



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

City of Homer Agenda

Library Advisory Board Regular Meeting

Tuesday, January 18, 2022 at 5:30 PM

Cowles Council Chambers In-Person & via Zoom Webinar

Webinar ID: 991 8847 0047 Password: 125016

Dial: 346-248-7799 or 669-900-6833; (Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 5:30 P.M.

AGENDA APPROVAL

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

RECONSIDERATION

APPROVAL OF MINUTES

A. December 7, 2021 Regular Meeting Minutes

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VISITORS/PRESENTATIONS (10 minute time limit)

- A. Lyn Maslow, Friends of the Homer Library – Work on Western Lot Trail Update
- B. Mike Miller, The Homer Foundation – Boardmember Orientation to Library Endowment Fund

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Library Director Report dated December 30, 2021

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i. 2020 & 2021 EOY Statistical Reports

Page 13

ii. Homer Public Library 2021 Annual Report

Page 15

B. Legislative Update

C. Fundraising Update

Page 25

PUBLIC HEARING

PENDING BUSINESS

A. LAB Strategic Plan/Goals Update

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i. DRAFT Library Advisory Board 2022 Strategic Plan & Goals

Page 28

ii. Homer Public Library's 2020-2025 Strategic Plan

Page 30

- iii. LAB 2014 Strategic Plan **Page 36**
- iv. LAB Goals from 2019 to 2021 **Page 38**

NEW BUSINESS

- A. Donation of Art to the City Municipal Art Collection **Page 42**
 - i. City of Homer Accession, Gift, & Donation Policies & Procedures for Art **Page 43**
 - ii. Gift/Donation Proposal Application from Deland Anderson 11/10/2021 **Page 47**

INFORMATIONAL MATERIALS

- A. Memo 22-001 Revision of LAB's Student Representative Term **Page 52**
- B. LAB 2022 Calendar **Page 53**

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **TUESDAY, FEBRUARY 15, 2022 at 5:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Session 21-09, a Regular Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:34 p.m. on December 7, 2021 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. One seat remains vacant.

PRESENT: BOARDMEMBERS FINN, FAIR, MCKINNEY, SPRINGER (left at 6:33 p.m.), KUSZMAUL, DOLMA (arrived at 6:05 p.m.), AND STUDENT REPRESENTATIVE JOHNSON

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY
YOUTH SERVICES LIBRARIAN NOFZIGER

AGENDA APPROVAL

Chair Finn asked for a motion to approve the agenda.

FAIR/MCKINNEY MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. November 2, 2021 Regular Meeting Minutes

Chair Finn asked for a motion to approve the minutes.

KUSZMAUL/FAIR MOVED TO APPROVE THE NOVEMBER 2ND REGULAR MEETING.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Carolyn Norton, REC Room Youth Program Manager – REC Room

Chair Finn introduced Carolyn Norton, the REC Room Youth Program Manager, and Kathleen Kuhn, the REC Room Teen Peer Mentor.

Ms. Norton spoke to the purpose of their presentation, which is to provide feedback they received from teens at the REC Room regarding their use of the public library using questions provided by the LAB. She addressed the following questions and the answers they received:

- What does the library have that you and your friends find useful?
Responses: Books; Somewhere to be; Quiet; Study and do homework; Computer games; Comfy chairs; Hangout spot; Adobe Software Suite; Wi-Fi; Wi-Fi (but outside); Good natural light; Cheap/Quality printing; Meet up with friends
- What could the library do/have to be more useful to teens?
Responses: Tutoring; More audiobooks; Tell us about what they already have; First come, first serve private rooms; Like what software and stuff; People don't know what you have; Food; Designated snack space; People get kicked out or banned because of food; Games; More eBooks
- What is not available at the library that you would like to have available?
Responses: Go to HHS; Bean bags; Link on KPBSD website; Map of the library; Be on social media-INSTA; Flyers at school; Graphic tablet/graphic design stuff; Newer video games; Video games to check out; Field trip for older kids; HHS morning announcements: what's new at HPL

Ms. Norton shared photos of their building and facility and explained what the REC Room is, what their facility contains, who the staff is, and the activities and programs that are provided. Ms. Norton and Ms. Kuhn responded to questions and facilitated discussion with the boardmembers and library staff.

B. Cinda Nofziger, HPL – Meeting the New Youth Services Librarian

Chair Finn introduced the new Youth Services Librarian Cinda Nofziger.

Ms. Nofziger thanked the board for inviting her and voiced how excited she is to be at the library. She provided a background of her connections to Homer, her working experience with library services, and some of her plans for the youth services program including a teen advisory board.

Boardmember Dolma arrived at 6:05 p.m.

Chair Finn commented on the ideas Ms. Nofziger spoke to and thanked her for coming to Homer and to their meeting. Ms. Nofziger thanked the board and left the meeting.

In response to Chair Finn's request for feedback on the youth services subject, Student Representative Johnson explained her experiences with using the library.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Reports dated November 2021
- i. 2020 Statistical Report
 - ii. 2021 Statistical Report (laydown)

Library Director Berry spoke to his written staff report, noting the following:

- Grants received in November to build a small library and upgrading the Wi-Fi system, and a mini grant to pay for a kite-making workshop in late February.
- Live author readings that were held in the library; more readings were scheduled since the first ones were so popular.
- The Giving Tree is up and tags are available for grabbing.
- New Youth Services Librarian Cinda Nofziger has been busy since she started November 1st.
- Active shooter training drill and what lessons were learned.
- Status on purchasing a pull-down gate for the lobby entrance.
- Repairing of a broken window, which had been damaged likely by a kicked-up rock from weed-whacking back on Memorial Day.

There was brief discussion between the board and Mr. Berry regarding staff report items and the library statistic comparisons.

B. Legislative Update

Chair Finn gave a brief report. Her points of contact at the legislative offices said there isn't any direct-to-library benefits from the federal infrastructure funding, but there will be indirect benefits. Library Director Berry noted that the recently awarded grants are actually from the federal American Rescue Plan Act (ARPA) that was channeled through the Institute of Museum and Library Services.

C. Fundraising Update

- i. Planned Giving Plan Update from Boardmember Kuszmaul
- ii. Homer Foundation Quarterly Report
- iii. Common Messaging Framework for Significant Gifts

Boardmember Kuszmaul spoke to her written report. She referenced the Planned Giving Plan in the packet and asked for the board to discuss setting a "giving goal" and explained her reasons for why the LAB should have one. She sees it in terms of having something that the LAB is shooting for that can help evaluate results.

Boardmember Springer left the meeting at 6:33 p.m.

Boardmember Kuszmaul recommended the board set either a dollar amount in a certain timeframe, such as one or five years, or even a number of pledges/planned gifts per year.

Discussion ensued regarding the need to set a financial goal and the pros/cons of setting one now. One concern that was raised was how do we determine what's a reasonable goal especially this early in the process. Library Director Berry commented that based on the median estimate of contributions was about \$5,000; that comprised of about 40 donors. It was suggested that they utilize the training opportunities through the Homer Foundation (THF), and set a goal in increments such as starting with the \$5,000 and increase it on a percentage. The board agreed that some training or guidance would be

beneficial, and to have THF come to a future LAB meeting. Boardmember Kuszmaul said as the liaison she would follow up with THF to see if they would do a refresher on how the process works.

Boardmember Kuszmaul reiterated the board's willingness to set a \$5,000 per year monetary goal, which increases by 10 to 20% each year, and have the goal of getting one library gift written into an estate plan.

In closing of her report, Boardmember Kuszmaul gave a recap on what the LAB has accomplished this past year with the gift giving framework, the financial performance of the endowment fund thus far from THF quarterly reports, and her plan to use the year-end report from THF to determine how many metal fishes will need to be purchased to recognize large donors. She noted they are still in the "ready" stages of refining the planned giving plan.

PUBLIC HEARING

PENDING BUSINESS

- A. LAB Bylaw Amendments
 - i. DRAFT LAB Bylaws
 - ii. Current LAB Bylaws – Adopted September 23, 2019

Chair Finn introduced the agenda item by reading the title. She spoke to the bylaw changes that were discussed at the previous meetings, what the revised draft includes, and asked the board if there was any discussion or other amendments to be made.

FAIR/DOLMA MOVED TO APPROVE THE AMENDED LIBRARY ADVISORY BOARD BYLAWS AND RECOMMEND TO CITY COUNCIL FOR ADOPTION.

Chair Finn commented on her review of the new bylaws, the components the draft includes, and how she felt they encompassed everything they've discussed.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. LAB Strategic Plan/Goals Update
 - i. DRAFT Library Advisory Board 2022 Strategic Plan & Goals
 - ii. Homer Public Library's 2020-2025 Strategic Plan
 - iii. LAB 2014 Strategic Plan
 - iv. LAB Goals from 2019 to 2021

Chair Finn introduced the agenda item by reading the title. She provided a recap of the LAB's strategic plan history and went through the past years' goals to note what has been accomplished and what is still pending that could be incorporated into their new 2022 goals.

Boardmember Dolma commented on the job fair idea, to which Library Director Berry clarified that was a goal listed in the Homer Public Library's strategic plan and not the LAB's.

Deputy City Clerk Tussey explained her draft strategic plan and goals provided in the packet, what items were provided as backup and why, and what staff is looking from the board at this meeting.

There was discussion regarding the following:

- Boardmember Dolma's suggestion that the LAB should continue pursuing to expand the boundaries of the library service area, allowing more non-residents to serve on the board, and majority of the board's opinion to not pursue that given the history of the issue.
- The need to have goals that are specific to the LAB, and if it happens to align with a library's goal then to ensure it's framed in the terms of what the LAB will do in its capacities.
- Potentially modifying the 2021 Planned Giving Program goal to reflect their current work.
- Having a goal that focuses on community outreach, or brings information from the community to the library.

Deputy City Clerk Tussey recommended that boardmembers review the packet materials, come up with their list of preferred goals, and email them to her by January 7th. She will then incorporate them together into a memo that the board can discuss at their January 18th meeting.

DOLMA/FAIR MOVED TO POSTPONE THE LAB'S STRATEGIC PLAN AND GOALS TO THE JANUARY 18TH REGULAR MEETING TO CONSIDER A REVISED DRAFT FROM STAFF.

Chair Finn reiterated the need to have a quorum so they can complete this task at their January meeting.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Accepting Grants from the Institute of Museum & Library Services for Purchase & Installation of Little Libraries & Wi-Fi Upgrades at the Library
 - i. Ordinance 21-67 Accepting ARPA Grant Monies

Chair Finn introduced the agenda item by reading the title and asked if there was a motion of support.

