

**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. VISITORS (THERE WERE NO VISITORS SCHEDULED FOR THIS MEETING)**
 - A. Rick Abboud , City Planner
City of Homer Comprehensive Plan Update
- 6. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
 - A. Meeting Minutes for the Regular Meeting on April 5, 2016 **Page 3**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – Wednesday, May 11, 2016 at 6:00 p.m.
Library Conference Room
 - C. Director’s Report & Statistics – May 2016 **Page 9**
 - D. Rare Book Report
 - E. Library System – Status Update by Boardmember Kuszmaul
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Grants – Additional Funding Sources Found, Progress Update **Page 13**
 1. Nominating the Homer Public Library for the National Medal for Museum and Library Services
- 10. NEW BUSINESS**
 - A. Comprehensive Plan Update: Memorandum from City Planner Abboud **Page 23**
 1. Alaska Administrative Code Chapter 4, Section 57 Library Law
 2. Mission Statement
 - B. Next Meeting Deliverables and Discussion Topics **Page 39**
- 11. INFORMATIONAL MATERIALS**
 - A. 2016 Board Member Attendance at Council Meetings **Page 41**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE BOARD**
- 15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR AUGUST 2, 2016** at 5:30 P.M. in Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 16-02 a Regular Meeting of the Library Advisory Board was called to order by Chair Matt Strobel at 5:34 p.m. on April 5, 2016 in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, STROBEL, KUSZMAUL, SMITH AND MASSION

STAFF: LIBRARY DIRECTOR DIXON

AGENDA APPROVAL

SMITH/PETERSON - 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 March 1, 2016

KUSZMAUL/SMITH - 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

Library Director Dixon reported that the Friends have been very busy there are several big upcoming events such as:

- Hired a local contractor to grind stumps in the western lot
- Annual Spring Book Sale
- Lifelong Learning Celebration
- Writing Workshop with Heather Linde

Ms. Dixon responded to questions from the Board members on the following:

- Book Sale Proceeds are estimated at \$1000-2000 per year
- Celebration of Lifelong Learning is not a big fundraiser

- Explained the relationship of the Board to Council and Friends to the Library
- Attendance by members of the Board to Friends
- Donations to the Board are put into an

Chair Strobel explained that the Friends meetings are more relaxed and not as restricted and they serve some good food.

B. Next Friends Meeting

The next meeting is scheduled for Wednesday, April 20, 2016 at 6:00 p.m.

Boardmember Smith commented that she may be able to attend.

C. Directors Report and Monthly Statistics

Library Director Dixon stated that she had to leave at 7:00 p.m. as she distributed the Statistics. Ms. Dixon answered the following:

- The statistics include e-books and patrons who log in with their library number
- National Library Week is April 10-16, 2016.

Boardmember Kuzmaul will attend the meeting to accept the proclamation; she will bake some butterfly cookies since the theme is Libraries Transform and the graphic is a butterfly. Ms. Kuzmaul will provide information on the transforming libraries and what they provide to a community in the form of economic development, literacy and lifelong learning.

Boardmember Smith requested the briefing paper that Ms. Dixon was working on for Council. Ms. Dixon responded that was the Mission Statement and Mission in Action which is in the packet. Ms. Dixon went on to explain the Mission in Action reflected what the Library was actually working on and they did not want to include that into Policy since it changed frequently.

Boardmember Peterson questioned the hiring of the intern and where Mr. Henley was in his studies, where he currently was going to school. Ms. Dixon responded that he is currently a teacher working on his Masters. Mr. Henley is very interested in the Library's project. The State is paying his transportation and a small stipend. The only commitment for the Library/City was to provide lodging.

Boardmember Peterson suggested holding a small meet & greet for Mr. Henley.

E. Rare Books at the Library

There was no discussion.

F. Library System - Status Update by Board member Kuzmaul

Ms. Kuzmaul reported that Ms. Dixon spoke with Mr. John Chrastka with EveryLibrary.org who attended the Alaska Library Association conference and spoke on ballot measures, funding problems and other challenges.

Ms. Dixon back-tracked and explained for the new members the funding issues for the Library; that funding is paid by city residents for a library that serves patrons from across the bay and

north to Ninilchik. They could charge for services provided to non-residents but she takes issue with that believing that it then provides a disservice for the community and does not properly represent the functions of a Library.

Ms. Dixon noted that the Borough does not have library powers. She has brought the issues up with the City Manager, who has spoken with the Borough Mayor who responded that no one has brought up any issues with him so no help from that sector.

