

**LIBRARY ADVISORY BOARD**

491 E. PIONEER AVENUE  
HOMER, ALASKA  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

**REGULAR MEETING**

TUESDAY, DECEMBER 6, 2016  
5:30 P.M.  
CITY HALL COWLES COUNCIL CHAMBERS

REGULLAR MEETING AGENDA

- 1. CALL TO ORDER, 5:30 P.M.
- 2. AGENDA APPROVAL
- 3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA *(Three Minute Time Limit)*
- 4. RECONSIDERATION
- 5. VISITORS
- 6. APPROVAL OF THE MINUTES
  - A. Minutes for the November 1, 2016 Regular Meeting Page 3
- 6. REPORTS
  - A. Library Director Report Page 11
    - 1. Statistics for 2015 and November 2016 (Laydown) Page 13
  - B. Friends of the Library – November 9, 2016 Meeting
    - 1. Next Meeting is December 14, 2016 @ 6:00 p.m. in the Library
- 7. PUBLIC HEARINGS**
- 8. PENDING BUSINESS**
  - A. Budget 2017 **Page 15**
    - 1. Results from the Council meeting on December 5, 2017
    - 2. Presentation Materials – Council Meeting November 21, 2016 Page **27**
  - B. Strategic Planning for Library Advocacy Page 35
- 9. NEW BUSINESS
- 10. INFORMATIONAL MATERIALS
  - A. 2016/2017 Board member Attendance at City Council Meetings Page 87
  - B. Resolution 16-126 Directing the Library Advisory Board to Look Into Ways that Non-residents can Support the Homer Library Page 89
  - C. Memorandum to Council regarding 2017 Regular Meeting Schedule Page 91
- 11. COMMENTS OF THE AUDIENCE
- 12. COMMENTS OF THE BOARD
- 13. ADJOURNMENT
 

Next Regular Meeting is Tuesday, February 7, 2017 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



Session 16-06, a Regular Meeting of the Library Advisory Board was called to order by Acting Chair Jacque Peterson at 5:37 p.m. on November 1, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, MASSION, PETERSON, FALLON, MONTGOMERY

ABSENT: BOARD MEMBER SPRINGER

STAFF: CITY MANAGER KOESTER  
LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK KRAUSE

#### APPROVAL OF THE AGENDA

KUSZMAUL/MASSION - MOVED TO APPROVE THE AGENDA

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

#### PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

#### RECONSIDERATION

#### VISITORS/PRESENTATIONS

A. Kelly Cooper, President, Kenai Peninsula Borough Assembly & Willy Dunne, Assembly member South Peninsula Area – Discussion and Information on funding options for the Homer Public Library

Deputy City Clerk Krause explained that the Assembly members for the City and South Peninsula area and the City Manager were invited to attend the meeting to discuss options available to the Library for funding.

Board member Peterson explained for Assembly members Cooper and Dunne and City Manager Koester that the Board held a worksession on October 25, 2016 to create a plan for funding for the Library. The library currently has a service area that covers from Ninilchik south across Kachemak Bay to Seldovia and Nanwalek. Due to the fiscal environment budgets are being cut but services have not so the Board is looking at many avenues to maintain the funding needed to provide the many services the Library currently provides to the large area it services.

Discussion ensued on the attempt a couple of years earlier to form a service district at that time focusing on recreation. The group lost momentum on the issue. The following points were discussed or brought up by the assembly and Board:

- The Kenai Peninsula Borough (Borough) does not have Library powers; it is a second class borough

- The Borough is experiencing the same funding constraints and had attempted in the recent municipal election to make some changes to the sales tax cap and senior exemption amounts which did not pass.
- The Borough does not have any line item funding or grants that would be available to assist the Library with any one time purchases such as the public computers
- One of the only options available would be to create a service area, Assembly President Cooper provided a brief outline on the process stating that a service and operating agreement would have to be made between the City and the Borough since the facility is owned by the city but would be managed by the Borough if a service area is formed.
- The Library employees would maintain their employment with the city under that agreement.
- A Service Area Board would be created and members elected and they would be responsible for managing and approving the budget and expenditures of the library.
- Creating a service area similar to the South Peninsula Hospital service area would almost cover the service area of the Library and this would be an additional mil rate added to the property tax but that funding would also need to cover the established libraries in Ninilchik and Anchor Point. If the service area for the library extends across the bay then those property owners and libraries could be included.
- If the proposed boundaries and mil rate are submitted to the Borough they can pull up the information on the proposed amount of revenue that would be available for reference
- The full process to create a service area can take up to 18 months
- Assembly President Cooper recommended that they include other groups such as parks, trails and recreation to create voter buy in since the creation of a service area adds to the property taxes it is better to have as much support as possible.
- Assembly member Dunne supported the idea of the Borough providing some funding for libraries and opined that people would be willing to pay to support the Library
- The City also has options to dedicate a percentage or add a percentage to the existing sales tax but was not sure if that would be approved if it had to go before the voters since Homer already has one of the highest sales taxes but can also implement other taxes such as an increase in the property tax mil rate to be dedicated for the library
- It was pointed out that Seward is running into the same issues with funding their library.
- Refinancing options, research will be looked into on the Borough side
- Questioned whether the City of Homer would have to provide as much support/budget as it currently does if a service area is approved
- Assembly member Dunne spoke on his experience in creating the Seldovia Recreational Service Area
- it has been determined that implementing user fees for non-city residents is against the purpose of a public library and typically a public library is supported by tax dollars
- Mat-su Borough funds the Public Libraries in the borough and partially funds the Libraries in Wasilla and Palmer operating expenses based on numbers served which had always been a fluctuating number in the past
- Libraries in the Mat-su small communities acting as regional libraries but using the same system so there is a cost savings
- Homer Public Library has about 10,000 card holders, about half are in city limits half outside and presently the Library can only track them by zip code which limits the way they can track those card holders that live outside city limits but there are 1186 cards from Anchor Point, 97 from Ninilchik and 43 from Seldovia which amounts to 13%. There is no way, without incurring more staff overhead, to determine the cardholders with a 99603 zip code.

- Assembly member Dunne was interested in how the Mat-su Borough funds their libraries and how they have library powers.
- The general response of the public is that they do not want to pay additional taxes but still expect services, many agencies and organizations are coming forward requesting funding for the services that are provided but cities cannot provide those funds any longer; money is expended on an emotional basis.
- Seldovia and Kachemak City are the only incorporated entities all other communities are Borough. Kachemak City had contributed for the construction of the building

Discussion ensued on a possible scenario of how a service area would manage or provide for the Library and that before more details are addressed the Library Advisory Board should decide if they do want to explore the petition process and what that would be like; the boundaries would need to be identified first. The last group could not reach consensus on the area, lost momentum and just fizzled out. **The Library service area was established as far back as the 1980's but no document has been located yet since the actual year is not certain.**

Any grants that are available are provided to non-profits and provide services that a governmental entity would normally provide.

Assembly person Dunne encouraged the Advisory Board to connect with Tim Dillon at the Kenai Economic Development District since there are numerous small businesses using the library services and conducting their businesses.

The Library Advisory Board thanked the Assembly members for coming and speaking with them and providing some ideas and feedback. Assembly President Cooper provided some information on formation of Service Area and appreciated the opportunity to discuss the options with the Board. Assemblyman Dunne commented on the aspects of long term fiscal planning and the great efforts of Senator Stevens and Representative Seaton and that it will not remain all doom and gloom at the state levels.

Boardmember Peterson thanked City Manager Koester for attending their meeting and looked forward to more discussion on possible solutions.

#### APPROVAL OF MINUTES

A. Minutes for the October 4, 2016 Regular Meeting

MASSION/MONTGOMERY - MOVED TO APPROVE THE MINUTES.

Boardmember Kuszmaul noted that on page 5, under Rare Book Report, a typographical error and should reflect "The Board" **not "A"**. Boardmember Peterson called for additional corrections or changes.

KUSZMAUL/MASSION – MOVED TO APPROVE THE MINUTES AS AMENDED.

There was no additional discussion.

VOTE: YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## REPORTS

### A. Library Director's Report

#### 1. Statistics for 2015 and October 2016 (Laydown)

Library Director Dixon had provided the statistics. She reported that she is still struggling with the e-rate application, drainage issues in the parking lot has been reviewed and Public Works has proposed to dig a ditch that will go through part of a flower bed, in response to the issue of providing services in or out of the city, Library Director Dixon informed the Board that a teacher who does not live in the city limits stepped up and paid for a subscription to Tumblebooks, this is a service that provides digitized picture books that can be viewed on a computer or iPad and is highly used. That subscription was going to be unfunded this year at the amount of \$800, she cannot only do it this year and the Wall Street Journal subscription will not be cancelled as a gentleman who lives in Anchor Point came in and wrote a check for that subscription. So those residents who live outside the city limits consider the library theirs too.

Circulation has increased and there is still two months left of the year.

Library Director Dixon answered the following questions:

- **the Bookmobile is operated by the Friends and at this time they are not set up to issue child's library cards** and those cards can only be issued upon application for a card by a parent or guardian.
- they are implementing a new category of Library Card to be issued with limitation for Flex Kids these are minors that have been emancipated or are living on their own.
- Using the donation fund to purchase all the public use computers has a down side since there is no funds available if something happens during the year however the City Manager has allotted \$60,000 into the Depreciation reserves , there is only \$14,000 since City Council has not been funding reserves over the last several years.
- this will help but as long as the budget is approved they will get through another year without canceling any subscriptions.

### B. Friends of the Library – October 12, 2016 Meeting

Board member Massion was unable to attend the meeting. Board member Fallon offered to attend the November meeting.

### C. Worksession October 25, 2016

Boardmember Peterson provided a summary of the worksession which consisted of the following ideas that were discussed:

- In attendance were Board members Massion, Kuszmaul and Peterson and Library Director Dixon

- The amount the budget was cut was approximately \$30,000 which the majority was taken from the Book/Materials budget
- Debt service for the construction of the building is \$99,000 annually with \$50,000 as interest
- Asking the Borough Assembly members to attend the next regular meeting to discuss possible funding opportunities from the Borough, refinancing or grants for one time purchases
- Annual gala fundraising event for the Library planned and coordinated with the Friends
- Creating an Amazon Wish list of Books, this was used by the new Mountainview Library in Anchorage and was very successful. It is simple and allows just about anyone to donate on all levels. It is easy and sustainable.
- Funding options are limited so they need to fundraise themselves and not count on anyone else. This will also show Council that they are trying to be proactive.
- Determine a long term plan and not just talk about the issues; find a path forward that will provide broader base funding going forward.
- Short term and long term goals were discussed
- Need to create a tag line for an advertising campaign that is a yearlong event not just one time

Board member Peterson added that she thinks that Legacy or Estate gifts should be promoted, that they did not discuss this but it can be done in a tasteful manner and she was certain that people would be open to that however is not sure on what type of mechanism is needed to do that. This would allow a real connection to people to where their money was being used. They can provide various options such as paying down the debt, purchasing materials, etc.

Boardmember Fallon requested clarification on the use of the donation fund.

Library Director Dixon explained for the Board how the donation account is set up and the donations received by the Friends is used to purchase books, who by the way would like to have the Board take on the responsibility and should be discussed at a future meeting.

Additional discussion ensued on doing the legwork for setting up the Amazon Wish List, the donations from members of the community to pay for the subscriptions, the giving nature and creating a big presence in the community would work for the benefit of the Library; further ideas offered memorials, Christmas tree of books; discussion with a consultant that works with issues that libraries deal with such as funding.

#### PUBLIC HEARING

#### PENDING BUSINESS

##### A. Budget 2017

The Board members and Library Director Dixon discussed attendance at the next City Council meetings to advocate for the Library budget and to maintain funding. Boardmember Kuszmaul agreed to attend the November meeting and Boardmember Peterson will attend the December meeting.

Staff expressed to the Boardmembers the importance and unknowns with advocacy and the Council actions during budget time.

NEW BUSINESS

A. Election of a Chair and Vice Chair

Deputy City Clerk Krause opened the floor for nominations of chair.

Boardmember Kuzmaul nominated Boardmember Peterson. Boardmember Massion seconded the nomination.

Deputy City Clerk Krause inquired if there were any additional nominations for chair, hearing none she closed the nominations. She inquired if Boardmember Peterson accepted the nomination of Chair. Boardmember Peterson responded with consent.

The Board elected Boardmember Peterson as Chair.

Chair Peterson called for nominations of Vice Chair. Boardmember Massion nominated Boardmember Kuzmaul as Vice Chair. Boardmember Fallon seconded the nomination.

Boardmember Kuzmaul accepted the nomination.

The Board elected Boardmember Kuzmaul as Vice Chair.

B. 2017 Regular Meeting Schedule

Chair Peterson requested guidance on procedure. Deputy City Clerk Krause explained the process. Board member Kuzmaul requested clarification on keeping the same number of meetings and Ms. Krause explained that this is the time that the Board can choose to keep the schedule the same, meet monthly or even quarterly or any variation thereof.

The Board briefly discussed the meeting dates.

KUZMAUL/PETERSON - MOVED TO ADOPT THE 2017 REGULAR MEETING SCHEDULE.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Strategic Planning for Library Advocacy

Chair Peterson and Vice Chair Kuzmaul will work with Library Director Dixon on a presentation for Council. Vice Chair Kuzmaul requested some clarification on generating options such as having the Borough obtain Library Powers. It was determined that they schedule a worksession during the 2<sup>nd</sup> or third week in January.



Boardmember Fallon offered to work on slides regarding other ways that libraries benefit the community and run them by Library Director Dixon.

INFORMATIONAL ITEMS

A. 2016/2017 Board member Attendance at City Council Meetings

There was a brief review of the process and Boardmember Massion volunteered for February 2017.

B. Appointments/Reappointments to the Board

Chair Peterson inquired if they were in need of reappointments.

Deputy city Clerk Krause responded that all terms expire April 1<sup>st</sup> and most terms are three years however some members are appointed to complete terms where Boardmembers left before their term expired. Boardmember Massion stated that his term expires in April next year so what would he need to get reappointed. Ms. Krause responded an email requesting reappointment. He noted that he will need a reminder in March.

Chair Peterson welcomed new members Montgomery and Fallon and thanked them for joining the Board, noting that their appointments will allow them to meet the required quorum needed to hold meetings.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE BOARD

Boardmember Massion commented it was a nice meeting and welcomed the new members.

Boardmembers Fallon and Montgomery did not have any comments.

Boardmember Kuszmaul commented that she was excited about being a more active Board and believed that the things they talked about are things that the Board should address and is looking forward to that; she also requested clarification on

Chair Peterson commented that she was going to try to emulate former Chair Strobel in conducting a meeting as efficiently as possible.

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause commented that Chair Peterson did very well conducting the meeting.

Library Director Dixon had no comments.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 7:40 p.m. THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, DECEMBER 6, 2016 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_

Homer Public Library  
Director's Report  
November 30, 2016

With three days closed for holidays (Veteran's Day and Thanksgiving), November has flown by. The Library has been busy, especially during the after-school hours and early evenings. Those of us who order books, media, and supplies are watching our budgets closely as the end of the fiscal year approaches.

Meetings in November

- City Council - 1
- Library Advisory Board - 2
- Friends of Homer Library (FHL) - 1
- Staff Meeting - 1
- Department Heads - 1
- Homer Early Childhood Coalition - 1

Issues of Interest

- The LAB's presentation at the November City Council meeting sparked requests for more information. City Manager Koester asked me to write up a memo and resolution requesting the LAB to look into ways (besides sales tax) for residents who live outside city limits to contribute to library operations. The city manager also asked for information about expenditures for and public use of print and digital library materials. New council members Erickson and Stroozas asked to tour the Library, scheduled for December 2.
- The City's and Library's budget will be voted on at the next Council meeting, December 5. The proposed budget does not contain any cuts to Library funding but also does not reinstate funds lost in last year's 47% cut to books and 17% cuts to periodicals and audiovisual materials.
- A beautiful sculpture, donated by Paul Mackie last spring and titled "Bookworm," has finally found its place in the fireside lounge area of the Library. Thanks to the strong guys from the Homer High soccer team who moved it for us!

