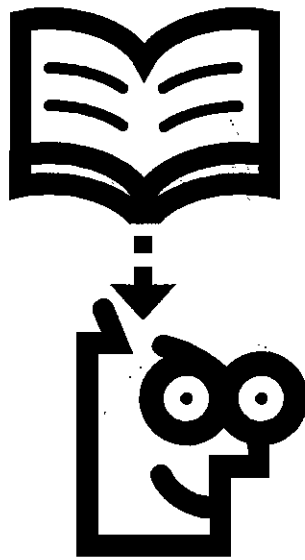


Library Advisory Board  
Tuesday  
February 5, 2013  
Regular Meeting  
5:00 p.m.



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





**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 November 6, 2012 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
  - A. Friends Report
  - B. Next Friends Meeting –February 13, 2013 at 6:00 P.M. Library Conference Room
  - C. Director's Report January - February & Monthly Statistics Page 11
  - E. Landscape Committee Report – Tamara Fletcher Page 15
  - F. Budget & Statistics – Phil Gordon
  - G. Children's Art – Eileen Faulkner
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
- 10. NEW BUSINESS**
  - A. Discussion and Review of Proposed Facility Use Policy Page 17
  - B. Welcome to New Board Member Matt Strobel Page 29
- 11. INFORMATIONAL MATERIAL**
  - A. Approved Budget 2013 Page 78
- 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 MARCH 5, 2013** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.



Session 12-09 a Regular Meeting of the Library Advisory Board was called to order on November 6, 2012 at 5:05 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS GROESBECK, FLETCHER, FAULKNER, AND GORDON

ABSENT: BOARDMEMBER COGGER (EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON  
DEPUTY CITY CLERK RENEE KRAUSE

### **APPROVAL OF THE AGENDA**

GROESBECK/GORDON – MOVED TO APPROVE THE AGENDA.

There was no discussion.

The agenda was approved by consensus of the Board.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

There was no audience present.

### **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 October 2, 2012

Chair Faulkner requested approval of the minutes.

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

Boardmember Fletcher commended Ms. Krause for capturing the budget & statistics report in such detail. She commented it was a very dense presentation. Board member Gordon requested amending the next to last line to provide clarification, "does not" was changed to "may". Boardmember Groesbeck requested clarification on Ms. Dixon's comment on a calculator application.

The minutes were approved as amended by consensus of the Board.

### **VISITORS**

There were no visitors scheduled.

### **STAFF & COUNCIL/ COMMITTEE REPORTS/ AND BOROUGH REPORTS**

A. Friends Report

Ms. Dixon reported that she attended the meeting. They have a new student member who is a sophomore. They were working on their budget.

There was a brief discussion on having a councilmember on the Board or inviting them to attend on a quarterly or semi yearly basis and the value that their attendance could provide to the Board.

B. Next Friends Meeting – November 14, 2012 at 6:00 P.M. Library Conference Room

Chair Faulkner asked the Clerk to remind Ms. Cogger on attending the meeting.

C. Director's Report November and Monthly Statistics October 2012

Ms. Dixon distributed the statistics. There were a few comments on the books added; better job getting rid of old materials; the process to review, inspect and remove books and materials as performed by Chair Faulkner; it was noted that the materials in several categories were very outdated; check out period for audio books compared to e-books.

She noted in her report that they received the Rasmuson Foundation grant in the amount of \$18,852, this was an increase of a \$3,852. They can continue to filling holes and replace materials that are used up! They will also be starting a small music collection with the funds. Ms. Dixon reported on the Dir Lead and was informed that there was still funding available for equipment from OWL and she immediately applied for the equipment grant to replace the old laptops which was granted three days later and have applied for an IT person for 7 hours each week onsite. This has not been awarded yet but would be very beneficial for the overworked Nick.

Ms. Dixon also reported she attended a 2 day FEMA training; aired the Political debates which was attended very lightly since there was other venues to view the debates; video conference with Heather Lindy and the Get Lit Series.

Lastly, a couple who hadn't been to the new library and live across the bay were excited as children at a birthday party when they found out they could download audio books from home with their library cards.

Ms. Dixon reported that the City Manager and IT Manager reviewed the contract for the migration to the new system; the City Manager did have a few concerns so it was submitted to the attorney and should be back by the end of the week. The PO has been issued.

Ms. Dixon noted that the Friends have received a grant to participate in "The Big Read" which is a program of the National Endowment for the Arts designed to restore reading to the center of American culture. 75 communities are currently participating and many are reading Tim O'Brien's "The Things They Carried." The Friends are planning all kinds of fun activities around the author and this will culminate in a visit to Homer by the author.

There was a brief report on the events for Halloween and the Children's Program is still growing. They will also be working with the Best Beginnings program and Claudia Haines would visit Razdolna or alternate with Haven House on a weekly basis. The grant application is being applied by Best Beginnings. Ms. Haines has made a tremendous difference in the Children's programming and outreach.

