



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

City of Homer Agenda

**Library Advisory Board Regular Meeting
Tuesday, September 1, 2020 at 5:30 PM
City Hall Cowles Council Chambers via Zoom
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.

APPROVAL OF AGENDA

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

RECONSIDERATION

APPROVAL OF MINUTES

A. LAB August 4, 2020 Regular Meeting Minutes **Page 3**

VISITORS/PRESENTATIONS

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

A. Library Director Report for August 2020 **Page 8**
i. April – August 2020 Patron Reservations Graph **Page 11**
ii. 2019 Statistical Report **Page 12**
iii. 2020 Statistical Report (*laydown*)

PUBLIC HEARING

PENDING BUSINESS

A. Planned Giving Program **Page 13**
i. Materials from Homer Foundation Planned Giving Webinar (*laydown*)

NEW BUSINESS

INFORMATIONAL MATERIALS

A. Appointment Letter/Certificate for Student Representative Frida Renner **Page 14**
B. Letter from Boardmember Vernon to Homer News 8/20/20 **Page 16**
C. LAB 2020 Calendar **Page 17**

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE STAFF

COMMENTS OF THE COUNCILMEMBER (if present)

COMMENTS OF THE CHAIR

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **TUESDAY, OCTOBER 1, 2020 at 5:30 P.M.** All meetings scheduled to be held via Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 20-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:32 p.m. on August 4, 2020 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom webinar. One seat still remains vacant.

PRESENT: BOARDMEMBERS KUSZMAUL, SPRINGER, FAIR, FINN, PETERSON, VERNON

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

Library Director Berry informed the board that he had just received names for potential new members, and inquired on if the agenda needed to be amended to include the discussion of LAB membership. Deputy City Clerk Tussey advised that topic would be better suited under Comments of City Staff since it was a topic not germane to the business of the LAB.

FAIR/FINN 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. LAB July 7, 2020 Special Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FAIR/FINN MOVED TO APPROVE THE MINUTES FROM THE JULY 7TH SPECIAL MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Report for July 2020
- i. 2019 Statistical Report
 - ii. 2020 Statistical Report (laydown)

Library Director Berry provided his staff report and facilitated board discussion on the following topics:

- On July 27th, City Council approved the decision to go fine free. Library staff is very happy and are currently working through lists of patrons who owe fines and contacting them, clearing out their overdue fees.
- Moved furniture around to have two study rooms available for use; still debating on how many people will be allowed in.
- Ongoing project is overhauling the library website; dead links and outdated info that needs to be cleaned out.
- Stats that just went out; good news is circulation is going up, about half of what it normally is but still increasing.
- Budget income; status on grants
- Upcoming event: library is hosting a 300 word writing competition on the importance of voting. Selection of the best essays and giving out of awards will be next week.
- Online Candidate Presentation will be held August 11th; each candidate will get 5 minutes to speak to the camera to present their platform.

PUBLIC HEARING

PENDING BUSINESS

- A. Election of LAB Officers

Chair Kuszmaul introduced the item by reading the title and opened the floor for Vice Chair nominations.

FINN/PETERSON MOVED TO NOMINATE EMILIE SPRINGER FOR ANOTHER YEAR OF VICE CHAIR.

Boardmember Springer agreed to accept the nomination.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Kuszmaul thanked Ms. Springer for her efforts.

- B. Planned Giving Worksession with the Homer Foundation

Chair Kuszmaul introduced the item by reading of the title and shared her ideas for moving forward with working on a planned giving plan, beginning with a LAB worksession with the Homer Foundation (THF). She opened the floor for discussion and to hear what the board would like to accomplish from holding a worksession with THF.

Boardmember Peterson inquired on if THF provided training to new endowment funds. Chair Kuszmaul explained that they did; brief discussion ensued on what that training entailed.

Boardmember Finn commented on what this new kind of fundraising would look like, in reference to planned giving. Chair Kuszmaul responded, noting that the Planned Giving endeavor is not a fundraising event and would not take the same shape as what the Friends of the Homer Library does. Their notion of planned giving is more the cultivation of planned gifts and working one-on-one with individuals/donors about leaving legacy gifts to the library from their estate, or as a large gift. Chair Kuszmaul noted that the discussion is more about “how can we as a board start engaging with community member who have the potential to make a planned gift?”

