

# **Library Advisory Board Packet**

**Tuesday, May 19th, 2026**



Regular Meeting 5:30 p.m.

Meetings at Homer City Hall  
Cowles Council Chambers  
491 E. Pioneer Ave.  
Homer, Alaska





# Agenda

## Library Advisory Board Regular Meeting

Tuesday, May 19, 2026 at 5:30 PM

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

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### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://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

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### CALL TO ORDER, 5:30 P.M.

### AGENDA APPROVAL

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

### RECONSIDERATION

### APPROVAL OF MINUTES

- [A.](#) Approval of the April Meeting Minutes

### VISITORS/PRESENTATIONS

- A. Homer Foundation

### STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- [A.](#) Library Directors Report
- B. Fundraising Report
- C. Legislative Report

### PUBLIC HEARING

### PENDING BUSINESS

- [A.](#) 20th Anniversary Celebrations
- [B.](#) Transfer of Funds from Library Donation Account to Library Endowment
- [C.](#) Schedule next Video from United for Libraries

### NEW BUSINESS

- [A.](#) LAB Fundraising Plan

## **INFORMATIONAL MATERIALS**

[A.](#) City Managers Report

[B.](#) LAB Calendar

**COMMENTS OF THE AUDIENCE** (3 minute time limit)

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE BOARD**

**COMMENTS OF THE BOARD**

**ADJOURNMENT**

Next Regular Meeting is **Tuesday, June 16th, 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.

April 21, 2026

Session 26-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Kathy Carsow at 5:30 p.m. on April 21, 2026 at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via zoom webinar.

**PRESENT:** BOARDMEMBERS KUSZMAUL, HAAS, CARSSOW, CURTIS, PHILLIPS, WUESTENFELD, STUDENT REPRESENTATIVE CHRIST

**ABSENT:** BOARDMEMBERS MCKINNEY, ASSELIN-MARTIN

**STAFF:** LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK PILLIFANT

**1. CALL TO ORDER 5:30 p.m.**

**2. AGENDA APPROVAL**

Chair Carsow requested a motion to approve the agenda.

WUESTENFELD/CURTIS MOVED TO APPROVE THE AGENDA

No Discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion passes.

No Discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion passes.

No Discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion passes.

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

**4. RECONSIDERATION**

**5. APPROVAL OF MINUTES**

April 21, 2026

Chair Carsow requested a motion to approve the February Minutes

KUSZMAUL/HAAS MOVED TO APPROVE THE MINUTES

No Discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion passes.

## **6. VISITORS/PRESENTATIONS**

### A. A. South Peninsula Behavioral Health Services, Inc.

Anna Meredith and Rudy Multz presented the update from the data Planet Youth Homer survey and its findings.

- 10 minute, condensed presentation of their PYH report
- QR code was included and they encouraged everyone to respond to the questions.
- Work based on Icelandic Prevention Model-Evidence Based and Data Driven
- Works best when ALL community organizations are participating.

## **7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

### A. Designate LAB Member for Council Report

Request for volunteers. April 27th. Bill Wuestenfeld will attend.

Work with Chair on council LAB report.

### B. Library Director's Report

- Japanese club doing well
- New card reader is slick
- FHL had great annual meeting
- Congrats to the ***Spirit of the Library*** award winners
- Puzzles and games have moved and they seem to be getting more use
- Upcoming events- book and plant sale May 8 and May 2<sup>nd</sup> is 2046 roundtable

April 21, 2026

- 2046 great ideas and feedback

C. Fundraising Report-

Board Member Kuzmaul Marcia had no fundraising report. Homer Foundation balance is approximately \$125,000

D. Legislative Report

Staff Liaison Barry gave Senate Bill 238 update

- Biggest concern is removing items from the collection
- IMLS was funded

**8. PUBLIC HEARINGS**

**9. PENDING BUSINESS**

A. Library Donation Account

Chair asked for a motion to approve the report.

HAAS/WUESTENFELD moved to approve the report.

Discussion.

- Commissioner Wuestenfeld will work with Staff Liaison Barry to include and prepare a report in the report for City Council.
- The LDA funds have certain restrictions
- Timeline of a recommendation to council and November elections
- Current CARMA funds

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion passes unanimously.

B. 20<sup>th</sup> Anniversary Celebration

Discussion.

A. Strategic Plan-clean copy provided reflecting the amendments proposed at the January meeting.

April 21, 2026

**10. NEW BUSINESS**

A. LAB Schedule for Summer 2026

HAAS/ KUSZMAUL Motion to meet in June and July

Motion passed.

B. LAB Officer Elections

Item introduced by Chair

KUSZMAUL/ WUESTENFELD MOVED TO DETERMINE VOTING METHOD BY SHOW OF HANDS

Chair opened floor for nominations.

Marcia Kuszmaul nominated Kathy Carssow to Vice Chair.

Passed unanimously.

Kathy Carssow nominated Andy Haas to Chair.

Passed unanimously.

**11. INFORMATIONAL MATERIALS**

A. City Managers Report

B. LAB Calendar – note to clerk to correct the elections, should occur in April.

**12.COMMENTS OF THE AUDIENCE** (3 minute time limit)

**13.COMMENTS OF THE CITY STAFF**

Berry welcomed Board Member Dickson. LAB is an energetic, fun board. Thanked everyone for all the help on the celebrations. Wished Mike McKinney a great next chapter.

Clerk Pillifant welcomed new LAB member Kristen Phillips and mentioned her yard on Klondike for run.

**13.COMMENTS OF THE MAYOR/COUNCIL MEMBER**

**15. COMMENTS OF THE BOARD**

Board Member Curtis- Welcome to Kristen. Thank you.

Board Member Phillips-Husband is in the Coast Guard and she works for Head Start. She loves the work and little ones and books. She grew up in a library and it's always been important to her.

Board Member Carssow- Very happy to have Kristen and her background. Great fit for LAB. Appreciate Mike McKinney and also reminder it is National Library Week. Great piece on NPR. Thanks to Andy for taking over the gavel.

April 21, 2026

Board Member Haas- Library is the center of the community. Encouraged her to speak out and let us know about things that are important to you.

Board Member Kuszmaul- Thanks to Kathy for being Chair, will miss Mike and Red and really appreciate their contributions. Welcome to Kristen. LAB should have 2 non resident seats. Encourage people to apply for seat.

Board Member Wuestenfeld -Welcome Kristen and for Chair Haas, Roberts Rules are not all they are cracked up to be.

## 16. ADJOURNMENT

There being no further business to come before the board, Chair Carssow adjourned the meeting at 7:46 pm. 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.

