

**WORKSESSION
MEETING AGENDA**

1. **CALL TO ORDER, 4:30 P.M.**
2. **AGENDA APPROVAL**
3. **PRESENTATION TO COUNCIL ON REVENUE OPTIONS FOR THE LIBRARY** Page 25
4. **COMMENTS OF THE AUDIENCE**
5. **COMMENTS OF THE BOARD**
14. **ADJOURNMENT**

Next Regular Meeting is **Tuesday, May 2, 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 April 4, 2017 Regular Meeting **Page 5**
- 6. REPORTS**
 - A. Library Director Report – April 2017 **Page 9**
 1. Statistics for 2016 **Page 11**
 2. Statistics for April 2017 (Laydown)
 3. Alaska Library Laws **Page 13**
 4. Circulation Stats Worksession with Council **Page 21**
 - B. Friends of the Library – Last Meeting Report
 1. Next Meeting is May 10, 2017 @ 6:00 p.m. in the Library
- 7. PUBLIC HEARINGS**
- 8. PENDING BUSINESS**
 - A. Draft Presentation to City Council – Final Version **Page 25**
- 9. NEW BUSINESS**
- 10. INFORMATIONAL MATERIALS**
 - A. 2017 Board member Attendance at City Council Meetings **Page 49**
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF THE BOARD**
- 13. ADJOURNMENT**

Next Regular Meeting is **Tuesday, August 1, 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 17-03, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:34 p.m. on April 4, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, MASSION, PETERSON, SPRINGER, AND VANCE

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

The Board met for a worksession at 4:00 p.m. to discuss the Book Drive-Amazon Wish List, Bookstore, and the presentation to City Council.

APPROVAL OF THE AGENDA

MASSION/SPRINGER - 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

APPROVAL OF MINUTES

A. March 7, 2017 Regular Meeting Minutes

KUSZMAUL/MASSION - MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

- A. Library Director's Report
1. Statistics for 2016
 2. Statistics to Date for 2017

Library Director Dixon reviewed her report. She noted that there was increased numbers in the circulation and attendance. She reported that they are having difficulty in getting the books returned

to the shelves fast enough. She expressed amazement at people's unsolicited generosity and related the following item of interest associated to copies of PFD and Tax forms and having them available for the public instead of charging \$0.15 for the copies and most often having to show the public how to make copies stating it is easier and takes less staff time to have those forms available. They went through the first batch and a gentleman came in for the PFD forms and so she relented to making an additional 20 copies and a patron of the library wrote them a \$25 check to cover the costs of those copies.

Library Director Dixon responded to a question regarding and removing old, and damaged books from the collection.

B. Friends Report

Library Director Dixon provided a report on the meeting stating the main focus was the Celebration of Lifelong Learning Event and the Book Sale.

1. Next Meeting is April 12, 2017 @ 6:00 p.m. in the Library

Boardmember Massion volunteered to attend the April 12, 2017 meeting of the Friends with a caveat regarding any scheduling conflicts.

PUBLIC HEARING

PENDING BUSINESS

- A. Developing Revenue Streams for the Homer Library**
1. Amazon Wishlist Status Update

Chair Peterson reviewed that they will be test driving it in the next day or so. All the books the Library wants are uploaded. She will also provide "How To" instructions. The Bookstore is on board to work with them to promote a local alternative as well.

Student Board member Vance arrived at 5:45 p.m. Chair Peterson provided a brief explanation on what the Wish List represented to catch her up to speed.

Library Director Dixon stated that Jenny Carroll is creating a document with the book list for the local bookstore that is more creative than just a list.

Chair Peterson said she was finalizing a flyer that can be distributed around town.

- B. Presentation for Worksession with Council on Funding**
1. Status Update on presentation materials and content
 2. Draft presentation to date - laydown

Chair Peterson explained for Boardmember Vance that the Council had requested the Advisory Board to look into ways to increase funding for the library that would include nonresidents. Vice Chair

Kuszmaul reported that they met with City Manager Koester who recommended meeting with a few Council members for a “dry run” before presenting to the full Council.

Vice Chair Kuszmaul requested confirmation on the time requirements to have the materials to the City Clerk for the packet. The deadline for the packet is 10:00 Tuesday before the May 8th meeting which is the meeting date so it will have to be finalized and

Chair Peterson requested Deputy City Clerk Krause to request a meeting with Council members.

All Boardmembers expressed an interest in attending these meetings.

The Board members discussed and determined that the final cutoff for materials should be April 28th and to submit them to Vice Chair Kuszmaul but to remember to copy the Clerk.

The Boardmembers requested one more worksession at 4:30 on May 2nd before the regular meeting and then asked if a request for a meeting could be scheduled for the City Manager on April 26th or 27th preference for the 26th was expressed.

NEW BUSINESS

A. Welcome Student Boardmember!

The Board welcomed Hannah Vance. Boardmember Vance provided a little background about herself and that she looks forward to being on the Board.

INFORMATIONAL ITEMS

A. 2017 Board Member Attendance at Council Meetings

Boardmember Massion commented he was scheduled to attend the April 10th meeting and inquired about the topics. Library Director Dixon also noted that he could accept the Proclamation from the Mayor at the beginning of the meeting.

Chair Peterson provided a few topics that he could report the Board was working on and the recent increase in numbers from the Statistics. She will email him the information.

B. Letter of Support for the EBSCO Solar Program

Chair Peterson commented that she spoke to Boardmember Fallon earlier and she was home ill but wanted to thank her on the record for volunteering to write the letter of support for this grant.

COMMENTS OF THE AUDIENCE

Sarah Vance thanked the Board for allowing her daughter the opportunity to serve on the Library Board. Since her children are homeschooled the Homer Library is their school library and she continue to explain how she impresses upon all her children the importance and privilege it is to be able to have a library card and use the resources that the Library provides. She further added that they could submit the information regarding the National Library Week to the Connections program and their Amazon Wishlist can be shared with people who are within their same zip codes when they are shopping on Amazon but was not sure how it would be advertised; suggested a Birthday Gift idea

plus suggested a Holiday Giving Tree to allow patrons and residents to purchase the books for the Library.

COMMENTS OF THE STAFF

Library Director Dixon welcomed Hannah to the group, thanked the Boardmembers especially Marcia for all her hard work with the presentation and she really like the birthday idea.

Deputy City Clerk Krause thanked the Board for having a short meeting.

COMMENTS OF THE BOARD

Chair Peterson thanked everyone for their hard work and reminded the Board that May will be the last meeting as there are no meetings scheduled for June and July. She will start a list on places to push their notice to regarding the Amazon Wishlist.

Board member Kuszmaul asked them to continue to review the information and let her know if any changes are needed. She questioned if they would have a special meeting depending on the results of the worksession with Council.

Deputy City Clerk Krause explained that unless City Council directed the Advisory Board to start work on something immediately or provided a short time frame to respond with additional information they would meet in August those would be the only reason that a special meeting would be scheduled.

Boardmember Springer commented on notices in newsletters for big & little Fireweed Academy.

Boardmembers Massion had no comment.

ADJOURN

There being no further business to come before the Board the meeting adjourned 6:23 p.m. The next regular meeting is scheduled for Tuesday, May 2, 2017 at 5:30 p.m. A Worksession is scheduled for 4:30 p.m. prior to the regular meeting 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
April 26, 2017**

April was a busy month with two large events, requests for tax forms and computer assistance, National Library Week, and final development of the EBSCO Solar grant.

Meetings in March

- City Council -- 2
- Library Advisory Board work session -- 2
- Library Advisory Board - 1
- Friends of Homer Library (FHL) -- 1
- Department heads -- 2
- Staff - 1
- LAB meeting with City Manager Koester -- 1

Issues of Interest

- The LAB held a work session with Councilmembers Reynolds and Stroozas to gather input on their upcoming presentation to City Council.
- Our subscription to Lynda.com began April 3. Check it out! Thanks again to the Friends of HPL for purchasing this subscription.
- The EBSCO Solar grant is in its final stages and will be submitted this week.
- Both the spring Book and Plant Sale and the Celebration of Lifelong Learning happened this month - two major undertakings by the Friends of Homer Library. Both were successful.

