

**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 July 7, 2015 **Page 3**
- 6. VISITORS** *(There were no visitors scheduled for this meeting)*
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report – Status Update on Western Lot Project
 - B. Next Friends Meeting – Wednesday, September 9, 2015 at 6:00 p.m. Library Conference Room
 - C. Director’s Report & Statistics – July and August 2015 **Page 9**
 - D. Rare Book Report – Susan Braund
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Budget 2016 **Page 29**
 - B. Amending the Bylaws to Change the Regular Meeting Time **Page 31**
 - C. Efforts to Recruit and Promote the Library Advisory Board **Page 37**
- 10. NEW BUSINESS**
 - A. Welcome New Boardmember **Page 39**
 - B. Available Grants Appropriate for Library Needs **Page 41**
 - C. Review and Amend the 2014 Strategic Plan **Page 43**
 - D. Combining Efforts of Committee, Commission and the Board **Page 47**
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 - A. 2015 Board Member Attendance at Council Meetings **Page 53**
- 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 6, 2015** at 5:00 P.M. in the **UPSTAIRS CONFERENCE ROOM** at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 15-04 a Regular Meeting of the Library Advisory Board was called to order by Vice Chair Amy Alderfer at 5:05 p.m. on July 7, 2015 in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS ALDERFER, BRAUND, SMITH AND BROWN

ABSENT: BOARD MEMBERS STROBEL (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

Vice Chair Alderfer requested a motion to approve the agenda.

SMITH/BROWN – MOVED TO APPROVE THE AGENDA.

There was no discussion.

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

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public present.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on May 5, 2015

Vice Chair Alderfer requested a motion to approve the minutes.

BROWN/SMITH – MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled for the meeting.

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Friends Report – Status Update on the Western Lot Project

Library Director Dixon provided a report on the progress for the clearing of the underbrush on the property and improving the line of sight for the Police Department. The clearing has immensely improved the area and is encouraging use by the neighboring residents too.

Ms. Dixon reported that the Friends Coordinator position will be advertised shortly as Erin Hollowell has stepped down from the position to pursue other interests. This position is the go to administrative position for the Friends and provides updates to the website, projects, and a variety of other tasks. This is a paid position.

B. Next Friends Meeting

The next meeting is scheduled for Wednesday, July 8, 2015 at 6:00 p.m.

Boardmember Smith stated that she will try to attend this meeting.

C. Directors Report and Monthly Statistics

Library Director Dixon provided a summary of her report highlighting the following:

- requested additional information from the city attorney but has not received a response yet on distributing religious materials on Library property.
- CPR Training for staff
- Due to security issues the Library will not be having the ability to have interlibrary loan in “real time”.
- Application has been submitted for a Homeland Security Grant for \$114,000 for a backup generator for the Library.
- Application is in progress for a Rasmussen grant for materials
- Reported scheduled meeting with Margaret Cisco, an Adaptive Technologies Specialist, regarding the possibility that the Library as a Beta Testing Facility with all kinds of goodies related to adaptive technologies.

Board member Brown provided some additional information on what this could mean to the library, the community and patrons with special needs and his previous working relationship with Ms. Cisco.

A brief discussion evolved on the glaciation issue in the Library parking for the disabled parking location. There are some redesign ideas that could be implemented according to Public Works personnel. There are numerous funding sources that were available and could be included in the discussion.

Library Director Dixon commented on the KBBi interview with Chief Robl regarding the cuts this year and next year and the possible losses to services. Further discussion on the dire budgetary aspects and how the Library is utilized ensued. Ms. Dixon reported that a Town Hal Meeting will be conducted on July 20th regarding the budget and funding shortfall and other revenue sources. She encouraged the Boardmembers to invite as many people to attend and if they cannot attend to complete the survey that will be available soon.

Library Director Dixon went on to report the various cost savings that Council may be considering such as closing the Library one day a week which would mean laying off one staff member. Ms. Dixon see this as a last resort and they also talked about other means of increasing revenue such as charging for

Library cards for outside patrons, possibly charging for use of the computers which would actually result in a loss of the federal e-rate, a cost of \$12,413.76. Closing one day would be the loss of a part time staff person that would amount to a saving of \$30,000 including benefits and approximately \$3,000 for utilities. Not really the savings that Council is seeking.

Library Director Dixon gave a brief summary of the budget process and added that the Council and City is looking for input and recommendations from the city because generally everyone comes during the budget process and says 'Don't cut me' and residents don't want to pay higher taxes. Council only hears from those against and do need to hear from those in the community who would pay a higher tax, etc.

Boardmember Brown commented on budget and funding issues. Library Director Dixon distributed materials regarding the Library budget.

A brief discussion on the Library providing access to the general public that depended on it the most and the trend of most things such as applying for a job, filing a permanent fund application, etc. was only available online for the most part.

Boardmember Brown commented that his goal was to keep the library open and see the expansion of facilities, the Guttenberg Press and Patent Library as local resources which would be a boon to the town. The prisoners in Wasilla have access to a Law library that the legal people do not have access to.

Boardmember Alderfer expressed the desire to perform public outreach by coordinating with the Friends to get more public awareness through KBBI and also attendance at Council meetings. Library Director Dixon restated that she would prefer to do line item cuts before terminations. The Boardmembers offered a few options to inform the public of the budget issues.

D. Facilities Report

The Library is replacing the automatic door openers since they are broken again. Maintenance personnel have been very good at fixing what they have but it was determined that they need a more heavy duty option that can withstand the abuse.

Boardmember Brown offered the reason that the switches are smacked upon and kids run up and kick them though did not elaborate if he has personally seen this behavior at the library but has seen it while in Anchorage. He continued to elaborate on the on the availability of better and stronger door systems.

There was a brief inquiry on security cameras.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Rare Books at the Library – How Many Are in Our Collection

Boardmember Braund provided a laydown report on the contacts regarding appraising the collection. There is only one certified book appraiser in the state and Boardmember Braund offered the responses that she received from her research. One was interested in purchasing the collection.

There is actually a very limited number of books that Library Director Dixon keeps in her office.

The Board entertained discussion on gifting the collection to another library or the value to keeping the collection and allowing minimal controlled access to the collection. Library Director Dixon is very fond of Alaskana and would like to keep them but currently the policy is that they do not keep materials of this type.

It was determined to keep the Rare Book Collection as an item under Reports on the agenda until completed.

NEW BUSINESS

A. Elections

Vice Chair Alderfer introduced the item, noting that all members of the Board were fairly new and inexperienced. She opened the floor for nominations of Chair. Boardmember Braund inquired if Ms. Alderfer would consent to being nominated, noting she was doing a great job. Boardmember Alderfer declined citing that she already was the liaison for the Friends and wanted the opportunity for other members.

Boardmember Braund then nominated Boardmember Brown. Boardmember Smith seconded the nomination.

Vote was called, response was unanimous.

Vice Chair Alderfer turned the meeting over the Chair Brown.

B. Budget 2016

Chair Brown brought the subject forward for discussion. Chair Brown requested Library Director Dixon to forward her proposed 2016 Budget to the Clerk who will distribute to the Board since there will not be a meeting next month. This item will be on the September agenda also.