FAIR/MCKINNEY MOVED TO SUPPORT THE ORDINANCE ACCEPTING THE GRANTS FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES AND RECOMMEND ITS ADOPTION BY CITY COUNCIL.

Boardmember Kuszmaul voiced a question she had received from a community member regarding the Little Libraries, which they are to understand is a place people can take books for free, and what funds

would be used to purchase the books. The community member's concern was they would not like to see library funds, which includes grants received, to buy books explicitly for the Little Libraries.

Library Director Berry noted the grant for buying books is completely unrestricted so they can buy books for whatever they want, which will likely go towards books for the collection and the Little Libraries would be stocked from donations that people provide. He explained the chain of prioritization for how book donations are handled by the library, addressing the concern and clarifying the intent of the grant funding.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair clarified that the \$1000

INFORMATIONAL MATERIALS

- A. Sister City Japan-Alaska Photo + Essay Campaign Flyer
- B. LAB 2022 Calendar

Chair Finn called on Deputy City Clerk Tussey, the Sister City Coordinator for the City, to speak to the Japan-Alaska Photo and Essay Campaign. Chair Finn facilitated brief discussion on the LAB 2022 calendar. She noted that she will be giving the LAB report in writing at the December 13th City Council meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey and Library Director Berry had no further comments.

COMMENTS OF THE BOARD

Chair Finn thanked everyone for showing up and Deputy City Clerk Tussey for all her organizational skills. She congratulated Boardmember McKinney for his role in the local Nutcracker play.

Boardmember McKinney shared how he didn't feel he brought his "A-Game" tonight and hoped he did not slow anyone down.

Boardmembers Fair, Kuzmaul, Dolma, and Student Representative Johnson did not have further comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:37 p.m. The next regular meeting is Tuesday, January 18, 2022 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.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____

Director's Report, Homer Public Library

December 30, 2021

General Notes

The two IMLS grants are moving forward. All the little libraries and wireless hotspots have been ordered. Equipment purchases for the wifi nodes are in progress.

On Dec. 23, the library held its first in-person storytime in nearly two years! The event was a smash hit, with roughly 40 attendees. Sadly, the rising omicron wave is forcing us to put storytime on hold again during January. However, Radio Storytime is back up and running on the third Thursday of every month, beginning Jan. 20.

Director's Meetings in December 2021					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
1	3	2	2	3	Various City meetings; CACS; Homer Bookstore

Staff Notes

I attended a brief workshop on responding to materials challenges. Cinda Nofziger participated in the Rural Libraries Summit about youth programming. Together with Rachel Tussey and others, Kevin Co gave a joint presentation at the Rotary Club regarding the sister city program.

Facility

On Dec. 27, building maintenance discovered a series of leaks in the roof which dripped water onto the wall above the study rooms and inside the workroom. Fortunately, no library materials or electronics were damaged. Unfortunately, the weather conditions are so hazardous that repairs can't really be tackled until the ice melts.

Library Advisory Board (LAB)

The LAB met Youth Services Librarian Cinda Nofziger and heard a presentation by representatives of the REC Room. For 2022, the LAB established a goal of raising \$5,000 for the Library Endowment Fund. The Bylaws were revised and forwarded to the City Council.

Friends of the Homer Library (FHL)

The work on the western lot trail continues. We now have a timeline for public consultations and design, with the ultimate goal of doing construction in summer 2023.

Events in December 2021		
Date	Time	Event
12/1-12/31	All month	Giving Tree on display in the library lobby
12/7	1:00-3:00	Battle of the Books
12/8	3:00-4:00	Hour of Code for Pre-K to Grade 1
12/9	3:00-4:00	Hour of Code for Grades 2-7
12/10-12/11	6:00-7:30	Author Talk: Richard Chiappone and Tom Kizzia (in-person/Zoom)
12/13	12:00-1:00	Lunch with Councilmember Donna Aderhold (Zoom)
12/23	10:30-11:30	Illustrating Alaska storytime
12/24-12/25	All Day	Library Closed for Christmas
12/31-1/1	All Day	Library Closed for New Year's

Upcoming Events in January 2022		
Date	Time	Event
1/1	All Day	Library closed for New Year's
1/8	11:30-1:00	Public forum on HERC renovations
1/10	12:00-1:00	Lunch with Councilmember Caroline Venuti (via Zoom)

Ongoing Events

Date	Time	Event
Mondays	1:30-4:30	Knitting Club (hybrid Zoom/in-person meeting)
Tuesdays	3:00-5:00	Chess Club (currently on hiatus)
Fridays	10:30-11:30	Storytime
Fridays	1:00-4:00	Live Action Roleplaying (LARP)
Fridays	5:00-6:00	Storytime for Grownups (via Zoom)
First Tuesday	6:30-8:00	SPARC Radio Club (hybrid Zoom/in-person meeting)
First Thursday	1:00-3:00	Literary Ladies (hybrid Zoom/in-person meeting)
First and Third Saturdays	10:00-12:00	Tech Help
Second Sunday	1:00-4:00	Second Sunday Shakespeare (via Zoom)
Third Thursday	10:30-11:30	Radio Storytime
Fourth Tuesday	4:30-6:30	FHL/HPL Book Club (hybrid Zoom/in-person meeting)

Homer Public Library Statistical Summary for 2020

Date: 19-May-21

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,449	13,454	8,751	3,205	4,478	4,975	6,044	6,633	6,910	7,836	5,749	5,964	88,448
*Library Catalog	12,340	11,575	6,364	427	2,206	2,709	3,662	4,356	4,767	5,652	3,493	3401	60,952
*Alaska Digital Library	1,943	1,764	2,340	2,718	2,237	2,225	2,291	2,244	2,108	2,142	2,200	2490	26,702
*Flipster e-magazines	29	63	47	60	35	41	91	33	35	42	56	73	605
*Other	137	52	0	0	0	0	0	0	0	0	0	0	189
INTERLIBRARY LOANS													
Incoming (Borrowed)	13	16	11	0	0	0	0	0	0	0	0	0	40
Outgoing (Lent)	50	25	4	0	0	0	0	0	0	0	0	0	79
BUILDING USE													
Gate Count	10,251	9,405	4,131	0	71	304	443	571	1,123	1,369	0	0	27,668
Study Rooms (# of groups)	297	274	111	0	0	0	0	10	10	6	0	0	708
Study Rooms (# of people)	566	487	195	0	0	0	0	11	12	10	0	0	1,281
Meeting Room (# of groups)	34	32	12	0	0	0	0	0	0	0	0	0	78
Meeting Room (# of people)	297	237	124	0	0	0	0	0	0	0	0	0	658
INTERNET USE													
TOTAL (*Included)	3,310	3,227	1,387	63	203	461	533	529	734	919	910	859	13,135
*Wireless Internet sessions	1,492	1,416	656	63	121	262	316	274	452	656	910	859	7,477
*Hardwired Internet sessions	1,818	1,811	731	0	82	199	217	255	282	263	0	0	5,658
PROGRAM ATTENDANCE													
TOTAL (*Included)	1,012	736	341	44	216	160	244	178	217	315	138	253	3,854
*Story Hour & Lapsit	273	237	134	0	0	0	0	0	0	0	0	0	644
*School Classes	24	12	0	0	0	0	0	0	0	0	0	0	36
*Youth Programs	398	329	134	3	216	151	185	116	97	201	112	213	2,155
*Adult Programs	317	158	73	41	0	9	59	62	120	114	26	40	1,019
OUTREACH													
# Visits	6	6	3	12	28	13	12	10	14	14	9	6	133
# People	54	59	25	1266	668	719	4096	3059	2722	3889	2588	4519	23,664
NEW CARDS ISSUED													
City	24	18	11	0	8	5	8	14	20	21	6	7	142
Borough	33	30	10	4	4	2	3	14	10	9	3	4	126
Temporary	0	1	2	0	0	0	0	2	0	1	0	0	6
Reciprocal	1	0	1	0	0	1	0	1	1	1	0	0	6
VOLUNTEER HOURS													
# of people	79	69	44	6	2	7	12	19	20	16	16	14	304
# of hours	178.5	185	111.5	62.5	8.5	92	138.5	177.5	250	166.5	159.5	172	1,702
MATERIALS ADDED													
Books	316	393	120	421	135	83	120	54	191	318	141	162	2,454
Audio	19	9	0	0	7	0	0	7	13	19	9	0	83
Video	64	144	0	46	31	114	27	31	2	72	61	29	621
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	0	0	0	0	11	0	0	0	0	0	0	0	11
MATERIALS REMOVED													
Books	231	218	96	18	71	185	304	204	105	81	76	27	1,616
Audio	76	41	0	0	0	0	0	0	2	1	0	0	120
Video	26	0	6	0	201	3	0	0	1	75	0	205	517
Serials	1	2	0	0	0	0	1	1	0	0	0	0	5
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2338.21	2250.40	1335.91	0.00	0.00	0.00	4.36	795.86	0.00	543.21	50.20	30.00	7,348.15
Building Fund (151-)													0.00
Library Gifts (803-)						5000.00							5,000.00
Endowment													0.00
Grants		700.00						7000.00	79492.00				87,192.00
TOTALS	2,338.21	2,950.40	1,335.91	0.00	0.00	5,000.00	4.36	7,795.86	79,492.00	543.21	50.20	30.00	\$99,540.15

Data not available yet or incomplete

*HPL closed to the public March 14.

*HPL began curbside pickup circulation April 29.

*HPL began admitting small groups of people to the building May 20.

*HPL began admitting people without reservations on October 5.

*Building closed to the public October 29.