Behind the Scenes

Director

- Nick Poolos and I submitted final E-rate paperwork for accepting bids on services for wireless and broadband for FY2017. Approval finally came through from FY2016, approving E-rate funds to upgrade our wifi equipment. Nick has ordered the equipment and hopes to install before summer.
- Jenny Carroll and I finessed the EBSCO Solar grant application. Fingers crossed!
- I attended the two-day Kenai Peninsula History Conference in Soldotna. It was highly informative and gave me lots of background information and resources to assist me in curating the Alaska and local history collections, which is one of my areas of responsibility for collection development.

Staff

- Camelle Bickish attended Green Dot training. All staff members have now completed this training.
- Holly Brennan attended the annual Evergreen Conference (Evergreen is our library management software). "It was busy and exhausting and excellent!"
- Claudia Haines and Holly are working hard on the 2017 Reading @ HPL summer program.

- Claudia is representing the Library and promoting the Summer Reading Program at the Paul Banks Activity Fair and the Safe and Healthy Kids Fair. She will be accompanied by the Friends of the Library bookmobile!
- We're having trouble keeping up with shelving books due to the increased circulation, as well as the loss of a couple volunteer shelvees.
- Starting June 1, Daniel Querfeld and Terry Smith will split the summer "temp" position. We're *really* looking forward to the extra help!

Facility

Window washing! Yay!

Special Events in April

- Lunch with a Councilmember
- Social Security OWL conference - Understanding Disability.
- Friends of HPL spring Book and Plant sale.
- Writing workshop with Alaska State Writer Frank Soos.
- Friends of HPL Celebration of Lifelong Learning.
- Pushing the Limits - STEM book groups. Two book discussions.

Upcoming in May

- Haven House, Preventing Child Sexual Abuse - Sat. 5/13, 10:15-11:15 AM; Tues. 5/30, 6-7 PM.
- Social Security OWL conference - Understanding Supplemental SSI. Wed. 5/24, Noon-2 PM.
- Foraker Training for Non-Profits. Thurs. 5/25, 9-5; Fri. 5/26, 9-1.
- Pushing the Limits - STEM book group. Thursday 5/25, 6-8 PM.
- **Summer @ HPL begins! Monday May 29.** Sign up starting 4/28.
- Coding Camp, May 30-June 2. Ages 9-12, 9-12 AM. Ages 13-17, 2-5 PM. Registration required.

Ongoing

Preschool Storytime - **Wednesdays only during summer**, 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

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

Writer's Refuge - Third Tuesdays, 6-8 PM

Homer Storytellers - Third Saturdays, 3-5 PM

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

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Alaska State Library

Alaska Library Law

Alaska Statute Chapter 25. Public Record Disclosures

Sec. 40.25.140. Confidentiality of library records

- a. Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.
- b. Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

ALASKA STATUTES: Article 03 Library Assistance Grants

Sec. 14.56.300. Library assistance grant program.

There is established in the department a library assistance grant program. From legislative appropriations, the department shall make grants to eligible libraries for public library operations, for interlibrary cooperation, or for regional library services.

Sec. 14.56.310. Eligibility.

- a. Libraries eligible for grants under AS 14.56.300 are
 1. public libraries established under AS 14.56.400 or, in a municipality that does not have a public library established under AS 14.56.400, another library that
 - A. is a nonprofit corporation and holds meetings of its board of directors in public;
 - B. provides services listed in AS 14.56.400 (a); and
 - C. is approved to receive grants under AS 14.56.300 by resolution of the governing body of that municipality;
 2. libraries sharing resources free of charge with other libraries in the state; and
 3. libraries providing regional library services.
- b. A library described in (a)(1) of this section is eligible for a public library assistance grant. A library described in (a)(2) of this section is eligible for an interlibrary cooperation assistance grant. A library described in (a)(3) of this section is eligible for a regional library services assistance grant.

Sec. 14.56.320. Applications.

An eligible library may apply to the department for a grant under AS 14.56.300 - 14.56.340 in accordance with regulations adopted by the board.

Sec. 14.56.330. Limitations.

- a. A public library assistance grant under AS 14.56.310 (a)(1) may be a basic grant or a per capita grant. A basic grant may not be more than \$7,000 for each service outlet of the public library in any one fiscal year. The amount of a basic grant must be equally matched by local money, the fair value of volunteer labor, or a combination of local money and volunteer labor. If the amount available for public library assistance grants during a fiscal year is not sufficient to fully fund basic grants for all eligible libraries, the amount available shall be prorated so that the amount of basic grants for all eligible libraries is reduced by the same percentage. After payment of basic grants to all eligible libraries during a fiscal year, any amount remaining for public library assistance grants shall be distributed as per capita grants to each library that received a basic grant. The amount of the per capita grants shall be based on the population of the municipality or unincorporated community served by each of the libraries.
- b. State money granted to a library under AS 14.56.300 - 14.56.340 may not be used to supplant local money equal to local expenditures for that library in fiscal year 1980, as adjusted annually by the commissioner to conform approximately to changes in the United States Department of Labor Bureau of Labor Statistics consumer price index for Anchorage, Alaska. A library that uses state money to supplant local money forfeits eligibility for grants under AS 14.56.300 - 14.56.340 for two years.

Sec. 14.56.340. Regulations.

The board shall adopt regulations necessary to carry out the purposes of AS 14.56.300 - 14.56.330. The regulations must include qualifications for grant eligibility and provisions regarding the use of grant funds.

Article 05: Public School Library Collection Development Grants

Sec. 14.56.360. Public school library collection development grants.

- a. There is established in the department a public school library collection development grant program.
- b. The person or division in charge of the state library shall award and administer grants of not more than \$3,000 for a fiscal year for use by a public school library eligible under AS 14.56.365 to expand and improve the library collection to include relevant and current reading materials.
- c. If money appropriated for the program is insufficient to fund all eligible grant requests submitted under AS 14.56.365, the available funding shall be awarded to the highest ranked applicants, according to criteria established by the department in regulation.

Sec. 14.56.365. Eligibility.

- a. A library eligible for a grant under AS 14.56.360 must be a public school library established and supported by a school district that
 1. provides physical space or, if a correspondence school operated by a school district, resources for use as a library;
 2. provides regularly scheduled library hours for all students enrolled in the school;
 3. provides designated library personnel to staff the library;
 4. provides acceptable evidence of the promotion of library and information literacy standards;
 5. maintains an annual library budget that includes library staffing and materials; and
 6. contributes, from the school district's budget, an amount that is not less than the grant award that is paid for library collection materials or contributes in-kind value of services.
- b. The department shall establish by regulation an application and review procedure, including requirements for submission of adequate documentation to prove eligibility under this section. Documentation must include submission of library class schedules, job descriptions for library staff, and a copy of an annual budget for the library.

Sec. 14.56.370. Eligible expenditures.

- a. A library collection development grant may be used only to purchase library collection materials by a public school or by a school district if the district operates a correspondence program with an eligible school library. In this subsection, "library collection materials" means books, magazines, reference and audio-visual materials, and electronic subscriptions that support school curriculum and student reading activities.
- b. A library collection development grant may not be used to supplant school district expenditures for the library or to purchase classroom materials, textbooks, testing software, library automation software, computer hardware, operating software, or technology support.

Sec. 14.56.375. Report.

A recipient of a grant awarded under AS 14.56.360 shall prepare a brief annual report to the department describing the effects of the grant and whether all conditions of the grant were met or exceeded.

Article 06: Requirements for Public Libraries

Sec. 14.56.400. Public libraries.

- a. A public library established under this section shall provide at least the following services free of charge to the residents of the municipality or community:
 1. establish and maintain a collection of books and other materials for loaning;
 2. provide access to interlibrary loan services;
 3. provide reading or other educational programs for children; and
 4. provide reference information.
- b. A public library established under this section shall submit an annual report of its operations and the services it provides to the director of the division that has responsibility for state libraries.

Alaska Administrative Code: Library-Related Regulations

4 AAC 57.020. Annual report of library operations

Each library in the state that receives money from the state for the support of the library shall annually provide the division of state libraries

with information about library operations which the division requests, including information relating to the library's service area and population served, facilities, assets and liabilities, use of the library's resources, personnel, salaries, budget, statement of income and expenditures, collection and acquisition of library materials, hours of service, and interlibrary cooperation and resource-sharing agreements.

