

LIBRARY ADVISORY BOARD
491 E. PIONEER AVENUE
HOMER, ALASKA
www.cityofhomer-ak.gov

FEBRUARY 7, 2017
TUESDAY, 4:30 P.M.
CITY HALL COWLES COUNCIL CHAMBERS

**WORKSESSION
MEETING AGENDA**

1. **CALL TO ORDER, 4:30 A.M.**
2. **AGENDA APPROVAL**
3. **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** *(Three Minute Time Limit)*
4. **DEVELOPING IDEAS TO RAISE FUNDING FOR THE HOMER LIBRARY**
 - A. **Discussion with John Chrastka, EveryLibrary via Skype**
5. **COMMENTS OF THE AUDIENCE**
6. **COMMENTS OF THE BOARD**
7. **ADJOURNMENT, No later than 5:20 P.M.**

Next Regular Meeting is **Tuesday, February 7, 2017 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.

**REGULAR
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**
- 6. APPROVAL OF THE MINUTES**
 - A. Minutes for the December 6, 2016 Regular Meeting **Page 5**
- 6. REPORTS**
 - A. Library Director Report – December & January **Page 11**
 1. Statistics for 2016 **Page 15**
 2. Statistics for January 2017 (Laydown)
 - B. Friends of the Library – Last Meeting Report
 1. Next Meeting is February 8, 2017 @ 6:00 p.m. in the Library
- 7. PUBLIC HEARINGS**
- 8. PENDING BUSINESS**
 - A. Developing Revenue Streams for the Homer Library
 1. Amazon Wishlist
 2. Financial Pass through – Friends? Foundation?
 3. Marketing
 4. Other Ideas or Options
 - a. Indoor Putt-Putt Golf **Page 17**
 - b. Fundraising Tips **Page 18**
- 9. NEW BUSINESS**
 - A. Presentation for Worksession with Council on Funding
 - a. Scheduled for Monday, May 8, 2017 Worksession at 4:30 p.m.
 - b. Status update on presentation materials and content
- 10. INFORMATIONAL MATERIALS**
 - A. 2017 Board member Attendance at City Council Meetings **Page 21**

B. Resolution 16-124, Establishing the 2017 Regular Meeting Schedule of City Council & Advisory Bodies

11. COMMENTS OF THE AUDIENCE

12. COMMENTS OF THE BOARD

13. ADJOURNMENT

Next Regular Meeting is **Tuesday, March 7, 2017 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 16-07 A Regular Meeting of the Library Advisory Board was called to order by Chair Jacque Peterson at 5:35 p.m. on December 6, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: VICE CHAIR KUSZMAUL, SPRINGER, PETERSON, FALLON

ABSENT: BOARD MEMBER MASSION (EXCUSED), MONTGOMERY

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

KUSZMAUL/FALLON - 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. Minutes for the November 1, 2016 Regular Meeting

KUSZMAUL/FALLON - MOVED TO APPROVE THE MINUTES.

Library Director Dixon noted error on page 4 , under **Director's** Report, third sentence, it should be can only do it this year regarding the payment of \$800 subscription. There were no additional changes.

KUSZMAUL/FALLON - MOVED TO APPROVE THE MINUTES AS AMENDED.

VOTE: YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

REPORTS

A. Library **Director's Report**
1. Statistics for 2015 and November 2016 (Laydown)

Library Director Dixon had provided the statistics. She reported that they were quite busy even though they were closed for three additional days in November.

Additional items noted were as follows:

- The subscription for the Wall Street Journal will not be renewed due to changes in costs with added shipping to Alaska.
- Surpassed 2015 totals for items circulated
- Councilmember Erickson & Stroozas along with City Manager Koester toured the library and spent an hour asking questions regarding operations and the facility.
- Council passed the budget for 2017 as presented by City Manager Koester
- Touched base with John Chrastka and he has proposed a teleconference worksession in February.
- The Emergency generator is installed and after a few glitches is up and running.
- The Library will be closing early on Christmas Eve and New Year's Eve at 1:00 p.m.

Vice Chair Kuszmaul suggested having the teleconference on February 7, 2016 and that is a meeting day. A discussion ensued regarding having a worksession at 4:30 p.m. then the regular meeting. Library Director Dixon will confirm with Mr. Chrastka.