Ms. Dixon fielded a few questions from the board members regarding the Rasmuson grant and collection issues.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Fletcher reported that the committee met on October 25, 2012 and decided that due to the upcoming holidays will not be meeting again until January. They assigned individuals to different tasks to members; contact has been attempted with FFA; future planting of fruit trees in the areas where invasive plants are plentiful; the items planted in the People's Garden are rhubarb, raspberries, trolia, iris, and strawberries; Boardmember Groesbeck attended and there was conversation on changing the focus to include the outdoor facilities instead of just landscaping.

Chair Faulkner commented that Ms. Fletcher has provided a direction for the committee which is great. They have done a superb job.

F. Budget & Statistics Report – Phil Gordon

Mr. Gordon provided an update on the statistics from last month.

Library Materials Budget from 1989-2009

1989	1999	2009
Homer \$37,751	\$20,581	\$39,500
Kenai \$ 35,570	\$47,793	\$64,000
Kodiak \$55,441	\$64,370	\$56,000
Seward \$ 19,343	\$26,237	\$40,000
Soldotna \$28,926	\$51,459	\$49,450

Mr. Gordon noted that over the time span Homer has failed to increase their materials budget to maintain or expand the collections. He noted that Kodiak has out spent Homer by \$360,000 over 20 years; Soldotna has increased their budget by 60% Kenai 56%, Seward 100% +, and Homer nearly 10%.

The neighboring library programs are not winning blue ribbons but they out-perform Homer in providing basic materials. The collections have broadened but the collections have not been updated in over 20 years in some categories.

It was noted that the decision was made to bring in newer stuff such as DVD's and such but the budget has not been increased to support those collections.

He noted that the obstacles are collection development budget; lack of staff; program expansion and development; technology support. A brief discussion ensued on whether this should be rated a higher priority and reasons for a higher priority. The Board then discussed the importance and desperate need for staff.

Mr. Gordon then listed the revised prioritization:

1. Collection Development Budget
2. Technology and Tech Support
3. Increased staff

Mr. Gordon stated that they now have a response when someone asks "what are your priorities?"

The Budget schedule was discussed briefly and the Council's next and only meeting will be on November 26, 2012. Mr. Gordon stated he will be unable to attend the next Council meeting. It was suggested to put his comments in writing to the Council regarding the budget.

Chair Faulkner commented that Mr. Gordon should meet with Ms. Cogger since she will be attending the December 10<sup>th</sup> meeting since she will be out of town. She recommended that Mr. Gordon summarize the message. It was agreed that a visual presentation with a handout would be very effective for Council. It was agreed that the December meeting would be appropriate and allow more time for practice. Continued discussion on the December meeting being more appropriate than the November meeting ensued.

Mr. Gordon will create a draft presentation that can be viewed by the Board for the December 4<sup>th</sup> meeting. He will submit this to the Clerk prior to the meeting date.

H. Children's Art/ Art Report – Eileen Faulkner

There was no discussion on this item.

**PUBLIC HEARING**

There were no items for public hearing.

## **PENDING BUSINESS**

### **A. Library policies – Updated Policy Chart**

Ms. Dixon provided an update on the status of the policies and that she hoped to have the facility use and videoconference policies done but she is in the process and making some progress.

Chair Faulkner inquired if the Board was amenable to postponing this item until the January meeting.

### **B. 2013 Budget Schedule and Discussion on the Needs of the Library**

Chair Faulkner noted that this discussion was held under the Budget & Statistics report by Mr. Gordon.

There was no further discussion.

## **NEW BUSINESS**

### **A. 2013 Meeting Schedule**

Chair Faulkner introduced the item for discussion.

Ms. Krause explained the reason for the meeting to be on Wednesday, January 2, 2013.

Chair Faulkner suggested cancelling the January meeting.

GROESBECK/FLETCHER – MOVED TO CANCEL THE JANUARY 2013 MEETING.

There was a brief discussion regarding special meetings and Ms. Dixon having until February for the policies.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **INFORMATIONAL MATERIALS**

There were no informational materials.

## **COMMENTS OF THE AUDIENCE**

There was no audience present.

## **COMMENTS OF THE CITY STAFF**

Ms. Dixon wanted to thank everyone for all the good work they do. It is so encouraging to see people who care about the Library.

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

There was no councilmember present.



**COMMENTS OF THE CHAIR**

Chair Faulkner commented that they need to have the Facilities Report back on the February agenda; icing issues in the parking lot; arctic entry; report on the effectiveness of the adjustments made to the system; and addressing the issue of speeding through the parking lot. She again reminded the Board that she will not be at the December meeting; wished everyone a Happy and Safe Thanksgiving. Chair Faulkner thanked Ms. Fletcher for the recruitment flyer.

**COMMENTS FROM THE BOARD**

Mr. Gordon, Mr. Groesbeck, Ms. Fletcher had no comments.

**ADJOURNMENT**

There being no further business to come before the Chair Faulkner adjourned the meeting at 6:45 p.m. The next Regular Meeting is scheduled for December 4, 2012 at 5:00 pm at City Hall Upstairs Conference Room 491 E. Pioneer Avenue, Homer, Alaska.

