



Agenda

Library Advisory Board Regular Meeting

Tuesday, October 21, 2025 at 5:30 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 991 8847 0047 Password: 125016

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 5:30 P.M.

AGENDA APPROVAL

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

- [A.](#) Unapproved Minutes for September 16, 2025

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Designate LAB member to report to council
- [B.](#) Library Directors Report
- C. Legislative Report
- D. Fundraising Report

PUBLIC HEARING

PENDING BUSINESS

- [A.](#) Fundraising/20th Anniversary Celebrations

NEW BUSINESS

- [A.](#) Library Security Grille
- [B.](#) Library Privacy Policy

INFORMATIONAL MATERIALS

[A.](#) City Managers Report

[B.](#) LAB Calendar

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **Tuesday, November 19, 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 and via Zoom Webinar.

Session 24-10, a regular meeting of the Library Advisory Board was called to order by Chair Carrsow at 5:30pm on September 16th 20, 2025, at the Cowels Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via zoom webinar.

PRESENT: BOARDMEMBERS KUSZMAUL, BAILEY, CARRSOW, ASSELIN-MARTIN, MCKINNEY, CURTIS

ABSENT: BOARDMEMBER HASS (EXCUSED)

STAFF: LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK I ~~LYNN~~

AGENDA APPROVAL

Chair Bailly read the agenda and requested a motion.

MOVED TO APPROVE THE ADGENDA

There was no discussion

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA (3-minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

- A. Unapproved Meeting Minutes- August 19th, 2025

KUSZMAUL/MCKINNEY MOVED TO APPROVE THE August 19th MINUTES

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS/PRESENTATIONS

- Stacy & Kyla from the Homer Foundation

STAFF & COUNCIL REPORT/COMMITTEE REPORT

- A. Welcome to new student Representative

-Dainel Christ introduces himself to the board.

- B. Library Directors Report

-August was a relatively quite month in the library with one big event on August 14th. There was a talk by author Naomi Clouda who presented her book The Alaska Glacier Dictionary.

- Thanks, Deb Curtis, for volunteering with the upcoming October 25th appreciation luncheon.

- Lots of events coming up through the end of the year.

- Friends of the library are having a special meeting on September 29th at 6pm they are inviting all

members to come and vote on the FHL bylaws. 10% of the entire membership needs to be shown to make the vote binding.

- The chess club is looking for volunteers
- On September 24 the library is having candidate forum for the city council.

C. Fundraising Report

- There are 51 unique donors to the library endowment fund.

D. Legislative Report

PUBLIC HEARING

PENDING BUSINESS

A. LAB recommendations to council on top 3 CIP Projects

- The library chooses
 - Library siding replacement
 - multi use recreation center
 - Library engineering study

B. Fundraising

- Raffle tickets are being looked at as a source of funding
- The library board discussed fundraising initiatives and decided against forming a formal fundraising subcommittee due to legal and logistical constraints. Instead, they agreed to continue with informal planning and discussion, with Marcia handling financial reports and Dave bringing fundraising proposals to future meetings. The board reviewed progress on marketing materials and discussed potential 20th anniversary fundraising activities. They also received updates on federal funding approvals for IMLS grants and E-rate internet subsidies.

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. 2025 Calendar
- B. City Manager's Report

COMMENTS OF THE AUDIENCE (3-minute time limit)

COMMENTS OF THE CITY STAFF

- Director Berry asks everyone to come to the Library on the 29th of September to vote for the friends of the Homer Library Bylaws.

COMMENTS OF THE BOARD

- Board member Kuszmaul welcome Student body representative Daniel Christ to the board and welcomes Deputy Clerk Lynn.
- Board member Baily states that even though deciding against a fundraising committee that tonight they made some real progress on fundraising.
- Chair Carrsow Thanks everyone for their hard work at tonight's meeting and appreciates how far they got with the meeting.

ADJOURNMENT

There being no further business to come before the board, Chair Carrsow adjourned the meeting at 6:37pm. Next Regular Meeting is **Tuesday, October 21st, 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 and via Zoom Webinar.

Scott Lynn, Deputy City Clerk I

Approved: _____

Library Director's Report

September 30, 2025

General Notes

The library hosted two candidate fora, one on Sept. 18 for school board and one on Sept. 24 for Homer City Council. Both were well attended.

The FHL book and plant sale on Sept 26-27 was packed to the ceiling, and there wasn't much left after it was all over. On Sept. 29, more than a fifth of FHL's membership came to the library for a vote on revising the organization's bylaws. I'm happy to say the vote passed 55-0!

Staff Notes

Harrison Metz started work as the new library technologist on Sept. 22.

Director's meetings:

- Staff: 2
- LAB: 4
- FHL: 5
- Council: 2
- Department Heads: 1
- Other: Various meetings with grantors, the Homer Foundation, the Alaska Library Association, IT and other City departments, interviews for the Library Technologist position

Facility

As part of citywide upgrades, the IT department replaced a wireless antenna on the roof, which is essential for maintaining the staff network across Homer. We're considering creating slipcovers for the chairs in the children's and young adult sections, and working with local expertise to see about getting a custom-made solution.