There was discussion on the purpose of the worksession, who should attend, and when it will be held. Notable comments included:

- The worksession would be to seek advice from THF about how to cultivate those relationships, and how to keep them going.
- What are the LAB’s next best steps?
- If conversations should take place with other organizations who have endowment funds to learn how they handle theirs; concerns with sensitivity over being “competitive” with other community groups as we’re all attempting to seek gifts.
- If THF can assist with creating brochures that they can distribute.
- Scenario of this worksession being the initial meeting between the customer (LAB) and the vendor (THF) to go over the scope of work before the actual work commences.
- Discussion on communicating with City Council, or certain councilmembers, to ensure they’re kept abreast of LAB’s planned giving progress.

The board unanimously agreed to hold the worksession at 4:00 p.m. on September 1st before the regular meeting. Chair Kuszmaul noted that she still needs to confirm the availability of THF staff, and if that date does not work for THF then the board would like to find another date in September before the October meeting.

NEW BUSINESS

A. Advertising Fine-Free Library Service

Chair Kuszmaul introduced agenda item by reading the title and deferred to staff to explain what advertising has already taken place.

Library Director Berry provided an update on where he already advertised. A press release went out to KBBI, the Homer News, and is posted on the Homer Public Library’s website and social media pages. He notified the Friends of the Homer Library along with other library directors across the state. Through

these efforts, Mr. Berry learned that public libraries in Kodiak, Fairbanks, and Juneau have also gone fine-free recently. They have been receiving calls from patrons confirming the news.

There was discussion on other advertising opportunities, such as a boardmember writing a Letter to the Editor, an opinion piece, or possibly even an entire editorial article, and who would be available to write these letters. Boardmember Vernon volunteered to write a letter to the editor for Homer News, followed up a few weeks later with an opinion piece. Chair Kuszmaul recommended to run a draft by Library Director Berry before it is sent off for publishing. Boardmember Springer agreed to write an article based on any opinion pieces written by others.

INFORMATIONAL MATERIALS

- A. Friends of the Homer Library August 2020 Newsletter
- B. LAB 2020 Calendar
- C. Boardmember Attendance at 2020 City Council Meetings

There was discussion on the FHL newsletter, upcoming LAB events from the calendar, and who can be available to attend upcoming Council meetings.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Berry spoke to a list of potential members for the LAB vacancy; he shared that list with the boardmembers in case any of them would like to reach out to those people to see if they'd want to apply for the LAB. There was discussion regarding boardmembers volunteering to contact the individuals and notify them of the appointment process if they were interested in serving. Also mentioned was filling the student representative position and how the appointment process works.

Deputy City Clerk Tussey thanked the board for a good meeting.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul thanked Library Director Berry and library staff for all their work in keeping library services available during these COVID-19 times. She is excited about their upcoming work.

COMMENTS OF THE BOARD

Boardmember Fair commented on his experience with checking out a book via the library's curbside service. He commended the smooth process.

Boardmember Finn commented on all the activities that happen in the library and shared her thanks to all library staff's work. She commented on the story walk: her impression and appreciation of it. She

spoke to a situation she saw where a mom and three kids approached the library wearing no masks, and wanted to clarify the mask policy. Library Director Berry explained the policy and that patrons are given a mask upon entry if they do not have one themselves.

Boardmember Peterson shared her experiences with using the library's curbside services and putting together the Friend of the Homer Library newsletters.

Boardmembers Springer and Vernon had no comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 6:40 p.m. A regular meeting is scheduled for Tuesday, September 1, 2020 at 5:30 p.m. All meetings scheduled to be held via Zoom webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved:_____

Director's Report, Homer Public Library

August 27, 2020

General Notes

The Summer Reading and Learning program wrapped up on August 15. This year's program saw fewer participants than normal, but the enthusiasm was still there. Kudos to Claudia for running a stellar effort under less-than-ideal circumstances!

The Food for Kids and Teens program will continue through September, and may be extended further if necessary.

