

Library Advisory Board
Tuesday
May 1, 2012
Regular Meeting
5:00 p.m.



Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska

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**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
 - A. Meeting Minutes for the Regular Meeting on April 3, 2012 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – May 9, 2012 6:00 P.M. Library Conference Room
 - C. Director’s Report May 2012 & Monthly Statistics – April 2012 Page 11
 - E. Landscape Committee Report – Monica Cogger/Tamara Fletcher
 - F. Facilities Committee Report – Dave Groesbeck/Ken Schroeder
 - G. Budget & Statistics – Phil Gordon
 - H. Children’s Art/Art – Eileen Faulkner
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Policies and Procedures – Updated & Revised Policies Page 13
 - B. New Ideas for the Board – Discussion and Recommendations for Board Action or Discussion
- 10. NEW BUSINESS**
 - A. Election of Chair and Vice Chair Page 15
- 11. INFORMATIONAL MATERIAL**
 - A. Reappointment Monica Cogger to the Library Advisory Board Page 17
 - B. People’s Garden Grant Program – Excerpt From the USDA Website Page 21
2011 People’s Garden Grant Award Recipients – Alaska – Homer Soil & Water Conservation District
 - C. HPL Analysis Methods to Reduce Energy Used for HVAC Page 35
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 5, 2012** at 5:00 P.M. in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 12-04 a Regular Meeting of the Library Advisory Board was called to order on April 3, 2012 at 5:08 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, COGGER, SCHROEDER, GORDON, GROESBECK,
AND FLETCHER

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

FLETCHER/SCHROEDER – MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on February 7, 2012

Ms. Dixon requested that the "two full time staff members" be amended to read "a full time children's librarian."

Chair Faulkner requested a motion to approve the minutes as amended.

FLETCHER/SCHROEDER- MOVED TO APPROVE THE MINUTES AS AMENDED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Ms. Cogger, as a visitor, provided a report on the last Friends meeting. The presentation to council was discussed.

B. Next Friends Meeting – April 11, 2012 at 6:00 P.M. Library Conference Room

Chair Faulkner confirmed that Ms. Cogger will be in attendance since she will have been reappointed at the April 9, 2012 Council meeting.

There were no discussions.

C. Director's Report April and Monthly Statistics March 2012

Ms. Dixon summarized her staff report for the Board members. She noted that things were picking up. She commented on the popularity of e-books and audio books and that usage continues to increase with a slight decrease represented in February. The Library is becoming more of a lender than a borrower.

A brief discussion ensued on fees and shipping costs for borrowing materials.

Ms. Dixon noted the April events at the Library.

There was no further discussion.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Fletcher reported that the presentation went very well with only one question from Councilmember Wythe. The Committee agreed to meet the last Thursday of each month at the Library for the remainder of the year. War On Weeds will be Saturday May 5, 2012, 9:00 a.m. until Noon and Tuesday May 8, 2012, 9:00 a.m. to Noon. Music and Refreshments will be served.

They are ramping up on Weeds Identification Guide, which will be laminated to distribute. They will be inquiring through Ms. Dixon if the Friends would be interested in doing an invasive species program. A sign is being developed for the North Meadow to help explain that it is to be a representative Alaskan meadow.

The committee is launching an Adopt a Garden Program hopefully this year, they will have a map and a list of expectations for potential adopters. Ms. Fletcher announced the next meeting will be April 26, 2012 noon to 1:00 p.m.

Ms. Fletcher then announced that Homer has been selected as a recipient of a People's Choice grant for \$3800.00, it was mostly done by the neighboring residents who submitted the application. They will be planting raspberries in the selected area.

There was a brief discussion on feedback from council regarding the Landscaping Report and developing the expectations for Adopting a Garden. It was noted that they were the lightest part of the meeting that night.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Policies and Procedures – Updated & Revised Policies

Chair Faulkner brought the item to the floor for discussion and inquired if there were any updates from Ms. Dixon. Ms. Dixon reported that there were none at this time.

Mr. Schroeder questioned if there was a video conferencing policy and/ or status of this policy. Ms. Dixon welcomed Mr. Schroeder to submit a draft to her of an appropriate policy.

Ms. Dixon added that she is currently wrapping up a grant application that took precedence over policy updates but she could provide an updated policy status chart for the next meeting in response to Chair Faulkner's request.

B. New Ideas for the Board – Discussion and Recommendations for Board Action or Discussion

Chair Faulkner brought the item to the floor for discussion.

Mr. Schroeder reported that he recently attended a new classroom technology presentation on video conferencing and that the State of Alaska did 40-70 video conferences each week which is more than anyone on the West Coast. These figures did not include OWL either.

Chair Faulkner reported that she sent an email to the City Manager regarding installation of the video conferencing. Ms. Dixon reported that IT was at the Library for a few days the past week and determined that the cameras do not work with the system installed. It is being worked on.

There were no further comments.

NEW BUSINESS

A. Discussion on Creating a Facilities Committee

Chair Faulkner provided a summary of the responsibilities of the committee and that some of the items that the committee will need to address is the computers, energy issues, and the glaciation issues in the parking lot. She noted that energy issues were discussed last year and some of the things that were to be corrected were the computer settings, arctic entry and the parking lot issues.

Chair Faulkner noted that Mr. Bill Smith had provided a report regarding the HVAC system and it has been adjusted; there are some other additional issues that remain open. The committee's goals will be to develop recommendations that will go to the City on what should be addressed first such as the parking lot or the arctic entry. This should involve Public Works personnel also. Chair Faulkner appointed Mr. Groesbeck and Mr. Schroeder to the committee. She noted that the glaciation issues have been ongoing for approximately 5 years. The existing drainage is not adequate.

Discussion ensued on the previous review and discussions on the project last fall with the Public Works Director and the City Manager; it was noted that it is the first to ice up and the last to thaw, relocating the Disabled Parking space would require patrons to cross the parking lot which would be difficult during the winter time. It was noted that the continuing issue opens the City up to greater liability and the high traffic volume to the building.

Chair Faulkner requested Ms. Fletcher to provide a copy of the Landscaping Long Range Plan that was developed to give the Facilities Committee some idea of format and content.

Ms. Krause will provide copies of Mr. Smith's report to the committee members.

A brief discussion ensued on the reports provided on the energy usage of the library and it was noted that the fuel oil was less than previous years.

Chair Faulkner would prefer to see a report for Council ready by June or July so something could get accomplished before winter this year.

Mr. Groesbeck commented that this will be a major task and a plan is needed to move forward and address some of these issues.

Chair Faulkner thanked the members for volunteering on the committee.

She noted that Boardmember Phil Gordon will be addressing Budget and Statistics for the Library.

Chair Faulkner will be addressing the children's art. She reported that MacNeil Canyon and Kachemak Kids, which removes and hangs the artwork every other week it seems. MacNeil Canyon provides new submissions every two to three months. This is displayed in the children's room. She reported that they have not had good responses from the higher grades.

INFORMATIONAL MATERIALS

- A. Memorandum dated March 19, 2012 Re: Recommendations for 2012 Land Allocation Plan
- B. Resolution 12-020, Amending Homer Public Library Policies for Computer Use and Internet Safety

COMMENTS OF THE AUDIENCE

Larry Sloan, commented with respect to the handicap parking, it was his opinion that money was going to continue to be tight, so he encouraged you people to do innovative thinking, swapping parking spaces, put up signage, do one way parking coming in from the long way and maybe have the parking right next to the curb, but to please do innovative thinking before reaching for the city money machine.

COMMENTS OF THE CITY STAFF

Ms. Dixon stated that Mr. Groesbeck and Mr. Schroeder can stop by some time for information on the Library. She noted that she had limited information collected so far on the video conferencing.

Ms. Krause commented that she has had a request from the Public Arts Committee regarding display of Public Art in the Library. Chair Faulkner replied that they would not be reconsidering this since it does too much damage to the walls and adds more work for City personnel.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner thanked David for volunteering to serve on the Board. She noted that they needed to have elections for Chair and Vice Chair.

After a brief discussion with the Clerk it was noted that this item will be on the May agenda.

COMMENTS FROM THE BOARD

Mr. Schroeder, Mr. Groesbeck had no comments.

