

# Library Advisory Board

**Regular Meeting**  
**December 5, 2017**  
**Tuesday**  
**5:30p.m.**



**City Hall Cowles Council Chambers**



**491 E. Pioneer Avenue**

**Homer, Alaska 99603**



**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. November 7, 2017 Regular Meeting Minutes **PAGE 5**
- 6. REPORTS**
  - A. Library Director Report – **PAGE 11**
    1. Statistics for 2016 **PAGE 13**
    2. Statistics for 2017 (Laydown)
  - B. Friends of the Library – Last Meeting Report
    1. Next Meeting is December 13, 2017 @ 6:00 p.m. in the Library
- 7. PUBLIC HEARINGS**
- 8. PENDING BUSINESS**
  - A. 2018 Budget Review
- 9. NEW BUSINESS**
  - A. Giving Tree Book Donation
  - B. Monthly Newsletter
  - C. Building Relationships with other Library Entities **PAGE 15**
- 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, February 6, 2018 at 5:30 p.m. in the City Hall Cowles Council Chambers** located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska



Session 17-07, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:31 p.m. on November 7, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, VANCE, FALLON, PETERSON, MASSION, FINN,  
FAIR, AND SPRINGER

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK KRAUSE

### **APPROVAL OF THE AGENDA**

MASSION/FINN MOVED TO APPROVE THE AGENDA AS WRITTEN

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. October 3, 2017 Regular Meeting Minutes

KUSZMAUL/SPRINGER MOVED TO APPROVE THE MINUTES.

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **REPORTS**

A. Library Director Report –

1. Statistics for 2017 (Laydown)

Library Director Dixon provided clarification for the last bullet point in the minutes on page two. She wasn't quite sure what was presented but typically the statistics represent a year to year comparison not month to month, and it is normal for a slight decrease August to September however in the year to year comparison there was a minimal decrease in circulation but an increase in attendance by almost 2000.

Library Director Dixon informed the board about the following items:

- Staff is working on revisions to the Privacy Policy and it should be ready soon to present to the Board for review and approval
- Claudia Haines and herself are scheduled at KBBI in celebration of Media Week tonight along with clips from the panel held in September
- There is a software glitch on the new computers that is being resolved on a computer by computer basis when it happens
- The WiFi project has been completed
- Provided input from the DIR Conference in Girdwood as follows:
  - Challenging fiscal times at the state level
  - Many rural libraries in the state do not have professional staff
  - State cut travel grants for training which will affect our library
  - Big turn over in Library Directors with more than half new and many of those hired from out of state, many have retired due to the uncertainty at the state level
  - Started a “mentor/mentee” program which involves experienced Librarians volunteering to mentor new personnel
- Library will be closed on Friday for Veterans Day Holiday and open on the actual holiday Saturday

The Board reviewed the statistics and provided a brief explanation for Boardmember Fair. There was a comment on the gifts to the Library and that it doesn't reflect the donations made to the Friends.

#### B. Friends of the Library – Last Meeting Report

1. Next Meeting is November 15, 2017 @ 6:00 p.m. in the Library

There was no report for the last meeting and Board member Finn volunteered to attend the next meeting.

Boardmember Fallon arrived at 5:50 p.m.

### **PUBLIC HEARING**

### **PENDING BUSINESS**

#### A. LAB Goals for the Year Ahead

Chair Peterson noted that they held a worksession on Monday, November 6, 2017 and out of that worksession they developed the following goals:

- Develop guidelines for Legacy donations
  - Determine where they should go and have a checklist that people could choose from for dedicating those funds
- Identify other Kenai Peninsula Boards, Groups or Associations to create or develop and assist in creating support for the Borough to take on library powers.
  - They can use OWL for conferencing meetings
- Writing a column once a month for the Local papers on Library news and events.

- Boardmember Finn will be submitting the first column for publication the week of Thanksgiving dividing into three sections ongoing in person activity, ongoing online activity and the special of the month
- Book Tree for the Christmas holidays.
  - Chair Peterson will stop in at the Homer Bookstore to see if they could and would do this. It will be a paper ornament and patron would purchase the books and leave with the Bookstore.
  - Staff will prepare a list of books based on price point and variety
  - Chair Peterson noted that the Nutcracker Faire will only allow local Homer authors and they charge for the table
- The Board members discussed adding September back in to the meeting schedule since it is in the Budget process and they lose some input during this important time of the year.
- The new Board members were apprised of the report requested from City Council on generating revenue from non-city residents and budget cutting/savings for the library and getting Council to act on the other recommendations submitted by the Board.
- Applying for a grant with the Alaska Community Foundation
- Provided a synopsis on the reason and issues with having a service area versus the Borough taking on library powers and those inherent issues and buy-in for new members present.