Article 2 : Library Assistance Grants

4 AAC 57.050. Purpose

- a. Subject to the availability of appropriations from the legislature, the division shall award library assistance grants to eligible applicant libraries to assist in funding eligible library operations, interlibrary cooperation, and regional library services. For each grant the division shall specifically describe the library services purposes for which it may be expended.
- b. The division shall approve applications for library assistance grants in the following categories:
 1. public library assistance grants, as authorized by AS 14.56.310 (a)(1), to assist a municipal library a public library nonprofit corporation with library operational costs;
 2. interlibrary cooperation grants, as authorized by AS 14.56.310 (a)(2), to assist libraries with the cost of sharing resources with other libraries of the state;
 3. regional library services grants, as authorized by AS 14.46.310 (a)(3), to assist libraries in providing regional library services to areas of the state in which there are no library facilities.
- c. Libraries receiving library assistance grants shall provide interlibrary loan services free of charge to other in-state libraries.

4 AAC 57.063. Public library assistance grants: Required local match

- a. A public library may apply for a public library assistance grant of no more than \$7,000 for each of its public library outlets. For money paid to a public library as a public library assistance grant, an equal matching amount of local resources must be provided in the form of local money, volunteer labor, or a combination of the two.
- b. The director shall determine the value of the volunteer labor proposed as a local match, based upon the prevailing wage rates for comparable positions.
- c. If a portion of the proposed local match is identified as money expended for utility costs for a public library located in a shared or combined facility, the director shall determine the value of the match based upon the proportion of use of the facility by the public library.

4 AAC 57.064. Public library assistance grants: Eligibility

- a. To qualify for a public library assistance grant, a library must
 1. provide, at a minimum, the following services:
 - A. a circulating collection of library books and materials that the library purchases and maintains;
 - B. interlibrary loans;
 - C. reference services;
 - D. children's programs;
 2. keep each library facility for which a grant application is made open to provide free library services to all residents of that facility's legal service area on a regularly scheduled basis for at least 48 weeks per year and three days per week; additionally, the library must keep each library facility open for a minimum number of hours per week, as follows:
 - A. for a separately administered library facility that is not a branch outlet as described in (B) of this paragraph, and that serves
 - i. under 750 individuals, 10 hours per week;
 - ii. 750 - 1,500 individuals, 15 hours per week;
 - iii. 1,501 - 3,000 individuals, 25 hours per week;
 - iv. 3,001 - 10,000 individuals, 40 hours per week;
 - v. over 10,000 individuals, 50 hours per week;
 - B. for a branch outlet of a public library system that the director determines to be easily accessible by road to the system's main library, and that serves
 - i. under 1,000 individuals, 15 hours per week;
 - ii. 1,000 - 4,999 individuals, 20 hours per week;
 - iii. 5,000 or more individuals, 25 hours per week;
 - C. five hours per week during evening and weekend hours; and
 - D. for a combined public and school library, 10 hours per week outside regular school hours;
 3. adopt and maintain policies that include
 - A. a statement of mission, goals, and objectives; and
 - B. a written collection development policy, providing for the selection, evaluation, and weeding of materials and reconsideration of materials;
 4. provide trained paid or volunteer staff on duty at each facility during all hours of operation of the facility, including a designated library director who
 - A. completes every two years at least one continuing education program approved by the state librarian;
 - B. if the library is in a municipality with a population of 3,000 to 5,999, has a bachelor's degree and library management

experience or training; and

- C. if the library is in a municipality with a population of 6,000 or greater, has a master's degree in library or information science;
 5. if administered by a nonprofit corporation, hold public meetings of the board of directors on at least a quarterly basis;
 6. provide matching funds as required under AS 14.56.330 and 4 AAC 57.063;
 7. maintain an accurate accounting of the library's budget and expenditure of money; and
 8. annually submit to the division, on or before September 1, a complete public library annual report and public library assistance grant report on forms provided by the state library.
- b. The director shall grant a waiver of application of one or more of the requirements of this section, as requested in writing by an applicant, if the director determines that
1. the applicant has shown good cause for the waiver; and
 2. the waiver is consistent with the requirements of AS 14.56.300 - 14.56.340 and AS 29.35.125.

4 AAC 57.065. Interlibrary cooperation grants

The interlibrary cooperation grant program is competitive. The division shall make an interlibrary cooperation grant to a library to promote or support

1. sharing of resources;
2. cooperative services with another library;
3. innovative programs for the delivery of library services; or
4. training or other programs that strengthen library services.

4 AAC 57.067. Public library assistance grants: Combined public and school library facilities

- a. If an applicant for a public library assistance grant is a combined public and school library, that library must, in addition to meeting the eligibility requirements of 4 AAC 57.064,
 1. execute and keep in force a binding legal agreement between the school district and the governing body of the public library, approved by the division, providing for allocation of
 - A. financial responsibilities;
 - B. the ownership, maintenance, care, and right of use of collections, equipment, and physical facilities;
 - C. staffing and personnel requirements; and
 - D. hours of service;
 2. provide access to the general public other than students enrolled in the school and in compliance with the minimum hour requirements of 4 AAC 57.064, through
 - A. placement of the library in a facility separate from the school facility;
 - B. placement of the library in a school room that has a public entrance direct to the outside and accessible by the library patrons; or
 - C. providing space for the library in a school room that can be easily located and accessed from a school entrance that is identified and posted as the public library entrance; and
 3. provide space for library materials for patrons of all ages and allocate space and money for establishing a collection of library materials for children, young adults, and adults, in appropriate proportions.
- b. An application for a public library assistance grant from a combined public and school library applicant must include
 1. a copy of the division-approved agreement between the school district and the governing body of the public library; and
 2. other evidence that the division considers necessary to determine compliance with (a) of this section, as requested by the division.
- c. For the purposes of this section, the governing body of the public library may be the municipal assembly, an advisory board appointed by the municipal assembly, or the board of directors of a nonprofit corporation which meets the eligibility requirements of AS 14.56.310 (a).
- d. A combined public and school library may not purchase school or curriculum-related library materials with public library assistance grant money or the local matching money. The governing body of the library shall retain records and invoices for library materials purchased from public library assistance grant funds and local matching funds for a period of three years, and shall make them available for inspection by the division upon request.

4 AAC 57.069. Regional library services grants

The division shall make a regional library services grant to a library that enters into an agreement with the state library to act on behalf of the state library to

- a. furnish library materials to areas of the state in which there is not sufficient population or local revenue to support operation of a public library facility; or
- b. provide services, training, or technical support to other libraries.

4 AAC 57.070. Application

- a. An application for a library assistance grant must be filed with the director. Application must be made on a form provided by the division.
- b. An application for a fiscal year must be submitted by April 1 of the preceding fiscal year.
- c. If appropriated money is available after a final decision is made on all applications filed during the application period set out in (b) of this section, the director may accept and consider additional applications for grants which were filed after the application period set in (b) of this section.

4 AAC 57.074. Decision on application

- a. By August 1 of each fiscal year, the director of the division of state libraries shall make a decision on each completed grant application that was submitted by the application deadline set by 4 AAC 57.070(b) .
- b. The director shall set aside 75 percent of the state general funds appropriated for library assistance grants to fund public library assistance grants. If the set-aside is not sufficient to fully fund the state match, the direction shall reduce each grant proportionally.
- c. The director shall set aside the remaining 25 percent of the state general funds appropriated for library assistance grants to fund interlibrary cooperation grants and regional services grants.
- d. The decision of the director under (a) of this section must be in writing and, if an applicant is determined to be eligible for a grant, must state the amount of the grant.
- e. The director shall deliver to an applicant whose grant application has been approved, a grant agreement restating the general requirements of the program under which the grant is approved. The director shall transmit payment of the grant to the applicant only after the grant agreement has been signed and returned to the division.

4 AAC 57.076. Amendment of application

An application may be amended after a decision has been made under 4 AAC 57.074 if the director finds that the amendment is in the best interests of the state.

4 AAC 57.084. Administrative review

An applicant who is dissatisfied with a decision by the director under 4 AAC 57.074 may obtain review of that decision in the manner made available to school districts under 4 AAC 40.010 - 4 AAC 40.050.