Mr. Gordon commented that it was a good meeting and thanked everyone.

Ms. Fletcher welcomed David to the Board. She was glad he was willing to be on the committee for the building. She cautioned them to not let the Chair push them to complete the report. Not to overstress on the time frame for the report.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:15 p.m. The next Regular Meeting is scheduled for May 1, 2012 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

Director's Report
Homer Public Library
April 25, 2012

April has been a particularly busy month at the Library, thanks in large part to Friends of the Homer Library (FHL) volunteers. The Celebration of Lifelong Learning drew a capacity crowd to hear guest speaker Ray Troll and to honor the two award recipients, Carmen Field and Mallory Drover. A musical fundraiser featuring Ray Troll and the Ratfish Wranglers at Alice's the next evening was equally well attended.

The last gathering in the Get Lit! series attracted 18 poetry enthusiasts, who celebrated National Poetry Month by reading and writing poems, led by local poets Eva Saulitas and Erin Hollowell.

FHL sponsored another fabulous used book sale, aided by dozens of volunteers, book donors, and book buyers. Proceeds from the plant sale this year were donated by FHL to the Homer Imagination Library, a birth-to-five literacy project that provides books free of charge to young children and their families.

Eight people attended the first meeting of the Homer Genealogy Group. They will be meeting twice monthly.

The Library was the lucky recipient of a visit and two free writing workshops; open to the public, by Alaska novelist Andromeda Romano-Lax. Special thanks to the Bunnell Street Gallery for sharing her with us! Romano-Lax is the author of *The Spanish Bow* and, most recently, *The Detour*.

A new bench in the entry, built by local carpenter Paul Carter, provides folks with a place to sit while waiting for rides or donning ice cleats. Another recent improvement was the additional of several lights in the Young Adult area. It's now much easier to read the titles of books on the outer shelves!

Long-time staff member Kathy George is retiring after 22 years of service to the Library and the community of Homer. Her last day at work will be May 12. While we congratulate her on her retirement, we'll certainly miss her expertise and experience.

Status of Homer Public Library Policies

04/26/2012

Policy	Need to create	In process	Approved by LAB	Approved by Council	On website	Comments
Complaints		Completed	12/2011	1/2012	Yes	Updated, no major changes
Display		Completed	12/2011	1/2012	Yes	Updated, no major changes
Fines & Fees		Yes	02/2012	(2004)	Yes	Will submit with next batch
Gift Acceptance		Completed	12/2011	1/2012	Yes	Updated, no major changes
Internet Use		Completed	2/2012	3/2012	Yes	
Library Card Registration		Completed	12/2011	1/2012	Yes	No major changes; mostly clarifications
Unattended Children		Completed	12/2011	1/2012	Yes	Updated, no major changes
User Conduct		Completed	12/2011	1/2012	Yes	Updated, no major changes
Circulation		No	No	No	Yes	Connected to collection issues, fines and fees
Collection		No, but priority	2002	2002	No	Needs work
Copyright	yes	No	No	No	No	
Interlibrary Loan		No	2002	2002	Yes	Should review
Facility Use		No, but priority	2006	No	No	Update; add Video Conference use
Graphic Novels	yes	No	No	No	No	Incorporate into Collection policy
Privacy & Confidentiality		Sent to City for review	2002	2002	Yes	Reviewing – may need changes
Social Media	yes	No	No	No	No	
Video Conference	yes	Beginning	No	No	No	Incorporate into Facility Use policy

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: APRIL 26, 2012
RE: ELECTION OF CHAIR AND VICE CHAIR

It is that time again for elections. I recommend electing a Vice Chair first since this position has been vacant the longest. Please note the duties of the Vice Chair do not come into play until the Chair is unavailable. Historically the Vice Chair has had a minimal role in conducting meetings for this board. So, don't be shy...nominate the person sitting next to you! ☺

Chair will open the floor for nominations for vice chair. All nominations need a second. The nominated person may decline his or her nomination. When all nominations are in the Chair will close the floor and ask for a vote. The Chair will announce all nominations for the record. Voting is typically by show of hands or ballot. After the vote the chair will announce the number of votes for the nominated person(s).

Upon completion the Chair will turn the gavel over to the new Vice Chair and they will conduct the same procedure for the position of Chair person.

There are no rules prohibiting the re-election of the current Chair if the Board desires this.



Office of the Mayor
James C. Hornaday

Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603-7624

Phone 907-235-8121 x2229
Fax 907-235-3143

April 11, 2012

Monica Cogger
PO Box 2454
Homer, AK 99603

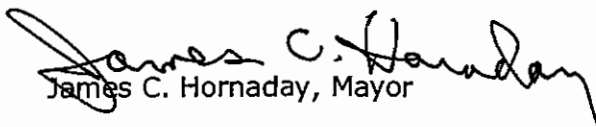
Dear Monica,

Congratulations! Council confirmed/approved your reappointment to the Library Advisory Board during their Regular Meeting of April 9, 2012, via Memorandum 12-055 for a three-year term that will expire April 1, 2015.

Currently on file is your 2010 Public Official Conflict of Interest Disclosure Statement. In October you will be notified to complete the 2011 disclosure statement. Public officials are required to comply with this reporting requirement pursuant to HCC 1.18.043.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. Let's see what else the future holds in store for us!

Cordially,


James C. Hornaday, Mayor

Enc: Memorandum 12-055
Certificate of Reappointment

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Reappointment

Greetings

Be It Known That

Monica Cogger

Has been reappointed to

serve as

“Boardmember”

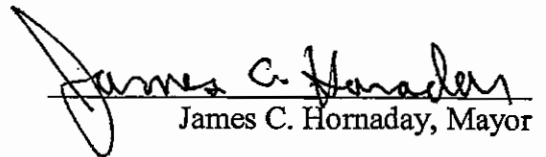
on the

“Library Advisory Board”

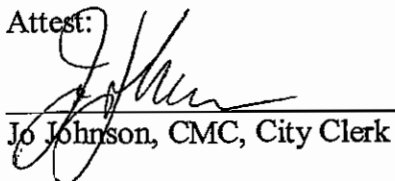
This reappointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 11th day of April, 2012.*




James C. Hornaday, Mayor

Attest:


Jo Johnson, CMC, City Clerk

4/3/12

Dear Mayor and Council,

I have enjoyed my tenure on the Library Advisory Board, I would like to continue the next three years.

Sincerely

Monica Cooper

APR 03 2012 PM 05:05 PK

People's Garden Grant Program – Excerpt from the USDA Website.

The People's Garden Initiative has demonstrated that one direct and effective way of improving food access is to plant a garden - not so the communities will become self-sufficient - but because being involved in agriculture has benefits far beyond the end product of the produce.

The People's Garden Grant Program was designed to invest in urban and rural areas identified as food deserts and/or food insecure areas, particularly those with persistent poverty. The major goal of the People's Garden Grant Program is to facilitate the initial investment needed in these communities, not long-term support.

The USDA People's Garden Grant Program is managed by the USDA National Institute of Food and Agriculture. Funding was provided by several USDA agencies which include: the Agriculture Marketing Service, Animal and Plant Health Inspection Service, Food and Nutrition Service, Forest Service and the Natural Resources Conservation Service.

People's Garden grants were awarded to the following recipients in September 2011.

2011 People's Garden Grant Award Recipients (alphabetical order by state)

ALASKA

Recipient: **Homer Soil and Water Conservation District**
Homer, Alaska

Proposal title: Growing Healthy: Growing and Learning from People's Gardens on the Southern Kenai Peninsula, Alaska

Award total: \$110,500

Website: <http://www.homerswcd.org/>

Description:

The mission of Homer Soil and Water Conservation District is to provide education and leadership in the conservation and sustainable use of soil and water-related resources through cooperative programs that protect, restore and improve our environment. They plan to create or refurbish at least 18 People's Gardens throughout the Southern Kenai Peninsula. A variety of community groups, ranging from schools to Native communities to mental and physical health organizations to public interest entities, will develop their own gardens. One of the many benefits of these gardens will be to increase awareness and exploration of solutions to the issue of local food insecurity. Significant food security issues exist in targeted communities because of how far the southern Kenai Peninsula is from reliable, year-round food supplies. In addition, deliveries of food supplies are vulnerable to disruptions in transportation systems. Of equal importance, this project will help address community needs for better nutrition and will provide significant educational opportunities about growing food, what constitutes good nutrition and how to follow healthy lifestyles.



