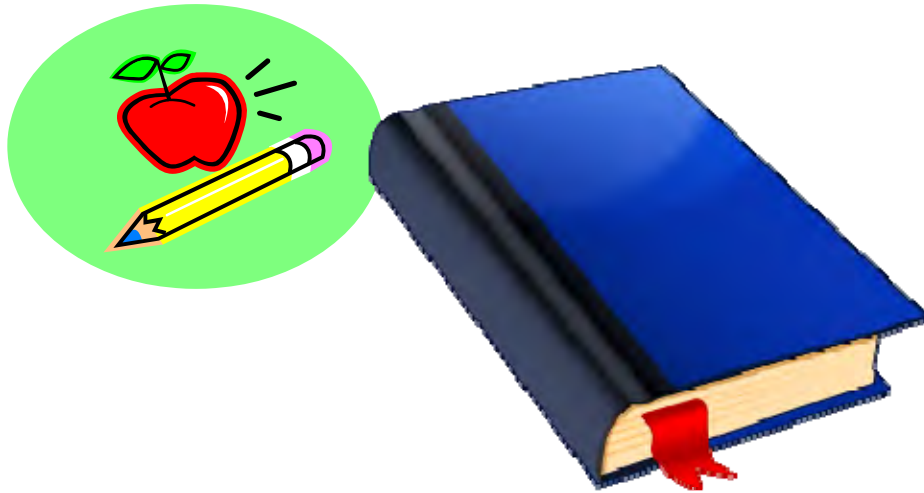


Library Advisory Board
Tuesday
October 1, 2013
Regular Meeting
5:00 p.m.



Conference Room - Upstairs
City Hall
491 E. Pioneer Avenue
Homer, Alaska

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**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
 - A. Meeting Minutes for the Special Meeting on September 3, 2013
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – October 9, 2013 at 6:00 P.M. Library Conference Room
 - C. Director's Report & Statistics September 2013
 - D. Budget & Statistics – Phil Gordon
 - E. Children's Art
 - F. Facilities Report – Dave Groesbeck
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Draft Strategic Plan 2013
 - B. Budget 2014 Review – Update
- 10. NEW BUSINESS**
- 11. INFORMATIONAL MATERIAL**
 - A. City Council Budget Development Schedule
- 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 NOVEMBER 5, 2013** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

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Session 13-09 a Regular Meeting of the Library Advisory Board was called to order by Chair Groesbeck at 5:07 p.m. on September 3, 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 were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on August 6, 2013

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

GORDON/KLOUDA – SO MOVED.

Chair Groesbeck stated that the minutes were very clear and captured the meeting very well.

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

Mr. Strobel attended the meeting and stated that it was fun, rousing, and great. He noted that the Homer Bookstore gave a percentage of all Tom Kizzia books sold on the same day; they discussed the following:

- The retirement of Sue Gibson, October 17, 2013
- Book Sale for the last weekend before Halloween
- The update to the Friends website has been completed and the advocacy tab which features a method to calculate a dollar amount for information entered. It quantifies usage.
- planning a retreat

Mr. Strobel stated they are a fun group and very dedicated and they served pizza.

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

Mr. Strobel confirmed that he will attend these meetings on behalf of the Board.

C. Directors Report and Monthly Statistics

Library Director Dixon commented on the following:

- Summer rush still continues
- taking its toll, hoping it will slow down, and staff is feeling a little tired
- Circulation is up over last year
- Attendance is close in numbers
- Couple days there were very few empty seats in the building
- Visiting author, Eowyn Ivey, speaking engagement was very well attended, over 50 people attended
- Music is now available at the Library – many genres available from classical to Indy - \$500 was expended to start the collection.

Chair Groesbeck commented that he would be curious to see the popularity of the music CD's with the availability of digital sources such as Pandora. Ms. Dixon responded that they did look into digital options but they did not like the content within the agreements.

Ms. Dixon reported that she spent most of the month working on the State reports, grant reports and statistics and submitting the budget. She submitted four requests.

Chair Groesbeck requested more information regarding her requests so they can be the most supportive in their efforts advocating for the budget.

Ms. Dixon responded that she carefully reviewed each line item and for the most part either left the item the same or reduced the line item amount. She submitted an increase for the Youth Services Librarian from 28 hours to 40 hours, which includes benefits; implementing a depreciation reserve to be able to replace worn out equipment such as computer equipment, video conference equipment, printers, copiers, etc. This is equipment is what the public uses.

Mr. Gordon inquired if a depreciation reserve could cover the printed materials.

Ms. Dixon does include that in her budget request as it is reasonable that books do wear out.

Mr. Gordon suggested submitting this information visually on a chart as he felt they really needed to see how it affects the library.

Ms. Dixon related a suggestion from personnel to request Temporary or Seasonal Library Aide duties would be simple such as shelving books, check in/out.

Mr. Gordon voiced agreement noting the Harbor hires a substantial amount of people in the summer.

Chair Groesbeck agreed that the Board could be supportive of that recommendation. He asked if the increase in the hours for the Youth Services Librarian was in addition to Sue Gibson's position. Ms. Dixon noted that her position was currently being advertised.

A brief discussion on the costs related to the positions and duties of Ms. Gibson and how they will be broken up, some duties will be taken over by the Youth Services Librarian who currently does all the programming too. She expressed concern that it would be too much on the staff.

Chair Groesbeck confirmed that Ms. Dixon requested an additional \$10000 which brings up the "Book Budget" to \$43,000. Ms. Dixon confirmed that this is closer to the other cities with similar budgets up to \$54,000. They have been applying for grants in the amount of \$15-18 thousand and at some point she commented they will not receive any more grants.

