



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

City of Homer Agenda

**Library Advisory Board Regular Meeting
Tuesday, August 06, 2019 at 5:30 PM
City Hall Cowles Council Chambers**

CALL TO ORDER, 5:30 P.M.

APPROVAL OF AGENDA

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

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes for May 7, 2019

Page 3

VISITORS/PRESENTATIONS

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

A. Library Director Report

i. Director's Report dated May 31, 2019

Page 9

ii. Director's Report dated June 30, 2019

Page 13

iii. Director's Report dated July 31, 2019

Page 19

iv. 2019 YTD Library Use Statistics – Laydown

PUBLIC HEARING

PENDING BUSINESS

A. Planned Giving Program

i. Memo from LAB Chair Kuszmaul Re: Library Gift Policy/Planned Giving Program

Page 25

ii. "Leaving a Legacy Through Planned Giving" Webinar Info

Page 27

iii. ALA information on Implementing a Basic Planned Giving Program

Page 33

iv. HCC 2.48.050 Library Advisory Board – Powers & Duties

Page 41

B. Gift Acceptance Policy

i. Memo from Library Director Berry Re: Library Gift Acceptance Policy

Page 43

ii. HPL Existing Gift Acceptance Policy

Page 45

C. Library Strategic Plan 2020-2025

- i. Memo from Library Director Berry Re: Library Strategic Plan 2020-2025 **Page 47**
- ii. HPL Strategic Plan 2020-2025 DRAFT **Page 49**

D. Joint LAB/FHL Fall Soiree Planning

- i. Memo from Library Director Berry Re: Joint LAB/FHL Soiree **Page 55**

NEW BUSINESS

A. LAB Bylaw Amendments

- i. Memo from Deputy City Clerk Tussey Re: Amending LAB Bylaws on FHL Meeting Attendance Requirement **Page 57**
- ii. LAB Bylaws DRAFT dated August 2019 **Page 59**

B. Camping in Library Parking

- i. Memo from Library Director Berry Re: Library Parking Policy **Page 65**
- ii. City Code on Camping on City-Owned Property (HCC 19.08.030) **Page 67**
- iii. City Code on Parking in City Lots (HCC 7.10.030) **Page 69**

C. Revisions to Library Card/Patron Registration Policy

- i. Memo from Library Director Berry Re: Patron Registration Policy **Page 71**
- ii. HPL Library Card Registration Policy DRAFT – July 2019 **Page 73**

INFORMATIONAL MATERIALS

A. LAB 2019 Calendar

Page 77

B. Boardmember Attendance at 2019 City Council Meetings

Page 79

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE STAFF

COMMENTS OF THE COUNCILMEMBER (if present)

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is TUESDAY, SEPTEMBER 3, 2019 at 5:30 P.M. in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 19-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:30 p.m. on May 7, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, SPRINGER, KUSZMAUL, SCHMIDT, FINN, MASSION, VERNON, AND STUDENT REPRESENTATIVE BENEDETTI

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul welcomed new board member Gordy Vernon and asked for a motion to approve the agenda.

SCHMIDT/MASSION MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes for April 2, 2019

Chair Kuszmaul asked for a motion to approve the minutes.

FINN/MASSION MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

REPORTS

A. Library Director Report dated April 24, 2019
i. 2019 Statistical Report – laydown

ii. 2018 Statistical Report

Library Director Berry reviewed the staff report, noting the following:

- Upcoming events, specifically the Summer Reading and Learning Program
- Library staff Claudia Haines receiving an award and grant monies from the National Center for Women in Technology (NCWIT)
- Staff's efforts revamping the software used for the Summer Reading and Learning program
- Library statistics

There was brief discussion on the Food for Kids program, the NCWIT awards/grants and the students that received awards recognition, and training for people to operate/run the bookmobile.

