

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
 - A. Meeting Minutes for the Regular Meeting on December 1, 2015 **Page 3**
- 6. VISITORS** *(There were no visitors scheduled for this meeting)*
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – Wednesday, March 9, 2016 at 6:00 p.m.
Library Conference Room
 - C. Director’s Report & Statistics – January/February/March 2016 **Page 7**
 - D. Rare Book Report – Susan Braund
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Letter to the Editor
 - B. Grants – What’s Available to Us? **Page 23**
 - C. A Borough Wide System – What Do Other Communities Do?
- 10. NEW BUSINESS**
 - A. Welcome New Boardmember! **Page 45**
 - B. Election of A New Chair **Page 53**
 - C. Recruitment – Steps to Actively Recruit New Members **Page 55**
 - D. Next Meeting Deliverables and Discussion Topics **Page 57**
- 11. INFORMATIONAL MATERIALS**
 - A. 2016 Board Member Attendance at Council Meetings **Page 59**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE BOARD**
- 15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 5, 2016** at 5:30 P.M. in Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 15-07 a Regular Meeting of the Library Advisory Board was called to order by Acting Chair Terry Smith at 5:35 p.m. on December 1, 2015 in the Upstairs Conference Room at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS BRAUND, STROBEL, KUSZMAUL AND SMITH

ABSENT: BOARDMEMBER BROWN (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

KUSZMAUL/BRAUND - MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on October 6, 2015

BRAUND/KUSZMAUL - MOVED TO APPROVE THE MINUTES AS ANNOTATED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Friends Report

Ms. Dixon provided a brief update on activities of the Friends. The next meeting will be held at Andy Haas' Law Offices. Boardmember Smith volunteered to attend this meeting.

B. Next Friends Meeting

The next meeting is scheduled for Wednesday, December 9, 2015 at 6:00 p.m.

C. Directors Report and Monthly Statistics

Ms. Dixon reported that she has completed the statistics and the Circulation and Attendance is up over last year this time even being closed three days. She provided some clarification that anyone who walks through the front entrance activates a ticker. The Board questioned if there was any way to designate the number of unique users with minimal efforts. To her knowledge Ms. Dixon did not believe that was possible while it would be nice to have that broken down there was no way they could note the individual visitors just the number of persons through the door.

Ms. Dixon reported that a gentleman came in and requested the attendance numbers and then he stated that was where the problem was that the Library didn't charge to walk in the door. She responded to the Board that that statement showed the misunderstanding by the public of the purpose of a public library. A brief discussion ensued on what it would mean to charge to enter a or use a public library and how libraries were generally funded in other cities in Alaska and then in the rest of the United States.

Ms. Dixon responded to question regarding charging to use the meeting rooms. She did note that she is disinclined to promote charging for the rooms as it would create more work for the staff.

E. Rare Books at the Library - Susan Braund

A brief update was provided on the status on various connections provided at earlier meetings. Boardmember Braund would like to contact the State Archivist to see if there was interest in the books. Library Director Dixon was still partial and inclined to keep the small collection for the library.

F. Letter to the Editor

Boardmember Smith wanted to add this item to the regular agenda to address sending quarterly informational pieces to the Editor of each paper to advise the populace on what exactly the Library does and is used for. The Board approved by consensus this request.

G. Grants

Boardmember Smith also requested an item to address discussion periodically on available grants that could be applied for since the materials budget has been severely limited and they did not want to lose momentum on updating the collection. The Board approved this idea by unanimous consent.

PUBLIC HEARING

PENDING BUSINESS

A. Budget 2016

Library Director Dixon recommended that it would be beneficial to have someone speak on behalf of the Library in support of no further cuts to their budget.

The Board entertained a lengthy discussion on funding and how council could be informed and made aware of how much the Library provides for the community and is a resource for those residents who live outside the city. The biggest contention noted was that many residents and visitors used the library but only the city residents paid for the library so it was an unfair process. They needed to see about getting borough and state assistance but in speaking with other Libraries there was not strong support in forming a more wide-spread library system.

There was some discussion on obtaining the information on how the libraries were funded in other areas of the state.

B. Cannabis Zoning

There was discussion on the proposed recommendations from the Cannabis Advisory Commission and the Advisory Planning Commission. Boardmembers comments were in favor of further away was better but understood the other side of the issues as well. They appreciated the recognition by the two commissions by applying the largest buffer zone.

NEW BUSINESS

A. 2016 Regular Meeting Schedule

The Boardmembers entertained discussion at the request of staff to amend the meeting schedule in regards to the budget schedule and summer attendance.

The following motion was made to amend the proposed schedule:

SMITH/STROBEL - MOVED TO AMEND THE REGULAR MEETING SCHEDULE TO MEET THE FIRST TUESDAY IN FEBRUARY, MARCH, APRIL, MAY, AUGUST, OCTOBER, NOVEMBER AND DECEMBER.

The Board discussed having meetings during the budget period at the recommendation of staff. It was agreed by the Board that this would further allow advocacy and support for the library and staff by attendance at Council meetings during their budget discussions.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. A Borough Wide Library System - Starting the Process

The Boardmembers discussed how this idea of a borough wide system could be implemented and Library Director Dixon stated that the other communities on the Peninsula are adopting the CIRSI system that the Homer Library replaced because it was not responsive, customer service was terrible and they were increasing the annual cost by \$1000 so by the time they changed they were paying \$12,000 for the service. However, Library Director Dixon found out that it will only cost the other communities about \$3500 so maybe the more that are using the system in the state, and this is what the State and other communities were using too it would be much cheaper.

Library Dixon was unsure how they could go about acceptance of a borough supported system but they could probably review what others have done.

C. Next Meeting Deliverables and Discussion Topics

The Boardmembers discussed creating or compiling Library information handout for Council.

INFORMATIONAL ITEMS

A. 2016 Boardmember Attendance at Council Meetings

Boardmember Braund volunteered for February; Boardmember Kuszmaul volunteered for April.

B. Letter to the Editor

C. The End of Overdue Fines

This is not a good time for this concept and they could consider this if staff does get laid off because there will not be the time and staff to deal with the fines.

COMMENTS OF THE AUDIENCE

There was no audience in attendance for this meeting.

COMMENTS OF CITY STAFF

Staff had no comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

COMMENTS OF THE BOARD

Boardmember Kuszmaul commented on keeping a positive outlook. Keep pushing for a strong vision for a well-funded library.

Boardmember Braund commented that she feels there is some cohesion on the Board now.

Boardmember Strobel hoped that it wasn't the worse-case scenario with the budget as it is hard to compete with police and fire needs.

Boardmember Smith had no comments.

ADJOURN

There being no further business to come before the Board Chair Brown adjourned the meeting at 7:28 p.m. The next regular meeting is scheduled for Tuesday, December 1, 2015 at 5:30 p.m. at Cowles Council Chambers located at City Hall at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

**Homer Public Library
Director's Report
December 31, 2015**

December always goes by so quickly! Friends of Homer Library (FHL) decorated for the holidays, staff and volunteers enjoyed a potluck lunch, and a procession of goodies appeared in the back workroom all month.

Meetings in December

- Library Advisory Board
- City Council
- Friends of the Library – several
- Staff
- Department Heads

Issues of Interest

2016 Budget

City Council approved Budget A, with slight modifications, which results in a 43% cut to the book budget, 17% cut to periodicals, audios, and DVDs, and an overall 13.7% reduction in total Maintenance and Operations. The good news is that no staff positions were eliminated so we do not have to reduce our hours.

Summer Intern

The Alaska State Library awarded HPL a grant for a summer intern. The intern would be a student currently enrolled in or recently graduated from a library science master's degree program, with travel expenses and a small stipend paid by the State Library for up to eight weeks. FHL has agreed to provide housing, so if you know of someone in town who might be willing to make an apartment or cabin available, please let us know. The intern, if obtained, will work on two special projects: reclassifying the picture book collection by subject categories (something our children's librarian has been wanting to do but not had time to tackle) and creating an up-to-date database of recommended titles for youth about Alaska or relevant to Alaska children.