A brief discussion ensued on applying for grants and the designation of grant money from other forms of revenue used for the purchase of books.

D. Budget and Statistics

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

Mr. Gordon stated that Ms. Krause supplied him with all the information and were able to meet on Friday to clarify the information used to create the one chart he wanted to include in the presentation. He noted that Ms. Krause offered to put all the book expenditures from 1987-2012. This would be 30 years' worth of information that he believed would be a more powerful presentation.

Mr. Gordon provided a brief summary on the information that was presented. He wanted to focus on what was spent on books. No other materials such as e-books, videos, etc.

Chair Groesbeck expressed concern that the overall expenditure which includes e-books has been increased then they may not want to show a decrease.

Mr. Gordon expressed with confirmation from Ms. Dixon that the demand for books has been around 66,000 plus. He noted that nationwide the demand has continued. He acknowledged that the last couple of years that figure have been increased but the chart will show the number of years that is was severely depressed in comparison to the neighboring cities.

Further discussion regarding the possible negative impact that this might impart and that this information will support the additional monies for the book budget ensued.

Ms. Krause will complete the graph and email for review.

Additional comment from Mr. Gordon was including the total sum not spent on books over that same time period. He did not want to be punitive but felt it was a significant piece of data. The Board was in favor of seeing those numbers but was hesitant it may provoke the opposite from Council.

E. Children's Art

Chair Groesbeck noted there was no new information under this item.

F. Facilities Report

Chair Groesbeck stated that he noticed the Library is scheduled to be connected to natural gas. Ms. Dixon noted that the fireplace will be plumbed for gas. She also mentioned that the concrete walkway was planned recently also.

In response to a query from Mr. Strobel was the cost savings to the Library budget. Chair Groesbeck noted that they have previously advocated that any savings realized in the conversion should be reapplied to the Library budget.

There was a brief discussion on the heating and staff comfort; the vestibule heat and expected savings percentages.

There was no further discussion.

PUBLIC HEARING

There was no public hearing scheduled.

PENDING BUSINESS

A. Creating a Strategic Plan for the Board

1. Strategic Planning PowerPoint
2. Worksheet

Chair Groesbeck opened discussion by explaining the reason for Strategic Planning was at the request of the Mayor. He noted the saying the definition of insanity: "Keep doing the same thing and expecting different results." He next restated items from the Bylaws since they list the purpose of the Board:

- Establish operational policies for the library program, and submit same to the City Council for approval.
 - Assist the Library Director in preparation and presentation of the annual budget request to the City Council.
 - Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.
 - Solicit donations of money and/or property for the benefit of the Library
 - Represent the Library to the community
-
- Strategic Planning provides direction, focus, priorities, etc.
 - All successful organizations have a clear sense of purpose
 - Clarifies the organization's purpose or Mission Statement
 - Core Values or Fundamental beliefs
 - Essential Outcomes or Organizational Goals
 - Priorities or Action Strategies

Chair Groesbeck solicited input from the Board for What Do We Stand for?

Ms. Klouda offered as a Mission Statement the following:

Library Advisory Board acts in an advisory capacity to advocate for the needs of the library, its staff, patrons and activities. Consideration includes the facilities and its collections. Advise the Homer City Council and Administration on the needs and strengths of the Library.

Chair Groesbeck expressed that he believed Mr. Strobel was a representative of the ultimate consumer of Library services. He went on to explain that they do not look at the Library in that manner where Mr. Gordon looks at the library from the viewpoint of a former Librarian. He on the other hand is more into the aspects of programming. He believes Ms. Klouda represents the public in her career as a newsperson. She uses the research facilities provided by the Library. Mr. Groesbeck continued by stating Ms. Dixon as the Administrator and covers the administrative viewpoint.

Mr. Gordon brought up another facet or role of the board being informed enough to be a conduit of information for the Mayor and City Council in their decision making about the library. Chair Groesbeck did not agree with the word "conduit". Ms. Klouda offered the following, "being informed enough to be able to talk about Library issues." Ms. Dixon noted that it was the same as "represent the Library to the community."

Chair Groesbeck restated the following for the Mission Statement:

The Library Advisory Board exists to establish operational policies, assist the Library Director, make recommendations to the Mayor, City Council and City Manager; and represent the Library to the community.

Chair Groesbeck read the next slide into the record:

Organizational Core Values -

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

The Library Board's core values represent these items.

Outcomes/Goals and Priorities for the balance of 2013 that the Library Board should have:

- Support the Library for Adequate Staffing
- Advocate for Increasing the Collection Budget
- Support the Library Directors request for a Seasonal Temporary Library Aide
- Attending Every Council Meeting through December

There was a brief discussion on Capital Improvement Plan projects and participation which included addressing the parking lot issues, plant and facility's needs; additional meeting rooms, sound proofing; and a back-up generator; and if they were ready at this times to discuss that type of project.

This reminded Ms. Dixon on a brief incident regarding the study rooms recently and involved calling the police to settle the matter.

Chair Groesbeck suggested as a goal: resolve drainage issues in the parking lot and support the applications for grant funds and asking the Development Coordinator to assist.

It was agreed to entertain discussion on remodeling the study rooms at a later date.

Ms. Dixon did state that Ms. Koester was keeping an eye out for opportunities for a backup generator for the library.

The next item discussed was establishing a depreciation reserve for the library. Ms. Dixon explained the reasoning and benefits to establishing a depreciation reserve. This is also standard established by all other departments.