Behind the Scenes

Director

- I was able to straighten out two on-going issues related to e-rate but Nick Poolos, IT manager, is still awaiting approval to purchase equipment to upgrade our WiFi system. We hope to purchase the equipment with money set aside in this year's budget but can't proceed without the e-rate approval notice.
- As requested by the LAB, I contacted John Chrastka with Every Library. He is willing to meet at no charge via Skype to answer questions, discuss, and strategize ideas for moving ahead to explore stable funding options for library service. He is available February 7 or 14<sup>th</sup> if we want to schedule a session.

- This past month I spent most of my time on accounting, e-rate, ordering books, staff evaluation, and compiling information for the city manager and the LAB.
- Friends of the Library coordinator Mercedes Harness is working diligently to organize an impressive variety of events, involving community groups all over town, during The Big Read in January and February. Watch for details soon! Multiple copies of the books, *Our Town* and *The Bridge of San Luis Rey* by Thornton Wilder, will be available for checkout in December.

### **Staff**

- During a series of class visits, Youth Services Librarian Claudia Haines introduced staff and students at Flex High School to library resources.
- Teresa Sundmark is firming up booklists and plans for our 2017 adult reading program.
- Holly Brennan worked with Nick Poolos to update our Evergreen library software system, with only minor complications.

### **Facility**

Our long-awaited emergency generator is installed but not yet working.

### **Special Events in November**

- Evenings with Romeo & Juliet - delightful!
- NaNoWrMo - National Novel Writing Month. This group has decided to continue meeting monthly.
- Lunch with a Councilmember
- Tellebration

### **Upcoming in December**

NaNoWriMo Wrap-Up - Thurs. Dec. 1, 6 PM

### **Ongoing**

Preschool Storytime - First two Tuesdays and Wednesdays only in December, 10 AM

Small Fry Storytime - First two Thursdays only in December, 11:30 AM

SPARC Radio Club - First Tuesday, 6:30 PM

Knitting - Mondays, 1:30-4:30 PM

Maker Club - First two Thursdays only in December, 3:30-5 PM, ages 10-14

Book Club - Fourth Tuesday, 4:30-6:30

LARP - Live-Action Role-Playing, ages 10-18. Fridays 3:00-5:45 PM

Walk-in Tech Help - First and third Saturdays, 10 AM-noon

The Library will close at 1 PM on Christmas Eve and New Year's Eve.

Closed Monday, December 26 and Monday, January 2.

Happy Holidays!

Homer Public Library Statistical Summary for 2015

Date: 01-Dec-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.
<b>Total # of Items</b>	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
<b>INTERLIBRARY LOANS</b>													
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
<b>STUDY ROOM USE</b>													
# 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
<b>MEETING ROOM USE</b>													
# of groups	20	20	9	26	26	25	31	24	19	36	24	21	281
<b>ATTENDANCE</b>													
<b>TOTAL (*Included)</b>	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
<b>OUTREACH</b>													
# 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
<b>NEW CARDS ISSUED</b>													
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
<b>VOLUNTEER HOURS</b>													
# 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
<b>MATERIALS ADDED</b>													
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
<b>MATERIALS REMOVED</b>													
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
<b>REVENUES DEPOSITED</b>													
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
<b>TOTALS</b>	<b>3,343.80</b>	<b>1,877.59</b>	<b>2,259.93</b>	<b>5,338.81</b>	<b>2,677.50</b>	<b>2,950.67</b>	<b>8,731.20</b>	<b>2,502.89</b>	<b>117,082.74</b>	<b>10,679.70</b>	<b>1,774.60</b>	<b>1,796.20</b>	<b>\$161,015.63</b>

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



**City of Homer  
2017 Operating Budget**

**2017 Proposed Budget Amendment Form**

**Fund Name:** General Fund

**Department Number:** 100 - General Fund

Account #	Account name	Page #	Increase	Decrease	Balance
5101	GF Overtime	35		\$52,318	\$296,470
5830	Homer Foundation	36	\$6,000		\$25,000
156-0354-5903	Trasfer to City Hall Reserves	133	\$46,318		\$117,243

**PENDING APPROVAL ON  
12/05/16**

**Rationale:**  
 This reflects a 15% unallocated reduction in the overtime budget across the General Fund. The City Manager is directed to find cuts to overtime budgets as are most appropriate by department. Departments should carefully manage their overtime budgets, using comp time instead of incurring overtime whenever practical.  
  
 The increase to Homer Foundation is because of flat funding for many years and to assist Homer's non-profits who are also being negatively affected by reductions in State budget. Non-profits provide and support much of the community infrastructure that makes Homer a place we love to live; collectively they are a significant employer and financial driver in our economy.

Requested By:  
Councilmember Reynolds

Prepared By:  
City Manger

**City of Homer  
2017 Operating Budget**

**2017 Proposed Budget Amendment Form**

**Fund Name:** General Fund

**Department Number:** 100 - Mayor/Council

Account #	Account name	Page #	Increase	Decrease	Balance
100-5223	Mayor/Council Computer Items	37	\$3,410		\$3,910
156-.384	Transfer to City Hall Reserves	37		\$3,410	\$67,515

**PENDING APPROVAL ON  
12/05/16**

**Rationale:**

Mayor/Council iPads are 4 years old. Techonlogy replacement schedule is traditionally 3-5 years. This amendment would replace up to 3 ipads, putting this essential piece of technology on a 3 year replacement schedule. Older ipads could be replaced (12.9 inches) ipad pro with accomanying keyboard and pencil that will make reading and taking notes much easier.

- 12.9 inch iPad Pro 32GB wi-fi only ( 1.57 pounds) \$ 799.00
- Zagg slim book keyboard - \$139.99
- Apple Care - \$99.00
- Pencil for iPad Pro - \$99
- Max \$1,136 each

Requested By:  
Mayor Zak

Prepared By:  
City Manager





City of Homer  
2017 Operating Budget

**2017 Proposed Budget Amendment Form**

**Fund Name:** Health Insurance Fund

**Department Number:** City wide

Account #	Account name	Page #	Increase	Decrease	Balance
600	Health Insurance Fund	174	\$56,667		\$418,956
Increase employee contribution rates for health insurance until they total \$75,000 in premium increases for 2017					

**PENDING APPROVAL ON  
12/05/16**

**Rationale:**  
This Amendment splits the 10.4% increase in health insurance costs for 2017 (\$151,680) between employees and the City. This represents an increase in employee contributions that totals \$75,000 (up from \$18,333 in the draft budget).

(note: new balance on the health insurance fund includes the \$160,000 in savings from health insurance increases going up only 10.4% instead of the budgeted 20%).

**Requested By:**  
Councilmember Stroozas

**Prepared By:**  
City Manager

**City of Homer  
2015 Operating Budget**

**2017 Budget Amendment Form**

**Fund Name:** General Fund, Port and Harbor Enterprise Fund, Water and Sewer Fund

**Department:** City wide

<b>Amendment</b>	<b>Account name</b>	<b>Page #</b>	<b>Increase</b>	<b>Decrease</b>
Eliminate 1.5% COLA	GF, P &H Enterprise, Water and Sewer	35, 112, 92, 101		\$130,636
Total savings	General Fund Fund Balance, Water Sewer reserves and Port and Harbor reserves		\$130,636	

**PENDING APPROVAL ON  
12/05/16**

**Rationale:**

**Requested By:**  
Councilmember Stroozas

**Prepared By:**  
City Manager

City of Homer  
2017 Operating Budget

**2017 Proposed Budget Amendment Form**

**Fund Name:** General Fund

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**Department Number:** 100 - General Fund

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Account #	Account name	Page #	Increase	Decrease	Balance
5101	GF Overtime	35		\$87,197	\$261,591
	General Fund Fund Balance		\$87,197		

**PENDING APPROVAL ON  
12/05/16**

**Rationale:**  
This reflects a 25% unallocated reduction in the overtime budget across the General Fund. The City Manager is directed to find cuts to overtime budgets as are most appropriate by department. Departments should carefully manage their overtime budgets, using comp time instead of incurring overtime whenever practical.

Requested By:  
Councilmember Stroozas

Prepared By:  
City Manager

**City of Homer  
2017 Operating Budget**

**2017 Budget Amendment Form**

**Fund Name:** General Fund, Port and Harbor Enterprise Fund, Water and Sewer Fund

**Department:** City wide

Amendment	Account name	Page #	Increase	Decrease
Eliminate 1.5% COLA	GF, P &H Enterprise, Water and Sewer	35, 112, 92, 101		\$130,636
Eliminate budget for annual merit increases	GF, P &H Enterprise, Water and Sewer	35, 112, 92, 101		\$102,931
Temporary part time building maintenance	Public Works- General Maintenance	77		\$16,000
Executive administrative assistant to fulltime	Administration- City Manager, Planning, Aiprot. P&H Enterprise	40, 52, 46, 112		\$21,000
Total savings	General Fund Fund Balance, water sewer reserves and Port and Harbor reserves		\$270,567	
Implement a wage freeze for all departments and all employees. Implement a hiring freeze for all departments exculing Police and Fire. Wage and hiring freeze are in effect until the HART budget dilemma has been resolved. Lifting the wage and hiring freeze must be done by Coucnil action.				

**Rationale:**

The City of Homer is facing a steep task in righting our financial ship. Many families have been hit in the fishing industry and the forecast is bleak for next season. The City of Homer is not in a position to ask for more when these families don't have more. Many have less. Many people have been laid off from the slope or took 20% pay cuts to just keep their job. Very few business in Homer have been able to give their employees cost of living adjustments (COLA). Everyone has been hit by health care increases as well as any other thing included in the CPI. The City of Homer cannot justify a COLA or send the message that we live outside the vast majority of our populous.

The full impact of yet to be determined state corrective measures have not even begun to emerge. The City must start to carefully prepare for the worst, yet be hopeful for the best. Without any budget solutions on the table, and no vote in sight to enact such solutions, we are to a point where we need to pause, take a hard look, and really take in reality. We do not want to be in lay-off mode because we couldn't check ourselves and find that we are outside what our voters will be able to support. Other communities, such as Seward, have implemented wage and hiring freezes.

The City of Homer will remain competitive in the job market. We can only afford what we can afford. Homer offers much more than any other community our size and that cannot be made up for in dollars. A wage and hiring freeze is the responsible and right thing to do at this time.

**Requested By:**  
Councilmember Smith

**Prepared By:**  
City Manager

**PENDING APPROVAL ON  
12/05/16**



**CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
YEAR 2016**

Requesting Department Parks/Public Works Date 9/20/2016

Level of Need: Urgent  Essential  Necessary  Desirable

**Request for Additional Personnel:**

Position Title \_\_\_\_\_  
 Salary Range & Step \_\_\_\_\_  
 Full-time   
 Part-time  Hours Per Year \_\_\_\_\_

**Request Other Than Personnel:**

Description Light Duty Pickup  
 Fund Name: PW Vehicle Depreciation

**(FINANCE DEPT WILL COMPLETE)**

5101 Permanent Employees \_\_\_\_\_  
 5102 Fringe Benefits \_\_\_\_\_  
 5103 P/T Employees \_\_\_\_\_  
 5104 Fringe Benefits P/T \_\_\_\_\_  
 5105 Overtime \_\_\_\_\_  
**Total Personnel Cost** \_\_\_\_\_

Account Name: C-O Rolling Stock  
 Account # 152-0383-5902  
 Estimated Cost: \$30,000

There are a number of very old light duty vehicles at Public Works that have, or are about to exceed their useful life. It is getting more difficult to obtain some of the parts necessary to keep them on the road. Attached is a listing of the PW light duty vehicles and their age to provide an overview for anticipating vehicle replacements in the near future.

This particular request is for a new Ford F150 truck which would ultimately be replacing a 1991 Chevy S10 pickup that is regularly being repaired. If this vehicle is not replaced, PW will need to plan on some extensive work to it over this winter. It would be throwing good money at a very old vehicle.

**PENDING APPROVAL ON  
12/05/16**

Requestor's Name: Dan Gardner

Department Head Approval: *Carey Meyer*

City Manager Recommendation: *Kurtis Koster* Date 10.4.16

Approved

Denied

Comments

<b>Public Works Light Vehicles</b>				<b>AGE IN 2017</b>
E124	1987 Chevy Red Flat Bed	XXW888	EQ OPS	30 YEARS
E125	1989 GMC 3/4 TON	XXR240	SHOP	28 YEARS
E106	1991 CHEV S-10	XXR670	PARKS	26 YEARS
E108	1992 FORD RANGER	XXS604	WTP/STP	25 YEARS
E109	1993 CHEVY S-10	XXR699	PW ADMIN	24 YEARS
E130	1994 CHEV SVC TRK	XXT558	EQ OPS	23 YEARS
E131	1994 FORD 4X4 F-150 P/U	XXS610	W/S OPS	23 YEARS
E129	1994 FORD PU	XXS609	PARKS	23 YEARS
E121	1995 CHEV 4X4 ASTRO VAN	XXW851	BLDGS	22 YEARS
E120	1995 FORD F-150 4X4	XXW891	PARKS	22 YEARS
E133	1997 FORD F-350 4x4 UTILITY TRUCK	XXS625	W/S OPS	20 YEARS
E114	1997 FORD RANGER XLT 4X4	XXS621	INSPECTOR	20 YEARS
E103	1999 FORD E250 VAN	XXS641	RILEY	18 YEARS
E132	1999 FORD F-550 2 TON 4X4	XXW889	EQ OPS	18 YEARS
E101	1999 RANGER	XXS632	PW SUPT	18 YEARS
E102	1999 RANGER TRUCK	XXS631	WTP/STP	18 YEARS
E104	2000 K2500 4X4 W/SERVICE BODY	XXS643	WTP/STP	17 YEARS
E105	2000 K2500 4X4 W/SERVICE BODY	XXS644	WATER	17 YEARS
E107	2001 CHEV S-10 EXTEND CAB	XXY892	PARKS	16 YEARS
E111	2002 JEEP WRANGLER	XXS649	MOTOR POOL	15 YEARS
E134	2003 FORD F-550 2-TON 4X4	XXW880	EQ OPS	14 YEARS
E112	2006 FORD F-150 4X4	XXW867	WTP/STP	11 YEARS
E113	2006 FORD F-150 4X4	XXW868	DIRECTOR	11 YEARS
E115	2006 FORD F-150 4X4	XXW869	METER OPS	11 YEARS
E116	2006 FORD F-350 4X4	XYC169	BLDGS	11 YEARS
E117	2007 FORD F-150 4X4	XXW871	STP/WTP	10 YEARS
E118	2008 FORD F-250 4X4 FLATBED	XXW898	PARKS	9 YEARS
E119	2008 FORD F-350 SD FLATBED	XXW875	MOTOR POOL	9 YEARS
E135	2013 FORD F-550 2-TON 4X4	XXW894	EQ OPS	4 YEARS
E122	2014 F-150	XCA434	WTP/STP	3 YEARS
E123	2014 F-150	XZA433	PROJECT MGR	3 YEARS
E136	2016 FORD F550 PICK UP / SANDER	XYF438	EQ OPS	1 YEAR



**City of Homer  
2015 Operating Budget**

**2017 Capital Budget Amendment Form**

**Fund Name:** General Fund

**Department:** PARC

<b>Capital Project</b>	<b>Account name</b>	<b>Page #</b>	<b>Increase</b>	<b>Decrease</b>
Regulatory Signage	156-385 Parks Reserve	163		\$10,000
	General Fund Fund Balance		\$10,000	

**PENDING APPROVAL ON  
12/05/16**

**Rationale:**  
This amendment removes \$10,000 in the draft budget from Parks Reserve for regulatory signage at City parks and beaches.

**Requested By:**  
\_\_\_\_\_  
Councilmember Erickson

**Prepared By:**  
\_\_\_\_\_  
City Manager

**CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
YEAR 2017**

Requesting Department PARC Advisory Commission Date 9/19/2016

Level of Need: Urgent  Essential  Necessary  Desirable

Request for Additional Personnel:  
 Position Title \_\_\_\_\_  
 Salary Range & Step \_\_\_\_\_  
 Full-time   
 Part-time  Hours Per Year \_\_\_\_\_

Request Other Than Personnel:  
 Description Regulatory Signage  
 \_\_\_\_\_  
 Fund Name: \_\_\_\_\_

<b>(FINANCE DEPT WILL COMPLETE)</b>	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
<b>Total Personnel Cost</b>	_____

Account Name: Park Reserves  
 Account # 156-385  
 Estimated Cost: ~~\$20,000~~ \$10,000

**Justification:**

The City Council has implemented a number of new regulations for city parks and beaches and appropriate signage should be installed to inform visitors and residents of the new regulations and requirements especially the city beaches/accesses and city parks i.e. Jack Gist Park

**PENDING APPROVAL ON  
12/05/16**

Requestor's Name: PARC Advisory Commission

Department Head Approval: \_\_\_\_\_

City Manager Recommendation: \_\_\_\_\_ Date 10.10.16

Approved *km.* Kate Kuester

Denied \_\_\_\_\_

Comments Potential partners to help w/ cost. Maybe sign in phrases w more work is being done on park policy.

