer problem, or looking up a number of someone to call. This could be another library, a government agency or website, or a text or call to another staff member.

We have had training in basic computer troubleshooting, but the thing that seems to work the best is to turn the computer off, count to ten, and then turn it back on again. We plan to have a short training in use of the 800#ILL and Reference Backup Service at the staff meeting next week.

Since the Nook has been basically discontinued, teaching patrons how to use e readers or to troubleshoot problems has become easier. We conducted a class in how to recognize scams this year.

Our reference collection is evaluated yearly to keep it up to date, with replacements ordered as needed in the section of travel, medicine, health, and tax forms as well as other places.

Sometimes the hardest part about reference questions is to find out what the patron is really looking for. The staff is getting better at this.

Patrons thank us for helping them out. They thank us for calling them back. They write nice letters to our local government officials. We also use a quarterly survey to get feedback.

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 pre-school children? Please be specific.

This is one of our favorite parts! And also the hardest. The Teens and Tween Book-to-Movie Programs continue to be Grab and Go-ers because no one wants to even think of them all sitting in one giant beanbag on the floor. Many of our parents are not overly eager to have their children be quite that close to each other. Two of the staff's children take the bags to the grade and high schools and distribute them. The feedback has been that it is better than nothing.

The younger children have storytime in person now. Between 14 and 20 children come weekly, which includes 2 families with 6 children each, and all the participants are home schooled and attend the same church, so most feel comfortable together. We have added STEAM components to most of the storytime activities, as well as grab and go bags with bimonthly projects that are developed by the staff at Big Lake. This past summer, we added a weekly pre-school storytime before the summer reading program began. This was the first time we have done this and it was wildly successful.

We have a mini Reading Challenges every quarter. The librarian received a grant to present Leap Into Science programs during National Science Week as well as kits from several groups like the Girl Scouts and UAA.

The staff worked with the children on the weekly Adventures in Reading Program on the local radio, collaborated with the Food Pantry to provide Lunch on the Lawn all summer, and the Denali

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.)

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H. Signatures

This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Hugh Leslie

Title: Library Services mgr

Date: 3/2/22

Signature: [Signature]

For the Legal Entity:

Print or Type Name: _____

Title: _____

Date: _____

Signature: _____

Due by April 1!

Questions? Contact the Grants Administrator by [email](#) or phone, 907-465-1018

FY²³ ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION

Use this form to apply for the Alaska Public Library Assistance Grant.

Applications are available in January and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the [Alaska State Library Grants web page](#).

A. Library

Library Name: Trapper Creek Public Library

Mailing Address: PO Box 13388 Trapper Creek, AK 99683

Fax Number (if available): 907-733-1548

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

☒ Public ☐ School ☐ Special ☐ Academic ☐ Museum ☐ Archive

B. Contact Information

Director

Name: Jennie Earles

Phone: 907-861-7650

E-mail: jennie.earles@matsugov.us

Financial or Second Contact

Name: Pam Graham

Phone: 907-861-8404

E-mail: pam.graham@matsugov

C. Schedule

When will the library be open 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

Total Hours Per Week: 25

Weeks Open 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 should only be included in the local match if your library is staffed exclusively by volunteers. You may only claim up to the total number of hours that the library is open for the entire year, even if more than one volunteer is present. **Total Hours Per Week x Weeks Open Per Year x \$22 = the maximum volunteer value** that you can enter in A3. Volunteer Value.

Financial Summary

Category	Subcategory	Local Funds	Grant Funds	Total Budget
A. Personnel	1. Wages	97383	2000	99383
	2. Benefits	50802	1000	51802
	3. Volunteer Value			
B. Collection	1. Books (print)	15195	3500	19195
	2. Subscriptions (print)		500	500
	3. A/V			
	4. Digital Materials/Online Services			
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	2900		2900
C. Other	1. Building Operations	26701		26701
	2. Furniture, Equipment, Computers & E-Readers	5030		5030
	3. Travel	2320		2320
	4. Supplies	1400		1400
	5. Services (not ISP)	4900		4900
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	14130		14130
	7. All Other Unreported Expenditures	1270		1270
D. Total	Totals	222531	7000	230031

Note: If Local Funds for Match column totals \$7,000 or more, you should request \$7,000 in Grant Funds column.

E. Basic Services

Every public library that receives the Alaska public library assistance grant is required by law to provide four basic library services. 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 will maintain our annual book lease program and periodical subscriptions. Weeding will be utilized to keep the collection current and appealing. Through the purchase of new materials we will expand our existing book, audiovisual and CD & Playaway collections. Purchase of online databases will further increase the materials available to our patrons. Patron materials request forms will be evaluated for possible item purchase. Positive patron response and satisfaction will be our evaluation. We will record and evaluate public comments and survey responses. Circulation statistics will tell us where our strengths in collection development lie. Patron statistic counts will help us evaluate patron satisfaction.

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 WorldShare ILL will enable us to offer a larger collection of items to our patrons. Membership in ALN will allow sharing of resources. Continued participation in the MSLN & ALC ensures ILL throughout these systems. Use of SLED and Digital Pipeline will keep us in touch with material collections from around the world. Staff will keep abreast of changes to these systems to ensure best use of the available resources to meet our Patrons needs. The 800# service will continue to be utilized as needed. We will record and evaluate public comments and survey responses. All 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.