Chair Groesbeck commented on the worth of Strategic Planning and his use of these plans in previous employment and endeavors. He then stated that he will work with Ms. Krause over the next few weeks and have a draft ready before the next meeting on October 1, 2013.

Chair Groesbeck requested that all members and the staff of the Library share the plan and what the Board is doing. A brief discussion ensued regarding informing staff on upcoming issues and things such as the budget process.

Chair Groesbeck stated that he believed the statements contained in the presentation regarding consensus which is: reached when all members of the group understand the decision; the conditions and viewpoints that resulted in the decision; have the opportunity to air their opinions; and even though they may not whole heartedly agree, they will accept and support the decision.

NEW BUSINESS

A. Budget 2014

1. PowerPoint Presentation "Advocacy for Collection Development and Growth in Staff"
2. Council Budget Schedule

Slide 1 – Added the words "and" and "for the"

Slide 2 – No Changes or additions

Slide 3 – No changes or additions

Slide 4 – Discussion on the slide included the following:

Mr. Gordon restated his reasons for including this slide represents the historical underfunding of books performed by Homer compared to the other cities. The current slide reflects the decades and the 2010-19 should be changed to 2013 for accuracy. A request to change the font size was also requested.

Slide 5 – Change to "Homer's neighboring communities increased their budgets with inflation"

Slide 6 – Remove this slide and insert the graph depicting the yearly book expenditures when created by Ms. Krause.

Slide 7 – Change from "deserves" to the word "Values"

Slide 8 – No changes or additions

Slide 9 – No changes or additions

Slide 10 – Change to "2010-2013." Increase fonts.

Slide 11 – Updated the amount that Friends provided and added the programs in the notes too.

Slide 12 – Changed the increments shown on the charts reflecting the number of volunteers and hours put in to provide more impact.

Slide 13 – No changes or additions

Ms. Krause confirmed that the Board will be provided copies of the presentation with the notes but Council will not be provided the notes. Mr. Gordon noted that there were a few points he wanted to discuss at some point. Ms. Klouda reminder Chair Groesbeck that he will be on the radio at the same time so he will need to speak clearly. The Board appreciated the volunteer statistics and the changes

made. It was a very strong slide. Chair Groesbeck noted that also on the staff slide they will be requesting increasing the Youth Services Librarian to fulltime and the City Manager has already expressed support for that request. He went on to further express support on the technology request.

The Board approved the presentation with those minor changes.

Ms. Krause asked about the changes Mr. Gordon wanted to make, Chair Groesbeck stated that he and Mr. Gordon can discuss those.

INFORMATIONAL ITEMS

A. City Council Budget Development Schedule

There was a brief discussion on the scheduling and when comments can be made. Mr. Strobel noted that the Friends were very interested in this and he forwarded the information to Erin.

Mr. Gordon wanted to include the involvement with the friends into their strategic plan. Noting how powerful and big a group they were. They would be an extremely useful tool.

Chair Groesbeck stated they could add that under goals, Increase collaboration with Friends of the Homer Public Library.

Ms. Klouda inquired why they could not invite them to their meetings.

A brief discussion on serving food at meetings like the friends did and submitting a request for the Board to have funds ensued.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

Ms. Krause once again stated that a budget request could be submitted if the Board desired. She would be glad to submit one on their behalf.

Ms. Dixon had no comments.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

Chair Groesbeck did not feel that it would be appropriate at this time to request funding for the Board.

COMMENTS OF THE BOARD

Mr. Strobel commented that the timing may not be the best; Next year maybe.

Ms. Klouda wished Chair Groesbeck and Mr. Gordon well with the presentation. Mr. Gordon may not be doing the actual presenting but he did a majority of the footwork, along with Ms. Krause's artful assistance.

Mr. Gordon commented it was fun to work with the members.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 7:59 p.m. The next regular meeting is scheduled for Tuesday, October 1, 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
September 25, 2013**

It seems that most of the action at the Library this month has been going on behind the scenes as we make seasonal adjustments and prepare for some major changes in staffing with Sue Gibson's upcoming retirement.

While the number of tourists is waning, the after-school crowd can be counted on each day to fill the study rooms and keep front desk staff on their toes.

Windows were washed, to our great appreciation, and carpets are being cleaned this week.

Contractors are in process of bidding on gas conversion for the Library.

Get Lit! Kicked off with a small but enthusiastic group of open-mic readers.

Banned Books Week was recognized with a book display put together by staff and Erin Hollowell, Friends of the Library Coordinator. A family movie by Roald Dahl, the famous children's author of numerous banned books, was shown, as well.

I met with City Manager Walt Wrede and Finance Director John Li to discuss the Library's budget for 2014. The draft budget will be presented October 14 to the City Council.

This week I am conducting interviews for a new 28-hour/week Library Technician I to replace David Bernard, as he moves into a full-time position upon Sue Gibson's retirement. We received 27 applicants.

Many patrons seem to appreciate the three-day advance due date notice now available by e-mail. Holly Brennan re-designed the notification form to be much friendlier and more informative than the template. She continues to do an excellent job of updating and managing the Library's website.

Story Times have been well attended, as usual. Today, for example, 48 people attended pre-school Story Time.

Otherwise, staff members have been busy helping patrons; keeping computers, printers, and Wi-Fi operating; circulating and shelving materials; ordering, cataloging, and processing new materials; and answering a wide variety of questions.

