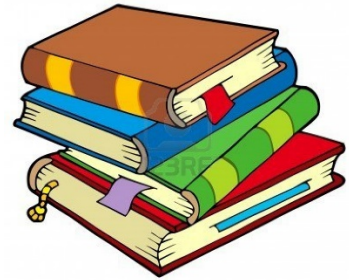
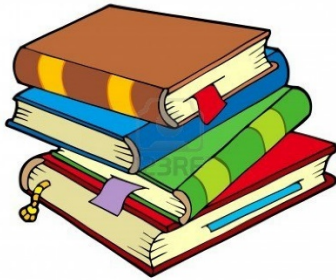


LIBRARY ADVISORY BOARD

Regular Meeting
October 3, 2017,
Wednesday
5:30p.m.



City Hall Cowles Council Chambers



491 E. Pioneer Avenue

Homer, Alaska 99603

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**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. August 1, 2017 Regular Meeting Minutes **PAGE 5**
- 6. REPORTS**
A. Library Director Report – **PAGE 9**
 1. Statistics for 2016 **PAGE 11**
 2. Statistics for 2017 (Laydown)
- B. Friends of the Library – Last Meeting Report
 1. Next Meeting is October 11, 2017 @ 6:00 p.m. in the Library
- 7. PUBLIC HEARINGS**
- 8. PENDING BUSINESS**
A. Fines and Fees Review **PAGE 15**
- 9. NEW BUSINESS**
A. LAB Goals for the Year Ahead
C. Statement to City Council for 2018 Budget
- 10. INFORMATIONAL MATERIALS**
A. 2017 Board member Attendance at City Council Meetings **PAGE 17**
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF THE BOARD**
- 13. ADJOURNMENT**
Next Regular Meeting is **Tuesday, November 7, 2017 at 5:30 p.m. in the City Hall Cowles Council Chambers** located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska

Session 17-05, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:30 p.m. on August 1, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, SPRINGER, PETERSON, FALLON, FINN, VANCE

ABSENT: BOARDMEMBER MASSION (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK SMITH

APPROVAL OF THE AGENDA

SPRINGER/KUSZMAUL 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 May 2, 2017 Regular Meeting

KUSZMAUL/SPRINGER MOVED TO APPROVE THE MINUTES

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

A. Library Director Report – June & August

1. Statistics for 2016

2. Statistics for 2017 (Laydown)

Library Director Dixon informed the board about the following items:

- New Computers were bought and are being put to use
- The next technology item to be updated is the Wi-Fi.

- There has been several events including the ice cream party and the pie building party which were both very popular
- Ms. Dixon went to ALA conference in Chicago, met with authors and took away some valuable information she hopes to apply to the Homer Library
- They did not get the EBSCO grant they had applied for.

B. Friends of the Library – Last Meeting Report

1. Next Meeting is August 2, 2017 @ 6:00 p.m. in the Library

There was no report from the Last meeting since Board member Massion was absent.

Board member Fallon will be attending the next Friends of the Library Meeting on August 2nd.

PUBLIC HEARING

PENDING BUSINESS

A. Funding Alternatives

1. Amazon Wish List and Bookstore

Chair Peterson proposed adding another Amazon Wish List in September, since it had been so popular in the past. The board discussed several options for doing an Amazon Wish list in September but later decided that September was a busy month for the library and that it would be best to wait until the Holidays. The Board will follow up on this topic in the future.

2. Service Area

Ms. Dixon explained that City Manager Koester was asked to find out information on a service area. Ms. Dixon then gave a brief overview of our budget situation and the presentation that was sent to City Council in May. There was no further discussion.

NEW BUSINESS

A. Welcome New Board Member

Chair Peterson Welcomed Kate Finn to the Library Advisory Board and asked if she would like to tell the board something about herself. Board Member Finn stated that she is newly retired from being a nurse and just moved into the city limits. Ms. Finn has always had a love for the library and thinks that the whole process of the Library is healthy and beneficial. Ms. Finn decided to apply for the vacant position on the board when she went to a City Council meeting and they were talking about budget cuts. She feels that the library is a crucial part of the City and that it should be taken care of.

B. 2017 Budget Schedule

Board Member Kuzmaul reminded the Board that there is a meeting happening tonight at 6:00 on the Borough Bed Tax which was one of their options presented to City Council on helping to support the library budget. Ms. Kuzmaul then briefly discussed the May budget presentation to give background to new Board Member Finn.

