


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 19, 2024

ASSEMBLY ACTION:

Presented to the Assembly 03/19/24 - *emw*

AGENDA ACTION REQUESTED: For information only.

Route To	Signatures
Originator	<div>2 / 2 8 / 2 0 2 4</div> <div>X H u g h L e s l i e I I I</div> <div>S i g n e d b y : H u g h L e s l i e I I I</div>
Department Director	<div>2 / 2 9 / 2 0 2 4</div> <div>X G e o r g e W H a y s</div> <div>S i g n e d b y : G e o r g e H a y s</div>
Finance Director	<div>3 / 6 / 2 0 2 4</div> <div>X C h e y e n n e H e i n d e l</div> <div>S i g n e d b y : C h e y e n n e H e i n d e l</div>
Borough Attorney	<div>3 / 6 / 2 0 2 4</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>S i g n e d b y : N i c h o l a s S p i r o p o u l o s</div>
Borough Manager	<div>3 / 6 / 2 0 2 4</div> <div>X M i c h a e l B r o w n</div> <div>S i g n e d b y : M i k e B r o w n</div>
Borough Clerk	<div> R e c o v e r a b l e S i g n a t u r e</div> <div>X L o n n i e M c K e c h n i e</div> <div>S i g n e d b y : L o n n i e M c K e c h n i e</div>

ATTACHMENT (S): FY25 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.

FY²⁵ 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): 907-892-6548

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 can only be claimed 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)	30,000	7,000	37,000
	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.

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. We would like to replace all of our Berenstain Bears collection for example. A lot of our kid's books are looking a pretty worn so we will be replacing those as well.

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

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 WorkFlows.

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 this 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 pre-school children? Please be specific.

With the start of the new school year we have had to expand our after-school kids programs. We now offer two after-school story hour classes, one pre-school story hour, and two after-School STEAM classes. In the middle of January we will begin offering a baby lap-sit program as well.

We also continue to make take home packets for those who can't attend class in person and post the video on our social media. The video is also shared across the state by several libraries.

Our summer reading program was very well attended, with 285 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. 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: Cassidy Drake

Title: Librarian

Date: 04 January 2024

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

FY²⁵ 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 452 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: 10-7

Wednesday: 10-7

Thursday: 10-7

Friday: 10-7

Saturday: 11-4

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:

D. Budget

Fair Value Rate for Volunteer Labor: Volunteer value can only be claimed 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	177222	2000	179222
	2. Benefits	99000	1000	100000
	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	65206		65206
	2. Furniture, Equipment, Computers & E-Readers	3000		3000
	3. Travel	2585		2585
	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	1950		1950
D. Total	Totals	402713	7000	409713

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.

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 we, 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 pre-school children? Please be specific.

Programming for children of all ages; preschool, elementary, as well as tweens and teens 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 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!

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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

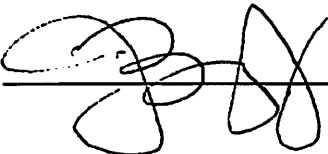
This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Juli Buzby

Title: Librarian

Date: 1/4/2023

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

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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): 907-733-3017

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

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

B. Contact Information

Director

Name: Geraldine Denkewalter

Phone: 907-861-7645

E-mail: geraldine.denkewalter@matsugov.us

Financial or Second Contact

Name: _____

Phone: _____

E-mail: _____

C. Schedule

When will the library be open 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

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 can only be claimed 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	187,291	2,000	189,921
	2. Benefits	96,364	1,000	97,364
	3. Volunteer Value	(15,312)		(15,312)
B. Collection	1. Books (print)	39,583	3,500	43,583
	2. Subscriptions (print)	6,000		6,000
	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	2,050	500	2,550
C. Other	1. Building Operations	105,475		105,475
	2. Furniture, Equipment, Computers & E-Readers	1,475		1,475
	3. Travel	4,425		4,425
	4. Supplies	5,600		5,600
	5. Services (not ISP)	17,500		17,500
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	0		0
	7. All Other Unreported Expenditures	635		635
D. Total	Totals	469,695	7,000	476,695

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.

