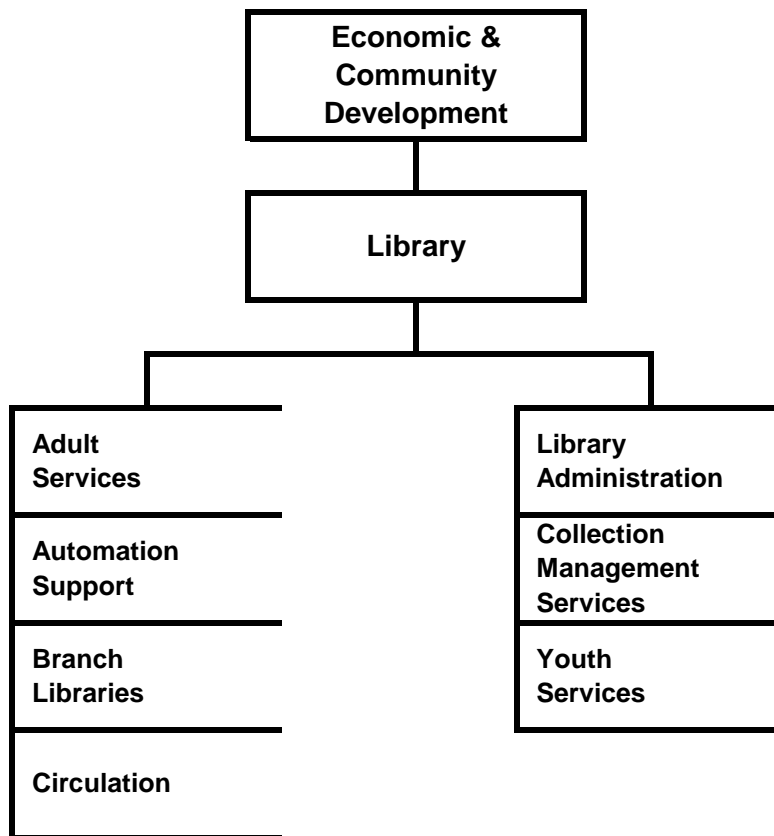


# Library



## Library

### Description

The library strives to deliver opportunities for education, information, and enrichment for Municipal residents. The library currently operates with five different locations throughout the Municipality.

### Department Services

- Education and Learning: informal out of school learning opportunities and programs for all ages, as well as self-directed learning
- Economic Development: materials, research assistance and instruction
- Technology: computing access and services
- Strategic Partnerships: expand our reach in the community to provide needed services
- Recreation: movies, magazines, books, both physical and virtual materials

### Central Library and Branches

- Z.J. Loussac Library – 3600 Denali St, Anchorage, AK 99503
- Chugiak-Eagle River Library – 12001 Business Blvd. #176, Eagle River, AK 99577
- Scott and Wesley Gerrish Library – 250 Egloff Drive, Girdwood, AK 99587
- Mountain View Library – 120 Bragaw St, Anchorage, AK 99508
- Muldoon Library – 1251 Muldoon Rd, Suite 158, Anchorage, AK 99504

### Department Goals that Contribute to Achieving the Mayor's Mission:



**Economy – Build a city that attracts and retains a talented workforce, is hospitable to entrepreneurs, small business and established companies, and provides a strong environment for economic growth**

- Improve economic advancement by providing equitable access to computing equipment and robust resources; small business development; job skills training, and continuing professional education.
- Improve public safety by providing safe and stimulating places for people of all ages in well-maintained and attractive buildings with services needed to improve lives.

