



Agenda

Library Advisory Board Regular Meeting

Tuesday, February 17, 2026 at 5:30 PM

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

Homer City Hall

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

Zoom Webinar ID: 991 8847 0047 Password: 125016

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

CALL TO ORDER, 5:30 P.M.

AGENDA APPROVAL

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

RECONSIDERATION

APPROVAL OF MINUTES

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Designate LAB member to report to Council

B. Library Director's Report

2025 Library Annual Report

January 2026 Library Director Report

Stats for 2025

Stats for 2026

C. Fundraising Report

D. Legislative Report

Article from *Mat-Su Sentinel*

Mat-Su Borough Ordinance 26-017

Mat Su Borough Informational Memorandum 26-024

PUBLIC HEARING

PENDING BUSINESS

A. 20th Anniversary Celebrations: Revised Timeline

Memo from Library Director re: Timeline of 20th Anniversary Celebrations

Decide text for plaque on time capsule

Decide on a structure for the 2046 Roundtable

Update list of events as needed

B. LAB Strategic Plan and Goals

Memo from Library Director

Revised Strategic Plans and Goals

C. United for Libraries Recordings

Memo from Library Director

Slides and Handouts from United for Libraries

D. Approve Lab Minutes for October

NEW BUSINESS

A. Fee Schedule

Memo from Library Director re: Library Fee Schedule

Existing Fee Schedule

B. Bylaws

C. Library Donation Account

Memo from Library Director re: History of City Fund Accounts for the Homer Public Library

Copy of Memo CC-26-024 re: Allocating \$29,000 from the Library Donation Account

Original Endowment Contract

Reso.04-01

Reso. 20-020(A)(S)

Ord. 20-10(S)

Memo 20-012-Capital Projects Fund Cleanup

Quarterly Statement for Library Endowment Fund to 12/31/25

Line Graph of Library Donation Account and Library Endowment Fund

INFORMATIONAL MATERIALS

[A.](#) City Manager's Report

[B.](#) LAB Calendar

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is [**Tuesday**], [**March 17th**], at [**5:30**] **p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Homer Public Library 2025 Annual Report



Halloween is the most important day in any library.

During 2025, dozens of people contributed their efforts toward upgrading the library's infrastructure, including renovating the old copy room into a new study room; installing benches, signage and an informational kiosk on the western lot; replacing the old public computers and laptops with new equipment; debuting a new print-management system; and making progress on installing a security grille at the front entrance.

Library staff compiled a list of every known volunteer, donor, grantor and community partner in the library's 86-year history, and the Homer city council recognized the extraordinary generosity of those supporters with a formal resolution. Staff also prepared a report for the Library Advisory Board (LAB), reviewing nearly 90 years of debates over library funding.

The LAB focused on streamlining its fundraising procedures and growing the endowment, which reached the \$100,000 mark in the fall. The board closed out the year by planning celebrations for 2026, which marks the 20th anniversary of the current library building.

The Friends of the Homer Library (FHL) revised their bylaws and ran many, many events throughout the year—author visits, film showings, activities for kids, a beekeeping workshop, a community poetry reading, a discussion panel, and all their regular events like the Celebration of Lifelong Learning, the book-and-plant sales, Tech Help, Conversations with a Councilmember and a computer skills class.

- Virtual author talks for January: T.J. Klune (*The House in the Cerulean Sea*), Amanda Montell (*The Age of Magical Overthinking*), Seth Fishman on working with a literary agent.
- Jan. 1-Mar. 31: Art in the Library displays landscape paintings by Diane Spence-Chorman.
- Jan. 1: The balance in the library endowment fund stands at \$81,842.
- Jan. 2: The library shows *The Princess Bride* in the meeting room.
- Jan. 23: Local author Hal Shepherd visits the library to talk about his work on water quality and management across Alaska.
- Jan. 29: Renovations begin on study room 6.
- Virtual author talks for February: Sabrina Sholts (*The Human Disease*), Waubgeshig Rice (*Moon of the Turning Leaves*), Lee Hawkins (*I Am Nobody's Slave*).
- Feb. 4: Megan DeCino teaches teens how to make a valentine collage.
- Feb. 5: One of the catalog computers moves to a new location and the record player goes out by the vinyl collection. The library removes the chatbox from its website because of spam.
- Feb. 6: Renovations are complete in study room 6.



City staff spoke with high-school students about AI on January 22.

January

On January 22, Bill Jirsa, Susie Inglis and Dave Berry dropped by the high school to talk about Artificial Intelligence, reprising a presentation previously given at the library in October 2024. Many students already had experience with AI and brought up some highly technical questions.

Renovations in study room 6 began on January 29. Building maintenance personnel removed all the built-in furniture, repaired the carpet, repainted the walls, replaced part of the baseboard, and put up sound-absorbent panels.

February

Library staff shifted one of the catalog computers to the far northeast corner of the building, making space for the record player right next to the vinyl collection.

Building maintenance completed the renovations in study room 6 on February 6. By the end of the year, 439 people had used the room for meetings, videocalls and quiet study.

The FHL board debated the donor recognition policy, specifically as it relates to the Fish Wall, and sent recommended changes to the LAB.

March

On March 14, President Donald Trump issued an executive order that effectively dismantled the Institute of Museum and Library Services (IMLS), the main source of federal funds for museums and libraries across the country. In response, the Homer City Council passed Resolution 25-024 on March 24, expressing support for the mission of the agency and urging officials at all levels of government to continue its functions. One week later, all IMLS staff were placed on administrative leave.

On March 18, department heads met at City Hall to discuss preparations for the eruption of Mt. Spurr. Library staff developed a detailed checklist of tasks and reviewed it as a group, wrapped nonessential equipment in plastic or stored it in lidded bins, prepped plastic sheets atop bookshelves for quick deployment, and acquired more N95 masks and cleaning equipment.



Beatrix McDonough received the Youth Lifelong Learner award on March 29.

Congratulations to Carol Comfort and Beatrix McDonough, the honorees for the Celebration of Lifelong Learning! The party ran all evening and the last guests stayed until past 10 pm.

The Homer Foundation Youth Advisory Committee (YAC) gave the library \$1,000 for sports equipment.

- Feb. 7: Staff from the Pratt Museum visit the library to explore fossils with kids.
- Feb. 18: The Friends of the Homer Library host a beekeeping video and discussion.
- Virtual author talks for March: Dan Heath (*Reset*), Clara Bingham (*The Movement: How Women's Liberation Transformed America 1963-1973*), Jennifer Weiner (*The Griffin Sisters' Greatest Hits* and many others).
- Mar. 4: The Friends of the Homer Library invite the public to read or perform their favorite poems.
- Mar. 14: Executive Order 14238 effectively dismantles the Institute of Museum and Library Services (IMLS).
- Mar. 18: The library shows the PBS documentary *Free For All: The Public Library*.
- Mar. 24: The Homer City Council passes Resolution 25-024, endorsing the mission of the IMLS and encouraging officials at all levels of government to support its current functions.
- Mar. 29: The Celebration of Lifelong Learning recognizes Carol Comfort and Beatrix McDonough for their dedication to education and community.
- Mar. 31: All IMLS staff are placed on administrative

leave.

- Virtual author talks for April: Jodi Picoult (29 novels), Matthew Fleming (*The Tree Book*), Gregg Hurwitz (24 thrillers, including the *Orphan X* series).
- Apr. 1-June 30: Art in the Library displays wood-and-seashell sculptures by Rika Mouw.
- Apr. 1: New story trail posts installed.
- Apr. 8: The library hosts a fireside chat with Kachemak Bay Recovery Connection.
- Apr. 11: Library staff collaborate with the Pratt Museum to have fun with bears.
- Apr. 24: The library receives a visit by Lily Tuzroyluke, author of *Sivulliq*, featured in the 2024 Lit Lineup and the 2025 Alaska Reads. This event also includes a celebration of the tenth anniversary of the Lit Lineup.
- Apr. 29: In conjunction with Kenai Peninsula Votes, the library hosts a community conversation exploring areas of political disagreement.
- Virtual author talks for May: David H. Rosmarin (*Thriving with Anxiety*), Liann Zhang (*Julie Chan is Dead*), Rachelle Bergstein (*The Genius of Judy*).
- May 9-10: The spring book-and-plant sale takes over

In 2024, the library partnered with Newspapers.com to digitize the microfilm reels of the *Homer News* from 1954-2021. Building on that partnership, the library shipped all its remaining microfilm to the company, including the complete publication history of the *Homer Tribune* from 1991-2019, the *Cook Inlet Courier* from the 1950s and 60s, and miscellaneous issues of the *Daily Sitka Sentinel and Arrowhead Press*, *Great Lander Shopping News* and *Kenai Peninsula Pioneer*.

The LAB debated several small revisions to the *Library Policy Manual* and added an appendix of case law related to the process for reconsideration of materials. 2026 marks the 20th anniversary of the library moving into its current building, 2027 marks a half-century as a City department, and 2028 is the 90th anniversary of the library's founding, so the LAB began planning celebrations for these milestones.

April

In partnership with the Porcupine Theater, the library began distributing five free movie tickets each week. Patrons can check out tickets at the front desk with a limit of one ticket per library card.

The City Parks and Trails Division installed the last of the new posts for the story trail.

The federal government continued dramatically cutting funding, and libraries around the nation grappled with severe impacts on services and collections. The City government also confronted a budget shortfall. Homer made extensive operating reductions but managed to avoid layoffs.

Alaska Reads author Lily Tuzroyluke gave a talk on her book *Sivulliq*, which featured in the 2024 Lit Lineup. Since this event coincided with the 10th anniversary of the Lineup, Teresa Sundmark and Matt Smith presented a brief history of the program.

Following comments from the city attorney, the LAB reconsidered some revisions to the *Library Policy Manual* and sent them to the City Council, which adopted them on April 28.

the library.

- May 10: The story trail features *Working Boats*, by Tom Crestodina.
- May 13: Linda Fritz, author of *Answering Alaska's Call*, visits the library to talk about her family history in Alaska.
- May 20: The library hosts a discussion about the future of the HERC building.
- May 21: Volunteers install the newly-refurbished railing outside the library.
- May 22: Aurora Hardy, author of *Windswept* and *Ghost of the Kenai*, visits the library.
- May 27: Workers install an informational kiosk at the end of the library's western lot.
- May 29: The State fire marshal approves the design for a security grille at the library entrance. By public demand, the library hosts a second showing of *Free For All: The Public Library*.
- Virtual author talks for June: Brian Gratwicke and Gina Della Togna (*Extinctopedia*), Lisa Jewell (*Don't Let Him In*), Katherine Applegate (many children's titles).
- June 10: The story trail features *Mr. Fox's Game of No*, by David LaRochelle. Clark Fair gives a presentation on historic cabins of the Kenai



Paul Hueper and Larry Martin refurbished the railing outside the library on May 21.

May

The bookmobile visited the Safe and Healthy Kids Fair, where the youth services librarian and teen volunteers signed up 170 kids for the summer reading program. Summer readers threw themselves into a collectable-card game, claiming a different card for every 30 minutes of reading, and so many participants wanted to collect them all that library staff spent much of the season making more cards.

Volunteers with the Church of Homer refurbished the red-oak railing outside the front door of the building.

Doug Baily, Taz Tally and Ed Berg met with library staff and Friends of the Library to mark the location for the future geology display, at the far end of the western lot beside the Poopdeck Trail. Local carpenter Brad Caesar constructed a display kiosk, which he and Parks and Trails Division Head Chad Felice installed nearby on May 27.

Library staff delivered a 160-page report to the LAB about the history and funding of the library, complete with a 300-page annotated bibliography. The report surveys past debates over library funding and analyzes the practicality of the many different proposals over the years.

Peninsula.

- June 12-July 3: ASL Club.
- June 17: Make your own game for teens and tweens.
- June 18: The City Parks and Trails Division installs the reading bench around the tree beside the story trail.
- June 19: Ted Carter gives a presentation on Juneteenth.
- June 24: The Friends of the Homer Library put up posters for wild plants and the “Welcome to the Homer Public Library Greenway and Story Trail” sign at the western end of the Story Trail.
- June 30: Newspapers.com finishes digitizing the last of the library’s microfilm. All local newspapers are now available online going back to the 1950s.
- Virtual author talks for July: Raúl the Third (¡Vamos! Let’s Go Read!), Marie Lu (the *Legend* trilogy and the *Young Elites* trilogy), Rex Ogle (*Free Lunch*), Pria Anand (*The Mind Electric*).
- July 1-Sept. 30: Art in the Library displays paintings and collaborative works by RJ Nelson, Artability and Homer high-school students.
- July 4: The bookmobile cruises in the Independence Day parade.
- July 9: The Book Scavengers Book Club meets in the



Parks and Trails staff installed the new reading bench on June 18.

June

The City Parks and Trails Division installed the reading bench around a spruce tree next to the story trail. On June 24, the welcome sign and the guide to native plants went up in the kiosk at the western end of the trail.

Clark Fair gave a talk about his book *A Vanishing Past: Historic Cabins of the Kenai National Wildlife Refuge*, and Ted Carter followed a week later with a talk about Juneteenth.

Newspapers.com finished digitizing the library’s entire collection of microfilm and made all the records available online.

July

As always, the bookmobile made a splash at the Fourth of July parade. Volunteers dressed as chess pieces, all in black or all in white, and staged a brief game for the judges.

The summer reading program wrapped up in spectacular fashion on July 26, with an estimated 170 partiers enjoying music from Shamwari, food from Global Credit Union and Udder Delights, and prizes from many local businesses.

meeting room.

- July 10: The story trail features *Alaska's 12 Days of Summer*, by Pat Chamberlin-Calamar.
- July 17: The library hosts a teen mystery party.
- July 18: The library hosts an escape room for elementary kids.
- July 24: Kids explore making mosaic art with Sharlene.
- July 25-26: Artist Lee Post teaches comic drawing for kids.
- July 26: The summer reading program ends with a massive party.
- Virtual author talks for August: Jay Falk (*The Bird Book*), Casey McQuiston (*The Pairing*), Tascha Eurich (*Shatterproof*).
- Aug. 10: The story trail features *The Odd One Out*, by Britta Teckentrup.
- Aug. 14: Naomi Klouda, author of *Anna's Whale*, visits the library to talk about her new book, *The Alaska Glacier Dictionary*.
- Virtual author talks for September: Hannah Nicole Maehrer (*Assistant to the Villain*), Jefferson Fisher (*The Next Conversation*), Gabe Henry (*Enough is Enuf: Our Failed Attempts to Make English Eezier to Spell*).
- Sept. 10: The story trail features *The Book Without a*



Young mosaicists demonstrated their artworks on July 24.

Thanks to all the organizations and individuals who supported the summer reading program

The Willow Fund at the Homer Foundation • Global Federal Credit Union • "Sponsor a Reader" donors • Homer Bookstore • Alaska State Library • Homer Emblem Club #350 • Ulmer's Drug & Hardware • Homer's Jeans • Two Sisters Bakery • Captain's Toy Chest • Cycle Logical • Homer Shores • Sustainable Wares • Bubble's Soda Parlor • NOMAR • Homer Art and Frame Co. • Salty Girls • Udder Delights Ice Cream • Shamwari • Save-U-More • City of Homer Community Recreation • Zen Den Café • Karol Miller • The Gilded Table • SalmonFest Alaska • And most of all: library staff and the Friends of Homer Library, particularly Youth Services Librarian Cinda Nofziger and FHL Coordinator Cheryl Illg.

August

With many months of effort, library staff assembled a list of every known volunteer, donor and community partner in the library's history, going all the way back to 1938—about 3,700 entries in all. On August 11, the Homer City Council passed Resolution 25-074, thanking the public for their unfailing support through nearly nine decades.

Naomi Klouda gave an author talk on August 14 about her new book, *The Alaska Glacier Dictionary*.

Story, by Carolina Rabei.

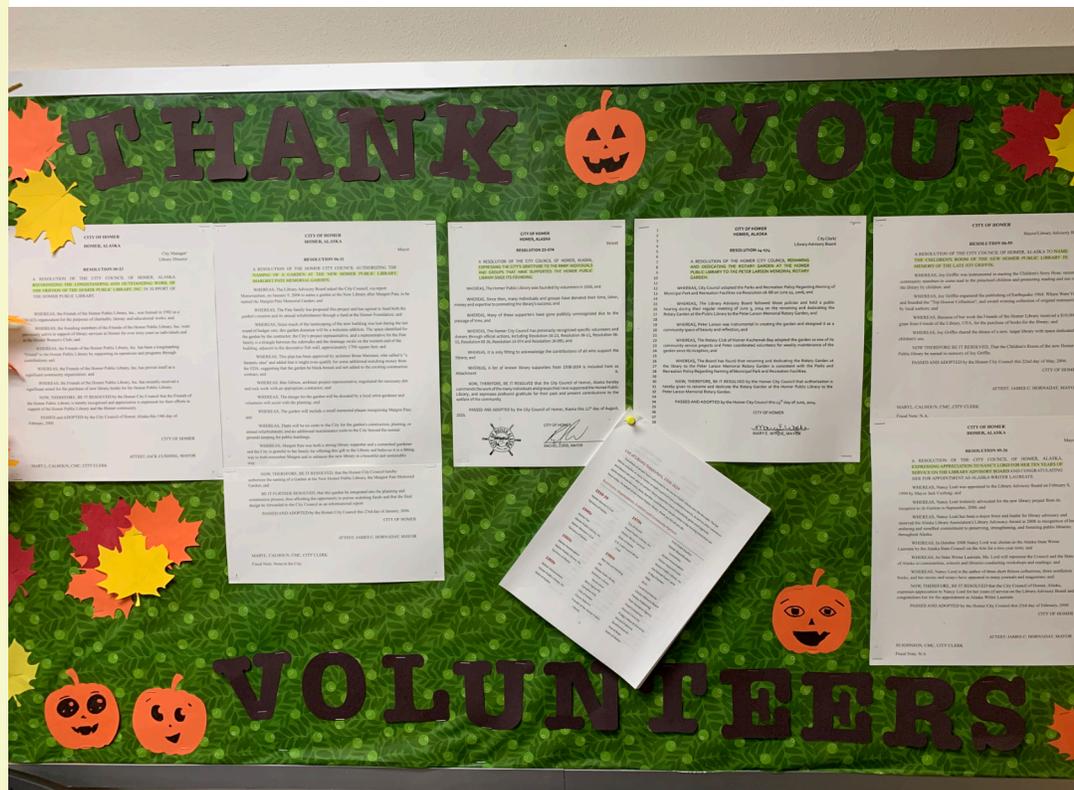
- Sept. 11: The Origami Queen teaches origami in the meeting room.
- Sept. 18: The library hosts a candidate forum for KPB School Board.
- Sept. 24: The library hosts a candidate forum for Homer City Council.
- Sept. 26-27: The fall book-and-plant sale features amazing deals.
- Virtual author talks for October: Adrián Aldaba and Emily Key (*Nuestra América*), Leigh Bardugo (*Six of Crows*), Malala Yousafzai (*Finding My Way*), Philippa Gregory (*The Other Boleyn Girl*).
- Oct. 1-Dec. 31: Art in the Library displays driftwood landscapes and acrylic paintings by June Denver.
- Oct. 1: The federal government shuts down because of budget disputes. Existing IMLS grants continue, though new grant applications are suspended.
- Oct. 7-30: The library hosts several events for Teentober.
- Oct. 17: Staff from the library and the Pratt Museum once again have fun with bears.
- Oct. 25: The library hosts a Volunteer Appreciation Luncheon.
- Virtual author talks for

September

The library hosted two candidate fora in partnership with the League of Women Voters, KBBI and the *Peninsula Clarion*.

On September 16, the LAB held a special worksession to discuss ideas for the 20th anniversary celebrations. During this quarter, the balance in the library endowment climbed above \$100,000, reaching a milestone the LAB set for itself in 2020.

Patrons crowded into the building for the FHL book and plant sale on September 26-27, and there wasn't much left by the end of Saturday. On September 29, more than a fifth of FHL's membership met at the library to revise the organization's bylaws, and the vote passed 55-0.



The City showed its gratitude to its supporters at the Volunteer Appreciation Luncheon on October 25.

October

The library received two grants in October, including \$19,000 from the Rasmuson Foundation for installing a security grille and \$6,462 from the Alaska State Library for internet costs.

On October 25, about 35 volunteers came to enjoy an excellent lunch and socialize. Library volunteers perform all kinds of different tasks—shelving, cleaning, book repair, driving the

November: Joseph Lee (*Nothing More of This Land*), Amanda Peters (*The Berry Pickers*), Charles Duhigg (*Supercommunicators*).

- Nov. 10: City Council approves revisions to the library privacy policy.
- Nov. 12: The federal government reopens.
- Nov. 13: New laptops are available for checkout. The biweekly computer-skills class meets for the first time.
- Nov. 25: The library begins replacing aging public computers with new Google Chromeboxes. The new print-management system goes live, enabling patrons to print from phones or laptops.
- Nov. 29: The giving tree goes up in the front lobby of the library.
- Virtual author talk for December: Sue Hincenbergs (*The Retirement Plan*).
- Dec. 1: The library implements a new text-messaging system. Patrons can sign up to receive text notifications about holds, overdue items and expiring library cards.
- Dec. 3: Homer Public Library is featured on *Reading Road Trip: Alaska*, on PBS. The IMLS completes its review of grant operations and fully restores all existing grant awards, including ones that

bookmobile, reviewing materials and programs on the radio, organizing programs, and much more. Many thanks to the thousands of people who have contributed their labor to the library over the years, and particularly the 100+ who do so currently.

The LAB voted to amend the library's privacy policy by adding a section on library communications with patrons.



Staff replaced the old public computers in November and December.

November

On November 10, City Council accepted \$19,000 from the Rasmuson Foundation for the security grille and approved the new privacy policy.

Library staff put the first new public computers out on the main floor and replaced the aging public laptops with new Chromebooks. A new print-management system deployed, finally allowing patrons to print from personal devices and library-owned laptops.

On November 29, volunteers from the Friends of the Library set up the giving tree near the front entrance, and by the end of December patrons took every single tag off the tree.

had been terminated in March.

- Dec. 7: The Porcupine Theater hosts a screening of *The Librarians*, followed by a discussion panel sponsored by the Friends of Homer Library. A second showing takes place the next day.
- Dec. 9: Crafternoon makes gift boxes for teens and tweens.
- Dec. 11: Brian Smith visits the library to talk about his memoir and the trilogy of books in the *Ida Mae Joy* series.
- Dec. 12: The library and the Pratt Museum examine bird feet.
- Dec. 13: The Friends of the Homer Library host a pop-up sale for plants and gifts.
- Dec. 29: Rich Chiappone teaches a fly-tying class.
- Dec. 30: All public computers are replaced with new Google Chromeboxes.
- Dec. 31: The official balance in the library endowment fund stands at \$118,685.



On December 18, Youth Services Librarian Cinda Nofziger introduced a special guest for Radio Storytime.

December

The City issued a call for bids to install the new security grille. Potential contractors visited the site on December 15.

The Porcupine Theater hosted a showing of *The Librarians*, a documentary about book challenges in the Lower 48, followed by a panel discussion featuring Andy Haas, Deb Curtis and Dave Berry, moderated by Shellie Worsfold of the Friends of the Homer Library.

Local author Brian Smith visited the library to talk about his trilogy of novels in the *Ida Mae Joy* series and his memoir, *Golden Boy*.

The library's new text-messaging system went live on December 1. On December 30, the library retired the last of the old public computers.

Thank You!

Our deepest thanks to all those who supported the library over the past year. Many members of the public contributed their time, energy and money to the success of the institution. We here recognize those who donated to the library's long-term sustainability during 2025.

Library Endowment Fund

Anonymous (2)

Kathryn J. Anderson

Doug and Landa Baily

Nelson and Lilia Co

Brenda and James Dolma

Shirley Jean Evans

Marcia Kuszmaul

Annie Lowe

Ann Oberlitner

Marilyn Sigman

Glen Williams

Friends of Homer Public Library Endowment Fund

Esther Ashment

Dave Berry

Joy Steward

2025 by the numbers at Homer Public Library



105,613

Visits to the library

168,926

Items checked out

639

New library cards issued

14,406

Patrons attended programs

3,930 sessions
Study Rooms + Meeting Room

2,571 attended
Summer Reading events

28,565 sessions
Public computers + library WiFi

2,764

Volunteer hours logged



Library Director's Report

January 31, 2026

General Notes

The project team for the security grille received three bids from construction companies for installing it. On Jan. 26, we introduced an ordinance for additional funding to finish the job.

We submitted an application for the Public Libraries Assistance Grant (PLAG).

On Jan. 31, the old print-management system was shut off for good.

Staff Notes

Harrison Metz completed in-depth IT training and now has CompTIA certificates in Helpdesk 1 and 2. As of January 7, I've been elected treasurer for the Alaska Library Association.

Director's meetings:

- Staff: 2
- LAB: 3
- FHL: 3
- Council: 2
- Department Heads: 1
- Other: Meetings with city manager, IT department, security grille project team, Microsoft 365 pilot projects, print-management vendor, Alaska Library Association planning teams and other librarians

Facility

The gate counter went haywire during December and still isn't producing accurate counts, but the alarm system works okay. We had a series of meetings with tech support for the printing system and made some adjustments. Building maintenance replaced a faulty valve in the urinal in the men's room.

Library Advisory Board (LAB)

The LAB reviewed its strategic plan and goals for 2026, updated and refined the plans for the 20th anniversary celebrations, selected a design for the time capsule, debated watching some more of the workshop videos from the United for Libraries conference, discussed a freedom-to-read case from Llano County, Texas, and considered some suggestions for public outreach programs.

Friends of the Homer Library (FHL)

The FHL board made plans for the annual membership meeting in February, encouraged nominations for the Celebration of Lifelong Learning, considered various possible author talks and reviewed internal documents and processes.

Ongoing Events

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

Special Events

- Jan. 1: Library closed for New Year's Day.
- **Jan. 1-Mar. 31: Art in the Library displays works by local artist Joella Clove.**

- Jan. 6, 1:45-3:15: Roundtable about the events of Jan. 6, 2021.
- **Jan. 7: Library Director Dave Berry is elected as treasurer for the Alaska Library Association.**
- Jan. 8, 3:00-5:30: Special meeting of the Alaska Japanese Club.
- **Jan. 13, 10:00-11:00: Virtual author talk with David Brooks, author of *How to Know a Person*.**
- **Jan 13: The City Public Works department opens the three construction bids for installing a security grille.**
- Jan. 15, 3:00-5:30: Special meeting of the Alaska Japanese Club.
- Jan. 17, 2:00-3:15: Kenai Peninsula Votes.
- **Jan. 20, 10:00-11:00: Virtual author talk with Julia Hotz, author of *The Connection Cure*.**
- Jan. 22, 3:00-5:30: Special meeting of the Alaska Japanese Club.
- Jan. 24, 2:00-4:00: Homer Seed Library.
- **Jan. 28, 3:00-4:00: Virtual author talk with Liz Moore, author of *The God of the Woods*.**
- Jan. 29, 3:00-6:00: Special meeting of the Alaska Japanese Club.
- Jan. 31, 1:00-2:30: Women Entrepreneurs.
- Jan. 31, 3:00-5:00: The Homer Seed Library teaches gardening.
- **Feb. 5, 3:00-4:00: Virtual author talk with Vanessa Riley, author of *Fire Sword and Sea*.**
- **Feb. 5, 6:00-7:30: The Alaska Japanese Club presents pictures and stories from their trip to Japan.**
- **Feb. 6, 1:00-2:30: The Pratt Museum visits the library to introduce kids to Dena'ina culture.**
- Feb. 10, 4:30-6:00: Crafternoon for teens and tweens.
- **Feb. 12, 10:00-11:00: Virtual author talk with Lindsey Stewart, author of *The Conjuring of America*.**
- Feb. 14, 1:00-3:30: Eckankar.
- **Feb. 17, 4:30-6:00: Teens and tweens play *Settlers of Catan*.**
- **Feb. 24, 10:00-11:00: Virtual author talk with Tom Crouch on the history of the Smithsonian Institution.**
- **Mar. 4, 10:00-11:00: Virtual author talk with Michael Perry, author of *Population: 485*.**

- **Mar. 5, 10:00-11:00: Virtual author talk with Jenn Lueke, author of *Don't Think About Dinner*.**
- **Mar. 12, 3:00-4:00: Virtual author talk with Kate Quinn, author of *The Astral Library*.**
- **Mar. 28: Celebration of Lifelong Learning.**
- **Mar. 24, 10:00-11:00: Virtual author talk with Barbara Kingsolver and Shoshana Walter, about Walter's book *Rehab: An American Scandal*.**
- **Mar. 26, 3:00-4:00: Virtual author talk with Kate Messner, author of the *Over and Under* series.**
- **Apr. 1-Jun. 30: Art in the Library displays works by local artists Taz Tally and Christina Whiting.**
- **May 8-9: Spring Book and Plant Sale.**
- **Jul. 1-Sept. 30: Art in the Library displays works by local artist Jim Lavrakas.**
- **Sept. 19, 2:00-6:00: The library hosts a party to celebrate 20 years in the current building.**

Homer Public Library Statistical Summary for 2025

Date: 14-Jan-26

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
CIRCULATION													
TOTAL (*Included)	14,671	12,980	14,190	13,685	13,428	14,851	15,822	15,186	14,544	14,231	12,689	12,649	168,926
*Physical Print/Audio/Video	11,415	10,220	10,821	10,273	10,126	11,739	12,772	11,875	11,457	11,028	9,514	9,482	130,722
*Other Physical items (n. 2)	126	108	106	132	111	107	97	131	121	118	105	126	1,388
*Alaska Digital Library	2,995	2,551	3,136	3,096	2,968	2,889	2,790	3,025	2,852	2,878	2,831	2,860	34,871
*Flipster e-magazines	13	17	14	3	22	13	8	24	4	11	22	15	166
*Kanopy streaming video	122	84	113	181	201	103	155	131	110	196	217	166	1,779
INTERLIBRARY LOANS													
Incoming (Borrowed)	21	22	20	13	14	15	7	10	18	16	6	13	175
Outgoing (Lent)	36	25	22	31	21	25	26	22	18	29	22	22	299
BUILDING USE													
Gate Count (n. 3)	9,261	7,817	8,254	8,757	8,908	8,859	9,441	8,988	9,434	8,702	8,391	8,801	105,613
Study Rooms (# of group sessions)	320	283	313	327	310	257	303	298	299	345	218	293	3,566
Study Rooms (# of people)	608	517	609	618	574	571	633	529	560	689	460	578	6,946
Meeting Room (# of group sessions)	32	29	32	35	28	32	36	28	26	32	27	27	364
Meeting Room (# of people)	308	354	348	342	240	220	326	264	265	323	271	241	3,502
INTERNET USE													
TOTAL (*Included)	2,377	1,963	2,350	2,193	2,322	2,773	2,919	2,813	2,618	2,434	1,762	2,041	28,565
*Wireless sessions	1,259	1,013	1,182	1,111	1,305	1,680	1,786	1,649	1,589	1,407	995	1,019	15,995
*Hardwired/City Laptop sessions	1,118	950	1,168	1,082	1,017	1,093	1,133	1,164	1,029	1,027	767	1,022	12,570
Website visits (sessions)	3,016	2,590	2,945	2,793	2,593	2,772	2,707	2,746	2,719	2,661	2,093	2,149	31,784
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,253	1,469	1,173	1,244	1,416	1,147	1,477	1,100	1,140	1,218	953	816	14,406
*Programs for Age 0-5	897	1,109	846	853	755	775	812	819	771	876	675	547	9,735
*Programs for Age 6-11	163	178	177	155	346	177	248	81	190	141	119	133	2,108
*Programs for Age 12-18	94	41	46	49	33	48	138	63	31	76	33	47	699
*Programs for Age 19+	34	94	61	75	137	52	34	50	57	44	57	39	734
*Programs for All Ages	65	47	43	112	145	95	245	87	91	81	69	50	1,130
OUTREACH													
# Events	4	2	3	3	2	4	2	3	3	3	2	8	39
# People	11	14	9	10	10	15	10	13	14	16	15	10	147
NEW CARDS ISSUED													
City	35	9	27	16	34	47	29	31	25	22	16	23	314
Borough	28	16	22	20	24	33	33	24	30	35	21	6	292
Temporary	0	0	0	1	8	2	7	3	0	0	3	0	24
Reciprocal	2	0	0	0	0	1	3	1	1	1	0	0	9
VOLUNTEER HOURS													
# of people	90	85	78	108	75	64	80	53	75	85	72	60	925
# of hours	231	226	271	312	257	174	250	141	272	229	222	179	2764
MATERIALS ADDED													
Books	228	193	174	339	323	340	359	208	108	219	236	346	3073
Audio	13	7	0	23	2	7	9	3	0	4	13	3	84
Video	26	40	27	26	43	27	7	24	7	31	22	24	304
Serials	0	0	0	0	0	1	0	2	0	0	0	0	3
Electronic Resources	55	19	0	102	49	49	77	20	52	44	39	17	523
MATERIALS REMOVED													
Books	33	98	37	89	60	12	131	73	0	144	336	252	1265
Audio	20	0	1	0	0	20	40	0	0	0	0	0	81
Video	0	8	3	127	0	2	0	64	0	0	0	0	204
Serials	0	2	0	23	4	0	0	0	0	0	0	0	29
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	934.46	969.45	909.37	779.40	1151.05	1257.15	767.55	888.15	1234.50	946.00	592.30	778.20	11,207.58
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants			1000.00							7000.00	19000.00		27,000.00
TOTALS	934.46	969.45	1,909.37	779.40	1,151.05	1,257.15	767.55	888.15	1,234.50	7,946.00	19,592.30	778.20	\$38,207.58

Data not available yet or incomplete

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

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

Note 3: The gate count from December is an estimate, due to malfunctioning equipment.

Homer Public Library Statistical Summary for 2026

Date: 11-Feb-26

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,361	0	0	0	0	0	0	0	0	0	0	0	14,361
*Physical Print/Audio/Video	10,912												10,912
*Other Physical items (n. 2)	178												178
*Alaska Digital Library	2,998												2,998
*Flipster e-magazines	9												9
*Kanopy streaming video	264												264
INTERLIBRARY LOANS													
Incoming (Borrowed)	9												9
Outgoing (Lent)	25												25
BUILDING USE													
Gate Count	8,801												8,801
Study Rooms (# of group sessions)	306												306
Study Rooms (# of people)	614												614
Meeting Room (# of group sessions)	23												23
Meeting Room (# of people)	254												254
INTERNET USE													
TOTAL (*Included)	2,342	0	0	0	0	0	0	0	0	0	0	0	2,342
*Wireless sessions	1,089												1,089
*Hardwired/City Laptop sessions	1,253												1,253
Website visits (sessions)	1,870												1,870
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,175	0	0	0	0	0	0	0	0	0	0	0	1,175
*Programs for Age 0-5	825												825
*Programs for Age 6-11	138												138
*Programs for Age 12-18	57												57
*Programs for Age 19+	50												50
*Programs for All Ages	105												105
OUTREACH													
# Events	2												2
# People	9												9
NEW CARDS ISSUED													
City	28												28
Borough	23												23
Temporary	2												2
Reciprocal	0												0
VOLUNTEER HOURS													
# of people	57												57
# of hours	199												199
MATERIALS ADDED													
Books	238												238
Audio	9												9
Video	13												13
Serials	0												0
Electronic Resources	0												0
MATERIALS REMOVED													
Books	0												0
Audio	0												0
Video	0												0
Serials	0												0
Electronic Resources	0												0
REVENUES DEPOSITED													
Fines/Fees/Copies	566.75	558.25											1,125.00
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants	6462.00												6,462.00
TOTALS	7,028.75	558.25	0.00	\$7,587.00									

Data not available yet or incomplete

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

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

Bushatz, Amy. “Mat-Su Assembly Member Drops Library Content Ban Proposal After Community Pushback.” *Mat-Su Sentinel* 4 Feb. 2026. Web. 4 Feb. 2026.
<https://www.matsusentinel.com/mat-su-assembly-member-drops-library-content-ban-proposal-after-community-pushback>.

By [Amy Bushatz](#) on Feb 4, 2026

Mat-Su Assembly member drops library content ban proposal after community pushback

The proposal would have impacted a broad array of library materials that depict sexual acts.



What you need to know:

- A controversial Mat-Su Borough proposal that would have removed library materials depicting sexual acts and blocked their future purchase will no longer go before the assembly following significant public opposition.
- Assembly member Michael Bowles, who sponsored the proposal, said it was intended to prevent children from accessing content some community members consider obscene. He removed it from the agenda due to concerns about government overreach raised by residents in his district, he said.

- Bowles said he will not offer a similar proposal and instead plans to work with borough officials to publicize safeguards already in place, including a materials review process and email notifications for parents.

PALMER — A proposal to remove materials depicting sexual acts from Mat-Su Borough libraries, block their future purchase, and bar users from accessing similar items from the state’s library network will not be considered by the Matanuska-Susitna Borough Assembly after its sponsor removed it from the agenda during a regular meeting Tuesday.

Assembly member Michael Bowles proposed the measure because individuals in his district requested it, he said. Bowles represents District 1, which includes Butte, Sutton, and portions of Palmer.

If approved, the proposal would have banned the borough from shelving books, movies and other material from shelves in the adult and childrens’ sections that depict “actual or simulated ... sexual penetration; the lewd touching of a person's genitals, anus, or female breast; masturbation; bestiality; the lewd exhibition of a person's genitals, anus, or female breast; or sexual masochism or sadism,” and which the borough manager determined was “harmful to minors,” according to the legislation.

The proposal was intended to prevent the borough from spending taxpayer money on materials some residents consider obscene and to block children from accessing those items, Bowles said in an interview Tuesday. It would have barred such items from appearing in any section of the borough’s five library branches while giving borough staff broad discretion to determine which content to block, according to the measure.

State law bars adults from distributing “indecent material” to minors age 16 and under. The proposal was the latest development in a years-long debate involving the [Mat-Su Borough](#), [school district](#), and the [Palmer](#) and [Wasilla](#) city councils over what materials meet that benchmark, how children access materials in local libraries, and whether certain books should be shifted to the adult section or removed from circulation entirely.

Bowles said he removed the proposal from the agenda because of pushback from a wide range of residents, including some he described as conservatives, and because he felt it created too much new government oversight.

“The majority of people that reached out were against this — and some of those were actually on the conservative side of the issue,” he said. “It goes too far — and for that reason, it’s a bad bill.”

Bowles said he does not plan to develop an alternative version of the measure and instead will work with borough officials to publicize existing rules and review steps already in place. That includes a recently updated policy allowing the borough's [volunteer library board to screen and file objections](#) against materials before they are purchased, and a system that allows parents to receive email alerts when their children check out books, he said.



Assembly member Michael Bowles speaks during a regular Matanuska-Susitna Borough Assembly meeting Feb. 3, 2026. (Amy Bushatz/Mat-Su Sentinel)

“There are things happening already in the borough ... that I have come to learn, that I don't think a lot of people really know about,” he said during the meeting. “So I think the proper approach, rather than more regulation, is actually education, awareness and just involving the community. And so, I don’t think we need to add more law.”

Bowles said he requested the legislation from the borough attorney and approved the language before it was published to the agenda Jan. 27.

He said that while he was concerned the new rule would add too much oversight, he ultimately pushed it forward to respond to a request from district residents. He decided to pull it after a large group of residents objected during a Sutton Community Council meeting Jan. 28, he said.

“Pretty much everybody there at the Community Council meeting was like, ‘We don't like this, this is why, it goes too far. It's too much government overreach,’” he said in an interview. “And I agree — I'm a less government person.”

A separate measure approved unanimously by the Assembly on Tuesday disbanded a citizen library committee created to review library materials flagged by community members as obscene. That task will instead fall to the library board, borough officials said.



Residents hold up "We love our libraries" signs during public comment at the Matanuska-Susitna Borough Assembly meeting Feb. 3, 2026. (Amy Bushatz/Mat-Su Sentinel)

While several community members testified early in the more than five-hour meeting Tuesday that they support blocking materials that contain sexual acts from libraries because they believe it creates needed safeguards, about a dozen others spoke against the proposal, saying it amounts to censorship. Some members of the audience also held up and waved "we love our libraries" signs during public comments.

Bowles said during his closing comments Tuesday that he felt some of the public comments made against the ordinance were “negative toward Christianity.”