Homer Public Library Statistical Summary for 2021

Date: 12-Jan-22

CIRCULATION	Jan	Feb (n. 2)	Mar	Apr (n. 3)	May	Jun	Jul (n. 4)	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	5,815	6,915	8,758	9,024	8,281	10,456	11,035	9,828	10,424	10,856	10,692	9,979	112,063
*Physical Print/Audio/Video	3,218	4,669	6,236	6,656	6,259	8,511	9,038	7,755	8,309	8,527	8,391	7,698	85,267
*Other Physical items (n. 5)							68	53	58	69	52	48	348
*Alaska Digital Library	2,509	2,174	2,466	2,308	1,973	1,911	1,910	1,989	1,985	2,225	2,180	2,183	25,813
*Flipster e-magazines	88	72	56	60	49	34	19	31	72	35	69	50	635
INTERLIBRARY LOANS													
Incoming (Borrowed)	0	6	16	12	13	13	15	12	10	16	12	15	140
Outgoing (Lent)	4	23	19	17	8	13	7	21	25	19	20	13	189
BUILDING USE													
Gate Count	0	1,162	1,810	2,781	3,342	4,702	5,932	4,632	5,026	4,303	4,521	4,314	42,525
Study Rooms (# of groups)	0	1	9	48	43	87	113	124	130	118	122	91	886
Study Rooms (# of people)	0	1	13	61	93	130	167	170	190	176	198	155	1,354
Meeting Room (# of groups)	0	0	0	0	0	3	8	7	6	7	10	11	52
Meeting Room (# of people)	0	0	0	0	0	14	126	68	53	20	63	82	426
INTERNET USE													
TOTAL (*Included)	566	842	953	1,360	1,745	2,085	2,587	2,583	2,355	1,829	1,450	1,461	19,816
*Wireless Internet sessions	556	625	669	896	1,156	1,358	1,802	1,818	1,638	1,175	843	882	13,418
*Hardwired Internet sessions	10	217	284	464	589	727	785	765	717	654	607	579	6,398
Website visits (sessions)	4,541	4,285	4,931	4,664	4,574	5,162	5,623	5,571	4,569	4,186	3,556	3,797	55,459
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	72	288	116	211	38	79	179	106	96	73	129	224	1,611
*Programs for Age 0-5							21	45	0	0	0	40	106
*Programs for Age 6-11							86	0	0	15	0	40	141
*Programs for Age 12-18							31	32	15	0	0	12	90
*Programs for Age 19+	35	32	25	30	38	56	11	8	56	10	117	104	522
*Programs for All Ages							30	21	25	48	12	28	164
*Youth Programs (all types)	37	256	91	181	0	23							588
OUTREACH													
# Events	10	9	14	9	3	5	4	1	1	4	2	2	64
# People	3,707	3,524	2,742	3,480	17	25	20	5	4	7	15	8	13,554
NEW CARDS ISSUED													
City	11	20	18	20	25	32	26	38	30	25	27	14	286
Borough	2	4	8	16	22	27	35	29	23	21	29	9	225
Temporary	0	0	0	0	4	9	5	1	1	0	0	0	20
Reciprocal	0	1	0	0	2	4	3	5	2	2	0	0	19
VOLUNTEER HOURS													
# of people	15	13	23	69	30	43	37	31	47	51	45	53	457
# of hours	131	114	131	211	155	202	134	124	176	119	127	161	1,784
MATERIALS ADDED													
Books	382	210	300	242	187	430	153	233	248	225	165	254	3,029
Audio	9	2	4	19	0	0	5	8	50	2	13	19	131
Video	70	45	29	60	51	61	38	36	30	45	20	48	533
Serials	0	0	0	0	0	0	1	1	0	1	0	0	3
Electronic Resources	0	1	0	0	0	0	284	0	306	35	60	83	769
MATERIALS REMOVED													
Books	238	172	269	510	148	126	299	0	221	378	71	80	2,512
Audio	149	56	40	0	0	3	2	0	82	0	0	0	332
Video	38	3	85	20	110	60	1	0	1	2	0	12	332
Serials	0	0	0	3	0	1	2	4	0	0	1	0	11
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	0.00	548.50	436.00	337.00	768.00	325.00	874.00	712.00	698.50	422.00	276.00	604.00	6,001.00
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants								7,000.00				2,509.00	32,091.00
TOTALS	0.00	548.50	436.00	337.00	768.00	325.00	874.00	7,712.00	698.50	422.00	276.00	25,695.00	\$38,092.00

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: HPL opened with reservations Feb. 1.

Note 3: HPL opened without reservations and extended hours Apr. 26

Note 4: Program attendance broken out by age, starting in July 2021.

Note 5: Other physical items includes electronic devices, kits, toys, board games, sports equipment and videogames. Prior to July 2021, these circulation figures were included in the overall total but not broken out.

Homer Public Library 2021 Annual Report



Artist Megan Frost exhibited her work in the fireplace lounge for the last three months of the year.

- Jan. 1: Start of FY 2021, a six-month fiscal year. The building remains closed to the public but patrons can access curbside pickup, outdoor wi-fi and all digital resources. The balance in the Library Endowment Fund stands at \$31,880.28.
- Jan. 26: The Library Advisory Board (LAB) holds a joint worksession with the Friends of Homer Library (FHL) to discuss coordinating fundraising between the two groups.
- February-May: Library staff run a Kids' Book Club.
- Feb. 1: The library building opens by appointment. Library

Calendar year 2021 began with the library building closed to the public and staff on staggered shifts. It ended with most library services back to normal and a few additional services in operation. During the past twelve months the library added or expanded several new subcollections, acquired self-checkout machines and thoroughly modernized day-to-day operations, to cite just a few improvements.

Staff demonstrated extraordinary dedication to their jobs through all the ups and downs occasioned by the coronavirus. HPL also owes a great debt of gratitude to the Friends of the Library and all the volunteers who helped over the past year, always without pay. The Library Advisory Board deserves recognition for its tireless efforts to develop and refine new policies, working to improve HPL's services and ensure the long-term financial health of the institution.

This report summarizes the major events at the library during 2021, capturing the highlights of a busy year.

January

The library doors remained closed due to COVID-19, but the staff served 497 patrons through curbside checkout. Electronic resources saw more usage than before the pandemic.

staff begin inserting Radio-Frequency ID (RFID) tags into all 50,000 items in the library's physical collection, with help from a great many volunteers.

- Feb. 2: The LAB reviews the fines and fees schedule but recommends no changes.
- Feb. 2-23: Artist Skywalker Payne leads a series of storytelling workshops for Black History Month.
- Feb. 3: Author Nadia Salomon reads her book *Heart of a Whale* for World Read Aloud Day.
- Feb. 16: The Homer Seed Library sets up shop at the library's front entrance.
- Feb. 22: Resolution 21-018 supports FHL's application for planning assistance from the National Park Service through the Rivers, Trails and Conservation Assistance (RTCA) program.
- Feb. 25: The Library Director assumes oversight of the City IT division.
- Mar. 2: The LAB debates a draft version of a Donation Acceptance and Management Policy.
- Mar. 9: Staff and Friends install a new microphone/speaker system in the fireplace lounge.
- Mar. 16: The LAB holds a joint worksession with FHL to finalize the Donation Acceptance and Management Policy.
- Mar. 29: The library building opens without appointments, on limited hours.
- Apr. 1: The library begins

The LAB and the Friends of the Library focused on planning for the coming year, including a collaborative approach to fundraising. Developing a clear set of priorities and dividing responsibilities took up much of 2021.

February

February saw the launch of the Homer Seed Library. A community-operated project, the seed library encourages patrons to share their own seeds and "check out" seeds from others!

The library received a boost from dozens of volunteers who began inserting Radio Frequency ID (RFID) tags into all 50,000 items in the print collection. This project pulled in helpers from the Friends of the Library, the regular staff and interested members of the community, and went on for months. The RFID tags play a critical role in the self-checkout system and also speed up operations at the front desk.

The LAB and the Friends of the Library exchanged reciprocal liaisons and committed to working together to raise funds for HPL.

March

The LAB held two in-depth meetings with the Friends to develop a framework for a donation strategy and a Donation Acceptance and Management Policy. In a completely unrelated incident, a snowplow knocked over a light pole in the parking lot.



Claudia Haines at the library's grand opening, Sept. 16, 2006.

April

After ten years as an employee and even longer as a community supporter, Youth Services Librarian Claudia Haines left to pursue other professional goals. Callista Faucher also stepped down as a Library Technician I.

The library switched on its new security cameras for the first time.

offering classic video games for checkout.

- Apr. 2: Callista Faucher steps down as Library Technician I.
- Apr. 5: In partnership with the National Center for Women & Information Technology (NCWIT), the library presents the Award for Aspirations in Computing to Olivia Glasman, Delilah Harris and Hailee Wallace.
- Apr. 6: The LAB votes to approve the Donation Acceptance and Management Policy.
- Apr. 7: The annual Celebration of Lifelong Learning once again takes place over the radio, as KBBI hosts the Friends' recognition of Larry Dunn and Deb Lowney.
- Apr. 20: New security cameras go live.
- Apr. 26: Resolution 21-025 adopts the Donation Acceptance and Management Policy.
- Apr. 30: Claudia Haines leaves the library after serving as Youth Services Librarian for a decade.
- May 4: The LAB debates a new Donor Recognition Policy.
- May 11: Savanna Bradley joins the staff as a temporary Library Aide.
- May 15: The bookmobile visits the Safe and Healthy Kids Fair. The first StoryWalk® book of the season, *Bear Sees Colors* by Karma Wilson, goes up on the trail outside the library.
- May 25: The bookmobile gets a facelift.
- May 26: Susan Jeffres joins the

The LAB and the City Council approved a new Donation Acceptance and Management Policy, streamlining the process for handling financial donations to the library.

The Friends of the Library stayed busy. For the second year in a row, the Celebration of Lifelong Learning took place on KBBI. The Friends received a grant from the Rivers, Trails and Conservation Assistance (RTCA) program, which helps communities plan and implement improvements to outdoor infrastructure such as the walking trail to the west of the library.

May

Savanna Bradley joined the library staff as a Temporary Aide and Susan Jeffres came on board as a Library Technician I.

The Friends of the Library refurbished the bookmobile, adding solar panels and LED interior lights, and varnishing all the shelves. The Friends also collaborated with library staff and City parks personnel to devise a plan for reducing the labor cost of maintaining the landscaping. This plan marked the start of an ambitious effort to overhaul the library grounds, including removing invasive species, replanting some flowerbeds with grass, installing drainage, rebuilding damaged walls, clearing sightlines and simplifying maintenance.

A window on the south side of the building shattered during Memorial Day weekend. Security camera footage showed no snowplows at the scene.



RTCA personnel and City staff toured the western lot on June 21.

June

The library resumed its regular hours and the meeting room reopened. There was much rejoicing.

The Summer Reading Program began with a relatively full slate of activities, in spite of interference from COVID. Thanks go out to the Friends, and particularly Friends Coordinator Cheryl Illg, for putting in the huge number of hours needed to make the program a success. The virus forced many events to go

staff as a Library Technician I.

