

SUNSET AUDIT REPORT

2021-S7

Library Advisory Board

Anchorage Public Library

August 13, 2021

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MUNICIPALITY OF ANCHORAGE
MAYOR DAVE BRONSON

INTERNAL AUDIT DEPARTMENT

August 13, 2021

Honorable Mayor and Members of the Assembly:

I am pleased to present for your review **Sunset Audit Report 2021-S7, Library Advisory Board, Anchorage Public Library**. A brief summary of the report is presented below.

In accordance with Assembly Ordinance Number 2011-64(S-1), Section 14, we have performed a sunset audit of the Library Advisory Board. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Library Advisory Board should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Library Advisory Board be reauthorized. The Library Advisory Board is fully staffed. However, the terms for two Library Advisory Board members expired on October 14, 2019, and October 14, 2020, but these members continued to serve on the Library Advisory Board. In addition, one of these Library Advisory Board members was absent from 9 of the 15 regular meetings during any 12-month period from January 2020 through June 2021.

The Library Advisory Board will sunset October 14, 2021, unless reauthorized by the Assembly.

Michael Chadwick, CIA, CICA
Director, Internal Audit



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Introduction. We have performed a sunset audit of the Library Advisory Board (Board) as required by Assembly Ordinance Number 2011-64(S-1), Section 14 which states:

“The Municipal Clerk shall notify the Assembly and the Mayor by assembly memorandum at least 120 days prior to the sunset of any board or commission, and an ordinance for reauthorization shall be introduced through the Assembly Chair with the assembly memorandum. The assembly memorandum shall include direction to the Office of Internal Audit to audit the board or commission under Anchorage Municipal Code section 3.20.110 D.3. and 4. The Office of Internal Audit shall report its findings to the Mayor and Assembly at least 60 days, prior to sunset, prior to vote by the Assembly on reauthorization.”

Objective and Scope. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Board should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

We conducted this performance audit in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. The audit was performed during the period of June through July 2021.

Overall Evaluation. Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Board be reauthorized. The Board is fully staffed. However, the terms for two Board members expired on October 14, 2019, and October 14, 2020, but these members continued to serve on the Board. In addition, one of these Board members was absent from 9 of the 15 regular meetings during any 12-month period from January 2020 through June 2021.

SUNSET FACTORS

The following factors were used in our evaluation and are presented for information to the Mayor and Assembly:

1. Name of Board.

Library Advisory Board

2. Sunset Date.

October 14, 2021

3. The purpose and goal of the Board.

Anchorage Municipal Code (AMC) subsection 4.60.040B., Library advisory board, states "The board shall:

- 1. Act as the planning body in charge of all library activities of the municipality, including but not limited to operation of principal and branch libraries now existing or hereafter established, mobile library services, special library projects such as radio and television projects, and any and all other library functions.*
- 2. Make recommendations to the administration and assembly for the adoption, change, repeal or alteration of rules, regulations, restrictions on library services, and all other matters directly or indirectly affecting the municipal library program.*

3. *Perform such other powers and duties as the assembly may refer from time to time.*
4. *Review annually the library budget and its operations."*

4. **Is the Board fully staffed?**

AMC subsection 4.60.040A. states "There is established a library advisory board consisting of nine members."

Audit Finding. Currently, the Board is fully staffed.

<u>Board Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
Lucy Flynn O'Quinn	12-4-18	Expired 10-14-19
Sarah Switzer	12-4-18	Expired 10-14-20
Wei Cheng	12-4-18	10-14-21
Jamie Lang	12-4-18	10-14-21
Nancy L. Hemsath	10-8-19	10-14-22
Barbara Jacobs	10-8-19	10-14-22
Lourdes Linato-Crawford	10-8-19	10-14-22
Alice Qannik Glenn	12-22-20	10-14-23
Cristy Allyn Willer	12-22-20	10-14-23

Source: Assembly Memorandums

5. **Are the terms of the Board members current?**

AMC section 4.05.040, Terms, states "Except as otherwise specified in this Code, the regular term of each member of a board or commission is three years commencing on October 15 of the year in which appointed and ending three years thereafter on October 14, provided however, to

avoid a vacancy until new appointments can be made and confirmed, an appointed member's term is extended until a new appointment is confirmed or a maximum of 120 days which ever occurs first. The terms of initial or subsequent appointments to a board or commission shall be staggered so that, as nearly as possible, a pro rata number of its members shall be appointed each year of the established regular term of office."