“We have multiple Christians here on the Assembly, and so we have a very large Christian presence here in the borough, and these are valid concerns,” he said. “As a fellow Christian of those with concerns, I will continue to be a voice for you.”

-- Contact Amy Bushatz at contact@matsusentinel.com

CODE ORDINANCE

Sponsored by: Assemblymember Bowles

Introduced:

Public Hearing:

Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 26-017**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ADOPTING
MSB 2.80.020 LIBRARY MATERIALS.

WHEREAS the intent and rationale of this ordinance is found
in the accompanying Information Memorandum No. 26-024

BE IT ENACTED:

Section 1. Classification. This ordinance is of a general and
permanent nature and shall become a part of the Borough Code.

Section 2. Adoption of section. MSB 02.80.020 is hereby
enacted to read as follows:

MSB 2.80.080 LIBRARY MATERIALS

(A) Material that contains the following will not
be made available inside a library operated by the
borough:

(1) the material depicts the following actual
or simulated conduct:

(a) sexual penetration;

(b) the lewd touching of a person's genitals,
anus, or female breast;

(c) masturbation;

(d) bestiality;

(e) the lewd exhibition of a person's genitals, anus, or female breast; or

(f) sexual masochism or sadism; and

(2) the material is harmful to minors as determined by the Manager. In determining whether material is harmful to minors, the Manager shall give due consideration to the recommendations of the library board.

(B) In this section, "harmful to minors" means

(1) the average individual, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest in sex for persons under 16 years of age;

(2) a reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, educational, political, or scientific value for persons under 16 years of age; and

(3) the material depicts actual or simulated conduct in a way that is patently offensive to the prevailing standards in the adult community as a whole with respect to what is suitable for persons under 16 years of age.

(C) The manager shall ensure that all borough computers for public use in borough libraries have

internet filters that comply with the Children's Internet Protection Act.

Section 3. Effective date. This ordinance shall take effect upon adoption.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of -, 2026.

EDNA DeVRIES, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ENACTING MSB 02.80.020 LIBRARY MATERIALS.

AGENDA OF: February 3, 2026

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Introduce and set for public hearing.

Route To	Signatures
Originator	<p style="text-align: right;">1 / 16 / 2026</p> <p>X N S for Assym Bowles</p> <p>Signed by: Nicholas Spiropoulos</p>
Department Director	<p style="text-align: right;">1 / 19 / 2026</p> <p>X Jillian Morrissey</p> <p>Signed by: Jillian Morrissey</p>
Borough Attorney	<p style="text-align: right;">1 / 19 / 2026</p> <p>X Nicholas Spiropoulos</p> <p>Signed by: Nicholas Spiropoulos</p>
Borough Manager	<p style="text-align: right;">1 / 19 / 2026</p> <p>X Michael Brown</p> <p>Signed by: Mike Brown</p>
Borough Clerk	<p style="text-align: right;">1 / 19 / 2026</p> <p>X Lonnie Mckechnie</p> <p>Signed by: Lonnie Mckechnie</p>

ATTACHMENT (S): Ordinance Serial No. 25-017 (3 pp)

SUMMARY STATEMENT: This ordinance is sponsored by Assemblymember Bowles.

For years, residents of the Matanuska-Susitna Borough have expressed their concerns over sexually explicit material in libraries operated by the borough.

This ordinance aims to address those concerns and put in place a standard for what material shall not be allowed in libraries operated by the borough. This ordinance is intended to achieve and further the following goals:

- **Parental Rights:** Parents have the right to control when and how their children are exposed to mature sexual content, and libraries should respect this role.
- **Child Protection:** Shielding children from sexually explicit material helps protect them from harm, similar to restricting other adult media like R-rated movies.

- **Community Standards:** Public libraries, funded by taxpayers, should align their collections with community standards, removing materials deemed inappropriate for general audiences, especially children.
- **Focus on Education:** Removing such books allows libraries to focus on educational and age-appropriate materials, rather than controversial or sexually explicit content.

The Borough Assembly is well aware of the claims to First Amendment rights to receive information and nothing in this ordinance impedes the right of private individuals to access and view materials of their choosing. Rather, this ordinance establishes a policy of what the Borough Assembly will allow taxpayer funds to be used for. This ordinance does not apply to private bookstores, does not apply to city libraries, and does not apply to school libraries.

The Matanuska-Susitna Borough provides many public services, but the provision of those services is not infinite and the Borough is empowered and authorized to establish limits and boundaries on the services it provides. Pools are not open 24 hours a day, not all trails are groomed, and at times the animal shelter turns animals away. Indeed, there are certain roads within road service areas where people pay road service area taxes and yet those roads are not maintained by the Matanuska-Susitna Borough. The Borough constantly sets policies on the provision of public services.

Just as with any public service, there is not an infinite amount of shelf space at libraries. Borough libraries already make judgments about what books to have and which not to have, which books to buy and which not to buy, and which books to keep and which books to remove. There is no statute in the State of Alaska and no ordinance within the Matanuska-Susitna Borough establishing any guidelines for these decisions.

As confirmed in MSB 2.12.005, the Borough Assembly formally establishes borough policy by ordinance or resolution. This ordinance sets a policy on library material and computer access at borough owned libraries. Decisions about what to shelve, what to allow on shelves, and what is in Borough libraries are always being made. However, when the Borough Assembly believes a policy needs to be set to address public concerns, it is the right and duty of the Assembly to set such policy.

The United States Supreme Court upheld public library internet restrictions in United States v. American Library Association, 539 U.S. 194 (2003). In the ALA case, a law was challenged that required recipients of federal funds to install internet filters to prevent access to child pornography, obscenity, or material comparably harmful to minors under 20 USC §§ 9134(f)(1)(A)(i) and (B)(i), and 47 USC §§ 254(h)(6)(B)(i) and (C)(i). The Court noted

that "A public library does not acquire Internet terminals in order to create a public forum for Web publishers to express themselves, any more than it collects books in order to provide a public forum for the authors of books to speak." The Court also looked to Congressional intent when it noted "the Internet is simply another method for making information available in a school or library. It is no more than a technological extension of the book stack." In a library, "the government has broad discretion to make content-based judgments in deciding what private speech to make available to the public." The ordinance here sets a minimum standard on what private speech will be made available at Matanuska-Susitna Borough libraries. Any argument otherwise ignores the ruling in ALA.

Moreover, any patron who claims their rights will be violated in the future because they want to compel the Matanuska-Susitna Borough into keeping or acquiring books that the Borough does not want is presenting a failing argument. Even assuming there is a fundamental right at issue, the Court in ALA found "[t]he legislature's decision to not subsidize a fundamental right does not infringe that right." Just as there is no right to force a pool to be open at certain hours, and no right to force a trail or road to be maintained, there is no right to force the government to have particular materials in borough libraries.

Rather, if Matanuska-Susitna Borough library patrons want materials like Hustler, Playboy, Penthouse, or other materials prohibited by this ordinance at the Borough libraries, their remedy is to vote out members of the Borough Assembly and vote in members who would change the policy being set in this ordinance.

In addition to the holding in United States v. American Library Association, the Borough Assembly is also aware of the *en banc* holding in Little v. Llano County issued on May 23, 2025. The US Supreme Court denied *certiorari* on December 8, 2025. The US Supreme Court knew the Llano case was different than some other cases on the issue and left the ruling in Llano undisturbed¹.

Just as the authorities did in Llano County TX, the Matanuska-Susitna Borough Assembly is likewise directing how the Matanuska-Susitna Borough chooses to spend public dollars for materials in public buildings which are staffed and maintained with public monies. If private individuals want to take it upon themselves to have materials available for themselves or others, they are free to do so, but not by using Borough resources or taxpayer-funded facilities.

¹ The opinion in Llano also held that "Pico is of no precedential value as to the application of the First Amendment to these issues."

As noted by the court in Llano:

Take a deep breath, everyone. No one is banning (or burning) books. If a disappointed patron can't find a book in the library, he can order it online, buy it from a bookstore, or borrow it from a friend. All [the Matanuska-Susitna Borough is doing] here is what libraries have been doing for two centuries: decide which books they want in their collections. That is what it means to be a library - to make judgments about which books are worth reading and which are not, which ideas belong on the shelves and which do not.

If you doubt that, next time you visit the library ask the librarian to direct you to the Holocaust Denial Section.

This ordinance prohibits materials without any 'grandfathering' or the like. This means that upon passage of this ordinance, it will require a retroactive review of all materials in the libraries of the Matanuska-Susitna Borough to ensure compliance with the standards being set here.

Because this ordinance prohibits materials that are obscene or harmful to minors from being made available in borough-operated libraries, this means that patrons will be unable to access those materials through inter-library loan. Accordingly, borough administration will have to determine whether libraries will need to withdraw from that service in order to ensure that the requirements of this ordinance are met, or whether there is a way to stay in the loan program while complying with the ordinance.

The ordinance here will also require the Borough Manager to set up internet filters at borough computers at borough libraries to the same standards as required under the federal Children's Internet Protection Act. Libraries across the country already comply with this Act as a condition of receiving federal funds. This Act has been upheld for 25 years so implementing its standards in borough-owned facilities will not be novel or unique. A claim that this ordinance will reduce the adult population to reading only what is fit for children mirrors part of the dissent in ALA. The Court dealt with that by noting "The Constitution does not guarantee the right to acquire information at a public library without any risk of embarrassment."

RECOMMENDATION OF ADMINISTRATION: Introduce and set for public hearing.



MEMORANDUM

LAB-26-XXX

Timeline of 20th Anniversary Celebrations

Item Type: Informational Memorandum
Prepared For: Library Advisory Board
Date: February 13, 2026
From: Dave Berry, Library Director
Through:

Here's an updated schedule of 20th-anniversary events and deadlines. **Items in red have not been confirmed with the designated volunteer.** The following things have changed since the last meeting.

1. The Friends of the Library board has offered to help with the following events:

- Movie showings of *Murder on the Orient Express*, *Curious George*, *Matilda* and *To Kill a Mockingbird*: FHL will provide the bookmobile or a liquor license, as appropriate to the audience.
- Soliciting public comments about the next 20 years: FHL will help with public outreach.
- Facilitating the 2046 Roundtable: FHL has experience with the design charettes for the western lot and can help manage the conversations.
- The July 4 parade: FHL will drive the bookmobile if the LAB will handle music and choreography.
- The Sept. 19 party: FHL knows all about how to throw a party.

2. The time capsule has been ordered. Here's the proposed text for the plaque on it:

Homer Public Library Time Capsule

From the patrons of 2026

To the patrons of 2046

3. **Decide on a structure for the 2046 Roundtable.** I envision this as a brainstorming session, where the public are welcome to form small groups and share their suggestions for Some suggestions about possible brainstorming topics:

- a. Space needs
- b. Technology
- c. Collections
- d. Programs
- e. Civic life

Month	Activity	Volunteer
January		
DONE	Contact participants for Coffee Table	Kathy Carssow
DONE	Meet with Susannah at the Porcupine Theater	Deb Curtis
DONE	Design time capsule	Red Asselin-Martin, Deb Curtis, Daniel Christ, Dave Berry
	Contact Alice's about hosting trivia night	Mike McKinney
30, 8:00	Movie Showing: <i>The Chronology of Water</i>	Deb Curtis
February		
DONE	Rehearsal for Coffee Table	Kathy Carssow
DONE	Draft discussion outline for Coffee Table	
4, 9:00-10:00	Coffee Table Event	
DONE	Solicit suggestions for time capsule contents	Red Asselin-Martin, Deb Curtis, Daniel Christ, Dave Berry
DONE	Make a public-comment box about the library and what they want from it in the next 20 years Make a digital form to receive comments	Dave Berry <i>FHL will help with outreach</i>

	Gather trivia questions	Mike McKinney
	Create poster display about the library's construction	Dave Berry/Library Staff
6, 5:30	Movie Showing: <i>Hamnet</i>	Deb Curtis
March		
	Plan 2046 Roundtable/public input meeting	Dave Berry, Daniel Christ <i>FHL has offered to assist</i>
	Movie Showing: <i>Gone With the Wind</i>	Deb Curtis
April		
	2046 Roundtable/public input meeting	Dave Berry, Daniel Christ <i>FHL will help facilitate</i>
	Trivia Night Event	Mike McKinney
DONE	Purchase container for time capsule Commission plaque for capsule	Red Asselin-Martin, Deb Curtis, Daniel Christ, Dave Berry
	Movie Showing: <i>Sense and Sensibility</i>	Deb Curtis
May		
	Reserve catering/cooking for Sept. party	Dave Berry, Marcia Kuszmaul
	Movie Showing: <i>Murder on the Orient Express</i>	Deb Curtis <i>FHL has offered to use their liquor license, if desired</i>
June		
	Purchase supplies for activities at Sept. party	Dave Berry, Marcia Kuszmaul
	Coordinate LAB presence at July 4 parade	Red Asselin-Martin, Kathy Carssow, Andy Haas <i>FHL will provide the bookmobile if the LAB handles music and choreography</i>

	Plan fun run: KBBI to library	Andy Haas
	Slack Tide KBBI Promo Event	Andy Haas, FHL representative
	Movie Showing: <i>Curious George</i>	Deb Curtis <i>FHL will bring the bookmobile</i>
July		
	Create time capsule	Red Asselin-Martin, Deb Curtis, Daniel Christ
	Rehearsal with book cart drill team July 4 Parade Event	Red Asselin-Martin, Kathy Carssow, Andy Haas <i>FHL will help</i>
	Fun Run Event	Andy Haas
	Organize party Contact local dignitaries about speeches	Marcia Kuszmaul
	Movie Showing: <i>Matilda</i>	Deb Curtis <i>FHL will bring the bookmobile</i>
August		
DONE	Create visitor sign-in book for 20 th anniversary party	Library Staff
	Movie Showing: <i>The Lion, the Witch and the Wardrobe</i>	Deb Curtis
September		
	Set up history displays in the library	Library Staff
	Display existing scrapbooks	Library Staff
	Mount empty time capsule in place	Dave Berry/Building Maintenance

19, 2:00-6:00	20th Anniversary Party Games and activities Hors d’oeuvre Outdoor grilling? Unveil time capsule Speeches by local dignitaries	Marcia Kuszmaul, Red Asselin- Martin, Deb Curtis, Daniel Christ, Library Staff <i>FHL will help</i>
	Write thank-you letter for the community and publish in the <i>Homer News</i>	LAB
	Coordinate with <i>Homer News</i> , <i>Homer Independent Press</i> and KBBI about covering the 20 th anniversary	Deb Curtis (Homer News), Kathy Carssow (KBBI), Marcia Kuszmaul (HIP)
	Movie Showing: <i>To Kill a Mockingbird</i>	Deb Curtis <i>FHL has offered to use their liquor license, if desired</i>
October		
	Movie Showing: TBD	Deb Curtis
November		
	Movie Showing: TBD	Deb Curtis
December		
	Movie Showing: TBD	Deb Curtis

RECOMMENDATION:

Settle on the text of the plaque for the time capsule. Decide on a structure for the 2046 Roundtable. Update the list of events as needed.



MEMORANDUM

LAB-26-XXX

LAB Strategic Plan and Goals

Item Type: Action Memorandum
Prepared For: Library Advisory Board
Date: February 13, 2026
From: Dave Berry, Library Director
Through:

At the LAB meeting on Jan. 20, 2026, the LAB discussed various revisions to their Strategic Plan and Goals. The board requested a “clean” copy of the document, incorporating all the suggested changes, before voting on whether to adopt it. That revised document is attached here.

RECOMMENDATION:

Adopt the revised Strategic Plan and Goals

ATTACHMENTS:

Revised LAB Strategic Plan and Goals

LIBRARY ADVISORY BOARD
2026 STRATEGIC PLAN & GOALS
Approved at the February 17, 2026 Regular Meeting

MISSION STATEMENT

The Library Advisory Board shall act in an advisory capacity to the City Manager and City Council concerning the Homer Public Library and its programs pursuant to the powers and duties in Homer City Code 2.48.050.

VALUES, ROLES & RESPONSIBILITIES

- General** Advise the Library Director and the City Council to ensure quality library service.
- Administrative** Advise city government to recruit, employ and retain a qualified library director.
- Policy** Work with the Library Director to establish written policies to govern the operation and program of the library for approval by the City Council.
- Planning** Ensure that the library has a strategic plan with implementation and evaluation components.
- Fiscal** Solicit donations of money and/or property for the benefit of the library. Assist in the preparation and presentation of the annual budget in accordance with city code. Oversee fundraising efforts for the library endowment fund.
- Advocacy** Promote the mission of the library within the community. Advocate for the library to legislators.
- Meetings** Participate in all advisory board meetings. Report on LAB and library activities to City Council at Council meetings.
- Networking** Join United for Libraries national organization and/or Alaska Library Association as a resource for policies, operations and advocacy for libraries.

GOALS

1. Advocate for Library Budget

- a. Promote future funding for:
 - i. Collection development
 - ii. Improvements and maintenance of the library’s physical plant
 - iii. Technology needs
 - iv. Staffing needs

2. Promote Fundraising for the Library

- a. Annually, invite the Homer Foundation to present to the Board on how to solicit donors
- b. Create a fundraising calendar

- 22 **3. Expand the Library’s Capacity to Serve as a Community Hub**
- 23 a. Support the Library’s efforts to partner with the public school system, homeschooling
- 24 families and Kenai Peninsula College to provide resources for, and increase library use
- 25 by, students.
- 26 b. Work with Library Staff to Support the Library Strategic Plan 2025-2029

27 **4. Actively Recruit for LAB Boardmembers**

28 **5. Plan and Execute Yearlong Celebrations for the 20th Anniversary of the Library’s Current**

29 **Building**

30

31 **DUTIES OF THE BOARD & STAFF**

32 Boardmembers

- 33 • Attend City Council meetings as assigned.
- 34 • Attend worksessions and training opportunities.
- 35 • Come to meetings prepared to take action through motions, or ask staff before the meeting for
- 36 more information.
- 37 • Publicly support decisions made by a majority of the Board.

38

39 Staff Liaison

- 40 • Aid the Chair in setting the agenda.
- 41 • Compile packet material from boardmembers, write backup memos, and submit to Clerk.
- 42 • Provide information on items the board needs to review annually.
- 43 • Inform the board of City Council actions and discussion of library-related issues.
- 44 • Facilitate communication between the Board and the Friends of the Library.

45

46 Clerk’s Office

- 47 • Aid Staff in compiling packet materials and print/distribute them to the board.
- 48 • Aid Staff and Chair in setting the agenda.
- 49 • Track yearly items such as reappointments and election of officers.
- 50 • Advertise any seat vacancies and process new appointment applications.
- 51 • Help the board learn to be more efficient and effective in their meetings.
- 52 • Support the board’s ability to communicate with the Mayor and City Council (through
- 53 Memorandums, Resolutions, and Ordinances).



MEMORANDUM /AGENDA ITEM REPORT

Handouts from United for Libraries Conference Sessions

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: January 21, 2026
From: Dave Berry, Library Director
Through:

The LAB has already viewed “Top Ten Things Library Board Members Should Know”, from the United for Libraries conference in July 2025. At the LAB meeting for January 21, 2026, board members requested all the slides and/or handouts from the various sessions, as an aid to deciding which one to watch next. The handouts are attached as follows:

Meetings that Matter: Driving Results, Not Just Discussions

- Effective Meetings Presentation: Additional Resources
- Robert’s Rules of Order Cheat Sheet
- My Notes Checklist

Why is it Always a Battle?: Concerns of Public Library Trustees in the United States

- Slides

Public Official Basics for Trustees: Intro to Public Administration and Public Finance

- Slides

Get Familiar with Freedom of Information Laws

- Slides

Overcoming the Barriers to Library Fundraising Success

- Slides
- *Donor Centered Fundraising*, by Penelope Burk
- Sample Donor Touch Points
- Greater York Dance Donor Thank You Video:
<https://www.youtube.com/watch?v=DLGpRcGQMtw>
- Board Update Grid Sample
- Evaluation Sheet for New Fundraising Ideas
- Prospect Identification Exercise

Let Your Impact Ring! Sharing Your Library's Success so Funders Will Listen

- Slides

Library Storytelling: How to Find Memorable Library Stories to Use for Marketing and Promotion

- Slides
- Storytelling Resources

Strengthening Library and Foundation Relationships: The Role of the Memorandum of Understanding and Relationship Committee

- Slides

Recommendation:

Pick a time to gather and view the United for Libraries recordings.

Effective Meetings Presentation

Additional Resources

Blue Avocado <https://blueavocado.org/>

Blue Avocado is an online magazine with hundreds of articles written by nonprofit leaders, for nonprofit leaders.

Non-Profit Hub <https://nonprofithub.org/>

A library of free nonprofit resources and education that include on-demand webinars, helpful guides, engaging podcast episodes, and more.

Pennsylvania Association of Non-Profit Organizations <https://pano.org/>

PANO is a statewide membership organization supporting the thousands of nonprofits that serve millions of people in the Commonwealth. Membership fee is based on budget.

PANO is the PA coordinator for the Standards For Excellence® program, which helps non-profits achieve high ethical standards, transparency, and strong governance practices.



Robert's Rules of Order Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	<i>"I move to..."</i>	No	Yes	Yes	Yes	Majority
Amend a motion	<i>"I move to amend the motion by // (add or strike words or both)"</i>	No	Yes	Yes	Yes	Majority
Move item to committee	<i>"I move that we refer the matter to committee."</i>	No	Yes	Yes	No	Majority
Postpone item	<i>"I move to postpone the matter until..."</i>	No	Yes	Yes	No	Majority
End debate	<i>"I move the previous question."</i>	No	Yes	Yes	No	Majority
Object to procedure	<i>"Point of order."</i>	Yes	No	No	No	Chair decision
Recess the meeting	<i>"I move that we recess until..."</i>	No	Yes	No	No	Majority
Adjourn the meeting	<i>"I move to adjourn the meeting."</i>	No	Yes	No	No	Majority
Request information	<i>"Point of information."</i>	Yes	No	No	No	No vote
Overrule the chair's ruling	<i>"I move to overrule the chair's ruling."</i>	Yes	Yes	Yes	No	Majority

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Extend the allotted time	<i>"I move to extend the time by ____ minutes."</i>	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	No vote
Table a Motion	<i>"I move to table..."</i>	No	Yes	No	No	Majority
Verify voice vote with count	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	<i>"Point of privilege"</i>	Yes	No	No	No	No vote

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. [A motion to reconsider](#) must be made during the same meeting and can extend to a meeting that lasts for more than one day.

BoardEffect Global 24/7 Support
support@boardeffect.com

United States
+1 800 961 6429

United Kingdom
+44 208 819 7320

Australia
+61 1300 731 253

South Africa
+27 21 205 1491

My Notes Checklist

Areas where we are doing well or want to improve

✓ Preparation

✓ Agenda

✓ Time Management

✓ Action

✓ Accountability

Why Is It Always a Battle?

DEMOGRAPHICS AND CONCERNS OF PUBLIC LIBRARY TRUSTEES IN THE UNITED STATES

Shannon Crawford Barniskis,
MLIS, PhD
University of Kentucky
School of Information Science



the trustee project

Join the Trustee Project, a research study!

<https://tinyurl.com/mryabrrc>

Calling all public library trustees and administrators that work closely with them!

The Trustee Project is a 3-year research project exploring the experiences of trustees, was previously sponsored by the Institute of Museum and Library Services (#RE-256642-OLS-24).

We are looking for any trustee, former or current, or library administrator (ages 18+) who works closely with trustees to participate in a 30-minute survey—with an opportunity to participate further.



WHO AM I AND WHY SHOULD ANYONE CARE WHAT I SAY?

- 19 years in public libraries
- Small & rural focus
- Clerk → Youth Services → Director → Consultant → Professor
- Focus on issues of power, policy, governance, programming & outreach
- Teach library students
- Current studies on trustees (and makerspaces!)

KENTUCKY FOCUSED PILOT

- Initial study in KY
- Exploratory, just talked to county judge executives (3) & library administrators (14)
- Focused on impacts of SB167, a law that shifted how trustees are selected



RISING TIDES & UNDERTOWS

“I would not even consider ... a trans person [who] wanted to get onto the board ...

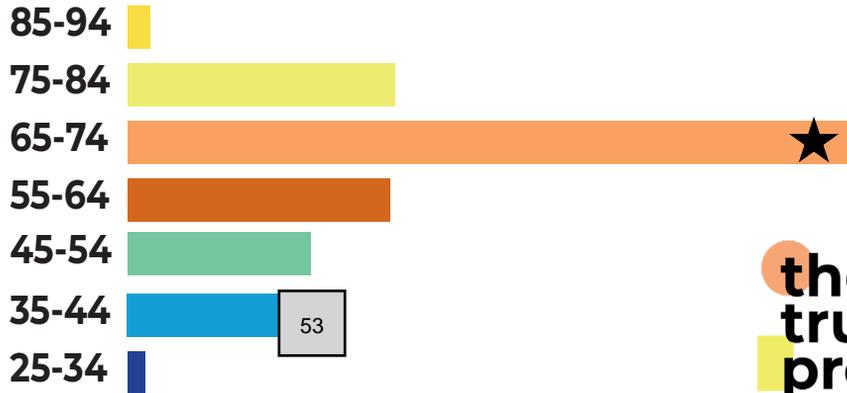
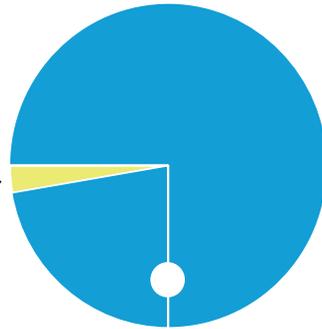
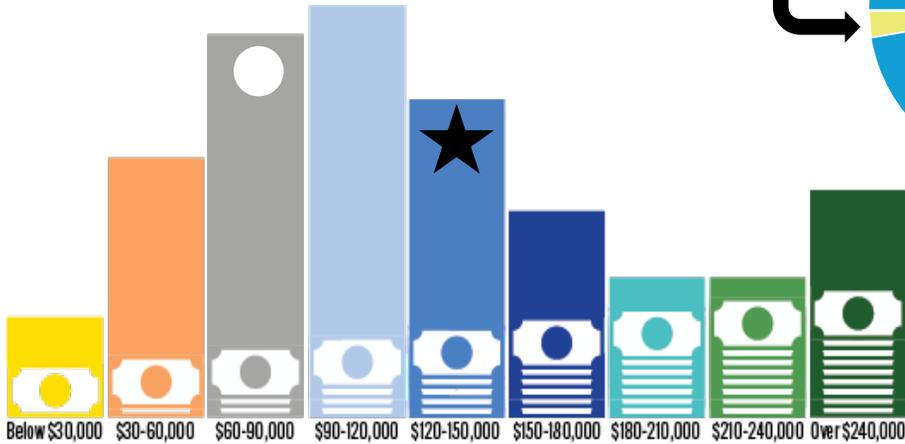
I feel like they are lacking something.”

NATIONAL SURVEY

Survey: 857 responses as of 7/27/25
575 trustees, 282 admins

41 interviews so far (19 directors, 20 trustees, 2 were both)...but having to shift gears to qualitative survey with interviews due to IMLS cancellation of grant.

NATIONAL SURVEY



NATIONAL SURVEY

I represent my community's demographics and interests well=

99%
75%,
say admins

I was selected on the basis of my **Library love (63%)**

Activity in the community (48%)
Professional skills (45%)

I became a trustee because of my

Wish to serve community (91%)

Library love (85%)

54

trustees who say they become a trustee to further political/social goals=

7%

admins who think that's why people become trustees

35%

MORE FACTS

The selection process is working extremely or somewhat well=

71%
67%,
say admins

Trustees are prepared for their tasks=

Biggest gaps in knowledge:
Finances, HR, policies and politics

88%
52%,
say admins

Trustees face challenges from library admins=

28%

Admins face challenges from trustees=

60%

55

INTELLECTUAL FREEDOM ISSUES

42%

of trustees have been involved in materials challenges

59%

of trustees define “intellectual freedom” more or less accurately

31% didn't answer
5% got it wrong
5% didn't know

% of respondents who say trustees have **PREEMPTIVELY** censored materials (in advance of actual challenges)=

1% say trustees
9% say admins

64%

of admins define “intellectual freedom” more or less accurately

32% didn't answer
2% got it wrong
2% didn't know

KEY FINDINGS IN INTERVIEWS

- **Aging trustee demographics have significant impacts** on meeting times, abilities to do certain tasks, hearing...
- Trustees are not representative of communities—they are well-off white women born between 1950-1960 (these are the people who tend to do most of the shadow work that fuels our communities)
- “It is notable that it is almost impossible to remove a poorly performing or actively problematic trustee.”
- **Small communities are in particular trouble**, with few available and willing trustees at all.
- But main finding is about 4 key assets...

4 KEY ASSETS OF “GOOD” BOARDS

- Trust
- Culture of collaboration
- Community bonds
- Good information



ASSET #1

TRUST IS EVERYTHING

59

**the
trustee
project**



A “BAD” BOARD

60

ADMINISTRATIVE PERSPECTIVES

- Our experience has been that the Trustees have little or no interest in trustee work - it is just something to add to their resume. All but one does not enter the library except for Trustee meetings.
- I do worry about board members' motivations for serving nowadays. Distrust makes it hard to go forward together.
- Why is it always a battle?! I just feel like every time I want the board to make a simple decision I have to go to war because they don't trust me at all.

SUPPORTING TRUSTEES: What have YOU done to build trust? What CAN you do?

Take three minutes and SWIFTLY note ideas using Padlet at this QR code.

The question is at the top of the FIRST column—just answer this question for now.



USE QR CODE OR
<https://tinyurl.com/43p2dsfu>



ASSET #2: CULTURE OF COLLABORATION

63



LITTLE POWER = FEAR = 64 CONTROL

TRUSTEE PERSPECTIVES

- I think trustees need on-going training on communication skills. It is always difficult for me to speak up about issues when I disagree, in a way that is not seen as threatening to either the director or other members of the board. It's especially difficult when it comes to the director!
- It is very challenging to not be able to communicate with library staff without presence of Executive Director, especially when there is not a relationship of trust between the trustees and the ED.
- I just cannot trust that the library director will listen or value what we say, she just wants a board of yes-men.



TRUSTEES AS “YES MEN

66

**the
trustee
project**



**COLLABORATING WITH TRUSTEES:
What can we do to collaborate MORE,
even when we are afraid of the
others' perspectives being different
from our own?**

**How can we avoid the “yes man” or
rogue?**



USE QR CODE OR
<https://tinyurl.com/43p2dsfu>

2nd column this time!



ASSET #3: COMMUNITY BONDS

69



PEOPLE'S EXPERIENCES ARE NOT INTERCHANGABLE

70





**POLYPHONIC SMÖRGÅSPÖRD, BUT
TUNED TO THE SAME STATION**

**SELECTING TRUSTEES:
What should be done to increase
community
representation/participation?
What about community BONDS?
Alternatively, what can we do to
increase trustee visibility?**



USE QR CODE OR
<https://tinyurl.com/43p2dsfu>

3rd column this time!



ASSET #4: GOOD INFORMATION



**STRONG COLLABORATION EMERGES
ONLY THROUGH GOOD INFORMATION**

74

**the
trustee
project**

WHAT DO WE KNOW?

- My trustees are offered some high-level training, but few take it seriously. Without a foundation (*sic*) knowledge, discussions about systems and funding formulas go over their head. They understand very little of the actual work staff do, make false assumption and judgments, and don't ask questions to better inform themselves.
- Trustees must work with their funding municipalities. This can prove to be VERY challenging when the employees of the municipalities do not value or understand the value of the library for the community.
- Trustees are not adequately prepared for the legal and financial expectations of their job



WEAVING WITH MYRIA STRANDS

TRAINING TRUSTEES:

**How can we ensure trustees have
GOOD information?**

**Whose responsibility is it for ensuring
trustees have good information?**



USE QR CODE OR
<https://tinyurl.com/43p2dsfu>

Now for the 4th column

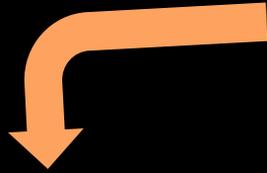
**Relationships are
the magic bullet
for nearly every
library woe.**



This is really what trust, collaboration, & community bonds are all about! And good information emerges THROUGH relationships of trust.

**Relationships are
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This is really what trust, collaboration, & community bonds are all about! And good information emerges THROUGH relationships of trust.



Relationships are the magic bullet for nearly every library woe.

Luckily public libraries are REALLY good at building relationships!

LET'S BUILD RELATIONSHIPS

What ideas do YOU have for building these relationships in your library?

Before you leave, please write down three things YOU can do next week to build a better board!

--put this list somewhere you can see it, and DO THE THINGS!

Contact Me

Shannon Crawford Barniskis

- Barniskis@uky.edu
- <https://www.drscb.com/trustees-study>

References

- All images either open source from Pexels, or created by me (except United for Libraries graphics)
- Pew facts:
<https://www.pewresearch.org/politics/2024/06/24/public-trust-in-government-1958-2024/>
- Census Facts:
<https://data.census.gov/>

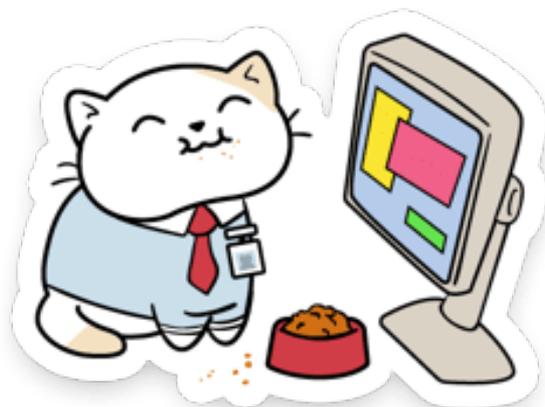




Public Official Basics for Trustees:

Introduction to Public Administration and Public Finance

Welcome!



Karren Reish

Library Grants Coordinator
Library of Michigan
Reishk@michigan.gov

Clare D. Membiela, MLS, J.D.

Library Law Consultant
Library of Michigan
Membielac@michigan.gov



Disclaimer

The research and resources here are for informational purposes only and not for the purpose of providing legal or financial advice.

Participants are strongly encouraged to consult their attorneys, financial professionals or other qualified experts when seeking advice on these topics.

Why We Are Here

The majority of public libraries in the U.S. are governmental entities, funded by public money and accountable to a myriad of local, state and federal laws that regulate multiple aspects of a library's operations.

Our focus today is to provide an introduction to the most important concepts of public administration , including resources to help trustees and library administrators on the path to success as public officials.

What is Public Administration?

"The bulk of government is not legislation but administration."

Theodore Roosevelt

The business of government:

- Communication
- Policy Implementation & Enforcement
- Finance & Funds Management

Public Administration is NOT

- Commercial Business
- Non-Profit Corporation Business
- Charity Business
- Civic Organization Business
- Religious Business

Public Administration IS

- Concerned with Funding but NOT profit or gain
- Focused on the determination and implementation of policy, programs and services approved and passed by the legislative body.
- Advocacy and investigation into new services and policy that furthers public welfare (NOT) personal agendas.
- Responsible for the stewardship of public assets and funds. Stewardship does not mean hoarding. It means the appropriate and sufficient expenditure of public funds to maintain the public service and/or mission AND expand the mission as necessary/determined by the legislative body.

Part One – Roles and Responsibilities

First, let's look at the following:

- The Meaning of Public Official
- Local Government
- Policies
- Public Money/Administration of Budgets
- Bringing these topics together

Who Are Public Officials?

- Elected, Appointed, or Hired to administer, govern, implement, or otherwise conduct the business of government for the citizenry.
- Authority can vary dependent on law, position, and method of seating.
- Accountable to the public, each other, and an abundance of specific duties and responsibilities.

Most Library Trustees ARE Public Officials

- Authority over public funds.
- Authority over public property
- Authority to determine policy regarding public services and/or assets.
- Authority to impact the ability of the public to exercise certain rights.

Duties and Responsibilities

- Specifics can differ by state and local law.
- Know your power & authority
 - Power of the purse
 - Legislative power
 - Enforcement power
 - Power of employer
- Know the limits of that power and authority
 - Accountability
 - Transparency
 - Removal
- Understand how your power and authority interacts with that of other public officials whose interests overlap with yours.

Common Unknowns

- Err on the side of transparency.
- Board business is conducted in public meeting-
public meetings are more than voting!
- Money is allocated to be spent.
- Individual viewpoints do not matter.
- No board member has individual authority.
Board can only wield its power as a unit.
- The library belongs to the ENTIRE community-
not the board.

Understand

- [Local government](#)
- State relationship to local government and libraries
- "Library Laws"
- Ethics laws applicable to public officials
- Oath of Office
- Funding for your entity- Where does it come from? What are your office's responsibilities and or accountabilities for it?
- Laws governing transparency, purchasing, public meetings, and public records.
- Liability
 - Personal?
 - Immunity?
 - Insurance?

Public Money

- Most jurisdictions recognize “Public Funds” as ANY monies managed by a government entity.
- Public funds include more than tax money.
- Most states have laws that regulate how public money may be spent, often only for a “Public Purpose.”

Public Administration is Policy

"Policy" = Guidance on an issue or situation. A statement on the priority or will of the government entity.

"Policy" can be overarching: "safeguard taxpayer funds" Or

"Policy" can be specific: "Only residents may obtain a library card."

Policy Creation

- Policies are the responsibility of the governing body, which bears the legal consequences of bad policies (or badly enforced ones).
- Librarians can draft the policies, **but they must be approved or formally adopted by board in public board meeting, or according to legally required process.**

Policy Best Practices

- Ensure you have the legally required ones!
- Create new ones only when necessary.
- Library staff/directors are often the best situated to draft proposed policies.
- Collaborate with those who will have to enforce it.
- Do NOT Blindly copy policies from others.
- Consult an Attorney.
- Consider unintended consequences.(Be wary of “knee-jerk” policies).
- Use clear and specific language.
- Be careful of subjective criteria; is the criteria measurable?
- Constantly Review.



Policy vs. Procedure

Policy = The requirement or objective. Policies set overarching rules and principles, while procedures clearly define the step-by-step actions for implementing policies.

Procedure = The process for accomplishing or getting to the requirement or objective, including enforcement. Procedures clearly define the step-by-step actions for implementing policies.

*Administration of Budgets

Board Role in Administration of Budgets

- Dependent on fiscal authority of board.
 - Budget Drafting
 - Budget Hearings
 - Budget Approval
- Budget monitoring continues after passage (may need amending). Know where your money is!
- If another entity creates/manages budget – be on the same page as them with procedures, guidelines, etc.
- Library Director should be integral partner.

*Bringing it all together

The more responsibility and fiduciary duty a board has, the more accountability and liability the board has.

The governing board of a public library has real and serious public duties. It is not a hobby or private club. It is not a fiefdom or personal project. It is an opportunity to serve and impact your community.

Learn your POWERS, your DUTIES and your LIABILITIES to be effective. Learn about your library and how it operates.

Your policies set the library's mission and create services. Your financial duties fund that mission and those services.

Part Two – Financial Management

After considering Part One, the role of public administration in a library, you then need to consider the management of funds.

A basic familiarity with governmental accounting will help you understand reports you see and ensure you have an idea of what should be happening.

What is Financial Management

Financial Management is planning, organizing and directing the financial activities of an organization to ensure it can succeed at its mission.

It includes understanding revenues, assets, and liabilities as well as using acceptable accounting practices to ensure the use of funds is transparent, legal, and as intended.

Financial Policies

The purpose of financial policies is then to set guidelines to use in making financial decisions that support of the library's mission, maintain core services, are legally compliant, and ensure good fiscal management.

Commonly Required Financial Policies

It is important to understand which financial policies your state requires AND to ensure that the wording of the policy is representative of activities that occur.

- ACH (Automatic Clearing House) Policy
- Capital Asset Policy
- Credit Card
- Financial Transaction Device Payments
- Fraud Risk Management (Internal Controls)*
- Fund Balance Policy*
- Investment Policy*
- Pay/Payroll Policies*
- Sick/Vacation/Benefits policies*
- Whistle Blower Policy



Fraud Risk Management (Internal Controls)

Definition: An array of policies intended to demonstrate sound financial practices and reduce the opportunity and incidence of fraud or theft. Includes purchasing policies.

Michigan.gov/LibraryFinance

Good Procedures

Good procedures are the bedrock of how to make sound decisions and complete financial tasks legally and appropriately.