Ms. Dixon reported on the response from Mr. Chrastka regarding the problems; he stated that they have two issues -

1. Inequity of Funding
2. Inequality of Service

Ms. Dixon has spoken with the smaller libraries on the Peninsula and they are desperate for funding also. She thought they should speak more with the Ninilchik library and that this issue is on the same scale as the Health cost issues. Some ideas they could look at is

- contracted library services
 - current costs are \$5000 - \$6000
- Interlibrary Loan service improvements
 - A Shared Library System offers more choices
 - Courier Services
- Shared Cataloguing

Ms. Kuzmaul stated that she was going to contact the smaller libraries to see about doing a shared Needs Study to see what benefits would be available to the libraries, costs and savings related to those benefits, she further commented on her residence in Kachemak City and that none of her tax dollars supports the Library and the benefits that her city reaps from the Homer Library. She would rather have an environment of tax paid services, not individually paid services.

Chair Strobel commented that he sees that they could actually deny non-resident use or services outright and that may cause the ground swell that would open the door to outside or borough assistance. He doesn't advocate for it but suggested that it may be the catalyst needed. Ms. Dixon responded that it is more than likely in the next few years due to the impending budget constraints. They would not deny in Library use but checking out materials and cutting out services provided to outlying communities, she agreed however distasteful the idea, it is not so far-fetched.

Ms. Dixon went to explain what Mr. Chrastka and his associates do is to come in and perform visioning exercises with a community, library or group. They offer other models involving intergovernmental sharing with non-profit agencies to deliver Library services. She believed that they need to be proactive and look long term, each year they will have more cut-backs due to the state cuts. There are no further cuts so the next is staff which relates to operating hours.

Chair Strobel inquired if they should start talking to their Borough representative and if there were some figures they could pass on. Ms. Kuzmaul was currently working on that information. Chair Strobel wanted some statistics to include in correspondence to the borough. Ms. Kuzmaul would rather hold back at this time until they have more information. Chair Strobel did not feel that advocating for the Homer Library before the State and Borough may be beyond the Board.

PUBLIC HEARING

PENDING BUSINESS

A. Recruitment Efforts: A Discussion on What the Board Can Do

There was a brief discussion on obtaining additional members to fill two vacancies. There is still one space for a non-resident too.

The Board considered the suggestions included in the memorandum.

B. Grants - What's Available, Applications and Status

Chair Strobel introduced the item and noted the documents in the packet. There was a brief discussion on the preservation assistance grant regarding archiving the top drawer collection and then the Alaska collection. Ms. Dixon responded that she has not had a chance to think about those things and recommended that they discuss it at the Library one day soon after she returns.

Ms. Dixon then reported that she had a conversation with the USDA who provided the loan to the City for the Library. They currently still owe \$1.2 million and pay over \$99,000 per year with \$50,000 plus as interest. The loan will not be paid off until 2033. Her concerns are that it is expensive, comprises 10% of their budget and by that time the library will be bursting at the seams and they will not be able to do any expansion or improvements on the current building until that loan is paid off; these concerns are worrisome due to the current financial picture of the city. The City Manager is looking at the over-all city debt. She spoke to the USDA representative and she will be looking into refinancing opportunities. This is no guarantee that they would be able to refinance but you never know unless you ask.

Ms. Kuszmaul inquired if there would be benefits to looking into the option of a Foundation for the Library which would be on a larger scale than the Friends. Ms. Dixon has not heard about that aspect since working for the City. It was noted that the Friends do participate in the Pick Click Give program.

C. Library Mission Statement and Mission in Action - Review and Approval

Chair Strobel requested a motion to approve the mission statement.

Boardmember Kuszmaul recommended one change in the statement to either add "members" after community in the first line.

PETERSON/SMITH - MOVED TO APPROVE THE AMENDED MISSION STATEMENT.

There was brief discussion on the service area and how that was designated.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Dixon noted that in the future the policy would have to be changed if they did decide to institute a fee for non-resident members of the library.

NEW BUSINESS

A. Welcome New Boardmember!

Mr. Mark Massion thanked everyone for the welcome and provided a brief summary of his experience. He noted that the visitor was a potential recruit for the Board vacancy.

B. Meeting Room Policy Review

The Board reviewed the enclosed policies in the packet comparing the various policies. The sticking point was the commercial aspect of the purpose for the meeting use. Some points made were:

- Rooms being used for commercial purposes
- Current uses for the rooms
 - Genealogy
 - HAM Radio
 - Realtors
 - Independent Living
- Current Policy does not address commercial uses
- Registered non-profits that actually sell items, benevolent societies

Review of the current policy states no indirect or direct sale of any product or service, charges for the meeting rooms are only implemented after hours, this is all at the discretion of the Library Director so she would appreciate some advice on a direction she would like to go, increasing fees to the point that it would provide a profit for the Library, the limited availability of meeting space in town, whether the Library should offer after hours availability of meeting rooms was discussed by the Board.

Library Director Dixon then stated that she was considering increasing the fees but appreciated the consensus to just not offer meeting room availability after hours.

C. Conservation of Artwork

This has not progressed any further. The owner of the Machetanz did come in and the paintings were taken down for appraisal so she did dust the frames.