We are seeing a rapid increase in the number of people signing up to come into the library, matched by a slow decline in the number of people using curbside checkout. However, the people who go through curbside seem to be checking out many items per patron. (As expected, families are taking home a LOT of books.)

Director's Meetings in August 2020					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
1	1	4	2	2	Numerous meetings with City staff

Staff Notes

Bill Noomah resigned to take a position with Project Grad. We're sorry to lose him, but understand that COVID-19 has thoroughly upended our usual jobs. Dave Berry attended the Virtual Alaska Library Association conference on August 7 and Kevin Co sat in on a couple of sessions. Dave also completed online training in using the OWL system on August 21.

Facility

Mounting hardware for the outdoor wi-fi antenna has arrived. As of this week, we are waiting for a lightning rod to be installed before putting up the antenna itself. Building Maintenance has been notified about issues with the lock on the front door not closing correctly.

Library Advisory Board (LAB)

At the regular meeting on August 4, the LAB discussed raising money for the endowment fund and committed to a worksession with the Homer Foundation to plan the process.

Friends of the Homer Library (FHL)

Planning continues for the fall book sale. This year's sale will be on Sept. 12-13 and will include only books, not plants. The sale will be partly indoors, just inside the lobby of the library. Buyers will need to make a reservation with the library front desk before coming in.

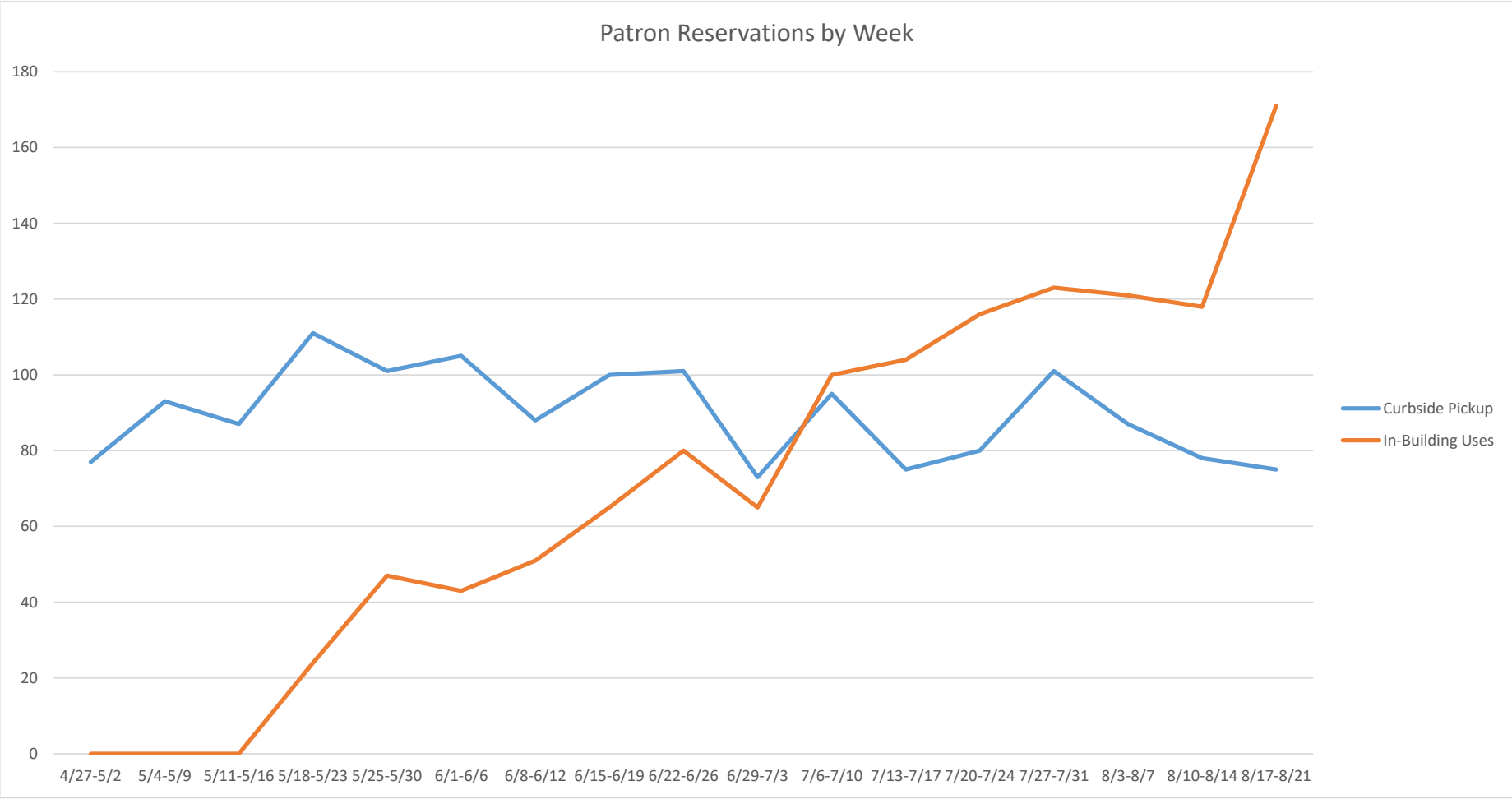
The bookmobile will continue providing service until the end of September.

