

Mayor Edna B. DeVries
Deputy Mayor Richard W. Best
Council Member Steve Carrington
Council Member Sabrena Combs
Council Member David Fuller
Council Member Brad Hanson
Council Member Pete LaFrance

City Attorney Michael Gatti
City Clerk Norma I. Alley, MMC
City Manager Nathan Wallace

City of Palmer, Alaska
Special City Council Meeting
November 7, 2017, at 6 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org

Agenda

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Audience Participation
- F. Committee of the Whole: Presentation of the 2018 Budget (note: action may be taken by the council following the committee of the whole)
 - 1. 2018 City of Palmer Budget
 - 2. 2018 City of Palmer Pay Plan
 - 3. 2018 City of Palmer Fee Schedule
 - 4. 2018 City of Palmer Fine Schedule
 - 5. 2018 City of Palmer Capital Improvement Program
- G. Record of Items Placed on the Table
- H. Council Member Comments
- I. Adjournment

Tentative 2017 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
Nov 14	Regular	7 pm	CANCELLED
Nov 21	Special	6 pm	2018 Budget
Nov 28	Special	6 pm	2018 Budget
Nov 28	Regular	7 pm	
Dec 5	Special	6 pm	2018 Budget
Dec 12	Special	6 pm	2018 Budget

Mayor/Council/City Clerk – Budget Stats

Statistics of Services

Indicators:	2013	2014	2015	2016	2017 (as of 7/31)
Action Items before Council (Ordinances/Resolutions/AMs)	143	177	182	152	95
Average Council Meeting Length (in hours)	Not Avail.	2.06	1.83	1.93	2.18
Number of Council Meetings	45	46	51	43	21
Number of Board and Commission Meetings <i>*PRCRAB started meeting in 2015</i>	36	29	35*	46	31
Records Requests (Traceable through Recorder's Office)	Not Avail.	83	86	91	79
Records Archived (in cubic square feet)	24	45	126	33	21
Records Destruction (in cubic square feet)	105	30	55	41	101

Election Statistics

Indicators:	2012	2013	2014	2015	2016	2017
Voter Turnout Percentage	22%	19%	13%	15%	23%	11%
Number of Ballots Issued	760	656	434	638	985	495
Mayor	No	Yes	No	No	Yes	No
Ballot Propositions	1	0	2	1	1	0

Blackboard Statistics

Message	# Contacts	Success Rate	Hang Ups	Opted Out	Bad Number	No Answer
2016-0720 WWTP Meeting	2466	86%	39	Not Avail.	Not Avail.	292
2016-0822 WWTP Meeting	2474	83%	70	Not Avail.	Not Avail.	333
2016-1114 Alaska Recycles Day	2565	87%	52	2	6	246
2017-0119 Snow Haul	487	82%	10	Not Avail.	7	58
2017-0510 Clean Up Day	2754	66%	104	3	100	669
2017-0711 WWTP Meeting	2782	68%	47	6	99	691
2017-1024 Winter Maintenance & Recycling	3049	51%	46	10	476	850

Radio Statistics

Year	Accesses	Visitors
2016	923	188
2017	2321	179
Total Hits:	3244	367
Average Hits:	1622	184

Accesses = Number of hits for to a link

Visitors = Number of hits for live stream



Radio Free Palmer 716 S Alaska St, Palmer AK 99645 907-745-8951 www.radiofreepalmer.org

Memo to: Norma Alley, Palmer City Clerk
From: Mike Chmielewski, Chief Operating Officer, 907-982-7149
Date: November 2017
Re: Streaming Report

Introduction

Radio Free Palmer has provided live streaming services of regular Palmer Council Meetings since March 11, 2014. Listeners can go to our website or use a smart phone branded app to listen to the stream in real time.

Additionally, we record the meetings, edit to improve audio quality, and post the recordings to our website. These recordings are all available in our site archives. The audio can be listened to online or downloaded as a podcast.

Note on listener statistics. Our streaming service has complete data about the individuals listening to a meeting stream. Interpreting the numbers is complicated. Our listener numbers are calculated to avoid counting "hits" which are the result of casual surfing with limited connection or counting reconnections as separate visits.

We also know from anecdotal reports that media representatives listen to both the live stream and recordings for their articles.

As requested by the City Clerk here are statistics taken from our records:

Number of streamed meetings with recordings for the years 2015 - 2017

2017 16 meetings (as of September 30)
2016 18 meetings (entire year)
2015 22 meetings (entire year)

In addition to the live stream, listeners access the radiofreepalmer.org archives to stream or download any meeting from March 2014 to the present. We do not have statistics on streaming and downloading from the website, but from the anecdotal information we have from newspaper reporters and citizens we believe that most meetings are accessed either soon after posting or as research. We expect to have an improved system in place for capturing website access for 2018.

***We build, inform and celebrate community through local radio.
89.7 Palmer & Wasilla~87.5 Sutton & Chickaloon~91.5 Glacier View
Radio Free Palmer is a 501(c)(3) non-profit organization***

Number of listeners to the live stream by date**2017**

January 24, 2017	22
February 14, 2017	8
February 28, 2017	8
March 14, 2017	6
March 28, 2017	14
April 25, 2017	10
May 9, 2017	6
May 23, 2017	4
June 13, 2017	6
June 27, 2017	6
July 11, 2017	4
July 25, 2017	4
August 8, 2017	7
August 22, 2017	7
September 12, 2017	8
September 26, 2017	42
October 10, 2017	10
October 24, 2017	7

2016

January 12, 2016	25
February 23, 2016	8
March 8, 2016	17
April 12, 2016	20
May 10, 2016	12
May 24, 2016	5
June 14, 2016	8
June 28, 2016	10
July 26, 2016	7
August 9, 2016	9
August 23, 2016	8
September 13, 2016	12
September 27, 2016	11
October 11, 2016	4
October 25, 2016	5
November 8, 2016	7
November 22, 2016	6
December 13, 2016	14