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Marya Pillifant, Deputy City Clerk

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



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.
<b>CIRCULATION</b>													
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
<b>INTERLIBRARY LOANS</b>													
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
<b>BUILDING USE</b>													
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
<b>INTERNET USE</b>													
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
<b>PROGRAM ATTENDANCE (n. 1)</b>													
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
<b>OUTREACH</b>													
# 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
<b>NEW CARDS ISSUED</b>													
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
<b>VOLUNTEER HOURS</b>													
# 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
<b>MATERIALS ADDED</b>													
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
<b>MATERIALS REMOVED</b>													
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
<b>REVENUES DEPOSITED</b>													
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
<b>TOTALS</b>	<b>934.46</b>	<b>969.45</b>	<b>1,909.37</b>	<b>779.40</b>	<b>1,151.05</b>	<b>1,257.15</b>	<b>767.55</b>	<b>888.15</b>	<b>1,234.50</b>	<b>7,946.00</b>	<b>19,592.30</b>	<b>778.20</b>	<b>\$38,207.58</b>

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: 12-May-26

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
<b>TOTAL (*Included)</b>	<b>14,361</b>	<b>13,344</b>	<b>14,170</b>	<b>13,831</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55,706</b>
*Physical Print/Audio/Video	10,912	10,229	10,797	10,649									42,587
*Other Physical items (n. 2)	178	101	105	128									512
*Alaska Digital Library	2,998	2,774	3,121	2,906									11,799
*Flipster e-magazines	9	18	16	12									55
*Kanopy streaming video	264	222	131	136									753
<b>INTERLIBRARY LOANS</b>													
Incoming (Borrowed)	9	6	13										28
Outgoing (Lent)	25	14	28										67
<b>BUILDING USE</b>													
Gate Count	8,801	5,382	7,878	7,935									29,996
Study Rooms (# of group sessions)	306	303	301	366									1,276
Study Rooms (# of people)	614	596	644	717									2,571
Meeting Room (# of group sessions)	23	23	24	30									100
Meeting Room (# of people)	254	213	240	234									941
<b>INTERNET USE</b>													
<b>TOTAL (*Included)</b>	<b>2,342</b>	<b>2,119</b>	<b>2,385</b>	<b>2,431</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,277</b>
*Wireless sessions	1,089	1,138	1,230	1,152									4,609
*Hardwired/City Laptop sessions	1,253	981	1,155	1,279									4,668
Website visits (sessions)	1,870	1,720	2,588	1,827									8,005
<b>PROGRAM ATTENDANCE (n. 1)</b>													
<b>TOTAL (*Included)</b>	<b>1,175</b>	<b>913</b>	<b>1,297</b>	<b>1,437</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,822</b>
*Programs for Age 0-5	825	639	885	915									3,264
*Programs for Age 6-11	138	95	217	101									551
*Programs for Age 12-18	57	31	56	75									219
*Programs for Age 19+	50	82	13	9									154
*Programs for All Ages	105	66	126	337									634
<b>OUTREACH</b>													
# Events	2	2	0	2									6
# People	9	11	0	10									30
<b>NEW CARDS ISSUED</b>													
City	28	26	15	29									98
Borough	23	18	16	34									91
Temporary	2	1	1	2									6
Reciprocal	0	0	0	0									0
<b>VOLUNTEER HOURS</b>													
# of people	57	72	76	99									304
# of hours	199	304	234	231									968
<b>MATERIALS ADDED</b>													
Books	238	232	101	223									794
Audio	9	12	0	4									25
Video	13	11	10	15									49
Serials	0	0	0	0									0
Electronic Resources	66	53	24	74									217
<b>MATERIALS REMOVED</b>													
Books	83	198	0	30									311
Audio	99	0	0	0									99
Video	0	15	0	111									126
Serials	0	0	0	0									0
Electronic Resources	0	0	0	0									0
<b>REVENUES DEPOSITED</b>													
Fines/Fees/Copies	566.75	964.85	955.35	665.40	363.85								3,516.20
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants	6462.00												6,462.00
<b>TOTALS</b>	<b>7,028.75</b>	<b>964.85</b>	<b>955.35</b>	<b>665.40</b>	<b>363.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$9,978.20</b>

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.

# Library Director's Report

April 30, 2026

## General Notes

On Apr. 14, Cinda Nofziger, Cheryl Illg, Deb Curtis and I all helped coordinate a 2046 roundtable at the high school. Students came up with lots of creative ideas for improving the library over the next 20 years!



On Apr. 23, Eowyn Ivey visited the library to talk about her newest book, *Black Woods, Blue Sky*, as well as her experience writing from a semi-autobiographical viewpoint. There was a great turnout—78 people—and she stayed well after the event to autograph books.



On Apr. 4, the library also hosted a book-mending workshop, taught by volunteer Kathy Smith, on Apr. 28 we had a poetry reading by several patrons, and on Apr. 30 OPUS performed a string recital in the fireplace lounge.

## **Staff Notes**

Director's meetings:

- Staff: 3
- LAB: 4
- FHL: 2
- Council: 2
- Department Heads: 2
- Other: Recreation champions, 2046 roundtable at HHS, student travel presentation, democracy fair, Eowyn Ivey talk, Anne Coray reading, OPUS performance, various meetings with other librarians and vendors

## **Facility**

The games and puzzles are now out in the middle of the main floor. We have new bookshelves and a rug in the kids' room!



## **Library Advisory Board (LAB)**

The LAB met for a special worksession at 4:15 to watch a video on fundraising, provided by last year's United for Libraries workshop. In the regular meeting, Planet Youth presented the results of their surveys of young adults in Homer, the Board continued planning events for the 20<sup>th</sup> anniversary celebrations, and a vote was taken to reiterate the recommendation to transfer the balance of the Library Donation Account into the library endowment fund. In view of the ongoing celebrations, the LAB amended its regular schedule and will hold meetings in June and July. Welcome to Kristin Phillips, the newest member!

### **Friends of the Homer Library (FHL)**

The FHL board reviewed an immensely long list of potential author talks and other events, trying to nail down the schedule as much as possible. The spring book and plant sale will be May 8-9. There was also an after-action review of the Celebration of Lifelong Learning and suggestions for future improvements.