D. Nomination of the Homer Public Library for the National Medal for Museum and Library Services

There was a brief discussion on clarification of the deadline date, staff time availability to complete and requesting this item for the May meeting agenda.

E. Next Meeting Deliverables and Discussion Topics

Chair Strobel had a topic but was not quite sure how to formulate the idea regarding technology in libraries.

Keep more of the same.

INFORMATIONAL ITEMS

A. 2016 Boardmember Attendance at Council Meetings

The next Council meeting is May 9th and it would be a good thing to advise them about the Summer Reading program. This item will be on the next agenda so if there is another chance to see if someone feels capable to speak.

There was a brief discussion on the council perception of the Library.

B. Frequently Asked Questions

There was a brief discussion regarding the information.

C. Article from Alaska New Dispatch dated March 30, 2016 Re: Budget Cuts to OWL

Library Director Dixon reported that she was interviewed by KBBI on the cuts.

D. Reappointment of Boardmember Kuszmaul

Thank you for being reappointed.

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

COMMENTS OF THE BOARD

Boardmember Massion inquired how long his appointment was for the Board. Boardmember Smith responded that he should be receiving information in the mail regarding his appointment.

Boardmember Kuszmaul welcomed Mark again and appreciated that he was highly engaged which was nice.

Boardmember Peterson, Smith and Chair Strobel had no comments.

ADJOURN

There being no further business to come before the Board Chair Brown adjourned the meeting at 6:56 p.m. The next regular meeting is scheduled for Tuesday, May 3, 2016 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
April 27, 2016**

The Library was buzzing with activity this month, both inside and out. In addition to the usual activities, Friends of Homer Library (FHL) brought Alaska author Heather Lende here for the annual Celebration of Lifelong Learning, followed one week later by the semi-annual Used Book and Plant Sale. War on Weeds and garden clean-up occurred, along with the first mowing of the lawn. And the after-school kids reminded us how much pent-up energy is stored inside middle schoolers, just waiting for a chance to bust loose. It's been a busy month!

Meetings in April

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

Issues of Interest

National Library Week -- Marcia Kuszmaul from the LAB and Andy Haas from the Friends were present to accept the proclamation read by Mayor Wythe.

Celebration of Lifelong Learning – Linda Chamberlain received the Lifelong Learner award; Nolan Bunting was the Youth recipient. Author Heather Lende of Haines gave the keynote address.

Mission Statement -- We should probably reconsider it in combination with the draft update to the City's comprehensive plan, to be presented by City Planner Rick Abboud.

Public Library Association conference – The conference in Denver was excellent, with so many sessions to choose from I couldn't possibly attend all I was interested in. Especially informative were sessions on accessibility, cannabis and the library collection, the need for books reflecting diversity (especially for children and teens), and "How to Deal with the Self-Publishing Onslaught." I also enjoyed very much a keynote speech by author Sherman Alexie and obtained useful information from the hundreds of vendors exhibiting there.

Walk-In Tech Help returns! – After a hiatus from Walk-In Tech help (due to not having a qualified instructor), the Friends discovered that Tom Sulczynski is willing and interested. Sessions will resume on the first and third Saturdays of each month.

Behind the Scenes

Director

- IT manager Nick Poolos and I are *very, very close* to final e-rate filing. Really.

- I took a week off after the conference to visit family and friends so most of my work this month has been catching up on invoices and schedules, attending meetings, and e-rate.

Staff

- Camelle Bickish began work April 1 as our new part-time Library Technician 1.
- Holly Brennan attended a conference about Evergreen, our library system software.
- Claudia Haines has been working diligently to plan the upcoming Summer Reading Program, including writing a grant to bring an award-winning author to Homer.
- Claudia is representing the Library at the Paul Banks Activities Fair and the Safe and Healthy Kids Fair.

Facility

- The two broken windows have been replaced.
- A different window was broken accidentally.
- Computers in the children’s library were moved to separate them as much as possible from the reading area.
- The public printer broke, resulting in immediate grumbling from the public. It is being returned under warranty. In the meantime, a marginally adequate but available back-up printer is being used, thanks to Tom in IT.
- Half of the western lot was improved for public use by stump grinding, paid for by FHL.

Special Events in April

Go Blue Day – Child abuse prevention activity & storytime with Haven House
 Celebration of Lifelong Learning
 Spring Book & Plant Sale
 Russian Language Storytime

Special Events in May

Walk-in Tech Help – Sat. 5/7 and 5/21, 10 AM-Noon
 “Made of Salmon” – Reading by local author Nancy Lord and other contributors to this new book, Fri. 5/27, 6 PM
 Russian Language Storytime – Sat. 5/28, 11:30 AM – last one until fall!
 Summer Reading Program begins!!! – 5/31

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

See our website for more information

Homer Public Library Statistical Summary for 2015

Date: 26-Feb-16

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

Grants: AK LIB CE Early Literacy AK LIB CE 538
 PLAG Generator ALSC



City of Homer

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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: APRIL 28, 2016

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

This item was included in the April meeting packet for discussion and consideration. I apologize I was unable to be present at the meeting to provide some insight on this topic.