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

- A. Midyear Review of 2019 LAB Goals
- i. LAB Strategic Plan/Goals 2019

Chair Kuszmaul gave a brief introduction on the need to have a mid-year review of the 2019 LAB Goals, and asked the board to review the list to see if anything needs updating. The board reviewed and discussed each goal listed, making the following suggestions:

- #1: Advocating for Library Budget – Keep, it's an ongoing LAB goal.
- #2: New Library Director Hire and Transition – Remove since the new library director has been hired and is currently transitioning.
- #3: Continue to Develop Relationships with Other Kenai Peninsula Library Boards – Keep and continue to foster relations.
- #4: Input on Implementation and Improvements of Giving Tree Program – Remove since the Giving Tree is a Friends of the Homer Library program, not the LAB's.
- #5: Complete Development and Finalize a LAB Orientation Packet – Remove since this project is completed by staff.
- #6: Review National Trends and Community Expectations – Remove, was discussed at the January worksession.
- #7: Student Card Pilot Project – Remove, per status update from the Library Director it was determined to be too preliminary for the LAB to be involved.
- #8: Training for Handling Homeless Adults – Remove, staff will follow up with sharing the training link with the LAB
- Adding New Goals:
 - Writing a Strategic Plan/Goals
 - Planned Giving Program/Request for Funds for Survey

KUSZMAUL/MASSION MOVED TO AMEND THE LAB'S GOALS TO REMOVE COMPLETED GOALS AND LIST GOALS AS: #1 ADVOCATING FOR LIBRARY BUDGET, #2 WRITING A STRATEGIC PLAN, #3 PLANNED GIVING

PROGRAM SURVEY/REQUEST FOR FUNDS FOR SURVEY, AND #4 CONTINUE TO DEVELOP RELATIONSHIPS WITH OTHER KENAI PENINSULA LIBRARY BOARDS.

Boardmember Finn asked for further clarification on Goal #3. Boardmember Peterson gave a report on current relations with other KPB library boards and opined the importance of keeping it/continuing to foster relations. There was discussion on what other communities do, besides having a money-generating program or group like the Friends of the Homer Library.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Planned Giving Program
- i. HCC 2.48.050(e) LAB Powers & Duties Re: Solicitation of Donations
 - ii. HPL Gift Acceptance Policy
 - iii. "Leaving a Legacy through Planned Giving" Webinar Info

Chair Kuszmaul provided a summary on hers and Library Director Berry's meeting with the City Manager to present the idea of establishing a Planned Giving Program. Ms. Kuszmaul shared her opinions on the concept and further identified the next steps to make the program happen:

- Review Library's gift policy
- Review City's gift acceptance policy
- Review best practices for planned giving from other municipalities and library systems
- Draft recommendations for any changes in either library or city policy to facilitate planned giving to the library or other City departments
- Develop a planned giving program for the library
- Implement

KUSZMAUL/PETERSON MOVED TO MOVE FORWARD ON DEVELOPING A PLANNED GIVING PROGRAM FOR THE HOMER PUBLIC LIBRARY.

Library Director Berry provided his comments and support on the need to revise City Code and the gift acceptance policy to include larger gifts, such as large estate donations. Per an inquiry from Boardmember Finn, Mr. Berry further clarified there may be a need to split the policy between small and large gifts. Deputy City Clerk Tussey suggested the board hold a worksession at a later date to further discuss the policy details.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

There was brief discussion on coordinating efforts to work on the program. Ms. Tussey reminded the boardmembers to work directly with the staff person (Mr. Berry) but not together to ensure compliance with the Open Meetings Act.

Boardmember Vernon requested clarification on the Library budget and what a significant gift is. Chair Kuszmaul and Mr. Berry provided information on the budget and how donations are being given to the library.

C. Library Use Statistics

Chair Kuszmaul gave a brief history of the previous library director's concerns on how the statistics capture the use of library, and that now would be an ideal time to refine monthly library use statistics especially in regards to capturing electronics and remote use.

Library Director Berry provided his experience with gathering statistics and shared his opinion on where the process could be streamlined. He asked what kind of statistics the board would like to see. Boardmember Massion noted that it sounds like staff has a good handle on it, confirmed that with Mr. Berry, and that staff will bring more info to the board at a later date.

There was further discussion on library use, with some boardmembers sharing concerns on the decline of certain statistics and possibly not capturing accurate use. Mr. Berry answered questions on how online use is tracked (varies differently based on each online organization) and library staff's ability to track internet/Wi-Fi use, printing activity, etc. The board mutually agreed that the goal of accurate statistics is to show that the library isn't being used less. Mr. Berry noted that his goal is to revise the way stats are presented.

Boardmember Massion confirmed with Mr. Berry that the revised statistics could be available/presented at the next meeting in August.