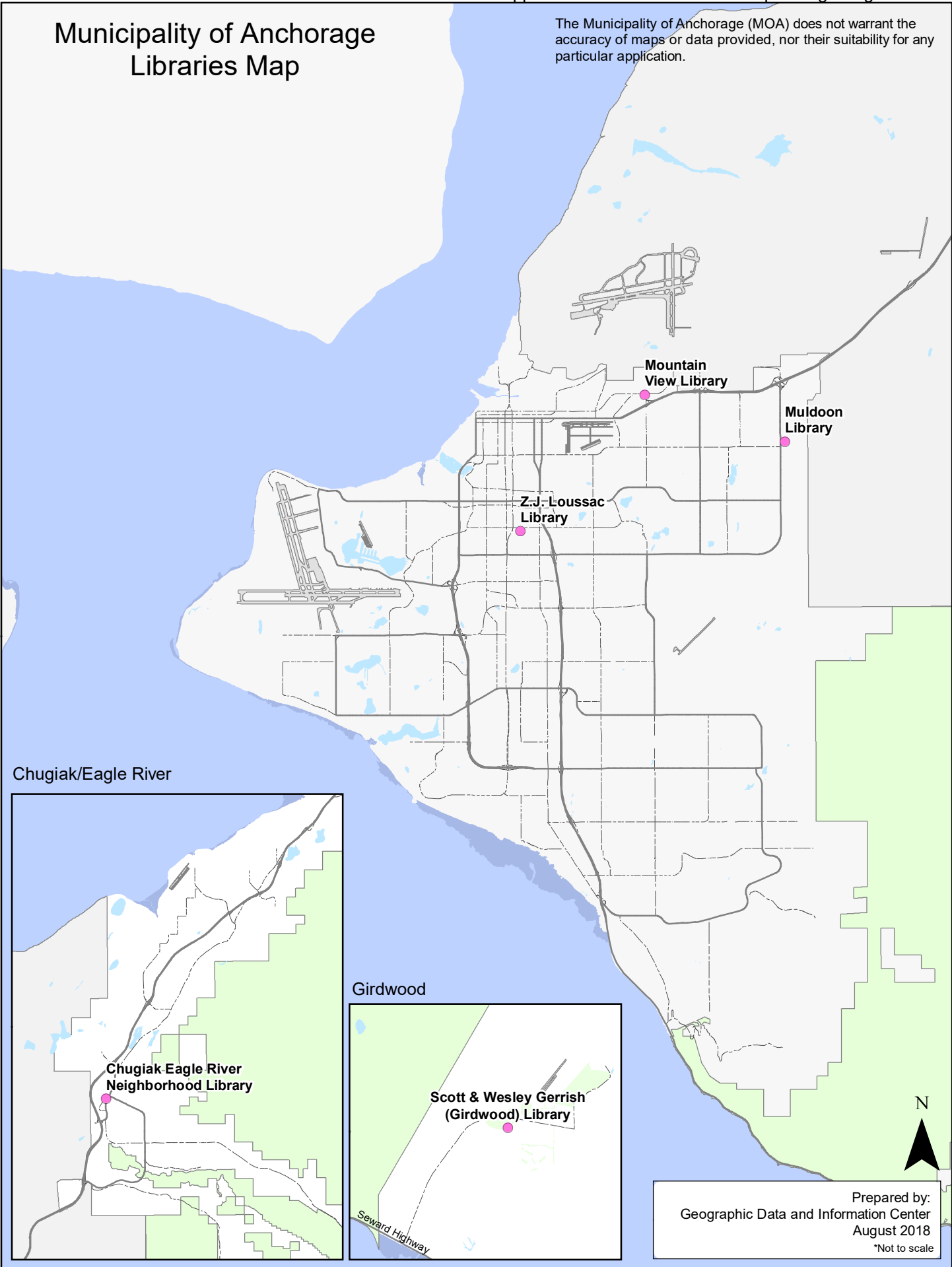


**Community Development – Make Anchorage a welcoming, resilient, and affordable community**

- Increase children's success by laying the foundations of reading, social skills, and creativity through early learning activities; partnering with schools and agencies to create learning experiences that enhance education for all children.
- Improve civic engagement, cultural enrichment, and enhance the quality of life for all Anchorage residents through provision of life-long educational services including library materials, online resources and programs/events.
- Engage people interested in a variety of topics that reflect and play an active role in serving the diversity in Anchorage, engaging community partners and volunteers to enhance customer experiences.