B. Friends of the Library – November 9, 2016 Meeting

Boardmember Fallon reported attending the meeting and reporting the ideas in as much as she understood them and Sue Mauger cautioned that they should keep their missions separate and expressed concern regarding the legacy gifts or donations that is something that the Friends do in order to keep the funds out of control of the City.

Chair Peterson informed the Board on her intent was to have different funds set up under Friends but details would state that the expenditure of those funds is at the discretion of the Library Director and to benefit the Library whether operational or programmatic in nature. She noted her intent to attend the meeting on the 14th but that she thought Ms. Mauger would be going on vacation.

Boardmember Fallon stated that most of their discussion was on programs and the development of the west library lot and commissioning artwork for the entrance to the path on the lot.

will also show Council that they are trying to be proactive.

- Determine a long term plan and not just talk about the issues; find a path forward that will provide broader base funding going forward.
- Short term and long term goals were discussed
- Need to create a tag line for an advertising campaign that is a yearlong event not just one time

Board member Peterson added that she thinks that Legacy or Estate gifts should be promoted, that they did not discuss this but it can be done in a tasteful manner and she was certain that people would be open to that however is not sure on what type of mechanism is needed to do that. This would allow a real connection to people to where their money was being used. They can provide various options such as paying down the debt, purchasing materials, etc.

PUBLIC HEARING

PENDING BUSINESS

A. Budget 2017

1. Results from the Council meeting on December 5, 2017

Chair Peterson noted that the Budget was funded as presented in October and was very pleased on the results. Vice Chair Kuszmaul commented on the display of community support regarding the variety of comments on the Library and requested getting the written comments for the use of the Board.

Deputy City Clerk Krause noted they were available online.

2. Presentation Materials – Council meeting November 21, 2016

Chair Peterson commented on the request of Council/Mayor for a worksession and Vice Chair Kuszmaul questioned how they will go about scheduling the date for that worksession that Council requested at the meeting.

Deputy City Clerk Krause informed the Board on the proper procedures to speak before Council and that it was a suggestion from the Mayor that a worksession be considered due to the time expended at the meeting, which was 20 minutes plus in length, the results of which the Mayor amended the current policy that no Commission or Board report was to be longer than 10 minutes. Boardmember Fallon commented that Chair Peterson's report was very concise but then there were questions. Library Director Dixon supported the statement that Mayor Zak intent was a suggestion only regarding a worksession.

Deputy City Clerk Krause responding to a request to provide the rules again that she will be providing training at the February meeting on Robert's Rules and other policies to benefit the Board. She further noted that Council tasked the Board to find funding sources from non-residents while they did not assign a due date Council will be expecting a report and recommendations from the Board this year regarding those recommendations. She responded that the Board will then be scheduled visitors before Council and can submit a presentation or slides along with the report and that she would be involved with that process.

Chair Peterson and Vice Chair Kuszmaul apologized to the Clerk that they were unaware of proper protocol. They commented on the professionalism and efficiency with regard to staff response to their impromptu presentation to Council. Vice Chair Kuszmaul requested clarification on what was considered a presentation since it was just a few slides and she considered them visual aids citing her experience working at Microsoft.

Library Director Dixon felt that they should do some research believing that there are many different directions and that they know the main concerns, which is revenue and equity issues. Boardmember Fallon added that they alluded to one of the issues is the economic value and public good value that the Library provides the community. The Board needs to show Council what they recommend to fund the Library.

Boardmember Fallon thanked Chair Peterson and Vice Chair Kuszmaul for their efforts and that it was a great presentation.

B. Strategic Planning for Library Advocacy

Chair Peterson requested some direction from Deputy City Clerk Krause as she was a little confused on the information provided in the packet. Deputy City Clerk Krause responded that she included the materials for the items that the Board has discussed and worked on to share with all members of the Board and she requested direction from the Board since she is not aware of what they want.

Library Director Dixon offered that this is where Mr. Chrastka can probably assist them in what they may be able to do.

Deputy City Clerk Krause offered the information that she knew about a service area and vice Chair Kuszmaul responded that they need to step back and generate three top options that they want to explore in depth and flesh out each to a certain degree then taking the top three to Council with their recommendations. Chair Peterson suggested postponing this until they have additional information such as the Mat-Su Borough funds the Wasilla and Palmer Libraries as block grants.