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

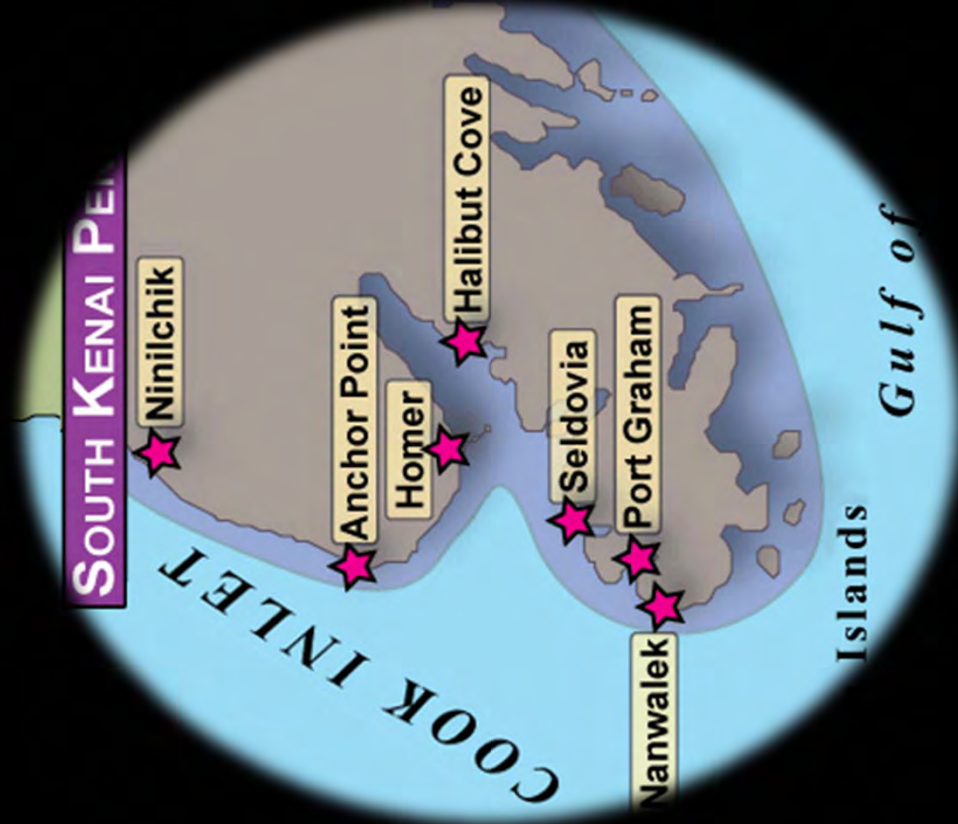
A Presentation by the Library Advisory Board



