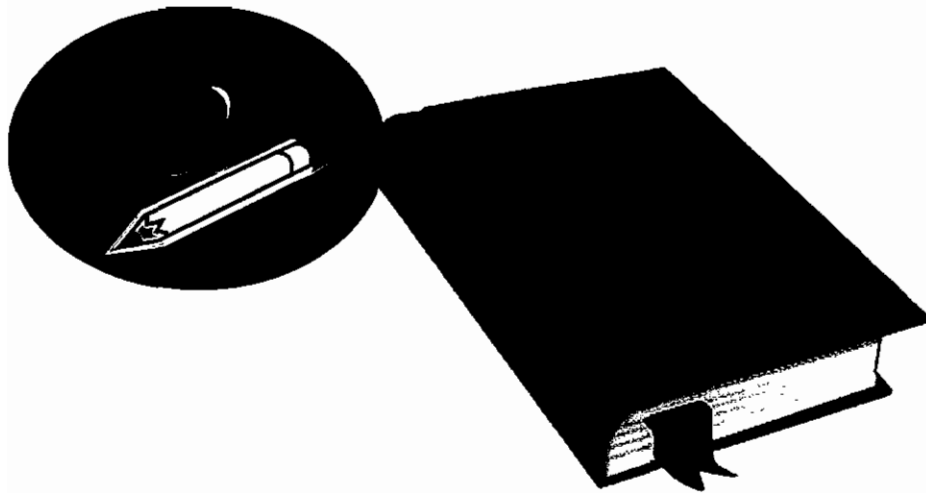


Library Advisory Board
Tuesday
September 3, 2013
Regular Meeting
5:00 p.m.



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 Special Meeting on August 6, 2013 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – September 11, 2013 at 6:00 P.M. Library Conference Room
 - C. Director's Report & Statistics August 2013 Page 13
 - D. Budget & Statistics – Phil Gordon
 - E. Children's Art
 - F. Facilities Report – Dave Groesbeck
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Creating A Strategic Plan for the Board Page 15
 1. Strategic Planning PowerPoint Page 17
 2. Worksheet Page 43
 - B. Budget 2014
 1. PowerPoint Presentation "Advocacy for Collection Development" Revised Page 45
- 10. NEW BUSINESS**
- 11. INFORMATIONAL MATERIAL**
 - A. City Council Budget Development Schedule Page 77
- 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 OCTOBER 1, 2013** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 13-08 a Regular Meeting of the Library Advisory Board was called to order by Chair Groesbeck at 5:04 p.m. on August 6, 2013 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS GROESBECK, KLOUDA, GORDON, STROBEL

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

Chair Groesbeck requested a motion to approve the agenda.

GORDON/STROBEL – SO MOVED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There was no public present.

RECONSIDERATION

There was no reconsideration scheduled.

APPROVAL OF MINUTES

A. Meeting Minutes for the Special Meeting on July 16, 2013

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

KLOUDA/STROBEL – SO MOVED.

Mr. Gordon requested a correction to the word inefficiencies to deficiencies under comments.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Friends Report

Since the last meeting the Friends have not met.

B. Next Friends Meeting August 14, 2013 at 6 pm in the Library Conference Room

Mr. Strobel confirmed that he still intends to attend the meeting.

C. Directors Report and Monthly Statistics

Library Director Dixon commented on the following:

- Very busy in attendance and circulation, both are up over last year and last month.
- The teen party and ice cream party were very well attended
- Book signing for Pilgrim's Wilderness was well attended, almost 200 persons attended
- Next month Book signing for Snow Child
- Bad stretch of internet problems
- Early Learning Stations becoming very popular, interactive with both care giver/parent and the child. Contains good, quality programs that keep the smaller children productively engaged
- Big push on cataloging and purchasing
- Upcoming retirement but notice has not been delivered yet, questioning on replacing that experienced staff member.
- Working on department budget which must be in to the City Manager by August 19, 2013

Mr. Gordon commented on getting the two recent authors.

Ms. Klouda inquired if an IT person can be asked for on the request.

Chair Groesbeck inquire about the details of the internet problems which Ms. Dixon explained was the fault of ACS and GCI not the city. He then inquired what the Library's priorities would be for 2014 and what if anything the Boardmembers could do to assist her. He asked about the processing of new books and inquired if Ms. Dixon has considered purchasing pre-cataloged books.

Ms. Dixon stated she just received numbers but would be requesting a Children's Librarian and IT, part-time, and more book money. She will have to replace the person retiring however it will not contain the same duties being performed by that person. Ms. Dixon noted that the new system can perform that and there was resistance in the past but she is going to encourage that step be taken.

D. Budget and Statistic

Chair Groesbeck introduced the item and gave the floor to Mr. Gordon.

Mr. Gordon stated he met with Ms. Dixon but was concerned that a specific slide of compelling information was still missing. He felt that chart was most dramatic. He thought the overall presentation was good, but he was unable to make it as compelling as it was before and he has a problem with that, for example page 64 there is a correction needed.

GROESBECK/GORDON – MOVED TO SUSPEND THE RULES TO ADDRESS THE BUDGET PRESENTATION AT THIS TIME.

Ms. Krause explained that the presentation could be viewed at both items.

The motion was approved by consensus of the Board.

Ms. Krause proceeded to bring up the presentation that was prepared. Chair Groesbeck then commented that time is getting short.

After a brief discussion and commentary by Mr. Gordon it was agreed to the title slide of the presentation as presented with the added word “and”; further discussion on the presentation including more facts to support the need for additional staff; Mr. Gordon did not want the Board to stumble in; he advocated for a well-designed and carefully documented presentation. He recommended reviewing the presentation slide by slide.

Slide 2 – No comments.

Slide 3– Library serves communities... Mr. Gordon commented that one councilmember is angry that the Library serves outside the community. Chair Groesbeck noted that they do receive grants and outside funding to compensate for that.

Slide 4 – Comparison of Library Expenditures

Ms. Krause noted for the record that the information was compiled from the reports turned in to the State by all the Libraries. The numbers reflected for the 1980’s is not complete since the state only started compiling the information since 1987.

Ms. Dixon asked for clarification on expenditures and Mr. Gordon requested that the slide title be representative of the fact that it was Materials or Collection expenditures.

Ms. Klouda commented on the interlibrary loans done by Kodiak and Homer is comparable. Ms. Dixon stated that she did not have the numbers for the materials provided to Nanwalek.

Mr. Gordon commented that the slide that demonstrated the percentages of changes was stronger than a cartoon. He requested that slide to be included.

Ms. Krause explained that she did not have the data to back up the claim that that particular slide depicted. She requested Mr. Gordon to provide that information so she can also reconfigure the graph to be uniform with the others in the presentation. Chair Groesbeck confirmed that if Mr. Gordon would provide that information it would be included in the next draft of the presentation.

Slide 6 - Percentages by the Decade - Ms. Krause then displayed a bar graph that reflected her research regarding the changes in the budgets for collection development. She noted that while Homer did receive a substantial increase in budget for the decade 2000-2009 in comparison to the 1990-99. She pointed out that her information regarding the Collection budgets or expenditures did not support the chart or slide that Mr. Gordon wanted to include. She opined that including this information may even be detrimental in obtaining the requested funding.

Chair Groesbeck requested adding Percentages by Decades for Materials. He commented that they need to make this clear for the average citizen. They are trying to project a picture of what the needs are and they deal with it every day.

Slide 7 – Decreased spending...sill focused on Collection...

Ms. Dixon wanted to use another word besides “deserves”. Mr. Gordon added that this was the slide they felt may not be needed and should be removed since it was more conjectural. Ms. Klouda opined that the Library serves as an educational tool. Chair Groesbeck felt it was an important message that should be conveyed to Council and asked if Mr. Gordon would object to saying the same thing but using

different words. Mr. Gordon was open. Chair Groesbeck requested Ms. Dixon to reword the slide and submit it to Ms. Krause.

Slide 8 – Regarding repair – Chair Groesbeck read the content of the slide and commented that this was important message to Council. Mr. Gordon agreed it was good.

Slide 9 – Public Comments – the last comment regarding inadequate, outdated collection was discussed on how truthful it was. The Board agreed that as it applied to the non-fiction definitely. Ms. Dixon responded that she has not done a formal review since she arrived but noted that they are working on it. They have brought it into the 1990's now.

Chair Groesbeck noted that she may be asked that question so it would be good to have an answer. Mr. Gordon suggested bringing in some examples such as geographical; if the books on Iraq or Afghanistan do not show the war then it is out of date.

Slide 10 – Circulation Totals

Ms. Krause read her notes that described and advocated to keep this slide in the presentation. It presented a strong statement and also supported the request for staff. She acknowledged the request from Mr. Gordon, he agreed it was powerful, but his fear was it would possibly overload the Council with information that may turn them off. He has experienced that in the past. Mr. Strobel opined that this slide was very pertinent and if they were to get rid of any information so as to not cause information overload he would recommend the percentages by decade or expenditures by decade would tend to confuse but believed that the percentages by decade is the weakest. Mr. Gordon commented that he was willing to go along with the majority but felt that this slide did not support the collection development or staff needs either. He did not believe that this information fit into this presentation. Ms. Dixon understood Mr. Gordon's point however she believed that this graph reflected the "tremendous appetite for information" to the point that the community is willing to check out 20 year old materials. Chair Groesbeck inquired from Mr. Strobel his opinion on the slide. Mr. Strobel felt strongly that the circulation slide was strong support. He would delete the percentages by decade slide #6. Also keeping the circulation slide speaks strongly to collection; it reflects that usage of the Library is very strong. The percentages by decades slide would be removed. The Board agreed by consensus.

Slide #11 – Volunteers and Friends

Ms. Krause read her notes on this slide to the Board. Ms. Krause further noted that if there was additional information that could be included or less to support the enormous benefits the city receives at no cost.

Ms. Dixon reported that she has updated figures on the total support from the Friends and will forward that information. She went on to further note that the Friends fund not only the landscaping program but also the summer reading program, supplies for the children's programs, Top Drawer, fund raising for capital programs and pay for Erin Hollowell, the Friend's Coordinator, who is responsible for doing all the legwork getting the authors, etc., if they (the Library) did not have that assistance they would not be able to do it.

Chair Library stated that this shows that there is enormous community support for the library and he believes that this will encourage the Council to support the requests of the Library Director.

Slide #12 – Graph showing the # of Volunteers and hours contributed.

Ms. Krause read the notes and also commented that she will be correcting the graph titles as they were reversed. The Board agreed this was an outstanding and compelling bit of information.

Slide #13 – Staff

Ms. Krause commented that she tried to locate pictures of the services that staff was needed for; she added that the increased facilities and services provided by the city (such as technology) keep growing and Homer is growing, added Chair Groesbeck— staff is getting burned out and stretched thin.

Slide #14 – Great crew, fine boat...

Chair Groesbeck inquired what a skookum was- Mr. Gordon explained it was native jargon, (Research showed that this is a Chinook term used in the Pacific Northwest and means good, best, or powerful, can also be used for Sasquatch or a souvenir doll once sold in most tourist areas in the United States. There were no additional comments on this slide.

Slide #15 – Nets

No comments regarding this slide.