# Municipality of Anchorage Libraries Map

The Municipality of Anchorage (MOA) does not warrant the accuracy of maps or data provided, nor their suitability for any particular application.



## Library Department Summary

	2017 Actuals	2018 Revised	2019 Approved	19 v 18 % Chg
<b>Direct Cost by Division</b>				
Library	8,494,211	8,760,147	9,023,155	3.00%
<b>Direct Cost Total</b>	<b>8,494,211</b>	<b>8,760,147</b>	<b>9,023,155</b>	<b>3.00%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	5,360,705	5,351,159	5,320,713	(0.57%)
<b>Function Cost Total</b>	<b>13,854,916</b>	<b>14,111,306</b>	<b>14,343,868</b>	<b>1.65%</b>
Program Generated Revenue	(591,441)	(305,340)	(305,340)	-
<b>Net Cost Total</b>	<b>13,263,475</b>	<b>13,805,966</b>	<b>14,038,528</b>	<b>1.68%</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	6,498,029	7,173,359	7,261,367	1.23%
Supplies	74,653	57,086	57,086	-
Travel	2,067	8,000	8,000	-
Contractual/Other Services	1,815,129	1,450,957	1,613,957	11.23%
Debt Service	-	-	12,000	100.00%
Equipment, Furnishings	104,332	70,745	70,745	-
<b>Direct Cost Total</b>	<b>8,494,211</b>	<b>8,760,147</b>	<b>9,023,155</b>	<b>3.00%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	61	60	61	1.67%
Part-Time	30	25	28	12.00%
<b>Position Total</b>	<b>91</b>	<b>85</b>	<b>89</b>	<b>4.71%</b>

## Library

### Reconciliation from 2018 Revised Budget to 2019 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2018 Revised Budget</b>	8,760,147	60	25	-
<b>2018 One-Time Requirements</b>				
- Remove 2018 Prop - ONE-TIME - Materials purchase reduction	75,000	-	-	-
- Remove 2018 Prop Amendment - ONE-TIME - Restore Loussac hours	(125,000)	-	-	-
<b>Changes in Existing Programs/Funding for 2019</b>				
- Salaries and benefits adjustments	90,295	-	-	-
<b>2019 Continuation Level</b>	<b>8,800,442</b>	<b>60</b>	<b>25</b>	<b>-</b>
<b>2019 Proposed Budget Changes</b>				
- Automation software maintenance and Automated Handling System (AMHS) debt service on machines that were installed as part of the Loussac renovation	100,000	-	-	-
- Loussac Library Sunday service and meeting space management	122,713	1	3	-
<b>2019 Approved Budget</b>	<b>9,023,155</b>	<b>61</b>	<b>28</b>	<b>-</b>

**Library**  
**Division Summary**  
**Library**

(Fund Center # 538200, 535500, 537100, 538300, 536400, 538100, 537200, 537300)

	2017 Actuals	2018 Revised	2019 Approved	19 v 18 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	6,498,029	7,173,359	7,261,367	1.23%
Supplies	74,653	57,086	57,086	-
Travel	2,067	8,000	8,000	-
Contractual/Other Services	1,815,129	1,450,957	1,613,957	11.23%
Equipment, Furnishings	104,332	70,745	70,745	-
<b>Manageable Direct Cost Total</b>	<b>8,494,211</b>	<b>8,760,147</b>	<b>9,011,155</b>	<b>2.87%</b>
Debt Service	-	-	12,000	100.00%
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>100.00%</b>
<b>Direct Cost Total</b>	<b>8,494,211</b>	<b>8,760,147</b>	<b>9,023,155</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	5,360,705	5,351,159	5,320,713	(0.57%)
<b>Function Cost Total</b>	<b>13,854,916</b>	<b>14,111,306</b>	<b>14,343,868</b>	<b>1.65%</b>
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	591,441	305,340	305,340	-
<b>Program Generated Revenue Total</b>	<b>591,441</b>	<b>305,340</b>	<b>305,340</b>	<b>-</b>
<b>Net Cost Total</b>	<b>13,263,475</b>	<b>13,805,966</b>	<b>14,038,528</b>	<b>1.68%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	61	60	61	1.67%
Part-Time	30	25	28	12.00%
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**Library**  
**Division Detail**  
**Library**