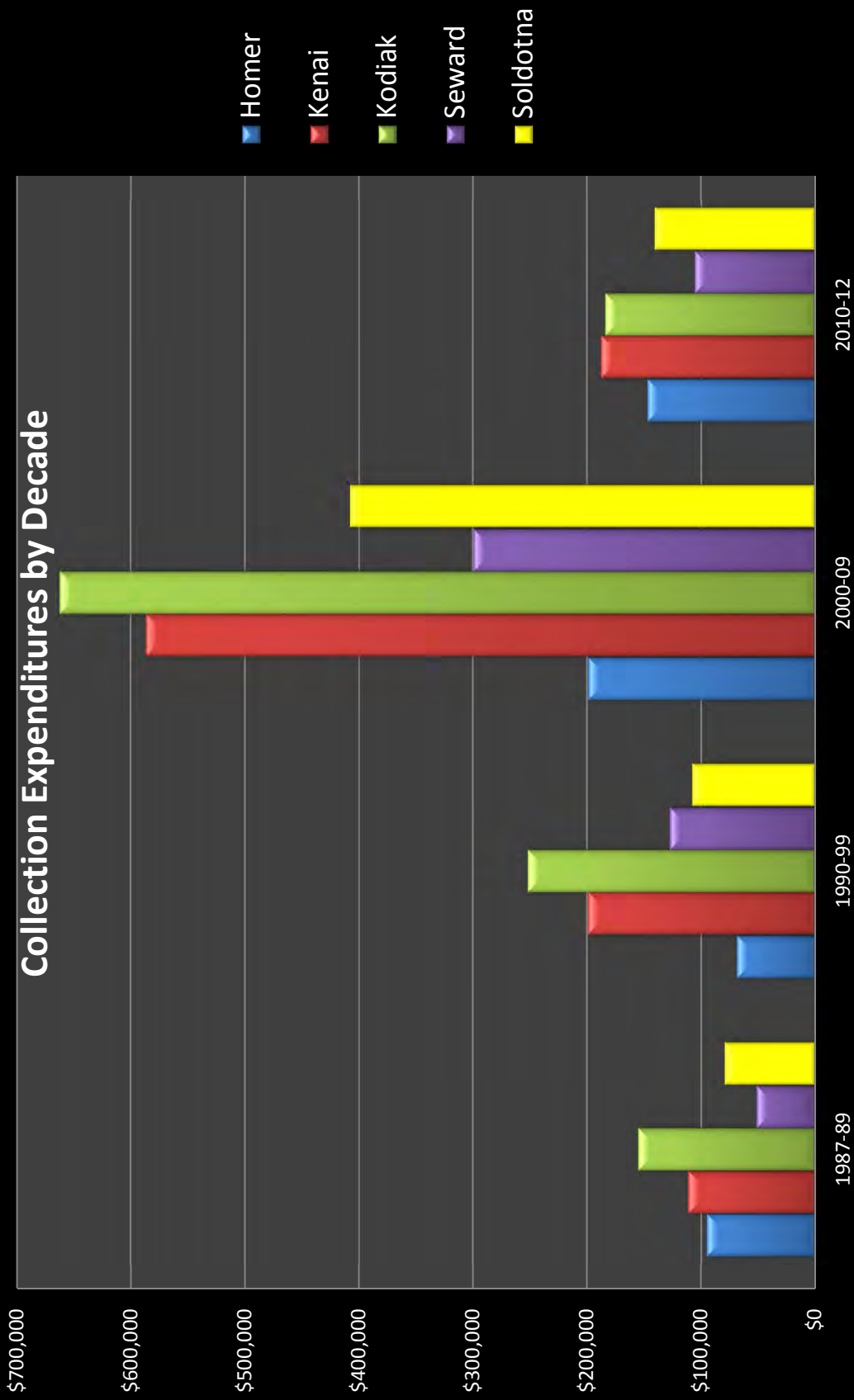
Homer Public Library



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



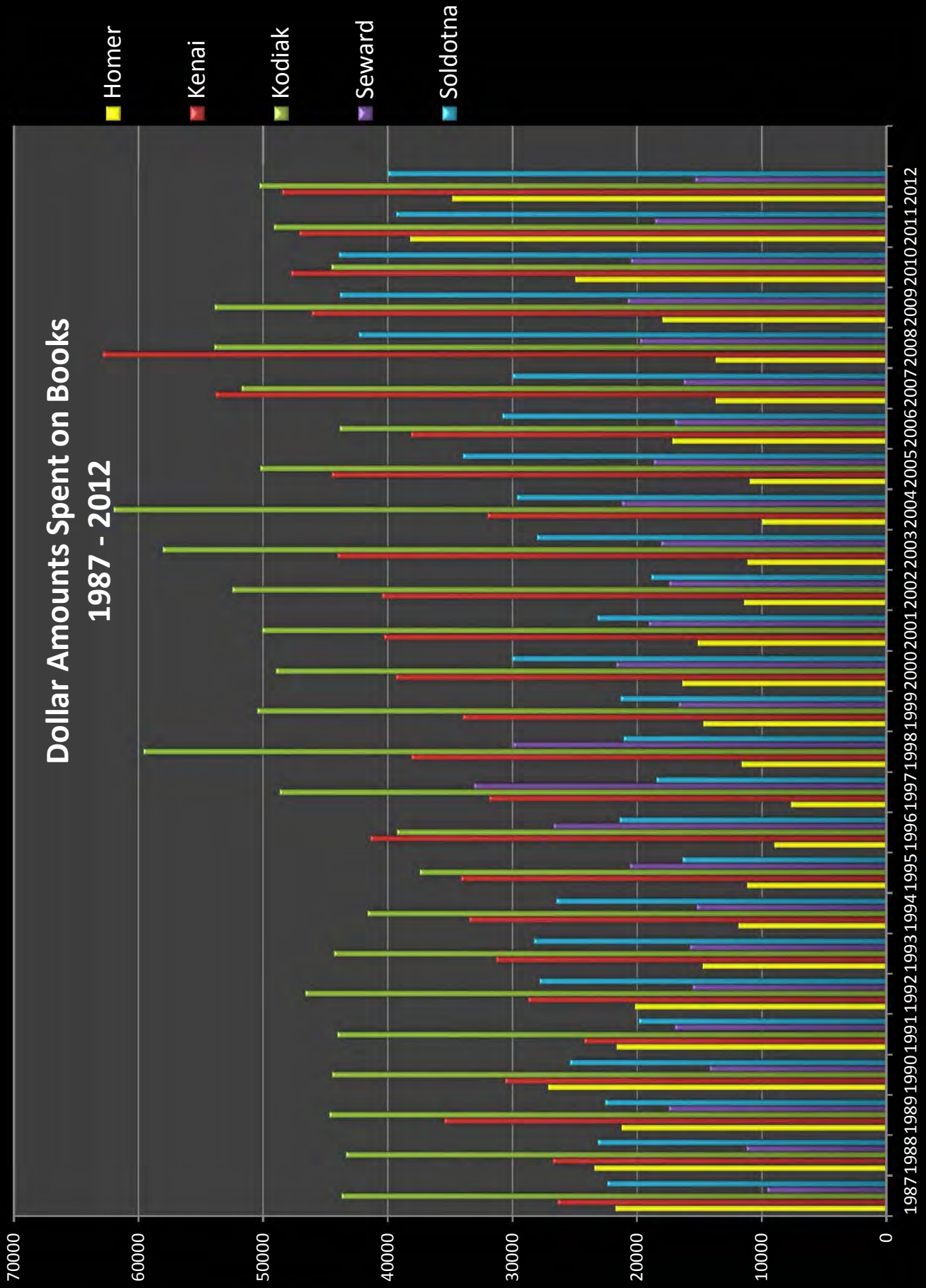
Comparison of Library Collection Expenditures



Homer's
neighboring
communities
increased their
budgets with
inflation



Dollar Amounts Spent on Books 1987 - 2012



Decreased spending
for the Collection
has failed to provide
the basic
maintenance of a
service that our
community
deserves





The deficit shown in the 1990's cannot be repaired by the increase reflected in the 2000's.

The Library will continue to offer non-fiction materials two decades or more out of date if a steady growth is not continued.

This will prevent the Library from meeting the needs of the community.

