

REGULLAR MEETING AGENDA

1. **CALL TO ORDER, 5:30 P.M.**
2. **AGENDA APPROVAL**
3. **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** *(Three Minute Time Limit)*
4. **RECONSIDERATION**
5. **VISITORS**
A. Kelly Cooper, Assembly President & Willy Dunne, Assembly member
6. **APPROVAL OF THE MINUTES**
A. Minutes for the October 4, 2016 Regular Meeting **Page 3**
6. **REPORTS**
A. Library Director Report **Page 11**
 1. Statistics for 2015 and October 2016 (Laydown)
- B. Friends of the Library – October 12, 2016 Meeting
 1. Next Meeting is November 9, 2016 @ 6:00 p.m. in the Library
- C. Worksession October 25, 2016 **Page 15**
7. **PUBLIC HEARINGS**
8. **PENDING BUSINESS**
A. Budget 2017 **Page 21**
9. **NEW BUSINESS**
A. Election of a Chair and Vice Chair **Page 37**
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C. Strategic Planning for Library Advocacy **Page 45**
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C. Memorandums to Council re: Card Policy and Fee Changes **Page 57**
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E. Kenai Peninsula Borough Code 16.04, Formation of a Service District **Page 65**
11. **COMMENTS OF THE AUDIENCE**
12. **COMMENTS OF THE BOARD**
13. **ADJOURNMENT**
Next Regular Meeting is Tuesday, December 6, 2016 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 16-04, a Special Meeting of the Library Advisory Board was called to order by Chair Strobel at 5:45 p.m. on September 6, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, MASSION, PETERSON, STROBEL AND STRINGER

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

MASSION/PETERSON - MOVED TO APPROVE THE AGENDA

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. September 6, 2016 Special Meeting Minutes

PETERSON/MASSION - MOVED TO APPROVE THE MINUTES AS AMENDED.

Correction was noted for the next Friends meeting was September 14, 2016 and under the temporary cards, the word "Alaska" should be "service area" under Item A, New Business.

VOTE: YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS/ BOROUGH REPORTS

A. Friends Report

Board member Peterson stated she attended the Friends meeting and very nice group of people, presentation made on the Police Station which was very informative since she did not know anything about the project. They are very excited about the new Bookmobile, killer deal at \$10,000 which those vehicles usually cost upwards of \$200,000. They were also planning and looking forward to the 10th Anniversary of the Library celebration.

Board member Kuszmaul noted that October 16-22, 2016 is National Friends Week. There was a brief discussion on recognizing the Friends for all they have done to support the library it would be great to recognize them in some way. It was determined that depending if it could be added to Council's agenda and the Mayor supported the request, a Proclamation could be given recognizing the week.

KUSZMAUL/MASSION – MOVED TO REQUEST THE MAYOR TO ISSUE A PROCLAMATION RECOGNIZING AND PRAISING THE WORK AND SUPPORT PROVIDED BY THE FRIENDS OF THE HOMER LIBRARY AND NATIONAL FRIENDS OF THE LIBRARY WEEK OCTOBER 16-22, 2016.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Board member Kuszmaul requested permission to submit a letter to the Editor and she will submit to Library Director Dixon for review before submittal.

The Board approved by consensus.

Chair Strobel inquired that the Friends must have a healthy fund in order to expend \$10,000. A brief discussion on Reading Between the Lines ensued.

B. Next Friends Meeting Wednesday October 12, 2016 Library Conference Room

Boardmember Massion stated he will try to attend the next meeting of the Friends.

C. Director's Report & Statistics – September 2016

Library Director Dixon made the following notations:

- The City Manager did not want her to expend donation funds for books opining that those donations were probably made for the intent of capital expenses so a Budget Request to purchase 25 public computers will be submitted.
- Video Conference on the OWL network regarding Patents and Trademarks and Homer is 4th in the state for applications of patents and trademarks. This will be at 6:00 p.m. on Tuesday.
- The City Manager has suggested starting the Lunch with a Councilmember again so Catriona Reynolds will be the first to start.
- There will be a showcase of projects that the Knitting club has completed
- Local author and retired teacher, Dan Walker has a new young adult book, Secondhand Summer, and will do a book signing and reading on October 5th
- Circulation numbers are again up over 2015 numbers, 14,472 compared to 12,244 in 2015
- the number of people using the study rooms is up by 68 people
- Attendance at programs was down a few hundred
- Library Cards issued is up over last year, almost surpassing the totals for last year and there are still three months left in the year to go.

D. Rare Book Report

A entertained a brief discussion on the location of the books, what types of books are contained in the collection and possible value of the collection and making the decision to keep those books within the overall assets of the library. These books are not really available to the public. Some are very rare and it would be nice to have a space within the library to properly house these books, some date back to the 1800's. A few of these books are catalogued. Most libraries have separate collection and some do have special accommodations for those collections. It was noted that part of the problem is having a knowledgeable person of Alaskana. Boardmember Kuszmaul stated that a decision has to be made as to whether it is part of the Library mission to have a collection of rare books and if it isn't then they should get the value out of those books and use it to purchase books. The value would be questionable because there is minimal inherent value unless there is a collector out there that wants that particular book.

E. Library System- Status Update by Boardmember Kuszmaul

Board member Kuszmaul had nothing new to report at this time.

PUBLIC HEARING

PENDING BUSINESS

A. Budget 2017

1. Budget Schedule

Chair Strobel commented on the current Budget represents the Budget that would be submitted with a few changes. He noted that Staff budgets have increased over the last few years by approximately \$50,000 the big difference is in the benefits which reflects the increase in health insurance.

Library Director Dixon stated that she will not be renewing the Wall Street Journal due to cost. The Board inquired if she could reduce the number of days or change to electronic versions for a reduction in rates. The New York Times is a frequently read paper over the Wall Street Journal.

Library Director Dixon noted that if the Board wanted to do some advocacy, the Book budget is what they needed the most. It was noted that the Board will be meeting November and December. Board member Massion inquired about what the Friends do with their money, can they buy books for the Library. Library Director Dixon explained that the organization believes the City should be funding the Library for the support and maintenance and they provide the extras such as additional programs and events. They also raise funds for those events and for special purchases or services such as the gardens. They will also be focusing on buying books for the bookmobile which will not be part of the general Library circulation. The Friends may focus now on just selling books from the Bookmobile. The repair and maintenance will be taken care of the vehicle at this point since the city cannot afford that aspect. In response to eventually in the future using the Bookmobile as a mobile lending library however there has been opposition to providing services outside city limits so Library Director Dixon was not sure.

Additional discussion evolved on creating an Amazon Wishlist for Books. Boardmember Peterson related her experience with the Mountainview Library and Boardmember Massion stated he was

willing to work on that if Library Director Dixon found that it would work for purchasing the books she needs or wants.

B. Changes to the Library Card Policy and Temporary Card Fees

Library Director Dixon stated that she took the Board's recommendation back to staff and they did not want to increase the 6 month fee to \$30. Their opinion was to keep it at the \$20. The Board requested a compromise and recommended \$25 which Library Director Dixon agreed to.

There was a brief discussion on the changes to the policy which reflected removal of redundancy in the language and making it clearer so everybody can understand it. There was a lot of unnecessary language and this makes it clear and concise.

Library Director Dixon stated that they have wanted to get this policy cleaned up for a long while now and glad that it is done.

Deputy City Clerk Krause responded to Chair Strobel that a motion to approve the changes was required then they would forward the recommendation to Council for final approval.

The Board discussed some options such as on a month to month basis, and the limited amount of cards issued, limiting it to 10 items.

STROBEL/MASSION - MOVE TO AMEND THE POLICY TO HAVE ONE TEMPORARY LIBRARY CARD, CHANGE THE FEE TO \$25.00 FOR 10 ITEMS.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Library Director Dixon requested a review the proposed changes to the Library Card Registration Policy. There was a misunderstanding on the title to the policy so they can review and approve at this meeting unless they want to hold it over to the November meeting.

Boardmember Peterson read through it and felt the changes were appropriate and requested clarification on striking military identifications. Library Director Dixon explained that that identification falls under government issued identification.

Boardmember Kuszmaul requested the substantive changes to policy as presented. Library Dixon stated that it was just to remove redundancies and provide clarity on the issuing of Library cards.

The Boardmembers were in consensus to approve the changes as presented.

C. Recruitment Efforts

Deputy City Clerk Krause explained that Chair Strobel has indicated for a while that he would like to retire and they will have another new member appointed on the Council meeting next Monday but

that they need to still continue their efforts to recruit one more member however they must be a city resident since all the positions for non-city resident have been filled.

A brief discussion ensued on the next new member being appointed at the upcoming Council meeting and then they will need one more member who is a city resident as both non-resident positions have been filled now, and Chair Strobel has indicated that he would like to “retire” from the Board since he does not has much free time as before. The Board member’s joked around about implementing a rule that retiring/leaving members needed to provide their replacements.

NEW BUSINESS

A. Welcome New Board member

Chair Strobel welcomed Board member Springer. Board member Springer thanked the Board for the warm welcome and that the Library is like a second home since her and her family is there quite frequently. She is in the process of finishing her PhD and she has young children.

Chair Strobel stated that it was nice to have another member with young children on the board since he has been the only one for quite some time.

B. Fundraising and Discussion on Creating a Foundation

The Board thanked Deputy City Clerk Krause for providing the informational materials on Foundations and Friends in relation to their inquiry. Boardmember Kuzmaul appreciated seeing the information on the King County Library Foundation as that is what she is familiar with and went on to provide some input on programs that the Foundation had and the annual fundraisers held for the Library.

Library Director Dixon noted that the Friends put on an event inviting an author to come speak, dinner, etc. and that event does not garner much of a return after they pay for everything. They also do several events throughout the year.

Discussion included various events held within the Homer community recently such as an event at Second Star that cost a \$100 per person and it was packed; SPARC has quickly raised the funds they needed to get that facility started it was noted that they were provided \$189,000 from City but there were requirements for that funding also. The Board is allowed to raise funds for the Library.