City Clerk's Office – Division of Labor

City Clerk

- Administrator of City Clerk's Office Functions and Duties
- Administer Elections
- Administer Oath of Offices
- Administer Records Retention Schedule Updates
- Blackboard
- Clerk to the Council
- Code Reviews and Updates
- Codification
- Council Agenda Preparations and Oversight
- Develop and Administer Council/Clerk Budget
- Develop Policy and Procedures for Clerk's Office (no SOP exists)
- Election Registrar
- Manage Appeal Hearings Procedures and Records
- Manage City's Social Media
- Manage Council Chambers' and Surrounding Area's Facility Needs
- Manage Council and Staff Network Connections and Tablets
- Manage Liquor License Process
- Notary Public
- Oversee Resignation Process of Officers
- Parliamentarian & OMA Advisor
- Perform Certifications/Recordings for Legal Documents
- Public Information Officer
- Record and Certify all Actions of the City Council
- Records Manager and Custodian of City Records
- Respond/Coordinate Citizen Concerns, Requests, and Inquiries
- Training for Staff, Council, Boards, and Commissions
- Website Management

Deputy City Clerk

- Acting City Clerk in the City Clerk's Absence
- Assist in Administration and Management of Records Retention Schedule
- Assist in Appeal Hearings
- Assist with Elections
- Attend Council Meetings to Keep Record of the Proceedings
- Boards and Commission Recruitment
- Departmental Records Support and Training
- Election Registrar
- Notary Public
- Oversee Contract and Agreement Records Management
- Oversee Records Requests
- Records Archiving, Retention, Destruction, and Policy Development
- Respond/Coordinate Citizen Concerns, Requests, and Inquiries

Administrative Assistant

- Assist with After Meeting Follow-Up
- Assist with Board/Commission Recruitment
- Assist with Elections
- Assist with Meeting Room Preparations and Clean Up
- Conference Registrations and Travel Arrangements
- Distribute Mail
- Election Registrar
- Filing
- Legal Noticing
- Maintain Meeting Calendar
- Monitor and Order Clerk's Office Supplies
- Monitor Council Chambers for Facilities Needs
- Notary Public
- Oversee Council Event RSVPs
- Preparations of Council Meeting Packet - Compile, Distribute, and Publish
- Process Check Payments and Purchase Orders
- Research Projects (ex: Voting Buttons)

****Coverage, coverage, coverage****

Palmer Fire & Rescue is requesting to hire a part-time Fire Safety Inspector for the City of Palmer. This position would be a 24-hour per week position that would be scheduled as 8-hour days. The position would be responsible for all fire safety inspections inside the city limits as well as continuing to perform pre-plan inspections of the City's buildings and other businesses in the city. This helps increase our ISO points and improve our rating.

Currently, fire safety inspections are handled by the State of Alaska Fire Marshal's office. The State Fire Marshal's office only completes the minimum required inspections due to manpower and cost constraints. This new position would allow for an employee to spend 24 hours a week inspecting fire safety issues in the city and not have to rush through an inspection because of scheduling conflicts. With the ability to concentrate solely on the city, fire dangers could be caught and addressed early and life and property conservation would increase due to regular inspections. Along with this increase in visits the inspector would have the ability to return to buildings that require corrective actions and ensure these actions are occurring as required.

The part-time Fire Safety Inspector will perform pre-fire plans activities that will accomplish two essential elements for the department. The first and most important is it will enhance fire response operations to businesses inside the city by preparing plans that will be available to responders for use during an emergency response. These plans would provide a breakdown of important building information such as the location of utilities to shut off for responder safety and construction materials used that could create complications for the responders during mitigation. Second, the plan would have information on hazards such as chemical storage and unique situations that may be inside the building that increase the fire behavior. The ability to perform pre-fire plans will also contribute extra points towards the department's ISO evaluation. These extra points allow us to maintain, or possibly improve, our ISO score inside the city.

Finally, the addition of a part-time Fire Safety Inspector would allow for the cross-training of this position to assist Community Development with the building inspections. The part-time Fire Safety Inspector could be trained and certified in the future to assist the building inspector during times of increased workload or to complete inspections during the building inspector's absence. This would mean the City of Palmer would no longer have to look to outside agencies to complete these inspections when personnel are on vacation or any type of leave.



September 1, 2018

Mayor and City Council
City of Palmer
231 W Evergreen Ave
Palmer, AK 99645

Dear Mayor DeVries and City Council Members:

The Board and staff of the Palmer Museum of History and Art (PMHA) thank the City of Palmer for its generous support of the PMHA that allows for the conservation and exhibition of the City's artifact collection to tell the unique story of Palmer's heritage. The Museum and visitor center continue to be a focus in the community for exhibits, events and public contact that enhance the Palmer experience for our residents and visitors. This would not be possible without the City's generous support.

The PMHA understands that with the current environment of budget cuts throughout the state and financial uncertainty, the City must carefully evaluate where to allocate their funding. At the beginning of 2017, the PMHA had requested a slight increase in budget for Visitor Information Services. Based on our 2017 operations, this additional funding proved to be extremely helpful in allowing us to maintain a full summer staff and dedicate a year-round staff member to serving as the Museum and Visitor Services Coordinator. As we move forward, the Museum is dedicated to not only making improvements in our collections displays, storage and accessibility, but also to strengthen our visitor services so that they may better promote the city of Palmer. The organization has also strengthened its fundraising efforts and will focus on establishing more beneficial relationships with other community entities. The PMHA will continue to make these necessary adjustments to ensure that we maintain our productive relationship with the City and so as not to become a financial burden.

With this in mind, this letter and its attachments contain the PMHA's list of accomplishments and work plan for 2018 for both the Palmer Museum of History and Art and the Visitor Information Center (VIC).

PALMER MUSEUM OF HISTORY AND ART

For 2018, we have prioritized a number of goals and projects, some new and some ongoing. These are more thoroughly outlined in the enclosed PMHA *Annual Work Plan*. They focus on building relationships through collaboration with various sectors of the community to assist with the successful development and completion of larger projects such as introducing both a written and audio historical walking tour of Palmer and updating the permanent collection displays in our facility so that the PMHA may continue to serve its role as an important cultural hub in the community.

PMHA requests funding from the City for 2018 in the amount of \$46,200 for Museum operations. The amount requested remains unchanged from the previous year's proposal. The ten percent increase the museum received in 2015 proved to be an asset and allowed the PMHA to endure the state minimum wage increase. The museum has made much progress in

the last year and we are confident that we can continue to do great things with the budget remaining unchanged.

