

**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 March 4, 2014 **Page 3**
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – Wednesday, May 14, 2014 at 6:00 p.m. Library Conference Room
 - C. Director's Report & Statistics April 2014 **Page 9**
 - D. Art in the Library
 - E. Facilities Report
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Status Report on Library Value Impact Analysis (VIA) Project
 - B. Election of Officers **Page 11**
- 10. NEW BUSINESS**
 - A. Recommendation to Change the Circulation Policy Adding Music CD's and Defining Overdue Fees **Page 13**
 - B. Amending the Bylaws to Article 4 Meetings, 2 & 4 and Article 5 Committees, Section 1 **Page 27**
- 11. INFORMATIONAL MATERIAL**
 - A. Reappointment of Matt Strobel and Phil Gordon **Page 35**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 3, 2014** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 14-03 a Regular Meeting of the Library Advisory Board was called to order by Acting Chair Phil Gordon at 5:20 p.m. on March 4, 2014 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS GORDON, UTLEY, SLONE, AND PORTER

ABSENT: BOARD MEMBERS POLSTER AND STROBEL (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

The start of the meeting was delayed waiting upon the arrival of Board member Porter.

AGENDA APPROVAL

Acting Chair Gordon requested a motion to approve the agenda as presented.

SLONE/PORTER – SO MOVED.

There was no discussion.

The agenda was approved as presented by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments on the agenda.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on February 4, 2014

Acting Chair Gordon requested a motion to approve the minutes of February 4, 2014.

SLONE/UTLEY – MOVED TO APPROVE THE MINUTES.

Mr. Slone requested an amendment on page 7, last sentence under Audience comments to denote the amount he donated was \$40. Ms. Utley questioned the need to amend the minutes to reflect the actual amount. Mr. Slone preferred that it showed in the record the amount he had given. Ms. Dixon provided clarification on the amount.

SLONE/UTLEY – MOVED TO APPROVE THE MINUTES OF FEBRUARY 4, 2014 AS AMENDED.

There was no further discussion.

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

Ms. Dixon stated that there was no February meeting of the friends.

B. Next Friends Meeting - Wednesday, March 12, 2014 at 6:00 p.m. in the Library Conference Room

Acting Chair Gordon noted that the next meeting was scheduled for next week. Mr. Gordon and Ms. Utley had prior commitments but would see if they could change them to possibly attend. Ms. Dixon provided some information on the Friends monthly meetings for the newest members inviting them to attend the meetings.

C. Directors Report and Monthly Statistics

Ms. Dixon provided the statistics and reviewed her report as provided in the packet. She highlighted the power outage, the annual conference in Girdwood with presentations on digital preservation, protecting intellectual freedom in the library, culturally inclusive and responsive libraries, review of copyright laws, and how to use new media appropriately and wisely for children which was presented by Claudia Haines. Ms. Dixon elaborated on the new research on the access without the involvement of parents or an important person in a child's life actually worsens this digital divide. Children need parental participation in order to learn. Acting Chair Gordon requested a copy of this report. Ms. Dixon responded to Ms. Utley on how this affected the library currently and how it would be applied. She noted that currently children under 10 must be accompanied by a parent.

Mr. Slone requested further clarification on the age limit to visit the library and then provided a comment on posting signage regarding a reminder to the parent on their social obligation to the child to be compliant the rules. Ms. Dixon commented on the tendency to become proliferate in signage. Ms. Utley suggested putting a visual showing a parent with a child performing the action which would be an indirect message that may be more acceptable.

Mr. Gordon suggested that it would be a more preferable action when there is a problem.

Further comments were made on the problem, they were a team and to wait to see how things worked out since Claudia had her hours increased.

The Ham Radio group is really popular.

Ms. Dixon then provided a few details on the meeting that was held with the group who are involved with the People's Garden. She explained that this was originally part of the Landscape Committee responsibilities. It was noted that there are no committees allowed at this time unless approved by Council. They will be planting another section this summer and have discussed getting better set-up for their story walk. Previously they took pages from a story book, laminated them and put the pages on stakes and they are going to try to design a more permanent and weather proof display. Ms. Utley

suggested a contest. Ms. Dixon would prefer someone to build rather than design. Funding will also have to be obtained. Staff will keep this on the radar.

Ms. Dixon reported that the Library has been invited to participate in using and reporting on a tool that is used by other facilities to access how well technology and technology access is serving the needs of the community. The Library staff will be participating in this study. It will assist in determining where the strengths and weaknesses are. Ms. Dixon reported that the upgrade went well the first time through. There was a great show for the visiting author and there will be a second one on the 18th of the month.

Mr. Gordon asked if Ms. Dixon would be applying for the Rasmussen grant. Ms. Dixon responded that she does not have time right now. The grant she is applying for is for \$6-7000 and the State Library has requested they apply for it and she likes to keep them happy.

Mr. Slone requested clarification on why there were some difficulties with staffing this month compared to other months. Ms. Dixon responded that there were vacations planned, maternity leave, scheduled absences for conferences and there is no assistant director. He inquired about expanding staffing for this summer.

Mr. Gordon stated they could discuss that later in the agenda.

Mr. Slone inquired about the outcome of the Brother Asaiah statue. Ms. Krause responded that she had an update and they could discuss that later on in the agenda.

D. Art in the Library

Ms. Dixon stated that the Marine Debris exhibit is on display. Janet Klein suggested an idea to coordinate a book display with museum when they have specific events. Ms. Klein offered to be the go between the library and the museum.

E. Facilities Report

Ms. Dixon reported that everything was running smoothly and there were no problems at this time.

PUBLIC HEARING

There was no public hearing scheduled.