Library Advisory Board (LAB)

On Sept. 16, the LAB had a special worksession to discuss ideas for the upcoming 20th anniversary of the library moving into its present building on Sept. 16, 2006. During the regular meeting afterwards, the board heard a presentation by Stacey Schultz and Kayla Fox Rivers from the Homer Foundation, welcomed Daniel Christ as its new student representative and formalized its recommendations to the City regarding priorities for the Capital Improvement Plan. The LAB also spent some significant time on organizing fundraising, with an eye towards streamlining the process of encouraging donations to the library endowment fund.

Friends of the Homer Library (FHL)

The Art in the Library committee selected artists to exhibit in the upcoming year. At its regular meeting, the board divvied up tasks for the book and plant sale, discussed preparations for the special Sept. 29 membership meeting to revise the bylaws, planned for the volunteer-appreciation lunch, and debated two potential author talks and a Computers 101 series of public classes. They also fixed the date of the next Celebration of Lifelong Learning as March 28, 2026.

Ongoing Events

- Mondays, 1:30-4:30: Knitting Club
- Tuesdays, 3:30-4:30: Chess Club
- Wednesdays, 10:30-11:00: Toddler Time
- Wednesdays, 3:00-4:45: LEGO Club
- Fridays, 10:30-11:30: Preschool Storytime
- Fridays, 3:30-5:45: Live-Action Role Playing (LARP)
- Saturdays, 10:00-12:30: Alaska Japanese Club
- First Tuesday, 6:30-8:00: SPARC Radio Club
- First Wednesday, 4:45-5:45: Teen Advisory Board
- First Thursday, 1:00-3:00: Literary Ladies
- First and Third Thursdays, 5:30-7:30: Tech Help
- Third Thursday, 10:30-11:30: Radio Storytime on KBBJ
- Fourth Tuesday, 4:30-6:30: FHL/HPL Book Club
- Tuesday following the first City Council meeting of the month, 12:00-1:00: Conversations with a Councilmember (schedule may vary depending on availability)

Special Events

- Sept. 1: Library closed for Labor Day.
- **Sept. 3, 3:00-4:00: Virtual author talk with Hannah Nicole Maehrer on how to write darkly charming villainous love.**
- Sept. 5, 11:00-1:00: Homer Women of Action.
- Sept. 9, 5:30-7:30: Friends of the Homer Skatepark.
- **Sept. 10: The story trail features *The Odd One Out*, by Britta Teckentrup.**
- **Sept. 10, 10:00-11:00: Virtual author talk with Jefferson Fisher, who explains how to reduce conflict in his book. *The Next Conversation: Argue Less, Talk More*.**
- Sept. 11, 3:30-5:30: Origami with the Origami Queen.
- Sept. 16, 4:30-7:00: Food Not Bombs.
- **Sept. 17, 10:00-11:00: Virtual author talk with Gabe Henry about his book *Enough is Enuf: Our Failed Attempts to Make English Easier to Spell*.**
- **Sept. 18, 6:00-7:00: Candidate forum for KPB school board.**
- **Sept. 24, 6:00-7:00: Candidate forum for Homer city council.**
- **Sept. 26-27: Fall Book and Plant Sale.**
- **Oct. 1-Dec. 31: Art in the Library displays works by local artist June Denver.**
- Oct. 2, 10:00-4:30: Southern Kenai Peninsula Resilience Coalition.
- Oct. 7, 4:30-6:00: Teentober.
- Oct. 9, 5:00-7:45: Kachemak Bay Bridge Club Part 1.
- Oct. 11, 12:30-4:30: Kachemak Bay Bridge Club Part 2.
- Oct. 14, 4:30-6:00: Teentober.
- Oct. 14, 6:00-7:45: Kachemak Bay Bridge Club Part 3.
- **Oct. 17, 1:00-2:30: Bears with the Pratt.**
- Oct. 18: Library closed for Alaska Day.
- Oct. 23, 4:30-6:00: Teentober.
- Oct. 30, 4:30-6:00: Teentober.
- Nov. 11: Library closed for Veterans' Day.
- Nov. 27-28: Library closed for Thanksgiving.

- **Dec. 11, 6:00-7:30: Brian Smith visits the library to talk about his memoir and the trilogy of books in the Ida Mae Joy series.**
- **Dec. 12, 1:00-2:30: Bird feet with the Pratt.**
- Dec. 24: Library closes at 1:00 for Christmas Eve.
- Dec. 25: Library closed for Christmas Day.
- Dec. 31: Library closes at 1:00 for New Year's Eve.