PALMER VISITOR INFORMATION CENTER

PMHA requests from the City funding of the VIC in the amount of \$70,115. These funds are also at the same level as requested in 2017. The funding at this level allows for the PMHA to afford the costs of maintaining its updated telephone and internet system which was a necessary upgrade that took effect in 2016 and allows the PMHA to retain its additional part-time year-round employee who serves as the Museum and Visitor Services Coordinator whose duties include assisting the Executive Director and Collections Manager in cataloguing and public programming as well as performing as a Visitor Services Lead during the summer which includes maintaining the new Palmer Visitors Guide (which requires extensive planning, development and research) and serving as the visitor information specialist during our winter operation hours of Wednesday through Friday, 10:00 am to 5:00 pm. Funding at this level also allows the PMHA to confidently secure three additional part-time seasonal employees during the summer operational months of May through September, 9:00AM to 6:00PM, 7 days a week, to assist with visitor information services.

Thank you again for your financial support, for entrusting the City's collection of historic artifacts and contemporary artwork to our care, and for contracting with us for visitor information services. We believe the combination of museum and visitor center functions are an effective and informative service to our community, and we look forward to continuing our service to the City and the Palmer community. Please feel free to contact me if you have any questions. Thank you.

Sincerely,

Selena Ortega-Chiolero,
Executive Director



Annual Work Plan

For FY 2018: 1/1/2018 to 12/31/2019

Administration Goals	Jan. - Dec.	Tasks	Status
Complete the Palmer Historic District Walking Tour booklet and audio tour through the collaboration with the Palmer Historical Society, MatSu Borough and Radio Free Palmer	5 mo. Project	Acquire photographs of the locations, as well as a detailed history and significance. (including historical anecdotes) to be included in the full booklet version of the walking tour. Complete and upload the audio tour including foreign language.	Currently researching and photographing points of interest for the walking tour for booklet format & compiling scripts to be used in the audio format. Secured a Rasmuson Tier I Grant to afford the costs of audio
Continue American Association of State and Local History's STEP Program (Standards and Excellence Program for Museums and Organizations)	Ongoing	Use the self-guided STEP workbook to assess areas of improvement in each of the six categories	Working on finalizing Section I: Mission, Vision and Governance
Continue to Improve Collections Management	Ongoing	Revise the current PMHA Collections Policy so that it includes a tiered system and more definitive method of accessioning/de-accessioning. Develop a museum emergency response plan.	Developing a tiered system for the committee to follow when dealing with donated items & preparing items that do not follow the new system for
Upgrade storage and identification for photography collection	6 mo. Project	Obtain grant funding to scan, catalogue and relocate photography collection into proper archival materials	Completing the transfer of objects into proper archival storage trays and installing rack covers.

<p>Improve Exhibits/ Museum Conceptual Design</p>	<p>2017-2019</p>	<p>Update permanent display space to reflect a new storyline based on how the landscape of the Palmer area dictates how people have used the land over time. New display will include interactives in a professionally designed exhibit.</p>	<p>Brought exhibit designers from ExhibitsAK in Juneau during November 2016 through a Museums Alaska Grant-In-Aid. Recently completed a professional design schematic to help guide staff through a possible exhibit renovation. Currently seeking funding to execute</p>
<p>Improve Visitor Services/ Relations</p>	<p>Ongoing</p>	<p>Develop a Palmer Visitor Guide for mass distribution and increase awareness about our visitor services.</p>	<p>Sold ads to afford costs of printing and designing the guidebook; developing maps and finalizing content for 2018. Developing a tracking and reward system for the 2019 Visitors Guide in</p>
<p>Expand Museum public events with emphasis on the Palmer Wine Walk and Museum Garden & Art Faire</p>	<p>Ongoing</p>	<p>Increase business participation and locate sponsors to contribute towards costs for both events. Research and develop methods of expanding both events so that they encompass the entire weekend.</p>	<p>Rebranded the PMGAF as the Palmer Museum Garden & Art Faire. Working with the Palmer Chamber of Commerce and Klondike Mike's Saloon to further develop the weekend for 2018.</p>
<p>Create Mat-Su Valley Historical Photograph and Oral Histories web-site</p>	<p>2018-2019</p>	<p>Identify and Scan PMHA photographs, secure organization partners for the web site, create a plan on how to collect and transfer images to designers, and secure funding to execute design plan.</p>	<p>Secured partners. Currently completing identification and scanning process, transfer plan and seeking funding to afford costs of web-site</p>



2017 PMHA Actions and Accomplishments

Submitted to: City of Palmer for Museum Services For FY 2017: 01/01/2017 to 08/31/2017

The following items highlight the PMHA's various actions and accomplishments so far in 2017:

- Continued developing quarterly/monthly PMHA and Palmer Art Walk digital newsletter to raise awareness of activities and programs.
- Secured three traveling out-of-state exhibits through Mid America Arts Alliance and Humanities Texas : *Apron Strings: Ties to the Past, Changing the Face of Power: Women of the U.S. Senate, Backstage Pass: The Baron Wolfman and the Early Years of Rolling Stone* (funded by Conoco Phillips)
- Acquired archival materials, new storage racks and covers to assist with the Museum's Historical Photograph Project and Historical Collections Reinstallation Project. (funded through a \$6,147.59 Museums Alaska CMF Grant)
- Acquired 20 X-plorer 2 audio players and translation services from Antenna International to be used in the new Palmer Museum Audio Tour which includes tours of the museum's collections, showcase garden and the historical walking district (funded through a \$20,000 Rasmuson Tier I Grant)
- Continued working on AASLH (American Association for State and Local History) StEP's program (Standards and Excellence Program for History Organizations) and currently finalizing Section I: Mission, Vision and Governance.
- Registered Executive Director to attend AASLH's *I Am History* conference and workshops in Austin, Texas for professional development from September 6-9, 2017 and Museums Alaska's *Social Discourse: Responding to our Communities* conference and workshops in Anchorage for professional development from September 27 - 30, 2017.
- Served as one of four instructors for a collections management workshop at Museums Alaska's *Social Discourse: Responding to our Communities* conference.
- Planned, researched and developed a Palmer Visitor Guide for mass distribution in 2018 (50,000 copies). Project headed by the Museum and Services Coordinator
- Collaborated with various organizations and individuals to develop and execute numerous events and programs to engage the community including:
 - Greater Palmer Chamber of Commerce, the Frontiersman, Valley Arts Alliance, Magpie Clothing Store, Cover Ups Design, Fireside Books, Artists Uncorked, Palmer Downtown Deli, Valley Fine Arts Association, Make-A-Scene, 95.5 Hatcher Pass Radio- Palmer Art Walk
 - Antique Power Club- *Groundwork* and Colony Days
 - Mat-Su College Art Department - *Instruction/Construction*
 - Colony High School, Houston High School, Mat-Su Central School, Palmer High School, Wasilla High School, Blaine's Art Supply, Valley Arts Alliance, Valley Fine Arts Association, and Palmer Arts Council - *Beyond the Classroom III*
 - Palmer Public Library -PMHA Extension Gallery
 - Chickaloon Village - Summer Demo Days
 - Mat-Su Health Foundation, Woolward Studios, Palmer City Alehouse, Dalrymple Law, City of Palmer, Palmer Chamber of Commerce, Arkose Brewery, Palmer High School Football Boosters Club, Alaska Division of Agriculture, Valley Hotel, MEA, MTA, South Anchorage Farmers Market, Garden Gate, PEDDA, Valley Arts Alliance, Valley Fine Arts Association, Palmer Arts Council, UAA Extension Services, FFA, Valley Recycle Center, UAF Extension Services, Alaska State Council on the Arts, AARP, Lakeside Forge, Sahara Storm Studio, 15 local musicians/musical groups and 70 local vendors - Palmer Museum Garden & Art Faire
- Developed ideas for new exhibits and educational programs to be implemented in 2018.

- Developed historical photograph and oral history project to be implemented during winter 2017/18.
- Staff training in proper collection's care procedures and environmental monitoring of artifacts.
- Developed tourist information in the form of Palmer information folders, maps brochures and Palmer Historic District walking tour tri-fold.
- Updated Palmer Museum web-site to incorporate current and past temporary exhibits, Palmer Art Walk, calendar of events, museum signature programs, and visitor information.
- Established the Untold Stories program/quarterly fundraiser.
- Continued the Palmer Wine Walk annual museum fundraiser.
- Researched and developed the Museum's Traveling trunk program.

Palmer Public Library Background

Comprehensive library service means a range of library resources – books, magazines, newspapers, Internet access, government publications, historical documents, manuscripts, audio and video recordings, etc., accessed through a variety of delivery systems and service programs. The library is where individuals visit, may check out books, work on resumes, homework or recreational projects. In most instances, a visit to the library requires individual help.

Staffing: The four full time employees include two catalogers, the library services coordinator, and the library director. Circulation desk hours equal 88 staff hours that need to be covered each week. Of those hours, 58 are covered by the part time staff leaving 30 covered by the full-time staff.

The difference in hours open and FTE (when comparing with Mat Su Borough libraries) is that those libraries allow one person to work days and evenings alone. With the various types of patrons and the size of the library, we always require two staff to work when open.

Reasons for having 2 staff members at the library are safety and liability related. With customer service a priority, patron's questions and needs vary requiring the need for multiple. Every night, there are patrons who do not respect closing time. Whether they don't have anywhere else to go, or weren't aware of the hours of operation, patrons have resorted to belligerence, hiding, and refusal when asked to leave the library at closing time. This creates safety issues for the City of Palmer. It becomes the task of one staff person to ensure that all patrons are out of the library while the other staff person is physically locking doors and sweeping the building for anyone or anything that may still be present. Overtime hours are discouraged, so closing staff are expected to be out of the building within 15 minutes of closing time. With defiant/mischievous patrons and closing procedures to oversee, it is, again, a safety risk to have 1 person handling all closing duties.

Visitors:

Visitors range from out of town visitors, children, adults, special needs, everyone and any one is welcome. What do they do at the library? Attend the varied events from Baby Lap Sit, Story Time, Teen Programs, Foreign Film, to ask a question (reference), computer use, WIFI, forms, help with finding information, using their electronic devices. There were 104,021 visitors to the Palmer Library in 2016 approximately 45 visitors every hour the library is open.

Reference Questions: Questions answered by Palmer Library staff encompass three categories:

Library related questions are not tracked for statistics, but are about twice as frequent than other reference question categories. These include: where to find an item in the library, information about a specific book, movie, or audiobook, such as the title, author, next book in the series, etc. Staff spends an estimated 3 to 15 minutes helping patrons with each library related question, depending on the level of research necessary to complete the request. The average for each question is approximately 5 minutes. General reference and technology reference questions are combined into one total for monthly reports.

General non-library questions include: directions, maps, hours, contact information, and services for local businesses, religious organizations, recreational opportunities, and government offices. Where to obtain voter registration, legal documents, PFD, driver's licenses, concert tickets, flight information, etc.

Palmer Public Library Background

How to secure services for the women's shelter, victim advocates, area housing, low income support, mental health, family services, etc. Staff answered 10,193 general reference questions from January through September 2017.

Technology reference questions include assistance with electronic devices, such as smart phones, tablets, pc's, laptops, e-readers, mobile card processors, etc. Technology reference also incorporates a relatively new facet to library services, digital literacy. While computer literacy is understanding how to use an electronic device, digital literacy is knowing how to find information in a digital format. This proves to be quite challenging for our older population, who don't always grasp the abstract concepts associated with digital content. Staff must be fluent in navigation on all brands of mobile devices: smart phones, e-readers, tablets, laptops, in house pc's, printers, and copiers. They must also know how to use Microsoft Windows (all versions), Word (all versions), Outlook, Excel, Apple Mac, iOS, Android, Open Office, Adobe Acrobat, online fax services, and all web browsers (Firefox, Internet Explorer, Chrome, & Safari). Patrons often require help with: creating and/or logging in to online accounts, printing, scanning, copying, transferring and/or attaching files to email, USB drives, or SD cards, creating resumes, searching court records, saving documents in different formats, applying for the PFD, and researching all types of information. The average technology question will require a minimum of 5 minutes to answer. Occasionally, staff may spend up to 30 minutes assisting a patron with technology. Staff answered 7,380 technology reference questions from January through September 2017. In 2016 staff answered 19,121 references questions roughly 8 questions that were not library related.