C. Protection of Artwork within the Library

There was a brief discussion regarding the need to perform additional research regarding protecting the art. There was no further discussion or action taken by the Board present.

D. Recruitment and Promotion

Chair Brown deferred discussion on this item wishing to address the next item on the agenda.

E. Amending the Regular Meeting Time

Chair Brown introduced the item for discussion and requested a motion.

The Board discussed the options of establishing a later meeting time with all members and staff present commenting on what time they personally preferred.

ALDERFER/BROWN – MOVED TO CHANGE THE REGULAR MEETING TIME TO 5:30 P.M.

There was a brief discussion on setting a time limit of 90 minutes to meetings and being respectful of everyone's time.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Brown requested assistance and direction from the Clerk on the next steps in the process.

F. Next Meeting Deliverables and Discussion Topics

DEPUTY City Clerk Krause provided a description of this item for the chair.

The items for the September agenda were:

- Draft Library Budget 2016
- Draft BYLAWS & Meeting Time
- Available Grants for Materials, etc.

INFORMATIONAL ITEMS

A. Strategic Plan 2014

Chair Brown requested everyone to review the strategic plan so that they will be aware of any budgetary issues within the document.

B. 2015 Board Member Attendance at Council Meeting

Chair Brown and Vice Alderfer advocated for attendance at the next several Council meetings due to the budget but more to present a look at what the Library does provide to the community to support the budget requested by Library Director Dixon.

Boardmember Smith volunteered to attend the July 27th Council meeting.

Vice Chair Alderfer will attend the August 24th meeting.

Boardmember Braund will attend the October 12th meeting.

Chair Brown will attend the September 14th and December 7th meetings.

It was commented that maybe the new members that signup will attend the other meetings available.

COMMENTS OF THE AUDIENCE

There was no audience in attendance for this meeting.

COMMENTS OF CITY STAFF

Staff was not asked for their comments.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

Chair Brown thanked Deputy City Clerk Krause for her assistance in providing the materials. He additionally thanked the other Board members for attending the meeting and Library Director Dixon for her tireless efforts in managing a great facility.

COMMENTS OF THE BOARD

Boardmember Smith inquired about a grant writer being hired by the City recently. A brief discussion evolved on the duties and availability of the newly hired Assistant City Manager and the availability of the current city staff to search out and complete grant applications.

Board member Braun and Alderfer were not asked for their comments.

ADJOURN

There being no further business to come before the Board Chair Brown adjourned the meeting at 6:50 p.m. The next regular meeting is scheduled for Tuesday, September 1, 2015 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 4, 2015**

July normally shows our highest circulation numbers of the year but this year we've reached a new record – 13,647 items. That's about 1,000 more than July 2014 and 2,500 more than July 2013. That busy feeling we've all had was not our imaginations! We're very thankful for our summer Library Aide, Camelle Bickish.

The Summer Reading Program (SRP) is finished for another year, with over 300 children, teens and adults participating. In July alone, 380 people attended SRP programs, including 170 at the end-of-program ice cream social. Best of all, a whole lot of reading happened!

Meetings and Trainings

- Library Advisory Board meeting
- Friends of Homer Library (FHL) meeting
- Department of Homeland Security "Active Shooter" training
- AK Library Association Executive Council telephonic meeting
- City Council meeting
- Library staff meeting
- Two department head meetings
- FHL western lot work party
- City of Homer Town Hall meeting
- Interviews with FHL for new coordinator

Issues of Interest

Town Hall Meeting: Turnout was very good for a summer evening – about 70 people. Most participants felt that City service levels were "about right" for most departments, including the Library. Most were in favor of increasing revenue rather than cutting services, with a bed tax and sales tax (either year-round or increasing 1%) being most popular (can that be the right word for a tax?!). Property tax was least popular.

2016 Budget: The timeline and information needed by department heads to formulate their budget requests will be issued soon. We've been told to make it as lean as possible and look for places to cut.

Active Shooter Training: Amy Gordon, Daniel Querfeld and I attended a one-day workshop led by Homeland Security on preventing and responding to an active shooter situation in businesses or public facilities. The training was sobering, thought-provoking, and instructive. Library staff is in the process of reviewing training materials distributed at the workshop for further discussion at staff meetings.

Western Lot: A second work party further cleaned up the area and spread wood chips to create new trails and improve the earlier ones. The area is looking really good – much more open and inviting. The goal is to encourage positive, appropriate use of the area.

Legal Opinion on Religious Pamphlets: I still haven't heard back yet. The lawyer may be occupied with more urgent City business.

Behind the Scenes

Director: A lot of meetings this month. I made significant progress on the Rasmuson grant application but have set that aside until our budget picture is more defined. I began work on the annual Alaska State Library report, which is quite lengthy and time-consuming. Ordered new books, worked on the Alaskana section (an on-going project), dealt with minor IT, scheduling, and patron problems.

Staff: David continues his online class on cataloging. Amy is currently taking a short course on advanced cataloging.

Facility – Two of our security cameras were broken but are now fixed. IT is working on upgrading a server so we can once again view the cameras from the front desk. That capability has been out of commission for several months, which makes it difficult to supervise problem activities around the library and grounds.

Upcoming Events

Reading with Sevie – Mon. Aug. 10, 11 AM – 12 PM

Being Mortal – Panel and community discussion of the best-selling book on end-of-life decisions; in partnership with Hospice of Homer, Thurs. Sep. 3, 6 – 7:30 PM

Ongoing

SPARC Radio Club – first Tuesdays, 6:30 PM

Story Times – Wednesdays 10 AM until fall. Small Fry Thursdays 11:30 AM

Knitting – Mondays, 3-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Drop-In Tech Help – First Fridays and Third Saturdays, noon to 2

LEGO Club –Thursday July 16, 3 – 4:30 PM. Kids 7-12 and parents.

**Homer Public Library
Director's Report
August 26, 2015**

This week we say goodbye to our summer Library Aide, Camelle Bickish. We're sad to lose her, both because she has been an asset to the Library and because the rest of us will now be working the front desk more, with less time for our back-of-the-library duties. The good news is that she will continue to fill in occasionally as a substitute. Other news:

- The Kenai Peninsula Orchestra string quartet played a noon concert at the Library early in the month. Around 60 people attended.
- Tuesday story times resume in September at 10 AM.
- Friends of Homer Library (FHL) hired a new part-time coordinator, Mercedes Harness.

Meetings and Trainings

- Friends of Homer Library meeting
- Homer Early Childhood Coalition
- City Council meetings (2)
- Library staff meeting with City Manager & Assistant CM
- Department head meeting
- Meeting with City Manager
- "Responding to Book Challenges" webinar

Issues of Interest

2016 Budget: I am submitting my budget proposal to the City Manager by the end of this month. My task is to find enough cuts within existing line items to balance out fixed costs that can't be reduced so as to end up with a budget at or below last year's total. This will include cuts to the book, periodical, and A-V budgets. On Sept. 4 I will meet with City Manager Koester and Finance Director John Li to discuss my proposed budget. At that time we will also discuss deeper cuts that will have to be made if no new revenue is forthcoming. The only items left to cut at that point will be further decreases in the materials budget (books, etc.) and staffing, which will necessitate reducing our open hours.