## **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

- **Apr. 1-Jun. 30: Art in the Library displays works by local artists Taz Tally and Christina Whiting.**
- **Apr. 4, 1:00-3:15: The Friends of the Library put on a workshop on book repair.**
- Apr. 4, 3:30-5:00: Homer Women Entrepreneurs.
- **Apr. 10, 1:00-2:30: The Pratt Museum visits the library for an activity on sea otters.**
- **Apr. 14, 3:05-3:50: Library staff and FHL Coordinator Cheryl Illg visit the high school to get ideas from students about the library's next 20 years.**
- **Apr. 14, 6:00-7:30: High school students present photos and videos from their trip to Italy, Croatia and Slovenia.**
- Apr. 18, 11:00-3:00: The Democracy Fair at Kachemak Bay Campus includes a presentation on information literacy, provided by library staff.
- Apr. 20, 10:00-12:00: UAF Cooperative Extension offers a Q&A on home food preservation.
- **Apr. 23, 6:00-7:30: Author Eowyn Ivey visits the library to talk about her book *Black Woods, Blue Sky*.**
- **Apr. 24: New bookshelves arrive in the children's room, providing additional space for board books.**
- **Apr. 28, 6:00-7:00: Anne Coray, Gretchen Diemer, Nancy Lord, Steve Kahn, Samantha Cunningham and Michael Lemay read from *Convergence: Poetry on Environmental Impacts of War*.**
- Apr. 29, 10:00-3:00: Alaska CASA.
- **Apr. 30, 6:00-7:00: OPUS students perform in the fireplace lounge.**
- May 2, 1:00-3:30: Eckankar.
- **May 2, 4:00-6:00: The library hosts a roundtable and design charette to talk about planning library services for the next 20 years.**
- May 5, 10:00-3:00: Alaska CASA.
- **May 8-9: Spring Book and Plant Sale.**
- May 13, 10:00-3:00: Alaska CASA.
- **May 14, 6:00-7:00: Author Dan Coyle visits the library.**

- **May 21, 6:00-7:00: Taz Tally and Christina Whiting present a photographic tour of their trip to Nepal.**
- **June 2, 6:00-7:00: Author Nancy Lord and her collaborators visit the library to discuss their work, the *Alaska Literary Field Guide*.**
- **June 13, 1:00-2:00: Runners race from KBBI to the library in celebration of 20 years in the current building.**
- **June 25, 6:00-7:00: Author Kendra Langford Shaw visits the library to talk about her book, *The Pillager's Guide to Arctic Pianos*.**
- **July 1-Sept. 30: Art in the Library displays works by local artist Jim Lavrakas.**
- **July 4: The bookmobile participates in the Independence Day parade.**
- **Sept. ?: *Coffee Table on KBBI* explores the past and future of the library.**
- **Sept. 19, 2:00-6:00: The library hosts a party to celebrate 20 years in the current building.**
- **Dec. 8, 6:00-7:00: Author Nikki Ervice visits the library to talk about her book *Roadshow*.**



# MEMORANDUM

LAB-26-009

## Timeline of 20<sup>th</sup> Anniversary Celebrations

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

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Here's an updated schedule of 20<sup>th</sup>-anniversary events and deadlines. Since last month, we've put together a list of items for the time capsule (attached) and acquired a couple of them, including a commemorative 2025 penny:



We're also working on a 3D printed version of the library logo:



<b>Month</b>	<b>Activity</b>	<b>Volunteer</b>
<b>January</b>		
<b>DONE</b>	Contact participants for Coffee Table	Kathy Carssow
<b>DONE</b>	Meet with Susannah at the Porcupine Theater	Deb Curtis
<b>DONE</b>	Design time capsule	Red Asselin-Martin, Deb Curtis, Daniel Christ, Dave Berry
<b>30, 8:00</b> <b>DONE</b>	<b>Movie Showing: <i>The Chronology of Water</i></b>	Deb Curtis
<b>February</b>		
<b>DONE</b>	Rehearsal for Coffee Table	Kathy Carssow
<b>DONE</b>	Draft discussion outline for Coffee Table	
<b>4, 9:00-10:00</b> <b>DONE</b>	<b>Coffee Table Event</b>	
<b>DONE</b>	Solicit suggestions for time capsule contents	Red Asselin-Martin, Deb Curtis, Daniel Christ, Dave Berry
<b>DONE</b>	Make a public-comment box about the library and what they want from it in the next 20 years	Dave Berry <i>FHL will help with outreach</i>
<b>DONE</b>	Make a digital form to receive comments	
	Create poster display about the library's construction	Dave Berry/Library Staff
<b>6, 5:30</b> <b>DONE</b>	<b>Movie Showing: <i>Hamnet</i></b>	Deb Curtis
<b>March</b>		
<b>DONE</b>	Plan 2046 Roundtable/public input meeting	Dave Berry, Daniel Christ <i>FHL has offered to assist</i>
<b>DONE</b>	<b>Movie Showing: <i>Gone With the Wind</i></b>	Deb Curtis

<b>April</b>		
<b>Apr. 14, 3:05-3:50 DONE</b>	<b>Pre-2046 Roundtable idea session at the high school</b>	Deb Curtis, Library Staff
<b>DONE</b>	Purchase container for time capsule	Red Asselin-Martin, Deb Curtis,
<b>DONE</b>	Commission plaque for capsule	Daniel Christ, Dave Berry
<b>DONE</b>	<b>Movie Showing: <i>Sense and Sensibility</i></b>	Deb Curtis
<b>May</b>		
<b>May 2, 4:00-6:00</b>	<b>2046 Roundtable/public input meeting</b>	Dave Berry, Daniel Christ <i>FHL will help facilitate</i>
	Gather contents for time capsule	Dave Berry, Deb Curtis
	Reserve catering/cooking for Sept. party	Dave Berry, Marcia Kuszmaul
<b>May 22</b>	<b>Movie Showing: <i>Murder on the Orient Express</i></b>	Deb Curtis
<b>June</b>		
	Purchase supplies for activities at Sept. party	Dave Berry, Marcia Kuszmaul
	Coordinate LAB presence at July 4 parade	Kathy Carsow, Andy Haas <i>FHL will provide the bookmobile if the LAB handles music and choreography</i>
<b>June 5</b>	<b>Slack Tide KBBI Promo Event for Fun Run</b>	Andy Haas, Shellie Worsfold?
<b>June 13, 12:00</b>	<b>Fun Run Event</b>	Andy Haas, Bill Wuestenfeld, Matt Smith
	<b>Movie Showing: <i>Curious George</i></b>	Deb Curtis <i>FHL will bring the bookmobile</i>
<b>July</b>		
	Create time capsule	Deb Curtis, Daniel Christ

	Rehearsal with book cart drill team <b>July 4 Parade Event</b>	Kathy Carsow, Andy Haas <i>FHL will help</i>
	Organize party Contact local dignitaries about speeches	Marcia Kuszmaul
	<b>Movie Showing: <i>Matilda</i></b>	Deb Curtis <i>FHL will bring the bookmobile</i>
<b>August</b>		
<b>DONE</b>	Create visitor sign-in book for 20 <sup>th</sup> anniversary party	Library Staff
	<b>Movie Showing: <i>The Lion, the Witch and the Wardrobe</i></b>	Deb Curtis
<b>September</b>		
	<b>Coffee Table II: The History and Future of the Library</b>	Kathy Carsow
	<b>Articles in HIP about 20<sup>th</sup> anniversary</b>	Marcia Kuszmaul
	Set up history displays in the library	Library Staff
	Display existing scrapbooks	Library Staff
	Mount empty time capsule in place	Dave Berry/Building Maintenance
<b>Sept. 19, 2:00-6:00</b>	<b>20<sup>th</sup> Anniversary Open House</b> <b>Games and activities</b> <b>Hors d'oeuvre</b> <b>Outdoor grilling?</b> <b>Unveil time capsule</b> <b>Speeches by local dignitaries</b>	Marcia Kuszmaul, 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 <sup>th</sup> anniversary open house	Deb Curtis (Homer News), Kathy Carsow (KBBI), Marcia Kuszmaul (HIP)
	<b>Movie Showing: <i>To Kill a Mockingbird</i></b>	Deb Curtis
<b>October</b>		
	<b>Movie Showing: <i>TBD</i></b>	Deb Curtis
<b>November</b>		
	<b>Movie Showing: <i>TBD</i></b>	Deb Curtis
<b>December</b>		
	<b>Movie Showing: <i>TBD</i></b>	Deb Curtis

**RECOMMENDATION:**

Update the list of events as needed.