- May 28: FHL meets with City Parks staff to plan the design of the library grounds.
- June-July: The bookmobile tours the Homer area, visiting baseball and soccer practices 4 days a week. The library hosts the Artist in Their Residence program, featuring virtual tours with Argent Kvasnikoff, Kate Boyan, Arias Hoyle, Vera Brosgol, Lee Post and David Brame.
- Jun. 1: The library resumes all normal operating hours. The Summer Reading Program launches.
- Jun. 2, July 7: The Little Makers Summer Program takes place outside the library, in collaboration with Sprout.
- Jun. 12 and 19, July 6 and 13: Kids make windsocks in collaboration with Homer Council on the Arts.
- Jun. 15: Vera Brosgol's *Memory Jars* goes on display as the StoryWalk® book for the month.
- Jun. 16: Masks become optional in City buildings.
- Jun. 21: The meeting room opens for public gatherings.
- Jun. 21-23: Representatives of the RTCA program visit Homer to tour the western lot and gather data related to expanding the trail network near the library.
- Jul. 4: The bookmobile participates in the Independence Day parade, with a procession of FHL volunteers and kids handing out free books.

online, but we still managed a significant roster of authors and activities.

Representatives from the RTCA toured the western lot and began the conceptual design work of upgrading the trail.

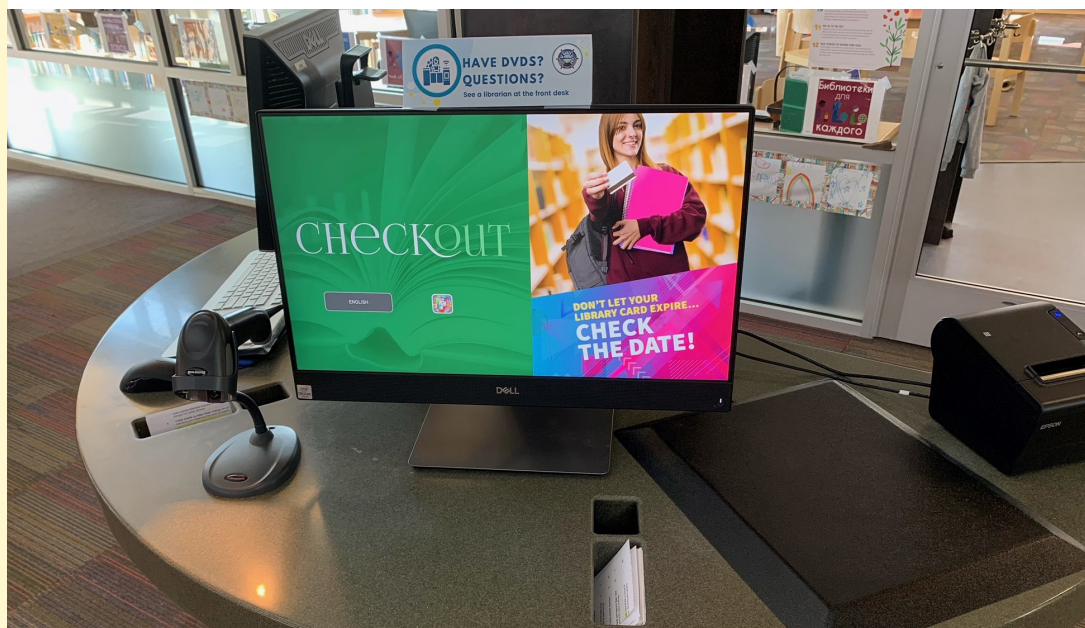


The library's new fiber-optic cable went live on July 22.

July

The July 4 parade featured the bookmobile cruising down Pioneer Avenue with sunglasses on and solar panels charged to the max, leaving books in the hands of young spectators. No synchronized dancing this year, but maybe next...

On July 20, the library marked a milestone as the RFID tagging project officially reached completion. In other collection-related news, the Pratt Museum collaborated with library staff to reproduce some of the historic maps in the museum collection and make the copies available in the library.



Self-checkout machines started up on August 3.

- Jul. 8: Author Vera Brosgol leads a workshop on comics and publishing.
- Jul. 12-16: Author Lee Post leads a series of workshops on comic-making for kids.
- Jul. 15: Minh Le's *Drawn Together* takes over as the StoryWalk® book for the month.
- Jul. 20: Staff and volunteers finish inserting Radio-Frequency ID (RFID) tags in all of the library's physical materials.
- Jul. 22: The library's internet connection speeds up, thanks to a new 400 Mbit/sec fiber optic cable. In partnership with the Pratt Museum, the library reproduces a selection of historic maps of Homer and makes the copies available to the public.
- Jul. 27: The LAB reviews a draft Donor Recognition Policy and votes to support placing a memorial bench for Duffy Murnane on the library grounds.
- Aug. 3: Self-checkout machines go live.
- Aug. 4: FHL volunteers finish the gardening improvements for the season.
- Aug. 7: End of the Summer Reading Program.
- Aug. 9: Molly of Denali visits the library to meet young fans. Ord. 21-45 accepts a \$7,000 grant from the Alaska State Library for purchasing materials.
- Aug. 12: City policy once again requires masks in public buildings.



Molly of Denali visited the library on August 9.

August

The self-checkout machines went live on August 3. Molly of Denali, from the eponymous PBS series, visited the library and met with fans outside in the plaza. The Friends voted to resume the Art in the Library program, which provides display space for local artists in the fireplace lounge for three months at a time.

In the middle of the month, South Peninsula Hospital took over part of the library parking lot for a free COVID testing clinic. Medical staff administered roughly 1,000 tests over the course of a week.

- Aug. 15: *Salmon Boy* by Johnny Marks closes out the StoryWalk® season.
- Aug. 15-20: A free COVID clinic outside the library administers roughly 1,000 tests.
- Aug. 25: Brighter LED bulbs replace the fluorescent lights in the library parking lot.
- Sept. 7: The LAB forwards the draft Donor Recognition Policy to FHL for comment.
- Sept. 9: Author Elena Passarello discusses her process in collaboration with 49 Writers.
- Sept. 18: Tech Help resumes, offering free computer advice to the public every other Saturday.
- Sept. 21-22: Representatives of the RTCA program visit Homer and conduct visioning sessions at the library.
- Sept. 24-25: The Friends of the Library Book and Plant Sale, the first full-size sale since the beginning of the pandemic.
- Oct. 1: Savanna Bradley leaves the library after working as a temporary Library Aide throughout the summer. The library begins offering vinyl LPs for checkout, with a record player in one of the study rooms.
- Oct. 1-Dec. 31: Artist Megan Frost displays her work in the fireplace lounge as part of the Art in the Library program.
- Oct. 7: The LAB votes to approve the Donor Recognition Policy. Jimmy Riordan visits the library with his traveling Art Workshop.
- Oct. 8: Author Jesse Wegman



The Friends of the Library Book and Plant Sale delighted customers Sept. 24-25.

September

Representatives of the RTCA returned to Homer for two days of meetings with local community groups, including the Kachemak Heritage Land Trust, Bunnell Arts Center, the Pratt Museum and others. Local citizens contributed their input on how to improve the trail to the west of the library.

The Friends of the Library Book and Plant Sale turned out to be the event of the season. The first full-scale event since the beginning of the pandemic, it harnessed a lot of pent-up demand. All the plants sold out by noon on the first day.

October

Savanna Bradley left the library at the end of her six-month contract. Staff launched a new collection of vinyl LPs in the music section and installed a record player in study room 5. (Just to prove that Homer keeps up with the times, the record player comes with wireless headphones that can pick up the signal anywhere in the building.)

The LAB officially approved the Donor Recognition Policy and Council adopted it. The new policy lays out a process for acknowledging the many Homer patrons who contribute to the success of the library.

Traveling artist Jimmy Riordan visited the Bunnell Arts Center, with a side trip to the library to show off his Art Workshop, housed in a renovated bookmobile from Pittsburgh. The Homer bookmobile put in an appearance to welcome the visitors and compare amenities.

discusses his book, *Let the People Pick the President*.

- Oct. 13: Library staff lead a workshop for children on light and shadow as part of the Leap into Science program.
- Oct. 14: Author Nadia Saloman reads and discusses her book, *Goodnight Ganessa*.
- Oct. 25: City Council passes Reso. 21-074, adopting the library's Donor Recognition Policy.
- Nov. 1: Cinda Nofziger joins the staff as Youth Services Librarian.
- Nov. 1-Dec. 23: The library displays *Illustrating Alaska: Artists Making Children's Books*, an exhibit created by ExhibitAK and the Alaska State Museum.
- Nov. 12: Author Doug Dodd discusses his book, *Hero Unaware*.
- Nov. 17: Author Seth Kantner discusses his book, *A Thousand Trails Home*.
- Dec. 1-31: The annual Giving Tree stands in the front lobby.
- Dec. 8: Hour of Code for kids up to first grade.
- Dec. 10: Storytime for Grownups wraps up after one year and 78 stories by 54 different authors. Recordings remain available on the library's website.
- Dec. 10-11: Authors Tom Kizzia and Richard Chiappone hold a conversation on their books, *Cold Mountain Path* and *The Hunger of Crows*, respectively.
- Dec. 13: Ord. 21-67 accepts two grants from the Institute of



The meeting of the bookmobiles, Oct. 7.

November

Cinda Nofziger joined the library staff as the new Youth Services Librarian.

Local author Doug Dodd kicked off the first in-person reading of the year with his new book, *Hero Unaware*. Several other authors participated in events during November and December. The library also hosted the *Illustrating Alaska* exhibit, showing off the work of four Alaskan illustrators and describing their processes.

The Friends distributed book boxes to local schools, part of a long-standing effort to make sure even our most-distant patrons have access to reading materials.



Illustrating Alaska displayed the works of Alaskan artists Nov. 1-Dec. 23.

Museum and Library Services, funding upgrades to the wi-fi system, hotspots for checkout, little libraries in city parks and purchases of materials. Lunch with a Councilmember resumes.

- Dec. 16: Radio Storytime resumes.
- Dec. 20: In partnership with Community Recreation, the library begins offering sports equipment for checkout.
- Dec. 20-22: Heraldry workshop for kids.
- Dec. 21: A 5.7 quake rocks Homer. No major damage in the library.
- Dec. 23: The library holds its first in-person storytime since before the pandemic.
- Dec. 27: Maintenance staff discover leaks in the roof.
- Dec. 30: A new artist, Briana Hume, puts up work for display in the library fireplace lounge.
- Dec. 31: The unofficial balance in the Library Endowment Fund stands at \$38,708.73.



Many wonderful patrons contributed to the Giving Tree during December.

December

The annual Giving Tree occupied pride of place in the library lobby throughout December. In partnership with the Homer Bookstore, the Giving Tree encourages patrons to donate specific titles to the library by choosing gift tags off the tree. Over the course of the month patrons donated 52 books and \$700 worth of gift certificates to the library collection. In partnership with Community Recreation, the library began offering sports equipment for checkout from the front desk.