## Introductory remarks

- Another reason to take pride in our library. This month, the Homer Public Library was named in the top 3.5% of public libraries in the U.S. in the annual Index of Public Library Service. One of only 5 libraries in Alaska to receive this recognition; only 260 libraries nationwide.
- 5<sup>th</sup> time in 6 years to receive this designation based on library visits, circulation, program attendance, public Internet terminal use and electronic circulation

Taking this opportunity to report out on last month's LAB work session.

We identified three priorities – two short-term, one long-term.

In the short-term :

- Restoration and/or augmentation of the collection budget – for reasons I'll detail in a few moments. In addition to asking the council to restore as much of the \$24,500 reduction from 2015 as possible, we also have identified and are exploring several tactics for raising funds specifically to support material acquisition.
- Debt repayment. Nearly a \$100K drain on the operating budget. We will be looking at paths to reducing this burden.

Long-term:

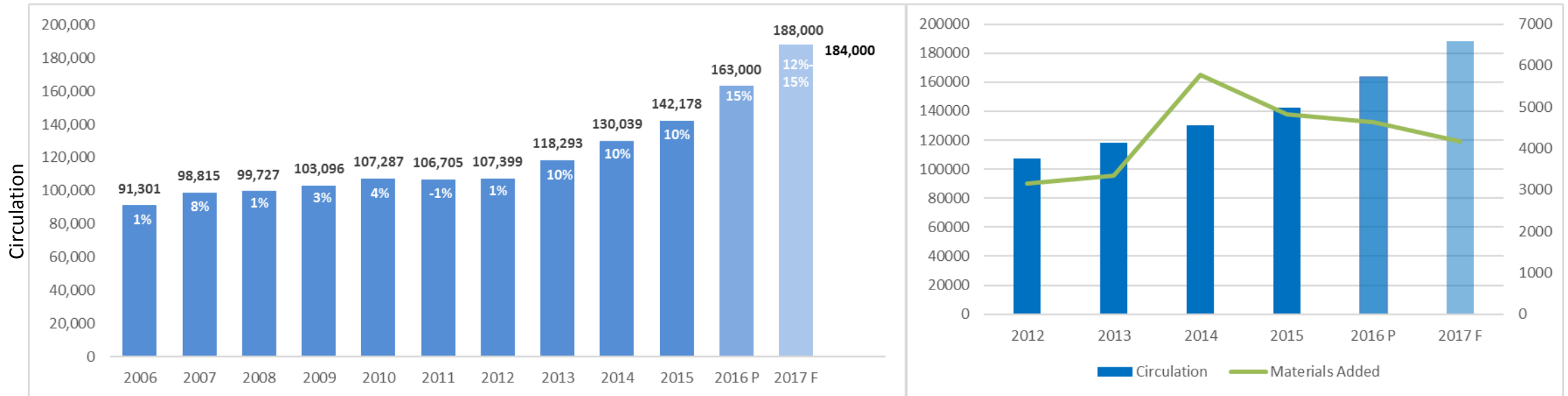
- Recommending equitable and sustainable solutions for long-term funding of library services
- Briefly, I'd like to share some of the data we've been looking at to inform our thinking.

Main comment on last slide –

This reality suggests to us that there may be an appropriate role for the borough in supporting library services on the peninsula.

In sum – we recommend an increase in the materials budget over FY16 if at all possible and we look forward to bringing to the council viable recommendations for consideration for longer-term funding of library services.

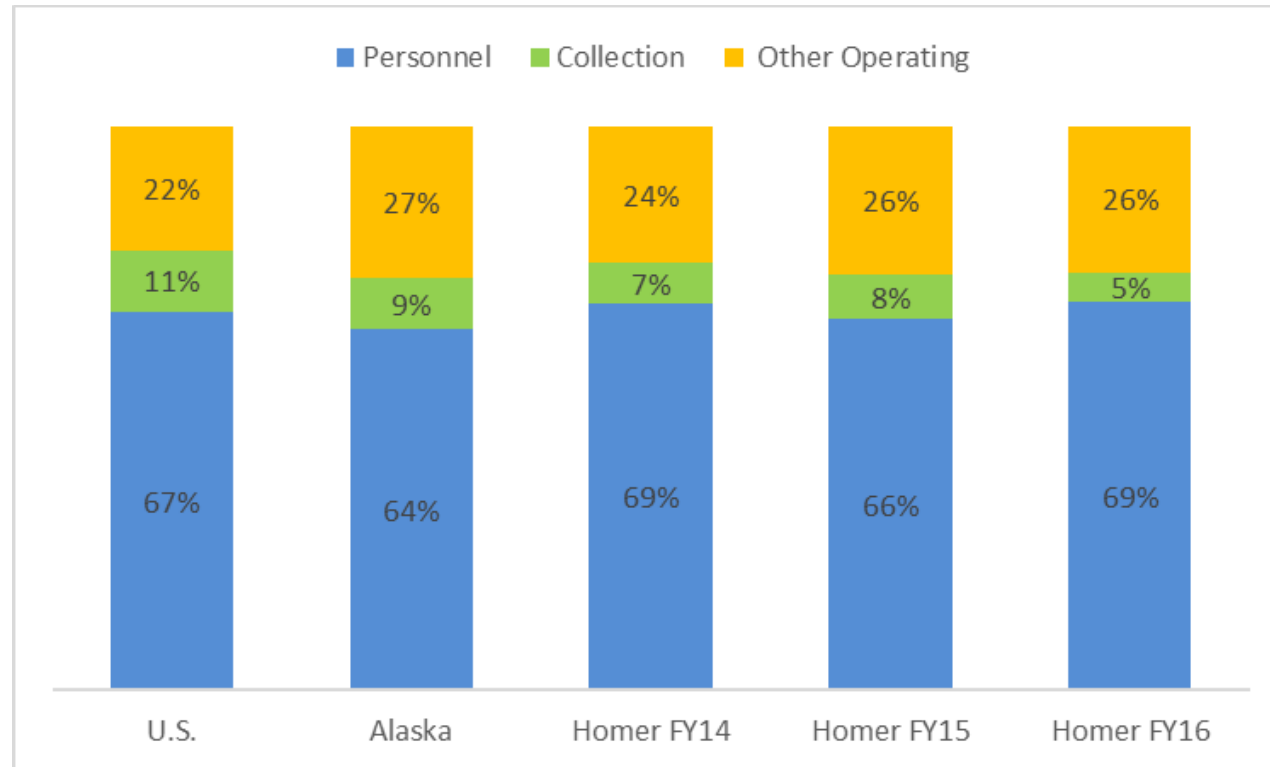
# HPL circulation history and trends



Source: Alaska Public Library Statistics, HPL

- Steady but modest growth until 2013; another spike in 2016 that doesn't show any sign of slacking
- While circulation has increased, material acquisition has declined; lower collection budget, higher costs

# Distribution of library expenditures



Source: Public Libraries Survey Fiscal Year 2014, July 2016; City of Homer Library Operating Budget

- Until FY16, HPL approximated national and state norms
- FY16 budget reduced Collection by \$24.5K (-33%); Books cut by \$20K
- Restoring or supplementing the Collection line items, esp. Books, is a priority

# How libraries in Alaska are funded

City	Population	Registered Users	Ratio 1:X	City	Borough	State	Federal	All Other
Anchorage	300,549	119,619	0.4		96%	1%	1%	2%
Fairbanks	97,972	56,977	0.6		95%	0.3%	3%	2%
Juneau	33,026	24,305	0.7		94%	1%	5%	1%
Palmer	26,162	8,460	0.3	92%	5%	1%	0.5%	1%
Wasilla	23,550	10,212	0.4	89%	6%	1%	1%	4%
Kodiak	13,402	10,187	0.8	97%		1%		2%
Talkeetna	10,211	3,938	0.4		97%	2%	1%	
Kenai	7,167	12,196	1.7	94%		1%	1%	4%
Willow	6,979	2,077	0.3		97%	2%	0.2%	
Homer	5,099	10,193	2.0	94%		1%	0.4%	4%
Unalaska	4,689	7,249	1.5	87%		4%	2%	7%
Soldotna	4,311	10,384	2.4	94%		1%	1%	4%
Valdez	4,032	757	0.2	93%		1%	0.4%	6%
Seward	2,768	7,639	2.8	90%		1%	1%	7%
Haines	2,537	2,316	0.9		77%	3%	9%	11%

Source: Alaska Public Library Statistics FY2014 (latest available)

- Primarily city revenue, borough revenue or a combination of both
- Minimal but important state and federal funds
- Of note: all libraries in KPB, more than any others in the state, serve a much broader base than their direct population.

**From:** marcia kuszmaul  
**To:** [Ann Dixon](#); [Renee Krause](#)  
**Cc:** [jacquealaska@gmail.com](mailto:jacquealaska@gmail.com)  
**Subject:** Re: Library Presentation follow up  
**Date:** Wednesday, November 23, 2016 10:16:18 AM

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I think we had a good result from the LAB presentation at the city council meeting.

Renee -- The mayor asked for a work session with the LAB. What's the best way to follow up and coordinate that?

Ann -- I've consolidated the annual HPL data from the Alaska library statistics, but that only goes through FY13 for Homer. I have the one-page summaries for 2014 - present, but they don't have all the info and detail that the library statistics has. Do you have the data that the state collects for FY14? What about FY15?

From the data I'd like to create two "day in the life" charts that illustrate what staff does in an avg day and how the library gets used in an "average day" that contrasts 2006 to 2011 to present.

I'd also like to show how the composition of the library collection has changed from 2006 to 2011 to present -- I think I can do this from the library statistics.

Does this type of analysis already exist? I don't need to reinvent the wheel if it does but happy to do if it doesn't.

Overall, based on what council members were saying, I think we need to be able to illustrate:

- How the library is being used. What do people do there?
- Composition of library collection and change over time -- print to digital to online
- What staff does on a daily basis
- What else?

M

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**From:** Jacque Peterson  
**To:** [marcia kuszmaul](#)  
**Cc:** [Ann Dixon](#); [Renee Krause](#)  
**Subject:** Re: Library Presentation follow up  
**Date:** Wednesday, November 23, 2016 10:23:27 AM

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Hi Marcia and Ann...

I think the council (at least one member) has some interest on computer use.

Do we track if people only come in to use the computer (I said I didn't think we did that...as they could just log on directly to the computer and not have to stop for a pass at the desk). But perhaps there is a "counter" on the computers? I think as much information (if it is tracked) that we can put out there...how many computer sessions by card holders, guests, how long the average session lasts etc. would be of interest to the council.

Second, he wondered if there was any tracking on how many cruise ship people come in to use the computers. I THINK most of them generally wear some kind of identifying sticker so they can get on and off the bus provided and I wonder if we have or could in the future have a tally system just to gather that info when they request a guest pass.

Just adding to the mix.

Have a wonderful Thanksgiving...Marcia, I hope we will see you at my place. :)

Cheers  
Jacque



**From:** [Ann Dixon](#)  
**To:** [Jacque Peterson](#); [marcia kuszmaul](#)  
**Cc:** [Renee Krause](#)  
**Subject:** RE: Library Presentation follow up  
**Date:** Wednesday, November 23, 2016 11:08:18 AM

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Jacque,

We do not track if people only use computers. That would require asking every person who comes in the library what their business at the library is, which would be intrusive and unfeasible in terms of staffing. People use the library in many different ways. Some only come for the computers, some come only to check out books, some come to read newspapers and magazines, some come to study or use the meeting room, and many people engage in multiple uses.

We do track the number of sessions of both computer use and wireless log-ons, which is reported every month in the statistics I give you and the city manager. Those usage reports also include the length of sessions, if people are interested, but I don't include that info on the monthly statistical summary.

Trying to determine how many sessions are initiated by card holders vrs guests is problematic because 1) quite often people who have library cards will use a guest pass because they forgot their card, don't remember their password, prefer their computer use to be totally anonymous, or just find it easier; 2) it would be labor intensive to manually look at the two types of log-in numbers (library card/guest pass) and compile the totals. As well, that information is only retained for about one week for privacy reasons. Additionally, wifi currently does not require a library card or guest pass for logging on, so we wouldn't be able to differentiate wifi use.

We haven't tracked cruise ship visitors, though we are certainly aware of their presence on cruise ship days. Cruise ship people often come to the front desk to inquire about using the computers and wifi, though sometimes they just like to look around at the library. We could try to manually track how many cruise ship people we see in a day next summer. It wouldn't be an entirely reliable number but it might be worth doing.

Does that help?

Ann

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**From:** marcia kuszmaul  
**To:** [Ann Dixon](#); [Jacque Peterson](#)  
**Cc:** [Renee Krause](#)  
**Subject:** Re: Library Presentation follow up  
**Date:** Wednesday, November 23, 2016 12:04:06 PM

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The Alaska statistics have these measures:

Number of Sessions on Public Internet Computers in All Outlets Excluding Wireless Sessions  
Number of Wireless Sessions on Library Wifi  
Total Number of Sessions on Public Internet Computers  
Number of Sessions on Library Homepage

Ann -- Can you help use define each category and which of these equals the Internet sessions on the monthly report?

Also -- Is there a way to compare cruise ship Tuesdays to non-cruise ship Tuesdays during the summer to see if there are significant differences in visitors or computer use between those Tuesdays? It would be a relative measure of increased activity.

The cruise ship days were every other Tuesday starting May 31, June 14 & 28, July 12 & 26, August 9 & 24, Sept 6.

We could look for differences in visitors and computer use.

And -- I briefly spoke with Karen Zak following the meeting and mentioned our interest in speaking to the Chamber. She was interested and suggested a luncheon speaking slot. I also think that Jacque and I could meet with Karen ahead of time to lay out the library as economic engine story to make sure we're on track. Also want to review how the library is represented in relocation information.

THANKS all.

M



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto: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: DECEMBER 1, 2016  
SUBJECT: STRATEGIC PLANNING FOR THE LIBRARY ADVOCACY

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Following are reports and information on the following:

Creating a Library Service Area

Library Service in the Mat-su Borough

Annual Reports for 2014 Fiscal Year ending June 30, 2014 and Fiscal year ending June 30, 2015

Background information on Homer Public Library (Memorandum to City Council)



## Information on Library Service Areas and Library Service in the Matanuska-Susitna Borough

The Mat-Su Borough is a second-class borough, like the Kenai Peninsula Borough.

Nancy Bertels, Sutton librarian for more than 30 years, sent me an excerpt from the history portion of the Mat-Su Libraries Strategic Plan (which was never approved but nonetheless exists). It contains information on when and how the Mat-Su Borough assumed library powers. The excerpt follows at the end of this document. I've put the text specific to library powers in bold.

Ms. Bertels said that libraries in Mat-Su are funded by non-area wide funds, except in the two cities of Palmer and Wasilla. For many years the Borough has given money to the cities as block grants to compensate them for fact that approximately 80% of their library use comes from out-of-city residents. The block grants can't be specified for library use but it is understood by informal agreement that the money will be spent on library service. For the past three years, the Borough has contributed these amounts:

FY14

Palmer - \$65,000

Wasilla - \$65,000

FY15

Palmer - \$45,000

Wasilla – \$52,500

FY16

Palmer - \$40,000

Wasilla - \$45,000

As you can see, the amount has decreased over recent years. As budgets tighten, the Borough is now saying that it won't fund the city libraries any longer, using the rationale that borough residents already support the city libraries by shopping in Wasilla and Palmer and paying city sales tax. They've said that before but of course finances are especially difficult now so she doesn't know what will happen with next year's budget.

A regional approach to library service - i.e., the Borough assuming responsibility for all libraries, including the cities' - has been discussed off and on over the years as a solution but never gained traction due to opposition from the cities to having their libraries taken over by the Borough.