Deputy City Clerk Krause recommended assigning tasks to Board members to come up with ideas that they would propose for funding and then have this item on the agenda in February. The Boardmembers can submit the information to Ms. Krause for inclusion in the packet. She recommended having the worksession to discuss the options and at the meeting they can make motions to take action on them.

Discussion ensued on the following:

- having a worksession at the end of January on the 23rd or 24th as long as the Board members bring forth some ideas to discuss
- Details of a service area and resistance to giving up local control of the library and can they create a similar system such as the Mat-Su without giving up local control
- figuring out a fair mil rate to charge
- How to figure a fair share to the other libraries, however that may be done, that would come from the Borough
- Modification to standard agreements can be made as alluded by Assemblyperson Cooper at the November meeting.
- Not giving up control per se but still retain the employees and ownership since the Borough does not have any interest in taking on the financial responsibility of the Library either.

The Board decided on January 24th at 8:30 a.m. for a worksession in Council Chambers.

NEW BUSINESS

INFORMATIONAL ITEMS

- A. 2016/2017 Board member Attendance at City Council Meetings

Boardmember Fallon offered to attend a meeting in January.

- B. Resolution 16-126, Directing the Library Advisory Board to Look into Ways that Non-residents can Support the Homer Library.

Chair Peterson read the title into the record and requested everyone to think of ideas to bring forward for the worksession in January.

Vice Chair Kuszmaul requested the article BetterWorld Books which takes Library discards and Donations and sells the books. She wanted to bring this forward to consider as a way to raise money.

Books and media are sold on over 50 market places

- 3 distribution centers
- over 7 million customers
- A+ rating with the Better business Bureau
- Globally process 800,000 – 1 million books per week
- A certified B corporation

She thought this was a good option not being certain on the number of books that get resold, from the books that are purged monthly from the collection.

There was a discussion on getting additional information on the idea of using this company in lieu of sending books to the landfill. They do not take certain books that have damage, no covers, government stuff, LP's, VHS tapes, etc. There was concern that this may be within the Friends turf and they should check with them first, Chair Peterson will inquire at the December 14th meeting. There are some suggestions such as donation boxes to be placed within the community in order to raise funds for the Library. There is no hidden costs or fees, they pay for shipping and provide the supplies free.

Additional discussion was entertained on Library Card fees and that was voted against by consensus as not a great idea. Vice Chair Kuszmaul stated she did a random research on libraries and came up with fees that ranged all over from fees set by taking the budget and dividing it by the number of residents and charging each resident that amount, which would be an idea but then residents also pay sales tax and property taxes which partially fund the library currently.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE BOARD

Boardmember Fallon thanked both Chair Peterson and Vice Chair Kuszmaul for their reports to council.

Vice Chair Kuszmaul stated that she has a rubric that she would share with the Board that asks questions such as who would be in opposition of this idea, what it would take to implement and it could help organize their thinking. She inquired about specific questions that the Council asked at the November meeting and how they would provide those answers.

Chair Peterson stated while morally supportive of local businesses she did not feel that they can get the same type of service and variety and the lower cost and provided an example for a recent purchase she made at the Bookstore then comparing the cost to Amazon. They already have such restraints on the funding, this would only add more. She suggested an event during the Holiday season or on Small Business Saturday.

Brief discussion on using the local bookstore for set events, the Christmas Book Tree, and additional purchases ensued.

COMMENTS OF THE CITY STAFF

Library Director Dixon thanked Vice Chair Kuszmaul for her testimony and suggested that they each pick an item to perform some research. She then mentioned that Councilmember Reynolds recommended doing the Wish list idea through the Homer Bookstore to support local businesses. She provided the answers to their questions last week that were asked at the November meeting.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:55 p.m. THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, TUESDAY FEBRUARY 7, 2017 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
December 30, 2016**

December was relatively quiet at the Library, due to the holidays and the reduction of programs for children while our Youth Services librarian was out on medical leave.

Meetings in December

- City Council - 1
- Library Advisory Board - 1
- Friends of Homer Library (FHL) - 2
- Department Heads - 1

Issues of Interest

- New council members Erickson and Stroozas toured the Library on December 2.
- The City's and Library's budget was approved at the Dec. 5 Council meeting. Thanks to widespread community support, the city manager's proposed budget for the Library was passed without cuts. A portion (\$5,000) of last year's \$20,000 cut to books was reinstated with funds from the Library Donation Fund. New public computers will also be purchased from that fund, which will then be close to depletion.
- The Big Read is coming soon! Events begin in January; multiple copies of the books, *Our Town* and *The Bridge of San Luis Rey* by Thornton Wilder, are available for checkout.