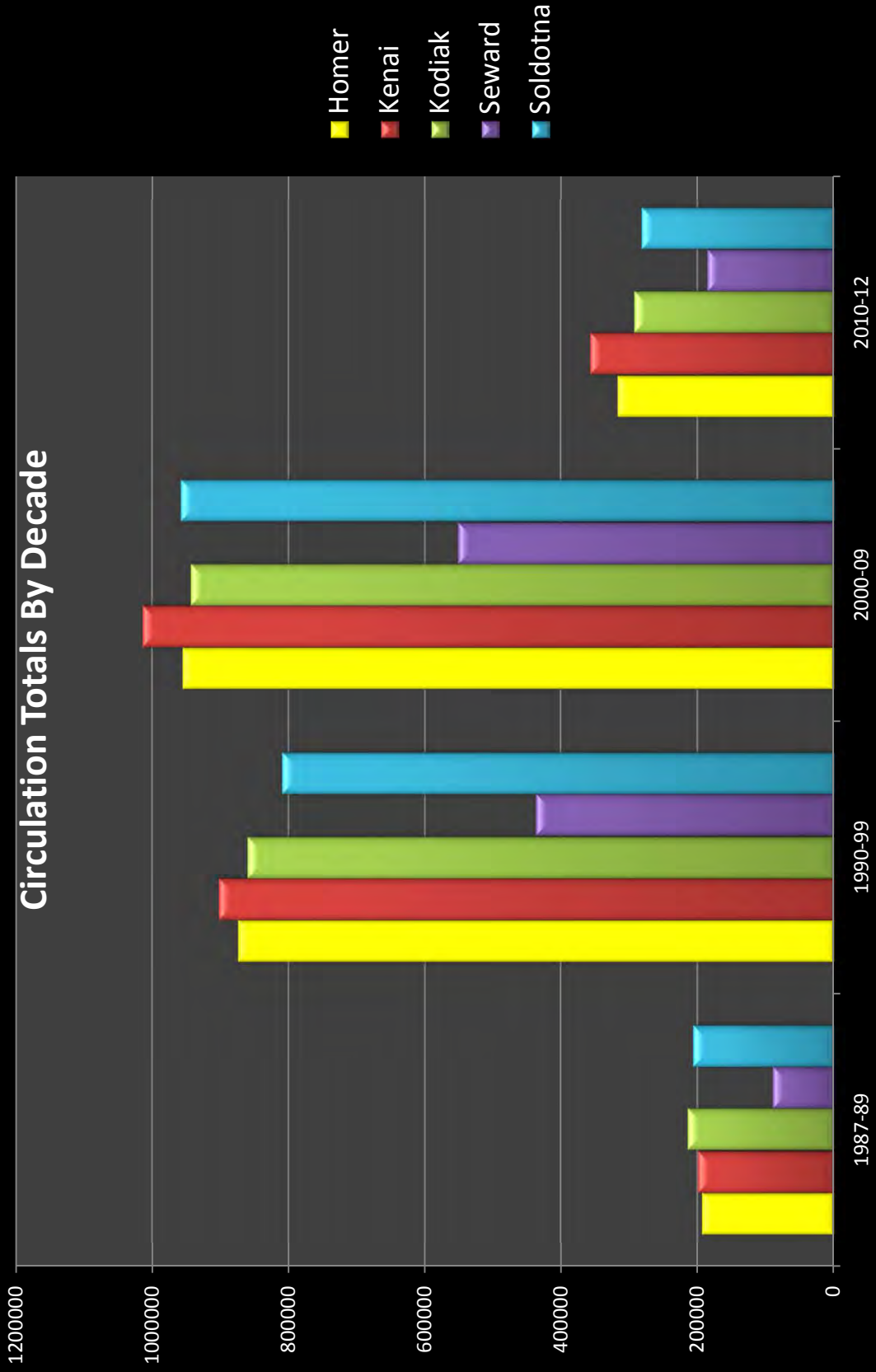
Public Input

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!)