A complicating factor is that no funds have been allocated for equipment depreciation and replacement for several years. Next year half of our public use computers will need replacing (10 computers). This will be a separate budget request.

Active Shooter Training: Library staff has reviewed the training materials distributed at the workshop several of us attended. We held a brief discussion at a staff meeting. I will arrange a visit from a police officer to lead a more involved discussion at a later date.

Legal Opinion on Religious Pamphlets: I received the lawyer's response, which is attached. I have not had time yet to review the information closely.

Behind the Scenes

Director:

- I completed and submitted the annual Alaska State Library report.
- Additional information was requested for our e-rate application, which I provided. This week I received word that our e-rate application was approved, which means we'll be able to maintain our current level of bandwidth.
- My third main focus has been the 2016 budget.
- I also ordered a few new books, worked on the Alaskana and 600 sections.
- I had the honor of examining the library of Dr. Walter Johnson, recently deceased, to select books of use to the Library. FHL president Andy Haas accompanied me, choosing a number of boxes of books for the upcoming book sale.

Staff: Holly Brennan has been studying for Comp TIA A+ certification as a technician for PCs, printers, wireless connections and mobile devices. She will take the test in Anchorage next month. This is part of our long-range plan to train a Library IT person in-house.

Facility – We had two incidents this month. First, two of the high clerestory windows were damaged, apparently shot at with buckshot or BBs. They are shattered and will need to be replaced. The second incident involved a patron who misused the men's bathroom, requiring closure of the restroom and two staff to spend nearly an hour cleaning up. That patron has been trespassed for six months.

Upcoming Events

Being Mortal – Panel and community discussion in partnership with Hospice of Homer – Thurs. Sept. 3, 6 PM-7:30 PM

FHL Fall Plant and Book Sale – Fri. Sept. 11 6-8 PM (Friends only); Sat. Sept. 12 10 AM-6 PM

City Council Candidates Forum – Fri. Sept. 18

Let's Talk Alaska – Tues. Sept. 22, 6-8 PM. Moderated community discussion of solutions to state fiscal gap.

Ongoing

Ham Radio Class – Tues. Sept. 1, 5 PM

SPARC Radio Club – first Tuesdays, 6:30 PM

Story Times – Tuesdays & Wednesdays 10 AM until fall. Small Fry Thursdays 11:30 AM

Knitting – Mondays, 3-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Drop-In Tech Help – First Fridays and Third Saturdays, noon to 2

LEGO Club – Thursday Sept. 17, 3:30-5 PM. Kids 7-12 and parents.

Please Note: We will be closed Monday Sept. 7 for Labor Day.

September date change for Genealogy Group: Sat. Sept. 12, 2-4 PM

I will *not* be able to attend the October LAB meeting. I will be at the Alaska DirLead meeting, organized each year by the Alaska State Library for public library directors.

MEMORANDUM

**TO: ANN DIXON, LIBRARY DIRECTOR
CITY OF HOMER**

FROM: KATIE DAVIES

**RE: FOLLOW UP: RELIGIOUS GROUPS DISTRIBUTING INFORMATION
ON LIBRARY PROPERTY**

CLIENT: CITY OF HOMER LIBRARY

FILE NO.: 506,742.900

DATE: JULY 6, 2015

This memorandum is in response to Ms. Dixon's June 24, 2015 email seeking clarification regarding various groups distributing information at the City of Homer Library ("Library"). As discussed in the previous memo, the regulation of free speech on government property is a complex and ever-evolving area of the law. There is rarely a clear answer to questions involving government regulated speech. The analysis is often fact-driven and is heavily influenced by the Library's policies and practices, as well as the breadth of the regulation.

I have included several public libraries' policies to illustrate what are, arguably, legal time, place, and manner restrictions on these types of First Amendment activities. You will see upon review that the policies are almost all identical in their wording; the libraries request that individuals first seek permission from a library staff member who will, in turn, provide a designated area for the individual to canvass during the libraries operating hours. My recommendation is that the Homer Public Library adopt a similar, if not identical, policy regarding any type of canvassing.

Introduction

A public library is a limited public forum. Consequently, "the Library is obligated to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government's intent in designating the Library as a public forum."¹ However, the library need not be open "for the exercise of all First Amendment

¹ *Kreimer v. Bureau of Police for the Town of Morristown*, 958 F.2d 1242, 1262 (3d Cir.1992).

activities merely because it is open for the exercise of certain specified First Amendment activities.”²

“In public libraries content-neutral ‘time, place, or manner’ regulations that limit permitted First Amendment activities within a designated public forum are constitutional only if they are ‘narrowly tailored to serve a significant governmental interest, and . . . leave open ample alternative channels of information.’”³ “The requirement of narrow tailoring is satisfied so long as . . . the regulation promotes a substantial government interest that would be achieved less effectively absent the regulation.”⁴

Below you will find responses to Ms. Dixon’s specific questions:

1. Our current bulletin board policy states “Library bulletin boards may not be used for commercial sales, announcements for political candidates or causes, religious services, or personal services.” Ms. Davies states that we should change our policy to allow religious groups to post and leave information. What about political candidates and causes? Are we also obliged to allow those materials? That could be problematic both in terms of space and public objection.

Arguably, the Library is not required to permit political candidates, causes, or groups to advertise inside or around the Library entrance as it could be disruptive to the Library’s main purpose and ability to provide services to the public.

The courts have firmly stated that libraries can regulate certain types of speech as “[t]he library has not opened its door for the exercise of all First Amendment activities.”⁵ The U.S. Supreme Court explained in *Brown v. Louisiana* that a library is “a place dedicated to quiet, to knowledge, and to beauty.”⁶ A library’s purpose is to “aid in the acquisition of knowledge through reading, writing and quiet contemplation. Thus the exercise of other oral and interactive First Amendment activities is antithetical to the nature of the library.”⁷ The library is “obligated only to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government’s intent in designating the library as a public forum.”⁸

² *Id.* at n.21.

³ *Id.* at 1257.

⁴ *Ward v. Rock Against Racism*, 491 U.S. 781, 791; 109 S.Ct. 2746; 105 L.Ed.2d 661 (1989)(quoting *United States v. Albertini*, 472 U.S. 675, 689; 105 S.Ct. 2897; 86 L.Ed.2d 536 (1985)).

⁵ *Kreimer*, 958 F.2d at 1260.

⁶ 383 U.S. 131, 142; 86 S.Ct. 719, 724; 15 L.Ed.2d 637 (1966).

⁷ *See Brody v. Spang*, 957 F.2d 1108, 1117-18 (1992).

⁸ *Kreimer*, 958 F.2d at 1262.