**ATTACHMENTS:**

Suggestions for Time Capsule Contents



# MEMORANDUM

LAB-26-010

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**Ordinance 26-010: Eliminating the Library Donation Account and Transferring the Balance to the Library Endowment Fund**

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

---

At its February meeting, the LAB voted to recommend transferring the entire balance of the Library Donation Account into the library endowment fund. The body discussed it further and reiterated its support at the April meeting.

An ordinance to that effect is scheduled to be introduced at the May 26 city council meeting.

**RECOMMENDATION:**

For information.

**ATTACHMENTS:**

Ord. 26-010



# MEMORANDUM /AGENDA ITEM REPORT

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## United for Libraries Videos

**Item Type:** Action memorandum  
**Prepared For:** Library Advisory Board  
**Date:** May 5, 2026  
**From:** Dave Berry, Library Director  
**Through:**

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United for Libraries, a part of the American Library Association, held a virtual conference in July 2025. We have recordings and supplemental materials from nine presentations from that conference.

To date, the LAB has viewed two of the videos: “Top Ten Things Library Board Members Should Know” and “Overcoming the Barriers to Library Fundraising Success.” The remaining videos are listed below, along with their slides and handouts; the full text of the materials can be found in the LAB packet for February 2026.

The LAB should pick another video from the list and schedule a time to watch it.

### **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

**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.



# MEMORANDUM /AGENDA ITEM REPORT

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## LAB Fundraising Plan

**Item Type:** Action memorandum  
**Prepared For:** Library Advisory Board  
**Date:** May 12, 2026  
**From:** Dave Berry, Library Director  
**Through:**

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**SUMMARY:**

The LAB has long struggled with a plan to raise funds for the library endowment. The Homer Foundation has given several presentations on basic fundraising, library staff have solicited feedback from other libraries and fundraising professionals, advertising materials have been printed and a few donor contacts have been made. There has been slow progress towards formalizing the process for fundraising, but it remains far behind what we might hope to accomplish.

**TIMELINE:**

- March 2020: Endowment fund created in the Homer Foundation. The LAB debated a planned-giving program.
- September 2020: The Homer Foundation ran a special worksession with the LAB about fundraising.
- October 2020: The LAB started drafting advertising materials and discussed donor recognition.
- November 2020: The board considered various ideas for soliciting donations, especially during the holiday season.

LAB

May 12, 2026

- Dec. 2020: The LAB discussed planned giving.
- March 2021: Board Member Kuszmaul reported on liaison meetings with the Friends around planned giving and the board debated a Donation Acceptance and Management Policy.
- April 2021: More discussion of the Donation Acceptance and Management Policy.
- May 2021: The LAB asked staff to develop a Donor Recognition Policy.
- July 2021: Staff presented the draft Donor Recognition Policy, which was thoroughly reviewed.
- October 2021: The LAB voted to approve the new Donor Recognition Policy.
- November 2021: Board Member Kuszmaul was formally designated the LAB Planned Giving Liaison to the Friends. The board added a regular financial report to its monthly agenda.
- January 2022: The Homer Foundation gave a presentation on fundraising. The board discussed its goals for fundraising and donor recognition.
- May 2024: The Homer Foundation gave a presentation on setting up a legacy society.
- May 2025: Staff presented the LAB with a lengthy history of the library's funding arrangements.
- August 2025: Staff presented the LAB with a checklist of fundraising tasks (updated version attached).
- September 2025: The LAB considered creating a formal fundraising subcommittee. The idea eventually died due to the restrictions imposed by City meeting rules. The LAB also updated and expanded the checklist from the previous month.
- November 2025: The LAB sent its first annual appeal letter.
- February/April 2026: The LAB voted to recommend transferring the balance of the Library Donation Account into the endowment.
- April 2025: The LAB watched a United for Libraries training video on fundraising and debated the lessons from it.

**FUTURE STEPS:**

LAB

May 12, 2026

Based on the lessons from the United for Libraries video, Board Member Carsow has proposed establishing a group of up to three board members to plan and execute fundraising efforts. Her notes from the video are attached.

Library staff produced a checklist for sustainable giving, which was presented to the LAB in August 2025 and further expanded on in September. That checklist—updated through May—is attached.

I recommend assigning specific LAB members to carry out specific tasks as listed in the checklist.

**RECOMMENDATION:**

Review the attached information and make a concerted effort to move forward.

**ATTACHMENTS:**

Checklist for HPL Giving Program (Updated to May 11, 2026)

Board Member Carsow's Notes

## Board Member Carssow's Notes on United for Libraries Video

1. Mindset
  - a. Extend the invitation to members of our community to have a deeper relationship with the organization – It's not about money; it's about relationship.
2. Attend to donor retention
  - a. 43% is average donor retention rate
  - b. 19% average 1st time donor retention to a 2<sup>nd</sup> donation
  - c. Donors need to feel: important, valued and considered
  - d. Donor-Center Fundraising, Penelope Burk
  - e. Rule of 7 touch points not asking for anything – Make a calendar of touch pts:  
Thank you, invitation to something free and fun, jumbo post cards, newsletter, VIP update emails
3. Thank you calls (e.g. by board members) results in 40% increase in donations after
4. Limit fund-raising events to 2/year because ratio of return to effort is low.
  - a. Primary purpose of event is to find new donors
5. Outreach to new potential donors with 4 or 5 small socials, e.g. 10 invited.
6. Make occasional designated asks, e.g. late spring early summer for summer reading program or for specific purchase of equipment

## Contents

Checklist for a Sustainable HPL Giving Program .....	2
Advice from Other Libraries and Foundations .....	6

## Checklist for a Sustainable HPL Giving Program, Updated to 5/12/26

### Key Questions

- Recognize the limits of donor influence.

*The public library serves everybody, as does the city government, and its services are particularly used by the poor. Library staff can express gratitude for gifts, but cannot offer special privileges or access to any individual. We can invite donors to programs that show appreciation (such as a tour of the building), but such programs must also be open to the general public.*

- Who will manage this program?