Chair Groesbeck commented that this presentation ended on an informal note, it is real and it is not adversarial.

Ms. Krause stated that any additional information on needed staff could be inserted after Slide #13.

A brief discussion on including more information or if the current content was supportive of the proposed increase in staff requested. Ms. Dixon explained that she will submit her request and the reasons supporting her request for additional staff, then she will sit down with the City Manager and the Finance Director who will explain why something cannot be included in this year's budget. This is then what the City Manager will present to Council as the proposed 2014 budget. She did not feel that it was inappropriate to include the requests for collection development and staff.

Further discussion included the dire need for staffing not just at the Library but in other city departments, lean budget years, stretching existing staff to cover new facilities and one of the responsibilities of the Board was to advocate for the Library.

Chair Groesbeck restated that the board will focus on collection development budget and staff.

A discussion ensued regarding the time frame for presenting the presentation. Ms. Krause recommended not waiting until the last meeting for presenting before Council and that the best time or meeting would be September. Before that is too soon, revenue numbers are not available, Council hasn't seen really any budget numbers. Mr. Gordon thanked Ms. Krause for her efforts in putting together the presentation.

Chair Groesbeck requested the members to please review the presentation and get any comments or suggestions to Ms. Krause.

Mr. Gordon announced that he had to leave in 20 minutes.

E. Children's Art

There was no discussion on this item.

F. Facilities Report

Chair Groesbeck requested this item to be postponed until the next regular meeting.

PUBLIC HEARING

There was no public hearing scheduled.

PENDING BUSINESS

A. Review and discussion of Standing Committees

Chair Groesbeck noted for the record that this item was postponed from the previous meeting and recommended that no changes be addressed at this time.

There was no further discussion on this item.

B. Reduction in the Number of Members on the Board

Chair Groesbeck introduced the item into record.

Ms. Krause explained the recent developments regarding the proposed reduction in membership would not do away with the requirement of four members for a quorum. It was written in the Council Operating Manual and cited in the Homer City Code. She further explained that the laydown ordinance was from the city attorney.

After a brief discussion on the purpose for reducing the membership requirement was to be able to guarantee a quorum the Board agreed not to pursue reducing the membership since it defeated the purpose.

KLOUDA/GORDON – MOVED NOT TO REDUCE THE MEMBERSHIP REQUIREMENTS OF THE BOARD.

There was a brief discussion on the urgent need to recruit new members.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Creating a Strategic Plan for the Board

1. Strategic Planning PowerPoint
2. Worksheet

Chair Groesbeck stated that he has worked with large groups facilitating a strategic plan and it takes sometimes weeks to develop a plan. He appreciated the samples that Ms. Krause included in the packet.

Ms. Krause commented that this presentation was greatly received by Julie in planning who has worked with most of the commissions establishing Strategic plans.

There was a brief discussion on the city establishing a strategic plan and the contributions of each department.

This item was postponed to the September regular meeting. Boardmembers were asked to review and complete the worksheets.

NEW BUSINESS

A. Budget 2014

1. PowerPoint Presentation "Advocacy for Collection Development and Growth in Staff"

2. Council Budget Schedule

This was reviewed and discussed under the Reports section. See summary above.

Chair Groesbeck asked to review the Council budget schedule as provided in the packet and stated he would be presenting to Council at the September 9, 2013 Council meeting. He encouraged the other members to attend the meeting with him.

INFORMATIONAL ITEMS

- A. Memorandum to Mayor and Council through Katie Koester, CEDC, dated July 17, 2013 Re: Capital Improvement Plan Recommendations

Chair Groesbeck noted the memorandum for the record. There was no discussion.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

Ms. Krause stated that it was a great meeting.

Ms. Dixon was pleased to see the planning the presentation to council and creating a strategic plan and moving forward with this.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

Chair Groesbeck thanked Ms. Krause for her efforts on their behalf; Mr. Gordon for his advocacy on behalf of the Library and he is definitely the Board's conscience. Mr. Gordon is the best informed member on Library issues; Chair Groesbeck encouraged Matt and Naomi to continue to speak their minds; he sees Naomi as the wordsmith for the Board and Matt he considers the ultimate consumer of Library services and advocating for children's services.

COMMENTS OF THE BOARD

There were no comments from the Boardmembers.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:38 p.m. The next regular meeting is scheduled for Tuesday, September 3, 2013 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

Homer Public Library

Director's Report

August 28, 2013

Apparently the summer rush isn't over yet. Our peak day in August saw over 700 people using the Library on a rainy Monday. Hardly a seat could be found! Keeping up with all the returning books to shelve has been a challenge, even with the help of our fabulous volunteers. But that's good news, because it means the Library is being used.

The summer rush may not be over but the Summer Reading Program is, with a final count of 189 children, 49 teens, and 35 adults officially participating (many others attended programs and events). We finished with a Teen Night bash at the Library, lasting until midnight, which was part of the National Teen Library Lock-In, with t-shirt painting, movies, pizza, gaming, and more. The following day, our intrepid Youth Services coordinator, Claudia Haines, managed an ice cream party for the younger kids that included games, prizes, and a magic show. Thanks to the volunteers and Friends of the Library who helped out, a good time was had by all of the 200 people who attended.

Palmer author Eowyn Ivey, whose first novel *The Snow Child* was an international bestseller and a Pulitzer Prize finalist, visited the Library on Saturday, August 24. Despite sunny skies beckoning outside, over 50 people showed up to hear Ms. Ivey discuss her writing, read from *The Snow Child*, and sign copies. Another good time had by all!

Thanks to sponsorship by the Friends, the Library continues to offer two free classes on the last Saturday of most months: Drop-In Tech Help (noon-1:30) and Getting Started with E-Readers (2-3:30). This is a great opportunity to get personal assistance with tech questions.

We're finally ready to announce: Music is coming to the Library! Our small but well-chosen Music collection on CDs will be ready for check out in September. David Bernard and Amy Gordon have worked hard on this project and we're excited to finally be able to say "Yes!" to the frequent question, "Do you have any music?"

After 20 years working in various capacities at the Library, Susie Gibson will be retiring October 17. Filling her shoes is a huge challenge, which we are in the process of trying to negotiate. Happily, we won't be losing her entirely, as she will continue her weekly Homebound Outreach visits on a very part-time basis.

I have been preoccupied this month with two major endeavors: formulating a preliminary budget for the Library and completing annual reports to the Alaska State Library. I'll meet with City Manager Walt Wrede and Finance Director John Li the week of September 9 to finalize the City's Library budget request. I made four special budget requests: increasing the book budget by \$10,000; increasing our part-time Youth Services Librarian's hours from 28 to full-time; establishing a depreciation reserve account for Library equipment; and adding a seasonal Library Aide to help deal with the summer increase in Library activity and workload.



City of Homer

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Office of the City Clerk

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Memorandum

TO: LIBRARY ADVISORY BOARD

DATE: August 28, 2013

SUBJECT: STRATEGIC PLANNING

BACKGROUND

Chair Groesbeck requested this item to be postponed to the September regular meeting due to time constraints at the August meeting. He additionally requested members to review the materials and examples that were provided by staff.

Using the worksheet provided please provide or bring one recommendation of a mission statement, values, goals, priorities, and expected outcome for the Advisory Board.

This is a changing document and is not expected to be completed at one meeting. It is also a document that will be reviewed and updated annually by the Board.

RECOMMENDATION

REVIEW THE STRATEGIC DEVELOPMENT PRESENTATION AND USING THE WORKSHEET PROVIDED START DRAFTING THE LIBRARY ADVISORY BOARD'S PLAN FOR THE FUTURE.

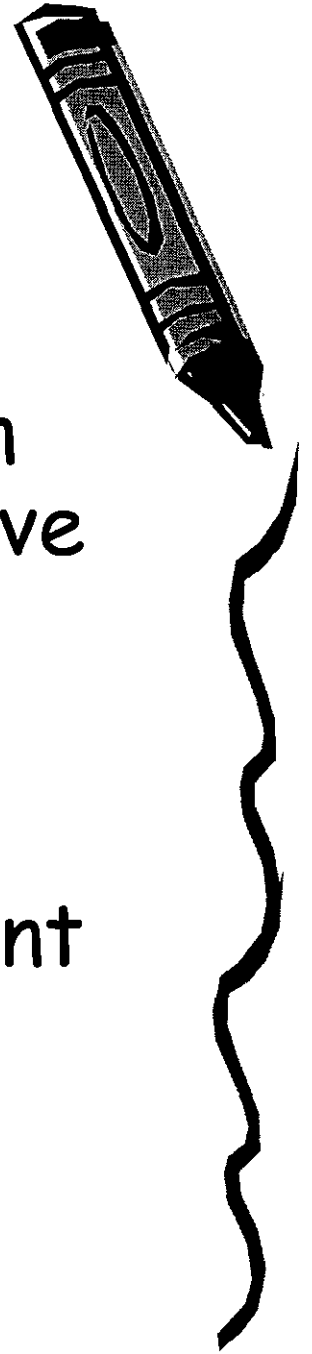
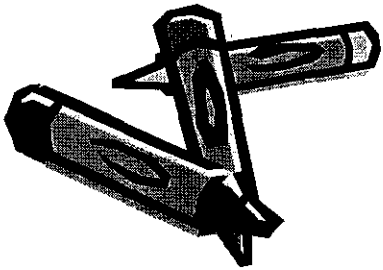


Strategic Planning

David Groesbeck
Homer Public Library
Library Advisory Board, Summer, 2013

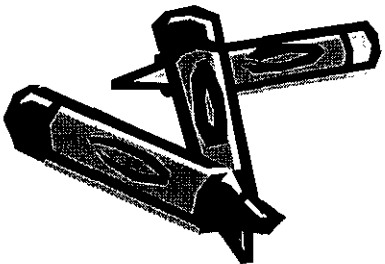
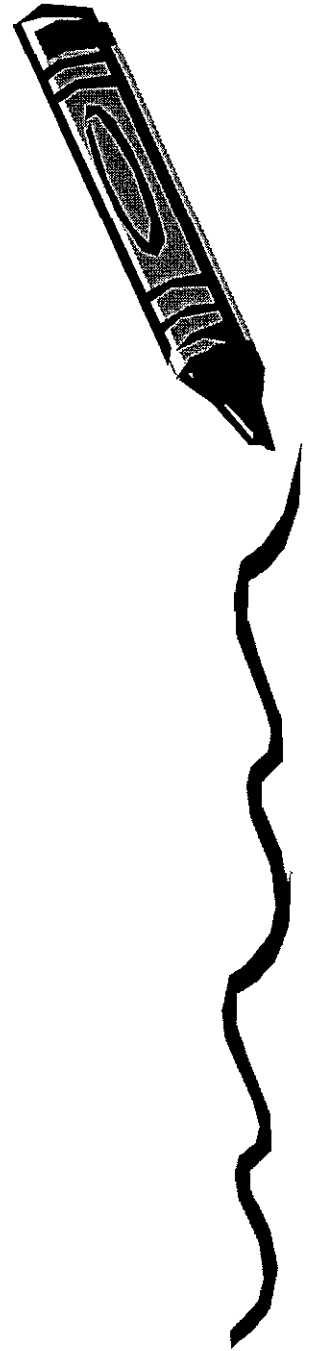
Reasons for Strategic Planning