PENDING BUSINESS

A. Review and Recommendation on Library Value Impact Analysis (VIA) Project

Ms. Dixon provided a brief synopsis of the VIA project document provided by Mr. Michael Haines. Ms. Dixon noted that he will be trying to measure the qualitative values of the Library. There is not a whole lot of work in literature about measuring qualitative value but there is a lot of interest in the subject. Mr. Haines is in touch with researchers at the University of Washington School of Library Science in connection with this project. She reported receiving an email but could not recall the specifics at this time. Mr. Gordon stated that Mr. Haines offered to do this research and this group was receptive to him doing this project. He further noted that Mr. Haines did not want to proceed further without the approval of this Board. Mr. Gordon asked if there were any questions or if the group was acceptable to put a motion on the floor to accept the proposal.

Mr. Haines is a person who was/is a teacher and consultant in setting up businesses, Mr. Gordon's neighbor, he was also one of the forces behind the semi-annual Biz Idea, he also belonged to a group in town that mentors businesses. Ms. Dixon is not aware of his academic background he is also Claudia Haines father in response to Mr. Slone's question on who he was and Ms. Utley's question on his academic background regarding if he had a Liberal Arts Degree.

Ms. Utley expressed some concern as to the narrowing rather than a broadening of what Libraries provided to the community and Libraries are not a business. Mr. Gordon agreed and that was the point in doing the qualitative analysis to attempt to show that Libraries are valuable in many ways that are at this point ineffable and in addition to the quantitative parts that Ms. Dixon does. The qualitative parts are difficult. He went on to further comment that they could lead the nation if this is accomplished.

UTLEY/SLONE – MOVED TO APPROVE THE REQUEST TO PERFORM A VALUE IMPACT ANALYSIS BY MICHAEL HAINES ON THE HOMER PUBLIC LIBRARY.

There was a brief discussion on cost to the Library and Mr. Slone wanted to amend the motion to contain the three aspects as described in the Mission Statement – Access to Quality Resources, Welcoming Atmosphere, and Knowledgeable and caring Staff. Mr. Gordon believed Mr. Haines included the Mission Statement to signify that these aspects were already included in the study. Mr. Slone had a different perspective since Mr. Haines was not clarifying that these were included but if the rest of the Board was comfortable with the proposal then he would retract his motion to amend. Ms. Porter commented that when Mr. Haines was presenting his idea to the Board it sounded like a win-win situation since it required nothing from the board. Ms. Dixon noted that Mr. Haines would appreciate input from the Board.

Mr. Gordon asked if they were ready for a vote on the motion as stated.

VOTE. YES. UTLEY, PORTER, GORDON, SLONE.

Motion carried.

NEW BUSINESS

A. Welcome Newest Board Member!

Mr. Gordon welcomed the newest members. He then asked if the new members would like to tell the board why they joined.

Ms. Utley stated for the Glamour! Ms. Utley then stated her degrees and that she worked in the Library during college, was on the swim team and is now a lifeguard. Her first job was as a periodicals coordinator. She volunteers at the library and they stated that the Board was in need of some new members. So you can tell she is a wild one as she hangs out at the library.

Mr. Slone stated that he was in his give back to the community and learning about the community mode; how we interact with local government and how he can make his own opinions and values put into effect. Mr. Slone informed the members that he was on the Planning Commission and he was attending the Citizen Academy too. His goal is to learn more about the local government. Mr. Slone stated his first reason to join was to ensure the Board would obtain a quorum and secondly he wanted

to provide a conservative financial perspective to the Board. He wants to know how the money and funding that is being extracted from the citizens like him being spent.

Mr. Gordon thanked the new members again.

B. Recommendation on Placement of Art Donation

Ms. Krause provided highlights from the special meeting of the Public Arts Committee in which a public hearing was conducted. She noted that the numerous members of the public present were against the placement of the bust on or in any public space. After numerous motions the Public Arts Committee turned down the acceptance and/ or placement of the statue. Ms. Krause explained that City Council could still approve and accept the statue into the collection. Ms. Dixon commented that she heard half was that affiliation to the Barefooters and the other half was that Brother Asaiah would not have wanted the statue.

Mr. Gordon did not wish to make a recommendation to Council. Ms. Utley would withhold a recommendation until she had more information on the topic herself however she did not favor making a recommendation against the majority who could represent even larger numbers. Mr. Slone stated that he was disappointed in the Public Arts Committee recommendation as he was in favor and he will go before Council stating that they should accept the donation and place it somewhere. However, he would as a member of the Board support the recommendation made by the Public Arts Committee.

SLONE/UTLEY - MOVED TO NOT MAKE A RECOMMENDATION ON PLACEMENT OF THE STATUE AT THIS TIME.

There was no further discussion.

VOTE. YES. SLONE, UTLEY, PORTER, GORDON.

Motion carried.

INFORMATIONAL ITEMS

A. Strategic plan 2014

There was a brief discussion on the status of the parking lot icing issues. This winter has not been as bad. Ms. Dixon reported that discussions with Public Works had determined that this will require a major portion of the parking lot be torn up. Mr. Slone volunteered to follow this up with Public Works later this summer. Ms. Porter asked if this would be a good subject to bring before City Council. Mr. Gordon advocated checking with Mr. Meyer and Mr. Nelsen regarding the proposed schedule to get this resolved and Mr. Slone will get some more information from Ms. Dixon before broaching the topic with Public Works.

Mr. Gordon asked if Ms. Dixon had any timelines for the three policies that are listed. Ms. Dixon responded that they have had a brief discussion with staff and it was agreed they would start in April. Ms. Dixon also noted another policy that is needed is a Closure Policy. She stated that depending when there is a power outage such as summer it may not be necessary to close the library since there is daylight and you can open windows however in the winter would be different.