Based on my research, there is no case directly on point that states when and how a public library can regulate political speech. However, the courts have held that libraries can regulate behavior that is deemed disruptive to a library's services of providing a neutral and welcoming environment to its patrons.⁹

As Ms. Dixon stated in her email, allowing political candidates or causes to advertise could create public outcry for the removal of the advertisements, or for equal access to include other political groups. Additionally, allowing political advertising could create a space and administrative problem as there is only so much physical space available to individuals or political groups who wish to advertise on the Library's bulletin board.

The Library may also find itself forced to pick and choose which political candidates/causes can advertise based on available space. If a particular group/cause is denied access over another group, they could assert a First Amendment claim. Finally, individuals involved in pamphleteering, or canvassing, can utilize the designated public areas around the Library thereby creating an alternative channel for communication.¹⁰

Given these legitimate concerns, the Library can arguably prohibit political advertising to avoid alienating the Library's patrons thereby discouraging their use of the Library and its services. For these reasons, the Library should not be required to post political advertising in the Library or around its entrance.

2. Ms. Davies states that we are not required to allow distribution of pamphlets by any group inside the library. What about the entrance area around the front doors? The walkways up to the entrance? What about the outside seating area adjacent to the walkways? Is there a certain distance away from the building that we can declare free from pamphleteering in order not to impede access? Currently we do not allow bicycles or skateboards in the walkways and entrance area for reasons of safety for pedestrians, which include potentially vulnerable patrons such as the elderly, small children, pregnant women, and handicapped or disabled folks. Smokers must smoke at least 50 feet from the building, for fire safety reasons and because many patrons object to walking through cigarette smoke to enter the library. Some patrons strongly prefer not to be approached by strangers with pamphlets when they come to the library.

The Library can prohibit the distribution of any materials at its entrance area around the front doors that would impact ingress and egress so long as the Library consistently enforces this rule. Unfortunately, there is no hard and fast rule regarding an exact distance someone must maintain when pamphleteering on the Library's property.

⁹ *Id.* at 1263, "Prohibiting disruptive behavior is perhaps the clearest and most direct way to achieve maximum Library use."

¹⁰ *Id.* at 1264.

Generally speaking, religious, political, and other community groups are permitted to distribute and discuss their beliefs in public areas, including the sidewalks and parks around the Library if the activity does not disturb the Library's services. This is because these areas are traditionally treated as public forums and are open to the public for expressive activity.¹¹ However, local officials may implement reasonable content-neutral time, place and manner regulations on certain activities. This includes designating a specific area where individuals can engage in canvassing, pamphleteering, public speaking, and other similar types of First Amendment Speech. Providing this space will essentially create a buffer zone between Library patrons and individuals who wish to distribute information.

My recommendation is that the Library designates a safe area of its parking lot where, after seeking permission, individuals can engage in First Amendment activities during the Library's business hours.

3. Is it only religious pamphlets that must be allowed, or any and all types, including political?

As discussed above, arguably, the Library should not be required to accommodate political groups who wish to advertise in the Library. However, the Library should accommodate any other group (religious or otherwise) that meets the Library's definition of a "community group" if it is promoting "educational courses." The Library may wish to more narrowly define "community group" and "educational courses" to limit access to the bulletin board and information rack.

4. Are we not able to regulate activity on library property, or is library property "public" property beyond our control? We currently regulate activity in terms of parking, driving speeds, bicycles, smoking, etc. Could pamphleteering be legally restricted to the public sidewalk adjacent to library property?

As stated above, the Library should designate a safe area of its parking lot, or another appropriate part of the Library's property, for First Amendment activities. The public sidewalks are considered traditional public forums and enjoy the strongest First Amendment protection. Consequently, the public can utilize the public sidewalks adjacent to the Library regardless of the Library's policies.

¹¹ Rudy, Lee, Fordham Urban Law Journal, Note: A Procedural Approach to Limited Public Forum Cases; Vol. 22, Issue 4 (1994), at 1259. ("For example, the public forum doctrine treats public libraries differently from public sidewalks. Although both are publicly owned, the government may more freely prohibit speech in a library than on a sidewalk. On certain types of property, such as public parks, streets and sidewalks, the government must have a compelling reason to prohibit citizens from speaking."); *citing* Harry Kalven, *The Concept of the Public Forum: Cox v. Louisiana*, 1965 SUP.CT.REV.1 (1965).

Conclusion and Recommendation

The Library should not be required to accommodate political speech inside the Library or around the Library's front entrance. However, the Library should designate an area on its property for First Amendment activities during business hours. The Library should also adopt a policy that requires individuals to first seek permission from Library staff prior to utilizing the designated area.

KSD/KSD

Distributing Material, Canvassing, Performing or Speaking on Library Property

ALACHUA COUNTY LIBRARY DISTRICT POLICY STATEMENT

Approved by:	Date:
Board of Trustees	12/17/08
Governing Board	02/26/09

Policy

The Alachua County Library District recognizes and supports the public's rights to free speech that includes presenting speeches, distributing petitions or other information, and advocating views or positions. However, the Library District also has an obligation to provide library services to the public in an environment where access and privacy are maintained and where safe and unobstructed ingress and egress to Library District property is provided. Therefore, the Library District has established this policy to allow free speech while ensuring that the rights of others to use Library District facilities are not impeded.

Note:

This policy pertains to the use of the Library District grounds and not the inside of the Library District buildings. Persons wishing to reserve a designated meeting space on Library District property should refer to the [Meeting Room/Outdoor Spaces](#) or [Exhibit and Display](#) policies, or speak with the person in charge of the Library District facility they would like to use.

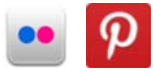
Regulations

1. Persons wishing to distribute material, canvass, perform, or speak on Library District property must obtain permission in advance from the person in charge of the location. The person in charge will designate an area to speak, canvass, perform, or distribute materials that is safe and ensures that library users will have unobstructed facility ingress and egress.
2. The conduct of persons speaking, canvassing, performing, or distributing information on Library District grounds must be in compliance with Library District policies and federal, state, and local laws, ordinances, and statutes.
3. Distributing materials, canvassing, performing, or speaking may be done only during the operating hours of the Library District location where the activity is taking place.
4. Materials including, but not limited to, posters, flyers, placards, political campaign information, banners, or signs of any type may not be left unattended on Library District grounds. The Library District will remove and dispose of any unattended materials, including political campaign signs. This regulation does not apply to materials (i.e., newspapers) that are distributed through self-closing, secure, standalone dispensers that have been approved to be on Library District grounds by the person in charge of the location.

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Please report any problems with this website to
eBranch@aclib.us



Ask us!



Rev. Date: 03-17-10

Pol. No: MGT-5

Adopted by the Library Advisory Board 09-21-05

Public Library System

Free Speech Activity

Policy Statement:

The City of Scottsdale and the Scottsdale Public Library System respect, value and support the constitutional right of free speech. Members of the public are welcome to use exterior areas around library buildings for free speech activity, subject to the city's regulations as to time, place, and manner of use, as described in this policy ("Policy"), including the attached diagrams of the Civic Center, Mustang, Arabian, and Appaloosa Libraries ("Libraries").

