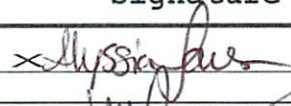
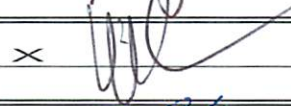
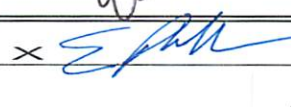
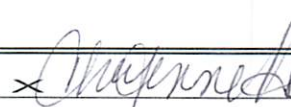
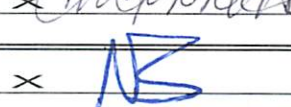
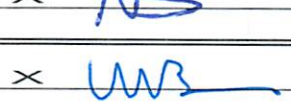
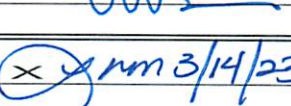


SUBJECT: INFORMING THE ASSEMBLY OF THE MANAGERS SIGNATURE ON FIVE GRANT APPLICATIONS FOR SUBMISSION TO THE ALASKA STATE LIBRARY FOR THE ALASKA PUBLIC LIBRARY ASSISTANCE GRANTS.

AGENDA OF: March 21, 2023

ASSEMBLY ACTION: Presented to The Assembly. (SP)

AGENDA ACTION REQUESTED: For information only.

Route To Department/Director	Signature	Comments
Originator	x 	
Recreation Services Division Manager	x 	
Community Development Department Director	x 	
Finance Director	x 	
Borough Attorney	x 	
Borough Manager	x 	
Borough Clerk	x 	

ATTACHMENT (S): FY24 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 Borough Manager will sign applications for five individual libraries.

FY²⁴ 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: CLOSED

Tuesday: 10AM-7PM

Wednesday: 10AM-7PM

Thursday: 10AM-7PM

Friday: 10AM-7PM

Saturday: 11AM-4PM

Sunday: CLOSED

Total Hours Per Week: 41

Weeks Open Per Year: 52

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

N/A

IM 23-061

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	146844	2000	148844
	2. Benefits	84710	1000	84710
	3. Volunteer Value			
B. Collection	1. Books (print)	22000	3500	25500
	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	64593		64593
	2. Furniture, Equipment, Computers & E-Readers	30000		30000
	3. Travel	2485		2485
	4. Supplies	3350		3350
	5. Services (not ISP)	12900		12900
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	12500		12500
	7. All Other Unreported Expenditures	2100		2100
D. Total	Totals	384482	7000	391482

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.

The Sutton Public Library provides collections of material for all ages in a variety of formats. Library collections will be improved through the purchase and display of new items for all collections. Patron input, as well as standard book review sources, will be used as the primary methods of collection development. To keep the 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 circulations 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 our 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 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.

We provide ongoing programming for children of all ages: preschoolers and elementary ages, as well as tweens and teens. Through collaboration with local non-profits and other libraries, we will strive to bring new, unique programming to the library. All staff who plan and lead these programs will be involved in appropriate training. We will use our participation numbers and patron surveys as our evaluation methods.

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.

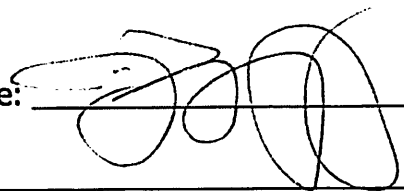
For the Library:

Print or Type Name: Juli Buzby

Title: Librarian

Date: 02/01/2023

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, 907-465-2271

1M-23-061

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, Talkeetna AK 99676

Fax Number (if available): 907-733-3013

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

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

B. Contact Information

Director

Name: Geraldine Denkewalter

Phone: 907-861-76485

E-mail: Geraldine.Denkewalter@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: 11am -6pm

