

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER, 5:30 P.M.**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA** *(3 Minute Time Limit)*
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
 - A. Special Meeting Minutes for October 1, 2018 **Page 3**
- 6. VISITORS** *(10 Minute Time Limit)*
 - A. Mayor Castner – Commission Goals for the Upcoming Year
- 7. REPORTS**
 - A. Library Director Report for November 2018 **Page 7**
 - i. 2018 Statistical Report – laydown
 - ii. 2017 Statistical Report **Page 9**
 - iii. Library’s Budget Requests **Page 11**
 - B. Friends of the Library
 - i. FHL November Newsletter **Page 13**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Business Survey Results **Page 17**
 - B. Library Giving Tree Update **Page 27**
- 10. NEW BUSINESS**
 - A. Proposed 2019 City Manager’s Budget **Page 29**
 - B. Library Advisory Board Goals for 2019 **Page 35**
 - C. Meeting Schedule for 2019 **Page 41**
- 11. INFORMATIONAL MATERIALS**
 - A. Newsguard Informational Handout **Page 47**
 - B. Boardmember Attendance at 2018 City Council Meetings **Page 49**
- 12. COMMENTS OF THE AUDIENCE** *(3 Minute Time Limit)*
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(if present)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, DECEMBER 4, 2018 at 5:30 p.m.** in the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

Session 18-07, a Special Meeting of the Library Advisory Board was called to order by Chair Jacque Peterson at 5:30 p.m. on October 1, 2018 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, KUSZMAUL (arrived at 5:40 p.m.), MASSION, SPRINGER, FINN, FAIR (excused at 5:59 p.m.), STUDENT REPRESENTATIVE BENEDETTI

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK TUSSEY

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

APPROVAL OF MINUTES

A. September 4, 2018 Regular Meeting Minutes

Boardmember Finn noted one correction under New Business, Item A, to amend the worksession date.

MASSION/FAIR MOVED TO APPROVE THE MINUTES AS AMENDED.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

REPORTS

A. Library Director Report

Library Director Dixon reviewed the 2018 library statistics, provided as a laydown. She requested from Deputy City Clerk Tussey that last year's statistics be included in each packet. Ms. Dixon reported and facilitated discussion on the following topics:

- Art in the Library – Applications due October 8th with a selection meeting on October 16, 2018
- Old artwork in library storage – Determining a plan on what to do with it
- Budget requests submitted to City Manager for books and replacement of security cameras
- Business Survey results are in – 40 respondents, in the process of analyzing the results

Boardmember Kuszmaul arrived at 5:40 p.m.

Ms. Dixon continued summarizing her report. There had been a written request for the library to be open on Sundays, which prompted re-evaluating the library's hours of operation and could possibly lead to an increase in hours. She noted a few staff changes and that the Library Technician I position is currently being advertised. Ms. Dixon also shared with the board that she will be retiring the end of next April. Discussion ensued on the hiring process, having a LAB member on the interview committee, hiring out nationally vs. locally, and the job description.

There was brief discussion on upcoming library events, including a candidate forum and the Friends of the Homer Library Book and Plant Sale.

B. Friends of the Library

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A. Planning for Christmas Giving Tree

Chair Peterson initiated discussion with a suggestion that the board call it the "Giving Tree" rather than a "Christmas Giving Tree" to ensure it's inclusive to all faiths around the holidays. The board concurred. She then presented a sample of what she had in mind for the tags that will hang on the tree, to help update the gift tag process. There was discussion on the process overall, reviewing how it had been done in the past and what would be the same or different this year.

Boardmember Springer posed the question if the book had to be purchased from The Bookstore, or if it can be purchased elsewhere or brought in from personal collections. There was deliberation about exclusively using The Bookstore for the following reasons:

- The program is a partnership with The Bookstore; supports a local business vs buying online
- They offer decent discounts for the books; about 20%
- They maintain the list of which gift tags have been taken
- Other local bookstores are either "vanity" stores or specialize in used books

Boardmember Fair left the meeting at 5:59 p.m.

Discussion continued on the Giving Tree process on the following points:

- Pricing Points – Ensuring there's enough in the lower ranges; prices provided by The Bookstore;

- Selecting Books – Library staff oversees selecting books from their areas of expertise (fiction, children, etc.);
- Tag Design – Reusable, decorated plastic tags; Chair Peterson volunteered to make up the tags and gift book slips that go in them;
- Scheduling/Timeframe – Suggested start-date within the second week of December, no later than December 8th; mainly determined on when trees are available from SBS;
- Advertising/PR – Promotions in the newspaper and/or radio; Boardmember Kuszmaul volunteered to oversee PR and compiling a newspaper piece that highlights the partnership between the library, Spenard Builders Supply, and The Bookstore.

B. Fee Schedule Review

There was questions and discussion on the fee schedule and the proposed changes. Library Director Dixon explained how library staff had reviewed their fee schedule and noted some items needing revision, such as:

- Overdue Items/Digital Devices
- Bill Notice/Maximum Overdue Charge per Item
- Replacement/Repair of Items for Alaskana Lost Out-of-Print Items
- Replacement/Repair of Items for Non-Fiction and Fiction Lost Out-of-Print Items

FINN/MASSION MOVED TO RECOMMEND TO CITY COUNCIL TO APPROVE THE PROPOSED AMENDMENTS TO THE LIBRARY'S FEE SHCHEDULE.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL ITEMS

- A. September Statistical Report – *Laydown*
- B. Mayoral Recognition for Keegan Partridge Eagle Scout Project
- C. Boardmember Attendance at City Council Meetings 2018

Chair Peterson reiterated the board's request to have 2017's statistics in the packet for comparison and noted the recognition of Keegan Partridge for his Eagle Scout story trail project.

Boardmember Massion agreed to attend the remaining 2018 meetings. He shared that he will be missing the January/February 2019 meetings if another boardmember would like to attend those council meetings. Boardmember Kuszmaul opined that it would be a good opportunity for Student Representative Benedetti to give one of the LAB's reports at a City Council meeting. Mr. Benedetti shared his interest in attending, possibly with Mr. Massion. Ms. Kuszmaul further suggested to Mr. Benedetti if there was something in particular, or goals, he had in mind for working on the Library Advisory Board as the student representative, that he was welcome to report on those at the meetings.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey reminded the board that the regular November meeting will be held in the upstairs Conference Room at City Hall due to election in the Council Chambers.

Library Director Dixon had no further comments.

COMMENTS OF THE COUNCILMEMBER

There was no Councilmember present.

COMMENTS OF THE CHAIR

Chair Peterson had no further comments.

COMMENTS OF THE BOARD

Boardmember Finn shared her appreciation for having the Friends of the Homer Library Newsletter in the packet.

Boardmember Springer stated she had many books on oral history and commercial fisheries in the State of Alaska, and she would like to be able to share a list of those books with the library.

Boardmember Kuzmaul noted that she will not be here for the November 6, 2018 meeting. There was brief discussion on meeting attendance; Chair Peterson stated that she will not be here for the December 4, 2018 meeting so Ms. Kuzmaul would oversee chair duties and assisting staff with planning the agenda. Ms. Kuzmaul also shared that while her family was visiting from Wasilla they went to the library and voiced how much they loved the Homer Library.

Boardmember Massion and Student Representative Benedetti had no further comments.

There was brief discussion on the current status of the Argent Kvasnikoff art donation proposal and the time/location of the next regular meeting.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:27 p.m. The next regular meeting is scheduled for Tuesday, November 6, 2018 at 5:30 P.M. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK

Approved: _____

**Homer Public Library
Director's Report
October 31, 2018**

Meetings in September

Department Heads - 1	Library Advisory Board -- 1
Friends of Homer Library - 1	Small Business Grant - 1
Staff - 1	Homer Early Childhood Coalition - 1
Art Installation Planning - 1	Art Committee - 1
Alaska Books for Alaska's Kids - 1	Savanna Bradley, Pratt Museum - 1
Alaska Public Media Board Representative - 1	

Issues of Interest

City Council approved the donation of Argent Kvasnikoff's art for the library. After consulting with Scott Bartlett from the Pratt Museum and Mike Riley from Maintenance, we've chosen a location. I hope to install the piece in the next month.

Council also approved a long-awaited change in personnel regulations that improves benefits for permanent part-time employees (we have three at the library). Now they no longer have to wait 5 years to receive prorated sick leave, personal leave, and holiday pay. We're grateful for our current employees to finally be recognized in this way and also for improving our ability to attract and retain excellent employees.

Due to the consistently large groups (30-60) at Small Fry Storytime (ages 0-2) on Thursdays, Youth Services Librarian Claudia Haines is adding a second session on Mondays at 11 AM in November. We are now providing four story times per week.

The Guardian carried an interesting report that links the number of books in the home by country to improvement in educational outcomes. You'll be surprised who comes in #1 (not the US). https://www.theguardian.com/books/2018/oct/12/the-more-books-in-a-house-the-brighter-your-childs-future-study-finds?CMP=fb_gu

Behind the Scenes

A summary of results from our business survey is attached. Mike Haines has offered to consult with me about ideas for improving service to the business community based on this information.

I attended DirLead and came away with new ideas for leadership, as well as information about other public libraries in the state and networking with their directors. I also attended a webinar on Newsguard, a website that evaluates other websites for information accuracy based on objective criteria. It's an interesting tool for assessing "fake news" and expanding information literacy.