\_\_\_\_\_  
Renee Krause, CMC, Deputy City Clerk I

Approved: \_\_\_\_\_



**Director's Report  
Homer Public Library  
December 28, 2012**

With the help of Friends of the Library, the building was decorated with garlands, trees, and lights, creating a festive atmosphere for the month's activities. The usual programs, such as Story Hour, Lap Sit, Knitting, Book Club, Genealogy, and Tech Help classes, continue to be well-attended. A Get Lit! reading by local author Kris Farnen attracted an appreciative audience of more than twenty, and at least 120 people attended a Saturday story time that included a visit from Santa. We also showed a movie for tweens during the holiday break.

In the meantime, behind the scenes staff has begun the prep work involved in migrating to a new library software system. Cleaning up old records and mapping new parameters are just the beginning. The work can be tedious but the improvement in service and efficiency should be worth the effort.

We received our first order of "Rasmuson books," purchased with funds from a generous grant from the Rasmuson Foundation. We've also been busy with end-of-the-year ordering, accounting, and budgeting.

January will start out with Game Night on Thursday January 3 from 6:00-7:30 p.m. We'll have board games for all ages and video games for ages 10+. No sign up is required and it's free! Tuesday night of the following week, January 8 from 6:00-7:30pm, join us for "The Idea Is Just the Beginning," a celebration honoring the three winners of this year's BIZ-Idea. After a brief presentation, contest winners will briefly explain their business ideas.

We at the Library wish you all a happy, healthy and prosperous New Year.



## Director's Report Homer Public Library January 30, 2013

January has been a busy month with special programming, preparing for the migration to new library management software, and reviewing policies.

Thanks to Friends of the Homer Library, the following programs and events took place:

- Game night for all ages, with a variety of board and video games.
- A reception for winners of the 2012 Biz Idea contest, who explained their winning business proposals to the public.
- Local writers met to share their writing resolutions for the upcoming year.
- 24 kids ages 8-14 created mobile robots with construction kits supplied by the Seattle Museum of Flight and with instructions via videoconference.
- The Big Read kicked off with a 60's Bash that included live music by Tyler Munn, 60's food, a trivia contest, costumes, and prizes.
- Members of Pier One Theater Group gave a compelling reader's theater performance of excerpts from The Big Read book *The Things They Carried*.
- Professor Michael Hawfield hosted a lecture and discussion about the political, historical, and social ramifications of the Vietnam War.

Upcoming for February is a free Boating Safety Class from the Coast Guard, offered February 7 from 4-5 p.m. by videoconference. The Summer Reading Teen Video Challenge deadline is February 20, with \$275 in prize money going to the winning entry. And The Big Read continues, with book discussion groups, lectures and talks on various topics, a memory collage class, and in cooperation with KBBI, a Story Project to record local stories. (Details on our website.)

On the technical side, we're busy going through the steps to map our policies and procedures into our new software system. Introductory training on the new system will take place remotely on February 27 and 28 (all staff, in two shifts), with four days of live, in-person training scheduled for March 4-7. Because all staff must attend the first day of training, and more than half will attend the second day, **the library will be closed Monday and Tuesday March 4 and 5.** We'll be working on getting the word out to the public throughout February.

Our "go live" date is February 28 – hopefully without too many hiccups!

Finally, we have a new Facility Use Policy for LAB consideration. Sue, Amy and I worked hard over the past two months to consolidate the old Meeting Room Space Use Policy and Meeting Room Regulations, broaden the policy to include other areas and uses of the facility, and incorporate our new videoconference technology. All staff have had a chance to review the new policy, as well.



Library Advisory Board  
Landscaping Committee  
January 24, 2013 meeting  
Library Conference Room

In Attendance: Angie Otteson, Ann Dixon, Donna Aderhold, Marylou Burton, Tamara Fletcher

***Invasives*** – Maintenance needs to be focused on Section 10 (strip between parking lot and Hazel Avenue) and Parks agreed to weed whip the area whenever the snow recedes. Eventually the area will be mow-able and our best bet at keeping the reed canary grass from going to seed. Existing reed canary grass stands on the north side of the parking lot and driveway will not be weed whipped and will require continued hand clipping during August to reduce seed production.

***Garden Planning:***

*People's Garden* – no report

*Maintenance* – Alder reduction work has been accomplished on the grounds as resources have been available. Weed whipping Section 10 may be do-able well before the growing season.

*Funding* – The Friends of the Homer Public Library is committed to fund maintenance of the designed beds for the next year. Since the design work in the beds adjacent to the building is now complete the seasonal work will be put out to bid. Time and maintenance are what the gardens now require.

***Additional Topics:***

*Memorial Garden* – Ann reported a request from a group of citizens about installing some perennials in memory of a recently deceased community member. They will donate the plants, a plaque and provide maintenance. Ann will ask a representative to attend the February meeting to discuss the project in more detail.

*Adopt A Garden* - This group would like to focus on the Adopt a Garden program and asked that a Master Gardener address the group at the February meeting. An invitation will be issued.

This committee will next meet February 28, 2013 at Noon in the Library Conference Room.