Library Art

- The art committee met to choose exhibits for the upcoming year.
- Good news regarding the Library's art in storage at the HERC building: Jim Lavrakas completed an inventory of City art for the Public Arts Committee, including our stored art. He provided me with that list, which should prove helpful in deciding what to keep and what to dispose of.

Behind the Scenes

Director: I've spent this month on duties such as staff evaluation, year-end accounting, updating reporting forms and library software for 2016, updating the Library's mission statement, and collection development.

Staff: Holly Brennan worked with staff from several other departments to update the City and Library website. Amy Gordon completed an order of Russian children's books, which she is now cataloging. Teresa Sundmark has been choosing categories and books for a new "15 in '16" reading list, based on input from staff and participants in this year's "15 in '15" program.

Facility

- Windows to replace the two shattered by vandals are ready but installers are still waiting for favorable weather.
- The Xerox machine is now scanning but not entirely correctly.
- The new tables in the meeting room are great.

December Special Event

Family Game Night

Upcoming Special Events

15 in '16 Fireside Kick-Off -- Thurs. 1/21, 6-8 PM

Minecraft Building Challenge – Sat. 1/30, 1:30-5:30 PM

Ongoing

Aging to Perfection – Conversation about aging well. Saturday 1/9 3:30-5:30.

Maker Club – Thursdays 3:30-5:30 PM.

Ham Radio Class – first Tuesday, 5-6:30 PM and second Saturday, 12-3 PM

SPARC Radio Club – first Tuesday, 6:30 PM

Story Times – Tuesdays & Wednesdays 10 AM. Small Fry Thursdays 11:30 AM

Knitting – Mondays, 2-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Drop-In Tech Help –Third Saturday (1/16), noon to 2

LARP – Live-Action Role-Playing, ages 10-18. Fridays 3:30-5:45 PM

See our website for more information

**Homer Public Library
Director's Report
January 26, 2016**

As you can see from the year-end infographics put together by Holly Brennan, library use was up again in 2015. The nine percent increase in circulation is especially substantial. As we move into our tenth year in the "new" building, it's gratifying to see the Library being used so heavily by the community! Circulation in 2005, the last full year in the old library, was 89,964; in 2015 it reached 142,178 -- an increase of 58%. That's impressive!

Meetings in January

- City Council -- 2
- Friends of the Library -- 2
- Staff -- 1
- Department Heads -- 2
- Alaska Library Association Executive Council -- 1 phone meeting

Issues of Interest

Rasmuson Grant

We should be hearing very soon about the \$23,691 grant I applied for to purchase books and materials. My fingers are crossed!

Art

The City is trying to clean out storage areas in the HERC buildings as much as possible. Items remaining that the Library wants to keep include: 1) left-over building materials; 2) some extra metal shelving; 3) a wooden card catalog; and 4) several boxes of artwork. While looking through the artwork, I found two that may be of particular value. One is an oil painting of the Spit by Sam Pratt and the other is an oil (?) by Norman Lowell. I moved them to my office for now for safer keeping. I could use some help finding out approximate values of the paintings and how/where to get them professionally cleaned. Once those two things are accomplished, I think we should hang the paintings.

Then the rest of the artwork needs to be gone through to ascertain which pieces should be kept and which sold at the next City surplus sale.

Meeting Room Policy

Some of you may have received a handsomely printed invitation to an "educational event" at the Library about retirement planning from Allied Wealth Advisors. This group asked to rent the conference room after-hours on a Friday night. I approved their request. However, our policy -- and the agreement they signed -- clearly states in two places that events may not be advertised in a way that implies endorsement or sponsorship by the Library. I decided that their advertising violated the agreement, the City Manager agreed, and so I informed them that permission to use the room was revoked. They were apologetic and as far as I know, the matter is settled.

However, it does make me wonder if we should include stronger wording in our policy and agreement. We could require wording to the effect that “The Homer Public Library does not endorse or sponsor this event” on all advertising if you think it’s necessary. I’m not sure that it is – it might be overkill, as this is the first real problem of this sort in my (almost) five years here with the Library. We’d have to redesign our Agreement form, as well as educate the groups that currently advertise their meetings of the change.

I’m not sure if we’d need to update our Facility Use Policy or if we could get by with updating the Agreement, which I don’t think is part of the official policy. (Renee, can you help clarify?)

The policy is found here: http://www.cityofhomer-ak.gov/sites/default/files/fileattachments/library/page/7373/hpl_facility_use_policy_july_2013.pdf

The agreement is here: (http://www.cityofhomer-ak.gov/sites/default/files/fileattachments/library/page/7373/after-hours_facility_use_agreement_0.pdf.)

What do you think? Unnecessary bureaucratic hassle imposed on user groups or prudent and reasonable requirement?

Mission Statement

It’s been at least ten years since the mission statement was updated. Staff and I have worked on the attached statement and are ready for your feedback and/or approval. We also made a “Mission in Action” document meant to be more dynamic – not part of the official Mission Statement but more of a living document that we can change as our programs, resources, and services change over time. My thinking is that it may also serve as a handy educational resource for outreach.

Behind the Scenes

Director: This month I’ve continued work on the Library’s mission statement (see attached), collection development, a staff evaluation, and a couple projects I’m involved with – two with the Alaska Library Association Executive Council and one with an ad hoc group tasked with compiling a list of recommended Alaskan books for youth. And invoices – always invoices! I sat in on an online webinar on how to get started with digitization projects, which was informative. I see that as something we should work toward doing. I also attended the City Council work session on Strategic Doing for ADA improvements, worked with IT director Nick Poolos to resubmit our e-rate application after learning of some needed adjustments, and arranged with Savanna Bradley of the Pratt Museum to change the art we have on loan from them in the lounge area.

Staff: The new Russian children’s books are out in the collection now and already being checked out. We had two school visits from Razdolna this week, led by Claudia Haines. Teresa Sundmark organized the kick-off event for the 15 in ’16 reading program last Thursday evening. The

weekly after-school Curiosity Creates! program continues to be well attended, also led by Claudia with the help of volunteers. Holly Brennan has been fine-tuning the new website.

Facility

- Windows to replace the two shattered by vandals are ready but installers are still waiting for favorable weather.
- The Xerox machine is still scanning but not entirely correctly.
- We donated one of our old conference room tables to City Hall – it wasn't needed here.
- The Library survived the earthquake amazingly well. About 20 books fell off their shelves and a few drawers flew open. Even the two damaged windows didn't break out.

Yes, we have PFD forms!

No, we do not yet have IRS forms! (But they say the forms are coming. Soon.)

January Special Events

15 in '16 Fireside Kickoff

Russian Language Storytime – 11:30 AM

Minecraft Building Challenge – Sat. 1/30, 1:30 PM

Upcoming Special Events

Author Talk with Peter Dunlap-Shohl – creator of the graphic novel, *My Degeneration*. Thurs. 2/4, 6 PM.

Facebook Class – Saturdays 2/6, 2/13, 2/20, 10 AM

Alaska Reads: Blonde Indian – Author reading with Ernestine Hayes – Fri. 2/19, 6 PM

Ongoing

Maker Club – Thursdays 3:30-5:30 PM.