Events in August 2020		
Date	Time	Event
8/1-8/3		Community voting on LEGO competition
8/3	11:00-12:00	Shawn Harris, professional cartoonist (via Zoom)
8/5 and 8/12	4:00-5:00	HPL Code Club (via Zoom)
8/7		Last day for HPL Kids Write
8/9	1:00-4:00	Second Sunday Shakespeare (via Zoom): <i>Troilus and Cressida</i>
8/11	7:00-8:30	Candidate Presentations by Kenai Peninsula Votes
8/15		Last day for Summer Reading and Learning Program

Upcoming Events in September 2020		
Date	Time	Event
Mondays and Thursdays, 8/31-9/28	4:15-5:30	Girls Get IT! S.T.E.A.M. at Home (online)

Upcoming Events in September 2020		
9/12 - 9/13	12:00-4:00	Friends of the Library book sale (in library); books will also be available in the library 9/14-9/18
9/13	1:00-5:00	Second Sunday Shakespeare (online): <i>All's Well That Ends Well</i>

Ongoing Events		
Date	Time	Event
Thursdays	10:00-11:00	Storytime on KBBI with Claudia Haines
First Tuesday	6:30-8:00	SPARC Radio Club (via Zoom)
First Thursday	1:00-3:00	Literary Ladies (via Zoom)
Fourth Tuesday	4:30-6:30	FHL Book Club (via Zoom)