Tuesday: 11am -6pm

Wednesday: 11am -6pm

Thursday: 11am -6pm

Friday: 11am -6pm

Saturday: 11am -6pm

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

IM 23-061

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	181,062	2,000	183,062
	2. Benefits	92,364	1,000	93,364
	3. Volunteer Value	(11,088)		(11,088)
B. Collection	1. Books (print)	39,350	3,500	42,850
	2. Subscriptions (print)	100		100
	3. A/V	2,500		2,500
	4. Digital Materials/Online Services	300		300
	5. Initial \$500 Spent on ISP	500		500
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use	2,200	500	2,700
C. Other	1. Building Operations	102,917		102,917
	2. Furniture, Equipment, Computers & E-Readers	10,100		10,100
	3. Travel	3,225		3,225
	4. Supplies	4,695		4,695
	5. Services (not ISP)	16,500		16,500
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	-		
	7. All Other Unreported Expenditures	845		845
D. Total	Totals	456,658	7,000	463,658

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.

Talkeetna Library received a huge number of donations in the last two years. We have been adding these to the collection, which has led to a need to weed, reorganize, and relocate collections. And some extra shelf space! We plan to add to our New Book collection, update our reference section, especially travel and health sections, and add more inclusive and diverse selections. Our patrons enjoy having a comfortable and uncluttered area to read, relax, take part in activities, and visit. The influx of materials made it challenging to continue to use our space the way our patrons want. We began displaying jigsaw puzzles this year, and we are adding a puzzle corner where the magazine subscriptions used to be. This activity has been a big hit with our patrons.

Most of the staff have been trained in using Collection HQ. This program helps keep the collection up to date, and it generates reports of items that may need review. We use Baker and Taylor and Junior Library Guild programs which provide a good selection of new adult and children's books each month. Two staff members attended a book mending class and have been working on sprucing up the collection.

We have been keeping track of the number of people who attend programs and encouraging them to write comments for the suggestion box. The first meeting day of a program is often poorly attended but the next ones are better attended. We have also upped our game with new flyers, more social media presence and radio announcements.

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 reducing OCLC lending. We exchange items between the local and Anchorage libraries through a tote system and with the rest of the state by mail. We receive 2-3 totes per week, mostly of which are full. We provide materials to the outlying villages through OCLC/ 800#ILL but more often the libraries give us a call and ask if we can send a book out for them. The 800#ILL works well for us. Our staff are well trained in the inter- and intra- library loan system. We are still working on training patrons on how to avoid ordering items from another library when the item is on our shelf.

We keep track of the number of items going out to other libraries and those coming to us, as well as the being-returned items. It is an interesting number.

Being a small rural library, we are sensitive to the requests from the libraries in the remote areas of Alaska. We try to quickly send the item if we have it.

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 challenged by some reference questions, mainly due to the incompleteness of our reference section and the lack of training of the staff. It is very expensive to maintain an up-to-date collection, especially in the health, science, and travel areas. A new class is being offered on how to ask questions of patrons to better help them with the quests. We plan to enroll 3 of our staff. We have more training in the use of SLED coming up this quarter which should help improve our services. Most of the staff is fairly good at internet searching and troubleshooting, but again, this is time consuming, and often patrons are not very specific in their searches. We reevaluate our reference section every year, updating items that need it, especially the Milepost and medicine as best we can. We all need training in the use of the 800# ILL and SLED. Our patrons range from whizzes to novices in computer use, but once they know how to find something, they are usually able to work their way through to find what they are looking for. We stand by to help. We have a suggestion box that patrons use. Happily, most are compliments but an occasional one will be a suggestion for materials on a certain topic or recommendations. We do our best to follow through on these suggestions.

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 have resumed the Mentor Reading Program for grades kindergarten through 3rd grade, Teen and Tween Book to Movie programs, the Book Cub, and a small Dungeons and Dragons group. Last summer, we decided to improve our Summer Reading Program offerings by continuing regular Storytime at its usual hour. The younger children attended the SRP activities, including Lunch on the Lawn, but missed the Story-and-a-craft aspect, and sometimes they wandered away during the more advanced SRP programs. Parents requested that we hold regular storytime prior to lunch. We do not have staff to have different age groups for SRP, so this worked well. Some of the younger kids stayed, and some of the older kids took part in Storytime. We continued and will continue the Grab and Go bags with crafts for those who are unable to attend or have to leave early. We have a once-monthly Science Thursday that is well attended. Our new staff member is planning a Preteen and Teen cooking class and a sewing class. We plan to resume yoga for kids. Our children's yoga teacher has left the area, but we hope to find someone to lead this. If not, we hope a staff member will take training to fill this slot. Two staff members volunteer at the local public radio station. They are developing a student-adult radio program, Generation Gap, to introduce the children to public speaking. The Adventures in Reading radio program will restart in May. Attendance is our main evaluation tool.