There was a brief discussion on a time frame for the policies. Ms. Dixon will bring in May the Collection Policy and then she would like to work on the Closure policy. Mr. Slone brought up a point of order on

meeting in April. (Further clarification with the City Clerk the City Council will not approve the meeting schedule until later in the year so the Board will have an April meeting.)

Mr. Gordon noted that the addition of the adding a summer temporary help to the list was previously approved. Ms. Krause will add that. He then stated that he would like to add to the list two additional items one being the adoption of a comprehensive plan. He believes that would be a superb idea.

GORDON/UTLEY - MOVED TO CREATE A COMPRHENSIVE PLAN TO THE BOARD PRIORITIES.

There was no discussion.

VOTE. YES. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum to Council re: Meeting Schedule
C. 2014 Board Member Attendance at Council Meetings

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

There were no comments from the staff.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

There were no comments from Mr. Gordon as acting Chair.

COMMENTS OF THE BOARD

Ms. Utley commented "What a Blast!"

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:15 p.m. The next regular meeting is scheduled for Tuesday, April 1, 2014 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

April 30, 2014

April Events and Activities

- **Black-out Poetry Contest** – Poems were displayed in the teen corner and patrons are voting this week for their favorite.
- **Celebration of Lifelong Learning** –Kyra Wagner and Hannah Baird were honored as lifelong learners. Keynote speaker Willie Iggiagruk Hensley spoke to an enthusiastic crowd. With music by Burnt Down House, catering by Maura, a silent auction, and the ever-popular Tree of Learning Trivia Contest, a grand time was had by all. Sponsored by Friends of Homer Library (FHL).
- **How to Travel the Camino** – Christina Whiting discussed her journey and the photographs she took, currently on exhibit at the library. More than 50 people turned out for her presentation!
- **Semi-Annual Book and Plant Sale** – The quantity of books for sale was down but the quality was up, resulting in sales as brisk as usual. Music by an unnamed band of library friends during the Friday night, Friends-only preview sale lent a festive air to the event.

Meetings

- **Friends of Homer Library** – Planning for April's duo events was the primary business, along with election of officers.
- **Staff** – In an effort to work our way through the Edge assessment, we've been holding staff meetings every Friday morning this month. Progress is being made.
- **Best Beginnings** – Claudia and I met with Jenny Martin to discuss the status of a joint effort in the planning stages: creating a website, curated (but not created) by Claudia, that will host resources, information, and an event calendar for all the early-literacy agencies around Homer. Claudia and I also attended Best Beginnings' annual Community Café planning luncheon to reevaluate and update goals for the coming year.

Issues of Interest

Staff Changes. Staff member Mercedes Harness resigned, though happily for us she plans to fill in as a sub when her new baby is a bit older. Taking her place in the half-time position will be Jacque McDonough, beginning May 8. Jacque has been volunteering regularly as a shelper and book processor for some time now, and comes to us with a wealth of experience in the museum world.

Little Library. Perhaps you saw the recent article in the Anchorage Daily News about Little Libraries in Anchorage? A Little Library will soon be appearing in the Homer area. The FHL coordinator has been working with students at the FLEX school to design and build a mini-library to be located at Fritz Creek Store. FHL will maintain and stock the library.

Behind the Scenes

Amy, Deb, and David all invested time in training via webinars this past month – Amy and David on cataloging, and Deb on changes taking place in Interlibrary Loan procedures. David has begun doing some of our basic cataloging work. Amy handles the more complex cataloging.

I wrote an Interlibrary Cooperation Grant to bring a nationally-recognized expert on promoting early literacy in libraries to Alaska. If approved, the grant will train a core group of librarians and other early childhood service providers in the skills and techniques outlined in Every Child Ready to Read, a nationwide initiative of the American Library Association. This core group will then, it is hoped, share their training with other librarians and early literacy staff throughout the state over the next several years.

As mentioned, we are working our way as a group through the Edge assessment. More to come later on that.

I also spent time reviewing job applications, conducting interviews, and completing the City's hiring process for our new staff member.

Facility

The windows were washed, inside and out. Yay! Flowers are already beginning to bloom in the south garden. Yay again!

Upcoming

Sometime in the next week, the one-millionth person to walk through the doors of this “new” library will arrive. We're watching the count carefully, as we plan to have some sort of celebration.

Summer Reading Program:

Kids up to 11 will *Fizz! Boom! Read!*

Teens 12 to 18 will *Spark a Reaction!*

Adults 19 and older can investigate *Literary Elements*. If you detect a science theme, you're right! Sign-up begins May 5. The program begins May 25.

A kick-off event on May 27 from 4 to 5 PM features Alaska State Trooper K9 Unit members Trooper Tim Wolff and Scout, a Belgium Malinois shepherd, at the library. Learn why dogs make excellent troopers and what it's like to be part of a K-9 Unit! For all ages.

Tuesday story times will be on hiatus until fall. Wednesday and Thursday story times will continue as usual.



Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: MAY 1, 2014
SUBJECT: ELECTIONS FOR CHAIR AND VICE CHAIR

BACKGROUND

Currently we are in need of a Chair – responsibilities include but are not limited to:

- Assisting staff with creating the agenda
- Running the monthly meetings
- Calling a meeting in the event of no quorum or possible non-quorum.
- Calling for a special meeting
- Creating Committees to address specific issues
- Appointing Commissioners to committees that are created.

See simple!?

Since Matt Strobel is currently our Vice Chair he will have the pleasure of opening the floor for nominations of Chair.