2026

- Jan. 1: Library closed for New Year's Day.
- **Jan. 1-Mar. 31: Art in the Library displays works by local artist Joella Clove.**
- **Mar. 28: Celebration of Lifelong Learning.**
- **Apr. 1-Jun. 30: Art in the Library displays works by local artists Taz Tally and Christina Whiting.**
- **Jul. 1-Sept. 30: Art in the Library displays works by local artist Jim Lavrakas.**

Homer Public Library Statistical Summary for 2024

Date: 13-Aug-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,636	14,431	15,039	14,426	14,469	13,937	15,411	15,254	13,542	13,354	13,191	12,558	170,248
*Physical Print/Audio/Video	11,344	11,115	11,546	11,133	11,081	10,772	12,113	11,988	10,389	10,315	10,134	9482	131,412
*Other Physical items (n. 2)	91	90	75	83	92	96	113	106	99	101	97	109	1,152
*Alaska Digital Library	2,936	2,975	3,219	2,990	3,118	2,893	2,967	2,985	2,879	2,768	2,821	2858	35,409
*Flipster e-magazines	41	18	36	18	21	41	14	8	61	26	18	3	305
*Kanopy streaming video	224	233	163	202	157	135	204	167	114	144	121	106	1,970
INTERLIBRARY LOANS													
Incoming (Borrowed)	19	11	12	11	21	14	11	11	14	11	16	14	165
Outgoing (Lent)	28	26	24	28	28	17	20	21	18	14	9	23	256
BUILDING USE													
Gate Count	8,880	8,111	8,662	8,564	9,795	8,258	9,312	8,596	8,636	8,460	7,467	6465	101206
Study Rooms (# of group sessions)	266	238	229	206	205	180	197	234	222	241	239	211	2668
Study Rooms (# of people)	499	454	442	373	390	309	344	415	399	427	462	376	4890
Meeting Room (# of group sessions)	27	30	36	34	31	38	29	22	24	35	23	26	355
Meeting Room (# of people)	206	214	309	213	254	244	256	205	231	329	243	197	2901
INTERNET USE													
TOTAL (*Included)	2,315	3,288	3,045	3,065	2,324	2,111	2,782	3,333	2,464	2,367	1,793	1,686	30,573
*Wireless Internet sessions	1,169	2,190	1,923	1,926	1,221	1,011	1,616	2,122	1,262	1,127	885	897	17349
*Hardwired Internet sessions	1,146	1,098	1,122	1,139	1,103	1,100	1,166	1,211	1,202	1,240	908	789	13224
Website visits (sessions)	3,415	3,136	2,813	2,861	2,825	2,697	2,888	2,809	2,729	2,803	2,263	2,227	33,466
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,205	1,101	1,223	1,216	1,436	1,196	1,415	1,064	1,231	1,214	1,021	891	14213
*Programs for Age 0-5	900	884	922	990	891	845	867	821	975	841	676	630	10242
*Programs for Age 6-11	31	47	62	24	239	171	288	74	134	135	101	82	1388
*Programs for Age 12-18	26	16	41	37	54	52	62	50	46	45	7	14	450
*Programs for Age 19+	150	134	196	131	115	84	63	119	74	108	56	36	1266
*Programs for All Ages	98	20	2	34	137	44	135	0	2	85	181	129	867
OUTREACH													
# Events	3	1	2	2	5	4	0	2	2	2	2	3	28
# People	11	9	9	9	11	18	0	20	10	20	10	4	131
NEW CARDS ISSUED													
City	38	24	20	25	17	37	45	36	36	37	33	28	376
Borough	19	28	21	20	18	17	44	19	20	17	19	12	254
Temporary	1	0	0	0	1	8	2	1	2	0	0	0	15
Reciprocal	0	0	3	1	4	2	6	6	3	1	2	1	29
VOLUNTEER HOURS													
# of people	71	75	76	90	87	84	93	81	81	105	79	72	994
# of hours	248	217	243	251	360	293	308	264	248	242	246	156	3076
MATERIALS ADDED													
Books	287	219	155	248	337	192	209	186	114	229	182	177	2535
Audio	9	9	11	25	12	9	0	5	5	10	26	6	127
Video	41	34	33	29	32	26	32	38	12	17	16	34	344
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	50	41	60	28	106	167	84	90	51	136	47	77	937
MATERIALS REMOVED													
Books	73	25	57	106	116	223	282	306	593	76	89	34	1980
Audio	21	74	4	8	0	1	1	0	0	0	3	0	112
Video	0	101	1	34	0	37	31	41	2	0	1	0	248
Serials	1	0	0	0	1	0	0	1	0	0	0	0	3
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	1000.00	791.00	1453.00	1405.60	932.06	1100.20	1422.15	869.31	1355.65	815.40	634.97	699.24	12,478.58
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants	725.00									1829.00	11633.00		14,187.00
TOTALS	1,725.00	791.00	1,453.00	1,405.60	932.06	1,100.20	1,422.15	869.31	1,355.65	2,644.40	12,267.97	699.24	\$26,665.58

Data not available yet or incomplete

Note 1: Program attendance includes all programs sponsored by the library or the Friends of the Library. It does not include meetings of community groups. Programs are sorted by the age of the target audience, but totals include all attendees (i.e. parents as well as toddlers, etc.)

Note 2: Other physical items includes electronic devices, kits, toys, board games, sports equipment and videogames.