COMMON QUESTIONS

WHAT IS THE PEOPLE'S GARDEN INITIATIVE?

It is a nation-wide effort which was started by the United States Department of Agriculture (USDA) in 2009. Initially, the initiative challenged all USDA employees to start People's Gardens at USDA facilities or help communities create gardens through collaborative efforts. Today people across the Nation are urged to join the movement. People's Gardens bring together people - young, old and from all ethnicities and all walks of life - who seek ways, big and small, to improve their community and the environment. This is what The People's Garden Initiative is all about.

USDA is working with over 700 local organizations to create school gardens, community gardens and small-scale agriculture projects in urban and rural areas, collectively referred to as community-based agriculture.

HOW DID IT START?

Agriculture Secretary Tom Vilsack declared the grounds surrounding USDA Headquarters in Washington, DC the first People's Garden on February 12, 2009 in honor of Abraham Lincoln's 200th birthday.

WHAT IS THE HISTORY BEHIND THE NAME?

When President Lincoln founded USDA in 1862, he called it The People's Department. USDA continues to honor his vision for a Department that serves the American people every day and in every way through The People's Garden Initiative.

WHAT IS A PEOPLE'S GARDEN?

People's Gardens vary in size and type, but all are required to have three components in common. They **must benefit the community**, in some cases by creating recreational spaces and in others by providing a harvest for a local food bank or shelter. They **must be collaborative** - that is, the garden must be created and maintained by a partnership of local individuals, groups, or organizations. And third, they **must incorporate sustainable practices**. The gardens might use compost or mulch made by participants. They might contain native plants or encourage beneficial insects. They also might exemplify water conservation, for instance, capturing rain in a barrel to water the garden.

Gardens located at private residences are not eligible to become People's Gardens. You can declare an existing garden as a People's Garden as long as it incorporates the three components.

WHERE ARE PEOPLE'S GARDENS LOCATED?

There are more than 1,500 People's Gardens that have expanded to all 50 states, three U.S. territories and eleven foreign countries. They are located at faith-based centers, on federal leased or owned property, at schools and other places within the community. Find a garden in your area by searching the People's Garden Interactive Map at www.usda.gov/peoplesgarden.

HOW CAN PRODUCE BE USED THAT IS HARVESTED FROM A PEOPLE'S GARDEN?

All produce grown at a People's Garden on USDA owned or leased property is donated to help those in need. We invite our partners to join us in sharing your harvest with neighborhood food pantries, kitchens and shelters - which helps improve access to healthy, affordable food at a local level.

HOW CAN I FIND A LOCAL FOOD PANTRY?

AmpleHarvest.org, a partner of The People's Garden Initiative, diminishes hunger in America by helping people share their excess garden produce with neighborhood food pantries. To find a pantry near you, go to ampleharvest.org.

IF I DONATE PRODUCE AND SOMEONE GETS SICK AM I LIABLE?

Donations of food and grocery items to non-profits to feed needy individuals are covered by the Good Samaritan Food Donation Act. (Public Law 104-210). Unless there is gross negligence or misconduct on behalf of the donor, individuals and groups are not liable.

HOW CAN MY GARDEN BE RECOGNIZED AS A PEOPLE'S GARDEN?

Is your garden benefiting the community, incorporating sustainable practices and a collaborative effort? If yes to all three criteria, congratulations on growing a People's Garden! Regardless of type - vegetable, beautification, wildlife, or other - new and existing gardens can receive the designation of a People's Garden if they meet the three criteria.

Visit www.usda.gov/peoplesgarden and select 'Join Us' to register. You'll be asked to describe each garden, who's involved and where it's located. Once registered you can share photos and request a free sign to show your support. Signs will be shipped directly to you.

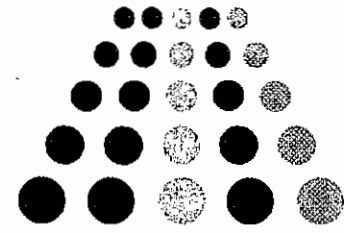
✂ FOLLOW US
twitter.com/peoplesgarden

VISIT US
usda.gov/peoplesgarden



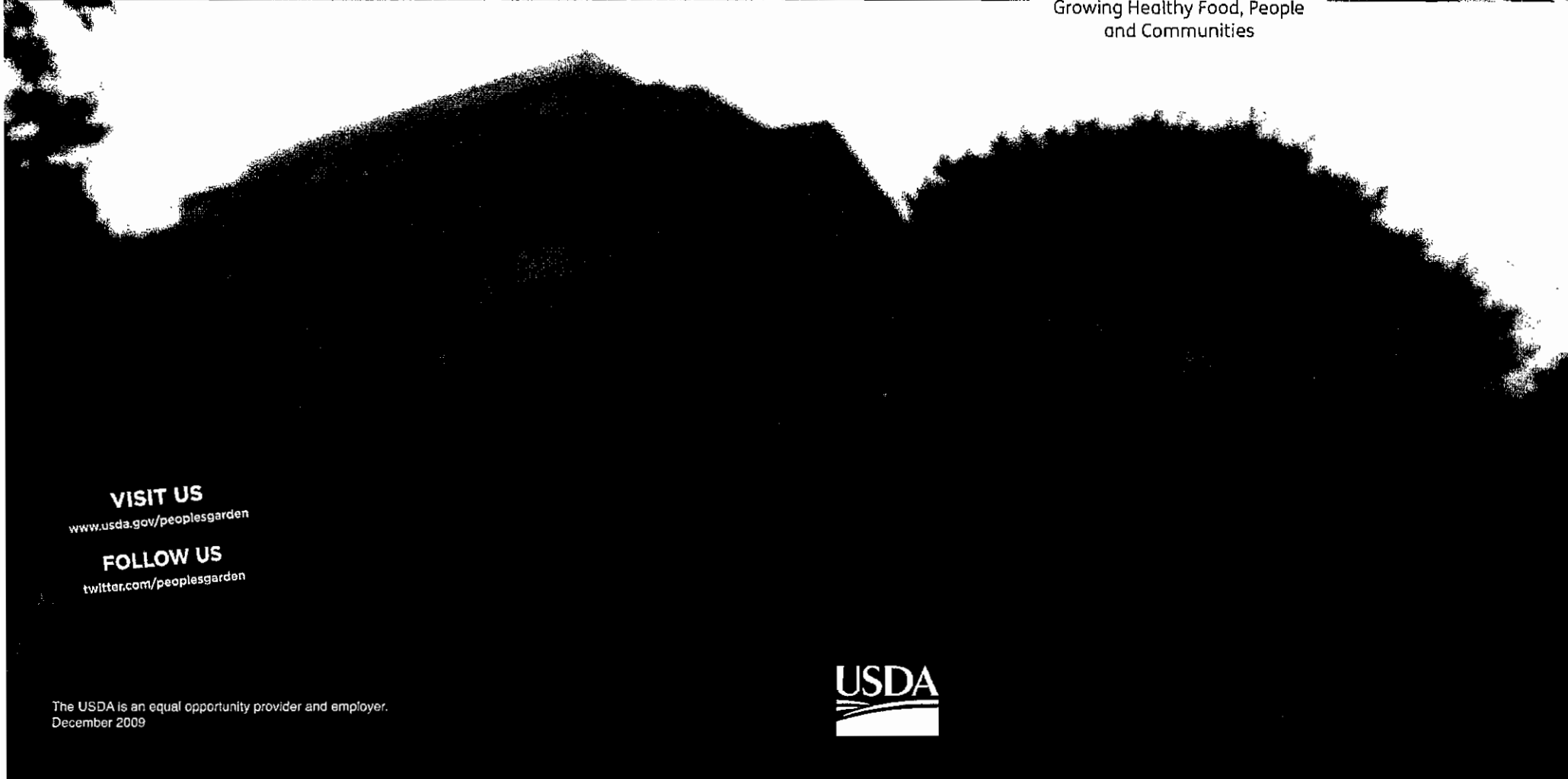
United States
Department of
Agriculture





THE PEOPLE'S GARDEN

Growing Healthy Food, People and Communities



VISIT US

www.usda.gov/peoplesgarden

FOLLOW US

twitter.com/peoplesgarden

The USDA is an equal opportunity provider and employer.
December 2009



JOIN THE MOVEMENT

"The most valuable of all arts will be the art of deriving comfortable subsistence from the smallest area of soil."