No more names for the ballot? Then a call for the vote is issued. The Clerk will call the first name nominated and so on. Staff will tally the votes for each commissioner nominated. The Board member with the most votes will be chair and Vice Chair Strobel will hand the gavel (meeting) over to the newly elected Chair.

If only one board member is nominated they can agree to serve in the capacity or turn down the nomination.

The Chair will then call for nominations for Vice Chair. The Chair will close the nominations and call for the vote. The current Vice Chair can be nominated and voted to remain in this position.

Since we have a fair amount of inexperienced members there is no restriction on a member running for election – if the member feels confident that they can run the meeting and assist with creating the monthly agenda. They are qualified for the job!



City of Homer

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Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MAY 1, 2014

SUBJECT: RECOMMENDATION TO CHANGE THE CIRCULATION POLICY ADDING A MUSIC CD
CATEGORY AND DEFINING THE OVERDUE FEES

Background

Library Staff has requested this item on the agenda to discuss the fines currently charged on overdue CD's.

Staff has recommended that the circulation period be increased to 14 days with a two week renewal period and the fees be reduced to \$0.15 from \$1.00 which is currently being charged.

The Circulation policy addresses the variety of circulation times and fines for a variety of materials and equipment provided by the Library and available for public use. Following is the draft of the amended policy.

You will find the addition of Music CD's on line 202 of the draft policy.

No changes are needed to the Fines and Fees Policy.

Recommendation

MAKE A MOTION TO APPROVE THE RECOMMENDED CHANGE TO THE CIRCULATION POLICY ADDING MUSIC CD'S WITH A 14 DAY CIRCULATION PERIOD, 15 CENT PER DAY OVERDUE FINE AND TWO WEEK RENEWAL PERIOD.

1 **HOMER PUBLIC LIBRARY**
2 **CIRCULATION POLICY**
3

4 The library is supported by tax funds and to the greatest extent possible, its services and
5 resources are available to the public without charge. Materials in all formats shall be
6 circulated on the same basis. Those materials designated for library use only, due to
7 fragility or rarity, may circulate on a limited basis to be determined by the library
8 director.
9

10 **LIBRARY CARDS**

- 11 • A library card is the legal and binding contract between the library and the
12 patron.
- 13 • A patron must present a card in good standing to borrow materials or use a
14 computer.
- 15 • A patron's card will be blocked, and no services may be obtained with it, if the
16 patron owes \$5.00 or more in unpaid fines and/or fees.
- 17 • Parents are responsible for keeping children's cards in good standing.
- 18 • Library staff will renew overdue materials that have not reached the maximum
19 renewal limit even if a patron's card is blocked in order to keep fines and/or fees
20 from accumulating if possible. Please Note: an item that has been placed on
21 hold may not be renewed.
22

23 **LOST, STOLEN, OR DAMAGED CARDS**

- 24 • A patron is responsible for notifying the library promptly of a lost or stolen card.
- 25 • A patron is responsible for all items checked out on the card prior to it being
26 reported lost or stolen.
- 27 • When a patron reports a library card is lost, stolen, or damaged, a block is placed
28 or a replacement card is issued.
- 29 • A patron must be present when the new card is issued.
- 30 • Replacement cards are \$5.00.
- 31 • A card may be replaced free of charge at the discretion of library staff for normal
32 wear and tear (i.e. when the scanner is no longer able to read the barcode).
33 Staff members may use their own judgment for hardship cases (e.g., patron's
34 house burned down). It is important for all staff members to document such
35 interactions in the patron's Extended Information field in order to assist both the
36 patron and the library staff.
- 37 • A patron must verify registration information.
- 38 • A patron may have only one card.
39

40 **FINES AND FEES**

- 41 • Overdue fines are assessed on items that are kept beyond their return due date.
- 42 • The fines for the majority of circulating items are \$.15 per item per day.

- Video (DVDs and VHSs) fines are \$1.00 per day. Please see Fines and Fees Policy for more detail.
- Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

OVERDUE MATERIALS

Patrons who do not return overdue library materials after receiving two notices will be blocked until library material is returned. Patrons with large delinquencies will be referred to the Cornerstone Collection Agency for collection and will be charged an additional \$25.00 as well as all collection agency fees. Collection options include small claims action and attachment of the individual's Permanent Fund Dividend in an amount sufficient to cover the cost of what is owed.

LOST MATERIALS

- A patron will be charged the cost of the lost item plus a processing fee.
- A patron should not purchase a replacement copy of a lost item; the library may choose not to accept a replacement item due to a variety of circumstances (e.g., the title has a library (reinforced) binding, there is a newer edition, or more current information is available in a different title).
- Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

REFUND OF REPLACEMENT FEES

- The amount paid for a lost book that is later found and returned in good condition to the library can be refunded within 60 days of Lost Status.
- After 60 days, the fee will not be refunded.

INCOMPLETE MATERIALS

If a media item is returned missing a part or piece, it will not be checked in and fines will continue to accrue. If the patron does not return the missing part within 6 weeks, the patron will be charged a non-refundable replacement fee as well as a processing fee of \$7.00.

DAMAGED MATERIALS

If an item is returned in a non-repairable condition, and this condition is due to negligence on the patron's part, the patron will be charged the cost of the item plus a processing fee.

CLAIMS RETURNED MATERIALS

All staff should refer patrons to the Claims Returned Supervisor. In addition, it is important for all staff members to document interactions in the patron's Extended Information field in order to assist both the patron and the Claims Returned Supervisor.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

- At the discretion of the library staff, charges for materials lost or destroyed by natural causes such as fire or flood may be waived.
- The library may request documentation of the loss.
- The library will furnish a list of borrowed materials with costs for insurance purposes if asked to do so.