4 AAC 57.087. Use of grant proceeds

- a. A library assistance grant approved by the division must be used for the purposes set out in the application filed under 4 AAC 57.070 as approved by the director or, if amended, as amended under 4 AAC 57.076. The grant money must be spent in a manner consistent with the provisions of the grant agreement.
- b. The proceeds of a library assistance grant
 1. must be accounted for separately from other money received by the library from government and private sources;
 2. must be spent or encumbered by the library by the end of the grant period.
- c. In each fiscal year, a public library receiving a public library assistance grant shall expend at least \$3,500, from either grant or local matching money, for library materials and on-line services for each of its public library outlets.
- d. Except as provided under (e) of this section, a library that receives an interlibrary cooperation grant under 4 AAC 57.065 or a regional library services grant under 4 AAC 57.069 may apply a portion of the grant to meet indirect or administrative costs of the operation of the library. The portion of the grant applied may not exceed the rate set for similar charges by the governing body of the library or eight percent of the grant, whichever is less.
- e. A library that receives a public library assistance grant or an interlibrary cooperation grant that is of primary benefit to the library receiving the grant may not use the proceeds of the grant to meet indirect or administrative costs of the operation of the library.
- f. A library may change a grant line item by up to 10 percent without prior approval of the division.

4 AAC 57.089. Local match

A public library that receives a public library assistance grant

1. shall spend or encumber the full amount of the locally-generated match money that it has committed to meet the local match support requirements of the grant by the end of the fiscal year for which the grant is made;
2. may not spend or encumber an amount that is less than the full amount of the locally-generated match money that it has committed to meet the local match support requirements of the grant even if, under 4 AAC 57.074(c) , the director prorates the amount provided as the state matching grant.

4 AAC 57.091. Financial report for grant

A library that receives a library assistance grant shall file with the division a financial report for the use of the grant. The report must be

made on a form provided by the division, and must be filed on or before September 1 following the close of the fiscal year for which the grant was received.

4 AAC 57.095. Program administration

- a. The director may require repayment from a library of
 1. repealed 4/2/99;
 2. the portion of money paid as a grant that the library does not spend or encumber by the end of the fiscal year for which the grant was received; and
 3. the full amount of a grant
 - A. if the proceeds of the grant have been used for purposes other than those allowed by the grant application and grant agreement;
 - B. if the library fails to file the annual report of library operations required by 4 AAC 57.020 or the financial report for the grant required by 4 AAC 57.091; or
 - C. if the library fails to spend the local matching money as required in AS 14.56.330 .
- b. Subject to appropriation, the director shall deposit amounts recovered under (a) of this section into the library assistance grant account.
- c. To enforce repayment of an amount that the director determines is due from a library under (a) of this section, the director may withhold payment in the second succeeding and subsequent fiscal years of all or any portion of a grant based on an approved application from the library.
- d. The director may not pay a grant to a library that has failed to file the annual report of library operations required by 4 AAC 57.020 or the financial report for a grant required by 4 AAC 57.091 until the report has been filed.

4 AAC 57.099. Exemptions

An individual who is the permanent director of a public library on April 2, 1999 is exempt from the educational requirements of 4 AAC 57.064(a) (4).

Article 4. Public School Library Collection Development Grants

4 AAC 57.410. General eligibility.

A school district

1. may apply for a public school library collection development grant on behalf of a school with a public school library eligible under AS 14.56.365;
2. that operates a correspondence program with a public school library eligible under AS 14.56.365 may apply for a public school library collection development grant for that library.

4 AAC 57.420. Application process.

- a. A school district that applies for a public school library collection development grant must submit
 1. a complete application, on a form provided by the division; the district must submit a separate application for each public school library for which a grant award is sought; the application must include
 - A. the name, physical address, telephone number, and electronic mail address of the (i) school district; and (ii) school or correspondence program with the public school library;
 - B. the name, telephone number, and electronic mail address of a contact person for the application;
 - C. a statement of the number of students that the public school library serves;
 - D. a statement of the size of the public school library's library collection materials;
 - E. the name and title of each individual designated to staff the public school library;
 - F. a statement of how library and information literacy standards are promoted;
 - G. a proposal that
 - i. demonstrates the public school library's need for the grant money; and
 - ii. explains in detail how grant money is to be spent for library collection materials at the public school library;
 - H. a statement of the budget for library staffing and materials, showing
 - i. the amount of the cash match or in-kind value of services that the school district will provide as required under AS 14.56.365(a)(6); and
 - ii. other non-school district money for library collection materials; and
 - I. a statement of the federal or other grants received, or expected to be received, to purchase library collection materials for the public school library, or whether the library is eligible for those grants; and
 2. documentation that includes
 - A. a copy of the library class schedule;
 - B. a job description for each library staff member;
 - C. a copy of the annual budget for the library;

- D. documentation of physical space for use as a library, unless the application is for a correspondence school; and
- E. documentation of resources for use as a library, if the application is for a correspondence school.

b. The application and documentation must be received by the division or postmarked on or before the date set by the division.

4 AAC 57.430. Review process.

- a. The division will evaluate each timely application for a public school library collection development grant for
 - 1. compliance with eligibility requirements; and
 - 2. previous compliance with grant expenditure requirements and grant reporting requirements.
- b. If appropriations to the public school library collection development grant program are insufficient to award grants to all eligible public school libraries, the division will award grants on a pro rata basis to all public school libraries, unless the division determines that the available grant money per public school library would be insufficient to fulfill the purposes of the grant program, in which case the division will rank all applications and award grants to the top ranked public school libraries. In ranking applications, the division will consider the following criteria:
 - 1. the public school library has demonstrated higher need for the materials than other public school libraries for which grants are sought;
 - 2. the public school library has received or will receive less money from federal or other grants for library collection materials, unless the public school library is ineligible to receive those grants for reasons of noncompliance with applicable law or grant terms or conditions;
 - 3. the proposal for expenditure of grant money, when evaluated against proposals contained in other applications, is most consistent with the school's instructional goals, or is most supportive in other respects of the school's curriculum and student reading activities.

4 AAC 57.440. Grant award letter and grant agreement.

- a. When an application for a public school library collection development grant has been approved, the division will send a grant award letter and grant agreement to the school district. The signed grant agreement is a contract between the division and the school district. By signing the grant agreement, the school district agrees that the school district, and the public school library on whose behalf the school district applied, will comply with the terms and conditions applicable to the grant, and will use the grant money as required under AS 14.56.360 - 14.56.370 and 4 AAC 57.410 - 4 AAC 57.490.
- b. The school district shall sign and return the grant agreement within 30 days after the division sends the grant award letter and grant agreement. The division will not disburse grant money until the school district returns the signed grant agreement.
- c. A school district that applies for a public school library collection development grant may appeal, under 4 AAC 40, the division's denial of an application.

4 AAC 57.450. Reporting.

On or before April 15 of the school year in which the grant was awarded, the school district shall submit the annual report required by AS 14.56.375 using a form supplied by the division, and shall attach any required documentation. On the annual report form, the school district shall report separately on each public school library for which a grant was awarded.

4 AAC 57.460. Compliance.

If the division determines that a school district or public school library has used grant money in a manner not in compliance with AS 14.56.360 - 14.56.370, 4 AAC 57.410 - 4 AAC 57.490, or a term or condition of the grant agreement, the school district or public school library must return that money to the state

4 AAC 57.490. Definition.

In 3 AAC 57.410 - 3 AAC 57.490, "library collection materials" has the meaning given in AS 14.56.370.

Source: Alaska State Library — <http://library.alaska.gov>

From: Ann Dixon
Sent: Wednesday, April 19, 2017 11:10 AM
To: marcia kuszmaul; Jacque Peterson; Mark or Michelle Massion
Cc: Renee Krause
Subject: RE: Circulation stats

Also, in response to Councilmember Stroozas's questions about fines, I had staff run a report. In 2015 and 2016 about \$18,000 of the total funds we collected were fines and fees. That would be 61% for 2015 and 63% for 2016.

The rest of the income is copy machine fees.

Regarding the circulation chart: Growth in circulation for the first quarter of 2017 is 11.7% -- close to your forecast of 12%, or 12% if we round up. I am somewhat reluctant to make forecasts this early in the year, however. Do we need to forecast?