Meeting adjourned at 12:40 pm.





## **HOMER PUBLIC LIBRARY**

### **XII. SPACE USE POLICY**

The Homer Public Library is a public institution whose facilities are available to all. The library welcomes the use of its space for community and cultural activities and the discussion of public affairs, to the extent that such activities do not interfere with library use by other patrons.

**During library hours:** All events held within the library during library hours must be of a non-commercial nature, free of charge, and open to the general public. Use of study rooms and the conference room may be scheduled in advance with library staff. Use of other spaces for group activities during library hours must be approved by the library director.

**After library hours:** Events and meetings open to the public may be held within the library during the library's closed hours on a limited basis. Events may be sponsored by the library or the Friends of the Homer Library when library staff or supervisors approved by the library director are present. The conference room may be scheduled with library staff, but is dependent upon having an individual in charge who is responsible for security; that individual must be approved by the library director.

**Private use:** The Homer Public Library does not have meeting spaces available for private use during the hours it is open to the public. Private meetings or events may be held at the library during closed hours by reservation and for a fee; the reservation form shall specify the conditions of use. A library employee or other person authorized for supervision must be present at all times.

Fees for private use (costs include building supervision):

Conference room -- \$35/hr.

Lounge -- \$40/hr.

Children's room -- \$40/hr.

**Outdoor areas:** Organized activities on library grounds must be approved by the library director and be of a non-commercial nature.

In all cases of after-hours, private, or outdoor use, users are responsible for complying with all library rules, for clean-up, and for any damage to the facility, its grounds, or contents.

The Homer Public Library facilities and grounds may not be used for activities deemed inappropriate by the Library Director.



## **HOMER PUBLIC LIBRARY MEETING ROOM REGULATIONS**

### **GENERAL GUIDELINES:**

- The primary use of the meeting room facility is that of a public library. Library use takes precedence. The meeting rooms are intended to further the library's mission through enriching lives and encouraging self-education. Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. When library activities are not occupying the room, other groups may use the meeting room for lawful, non-commercial purposes. The meeting room is available for official meetings or programs of local government agencies and departments.
- All meetings and programs will be open to the public. Meetings will not be publicized in a manner which suggests library sponsorship or affiliation.
- No fee will be charged for attendance at any meeting or program. Included are the collection of dues and registration fees. Groups wishing to collect donations to defray the cost of programs or guest speakers must do so away from the library.
- Direct or indirect sale of any product or services is prohibited. The only exceptions are sales sponsored by the library or the Friends of the Homer Public Library.
- Smoking, drugs, and alcoholic beverages are not allowed in the library.
- The library reserves the right, with 24 hours notice, to cancel permission to use a meeting room.
- The library does not assume liability for injury or damage to personal property which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the library.
- Meetings that interfere with normal library functions will not be permitted.

### **RESERVATIONS:**

- The meeting room space is intended for specific events rather than for regularly scheduled, on-going meetings. Scheduling will be limited when necessary to ensure equitable access to the facilities for the entire community. Meetings in close sequence are discouraged. Groups who wish to rebook the meeting room for an additional meeting may do so on the date of their final meeting if no one else has reserved the room.
- Users must complete an application form furnished by the library. The form must be signed by the person who will be in charge of the planned activity and

responsible for any damages. The signature of that person indicates that these regulations have been read and will be observed. The purpose, date, and time of the meeting and any equipment requirements must be stated explicitly on the application.

- The meeting room will be booked only to adults. Groups composed of persons under the age of 18 must be sponsored and supervised by the adult responsible for that group.
- A reservation is not confirmed until the form has been signed by the library director or the librarian in charge.
- Meeting room doors will be unlocked for the person designated as responsible on the application form. This person will take responsibility for maintaining order and will notify a library staff member when the meeting ends. The library will not act as a message center for persons attending meetings.
- If a scheduled meeting is to be cancelled, the applicant is obligated to inform the library.

#### **USER RESPONSIBILITIES:**

- Reasonable care of the building and its furnishings will be the responsibility of the group using the facility. The cost of any damages will be the responsibility of the user group.
- Arrangements must be made at the time of application to enter the meeting room earlier to set up equipment, furnishings, or refreshments.
- Furniture and equipment may be rearranged to meet group needs. At the conclusion of the meeting, the room must be returned to the original arrangement.
- In order to avoid damage, only materials approved by library staff may be affixed to walls or other surfaces.
- Abuse of meeting room privileges may be grounds for denial of permission for further use.

#### **REFRESHMENTS:**

- A small refreshment preparation area with sink is available. There are neither cooking facilities nor methods for keeping food heated.
- Light refreshments may be served. Users are responsible for cleanup and for any damages incurred.

**AUDIO VISUAL EQUIPMENT:**

- The room has a projector screen and a Dell projector for room use only. The projector is not available for checkout. Laptops are also available for the meeting room.
- The library has two carousel slide projectors and extra carousels, one overhead projector, and one 16 mm movie projector for checkout. Groups wishing to use this equipment during a meeting are advised to reserve this equipment as far in advance as possible to make sure it will be available. This equipment is available on a first come, first served basis.
- Use of videos and films in the library meeting room shall not violate copyright law. Videos and films may be used for public programs and in scheduled private conferences but must have public performance rights. Showing of personally made or home videos and films are not appropriate due to the public setting.