Behind the Scenes

Director

- I scheduled a Skype meeting with the LAB and John Chrastka of Every Library for Feb. 7 at 4:30 AKST. He will answer questions, discuss, and strategize ideas for moving ahead to explore stable funding options for library service.
- This past month I spent most of my time on accounting, e-rate, ordering books, staff evaluations, and compiling information for the city manager and the LAB. (Same as last month!)
- I'll be out of the library Jan. 6-16 for a family vacation. Amy Gordon will also be gone during that time period; Claudia Haines will be in charge.

Staff

- Teresa Sundmark is winding up the *15 in '16* adult reading program and launching the *2017 Lit Lineup* (new name).
- Holly Brennan and I worked on renewals for periodicals for the upcoming year. Though we had to cancel the *Wall Street Journal* due to a huge price increase and low usage, we were pleased to find more offerings this year through our digital periodical subscription service, Flipster. *The Atlantic*, *The New Yorker*, *Discover*, and *Runner's World* are now available through the Flipster link on the library website.

Facility

Installation of the emergency generator is complete - and it works!

Special Events in December

- NaNoWriMo Wrap Up
- Lunch with a Councilmember
- *15 in '16* Wrap Up and Open House for the *2017 Lit Line Up*

Upcoming in January

Big Read Kick-Off - Sat. Jan. 14, 6 PM, Pier One Theatre staged reading of *Our Town* at Alice's Champagne Palace

Big Read "Love Letters in the Snow" - Tues. Jan. 24, 6 PM, writing workshop with Erin Hollowell at Kachemak Bay Campus

Big Read "Faith, Love, & Loss" - Fri. Jan. 27, 6 PM, panel and discussion from the viewpoints of multiple disciplines at HPL's Fireplace Lounge

Big Read Book Discussion of *The Bridge of San Luis Rey* - Sat. Jan. 28, 10:30 AM, led by American Literature professor Toby Widdicombe at HPL

Big Read Playwriting Competition deadline - Tues. Jan. 31, 8 PM.

Ongoing

Preschool Storytime -Tuesdays and Wednesdays, 10 AM

Small Fry Storytime -Thursdays, 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 Tuesday, 4:30-6:30

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

**Homer Public Library
Director's Report
January 31, 2017**

The Big Read began in earnest this month; students went back to school; and the weather fluctuated between snowy cold and rain on ice. All the more reason I enjoyed a week of family vacation in a sunny clime!

Meetings in January

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

Issues of Interest

- The Big Read kicked off with a staged reading of *Our Town*, performed by Pier One Theatre members, at Alice's Champagne Palace. Multiple copies of the books, *Our Town* and *The Bridge of San Luis Rey* by Thornton Wilder, are available for checkout at the front desk, with events continuing throughout February.
- The LAB met in a work session to explore options for diversifying library revenue, as requested by City Council.

Behind the Scenes

Director

- I spoke to John Chrastka of Every Library in preparation for the Skype session on February 7 with the LAB. He will answer questions, discuss, and strategize ideas for moving ahead to explore stable funding options for library service.
- This past month I spent most of my time on accounting, ordering books, staff evaluations, and compiling information for the LAB.

Staff

- David Bernard completed a short course on basic cataloging.
- Camelle Bickish is currently taking a course on American Sign Language for Librarians.

Facility

- The fireplace is not working properly. The maintenance department is investigating.
- The handicapped door button at the main entrance is not working, once again. Parts are on order.

Special Events in January

- Lunch with a Councilmember
- Big Read Kickoff

- Love Letters in the Snow - Big Read writing workshop
- Faith, Love and Loss - Big Read panel discussion
- Coffee and Literature with Professor Toby Widdicombe -- Big Read book discussion