City Council accepted two grants from the Institute of Museum and Library Services, totaling \$25,091. These grants will fund several improvements to library services: upgrading the wi-fi network, purchasing ten hotspots for checkout and five little libraries to be installed in City parks, and providing \$2,500 for new print materials in the library's regular collection.

On December 27, maintenance staff discovered a series of leaks in the roof over the study rooms and in the back workroom. While the collection escaped harm, the wallboard above the study rooms sustained damage.

Thank you!

Our deepest thanks to all those who supported the library during 2021. Many members of the public contributed their time, energy and money to guarantee the success of the institution. We here recognize those who donated to the library's long-term sustainability:

Library Endowment Fund

Anonymous

Dave Berry

Christ David

Brie Drummond and Jeff Williams

Shirley Forquer

Steve Gibson

Marilyn Kirkham

Janet Klein

Ann Oberlitner

Rosie Tupper

Ruth Jean Woodring

Friends of Homer Public Library Endowment Fund

Connie and Kerry Ozer

Mary Sanders

Terri Spigelmyer

Friends of Homer Public Library Stewardship Fund

Marilyn Sigman

2021

... by the numbers at
Homer Public Library



42,525
Visits to the library

550
New library cards issued

1,611
Patrons attended programs

1,784
Volunteer hours logged

113,006
Items checked out

62,026
Books (print)

25,813
E-books

1,451
Magazines (print)

3,003
Audio & Music

585
Games, electronics
& equipment

19,493
Video / DVDs

635
E-magazines 24



Library Endowment Fund

FACT SHEET

The Library Endowment Fund . . . is a **Field of Interest Fund** with **The Homer Foundation**, a local 501(c)(3) community foundation. A Field of Interest Fund is a permanent fund established to support a broad purpose or issue such as youth, arts, education or human services.

The Fund offers donors the opportunity to make a major tax-deductible gift during their lifetimes and/or through a bequest or planned gift.

The Library Advisory Board . . . recommended the creation of a Library Endowment Fund to the Homer City Council to support its ability 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.

The LAB has collaborated with the Friends of the Homer Public Library to create a Common Messaging Framework for Significant Gifts that both groups can use to solicit gifts to either The Library Endowment Fund or the Friends of the Homer Public Library Endowment Fund, as both funds benefit the library.

The Homer City Council . . . enacted Ordinance 20-10(S) on March 9, 2020, to establish the Library Endowment Fund with an initial \$10,000 payment from the Library Donation fund to the Homer Foundation.

Related Links and Documents

The Homer Foundation

<https://www.homerfoundation.org/>

Ordinance 20-10(S)

<https://www.cityofhomer-ak.gov/ordinance/ordinance-20-10s-library-endowment-fund>

Common Messaging Framework for Significant Gifts to Benefit HPL

Homer Public Library Donate Page

<https://www.cityofhomer-ak.gov/library/donate>

Homer Public Library Donation Acceptance and Management Policy

[link]



City of Homer

www.cityofhomer-ak.gov

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Homer, Alaska 99603

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(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: JANUARY 12, 2022

SUBJECT: LAB STRATEGIC PLAN & GOALS FOR 2022

At the December 7th meeting, the LAB reviewed and discussed the following items:

- A historical perspective of the LAB's values, roles and responsibilities
- A format for organizing our ongoing and forward looking goals and,
- The HPL's Strategic Plan for 2022-2025 which clearly lays out the Library's "Priorities". These can help stimulate the board's thinking on how to support and enhance our values and goals as a LAB, to help the Library accomplish their priorities.

Chair Finn has requested that boardmembers also draw on your life and community experience, as we hone/clarify/expand our values and goals to support a vital and vibrant HPL.

At my suggestion from the last meeting, a couple boardmembers submitted their LAB goals in advance. These items have not been organized into ongoing, short-term, mid-term, or long-term goals:

- Work toward achieving the LAB funding goal for the Planned Giving Program for the Library. (*similar to current Goal #1 from May 4, 2021*)
- Advocate for Library Budget (*current Goal #2 from May 4, 2021*)
 - Ensure the library has sufficient collection development budget to build and maintain a current and robust collection of materials relevant to the community.
 - Review needs for library physical plant upkeep and efficiencies.
 - Promote future funding of library technology needs.
 - Scheduled replacement of public use computers.
 - Requests for new or updated technologies (printers, scanners, security, etc.)
- Explore opportunities to increase and improve library use by students and "fringe" user-groups. (*similar to Goal #3 from May 4, 2021 and Goal #3 and #4 from December 1, 2020*)
- Continue to develop and/or improve relationships with other library boards on the Kenai Peninsula. (*similar to Deferred Goals #1 from December 10, 2019*)

- Continue to collaborate with the Friends of the Homer Library for the overall betterment of the HPL.
- Defining the LAB's role in fundraising; including reviewing the history of both the LAB's and Friends of the Homer Library's role in fundraising.

The attached draft acts as a starting point for the board to consider, fill in the goal blanks, and possibly approve for their 2022 Strategic Plan and Goals.

RECOMMENDATION

Review/discuss the attached documents and update the draft strategic plan and goals. If the board is satisfied with the amended draft, make a motion approving the LAB 2022 Strategic Plan and Goals. If not, direct staff to prepare a revised draft for consideration at the next meeting.

Attached: DRAFT Library Advisory Board 2022 Strategic Plan & Goals
Homer Public Library's 2020-2025 Strategic Plan
LAB 2014 Strategic Plan
LAB Goals from 2019 to 2021

LIBRARY ADVISORY BOARD 2022 STRATEGIC PLAN & GOALS

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 Administrative** Advise the Library Director and the City Council to ensure quality library service. 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 charter.
- Advocacy** Promote the mission of the library within the community. Advocate for the library to legislators.
- Meetings** Participate in all advisory board meetings. Appoint a liaison to the Friends Board and become a member of the Friends. 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

Ongoing Goals	1.
	2.
Near Term Goals < 6 Months	1. <i>Staff Task:</i> <i>Board Task:</i>
	2. <i>Staff Task:</i> <i>Board Task:</i>
	1. <i>Status:</i>
	2.
Mid Term Goals 1 - 3 Years (2022-2025)	1. <i>Status:</i>
	2.

	<i>Status:</i>
Long Term Goals 5 Years or More (2027+)	1. <i>Opportunity/Status:</i>
	2. <i>Opportunity/Status:</i>

DUTIES OF THE BOARD & STAFF

Boardmembers

- Attend City Council meetings as assigned.
- Attend worksessions and training opportunities.
- Submit potential agenda topics to the Chair and/or Staff Liaison, no later than the agenda deadline (the Wednesday before a scheduled meeting at 5:00 pm).
- Come to meetings prepared to take action through motions, or ask staff before the meeting for more information.
- Communicate with City Council members to gain support on LAB-related projects that need sponsorship at the Council level.

Staff Liaison

- Aid the Chair in setting the agenda.
- Compile packet material from boardmembers, write backup memos, and submit to Clerk.
- Provide information on items the board needs to review annually.
- Inform the board of City Council actions and discussion of library-related issues.

Clerk’s Office

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

Homer Public Library

Strategic Plan 2020-2025

Executive Summary

Homer Public Library serves a population of roughly 13,000, providing access to information, promoting literacy and facilitating lifelong learning. The library moved into a new building in 2006, but library usage has increased significantly since then. In order to keep up with the shifting demands of library patrons the library has adopted four main priorities for future planning: improving operational efficiency, expanding the library's role as a community hub, promoting lifelong learning, and providing access to materials in a range of formats.

Our Mission: What We Do

The mission statement was approved by the Library Advisory Board on April 5, 2016, and the entire Homer City Council on June 27, 2016. It appears on the library's website:

The Homer Public Library serves the diverse needs of our community members by providing access to information, promoting literacy, and facilitating lifelong learning. We foster education, personal well-being, cultural creativity, community engagement, and economic development. Our resources are offered without charge to people of all ages and abilities within our service area.¹

About the Library

Interest in a public library services in Homer began in the 1940s when the Homer Women's club set up a library in an old school building. By 1950 a simple 600-square-foot cabin was built to house the library. In 1978, the library became a department of the City of Homer, and the following year was replaced by a 3,500 square foot building on Pioneer Avenue.² In 2002 the Library Advisory Board, Friends of Homer Library, City of Homer and many volunteers collaborated to begin the Capital Campaign for the New Library, which raised \$8.1 million over the course of several years.³

Homer Public Library moved into its current 17,000-square-foot facility in 2006. The facilities include 5 study rooms and a public meeting room, as well as 26 public-use computers and a collection of roughly 45,000 items.⁴ Library services include reference and circulation, interlibrary loan, access to a variety of electronic databases and free wifi available throughout the building. The library's service area includes roughly 13,000 people and extends from Ninilchik in the north to the southern shore of Kachemak Bay, and from Cook Inlet in the west to Kachemak Selo in the east.

As a part of the Homer City government, the library is managed by a director in consultation with the Library Advisory Board (LAB), an eight-member body that suggests and molds policy. The LAB advocates for the library before the city council as well as assisting with fundraising and some library programs. The director answers to the city manager and through him or her to the elected city council and the mayor. The city council sets the budget for the entire city and has lawmaking powers.

For FY 2019 the library's total budget was \$925,502, of which \$712,346 went to personnel costs and the remainder to materials and service expenses.⁵ The director works with the city manager to define a budget request, which is then amended or approved by the city council in November of each year.

The library offers numerous public programs to support the mission, including many for youth and families. From storytimes and STEM programs to book clubs and author visits, library staff bring families together to support literacy and learning. The Friends of Homer Library (FHL) play a major role in community outreach. FHL manages the library bookmobile, the StoryWalk® outside the building, the *Reading Between the Lines* weekly radio program, a public newsletter and various periodic activities. In conjunction with the children's librarian, FHL staff and volunteers sponsor a large number of events for the Summer Reading and Learning Program. Various community groups make use of the library facilities on a regular basis, including the Knitting Circle, the Ham Radio Club, the Live-Action Roleplaying (LARP) community and the Writers Refuge, among others.

The library has always been heavily used. After the library moved into its then-new building in 1979, usage tripled in ten years.⁶ From 2011 to 2018 the library averaged 128,312 annual visits.⁷ According to *Library Journal*, during 2018 the library had a per-capita circulation rate of 28.01 and per-capita visitation of 25.89.⁸ The library and library staff have won awards on several occasions:

- 2007: Honor Award from the Alaska Chapter of the American Institute of Architects in recognition of the modern design and use of local materials.⁹
- 2011-14 and 2016-18: Annually awarded Star Library status from *Library Journal*.^{10,11}
- 2017: Children's Librarian Claudia Haines served on the selection committee for the Caldecott Medal.¹²

The *Homer Comprehensive Plan* was published in 2018 and addresses library services in Chapter 6, Objective G. This plan discusses library objectives at some length:

Objective G: LIBRARY– Maintain Homer's first-class library facility and continuously build on the high-quality library services to meet current and projected needs.