(Fund Center # 538200, 535500, 537100, 538300, 536400, 538100, 537200, 537300)

	2017 Actuals	2018 Revised	2019 Approved	19 v 18 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	6,498,029	7,173,359	7,261,367	1.23%
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Debt Service	-	-	12,000	100.00%
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>100.00%</b>
<b>Direct Cost Total</b>	<b>8,494,211</b>	<b>8,760,147</b>	<b>9,023,155</b>	<b>3.00%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	5,360,705	5,351,159	5,320,713	(0.57%)
<b>Program Generated Revenue</b>				
406250 - Transit Bus Pass Sales	360	-	-	-
406320 - Library Non-Resident Fee	420	1,500	1,500	-
406350 - Library Fees	-	1,200	1,200	-
406570 - Micro-Fiche Fees	4,334	-	-	-
406580 - Copier Fees	28,446	24,000	24,000	-
406660 - Lost Book Reimbursement	15,507	25,000	25,000	-
406670 - Sale Of Books	21	-	-	-
407030 - Library Fines	110,334	101,500	101,500	-
408420 - Building Rental	18,735	152,140	152,140	-
408550 - Cash Over & Short	(85)	-	-	-
430030 - Restricted Contributions	127	-	-	-
460040 - Loan Proceeds	413,243	-	-	-
<b>Program Generated Revenue Total</b>	<b>591,441</b>	<b>305,340</b>	<b>305,340</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	8,494,211	8,760,147	9,023,155	3.00%
Charges by/to Other Departments Total	5,360,705	5,351,159	5,320,713	(0.57%)
Program Generated Revenue Total	(591,441)	(305,340)	(305,340)	-
<b>Net Cost Total</b>	<b>13,263,475</b>	<b>13,805,966</b>	<b>14,038,528</b>	<b>1.68%</b>

**Position Detail as Budgeted**

	2017 Revised		2018 Revised		2019 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Associate Librarian	7	-	7	-	6	-
Collection Development Librarian	-	-	-	-	1	-
Junior Administrative Officer	1	2	2	1	3	-
Librarian	1	-	1	-	1	-
Library Assistant I	-	3	-	3	-	3

**Position Detail as Budgeted**

	2017 Revised		2018 Revised		2019 Approved	
	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
Library Assistant II	14	3	14	2	14	3
Library Assistant III	14	1	12	1	12	1
Library Clerk	-	14	-	13	-	14
Prof Librarian I	7	7	7	5	8	7
Prof Librarian II	8	-	8	-	7	-
Prof Librarian III	4	-	4	-	4	-
Prof Librarian IV	1	-	1	-	1	-
Reference Librarian	1	-	1	-	1	-
Sap Time Admin/Admin Support Specialist	1	-	1	-	1	-
Special Admin Assistant II	1	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>61</b>	<b>30</b>	<b>60</b>	<b>25</b>	<b>61</b>	<b>28</b>