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: Geraldine Denkwalter

Title: Librarian

Date: February 8, 2021

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, 907-465-2271

IM 23-061

FY²⁴ 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): 907-733-1546

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

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

B. Contact Information

Director

Name: Marita Crosby

Phone: 907-861-7650

E-mail: marita.crosby@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: 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:

IM 23-061

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	100966	2000	102966
	2. Benefits	48282	1000	49282
	3. Volunteer Value			
B. Collection	1. Books (print)	17665	3500	21165
	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	27294		27294
	2. Furniture, Equipment, Computers & E-Readers	4000		4000
	3. Travel	2300		2300
	4. Supplies	1400		1400
	5. Services (not ISP)	5660		5660
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	15593		15593
	7. All Other Unreported Expenditures	1270		1270
D. Total	Totals	227830	7000	234830

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. Through weeding we will be able to keep our collection current and appealing to the patrons. Through purchase of new materials we will expand our existing book, audiovisual and CD & Playaway collections. The purchase of online databases will further increase the materials available to our patrons. Patron material 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 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 reference 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 about 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 or other concerns, due to restrictions, or if patrons aren't comfortable returning in-person we will offer our youth services as take and go activities and crafts. When patron numbers are limited we will offer several small group (socially distanced) 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.)

1M 23-061

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: Marita Crosby

Title: Librarian

Date: 1/31/23

Signature: Marita Crosby

For the Legal Entity:

Print or Type Name: _____

Title: _____

Date: _____

Signature: _____

Due by April 1!

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

IM 23-061

FY24 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): 907-495-5019

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

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

B. Contact Information

Director

Name: Julie Mitchell

Phone: 907-861-7655

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 - 8:00 pm

Tuesday: Noon - 8:00 pm

Wednesday: 10:00am - 6:00pm

Thursday: Noon - 8:00 pm

Friday: 10:00am - 6:00pm

Saturday: 10:00am - 3:30pm

Sunday: _____

Total Hours Per Week: 45.5

Weeks Open Per Year: 52

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

IM 23-061

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	175,000		175000
	2. Benefits	93705		93705
	3. Volunteer Value			
B. Collection	1. Books (print)	14,200	7000	21,200
	2. Subscriptions (print)	800		800
	3. A/V	3000		3000
	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	500		500
C. Other	1. Building Operations	60155		60155
	2. Furniture, Equipment, Computers & E-Readers	5200		5200
	3. Travel	2450		2450
	4. Supplies	2000		2000
	5. Services (not ISP)	25470		25470
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	11730		11730
	7. All Other Unreported Expenditures			
D. Total	Totals	401710		401710

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

IM 23-06^c

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.

Our collect is adjusting to our new Library. We have gotten new materials and have worked to either encourage use of the old or using Collection HQ to weed and find holds in our collection.

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 advertise to our patrons that we can get books from anywhere in the US. Our call for ILL is much less than it used to be thanks to all the Libraries that are now part of the ALC. We haven't needed to use the 800# but it is nice to know that that backup exists if we were to need it.

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 for information in Willow. Our staff works hard to come up with accurate information for our patrons. We continue to attempted to battle misinformation whenever we can.