—Abraham Lincoln

THE PEOPLE'S GARDEN INITIATIVE is an effort by the United States Department of Agriculture (USDA) which challenges its employees to establish People's Gardens at USDA facilities worldwide or help communities create gardens. People's Gardens vary in size and type, but all have a common purpose – to help the community they're within and the environment.

Fresh fruits and vegetables can be grown for those in need; or trees, shrubs and flowers planted to improve soil, water and air health, attract wildlife, or beautify the neighborhood. Whether you have an existing garden or are starting a new one, a People's Garden must include the following three components:

BENEFIT YOUR COMMUNITY

Gardens benefit communities in many different ways. Consider creating spaces for leisure or recreation that the public can use, donating harvest to a local food bank or shelter, designing a wildlife friendly landscape, or installing a rain garden to absorb stormwater run-off and protect the soil from erosion.

BE COLLABORATIVE

The garden must be a collaborative effort between other volunteers, neighbors or organizations within your community. Consider forming local partnerships to carry out the mission of a People's Garden.



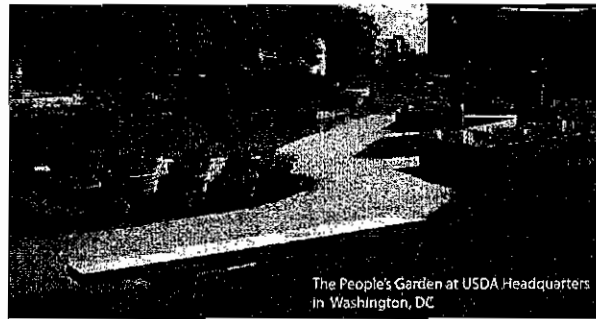
New Orleans, Louisiana

INCORPORATE SUSTAINABLE PRACTICES

Include gardening practices that nurture, maintain and protect the environment such as:

- Capturing rainwater in rain barrels
- Composting and mulching
- Planting native species
- Encouraging beneficial insects that feed on destructive pests

With each garden we plant and every sustainable practice we implement, USDA will demonstrate how easy it is to green our communities, take better care of our natural resources, and produce healthy fruits and vegetables.



The People's Garden at USDA Headquarters in Washington, DC

WHAT'S THE HISTORY BEHIND THE NAME?

When Abraham Lincoln founded USDA in 1862, he referred to it as "The People's Department." It is a description that is as true today as it was then. USDA touches the lives of Americans every day. To commemorate this significant link to all Americans, Secretary of Agriculture Tom Vilsack, broke ground on the first People's Garden at USDA Headquarters on February 12, 2009, the bicentennial of Lincoln's birthday. Today, the entire grounds are a part of this garden. Plans are being developed to create rooftop and rain gardens and incorporate pollinator, wildlife, and edible components throughout the landscape. The garden at USDA headquarters, as well as gardens at all USDA facilities, will demonstrate sustainable conservation practices and will be used to educate and engage the public.



Albuquerque, New Mexico

WHY? START A PEOPLE'S GARDEN

PEOPLE'S GARDENS PROMOTE HEALTH AND WELLNESS

People who have access to more fruits and vegetables eat more fruits and vegetables. Increased consumption of fruits and vegetables improves nutrition, especially for diet-related diseases such as obesity and diabetes. Children who garden are more likely to eat fruits and vegetables and have greater knowledge about nutrition and healthy eating habits. Gardening provides a low-impact exercise for people within a large range of physical ability.

PEOPLE'S GARDENS HELP THE ENVIRONMENT

People's Gardens promote sustainable practices. They improve water quality, improve soil health and create shelter and nesting habitat for wildlife.



Volunteer lends a hand



Mrs. Vilsack explores a butterfly garden at an elementary school in Washington, DC

PEOPLE'S GARDENS CREATE TEACHING OPPORTUNITIES

Gardens educate children and adults about the environment, agriculture, ecology, biology, and soil science. They help create the next generation of farmers, ranchers, gardeners, teachers, and leaders.

PEOPLE'S GARDENS ENABLE SOCIAL AND CULTURAL CONNECTIONS

Gardens expand the ability of citizens from all cultural, ethnic, and geographic backgrounds to share their traditions and beliefs. They are a neutral gathering place in communities and foster interaction.

PEOPLE'S GARDENS FOSTER PRIDE

Gardens beautify communities. They also cultivate self-sufficiency. In WW II, Victory Gardens produced 40 percent of the fresh fruits and vegetables in the United States. Gardens provide therapy for the soul and healing for the spirit.

A PEOPLE'S GARDEN

- BENEFITS THE COMMUNITY
- IS SUSTAINABLE
- IS A COLLABORATIVE EFFORT

"I encourage you to participate and be involved. Real and effective action starts small and it starts with our communities."

—Agriculture Secretary Tom Vilsack

WANT TO PARTICIPATE & BE INVOLVED?

Consider creating gardens in vacant lots, schools, or churches and become part of the People's Garden movement. Reach out to USDA employees in your community for their help and expertise or ask them to lend a hand in planting, harvesting, and maintaining a People's Garden. The possibilities are limitless.

For more information, contact:

Livia Marques

Director

Livia.Marques@osec.usda.gov

Annie Ceccarini

Outreach and Education

Specialist

Annie.Ceccarini@da.usda.gov

Angela Harless

Media Contact

Angela.Harless@oc.usda.gov



**BOARD OF
SUPERVISORS
PROGRAMS**

Welcome to Homer Soil and Water's project to establish "People's Gardens" throughout the lower Kenai Peninsula, from Ninilchik south to communities across Kachemak Bay. All designated People's Gardens have three things in common: they benefit their communities, they include sustainable practices, and they are collaborative.

Homer Soil and Water, in partnership with MAPP (Mobilizing for Action through Planning and Partnerships) of the Southern Kenai Peninsula (www.mappofskp.net), recently received a People's Garden grant from USDA's National Institute of Food and Agriculture. The People's Garden grant enables us--with a collaborative oversight committee--to award a number of "micro-grants" to southern peninsula schools, nonprofits, and other community groups to help them establish their own People's Gardens. Micro-grants can be for up to \$5,000.

PROJECTS

COOPERATORS

NEWSLETTERS

EMPLOYMENT

CONTACTS

The links below provide background on People's Gardens. The first two links provide the information you need to apply for a People's Garden micro-grant. (The deadline for applying is March 2.) As People's Gardens are established, we'll describe them here and let you know how you can be involved. If you don't find what you're looking for in the links below, please let us know.

Welcome to Growing Healthy with People's Gardens!

- *(Read this SUMMARY first if you want to apply for a PEOPLE'S GARDEN MICRO-GRANT.)* [Summary and introduction to lower Kenai Peninsula People's Garden Project](#)
- [Application for lower Kenai Peninsula People's Garden micro-grant](#) (BEFORE FILLING OUT this application, please read the SUMMARY above; this application is an MS WORD document that you can download and type right into.
- [Local brochure on People's Gardens](#)
- [USDA website for People's Gardens](#)
- [USDA brochure on People's Gardens](#)
- [USDA map of People's Gardens](#)

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GRANT HISTORY



Grants funded by USDA NIFA and awarded through the Southern Kenai Peninsula MAPP and HSWCD.

FOR MORE INFORMATION:

Please call the HSWCD at 235-8177 Ext. 5 or visit www.hswcd.com to download an application.