- If you keep doing what you've been doing, you'll keep getting what you've been getting!
- Definition of Insanity: Keep doing the same thing and expect different results



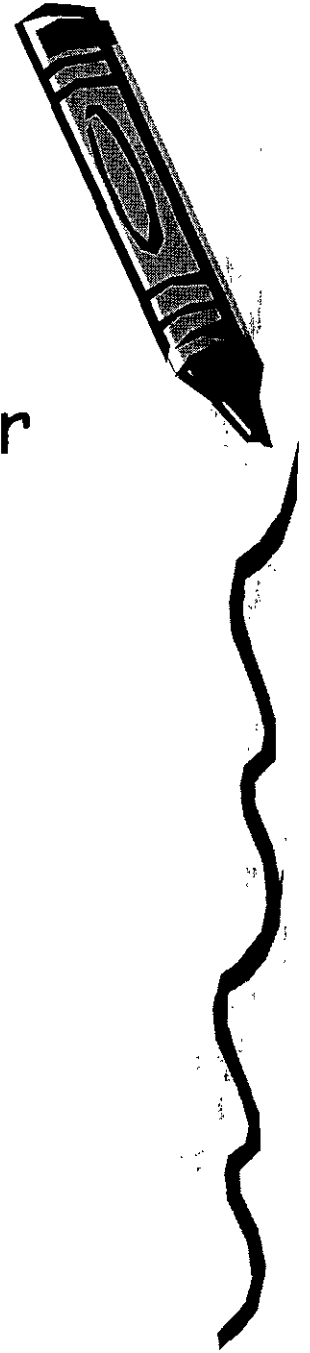
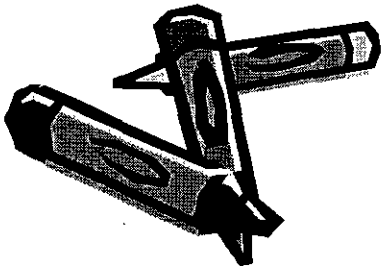
Strategic Plan Activity

- As a group discuss what the "Essential Elements" are of a strategic plan. Remember that a Strategic Plan provides direction, focus, priorities, etc.



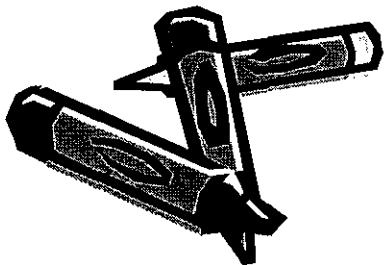
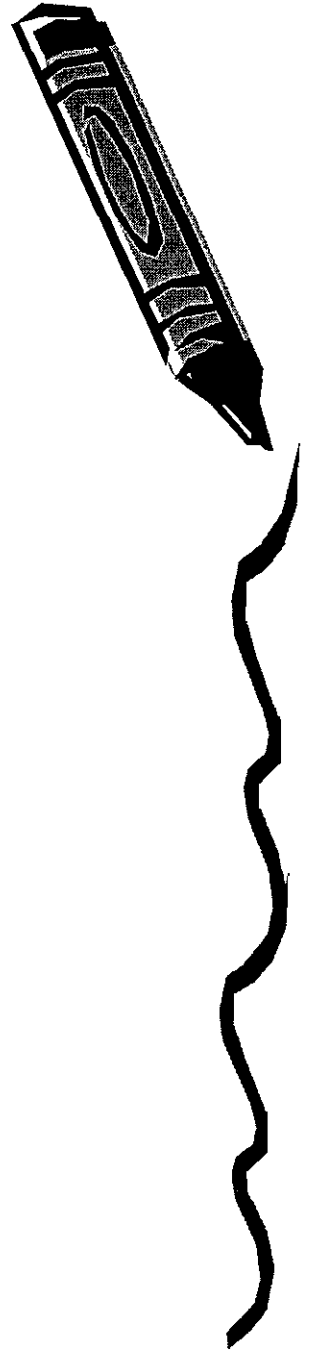
Why do Organizations need a Strategic Plan?

- All successful organizations have a clear sense of purpose, direction, focus and priorities!
- A Strategic Plan clarifies:
 - The Organizations purpose [Mission Statement]
 - Core Values [Fundamental Beliefs]
 - Essential Outcomes [Organizational Goals]
 - Priorities [Action Strategies]



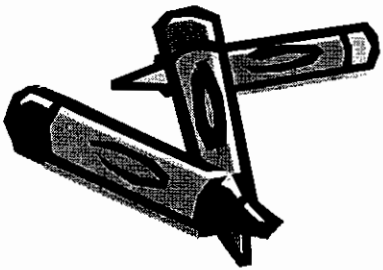
Mission Statement

- What do we stand for?



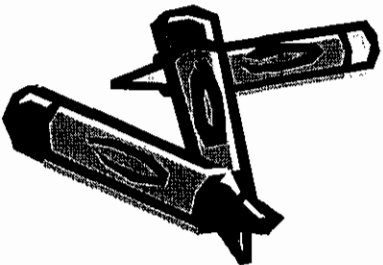
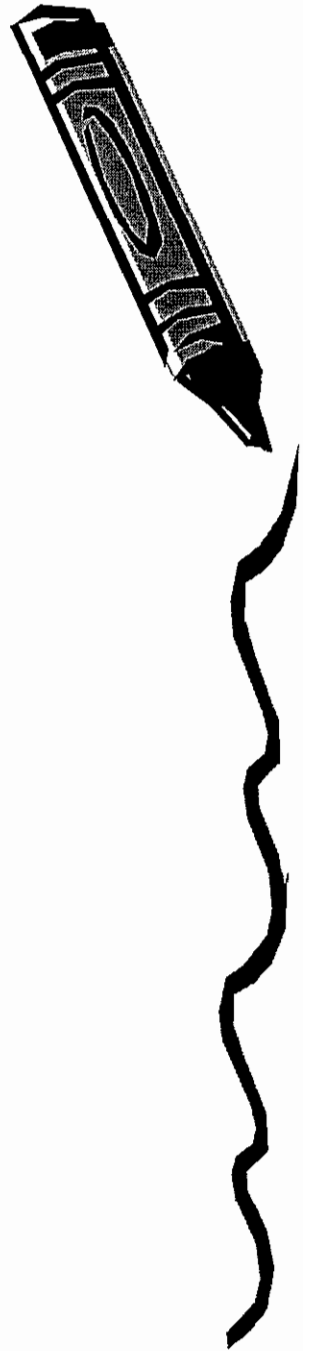
Mission Statement

- Why does the organization exist?



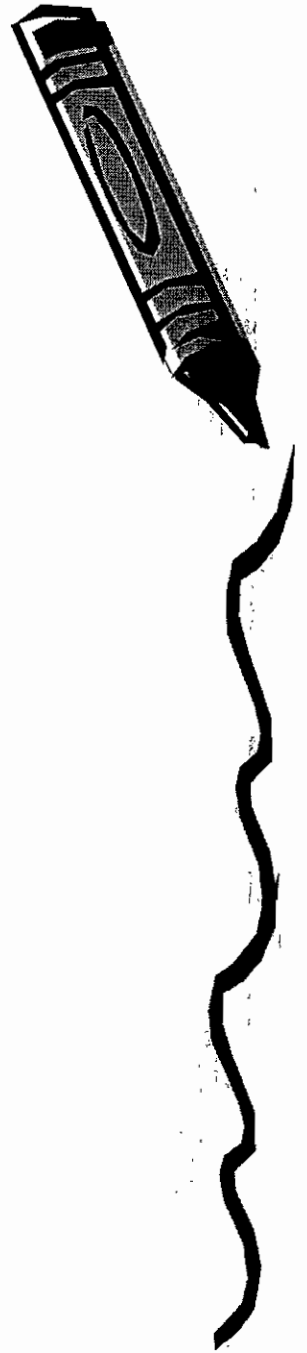
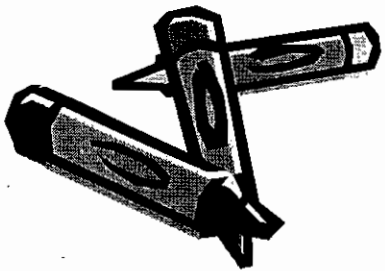
Mission Statement

- What do we do?



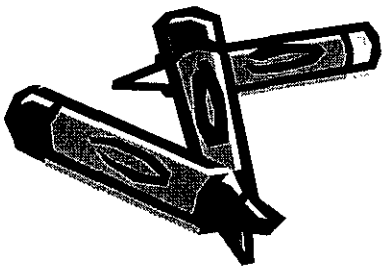
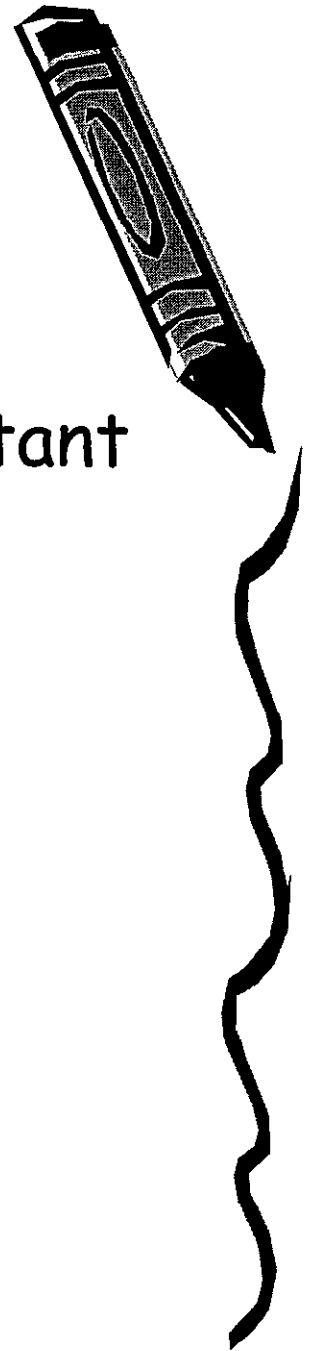
Mission Statement

- Who are we?