## Library Operating Grant and Alternative Funded Programs

Program	Fund Center	Award Amount	Amount Expended As of 12/31/2018	Expected Expenditures in 2019	Expected Balance at End of 2019	Personnel			Program Expiration
						FT	PT	T	
<b>Ready to Read Phase VI</b> (State Grant - Revenue Pass Thru)  Continue goals and objectives of Ready to Read Phase I	537300	113,091	56,546	56,546	-	1	-	-	Jun-18
<b>800#/ILL Interlibrary Loan and Reference Back up Service FY18</b> (State Grant-Revenue Pass Thru) Provides funding for a part-time position and supplies budget to provide interlibrary loan services to libraries and schools within the State of Alaska	538300	54,420	27,210	27,210	-	-	1	-	Jun-18
<b>Public Library Assistance Grant</b> (State Grant-Revenue Pass Thru) Provides continuing education support for library staff, purchase library operational and programming supplies, furniture, and other determined library equipment and services.	535500	35,000	35,000	-	-	-	-	-	Jun-18
<b>Friends of the Library Donations (Fund 261)</b> -Fund acquisitions, programs or library services	538300	85,000	-	85,000	-	-	-	-	Continuous
<b>Total Grant and Alternative Operating Funding for Department</b>		<b>287,511</b>	<b>118,756</b>	<b>168,756</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	
<b>Total General Government Operating Direct Cost for Department</b>				<b>9,023,155</b>		<b>61</b>	<b>28</b>	<b>-</b>	
<b>Total Operating Budget for Department</b>				<b>9,191,911</b>		<b>62</b>	<b>29</b>	<b>-</b>	

*Anchorage: Performance. Value. Results*

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## Anchorage Public Library

*Anchorage: Performance. Value. Results*

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**Mission**

Anchorage Public Library provides resources to enrich the lives and empower the future of our diverse community, while preserving the past for generations to come.

**Library Core Services:****Excelling as a Community Learning Center**

- Education: Self-directed and classes, both virtually and in person at the library
- Information: Materials, research and instruction
- Technology: Computing access and services
- Exploration: Programs, reading, viewing, listening
- Meeting Place: Convening to bring the community together

**Major Use Indicators and Performance Measures**

1. Circulation of Materials, including downloadable items
  - Total materials circulation increased 27% over 2<sup>nd</sup> quarter 2017.
2. Library Visits
  - Library visits increased 36% across all locations over 2<sup>nd</sup> quarter 2017.
3. Program Attendance
  - Program attendance during the 2<sup>nd</sup> quarter in 2018 doubled the 2017 numbers, with record breaking attendance at popular events such as Reading Rendezvous.
4. Computer use, including WIFI use of Library technology
  - Computer and Wi-Fi usage in all locations increased by 31% over 2<sup>nd</sup> quarter 2017
5. Virtual Library visits through website.
  - The new library website received an average of 300,000 visits per month in 2<sup>nd</sup> quarter 2018.
6. Periodic programmatic performance outcomes for specific programs and services:

**JOB SHOP**

The Anchorage Public Library Job Shop is a grant funded program that has provided weekly job-seeker services at multiple library locations throughout Anchorage since spring of 2016. Last year the Job Shop expanded to include offsite services at community partner organizations including AWAIC and Bean's Café. Services include resume assistance, job and apprenticeship search assistance and interview coaching. In partnership with the Dept. of Labor, the Job Shop also provides skills assessment, career counseling and co-hosts hyperlocal job fairs.

**Outcomes**

- Over 90% of users surveyed immediately after the program reported feeling more confident in their job search process and that they acquired useful and practical knowledge and skills.
- During the second quarter of this year, the Job Shop provided individualized, one on one assistance to 175 program participants.
- About 40% of survey respondents agreed to a follow up interview a few weeks after their initial experience with the Job Shop. All of these respondents reported continuing to use their new knowledge and skills in job searches. Most reported using additional library resources for their job

