

**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 March 1, 2016 **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, April 13, 2016 at 6:00 p.m.
Library Conference Room
 - C. Director’s Report & Statistics – April 2016 **Page 9**
 - D. Rare Book Report
 - E. Library System – Status Update by Boardmember Kuszmaul
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Recruitment Efforts: A Discussion on What the Board Can Do **Page 13**
 - B. Grants – What’s Available, Applications and Status **Page 15**
 - C. Library Mission Statement and Mission in Action – Review and Approval **Page 39**
- 10. NEW BUSINESS**
 - A. Welcome New Boardmember! **Page 45**
 - B. Meeting Room Policy Review and Recommendations **Page 49**
 - C. Conservation of Artwork **Page 89**
 - D. Nomination of the Homer Public Library for the National Medal for
Museum and Library Services **Page 95**
 - E. Next Meeting Deliverables and Discussion Topics
- 11. INFORMATIONAL MATERIALS**
 - A. 2016 Board Member Attendance at Council Meetings **Page 105**
 - B. Frequently Asked Questions **Page 107**
 - C. Article from Alaska News Dispatch dated March 30, 2016 Re: Budgets Cuts to OWL **Page 111**
 - D. Reappointment of Boardmember Kuszmaul **Page 115**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE BOARD**
- 15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR MAY 3, 2016** at 5:30 P.M. in Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 16-01 a Regular Meeting of the Library Advisory Board was called to order by Vice Chair Matt Strobel at 5:38 p.m. on March 1, 2016 in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, STROBEL, KUSZMAUL AND SMITH

ABSENT: BOARDMEMBER BRAUND (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

SMITH/KUSZMAUL - 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 December 1, 2015

SMITH/PETERSON - MOVED TO APPROVE THE MINUTES AS PRESENTED.

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. They are preparing the Celebration of Lifelong Learning in April and submitted a grant for the 2017 Big Read. The Friends also had two very successful events in February, the author talk by Peter Dunlop-Shohl and a reading by Alaska Reads author Ernestine Hayes.

B. Next Friends Meeting

The next meeting is scheduled for Tuesday, March 8, 2016 at 6:00 p.m.

C. Directors Report and Monthly Statistics

Library Director Dixon provided a brief summary of her report included in the packet. She noted that she would not go over the last few reports and hope that the Board had reviewed those reports. She noted that they received the Rasmussen grant for materials and books. They will need to find another since this is good for this year's shortfall in the budget.

Ms. Dixon also requested some assistance with locating someone to clean two paintings that they have and if a couple of them would be interested in assisting her on a possible donation or art. This has not been confirmed yet from the owner but it is a rather large painting and the owner has no place for it. A correction was provided to Ms. Kandror last name was incorrectly spelled in her report.

She further reported that she will probably be on the ADA Committee one issue they face is having sign language interpreters when they are requested and they have no funding for one. She is not sure what will be done.

Library Director Dixon also reported on testifying today regarding House Finance Committee proposed budget cuts to the OWL program that has the broadband and video conferencing components. These programs are used extensively by smaller libraries and rural areas. The committee has also recommended cutting the State Library budget by 19% when the Governor has only proposed a 4% cut in their budget. She testified on both those issues on the value to not just Homer but statewide. Ms. Dixon provided contact information to the Board. She requested that they advocate for keeping the OWL program for the internet and conferencing and keeping the State Library budget.

There was a question on the Board's input on the updated Mission Statement. This missed being included in the packet and will be on the April agenda for review and recommendation of the Board. Library Director Dixon prefers to have the input of the Board, staff has spent some time on this new Mission Statement and the Mission in Action which will be a more "living" document and change as goals are met and completed. She would like to have it approved by the Board.

In working with Mercedes Harness, with the Friends, on having a volunteer, retired social worker available at various time throughout the month to assist those patrons that require assistance. She is hoping that this will free staff from getting involved in patrons personal problems many of which are beyond the scope of the services the library normally provides. She has spoken to the City Manager who is supportive with stipulations. The details have not been ironed out yet. She fielded a few questions regarding confidentiality, etc.

Library Director Dixon related incidents with use of meeting rooms by groups or entities and advertising violations. Just recently there was another financial organization that was actually a non-profit, fraternal organization but the existing policy states that the rooms cannot be used to directly or indirectly to promote sales or services of an organization. She has suggested that the company participate in a financial services event that will have several organizations participating but has not received a response. And, just today she received another request from a person who has an aroma therapy business and wants to have an informational meeting. This may be a revenue option for the Library but the concern expressed is if they rent to a for-profit business, then another community organization would

be unable to use the facilities. So she is a bit unsure if they should review the policy and revise it or just maintain the same policy. A brief discussion ensued.

Deputy City Clerk Krause noted that they can have that item on the next agenda for discussion and action, and offered that the Library may consider that as an avenue to increase funding support for the Library. The Board agreed it was something to consider and requested review of the policy on the next meeting agenda.

E. Rare Books at the Library - Susan Braund

Library Director Dixon reported receiving an email from the Loussac Library announcing a Rare Book and documents auction to raise money for their Library. She thought that was interesting.

PUBLIC HEARING

PENDING BUSINESS

A. Letter to the Editor

Boardmember Smith provided the letter as a laydown that was distributed to both papers in hopes that one or both will be published prior to Spring Break. The Board thanked her for taking this task on and commented that the piece was well written. She noted that Claudia at the Library reviewed it prior to her sending it to the papers.

March 3, 2016 - The Homer Tribune posted the letter in the Letters to the Editor section.

B. Grants - What's Available to Us?

Library Director Dixon requested a volunteer from the Board to take this on since she felt that they qualify and would get the grant for digitization for items in the collection such as the Top Drawer collection which is a unique to Homer since they were written by local authors. We would need the assistance in how to do this and also how and what to do. They would then need another grant to actually perform the work.

Boardmember Peterson read through the document and for the modest amount of \$6000 there is a lot of work to do. Although it would be great to do.

There was discussion on the cost of hiring a company, or staff time involved if machinery donated, copyright laws, volunteer time. Library Director Dixon does not have the time to apply to grant writing and to prioritize this is difficult since in many aspects it is in the top three. This document was provided as an example and the assessment, consultation is what she thought they may qualify for. She has received notice from the State Library regarding an archival project to put smaller libraries unique materials into digital format.

Vice Chair Strobel requested this on the April agenda and that they can spend more time looking into some additional details of the possibility of putting together this grant. Boardmember Smith stated that she can devote a few hours a week to a new project.

Library Director Dixon also reported on the good fortune of getting a summer intern however they need a place for them to live preferably in town, free to very inexpensive within walking distance of the Library.

C. A Borough Wide System - What Do Other Communities Do?

Vice Chair Strobel inquired what direction the Board would like to take with this topic. Boardmember Kuszmaul was very interested in this but would like a better understanding on how the system works. She would like to keep this on the agenda similar to the Rare Books so that if she has something to report she can provide the information to the Board.

NEW BUSINESS

A. Welcome New Boardmember!

Boardmember Peterson provided a brief synopsis of her work history and recent arrival to Homer two years ago to enjoy her retirement. She has worked as a librarian for 20+ years for school, university (UAA) and public libraries.

B. Election of a New Chair

Vice Chair Strobel stated that he would not turn down a nomination of Chair, Boardmember Smith volunteered to be the next in command.

SMITH/KUSZMAUL - NOMINATED BOARD MEMBER STROBEL AS CHAIR AND VOLUNTEERED TO ACT AS VICE CHAIR FOR THE BOARD.

There was no discussion.

The motion was affirmed by consensus of the Board.

C. Recruitment - Steps to Actively Recruit New Members

There was a brief discussion on the different avenues that could be employed to recruit new members, one seat could be filled by non-resident.

D. Next Meeting Deliverables and Discussion Topics

Keeping recruitment on the agenda until vacancies filled.
Having the Grants on the agenda.
New Mission statement on the agenda.

INFORMATIONAL ITEMS

A. 2016 Boardmember Attendance at Council Meetings

Vice Chair Smith has March 29, 2016 and Boardmember Kuszmaul volunteered for the April 11, 2016 meeting since it was Library Week. Library Director Dixon stated that would be very good since she will be absent and the Council normally has a proclamation that she could accept. She will have items to advise Boardmember Kuszmaul.
There was a brief discussion on the sheet on the library statistics as a handout.

COMMENTS OF THE AUDIENCE

There was no audience in attendance for this meeting.

COMMENTS OF CITY STAFF

Library Director Dixon commented it was nice to see everyone again and it was nice to have Jacque on the Board.

Deputy City Clerk Krause inquired if Chair Strobel would like to have a Chair's Agenda for each meeting to facilitate the meetings. He agreed it definitely made it easier. Good meeting.

COMMENTS OF THE BOARD

Boardmember Peterson commented that she appreciates the efficiency and quickness of a well-run board. Thank you.

Boardmember Smith stated she was preparing an overview of what the Library provides or is required to provide for the community so that the Council doesn't think the library could be run by volunteers. She is using a RFQ that Ann has available.

Boardmember Kuszmaul had no comments.

Boardmember Strobel commented that he will be going back into the workforce on a fulltime basis and will probably have to leave the Board but hopefully will not have to leave and he will not leave until they have at least five other members.

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
March 30, 2016**

Frequent questions this month have been "Do you have PFD forms?" and "Where are your tax forms?"

I attended the Alaska Library Association conference in Fairbanks, where there was much discussion about funding for the OWL network being cut. This will eliminate internet access in 24 Alaska villages where broadband is too expensive for individuals to afford, as well as shut down the OWL videoconference network, used to deliver information, health care, classes, job interviews, training, and cultural programs across the state. Significant cuts to the State Library have also been made – again. The Anchorage office is now closed and several staff members have been laid off. The State Library applies for and administers grants that benefit public libraries across the state, including us. They also organize training and advise libraries on a wide range of issues and are responsible for the Alaska State Museum and Archives.

Meetings in February

- City Council – 2
- Library Advisory Board -- 1
- Friends of the Library – 1
- City Manager -- 1
- Department Heads – 2

Issues of Interest

Summer Intern

In conjunction with state librarians, Claudia and I interviewed several candidates, all from out-of-state. We selected William Henley, who will work on two special projects for us from mid-June to mid-August. Flo Larson has generously offered housing, our only fiscal obligation. We're very pleased and excited about this opportunity to pilot an internship project in Alaska.

National Library Week

It's April 4-10. I've submitted a proclamation for the Council packet, which Mayor Wythe will read at the April 11 City Council meeting. Marcia Kuszmaul from the LAB and Andy Haas from the Friends will be present to accept the proclamation. A few participants from the after-school Maker Club may also be there.

Lunch with a Council Member

Only one person showed up for the March session, which was not heavily advertised. The Friends decided to pay for advertising for the April session, which will be the last one until fall.

Mission Statement – No Discussion on Pending Business

Alaska Library Association conference – Many sessions were informative and useful but one on library advocacy was especially valuable. John Chrastka with EveryLibrary.org works with libraries and districts to advise and assist with ballot measures, funding problems, and other challenges. I met with him privately after his presentation to discuss our situation of limited City funding for a large service area unsupported by other governmental entities. He had several suggestions, which I'll summarize at our meeting.

Computer Use – Occasionally I hear a remark (usually outside the library) to the effect that “those people” who use library computers are just playing games, watching movies, or otherwise frivolously spending their time at taxpayer expense. We do not track computer use for privacy reasons but because of our daily dealings with the public, library staff knows that many people are using our computers for personal correspondence, writing resumes, filling out job applications, seeking information on health, legal, and educational matters, filling out government forms, etc. This past week we found a note left at a computer with the names and online addresses of two agencies that assist with abuse of elders and abuse in nursing homes. Clearly not frivolous – and possibly life-saving.

Behind the Scenes

Director

- IT manager Nick Poolos and I are working on the next round of e-rate filing.
- I hope to make it to the Public Library Association conference in Denver April 6-9 (leaving after the LAB meeting).
- I sat in on two webinars: one on measuring summer reading program outcomes and one on e-rate filing.
- I wrote and submitted the Public Library Assistance Grant application for FY2017.
- I wrote and recorded a “Reading Between the Lines” piece on KBBI.

Staff

- Camelle Bickish begins work April 1 as our new part-time Library Technician 1. Daniel Querfeld will continue as a sub.
- Claudia Haines was quoted and a photo of “Reading with Sevie” in our library was published in a new professional book for librarians, *Inspired Collaboration*.
- Claudia gave a mini-training on techniques for developing early literacy skills, including integrating English as a second language, for staff of a local daycare.
- David Bernard also attended the AK Library conference, using a grant from the State Library.

Facility

- Windows still awaiting replacement.
- The Xerox machine is still scanning but not entirely correctly.
- Cushions for the window seats in the children’s library are installed and being used, paid for by the Friends.
- Paul Rourke installed 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.

- Computers in the children's library are almost ready to move to separate them as much as possible from the reading area. (We had to purchase a new switch.)

Special Events in March

Facebook classes – Second and third Saturdays

Lunch with City Council Members – Mon. 3/14

Russian Language Storytime – Sat. 3/26

Erin McKittrick – Storytime and Art Project – Sat. 3/26

Learn Morse Code – Saturdays

Travels: A Community Conversation on the Places We Have Traveled – Thurs. 3/24

Artist Talk with Julianne Tomich – Thurs. 3/31

Special Events in April

Go Blue Day – Child abuse prevention activity & storytime – Fri. 4/1, 10 AM

Celebration of Lifelong Learning – Sat. 4/9, 7 PM

Spring Book & Plant Sale – Sat. 4/16, 10:30 AM

Financial Empowerment Discussion – Thurs. 4/21, 6 PM

Russian Language Storytime – Sat. 4/23, 11:30 AM

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



City of Homer

www.cityofhomer-ak.gov

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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: MARCH 29, 2016
SUBJECT: RECRUITMENT EFFORTS

The Board has lost another member. Bad.

But we are welcoming another new member. Good!

What can the Board do to encourage members of the community that also value and use the Library to sign up to be a member of our advisory body?

What are the reasons that people provide for not signing up when asked if they would like to join us?

