

SUNSET AUDIT REPORT

2024-S6

Library Advisory Board

Anchorage Public Library

August 7, 2024

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MUNICIPALITY OF ANCHORAGE
MAYOR SUZANNE LAFRANCE

OFFICE OF INTERNAL AUDIT

August 7, 2024

Honorable Mayor and Members of the Assembly:

I am pleased to present for your review **Sunset Audit Report 2024-S6, 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 will sunset October 14, 2024, unless reauthorized by the Assembly.

Scott Lee,
Acting Director, Internal Audit



MUNICIPALITY OF ANCHORAGE
MAYOR SUZANNE LAFRANCE

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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.

Overall Evaluation. Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Board be reauthorized.

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, 2024

3. **The purpose and goal of the Board.**

Anchorage Municipal Code (AMC) subsection 4.60.040B., Library advisory board, states “The board shall act in an advisory capacity to the director of the library department, the mayor and assembly in all matters pertaining to the library activities of the municipality, including but not limited to:

1. *Planning and 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 library director, administration and assembly for the adoption, change, repeal or alteration of rules, restrictions on library services, regulations, and all other matters directly or indirectly affecting the municipal library program. Processes for reconsideration shall be considered a regulation in accordance with chapter 3.40.*
3. *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 staffed with three of the required nine members. The Board has not had enough members to establish a quorum to have a meeting since February 11, 2024.

<u>Board Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
Cristy Willer	1-9-24	10-14-26
Debra Bronson	1-9-24	10-14-26
Rachel Odom	10-10-23	10-14-25
Vacant		
Vacant		
Vacant		
Vacant		
Vacant		
Vacant		

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 the three Board members are current.

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.”*

Audit Finding. No members were absent from three regular meetings without an excuse during any 12-month period from January 2023 through June 2024.

No members were absent from six regular meetings during any 12-month period from January 2023 through June 2024.

No members failed to attend two-thirds of the regular meetings during any 12-month period from January 2023 through June 2024.

The Board has not had enough members to establish a quorum to have a meeting since February 11, 2024.

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 chair 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, or when meeting solely to make a decision on a procedural motion brought by a party in an adjudicatory proceeding, from which the public may be excluded.”

Audit Finding. From January 2023 through June 2024, the Board met eight times. The Board has not had enough members to establish a quorum to have a meeting since February 11, 2024. Meetings are publicly announced on the Board’s website and the Municipality of Anchorage’s Public Notices website and Municipal Events Calendar 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, the meeting minutes are also available on the Board’s website.

9. Did meetings have action items or other business?

AMC subsection 4.60.040B. states “The board shall act in an advisory capacity to the director of the library department, the mayor and assembly in all matters pertaining to the library activities of the municipality, including but not limited to:

- 1. Planning and 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 library director, administration and assembly for the adoption, change, repeal or alteration of rules, restrictions on library services, regulations, and all other matters directly or indirectly affecting the municipal library program. Processes for reconsideration shall be considered a regulation in accordance with chapter 3.40.*
- 3. 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 2023 through June 2024. However, Board minutes included discussion items such as the Anchorage Public Library’s Strategic Plan revision and reconsideration for certain library material. Finally, the Board also received reports from the Library Director.