Things to consider – what is the task, who does the task, who reviews the task, how is the work documented, how long is documentation kept (Retention Policy), where is the documentation kept, who can sign approvals, who can sign contracts, etc.

What Needs a Procedure

There are many things an organization should have procedures for, but for financial management – these are the basics:

- Budgeting
- Expense Tracking
- Invoice and Payment Processing
- Financial Reporting
- Internal Controls
- Tax Compliance
- Payroll
- Financial Documentation
- Cash Management



Accounting Standards

After thinking about policies and procedures, the next step is what is the standard to accurately account for assets, liabilities, revenues and expenditures.

GASB – gasb.org

Governmental Accounting Standards Board.

“An independent, private sector organization that establishes accounting and financial reporting standards for U.S. state and local governments.”

Accounting

- Basis of Accounting: GASB 34 – Requires public libraries to use accrual accounting (recognizes revenue when earned and expenses when incurred) and report collections as capital assets, etc.
- Fund Accounting
 - Chart of Accounts

Financial Statements

Financial Statements are a report of the total accounting activities. They should give insight into library activities and operations.

There are 2 types:

- Internal – assists with daily management of the library.
- External – reports library activities to outside parties.

Financial Statements

Internal Reporting

- Monthly & Annual
- Compares budget with actual expenditures.
- Tracks expenditures by type.
- Reviewed by library staff and board.

Financial Statements

External Reporting

- Summarized Financial Information for a state Treasury, taxpayers, federal government.
- Includes:
 - Statement of Net Position (all assets, liabilities and all deferred outflows/inflows)
 - Statement of Activities (all direct expenses and general revenue by function – payroll, programming, collections)
 - Fund Financial Statements (general fund, capital fund, etc.)
 - Balance Sheet – current financial status.
 - Reconciliation of Net Position with Fund balances.
 - Other statements are included.

Audits

External audits are required for governmental entities. They are an important aspect of transparency. Make a point to review your audits, especially any findings.

Things to keep in Mind:

- Check state laws relating to library audits.
- Your audit and your audit response may be posted publicly by your state.

Where to go from here?

Educational Opportunities

- Library of Michigan – Financial Management Video Series & Financial Management Guide
Michigan.gov/LibraryFinance
- Pennsylvania Training Hub (PATH) - [Course Search – PA Training Hub for Municipal Learning](#)
- Library Financial Management Certification Program; Carl Vinson Institute of Government, University of Georgia
Online series of 6 courses / Certificate earned

Where to go from here?

Organizations

- [United for Libraries](#)
Webinars – Live and Recorded, Trustee Academy, etc.
- [Government Finance Officers Association](#)
- [Michigan Municipal League](#) –
 - Elected Officials training
 - Financial Resources
 - Handbook For Municipal Officials
- [Pennsylvania Municipal League](#)
- [New Jersey State League of Municipalities](#)
- [State Municipal Leagues](#)
- [National League of Cities](#)
- [National Township Association](#)

Your state may have a similar organization(s)



Further Resources

**Financial Management for Libraries* by William Sannwald; ALA Neal-Schuman, 2018.

The Complete Library Trustee Handbook by Sally Gardner Reed and Jillian Kalonick; ALA Neal-Schuman, 2010.

GASB : User Guides

<https://gasb.org/archive/user-guides>

Resources, Cont.

- State Treasurers.
 - Local government resources and training
 - State treasury websites
- Local Government Coalition of Pennsylvania Legislature

GET FAMILIAR WITH

Freedom of Information Laws



SARAH LAMDAN
DEPUTY DIRECTOR

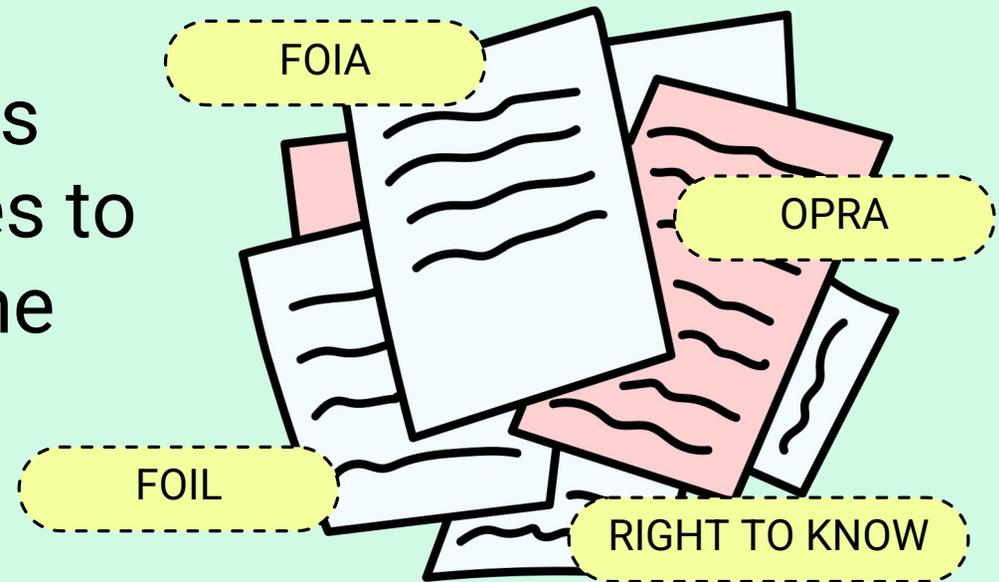
OFFICE FOR INTELLECTUAL
FREEDOM

DISCLAIMER

This is legal
information,
not legal advice

What are freedom of information laws?

Freedom of information laws require government agencies to provide certain records to the public.



Freedom of information laws have all sorts of different names



People should be
able to know
“what their government
is up to”

NARA V. FAVISH, 541 U.S. 157 (2004)

FOI laws can be research tools



WHEN YOU ASK FOR
GOVERNMENT RECORDS AND
YOUR REQUEST IS DENIED

WHEN GOVERNMENT
INFORMATION ISN'T
AVAILABLE ONLINE

WHEN YOU WANT TO
KNOW WHAT IS GOING ON



What do FOI laws cover?

It varies from state to state, but generally...



AGENCY

+

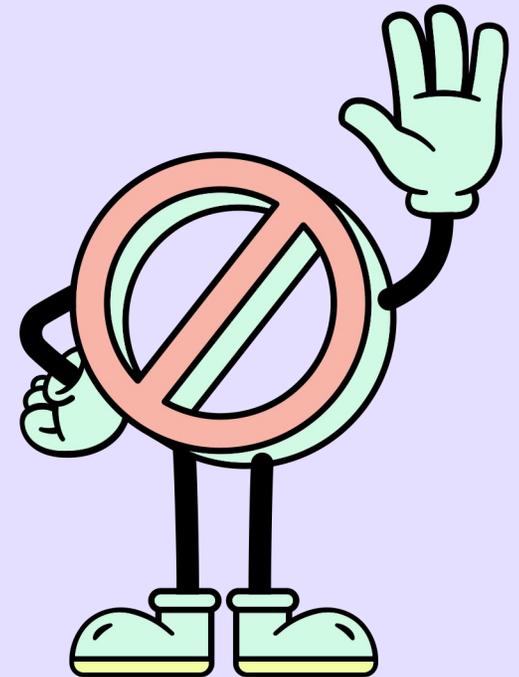


RECORDS

What can't you get with FOI laws

Exemptions also vary from state to state

- National Security Information
- Internal Personnel Rules & Practices
- Information Exempt Under Other Laws
- Confidential Business Information
- Privileged Inter/Intra Agency Communication
- Personal Privacy Exemption
- Law Enforcement Records
- Financial Institutions
- Geological Information



How does FOI work?

PROACTIVE DISCLOSURES

FOI laws might require agencies to make some types of records available online.

Federal agencies are supposed to have FOIA libraries.



DISCLOSURE BY REQUEST

FOI laws give you the right to request records from an agency.

Most federal and state agencies have FOI portals and electronic forms so you can make your requests online.

FOI request best practices



- Research before you request (the more specific your request, the better).
- Be persistent & don't hesitate to contact the agency directly.
- Use FOI forms and sample letters (available online).
- Deal proactively with FOI fees and fee waivers (clarify limits).
- Track your request & keep copies of all your correspondence.
- File an appeal letter if the initial response is inadequate.
- If the agency fails to adequately respond, ask your legislators to contact the agency on your behalf.

What happens after you file a FOI request?

YOU WAIT



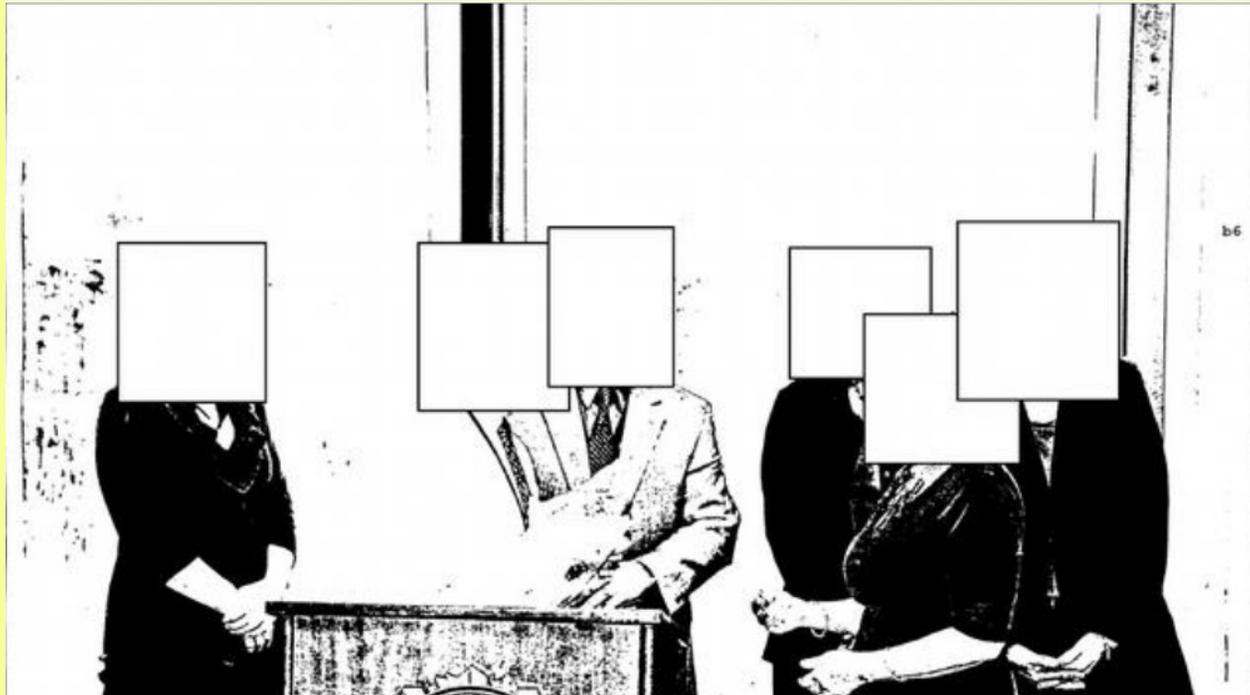
Generally, FOI laws require that the agency respond in a certain number of days, but the response must only acknowledge that the agency received the request.

What if your FOI request is denied?

YOU CAN APPEAL!



Your records may arrive with redactions...



FOI & Privacy

Freedom of Information Laws can be weaponized

Given Cromer and the Freedom Caucus' track record of attacking public schools and promoting mass book purges, we wanted to see what was happening behind the scenes. So we submitted our own request under the South Carolina Freedom of Information Act (FOIA) to see what she had requested and what she had received.

Cromer had submitted two related requests on official State House letterhead, both dated October 18, 2023. These were incredibly broad requests seeking, among other things, "All records from ASD1 School Board Members."

But they were also incredibly specific at times, seeking the records of two school librarians and the names of anyone who volunteered in the high school libraries. Cromer also wanted all records from the high school librarians that mentioned phrases including "critical race theory," "LGBTQ," "gender," "racist," "diversity," and "hate." We've uploaded her FOIA request below so you can see for yourself.

FROM ACLU
SOUTH CAROLINA

MARCH,
2024

APRIL CROMER IS MEMBER OF THE
SOUTH CAROLINA FREEDOM CAUCUS

CLIMATE SCIENCE
LEGAL DEFENSE FUND

OPEN RECORDS GUIDES

These guides help scientists and lawyers understand how state open records laws treat research materials.

Climate Science Legal Defense Fund

Politicians and partisan groups use open records laws to demand emails and other documents from publicly funded scientists.



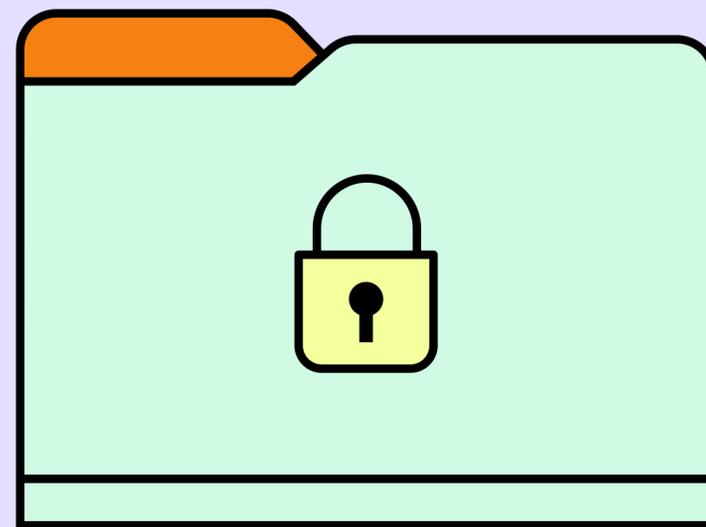
Their goal is to discredit findings and fields of study they dislike.

Library Privacy Laws and FOI

State library privacy laws protect people's library circulation records from disclosure under the state's open records law.

In New York, a court refused to compel the production of a library user's records, holding that the state's FOI law bars their disclosure.

In the Matter of Quad/Graphics, Inc., v. S. Adirondack Library Sys., 174 Misc. 2d 291 664 N.Y.S. 2d 225 (N.Y. Sup., 1997).

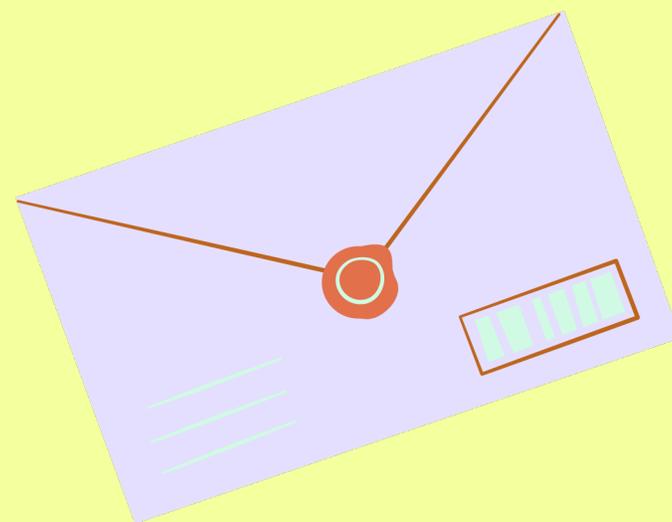


Library privacy laws do not cover
library workers' records
(including emails)*

* FOI exemptions for personnel records / personal privacy may cover these records in certain circumstances.

If your library receives a FOI request

- Contact your legal counsel for advice.
- Understand that exemptions likely apply to some or all of the materials requested.
- Remember that you are under no obligation to create records in response to a request. (There may not be any responsive records for the request.)
- Do not dispose of records once they have been requested.
- Be clear about the production fees that would be necessary to respond to the request.





Best Practice

MAINTAIN EXCELLENT RECORDS
MANAGEMENT POLICIES & PRACTICES

OVERCOMING THE BARRIERS TO LIBRARY FUNDRAISING SUCCESS

PRESENTED BY CHAD BARGER, ACFRE, ACNP







A Reframed Mindset Around Giving ...

YOUR DONORS ARE AMAZING, AND THEY WANT TO HELP. LET THEM DECIDE WHAT IS RELEVANT AND IMPORTANT TO THEM. YOUR JOB IS TO CLEARLY STATE [THE NEEDS OF] YOUR BENEFICIARIES AND YOUR ORGANIZATION... AND HOW THE DONOR CAN HELP. SHARE A CURRENT NEED THAT THEY CAN ACT ON. **DON'T LET YOUR UNEASE WITH ASKING TAKE AWAY FROM A DONOR THE CHANCE TO MAKE AN IMPACT AND FEEL BETTER ABOUT THE WORLD.**

TODAY'S GAME PLAN

- 1 THE 6 MOST COMMON BARRIERS TO FUNDRAISING SUCCESS + SOLUTIONS**
- 2 ADDITIONAL FUNDRAISING RESOURCES**
- 3 OPEN Q&A / TACKLING YOUR FUNDRAISING CHALLENGES**



Flawed Fundraising Mindset

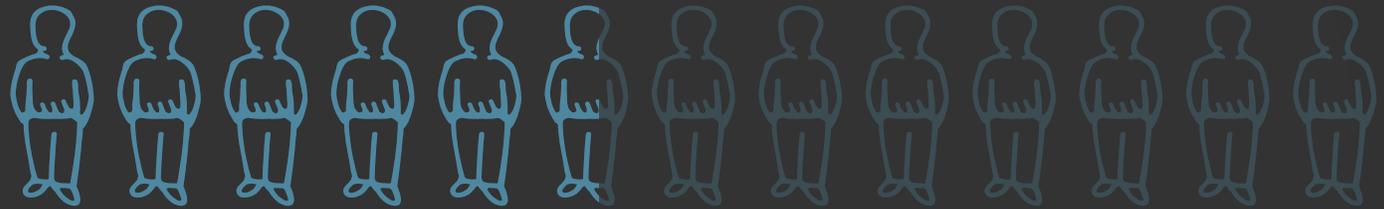
RELATIONSHIP BUILDING - NOT BEGGING OR ASKING



2

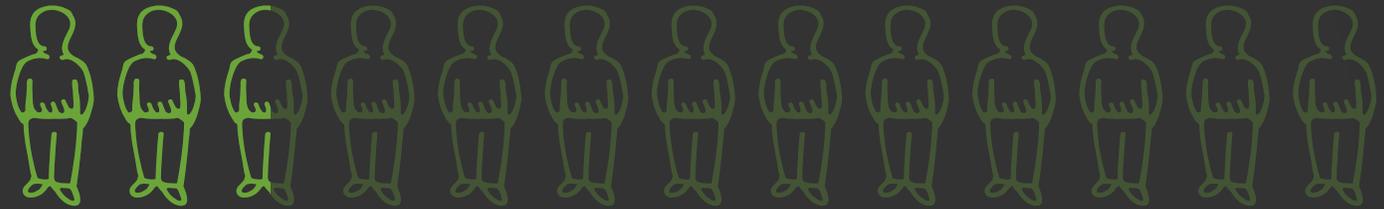
Lack of Focus on Donor Retention

43%



Average Donor Retention Rate (Fundraising Effectiveness Project, 2025)

19%



Average FIRST TIME Donor Retention Rate (Fundraising Effectiveness Project, 2025)

**Does it make the donor feel
important, valued & considered?**



PENELOPE BURK

DONOR CENTERED FUNDRAISING

How to hold on to your donors
and raise much more money

————— Second Edition —————

DONOR TOUCH POINTS



**KEEP
CALM
AND THANK
YOUR
DONORS**



“Every communication you send to a donor is interrupting something they're already doing. Make it count.”

PENELOPE BURK

SAMPLE TOUCH POINTS ...









Magee Rehab Hospital Foundation 157 Jefferson Health - Philadelphia, PA

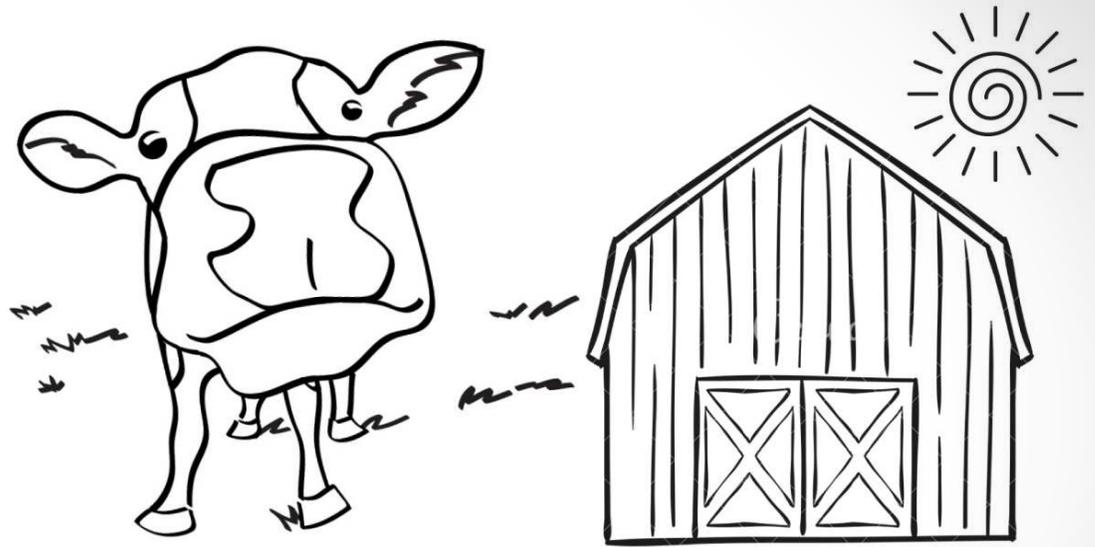
Because of you,
214,000+ STUDENTS
are learning about dairy farming.



DairyExcellence
FOUNDATION

Thank
you!

centerfordairyexcellence.org



Thank you
for letting us
do all the
fun labs
thank you
sponsors!

Joke: Think
like a proton
they are positive





160



Because of you,
283,645
*residents of the capital
region had an*

arts
experience

last year.
*Thank you for your
ongoing support!*



Cultural Enrichment Fund
PO Box 12084
Harrisburg, PA 17108
Carrier: leave if no response

NONPROFIT ORG
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Harr 12-9631

161

TED or CMM?

We offer two types of **SHAPED** mail to help you get the most impact for your marketing dollar. Here are some of the features of each, but call us to get more info!

TED (Trail Edge Die-cut)

- Stands out in the mailbox!
- Postage is the SAME as your standard non-profit postcard rate.

CMM (Customized Market Mail)

- Custom, unique, fully die cut piece that is truly unique to your organization.
- Your prospects or clients will keep these pieces and reply in higher numbers than ever before.
- Postage is a bit higher than a regular postcard but is still extremely affordable. Send us your mailing list and we can provide EXACT postage estimates!
- Great for handouts or inserts.

If you don't need mailers we also do "regular" printing as well. Let us help with booklets, flyers, brochures or any other print needs. **LOCATED HERE IN TAMPA!**



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2*27***333*****MIXED AADC 3
Steven Shattuck
Bloomerang
5724 Birtz Rd
Indianapolis, IN 46216-2308

MENTION YOU HEARD ABOUT THEM FROM @FUNDRAISERCHAD AND RECEIVE 50% OFF A CUSTOM STEEL RULE DIE

Don't worry about being
SMALL, worry about being
SILENT.



It's been a fun-filled summer!

Because of your support of New Hope Ministries, kids are having fun in the sun, learning about science and nature, reading books, volunteering in our community, and enjoying nutritious and healthy food.

Next up: Back to school!

You make all this *(and more!)* possible.

Thanks, Chad!
 ☺ Joel



INSTANT DONOR RETENTION BUDGET

Once per year, ask each of your board members to donate a roll of stamps. Now you have (# of board members * 100) opportunities to send donor love.



VIP Email Updates

- **PULL A LIST OF AROUND 20 IMPORTANT DONORS AND SUPPORTERS**
- **YOUR EXECUTIVE DIRECTOR SENDS A SIMPLE, TEXT ONLY EMAIL NOW AND THEN TO THIS GROUP, SHARING A PERSONAL UPDATE**

”Just the other day I walking down the hall and stumbled upon something amazing ...”
- **THE GOAL IS TO KEEP THESE KEY SUPPORTERS CLOSE AND MAKE THEM FEEL SPECIAL, LIKE INSIDERS**

- **NO ASKS, BUT MANY ADOPTERS REPORT FREQUENT UNSOLICITED MAJOR GIFTS & A SIGNIFICANT BOOST TO MAJOR DONOR RETENTION**

They treated this way at most of the other organizations they support at a leadership level.

- **MAKE IT A HABIT AND THEN EXPAND IT TO OTHER DONOR GROUPS**

Donors that give less than \$500 never get treated like this ... imagine what that would do!

**WHERE ARE YOU
STARTING FROM?**



Minimal Volunteer Fundraising Engagement



**What's the
number one
complaint I hear
from nonprofit
executive
directors?**

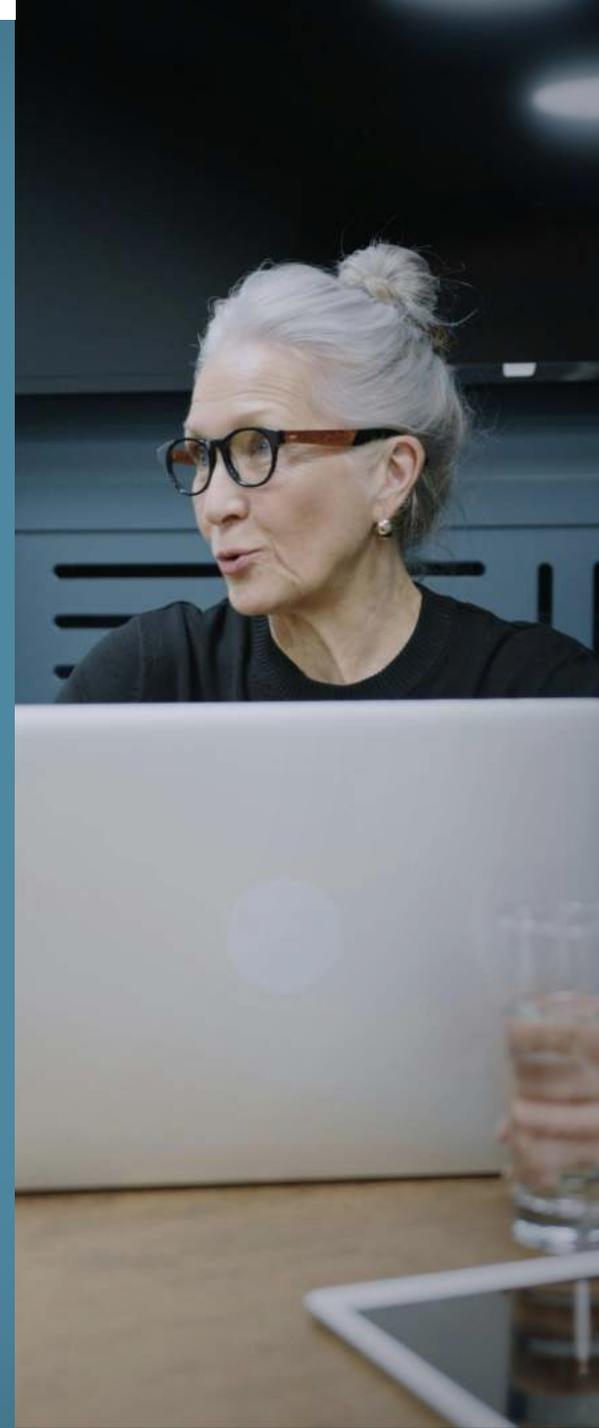
**“Chad ... no matter how often I ask,
MY BOARD WON'T FUNDRAISE!!!”**

WON'T

CLARITY
KNOWLEDGE
MOTIVATION

The Board's Role in Resource Development

- 1** DONOR
- 2** VISIONARY LEADER
- 3** RISK MITIGATOR
- 4** AMBASSADOR
- 5** SUPPORTER



FUNDRAISING TOOLS



board JOB
description

NO ASSUMPTIONS

outsiders = experts



FUNDRAISING TOOLS



board self
assessment

MISSION MOMENTS



“Donors who receive a prompt, personal thank you from a board member will usually give up to 39% more than the other group.”

Penelope Burk (2020)

Thank You Call Script

Hi [first name of donor], this is [your name] with [name of organization].

I'm calling today to thank you for your recent donation. It means so much and we wanted to tell you personally how grateful we are.

[pause]

You will receive a formal gift acknowledgment (for tax purposes) in the mail, but I wanted to personally reach out and thank you as soon as possible.

Thank you again for your generous support of [insert mission of organization, e.g. "education"]

If you have just a few seconds, I'd love to know what prompted your gift?

[pause]

Thank you for taking the time to speak with me today. Have a wonderful day!



Events: Too Many + Wrong Focus

BE HONEST ... how many major events does your organization conduct per year?

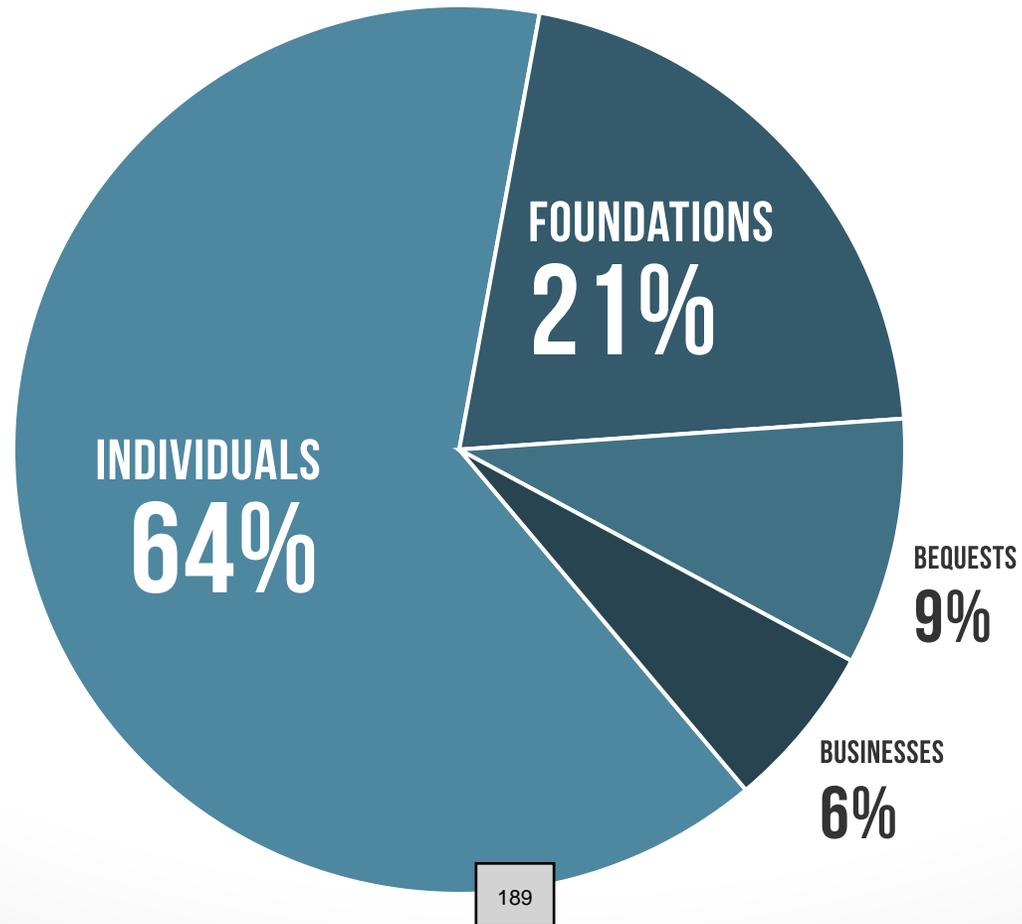


Successful events require
4 MONTHS of staff focus
(3 prior & 1 after)

What should be the primary purpose of a fundraising event?

ACQUISITION

PERCENT OF CONTRIBUTIONS BY DONOR TYPE (GIVING USA, 2025)



The primary purpose of a fundraising event should be to find NEW INDIVIDUAL DONORS.

Potential Revenue (1-low, 10-high)	Effort (1-very hard, 10-very easy)	Likely Success (1-low, 10-high)	Uniqueness (1-not unique, 10-very unique)	Mission Match (1-not at all, 10-very)	TOTAL POINTS

Evaluation Sheet for New Fundraising Ideas

Description	Potential Revenue (1-low, 10-high)	Effort (1-very hard, 10-very easy)	Likely Success (1-low, 10-high)	Uniqueness (1-not unique, 10-very unique)	Mission Match (1-not at all, 10-very)	TOTAL POINTS
GALA	8	1	8	3	5	25
GOLF TOURNAMENT	6	3	8	1	2	19
VIRTUAL SK	7	7	5	8	5	32
NON-EVENT	3	10	5	6	5	29





**Not Enough Outreach to
Potential NEW Supporters**

REVIEW A LIST OF PAYABLES

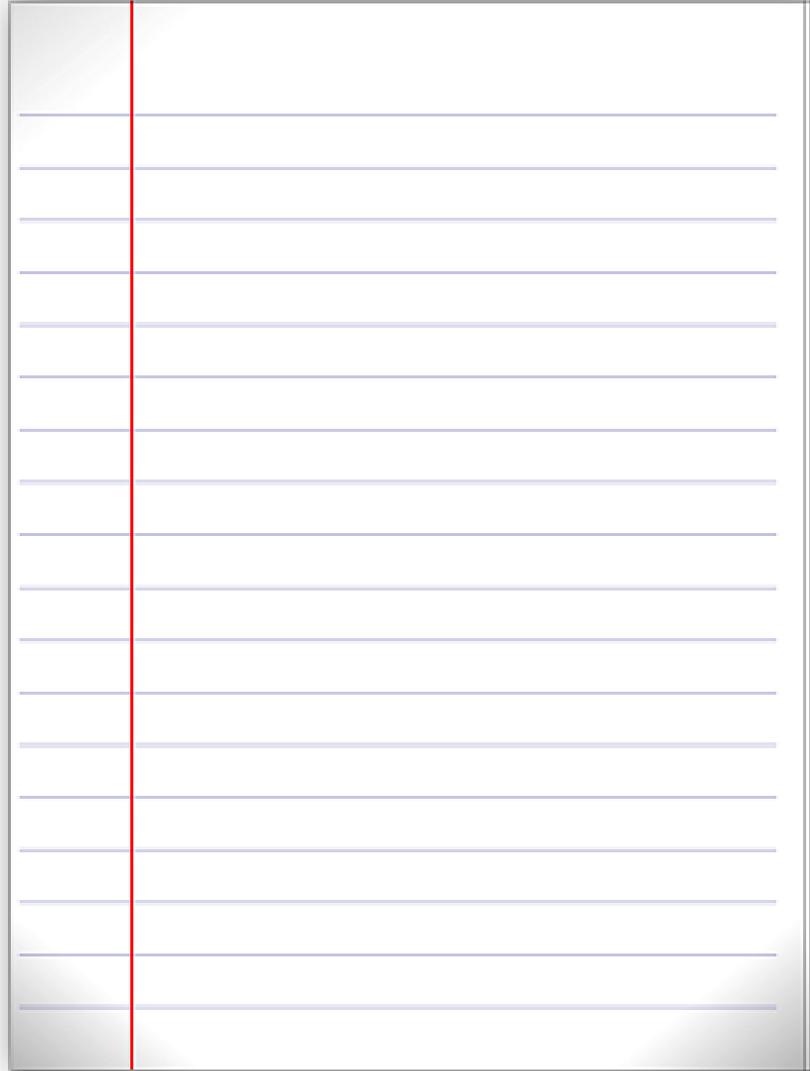
- Sorted largest to smallest
- From the last 12 months
- Who isn't currently a donor?
- Who should be a bigger donor?

work affiliations

- EMPLOYERS OF BOARD MEMBERS
- BUSINESS OWNERS
- SENIOR LEVEL EMPLOYEES

work affiliations

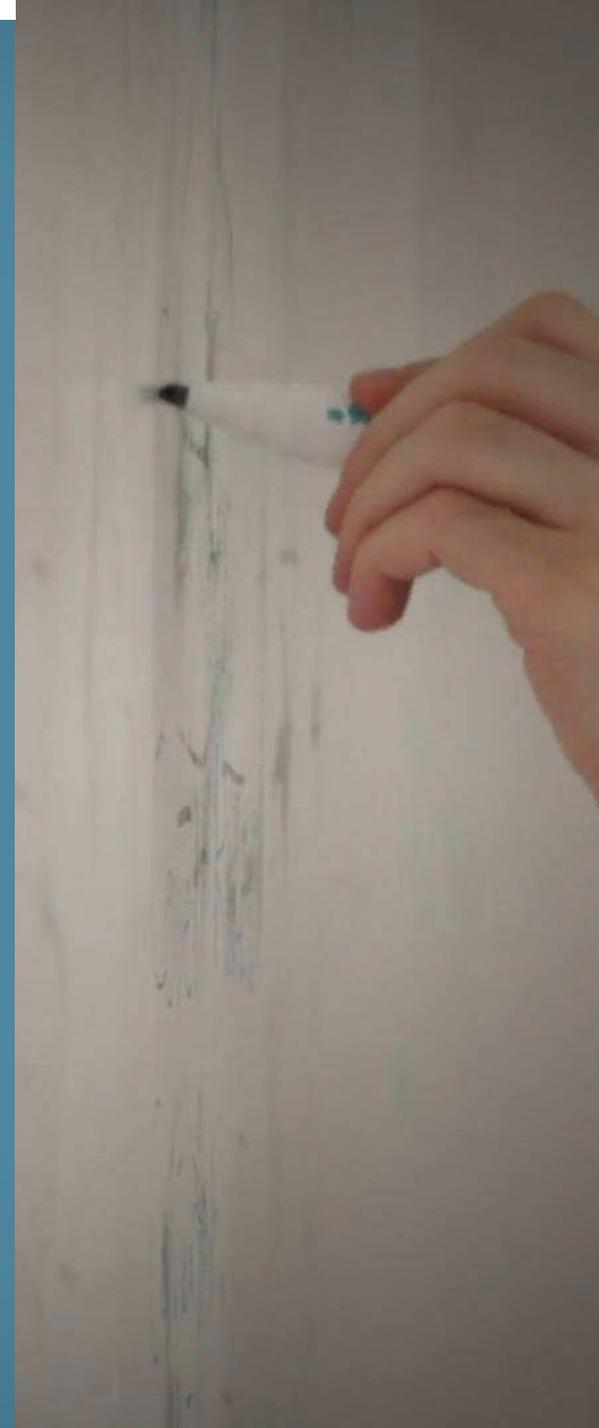
logo	DONATION REPLY CARD	FOR OFFICE USE ONLY M1
Contributor Name: _____		
Mailing Address: _____		
City: _____ State: _____ Zip Code: _____		
Preferred Phone: _____ [<input type="checkbox"/> home <input type="checkbox"/> work <input type="checkbox"/> mobile]		
Email Address: _____ [<input type="checkbox"/> check here to be excluded from email updates]		
Employer: _____ Title: _____		
Donation Amount: <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$500 <input type="checkbox"/> \$250 <input type="checkbox"/> \$100 <input type="checkbox"/> Other: \$ _____		
<input type="checkbox"/> Please make this donation anonymous (contributor name will be omitted from any published donor listings)		
[please complete payment information on reverse side]		



@fundraiserchad's

Top 5 Favorite Prospect Brainstorming Questions

- 1 WHO ARE THE LAST 5 PEOPLE YOU'VE GONE OUT TO DINNER WITH?
- 2 WHO DO YOU SEND HOLIDAY CARDS TO?
- 3 WHO DO YOU EXERCISE WITH?
- 4 WHOSE FACEBOOK BIRTHDAY FUNDRAISERS HAVE YOU SUPPORTED?
- 5 WHERE DO YOU GO TO HAVE _____ DONE?



A large group of diverse people, seen from an aerial perspective, are arranged in a large circle. The people are of various ages, ethnicities, and are wearing colorful clothing. They are standing on a light-colored, possibly white, surface. The circle they form is roughly circular and occupies most of the frame. In the center of this circle, the text "HOW TO GROW YOUR 'ARMY OF THE ENGAGED'" is written in a bold, black, sans-serif font. The text is arranged in four lines: "HOW TO", "GROW YOUR", "'ARMY OF THE", and "ENGAGED'".