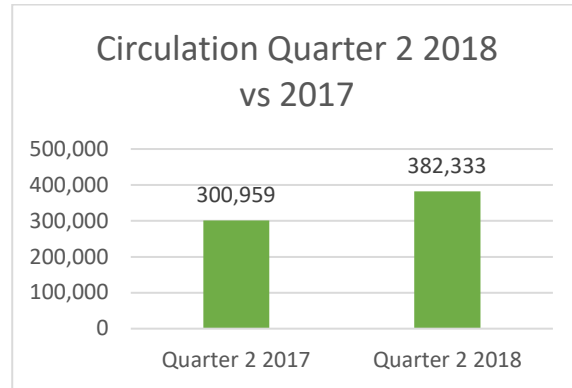
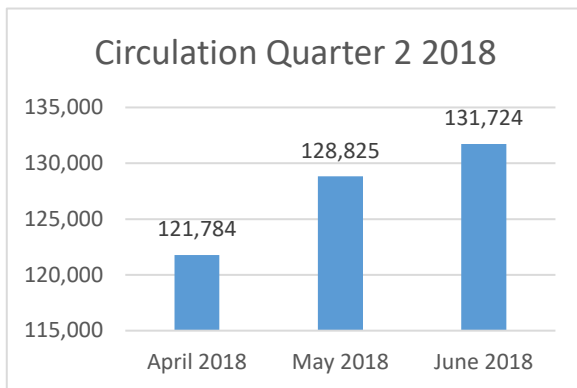
searches and over half reported applying for jobs they would not have considered before participating in the program.

- Finally, over 50% of the follow-up survey respondents reported receiving an interview or a job offer in their preferred profession or industry.

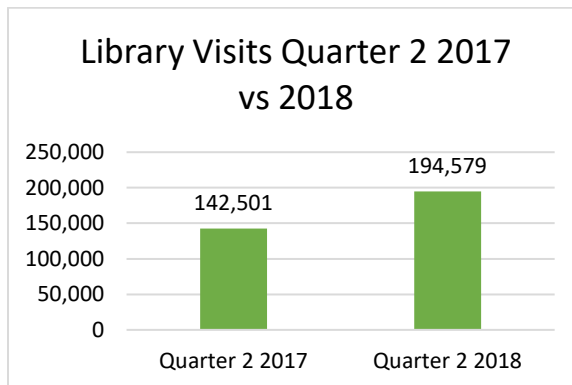
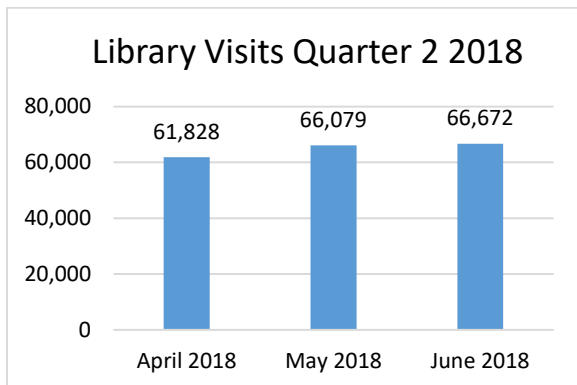
**Department Goals that Contribute to Achieving the Mayor’s Mission:**

- Aid the public who are homeless to find resources that will help to improve their lives
- Make city government more efficient, accessible, transparent and responsive
- Build a city that attracts and retains a talented workforce, is hospitable to entrepreneurs, small business and established companies and provides a strong environment for economic growth

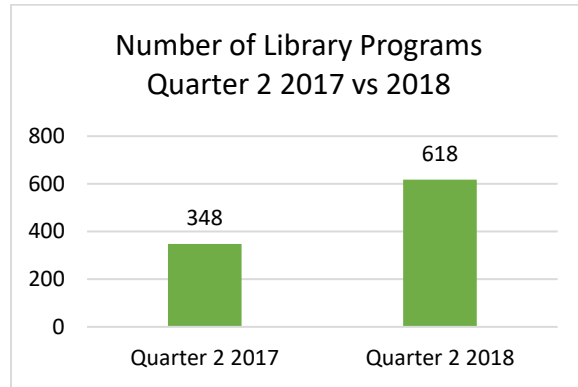
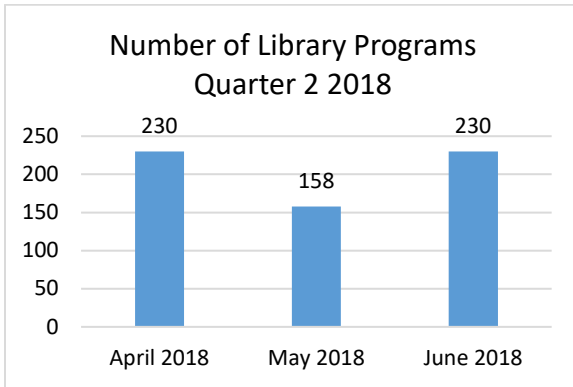
**Measure #1: Circulation of library materials.**