Chair Peterson proposed the idea of sending a statement to City Council about budget and staff cuts and where the Library Advisory Board stands.

Ms. Dixon stated the Homer Library's circulation of materials is higher than Kenai or Soldotna's but our current budget doesn't show it. Ms. Dixon suggested that the statement should have factual data of other libraries around the state to show the differences in budget and circulation of materials.

C. Fines and Fees Review

Ms. Kuzmaul commented that she feels the fine for late books is very low and suggested that the Board looks at raising it. Ms. Dixon explained that the \$.15 cent fee for late books is so low because most people check out multiple books at one time. Ms. Kuzmaul posed the question of raising the adult books late fee and keeping the kids' books the same. Dixon replied that she isn't sure if the system can have separate costs. Ms. Dixon went on to say that they only have 1 temporary card at \$ 25.00 because the different levels of cards was too confusing for the library staff.

Ms. Dixon noted the error that the fines and fees page provided wasn't the current form. Due to this the consensus of the board is to postpone this item to the next meeting agenda.

D. Library Donation

Ms. Dixon explained that the Library is the beneficiary for a 35,000 dollar estate. Ms. Dixon explained that the board will need to start thinking about ways to appropriate the money and suggested trying to set up an endowment for the funds, if this is something the Board is allowed to do. There was more discussion on ideas to appropriate the donation.

INFORMATIONAL ITEMS

A. Board Member Attendance at Council Meetings

Chair Peterson stated that Mr. Massion volunteered to go to the next City Council Meeting on August 14th.

COMMENTS OF THE AUDIENCE

Sarah Vance, City resident, addressed the Board about the library late book fee. Ms. Vance explained that she teaches her children to hold the library books to a high standard, and she believes that keeping the children and adult fees the same are an important part of that process. Ms. Vance went on to say that the board should use some of the facts and principles that Director Dixon learned about at the ALA Conference to "butter up" the City Council. She says maybe the Board should use some of the donation money to help support the budget instead of demanding their old budget back. She explained the Board should use a "honey and vinegar" technique to try and sway the City Council. Ms. Vance hopes the City Manager has good news for the library, because everyone in the community loves it.

COMMENTS OF THE CITY STAFF

Ms. Dixon welcomed Ms. Finn to the Board and said it was good to see everyone again after a couple months off.

COMMENTS OF THE CHAIR

COMMENTS OF THE BOARD

Board Member Kuszmaul asked Deputy City Clerk Smith to send Board Member Finn final draft copy of the May budget presentation so she can read through it.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 7:08 p.m. The next regular meeting is scheduled for Tuesday, October 3, 2016 at 5:30 p.m. at the City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

Hayley Smith, DEPUTY CITY CLERK

Approved: _____

**Homer Public Library
Director's Report
September 27, 2017**

September was busy with meetings, programs, presentations, and technical projects.

Meetings in September

- City Council -- 2
- Friends of Homer Library -- 2
- Department heads - 2
- Budget meeting with City Manager and Finance Director -- 1
- Staff - 1

Presentations

- Get to Know Your Library -- Rotary Club
- Evaluating Picture Books -- Kenai Borough School District Librarians In-service
- Media Literacy: How We Make Informed Opinions -- panel discussion at HPL

Issues of Interest

The long-awaited upgrade of the Library's wifi network is complete! With new hot spots and improved connections, access and speed are much improved throughout the Library. Thank you to our IT team (Nick, Tom, Holly).

The coin machine attached to our public computer network quit working, which means patrons must wait in line to pay at the front desk while staff searches for their account, logs the payment, and releases each print job. The machine is beyond repair. We are reviewing replacement options and looking forward to a new machine, as the public printer is used frequently throughout each day.

Eagle Scout Keegan Partridge is working with the Friends of Homer Library to install permanent posts and display frames to replace the temporary story walk apparatus along the library trail. The story walk has proven popular with kids and adults alike over the past three summers as we experimented with methods of display.

We've received numerous positive comments about the Media Literacy program. KBBI recorded the session and may broadcast it in the coming month or so.

Behind the Scenes

Director

I submitted my budget proposal to the Finance Director and City Manager. In a separate Budget Request (required for items over \$5,000) I am asking for \$20,000 to the book budget to restore the \$20,000 cut in 2016.

Staff

Youth Services Librarian Claudia Haines and I presented an in-service session for Kenai Peninsula School District librarians and library aides on evaluating picture books.