In some way their problem is similar to ours - disagreement over who should pay for services - but differs in that their rural communities have much better-funded libraries and library services than we do on the Kenai Peninsula because they are funded at the borough level. Because of that borough-wide institutional structure, the borough and city libraries are able to function as a consortium, sharing the same library circulation system, borough courier, and

other systems which provide some economy of scale and efficiency in overall library operations.

Nancy also sent a link to this interview you might find interesting: <http://www.matsugov.us/news/whistle-stop-mat-su-rec-bond-pot> . I guess once a month they do one of these videos to discuss local issues.

Ann

### **History**

*As early as 1965, public libraries in the Matanuska-Susitna Borough (MSB) have been working together. That was the year the Mat-Su Borough Library Association (MSBLA) was formed. It was incorporated in 1967, and dissolved by the Alaska Department of Commerce in 1982.*

***In large part due to efforts from the MSBLA, in the 1973 regular election, the MSB acquired non-area wide library powers through a non-area wide vote. At that time, the incorporated areas in the Borough were Palmer, Houston, and Long Island in Big Lake. As a result of this vote, library associations in Wasilla, Willow and Talkeetna received funding from the Borough.***

***The cities of Palmer and Wasilla, by their own ordinances, exercise library powers within their respective boundaries. The city of Houston does not currently exercise library powers.***

*In 1978 the Mat-Su Borough Library Board (MSBLB) was established to recommend, investigate, and review library functions within the non-area wide boundaries of the Borough. Despite this, the MSBLB is comprised of nine volunteer members who represent the non-area wide, or Borough, libraries, the two city libraries, and the public at large. The MSBLB, in part, was meant to fill a void in the formulation of library policy as the Borough does not maintain a library department or division; therefore, in its advisory capacity, the MSBLB works directly with the MSB department charged with oversight of the MSB Libraries, which is currently the Community Development Department, Recreation and Library Services Division.*

*In the mid-1980's, the MSB libraries, which were all originally established independently to fulfill the desires of local residents for library services, but had also worked together as a group for over 20 years, focused efforts on acquiring an integrated library automation system for the circulation of library materials and to provide an online catalog collection.*

*Presently, there are seven public libraries located in the Matanuska-Susitna Borough. The Mat-Su Library Network (MSLN), officially formed in 1995, is composed of the five Borough libraries, located in Big Lake, Sutton, Talkeetna, Trapper Creek, and Willow as well as the city libraries located in Palmer and Wasilla. The network was created to formally share the acquired library automation system and to provide more consistent public library service to MSB library users at a lesser cost. Participating in this network enables automation costs to be lower than would be possible as 'stand-alone' libraries; allows*

*resources and materials to be shared between libraries; and provides collective buying power for online databases and other electronic resources. In 2004, Mat-Su Borough School District libraries also joined with the MSLN and together these libraries converted to the current library automation system.*

*Through the MSLN, the seven public libraries coordinate efforts to have consistent policies, procedures and fees, thus eliminating duplicate administrative and electronic services. Additionally, this also provides better service to MSB residents while providing cost savings to their respective political entities. In addition to providing for the circulation of library materials and providing an online catalog, today's library automation system enables residents of the borough to request items from any of the participating MSLN libraries and view their account status online. Through other cooperative agreements, Borough residents can also visit the MSLN webpage and through links found there download digital ebooks, audiobooks, or music through ListenAlaska, or search the State Digital Pipeline for a variety of online databases such as Homework Help, etc.*

*To provide more consistent and faster service for the sharing of resources to the library network's service population, a courier system arrangement was instituted in 1996. This arrangement was recommended by the 1993 Christensen report (see Appendix A), which examined public library services in the MSB and made several recommendations to improve efficiency and effectiveness.*





**ALASKA PUBLIC LIBRARY ANNUAL REPORT**  
**For the Fiscal Year Ending June 30, 2014**  
**DUE: October 1, 2014**

Every public library in Alaska must file this *Annual Report* as a requirement of the Public Library Assistance Grant (4 AAC 57.064.) The purpose of this report is to gather information about the status of public library resources and services. Over time, the data collected presents a diagram of the progress Alaskan libraries have made in providing information to Alaskans statewide. Librarians, trustees, and government officials use this data in many ways to support planning efforts, the budget process, evaluation, and decision-making. The statistics are submitted to Public Library Statistics Cooperative and used by researchers and decision-makers nationally.

**General Instructions:**

- Please read the instructions and definitions for each item carefully. Definitions are important to ensure comparability of data from different libraries.
- Do not leave any items blank.
- Enter 0 if the appropriate entry for an item is zero or none.
- Enter NA if an item does not apply to your library or if you do not collect these statistics.
- If an exact figure is not available for a particular item, but you can provide a reasonable estimate, enter the estimate on the form. Indicate that the figure is an estimate by enclosing it in parentheses ( ).
- Accurate reporting of financial information is important. Parts 4, 5, and 6 should be completed in the office where the financial records are maintained.

**Part 1: TIME PERIOD COVERED**

**Check the time period covered by this report.**

- July 1, 2013 – June 30, 2014  
 January 1, 2013 – December 31, 2013  
 Other date range. Please specify:

**Part 2: GENERAL INFORMATION**

2-1. Library Director: Ann Dixon

2-2. Legal Name of the Library: Homer Public Library

2-3. Street Address of the Library: 500 Hazel Ave.

2-4. Mailing Address: 500 Hazel Ave.

2-5. City or Town: Homer

2-6. Telephone Number: 907-235-3180

2-7. Fax Number: 907-235-3136

2-8. E-Mail Address of Library Director:  
adixon@ci.homer.ak.us

2-9. Library Web Address:  
<http://www.cityofhomer-ak.gov/library>

<p><b>2-10. Population of legal service area:</b> Report the number of people in the geographic area for which a public library has been established to offer services and from which the public library derives revenue, plus any areas served under contract for which the library is the primary service provider. For most libraries, this number will correspond to the city or borough population. Use the most recent statistics available.</p>	<p style="text-align: right;"><b>Page 2</b></p> <p>13,016</p>
<p><b>2-11. Number of registered users:</b> A registered user is a library user who has applied for and received an identification number or library card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.</p>	<p>10,193</p>
<p><b>2-12. Has the file of registered borrowers been updated or purged since 2010?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>2-13. Number of public service outlets, including central, branch, bookmobiles, and other outlets</b></p>	
<p>a. <b>Central library:</b> the main library building where the principal collections are kept and handled and in which processing of library materials is usually done.</p>	<p>1</p>
<p>b. <b>Branch libraries:</b> branch libraries are additional buildings that have all the following: 1) separate quarters; 2) a permanent basic collection of books; 3) a permanent paid staff; and 4) a regular schedule for opening to the public. Branches are administered from the central office.</p>	<p>0</p>
<p>c. <b>Bookmobile units:</b> a bookmobile is a traveling branch library. It consists of at least all the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.</p>	<p>0</p>
<p>d. <b>Other service outlets:</b> include collections from the library placed in pioneer homes, correctional institutions, hospitals, youth centers, senior centers, etc.</p>	<p>0</p>
<p><b>2-14. Number of hours the central library was open each week:</b> If your library is a <b>public library</b>, report all open hours for each week. If your library is a <b>combined public school library</b>, report all hours each week the library was open outside of school hours. Minor variations in public service hours need not be included.</p>	<p>52</p>
<p><b>2-15. Number of weeks the central library was open during this reporting period:</b> The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from this number. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p>	<p>52</p>
<p><b>2-16. Does your library have a library board?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

2-17. How many members are on the library board?	Page 3 5
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2-18. **Type of library board:** (Check the one that best describes your library board.)

**X Advisory:** An advisory board **makes recommendations** to a legal entity such as a village, city, or tribal entity. It is the legal entity, not the library board, which is responsible for setting library policy, planning and budgeting. The library board is responsible for representing the community’s interests in the operations of the library.

**Policy:** A policy board has the legal responsibility to **set library policy**, plan for the future, and insure that the funds allocated for the library are expended in providing the best possible library services. Usually, policy boards exist in libraries formed by non-profit corporations.

**No library board**

2-19. **Public Library Governance** (Check all that apply.)

**X** This library was established through city or borough ordinance.

This library is a non-profit corporation.

This is a combined school/community library that has a written agreement with the school district.

2-20. **Public Library Characteristics** (Check all that apply.)

**X** This library has an established collection of printed or other library materials.

**X** This library has paid staff.

This library has volunteer staff.

**X** This library has an established schedule in which services of the staff are available to the public.

**X** This library has facilities necessary to support such a collection, staff and schedule.

**X** This library is supported in whole or in part with public funds.

**Part 3: LIBRARY STAFF**

Staff is counted as FTEs (Full-Time Equivalent employees.) Full time equivalency must be computed on a 40-hour workweek, even if your library has a shorter workweek. To compute full-time equivalents (FTE) of employees, take the number of hours worked per week by all employees and divide it by 40. For example, if the librarian works 10 hours per week the **FTE is .25** (i.e., 10 divided by 40). If three people work a total of 70 hours, it is 1.75 FTE (i.e., 70 divided by 40). Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

3-1. <b>Librarians with MLS Accredited Degrees:</b> Report here only those librarians with Master’s degrees from programs of library and information studies accredited by the American Library Association.	<b>FTE</b> 2
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<b>3-2. All Employees with the Title of Librarian:</b> Report all staff members (including those reported above in 3-1) doing work that requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. In a small library, the head librarian should be reported as a librarian, even if lacking formal training and title.		<b>Page 4</b>
		2
<b>3-3. All Other Paid Employees:</b> This includes clerical and technical library workers, as well as maintenance, security, and plant operations staff, paid by the library.		6.38
<b>3-4. Total</b> (Add All Employees with Title of Librarian 3-2 and All Other Paid Employees 3-3)		8.38
<b>3-5. Library Salary Schedule:</b> If a written classification and pay schedule is available, please attach. If possible, report salaries on an <b>annual</b> basis. Hourly rates, however, are acceptable.		
<b>Class Title</b>	<b>Salary/Wage</b>	<b>Class Title</b>
a. Library Director	\$69,909	d. Librarian, Beginning
b. Assistant Director		e. Technical Assistant
c. Section Head		f. Clerk/Assistant
		\$48,880
		\$37,086-\$62,941
		\$31,824-\$49,462
<b>3-6. Number of Volunteers:</b> Any person who works for free in the library, regardless of what that person does.		708
<b>3-7. Total Volunteer Hours Per Year:</b>		1,975
<b>3-8. Continuing Education for Library Director:</b> Has the library director attended a single or multiple training workshops or a conference in-person or by distance delivery that was pertinent to library management or operations during the past year?		Yes x No <input type="checkbox"/>
<b>3-9. Continuing Education Specifics:</b> If the director attended online or in-person training this year, provide the title(s), date(s), sponsoring group(s) for the event(s), and the actual time spent in the workshop(s) or conference programs. DirLead, October 10-12, 2013, Alaska State Library, 3 days.		
<b>Part 4: OPERATING REVENUE BY SOURCE</b>		
Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or carry over funds unspent in the previous fiscal year.		
<b>4-1. Local Government Revenue:</b> Money budgeted by the city, borough, school district or tribal council that is available for expenditure by the public library. Undesignated revenue sharing funds are local government sources. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, or fees. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. If an incorporated non-profit association operates your library, report its income in <b>4-4, All Other Revenue.</b>		

<b>a. City or Village:</b>	<b>Page 5</b> \$ 864,070
<b>b. Borough:</b>	0
<b>c. School District:</b>	0
<b>d. Tribal Council:</b>	0
<b>e. Other: (List source by name.)</b>	0
<b>f. Local Government Total Revenue (Add 4-1 a through e)</b>	<b>\$ 864,070</b>
<b>4-2. State Government Revenue:</b> State funds distributed to public libraries for expenditure. This includes Public Library Assistance Grants and Interlibrary Cooperation Grants funded with state general fund money. Exclude Interlibrary Cooperation Grants funded with Federal money.	
<b>a. Public Library Assistance Grant (Grant in FY2014 was \$6,600 per outlet.):</b>	\$6,600
<b>b. State-Funded Interlibrary Cooperation Grants:</b>	0
<b>c. Other: (List source by name.)</b> AK State Library	0
<b>d. State Government Total Revenue (Add 4-2 a through c)</b>	<b>\$ 6,600</b>
<b>4-3. Federal Government Revenue:</b> Federal funds distributed to the public library for expenditure, including Interlibrary Cooperation (ILC) and Continuing Education Grants funded with Federal Library Services and Technology Act (LSTA) money distributed by the State Library, as well as Institute of Museum and Library Services funds received by the tribal council and redistributed to the public library. Do not include E-Rate subsidy.	
<b>a. LSTA-Funded ILC Grants:</b>	\$ 0
<b>b. Continuing Education Grant from the State Library:</b>	0
<b>c. Other: (List source by name.)</b>	0
<b>d. Federal Government Total Revenue(Add 4-3 a plus c)</b>	\$ 0
<b>4-4. All Other Operating Revenue:</b> All other revenue not reported in 4-1 through 4-3. This includes E-Rate cash or subsidy, library fines, monetary gifts and donations, interest, fees for library services, non-governmental grants, and revenue from an incorporated non-profit association if it runs the library. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, such as donations of books or other library materials or equipment.	
<b>a. E-Rate Cash or Subsidy:</b>	\$ 2,221
<b>b. Other (List source by name.)</b> Friends of Homer Library	\$ 34,027
<b>c. Other (List source by name.)</b> Misc. donations	\$ 290
<b>d. Total All Other Operating Revenue (Add 4-4 a through c)</b>	<b>\$ 36,538</b>
<b>4-5. Total Operating Revenue (Add Local Government 4-1 f, State Government 4-2 d, Federal Government 4-3 d, and All Other Operating Revenue 4-4 d)</b>	<b>\$ 907,208</b>

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. These costs include personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs for the operation and maintenance of the library building. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report debt reduction costs. Do not report capital expenditures under this category. For shared-use facilities, calculate the library's proportionate share of the space or the hours the building is open for public library purposes. Request assistance from your city clerk or financial officer in completing this part. Report only operating money actually expended during the reporting period for the library from federal, state, local, and other sources.