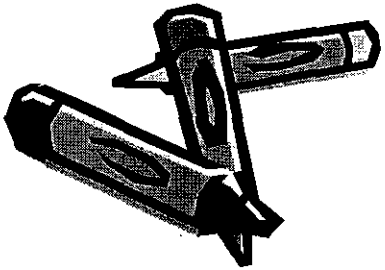
Organizational Core Values

- These are the values that are so important that they:
 - Permeate the Board/Organization
 - Identify what is most important
 - Clarify Expectations
 - Determine how people are treated
 - Provide parameters for the way business is done



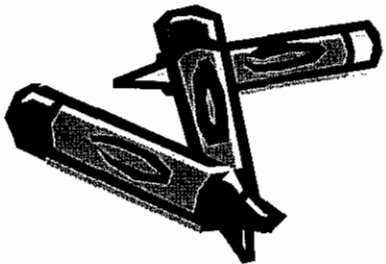
Outcomes

- These DRIVE everything that's done in the Organization.
- Typically there are three to five in number



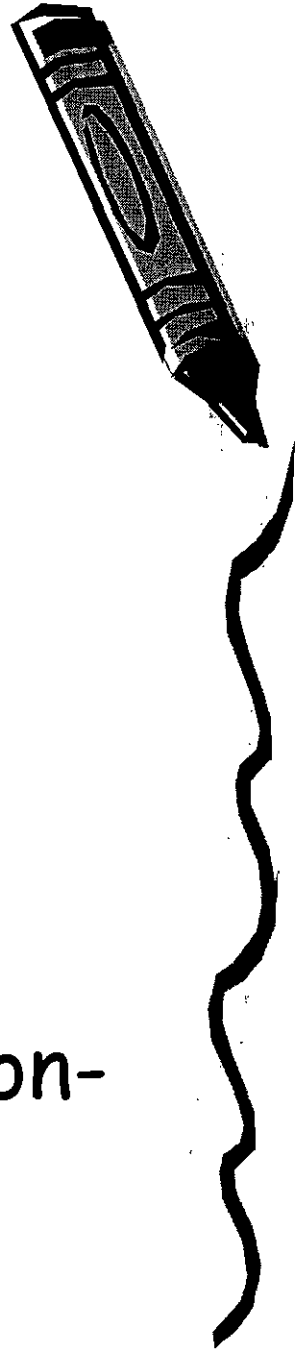
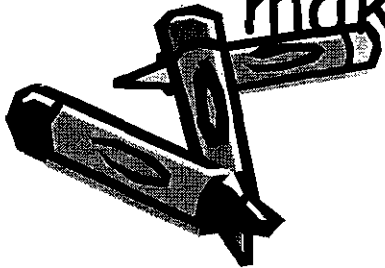
Priorities

- These ensure that the Outcomes are achieved!



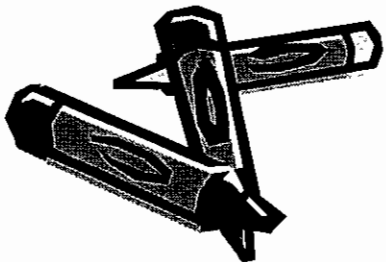
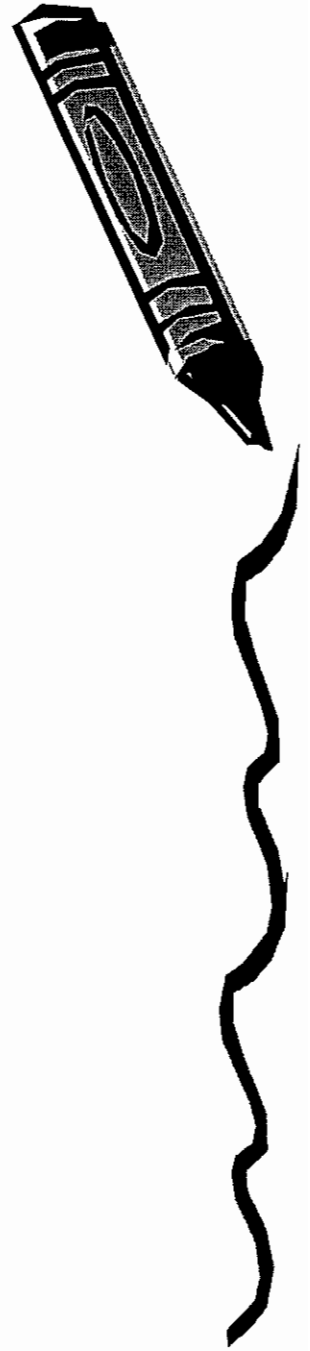
Is Strategic Planning worth the effort?

- Yes, it provides:
- Vision for the preferred future
- "Corporate" values for the organization
- Parameters for employee/board member expectations
- Priorities for organizational decision-making



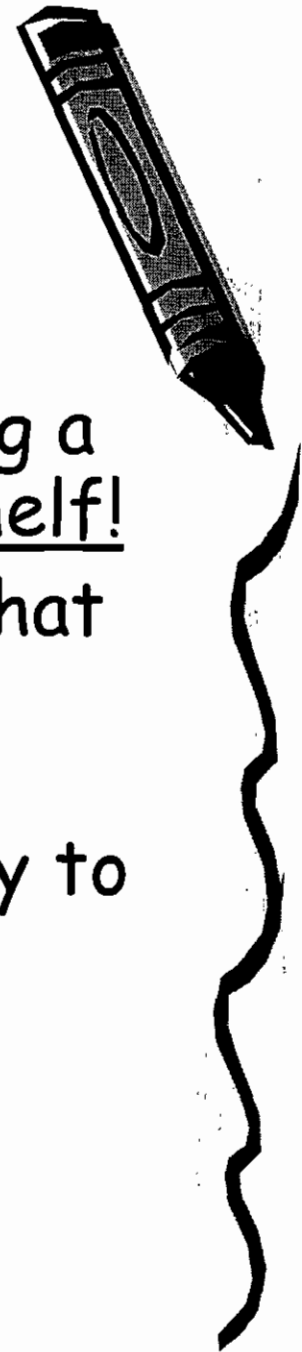
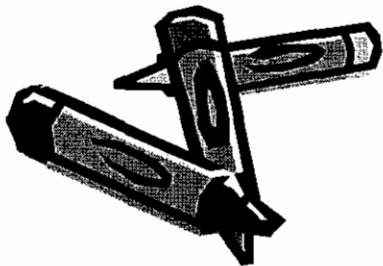
Is Strategic Planning worth the effort?

- Bottom Line...
- A Strategic Plan allows everyone within the Organization to understand the "Focus" of the organization and to shape how we conduct ourselves and/or do business!



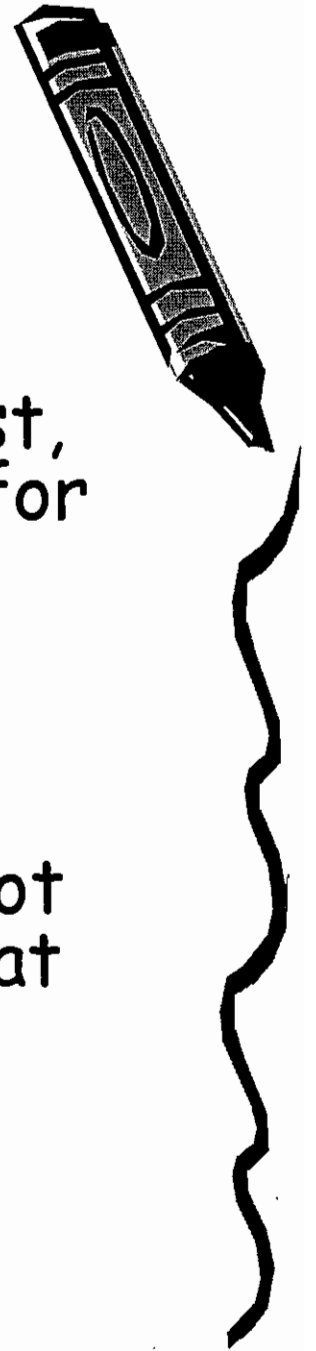
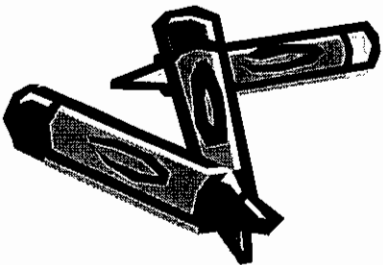
Plan ahead for Implementation Strategies

- If you spend time and energy developing a Strategic Plan, Don't let it sit on the shelf!
- Think about a simple one page format that can be disseminated throughout the community.
- The Strategic Plan should be brief, easy to understand and workable.



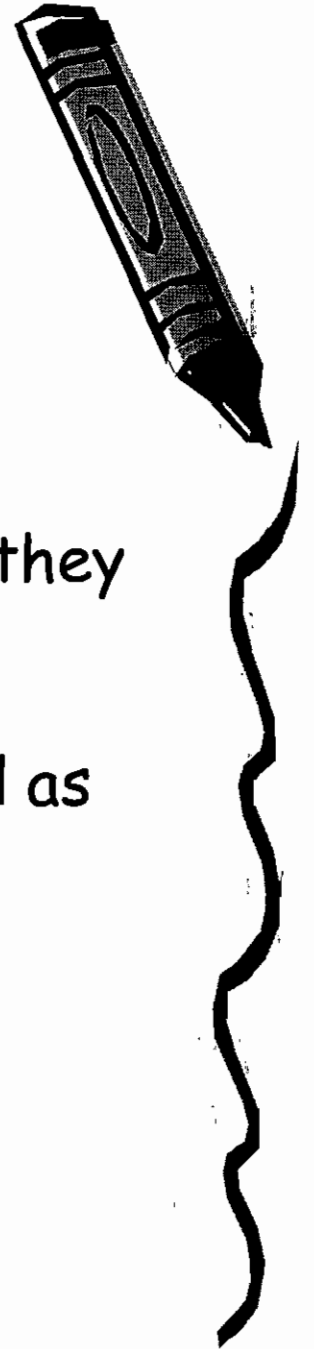
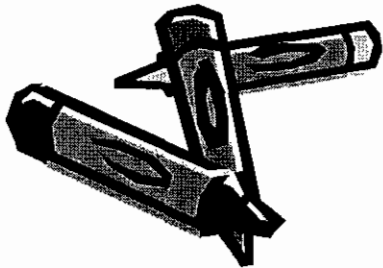
Timeline for developing a Strategic Plan?

- Don't take forever! You will lose interest, lose stakeholders and lose enthusiasm for the process.
- Establish a Reasonable Timeline for completion of the process.
- Have stakeholders "Commit" to being present at meetings. The process will not be consistent without the same people at the table!



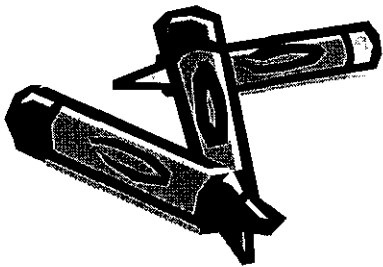
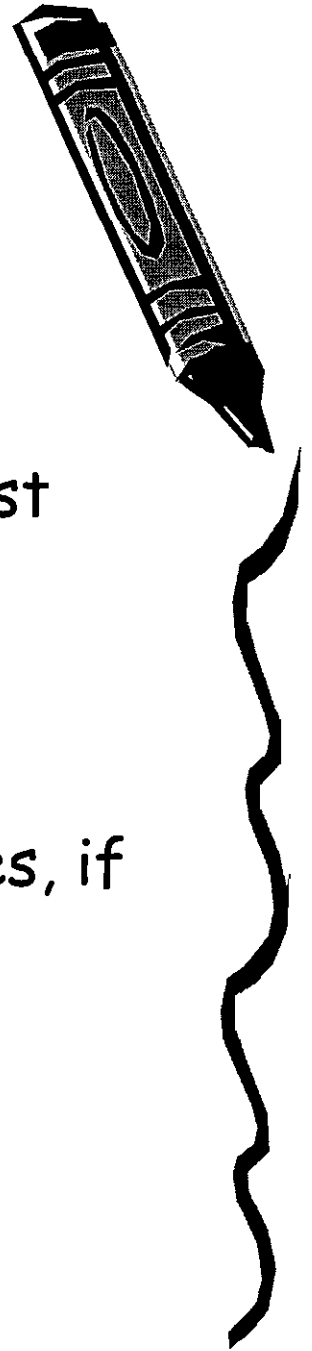
Have a good strategy for the Roll-out of your Strategic Plan

- Think about how your community leaders, employees and certain individuals within your community may react to a strategic plan that they did not help to write.
- If the leadership takes the Strategic Plan directly to the employees, it may be perceived as "Top Down".
- The plan should encourage feedback to verify whether you're on the "Right Track".
- Ask for Feedback!