I was able to obtain the updated forms for submittal this year and they are included plus additional information on the submission. I believe that the Homer Public Library is an outstanding Library and would benefit from being considered and even winning this prestigious nomination.

The process is simple and since the submission deadline is in October I believe that we can get this accomplished in a timely manner. Upon my return if the Board approves I can consult with the City Manager and Economic Development and Special Projects Coordinator to complete the submission process. This can even be included on the August agenda for approval/review by the Board.

The City of Haines and Juneau submitted an application for this last year and I believe we should, there may even be a monetary award if the Library is in the top 10 selected.

Recommendation

Make a Motion to submit the Homer Public Library for Consideration of the National Medal for Museum and Library Services.



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

NATIONAL MEDAL FOR MUSEUM AND LIBRARY SERVICE

Deadline: October 01, 2016

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

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

Visit the [National Medals page \(https://www.imls.gov/taxonomy/term/982/\)](https://www.imls.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>)

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 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):

- Academic Library
- Aquarium
- Arboretum/Botanical garden
- Art Museum
- Children's/Youth Museum
- Digital Library
- General Museum²
- Historic House/Site
- History Museum
- Library Association
- Library Consortium
- Museum Library

- Natural History /Anthropology Museum
- Nature Center
- Planetarium
- Public Library
- Research Library/Archives
- School Library, or School District applying on behalf of a School Library or Libraries
- Science/Technology Museum
- Special Library
- Specialized Museum³
- Zoo
- Other, please specify:

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):

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



City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us
(p) 907-235-3106
(f) 907-235-3118

To: Library Advisory Board
From: Rick Abboud, City Planner
Date: April 27, 2016
Subject: Comprehensive Plan Update

Requested Action: Review the draft Library section and provide comments to staff.

Background

The last major update of the Homer Comprehensive Plan was adopted in 2010. Most of the work was done between fall 2006 and spring 2008, right about the peak of the local and national economy prior to the recession. Much of the plan infers that there are unlimited financial and personal resources within the City and the community to expand services and regulation. This is clearly not the financial reality of the City and community today, or in the next 5-10 years. A new tax base could evolve and change the fiscal environment, but in the meantime, our Comprehensive Plan should be realistic and help guide us on what is most important and how to make the most of what we have.

Between adoption and 2015, many of the goals and implementation items have been addressed. It is time to update the plan to reflect the work that has been accomplished, add new work items, possibly prioritize items within the plan, and change the character of the plan to reflect the City's fiscal reality.

Process

This work began in January 2016, with Planning communicating with department heads about their respective chapters of the plan. Next, the Commissions will review their portion of the plan, with the department head comments (Draft 1). After the Commissions have reviewed the first draft, a second draft with Commission recommendations will be released and public meetings will be held (fall 2016). Changes to the draft will be made based on public comment, and a public hearing draft will be presented to the Commissions. Eventually the Planning Commission will hold a hearing, passing the document to the City Council (2017).

Staff comments: The library is demonstrating increase demand for services at the same time the city has to make tough decisions on which services to maintain or retain with tax revenue that is not keeping up with status quo budgets. The question of how to respond to demand has gone from wishes of expansion to just how to provide services with no additional or decreasing revenue.

The draft has kept the objective from the current plan “**Objective G: LIBRARY**– Maintain Homer’s first-class library facility and continuously build on the high-quality library services to meet current and projected needs.” We may want to look at this more closely. A new thought might revolve around adjusting levels of services in consideration of resources. We are looking for ways to address the current budget reality. I believe the comprehensive plan may be best used to propose framing the questions and looking for solutions.

You will notice that the section provides narration on the current state of operations and identifies service trends. Matched to each implementation strategy is an implementation item(s) in the implementation table. This should reflect a specific action to be carried forth with a time frame reference. Are there missing ideas? Any different ways that concerns may be addressed? Things you’d like to ask the public during public meetings/com plan process?

Attachments

1. Draft Chapter 6 Objective G, Library

Objective G: LIBRARY– Maintain Homer’s first-class library facility and continuously build on the high-quality library services to meet current and projected needs.

Current Status

In the ten years since the new Homer Public Library opened in 2006, use of the facility and library services has increased dramatically. Between 2008 and 2015, circulation of library materials grew by 43%, rising to 142,178 items. The number of people using the library’s study rooms rose 19%, while use of the meeting room increased 35%. Attendance at children’s story times grew by 63%. Fortunately, the library enjoys wide community support, as reflected in the fact that volunteer hours rose as well, by 48%. Since the closure of Homer’s Boys and Girls Club in 2013, the library has seen a significant increase in the number of children using the library after school. Tourists and transient workers use the library heavily during the summer months. Winter, traditionally a slower time at the library, has also seen increased activity in recent years, on par with the summer months.



