

LIBRARY ADVISORY BOARD

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

REGULAR MEETING

TUESDAY, 5:30 P.M.
APRIL 3, 2018

CITY HALL COWLES COUNCIL CHAMBERS

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. March 6, 2018 Regular Meeting Minutes Page 3
6. REPORTS
 - A. Library Director Report –March Page 9
 1. Statistics for 2017 Page 11
 3. Statistics for 2018 (Laydown)
 - B. Friends of the Library – Last Meeting Report
 1. Next Meeting is April 11, 2018 @ 6:00 p.m. in the Library
7. PUBLIC HEARINGS
8. PENDING BUSINESS
 - A. National Library Week – Letter to the Editor Page 13
 - B. Kenai Peninsula Library Boards- Proposed Meeting
 - C. Student Representative Seat- Job Description Page 17
9. NEW BUSINESS
10. INFORMATIONAL MATERIALS
 - A. Resolution 18-31 Amending the Library Advisory Board Bylaws-
Approved by City Council Page 19
 - B. 2018 Board member Attendance at City Council Meetings Page 21
11. COMMENTS OF THE AUDIENCE
12. COMMENTS OF THE BOARD
13. ADJOURNMENT

A Worksession is scheduled for TUESDAY, APRIL 10, 2018 at 5:30 p.m. in the Homer Public Library Conference Room. The next regular meeting is TUESDAY, MAY 1, 2018 at 5:30 p.m. in the City Hall Cowles Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska

Session 18-02, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:30 p.m. on March 6, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER PETERSON, MASSION, FAIR, SPRINGER, FINN

ABSENT: BOARDMEMBER SANSOM, KUSZMAUL (EXCUSED)
STUDENT REPRESENTATIVE VANCE

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK SMITH

APPROVAL OF THE AGENDA

Chair Peterson requested a motion to approve the agenda

FAIR/MASSION-SO MOVED

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. February 6, 2018 Regular Meeting Minutes

The following change was made to the minutes:

Library Director Dixon recommends that the Board continues to do the Giving Tree in the future and that they start planning for it earlier in the year. She stated that it worked better for the Library to go through the bookstore, ~~instead of having a tree in the Library.~~

Chair Peterson Requested a motion to approve the minutes as amended.

MASSION/FAIR-MOVED TO APPROVE THE MINUTES AS AMENDED

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

A. Library Director Report – December and January

1. Statistics for 2017
3. Statistics for 2018 (Laydown)

Library Director Dixon reviewed her report and commented on the following items:

- Alaska's Books for Alaska's Kids launch
- American Library Association Mid- Winter Conference in Anchorage
- Starting March 19th Library Director Dixon will be gone and will not return until April 16th.
- Claudia will be attending the Library Advisory Board's Meetings in Library Director Dixon's place.
- The Library Staff has been researching the Reciprocal Borrowing Program
- The Library Staff recommends the Library Advisory Board looks at the fee schedule for the temporary library cards.

B. Friends of the Library – Last Meeting Report

1. Next Meeting is March 14, 2018 @ 6:00 p.m. in the Library

Board Member Finn stated that she will attend the next Friends of the Library Meeting.

PUBLIC HEARINGS

PENDING BUSINESS

A. Bylaw Amendments Re: The Addition of Guidelines for the Student Representative Seat and Amending the Library Advisory Board Regular Meeting Schedule

The Board discussed the bylaws and made the following amendments:

*Section 6 Honorary members of the Board may from time to time be appointed by the Mayor, subject to confirmation by the City Council. **One Homer area high school student may be appointed as an Honorary Student Representative for a school year term running September through May.** Honorary members may participate in the deliberations of the Board, but may not vote nor shall they be counted in determining the quorum of Board members.*

ARTICLE IV – MEETINGS

Section 1 The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.

*Section 2 Regular meetings shall be held on the first Tuesday of the following months: February, March, **April**, May, ~~June~~, July, **August**, September, October, **November** and December at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.*

Section 3 All regular meetings shall be open to the public.

*Section 4 The regular meetings in July **August** and September of each year shall be known as budget meetings. Budget proposals, ~~position classification and compensation schedules~~, shall be reviewed at these meetings.*

Chair Peterson requested a motion to approve the bylaws amendments as discussed and to forward it to City Council.

SPRINGER/MASSION- MOVED TO APPROVE THE BYLAW AMENDMENTS AS DISCUSSED AND TO FORWARD IT TO CITY COUNCIL.

There was a brief discussion to follow about the student representative seat advertising and solicitation.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

A. Summer Giving Tree

Boardmember Finn stated that she has received great feedback from several members of the public about the Christmas giving tree, so she proposes that the Library does a summer giving tree as well.

