



JUNEAU PUBLIC LIBRARY ENDOWMENT BOARD AGENDA

August 20, 2025 at 12:00 PM

Downtown Library Lg Mtg. Rm/Zoom Webinar

<https://juneau.zoom.us/j/86367419884> or by phone:1-253-215-8782 Webinar ID: 863 6741 9884

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. 2022-01-27 JPL Endowment Board DRAFT Minutes

F. INFORMATIONAL ITEMS

2. Library Director Report
3. Friends of the Juneau Public Libraries Report
4. Financial Report

G. AGENDA TOPICS

5. Financial Classification of Endowment Fund

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

I. NEXT MEETING DATE

J. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, e-mail: city.clerk@juneau.gov.

Juneau Public Libraries Endowment Board

Meeting Minutes for Thursday January 27, 2022

DRAFT

12:00 PM, Thursday January 27, 2022

In Person Participation: Downtown Library Large Meeting Room, 292 Marine Way

Virtual Participation via ZOOM:

<https://juneau.zoom.us/j/83969548879?pwd=Vk9IT0pmdzJUQTltTVdFTjJhR2JQQT09>

Or Dial: 1-253-251-8782, Meeting ID: 839 6954 8879

Board Members Present In Person: Donna Pierce, Barbara Berg

Board Members Present Virtually: Patience Frederiksen, joined at 12:11 PM

Staff Members Present In Person: John Thill, Library Director.

Staff Members Present Virtually: Erica Roguska, Library Admin Assistant; Theresa Winther, Deputy City Treasurer.

Board Members Absent: None

Public Present: None

Call to Order: The meeting was called to order at 12:03 PM by John Thill, Library Director in the Downtown Large Meeting Room, Juneau Public Library.

AGENDA CHANGES: Donna Pierce requests the addition of “interest earnings” to the “discussion” portion of the meeting.

APPROVAL OF AGENDA: Barbara Berg moved to approve the agenda with the discussion, interest earnings item.

Approval of revised agenda was unanimous.

INFORMATIONAL ITEMS:

a. Library Director Report

John Thill provided a library report that included:

- *The library's assistance with pandemic response including:* staff reassignments, acting as test kit distribution sites, and providing the public with information such as the community risk level window signage at the Downtown and Valley Branches.
- *Maintaining library services:* library hours were expanded in October 2021, hosting virtual programming, reopening teen space at the valley location.
- *Planning for the future:* community survey and focus groups, drafted strategic plan, created a new (revised a current?) position focused on services to Native Alaskans. Planning to relaunch in person programming in March 2022 if pandemic situation allows. Review and revision of library policies and procedures. Creating display guidelines for library materials, creating evaluation tools for programming, outreach and grants.

Juneau Public Libraries Endowment Board

Meeting Minutes for Thursday January 27, 2022

DRAFT

- *Strategic plan highlights:* provide library collections that meet Juneau's needs. Provide library activities and events. Be a source of information for the community. Find ways to expand access and awareness for library services to underserved parts of the community. Hire, retain, and support a skilled library workforce, continue to work towards diversifying the workforce.
- *Future Facility Projects:* Douglas furniture refresh, likely to request Friends of the Library funding. Downtown Library remodel, no set timeline for this.
Discussion: Donna discussed addressing acoustic plan for the downtown library as the atrium is quite loud. Further discussion regarding the heat in the downtown library with the warming climate and in the future addressing things like increasing ventilation. John added that a downtown remodel would benefit from including an increase in seating and electrical outlets for patrons who bring their own electronic devices.

b. Financial Report

Theresa Winter: FY20 earnings of \$61,502.44, FY21 earnings of \$198,973.20. Total balance at the end of FY21 was approximately 1.28 million. Capital assets of \$7,588.

There are four components of this endowment fund: Carrigan, Douglas Library, Friends of the Library, and the Gomar Trust.

Donna provides the following regarding endowment components: The "Douglas Library" funds came from the Douglas library board before the library came under CBJ's management. The Gomar family was killed in a sightseeing flight in Juneau and the fund was created to purchase children's material for the downtown library.

Theresa states that Inflation proofing came from Alaska Permanent Fund Inflation calculation. Theresa believes the fund is fully inflation proofed.