The library building is approximately 17,000 square feet and houses about 45,800 titles with a capacity for up to 47,000. The library’s location near highly used community facilities (bank, post office, grocery store) in the heart of Homer is ideal. Pedestrians access the library and these facilities easily on an existing trail network.

The library offers 26 public computers with internet access, wireless internet, and cabled connections in study rooms and carrels. The library employs six full-time and three part-time staff. The Friends of Homer Library and numerous other volunteers support library operations and programs such as Story Time, Summer Reading Program, and a variety of other events for young people and adults.

Resources to support the library come from the City’s general fund, the majority of which is from sales and property tax revenue, a small annual grant from the State of Alaska, and extensive local support from the Friends of Homer Library. The Friends of Homer Library is a nonprofit organization which provides resources for many library programs as well as occasional one-time equipment purchases not provided for in the city budget.

The 2016 library budget for the City of Homer is \$913,983, approximately 4.2% of the City’s overall budget. This includes an annual building loan payment of \$99,824.

Presently, the current facility accommodates the existing level of usage with moderate conflicting demands for space or services; however, if current trends continue, our ability to provide the access to information, materials, programming, and work space requested by the community will be challenged.

Short-term Priorities

Technology: The use of computers and other digital devices to access information and reading material continues to expand. The library's public computers and wireless network are used extensively (49,406 sessions in 2015). The current public-use computers, as well as the video conference equipment, were obtained through federal grant funding and are near the end of their useful life span. A depreciation/replacement reserve fund is crucial to replace this essential equipment as it ages.

Staff: On-going training is essential to keep current on new technologies as they arise in order to implement best practices regarding technology, as well as to assist the public of all ages. Additional staff would also be helpful to prevent staff burnout as workloads continue to increase.

The library staff is fully aware of fiscal constraints facing Alaska and the City of Homer. However, it's important to keep in mind that when economies tighten, library use increases because individuals are less able to afford to purchase internet connections, computers, books, and DVDs. More people use library computers to seek employment, higher education, and training. Especially during difficult economic times, the public library plays a crucial role in equalizing access to information, government, jobs, and educational resources.

Implementation Strategies

1. Identify and fund for technology upgrades.
2. Identify opportunities for staff training.
3. Keep public and City Council updated on usage trends.

Mid and long-term Priorities

Meeting Rooms: The library currently receives more requests for use of the meeting room than can be accommodated because it is already booked. The conference room has a maximum capacity of 46. The size of this space is inadequate for larger meetings or events, which then must be held in the Fireplace Lounge (capacity of 60-70 people maximum), a common area where sound disturbs other patrons. The library also receives requests to use the meeting room after-hours, which requires a staff person on premises because there is no way to secure the rest of the library. A staff person is not always available to work these extra hours, and if available, overtime pay may be necessary.

Children's Library. Children's story times regularly receive 40-60 attendees. Summer Reading Program events have attendance of up to 200 people. The space isn't big enough for such large groups but we don't have the staffing to add additional story times or programs. A second challenge is that the library running out of space for new books. A third challenge is conflicting competition for limited space, i.e. noisier activities (such as kids doing homework together, adult mentors working with kids, families using puzzles and early literacy toys, computer activities, and digital media) too near the area used for quieter reading.

Teen Area: The teen corner is just that, a corner. There is no room for activities, book shelves are very limited, and seating is very limited. Teens then migrate to the study rooms or the children's library, both of which can be problematic with no staff dedicated to the children's library.

The library building was intended to provide capacity to serve projected demand for 20 years. The documentation of the significant increases in library use and demand for services at the ten year mark indicates that the projection may be optimistic. Trends in addition to those listed above, include:

Study Rooms: The current four rooms are heavily used and sometimes full. This use is expected to continue and probably increase.

Public Space for Shelving, Computers, Reading, and Working: While it's difficult to anticipate exactly what the next ten years will bring in terms of library collections, if patterns of increasing use continue more space will be needed for some combination of physical media, digital work stations, and areas for reading and working.

The current site has room for expansion.

Implementation Strategies

4. Track demand for space and share information with others providing community meeting spaces.
5. Consider how a fee structure or other funding/pay back opportunities might be able to contribute to an expansion that would meet the demands for space.
6. Determine appropriate levels of service in relation to the ability to leverage resources.
7. The library should continue to be involved in the planning for the Homer town center to ensure that it will be linked to this important community project and that any future expansion needs are addressed.