HOLDS

- Items owned by the library but not immediately available will be placed on hold (i.e., reserved) for patrons upon request.
- Items placed on hold may not be renewed; instead, the item must be returned to the library so it may be available for the patron who placed the hold.

LOAN LIMIT

- The loan limit per library card is 12 items of general collection materials per patron.
- A patron may not have more than 3 videos (DVDs or VHSs) checked out at any one time.
- Lower limits will apply for patrons with special or visitor cards.

CIRCULATION PERIODS

Library materials circulate for varying periods of time:

Audio Visual Equipment

- Overnight or 2-day checkout period.
- Fines are \$1.00 per day.
- Patron must be 18 years or older.
- Patron must be a resident. (If visitors need equipment, a local resident with a library card in good standing may check out the equipment.)
- Agencies must designate a responsible employee/representative as a cardholder. The cardholder will be responsible for missing or damaged items.
- Patrons borrowing equipment must keep the equipment in their possession and not allow anyone else to borrow it.
- Circulation periods may be extended if the piece of equipment has not been reserved for another patron.

129 **Audiobook (cassette or CD)**

- 130 • 14-day checkout period.
131 • Two week renewal period for up to two renewals.
132 • Fines are \$.15 per day.

133

134 **Book**

- 135 • 14-day checkout period.
136 • Two week renewal period for up to two renewals.
137 • Fines are \$.15 per day.

138

139 **Book3 (extra week for lengthy book)**

- 140 • 21-day checkout period.
141 • Three week renewal period for up to two renewals.
142 • Fines are \$.15 per day.

143

144 **Electric Usage Meters**

- 145 • 14-day checkout period.
146 • Use may be extended on a case-by-case basis.
147 • Fines are \$1.00 per day.

148

149 **Games**

- 150 • Non-Circulating.
151 • Available for use in the library.

152

153 **Kit (book with CD or cassette)**

- 154 • 14-day checkout period.
155 • Two week renewal period for up to two renewals.
156 • Fines are \$.15 per day.

157

158 **Magazine**

- 159 • 14-day checkout period.
160 • Two week renewal period for up to two renewals.
161 • Fines are \$.15 per day.
162 • Current issue does not circulate until a newer issue is available for public use.
163 • Circulation period may be shortened at the discretion of the library staff due to
164 the timely subject matter of certain magazines.
165 • Please ask a library staff member for assistance with non-circulating magazine
166 titles.

167

168 **Maps**

- 169 • Non-Circulating.
170 • Available for use in the library.

171

172 **Newspaper**

- 173 • 14-day checkout period.
- 174 • Two week renewal period for up to two renewals.
- 175 • Fines are \$.15 per day.
- 176 • Current issue does not circulate until a newer issue is available for public use.
- 177 • Circulation period may be shortened at the discretion of the library staff due to
- 178 the timely subject matter of certain magazines.
- 179 • Please ask a library staff member for assistance with non-circulating newspaper
- 180 titles.

181
182 **Punch Bowl & Cups**

- 183 • Overnight or 2-day checkout period.
- 184 • Use may be extended on a case-by-case basis.
- 185 • Fines are \$1.00 per day.

186
187 **Puppet, puzzle, or toy**

- 188 • 14-day checkout period.
- 189 • Two week renewal period for up to two renewals.
- 190 • Fines are \$.15 per day.

191
192 **Vertical File**

- 193 • Non-Circulating.
- 194 • Available for use in the library.

195
196 **Video (DVD or VHS)**

- 197 • 7-day checkout period.
- 198 • No renewals.
- 199 • Video fines are \$1.00 per day.
- 200 • Maximum of three videos checked out on a library card at a time.

201
202 **Music (CD)**

- 203 • 14 – day checkout period.
- 204 • Two week renewal period for up to two weeks
- 205 • Fines are \$0.15 per day.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Clerk/
4 Library Director

5
6 **RESOLUTION 14-XX**

7
8 A RESOLUTION OF THE CITY COUNCIL OF HOMER,
9 ALASKA, AMENDING THE HOMER PUBLIC LIBRARY
10 CIRCULATION POLICY.
11

12 WHEREAS, The Library Advisory Board reviewed and approved the amendments to the
13 Circulation Policy as follows:
14

15 **HOMER PUBLIC LIBRARY**
16 **CIRCULATION POLICY**
17

18 The library is supported by tax funds and to the greatest extent possible, its services and resources are
19 available to the public without charge. Materials in all formats shall be circulated on the same basis.
20 Those materials designated for library use only, due to fragility or rarity, may circulate on a limited
21 basis to be determined by the library director.
22

23 **LIBRARY CARDS**

- 24 • A library card is the legal and binding contract between the library and the patron.
25 • A patron must present a card in good standing to borrow materials or use a computer.
26 • A patron's card will be blocked, and no services may be obtained with it, if the patron owes
27 \$5.00 or more in unpaid fines and/or fees.
28 • Parents are responsible for keeping children's cards in good standing.
29 • Library staff will renew overdue materials that have not reached the maximum renewal limit
30 even if a patron's card is blocked in order to keep fines and/or fees from accumulating if
31 possible. Please Note: an item that has been placed on hold may not be renewed.
32