D. Library Advisory Board & Friends of the Homer Library Relationship

Chair Kuszmaul provided background on recent changes to how the LAB interacts with the Friends of the Homer Library, and suggested options of how to maintain connections between the two groups. Library Director Berry and Deputy City Clerk Tussey provided input on staff process and including information in the packets and in reports. Discussion ensued on how to share these thoughts/suggestions with the FHL; it was mutually agreed by the board and staff that Mr. Berry will speak with FHL's staff on how to proceed.

Chair Kuszmaul requested that LAB bylaws be on the August meeting agenda to remove Article III, Section 4 stating that LAB members shall attend FHL meetings monthly.

E. Recognition of Ethan Benedetti, LAB's Student Representative

- i. Feedback & Discussion of Student Representative Experience & Role
- ii. Recruitment for Next Student Representative (Term September thru May)

Chair Kuszmaul deferred to Student Representative Benedetti to report on his experience as the LAB's student representative. He shared his opinion, that it's been a great learning experience regarding government process and the library, and his future plans. Chair Kuszmaul presented Mr. Benedetti with a small literature gift.

Deputy City Clerk Tussey explained the recruiting process and timeline for a new student representative. There was brief discussion on what the criteria is for the student representative position, and alternative ways to advertise such as posted flyers at the high school and grassroots “word-of-mouth” efforts. Ms. Tussey said she would consult with the City Clerk on the most appropriate way to share information beyond the usual City newspaper ad and radio and then report back to the LAB via email.

INFORMATIONAL ITEMS

- A. LAB Membership in United for Libraries
- B. LAB 2019 Calendar
- C. Boardmember Attendance at 2019 City Council Meetings

Chair Kuszmaul noted the LAB Membership with United for Libraries and the discussion she and Library Director Berry had with the City Manager to approve such a membership. She provided a summary of what the organization does/provides and Mr. Berry agreed that he will apply and pay for the membership. Chair Kuszmaul also reviewed the 2019 LAB calendar provided in the packet, noting highlighted items coming up later in the year. Mr. Berry added that the best time to review library policies is to bring them up as they’re available/require revising.

Boardmember Vernon inquired on the budget and where library funds come from. Chair Kuszmaul provided a summary of the library’s budget, touching on the City’s contribution, grants received, and donations.

Boardmember Massion referenced the City Council meeting schedule and agreed to continue going, even during the summer months that the LAB doesn’t meet. Mr. Berry and Mr. Massion briefly discussed both of them attending the City Council meetings and sharing talking points the Friday before the meetings.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

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

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul asked if Boardmember Peterson could share her research on organizations that could do community surveying. Ms. Peterson noted her prior work seeking information on state organizations, and putting together a fund request to Council to pay for the survey. She said she would be happy to work with Library Director Berry on it.

COMMENTS OF THE BOARD

Boardmember Finn welcomed Library Director Berry and Boardmember Vernon to the board, and thanked Student Representative Benedetti for his service and recruitment efforts.

Boardmember Vernon introduced himself to the board and provided background on himself and his interest in the library.

Boardmember Springer, Peterson, Massion, and Schmidt had no comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 6:57 p.m. The next regular meeting is scheduled for Tuesday, August 6, 2019 at 5:30 P.M. at the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved:_____

Director's Report, Homer Public Library
May 31, 2019

General Notes

It has been a fast introduction to HPL. I have been introduced to more people than I can count and have passed my days learning the procedures of both the library and the city at large. At this point I think I have most of the basics down, but there will always be more to learn!

The library launched its Summer Reading and Learning Program (Summer@HPL) on May 28.

| Director's Meetings in May 2019 | | | | | |
|---------------------------------|------------------------------------|-------|--------------|------------------|-------------------------------|
| Library Advisory Board (LAB) | Friends of the Homer Library (FHL) | Staff | City Council | Department Heads | Other (mainly city personnel) |
| 1 | 1 | 1 | 2 | 2 | Numerous |

Staff Notes

We hired a new Temporary Library Aide. Loren Barrett will be working in the library throughout the summer months.

Facility

The pressure release valve on the library's fire suppression system has been acting up. Mike Riley came to the library late on Sunday, May 12, and repaired it. City personnel have also installed sharps containers in the public restrooms as part of a citywide effort. Parks and Recreation will mow the grass every Sunday and thin out the grove in front of the building from time to time.