#### 5-1. Personnel

a. <b>Salaries and wages:</b> This amount should be the salaries and wages for all library staff, including security, plant operations, and maintenance staff paid for by the library. Include salaries and wages before deductions, but exclude employee benefits.	\$ 336,999
b. <b>Benefits:</b> These are the benefits outside of salaries and wages paid and accruing to employees (including security, plant operations, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. If these benefits are not paid from library budget, mark N/A.	\$ 238,922
c. <b>Personnel Expenditures Total</b> (Add 5-1 a and b)	\$ 575,921

#### 5-2. Collections (Library Materials)

This includes all operating expenditures from the library budget for materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

a. <b>Print Materials (Physical Materials):</b> Report expenditures for these print materials: books, McNaughton plan books, government documents, and any other print acquisitions. Do not include expenditures for periodical or serial subscriptions or back files here.	\$ 55,526
b. <b>Subscriptions/Print Materials (Physical Materials):</b> Include expenditures for subscriptions to periodicals, magazines, newspapers, annuals, and periodical or serial back files.	\$ 8,674
c. <b>Audiovisuals (Physical Materials):</b> This includes expenditures for physical audio, video, DVDs, maps, pictures, photos, slides, kits, and materials in new physical formats.	\$ 12,142

<p><b>d. Electronic Materials:</b> Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted databases, full-text or not) electronic files, reference tools, scores, maps, and pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskette, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. <b>Do not include ANY Internet service provider (ISP) fees here. Split ISP fees between 5-2 e AND 5-3 f below.</b></p>	<p style="text-align: right;"><b>Page 7</b></p> <p style="text-align: right;">\$ 6,409</p>
<p><b>e. Up to \$500 of Internet service provider fees:</b> Include the initial \$500 paid to Internet service providers for both staff and public access to the Internet during this reporting period. Internet service provider fees paid beyond \$500 should be reported in <b>5-3 f, Internet service provider fees paid beyond \$500.</b> The money listed in 5-2 e and 5-3 f should be equal to the total amount of money spent on Internet service provider fees paid for both staff and public access to the Internet during this reporting period.</p>	<p style="text-align: right;">\$ 500</p>
<p><b>f. Other Materials:</b> Include all expenditures for library materials not reported in 5-2 a through 5-2 e. These would include microforms, puzzles, toys, etc. Do NOT include the cost of computer hardware here. Report the cost of computer hardware on <b>5-3 b, Furniture and Equipment.</b> Do NOT include any Internet service provider (ISP) fees here. Report ISP fees of \$500 or more in <b>5-3 e, Other Expenditures for Services.</b></p>	<p style="text-align: right;">\$ 0</p>
<p><b>g. Collection Expenditures Total</b> (Add 5-2 a through f)</p>	<p style="text-align: right;"><b>\$ 83,251</b></p>

<p><b>5-3. Other Operating Expenditures</b></p>	
<p><b>a. Building Operations:</b> This includes the heating and lighting of the building, moving furniture, supplies for cleaning, etc. If the library contracts for building or janitorial maintenance services, include contractual costs to perform these operations.</p>	<p style="text-align: right;">\$ 72,718</p>
<p><b>b. Furniture and equipment:</b> Include expenditures for repair and replacement of existing library furniture and equipment, including microform equipment, audiovisual equipment and computer equipment.</p>	<p style="text-align: right;">\$ 4,627</p>
<p><b>c. Travel:</b> Include transportation and per diem costs for conferences, workshops, and other travel. Include travel reimbursed with a continuing education grant from the State Library.</p>	<p style="text-align: right;">\$ 2,507</p>
<p><b>d. Supplies:</b> Include supplies for processing, mailing, book repairs, and the office; blank AV tapes and computer supplies; copier paper, etc.</p>	<p style="text-align: right;">\$ 10,369</p>
<p><b>e. Services:</b> Include costs for postage, telephone, printing, online database searching, and computer software used to support library operations, equipment maintenance contracts, contracts for services (except building or janitorial maintenance contracts), such as library security services and fees paid to a consultant, auditor, architect, attorney, etc., and bookbinding and preservation work paid for and done outside your library.</p>	<p style="text-align: right;">\$ 30,504</p>

<p>f. <b>Internet service provider fees paid beyond \$500:</b> Include any Internet service provider fees beyond the initial \$500 paid to service providers for both staff and public access to the Internet during this reporting period. <i>The first \$500 of Internet service provider fees should appear at 5-2 e. All remaining Internet service provider fees should appear here at 5-3 f.</i></p>	<p style="text-align: right;"><b>Page 8</b></p> <p style="text-align: right;">\$ 2,049</p>
<p>g. <b>All other unreported expenditures:</b> Include any remaining operating expenditures, such as insurance, that have not been reported above. If you have an unusual expenditure under this category, please explain.</p>	<p style="text-align: right;">\$ 13,941</p>
<p>h. <b>Other Operating Expenditures Total</b> (Add 5-3 a through g)</p>	<p style="text-align: right;"><b>\$ 136,715</b></p>

<p>5-4. <b>Total Operating Expenditures</b> (Add Personnel Expenditures 5-1 c, Collection Expenditures 5-2 g and Other Operating Expenditures 5-3 h)</p>	<p style="text-align: right;"><b>\$ 795,887</b></p>
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**Part 6: CAPITAL REVENUE AND EXPENDITURES**

**6-1. Capital Revenue:** Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). The amounts reported for Total Capital Revenue and Total Capital Expenditures are not required to be equal during a single reporting period.

<p>a. <b>Local Government Capital Revenue:</b> Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.</p>	<p style="text-align: right;">\$ 0</p>
<p>b. <b>State Government Capital Revenue:</b> Report all funds distributed to the public library by state government for the purpose of major capital expenditures, except for federal money distributed by the state.</p>	<p style="text-align: right;">\$ 0</p>
<p>c. <b>Federal Government Capital Revenue:</b> Report all federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the public library for the purpose of major capital expenditures.</p>	<p style="text-align: right;">\$ 0</p>
<p>d. <b>Other Capital Revenue:</b> Report private, non-governmental funds, including grants received by the public library for the purpose of major capital expenditures.</p>	<p style="text-align: right;">\$ 0</p>
<p>e. <b>Total Capital Revenue</b> (Add 6-1 a through d)</p>	<p style="text-align: right;"><b>\$ 0</b></p>



<p><b>6-2. Total Capital Expenditures:</b> Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other income used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included.</p> <p>Exclude estimated costs. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or income passed through to another agency (e.g., fines.)</p>	<p><b>Page 9</b></p> <p><b>\$ 0</b></p>
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<b>Part 7: COLLECTIONS (LIBRARY MATERIALS)</b>			
<p><b>Use this section to report the number and types of library materials owned by the library and made available to patrons for their use.</b> This section collects data on selected types of materials. It does not cover all materials that you may have purchased for the library (i.e., microforms, scores, maps, and pictures.) Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.</p>			
<p><b>7-1. Books in Print Format:</b> Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers or in loose-leaf format. Report the number of physical units, including duplicates. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.</p>	<p><b>Volumes Withdrawn</b></p> <p><b>731</b></p>	<p><b>Volumes Added</b></p> <p><b>2,622</b></p>	<p><b>Total Volumes Held</b></p> <p><b>39,954</b></p>
<p><b>7-2. Electronic Books (Including Listen Alaska E-books):</b> E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report the number of units. Report only items the library has selected as part of the collection (exclude public domain and/or uncopyrighted e-books that have unlimited access.</p>	<p><b>Volumes Withdrawn</b></p> <p><b>0</b></p>	<p><b>Volumes Added</b></p> <p><b>0</b></p>	<p><b>Total Volumes Held</b></p> <p><b>3,470</b></p>

	<b>Volumes Withdrawn</b>	<b>Volumes Added</b>	<b>Page 10 Total Volumes Held</b>
<b>7-3. Audio Materials – Physical Units:</b> These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.	135	300	2,597
<b>7-4. Audio Materials – Downloadable Units (Including Listen Alaska Audiobooks and Music):</b> These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of units. Report only items the library has selected as part of the collection.	0	0	1,021
<b>7-5. Video Materials – Physical Units:</b> These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit and checked out as a unit are counted as one physical unit.	31	406	2,451
<b>7-6. Video Materials – Downloadable Units:</b> These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report the number of units. Report only items the library has selected as part of the collection.	0	0	0
<b>7-7. Current Print Serial Subscriptions:</b> Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Report the number of titles subscribed to, NOT the total number of issues you receive each year. Libraries with branches should count the total number of current print serial subscriptions for all branches, even if branch subscriptions are duplicate titles. Include donated subscriptions received on a regular basis. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.	7	7	145

**7-8. Licensed Databases:** Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (directly or through a cooperative agreement within the state or region) or acquired by formal agreement with the State Library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM or other direct access method or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several licensed database products is supported through the same vendor interface.

a. <b>Locally licensed databases:</b> Number of licensed databases paid for directly by your library for the exclusive use of your patrons.	5
b. <b>Databases licensed through other cooperative agreements:</b> Number of licensed databases paid for through cooperative agreements with other libraries within Alaska or by libraries within a specific region of Alaska for the use of patrons whose libraries have signed these cooperative agreements. Do NOT include databases that are counted in item a. above or item c. below.	1
c. <b>Statewide licensed databases:</b> Number of licensed databases paid for directly through the statewide database licensing project, i.e. <i>SLED Resources</i> (previously: <i>Alaska Digital Pipeline</i> ) for the use of all Alaskans. (If your library has public access to the internet, then your patrons have access to the 49 statewide licensed databases available on SLED.)	49

#### Part 8: ANNUAL RESOURCE SHARING – INTERLIBRARY LOAN

These are library materials or copies of library materials loaned or borrowed from one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration. Do NOT count items loaned or borrowed between libraries in the same system. **Be sure to include interlibrary loans checked out by your library in Part 9 below Circulation of Library Materials.**

<b>8-1. Provided to other libraries:</b> Report the number of library materials or copies of materials <b>lent</b> by your library to a library in another system this year.	291
<b>8-2. Received from other libraries:</b> Report the number of library materials or copies of library materials <b>borrowed</b> by your library this year from a library in another system.	432

#### Part 9: ANNUAL CIRCULATION OF LIBRARY MATERIALS

Use this section to report the total numbers and types of library materials checked out to patrons for the entire reporting period. If your library does not keep separate adult and juvenile circulation statistics, report only a total. Report renewals as circulations and interlibrary loans you borrow from other libraries when you check them out to your patrons. **Do not include circulation figures for public use of library computers**, if you use your automated circulation system to “check out” public access computers to patrons within the library.

Material Type	Page 12		
	Juvenile	Adult	Total
<b>9-1. Circulation of Print Books:</b> Include paperback exchange items, government documents, and McNaughton leased books.	32,828	39,645	72,473
<b>9-2. Circulation of E-Books:</b> E-books purchased by the library, including circulation through Listen Alaska for your library.	868	4,822	5,690
<b>9-3. Circulation of Periodicals:</b> Magazines, newspapers, newsletters, etc.	390	2,641	3,031
<b>9-4. Circulation of Physical Audio:</b> Records, cassettes, tapes, audio CD and DVD, etc.	1,136	3,896	5,032
<b>9-5. Downloads of Audio Titles:</b> Include audiobooks licensed through Listen Alaska and other services that can be accessed via a computer, the internet or on a portable device.	641	4,335	4,976
<b>9-6. Circulation of Video:</b> Videocassettes and DVDs, any format played back using a television receiver or monitor.	3,521	23,190	26,711
<b>9-7. Downloads of Video Titles:</b> Include videos licensed through services that can be accessed via a computer, the internet or on a portable device.	0	0	0
<b>9-8. Circulation of Other Library Materials:</b> Microforms, computer software for patron use, maps, pictures, three-dimensional items, puzzles, toys, kits, etc.	194	50	244
<b>9-9. Circulation of Interlibrary Loans:</b> Number of interlibrary loan materials received from other libraries that were checked out to your library patrons. (Note: This is counted elsewhere in our stats.)	0	0	0
<b>9-10. Total Circulation</b> (Add 9-1 through 9-9 in each column)	39,578	78,579	118,157
<b>9-11. Total Circulation of Electronic Materials:</b> Add totals from <b>Circulation of E-Books 9-2</b> and <b>Downloads of Audio Titles 9-5</b> and <b>Downloads of Video Titles 9-7</b> above for the total annual circulation of electronic materials.			10,666

A program is any planned event which introduces those attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Include programs held at branch libraries.

Exclude programs sponsored by other groups that use library facilities, including meeting rooms. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, resume writing assistance, homework assistance, and mentoring activities.

<b>10-1. Children's Programs:</b> Report the number of times children's programs were held and the total attendance at all programs for which the primary audience is children. Please count all patrons that attend children's programs regardless of age. Children are defined as persons age 11 and under.	<b>Number of Library Programs for Children</b>	<b>Number of People of All Ages at Children's Programs</b>
<b>a. Story Hours</b>	95	3,043
<b>b. Summer Reading Programs for Children</b>	17	802
<b>c. Class Visits for Children</b>	7	121
<b>d. Film Showings for Children</b>	5	25
<b>e. Holiday and Cultural Programs for Children</b>	2	60
<b>f. Other Programs for Children</b>	47	562
<b>g. Videoconference Programs for Children (Include OWL)</b>	10	80
<b>h. Total Number of Children's Programs and Number of People of All Ages Who Attended Children's Programs</b> (Add 10-1 a through g in each column)	183	4,693

<b>10-2. Young Adult Programs:</b> Report the number of times young adult programs were held and the total attendance at all programs for which the primary audience is young adult. Please count all patrons that attend young adult programs regardless of age. Young adults are defined as persons age 12 through 18.	<b>Number of Library Programs for Young Adults</b>	<b>Number of People of All Ages at Young Adult Programs</b>
<b>a. Book Discussion Group Meetings for Young Adults</b>	0	0
<b>b. Summer Reading Programs for Young Adults</b>	4	42
<b>c. Class Visits for Young Adults</b>	2	73
<b>d. Holiday and Cultural Programs for Young Adults</b>	0	0
<b>e. Other Programs for Young Adults</b>	0	0
<b>f. Videoconference Programs for Young Adults (Include OWL)</b>	0	0

<b>g. Total Number of Young Adult Programs and Number of People of All Ages at Young Adult Programs</b> (Add 10-2 a through f in each column)	6	<b>Page 14</b> 115
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<b>10-3. Adult Programs:</b> Report the number of times adult programs were held and the total attendance at all programs for which the primary audience is adult. Please count all patrons that attend adult programs regardless of age. Adults are defined as persons over age 18.	<b>Number of Library Programs for Adults</b>	<b>Number of People of All Ages at Adult Programs</b>
<b>a. Book Discussion Group Meetings</b>	14	79
<b>b. Open Houses or Receptions</b>	3	133
<b>c. Holiday and Cultural Programs for Adults</b>	6	338
<b>d. Group Classes for Adults:</b> (Such as: Literacy, Computer Technology, English as a Second Language, and Citizenship)	105	508
<b>e. Other Programs for Adults</b>	9	437
<b>f. Videoconference Programs for Adults (Include OWL)</b>	5	11
<b>g. Total Number of Adult Programs and Number of People of All Ages at Adult Programs</b> (Add 10-3 a through f in each column)	142	1,506

<b>10-4. Total Number of Programs and Total Number of People of All Ages at Library Programs</b> (Add Children's 10-1 h + Young Adult 10-2 g + Adult 10-3 g in each column)	<b>331</b>	<b>6,314</b>
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**ASSIGN EACH PROGRAM TO JUST ONE AGE CATEGORY: CHILDREN, YOUNG ADULT, OR ADULT.**

For example, if you have a holiday program for the entire community and feel that the holiday program was primarily intended for adults, then count that program as an adult program and count all of the patrons of all ages who attended that event in the adult attendance column.

If annual counts for items 11-2 and 11-3 below are not available, please provide estimates. Annual estimates can be based on counts taken during a typical week, preferably in October, and multiplying that number by the number of weeks the library is open. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times and summer vacations. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

**11-1. Annual public service hours for all outlets combined:** This is the sum of annual public service hours for all outlets. Include the hours open for public service for the central library, all branch libraries, and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is at work.

2,617

**11-2a. Annual attendance in central library:** Report the total number of persons entering the central library for whatever purpose annually. If an annual count is not available, report total number of persons entering the library per typical week multiplied by the number of weeks the library is open. Include persons attending library activities and meetings and those persons using library materials; for example, reading magazines, newspapers, encyclopedias. If the library is combined with another agency, such as an adult education center or museum, do not count that attendance unless use is related to library materials, services, or programs.

124,102

**11-2b. Annual attendance in all branch libraries and bookmobiles:** Report the total number of persons entering the branch libraries and bookmobiles for whatever purpose annually.

0

**11-2c. Total annual attendance in all outlets:**  
(Add Central Library Attendance 11-2a + Branch Library and Bookmobile Attendance 11-2b)

124,102

<p><b>11-3. Annual reference transactions:</b> Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.</p> <p>A reference transaction includes information and referral service, as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.</p> <p>Information sources include (a) printed and non-printed material; (b) online databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.</p> <p>When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.</p> <p>If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.</p> <p>NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p>	<p><b>Page 16</b></p> <p><b>12,532</b></p>
<p><b>11-4. Weekly reference staff hours:</b> During each week, how many total hours are reference staff available to help patrons find the information they need? If your library has two or more reference staff available at the same time, be sure to indicate the total hours that all the reference staff are available. For example, if two staff are scheduled to provide reference assistance from noon to 4, count that as 8 hours.</p>	<p><b>104</b></p>



12-1. Were any titles challenged in your library this year?

Yes  No

12-2. What are the titles of the library materials that were challenged?

NA

12-3. What was the outcome of the challenge?

- Not applicable
- Material retained in current collection
- Material removed from all library collections
- Other (Describe)
- Challenge withdrawn by patron
- Material moved to a different collection

12-4. If there was a challenge, was it reported in the media (newspapers, radio, TV)?

NA  Yes  No

12-5. If the challenge was reported in the media, on what date(s) was the challenge reported?