Public Services & Facilities. *See Chapter 6 for details.*

Library	Short-term	Mid-term	Long-term	On-going	
G1. Create technology fund.		x		x	City Council, Administration
G2. Maintain training schedule.	x			x	Library administration
G3. Continue to report usage and demand for services to the City Council.	x			x	Library administration/LAB
G4. Identify and interact with other community organizations that provide meeting spaces	x			x	Library administration/LAB
G5. Identify and explore funding opportunities		x		x	LAB/Friends of the Library
G6a. Evaluate appropriate levels of service in relation to probable budget scenarios.		x		x	City Council
G6b. Evaluate the ability to increase staff in response to increased demand.		x		x	City Council/LAB/Library administration
G7. Keep abreast of and comment on neighborhood developments.			x	x	Library Administration/LAB

Alaska Library Law

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.
- b. Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

Alaska Administrative Code: Library-Related Regulations

4 AAC 57.020. Annual report of library operations

Each library in the state that receives money from the state for the support of the library shall annually provide the division of state libraries with information about library operations which the division requests, including information relating to the library's service area and population served, facilities, assets and liabilities, use of the library's resources, personnel, salaries, budget, statement of income and expenditures, collection and acquisition of library materials, hours of service, and interlibrary cooperation and resource-sharing agreements.

Article 2 : Library Assistance Grants

4 AAC 57.050. Purpose

- a. Subject to the availability of appropriations from the legislature, the division shall award library assistance grants to eligible applicant libraries to assist in funding eligible library operations, interlibrary cooperation, and regional library services. For each grant the division shall specifically describe the library services purposes for which it may be expended.
- b. The division shall approve applications for library assistance grants in the following categories:
 1. public library assistance grants, as authorized by AS 14.56.310 (a)(1), to assist a municipal library a public library nonprofit corporation with library operational costs;
 2. interlibrary cooperation grants, as authorized by AS 14.56.310 (a)(2), to assist libraries with the cost of sharing resources with other libraries of the state;
 3. regional library services grants, as authorized by AS 14.46.310 (a)(3), to assist libraries in providing regional library services to areas of the state in which there are no library facilities.
- c. Libraries receiving library assistance grants shall provide interlibrary loan services free of charge to other in-state libraries.

4 AAC 57.063. Public library assistance grants: Required local match

- a. A public library may apply for a public library assistance grant of no more than \$7,000 for each of its public library outlets. For money paid to a public library as a public

library assistance grant, an equal matching amount of local resources must be provided in the form of local money, volunteer labor, or a combination of the two.

- b. The director shall determine the value of the volunteer labor proposed as a local match, based upon the prevailing wage rates for comparable positions.
- c. If a portion of the proposed local match is identified as money expended for utility costs for a public library located in a shared or combined facility, the director shall determine the value of the match based upon the proportion of use of the facility by the public library.

4 AAC 57.064. Public library assistance grants: Eligibility

- a. To qualify for a public library assistance grant, a library must
 1. provide, at a minimum, the following services:
 - A. a circulating collection of library books and materials that the library purchases and maintains;
 - B. interlibrary loans;
 - C. reference services;
 - D. children's programs;
 2. keep each library facility for which a grant application is made open to provide free library services to all residents of that facility's legal service area on a regularly scheduled basis for at least 48 weeks per year and three days per week; additionally, the library must keep each library facility open for a minimum number of hours per week, as follows:
 - A. for a separately administered library facility that is not a branch outlet as described in (B) of this paragraph, and that serves
 - i. under 750 individuals, 10 hours per week;
 - ii. 750 - 1,500 individuals, 15 hours per week;
 - iii. 1,501 - 3,000 individuals, 25 hours per week;
 - iv. 3,001 - 10,000 individuals, 40 hours per week;
 - v. over 10,000 individuals, 50 hours per week;
 - B. for a branch outlet of a public library system that the director determines to be easily accessible by road to the system's main library, and that serves
 - i. under 1,000 individuals, 15 hours per week;
 - ii. 1,000 - 4,999 individuals, 20 hours per week;
 - iii. 5,000 or more individuals, 25 hours per week;
 - C. five hours per week during evening and weekend hours; and
 - D. for a combined public and school library, 10 hours per week outside regular school hours;
 3. adopt and maintain policies that include
 - A. a statement of mission, goals, and objectives; and
 - B. a written collection development policy, providing for the selection, evaluation, and weeding of materials and reconsideration of materials;
 4. provide trained paid or volunteer staff on duty at each facility during all hours of operation of the facility, including a designated library director who

- A. completes every two years at least one continuing education program approved by the state librarian;
 - B. if the library is in a municipality with a population of 3,000 to 5,999, has a bachelor's degree and library management experience or training; and
 - C. if the library is in a municipality with a population of 6,000 or greater, has a master's degree in library or information science;
5. if administered by a nonprofit corporation, hold public meetings of the board of directors on at least a quarterly basis;
 6. provide matching funds as required under AS 14.56.330 and 4 AAC 57.063;
 7. maintain an accurate accounting of the library's budget and expenditure of money; and
 8. annually submit to the division, on or before September 1, a complete public library annual report and public library assistance grant report on forms provided by the state library.
- b. The director shall grant a waiver of application of one or more of the requirements of this section, as requested in writing by an applicant, if the director determines that
1. the applicant has shown good cause for the waiver; and
 2. the waiver is consistent with the requirements of AS 14.56.300 - 14.56.340 and AS 29.35.125.