MAPP of Southern Kenai Peninsula



**HOMER SOIL & WATER
CONSERVATION DISTRICT**
4014 Lake Street, Suite 201
Homer, Alaska 99603
235-8177 ex 5

People's Garden Grants HSWCD/MAPP



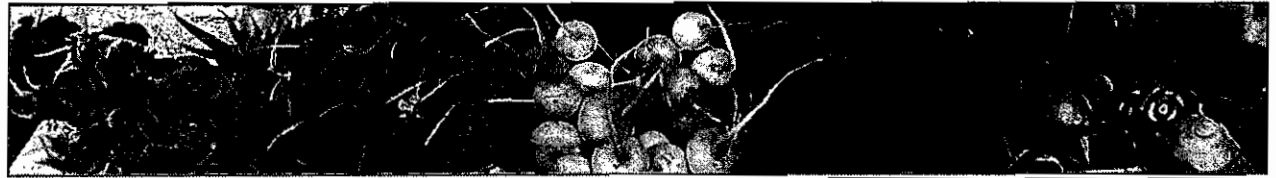
Making a big impact on the Southern Kenai Peninsula, one garden at a time.



The goal of this program is to create locally supported, self sufficient People's Gardens that both improve community access to healthy foods and serve as science-based, educational sites.

The Homer Soil and Water Conservation District, in partnership with MAPP (Mobilizing for Action through Planning and Partnerships) of the Southern Kenai Peninsula, was recently awarded a People's Garden grant from the USDA National Institute of Food and Agriculture (NIFA). This People's Garden grant will allow Homer Soil and Water, working with a collaborative oversight committee, to award approximately \$80,000 in "micro-grants" to southern peninsula schools and community organizations to help them develop their own People's Gardens. Micro-grants will be awarded in amounts up to \$5,000.

What are People's Gardens?



People's Gardens must:



1. Be Beneficial to the Community
2. Be a Collaborative Effort
3. Incorporate Sustainable Practices

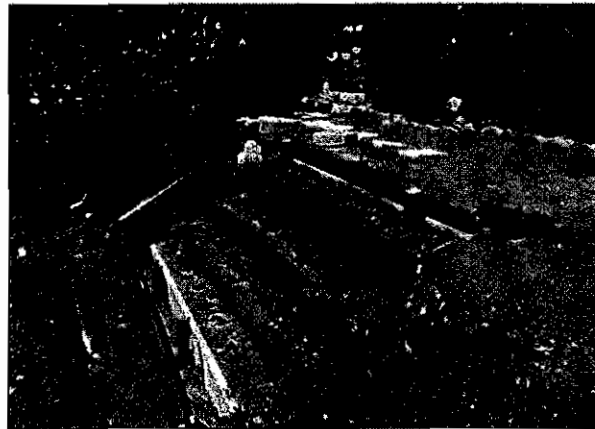
How can they benefit the community?

- Providing a harvest to a local food bank
- Providing food or shelter for wildlife
- Providing a filter for runoff water
- Serving as a demonstration site to educate the public and raise awareness of issues related to USDA's mission such as natural resource conservation, nutrition, healthy eating, and sustainable agriculture.



What is meant by a collaborative effort?

Collaboration means several organizations working together in support of the garden's establishment and maintenance.



What kinds of practices would be considered sustainable?

- Using rainfall catchment to provide irrigation
- Terracing on cultivated slopes to prevent soil erosion and runoff
- Encouraging plants that naturally repel pests
- Composting, mulching, or use of cover crops to prevent soil erosion
- Planting native species
- Encouraging beneficial insects to control pests
- Using erosion control methods
- Addressing storm water management



Grants of up to \$5,000 are available to establish or refurbish a People's Garden within the Homer Soil and Water Conservation District (from Ninilchik south to Nanwalek).

Applications can be picked up in the Homer Soil and Water Conservation District Office at 4014 Lake Street (upstairs), and will be accepted until March 2, 2012. Funded applicants will be notified by March 19, 2012.



Growing Healthy: Growing and Learning from People's Gardens on the Southern Kenai Peninsula

Summary: The Homer Soil and Water Conservation District (www.homerswcd.org), in partnership with MAPP (Mobilizing for Action through Planning and Partnerships) of the Southern Kenai Peninsula (www.mappofskp.net), was recently awarded a People's Garden grant from USDA's National Institute of Food and Agriculture. The People's Garden grant will allow Homer Soil and Water, working with a collaborative oversight committee, to award approximately \$80,000 in "micro-grants" to southern peninsula schools and community organizations to help them develop their own People's Gardens. Micro-grants will be awarded for up to \$5,000 per project. The goal of this program is to create locally supported, self-sufficient **People's Gardens** that both improve community access to healthy foods and serve as science-based educational sites. Micro-grants will help groups establish People's Gardens, but groups who receive grants will be expected to maintain their gardens long-term (a minimum of 5 years). People's Gardens created through these micro-grants will be added to a national listing and map of People's Gardens (see http://www.pubinfo.usda.gov/garden/Map_View.cfm).

What is a People's Garden? The People's Garden Initiative is a USDA program that encourages communities to develop "People's Gardens." These gardens vary in size and type, but all have three things in common:

- ❖ **They benefit the community.** For example, by providing harvest for a local food bank or shelter.
- ❖ **They are collaborative.** People's gardens are created and maintained by partnerships of groups and organizations; for example teachers and students, on the one hand, and volunteers from the local food bank or garden club, on the other.
- ❖ **They incorporate sustainable practices.** For example, the garden might use locally made compost or mulch; or it might conserve water by capturing rain in a barrel to use for watering.

In addition, **People's Gardens educate** community members about many topics related to healthy lifestyles, healthy plants and soils, and environmental stewardship. So all in all, People's Gardens help grow healthy food, people, and communities. You can learn more about People's Gardens by going to this USDA webpage: http://www.usda.gov/wps/portal/usda/usdahome?navid=GARDEN_RT1&navtype=RT&parentnav or by downloading the two brochures we put on our webpage (one national, the other, local).

Who is eligible for People's Garden micro-grants? Schools, non-profits, service organizations, faith-based clubs—just about any group that can demonstrate its garden will incorporate the three things listed above is eligible for a micro-grant to establish a People's Garden. The review committee will give more points to proposals for new gardens, but we will also consider proposals to refurbish existing gardens in ways that make them People's Gardens. Gardens located at a private residence won't qualify as a People's Garden.

What costs can be covered? Micro-grants can be used for a variety of expenses related to establishing or refurbishing People's Gardens. Eligible expenses include buying or renting gardening tools or equipment; contracting for services (like rototilling); improving conditions at a garden site (including costs of topsoil and fertilizer); buying material to build raised beds or fences to keep out moose or snowshoe hares; costs of seeds, starts, soil testing, or composting bins; and expenses related to developing educational materials or installing educational signs. Permanent structures such as greenhouses or tool sheds are not eligible. If your application includes ineligible items, we will alert you so you can adjust your proposal. Micro-grant funds will be dispersed on a reimbursable basis (with submission of receipts) or on approval of a detailed, itemized budget.

March 5, 2012

Homer Soil and Water Conservation District

How big are the micro-grants? We will accept proposals for projects up to \$5000. Micro-grants should be thought of as start-up funds, and we will prioritize awarding micro-grants to applicants who can demonstrate a plan for maintaining their gardens long-term (a minimum of 5 years).

How do you apply for a micro-grant? A successful micro-grant application will provide a work plan that includes: name and contact information of the sponsoring entity and lead individual(s), names of ongoing collaborators, a list of goals for the garden, maps and diagrams showing where the garden will be located and how it will be laid out, a list of plant species proposed for the garden, an approximate budget and schedule for establishing the garden, a plan for maintaining the garden, a plan for using the garden for education, and how produce will be harvested and distributed (or stored or preserved for later distribution). Go to the Homer Soil and Water website for a 2-page form to help you develop your micro-grant application. Applications do NOT need to be long and overly detailed, but they should cover the basics identified on the form.

When are People's Garden micro-grant applications due? March 2 was the primary deadline for submitting "priority applications." The review committee will look first at applications received by 5 pm on that date. If all micro-grant funds aren't allocated to these applicants, we'll look at proposals submitted after March 2. We hope to notify successful applicants by the end of March so that they have plenty of time to begin work on their garden as soon as the ground thaws. In the unlikely event that all funds aren't awarded in 2012, we'll have another application period next year. But there's a good chance that all funds will be awarded this year, so we encourage you not to wait.