NA


Part 13: LIBRARY TECHNOLOGY	Page 18
<p><b>13-1. For the central library only, report the number of public-only computer terminals that can access the internet:</b> Include personal computers and laptop computers whether purchased, leased, or donated to the library.</p>	35
<p><b>13-2. For branch libraries and bookmobiles only, report the number of public-only computer terminals that can access the internet:</b> Include personal computers and laptop computers whether purchased, leased, or donated to the library.</p>	0
<p><b>13-3. For your central and branch libraries, report the number of AWE early literacy computer workstations are available for public use:</b> AWE stations cannot access the internet, so these should not be counted in items 13-1 or 13-2 above.</p>	2
<p><b>13-4. Number of sessions on public internet computers per year (excluding wireless sessions):</b> Report the total number of uses of the library's internet computers in the library during the last year. If the computer is used for multiple purposes (internet access, word-processing, online library catalog, etc.) and internet sessions cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of sessions.</p> <p>Note: The number of sessions may be counted manually, using registration logs. Count each session for public internet computers, regardless of the amount of time spent on the computer. A session on the library's public internet computer(s) three times a year would count as three sessions. Software such as "Historian" can also be used to track the number of sessions at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p>	29,118
<p><b>13-5. Annual number of wireless sessions:</b> Report the number of wireless sessions provided by the library wireless service annually. If your library does not provide wireless service to patrons, enter: NA.</p>	18,757
<p><b>13-6. Annual number of sessions on the library's homepage:</b> Report the total number of user requests made to the library's homepage located on the World Wide Web. This statistic is the equivalent of a session on the library's homepage, regardless of the number of pages or items viewed. If your library does not have a homepage on the World Wide Web, enter: NA.</p>	114,659
<p><b>13-7. Total number of sessions on all of the AWE early literacy stations owned by your central library and branch libraries this year:</b> If you do not have any AWE early literacy stations, write NA.</p>	2,920

PART 14: CENTRAL LIBRARY FACILITY INFORMATION		Page 19
<b>14-1. New building or renovation:</b> Did the central library move into a new building or undergo renovations that changed its total square feet during this reporting period?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>14-2. Size of the central library:</b> Provide the area in square feet of the central library. This is the area on all floors enclosed by the outer walls of the library building. Include all areas occupied by the library, including those areas off-limits to the public. Include any areas shared with other agencies, if the library has use of the area. <b>If there has been no change to the square footage reported last year, please write: NC.</b>	<b>17,000</b>  Square Feet	
<b>14-3. Meeting Room(s):</b> Does the central library offer meeting rooms for public use?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>14-4. Meeting Room Use for Non-library Events:</b> Number of events held in the central library's meeting rooms for functions not sponsored, organized or initiated by the library. Enter NA if the central library does not have meeting rooms for public use.	66	
<b>14-5. Meeting Room Attendance at Non-library Events:</b> Attendance at events held in library meeting rooms for functions not sponsored, organized or initiated by the library. Enter NA if the central library does not have meeting rooms for public use. Guess-estimates are acceptable!	579	
<b>Part 14-6: Branch Library Facility Information</b> is required only from those libraries that have branches.		

PART 15: DIGITAL CONTENT CREATION BY PUBLIC LIBRARY	
<b>15-1. Digitization Project:</b> Is your library contributing content to a digital content creation project that is organized with a database management system AND is accessible to the public on a library website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>15-2. Number of Digitization Project(s):</b> If you answered yes to 15-1, how many digital content creation projects is your library involved with on an ongoing basis?	
<b>15-3. Lead Agency on Digitization Project(s):</b> For how many of the digitization projects identified on question 15-2 above does your library serve as the lead agency?	

**Part 15 Certification of the FY2014 Alaska Public Library Annual Report**

The *Public Library Annual Report* for FY2014 is accurate and was prepared by:

Name: \_\_\_\_\_ Ann Dixon \_\_\_\_\_

The library director **MUST** sign this report.

Print or Type Name: \_\_\_\_\_ Ann Dixon \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Library Director \_\_\_\_\_ Date: \_\_\_\_\_

**Please copy this report for your files and mail the original by SEPTEMBER 1, 2014 to:**

*Alaska State Library  
344 West Third Avenue, Suite 125  
Anchorage, AK 99501*

**Questions? Call Patience Frederiksen at 1-800-776-6566 or 1-907-269-6566**

**ALASKA PUBLIC LIBRARY ANNUAL REPORT**  
**For the Fiscal Year Ending June 30, 2015**  
**DUE: September 1, 2015**

Every public library in Alaska must file this *Annual Report* as a requirement of the Public Library Assistance Grant (4 AAC 57.064.) The purpose of this report is to gather information about the status of public library resources and services. Over time, the data collected presents a diagram of the progress Alaskan libraries have made in providing information to Alaskans statewide. Librarians, trustees, and government officials use this data in many ways to support planning efforts, the budget process, evaluation, and decision-making. The statistics are submitted to Public Library Statistics Cooperative and used by researchers and decision-makers nationally.

**General Instructions:**

- Please read the instructions and definitions for each item carefully. Definitions are important to ensure comparability of data from different libraries.
- Do not leave any items blank.
- Enter 0 if the appropriate entry for an item is zero or none.
- Enter NA if an item does not apply to your library or if you do not collect these statistics.
- If an exact figure is not available for a particular item, but you can provide a reasonable estimate, enter the estimate on the form. Indicate that the figure is an estimate by enclosing it in parentheses ( ).
- Accurate reporting of financial information is important. Parts 4, 5, and 6 should be completed in the office where the financial records are maintained.

**Part 1: TIME PERIOD COVERED**

Check the time period covered by this report.

- July 1, 2014 – June 30, 2015  
 January 1, 2014 – December 31, 2014  
 Other date range. Please specify:

**Part 2: GENERAL INFORMATION**

2-1. Library Director: Ann Dixon

2-2. Legal Name of the Library: Homer Public Library

2-3. Street Address of the Library: 500 Hazel Ave.

2-4. Mailing Address: 500 Hazel Ave.

2-5. City or Town: Homer

2-6. Telephone Number: 907-235-3180

2-7. Fax Number: 907-235-3136

2-8. E-Mail Address of Library Director: adixon@ci.homer.ak.us

<p><b>2-10. Population of legal service area:</b> Report the number of people in the geographic area for which a public library has been established to offer services and from which the public library derives revenue, plus any areas served under contract for which the library is the primary service provider. For most libraries, this number will correspond to the city or borough population. Use the most recent statistics available.</p>	<p>Service area: 13,016 Revenue area: 5,099</p>
<p><b>2-11. Number of registered users:</b> A registered user is a library user who has applied for and received an identification number or library card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.</p>	<p>9,109</p>
<p><b>2-12. Has the file of registered borrowers been updated or purged since 2010?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>2-13. Number of public service outlets, including central, branch, bookmobiles, and other outlets</b></p>	
<p>a. <b>Central library:</b> the main library building where the principal collections are kept and handled and in which processing of library materials is usually done.</p>	<p>1</p>
<p>b. <b>Branch libraries:</b> branch libraries are additional buildings that have all the following: 1) separate quarters; 2) a permanent basic collection of books; 3) a permanent paid staff; and 4) a regular schedule for opening to the public. Branches are administered from the central office.</p>	<p>0</p>
<p>c. <b>Bookmobile units:</b> a bookmobile is a traveling branch library. It consists of at least all the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.</p>	<p>0</p>
<p>d. <b>Other service outlets:</b> include collections from the library placed in pioneer homes, correctional institutions, hospitals, youth centers, senior centers, etc.</p>	<p>0</p>
<p><b>2-14. Number of hours the central library was open each week:</b> If your library is a <b>public library</b>, report all open hours for each week. If your library is a <b>combined public school library</b>, report all hours each week the library was open outside of school hours. Minor variations in public service hours need not be included.</p>	<p>52</p>
<p><b>2-15. Number of weeks the central library was open during this reporting period:</b> The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from this number. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p>	<p>52</p>
<p><b>2-16. Does your library have a library board?</b></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>2-17. How many members are on the library board?</b></p>	<p>5</p>
<p><b>2-18. Type of library board:</b> (Check the one that best describes your library board.)</p> <p><input checked="" type="checkbox"/> <b>Advisory:</b> An advisory board <i>makes recommendations</i> to a legal entity such as a village, city, or tribal entity. It is the legal entity, not the library board, which is responsible for setting library policy, planning and budgeting. The library board is responsible for representing the community's interests in the operations of the library.</p> <p><input type="checkbox"/> <b>Policy:</b> A policy board has the legal responsibility to <b>set library policy</b>, plan for the future, and insure that the funds allocated for the library are expended in providing the best possible library services. Usually, policy boards exist in libraries formed by non-profit corporations.</p> <p><input type="checkbox"/> <b>No library board</b></p>	

**2-19. Public Library Governance** (Check all that apply.)

X This library was established through city or borough ordinance.

This library is a non-profit corporation.

This is a combined school/community library that has a written agreement with the school district.

**2-20. Public Library Characteristics** (Check all that apply.)

X This library has an established collection of printed or other library materials.

X This library has paid staff.

This library has volunteer staff.

X This library has an established schedule in which services of the staff are available to the public.

X This library has facilities necessary to support such a collection, staff and schedule.

X This library is supported in whole or in part with public funds.

**Part 3: LIBRARY STAFF**

Staff is counted as FTEs (Full-Time Equivalent employees.) Full time equivalency must be computed on a 40-hour workweek, even if your library has a shorter workweek. To compute full-time equivalents (FTE) of employees, take the number of hours worked per week by all employees and divide it by 40. For example, if the librarian works 10 hours per week the **FTE is .25** (i.e., 10 divided by 40). If three people work a total of 70 hours, it is 1.75 FTE (i.e., 70 divided by 40). Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

<b>3-1. Librarians with MLS Accredited Degrees:</b> Report here only those librarians with Master's degrees from programs of library and information studies accredited by the American Library Association.	<b>FTE</b> 2
<b>3-2. All Employees with the Title of Librarian:</b> Report all staff members (including those reported above in 3-1) doing work that requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. In a small library, the head librarian should be reported as a librarian, even if lacking formal training and title.	<b>3</b>
<b>3-3. All Other Paid Employees:</b> This includes clerical and technical library workers, as well as maintenance, security, and plant operations staff, paid by the library.	3.73
<b>3-4. Total</b> (Add All Employees with Title of Librarian 3-2 and All Other Paid Employees 3-3)	<b>8.73</b>

**3-5. Library Salary Schedule:** If a written classification and pay schedule is available, please attach. If possible, report salaries on an **annual** basis. Hourly rates, however, are acceptable. Please use the starting salary/hourly rates for each position.

Class Title	Salary/Wage	Class Title	Salary/Wage
a. Library Director	\$61,610	d. Librarian, Beginning	\$37,086
b. Assistant Director	\$48,880	e. Technical Assistant	\$31,824
c. Section Head	\$40,518	f. Clerk/Assistant	\$23,330

<b>3-6. Number of Volunteers:</b> Any person who works for free in the library, regardless of what that person does.	<b>697</b>
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<b>3-7. Total Volunteer Hours Per Year:</b>	1,837
<b>3-8. Continuing Education for Library Director:</b> Has the library director attended a single or multiple training workshops or a conference in-person or by distance delivery that was pertinent to library management or operations during the past year?	Yes X <input type="checkbox"/> No <input type="checkbox"/>
<b>3-9. Continuing Education Specifics:</b> If the director attended online or in-person training this year, provide the title(s), date(s), sponsoring group(s) for the event(s), and the actual time spent in the workshop(s) or conference programs.  Alaska Library Association annual conference, entire DirLead public library director's conference, two full days ALA Online class, Basic American Sign Language for Library Staff – 6-week course	
<b>Part 4: OPERATING REVENUE BY SOURCE</b>	
Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or carry over funds unspent in the previous fiscal year.	
<b>4-1. Local Government Revenue:</b> Money budgeted by the city, borough, school district or tribal council that is available for expenditure by the public library. Undesignated revenue sharing funds are local government sources. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, or fees. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. If an incorporated non-profit association operates your library, report its income in <b>4-4, All Other Revenue.</b>	
<b>a. City or Village:</b>	\$942,032
<b>b. Borough:</b>	0
<b>c. School District:</b>	0
<b>d. Tribal Council:</b>	0
<b>e. Other:</b> (List source by name.)	
<b>f. Local Government Total Revenue</b> (Add 4-1 a through e)	\$942,032
<b>4-2. State Government Revenue:</b> State funds distributed to public libraries for expenditure. This includes Public Library Assistance Grants and Interlibrary Cooperation Grants funded with state general fund money. Exclude Interlibrary Cooperation Grants funded with Federal money.	
<b>a. Public Library Assistance Grant (Grant in FY2014 was \$6,600 per outlet.):</b>	\$6,600
<b>b. State-Funded Interlibrary Cooperation Grants:</b>	0
<b>c. Other:</b> (List source by name.)	0
<b>d. State Government Total Revenue</b> (Add 4-2 a through c)	\$6,600
<b>4-3. Federal Government Revenue:</b> Federal funds distributed to the public library for expenditure, including Interlibrary Cooperation (ILC) and Continuing Education Grants funded with Federal Library Services and Technology Act (LSTA) money distributed by the State Library, as well as Institute of Museum and Library Services funds received by the tribal council and redistributed to the public library. Do not include E-Rate subsidy.	
<b>a. LSTA-Funded ILC Grants:</b>	\$0
<b>b. Continuing Education Grant from the State Library:</b>	\$3,500



<b>c. Other:</b> (List source by name.)	0
<b>d. Federal Government Total Revenue</b> (Add 4-3 a plus c)	\$3,500

**4-4. All Other Operating Revenue:** All other revenue not reported in 4-1 through 4-3. This includes E-Rate cash or subsidy, library fines, monetary gifts and donations, interest, fees for library services, non-governmental grants, and revenue from an incorporated non-profit association if it runs the library. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, such as donations of books or other library materials or equipment.

<b>a. E-Rate Cash or Subsidy:</b>	\$11,095
<b>b. Other (List source by name.)</b> Friends of Homer Library	\$28,776
<b>c. Other (List source by name.)</b>	\$0
<b>d. Total All Other Operating Revenue</b> (Add 4-4 a through c)	\$39,871

<b>4-5. Total Operating Revenue</b> (Add Local Government 4-1 f, State Government 4-2 d, Federal Government 4-3 d, and All Other Operating Revenue 4-4 d)	\$992,003
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## Part 5: OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. These costs include personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs for the operation and maintenance of the library building. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report debt reduction costs. Do not report capital expenditures under this category. For shared-use facilities, calculate the library's proportionate share of the space or the hours the building is open for public library purposes. Request assistance from your city clerk or financial officer in completing this part. Report only operating money actually expended during the reporting period for the library from federal, state, local, and other sources.

