

1 **LIBRARY ADVISORY BOARD**  
2 **2024 STRATEGIC PLAN & GOALS**

3 Approved at the February 20, 2024 Regular Meeting  
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5 **MISSION STATEMENT**

6 The Library Advisory Board shall act in an advisory capacity to the City Manager and City Council  
7 concerning the Homer Public Library and its programs pursuant to the powers and duties in Homer City  
8 Code 2.48.050.  
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10 **VALUES, ROLES & RESPONSIBILITIES**

- General** Advise the Library Director and the City Council to ensure quality library service.
- Administrative** Advise city government to recruit, employ and retain a qualified library director.
- Policy** Work with the Library Director to establish written policies to govern the operation and program of the library for approval by the City Council.
- Planning** Ensure that the library has a strategic plan with implementation and evaluation components.
- Fiscal** Solicit donations of money and/or property for the benefit of the library. Assist in the preparation and presentation of the annual budget in accordance with city code. Oversee fundraising efforts and collaboration between Friends of the Homer Library and the library's Planned Giving Program/endowment fund.
- Advocacy** Promote the mission of the library within the community. Advocate for the library to legislators.
- Meetings** Participate in all advisory board meetings. Report on LAB and library activities to City Council at Council meetings.
- Networking** Join United for Libraries national organization and/or Alaska Library Association as a resource for policies, operations and advocacy for libraries.

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12 **GOALS**

13 **1. Advocate for Library Budget**

- 14 a. Ensure the library sustains a collection development budget sufficient to build and maintain  
15 a current and robust collection of materials relevant to the community.
  - 16 b. Review needs for library physical plant upkeep and efficiencies.
  - 17 c. Promote future funding of library technology needs.
    - 18 i. Scheduled replacement of public use computers.
    - 19 ii. Requests for new or updated technologies (printers, scanners, security, etc.)
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22 **2. Promote the Planned Giving Program for the Library**

- 23 a. Invite the Homer Foundation to present to the Board on how to solicit donors
- 24 b. Host a public outreach meeting about Giving to the Endowment Fund
- 25 c. Create a work plan for the Board for ongoing fundraising for the Endowment Fund

26 **3. Expand the Library's Capacity to Serve as a Community Hub**

- 27 a. Support the Library's efforts to partner with the public school system, homeschooling families
- 28 and Kenai Peninsula College to provide resources for, increase library use, by students.
- 29 b. Participate in City of Homer Comprehensive Plan Process
- 30 c. Work with Library Staff to Support the Library Strategic Plan 2020-2025

31 **4. Actively recruit for LAB boardmembers**

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33 **DUTIES OF THE BOARD & STAFF**

34 Boardmembers

- 35 • Attend City Council meetings as assigned.
- 36 • Attend worksessions and training opportunities.
- 37 • Come to meetings prepared to take action through motions, or ask staff before the meeting for
- 38 more information.
- 39 • Communicate with City Council members to gain support on LAB-related projects that need
- 40 sponsorship at the Council level.

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42 Staff Liaison

- 43 • Aid the Chair in setting the agenda.
- 44 • Compile packet material from boardmembers, write backup memos, and submit to Clerk.
- 45 • Provide information on items the board needs to review annually.
- 46 • Inform the board of City Council actions and discussion of library-related issues.

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48 Clerk's Office

- 49 • Aid Staff in compiling packet materials and print/distribute them to the board.
- 50 • Aid Staff and Chair in setting the agenda.
- 51 • Track yearly items such as reappointments and election of officers.
- 52 • Advertise any seat vacancies and process new appointment applications.
- 53 • Help the board learn to be more efficient and effective in their meetings.
- 54 • Support the board's ability to communicate with the Mayor and City Council (through
- 55 Memorandums, Resolutions, and Ordinances).

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