The Board discussed the details it would take in order to have a summer giving tree.

Library Director Dixon stated that she would talk to the library staff about a summer giving tree and bring back their comments.

B. Library's Position on the Proposed Bed Tax

Chair Peterson reminded the Board that they have already endorsed a proposed bed tax in May of 2017 in a presentation to City Council.

Boardmember Massion suggested that the Board talk about a proposed bed tax, because the Kenai Peninsula Borough is proposing to put bed tax on the next ballot.

The Board agreed to talk about the Library's position on a proposed bed tax if it becomes more concrete later in the year.

Boardmember Springer was excused from the meeting at 6:37pm.

C. National Library Week

Library Director Dixon stated that National Library Week is April 8th – 14th and that she will be gone during this time. Claudia will be attending the City Council Meeting on the 9th for the proclamation and suggested that at least one Boardmember be present.

Boardmember Massion volunteered to be present at the Council Meeting.

D. Kenai Peninsula Library Boards- Proposed Meeting

Chair Peterson stated that she has received responses back from three of the library entities on the peninsula. There is a scheduled worksession on April 10th at 5:30 in the Library Conference Room to connect with the other library entities through the video conferencing system.

INFORMATIONAL MATERIALS

A. Stella's Starliner Cover Art Approval

B. Approval of Updating the Library's Privacy Policy

C. 2018 Board member Attendance at City Council Meetings

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Dixon stated that she forgot to say that they are still in the process of hiring a new part time person at the Library and that they received 38 applications.

COMMENTS OF THE BOARD

Boardmember Finn stated that she met with a dear friend for lunch today and told her that she would be attending the Library Advisory Board Meeting in the afternoon. Her friend said that she had been coming into the Library with her grandchild and just wanted to commend the staff for being so friendly, welcoming, and gracious to her and her grandchild.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:54 p.m. The next regular meeting is scheduled for Tuesday, April 3, 2018 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Hayley Smith, DEPUTY CITY CLERK

Approved: _____

Homer Public Library
Director's Report
March 28, 2018

Meetings in March

- Alaska Library Association (AkLA) Annual Conference - 1

(Ann out of town 3/17 - 4/16)

Issues of Interest

Matthew Smith was hired to replace staff member Camelle Bickish who left in March. Matthew's training and integration into the library's staff schedule have gone well thanks to all library staff members' guidance.

The Friends of the Library will host two annual fundraising events at the library in April. The first is the Lifelong Learning Celebration will take place on Saturday, April 7th. Tickets are on sale at the library. The second is the Spring Book & Plant Sale on Friday, April 20th (for FHL members) and Saturday, April 21st.

Behind the Scenes

At AkLA's Annual Conference (March 8 - 11), Ann moderated a panel on the topic of the Native boarding school experience in children's literature and participated in a panel about her work on the Alaska Books for Alaska Kids (AKBAK) project. The project is a collaboration that includes librarians from around the state, staff and students at UAS and the Alaska State Library. The web address for the Alaska Books for Alaska Kids database is <https://www.aklib.net/help/alaska-books-for-alaska-kids/>

Two grant applications related to the library were submitted in March. Ann submitted the Public Library Assistance Grant (PLAG) which funds the purchase of \$7,000 worth of print materials for the collection and is cosponsoring an Inter-Library Cooperation (ILC) grant application with five other libraries statewide to fund a Growing Small Business in Alaska initiative which will expand library resources that support entrepreneurs and small business owners. The project includes partnerships with organizations beyond libraries including the Alaska Small Business Development Center, among others. The grant will fund more business resources, staff training and a needs assessment.

Staff

Both Claudia Haines and Jackie McDonough attended the AkLA conference with the help of an Alaska State Library Continuing Education Grant which covered Jackie's expenses. Claudia presented at two sessions about Summer@HPL, the summer reading and learning program and Makers2Mentors, the library's grant funded initiative, as well as attend other programs. Jackie attended a half-day workshop on mending and conservation of books, among other sessions. This training, along with her archival background, will be valuable as she begins to do more mending at the library.

Library staff said goodbye to Camelle Bickish and welcomed Matthew Smith to the team.

Staff made progress on developing parameters and procedures for possible participation in the Statewide Reciprocal Borrowing Program. Staff is doing more research with the Alaska State Library and other Alaska libraries in order to anticipate all potential costs as the planning moves forward.

Facility

Holly and Nick successfully installed the most recent update to the library's ILS (inter library system or library management system). Most of the update is behind the scenes on the staff side, making the day to day operations smoother. Patrons also benefited from a recent update; the library's OPAC (Online Public Access Catalog) computers have been upgraded also and are working well.