Has anyone consider requesting a Councilmember be appointed to the Board? How does the Board feel about this idea?

Would changing the meeting time to earlier in the day encourage new members?

Recommendation

Entertain an active discussion on ways that the Board could encourage members of the public to participate.



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: MARCH 29, 2016
SUBJECT: GRANTS – WHAT'S AVAILABLE, APPLICATIONS AND STATUS

At the request of Chair Strobel the grant application that was in the March meeting packet is on the agenda for further review and consideration of submitting an application.

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: MARCH 29, 2016
SUBJECT: MISSION STATEMENT REVIEW AND APPROVAL

At the request of Library Director Dixon following is the updated and revised Mission Statement and Mission In Action Plan for the Board's review.

Recommendation

Review and make a motion to approve or amend the following Mission Statement and Mission in Action Plan.

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

Mission Statement

The Homer Public Library serves the diverse needs of our community by providing access to information, promoting literacy, and facilitating lifelong learning. We foster education, personal well-being, cultural creativity, community engagement, and economic development. Our resources are offered without charge to people of all ages and abilities within our service area.

Our Mission In Action

- **Access to information**
 - Equal access for all
 - Provided without charge
 - For people of all ages, incomes, backgrounds, and abilities
 - Technology
 - Devices available for accessing material
 - Computers with internet access
 - eReaders
 - MP3 players
 - Assistive Technology station
 - ADA desk
 - Trackball
 - ZoomText software
 - Video relay service for deaf and hard-of-hearing people
 - Microfilm/microfiche reader
 - Digital projector
 - Overhead projector
 - Slide projector
 - Multiple formats for accessing material/information
 - Books and other print materials
 - Audiobooks and music
 - Videos
 - Alaska Digital Library – ebooks and audiobooks
 - Databases
 - Tech Help Sessions
 - Twice monthly, at the library, with a real person
 - Reliable informational materials and resources
 - Information is provided confidentially, per State Statute (Ch. 25, Section 40.25.140)
- **Literacy**
 - Programming and materials for young people
 - Storytimes for ages 5 and under
 - Afterschool clubs and events for elementary age kids and teens
 - Summer Reading Program for ages 0-18
 - Access to high quality materials in multiple formats
 - Picture books
 - Fiction and Nonfiction for all reading levels
 - Graphic novels
 - Audiobooks
 - Digital media (e-books, digital audio, apps)
 - Reader advisory (connecting kids, teens, and adults with the materials that are right for them)

- Research assistance
- English-as-second-language and Adult Literacy resources
- **Lifelong learning**
 - Education
 - College and Vocational Test Preparation
 - Books, online resources, and in-library classes
 - Test Proctoring
 - Live Homework Help Online
 - High School mentoring
 - Mango Languages (free online language lessons)
 - English-as-Second-Language resources
 - The Great Courses (college-levels courses on CD and DVD)
 - Study Rooms for tutoring and individual work
 - Online databases and reference materials for all ages
 - OWL videoconference network
 - Personal Well-Being
 - Reliable information on a wide variety of health, safety, medical and legal topics
 - Culture and Creativity
 - Author Events
 - Community Read Programs
 - Art in the library
 - Local history, culture, and authors
 - Alaskana and local history materials
 - Top Drawer collection (works by Kenai Peninsula writers)
 - Russian language books and DVDs
 - Local newspaper archives
 - Guest speakers
 - Community Engagement
 - Civic forums
 - Community Partnerships – recent and on-going examples:
 - Hospice of Homer
 - Pratt Museum
 - Homer Early Childhood Coalition
 - Haven House
 - Up-to-date materials on current events
 - Economic Development
 - Biz Idea Contest
 - Small Business Resources on the HPL website
 - “How to” book collections
 - Legal and tax information
 - Meeting Rooms
 - Grant Station
 - Printer, Scanner, and Photocopier
 - Computer access
 - Government and small business
 - Online job applications
 - Resumes
 - Email



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: MARCH 31, 2016
SUBJECT: WELCOME NEW BOARDMEMBER

Welcome
to the
Group

Recommendation
Informational In Nature. No Action Required.



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

CITY CLERKS OFFICE
 CITY OF HOMER
 491 E. PIONEER AVENUE
 HOMER, ALASKA 99603
 PHONE 907-235-3130
 FAX 907-235-3143

RECEIVED BY 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 Mark Massion Date March 19, 2016
 Physical Address 328 Lee Dr. City Homer
 Mailing Address 328 Lee Dr. Zip Code 99603
 Phone 3994850 Work # N/A Cell # ---
 Email Address markmassion@yahoo.com

NOTE: 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 task force you are interested in:

Select	COMMISSION/COMMITTEE/BOARD.TASK FORCE	REGULAR MEETING SCHEDULE
<input type="checkbox"/>	ADVISORY PLANNING COMMISSION	1ST & 3RD WEDNESDAY OF THE MONTH AT 7:00 P.M. WORKSESSIONS AT 5:30 P.M.
<input type="checkbox"/>	ECONOMIC DEVELOPMENT ADVISORY COMMISSION	2ND TUESDAY OF THE MONTH AT 6:00 P.M.
<input checked="" type="checkbox"/>	LIBRARY ADVISORY BOARD	1ST TUESDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	PARKS & RECREATION ADVISORY COMMISSION	3RD THURSDAY OF THE MONTH AT 6:30 P.M.
<input type="checkbox"/>	PORT & HARBOR ADVISORY COMMISSION	4TH WEDNESDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	PUBLIC ARTS COMMITTEE	3RD THURSDAY OF THE MONTH AT 11:00 A.M. WORKSESSIONS AT 10:00 A.M.
<input type="checkbox"/>	TRANSPORTATION ADVISORY COMMITTEE	3RD TUESDAY OF THE MONTH AT 5:30 P.M.
<input type="checkbox"/>	PERMANENT FUND COMMITTEE	QUARTERLY - 2ND THURSDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	LEASE COMMITTEE	QUARTERLY - 2ND THURSDAY AT 3:00 P.M.
<input type="checkbox"/>	OTHER - PLEASE ENTER THE COMMITTEE/TASK FORCE	

OFF AND ON FOR 38 years.

I have been a resident of the City for mos. yrs I have been a resident of the area for mos. yrs.

I am presently employed as: Retired

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

ALASKAN PUBLIC EDUCATION : 17 years as teacher and administrator
4 years overseas as admin. in International school

Have you ever served on a similar commission, committee, board or task force? yes

If so, when & where: Seldovia planning & zoning / Seldovia city council /
Kenai P. Borough Planning and Zoning Com.

When are you available for meetings? Weekly Monthly Bi-Monthly

I am interested in serving on the above because:

I am very impressed with the Homer City Library. The design, grounds, and staff are superb. I would like to make sure it stays this way which might be difficult in our present economy. I believe I can make clear, lucid decisions that will help keep the library moving forward!

Yes No If yes, please list organizations:

Questions regarding the Homer Advisory Planning Commission:

Have you ever developed real property, other than your personal residence? If yes, briefly describe the development:

Questions regarding the Port & Harbor Advisory Commission:

Do you use the Homer Port and/ or Harbor on a regular basis?

If yes, is you use primarily: Commercial Recreational Both

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

When you have completed the form please review all the information and then click on the submit or print button.

Print Form

Submit by Email



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: MARCH 29, 2016
SUBJECT: MEETING ROOM POLICY REVIEW AND RECOMMENDATIONS

At the request of Library Director Dixon with regard to recent issues over the use of the meeting room at the Library this item has been added to this month agenda.

Following is the Homer Public Library's Meeting Room Policy and Form and several other municipalities policies along with fees charged for the Board's review and consideration.

Recommendation

Review and Compare Policies and make motions to either amend or retain the current Homer Library Meeting Room Policy.



After-Hours Facility Use Agreement*

HOMER PUBLIC LIBRARY

500 Hazel Ave, Homer AK, 99603

www.cityofhomer-ak.gov/library

907.235.3180

*Subject to approval by the Library Director. You should not advertise your event or assume your request has been approved until you receive confirmation from staff and fees are paid.

EVENT INFORMATION

Name of organization _____

Person responsible during event _____

Mailing address _____

Email _____ Phone _____

Subject or purpose of event _____

Estimated attendance _____

Requested date _____ Start time _____ End time _____
(including set-up) (must be cleaned up by this time)

Library hours are Mon/Wed/Fri/Sat 10:00am–6:00pm and Tues & Thur 10:00am–8:00pm.

LIBRARY AREA REQUESTED FOR USE

- | | |
|---|--|
| <input type="checkbox"/> Conference Meeting Room (\$50/hour) | <input type="checkbox"/> Entire facility, excluding staff workspace (\$300 Facility Use Fee, plus \$50/hour for staff supervisor, and \$300 deposit) |
| <input type="checkbox"/> Fireplace Reading Lounge (\$50/hour) | |
| <input type="checkbox"/> Children’s Library (\$50/hour) | |

EQUIPMENT NEEDS

REFRESHMENT

- Electric tea kettle
- Coffee maker, 12-cup

PORTABLE MEDIA EQUIPMENT

- Dell projector only
- Dell projector & library computer
- Slide or 16 mm film projector
- Overhead projector
- Projector screen, 4 feet wide
- Document camera (digital overhead)

MEETING ROOM EQUIPMENT

The following equipment may be used only in the Meeting Room, as it is not portable:

- TV (connect to own computer)
- TV & library computer
- TV & DVD/BluRay player
- Conference telephone
- TV & video conference equipment
(Staff will contact you for setup details)

In addition to tables/chairs, a white board and large projector screen are set up in the Meeting Room.

OFFICE TENT. ON CAL APPROVED CONFIRMED CALENDAR DEPOSIT PAID IN FULL

GENERAL FACILITY USE GUIDELINES

Complete policy online at www.cityofhomer-ak.gov/library/library-policies.

- Permission to use Library facilities does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the facility by the Library, staff, Friends of Homer Public Library, or City of Homer. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Facility use may be requested only by a Responsible Party over the age of 18. The Responsible Party agrees to ensure that Library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- The Responsible Party must check in with staff before and after an event. Library staff must be notified in advance of cancelations. Failure to notify Library staff in advance may disqualify the user from future use of the facility.
- **Smoking, drugs, and alcoholic beverages are not allowed in the Library.**
- Users are responsible for complying with all Library rules, for clean-up, and for any damage to the facility, its grounds, or contents.
- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.
- Homer Public Library facilities and ground may not be used for activities deemed inappropriate by the Library Director. Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.
- A small refreshment preparation area with sink is available in the Meeting Room. There are neither cooking facilities nor methods for keeping food heated or cooled. Users are responsible for cleanup and for any damages.
- The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of Library equipment before it is operated by non-staff users. Library equipment may not be used in the following ways: a) harassment of others, b) violation of Federal or State law, c) unauthorized duplication of protected software or licensing agreements, d) destruction, damage to, or unauthorized alteration of the Library's equipment, e) any unauthorized disclosure, use, and dissemination of any personal identification information regarding minors, f) accessing child pornography. Display of pornographic images in public view in the Library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.
- Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.
- Spaces in the Library (with the exception of staff work areas) may be used for events and meeting during hours when the Library is not open to the general public on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by Library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise.

This After-Hours Facility Use Agreement must be approved by the Library Director and all fees must be paid before a reservation is considered confirmed. Payment in full is due with the return of this agreement if confirming within 30 days of the event. Payment in full is due within 30 days of confirming a reservation for any advance booking. The Responsible Party is liable for full rental fees unless a written notice to change or cancel confirmed reservations is received by the library at least 30 days in advance of a confirmed date.

I understand that a responsible party must provide a valid ID and signature to gain access to the facility. I have read the regulations (available by request or at www.cityofhomer-ak.gov/library/library-policies) and I am responsible for observing those regulations while at the Homer Public Library. If approved, I will not publicize my meeting in a manner that suggests Library sponsorship or affiliation.

Signature _____ Date _____

Submit this form in-person at the library, fax to 907.235.3136, or email circ@cityofhomer-ak.gov.

Signature of Library Official _____ Date _____

OFFICE TENT. ON CAL APPROVED CONFIRMED CALENDAR DEPOSIT PAID IN FULL

HOMER PUBLIC LIBRARY

XII. FACILITY USE POLICY

The Homer Public Library welcomes the use of its space by community groups for informational, educational, cultural and civic activities, to the extent that such activities do not interfere with Library operations or use of the Library by other patrons.

GENERAL FACILITY USE GUIDELINES

- All events held within the Library during scheduled operating hours when the Library is open to the public must be of a non-commercial nature, and free of charge, and open to the public.
- Direct or indirect sale of any product or service is prohibited, except for sales sponsored by the Library or Friends of the Homer Public Library. Non-profit organizations may accept donations to cover the cost of program or workshop presentation.
- Permission to use Library facilities does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the facility by the Library, staff, Friends of Homer Public Library, or City of Homer. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Smoking, drugs, and alcoholic beverages are not allowed in the Library.
- Library facility use is intended for specific events rather than for meetings that recur on a regular schedule. Scheduling of Library facility use will be limited when necessary to ensure equitable access to the facilities for the entire community.
- Users are responsible for complying with all Library rules, for clean-up, and for any damage to the facility, its grounds, or contents.
- Display of pornographic images in public view in the Library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.
- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.

- Homer Public Library facilities and ground may not be used for activities deemed inappropriate by the Library Director.
- Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.

GROUP STUDY ROOM GUIDELINES

- Group study rooms are available for use only when the Library is open to the general public. Rooms are kept locked when not in use. Rules for use of the rooms must be followed. Rules are posted in each room. Capacity of the rooms is 6 individuals, with up to 8 individuals allowed on a case-by-case basis with permission from Library staff.
- Rooms are available on a first-come, first-served basis except when scheduled by Library staff for governmental meetings, one-time educational uses such as proctoring tests, or to accommodate unexpected conflicts in conference room use. Use is limited to a two-hour period. Additional time may be granted if no other groups or individuals wish to use the room.