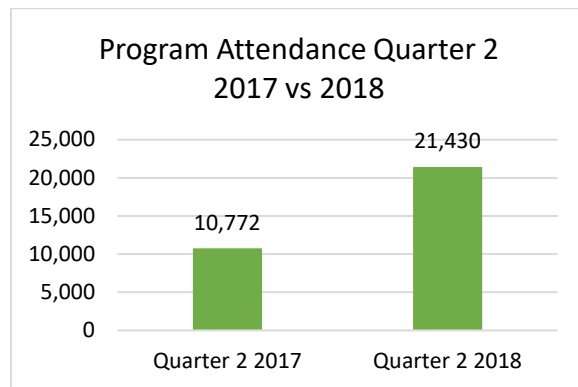
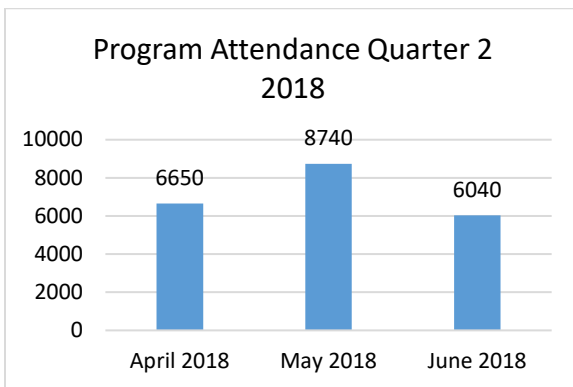
**Measure #2: Number of visits to the library.**



**Measure #3: Number of library programs.**

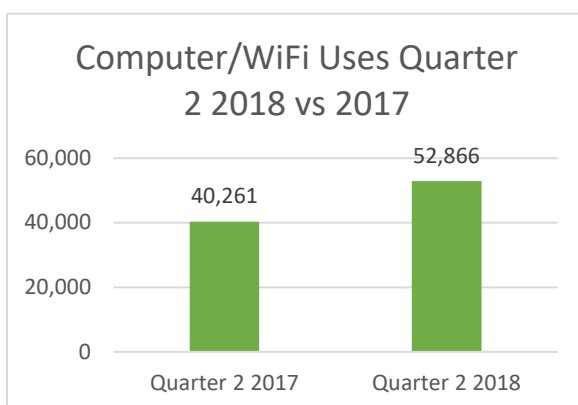
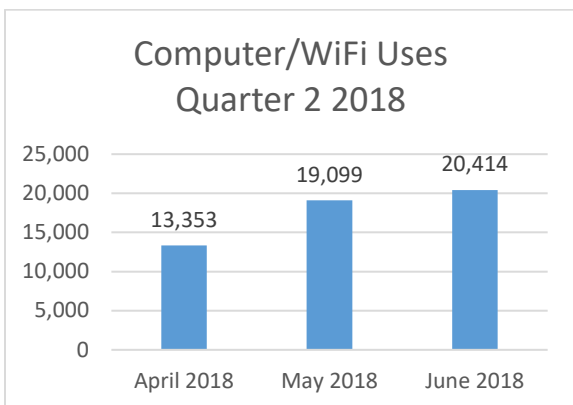