There was a brief discussion on the work and community input on initiating a service area and what the actual focus is for having a service area and getting people to pay for the library service that live outside the city limits. Library Director Dixon will provide the report for the new members. Further discussion on the goals for getting support and funding from either the Borough, and/or non-city residents that is fair, equitable and sustainable and how to determine those qualities ensued.

The Board will revisit the issue of getting further direction from Council.

## **NEW BUSINESS**

### **A. Welcome New Board Member**

The Board welcomed the newest member Clark Fair and introduced themselves. Board member Fair provided a little background on himself.

### **B. 2018 Budget Review**

Library Director Dixon reported that the proposed budget was \$872,238.00 for 2018.

Boardmember Kuszmaul noted that the draft budget is available online and that there were several line items increased due to an increase in costs.

A very brief discussion on the capital budget request \$20,000 ensued.

### **C. Letter of Support**

Chair Petersen noted the laydown item and requested a motion to approve the memorandum. She noted the change requested by Library Director Dixon.

Boardmember Kuszmaul inquired about the parentheses and Library Director Dixon stated they were not needed.

FAIR/MASSION MOVED TO APPROVE THE MEMORANDUM OF SUPPORT AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Peterson will make corrections and forward to Deputy City Clerk Krause.

#### D. 2018 Regular Meeting Schedule

Chair Peterson stated that at the worksession on Monday, November 6, 2017 the Board agreed to add a meeting in September to the regular agenda since it is vital to the budget timeline. She requested a motion to approve.

MASSION/SPRINGER - MOVED TO ADOPT THE 2018 REGULAR MEETING SCHEDULE AS AMENDED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **INFORMATIONAL ITEMS**

#### A. 2016 Board Member Attendance at Council Meetings

Chair Peterson stated that Board member Massion has volunteered to go to the next two City Council meetings.

Board member Massion stated that he preferred reporting to the Council on the goals of the Board for 2018 instead of focusing on additional funding and in response to suggestions from the Board he will include a few goals of the Board and mention that they are working on developing strategies to continue to support our great Library.

There was a brief discussion on the budget will be up for public hearing and soliciting for the public to attend to request funding the budget request.

### **COMMENTS OF THE AUDIENCE**

There was no comments from the audience present.



**COMMENTS OF THE CITY STAFF**

There were no comments from staff.

**COMMENTS OF THE BOARD.**

There were no comments from the Board.

**ADJOURN**

There being no further business to come before the Board the meeting adjourned at 7:20 p.m. The next regular meeting is scheduled for Tuesday, December 5, 2017 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved:\_\_\_\_\_



Homer Public Library  
Director's Report  
Nov. 30, 2017

Meetings in November

- City Council - 1
- Friends of Homer Library -- 1
- Department heads - 2
- Staff - 1

Issues of Interest

At their November 27 meeting, City Council approved an amendment to add \$10,000 for library books to the Library's 2018 proposed budget. This is half of the \$20,000 I requested in order to restore the book budget to 2015 levels. The \$10,000 was taken from money designated for Library Reserves. When questioned at the Committee of the Whole, I explained that the \$10,000 will help alleviate the challenge of maintaining the collection to meet community needs, and is appreciated, but the need for the full \$20,000 remains.

Spenard Builder's Supply generously donated an 8' Christmas tree for the Library's "Giving Tree." We thank them for the donation, as well as the Friends of Homer Library for decorating the tree and the Library for the holidays. More thanks to the LAB and the Homer Bookstore for coordinating the "giving tree" opportunity to purchase new books for the Library!

The Library will close at 1 PM on Saturday December 23. We will be closed as well on Christmas Day and New Year's Day.

The *Makers to Mentors* program is off to a good start. Participants Skyped with an app developer who grew up in Anchorage; they are half-way through the first stage of *HPL Code*; computational thinking in Story Time has been well received; and a class of 4<sup>th</sup>-5<sup>th</sup> graders from Kachemak Selo visited for an introduction to coding, in preparation for Computer Science Week December 4-10<sup>th</sup>.

Behind the Scenes

I've been working on end-of-year budgeting and accounting, reviewing and renewing database subscriptions, ordering books, program planning, and scheduling.

Staff

Jackie McDonough continues to spearhead our update of the Library's privacy policies. We're getting close!

Teresa Sundmark is compiling a new book list for the 2018 Lit Lineup with help from staff suggestions.

Holly Brennan persevered through a variety of technical challenges to make it possible for patrons to change their PIN numbers online without our help. Excellent!

### Facility

Maintenance staff has been replacing bulbs and ballasts, as well as trying out some new LED bulbs for functionality and, hopefully, energy savings.

### Special Events in November

HPL Code - Thursdays for ages 11-14.