Use of Group Study Rooms by Individuals

- Group study rooms are intended primarily for the use of small groups. Individuals wishing a quiet study area should use the individual study nooks. If the study nooks do not meet the needs of the individual, a group study room may be used with the understanding that the individual may be asked to vacate the room to accommodate a group.
- Individuals taking proctored examinations may use the group study rooms by appointment. The Library's designated proctor will book rooms for this purpose.

Identification:

- One member of a group must agree to be responsible for the use of the room, and must check in at the front desk. Staff will hold the responsible person's photo ID (or library card if the individual does not have a driver's license or state ID card) while the group is using the room, and will inspect the room for damage and make sure it is locked before returning the ID or library card.
- Patrons taking proctored exams are not required to leave ID at the front desk.

The person signing for a group study room is responsible for seeing that it is used in accordance with the following rules and for any damage that might be done to the room or its furnishings.

- Capacity is not to exceed 6 persons without staff permission.
- No food is allowed. Bottled water only.
- Room is to remain unlocked while in use.
- Lights must be on.
- Furniture is not to be removed from nor added to the room.
- Noise levels should not be audible outside the room.
- No materials may be affixed to walls or other surfaces.
- Users must notify the front desk when finished.

Violation of any of the above rules is grounds for the entire group's forfeiture of use of the room.

CONFERENCE ROOM AND VIDEO CONFERENCE GUIDELINES

The conference room and video conference equipment are intended to further the Library's mission through enriching lives and encouraging informational, educational, and cultural activities. When library activities are not occupying the conference room, other groups may use it during open hours for lawful, noncommercial purposes.

- Library use of the conference room takes precedence. Meetings that interfere with normal Library functions are not permitted.
- Use of the conference room must be scheduled in advance.
- All meetings, programs and video conferences during hours when the Library is open to the general public will be free and open to the public. Exceptions will be made to allow employment interviews that require teleconference or videoconference equipment.
- Conference room capacity of 46 people may not be exceeded.
- Meetings must end 15 minutes before other scheduled meetings and before the Library closes.
- The Library reserves the right, with 24 hour notice, to cancel permission to use the conference room or to provide a substitute room, if available.

Refreshments

A small refreshment preparation area with sink is available in the Conference Room. There are neither cooking facilities nor methods for keeping food heated or cooled. Users are responsible for cleanup and for any damages incurred.

Equipment

- Internet-capable flat screen television monitor
- Projector screen and digital projector
- Laptop computers
- Teleconference equipment
- Videoconference equipment
- Two carousel slide projectors and extra carousels (also available for check out)
- Overhead projector (also available for check out)
- 16 mm movie projector (also available for check out)

The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of Library equipment before it is operated by non-staff users.

Library equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- *Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.*

Conference Room and Video Conference Requests

- Video conferences sponsored by the Library and by Friends of Homer Public Library receive first priority.
- Groups interested in using the video conference equipment and/or the conference room must first fill out a **Conference Room and Video Conference Application**, which will designate the group member who assumes the duties of Responsible Party for the group. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability.

- Conference room and video conference equipment use may be requested only by adults. Persons under the age of 18 must be sponsored and supervised by an adult responsible for the group.
- The Responsible Party agrees to ensure that Library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- A reservation is not confirmed until the application has been approved by the Library Director or the librarian in charge.

User Responsibilities

- The Responsible Party must check in with staff before and after a meeting and is responsible for reasonable care of the videoconference equipment, the conference room, and any other equipment used.
- The Responsible Party agrees to ensure that equipment is used according to library guidelines, as demonstrated by library staff.
- Library staff must be notified in advance of cancellations. Failure to notify Library staff in advance may disqualify the user from future use of the room.
- The Responsible Party agrees to ensure that the room is cleaned up and returned to its pre-use condition, including furniture arrangement.
- In order to avoid damage, only materials approved by Library staff may be affixed to walls or other surfaces.
- Abuse of equipment or failure to follow library rules on conference room and video conference equipment use may be grounds for denial of permission for further use.

Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.

USE OF SPACES OTHER THAN GROUP STUDY ROOMS AND CONFERENCE ROOM

During Library Hours

Use of spaces in the Library other than group study rooms and the conference room for group activities during hours when the Library is open to the general public must be approved by the Library Director as compatible with Library operations and use of the Library by other patrons.

Outside Library Hours

Spaces in the Library other than group study rooms and the conference room may be used for events and meetings during hours when the Library is not open to the general public on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by Library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise. See the **After-Hours Facility Use Agreement** for fees and the conditions of use.

The fee for use may be waived at the discretion of the Library Director on a case-by-case basis for non-profit groups that provide significant support to the Library or Friends of the Homer Public Library.

An After-Hours Facility Use Agreement must be approved by the Library Director.

Approved by LAB on 5/6/13.

Approved by HCC on 7/22/13.

You are at: ALA.org » ADVOCACY » Intellectual Freedom » Library Bill of Rights » Interpretations of the Library Bill of Rights » Meeting Rooms:

Meeting Rooms:

An Interpretation of the Library Bill of Rights

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the [Library Bill of Rights](#) states that such facilities should be made available to the public served by the given library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library’s facilities are open “to organizations engaged in educational, cultural, intellectual, or charitable activities” is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly “library-related” activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be

unable to pay, but who wish to attend the meeting. Article V of the *Library Bill of Rights* states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual’s or group’s ability to pay for that access.

Adopted July 2, 1991, by the ALA Council.

[ISBN 8389-7550-X]

See also: [Religion in American Libraries: Questions and Answers](#)

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ALAAmericanLibraryAssociation

50 E Huron St., Chicago IL 60611 | 1.800.545.2433



SOLDOTNA PUBLIC LIBRARY
FACILITY USE AGREEMENT

235 N. Binkley St. Soldotna, AK 99669 (907) 262-4227 library@soldotna.org

Staff Use Only:
Date Rec.:
CONFIRMED
DENIED
Notes:

Organization:
Address: City: State Zip:
Responsible Person: Phone:
Email:
Estimated Attendance of Event:

Equipment Needed:

Projector Screen Podium Laptop(s) Qty: Piano
Chair(s) Qty: /65 Table(s) Qty: /26 VGA Cord Audio Cord

Schedule:

Table with 3 columns: Date(s) of Event(s), Month/Date/Year, Hours (Include Set-up & Clean-up). Rows 1, 2, 3.

Reoccurring Reservation (Ex. Monthly Meetings)
Day of the Month, Time (Ex. 2nd Tue. of the Month, 6-7PM):
Date Begin (Month/Year): Date End (Month/Year):
Other Information:

Event Details:

Purpose of Event:

Will any solicitation occur during the event (See item #7 Under FACILITY USE POLICY & PROCEDURES: GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS) Yes No
If yes, please explain:

Is the event freely open to the public? Free Cost: \$ Public Private

Refreshments:

Will Refreshments be Served? Yes No
Description:
Will Alcohol be Served? Yes No (See item #17 Under FACILITY USE POLICY & PROCEDURES: GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS for Requirements)

The undersigned representative of the organization who is applying for permission to use library facilities certifies that he/she has received, read, and understands the Facility Use Policy & Procedures. User agrees to abide by the policies and regulations of the Library with regard to use of such facilities and agrees to save, hold harmless and indemnify the City of Soldotna from any claims; lawsuits or judgments arising from loss, damage to property or injury to persons from or during the above described activity(s).

Name (Printed):
Signature: Date:

FOR STAFF USE ONLY Before or after-hours meetings must be approved by Library Administration and are subject to a nonrefundable \$30.00 labor fee to be paid by cash, check, credit card, or Purchase Order at least one day prior to the scheduled reservation.
Fees: \$
Paid in Full Date: Staff Initial:

SOLDOTNA PUBLIC LIBRARY FACILITY USE POLICY & PROCEDURES

Meeting rooms covered by this policy include the Community Room, and Conference Rooms A and B.

The library offers the use of its meeting rooms for public meetings and programs that support the library's mission "bring the power of information, inspiration, and imagination through resources, technology, and programs to enrich the lives of all the people in our community, and to promote a life-long love of learning." Groups using library meeting rooms must meet the requirements of the General Terms and Conditions of Use and Operations stated below.

This policy does not apply to use of the meeting rooms for Library or City sponsored programs or programs sponsored by the Soldotna Library Friends.

The Soldotna Public Library follows the American Library Association's (ALA) guidelines (<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/guidelinesdevelopmentimplementation>) regarding access to library facilities. Soldotna Public Library meeting rooms are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library encourages the widest possible use of its meeting rooms by the community within the framework of this policy, as long as meeting room use does not interfere with normal library functions. Abuse of meeting room privileges may be grounds for denial of permission for future use.

MEETING ROOM DESCRIPTIONS:

Community Room:

The Community Room is a 1100 sq. ft. facility with chairs and tables. It includes a projection screen and a suspended XGA projector with VGA and HDMI connections. A counter top including a microwave and sink are available for serving light refreshments. The capacity is 144 with chairs and 62 with chairs and tables. 63 chairs and 25 tables are available for use.

Conference Rooms A & B:

Conference Rooms A & B are 180 sq. ft. rooms with one table each and seating for 7. Conference Room B includes a 46" Samsung Smart HDTV with VGA, HDMI, and USB ports.

BOOKING:

All requests to reserve Soldotna Public Library meetings rooms may be made in-person at the service desk, by calling (907) 262-4227 during regular library hours, or by emailing library@soldotna.org.

In order to give all community groups an equal opportunity to use these facilities, individual meeting rooms may be reserved for no more than:

- 3 events a week (Sunday-Saturday)
- 6 consecutive weeks on a weekly basis

- 6 consecutive months for no more than 2 events a month or
- 12 consecutive months for no more than 1 event a month

Groups who wish to rebook meeting rooms for additional consecutive meetings may do so one week prior to the date of their final meeting.

Availability:

Reservations may be made to use the Community Room or Conference Rooms A & B during the following hours (see Before or After Hours Use below for additional hours):

Monday	10:00 a.m. to 5:45 p.m.
Tuesday	10:00 a.m. to 7:45 p.m.
Wednesday	10:00 a.m. to 5:45 p.m.
Thursday	10:00 p.m. to 7:45 p.m.
Friday	10:00 a.m. to 5:45 p.m.
Saturday	10:00 a.m. to 5:45 p.m.

- Reservations must include setup, rehearsal, and cleanup time for your meeting or event.
- All participants must exit the building, and the meeting space must be returned to its previous setup by the end of your reserved time.
- The Responsible Person or a listed Secondary Responsible Person who books the meeting space must report to Service Desk staff with a valid photo identification or Soldotna Public Library card before beginning set up. When the room is clear they must check out with Service Desk staff to retrieve their card.
- Areas set aside for the conduct of library business are not available for use by the general public or groups using the facilities at any time. This includes the staff break room, offices, and storage areas.
- Permission to use Soldotna Public Library facilities and/or grounds, whether rented or provided at no charge does not constitute an endorsement or sponsorship of any group, individual, organization or event.

Priority:

Library and City programs have first priority. While the utmost care will be taken to schedule Library and City programs in advance, the Soldotna Public Library may cancel a reservation because an area is needed for the purpose of conducting Library or other City business.

Priority order for meeting room use shall be:

1. Library Sponsored Programs
2. Library Co-Sponsored Programs
3. Local Government Meetings/Programs/Hearings
4. Public Programs/Meetings
5. Private Conferencing
6. Other Private Study
 - a. Groups
 - b. Individuals

Community Room

1. Requests to book the Community Room may be accepted up to **2 months in advance**, by visiting the Service Desk, by calling (907) 262-4227 during regular library hours, or by emailing library@soldotna.org.
2. Because the Community Room is used by a wide variety of public, library, and city groups, advance reservations are required and must be made at least **1 week prior** to the date. This does not apply to small (under 15 people) drop-in groups.
3. A telephone reservation is tentative only. The written application, form 03.01.1 FACILITY USE AGREEMENT (attached), must be received at least **1 week prior** to the meeting date, and is available at the library.
 - a. A signature is required to confirm. By signature, user agrees to comply with the Soldotna Public Library Facility Use Policy & Procedures.
 - b. The completed form may be turned in at the Service Desk, scanned and emailed to library@soldotna.org, or faxed to 1-866-596-2993.
 - c. Any change to a confirmed reservation must be in writing (addressed to: Soldotna Public Library - Attn: Facility Use Coordinator, 235 N. Binkley, Soldotna, AK 99669) or by email (sent to: library@soldotna.org). Specify date(s) and time(s) of use to be changed.
 - d. To facilitate re-booking, all groups are obligated to give the library as much notice as possible when canceling a meeting.
4. Status order of a reservation is determined by date of receipt by the Soldotna Public Library of the signed Facility Use Agreement, not the date of initial inquiry.
5. Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning November 1, and are processed in the order received.
6. Groups/Users who utilize Soldotna Public Library space on a regular basis are required to submit a new application each year. A reservation not confirmed within one week of the event may be canceled.

Before or After Hours Use

1. The Community Room may be reserved before or after Soldotna Public Library's regularly posted hours.
2. Reservations including before or after hours use must be approved by Library Administration and may be held **Monday-Sunday from 5:00 a.m. to 11:00 p.m.**
3. Groups meeting outside of regular Library hours will only have access to the Community Room and restrooms, and will not be permitted into the main Library space. Groups are responsible for ensuring rented facilities are not defaced or otherwise damaged.
4. Before or after hours reservations are subject to a **nonrefundable \$30.00 fee** to be paid at least one day prior to the scheduled reservation. Payment by Purchase Order must be preapproved by Library Administration.

5. The Responsible Person or Secondary Responsible Person must arrange to pick up and return the Community Room Key and other needed equipment from Library Service Desk Staff during regular Library hours.
 - a. For **Before Hours reservations**, the key will be available one business day prior to the event.
 - b. For **After Hours reservations**, the key will be available the same day during regular Library hours, or one business day prior for events held on days the Library is closed.
 - c. The Community Room Key will only be given to the Responsible Person who signed the Facility Use Agreement or the Secondary Responsible Person listed on the Agreement. The Responsible Person who picks up the key may not give the key to any other individual.
 - d. The key must be **returned directly to Library Service Desk Staff** the same or next business day, for morning or evening reservations, respectively. Groups who fail to return the key on time may be denied future bookings. **Groups who lose or fail to return the key within 3 business days after their event will be billed \$100 for re-keying.**
 - e. The Community Room Key may only be used during the approved reservation time. Groups found to be using the key outside of this time may be denied future bookings.