Chair Strobel noted that if the Board is allowed to raise funds then they could do the Amazon Wishlist efforts.

Further discussion on the difficulties of creating a Foundation and holding annual events and providing a purpose and focus for the Board; working more closely with the Friends on joint projects such as a Murder Mystery Dinner evening.

Library Director Dixon opined that they would be agreeable and that they would be more amenable to having a LAB member attend their meetings instead of them attending ours.

Boardmember Massion inquired about the number of active members in the Friends. Library Director Dixon opined that most of the Library volunteers are members of Friends but not all adding that anyone can be a member for \$10 annual fee; there are 8 or 9 members on the Friends Board.

Deputy City Clerk added that prior to the new Library being built there was a LAB member attending all friends meetings and a member of the Friends attended the LAB meetings but after the Library was built that attendance seem to fizzle out. Library Director Dixon felt it was a good idea to have the Bookmobile and eventually being integrated into the City. Currently keeping it low key and low cost may be good for now.

Library Director Dixon stated her biggest concern is the budget for books in response to Board member Peterson's inquiry on what she wanted the Board to focus on, that if they wanted to advocate for anything that it be funding for books. Two of the possible new Council members have already said they would charge for Library Cards for people who live outside the city. She was not in favor of that idea.

Board member Massion asked about staff coming up with a list of 100 books that they would like and they can list those items on Amazon and folks could purchase them for the Library. Library Director Dixon was not entirely supportive of the idea stating that there are books that would be nice to have but there are books that they need to have; they could come up with a list. She noted that Amazon is an accounting nightmare so they purchase from Amazon as little as possible.

A discussion ensued that it would require an extra step from Library staff and there was the intention of the Board to do something concrete for the Library in assist with increasing the collection. The Board has no influence with Council and statistics still will not influence the Council's decision. Library Director Dixon would be happy to go back to the \$46,000 in response a question. She responded that they normally spend \$20 to \$80 per books. They typically receive a 20-40% discount. Some academic publishers give no discounts but most do give a discount. She does not purchase from discount publishers and they deal from standard jobbers that provide services that will save time in the back room to save time. Most books are not suitable for mass distribution and heavy use. Further comments on it being easy to have volunteers prep books versus the jobbers doing it were made and that they should have this on the November agenda. The most difficult would be staff coming up with the list and it may not be feasible at all.

Boardmember Kuszmaul commented on the patents has it been brought up that the Library feeds the economic engine. Library Director Dixon stated that it would be a good case since there are many people who run their small businesses from the public computers.

Boardmember Springer had to depart the meeting.

Boardmember Kuszmaul asked if there is a way to have a meeting to focus on one or two items. What is it that the Board can sink their teeth into to come up with the next steps, strategize and things like that?

Deputy City Clerk Krause explained that a worksession can be scheduled, it must be advertised, it is recorded, minutes are not done, and no action is taken so no motions will be made. Library Director Dixon does not have to attend either.

Library Director Dixon mentioned the presentation that contained information and assisted in getting the Council to increase the budget. Deputy City Clerk Krause still had that presentation and it can be

updated with the new information. Chair Strobel commented on the presentation not working since they reduced the budget last year. Library Director Dixon stated the presentation did work as Council increased the budget 20,000 that year. Chair Strobel stressed that it did not last though.

C. Agenda Items for the Next Meeting

Board member Kuszmaul recommended that they schedule a worksession at 5:00 p.m. on October 25, 2016. The Board agreed by consensus on Tuesday, October 25th in the Conference Room.

Deputy City Clerk Krause will confirm availability of the conference room. Library Director Dixon asked if the Board wanted her in attendance and the Board agreed that if she can consult with her staff on the Book Buying Fundraising and if there are some other avenues that they think may be better so that the Board's efforts will not create more work for the staff.

The following items were requested for the worksession:

- Fundraising
- 2013 Budget Presentation

Next meeting items will be Budget, Fundraising and the 2017 meeting schedule.

INFORMATIONAL ITEMS

A. 2016 Board Member Attendance at Council Meetings

Board member Kuszmaul will attend the October 24, 2016 Council meeting and Board Member Peterson will attend the December 12, 2016 Council meeting.

B. Banned Books Week September 25-October 1, 2016 Article from llovelibraries.com

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

Boardmember Kuszmaul inquired about recognition for the Friends of Libraries Week and the Clerk indicated that she will check with the City Clerk to see if it could be added onto the agenda and the Mayor willing to issue proclamation.

Boardmember Peterson and Strobel had no comments.

Board member Massion will attend the November meeting but will not be at the December meeting and he will not be available to attend any Council meeting until January.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 7:07 p.m. A WORKSESSION HAS BEEN SCHEDULED FOR TUESDAY, OCTOBER 25, 2016 AT 5:00 P.M. IN THE UPSTAIRS CONFERENCE ROOM. THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, NOVEMBER 1, 2016 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

Homer Public Library
Director's Report
October 26, 2016

With the shorter, cooler days of fall, it's time to turn on the gas in the fireplace lounge, a favorite spot with library patrons for quiet, cozy reading. Adults enjoyed three author visits this month: Kaylene Johnson and Dick Griffith; Dan Walker; and Michael Armstrong. Fall has also been a good season for the first forays of the Friends of Homer Library's new (used) bookmobile to local schools. FHL volunteers visited McNeil Canyon, Paul Banks, Fireweed Academy, and West Homer Elementary to introduce students to the bookmobile. Each child received a free book, chosen from an assortment of age-appropriate donated and discarded books.

Meetings in August

- City Council – 2
- Library Advisory Board – 2
- Friends of Homer Library (FHL) – 1
- Staff Meeting -- 1

Issues of Interest

- City Manager Koester presented her budget to City Council on 10/10. For the Library, she requested that new public computers be purchased with Library Donation Fund money. The remainder in the account (about \$12,000) would go to the book budget.
- At their meeting on 10/24, Council approved the Library's updated library card policy, with changes to the fee structure approved by the LAB for temporary library cards.

Behind the Scenes

Director

- I had so much fun accompanying the Friends on their visit to West Homer Elementary! What a joy to see students' excitement over books and to help them find the books they wanted.
- Much lower on the fun scale: continuing to struggle with e-rate forms and procedures. The new system rolled out this year has proven difficult and time-consuming to navigate. Hopefully it will run more smoothly in the future. IT manager Nick Poolos has been waiting for weeks for confirmation of a request to expend funds for a much-needed upgrade of the wifi equipment.
- I turned in my annual report to the Alaska State Library. They also rolled out a new reporting system. Fortunately, theirs works quite smoothly!
- The Library Advisory Board held a productive work session to discuss fundraising options for the library and strategic planning.
- I sat in on a webinar "The Library's Legal Answers for Meeting Rooms."
- As usual, I helped Friday evening with the Friends' semi-annual book sale – always enjoyable.

Staff

- Claudia Haines took a two-week course on Parent Engagement in the Library.
- Teresa Sundmark is beginning to plan next year's adult reading program.
- David Bernard completed a long-term project to relabel all the adult Fiction and Alaskana Fiction (changed to author's full last name and series names) to make finding and shelving books easier.

Facility

- Carpets and upholstered chairs were professionally cleaned.
- The outside oil tank was removed to make room for the planned emergency back-up generator and a smaller oil tank.

Special Events in October

Author visit, Kaylene Johnson and Dick Griffith, *Canyons and Ice: The Wilderness Travels of Dick Griffith*

Author visit, Dan Walker, *Secondhand Summer*

Applying for Patents & Trademarks Workshop -- OWL videoconference

Lunch with a Councilmember – Catriona Reynolds

FHL Fall Book & Plant Sale

Evenings with Romeo & Juliet – first of three programs

Halloween Slime Time – OWL field trip to Ann Arbor Hands-On Museum

Author reading, Michael Armstrong, *Truck Stop Earth*

Upcoming in November

Evenings with Romeo & Juliet – Read and discuss the famous play, led by Bette Van Dinther.

Thursday, Nov. 3 & 10, 6-8 PM

NaNoWrMo Kick-Off – National Novel Writing Month, Tuesday Nov. 1, 6 PM

Lunch with a Council Member -- Monday Nov. 21, Noon-1

Ongoing

Preschool Storytime – Tuesdays and Wednesdays, 10 AM

Small Fry Storytime – Thursday – 11:30 AM

SPARC Radio Club – First Tuesday, 6:30 PM

Knitting – Mondays, 1:30-4:30 PM

Maker Club – Thursdays, 3:30-5 PM, ages 10-14

Book Club – Fourth Tuesdays, 4:30-6:30 (new day)

LARP – Live-Action Role-Playing, ages 10-18. Fridays 3:00-5:45 PM

Walk-in Tech Help – First and third Saturdays, 10 AM-noon

The Library will be closed Friday Nov. 11 for Veteran's Day AND both Thursday and Friday, Nov. 24-25, for Thanksgiving