Computer Use: Desk top, lap top and WIFI is available for any person at the library. Although using the desk top, lap tops and WIFI are self-serve, there is a large portion of patrons that need help as mentioned above. There were 29,613 computer sessions in 2016.

Circulation Checking the items out does not take staff as long to accomplish. Patrons typically find their items and then are checked out by staff. Checking the items in uses the most staff time: bringing the items in to the building from the book drop, checking each item for damage and that all parts are there; running the item through the check in machine; place the item on the correct cart for shelving, shelving the item. Time is also spent by staff following up with patrons on damaged or missing items.

Staff Job Duties:

Library Director job duties include:

- Administer the daily operation of the library by overseeing library activities and staff.
- Promote the use of the library through displays, talks and community events.
- Establish and manage the budget for the library.
- Prepare grant proposals and reports
- Analyze and evaluate library services with statistics and observing daily activities.
- Collection Management: Maintain a balance score of 1, which means the amount of our items lent is equal to what we borrow. Out of the Alaska Library Consortium Palmer was the only library in 2015 with a "one" rating and again in 2016. This is achieved by the library director pulling the holds and bringing in the book drop several times a week, along with making sure items purchased for the library are what the patrons want.
- Running weeding reports and weeding the library collection.
- Work with the Friends of the Library.

Palmer Public Library Background

- Develop policies and procedures.
- Work the circulation desk and back fill anywhere that is needed.

Library Services Coordinator job duties include:

- Generally speaking, this position designs community programs, trains and can oversee staff, recruits, trains, and oversees volunteers, manages program budgets, provides library orientation to new patrons or groups and develops databases to track statistics. They also help select materials and equipment for the library, as well as provide assistance to those looking to utilize library resources.
- This position facilitates community partnerships with various civic organizations such as Lions Club, Kiwanis, and the Masons as well as fellow City departments such as the Fire Department, Public Works, and Public Safety.
- Work Study opportunities are coordinated at PPL, giving professional learning experience to students from Next Step, Colony High, and Career Tech.
- Community Services include outreach. By providing library programs to groups who might not otherwise have access to the library, Palmer Library is able to secure vital relationships with local school groups, teachers, and students. Recently, several schools in the area have lost their on-site librarians. Resources at our local public library became of the utmost importance to ensure that students were introduced to library skills such as conduct, how to research, finding reliable resources, distinguishing fiction from non-fiction, etc.
- Another facet of this position is securing outside funding for goods and services. Library funding simply doesn't stretch far enough to cover all the services that are provided. It is expected to pursue all relevant grants to supplement the cost of purchasing new books, equipment, furniture, etc. Grants are also pursued to fund training and special event guests.
- Work with Friends of the Library.
- Work the circulation desk at least 4 hours per week.

Cataloger's job duties include:

- Work the circulation desk at least 10 hours per week each
- Answer digital literacy questions
- Catalog and process new and donated materials 15 hours per week each
- Sort the incoming and outgoing MSLN and ALC totes (approx. 30 per week)
- Pull items placed on hold by patrons throughout ALC
- Run patron bills, overdue notices and mailing
- Process Interlibrary Loans through OCLC
- Schedule the Meeting Room
- Process applications for library cards
- Check the outside book and media book drop
- Shelve returned books and make sure items on the shelves are in order.

Part time Staff job duties include:

Each part time employee works four hours a day, five days a week with the potential of working more at closing. During their four-hour shift, they are scheduled "on the desk" three hours; their one hour "off the desk" 45 minutes to work on their "off desk" duties.

- Open and close the library: nightly deposit, turn off all patron computers.

Palmer Public Library Background

- Work the front desk at least 17.5 hours per week (each)
- Process applications for library cards
- Assist with digital literacy
- Help designing and setting up program crafts
- Run CDs/ DVDs through disc cleaner (Azura Disc)
- Maintain the website
- Sanitize items used at story time, counters, headphones, keyboards
- Shelf returned books and make sure items on the shelves are in order.

Part time Administrative Assistant duties include:

- Create purchase orders; processes invoices, check requests, and other documents; tracks Library accounts in both Excel and INCODE and provides input on purchasing needs for budget purposes.
- PPL webmaster to include all maintenance, updates, additions, and changes, (Library information, services provided, programs, digital literacy updates and help guides, eLibrary, and calendars)
- Processes incoming cash and check transactions and balance them against cash register receipts; process incoming donations; process department billings, invoices, fees, charges, purchase orders, and other transactions.
- Process incoming materials; verify materials against orders; route materials as needed; prepare circulation materials for cataloging; match invoices with packing slips and reconcile any discrepancies; process invoices.
- E-Rate coordinator for the library.
- Work Circulation desk when needed.

How does Palmer Public Library compare to other libraries

FY2016 Library Name-Libraries in italics (Anchorage, Cordova, Homer, Ketchikan, Seward, and Valdez) reported calendar year data for 2014. All other libraries reported fiscal year data for FY2016.	FY2016 Population	FY2016 Registered Users	FY2016 Hours Central Library Open Each Week	FY2016 Total Employees	FY2016 Total Operating Revenue	FY2016 Total Personnel Expenditures	FY2016 Total Collection Expenditures
Big Lake Public Library	10,259	2,823	51	3	\$360,205	\$277,492	\$21,354
<i>Homer Public Library</i>	5,252	10,012	52	8.73	\$1,087,838	\$674,334	\$82,760
Kenai Community Library	7,098	12,387	60	8.1	\$925,823	\$614,187	\$73,259
<i>Ketchikan Public Library</i>	13,758	7,902	58	11.08	\$1,163,549	\$827,345	\$113,182
Kodiak Public Library	13,181	9,825	66	7	\$1,076,305	\$809,050	\$55,402
Chukchi Consortium Library	4,142	575	40	1.25	\$165,786	\$90,735	\$16,955
Palmer Public Library	30,067	10,174	44	6.25	\$751,229	\$501,273	\$42,675
Sitka Public Library	8,920	12,445	58	7.8	\$922,836	\$526,003	\$78,145
Joyce K. Carver Memorial Soldotna Public Library	4,376	9,644	52	6.54	\$628,423	\$411,092	\$72,458
Sutton Public Library/Community Resource Center	3,930	1,070	41	1.75	\$303,315	\$230,288	\$17,740
Talkeetna Public Library	14,271	5,715	42	2.58	\$382,565	\$246,550	\$33,166
Trapper Creek Public Library	2,133	703	25	1.08	\$162,640	\$116,744	\$16,481
Wasilla Public Library	34,729	111,125	40	9.5	\$1,003,483	\$802,491	\$67,862
Willow Public Library	6,886	2,068	46	2.53	\$292,225	\$232,330	\$16,496