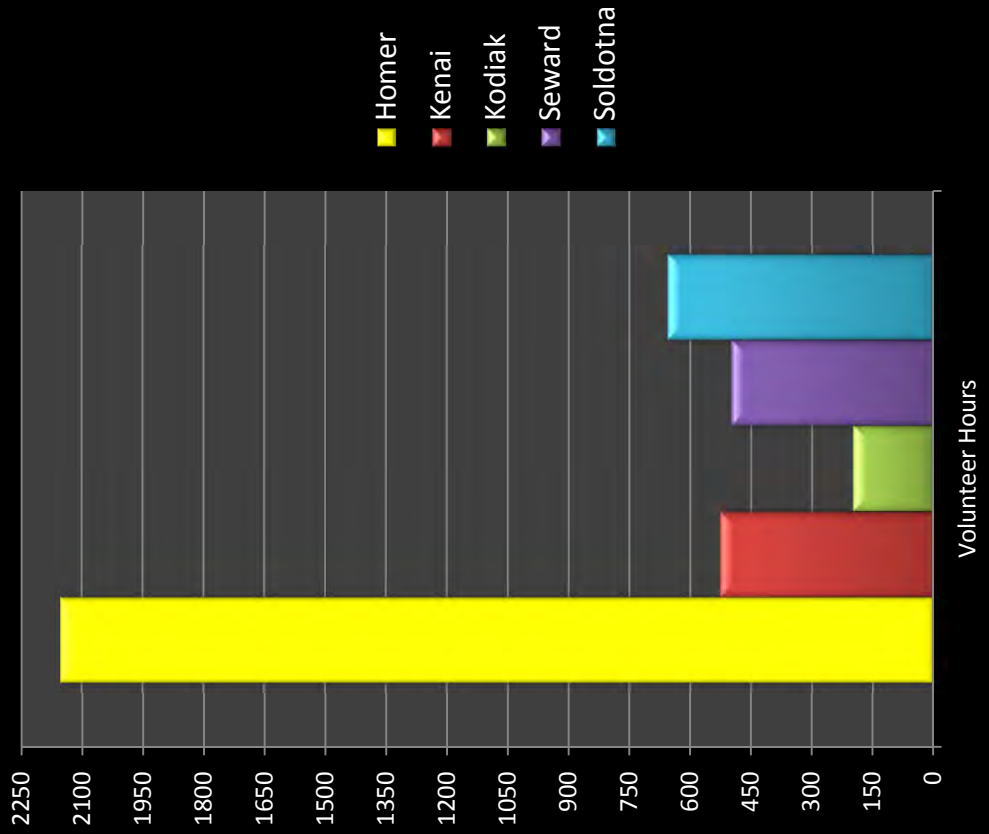
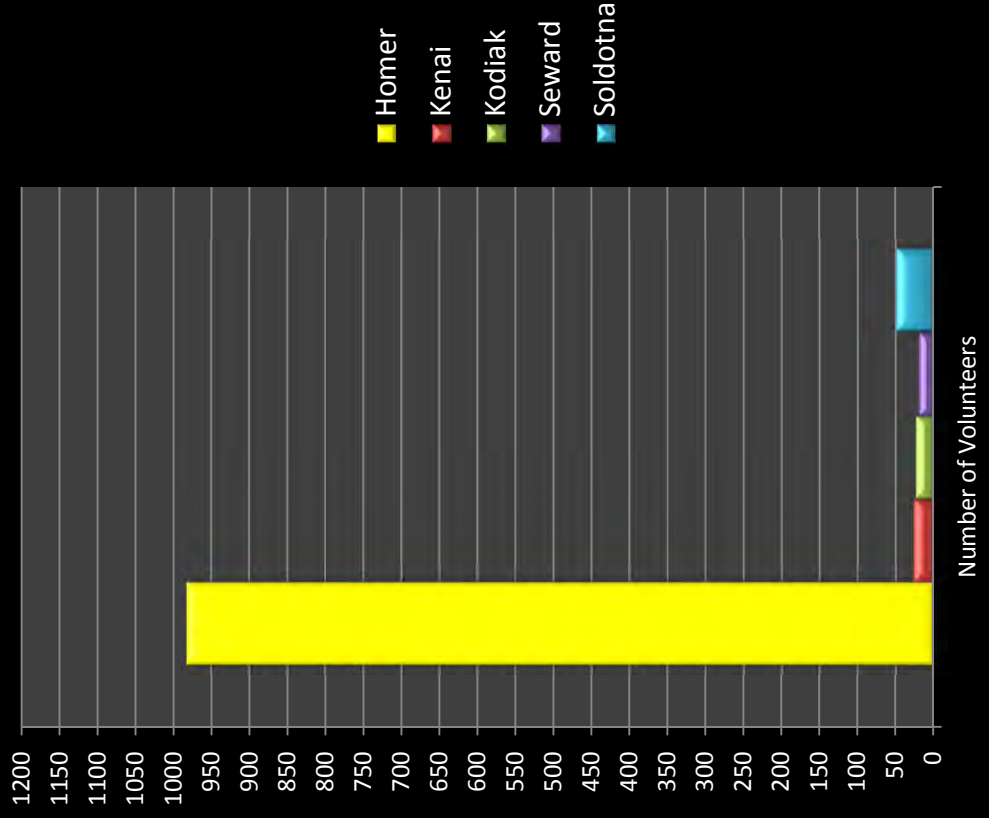
Comparisons of All Library Materials Circulated



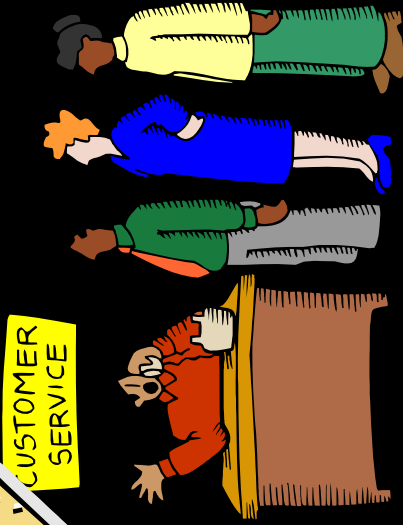
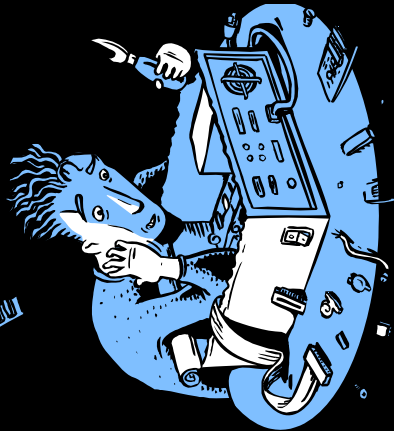
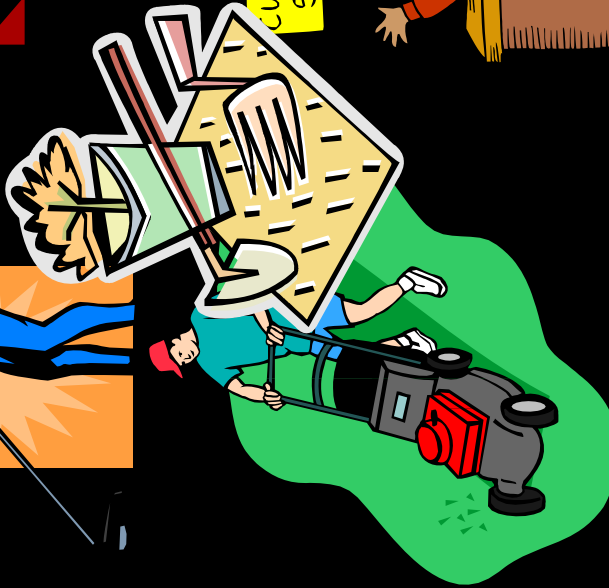
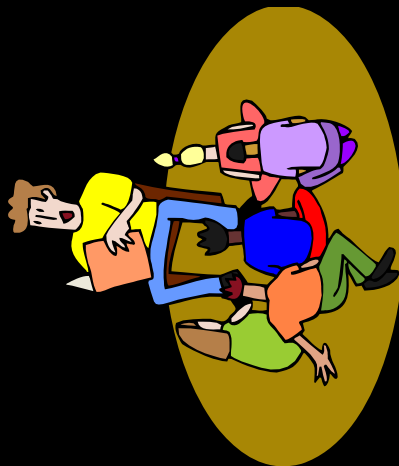
Volunteers & Friends