*Library staff should not solicit funds, though they can assist with a LAB campaign. The LAB should take the lead on raising money for the **endowment**, not the library per se. The Homer Foundation can help, but it's primarily a LAB responsibility.*

*We suggest that the LAB create a subcommittee of 2 members, whose job is specifically to liaise with the Homer Foundation and handle communications with donors.*

*Update: the idea for a subcommittee failed due to the requirements for public process.*

- How much time and effort are they willing to commit?

*The LAB subcommittee has the following specific tasks:*

- *Write quarterly thank-yous to donors (Library Director will write thank-yous weekly, but it doesn't hurt to thank people repeatedly)*
- *Coordinate the production of fish for the fish wall*
- *Coordinate with library staff and the Homer Foundation on special donor-appreciation events*
- *Communicating with potential donors and answering questions*
- *Maintaining existing relationships with donors. Cold-calling is not required.*

*Update: See above. However, the LAB can still designate members to carry out the listed functions.*

- What skills do the members of the subcommittee need to have?

- *Communications and public relations*
- *Basic knowledge of giving options and implications for estates (can always consult with the Homer Foundation for more detailed info)*
- *Salesmanship*

- ☒ What's the transition plan for when LAB members retire/move/whatever?

*This is why we need two people—a lead and a successor. We should also have a system for preserving institutional knowledge. The city clerks can keep copies of relevant documents.*

- ☒ What's the benefit to the donors?

- *Belonging to a long tradition of community support for the library*
- *Witnessing the impact of their gifts*
- *Tax advantages*
- *All the recognitions listed in the library's donor recognition policy:*
  - *Thank-you cards*
  - *Mention in the annual report*
  - *Fish plaques*
  - *A joint FHL/LAB letter of recognition can be written in special cases*

#### Basics

- ☒ Set a target for fundraising

*Reach \$200k within 3 years*

- ☒ Use donor management software?

*No—it's not needed for an organization this size.*

- ☒ Draft a final plan

- ☒ Set a timeframe covered by the plan

*Library strategic plan for 2025-29 is good to go!*

- ☒ Write a narrative of the library's goals

*Covered by the strategic plan and the capital improvements plan.*

- ☒ Develop a calendar with month-by-month tasks

- *Annual appeal letter: send out in Oct.-Nov.*
  - *Update: appeal letter went out in November.*
- *February: Trivia night at Alice's?*
  - *Update: trivia was dropped due to the investment of time and labor, as well as its similarity to other trivia programs done by the Friends and library staff.*
- *May-June: Fun run from KBB1 to the library?*

- *Scheduled for June 13. It will not be a fundraiser but simply a celebration of the 20<sup>th</sup> anniversary of the library building.*

Designate responsibilities for specific people

- *Dave: Weekly thank-you letters, draft annual appeal letter, write annual report with list of donors*
- *Marcia: Quarterly thank-you letters from the LAB, coordinate fish*
- *Andy: Events organizing*

Identify how to measure success

- *Funding totals in the endowment*
- *List of projects funded by the endowment*
- *Growing the list of donors—ask the Homer Foundation to inform us when someone notifies them that they plan to leave a legacy donation*

Have a backup plan if things aren't working

*Start with the items above and reassess in fall 2026*

- Make sure everyone—LAB and library staff—understand how the system works

#### Marketing Plan

Draft materials for advertising

*We have bookmarks, thank-you cards and a donation page on the library website.*

Design a system to ensure we have permission to publish names

- *Donors through the HF are automatically included in the annual report unless they're anonymous*
- *Marcia will follow up with qualifying donors to find out if they would like a fish*

Establish routine communications

- *Weekly thank-you cards*
- *Quarterly thank-you cards*
- *Annual appeal letter*

Figure out how to do a big fundraising drive once a year (December, probably)

*Push this into late 2026, after we have some experience*

#### Start Small

Focus on an *annual* giving program first, which can lead to a *planned* giving program

Identify 4-6 key donors

Host events

*All events must be open to the general public as well as donors, though donors can be contacted specifically to invite them.*

Highlight projects funded by the endowment

Concentrate on donor retention

*Most donors only give for 2-3 years before they figure it's "someone else's turn."*

## Advice from Other Libraries and Foundations

### 1. When did you establish your giving program?

*The Legacy Society existed before I got here, but it's been at least 11 years. The Library Foundation was created about 20 years ago to finance building a new central branch. Its mission is philanthropy, advocacy and outreach, and it also runs the retail shop. The Foundation's purpose is to add a layer of excellence on top of basic operations, not replace City funding. The term "legacy society" is specifically for people who make planned gifts through wills, trusts or designated beneficiaries. The Library Foundation encourages donations of all kinds, which is much broader than planned giving, and planned giving is broader than legacy giving.*

### 2. If your foundation is separate from the local government, how do you handle relations with that government?

*The Foundation must be seen as a partner for the City. We invest regular, ongoing attention in all our relationships, whether with the government or with donors. If you have an event, you have to keep following up with the participants. Do things that you can sustain. Always pay attention to how things are perceived by the public. A government agency can't offer special services for donors, so it's important to make it clear that donors are supporting a public service, not buying special favors.*

*Public employees can't do fundraising, so the foundation takes the lead on it. That said, we work closely with our library director to set priorities and identify needs.*

### 3. What's the biggest benefit you've seen from the giving program?

*Building programs and branches that otherwise wouldn't exist.*

### 4. What sort of donor recognition do you do? Special events? Swag?

*Relationship-building is the key thing. We concentrate on stewarding the gift first, showing the donor the impact that they're having. A big challenge is providing information clearly and keeping communications active. We've done donor walls when new branches open, but people are attached to their local branch rather than the system as a whole. Many donors aren't motivated by recognition, they just want to support the library.*

*People hate tchotchkes. Save the T-shirts and the mugs; what they want is personal attention. Sending handwritten thank yous is a great start. You can offer an annual lunch or coffee with the director. The estate-planning workshop is worth trying, but it would help to have an established group of regular donors before moving on to the end-of-life planning.*

*We host webinars for donors. Consistency is essential and storytelling is valuable.*

*Put donors in your annual report, and put the report front and center on your website when it's published.*

**5. Who is responsible for keeping the program going? Library staff? The library board? A nonprofit foundation?**

*We're a separate charity from the library, with full-time professional staff.*

*We merged the Friends and the library foundation some years ago. I'm a library employee, but part of my salary (and staff's salary) is paid by the Friends/foundation, which is a 501(c)3. Always keep your bandwidth in mind. We have roughly 2.25 fundraising employees, but you can get by with a smaller staff if you keep it simple.*

**6. How do you communicate with potential donors?**

*We have a monthly email newsletter, and once a year we include a funding drive. We print the names of donors in our annual magazine and thank people for sponsoring specific programs.*

*First and foremost, you NEED to do an annual mailing. Not email, physical mail. Start planning it in September or October, since most donations come in around the end of the year. It can be a light-touch suggestion, but if you don't ask, you won't receive. If you have phone numbers, it's definitely worth calling major donors to thank them personally.*