FY2016 Total Attendance at All Programs	FY2016 Annual Attendance (Visits) in Library	FY2016 Population	FY2016 Annual Reference Transactions	FY2016 Total Number of Wired and Wireless Computer Sessions in Library	FY2016 Annual Number of Sessions on Library Homepage	FY2016 Square Footage Central Library	FY2016 City
7,369	62,283	10,259	466	17,358	13,513	6,940	Big Lake
7,411	135,957	5,252	18,772	49,406	81,431	17,000	Homer
5,040	93,445	7,098	1,210	90,209	95,109	20,000	Kenai
15,937	90,420	13,758	12,500	10,172	0	16,729	Ketchikan
6,044	181,188	13,181	4,368	29,927	0	16,000	Kodiak
1,200	23,000	4,142	900	4,900	0	1,700	Kotzebue
12,150	104,021	30,067	19,121	29,613	73,001	11,922	Palmer
5,191	126,417	8,920	4,982	84,463	7,894	9,920	Sitka
9,382	106,405	4,376	3,674	37,448	6,762	21,054	Soldotna
4,391	20,682	3,930	129	5,848	13,513	6,258	Sutton
2,832	50,605	14,271	2,710	12,786	13,513	7,840	Talkeetna
920	6,129	2,133	582	4,134	133	2,762	Trapper Creek
7,368	77,797	34,729	3,237	16,421	21,111	8,423	Wasilla
2,070	34,883	6,886	1,247	12,953	435	4,111	Willow

FY2016 Library Name-Libraries in italics (Anchorage, Cordova, Homer, Ketchikan, Seward, and Valdez) reported calendar year data for 2014. All other libraries reported fiscal year data for FY2016.	FY2016 Total Number of Children's Programs	FY2016 Total Number of Young Adult Programs	FY2016 Total Number of Adult Programs	FY2016 Total Number of Programs Held	FY2016 Total Attendance at Children's Programs	FY2016 Total Attendance at Young Adult Programs	FY2016 Total Attendance at Adult Programs	FY2016 Total Attendance at All Programs	FY2016 Population
Big Lake Public Library	123	33	235	391	3,542	1,611	2,216	7,369	10,259
<i>Homer Public Library</i>	179	14	139	332	5,323	117	1,971	7,411	5,252
Kenai Community Library	218	53	138	409	3,739	426	875	5,040	7,098

<i>Ketchikan Public Library</i>	397	111	172	680	11,057	1,760	3,120	15,937	13,758
Kodiak Public Library	221	23	101	345	4,612	207	1,225	6,044	13,181
Chukchi Consortium Library	15	0	1	16	600	300	300	1,200	4,142
Palmer Public Library	311	43	27	381	10,967	614	569	12,150	30,067
Sitka Public Library	154	31	66	251	3,056	343	1,792	5,191	8,920
Joyce K. Carver Memorial Soldotna Public Library	362	63	98	523	8,187	464	731	9,382	4,376
Sutton Public Library/Community Resource Center	205	27	26	258	3,488	391	512	4,391	3,930
Talkeetna Public Library	77	20	52	149	2,066	202	564	2,832	14,271
Trapper Creek Public Library	72	11	17	100	645	18	257	920	2,133
Wasilla Public Library	204	16	3	223	7,190	83	95	7,368	34,729
Willow Public Library	48	5	36	89	1,361	75	634	2,070	6,886