Homer Public Library Statistical Summary for 2025

Date: 03-Oct-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,671	12,980	14,190	13,685	13,428	14,851	15,822	15,186	14,540	0	0	0	129,353
*Physical Print/Audio/Video	11,415	10,220	10,821	10,273	10,126	11,739	12,772	11,875	11,457				100,698
*Other Physical items (n. 2)	126	108	106	132	111	107	97	131	121				1,039
*Alaska Digital Library	2,995	2,551	3,136	3,096	2,968	2,889	2,790	3,025	2,852				26,302
*Flipster e-magazines	13	17	14	3	22	13	8	24					114
*Kanopy streaming video	122	84	113	181	201	103	155	131	110				1,200
INTERLIBRARY LOANS													
Incoming (Borrowed)	21	22	20	13	14	15	7	10					122
Outgoing (Lent)	36	25	22	31	21	25	26	22					208
BUILDING USE													
Gate Count	9,261	7,817	8,254	8,757	8,908	8,859	9,441	8,988	9,434				79,719
Study Rooms (# of group sessions)	320	283	313	327	310	257	303	298	299				2,710
Study Rooms (# of people)	608	517	609	618	574	571	633	529	560				5,219
Meeting Room (# of group sessions)	32	29	32	35	28	32	36	28	26				278
Meeting Room (# of people)	308	354	348	342	240	220	326	264	265				2,667
INTERNET USE													
TOTAL (*Included)	2,377	1,963	2,350	2,193	2,322	2,773	2,910	2,185	2,050	0	0	0	21,123
*Wireless Internet sessions	1,259	1,013	1,182	1,111	1,305	1,680	1,777	1,021	1,021				11,369
*Hardwired Internet sessions	1,118	950	1,168	1,082	1,017	1,093	1,133	1,164	1,029				9,754
Website visits (sessions)	3,016	2,590	2,945	2,793	2,593	2,772	2,707	2,746	2,719				24,881
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,253	1,469	1,173	1,244	1,416	1,147	1,477	1,100	1,140	0	0	0	11,419
*Programs for Age 0-5	897	1,109	846	853	755	775	812	819	771				7,637
*Programs for Age 6-11	163	178	177	155	346	177	248	81	190				1,715
*Programs for Age 12-18	94	41	46	49	33	48	138	63	31				543
*Programs for Age 19+	34	94	61	75	137	52	34	50	57				594
*Programs for All Ages	65	47	43	112	145	95	245	87	91				930
OUTREACH													
# Events	4	2	3	3	2	4	2	3	3				26
# People	11	14	9	10	10	15	10	13	14				106
NEW CARDS ISSUED													
City	35	9	27	16	34	47	29	31	25				253
Borough	28	16	22	20	24	33	33	24	30				230
Temporary	0	0	0	1	8	2	7	3	0				21
Reciprocal	2	0	0	0	0	1	3	1	1				8
VOLUNTEER HOURS													
# of people	90	85	78	108	75	64	80	53	75				708
# of hours	231	226	271	312	257	174	250	141	272				2134
MATERIALS ADDED													
Books	228	193	174	339	323	340	359	208	108				2272
Audio	13	7	0	23	2	7	9	3	0				64
Video	26	40	27	26	43	27	7	24	7				227
Serials	0	0	0	0	0	1	0	2	0				3
Electronic Resources	55	19	0	102	49	49	77	20	52				423
MATERIALS REMOVED													
Books	33	98	37	89	60	12	131	73	0				533
Audio	20	0	1	0	0	20	40	0	0				81
Video	0	8	3	127	0	2	0	64	0				204
Serials	0	2	0	23	4	0	0	0	0				29
Electronic Resources	0	0	0	0	0	0	0	0	0				0
REVENUES DEPOSITED													
Fines/Fees/Copies	934.46	969.45	909.37	779.40	1151.05	1257.15	767.55	888.15	1234.50				8,891.08
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants			1000.00										1,000.00
TOTALS	934.46	969.45	1,909.37	779.40	1,151.05	1,257.15	767.55	888.15	1,234.50	0.00	0.00	0.00	\$9,891.08

Data not available yet or incomplete

Note 1: Program attendance includes all programs sponsored by the library or the Friends of the Library. It does not include meetings of community groups. Programs are sorted by the age of the target audience, but totals include all attendees (i.e. parents as well as toddlers, etc.)

Note 2: Other physical items includes electronic devices, kits, toys, board games, sports equipment, videogames and tickets to the movie theater.



City of Homer

www.cityofhomer-ak.gov

Library Advisory Board

491 East Pioneer Ave.
Homer, Alaska 99603

(p) 907-235-3180

(f) 907-235-3136

September 17, 2025

Thank you for supporting the Homer Public Library!

In 2020, the City of Homer created an endowment fund to support the Homer Public Library by purchasing library materials, upgrading or replacing equipment, or making improvements to the library's infrastructure. The Library Advisory Board set itself the goal of reaching \$100,000 in the endowment. Thanks to the generosity of the Homer community, **we reached that mark this year**, and have set a new goal of reaching \$200,000 by fall of 2028!

Donations to the endowment benefit the library forever. Whether they are **one-time gifts, recurring annual donations, disbursements from a retirement account or an estate**, contributions continue to make a difference indefinitely. If you're looking for a way to benefit your community over the long term, please consider a tax-deductible contribution to the fund.

The library endowment fund is managed by the Homer Foundation and information about it is available on their website. The Foundation can also assist with non-monetary donations or estate planning. If you have any questions, don't hesitate to contact Library Director Dave Berry or the Homer Foundation directly.