Current Status

In the ten years since the new Homer Public Library opened in 2006, use of the facility and library services has increased dramatically. Between 2008 and 2015, circulation of library materials grew by 43%, rising to 142,178 items. The number of people using the library's study rooms rose 19%, while use of the meeting room increased 35%. Attendance at children's story times grew by 63%. Fortunately, the library enjoys wide community support, as reflected in the fact that volunteer hours rose as well, by 48%. Since the closure of Homer's Boys and Girls Club in 2013, the library has seen a significant increase in the number of children using the library after school. Tourists and transient workers use the library heavily during the summer months. Winter, traditionally a slower time at the library, has also seen increased activity in recent years, on par with the summer months.

The library building is approximately 17,000 square feet and houses about 45,800 titles with a capacity for up to 47,000. The library offers 26 public computers with internet

access, wireless internet, and cabled connections in study rooms and carrels. The library employs six full-time and three part-time staff. The Friends of Homer Library and numerous other volunteers support library operations.

Resources to support the library come from the City's general fund, the majority of which is from sales and property tax revenue, a small annual grant from the State of Alaska, and extensive local support from the Friends of Homer Library. The Friends of Homer Library is a nonprofit organization which provides resources for many library programs as well as occasional one-time equipment purchases not provided for in the city budget.

When economies tighten, library use increases because individuals are less able to afford to purchase internet connections, computers, books, and DVDs. More people use library computers to seek employment, higher education, and training. Especially during difficult economic times, the public library plays a crucial role in equalizing access to information, government, jobs, and educational resources.

The facility currently accommodates the existing level of usage with moderate conflicting demands for space or services; however, if current trends continue, the ability to provide the access to information, materials, programming, and workspace requested by the community will be challenged. The 2018 library budget for the City of Homer is \$891,814, approximately 7.1%, of the City's overall budget.

Short-term Priorities

Technology: The use of computers and other digital devices to access information and reading material continues to expand. The library's public computers and wireless network are used extensively (49,406 sessions in 2015). The current public-use computers, as well as the video conference equipment, are near the end of their useful life span. A depreciation/replacement reserve fund is crucial to replace this essential equipment as it ages.

Staff: On-going training is essential to keep current on new technologies as they arise in order to implement best practices regarding technology, as well as to assist the public of all ages.

Implementation Strategies

- Keep current with the demands of new technology

Mid and Long-term Priorities

The library building was intended to provide capacity to serve projected demand for 20 years. With significant increases in library use and demand for services at the ten-year mark, meeting the demand at 20 years may be challenging. Should the demand at the library continue to increase beyond projection, it will be necessary to evaluate options for providing services into the future.

Implementation Strategies

- Consider the strategies to address the demand for library services¹³

In 2016 the library conducted a qualitative survey of patrons regarding what they most liked about the library. Common sentiments included the size and variety of the collection; the helpfulness of the staff; and the ease of accessing electronic materials.¹⁴ In 2018 the library undertook a survey of the local business community to assess how often businesses used the library’s resources. This survey showed mixed results: about half the businesses in town had used the library or some professional organization as an information source, but only 14% of respondents cited “information services” as a major need. Far more respondents expressed interest in face-to-face interactions such as classes and networking.¹⁵

About Homer

According to 2017 estimates by the Census Bureau, the city of Homer has 5,697 residents with a median household income of \$59,185. About 94.7% of the population holds a high-school degree or higher. About four-fifths of households (80.6%) have access to a broadband internet connection.¹⁶ The population is 86.19% white and 6.39% American Indian or Alaska Native, with no other single race representing more than 2% of the total.¹⁷ (Note that these statistics apply specifically to the City of Homer.)

The community is served by eight public schools and one small campus of Kenai Peninsula College.¹⁸ The school libraries vary in size.

Homer’s economy includes a range of industries. According to the *Homer Comprehensive Plan 2018*, “educational services, health care and social assistance are responsible for more than 26% of jobs in Homer...additionally, arts, entertainment, recreation, accommodation and food services provide another 13% of local jobs.”¹⁹ Commercial fishing also makes up an important component of the community’s tax base.

Priorities

PRIORITY	SHORT-TERM ACTIVITIES	MEDIUM-TERM ACTIVITIES	LONG-TERM ACTIVITIES
Improve the efficiency of the library by harnessing technology and streamlining procedures	<ul style="list-style-type: none"> • Automate library processes where possible • Update library card registration process 	<ul style="list-style-type: none"> • Cross-train staff in multiple capacities and update technology skills 	<ul style="list-style-type: none"> • Consider joining the Alaska Library Network as a full member
Expand the library’s capacity to serve as a community hub	<ul style="list-style-type: none"> • Partner with the public school system, homeschooling families and Kenai Peninsula College to provide resources for and increase library use with students • Continue working with FHL to develop 	<ul style="list-style-type: none"> • Increase resources and services for the business and entrepreneurial community • Consider hosting a job fair or career day for students and employers • Host open debate forums 	<ul style="list-style-type: none"> • Install a gate between the meeting room and the main floor, allowing the meeting room to be open when the library is closed • Expand the library’s meeting space/add additional meeting rooms

	programs based on community need		<ul style="list-style-type: none"> • Enhance the library’s ability to serve as a disaster response center
Promote lifelong learning	<ul style="list-style-type: none"> • Offer more activities and resources to support information competency • Continue working with FHL on the Celebration of Lifelong Learning 	<ul style="list-style-type: none"> • Partner with community organizations to promote public safety (Red Cross, Coast Guard, Police) • Workshops on financial literacy • Workshops on health 	<ul style="list-style-type: none"> • Invest in resources for all age groups • Partner with library systems in Anchor Point and Seldovia to promote literacy and access to programs
Provide access to materials in a range of formats	<ul style="list-style-type: none"> • Promote databases 	<ul style="list-style-type: none"> • Reorganize and simplify website • Consider building subcollections of physical goods based on community interest and need, such as tools or seeds 	<ul style="list-style-type: none"> • Digitize archival materials, starting with the Top Drawer Collection • Acquire new databases and expand existing ones

References

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 - ¹⁵ City of Homer. "Homer Public Library Survey for Small Businesses, Entrepreneurs, and Nonprofits." *Minutes of the Library Advisory Board*. City of Homer, 6 Nov. 2018. Print.
 - ¹⁶ Census Bureau. "Homer City, Alaska." *Census.gov*. Census Bureau, 2017. Web. 21 May 2019. www.census.gov.
 - ¹⁷ State of Alaska. "Homer." *Alaska Community Database Online*. State of Alaska Division of Community and Regional Affairs, 2019. Web. 21 May 2019. <https://dcra-cdo-dccd.opendata.arcgis.com/>.
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 - ¹⁹ *Homer Comprehensive Plan 2018*.

Homer Public Library Advisory Board

2014 Strategic Plan

Mission Statement

The Homer Library Advisory Board is formed pursuant to Chapter 1.48 of the Homer Municipal Code to advise and to advocate for the needs of the Homer Public Library.

Library Advisory Board Values

The members of the Library Advisory Board (LAB) will represent the LAB and will advocate for the needs of the Homer Public Library (HPL) to the public, library staff, city government and the city council.

The LAB will develop a unified vision and message that embodies the HPL.

The LAB will collaborate with stakeholders, library staff and city staff on a comprehensive plan to establish a library that meets 21st century standards.

The LAB will encourage communication and collaboration between and among community, staff, volunteers, policy makers and the media around the needs of the HPL.

Library Advisory Board Goals

To advocate for the needs of the HPL, the staff, patrons and activities.

To recommend increased funding for books to modernize and broaden the collection.

To communicate the strengths and assets of the HPL to the public and to policy makers.

To establish operational policies in collaboration with library staff and recommend those policies to the Mayor, City Manager and City Council for action.

To advise the Library Director on the development of budget priorities as well as to recommend additional sources of funding.

To advocate for adequate staffing to address the changing needs of the HPL including supporting the Library Director's request for seasonal, temporary help.

To strengthen ties with advocacy groups, most especially, the Friends of the HPL.

To identify safety and other facility issues and to bring them to the attention of the Library Director and the appropriate city staff.

To recommend that the City's Economic & Community Development Coordinator assist the Library Director in identifying potential sources of revenue and seeking said grants.

To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.

To develop an ongoing media campaign to disseminate and promote the Library's vision.

Attend City Council meetings.

Library Advisory Board Priorities:

(Recommend that the LAB prioritize goals into immediate and long-term.)

At the December 10, 2013 Special Meeting the following was prioritized:

1. To advocate and support the Library Director's request for seasonal, temporary help.
2. Further increase in collection development funds
3. To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.
4. Correct the lack of drainage and subsequent icing in the handicapped parking area.
5. Writing and Updating Policies –
 - ~~Collection Development Policy which includes the Selection Policy~~
 - Internet and Security Policy
 - ~~Social Media Policy~~
6. Strengthen ties with Advocacy groups, especially the Friends of the Homer Public Library.

**LIBRARY ADVISORY BOARD GOALS
2019**

Reviewed/Approved May 7, 2019

1. Advocating for Library Budget

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

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

3. Develop a Planned Giving Program for the Library

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

- a. Investigate and promote board training opportunities

DEFERRED GOALS

Student Card Pilot Project

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

**LIBRARY ADVISORY BOARD GOALS
2020**

Reviewed/Approved December 10, 2019

- 1. Finalize Revision of Library Gift Acceptance Policy**

- 2. Establish Library Endowment Fund**

- 3. Develop and Initiate Planned Giving Program for the Library**

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

- 5. Explore Opportunities to Increase Library Card Registration & Use by High School-Age Students**

COMPLETED MID-YEAR GOALS

- 1. Engage with & Support Library Director in a Strategic Planning Process**

DEFERRED GOALS

- 1. Continue to Develop Relationship with Other Kenai Peninsula Library Boards**
 - a. Investigate and promote board training opportunities
- 2. Student Card Pilot Project**
 - a. Formulate a formal policy to expand the student card pilot project, with possible expansion into communities across the bay

**LIBRARY ADVISORY BOARD GOALS
2021**

Reviewed/Approved December 1, 2020

- 1. Develop and Initiate Planned Giving Program for the Library**

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

- 3. Explore Opportunities to Increase Library Card Registration & Use by Students**

- 4. Improve Services to Remote Parts of the Library Service Area**
 - a. Niniichik, Voznesenka, south coast communities, etc.