Our patrons want and expect the library to have a wide variety of materials in our collections, including the new releases, up to date technology, and a variety of media. We try to meet these requests and needs by maintaining a balanced, diverse, and inclusive collection, with a good mix of old favorites and new technology. Talkeetna continues to use Collection HQ to keep our collection up to date. Staff also reads literary reviews and best seller lists, as well as the list of recommended materials on Amazon, Barnes and Noble, Baker and Taylor among others. This helps to keep us aware of trends. Our patrons also suggest books and materials. This year, we have lagged in our audio and large print department purchases. We have begun to compile lists of items we need to purchase to bring these areas more current and to refresh the older items. Our children's, young adult, adult, and non fiction areas are in fairly good shape. We have added many items to our Alaskan section, mostly through donation from other Alaska libraries.

The staff has received training in collection development and weeding. One of the on-call staff is beginning classes towards her MLIS this month, and she will share her learning with us. We all take course online in different subjects including book talks and selection, mending and processing. We all take part in the yearly borough training and attend at least one conference a year. We have developed a survey this month to reassess the needs and desires of our patrons. We still adhere to the thought that if people continue to attend a program, they must like it. And we are still learning how to assess the resulting outcomes.

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 continues to use the OCLC ILL program. But our first line of research involves our intralibrary courier tote system and instate "holds" requests. Each week, we send and receive totes of materials to the 6 other libraries on the local road system, as well as the University of Alaska Wasilla and Anchorage and all the Anchorage Municipal Libraries. This tote system works well, enabling us to receive materials quickly and at a much lower cost than paying postage to other states.

Talkeetna Library continues to use the OCLC ILL program, and its use increased a bit over last year. We receive and send out about 8 items per month. These are items that are not readily available in state, and it amazes me what people want to read!

Our staff is well trained in using the intralibrary loan service and assisting patrons. But the issue of training the public to use the "hold system" independently has resulted in items being mailed from non-local libraries, even though a local tote library has the item. The changes in the hold map already seem to have solved some of this problem, not only for us but also for other libraries' patrons who place a hold on an item that is available at one of their local libraries. 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.

We have taught our most active patrons to use the 800# ILL. We have been very pleased with the help of the librarians and their ability to find just about anything!

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." This method helps the staff to learn new ways to find materials and research questions. 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. The staff has also found that going to the section where the book or topic should be, and assist the patron in finding something that will be of help interest.

Talkeetna Library has a new program beginning in February: a six-week Basic Computer Skills class, that will teach the patrons have do some troubleshooting on their own. A short training, repeated several times, on how to use 800#ILL s is planned for the spring.

Since the Nook has been basically discontinued, teaching patrons how to use e readers or to troubleshoot problems has become easier.

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.

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 added a few, resumed several, and continue to hold children's programming activities. Monthly Family Game Day and Afternoon Afterschool Craft Day are building attendance. Reading Mentor Program was resumed for 2nd to 4th graders, and the numbers have been steady at 15 children and 10 adult mentors. (We think it might be the pizza). Teens and Tweens Book to Movie Nights have grown in numbers (the pizza again), and a new STEM program is in the works. Weekly Storytime for all ages is planned as a year-round no-breaks program due to popular request. The local Day Care has been attending once a month, and we are considering adding another session for them. The Summer Reading Program begins right after school lets out in the spring and continues right up to the week before school starts. It includes 3 parts: littles. storytime, Lunch on the Lawn, and older themed programs for all ages. The Yogarina class will resume this summer; it is a combination of yoga and ballet, for ages 3 to 8.