Library Advisory Board (LAB)

At its board meeting on May 7 the LAB examined its goals, given that this is the mid-year point. Progress has been made on several goals: advocating for the library budget, hiring a new director, cooperating with staff and FHL on the Giving Tree program, training staff in working with the homeless, and piloting a project to provide public school students with library cards. New goals for the coming six months include: writing a strategic plan for the library, working with

staff to develop the LAB Orientation Packet, developing a planned giving program for the library, and expanding relationships with other LABs. There was some discussion of streamlining the way the library collects statistics.

Friends of the Homer Library (FHL)

The FHL board met on May 1. FHL will be doing a great deal of work with the Summer@HPL program (see the upcoming events!). The library has a new director and the board added a new member, Sara Reinert, which means reassigning some ongoing tasks. The Celebration of Lifelong Learning went well but could maybe be shortened in future. The Book and Plant Sale was a success. FHL is interested in working on the gardens this summer, possibly in conjunction with the Homer Garden Club.

The library director looked into placing a trash can or two outside the library to stop garbage from accumulating. Parks and Recreation have said they are willing to empty the can if FHL will purchase it.

| Events in May 2019 | | |
|---------------------------|-------------|--|
| Date | Time | Event |
| Mondays 5/27-8/19 | 11:00-12:00 | Teen Volunteer Corps assemble food bags |
| 5/16 | 6:00-7:30 | Estate Planning 2.0 |
| 5/17 | 1:00-3:00 | Homer Garden Club |
| 5/20 | 11:30-1:30 | Bookmobile Training |
| 5/21 | 10:00-4:30 | Independent Living Center, Technology Presentations |
| 5/28 | 2:00-3:30 | Summer@HPL Kids Book Club (Ages K-2) |
| 5/29 and 5/31 | 10:00-11:00 | Summer@HPL American Sign Language (Ages 8-11) |
| 5/29 | 6:00-7:30 | Family Fort Building Night (All ages) |
| 5/30 | 3:30-4:30 | Summer@HPL Fanfic (Ages 10+) |
| 5/30 | 6:00-7:30 | Author Reading: <i>Of Light and Dark</i> , with Kim Cornwall and Wendy Erd |

| Upcoming Events in June 2019 | | |
|------------------------------|-----------------------------|---|
| Date | Time | Event |
| Every day May-Sept. | All hours | Storywalk will feature a different book each month |
| Wednesdays May 29-Aug. 14 | 10:00-6:00 | Free bags of non-perishable food for hungry and/or homeless youth are available in the lobby every Wednesday. Co-sponsored by the Homer Food Pantry. (All ages) |
| 6/1 | 3:45-5:45 | Alaska Democrats District 31 business meeting |
| 6/4 | 10:30-12:00 or 2:00-3:30 | Maker Lab: Galaxy Slime (Ages 10-14) |
| 6/5 and 6/7 | 10:00-11:00 | American Sign Language (Ages 7-10) |
| 6/6 | 6:00-7:30 | Be a Citizen Scientist (Ages 6+) |
| 6/10-6/14 | 2:00-4:00 | From Scratch Coding Camp (Ages 9-12) |
| 6/11 | 10:45-1:00 and 5:30-7:00 | Progressive Women |
| 6/21 | 3:00-4:00 | Everyone into the Act!: Visiting Storyteller Bob Kanegis (All ages) |
| 6/25 and 7/23 | 2:00-3:30 | Blast Off! Book Club (Ages 6-8) |
| 6/28 | 3:00-4:00 | <i>Molly of Denali</i> screening (Ages 3-8) |

| Ongoing Events | | |
|----------------|-----------|----------|
| Date | Time | Event |
| Mondays | 1:30-4:30 | Knitting |

| Ongoing Events | | |
|---------------------------|-------------|---|
| Wednesdays | 10:00-11:00 | Family Storytime (Ages 3-5). Tuesday Storytimes resume in fall. |
| Thursdays | 11:30-12:30 | Small Fry Storytime (Ages 0-2). Monday Storytimes resume in fall. |
| Fridays | 3:00-5:45 | Live-Action Role-Playing (LARP). Ages 10-18 |
| First Tuesdays | 6:30-7:45 | SPARC Radio Club |
| First Wednesdays | 3:00-4:30 | Lego Lab (Ages 8-11) |
| First and Third Saturdays | 10:00-12:00 | Walk-in Tech Help |
| Second Tuesdays | 6:00-7:45 | Genealogy Peer Support Group |
| Third Tuesdays | 6:00-8:00 | Writer's Refuge |
| Third Saturdays | 3:00-5:00 | Homer Storytellers |
| Fourth Tuesdays | 4:30-6:30 | Book Club |

Director's Report, Homer Public Library

June 30, 2019

General Notes

On the advice of staff we have started leaving the food bags for the Food for Kids and Teens program out for a longer period. Food is still delivered on Wednesdays but the bags will now be left out until claimed.