*Put giving into everything you do—your newsletter, your annual appeal letter, your website. Stay in touch with donors constantly and don't take them for granted. About 60-70% of the gifts we receive are expected, while the rest are surprises.*

*FreeWill is a marketing company that will put together an entire advertising campaign for a fee. We pay them about \$11,000 a year. They can also help donors with estate planning, so it's less of an uncomfortable conversation.*

*We used to have FreeWill, but found it wasn't giving a great return on investment.*

*MarketSmart is another alternative.*

*Internally-developed brochures and forms have helped a lot.*

*We've pointed donors towards a couple of nonprofits, the Realty Gift Fund and Leave10.org, which help people streamline their philanthropy.*

*Send out an annual letter in November-January. Email your annual report to that year's donors.*

**7. Software (Donor-management and/or other supporting software):**

*Signing a contract with a database company is a long-term relationship. We use Razor's Edge, which is very powerful but very expensive, and more sophisticated than a small library would need.*

*A library the size of Homer doesn't really need specialized software—Excel will do.*

**8. General advice:**

*Start simple. Identify some easy projects to use as advertising.*

*Annual giving is the gateway drug to all other forms of giving. You can transition from a regular annual gift to a regular mandatory minimum retirement disbursement, and then from that to estate planning. Planned giving should really be the end of your process, not the beginning. Focus on building the core group of major supporters and let it grow from there. Partnering with your local community foundation is excellent, and take advantage of the data provided by the funding portal. Focus on the people who have a history of giving, particularly those over 55. Build that core group of supporters, because loyalty matters more than dollar amounts. Who are the 25 people you should most stay in touch with? The director should concentrate on the top 10% in particular.*

*An annual read-a-thon, where donors can sponsor a reader in the same way they might sponsor a runner in a 5k race, can be a great way to drum up interest. Consider inviting some local authors to read!*



# City of Homer

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

Office of the City Manager

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## Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: May 6, 2026  
SUBJECT: City Manager's Report for May 11, 2026 Council Meeting

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### **Federal PIDP Funds to Replace Float System Four**

We at the City sincerely thank Senators Lisa Murkowski and Dan Sullivan and Congressman Nick Begich for their strong support of our Harbor infrastructure, and their role in the award of \$11.2 million from the U.S. Department of Transportation's Port Infrastructure Development Program (PIDP). The funding will be used to replace the critically deteriorated Float System 4 in Homer Harbor. Replacing System 4 helps safeguard critical marine transportation infrastructure that sustains essential freight shipping networks in southcentral and western Alaska, provides non-road connected communities access to healthcare facilities and Homer's regional airport, and supports economic and recreational activity.

The Homer Port and Harbor award was one of seven Alaska port projects funded through the FY2025 PIDP grants announced April 22. In total, Senators Lisa Murkowski and Dan Sullivan and Congressman Nick Begich secured over \$115.4 million in federal funding for ports across Alaska. The Float System 4 replacement project has additionally benefited from Denali Commission funding and a fiscal year 2026 federal appropriation championed by Congressman Begich.

### **Homer Harbor Expansion General Investigation Update**

Be sure to read the Homer Harbor Expansion monthly update attached as part of my City Manager's Report. The Homer Harbor Expansion study is approaching a significant milestone. The USACE will release the Draft Feasibility Report on May 22, 2026, which kicks off a 30-day Public Comment period. The USACE will notify the public through news releases, and City staff will expand that outreach both prior to and during the public comment period to ensure the community, harbor users and stakeholders are informed and encouraged to participate. See the attached monthly update for full details.

### **Land Acquisitions**

In March, the Homer City Council approved the purchase of four properties in the Bridge Creek watershed. We are pleased to share that these transactions are now complete, and the City of Homer owns four additional parcels within the watershed. Also on the land acquisition front, the Kenai Peninsula Borough Assembly approved the sale of five properties in the Kachemak "sponge" area to the City for long-term conservation and stormwater filtration. These borough properties will now proceed through the NOAA review process, which is expected to take approximately four to six months before closing. We'll share another update when the deal is finalized.

Up next: we will continue negotiations to acquire additional property in the Bridge Creek watershed using NOAA funds, in partnership with the Kachemak Bay National Estuarine Research Reserve and the Kachemak Heritage Land Trust. Staff anticipates effort on the Kachemak Sponge and Bridge Creek NOAA grants will continue over the next 18-24 months.

### **Raw Water Transmission Main Replacement Project Update**

Work is progressing steadily on the water line replacement project. In April, the contractor completed site preparation, welded the new 12-inch HDPE pipe into 500-foot sections, staged it along the project alignment, and disconnected and drained the existing cast iron water line. The contractor is currently excavating the trench, removing the old pipe, and installing the new 12-inch HDPE raw water line with fiber optic cable conduit, starting from the pump house and immediately backfilling as work progresses. The new pipe's minimum bury depth is 7-ft to the top of the pipe (our minimum standard bury depth). As of May 5, the new pipe was nearing the water treatment facility and is expected to reach the building early next week, around the time of the council meeting.

Spring conditions have been favorable for construction. While most of the Homer area experienced 7 to 8 feet of frost penetration due to lack of snow cover this winter, the project site is encountering only approximately 3 feet of frost depth. The top of Diamond Ridge maintained snow cover for most of the winter, which insulated the soil and reduced frost penetration. These frozen ground conditions are beneficial—they minimize wetland damage and provide stable support for heavy equipment, preventing it from sinking into the wetland soils.



### **City Surplus Sale Report**

The City's initial surplus auction on the Public Surplus website was a success. 64 items were listed on the Public Surplus site and sold for a total of \$35,215.48. Items that did not sell were approved for disposal through donation by the City Manager as authorized under HCC 18.30.040(a). The online system streamlined the process of disseminating information and collecting payments, and the City will be opening another surplus auction soon.

### **Airport Update**

As of the writing of this report the final structural engineer's report on the damage to the building is still pending and I hope to have a verbal update at the meeting. In the meantime, staff have been able to locate a mobile restroom unit that is available for purchase without any lead time. The cost of purchasing a unit is significantly less expensive than a longer-term rental, and the team at APRA was supportive of this cost saving measure.

### **Attachment:**

Homer Harbor Expansion Monthly Report

Homer Harbor Expansion Draft Feasibility Study Public Notice Flyer



## **Homer Harbor Expansion General Investigation Update**

**Item Type:** Informational Memorandum  
**Prepared For:** Homer City Council, Port & Harbor Advisory Commission  
**Date:** May 5, 2026  
**From:** Jenny Carroll, Special Projects & Communications Coordinator  
**Through:** Melissa Jacobsen, City Manager

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**Purpose:** This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

**Update:** Since confirming Alternative 2 as the Tentatively Selected Plan, the USACE Project Development Team has been finalizing the Draft Feasibility Report, which has recently been submitted for internal USACE review and approval.