Stories from Vietnam 1997-2017 -Wendy Erd and Peter Kaufman.

Homer Youth String Orchestra Club (HYSOC) - evening performance.

### Upcoming Special Events in December

Let it Glow! -- Saturday Dec. 9, 10:30 AM. Learn about electrical circuits while making LED holiday cards at this family-friendly event for ages 4+.

Lunch with a Councilmember, Rachel Lord - Monday Dec. 11, noon-1. Bring your questions, comments, and concerns!

Artist's Talk with Marjorie Scholl -- Thursday Dec. 14, 6 PM. Her painting, "Russian Girl on the Volga," is currently displayed at the Library.

Tsunamis in Alaska and Around the World -- Wednesday Dec. 13, 6-7:30 PM. Dr. Elena Suleimani of the UAF Geophysical Institute will speak about the latest data on tsunamis "made in Alaska" and how coastal communities can prepare for them.

World of Winter Holiday Stories -- Saturday Dec. 16, 3 PM. Homer Storytellers will share winter stories from around the world.

### Ongoing

Preschool Storytime - Tuesdays and Wednesdays, 10 AM. **NO Storytime Dec. 26 & 27.**

Small Fry Storytime -Thursdays, 11:30 AM. **NO Storytime Dec. 28.**

SPARC Radio Club - First Tuesday, 4:30 PM

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

Lego Club - First Wednesday, 3 PM

Maker Club - Wed. 12/22, 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

### *Holiday Schedule Changes*

**Close at 1 PM Saturday December 23**

**Closed Monday December 25**

**Closed Monday January 1**

**No Storytimes December 26, 27, 28**

**Regular Storytime schedule resumes January 2, 2018**

Homer Public Library Statistical Summary for 2016

Date: 30-Nov-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



## LAB Goal

To establish, build and maintain relationships with comparable library advisory entities within the Kenai Peninsula Borough.

### Purpose:

- To build a community of advocates for quality public library services for all Kenai Peninsula Borough residents.
- To develop a deeper understanding of opportunities and challenges for public library services in the borough
- To share best practices and collaborate on solutions for quality public library services and challenges

### 2018 Objectives:

- Identify appropriate formal or informal entities with contact information.
- Invite participation.
- Hold initial engagement.

FY2016 City	FY2016 Population	FY2016 Registered Users	FY2016 Type of Library Board	FY2016 Total Employees	FY2016 City Revenue	FY2016 Borough Revenue	FY2016 Other Local Government Revenue	FY2016 Total Local Government Revenue	FY2016 Total State Government Revenue	FY2016 Total Federal Government Revenue	FY2016 Total All Other Revenue	FY2016 Total Operating Revenue
Anchor Point	2,043	1,477	Policy	0.67	\$0	\$0	\$0	\$0	\$13,784	\$0	\$14,668	\$28,452
Cooper Landing	250	489	Policy	0	\$0	\$400	\$0	\$400	\$9,488	\$1,000	\$20,865	\$31,753
Homer	5,252	10,012	Advisory	8.73	\$913,983	\$0	\$0	\$913,983	\$7,142	\$122,656	\$44,057	\$1,087,838
Hope	201	174	Policy	0	\$0	\$6,000	\$4,779	\$10,779	\$6,650	\$0	\$0	\$17,429
Kasilof	532	157	Policy	0.4	\$0	\$5,600	\$0	\$5,600	\$6,868	\$0	\$5,640	\$18,108
Kenai	7,098	12,387	None	8.1	\$913,569	\$0	\$0	\$913,569	\$6,650	\$2,238	\$3,366	\$925,823
Moose Pass	231	250	Policy	0	\$0	\$0	\$0	\$0	\$9,038	\$0	\$7,421	\$16,459
Ninilchik	860	261	Policy	0.38	\$0	\$2,036	\$0	\$2,036	\$6,977	\$0	\$13,166	\$22,179
Seldovia	206	448	Policy	0.42	\$8,090	\$0	\$0	\$8,090	\$6,650	\$997	\$3,065	\$18,802
Seward	2,663	7,542	Advisory	4.5	\$545,761	\$0	\$0	\$545,761	\$12,650	\$2,500	\$2,998	\$563,909
Soldotna	4,376	9,644	Advisory	6.54	\$586,332	\$0	\$0	\$586,332	\$6,650	\$3,000	\$32,441	\$628,423



**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	<b><u>No LAB Meeting</u></b>	
February 13, 27 2017		
March 13, 28 2017		
April 10, 24 2017		
May 8, 22 2017		
June 12, 26 2017	<b><u>No LAB Meeting</u></b>	
July 24 2017	<b><u>No LAB Meeting</u></b>	
August 14, 28 2017		
September 12, 26 2017	<b><u>No LAB Meeting</u></b>	
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.