

**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 September 1, 2015 **Page 3**
- 6. VISITORS** *(There were no visitors scheduled for this meeting)*
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
  - A. Friends Report
  - B. Next Friends Meeting – Wednesday, October 14, 2015 at 6:00 p.m. Library Conference Room
  - C. Director’s Report & Statistics – September 2015 **Page 9**
  - D. Rare Book Report – Susan Braund
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
  - A. Budget 2016
- 10. NEW BUSINESS**
  - A. Fines and Fees **Page 15**
  - B. Cannabis Zoning **Page 17**
  - C. Next Meeting Deliverables and Discussion Topics
- 11. INFORMATIONAL MATERIALS**
  - A. 2015 Board Member Attendance at Council Meetings **Page 19**
- 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 DECEMBER 1, 2015** at 5:30 P.M. in Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.



Session 15-05 a Regular Meeting of the Library Advisory Board was called to order by Chair Pat Brown at 5:10 p.m. on September 1, 2015 in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS BRAUND, SMITH, STROBEL, KUSZMAUL AND BROWN

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK KRAUSE

#### **AGENDA APPROVAL**

Chair Brown requested a motion to approve the agenda.

SMITH/BRAUND - MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### **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 July 7, 2015

Chair Brown requested a motion to approve the minutes.

SMITH/KUSZMAUL - MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was a brief 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 -

- Friends of Homer Library (FHL) hired a new part-time coordinator, Mercedes Harness.
- Purchased and Installed three new picnic tables for the Western Lot project

B. Next Friends Meeting

The next meeting is scheduled for Wednesday, September 9, 2015 at 6:00 p.m.

C. Directors Report and Monthly Statistics

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

- The numbers have increased both in circulation and patrons by about 1000 not sure why but numbers keep increasing.
- The Summer Temporary Hire has finished their tour of duty. This position was paid for from a number of resources within the existing budget for the last two summers.
- Reported that the Homer Early Childhood Coalition formerly Best Beginnings, along with Sprout will be doing a hands-on early literacy skills program. Claudia Haines will also be working with the organizations.
- They will be submitting a grant application for after school programs which is funded by Disney, the library has many after school children that are unsupervised and this would allow them to have a weekly program, the ages are 6-8th graders, there is not a really good place for them to "hang out" within the library. This group is a little more boisterous and talkative. The outlook looks positive that they will receive the funding.
- Attended a Webinar on Book Challenges, which is a responsibility of the Board to address if any patron brings a challenge forward. Library Director Dixon provided a brief description of the process and the Board's involvement in the process. There has only been one challenge in the 8.5 years that the Clerk has been working with the LAB.
- Submitted the Library 2016 budget proposal to the City Manager. This included cuts to the book, periodical, and A-V budgets. On Sept. 4 she 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 no funds have been allocated for equipment depreciation and replacement for several years. Next year half of the public use computers will need replacing (11 computers). This will be a separate budget request for \$8000.00. Library Director Dixon has also requested depreciation funding for the AV equipment and the remaining public computers.
- Funding availability to address the glaciation issues in the handicapped parking spaces, some of the issues have been addressed with more frequent snowplowing and the warmer winters.

There was a discussion on grant, donations and fundraisers for the computers and that the Friends could conduct fundraisers, the Library Advisory Board (the Clerk did further investigation) is allowed to solicit donations on behalf of the Library which is reflected in Homer City Code not the Board's Bylaws. Funds received would be deposited into a special account created for that reason.

- The city attorney's opinion regarding pamphlets and distribution of religious or political information was that an area of the Library property be designated which is away from the entrances to the Library.

Chair Brown requested this item on the October agenda for the Board to submit recommendations and address the changes to the policies as required.

- The e-rate application was approved and the Library will be able to maintain the bandwidth that they currently have.

- The Library has received the Homeland Security Grant in the amount of \$114,000 for a backup generator which will assist in the Library maintaining the computer systems in the event of power outages.

There will be ongoing maintenance required with minimal costs to the city.

- Holly Brennan, the Library IT person will be taking the COMP TIAA + test which is part of the long term plan to train Library personnel to take some of the burden off the two city IT persons.

- There are openings in the CPR class on September 25, 2015, 9:00-1:30 p.m. For every couple of volunteers they can have one Library staff trained. The cost for the volunteers is free. She will take names and numbers. Theresa is actually working on this so Library Director Dixon will get all the pertinent information to those interested.

Upcoming Events are:

- 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.
- Library Director Dixon will be attending the Alaska DirLead Conference in Girdwood October so she will not be at the October 6<sup>th</sup> LAB meeting.

Donations are being accepted for the Chiniak Library on Kodiak, since it has burned down, to help rebuild it.