Conference Rooms A & B

1. Use of Conference Rooms A & B will be determined on a first-come, first-served basis. A library card or photo identification is necessary to reserve either of the Conference Rooms.
2. Requests to book either of the Conference Rooms may be made by contacting Service Desk staff or calling (907) 262-4227.
3. Conference Rooms may be used on a drop-in basis by groups and individuals. In the interest of maintaining a quiet study atmosphere within the library, group use shall have priority over individual use.
4. Drop-in use will be governed by the following guidelines:
 - a. Groups or individuals must sign up at the service desk. Groups or individuals may sign up for the next available two-hour slot in the same day.
 - b. An individual using the room may be asked by staff to vacate if staff needs to move a study group in.
 - c. Once signed in, a drop-in group or individual will not be asked to give up the room for a last minute telephone booking request.
 - d. Limit is normally two hours, but may be extended if available.

GENERAL TERMS AND CONDITIONS OF USE AND OPERATIONS:

Conditional use: The user shall defend and hold harmless from, and indemnify the City of Soldotna for liability and claims arising out of acts or omissions of the library, employees, participants, agent or contractors. A certificate of insurance may be required.

1. Meeting rooms are available only for purposes that will not interfere with other library services. Activity and noise levels shall not disturb other users of the facility. The group leader is responsible for keeping activity and noise within reasonable levels acceptable to library staff on duty.
2. Users are responsible for their own supplies, specialized equipment, set up and clean up. Tables, chairs and equipment must be returned to the original configuration, arrangement and/or storage location within the time reserved.
3. All groups must leave the meeting room promptly at the end of their approved reservation time.
 - a. If the approved reservation time ends before closing hours, the group must leave before closing.
 - b. If a group does not comply, causing library staff to work overtime, a charge of \$10 will be levied for each 15 minutes beyond closing.
4. Groups serving refreshments are expected to provide their own utensils, dishes, coffee pot, etc. and to discard garbage bags that are over half full in the library's dumpster.
5. Rooms must be left clean and in good order. A vacuum is available for groups to use following their event. An appropriate cleaning fee (\$30 minimum) will be levied for noncompliance, and future bookings for that group may be denied.
6. Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use and are required to report such damage as soon as possible after the incident and shall take only such action as is reasonably necessary to stop or contain damage.
 - a. Soldotna Public Library will repair, clean or take such other reasonable action as is necessary to clean and/or repair such damage.
 - b. Payment for any damage(s) is the responsibility of the user and shall be made to Soldotna Public Library within thirty (30) days of receipt of any billing.
7. All solicitation must be preapproved by Library Administration and must be offered as a direct supplement to scheduled programs. For example, an author selling books as part of an author visit or a musician selling CD's following a performance are acceptable forms of solicitation. Preapproved organizations or individuals may solicit the attendees of their meetings, but only within the confines of their reserved meeting room.
 - a. Organizations dedicated to the support of the Soldotna Public Library may solicit in library facilities.
 - b. Solicitation shall mean the request or appeal, directly or indirectly, oral or written, for any contribution, whether such contribution is intended to be charitable, for profit, or in exchange for the provision of a good or service.

Furthermore, solicitation shall be deemed to occur when the request is made, at the place the request is received, whether or not the person making the same actually receives any contribution.

8. Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules and regulations.
9. Use of media in library meeting rooms shall not violate copyright law.
10. Additions to or alterations of Soldotna Public Library equipment, electrical or mechanical systems are prohibited.
 - a. All decorations, scenery, etc. shall be erected without defacing the facility in any way, are subject to the approval of the library and shall be installed and removed from the facility within the time reserved.
 - b. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise mar these surfaces.
 - c. The following are not allowed in any Soldotna Public Library facility: smoking (including electronic cigarettes), candles, open flame, flammable, combustible, or smoldering decorations.
11. Interruption or Termination of the event: Soldotna Public Library reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of Library Administration, such act is necessary in the interests of public safety and/or user is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated or canceled.
12. Users must check in and out with Service Desk staff. A library card or photo identification (See 02.01 Circulation Policy: Acceptable Photo Identification) is required to access any rented area and/or equipment.
 - a. The identification will be retrieved when the meeting room has been cleaned, equipment has been returned, user has restored the area to original configuration, and the area has been checked out by staff.
 - b. An appropriate cleaning fee (\$30 minimum) will be levied for noncompliance, and future bookings for that group may be denied.
13. Users agree to observe posted room capacities and to ensure that their use shall not adversely affect the needs of Soldotna Public Library and shall be conducted so as not to disturb others using the library.
14. No items may be stored for any user/group in any Soldotna Public Library facility. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. Soldotna Public Library is not responsible for items left in, lost, or stolen from Soldotna Public Library facilities and/or grounds.
15. Food and drink are allowed only in designated areas. Those areas are: the Community Room and Conference Rooms A & B. Consuming food or drink in any other area unless authorized by the Library Administration is forbidden. Any violation of this policy is grounds for expulsion from the facility.

16. Offering alcoholic beverages is discouraged in a library setting. However, depending on the event, Community Room users may apply to the City Librarian for approval no less than ten (10) days prior to the reservation.
 - a. All alcoholic beverage service for events shall only be provided by approved providers, and alcoholic beverage service and planned dispensary procedures must be approved by and at the discretion of Library Administration. Decisions regarding alcoholic beverage service shall be final.
 - b. Copies of all permits must be submitted to the library service desk a minimum of five (5) working days prior to the scheduled event.
 - c. Copies of permits must be posted in the area where alcoholic beverages are to be served.
17. Advertising/Promotion of events, meeting programs etc., for which space within Soldotna Public Library facilities has been reserved, must clearly state the sponsor of the event and a local contact telephone number.
 - a. Promotional materials, press releases etc., must be worded so that it is clear to the general public the event is held at, not sponsored by Soldotna Public Library. Noncompliance with this policy may lead to immediate cancellation of the event.
 - b. Groups using the library facilities for potentially controversial gatherings may be required to print the following message on promotional materials for the event: *“The Soldotna Public Library does not endorse these materials or the viewpoints expressed in them.”*

Adopted by Library Board: 01/18/2016
Approved by City Librarian: 01/12/2016



Anchorage Public Library **Facility Use Policy**

Definitions:

“APL” when not referring to Anchorage Public Library physical facilities and/or grounds means the Library Director or designee.

“Users”, “Group,” “Organization(s),” means the organization or individual using library facilities and/or grounds.

Policy:

It is the policy of the Municipality of Anchorage to make rental facilities available on a nondiscriminatory basis while maximizing revenue opportunities to offset expenses.

The primary use of APL facilities is that of a public library. When designated areas of the Anchorage Public Library facilities are not in use for a library function, these areas may be made available for rental on a first come, first served basis. These are referred to herein as meeting areas.

APL follows the American Library Association’s (ALA) guidelines regarding access to library facilities. APL meeting areas are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use APL facilities and/or grounds, whether rented or provided at no charge does *not* constitute an endorsement or sponsorship of any group, individual, organization, or event.

The *Grounds Use Policy* covers areas outside the building available for public use and are available only during library open hours.

Generally, areas set aside for the conduct of library business are not available for use by the general public at any time.

Meeting areas covered by this policy include:

Z. J. Loussac Public Library Wilda Marston Theatre, Public Conference Rooms, Ann Stevens Room/Galleria, and Assembly Chambers.

Chugiak-Eagle River Library Program Room

Mountain View Library Community Room

Muldoon Library Program Room

General Terms and Conditions of Use and Operations:

1) A confirmed Facility Use Agreement is required to reserve any meeting area.

2) A minimum reservation of two hours is required for any meeting area at the Loussac Library. Set up, take down, and rehearsal time must be included in a reservation. Reservations are limited to those dates, times, rooms, and areas listed in the *Facility Use Agreement*.

3) Status order of a reservation is determined by date of receipt by APL of the signed *Facility Use Agreement* and payment of fees, not the date of initial inquiry. Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning October 1, and are processed in the order received. Facility Use Agreements for the following year submitted prior to October 1, will not be accepted. Groups/Users who utilize APL space on a regular basis are required to submit a new application each year.

4) Fees: Fees are due within thirty (30) days of confirmation for advance booking with a *Facility Use Agreement* or immediately if reserved fewer than thirty (30) days. Booking will be cancelled if fees have not been paid within 30 days of booking confirmation. Users will be billed, in half-hour increments, for pre- or post event use not previously negotiated in the *Facility Use Agreement* and for unpaid, un-canceled reservations. All measures necessary to insure safe and lawful conduct of activities, including but not limited to, crowd control measures and fire prevention shall be undertaken and financed by the user. Two security officers are required for any use of the Loussac Library Ann Stevens/Galleria area during closed hours. For rentals of branch meeting rooms, there is no cost for security guards during open library hours. For rental of branch meeting rooms during closed hours, the following guidelines apply:

Chugiak-Eagle River Library – During closed hours, 2 security guards are required. Building entrance is limited to the North entrance.

Mountain View Library – During closed hours, 1 security guard is required.

Muldoon Library – During closed hours, 2 security guards are required.

Security guards work a minimum shift of 4 hours. For branch rentals during closed hours, a security guard will be responsible for picking up and returning the building key to the Security Office at the Loussac Library. For rental events 4 hours or more, an additional hour of one security guard will be required for securing the keys.

Security service must be provided through the library security contractor at user's expense. APL may, at its discretion, require additional security for certain events. User is responsible for contacting Loussac security at (907)343-2851 to arrange for extra security when required. Specialized technical assistance for teleconferencing, lighting, etc., where required, is at user's expense.

5) Any cancellation or change of a confirmed reservation must be received in writing 30 calendar days prior to the scheduled event. No refunds will be given unless written cancellation is received within 30 calendar days of the scheduled event. If an event is canceled due to a Municipal or Library event, all room booking fees will be refunded.

6) Conditional use: The user shall defend and hold harmless from, and indemnify the MOA for liability and claims arising out of acts or omissions of the library, employees, participants, agent, or contractors. A certificate of insurance may be required.

7) Additions to or alterations of APL equipment, electrical, or mechanical systems are prohibited. All decorations, scenery, etc. shall be erected without defacing the facility in any way, and are subject to the approval of the library and shall be installed and removed from the facility within the time reserved. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch, or otherwise mar these surfaces. Only blue painter's tape and 3M Post It Note Flip Charts are allowed on the walls. The following are not allowed in any APL facility: smoking, candles, open flame; flammable, combustible, or smoldering decorations; smoke or fog generating equipment or apparatus. Stand-alone sound systems may not be tied into any facility sound system. Other than the back stage lighting panel, use of the Loussac Wilda Marston Theatre lighting system including the "catwalk" lighting, requires use of a lighting technician, approved by the Facility Manager, within 30 days of the event. Lighting technicians are required to return the theatre lighting system to its original configuration within the time the user has reserved. "High Arc" follow spotlights may not be added to the existing lighting system in the Wilda Marston Theatre.

8) Interruption or Termination of the event. APL reserves the right to interrupt, terminate, or cancel an event when, in the sole judgment of APL, such act is necessary in the interests of public safety and/or user is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated, or canceled.

9) Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use, and are required to report such damage as soon as possible after the incident, and shall take only such action as is reasonably necessary to stop or contain damage. APL will repair, clean, or take such other reasonable action as is necessary to clean and/or repair such damage. Payment for any damage(s) is the responsibility of the user and shall be made to APL within thirty (30) days of receipt of any billing.

10) Laws and Ordinances: Use shall be in accordance with all applicable Federal, State, and Municipal ordinances, statutes, rules, and regulations.

11) Users of meeting rooms at the Z. J. Loussac Library must check in and out with the security office on Level 2 of the Z.J. Loussac Public Library. Users of branch meeting rooms must check in with staff during open hours or a security guard during closed hours. Government-issued photo identification is required to access any rented area and/or equipment. The identification will be retrieved when equipment has been returned, user has restored the area to original configuration, and the area has been checked out by security.

12) No flyers, banners, or other type of advertisement may be posted in the windows or outside the building advertising events within the library. Simple signs, including group name and directions to room, may be placed for the sole purpose of directing users to the room

13) Users agree to observe posted room capacities and to insure that their use shall not adversely affect the needs of APL and shall be conducted so as not to disturb others using the library.

14) Users are responsible for their own supplies, specialized equipment, set up, and clean up. Tables, chairs, and equipment must be returned to the original configuration.

15) No items may be stored for any user/group in any APL facility. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. All APL equipment made available for use must be checked out and checked in through the security office on level two. APL is not responsible for items left in, lost, or stolen from APL facilities and/or grounds.

16) Food and drink are allowed only in designated areas.

17) Serving alcoholic beverages, in meeting areas, is subject to obtaining or possession of an Alcohol Beverage Control Board permit, Municipal Manager's Permit, and any other permit or temporary license which may be required by law. Copies of permits must be posted in the area where alcoholic beverages are to be served.

18) Advertising/Promotion of events, meeting programs, etc., for which space within APL facilities has been reserved, must clearly state the sponsor of the event and a local contact telephone number. Promotional materials, press releases, etc., must be worded so that it is clear to the general public the event is held at and not sponsored by APL. Non-compliance with this policy may lead to immediate cancellation of the event and forfeit of rental fees paid.

Recommended for approval: Library Advisory Board. April 19, 2006

Revised and recommended for approval: Library Advisory Board. June 18, 2008

Approved by: Karen Keller, Library Director. June 18, 2008

Revised and recommended for approval: Library Advisory Board, January 21, 2015

Approved by: Mary Jo Torgeson, Library Director. January 21, 2015



Anchorage Public Library Code of Conduct

The Anchorage Public Library strives to provide a welcoming, comfortable and respectful environment for all users. The following rules are established in support of that goal.