### 5-1. Personnel

<b>a. Salaries and wages:</b> This amount should be the salaries and wages for all library staff, including security, plant operations, and maintenance staff paid for by the library. Include salaries and wages before deductions, but exclude employee benefits.	\$356,304
<b>b. Benefits:</b> These are the benefits outside of salaries and wages paid and accruing to employees (including security, plant operations, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. If these benefits are not paid from library budget, mark N/A.	\$288,469
<b>c. Personnel Expenditures Total</b> (Add 5-1 a and b)	\$644,773

<b>5-2. Collections (Library Materials)</b>	
This includes all operating expenditures from the library budget for materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.	
<b>a. Print Materials (Physical Materials):</b> Report expenditures for these print materials: books, McNaughton plan books, government documents, and any other print acquisitions. Do not include expenditures for periodical or serial subscriptions or back files here.	\$46,414
<b>b. Subscriptions/Print Materials (Physical Materials):</b> Include expenditures for subscriptions to periodicals, magazines, newspapers, annuals, and periodical or serial back files.	\$5,446
<b>c. Audiovisuals (Physical Materials):</b> This includes expenditures for physical audio, video, DVDs, maps, pictures, photos, slides, kits, and materials in new physical formats.	\$11,172
<b>d. Electronic Materials:</b> Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted databases, full-text or not) electronic files, reference tools, scores, maps, and pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskette, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. <b>Do not include ANY Internet service provider (ISP) fees here. Split ISP fees between 5-2 e AND 5-3 f below.</b>	\$10,979
<b>e. Up to \$500 of Internet service provider fees:</b> Include the initial \$500 paid to Internet service providers for both staff and public access to the Internet during this reporting period. Internet service provider fees paid beyond \$500 should be reported in <b>5-3 f, Internet service provider fees paid beyond \$500.</b> The money listed in 5-2 e and 5-3 f should be equal to the total amount of money spent on Internet service provider fees paid for both staff and public access to the Internet during this reporting period.	\$500
<b>f. Other Materials:</b> Include all expenditures for library materials not reported in 5-2 a through 5-2 e. These would include microforms, puzzles, toys, etc. Do NOT include the cost of computer hardware here. Report the cost of computer hardware on <b>5-3 b, Furniture and Equipment.</b> Do NOT include any Internet service provider (ISP) fees here. Report ISP fees of \$500 or more in <b>5-3 e, Other Expenditures for Services.</b>	\$0
<b>g. Collection Expenditures Total (Add 5-2 a through f)</b>	\$74,511

5-3. Other Operating Expenditures	
a. <b>Building Operations:</b> This includes the heating and lighting of the building, moving furniture, supplies for cleaning, etc. If the library contracts for building or janitorial maintenance services, include contractual costs to perform these operations.	\$60,720
b. <b>Furniture and equipment:</b> Include expenditures for repair and replacement of existing library furniture and equipment, including microform equipment, audiovisual equipment and computer equipment.	\$9,277
c. <b>Travel:</b> Include transportation and per diem costs for conferences, workshops, and other travel. Include travel reimbursed with a continuing education grant from the State Library.	\$1,473
d. <b>Supplies:</b> Include supplies for processing, mailing, book repairs, and the office; blank AV tapes and computer supplies; copier paper, etc.	\$12,063
e. <b>Services:</b> Include costs for postage, telephone, printing, online database searching, and computer software used to support library operations, equipment maintenance contracts, contracts for services (except building or janitorial maintenance contracts), such as library security services and fees paid to a consultant, auditor, architect, attorney, etc., and bookbinding and preservation work paid for and done outside your library.	\$27,204
f. <b>Internet service provider fees paid beyond \$500:</b> Include any Internet service provider fees beyond the initial \$500 paid to service providers for both staff and public access to the Internet during this reporting period. <i>The first \$500 of Internet service provider fees should appear at 5-2 e. All remaining Internet service provider fees should appear here at 5-3 f.</i>	\$2,294
g. <b>All other unreported expenditures:</b> Include any remaining operating expenditures, such as insurance, that have not been reported above. If you have an unusual expenditure under this category, please explain. <b>Note: Includes \$99,824 for building loan repayment.</b>	\$114,268
h. <b>Other Operating Expenditures Total</b> (Add 5-3 a through g)	\$227,299
5-4. <b>Total Operating Expenditures</b> (Add Personnel Expenditures 5-1 c, Collection Expenditures 5-2 g and Other Operating Expenditures 5-3 h)	\$946,583

**Part 6: CAPITAL REVENUE AND EXPENDITURES**

**6-1. Capital Revenue:** Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). The amounts reported for Total Capital Revenue and Total Capital Expenditures are not required to be equal during a single reporting period.

**a. Local Government Capital Revenue:** Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

\$0

**b. State Government Capital Revenue:** Report all funds distributed to the public library by state government for the purpose of major capital expenditures, except for federal money distributed by the state.

\$0

**c. Federal Government Capital Revenue:** Report all federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the public library for the purpose of major capital expenditures.

\$0

**d. Other Capital Revenue:** Report private, non-governmental funds, including grants received by the public library for the purpose of major capital expenditures.

\$0

**e. Total Capital Revenue** (Add 6-1 a through d)

\$0

**6-2. Total Capital Expenditures:** Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other income used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

\$0

Exclude estimated costs. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or income passed through to another agency (e.g., fines.)

**Part 7: COLLECTIONS (LIBRARY MATERIALS)**

**Use this section to report the number and types of library materials owned by the library and made available to patrons for their use.** This section collects data on selected types of materials. It does not cover all materials that you may have purchased for the library (i.e., microforms, scores, maps, and pictures.) Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

**Special instructions for 7-2, 7-4, 7-6 and 7-8:** Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

**NOTE:** For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

**Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

**Unlimited simultaneous use:** units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

<p><b>7-1. Books in Print Format:</b> Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers or in loose-leaf format. Report the number of physical units, including duplicates. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.</p>	<p><b>Volumes Withdrawn</b></p> <p>4,403</p>	<p><b>Volumes Added</b></p> <p>4,299</p>	<p><b>Total Volumes Held</b></p> <p>40,528</p>
<p><b>7-2. Electronic Books (Including Listen Alaska E-books):</b> E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user’s personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. See special instructions above for reporting on this item</p>	<p><b>Volumes Withdrawn</b></p> <p>0</p>	<p><b>Volumes Added</b></p> <p>36</p>	<p><b>Total Volumes Held</b></p> <p>10,447</p>

<p><b>7-3. Audio Materials – Physical Units:</b> These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.</p>	<p><b>Volumes Withdrawn</b></p> <p>136</p>	<p><b>Volumes Added</b></p> <p>416</p>	<p><b>Total Volumes Held</b></p> <p>1,732</p>
<p><b>7-4. Audio Materials – Downloadable Units (Including Listen Alaska Audiobooks and Music):</b> These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired. See special instructions above for reporting on this item</p>	<p><b>Volumes Withdrawn</b></p> <p>0</p>	<p><b>Volumes Added</b></p> <p>34</p>	<p><b>Total Volumes Held</b></p> <p>9,503</p>
<p><b>7-5. Video Materials – Physical Units:</b> These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit and checked out as a unit are counted as one physical unit.</p>	<p><b>Volumes Withdrawn</b></p> <p>385</p>	<p><b>Volumes Added</b></p> <p>1,033</p>	<p><b>Total Volumes Held</b></p> <p>3,115</p>
<p><b>7-6. Video Materials – Downloadable Units:</b> These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired. See special instructions above for reporting on this item.</p>	<p><b>Volumes Withdrawn</b></p> <p>0</p>	<p><b>Volumes Added</b></p> <p>0</p>	<p><b>Total Volumes Held</b></p> <p>0</p>

<b>7-7. Current Print Serial Subscriptions:</b> Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Report the number of titles subscribed to, NOT the total number of issues you receive each year. Libraries with branches should count the total number of current print serial subscriptions for all branches, even if branch subscriptions are duplicate titles. Include donated subscriptions received on a regular basis. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.	<b>Volumes Withdrawn</b>	<b>Volumes Added</b>	<b>Total Volumes Held</b>
	13	15	129
<p><b>7-8. Electronic Collections (456-458):</b> Report the number of electronic collections.</p> <p>An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.</p> <p>Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library’s catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.</p> <p>Note: The data or records are usually collected with a particular intent and relate to a defined topic.</p> <p>Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:</p>			
<p><b>a. Local/Other cooperative agreements:</b> Number of licensed electronic collections paid for directly by your library for the exclusive use of your patrons <b>AND</b> the number of licensed electronic collections paid for through cooperative agreements with other libraries within Alaska or by libraries within a specific region of Alaska for the use of patrons whose libraries have signed these cooperative agreements.</p>	9		
<p><b>b. Statewide licensed databases:</b> Number of licensed electronic collections paid for directly through the statewide database licensing project, i.e. <i>SLED Resources</i> (previously: <i>Alaska Digital Pipeline</i>) for the use of all Alaskans. (If your library has public access to the internet, then your patrons have access to the 49 statewide licensed electronic collections available on <i>SLED</i>.)</p>	49		
<p><b>c. Total Electronic Collections:</b> This is the sum of Local/Other cooperative agreements, and State electronic collections (a. and b.)</p>	58		
<b>Part 8: ANNUAL RESOURCE SHARING – INTERLIBRARY LOAN</b>			
<p>These are library materials or copies of library materials loaned or borrowed from one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration. Do NOT count items loaned or borrowed between libraries in the same system. <b>Be sure to include interlibrary loans checked out by your library in Part 9 below Circulation of Library Materials.</b></p>			
<p><b>8-1. Provided to other libraries:</b> Report the number of library materials or copies of materials <b>lent</b> by your library to a library in another system this year.</p>	492		
<p><b>8-2. Received from other libraries:</b> Report the number of library materials or copies of library materials <b>borrowed</b> by your library this year from a library in another system.</p>	322		

**Part 9: ANNUAL CIRCULATION OF LIBRARY MATERIALS**

Use this section to report the total numbers and types of library materials checked out to patrons for the entire reporting period. If your library does not keep separate adult and juvenile circulation statistics, report only a total. Report renewals as circulations and interlibrary loans you borrow from other libraries when you check them out to your patrons. **Do not include circulation figures for public use of library computers**, if you use your automated circulation system to “check out” public access computers to patrons within the library.

Material Type	Juvenile	Adult	Total
<b>9-1. Circulation of Print Books:</b> Include paperback exchange items, government documents, and McNaughton leased books.	36,943	39,758	76,701
<b>9-2. Circulation of E-Books:</b> E-books purchased by the library, including circulation through Listen Alaska for your library.	1,052	4,683	5,735
<b>9-3. Circulation of Periodicals:</b> Magazines, newspapers, newsletters, etc.	210	2,333	2,543
<b>9-4. Circulation of Physical Audio:</b> Records, cassettes, tapes, audio CD and DVD, etc.	990	5,641	6,631
<b>9-5. Downloads of Audio Titles:</b> Include audiobooks licensed through Listen Alaska and other services that can be accessed via a computer, the internet or on a portable device.	915	4,649	5,564
<b>9-6. Circulation of Video:</b> Videocassettes and DVDs, any format played back using a television receiver or monitor.	3,924	27,831	31,755
<b>9-7. Downloads of Video Titles:</b> Include videos licensed through services that can be accessed via a computer, the internet or on a portable device.	0	0	0
<b>9-8. Circulation of Other Library Materials:</b> Microforms, computer software for patron use, maps, pictures, three-dimensional items, puzzles, toys, kits, etc.	482	331	813
<b>9-9. Circulation of Interlibrary Loans:</b> Number of interlibrary loan materials received from other libraries that were checked out to your library patrons. (Note: This is counted elsewhere in our stats.)	0	0	0
<b>9-10. Total Circulation</b> (Add 9-1 through 9-9 in each column)			129,742
<b>9-11. Total Circulation of Electronic Materials:</b> Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation only for items counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION section of this report (PART 7) Do not include items not specified under those definitions.			11,299



**Part 10: ANNUAL LIBRARY PROGRAMS**

A program is any planned event which introduces those attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Include programs held at branch libraries.

Exclude programs sponsored by other groups that use library facilities, including meeting rooms. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, resume writing assistance, homework assistance, and mentoring activities.

<b>10-1. Children's Programs:</b> Report the number of times children's programs were held and the total attendance at all programs for which the primary audience is children. Please count all patrons that attend children's programs regardless of age. Children are defined as persons age 11 and under.	<b>Number of Library Programs for Children</b>	<b>Number of People of All Ages at Children's Programs</b>
<b>a. Story Hours</b>	131	3,707
<b>b. Summer Reading Programs for Children</b>	14	1,248
<b>c. Class Visits for Children</b>	9	242
<b>d. Film Showings for Children</b>	1	14
<b>e. Holiday and Cultural Programs for Children</b>	0	0
<b>f. Other Programs for Children</b>	41	806
<b>g. Videoconference Programs for Children (Include OWL)</b>	0	0
<b>h. Total Number of Children's Programs and Number of People of All Ages Who Attended Children's Programs</b> (Add 10-1 a through g in each column)	196	12,034

<b>10-2. Young Adult Programs:</b> Report the number of times young adult programs were held and the total attendance at all programs for which the primary audience is young adult. Please count all patrons that attend young adult programs regardless of age. Young adults are defined as persons age 12 through 18.	<b>Number of Library Programs for Young Adults</b>	<b>Number of People of All Ages at Young Adult Programs</b>
<b>a. Book Discussion Group Meetings for Young Adults</b>	0	0
<b>b. Summer Reading Programs for Young Adults</b>	4	57
<b>c. Class Visits for Young Adults</b>	1	10
<b>d. Holiday and Cultural Programs for Young Adults</b>	0	0
<b>e. Other Programs for Young Adults</b>	0	0
<b>f. Videoconference Programs for Young Adults (Include OWL)</b>	0	0
<b>g. Total Number of Young Adult Programs and Number of People of All Ages at Young Adult Programs</b> (Add 10-2 a through f in each column)	5	67

<b>10-3. Adult Programs:</b> Report the number of times adult programs were held and the total attendance at all programs for which the primary audience is adult. Please count all patrons that attend adult programs regardless of age. Adults are defined as persons over age 18.	<b>Number of Library Programs for Adults</b>	<b>Number of People of All Ages at Adult Programs</b>
<b>a. Book Discussion Group Meetings</b>	11	61
<b>b. Open Houses or Receptions</b>	4	255
<b>c. Holiday and Cultural Programs for Adults</b>	11	238
<b>d. Group Classes for Adults:</b> (Such as: Literacy, Computer Technology, English as a Second Language, and Citizenship)	31	195
<b>e. Other Programs for Adults</b>	67	755
<b>f. Videoconference Programs for Adults (Include OWL)</b>	9	32
<b>g. Total Number of Adult Programs and Number of People of All Ages at Adult Programs</b> (Add 10-3 a through f in each column)	133	1,536
<b>10-4. Total Number of Programs and Total Number of People of All Ages at Library Programs</b> (Add Children's 10-1 h + Young Adult 10-2 g + Adult 10-3 g in each column)	334	7,620

**ASSIGN EACH PROGRAM TO JUST ONE AGE CATEGORY: CHILDREN, YOUNG ADULT, OR ADULT.**

For example, if you have a holiday program for the entire community and feel that the holiday program was primarily intended for adults, then count that program as an adult program and count all of the patrons of all ages who attended that event in the adult attendance column.

<b>Part 11: ANNUAL LIBRARY SERVICE MEASURES</b>	
<p>If annual counts for items 11-2 and 11-3 below are not available, please provide estimates. Annual estimates can be based on counts taken during a typical week, preferably in October, and multiplying that number by the number of weeks the library is open. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times and summer vacations. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.</p>	
<p><b>11-1. Annual public service hours for all outlets combined:</b> This is the sum of annual public service hours for all outlets. Include the hours open for public service for the central library, all branch libraries, and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is at work.</p>	2,617
<p><b>11-2a. Annual attendance in central library:</b> Report the total number of persons entering the central library for whatever purpose annually. If an annual count is not available, report total number of persons entering the library per typical week multiplied by the number of weeks the library is open. Include persons attending library activities and meetings and those persons using library materials; for example, reading magazines, newspapers, encyclopedias. If the library is combined with another agency, such as an adult education center or museum, do not count that attendance unless use is related to library materials, services, or programs.</p>	129,600
<p><b>11-2b. Annual attendance in all branch libraries and bookmobiles:</b> Report the total number of persons entering the branch libraries and bookmobiles for whatever purpose annually.</p>	N/A
<p><b>11-2c. Total annual attendance in all outlets:</b> (Add Central Library Attendance 11-2a + Branch Library and Bookmobile Attendance 11-2b)</p>	129,600
<p><b>11-3. Annual reference transactions:</b> Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.</p> <p>A reference transaction includes information and referral service, as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.</p> <p>Information sources include (a) printed and non-printed material; (b) online databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.</p> <p>When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.</p> <p>If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.</p> <p>NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p>	14,716

**Part 12: INTELLECTUAL FREEDOM**

12-1. Were any titles challenged in your library this year?

Yes  No

12-2. What are the titles of the library materials that were challenged?

NA

12-3. What was the outcome of the challenge?

- Not applicable                       Challenge withdrawn by patron  
 Material retained in current collection     Material moved to a different collection  
 Material removed from all library collections  
 Other (Describe)

12-4. If there was a challenge, was it reported in the media (newspapers, radio, TV)?

NA

Yes  No

12-5. If the challenge was reported in the media, on what date(s) was the challenge reported?

