

By: Library
Adopted: August 24, 2015
Vote: Buswell, Graham, O'Barr, Sullivan-Leonard, and Wilson in favor
Wall absent

**City of Wasilla
Resolution Serial No. 15-15**

A resolution of the Wasilla City accepting the FY2016 Public Library Assistance Grant from the State of Alaska Department of Education and Early Development in the amount of \$6,650 for the purchase of books and audiovisual materials for Wasilla Public Library's lending collection.

WHEREAS, the State of Alaska has appropriated funds for public library assistance; and

WHEREAS, the Wasilla Public Library has applied for and been approved for those funds; and

WHEREAS, the State of Alaska will furnish funds in the amount of \$6,650 and provide advisory services in furtherance of the grant project; and

WHEREAS, the Wasilla Public Library agrees to expend local funds of a least \$7,000 for public library services and operations; and

WHEREAS, the Wasilla Public Library, under the terms of the agreement, will provide at least the following services free to residents of the municipality or community: establish and maintain a collection of books and other materials for loan; provide access to interlibrary loans; provide reading or other educational programs for children; and provide reference information; and

WHEREAS, the Wasilla Public Library will abide by the conditions set forth by the State of Alaska, including: being open to the public at least 40 hours per week for 48 weeks; schedule some evening and weekend hours each week; having trained staff on duty in the library during all open hours; expending at least \$3,500 on library materials and online services; submitting a Final Grant Report, Technology Report and Public Library Annual Report by September 1, 2016; maintaining accurate records for auditing purposes; returning any grant funds unexpended or unencumbered by June 30, 2016; repaying any portion of grant funds that have not actually been matched by local funds over the course of the grant period; receiving prior approval from the Grantor for any line item change that exceed 10% of the line item, with approval not being required for line item changes of less than \$100 or line item changes that add funds to library materials; and having the library director attend at least 6 hours of continuing education during the current two-year cycle.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council accepts the FY2016 Public Library Assistance Grant from the State of Alaska Department of Education and

Early Development in the amount of \$6,650 for the purchase of books and audiovisual materials for Wasilla Public Library's lending collection.

ADOPTED by the Wasilla City Council on August 24, 2015.


BERT L. COTTLE, Mayor

ATTEST:


KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

CITY COUNCIL LEGISLATION STAFF REPORT

Resolution Serial No. 15-15: Accepting the FY2016 Public Library Assistance Grant from the State of Alaska Department of Education and Early Development in the amount of \$6,650 for the purchase of books and audiovisual materials for Wasilla Public Library's lending collection.

Originator: Library
Date: 8/5/2015

Agenda of: 8/24/2015

Route to:	Department Head	Signature	Date
X	Recreation & Cultural Services Director		8-6-15
X	Finance Director		8-6-15
X	Deputy Administrator		8/10/15
X	City Clerk		8-6-15

Reviewed by Mayor Bert L. Cottle:

 August 6th 2015

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

Division of Libraries

001.4500.334-10.06

\$6,650.00

Attachments: Public Library Assistance Grant award letter (2 pages)
Alaska Public Library Assistance Grant Agreement FY2016 (1 page)
Public Library Assistance Grant FY2016 Budget Revision (1 page)
FY2016 Alaska Public Library Assistance Grant Application (3 pages)

Summary Statement: The library applied for a \$7,000 Public Library Assistance Grant from the Alaska State Library. Although approved for the full amount, as the grant line item in the State Library's budget has not been fully funded for a number of years, and the money appropriated is not sufficient to fully fund the grants, regulations require that the State Library reduce each grant proportionally. As a result, the library will receive a grant in the amount of \$6,650 for FY2016. These funds have already been appropriated through the FY2016 budget process.