Audit Finding. The terms for seven of the nine Board members are current. The terms for the remaining two Board member expired on October 14, 2019 and October 14, 2020, but these members continued to serve on the Board.

6. **Were positions deemed vacant after the maximum number of absences?**

AMC subsection 4.05.060A., Attendance requirements; vacancies, states "The office of a member of a board or commission member shall become vacant if the member:

- 1. Ceases to meet the qualifications prescribed for the office;*
- 2. Resigns;*
- 3. Dies;*
- 4. Is judicially determined to be incompetent;*
- 5. Is convicted of a felony;*
- 6. Is removed from office for breach of the public trust; or*
- 7. During any 12-month period while in office:*
 - a. Is absent from three regular meetings without excuse;*
 - b. Is absent from:*
 - i. Six regular meetings; or*
 - ii. Eight regular meetings for members of the planning and zoning commission, urban design commission, platting board, or zoning board of examiners and appeals; or*
 - c. Fails to attend a two-thirds majority of the regular meetings without excuse."*

Audit Finding. No members were absent from three regular meetings without an excuse during any 12-month period from January 2020 through June 2021.

One member was absent from six regular meetings during any 12-month period from January 2020 through June 2021. Specifically, of the 15 meetings held from January 2020 through June 2021, one member was absent nine times. This member's term expired on October 14, 2019, but the Board and Mayor's web pages, as well as meeting minutes, still showed this Board member as serving. This member was not removed from the Board.

No members failed to attend two-thirds of the regular meetings without an excuse during any 12-month period from January 2020 through June 2021.

7. **Did the Board meet regularly?**

AMC section 4.05.090, Meetings, states "A board or commission shall hold regular monthly meetings at such time and place as may from time to time be designated by the board or commission, but meetings need not be held if no business is pending. Boards and commissions shall advise the public of their meeting schedules, or publicly advertise their meetings where necessitated by statutory requirements. The chairman of a board or commission, or the municipal employee who is designated as an ex officio member of the board or commission pursuant to section 4.05.140, or a majority of the board or commission, may call a special meeting of the board or commission. Meetings of all boards and commissions shall be open to the public, except for an executive session, from which the public may be excluded."

Audit Finding. From January 2020 through June 2021, the Board met 15 times. Meetings are publicly announced on the Board's website and the Municipality of Anchorage's Public Notices website.

8. **Were minutes taken and published?**

AMC section 4.05.130, Reports, minutes and public hearing records, states "A board or commission shall keep minutes of the board or commission proceedings, and such minutes shall

record the vote of each member physically present upon every question formally presented to the board or commissions for its consideration. The minutes shall be maintained in the custody of the municipal agency which supplies staff support to the board or commission and shall be a public record, open to inspection by any person."

Audit Finding. Meeting minutes were taken at each Board meeting. Anchorage Public Library (Library) staff keeps a copy available for the public. In addition, most of the meeting minutes are available on the Board's website.

9. **Did meetings have action items or other business?**

AMC subsection 4.60.040B. states "The board shall:

- 1. Act as the planning body in charge of all library activities of the municipality, including but not limited to operation of principal and branch libraries now existing or hereafter established, mobile library services, special library projects such as radio and television projects, and any and all other library functions.*
- 2. Make recommendations to the administration and assembly for the adoption, change, repeal or alteration of rules, regulations, restrictions on library services, and all other matters directly or indirectly affecting the municipal library program.*
- 3. Perform such other powers and duties as the assembly may refer from time to time.*
- 4. Review annually the library budget and its operations."*

Audit Finding. The Board has not provided any reports or resolutions to the Mayor's Office or the Assembly from January 2020 through June 2021. However, Board minutes included action items that the Board voted on such as a Collection Management Policy, a Computer Use and Internet Policy, a Code of Conduct, a Circulation Policy, a Land Acknowledgment Plan, and an Equity, Diversity and Inclusion Plan. Board minutes also included discussion items such as the Library's strategic plan, budget, and reopening COVID-19 plans. Finally, the Board also received reports from the Library Director.