Library users **may not**:

- Be intoxicated, under the influence of alcohol or illegal drugs
- Block access to doors, services or materials
- Bring in animals other than service animals
- Consume or possess alcoholic beverages or illegal drugs
- Distribute or post materials not approved by the Library Director
- Eat or drink in prohibited areas
- Engage in lewd or offensive behavior
- Harass other Library users or staff verbally, physically, or sexually
- Leave children under age 8 years not actively supervised at all times by a responsible person 14 years or older
- Misuse rest rooms, including laundering and bathing
- Neglect to wear clothing and footwear
- Remove Library materials without checking them out
- Sell merchandise without prior permission from the Library Director
- Skateboard, roller, in-line, wheeled shoe skate or run inside the building
- Sleep or stay overnight
- Solicit for personal, political or religious purposes
- Steal, damage, alter or misuse library property
- Use abusive or profane language
- Use cell phones in a disruptive manner

Users will be asked to refrain from any behavior if, in the judgment of Library staff/security, it disrupts the environment for other users or makes the library unsafe. This includes but is not limited to:

- Speaking loudly
- Having the volume loud enough to be heard by others through headphones or ear pods
- Gathering with more than two people around a computer
- Moving, altering or rearranging furniture and equipment
- Putting feet on furniture or walls
- Reeking of body odor, perfume, or cologne
- Visibly infested with lice, parasites or other pests
- Having open wounds, sores, bleeding or a violent illness
- Having wet or soiled clothing that may soil library furniture

Conduct in violation of Federal, State or local law, ordinance, regulation or policy is prohibited in library facilities and on library grounds.

Persons determined to be in violation of the Library *Code of Conduct* may be asked to leave, be barred from the Library or be prosecuted.

Patrons should keep personal belongings with them at all times; the Library is not responsible for personal belongings.

The Library Director may promulgate reasonable rules pertaining to the use of property and facilities of the Anchorage Public Library. No review by the Assembly is required. Such rules shall be set forth in writing and available for public review. (AO 83-121)

Recommended for approval by Library Advisory Board and approved by Karen Keller, Library Director. 1/21/09
Modified and recommend for approval by LAB and approved by Karen Keller, Library Director. 4/20/11, 8/17/11

SEWARD MEMORIAL LIBRARY
PHYSICAL FACILITIES POLICY

A. General Statement

1. To support excellence in library service, the Board of Trustees accepts the responsibility to see that facilities are provided and maintained to adequately meet the physical requirements of a public library. Such facilities should offer to the community a compelling invitation to enter, read, look, listen and learn.

B. Appropriate Use

1. The Patron Responsibility Policy shall apply to all who use the Seward Memorial Library facilities, including the meeting and study rooms.
2. No illegal activities may be conducted on library property. No hazardous materials or weapons may be brought onto library property; neither shall open flames or candles be allowed.
3. In order to maintain a clean environment and to protect library materials, food and drink will only be allowed in some of the Seward Memorial Library meeting rooms and the staff areas, and elsewhere only with prior permission. Water will be allowed throughout the library except for the computer lab and the Genealogy Room.
4. No skateboards or roller blades, roller-skates or other footwear of this type will be allowed in the Seward Memorial Library.
5. Smoking or any use of tobacco is not allowed anywhere in the Seward Memorial Library building, including the lobbies.
6. Patrons are not allowed in the staff work areas without permission. Loitering in the lobbies is discouraged.
7. Use of the library phone by members of the public is restricted, except for emergencies as determined by the staff, who will dial the necessary number to insure long-distance calls are recorded appropriately. Cell phone ringers should be disabled in the library and quiet use of cell phones is allowed if not disturbing to others. The library staff will not relay non-emergency calls or take messages for individuals using the library or attending events in the library.
8. Patron use of commercial media at the library is governed by prevailing copyright laws. If space is available, patrons who are 18 or older may

request time in a meeting room to review media without meeting the usual reservation requirements.

9. Wireless Internet is generally available for use by the public. Wireless printing may also be available at the current price, and upon request.

C. Meeting Rooms

1. Definition: In this policy, unless otherwise noted the phrase “meeting room” refers to the upstairs Meeting, Conference, Technology and Heritage Rooms, as well as the lower level Conference Center and Meeting Rooms A and B. The Genealogy Room and Study Rooms A and B are not included in this definition.
2. Purpose: In keeping with the library's mission to offer a welcoming place for community learning and interaction, the meeting rooms of the Seward Memorial Library are available for use by local government, non-profit groups, and businesses for informational, educational, charitable or cultural meetings and programs when not needed for library purposes.

Use of the library facility does not imply that the Seward Memorial Library, the Board of Trustees or the City of Seward endorses the viewpoints presented. Events or meetings will not be publicized in a manner which suggests library sponsorship or affiliation without permission from the Library Director.

3. Fees: Donations are accepted for use of library facilities. For-profit use of the library Conference Center carries a fee of \$10 per hour with an additional \$10 per hour for access to the kitchen located next to the Conference Center. After-hours use of the lower level rooms by any group will carry a fee of \$50 an hour or any part thereof and is only available when staff scheduling allows.
4. Eligibility: Groups authorized to use library meeting rooms must not discriminate against persons in regard to race, age, color, national origin, gender or physical challenges and are responsible for meeting ADA requirements. No meetings or programs may be restricted through tuition or admission fees without prior consent from the Library Director or Board President, and all such meetings or programs must offer waivers for individuals who cannot pay such cost.
 - a. Seward Memorial Library sponsored and co-sponsored programs take highest priority in scheduling. The Library may, on rare occasion, “bump” a previously scheduled program with at least three weeks’ notice. In June and July some meeting rooms may be reserved for library use only.

- b. All local groups must designate an individual who will be responsible for the room (see Reservations). Regional or state library groups must work through the Library Director.
- c. There will be no solicitation or proselytizing outside of Library meeting rooms.
- d. Personal or family activities may not be held in any Library meeting room.
- e. Political campaigning on library property will not be allowed, though rooms may be used for general political purposes including information sharing, organizational meetings, or community forums.
- f. No meeting which interferes with the operations and purpose of the library is allowed.
- g. Youth groups must be accompanied by a responsible adult at all times.
- h. All children under the age of 8 accompanying an adult to a program or meeting must remain with the adult at all times - the library is not responsible for these children unless otherwise noted.
- i. All groups agree to abide by the regulations of the library and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

5. Reservations

- a. Groups may make one reservation per month up to 12 months in advance of the scheduled event. Library-related groups and city or county governments are exempt from this restriction, but may be limited based on availability of rooms. If space is available, additional reservations may be made up to one week ahead of the scheduled event with no other limits except for the fees explained in this policy.
- b. Local groups wishing to reserve library facilities must first designate at least one person as their representative and only he/she may request room space for that organization. This person must hold a current Seward Memorial Library card in good standing. The representative is responsible for seeing that restitution is made in the case of damage to the facility.

- c. Library staff should be notified of cancellations at least 24 hours before the scheduled meeting. Failure to abide by this rule may result in forfeiture of future use.
 - d. Reservations are taken on a first-come, first-served basis. Reservations for the Technology Room must be received by the 20th of the month preceding the event. Meeting room reservations have no advance notice deadlines.
6. Refreshments
- a. Only light refreshments may be served in the meeting rooms, except for the Technology Room where no food or drink is ever allowed, and the Conference Center, where meals may be served.
 - b. Some food preparation is allowed in the lower level kitchen. Groups should check with library staff before their scheduled event regarding what can be prepared here as well as to the availability of coffee and tea pots and other equipment and supplies, such as filters, napkins, cups, spoons, etc.
 - c. Anything left in the kitchen for more than 24 hours after a scheduled meeting will become property of the library.
 - d. Alcoholic beverages are not allowed anywhere on library property without permission of the Mayor of Seward and the required legal permits.
7. Room Use
- a. All groups are required to clean up after their meetings and to leave the room in the condition in which it was found. Trash should be placed in the exterior trash container if food or drink has been served.
 - b. Library staff is not responsible for arranging room furniture and the group using the facility is responsible for returning the room to its previous condition. The large conference table in the upstairs Conference Room may not be moved without staff permission.
 - c. Nothing may be affixed or mounted in any way to the walls or furniture of any room.
 - d. White marker-boards are available in some rooms; only markers from the Library should be used on these boards.

- e. Groups must vacate rooms by the originally scheduled time to allow for use by other groups, or by 15 minutes before library closing time for every lower level room and the Heritage Room.
- f. Some main floor rooms are available for use between the hours of 6:00 a.m. and 10:00 p.m. any day of the week except as designated by the Library Board (i.e. city holidays may not be available). The lower level rooms and the Heritage Room are only available during library hours unless the fee is paid as noted above.
- g. Groups using available upstairs rooms during non-public hours are responsible for opening, closing and locking the library. Keys may be checked out up to 24 hours in advance of the scheduled event only by the authorized contact person during regular library hours and must be returned in person or in the book drop within 24 hours of the meeting's conclusion. Any group responsible for losing a library key will be charged the entire cost for re-keying the entire library. This may be several hundred dollars.
- h. Subject to availability, some audio/visual equipment may be used by outside groups.
- i. Library staff is not available to assist in carrying in supplies or materials for meetings.

D. Genealogy Room

- 1. Purpose: the Genealogy Room is meant to be a secure spot for archiving items of local and state interest. The room also holds items donated by a major benefactor, including furniture, artwork, and silver pieces. Because of the irreplaceable nature of the items kept here, use of the room is limited as per these guidelines.
- 2. Materials: all resource material in the Genealogy Room is available to any library patron in good standing. Restricted or protected collections are currently not accepted or housed by the Seward Memorial Library. Types of material that are maintained include:
 - a. Seward County newspapers on microfilm and in print.
 - b. Seward County and Nebraska history books.
 - c. Genealogical materials including cemetery record books, family histories, and so on.

- d. Periodical collections of state-wide interest, including back issues of Nebraska History, Nebraskaland, and other similar titles.
3. Guidelines for Use
- a. The Genealogy Room will be kept locked, even when occupied.
 - b. Patrons or guests wishing to use the room must sign in at the Service Desk.
 - c. Coats, purses, backpacks, briefcases, etc., may not be taken into the Genealogy Room but should either be left in personal vehicles or secured in the staff work area. Staff members are not responsible for personal items left in their care.
 - d. Only pencils should be used in this room. Pencils and scratch paper are available at the Service Desk.
 - e. No food or drink is allowed in the room at any time.
 - f. Children 16 and under may not occupy this room unsupervised without special permission from the staff.
 - g. All Genealogy Room materials must remain in the room unless photocopies are needed and a copier is not available in the room or permission is received from the Library Director to remove materials.
 - h. All materials must be handled with extreme care. Do not mark in, fold, trace over, or lean on the books, photographs, or documents. Make sure hands are free of grease and lotions when handling materials. Make sure microfilm is used only as intended to prevent scratching, breaking, or other damage.
 - i. Patrons must stop back at the Service Desk and notify staff when they are finished with the room.
 - j. There is no time limit for use of this room, though time at the microfilm reader/printer is limited to one hour if someone else is waiting to use it.
 - k. Copies printed from microfilm or made at the photocopy machine must be paid for at the service desk at the conclusion of the patron's use of the Genealogy Room.

E. Study Rooms

1. Purpose: The two study rooms available at Seward Memorial Library are intended for use by students, tutors, or others seeking a quiet study atmosphere. At staff discretion meeting rooms A and B may be used as study rooms.
2. Eligibility: Patrons must be at least 14 to use the library Study Rooms. Anyone 13 and under must be accompanied by an adult. Though study room users are not required to have Seward Memorial Library accounts, those who do must be in good standing.
3. Reservations
 - a. Reservations may only be made in person; phone calls or email may not be used for this purpose.
 - b. Reservations may only be made for the current day, and only one reservation per patron per day is allowed, unless an exception is granted by the Library Director or Library Board President.
 - c. The reservation must be used within 10 minutes of the stated start time or the room will be considered available for others.
4. Guidelines for Use:
 - a. Study Room use is limited to one hour per reservation. The reservation may be extended if no other patron has reserved the space.
 - b. No furniture may be moved in or out of the Study Rooms without staff permission.
 - c. Security cameras are in use in the Study Room area.
 - d. Study Rooms will be kept locked at all times. Patrons must check in with the staff member at the Service Desk to use a Study Room.
 - e. Study Rooms may not be vacated for more than 10 minutes or the Room will be considered available for others to use. Personal items should not be left in an unoccupied Study Room.
 - f. Study Rooms must be vacated 15 minutes before the closing time of the library.

- g. No more than two people may occupy a Study Room unless staff permission is received for an exception.
- h. Only water is allowed in the Study Rooms – no food or other drinks are allowed. All costs for any damage done will be charged to the person who signed up for the Study Room.
- i. Any misuse of the Study Rooms or violations of other Library Policies may restrict patrons from future use of these facilities.

F. Exhibits and displays

- 1. No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc., shall be exhibited, displayed, or placed in the library for distribution without permission. Staff will be responsible for placement of any article left in the library for display purposes. Criteria for acceptance for display include:
 - a. Non-profit or reading related sponsor, community-wide audience, local relevance, and/or physical suitability.
 - b. Political materials must be impartial in nature.
 - c. Activity must be taking place in Seward County.
- 2. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. A waiver form must be signed when a display of non-library property is exhibited.
- 3. Whenever possible, displays or exhibits utilizing the display areas shall incorporate books or materials from the library's collection which have a relationship to the subject or collection.
- 4. Displays, posters, or exhibits which are dated may only be placed in the library within 30 days prior to the event. All undated material may be removed 30 days after posting.

G. Rights and Exclusions

- 1. The library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this

policy may be immediately removed from the room and/or library property.

2. The Library Director is responsible for the administration of this policy.
3. The library is not responsible for theft of or damage to items brought onto library property.
4. The library shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using library facilities.
5. The library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Library Board.
6. This policy may be updated at any regular or special Library Board meeting.
7. Any group or individual that has been denied permission to use library facilities may appeal in writing to the Library Board of Trustees.
8. The library reserves the right to cancel room reservations for operational purposes including, but not limited to, weather closings, power outages, or other unforeseen events.
9. In the event circumstances arise which are not covered by the document above, the decisions of the Library Director or other appropriate staff are binding.