Homer Public Library Statistical Summary for 2019

Date: 30-Jan-20

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
Total # of Items	14,807	14,004	14,720	13,453	13,083	13,478	15,511	13,884	14,535	14,904	13,882	13,167	169,428
INTERLIBRARY LOANS													
Incoming (Borrowed)	19	8	20	15	8	9	21	23	18	21	19	15	196
Outgoing (Lent)	52	15	41	34	30	33	35	45	34	24	28	16	387
STUDY ROOM USE													
# of groups	207	232	234	246	237	203	211	224	244	315	247	194	2,794
# of people	422	467	416	501	452	322	332	396	457	630	456	339	5,190
MEETING ROOM USE													
# of groups	37	27	35	24	22	26	35	23	33	32	28	27	349
ATTENDANCE													
TOTAL (*Included)	9,827	8,782	9,536	10,675	11,269	11,139	13,361	11,569	11,402	12,127	10,078	8711	128,476
*Story Hour & Lapsit	404	270	319	240	300	233	279	230	302	334	208	188	3,307
*School Classes	56	23	54	59	72	0	0	0	107	54	113	5	543
Internet sessions	3,165	3,083	3,550	3,913	4,014	4,231	4,954	4,670	4,345	3,394	3,191	2569	45,079
*Programs	358	650	144	575	1242	837	1319	287	875	844	588	276	7,995
OUTREACH													
# Visits	11	10	6	10	8	7	4	5	9	6	7	10	93
# People	339	213	49	139	352	100	10	19	220	140	67	72	1,720
NEW CARDS ISSUED													
City	36	42	31	26	47	40	34	26	47	32	47	26	434
Borough	30	23	26	20	32	42	37	32	59	41	34	12	388
Temporary	0	1	4	0	5	8	1	2	0	2	2	1	26
Reciprocal	1	0	1	0	2	3	6	6	0	2	0	0	21
VOLUNTEER HOURS													
# of people	88	83	89	20	32	32	90	70	78	93	90	80	845
# of hours	219	231.5	240	173.5	146	200	364	202.25	234.5	277.25	233.75	165.25	2,687
MATERIALS ADDED													
Books	303	177	295	187	297	356	238	317	261	403	286	369	3,489
Audio	39	12	4	0	9	11	7	12	37	21	3	22	177
Video	44	65	65	72	70	74	51	89	67	83	80	95	855
Serials	0	0	1	1	1	18	2	2	0	0	0	0	25
Electronic Resources	0	1	0	0	0	2	0	0	0	0	0	0	3
MATERIALS REMOVED													
Books	178	91	210	14	373	112	302	313	316	264	355	235	2,763
Audio	7	0	1	0	0	1	5	12	28	1	0	0	55
Video	64	8	79	23	32	196	28	1	11	14	4	93	553
Serials	0	3	0	0	0	0	0	4	0	0	0	0	7
Electronic Resources	0	0	0	0	0	14	0	0	0	0	0	0	14
REVENUES DEPOSITED													
Fines/Fees/Copies	2480.27	2316.46	2791.18	1350.85	3248.50	2783.69	2542.32	2589.16	2761.35	3422.92	1489.50	2047.59	29,823.79
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Grants			500.00		12550.00			7000.00			300.00		20,350.00
TOTALS	2,480.27	2,316.46	3,291.18	1,350.85	15,798.50	2,783.69	2,542.32	9,589.16	2,761.35	3,422.92	1,789.50	2,047.59	\$50,173.79

Incomplete

NASA/CH

Rasmuson

PLAG

*Oct. interne Google



City of Homer

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Homer Public Library

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Homer, AK 99603

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 27, 2020
SUBJECT: PLANNED GIVING PROGRAM

In keeping with its charter, the LAB seeks to encourage donations from the general public to support the library. The Library Endowment Fund was established with the Homer Foundation in April 2020, and the Foundation has offered to share their expertise in setting up a Planned Giving program.

The LAB should develop a plan for promoting Planned Giving and keeping that program running over the long term. Such a plan should be:

- Sustainable, allowing for changes in the composition of the board and the service population
- Tailored to fit those donors who are likely to contribute
- Beneficial for both the library and the donors, which requires building personal relationships
- Based upon other recommendations from the Homer Foundation

Information from the Homer Foundation will be provided as laydown materials after the Foundation's August 28, 2020 Planned Giving webinar. A worksession with the LAB and THF scheduled before this regular meeting will provide additional time to discuss plan development.

RECOMMENDATION

Develop a sustainable plan for Planned Giving.



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

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(p) 907-235-3130

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August 27, 2020

Frida Renner
811 Ocean Drive Loop
Homer, AK 99603

Dear Frida,

Congratulations! Council confirmed/approved your appointment as Student Representative to the Library Advisory Board during their Regular Meeting of August 24, 2020 via Memorandum 20-118. Your term will expire May 2021.

Enclosed with this letter is the LAB's Orientation Packet and a copy of the Code of Ethics as outlined in Homer City Code 1.18. This information provides important guidelines for being a member of the board.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead!

Cordially,

Ken Castner, Mayor

Enclosed: Memorandum 20-118
Certificate of Appointment
LAB Orientation Packet
HCC 1.18 Code of Ethics

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Frida Renner

Has been appointed to

serve as

"Student Representative"

on the

"Library Advisory Board"

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.



*In Witness whereof I hereunto set my hand
this 27th day of August, 2020.*

A handwritten signature in blue ink, reading "Ken Castner", written over a horizontal line.

Ken Castner, Mayor

Attest:

A handwritten signature in blue ink, reading "Melissa Jacobsen", written over a horizontal line.