How will projects be selected? Homer Soil and Water and the People's Garden oversight committee have identified criteria to use in scoring applications and awarding micro-grants. Scoring criteria are summarized at the beginning of the micro-grant application form. Check out the links on Homer Soil and Water's website for more information that might help you develop your application.

Public workshops. Homer Soil and Water has hosted two public workshops about the People's Garden program and how to apply for micro-grants. The first was in Homer on January 19, the second in Ninilchik on February 22 .

Who's on the People's Garden Oversight Committee? Members of the People's Garden oversight committee represent a variety of agencies, organizations, groups, and individuals who have come together to bring the People's Garden program to the southern Kenai Peninsula. One of our goals is to see People's Gardens established throughout the area from Ninilchik south to communities across Kachemak Bay. Members of the oversight committee are:

- Tara Schmidt and Devony Lehner—Homer Soil and Water Conservation District
- Emily Garrity—Homer Soil and Water Conservation District Board of Supervisors and Homer Farmer's Market
- Sharon Whytal—Homer Public Health Center and MAPP
- Karin Sonnen—USDA Natural Resources Conservation Service, Homer field office
- Kyra Wagner—Sustainable Homer and MAPP

In addition, although not on the oversight committee, Laura Brooks is coordinating between the Alaskans Helping Alaskans Timebank (<http://aha.timebanks.org/>) and this People's Gardens project.

PROJECT DESCRIPTION

6. Is this a new garden? If you answered no, describe when and why this garden was established and why it needs to be refurbished or improved.

7. Where will you establish your People's Garden, and why is this a good location? What are your goals for establishing a garden at this site? What kind of visibility will it have to the public?

Please attach a map showing your location. Describe how accessible your garden will be to interested members of the public, other groups, and/or schools. On a separate sheet of paper, please provide a layout/site plan for your People's Garden.

8. What is the total micro-grant amount you're requesting?

Please attach an estimated budget outlining how you plan to spend your micro-grant funds.

9. What is the proposed start date for establishing your People's Garden, and what is the timeline you plan to follow?

10. What *sustainable practices* will be incorporated in your garden and how?

For examples of sustainable practices, look at People's Garden brochures under "Current Projects" at: <http://www.homerswcd.org/projects/index.php>

11. How will the community benefit from your garden, or in what ways do you see this as a People's Garden?

12. What are the educational goals of your People's Garden, and how do you plan to accomplish them?

Include any background about community outreach and education that your group or organization has successfully accomplished in the past. Indicate how often your garden will be available for educational visits or tours.

13. How do you plan to harvest and distribute food from your garden? Do you plan to store and/or preserve any of the harvest for later distribution; if so, how?

14. Provide any additional information you'd like us to consider during our review.

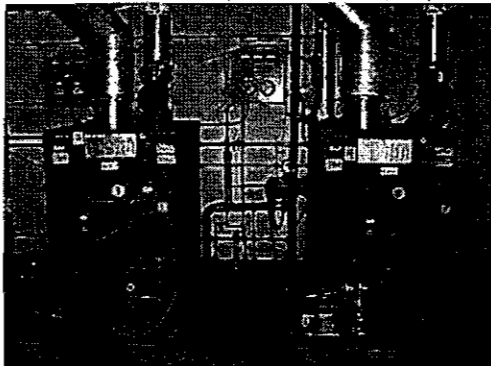
For example, what features of your group or organization will contribute to successful accomplishment of your plan? What else would you like us to know about the background or expertise of individuals listed as your working committee in question 2. What kinds of innovative ideas or approaches are you proposing? Why do you think your garden, once created, will continue as a People's Garden into the future?

HOMER PUBLIC LIBRARY

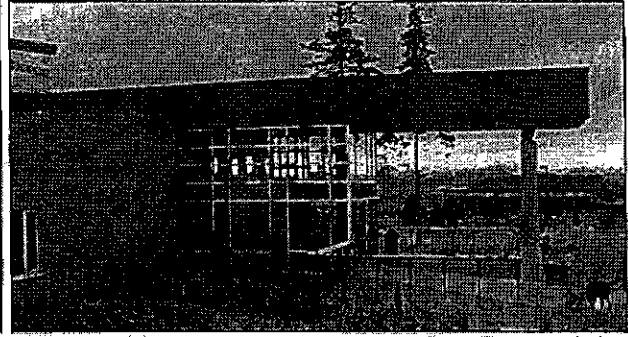
ANALYSIS

METHODS TO REDUCE ENERGY USED FOR HEATING AND VENTILATING

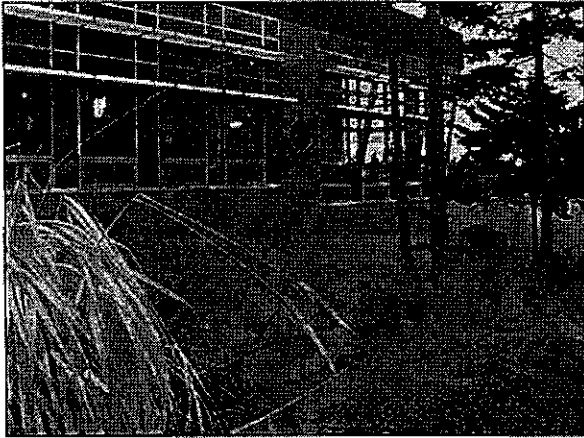
Prepared for
DEERSTONE CONSULTING
AS A PORTION OF
THE IMPLEMENTATION PLAN FOR
CITY OF HOMER CLIMATE ACTION PLAN



ANALYSIS BY
BILL SMITH
MECHANICAL ADMINISTRATOR



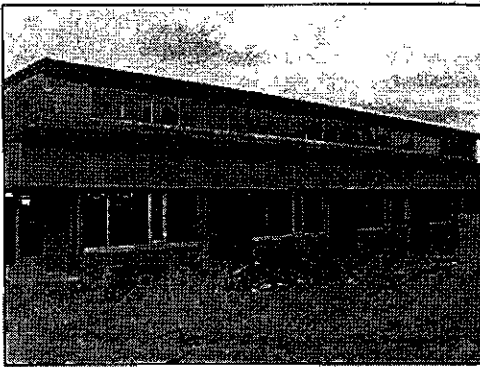
Lighting the glass walled entry during daylight.



Glass and Block Walls

Boiler Stack

AHU Intake slots



North Windows



Boiler Stack & AHU Intake

INTRODUCTION

The Homer Public Library was built after years of citizen effort to accommodate a growing population and the expanding mission of the library. The community embraced the concept of building an energy efficient and sustainably constructed building.

Thanks to the efforts of citizens, the City of Homer, visionary architects and supportive contractors, the community of Homer now hosts the first LEEDS silver certified civic building in the State of Alaska.

The core effort was conducted by Friends of the Library and they remain active in library affairs. Their concerns surfaced early around the amount of energy consumption at the library, although many felt that a LEEDS certified building must, by definition, have efficient systems in place.

The rise in fuel prices caused library operating costs to soar, while a constricted City budget lends urgency to exploring all methods that reduce operating costs. The Homer Climate Action Plan adopted by the City Council directs just such a course of action, and this analysis is aimed at furthering that goal.

This report details the building structure, heating system, ventilating system, and building management system as they relate to energy consumption and maintaining indoor air quality. Each review section is followed with suggestions for changes that will save energy. The suggested changes should be evaluated in detail in order to compare the benefit with the cost. Some options may preclude the use of others. Many of these suggestions are not described in the detail necessary for execution, but are listed for further examination and action.

Thanks go to Mike Riley of the City of Homer Public Works Department and David Mogar and Joel Cooper of Deerstone Consulting for their cooperation and assistance.

Summary of Recommendations

This is a highly simplified summary of where I believe the first efforts should be focused to reduce energy use while maintaining indoor air quality. This summary is followed by a specific list of the steps needed to achieve the savings goals.

Heat & Ventilation System Remedies

Reprogram & optimize the heating control programming to function without the ventilation system.

Optimize the mechanical system and control program. Only turn on the mechanical ventilation when needed to maintain indoor air quality.

Building Remedies

Insulate the windows. This is the best opportunity to reduce building heat loss.

Extend the boiler stack. This will hopefully eliminate the episodes of diesel smell entering the library.