- [Public Posting Policy](#)
- [Volunteer Policy](#)

Purpose: Hartford Public Library (HPL) encourages public use of meeting rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment, public education and civic engagement.

HPL's Board of Directors adopts the following rules, regulations and fees for public use of meeting rooms and event spaces:

- **Reserving a Room:** To reserve a meeting room or event space, please visit reservation.hplct.org. Reservations are accepted on a first-come, first-served basis. Room reservations will be considered if booked two weeks in advance of the meeting date. Please see the meeting room [policy](#) when reserving a meeting room. If you have any additional questions, please contact the Program Office at reservearoom@hplct.org or 860.695.6320.
- **Space Priority:** Programs and functions hosted or presented by the library will be given priority. HPL may cancel a reservation made by a non-library organization or individual, if the space is needed for library purposes. HPL will make every effort to provide adequate notice and will attempt to find the most convenient alternate date or suggest another location. HPL has the right to cancel or deny future booking requests and existing contracts for any individual or group which violates stated policy, regulations or procedures.
- **Prohibited Activities:** Library meeting rooms and event spaces may not be used for any activity that is incompatible with the library environment or interferes with its operations or is considered to be dangerous to people or property. Sales of products or services, charging admission or registration fees, and/or soliciting donations other than in conjunction with a program or event sponsored or hosted by HPL are prohibited. Fundraisers sponsored by non-profit organizations will be considered on a case-by-case basis.
- **Customer Conduct Policy:** Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities, including HPL's code of conduct, and accept responsibility for any and all damages to the library building, contents and equipment (normal wear and tear excepted).
- **Insurance Requirement:** At the sole determination of the Chief Executive Officer or his/her designee, a comprehensive general liability insurance policy in an amount not less than \$1 million naming Hartford Public Library as an additional insured may be required for certain types of events. The certificate of insurance must be filed with the events coordinator at least one month in advance of the event.
- **Catering:** All food and beverages served at events or meetings must be supplied by and purchased from an approved HPL caterer. Alcoholic beverages may not be served at meetings or events during hours that the library is open to the public.
- **Fees and Charges:** The library may charge any and all applicable fees to any organization or individual using meeting rooms and event spaces. Subject to the other terms of this policy, no room rental fee shall be charged to any non-profit organization, community group, or governmental organization holding a meeting or event during library hours.

- **Restrictions:** The library may impose time, place or use restrictions for the meeting rooms and event spaces to ensure that all customers may use the library to the maximum extent possible during regularly scheduled public service hours.
- **Delegation:** The Chief Executive Officer or his/her designee is granted full authority to make exceptions to this policy as deemed appropriate and to establish the procedures and fees necessary to implement it.

For Non-Profit, Community Organizations and Government

- Non-profit groups or organizations may be assessed fees for special equipment, staff operation, or for use during times when the library is closed. Please see **Other Charges** section of this policy.
- A signed confirmation shall be presented to the events coordinator at least two (2) weeks in advance of the event.

For-Profit and Individuals

- For-profit private businesses, individuals, groups or organizations may reserve rooms on an "as available" basis for a rental fee. **Please see Meeting Room Fee Schedule.**
- A signed confirmation and a deposit shall be presented to the events coordinator at least two (2) weeks in advance of the event. The balance of the contract amount is due to the events coordinator on or before the date of the event.

Downtown Library Meeting Rooms and Event Spaces

The Downtown Library has several rooms/event spaces available for public use.

Meeting rooms:

- Ground Floor Classroom: classroom space, accommodates 30

Event Spaces:

- Downtown Café- Glassed-in space facing Main Street; accommodates 60-80.
- Center for Contemporary Culture: large auditorium with seating capacity of 200, standing capacity of 456.

Fee Schedule

Room Rate	Full Day	Half Day	Days
Center for Contemporary Culture	\$800	\$400	Fri/Sat/Sun
	\$600	\$300	M-Thurs
Cafe	\$500	\$250	Fri/Sat/Sun
	\$400	\$200	M-Thurs
Ground Floor Classroom	\$200	\$100	Fri/Sat/Sun
	\$225	\$125	M-Thurs

Government, non-profits, and community groups will not be charged a room rental fee for the use of rooms. Non-profits must show evidence of 501(c) 3 status.

OTHER CHARGES

Based on whether the Library is open for all or part of the program, additional charges apply for all users for facilities, security, and AV staff providing services. For programs that end after the regular closing of the Library, a minimum charge of one hour will apply. For

programs or events held when the Library is closed to the public, a minimum charge of 4 hours will apply. Rate charges subject to change. The Library reserves the right to determine the appropriate staffing level required for the event based on the size and/or type of event.

Description	Rate per hour
Facilities Staff per person charge	\$51
Security Staff per person charge	\$27
AV Staff per person charge	\$56

For each event there is a flat \$25 Equipment User Fee charged for the use of one piece or any combination of multiple pieces of audiovisual equipment/and or stage set-up.

Room Rentals require a 50% deposit two weeks in advance of the event; balance due on or before the day of the event. Additional charges may apply if the event exceeds reserved time.

Booking a Meeting Room or Event Space

- For information about the rooms and details related to their use, please contact the events coordinator at **860-695-6320** during business hours: 9:00 am-5:00 pm, Monday through Friday. Voicemail messages may be left for the events coordinator who will return calls as soon as possible. All room or event requests will be reviewed to determine eligibility.
- Meeting rooms are booked on a first-come, first-served basis.
- Meeting rooms are assigned by the events coordinator based on availability and the size of the group.
- To reserve a meeting room, please visit reservation.hplct.org.
- Meeting room requests can be made at least three (3) months in advance.
- After receiving the request, the events coordinator will contact the applicant to discuss the event and add furniture and equipment if required.
- The events coordinator will process the room request and provide an email confirmation for the room reservation to the applicant.
- A signed copy of a confirmation form sent to the events coordinator guarantees the room reservation.
- Special events before or after regular library hours should be booked eight (8) weeks in advance. A shorter notice must be authorized by the Public Services Director.
- An appropriate number of adult chaperones must accompany groups of minors or young children at all times. Please see "Adult Ratios and Maximum Group Size Requirements" guidelines [here](#).
- All publicity for programs must include a contact person and phone. Publicity may not imply that the library endorses or sponsors said program, unless written permission is given from the Library. Meetings or events that are not library sponsored must include in either written or electronic formats the statement, "Sponsored by (the name of the organization or business)".

- Groups may request consecutive meetings for three (3) months; however, the library will not guarantee the same location for each time.
- Reservations for a range of four months in advance can be requested by submitting a completed Room Reservation Form.

Cancellations

- Cancellations should be made at least 24 hours in advance or as soon as possible by calling the events coordinator at 860-695-6320.
- The 24-hour notice is waived for weather-related cancellations.
- The event is not canceled until the events coordinator issues a notice of cancellation.
- A for-profit room cancellation with less than 24-hours notice will result in forfeiture of the deposit, unless the cancellation was initiated by the Library. A non-profit room cancellation with less than 24-hours notice will be charged a cancellation fee.

Room Set-up

Room set-up, if required, is the responsibility of the event host. The events coordinator will assist with the room setup to accommodate reasonable meeting needs. Special room setups are limited to certain spaces. Library staff can set up the space for an additional charge.

Audiovisual Services and Equipment

If needed, the library can provide audiovisual equipment and technical support service for an additional fee. Only authorized library staff can operate the equipment. Please see available ***Audiovisual Equipment*** listed below. Use of audiovisual equipment other than that owned by the Library is not permitted.

Safety Considerations

A number of safety issues connected with holding events at the library are listed below.

Exit Doors

Egress routes may not be obstructed in any way and exit signs must remain clearly visible. NO EXCEPTIONS.

Room Capacity

The maximum capacity set by law is posted in each meeting room. Exceeding the maximum capacity of a room is prohibited by law.

Candles, Smoke and Open Flames

Candles, incense or any other smoke or flame-producing device are not permitted in the library. Such devices could easily set off the fire alarm system which would cause the evacuation of the building and summon the fire department.

Decorations

Decorations used at events cannot obscure exit signs or doors. Nothing may be taped or affixed to any part of the rooms. Glitter and confetti is strictly prohibited.

Electrical Cords

Use of electrical cords must be approved by the events coordinator prior to their use. All electrical cords and cords on any equipment must be taped down by library staff.

Moving Equipment and Furniture

Fixed equipment or furniture must not be moved without the consent of the

events coordinator. Only the events coordinator can arrange any modifications to fixed equipment and/or furniture. Should any equipment or furniture be moved without permission, the group will be held financially responsible for any damage caused.

Alcoholic Beverages

Alcoholic beverages may not be served in the library during hours that the library is open to the public. Alcoholic beverages are restricted to wine, beer and champagne and may only be served at events scheduled for after the library closes to the public. Any exceptions must be approved, in advance, by the Chief Executive Officer or his/her designee.

At events held after library hours, alcoholic beverages may not be served if there are minors present. This clause may not, however, pertain to any group that includes minors as part of the scheduled entertainment. The Chief Executive Officer or his/her designee must approve this waiver in advance of the event.

An organization wishing to serve alcohol as a part of an after-hours event is required to secure a temporary permit or license, and submit it to the events coordinator two (2) weeks in advance of the event. Any required permits, special insurance or licenses will be the responsibility of the organization hosting the event.

Event Insurance

Groups or organizations requesting the use of alcohol must procure and have in force a comprehensive general liability insurance policy to submit to the library two (2) weeks in advance of the event. The limit for bodily injury and property damage shall not be less than \$1,000,000.00 per occurrence. A certificate of insurance naming Hartford Public Library and Board of Directors as additional insured must be submitted to the events coordinator two (2) weeks in advance of the event. Alcohol must be contained within the building, and within the area where the event is taking place.

Large events such as civic or conference receptions may also require event insurance. A determination will be made before confirmation is approved.

Parking

During regular business hours, the Downtown Library has limited free parking in the Arch Street garage. There is metered parking in that garage and on Main, Sheldon and Arch Streets surrounding the Library. After 6:00 p.m., customers may park in the Arch Street garage for free. The events coordinator can arrange use of the Sheldon Street parking lots if necessary.

Clean Up

At the conclusion of your meeting, put litter in the trash container and report any problems that may remain.

We ask your cooperation at the conclusion of your meeting:

- Leave the meeting room as clean and as orderly as possible.
- Place all trash in receptacles provided by the Library.
- Report any spills immediately to the events coordinator or manager-in-charge.
- Remove all personal effects, equipment and decorations.
- Library staff will remove any equipment provided.
- Special cleaning requirements or damage caused during use of a meeting room or event space will result in an additional charge to the user.

Audiovisual Equipment Listing

The library reserves first priority for use of any audiovisual equipment at all times; and, in rare instances, may pre-empt the scheduled use of equipment for an event. Scheduled use of audiovisual equipment is on a first-come, first-served basis. For each event, a flat \$25.00 user fee is charged. Full refund of the Audiovisual Equipment Fee will be given if the required 24 hour cancellation notice is given by the customer. Fees may apply to:

Center for Contemporary Culture (CCC)

- The CCC has a sound system with multiple microphones.
- Each area can be separately controlled with its own mixer.
- Adaptive listening devices are available in each room.
- CCC has a screen available at no charge.

Other Equipment

- Lapel Microphone
- Wireless hand held microphone
- Overhead projector
- Portable lectern with microphone
- Portable screen
- DVD player
- Microphone
- Projector cart
- Easel for flip chart pad holder (Flip chart pad not provided)
- CD player
- LCD projector – portable
- Lectern
- Stage

DATE APPROVED BY THE LIBRARY BOARD OF DIRECTORS: JUNE 7, 2012

EFFECTIVE DATE: JULY 1, 2012

REPLACING POLICY EFFECTIVE: n/a

LOCATIONS & HOURS

Downtown

**500 Main Street
Hartford, CT 06103
(860)695-6300**

Mon - Thurs 10 am - 8 pm

Fri & Sat 10 am - 5 pm

Sun (Nov - Apr) 1 pm - 5pm

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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: MARCH 29, 2016
SUBJECT: RESTORATION OF ARTWORK

In response to Library Director Dixon's request for assistance or suggestions on cleaning the artwork in the Library I ran across an inexpensive "trick" to clean oil paintings. I also contacted Michele Miller, the chair of the Public Arts Committee to request her assistance. I have included her responses also.

Following pages are the emails from Michele Miller and an excerpt from the website, Biddington's

Recommendation
No Action Required. Informational In Nature.

<http://www.biddingtons.com/content/mrscleanpainting.html>

ASK MRS. BIDDINGTONS Advice on Restoring and Preserving Art & Antiques

Editor's Note: Mrs. Biddington notes that paintings are usually best left untouched by anyone; she rues the American impulse to scrub any surface within reach. Biddington's staff concurs that the cleaning of paintings should be left to a competent professional conservator or restorer--and then only if truly necessary. For the intrepid do-it-yourself person, Mrs. B. offers these words of advice.

Dear Mrs. Biddington,

I own some modern paintings that have a good coating of dust and dirt over them. Some of the paintings have fairly thick paint. Any ideas for sprucing them up?

*Yours,
Giselle*

Dear Giselle,

An artist friend Lynne Frehm dropped by as I was reading your letter. She suggests bread for cleaning surface dirt from oil paintings--even ones with heavy impasto. (Of course, avoid any areas where paint may be flaking.)

The procedure is as follows:

- 1. Buy a loaf (two or three loaves if the painting is large) of good, doughy bread--a large sourdough works nicely.*
- 2. On a pretty day, take the painting outdoors--or work inside on a large drop cloth--since this is a messy procedure.*
- 3. Using dough pulled from the inside of the loaf scrub the painting using gentle pressure. You will see the soil collect on the dough. Get a new hunk of dough as the older piece gets dirty or disintegrates. Continue this process over the entire surface of the work.*
- 4. Using a soft bristle brush (such as a good quality house painting brush) brush the remaining dough crumbs off the painting. Go methodically over the entire surface because the dough likes to stick and any remaining crumbs would be an enticement to insects.*

Good luck with your spring cleaning!