**HOW TO
GROW YOUR
"ARMY OF THE
ENGAGED"**



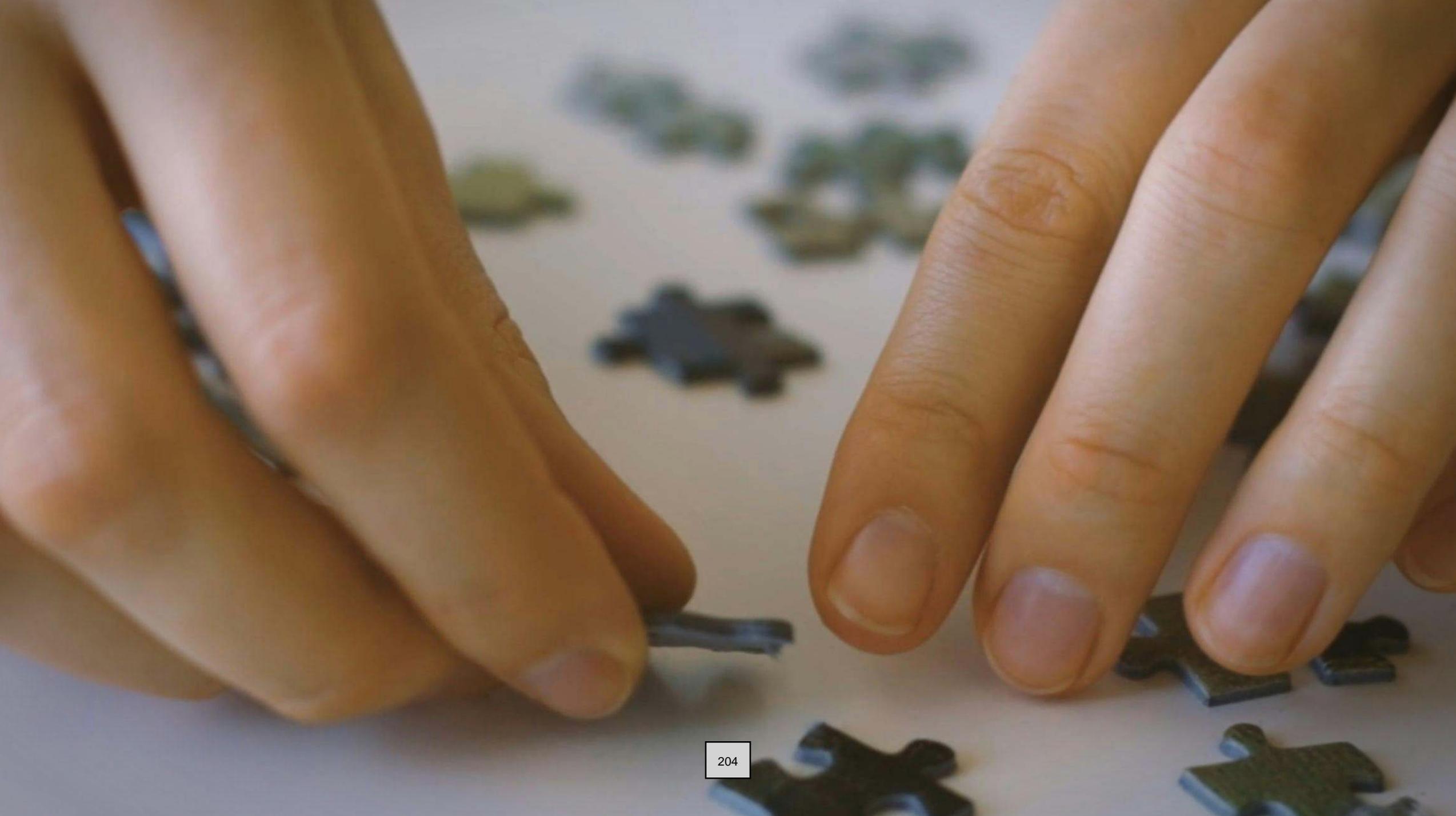
small socials

IDEA CONCEPT: GAIL PERRY



Not Making Occasional Designated Asks

MICRO PROJECTS





Why Micro Projects?



MATCHES CURRENT GIVING CLIMATE WHICH FAVORS MORE FREQUENT, SMALLER DONATIONS

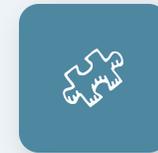


YOUNGER GENERATIONS ARE LESS LIKELY TO MAKE UNRESTRICTED GIFTS, BUT THEY WILL DO THIS



THEY MAKE SMALL DONATIONS SEEM MORE IMPORTANT

\$250 out of \$5,000 or \$1,000 out of \$250,000?



LOOK FOR “SEXY THINGS” ALREADY IN THE OPERATING BUDGET



SIMILAR TO CROWDFUNDING (UBER POPULAR)



ADD A CORPORATE SPONSOR TO EACH CAMPAIGN

win-win: publicity + more \$\$\$ + head start

ADOPT A SUMMER LEARNER

April 29, 2021

1 3 165 *****AUTO**SCH 5-DIGIT 17050
Mr. and Mrs. Chad E. Barger
6106 Wallingford Way
Mechanicsburg PA 17050-7324



Dear Friends:

Summer Learning at the Joseph T. Simpson Public Library is an annual tradition featuring literacy based programs and entertaining performers, great books and media materials to borrow, and reading incentives for children. This program may adapt slightly due to the continuance of COVID-19, but we have planned a fun and engaging Summer Learning Program from June 5 – July 31. We are determined to further our mission of instilling a love of reading in children and helping them become better readers.

Together, we can keep kids reading and learning all summer long. But we can't do it without your help and generosity. Your gift will encourage children and parents to continue reading together this summer which keeps the doors open to a lifelong love of reading for pleasure.

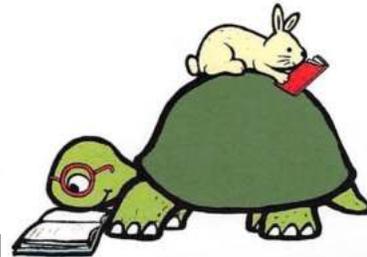
Participation in the summer learning program keeps academic skills sharp over the summer so that students return to school ready to learn and grow. With many school changes due to the pandemic, public libraries were there to encourage use of the library's electronic resources to help with educational assignments as we shifted to remote learning environments. This summer it is more important than ever to support parents and teachers in stopping the "summer slide" so that students will be prepared for the 2021-2022 school year.

Last year approximately 600 youth participated in our summer program. You can adopt a summer learner today by returning the enclosed card with your tax-deductible donation.

Your support is greatly appreciated.

Sincerely,

Sue Erdman
Executive Director



ADOPT A SUMMER LEARNER

<input type="checkbox"/> Adopt 5 Readers for \$50	Name _____
<input type="checkbox"/> Adopt 10 Readers for \$100	Address _____
<input type="checkbox"/> Adopt 15 Readers for \$150	City _____
<input type="checkbox"/> Adopt 20 Readers for \$200	State, Zip _____
<input type="checkbox"/> Other \$ _____	Phone _____
	Email _____

Contributions to the library are tax-deductible. Thank you for your support!
Mail contributions to Joseph T. Simpson Public Library,
16 N. Walnut St., Mechanicsburg, PA 17055.



Q&A / Your Fundraising Challenges



Additional Fundraising Resources

@fundraiserchad



Nonprofits **Cutting** **Through** the Noise

@fundraiserchad



FREE WEBINAR

Monthly Giving:
Your Nonprofit Sustainability Plan

@fundraiserchad

FREE WEBINAR

Simplified Fundraising Planning
for Small Nonprofits

@fundraiserchad

FREE WEBINAR

Recalibrate Your Events to Fuel
Year-Round Fundraising

@fundraiserchad

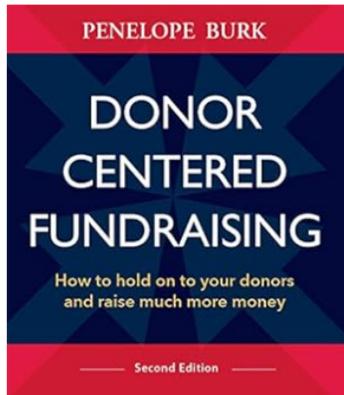
FREE WEBINAR

Annual Reports: Simplifying the Process
for Maximum Donor Engagement

@fundraiserchad

A blurred night cityscape with various lights and structures. The background is dark, with numerous out-of-focus lights in shades of blue, green, and white. Some lights appear to be from street lamps or traffic signals, while others are from buildings or signs. The overall effect is a bokeh of light points against a black background.

THANK
YOU



Follow the author



Penelope Burk

Follow

DONOR-CENTERED FUNDRAISING Paperback – January 1, 2018

by Penelope Burk (Author)

4.8 ★★★★★ (43) 4.3 on Goodreads 179 ratings

In this fully updated and substantially expanded second edition, author, researcher and fundraising expert Penelope Burk describes her groundbreaking methodology that challenges accepted fundraising practice with strategies that extend donor loyalty and raise much more money. Supported by dozens of studies over twenty years involving tens of thousands of donors, *Donor-Centered Fundraising* paints a candid picture of why donors stop giving, and what it will take to preserve their ongoing loyalty in the future. In clear language and backed by statistical evidence, the book explores the pitfalls of the fundraising industry's traditional approaches to donor communication and recognition, and clarifies what donors want but seldom get from not-for-profits they support. *Donor-Centered Fundraising* features straightforward and accessible forecasts that illustrate how much money charitable organizations are failing to raise by employing an approach to fundraising designed for another time and a different donor sensibility. It then goes on to offer readers a step-by-step guide that transforms any not-for-profit into a Donor-Centered organization. Filled with eye opening, humorous and often poignant anecdotes from donors and fundraisers, *Donor-Centered Fundraising* is the authoritative text for fundraisers, executive directors, board members, donor relations professionals and any staff or volunteers who interact with donors or deal with the financial support of not-for-profits. *Donor-Centered Fundraising* is today's essential fundraising methodology for the not-for-profit sector.

[Report an issue with this product or seller](#)

Print length



329 pages

Language



English

Publisher



Cygnus Applied Research, Inc.

Publication date



January 1, 2018

Dimensions



8.74 x 7.76 x 0.87 inches

[See all details](#)



The Amazon Book Review

Book recommendations, author interviews, editors' picks, and more. [Read it now.](#)



Paperback
\$95.00

Other Used and New from \$69.49

Buy new: **\$95.00**

List Price: ~~\$136.50~~ Details
Save: \$41.50 (30%)

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FREE delivery **Tuesday, January 27** for Prime members

[Deliver to Library - Homer 99603](#)

In Stock

Qty: 1

Add to cart

Need more than 11 units?

[Request for Quote](#)

[Secure transaction](#)

Sold by [cygnusresearch](#) and Fulfilled by Amazon.

Return policy:

30-day refund / replacement

Add a gift receipt for easy returns

Sample Donor Touch Points

Here are some creative ways that you can reach out to your donors to keep in touch, express gratitude and stay top of mind:

- Staff update calls (donors that receive an update call from a staff member a few months after their donation give 41% more (on average) the next time they give)ⁱ
- Unique impact postcard
- One question email survey (e.g. "What program do you care about the most?")
- Happy Birthday email (not a facebook message, they get tons of those)
- Annual report postcard (not a thick book with an honor roll of donors, 75% of charities no longer do them & donors don't care about them)
- Invitation to (free) events (e.g. thank you reception)
- Invite for a tour or observation opportunity (especially if it's a behind the scenes tour that isn't offered to everyone)
- Email impact updates ("Your Support In Action" – send one story at a time, change the newsletter format, your donors don't have time to read it)
- Personal thank you video (with impact happening in the background - recorded on your phone & most effectively delivered via text message)
- Send another hand written note (they can never receive too many)
- Get your executive director or board chair to say "thank you" (via hand written note / phone call / video / etc.)
- On #GivingTuesday reach out to say "thank you" instead of asking like every other charity in town
- An invitation to an intimate event in a board member's home with the organization's top staffers
- A thank you letter written by a recipient of your organization's work (a scan is fine, perhaps with a "Thought you might like to see this ..." scrawled on the top)
- Artwork produced by recipients of your services (especially kids)
- An invitation to an educational opportunity (like a speaker) that matches your mission
- A quick (personal ... not mass) email with a link to a news feature on the organization ("As one of our most loyal supporters, we thought you might like to see this ...")
- Offering the use of the organization's office / event space (if you have it) for free or at a discount
- Public recognition for their support (assuming they want it)
- Invite them to a town hall conference call with the CEO & senior staff about upcoming organizational initiatives

- Offer to profile them and their reasons for supporting the organization in your newsletter or on your website
- Mail an actual printed glossy photo with a post-it note saying (“I thought you might like to see what you made happen last week ...”)
- For event sponsors, a photo book with some shots from the event (including a few of them and their guests enjoying it – these are prized gifts that are often displayed in company lobbies for years)
- Let a different voice say thank you (if it's someone fictional, like a mascot that's even better)
- And the one that will have the most impact of all ... reach out and schedule update visit (“I’d love to stop by for 20 minutes and share some recent successes that your support has made possible.”)

And here’s a few things that you shouldn’t do:

- Don’t send a tchotchke, freebie, thank you gift (or whatever you want to call it) – it lowers their next donation by 46%
- Don’t send a picture of you accepting or giving a jumbo check (it's not about the money, it’s about the impact)
- Don’t ask for anything ... NO THASKING ... I can’t repeat this enough (even soft asks placing contribution envelopes in newsletters or asking them to volunteer can sometimes mess up this entire process)

Find more free resources at productivfundraising.com



recent organizational accomplishments		
successfully met gala fundraising goal	completed review of equal employment opportunity policy	hired & trained new administrative assistant
current staff priorities		
drafting year end appeal	reviewing progress on strategic plan	preparing to conduct annual audit
current staff needs / board assistance		
make your annual contribution by 9/30	secure (or introduce us to) at least one new sponsor for january event	sign & return your annual conflict of interest disclosure statement
prospects we'd like to be introduced to		
ABC Corporation	Joe & Sally Smith	Chad Barger



**HOW TO
GROW YOUR
“ARMY OF THE
ENGAGED”**

As a lead ambassador for your organization, consider yourself to be in the “invitation business.” Your role is to be a visible and vocal voice/face/storyteller in the service of building what we call the “army of the engaged.”

The ability of any organization to have influence, impact, and resources comes from the volume of people who are aware of the good work of your organization and are invited to have the opportunity to be a part of it.

This template is designed to address the ‘paralysis’ that comes from the question: *“Do you know anyone we can ask to...”* It’s nearly impossible to consider a list of folks to engage outside of the context in which you know them. In this template, we offer just that context.

HOW TO FILL OUT THE FORM

With a pen in one hand and your smart phone in the other, consider the following questions and begin to consider all of your personal and professional orbits. In each of these orbits are different people, many of whom may have no idea that you are a lead ambassador for an organization you care deeply about.

For each prompt, try to identify 3-5 names. Include at least an email address.

WHAT WILL HAPPEN TO THE FORM (AND THE NAMES)

Maybe the organization has an event coming up? Perhaps an e-appeal? Maybe you will decide to host a brunch? Or better still, can this be the beginning of your own personal cultivation, which you can begin by sending an email to each to let them know you are a board member, why you love the organization, and then tell one success story?

Whatever you do, make a collective plan and commitment and continue to use these and refer to them. Perhaps an iPhone or Android scanner can create a copy of each form and a person on the board can be designated to serve some kind of role to hold folks accountable as a peer.

Lots of interesting options.

We have never done this exercise without folks unearthing new folks to engage. Not once.

Go for it!

Who are some of your friends at work?

1. Name: _____ Email/Phone _____
2. Name: _____ Email/Phone _____
3. Name: _____ Email/Phone _____
4. Name: _____ Email/Phone _____
5. Name: _____ Email/Phone _____

Whom have you spoken to about the organization who has expressed genuine enthusiasm (and you haven't really known what to do with that enthusiasm)?

1. Name: _____ Email/Phone _____
2. Name: _____ Email/Phone _____
3. Name: _____ Email/Phone _____
4. Name: _____ Email/Phone _____
5. Name: _____ Email/Phone _____

Whom have you met / Who do you spend social time with / Have fun with?

(Members of your bowling league, volleyball team, running group, gourmet cooking or restaurant group. Pick-up basketball players, the bridge club, your poker buddies, drinking pals, workout friends. Think about classmates from your Lamaze class, aerobics and jazzercise class; people from ski weekends, beach trips, camping trips, vacations, music festivals; People you hike with, camp with, you sing with or play music together. People you shop with and members of your garden club.)

1. Name: _____ Email/Phone _____
2. Name: _____ Email/Phone _____
3. Name: _____ Email/Phone _____
4. Name: _____ Email/Phone _____
5. Name: _____ Email/Phone _____

Think about the last 5-10 times you have gone out to dinner. Who has joined you?

1. Name: _____ Email/Phone _____
2. Name: _____ Email/Phone _____
3. Name: _____ Email/Phone _____
4. Name: _____ Email/Phone _____
5. Name: _____ Email/Phone _____

Who was at your Thanksgiving table? Your Passover Seder?

1. Name: _____ Email/Phone _____
2. Name: _____ Email/Phone _____
3. Name: _____ Email/Phone _____
4. Name: _____ Email/Phone _____
5. Name: _____ Email/Phone _____

Do you send holiday cards? Who is on that list that should be on this one?

- 1. Name: _____ Email/Phone _____
- 2. Name: _____ Email/Phone _____
- 3. Name: _____ Email/Phone _____
- 4. Name: _____ Email/Phone _____
- 5. Name: _____ Email/Phone _____

Think about family. Family members (especially the ones you are speaking with) love to support the work of their loved ones.

(Parents, step-parents, step-siblings, siblings, aunts, uncles, cousins, nephews and nieces. Don't forget relatives who live out of town and those who you haven't seen in a while.)

- 1. Name: _____ Email/Phone _____
- 2. Name: _____ Email/Phone _____
- 3. Name: _____ Email/Phone _____
- 4. Name: _____ Email/Phone _____
- 5. Name: _____ Email/Phone _____

How about folks you haven't seen in while?

(Friends from your old job, who you used to go to school with, maybe your former teachers; other volunteers from here or elsewhere, past sorority and fraternity friends. Have a peek at Facebook maybe?)

- 1. Name: _____ Email/Phone _____
- 2. Name: _____ Email/Phone _____

- 3. Name: _____ Email/Phone _____
- 4. Name: _____ Email/Phone _____
- 5. Name: _____ Email/Phone _____

How about the professionals who support you that you have grown to know over the years?

(Your lawyer, dentist, doctor, pharmacist, broker, dry cleaner, hairdresser, masseuse, children's teacher, vet, computer repair person, your favorite restaurant manager, accountant, landscaper, fix-it person.)

- 1. Name: _____ Email/Phone _____
- 2. Name: _____ Email/Phone _____
- 3. Name: _____ Email/Phone _____
- 4. Name: _____ Email/Phone _____
- 5. Name: _____ Email/Phone _____

How about a few other "orbits"?

(Your house of worship? Your neighborhood? Your old neighborhood? Are there interesting people in your community that you know but not really well who would have a professional (or personal) interest in the work of the organization?)

- 1. Name: _____ Email/Phone _____
- 2. Name: _____ Email/Phone _____
- 3. Name: _____ Email/Phone _____
- 4. Name: _____ Email/Phone _____
- 5. Name: _____ Email/Phone _____

Last call? Anyone else?

1. Name: _____ Email/Phone _____

2. Name: _____ Email/Phone _____

3. Name: _____ Email/Phone _____

4. Name: _____ Email/Phone _____

5. Name: _____ Email/Phone _____



Let Your Impact Ring! Sharing Your Library's Successes so Funders Will Listen

Joyce Garczynski (jgarczynski@towson.edu)

Tywanda L. Cuffy (tywanda@udel.edu)

Skip Dye (sdye@penguinrandomhouse.com)

Karlene Noel Jennings (karlenejennings@gmail.com)



United for Libraries

Association of Library Trustees,
Advocates, Friends and Foundations



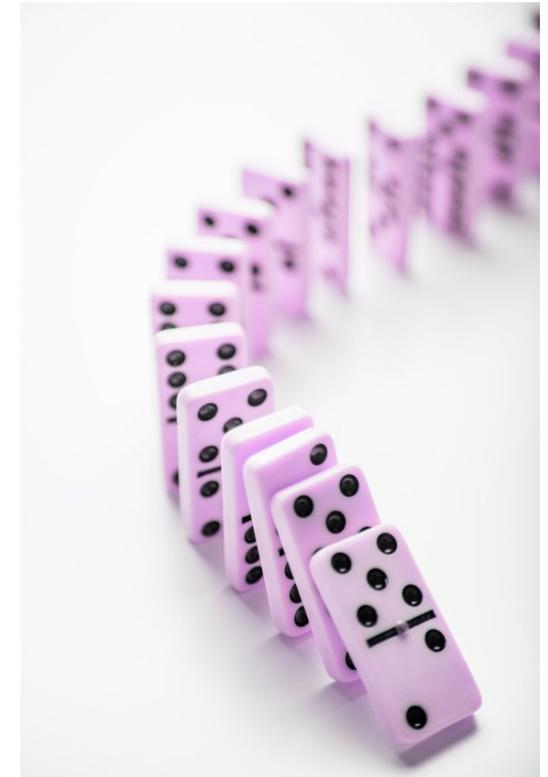
The ALA division for Trustees/Board Members, Friends of the Library, library Foundations, and those who work with them.

Join United for Libraries and gain access to:

- Monthly **Learning Live** sessions
- **Training** for boards/Trustees
- **BoardSource** resources
- **Toolkits** and **tipsheets**
- **Discounts** on webinars, conferences, and more!



Why We're Here: United for Libraries, PAG, and Impact

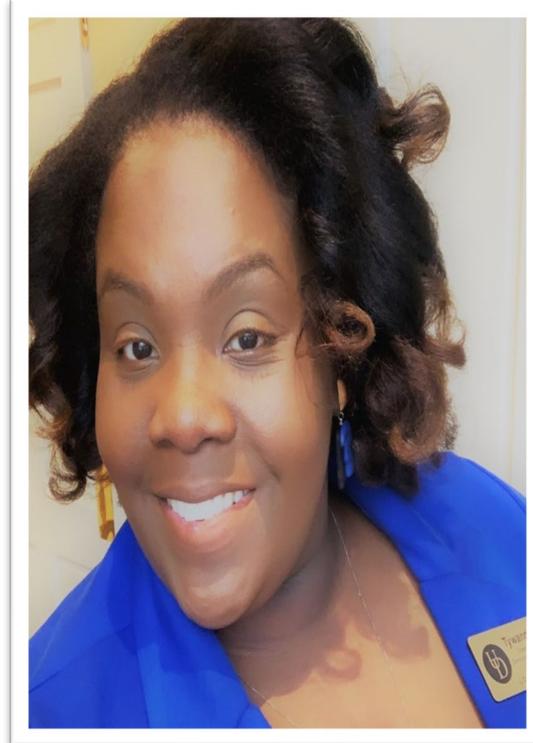


Meet the Panelists

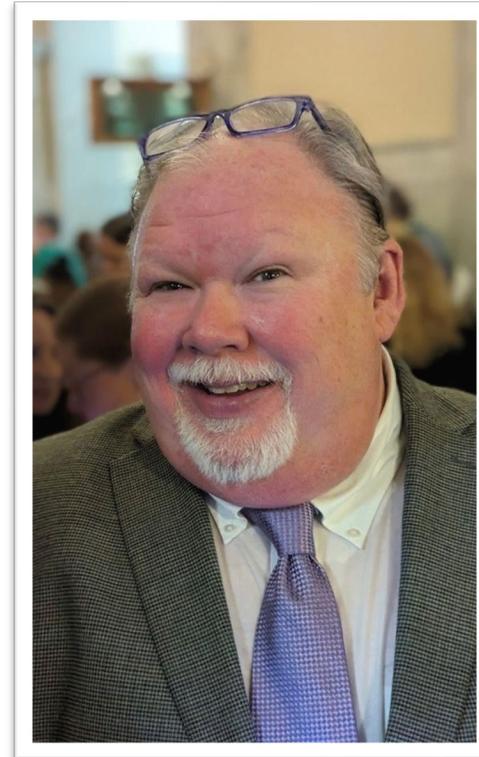
Joyce Garczynski



Tywanda L. Cuffy



Skip Dye



*Karlene Noel
Jennings*





Where We're Headed

- Panelist Opening Statements
- Moderator Q&A
- Audience Q&A

Moderator Questions for the Panel

- What is the best example of demonstrating impact that you have encountered? What made it so outstanding?
- What advice would you give to someone who says, “My library is just starting this new project so we can’t demonstrate impact to donors yet. What should we do?”



What Questions Do You Have?

FOR OUR LIBRARIES. FOR ALL OF US.

You can help protect library funding,
defend the right to read freely, and keep
libraries strong for future generations.

Become a supporter at ilovelibraries.org .

BECOME A
SUPPORTER
TODAY!



ALA American
Library
Association

Learn with
Novelist

Library Storytelling:

How to Find Memorable Library Stories to Use for
Marketing and Promotion

Pottsboro, TX

Population: 2,571



★ Designed by TownMapsUSA.com

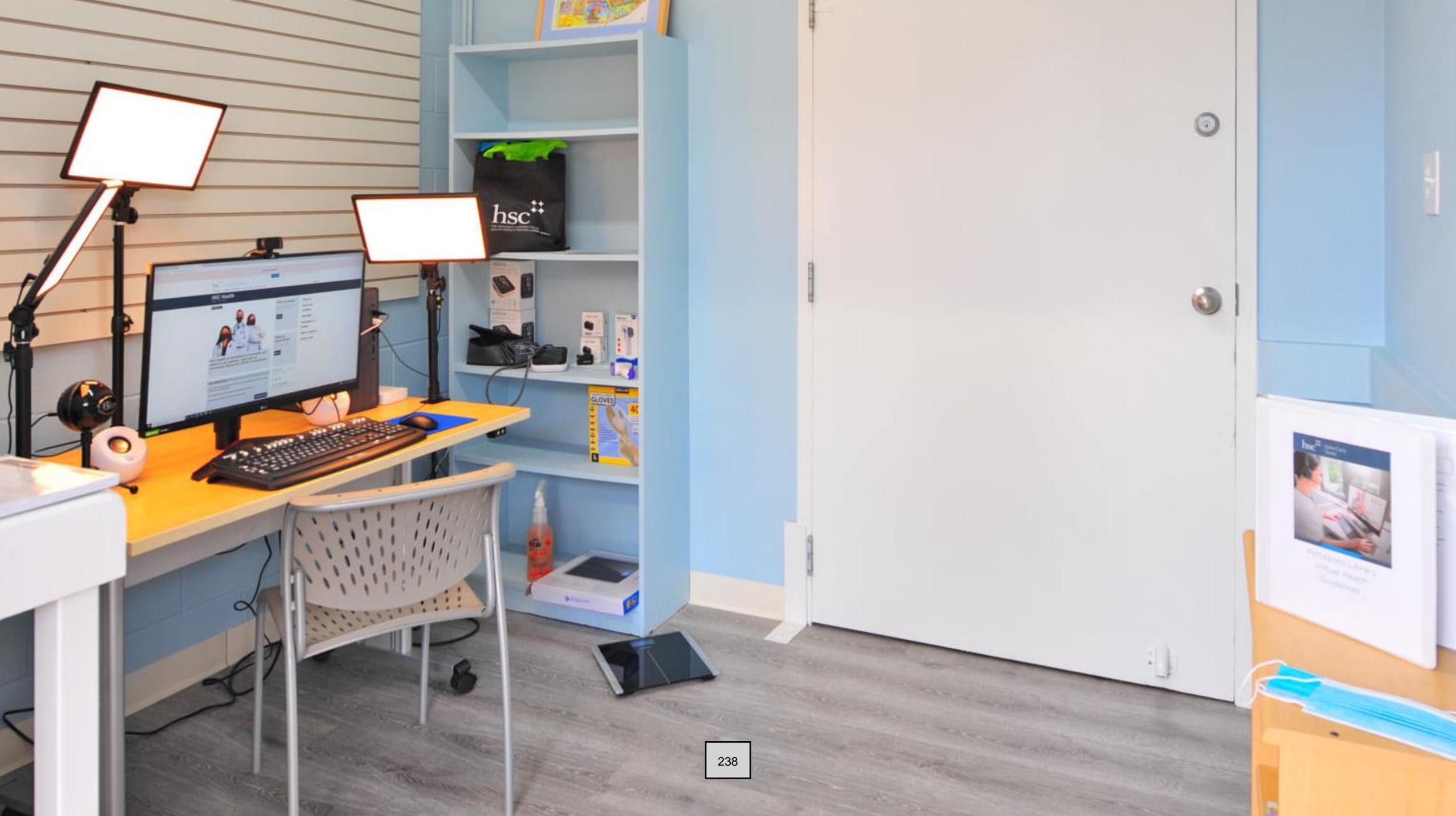
235

Graphic courtesy TownMapsUSA.com



Dianne Connery







“The only way we can differentiate ourselves is in how we communicate.”



**Stories trigger
emotions.**

**Emotions are
memorable**



The Golden Circle

WHAT

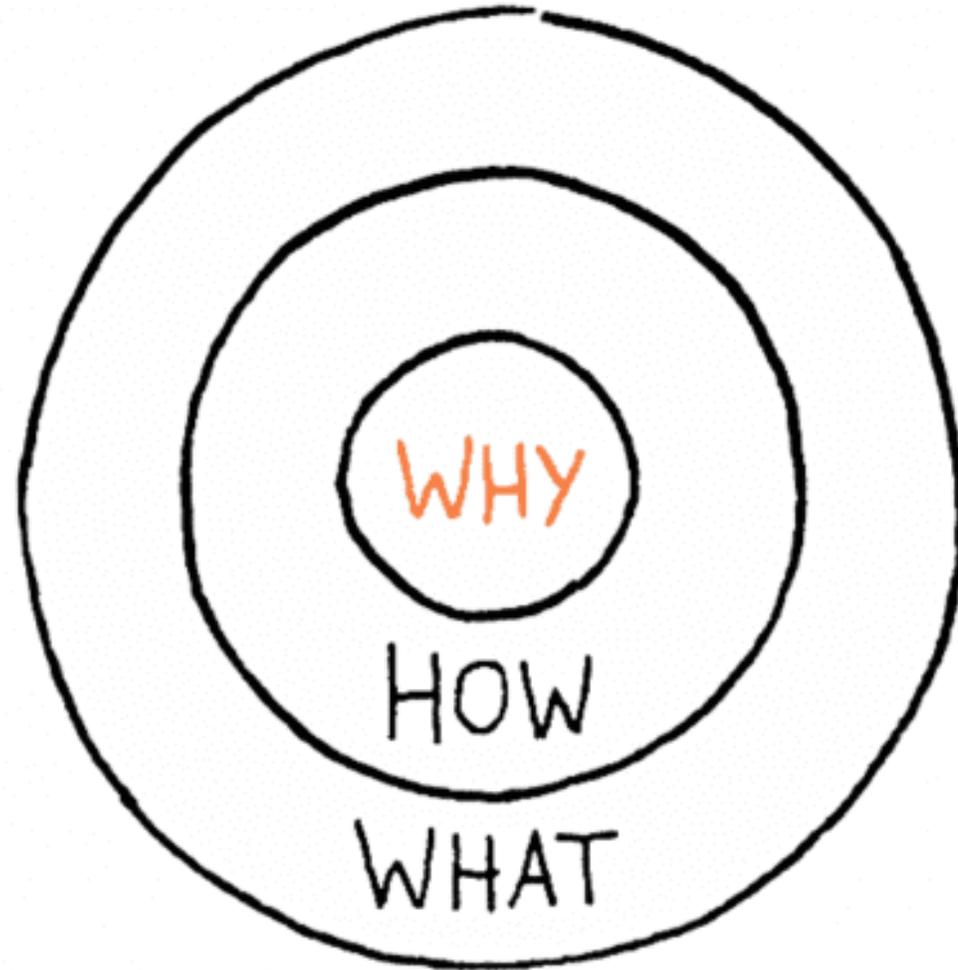
Every organization on the planet knows WHAT they do. These are products they sell or the services

HOW

Some organizations know HOW they do it. These are the things that make them special or set them apart from their competition.

WHY

Very few organizations know WHY they do what they do. WHY is not about making money. That's a result. WHY is a purpose, cause or belief. It's the very reason your organization exists.



What is our Why?

“People don't buy what you do.
People buy why you do it.”

SIMON SINEK, AUTHOR

our mission

The Friends of the Linden Public Library are a member-based organization made up of caring, involved people who support a strong public library system for the benefit of the community.

find us!

31 E. Henry St.
Linden, NJ

lindenlibrary-nj.gov/friends-of-the-library

contact us!

email FriendsOfTheLindenLibrary@gmail.com

phone 908-298-3830

Find us on social!

 facebook.com/FriendsLindenLibrary

 [FriendsofLindenLibrary](https://www.instagram.com/FriendsofLindenLibrary)

Sign up for
our email
newsletters!



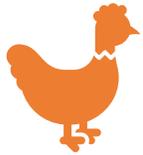
Friends of the Linden Public Library



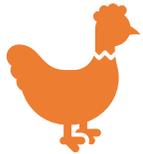
The Chicken Test



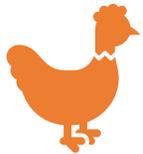
The Chicken Test



Does my audience care about the chickens?



Can my audience see themselves as the chickens?

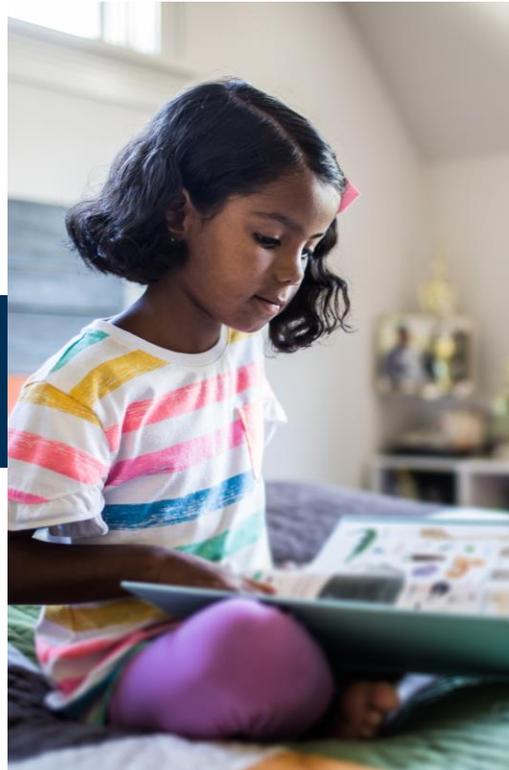


Does anyone care if the chickens cross the road?



Why does it matter that the chickens cross the road?

Third grade reading story



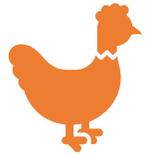
A teen uses the 3D printer to create a prototype for a science project.

A small business owner gets free access to market research databases.

A community member attends a workshop that changes their career path.

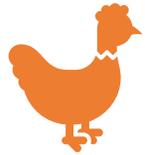


The Chicken Test

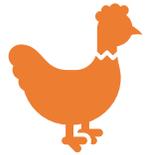


Does my audience care about the chickens?

The Chicken Test

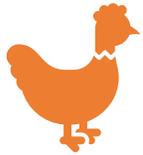


Does my audience care about the chickens?

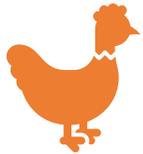


Can my audience see themselves as the chickens?

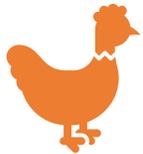
The Chicken Test



Does my audience care about the chickens?

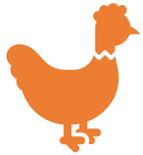


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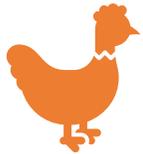


Does anyone care if the chickens cross the road?

The Chicken Test



Does my audience care about the chickens?



Can my audience see themselves as the chickens?



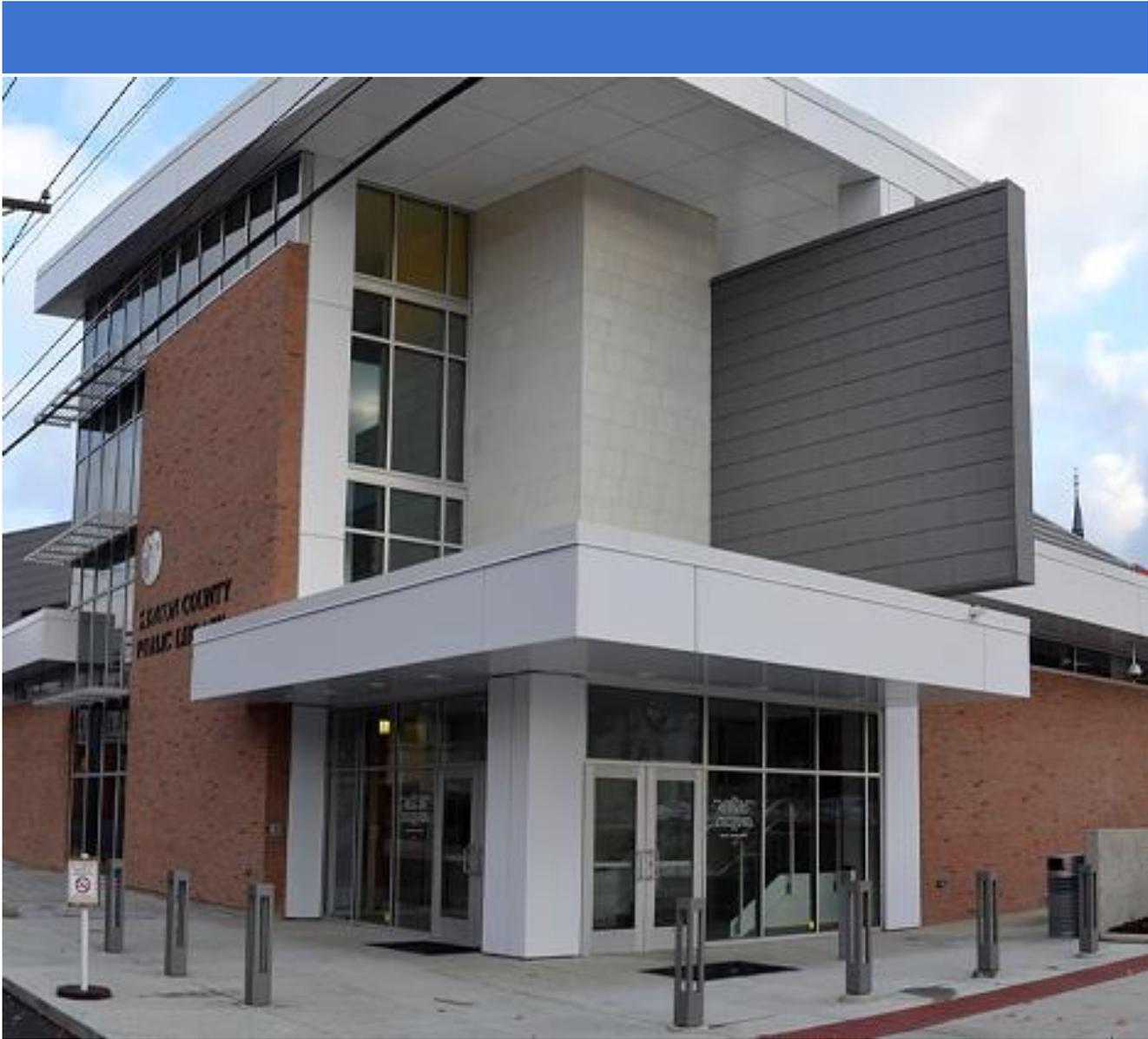
Does anyone care if the chickens cross the road?



Why does it matter that the chickens cross the road?

Patron as **HERO**







Tracy Lightfield



Tracy Lightfield

Library Love Stories: Mary Ratchford, Library Donor

The library has always been a friend to me, a place to explore and enrich my mind. Growing up my local library in Brockton, Massachusetts, was a haven. The library was safe, full of knowledge and technology, and it cost nothing to borrow a book that transported me to a faraway place. I loved all books, but my favorite was probably *The Golden Treasury of Children's Literature*. I still have my own copy.

When the first Xerox machine came to the library, it cost a few pennies to use; I got kicked out for the day for photocopying my face. During my high school and college years, the library helped me write many research papers using microfiche at the time.