The Elks donated a sizeable quantity of snacks for the Summer Reading Program. Thanks to Tom Stroozas for organizing that!

The Library Bookcart Drill Team began rehearsing their routine for the July 4 parade.

| Director's Meetings in June 2019 | | | | | |
|---|------------------------------------|-------|--------------|------------------|-------------------------------|
| Library Advisory Board (LAB) | Friends of the Homer Library (FHL) | Staff | City Council | Department Heads | Other (mainly city personnel) |
| 0 | 1 | 1 | 2 | 1 | Numerous |

Staff Notes

Claudia Haines attended the annual conference of the American Library Association in Washington D.C. She gave a couple of presentations, attended a number of workshops and met with an aide to Lisa Murkowski to advocate for Alaskan libraries.

Facility

Mike Riley retired on June 28. In preparation for leaving he gave tours of the library to Amy Gordon and myself, as well as Mike Zelinsky and some other staff from the Building Maintenance department. We covered the essential mechanical systems of the library and how to correct some minor problems.

Library Advisory Board (LAB)

The LAB did not meet during June.

Friends of the Homer Library (FHL)

The freshly-repainted bookmobile is up and running, featuring a beautiful design by Rachel Tussey. The design includes a row of blank book spines winding around the outside of the vehicle. For a donation, members of the public can have their own names or favorite titles painted into these spines.

FHL will continue delivering book boxes to schools in the Russian villages at least through next summer. The program will be reevaluated down the road.

| Events in June 2019 | | |
|---------------------------|-----------------------------|--|
| Date | Time | Event |
| Every day May-Sept. | All hours | Storywalk will feature a different book each month |
| Wednesdays May 29-Aug. 14 | 10:00-6:00 | Free bags of non-perishable food for hungry and/or homeless youth are dropped off every Wednesday. Co-sponsored by the Homer Food Pantry. (All ages) |
| 6/1 | 3:45-5:45 | Alaska Democrats District 31 business meeting |
| 6/4 | 10:30-12:00 or 2:00-3:30 | Maker Lab: Galaxy Slime (Ages 10-14) |
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| 6/25 and 7/23 | 2:00-3:30 | Blast Off! Book Club (Ages 6-8) |
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| Upcoming Events in July 2019 | | |
|------------------------------|--|---|
| Date | Time | Event |
| Every day May-Sept. | All hours | Storywalk will feature a different book each month |
| Mon.-Sat., May 29-Aug. 14 | Open hours | Free bags of non-perishable food for hungry and/or homeless youth are delivered every Wednesday and left out until claimed. Co-sponsored by the Homer Food Pantry. (All ages) |
| Fridays June 14-Aug. 9 | 11:00-12:00 | Summer Chess Club (Ages 6-12) |
| 7/2 | 4:00-5:30 | Avatar Academy: Design and build a 3D character with clay and computers (Ages 9-11) |
| 7/3 7/17 7/24 and 7/31 | 12:00-1:30 12:00-3:00 12:00-1:00 | Green Dot/Haven House training |
| 7/5 | 5:00-6:30 | Official unveiling of the new bookmobile. At Grace Ridge Brewery. |
| 7/8-7/12 | 1:00-4:00 | Girls Get IT! Camp for girls interested in engineering, science, etc. (Ages 9-12) |
| 7/15 | 12:00-1:00 | Live webcast recreating Apollo 11 landing |
| 7/16 | 6:00-7:30 | Make DIY bath fizzies and learn about science (Ages 13-17) |
| 7/18 | 6:00-7:00 | Teen Musical Trivia (Ages 14-17) |
| 7/22 | 10:30-12:30 | Space Academy: learn about science (Ages 5-8) |
| 7/25 | 3:30-4:30 | Fan Fiction writing workshop (Ages 11-15) |
| 7/25 | 5:00-6:00 | Adult Chess Club |