Thank you again,

Kathy Carssow

Chair, Library Advisory Board



For nearly 90 years, **Homer Public Library** has served the communities of the southern Kenai Peninsula. Your support can help us keep going for the next 90!



The library endowment fund is a permanent, lasting support for the library's operations. Donations made this year will benefit the Homer community forever. Whether you're thinking of a **one-time gift, a recurring annual donation, a disbursement from a retirement account or planning your estate**, consider making a tax-deductible contribution to the fund.

Please join me in supporting the Homer Public Library today.

Sincerely,



Kathy Carssow
Chair, Library Advisory Board
October 21, 2025



The things you do for yourself are gone when you are gone, but the things you do for others remain as your legacy.

–Auburn University Professor Kalu Kalu



1938: Homer Public Library founded



1946-47: First library building opens

1977: City library dept. established



1979: Second library building opens

2006: Third library building opens



2020: Library endowment established

Homer Public Library needs you.

For nearly 90 years, Homer Public Library has served the communities of the southern Kenai Peninsula. Your support can help us keep going for the next 90!

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Please join me in supporting the library today.

Sincerely,

Kathy Carssow
Chair, Library Advisory Board
October 21, 2025



HOMER PUBLIC LIBRARY

For nearly 90 years, **Homer Public Library** has served the communities of the southern Kenai Peninsula. Volunteers built the first library, donated the land for the second, and raised millions of dollars to construct the third. Local authors and artists display their works here. Community groups, students and businesspeople meet here. Children who once listened to storytimes here now bring their own children—or even their grandchildren.

Your support helps carry these traditions into the future.

The library endowment fund is a permanent, lasting support for the library's operations. Donations made this year will benefit the Homer community forever. Whether you're thinking of a one-time gift, a recurring annual donation, a disbursement from a retirement account or planning your estate, consider making a tax-deductible contribution to the fund.

Please join me in supporting the Homer Public Library today.

Sincerely,

Kathy Carssow
Chair, Library Advisory Board
October 21, 2025



Homer Public Library

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Please join me in supporting the Homer Public Library by contributing to the library endowment fund.

Sincerely,

Kathy Carssow
Chair, Library Advisory Board
October 21, 2025





MEMORANDUM /AGENDA ITEM REPORT

Tasks for LAB Members

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: September 17, 2025
From: Dave Berry, Library Director
Through:

In September, the LAB discussed various ideas for fundraising, and other ideas for celebrating the library’s 20th anniversary in its present location. Some of these ideas overlap! The LAB is looking for specific board members to volunteer for particular tasks. See the sign-up sheets below.

FUNDRAISING

Activity	Volunteer
Write thank-you notes to donors	Marcia Kuszmaul Dave Berry
Address, sign and mail out annual appeal letters	
Organize raffle	Doug Bailly
Look into special shelf for donor-recommended titles	Dave Berry
Look into Adopt-a-shelf program for donors	Dave Berry
Coordinate production of fish	Marcia Kuszmaul
Draft library annual report	Dave Berry
Maintain archive of LAB documents with clerks’ office	Dave Berry

20TH ANNIVERSARY CELEBRATIONS

Activity	Volunteer
February-April	
Coordinate trivia night	
Coordinate movie showings with Porcupine	
Gather public comments about the library and what they want from it in the next 20 years	
Create poster display about the library's construction	Dave Berry/Library Staff
Create reading list of 2006 bestsellers	Library Staff
May-August	
Organize fun run (KBBI to library? Old library building to new one?)	Andy Haas
Organize read-a-thon	Andy Haas
Coordinate LAB presence at July 4 parade	
September	
Write thank-you letter for the community and publish in the Homer News	
Coordinate with Homer News and KBBI about covering the 20 th anniversary	
Display existing scrapbooks	
Organize party	
Create time capsule	
Create visitor sign-in book for 20 th anniversary party	Library Staff

Recommendation:

Parcel out tasks to specific LAB members.



MEMORANDUM /AGENDA ITEM REPORT

Donation and Fundraising Ideas

Item Type: Informational memorandum
Prepared For: Library Advisory Board
Date: September 30, 2025
From: Dave Berry, Library Director
Through:

The September LAB meeting raised a couple of ideas for encouraging donations to the library. I brought these suggestions to library staff for consideration, and their thoughts are appended below.

Overall, staff advised against any donation strategy that involves direct contact with the collection, aside from the current practice of putting bookplates into some donated materials and items purchased through the giving tree. Staff spend a great deal of time on collection development, including the placement of materials, and need maximum flexibility to adjust to changing conditions. For that reason, the current donation acceptance and management policy specifically states that “the library will not set up special collections and will not permit circulation restrictions or stipulations for future use” (38).

1. Allow donors to sponsor a shelf. A donor who contributed a specific amount, say \$250, would have the privilege of displaying their name on a shelf in the library for a set period of time.

- a. Advantages: High-profile and directly connected to the library’s mission.
- b. Disadvantages: The collection tends to shift over time, and the items on the shelf may end up being something the donor would not approve of. Donors may have the

impression that they get to select books for the collection, which is not the case.

Places a burden on staff to keep track of which donors have reached the end of their “display period.”