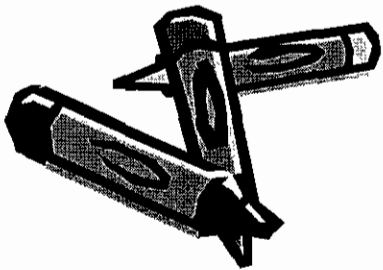
How do you get from the "Committee's" Strategic Plan to the Organization's plan?

- You need Broad-based support for the plan.
- When you need the support of others, you must involve and engage them in a meaningful way!
- Share the process... and the product.
- Ask for perceptions
- Solicit feedback
- Use that feedback to make meaningful changes, if appropriate.
- Get back to people as soon as possible.
- Everybody's opinion deserves consideration.



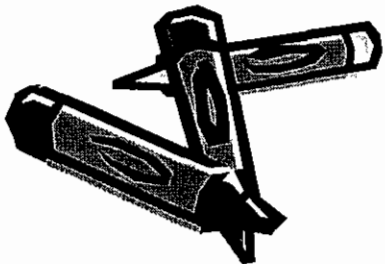
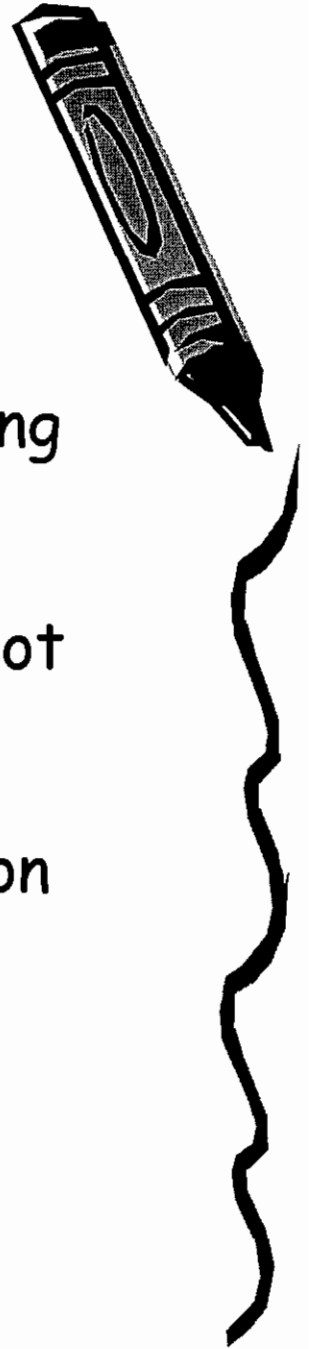
So who do you select to deliver the message?

- Consider someone who you know has credibility with your employees, elected officials and local community leaders.
- The overall perception of the Strategic Plan is vital to permitting its acceptance by constituents.



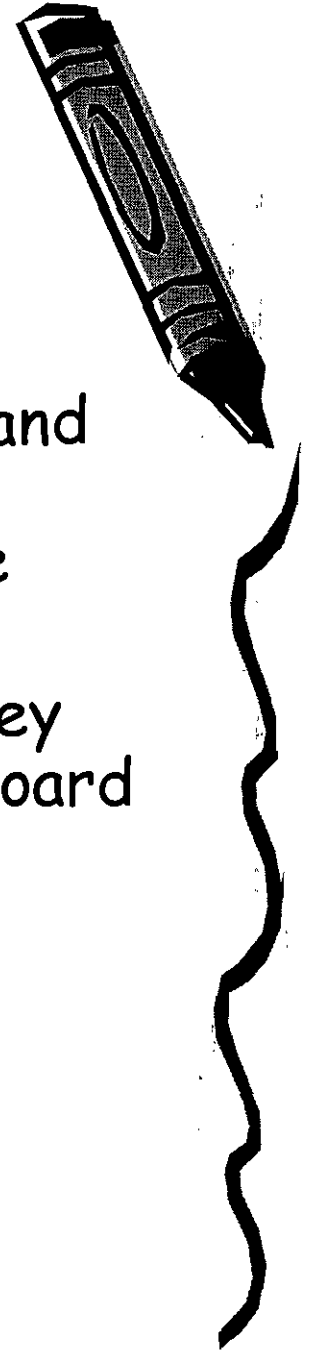
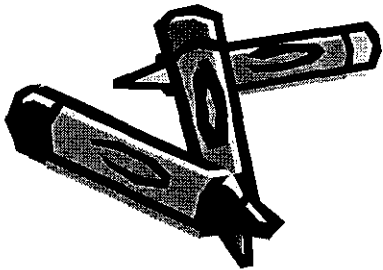
Additional Questions that **MUST** be asked!

- Is there something significant that the planning team "overlooked" in the Mission Statement, Values, Outcomes, or Priorities?
- Is there anything in the draft that we could not support [live with] for the next 3-5 years?
- Are there constructive suggestions that the planning team hasn't given serious consideration to?



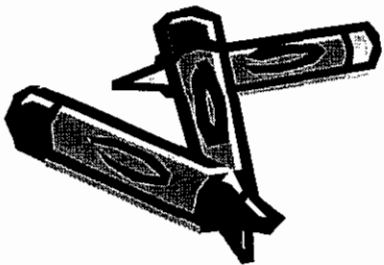
Be sure to use your new Strategic Plan!

- When you have completed the Strategic Plan and have garnered support from all stakeholders (including Council approval), be sure to use the plan on a regular basis.
- It should drive daily discussions, assist with key decisions and help solve problems within the board and library.
- Ensure "Visibility" of your Strategic Plan
- Let it "Move" your organization in the right direction.



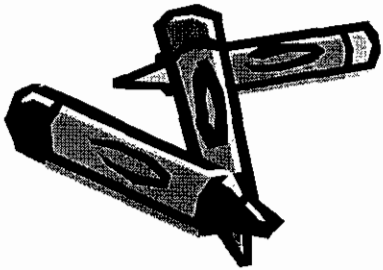
Some Ideas to Consider

- Try to "Utilize" your new Strategic Plan at all meetings.
- All Board agenda items should reflect a core value, outcome statement or library priority.
- "Walk the walk and talk the talk": Ensure that resources are focused in support of the vision.



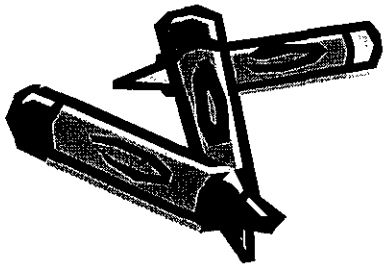
Points to remember

- Establish Specific Ground Rules
- "Check" all job titles at the door
- Utilize a collaborative process with consensus on every component.
- Document, document, document!



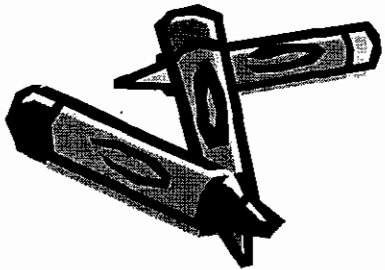
Consensus Defined

- Consensus is reached when all members of the group:
- Understand the decision
- Understand the conditions and viewpoints that resulted in the decision
- Have the opportunity to air their opinions
- Even though they might not wholeheartedly agree, they will accept it and support it

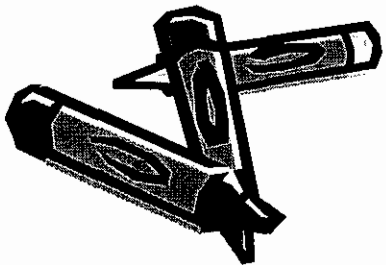
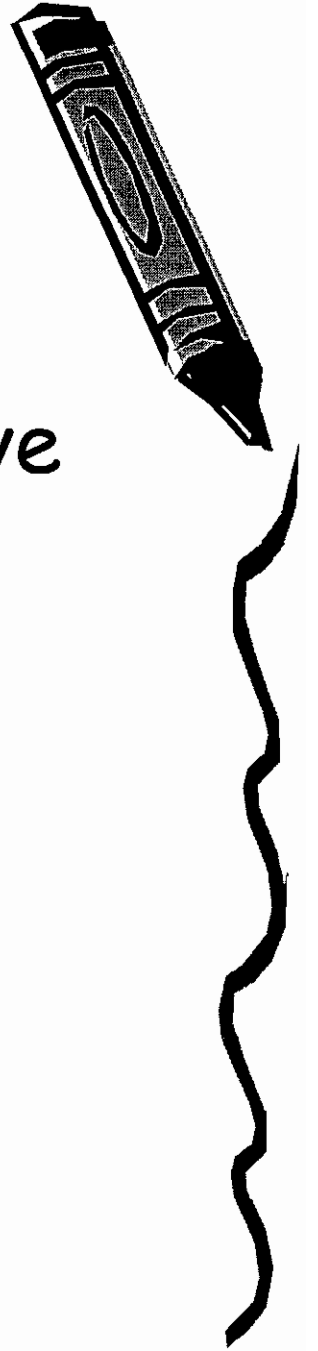


Some interesting and strategic quotes

- "You can't possibly focus on your Organization's Mission without also focusing on the people who are entrusted to carry out the mission.
- Making sure that everyone knows what values are important, and that helping everyone turn those good beliefs into everyday behaviors is how leaders create a great place to work.
- Our success - and resulting reputation for excellence- is the result of clearly defined goals combined with well thought out plans on how to accomplish those goals.



- Budgets built around comprehensive and effective strategic plans are defensible and contribute to the organization's success!



Strategic Planning Worksheet

LAB MISSION STATEMENT _____

LAB Values: _____

LAB Goals: _____

LAB Priorities (ACTION ITEMS): _____

OUTCOMES EXPECTED:



City of Homer

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Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: August 29, 2013
SUBJECT: Budget 2014

BACKGROUND

The Board reviewed the first draft of a presentation to Council advocating for the budget requested for 2014 by Ms. Dixon, Library Director. Her budget included among items an increase for Collection Development and additional staffing plus increasing existing staff to full time status.

There were several minor changes requested by the Board and these have been completed along with deleting slides determined not supportive of the budget requests and possibly adding confusion to the audience, i.e. City Council.

Among those changes Mr. Gordon had requested the inclusion of a slide from the original presentation representing "Percentage of Change 1989-2009" which purportedly showed that Homer was close to negative 20%.