| Upcoming Events in July 2019 | | |
|------------------------------|-----------|--|
| 7/25 | 6:00-7:30 | Manga/Anime Meetup (Ages 14-17) |
| 7/26 | 6:00-8:00 | Starry Night @ The Library: create constellations (All ages) |
| 7/29 | 6:00 | Submissions due for Summer@HPL Lego Contest. Entries displayed July 29-Aug. 3. (Ages 0-17) |
| 7/31 | 6:00-8:00 | Ice Cream Celebration: end of Summer Reading and Learning Program (All ages) |

| Ongoing Events | | |
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| Date | Time | Event |
| Mondays | 1:30-4:30 | Knitting |
| Wednesdays | 10:00-11:00 | Family Storytime (Ages 3-5). Tuesday Storytimes resume in fall. |
| Thursdays | 11:30-12:30 | Small Fry Storytime (Ages 0-2). Monday Storytimes resume in fall. |
| Fridays | 3:00-5:45 | Live-Action Role-Playing (LARP). Ages 10-18 |
| First Tuesdays | 6:30-7:45 | SPARC Radio Club |
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| Ongoing Events | | |
|-----------------|-----------|-----------|
| Fourth Tuesdays | 4:30-6:30 | Book Club |

Director's Report, Homer Public Library
July 31, 2019

General Notes

The Library Bookcart Drill Team performed during the July 4 parade, to great public acclaim. While we didn't win any prizes, we attracted a lot of attention, almost all of it positive.

The redecorated bookmobile was presented to the public at Grace Brewery on July 5.

We have been evaluating our options in light of the state budget cuts announced this month. HPL is in good shape compared to many libraries across Alaska, but patrons will see some impacts in electronic services. Longer term, the grants we rely on from state sources may be affected. At the moment, we don't really know how things will shake out.

According to Children's Librarian Claudia Haines, during the summer reading program "our community has logged more 343,000 minutes, completed 940 learning challenges and earned more than 2,000 digital badges!"

| Director's Meetings in July 2019 | | | | | |
|------------------------------------|--|-------|--------------|---------------------|-------------------------------------|
| Library Advisory Board (LAB) | Friends of the Homer Library (FHL) | Staff | City Council | Department Heads | Other (mainly city personnel) |
| 3 | 3 | 1 | 1 | 1 | Numerous |

Staff Notes

Kevin Co participated in a three-day workshop on facilitating difficult conversations, taught by the Alaska Humanities Forum. As one of the requirements of his scholarship he will need to lead three public conversations over the coming year. Kevin has also volunteered to keep the Children's Chess Club going temporarily, until Andy Haas is able to resume supervising.

At the staff meeting we discussed some alterations to the patron registration policy, various changes in desk procedure, our relationship to the Alaska Library Network, wrapping up the summer reading program and impacts from state budget cuts.

Facility

The lock on the back door was adjusted.

Library Advisory Board (LAB)

The LAB did not meet during July. I met twice with Marcia Kuszmaul to discuss the latest draft of the library's strategic plan and the revisions to the gift policy. Emilie Springer, Marcia Kuszmaul and I attended a training on city boards and commissions at city hall.

Friends of the Homer Library (FHL)

The FHL board reviewed the logistics for its July events, including the July 4 parade, the presentation of the bookmobile and the Ice Cream Social at the end of the Summer Reading Program. Separately, I met with Mercedes and Lyn to discuss outreach to public schools, and with Fran to work out a strategy for watering the flowerbeds near the building.

| Events in July 2019 | | |
|------------------------------|--|---|
| Date | Time | Event |
| Every day May-Sept. | All hours | Storywalk will feature a different book each month |
| Mon.-Sat., May 29-Aug. 14 | Open hours | Free bags of non-perishable food for hungry and/or homeless youth are delivered every Wednesday and left out until claimed. Co-sponsored by the Homer Food Pantry. (All ages) |
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| 7/3 7/17 7/24 and 7/31 | 12:00-1:30 12:00-3:00 12:00-1:00 | Green Dot/Haven House training |
| 7/5 | 5:00-6:30 | Official unveiling of the new bookmobile. At Grace Ridge Brewery. |

