

By: Recreation & Cultural Services/Library
Adopted: August 8, 2016
Vote: Burney, Graham, Harvey, O'Barr, Sullivan-Leonard, Wilson in favor

**City of Wasilla
Resolution Serial No. 16-17**

A Resolution Of The Wasilla City Council Accepting The Fiscal Year 2017 Public Library Assistance Grant From The State Of Alaska Department Of Education And Early Development In The Amount Of \$6,900 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 \$6,900 and provide advisory services in furtherance of the grant project; and

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

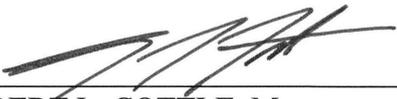
WHEREAS, the Wasilla Public Library, under the terms of the agreement, will provide at the least the following services free to residents of the municipality or community: establish and maintain a collection of books and other materials for loan; provide access to interlibrary loans; provide reading 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; have trained staff on duty in the library during all open hours; expend at least \$3,500 on library materials and online services; submit a Final Grant Report, Technology Report and Public Library Annual Report by September 1, 2017; maintain accurate records for auditing purposes; return any grant funds unexpended or unencumbered by

June 30, 2017; repay any portion of grant funds that have not actually been matched by local funds over the course of the grant period; receive prior approval from the Grantor for any line item change that exceeds 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 have the library director attend at least 6 hours of continuing education during the current two-year cycle.

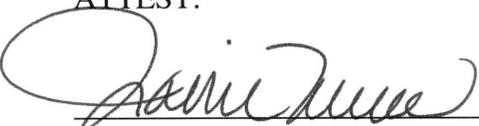
NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council accepts the Fiscal Year 2017 Public Library Assistance Grant from the State of Alaska Department of Education and Early Development in the amount of \$6,900 for the purchase of books and audiovisual materials for Wasilla Public Library's lending collection.

ADOPTED by the Wasilla City Council on August 8, 2016.



BERT L. COTTLE, Mayor

ATTEST:



JAMIE NEWMAN, MMC, City Clerk

[SEAL]

CITY COUNCIL LEGISLATION STAFF REPORT

Resolution Serial No. 16-17: Accepting The FY2017 Public Library Assistance Grant From The State Of Alaska Department Of Education And Early Development In The Amount Of \$6,900 For The Purchase Of Books And Audiovisual Materials For Wasilla Public Library's Lending Collection.

Originator: Library *Wynn*

Date: 7/26/2016

Agenda of: 8/8/2016

Route to:	Department Head	Signature	Date
X	Recreation & Cultural Services Director	<i>Jan Kapprich</i>	7/27/16
X	Finance Director	<i>Joseph Kille</i>	7/27/16
X	Deputy Administrator	<i>[Signature]</i>	7/27/16
X	City Clerk	<i>[Signature]</i>	7/27/16

Reviewed by Mayor Bert L. Cottle:


 7:29:2016

Fiscal Impact: yes or no **Funds Available:** yes or no

Account name/number:

Division of Libraries

001.4500.334-10.06

\$6,900.00

Attachments: FY2017 Public Library Assistance Grant Award Email (2 pages)
 FY2017 Alaska Public Library Assistance Grant Agreement (1 page)
 FY2017 Alaska Public Library Assistance Grant Application (3 pages)
 Resolution Serial No. 16-17 (2 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 appropriate 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 \$6,900 for FY2017. These funds have already been appropriated through the FY2017 budget process.

Recommended Action: Adopt Resolution Serial No. 16-17.

Kathy Martin-Albright

From: Frederiksen, Patience A (EED) [patience.frederiksen@alaska.gov]
Sent: Friday, July 01, 2016 2:36 PM
To: Kathy Martin-Albright
Subject: Grant Agreement Attached
Attachments: APKAdmin_20160701_092736.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Completed

Kathryn Martin-Albright
Wasilla Public Library
391 North Main Street
Wasilla, AK 99654

Dear K. J.,

The total Public Library Assistance grant for FY2017 for the Wasilla Public Library will be \$6,900. 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 PLA grant funds, please return the enclosed grant agreement 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, we will start mailing out grant checks. No budget revision is necessary this year since the amount awarded is so close to the full \$7,000 PLA grant award.