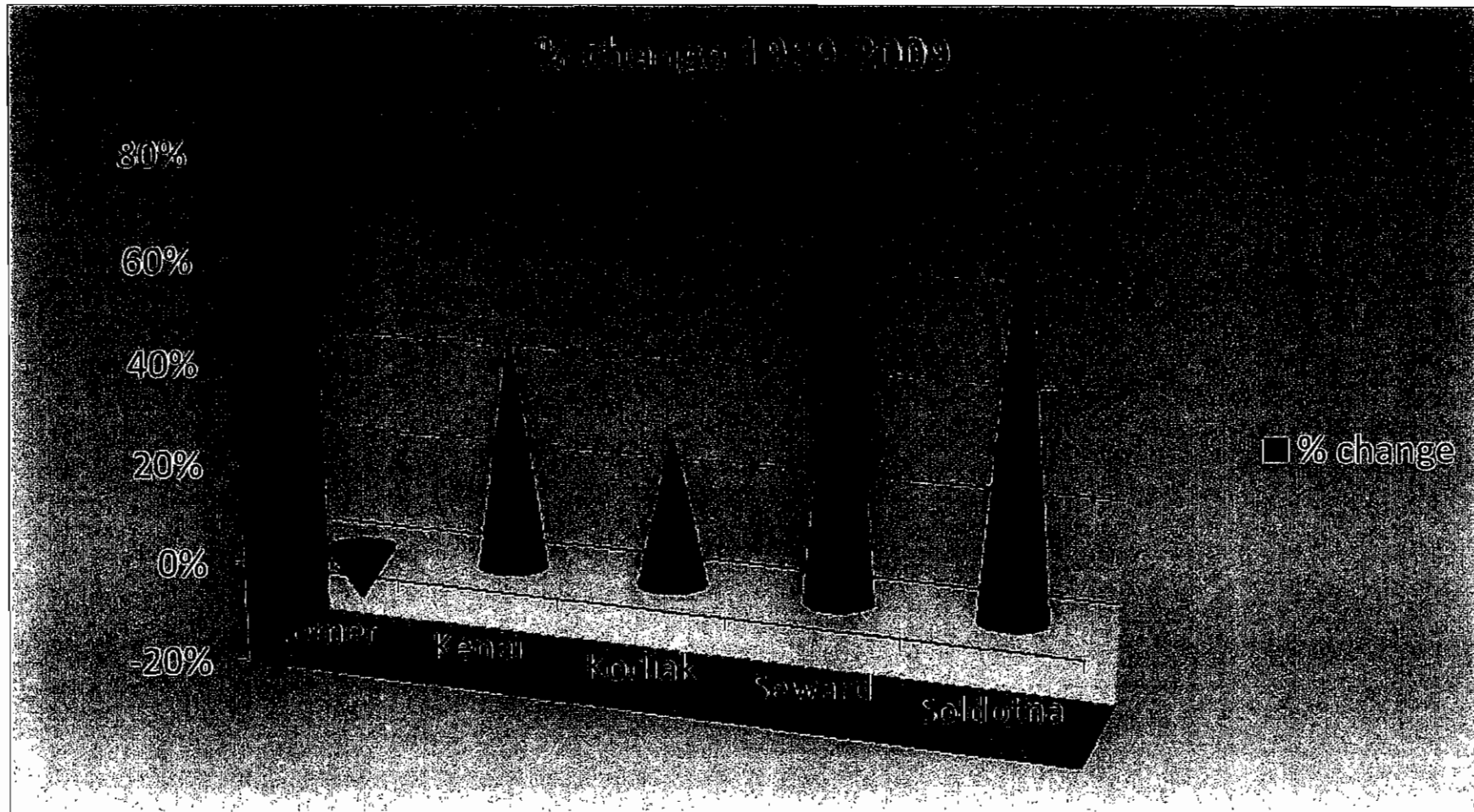
Staff did not include the slide on the initial draft due to the lack of clarifying information since the data available did not support the negative percentage of change in collection development funding as shown on the perspective slide.

Staff provided complete records, 1987-2012, to Mr. Gordon and on Monday he provided the following figures in support of the negative percentage. This information was used to develop the new slide in the uniform format, after further research and additional clarification from Mr. Gordon, determined that the information as presented shows Homer to be in a positive or upward percentage compared to the other municipalities. Included for consideration and review of the Board is all the information on Book Expenditures only; the original cone graph depicting the negative percentage and the updated graph using the data provided by Mr. Gordon.

RECOMMENDATION

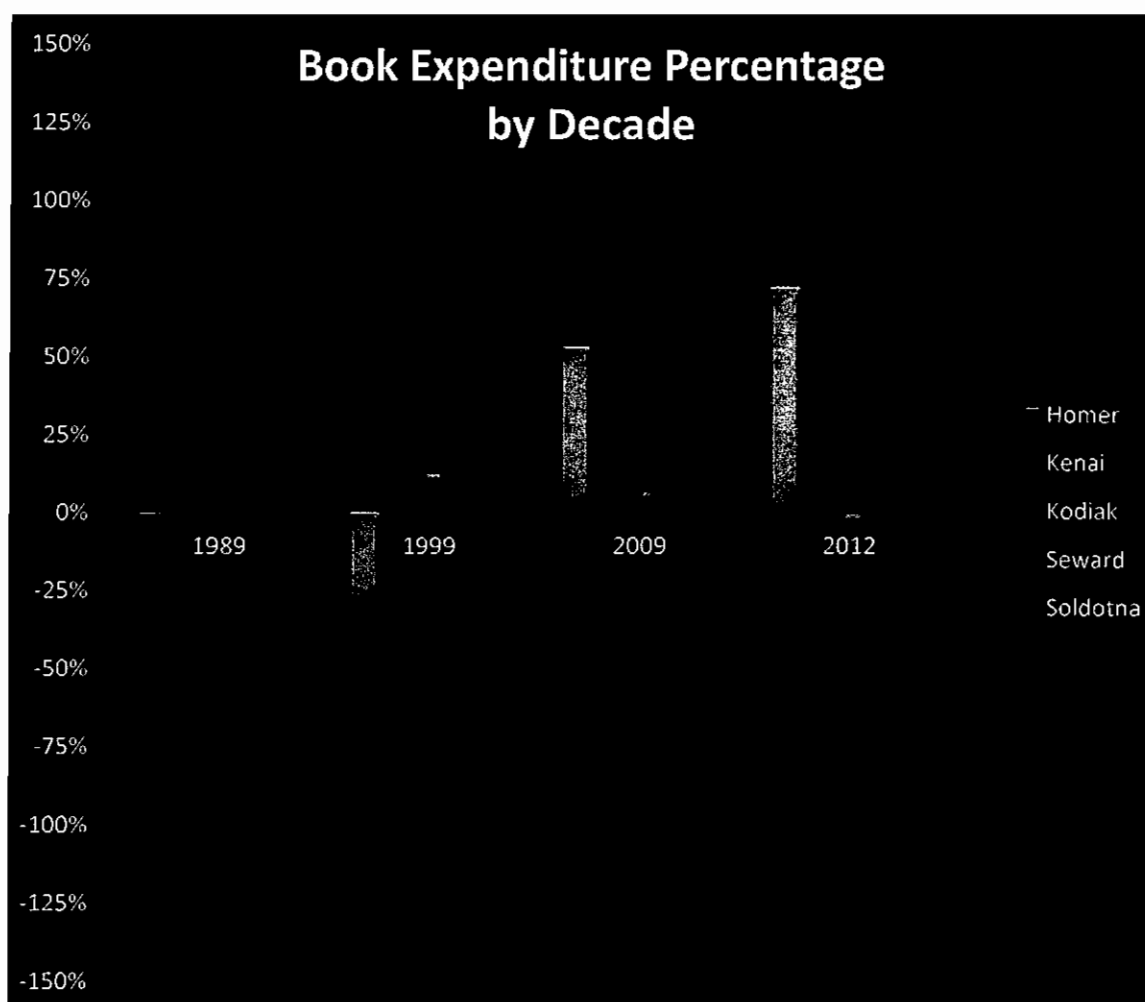
REQUEST CLARIFICATION ON THE DATA USED TO SUBSTANTIATE THE RESULTS SHOWN ON THE ORIGINAL "PERCENTAGE OF CHANGE" SLIDE USED IN THE ORIGINAL PRESENTATION.

Percentage of Change 1989-2009



	1988	1989	1999	2009	2012
Homer	23465	21,280	14715	18000	34849
Kenai	26775	35,471	33993	46131	48515
Kodiak	43382	44,711	50500	53920	50322
Seward	11247	17,478	16702	20800	15367
Soldotna	23174	22,580	21341	43867	40000

	1989	1999	2009	2012
Homer	-9%	-31%	53%	72%
Kenai	32%	-4%	40%	-31%
Kodiak	3%	13%	7%	-14%
Seward	55%	-4%	29%	-51%
Soldotna	-3%	-5%	111%	-114%



FY1988 City	FY1988 Book Expenditures	FY1988 Subscription Expenditures	FY1988 Audiovisuals Expenditures	FY1988 Other Materials Expenditures	FY1988 Total Collection Expenditures
HOMER	\$23,465	\$7,585	\$1,071	\$281	\$32,402
KENAI	\$26,775	\$8,000	\$2,249		\$37,024
KODIAK	\$43,382	\$5,081		\$4,965	\$53,428
SEWARD	\$11,247	\$1,669	\$1,338		\$14,254
SOLDOTNA	\$23,174	\$1,948		\$1,820	\$26,942

City	2017 Adopted Budget	2017 Adopted Budget	2017 Adopted Budget	2017 Adopted Budget	2017 Adopted Budget
HOMER	\$21,280	\$3,855	\$803	\$4,080	\$30,018
KENAI	\$35,471			\$9,609	\$45,080
KODIAK	\$44,711	\$4,890			\$49,601
SEWARD	\$17,478	\$3,219	\$2,281	\$1,153	\$24,131
SOLDOTNA	\$22,580	\$1,080	\$1,055	\$3,380	\$28,095

FY1999 City	FY1999 Book Expenditures	FY1999 Subscription Expenditures	FY1999 Audiovisuals Expenditures	FY1999 Other Materials Expenditures	
Homer	\$14,715	\$6,711	\$290	\$0	
Kenai	\$33,993	\$5,739	\$2,149	\$591	
Kodiak	\$50,500	\$8,495	\$4,000	\$3,305	
Seward	\$16,702	\$2,980	\$1,555	\$0	
Soldotna	\$21,341	\$1,051	\$2,015	\$3,994	

			FY2009 Total Print Materials Expenditu res				FY2009 Total Collection Expenditu res
<i>Homer</i>	\$18,000	\$6,616	\$24,616	\$2,270	\$0	\$0	\$26,886
<i>Kenai</i>	\$46,131	\$5,752	\$51,883	\$8,816	\$5,310	\$0	\$66,009
<i>Kodiak</i>	\$53,920	\$5,500	\$59,420	\$4,930	\$0	\$0	\$64,350
<i>Palmer</i>	\$51,000	\$0	\$51,000	\$0	\$0	\$0	\$51,000
<i>Seward</i>	\$20,800	\$9,797	\$30,597	\$3,100	\$9,284	\$0	\$42,981
<i>Soldotna</i>	\$43,867	\$6,570	\$50,437	\$0	\$0	\$0	\$50,437
<i>Talkeetna</i>	\$19,242	\$500	\$19,742	\$0	\$0	\$0	\$19,742