Recommended Action: Adopt Resolution Serial No. 15-15.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Education &
Early Development**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS
Alaska State Library

344 West Third Ave. STE 125
Anchorage, Alaska 99501-2338
Main: 907.269-6570
Fax: 907.269-6580

Linda S. Thibodeau, Director

July 1, 2015

Kathryn J. Martin-Albright
Wasilla Public Library
391 N. Main Street
Wasilla, AK 99654

Dear Kathryn,

The total Public Library Assistance grant for FY2016 for the Wasilla Public Library will be \$6,650. Although the State Library has reduced the grant, your library may NOT reduce the amount of local match, **\$7,000.**

The reason that we will not be able to fund grant requests at \$7,000 is that the grant line in the State Library's budget has not been fully funded for some years. Since the money appropriated is not sufficient to fully fund the grants, regulations require that we: "reduce each grant proportionally."

In order to receive your grant check as soon as possible, please:

- **Return the enclosed grant agreement and budget revision as soon as you can.** Two different people (the librarian and the appropriate legal authority) must sign the grant agreement, since it is a legal document committing your library to certain obligations in return for receiving the public library assistance grant. Once we have your agreement and budget revision, we will start mailing out grant checks.
- **Please review your original grant budget and revise that budget to show how you plan to spend the lower amount of the grant.** For libraries without branches, show how you plan to spend \$6,650, rather than the \$7,000 you requested on the grant application. We have included a copy of the budget from your original grant application and a budget revision form. This budget revision form should be submitted with your grant agreement.
- As you fill out the budget revision form, please remember that the library **MUST** spend at least \$3,500 on the Collection (Library Materials). **Of this \$3,500, each library may include UP TO a total of \$500 for Electronic Materials and Online Services. We have broadened the definition of Electronic Materials and Online Services to include: Internet Service Provider (ISP) fees, OCLC license fees, and database access or purchase fees.**

PLAG Cover letter
Page two of two
July 1, 2015

The FY2016 Public Library Assistance grant year starts July 1, 2015. Librarians and officials should carefully note and follow the regulations governing the administration of this grant. To remain eligible for the grant, the library **MUST**:

- Submit by September 1, 2016 the following legally required reports for FY2016: Final Grant Report, Technology Report, and Annual Public Library Report.
- Spend at least \$3,500 on library materials and online services.
- Be open at least 10 hours per week for 48 weeks.
- Schedule some evening and weekend hours each week.
- Have **trained** paid or volunteer staff on duty in the library during **all** open hours.
- Combined school/public libraries must take special care to not use grant money or local funds used as matching money for school library purposes. This includes purchasing school-type library materials (books, magazines, etc.)

Each library director is required to attend at least 6 hours of continuing education during the current two year cycle, which includes FY2015 and FY2016 (July 2014 through June 2016). If you attended continuing education during FY2015, do be sure to record that training on your FY2015 public library annual report.

The State Library audits the records of selected libraries at the end of the grant year and reclaims any grant funds not properly accounted for. Also, any portion of this grant money not spent or encumbered by June 30, 2016 must be returned to the State Library. Please call or write if you have questions. You may contact me at: alex.pock@alaska.gov Thank you.

Sincerely,



Alex Pock
Grants Administrator

Alaska Public Library Assistance Grant Agreement FY2016

This agreement made and entered into this second day of July 2015, by and between the Alaska State Library, hereafter referred to as the Grantor; and the Wasilla Public Library hereafter referred to as the Grantee.

Whereas, the State of Alaska has appropriated funds for public library assistance; and whereas, the application of the Grantee for a grant for public library assistance has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree as follows:

The Grantor will agree to:

1. Furnish funds in the amount of \$6,650.
2. Provide advisory services in furtherance of the grant project.

The Grantee will agree to:

1. Expend local funds of at least \$7,000 for project purposes. Funds may be expended only for public library purposes and must be clearly attributable to public library services and operations.
2. Provide at least the following services free to residents of the municipality or community:
 - Establish and maintain a collection of books and other materials for loan;
 - Provide access to interlibrary loans;
 - Provide reading or other educational programs for children; and
 - Provide reference information.
3. Abide by the conditions set forth in its application and approved by the Grantor, including:
 - The number and timing of open hours;
 - The existing and ongoing educational requirements for the library director.
4. Expend at least \$3,500 on library materials and online services for each outlet.
5. Have trained staff on duty in the library during the scheduled open hours.
6. Submit a Final Grant and Technology Report and Public Library Annual Report by September 1, 2016.
7. Maintain accurate records for auditing purposes.
8. Return any grant funds unexpended or unencumbered by June 30, 2016, and all funds for which there is no proper accounting.
9. Repay any portion of grant funds that have not actually been matched by local funds over the course of the grant period.
10. Receive prior approval from the Grantor for any line item change that exceeds 10% of the line item, except that no prior approval is required for:
 - Line item changes of less than \$100; or
 - Line item changes that add funds to library materials.