In addition to a lot of meetings this month, I spent much of my time preparing for the staff changes involved with Debbie Waldorf's upcoming retirement: reviewing applications and interviewing applicants; reconfiguring staff duties; and working with Amy Gordon on a major overhaul of the desk schedule. I also met with Savanna Bradley about a grant she is working on for the Pratt Museum to digitize a special

collection of local maps, including a potential partnership with the library to allow wider public access to the collection.

Staff

Our two catalogers, Amy Gordon and David Bernard, are taking some advanced training modules, available online, to improve their cataloging skills.

Staff continues training on homelessness, grant-funded by the Alaska State Library.

Debbie Waldorf's last work day is Saturday November 3. The library is hosting an open house in her honor on Friday November 2 from noon-2 for City staff, library volunteers, and LAB members. Please join us!

Facility

Our new LED "Open" sign is up. I like its visibility from a distance, especially with darker days coming. Thanks to Maintenance for wiring and hanging it properly.

October Events

Needy Meds

Intro to Modern Genealogy

Lunch with a Councilmember

Alaska Book Week Readings with Local Authors

Candidate Forum

Medicare Minute

Friends of Homer Library Fall Book & Plant Sale

Upcoming in November

Slime Lab - Fri. Nov. 2, 11 AM. Ages 8-12. Registration required.

Community Conversation: Tweens and Teens - Thur. Nov. 15, 5:30-7:30.

Tellebration - Sat. Nov. 17, 3-5 PM. All ages.

Author Visit, Christina Wilson - Sat. Nov. 17, 11:30-12:15. Ages 5 and under (with caregivers!).

Homer Youth String Orchestra Concert - Tue. Nov. 20, 6 PM. All ages. Reception to follow.

Screening of PBS Show *Let's Go Luna* - Wed. Nov. 21, 2-3:30. Ages 4-7.

Lunch with a Councilmember - Mon. Nov. 26, Noon. Councilmember Lord.

Ongoing

Small Fry Storytime -NEW! Mondays, 11 AM and Thursdays, 11:30 AM. Ages 0-2.

Family Storytimes -Tuesdays at 12:45 PM and Wednesdays at 10 AM. Ages 3-5.

SPARC Radio Club - first Tuesdays, 6:30-7:45 PM.

Lego Lab - first Wednesday, 3-4:30 PM. Ages 8-11.

Ham Radio Class - Saturday 9/8, 9/15, 9/22, 9/29, 10 AM - 2 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.

*The Library will be closed Monday, November 12 for Veterans Day
AND Thursday and Friday, November 22-23, for Thanksgiving.*

Homer Public Library Statistical Summary for 2017

Date: 31-Oct-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	130,746
*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	49,156
*Programs	397	371	279	257	498	760	637	355	255	447	399	287	4,942
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	2,412.25
MATERIALS ADDED													
Books	154	232	305	352	275	165	195	266	213	223	339	251	2,970
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	2,849
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	2,735.45	2,074.06	2,695.54	2,633.67	2,480.13	2,375.89	2,501.51	2,564.33	3,103.42	2,358.51	2,445.83	2,156.82	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
DEPARTMENT BUDGET REQUEST
Budget 2019**

Requesting Department Library Date 8/23/2018

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ (FINANCE DEPT WILL COMPLETE) 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ Total Personnel Cost _____	<input checked="" type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input type="checkbox"/> Operating Line Item Increase Request Title <u>Security Camera Replacement</u> Fund Name: <u>General Fund</u> Account Name: <u>Library Depreciation</u> Account # <u>156-0390</u> Estimated Cost: <u>up to \$20,000</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

The Library currently has 12 security cameras placed to prevent vandalism, protect the library's considerable assets, and monitor security in outdoor areas, heavily-trafficked areas indoors, and a few areas inside the library with poor visibility from the front desk. The recordings are also used to obtain information about incidents of theft, vandalism, or other infractions of the law after-the-fact. The cameras are viewable in real-time from the front desk and the police station, with recordings viewable for one week to 10 days.

The cameras must be replaced because they have reached end-of-life. The manufacturer no longer manufactures the cameras, parts, or cables for replacement. The maintenance department can no longer repair or replace cameras that malfunction.

Public Works has obtained an initial quote for \$17,000. I've added 10% contingency and rounded up to \$20,000 maximum, since the quote is only good for 30 days.

How is this request necessary for the Department to carry out its mission, or to meet Department goals?

The cameras are necessary for public safety, staff safety, and protection of the Library building and assets.

Priority of Need: This budget request item ranks # of the department's budget requests.

Requestor's Name: Ann Dixon Dept Head Approval Ann Dixon
 Date 8/23/2018

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Budget 2019**

Requesting Department Library Date 8/24/2018

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____	<input type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input checked="" type="checkbox"/> Operating Line Item Increase
(FINANCE DEPT WILL COMPLETE) 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ Total Personnel Cost _____	Request Title <u>Books</u> Fund Name: <u>General Fund</u> Account Name: <u>Library - Books</u> Account # <u>100-0145-5228</u> Estimated Cost: <u>\$10,000</u>

Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

This amount is needed to restore the book budget funding to 2016 levels. The book budget was cut by \$20,000 (43%) in 2016. We relied on a Rasmuson grant to make up much of the difference in 2016. In 2017 we used up most funds remaining in the Library Donation Fund to get by. In 2018 \$10,000 was restored. In the meantime, the cost of books (physical and digital) has continued to rise. Due to budget limitations we are returning worn-out books to the shelves, which should be replaced, and are unable to adequately update some sections of the collection, for example Reference (which tends to contain very expensive books); business, law, and testing guides, which update frequently; and popular circulating sections, such as fiction, health/medical, and travel guides. To avoid a deteriorating collection, funding must be restored to at least 2016 levels.

How is this request necessary for the Department to carry out its mission, or to meet Department goals?

Books in all formats continue to be a core aspect of library services, providing information essential to personal and economic development, paths to literacy, continuing education, exposure to literature, development of empathy and imagination, and understanding of history, current events, and culture.

Priority of Need: This budget request item ranks # of the department's budget requests.

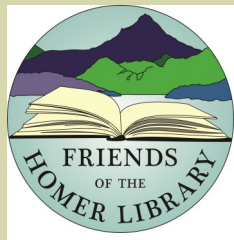
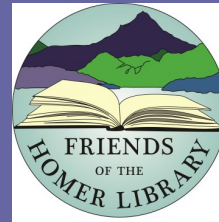
Requestor's Name: Ann Dixon Dept Head Approval Ann Dixon
Date 8/24/2018

City Manager Recommendation: Approved Denied Amended

Comments: _____

Wavelengths

NOVEMBER 2018



Like what we are doing? Consider being a volunteer for the Friends.

The Friends has a constant list of things for volunteers to help with, from copying newsletters, to hanging posters, to assisting with the database, to helping with events. Contact:

info@friendshomerlibrary.org

Join your Friends!

Visit the Friends' website to find out more about member benefits:
friendshomerlibrary.org

Highlights

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Homer Storytellers Present Third TELLABRATION!™

In 1987, storyteller J. G. Pinkerton presented his first night of storytelling for adults. Every year since, TELLABRATION!™ has been celebrated around the world the third Saturday in November. The Homer Storytellers, a group that meets monthly at the Homer Public Library to practice the art of storytelling, is excited to present the third annual TELLABRATION!™ in Homer.



Skywalker Payne

Skywalker Payne, professional storyteller, coordinates the monthly group and organizes this annual Homer event. She also produced TELLABRATION!™ in Denver, Colorado and Des Moines, Iowa. She has told stories at the Homer Council on the Arts, Bunnell Arts Center, and Alice's Champagne Palace.

This year's theme is Courage, Compassion, and Comedy. You will hear stories to make you laugh and cry. Featured tellers are Troy Wise, Kate Fariday, Carol Dee, Carol Ford, and Skywalker Payne. Audience members will be invited to tell their own stories after the scheduled tellers.

**Saturday, November 17, 3:00-5:00 pm
@ the Homer Public Library.**



Homer Youth String Orchestra Fall Concert

Come hear the Homer Youth String Orchestra Club perform works by Vivaldi, Tchaikovsky and more at their annual Fall Concert. Kids ages 8-18 play classical to contemporary music the

whole family will enjoy. The concert will be held **Tuesday, November 20th, 6:00 pm at the Homer Public Library.** The concert is free and open to the public.

A reception with refreshments will follow the performance.