2. Donors can nominate a title from the existing collection to be featured in a special display area.

a. Advantages: High-profile and relatively low-maintenance. Encourages reading.

b. Disadvantages: Creates an incentive for donors to make public statements through their choice of titles. Could cause issues for staff when items need to be weeded.

Introduces another subcollection when we already have about 75.

Recommendation

For discussion.



MEMORANDUM /AGENDA ITEM REPORT

Information from the Homer Foundation

Item Type: Informational memorandum
Prepared For: Library Advisory Board
Date: September 29, 2025
From: Dave Berry, Library Director
Through:

Following the presentation from the Homer Foundation at the last LAB meeting, board members had some questions. On Sept. 29, I received an email from Kayla Fox Rivers with answers to these questions. Her message is below.

How is the admin fee calculated?

The Homer Foundation charges a monthly administrative fee based on your fund's average market value. This fee is 1% annually, which means we withdraw 1/12 of 1% each month from your fund.

Who has indicated they are Legacy Donor?

We have a number of people who are consistent donors to the Library, but have not indicated that they are donors on their legacy form. Folks who have signed paperwork indicating their intentions to give a legacy gift include Doug & Landa Bailey, and Marcia Kuszmaul & Mannfried Funk. Like we saw in the meeting, a lot of folks do already have you in their plans, but have not let us know. Therefore, it would be a good idea to communicate with your donors and ask them to reach out to us to confirm if they intend to be a legacy donor. Here is some sample language should you care to use it:

If you are a legacy donor and have planned to leave a gift to the Library in your will please reach out to the Homer Foundation to let them know your intentions. This helps us plan for the future and we would love to thank you now, by having your favorite book featured on our legacy bookshelf (or in whatever other method you decide on to recognize legacy donors).

If you are not a legacy donor, but would like to be, you can use some of the following sample language to create a bequest to the Library Endowment Fund in your will or estate plan.

I bequeath _____ (describe dollar amount, property to be given, or proportion of your residuary estate) to the Homer Foundation (EIN# 92-0139183), a tax exempt organization under IRC Section 501(c)(3), to be added to the Library Endowment Fund, a component fund of the Homer Foundation, and I direct that this bequest become part of this Fund."

Why can't funds other than agency funds get the match? Can the Library Endowment Fund be included in this match?

This topic was discussed in our recent Finance Committee meeting. They confirmed that the intention was specifically to support nonprofits with this match and they are unwilling to open it up to the Library Endowment Fund at this time. They did mention that they could look to support Special Interest Funds in the future in a different campaign, but none is being considered at this time.

Is the spendable portion of the fund still earning?

Yes, the spendable portion of the fund is still invested and earning at the same rate as the rest of your fund.

Recommendation

For information.



MEMORANDUM /AGENDA ITEM REPORT

Library Security Grille and the Library Endowment Fund

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: September 30, 2025
From: Dave Berry, Library Director
Through:

The LAB and City staff have worked towards installing a security grille at the library for some time. The 2024 Capital Improvements Plan included the project, and staff collaborated with vendors to complete all the necessary design and permitting work by May 2025. City Council appropriated \$30,000 through Ord. 24-24(A), then directed staff to find supplemental grant funding through Reso. 25-064.

It gives me great pleasure to report that the Rasmuson Foundation has generously offered a grant of \$19,000 to complete the project. This grant fully funds the project according to the cost estimates compiled in February, but it leaves no room for contingencies. **I suggest using the revenue from the library endowment fund for this purpose, if needed.**

City staff intend to introduce an ordinance at the City Council meeting on Oct. 27, asking the Council to accept and appropriate the Rasmuson grant. If the LAB so moves, I will ask the Council to add the following whereas clause to the ordinance: "WHEREAS, the Library Advisory Board recommends using the revenue from the library endowment fund to cover cost overruns, should it become necessary."

Recommendation

Advise the City Council to use revenues from the library endowment fund to compensate for cost overruns in the security grille project, if needed.

Attachments

Ord. 24-24(A)

Reso. 25-064

Ord. 25-XXXX

Award letter from the Rasmuson Foundation

Privacy

The Homer Public Library recognizes the need to protect each individual's right to privacy regarding materials borrowed from the library and questions asked of staff.

CONFIDENTIALITY OF LIBRARY RECORDS

Reaffirming the individual's right to read, listen, and view, the Homer Public Library declares that circulation and registration records of the library are confidential in nature, protected by the individual's right to privacy, and that these records are not to be disclosed to any person or agency, government, or other organization, under any circumstance, except upon order from a court of competent jurisdiction. Any costs the library incurs in any search shall be charged to the agency demanding such search.

Authority for this policy is set in Alaska Statutes, Inspection and Copying of Public Records:

Sec. 40.25.140. Confidentiality of library records.

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

(b) Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child. (sec. 1 ch 35 SLA 1985)

To conform to the law: Names, addresses, telephone numbers, or information concerning what items are on a patron's account or what a patron is reading will NOT be given out to anyone, including spouses and law enforcement officers, with the following exceptions:

- Patrons request information in person about their own accounts and can produce their own library cards.
- Patrons request information over the telephone about their own accounts and can provide the account number and PIN.