Upcoming in February

- Big Read Book Discussion - Thur. Feb. 2, 6 PM, guided discussion with Lia Calhoun, Assistant Professor of English at Kachemak Bay Campus
- Big Read “Our Town” high school performance - Fri. Feb. 17, 7:30 PM and Sat. Feb. 18, 3PM and 6:30 PM at Mariner Theater
- Lunch and Learn with Homer Legislative Information Office - Mon. Feb. 6, noon
- Lunch with a Councilmember - Catriona Reynolds, Mon. Feb. 13, noon at the Library
- Big Read Pub Book Discussion - Wed. Feb. 15, 6 PM with local authors Rich Chiappone and Tom Kizzia at Alice’s Champagne Palace
- Big Read Our Town, the Homer Experience - Thur. Feb. 16, 6 PM at The Pratt Museum
- Social Security Administration OWL conference - Wed. Feb. 22, noon-2 PM, “Medicare, when and how to file”
- Big Read Meet & Greet with Michael Dirda - Fri. Feb. 24, 10 AM at Bunnell Street Arts Center
- Big Read “The Craft of Reading” with Michael Dirda - Fri. Feb. 24, 6 PM at Kachemak Bay Campus (sign up in advance at the library)
- Big Read Keystone Presentation by Michael Dirda - Sat. Feb. 25, 6 PM at Homer Public Library

Ongoing

Preschool Storytime -Tuesdays and Wednesdays, 10 AM

Small Fry Storytime -Thursdays, 11:30 AM

Ham Radio Class - First Tuesday, 5:00 PM, second Saturday, noon

Knitting - Mondays, 1:30-4:30 PM

Maker Club -Thursdays, 3:30-5 PM, ages 10-14 (except **cancelled Feb. 2**)

Book Club - Fourth Tuesday, 4:30-6:30

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

Homer Public Library Statistical Summary for 2016

Date: 02-Feb-17

CIRCULATION	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	Y.T.D.
Total # of Items	13,494	13,376	14,021	12,470	11,580	13,953	14,710	15,941	14,530	13,321	14,464	13,711	165,571
INTERLIBRARY LOANS													
Incoming (Borrowed)	24	27	19	15	13	17	15	21	14	13	22	21	221
Outgoing (Lent)	31	19	23	44	35	44	29	23	27	31	22	13	341
STUDY ROOM USE													
# of groups	198	231	185	199	149	170	172	196	220	217	190	197	2324
# of people	441	374	349	403	278	297	326	392	403	472	361	435	4531
MEETING ROOM USE													
# of groups	24	28	30	31	22	30	21	25	20	24	31	34	320
ATTENDANCE													
TOTAL (*Included)	11,023	11,026	11,662	12,425	10,287	12,452	12,610	14,221	12,471	12,063	11,137	9,782	141159
*Story Hour & Lapsit	311	398	249	376	285	295	327	183	294	279	362	196	3555
*School Classes	75	19	0	0	17	23	35	23	77	92	91	0	452
*Internet sessions	3,899	4,077	4,070	4,203	4,220	5,180	5,589	6,125	4,580	4,177	3,897	3,569	53586
*Programs	571	321	72	463	289	463	701	630	390	483	340	321	5044
OUTREACH													
# Visits	4	4	6	6	6	5	4	5	4	4	8	4	60
# People	16	16	25	131	64	23	19	30	60	198	45	24	651
NEW CARDS ISSUED													
City	29	31	25	24	34	61	38	62	52	29	35	18	438
Borough	32	27	28	14	34	45	41	34	29	33	37	18	372
Transient (TEMP)	3	1	1	2	11	17	10	9	2	0	2	1	59
VOLUNTEER HOURS													
# of people	83	47	78	73	32	34	77	52	36	56	129	76	773
# of hours	189	177.25	214	265.75	147.25	142	201.25	141	156.25	168.5	247.5	157	2206.75
MATERIALS ADDED													
Books	361	118	301	258	169	469	314	325	250	215	254	454	3488
Audio	15	0	34	12	5	16	26	5	33	23	43	2	214
Video	78	12	61	59	83	95	57	119	119	59	128	66	936
Serials	0	0	0	2	0	4	2	3	2	0	0	5	18
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
MATERIALS REMOVED													
Books	301	169	116	134	291	355	327	248	262	160	104	250	2717
Audio	1	27	3	0	4	2	1	46	8	19	16	75	202
Video	8	3	72	8	35	213	6	39	63	141	34	5	627
Serials	0	0	3	2	0	4	0	0	0	0	0	0	9
Electronic Resources	0	0	0	0	0	0	0	1	0	0	0	0	1
REVENUES DEPOSITED													
Fines/Fees/Copies	2305.64	2313.05	2408.80	2324.75	2423.84	2338.84	2840.95	2570.90	2613.16	2110.00	2171.48	1925.50	28,346.91
Building Fund (151-)													0.00
Library Gifts (803-)					1000.00							230.00	1,230.00
Grants		23691.00					6900.00						30,591.00
TOTALS	2,305.64	26,004.05	2,408.80	2,324.75	3,423.84	2,338.84	9,740.95	2,570.90	2,613.16	2,110.00	2,171.48	2,155.50	\$60,167.91