Friends of the Homer Library Members, *Thank You for your support!*

Individual

W. Findlay Abbott
Daisy Lee Bitter
Holly Brennan
Nyla Charest
Gloria Corey
Jeremey Day
Sara (Sally) Fisher
Michael Gavillot
Mako Haggerty
Barbara Haynes
Dave Schneider &
Bonnie Jason
Barb Kennedy
Milli Martin
Morgan McBride
John Miles
Jerri Naguruk
Jan Needham
Joanne Olson
De Patch
Laura Patty
Satchel Pondolfino
Norm Randle
Lani Raymond
Jeanne Roche
Larry Smith
Simyra Taback
Tammy Taylor
Christopher Turner
Lisa Whip
Carly Wier
Johann Willrich
Gary Wolfe
Family
Tonda Allred
Dan & Patricia Boone-
Lynn Burt
Charles Ingham &
Christa Collier

Peggy & Michael Craig
Bob & Jimmy Day
Sandy Early
Peter Kaufman & Wendy Erd
Sue Fallon
Janet Fink
Clyde Boyer & Vivian Finlay
Sean Hogan
Amber Huestis
James Hutchinson
Paula & Jon Kulhanek
Ben Gibson & Rachel Lord
Scott & Kate Meyer
Scott & Susan Miller
Megan O'Neill
Emilie Otis
Emily Parg
Walter & Linda Partridge
Jacqueline Peterson
Audrey Rearden
Johnelle Reid
Henry & Laura Reiske
Amy Russell
Arthur Kruski &
Priscilla Russell
Melonie Shipman
Ted and Kathy Sudol
Rosie Tupper
Jeanne & Kevin Walker
Diana Carbonell
Mike Haines
Barbara Hill
Nancy Levinson
Jane and Jack Regan
Tara & Tim Schmidt
Donald & Sherry Stead
Dylan Weiser
Jane & Bill Wiebe
Anne Wieland

Book Lover

Diana Conway
Michael McKinney & Roberta
Copeland McKinney
Beth Cumming
Lucy Cutting
Carla Fabian
Steve Glasman & Claudia
Haines
Jack & Carole Hamik
Robert Archibald and Roberta
Highland
Kathy Hill
Bruce and Ruth Hunting
Peggy Pittman & Roger Imhoff-
Patti Jay
Janet Klein
Tom & Janette Latimer
Judy Gonsalves & Dan Layland
Therese Lewandowski
Ken Castner & Nancy Lord
Linda & Larry Martin
Craig Matkin
Neil McArthur
Thomas & Jacqueline
McDonoug
Donna Rae Faulkner & Don
McNamara
Jack Wiles & Michelle Michaud-
Melisa Miller
Janice Peyton
Arlene Ronda
Christine Scott
Paul & Tina Seaton
Debbie Smith
Dana Stabenow
Susan Green & George Trudea
Dana Whittaker
Randy Wiest
Bob Neubauer & Nan York
Mel Strydom

David & Marga Raskin
Ron & Turid Senungetuk-
Kathy and Maynard
Smith
Susan McLane & Hal
Smith
The Gagnon Family
Candy & Jim Van Oss

Bibliophile

Suzanne Bishop
Linda Chamberlain-
Charles Evans
Jeanne McArthur
Mary Schneider
Christy & Jeff Tyler-
Caroline & Franco Venuti
Caitlin Walls

Best Friend

Wayne & Donna Ader-
hold
Patrick Ahern
Marcia Akresh
Sean Carey
Rich Chiappone
Dotty Cline
Denice & Roger Clyne
Steve Hughes & Robbie
Coffey
Madeleine Doran
Jeff Williams & Brie
Drummond
Kate Faraday
Eileen Faulkner
Ed Bailey & Nina Faust
Pete Fineo
Stephen Bottum &
Charles Francis
Tom Collopy and Mary
Frische
Malcolm Gaylord
Phil Gordon

George Harbeson
Dotti Harness
Beth Graber &
Mike Hawfield
Mr. & Mrs. R. A.
Jacobson
Alison Kelley
Bill Bell & Mary
Lou Kelsey
Tom Kizzia
Mark Robinson
and Nancy
Lander
Jo & Peter
Michalski
John & Rika
Mouw
Robert Oates

*Interested in
becoming a
member?*

*Call 435-
3195 or stop
by the
library.*

Coordinator's Corner

Another Fall Book and Plant Sale has been completed! Over 700 people passed through the library doors and we raised \$2,500. Additionally, our Pick-Click-Give donations came in totaling over \$2,000. These funds will be used to support library programs and services. We deeply appreciate all that you give: your financial contributions, the time you donate when you volunteer, and moreover, how much you value your library. You help FHL fulfill our mission to provide volunteer support for library programs and services, to raise funds that enrich the library experience, and to promote the use and enjoyment of the library. We would also like to thank the library staff, without whom the many presentations, programs, and events that you enjoy would not be possible. Keeping a library going is a community effort, and we are so fortunate to have your support.



Ongoing Library Programs

SPARC Radio Club

Tuesday, November 6, 6:30-7:45 pm.

- Amateur radio club. (Repeats every 1st Tuesday.)

Walk-In Tech Help

Saturdays, November 3 & 17, 10:00 am–12:00 pm.

- Bring your computer, tablet, or smartphone and get help with your tech questions. (Repeats every 1st and 3rd Saturday.)

Homer Storytellers

Saturday, November 10, 3:00 pm.

Rehearse for the Tellabration on

Saturday, November 17, 3:00 pm.

Writer's Refuge

Tuesday, November 20, 5:45-7:45 pm.

- A Writer's Critique group. (Repeats every 3rd Tuesday.)

HPL Book Club

Tuesday, November 27, 4:30-6:30 pm.

- *Uncommon Type* by Tom Hanks (Repeats every 4th Tuesday.)

Knitting Circle

Every Monday, 1:30 -4:30 pm.

- All are welcome. Refreshments.

Preschool Storytime

Tuesdays, 12:45 pm and

Wednesdays, 10:00 am

Small Fry Storytime

***NEW* Mondays, 11:00 am (except November 12) and**

Thursdays, 11:30 am

Lego Lab:

Wednesday, November 7, 3:00-4:30 pm.

- Kids 8-11 years old. (Repeats every first Wednesday of the month.)

LARP: Live Action Roleplay

Every Friday 3:00-5:45 pm.

- Live Action Roleplay, crafts, and quests. 10-18yr olds.

**The Homer Public Library
is closed for Veteran's Day
November 12 and
Thanksgiving
November 22 & 23**

HPL Book Club

Every 4th Tuesday, 4:30 pm

"In a world where the news is unrelentingly bleak and much fiction tends toward the dystopic, post-apocalyptic, dark, or edgy, this is a gentler, sweeter kind of storytelling than we've come to expect."

**November 27,
Uncommon Type
by Tom Hanks**



Upcoming Special Events @ The Homer Public Library

Peek-A-Boo Bear: Author Reading & Activity for toddlers and their caregivers with Christina Wilson. For 3 and under.

Saturday, November 17, 11:30 am.

Tellabration: A day to celebrate stories. Bring a story to share, or just come to listen. **Saturday, November 17, 3:00-5:00 pm.**

Let's Go Luna: Join us for a screening of the new PBS show for kids 4-7 years old. **Wednesday, November 20,**

Homer Youth String Orchestra Concert: We look forward every fall to the sounds of young musicians filling the library!

Tuesday, November 20, 6:00 pm.

Lunch with a Councilmember: Bring your lunch and questions. Councilmember Rachel Lord will be available **Monday, November 26, 12:00-1:00 pm.**

Parent Conversations: Social Media: This group meets monthly to discuss topical concerns for raising healthy tweens & teens.

Wednesday, November 29, 6:00 pm.

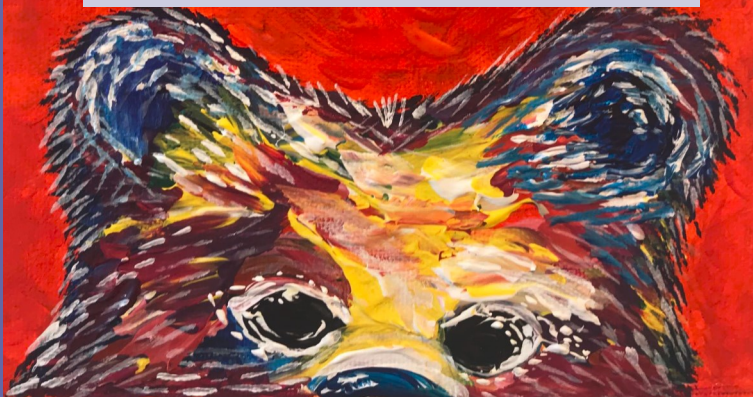


Congratulations to Debbie Waldorf, who will retire from the Homer Public Library on November 3. Debbie has worked at the library since 2008. We appreciate all she has contributed, and will miss her precision, thoughtfulness, and quick laugh. Farewell and good luck on your next adventures, Debbie!

Peek-A-Boo Bear

Author Reading & Activity
for toddlers (3 and under)
and their caregivers
with Christina Wilson.

Saturday, November 17, 11:30 am



The Friends of the Homer Public Library is a nonprofit 501(c)(3) community organization established in 1982 that encourages public use and enjoyment of the Homer Public Library services and facilities. With the financial and volunteer support of its members, FHL provides resources for programs such as the Summer Reading Program, the Top Drawer Collection, preschool story hour, and author readings, among others. FHL volunteers work closely with the library staff to publicize the valuable tools and services available at the library to all community members at no cost, without discrimination. FHL also provides resources for capital improvements to the facility.

FHL Board of Directors

Suzanne Haines, president

Elaine Burgess, vice

president

Marylou Burton, treasurer

Sean Campbell, secretary

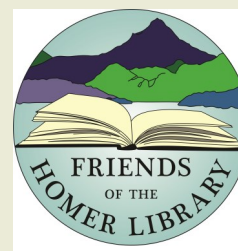
Isabel Kulhanek, student rep.

Andy Haas

Lyn Maslow

Michael Mosley

Fran Jacobsen



Parent Conversations:

TWEENS & TEENS

Thursday, November 29, 6:00 pm:
Social Media

Thursday, December 20, 6:00 pm:
Expectations

Thursday, January 17, 6:00 pm
Help us pick a theme for this month!

@ the Homer Public Library
500 Hazel Ave
Homer, AK
Questions? 235-3180



media LITERACY WEEK

5 Skills:

Access. Analyze. Evaluate.