The source of funding for this agreement is as follows:

State Sources

\$6,650

By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

The undersigned understands and agrees to the conditions of this agreement. Both signatures are required.

For the Library

For the Legal Entity

Kathryn J. Harkin-Albright
Signature

[Handwritten Signature]
Signature

Library Director 7/28/2015
Title Date

Mayor 07:28:15
Title Date

PLEASE MAKE A PHOTOCOPY OF THE SIGNED AGREEMENT FOR YOUR RECORDS
RETURN BY SEPTEMBER 1, 2014 TO: GRANTS ADMINISTRATOR, ALASKA STATE LIBRARY,
344 WEST THIRD AVENUE, SUITE 125, ANCHORAGE, AK 99501

PUBLIC LIBRARY ASSISTANCE GRANT FY2016

Budget Revision

Budget Summary	Local Funds for Project	Grant Funds Requested	Total Project Budget
a. Personnel			
1. Salaries and Wages (Actual funds)	520,476		520,476
2. Benefits	375,247		375,247
3. Value of Volunteer Labor		Not applicable	
b. Collection (Library Materials)			
1. Books in Print Format	56,862	3,650	60,512
2. Subscriptions in Print Format	2,400		2,400
3. Audiovisuals	10,103	3,000	13,103
4. Electronic (Digital) Materials and Online Services (No computers or e-readers.)			
5. Initial \$500 Spent on Internet Service Provider (ISP) Fees. (Report remaining ISP fees on line c-6. No computers or e-readers.)			
6. Other Materials such as Microforms, Computer Software for Patron Use, Games and Toys. (No computers or e-readers.)			
c. Other Expenditures			
1. Building Operations	36,089		36,089
2. Furniture, Equipment, Computers, E-Readers	5,505		5,505
3. Travel	1,525		1,525
4. Supplies	12,500		12,500
5. Services (Do NOT include internet service provider fees on this line.)	32,817		32,817
6. Internet Service Provider Fees paid beyond \$500 total. (List first \$500 of ISP fees on line b-5 above.)	2,942		2,942
7. All Other Unreported Expenditures.	56,076		56,076
d. Total	1,112,542	6,650	1,119,192

As Amended for Library Name: Wasilla Public Library

Signature: *Kathryn J. Martin-Alvarez* Date: 7/28/2015

Approved: *[Signature]* Date: 7/31/15

For the Alaska State Library: _____

1. The Alaska State Library must approve any change of more than 10% to any budget line on your original grant application. Please show the entire revised budget in the budget summary above.
2. Changes of less than \$100 to any line item or any change that adds funds to amounts budgeted for library materials (lines B1 through B6) do NOT need to be approved by the State Library, even if the change is more than 10%.
3. The librarian should sign this form, then fax it to 907-269-6580 or mail it to Alaska State Library, 344 West Third Avenue, Suite 125, Anchorage, AK 99501 or send a scanned copy to: Alex.Pock@alaska.gov
4. The grants administrator at the Alaska State Library will sign this form and return it to you.
5. Keep the signed copy of this budget revision with your original grant application. Questions? Call 1-800-776-6566!