- Patrons email requesting information about their own accounts from the email address listed for the account and can provide the account number.
- Parents or legal guardians request titles of overdue, lost, or damaged items their minor children have borrowed, and the identity of the person can be verified as a parent or guardian listed on the minor's account.

Under no circumstances should a minor's address or telephone number be given to anyone, including a parent or guardian. A minor is anyone under the age of 18. All notices sent to patrons will be in envelopes or otherwise suitably masked to maintain confidentiality. If at any time there is a question about giving out information from library patron accounts, the staff member will check with the library director.

CONFIDENTIALITY OF INTERNET AND OTHER ELECTRONIC ACCESS

Internet and other computer use in the library will be considered protected by the confidentiality of library records under Alaska Statutes Section 40.25.140. Any information that identifies internet users with specific materials or subject matters is considered confidential. Such records shall not be made available to any agency of local, state or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of federal, state, or local law relating to criminal, civil or administrative discovery procedures or legislative investigatory power.

Homer Public Library resists the issuance or enforcement of any such process, order or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction.

While the library is sensitive to a patron's need for privacy in using all library resources, the library cannot guarantee a patron's privacy while using computer resources. All patrons are expected to respect the privacy of others.

LIBRARY NOTIFICATIONS

The library collects only the minimum personal information necessary to provide effective services for its users. Library account data is never sold to any third-party vendors. It is shared with select vendors specifically vetted by the library for the purpose of providing optional library notifications.

Notifications may be sent by mail, e-mail, text (SMS), phone or other methods of communication. The

library also collects data for statistical purposes containing no personally identifiable information. Personal information and mobile numbers collected through opt-in will not be shared, sold or rented with third parties for marketing purposes.

The library offers a number of options for notifications and/or communications. Phone numbers may be used to notify via phone calls or SMS/text messages, if applicable. Another option is via email. To receive these notices, you may opt-in by selecting your preferred notification method when opening an account or notifying staff any time after that. You may also opt-out of notifications at any time by contacting our staff during business hours. You will need to provide account information, which may include e-mail or phone number. After opting out, you may receive a final confirmation message. Please allow a reasonable amount of time for your opt-out request to be processed. If you choose to resubscribe, you can do so by following the opt-in process again.

Terms and Conditions for Text Messages

1. Patrons who have opted to receive text messages from the Homer Public Library will get messages for library business only. Personal information will not be shared with third parties for marketing purposes.
2. The types of messages the library may send includes but is not limited to account notifications, such as overdue notices, holds notices, etc.
3. Message frequency may vary.
4. Message and data rates may apply.
5. For support, text HELP for help, email circ@homerpubliclibrary.org, or call 907-235-3180.
6. To opt-out, text STOP to cancel, log in to your account to change notice preference, or speak with a staff member.
7. Failure to receive a library account notice does not waive patron responsibility for the timely return of library materials



MEMORANDUM /AGENDA ITEM REPORT

Privacy Policy

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: October 3, 2025
From: Dave Berry, Library Director
Through:

Background:

For a number of years, the library has offered patrons the option of receiving certain communications, such as holds notices, through text message. The library's catalog automatically generates an email notice, which is then converted into a text message before being sent.

Last June, AT&T notified us that it will no longer support email-to-text services, mainly as an anti-spam measure. Other carriers seem likely to follow suit.

I reached out to the company that maintains our catalog to see if they had a solution. They recommended partnering with a third-party company that can translate our catalog outputs into a form acceptable for the phone carriers. We signed a contract with this company on September 26, and they reached out to me to begin the process of setting it up.

One key requirement is that the library privacy policy must cover electronic communications, including offering patrons the choice to opt in or out. While we do offer that choice, it isn't covered in the existing documents, and we need to spell it out before we can upgrade the system.

I have drafted a new privacy policy based off a template provided by the company. The new sections are highlighted in yellow.

Recommendation:

Revise the library's privacy policy to cover electronic communications.

Attachments:

Draft Privacy Policy



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Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: October 9, 2025
SUBJECT: City Manager's Report for October 13, 2025 Council Meeting

Landslide Hazard Mitigation Presentation

Living with the possibility of landslides is a reality in many Alaskan communities with steep slopes, including Homer. Join Dr. Brentwood "Hig" Higman of Ground Truth Trekking, Dr. Anna Liljedahl of Woodwell Climate Research Center, and other researchers for a presentation on their findings and ideas on how to live more safely in a moving terrain. You are invited to come learn more about

- what do we know about this hazard locally?
- how can we find out more about it?
- what can we do as a community to manage landslide hazards here?

The presentation will be held at the Kachemak Bay Campus on Tuesday, October 21st. Doors open at 5:30 p.m. and the presentation begins at 6:00 p.m. Visit the City's website for more information. <https://www.cityofhomer-ak.gov/planning/join-us-presentation-landslide-hazard-mitigation>

Karen Hornaday Park Trail

The Landslide Hazard Mitigation presentation team will be in the area for a few days conducting workshops and taking a local field trip. One stop on the team's list is the new City property above the Karen Hornaday Park campground. It will be extremely beneficial to the City to learn from the team about how to approach management and development on this property to help ensure a safe useable trail for our residents and visitors to enjoy. Staff will take the information to aid in development of a Request for Proposals for trail design.