Ham Radio Class – first Tuesday, 5-6:30 PM and second Saturday, 12-3 PM

SPARC Radio Club – first Tuesday, 6:30 PM

SAT Practice – Tuesdays and Thursdays, 6:15 PM

Story Times – Tuesdays & Wednesdays 10 AM. Small Fry Thursdays 11:30 AM

Knitting – Mondays, 2-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Aging to Perfection – second Saturday, 3:30 PM

LARP – Live-Action Role-Playing, ages 10-18. Fridays 3:30-5:45 PM

See our website for more information

MISSION STATEMENT

The mission of the Homer Public Library is to support the information needs of the community by providing access to quality resources in a welcoming atmosphere by a knowledgeable and caring staff. We take seriously our responsibility to serve as a place for children to discover the joy of reading and the value of libraries. We pledge to promote literacy, learning, and enrichment for people of all ages, thereby enhancing the economic, social, and cultural vitality of our community.

Approved by the LAB on May 7, 2002
Adopted by the HCC on June 10, 2002

HOMER PUBLIC LIBRARY YEAR IN REVIEW

2015

up
9%
over
2014

142,178



CHECKOUTS

135,957



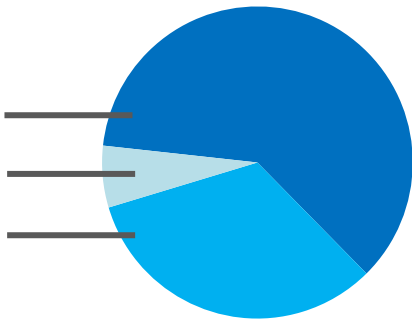
VISITS TO THE LIBRARY

49,406



COMPUTER SESSIONS

BOOKS
OTHER
VIDEOS



NOTABLE NUMBERS

115,198



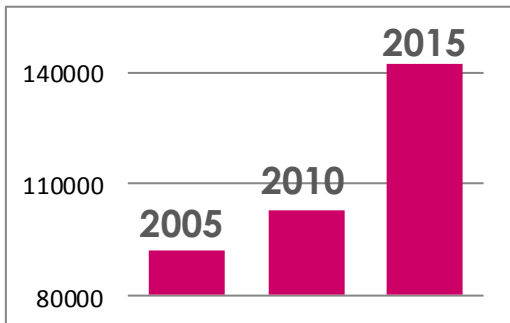
LIBRARY WEBSITE
PAGE VIEWS

4,222



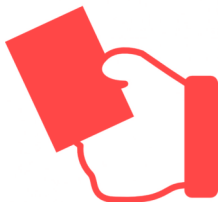
PEOPLE USED
STUDY ROOMS

AND WE'RE STILL GROWING!



ANNUAL CHECKOUTS

853



NEW LIBRARY CARDS

306



HOMEBOUND VISITS

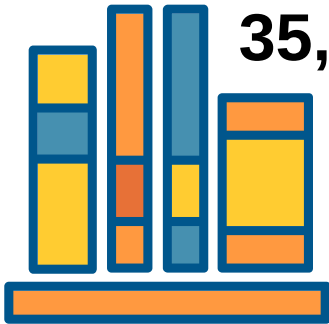
up 26%
over 2014

2,375



VOLUNTEER HOURS

Children's Services 2015



35,775

children's books,
audiobooks, CDs,
toys & magazines
were checked out



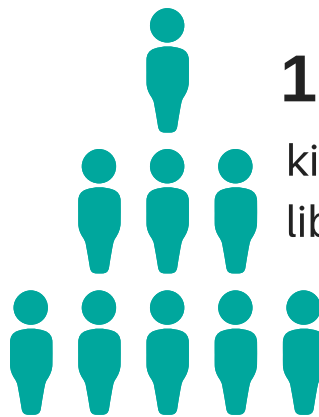
3,851

caregivers & children
attended 80
early literacy storytimes
at the library



321

school age
kids attended
afterschool
programs



155

kids visited the
library on a field trip

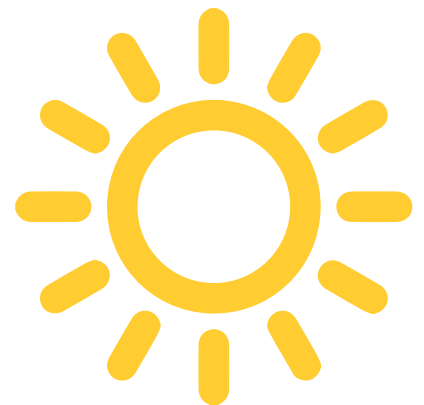


150

kids got a new library card






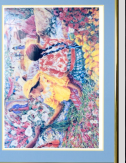
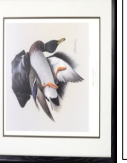
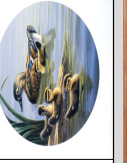


845







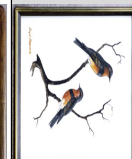



kids participated in
23 Summer@HPL events



Homer Public Library



LOCATION	TITLE / DESCRIPTION	ACCESS	CONDITION	SIZE	ARTIST	MEDIUM	DATE ACQUIRED / COST	OWNERSHIP / NOTES	PHOTO
PUBLIC WORKS Maintenance HERC Building 2	"Fall Sunset"	Stored	Good	28.5 x 34.75 inches	Steve Herbert	Framed acrylic painting on canvas	1980 / Value unknown	City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	"Glacier"	Stored	Good	22.5 x 27 inches	Normal Lowell	Framed oil on canvas	1979 / Value unknown	City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	"Homer Spit in Winter"	Stored	Fair (some cracking of paint)	32 x 22 inches	Vega Pratt	Framed oil on canvas	1979 / Value unknown	City of Homer / from old Library / donated by Sam Pratt	
PUBLIC WORKS Maintenance HERC Building 2	"Mink"	Stored	Excellent	23 x 29 inches	Gary Lyon	Framed print	9/1985 unknown Value	City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray	
PUBLIC WORKS Maintenance HERC Building 2	Homer Library (Heston Building)	Stored	Excellent	38 x 25.25 inches	Unknown	Framed watercolor & pen	Unknown	City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	"Dia de las Flores"	Stored	Excellent	34 x 26.75 inches	Angeline Kysla	Framed print 78/700	1993 / Value unknown	City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	"Black Labrador"	Stored	Excellent	23.5 x 29 inches	James Killen	Framed print 4425/5500	Unknown	City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	"Pride & Joy" Woodduck Hen & Chicks	Stored	Excellent	16.75 x 20.75	James Meger	Plexiglass framed print	Unknown	City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	Beach, rocks, waves at night	Stored	Excellent	22 x 18.25	Bryden	Framed print	Unknown	City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	"View From Haines Highway"	Stored	Excellent	25 x 17.25 inches	Gil Smith	Framed print	9/1985 unknown Value	City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray	

PUBLIC WORKS Maintenance HERC Building 2	"Ron Waterman's Homestead Cabin"	Stored	Good (Frame is falling apart)	17.25 x 19.5	Toby Tyler	Framed watercolor & ink pen	9/1979 unknown	Value	City of Homer / from old Library / donated by the artist	
PUBLIC WORKS Maintenance HERC Building 2	"Wintering Buffalo"	Stored	Fair	16.75 x 15 inches	Terry Maddox	Framed pencil drawing	1978 / Value unknown		City of Homer / from old Library	
PUBLIC WORKS Maintenance HERC Building 2	"Orthodox Church - Kenai"	Stored	Excellent	25.25 x 21.25	Ross Wenn / exchange art teacher from Australia, 1976-1977	Watercolor	9/1985 unknown	Value	City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray	
PUBLIC WORKS Maintenance HERC Building 2	"Sik-sik" (Arctic ground squirrel)	Stored	Excellent	17.5 x 21 inches	Gary Lyon	Framed print 144/200	9/1985 unknown	Value	City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray	
PUBLIC WORKS Maintenance HERC Building 2	"Ermine"	Stored	Excellent	16.20 inches	Gary Lyon	Framed print 109/500	9/1985 / Value unknown		City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray	
PUBLIC WORKS Maintenance HERC Building 2	"Chickadees in the Cottonwood Tree"	Stored	Excellent	11 x 9 inches	Dale Dearmond	Reproduction of original woodcutprint	1982 / Value unknown		City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray	
PUBLIC WORKS Maintenance HERC Building 2	"Birds"	Stored	Excellent	12 x 15	Boyd Shaffer	Framed watercolor	9/1985 unknown	Value	City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray	
PUBLIC WORKS Maintenance HERC Building 2	"Alaskan Beach Grasses & Flowers"	Stored	Excellent	15.5 x 19.5	Toby Tyler	Framed print	1979 / Value unknown		City of Homer / from old Library / donated by the artist	
PUBLIC WORKS Maintenance HERC Building 2	"Four Seasons Flowers"	Stored	Excellent	15.5 x 19.5	Toby Tyler	Framed print	1979 / Value unknown		City of Homer / from old Library / donated by the artist	
PUBLIC WORKS Maintenance HERC Building 2	"Four Seasons"	Stored	Excellent	15.5 x 19.5	Toby Tyler	Framed print	1979 / Value unknown		City of Homer / from old Library / donated by the artist	