*Yours,
Augusta Biddington*

From: Michele Miller <mmiller@prattmuseum.org>
Sent: Wednesday, March 30, 2016 12:59 PM
To: Renee Krause
Subject: Fwd: Conservation on Paintings

Here's another answer from the ASM's conservator, Scott Carlee.

Sent from my iPhone

Begin forwarded message:

From: "Carrlee, Scott A (EED)" <scott.carrlee@alaska.gov>
Date: March 30, 2016 at 12:36:52 PM AKDT
To: Michele Miller <mmiller@prattmuseum.org>
Subject: Re: Conservation on Paintings

No there is no one local who can clean a painting. That is definitely something you need a professional paintings conservator for. We have ours done by the western center for the conservation of fine arts (WCCFA). Anchorage and museum of the north use them as well. Search the name on Google for contact info. I'm not at my desk or I would send you the link.

Scott

Sent from my iPhone

On Mar 30, 2016, at 11:59, Michele Miller <mmiller@prattmuseum.org> wrote:

Hi Scott,

I'm on the Public Arts committee here in Homer and have been asked to see if there is a local person who performs cleaning on paintings.

Do you know of any such person here or in Anchorage?

Michele

Michele Miller
Development Director
Pratt Museum
3779 Bartlett Street
Homer, AK 99603
(907) 435-3343 direct
(907) 235-2764 fax

From: Michele Miller <michelechristinemiller@gmail.com>
Sent: Wednesday, March 30, 2016 11:57 AM
To: Renee Krause
Subject: Fwd: Question

Here is what Scott and Savanna said. I can follow up with Anchorage Museum if you would like!

M.

Michele Miller
(907) 227-6207

----- Forwarded message -----

From: Savanna Bradley <sbradley@prattmuseum.org>
Date: Wed, Mar 30, 2016 at 10:04 AM
Subject: Re: Question
To: Scott Bartlett <sbartlett@prattmuseum.org>
Cc: Michele Miller <michelechristinemiller@gmail.com>

I don't know of a painting cleaner in Alaska, we wrote that grant to get those conservators from the [WCCFA](#) in Colorado for a reason... But, as Scott mentioned, the conservators at the Anchorage Museum or the State Museum might have more information. Monica Shah may be a good contact for that, I think she does some contract work on the side, but probably not paintings.

sab

On Wed, Mar 30, 2016 at 9:54 AM, Scott Bartlett <sbartlett@prattmuseum.org> wrote:
I only know of the conservation staff at Anchorage Museum and the State Museum. Ellen Carrlee's in particular. But I don't know if they do any contract stuff on the side. Savanna's probably a better bet for info!

Scott Bartlett
Curator of Exhibits
Pratt Museum
3779 Bartlett Street
Homer, Alaska 99603
(907) 435-3335, Fax (907) 235-2764
www.prattmuseum.org | [Facebook](#) | [Volunteer](#) | [Donate](#) | [Pick.Click.Give.](#)
Please consider the environment before printing this e-mail.

Pratt Museum



City of Homer

www.cityofhomer-ak.gov

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: MARCH 31, 2016

SUBJECT: NOMINATION OF THE HOMER PUBLIC LIBRARY FOR THE NATIONAL MEDAL FOR MUSEUM AND LIBRARY SERVICES

The National Medal for Museum and Library Service nomination deadline is October 1st.

The following is the outline of the award and the nomination form.

I believe our facility qualifies and it would be another “kudos” for our Library and possibly a monetary benefit as well.

Recommendation
Informational In Nature. No Action Required.



[Become a Reviewer](#) [Jobs at IMLS](#) [Contact](#)

NATIONAL MEDAL FOR MUSEUM AND LIBRARY SERVICE

Deadline: October 01, 2015

Application: The instructions and nomination form for the current fiscal year are now available:

[Download FY 2016 Nomination Form \(https://www.ims.gov/sites/default/files/2016_medalsnominationform.pdf\)](https://www.ims.gov/sites/default/files/2016_medalsnominationform.pdf) (Fill-in PDF, 220KB)

Visit the [National Medals page \(https://www.ims.gov/taxonomy/term/982/\)](https://www.ims.gov/taxonomy/term/982/) in our **National Initiatives** section to learn more about the annual celebration of the National Medal recipients.

Program Overview:

The National Medal honors outstanding libraries and museums that have made significant and exceptional contributions in service to their communities. Selected institutions demonstrate extraordinary approaches to serving their constituents; they exceed expected levels of community outreach. These organizations have established themselves as community anchor institutions. Recipient institutions are honored at an awards ceremony that is held in Washington, DC.

Nominations should describe the:

- population served and community needs;
- institution's programs, services, and partnerships;
- impact and evaluation of programs; and
- financial sustainability.

How are the recipients of the National Medal selected?

The Director of the Institute of Museum and Library Services, with the advice of the Museum and Library Services Board, selects the recipients of the National Medals. In addition to the Medal, IMLS may grant a monetary award.

When are the recipients of the National Medal announced?

The recipients of the National Medals are usually announced in the spring on the IMLS website and through a press release.

Who is eligible for a National Medal nomination?

For museums:

- In general: Aquariums, Arboretums/Botanical Gardens, Art Museums, Children's/Youth Museums, General Museums, Historic Houses/Sites, History Museums, Natural History/Anthropology Museums, Nature Centers, Planetariums, Science/Technology Centers, Specialized Museums, and Zoos may be nominated for the National Medal for Museum Service if they: are either a unit of State or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- are located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- qualify as a museum that, using a professional staff, is organized on a permanent basis for essentially educational or aesthetic purposes; owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits these objects to the general public on a regular basis through facilities that it owns or operates.

A public or private nonprofit agency which is responsible for the operation of a museum may apply on behalf of the museum.

For libraries:

- In general: Academic Libraries, Digital Libraries, Library Associations, Library Consortia, Public Libraries, Research Libraries/Archives that make information available to the public and that are not an integral part of an institution of higher learning, Public School Libraries, and Private or Special Libraries that are considered libraries as determined by the State in which they are located, may be nominated for the National Medal for Library Service. They should also be: either a unit of State or local government or be a private nonprofit organization that has tax-exempt status under the Internal Revenue Code; and
- located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

Previous library or museum medal recipients may reapply after ten years.

Who may nominate a library or museum for the National Medal?

Anyone, including the institution's employees, board members, members of its community, and elected officials, may nominate a museum or library for this honor.

What steps should nominators take?

- If an institution self-nominates, it simply needs to submit the nomination materials to IMLS by the deadline.
- If someone outside of the institution wants to make a nomination, they should notify the museum or library directly and ask them to complete and submit the nomination form in advance of the deadline.

What information is necessary in order for an institution to be considered for the National Medal and who is responsible for providing it?

Your institution, not the individual who nominates it, must complete the Nomination Form and include the following four parts:

1. Cover Sheet
2. Executive Summary & Mission Statement
3. Narrative (four questions)
4. Letters of Support

Do not include additional cover letters, binders, folders, or attachments. For detailed information on answering parts B-D, refer to the Nomination Form.

What is the deadline for submitting the Nomination Form?

The Nomination Form and letters of support should be sent by October 1, 2015, to this email address: nationalmedals@ims.gov (<mailto:nationalmedals@ims.gov>)

Alternatively, nominations may be mailed and postmarked by October 1, 2015, to this address:

The National Medal for Museum and Library Service
Office of the Director
Institute of Museum and Library Services
1800 M St. NW, 9th Floor
Washington, DC 20036-5802

Program Contact for Museums:

Mark Feitl, Museum Program Specialist
202-653-4635 mfeitl@ims.gov
(<mailto:kmurray@ims.gov>)

Program Contact for Libraries:

Katie Murray, Staff Assistant
202-653-4644 kmurray@ims.gov
(<mailto:kmurray@ims.gov>)

[FOIA](#) | [No FEAR Act](#) | [Privacy & Terms of Use](#) | [EEO](#) | [Accessibility](#) | [Open Government](#)



2016 Nomination Form—Page One

National Medal for Museum and Library Service (To be filled out by the nominated institution.)

A. Cover Sheet

1. Legal Name of Your Organization:¹ _____

Organizational Unit (if different from Legal Name): _____

2. Organization Address

Street1: _____

Street2: _____

City: _____

County: _____

State: _____

Zip+4/Postal Code: _____

3. Telephone Number: _____

4. Fax Number: _____

5. Web Address: http://_____

6. Name of Organization's Director/CEO: _____

Title: _____

E-mail: _____

Telephone Number: _____

7. Your Name (the person completing this form): _____

Title: _____

E-mail: _____

Telephone Number: _____

8. Type of Institution (check one):

- | | |
|--|---|
| <input type="checkbox"/> Academic Library | <input type="checkbox"/> Natural History /Anthropology Museum |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Nature Center |
| <input type="checkbox"/> Arboretum/Botanical garden | <input type="checkbox"/> Planetarium |
| <input type="checkbox"/> Art Museum | <input type="checkbox"/> Public Library |
| <input type="checkbox"/> Children's/Youth Museum | <input type="checkbox"/> Research Library/Archives |
| <input type="checkbox"/> Digital Library | <input type="checkbox"/> School Library, or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> General Museum ² | <input type="checkbox"/> Science/Technology Museum |
| <input type="checkbox"/> Historic House/Site | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> History Museum | <input type="checkbox"/> Specialized Museum ³ |
| <input type="checkbox"/> Library Association | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Library Consortium | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Museum Library | _____ |

¹ If your organization is not an eligible entity on its own, then enter the name and address of the eligible entity under "Legal Name." For example, if a library that is part of a parent organization such as a university is applying, it would enter the university under "Legal Name" and the library under "Organizational Unit."

² A museum with collections representing two or more disciplines (e.g., art and history)

³ A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)



2016 Nomination Form—Page Two

National Medal for Museum and Library Service (To be filled out by the nominated institution.)

A. Cover Sheet (continued)

9. Governing Control (check one):

- State Government
- County Government
- City or Township Government
- Special District Government
- Regional Organization
- U.S. Territory or Possession
- Independent School District
- Public/State-Controlled Institution of Higher Education
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Government (Other than Federally Recognized)
- Public/Indian Housing Authority
- Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education)
- Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education)
- Private Institution of Higher Education
- Individual
- For-Profit Organization (Other than Small Business)
- Small Business
- Hispanic-Serving Institution
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions
- Nondomestic (non-U.S.) Entity
- Other, please specify: _____

10. Nominated Organization's D-U-N-S® Number:⁴ _____

11. Nominated Organization's Employer/Taxpayer Number (EIN/TIN): _____

12. Congressional District of Nominated Organization⁵: _____

13. Organization's Annual Operating Budget: _____

14.

A. Fiscal Year	B. List Total Revenue ⁶ / Support Income	C. List Total Expenses/ Outlays ⁷	D. Difference between B. Total Revenue and C. Total Expenses

15. If your organization had a deficit greater than 10% of your annual operating budget for any of the fiscal years listed above, please explain the circumstances of this deficit.

16. Has your organization had an A-133 audit in the past three years? Yes No

17. If no, has your organization had a financial statement audit in the past three years? Yes No

⁴ Verify that your organization has a D-U-N-S® Number or take steps to obtain one. Your organization can receive a D-U-N-S® Number at no cost by calling the dedicated toll-free D-U-N-S® Number request line at 1-866-705-5711 or by visiting www.dnb.com/us.

⁵ Congressional Districts can be found by entering the zip code of the institution at www.house.gov/representatives/find.

⁶ For nonprofit tax filers Total Revenue can be found on line 12 of the IRS Form 990.

⁷ For nonprofit tax filers Total Expenses can be found on line 18 of the IRS Form 990.



2016 Nomination Form—Page Three

National Medal for Museum and Library Service (To be filled out by the nominated institution.)

A. Cover Sheet (continued)

18. Were there any material weaknesses identified in your organization's prior year's audit report? Yes No Not applicable
(A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.)

19. If yes, please explain.

20. Number of full-time paid organization staff: _____ Number of part-time paid organization staff: _____

Number of full-time unpaid organization staff (including volunteers): _____ Number of part-time unpaid organization staff (including volunteers): _____

21. Total number of days the organization was open to the public for the past 12-month period prior to application: _____

22. Name of Nominating Individual: _____

Title: _____ Relationship to Organization: _____

E-mail: _____ Telephone Number: _____

National Medal for Museum and Library Service (To be filled out by the nominated institution.)

In addition to the Cover Sheet (Section A), your submission must include the following parts (Sections B-D below). Do not include additional cover letters, binders, folders, or attachments.

B. Executive Summary and Mission Statement (not to exceed one single-spaced page; no less than 12-point font)

- Summarize why you believe your organization deserves to win the National Medal for Museum and Library Service.
- Provide your organization's mission statement or statement of purpose as well as a brief institutional history.

C. Narrative⁸ (not to exceed four single-spaced pages; no less than 12-point font)

The National Medals are designed to recognize outstanding libraries and museums that have made significant contributions in service to their communities. Address questions 1-4 thoroughly and succinctly. The jurors considering the pool of potential medal recipients will focus carefully on your answers to these questions.

1. Describe the community⁹ and the particular community needs addressed.

- Quantify and describe the population groups/communities your organization is reaching through its programs, services, and/or partnerships.
- What particular community needs do you address? How did you identify these particular needs?

2. Describe the programming your organization has developed for these particular community needs. (see section C.1.)

- Provide examples of the programs, services, and/or partnerships you have developed for these population groups/communities.
- How do you involve your community in the development of your programs?
- How have these partnerships increased your ability to reach out to the targeted population groups and communities you serve?
- Describe how you serve community members with special needs.

3. Describe what impact your organization's programs and services have had on the identified community needs.

- Do you conduct a formal evaluation of your programs? If so, what have you learned about meeting the needs of your audiences?
- How have you used this information to plan future programs and services?