**LIBRARY ADVISORY BOARD GOALS
2021**

Reviewed/Approved May 4, 2021

1. Develop and Initiate Planned Giving Program for the Library

2. Advocate for Library Budget

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

3. Improve Services to Remote Parts of the Library Service Area

- a. Niniichik, Voznesenka, south coast communities, etc.



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Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

DATE: JANUARY 13, 2022

SUBJECT: DONATION OF ART TO THE CITY MUNICIPAL ART COLLECTION

This application was received in November 2021 by the Clerk's Office. The donor would like the art to be housed in the Homer Public Library as a permanent display.

Please review the proposed donation in accordance with the City-approved policies which has been included for your convenience.

Please note that the City cannot guarantee that the art will be permanently displayed in the Library, however all considerations will be given to honor the donors request if the donation is accepted as a permanent addition into the Municipal Art Collection.

RECOMMENDATION

Make a motion to forward a recommendation to Parks, Art, Recreation, & Culture Advisory Commission recommending that the donation be accepted and placed in the Homer Public Library.

Attached: City of Homer Accession, Gift, & Donation Policies & Procedures for Art
Gift/Donation Proposal Application from Deland Anderson 11/10/2021



CITY OF HOMER

Accession, Gift, & Donation Policies & Procedures for Art

The Parks, Art, Recreation and Culture Advisory Commission is charged with the responsibility of evaluating the suitability of proposed artwork and making recommendation to the City Council as to whether or not to accept it as a gift. If accepted, the donated work becomes the responsibility of the City of Homer, which will inventory, insure, maintain and repair it as required by Homer City Code and Alaska State Law.

Definitions

"Gifts" are personal or real property that is donated, devised or bequeathed with or without restrictions to the City of Homer. Gifts can be actual artwork, property for placement of artwork or funds for the acquisition of artwork.

"Gift Policy" is the policy that identifies the procedure and criteria for reviewing proposed gifts of artwork to the City of Homer.

"Accession Policy" is the policy that defines an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection insuring that the collection is comprised of artwork of the highest quality.

(Reso. 10-80, 2011.)

ACCESSION POLICY

To establish an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection ensuring that the collection is comprised of artwork of the highest quality.

Definition

Accession is to accept artwork in to the Municipal Art Collection

Policy

1. Accession procedures insure that the interests of all concerned parties are represented including the Parks, Art, Recreation and Culture Advisory Commission, the Public, the Artist, the Arts Community and the City of Homer.
2. Artwork shall be distinctive artistic merit and aesthetic quality and will enhance the diversity of the Municipal Art Collection.
3. Artwork shall be appropriate in and for its site, scale, material, form, and content for both its

immediate and general social and physical environment.

4. Artwork shall be reasonably durable against theft, vandalism, weather, and excessive maintenance costs.
5. Accession implies the responsibility to preserve, protect, and display the artwork for public benefit.
6. Accession implies a work's permanency within the Municipal Art Collection, providing that the work retains its physical integrity, identity and authenticity.
7. Artwork will be acquired without restrictions as to its future use and disposition except as provided in contracts with artists.
8. Artwork will be accessioned into the City of Homer's Municipal Art Collection only upon completion of all facets of the Commissioning or purchasing contract and final approval of City Council.
9. Each accessioned work into the Municipal Art Collection will be documented to the fullest extent possible, including artist's last known address and when available photograph.
10. The artist's signed contract or release transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every accessioned work and shall be in the documented records of the work.
11. In the case of interagency or inter-local agreements a copy of the agreement and signatures of all parties will be kept in the office of the City Clerk.
12. Accession results from projects and purchases generated as part of the Municipal Art program except in case of donations which will be reviewed in accordance with the City of Homer Public Arts policy on gifts and if accepted will be accessed pursuant to this accession policy. (Reso. 10-80, 2011.)

GIFT POLICY

Purpose

To identify a procedure and criteria for the Parks, Art, Recreation and Culture Advisory Commission to review proposed gifts of artwork.

Definition

Gifts are personal or real property that is donated or bequeathed with or without restrictions to the City of Homer for actual artwork, property for placement or funds for the acquisition of artwork.

Policy

1. The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts as defined above and will evaluate the suitability of proposed gifts and make recommendations to the Homer City Council in accordance with Homer City Code which allows acceptance of donations.
2. Each Proposed gift will be reviewed for the following:
 - a. Aesthetic Quality- the proposed gift has significant aesthetic merit.

- b. Appropriateness of Chosen Site or Location - scale of artwork is appropriate for the site including relationship between the artwork and the site and obstacles of the site.
- c. Restrictions from the Donor - any restrictions must be clearly identified and may be a factor in determining whether to accept a gift.
- d. Originality of Artwork- artworks must be one of a kind or part of an original series reproductions of originals are not considered eligible for acceptance.
- e. Relationship to the Collection as a Whole - the Parks Art Recreation & Culture Advisory Commission is committed to creating a diverse collection of art. The proposed gift must be compatible with the Municipal Art Collection without being over represented.
- f. Technical Feasibility- the realistic ability for the proposed project to be built and installed as proposed in the selected location.
- g. Technical Specifications - the Parks Art Recreation & Culture Advisory Commission must review the actual work if available or a scale drawing and or model consisting of site plans and elevations describing the following:
 - i. Surrounding site conditions if applicable
 - ii. Dimensions
 - iii. Materials and finishes
 - iv. Colors
 - v. Electrical, Plumbing, or other utility requirements
 - vi. Construction and installation method
 - vii. Additional support material such as text verbally describing the artwork and specifications, models, or presentation drawings by a licensed engineer may be required.
- h. Budget - cost to manage the project, prepare the site, deliver and or install the work, funds for signage/recognition, and any other cost should be disclosed by the donor in a budget. The Commission will determine if the costs are accurate and realistic and that the donor has clearly delineated responsibility for all costs associated with the project.
- i. Timeline - expected timeline for donation or installation should be proposed by the donor. The Commission will determine if the timeline is realistic.
- j. Durability - expected lifetime and staying power of the material used to create the artwork especially if set in the out of doors or in a non-archival exhibition setting and exposed to the elements.
- k. Warranty - the donor agrees to be responsible for a warranty period of one (1) year from the date of final installation of the artwork to insure the integrity of the material, fabrication and installation when installed in or on a city owned facility or property.
- l. Vandalism and Safety - the artwork will not be prone to vandalism or pose a safety hazard.
- m. Maintenance and Preservation - donor's agreement to provide a technical and maintenance record including a plan for routine care with estimated costs. The donor must indicate if there are any unusual or ongoing costs to maintain artwork.

3. Donors proposing gifts will be informed of the importance of the above criteria in the PARC Advisory Commission's consideration.
4. The Parks, Art, Recreation and Culture Advisory Commission will have final authority through the City Manager to review and recommend to Homer City Council to accept or reject the donated artwork.
5. All gifts that are recommended for acceptance will only be accessed into the Municipal Art Collection pursuant to the Accession Policy. (Reso. 10-80, 2011.)

PROCEDURE TO PROPOSE A DONATION OF ARTWORK TO THE CITY OF HOMER

Process

The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts according to the Gift Policy. They will evaluate the suitability of the proposed gifts and make recommendations to the Homer City Council through the City Manager.

In order to provide the Commission with the information necessary to evaluate the proposed artwork in accordance with the Gift Policy and Accession Policy the potential donor or donor's representative must complete the Gift Proposal Application and submit to the City of Homer, City Clerk's Office. (Reso. 10-80, 2011.)

Presentation to the Parks, Art, Recreation and Culture Advisory Commission

If applicable the donor will be scheduled to present his or her proposal to the Commission at the next regular meeting. The donor is expected to present the actual artwork or model or scale drawings of the proposed piece. If it is not possible depending on the artwork a photograph may be accepted upon approval of a majority vote of the Commission.

The Parks, Art, Recreation and Culture Advisory Commission will review the proposal, consider the presentation and make a recommendation at the meeting. If the proposal materials do not give the Commission enough information to make an educated recommendation they may request to postpone recommendation until further information is provided by the donor.



CITY OF HOMER GIFT/DONATION PROPOSAL APPLICATION

PLEASE TYPE OR PRINT CLEARLY AND MAKE YOUR RESPONSES COMPLETE AND THROUGH.

DATE 10 November 2021
CONTACT PERSON Deland Anderson TITLE _____
ORGANIZATION IF APPLICABLE _____
ADDRESS 134 Mountain View Dr. CITY homer STATE ak ZIP 99603
PHONE 907 235 7804 FAX _____ CELL _____
EMAIL deland@xyz.net

TELL US WHY YOU WISH TO DONATE THIS TO THE CITY OF HOMER?

The Homer Public Library seems to be the perfect permanent home for this pair of paintings. They hung in the library throughout the past year or so, and I would like them to stay.

PLEASE COMPLETE THE APPROPRIATE SECTIONS RELATED TO YOUR DONATION.

TITLE OF ARTWORK Seven Samurai, Pleiades
ARTIST(S) NAME Deland Anderson
YEAR COMPLETED 2018 DIMENSIONS 48"X18", 62"X27"
MATERIALS USED TO CREATE ARTWORK Acrylic on canvas, tempera on canvas

PHYSICAL DESCRIPTION OF THE PROPOSED DONATION--

This is a pair of original paintings, depicting nearly identical images, but in different scale. They are meant to be exhibited together for aesthetic reasons: the subtle differences between the two pieces give the viewer's and an opportunity to reflect on their sameness. This moment underscores the theme of the paintings which is cloning. They are jellyfish. They are clones. More on this in subsequent narrative.

NARRATIVE DESCRIPTION OF THE PROPOSED DONATION- TELL US THE STORY BEHIND THE PIECE OR SIGNIFICANCE -

Seven Samurai was the anchor for a show I put together in 2019 called the Landscape of Medusae. It spun out the whimsical theme of jellyfish as landscape. It was exhibited at Alaska Pacific University and received good acclaim. Most of the pieces have sold. But I still have this pair and they were on exhibit in the Homer library during 2020-21. The piece Seven Samurai and its companion, Pleiades, originated with a whimsical thought: what if the stars were jellyfish? The Seven Sisters, as the constellation is sometimes known, became seven moon jelly clones in my mind. I strove to capture the beautiful subtle light of this constellation as well as the mindful symmetry it displays. Doubling the composition emphasizes the unique biology of jellyfish--they are able to clone themselves in perpetuity and organize as a colony. To me that is very much like a stellar constellation.