Indoor Mini-Golf Tournament Fundraiser

The image of the library in Bridgewater, MA as a quiet, calm environment was put on hold as golfers putted along between the stacks of books, aiming for a hole-in-one. The Bridgewater Public Library was converted into a miniature golf course for the day to raise funds and attract attention for the institution. Dozens of families stopped by in the morning and afternoon for a round or two of golf among the books. "It is a lot of fun and is something different to do, to get patrons into the library and check it all out and to raise some money at the same time," said the event organizer as part of her role as fundraising coordinator for the nonprofit Friends of the Bridgewater Public Library. "This is a great way to get them through the whole library to see what's available."



For \$5 a person, mini-golfers were able to play an 18-hole course specially designed for libraries, provided by a commercial vendor. She said she had heard about the company last March when she brought her kids to a similar mini golf event at the library in Bourne.

"It brings people into the library who haven't been coming." "In the winter time, there is not a heck of a lot to do. And so many families — unfortunately, kids — spend so much time in front of the television and with video games. This is like a nice family activity they can do in the winter. I love to see whole generations, grandfathers, sons and daughters. I like hearing them say, 'Grandpa, watch this shot.'" In addition to the admission fee, the Bridgewater Public Library raised funds by having 15 of the holes sponsored by a different local business.

This is not limited to libraries. Virtually any organization can hold one. One school laid out 18 holes in the hallways of the school and had a weekend long competition at \$10 a head. All you need is some Astroturf carpet, some putting cups, putters, and golf balls and you're good to go. Of course, you could create some great hazard holes as well, just to make it more challenging. How about instead of the windmill on the 18th hole, you have the principal swatting away shots with a broom? It's a do it yourself fundraiser because you can put it all together on your own and use existing facilities. And another nice thing about it is that you can do it year after year while adding in lots of additional fundraising activities besides the mini-golf tournament. It's perfect for northern states where winter lingers a little too long and spring fever hits.

The **Jackson High's (Jackson, MI)** indoor miniature golf course, was put on by the school's National Honor Society to raise money for the Haiti relief effort. Students formed teams and designed 10 holes. The course went up and down the four floors and twisted through hallways, taking visitors 30 to 45 minutes to complete. In one Christmas-themed hole, players hit their balls down a natural slope in the basement, through a pipe under a glowing, rotating reindeer, and into the hole inside a small present under a tree. There was a Moby Dick-themed hole with a papier-mâché whale, a crime scene with two young men in lab coats and a New York City scene with Spider-Man scaling one of the skyscrapers and students playing guitar, as if they were on the streets of the Big Apple. The final hole began on the third floor and sent the ball through piping propped up in the air in the stairwell to the second floor, where players hit it through another set of pipes to the final green on the first floor. Players had to take the elevator to go down to each floor.

The school conducted a similar fundraiser about three years ago. After planning out this year's event, the earthquake struck Haiti, so the students voted to send the proceeds there. Some students covered the cost of making the holes on their own or found sponsors, so the money from the \$3 to \$5 per person admissions could go to Haiti.

Fundraising Tips

Important information to consider when planning a fundraising event or initiative. Fundraising is an important part of survival. Without contributions of local businesses and community members, many groups would not be able to raise money for their important causes. Here are some fundraising tips that other successful groups have used.

Guidelines to Assist in Planning a Successful Fundraiser

Creating a Plan & Establishing Goals

- Determine how much money your organization needs to accomplish your goal, when it's needed, and estimate costs for fundraising initiatives.
- Allow participants to set personal and team goals to instill motivation.
- Run your fundraiser like a small business.
- Create a written project plan that spells out goals and outlines roles and responsibilities.
- Assign motivated individuals into managing roles and equip them with the tools to do a great job.