Question from Donna: Previous withdrawal of money that was committed to building the valley library and was supposed to be paid back to the endowment fund. Discussion regarding funds and historical transactions. See project snapshot report for more information:

https://www.omb.alaska.gov/ombfiles/13_budget/CapBackup/proj59026.pdf

c. Friends of the Juneau Public Libraries Report

Barbara Berg, Friends of the Library Representative to Endowment Board: Friends is doing very well with finances, despite pandemic related struggles in keeping the bookstore open. The bookstore has great mitigation strategies.

Patience Frederiksen: Calendar Year 2021 Operating income was \$148,767.19. Operating expenditures were \$108,678.52 for a net of \$40,059.28. Alexandria Capital account on January 1, 2021 was \$702,354.14. By December 31, 2021 the value, including a \$50,000 deposit from the Friends Operating Account, was \$803,356.68.

Juneau Public Libraries Endowment Board

Meeting Minutes for Thursday January 27, 2022

DRAFT

DISCUSSION:

a. Future goals for the use of Endowment Funds

John: Renovating the downtown library is a future goal. Additionally adding bilingual and ESL materials to the collection.

Donna: Renovation project could be done in phases. Facility upgrades would be an appropriate use of Endowment funds.

Barbara: Regarding Friends of the Library minutes, discussion comes up regarding why the Friends of the Library doesn't put funds into the Juneau Community Foundation. It makes more logistical sense to keep the library endowment under the care of CBJ.

Patience: It's astounding that there is a total of nearly 2 million dollars available to support the library through the Endowment and Friends combined.

b. Interest earnings

Donna: In the past we have expended some amount of interest earnings for specific projects.

Patience: Energy and climate issue, the APK had an energy audit that was recently completed utilizing capital savings and they upgraded to LED lighting which realized a significant cost savings. This might be a good way to realize an operating cost savings and address energy conservation.

Spending Endowment funds would take a resolution by the Endowment board, and either an assembly appropriation or including the budget authority in the annual budget process.

ACTION ITEMS: None

MEMBER REPORT/COMMENTS:

Program discussion: information literacy, phishing/scamming geared towards elderly patrons.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS: None.

TIME AND PLACE OF NEXT MEETING:

TBD: John, will try to schedule at least once a year.

ADJOURNMENT: Barbara Berg moved to adjourn 1:08 PM, vote to adjourn was unanimous.

Accounting Details – CBJ Finance Director Angie Flick

The Juneau Public Libraries Endowment Fund (JPLEF) was classified as a “Custodial Fund”. A Custodial Fund means CBJ is holding funds and/or making expenditures for the benefit of someone else. Conceptually, the government acted as a guardian for an individual and had funds from that person (or family, etc.) that they could use to take care of the individual. But the money could not benefit the government providing the services.

The JPLEF is controlled by the government (Assembly-appointed board) for the benefit of the government (the Libraries). So this classification is not appropriate.

A “Permanent Fund” is a fund where the principal amount cannot be spent. This has to be more firm than just practice. If the Juneau Public Libraries Endowment Board (JPLEB) wants to treat the Endowment Fund as a Permanent Fund, we would need to have some sort of documentation that the principal amount cannot be touched and identifying what that principal amount is. In this case, the Library could draw down on the interest. For example, the Arboretum fund is a Permanent Fund and they budget an allocation every year from the interest earned on the restricted principal to transfer over to Parks & Rec to do whatever they need to do.

For purposes of reporting FY24, we just called the JPLEF a Special Revenue Fund. This means that there’s funding there that is supposed to be used for a specific purpose. Functionally, if we keep this designation, we’ll need to care for budget authority from the Assembly in order to spend from the fund.

FOUR FUNDS – The JPLEB needs to decide how to move forward, so CBJ Finance can adjust from a system perspective. If we continue with the Special Revenue Fund idea, we will probably want to switch out the fund number. Either way, we want to set up 4 accounting units so that we can segregate the 4 aspects of the fund. We can also track the fund balance through specific account codes/accounting units.

Conceptually

The JPLEB needs to determine whether to firmly (formally or legally) restrict the principal amount of the donation (can focus on the initial donation component at a minimum). If the board wants to go this route, we should circle around with both Law and touch base with our Auditors to determine the correct mechanism is required to make it restricted enough to be a Permanent Fund.