The Draft Feasibility Report summarizes the full body of work completed during the feasibility study — including the engineering, environmental, and economic analysis of each alternative considered, the factors that led to the selection of Alternative 2 as the Tentatively Selected Plan, and the proposed project's estimated costs and benefits.

### **Save the Date! Draft Feasibility Report Release — May 22, 2026**

The USACE anticipates releasing the Draft Feasibility Report on May 22, 2026, opening a 30-day public comment period. The report will be publicly available on the USACE Alaska District website under Reports and Studies at <https://www.poa.usace.army.mil/Library/Reports-and-Studies/>. Hard copies will also be available at the Homer Public Library and the City Clerk's office at City Hall. The City will share the direct link and submission instructions through the HHE mailing list, website, and other media as soon as the report is released.

**Public Comment Period:** Comments on the Draft Feasibility Report must be submitted directly to the USACE by email or U.S. mail. Detailed submission instructions will be provided upon the report's release and shared widely by the City. All community members, harbor users, and stakeholders are encouraged to review the report and submit comments — all feedback is important and will be considered by the USACE. Comments that identify gaps or missing information, address how well Alternative 2 meets navigational or operational needs, or raise

additional navigational or operational factors that warrant consideration are particularly valuable to the process.

**Outreach and Public Engagement:** The USACE will issue news releases announcing the report's availability and the opening of the public comment period. The City will broadly amplify that outreach through the HHE mailing list, HHE website, and other channels before and throughout the public comment period to ensure the community, harbor users, and stakeholders are informed and encouraged to participate. In addition, the following events are planned and others are in the works:

- Joint Worksession — Homer City Council and Homer Port and Harbor Advisory Commission: Scheduled for [June 8, 2026](#), beginning at 4:00 p.m. in Cowles Chamber, Homer City Hall, 491 E. Pioneer Avenue. The worksession will provide an opportunity to review pertinent components of the Draft Feasibility Report and for City leadership to ask questions of City and HDR staff involved in study development. The public is welcome to attend in person or virtually.
- KBBI AM 890 Coffee Table Discussion — June 10 from 9:00 to 10:00 am.
- Community Events: Informational presence at LSF/Kachemak Gear Shed Customer Appreciation Day May 14 and HarborFest June 5-6.

**Study Schedule — Remaining Milestones**

Draft Feasibility Report Released / 30-day Public Comment Opens	May 22, 2026
Command Validation Milestone	August 18, 2026
District Final Report Submitted	November 27, 2026
Signed Chief's Report (End of Feasibility Study)	March 29, 2027

# Coming soon! May 22



**U.S. Army Corps  
of Engineers**

## **30-day Public Comment Period on the Draft Feasibility Report**

The draft report summarizes the work completed during the study and why Alternative 2 was recommended to address overcrowding and safety issues.

Community members, harbor users, and stakeholders are encouraged to review the report and submit comments — all feedback is important.

**Go to [HomerHarborExpansion.com](https://www.HomerHarborExpansion.com) for more info!**



April 27, 2026

City of Homer  
491 E. Pioneer Ave  
Homer, AK 99603

Dear Homer Community,

This letter serves as our quarterly report for the period of January 1 to March 31, 2026. We regret to share that longtime Homer Business Advisor Robert Green departed from the Alaska SBDC during the quarter. The Alaska SBDC moved quickly to post the position and received a strong pool of qualified candidates. We anticipate hiring a new Homer Business Advisor during the first half of the upcoming quarter. Kenai Peninsula Center Director Cliff Cochran, the longest-tenured advisor at the Alaska SBDC, will lead training efforts for the new hire and provide co-advising support until they are fully established in the role. Here is a summary of deliverables to the Homer community during the quarter:

Advising Hours: 90.4	Jobs Supported: 35
Clients Advised: 22	Capital Infusion: \$2,200,000
New Businesses Started or Bought: 3	Client Surveys: 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 remained at the top of the topics list, with business planning and legal issues joining the list. For industries, food services remained atop the list for a sixth consecutive quarter, by a wide margin, followed again by manufacturers, with service, professional, and administrative business models joining the list.

**Topics**

1. Financing/Capital: 27.1 hrs (30%)
2. Business Planning: 24.5 hrs (27%)
3. Startup Assistance: 17.3 hrs (19%)
4. Buy/Sell Business: 9.0 hrs (10%)
5. Legal Issues: 4.0 hrs (4%)

**Industries**

1. Food Services: 41.8 hrs (46%)
2. Manufacturers: 13.5 hrs (15%)
3. Services: 9.8 hrs (11%)
4. Administrative and Support: 6.5 hrs (7%)
5. Professional and Technical: 5.5 hrs (6%)

We would like to thank the City of Homer for its continued support of the Homer Business Advisor position. We appreciate this partnership and look forward to welcoming a new Homer Business Advisor soon. Please do not hesitate to contact us if you have any questions.

Sincerely,

Signed by:  
  
D3BE7A15D8D7402...  
Kendra Conroy  
Acting State Director  
Alaska SBDC



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Anchorage, AK 99503  
PO Box 190288  
Anchorage, AK 99519-0288  
[www.enstarnaturalgas.com](http://www.enstarnaturalgas.com)

April 30, 2026

Regulatory Commission of Alaska  
701 West Eighth Avenue, Suite 300  
Anchorage, Alaska 99501

Re: 2026 First Quarter Homer Surcharge Reconciliation

Dear Commissioners:

In compliance with Order No. U-19-014(9), ENSTAR Natural Gas Company, LLC. submits its Homer Surcharge Reconciliation to the Commission for the quarter ending March 31, 2026.

Please contact me at 334-7620 if you have any questions concerning this filing.

Sincerely,

A handwritten signature in cursive script that reads "Chelsea Guintu".

Chelsea Guintu  
Manager of Regulatory and Planning  
Phone: 907-334-7620  
Fax: 907-334-7657  
[Chelsea.Guintu@enstarnaturalgas.com](mailto:Chelsea.Guintu@enstarnaturalgas.com)

Enclosures:  
Homer Surcharge Reconciliation ending March, 2026

## CERTIFICATE OF SERVICE

I hereby certify that on April 30, 2026, a true and correct copy of the foregoing document was served by electronic mail on the following:

Fiona Yiu  
[Fiona.yiu@alaska.gov](mailto:Fiona.yiu@alaska.gov)

Jeff Waller  
[Jeff.waller@alaska.gov](mailto:Jeff.waller@alaska.gov)

City of Homer Clerks  
[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

Kachemak City Clerks  
[kachemak@xyz.net](mailto:kachemak@xyz.net)

Kenai Peninsula Borough Clerks  
[assemblyclerk@kpb.us](mailto:assemblyclerk@kpb.us)



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Nathan Enslow  
Regulatory Financial Analyst