Deb Waldorf is almost finished inventorying and weeding our magazine archives, which frees up some shelf space. Amy Gordon will catalog the ones we are archiving so they are findable in our catalog.

Facility

The replacement for my shattered office window is still on order.

Special Events in September

Meandering the Middle East - slide show with Christina Whiting

Lunch with a Councilmember - Donna Aderhold

FHL Bookmobile at Paul Banks and McNeil Canyon Elementary schools

Get to Know Your Library: Mango, Grant Station & Lynda.com - at Rotary meeting

pH: A Novel - Book launch of Nancy Lord's new novel

Media Literacy: How We Make Informed Decisions - panel discussion

Upcoming Special Events

Alaska Book Week:

- *Life with Forty Dogs: Misadventures with Runts, Rejects, Retirees, and Rescues* -- reading by Joseph Robertia, Thur. Oct. 5, 6 PM
- Local Indie Children's Authors: Dotty Cline, Jane Dunn, and Jean Aragonés will read from their books for children -- Sat. Oct. 7, 11 AM
- Reading with Julie LeMay, poet and author of *The Echo of Ice Letting Go*, and Eowyn Ivey, author of *To the Bright Edge of the World* and *The Snow Child* -- Sat. Oct. 7, 6 PM

Call for Art deadline - Mon. Oct. 9, 5 PM

Friends of Homer Library Semi-Annual Book and Plant Sale - Sat. Oct. 14, 10 AM-6PM

Hamlet at the Library -- read and discuss Hamlet, Thur. Oct. 19 & 26, Nov. 2, 6 PM

Ongoing

Preschool Storytime - Tuesdays and Wednesdays, 10 AM

Small Fry Storytime -Thursdays, 11:30 AM

SPARC Radio Club - First Tuesday, 4:30 PM

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

Lego Club - First Wednesday, 3 PM

Maker Club - Wed. 9/13, 1:30 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: 27-Jul-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

Rasmuson

PLAG 2017



Memorandum

TO: Library Advisory Board

THROUGH: Hayley Smith, Deputy City Clerk

FROM: Ann Dixon, Library Director

DATE: Sept. 27, 2017

SUBJECT: Fines and Fees; Budget

I'm sorry I can't attend the October 3 Library Advisory Board meeting – I'll be at the DirLead training workshops, which are organized by the Alaska State Library for directors of the twenty largest public libraries in Alaska. Claudia Haines, Youth Services Librarian, will attend your meeting in my stead.

A couple timely issues which should be addressed at this meeting include the following:

Fines and Fee Schedule: Increasing the overdue fines was discussed at a previous LAB meeting. Staff and I agree that no changes are advisable at this time. Our reasons are several.

- Last year when we began using a credit card machine for payments we increased the maximum fine accrual to \$10 per item, up from \$7. This alone amounts to an increase for long-overdue items. We made the change because the maximum had not increased for quite a few years and \$10 is the City's minimum amount to allow credit card payments.
- An informal survey of library fines around the state ranged from \$0 (Fairbanks) to \$.50 per day/item (Anchorage). However, most are in the \$.10-\$.20 range and Anchorage caps their accrual at \$5 per item. This indicates that our fines are reasonable and in line with other libraries around the state.
- The patrons most likely to be effected by an increase in fines are parents with children, who often check out many books -- a good thing!. As an institution devoted to the promotion of literacy, we don't want to discourage children and families from checking out books and reading.
- Staff is opposed to a two-tier fee scheme, suggested for alleviating that problem. We try to streamline our rules and operations as much as possible, both for our own efficiency and to facilitate good patron service. Explaining and implementing a two-tier system would add to the workload, most likely without increasing revenue overall. There is also some concern about sending a mixed message about the importance of returning children's materials.

2018 Budget Update

City Manager Koester will present her proposed budget for FY2018 at the October 9 Committee of the Whole and City Council meetings. While the Library's budget is basically status-quo, with a few cost-of-doing-business increases, I have made a separate capital request to restore \$20,000 to the book budget. As you recall, that amount was cut from the book budget in FY2016, which amounted to a 43% reduction. In 2016 we relied on a Rasmuson grant to make up much of the difference. In 2017 we are using up most funds remaining in the Library Donation fund to get by.

Even with those additions (which don't equal the \$20,000 cut), we are returning worn-out books to the shelves, which should be replaced. We are also postponing and limiting the purchases of current reference materials, which tend to be very expensive, and nonfiction materials in popular circulating sections, such as health/medical, how-to, and travel guides. As well, the price of books continues to rise.