Communicate. Create.

November 5-10

Look for the library display.



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: ANN DIXON, LIBRARY DIRECTOR
DATE: OCTOBER 29, 2018
SUBJECT: BUSINESS SURVEY RESULTS

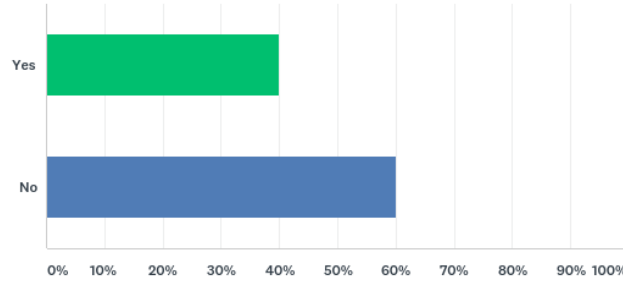
Report and review results of recent business survey.

RECOMMENDATION

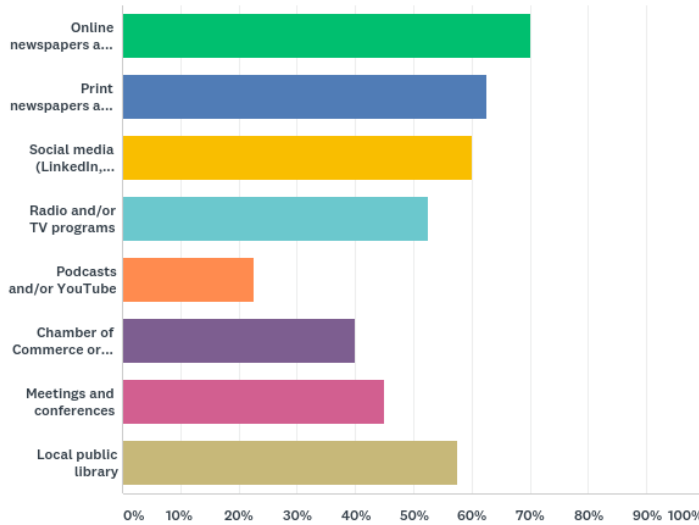
For discussion.

Homer Public Library Survey for Small Businesses, Entrepreneurs, and Nonprofits

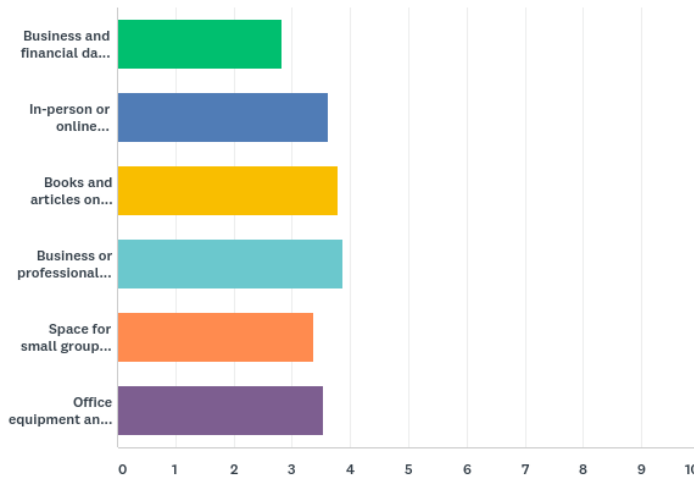
Q1 FOR ALL RESPONDENTS: Have you ever consulted with the Alaska Small Business Development Center or other business organizations in starting or running your business or nonprofit?



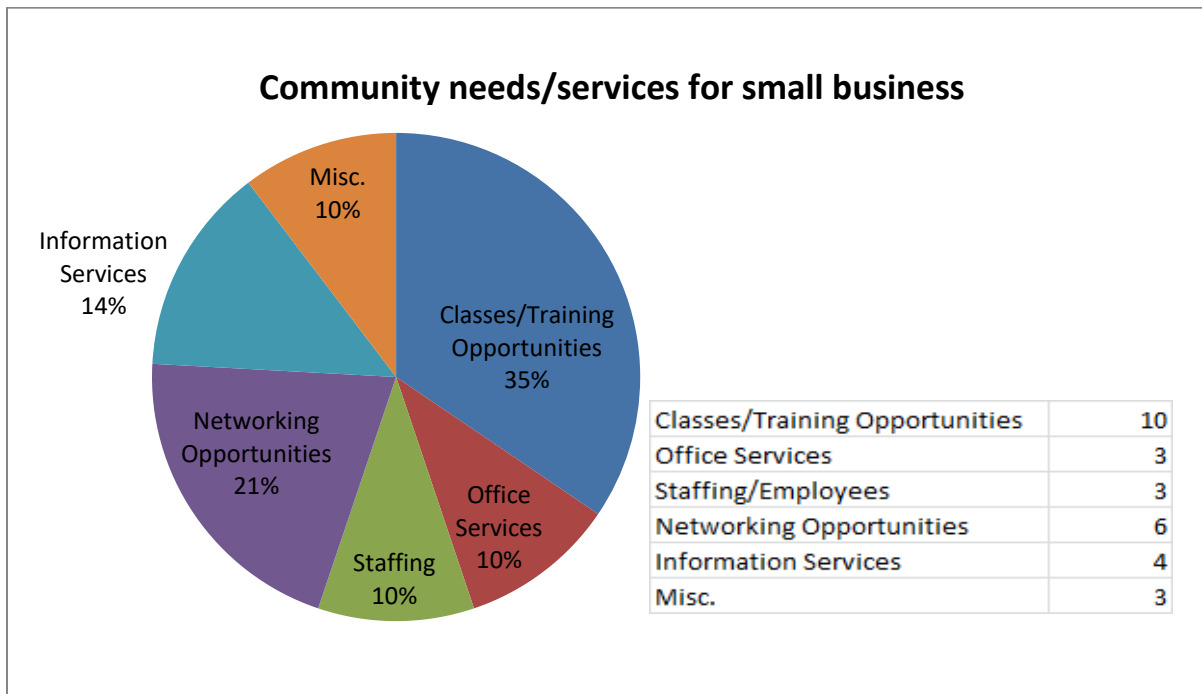
Q2 How do you keep up to date with business and professional news and trends? (Check all that apply.)



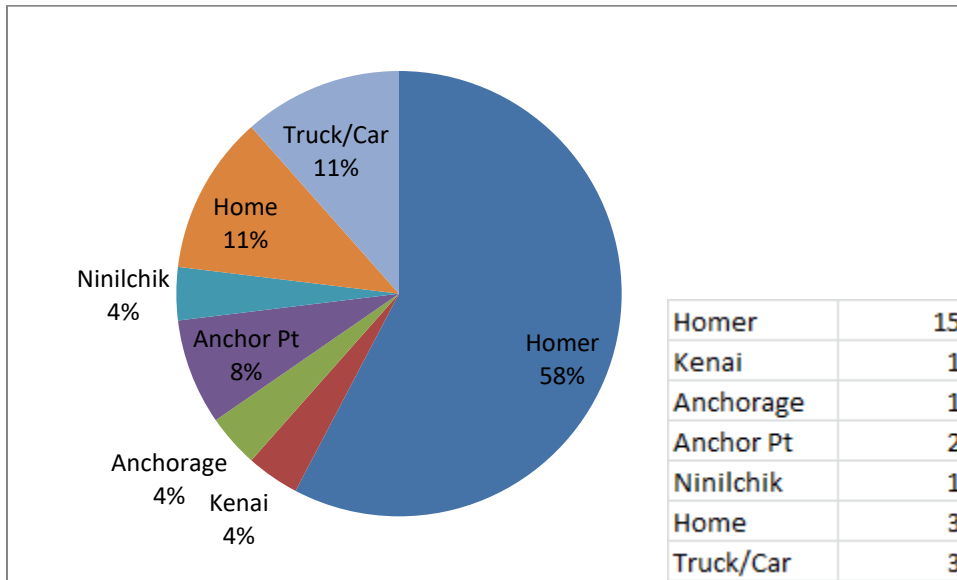
Q3 Please rank these in order from 1 – 6, with 1 being most beneficial to your business or nonprofit, and 6 being least beneficial.



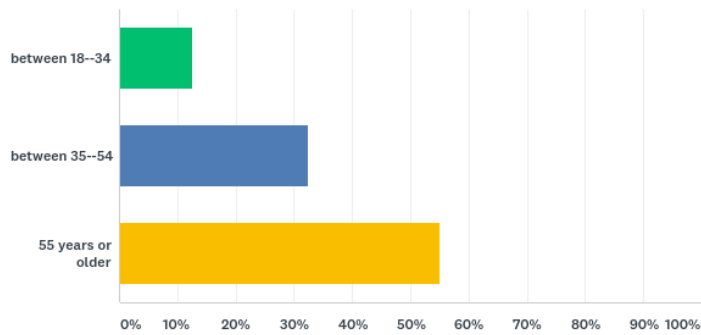
Q4 How else can the community better serve small businesses and nonprofits and people who want to start a business?



