

Session 18-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:30 p.m. on May 1, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBER FINN, MASSION, PETERSON, KUSZMAUL, FAIR

ABSENT: SANSOM

STAFF: LIBRARY DIRECTOR DIXON
CITY CLERK JACOBSEN

APPROVAL OF THE AGENDA

MASSION MOVED TO APPROVE THE AGENDA OF MAY 1ST

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF MINUTES

A. April 3, 2018 Regular Meeting Minutes

Board members and Library Director Dixon noted minor typographical corrections.

KUSZMAUL/MASSION MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS/ BOROUGH REPORTS

A. Library Director Report

Library Director Dixon reported that circulation and attendance numbers are down a little bit from the previous year. She isn't concerned about it because there are still of people coming in and circulation is good.

Library Director Dixon addressed the reciprocal borrowing program where people who have cards from other Alaska libraries can come in and borrow books from the Homer Library. This is the first time Homer will be participating in the program, and after a year staff will consider whether to continue and establish policies for the program. She provided a brief overview of how the program works.

She reported that the Friends are working on Book Mobile improvements for this year. They have received some grants to purchase new books, will continue to work with donations and used books, and are working to improve their system for circulating new books. She also shared that visiting authors Barbara and Ethan Atwater are going to be at the Library on May 19th for a reading of their children's book, *How Raven Got His Crooked Nose: An Alaskan Dena'ina Fable*.

There was discussion regarding the Exhibit and Display policy that she'd like to address at the next meeting, and also intangible things, not reflected in the statistics, that may be impacting the circulation numbers, including digital access increasing and outreach work by Children's Librarian Haines and the Friends of the Library.

B. Friends of the Library Report

Board member Kuszmaul reported that the schedule has changed and she will be attending the upcoming Friends meeting on May 3rd.

PUBLIC HEARING

PENDING BUSINESS

A. Library Board OWL Teleconference Results and Next Steps

Board members shared their feedback on the OWL Teleconference that was held Tuesday, April 10th. Comments included:

- It was a little disappointing that of the 5 or 6 Library Boards invited only one participated, but it was a worthwhile discussion with the Anchor Point Library Board.
- It was great to talk to the Anchor Point Board and get their perspective to Borough funding.

- The Anchor Point Board is interested in collaborating with Homer to help Anchor Point Library get a viable Friends group started.
- Anchor Point has a need for more Russian language books and teen books.

There was consensus to have another OWL Teleconference next year during Library Week.

B. Student Representative Board Member

The Board confirmed with the City Clerk that there is a student who submitted an application for the Student Representative seat. They discussed whether to continue to advertise the open seat or request the Mayor make the appointment of the student who has applied. They considered the challenges of losing the potential applicant and acknowledged they have done outreach at the schools. They also confirmed that the City Clerk's office has had the opportunity to advertise after Student Rep Vance submitted her resignation.

KUSZMAUL/MASSION MOVED TO REQUEST THE MAYOR APPOINT THE STUDENT REPRESENTATIVE AT THE FIRST MEETING IN JUNE.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

- A. Resolution 18-037(S) Amending Fee Schedule to Increase Copy Fees**
1. Memorandum 18-043 from Acting Library Director re: Library Copy Fees
 2. Memorandum 18-052 from Library Director re: Library Copy Fees
 3. Email from Councilmember Smith thru City Manager re: Library Copy Fees

Library Director Dixon provided a summary of photocopier and printer costs and fees as a laydown. She explained her first memo was prepared in haste having just returned from being off and needing to prepare something for the Council meeting. The information provided tonight is more accurate and includes photocopy and printer information specific to the Homer Public Library and fees from seven other Alaska public libraries.

She explained that the photocopier is used by public and staff. They do not have a mechanism for tracking staff use versus public use, but a majority of the use is by the public. The public use printers are connected to the public computers and are not used by the staff. In looking at the actual cost compared to the fees, they are making a profit on the copy fees. An issue is the mission of the library is not to make a profit, but they do want to cover costs

for the service provided. It raises the question whether the rates should be raised to meet the lowest charge of local business.

Library Director Dixon responded to the 8 questions posed in the email from Councilmember Smith.

1. The estimated annual electrical draw the copy machine requires and it's associated cost?

Library Director Dixon responded she has no idea and the Maintenance Department would have to measure the amounts of electricity over a period of time to get an accurate reading.

2. How often library personnel are required to assist patrons with the copier in any capacity? Frequency and time involved?

Library Director Dixon explained they do not track this, it's simply one of the many things they do at the front desk. It's not frequent, but if users don't know how to make the machine work, staff will show them and it probably takes a minute or two at the most. Occasionally they may have to help a little more extensively but not often.

3. How often our IT department is called upon to trouble shoot machine malfunction? I've seen them doing so at city hall. Frequency and time involved?

Library Director Dixon responded that IT almost never gets involved because the photocopier is leased from Xerox and Xerox provides service through the contract. Occasionally IT will have to assist with printers.

4. Who provides the paper for the machine? Who orders it? Who receives it? Who loads the machine? Cost per sheet? Frequency and time involved?

Library Director Dixon explained the City purchases paper in bulk. A staff member will pick up a case of paper from City Hall. In 2017 they picked up paper 14 times and that was for all copiers and printers at about 15 minutes per trip. Staff members take turns loading the machines as part of their morning start up procedures, it takes about five minutes. The approximate paper cost is less than a penny per page, roughly .007 cents per sheet.

5. Who collects the money, accounts it, and deposits it? Frequency and time involved?

Library Director Dixon said the coin machines are emptied once a week and counted twice a month with other monies collected through fines and fees, it takes about 15 minutes. She takes the money to City Hall twice a month.

6. What is the structure of Xerox's fees? Who receives, processes and remits back bills from xerox? Frequency and time involved?

Library Director Dixon reviewed the information provided in the summary of photocopier and printer costs and fees. The annual lease with Xerox is \$2,580.84. Black and white copies are charged \$.0072 per page and color copies are charged at \$.0553 per page. She receives a monthly bill from Xerox which she reviews and submits it to finance for payment, it takes about two minutes.

7. Who is responsible to collect and dispose of paper waste generated from copier users? Frequency and time involved?

Library Director Dixon explained there is a volunteer who comes regularly on Tuesday and Thursday evenings who takes the paper waste to the back and maintenance takes out the garbage and recycle.

8. How many of these factors were used in establishing the recommended copy fee structure to council?

Library Director Dixon said they took into consideration the lease cost and paper cost per sheet.

Discussion ensued and it was noted they are probably using more light energy tonight sitting here talking about this than is used to make a copy.

Board member Kuszmaul thinks the price seems in line with the cost, and it seems in line with the businesses. She isn't sure there is an issue. Library Director Dixon explained they are five cents lower than the lowest business price in town. Ms. Kuszmaul doesn't think the local businesses offer printer copy service or let you take your laptop in and connect to a printer. The commercial printers offer more services, sizes, flexibility and if people need something with a lot of options they use a commercial service. If you find something you need a copy of at the library, you should be able to do it at the library for a reasonable cost. In her opinion the current library costs are reasonable.

Board member Springer pointed out the library isn't a business. When she has to do University work she uses the university campus because she's a student and she needs a public service that's available to students. She doesn't need to go to a business. The library provides a service to the people who use the library.

Board member Fair concurred and thinks the recommendation should be the library fees remain exactly the same.

FAIR/MASSION MOVED THAT WE RECOMMEND TO THE COUNCIL THAT THE FEE STRUCTURE FOR COPIES AND PHOTO COPIES AT THE HOMER PUBLIC LIBRARY BE LEFT EXACTLY THE SAME.

There was discussion in support of maintaining the current copy fees at the library and about the process to report back to Council.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

B. Library Fees

Library Director Dixon said she provided this so Board members could start thinking about fees before they reconvene in August and start discussing the budget.

C. Areas of Interest for Summer Break

Library Director Dixon and Chair Peterson suggested they give some thought to the Exhibit and Display policy and think about a public forum area as a patron and what would be acceptable.

D. Library Policies – Status on Updates and Recommendations of the Board

1. Reciprocal Borrowing
2. Circulation
3. Lending Period – Children's

Library Director Dixon noted the packet information and the proposed amendments to the circulation policy provided as a laydown for the Board to consider and be ready to discuss at their next meeting.

INFORMATIONAL ITEMS

A. 2018 Board Member Attendance at Council Meetings

Board member Massion agreed to continue to report at the Council meetings. He suggested he could attend and give updates about the library during these months that the Board isn't meeting.

City Clerk Jacobsen reminded them that Board and Commission reports on the Council's agenda is a time for the Boards and Commissions to report the work they are doing at their meetings.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

COMMENTS OF THE CHAIR

COMMENTS OF THE BOARD

Board member Kuszmaul commented regarding National Library Legislative Day and Week that's coming up. She gave the Board members a cheat sheet with a URL for individuals to participate in a virtual legislative day and pointed out that American Library Association will be speaking about reauthorization of the LSTA. She highlighted that Lisa Murkowski is one of the sponsors for that reauthorization and we as Alaskans should thank her for being a strong supporter of that. She also commented about the newsletter from the Trustee Division of the American Library Association called the Voice for America's Libraries, and encouraged others to take a look at it.

There was discussion of funding programs and grants that are important in Alaskan communities.

Board member Finn commented about Federal HR5305 a bill to amend US Code title 44 to ensure the availability of no fee public access to government information and reform the federal depository library program to authorize the activities of the superintendent of documents. She's amazed to see how many things that are being addressed that the ALA meeting regarding legislation. It would be nice to discuss these things when they are going on around their meeting time.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:57 p.m. The next regular meeting is scheduled for Tuesday, August 7, 2018 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

MELISSA JACOBSEN, MMC, CITY CLERK

Approved: _____