4 AAC 57.065. Interlibrary cooperation grants

The interlibrary cooperation grant program is competitive. The division shall make an interlibrary cooperation grant to a library to promote or support

1. sharing of resources;
2. cooperative services with another library;
3. innovative programs for the delivery of library services; or
4. training or other programs that strengthen library services.

4 AAC 57.067. Public library assistance grants: Combined public and school library facilities

- a. If an applicant for a public library assistance grant is a combined public and school library, that library must, in addition to meeting the eligibility requirements of 4 AAC 57.064,
1. execute and keep in force a binding legal agreement between the school district and the governing body of the public library, approved by the division, providing for allocation of
 - A. financial responsibilities;
 - B. the ownership, maintenance, care, and right of use of collections, equipment, and physical facilities;
 - C. staffing and personnel requirements; and
 - D. hours of service;
 2. provide access to the general public other than students enrolled in the school and in compliance with the minimum hour requirements of 4 AAC 57.064, through
 - A. placement of the library in a facility separate from the school facility;

- B. placement of the library in a school room that has a public entrance direct to the outside and accessible by the library patrons; or
- C. providing space for the library in a school room that can be easily located and accessed from a school entrance that is identified and posted as the public library entrance; and
- 3. provide space for library materials for patrons of all ages and allocate space and money for establishing a collection of library materials for children, young adults, and adults, in appropriate proportions.
- b. An application for a public library assistance grant from a combined public and school library applicant must include
 - 1. a copy of the division-approved agreement between the school district and the governing body of the public library; and
 - 2. other evidence that the division considers necessary to determine compliance with (a) of this section, as requested by the division.
- c. For the purposes of this section, the governing body of the public library may be the municipal assembly, an advisory board appointed by the municipal assembly, or the board of directors of a nonprofit corporation which meets the eligibility requirements of AS 14.56.310 (a).
- d. A combined public and school library may not purchase school or curriculum-related library materials with public library assistance grant money or the local matching money. The governing body of the library shall retain records and invoices for library materials purchased from public library assistance grant funds and local matching funds for a period of three years, and shall make them available for inspection by the division upon request.

4 AAC 57.069. Regional library services grants

The division shall make a regional library services grant to a library that enters into an agreement with the state library to act on behalf of the state library to

- a. furnish library materials to areas of the state in which there is not sufficient population or local revenue to support operation of a public library facility; or
- b. provide services, training, or technical support to other libraries.

4 AAC 57.070. Application

- a. An application for a library assistance grant must be filed with the director. Application must be made on a form provided by the division.
- b. An application for a fiscal year must be submitted by April 1 of the preceding fiscal year.
- c. If appropriated money is available after a final decision is made on all applications filed during the application period set out in (b) of this section, the director may accept and consider additional applications for grants which were filed after the application period set in (b) of this section.

4 AAC 57.074. Decision on application

- a. By August 1 of each fiscal year, the director of the division of state libraries shall make a decision on each completed grant application that was submitted by the application deadline set by 4 AAC 57.070(b) .

- b. The director shall set aside 75 percent of the state general funds appropriated for library assistance grants to fund public library assistance grants. If the set-aside is not sufficient to fully fund the state match, the direction shall reduce each grant proportionally.
- c. The director shall set aside the remaining 25 percent of the state general funds appropriated for library assistance grants to fund interlibrary cooperation grants and regional services grants.
- d. The decision of the director under (a) of this section must be in writing and, if an applicant is determined to be eligible for a grant, must state the amount of the grant.
- e. The director shall deliver to an applicant whose grant application has been approved, a grant agreement restating the general requirements of the program under which the grant is approved. The director shall transmit payment of the grant to the applicant only after the grant agreement has been signed and returned to the division.

4 AAC 57.076. Amendment of application

An application may be amended after a decision has been made under 4 AAC 57.074 if the director finds that the amendment is in the best interests of the state.

4 AAC 57.084. Administrative review

An applicant who is dissatisfied with a decision by the director under 4 AAC 57.074 may obtain review of that decision in the manner made available to school districts under 4 AAC 40.010 - 4 AAC 40.050.