FY2012 Print Materials Expenditures	FY2012 Subscriptions for Print Materials Expenditures	FY2012 Total Print Materials Expenditures	FY2012 Audiovisuals Expenditures	FY2012 Electronic Digital Materials Expenditures
\$34,849	\$8,909	\$43,758	\$6,218	\$2,022
\$48,525	\$5,665	\$54,190	\$4,882	\$5,624
\$50,322	\$5,048	\$55,370	\$6,397	\$3,000
\$15,367	\$13,149	\$28,516	\$4,748	\$0
\$40,000	\$6,350	\$46,350	\$0	\$0

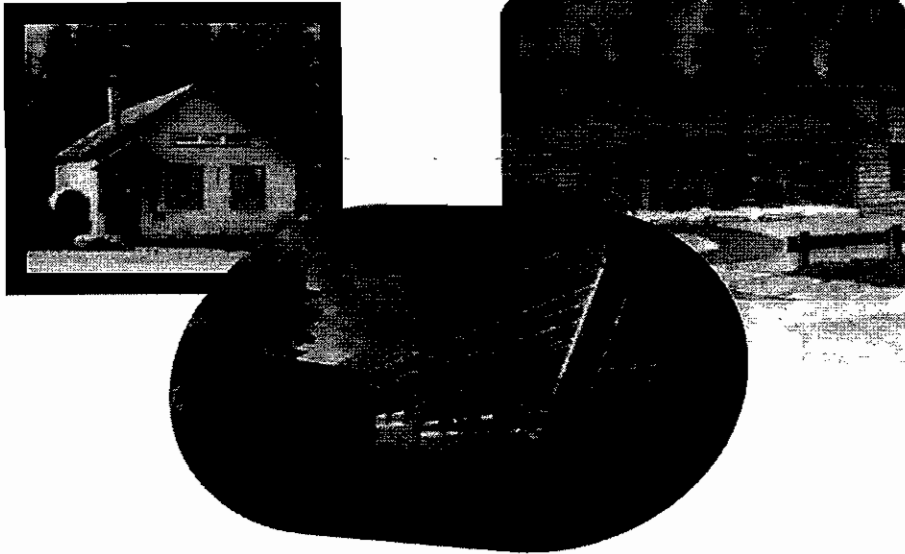
FY2012 Other Materials Expenditures	FY2012 Total Collection Expenditures
\$0	\$67,993
\$22	\$64,713
\$0	\$64,667
\$2,322	\$73,533
\$0	\$73,530

Advocacy
for
Collection Development
and
Growth in Staff
for the
Homer Public Library

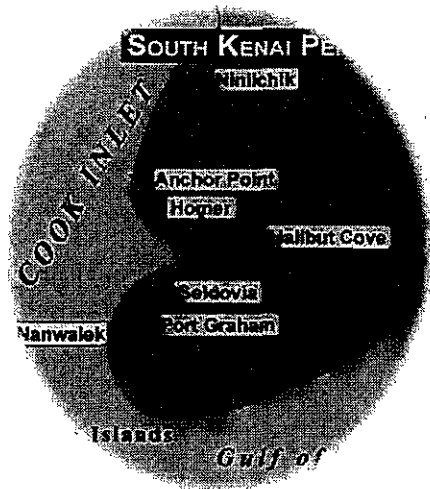


A Presentation by the Library Advisory Board

Homer Public Library

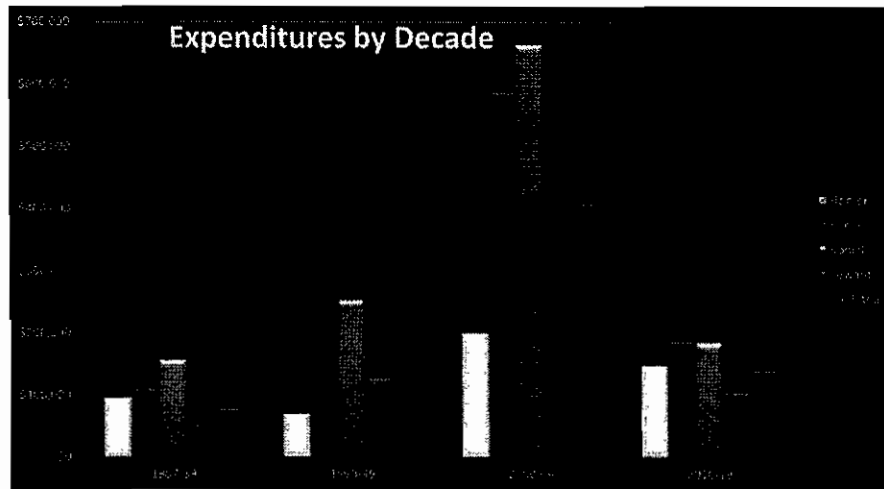


As you know in 2006, the library moved into its new 17,000 square foot facility with a public meeting room, four study rooms, nineteen public use computers, and wireless access throughout the building. The collection included over 45,000 items including books, audiobooks, magazines, newspapers, and videos. Interlibrary Loan services are available, as well as a knowledgeable staff to help with reference and information questions.



Our Library serves
the communities of
the Southern Kenai
Peninsula from
Ninilchik south to
across the Bay as far
as Nanwalek.

Comparison of Library Collection Expenditures



This information has been reported by all libraries in the State of Alaska since 1987; however, you must take into account that the decade for the 1980's is not completely represented here. Reviewing the information it is presumed that the funding had been decreased through the 1990's. This summation is based on the three years representing the 1980's the expenditures were higher than the following 10 years. Throughout the 2000's the budgets were increased for the Library.

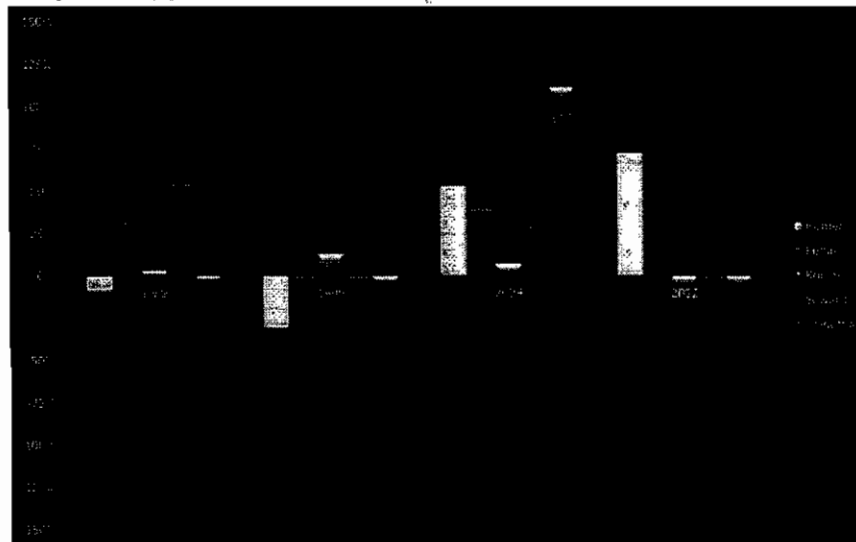
As shown by the
preceding graph
Homer's
neighboring
communities
increased their
budgets with
inflation in the
preceding decade



Soldotna had increased their budget by 277.7%

Kenai increased their Library's budget by 194.2%

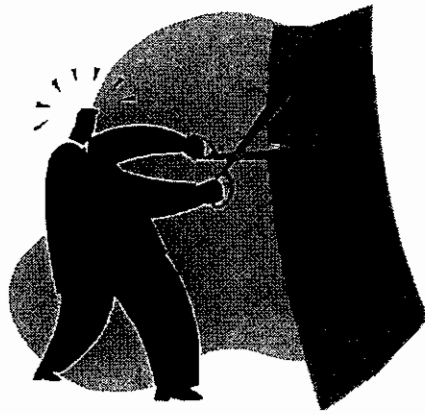
Book Expenditure Percentage by Decade



When compiling the totals by decade the graph above depicts the overall percentage increases or decreases for each city: Homer did increase the Library budget substantially for the period 2000-2009 in relation to the 1990's expenditures and has received increases still in the current decade.

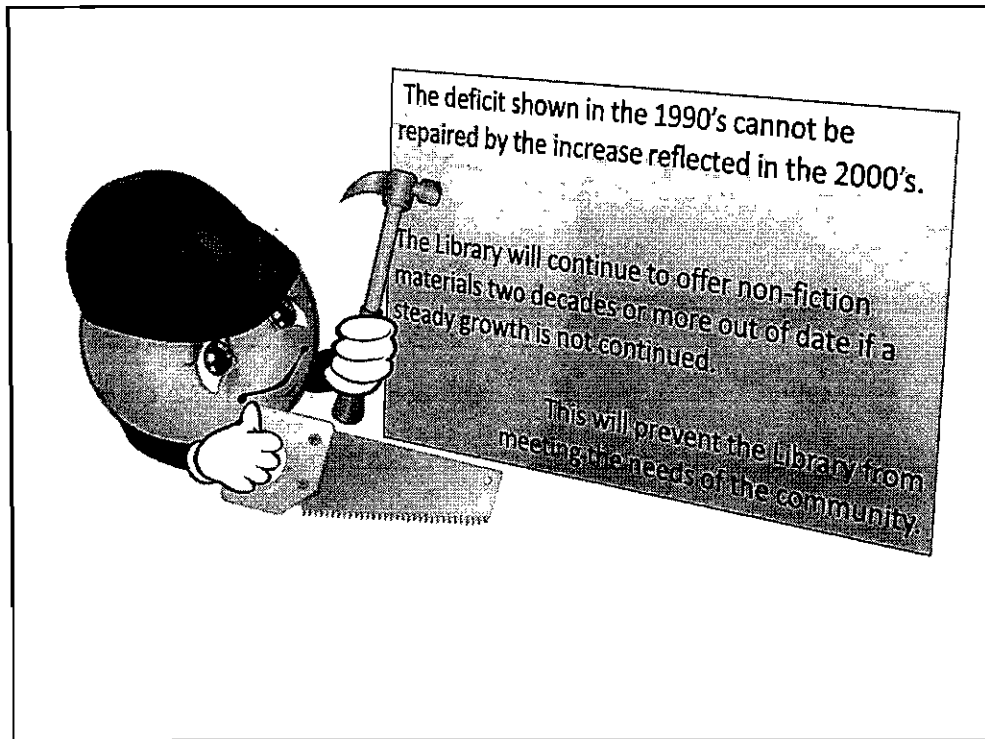
Soldotna surpassed all the cities in the amount they had increased their budget as reported to the State but has not received the funding in recent years. Seward by comparison overall has resulted in a negative over the decades.

The totals for the period 2010-2019 are incomplete of course but the trend is on a downward motion for all cities. Homer though has benefitted although our collection has only been brought into the 1990's so we are still very far behind.



Decreased spending
for the Collection
fails to provide the
basic maintenance
of a service that our
community
(merits, values,
deserves, rates)

With the economy being what it is and recovery being uncertain and slight, the community uses the Library resources progressively more; from reference materials and study rooms for students; to accessing the video conferencing equipment for employment searches and surfing the internet; plus enjoying the various free programs that our Library offers.