Continued training of staff will keep us up to date on available resources. Staff will seek reference answers through books, internet searching, digital pipeline, and ask a librarian references resources. Advertising of our service through posters, mail, emails, social media and print media will inform our patrons of our services. Word of mouth from satisfied patrons will tell others of our services. We will periodically solicit patron evaluations. The 800# service will continue to 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 pre-school children? Please be specific.

We will sponsor a summer reading program and Spring, Winter and Fall preschool reading/craft time. In addition we will offer a Battle of the Books practice/storytime after school. We purchase early for summer availability and maintain a collection of BOB titles, We work with local schools to offer curriculum support materials. Advertise and provide incentives for children to encourage participation in all programs. We will sponsor a yearly poetry contest with prizes to bring community members attention to the library. We offer programs for the local elementary school as a destination for field trips. The afterschool program for the late winter/spring season will be continued. We will advertise our programs and services through posters, mail, emails, social media and print media. Statistics on participation and participant evaluations tell us we are offering a needed service. If in-person Library services are suspended due to COVID and it's restrictions or if patrons aren't comfortable returning in-person we well offer our youth services as take and go activities and crafts. When patrons numbers are limited we will offer several small group (socially distant) programming times and options.

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. How to Submit

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

We do not need the original document. Scans or copies are definitely OK!

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

OR

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

OR

FAX application to 907-465-2151

If your library meets the requirements for the PLAG, you will receive an email with your official award paperwork. As soon as the award paperwork is signed and returned to the Alaska State Library, your award funding will be processed.

G. 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, please fill out the **New Library Addendum** attach to the grant application.

These forms are available at [Alaska State Library Grants web page](#).

H. Signatures

This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Heidi Leslie

Title: Library Services mgr

Date: 3/2/22

Signature: [Signature]

For the Legal Entity:

Print or Type Name: _____

Title: _____

Date: _____

Signature: _____

Due by April 1!

Questions? Contact the Grants Administrator by email or phone, 907-465-1018

FY__ ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION

Use this form to apply for the Alaska Public Library Assistance Grant.

Applications are available in January and must be submitted by April 1.

Instructions are found in the PLA Guidelines found on the [Alaska State Library Grants web page](#).

A. Library

Library Name: Willow Public Library

Mailing Address: PO Box 129 Willow AK 99688

Fax Number (if available): 9074955019

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

☒ Public ☐ School ☐ Special ☐ Academic ☐ Museum ☐ Archive

B. Contact Information

Director

Name: Julie Mitchell

Phone: 907-861-7656

E-mail: Julie.Mitchell@matsugov.us

Financial or Second Contact

Name: Alyssia Jones

Phone: 907-861-8578

E-mail: Alyssia.Jones@matsugov.us

C. Schedule

When will the library be open each day?

Monday: Noon - 8:00pm

Tuesday: Noon - 8:00pm

Wednesday: 10:00am - 6:00pm

Thursday: Noon - 8:00pm

Friday: 10:00am - 6:00pm

Saturday: 10:00am - 3:30pm

Sunday: Closed

Total Hours Per Week: 46

Weeks Open 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 should only be included in the local match if your library is staffed exclusively by volunteers. You may only claim up to the total number of hours that the library is open for the entire year, even if more than one volunteer is present. **Total Hours Per Week x Weeks Open Per Year x \$22 = the maximum volunteer value** that you can enter in A3. Volunteer Value.

Financial Summary

Category	Subcategory	Local Funds	Grant Funds	Total Budget
A. Personnel	1. Wages	173250.00		173250.00
	2. Benefits	106603.00		106603.00
	3. Volunteer Value			
B. Collection	1. Books (print)	10000	7000	17000
	2. Subscriptions (print)	1100		1100
	3. A/V	2500		2500
	4. Digital Materials/Online Services	2000		2000
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	1150		1150
C. Other	1. Building Operations	76795.00		76795.00
	2. Furniture, Equipment, Computers & E-Readers	8576		8576
	3. Travel	1810		1810
	4. Supplies	3150		3150
	5. Services (not ISP)	10770		10770
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	11730		11730
	7. All Other Unreported Expenditures	1925		1925
D. Total	Totals	418859		418859

Note: If Local Funds for Match column totals \$7,000 or more, you should request \$7,000 in Grant Funds column.

E. Basic Services

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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 will continue to order books that patrons request. We are also using Collection HQ and the new evaluation software to make sure we are keeping what needs to be kept and filling our weak areas. The extra money from the ARPA grant will allow us to update some of our larger collections like the state books.

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 were very happy to help them out when they need it. We use OCLC when necessary and our patrons are really pleased when we can get them books from outside.

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 our day answering questions. We will continue to work to make sure we are giving accurate information. I am hoping the numbers will go up now that we are in our new building.

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 pre-school children? Please be specific.

Storytime is back up and growing by leaps and bounds. We are also hosting monthly Leap into Science workshops for families. We are hopeful that this summer we will be able to move towards having in person Summer Reading as well as a Girl's Can Code group.

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.)

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This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Hugh Leslie

Title: Library Services mgr

Date: 3/2/22

Signature: [Signature]

For the Legal Entity:

Print or Type Name: _____

Title: _____

Date: _____

Signature: _____

Due by April 1!

Questions? Contact the Grants Administrator by [email](#) or phone, 907-465-1018