There was a brief discussion on the Fall Book and Plant Sale regarding delivery of donations and what happens to remaining books.

D. Facilities Report

There were 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.

They now have HAZMAT booties, masks, gloves, etc. so that they would be properly protected in those situations.

E. Rare Books at the Library - Susan Braund

Board member Braund reported that the owner of the Mermaid Book Store is interested in looking at the Library's collection, providing a value estimate and may be interested in purchasing some of the books. Library Dixon is still not sure she is interested in selling the small collection but would be interested in getting a valuation on the collection.

**PUBLIC HEARING**

There were no items for public hearing.

**PENDING BUSINESS**

A. Budget 2016

There was no further discussion by the Board.

B. Amending the Bylaws to Change the Regular Meeting Time

Chair Brown introduced the item and provided a brief history of the actions of the Board. He confirmed the next actions with the Clerk.

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

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### C. Efforts to Recruit and Promote the Library Advisory Board

Chair Brown encouraged all members to try to approach 2 people between now and October 6<sup>th</sup> after requesting input from the Clerk.

There was a brief discussion on submitting items in the newspaper such as an editorial or getting a story done on what the Library provides for the community.

#### NEW BUSINESS

##### A. Welcome New Boardmember

Chair Brown welcomed Boardmember Kuszmaul to the group. Ms. Kuszmaul provided a brief personal history and the reason for her desire to serve on the Board.

##### B. Available Grants Appropriate for Library Needs

Chair Brown inquired about what type of funding the Library Director needed that they would be able to possibly locate funding. Due to the Budget this year and probably for the next few years' computer equipment, periodicals, books, etc. would be the best grants to seek.

They could use funding for programing also.

##### C. Review and Amend the 2014 Strategic Plan

Chair Brown stated that currently amending the Strategic Plan is kind of moot until after the Budget is established.

Library Director Dixon and Chair Brown were unable to meet with Margaret Cisco regarding adaptive technology so that is still pending. They provided a brief update to bring all members of the Board up to date.

Chair Brown provided statistics that usually in a state 14% of the community requires adaptive technology in Alaska it is 24%.

##### D. Combining Efforts of Committee, Commission and the Board

Chair Brown introduced the item for discussion. He stated he was not too favorable of the idea being unsure if there was a good meld between the groups expressing concern on how the new group would be constructed, what would the focus be at each meeting of a proposed organization.

Boardmember Strobel was in favor of the idea since in truth they do have very little that they do they have a strong and competent Director.

Discussion ensued with each Board member adding their voice to concerns regarding how the new organization would be composed, what would the mission statement be, how many times would they meet. Would it be easy to integrate Parks and Recreation items into the Library agenda or vice versa. Everyone agreed it would be easy to see Public Arts and Parks and Recreation but could not picture adding the Library.

The Clerk was requested to offer some guidance on the purpose and if a response was needed at this meeting. Ms. Krause responded that she could only offer that this was a process and it would mean working with all members of the current groups to come up with a truly new organization and focus

that included all aspects of each separate group using the Needs Assessment for some direction since it was community driven. She suggested that a worksession will be required for the members to get together and discuss the pros and cons of such a large task. There was no hurry and did not need to be addressed right away.

The Board agreed that they would keep on the agenda but postpone for discussion at another time.

**F. Next Meeting Deliverables and Discussion Topics**

There were no additional items requested. Library Director Dixon will provide reports and materials to the Clerk for the next packet.

**INFORMATIONAL ITEMS**

**A. 2015 Board Member Attendance at Council Meeting**

Chair Brown will attend the September 14<sup>th</sup> and December 14<sup>th</sup> Council meetings  
Boardmember Braund will attend the October 12<sup>th</sup> Meeting

**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 apologized for the long meeting and will endeavor to be diligent and running a tighter and shorter meeting and will only meet when it is necessary. He was concerned with having meetings and there was no public attendance or interest in the actions of the Board.

**COMMENTS OF THE BOARD**

There were no comments from the Board.

**ADJOURN**

There being no further business to come before the Board Chair Brown adjourned the meeting at 7:28 p.m. The next regular meeting is scheduled for Tuesday, October 6, 2015 at 5:30 p.m. at the City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, and Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

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



**Homer Public Library  
Director's Report  
September 30, 2015**

I'm sorry I can't be at the October meeting. I'm at an annual meeting of Alaska public librarians. Attendance is not only beneficial to me as your library director but it also satisfies a state requirement for continuing education – at minimal cost to the City since most expenses are paid by the State Library. I am taking the following week off to visit my daughter in Minnesota. I'll be back in the library on October 21.

**Meetings and Trainings in September**

- LAB meeting
- Friends of Homer Library meeting
- Budget meeting with City Manager and Finance Director (2)
- City Council meetings (2)
- Department head meeting
- Meeting with Adele Persons, Art Committee, to discuss idea of combining Art, Recreation, and Library advisory boards
- Met with Lolita Brache and Michelle Waclawski re: Kachemak Bay College adult education resources and resource sharing
- Borough Assembly dinner, meet-and-greet
- Town Hall meeting on revenue
- Videoconference with Alaska Library Association Executive Council (as Chair of Public Library Roundtable)
- Met twice with Jim Lavrakas from Art Committee regarding inventory of art in the Library

**Issues of Interest**

**2016 Budget**

City Manager Koester will submit her draft budget proposal to City Council on Monday Oct. 12, at which time the Library's budget will be available for public scrutiny. To summarize:

For this budget, which assumes additional revenue that is not currently in place, I was directed to cut operating expenses, excluding personnel, by 15%. To reach this number I cut most operating expenses, with the exceptions of utilities, communications, professional services, computer related items, and insurance. These items are beyond our control to reduce or eliminate without seriously impeding our ability to function. Cuts include 38% to books, 24% to periodicals, and 31% to audio-visual materials (DVDs, audio and ebooks); 50% to tools and equipment; 25% each to snow removal and employee training. These cuts leave little margin for contingencies but with careful spending should be manageable. Collection development, however, takes a large hit and will set us back significantly in our effort to update and improve the collection, as well as meet patron demand for materials. This is the "good" scenario budget.

I was also directed to submit an “Austere” budget with more drastic reductions that will be necessary if no additional revenue is forthcoming. I’ll be meeting with the city manager about that budget too late for packet deadline and so will address it in notes as a lay-down for you.

### **Fines and Fees**

The City will be updating its fine and fees schedule at the October 26 meeting. I proposed several changes to staff and we agreed that the following changes are reasonable:

Temporary Cards (Full) – maintain \$50 fee but reduce refund from \$40 to \$25 (no change to \$10 fee for limited card, which allows check-out of 2 items). This amounts to \$25 for six months of library use, checking out up to 25 items at a time.

Interlibrary loans – increase postage fee from \$2 to \$3 for books to more closely reflect the actual cost. We cannot and do not charge for interlibrary loan service, just the postage.

Final bill notice – increase from \$1 to \$2 – to help cover paper, ink, postage, and time for mailing. This is a third notice.

Maximum overdue charge per item – increase from \$6 to \$10 – to discourage keeping items beyond maximum renewals.

Decrease color copy fee from \$1 per page to .50 per page, due to a new copier that costs much less to operate.

I am submitting these proposed changes to City Manager Koester before your meeting. If you have concerns or objections about them, please send me a memo, cc’ing her, and we’ll discuss them when I return. If you have questions, contact Amy Gordon at the Library at 435-3153.

### **Cannabis Restrictions??**

I don’t know if this is an issue to be concerned about but want to bring it to your attention. The Planning Commission is working with the Cannabis Advisory Commission and the State to establish restricted zones for various types of cannabis activity around schools, parks, and churches. Distances range from 200 to 500 to 1,000 feet. I spoke with City Planner Rick Abboud, who said there are still a lot of unknowns but the State is supposed to come out with an update regarding restricted zones on October 5. Libraries have not, to his knowledge, been specifically included in these discussions but may enter into it as places where children routinely congregate. Again, I don’t know if this is an issue we even need to be concerned about, but now seems the right time to consider it because State and City regulations are being formulated. Children certainly congregate here, both inside and out, both accompanied by adults and on their own. Many of them walk or bike here. The question is, would having a cannabis establishment within, say, 200’ of the Library pose any concern?

If you think more information is needed, or that we should have a discussion with the Planning Commission about it, they will be meeting Oct. 7 and 21 at 5:30 PM. You can also speak with Rick Abboud at 435-3120. I’m attaching a map he made, showing what a 200’ zone looks like.

### **Behind the Scenes**

**Director:**

- Completed and submitted both my “Assumes Revenue” and “Austere” budgets.
- Ordered and received books.
- Worked on weeding and updating in 600s and Alaskana.

**Staff:**

- Four staff members took CPR certification training.
- Our children’s librarian, Claudia Haines, has been invited to speak at an event, “Supporting Diverse Families With Media,” at Stanford University on October 30. Though she is using personal time to participate, we can all be proud that Claudia’s contributions to childhood literacy extend far beyond Homer!
- Holly Brennan, our IT technologist, passed her Comp TIA A+ test and is now certified as a technician for PCs, printers, wireless connections and mobile devices. Yay, Holly!

**Facility**

We’re still waiting for the two shattered windows to be replaced and for a boiler problem to be fixed. One boiler is working so we have heat but a second boiler has been waiting for a return visit by repairmen for several months. We’re told we’re scheduled for October 15.

**Notes on September Events**

**Being Mortal** – This community discussion in partnership with Hospice of Homer was full to overflowing and generated an on-going series of discussions, “Aging to Perfection.”

**Fall Plant and Book Sale** – Many books found new homes.

**City Council Candidates Forum** – Well attended, lively discussion.

**How to Facilitate Community Conversations** – Led by Bill Hall, facilitator of Let’s Talk Alaska.

**Let’s Talk Alaska** – Informative community discussion of solutions to state fiscal gap.

**Banned Books Week** – Sept. 27-October 3.

**Upcoming Special Events**

**Everyday Literacy for Families** – Sat. Oct. 3, 11 AM -12. Family fun, early literacy tips, and activities for families with kids ages five and under. Sponsored by HPL, Homer Early Childhood Coalition, Best Beginnings, Sprout, Center for Alaskan Coastal Studies and Friends of HPL.

**Alaska Book Week** – Thurs. Oct. 8, 6 PM. Rosemary McGuire will read from her new, first collection of stories *The Creatures at the Absolute Bottom of the Sea*, joined by local authors Rich Chiappone and Eva Saulitis.

**Aging to Perfection** – Sat. Oct. 10, 17, 24 & 31, 3:30 – 5:30. Conversations about aging well.

**Everyday Literacy for Childcare Providers** – Tue. Oct. 20, 6 – 7:30 PM. Techniques and tools for incorporating early literacy into childcare or preschool. Sponsored by HPL and others.

**Facepainting Workshop for Kids and Teens** – Thurs. Oct. 22, 3:30 – 5:30. Ages 10-14.

*See our website for more information*

**Please Note: We will be closed Monday October 19 for Alaska Day.**

**Quote from a patron today: “I love the library. It makes it okay to be poor.”**

**Ongoing**

Ham Radio Class – Tues. Oct. 6, 5 PM; Sat. Oct. 10, noon – 3 PM

SPARC Radio Club Tues. Oct. 6, 6:30 PM

Story Times – Tuesdays & Wednesdays 10 AM. 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 Oct. 15, 3:30-5 PM. Kids 7-12 and parents.



Tue Sep 29 2015 10:36:36 AM

# KPB Parcel Viewer

DISCLAIMER: The data displayed herein is neither a legally recorded map nor survey and should only be used for general reference purposes. Kona Peninsula Borough assumes no liability as to the accuracy of any data displayed herein. Original source documents should be consulted for accuracy verification.







# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

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## Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I  
DATE: OCTOBER 1, 2015  
SUBJECT: FINES AND FEES

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Library Director Dixon provided the information in her report regarding the proposed changes to the fines and fees now being collected for various services.

Under Homer City Code 2.48.050 Library Advisory Board – Powers and duties.

The Library Advisory Board shall:

a. Establish operational policies for the library program, and submit same to the City Council for approval. There shall be an annual review of policies and revisions may be recommended by the Board.

Therefore a motion is required to support the recommended changes to the fines and fees as described below(excerpted from the Directors Report):

Temporary Cards (Full) – maintain \$50 fee but reduce refund from \$40 to \$25 (no change to \$10 fee for limited card, which allows check-out of 2 items). This amounts to \$25 for six months of library use, checking out up to 25 items at a time.

Interlibrary loans – increase postage fee from \$2 to \$3 for books to more closely reflect the actual cost. We cannot and do not charge for interlibrary loan service, just the postage.

Final bill notice – increase from \$1 to \$2 – to help cover paper, ink, postage, and time for mailing. This is a third notice.

Maximum overdue charge per item – increase from \$6 to \$10 – to discourage keeping items beyond maximum renewals.

Decrease color copy fee from \$1 per page to .50 per page, due to a new copier that costs much less to operate.

Recommendation

Move that the Library Advisory Board Supports the Recommended Changes to the Fines and Fees





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

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## Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I  
DATE: OCTOBER 1, 2015  
SUBJECT: CANNABIS ZONING

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Library Director Dixon has brought forward the possible issues surrounding Cannabis and the Library.

The Planning Commission is working with the Cannabis Advisory Commission to establish restricted zones for various types of cannabis activity around schools, parks, and churches. Distances range from 200 to 500 to 1,000 feet.

If you would like to include the Library as one of the restricted zones it would be best to submit a recommendation from the Board to the Planning Commission to include the Library in this class of restricted areas.

### Recommendation

Move that the Library Advisory Board Recommends the Planning Commission include the Homer Public Library as an area that should be restricted from Cannabis.



**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	_____ BROWN _____
October 12, 26 2015	_____ BRAUND _____
November 23, 2015	_____
December 7, 2015	_____ BROWN _____

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.