33 **LOST, STOLEN, OR DAMAGED CARDS**

- 34 • A patron is responsible for notifying the library promptly of a lost or stolen card.
35 • A patron is responsible for all items checked out on the card prior to it being reported lost or
36 stolen.
37 • When a patron reports a library card is lost, stolen, or damaged, a block is placed or a
38 replacement card is issued.
39 • A patron must be present when the new card is issued.
40 • Replacement cards are \$5.00.
41 • A card may be replaced free of charge at the discretion of library staff for normal wear and
42 tear (i.e. when the scanner is no longer able to read the barcode). Staff members may use
43 their own judgment for hardship cases (e.g., patron's house burned down). It is important for
44 all staff members to document such interactions in the patron's Extended Information field in
45 order to assist both the patron and the library staff.
46 • A patron must verify registration information.
47 • A patron may have only one card.
48

49 **FINES AND FEES**

- Overdue fines are assessed on items that are kept beyond their return due date.
- The fines for the majority of circulating items are \$.15 per item per day.
- Video (DVDs and VHSs) fines are \$1.00 per day. Please see Fines and Fees Policy for more detail.
- Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

OVERDUE MATERIALS

Patrons who do not return overdue library materials after receiving two notices will be blocked until library material is returned. Patrons with large delinquencies will be referred to the Cornerstone Collection Agency for collection and will be charged an additional \$25.00 as well as all collection agency fees. Collection options include small claims action and attachment of the individual's Permanent Fund Dividend in an amount sufficient to cover the cost of what is owed.

LOST MATERIALS

- A patron will be charged the cost of the lost item plus a processing fee.
- A patron should not purchase a replacement copy of a lost item; the library may choose not to accept a replacement item due to a variety of circumstances (e.g., the title has a library (reinforced) binding, there is a newer edition, or more current information is available in a different title).
- Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

REFUND OF REPLACEMENT FEES

- The amount paid for a lost book that is later found and returned in good condition to the library can be refunded within 60 days of Lost Status.
- After 60 days, the fee will not be refunded.

INCOMPLETE MATERIALS

If a media item is returned missing a part or piece, it will not be checked in and fines will continue to accrue. If the patron does not return the missing part within 6 weeks, the patron will be charged a non-refundable replacement fee as well as a processing fee of \$7.00.

DAMAGED MATERIALS

If an item is returned in a non-repairable condition, and this condition is due to negligence on the patron's part, the patron will be charged the cost of the item plus a processing fee.

CLAIMS RETURNED MATERIALS

All staff should refer patrons to the Claims Returned Supervisor. In addition, it is important for all staff members to document interactions in the patron's Extended Information field in order to assist both the patron and the Claims Returned Supervisor.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

- At the discretion of the library staff, charges for materials lost or destroyed by natural causes such as fire or flood may be waived.
- The library may request documentation of the loss.
- The library will furnish a list of borrowed materials with costs for insurance purposes if asked to do so.

HOLDS

- Items owned by the library but not immediately available will be placed on hold (i.e., reserved) for patrons upon request.
- Items placed on hold may not be renewed; instead, the item must be returned to the library so it may be available for the patron who placed the hold.

LOAN LIMIT

- The loan limit per library card is 12 items of general collection materials per patron.
- A patron may not have more than 3 videos (DVDs or VHSs) checked out at any one time.
- Lower limits will apply for patrons with special or visitor cards.

CIRCULATION PERIODS

Library materials circulate for varying periods of time:

Audio Visual Equipment

- Overnight or 2-day checkout period.
- Fines are \$1.00 per day.
- Patron must be 18 years or older.
- Patron must be a resident. (If visitors need equipment, a local resident with a library card in good standing may check out the equipment.)
- Agencies must designate a responsible employee/representative as a cardholder. The cardholder will be responsible for missing or damaged items.
- Patrons borrowing equipment must keep the equipment in their possession and not allow anyone else to borrow it.
- Circulation periods may be extended if the piece of equipment has not been reserved for another patron.

Audiobook (cassette or CD)

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

Book

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

Book3 (extra week for lengthy book)

- 21-day checkout period.
- Three week renewal period for up to two renewals.
- Fines are \$.15 per day.

Electric Usage Meters

- 14-day checkout period.
- Use may be extended on a case-by-case basis.
- Fines are \$1.00 per day.

Games

- Non-Circulating.
- Available for use in the library.

Kit (book with CD or cassette)

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

Magazine

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.
- Current issue does not circulate until a newer issue is available for public use.
- Circulation period may be shortened at the discretion of the library staff due to the timely subject matter of certain magazines.
- Please ask a library staff member for assistance with non-circulating magazine titles.

Maps

- Non-Circulating.
- Available for use in the library.

Newspaper

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.
- Current issue does not circulate until a newer issue is available for public use.
- Circulation period may be shortened at the discretion of the library staff due to the timely subject matter of certain magazines.
- Please ask a library staff member for assistance with non-circulating newspaper titles.

Punch Bowl & Cups

- Overnight or 2-day checkout period.
- Use may be extended on a case-by-case basis.
- Fines are \$1.00 per day.

Puppet, puzzle, or toy

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

Vertical File

- Non-Circulating.
- Available for use in the library.

Video (DVD or VHS)

- 7-day checkout period.

- No renewals.
- Video fines are \$1.00 per day.
- Maximum of three videos checked out on a library card at a time.

Music (CD)

- **14 – day checkout period.**
- **Two week renewal period for up to two weeks**
- **Fines are \$0.15 per day.**

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the Homer Public Library Circulation Policy to reflect the recommendations of the Library Advisory Board.

PASSED AND ADOPTED BY THE HOMER CITY COUNCIL this ____ day of _____, 2014.

CITY OF HOMER

MARY E. WYTHE, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
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: MAY 1, 2014

SUBJECT: AMENDING THE BYLAWS TO REDUC E THE ANNUAL MEETINGS OF THE BOARD AND
ALLOW COMMITTEES ONLY UPON APPROVAL BY COUNCIL

Background

The Library Advisory Board reviewed the Memorandum from the City Clerk dated January 29, 2014 requesting the Advisory Bodies to reduce the meetings in an effort to reduce staff time.