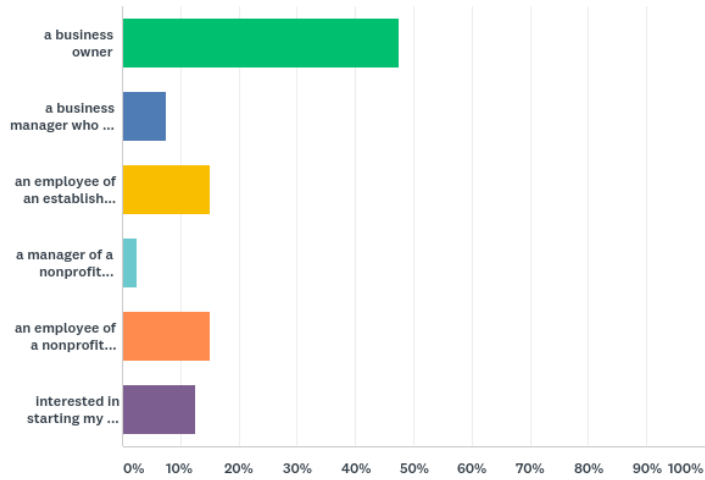
Q5 If your business or nonprofit has more than one location, where is the main office located?



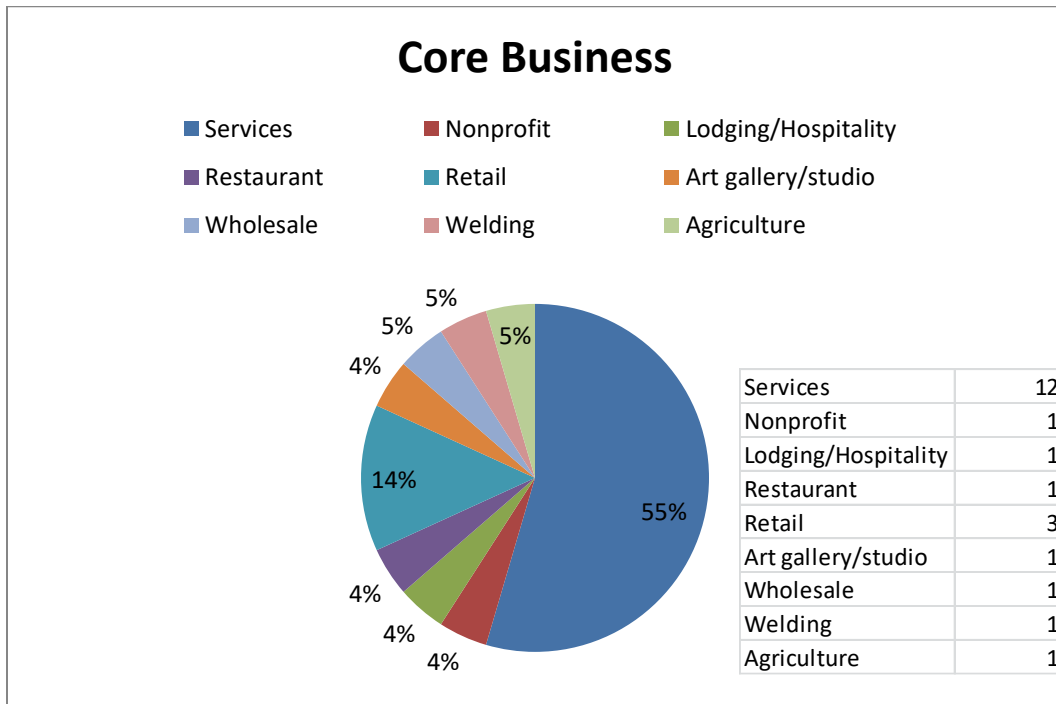
Q6 My age is:



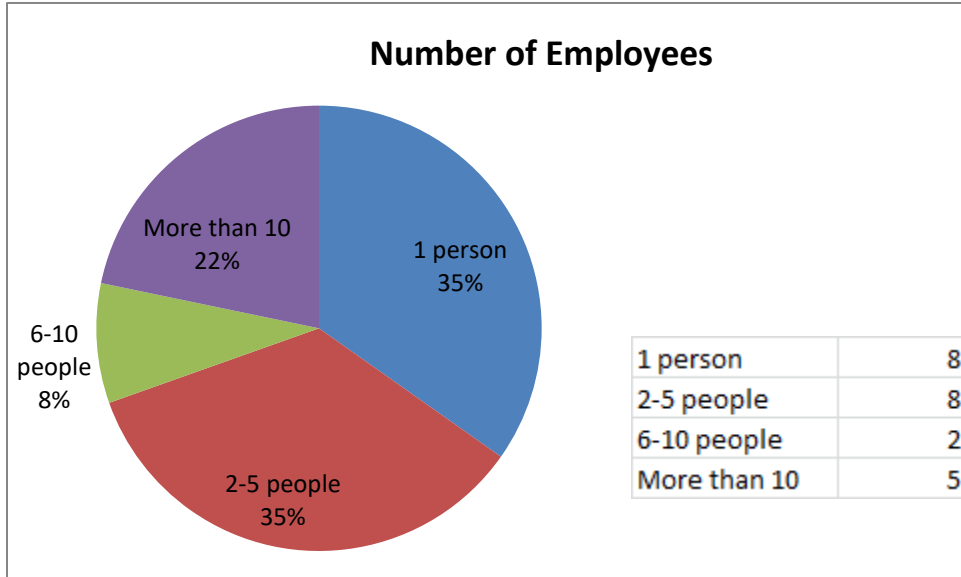
Q7 I am...



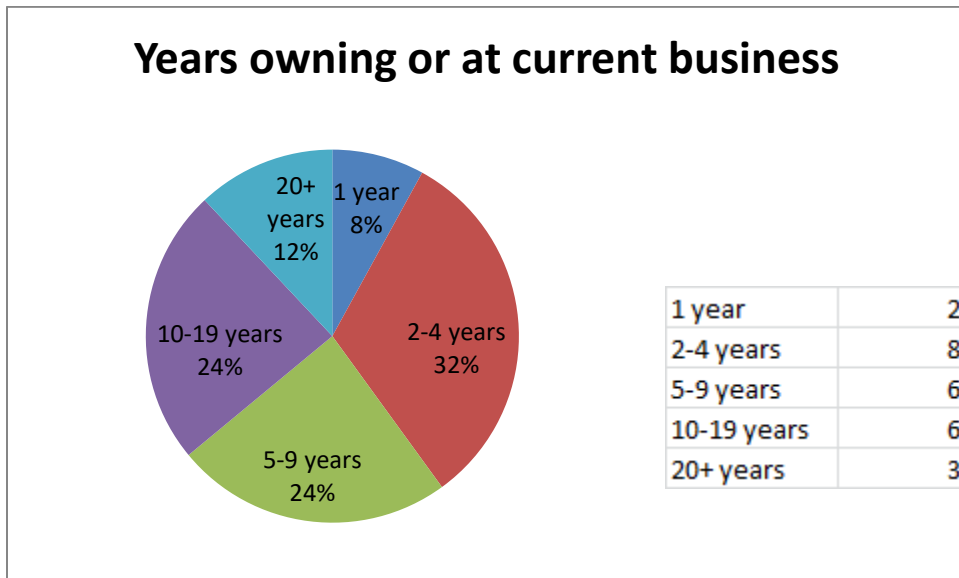
Q8 What is your core business or professional activity?



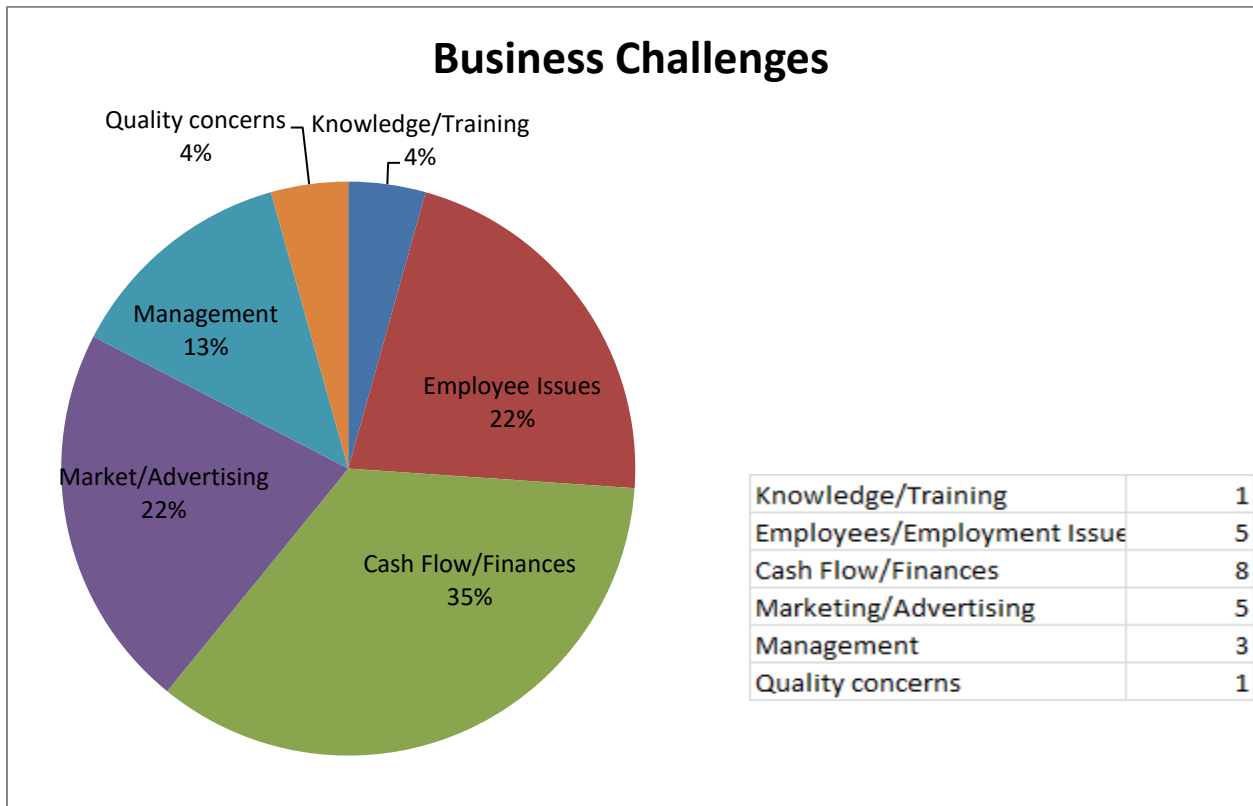
Q9 How many people are employed at your place of business or nonprofit (including yourself)?



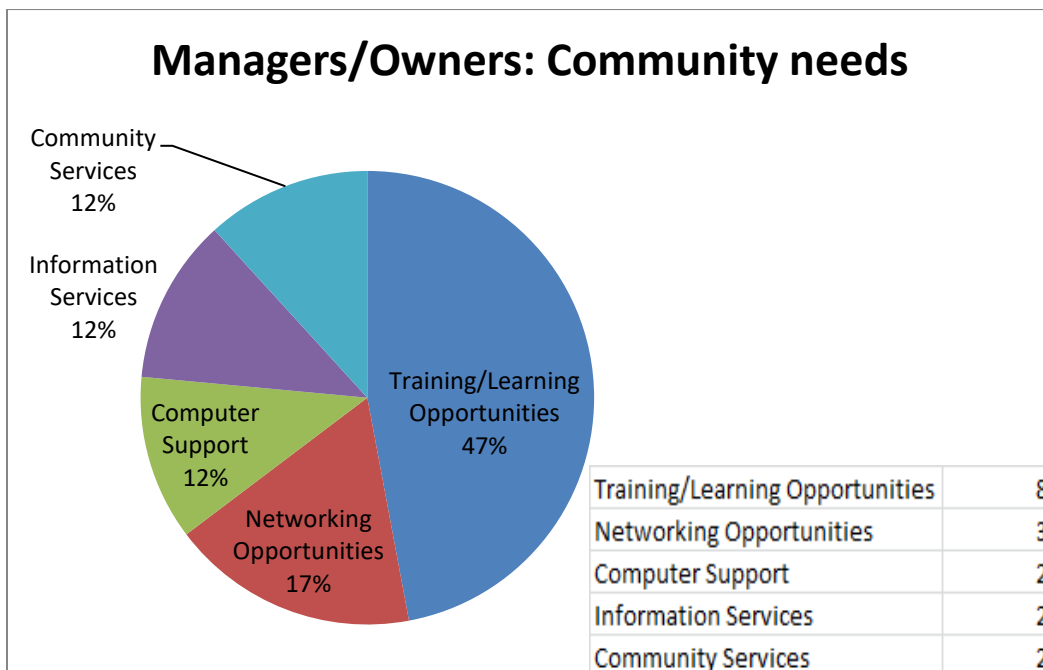
Q10 How many years have you owned or been employed at your place of business or nonprofit?



Q11 What is the biggest challenge your business or nonprofit is currently facing?

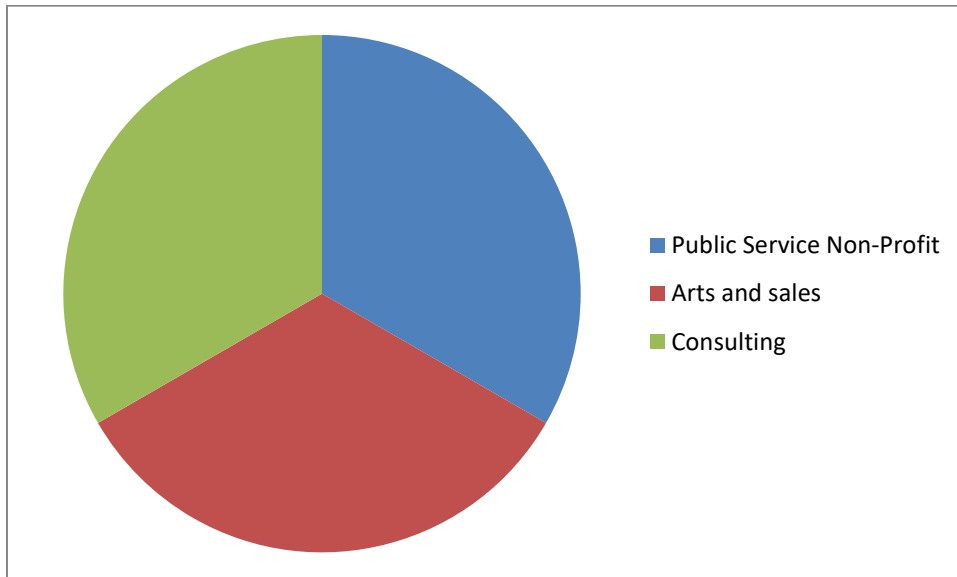


**Q12 LAST QUESTION FOR BUSINESS OWNERS/NONPROFIT DIRECTORS, MANAGERS AND EMPLOYEES:
What services, programs or information would benefit your business/nonprofit that the community does not currently offer?**

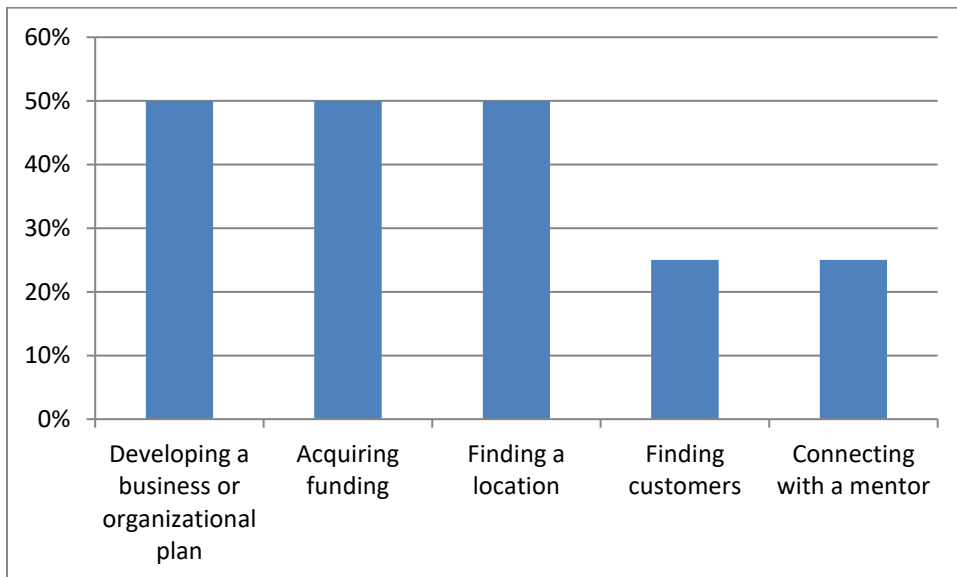


Questions 13-15 FOR PEOPLE INTERESTED IN STARTING A BUSINESS OR NONPROFIT (4 responses)

Q13: What kind of business or nonprofit are you interested in starting?



Q14: What is the biggest challenge you are facing in starting your business or nonprofit? (Check as many as apply.)



Q15: What services, programs or information would benefit you in starting your business or nonprofit that the community does not currently offer?

Transportation Services

Mentorship/ Networking services



City of Homer

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500 Hazel Avenue
Homer, AK 99603

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(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: ANN DIXON, LIBRARY DIRECTOR
DATE: OCTOBER 29, 2018
SUBJECT: LIBRARY GIVING TREE UPDATE

Review current status of giving tree program, including timeline, partners, expectations, and staff time required.

RECOMMENDATION

For discussion.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: ANN DIXON, LIBRARY DIRECTOR
DATE: OCTOBER 29, 2018
SUBJECT: PROPOSED 2019 CITY MANAGER'S LIBRARY BUDGET

Review library budget proposed and submitted to the City Council by the City Manager.

RECOMMENDATION

For discussion.

General Fund Library

Mission: To serve the diverse needs of the Homer community by providing access to information, promoting literacy and facilitate lifelong learning.

Functions and Responsibilities:

- Library (0145)
Supports all facets of the library including staffing; maintenance of the facility, grounds, and equipment; IT infrastructure and software; operational supplies; professional services; continuing education for staff; and the purchase of reading materials and audio/visual media for public use.

- Library Grant (0146)
To account for the matching grant provided by the State for library services and operations.

Future Considerations:

1. Keeping current with the demands of new technology.
2. Maintaining staffing and collection sufficient to support evolving literacy needs.