**AFTER HOURS and PRIVATE USE:**

- The meeting room is available to the public before and after library operation hours on a limited basis.
- Reservation of the meeting room after hours is dependent upon having an individual in charge who is responsible for security; that individual must be approved by the library director.
- The meeting room is not available for private use during the hours the library is open to the public. Private meetings or events may be held at the library during closed hours by reservation and for a fee.
- A library employee or other person authorized for supervision must be present at all times.
- Fees for private use (costs include building supervision):
  - Conference room -- \$35/hour
  - Reading Lounge -- \$40/hour
  - Children's Room -- \$40/hour
- In all cases of after-hours and private use, users are responsible for complying with all library rules, for clean-up, and for any damage to the facility, its grounds, or contents.
- The Homer Public Library facilities and grounds may not be used for activities deemed inappropriate by the library director.



## **HOMER PUBLIC LIBRARY**

### **XII. FACILITY USE POLICY**

The Homer Public Library welcomes the use of its space by community groups for informational, educational, cultural and civic activities, to the extent that such activities do not interfere with Library operations or use of the Library by other patrons.

Use of the Library's facilities does not imply endorsement by the Library, staff, Friends of Homer Public Library, or City of Homer.

#### **During Library Hours**

All events held within the Library during open hours must be of a non-commercial nature, free of charge, and open to the general public.

- Use of the study rooms is on a first-come, first-served basis, except when scheduled by library staff for governmental meetings, one-time educational uses such as proctoring tests, or to accommodate unexpected conflicts in conference room use. See **Study Room Guidelines** for rules of use.
- Use of the conference room must be scheduled in advance. See **Conference Room and Video Conference Guidelines** for rules of use.
- Use of other spaces for group activities during library hours must be approved by the Library Director.

Private use of the Library during open hours is not allowed.

#### **After Library Hours**

Events and meetings may be held within the Library during the Library's closed hours on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise. See the **After-Hours Facility Agreement** for the conditions of use.

Fees for after-hours private use (including building supervision):

- Conference room -- \$50/hour
- Reading Lounge -- \$50/hour
- Children's Room -- \$50/hour
- Entire facility, excluding staff work space -- \$300 Facility Use Fee plus \$50/hour staff supervisor. \$300 damage/cleaning deposit.

The fee for use may be waived on a case-by-case basis for non-profit groups that provide significant support to the Library or Friends of the Homer Public Library.

An After-Hours Facility Use Agreement must be submitted by the private party and approved by the Library Director. Users are responsible for complying with all library rules, for clean up, and for any damage to the facility, its grounds, or contents. The

Homer Public Library facilities and grounds may not be used for activities deemed inappropriate by the Library Director.

### **Equipment Use**

Groups wishing to use equipment during a meeting or event are advised to reserve it as far in advance as possible. This equipment is available on a first-come, first-served basis. See **Conference Room and Video Conference Guidelines** for more information.

Video conferences sponsored by the Library and by Friends of Homer Public Library receive first priority. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability.

Use of videos, films, and online content in the library conference room shall not violate copyright law. Library equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- ***Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.***

Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.

The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of library equipment before it is operated by non-staff users.

### **Refreshments**

A small refreshment preparation area with sink is available in the Conference Room. There are neither cooking facilities nor methods for keeping food heated. Users are responsible for cleanup and for any damages incurred.

Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.

Approved by LAB on & HCC on

Revised 1/08/2013



## **Homer Public Library Study Room Guidelines**

Group study rooms are available for use only when the Library is open. Rooms are kept locked when not in use. Rules for use of the rooms must be followed. Rules are posted in each room. Capacity of the rooms is 6 individuals, with up to 8 individuals allowed on a case-by-case basis with permission from library staff.

Rooms are available on a first-come, first-served basis for a two-hour period. Additional time may be granted if no other groups or individuals wish to use the room.

### **USE OF GROUP STUDY ROOMS BY INDIVIDUALS:**

Rooms are intended primarily for the use of small groups. Individuals wishing a quiet study area should use the individual study nooks. If the study nooks do not meet the needs of the individual, a group study room may be used with the understanding that the individual may be asked to vacate the room to accommodate a group.

Individuals taking proctored examinations may use the rooms by appointment. The Library's designated proctor will book rooms for this purpose. Patrons taking proctored exams are not required to leave ID at the front desk.

### **IDENTIFICATION:**

One member of a group must agree to be responsible for the use of the room, and must check in at the front desk. Staff will hold the responsible person's photo ID (or library card if the individual does not have a driver's license or state ID card) while the group is using the room, and will inspect the room for damage and make sure it is locked before returning the ID or library card.