Identify Fundraising Sources

- Create a list of potential donors and approach them for support. This list can include local businesses, colleagues and co-workers, friends and family.
- Suggest a minimum amount depending on the group you reach out to. For example, individual donations range from \$10 - \$50, Businesses typically contribute \$100 - \$1000.
- Utilize your networks for reaching these sources!
- Send an email blast to friends and family with a personalized web page where donations can be made online!
- Post a link to your fundraiser on your Facebook page.
- Create flyers to hand out to your neighbors or distribute at work, etc.
- Create a Timeline and Checklist

Start planning months in advance (if possible) as there are many items on your checklist including:

- Recruiting participants and volunteers
- Soliciting sponsorships and in-kind donations
- Producing flyers, press releases and promotional materials
- Determining event logistics such as date & location
- Identify food & beverage needs, entertainment, etc.
- Implement systems for collecting donations, managing money, tracking participant performance, enabling online bidding on auction items, etc.

Recruiting Sponsors & Volunteers

- Approach potential sponsors as partners, and remember not to ask for anything without providing value in return.
- Give them an informational sheet explaining your goals and outlining the benefits they'll receive as a sponsor.
- Remember there are different kinds of sponsorships including: Title sponsors, financial contributors and in-kind donations.
- To find potential volunteers, ask for names of those who volunteered in past fundraisers.
- Let volunteers choose their interests and assign them accordingly.
- Ask fundraising participants to recruit friends and family.
- Be sure to thank all volunteers and sponsors!

Motivating Participants

- Make sure that participants know a specific reason why the money is being raised.
- Motivate your team with enthusiasm and incentives.
- For large fundraisers, provide prizes for top-performing participants or teams who raise the most.
- Make your fundraising event fun! Remember that participants and volunteers are giving up their free time to help.
- Provide meals and an exciting environment that people enjoy being a part of.

Your fundraiser should enable everyone to comfortably participate. People can also participate without actually participating in the event at all by creating a pledge page and getting sponsors for those participating in the event such as they do with read-a-thons or jog-a-thons.

Promoting Your Fundraiser

- Promote the event on your website. Put an announcement on the home page with a link to more information about the fundraiser and instructions for 'how to donate'.
- Post an announcement in your calendar of events and send out email to your database.
- Contact local media about your fundraiser including a press release with event details and announcement for local calendars.
- Encourage team members to spread the word to family, friends, co-workers, neighbors, and online through their social networks.
- Create promotional flyers and posters to distribute in bulletin boards at local grocery stores, at offices or churches, or hand out to neighbors.
- Be sure to include a link to your fundraising website for people to get more information or make a donation!
- Utilize community gatherings! Make announcements, set up a display table, recruit participants, etc.

Managing Money

- Implement an online system for collecting safe, secure donations. If you must make sales in person, use cash collection envelopes and keep an accurate record of who collects the money as well as the amount collected.
- Set a deadline for all donations to be collected and money to be turned in.
- Assign an experienced volunteer to be your treasurer. Be sure to have more than one person present when any money is counted.
- Deposit money in a timely manner and keep money under lock and key.
- Control expenses by reviewing records to see which expenses can be eliminated or reduced.
- One of the most important considerations when planning a fundraising event is how to successfully manage and track the money raised for your cause.

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.

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 2017	<u>No LAB Meeting</u>	_____
October 9, 23 2017	_____	_____
November 27, 2017	_____	_____
December 11, 2017	_____	_____

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
HOMER, ALASKA**

City Clerk

RESOLUTION 16-124

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2017 REGULAR MEETING SCHEDULE FOR THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY PLANNING COMMISSION, PORT AND HARBOR ADVISORY COMMISSION, AND CANNABIS ADVISORY COMMISSION.

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

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

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

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

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

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, ***30	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

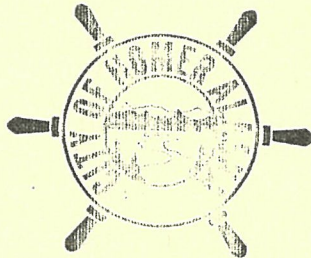
103 CANNABIS ADVISORY COMMISSION (CAC)

January 26	April 27			
August 24	December 14			

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. The meetings for 2017 are reduced to quarterly due to lack of
108 business pending. The December meeting is scheduled for the second Thursday.
109

110 PASSED AND ADOPTED by the Homer City Council this 5th day of December, 2016.

111 CITY OF HOMER



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Bryan Zak
BRYAN ZAK, MAYOR

ATTEST:

Jo Johnson
JO JOHNSON, MMC, CITY CLERK

Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertizing of any additional meetings.