PUBLIC WORKS Maintenance HERC Building 2	"Snowy Owl"	Stored	Excellent	27 x 21 inches	Dale DeArmond	Framed print	9/1985 unknown	Value		City of Homer / from old Library / donated by Mr. & Mrs. Robert Gray
PUBLIC WORKS Maintenance HERC Building 2	Tropical scene	Stored	Excellent	20 x 21 inches	Luba Yelapa	Framed silkscreen	1995 / Value unknown	Value		City of Homer / from old Library /

**Homer Public Library
Director's Report
February 24, 2016**

We held several excellent programs this past month: an author talk by Peter Dunlap-Shohl, a reading by Alaska Reads author Ernestine Hayes, and our first Russian Story Time with Elizabeth Candror. All were well-attended with a lot of good feedback from patrons.

Meetings in February

- City Council -- 2
- Friends of the Library -- 1
- Staff -- 1
- Department Heads – 1

Issues of Interest

Rasmuson Grant

We were awarded the grant! That's \$23,691 for "collection enhancement," i.e. books, audios, and DVDs. It's a huge relief to know that for the coming year we'll be able to keep up with the demand for new materials, as well as continue to work on updating the existing collection.

Lunch with a Council Member

Council members David Lewis and Catriona Reynolds volunteered for the first informal, lunch hour chat with constituents held in the library meeting room. About 8 people came to talk about local issues. Donna Aderhold and Gus Van Dyke will be available on March 14.

Art Update

- I still need to find someone to professionally clean the paintings by Sam Pratt and Normal Lowell.
- I was approached by a patron about the donation of a large painting by Alaskan artist Doug Lindstrand. Per our Gift Acceptance Policy, I'd like a small committee to assist me in deciding if we want to accept the gift, if and when it is formally offered.

ADA in the Library

The City is appointing a task force to look at what can be done to improve access at City facilities for people with special needs. The Library has some adaptive equipment in the adult area but not in the children's room. We also need to address the need for sign language interpretation at library events. I've volunteered to be on this task force.

Mission Statement Update -- See last month's report.

Behind the Scenes

Director: IT manager Nick Poolos and I again resubmitted our e-rate application...the final one, I hope. I registered for and made travel arrangements to attend the Alaska Library Association conference in Fairbanks March 10-13 and the Public Library Association conference in Denver April 6-9. I sat in on a webinar on archiving fundamentals and completed one of several online

Federal Emergency Management courses I'm required to take. I also worked on an initial response to the Planning Department's request for comments and information to update the library portion of the City's comprehensive plan. The LAB will have a chance to comment on this document when the Planning Department has incorporated the new information. In the meantime, you might think about what you consider the Library's top priorities in the near future (up to 5 years), mid-term (5 to 10 years) and long term (10 to 20).

Staff:

- I'm sorry to report that Daniel Querfeld is resigning his position as a Part-Time Library Technician 1. His position is currently being advertised and I expect to have a replacement by the first week in April. Daniel will continue as a substitute for the time being as he pursues other employment options.
- Elizabeth Candror will give Russian Story Time once per month through April.

Facility

- Windows still awaiting replacement.
- The Xerox machine is still scanning but not entirely correctly.
- Nomar is making cushions for the window seats in the children's library. We're trying to create more comfortable reading nooks within the space we have. The Friends are paying for this.
- Paul Rourke is installing sliders on most of the book bins in the children's library so they can be more easily moved for special events. Also paid for by the Friends.
- We're developing a plan to rearrange the computers in the children's library to separate them as much as possible from the reading area.

Yes, we have PFD forms!

Yes, we have IRS forms! Mostly 1040s but also a master book from which to make copies.

The Library is CLOSED Monday March 28 for Seward's Day.

Upcoming Special Events

Russian Language Storytime – Sat. 3/26, 11:30 AM

Lunch with City Council Members – Mon. 3/14, noon-1 PM

Ongoing

Maker Club – Thursdays 3:30-5:30 PM.

Ham Radio Class – first Tuesday, 5-6:30 PM and second Saturday, 12-3 PM

SPARC Radio Club – first Tuesday, 6:30 PM

SAT Practice – Tuesdays and Thursdays, 6:15 PM

Story Times – Tuesdays & Wednesdays 10 AM. Small Fry Thursdays 11:30 AM

Knitting – Mondays, 2-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Aging to Perfection – second Saturday, 3:30 PM

LARP – Live-Action Role-Playing, ages 10-18. Fridays 3:30-5:45 PM

See our website for more information

Homer Public Library Statistical Summary for 2015

Date: 26-Feb-16

CIRCULATION	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	Y.T.D.
Total # of Items	11,044	11,045	11,927	11,334	10,528	10,426	13,647	12,367	12,244	12,670	12,533	12,413	142,178
INTERLIBRARY LOANS													
Incoming (Borrowed)	27	27	27	22	27	24	31	19	32	27	11	23	297
Outgoing (Lent)	50	58	39	38	45	23	23	42	26	42	31	34	451
STUDY ROOM USE													
# of groups	179	179	191	228	133	149	138	175	195	172	149	143	2031
# of people	420	444	387	497	281	248	277	334	335	380	322	297	4222
MEETING ROOM USE													
# of groups	20	20	9	26	26	25	31	24	19	36	24	21	281
ATTENDANCE													
TOTAL (*Included)	11,017	10,326	11,060	12,369	10,777	11,871	13,026	12,058	12,724	11,362	9,748	9,619	135957
*Story Hour & Lapsit	304	326	342	391	219	257	369	177	381	443	341	270	3820
*School Classes	40	5	0	0	38	0	0	0	19	0	70	28	200
*Internet sessions	3,670	3,851	3,768	4,086	4,267	4,673	5,053	4,996	4,471	3,981	3,196	3,394	49406
*Programs	149	246	190	205	298	442	338	27	708	286	159	166	3214
OUTREACH													
# Visits	4	4	5	3	5	4	4	5	4	4	4	5	51
# People	13	8	14	103	24	16	17	31	23	21	16	20	306
NEW CARDS ISSUED													
City	31	30	26	33	30	48	40	44	45	43	46	25	441
Borough	27	21	27	31	28	26	27	33	39	34	40	24	357
Temporary	2	2	1	3	8	15	9	10	4	1	0	0	55
VOLUNTEER HOURS													
# of people	90	56	60	80	69	67	78	66	85	84	92	78	905
# of hours	221	157.5	178.5	261.5	150	160.25	252	157.75	251.25	194	170.75	220	2374.5
MATERIALS ADDED													
Books	448	259	302	382	429	359	236	242	213	297	332	382	3881
Audio	27	7	16	18	24	5	28	0	35	20	22	34	236
Video	99	21	36	69	42	59	20	89	50	52	82	71	690
Serials	0	1	0	0	3	6	0	3	0	0	2	0	15
Electronic Resources	1	0	0	0	0	0	0	0	0	0	0	0	1
MATERIALS REMOVED													
Books	520	282	154	0	367	120	379	410	293	167	124	145	2961
Audio	9	33	1	0	0	3	2	22	46	4	4	1	125
Video	8	16	8	67	98	5	11	16	7	2	5	14	257
Serials	0	1	1	0	4	0	3	0	0	36	0	0	45
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2343.80	1335.59	2231.28	3838.81	2677.50	2935.04	2081.20	2502.89	2772.74	3179.70	1774.60	1796.20	29,469.35
Building Fund (151-)	0.00	0.00											0.00
Library Gifts (803-)	0.00	50.00	28.65			15.63			10.00				104.28
Grants	1000.00	492.00		1500.00		6650.00			114300.00	7500.00			131,442.00
TOTALS	3,343.80	1,877.59	2,259.93	5,338.81	2,677.50	2,950.67	8,731.20	2,502.89	117,082.74	10,679.70	1,774.60	1,796.20	\$161,015.63