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| 7/25 | 3:30-4:30 | Fan Fiction writing workshop (Ages 11-15) |
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| Upcoming Events in August 2019 | | |
|--------------------------------|------------|---|
| Date | Time | Event |
| Every day May-Sept. | All hours | Storywalk will feature a different book each month |
| Wednesdays May 29-Aug. 14 | 10:00-6:00 | Free bags of non-perishable food for hungry and/or homeless youth are dropped |

Upcoming Events in August 2019

| | | |
|-------------------|-------------|--|
| | | off every Wednesday. Co-sponsored by the Homer Food Pantry. (All ages) |
| 8/1 and 8/22 | 5:00-6:00 | Adult Chess Club |
| 8/2, 8/9 and 8/16 | 11:00-12:00 | Children's Chess Club |
| 8/6 | 6:00-7:00 | Author Reading: Pam Houston |
| 8/7 | 12:00-3:00 | Green Dot Bystander Intervention Training |
| 8/22 | 6:00-7:30 | Manga/Anime Meetup |

Ongoing Events

| Date | Time | Event |
|---------------------------|-------------|---|
| Mondays | 1:30-4:30 | Knitting |
| Wednesdays | 10:00-11:00 | Family Storytime (Ages 3-5). Tuesday Storytimes resume in fall. Note: storytimes cancelled Aug. 12-16. |
| Thursdays | 11:30-12:30 | Small Fry Storytime (Ages 0-2). Monday Storytimes resume in fall. Note: storytimes cancelled Aug. 12-16. |
| Fridays | 3:00-5:45 | Live-Action Role-Playing (LARP). Ages 10-18 |
| First Tuesdays | 6:30-7:45 | SPARC Radio Club |
| First Wednesdays | 3:00-4:30 | Lego Lab (Ages 8-11) |
| First and Third Saturdays | 10:00-12:15 | Walk-in Tech Help |
| Second Tuesdays | 6:00-7:45 | Genealogy Peer Support Group |
| Third Tuesdays | 6:00-8:00 | Writer's Refuge |

| Ongoing Events | | |
|-----------------|-----------|--------------------|
| Third Saturdays | 3:00-5:00 | Homer Storytellers |
| Fourth Tuesdays | 4:30-6:30 | Book Club |



Memorandum

TO: LIBRARY ADVISORY BOARD
THROUGH: DAVID BERRY, LIBRARY DIRECTOR
FROM: MARCIA KUSZMAUL, LIBRARY ADVISORY BOARD CHAIR
DATE: JULY 29, 2019
SUBJECT: LIBRARY GIFT POLICY/PLANNED GIVING PROGRAM

Per our previous discussions on creating a Planned Giving program for the Homer Library, I have recommendations for next steps and ask the LAB to approve moving forward as follows:

1. I encourage all LAB members to review the following materials:
 - "Leaving a Legacy Through Planned Giving" webinar (slides in packet) from United for Libraries. This webinar lasts 30 minutes and is accessible through the trustee login. The slides are included in the packet for the August LAB meeting.
 - ALA resources on "Implementing a Basic Planned Giving Program." The text of this website is also included in the packet.
2. Update library gift acceptance policy to align with current or revised city policy and to include wider range of gifts
3. Develop planned giving program with professional assistance (we might need to ask for funds to do this)
4. Develop stewardship program for donors making legacy gifts
5. Launch Program
6. Implement and market

As emphasized in the webinar and readings, this is not a quick process and requires patience and persistence and LAB participation. It is an important part of ensuring HPL is a well-funded and quality library services are available in our community in the future.

RECOMMENDATION

For discussion.

What is a Planned Gift?

- A gift made in a lifetime or at the death as part of the donor's overall financial and/or estate plan.
- Outright gifts that use appreciated assets as a substitute for cash.
- Gifts that return income or other financial benefits to the donor in return for the contribution.
- Gifts payable upon the donor's death.

What Are Benefits to the Donor of a Planned Gift?

- Allows donor to make a significant gift.
- Leaves a meaningful legacy without giving up assets during the donor's lifetime.
- Saves on gift and estate taxes.
- Allows donor to pass assets on to family members at reduced tax costs.
- Reduces or avoids capital gains tax.

Who Are the Best Prospects for Making a Planned Gift?

- Someone who would like to make a large gift but cannot afford to do it now.
- Retired librarian or library employee.
- Individual whose children are financially successful and not dependent on parents' estate.
- Individuals with no children or close relatives.

Who Are the Best Prospects for Making a Planned Gift?