When I homeschooled my children, we were at the library multiple times a week. Wherever our learning took us, we could find new ideas and special programs to enhance our experiences in the classroom. My absolute favorite memory was the Harry Potter event at C Burr Artz Library. The staff dressed in character, making it a spectacular experience for kids and adults.

My children give me immense pride and joy; my twins are 28 now—one an engineer, the other a Speech Pathologist. My husband Paul and I have been Frederick County residents since 1999. My husband says I have too many books in the house, so I sneak them in with various shoe purchases. Who doesn't love shoes!

I'm a realtor for RE/MAX, and when I'm not with family or helping people with Real Estate, I like baking bread or tending to my olive tree, fig-trees, and garlic, among other flora on the property.





Story of **SELF**

She leads a dedicated team of educators who are helping adult county residents earn their high school equivalency diplomas, gain valuable job skills, learn English as a second language, and become U.S. citizens. Meet Jami 🙌 <https://lnkd.in/g7ASFG4q>
#DiscoverCCPL #CuyahogaCountyPublicLibrary #AspireGreaterCleveland
#AdultEducation



🔄❤️ Robert Rua and 37 others

261

1 repost



PAUL BURCH



FEEDING HEARTS AND MINDS



Gathering Stories

- ✓ Be specific & give examples.



Gathering Stories

- ✓ Be specific & give examples.
- ✓ **Make it easy!**

Catalog

Tell Us Your Library Story

Do you have a brief story about how the West Des Moines Public Library has made a difference in your life? We would love to hear it!

Examples:

- Did you learn a new skill or hobby using library materials or attending a library program?
- Did your child discover a love of reading? Did you?
- Have you used the library to find a job?

Some of these stories, with permission, may be posted on our website or used in other promotional materials.

Name

First **Last**

Tell use your story in up to 500 words:

About You



Gathering Stories

- ✓ Be specific & give examples.
- ✓ Make it easy!
- ✓ **Keep asking... persistence pays off.**

Reuse and repurpose content

YOUR LIBRARY,
YOUR STORIES

ELECTION DAY
NOVEMBER 5

"Because of the library, my husband and I have been able to get books through outreach & found resources to find a church family.

I also have connected with their crafts, talking books, and other help as needed. We need the library!"

-Violet

 MARYSVILLE
PUBLIC LIBRARY
www.marysvillelib.org



Showcase your
successes

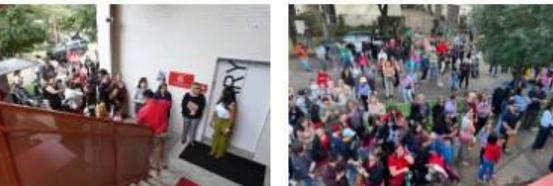
Houston Public Library

HOUSTON PUBLIC LIBRARY Linking YOU to the World | www.houstonlibrary.org

2024 was a banner year for HPL!



The Freed-Montrose reopening had folks lined up around the block to get in and see this amazing new facility! If you haven't visited yet, come on over to 1001 California St.!



Vote for Walker Neighborhood Library!



HPL's Shannon Walker Neighborhood Library is nominated for the prestigious ULI (Urban Land Institute) Houston [Development of Distinction People's Choice Award!](#)

You can vote [here!](#)

Watch the video link above to see why the Walker Neighborhood Library is nominated for an award!



We hope you enjoyed HPL's Winter festivals in December!

Coming soon to an airport near you: Short Story Machines!



You can find them at Alief, Central and Walker libraries, and soon they will pop up at the Hobby Airport, ensuring that you never get bored on a flight again!

Just pick your reading level and other options to print a story or comic that is yours to keep.

From the Foundation

Dear friends:

2024 draws to a close, the New Year promises nearly unlimited opportunities: to grow, to connect, to continue building a strong community that celebrates all that is great about Houston.

At the Houston Public Library, we are committed to fostering these opportunities by providing physical and digital resources (with over 7 million checkouts in 2023), family-oriented programming that fosters a love of learning, spaces that allow creators and entrepreneurs to grow their businesses, and ESL and citizenship classes to help those seeking a better life here in Houston.

As you help the Houston Public Library provide the resources that help our community to grow and thrive.

Near the end of the year, I invite you to join me in making a gift to the Houston Public Library Foundation, which raises the funds necessary to support library programming and initiatives. You can make a tax-deductible gift online by visiting www.houstonlibraryfoundation.org/?form=donate.

Thank you for your support of the Houston Public Library, which has served Houstonians with the wider world for over 120 years and be with our best wishes for a healthy and prosperous 2025.

J.D. Twicki, J.D.
Director
Houston Public Library



santa clara county library district

MAKING HEADLINES

SCCLD media coverage
January - February, 2024

Newspapers

Event to shed light on library expansion
Los Altos Town Crier, February 27

The proposed \$13 million upgrade of Los Altos Library's lobby and other internal improvements is discussed. The library was last updated in 1990. Different than the proposal to expand external space, this project is before the North County Library Authority and received initial tentative support from the Los Altos City Council last November. An open house is being held on March 9 to share information about the project with the community.

Saratoga Library to become Official Passport Facility This Fall
Mercury News, February 18

Supervisor Joe Similian shared the news that Saratoga Library will be joining Cupertino, Los Altos, and Milpitas Libraries in offering passport services by the fall of 2024. This popular service helps patrons with a variety of passport related services by appointment.

Santa Clara County Prepares for a Wet Presidents' Day Weekend
County of Santa Clara website, February 16

A cold and wet rain system made its way to the Bay Area from the Gulf of Alaska and SCCLD libraries (minus the Campbell Express) were listed as official County Warming Centers for any individuals looking to get out of the rain and enjoy our welcoming spaces.

SVR: Theme for 2024 is "A Greener Tomorrow Starts Today"
Gilroy Life Magazine, February 14

The January 31 kickoff event for Silicon Valley Reads 2024 is detailed. The event, moderated by Damian Trujillo of NBC Bay Area, featured book and compilation authors whose works touch on topics related to the environment. The event was recorded by the Commonwealth Club of California and is available to [stream now](#).

New Poet Laureate Represents Undocumented, LGBTQ+ Communities
Mercury News, February 4

The County's new Poet Laureate is featured. This honorary position plays a crucial role in promoting the art of poetry across Santa Clara County, appearing at live events, including at SCCLD libraries. The position also helps to promote Poetry Month in April.

Freezing Temperatures in the Bay Area
February 4, January 9

Gilroy Library's Elizabeth Muñoz-Ross promotes SCCLD libraries as a place to go to warm up during operating hours, as well as a resource for finding information about housing, food, financial aid and other support.

Social Media

An Author Shares Her Joy About Finding Her Work in SCCLD's Digital Collection
Threads, February 26

A former patron who wrote an eBook (*Science of Stretch* by Leada Malik-Saleh) shares her joy in seeing her title available in our virtual collection. SCCLD and the County recently joined Threads, a Meta product, and are starting to post there more regularly. Find us at www.threads.net/@scclid.

Enjoying the Everbright at Cupertino Library
Bay Area Kids' Adventures Instagram page, February 22

Children enjoy the interactive Everbright LED light display at Cupertino Library. The popular feature is regularly rotated between libraries so that all of our patrons have a chance to experience it.

Jed Shares his Tips Around The Playful Life
#DearJury Instagram page, February 4

Author and motivational speaker Jed Dearbury spent a day with SCCLD staff sharing his insights into the power of play in work, learning, and life. Shown here with signed copies of his work, *The Playful Life*, Jed is a former Presidential Award for Excellence in Math and Science Teaching winner. With the soon to be built play spaces coming to our libraries, the importance of play in early learning is an important focus for SCCLD in 2024.

Santa Clara County Library District

Washoe Public Library



Thank you to the Friends of Washoe County Library.

Your support has enhanced and enriched our community.



Friends by the Numbers

\$87,500 was raised for our libraries in 2023

What do the Friends fund?

Library Programming

- Young Shakespeare: *As You Like It* presented by D.G. Menchetti Education Programs
- Wild Things presented by Conservation Ambassadors
- A Magical Journey Awaits You with Phil Ackerly

Summer Reading

- Summer Reading Challenge prize books

Library Materials

- Supplementary funding for book purchases

STEAM Programming

- 3D printing materials
- STEAM programming supplies

Staff Training

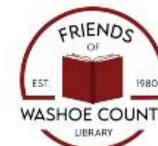
- Conferences and staff enrichment

Help the Friends reach 1,000 memberships

The Friends of Washoe County Library is a member-supported, volunteer-run, nonprofit organization. Currently, 635 members receive early admission to Friends book sales, a free book bag, discounted memberships at local partnership organizations, and more!

Affordable memberships

- \$15 for seniors (65+)
- \$15 for students
- \$15 for library staff
- \$25 for individuals
- \$35 for two persons
- \$35 for a household



To become a member, scan the QR code or visit washoelibraryfriends.org.

Made in LibraryAware • libraryaware.com

What story will you tell?

Stories will help you:

- Inspire, motivate, persuade
- Build trust and credibility
- Activate emotion!



Learn with Novelist

Thank You

Angela Hursh | Manager of Library Engagement, Marketing,
and Professional Development



ahursh@ebSCO.com



919-381-3854

275

Library Storytelling

How to Find Memorable Library Stories to Use for Marketing and Promotion

Storytelling is a powerful tool to inspire, motivate, and persuade.

- [Our brains](#) react to and remember stories more than push marketing.
- [Emotions act on memory](#) and make messages stick.
- Simon Sinek [explains](#) The Golden Circle.

The Chicken Test

1. Does my audience care about the chickens?
2. Can my audience see themselves as the chickens?
3. Are the chickens crossing the road now, or are they about to?
4. Why does it matter if the chickens are crossing the road?

Two Types of Powerful Library Stories

1. Patron as hero: allows reader/viewer to imagine themselves in that role.
2. Story of self: builds trust and credibility.

Tips for Story Gathering

1. Be specific and give examples.
2. Make it easy.
3. Keep asking!

Examples Shared in This Session

- [Finding Family Bev and KeV](#) from Public Libraries Victoria
- [Celebration of Learning](#) from Columbus Metropolitan Library
- [Laurie's story](#) of self from Cuyahoga County Public Library
- [Paul Burch's story](#) of self from Cincinnati Public Library
- Houston Public Library's [newsletter](#)
- Santa Clara County Library District's [newsletter](#)
- West Des Moines Public Library [online story form](#)
- Deschutes Public Library [mobile food pantry profile](#)

- [Jerry O'Hara](#) on Public Library Funding from Cincinnati and Hamilton County Public Library

Next Steps

- **Stay informed:** Sign up for [NoveList News](#) to receive the latest information and tips to support your library.
- **Join the conversation:** Read and share articles tagged with [Library Advocacy](#) on the NoveList blog.
- **Get training:** Your library, Friends group, Foundation, and trustees will all be able to connect effectively with your community thanks to the quality, expert professional development training from [Learn with NoveList Plus](#). Explore a subscription or invite our staff to your next staff training day to conduct training in person.
- **Have questions?** Email [Angela Hursh](#) to talk through anything you learned at this session or any communications questions you may have.

STRENGTHENING Library/Foundation RELATIONSHIPS

Ginny Auer, Executive Director
Jackson County Library Foundation

Kari May, Library Director
Jackson County Library District

United for Libraries Virtual Conference
July 30, 2025





THE DREAM TEAM



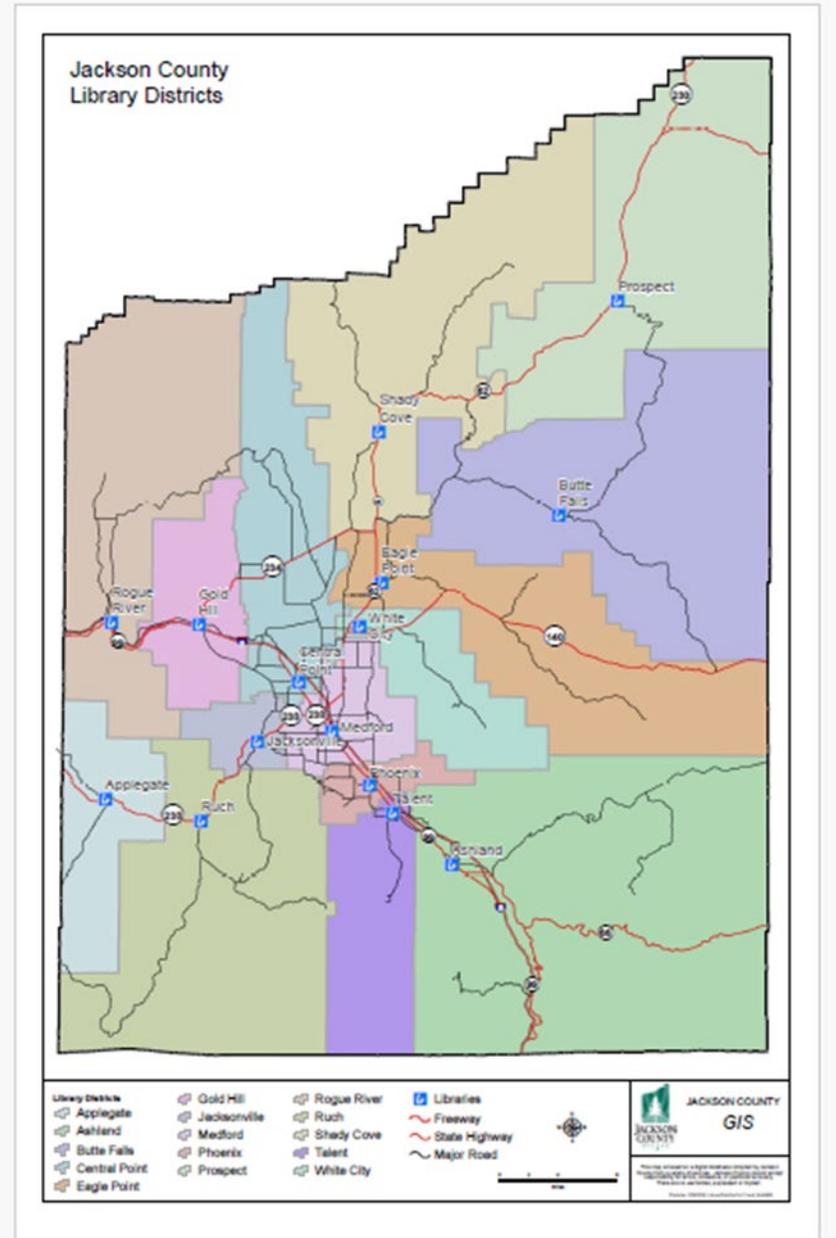
Ginny Auer, Executive Director



Kari May, Library Director



Jackson County Library District



Jackson County Library Foundation



Background



Assumptions & Goals

- Our missions will remain the same
- The Foundation needs a full time Executive Director
- The Foundation needs support from the Library
- Communication needs to improve
- JCLD desires a strong Foundation
- Minimum 3-year agreement
- Better communication & a Stronger Relationship
- Maintain the Missions
- Define Strategic Objectives for Fundraising Goals
- Boards meet jointly annually to ensure strategic alignment
- Maintain the Foundation's 501(C)(3) non-profit status



Library/Foundation Structure from A to C

Model A:
Foundation Separate
Nonprofit

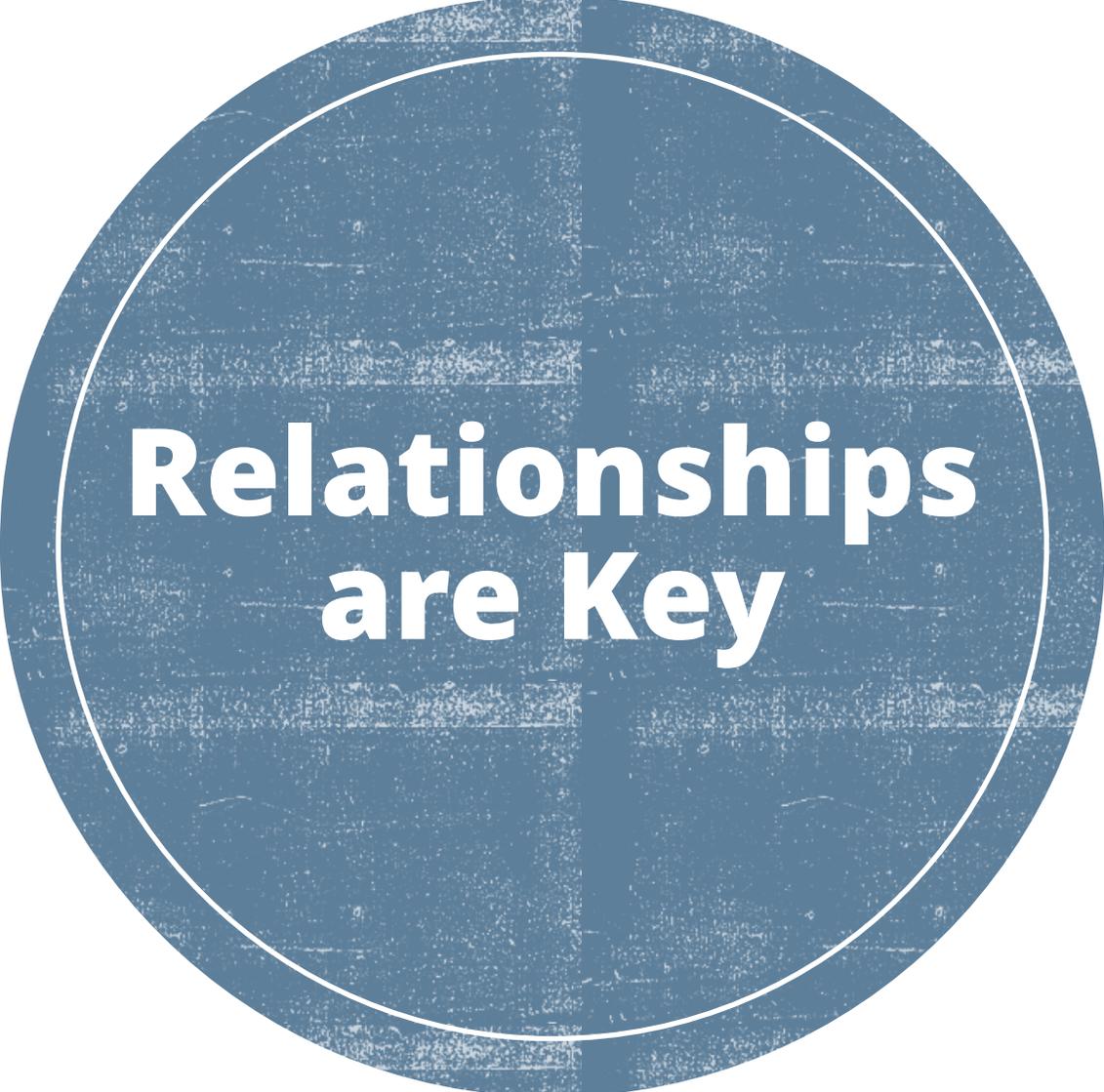
Model B:
Hybrid - Foundation
Separate Nonprofit but
Staff Part of Library

Model C:
Foundation Fully
Integrated into Library as a
Department



Infrastructure





**Relationships
are Key**

JCLD/JCLF Relationship
Committee

Director/Executive
Director

Foundation staff involved
in JCLS staff meetings

Board to Board

SECRET SAUCE: COMMUNICATION





Lessons learned



MOU percentage
structure

Executive Committee of
JCLF Board involvement

Regular updates to both
boards

THANK YOU!

Kari May kmay@jcls.org

Ginny Auer gauer@jclf.org



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Session 24-11, a regular meeting of the Library Advisory Board was called to order by Vice Chair McKinney at 5:30pm on October 21st, 2025, at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via zoom webinar.

PRESENT: BOARDMEMBERS KUSZMAUL, BAILY, CARSSOW, ASSELIN-MARTIN, CURTIS, MCKINNEY

ABSENT: BOARDMEMBER HAAS, (EXCUSED)

STAFF: LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK I LYNN

AGENDA APPROVAL

Vice Chair McKinney read the agenda and requested a motion.

KUSZMAUL/CARSSOW MOVED TO APPROVE THE AGENDA

There was no discussion

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried

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

RECONSIDERATION

APPROVAL OF MINUTES

A. Unapproved Meeting Minutes- September 16th, 2025

BAILY/ASSELIN-MARTIN MOVED TO APPROVE THE SEPTEMBER 16th MINUTES

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORT

A. Library Directors Report

- The library held two candidate fora, one for the school board and one for the Homer City Council.
- There was a successful book and plant sale as well as a successful Friends of the Library meeting to approve the revisions to the Bylaws. It passed unanimously 55-0.
- There is a new Library Technician at the library. Harrison Metz.
- Friends of the Library have chosen the new art in the library choices for the upcoming year. They are currently on display in the fireplace lounge.
- The date for the celebration of lifelong learning is set to be March 28.
- October 25th is the volunteer Appreciation luncheon at the library from 12 to 3.
- The library received a grant from the State of Alaska that pays 30% of the library's internet bill.

B. Fundraising Report

- There will be 16 more fish imprints ordered, 7 large designs and 9 other types of fish.
- currently in process with Moose Run metal to get them made

PUBLIC HEARING

PENDING BUSINESS

A. Fundraising/20th Anniversary Celebration.

- Library Director Berry put together a sign-up sheet to help schedule and encourage volunteering.
- Looking into a special shelf for donor recommended titles and also looking into an adopt a shelf program for the donors.
- The LAB is considering a 2006 theme for the 20-year anniversary party.
- The Lab will be reaching out to The Porcupine to try and get 2006 movies or movies about libraries to be play during the month of the library 20th year celebration.
- Reaching out to the teen advisory board to gather ideas about the anniversary celebration.
- A poster display is going to be created to highlight the construction of the library.
- Teen advisory board will help try and create a time capsule.

NEW BUSINESS

A. Library Security Grille

- The Rasmuson foundation has offered the library \$19,000 towards the library security grille.
- The ordinance is going up before the city council on the 27th of October and hopefully be approved at the November 10th meeting.
-

KUSZMAUL/BAILY MOVE TO RECOMMEND THE LIBRARY ADVISORY BOARD USE THE SPENDABLE BALANCE FROM THE LIBRARY ENDOWMENT FUND UP TO \$7.500 FOR THE LIBRARY SECURITY GRILLE AS NEEDED.

There was no discussion

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

B. Library Privacy Policy

BAILY/CURTIS MOVE TO REVISE THE LIBRARY'S PRIVACY POLICY TO COVER ELECTRONIC COMMUNICATION

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

INFORMATIONAL MATERIALS

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

COMMENTS OF THE AUDIENCE (3-minute time limit)

COMMENTS OF THE CITY STAFF

- Director Berry thanks everyone for “holding the fort down” while he was on vacation.

COMMENTS OF THE BOARD

- Board member Curtis Thanks everyone and feels like everyone on the board is very attentive to detail and genuinely cares about the library.
- Board member Asselin-martin thanks Dave for all the work he does for the library.
- Chair Carssow is grateful for the quick response of the clerk and getting her on the zoom meeting. She also thanks all the fellow board members and the library Director for their hard work.
- Board member McKinney thanks all for a good meeting and talks of the nutcracker coming up sooner then usual.

ADJOURNMENT

There being no further business to come before the board, Acting Chair McKinney adjourned the meeting at 7:12pm. Next Regular Meeting is **Tuesday, November 18th, at 5:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Scott Lynn, Deputy City Clerk I

Approved: _____



MEMORANDUM

LAB-26-XXX

Library Fee Schedule

Item Type: Backup Memorandum
Prepared For: Library Advisory Board
Date: February 13, 2026
From: Dave Berry, Library Director
Through:

The LAB calendar calls for an annual review of the library's fee schedule each February. Library staff discussed it on January 30 and recommend no changes.

RECOMMENDATION:

No action.

ATTACHMENTS:

[Current library fee schedule](#)



CITY OF HOMER

Fee Schedule

Effective March 3, 2025

Prepared by:

City Clerk's Office
491 E. Pioneer Avenue
Homer, AK 99603
(907) 235-3130
clerk@cityofhomer-ak.gov
www.cityofhomer-ak.gov/cityclerk





FEE SCHEDULE INTRODUCTION

Establishment of the City of Homer Fee Schedule

The City of Homer Fee Schedule was first created via Ordinance 92-07(S)(A) establishing the authority of Department Directors to promulgate administrative fee schedules. Unless established by ordinance or resolution of the City Council, the director of each department of the City shall have the authority, subject to the approval of the City Manager and ratification by the City Council, to promulgate and maintain an administrative fee schedule for services provided by that department. Fees for identical services shall be uniform throughout all departments.

A current copy of the departmental administrative fee schedule shall be available for inspection by any person at the front reception area of the department and at the office of the City Clerk. Unless otherwise provided by ordinance or resolution, all fees collected under this schedule shall be forwarded to the Finance Department for deposit into the general fund. [HCC 2.32.040]

Fee Schedule Abbreviations:

- HCC – Homer City Code; codification of City ordinances
- AAC – Alaska Administrative Code
- AS – Alaska Statutes
- Ord – Ordinance
- Reso - Resolution

Sales Tax*		Property Tax – Mill Levy	
City	4.85%	City	4.5 mill
Borough	3.0%	Borough	6.5 mill
*Non prepared food items are exempt from Borough and City Sales Tax September 1 st through May 31 st of each year		Hospital	1.75 mill
		KPC	0.10 mill

Request for Exemption from Payment of Fees

An application for indigence may be filed with the City Manager for waiving or partially waiving the costs of fees. The City Manager may allow an applicant, who qualifies as an indigent, a reduced fee, a payment plan or a waiver of the fee where the Manager is able to make a written finding, based on information provided by the applicant that payment of the fee would be a financial hardship. Based upon the information provided, the fee may be reduced or waived in accordance with the following scale: [Resolution 05-125(S)]

Annual Income as a Percent of current Health & Human Services (HHS) Poverty Guidelines for Alaska	Percent of Fee Reduced
1-100%	100% Waiver
101-149%	75% Waiver
150-174%	50% Waiver
175-199%	25% Waiver
200% plus	No Waiver



DEPARTMENT CONTACT INFORMATION

Department/Division	Phone	Address	Hours of Operation
Homer City Hall	(907) 235-8121	491 E. Pioneer Avenue	Monday - Friday 8:00am - 5:00pm
Administration	(907) 235-8121		
Office of the City Manager	ext. 2222	491 E. Pioneer Avenue	Monday - Friday 8:00am - 5:00pm
Human Resources	ext. 2225		
City Clerk	(907) 235-3130	491 E. Pioneer Avenue	Monday - Friday 8:00am - 5:00pm
Community Recreation	(907) 235-6090	600 E. Fairview Avenue	Monday - Friday 8:00am - 5:00pm
Finance	(907) 235-8121		
Assessment Bills (City of Homer only)	ext. 2228	491 E. Pioneer Avenue	Monday - Friday 8:00am - 5:00pm
Billing & Payments: Ambulance, Water/Sewer	ext. 2221		
			24 hours, 7 days a week
Fire Department (HVFD)	(907) 235-3155	604 E. Pioneer Avenue	<u>Office Hours for the Public</u> Monday - Friday 8:00am - 5:00pm
Information Technology	(907) 235-8121 ext. 2234	491 E. Pioneer Avenue	Monday - Friday 8:00am - 5:00pm
Library	(907) 235-3180	500 Hazel Avenue	Monday, Wednesday, Friday, Saturday 10:00am - 6:00pm Tuesday & Thursday 10:00am - 8:00pm
Planning & Zoning	(907) 235-3106	491 E. Pioneer Avenue	Monday - Friday 8:00am - 5:00pm
Police (HPD)	(907) 235-3150	625 Grubstake Avenue	24 hours, 7 days a week
Animal Control	(907) 235-3141	3577 Heath Street	Monday - Friday 8:00am - 5:00pm Saturday & Sunday 8:00am - 4:00pm
Port & Harbor	(907) 235-3160		Monday - Friday 7:00am - 5:00pm
Admin/Port & Harbor Billing	(907) 235-3160	4311 Freight Dock Road	(summer only) Saturday 9:00am - 5:00pm
Fish Dock/Ice Plant	(907) 235-3162	795 Fish Dock Road	Monday - Friday 8:00am - 4:00pm & On-Call
Operations	(907) 235-3160	4311 Freight Dock Road	24 hours, 7 days a week
Port Maintenance	(907) 235-3164	4667 Homer Spit Road	Monday - Friday 8:00am - 4:30pm & On-Call
Public Works	(907) 235-3170		
On-Call	(907) 399-1429	3575 Heath Street	Monday - Friday 8:00am - 4:30pm & On-Call
Parks & Recreation	(907) 435-3139		

Please dial 911 for immediate assistance in case of an emergency



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CITY-WIDE ADMINISTRATIVE FEES

The following are administrative fees for all departments of the City of Homer, unless otherwise specified under that department. All fees are inclusive of sales tax.

Unless otherwise specified, any item mailed may have an additional fee added for actual postage. Handling fees may be added up to the actual staff time spent preparing the item for shipping.

Airport Pickup/Delivery	\$25.00
Annual Safety Inspection – Commercial Vehicles	\$100.00
Annual Taxi Permit	\$75.00
Appeal Fees	
Water and Sewer Appeals	\$75.00
Zoning Appeals ¹	\$250.00
ATM Fees (see Vending Machine/ATM)	
CD's	
Reproductions	\$20.00
CD (Police Department)	\$25.00
Subsequent	\$15.00 per CD; includes 1 st class postage
DVD (Police Department)	\$30.00 per DVD
Document Copying Fee	\$0.25 per page
Document Certification Fee	\$10.00 per report
Driver License Records	\$10.00
Fax	
Within Alaska	\$1.00 per page
Continental US	\$2.00 for 1 st page
Subsequent Pages	\$1.00 per page
Other Destination	\$5.00 for 1 st page
Subsequent Pages	\$2.00 per page
Electronic Transmission (Scanned PDF document)	\$0.25 per page
Lease Application Fee	\$1,000.00
Lease Amendment/Transfer Fee	\$500.00
Local Bidder's Preference	
Non-local bid is	Local bid is not more than
\$0 - \$500,000.00	5 percent higher than non-local bid

\$0 - \$1,000,000.00	5 percent higher than non-local bid on first \$500,000.00 and 2.5 percent higher than non-local bid on amount in excess of \$500,000.00 to \$1,000,000.00
	No additional adjustment for bids above \$1,000,000.00
Photograph Copying	\$10.00 per order; includes shipping & handling
If Done Commercially	Actual Costs plus 5%
Production Fees ²	
Per requestor in a calendar month exceeds five-person hours the fee is the City employee's actual salary plus benefit costs. An estimate will be prepared and the requestor must deposit the estimated production and copying fees in advance. If the actual costs are greater than the estimate the records will not be released until the difference is paid and if the actual costs are less the requestor will receive a refund of the difference.	
No fee for simple inspection, except when the production of records by one requestor exceeds five person hours in a calendar month.	
Special Assessment Districts (SAD's) ³	
Application Fee	\$100.00
Bill Fee	\$12.00 per bill
Administrative Fee	
0-500,000	5%
over 500,000	\$25,000.00 plus 2.5%
Vehicle Impound/Storage Fees (actual costs plus towing)	\$45.00 per day
Vending Machine/ATM	
Monthly License Fee	\$30 per month, per machine
Electrical Flat Rate Fee	Determined by City; based on current kWh costs to City and equipment kWh usage

¹ Subject to refund if the appellant is successful on any aspect of appeal.

² Regulations Concerning Public Record Inspections dated March 2003.

³ Fees associated with SADs are detailed in the HART (Homer Accelerated Roads and Trails Program) and HAWSP (Homer Accelerated Water and Sewer Program) manuals. Other SAD's if approved by the Council are at 100% property owner participation.

City-Wide Administrative Fees have been set by the following legislative enactments:

Ord 01-13(S)(A)	Reso 92-10(A)	Reso 04-95	Reso 10-90(A)	Reso 18-065
Ord 03-36(A)	Reso 95-1	Reso 04-96	Reso 11-036(A)(S)	Reso 18-077(A)
Ord 04-53(S)(A)	Reso 99-50	Reso 04-98(S)(A)	Reso 11-074(A)	Reso 19-081(S)(A)
Ord 05-43(A)	Reso 99-116	Reso 05-22	Reso 14-114	Reso 21-038(S)
Ord 22-59	Reso 00-14	Reso 05-49	Reso 15-097(S)(A)	
	Reso 03-159	Reso 05-125(S)	Reso 16-109	
	Reso 04-94(S)(A)	Reso 06-24(S)	Reso 17-086	



AIRPORT TERMINAL

Advertising Only	
Size 9 x 4 inches	\$75.00 per year
Size 9 x 7 inches	\$100.00 per year
Size 9 x 11 inches	\$125.00 per year
Advertising with Direct Dial Phone	\$350.00 per year
Long Term Parking	\$5.00 per day
Annual Pass	\$500.00 per year

Airport Terminal Fees have been set by the following legislative enactments:

Reso 08-124 Reso 19-081(S)(A)
Reso 93-107
Reso 94-61
Reso 04-98(S)(A)
Reso 10-90(A)



ANIMAL CONTROL

All impounded animals must have current rabies vaccinations prior to being released. Owners of impounded animals will be charged a daily boarding fee for every full day that the animal stays in the shelter. Vaccination fees shall be the owner's responsibility.

The City shall charge for any additional expense incurred by the City in the actual impoundment, transportation, medical care, housing or feeding of any animal; which expenses shall be paid in full prior to the animal's release.

Quarantine at Home		\$50.00	
Quarantine at Shelter		\$50.00 plus daily boarding fee	
Boarding Fee (When Available)		\$25.00 daily	
Turn In		\$35.00	
Impound Fees			
Non-neutered/Non-spayed		Neutered/Spayed	
1 st Offense	\$50.00	1 st Offense	\$50.00
2 nd Offense	\$70.00	2 nd Offense	\$70.00
3 rd Offense	\$100.00	3 rd Offense	\$100.00
4 th Offense or Greater	\$140.00 each	4 th Offense or Greater	\$140.00 each
Live Trap ¹			
Small Trap		\$70.00 deposit; \$1.00 per day (7 day rental max)	
Large Trap		\$150.00 deposit; \$1.00 per day (7 day rental max)	
Adoption Fee ²			
Adult Cat		\$100.00	
Kitten		\$125.00	
Adult Dog		\$165.00	
Puppy		\$205.00	

¹ Deposit is forfeited if the trap is not returned in seven days. A portion of the deposit, up to the entire amount of the deposit, will be forfeited if the trap is damaged.

² Adoption Fee includes vet check, vaccinations, spay/neuter, and microchipping.

Animal Control Fees have been set by the following legislative enactments:

HCC 20.32	Reso 01-85	Reso 19-081(S)(A)
	Reso 14-114	Reso 23-055
	Reso 15-097(S)(A)	



CAMPING

“Campground” means an area owned, controlled, developed and/or maintained by the City, which contains one or more improved campsites or contains adequate area for one or more unimproved campsites.

“Camping Season” means that period of time from April 1 through October 30.

All fees inclusive of sales tax.

Tent Camping Area West (Beach)	\$20.00 per day
All Other City Campgrounds	\$30.00 per day
Impound Fee ¹	\$30.00
Pavilion Rental	\$25.00 per 4 hours

¹ HCC 19.08

Camping Fees have been set by the following legislative enactments:

HCC 19.08	Reso 91-20(S)	Reso 04-98(S)(A)	Reso 17-086	Reso 23-034
	Reso 91-34	Reso 05-05	Reso 18-077(A)	
	Reso 93-35	Reso 15-097(S)(A)	Reso 19-011	
	Reso 99-94	Reso 16-109	Reso 21-058	



CITY CLERKS

Cemetery Plots			
Internment Plot		\$1,000.00	
Cremains Plot		\$400.00	
Memorial Marker Deposit		\$500 refundable upon installation of a permanent marker within 12 month timeframe	
City Council and Commission Meeting Packets			
Cost Per Packet			
0 – 25 Pages	\$5.00	100 – 200 Pages	\$25.00
26 – 50 Pages	\$10.00	200 – 500 Pages	\$30.00
51 – 100 Pages	\$20.00	500+ Pages	\$35.00
City Hall Facility Use			
Cleaning Fee (if facility is not left as found)		Up to \$60.00 additional fee may be applied	
Conference Room – Up to 12 People			
Government Agencies		Exempt (generally)	
Non-Governmental Agency or Entity		\$25.00 per hour \$125.00 per day maximum	
Cowles Council Chambers – Up to 25 People			
Government Agencies		Exempt (generally)	
Non-Governmental Agency or Entity		\$50.00 per hour \$250.00 per day maximum	
Use of Electronic Equipment		\$30.00 IT setup fee for use during business hours \$50.00 per hour, includes staff supervision for use after hours	
City Pins and Mugs			
Logo Pins		\$1.00	
Logo Mugs		\$4.00	
Scene Mugs		\$8.00	
Digital Audio of Meetings (audio files will be provided on a flash drive)		\$25.00 per flash drive	
Elections			
Election Contest Filing Fee		\$750.00	
Election Recount Deposit		\$250.00	
Notary		\$5 per person, up to 3 notary pages \$10 per person for 4 or more notary pages	
Gravel Permit ¹		\$5.00 per application	
Tideland Appraisal Deposit ²		\$2,000.00	

¹ HCC 19.12; Areas B and C of the permit application require no approval of the COE or Division of Lands, HCC 19.12.040(c).

² HCC 18.28.310

City Clerk Fees have been set by the following legislative enactments:

HCC 5.24	Reso 98-28	Reso 14-114	Reso 21-038(S)
HCC 19.12	Reso 03-159	Reso 15-097(S)(A)	Reso 21-058
HCC 18.28.310	Reso 05-125(S)	Reso 17-056	Reso 22-027
	Reso 06-16	Reso 18-042	
	Reso 06-40(A)	Reso 19-081(S)(A)	



COMMUNITY RECREATION FEES

Drop In Activities Only (Ongoing programs. ex: Pickleball, Basketball, Volleyball, etc.)

	Single	10 Visits	3-Month Pass	Individual
Youth (3-17 years) City Locations Only	\$3.00	\$27.00	\$66.00	\$135.00
Youth (3-17 years) Drop In Activities at KPBSD Locations Only	Free	Free	Free	Free
Adult (18 & Up) All Locations	\$5.00	\$45.00	\$110.00	\$230.00
Active Military All Locations	Free	Free	Free	Free

Contracted Instructor Classes (Series of Classes/Programs with specific start and end date, CR fees only. Contracted instructor fees additional and separate)

	Per Class
Youth (3-17 years)	\$3.00
Adult (18 & Up)	\$5.00

Special Events (Ticket fees: contingent upon the cost of production – ex. Film Fest, clinics, league play)

All ages	\$10-75
----------	---------

Community Recreation Fees have been set by the following legislative enactments:

Reso 23-079

Reso 24-054



LIBRARY

Facility Use – Fees for after-hours private use (including building supervision):	
Conference Room	\$50.00 per hour
Reading Lounge	\$50.00 per hour
Children’s Room	\$50.00 per hour
Entire Facility (excluding staff work space)	\$300.00 fee plus \$50.00 per hour staff supervisor \$300.00 damage/cleaning deposit
Library Cards	
Replacement Card	\$5.00 per issue
Temporary Card	\$25.00
Printing & Photo Copy	
Letter Size and Legal Size Per Side	\$0.25 each
11” x 17” Per Side	\$0.35 each
Color Copies – Letter Size and Legal Size per Side	\$0.60 each
Color Copies – 11” X 17” per Side	\$2.00 each
Interlibrary Loan Fee ¹	
Standard Size Books	\$5.00
Photo Copy	\$0.15 per page
Microfilm/Videos/CD’s/Audios	\$6.00
Replacement/Repair of Items ²	
Lost or Damaged Items	Replacement cost plus \$10.00 processing fee per item
Lost or Damaged Cases, Hang-Up Bags, Etc.	Replacement cost or \$2.00, whichever is greater
Lost Map or Inserts	\$10.00 per item
Lost Out-of-Print Items	\$50.00 for Alaskana, or replacement cost if higher
Damaged Item	
Per Page	\$2.00 per page
Book Jacket	\$3.00
Cover Damaged Beyond Repair	Full bindery cost or full replacement cost plus \$7.00 processing charge
Improper Return of Digital Devices	\$25.00 if not returned to Front Desk staff

¹ Additional charges may be assessed.