Melissa Jacobsen, MMC, City Clerk

Letters

From Page A4

"at home." They support the Homer Community through exhibits by local artists, and each month tips collected are donated to one of Homer's nonprofits. Homer Hockey Association is "small town hockey" but we could say we are "big heart" hockey because of businesses like Grace Ridge.

On behalf of all our members and users of the Kevin Bell Arena, thank you.

Melanie Dufour, Homer Hockey Association Board Member

No change at the library

To the Homer Community,

Homer has always had a free, fine library. Since July Homer has a fine-free library.

That's right, you no longer need to bring pockets of quarters to pay fines, duck into the stacks when staff passes if you didn't, wish you could take out a book but resort to speed reading because your check-out privilege has been suspended due to unpaid fines. We have an excellent staff that works hard to meet everyone's needs, and there's no need to sour that fine-freeling for dimes.

We still ask that you take your obligation to return books seriously. And if

you're not making progress, please return the book. If you lose a book you still need to pay for it. But we're not going to tell a preschooler she can't check out picture books because she hasn't paid overdue fines or have some senior slide through a stop sign on a snowy day because he was trying to return a book before it was overdue. We do take donations for living fine-free, but fines are so out.

Once COVID passes we hope you'll duck in. Till then you can use computers or browse the stacks by reserving a slot. Call 235-3180 to reserve a time. (Times are 10 a.m., 1:30 p.m. or 4 p.m. Please wash your hands and wear a mask.)

Gordy Vernon, for the Library Advisory Board

LIBRARY ADVISORY BOARD

2020 Meeting Calendar

MEETING	AGENDA DEADLINE		ANNUAL TOPICS/EVENTS
JANUARY	No Meeting		
FEBRUARY	5:30 pm Tuesday, February 4	5:00 pm Wednesday, January 29	<ul style="list-style-type: none">• Annual Review of Library Fees, Policies, Rules & Regs (Bylaws V.2)• Big Read
MARCH	5:30 pm Tuesday, March 3	5:00 pm Wednesday, February 26	
APRIL	5:30 pm Tuesday, April 7	5:00 pm Wednesday, April 1	<ul style="list-style-type: none">• Election of LAB Officers (Bylaws IV.1)• National Library Week• National Library Workers Day• Celebration of Lifelong Learning
MAY	5:30 pm Tuesday, May 5	5:00 pm Wednesday, April 29	<ul style="list-style-type: none">• End of Student Representative Term (Bylaws III.2)• Midyear Review of Annual LAB Priorities• National Library Legislative Day
JUNE	No meeting		
JULY	No meeting		
AUGUST	5:30 pm Tuesday, August 4	5:00 pm Wednesday, July 29	<ul style="list-style-type: none">• Budget Meeting (Bylaws V.3) *may not be applicable during non-budget years
SEPTEMBER	5:30 pm Tuesday, September 1	5:00 pm Wednesday, August 26	<ul style="list-style-type: none">• Budget Meeting (Bylaws V.3) *may not be applicable during non-budget years• Beginning of Student Representative Term (Bylaws III.2)• Library Card Sign-up Month
OCTOBER	5:30 pm Tuesday, October 6	5:00 pm Wednesday, September 25	<ul style="list-style-type: none">• National Friends of Libraries Week
NOVEMBER	5:30 pm Tuesday, November 3	5:00 pm Wednesday, October 28	
DECEMBER	5:30 pm Tuesday, December 1	5:00 pm Wednesday, November 25	<ul style="list-style-type: none">• Approve Annual LAB Priorities

**2020 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE**

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

The 2020 meeting dates for City Council is as follows:

January 13, 27	<u>Kuszmaul</u>
February 10, 24	<u>Finn</u>
March 9, 23*	<u>Peterson</u>
April 13, 27	<u>Kuszmaul</u>
May 11, 26*	<u></u>
June 8, 22	<u></u>
July 27**	<u>Kuszmaul</u>
August 10, 24	<u>Finn</u>
September 14, 28	<u></u>
October 12, 26	<u></u>
November 23**	<u></u>
December 14, 21****	<u></u>

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

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

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

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

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