**ENSTAR Natural Gas Company**  
**Homer Line Extension Surcharge**  
**Calculation Example Schedule**

<b>Updated Homer Extension Surcharge Example</b>				<b>Funded by</b>		<b>Funded by</b>		<b>Amount over</b>	
<b>Line #</b>		<b>Total Cost</b>		<b>State Grant</b>		<b>Surcharge</b>	<b>TA 226-4 Est</b>	<b>TA 226-4 Est</b>	
1	Cost of Pipeline as of 10/31/2013	\$ 11,710,421.39	\$	8,150,000.00	\$	3,560,421.39			
2	Final Cost of Pipeline	\$ 11,780,072.22	\$	8,150,000.00	\$	3,630,072.22	\$ 2,550,000.00		(1,080,072.22)
				<b>Rate of Return</b>		<b>Income Tax Recovery Rate</b>			
3	Prior to Oct 2017 (From Docket U-99-69)			9.25%		4.50%			
4	Effective Oct 2017 (Order U-16-066(19) issued on 9-22-2017)			8.59%		4.29%			
5	Federal Tax Rate Change Effective Jan 2018 (2017 TCJA)			8.59%		2.44%			
6	Proposed methodology change Effective January 1, 2019			5.06%		1.04%			
7	Line Extension Surcharge =	\$ 1.00							
8	Balance at 12/31/18	\$ 5,862,076							
9	Final Cost Funded by Surcharge	\$ 3,630,072							
10	Unrecovered Carrying Costs at 12/31/18	\$ 2,232,004	\$	467,177	\$	336,098.50			
11	Excess ADIT-Grossed Up	\$ 1,074,827							
	Unrecovered Net of Excess ADIT	\$ 1,157,177							
	Adjustment	\$ (400,000)							
12	Adjusted Unrecovered Net of Excess ADIT	\$ 757,177		Est. Amort. Period (Years)	13.5	Monthly Amort. =	\$	4,673.93	

		<b>Beginning Balance</b>	<b>Additional Costs</b>	<b>Rate of Return</b>	<b>Income Tax Recovery</b>	<b>Total Carrying Cost</b>	<b>Mcf Sales</b>	<b>Surcharge Receipts</b>	<b>Amortization of Unrecovered Carrying Cost Net of Excess ADIT</b>	<b>Ending Balance</b>
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
91	4/30/2025	\$ 1,604,697.88	\$ -	6,706.45	\$ 1,379.96	\$ 8,086.41	28,469.87	\$ (28,470)	\$ 4,673.93	\$ 1,588,988.36
92	5/31/2025	\$ 1,588,988.36	\$ -	6,632.38	\$ 1,364.72	\$ 7,997.10	32,183.46	\$ (32,183)	\$ 4,673.93	\$ 1,569,475.93
93	6/30/2025	\$ 1,569,475.93	\$ -	6,563.87	\$ 1,350.62	\$ 7,914.49	25,655.60	\$ (25,656)	\$ 4,673.93	\$ 1,556,408.75
94	7/31/2025	\$ 1,556,408.75	\$ -	6,536.39	\$ 1,344.97	\$ 7,881.36	12,555.36	\$ (12,555)	\$ 4,673.93	\$ 1,556,408.68
95	8/31/2025	\$ 1,556,408.68	\$ -	6,526.71	\$ 1,342.98	\$ 7,869.69	17,143.67	\$ (17,144)	\$ 4,673.93	\$ 1,551,808.63
96	9/30/2025	\$ 1,551,808.63	\$ -	6,516.47	\$ 1,340.87	\$ 7,857.34	12,800.23	\$ (12,800)	\$ 4,673.93	\$ 1,551,539.67
97	10/31/2025	\$ 1,551,539.67	\$ -	6,504.46	\$ 1,338.40	\$ 7,842.86	17,957.82	\$ (17,958)	\$ 4,673.93	\$ 1,546,098.65
98	11/30/2025	\$ 1,546,098.65	\$ -	6,433.11	\$ 1,323.72	\$ 7,756.83	40,919.36	\$ (40,919)	\$ 4,673.93	\$ 1,517,610.05
99	12/31/2025	\$ 1,517,610.05	\$ -	6,310.60	\$ 1,298.51	\$ 7,609.11	42,050.61	\$ (42,051)	\$ 4,673.93	\$ 1,487,842.48
100	1/31/2026	\$ 1,487,842.48	\$ -	6,136.21	\$ 1,262.63	\$ 7,398.84	65,228.21	\$ (65,228)	\$ 4,673.93	\$ 1,434,687.05
101	2/28/2026	\$ 1,434,687.05	\$ -	5,946.43	\$ 1,223.58	\$ 7,170.01	48,931.26	\$ (48,931)	\$ 4,673.93	\$ 1,397,599.73
102	3/31/2026	\$ 1,397,599.73	\$ -	5,790.09	\$ 1,191.41	\$ 6,981.50	48,909.95	\$ (48,910)	\$ 4,673.93	\$ 1,360,345.22

**LIBRARY ADVISORY BOARD**

**2026 Calendar**

	<b>AGENDA DEADLINE</b>	<b>MEETING</b>	<b>CITY COUNCIL MEETING FOR REPORT*</b>	<b>ANNUAL TOPICS/EVENTS</b>
<b>JANUARY</b>	Wednesday 1/14 5:00 p.m.	Tuesday 1/20 5:30 p.m.	Monday 1/26 6:00 p.m.	
<b>FEBRUARY</b>	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"> <li>• Annual Review of Library Fees, Policies, Rules &amp; Regulations</li> <li>• Annual Review of Board’s Bylaws</li> <li>• Celebration of Lifelong Learning</li> <li>• Strategic Plan &amp; Goals</li> </ul>
<b>MARCH</b>	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"> <li>• Reappointment Notices Sent Out</li> <li>• Terms Expire March 31<sup>st</sup></li> </ul>
<b>APRIL</b>	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"> <li>• Elections-Chair and Vice Chair</li> <li>• National Library Week, Library Workers Day, &amp; Library Legislative Day</li> </ul>
<b>MAY</b>	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"> <li>• Election of LAB Officers</li> </ul>
<b>JUNE</b>	No Regular Meeting			
<b>JULY</b>	No Regular Meeting			
<b>AUGUST</b>	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"> <li>• Library Budget Review *may not be applicable during non-budget years</li> <li>• CIP Draft Recommendations</li> <li>• Advisory Body Training Worksession</li> </ul>
<b>SEPTEMBER</b>	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"> <li>• Library Card Sign-up Month</li> </ul>
<b>OCTOBER</b>	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"> <li>• Approve Meeting Schedule for Upcoming Year</li> </ul>
<b>NOVEMBER</b>	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"> <li>• National Friends of Libraries Week</li> </ul>
<b>DECEMBER</b>	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"> <li>• Annual Review of Strategic Plan/LAB Goals</li> </ul>

\*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.