² To receive a refund on a lost item, patrons must return the item within sixty days of lost status. Refunds of payment for items deemed valuable to the collection and returned after the 60-day period may be made at the discretion of the Director. No refunds will be given for digital devices.

Library Fees have been set by the following legislative enactments:

Ord 05-08	Reso 97-87	Reso 12-006	Reso 18-077A)
	Reso 98-86	Reso 13-076	Reso 20-065
	Reso 99-19(A)	Reso 14-114	Reso 22-027
	Reso 03-87	Reso 15-097(S)(A)	Reso 23-024
	Reso 04-98(S)(A)	Reso 16-109	



PLANNING AND ZONING

Bridge Creek Watershed Permit: Zoning permits are required for the Bridge Creek Watershed Area. Although no fees will be charged for the zoning permits outside of City Limits, the evaluation process is still in effect.

Technical Review of Communication Tower Application: When required, the applicant will be charged for the actual cost of the study, plus a 10% administrative fee. The City will be responsible for hiring and managing the study.

Traffic Impact Analysis and Community Impact Assessment: When required, applicant will be charged for the actual cost of the study, plus a 10% administrative fee. The City will be responsible for hiring and managing the study. Recording (as required) is \$50.00. [Resolutions 03-159 and 96-13; HCC 12.12.03]

Zoning Permit Fees ¹	
Single Family /Duplex	\$300.00
Multi-Family/Commercial/Industrial	\$400.00 plus \$50.00 per hour when over six hours of administrative time
Change of Use Fee	\$50.00
Deck	\$100.00
Employee Occupied Recreational Vehicle in Marine Commercial and Marine Industrial Zoning Districts	\$100.00 annually
Conditional Use Permit Processing Fee ¹	
Amendment	\$200.00
Fence	\$300.00
Single Family/Duplex	\$300.00
Multi-Family/Commercial/Industrial	
Uses Less Than 8,000 Sq. Ft.	\$500.00
Uses 8,001 Sq. Ft. to 15,000 Sq. Ft.	\$1,000.00
Uses 15,001 Sq. Ft. to 25,000 Sq. Ft.	\$2,500.00
Uses 25,001 Sq. Ft. to 40,000 Sq. Ft.	\$5,000.00
Uses 40,001 Sq. Ft. and Larger	\$8,000.00
Zoning Fees – Other	
Rezone ²	\$500.00
Flood Hazard Development Permit	\$200.00
Sign Permit	\$50.00
Variance	\$350.00
Erosion and Sediment Control Plan (BCWPD)	\$300.00

Storm Water Plan Fee	\$200.00
Development Activity Plan (DAP)	\$200.00
Mobile Food Service Fee ³	
Permit (expires at end of the calendar year of issuance)	\$50.00
Preliminary Plat Processing Fee ⁴	\$300.00 or \$100.00 per lot, whichever is greater
Elimination of a Common Interior Lot Line	\$300.00
Right of Way and Section Line Easement Vacation Application Fee	\$300.00 In addition to applicable preliminary plat fees
Utility Easement Vacation	\$50.00
Publication Fees	
Comp Plan	\$20.00
Zoning Map – Small	\$5.00
Zoning Map – Large	\$25.00
Road Maintenance Map – Small	\$5.00
Road Maintenance Map – Large	\$25.00
Zoning Ordinance – HCC 21	\$15.00
Street Renaming Fees	
For name changes or naming of public dedicated streets other than those named during the subdivision process:	
Street Naming Petition and Hearing Advertising Fee	\$150.00
Installation of Each New City Sign, Post, Etc.	\$150.00 per sign
Replacement of Existing City Sign Due to Change Where No Post Is Needed	\$ 80.00 per sign
	The minimum fee shall be either a combination of 1 and 2 OR 1 and 3 above; however, all signs that need to be changed and/or maintained by the City must be paid for prior to installation
For Private Road Naming:	
Street Naming Petition and Hearing Advertising Fee	\$150.00
Installation of Each New City Sign, Post, Etc.	\$150.00 per sign
If No Public Hearing or Public Notice is Necessary, i.e., 100% Petition and No Partial Dedicated Street Involved	No Fee
If No Signs are Required	No Fee

¹ Fees for commencing activities, without a permit, shall be assessed at the regular rate multiplied by one and one half (1.5) for Residential and two (2) for Commercial.

² HCC 21.63 repealed Contract Rezone via Ordinance 03-21

³ HCC 8.11

⁴ Resolutions 07-14, 03-159, and 96-13

Planning and Zoning Fees have been set by the following legislative enactments:

HCC 14.08.035	Reso 00-17	Reso 05-27(S)	Reso 16-109	Reso 22-027
HCC 21.42.060	Reso 03-12(A)	Reso 05-35	Reso 17-010	
HCC Title 21	Reso 03-159	Reso 07-14	Reso 18-074	
	Reso 04-35	Reso 07-45	Reso 21-038(S)	
	Reso 04-98(S)(A)	Reso 08-124	Reso 21-058	



PORT AND HARBOR

Port and Harbor fees can be found in the Homer Tariff No. 1 available on the City of Homer Port & Harbor webpage and the Harbormasters Office.

Port and Harbor Fees have been set by the following legislative enactments:

HCC Title 10	Reso 95-19	Reso 03-104	Reso 12-037(S)
	Reso 95-69	Reso 03-154(S)	Reso 14-114
Ord 95-18(A)	Reso 99-30(A)	Reso 04-96	Reso 15-073
	Reso 99-78(S)	Reso 05-123	Reso 15-091
	Reso 99-101	Reso 06-04	Reso 16-061
	Reso 99-118(A)	Reso 06-52	Reso 18-041(S)
	Reso 00-39	Reso 07-121	Reso 19-080
	Reso 01-84(S)(A)	Reso 08-123	Reso 19-081(S)(A)
	Reso 02-81(A)	Reso 10-89	Reso 21-039(S)
	Reso 03-88	Reso 12-023	



PUBLIC SAFETY

HOMER POLICE DEPARTMENT (HPD)

Noisy Vehicles: Enforcement begins April 28, 2004. Noise greater than 85 decibels (dBA) at a distance of fifty (50) feet is prohibited. Between the hours of 8 p.m. and 8 a.m. not greater than 75 dBA at a distance of fifty (50) feet.

CORR: "CORR" means a correctable/dismissible offense. A citation for one of these offenses may be dismissed (or voided) if proof of correction is presented to a HPD vehicle inspector within thirty (30) days. If the required repair is not made and shown to a vehicle inspector within the specified time, the defendant must pay the fine.

Annual Safety Inspection Commercial Vehicles	\$100.00
Chauffeurs License	\$100.00 application fee plus \$35.00 fee for Fingerprinting to the State of Alaska (none of these fees are refundable)
Engine Brake Use Prohibited:	
First Conviction	\$100.00
Second Conviction Within Six (6) Months of First Conviction	\$200.00 plus proof of satisfactory HPD commercial vehicle inspection
Third Conviction Within Six (6) Months of Any Prior Conviction	\$300.00 plus proof of satisfactory HPD commercial vehicle inspection
Excessive Police Response to Residential Property per Calendar Year ¹	\$250.00
Handicap Parking Violation	\$100.00
Itinerant or Transient Merchant: ²	
Application Fee	\$10.00
60-day License	\$330.00
Muffler Not Working Properly	CORR/\$500.00
Muffler Modified/Excessive Noise	CORR/\$500.00
Muffler Removed or Inoperative	CORR/\$500.00
Noise Exceeds Limits:	
First Conviction	\$100.00
Second Conviction Within 6 Months of First Conviction	\$200.00
Third Conviction Within 6 Months of Any Prior Conviction	\$300.00
Parking Tickets (Paid at City Hall) ³	\$25.00
Public Transportation ⁴	

Vehicle Permit – Expires June 30 th	\$150.00 fiscal year
Permit After January 1 st – Expires June 30 th	\$75.00
Replacement Permit	\$5.00

¹ HCC 6.16.020

² HCC Title 8

³ AAC 13

⁴ HCC 8.12.150 and 8.12.200

Homer Police Department Fees have been set by the following legislative enactments:

HCC 6.16	Reso 06-45	Reso 21-058
HCC Title 7	Reso 10-90(A)	Reso 22-027
HCC Title 8	Reso 15-097(S)(A)	
Ord 01-20	Reso 19-081(S)(A)	

HOMER VOLUNTEER FIRE DEPARTMENT (HVFD)

Ambulance	
Basic Life Support (BLS), Resident	\$750.00 plus \$15.00 per load mile
Basic Life Support, Non-Resident	\$1,000.00 plus \$15.00 per load mile
Advanced Life Support (ALS)1, Resident	\$950.00 plus \$15.00 per load mile
Advanced Life Support 1, Non-Resident	\$1,500.00 plus \$15.00 per load mile
Advanced Life Support 2, Resident	\$1,250.00 plus \$15.00 per load mile
Advanced Life Support 2, Non-Resident	\$1,750.00 plus \$15.00 per load mile
Non-Emergency Transport (Billed as Basic Life Support Resident and Non-Resident Mileage)	\$15 per mile, one-way from pick up location to destination
Standby – Crew of 2 (billed per half hour)	\$60.00 per hour or \$510.00 per 8 hour day
Mileage , one-way load miles	\$15.00 per mile
Medivac	Determined by level of call; see BLS, ALS rate
Fire	
Type 1 Engines (>1,000 gals or 1,500 GPM)	\$240.00 per hour \$2,040.00 per day
Type 1 Tenders (<3,000 gals or 1,000 GPM)	\$144.00 per hour \$1,224.00 per day
Ladder Truck	\$360.00 per hour \$3,060.00 per day
Medic Unit/Ambulance	\$60.00 per hour \$510.00 per day

Brush Patrol	\$100.00 per hour
Command Vehicle	\$50.00 per hour
Rescue/Extrication Truck	\$144.00 per hour (1 hour minimum) \$1,224.00 per day
Command/Utility Vehicle	\$60.00 per hour \$510 per day
6 x 6 ATV	\$25.00 per hour \$200 per day
Volunteer Personnel	
Fire Department IC (1) (IC - Incident Command)	\$36.00 per hour
Safety Officer/Officer	\$36.00 per hour
Driver/Engineer (1 per vehicle)	\$24.00 per hour
Firefighters (Minimum 1 per tender, 2 per Engine)	\$18.00 per hour
EMT (Minimum 2 per Rescue Medical Unit)	\$18.00 per hour

Homer Volunteer Fire Department Fees have been set by the following legislative enactments:

- Reso 91-97 Reso 06-64(S)(A)
- Reso 92-06 Reso 15-097(S)(A)
- Reso 92-43(S) Reso 16-109
- Reso 03-145
- Reso 04-98(S)(A)



PUBLIC WORKS

Not obtaining any permit or not complying with any permit conditions described herein will be subject to Homer City Code General Penalties as described under Chapter 1.16.

Commercial ¹	\$60.00
Development Fee for Private Projects: ²	
Cost Estimate Less than \$100,000	1.0% of cost estimate, but not less than \$250.00
Cost Estimate \$100,000 to \$500,000	0.75% of cost estimate, but not less than \$1,000
Cost Estimate Above \$500,000	0.50% of cost estimate, but not less than \$3,750
*Municipal projects shall include an appropriate project overhead for project administration and inspection.	
Driveway Permit Residential	\$45.00
Long Driveway (addn) ¹	\$105.00
Potable Water	\$5.00 per fill
R.V. Station dumping	\$15.00 per dumping
Utility Construction Project Permit	
Minor (Less Than 150 LF of Right-of-Way Affected)	\$90.00
Major (More Than 150 LF of Right-of-Way Affected)	\$225.00

¹ HCC 11.08.040

² HCC 11.20.070

SUBDIVISION AGREEMENT FEE SCHEDULE

Agreement Application, Plan Review, Inspection, and Warranty Period Deposits

A developer shall pay the City's actual cost associated with the reviewing, approving, coordinating and inspecting improvements required to be completed under a subdivision agreement. The City's cost shall include, but is not limited to, administering the agreement, plan checking, surveillance, and administrative overhead. Prior to initiating each phase of the subdivision approval process, a deposit shall be paid. Deposits shall not bear interest. The deposits shall be held in a separate account and disbursed only as authorized by this fee schedule. The deposits are described below:

- 1) Subdivision Agreement Application: Upon submitting an application agreement, the Developer will provide a \$300 deposit.

- 2) Subdivision Improvement Plan Review: Upon submission of plans for review and approval, the Developer will provide a plan review deposit of .5% of the estimated cost of improvements or \$300, whichever is greater.
- 3) Construction Inspection: Prior to the issuance of a notice to proceed with construction to the Developer, the Developer shall pay a deposit toward the City's costs based upon the estimated cost of the improvements to be constructed under the subdivision agreement as follows:

<u>Estimated Construction Cost</u>	<u>Deposit</u>
\$10,000 or less	\$300.00
Over \$10,000 up to \$50,000	4% of the estimated costs
Over \$50,000 up to \$150,000	3% of the estimated costs
Over \$150,000 up to \$500,000	2.5% of the estimated costs
Over \$500,000	\$13,000.00

After the City finds the subdivision improvements meet City specifications, it shall determine its costs to date. If costs (plus any deposit required under subsection 4 below) exceed the total deposits received, the Developer shall pay the balance to the City prior to final acceptance of the improvements. If the total deposits exceed the costs, the City shall refund the balance (less any deposit required under subsection 4 below) to the Developer.

- 4) Initiation of Warranty Period: Prior to acceptance of completion by the City of the undertaking by the developer, the Developer shall also pay a deposit toward the City's cost incurred during the warranty period under the subdivision agreement in the amount determined by the Public Works Director, but not to exceed \$2,000.

If at any time the City finds its costs exceed the total deposit received, the City may periodically bill and receive payment from the Developer for those actual incurred costs in excess of the amount of deposit.

WATER/SEWER MAIN EXTENSION AND FILL STATION PERMIT

Installation Agreement Application, Plan Review, Inspection, and Warranty Period Deposits

A developer shall pay the City's actual cost associated with the reviewing, approving, coordinating and inspecting water or sewer main extension improvements or fill station improvements required to be completed under an installation agreement. The City's cost shall include, but is not limited to, administering the agreement, plan checking, surveillance, and administrative overhead. Prior to design review or construction of the improvement, a deposit shall be paid. Deposits shall not bear interest. The deposits shall be held in a separate account and disbursed only as authorized by this fee schedule. The deposits are described below:

- 1) Installation Agreement Application: Upon submitting an application agreement, the Owner/Developer will provide a \$300 deposit.
- 2) Improvement Plan Review: Upon submission of plans for review and approval, the Owner/Developer will provide a plan review deposit of .5% of the estimated cost of improvements or \$300, whichever is greater.

- 3) Construction Inspection: Prior to the issuance of a notice to proceed with construction, the Owner/Developer shall pay a deposit toward the City’s costs based upon the estimated cost of the improvements to be constructed under the subdivision agreement as follows:

<u>Estimated Construction Cost</u>	<u>Deposit</u>
\$10,000 or less	\$300.00
Over \$10,000 up to \$50,000	4% of the estimated costs
Over \$50,000 up to \$150,000	3% of the estimated costs
Over \$150,000 up to \$500,000	2.5% of the estimated costs
Over \$500,000	\$13,000.00

After the City finds the improvements meet City specifications, it shall determine its costs to date. If costs (plus any deposit required under subsection 4 below) exceed the total deposits received, the Developer shall pay the balance to the City prior to final acceptance of the improvements. If the total deposits exceed the costs, the City shall refund the balance (less any deposit required under subsection 4 below) to the Developer.

- 4) Initiation of Warranty Period: (applies to water/sewer extension permits only). Prior to acceptance of completion by the City, the Owner/Developer shall also pay a deposit toward the City’s cost incurred during the warranty period under the subdivision agreement in the amount determined by the Public Works Director, but not to exceed \$2,000. If at any time the City finds its costs exceed the total deposit received, the City may periodically bill and receive payment from the Owner/Developer for those actual incurred costs in excess of the amount of deposit.

Commercial/Industrial Waste Disposal permit fees shall be determined by the Public Works Director based on type of discharge, location of discharge, timing of discharge, potential impact to the City’s collection and treatment systems, reasonableness of alternative methods of disposal.

Public Works Fees have been set by the following legislative enactments:

HCC 11.08.040	Reso 95-1	Reso 21-058
HCC 11.20.070	Reso 04-98(S)(A)	
	Reso 15-097(S)(A)	
	Reso 18-077(A)	
	Reso 19-081(S)(A)	



WATER AND SEWER

A 15% admin. fee will be assessed for replacement parts for water/sewer services, functions, pressure reducing valves, sewer saddles, any Public Works Department stock item for resale to public.

Establishing Service (Includes a One-Time Disconnect)	\$75.00
Service Calls, Inspections, Repairs Not to Exceed One Hour	\$25.00 per employee plus equipment and materials
Service Calls, Inspections and Repairs During Normal Operating Hours in Excess of One Hour Labor	Actual labor costs by City plus equipment and materials
Service Calls, Inspections and Repairs after Normal Operating Hours or on Weekends/Holidays	\$50.00 minimum plus equipment and materials or actual cost incurred by City, whichever is greater

WATER (New Water/Sewer Rates per Ordinance 22-61 Effective November 1, 2022)

A 4.85% of total charges charged to every customer outside of city limits in lieu of city sales tax will be applied to those water accounts outside city limits.

Customer Classification Definitions for Determining Water Connection and Extension Permit Fees

Single Family Residential: A unit providing housing for one household; with less than 25% of the building area used for business or commercial purposes.

Multi-Family Residential: A building or lot occupied by more than one household: contained within one building or several building within one complex. Examples of multi-family units includes duplexes, four-plexes and up, apartments, condominiums, co-housing projects, and multiple structures on one lot (where units are normally rented or occupied for longer than one month at a time). Examples of units not considered as multi-family include hotels, motels, B&B's seasonal rooms/cabins (where units are routinely rented or occupied for less than one month at a time.)

Commercial: Any user not defined as Residential.

Water Connection Fee	
Single Family	\$300.00*
Multi-Family/Commercial	\$375.00*
*All other fees for delayed or deferred services, in lieu of assessments and necessary right-of-way permits, shall be in addition to the permit fee. A property owner installing a water connection which qualifies for a deferred assessment payment or makes a payment in lieu of assessment shall pay the assessment prior to issuance of the connection permit.	

Customer Classification Definitions for Determining Water Rates

Bulk Water Customers: The bulk water customers are the resellers of water or water users who purchase water from the water plant directly and are not in the metered water distribution system.

Non-Bulk Customers: All customers who receive water from the metered water distribution system.

Multi-Units: An additional \$5 monthly charge shall apply to each of the units of a building or lot occupied by more than one household or commercial entity contained within one building or several buildings within one complex. Examples of multi-family units include duplexes, four-plexes and up, apartments, condominiums, co-housing projects, and multiple structures on one lot (where units are normally rented or occupied for longer than one month at a time). Examples of units not considered as multi-family include hotels, motels, and B&B's seasonal rooms/cabins (where units are routinely rented or occupied for less than one month at a time.)

This fee applies to all multi-unit structures defined in the sewer section of this for apartments, rental units or multi-unit buildings where each unit would have one or more restrooms and are intended to be rented on a monthly basis where there is only one meter installed, excluding a rental building restroom used for shared or public use.

Water Rate Schedule

All water utility services shall be billed according to the following schedule. This schedule is for monthly water service and is in addition to any charges for connecting or disconnecting the service, installation of the service or any assessment of the improvements.

Water Rates

Table III

Customer Classification	Monthly Service	Usage Charge/Gallon
Non-Lift-Station Customer	\$0.00	\$0.0172
Lift-Station Customer	\$0.00	\$0.0172
Multi-units (additional per unit)	\$5.00	N/A
Bulk Water	\$0.00	\$0.0201

Meter Size Deposits

\$750 meter deposit shall apply to metered fire hydrant connections. The deposit will be returned when the meter is returned undamaged. This deposit may be waived upon the recommendation of the Public Works Superintendent.

If a bulk water customer purchases a meter from the City for measuring the quantity of water purchased, it shall be exempt from the monthly meter service charge. It is the responsibility of the bulk water customer to maintain that meter so the City can accurately determine the amount of water being purchased. In the event the meter fails, it is the bulk water customer's responsibility, at its expense, to repair it or purchase a replacement meter from the City. The City may at any time test the meter for accuracy.

Size (inches)	Residential Users	Non-residential Users
5/8	\$75.00	\$220.00
3/4	\$80.00	\$230.00

1	\$90.00	\$250.00
1-1/2	\$115.00	\$310.00
2	\$150.00	\$370.00
3	\$220.00	\$525.00
4	\$310.00	\$730.00
6	\$520.00	\$1,225.00

SEWER (New Water/Sewer Rates per Ordinance 22-61 Effective November 1, 2022)

Customer Classification Definitions for Determining Sewer Connection and Extension Permit Fees

Single Family Residential: A unit providing housing for one household; with less than 25% of the building area used for business or commercial purposes.

Multi-Family Residential: A building or lot occupied by more than one household: contained within one building or several buildings within one complex. Examples of multi-family units includes duplexes, four-plexes and up, apartments, condominiums, co-housing projects, and multiple structures on one lot (where units are normally rented or occupied for longer than one month at a time). Examples of units not considered as multi-family include hotels, motels, B&B's seasonal rooms/cabins (where units are routinely rented or occupied for less than one month at a time.)

Commercial: Any user not defined as Residential.

Sewer Connection Permit Fee	
Single Family	\$255.00*
Multi-Family/Commercial	\$330.00*
*All other fees for delayed or deferred services, in lieu of assessments and necessary right-of-way permits, shall be in addition to the permit fee. A property owner installing a sewer connection which qualifies for a deferred assessment payment or makes a payment in lieu of assessment shall pay the assessment prior to issuance of the connection permit.	

Customer Classification Definitions for Determining Sewer Rates

Lift Station Zone Customer: There are eleven sewage lift/pump stations that are used for pumping wastewater or sewage from areas with lower elevation than the treatment plant. Customers who are located in these areas shall be charged additional fees for the cost added to the services (see Table I and II).

Non-Lift Station Zone Customer: Customers who are located in the zone that do not need lift/pump station services.

Sewer System Dischargers (Sewer ONLY customers): Customers who use sewer service only shall be charged a monthly fee of \$5 plus sewer usage fee based on assessed volume of 3,000 gallons per month multiplied by the applicable sewage rate (see Table II). Kachemak City Local Improvement District (LID)

members have contributed to the initial cost of the sewer treatment plant and the collection system. For Kachemak City LID dischargers connected within the LID, the City of Homer shall bill Kachemak City in one single bill at the Lift-Station Zone Rate of \$88.50 (\$82.50 +\$6.00) per month per customer. Kachemak City shall be billed a \$5 monthly service charge to cover all Kachemak City sewer customers and shall be responsible for payment to the City of Homer.

Sewer Rate Schedule

All sewer utility services shall be billed according to the following schedule (Table I, II). This schedule is for monthly sewer services and is in addition to any charges for connecting or disconnecting the service, installation of the service, or any assessment of the improvements.

Sewer Rates

Table I

Customer Classification	Monthly Service	Usage Charge/Gallon
Non-Lift-Station Customer	\$0	\$0.0171
Lift-Station Customer	\$0	\$0.0272
Multi-units (additional per unit)	\$5.00	N/A
Water and Sewer Rates Combined		
Combined Costs W/S Regular		\$0.0343
Combined Costs W/s Lift Station		\$0.0444

Sewer ONLY Customers Rates

Table II

	Fees/Rate/Usage	Per Customer Per Month
Non-Lift-Station Customer	\$0.0167/Gal	\$0.0171 (\$51.30/3000 gals)
Lift-Station Customer	\$0.0275/Gal	\$0.0272 (\$81.60/3000 gals)
Monthly Service	\$5.00/customer/mo.	\$5.00 (Kachemak City customers will be exempt from \$5 monthly service fee. Kachemak City will be billed a \$5 monthly service fee to cover all Kachemak City sewer customers.)
Pumping Fee (<i>If Applicable</i>)	N/A	\$6.25
Assumption: Avg. Sewer Usage	3,000 Gal/Mo.	

Domestic sewer service customers who use large quantities of City water in addition to their domestic use shall be allowed, with the Public Works Director's approval, to install an additional water meter on the domestic water use line for the purpose of metering and charging for domestic sewer system use. Sewer system use will be billed monthly.

The City will allow, upon approval by Public Works and a permit from the Public Works Department, a second water usage meter – called a seasonal sewer meter – for each customer that desires to measure

the flow of City water that is not discharged to the sewer system during the summer growing season, June 15 through September 15. Rates noted above do not apply.

Seasonal Sewer Meter Fee is \$251.75.

This second meter will be read monthly during the summer and sewer charges will be credited monthly. The meter may not be subject to read during the fall and winter months. Any charges accrued during that period will be reflected the first billing cycle the meter is read.

RESIDENTIAL HOLDING TANK FEES [Resolution 02-23]

City of Homer will bill property owner/customer monthly for City service, not pumping contractor charge. Property owner/customer is responsible for payment to pumping contractor.

Each property owner/customer will be billed once each month, regardless of number of pumping:

1 (one) Customer Charge	\$3.98
1 (one) General Service Charge	\$16.95
Commodity Charge	\$12.00 per pumping

City of Homer monthly billing examples based on number of pumping per month:

Type of Charge	No Pumping	1 mo. Pumping	3 mo. Pumping
Customer Charge	\$3.98	\$3.98	\$3.98
General Service Charge	\$16.95	\$16.95	\$16.95
Commodity Charge	\$0	\$12.00	\$36.00
Total Monthly Bill	\$20.93	\$32.93	\$56.93

Water and Sewer Fees have been set by the following legislative enactments:

HCC Title 14	Ord 13-30(A)	Reso 00-34	Reso 05-125	Reso 14-060
	Ord 19-09(S)	Reso 00-123	Reso 06-04	Reso 16-063(S-2)
Ord 97-7	Ord 22-61	Reso 01-80(A)	Reso 07-119(A)	Reso 18-077(A)
Ord 97-13	Ord 23-24	Reso 02-80	Reso 07-120(A)	Reso 19-036(S)
Ord Ord 97-14		Reso 03-159	Reso 09-48(S)(A)	Reso 19-081(S)(A)
Ord 97-5(S)(A)		Reso 04-94(S)(A)	Reso 09-47(S)(A)	Reso 20-118(S)
Ord 97-17(A)		Reso 04-95	Reso 11-062(A)	
Ord 00-02		Reso 05-09	Reso 11-094(S)	
Ord 06-62(A)		Reso 05-121(A)	Reso 13-048(S-2)(A-3)	
Ord 11-43		Reso 05-122	Reso 15-074(A-2)	

**CITY OF HOMER LIBRARY ADVISORY BOARD
BYLAWS**

ARTICLE I – NAME AND AUTHORIZATION

This organization shall be called the Library Advisory Board, established via Ordinance 80-2, existing by virtue of the provisions of Chapter 2.48 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on April 8, 2024, and shall be in effect and govern the procedures of the Library Advisory Board.

ARTICLE II – PURPOSE

Section 1. Establish operational policies for the library program, and submit same to the City Council for approval.

Section 2. Assist the Library Director in preparation and presentation of the annual budget request to the City Council.

Section 3. Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.

Section 4. Solicit donations of money and/or property for the benefit of the Library.

Section 5. Represent the Library to the community.

ARTICLE III – MEMBERS

Section 1. The Board shall consist of seven members comprised of at least five (5) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1st of designated years.

Section 2. Notice of term expirations will be delivered to members by the City Clerk’s Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk’s Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member’s appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting members. The Mayor, City Manager, and Library Director may serve as non-voting, consulting members.

ARTICLE IV – OFFICERS

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed Boardmembers at the regular April meeting of the Board.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

ARTICLE V – CITY STAFF ROLES

Section 1. The Library Director shall serve as a staff liaison to the Board. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Board. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as the Board's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

ARTICLE VI – MEETINGS

Section 1. Regular meetings shall be open to the public and held on the third Tuesday of each month, excluding June and July, at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Special meetings and Worksessions may be called by the Library Director, Chair, or a majority of the Board. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted.

Worksessions do also require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO	NOTICE OF MEETING REGULAR MEETING AGENDA NAME OF BODY DAY OF WEEK, DATE, AND TIME OF MEETING PHYSICAL LOCATION OF MEETING & MEETING ROOM	DEPT. CONTACT INFO (City Clerk's Office)
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1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE MAYOR/COUNCILMEMBER (If one is present)
15. COMMENTS OF THE BOARD (includes Comments of the Chair since they are part of the board.)
16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation by Zoom webinar is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

ARTICLE VII – GENERAL OPERATING PROCEDURES

Section 1. The Board shall abide by the current edition of Robert’s Rules of Order insofar as it is consistent with the Board’s bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.48 Public Library; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member’s absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Board.

ARTICLE VIII – COMMITTEES

Section 1. Committees of one or more members for such specific purposes as the business of the Board will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

ARTICLE IX – BYLAW AMENDMENTS

The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council via resolution.



MEMORANDUM /AGENDA ITEM REPORT

History of City Funding Accounts for the Homer Public Library

Item Type: Informational memorandum
Prepared For: Library Advisory Board
Date: Jan. 23, 2026
From: Dave Berry, Library Director
Through:

SUMMARY

Over the past 50 years, the City of Homer has maintained various accounts to provide funding for the Homer Public Library. Accounts have been created, disbanded and reorganized multiple times.

A recurring issue concerns money donated by private citizens or nonprofit entities. The City government currently has no efficient system for managing these funds while respecting the intent of the donors, and maintaining individual accounts for donations represents a significant burden on the City finance office. In 2020, the City created the library endowment fund within the Homer Foundation for precisely this reason, and the rapid growth of that fund demonstrates the benefits of placing privately-given monies in the hands of professional fundraisers.

The chart below summarizes the history of these funds. The paragraphs that follow describe them in greater detail.

SUMMARY OF LIBRARY FUNDING HISTORY, 1983-2026

Date	Action	Relevant Documents	Amount	Fund Code
12/12/1983	Establishment of original library endowment fund.	Homer Public Library Endowment Fund: Management Agreement	\$12,291.23	
2002 or earlier	Establishment of Library Expansion Account. Memo 20-012 notes that “This project was designed for library expansion prior to 2002.”			151-0723
2002	Last activity in the Library Expansion Account.	Memo 20-012		
2004	Closure of original library endowment fund and transfer of the balance to the Homer Foundation, where it serves as the seed for the Friends of Homer Library endowment.	Reso. 04-01	\$12,300.00	
2004?	Library Building Account established. Memo 20-012 notes that “This project was to record revenues and expenditures associated with the library expansion, move and construction of the new building. Both revenues and expenditures came in slightly under budget.”			151-0722
2013 or earlier	Consortium Library Account established. Memo 20-012 notes that “This project was the old library reserves.”			151-0721
2013	Last activity in the Consortium Building Account.	Memo 20-012		
2015	Last activity in the Library Building Account.	Memo 20-012		

2019	Ordinance 19-57(S-2) merges the Library Expansion Account, the Library Building Account and the Consortium Library Account into a Library Reserves Account, also known as the Library Donations Account.	Ord. 19-57(S-2) Memo 20-012	\$110,436.44 from Consortium Library Account; \$14,880.74 from Library Building Account; \$40,574.95 from Library Expansion Account; Total transfer \$165,892.13.	803-0375
3/10/2020	Current library endowment fund established in the Homer Foundation. Transfer of \$10,000 from the Library Donation Account as seed money.	Ord. 20-10(S) Reso. 20-20(A)(S)	\$10,000	
2019?	Capital Asset Repair and Maintenance Allowance (CARMA) created.			156-0390
6/14/2021	All departmental CARMA funds consolidated into a single General CARMA Fund.	Ord. 21-30(S)	\$173,163.00	156-0375

ORIGINAL ENDOWMENT FUND, 1983-2004

Homer Public Library, Inc. transferred ownership of the library to the City in 1977. In December 1983, the nonprofit dissolved and deposited all its remaining financial assets (about \$12,000) into a special account managed by the City finance office. That account was the first library endowment.

The City managed the endowment fund for about 20 years. In 2004, the Council passed Reso. 04-01, which transferred the remaining balance into the Homer Foundation and created the Friends of Homer Library Endowment Fund. As the heirs of HPL, Inc., the Friends still maintain the fund today.

The experience showed that the City can manage an endowment itself, but it provides little return to offset the demands on staff. The City finance office is not a fundraising operation and does not handle tasks like thank-you letters, tax acknowledgements or outreach to donors. Over the course of two decades the fund barely grew at all (though I believe the library took some money out for buying materials). It also raised questions about the propriety of City personnel managing investments on behalf of private donors.

LIBRARY DONATION ACCOUNT, 2002-PRESENT

In the beginning of this century, various community groups coalesced around a fundraising drive to gather money for a new library building. There were three main groups working on it:

- The Friends of Homer Library
- The Library Advisory Board
- The New Library Project Capital Campaign, which did most of the work. This group drove the fundraising efforts and hired a professional fundraiser.

The money raised from donations was parked in the Library Donation Account, which also holds some funds that were deposited there when the City cleaned up its project accounts in 2019. I don't know the original source of the funding for those project accounts, but it may well have also been private donations or grantors.

The Library Donation Fund is yet another example of a fund sitting in the City's coffers despite the fact that it's not actually City money. It comes from private donations, not taxpayers.

It is not an endowment. The entire amount of the fund is available for use. As of Sept. 30, 2025, it held \$188,761.

Possible Future Options for the Library Donation Account

- Leave the account as-is. The entire balance is available for use and the process is simple, since it just involves passing an ordinance. On the downside, the City finance office must maintain it, and it grows slowly. Donor intent places limitations on how the funds can be spent.
- Transfer the balance to the current library endowment fund (see below). This puts the money to work in a faster-growing fund, but only the annual return is spendable. It reduces the workload on the finance office and clearly separates public monies from private ones. The Homer Foundation charges some fees for services but currently pays an annual dividend of 4%.
- Create a non-endowed fund in the Homer Foundation. This splits the difference between the two previous options. The entire balance is available for use and there is no burden on the City finance office. The Foundation charges a service fee but also assists with advertising and soliciting donors. Donor confusion is inevitable, since the Foundation already hosts the library endowment fund and two funds that belong to the Friends of the Library.

CURRENT ENDOWMENT FUND, 2020-PRESENT

In 2019-20, the LAB did a great deal of research about how to best structure the endowment. This involved talking to other libraries across the country and hearing presentations from several different community foundations. Council passed Reso. 20-020(A)(S) and Ord. 20-10(S) in 2020,

creating the current library endowment. The original \$10,000 seed money came from the Library Donation Fund. The final whereas clause in the establishing ordinance reads,

WHEREAS, it is appropriate to use the Library Donation fund, which represents a combination of funds donated to the library and transfers to the fund from closing out project accounts related to the construction of the library, to meet the minimum threshold for a Field of Interest fund.

As of Dec. 31, 2025, the principal in the fund has grown to \$118,685. To date, we have not taken any disbursements from the fund, but we could spend up to \$7,688.01.

Services the Homer Foundation provides to the City

- Fostering relationships with donors
- Tax-deductible contributions
- Investment management and reporting
- A simple and easy donation portal

Disbursement Process

As far as the Homer Foundation is concerned, the Library Endowment Fund is just another field-of-interest fund, like many of their other holdings. It can be used to make grants. The only difference is that there is only one possible grantee—the City of Homer.

The process for taking a disbursement from the fund is almost exactly the same process we would go through to get any other grant from the Homer Foundation. If anything, it's a little stricter about financial controls, because the LAB would also be involved in reviewing the request. Here's how it works:

1. Library staff go to the LAB and propose withdrawing money from the spendable balance for a specific purpose.

2. The LAB makes a recommendation to City Council approving the request.
3. Council passes a resolution directing staff to fill out a grant application with the Homer Foundation.
4. Staff fill out that application.
5. The Homer Foundation sends an award letter to the City.
6. Council passes an ordinance to accept the funds and appropriate them for the aforementioned purpose.
7. The Homer Foundation sends a check to the City.
8. The City finance department records and deposits the funds as grant revenue for the year in question.

CAPITAL ASSET REPAIR AND MAINTENANCE ALLOWANCE (CARMA), 2021-PRESENT

In 2021, the City government created CARMA accounts for all departments. This is taxpayer money set aside for maintenance and upkeep of public infrastructure. It is not a donation account and the funds fall under the regular City budget process.

RECOMMENDATION:

For discussion.

ATTACHMENTS:

- Original Endowment Contract
- Reso. 04-01
- Reso. 20-020(A)(S)
- Ord. 20-10(S)

- Quarterly Fund Statement from the Homer Foundation re: Library Endowment Fund to 12/31/25



MEMORANDUM

Ord. 26-10: An Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget and Appropriating \$29,000 from the Library Donation Account to Complete Construction and Installation of a Security Grille at the Homer Public Library.

Item Type: Backup Memorandum
Prepared For: Homer Mayor and City Council
Date: January 14, 2026
From: Library Director Dave Berry
Through: City Manager Melissa Jacobsen

The project to install a security grille at the Homer Public Library is moving forward. With \$30,000 allocated from Ord. 24-24(A) and \$19,000 contributed by the Rasmuson Foundation, the total project funding comes to \$49,000.

On Jan. 13, the City opened the bids that construction companies had submitted for installing a security grille at the Homer Public Library. Unfortunately, the bids came in higher than hoped, bringing the final cost of the project to roughly \$71,000.

During the construction of the current library building in 2004-2006, private donors contributed funds towards the building, and the leftover funds from that construction are still in an account called the "Library Donation Account." **As of Sept. 30, 2025, it held \$188,761.**

After consulting with the Public Works department and the City Manager, I recommend allocating **\$29,000 from the Library Donations Account** to complete the project. This would finish the job and allow a contingency of about \$7,000 in case of cost overruns. Any unexpended money can simply be retained in the Library Donation Account. Drawing on this account has no impact on the general fund.

I believe that using these funds to improve the library building is fully in keeping with the intentions of the original donors, who gave that money to construct the building in the first place.

If we award a contract to the lowest bidder for the construction, the breakdown would be as follows:

Project Funding	
Council Appropriation (Ord. 24-24(A))	\$ 30,000
Rasmuson Grant	\$ 19,000
Total Funding Available	\$ 49,000
Project Expenses	
Architectural Design	\$ (9,651)
Fire Marshal Review	\$ (435)
Bidding and Construction Assistance	\$ (5,920)
Construction Bid (pending contract)	\$ (54,950)
Total Project Expenses	\$ (70,956)
Project Funding Balance	\$ (21,956)
Supplemental Funding Recommendation	
Library Donation Account	\$ 29,000
Total Supplemental Funding	\$ 29,000

RECOMMENDATION:

Allocate \$29,000 from the Library Donation Account to complete construction on the security grille.

March 4, 1993

City of Homer
491 East Pioneer Avenue
Homer, AK 99603

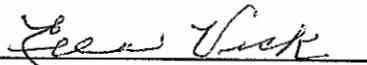
HOMER PUBLIC LIBRARY ENDOWMENT FUND
MANAGEMENT AGREEMENT 12TH OF DECEMBER 1983

MANAGEMENT. Page 2, line 14. The city shall accumulate in said fund all income earned by the fund for acquisition of books and equipment for the Library, and for such other purposes as the Board from time to time shall advise in writing.

This far the interest is accrued to the principal. There were no disbursements during the same period. Page 60 under the title Operating Revenues.

Effective after Library expansion, Librarian shall use interest earned for that year and every year thereafter to purchase books.

The Librarian shall provide a copy of invoice of books purchased to each member of the Homer Public Library Advisory Board.



Ella Vick

Arleen Kranich

1 HOMER PUBLIC LIBRARY ENDOWMENT FUND

2 MANAGEMENT AGREEMENT

3
4 This Agreement made this 12th day of DECEMBER, 1983, between
5 the Board of Directors of the Homer Public Library, Inc., an Alaskan
6 non-profit corporation (hereinafter "Board") and the City of Homer
7 (hereinafter "City").

8
9 WITNESSETH:

10
11 WHEREAS, the Board desires and intends to establish an endowment
12 fund to provide financial support for the Homer Public Library and
13 desires that the City manage said fund; and

14 WHEREAS, the City is agreeable to managing said endowment fund
15 for and on behalf of the Board for the benefit of the Homer Public
16 Library,

17 NOW THEREFORE, in consideration of the mutual promises and
18 agreements hereinafter set forth and the benefits to be derived
19 therefrom, the parties agree as follows:

20 1. INITIAL DEPOSIT. The Board agrees to deposit with the City
21 the sum of \$12,291.23 which sum shall constitute the initial principal
22 of the Homer Public Library endowment fund.