At the regular meeting of February 4, 2014 the Board agreed to reduce the annual meeting schedule to the first Tuesday of the following months February, March, May, June, July, September, October and December. The Board also acknowledged the Council requirement to have all future creation of committees only upon the approval of council.

The next step is amending the bylaws to reflect those change s. The Board is required to bring the motion to change at two meetings. After this is completed a resolution containing the proposed changes will go to Council for the formal approval.

A copy of the draft bylaws and resolution reflecting the proposed changes follows.

Recommendation

MAKE A MOTION TO APPROVE THE RECOMMENDED CHANGES TO THE LIBRARY ADVISORY BOARD BYLAWS ARTICLE FOUR, MEETINGS AND ARTICLE FIVE, COMMITTEES AS DISCUSSED.

**HOMER PUBLIC LIBRARY ADVISORY BOARD
BYLAWS**

ARTICLE I - NAME AND AUTHORIZATION

This organization shall be called the Library Advisory Board, existing by virtue of the provisions of Chapter 1.48 of the Homer Municipal Code, and exercising the powers and authority, and assuming the responsibilities delegated under said Code.

ARTICLE II – PURPOSE

Section 1 Establish operational policies for the library program, and submit same to the City Council for approval.

Section 2 Assist the Library Director in preparation and presentation of the annual budget request to the City Council.

Section 3 Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.

Section 4 Solicit donations of money and/or property for the benefit of the Library.

Section 5 Represent the Library to the community.

ARTICLE III - OFFICERS AND BOARD MEMBERS

Section 1 A Chairperson, Vice-Chairperson shall be elected from among the appointed board members at the regular April meeting of the Board.

Section 2 Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3 The Chairperson shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees; execute all documents authorized by the Board; serve as ex officio, voting member of all committees, and generally perform all duties associated with that office.

Section 4 In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

Section 5 One member shall attend the monthly meeting of the Friends of the Homer Public Library on an open volunteer basis.

Section 6 Honorary members of the Board may from time to time be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Board, but may not vote nor shall they be counted in determining the quorum of Board members.

52
53 **ARTICLE IV – MEETINGS**
54

55 Section 1 The annual meeting for review of policies, rules and regulation shall be held at a
56 regular meeting each year.
57

58 Section 2 Regular meetings shall be held **on the first Tuesday of the following months:**
59 **February, March, May, June, July, September, October and December at 5:00 p.m..**
60 ~~each month~~ in the designated location. ~~Dates, hours and location shall be set by the Board,~~ and
61 shall be posted for public information as required by Homer City Code and Alaska State Statutes.
62

63 Section 3 All regular meetings shall be open to the public.
64

65 Section 4 The regular meetings in July, ~~August~~ and September of each year shall be known as
66 budget meetings. Budget proposals, position classification and compensation schedules, shall be
67 reviewed at these meetings.
68

69 Section 5 The order of business for the regular meetings shall include, but not be limited to, the
70 following items, which shall be covered in the sequence shown, as far as circumstances permit.
71 Agenda shall be posted for public information as required by Homer City Code and Alaska State
72 Statutes.
73

74 NAME OF BODY	DATE OF MEETING
75 PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
76 HOMER, ALASKA	MEETING ROOM
77 NOTICE OF MEETING	
78 REGULAR MEETING AGENDA	
79 1. CALL TO ORDER	
80 2. APPROVAL OF AGENDA	
81 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)	
82 4. RECONSIDERATION	
83 5. APPROVAL OF MINUTES or CONSENT AGENDA.	
84 6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the	
85 visitor or the visitor's topic until audience comments.) No action may be taken at this time.	
86 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit	
87 not to exceed 5 minutes.)	
88 8. PUBLIC HEARING (3 MINUTE TIME LIMIT)	
89 9. PLAT CONSIDERATION (Planning Commission only)	
90 10. PENDING BUSINESS or OLD BUSINESS	
91 11. NEW BUSINESS or COMMISSION BUSINESS	
92 12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY	
93 BE DISCUSSED ONLY).	
94 13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)	
95 14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the	
96 agenda.)	
97 15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)	
98 16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE	
99 COMMISSION/BOARD since the Chair is a member of the Commission/Board.)	
100 17. COMMENTS OF THE COMMISSION	
101 18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ note any	
102 worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in	
103 the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.	
104 (Sometimes the meeting is scheduled for the Conference Room)	
105	

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 6 Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the board members in attendance.

Section 7 Special meetings may be called by the Library Director at the direction of the Chairperson, or at the request of three members, for the transaction of business as stated in the call for the meeting. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 8 A quorum for the transaction of business at any meeting shall consist of four members of the Board present. For purposes of determining the existence of a quorum, Honorary Board members shall not be counted.

Section 9 Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the next meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 10 Robert's Rules of Order, latest edition shall govern the parliamentary procedures of meetings.

ARTICLE V - COMMITTEES

Section 1 ~~The Chairperson shall appoint committees~~ **A committee** of one or more members for such specific purposes as the business of the Board may require. **will only be appointed and become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason for the formation of a committee, tasks assigned and termination date or length of time expected to complete assigned tasks.**

Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2 All committees shall make a progress report to the Board at each of its meetings.

Section 3 No committee shall have other than advisory powers unless, by suitable action to the Board, it is granted specific powers to act.

ARTICLE VI - VOTING AND BYLAW AMENDMENTS

Section 1 An affirmative vote of the majority of all members of the Board present at one time shall be necessary to approve any action before the Board. The Chairperson may vote upon, and may move or second a proposal before the Board.