**The person signing for this room is responsible for seeing that it is used in accordance with the following rules, and for any damage that might be done to the room or its furnishings.**

- Capacity is not to exceed 6 persons without staff permission.
- No food is allowed. Bottled water only.
- Room is to remain unlocked while in use.
- Lights must be on.
- Furniture is not to be removed from nor added to the room.
- Noise levels should not be audible outside the room.
- No materials may be affixed to walls or other surfaces.
- Users must notify the front desk when finished.

Violation of any of the above rules is grounds for the entire group's forfeiture of use of the room.

01/08/2013

## **Homer Public Library Conference Room and Video Conference Guidelines**

### **General Guidelines**

The conference room and video conference equipment are intended to further the Library's mission through enriching lives and encouraging informational, educational, and cultural activities. When library activities are not occupying the room, other groups may use it during open hours for lawful, noncommercial purposes.

- Library use of the conference room takes precedence. Meetings that interfere with normal Library functions are not permitted.
- All meetings, programs and video conferences during open hours will be free and open to the public. Exceptions will be made to allow employment interviews that require teleconference or videoconference equipment.
- Direct or indirect sale of any product or services is prohibited, except for sales sponsored by the Library or Friends of the Homer Public Library. Non-profit organizations may accept donations to cover the cost of program or workshop presentation.
- Public conference room or video conference use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the facility. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Smoking, drugs, and alcoholic beverages are not allowed in the Library.
- Conference room capacity of 46 people may not be exceeded.
- Meetings must end 15 minutes before other scheduled meetings and before the Library closes.
- Conference room and video conference use is intended for specific events rather than for regularly scheduled, on-going meetings. Except for the Library, Friends of the Library, or government agencies, only one meeting or video conference at a time may be scheduled and use may not be scheduled more than two months in advance.
- Scheduling will be limited when necessary to ensure equitable access to the facilities for the entire community.
- The Library reserves the right, with 24 hour notice, to cancel permission to use a conference room or to provide a substitute room, if available. The Library will make every effort to avoid cancellation but does reserve that right.

### **Equipment**

- Internet-capable flat screen television monitor

- Projector screen and digital projector
- Laptop computers
- Teleconference equipment
- Videoconference equipment
- Two carousel slide projectors and extra carousels (also available for check out)
- Overhead projector (also available for check out)
- 16 mm movie projector (also available for check out)

### **Conference Room and Video Conference Requests**

- Groups interested in using the video conference equipment and/or the conference room must first fill out a **Conference Room and Video Conference Application**. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability
- Meeting room and video conference use may be requested only by adults. Persons under the age of 18 must be sponsored and supervised by an adult responsible for the group.
- The Responsible Party agrees to ensure that library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- A reservation is not confirmed until the application has been approved by the Library Director or the librarian in charge.

### **User Responsibilities**

- The Responsible Party must check in with staff before and after a meeting and is responsible for reasonable care of the videoconference equipment, the conference room, and any other equipment used.
- The Responsible Party agrees to ensure that equipment is used according to library guidelines, as demonstrated by library staff.
- Library staff must be notified in advance of cancellations. Failure to notify library staff in advance may disqualify the user from future use of the room.
- The Responsible Party agrees to ensure that the room is cleaned up and returned to its pre-use condition, including furniture arrangement.
- In order to avoid damage, only materials approved by library staff may be affixed to walls or other surfaces.
- Abuse of equipment or failure to follow library rules on conference room and video conference equipment use may be grounds for denial of permission for further use.

- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.

Library video conference equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- ***Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.***

*Office of the Mayor  
Mary E. Wythe  
Homer City Hall*

*491 E. Pioneer Avenue  
Homer, Alaska 99603-7624*



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

**MEMORANDUM 13-011**

**TO:** HOMER CITY COUNCIL

**FROM:** MARY E. WYTHE, MAYOR

**DATE:** JANUARY 22, 2013

**SUBJECT:** APPOINTMENT OF MATT STROBEL TO THE LIBRARY ADVISORY BOARD  
AND REAPPOINTMENTS OF BOB HOWARD AND STEVE ZIMMERMAN TO  
THE PORT AND HARBOR ADVISORY COMMISSION.

Matt Strobel is appointed to the Library Advisory Board to fill the seat vacated by Ken Schroeder. His appointment will expire April 1, 2014.

Bob Howard and Steve Zimmerman are reappointed to the Port and Harbor Advisory Commission. Both are three-year terms that expire February 1, 2016.

**RECOMMENDATION:**

Confirm the appointment of Matt Strobel to the Library Advisory Board and reappointments of Bob Howard and Steve Zimmerman to the Port and Harbor Advisory Commission.

Fiscal Note: N/A





# *Office of the Mayor*

*Mary E. Wythe*

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

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

January 29, 2013

Matt Strobel  
PO Box 3570  
Homer, AK 99603

Dear Mr. Strobel,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of January 28, 2013, via Memorandum 13-011.

Included is the 2012 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a commissioner as to conduct and conflicts of interest. You will also find a pamphlet on the basics of Robert's Rules of Order. This is intended to help you as a member of the board.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead.

Your term will expire April 1, 2014.