23 2. SEPARATE FUND ESTABLISHED. The City agrees to establish a
24 separate account known as the Homer Public Library Endowment Fund, and
25 to deposit the sum specified in paragraph one above in that account
26 and agrees to deposit all the funds from the original into said

account.

1 3. MANAGEMENT. The City agrees to manage and invest said
2 account for the sold^e and exclusive benefit of the Homer Public Library
3 endowment fund, and in such capacity shall exercise the judgment and
4 care, under the circumstances then prevailing, that men of prudence,
5 discretion and intelligence exercise in the management of their own
6 affairs, not in regard to speculation, but in regard to the permanent
7 disposition of their funds, considering the probable income as well as
8 the probable safety of their capital. Within the limitations of the
9 foregoing standard, the City is authorized to invest in time
10 certificates of deposit, and other insured money market investments,
11 of the highest degree of financial security and to make such
12 investments under the same standards and constraints that persons of
13 prudence, discretion, and intelligence acquire for their own account.
14 The City shall accumulate in said fund all income earned by the fund
15 for the acquisition of books and equipment for the Library, and for
16 such other purposes as the Board from time to time shall advise in
17 writing.

18 4. INVASION OF PRINCIPAL. At no time, without the express
19 written consent of the Board, shall the City invade the principal of
20 the Homer Public Library endowment fund for any purposes.

21 5. ANNUAL ACCOUNTING. The City shall render annually to the
22 Board a statement of account showing in detail all receipts,
23 disbursements, and distributions of the fund, principal and income.

24 6. WAIVER OF MANAGEMENT FEES. The City shall not receive, and
25 hereby waives, all fees and compensation for its services in managing
26

STATE OF ALASKA)
) ss.
1 THIRD JUDICIAL DISTRICT)

2 THIS IS TO CERTIFY that on this 7th day of December,
3 1983, before me, the undersigned Notary Public in and for Alaska, duly
4 commissioned and sworn as such, personally appeared ROBERT KLEIN,
5 known to me to be the Interim City Manager of the CITY OF HOMER,
6 ALASKA, and he acknowledged to me the execution of the foregoing
7 Agreement for and on behalf of the City of Homer, Alaska, and further
8 acknowledged to me that said instrument was signed and sealed by him
9 on behalf of the City of Homer, Alaska, pursuant to authorization duly
10 adopted by the Common Council of Homer, Alaska.

11 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my
12 notarial seal, the day and year in this certificate first above
13 written.

14 Kathleen Herold
15 Notary Public in and for Alaska
16 My commission expires: 10-22-85

**CITY OF HOMER
HOMER, ALASKA**

Finance Department
Library Department

RESOLUTION NO. 04-01

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE DISSOLUTION OF THE LIBRARY TRUST ACCOUNT AND TRANSFER THE FUNDS TO THE FRIENDS OF THE LIBRARY TO CREATE AN ENDOWMENT FUND WITH THE HOMER FOUNDATION.

WHEREAS, In December 1983 a management agreement was signed between Homer Public Library Inc. and the City of Homer to create an endowment fund for the Homer Public Library in the amount of \$12,291.23; and

WHEREAS, In 1983 Homer Public Library Inc. was formally dissolved, and

WHEREAS, the Library Advisory Board and the Friends of the Library both have discussed this idea and are in support of moving the funds to the Homer Foundation as seed money for the Library endowment account, and

WHEREAS, the returns available through the creation of an endowment account with the Homer Foundation are greater then investments through the City and this will encourage others to contribute to the endowment account, and

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council Authorizing the dissolution of the library trust account and transfer the funds to the friends of the library to create an endowment fund with the homer foundation.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the endowment account created with the Homer foundation will keep to the original spirit of the 1983 management agreement and authorizes the City Manager to sign the appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 12th day of January, 2004.

CITY OF HOMER



JACK CUSHING, MAYOR

ATTEST:



MARY CALHOUN, CITY CLERK

Fiscal Note: Transfers \$12,300 to the Friends of the Library and closes out the City's Library trust account.

Letter of Transmittal
For the
HOMER PUBLIC LIBRARY FUND
an Agency Endowment Fund with the Homer Foundation

May 20, 2004

Homer Foundation
P.O. Box 2600
Homer, Alaska 99603

Dear Board of Trustees:

We have delivered as a gift to the Homer Foundation the property described in Schedule A hereof. It is our request that such gift, together with any additional gifts which may hereafter be made by us or other donors to the fund hereafter described, be used to establish and maintain the Homer Library Fund (the "Fund") of the Homer Foundation (the "Foundation") to be held and administered as follows:

1. The Homer Library Fund shall be known and identified as such by the Foundation and its Trustees in the course of the administration and distribution thereof.
2. The income from the Fund shall be distributed at least annually to support the mission of the Friends of the Homer Public Library, Inc.
3. Distributions as provided in paragraph 2 shall ordinarily be made out of income only, so that the principal of the Fund may be preserved and maintained as an endowment. However, the Foundation Trustees may, if they consider unusual circumstances to exist which make it advisable to invade principal, authorize distributions from the principal, except that the principal amount shall never be reduced by such expenditures to less than \$12,300.00.

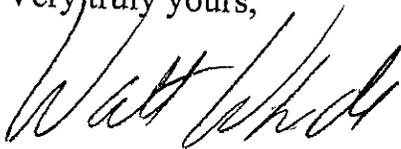
4. Notwithstanding anything herein contained to the contrary, the Fund shall at all times be held and administered in accordance with the provisions of the Articles of Incorporation and Bylaws of the Foundation and applicable tax regulations, all of which are hereby accepted and agreed to by the undersigned, including those provisions relating to amendment, termination and variance from the donors' directions. The undersigned acknowledges that under the provisions of the applicable tax regulations, the Foundation Trustees have the power and the duty to modify any restrictions or condition on the distribution of funds for any specified charitable purpose if, in its sole discretion, the recipient has become, in effect, unnecessary or incapable of fulfillment or inconsistent with the charitable needs of the community.

If the foregoing is acceptable to the Foundation, kindly so indicate by dating and signing the enclosed copies of this letter in the space provided below and return one to my attention. Upon such acceptance, this letter will constitute our agreement with respect to the Fund and all prior discussions and agreements concerning the Fund are merged herein and are made a part hereof.

All correspondence, reports, or inquiries shall be mailed to the attention of the Homer Public Library Director:

Helen Hill, Director
Homer Public Library
141 W. Pioneer Ave.
Homer, AK 99603
235-3180 ex. 21
hhill@ci.homr.ak.us

Very truly yours,



Walt Wrede, Manager
City of Homer

Memorandum of Understanding

The Homer Public Library Endowment Fund Distribution of Earnings

PREAMBLE:

It is the desire of parties to define the relationship and duties of the parties in regards to the distribution of the earnings from the Homer Public Library Fund, an endowment fund established at the Homer Foundation.

ARTICLE 1. PARTIES

This agreement is between the City of Homer (the "City"), an Alaska municipal corporation, the Friends of the Homer Public Library (the "Friends"), a 501(c)(3) charitable corporation organized under the laws of the State of Alaska, and the Homer Foundation, a community foundation as defined in the US Tax Code, and a 501(c)(3) charitable corporation organized under the laws of the State of Alaska.

ARTICLE 2. PURPOSE

The purpose of this memorandum is to establish a process for the distribution of endowment fund earnings. The earnings shall only be used to provide supplemental financial support for the library services and programs, including the maintenance of the library building(s), its furniture and fixtures.

ARTICLE 3. DUTIES OF THE CITY

The City has the authority, under State law and city code, to operate, staff and maintain a municipal library. The City and the Friends are parties to an earlier memorandum (Attachment "A") which is incorporated here by reference.

When the Homer Public Library was established as a City department, the City agreed to accept a sum of money, currently valued at approximately \$12,300.00, in trust for the operation of the Library. The City has entered into an agreement with the Homer Foundation (Attachment "B") that transfers the trust assets and trust responsibilities to the Homer Foundation.

The City desires that the earnings of the trust (hereinafter referred to as the Library Fund) be regularly, but no longer than annually, distributed for the purposes described herein. This agreement does not preclude the City from accepting funds directly from either of the other parties, and acknowledges that the acceptance of those funds is predicated on the promise for expenditure only for the purposes herein.

ARTICLE 4. DUTIES OF THE FRIENDS

The mission of the Friends is to engage in activities that encourage public use and enjoyment of the library programs and facilities. The Friends have the authority under State law and Federal tax code to undertake fund raising activities to support that mission. The Friends agree to accept the proceeds of the Library Fund and, at least annually, purchase, fund or hypothecate funds for those materials, services, equipment, books or programs, as consistent with its mission, goals and objectives, and the restrictions of this agreement. Nothing herein prevents the Friends from forwarding the earnings, or portion thereof, to the City for inclusion in its annual budget for library operations.

ARTICLE 5. DUTIES OF THE HOMER FOUNDATION

The Homer Foundation has the fiduciary responsibility for the prudent investment and accounting of the Library Fund. The Foundation will accept new donations that will help grow the fund. The Foundation will, at least annually, distribute the Library Fund earnings to the Friends. In the event the Friends fails in meeting its obligations under this agreement, or ceases operations, the Homer Foundation shall seek other organizations or methods that will assure the application of the earnings to those purposes for which the Library Fund was established.

ARTICLE 6. CONDITIONS

Following the execution of this document by the parties, the City shall complete and execute the agreement described above (Attachment "B") and deposit the funds that establish the Library Fund. Nothing in this agreement allows for the application or distribution of funds from the Library Fund, other than its earnings. The Friends and the City agree that distributions from the Library Fund are limited to the earnings, and that method of determining earnings shall be the sole responsibility of the Homer Foundation.

ARTICLE 7. ADDITIONAL CONTRACT PROVISIONS

The effective date of this agreement is the date this agreement is signed by the City.

Steven Shank PRESIDENT 5-27-04
For Friends of the Homer Library: Name and Title Date

Walt Wood 5/27/04
For City of Homer: Name and Title Date

Py Steward, Director 5-20-04
For the Homer Foundation: Name and Title Date

1 HOMER PUBLIC LIBRARY ENDOWMENT FUND

2 MANAGEMENT AGREEMENT

3
4 This Agreement made this 12th day of DECEMBER, 1983, between
5 the Board of Directors of the Homer Public Library, Inc., an Alaskan
6 non-profit corporation (hereinafter "Board") and the City of Homer
7 (hereinafter "City").

8
9 WITNESSETH:

10
11 WHEREAS, the Board desires and intends to establish an endowment
12 fund to provide financial support for the Homer Public Library and
13 desires that the City manage said fund; and

14 WHEREAS, the City is agreeable to managing said endowment fund
15 for and on behalf of the Board for the benefit of the Homer Public
16 Library,

17 NOW THEREFORE, in consideration of the mutual promises and
18 agreements hereinafter set forth and the benefits to be derived
19 therefrom, the parties agree as follows:

20 1. INITIAL DEPOSIT. The Board agrees to deposit with the City
21 the sum of \$12,291.23 which sum shall constitute the initial principal
22 of the Homer Public Library endowment fund.

23 2. SEPARATE FUND ESTABLISHED. The City agrees to establish a
24 separate account known as the Homer Public Library Endowment Fund, and
25 to deposit the sum specified in paragraph one above in that account
26 and agrees to deposit all income funds from the original into said

account.

1 3. MANAGEMENT. The City agrees to manage and invest said
2 account for the sold and exclusive benefit of the Homer Public Library
3 endowment fund, and in such capacity shall exercise the judgment and
4 care, under the circumstances then prevailing, that men of prudence,
5 discretion and intelligence exercise in the management of their own
6 affairs, not in regard to speculation, but in regard to the permanent
7 disposition of their funds, considering the probable income as well as
8 the probable safety of their capital. Within the limitations of the
9 foregoing standard, the City is authorized to invest in time
10 certificates of deposit, and other insured money market investments,
11 of the highest degree of financial security and to make such
12 investments under the same standards and constraints that persons of
13 prudence, discretion, and intelligence acquire for their own account.
14 The City shall accumulate in said fund all income earned by the fund
15 for the acquisition of books and equipment for the Library, and for
16 such other purposes as the Board from time to time shall advise in
17 writing.

18 4. INVASION OF PRINCIPAL. At no time, without the express
19 written consent of the Board, shall the City invade the principal of
20 the Homer Public Library endowment fund for any purposes.

21 5. ANNUAL ACCOUNTING. The City shall render annually to the
22 Board a statement of account showing in detail all receipts,
23 disbursements, and distributions of the fund, principal and income.

24 6. WAIVER OF MANAGEMENT FEES. The City shall not receive, and
25 hereby waives, all fees and compensation for its services in managing
26

STATE OF ALASKA)
) ss.
1 THIRD JUDICIAL DISTRICT)

2 THIS IS TO CERTIFY that on this *7th* day of *December*,
3 *1983*, before me, the undersigned Notary Public in and for Alaska, duly
4 commissioned and sworn as such, personally appeared ROBERT KLEIN,
5 known to me to be the Interim City Manager of the CITY OF HOMER,
6 ALASKA, and he acknowledged to me the execution of the foregoing
7 Agreement for and on behalf of the City of Homer, Alaska, and further
8 acknowledged to me that said instrument was signed and sealed by him
9 on behalf of the City of Homer, Alaska, pursuant to authorization duly
10 adopted by the Common Council of Homer, Alaska.

11 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my
12 notarial seal, the day and year in this certificate first above
13 written.

14 *Kathleen Hessel*
15 _____
16 Notary Public in and for Alaska
17 My commission expires: *10-23-85*

ASSIGNMENT

For value received, the undersigned hereby, assign, transfer and turn over to the City of Homer, assignee, that certain time certificate of deposit #101169 at National Bank of Alaska, together with the right to receive all proceeds therefrom.

DATED this 12th day of December, 1983.

HOMER PUBLIC LIBRARY, INC.

By Arlene H. Kranich
Arlene Kranich, Director

By Ella Vick
Ella Vick, Director

THIS IS TO CERTIFY that on this 12th day of DECEMBER, 1983, before me, the undersigned Notary Public in and for Alaska, duly commissioned and sworn as such, personally appeared ARLENE KRANICH and ELLA VICK, known to me to be the Directors of the HOMER PUBLIC LIBRARY, INC., a corporation organized and existing by virtue of the laws of the State of Alaska, and they acknowledged to me the execution of the above and foregoing Assignment to be their free and voluntary act and deed, for an on behalf of said corporation, for the uses and purposes therein set forth.

IN WITNESS THEREOF, I have here unto set my hand and affixed my notarial seal the day and year in this certificate first above written.

Sean Hounoy
Notary Public in and for Alaska
My commission expires: 11-29-86

**CITY OF HOMER
HOMER, ALASKA**

Aderhold/Smith

RESOLUTION 20-020(A)(S)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA ESTABLISHING A **LIBRARY ENDOWMENT** FIELD OF INTEREST FUND WITH THE HOMER FOUNDATION, OUTLINING THE PROCESS FOR OVERSIGHT OF THOSE FUNDS AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The Homer City Council wishes to provide a mechanism whereby members of the general public and other grantors may provide financial assistance to support collections and services at the Homer Public Library; and

WHEREAS, The Library Advisory Board recommends creating a Library Endowment Fund to "solicit donations of money and/or property for the benefit of the Library," in accordance with Article II, Section 4 of the Board's bylaws; and

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

WHEREAS, The Homer Foundation manages endowment funds on behalf of individuals and organizations, including the City of Homer; and

WHEREAS, It is appropriate to have guidelines for the expenditure of donor funds so that donors are encouraged to donate to the fund and have some assurances their intent will be followed.

NOW, THEREFORE, BE IT RESOLVED that the City of Homer, establishes a Library Endowment Fund through the Homer Foundation and authorizes the City Manager to execute the appropriate documents.

BE IT FURTHER RESOLVED that the Library Advisory Board will advise the ~~Library Director~~ **City Council** on how to spend the Library Endowment Fund Revenue according to the following guidelines:

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

43 **BE IT FURTHER RESOLVED, Library Endowment funds are supplemental to the**
44 **Library budget approved by the Homer City Council. Funds will be appropriated based**
45 **on the ability of the endowment to pay for the expenditure and the cost to maintain its**
46 **purpose above the current adopted budget parameters.**

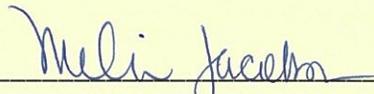
47
48 ~~BE IT FURTHER RESOLVED that the Library Advisory Board will report annually to City~~
49 ~~Council and the Homer Foundation on what revenue from the Library Endowment Fund is~~
50 ~~spent on.~~

51
52 PASSED AND ADOPTED by the Homer City Council this 23rd day of March, 2020.

53
54 CITY OF HOMER

55 
56 _____
57
58 KEN CASTNER, MAYOR

59
60 ATTEST:

61
62 
63 _____
64 MELISSA JACOBSEN, MMC, CITY CLERK

65
66 Fiscal note: N/A



Homer City Council. "Ordinance 20-10(S): An Ordinance of the City Council of Homer, Alaska, Amending the 2020 Capital Budget by Authorizing the Expenditure of \$10,000 to the Homer Foundation to Create a Library Endowment Fund." 9 Mar. 2020. Web. 20 Mar. 2024. https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/ordinance/58051/ordinance_20-10s.pdf

**CITY OF HOMER
HOMER, ALASKA**

Aderhold/Venuti

ORDINANCE 20-10(S)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE 2020 CAPITAL BUDGET BY APPROPRIATING
AUTHORIZING THE EXPENDITURE OF \$10,000 TO THE HOMER
FOUNDATION TO CREATE A LIBRARY ENDOWMENT FUND ~~AND~~
~~AMENDING THE 2021 OPERATING BUDGET BY CREATING A LINE~~
~~ITEM FOR LIBRARY ENDOWMENT FUND EXPENDITURE AND~~
~~REVENUE.~~

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

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

WHEREAS, It is in the best interest of the City of Homer to provide a mechanism whereby members of the general public and other grantors may provide financial assistance to support those same collections and services; and

WHEREAS, The Library Advisory Board recommends creating a Library Endowment Fund to "solicit donations of money and/or property for the benefit of the Library," in accordance with Article II, Section 4 of the Board's bylaws; and

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

WHEREAS, The Library Endowment Fund shall be a Field of Interest Fund, held within The Homer Foundation and administered by them in accordance with their existing policies.

WHEREAS, A minimum of \$10,000 is necessary to establish a Field of Interest fund that will spin off annual revenue; and

WHEREAS, This ordinance authorizes the City to make a \$10,000 payment to the Homer Foundation for the purpose of establishing a Field of Interest Library Endowment Fund; and

42 WHEREAS, ~~Earliest available revenue from the endowment fund won't be until 2022~~
43 ~~nevertheless, it is important to establish a line item in the operating budget for when the~~
44 ~~revenue becomes available during the 2022/2023 budget cycle; and~~
45

46
47 WHEREAS, It is appropriate to use the Library Donation fund, which represents a
48 combination of funds donated to the library and transfers to the fund from closing out project
49 accounts related to the construction of the library, to meet the minimum threshold for a Field
50 of Interest fund; and

51
52 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

53
54 Section 1. Amending the 2020 Capital Budget

55
56 Revenue ~~Expenditure~~

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
803-0000-2711	Library Donation Fund	\$3,951.54 <u>\$10,000</u>
	Library CARMA	\$6,048.46

61
62
63 Expenditure

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Homer Foundation	\$10,000
	Library Endowment Fund	

64
65
66
67
68 Section 2. Amending the 2021 Operating Budget

69
70 Revenue

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
100-00400-XXXX	General Fund Other Revenue	\$1
	Library Endowment Fund	

71
72
73
74
75 Expenditure

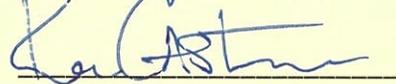
<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
100-0145-XXXX	General Fund Library	\$1
	Endowment Fund	

76
77
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80 Section 32. This is a budget ordinance and shall not be codified.

81
82 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 9th day of March, 2020.
83
84

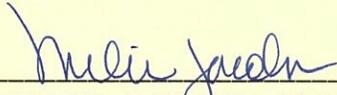
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CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

YES: 6

NO: 0

ABSTAIN: 0

ABSENT: 0



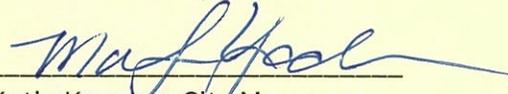
First Reading: 2.24.2020

Public Hearing: 3.9.2020

Second Reading: 3.9.2020

Effective Date: 3.10.2020

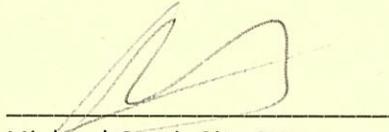
Reviewed and Approved as to form and content:



Katie Koester, City Manager

Marvin L. Yoder

Date: 4-20-2020



Michael Gatti, City Attorney

Date: 3/22/2020



City of Homer

www.cityofhomer-ak.gov

Finance Department

491 East Pioneer Avenue
Homer, Alaska 99603

finance@cityofhomer-ak.gov

(p) 907-235-8121

(f) 907-235-3140

Memorandum 20-012

TO: Mayor Castner and Homer City Council
THROUGH: Katie Koester, City Manager
FROM: Jenna deLumeau, Acting Finance Director
DATE: January 6, 2020
SUBJECT: Capital Project Funds (151, 215, and 415) Cleanup – Part 2

This memo is a supplement to Memo 19-155 and provides the details of the additional projects reviewed since the previous memo was issued that Finance would like to close under Ord 19-57.

Projects Closed Under Existing Authorization:

General Fund

- 151-0736 – Fire Small Grants – completed 2007
 - Balance (~~\$14,890.40~~) \$7,390.40
 - This project belongs in Fund 157; Finance corrected beginning balance and moved to correct Fund/project.
- 151-0785 – 2004 Homeland Security (Fire) – completed 2005
 - Balance (\$5,557.91)
 - This was a coding error. Posted to correct account (151-0375)
- 151-7004 – Frisbee Ct Paving SAD – bulk of work completed 2017
 - Balance (\$175,041.93)
 - Missing 75% City share per Reso 17-017; Transfer funds from HART.

Port and Harbor Fund

- 415-0921 – DWD Expansion Improvements – completed 2018
 - Balance (\$864.88)
 - Close small difference by transfer from Port Reserves.

Additional Projects Needing Council Authority to Close:

General Fund

- 151-0275 – Special Fund – last activity 2012
 - Balance \$924,403.63
 - Finance thoughts: This “project” was established as a “loan” account for general fund projects. This “project” would essentially loan money to various other projects if they were lacking a funding source. Ord 04-24(A) references the use of this fund for the Animal Shelter project (151-0728). Ord 05-28 references use of this fund for the library (151-0722). There has been no activity on this project since 2012, so we are clearly no longer using this fund for its original intent.
 - Finance recommendation: Disband it – by transferring the funds to General Fund fund balance.
- 151-0718 – Homer Energy Audits – last activity 2012
 - Balance \$95,230.00
 - Finance thoughts: Ord 10-28(S) accepts and appropriates a grant of \$227,800 for energy efficiency and conservation measures. There is an additional transfer of funding from a variety of funds (revolving energy loan fund, sewer reserves, and port reserves) totaling \$619,267. These Energy Projects came in under budget.
 - Finance Recommendation: Transfer excess funds back to the original sources in same proportion.
- 151-0721 – Consortium Library – last activity 2013
 - Balance \$110,436.44
 - Finance thoughts: This project was the old library reserves.
 - Finance Recommendation: Transfer funds to Library Reserves.
- 151-0722 – Library Building – last activity 2015
 - Balance \$14,880.74
 - Finance thoughts: This project was to record revenues and expenditures associated with the library expansion, move and construction of the new building. Both revenues and expenditures came in slightly under budget.
 - Finance Recommendation: Transfer funds to Library Reserves.
- 151-0723 – Library Expansion – last activity 2002
 - Balance \$40,574.95
 - Finance thoughts: This project was designed for library expansion prior to 2002.
 - Finance Recommendation: Transfer funds to Library Reserves.
- 151-0728 – Animal Shelter – completed 2006
 - Balance \$45,227.62
 - Finance thoughts: This project was for the construction of the animal shelter.
 - Finance Recommendation: Transfer funds to Animal Shelter Reserves.

- 151-0735 – Jack Gist Park – completed 2007;
 - Finance Thoughts: \$169k of City match authorized per Ord 00-57, but no funding source referenced other than “in kind” amounts of materials and labor.
 - Balance (\$89,757.14)
 - Finance Recommendation: Transfer funds from General Fund fund balance.
- 151-0741 – Ocean Drive Bluff Erosion – last activity 2007
 - Balance (\$501,713.64)
 - Finance thoughts: These expenditures represent assessments owed to the City for construction of the seawall.
 - Finance Recommendations: Transfer to fund 173 Seawall Assessments.
- 151-0776 – Karen Hornaday Park Improvements Phase I – bulk of work completed 2014
 - Balance (\$12,292.55)
 - Finance Thoughts: local match was short in addition to the grantor had fees that were not included in the project budget. Match was funded by General Fund per Ord 13-39.
 - Finance Recommendation: Transfer funds from General Fund fund balance
- 151-7002 – Waddell Way Road Improvements – bulk of work completed 2016
 - Balance (~~\$31,583.61~~) \$39,241.97
 - Finance Thoughts: Finance corrected cabin proceeds per Ord 15-30. This put the project under budget.
 - Finance Recommendation: Transfer excess back to HART per Ord 15-30.
- 156-0377, 156-0376, 156-0378 – Public Safety, Fire Upgrades, Proposed Police design–
 - Balances (\$322,588.88), \$215,515.60, and \$87,271.10 respectively
 - Finance Thoughts: These projects were set up prior to what evolved into the New Police Station. They were set up in the wrong fund; they should have been issued a project account number not a reserve account number. These individual Project balances are off due to authorized transfers into each other. These three projects combined are over spent (including transfers) by \$19,802.18.
 - Finance Recommendation: Net these three projects along with a transfer \$19,802.18 from General Fund fund balance to close projects.

Water/Sewer Fund

- 215-0835 – Water System Distr/Storage Imp – completed 2014
 - Balance \$21,077.88
 - Finance Thoughts: The match transferred from HAWSP more than authorized.
 - Finance Recommendation: Transfer back to HAWSP.
- 215-0859 – E End Road W/S Expansion – completed 2006
 - Balance (~~\$524,613.79~~) \$507,997.00
 - Finance Thoughts: This project contained the revenue for four other projects. The projects were closed with HAWSP funds.
 - Finance Recommendation: Transfer funds back to HAWSP
- 215-0865 – Design Water Treatment Plant – completed 2011
 - Balance \$427,556.51

- Finance Thoughts: There were various changes to the match percentage throughout the different portions of the project mandated by the Grantor. This resulted in excess HAWSP funds transferred to the project.
- Finance Recommendation: Transfer funds back to HAWSP.

Port and Harbor Fund

- 415-0910 – Reimbursement Billings for Damages – completed 2013
 - Balance (\$51,823.14)
 - Finance thoughts: This project was established to record repair costs associated with damages experienced to the ferry dock- there were different projects through the years posted here. This represents the difference between reimbursements and expenditures over the years.
 - Finance Recommendation: Transfer funds from Port Reserves.
- 415-0920 – Homer Small Boat Harbor Floats (Denali Commission) – completed 2015
 - Balance (\$1,581,953.47)
 - Finance thoughts: This project was established to record grant revenue, bond revenue, city match funds and expenditures associated with the small boat harbor floats. \$1,564,478.60 of Bond Revenue received did not get coded directly to the project. Project was over budget \$17,474.87
 - Finance Recommendation: Transfer from \$1,581,953.47 from Port Reserves.
- 415-0931 – Harbor Restrooms/Shelter/Guard Shack – completed 2016
 - Balance \$129,223.09
 - Finance Thoughts: This was part of the \$6 mill Cruise Ship Project involving 4 projects and spanning 5 years. The other projects are closed. This balance represents part of the local match.
 - Finance Recommendation: Transfer back to Port Reserves.

Next steps for project close out procedures:

Finance and the Project Manager will meet quarterly for project status updates as well as project start up and close out. We are now keeping an active list of projects; which will assist in recognizing what is winding down and being closed. We had one project status meeting already and that alerted us to some tasks that needed to be addressed with the Ramp 2 Restroom as it is being completed. The Project Manager will now send the project close-out form to Finance when a project is complete. The grant administrator, the accounting supervisor, and the Finance Director will have to review the project and make sure ALL aspects are complete. The City Manager will then receive the project close out report. Council will get a project status report annually.

Enc:
Project close out form



Quarterly Report

October 1 through December 31, 2025

Fund Contact: Homer Public Library

Fund: Library Endowment Fund

Fund Type: Field of Interest

Fund Balance

Beginning Balance \$110,224.15

Receipts

Endowed Unrealized Gains & Losses \$1,714.69

Individual Contributions, Unrestricted \$5,911.00

Vanguard Dividends & Interest Endowed \$1,300.23

Total Receipts \$8,925.92

Distributions

Admin Fee Expense \$ 286.09

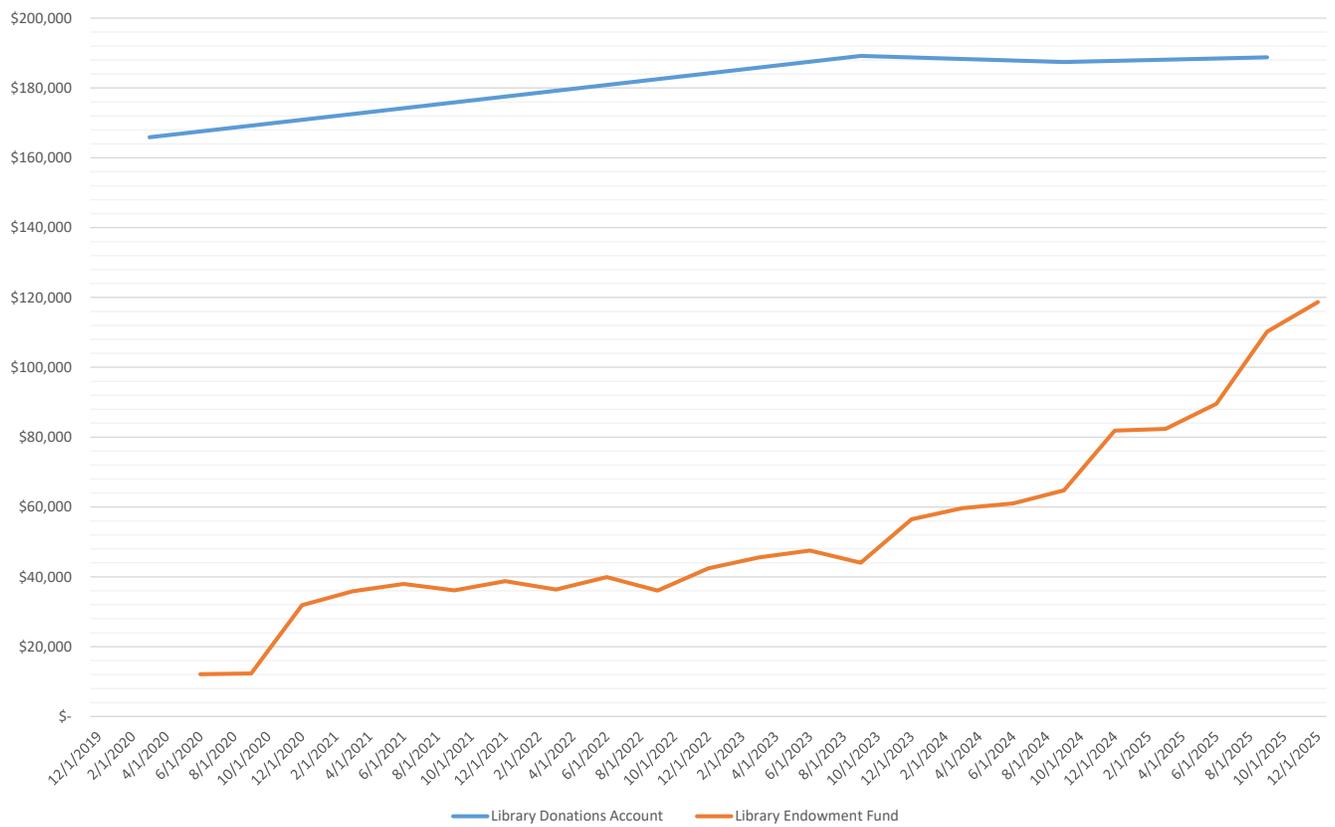
Investment Advisory Fees \$ 178.15

Total Distributions \$ 464.24

Ending Balance \$118,685.83

Spendable Balance \$7,688.01

Balance in Library Endowment Fund and Library Donations Account, 2020-2025





City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: January 21, 2026
SUBJECT: City Manager's Report for January 26, 2026 Council Meeting

Speed Monitoring Devices

In researching costs for more advanced speed monitoring devices that have the capacity to capture license plate information staff were unable to secure quotes without setting up accounts through our law enforcement department. In doing some online research for basic information, I found that costs vary based on whether device is used for access control, parking, or law enforcement. Professional high-speed systems range from \$15,000 to \$60,000 for full installation with additional ongoing costs for software, support, and cloud storage fees. We spent approximately \$35,000 on our newest speed monitoring devices, and that included one radar speed cart and two additional radar signs, batteries, solar panels, and other necessary parts and pieces. In addition, there is annual software and support costs of \$1500 per device, totaling \$4500. Our newer speed monitoring devices have the capability of taking a photo when a vehicle is traveling approximately 10mph over the speed limit. Occasionally the camera snaps the picture after they pass by. The devices also collect traffic data on vehicle counts and vehicle speed, and whether a vehicle slows down when the radar sign flashes over the speed limit. I've attached the traffic data for the last year for the two cameras on West Fairview, one capturing east bound traffic and the other capturing west bound traffic, and the one on Kachemak Way capturing north bound traffic. The West Fairview reports reflect a 1.2% violator rate for the east bound annual traffic count of 55,943 vehicles and 0.4% for west bound traffic annual count of 49,752. Kachemak Way north bound is higher at a 5.2% violator rate and a 27,568 annual traffic count, roughly half the annual count West Fairview eastbound is reporting. My feeling is that investing in more expensive camera systems isn't necessary at this time given these percentages. Unless there is objection from Council I'm planning to ask staff to move the West Fairview west bound camera over to Ben Walters so we can start collecting data along that road.

Police Chief Hiring Update

The Police Chief recruitment is progressing well. After the application period closed we had four highly qualified applicants for the position. We followed up with supplemental questions, and all four provided their written responses. The purpose of the supplemental questions is to have the applicants expand on specific skills, provide more context beyond their resume and application, and get some insight into their motivation, interests, and values. After reading the applicants responses, I've scheduled interviews with two applicants. First interviews are scheduled with an interview panel for this Friday, January 23rd. After the interviews are done the panel will discuss the interviews and give me their feedback, then I will make my decision on scheduling second interviews with me directly. Chief Robl has served his team and the City extremely well during his tenure and it is vital to find the right person to fill this important role for the City.

Strategic Planning

I've attached a copy of the Council's projects and initiatives list to get it back on your radar as we roll into the new year. There is a work session planned for March 26th and in planning for that, City Clerk Woodruff is developing a form that will allow Councilmembers to easily drag and drop the project/initiative into their preferred ranking prior to the work session. I'll be working with departments to compile a list of current projects that are underway and estimate completion, take input on Council's current list, and hear what additional projects or initiatives they have in mind for this year and forward into the next mid-biennial budget process.

Homer City Code Chapter Title 4. Elections

At the last meeting, City Clerk Woodruff provided information about options for the City of Homer's election date, following the passage of a Kenai Peninsula Borough voter initiative to move the KPB election date to match the State and Federal election day in November. One item she addressed was the cost of leasing election equipment if the City chooses to retain the October election date. To follow up on that she confirmed the cost for the purchase of units is in the range of \$20,000 for two units compared to 8,000 a year for rental of units, not including annual programming costs. Ms. Woodruff is working on Title 4 updates, and the goal is to have an ordinance to Council at the February 9th regular meeting. The ordinance will address the City election date and proposed language for calculating percentages for candidates to be elected.

The New City Grader Has Arrived!

At the end of 2024 Council approved the City to lease a new Model 160-15AWD grader under a government contract. It took some time to work through the paperwork and for the supplier to get the machine outfitted to meet the City's needs, and it has been delivered to Public Works! From a road maintenance and rolling stock perspective the City's graders are used for winter maintenance and snow plowing city roads around and within our subdivisions. Reliable equipment is necessary for the operators to complete their routes safely, timely and efficiently.



Multi-Use Community Recreation Center

City Council has established that a new Multi-Use Community Recreation Center is a top priority for the City. They have designated approximately \$1.3 million for the project and have established a non-endowed field of interest fund through the Homer Foundation where the community can make donations towards the project. I reported several months ago on my visit to the grand opening of the Soldotna Field House and have sat down with my notes to draw up the following list of potential next steps the City Council might consider for Homer.

- Complete conceptual plan for recreation complex
- Complete Feasibility Study
- Approve Master Plan with construction cost cap
- Update Capital Improvement Plan
- Appropriate funds for design phase

- Development advisory team(s) form
- Appropriate additional match funds
- ITB/RFP for project and award design contract for project
- Bond proposition for constructing Multi-Purpose Community Rec Center to voters
- Establish Parks & Recreation Department
- Site prep and bring in water/sewer, electricity, gas, etc.
- Seek grants for support funding i.e. flooring, additional construction costs, etc.
- ITB for construction and award contracts

I propose that staff and I work with the Council champions to prioritize these steps and be prepared with a draft timeline for Council to consider at their March 24th strategic planning work session.