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

23

24

25

26

27

28

Library Work Schedule

bs vacation

CB vacation

JG

8:30-5

TR

KR

KT

BB

4:15-8

LB

CB vacation

JG

9:3-6

BB

9:45-2

tr

TL

KT

KR

CB vacation

Sched

TR

9:30-

6pm

JG

8:30-5

BB

9:45-2

KT

LB

bs training: anchorage

CB vacation

JG

9:3-6

BB

9:45-2

TR

LM

KT

KR

Teresa VAcation

CB vacation

KS Teen Movie

BB

9:45-2:15

KR

LB

Jessie Vacation

CB vacation

KT

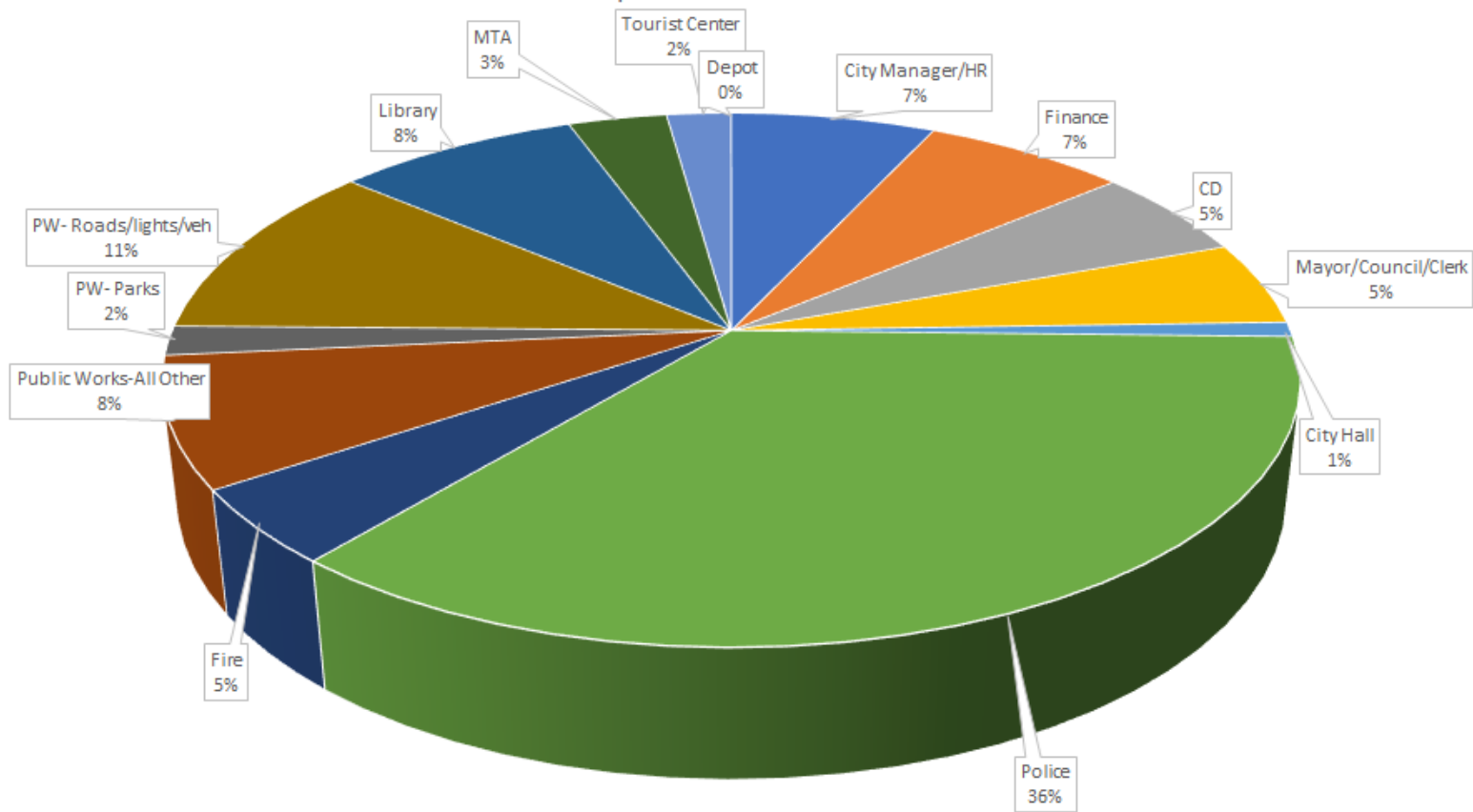
TL & LM

		2014	2015	2016	2017	2018
City Manager/HR		\$ 600,218	\$ 635,436	\$ 499,705	\$ 583,721	\$ 580,243
Finance		\$ 683,112	\$ 719,138	\$ 762,142	\$ 581,550	\$ 565,681
CD		\$ 437,323	\$ 477,637	\$ 297,737	\$ 465,237	\$ 547,848
Mayor/Council/Clerk		\$ 438,184	\$ 483,954	\$ 403,688	\$ 427,822	\$ 442,871
City Hall		\$ 73,355	\$ 70,684	\$ 73,212	\$ 74,718	\$ 75,979
Police		\$ 3,184,401	\$ 3,235,096	\$ 2,749,348	\$ 3,002,146	\$ 3,327,566
Fire		\$ 375,508	\$ 400,203	\$ 333,096	\$ 381,167	\$ 452,163
Public Works-All Other		\$ 749,334	\$ 795,758	\$ 642,963	\$ 662,073	\$ 676,180
PW- Parks		\$ 236,961	\$ 246,402	\$ 102,492	\$ 149,784	\$ 129,569
PW- Roads/lights/veh		\$ 805,511	\$ 852,312	\$ 899,486	\$ 918,046	\$ 920,806
Library		\$ 536,629	\$ 590,838	\$ 563,201	\$ 694,775	\$ 710,262
MTA		\$ 242,477	\$ 217,401	\$ 292,775	\$ 281,600	\$ 315,406
Tourist Center		\$ 158,770	\$ 168,868	\$ 172,110	\$ 183,740	\$ 182,857
Depot		\$ (20,423)	\$ (6,984)	\$ (11,919)	\$ (748)	\$ (9,340)

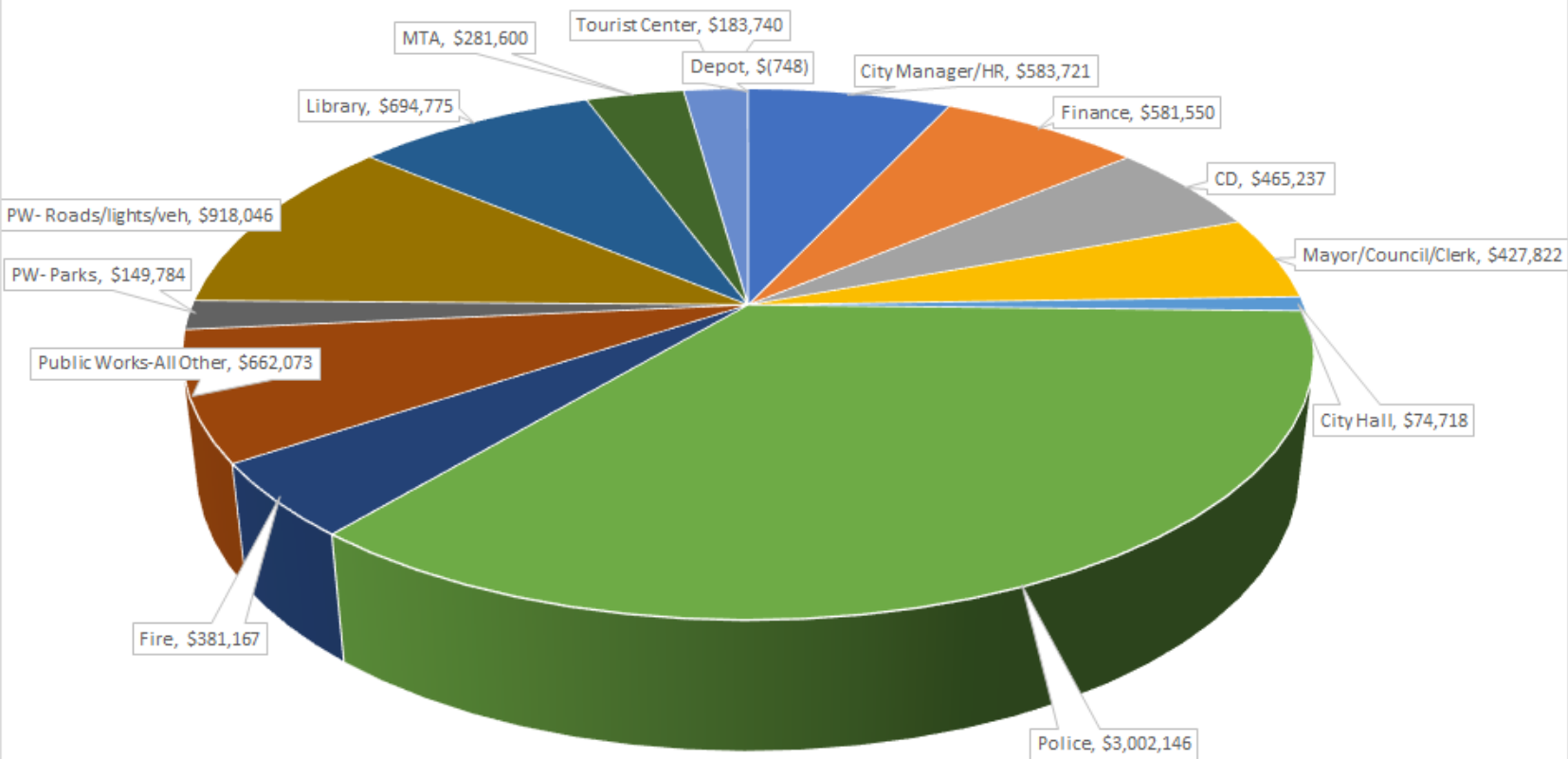
\$ 8,501,360 \$ 8,886,743 \$ 7,780,036 \$ 8,405,631 \$ 8,918,091