Grants: AK LIB CE Early Literacy

AK LIB CE

PLAG

Generator ALSC

538

From: Ann Dixon
Sent: Friday, January 08, 2016 5:15 PM
To: Renee Krause
Subject: Grant Information

Hi Renee,

Would you please include the attached information in the next LAB report? I'd like to see if any LAB members are interested in working on an application to do some planning around preserving local history items in the collection, as well as the rare Alaskana, and coming up with options for the best ways to make them available to the public. This grant could bring someone in to help us do that, I think.

<http://www.neh.gov/files/grants/pres-assist-grants-may-5-2015-edit.pdf>

Ann



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PRESERVATION AND ACCESS**

**PRESERVATION
ASSISTANCE GRANTS FOR
SMALLER INSTITUTIONS**

Deadline: May 5, 2015 (for projects beginning January 2016)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

Item referred to in this document needed to complete your application:

- Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Preservation and Access at preservation@neh.gov and 202-606-8570. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds

available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

I. Program Description

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials.

Applicants must draw on the knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities on which their projects focus. Within the conservation field, for example, conservators usually specialize in the care of specific types of collections, such as objects, paper, or paintings. Applicants should therefore choose a conservator whose specialty is appropriate for the nature of their collections. Similarly, when assessing the preservation needs of library, museum, or archival holdings, applicants must seek a consultant specifically knowledgeable about the preservation of these types of collections.

The program encourages applications from small and mid-sized institutions that have never received an NEH grant. The program also encourages applications from presidentially designated institutions (Hispanic-serving institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities), and from Native American tribes with significant humanities collections.

Preservation Assistance Grants may be used for purposes like these.

- **General preservation assessments**

Applicants may engage a conservator or other preservation specialist to conduct a general preservation assessment and to help draft a long-range plan for the care and sustainability of humanities collections. The consultant visits the institution to assess policies, practices, and conditions affecting the care and preservation of humanities collections and prepares a report that summarizes the findings and contains prioritized recommendations for future preservation action.

- **Consultations with preservation professionals to address a specific preservation issue, need, or problem**

Applicants may hire a consultant to help address challenges in the stewardship of humanities collections. For example, consultants can provide advice about

- developing disaster preparedness and response plans;
- establishing environmental monitoring programs, instituting integrated pest management programs, and developing plans for improving environmental conditions, security, or fire protection for collections;
- studying light levels in exhibition and storage spaces and recommending appropriate methods for controlling light and reducing damage to collections;
- developing detailed plans for improving storage or rehousing a collection; and
- assessing the conservation treatment needs of selected items in a collection.

Based on preliminary discussions about the proposed assessment, a consultant may be able to anticipate an institution's need for basic preservation supplies. *In such cases, the applicant may request funds to purchase the recommended supplies, but only if the consultant's letter of commitment provides a description of the supplies and justification for their use.* After the on-site visit, the consultant can refine the list of supplies to be purchased.

- **Purchase of storage furniture and preservation supplies**

Applicants who have completed a preservation assessment or consulted with an appropriate professional may request funds to purchase permanent and durable furniture and supplies (for example, cabinets and shelving units, storage containers, boxes, folders, and sleeves). Grant funds may be used to support vendor fees for shipping and installation of storage furniture. If an institution's staff and volunteers have limited experience in rehousing collections, the institution should enlist a consultant to provide guidance and training at the beginning of the project. Applicants requesting storage supplies should discuss how plans for the organization or arrangement of the collections have informed the selection of supplies and equipment.

- **Purchase of environmental monitoring equipment for humanities collections**

Applicants may purchase environmental monitoring equipment (for example, dataloggers or light meters). If the institution's staff does not have experience using the equipment, the application should include a request for training in the use and installation of the equipment and the interpretation of the monitoring data.

- **Education and training**

The Preservation Assistance Grant program focuses on the preservation of collections, but it also recognizes that cultural institutions need to gain better intellectual control of and enhance access to their collections. The program therefore offers support—under its education and training component—for attendance at workshops and training courses that address both preservation and access topics.

Workshops and training sessions may be face-to-face or online. Applicants may hire a consultant to conduct on-site training for staff and volunteers. On-site workshops may be tailored to meet an institution's specific needs and holdings. Applicants hosting a workshop are encouraged to enhance the impact of the training by inviting the participation of staff, students, and volunteers from neighboring organizations or institutions.

Education and training requests may address both preservation and access topics. For example, workshops could focus on topics such as the following:

- preservation and care of humanities collections (often offered by collection type, for example, textiles, paintings, photographs, archival records, manuscripts, and books),
- methods and materials for the storage of collections,
- environmental monitoring programs,
- disaster preparedness and response,
- best practices for cataloging rare books, art, and material culture collections,
- proper methods for the arrangement and description of archival collections,
- standards and best practices for digital preservation, and
- care and handling of collections during digitization.

For all the project activities outlined above, applicants may combine two or more elements of the project types listed above in a single application. For example, an applicant may request funds for a consultant to conduct a preservation assessment and an on-site preservation workshop for the institution's staff. In such cases, the consultant's letter of commitment should fully describe both proposed activities and the associated fees.

NEH grants may support consultant fees, workshop registration fees, travel and per diem expenses, and the costs of purchasing and shipping preservation supplies and equipment.

Previously funded projects

An institution that has received a Preservation Assistance Grant may apply for another grant to support the next phase of its preservation efforts. For example, after completing a preservation

assessment, an institution might apply to purchase storage supplies and cabinets to rehouse a collection identified as a high priority for improved storage. These proposals receive no special consideration and will be judged by the same criteria as others in the grant competition.

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the Common Good initiative or the Standing Together initiative.

Preservation Assistance Grants may not be used for

- projects focusing on collections that fall outside the humanities;
- projects focusing on collections or materials that are not accessible for research, education, or public programming;
- projects focusing on collections or materials that are the responsibility of an agency of the federal government;
- appraisals of collections to determine their historical or financial value;
- conservation or restoration treatments (including deacidification and encapsulation) or the purchase of conservation or restoration treatment supplies and equipment (for example, mending tape, erasers, and cleaning supplies) or library binding;
- treatment of collections for pest infestation;
- courses leading to a degree, including graduate-level conservation training or training related to advanced conservation treatment;
- projects that focus on preserving or restoring buildings or other structures;
- capital improvements to buildings and building systems, including the purchase of equipment such as air conditioners, dehumidifiers, lighting systems, and security and fire protection systems;
- cataloging, indexing, arranging, and describing collections, or purchasing software related to these activities;

- the exhibition or display of collections, and the purchase of furniture and display cases intended for this purpose;
- reformatting of collections (for example, digitizing, photocopying, microfilming, or copying to another medium) or the purchase of equipment for reformatting (for example, computers, scanners, digital cameras, cassette decks, and CD-ROM drives);
- planning for digitization or building infrastructure;
- development or purchase of software, including but not limited to content and digital asset management systems;
- purchase of computers;
- salaries and fringe benefits for the staff of an institution, including the hiring of student interns;
- attendance at regular meetings of museum, library, archives, or preservation organizations; or
- the recovery of indirect costs.