IS THE PROPOSED PIECE ONE OF A KIND? yes IS THE PIECE PART OF A SERIES, LIMITED OR OTHERWISE? no
IF SO, AN EDITION OF HOW MANY? n/a IS THE PIECE COMPLETED? yes IF NOT WHEN IS THE
EXPECTED COMPLETION DATE? n/a
WHAT IS THE CURRENT CONDITION OF THE PIECE? Pristine

PROPOSED SITE OR LOCATION

DO YOU HAVE A SITE(S) IN MIND FOR THE PLACEMENT OF THE PIECE? IF SO WHERE?

Yes. The Homer Public Library. As mentioned above this pair of paintings hung in the library for more than a year. Staff have commented on how fond they have become of them. They originally were meant to dovetail into an educational program spearheaded by Claudia Haines on marine life, I believe. In any case, the longer the pieces were in the library, the more they seemed to belong there. For many reasons. Here are a few that come to mind. They are quiet--blue concentric circles arranged in a simple pattern. They prompt reflection and contemplation in the viewer. They blend science and imagination in a unique way--which could be said of the Library as a whole. They are themed in the marine environment. So too is the library's architectural concept: a spyglass. What better than a constellation and a telescope? Also the jellyfish balance the copper salmon in the library plaza. The salmon represent the money that made this town and the scientific and technical knowledge we have of our salmon species. They are the most loved and the best known of our fishes. The jellyfish is probably as close as one could come to the opposite of a salmon. The seiners I know all have ways to avoid them an to protect themselves from them when they can't be avoided. I could go on, but I would rather leave some of it up to the imagination. I'll leave off with one last thought: the more we study jellyfish, the more we have to rethink our basic concept of an individual living organism.

IS THIS A CITY OWNED PROPERTY IF NOT WHO OWNS THE PROPERTY? yes

WHAT IS THE RATIONALE FOR SELECTING THIS/THESE LOCATION(S)?

As stated above. Also, my artwork is meant to be educational as well as pleasing. Over the years I have taught literally thousands of children and adults in Homer and around bush Alaska the technique of dot painting and its cultural value. The Homer Public Library is a keystone institution in our community. It is fitting that such an institution in such a town as ours promote local art that is appropriate to all ages and without political messaging.

ARE YOU AWARE OF ANY PERMITS OR PERMISSIONS THAT MAY BE REQUIRED? none

TECHNICAL SPECIFICATIONS

DESCRIBE HOW THE PIECE IS CONSTRUCTED OR MADE. PLEASE INCLUDE ANY DOCUMENTATION AT THE END OF THIS APPLICATION. As I mentioned above, they are paintings on canvas, framed and ready to hang.

HOW IS THE PIECE TO BE PROPERLY INSTALLED? hung on a hook on the wall

DOES THE PIECE REQUIRE ELECTRICITY, PLUMBING OR OTHER UTILITY HOOKUPS? no

WHO WILL BE INSTALLING THE PIECE? I will with the assistance of library staff.

WHAT IS THE EXPECTED LIFETIME AND STAYING POWER OF THE MATERIALS USED IN CREATING THE PIECE? _____

Acrylic paintings have been around for a century or so. They seem to hold up quite well, if kept dry and out of direct sunlight. Tempera paintings have been around much longer and are known to last hundreds of years if kept dry and out of direct sunlight. The limiting factor of these paintings is not the paint but the substrate. Canvas is considered a permanent substrate for paintings, but it is not the most durable of all kinds of painting substrates.

WHAT MAINTENANCE IS REQUIRED AND HOW OFTEN? _____

Dust with feather duster once a year

PLEASE IDENTIFY ANY SPECIFIC MAINTENANCE PROCEDURES AND OR EQUIPMENT AND THE ASSOCIATED COSTS: _____

none

WHAT PRECAUTIONS HAVE BEEN TAKEN TO GUARD AGAINST VANDALISM IF ANY? _____

Just keep them in view and out of reach, and they'll be fine.

WHAT STEPS HAVE BEEN TAKEN TO ASSURE THIS PIECE WILL NOT PRESENT A SAFETY HAZARD? _____

If they are hung with proper hooks, they won't be an issue.

BUDGET

PROJECT MANAGEMENT FEES	\$ _____	INSURANCE	\$ _____
ARTIST'S FEES	\$ _____	UTILITY HOOKUP	\$ _____
PURCHASE PRICE PERMITS	\$ _____	DELIVERY	\$ _____
STRUCTURAL	\$ _____	INSTALLATION	\$ _____
ENGINEERING SITE	\$ _____	SIGNAGE	\$ _____
PREPARATION OTHER	\$ _____	RECOGNITION	\$ _____
COSTS NOT LISTED	\$ _____	DESCRIPTION	No money required

DATE PIECE WAS LAST APPRAISED? _____

WHAT IS THE VALUE OF THE PIECE OR ESTIMATED MARKET VALUE IF NO APPRAISAL WAS DONE? _____

Seven Samurai, \$1,000, Pleiades, \$ 1,900.

TIMELINE

WHAT IS THE TIMELINE FOR THE COMPLETION OR INSTALLATION OF THE PIECE? IDENTIFY THE DIFFERENT STAGES AND

DATE GOALS TO PREPARE THE PIECE FOR DONATION ASAP

RESTRICTIONS

ARE THERE ANY KNOWN COVENANTS, REQUIREMENTS OR RESTRICTIONS THAT COME WITH THE PIECE? _____

no

WHAT EXPAECTATIONS DO YOU HAVE FOR THE CITY OF HOMER IN ACCEPTING THIS ARTWORK? _____

display it in the library

COMMUNITY INVOLVEMENT

WAS THERE ANY COMMUNITY OR USER INVOLVEMENT IN SELECTING THE RECOMMENDED LOCATION? _____

Staff and Friends of the library have expressed interest in having them permanently.

PLEASE INCLUDE ANY LETTER(S) OF SUPPORT FOR THE PROJECT OR PROPOSED DONATION.

APPLICANT MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS APPLICATION.

_____ **AN RESUME OR BIO FROM THE ARTIST WHO CREATED OR WILL CREATE THE ARTWORK.**

_____ **FIVE TO TEN IMAGES OF PAST WORK FROM THE ARTIST. THESE CAN BE PHOTOGRAPHS.**

_____ **THREE TO FIVE CLEAR IMAGES OF THE PROPOSED ARTWORK**

_____ **SCALE DRAWING/MODEL OF THE PROPOSED ARTWORK**

_____ **IF YOU HAVE A SITE(S) IN MIND PLEASE INCLUDE PHOTO AND DESCRIPTION OF THE SITE(S) AND A SCALED DRAWING OF THE PROPOSED ARTWORK IN THE RECOMMENDED LOCATION.**

_____ **A COPY OF A FORMAL APPRAISAL IF AVAILABLE**

_____ **TECHNICAL SPECIFICATIONS, MAINTENANCE MANUAL OR DRAWINGS/RECOMMENDATION FROM STRUCTURAL ENGINEER.**

APPLICATIONS ARE TO BE SUBMITTED TO:

THE CITY OF HOMER

CITY CLERKS OFFICE

491 E. PIONEER AVENUE

HOMER, AK 99603

OR YOU MAY SUBMIT VIA FAX AT 907-235-3143 TO SUBMIT VIA EMAIL PLEASE SEND TO clerk@ci.homer.ak.us

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CLERK'S OFFICE AT 235-3130.





City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 21-001

TO: HOMER CITY COUNCIL
FROM: MAYOR CASTNER
DATE: DECEMBER 8, 2021
SUBJECT: TERM EXPIRATION UPDATE FOR LIBRARY ADVISORY BOARD STUDENT REPRESENTATIVE

Bristol Johnson was appointed to the Library Advisory Board as Student Representative via Memorandum 21-151 with a term expiration of May 2022. Since then, the LAB has amended their bylaws to no longer have a 1-year term limit, therefore the student representative term now expires with graduation from high school.

Recommendation

Confirm the revised Student Representative term expiration of Bristol Johnson to the Library Advisory Board to expire with graduation from high school.

LIBRARY ADVISORY BOARD 2022 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/12 5:00 p.m.	Tuesday 1/18 5:30 p.m.	Monday 1/24 6:00 p.m.	<ul style="list-style-type: none"> • Annual Review of Library Fees, Policies, Rules & Regulations
FEBRUARY	Wednesday 2/9 5:00 p.m.	Tuesday 2/15 5:30 p.m.	Monday 2/28 6:00 p.m.	
MARCH	Wednesday 3/9 5:00 p.m.	Tuesday 3/15 5:30 p.m.	Tuesday 3/29** 6:00 p.m.	<ul style="list-style-type: none"> • Clerk Reappointment Notices Sent Out
APRIL	Wednesday 4/13 5:00 p.m.	Tuesday 4/19 5:30 p.m.	Monday 4/25 6:00 p.m.	<ul style="list-style-type: none"> • Terms Expire April 1st • Advisory Body Training Worksession • Election of LAB Officers • Celebration of Lifelong Learning; National Library Week, Library Workers Day, & Library Legislative Day
MAY	Wednesday 5/11 5:00 p.m.	Tuesday 5/17 5:30 p.m.	Monday 5/23 6:00 p.m.	
JUNE		No Regular Meeting		
JULY		No Regular Meeting		
AUGUST	Wednesday 8/10 5:00 p.m.	Tuesday 8/16 5:30 p.m.	Monday 8/22 6:00 p.m.	<ul style="list-style-type: none"> • Library Budget Review *may not be applicable during non-budget years
SEPTEMBER	Wednesday 9/14 5:00 p.m.	Tuesday 9/20 5:30 p.m.	Monday 9/26 6:00 p.m.	<ul style="list-style-type: none"> • Library Card Sign-up Month
OCTOBER	Wednesday 10/12 5:00 p.m.	Monday 10/17*** 5:30 p.m.	Monday 10/24 6:00 p.m.	
NOVEMBER	Wednesday 11/9 5:00 p.m.	Tuesday 11/15 5:30 p.m.	Monday 11/28 6:00 p.m.	<ul style="list-style-type: none"> • National Friends of Libraries Week • Approve Meeting Schedule for Upcoming Year
DECEMBER	Wednesday 12/14 5:00 p.m.	Tuesday 12/20 5:30 p.m.	1/10/2022 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.

**The City Council March meeting will be held on a Tuesday due to Seward's Day.

***The LAB October meeting will be held on a Monday due to 53 Day being on Tuesday 10/18.