The existing design, control and operation of the mechanical system have wasted thousands of dollars. Continuing the effort to optimize building performance will allow the Library to realize the goal of being a highly energy efficient building and a worthy model of the LEEDS program while saving taxpayer dollars.

REVIEW

Heating, Ventilating & Building Management System as Currently Configured:

Equipment:

The **ventilation system** also functions as the primary heat distribution system for the building. All areas in the library have in-floor heating, hot water baseboards, and unit heaters or fan-coil units for space heating, however, system design calls for heating most areas with the ventilation system.

There are four **CO₂ sensors** placed around the library. In a typical building they are used to judge air quality and limit the outside air introduced to the minimum amount needed to maintain good indoor air quality. In this installation the CO₂ sensors simply display numbers and earn LEEDS points. They are not used to control the amount of outside air.

There are two large **oil-fired boilers** that add heat to a glycol heating loop as needed. These boilers supply all the heating for the library, including the sidewalk snow-melt system. Pumps are set to run continuously in order to supply heat immediately when needed.

Operation:

During building occupied hours, the ventilation system **air handling unit (AHU)** brings in a fixed minimum of outside air (to replace air exhausted by exhaust fans) plus outside air to provide fresh air for occupants. Design assumes a minimum of 60 occupants in the library. Instruments detect and maintain a building pressure at .03" WC greater than the outdoor air pressure by cycling relief fans to exhaust air as needed.

The **AHU** mixes some building return air with outside air to reduce the temperature of the air supplied through the duct system into the building to 59° F. The unused return air is exhausted outside by relief fans. The AHU and relief fans have variable frequency drives which vary motor speed (thus varying air flow quantities) via electronic control.

A system called **variable air volume (VAV) with reheat** is used; There are 19 zones with VAV's for area temperature control. Each VAV box contains a damper to vary the amount of cooling air and has a glycol coil to heat the air.

The ventilation system provides on-demand heating and cooling capability for each zone. A minimum amount of air is programmed for each space and cooling air can be increased to the zone if cooling is required because the AHU supplies 59° air at all times.

If heating is required, the glycol reheat coil is activated and the supply air to the space is thereby increased in temperature. If the VAV reheat is insufficient to heat the space, baseboard heat is activated in rooms so equipped. The VAV reheated air comes out of registers mounted in the ceiling. The heating air travels across the ceiling and into the return air grilles which are mounted eight feet above the floor. Getting heat to the occupied level depends upon air being delivered with sufficient velocity.

The typical setpoint for thermostats varies from 68° to 70° and a setback to 62° is used during unoccupied hours.

The radiant floor heating maintains a slab temperature from 69° to 71° and is not intended to contribute to heating the space.

The entry has a fan-coil unit which is controlled by a stand alone thermostat with no setback capabilities. The utility room unit heaters are similarly controlled. Each of these units has hot glycol continuously circulated through a coil, ready for the thermostat to turn on the fan which will blow hot air into the room.

Heating/Ventilating/Building Management System Remedies:

Stage one: Items which can be accomplished by reprogramming the control program or simple mechanical adjustments.

1. Provide in-building staff the knowledge and means to monitor and control the indoor air quality.
2. Begin logging enough devices so that building performance may be compared to outdoor air temperatures on a real-time basis. Not enough points are currently being recorded to do a close analysis.
3. Enable remote access and control of Building Management System.
4. Program all holidays and unoccupied periods for setback temperatures and turn off exhaust fans and outside air during setback and recovery.
5. Turn off the fan-coil unit in the entry vestibule. There is no need to heat this space. The radiant floor in this area will perform snow melt and dry the floor.
6. Lower all unit heater thermostats to 60° F or lower. Unit heaters are located in areas where people typically spend little time and do not need higher temperatures for comfort.
7. Program the exhaust fan in the work room to run a maximum of 20 minutes per activation.
8. Turn off, using the building management system, all pumps when there is no demand for heat on that system. This will mean a one or two minute delay in providing heat to a zone, but that will hardly be noticeable. It will reduce electrical usage and lose less heat from the network of heating pipes throughout the building.
9. Optimize snow-melt settings by raising the minimum operating temperature. Turn off sidewalk snow melt when building is unoccupied. By working with the occupants, a plan may be developed that only activates the snow melt after the major portion of a fresh snow has been removed. This will minimize the time needed to dry the sidewalk. Consider moving away from the luxury of snow-melting and making the library like most other buildings in town: No snow-melt at all.
10. Reduce outside air introduced into the building to a minimum. Introduce only enough air to replace what is exhausted and then use the CO₂ sensors to control the amount of outside air being introduced.
11. Shut off the air supply to meeting room and study rooms, all of which have operable windows to introduce fresh air as needed.
12. Raise the AHU supply air temperature to 65° or 68° and only reduce supply air temperature when there are multiple zones calling for cooling. This will help minimize the amount of outside air.
13. Where the balance can be worked out, use the exhaust fans to balance building pressure instead of relief fans.
14. Rework the control protocol for controlling building pressure. The present settings result in frequent and rapid changes in relief fan speeds and activation. This is hard on equipment and can cause harmonic distortion in the electrical system.
15. Implement a control protocol for the relief fans and dampers to minimize outside air introduction and energy use.
16. Perform flue gas analysis when doing boiler tune-ups. Maintain a log of readings

17. Implement a control protocol which uses the radiant floor and baseboard units to heat the building. This would allow turning off the AHU entirely. Observing how this performs over time should allow discontinuing the use of the reheat coils in the VAV boxes. This in turn would allow reducing the amount of heated glycol pumped around the building.
18. Change the warm up routine of the AHU so that no outside air is introduced while the building is unoccupied.
19. Make sure the unoccupied cycles of the AHU do not bring in any outside air.

Stage Two: Items which require some investment of material and labor.

1. Control restroom exhaust fans just like the lights- switch them on when someone enters the room and turn them off with a delay of 10 minutes or so. This can be simply accomplished by installing sensors to determine when the lights are switched on. This will allow reducing, in turn, the amount of outside air supplied through the ventilation system.
2. Repair glycol three way valve on AHU to eliminate unintentional heating of AHU coil.
3. Extend the boiler stack six to eight feet higher and reterminate with a vertically ejecting stackhead. There appears to be an air quality problem whereby flue gasses from the boiler drift horizontally and are sucked into the building by the ventilation system. Raising the exhaust point and using a stackhead will send the effluent up and away from the building intake.
4. Turn off glycol flow to unneeded heat coils and rebalance the system to the minimum needed flow. This may require replacing pumps, but there are definite benefits to using smaller pumps.
5. Shut down air supply to the meeting room and study rooms when they are not occupied, and turn back on when occupied. This could require sensors or could be accomplished by occupants using the existing room control.
6. Replace one boiler burner with a lower firing rate, higher efficiency burner. Capacity to heat building at design temperatures would remain, but part load operation would be more efficient. A smaller burner would be less complex and less expensive to maintain.
7. Place monitors on boiler burners so that accurate records of firing times and fuel consumption may be obtained. This will enable keeping a real-time watch on building performance and assist decision making for future adjustments.

Building Structure as Currently Configured:

The Homer Library structure has many attractive features, some of which carry heavy energy penalties.

The roof is moderately well insulated, but the soaring window walls with floor to ceiling glazing (mounted in aluminum curtainwall) exact an energy penalty and the extensive north, east and south clerestory windows add to the burden. While modern glazing is more efficient than older units, it cannot compare with the heat transfer resistance of insulated walls.

The framed walls of the library are insulated with 6" of fiberglass and commendably have 2" of foam insulation added to the exterior. This energy saving measure does not come close to compensating for the glazing extravaganza. Nor can this excellent frame wall construction fully compensate for the under-insulated masonry foundation walls surrounding the building.

The foundation masonry units used are specially constructed CFMU's (concrete form masonry units: aka concrete blocks), and they contain 2" of foam insulation within the blocks. Energy conscious building owners consider this level of insulation to be one half or less of what should be used.

The entry vestibule does function to keep cold air from directly entering the lobby hallway. Unfortunately it's design and operation wastes energy that could be saved. The vestibule is not isolated from the hallway because the separating curtainwall terminates three feet below the ceiling. This means the entry heater, while attempting to warm the vestibule, sends its heat rising to the ceiling and over the curtainwall.