Speed Monitoring Devices

Last year Council appropriated funds to purchase speed monitoring devices. These devices are designed to alert drivers of their speed as they approach the devices and flash the speed to alert them when they are exceeding the posted speed limit as a way to encourage them to slow down. The newer devices have the capability to take photos of vehicles that are exceeding the speed limit and are set up to do so. The request has been made to administration to look into the cost of upgraded cameras that can snap a photo that will capture the license plate numbers of vehicles that are speeding in our neighborhoods. There are a few companies that sell these types of cameras, and they can be purchased by law enforcement. I'm interested in hearing from Council if there is interest in putting City resources into researching and reporting back on the impacts of purchasing and enforcing speeding in this manner.

Homer Spit High Tide Events

Over this past week we've experienced our first round of fall/winter high tide and wind events on the Homer Spit. While the storms weren't as extreme as last year in November where we experienced damage to Homer Spit Road and properties along the west side of the Spit, there was some erosion that resulted from the tides and winds this past Tuesday-Thursday. After last November's storms the City engaged with our State Delegation and Alaska Department of Transportation and Public Facilities (AKDOT&PF) Comm

Juneau in February and conversations continued in the summer. As a result, the Sterling Highway Mile point 134-138 Erosion Improvements along Homer Spit Road was included in the Alaska State Transportation Improvement Program (STIP). The proposed scope for the project is to construct improvements to protect the Homer Spit Road from coastal erosion. Improvements may include excavation, coastal erosion protection, paving, signing and striping, and utility relocations. The STIP planning estimate provides \$1.5 million for design, \$100,000 for utility work, and \$6 million for construction, to occur over a period of four years. Limited staff capacity with the State and the City have hindered getting this effort underway. We were advised by the Central Region Director this summer that they anticipate having a Project Manager available in October, and the Mayor and city staff will be meeting with the Central Region Director and his team on October 10th to learn more. The next 20'+ tide events will be occurring in the afternoons of November 3rd through 8th.



First Annual Homer PD vs. Homer Fire Softball Game

Last Sunday Homer Police Department and Homer Volunteer Fire Department met at Jack Gist Park for an afternoon of fun and community support for the first annual Guns and Hoses softball game. The weather couldn't have been better, and it was awesome to see everyone out there. Big thanks to the volunteers covering the ambulance during the event, thankfully no one needed help on or off the field. The community donated a ton of food and toiletries, which have all been delivered to their respective organizations and they were very appreciative.

City Manager Meetings and Events:

September 25th and October 9th – Microsoft 365 Pilot Team Meeting
September 28th – Guns and Hoses Softball game between HPD and HVFD
October 2nd – Kenai Peninsula Municipal Managers Meeting
October 8th – Homer Police Department Patrol Meeting
And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments: Landslide Hazard Mitigation Presentation Flier

LIBRARY ADVISORY BOARD

2025 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/15 5:00 p.m.	Tuesday 1/21 5:30 p.m.	Monday 1/27 6:00 p.m.	
FEBRUARY	Wednesday 2/12 5:00 p.m.	Tuesday 2/18 5:30 p.m.	Monday 2/24 6:00 p.m.	• Annual Review of Library Fees, Policies, Rules & Regulations • Annual Review of Board's Bylaws • Celebration of Lifelong Learning • Strategic Plan & Goals
MARCH	Wednesday 3/12 5:00 p.m.	Tuesday 3/18 5:30 p.m.	Monday 3/24 6:00 p.m.	• Reappointment Notices Sent Out
APRIL	Wednesday 4/09 5:00 p.m.	Tuesday 4/15 5:30 p.m.	Monday 4/28 6:00 p.m.	• Terms Expire April 1st • National Library Week, Library Workers Day, & Library Legislative Day
MAY	Wednesday 5/14 5:00 p.m.	Tuesday 5/20 5:30 p.m.	Tuesday 5/27 6:00 p.m.	• Election of LAB Officers
JUNE	No Regular Meeting			
JULY	No Regular Meeting			
AUGUST	Wednesday 8/13 5:00 p.m.	Tuesday 8/19 5:30 p.m.	Monday 8/25 6:00 p.m.	• Library Budget Review *may not be applicable during non-budget years • CIP Draft Recommendations • Advisory Body Training Worksession
SEPTEMBER	Wednesday 9/10 5:00 p.m.	Tuesday 9/16 5:30 p.m.	Monday 9/22 6:00 p.m.	• Library Card Sign-up Month
OCTOBER	Wednesday 10/15 5:00 p.m.	Tuesday 10/21 5:30 p.m.	Monday 10/27 6:00 p.m.	• Approve Meeting Schedule for Upcoming Year
NOVEMBER	Wednesday 11/12 5:00 p.m.	Tuesday 11/18 5:30 p.m.	Monday 11/24 6:00 p.m.	• National Friends of Libraries Week
DECEMBER	Wednesday 12/10 5:00 p.m.	Tuesday 12/16 5:30 p.m.	1/12/2025 6:00 p.m.	• Annual Review of Strategic Plan/LAB Goals

*The Board's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Board's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports.