



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

City of Homer Agenda

**Library Advisory Board Regular Meeting
Tuesday, November 5, 2019 at 5:30 PM
City Hall Cowles Council Chambers**

CALL TO ORDER, 5:30 P.M.

APPROVAL OF AGENDA

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA (3 minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes for October 7, 2019 **Page 3**

VISITORS/PRESENTATIONS

A. Anne Garrett, Alaska Community Foundation

STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 minute time limit)

A. Library Director Report dated October 30, 2019 **Page 11**

i. 2019 Statistical Report (laydown)

ii. 2018 Statistical Report **Page 15**

PUBLIC HEARING

PENDING BUSINESS

A. Draft Ordinance Establishing a Library Endowment Fund **Page 17**

i. Draft Ordinance 19-xx Establishing a Library Endowment Fund **Page 19**

ii. Example Ordinance from Warren-Newport Public Library District **Page 23**

iii. Example Ordinance from Wilsonville Public Library Board **Page 25**

B. Proposal to City Council Regarding a Library Endowment Fund **Page 31**

i. Draft Proposal for a Library Endowment Fund **Page 33**

NEW BUSINESS

A. Encouraging Students to Obtain Library Cards **Page 63**

B. LAB Goals for 2020 **Page 65**

i. LAB Goals for 2019 **Page 67**

- C. Meeting Schedule for 2020 **Page 69**
 - i. Resolution 19-0XX Establishing 2020 Regular Meeting Schedule **Page 71**

INFORMATIONAL MATERIALS

- A. Friends of the Homer Library October 2019 Newsletter **Page 75**
- B. LAB 2019 Calendar **Page 79**
- C. Boardmember Attendance at 2019 City Council Meetings **Page 81**

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE STAFF

COMMENTS OF THE COUNCILMEMBER (if present)

COMMENTS OF THE CHAIR (if present)

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **DECEMBER 3, 2019 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 19-07, a Special Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:31 p.m. on October 7, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, SPRINGER, KUSZMAUL, SCHMIDT, FINN, AND FAIR
STUDENT REPRESENTATIVE GREER

ABSENT: BOARDMEMBER VERNON (excused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

FAIR/PETERSON MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes for September 3, 2019

Chair Kuszmaul asked for a motion to approve the minutes.

SCHMIDT/FINN MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 3, 2019 REGULAR MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Mike Miller, Executive Director, Homer Foundation – About the Homer Foundation

Mr. Miller provided a presentation on the Homer Foundation and the services that the Foundation provides to the Southern Kenai Peninsula from Ninilchik to Nanwalek. He explained the types of funds and benefits of investing in the various funds and or endowments. Mr. Miller explained that they have a goal to give away \$800,000 per year and raise a corpus of \$20 million dollars. He applauded the Board for considering setting up an endowment. It is believed that with the aging society and the wealth available it is an opportunity. Additional points of interest and information provided were on the following:

- Creation of specific funds needed by entities
- Changes on the management of the Homer Foundation
- Donations can be as small as \$2.50 and there is no limit, A \$10,000 start is required for a named fund
- Funds were managed locally up until two years ago when they transitioned to a Fund Manager and selected Vanguard
- Community Funding for non-profits
- Endowed funds versus non-endowed funds

Mr. Miller then answered questions from the Boardmembers on the following:

- Setting up named funds and the requirements
- Donations of real property and the process
- Vanguard Management received their 1% of the profit
- The Homer Foundation competitors as far as donations is separated by the type of donor and how they might be connected with the organization or the cause that the organization promotes or supports
- Public perception of the Homer Foundation
- Unable to quantify the Homer Foundation share of the receipts of the entire community in giving/donations made overall
- Vanguard's fee is prior to the distribution
- The \$20 million corpus goal would allow for the \$800,000 annual give away and statistically speaking they are raising the level but believes it would be attainable in the Homer Community
- Provided explanation on the process for funds that were not designated

Mr. Miller complimented the Alaska Foundation but did note that they are not based in Homer or the Homer area. He acknowledged that they do offer a wider range of investment opportunities than the Homer Foundation but covered the entire state where Homer Foundation focused on local investment opportunities.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Report dated September 27, 2019
- i. 2019 Statistical Report (laydown)
 - ii. 2018 Statistical Report

Library Director Berry provided an overview of September in the library, and discussed/facilitated questions from the board on the following topics:

- Very busy month of September planning for the possible teacher's strike which did not happen
- Kate Finn and I interviewed two community foundations about their endowment funds as part of the LAB's ongoing project to develop a planned-giving program.
- Separately I gave some brief speeches at the Elks Lodge and the Rotary Club
- Met with Rob Wiard to look at refurbishing the library's countertops.
- Cross-training among staff in order to provide backups for essential library operations
- The bookmobile has been decorated with two illustrations from *Matilda*, one on each side of the back door.

The Board reviewed the 2019 Statistics provided as a laydown.

PUBLIC HEARING

PENDING BUSINESS

- A. New Library Donation Policy & Donor Recognition Form
- i. New Library Donation Acceptance & Management Policy
 - ii. Donor Recognition Form

Chair Kuszmaul introduced the item for the record and invited the Library Director Berry to provide his report for the Board.

Library Director Berry reviewed his report and the amended draft of the Donation Policy from the September meeting plus the proposed form that was requested. This form is for staff use.

Boardmembers reviewed the draft donor form and the following points were raised:

- Donation policy – discussion on the amount indicated where the Library Director would require additional review and approval/input
- This form should not be used for large donations and should be used only for the current donations of the small donors or books, etc.
- Brief discussion on donor plaques, shelves, etc.
- There is currently no policy for naming rights of facilities
- Ability to request naming rights for a room if substantial donation was made
- Formatting of the donor form

- Name with check box for anonymous

A discussion ensued on leaving the amount of “\$5000 or more” in the policy on page one, under Equipment and Other Physical Items blank at the concern expressed by Chair Kuszmaul as to the necessity of Council to need to have a say in the acceptance of endowments or monetary amounts. She offered that the amount could be higher. Opposition was expressed by the Board on leaving it blank. Library Director Berry will consult with City Manager Koester on what would be acceptable to Council.

Further discussion ensued on large donors and use of the form and holding recognition events for large donors was more of Friends type not the Board but it was pointed out that the Friends would not be involved in getting or accepting this money it would be the Board.

FINN/SCHMIDT MOVED TO POSTPONE THE NEW LIBRARY DONATION POLICY UNTIL AFTER THE PRESENTATION FROM THE ALASKA COMMUNITY FOUNDATION.

There was a brief discussion on the scheduling of the presentation for The Alaska Community Foundation.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- B. Selecting a Community Foundation to Manage the Library Endowment Fund
 - i. Alaska Community Foundation Interview Responses
 - ii. The Homer Foundation Interview Responses
 - iii. Informational Materials from Alaska Community Foundation
 - iv. Informational Materials from Homer Foundation

Chair Kuszmaul introduced the item by reading of the title into the record.

Library Director Berry reviewed his report for the Board. He stated that those two foundations are the competitors for their business and there is some advantage to staying local but there is some advantage to go with The Alaska Community Foundation. He did note that Seward Library and Petersburg work with the Alaska Community Foundation. He then responded to questions from the Board related to the following:

- The amount currently available to start the fund is just under \$4000
- There is currently no plan to increase the amount but he is going to ask the Friends for a 1/1 Challenge Grant so he has no worry on reaching the \$10,000 amount.
- The Friends also work with the Homer Foundation
- Contact has not been made to check the references that were provided by the Homer Foundation

- It would be best to have the set of questions to ask each client, Boardmember Springer volunteered to assist Library Director Berry in canvassing the Clients of each perspective Foundation.
- Questions from the Board members should be sent to staff who will then distribute and work with Boardmember Springer to schedule the interviews

Boardmember Finn thanked Library Director Berry for his work in getting all the information together for them.

- C. Library Endowment Fund Proposal
 - i. Draft Proposal for a Library Endowment Fund

Chair Kuszmaul introduced the item into the record.

Library Director Berry provided a brief summary on the proposal and asked if there were any questions.

A discussion ensued on approaching the Council to advocate support for the proposed creation of an Endowment Fund for the Library and who they should solicit first to become a sponsor.

Library Director Berry stated that this information will be presented to the City Manager prior to them approaching Councilmembers. He requested input on the proposed language in the packet.

There was a brief discussion on the wording in the proposal and no further amendments were proposed by the Board.

FAIR/FINN MOVED THAT THE LIBRARY ADVISORY BOARD APPROVES THE PROPOSAL FOR THE LIBRARY ENDOWMENT FUND AS WRITTEN WITH THE AMENDMENTS AND CHANGES.

There was a brief comment on adding the date at the bottom.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- D. Update on FY 2020-2021 Budget Requests

Library Director Berry reviewed his report and stated that in his meeting with the City Manager and Finance Director they received \$1500 for the increase in periodicals but did not get an increase in funding for books. He responded to questions from the Board regarding the reason for not getting the increase and the previous year funding amount.

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. Library Advisory Board Bylaws – Adopted September 23, 2019
- B. Friends of the Homer Library September 2019 Newsletter
- C. LAB 2019 Calendar

The Board agreed by consensus that it would be appropriate to send the Friend's a card and flowers recognizing Friends week for October 20-26, 2019.

Chair Kuszmaul will purchase the card and flowers.

- D. Boardmember Attendance at 2019 City Council Meetings

Boardmember Schmidt will meet with Library Director Berry on Friday for the Monday, October 14, 2019 Council meeting.

Boardmember Springer will attend the October 28, 2019 Council meeting.

Chair Kuszmaul will attend the November 25, 2019 Council meeting.

Boardmember Finn and Student Representative Greear will attend the December 9, 2019 Council meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Berry reported that there will be a film called The Public showing on October 24, 2019 6:00-9:00 p.m. at the Homer theater with a discussion panel afterward moderated by Mercedes Harness and Kevin Coe.

The film is about a Public Library in Cincinnati, Ohio and a group of homeless people refuse to leave when the temperature drops to 10 degrees. He then announced the Friends Annual Book and Plant Sale on the Friday and Saturday, October 25-26, 2019

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul thanked Boardmember Finn and Student Representative Greear for the treats. She reported that they had a really good time at the Soiree on Friday, there was great food and shared who they were and there alignment with Friends or the LAB. She felt it would be

something to do next October. It was really nice to put a face to the name and that the event was well attended. She welcomed Clark back to Board.

COMMENTS OF THE BOARD

Student Representative Greear reported that many of the students did not realize that they could use a computer at the library with their Library Card. So she suggested creating some posters to place at the Library and possibly the school. She also thought of a good idea to get more teens involved to offer a small discount like \$5 off the cost of the ticket for a dance, such as Prom if they show their library card.

Chair Kuszmaul related an experience regarding local businesses offering discounts from merchandise in a similar fashion.

Student Representative Greear stated that she also considered asking the Homer Theater to offer \$1.00 off popcorn if a High School Student shows their Library Card reasoning that popcorn is a nominal cost so the revenue loss to the theater would be small but then she was a concerned about discerning a High School Student from a college student and that might be more difficult but needed more thought process on the idea.

A brief discussion on the idea proposed for Prom, using the month of April to conduct it and contacting the Student Council, Principal for permission to implement the idea ensued.

Chair Kuszmaul stated that they can put this on the November agenda for further discussion and refinement. She directed Student Representative Greear to gather the information.

Library Director Berry requested the information to be gathered and submitted to him by Student Representative Greear and he will submit a Staff Report and information to the Clerk's Office for the November meeting packet.

Boardmember Finn distributed an article regarding a prisoner reading program in Brazil and that prisoners are used by publishers to review materials. She also found information that prisoners read nine times more books than the average reader. She then reported that the Alaska League of Women Voters will be having a traveling exhibit to celebrate the 100th anniversary and realized that they have not been asked to host it here in Homer.

Library Director Berry requested the details such as how large the exhibit is, etcetera be forwarded to him as soon as Kate received it.

Boardmembers Springer, Peterson and Fair had no comments.

ADJOURN

There being no further business to come before the Board, Chair Kuszmaul adjourned the meeting at 7:15 p.m. The next regular meeting is scheduled for Tuesday November 5, 2019 at 5:30 P.M. at the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: _____

Director's Report, Homer Public Library
October 30, 2019

General Notes

The month was filled with meetings—with city officials, various members of the LAB and FHL, a reporter for KBBI, and lots of patrons. More details below.

We had a joint FHL/LAB soiree on Oct. 4—a very pleasant evening. Thank you to everyone who brought food and shared their favorite books.

Director's Meetings in October 2019					
Library Advisory Board (LAB)	Friends of the Homer Library (FHL)	Staff	City Council	Department Heads	Other
4	1	0	1	2	Several with city officials, 1 with a reporter

Staff Notes

I was at the Director's and Leaders (DirLead) conference from Oct. 1-4. Claudia Haines attended the Connected Learning Summit in California from Oct. 2-5 and the Navigating Screens Advisory Board Oct. 24 and 25. The regular staff meeting was rescheduled for Nov. 1 due to the number of people out on leave.

We have started crosstraining staff on serials, with more work ahead of us in technology, adult services and cataloging. I hope the winter affords us a bit of a break to concentrate on that.

Facility

We smelled natural gas for a couple of days, but no source could be found, and it seems to have been coming from outside the library. The vent pads in the gas fireplace are scheduled to be replaced, just in case. There were issues on and off with the wireless network and the printers, but those are being addressed. New posts have been put up to fix the vandalism to the StoryWalk, but repairs are still in progress. Building services has installed doorstops on the doors for the study rooms and is replacing florescent lighting in the stacks with LEDs. Parks and

Rec is installing a perforated pipe along the edge of the sidewalk outside the main entrance, to prevent an ice patch from forming in winter.

Library Advisory Board (LAB)

At the LAB meeting on Oct. 7 we heard a presentation from the Homer Community Foundation in regards to their fund offerings. I contacted some clients of both the Homer Foundation and the Alaska Community Foundation to get a sense of their experience with these foundations.

The effort to create an endowment fund was announced publicly at the City Council meeting on Oct. 14. Separately, Marcia Kuszmaul and I met with Caroline Venuti and Donna Aderhold to solicit their input. I also spoke with Katie Koester regarding the city's procedural requirements and we mapped out a process for making it work.

Friends of the Homer Library (FHL)

I was at a conference during the FHL board meeting, but Amy Gordon attended in my place. The FHL gave up on installing trash cans outside the library, on the advice of Parks and Rec.

FHL sponsored a showing of *The Public*, a movie about homeless patrons in the Cincinnati Public Library, on Oct. 24. I was part of the panel discussion afterwards, which was moderated by Mercedes Harness and Kevin Co. Panel members included the Homer Food Pantry, the police, Haven House and various other outreach organizations. The day before the showing I gave an interview to a reporter from KBBI as a lead-in to the main event.

The Fall Book and Plant Sale took place Oct. 25-27.

Events in October 2019		
Date	Time	Event
10/3	1:00-3:00	Literary Ladies Book Discussion
10/3	4:30-5:30	Great Decisions Book Discussion
10/4	6:30-8:00	Soiree for the LAB and FHL
10/10	6:00-7:00	Cassandra Windwall Author Talk
10/23	3:00-5:00	Women's March Homer

Events in October 2019		
10/24	11:45-1:15	Chamber of Commerce Board Meeting
10/24	6:00-9:00	Showing of <i>The Public</i> , followed by discussion (at Homer Theater)
10/25	10:00-7:45	Friends of Homer Library Book and Plant Sale
10/26	10:00-5:45	
10/29	11:45-1:45	League of Women Voters
10/29	5:00-6:30	Death-Positive Movement Group
10/30	3:30-5:30	Frankentoys

Upcoming Events in November 2019		
Date	Time	Event
11/2	2:00-4:00	David Lynch Foundation on transcendental meditation
11/4	4:45-5:45	
11/7	1:00-3:00	Literary Ladies Book Discussion
11/7	3:00-4:30	Greek Myths Book Club
11/7	6:00-7:45	Farm Bureau
11/8	6:00-7:45	Homer Fire Department EMS Exam (after hours)
11/9	12:30-5:00	Haerle House Parenting Workshop
11/15	1:00-3:00	Homer Garden Club
11/16	1:30-3:00	Bath Bombs
11/21	3:00-5:00	Women's March Homer
11/21	5:45-7:45	Anime Club
11/23	10:00-12:00	Open Source Software Workshop

Ongoing Events

Date	Time	Event
Mondays	1:30-4:30	Knitting
Tuesdays	3:00-4:30	Kids' Chess
Wednesdays	10:00-11:00	Family Storytime (Ages 3-5)
Thursdays	11:30-12:30	Small Fry Storytime (Ages 0-2)
Fridays	3:00-5:45	Live-Action Role-Playing (LARP) Ages 10-18
First Mondays	12:00-1:00	Lunch with a Councilmember
First Tuesdays	6:30-7:45	SPARC Radio Club
First and Third Saturdays	10:00-12:15	Walk-in Tech Help
Second Tuesdays	6:00-7:45	Genealogy Peer Support Group
Second Thursdays	3:00-4:30	Lego Lab (Ages 8-11)
Third Tuesdays	6:00-8:00	Writer's Refuge
Fourth Tuesdays	4:30-6:30	Book Club
Early school release	2:00-3:30	Maker Club

Homer Public Library Statistical Summary for 2018

Date: 30-Jan-19

CIRCULATION	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	Y.T.D.
Total # of Items	15,688	13,176	15,383	13,445	13,991	15,067	14,438	14,946	12,985	13,746	12,826	13,145	168,836
INTERLIBRARY LOANS													
Incoming (Borrowed)	19	23	15	15	16	8	12	20	22	21	20	16	207
Outgoing (Lent)	49	50	44	35	8	50	47	49	41	43	36	15	467
STUDY ROOM USE													
# of groups	196	254	204	195	211	209	200	241	214	234	204	174	2536
# of people	353	437	411	340	394	404	392	427	367	461	256	324	4566
MEETING ROOM USE													
# of groups	29	24	30	19	17	30	37	27	31	22	21	20	307
ATTENDANCE													
TOTAL (*Included)	10,946	9,884	10,482	10,516	10,656	11,823	12,670	12,335	9,780	10,859	9,013	7839	126803
*Story Hour & Lapsit	401	246	298	296	276	293	192	272	323	396	352	264	3609
*School Classes	0	0	21	0	78	0	0	0	26	84	21	45	275
*Internet sessions	4,117	3,614	3,771	3,333	4,098	5,249	5,538	5,244	4,023	3,869	3,315	2,565	48736
*Programs	290	405	234	613	587	864	1057	207	245	362	319	189	5372
OUTREACH													
# Visits	5	6	4	5	15	8	5	5	4	5	4	4	70
# People	25	25	58	116	442	182	121	25	15	17	12	202	1240
NEW CARDS ISSUED													
City	24	26	25	21	37	36	36	32	22	28	31	29	347
Trough	42	24	30	24	28	50	26	24	18	30	6	17	319
Temporary	0	0	1	3	9	9	2	5	0	1	0	1	31
Reciprocal						6	2	2	1	1	2	2	16
VOLUNTEER HOURS													
# of people	48	84	60	75	82	99	88	69	50	73	61	71	860
# of hours	113	239.5	150	258	226.75	263.25	336	154	154.5	270.75	155	189.5	2510.25
MATERIALS ADDED													
Books	259	145	299	246	425	479	228	313	272	205	187	276	3334
Audio	14	0	11	11	11	11	9	24	3	8	12	22	136
Video	89	26	57	89	109	101	60	46	42	52	78	44	793
Serials	2	0	2	0	0	0	2	0	0	0	0	0	6
Electronic Resources	2	0	0	1	0	0	0	0	0	0	0	0	3
MATERIALS REMOVED													
Books	335	149	154	179	167	56	31	332	242	148	86	132	2011
Audio	5	0	2	38	4	4	0	2	1	1	0	2	59
Video	9	4	16	34	214	73	59	5	10	1	2	11	438
Serials	3	2	0	0	0	0	0	0	0	0	1	0	6
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2233.25	2288.13	2759.11	2106.47	1867.95	2504.00	3392.38	3082.43	2709.02	2735.63	1554.52	2989.55	30,222.44
Building Fund (151-)													0.00
Library Gifts (803-)							18.00						18.00
Grants			866.00			1250.00	7000.00	1442.31			500.00		11,058.31
TOTALS	2,233.25	2,288.13	3,625.11	2,106.47	1,867.95	3,754.00	10,410.38	4,524.74	2,709.02	2,735.63	2,054.52	2,989.55	\$41,298.75

CE for JM

CE for HB

PLAG

OWL Tech



City of Homer

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Homer Public Library

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(p) (907)-235-3180

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: OCTOBER 30, 2019
SUBJECT: DRAFT ORDINANCE ESTABLISHING A LIBRARY ENDOWMENT FUND

At the direction of the City Manager, the Library Director has drafted an ordinance establishing a library endowment fund.

This draft has been reviewed and edited by the City Clerk. She noted that the ordinance will also be reviewed by the City Attorney once it gets to the stage of going before City Council, and any further edits can be made at that time.

RECOMMENDATION

Review the text of the draft ordinance; make any change recommendations by motion.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

Venuti/Aderhold

3
4 **ORDINANCE 19-XX**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
7 CREATING A LIBRARY ENDOWMENT FUND.
8

9 WHEREAS, The Homer City Council is empowered to manage and allocate funds for the
10 operation of City departments, including the public library; and
11

12 WHEREAS, The City Council recognizes the need to provide long-term support for the
13 library's collections and services; and
14

15 WHEREAS, The City Council wishes to provide a mechanism whereby members of the
16 general public and other grantors may provide financial assistance to support those same
17 collections and services; and
18

19 WHEREAS, Many public library systems across the nation, including those in Fairbanks,
20 Juneau, Petersburg, Seward and Sitka, have demonstrated that an endowment fund is a
21 simple and effective means of accommodating such financial assistance.
22

23 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
24

25 Section 1. Homer City Code 2.48: PUBLIC LIBRARY, is hereby amended to create a
26 Library Endowment Fund.
27

28 Section 2. A Library Endowment Board shall be created, consisting of:

- 29 a. The Library Director
30 b. One member of the Library Advisory Board, selected by that board
31 c. One member of the general public, appointed by the Mayor and confirmed by City
32 Council for a term of XXXX years.
33

34 Section 3. The Library Endowment Fund shall be a "Field of Interest Fund," held within
35 a community foundation and administered by them in accordance with their existing policies.
36

37 Section 4. The earnings derived from the Library Endowment Fund shall be paid to the
38 City on a regular schedule, and the Library Endowment Board shall be authorized to spend
39 these earnings for the following purposes:

- 40 a. Purchase of materials for inclusion in the library's collection
41 b. Purchase or upgrading of library equipment
42 c. Improvements or repairs to library facilities and services.
43

87

88

89 _____
Katie Koester, City Manager

90

91 Date: _____

Michael Gatti, City Attorney

Date: _____

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2017/2018-5
ORDINANCE ESTABLISHING ENDOWMENT FUND

WHEREAS, included in the authority of the Board of Library Trustees (the Board) are the following:

- a. Exclusive control of the expenditure of all funds collected for the Library District, 75 ILCS 16/30-55.10;
- b. Accepting donations of money, personal property or real estate, 75 ILCS 16//30-75.

WHEREAS, the Board wishes to establish an endowment fund to:

- a. Provide ongoing financial support for the Library District, thus enabling the Library District to enhance services to patrons;
- b. Build an asset base that generates earnings that can be used to pay for special projects that would otherwise be difficult or impossible for the Library District to fund.

NOW, THEREFORE, IT IS ORDAINED BY THE BOARD as follows:

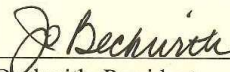
1. There is hereby established the Warren-Newport Public Library District Endowment Fund (Endowment Fund);
2. Gifts to the Endowment Fund, investments of the Endowment Fund, and expenditures from the Endowment Fund shall be handled by the Board in accordance with Board Policy 2022, as may be amended from time to time.
3. This Ordinance is effective upon its passage.

PASSED by the Board of the Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 21st of November 2017, by vote of:

AYES: Colwell, Farr Capizzi, Kettman, Kotsinis, Sutton, Linsdau, Beckwith

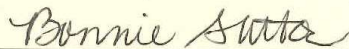
NAYS: 0

ABSENT OR ABSTAIN: 0



Jo Beckwith, President
Board of Library Trustees
Warren-Newport Public Library District

ATTEST:



Bonnie Sutton, Secretary
Board of Library Trustees
Warren-Newport Public Library District

(SEAL)



ORDINANCE NO. 668

AN ORDINANCE AMENDING WILSONVILLE CODE, CHAPTER 2, TO ABOLISH THE LIBRARY ENDOWMENT FUNDS AND APPROVE THE TRANSFER OF REMAINING ASSETS TO THE WILSONVILLE PUBLIC LIBRARY FOUNDATION.

WHEREAS, on March 9th, 1995 the City Council adopted Ordinance No. 441 that established a Library Endowment Fund for the purpose of advancing library functions including fundraising activities; and,

WHEREAS, to account for the three types of donation and designated purposes three separate accounting funds were created: (1) Library Non-Expendable General Endowment, (2) Library Expendable Capital Expansion Endowment and (3) Library Expendable Campaign & Capital Expansion Endowment, collectively referred to herein as the Library Endowment Fund; and,

WHEREAS, there has been no financial donation activity in the Endowment Fund since the 2002 library expansion; and,

WHEREAS, a separate entity known as the Wilsonville Public Library Foundation now solicits long term gifts for the Wilsonville Public Library, and has set aside approximately \$15,000 to establish an endowment fund managed by the Oregon Community Foundation to support the Wilsonville Public Library; and,

WHEREAS, the Wilsonville Public Library Board has adopted a Library Gift Acceptance Policy that will govern gifts to the Library and Foundation, and supports the transfer of the Library Endowment Fund assets of the to the Wilsonville Public Library Foundation so that it may:

1. Use the Library Non-Expendable General Endowment to establish a single professionally managed endowment fund for the benefit of the Wilsonville Public Library; and,

2. Hold the Library Expendable Capital Expansion Endowment and Library Campaign & Capital Expansion Endowment to be used in the future as deemed appropriate by the Wilsonville Public Library Foundation Board, and

WHEREAS, the City Attorney has determined that it would be legal under State law to transfer the surplus funds from the Library Endowment Fund to the Wilsonville Public Library Foundation.

NOW, THEREFORE THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

1. The transfer of the combined remaining resources of the Library Endowment Fund totaling approximately \$29,451 to the Wilsonville Public Library Foundation is approved.
2. Wilsonville Code Section 2.350 Library, Library Board and Library Endowment Fund is amended as follows (removals noted via ~~striketrough~~, changes noted in *italics*):

2.350 Library, Library Board and Library Endowment Fund Established

(1) The Wilsonville Public Library, a municipal public library in and for the City of Wilsonville, Clackamas County, State of Oregon, is hereby established under the applicable provisions of ORS Chapter 357.

(2) The Wilsonville Public Library as established by paragraph 1 shall be governed by a Library Board consisting of five (5) persons who are at least 18 years of age, and who are not officials or employees of the City. In addition, one member of the City government, the Mayor or his designee, may sit with the Library Board as an ex officio member to provide liaison with the Council.

~~(3) There is hereby established as a separate fund for the City of Wilsonville for the benefit of the Wilsonville Public Library, a fund designated as the 'Wilsonville Public Library Endowment Fund'. (Amended by Ordinance #441 - March 6, 1995)~~

2.352 Library Board Members

(1) Members of the Library Board shall be appointed by the Mayor with consent of the Council and may be removed by the Mayor with the consent of the Council. Any vacancy, unless caused by expiration of a term of office, shall be filled by the Council for the unexpired term of the predecessor in the office; and at the expiration of the term of any member, the City Council shall appoint a new member or may reappoint a member for a term of four (4) years. No

member shall hold appointment for more than two (2) full consecutive terms, but any person may be appointed again to the Board after an interval of one (1) year.

(2) Library Board members shall make every effort to attend all meetings. In the event that a member is absent from three meetings in any calendar year without either a pre-arranged excuse or an emergency, the Library Board may recommend removal of said member. Removal must be approved by the Council.

2.354 Library Board Powers and Duties

(1) The Library Board which is first appointed and each Board thereafter shall, each year on or before July 1st, elect a Chairman and a Vice-Chairman. The librarian shall serve as secretary to the Board and keep the records of its actions.

(2) Board members shall receive no compensation but shall be reimbursed for duly authorized expenses; and no member of the Board shall have any direct or substantial financial interest in any contract for goods or services for the Library to which the City is a party. Such a direct or substantial financial interest shall not disqualify a person from Board membership, provided such person first declares his or her actual conflict of interest and abstains from participating in any design of bid specifications, negotiation, award, vote or over-seeing of such a contract on behalf of the City or its Library Board. A Board member shall disclose any potential conflict of interest in Library Board matters reasonably known to the member. Unless a majority of the remaining Board members feel that such a potential conflict would bias the member in his or her participation, it shall not disqualify the member from participation.

(a) An actual conflict of interest arises when any of the following persons have direct or substantial interest in a contract for goods and services for the Library:

1) The member of his/her spouse.

2) A brother, sister, child, parent, father-in-law or mother-in-law of the member.

3) Any business associate of the member within two years, a prospective partner, an employer or prospective employer, or any corporation in which the member owns stock of a value of \$1,000 or greater.

(b) A potential conflict of interest arises when the member has an indirect financial interest in a contract for goods and services.

(c) Any member who is not disqualified, although he or she has declared a potential or actual conflict of interest, may be counted for the purposes of establishing a quorum. (*Amended by Ordinance #324 - March 23, 1988*)

(4) Unless and until another place is assigned to it by the City Council, the Library Board shall maintain its office, hold its meetings, transact its business and keep its records at the library.

(5) The Library Board shall meet at least once a month and may make and alter rules and regulations for its governance and procedure consistent with the laws of this State and with the City Ordinances. A majority of the members of the Board constitutes a quorum.

(6) It shall be the responsibility of the Library Board to:

(a) Recommend policies for the governance of the library, and submit same for Council approval;

(b) Recommend an annual budget to the City Manager.

(c) Recommend to the City Manager for City Council action the acceptance, use or expenditure of any gift, devise or bequest to the Wilsonville Public Library ~~or to the Wilsonville Public Library Endowment Fund~~, which either includes terms, conditions or restrictions of its use which have not been generally and typically acceptable without policy review by the City Council, ~~or are in amount over \$2,500~~. The Library Director shall annually include in the budgets for the Wilsonville Public Library ~~and the Wilsonville Public Library Endowment Fund~~ an estimated revenue amount and corresponding expenditure authority for expectable gifting and shall manage such gifts, devises or bequests in accordance therewith, reporting from time to time to the Library Board the status of annual gifting. ~~The investment management of any such funds, however, shall be the responsibility of the City's Finance Director. (Amended by Ordinance #441 — March 6, 1995)~~

~~(d) Propose fundraising programs and activities to the City Council for Library purposes, including, but not limited to, the Library Endowment Fund. Upon approval by the City Council, supervise such programs and activities in accordance with advancing the Library's purpose and with such direction as the City Council may give from time to time. Administrative expenditures may be made from City funds in connection with such fundraising activities, provided such expenditures are within the authorization of the City's budget. (Added by Ordinance # 441 — March 6, 1995)~~

(e d) Perform such other functions and engage in such other activities relating to the purpose of the library as the City Council may assign;

(f e) Make an annual report to the State Library and to the City Council on a form supplied by the State Library.

~~2.356 — Wilsonville Public Library Endowment Fund~~

~~(1) Donations to Fund. The City may accept for the benefit of the Fund any type of gift, devise or bequest of money or property and may place in the fund such City resources as it deems advisable. However, if any donation to the Fund contains conditions or restrictions on its use, other than a designation that it be placed in the Fund, the conditions or restrictions must be reviewed by the City Council prior to acceptance. The Council, after considering a~~

~~recommendation, if any, from the Library Board, may refuse to accept any gift, devise or bequest.~~

~~(2) Fund Accounting; Use of Fund Principal and Income.~~

~~(a) A separate accounting shall be maintained of the Fund principal and of Fund income. The value of the Fund principal is the cumulative value, or investment value, of all gifts and City resources other than Fund income placed in the Fund. All income from the assets of the Fund is Fund income.~~

~~(b) Fund principal may only be used for capital expenditures of direct benefit to the Wilsonville Public Library. Principal funds may be used only after the City Council has received a recommendation by the Library Board.~~

~~(c) Fund income is to be used to enhance the services, materials, equipment or facilities of the Wilsonville Public Library. In the annual City budget process, Fund income shall not be considered as a substitute or alternative revenue source for funding the level of library services which would otherwise be deemed appropriate to be funded by the City using other available revenue sources.~~

~~(3) Segregation of Fund Assets. Assets of the Fund may be segregated into separate accounts, and such separate accounts may, for convenience or in order to comply with the conditions or requests of the donors, be designated by separate names. The assets of the various accounts may nevertheless be co-mingled as may be deemed expedient by the City Finance Director for investment or accounting purposes.~~

~~(4) Investment of Fund. Assets of the Fund, including all separate accounts thereof, if any, may from time to time be invested and reinvested by the City Finance Director in such depositories or securities as may be lawful for investment of City funds. The form of fund assets may be changed from time to time.~~

~~(5) Termination of Fund. In the event the Wilsonville Public Library, or similar successor institution, ceases to operate, the City Council may terminate the Fund and dispose of Fund assets in any lawful manner for the support of library services. (Entire Section Added by Ordinance #441 - March 6, 1995)~~

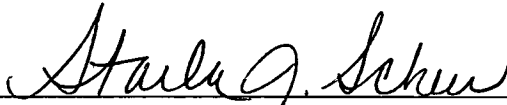
SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 17th day of August 2009, and scheduled for second reading at a regular meeting thereof on the 21st day of September 21, 2009, commencing at the hour of 7 p.m. at the Wilsonville City Hall.

Starla J. Schur, CMC, Deputy City Recorder

ENACTED by the City Council on the 21st day of September 2009, by the following votes:

YEAS:-4-

NAYS: -0-


Starla J. Schur, CMC, Deputy City Recorder

DATED and signed by the Mayor this 24th day of September 2009.


TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp	Yes
Councilor Hurst	Yes
Councilor Ripple	Excused
Councilor Kirk	Yes
Councilor Núñez	Yes



City of Homer

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Homer Public Library

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: OCTOBER 25, 2019
SUBJECT: PROPOSAL TO CITY COUNCIL REGARDING A LIBRARY ENDOWMENT FUND

At the LAB meeting on Oct. 7, boardmembers requested that the Library Director contact clients of both the Homer Community Foundation and the Alaska Community Foundation to ask about their experiences with those foundations.

On Oct. 16, the Library Director met with the City Manager to discuss the City's legal requirements in regards to a library endowment fund.

On Oct. 21 and 23, the Library Director and the LAB Chair met with Councilmembers Aderhold and Venuti, respectively, to solicit their input on the process of implementing such a fund.

Based on input from all these sources, the Library Director has created a summary packet for presentation to the City Council, containing essential information about the LAB's proposal. This packet includes:

- Proposal for a Library Endowment Fund (revised)
- Advice from other libraries
- Notes from meetings with community foundations (revised)
- Notes from clients of community foundations (new)
- Endowment fund projections by year (new)
- Draft ordinance establishing a library endowment fund (new)

Further, the councilmembers recommended scheduling a joint worksession between the LAB and the City Council, and consulting with the City Attorney to ensure the proposal meets legal requirements. The City Clerk's Office has suggested possibly scheduling the joint worksession for early January, since City Council's meeting schedule is extremely limited for the rest of the year.

RECOMMENDATION

Finalize the proposal to City Council and direct Clerk Staff to schedule a joint worksession between City Council and the LAB.

**Proposal to the Homer City Council
Regarding a Library Endowment Fund**



Presented by the Homer Library Advisory Board

November XX, 2019

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Proposal for a Library Endowment Fund

Background

The people of Homer and the surrounding areas have been extraordinarily generous in their support for the Homer Public Library. The library continues to receive donations of materials, time and money in support of library operations.

Article II Section 4 of the City of Homer Library Advisory Board (LAB) Bylaws states that the LAB shall “Solicit donations of money and/or property for the benefit of the library.” The LAB is eager to increase support of the library through major gifts but finds that the current gift acceptance policy is inadequate to efficiently accept and manage large gifts.

A review of best practices of other public libraries, within Alaska and beyond, shows that it is essential to plan in advance of such gifts, since a large unexpected donation can create management headaches and lead to a rushed, inefficient structure for administering the donation.

To prepare for solicitation of major gifts, the Library Advisory Board recommends that the City of Homer adopt a common best practice and create a designated Library Endowment Fund to invest and grow donations to the library. Such a fund would benefit the City in several ways:

- It earns interest, which donations currently do not.
- It provides a stream of income which is not reliant on taxation.
- It inspires donor confidence that their donations will be handled transparently and effectively.
- It ensures donations are used for quality local library services as donors intend.

Current status of library endowment funds across Alaska

Public library systems in Seward, Fairbanks, Juneau, Petersburg and Sitka all have endowment funds, as do a number of public library systems in the Lower 48. These funds typically fall into two categories. In the first, the fund is managed by the city government. In

the second, it is managed by a designated nonprofit organization, typically a community foundation.

All the city-managed funds we have encountered so far were created after-the-fact, when the city suddenly received a gift they didn't know how to process. Managing an investment fund is an awkward fit for a city finance office and returns are often relatively low. Non-cash donations are also extremely complicated to liquidate or administer, which creates a significant added burden on city staff.

Having consulted with librarians and fund managers in a variety of places, we believe the best course of action is to partner with a community foundation. This approach offers numerous advantages:

- As a 501(c)3 organization, a community foundation is able to accept grants and donations that a municipality may not.
- Donations to a 501(c)3 organization are tax-deductible.
- City staff are spared the burden of managing the fund.
- Community foundations have greater freedom to manage their investments and typically achieve higher returns than funds managed directly by a city.
- The foundation is equipped to handle non-cash donations, such as stocks, real estate, trusts and other unusual goods, which would create significant administrative costs for the city.
- Donations can be accepted online.
- Donations and donors are immediately recognized and acknowledged. Donors become part of an ongoing relationship.
- The library would receive an annual, predictable distribution (typically 4%) or can choose to maximize fund growth by reinvesting in the principal.

Intended use of library endowment funds

A Library Endowment Fund will provide an additional, predictable revenue stream to help provide quality library services over time. Examples of potential uses include, but are not limited to:

- Acquisition or replacement of library materials
- Acquisition or replacement of library equipment
- Start up or maintenance of a library service
- Facility improvements

Funds would not be used for personnel costs such as salaries, benefits, travel and training.

Recommendation for the Homer City Council

We recommend that the Homer City Council endorse the creation of a Library Endowment Fund. The fund will concentrate on the long term by growing its principal and providing a steady stream of revenue to support library operations in the future.

Library Advisory Board

November XX, 2019

Advice on Library Endowment Funds

(from librarians in AK, OR and MI, and a fund manager in a different part of MI)

The best procedure for handling large and complicated gifts is to set up an endowment fund with a community foundation. This arrangement offers four key advantages:

- The administrative burden on city staff is minimal.
- Community foundations usually achieve higher returns than funds managed by city personnel.
- As a nonprofit charity, a community foundation is able to accept donations from outside grantors as well as individuals.
- Donations to a community foundation are tax-deductable, which is attractive to donors.

When it comes to setting up the fund, people offered advice on some key things to remember:

- Make it easy to donate. You *must* be able to accept payments online.
- Provide simple and clear guidance to donors, without a lot of legalese. Make certain you recognize donors and show your appreciation.
- Whenever you get donations of stocks, real estate or other physical property, liquidate it immediately and put the money into the fund. Donated stocks are typically worth very little and the administration is a hassle.
- There will probably be a minimum amount needed to start up the fund. A challenge grant is a great way to get started.
- Most donations are small, in the range of \$100. Juneau PL estimates they receive one large donation about every 3-5 years.
- If at all possible, try to prevent donors from placing restrictions on how money can be spent.

- There is a variety of management structures. Some libraries leave all administration to the foundation. Others have a board consisting of the library director and some other representatives.
- Some funds allow withdrawals from the principal, others don't. Pay close attention to the terms of the agreement between the city and the foundation.

Homer Community Foundation

Notes from Discussions with HCF

1. **Tell me a bit about your foundation.**

Homer Foundation was created in 1991. It's the oldest community foundation in Alaska. They currently have about \$2.5 million invested in a variety of funds. Ken Castner was at one time chairman of HF's board. The fiscal year runs July 1 to June 30.

The current manager, Mike Miller, has been in the position since June. He has also worked for the Food Bank of Alaska, for Campfire, and for a variety of municipal positions in Wisconsin.

NOTE: An endowment fund set up for a city agency would have to be designated as a "Field of Interest Fund" rather than an "Agency Endowment Fund," because the city is not a 501(c)3. We would have to carefully designate the field of interest as "library operations" and be specific about how the money can be spent.

2. **What sort of funds do you manage? Do you have experience with endowments?**

They manage several endowments, including one for the City of Homer. Funds are managed by Vanguard since about 2 years ago; they used to be managed in-house, but results were highly variable and they sometimes lost money. Last year they earned 6.53%. They have also managed different types of funds, such as a maintenance fund for Kachemak City and the grants program for the City of Homer. All funds are pooled into a single investment and then interest is doled out proportionally.

3. **What is your process for accepting donations? Can you handle online or automatic debit transactions?**

Online transactions are easy. Direct debit is harder but possible—it requires

coordination with the HF office.

4. **What types of donations can you accept? If someone offers a non-cash donation, how do you handle it?**

The board will consider non-cash donations, but there has to be some due diligence before they decide to accept it. It is then liquidated immediately.

5. **What is the minimum investment required to set up an endowment fund?**

A starter fund can begin with \$2,500, but it must reach \$10,000 within two years. If the fund fails to reach that target, the money is forfeited to HF.

6. **Is there a minimum size for contributions?**

No.

7. **What is your investment strategy? How do you balance risk vs. returns? What percentage of your investments are in stocks vs. bonds?**

30% bonds, 70% stocks.

8. **What are your fees?**

HF doesn't charge any administration fees, though it might in future. Vanguard fees are divided proportionally among all the funds. This is taken out of the spendable portion, not the principal (ie it's taken off the top). Typically around 1%.

9. **What is the structure of the endowment agreement?**

HF will only consider an "agency fund" (i.e. an endowment fund). The library would have to have a "Field of Interest Fund," which is essentially the same as an "Agency Endowment Fund." They don't do non-endowment funds except for maintenance funds, which is a completely different structure. The HF board has variance powers,

meaning that in theory they could do whatever they want with the money, but in practice they work closely with agencies to align with their interests.

a. **Can we make withdrawals from the principal, or only the interest?**

Interest only.

b. **What is your formula for calculating disbursements?**

Based on a rolling average of 8 consecutive quarters. Every year the HF board sets a maximum spendable amount (typically around 4%) called the ATS. If the fund earns more than that, the excess can be included in a disbursement or reinvested.

c. **Who can make withdrawals or disbursements?**

The HF board authorizes disbursements. The library director submits a form indicating how much of the annual interest should be disbursed; it can be any amount up to the ATS. These stated preferences remain in effect until changed, so a new form does not have to be submitted each year.

d. **How often can withdrawals be made?**

Once a year, usually in September.

e. **Is there a limit on withdrawal amounts?**

Any amount up to the ATS.

f. **How often do you create financial statements?**

Quarterly.

g. If we are dissatisfied with the performance of the fund, is it possible to terminate the agreement?

No.

10. Do you carry insurance?

No. A small amount of HF's funds are held in FDIC-insured accounts with FNBA.

11. May we contact some references or current customers?

Yes. See the Homer Food Pantry, Bunnell Arts, City of Homer, Kachemak City.

12. May we see your Form 990 and audited financial statements? [Form 990 is an IRS document on which a tax-exempt entity must report numerous details about its organization and financial status.]

We have all this.

13. What is your relationship with the Alaska Community Foundation?

HF is independent of ACF, with its own board and money management, in order to preserve its flexibility. They cooperate quite a bit, and HF has a fund invested in ACF after Rasmuson Foundation gave them a matching grant to set it up.

14. Do you invest in socially-responsible funds?

40% of all funds are held in "social funds." The remaining 60% are in bonds and international funds, which do not offer socially-responsible giving as an option.

15. What happens if there is a negative return on the investment? Is there a requirement to make up the shortfall?

Entire fund is tied to market. Forward-funded for one year. There is no official policy of "holding harmless," so if principal declines, disbursements decline. The library would

not be required to make up any shortfall.

16. What is the Better Business Bureau rating for this investment manager?

A

17. How does the Homer Foundation deal with donors who wish to place restrictions upon their donation or designate it for a specific purpose?

If you donate to the fund, you are endorsing the purpose of that fund, but the board of trustees of the HF always has absolute variance powers. If the donor insists on a particular use, the board will try to follow the donor's intent, as long as it falls within the uses specified in the contract signed at the time the fund was created. HF will communicate to the donor that they can pass along specific instructions, but it is ultimately up to the recipient of the earnings to decide how to spend the money. It would be very difficult to track the spending for every individual donor, so the foundation generally doesn't.

18. Charity Navigator Listing:

<https://www.charitynavigator.org/index.cfm?bay=search.profile&ein=920139183>

19. Accredited by National Standards for U.S. Community Foundations?

Yes.

Comments from Current HCF Clients

1. **Why did you choose this foundation when you established your fund?**

CLIENT 1: Everyone on the board at the time was supportive; we had a windfall of money left over from an earlier project. The board really wanted to create an endowment and there really was no alternative foundation available.

CLIENT 2: By and large, because it's the local player. We did consider ACF, but we have such heavy community connections here, it would have been hard to justify going with them. It was also a longstanding goal to partner with HCF, so it just seemed like a given.

2. **Is your fund subject to any special restrictions as far as withdrawals, spending purposes, etc.?**

CLIENT 1: Once the principal is locked in, it can't be touched, which annoys the board. You can only get a disbursement once a year. You need a pretty big pot to make a real difference. When disbursement is issued, you can do whatever you want with it.

CLIENT 2: No. The basic setup is, it takes \$10,000 to open the endowment, and then you can either choose to reinvest or take disbursements. Once that's disbursed, it goes to us as part of our nonprofit. Maybe the FHL could act as a fiscal agent, rather than the city? I try to discourage the creation of another nonprofit.

3. **Have you been generally satisfied with this foundation?**

CLIENT 1: Oh, yeah. It's a symbiotic relationship, since they do a whole bunch for us—they give us grants, we get to keep money in the community. Joy Stewart is

fabulous. When I redid my will, we considered a number of nonprofits, and legal advice was that HCF is a really solid, long-lasting foundation.

CLIENT 2: To be quite honest, I would say neutral. We've always had a struggle between raising money to use now vs. putting it away for a rainy day, especially when all nonprofits are not guaranteed to exist in perpetuity. We needed an operating reserve to prepare for emergencies, like budget cuts, so that's where more of our energy has gone. We haven't really been actively pursuing trusts and wills. When you get to the point of being really stable, when you know you'll be around for 50 years or so, then you can look at long-term investing. HCF has been through quite a big change recently. For a while there, their investment strategy went against the market. The board has changed that in the last couple of years, and we're starting to see some growth. The current strategy is more about growth than earnings. I think HCF has gained maturity, so I'm optimistic about them, and thinking more about actively pursuing the endowment. Once you give money to the HCF, it's not really yours anymore.

4. What has been the best experience about partnering with this foundation?

CLIENT 1: The fact that they're so receptive. They sometimes seek us out to tell us about grant opportunities. They're real supporters of the library, too, so that benefits you.

CLIENT 2: We also apply for grants with them, and that part of the HCF is great, they have a quick turnaround, they have a good process and really meet the need. The personnel are wonderful and they take the time to understand the nonprofit world around here. It's great to see the disbursement money in our bottom line.

5. What's the worst experience?

CLIENT 1: We don't really have any.

CLIENT 2: The way it was two or three years ago, our endowment was losing money and there was nothing we could do. The accounting at the time was irregular, their quarterly statements didn't always get issued on time. They were starving on staff in order to make more grants. I'm excited about the new admin assistant, the forms are clearer, the investment strategy is better.

6. Is there anything else we should know?

CLIENT 1: Be aware that donations made to the endowment fund can compete with donations made elsewhere, so consider the effect on other organizations—not that that should be a major consideration in your decision.

CLIENT 2: You have an interesting situation. Mike Miller seems like a great new director and the board seems strong. Politically, you will have a very hard time with investing in ACF, because we value investing in our local area.

Alaska Community Foundation

Notes from Discussions with ACF

1. **Tell me a bit about your foundation.**

ACF has \$105 million invested from roughly 400 funds. The current investment manager is Baird, but that is reconsidered every year. All funds are pooled together and managed jointly. The fiscal year is July 1-June 30, but spendable portions are calculated on the calendar year.

2. **What are the goals of your foundation?**

To support philanthropy in Alaska. Their efforts are focused on growing philanthropy, not income. They invest for the long term, like Merrill Lynch.

3. **What sort of funds do you manage? Do you have experience with endowments?**

Does manage endowments as well as non-endowed funds.

4. **What is your process for accepting donations? Can you handle online or automatic debit transactions?**

ACF will work with the library create its own webpage to accept donations; this page can be linked off the library's site. ACF can process tax receipts and thank-you cards. The webpage will have a slight time lag in posting donations after they are accepted.

5. **What types of donations can you accept? If someone offers a non-cash donation, how do you handle it?**

For things like IRAs and stocks, they are liquidated immediately. For real estate, there has to be some due diligence first; not every property is worth what the donor thinks it is. If accepted, it will be liquidated.

6. What is the minimum investment required to set up an endowment fund?

For a non-endowed fund (i.e. one where the principal can be spent), the minimum is \$10,000 and the agency should plan on keeping the fund in existence for at least 3 years. For an endowed fund (where the principal cannot be spent) the minimum is \$25,000. A fund can begin as a non-endowed fund and later be converted to an endowment, but it can't go the other way.

7. Is there a minimum size for contributions?

Checks can be accepted in any amount. Website transactions have a \$25 minimum.

8. What is your investment strategy? How do you balance risk vs. returns? What percentage of your investments are in stocks vs. bonds?

Invests for the long-term and is extremely conservative. A mix of stocks and bonds.

9. What are your fees?

Non-endowed funds are charged 1.5% of the fund balance. Endowed funds are charged 1%. There is no setup fee, but ACF will require paperwork from the administering entity, including a resolution from the governing board and a copy of the bylaws.

10. What is the structure of the endowment agreement?

a. Can we make withdrawals from the principal, or only the interest?

Non-endowed funds can withdraw from the principal. Endowed funds can't.

b. What is your formula for calculating disbursements?

The fund's goal is to earn 7% annually. The amount that may be disbursed (the "spendable") is set annually by the ACF board; it is typically 4-5%. If the fund is

established before Sept. 30, the principal will be held for 5 quarters before any disbursements can be made. If the fund is established after Sept. 30, there will be an additional year of delay.

c. **Who can make withdrawals or disbursements?**

This is spelled out in the agreement. If I understand this correctly, the establishing entity must have a three-person disbursement committee consisting of one fund advisor (the library director) and two fund representatives (members of the LAB). This wasn't very clear, however.

d. **How often can withdrawals be made?**

ACF encourages withdrawals, since the money is meant to be used. Withdrawals can be made at any time by filling out a "grant request" form.

e. **Is there a limit on withdrawal amounts?**

Can withdraw any amount up to the spendable (for endowment funds) or the full value of the fund (for non-endowed funds). Withdrawals over \$50,000 require approval from the ACF board.

f. **How often do you create financial statements?**

Quarterly.

g. **If we are dissatisfied with the performance of the fund, is it possible to terminate the agreement?**

For a non-endowed fund, the full amount can be withdrawn at any time, minus a \$250 service fee. Endowed funds cannot be withdrawn.

11. Do you carry insurance?

Maybe.

12. May we contact some references or current customers?

Yes. See Joy Stewart, Homer Foundation, Alaska Botanical Gardens, Seward Area Hospice. All funds are searchable on the ACF website.

13. May we see your Form 990 and audited financial statements? [Form 990 is an IRS document on which a tax-exempt entity must report numerous details about its organization and financial status.]

We have this stuff.

14. What is your relationship with the Homer Foundation?

HF has a fund invested with ACF.

15. Do you manage any socially-responsible funds?

Not specifically looking for socially-responsible funds, but will check with CFO. Questions have come up frequently.

16. What happens if there is a negative return on the investment? Is there a requirement to make up the shortfall?

XXXX

17. What is the Better Business Bureau rating for this investment manager?

A+

18. How does the ACF deal with donors who wish to place restrictions upon their donation or designate it for a specific purpose?

XXXX

19. Charity Navigator Listing:

<https://www.charitynavigator.org/index.cfm?bay=search.profile&ein=920155067>

20. Accredited by National Standards for U.S. Community Foundations?

Yes.

Comments from Current ACF Clients

1. Why did you choose this foundation when you established your fund?

CLIENT 1: (First person): They had a large donation which they kept spending down, so they elected to start the fund to preserve it. We have a local group that does a lot of fundraising, but ACF was already set up to handle this kind of thing, and it was easy to create. We've had a big changeover since then, and we had to convince new leadership that we weren't just locking up the funds. We had someone who was a financial expert, was familiar with the ACF. We decided we didn't want to expend any of the investment, only the interest. She put together about 3 different options. We can roll money back into it. It was a really good idea.

(Second person): Can donate to either the ACF or the org itself. We chose ACF because our investments were earning very little. Member of board is a financial advisor. We have been earning more money than we can spend. ACF has had a very good record of earnings. I've been very impressed with what the endowment has earned, and it's given a lot of relief to the board, not having to fundraise all the time.

CLIENT 2: Very happy with it. Handled through a nonprofit partner. Over the last few years we had a surplus and suggested we try it. This year alone we've made a huge return, which we reinvested. We have a local foundation here, but we decided ACF was the better option. They had a good financial history.

CLIENT 3: Because they were linked with Rasmuson, which was promoting ACF heavily, we figured it must have been monitored pretty well. We wanted to make sure the money would be secure for the future. The principal becomes the ACF's, you can only touch the interest. The goal is to raise enough to eventually pay for a staff position.

2. Is your fund subject to any special restrictions as far as withdrawals, spending purposes, etc.?

CLIENT 1: (First person): The nonprofit partner pays for scholarships; our organization doesn't benefit directly. They have control of the earnings and can decide how to spend it. You must be *very* clear about how funds can be spent. We have to submit a proposal to our partner when we request support.

(Second person): Written into the contract that the principal is untouchable, unless we decided to withdraw all our funds from ACF. They issue a statement telling us how much we can withdraw and we submit a request form online. We have to tell them what the purpose of the request is, which must fall within the purposes specified in the original contract. The form is very simple. It's been really easy. Calculated quarterly. Can be used for whatever we tell them is our mission. Chose to use earnings for scholarships. Endowment has provided a lot of funding for this.

We have another account that isn't endowed. It earns interest, but it doesn't have the same restrictions. It doesn't earn as much. Has an extra half-point of administrative fees. That can be withdrawn in full at any time.

CLIENT 2: There's no restrictions on purposes. Each year we get a statement on how much you can spend. We're very happy. There are no other investments where we can get this kind of return. We don't have the time or expertise to manage the money, and they have professionals to do it. We withdrew funds from a couple of other accounts that weren't earning much.

CLIENT 3: We can take disbursements anytime after Jan. 1. Initially we had to vote on every expenditure. It can take a month to get the money, so it was simpler to just put it into the regular budget.

3. Have you been generally satisfied with this foundation?

CLIENT 1: (First person): There was no way they could sustain their programs without doing the endowment, and this worked well. It has been growing well. I think some people have left money in their wills.

(Second person): They have done very well by us. They gave us a presentation and packet to explain the different accounts. It's been pretty easy to get into the account to see what's happening—you can look at it online at any time. We would get all our information before every meeting.

CLIENT 2: We have had a very good experience with them. We've had a good return. They're very easy to work with.

CLIENT 3: Has been a little clunky. 3-4 month lag in delivering their financial statements. You have to go online to ask for disbursements. Once the fund is established, you have to wait 2-3 years before you can make disbursements. Generally okay, though they had a lot of staff turnover for a while. There didn't seem to be any dramatic disruption. They lost some paperwork at one point, but the online forms are better.

4. What has been the best experience about partnering with this foundation?

CLIENT 1: (First person): I never worked directly with them, but one of the things that appealed to the group was the fact that they had a lot of experience with other organizations.

(Second person): We've applied for a couple of small grants from ACF. The best thing is that I feel pretty secure with them—our funds are actually gaining ground. You have to have a certain minimum investment to start. I've been very impressed with what the account is doing.

CLIENT 2: It's very simple and easy to work with them. We don't have to do much. And the money is all handled here in Alaska, which is nice.

CLIENT 3: They did really well on earnings. Financially, they are really good at management. If you don't spend all your disbursement, it can be withdrawn

the next year. Does not get rolled into the principal automatically, although you could do it manually. It has eased the burden of fundraising. Our money was not working for us before, but it definitely is now. It has provided us with ready cash. Anybody can put in money from anywhere, through the website. The reports are clear. We don't have any control over HOW the money is invested, but that's okay. The money is pretty safe. Not paying the kind of fees we would to an investment advisor.

5. What's the worst experience?

CLIENT 1: (First person): No direct experience.

(Second person): They've had a big surge of personnel changes and they just redid their website. That hasn't affected us too much, but I'm not sure who to call now with questions. In the past they've always been very responsive, but we haven't needed to talk to them often. Some things have to be approved by their board if it's over a certain amount. If you need funds quickly, that could be a bit frustrating. We just make withdrawals annually.

CLIENT 2: None.

CLIENT 3: All their forms and such are on the website, you can see the order trail. It's just slow. Reports are only quarterly. Make sure there's someone doing oversight, and we trust Rasmuson.

6. Is there anything else we should know?

CLIENT 1: (Second person): I don't think you're going to get better interest anywhere. It's been very, very good for us. We wouldn't have had earnings this high with any banking institution. You also have to be aware of the risk of the market going up and down. If you're in it for the long haul, it's a great deal.

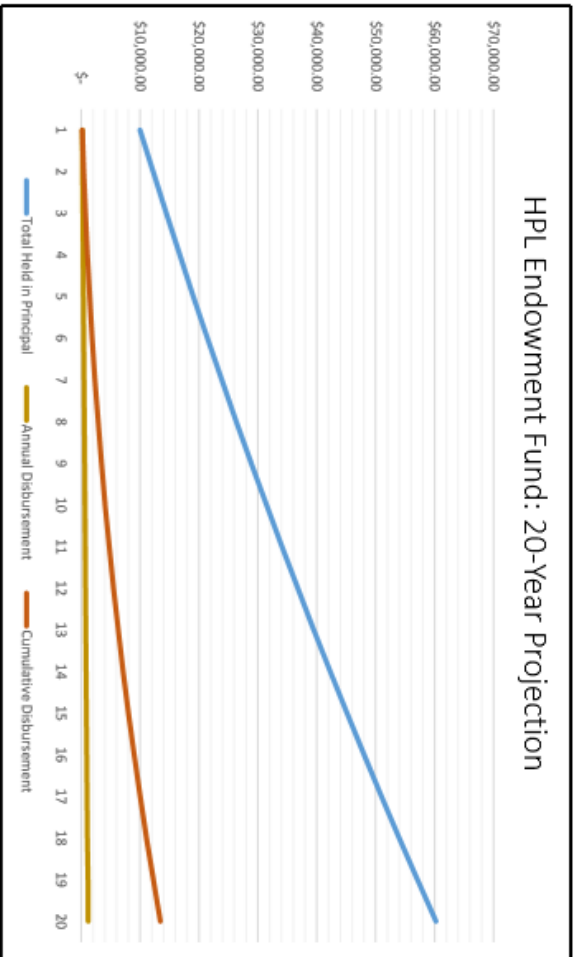
CLIENT 2: I think it's a smart choice. Every year we keep getting more money back, and the principal keeps growing because we keep reinvesting.

CLIENT 3: You have a contract with them. Make sure whoever can withdraw funds is really reputable. Every Dec. you get a letter telling you what the spendable will be for the next year. We can change people fairly easily on our end—make sure you always have two contacts listed. We also have a Donor Advised Fund, which is really cumbersome, since you need the Donor's permission to do anything. The fees for a non-endowed fund are a little higher than for an endowment. Diversifying our revenue is really important.

Starting contributions: \$ 10,000.00
 Annual contributions: \$ 2,000.00
 Market return: 5.00%
 - Inflation proofing: 2.00%
 - Administration fees: 1.00%
 = Disbursement rate: 2.00%

Low Estimate (\$2k Annual Contributions, 5% Market Rate)

Years After Initial Contribution	Total Held in Principal	Annual Disbursement	Cumulative Disbursement
1	\$ 10,000.00	\$ 200.00	\$ 200.00
2	\$ 12,200.00	\$ 244.00	\$ 444.00
3	\$ 14,444.00	\$ 288.88	\$ 732.88
4	\$ 16,732.88	\$ 334.56	\$ 1,067.54
5	\$ 19,067.54	\$ 381.35	\$ 1,448.89
6	\$ 21,448.89	\$ 428.98	\$ 1,877.87
7	\$ 23,877.87	\$ 477.56	\$ 2,355.42
8	\$ 26,355.42	\$ 527.11	\$ 2,882.53
9	\$ 28,882.53	\$ 577.65	\$ 3,460.18
10	\$ 31,460.18	\$ 629.20	\$ 4,089.39
11	\$ 34,089.39	\$ 681.79	\$ 4,771.17
12	\$ 36,771.17	\$ 735.42	\$ 5,506.60
13	\$ 39,506.60	\$ 790.13	\$ 6,296.73
14	\$ 42,296.73	\$ 845.93	\$ 7,142.66
15	\$ 45,142.66	\$ 902.85	\$ 8,045.52
16	\$ 48,045.52	\$ 960.91	\$ 9,006.43
17	\$ 51,006.43	\$ 1,020.13	\$ 10,026.56
18	\$ 54,026.56	\$ 1,080.53	\$ 11,107.09
19	\$ 57,107.09	\$ 1,142.14	\$ 12,249.23
20	\$ 60,249.23	\$ 1,204.98	\$ 13,454.21

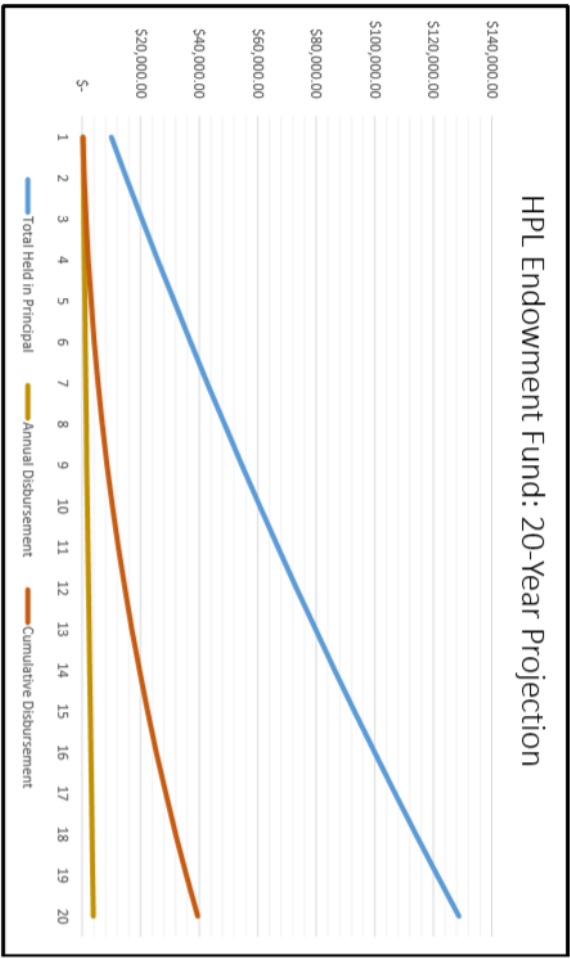


Compare with Wyoming Community Foundation's Endowment Calculator (<https://wycf.org/endowment-calculator>)
 and Investor.gov (<https://www.investor.gov/additional-resources/free-financial-planning-tools/compound-interest-calculator>)

Starting contributions: \$ 10,000.00
 Annual contributions: \$ 5,000.00
 Market return: 6.00%
 - Inflation proofing: 2.00%
 - Administration fees: 1.00%
 = Disbursement rate: 3.00%

Medium Estimate (\$5k Annual Contributions, 6% Market Rate)

Years After Initial Contribution	Total Held in Principal	Annual Disbursement	Cumulative Disbursement
1	\$ 10,000.00	\$ 300.00	\$ 300.00
2	\$ 15,200.00	\$ 456.00	\$ 756.00
3	\$ 20,504.00	\$ 615.12	\$ 1,371.12
4	\$ 25,914.08	\$ 777.42	\$ 2,148.54
5	\$ 31,432.36	\$ 942.97	\$ 3,091.51
6	\$ 37,061.01	\$ 1,111.83	\$ 4,203.34
7	\$ 42,802.23	\$ 1,284.07	\$ 5,487.41
8	\$ 48,658.27	\$ 1,459.75	\$ 6,947.16
9	\$ 54,631.44	\$ 1,638.94	\$ 8,586.10
10	\$ 60,724.07	\$ 1,821.72	\$ 10,407.82
11	\$ 66,938.55	\$ 2,008.16	\$ 12,415.98
12	\$ 73,277.32	\$ 2,198.32	\$ 14,614.30
13	\$ 79,742.87	\$ 2,392.29	\$ 17,006.59
14	\$ 86,337.72	\$ 2,590.13	\$ 19,596.72
15	\$ 93,064.48	\$ 2,791.93	\$ 22,388.65
16	\$ 99,925.77	\$ 2,997.77	\$ 25,386.42
17	\$ 106,924.28	\$ 3,207.73	\$ 28,594.15
18	\$ 114,062.77	\$ 3,421.88	\$ 32,016.04
19	\$ 121,344.02	\$ 3,640.32	\$ 35,656.36
20	\$ 128,770.90	\$ 3,863.13	\$ 39,519.48

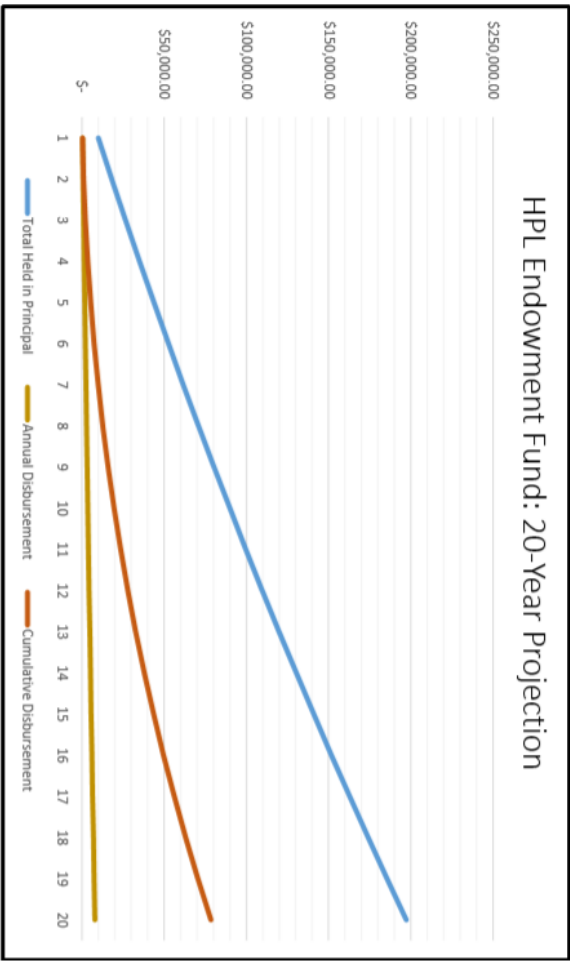


Compare with Wyoming Community Foundation's Endowment Calculator (<https://wycf.org/endowment-calculator>)
 and Investor.gov (<https://www.investor.gov/additional-resources/free-financial-planning-tools/compound-interest-calculator>)

Starting contributions: \$ 10,000.00
 Annual contributions: \$ 8,000.00
 Market return: 7.00%
 - Inflation proofing: 2.00%
 - Administration fees: 1.00%
 = Disbursement rate: 4.00%

High Estimate (\$8k Annual Contributions, 7% Market Rate)

Years After Initial Contribution	Total Held in Principal	Annual Disbursement	Cumulative Disbursement
1	\$ 10,000.00	\$ 400.00	\$ 400.00
2	\$ 18,200.00	\$ 728.00	\$ 1,128.00
3	\$ 26,564.00	\$ 1,062.56	\$ 2,190.56
4	\$ 35,095.28	\$ 1,403.81	\$ 3,594.37
5	\$ 43,797.19	\$ 1,751.89	\$ 5,346.26
6	\$ 52,673.13	\$ 2,106.93	\$ 7,453.18
7	\$ 61,726.59	\$ 2,469.06	\$ 9,922.25
8	\$ 70,961.12	\$ 2,838.44	\$ 12,760.69
9	\$ 80,380.35	\$ 3,215.21	\$ 15,975.91
10	\$ 89,987.95	\$ 3,599.52	\$ 19,575.42
11	\$ 99,787.71	\$ 3,991.51	\$ 23,566.93
12	\$ 109,783.47	\$ 4,391.34	\$ 27,958.27
13	\$ 119,979.14	\$ 4,799.17	\$ 32,757.44
14	\$ 130,378.72	\$ 5,215.15	\$ 37,972.59
15	\$ 140,986.29	\$ 5,639.45	\$ 43,612.04
16	\$ 151,806.02	\$ 6,072.24	\$ 49,684.28
17	\$ 162,842.14	\$ 6,513.69	\$ 56,197.96
18	\$ 174,098.98	\$ 6,963.96	\$ 63,161.92
19	\$ 185,580.96	\$ 7,423.24	\$ 70,585.16
20	\$ 197,292.58	\$ 7,891.70	\$ 78,476.86



Compare with Wyoming Community Foundation's Endowment Calculator (<https://wycf.org/endowment-calculator>)
 and Investor.gov (<https://www.investor.gov/additional-resources/free-financial-planning-tools/compound-interest-calculator>)

Text of Draft Ordinance



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: OCTOBER 25, 2019
SUBJECT: ENCOURAGING STUDENTS TO OBTAIN LIBRARY CARDS

At the LAB meeting on Oct. 7, Boardmember Greear offered some suggestions for incentivizing students to get themselves a library card:

- Posters at the library and possibly the high school
- Discounts at school dances, the Homer Theatre, or other local businesses

Chair Kuszmaul recommended discussing this in more depth at the November meeting.

RECOMMENDATION

For discussion.



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: OCTOBER 25, 2019
SUBJECT: LAB GOALS FOR 2020

At its December meeting, the LAB traditionally sets its goals for the coming calendar year. Chair Kuzmaul has proposed that boardmembers begin thinking about this at the November meeting and bring suggestions in December.

RECOMMENDATION

For discussion.

**LIBRARY ADVISORY BOARD GOALS
2019**

Reviewed/Approved May 7, 2019

1. Advocating for Library Budget

- a. Ensure the library has sufficient collection development budget to build and maintain a current and robust collection of materials relevant to the community.
- b. Review needs for library physical plant upkeep and efficiencies.
- c. Promote future funding of library technology needs.
 - i. Scheduled replacement of public use computers.
 - ii. Requests for new or updated technologies (printers, scanners, security, etc.)

2. Engage With & Support Library Director Berry in a Strategic Planning Process

3. Develop a Planned Giving Program for the Library

4. Continue to Develop Relationships With Other Kenai Peninsula Library Boards

- a. Investigate and promote board training opportunities

DEFERRED GOALS

Student Card Pilot Project

- a. Formulate a formal policy to expand the student card pilot project, with possible expansion into communities across the bay



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: ADVISORY BODIES
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: OCTOBER 10, 2019
SUBJECT: MEETING SCHEDULE FOR 2020

Please review the draft resolution that establishes your meetings for 2020. If you have any changes please submit them by December 3rd.

City Council will be setting the 2020 meeting schedule for Council and Advisory Bodies with the adoption of the resolution no later than their December 9, 2019 meeting.

Recommendation

Review the attached draft resolution; make a motion to approve the resolution either as-is or with amendments and recommend adoption by City Council.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Clerk

4 **RESOLUTION 19-0XX**
5

6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ESTABLISHING THE 2020 REGULAR MEETING SCHEDULE FOR THE
8 CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY
9 COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART
10 RECREATION AND CULTURE ADVISORY COMMISSION, PLANNING
11 COMMISSION, AND PORT AND HARBOR ADVISORY COMMISSION.
12

13 WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council
14 annually sets the schedule for regular and some special meetings, noting the dates, times and
15 places of the City Council, Planning Commission, Advisory Commissions, and the Library
16 Advisory Board meetings; and
17

18 WHEREAS, The public is informed of such meetings through notices located at the City
19 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public
20 Library; and
21

22 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper
23 of general circulation at least three days before the date of the meeting and that special
24 meetings should be advertised in the same manner or may be broadcast by local radio at least
25 twice a day for three consecutive days or two consecutive days before the day of the meeting
26 plus the day of the meeting; and
27

28 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council
29 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the
30 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the
31 failure to give the notice provided for under this chapter does not invalidate or otherwise affect
32 any action or decision of a public body of the City; however, this sentence does not change the
33 consequences of failing to give the minimum notice required under State Statute; that notice
34 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons
35 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for
36 the Clerk to publish notice in a newspaper of general circulation in the City; and
37

38 WHEREAS, This Resolution does not preclude additional meetings such as emergency
39 meetings, special meetings, worksessions, and the like; and
40

41 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the
42 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

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NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2020 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska, as follows:

Holidays - City Offices closed:

January 1, New Year's Day, Wednesday	February 17, Presidents' Day, the third Monday	March 30, Seward's Day, last Monday	May 25, Memorial Day, last Monday	July 3**, Independence Day, Friday	September 7, Labor Day, first Monday
October 19**, Alaska Day, Monday	November 11, Veterans Day, Wednesday	November 26 Thanksgiving Day, Thursday	November 27, Friday, the day after Thanksgiving	December 25, Christmas, Friday	

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**If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.

CITY COUNCIL (CC)

January 13, 27	February 10, 24	March 9, 23	April 13, 27	May 11, 26*	June 8, 22
July 27**	August 10, 24	September 14, 28	October 6 Election	October 12, 26 Oath of Office October 12	Canvass Board October 9
November 3 Runoff Election	November 23**	December 14****	December 21**** if needed		

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City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

AML Annual Conference Week is tentatively scheduled for November 18-22, 2019.

*Tuesday meeting due to Memorial Day/Seward's Day.

**There will be no First Regular Meeting in July or November.

***The City Council traditionally reschedules regular meetings that fall on holidays or High School Graduation days, for the following Tuesday.

66 **** The City Council traditionally cancels the last regular meeting in December and holds the
 67 first regular meeting and one to two Special Meetings as needed. Generally the second Special
 68 Meeting the third week of December, will not be held.

69

70 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 14	February 11	March 10	April 14	May 12	June 9
July 14	August 11	September 8	October 13	November 10	December 8

71

72 Economic Development Advisory Commission Regular Meetings are held on the second
 73 Tuesday of each month at 6:00 p.m.

74

75 LIBRARY ADVISORY BOARD (LAB)

February 4	March 3	April 7	May 5	August 4
September 1	October 6	November 3	December 1	

76

77 Library Advisory Board Regular Meetings are held on the first Tuesday of the following months:
 78 February, March, April, May, August, September, October, November, and December at 5:30
 79 p.m.

80

81 PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

February 20	March 19	April 16	May 21	June 18
August 20	September 17	October 15	November 19	

82

83 Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third
 84 Thursday of the following months: February, March, April, May, June, August, September,
 85 October, and November at 5:30 p.m.

86

87 PLANNING COMMISSION (PC)

January 2*, 15	February 5, 19	March 4, 18	April 1, 15	May 6, 20	June 3, 17
July 15**	August 5, 19	September 2, 16	October 7, 21	November 4**	December 2**

88

89 Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of
 90 each month at 6:30 p.m. *The regular meeting scheduled the first Thursday since the first
 91 Wednesday is a Holiday **There will be no First Regular Meeting in July or Second Regular
 92 Meetings in November and December.

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96 PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 22	February 26	March 25	April 22	May 27	June 24
July 22	August 26	September 23	October 28	December 9	

97

98 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
99 the following months: January, February, March, April, September, October, and December at
100 5:00 p.m.; and May, June, July, and August at 6:00 p.m.

101

102 PASSED AND ADOPTED by the Homer City Council this 9th day of December, 2019.

103

104

CITY OF HOMER

105

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107

KEN CASTNER, MAYOR

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110 ATTEST:

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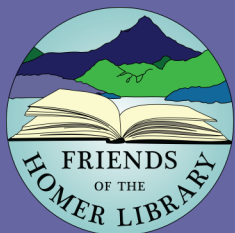
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114 _____
MELISSA JACOBSEN, MMC, CITY CLERK

115

116 Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertizing of any
117 additional meetings.



Wavelengths

OCTOBER 2019

National Friends of Libraries Week

October 20-26

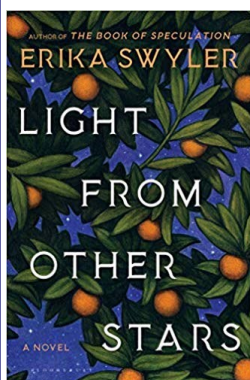
Across the country, Friends of Libraries organizations fundraise, advocate, and organize on behalf of their local libraries. Additionally, Friends of the Homer Library (FHL) applies for grants, coordinates BOB the Bookmobile, hosts author readings and book clubs, offers civic opportunities like Lunch with a Councilmember and the Candidate Forum, sponsors Tech Help, and more. We're celebrating the work we do by offering three events during National Friends of Libraries Week.



This month, we're looking for volunteers to...

- Help organize the Fall Book & Plant Sale!

Call 435-3195 to volunteer!



Light from Other Stars author Erika Swyler will join the STEAM Book Discussion via Skype on Tuesday, Oct. 22, 4:30 pm. For twenty minutes participants will be able to ask the author questions, then the discussion will continue with Beth Trowbridge from Center for Alaska Coastal Studies. Call 235-3180 to sign-up.

Join your Friends!

Visit the Friends' website to find out more about member benefits:
friendshomerlibrary.org

On Thursday, Oct. 24, 6:00 pm, Homer Theatre will show *The Public*, a film by Emilio Estevez about homeless library patrons who stage an act of civil disobedience at their library. See more information below.

We'll close out the week with the Fall Book and Plant Sale. The **Members-Only Pre-Sale is Friday, Oct. 25, 6:00-8:00 pm**. Get first pick of the loot, purchase topographic maps of various locations in Alaska, and have dessert too! The **All-Day Book & Plant Sale is Saturday, Oct. 26, 10:00 am-6:00 pm**. By some estimates, this is the largest volume of books ever offered at our bi-annual Book & Plant Sale.

Highlights

Ongoing & Special Events.....3

AK Book Week4

Book & Plant Sale...4

Celebrate FHL and the library by coming to events, volunteering, and buying books!

Community Conversation on Homelessness



What happens when a group of homeless people band together on the coldest night of the year and refuse to leave the library? *The Public*, a film by Emilio Estevez, explores how libraries often fill service gaps in communities. After the film the audience is invited to stay for a community conversation on homelessness in the Homer-area with representatives from the Homer Food Pantry, Homer Police Department, Homer Public Library, KPBSD Homeless Liaison, South Behavioral Health Services, and South Peninsula Haven House. The audience will be invited to share their insights and ask questions.

Thursday, Oct. 24, 6:00 pm @ Homer Theatre

Regular ticket prices. This is not a fundraiser but an opportunity provided by Homer Theatre.

Friends of the Homer Library Members, *Thank You for your support!*

Individual

Tracy Asselin
Dotty Cline
Gina Creedon
Jeremey Day
Ginger Drais
Cara Falco
Sue Fallon
Linda Feiler
Janet Fink
Melanie Firth
Angela Gasper
Thelma Gower
Cheryl Green
Beverly Greischel
Barbara Haynes
Sean Hogan
James Hutchinson
Dave Schneider & Bonnie Jason
Alison Kelley
Barb Kennedy
Nora Rojek & Dean Kildaw
Janet Klein
Darins Kleine
Aulikki Knight
Daisy Lee
Ben Gibson & Rachel Lord
Brian Mangol
Heidi Maupin
John Miles
Martina Miller
Sierra Morris
Charles Nagel
De Patch
Satchel Pondolfino
Celia Quinn
Norm Randle
Keri Rheinfrank
Francie Roberts
Jeanne Roche
Amy Russell
Melonie Shipman
Marilyn Sigman
Kait Skundrich
Drue Smith
Kayla Spaan
Summer Steele
Kirsty Sullivan
Simyra Taback
Kerry Thompson
Patricia Westbrook
Clare Wheeler
Anne Wieland
Carly Wier
Troy L Wise

Family

Tonda Allred
Delane Blackstroke
Lynn Burt
Kathryn Carsow
Linda Chamberlain
Jamie Cloud
Charles Ingham & Christa Collier
Margaret Craig
Susan and Jack Cushing
Jason Davis
Jennifer Delignieres
Sandy Early
Clyde Boyer & Vivian Finlay
Allison Galbraith
Pat & Mary Gerrety
Sheila Gronseth
Mike Haines
Kathy & Dave Harnum
Katherine and Richard Hoeschen
Bruce and Ruth Hunting
Lynn Kee
Nancy Levinson
Therese Lewandowski
Milli Martin
Jeffrey & Danielle Meyers
Scott & Susan Miller
Helga Moningka-McDonough
Aaron Christ & Ginnie Oliver
Megan O'Neill
Laura Patty
Bernie Person
Jacqueline Peterson
Jane and Jack Regan
Johnelle Reid
Catriona & Derek Reynolds
Arthur Kruski & Priscilla Russell
Mary Schneider
Jeanne & Kevin Walker
Cathy Wilmeth
Rick and Dorla Harness
Nichole Smith
Donald & Sherry Stead
Jane & Bill Wiebe

Book Lover

Sharon Baur
Diana Carbonell
James Lunny & Kathryn Carsow
Diana Conway
Michael McKinney & Roberta Copeland McKinney
Beverly Cronen
Beth Cumming
Carla Fabian
Mako Haggerty
Sara Jackinsky
Bradley & Sally Keene
Ken Castner & Nancy Lord

Jeanne McArthur
Neil McArthur
Mike & Cathy McCarthy
Thomas & Jacqueline McDonough
Scott & Kate Meyer
Eileen Mullen
David & Marga Raskin
Gerald Scholand
Debbie Smith
Kathy and Maynard Smith
Christy & Jeff Tyler
Vicki Wisenbaugh
Ian Xavier
Bob Neubauer & Nan York

Bibliophile

Sue Wohlgemuth & Ken Landfield
Caitlin Walls

Best Friend

Wayne & Donna Aderhold
Helen Armstrong
Bruce Barnes
Marvin & Annette Bellamy
Sean Carey
Steve Hughes & Robbie Coffey
Linda Ellsworth
Shirley Fedora
Pete Fineo
Stephen Bottum & Charles Francis
Tom Collopy and Mary Frische
Bernard & Donna Gareau
Steve Gibson
Mary Griswold
George Harbeson
Dotti Harness
Beth Graber & Mike Hawfield
Robert Archibald and Roberta Highland
Kathy Hill
Peggy Pittman & Roger Imhoff
Mr. & Mrs. R. A. Jacobson
Tom Kizzia
Judy Gonsalves & Dan Layland
John & Rika Mouw
Robert Oates
Leslie Garrison & Royce Page
Joyce Robinette
Paula & Marvin Tretkoff
Susan Green & George Trudeau
Gordy Vernon
Randy Wiest
Bob Shavelson & Miranda Weiss