Ann

From: marcia kuszmaul [<mailto:mkuszmaul@hotmail.com>]
Sent: Wednesday, April 19, 2017 10:14 AM
To: Ann Dixon; Jacque Peterson; Mark or Michelle Massion
Subject: Circulation stats

Just for information, here are two updated charts we've used to illustrate the growth in library use and decline in materials budget (resulting in fewer materials being added). 2017 Forecast number based on Q1 results.

From: Jacque Peterson <jacquealaska@gmail.com>
Sent: Wednesday, April 19, 2017 1:14 PM
To: Ann Dixon
Cc: marcia kuszmaul; Mark or Michelle Massion; Renee Krause
Subject: Re: Circulation stats

Hi Ann,

Going to jump in here...I THINK what Tom Stroozza was asking was how much in fines (as in revenue) goes uncollected. Honestly I can't imagine that is much, but I think that was the number he was really looking for. Though I think you made it clear that once someone hits \$10.00 they were barred from using their library card. Not sure if there is anyway to track that info (i.e. we have 20,000 in late fines and collected \$18,000? If it can be tracked we might want to have it in our back pocket. :)

Cheers
Jacque

On Wed, Apr 19, 2017 at 11:10 AM, Ann Dixon <adixon@ci.homer.ak.us> wrote:

Also, in response to Councilmember Stroozza's questions about fines, I had staff run a report. In 2015 and 2016 about \$18,000 of the total funds we collected were fines and fees. That would be 61% for 2015 and 63% for 2016.

The rest of the income is copy machine fees.

Regarding the circulation chart: Growth in circulation for the first quarter of 2017 is 11.7% -- close to your forecast of 12%, or 12% if we round up. I am somewhat reluctant to make forecasts this early in the year, however. Do we need to forecast?

Ann

From: marcia kuszmaul [mailto:mkuszmaul@hotmail.com]
Sent: Wednesday, April 19, 2017 10:14 AM
To: Ann Dixon; Jacque Peterson; Mark or Michelle Massion
Subject: Circulation stats

Just for information, here are two updated charts we've used to illustrate the growth in library use and decline in materials budget (resulting in fewer materials being added). 2017 Forecast number based on Q1 results.

DRAFT

Non-City Resident Contributions for HPL

Presentation to Homer City Council by Library Advisory Board

May 2017

Agenda

- Review request from City Council
- Background, Analysis & History
- Options
- Next Steps

Resolution 16-126

A RESOLUTION OF THE HOMER CITY COUNCIL REQUESTING THE LIBRARY ADVISORY BOARD TO LOOK INTO **HOW NON-CITY RESIDENTS CAN CONTRIBUTE TO LIBRARY OPERATIONS.**

WHEREAS, The Homer Public Library serves residents living north to Ninilchik, east to Kachemak Selo, and south to communities across Kachemak Bay; and

WHEREAS, Approximately 50% of library card holders live outside the City of Homer; and

WHEREAS, The City of Homer provides the primary funding for Homer Public Library; and

WHEREAS, Property taxes account for approximately 30% of the City of Homer's revenue; and

WHEREAS, Residents outside Homer city limits contribute to the support of City services, including the Library, through sales tax but not through property taxes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby requests the Library Advisory Board to look into how non-city residents can contribute to library operations.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 5th day of December, 29 2016.

An Old Question Still In Search Of An Answer

- Alaska statutes require basic library services to be provided free of charge to the residents of the municipality or community (Slide 14)
- Charging Fees for Library Cards has been explored and rejected multiple times over the past two decades. (1995, 1998, 2005, 2016)
- When put to a vote, voters have supported the library. (2004)
- Various fund development concepts for library operations have been proposed over the past 10 years; many have been implemented.
- Concepts such as borough support and a Library Service Area are still valid.
- No magic bullet.



ABBREVIATED TIMELINE	
June 1995	Memo from Library Director McRae re: out-of-town resident fee
July 1998	Memo from Library Director Helm re: cost of service to non-city residents
2004	LAB recommendation and draft ordinance to establish South Kenai Peninsula Borough Library Service Area
October 2004	Long-term loan to build and equip new library passes by 62.89%.
January 2005	Memo from LAB re: fees and legal/practical/policy issues in non-resident card fees
May 2005-2006	Memo from Library Director Hill re: Resolution 05-67 new revenue sources; new fee/fine structure; LAB fund development concepts to City council
November 2016	Memo from Library Director Dixon re: Library Service Area, Library Revenue and Charging Fees

Revenue Sources for 2017 Library Budget

2017 Library Expenditures

Salaries and Benefits	\$654,434
Maint. and Operations	\$182,729
<u>Debt Services</u>	<u>\$ 99,824</u>
TOTAL	\$936,986

2017 Library Revenue

		City	Non-City
CITY OF HOMER			
Fines, Fees & Gifts (abt 3%)	\$ 30,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Property Tax (abt 30%)	<u>\$281,096</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Other General Fund (abt 52% sales tax)</u>	<u>\$625,890</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOTAL	\$936,986		

What is the difference between city and non-city resident support for the library?

City residents contribute approximately 30% of General Fund revenue through property tax. Non-city residents contribute to the General Fund through sales tax, fines, fees, and gifts.

Applying that 30% to the library budget, city residents contribute approximately \$281K more than non-city residents to support the library.

NOTE: Building debt accounts for nearly \$100K of annual library budget.

Assumptions:

1. 50% of library users are non-city residents based on 50/50 split in library card registrations.
2. Property tax revenue represents 30% of General Fund revenue

Primary Ways To Increase Long-term Support

1. Increase existing tax
2. Implement new tax
3. Negotiate intergovernmental agreement
4. Charge fees
5. Retire debt



#1 Increase Existing Tax

OPTION	ANNUAL REVENUE	+ PROS	- CONS	LONG-TERM IMPACT	LAB SUPPORT
<p>1A – CITY -- Establish a dedicated sales tax to fund the library solely from sales tax</p>	<p>1. A sales tax increase of 0.17 would raise approx. \$291K to cover the Property Tax portion of the library budget. (Slide 16)</p> <p>2. A dedicated sales tax of 0.6 would raise approx. \$1 million to replace and fund the entire library budget.</p> <p>(Tax of 0.5 would raise \$856K, which would cover library budget <u>if building debt were retired.</u>)</p> <p>Impact = \$0.17 to \$0.60 on a \$100 purchase.</p>	<p>Spreads cost across all community members within existing service area.</p> <p>Maintains public funding of public service that will grow with the community.</p> <p>City of Homer is sole actor.</p> <p>Precedence of HART Fund.</p> <p>Voter buy-in.</p> <p>Strong community support for quality library services.</p> <p>Property tax exclusive to other services.</p>	<p>Subject to City of Homer voter approval.</p> <p>1/3 will support, 1/3 can be convinced, 1/3 will vote “no”.</p> <p>City residents might expect a reduction in property tax.</p>	<p>Provides a wider, consistent funding base without creating division within the community.</p> <p>Maintains library service as a public good with broadest access for all regardless of ability to pay.</p>	<p>Yes - Strong</p>
<p>1B – BOROUGH -- Increase borough sales or property tax to help fund library services for all borough residents.</p>	<p>Combined local government expense of 11 KPB public libraries in 2015 was approx. \$3 million (Slide 17).</p> <p>Sales Tax: An increase of 0.3 (to 3.3 percent) would raise approx. \$3 million.</p> <p>Property Tax: An additional mill rate of 0.5 to 5.0 would raise approx. \$3 million.</p>	<p>Spreads cost of library service across all borough residents.</p> <p>Solves funding problem for all city libraries in the borough.</p> <p>Maintains public funding of public service, which would grow with the borough.</p> <p>Involves KPB in funding library services to significant number of borough residents who are not city residents.</p>	<p>Requires boroughwide collaboration and cooperation.</p> <p>Must gauge interest of other KPB municipalities.</p> <p>Subject to KPB voter approval for borough library powers and taxation. (Slide 21)</p>	<p>Provides a wider, consistent funding base without creating division within the community.</p> <p>Maintains broadest access to library services for all regardless of ability to pay.</p>	<p>Yes - Moderate</p> <p>7</p>