Waste heat from electrical use currently provides about 25% of the heating requirements of the building. A comparative chart of heating with fuel oil and electricity is attached to this report.

Window Glazing is 20% of wall surface and accounts for 60 % of conductive heat loss of walls and 41% of building conductive heat loss.

Building Structure Remedies:

1. Install window treatments which insulate the extensive glazing during cold periods and unoccupied times. Two methods are considered practical, but design, costing and comparison will be necessary to choose the best solution. Insulation may be operable, removable or fixed permanently.
2. Window treatments making the least visual impact would be those insulating the clerestory windows around the library common space. Other windows should be evaluated for cost benefit, visual impact and general workability.
3. One option for window treatment would be foam insulation blocks to fit to the glazing opening and then covered with an attractive material. These insulation blocks would be installed manually for the duration of the heating season. There would be little impact to the natural light used in the library as the heating season is also the period when artificial lighting is always used during library occupied hours.
4. Another option is to install operable insulated curtain devices which could be closed at night. This option would be more expensive, but would probably be more practical in the long run. There could be a mixture of fixed and operable devices as well.
5. Permanent replacement of floor level glazing with wall-quality insulation panels should be evaluated for cost/benefit. Simply adding permanent insulation to the lower units should also be considered.
6. Of particular concern is the extensive aluminum curtainwall framing around the windows. This aluminum framing contains a thermal break, but cannot be considered insulated. Potential exists for adding an insulating cap to the outside of the mullions. Good design would preserve the existing appearance and require no maintenance after installation.
7. Adding insulation to the under-insulated foundation walls does not appear practical at this time, but should be considered in future years as building maintenance/renovation is performed.

General Notes:

The Homer Public Library has been designed with a mechanical ventilation system to meet code requirements for ventilation. Code requirements are intended to assure supplying the amount of outside air needed to maintain indoor air quality.

Code requirements relate to construction of a building and are not requirements for building operation.

There are several ways to meet code ventilation requirements.

Passive ventilation requires sufficient openable window area to meet ventilation needs. According to Brian Meissner of ECI/Hyer, the library meets the code requirements for sufficient openable window area for a passively ventilated building.

Active ventilation rates are calculated according to area and occupancy loads. There can be fixed amounts of outside air based on calculations or the outside air component may be varied depending upon feedback from air quality sensors. CO₂ levels are considered an adequate indication of air quality.

All savings projections use current prices and are variable due to variable cost of fuel and electricity.

Additional Issues:

Program a locally activated ventilation system response to outdoor air quality issues: Volcanic eruptions, smoke from wild fires, etc.

Lighting: Entry lights are manually switched and have been observed on during daylight and unoccupied hours. Provide nighttime and photocell override.

Rewire outdoor lighting to provide split control. Nighttime security does not require all the parking lot and trail lights to be on.

Comments:

Please feel free to contact this reviewer for additional details as needed.

I undertook this assignment because I believed significant energy savings could be achieved by optimizing the Library mechanical system. Despite the problems created by design and by contractors, the responsibility to manage the facility falls upon the City. It is my opinion that managing the cities' facilities requires the city to devote more resources to the task than have thus far been allocated. The resources could include more personnel, more training for personnel and/or hiring contractors who will function in the City's best interest. I think that contractors will come and go as dictated by their contract, and thus cannot provide a lasting management solution. Not devoting the needed resources has not saved money; indeed, some will say it has proven to be a simple waste of taxpayer dollars.

Homer Public Library
Cost & Benefit Estimates

May 4, 2009

Action	Work Needed to Accomplish Action	Cost of Item \$	Fuel Oil Savings Estimates			Cost Estimates						Notes
			Annual Savings \$	5 Year Savings \$	10 Year Savings \$	In House Labor Hours	In House Labor Cost/Hr	Contracted Hours Labor	Rate per Hour	Direct Expense \$	Total \$	
Stage 1: Mechanical System												
Turn Off AHU	Reprogram Building Management System	4,490	2,670	13,350	26,700	4	60	40	85	850	4,490	No contractor cost if done in-house. Staff operates windows and monitors air quality. Staff operates AHU as needed.
Other Stage 1 Improvements (5 to 10% savings)	Reprogram, reset, Monitor	1,200	1,800	9,000	18,000	20	60				1,200	Mainly Maintenance staff work, training and monitoring
Turn Off Entry Cabinet Unit Heater	Manual switch off and close valve	120	150	750	1,500	2	60			0	120	
Turn Off Water Heater, Install Point of Use WH in Staff Restroom	Manual shutdown of WH and Recirc Pump, repipe & install new WH	2,145	910	4,550	9,100	2	60	20	85	325	2,145	Cold water only in public restrooms
Turn Off Snow Melt Sidewalk	Program BMS, Turn off pumps & Controls	60	3,200	16,000	32,000	1	60			0	60	Would require more snow removal effort, in addition to already manually maintained sidewalks
Stage 2: Mechanical System												
Restroom Fan control	Install Occupancy sensors and signal to BMS	550	900	4,500	9,000	1	60	4	85	150	550	
Repair AHU Valve	Disassemble, repair as needed	220	60	300	600	2	60			100	220	Normal Maintenance
Turn off heat to fan coils	Programming, valve turning	240	330	1,650	3,300	4	60				240	Part of reprogram building
Close air supply to meeting rooms	Programming, Damper setting	120	180	950	1,900	2	60				120	Part of reprogram building
Replace oil burner	purchase, install, tune burner	2,350	540	2,700	5,400	4	60	16	85	750	2,350	
Monitor oil burners	Install sensors, signal to BMS	610	Best Management			2	60	4	85	150	610	
Monitor all building functions	Create logs of more sensors and actions	120	Best Management			2	60				120	
Building Structure Mods												
insulate 25% of Windows	Fabricate & Install Material	3,720	3,400	17,000	34,000	32	60			1,600	3,720	Annual install, uninstal labor
insulated window Blinds	Buy & Install	19,040	2,200	11,000	22,000	24	60	40	65	15,000	19,040	Wild guess as to cost of blinds

Electrical saving will result from various Actions, but are not included in savings calculations except for water heater Action.
This chart uses current price for #1 Fuel Oil and electricity. Current price for Fuel Oil is less than one half of fall of 2008 prices.

Comparison of Energy Rates: Subject to Change!

Homer Energy Costs on 5-04-2009

Residential Rates

Source	Unit	\$ Per Unit	Btu per Unit	Equipment AFUE Efficiency	Net Btu/Unit	Units per MM BTU	lbs of CO2 per MM BTU	\$ Per MM BTU
Electricity	KWH	0.18	3,412	100	3,412	293.08	392	52.75

Propane	Gallon	3.395	92,000	73	67,160	14.89	200	50.55
Propane	Gallon	3.395	92,000	80	73,600	13.59	184	46.13
Propane	Gallon	3.395	92,000	86	79,120	12.64	171	42.91
Propane	Gallon	3.395	92,000	92	84,640	11.81	160	40.11

#1 Fuel Oil	Gallon	1.91	135,500	80	108,400	9.23	214	17.62
#1 Fuel Oil	Gallon	1.91	135,500	86	116,530	8.58	199	16.39
#1 Fuel Oil	Gallon	1.91	135,500	92	124,660	8.02	184	15.32

#2 Fuel Oil	Gallon	3.03	139,500	80	111,600	8.96	190	27.15
#2 Fuel Oil	Gallon	3.03	139,500	86	119,970	8.34	177	25.26

For Comparison: Small Commercial Natural Gas in Kenai, Soldotna & Anchorage

Natural Gas	CCF	1.1604	103,000	80	82,400	12.14	153	14.08
Natural Gas	CCF	1.1604	103,000	86	88,580	11.29	142	13.10
Natural Gas	CCF	1.1604	103,000	92	94,760	10.55	133	12.25

Each source will vary with market prices.

Electric & NG prices average in base costs.

#1 Fuel Oil is Jet A (low sulfur)

#2 Fuel Oil is ultra low sulfur

Fuels priced at typical delivery quantities

MM = 1 Million

100