FY2016 ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION

DUE: April 1, 2015

1. Library Name: Wasilla Public Library
2. Street, City, ZIP: 391 North Main Street, Wasilla, AK 99654
3. Head Librarian: KJ Martin-Albright 4. Phone No: (907) 864-9170
5. Fax No: (907) 376-2347 6. E-mail: kmartin-albright@ci.wasilla.ak.us
7. Mailing address if award is done as paper check: _____
8. Schedule of Hours Library Will Be Open (Note any seasonal library schedule changes you expect this year):

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours Per Week	Weeks Open Per Year
To	2pm To 6pm	10:30am To 7pm	10:30am To 6pm	10:30am To 7pm	10:30am To 6pm	1pm To 5pm	40	52

9. If the library will be open fewer than 52 weeks, which weeks will your library be closed? *The dates are unknown at this time, but the library will probably be closed when we move in to the new building, which is scheduled for completion in Summer 2016.*
10. Number of branch libraries and/or bookmobiles: _____ Please fill out the enclosed **Branch Library or Bookmobile Application Addendum Page** and attach to the grant application. Currently applies just to Anchorage, Barrow, Fairbanks, Juneau, Kotzebue, and Naknek.

11. Budget Summary:

	Local Funds for Match	Public Library Assistance Grant Funds Requested	Total Project Budget
a. Personnel			
1. Salaries and Wages (Actual funds)	520,476		520,476
2. Benefits	375,247		375,247
3. Fair Value Rate for Volunteer Labor (#12 below)		Not Applicable	
b. Collection (Library Materials)			
1. Books in Print Format	56,512	4,000	60,512
2. Subscriptions in Print Format	2,400		2,400
3. Audiovisuals	10,103	3,000	13,103
4. Electronic (Digital) Materials and Online Services <i>(No computers or e-readers)</i>	3,501		3,501
5. Initial \$500 Spent on Internet Service Provider (ISP) Fees <i>(Expend. up to \$500 and no computers)</i>			
6. Microforms, Computer Software for Patron Use, Games and Toys <i>(No computers or e-readers)</i>			
c. Other Expenditures			
1. Building Operations	43,670		43,670
2. Furniture, Equipment, Computers & E-Readers	643		643
3. Travel	1,525		1,525
4. Supplies	12,500		12,500
5. Services (Do NOT include internet service provider fees on this line)	15,724		15,724
6. Internet Service Provider Fees Paid Beyond \$500 Total <i>(List initial \$500 of ISP fees on Line b-5 above)</i>	2,942		2,942
7. All Other Unreported Expenditures	67,249		67,249
d. Total	1,112,191	7,000	1,119,192

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

12. **Fair Value Rate for Volunteer Labor:** If your library is claiming volunteer labor as part of the local match, please note the number of volunteer hours you expect to accrue during FY2016 and the hourly rate claimed. You may only claim up to the total number of hours that the library is open for the entire year. *(For the hourly rate, see Personnel on page 6 in the enclosed packet. In FY2016, the hourly rate has increased substantially.)*

Total Volunteer Hours: _____ times Hourly Rate: \$ _____ = Fair Value Rate for Volunteer Labor \$ _____

13. **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.**

- a. Provide a collection of books and other materials for loan – How will this 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.

Local funds will be used to continue to develop the library's collection, in accordance with the materials selection policy and standard collection development practices.

- b. 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.

Local funds will support Interlibrary loan services. As part of the OCLC Group Services Agreement we will continue to take advantage of the resources offered through OCLC to improve our ILL program.

- c. 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.

Local funds will be used to support the continued in-house training on reference resources which enables the staff to provide improved reference services.

- d. 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.

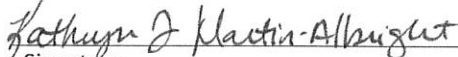
Local funds will be used to support the reading and/or education programs for children which consist of preschool story times; toddler story times; a baby lap-sit program; and a six week summer reading program. Additionally, the Battle Book and Young Readers Choice Collections will be maintained and participation will be encouraged in these programs; opportunities for school and community visits to the library will be sought out and staff will perform outreach to the surrounding schools.

Note: 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:

Kathryn J. Martin-Albright

Print or Type Name


Signature

Library Director

Title

3/16/2015

Date

For the Legal Entity:

Bert L. Cottle

Print or Type Name


Signature

Mayor

Title

03:24:2015

Date

Questions? Contact Alex Pock, 1-800-776-6566

**Copy application for your files and return original application to: Grants Administrator,
Alaska State Library, 344 West Third Avenue, Suite 125, Anchorage, AK 99501**