#2 Implement New Tax

OPTION	ANNUAL REVENUE	+ PROS	- CONS	LONG-TERM IMPACT	LAB SUPPORT
<p>2A – CITY & SERVICE AREA -- Form a South Peninsula Library Service Area</p>	<p>Combined contribution of local governments to library services in Homer, Anchor Point, Ninilchik and Seldovia is approx. \$1 million. (Slide 20)</p> <p>Using the South Peninsula Hospital Service Area as a proxy and FY2017 data (Slide 19), a 1.7 mill rate would generate \$1 million. State, federal and other revenue would continue.</p>	<p>Establishes long-term, equitable funding solution for library services.</p> <p>Enables KPB to levy taxes or assessments to finance library services.</p> <p>Defined process that has been successful for hospital, fire and emergency medical, road, and recreational services.</p> <p>Voter buy-in.</p>	<p>Subject to borough voter approval.</p> <p>Could reduce local control.</p> <p>Long process.</p> <p>Could raise expectations of library service in areas outside City of Homer.</p> <p>Could require reduction in city mil rate.</p>	<p>Establishes legal entity for long-term, quality library services.</p>	<p>Yes -- Moderate</p>
<p>2B – BOROUGH -- Implement a borough-wide bed/tourism tax with library services included in the allocations.</p>	<p>Allocate approx. \$3 million in new revenue to fund the local government portion for all recognized public libraries in the borough.</p>	<p>Low and uniform impact on borough residents.</p> <p>Common tax elsewhere.</p> <p>Public library services are a popular and recognized public good.</p>	<p>Implementation at borough level to be equitable.</p>	<p>Provides long-term, stable funding.</p>	<p>Yes -- Strong</p>

#3 Negotiate Intergovernmental Agreement

OPTION	ANNUAL REVENUE	+ PROS	- CONS	LONG-TERM IMPACT	LAB SUPPORT
<p>3A -- Establish with KPB a service-level agreement to compensate the city of Homer for library services provided to borough residents within the library's area of service.</p>	<p>Would vary with use.</p> <p>For 2017 . . . \$56 for each of 5000 non-city library users = \$281K gap (Slide 5)</p>	<p>Compensates city for actual services delivered based on library card registration.</p> <p>Similar model to Mat-Su Borough, which has provided block grants to Palmer and Wasilla public libraries as approx. 80% of their library use comes from out-of-city residents.</p> <p>FY14 = \$130K FY15 = \$97.5K FY16 = \$85K</p>	<p>Increased overhead to verify and report residency of all library card holders.</p> <p>KPB may need to acquire library powers.</p> <p>Subject to renewal.</p> <p>Year-to-year variance depending on budget and use. In Mat-Su. Amount of block grants has declined YOY. Borough rationale is that borough residents already support the city libraries through sales tax.</p> <p>Would increase expectations of other municipalities; would likely need to be boroughwide.</p>	<p>Agreement could end.</p> <p>Maintains public support for public service.</p>	<p>Yes -- Moderate</p>

#4 Charge Fees

OPTION	ANNUAL REVENUE	+ PROS	- CONS	LONG-TERM IMPACT	LAB SUPPORT
<p>4A -- Charge non-city residents a fee to register for a library card</p> <p>See Slide 22 for current fines and fee structure.</p>	<p>A minimum \$281,000 in fees would be needed to cover property tax gap.</p> <p>At current rate of 5,000 non-city resident card holders, annual fee would be \$56.</p> <p>However, attrition and consolidation will reduce the number of cards:</p> <ul style="list-style-type: none"> • Some will not pay a fee. • Those without the ability to pay will drop out. • Families will use one card rather than pay for a card for every child <p>Number of non-city resident cards could fall to 3,000 to 1,200, with resulting higher fees up to \$234 to generate the same \$281K revenue. (Slide 23)</p> <p>A fixed fee of \$25 or \$50 per year would not raise sufficient revenue to bridge the gap. (Slide 23)</p>	<p>Non-city residents who contribute to library services through sales tax but not property tax would pay an additional fee based on library card registration.</p> <p>Established precedent for charging non-resident fees in lower 48, but typical scenario is a resident of one jurisdiction wanting to use a library in another jurisdiction for convenience or by choice.</p> <p>Area residents here don't have a choice or alternative for library service.</p>	<p>Does not meet funding need without a high fee.</p> <p>Must redefine current library service area to exclude non-city residents.</p> <p>Creates a contentious, divisive community issue. Non-city residents believe they support the library through sales tax, volunteerism, Friends, donations.</p> <p>Diminishes opportunity for families to use library cards to teach children rights and responsibilities.</p> <p>Increased overhead to verify physical residence. +5-10 mins. of processing time for new card registration alone would be abt \$3700 in staff time per yr – plus added cost of annual renewals and collection of fees from existing card holders.</p>	<p>Create barriers to service and compromise library purpose to provide access to information regardless of ability to pay.</p> <p>Of particular concern is impact on children, seniors, students, job seekers, small-business entrepreneurs. Especially literacy and school readiness.</p> <p>Compromises ability to acquire grant funds – breadth of service area is attractive to grant-making bodies and considered when receiving funds from USDA, Rasmuson grants and others.</p> <p>Overall, decreased use of the library with erosion in educational, cultural and economic life of the community.</p>	<p>No -- Opposed</p>

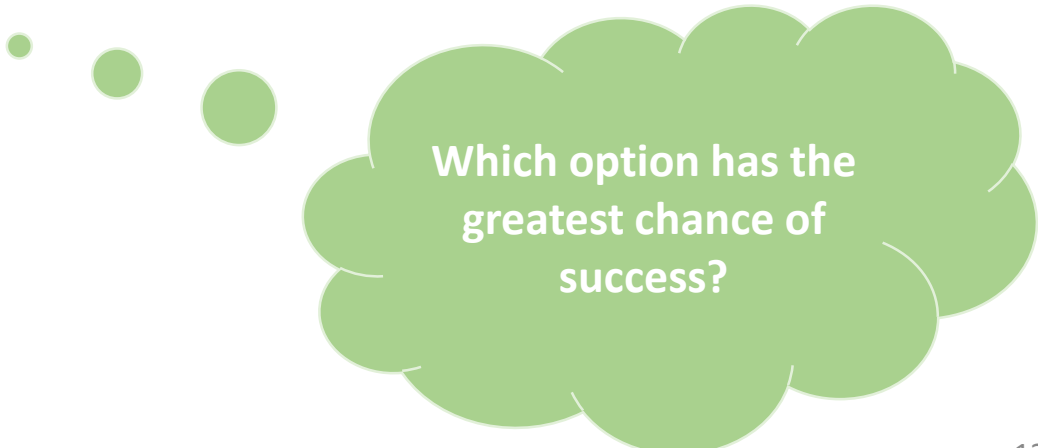
#5 Reduce Debt

OPTION	ANNUAL REVENUE	+ PROS	- CONS	LONG-TERM IMPACT	LAB SUPPORT
<p>5A – Pay off the library building as quickly as possible</p> <ol style="list-style-type: none"> 1. Use Permanent Fund – spend for debt reduction 2. Short-term dedicated sales tax to pay off debt (0.6% for 1 yr. or lower if spread across multiple yrs.) 	<p>Balance of building loan is approx. \$1.1 million. Annual payments are \$99.8K.</p> <p>Paying off balance would save \$1.03 million in interest. (Slide 24)</p> <p>Wasilla used short-term sales tax to pay for new library building.</p>	<p>Reduces annual library budget by \$100K.</p> <p>Opportunity to ask municipalities of Kachemak, Anchor Point, Seldovia to contribute to pay off.</p> <p>Could be strong appeal for fund raising.</p> <p>.</p>	<p>Requires a large slump sum payment or an accelerated payment schedule that would still save money.</p>	<p>Reduces annual library budget by \$99.8K with no new revenue required.</p>	<p>Yes – Strong</p>

Let's find a way to reduce or eliminate a large expense that consumes 11% of the library budget!

Next Steps

- City council determines most promising approaches.
- Allocate budget for seed money to further develop and vet for successful campaign.
- Engage KPB and other municipalities/libraries if needed.
- Survey the community (city and/or borough) to discern which approaches are most viable.
- Put to public vote, if needed.



Which option has the greatest chance of success?

Appendix

AS 14.56.400. Public Libraries.

- (a) A public library established under this section shall provide at least the following services free of charge to the residents of the municipality or community:
- (1) establish and maintain a collection of books and other materials for loaning;
 - (2) provide access to interlibrary loan services;
 - (3) provide reading or other educational programs for children; and
 - (4) provide reference information.
- (b) A public library established under this section shall submit an annual report of its operations and the services it provides to the director of the division that has responsibility for state libraries.