Expenditure figure is after direct revenues generated by function have been subtracted. This reflects General Fund expenditures above any direct revenue. Example is MTA EC revenue from activities are subtracted from total expenditures of the MTA EC. Fire Department contract with MSB is subtracted from total expenditures.

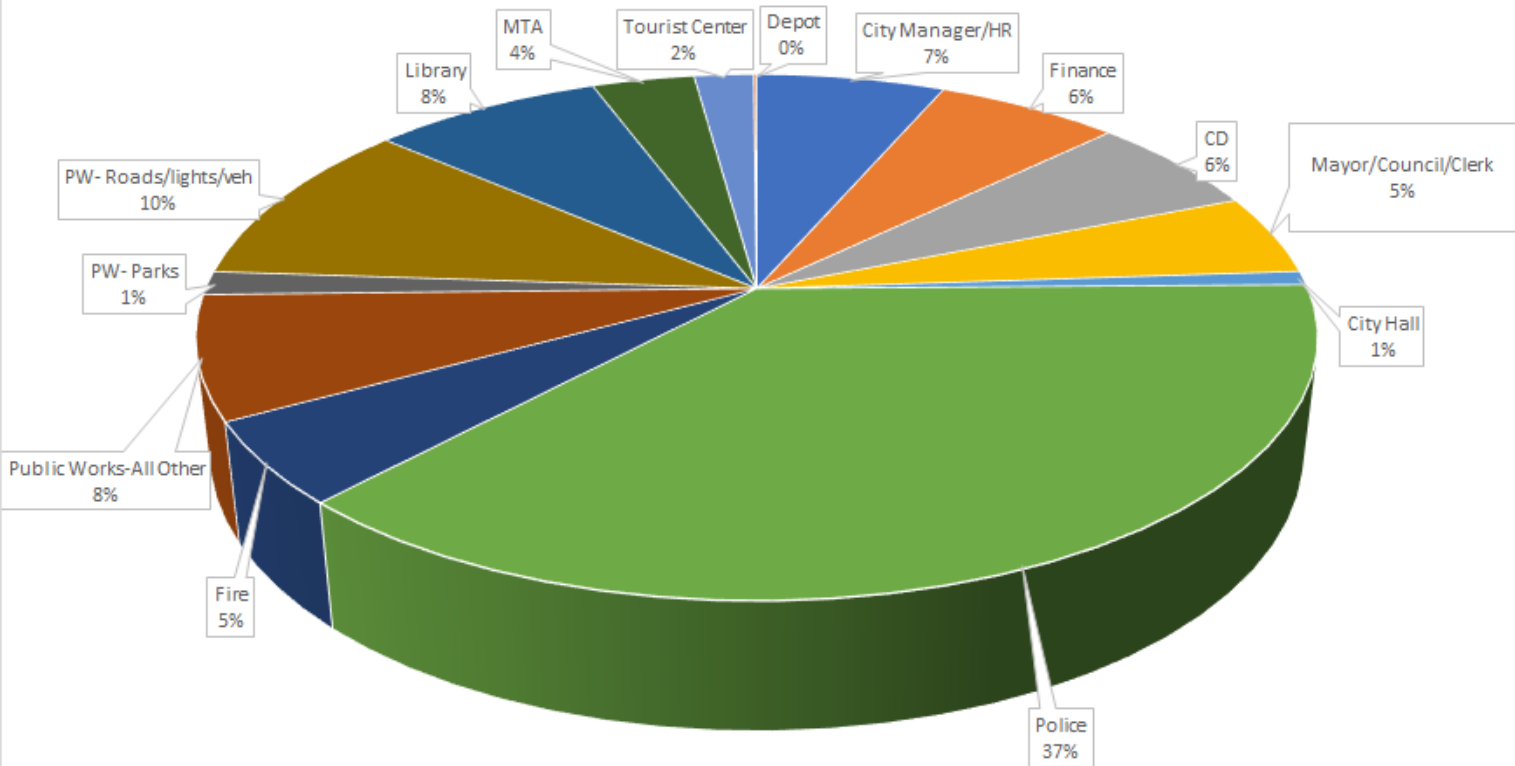
GF Expenditure further detail 2017



GF Expenditures further detail 2017



Proposed GF Expenditures further detail 2018



Proposed GF Expenditures further detail 2018