City Manager Meetings and Events:

January 7th – Homer Chamber of Commerce Annual Meeting

January 13th – Conversations with a Councilmember

January 15th – Microsoft 365 Pilot Team Meeting

And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

2025 Traffic Summaries for West Fairview and Kachemak Way



Extended Speed Summary

629 W Fairview Ave.- West Bound, WB

Start: 2025-01-01

End: 2025-12-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 199

Speed Limit: 25

Average Speed: 20.01

50th Percentile Speed: 19.83

85th Percentile Speed: 24.64

Pace Speed Range: 15-25

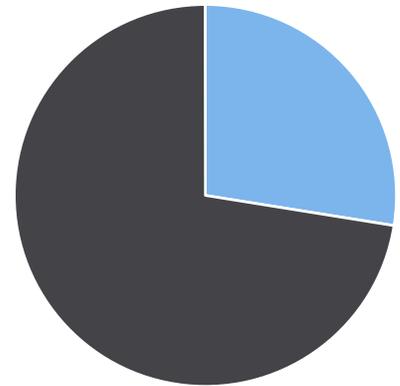
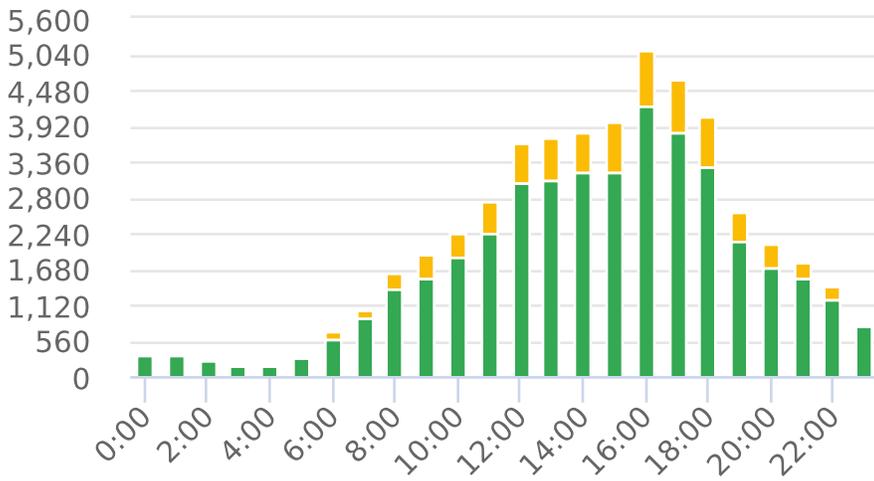
Minimum Speed: 10

Maximum Speed: 60

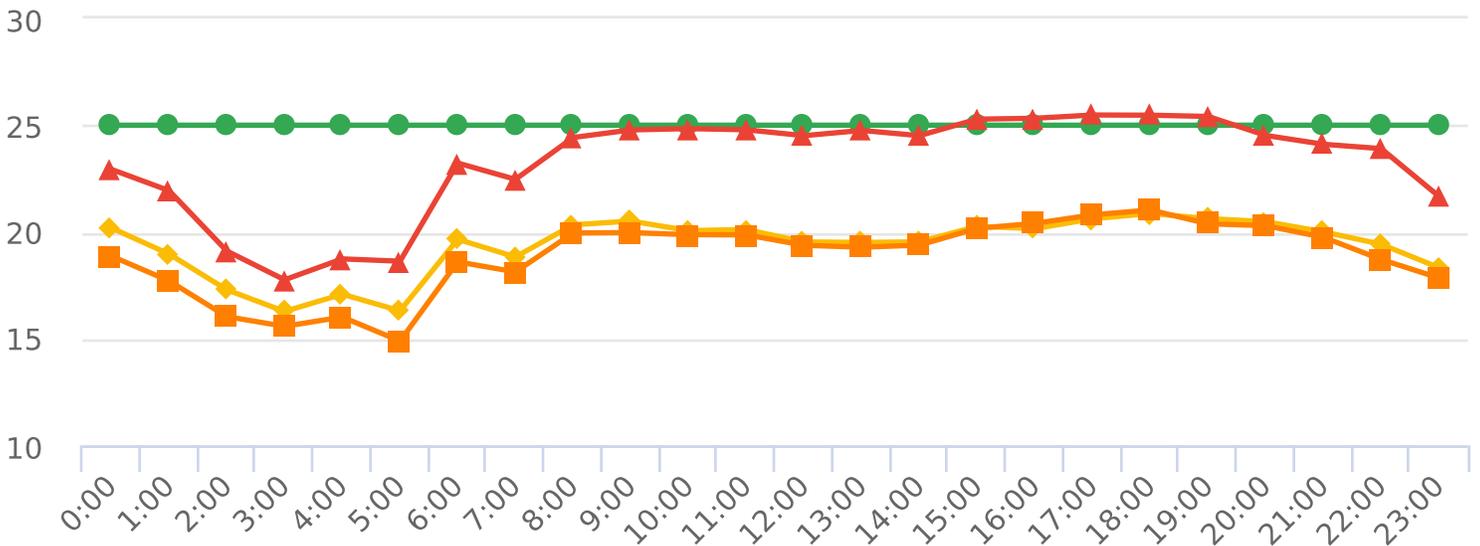
Display Mode: Daily Schedule, Speed

Average Volume per Day: 250.0

Total Volume: 49752



● **Violators**
 ● **Inside Threshold**
 ● **Compliant**
 ● **Vehicles Slowed**
 ● **Other**



● **Speed Limit**
 ◆ **Average Speed**
 ■ **50% Speed**
 ▲ **85% Speed**



Extended Speed Summary

629 W Fairview Ave.- West Bound, WB

Start: 2025-01-01

End: 2025-12-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Daily Schedule, Speed Display	25	394	9	2.3%	2.1	0.0	10	56	20.2	18.9	22.9	27.1%
1:00	Speed Display, Daily Schedule	25	374	13	3.5%	2.0	0.1	10	60	19.0	17.7	21.9	31.6%
2:00	Daily Schedule, Speed Display	25	299	5	1.7%	1.6	0.0	10	59	17.3	16.0	19.1	24.7%
3:00	Speed Display, Daily Schedule	25	208	4	1.9%	1.1	0.0	10	56	16.3	15.6	17.8	22.6%
4:00	Daily Schedule, Speed Display	25	170	0	0.0%	0.9	0.0	10	33	17.1	16.0	18.7	28.2%
5:00	Speed Display, Daily Schedule	25	284	1	0.4%	1.5	0.0	10	37	16.3	14.9	18.6	39.1%
6:00	Daily Schedule, Speed Display	25	690	0	0.0%	3.7	0.0	10	32	19.7	18.6	23.2	31.0%
7:00	Speed Display, Daily Schedule	25	1023	3	0.3%	5.5	0.0	10	38	18.8	18.1	22.5	27.4%
8:00	Daily Schedule, Speed Display	25	1619	6	0.4%	8.7	0.0	10	40	20.3	19.9	24.4	29.9%
9:00	Speed Display, Daily Schedule	25	1916	18	0.9%	10.2	0.1	10	45	20.5	20.0	24.8	25.8%
10:00	Daily Schedule, Speed Display	25	2264	12	0.5%	11.6	0.1	10	39	20.1	19.9	24.8	26.7%
11:00	Speed Display, Daily Schedule	25	2746	11	0.4%	14.1	0.1	10	41	20.1	19.9	24.8	24.8%
12:00	Daily Schedule, Speed Display	25	3655	13	0.4%	18.6	0.1	10	40	19.5	19.4	24.5	26.0%
13:00	Speed Display, Daily Schedule	25	3722	6	0.2%	19.0	0.0	10	47	19.5	19.3	24.8	27.5%
14:00	Daily Schedule, Speed Display	25	3826	9	0.2%	19.4	0.0	10	44	19.5	19.4	24.5	26.0%



Extended Speed Summary

629 W Fairview Ave.- West Bound, WB

Start: 2025-01-01

End: 2025-12-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
15:00	Speed Display, Daily Schedule	25	3977	11	0.3%	20.3	0.1	10	41	20.3	20.2	25.3	26.1%
16:00	Daily Schedule, Speed Display	25	5106	14	0.3%	26.3	0.1	10	39	20.2	20.4	25.3	28.2%
17:00	Speed Display, Daily Schedule	25	4677	11	0.2%	24.2	0.1	10	57	20.6	20.8	25.5	28.7%
18:00	Daily Schedule, Speed Display	25	4072	14	0.3%	21.1	0.1	10	46	20.9	21.0	25.5	26.9%
19:00	Speed Display, Daily Schedule	25	2594	14	0.5%	13.4	0.1	10	45	20.6	20.4	25.4	25.5%
20:00	Daily Schedule, Speed Display	25	2069	9	0.4%	10.8	0.0	10	40	20.5	20.3	24.5	26.8%
21:00	Speed Display, Daily Schedule	25	1790	11	0.6%	9.4	0.1	10	50	20.0	19.7	24.1	27.7%
22:00	Daily Schedule, Speed Display	25	1426	7	0.5%	7.5	0.0	10	38	19.4	18.7	23.9	37.8%
23:00	Speed Display, Daily Schedule	25	851	4	0.5%	4.5	0.0	10	44	18.3	17.8	21.7	35.5%
Total Volumes/ Avg			49752	205	0.4%	257.7	1.1	10	60	19.4	18.9	23.3	28.4%
Total/Avg w/o Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a
Total/Avg w/ Feedback			49752	205	0.4%	257.7	1.1	10	60	19.4	18.9	23.3	28.4%



Extended Speed Summary

733 W Fairview (East bound), EB

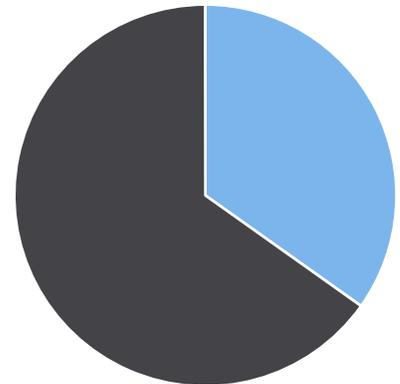
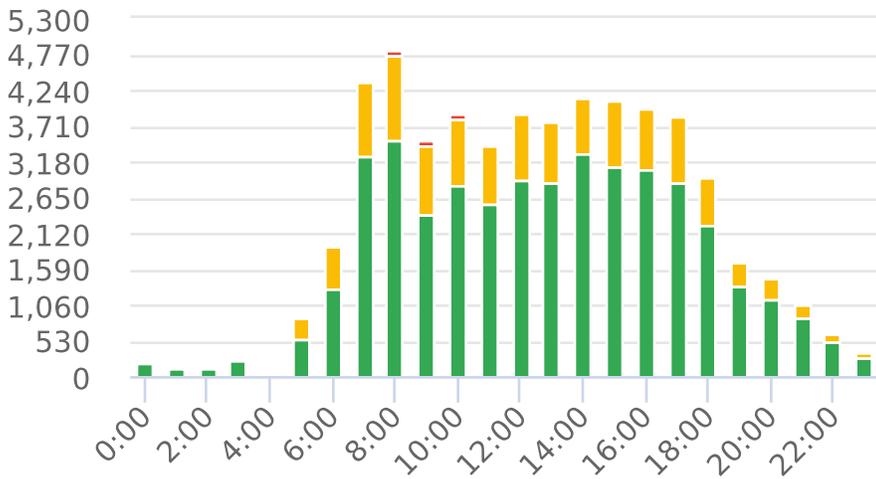
Start: 2025-01-01
 End: 2025-12-05
 Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10
 Speed Range: 1 to 150

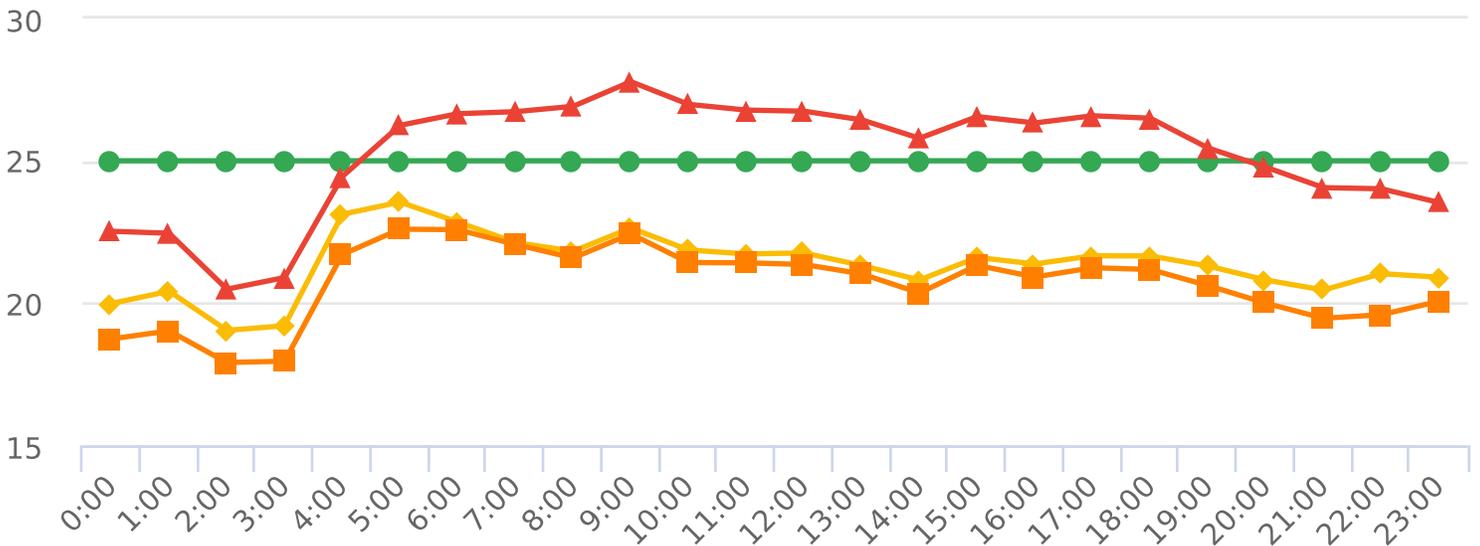
Overall Summary

Total Days of Data: 262
 Speed Limit: 25
 Average Speed: 21.66
 50th Percentile Speed: 21.25
 85th Percentile Speed: 26.4
 Pace Speed Range: 17-27

Minimum Speed: 10
 Maximum Speed: 82
 Display Mode: Daily Schedule, Speed
 Average Volume per Day: 213.5
 Total Volume: 55943



● Violators ● Inside Threshold ● Compliant ● Vehicles Slowed ● Other



● Speed Limit ● Average Speed ● 50% Speed ● 85% Speed



Extended Speed Summary

733 W Fairview (East bound), EB

Start: 2025-01-01

End: 2025-12-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Daily Schedule, Speed Display	25	251	1	0.4%	1.0	0.0	10	36	20.0	18.7	22.5	38.7%
1:00	Speed Display, Daily Schedule	25	168	1	0.6%	0.7	0.0	10	36	20.4	19.0	22.5	37.5%
2:00	Daily Schedule, Speed Display	25	123	0	0.0%	0.5	0.0	10	31	19.0	17.9	20.5	28.4%
3:00	Speed Display, Daily Schedule	25	261	2	0.8%	1.0	0.0	10	37	19.2	18.0	20.9	21.4%
4:00	Daily Schedule, Speed Display	25	92	4	4.3%	0.4	0.0	10	44	23.1	21.7	24.4	22.9%
5:00	Speed Display, Daily Schedule	25	862	13	1.5%	3.4	0.1	10	42	23.5	22.6	26.2	37.7%
6:00	Daily Schedule, Speed Display	25	1941	19	1.0%	7.7	0.1	10	39	22.8	22.6	26.7	35.4%
7:00	Speed Display, Daily Schedule	25	4386	46	1.0%	17.5	0.2	10	48	22.1	22.1	26.7	42.5%
8:00	Daily Schedule, Speed Display	25	4811	54	1.1%	19.3	0.2	10	50	21.8	21.6	26.9	36.0%
9:00	Speed Display, Daily Schedule	25	3501	66	1.9%	13.9	0.3	10	46	22.6	22.4	27.8	33.9%
10:00	Daily Schedule, Speed Display	25	3899	77	2.0%	15.3	0.3	10	63	21.9	21.4	27.0	30.7%
11:00	Speed Display, Daily Schedule	25	3466	36	1.0%	13.5	0.1	10	46	21.7	21.4	26.8	33.2%
12:00	Daily Schedule, Speed Display	25	3945	52	1.3%	15.4	0.2	10	54	21.8	21.4	26.7	34.1%
13:00	Speed Display, Daily Schedule	25	3789	37	1.0%	14.7	0.1	10	71	21.3	21.0	26.4	32.5%
14:00	Daily Schedule, Speed Display	25	4165	43	1.0%	16.1	0.2	10	45	20.8	20.4	25.8	35.7%



Extended Speed Summary

733 W Fairview (East bound), EB

Start: 2025-01-01

End: 2025-12-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
15:00	Speed Display, Daily Schedule	25	4138	56	1.4%	16.0	0.2	10	56	21.6	21.3	26.6	36.1%
16:00	Speed Display, Daily Schedule, Speed Display	25	4006	57	1.4%	15.6	0.2	10	82	21.4	20.9	26.3	34.1%
17:00	Speed Display, Daily Schedule	25	3877	29	0.7%	15.1	0.1	10	76	21.7	21.2	26.6	34.2%
18:00	Speed Display, Daily Schedule, Speed Display	25	2999	42	1.4%	11.7	0.2	10	59	21.7	21.2	26.5	33.2%
19:00	Speed Display, Daily Schedule	25	1728	21	1.2%	6.7	0.1	10	51	21.3	20.6	25.4	34.3%
20:00	Speed Display, Daily Schedule, Speed Display	25	1463	14	1.0%	5.7	0.1	10	41	20.8	20.0	24.8	34.4%
21:00	Speed Display, Daily Schedule	25	1075	5	0.5%	4.2	0.0	10	43	20.5	19.5	24.1	36.7%
22:00	Speed Display, Daily Schedule, Speed Display	25	634	9	1.4%	2.5	0.0	10	45	21.0	19.6	24.0	31.4%
23:00	Speed Display, Daily Schedule	25	363	2	0.6%	1.4	0.0	10	41	20.9	20.1	23.5	39.1%
Total Volumes/ Avg			55943	686	1.2%	219.2	2.7	10	82	21.4	20.7	25.2	33.9%
Total/Avg w/o Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a
Total/Avg w/ Feedback			55943	686	1.2%	219.2	2.7	10	82	21.4	20.7	25.2	33.9%



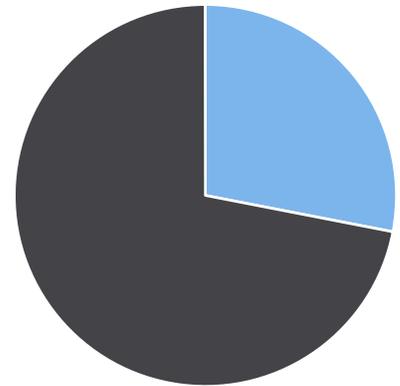
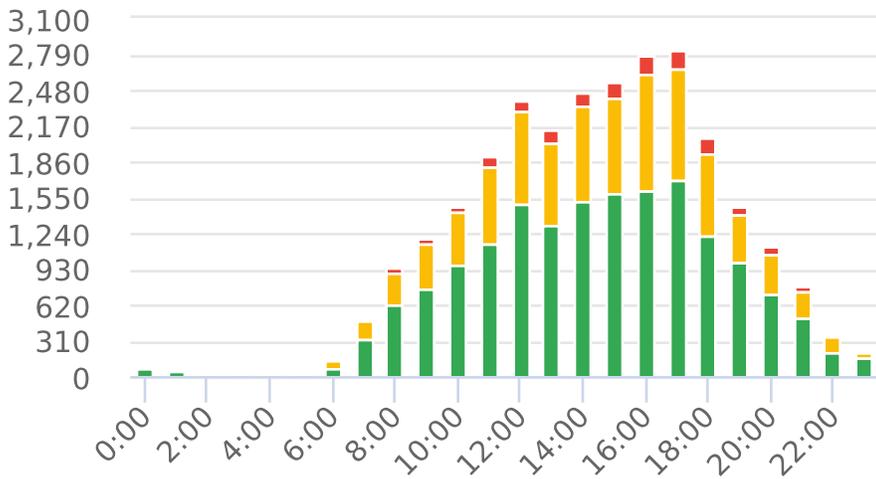
Start: 2025-01-01
 End: 2025-11-05
 Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10
 Speed Range: 1 to 150

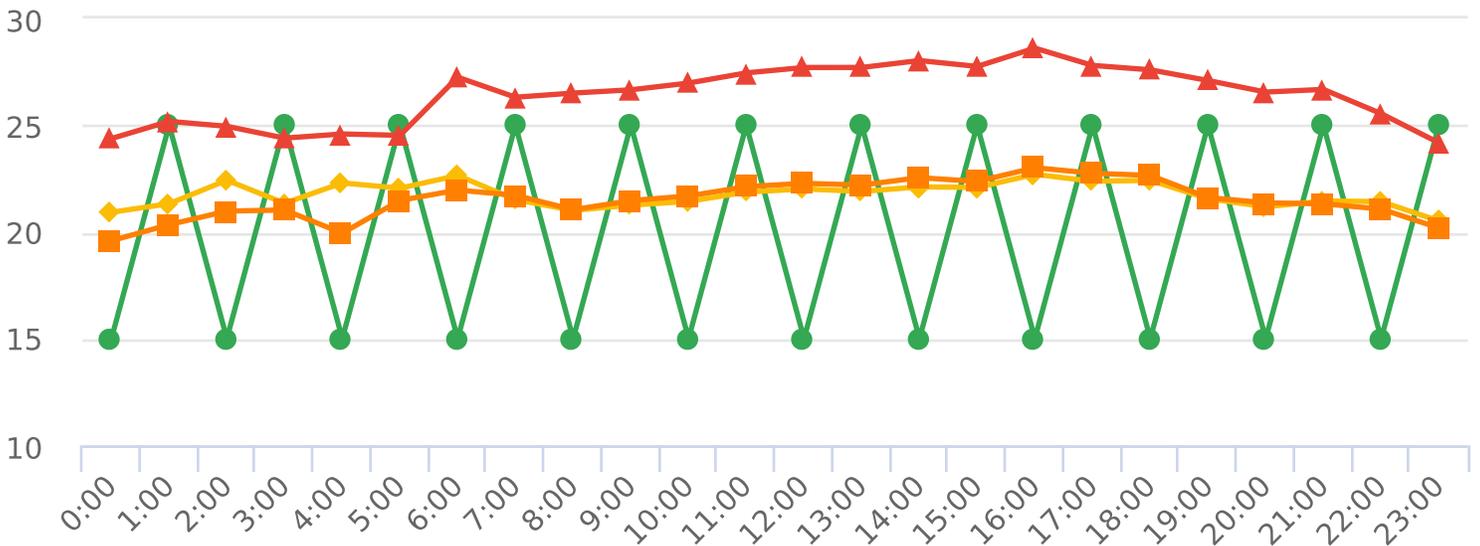
Overall Summary

Total Days of Data: 54
 Speed Limit: 15, 25
 Average Speed: 21.94
 50th Percentile Speed: 22.17
 85th Percentile Speed: 27.47
 Pace Speed Range: 18-28

Minimum Speed: 10
 Maximum Speed: 61
 Display Mode: Daily Schedule, Speed
 Average Volume per Day: 510.5
 Total Volume: 27568



● Violators ● Inside Threshold ● Compliant ● Vehicles Slowed ● Other



● Speed Limit ◆ Average Speed ■ 50% Speed ▲ 85% Speed



Start: 2025-01-01

End: 2025-11-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	99	4	4.0%	2.1	0.1	10	45	20.9	19.6	24.4	30.3%
1:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	56	3	5.4%	1.2	0.1	10	37	21.3	20.3	25.2	14.3%
2:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	38	2	5.3%	0.8	0.0	10	42	22.4	21.0	24.9	23.8%
3:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	38	1	2.6%	0.8	0.0	11	34	21.3	21.0	24.4	26.1%
4:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	17	0	0.0%	0.4	0.0	12	28	22.3	19.9	24.6	0.0%
5:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	21	1	4.8%	0.5	0.0	10	33	22.0	21.5	24.5	9.5%
6:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	149	14	9.4%	3.3	0.3	10	50	22.6	22.0	27.2	23.5%
7:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	507	25	4.9%	11.3	0.6	10	40	21.5	21.7	26.3	22.5%
8:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	942	42	4.5%	21.4	1.0	10	45	21.0	21.0	26.5	22.8%
9:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	1192	41	3.4%	26.5	0.9	10	54	21.3	21.5	26.7	24.0%



Extended Speed Summary

Kachemak Way, NB

Start: 2025-01-01

End: 2025-11-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
10:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	1469	52	3.5%	32.6	1.2	10	43	21.4	21.7	27.0	25.4%
11:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	1909	103	5.4%	42.4	2.3	10	55	21.9	22.1	27.4	27.8%
12:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	2388	103	4.3%	54.3	2.3	10	50	22.0	22.3	27.7	28.3%
13:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	2128	100	4.7%	47.3	2.2	10	57	21.9	22.2	27.7	28.9%
14:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	2446	111	4.5%	53.2	2.4	10	57	22.1	22.5	28.0	28.5%
15:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	2549	145	5.7%	53.1	3.0	10	56	22.1	22.4	27.8	30.0%
16:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	2780	170	6.1%	56.7	3.5	10	61	22.7	23.0	28.6	28.8%
17:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	2831	162	5.7%	57.8	3.3	10	56	22.4	22.7	27.8	28.4%
18:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	2061	139	6.7%	42.1	2.8	10	56	22.4	22.6	27.6	28.2%
19:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	1481	87	5.9%	30.2	1.8	10	53	21.6	21.6	27.1	30.3%



Extended Speed Summary

Kachemak Way, NB

Start: 2025-01-01

End: 2025-11-05

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
20:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	1119	55	4.9%	22.8	1.1	10	51	21.2	21.4	26.6	30.0%
21:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	791	45	5.7%	16.1	0.9	10	57	21.4	21.3	26.7	30.8%
22:00	Daily Schedule, Speed Display, Speed Limit Sign	15, 25	350	16	4.6%	7.1	0.3	10	38	21.4	21.1	25.5	28.0%
23:00	Speed Display, Speed Limit Sign, Daily Schedule	25, 15	207	6	2.9%	4.2	0.1	10	38	20.5	20.2	24.2	29.4%
Total Volumes/ Avg			27568	1427	5.2%	588.2	30.2	10	61	21.7	21.5	26.4	25.0%
Total/Avg w/o Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a
Total/Avg w/ Feedback			27568	1427	5.2%	588.2	30.2	10	61	21.7	21.5	26.4	25.0%

From: alerts@alltrafficsolutions.com
To: [Melissa Jacobsen](#)
Subject: High Speed Alert at 733 W Fairview (East bound)
Date: Tuesday, September 9, 2025 3:01:48 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

A vehicle traveling 36 passed 733 W Fairview (East bound) at Tue, Sep 09, 2025, 02:59 PM. The speed limit at this location is 25 .

[Unsubscribe](#)





MEMORANDUM

A Brief Explanation of Conditional Use Permits for Planned Unit Developments in Homer City Code

Item Type: Informational Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: January 26, 2026
From: Ryan Foster, City Planner
Through: Melissa Jacobsen, City Manager

Council Member Davis has requested information on Conditional Use Permits for Planned Unit Developments in Homer City Code (HCC) Title 21. As the City works on the Title 21 Zoning Code re-write project, the topic of conditional use permits and planned unit developments have been discussed. The intent of this memorandum is to provide an understanding of what conditional use permits for planned unit developments are, how they work, and what to consider when revising the Title 21 Zoning Code in the coming months.

Purpose of Conditional Use Permits for Planned Unit Developments

What is a Conditional Use Permit:

A conditional use permit may be granted to approve land uses and structures with special design or site requirements, operating characteristics, or potential adverse effects on surroundings. Approval may occur through Planning Commission review and, where necessary, the imposition of special conditions of approval. These applications require a public hearing.

What is a Planned Unit Development:

A planned unit development (PUD) is a code mechanism that allows development to be planned and built as a unit, or as phased units, and permits flexibility and variation in many of the traditional controls related to density, land use, setback, open space and other design elements, and the timing and sequencing of the construction. A PUD may be applicable to either residential, commercial, noncommercial or industrial uses or a combination thereof subject to any limitations or exceptions provided in code. Per HCC 21.52.20 PUDs are allowed in a zoning district only when allowed by the code provisions specifically applicable to that district. A requirement of the planned unit development process is the provision of more information than is required for a conventional conditional use permit. This includes site plans, elevations, drawings, illustrations and development phasing information to demonstrate the feasibility and functionality of a project.

Planned Unit Developments in Homer

Conditional use permits for Planned unit developments are a rare project/application in Homer. The following projects have approved PUDs in Homer:

- **Land's End, 4799 Homer Spit Rd. (1997–2008)**
 - Multiple CUPs approved for hotel expansion, phased condominium development, and garage/boat storage structures, including several amendments adjusting building height, floor area, setback, landscaping, and stormwater requirements.
- **Fisherman's Resort, 1302 Ocean Dr. (2005–2006)**
 - Approved PUD for RV park with commercial uses; later amendments added requirements for tree protection, buffering, parking, drainage, Fire Marshal approval, and height compliance.
- **59° North Cohousing, Fairview Ave. Daybreeze Park Subd. (2005)**
 - A mixed residential PUD with community facilities. Approved but never constructed.
- **Mixed-Use Lakeshore Dr. Project, 1299 & 1311 Lakeshore Dr. (2005)**
 - Approved small lot PUD for rooming houses, offices, caretaker residence, and workshops.
- **1952 Pioneer Ave Building (2013)**
 - Approved PUD primarily to accommodate an existing nonconforming historic structure and add a porch encroaching into setbacks.
- **Gas Station at 1242 Ocean Drive (2015)**
 - The applicant built a structure within the 20-foot building setback and later applied for a PUD to reduce the setback.
- **Lighthouse Village 1563 Homer Spit Road (2023-2024)**
 - The first application was denied, appealed, and remanded back to the Planning Commission. The revised application was approved for a hotel and multi-unit housing. The flexibility requested was for a building height of 44.5 feet. The GC1 zoning district height limit is 35 feet.

Zoning Code Flexibility Beyond PUDs

Beyond PUDs, the zoning code has limited tools for flexibility in development. Per HCC 21.70.030 (c). In granting a zoning permit, no City official or employee has authority to grant a waiver, variance, or deviation from the requirements of the zoning code and other applicable laws and regulations, unless such authority is expressly contained therein. Any zoning permit that attempts to do so may be revoked by the City Manager as void. The applicant, owner, lessee, and occupant of the lot bear continuing responsibility for compliance with the zoning code and all other applicable laws and regulations.

Variances:

A variance may be granted by the Planning Commission to provide relief when a literal enforcement of the Homer Zoning Code would deprive a property owner of the reasonable use of a lot. As currently written, the review criteria for a variance application have a rather high bar, including “The special conditions and circumstances that require the variance have not been caused by the applicant.” Therefore, the reasoning for applying for a variance cannot be self-imposed (i.e., I want an exception to code), but rather, circumstances outside of the applicant’s control have led them to request an exception to code via a variance.

Various Development Standards:

There are minor provisions for flexibility such as a maximum of 25% parking requirement reductions for mixed use projects in some districts, some setback reductions in the Central Business District, building height in the East End Mixed Use District, and some setbacks in the Bridge Creek Watershed Protection District if approved by the Planning Commission with a CUP.

Exception Variance

An exception variance application was utilized for the approval of the Homer High School in 1984 to exceed the 35-foot zoning district height limit in the Urban Residential District. The exception variance allowed special exceptions for public utilities or public service organizations due to their public role. The exception variance provision was repealed from HCC in 2003 (HCC 21.62.015).

Future Considerations

In current zoning code, the City of Homer does not have any exemptions for city projects and is required to follow the same regulations and processes as any other property owner in the city. A new recreation center is a high priority for the city, and by their nature and design, may seek flexibility on development standards such as building height, parking, and setbacks to name a few common requests. Current code has limited tools, either a PUD or Variance, for providing flexibility. These tools may not provide the flexibility needed to approve a project for construction.

Conclusion

As we continue to work towards re-writing the zoning code, we should spend time considering the tools we have currently in code, and whether these existing tools, or perhaps new ones, can provide enough flexibility for future development projects.



January 9, 2025

City of Homer
491 E. Pioneer Ave
Homer, AK 99603

Dear Homer Community,

This letter serves as our quarterly report for the period of October 1 to December 31, 2025. During the quarter, Homer Business Advisor Robert Green continued his strong performance in supporting business starts, adding four new businesses to the record ten achieved in the previous quarter. He concluded the year with a total of 16 new businesses started in Homer, tying the all-time record for new business starts in the community. In addition to supporting 215 jobs in Homer over the course of the year, Robert’s clients reported cumulative sales growth of \$2.03 million in 2025 as a direct result of their work with the Alaska SBDC. Here is a summary of deliverables to the Homer community during the quarter (year):

Client Hours: 146.5 (542.3)	Jobs Supported: 141 (215)
Total Clients: 42 (102)	Capital Infusion: \$80,000 (\$983,792)
New Businesses Started or Bought: 4 (16)	Client Surveys: 100% positive (100% positive)

The next section provides lists of the top advising topics and top industries obtaining technical assistance from the Alaska SBDC in Homer. This quarter, financing and capital overtook startup assistance, with marketing and sales joining the list. For industries, food services remained atop the list for a sixth consecutive quarter, followed by manufacturers, with accommodations and agriculture joining the list.

Topics

1. Financing/Capital: 43.3 hrs (30%)
2. Startup Assistance: 37.3 hrs (25%)
3. Buy/Sell Business: 25.8 hrs (18%)
4. General Management: 15.7 hrs (11%)
5. Marketing/Sales: 11.5 hrs (8%)

Industries

1. Food Services: 39.9 hrs (27%)
2. Manufacturers: 34.4 hrs (23%)
3. Accommodations: 23.4 hrs (16%)
4. Retailers: 13.3 hrs (9%)
5. Agriculture: 7.8 hrs (5%)

We would like to thank the City of Homer for its continued support of the Homer Business Advisor position. We appreciate the knowledge, experience, and steady commitment Robert Green brings to his work in the Homer community. Please do not hesitate to contact us if you have any questions.

Sincerely,

Signed by:

D3BE7A15D8D7402...

Kendra Conroy
Acting State Director
Alaska SBDC

General Fund
Expenditure Report
Actuals through December 2025
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY26	FY26 YTD	
	ADOPTED BUDGET	ACTUAL	
		\$	%
Revenues			
Property Taxes	\$ 5,431,570	\$ 5,751,268	106%
Sales and Use Taxes	8,374,067	5,799,563	69%
Permits and Licenses	43,463	23,064	53%
Fines and Forfeitures	3,543	2,370	67%
Use of Money	-	-	
Intergovernmental	750,919	418,168	56%
Charges for Services	513,406	265,973	52%
Other Revenues	-	69,076	
Airport	222,248	80,930	36%
Operating Transfers	1,467,157	-	0%
Total Revenues	\$ 16,806,373	\$ 12,410,412	74%
Expenditures & Transfers			
Administration	\$ 2,142,690	\$ 1,001,653	47%
Clerks/Council	867,737	333,263	38%
Planning	466,252	234,278	50%
Library	1,139,976	548,135	48%
Finance	920,718	442,438	48%
Fire	1,721,874	859,381	50%
Police	4,614,240	2,334,766	51%
Public Works	3,787,976	1,609,633	42%
Airport	242,066	110,118	45%
City Hall, HERC	169,827	74,913	44%
Non-Departmental	197,000	172,000	87%
Total Operating Expenditures	\$ 16,270,355	\$ 7,720,577	47%
Transfer to Other Funds			
Leave Cash Out	\$ 330,254	\$ -	0%
Other	195,764	-	0%
Total Transfer to Other Funds	\$ 526,018	\$ -	0%
Transfer to CARMA			
General Fund Fleet CARMA	\$ -	\$ -	0%
General Fund CARMA	-	-	0%
Seawall CARMA	10,000	-	0%
Total Transfer to CARMA Funds	\$ 10,000	\$ -	0%
Total Expenditures & Transfers	\$ 16,806,373	\$ 7,720,577	46%
Net Revenues Over (Under) Expenditures w/HART Roads Budget Transfer*	\$ 0	\$ 4,689,835	
		\$ 5,062,394	

*Based off FY26 YTD Roads Maintenance Operating Expenses (\$372,559)

Water and Sewer Fund
Expenditure Report
Actuals through December 2025
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY26	FY26 YTD	
	ADOPTED BUDGET	ACTUAL	
		\$	%
Revenues			
Water Fund	\$ 2,522,112	\$ 1,364,269	54%
Sewer Fund	2,157,567	1,438,991	67%
Total Revenues	\$ 4,679,679	\$ 2,803,260	60%
Expenditures & Transfers			
<u>Water</u>			
Administration	\$ 367,168	\$ 208,314	57%
Treatment Plant	781,321	249,868	32%
System Testing	36,000	9,669	27%
Pump Stations	126,114	52,472	42%
Distribution System	427,867	235,125	55%
Reservoir	29,695	18,863	64%
Meters	207,883	42,326	20%
Hydrants	219,623	108,993	50%
<u>Sewer</u>			
Administration	\$ 367,360	\$ 200,641	55%
Plant Operations	914,573	320,783	35%
System Testing	18,400	3,387	18%
Lift Stations	240,124	122,229	51%
Collection System	335,476	157,967	47%
Total Operating Expenditures	\$ 4,071,603	\$ 1,730,637	43%
Transfer to Other Funds			
Leave Cash Out	\$ 25,360	\$ -	0%
GF Admin Fees	-	-	0%
Other	10,277	-	0%
Total Transfer to Other Funds	\$ 35,637	\$ -	0%
Transfers to CARMA			
Water	\$ 308,460		0%
Sewer	263,979		0%
Total Transfer to CARMA Funds	\$ 572,440	\$ -	0%
Total Expenditures & Transfers	\$ 4,679,679	\$ 1,730,637	37%
Net Revenues Over(Under) Expenditures	\$ 0	\$ 1,072,624	

Port and Harbor Fund
Expenditure Report
Actuals through December 2025
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY26		FY26 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
Revenues				
Administration	\$ 741,793	\$ 431,248	58%	
Harbor	4,269,962	3,281,976	77%	
Pioneer Dock	351,663	229,665	65%	
Fish Dock	614,006	612,135	100%	
Deep Water Dock	170,000	118,308	70%	
Outfall Line	2,400	-	0%	
Fish Grinder	8,000	9,330	117%	
Load and Launch Ramp	130,000	55,818	43%	
Total Revenues	\$ 6,287,824	\$ 4,738,480	75%	
Expenditures & Transfers				
Administration	\$ 1,325,915	\$ 716,857	54%	
Harbor	1,454,590	726,563	50%	
Pioneer Dock	105,242	46,003	44%	
Fish Dock	915,281	495,467	54%	
Deep Water Dock	120,895	66,478	55%	
Outfall Line	19,000	2,410	13%	
Fish Grinder	47,039	31,393	67%	
Parking	211,631	79,400	38%	
Camping	119,070	48,283	41%	
Harbor Maintenance	492,573	254,855	52%	
Main Dock Maintenance	40,858	17,733	43%	
Deep Water Dock Maintenance	51,358	21,956	43%	
Load and Launch Ramp	118,899	73,500	62%	
Total Operating Expenditures	\$ 5,022,351	\$ 2,580,898	51%	
Transfer to Other Funds				
Leave Cash Out	\$ 59,849	\$ -	0%	
GF Admin Fees	-	-	0%	
Debt Service	-	-	0%	
Other	248,498	-	0%	
Total Transfer to Other Funds	\$ 308,348	\$ -	0%	
Transfers to Reserves				
Harbor	\$ 957,125	\$ -	0%	
Load and Launch Ramp	-	-	0%	
Total Transfer to Reserves	\$ 957,125	\$ -	0%	
Total Expenditures & Transfers	\$ 6,287,824	\$ 2,580,898	41%	
Net Revenues Over(Under) Expenditures	\$ 0	\$ 2,157,582		

LIBRARY ADVISORY BOARD

2026 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/14 5:00 p.m.	Tuesday 1/20 5:30 p.m.	Monday 1/26 6:00 p.m.	
FEBRUARY	Wednesday 2/11 5:00 p.m.	Tuesday 2/17 5:30 p.m.	Monday 2/23 6:00 p.m.	<ul style="list-style-type: none"> • Annual Review of Library Fees, Policies, Rules & Regulations • Annual Review of Board’s Bylaws • Celebration of Lifelong Learning • Strategic Plan & Goals
MARCH	Wednesday 3/11 5:00 p.m.	Tuesday 3/17 5:30 p.m.	Monday 3/23 6:00 p.m.	<ul style="list-style-type: none"> • Reappointment Notices Sent Out
APRIL	Wednesday 4/15 5:00 p.m.	Tuesday 4/21 5:30 p.m.	Monday 4/27 6:00 p.m.	<ul style="list-style-type: none"> • Terms Expire April 1st • National Library Week, Library Workers Day, & Library Legislative Day
MAY	Wednesday 5/13 5:00 p.m.	Tuesday 5/19 5:30 p.m.	Tuesday 5/26 6:00 p.m.	<ul style="list-style-type: none"> • Election of LAB Officers
JUNE	No Regular Meeting			
JULY	No Regular Meeting			
AUGUST	Wednesday 8/12 5:00 p.m.	Tuesday 8/18 5:30 p.m.	Monday 8/24 6:00 p.m.	<ul style="list-style-type: none"> • Library Budget Review *may not be applicable during non-budget years • CIP Draft Recommendations • Advisory Body Training Worksession
SEPTEMBER	Wednesday 9/09 5:00 p.m.	Tuesday 9/15 5:30 p.m.	Monday 9/28 6:00 p.m.	<ul style="list-style-type: none"> • Library Card Sign-up Month
OCTOBER	Wednesday 10/14 5:00 p.m.	Tuesday 10/20 5:30 p.m.	Monday 10/26 6:00 p.m.	<ul style="list-style-type: none"> • Approve Meeting Schedule for Upcoming Year
NOVEMBER	Wednesday 11/11 5:00 p.m.	Tuesday 11/17 5:30 p.m.	Monday 11/23 6:00 p.m.	<ul style="list-style-type: none"> • National Friends of Libraries Week
DECEMBER	Wednesday 12/9 5:00 p.m.	Tuesday 12/15 5:30 p.m.	Monday 1/11/27 6:00 p.m.	<ul style="list-style-type: none"> • Annual Review of Strategic Plan/LAB Goals

*The Board’s opportunity to give their report to City Council is scheduled for the Council’s regular meeting following the Board’s regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports. If you are unable to attend your assigned meeting to give a report in person, you can submit a written report to the Clerk’s office for inclusion in the Council packet.