II. Award Information

Grants of up to \$6,000 will be awarded.

All grants are awarded for a period of eighteen months, although a grantee may complete a project in a shorter period of time.

Cost sharing

Cost sharing is not required in this program. If eligible expenses are more than \$6,000, an applicant may cover the difference and show this as cost sharing in the project's budget.

III. Eligibility

U.S. nonprofit organizations are eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

Only one application for a Preservation Assistance Grant may be submitted annually by an institution, although distinct collecting entities of a larger organization may apply in the same year, such as the library and museum of a university or two historic sites within a historical society.

Applicants must demonstrate that they

- care for and have custody of the humanities collections that are the focus of the application;
- have at least one staff member or the full-time equivalent, whether paid or unpaid; and

- make their collections open and available for the purpose of education, research, and/or public programming, as evidenced by the number of days on which the institution is open to the public, the capacity to support access and use, and the availability of staff for this purpose.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice

Prior to preparing and submitting a proposal, applicants are encouraged to look at the list of recently funded projects, to examine sample narratives, and to review the Frequently Asked Questions document. Links to all of these documents are available on the [program resource page](#). Please note, though, that program staff is not able to review draft applications.

HOW TO PREPARE YOUR APPLICATION

Your application should consist of the following parts.

1. Project abstract

Provide a one-paragraph abstract (up to one thousand characters) describing the nature of the collections that are the focus of the project, their significance to the humanities, and the specific goal(s) and activities that the grant would support. Applicants should copy this paragraph into the Project Information field in the Application for Federal Domestic Assistance—Short Organizational form. (See below, in the instructions for submitting an application to Grants.gov.)

2. Narrative

Project narratives are limited to five single-spaced pages. The font size should be no smaller than eleven point, and all pages should have one-inch margins. Applicants should keep the application review criteria (see below, in Section V of these guidelines) in mind when writing their narratives.

Answer the following questions in order. State each question as the heading for the answer to that question.

A. What activity (or activities) would the grant support?

State the specific activity or activities that the grant would support and the goals of the proposed project.

B. What are the content and size of the humanities collections that are the focus of the project?

Describe the collections that are the focus of the project, emphasizing their significance to the humanities (keeping in mind that projects funded by NEH should promote public confidence that taxpayer funds in support of the humanities are well spent). The description should be at least one page long.

- Identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content.
- Highlight specific examples of important items in the collections.

A description of an archival collection, for example, might begin by stating that the collection comprises two hundred letters written by prominent political figures between 1870 and 1885; twenty-four linear feet of records documenting the environmental impact of a regional coal mining company active from 1940 through 1970; fifty-two maps documenting the history and development of the local transportation system; twelve volumes of birth and death records for local residents from 1860 to 1950; and nine hundred photographs depicting community life during the 1930s and 1940s.

A description of a museum collection might begin by stating that there are ten thousand objects from the early 1800s to the present, including approximately one thousand costumes and items of personal adornment, five hundred Native American baskets, four hundred agricultural implements, and hundreds of household products and furnishings.

The description should then proceed to discuss in detail the content of these materials and their significance to the humanities. For example, an applicant might explore topics such as the social, political, or economic development of a community, showing how the collections could illuminate these broader humanities themes in American history and culture.

If the project focuses only on a portion of an institution's collections, briefly describe the overall collections and then provide a detailed account of the portion on which the project focuses.

C. How are these humanities collections used?

Explain in detail the use of the collections on which the project focuses and provide evidence of how the collections are or might be used in scholarly publications, educational activities, exhibitions, or media programming. For example, explain how the collections have been or could be used to illuminate specific humanities themes in an exhibition, or how they have been or could be used in educational programs and classroom instructional materials. If the collections are used for research, describe the range of subjects that have been (or could be) explored and show how these materials could contribute to new

interpretations of national or regional history. Provide examples of research projects conducted by students, scholars, or genealogists. By discussing the use of collections and the ways in which they can increase the understanding of broad humanities themes, you will help evaluators understand their importance to the humanities and to the institution's mission. This section of the application should be at least one page long.

D. What is the nature and mission of your institution?

Describe the mission of the institution and discuss specific budget or staffing considerations that characterize it as a small or mid-sized institution. Demonstrate your institutional commitment to making your collection accessible for education, research, and public programming in the humanities, as evidenced by the following information:

- the number of full-time, part-time, and volunteer staff;
- the number of days per year on which the institution is open to the public; and
- the size of the institutional or departmental budget.

Libraries, archives, or museums that are part of a larger organization, such as a college or university, should provide this information for their institutional unit.

Applicants should also complete the Institutional Profile form. (See the "How to Fill Out the Institutional Profile Form" heading below, in the instructions for "How to Submit your Application via Grants.gov.")

E. Has your institution ever had a preservation or conservation assessment or consultation?

If yes, provide the date of the assessment, the name(s) of the assessor(s), and, if applicable, explain how any previous assessments or consultations relate to or support the proposed project activity.

Has your institution ever engaged a preservation consultant for purposes other than a general preservation or conservation assessment? If yes, briefly elaborate.

F. What is the importance of this project to your institution?

Discuss how this project fits into the institution's overall preservation needs or plans. Describe the current condition of collections and the environment in which they are stored. Explain how the proposed activities build on previous preservation efforts and how the project fits into future preservation plans. In addition, explain how the project would increase your institution's ability to improve collection care beyond the period of the grant. For projects involving

preservation assessments or consultations, explain how the findings will be disseminated within your institution.

Applicants proposing to attend workshops or training courses should describe their content and explain how the knowledge gained would be used to improve preservation practices at the institution. Workshops must be attended during the period of the grant. If a regularly offered workshop has not been scheduled at the time of application, contact the workshop's provider to confirm that it will be offered. In an appendix, provide information about the workshop (for example, a description, announcement, or program) obtained from the provider.

G. What are the names and qualifications of the consultant(s) and staff involved in the project?

Using short paragraphs, provide the name(s) and qualifications of the consultant(s) selected for the project, as well as the names and relevant experiences of the participating staff. Applicants requesting training in the care and preservation of humanities collections must seek a consultant specifically knowledgeable about the collection type or types on which the project focuses. For preservation training projects, identify the staff member(s) who will attend the training and state their positions and responsibilities.

Consultants are required to submit letters of commitment, stating the costs of their services, that guarantee their participation in the project and describe their plan of work. These letters should be included in one of the application's appendices, along with the consultants' résumés.

H. What is the plan of work for the project?

Outline the steps of the project, the sequence in which they will occur, the amount of time they will take, and indicate who is responsible for which activities.

3. Budget

Provide an itemized budget showing the project's expenses rounded to the nearest dollar. To illustrate the format that you should follow, please consult the [sample budget](#) (PDF).

Cost sharing is not required for Preservation Assistance Grants. However, if eligible expenses are greater than \$6,000, the applicant will need to cover the difference and should enter the amount in excess of \$6,000 on the cost-sharing line of the Supplementary Cover Sheet and in the budget. For example, if a project costs \$8,850, the applicant may request \$6,000 from NEH and provide cost sharing in the amount of \$2,850.

4. Appendices (supporting documentation, résumés, and letters of commitment)

For projects based on a previous preservation assessment, attach a copy of the executive summary of the assessment and the relevant sections of the report.