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 have a weekly Storytime that continues to grow. We also are looking forward to the Summer Reading Program where we have up to 70 kids a week. We are looking forward to the return of movie nights and other family 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

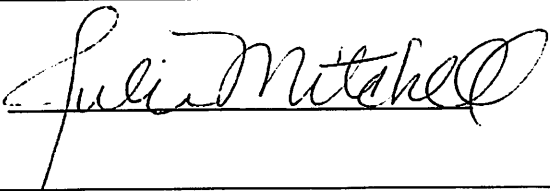
This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Julie Mitchell

Title: Librarian

Date: 2/10/23

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, 907-465-2271

FY²⁴ 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: P.O. Box 520829

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: Cassidy Drake

Phone: 907-861-7636

E-mail: cassidy.drake@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: 10-6

Tuesday: 10-6

Wednesday: 10-6

Thursday: 10-6

Friday: 10-6

Saturday: 10-5

Sunday: Closed

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			
	2. Benefits			
	3. Volunteer Value			
B. Collection	1. Books (print)	28,000	7,000	35,000
	2. Subscriptions (print)			
	3. A/V			
	4. Digital Materials/Online Services			
	5. Initial \$500 Spent on ISP			
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use			
C. Other	1. Building Operations			
	2. Furniture, Equipment, Computers & E-Readers			
	3. Travel			
	4. Supplies			
	5. Services (not ISP)			
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5			
	7. All Other Unreported Expenditures			
D. Total	Totals			

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 have been getting many requests for more large print books in the library so there is a plan in place to begin completely revamping that part of the collection in 2023 and 2024. A large portion of the grants funds will be used for this project.

The entire library collection has been heavily weeded over the last couple of years and because of this we need to add to several parts of the print collection. Mystery is the section of our collection that circulates the best and we would like to continue to add to this part of the collection with the grant funds.

There are some gaps in Young Adult and Juvenile Fiction after the large weeding project so some of the grant funds will be used to add to those sections.

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 on reader ' s advisory which means they are great at figuring out what else we should 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.

Since the beginning of FY23 we have made several large orders for new materials which has increased our ILL services. We have had new materials on the shelves faster than some of the other libraries which means we have been able to share those items with the patrons of the other libraries either via the courier system or through the mail.

Big Lake is still the hub for the Mat-Su Borough libraries, both the Borough libraries and the city libraries. The on-call staff handle most of the holds each day with the Assistant Librarian taking point and they set up the system for organizing the holds on their own over the last year.

We have used the 800# system and continue to plan to use the system.

The way we plan to evaluate the ILL system is to see how fast the turnaround is for incoming and outgoing holds and keeping track of what items are leaving because no other library has it right now and to see what items are incoming because we don't have it on the shelf yet.

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 SLED and OCLC. They have been trained on the PFD and on the basic tax forms. The Mat-Su Borough libraries (both the Borough ones and the city ones) have tried to have an annual all-staff training day each year so all library staff can have a chance to be trained on various library operations. We haven't been able to have a training the last two years because of COVID, but we are planning a training for Mat 16th. The hope is to get back to having the training annually.

We keep a daily record of our reference questions and our tech services questions. We stated splitting them into two different categories. All of the staff have at least a basic knowledge of most operating systems and can help trouble shoot most tech questions.

Our set hours, the same every day except for Saturday means that patrons know they can come to us any day of the week and know we will be open to help.

The Mat-Su Borough has an ongoing survey that allows patrons to make suggestions to services and with that data we can know what our patrons want and how we can improve. But our patrons are never shy about telling us how we can be better which we love.

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.

In August of 2022 Big Lake Public Library made the move back to in-person programs. We now offer two STEAM (Science, Technology, Engineering, Art, and Mathematics) classes on Tuesdays: an early class and an afterschool class and two Story Fun classes on Wednesdays: one in the morning for preschool ages and younger and one afterschool. Patrons have expressed so much happiness about being back in the building for in-person programs.

We continue to make take home packets for those who can't attend a class and the video of the lesson for STEAM is posted to the Big Lake Library Facebook page and available for the other libraries in the state.

We have big plans for summer reading this year to be mostly in-person, with some virtual and distanced components as well (reading logs and some take home kits).

The staff all worked hard over the last two years to be up to date on training to give the best possible virtual summer reading program, but we are excited to get back to in-person events.

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

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.

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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: Cassidy Drake

Title: Librarian

Date: 30 January 2023

Signature: Cassidy R. Drake

For the Legal Entity:

Print or Type Name: _____

Title: _____

Date: _____

Signature: _____

Due by April 1!

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