Regulations:

These regulations are designed to enable those wishing to exercise their freedom of speech with persons visiting the Libraries, while protecting the public's right to the use and enjoyment of the Libraries and the City staff's ability to conduct necessary business activities without interference.

1. The City of Scottsdale recognizes the following as free speech activities ("Free Speech Activities"):
 - a. "Demonstrating" - speaking, holding or carrying signs, or using expressive conduct, without attempting personal contact with library customers;
 - b. "Pamphleteering" - passing out literature, or attempting to engage customers in discussions, but not requesting signatures or contributions; and
 - c. "Petition passing" or "Soliciting" (including "panhandling") - approaching and requesting action, including but not limited to signatures or donations, from individual library customers.

Persons engaging in any of these activities are referred to in this Regulation as "Speakers."

2. The interiors of the Libraries are dedicated to the quiet study and enjoyment of customers, free from disturbance by others, and Free Speech Activities will not be conducted in these areas.¹

¹ This regulation also applies to the interior of Palomino Library, a shared-use library located on Scottsdale Unified School District ("District") property. Regulation of Free Speech Activities on the exterior of this library is subject to the control and policies of the District.

3. The shaded areas marked “Free” on the attached diagrams of the Libraries (“Designated Areas”) indicate the areas within which Speakers may engage in Free Speech Activities. Access to and use of these areas for Free Speech Activities will be on a first-come, first-served basis.
4. All areas outside of the Designated Areas are reserved for the ingress and egress of library customers and library staff (“Access Areas”). At no time will Speakers use Access Areas for demonstrating, pamphleteering, petition passing, or soliciting.
5. Access Areas must continuously allow free ingress or egress from any library building and/or library parking lot. No person will place obstacles of any kind in an Access Area.
6. Speakers will treat library customers and staff with courtesy and respect, and will not act in any manner that causes library customers or staff to experience distress, embarrassment, or intimidation.
7. Speakers will control the level of any noise resulting from their activities so that it does not disturb library customers or library staff, or otherwise interfere with the use of the library for its intended purposes by customers or staff.
8. Tables, chairs, umbrellas, or other appropriate personal property may be used by Speakers in conjunction with Free Speech Activities, but must be placed and maintained only within Designated Areas. The library management reserves the right to request the relocation of people, furniture, or other items of personal property, if it is determined that an activity is interfering with or is hindering access to the library by customers or staff. Failure to comply with a request by a library staff member to relocate either persons or property will result in the Speaker being asked to leave the Library premises.
9. Speakers must provide their own supplies, furniture and/or equipment, as they will not be available from or provided by the Libraries. The Libraries will not store such equipment.
10. No unattended furniture or other personal property is allowed, either in an Access Area or a Designated Area. Unattended articles will be removed from the location in which they are found and discarded.
11. Posters, notes, pamphlets, or other printed information of any kind must be hand-held or hand-distributed. No such materials may be placed on or attached to building walls, columns, lights, or other structural or ornamental features of the Libraries. Unattended signs are not permitted and, if found, will be removed and discarded.

Procedures:

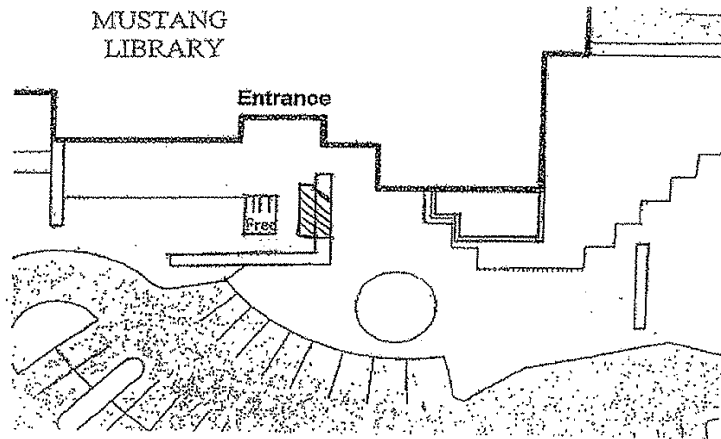
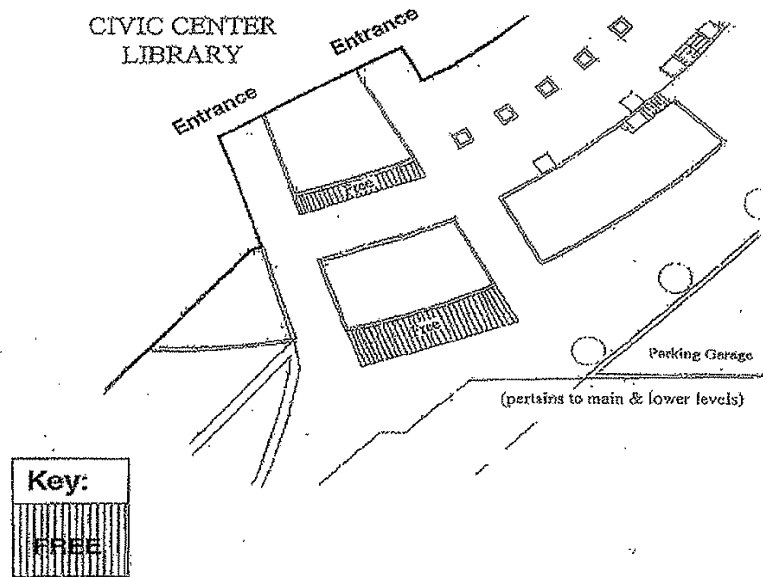
1. Library staff will be alert for inappropriate Speaker behavior in both the Designated and Access Areas.

2. Library staff will contact the Librarian-in-Charge for assistance, if it is necessary to ask Speakers to leave the library premises or modify their behavior in any way. In the event that it is necessary to ask a Speaker to leave the Library premises, the Librarian-in-Charge, accompanied by one or more staff members, will personally so direct the Speaker.
3. If library staff members receive complaints from customers that any Speaker is behaving in a manner that is distressing, intimidating or embarrassing to library customers or staff members, staff will issue the individual Speaker a warning that if additional complaints are received, or they continue to engage in the conduct complained of, the Speaker will be asked to leave the library premises.
4. If library staff members receive complaints from customers that any Speaker or Speakers are creating a sound or noise that is distracting or annoying to customers or staff, staff will issue that individual Speaker a warning that if additional complaints are received, or they continue to engage in the conduct complained of, the Speaker will be asked to leave.
5. Once a Speaker has received a warning, if additional complaints are received relating to a Speaker's activities, or the Speaker continues to engage in the conduct complained of, staff members will notify the Librarian-in-Charge to ask the Speaker to leave the library premises.
6. If library staff receives information that any Speaker and/or his/her furniture or personal property are in the Access Area, the Librarian-in-Charge will ask the Speaker to move out of the Access Area, or remove his/her furniture or personal property, as applicable.
7. Any Speaker's posters, notes, pamphlets, or other printed information found unattended on library property will be removed and discarded by library staff.
8. Any Speaker's furniture or personal property found unattended on library property will be discarded by library staff.
9. In the event that a Speaker has been asked to leave the premises and refuses to do so, or when otherwise deemed appropriate, the Librarian-In-Charge or designee will call 911.