Cordially,

*Mary E. Wythe*  
Mary E. Wythe, Mayor

Enc: Memorandum 13-011  
Certificate of Appointment  
2013 Public Official Conflict of Interest Disclosure Statement  
HCC 1.18  
Robert's Rules

Cc: Library Advisory Board

# City of Homer

Homer, Alaska

## Mayor's Certificate of Appointment

Greetings

Be It Known That

*Matt Strobel*

Has been appointed to

serve as

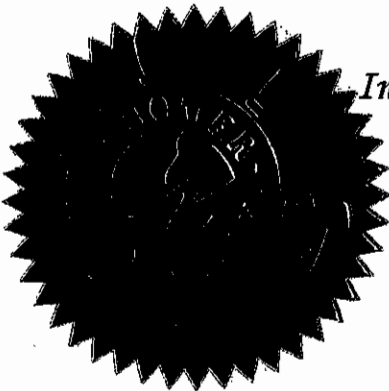
**"Boardmember"**

on the

**"Library Advisory Board"**

*This appointment 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 29<sup>th</sup> day of January 21013.*



*Mary E. Wythe*  
Mary E. Wythe, Mayor

Attest:

*[Signature]*  
Jo Johnson, CMC, City Clerk



**CITY OF HOMER  
2013 OPERATING BUDGET**

**NARRATIVE**

**GENERAL FUND – LIBRARY**

The Homer Public Library supports the information needs of the community by providing access to quality resources in a welcoming atmosphere by a knowledgeable and caring staff. We serve as a place for children to discover the joy of reading and the value of life-long learning. We promote literacy, learning and enrichment for people of all ages, thereby enhancing the economic, social and cultural vitality of our community.

**FY2013 OBJECTIVES:**

The main objective of the library staff in 2013 will be to meet patron needs by continuing to improve services in the following areas:

1. Expanding and updating the library's collection of books, audios, and videos for children, teens and adults, as well as reference resources, fiction and non-fiction in electronic formats.
2. Implementing new library management software which will provide improved patron access to library materials.
3. Meeting the demand for enhanced children's services and early childhood literacy programs.
4. Staff training to keep up with changes in information technology and library best practices.

In addition, we continue to look for ways to streamline procedures.

**FY2012 ACCOMPLISHMENTS:**

1. Served 116,341 patrons and circulated 105,001 items (8/2011-7/2012).
2. Issued 829 new library cards (8/2011-7/2012).
3. Provided 44,352 Internet access sessions (8/2011-7/2012).
4. Provided weekly preschool story hour and a baby lap-sit program with over 2,912 children and adults attending (8/2011-7/2012).
5. 189 children, 49 teens and 35 adults participated in the 8-week Summer Reading Program. 1,011 adults and children attended summer reading activities, events and workshops.
6. Recruited, trained and supervised volunteers who generously contributed 2,154 hours to library operations, programs and services.
7. Instituted new DVD check-out system that provides better service to patrons and improved efficiency for staff.