4. Describe your organization's financial situation.

- List your organization's three primary sources of revenue. Do you have a sustainable funding model that will enable growth?
- Describe any private or non-profit groups that support your mission and activities and the extent of their support.

D. Letters of Support (required - three maximum, submitted with the Nomination Form)

- These letters should come from community members who have direct knowledge of your organization's community service. We recommend that the letters come from different segments of the broader community served by your organization and from individuals who have either witnessed or experienced first-hand a particular program or service.
- Nomination letters from members of Congress are welcome and will not count against the three-letter maximum.
- Address letters to the Director of the Institute of Museum and Library Services and include them with this Nomination Form.

⁸ For organizations applying in the Digital Library category, please address:

- services to your community including services to other organizations and services to end users;
- access to resources;
- sustainability and preservation plans for the digital library;
- accessibility for people with disabilities (e.g., compliance with the Americans with Disabilities Act).

⁹ Academic and research libraries may interpret "community" as your campus community and/or local community.

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 ^{29th} 2016	Terry Smith	_____
April 11,25 2016	Marcia Kuszmaul	_____
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.

Homer Public Library -- Frequently Asked Questions

Why not utilize more volunteers to run the library?

Reason #1: A significant level of training is involved in many library tasks. For example, at the circulation desk employees must be able to:

- Find accurate information from a myriad of sources, both in-library and on-line;
- deal sensitively and appropriately with sometimes challenging situations involving patron behavior;
- maintain confidentiality when helping patrons find information of a personal, medical, or legal nature;
- know how to utilize and troubleshoot sophisticated software and hardware;
- uphold state statutes, library policy, and City policy while doing so.

That's a lot to ask of a volunteer! Since we interact with more than 10,000 people per month, it is vital that front desk staff have strong skills in dealing with the public, as well as library information and technology skills. This is a matter of liability for the City, as well as service to the public.

Reason #2: State statutes protect the privacy of people's library records. Volunteers cannot check materials in and out because that would give them access to this protected information.

Alaska Statute Chapter 25. Public Record Disclosures

Sec. 40.25.140. Confidentiality of library records

- a. Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

Reason #3: We already utilize a small army of volunteers in just about every way that is feasible. We are fortunate to have volunteers at the library every day, almost without exception. On many days we have three or more volunteers working. One Monday a few weeks ago I counted eight volunteers throughout the day.

- Regular volunteers do most of our shelving of materials, which is a never-ending task (last year we circulated 130,000 items).
- Volunteers help keep the building clean, repair A-V materials, assist with children's programs, mend books, and cover new books.
- Two volunteers work on special projects related to updating or improving the collection.
- We sometimes utilize volunteers who are fulfilling court-mandated community service.
- Currently we have three teen volunteers fulfilling their community service requirement for high school.
- One young man volunteers through the Pride program from The Center.

This list does not include all the work done by the Friends, which is also significant.

Homer Library has one of the highest levels of volunteerism in the state. Please see the attached chart. In 2014 HPL volunteers logged 1,837 hours.

Reason #4: Volunteers require training and supervision.

We have so many volunteers that one of our employees, Teresa Sundmark, is responsible for organizing and training them. While we are fortunate to have a solid core of dedicated volunteers, there is always a degree of turnover and training involved in working with volunteers.

Why not save money by reducing staff?

Over the past decade we've been absorbing increased workload due to the steadily increasing use of the library. We've streamlined several workflows to operate more efficiently but at this point, we cannot absorb any staff cuts without cutting open hours. To lose even one 20-hour position would mean cutting library hours at least 4 hours, more likely 8. It would mean that all other staff would have to take on extra desk hours. The overall result would be:

- less time to order, catalog, and process new materials;
- less time to mend existing materials;
- cutbacks to children's programming, such as story times, after-school, and summer reading program;
- less time to maintain and upgrade technology components, such as our website (a major portal to library resources, both print and digital), public computers, public printers, and information-accessing equipment (such as iPads, wifi, and videoconference equipment);
- less time for grant writing and reporting (in addition to the annual Public Library Assistance grant, this year we received two continuing education grants, an early literacy grant, and after-school program grant, and of course the generator grant);
- less ability to respond to requests from community groups to partner in utilizing library resources (recent examples: the Hospice conversation on aging; preservation of Native languages event; Pratt Museum displays; Homer Early Childhood Coalition early literacy workshops);
- less time to develop adult programs, such as the popular 15 in '15 reading challenge;
- less access for the public to the library's heavily used meeting room, study rooms, computers, and other resources.

Do we even need a library, with e-books and the Internet?

Homer Public Library use has been steadily and significantly increasing (see the attached chart). People use the library in many different ways.

Borrowing materials. In 2015 people checked out 142,284 items! That’s an increase of 43% from 2008. The majority of those items, 84,359, were books, either print or digital. Both e-books and audiobooks are available for checkout through the library.

Children’s programs. In 2015, 3,820 people attended preschool story times. These programs start young children on the path to literacy, as well as give parents a chance to network and learn literacy-enhancing skills. In addition, after-school programs engage elementary and middle school kids in learning and reading for fun. The Summer Reading Program keeps kids reading over the summer, preventing the reading slump that is detrimental to academic progress. Many children use the library after school.

Computers. In 2015 the public logged over 49,400 computer sessions. Some people do not have home computers; some have computers but can’t afford internet access; some use our computers when theirs are broken. People of all ages use our computers to pay their taxes, do their banking, apply for PFDs, fill out job applications, write resumes, research medical conditions, do legal research and paperwork, run their small businesses, do academic research, take certification tests, and check e-mail.

Meeting room. At least 281 community groups used our meeting room and videoconference facility last year. We receive more requests for meeting room use than we are able to provide.

Study rooms. About 4,222 people used our study rooms last year for everything from composing music to tutoring to writing, studying, and meeting in small groups.

A few populations we serve that you might not know about:

- The homebound elderly. Most weeks a library aide takes reading and listening materials to our most vulnerable and homebound residents (within City limits).
- Coast Guard families. Many newcomers make the library one of their first stops and use the library through their stay in Homer.
- Students and employees who need tests proctored.
- People seeking help with their digital devices. Thanks to the Friends of Homer Library, we offer a walk-in “tech help” class twice per month. Front desk staff helps with questions relating to accessing ebooks, audiobooks, and information.
- Deaf/hard-of-hearing, visually impaired, and others in need of adaptive computer equipment.

Alaska Dispatch News

Published on *Alaska Dispatch News* (<http://www.adn.com>)

[Home](#) > Rural libraries will lose their Internet if the Legislature's budget cuts hold

[Lisa Demer](#) ^[1]

March 30, 2016

Main Image:

[Alaska Online With Libraries equipment](#) ^[2]

Main Image Caption:

This videoconferencing system in the Bethel consortium library was purchased through the state Online With Libraries, or OWL, program.

BETHEL — A state subsidy that supports fast Internet in rural Alaska public libraries has been zeroed out by both the Alaska House and Senate as legislators struggle to address a budget gap approaching \$4 billion.

Librarians are organizing to save the [Online With Libraries, or OWL, program](#) ^[3], which they say has dramatically changed who comes to libraries and how libraries are used.

The cut isn't final until the Legislature passes its budget. The money could be added back in, according to Rep. Lynn Gattis, R-Wasilla. Or maybe, she said, the local match can be generated by fundraisers or donations.

In Anchorage and Fairbanks, anyone with a laptop can stop at a coffee shop for free Wi-Fi and a spendy latte. But in the Bush, there are no Starbucks and public libraries are often the only place in town with free Internet.

Rural Alaskans without home Internet often rely on computers in public libraries for essentials, said Katie Baxter, director of the Kodiak Public Library and chair of the advocacy committee of the Alaska Library Association.

They do their taxes, find health insurance and pay bills, the same as people with home Internet. They look for jobs, apply for Permanent Fund dividends and buy hunting and fishing licenses. They check Facebook and email. But generally, they aren't streaming videos — the subsidized broadband is fast but not fast enough for that, librarians said.

The program costs the state about \$760,000 and draws down four times that from the federal government. As of Wednesday afternoon, 880 people had signed [an online petition in support of OWL](#) ^[4].

Cutting a cord

Twenty-four libraries have reported they will “go dark” without the state and federal support, according to a state survey. There's tiny Lake Minchumina, population 11, which is counting on \$5,600 next year through the state subsidy to support the only public broadband in a large remote area near Denali. Kodiak, with thousands of residents, expects \$6,700 from OWL. Sitka in Southeast is counting on \$5,000, and Dillingham in the Bristol Bay region, more than \$18,000. Each library would get much bigger federal matches.

“Basically we're cutting the cord between urban Alaska and rural Alaska,” said Rep. Scott Kawasaki, D-Fairbanks, who tried to reinsert the funds in the House Finance Committee and on the House floor but didn't succeed.

Other communities with libraries that report they can't afford broadband on their own are Aniak, Chiniak, Coffman Cove, Cold Bay, Cooper Landing, Craig, Eagle, Haines, Hyder, Kasilof, Koyuk, McGrath, Moose

Pass, Nome, Ouzinkie, Port Lions, Thorne Bay, Togiak, Tok and Whale Pass.

In all, 40 communities currently receive funding for the Internet through the program. Some say they would pick up the difference of what the state would have spent. Another 45 libraries use the OWL program's videoconferencing network for trainings, meetings and classes.

"Without public Wi-Fi, in a lot of places people live on subsistence and can't afford to have their own devices," said Linda Thibodeau, a retiring official who oversees the state library.

The state looked into whether public libraries could revert to dial-up Internet but were told no one offers that anymore.

"If local communities cannot afford the local share without OWL help, then they don't have broadband. They don't have Internet," Thibodeau said.

The OWL program covers on average 19 percent of the broadband cost at the small, rural Alaska libraries that participate in the program, and the federal government picks up 79 percent through its e-rate subsidy, which is funded through surcharges on telecommunications bills, according to the library association. Just 2 percent of the costs are paid by local communities.

Libraries are banding together to save a program that even the Legislature's chief budget-cutters say is valued.

Budget not done deal

"It matters to Anchorage if Kodiak or Togiak or Moose Pass or Nome or Sitka — if they don't have Internet connectivity," Baxter said. "That diminishes the quality of life for Alaskans."

Librarians, she said, are trying to show legislators that "public libraries serve the underserved of Alaska."

That's understood, said Gattis, who chairs the House budget subcommittee on education.

"I'm a big believer in technology and how it connects the Bush to the rest of Alaska and the rest of the world," she said. "Cutting that particular piece of broadband was difficult for me."

Yet the funding was eliminated by both the full House and Senate. The Legislature is still working on a final version of the budget.

"I don't necessarily believe that cutting broadband in the Bush is the right thing to do, but at the same time when we are cutting the budget we are looking at everything," Gattis said.

Gov. Bill Walker had proposed \$761,800 in the coming budget year for OWL and broadband library support, which generates a federal match of more than \$3 million. Without money from Alaska, the federal match goes away.

About \$275,000 of the state portion is for bringing Internet to rural libraries, and that's the essential piece, said Patience Frederiksen, the state's incoming director of the Division of Libraries, Archives & Museums. The program also covers the costs of equipping, running and maintaining a videoconference network, a consultant who helps libraries and schools get the federal match, and a state coordinator.

The program started in 2010 with support from the Rasmuson Foundation and the Bill and Melinda Gates Foundation and became state-subsidized in 2013.

Before that, the small libraries typically had dial-up access to the Internet.

One of GCI's lobbyists has jokingly hooted in Gattis' office to urge support for OWL, though GCI says it is not officially lobbying to save it. Several Internet service providers participate and must compete for library customers, said Pam Lloyd, GCI vice president for education.

“It doesn’t take much to figure out who gains, but I also think the public gains,” Gattis said.

Source URL: <http://www.adn.com/article/20160330/rural-libraries-will-lose-their-internet-if-legislatures-budget-cuts-hold>

Links:

[1] <http://www.adn.com/author/lisa-demer>

[2] <http://www.adn.com/image/alaska-online-libraries-equipment>

[3] <http://library.alaska.gov/dev/owl.html>

[4] <http://action.everylibrary.org/owlconnectsak>



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Memorandum 16-041

TO: HOMER CITY COUNCIL
FROM: MARY E. WYTHER, MAYOR
DATE: MARCH 8, 2016
SUBJECT: REAPPOINTMENT OF MARCIA KUSZMAUL TO THE LIBRARY ADVISORY BOARD AND APPOINTMENTS OF PATRICK BROWN, RICK MALLEY, LINDA MUNNS, TESS DALLY, AND COUNCILMEMBER DONNA ADERHOLD TO THE AMERICANS WITH DISABILITIES ACT COMPLIANCE COMMITTEE.

Marcia Kuzmaul is reappointed to the Library Advisory Board for a three-year term to expire April 1, 2019.

Patrick Brown, Rick Malley, Linda Munns, Tess Dally, and Councilmember Donna Aderhold are appointed to the newly formed Americans With Disabilities Act Compliance Committee.

RECOMMENDATION:

Confirm the reappointment of Marcia Kuzmaul to the Library Advisory Board and appointments of Patrick Brown, Rick Malley, Linda Munns, Tess Dally, and Councilmember Donna Aderhold to the ADA Compliance Committee.

Fiscal Note: N/A

10



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

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March 15, 2016

Marcia Kuszmaul
PO Box 1697
Homer, AK 99603

Dear Marcia,


Congratulations! Council confirmed/approved your reappointment to the Library Advisory Board during their Regular Meeting of March 14, 2016 via Memorandum 16-041.

Your 2015 Public Official Conflict of Interest Disclosure Statement is currently on file in the City Clerk's Office. In October you will be notified to complete the 2016 disclosure statement. Public officials are required to comply with this reporting requirement pursuant to HCC 1.18.043.

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, 2019.

Cordially,


Mary E. Wythe, Mayor

Enc: Memorandum 16-041
Certificate of Reappointment

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Be It Known That

Marcia Kuszmaul

Has been reappointed to

serve as

“Board Member”

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 15th day of March, 2016.*



Mary E. Wythe, Mayor

Attest:



Jo Johnson, MMC, City Clerk