In the works are pre-teen and teen cooking and sewing classes, Literary Camp for 3rd and 4th graders in the summer, and a local public radio program with 2nd through 5th grade DJ's. Most of the programs are led by staff members, although there are other presenters during Summer Reading Program. The community has very talented members, and many are eager to lead classes. Our goals are to provide activities to a broad range of ages. We also try to incorporate different age groups together for learning and fun. It seems to work as the attendance remains steady or increasing, which is also how we judge its efficacy.

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

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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

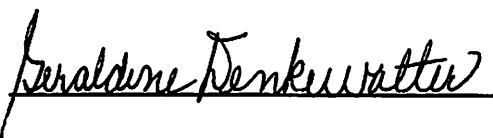
This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Geraldine Denkwalter

Title: Librarian

Date: January 11, 2024

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

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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

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: 11:00 am - 6:00 pm

Tuesday: Closed

Wednesday: 11:00 am - 6:00 pm

Thursday: 10:00 am - 3:00 pm

Friday: Closed

Saturday: Noon - 6:00 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 can only be claimed 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	86877	2000	88877
	2. Benefits	46372	1000	47372
	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	3000		3000
C. Other	1. Building Operations	27391		27391
	2. Furniture, Equipment, Computers & E-Readers	7840		7840
	3. Travel	3645		3645
	4. Supplies	1400		1400
	5. Services (not ISP)	7100		7100
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	15593		15593
	7. All Other Unreported Expenditures	1000		1000
D. Total	Totals	218383	7000	225383

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 are continuing our book lease program and our periodical subscriptions. We regularly go through our collection and weed out unused and 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. Patron comments and survey responses will be our evaluation along with circulation statistics to help provide insight into what our strengths are in our collections. Our goal is to have a welcoming 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 WorldShare ILL will enable us to offer more items for our patrons. Membership in ALN has provided additional resource sharing for our patrons and continued access through MSLN & ALC increases our ability to obtain materials 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.

Continued training of staff will keep us up to date on available resources. Staff will obtain answers through books, internet searches, digital pipeline and any other reference resource platforms available. Advertising of our services through posters, emails, social media and print media will inform patrons of our services. Word of mouth is also a good way to get our information out. We will periodically solicit patron evaluations. 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 pre-school children? Please be specific.

We will sponsor a Summer Reading program and in the Fall, Winter and Spring we will have homeschool and preschool programs that include reading, games and crafts. We will offer an afterschool program for school kids. We purchase Battle of the Books books early to add to our collection for use over the summer and host Battle of the Books practice to students who participate in the program. We work with local schools to create support and encourage children to participate in all programs. We will advertise our programs and services through posters, emails, social media and print media. Statistics on participation and participant evaluations show we are providing needed programs and services.

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: Marita Crosby

Title: Librarian

Date: 1/12/24

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

FY²⁵ 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): 907-495-5014

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: _____

Total Hours Per Week: 45.5

Weeks Open Per Year: _____

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 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	175000		175000
	2. Benefits	94000		94000
	3. Volunteer Value			
B. Collection	1. Books (print)	14200	7000	21200
	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	60000		60000
	2. Furniture, Equipment, Computers & E-Readers	2000		2000
	3. Travel	2000		2000
	4. Supplies	2000		2000
	5. Services (not ISP)	25500		25500
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5	12000		12000
	7. All Other Unreported Expenditures			
D. Total	Totals			398500

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 Librarian will continue to follow the collection development policy. Books will also be ordered by request. Collection HQ will be used to clean up dead and unused materials.

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. 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 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 added a mentoring program weekly during the school year. This is in addition to our weekly story time, monthly movie nights and annual Summer Reading program.

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

H. Signatures

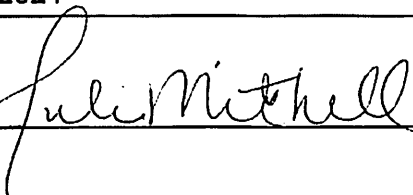
This grant application is a legal document committing your library to a specific course of action. This application **MUST** have two signatures from two different people.

For the Library:

Print or Type Name: Julie Mitchell

Title: Librarian

Date: 1/10/2024

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