Public Library System

Free Speech Activity Designated Areas

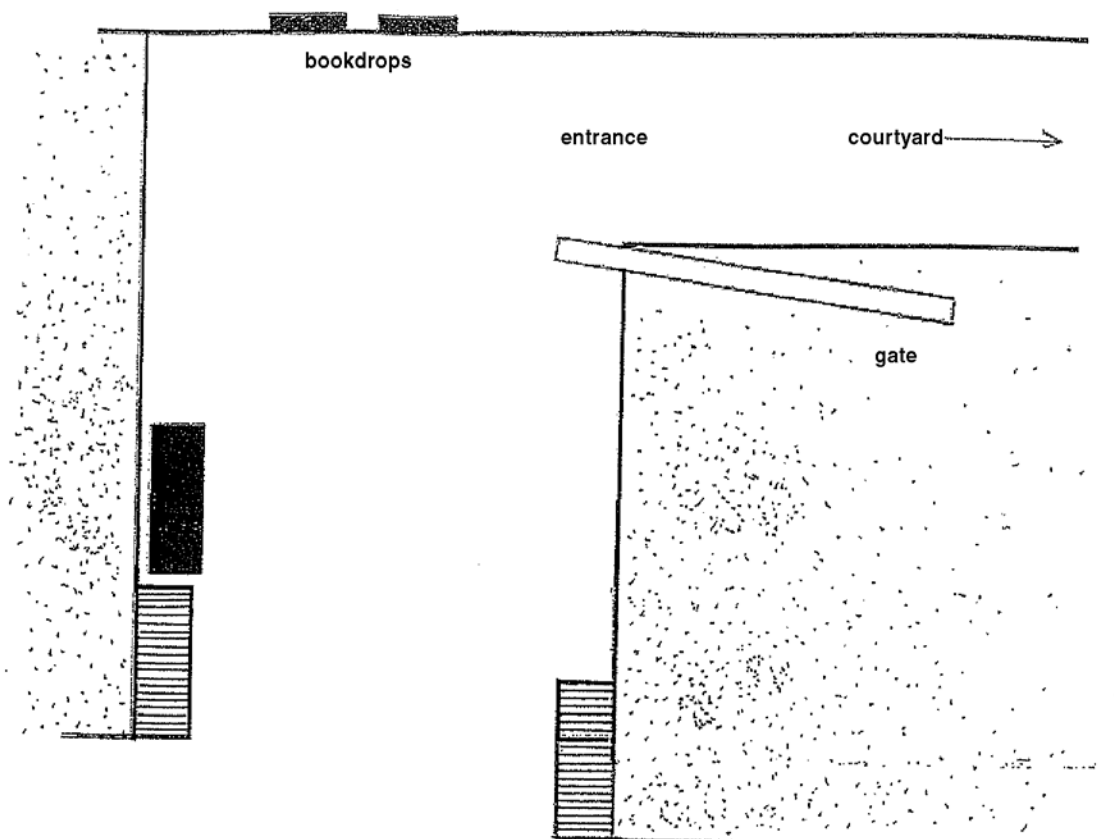




Public Library System

Free Speech Activity Designated Areas

ARABIAN LIBRARY

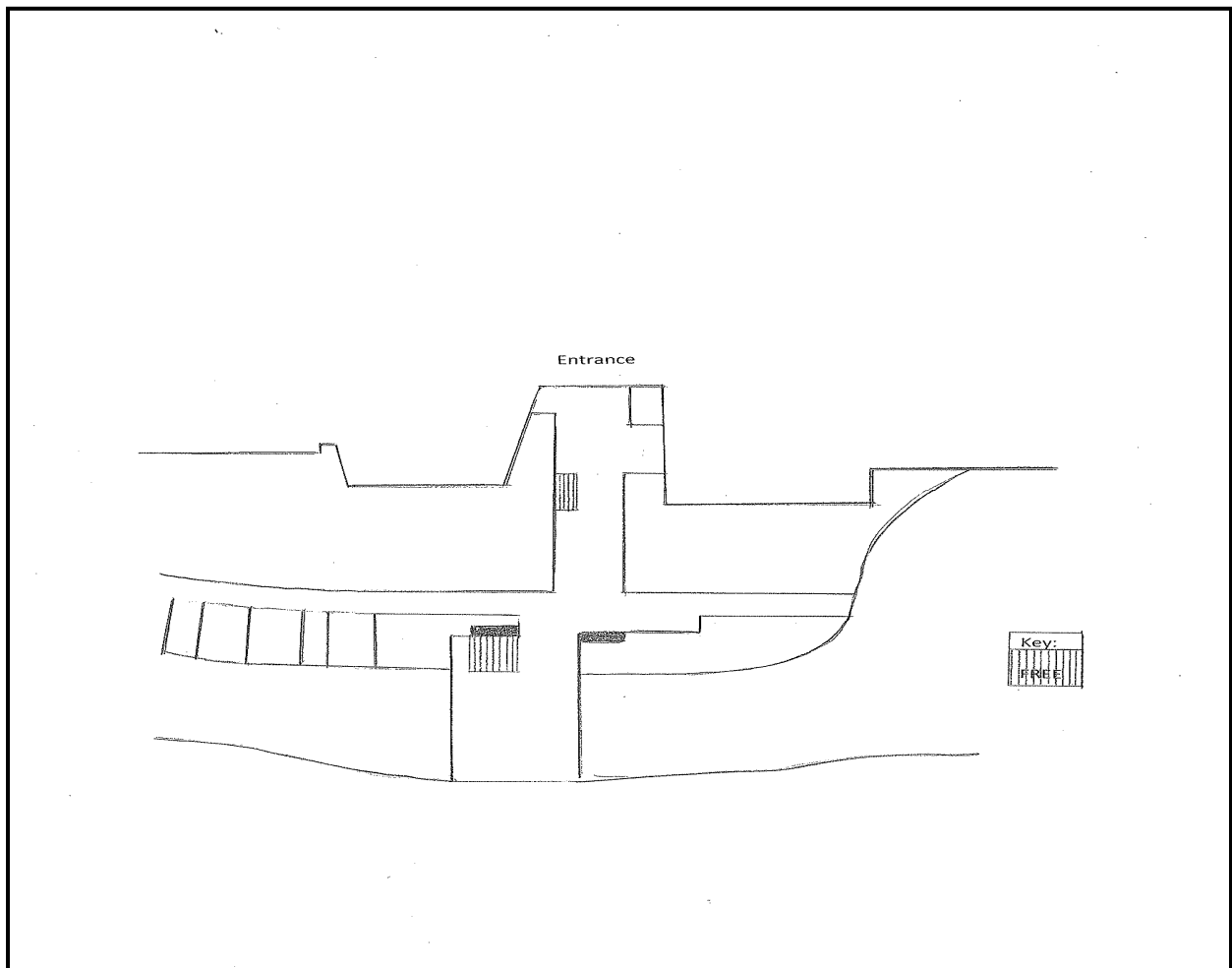




Public Library System

Free Speech Activity Designated Areas

APPALOOSA LIBRARY






Thursday, August 13 - 9:00am - 9:00pm

[About Us](#) [Learn & Connect](#) [Genealogy & Local History](#) [Information & Reference](#)
[Kids & Teens](#)

Construction Heroes: The Vigo County Public Library Youth Services Department will be closed Monday, August 3 through mid-November. The lower level will undergo a significant renovation to allow for more Youth Services space. Materials can be requested on the VCPL website, or visit the Teen Space to request youth materials.