Special Events in March

Chess for Parents - with Andy Haas. Sat. March 3.

Alaska Reads with visiting author Nicole Stellon O'Donnel - Poetry workshop. Sunday March 11.

Lunch with a Councilmember - Donna Aderhold. Monday, March 12.

Poetry Reading -- Nicole Stellon O'Donnell reads from her book *Steam Laundry*. March 12.

April

Maker Club (for ages 8-11) - April 4, 1:30-3:30.

Celebration of Lifelong Learning - April 7, 7pm.

Lunch with a Council Member (Tom Stroozas) - April 9, 12pm.

Spring Book & Plant Sale, April 20, 6-8pm (for FHL members) and April 21, 10am-6pm.

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

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 2017

Date: 29-Mar-18

CIRCULATION	17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	Y.T.D.
Total # of Items	15,865	14,332	15,627	15,294	13,009	14,791	15,278	15,918	14,074	13,023	13,202	12,656	173,069
INTERLIBRARY LOANS													
Incoming (Borrowed)	11	21	16	19	19	26	11	17	22	16	15	18	211
Outgoing (Lent)	32	31	36	16	41	46	25	20	30	28	35	31	371
STUDY ROOM USE													
# of groups	234	207	302	237	221	175	159	218	208	196	258	191	2606
# of people	514	517	645	564	413	356	308	374	390	353	485	409	5328
MEETING ROOM USE													
# of groups	36	40	28	38	33	29	27	21	17	22	24	22	337
ATTENDANCE													
TOTAL (*Included)	11,137	11,080	12,397	11,160	10,448	11,398	11,196	11,921	10,650	10,258	9,812	9,289	130746
*Story Hour & Lapsit	327	384	412	355	291	312	293	342	367	254	271	216	3824
*School Classes	36	65	70	70	22	0	0	0	0	42	54	98	457
*Internet sessions	3,882	4,146	4,590	3,981	4,297	4,677	3,915	4,914	3,925	3,584	3,714	3,531	49156
*Programs	397	371	279	257	498	760	637	355	255	447	399	287	4942
OUTREACH													
# Visits	4	4	4	7	9	4	4	5	6	5	5	5	62
# People	24	24	24	168	146	26	26	30	205	47	25	28	773
NEW CARDS ISSUED													
City	32	24	32	26	46	47	40	49	40	26	30	21	413
Borough	22	33	25	9	29	25	36	24	19	34	25	17	298
Temporary	1	2	2	2	4	11	7	4	4	1	0	1	39
VOLUNTEER HOURS													
# of people	83	94	82	83	46	51	51	66	59	105	84	77	881
# of hours	193	249	253.75	296.25	175	159.75	136.25	125.5	153.75	270.25	228	171.75	2412.25
MATERIALS ADDED													
Books	154	232	305	352	275	165	195	266	213	223	339	251	2970
Audio	17	18	0	51	18	0	37	12	9	2	17	15	196
Video	20	38	22	57	51	79	0	97	84	23	89	68	628
Serials	6	0	0	0	0	6	0	0	0	0	0	0	12
Electronic Resources	0	0	0	1	0	0	0	0	0	0	0	0	1
MATERIALS REMOVED													
Books	167	134	246	222	385	477	236	322	181	59	141	279	2849
Audio	5	1	28	5	2	1	3	7	2	0	2	0	56
Video	4	14	5	10	6	8	7	1	12	2	27	3	99
Serials	0	0	0	0	0	3	1	0	0	0	0	1	5
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2735.45	2074.06	2695.54	2633.67	2480.13	2375.89	2501.51	2564.33	3103.42	2358.51	2445.83	2156.82	30,125.16
Building Fund (151-)													0.00
Library Gifts (803-)			25.00				100.00					100.00	225.00
Grants			1250.00					7000.00			19581.00		27,831.00
TOTALS	2,735.45	2,074.06	3,970.54	2,633.67	2,480.13	2,375.89	2,601.51	9,564.33	3,103.42	2,358.51	22,026.83	2,256.82	\$58,181.16

CE for HB

PLAG

M2M



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: CHAIR PETERSON AND THE LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: MARCH 29, 2018
SUBJECT: LETTER TO THE EDITOR – NATIONAL LIBRARY WEEK

Board member Kuszmaul has submitted the attached Letter to the Editor for the upcoming National Library Week.

Recommendation: Review and motion to approve.

Why Homer Loves Its Library

April 8-14 is National Library Week, when Americans celebrate one of the most public of public goods, the library. Homer is fortunate to have a lot to celebrate.