**CITY OF HOMER  
2013 OPERATING BUDGET**

**FUND 100  
145 - LIBRARY**

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2013 Adopted Budget	Difference Between 2012 Amended & 2013 Adopted	
<b>Salaries and Benefits</b>							
5101 Regular Employees	\$ 262,485	\$ 251,635	\$ 253,047	\$ 253,047	\$ 240,789	\$ (12,258)	-4.84%
5102 Fringe Benefits	189,152	160,004	158,458	158,458	165,534	\$ 7,075	4.47%
5102 Fringe Benefit - PERS relief	-	-	15,000	15,000	27,667	12,667	100.00%
5103 P/T Employees	93,811	88,847	98,938	98,938	105,118	6,180	6.25%
5104 Fringe Benefits P/T	12,129	11,402	17,989	17,989	63,513	45,524	253.07%
5105 Overtime	1,190	165	1,000	1,000	1,000	-	0.00%
5107 P/T Overtime	105	-	-	-	-	-	0.00%
<b>Total Salaries and Benefits</b>	<b>558,871</b>	<b>512,053</b>	<b>544,432</b>	<b>544,432</b>	<b>603,621</b>	<b>59,189</b>	<b>10.87%</b>
<b>Maintenance and Operations</b>							
5201 Office Supplies	4,656	7,631	9,155	9,155	9,155	-	0.00%
5202 Operating Supplies	3,072	612	670	670	670	-	0.00%
5203 Fuel/Lube	21,385	30,545	26,014	36,014	37,772	1,758	4.88%
5208 Equipment Maintenance	1,936	2,071	3,065	3,065	2,507	(558)	-18.21%
5209 Building & Grounds Maintenance	-	-	500	4,060	500	(3,560)	-87.68%
5210 Professional & Special Services	18,121	24,870	21,273	21,273	14,600	(6,673)	-31.37%
5214 Rents & Leases Expense	4,548	4,103	6,120	6,120	6,120	-	0.00%
5215 Communications	3,532	1,177	2,617	6,017	6,200	183	3.04%
5216 Postage/Freight	4,752	4,391	5,200	5,200	5,000	(200)	-3.85%
5217 Electricity	22,711	32,258	23,742	30,042	30,000	(42)	-0.14%
5218 Water	1,264	1,299	1,271	1,271	1,271	-	0.00%
5219 Sewer	1,309	1,347	1,317	1,317	1,317	-	0.00%
5221 Property Insurance	5,265	5,396	5,936	5,936	6,498	562	9.47%
5223 Liability Insurance	8,766	6,308	7,502	7,502	5,802	(1,700)	-22.66%
5227 Advertising	46	179	167	167	300	133	79.64%
5228 Books	19,537	21,063	23,000	23,000	33,000	10,000	43.48%
5229 Periodicals	8,695	8,909	8,994	8,994	8,994	-	0.00%
5230 Audio/Visual Materials	6,327	6,218	6,420	6,420	16,420	10,000	155.76%
5231 Tools/Equipment	466	12,723	3,125	3,125	3,000	(125)	-4.00%
5235 Memberships/Dues	1,130	1,360	1,275	1,275	1,275	-	0.00%
5236 Transportation	4,396	3,853	5,569	5,569	5,500	(69)	-1.24%
5237 Subsistence	1,285	1,284	1,218	1,218	1,218	-	0.00%
5238 Printing/Binding	-	-	500	500	500	-	0.00%
5242 Janitorial	30	-	75	75	75	-	0.00%
5244 Snow Removal	5,080	8,190	8,280	12,080	14,000	1,920	15.89%
5252 Credit Card Expense	7	31	-	-	31	31	0.00%
5603 Employee Training	3,285	1,021	3,335	3,335	3,335	-	0.00%
<b>Total Maintenance and Operations</b>	<b>151,602</b>	<b>186,838</b>	<b>176,340</b>	<b>203,400</b>	<b>215,060</b>	<b>11,660</b>	<b>5.73%</b>
<b>Capital Outlay, Transfers and Reserves</b>							
5990 Transfer to Reserves	-	-	15,000	15,000	-	(15,000)	-100.00%
<b>Total Capital Outlay, Transfers and Res</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>(15,000)</b>	<b>-100.00%</b>
<b>Debt Payment</b>							
5607 Debt Payment	38,257	39,835	41,478	41,478	43,361	1,883	4.54%
5608 Debt Payment Interest	61,567	59,989	58,346	58,346	56,463	(1,883)	-3.23%
<b>Total Debt Payment</b>	<b>99,824</b>	<b>99,824</b>	<b>99,824</b>	<b>99,824</b>	<b>99,824</b>	<b>-</b>	<b>0.00%</b>
<b>Total</b>	<b>\$ 810,298</b>	<b>\$ 798,715</b>	<b>\$ 835,597</b>	<b>\$ 862,657</b>	<b>\$ 918,505</b>	<b>55,848</b>	<b>6.47%</b>
<b>Staffing History</b>	<b>7.40</b>	<b>8.10</b>	<b>8.10</b>	<b>8.10</b>	<b>8.10</b>		

**LINE - ITEM EXPLANATIONS:**

5215 - Communications: New Bandwidth for libr      5228 - Update & Expand library collection  
5238 - Fix binding of older books.                      5210 - Switch Library Systems

**Account Number Explanations: See "Appendix" Tab.**

Account Number		2013 Beg Bal		2013 Beg Bal		
Dept	Reserve	2013 Beg Bal	Transfer	Expenditures	2013 End Bal	
390		66,095	-		66,095	
Dept	Debt	2013 Beg Bal	Principal	Interest	2012 End Bal	2012 End Bal
2006	New Library	1,412,806	41,478	58,346		1,371,328



**CITY OF HOMER  
2013 OPERATING BUDGET**

**NARRATIVE**

**GENERAL FUND - LIBRARY STATE GRANTS**

To account for the grant provided by the State for senior employment. Senior Grant moved to the Senior Center in 2001.

**FUND 100**

**146 LIBRARY STATE GRANTS**

		FY 2010	FY 2011	FY 2012	FY 2012	FY 2013	Difference	
		Actual	Actual	Adopted	Amended	Adopted	Between 2012	
				Budget	Budget	Budget	Amended & 2013	
							Adopted Budget	
<b><u>Maintenance and Operations</u></b>								
5227	Advertising (Senior Grant)	-	-	-	-	-	-	0.00%
5228	Books	6,350	6,260	6,350	7,000	7,000	-	0.00%
5229	Periodicals	-	-	-	-	-	-	0.00%
5230	Audio/Visual Materials	-	-	-	-	-	-	0.00%
5236	Transportation	-	-	-	-	-	-	0.00%
5603	Employee Training (Senior Grant)	-	-	-	-	-	-	0.00%
<b><u>Total Maintenance and Operations</u></b>		<b>6,350</b>	<b>6,260</b>	<b>6,350</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>	<b>0.00%</b>
<b>Total</b>		<b>\$ 6,350</b>	<b>\$ 6,260</b>	<b>\$ 6,350</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>0.00%</b>

**LINE - ITEM EXPLANATIONS:**

**Account Number Explanations: See "Appendix" Tab.**