NA

<b>Part 13: LIBRARY TECHNOLOGY</b>	
<b>13-1. For the central library only, report the number of public-only computer terminals that can access the internet:</b> Include personal computers and laptop computers whether purchased, leased, or donated to the library.	33
<b>13-2. For branch libraries and bookmobiles only, report the number of public-only computer terminals that can access the internet:</b> Include personal computers and laptop computers whether purchased, leased, or donated to the library.	N/A
<b>13-3. For your central and branch libraries, report the number of AWE early literacy computer workstations are available for public use:</b> AWE stations cannot access the internet, so these should not be counted in items 13-1 or 13-2 above.	2
<p><b>13-4. Number of sessions on public internet computers per year (excluding wireless sessions):</b> Report the total number of uses of the library's internet computers in the library during the last year. If the computer is used for multiple purposes (internet access, word-processing, online library catalog, etc.) and internet sessions cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of sessions.</p> <p>Note: The number of sessions may be counted manually, using registration logs. Count each session for public internet computers, regardless of the amount of time spent on the computer. A session on the library's public internet computer(s) three times a year would count as three sessions. Software such as "Historian" can also be used to track the number of sessions at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p>	28,913
<b>13-5. Annual number of wireless sessions:</b> Report the number of wireless sessions provided by the library wireless service annually. If your library does not provide wireless service to patrons, enter: NA.	18,496
<b>13-6. Annual number of sessions on the library's homepage:</b> Report the total number of user requests made to the library's homepage located on the World Wide Web. This statistic is the equivalent of a session on the library's homepage, regardless of the number of pages or items viewed. If your library does not have a homepage on the World Wide Web, enter: NA.	95,174
<b>13-7. Total number of sessions on all of the AWE early literacy stations owned by your central library and branch libraries this year:</b> If you do not have any AWE early literacy stations, write NA.	1,862

PART 14: CENTRAL LIBRARY FACILITY INFORMATION	
<b>14-1. New building or renovation:</b> Did the central library move into a new building or undergo renovations that changed its total square feet during this reporting period?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>14-2. Size of the central library:</b> Provide the area in square feet of the central library. This is the area on all floors enclosed by the outer walls of the library building. Include all areas occupied by the library, including those areas off-limits to the public. Include any areas shared with other agencies, if the library has use of the area. <b>If there has been no change to the square footage reported last year, please write: NC.</b>	17,000 Square Feet
<b>14-3. Meeting Room(s):</b> Does the central library offer meeting rooms for public use?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>14-4. Meeting Room Use for Non-library Events:</b> Number of events held in the central library's meeting rooms for functions not sponsored, organized or initiated by the library. Enter NA if the central library does not have meeting rooms for public use.	101
<b>14-5. Meeting Room Attendance at Non-library Events:</b> Attendance at events held in library meeting rooms for functions not sponsored, organized or initiated by the library. Enter NA if the central library does not have meeting rooms for public use. Guess-estimates are acceptable!	710
<b>Part 14-6: Branch Library Facility Information</b> is required only from those libraries that have branches.	

PART 15: DIGITAL CONTENT CREATION BY PUBLIC LIBRARY	
<b>15-1. Digitization Project:</b> Is your library contributing content to a digital content creation project that is organized with a database management system AND is accessible to the public on a library website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>15-2. Number of Digitization Project(s):</b> If you answered yes to 15-1, how many digital content creation projects is your library involved with on an ongoing basis?	
<b>15-3. Lead Agency on Digitization Project(s):</b> For how many of the digitization projects identified on question 15-2 above does your library serve as the lead agency?	

**Part 16 Certification of the FY2014 Alaska Public Library Annual Report**

The *Public Library Annual Report* for FY2014 is accurate and was prepared by:

Name: Ann Dixon

The library director **MUST** sign this report.

Print or Type Name: Ann Dixon

Signature: \_\_\_\_\_

Title: Library Director Date: \_\_\_\_\_

Please copy this report for your files and mail the original by **SEPTEMBER 1, 2015** to:

*Alaska State Library  
344 West Third Avenue, Suite 125  
Anchorage, AK 99501*

**Questions? Call Alex Pock at 1-800-776-6566 or 1-907-269-4606**





**Background Information on the Library Service Area, Library Revenue and Charging Fees**  
**Ann Dixon, Homer Public Library Director**  
**11/20/2016**

**Library Service Area**

Homer Public Library's current service area has been in existence since at least 1991. It extends north to Ninilchik, south to Kachemak Selo, and across Kachemak Bay to Halibut Cove, Seldovia, Nanwalek, and Port Graham. The service area is determined by the Library Advisory Board and approved by City Council.

Currently the Library has about 10,000 card holders, almost evenly split between in-city and out-of-city residents. By zip codes, 1,186 patrons are registered as residing in Anchor Point, 97 in Ninilchik, and 43 in Seldovia, a total of 1,326 or 13%. All the others have Homer zip codes.

**Library Revenue**

The Library's operating budget, which includes loan repayment for the existing building, is funded almost entirely by the City of Homer. The State of Alaska provides about \$6,500 per year through the Public Library Assistance grant, which is used to purchase books. The Kenai Peninsula Borough contributes nothing. Friends of Homer Library supports most of the programs for adults and youth at the library. Grants are pursued when feasible to augment the book budget and program expenses but cannot be relied upon for annual operations.

Approximately 50% of the City's revenue comes from sales tax and 30% from property tax.

**Charging Fees for Library Cards**

According to Alaska Statute Chapter 25, Article 06, "Requirements for Public Libraries," certain basic services must be provided free of charge by public libraries in the state:

**Sec. 14.56.400. Public libraries.**

A public library established under this section shall provide at least the following services free of charge to the residents of the municipality or community:

1. establish and maintain a collection of books and other materials for loaning;
2. provide access to interlibrary loan services;
3. provide reading or other educational programs for children; and
4. provide reference information.

The Library currently charges overdue fines; fees for after-hours facility use, replacement library cards, overdue bill notices, bills sent to collections, postage costs associated with interlibrary loans, damage to materials, and replacement and processing of lost or damaged

items. We also charge for photocopying and printing. In 2015 the Library received \$29,469 in fines and fees. This money is deposited into the general fund.

Periodically the idea of charging residents within our service area but outside the city for library cards is brought forth. During preparation of the 2016 budget, City Manager Koester and I looked at the various issues involved and identified the following.

- **Process:** In order to charge out-of-City library users, the current service area would first have to be changed to include only the City of Homer. The Library Advisory Board should be consulted and City Council approval would be required. New policies, procedures, and fee structure would have to be devised, approved, and implemented.
- **Barriers to library service:** Requiring proof of physical residence and charging out-of-city residents for library cards would create barriers to service that undermine the mission and purpose of a public library. Some people would not be able to afford a fee. Of particular concern are children, who need access to hundreds of books as they develop literacy skills; seniors; students; the unemployed; job seekers; small-business entrepreneurs; and others on limited incomes.

An additional concern is timing. It is well documented that during periods of economic contraction, when many people have less disposable income, public library use goes up. Homer Public Library serves a crucial role as a community safety net.

- **Staff workload:** Requiring 10,000 card holders to provide proof of physical residence and assisting them in identifying boundaries would be time consuming for staff (estimate of 5-10 minutes per currently registered patron). It would often involve looking up property tax/ownership records to verify residency.

Another increase in staff workload may arise if library users in Ninilchik, Anchor Point and Seldovia, which have very small, volunteer libraries, chose to request books through interlibrary loan at their libraries rather than pay a user fee to Homer. Processing interlibrary loan requests is much more time-intensive for staff, with the additional cost of postage. We are required by state statute to provide interlibrary loan services.

- **Historical precedent:** The issue has been discussed repeatedly over the decades. I've found references to user fees in 1984, 1991, and 1998. The Library Advisory Board has repeatedly affirmed that charging local residents who live outside City boundaries for library cards is undesirable.

The fact that Homer Public Library serves the entire southwestern Kenai Peninsula is a strong factor in our favor when applying for grants. It was one justification for the USDA loan that helped fund our current building, as well as the numerous Rasmuson grants we've received.

- **Divisiveness:** Charging for library cards would be a contentious issue. Some residents outside the city voice the opinion that they support the library already through local sales tax, volunteerism (Homer Public Library benefits from some of the highest library volunteer rates in the state), and contributions to the Friends of Homer Public Library. Many people outside the city donated money for the construction of the new library.
- **Uncertainty about net gain:** The amount of revenue generated by user fees for residents outside the city is difficult to predict, depending on fee amounts and structure, as well as residents' response to those fees. Some would pay gladly, some would pay reluctantly, some would choose not to pay, and some could not afford to pay. Many families would eliminate cards for their children and purchase only one card for the entire family. Residents north of Homer, in particular, might choose to drive to Kenai or Soldotna to use those libraries – and shop while there, instead of in Homer. Added to the extra staff time involved in substantiating physical residency and processing increased interlibrary loans, a net financial gain is far from certain.
- **Long-term negative effects:** The Homer area is a robust community that benefits from the talents of a wide variety of individuals who live both within and without city limits. Reducing access to information resources and reading materials for some segments of the population would almost certainly have long-term negative impacts upon school readiness, educational achievement, literacy, lifelong learning, economic development, civic participation and quality of life in the community. Literacy at all ages, but especially during early childhood and the school years, is an area of particular concern.
- **Equity:** City residents arguably pay more for library service through both property and sales tax, while out-of-City residents contribute only through sales tax. Their property taxes go to the Borough, not the City, and the Borough does not support library services.

Unfortunately, user fees create a different inequity, of access based on ability to pay. Because literacy and access to information are cornerstones of the democratic process, as well as economic prosperity and personal well-being, public libraries play a vital role in equalizing opportunity for all citizens. Reducing access is detrimental to the entire community in the long run.

### Charging Fees for Computer Use

A requirement to receive Federal e-rate funding, which pays 70% of our broadband and other costs for public access to the internet, is that these services “will not be sold, resold or transferred in consideration for money or any other thing of value.” We cannot charge people specifically to use our internet or equipment purchased with e-rate funds. This year we qualify for \$14,554.18 in e-rate support.

The Alaska State Library has stated that a public library *may* require non-residents to register as patrons and pay a non-resident fee to use library services (including computers) without risking loss of e-rate funding. However, that is not common practice in Alaska, perhaps because we have such a transient population and workforce.

If the intention were to redefine the Library's service area to within city boundaries and charge non-city residents, such a change would involve the same issues outlined above.

Keeping the current boundaries, we could conceivably require out-of-service area visitors, summer workers, and temporary residents to purchase a non-resident library card (\$25) in order to use our computers. (Currently non-residents have the option of using a guest pass.) While some temporary residents might be motivated to purchase a card, most tourists would not because they aren't here that long.

Right now, Homer has a reputation as being a very welcoming community to tourists. The Library is part of the service network that supports tourism and creates a positive experience in Homer. It is also an attraction -- we're even listed in the guidebook *Lonely Planet Alaska* -- and we receive general tourist traffic as well as cruise ship visitors. Temporary residents (often summer workers) use our computers to apply for jobs, check email, and handle personal business. Tourists commonly check email, send photos to the folks back home, check reservations, and print boarding passes. Tourists love us, as evidenced by the glowing comments they leave in our guestbook. Requiring them to purchase a library card in order to use our computers would be a change in policy that should be carefully considered as it may not be worth the trade-off of decreased good will vs. unknown financial gain. Additionally, it would penalize people with the fewest resources -- those least able to pay -- as well as increase staff workload to issue additional library cards (about five minutes per card).

### **Comments**

In reality, the Homer Public Library functions as a regional library, serving the needs of the entire southwestern Kenai Peninsula. A broader and equitable revenue base is clearly desirable and needed. It is in the best interests of the public to find a solution to address that need without creating barriers to information, informal learning, and literacy for half the Library's users. It may be time to explore options on a regional scale for long-term support and development of library services through mechanisms that provide equal access for all residents of our current service area.



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Homer Public Library

500 Hazel Avenue  
Homer, AK 99603

[library@cityofhomer-ak.gov](mailto:library@cityofhomer-ak.gov)

(p) (907)-235-3180

(f) (907)-235-3136

## Memorandum

TO: Mayor Zak and Homer City Council  
THROUGH: Katie Koester, City Manager  
FROM: Ann Dixon, Library Director  
DATE: November 28, 2016  
SUBJECT: Background Information on Homer Public Library Service Area and Funding

### Library Service Area

Homer Public Library's current service area has been in existence since at least 1991. It extends north to Ninilchik, south to Kachemak Selo, and across Kachemak Bay to Halibut Cove, Seldovia, Nanwalek, and Port Graham. The service area is determined by the Library Advisory Board and approved by City Council.

Currently the Library has about 10,000 card holders, almost evenly split between in-city and out-of-city residents. By zip codes, 1,186 patrons are registered as residing in Anchor Point, 97 in Ninilchik, and 43 in Seldovia, a total of 1,326 or 13%. All the others have Homer zip codes.

### Library Revenue

- The Library's operating budget, which includes loan repayment for the existing building, is funded almost entirely by the City of Homer.
- The State of Alaska provides about \$6,500 per year through the Public Library Assistance grant, which is used to purchase books. The Alaska State Library also provides small grants for staff training and occasional special projects, such as last summer's intern.
- The Kenai Peninsula Borough contributes nothing.
- The Friends of Homer Library supports most of the programs for adults and youth at the library.
- Federal e-rate funding pays for 70% of our broadband and other costs for public access to the internet. This year we qualify for \$14,554.18 in e-rate support.
- Grants are pursued when feasible to augment the book budget, technology and program expenses but cannot be relied upon for annual operations.

According to Alaska Statute Chapter 25, Article 06, "Requirements for Public Libraries," certain basic services must be provided free of charge by public libraries in Alaska:

#### **Sec. 14.56.400. Public libraries.**

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1. establish and maintain a collection of books and other materials for loaning;
2. provide access to interlibrary loan services;
3. provide reading or other educational programs for children; and
4. provide reference information.

We cannot charge people to use our internet or any equipment purchased with e-rate funds. Federal e-rate regulations stipulate that these services “will not be sold, resold or transferred in consideration for money or any other thing of value.”

The Library currently charges overdue fines and fees for after-hours facility use, replacement library cards, overdue bill notices, bills sent to collections, postage costs associated with interlibrary loans, damage to materials, and replacement and processing of lost or damaged items. We also charge for photocopying and printing. In 2015 the Library received \$29,469 in fines and fees. This money is deposited into the general fund.

**2016/2017 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 remaining 2016 and through August 2017 is as follows:

January 9, 23 2017	<u>No LAB Meeting</u>	_____
February 13, 27 2017	_____	_____
March 13, 28 2017	_____	_____
April 10, 24 2017	_____	_____
May 8, 22 2017	_____	_____
June 12, 26 2017	<u>No LAB Meeting</u>	_____
July 24 2017	<u>No LAB Meeting</u>	_____
August 14, 28 2017	_____	_____
September 12, 26 2016	_____	_____
October 10, 24 2016	<u>Marcia Kuszmaul</u>	_____
November 21, 2016	<b><u>Need Volunteer</u></b>	_____
December 5, 2016	<b><u>Need Volunteer</u></b>	_____

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.





CITY OF HOMER  
HOMER, ALASKA

Erickson

RESOLUTION 16-126

A RESOLUTION OF THE HOMER CITY COUNCIL REQUESTING THE  
LIBRARY ADVISORY BOARD TO LOOK INTO HOW NON-CITY  
RESIDENTS CAN CONTRIBUTE TO LIBRARY OPERATIONS.

WHEREAS, The Homer Public Library serves residents living north to Ninilchik, east to Kachemak Selo, and south to communities across Kachemak Bay; and

WHEREAS, Approximately 50% of library card holders live outside the City of Homer; and

WHEREAS, The City of Homer provides the primary funding for Homer Public Library; and

WHEREAS, Property taxes account for approximately 30% of the City of Homer's revenue; and

WHEREAS, Residents outside Homer city limits contribute to the support of City services, including the Library, through sales tax but not through property taxes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby requests the Library Advisory Board to look into how non-city residents can contribute to library operations.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 5<sup>th</sup> day of December, 2016.

CITY OF HOMER

\_\_\_\_\_  
BRYAN ZAK, MAYOR

ATTEST:

\_\_\_\_\_  
JO JOHNSON, MMC, CITY CLERK

Fiscal Note: Unbudgeted. Need for funding not anticipated.





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: JO JOHNSON, MMC, CITY CLERK  
FROM: LIBRARY ADVISORY BOARD  
THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK  
DATE: NOVEMBER 18, 2016  
SUBJECT: REGULAR MEETING SCHEDULE FOR 2017

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The Library Advisory Board at their regular meeting on November 1, 2016 reviewed and approved the 2017 Regular Meeting Schedule as presented.

Following is the excerpt of the meeting minutes reflecting those actions:

### B. 2017 Regular Meeting Schedule

Chair Peterson requested guidance on procedure. Deputy City Clerk Krause explained the process. Board member Kuszmaul requested clarification on keeping the same number of meetings and Ms. Krause explained that this is the time that the Board can choose to keep the schedule the same, meet monthly or even quarterly or any variation thereof.

The Board briefly discussed the meeting dates.

KUSZMAUL/PETERSON - MOVED TO ADOPT THE 2017 REGULAR MEETING SCHEDULE.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.