4 AAC 57.087. Use of grant proceeds

- a. A library assistance grant approved by the division must be used for the purposes set out in the application filed under 4 AAC 57.070 as approved by the director or, if amended, as amended under 4 AAC 57.076. The grant money must be spent in a manner consistent with the provisions of the grant agreement.
- b. The proceeds of a library assistance grant
 - 1. must be accounted for separately from other money received by the library from government and private sources;
 - 2. must be spent or encumbered by the library by the end of the grant period.
- c. In each fiscal year, a public library receiving a public library assistance grant shall expend at least \$3,500, from either grant or local matching money, for library materials and on-line services for each of its public library outlets.
- d. Except as provided under (e) of this section, a library that receives an interlibrary cooperation grant under 4 AAC 57.065 or a regional library services grant under 4 AAC 57.069 may apply a portion of the grant to meet indirect or administrative costs of the operation of the library. The portion of the grant applied may not exceed the rate set for similar charges by the governing body of the library or eight percent of the grant, whichever is less.
- e. A library that receives a public library assistance grant or an interlibrary cooperation grant that is of primary benefit to the library receiving the grant may not use the proceeds of the grant to meet indirect or administrative costs of the operation of the library.
- f. A library may change a grant line item by up to 10 percent without prior approval of the division.

4 AAC 57.089. Local match

A public library that receives a public library assistance grant

1. shall spend or encumber the full amount of the locally-generated match money that it has committed to meet the local match support requirements of the grant by the end of the fiscal year for which the grant is made;
2. may not spend or encumber an amount that is less than the full amount of the locally-generated match money that it has committed to meet the local match support requirements of the grant even if, under 4 AAC 57.074(c) , the director prorates the amount provided as the state matching grant.

4 AAC 57.091. Financial report for grant

A library that receives a library assistance grant shall file with the division a financial report for the use of the grant. The report must be made on a form provided by the division, and must be filed on or before September 1 following the close of the fiscal year for which the grant was received.

4 AAC 57.095. Program administration

- a. The director may require repayment from a library of
 1. repealed 4/2/99;
 2. the portion of money paid as a grant that the library does not spend or encumber by the end of the fiscal year for which the grant was received; and
 3. the full amount of a grant
 - A. if the proceeds of the grant have been used for purposes other than those allowed by the grant application and grant agreement;
 - B. if the library fails to file the annual report of library operations required by 4 AAC 57.020 or the financial report for the grant required by 4 AAC 57.091; or
 - C. if the library fails to spend the local matching money as required in AS 14.56.330 .
- b. Subject to appropriation, the director shall deposit amounts recovered under (a) of this section into the library assistance grant account.
- c. To enforce repayment of an amount that the director determines is due from a library under (a) of this section, the director may withhold payment in the second succeeding and subsequent fiscal years of all or any portion of a grant based on an approved application from the library.
- d. The director may not pay a grant to a library that has failed to file the annual report of library operations required by 4 AAC 57.020 or the financial report for a grant required by 4 AAC 57.091 until the report has been filed.

4 AAC 57.099. Exemptions

An individual who is the permanent director of a public library on April 2, 1999 is exempt from the educational requirements of 4 AAC 57.064(a) (4).

**ALASKA STATUTES: Article 03 Library Assistance Grants
Sec. 14.56.300. Library assistance grant program.**

There is established in the department a library assistance grant program. From legislative appropriations, the department shall make grants to eligible libraries for public library operations, for interlibrary cooperation, or for regional library services.

Sec. 14.56.310. Eligibility.

- a. Libraries eligible for grants under AS 14.56.300 are
 1. public libraries established under AS 14.56.400 or, in a municipality that does not have a public library established under AS 14.56.400, another library that
 - A. is a nonprofit corporation and holds meetings of its board of directors in public;
 - B. provides services listed in AS 14.56.400 (a); and
 - C. is approved to receive grants under AS 14.56.300 by resolution of the governing body of that municipality;
 2. libraries sharing resources free of charge with other libraries in the state; and
 3. libraries providing regional library services.
- b. A library described in (a)(1) of this section is eligible for a public library assistance grant. A library described in (a)(2) of this section is eligible for an interlibrary cooperation assistance grant. A library described in (a)(3) of this section is eligible for a regional library services assistance grant.

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



City of Homer

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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: APRIL 28, 2016

SUBJECT: NEXT MEETING DELIVERABLES AND AGENDA ITEMS

Please discuss and request from staff what you would like to have on the agenda for the next meeting for discussion or action by the Board. Please keep in mind that the next meeting will be in August so the following item(s) will already be on that agenda.

- Library Budget
- Council Budget Schedule
- Recruitment
- Reports

Recommendation
Informational In Nature. No Action Required.

2016 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak Quarterly to the City Council at council meetings. There is a special place on the council’s agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Board is currently addressing, projects, events, etc. **A Board member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2016 is as follows:

January 11,25 2016	<u>No LAB Meeting</u>	_____
February 8,22 2016	_____	_____
March 14,28 2016	<u>Smith</u>	_____
April 11,25 2016	<u>Kuszmaul</u>	_____
May 9, 23 2016	_____	_____
June 13, 27 2016	<u>No LAB Meeting</u>	_____
July 25 2016	<u>No LAB Meeting</u>	_____
August 8, 22 2016	_____	_____
September 12, 26 2016	<u>No LAB Meeting</u>	_____
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.