Section 2 A record of all voting must be included in the minutes of each meeting.

Section 3 The By-laws may be amended by a simple majority of all members of the Board present at one time, provided written notice of the proposed amendment shall have been sent to all members at least five (5) days prior to the meeting at which such action is proposed to be taken.

Section 4 Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

163 **ARTICLE VII – ATTENDANCE**

164
165 Teleconference meetings.

166 1. The preferred procedure for a Board meeting is that all members be physically
167 present at the designated time and location for the meeting. However, physical presence may be
168 waived and a member may participate in a meeting by Teleconference. This is limited to two (2)
169 meetings per year.

170
171 2. There must be an initial quorum present.

172
173 3. A Board member participating by teleconference shall be deemed to be present at the
174 meeting for all purposes. In the event the Chair participates telephonically, the Vice-Chair shall
175 run the meeting.

176
177 2. Teleconference procedures.

178
179 A. A Board member who cannot be physically present for a regularly scheduled meeting
180 shall notify the clerk at least five days prior to the scheduled time for the meeting of his/her
181 intent to appear by telephonic means of communication.

182
183 B. The clerk shall notify the Board members three days prior to the scheduled time for the
184 Board meeting of Board members intending to appear by teleconference.

185
186 C. The means used to facilitate a teleconference meeting the Board must enable each Board
187 member appearing telephonically to clearly hear all other Board members and members of the
188 public attending the meeting as well as be clearly heard by all other Board members and
189 members of the public.

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191 D. The clerk shall note in the attendance record all Board members appearing telephonically.
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217 Updated and Revised 12/01/09 - rk
218

City Clerk/
Library Advisory Board

ARTICLE V - COMMITTEES

~~Section 1 The Chairperson shall appoint committees~~ **A committee** of one or more members for such specific purposes as the business of the Board ~~may require.~~ **will only be appointed and become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason for the formation of a committee, tasks assigned and termination date or length of time expected to complete assigned tasks.** Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2 All committees shall make a progress report to the Board at each of its meetings.

Section 3 No committee shall have other than advisory powers unless, by suitable action to the Board, it is granted specific powers to act.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, amends the Library Advisory Board Bylaws to reflect the changes to Article Five, Committees, Section 1 and relative sections as required

PASSED AND ADOPTED BY THE HOMER CITY COUNCIL this ____day of _____, 2014.

CITY OF HOMER

MARY E. WYTHE, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

March 25, 2014

Matt Strobel
PO Box 3570
Homer, AK 99603

Dear Matt,

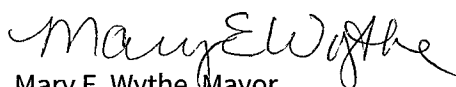
Congratulations! Council confirmed/approved your reappointment to the Library Advisory Board during their Regular Meeting of March 24, 2014 via Memorandum 14-044.

Your 2013 Public Official Conflict of Interest Disclosure Statement is currently on file in the City Clerk's Office. In October you will be notified to complete the 2014 disclosure statement. Public officials are required to comply with this reporting requirement pursuant to HCC 1.18.043.

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

Your term will expire April 1, 2017.

Cordially,


Mary E. Wythe, Mayor

Enc: Memorandum 14-044
Certificate of Reappointment

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Reappointment

Greetings

Be It Known That

Matt Strobel

Has been reappointed to

serve as

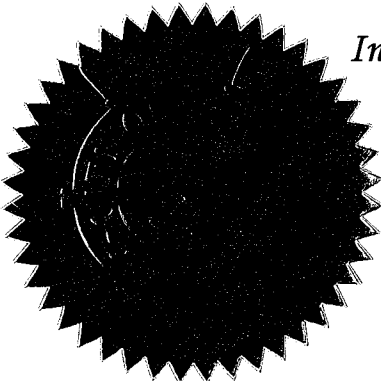
"Boardmember"

on the

"Library Advisory Board"

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

*In Witness whereof I hereunto set my hand
this 25th day of March, 2014.*



Mary E. Wythe
Mary E. Wythe, Mayor

Attest:

Jo Johnson
Jo Johnson, MMC, City Clerk



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

March 25, 2014

Phil Gordon
PO Box 1193
Homer, AK 99603

Dear Phil,

Congratulations! Council confirmed/approved your reappointment to the Library Advisory Board during their Regular Meeting of March 24, 2014 via Memorandum 14-044.

Your 2013 Public Official Conflict of Interest Disclosure Statement is currently on file in the City Clerk's Office. In October you will be notified to complete the 2014 disclosure statement. Public officials are required to comply with this reporting requirement pursuant to HCC 1.18.043.

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

Your term will expire April 1, 2017.

Cordially,


Mary E. Wythe, Mayor

Enc: Memorandum 14-044
Certificate of Reappointment

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Reappointment

Greetings

Be It Known That

Phil Gordon

Has been reappointed to

serve as

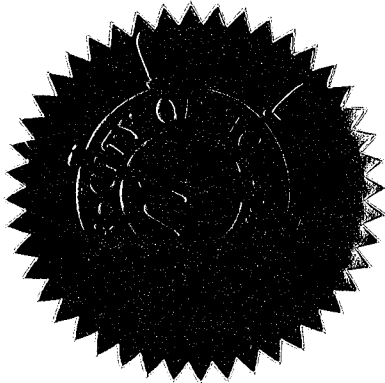
“Boardmember”

on the

“Library Advisory Board”

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

*In Witness whereof I hereunto set my hand
this 25th day of March, 2014.*



Mary E. Wythe
Mary E. Wythe, Mayor

Attest:

Jo Johnson
Jo Johnson, MMC, City Clerk