2016-2018 Accomplishments

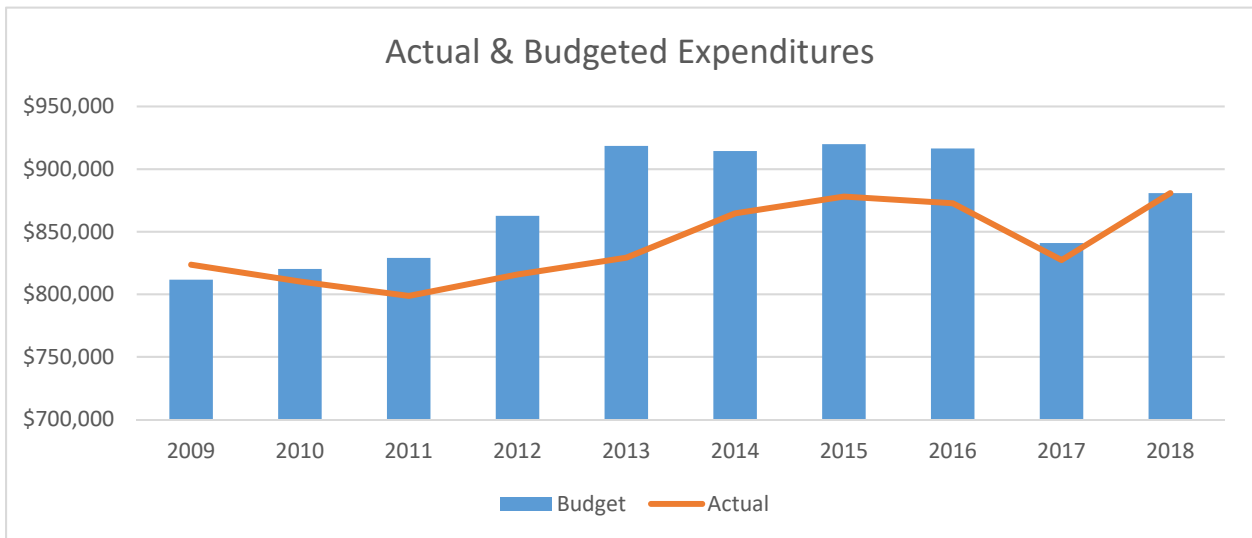
- ✓ Implemented civic engagement events.
- ✓ Provided <Makers2Mentors> coding & STEM programs.
- ✓ Upgraded public computers & Wifi.
- ✓ Grants: Friends of Homer Library, Big Read, more.
- ✓ Trainings: Narcan, CPR, Active shooter, Homelessness.

2019 Goals and Objective

- Continue to update the library's collection.
- Continue to improve public access to technology.
- Support digital literacy & lifelong learning.
- Implement Big Read programming.
- Fund equipment depreciation.

Performance measures	2016	2017
Circulation of books and materials	165,571	173,069

Library Personnel - Full time employees (FTE)	2016	2017	2018	2019
Library	7.5	7.5	7.5	7.5



**City of Homer
2019 Operating Budget**

0145 LIBRARY		Adopted	Amended	Draft	Δ %			
A/C Num.	Expenditure Categories & Descriptions	12/31/16 Actual	12/31/17 Actual	12/31/18 Budget	12/31/18 Budget	12/31/19 Budget	vs. Prior Yr	Amended
							\$	%
Salaries and Benefits								
5101	Salary and Wages	304,097	325,963	327,942	327,942	342,449	14,507	4.4%
5102	Fringe Benefits	178,995	187,963	193,844	193,844	205,296	11,452	5.9%
5103	Part-time Wages	78,717	81,930	102,030	102,030	101,621	(409)	-0.4%
5104	Part-time Benefits	48,185	49,507	55,705	55,705	59,199	3,494	6.3%
5105	Overtime	456	253	1,000	1,000	1,000	0	0.0%
5107	Part-time Overtime	0	57	0	0	-	0	0.0%
5108	Unemployment Benefits	0	0	0	0	-	0	0.0%
5112	PERS Relief	16,010	12,299	0	0	-	0	0.0%
	Total Salaries and Benefits	626,460	657,971	680,520	680,520	709,565	29,045	4.3%
Maintenance and Operations								
5201	Office Supplies	7,711	7,584	9,000	9,000	9,000	0	0.0%
5202	Operating Supplies	909	1,252	1,270	1,270	1,270	0	0.0%
5203	Fuel and Lube	11,399	15,441	16,000	16,000	18,000	2,000	12.5%
5208	Equipment Maintenance	2,099	35	2,550	2,550	2,550	0	0.0%
5209	Building & Grounds Maintenance	46	307	250	250	250	0	0.0%
5210	Professional Services	7,829	8,599	8,365	8,365	8,365	0	0.0%
5214	Rents & Leases	3,552	3,848	5,400	5,400	5,400	0	0.0%
5215	Communications	3,473	13,855	8,000	8,000	8,000	0	0.0%
5216	Freight and Postage	2,043	3,014	3,000	3,000	2,500	(500)	-16.7%
5217	Electricity	35,482	35,718	36,000	36,000	38,819	2,819	7.8%
5218	Water	1,341	1,294	1,320	1,320	1,486	166	12.6%
5219	Sewer	1,603	1,535	1,440	1,440	1,405	(35)	-2.4%
5221	Property Insurance	4,701	3,661	4,320	4,320	4,439	119	2.8%
5223	Liability Insurance	3,217	1,603	2,500	2,500	1,476	(1,024)	-41.0%
5227	Advertising	20	0	400	400	400	0	0.0%
5228	Books	26,697	27,672	37,000	37,000	37,000	0	0.0%
5229	Periodicals	7,132	7,087	8,500	8,500	8,500	0	0.0%
5230	Audio Visual	15,014	14,682	16,000	16,000	16,000	0	0.0%
5231	Tools and Equipment	3,111	2,418	3,000	3,000	3,000	0	0.0%
5233	Computer Related Items	9,310	2,979	2,500	2,500	2,500	0	0.0%
5235	Membership Dues	1,150	1,276	1,250	1,250	1,545	295	23.6%
5236	Transportation	4,734	5,710	4,000	4,000	4,000	0	0.0%
5237	Subsistence	605	1,081	1,500	1,500	1,500	0	0.0%
5238	Printing and Binding	235	487	500	500	500	0	0.0%
5242	Janitorial	0	0	75	75	0	(75)	-100.0%
5244	Snow Removal	7,625	11,885	15,000	15,000	14,000	(1,000)	-6.7%
5252	Credit Card Expenses	174	480	600	600	600	0	0.0%
5254	Over and Short	0	0	0	0	0	0	0.0%
5603	Employee Training	1,226	1,383	3,000	3,000	3,000	0	0.0%
5635	Software	0	6,755	7,550	7,550	7,650	100	1.3%
5903	C/O Buildings	0	0	0	0	0	0	0.0%
	Total Maint. and Operations	162,438	181,641	200,290	200,290	203,156	2,866	1.4%
Debt Services								
5607	Debt Repayment - Principal	48,951	1,184,339	0	0	0	0	0.0%
5608	Debt Repayment - Interest	50,873	42,564	0	0	0	0	0.0%
	Total Debt Services	99,824	1,226,903	-	-	-	0	0.0%
5990	Transfers To	0	(1,226,903)	0	0	0	0	0.0%
	Total	888,722	839,612	880,810	880,810	912,721	31,911	3.6%

2019 Budget Notes:

5203: based on expenditures through 6/2018.

5210: Microfilm, Guardian Security, Taylor Fire, OCLC.

5214: Xerox coin box and Xerox copier leases.

5235: AK Library Network + memberships for select staff to professional organizations (ALA, AKLA) needed for their jobs.

5635: MARC Report (cataloging), Cassie (public computer management), Equinox (library catalog support), Syndetics + Library Thing (library catalog enhancements), MARC (cataloging). Additional anticipated increases offset by dropping CLIO software (no longer needed).

City of Homer
2019 Operating Budget

0146 LIBRARY GRANT				Adopted	Amended	Draft	Δ %	
A/C Num.	Expenditure Categories & Descriptions	12/31/16 Actual	12/31/17 Actual	12/31/18 Budget	12/31/18 Budget	12/31/19 Budget	vs. Prior Yr Amended	
							\$	%
	<u>Salaries and Benefits</u>							
5103	Part-time Wages	34	0	0	0	-	0	0.0%
5104	Part-time Benefits	4	0	0	0	-	0	0.0%
	<u>Total Salaries and Benefits</u>	<u>39</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
	<u>Maintenance and Operations</u>							
5228	Books	6,822	2,037	6,900	6,900	6,900	0	0.0%
	<u>Total Maint. and Operations</u>	<u>6,822</u>	<u>2,037</u>	<u>6,900</u>	<u>6,900</u>	<u>6,900</u>	<u>0</u>	<u>0.0%</u>
	<u>Total</u>	<u>6,860</u>	<u>2,037</u>	<u>6,900</u>	<u>6,900</u>	<u>6,900</u>	<u>0</u>	<u>0.0%</u>

Budget Notes:

City of Homer
2019 Operating Budget

0147 LIBRARY - OTHER GRANTS				Adopted	Amended	Draft	Δ %	
A/C Num.	Expenditure Categories & Descriptions	12/31/16 Actual	12/31/17 Actual	12/31/18 Budget	12/31/18 Budget	12/31/19 Budget	vs. Prior Yr Amended	
							\$	%
<u>Salaries and Benefits</u>								
5101	Salary and Wages	0	0	0	0	-	0	0.0%
5102	Fringe Benefits	0	0	0	0	-	0	0.0%
5103	Part-time Wages	0	0	0	0	-	0	0.0%
5104	Part-time Benefits	0	0	0	0	-	0	0.0%
5105	Overtime	0	0	0	0	-	0	0.0%
5107	Part-time Overtime	0	0	0	0	-	0	0.0%
5108	Unemployment Benefits	0	0	0	0	-	0	0.0%
5112	PERS Relief	0	0	0	0	-	0	0.0%
	<u>Total Salaries and Benefits</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<u>Maintenance and Operations</u>								
5215	Communications	1,328	(13,114)	0	0	0	0	0.0%
5634	Networking	0	5,046	0	0	0	0	0.0%
	<u>Total Maint. and Operations</u>	<u>1,328</u>	<u>(8,068)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>	<u>0.0%</u>
	<u>Total</u>	<u>1,328</u>	<u>(8,068)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>	<u>0.0%</u>

Budget Notes:



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

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Homer, AK 99603

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(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: ANN DIXON, LIBRARY DIRECTOR

DATE: OCTOBER 29, 2018

SUBJECT: LIBRARY ADVISORY BOARD GOALS FOR 2019

Review and discuss proposed projects and goals for the Library Advisory Board for 2019.