This slide says it all!

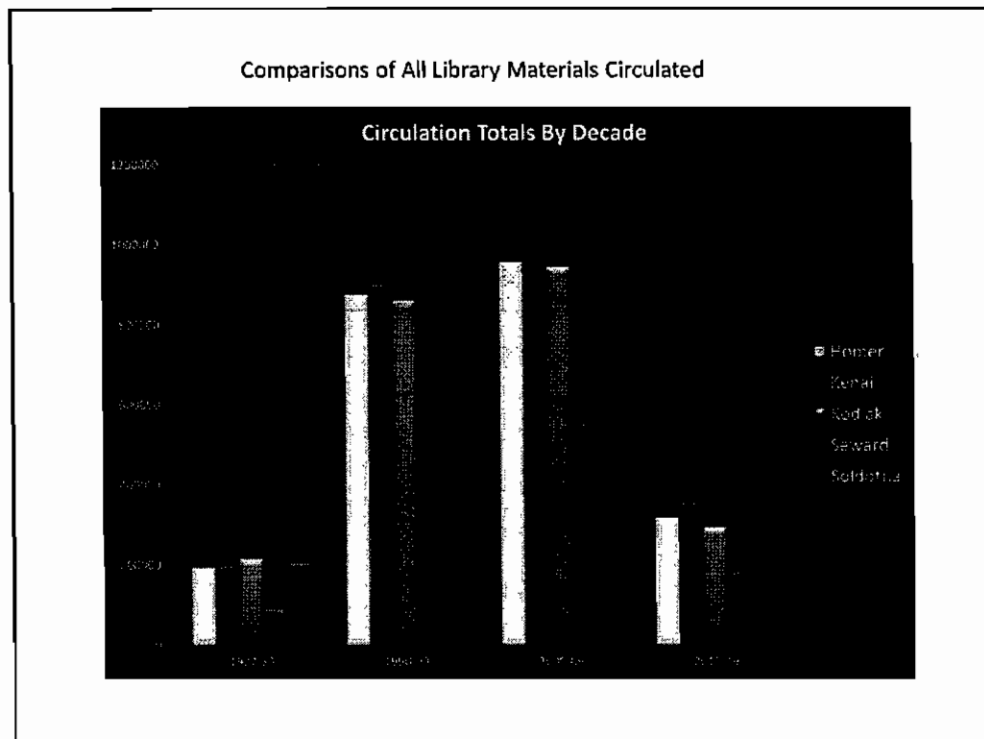
Public Input

While the vast majority of the comments in our Library's guest book are really positive – "beautiful library" "wonderful librarians" and "thanks for the Internet"

There are comments asking for more materials:

- "Please, more books and videos. Thank you."
- -
- "Why are there no books on the bottom shelves?"
-
- "Need more Christian books."
-
- "Inadequate, outdated book collection." (Ouch!)

Just a few comments the Library has received regarding materials.



This graph which depicts total materials circulated. It is a visual that illustrates how essential our Library is to this community. This represents the totals by decade for the number of items circulated and includes, but is not limited to books, e-books, music, video and additional printed materials. As each decade goes by a Library will be expected to provide the newest reference materials available along with the most up to date technology.

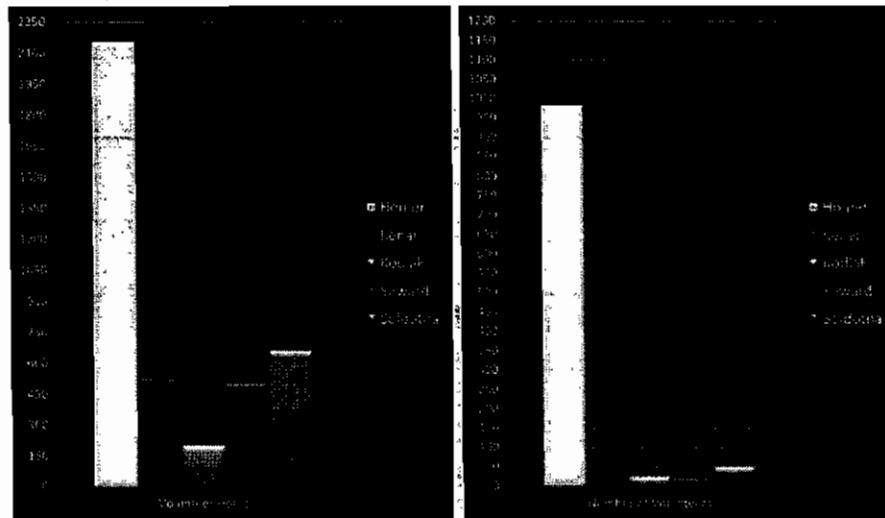
- you will note that the current decade still has seven more years and Homer is ahead of Kodiak and not far behind Kenai at this time.

Volunteers & Friends



What would we do without the super efforts and contributions from all of our volunteers and the Friends of the Homer Library! Last year the Friends provided over \$26,000 towards the Library. They paid for the landscaping work that has been done by Brenda Adams and her crew over the last few years but have stated that they cannot keep doing that; they commented that is not the purpose of the organization. The Friends of the Library fund the Summer Reading Program, Top Drawer program, the coordinator who does all the legwork getting the visiting authors to Homer

Volunteer Statistics

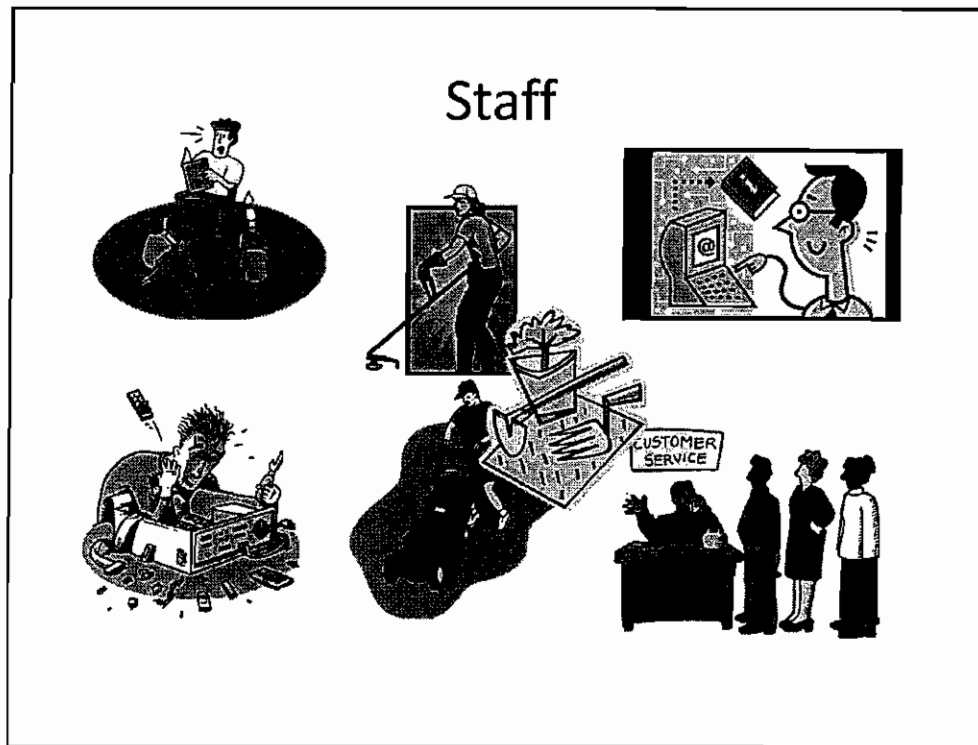


As you can see our volunteers kick butt! Our Library staff could not do as much as they do; nor provide the services that they do without the volunteers.

What would happen tomorrow or next year or five years from now when we may not have that asset?

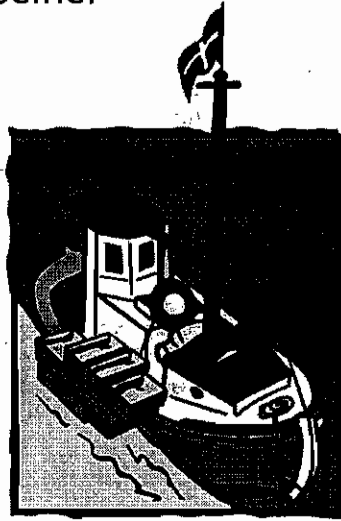
We cannot continuously take for granted that we will have 983 volunteers putting in 2,154 hours to assist our staff in getting their jobs done.

Those 983 volunteers provide the equivalent of a full time staff person who works a few hours overtime. This leads to our next issue.



Our Library staff is awesome! But we are in need of a few more good men or women!!! Our Library has multiple needs when it comes to technology. The Library could effectively employ a full time person to update computer hardware and diagnose computer problems plus answer software questions from patrons. When the Friends discontinues funding the landscaping needs we will require Public Works personnel to increase their energies which means additional funding and personnel in that sector as we cannot expect the existing staff to consistently take on more and more workload each year. The Library also has staff that has announced their intent to retire. With all these factors plus the increase in demand from the community the staff is being hard pressed to continually provide the levels and quality of service our community has come to expect and so richly deserves.

If the Homer Public Library
were a Seiner



We'd have a
great crew,
a fine boat,
good location,
plenty of
equipment, and a
skookum
skiff...but...

What more can we say...using a lingo that can be understood by the majority of the community...read the slide...with emphasis!



Our nets would be 20 years old, riddled with holes and stretched way too thin

We thank you for your time and service to our community and hope that you will all consider our budget and staffing requests. We understand that there are always expenses and the economy is not the best. But the Library is an integral part our community fabric and it is extremely important to provide the most up to date materials and resources possible for our patrons and staff.

CITY OF HOMER

2014 PROPOSED BUDGET DEVELOPMENT SCHEDULE

DATE	TIME	EVENT
7/22/2013	6:00 PM	Budget Schedule to Council.
8/5/2013		Submit to departments, budget work sheets including salary and fringe benefit costs.
8/12/2013	5:00 PM	During Committee of the Whole, Council to discuss budget priorities for the coming year.
8/12/2013	6:00 PM	Regular Meeting-Public Hearing, Council to seek public input on budget priorities for the coming year.
8/19/2013		Complete budget work sheets, including narratives, and justifications to Finance.
8/26/2013	5:00 PM	During Committee of the Whole, Council to discuss Revenue Sources for General Fund.
9/2/2013		Compile data and return copy to departments for review.
9/9/2013	Week of	City Manager & Finance Director review budget requests with Department Heads.
9/9/2013		Preliminary budget assumptions to Council.
10/14/2013		City Manager submits Draft Proposed Budget to Council.
10/14/2013	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour.
10/14/2013	6:00 PM	Regular Meeting - Public Hearing.
10/28/2013	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
10/28/2013	6:00 PM	Regular Meeting-Budget Ordinance and Fee/Tariff Resolutions Introduced.
11/25/2013	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
11/25/2013	6:00 PM	Regular Meeting - Public Hearing.
12/9/2013	6:00 PM	Regular Meeting - Public Hearing & adoption of Proposed Budget.