Distributing Material, Canvassing, Performing or Speaking on Library Property

The Vigo County Public Library recognizes and supports the public's rights to free speech that includes presenting speeches, distributing petitions or other information, and advocating views or positions. The Vigo County Public Library also has an obligation to provide library services to the public in an environment where access and privacy are maintained and where safe and unobstructed ingress and egress to Vigo County Public Library property is provided. Therefore, the Vigo County Public Library has established this policy to allow free speech while ensuring that the rights of others to use Vigo County Public Library facilities are not impeded.

Note: This policy pertains to the use of the Vigo County Public Library grounds and not the interior of the Vigo County Public Library facilities. Persons wishing to reserve a designated meeting space on Vigo County Public Library property should refer to the [Meeting Room Policy](#) and should contact the Community Services Department.

Regulations

1. Persons wishing to distribute material, canvass, perform, or speak on Vigo County

- Public Library property must obtain permission in advance from the Library Director.
2. The Library Director will designate an area to speak, canvass, perform, or distribute materials that is safe and ensures that library users will have unobstructed facility ingress and egress.
 3. The conduct of persons speaking, canvassing, performing, or distributing information on Vigo County Public Library grounds must be in compliance with Vigo County Public Library policies and federal, state, and local laws, ordinances, and statutes.
 4. Distributing materials, canvassing, performing, or speaking may be done only during the operating hours of the Vigo County Public Library location where the approved activity is taking place.

In the library's aesthetic interest to maintain the premises free of debris and clutter, materials including, but not limited to, posters, flyers, placards, brochures, banners, or signs of any type may not be left unattended on Vigo County Public Library grounds. The Vigo County Public Library will remove and dispose of any unattended materials, including political campaign signs.

Adopted by the Board of Trustees of the Vigo County Public Library on the 17th day of December, 2012.

< Display/Exhibit Policy	up	Gift Policy >
Log Into My Account Get a Library Card FAQ Suggestions Calendar of Events Subscribe to eNews	Ask A Librarian! Need help? Let our librarians answer your questions! Email Us Chat Live With Us Send Us a Message Book-A-Librarian Call 812-232-1110	Contact Us Vigo County Public Library One Library Square Terre Haute, IN 47807 812-232-1113 Map & Departments Email
	Hours Mon–Thur: 9am – 9pm Friday: 9am – 6pm Saturday: 9am – 5pm Sunday: 1pm – 5pm Library Closings	



City of Homer

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Office of the City Clerk

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: ANN DIXON, LIBRARY DIRECTOR
DATE: AUGUST 20, 2015
SUBJECT: 2016 BUDGET

City Manager Koester and City Clerk Johnson have clarified the budget process and the LAB's involvement in it.

Until Manager Koester submits her budget proposal to the City Council at the end of September/early October, it is an internal document.

At our next meeting I'll discuss with you an overview of the budget I've submitted to City Manager Koester, answer any questions, and seek your input on issues surrounding the fiscal gap the City (and the Library) is facing.

I cannot share the actual budget documents with you until the City Manager has submitted her document to Council.

Another problem with our plan of communicating via e-mail about the budget was that it would apparently constitute an unadvertised meeting, called a serial meeting. We are confined to conducting library business at advertised public meetings.

But not to worry. We will be talking about the budget for the next several months and you will have opportunities to give input to Council!

Recommendation

Informational in Nature. No Action Required.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: AUGUST 27, 2015
SUBJECT: AMENDING THE BYLAWS TO CHANGE THE REGULAR MEETING TIME

It has become apparent that the meeting start time of 5:00 p.m. has caused some constraint in encouraging new Board members and causing some issues with current Board members personal time schedules.

At the regular meeting on July 7, 2015 the Board approved amending the meeting time to start at 5:30 p.m. stating that the later time may offer prospective Board members more incentive to sign up.

To make the change effective a motion is required to amend the bylaws with the new time and must be on the Board's agenda two meetings before being sent for approval to council.

This means that a motion is needed for this meeting to approve the change to the bylaws. This would put the Resolution to change the time before Council at their second meeting in September.

Recommendation:

MOVE TO APPROVE THE AMENDMENT TO THE LIBRARY ADVISORY BOARD BYLAWS TO CHANGE THE MEETING START TIME TO 5:30 P.M.

**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

51 **ARTICLE IV – MEETINGS**

52
53 Section 1 The annual meeting for review of policies, rules and regulation shall be held at a regular
54 meeting each year.

55
56 Section 2 Regular meetings shall be held on the first Tuesday of the following months: February, March,
57 May, June, July, September, October and December at ~~5:00~~ **5:30** p.m. in the designated location and
58 shall be posted for public information as required by Homer City Code and Alaska State Statutes.

59
60 Section 3 All regular meetings shall be open to the public.

61
62 Section 4 The regular meetings in July and September of each year shall be known as budget meetings.
63 Budget proposals, position classification and compensation schedules, shall be reviewed at these
64 meetings.

65
66 Section 5 The order of business for the regular meetings shall include, but not be limited to, the following
67 items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be
68 posted for public information as required by Homer City Code and Alaska State Statutes.

69
70 NAME OF BODY DATE OF MEETING
71 PHYSICAL LOCATION OF MEETING DAY OF WEEK AND TIME OF MEETING
72 HOMER, ALASKA MEETING ROOM

73 NOTICE OF MEETING
74 REGULAR MEETING AGENDA

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

100
101 Contact info for the department constructing the agenda. Example: City Clerk's Office,
102 clerk@ci.homer.ak.us, 235-3130.

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

107
108 Section 7 Special meetings may be called by the Library Director at the direction of the Chairperson, or at
109 the request of three members, for the transaction of business as stated in the call for the meeting. Notice
110 of such meetings shall be posted in the same manner as that for regular meetings.

111
112 Section 8 A quorum for the transaction of business at any meeting shall consist of four members of the
113 Board present. For purposes of determining the existence of a quorum, Honorary Board members shall
114 not be counted.

115
116 Section 9 Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the
117 next meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State
118 Statutes.

119
120 Section 10 Robert's Rules of Order, latest edition shall govern the parliamentary procedures of meetings.

121
122 **ARTICLE V - COMMITTEES**

123
124 Section 1 A committee of one or more members for such specific purposes as the business of the Board
125 will only be appointed and become active upon approval of Council. A memorandum and resolution will
126 go before Council outlining the reason for the formation of a committee, tasks assigned and termination
127 date or length of time expected to complete assigned tasks. Committees shall be considered to be
128 discharged upon completion of the purpose for which it was appointed, and after its final report is made
129 to and approved by the Board.