**Measure #4: Library program attendance.**



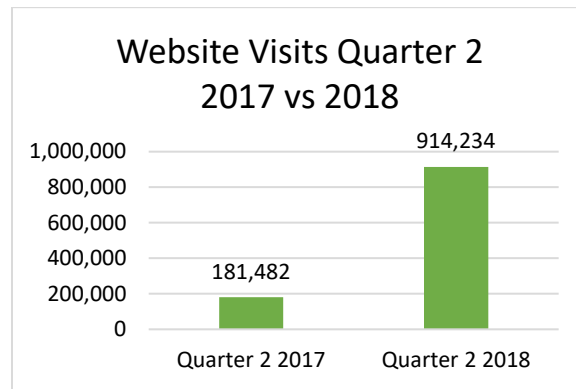
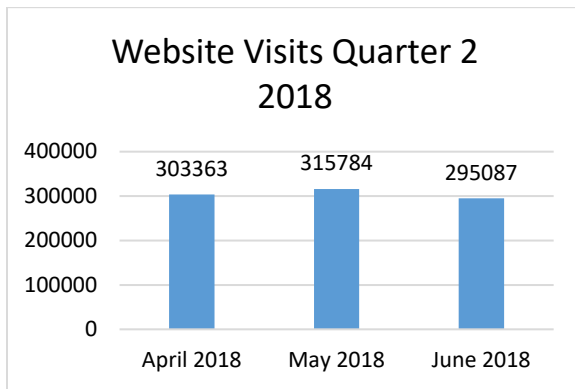
**Measure #5: Public computer/WiFi use in library.**

\*Loussac's Wi-Fi data not collected in April due to tech issues.



**Measure #6: Website visits (anchoragelibrary.org).**

**\*New website launched December 2017. The new website is hosted on a new platform and the data is collected differently.**

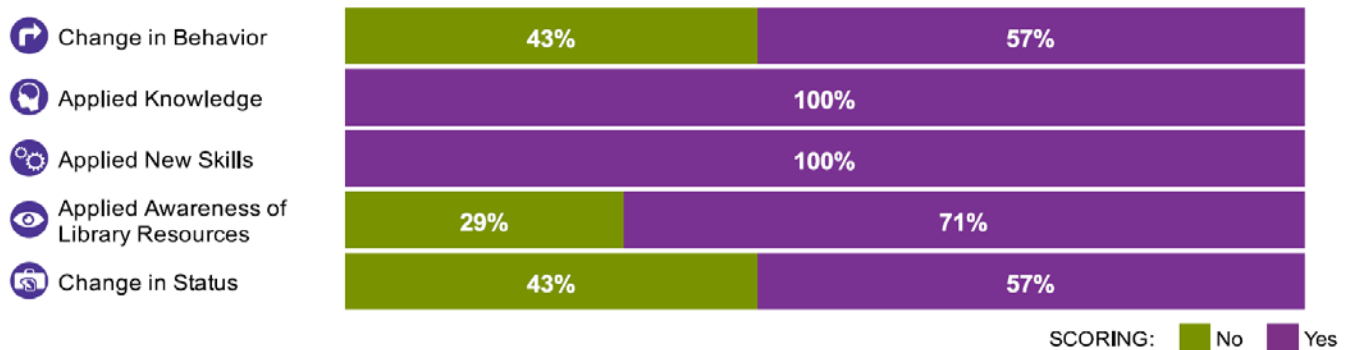


**Measure #7: Job Shop follow-up survey data, quarter 2 2018.**

**\*Patrons reported that, as a result of participating in this program:**

- 100%** did a job search
- 100%** used what they learned to search for a job in a new or different way
- 71%** used additional library resources
- 57%** applied for a job they likely would not have applied for before
- 57%** received an interview or offer for a new job in the area they wanted

The full results of the survey(s) are shown below.



**PVR Measure WC: Managing Workers' Compensation Claims**

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