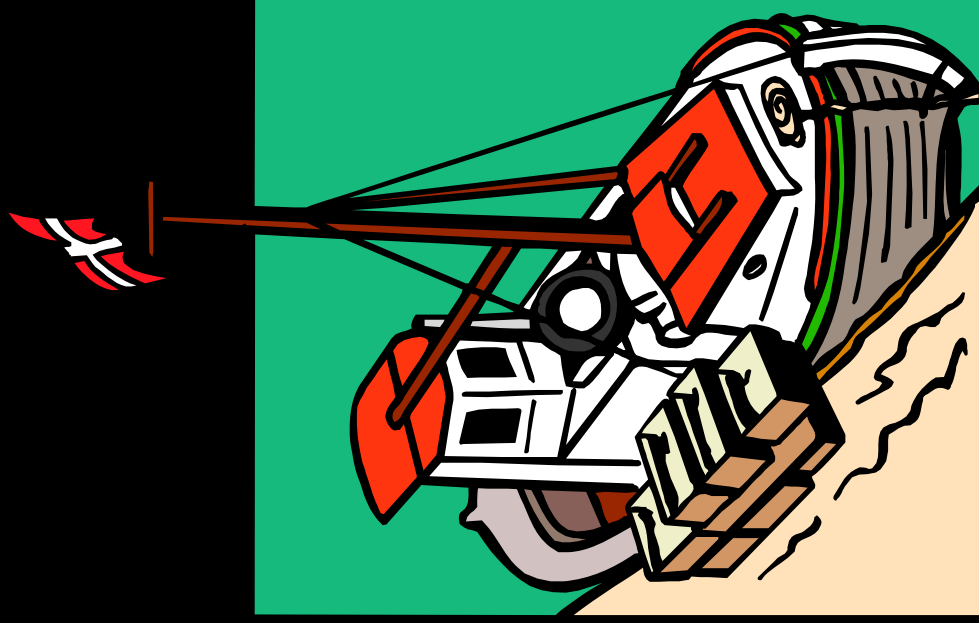
Volunteer Statistics



Staff



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...



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

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Homer Public Library Advisory Board

2013 Strategic Plan

Mission Statement

The Homer Library Advisory Board is formed pursuant to Chapter 1.48 of the Homer Municipal Code to advise and to advocate for the needs of the Homer Public Library.

Library Advisory Board Values

The members of the Library Advisory Board (LAB) will represent the LAB and will advocate for the needs of the Homer Public Library (HPL) to the public, library staff, city government and the city council.

The LAB will develop a unified vision and message that embodies the HPL.

The LAB will collaborate with stakeholders, library staff and city staff on a comprehensive plan to establish a library that meets 21st century standards.

The LAB will encourage communication and collaboration between and among community, staff, volunteers, policy makers and the media around the needs of the HPL.

Library Advisory Board Goals

To advocate for the needs of the HPL, the staff, patrons and activities.

To recommend increased funding for books to modernize and broaden the collection.

To communicate the strengths and assets of the HPL to the public and to policy makers.

To establish operational policies in collaboration with library staff and recommend those policies to the Mayor, City Manager and City Council for action.

To advise the Library Director on the development of budget priorities as well as to recommend additional sources of funding.

To advocate for adequate staffing to address the changing needs of the HPL including supporting the Library Director's request for seasonal, temporary help and an increase in services to youth.

To strengthen ties with advocacy groups, most especially, the Friends of the HPL.

To identify safety and other facility issues and to bring them to the attention of the Library Director and the appropriate city staff.

Of immediate concern is the need to correct the lack of drainage and subsequent icing in the handicapped parking area at the HPL.

To recommend that the City's Economic & Community Development Coordinator assist the Library Director in identifying potential sources of revenue and seeking said grants.

To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.

To develop a rational media campaign to disseminate and promote the Library's vision.

Attend City Council meetings for the remainder of the year.

Library Advisory Board Priorities:

Recommend that the LAB prioritize goals into immediate and long-term.

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		Complete 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.

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