For projects that involve purchasing supplies and equipment, provide a list that identifies each item, quantity, unit cost, and the name of the vendor.

For preservation training projects, attach workshop descriptions, announcements, or programs.

For projects that involve the hiring of a consultant, attach a résumé for and letter of commitment from the consultant.

All projects must include brief résumés (no longer than two pages) for the project director and other key staff.

HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

Register or Verify Registration with Grants.gov

Applications for this program must be submitted via [Grants.gov](https://www.grants.gov). Before using Grants.gov for the first time, an organization must register with the website to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. **NEH strongly recommends that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants are required to register with the [System for Award Management](#) (SAM). You can find additional information above, near the start of these guidelines.

Download the Free Adobe Reader Software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no charge from the Adobe website (www.adobe.com).

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your

computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) A link to the Grants.gov application package can be found on the [program resource page](#).

Save the application package to your computer's hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the "Save" button at the top of your screen. *Tip:* If you choose to save your application package before you have completed all the required forms, you may receive an error message indicating that your application is not valid. Click "OK" to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains four forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance - Short Organizational**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **Institutional Profile Form**—this form asks for additional information about the institution.
4. **Attachments Form**—this form allows you to attach your narrative, budget, and the other parts of your application.

When you fill out the forms, please type all entries (including the project title, brief project description, project director's name, primary contact/grants administrator's name, and authorized representative's name—legal names only, no abbreviations or nicknames) directly onto the form, instead of pasting them in; pasted-in quotation marks, diacritics, and other symbols are often converted into question marks during transmittal. Use normal punctuation and do not type using only capital letters.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

How to Fill Out the Application for Federal Domestic Assistance—Short Organizational

Select the form from the menu and double click to open it.

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn’t have a congressional district (for example, it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grants administrator or chief financial officer to obtain their institution’s DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. Learn more about the [DUNS number requirement](#).

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project. Applicants should copy their project abstracts into this field.
7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project

Director. If the project director and the grants administrator are the same person, skip to Item 9.

9. **Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the [Grants.gov Applicant User Guide](#) (PDF), which is available along with other applicant resources [here](#).

How to Fill Out the Supplementary Cover Sheet for NEH Grant Programs

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.
2. **Institution Information:** Use the pull-down menu to select your type of institution.
3. **Project Funding:** Enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
4. **Application Information:** Indicate whether the application will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. Applicants requesting a supplement should provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

How to Fill Out the Institutional Profile Form

Please choose the appropriate response to each of the six questions on the form.

How to Use the Attachments Form

You will use this form to attach the various files that make up your application.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, [many low-cost and free software packages](#) will do so.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order so that we can identify them. Please attach the proper file to the proper button as listed below:

ATTACHMENT 1: Attach your **project abstract** to this button. Name the file "abstract.pdf".

ATTACHMENT 2: Attach your **narrative** to this button. Name the file "narrative.pdf".

ATTACHMENT 3: Attach your **budget** to this button. Name the file "budget.pdf".

ATTACHMENT 4: Attach your **supporting documentation** to this button. Name the file "documentation.pdf".

ATTACHMENT 5: Attach your **résumés for the project director and other key staff** to this button. Name the file "staffresumes.pdf".

ATTACHMENT 6: Attach your **résumé(s) and letter(s) of commitment for project consultant(s)** to this button. Name the file "consultantresumes.pdf".

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

Note that Grants.gov will reject applications with files whose names include any character **other than numbers, letters, underscores (_), hyphens (-), spaces, and periods.** If you include any other character (for example, a comma) in a filename, Grants.gov will reject your application.

UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all four forms, use the right-facing arrow to move each of them to the "Mandatory Documents for Submission" column. Once they have been moved over, the "Submit" button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution's Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the “Submit” button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the “Sign and Submit Application” button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This confirmation page indicates that you have submitted your application to Grants.gov and includes a tracking number. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except for [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

DEADLINES

Applications must be received by Grants.gov by May 5, 2015. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

NEH asks panelists knowledgeable about the preservation and use of humanities collections to assess applications according to the following criteria:

The collections and their use in education, research, or public programming in the humanities:

- How adequately has the applicant described the content of the collections that are the focus of the project? Has the applicant provided a detailed description of that content, including the type of materials, their quantity, date ranges, and intellectual and historical content?
- How thoroughly and persuasively has the applicant explained the significance of the collections for education, research, or public programming in the humanities, as appropriate?
- Does the applicant demonstrate a sufficient commitment to making its collections accessible, as evidenced by the number of days on which the institution is open to the

public, the institutional capacity to support access and use, and the availability of staff for this purpose?

The proposed activities and the justification of their importance to the institution:

- Are the proposed activities clearly described and feasible?
- How will this project contribute to the institution's capacity to preserve its collections and make them accessible?

The adequacy of the plan of work:

- Has the applicant provided a feasible and clearly described plan of work, timetable, and budget?
- Have supplies and equipment been adequately described and do they meet preservation standards?
- Have workshop topics been described and are the topics appropriate for the applicant's needs?
- Are the roles of the consultants and staff explained?
- Do the consultants and staff have experience and qualifications appropriate to the project's goals?

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

Applicants will be notified of the decision by e-mail in December 2015. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in December 2015. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to preservation@neh.gov.

VII. Points of Contact

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<http://www.grants.gov/web/grants/applicants/applicant-resources.html>
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov [troubleshooting tips](#)

VIII. Other Information

Information about NEH's privacy policy and the estimated application completion time for this set of guidelines is available [here](#) (PDF).

APPLICATION CHECKLIST

- Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.
- Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Institutional Profile Form

4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Project abstract (name the file “abstract.pdf”)

ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Budget (name the file “budget.pdf”)

ATTACHMENT 4: Supporting documentation (name the file “documentation.pdf”)

ATTACHMENT 5: Résumés for project director and other key staff (name the file “staffresumes.pdf”)

ATTACHMENT 6: Résumé(s) and letter(s) of commitment for project consultant(s) (name the file “consultantresumes.pdf”)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.



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: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 25, 2016
SUBJECT: WELCOME NEW BOARDMEMBER!

Welcome to the Library Advisory Board!

Thank you for agreeing to help the city out. Please provide a little background and why you wanted to serve your community.

Recommendation
Informational In Nature. No Action Required.



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

February 23, 2016

Jacque Peterson
884 Larkspur Court
Homer, AK 99603

Dear Jacque,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of February 22, 2016 via Memorandum 16-033.

Included is the 2016 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a board member as to conduct and conflicts of interest.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead.

Your term will expire April 1, 2018.

Cordially,

Mary E. Wythe, Mayor

Enc: Memorandum 16-033
Certificate of Appointment
HCC 1.18 Conflicts of Interest, Partiality & Code of Ethics
2016 Public Official Conflict of Interest Disclosure Statement
Robert's Rules of Order Handbook
Library Advisory Board Bylaws

Cc: Library Advisory Board



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

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mayor@ci.homer.ak.us

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Memorandum 16-033

TO: HOMER CITY COUNCIL
FROM: MARY E. WYTHE, MAYOR
DATE: FEBRUARY 16, 2016
SUBJECT: APPOINTMENT OF CASSANDRA PETERSON TO THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION AND JACQUE PETERSON TO THE LIBRARY ADVISORY BOARD.

Cassandra Peterson is appointed to the Economic Development Advisory Commission to replace David Friedlander for a three year term that will expire April 1, 2019.

Jacque Peterson is appointed to the Library Advisory Board to replace Amy Alderfer for a term to expire April 1, 2018.

RECOMMENDATION:

Confirm the appointment of Cassandra Peterson to the Economic Development Advisory Commission and Jacque Peterson to the Library Advisory Board.