Several of our database subscriptions have been completely or partially funded by private donors and community groups because we could not afford to maintain them. One popular example is Tumblebooks, our most well-used e-resource with over 8,300 uses last year. Though patrons and staff alike greatly appreciate the generosity of community members, I recognize that relying on private donations is not sustainable year after year.

We also have cut magazine subscriptions, including the Wall Street Journal, due to budget constraints.

Despite the fact that the Homer Library has now surpassed Soldotna, Kenai and Kodiak in circulation of materials (books, periodicals, A-V), our budget for circulating materials lags behind.

From a collection development viewpoint, it is time to restore funding to the book budget to avoid a deteriorating collection. The \$100,000 annual reduction to the Library's budget from paying off the mortgage creates an opportunity to restore funding for books that I think is reasonable, and I hope, possible.

FYI the final Council meetings of the year are October 9, October 30, November 27 and December 11.

Thanks and have a good meeting!

Ann

Gravel Permit, application fee \$5 (Areas B and; C require no approval of the COE or Div. of Lands, HCC 19.12.040(c).)

Fire Works Permit, HCC 5.24 \$25 (apply 30 days in advance) per exhibit plus bond for \$500 or liability insurance, must have.

LIBRARY FEES

235-3180

(Amended: Resolution 16-109, 14-114, 13-076; Ordinance 05-08; Resolution 15-097(S)(A), 12-006, 04-98(S)(A); 03-87; 99-19(A); 98-86; 97-87)

Closed - Sundays. Open - Mon, Wed, Fri and Sat from 10 a.m. to 6 p.m. Tues and Thurs from 10 a.m. - 8 p.m.

Facility Use Fees for after-hours private use (including building supervision):
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.

Library Cards Replacement cards \$5/issue
Temporary Card \$25

Overdue Items - 14 day circulation (except digital devices) \$0.15/day

7 day and 1 day circulation - \$1.00/day
Digital Devices \$5.00/day
Interlibrary Loans- \$1.00/day
2nd overdue notice - \$1.00/notice

Bill notice - \$2.00/notice
Admin. Fee for Bills Sent to Collection Agency \$25.00
Maximum overdue charge per item (except digital devices) charge \$10.00

Photo copy \$.15/ea (letter size) and (legal size) per side
 \$.25/ea (11"x17") per side
 \$0.50/ea color copies (letter size) and (legal size) per side
 \$2.00/ea color copies (11"x17") per side

Interlibrary loan fee \$3 standard size books
 \$.15 per page for photo copy
 \$4.00 for microfilm/videos/CDS/Audios
 Additional charges may be assessed.

Replacement/Repair of items

Lost or damaged items: Replacement cost plus \$7.00 processing fee per item

Lost or damaged cases, hang-up bags, etc.: Replacement cost or \$2.00, whichever is greater

Lost map or inserts - \$10/item
Lost out-of print items - \$50/Alaskana
\$40/nonfiction
\$35/fiction

Please Note: To receive a refund on a lost item, patrons must return the item within sixty days of lost status. Refunds of payment for items deemed valuable to the collection and returned after the 60- day period may be made at the discretion of the Director. No refunds will be given for digital devices.

Damaged Item - \$2.00/page
\$3.00/book jacket or cover damaged beyond repair - Full bindery cost or full replacement cost plus \$7.00 processing charge.

Improper Return of Digital Devices- \$25 fee if not returned to Front Desk staff

PLANNING AND ZONING DEPARTMENT

235-3106 or 235-8121 (Coordinates with Public Works)

(The following fees, for Zoning Permits have been set by legislative enactments, Resolution 00-17 as authorized by HCC 21.42.060, Resolution 03-12(A), Resolution 03-159, Resolution 04-35, and Resolution 04-98(S)(A), Resolution 05-27(S) and Resolution 05-35, Resolution 07-14 and Resolution 07-45, Resolution 08-124, 16-109, 17-010.)

Zoning Permit Fees:

Single Family /Duplex \$200
Multi-Family/Commercial/Industrial \$300, plus \$50 per hour when over six hours of administrative time.
Change of Use fee \$50
Deck \$50

Fees for commencing activities, without a permit, shall be assessed at the regular rate multiplied by one and one half (1.5) for Residential and two (2) for Commercial.

(The following fees have been set by legislative enactments to HCC 14.08.035.)

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.