Pick-Click-Give Basic

Ames
Stroyeck & Michael
Armstrong
Philip Barber

Dave & Molly Brann
Susan Braund
Kristine Bredehoft
Nancy Chastain
Iris Fletcher
Nell & Richard Gustafson
Helen Gustafson
Victoria Gutschow
Alexander Johnson
Aaron Knoll
Ann Maguire
Lian McMillian
Vicky Merrell
Carolyn Norton
Thea Person
Carey Restino
Margo Reveil
Christine Scott
Amanda Smith
Christopher Turner
Lindsay Wolter

Pick-Click-Give Book

Lover

Lynn Bittner
Tracie & Eric Brown
Mike Byerly
Blythe Campbell
Rianne Campbell
Alder Fletcher
Pauli Lida
Maynard Linder
Paula Martin
Sue Mauger
Emily Munns
Giula Tortora
Peter Velsko

Pick-Click-Give

Bibliophile

Paul & Tina Seaton

Pick-Click-Give Best

Friend

Darius Baltz
Rich Chiappone
Rebecca Hauser
Lisa Krebs
Sherry Pederson

Business Membership

Juneberry Lodge
Mel Strydom

Ongoing Library Programs

SPARC Radio Club

Tuesday, October 1, 6:30-7:45 pm

- Amateur radio club. (Repeats the first Tuesday of the month)

Walk-In Tech Help

Saturdays, October 5 & 19, 10:00 am–12:00 pm

- Bring your computer, tablet, or smartphone and get help with your tech questions. (Repeats every 1st and 3rd Saturday.)

Genealogy Peer Support

Tuesday, October 8, 6:00-7:30 pm

(Repeats every 2nd Tuesday.)

- Share your knowledge about genealogy and learn from others.

Writer's Refuge

Tuesday, October 15, 5:45-7:45 pm

- A Writer's Critique group. (Repeats every 3rd Tuesday.)

HPL Book Club

Tuesday, October 22, 4:30-6:30 pm

- Light from other Stars* by Erika Swyler
Repeats every 4th Tuesday. Titles vary.)

Kids' Afterschool Chess Club

Tuesdays, 3:30-4:30 pm

- Hone your skills with friends. Ages 6-12.

Knitting Circle

Every Monday, 1:30 -4:30 pm

- All are welcome. Refreshments.

Preschool Storytime

Wednesdays, 10:00 am

Small Fry Storytime

Thursdays, 11:30 am

LARP: Live Action Roleplay

Every Friday 3:00-5:45 pm

- Live Action Roleplay, crafts, and quests.



Upcoming Special Events@HPL

Lunch with a Councilmember: Bring your brown bag lunch and questions and speak with Caroline Venuti **Monday, October 14, 12:00-1:00 pm**

Author Reading: Cassandra Windwalker will read from *The Almost-Children* and *Preacher Sam*. **Thursday, October 10, 6:00 pm.**

Ham Testing: Earn your amateur radio license. **Saturday, October 11:30-3:00 pm.**

Maker Club: Use a variety of high and low tech tools to design, create, and test solutions for fun challenges. Ages 9-12.

Wednesday, October 16, 2:00-3:30 pm. *Maker Club is held on early release days in the 2019-2020 school year.

Light from Other Stars by Erika Swyler: Second in a series of STEAM themed book conversations. Co-facilitated with Center for Alaskan Coastal Studies. Call 235-3180 to sign-up. **Tuesday, October 22, 4:30 pm.**

The Public & Conversation on Homelessness: Enjoy a movie, share your insights, and ask questions from stakeholders.

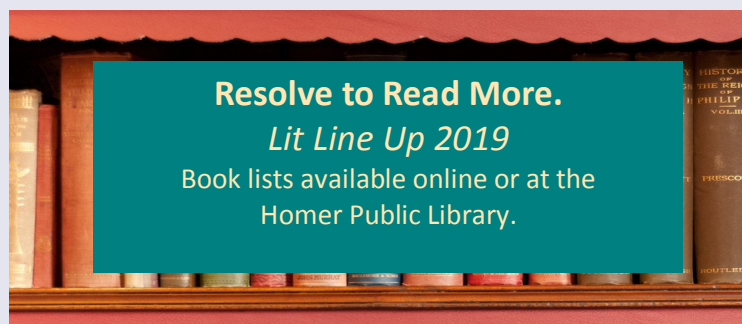
Thursday, October 24, 6:00 pm @Homer Theatre.

Members-Only Pre-Sale: Renew your membership and get first-pick of the Book & Plant Sale! **Friday, October 25, 6:00-8:00 pm.**

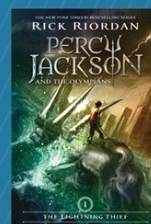
All Day Book & Plant Sale: Large selection of kids books!

Saturday, October 26, 10:00 am-6:00 pm.

Greek Myths of the Percy Jackson Books: Explore the myths behind this popular series! Ages 10-12. Thursdays, September 19-**October 31, 3:00-4:00 pm.** *Not on October 17.



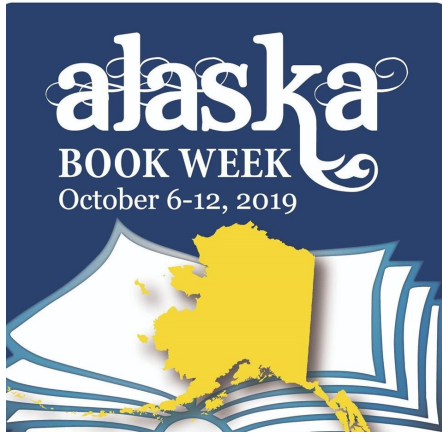
GREEK MYTHS OF THE PERCY JACKSON BOOKS



- AGES 10 - 12
- FREE
- SNACKS PROVIDED!

THURSDAYS,
9/19 - 10/31
3-4PM





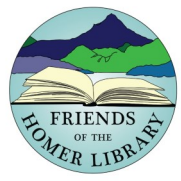
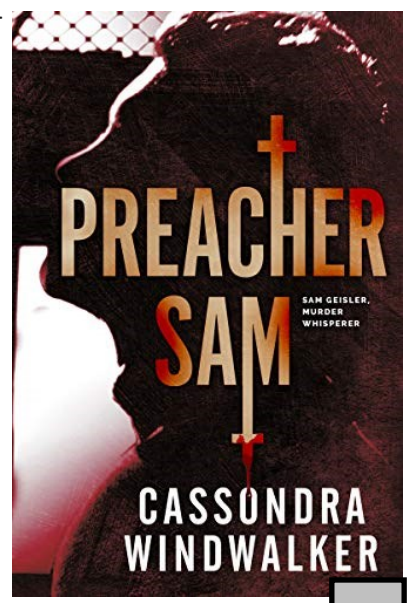
As part of Alaska Book Week, a statewide initiative to celebrate Alaskan authors, **Cassandra Windwalker** will read from her latest releases, novel *Preacher Sam* and the Portage Series inaugural collection, *The Almost-Children*, a book of poetry from Cornerstone Press.

Preacher Sam is a murder mystery about a former preacher trying to rehabilitate his life. Sam Geisler does his best to get along. He's lost his job, his home, and his reputation. He spends his days helping his sister Dani run her bookstore and taking the side of his seven-year-old nephew, Parker, against all the dark forces of the universe that trouble elementary-age children. He does his best to forget the church and the wife that kicked him out. But when one of his former parishioners confesses to killing another, Sam finds himself at the center of murder yet again. *Preacher Sam* is a page turner that will leave the audience wanting more.

The Almost-Children is a haunting exploration of the manifestations of loss and the mysterious alterations of absence, reminding us that just as every life has a unique impact on this world, so too does every departure. Cassandra's poetry has been featured in numerous literary journals and art books across the country and has won the occasional award.

Preacher Sam is her third published novel, the first in a new series from Black Spot Books, and *The Almost-Children* is her first book of poetry.

Please join us Thursday, Oct. 10, 6:00 pm for an author reading by Cassandra Windwalker, followed by a book signing. Books will be available for purchase from the Homer Bookstore.



Fall Book & Plant Sale

Saturday, October 26,
10:00 am-6:00 pm
@ The Homer Public Library
Extra kid books for sale!



Members-Only Pre-Sale
Friday, October 25, 6:00-8:00 pm

Get first pick of the lot and have dessert too!
Memberships start at \$10.

\$1.00 topographic maps available only at Pre-Sale!!!
*Maps are of various Alaska locations, and are dated from the 1960s.

Please bring your donated plants on October 24 & 25.



The Friends of the Homer Public Library is a nonprofit 501 (c)(3) community organization established in 1982 that encourages public use and enjoyment of the Homer Public Library services and facilities. With the financial and volunteer support of its members, FHL provides resources for programs such as the Summer Reading Program, the Top Drawer Collection, preschool story hour, and author readings, among others. FHL volunteers work closely with the library staff to publicize the valuable tools and services available at the library to all community members at no cost, without discrimination. FHL also provides resources for capital improvements to the facility.

FHL Board of Directors

- Suzanne Haines, President
- Fran Jacobsen, Vice President
- Michael Mosley, Treasurer
- Sean Campbell, Secretary
- Isabel Kulhanek, Student Rep.
- Andy Haas
- Lyn Maslow
- Judy Gonsalves
- Sara Reinert

Library Advisory Board

2019 Calendar

MEETING	AGENDA DEADLINE		
JANUARY	No meeting		
FEBRUARY	5:30 pm Tuesday, February 5	5 pm Wednesday, January 30	Annual review of library policy, rules and regulation (Bylaws IV, 2) Big Read
MARCH	5:30 pm Tuesday, March 5	5 pm Wednesday, February 27	
APRIL	5:30 pm Tuesday, April 2	5 pm Wednesday, March 27	Election of LAB Officers (Bylaws VI, 1) National Library Week - April 7-13 National Library Workers Day - April 9 Celebration of Lifelong Learning April 13
MAY	5:30 pm Tuesday, May 7	5 pm Wednesday, May 1	End of Student Representative Term (Bylaws III, 2) Midyear review of annual LAB priorities National Library Legislative Day - May 7-8
JUNE	No meeting		
JULY	No meeting		
AUGUST	5:30 pm Tuesday, August 6	5 pm Wednesday, July 31	Budget meeting (Bylaws IV, 3)
SEPTEMBER	5:30 pm Tuesday, September 3	5 pm Wednesday, August 28	Budget meeting (Bylaws IV, 3) Beginning of Student Representative Term (Bylaws III, 2) Library Card Sign-up Month
OCTOBER	5:30 pm Tuesday, October 1	5 pm Wednesday, September 25	National Friends of Libraries Week - October 20-26
NOVEMBER	5:30 pm Tuesday, November 5	5 pm Wednesday, October 30	
DECEMBER	5:30 pm Tuesday, December 3	5 pm Wednesday, November 27	Approve annual LAB priorities

**2019 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council’s regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission’s opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2019 meeting dates for City Council is as follows:

January 14, 28	<u>Finn (for the 14th & if needed the 28th)</u>
February 11, 25	<u>Kuszmaul 11th & Massion 25th</u>
March 11, 26*	<u>Massion (unless another volunteers)</u>
April 8, 22	<u>Massion (unless another volunteers)</u>
May 13, 28*	<u>Massion (unless another volunteers)</u>
June 10, 24	<u>Massion (unless another volunteers)</u>
July 22**	<u>Massion (unless another volunteers)</u>
August 12, 26	<u>Finn 12th</u>
September 9, 23	<u>Peterson 9th</u>
October 14, 28	<u>Schmidt 14th</u>
November 25**	<u></u>
December 9, 16****	<u>Kuszmaul 9th</u>

City Council’s Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

*Tuesday meeting due to Memorial Day/Seward’s Day.

** There will be no first regular meeting in July or November.

***Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

****Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting during the third week of December will not be held.