See our website for more information: <http://www.cityofhomer-ak.gov/library>

Homer Public Library Statistical Summary for 2015

Date: 26-Feb-16

CIRCULATION	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	Y.T.D.
Total # of Items	11,044	11,045	11,927	11,334	10,528	10,426	13,647	12,367	12,244	12,670	12,533	12,413	142,178
INTERLIBRARY LOANS													
Incoming (Borrowed)	27	27	27	22	27	24	31	19	32	27	11	23	297
Outgoing (Lent)	50	58	39	38	45	23	23	42	26	42	31	34	451
STUDY ROOM USE													
# of groups	179	179	191	228	133	149	138	175	195	172	149	143	2031
# of people	420	444	387	497	281	248	277	334	335	380	322	297	4222
MEETING ROOM USE													
# of groups	20	20	9	26	26	25	31	24	19	36	24	21	281
ATTENDANCE													
TOTAL (*Included)	11,017	10,326	11,060	12,369	10,777	11,871	13,026	12,058	12,724	11,362	9,748	9,619	135957
*Story Hour & Lapsit	304	326	342	391	219	257	369	177	381	443	341	270	3820
*School Classes	40	5	0	0	38	0	0	0	19	0	70	28	200
*Internet sessions	3,670	3,851	3,768	4,086	4,267	4,673	5,053	4,996	4,471	3,981	3,196	3,394	49406
*Programs	149	246	190	205	298	442	338	27	708	286	159	166	3214
OUTREACH													
# Visits	4	4	5	3	5	4	4	5	4	4	4	5	51
# People	13	8	14	103	24	16	17	31	23	21	16	20	306
NEW CARDS ISSUED													
City	31	30	26	33	30	48	40	44	45	43	46	25	441
Borough	27	21	27	31	28	26	27	33	39	34	40	24	357
Temporary	2	2	1	3	8	15	9	10	4	1	0	0	55
VOLUNTEER HOURS													
# of people	90	56	60	80	69	67	78	66	85	84	92	78	905
# of hours	221	157.5	178.5	261.5	150	160.25	252	157.75	251.25	194	170.75	220	2374.5
MATERIALS ADDED													
Books	448	259	302	382	429	359	236	242	213	297	332	382	3881
Audio	27	7	16	18	24	5	28	0	35	20	22	34	236
Video	99	21	36	69	42	59	20	89	50	52	82	71	690
Serials	0	1	0	0	3	6	0	3	0	0	2	0	15
Electronic Resources	1	0	0	0	0	0	0	0	0	0	0	0	1
MATERIALS REMOVED													
Books	520	282	154	0	367	120	379	410	293	167	124	145	2961
Audio	9	33	1	0	0	3	2	22	46	4	4	1	125
Video	8	16	8	67	98	5	11	16	7	2	5	14	257
Serials	0	1	1	0	4	0	3	0	0	36	0	0	45
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2343.80	1335.59	2231.28	3838.81	2677.50	2935.04	2081.20	2502.89	2772.74	3179.70	1774.60	1796.20	29,469.35
Building Fund (151-)	0.00	0.00											0.00
Library Gifts (803-)	0.00	50.00	28.65			15.63			10.00				104.28
Grants	1000.00	492.00		1500.00		6650.00			114300.00	7500.00			131,442.00
TOTALS	3,343.80	1,877.59	2,259.93	5,338.81	2,677.50	2,950.67	8,731.20	2,502.89	117,082.74	10,679.70	1,774.60	1,796.20	\$161,015.63



City of Homer

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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: OCTOBER 26, 2016
SUBJECT: WORKSESSION OCTOBER 25, 2016

Following are a few comments and recommendations on the draft PowerPoint reviewed at the worksession on October 25th submitted by Boardmember Massion's daughter Michelle, who happens to be a professional in the marketing industry.

What's in it for me? Michelle Massion recommended coming from a place of why does the city need the library?

What are the negative effects of not having the library? How do they impact the city or community?

Refer to page

How does the library help the city, locals and tourists?

What are the benefits of the products and/or services offered? See Appendix A.

Recommendation

Review the information. Discuss and motion to include or not into the presentation.

Talking Points

Libraries have powerful messages for helping the community and especially library funders understand the enormous value and importance of libraries. In setting up talking points, it's important to share not what we do, necessarily, but why what we do matters. The talking points should be powerful, imply if not outright state the return on investment that comes from healthy budgets, and easily repeatable. These talking points will keep everyone on message and if repeated over and over in your various strategies, will really gain traction within the community.

Here are some areas where we can show the value of libraries to the community.

- Literacy
 - Early childhood
 - Teens – summer reading
 - Adult
 - English for speakers of other languages (ESOL)
 - Other: _____

- Citizen Development and Participation
 - Government information – local, state, national
 - Reference services
 - Referral services to other agencies
 - Other: _____

- Business Development – Economic Development
 - Incubator space for start-ups
 - Business resources
 - Entrepreneurial support
 - Other: _____

- Workforce Development
 - Practice test resources
 - Online access for job search – including email address set up
 - Resume assistance and support materials
 - Interviewing support materials
 - Other: _____

- Community Value Improvement (homes and neighborhoods)
 - Curb appeal
 - Visible investment in community enrichment
 - Home values increase with proximity to libraries
 - Other: _____

- Lifelong Learning
 - Computer literacy for all ages
 - Cultural heritage – all ethnicities
 - Local history
 - Leisure reading
 - Self guided studies in all areas
 - Other: _____

Based on areas of service areas above, develop a minimum of 10 talking points below and continued on the next page. See “Return on Investment Statements” in appendix A at the end of this workbook for examples.

1.

2.

3.

4.

5.

6.

Appendix A

Return on Investment Sample Statements and Quotes

The hyperlinks below are available with a single click from www.ala.org/united/powerguide.

- Studies show categorically that children who are read to prior to kindergarten enter school ready to learn far more than children who don't have a book rich environment. Our library is the only organization in town [city, county, region] that offers thousands of books for preschoolers, storytimes, and resources for parents that will help them help their children succeed and that is free and open to any member of our community.

Our library is a real bargain compared to the cost of failure to succeed in school.

- In low-income neighborhoods, children start kindergarten 60% behind their peers from affluent communities, leaving them woefully unprepared. (Jump Start, "Early Childhood Education Crises" at <http://www.jstart.org/our-work/americas-early-education-crisis>)

Our library helps bridge the gap between affluent and low income children's achievement every single day.

- Studies show that students who do not read during the summer need an average of a full month remediation when school starts in September. ("What to Look for in a Summer Reading Program." GreatSchools at <http://docs.gatesfoundation.org/learning/documents/opportunityforall.pdf>)

Our library has a rich, wonderful, and fun collection of reading materials for all ages and we proudly host a summer reading program every year that is enjoyed by over _____ of our students.

Our library is a real bargain compared to a full month of educational remediation for every student in September – because even if only a few students per class need remediation – they all get it.

- After school ends each day, our library becomes one of the busiest places in town! Not only are our students off the streets and in a productive and safe environment, they are engaging with adults and resources that help them with homework assignments and provide them with a place for intellectual discovery.

Our library is a critical component of the educational network ensuring student success in our city.

- Few community services enjoy the type of public support that is generally given to public libraries. In a recent national survey conducted by Public Agenda, people were more likely to rate library service as excellent or good than the service they receive from their local police

department, public schools or their local media (“Making Cities Stronger: Public Library Contributions to Local Economic Development,” Urban Libraries Council report http://www.urban.org/uploadedpdf/1001075_stronger_cities.pdf).

Our library is one of the most popular public services in town.

- The digital divide may have become narrower, but it has become much deeper for those left behind as commercial, medical, legal, and government information is increasingly available online only.

Our library provides an essential link for those without internet access and the need to connect through our free computer labs and free Wi-Fi access.

- Every day job seekers come into our library to use our computers and internet access. Today most jobs are only posted online and only receive online applications.

Our library is turning unemployed citizens into tax-paying citizens every day!

- ***Libraries play an essential, non-partisan role in providing the information that allows citizens to make informed decisions. Libraries make a difference. Libraries transform lives.*** – Stephen Abrams in *The Value of Libraries: Impact, Normative Data, & Influencing Funders*, at

http://www.imakenews.com/sirsi/e_article000396335.cfm?x=b4tcm1g,b2rpmkgk,w

- ***“From providing a place to do homework to applying to college or looking for financial aid, library online services are a key part of the educational system in our country.”*** From *Opportunity for All: How the American Public Benefits from Internet Access at U.S. Public Libraries*. Institute of Museum and Library Services at <http://tascha.washington.edu/usimpact>
- A study from the Institute of Education (IOE) states that, “Perhaps surprisingly, reading for pleasure was found to be more important for children’s cognitive development between ages 10 and 16 than their parents’ level of education. The combined effect on children’s progress of reading books often, going to the library regularly and reading newspapers at 16 was four times greater than the advantage children gained from having a parent with a degree.” See <http://www.cls.ioe.ac.uk/news.aspx?itemid=2740&itemTitle=Reading+for+pleasure+puts+children+ahead+in+the+classroom%2C+study+finds&sitesectionid=27>.

Libraries are the very best resources for supporting pleasure reading and thereby helping to ensure academic success.



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: OCTOBER 26, 2016
SUBJECT: BUDGET 2017

At the recent City Council meeting on October 24, 2016 Council amended the meeting schedule for the last two meetings of the year.

They bumped up the meeting dates by one week so November 21, 2016 and December 5, 2016 due to personal schedules.

What this means to the LAB is usually a Boardmember attends the December meeting for a final advocacy and we usually have the two meetings to finalize the Budget presentation however with the changes implemented by Council we have this meeting only to review and approve any budget related message that this Board will be issuing.

Recommendation

Review the presentation and strategies discussed at the worksession.

Make a motion to implement.

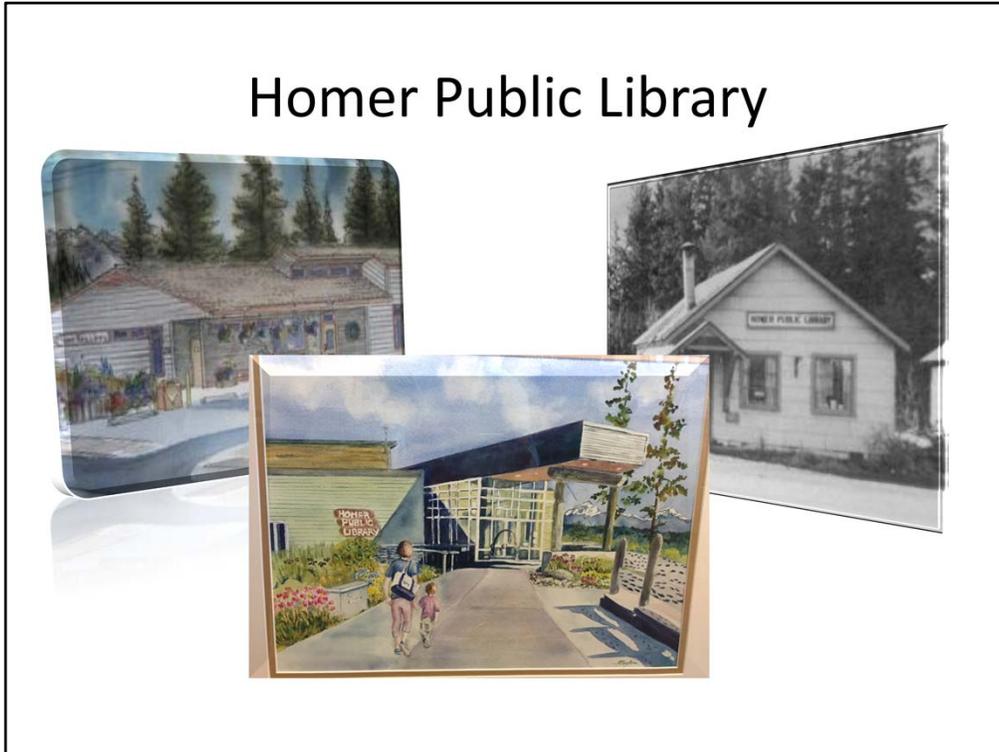
Advocacy for Collection Development

Homer Public Library

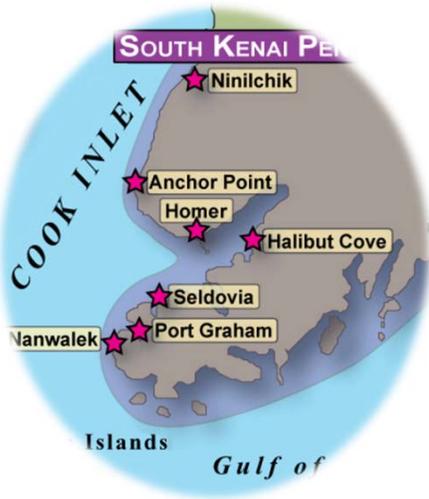


A Presentation by the Library Advisory Board

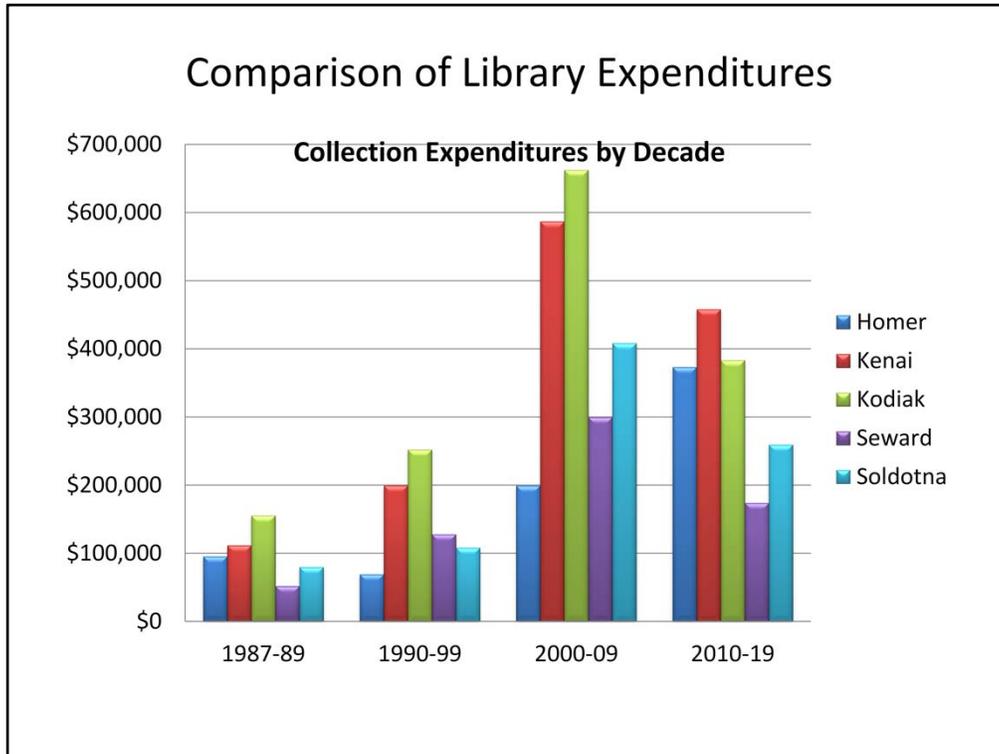
Homer Public Library



It has been 10 years since the library moved into its new 17,000 square foot facility with a public meeting room, four study rooms, 25 public use computers, and wireless access throughout the building. The collection includes over 45,000 items which includes books, audiobooks, magazines, newspapers, and videos. Interlibrary Loan services are available, programs for adults and children as well as a knowledgeable staff to help with reference and information questions.



Our Library Service Area includes the communities of the Southern Kenai Peninsula from Ninilchik south to across the Bay as far as Nanwalek.



This information has been reported by all libraries in the State of Alaska since 1987; however, you must take into account that the decade for the 1980's is not completely represented here. Reviewing the information it is presumed that the funding had been decreased through the 1990's. This summation is based on the three years representing the 1980's as the expenditures were higher than the following 10 years. Throughout the 2000's our budgets were increased for the Library.

Homer's
neighboring
communities
support their
Libraries with
increased
budgets for
inflation

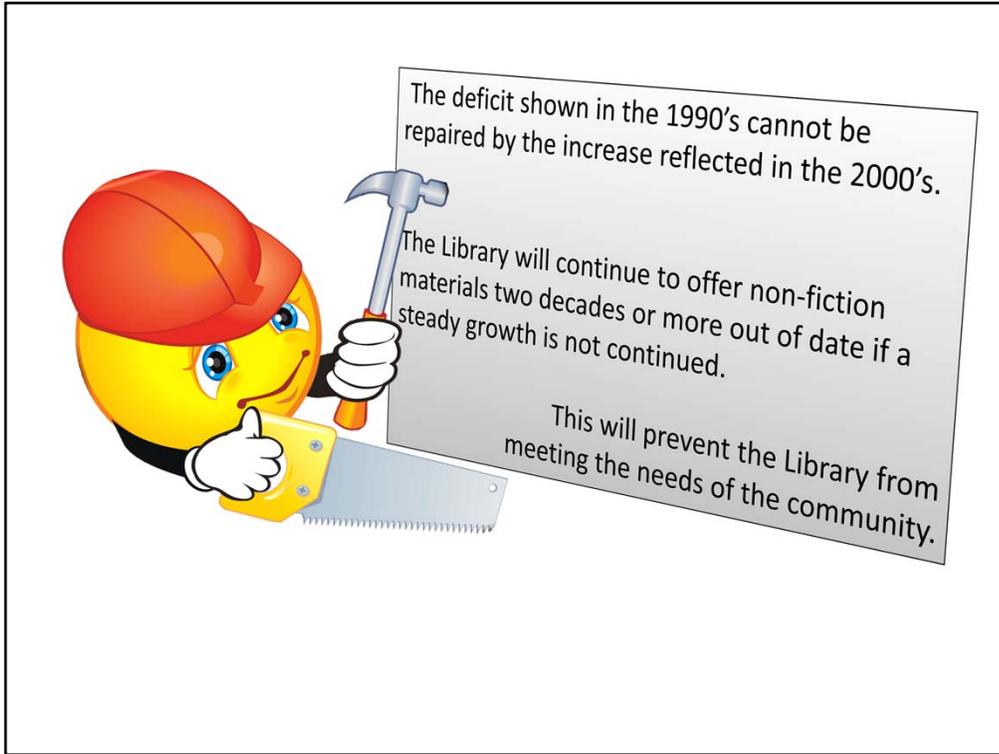


Soldotna increased their budget by 277.7%
Kenai increased their Library's budget by 194.2%



Decreased spending
fails to provide the
basic maintenance
of a service that our
community
deserves

This slide says it all; With the economy being what it is and recovery being uncertain and slight, the community uses the Library resources from reference materials and study rooms for students; to accessing the video conferencing equipment for employment searches, conducting businesses and surfing the internet plus enjoying the various free programs that our Library offers.



Public Input

While the vast majority of the comments in our Library's guest book are really positive – “beautiful library” “wonderful librarians” and “thanks for the Internet”

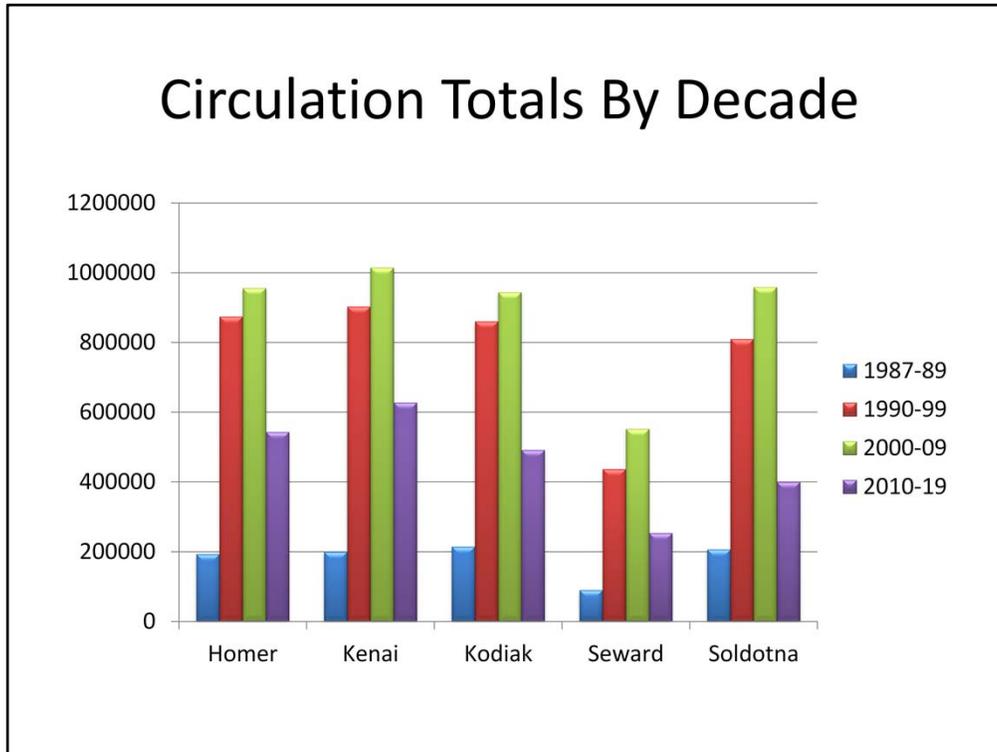
There are comments asking for more materials:

- “Please, more books and videos. Thank you.”
- “Why are there no books on the bottom shelves?”
- “Need more Christian books.”
- “Inadequate, outdated book collection.” (Ouch!)

Staff



Our Library Staff are awesome! But due to the increased use overall we are in need of additional staffing to keep providing the outstanding service the community deserves.



This graph which depicts total materials circulated is a visual that illustrates how essential our Library is to this community. This represents the totals by decade for the number of items circulated and includes, but is not limited to books, e-books, music, video, magazines and additional printed materials.

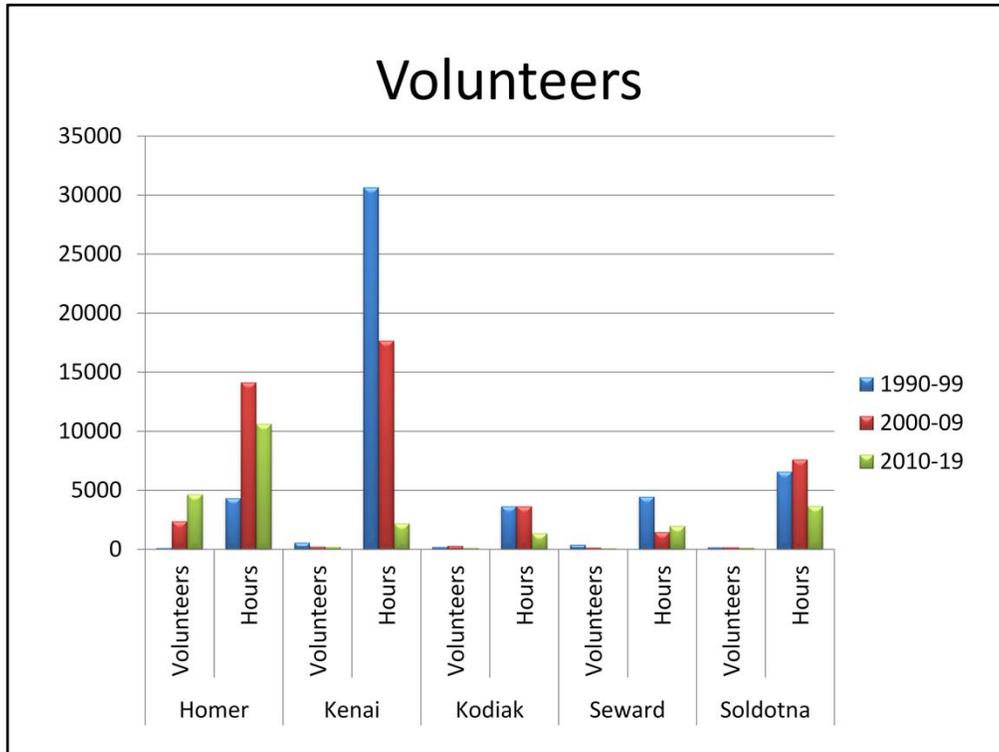
- you will note that the current decade still has three more years and Homer is ahead of Kodiak, Seward and Soldotna but falling behind Kenai at this time.

- Another item to note is that Soldotna had a major addition completed over the last few years and there was some disruption in their circulation numbers due to this disruption.

Volunteers & Friends



What would we do without the super efforts and contributions from all of our volunteers and the Friends of the Homer Library! Last year the Friends provided over \$ _____ towards the Library.



As you can see our volunteers kick butt! Our Library staff could not do as much as they do nor provide the services that they do without the volunteers. But what would happen tomorrow or next year or five years from now when we may not have that luxury? We cannot continuously take for granted that we will have these number of volunteers putting in the hours to assist our staff in getting their jobs done. They provide the equivalent of a full time staff person who works some hours overtime. Unlike the other Libraries profiled Homer has gained valuable volunteers and additional hours while other Libraries have declined.

If the Homer Public Library
were a Seiner



We'd have a
great crew,
a fine boat,
good location,
adequate
equipment, and a
skookum
skiff...but...

What more can we say...



**Our nets would be more than 20 years
old and riddled with holes**

We thank you for your time and service to our community and hope that you will all consider our budget. We understand that there are always expenses and the economy is not the best. But the Library is an integral part our community fabric and it is extremely important to provide the most up to date materials possible and access to available resources.



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(f) 907-235-3143

MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: OCTOBER 26, 2016

SUBJECT: ELECTION OF CHAIR AND VICE CHAIR

The Elections are normally held during June however over the last several months we have lost both officers due to personal schedules. While we still have one vacancy, we do have several experienced Board members who would be able to handle the jobs of Chair or Vice Chair.

Responsibilities and Duties of the Chair -

- works with the Deputy City Clerk who will draft the agenda items and submit to the Chair who will approve as submitted, include additional items or remove items.
- will cancel or schedule special meetings as required by the Board to conduct the necessary business of the Board.
- will conduct the meetings of the Board
- can make or request motions to take action on agenda items
- Term is until June of the following year.

Responsibilities of the Vice Chair-

- conduct meetings in the absence of the Chair
- term is until June of the following year

Procedure:

Deputy City Clerk Krause will open the floor for nominations of Chair. Nominations are made. Upon hearing no additional nominations the Deputy City Clerk will close the nominations.

The vote can be a show of hands or a secret ballot. If there is only one nominee, then as a courtesy there is usually inquires if that Boardmember accepts the nomination and if so it is by consensus of the commission that they are elected to the position.

The meeting will then be turned over to the newly elected Chair who will then open the floor for nominations of Vice Chair. Nominations are made. Upon hearing no additional nominations the Chair will close nominations.

As previously done, the vote can be conducted by a show of hands or secret ballot.



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Memorandum

TO: ADVISORY BODIES
FROM: JO JOHNSON, CITY CLERK
DATE: OCTOBER 7, 2016
SUBJECT: MEETING SCHEDULE FOR 2017

Please review the draft resolution that establishes your meetings for 2017. If you have any changes please submit them to me by December 5th.

Council will be setting the 2017 meeting schedule for Council and Advisory Bodies with the adoption of the resolution at their December 12, 2016 meeting.

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

City Clerk

3
4 **RESOLUTION 16-xxx**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ESTABLISHING THE 2017 REGULAR MEETING SCHEDULE FOR
8 THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY
9 COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART
10 RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY
11 PLANNING COMMISSION, PORT AND HARBOR ADVISORY
12 COMMISSION, AND CANNABIS ADVISORY COMMISSION.
13

14 WHEREAS, Pursuant to Homer City Code Section 1.14.020, the City Council annually
15 sets the schedule for regular and some special meetings, noting the dates, times and places
16 of the City Council, Advisory Commissions, and the Library Advisory Board meetings; and
17

18 WHEREAS, The public is informed of such meetings through notices located at the City
19 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public
20 Library; and
21

22 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper
23 of general circulation at least three days before the date of the meeting and that special
24 meetings should be advertised in the same manner or may be broadcast by local radio at
25 least twice a day for three consecutive days or two consecutive days before the day of the
26 meeting plus the day of the meeting; and
27

28 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council
29 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of
30 the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that
31 the failure to give the notice provided for under this chapter does not invalidate or otherwise
32 affect any action or decision of a public body of the City; however, this sentence does not
33 change the consequences of failing to give the minimum notice required under State Statute;
34 that notice will ordinarily be given by the City Clerk; and that the presiding officer or the
35 person or persons calling a meeting are responsible for notifying the City Clerk of meetings in
36 sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City;
37 and
38

39 WHEREAS, This Resolution does not preclude additional meetings such as emergency
40 meetings, special meetings, worksessions, and the like; and
41

42 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the
 43 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.
 44

45 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2017 meeting
 46 schedule is established for the City Council, Economic Development Advisory Commission,
 47 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory
 48 Planning Commission, and Port and Harbor Advisory Commission of the City of Homer,
 49 Alaska, as follows:
 50

51 Holidays - City Offices closed:

January 2**, New Year's Day, Monday	February 20*, Presidents' Day, the third Monday	March 27*, Seward's Day, last Monday	May 29*, Memorial Day, last Monday	July 4*, Independence Day, Tuesday	September 4*, Labor Day, first Monday
October 18*, Alaska Day, Wednesday	November 10**, Veterans Day, Friday	November 23* Thanksgiving Day, Thursday	November 24*, Friday, the day after Thanksgiving	December 25*, Christmas, Monday	

52
 53 *Indicates holidays - City offices closed.
 54 **If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the
 55 preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel
 56 Rules and Regulations.
 57

58 CITY COUNCIL (CC)

January 9, 23	February 13, 27	March 13, 27	April 10, 24	May 8, ***23	June 12, 26
July 10**, 24	August 14, 28	September 11, 25	October 3 Election	October 9, 23 Oath of Office October 9*	Canvass Board October 6 or 9
November 7 Runoff Election	November 13**, 27	December 11****	December 18**** if needed		

59
 60 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50
 61 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each
 62 month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.
 63 AML Annual Conference Week is tentatively scheduled for November 13 – 17, 2017.
 64 *Tuesday meeting due to Memorial Day/Alaska Day.
 65 **There will be no First Regular Meeting in July or November.

66 ***The City Council traditionally reschedules regular meetings that fall on holidays or High
 67 School Graduation days, for the following Tuesday.
 68 **** The City Council traditionally cancels the last regular meeting in December and holds the
 69 first regular meeting and one to two Special Meetings as needed. Generally the second
 70 Special Meeting the third week of December, will not be held.

71
 72 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 10	February 14	March 14	April 11	May 9	June 13
July 11	August 8	September 12	October 10	November 14	December 12

73
 74 Economic Development Advisory Commission Regular Meetings are held on the second
 75 Tuesday of each Month at 6:00 p.m.

76
 77 LIBRARY ADVISORY BOARD (LAB)

February 7	March 7	April 4	May 2	August 1
		October 3	November 7	December 5

78
 79 Library Advisory Board Regular Meetings are held on the first Tuesday of the months of
 80 February, March, April, May, August, October, November, and December at 5:30 p.m.

81
 82 PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

	February 16	March 16	April 20
May 18	June 15		August 17
September 21	October 19	November 16	

83
 84 Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third
 85 Thursday of each month at 5:30 p.m. with the exception of January, July, and December.

86
 87 PLANNING COMMISSION (P/C)

January 4, 18	February 1, 15	March 1, 15	April 5, 19	May 3, 17	June 7, 21
July 19**	August 2, 16	September 6, 20	October 4, 17*	November 1**	December 6**

88
 89 Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of
 90 each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular
 91 Meetings in November and December. *Tuesday meeting due to Alaska Day Holiday.

92
 93
 94
 95

96 PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 25	February 22	March 22	April 26	May 24	June 28
July 26	August 23	September 27	October 25	November 15	December 13

97

98 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
99 each month at 5:00 p.m., with the exception of May, June, July and August meetings that are
100 held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the
101 December meeting is scheduled for the second Wednesday of the month.

102

103 CANNABIS ADVISORY COMMISSION (CAC)

January 26	February 23	March 23	April 27	May 25	June 22
July 27	August 24	September 28	October 26	November 16	December 21

104

105 Cannabis Advisory Commission Regular Meetings are held on the fourth Thursday of each
106 month at 5:30 p.m. The November and December meetings are scheduled for the third
107 Thursday of the month.

108

109 PASSED AND ADOPTED by the Homer City Council this 12th day of December, 2016.

110

111 CITY OF HOMER

112

113

114

115 _____
116 MARY E. WYTHE, MAYOR

117

118 ATTEST:

119

120

121 _____
122 JO JOHNSON, MMC, CITY CLERK

123

124 Fiscal Impact: Advertng of meetings in regular weekly meeting ad and advertising of any
additional meetings.



City of Homer

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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: OCTOBER 26, 2016

SUBJECT: STRATEGIC PLANNING FOR LIBRARY ADVOCACY

This is an opportunity for further discussion on the planning and strategy for library advocacy that was discussed at the worksession.

2016/2017 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak quarterly 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 remaining 2016 and through August 2017 is as follows:

January 9, 23 2017	<u>No LAB Meeting</u>	_____
February 13, 27 2017	_____	_____
March 13, 28 2017	_____	_____
April 10, 24 2017	_____	_____
May 8, 22 2017	_____	_____
June 12, 26 2017	<u>No LAB Meeting</u>	_____
July 24 2017	<u>No LAB Meeting</u>	_____
August 14, 28 2017	_____	_____
September 12, 26 2016	_____	_____
October 10, 24 2016	<u>Marcia Kuszmaul</u>	_____
November 21, 2016	<u>Need Volunteer</u>	_____
December 5, 2016	<u>Need Volunteer</u>	_____

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.
PLEASE NOTE: When additional commissioners are appointed the proposed schedule above will reflect those added commissioners.



City of Homer

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Office of the Mayor

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Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

October 10, 2016

Mary Montgomery
508 Grubstake
Homer, AK 99603

Dear Mary,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of October 10, 2016 via Memorandum 16-159.

Included is the 2016 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a board member as to conduct and conflicts of interest.

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

Your term will expire April 1, 2019.

Cordially,

Mary E. Wythe, Mayor

Enc: Memorandum 16-159
Certificate of Appointment
HCC 1.18 Conflicts of Interest, Partiality & Code of Ethics
2016 Public Official Conflict of Interest Disclosure Statement
Robert's Rules of Order Handbook
Library Advisory Board Bylaws

Cc: Library Advisory Board



**CITY OF HOMER
COMMISSION, COMMITTEE, BOARD & TASK FORCE
APPLICATION FORM**

CITY CLERKS OFFICE
CITY OF HOMER
491 E. PIONEER AVENUE
HOMER, ALASKA 99603
PHONE 907-235-3130
FAX 907-235-3143

RECEIVED BY CLERK'S OFFICE
SEP 19 2016 11:40 *pk*

The information below provides some basic background for the Mayor and Council.
This information is public and will be included in the Council Information packet.

Name Mary Montgomery Date 9/17/16
 Physical Address 508 GRUBSTAKE City Homer
 Mailing Address Same Zip Code 99603
 Phone 399-0855 Work # 235-8761 Cell # _____
 Email Address mary4montgomery@hotmail.com

NOTE: The above information will be published in the City Directory and within the City web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council.

Please indicate the commission(s), committee(s), board or task force you are interested in:

Select	COMMISSION/COMMITTEE/BOARD.TASK FORCE	REGULAR MEETING SCHEDULE
<input type="checkbox"/>	ADVISORY PLANNING COMMISSION	1ST & 3RD WEDNESDAY OF THE MONTH AT 7:00 P.M. WORKSESSIONS AT 5:30 P.M.
<input type="checkbox"/>	ECONOMIC DEVELOPMENT ADVISORY COMMISSION	2ND TUESDAY OF THE MONTH AT 6:00 P.M.
<input checked="" type="checkbox"/>	LIBRARY ADVISORY BOARD	1ST TUESDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	PARKS & RECREATION ADVISORY COMMISSION	3RD THURSDAY OF THE MONTH AT 6:30 P.M.
<input type="checkbox"/>	PORT & HARBOR ADVISORY COMMISSION	4TH WEDNESDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	PUBLIC ARTS COMMITTEE	3RD THURSDAY OF THE MONTH AT 11:00 A.M. WORKSESSIONS AT 10:00 A.M.
<input type="checkbox"/>	TRANSPORTATION ADVISORY COMMITTEE	3RD TUESDAY OF THE MONTH AT 5:30 P.M.
<input type="checkbox"/>	PERMANENT FUND COMMITTEE	QUARTERLY - 2ND THURSDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	LEASE COMMITTEE	QUARTERLY - 2ND THURSDAY AT 3:00 P.M.
<input type="checkbox"/>	OTHER - PLEASE ENTER THE COMMITTEE/TASK FORCE	

I have been a resident of the City for 3 mos. yrs I have been a resident of the area for 6 mos. yrs.

I am presently employed as: Chapman School Anchor Point

List any special training, education or background you have which is related to your choice of commission, committee, board, or task force: teacher/volunteer librarian for city of Seldovia + Susan B English School.

Have you ever served on a similar commission, committee, board or task force?
If so, when & where: City of Seldovia, Susan B English School

When are you available for meetings? Weekly Monthly Bi-Monthly

I am interested in serving on the above because:
I have been a teacher in the bush, Seldovia, and Anchor Point. I was volunteer librarian in Seldovia

Do you currently belong to any organizations specifically related to the area of your choice(s) you wish to serve on? Susan B.
 Yes No If yes, please list organizations: _____

Questions regarding the Homer Advisory Planning Commission:
Have you ever developed real property, other than your personal residence? If yes, briefly describe the development:
No

Questions regarding the Port & Harbor Advisory Commission:
Do you use the Homer Port and/ or Harbor on a regular basis? No
If yes, is you use primarily: Commercial Recreational Both

Please include any additional information that may assist the Mayor in his decision making:
I love the library and have worked as a volunteer for 5 years in Seldovia.

When you have completed the form please review all the information and then click on the submit or print button.

[Print Form](#)

[Submit by Email](#)

Memorandum 16-170

TO: HOMER CITY COUNCIL
FROM: BRYAN ZAK, MAYOR
DATE: OCTOBER 17, 2016
SUBJECT: APPOINTMENT OF SUE FALLON TO THE LIBRARY ADVISORY BOARD AND JUSTIN
ARNOLD TO THE PLANNING COMMISSION.

Sue Fallon is appointed to the Library Advisory Board to fill the seat vacated by Matt Strobel. Her term will expire April 1, 2017.

Justin Arnold is appointed to the Planning Commission to fill the seat vacated by Tom Stroozas. His term will expire July 1, 2019.

RECOMMENDATION:

Confirm the appointment of Sue Fallon to the Library Advisory Board and the appointment of Justin Arnold to the Planning Commission.

Fiscal Note: N/A



CITY OF HOMER
APPLICATION TO SERVE ON ADVISORY BODY
COMMISSION, BOARD, COMMITTEE, TASK FORCE

CITY CLERK'S OFFICE
CITY OF HOMER
491 E. PIONEER AVE
HOMER, AK 99603
PH. 907-235-3130
FAX 907-235-3143
clerk@cityofhomer-ak.gov

The information below provides some basic background for the Mayor and Council
This information is public and will be included in the Council Information packet

OCT 11 2016 04:02:29 Rk

Name: Sue Fallon Date: Oct 11, 2016

Physical Address: 1810 Highland Dr Homer, AK 99603

Mailing Address: Same

Phone #: 907 399-2449 Cell #: Same Work #: Same

Email Address: suefallonphd@gmail.com

The above information will be published in the City Directory and within the city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council

Please indicate the advisory body that you are interested in serving on by marking with an X.
You may select more than one.

ADVISORY PLANNING COMMISSION
1ST & 3RD WEDNESDAY OF THE MONTH AT 6:30 PM
WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM

PARKS & RECREATION ADVISORY COMMISSION
3RD THURSDAY OF THE MONTH AT 5:30 PM

PORT & HARBOR ADVISORY COMMISSION
3RD WEDNESDAY OF THE MONTH
OCT-APRIL AT 5:00 PM
MAY - SEPT AT 6:00 PM

PUBLIC ARTS COMMITTEE
2ND THURSDAY OF THE MONTH AT 5:00 P.M.
FEB, MAY, AUGUST & NOVEMBER
WORKSESSIONS PRIOR AT 4:00 PM

CITY COUNCIL
2ND & 4TH MONDAY OF THE MONTH
SPECIAL MEETINGS & WORKSESSIONS AT 4:00 PM
COMMITTEE OF THE WHOLE AT 5:00 PM
REGULAR MEETING AT 6:00 PM

ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2ND TUESDAY OF THE MONTH AT 6:00 PM

CANNABIS ADVISORY COMMISSION
4TH THURSDAY OF THE MONTH AT 5:30 PM

LIBRARY ADVISORY BOARD
1ST TUESDAY OF THE MONTH AT 5:30 PM

OTHER - PLEASE INDICATE

I have been a resident of the city for 22 years. I have been a resident of the area for 22 years.

I am presently employed at self employed

Please list any special training, education or background you may have which is related to your choice of advisory body.

- Doctorate in psychology - 30 years as a psychology professor
- Extensive involvement as a volunteer at the Center for Alaska Coastal Studies and the Pratt Museum in the 1990s - Grantwriting - Kachemak Bay Girl Scout Leader

Have you ever served on a similar advisory body? If so please list when, where and how long:

- I had served on the library advisor board in the past
- I served on the Friends of the Library for two terms (2000-2006?)

Why are you interested in serving on the selected advisory body?

residents (of all ages)

Promote literacy and educational activities for the residents of the greater Homer area.

Please list any current memberships or organizations you belong to related to your selection(s):

Please answer the following only if you are applying for the Advisory Planning Commission:
Have you ever developed real property other than a personal residence, if so briefly explain:

Please answer if you are applying for the Port & Harbor Advisory Commission:

Do you use the Homer Port and/or Harbor on a regular basis?

Yes No What is your primary use? Commercial Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

I was temporarily dividing my time between Homer and Anchorage and am now residing full-time in Homer and am eager to re-establish my involvement in the community

When you have completed the application please review and return to the City Clerk's Office. You may also email this to clerk@cityofhomer-ak.gov or fax to 907-235-3143. Thank you for applying!



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

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MEMORANDUM

TO: MAYOR ZAK AND CITY COUNCIL

FROM: LIBRARY ADVISORY BOARD

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: OCTOBER 14, 2016

SUBJECT: AMENDED LIBRARY REGISTRATION CARD POLICY AND TEMPORARY LIBRARY CARD FEES

At the special meeting on September 6, 2016 and the regular meeting on October 4, 2016 the Library Advisory Board reviewed and amended the fees for Temporary Library Cards and the Library Registration card policy.

Following is an excerpt of the minutes for the approval of the amendments:

September 6, 2016

Special Meeting

NEW BUSINESS

A. *Changes to the Temporary Library Card Structure and Fees*

Library Director Dixon stated that they currently have two kinds of temporary cards these are for people who do not live in the service area and will only be here a short time. One card is \$10, good for 6 months and you can only check out two items each time. The other card is \$50, good for 6 months and you are allowed to check out an unlimited number of items. The difference is if your account is in good standing at the end of the time then they will be refunded half of the \$50 fee.

As you can guess this causes an unwelcome burden on staff and the finance department with refunding the fees.

Library Director Dixon stated that after discussing this issue with staff they are recommending \$20 for 10 items at a time, no refunds, and good for 6 months.

Discussion broke out on the number of items also covers magazines, movies, etc. and that \$30 would be a better rate, it is still a bargain at \$5.00 per month or \$1.25 per week. It was noted that protection of the assets and that books can be purchased at Salvation Army and the Bookmobile will sell books too.

Library Director Dixon will bring this idea back to staff and then present to the Finance Director.

October 4, 2016

Regular Meeting

PENDING BUSINESS

*B. Changes to the Library Registration Card Policy and Temporary Card Fees
(Wrong title Changes to the Temporary Library Card Structure and Fees)*

Library Director Dixon stated that she took the Board's recommendation back to staff and they did not want to increase the 6 month fee to \$30. Their opinion was to keep it at the \$20. The Board requested a compromise and recommended \$25 which Library Director Dixon agreed to.

Library Director Dixon requested a review the proposed changes to the Library Card Registration Policy. There was a misunderstanding on the title to the policy so they can review and approve at this meeting unless they want to hold it over to the November meeting.

Boardmember Peterson read through it and felt the changes were appropriate and requested clarification on striking military identifications. Library Director Dixon explained that that identification falls under government issued identification.

Boardmember Kuszmaul requested the substantive changes to policy as presented. Library Dixon stated that it was just to remove redundancies and provide clarity on the issuing of Library cards.

There was a brief discussion on the changes to the policy which reflected removal of redundancy in the language and making it clearer so everybody can understand it. There was a lot of unnecessary language and this makes it clear and concise.

Library Director Dixon stated that they have wanted to get this policy cleaned up for a long while now and glad that it is done.

Deputy City Clerk Krause responded to Chair Strobel that a motion to approve the changes was required then they would forward the recommendation to Council for final approval.

The Board discussed some options such as on a month to month basis, and the limited amount of cards issued, limiting it to 10 items.

STROBEL/MASSION - MOVE TO AMEND THE POLICY TO HAVE ONE TEMPORARY LIBRARY CARD, CHANGE THE FEE TO \$25.00 FOR 10 ITEMS AND APPROVE THE ADDITIONAL AMENDMENTS TO THE LIBRARY REGISTRATION CARD POLICY FOR CLARIFICATION.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation

Motion to Approve the Amendments to Library Registration Card Policy and Fees to the Temporary Library Card

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/
Library Advisory Board

RESOLUTION 16-1XX

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE HOMER PUBLIC LIBRARY POLICIES FOR LIBRARY
CARD REGISTRATION.

WHEREAS, The Library Advisory Board reviewed and approved amendments to the Library Card Registration Policy to update and clarify the language and simplify the requirements for issuing Temporary Library Cards; and

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby amends the Homer Public Library Policies for Library Card Registration as follows:

**HOMER PUBLIC LIBRARY
LIBRARY CARD REGISTRATION POLICY**

A. PERMANENT CARDS

Any adult residing or owning property in the Homer Public Library service area is eligible for a permanent library card. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A permanent card allows patrons to check out up to 25 items at a time. A patron may not have more than one valid Homer Public Library card. The first card is free and must be renewed annually. Lost cards may be replaced for a small charge.

Requirements for a Permanent Card:

1. Apply in person.
2. Supply proof of identity.
3. Supply proof of residency or land ownership in the Homer Public Library service area.

1. Apply in Person

2. Supply Proof of Identity

Acceptable proof of identity for a permanent card includes:

- Valid driver's license.
- Government issued photo identification.
- School identification card.

3. Supply Proof of Residency or Land Ownership in the Library Service Area

Applicants must reside at a permanent address or own property within the library service area. The Homer Public Library service area includes:

Anchor Point	Diamond Ridge	Fritz Creek
Happy Valley	Halibut Cove	City of Homer
Kachemak City	Kachemak Selo	Millers Landing
Nanwalek	Ninilchik	Nikolaevsk
Port Graham	Razdolna	Seldovia
Voznesenka		

Acceptable proof of local residency or land ownership within the library service area includes:

- Valid Alaska driver's license or other government-issued document showing local address
- Cancelled mail addressed to the applicant postmarked within the last 30 days
- Voter registration card with local precinct
- Recent utility bill showing physical address, printed or on an electronic device
- Preprinted check from a local bank imprinted with local address
- Real estate property ownership, which may be verified on the Borough website: www.borough.kenai.ak.us

Important Notes:

- General Delivery or delivery c/o (care of) is not an acceptable address for a permanent card.
- Proof of change of address is required when mail has been returned.
- Patrons who move out of the service area and who no longer meet the requirements of a permanent card are eligible for a temporary card.

Permanent Library Cards for Juveniles

Requirements for a Juvenile Permanent Library Card:

1. A parent or guardian must apply for a juvenile library card in person.
2. Supply proof of identity for the parent or guardian.
3. Supply proof of the parent or guardian's residence or land ownership in the Homer Public Library service area.

Persons under 18 years of age are considered juveniles. By applying for a juvenile permanent card, the parent or guardian accepts responsibility for library materials and services used by the juvenile, as well as the juvenile's conduct on library premises. Juveniles may check out up to 25 items at a time on a permanent card. The parent or guardian's library account must be in good standing before any new cards will be issued.

B. TEMPORARY CARDS

Temporary cards are issued to people who plan to be in service area for six months or less or do not have proof of local residency. A temporary card is available for a small fee and is valid for six months. Temporary card holders may check out up to 10 items at a time. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A patron may not have more than one valid Homer Public Library card.

Requirements for Temporary Library Cards:

1. Apply in person.
2. Supply proof of identity.
3. Supply permanent mailing address.

1. Apply in Person

2. Supply Proof of Identity

Acceptable proof of identity for a temporary card includes:

- Valid driver's license.
- Government issued photo identification.
- School identification card.

3. Supply Permanent Mailing Address

Acceptable proof of permanent mailing address for a temporary card includes:

- Valid driver's license showing permanent address.
- Official government-issued document showing permanent address.
- Evidence of cancelled mail addressed to the applicant at his/her permanent address postmarked within the last 30 days.

A local address may be given in addition to a permanent address if available.