RECOMMENDATION

For discussion.

Proposed LAB Goals - 2019

(For discussion at November 6, 2018 meeting)

1. Advocating for library budget

- A. Ensure the library has sufficient collection development budget to build and maintain a current and robust collection of materials relevant to the community." And note that the collection development budget has not been sufficient for a number of years resulting in aging and fraying and fewer new acquisitions/subscriptions.
- B. Review needs for library physical plant upkeep and efficiencies
- C. Promote future funding of library technology needs
 - a. Scheduled replacement of public use computers (4 year cycle?)
 - b. Requests for new or updated technologies (printers, scanners, security etc.)

2. New library director hire and transition

- A. Request LAB representation/involvement in hiring process

3. Continue to develop relationships with other Kenai Peninsula library boards

- A. Investigate and promote board training opportunities

4. Input on implementation and improvements of Giving Tree Program

5. Complete development and finalize a LAB orientation packet

6. Review national trends and community expectations

- A. In preparation for January 2019 work session - study national, state and local trends in library service and public perceptions and needs to ensure library is well-aligned and in best position to continue to serve community with excellence and appropriate funding.

Proposed Orientation for
Homer Public Library Advisory Board Members

Objective: To lay the foundation of a productive, effective and collegial working relationship among library staff, LAB and Friends

Orientation Packet

Content:

1. Homer Public Library Advisory Board Bylaws
2. LAB Strategic Plan and/or Annual Priorities
3. Role Chart
4. Public Meeting Guidelines
5. Library Policies
6. Library Budget
7. Staff Chart
8. List of LAB members with contact information and 2-3 sentence bios
9. List of Friends Board/leadership with contact information
10. LAB Meeting Schedule

Uses:

- Provided to new LAB members prior to first meeting
- Updated as needed for all members (as changes in LAB membership, staff, policies, budget etc.)
- Printed for new members and original distribution to members then maintained as collection of online PDFs for board members to access

Tour of the library with an existing LAB member

Office Visit with Library Director 1:1

Attendance of one Friends meeting within first 12 months

DRAFT 2/5/2018

Library Advisory Board Members

(as of 11/1/2018)

Jacque Peterson, Chair (2021)
884 Larkspud Ct
Homer, AK 99603
235-0112
JacqueAlaska@gmail.com

Marcia Kuszmaul, Vice Chair
(2019) (NR)
P.O. Box 1697
Homer, AK 99603
299-1566
mkuszmaul@hotmail.com

Clark Fair (2019)
PO Box 2773
Homer, AK 99603
(907) 398-9364
c.fair@live.com

Kate Finn (2019)
P.O. Box 3364
Homer, AK 99603
235-5329
hundredthmonk21@gmail.com

Emilie Springer (2019) (NR)
PO Box 2882
Homer, AK 99603
399-1175
esspringer@alaska.edu

Mark Massion (2020)
328 Lee Dr.
Homer, AK 99603
399-4850
markmassion@yahoo.com

Vacant (2020)

Student Representative:
Ethan Benedetti
Term September 2018 - May
2019
ebenedettiblue@gmail.com

Staff:
Ann Dixon, Library Director

Consulting Members:
Ken Castner, Mayor
Katie Koester, City Manager



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: ADVISORY BODIES
FROM: MELISSA JACOBSEN, CITY CLERK
DATE: OCTOBER 17, 2018
SUBJECT: MEETING SCHEDULE FOR 2019

Please review the draft resolution that establishes your meetings for 2019. If you have any changes please submit them by December 4th.

Council will be setting the 2019 meeting schedule for Council and Advisory Bodies with the adoption of the resolution no later than their December 10, 2018 meeting.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

City Clerk

3
4 **RESOLUTION 18-XXX**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ESTABLISHING THE 2019 REGULAR MEETING SCHEDULE FOR THE
8 CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY
9 COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART
10 RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY
11 PLANNING COMMISSION, AND PORT AND HARBOR ADVISORY
12 COMMISSION.
13

14 WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council
15 annually sets the schedule for regular and some special meetings, noting the dates, times and
16 places of the City Council, Advisory Commissions, and the Library Advisory Board meetings;
17 and
18

19 WHEREAS, The public is informed of such meetings through notices located at the City
20 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public
21 Library; and
22

23 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper
24 of general circulation at least three days before the date of the meeting and that special
25 meetings should be advertised in the same manner or may be broadcast by local radio at least
26 twice a day for three consecutive days or two consecutive days before the day of the meeting
27 plus the day of the meeting; and
28

29 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council
30 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the
31 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the
32 failure to give the notice provided for under this chapter does not invalidate or otherwise affect
33 any action or decision of a public body of the City; however, this sentence does not change the
34 consequences of failing to give the minimum notice required under State Statute; that notice
35 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons
36 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for
37 the Clerk to publish notice in a newspaper of general circulation in the City; and
38

39 WHEREAS, This Resolution does not preclude additional meetings such as emergency
40 meetings, special meetings, worksessions, and the like; and
41

42 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the
 43 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.
 44

45 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2019 meeting
 46 schedule is established for the City Council, Economic Development Advisory Commission,
 47 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory
 48 Planning Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska,
 49 as follows:
 50

51 Holidays - City Offices closed:

January 1, New Year's Day, Monday	February 18, Presidents' Day, the third Monday	March 25, Seward's Day, last Monday	May 27, Memorial Day, last Monday	July 4, Independence Day, Thursday	September 2, Labor Day, first Monday
October 18*, Alaska Day, Friday	November 11**, Veterans Day, Monday	November 28 Thanksgiving Day, Thursday	November 29, Friday, the day after Thanksgiving	December 25, Christmas, Wednesday	

52
 53 **If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the
 54 preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules
 55 and Regulations.
 56

57 CITY COUNCIL (CC)

January 14, 28	February 11, 25	March 11, 26*	April 8, 22	May 13, 28*	June 10, 24
July 22**	August 12, 26	September 9, 23	October 1 Election	October 14, 28 Oath of Office October 14	Canvass Board October 4 or 7
November 5 Runoff Election	November 25**	December 9****	December 16**** if needed		

58
 59 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.
 60 prior to every Regular Meeting which are held the second and fourth Monday of each month at
 61 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.
 62 AML Annual Conference Week is tentatively scheduled for November 11 – 15, 2019.

63 *Tuesday meeting due to Memorial Day/Seward's Day.
 64 **There will be no First Regular Meeting in July or November.

65 ***The City Council traditionally reschedules regular meetings that fall on holidays or High
 66 School Graduation days, for the following Tuesday.
 67 **** The City Council traditionally cancels the last regular meeting in December and holds the
 68 first regular meeting and one to two Special Meetings as needed. Generally the second Special
 69 Meeting the third week of December, will not be held.

70
 71 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 8	February 12	March 12	April 9	May 14	June 11
July 9	August 13	September 10	October 8	November 12	December 10

72
 73 Economic Development Advisory Commission Regular Meetings are held on the second
 74 Tuesday of each Month at 6:00 p.m.

75
 76 LIBRARY ADVISORY BOARD (LAB)

February 5	March 5	April 2	May 7	August 6
	September 3	October 1	November 5	December 3

77
 78 Library Advisory Board Regular Meetings are held on the first Tuesday of the months of
 79 February, March, April, May, August, September, October, November, and December at 5:30
 80 p.m.

81
 82 PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

	February 21	March 21	April 18
May 16	June 20		August 15
September 19	October 17	November 21	

83
 84 Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third
 85 Thursday of each month at 5:30 p.m. with the exception of January, July, and December.

86
 87 PLANNING COMMISSION (P/C)

January 2, 16	February 6, 20	March 6, 20	April 3, 17	May 1, 15	June 5, 19
July 17**	August 7, 21	September 4, 18	October 2, 16	November 6**	December 4**

88
 89 Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of
 90 each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular
 91 Meetings in November and December.

92
 93
 94

95 PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 23	February 27	March 27	April 24	May 22	June 26
July 24	August 28	September 25	October 23	November 20	December 11

96

97 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
98 each month at 5:00 p.m., with the exception of May, June, July and August meetings that are
99 held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the
100 December meeting is scheduled for the second Wednesday of the month.

101

102

103 PASSED AND ADOPTED by the Homer City Council this _____ day of December, 2018.

104

105

CITY OF HOMER

106

107

108

109

KEN CASTNER, MAYOR

110

111 ATTEST:

112

113

114

115 _____
MELISSA JACOBSEN, MMC, CITY CLERK

116

117 Fiscal Impact: Advertng of meetings in regular weekly meeting ad and advertising of any
118 additional meetings.

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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	_____