130
131 Section 2 All committees shall make a progress report to the Board at each of its meetings.

132
133 Section 3 No committee shall have other than advisory powers unless, by suitable action to the Board, it
134 is granted specific powers to act.

135
136 **ARTICLE VI - VOTING AND BYLAW AMENDMENTS**

137
138 Section 1 An affirmative vote of the majority of all members of the Board present at one time shall be
139 necessary to approve any action before the Board. The Chairperson may vote upon, and may move or
140 second a proposal before the Board.

141
142 Section 2 A record of all voting must be included in the minutes of each meeting.

143
144 Section 3 The By-laws may be amended by a simple majority of all members of the Board present at one
145 time, provided written notice of the proposed amendment shall have been sent to all members at least
146 five (5) days prior to the meeting at which such action is proposed to be taken.

147
148 Section 4 Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be
149 suspended temporarily in connection with business at hand; and such suspension to be valid; may be
150 taken only at a meeting at which at least four of the members of the Board shall be present, and two
151 thirds of those present shall so approve.

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154 **ARTICLE VII – ATTENDANCE**

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Teleconference meetings.

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

2. There must be an initial quorum present.

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

2. Teleconference procedures.

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

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

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

D. The clerk shall note in the attendance record all Board members appearing telephonically.

Updated and Revised 06/14 - rk



City of Homer

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Office of the City Clerk

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(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: AUGUST 27, 2015
SUBJECT: EFFORTS TO RECRUIT AND PROMOTE THE LIBRARY ADVISORY BOARD

The Library Advisory Board consist of 7 members with 2 members allowed to be appointed from outside city limits. The Board currently is missing only 1 member, which must be a city resident.

While having 6 members is great and should not result in a problem attaining a quorum in the near future we always seem to run into problems with membership every 6-8 months.

Some suggestions on what methods the Board could effectively employ to keep the public's interest and have candidates lined up waiting for someone to decide not to request reappointment should be a goal that the Board obtains.

Putting it off has a negative effect on meetings as we have seen in the recent months with absences and resignations.

Recommendation
Informational in Nature. No Action Required.



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(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: AUGUST 27, 2015
SUBJECT: WELCOME NEW BOARD MEMBER

We Are Glad You Chose To Join Us!



Recommendation
Informational in Nature. No Action Required.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: AUGUST 27, 2015
SUBJECT: AVAILABLE GRANTS APPROPRIATE FOR LIBRARY NEEDS

This item was requested to be on the agenda at the July meeting.

Recommendation
Informational in Nature. No Action Required.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: AUGUST 27, 2015
SUBJECT: REVIEW AND AMEND THE 2014 STRATEGIC PLAN

This item was requested to be on the agenda at the July meeting.

Recommendation
Informational in Nature. No Action Required.

Homer Public Library Advisory Board

2014 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.

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

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

29

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

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

34 To develop an ongoing media campaign to disseminate and promote the Library's vision.

35 Attend City Council meetings.

36 Library Advisory Board Priorities:

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

38 At the December 10, 2013 Special Meeting the following was prioritized:

39 1. To advocate and support the Library Director's request for seasonal, temporary help.

40 2. Further increase in collection development funds

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

44 **4. Correct the lack of drainage and subsequent icing in the handicapped parking area.**

45 **5. Writing and Updating Policies –**

46 **Collection Development Policy which includes the Selection Policy**

47 **Internet and Security Policy**

48 **Social Media Policy**

49 6. Strengthen ties with Advocacy groups, especially the Friends of the Homer Public
50 Library.

51

52

53



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: AUGUST 27, 2015
SUBJECT: COMBINING EFFORTS OF COMMITTEE, COMMISSION AND THE BOARD

Background

Adele Person, is a member of the Public Arts Committee and has brought up the idea of combining like-minded government entities from the results of the Needs Assessment that was recently completed by the City of Homer and the Parks and Recreation Advisory Commission.

Following is her letter of introduction on her idea.

Any questions I may be able to provide answers for the Board.

Recommendation

Informational in Nature. No Action Required.

Dear Library Advisory Board,

My name is Adele Person. I serve on the Public Arts Committee and attend other committee and commission and council meeting for trail advocacy and other topics.

The City of Homer undertook a Parks, Arts, Recreation and Culture (PARC) Needs Assessment in 2014. Some of the findings in that needs assessment highlighted the need for better coordination and advocacy among PARC providers. Such coordination would be needed if the community of Homer chooses to pursue PARC capital projects like a Recreation Center or Performing Arts Center or Convention Center with workshop and education space (just by way of example).

The PARC Needs Assessment emphasizes three strategies:

1. Maximize the use of existing public resources
2. Look for and take advantage of opportunities for the private sector to fill gaps
3. Explore new ways to improve the efficiency and coordination of providing PARC resources and related information sharing.

With these strategies in mind, the Public Arts Committee has opened a conversation with the Parks and Recreation Commission about merging into a "PARC" Commission. The City is facing a difficult budget year and streamlining committees and commissions might save staff time and the cost of noticing and advertising. Many committees also struggle to fill a quorum (PAC is missing 1 member, Pks & Rec needs 2).

I invite you to join the conversation. Would it be advantageous for the Library Advisory Board to fold into a hypothetical PARC Commission? Some points we brought up at PAC and PR are:

1. quarterly meetings are very hard to sustain momentum
2. merger reflects the PARC assessment and overlapping interests
3. more staff - Pks and Rec Commission is currently staffed by the Clerk's Office as well as Mike Illg, Julie Engebretsen, Angie Otteson as needs be.
4. Simplification and cost savings. Homer has a large number of committees / Commissions and the City is in a very serious budget situation.
5. Hard to find enough committee / commission members to fill a quorum
6. many Committees have no standing budget.

There would be challenges - how to merge missions, how to integrate. The Library is a very important cultural asset. It has a facility and staff and has programs that dovetail with Public Art, Parks & Trails, Community Recreation and so many other vital services in the City of Homer. Would working together strengthen the arts, parks, recreational and cultural assets of the community of Homer in the long run?

I am not able to make your meeting tonight, but am happy to talk with you further at another time.

Sincerely,

Adele Person



City of Homer

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: AUGUST 27, 2015
SUBJECT: NEXT MEETING DELIVERABLES AND DISCUSSION TOPICS

Please take a moment to discuss what items the Board would like on the agenda.

1. Budget 2016
- 2.

Recommendation:

Review items listed, approve or add as required.

2015 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Board is currently addressing, projects, events, etc. **A Board member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2015 is as follows:

January 12,26 2015	_____
February 9, 23 2015	_____ UTLEY _____
March 9, 23 2015	_____ UTLEY _____
April 14, 28 2015	_____ ALDERFER _____
May 11, 26 (Tues) 2015	_____ BROWN _____
June 8, 22 2015	_____
July 27 2015	_____
August 10, 24 2015	_____
September 14, 28 2015	_____
October 12, 26 2015	_____
November 23, 2015	_____
December 7, 2015	_____

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional Board members are appointed the proposed schedule above will reflect those added members.