Fiscal Note: N/A

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Jacque Peterson

Has been appointed to

serve as

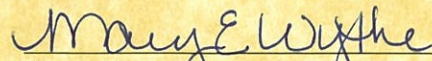
“Boardmember”

on the

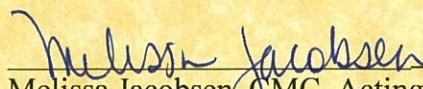
“Library Advisory Board”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
This 23rd day of February, 2016*


Mary E. Wythe, Mayor

Attest:


Melissa Jacobsen, CMC, Acting City Clerk



CITY OF HOMER
 COMMISSION, COMMITTEE, BOARD AND TASK FORCE
 APPLICATION FORM

CITY CLERK'S OFFICE
 CITY OF HOMER
 491 E Pioneer Avenue
 Homer, AK 99603
 PH. 907-235-3130
 FAX 907-235-3143

Received by the Clerk's Office

The information below provides some basic background for the Mayor and Council
 This information is public and will be included in the Council Information packet

Name: Jacqueline (Jacque) E. Peterson Date: 2-12-2016
 Physical Address: 884 Larkspur Ct. Homer, AK 99603
 Mailing Address: same
 Phone Number: 235-0112 Cell #: none Work #: none
 Email Address: JacqueAlaska@gmail.com

The above information will be published in the City Directory and within the city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council

Please indicate the commission(s), committee(s), board or other that you are interested in serving on by marking with and X or a ✓

<input type="checkbox"/>	ADVISORY PLANNING COMMISSION	1 ST & 3 RD WEDNESDAY OF THE MONTH AT 6:30 PM WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM
<input type="checkbox"/>	ECONOMIC DEVELOPMENT ADVISORY COMMISSION	2 ND TUESDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	PARKS & RECREATION ADVISORY COMMISSION	3 RD THURSDAY OF THE MONTH AT 5:30 P.M.
<input type="checkbox"/>	PORT & HARBOR ADVISORY COMMISSION	4 TH WEDNESDAY OF THE MONTH OCT-APRIL AT 5:00 P.M. MAY - SEPTEMBER 6:00 PM
<input type="checkbox"/>	PERMANENT FUND COMMITTEE	2 ND THURSDAY OF THE MONTH AT 5:15 P.M. FEBRUARY, MAY, AUGUST & NOVEMBER
<input type="checkbox"/>	PUBLIC ARTS COMMITTEE	2 ND THURSDAY OF THE MONTH AT 5:00 P.M. FEBRUARY, MAY, AUGUST & NOVEMBER
<input checked="" type="checkbox"/>	LIBRARY ADVISORY BOARD	1 ST TUESDAY OF THE MONTH AT 5:00 P.M.
<input type="checkbox"/>	CITY COUNCIL	2 ND AND 4 TH MONDAY OF THE MONTH SPECIAL MEETINGS & WORKSESSIONS AT 4:00 P.M. COMMITTEE OF THE WHOLE AT 5:00 P.M. REGULAR MEETING AT 6:00 P.M.
<input type="checkbox"/>	OTHER - PLEASE DESIGNATE	

I have been a resident of the city for 1 yrs 8 mos. I have been a resident of the area for 1 yrs 8 mos.

I am presently employed at Retired

Please list any special training, education, or background you may have which is related to your choice of commission, committee, board or task force:

Masters degree Library and Information Science
20+ years as a school, university and public librarian

Have you ever served on a similar commission, board, committee or task force? If so please list when, where and how long:

No as it relates to government - too many to count
as it relates to my work life. I have served on budget
policy, curriculum committees and task force.

Why are you interested in serving on the indicated commission, committee, board or task force?

Community service in an area I believe I may
bring something of value to the table.

Do you currently belong to any organizations specifically related to the area of your choice(s) you wish to serve on?

No

Please answer the following if you are applying for the Advisory Planning Commission:

Have you ever developed real property, other than your personal residence, if so briefly describe? _____

No

Please answer the following if you are applying for the Port & Harbor Advisory Commission:

Do you use the Homer Port and/or Harbor on a regular basis? What is your primary use?

Commercial

Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

When you have completed this application please review all the information and return to the City Clerk's Office . You may also email this document to clerk@cityofhomer-ak.gov or fax to 907-235-3143. Thank you for applying!



City of Homer

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Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

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(p) 907-235-3130

(f) 907-235-3143

MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 25, 2016
SUBJECT: ELECTION OF A NEW CHAIR

The first action tonight is to elect a new chair. Patrick Brown was our chair and had to resign his appointment for personal reasons. We are sorry to see him leave.

The Chair has the responsibility to:

- Open the at the appointed time
- Make sure there is a quorum present
- Announce or introduce each item on the agenda into the record and request a motion to discuss or approve
 - normally the Chair offers the floor to the person requesting the item on the agenda if it is for discussion or the maker of the motion gets to speak first to their motion on the floor.
- Restate all motions so the members and staff are clear on the intent of the motion and who maker and second are for the record.
- Assist the Clerk with drafting the agenda. The Clerk will submit a draft agenda to the Chair on the Wednesday prior to the meeting. The Chair may add or remove items as required and submit back to the Clerk no later than Thursday morning prior to the meeting.
- The Chair will call the meeting in the event of the body not obtaining a quorum.
- The Chair will be able to request a Special meeting if the manner of business to come before the Board is of importance and deemed necessary to meet before a scheduled meeting. All Special meetings are to be approved by Council prior to scheduling. (Agenda deadline for Council is the Wednesday two weeks prior to the meeting. Only the City Manager or Mayor may approve items being added to the Council agenda.)

The Vice Chair or Acting Chair will call for nominations or volunteers for the position of chair. Upon hearing no additional nominations, the Vice Chair or Acting Chair will close nominations and call for the vote. In the event there is only one member nominated the clerk will ascertain if the person is willing to fill the role of Chair and the meeting will be turned over to the newly elected Chair.

Recommendation

Request nominations from the Board for the position of Chair.



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 25, 2016
SUBJECT: RECRUITMENT – STEPS TO ACTIVELY RECRUIT NEW MEMBERS

The Library Advisory Board has had difficulty in recruiting new members for the last several years. A request to reduce the membership to five was entertained but due to various reasons then obtaining new members, this avenue was postponed.

So, how do other communities retain membership on their advisory bodies? Do they have smaller boards or commissions? Are they multi-level advisory bodies such as a combined Parks Recreation and Culture commission or are the communities just larger and have the ability to select from a larger pool?

Our community is pretty awesome and many volunteers serve double and sometimes quadruple duty for several area organizations and we need to see if we can build that same interest again in this body's membership without the need to have a capital project.

So what are some incentives or actions that this body can use to "campaign" for members?

Some possibilities:

1. A seat on the Board for a Friend of the Homer Library member? Maybe this could be offered as a rotating seat so that no one member is obligated to attend all meetings.
2. How about a teacher, I realize they are busy but it is usually only 1 hour a month and not every month.
3. A member of the Russian community?
4. A writer? Entrepreneur? Small Business Owner? Home School Parent?

So... what suggestions do members of the Board have?

Recommendation

Informational in Nature. No Action Required.



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: FEBRUARY 25, 2016

SUBJECT: NEXT MEETING DELIVERABLES AND AGENDA ITEMS

Please discuss and request from staff what you would like to have on the agenda for the next meeting for discussion or action by the Board.

Recommendation
Informational In Nature. No Action Required.

2016 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak regularly 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 2016 is as follows:

January 11,25 2016	_____	_____
February 8,22 2016	_____	_____
March 14,28 2016	_____	_____
April 11,25 2016	_____	_____
May 9, 23 2016	_____	_____
June 13, 27 2016	_____	_____
July 25 2016	_____	_____
August 8, 22 2016	_____	_____
September 12,26 2016	_____	_____
October 10, 24 2016	_____	_____
November 28 2016	_____	_____
December 12, 2016	_____	_____

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.