Important Notes:

- General Delivery or delivery c/o (care of) is not acceptable as a permanent address for a temporary card. Both may be used as a local address supplementing a permanent address.

TEMPORARY CARDS FOR JUVENILES

Persons under 18 years of age are considered juveniles. By applying for a juvenile temporary card, the parent or guardian accepts responsibility for library materials and services used by the juvenile as well as the juvenile’s conduct on library premises. If the parent or guardian has a library card, that library account must be in good standing before a juvenile temporary card will be issued to the juvenile.

Requirements for a Juvenile Temporary Library Card:

- 1. A parent or guardian must apply in person.
- 2. Supply proof of identity for the parent or guardian.
- 3. Supply permanent mailing address for the parent or guardian.

Exceptions to the above requirements may be made at the discretion of the Library Director.

PASSED AND ADOPTED by the Homer City Council this 24th day of October, 2016.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A

Mayor's Proclamation

National Friends of Libraries Week
October 16 - 22, 2016

WHEREAS, Friends of the Homer Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year; and

WHEREAS, The work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

WHEREAS, The Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

WHEREAS, The Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community.

NOW, THEREFORE, I, Mary E. Wythe, Mayor of the City of Homer, do hereby proclaim October 16 - 22, 2016 as:

Friends of Libraries Week

in Homer, Alaska, and urge everyone to join the Friends of the Homer Library and thank them for all they do to make our library and community so much better.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND CAUSED THE Seal of the City of Homer, Alaska, to be affixed this 10th day of October, 2016.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

16.04.001. - Service areas—Borough policy—Status of boards of directors.

The boards of directors of the service areas in the borough are advisory to the mayor and the assembly, and they may not contravene the authority of the mayor and the assembly with respect to any of the statutory or ordinance powers and duties prescribed by law to the mayor and to the assembly. The boards of directors are subject to the sphere of authority of the mayor and the assembly as established in the statutes of Alaska or the ordinances of the borough. The assembly may delegate its authority, except as prohibited by law or ordinance, to the boards of directors of the service areas by resolution duly adopted by the assembly. The assembly may rescind upon at least 30 days' notice by resolution the delegation of authority to the boards of directors of the service areas.

(Ord. No. 2007-29, § 1, 8-7-07; Ord. No. 79-37, § 1, 1979)

16.04.010. - Initiation—Petition required.

The citizens of any given area may petition the borough assembly for establishment of a service area to perform 1 or more governmental services authorized by law; provided, however, that a proposed road service area must follow election precinct boundaries established by the Lieutenant Governor of the State of Alaska, and must include one or more election precincts as the proposed road service area.

(Ord. No. 81-26, § 1, 1981; Ord. No. 56, § 1(part), 1967; KPC § 27.10.05(a))

16.04.020. - Petition—Form—Contents required—Filing—Borough clerk responsibilities.

The petition shall be in a form prescribed by the borough assembly and shall include:

- A. A designation of the governmental service to be exercised by the service area;
- B. A map which includes a legal description of the area to be encompassed by the proposed service area which shall consist of one or more election precincts if it is a road service area; and
- C. The signatures of eligible voters within the area comprising the proposed service area in a number equal to at least 15 percent of the eligible voters within the area comprising the proposed service area who voted in the last regular election of the Kenai Peninsula Borough.

The petition when signed shall be filed with the borough clerk. The borough clerk shall proceed to make a determination as to the validity of the signatures on the petition and whether the petition contains the required number of signatures. The borough clerk shall then deliver the petition to the mayor.

(Ord. No. 81-26, § 2, 1981; Ord. No. 72-52, § 1(part), 1974; Ord. No. 56, § 1(part), 1967; KPC § 27.10.05(b))

16.04.030. - Petition—Mayor survey and report duty.

Upon receipt by the mayor of the petition from the borough clerk, the mayor shall make a survey and report to the assembly concerning the need for and the estimated cost of the service area. The report shall contain a plan defining the service area, stating the total assessed valuation within the area proposed to be established as a service area and giving the population of the area proposed to be established as a service area. The report of the mayor shall be made to the assembly in written form at least 15 days before a public hearing on the necessity for the proposed service area.

(Ord. No. 74-52, § 1(part), 1974; Ord. No. 56, § 1(part), 1967; KPC § 27.10.05(c))

16.04.040. - Public hearing—Required where—Notice—Assembly authority.

The assembly or mayor shall fix the time and place of a public hearing to consider the necessity for the proposed service area or expanded service area. The place of the public hearing shall be within the boundaries of the area proposed to be established as a service area or an expansion thereof, or in a publicly owned building in closest proximity to any of the boundaries of the proposed service area, in the event that facilities within the boundaries are not adequate to hold the public meeting. When expansion of a service area is being considered, a public hearing shall be held in each area under consideration for expansion. Notice of the hearing shall be published in a newspaper of general circulation in the proposed service area or expanded area not less than one week prior to the hearing, the notice of the hearing to be posted in each post office which is utilized by the residents of the proposed service area or expanded service area. After hearing the interested persons favoring or opposing the proposed service area, the assembly may extend or shorten the boundaries of the proposed service area or expansion thereof and may introduce an ordinance at the next regular meeting of the borough assembly to establish the proposed service area or expand an existing service area with whatever boundary changes are made by the assembly as a result of the information received on the petition and at the public hearing. The boundaries of a road service area must consist of one or more election precincts as provided in this chapter. The public hearing provided for in this section may be held by a special committee of less than the whole assembly; provided, that the special committee shall make a report of its findings and recommendations to the whole assembly at a regular meeting prior to the assembly's action on the proposed service area or expansion thereof. The president of the assembly shall appoint the members of the special committee to hold the public hearing at a time and place fixed by the assembly. This section shall only apply to proposed new service areas and service area expansions for which voter approval is required in either AS 29.35.460(c) or AS 29.35.490.

(Ord. No. 2004-32, § 1, 10-12-04; Ord. No. 81-26, § 3, 1981; Ord. No. 79-16, § 1, 1979; Ord. No. 76-50, § 1, 1976; Ord. No. 74-52, § 1(part), 1974; Ord. No. 56, § 1(part), 1967; KPC § 27.10.05(d))

16.04.050. - Establishment by ordinance—Contents.

The ordinance establishing a service area may provide for appointed or elected boards to supervise the furnishing of special services in the service area, and determine that the new service cannot be provided by any existing service area, or by annexation to a city or incorporation as a city.

(Ord. No. 56, § 1(part), 1967; KPC § 27.10.05(e))

16.04.060. - Election to establish governmental powers required when.

If the borough assembly shall by ordinance establish a service area, the proposition whether or not to exercise the particular governmental power for which the service area has been established shall be placed on the ballot at the next general or a special election of the borough; except, however, an area that has once been considered and rejected by the eligible voters at either a special or general election shall thereafter be placed before the voters only at a subsequent general election. If the ordinance establishing the service area has provided for elected boards to supervise the furnishing of special services in the service area, then the candidates for election to such board shall be placed on the ballot at the same election for election by the qualified voters residing within the service area.

(Ord. No. 67, § 1, 1967; Ord. No. 56, § 1(part), 1967; KPC § 27.10.05(f))

16.04.065. - Election of board members.

Vacancies for service area boards requiring elected boards shall be filled by the candidate receiving the highest number of the votes cast for that seat. In the event that no candidate files for election to a seat which is to be filled at said election, then no election shall be conducted for that particular seat, and the

seat shall be filled by appointment by the mayor and confirmed by the assembly following certification of the election and in accordance with applicable provisions of title 16 governing filling vacancies.

([Ord. No. 2013-24, § 2, 8-6-13](#); [Ord. No. 2013-09\(Sub.\), § 1, 3-19-13](#); Ord. No. 2000-30, § 1, 8-15-00; Ord. No. 83-13, § 2, 1983)

16.04.066. - Board members—Compensation prohibited.

All service area board members shall serve without compensation except reimbursement for expenses as allowed for borough employees. This shall not be construed to require reimbursement of expenses to service area board members.

(Ord. No. 94-18, § 1, 1994)

16.04.070. - Establishment by assembly action authorized when—Procedure.

The borough assembly may at any time initiate its own inquiry into the need for service areas for the performance of governmental services within the Kenai Peninsula Borough and may call for a public hearing pursuant to this chapter within any such areas where it determines there may be a need for the establishment of service areas.

(Ord. No. 56, § 1(part), 1967; KPC § 27.10.10)

16.04.080. - Administrative employees—Appointment, qualifications, and removal.

- A. *Service area directors.* Except as may otherwise be provided for a specific service area, the director of a service area, whether a paid employee or volunteer shall be appointed by the mayor from a list of recommended names from the service area board. Except for the road service area director, whose board consists of appointed members, and as otherwise provided below, all other service area directors may be removed by the mayor with a concurrent recommendation from the applicable board. Such action by the service area board shall require a majority vote of the board membership. In the event that the service area board and the mayor are unable to agree within 30 days of the date the action is recommended, then the mayor and the service area board shall communicate to attempt to resolve the impasse. Such communication shall occur no more than 60 days after the date of the initial recommendation for removal. Following such communication, the mayor shall have the final authority to determine whether or not to remove the director.
- B. *Other administrative employees.* Other administrative employees serve at the pleasure of the mayor who may suspend or discharge such employees in his or her sole discretion. The service area board may independently make a recommendation to the mayor regarding the suspension or discharge of other administrative employees; however, such suspension or discharge remains within the sole discretion of the mayor.
- C. *Definition of service area director.* For purposes of this section "service area director" means the appointed administrative director or chief of a service area.

(Ord. No. 2012-22, § 1, 7-3-12; Ord. No. 2004-34, § 1, 10-26-04; Ord. No. 2004-12(Sub.), § 1, 7-6-04)

16.04.090. - Reserved.

Editor's note— Ord. No. 2002-31, § 1, adopted Sept. 3, 2002, repealed § 16.04.090, which pertained to road improvement standards. See the Code Comparative Table.