Current HPL Cardholders and Legal Service Area

HPL has approx. 10,000 card holders, almost evenly split between in-city and out-of-city residents plus visitors. A precise breakdown is not readily available, but, according to an analysis by zip code . . .

- 1186 Anchor Point residents
- 97 Ninilchik residents
- 43 Seldovia residents
- All others have Homer zip codes

New cards issued 2014-2016:

Residence	2014	2015	2016	3-Yr Total	%
City	302	441	438	1,181	50%
Borough	272	357	372	1,001	42%
Transient	78	55	59	192	8%
TOTAL	652	853	869	2,374	

Since at least 1991, Homer Public Library legal service area has been defined and approved by the City Council to be

- North to Ninilchik
- South to Kachemak Selo
- Across Kachemak Bay to Halibut Cove, Seldovia, Nanwalek and Port Graham

City of Homer 2017 Property and Sales Tax

City of Homer 2017 Operating Budget

General Fund (100) Revenue Detail		Actual		Budget			Δ %	
A/C Num.	Revenue Categories & Descriptions	12/31/2014	12/31/2015	Adopted	Amended	Draft	vs. Prior Yr Amended	
				12/31/2016	12/31/2016	12/31/2017	\$	%
4101	Real Prop Tax	2,794,940	2,888,902	2,855,317	2,855,317	2,914,354	59,037	2.1%
4102	Per Prop Tax	198,901	207,959	203,277	203,277	221,084	17,807	8.8%
4103	Motr Vehicle Tx	53,100	50,034	54,268	54,268	53,192	(1,076)	-2.0%
4104	Prior Years Taxes	37,483	32,957	38,308	38,308	35,037	(3,271)	-8.5%
4105	Pen/Int Prop Tx	1,508	4,808	1,541	1,541	5,111	3,570	231.7%
4107	Oil Tax	0	0	0	0	0	0	0.0%
	Total Property Taxes	3,085,931	3,184,660	3,152,711	3,152,711	3,228,778	76,067	2.4%
4201	Sales Tax	4,989,941	5,022,763	6,088,816	6,088,816	6,420,356	331,540	5.4%
4202	Cooperative Tax	26,845	25,306	27,000	27,000	33,831	6,831	25.3%
4203	Liquor License	24,350	23,200	24,500	24,500	23,333	(1,167)	-4.8%
4205	Sales Tax Comm	4,000	3,000	4,000	4,000	3,667	(333)	-8.3%
	Total Sales and Use Taxes	5,045,136	5,074,268	6,144,316	6,144,316	6,481,188	336,872	5.5%

2017 Sales Tax Chart

1%	\$1,712,095
0.75%	\$1,284,876
0.70%	\$1,198,467
0.60%	\$1,027,257
0.50%	\$856,047
0.25%	\$428,023
0.20%	\$342,419
0.18%	\$308,177
0.17%	\$291,056
0.10%	\$171,210

Kenai Peninsula Borough Public Libraries

7 of 11 public libraries in the KPB received approx. \$3.1 million in local government revenue in 2015, the most recent year available in statewide statistics.

KPB libraries with support from local government revenue are Homer, Kasilof, Kenai, Ninilchik, Seldovia, Seward and Soldotna.

The other 4 libraries – Anchor Point, Cooper Landing, Hope and Moose Pass – primarily are funded with state revenue.

Revenue from increased borough sales or property tax could provide local government revenue – approx. \$3,100,000.

Sales tax = additional 0.3; new borough sales tax of 3.3%

Property tax = additional mill rate of 0.5; new borough property tax rate of 5.0

Kenai Peninsula Borough 2017 Revenue

Fund: 100 General Fund								
Fund Budget:	FY2014	FY2015	FY2016	FY2016	FY2017	FY2018	FY2019	FY2020
	Actual	Actual	Original Budget	Forecast Budget	Assembly Adopted	Projection	Projection	Projection
Taxable Values (000'S)								
Real	5,709,929	5,503,304	5,742,736	5,742,736	6,008,834	6,008,834	6,068,922	6,190,300
Personal	260,500	291,854	297,106	297,106	327,539	330,814	334,122	337,463
Oil & Gas (AS 43.56)	989,766	1,142,158	1,224,525	1,224,525	1,467,353	1,438,006	1,409,246	1,409,246
Total Taxable Values	6,960,195	6,937,316	7,264,367	7,264,367	7,803,726	7,777,654	7,812,290	7,937,009
Mill Rate	4.50	4.50	4.50	4.50	4.50	5.00	5.00	5.50
Revenues:								
Property Taxes:								
Real	\$ 25,472,141	\$ 24,710,621	\$ 25,842,312	\$ 25,842,312	\$ 27,039,753	\$ 30,044,170	\$ 30,344,610	\$ 34,046,650
Personal	1,205,137	1,289,146	1,310,237	1,310,237	1,444,447	1,620,989	1,637,198	1,818,926
Oil & Gas (AS 43.56)	4,456,169	4,933,810	5,510,363	5,510,363	6,603,089	7,190,030	7,046,230	7,750,853
Penalty and Interest	472,331	474,377	492,447	492,447	473,354	473,354	473,354	473,354
Flat Tax	532,117	532,117	560,000	560,000	560,000	560,000	560,000	560,000
Motor Vehicle Tax	716,429	725,720	712,000	712,000	712,000	712,000	712,000	712,000
Total Property Taxes	32,854,324	32,665,791	34,427,359	34,427,359	36,832,643	40,600,543	40,773,392	45,361,783
Sales Tax	30,277,598	30,139,903	30,835,546	29,838,504	30,286,082	30,740,373	31,355,180	31,982,284
Federal Revenue	6,315,333	3,329,127	2,740,000	3,201,100	3,201,100	3,201,100	2,740,000	2,740,000
State Revenue	5,926,543	9,745,430	6,013,727	5,703,634	5,228,651	4,407,599	3,624,503	3,619,885
Interest Revenue	895,924	937,902	950,000	950,000	950,000	1,250,000	1,250,000	1,250,000
Other Revenue	346,386	514,919	250,000	250,000	250,000	250,000	250,000	250,000
Total Revenues	76,616,108	77,333,072	75,216,632	74,370,597	76,748,476	80,449,615	79,993,075	85,203,952
Other Financing Sources:								
Transfers From Other Funds:	1,674	-	-	-	-	-	-	-
Total Other Financing Sources	1,674	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	76,617,782	77,333,072	75,216,632	74,370,597	76,748,476	80,449,615	79,993,075	85,203,952

SKPH Service Area 2017 Revenue Budget

Fund: 601 South Kenai Peninsula Hospital Service Area								
Fund Budget:	FY2014 Actual	FY2015 Actual	FY2016 Original Budget	FY2016 Forecast Budget	FY2017 Assembly Adopted	FY2018 Projection	FY2019 Projection	FY2020 Projection
Taxable Value (000's)								
Real	1,435,237	1,370,406	1,410,045	1,410,045	1,424,391	1,424,391	1,438,635	1,467,408
Personal	63,217	89,265	94,781	95,890	98,061	99,042	100,032	101,032
Oil & Gas (AS 43.56)	113,913	120,451	97,733	97,733	162,557	159,306	156,120	156,120
Total Taxable Value:	1,612,367	1,580,122	1,602,559	1,603,668	1,685,009	1,682,739	1,694,787	1,724,560
Mill Rate:	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30
Revenues:								
Property Taxes								
Real	\$ 3,288,513	\$ 3,148,883	\$ 3,243,104	\$ 3,243,104	\$ 3,276,099	\$ 3,276,099	\$ 3,308,861	\$ 3,375,038
Personal	164,034	200,063	213,636	216,136	221,029	223,241	225,472	227,726
Oil & Gas (AS 43.56)	262,000	222,062	224,786	224,786	373,881	366,404	359,076	359,076
Interest	12,173	11,319	7,363	7,363	7,742	7,731	7,787	7,924
Flat Tax	100,708	100,708	87,464	87,464	87,464	89,213	90,997	92,817
Motor Vehicle Tax	72,335	74,224	72,564	72,564	73,280	74,746	76,241	77,766
Total Property Taxes	3,899,763	3,757,259	3,848,917	3,851,417	4,039,495	4,037,434	4,068,434	4,140,347
Interest Earnings	27,072	20,579	21,975	21,975	19,297	29,410	38,789	41,893
Other Revenue	-	1,455	-	-	-	-	-	-
Total Revenues:	3,926,835	3,779,293	3,870,892	3,873,392	4,058,792	4,066,844	4,107,223	4,182,240

Public Libraries Included in South Peninsula Library Service Area

FY2015 City	FY2015 Total Local Government Revenue	FY2015 Total State Government Revenue	FY2015 Total Federal Government Revenue	FY2015 Total All Other Revenue	FY2015 Total Operating Revenue
Anchor Point	\$0	\$14,722	\$0	\$16,985	\$30,232
<i>Homer</i>	<i>\$942,032</i>	<i>\$6,689</i>	<i>\$4,000</i>	<i>\$39,871</i>	<i>\$981,497</i>
Ninilchik	\$4,950	\$6,970	\$0	\$11,410	\$21,910
Seldovia	\$8,092	\$6,650	\$0	\$4,609	\$17,346
Totals	955,074	35,031	4,000	72,875	1,050,985

Revenue from Service Area taxation would replace local government revenue – approx. \$1,000,000 annually at a mil rate of 1.7.