The Homer Public Library is one of just 259 public libraries recently named the best in the nation. This distinction and the effort behind it is not lost on local residents. We love our library and use and support it with a passion.

Why does Homer love its library? A look at recent public testimony on behalf of the library makes it clear. We love the library because it works, it provides healthy options for our community, it is a bastion of our democratic values and, as one person wrote, “no other city program does so much so well for so many.”

Here, in your words, are some of the reasons we celebrate the Homer Public Library. You might recognize some of these words as yours, but you definitely will relate to the feelings of your neighbors about the library.

We love what the library does. It is “a source of good information, good books, stimulation for the human soul and intellectual development.” The library offers “resources that are not provided elsewhere. The depth of the children’s programs, storytime, summer reading program, after-school programs offer children the opportunities to develop literacy skills and become lifelong learners.”

A new resident says the library is one reason she and her husband settled here. “It was one of the main tools that I utilized to find a job.” She is a volunteer EMT and used the library computers to study and take practice tests for certification. A student at Kachemak Bay Campus, her study groups used library rooms to prep for tests. “We look forward to the day when we have a child and can benefit from the children’s reading room and broaden their horizons.”

We love the library staff. A Homer Middle School teacher writes, “The librarians have been our eyes and ears, letting us know of a child who is hungry or lonely or at risk.” They provide “age-appropriate, inclusive and fun programs.” We love staff’s “personal interest in people and their helpfulness and devotion to serving us.”

And let’s not overlook the “well-organized and ebullient volunteers who help the library run on a minimal budget.”

The library is a place for a family to read together on a rainy day, for youth to be safe after school, to help us be better parents, better citizens, better humans. It “charges no entrance fee and requires no minimum purchase; it is the only facility that welcomes any and all in our community every day.”

You called the library one of our city's crown jewels, our town's living room, the heart and hearth of our community

Stop by the library this week and see the steady stream of people using library resources, interacting with their children, attending a meeting. Celebrate the moment, thank the staff, and be grateful for the Homer Public Library.

Marcia Kuszmaul

Homer Public Library Advisory Board Member



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Homer, Alaska 99603

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Memorandum

TO: CHAIR PETERSON AND THE LIBRARY ADVISORY BOARD
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: MARCH 29, 2018
SUBJECT: STUDENT REPRESENTATIVE POSITION JOB DESCRIPTION

At the Board's February and March regular meetings, there was discussion regarding the Student Representative position on the Board and establishing a job description for that position.

Homer City Code and the Library Advisory Board bylaws outline the role and responsibility of the Library Advisory Board members, and also the duties of the Chair and Vice Chair. However, there is no job description for Board members, who have the right to make motions and vote.

The Student Representative is an honorary position on Library Advisory Board and other advisory bodies. Honorary members have the right to attend meetings and participate in discussion, but cannot make motions or vote on motions.

While the Board can solicit feedback from the Student Representative, **it doesn't seem** appropriate to establish a job description for a student representative, especially when they do not have any voting rights as a member.

Recommendation: Forego a job description for the Student Representative honorary seat.

CITY OF HOMER
HOMER, ALASKA

City Clerk/Library
Advisory Board

RESOLUTION 18-031

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE LIBRARY ADVISORY BOARD BYLAWS TO CORRECT
THE REGULAR MEETING SCHEDULE AND ESTABLISH GUIDELINES
FOR AN HONORARY STUDENT REPRESENTATIVE POSTION ON
THE BOARD.

WHEREAS, The Library Advisory Board determined that there were no guidelines
included in their bylaws for an Honorary Student Representative position; and

WHEREAS, The Library Advisory Board regular meeting schedule as adopted in
Resolution 17-094 was not reflected correctly in the Bylaws; and

WHEREAS, The Library Advisory Board introduced the amendments at their February 6,
2018 regular meeting and approved their amendments at a second meeting on March 6, 2018,
in accordance with their bylaws.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby amends the
Library Advisory Board Bylaws to Amend Regular Meeting Schedule and establish guidelines
for an Honorary Student Representative position on the Board.

PASSED AND ADOPTED by the Homer City Council this 27th day of March, 2018.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

2018 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE

Commissions are invited to report to the City Council at the Council's regular meetings under Item 8. Announcements/Presentations/Borough Report/Commission Reports. This is the Commission's opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The following Meeting Dates for City Council for 2018 is as follows:

January 8, 22	_____
February 12, 26	_____
March 12, 27	_____
April 9, 23	_____
May 14, 29	_____
June 11, 25	_____
July 23	_____
August 13, 27	_____
September 10, 24	_____
October 8, 22	_____
November 26	_____
December 10	_____