The FY2017 Public Library Assistance grant year starts July 1, 2016. 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 FY2016 and FY2017 (July 2015 through June 2017). If you attended continuing education during FY2016, do be sure to record that training on your FY2016 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, 2017 must be returned to the State Library. Please call or write if you have questions. You may contact me at: Patience.Frederiksen@alaska.gov Thank you.

FY2017 ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION

DUE: April 1, 2016

1. Library Name: Wasilla Public Library
2. Street, City, ZIP: 391 N Main Street, Wasilla, 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: 290 East Hering Avenue, Wasilla, AK 99654

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
Closed	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? *We expect to close the library for approximately 4 weeks (tentatively August 2016) while we transition from our current library building to our new library building.*
10. Number of branch libraries and/or bookmobiles: 0

11. Budget Summary:		Local Funds for Match	Public Library Assistance Grant Funds Requested	Total Project Budget
a. Personnel				
1.	Salaries and Wages (Actual funds)	576,794		576,794
2.	Benefits	352,100		352,100
3.	Fair Value Rate for Volunteer Labor (#12 below)		Not Applicable	
b. Collection (Library Materials)				
1.	Books in Print Format	87,416	3,500	90,916
2.	Subscriptions in Print Format	6,008		6,008
3.	Audiovisuals	25,094	3,500	28,594
4.	Electronic (Digital) Materials and Online Services (No computers or e-readers)	5,667		5,667
5.	Initial \$500 Spent on Internet Service Provider (ISP) Fees (Expend. up to \$500 and no computers)	500		500
6.	Microforms, Computer Software for Patron Use, Games and Toys (No computers or e-readers)			
c. Other Expenditures				
1.	Building Operations	164,779		164,779
2.	Furniture, Equipment, Computers & E-Readers	33,822		33,822
3.	Travel	10,938		10,938
4.	Supplies	17,498		17,498
5.	Services (Do NOT include internet service provider fees on this line)	47,398		47,398
6.	Internet Service Provider Fees Paid Beyond \$500 Total (List initial \$500 of ISP fees on Line b-5 above)	2,740		2,740
7.	All Other Unreported Expenditures	10,105		10,105
d.	Total	1,340,859	7,000	1,347,859

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 FY2017 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.)*

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:

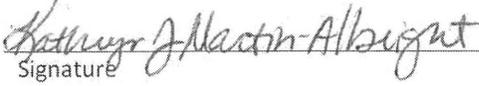
For the Legal Entity:

Kathryn J. Martin-Albright

Bert L. Cottle

Print or Type Name

Print or Type Name


Signature


Signature

Library Director

3/23/2016

Title

Date

Mayor

03:24:2016

Title

Date

Questions? Contact Alex Pock at 269-4606 or 1-800-776-6566 or alex.pock@alaska.gov
Scan complete application by or on April 1, 2016 or mail application (be sure to keep a copy for your files) with postmark date of April 1, 2016 to: Grants Administrator, Alaska State Library, 344 West Third Avenue, Suite 125, Anchorage, AK 99501

Alaska Public Library Assistance Grant Agreement FY2017

This agreement made and entered into this first day of July 2016, 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 \$6,900.
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, 2017.
7. Maintain accurate records for auditing purposes.
8. Return any grant funds unexpended or unencumbered by June 30, 2017, 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 and online services.

The source of funding for this agreement is as follows:

State Sources	\$6,900
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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

Kathryn J Martin Albright
Signature

Library Director 7/20/2016
Title Date

For the Legal Entity

[Signature]
Signature

Mayor City Wasilla 7/20/2016
Title Date

PLEASE MAKE A PHOTOCOPY OF THE SIGNED AGREEMENT FOR YOUR RECORDS
RETURN BY SEPTEMBER 1, 2016 TO: LIBRARY GRANTS ADMINISTRATOR, ALASKA STATE LIBRARY,
395 WHITTIER STREET, JUNEAU, AK 99801