The Assembly of the Kenai Peninsula Borough has provided the funding for the services and programs it has determined to be a priority in this budget. The left hand column (title Power) provides the legal authority for the governing body to exercise its appropriation and prioritization authority. The right hand column (titled Department), are the departments where the appropriation amount and the expenditure authority can be found that reflect the governing body's priorities.

KPB does not currently have library service powers but could

AS 29.35.300. Additional Powers.

(b) A second class borough acquires an additional power by transfer of the power by a city or by holding an election on the question. For acquisition of an areawide power, the election shall be held areawide. For acquisition of a nonareawide power, the election shall be held nonareawide.

Power	Date of Acquisition	Statutory Reference	Method of Acquisition	Department(s)
<u>Mandatory Areawide Powers</u>				
Public Schools	01/01/64	AS 29.35.160	Mandated	Education
Assessment & Collection of Taxes	01/01/64	AS Ch. 29.45	Mandated	Assessing/Finance
Planning, Platting, Land Use	01/01/64	AS Ch. 29.40	Mandated	Planning
<u>Acquired Areawide Powers</u>				
Solid Waste	05/21/74	AS 29.35.050	Ordinance	Solid Waste
Postsecondary Funding	10/02/90	KPB 5.24.010	Election	Non-departmental
Senior Citizen Funding	10/01/85	KPB 5.22.010	Election	Non-departmental
E911 Call taking	06/30/85	AS 29.35.130 KPB Ord. 84-75	Ordinance	Emergency Services
Transportation	09/26/00	AS 29.35.210(b)(1) KPB 13.10	Ordinance	Non-departmental
<u>Acquired Service Area Powers</u>				
Emergency Services	Various	AS 29.35.450	Election	Emergency Services
Road Maintenance, Improvement & Construction	10/06/1981, 10/08/1985 & 10/10/2000	AS 29.35.490 KPB 16.41	Election	Roads
Special Assessment Districts for Road Improvements	08/03/1997	AS 29.46.010 KPB 14.31	Ordinance	Assessing/Roads
Hospital	04/08/69	AS 29.35.450 KPB 16.08 & 16.24	Election	Hospital Service Areas
Recreation	07/30/74 & 10/11/11	AS 29.35.450 KPB 16.16 & 16.55	Election	Recreation
Senior Citizen Services	10/05/1993	AS 29.35.450	Election	Nikiski Senior Service Area
Flood Protection, Planning & Mitigation	10/14/03	AS 29.35.450 KPB 16.50	Election	Emergency Services
<u>Acquired Non-Areawide Powers</u>				
Tourism Promotion	05/15/90	AS 29.35.210(8) KPB 19.10	Ordinance	Non-departmental
Port & Harbor	10/13/1981	AS 29.35.220(c) KPB Res. 81-128	Election	Non-departmental
Special Assessment Districts to Finance Certain Public Utility Services	04/07/1992	AS Ch. 29.46 KPB 5.35	Election & Ordinance	Assessing
Rural Development Fund Program	12/11/1990	AS 29.35.210(a)(8) KPB 19.20	Ordinance	Mayor's Office
Economic Development	02/04/1997	AS 29.35.210(a)(8) KPB 19.30	Ordinance	Mayor's Office

2017 Library Fines and Fee Schedule

After-Hours Private Facility Use	Conference Room \$50/hour Reading Lounge \$50/hour Children's Room \$50/hour Entire facility, excluding staff work space -- \$300 Facility Use Fee plus \$50/hour staff supervisor. \$300 damage/cleaning deposit.		Interlibrary Loans	\$3 standard-size books \$.15 per page for photo copy \$4 for microfilm/videos/CDS/Audios Additional charges may be assessed.
Library Cards	Replacement Cards \$5/issue Temporary Card \$25		Replacement/ Repaired Items	Replacement cost plus \$7 processing fee per item Cases, hang-up bags, etc.: Replacement cost or \$2, whichever is greater Maps or inserts - \$10/item Out-of-print items - \$50/Alaskana, \$40/nonfiction, \$35/fiction
Overdue Items	14-day Circulation (except digital devices) \$0.15/day 7-day and 1-day Circulation - \$1/day Digital Devices - \$5/day Interlibrary Loans - \$1/day 2nd Overdue Notice - \$1/notice Bill Notice - \$2/notice Admin. Fee for Bills Sent to Collection Agency \$25 Maximum Overdue Charge per item (except digital devices) \$10		Damaged Items	\$2/page \$3/book jacket or cover damaged beyond repair - Full bindery cost or full replacement cost plus \$7 processing charge.
Photocopies (per side)	\$.15/ea (letter size) and (legal size) \$.25/ea (11"x17") \$0.50/ea color copies (letter size) and (legal size) \$2/ea color copies (11"x17")		Improper Return of Digital Devices	\$25 if not returned to Front Desk staff

Projections for Non-City Resident Fees Annual Revenue

	Attrition	Consolidation	# of Non-City Cards	Fee to Raise \$281K	Raised by \$25 Fee	Raised by \$50 Fee
Current			5000	\$ 56	\$125,000	\$250,000
Optimistic Forecast	10%	20%	3600	\$ 78	\$90,000	\$180,000
Moderate Forecast	30%	40%	2100	\$ 134	\$52,500	\$105,000
Worst-Case Forecast	40%	60%	1200	\$ 234	\$30,000	\$60,000

Attrition = Per cent of current library card holders who would choose to not pay a fee to retain a card.

Consolidation = Per cent of library cards that would not be renewed because families with multiple cards would choose to pay for only one card for their entire family to use.

Library Loan Interest Savings Calculations

Amy Milburn
Area Director | Rural Development
United States Department of Agriculture
110 Trading Bay Road, Suite 160, Kenai, AK 99611
Phone: (907) 283-6640 ext. 101 | Fax (855) 711-9103
www.rurdev.usda.gov/AKHome.html | "Committed to the future of rural communities"



United States Department of Agriculture
USDA is an equal opportunity provider, employer and lender.

Good Morning Amy,

Below is the answers that finance office gave me, and it's the same thing I did. My numbers would be more accurate on interest saved if they paid off the loan, since they figured it on a 40 year loan and I used the original 30 years. So the interest saved if they paid off the loan today would be \$1,030,752.69

Again, this is a best guess estimate... Hope this helps.

- 1) Interest saved if entire loan paid off at once 1,275,825.82
Accrued PC screen to 03/24/2017, then accrued screen to 09/27/2040 assuming this is the last day of the loan
Took difference between unpaid interest for both accrual dates
- 2) Interest saved if loan paid off in 2 lump sums To know this answer we would need specific dates of the payoffs for two lump sums
- 3) Interest saved if a single \$250,000 extra payment made today, 23,824.69
03/24/2017
Accrue payoff screen to anticipated date of extra payment and use unpaid interest figure. An extra payment will apply to interest first (as of date of credit of extra payment) and the rest to principal.
- 4) Interest saved if additional payment made each year To know this answer we would need specific dates

Please keep in mind that these are not exact figures but rough estimates. We can't give specific figures unless we have specific dates.

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 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.