- Individual who wishes to derive assets from estate while they are living.
- Individual whose assets have greatly appreciated and who wants to avoid capital gains.
- Individual whose assets may bring substantial taxation to heirs.
- Individual who has made gifts to the library for more than five years.

Creating and Growing a Planned Giving Program

- Growing a successful planned giving program requires patience and persistence!
- Planned gifts can take a decade or longer to be realized.
- Planned gifts can be among the most cost-effective gifts because of size of gift and less staff time involved.

10 Steps to a Successful Planned Giving Program

1. Learn all you can about planned giving.
2. Get the backing of your library's governing board and executive staff.
3. Start gradually adding planned giving to your other fundraising activities.
4. Identify and publicize ways that small and large planned gifts will support your mission.
5. Review your existing fundraising program and adopt planned giving policies that complement it.

10 Steps to a Successful Planned Giving Program

6. Seek out a mentor who is experienced in the planned giving field.
7. Obtain legal counsel and form alliances with professional gift and estate planners.
8. Publicize opportunities for making planned gifts in your newsletter – do a FAQ.
9. Create a dedicated webpage on your website.
10. Use every opportunity to promote planned giving.

Most Popular Methods of Planned Giving

- Bequests
- Retirement plans
- Life Insurance
- Other beneficiary designations
- Trusts
- Annuities
- Real estate

Promoting Your Planned Giving Program

- Include reference to planned giving in all mailings.
- Ask current donors and members if they have included the library in their estate plans.
- Acknowledge planned givers in annual reports and publications.
- Tell stories of legacy donors.
- Create a recognition circle and host special events for planned givers.

Resources for Creating a Planned Giving Program

- Partnership for Philanthropic Planning
www.PPPnet.org
- Leave a Legacy (a public awareness campaign)
www.Leavealegacy.org
- State and local planned giving professional groups – planned giving councils

For more information contact:

Liz Boyd – liznefriends.org

All the text copied below comes from the American Library Association's website at
<http://www.ala.org/advocacy/advleg/frontlinefundraising/basicplannedgivingprogram>

Implementing a Basic Planned Giving Program

Once you've decided to implement a planned giving program for your library, here are eight ways to promote it:

1. Clearly articulate your mission, main functions of your organization, and identify ways large and small gifts could impact your work.
2. Educate your board and staff about planned giving opportunities and the importance to the Library.
3. Develop or purchase informational materials for mailings to prospective donors.
4. Let supporters know about planned giving opportunities through your newsletter.
5. Create a web page for planned giving opportunities.
6. Promote the concept of planned giving by using brochures, bookmarks, advertisements, articles and programs.
7. Prepare a response card.
8. Attend seminars, workshops or classes sponsored by other institutions to learn more about planned giving.

Types of Planned Gifts

Planned gifts can come in many forms. Some require little work on the part of the Library other than letting the donor of the options of planned gifts and how to phrase the bequest in their will or to designate the Library as the beneficiary.

1. Outright Gifts

Charitable bequests are gifts of any property (real or cash) made by naming our library as a beneficiary in a person's will. This is a simple method and the number one way of making a planned gift by donors. The donor can also bequeath a particular asset or a percentage of their estate rather than a dollar amount. This is the easiest way for libraries to work with planned gifts.

Each year thousands of individuals exercise the privilege of determining the final distribution of their estates. Bequests can take various forms: a general bequest, a residuary bequest, a percentage bequest, or a restricted bequest.

- **A general bequest** is one of the most popular ways to make a charitable gift by will. The donor simply leaves a specific dollar amount to the library.

- **A residuary bequest** is given to the library after all (or a portion) of an estate owner's property after all debts, taxes, expenses and other bequests have been paid.
- **A percentage bequest** is expressed as a percentage of the estate or of the residuary estate.
- **A restricted bequest** restricts the bequest for a specific purpose. This can include setting up an endowment. This type of bequest should be made in the broadest terms possible consistent with the donor's wishes. This guards against the possibility of the purpose of the gift becoming obsolete (such as the elimination of a specific collection, program, department, etc.).

Donors will work with their attorney and/or financial advisor to determine the amount to leave your library in their will. Your job is to work with the donor to explain your areas of need so the donor's desires are met. It is helpful to advise the donor to be as broad as possible in making his or her bequest.

Be honest and let your donor know that the library's world is one of changing technology, emerging customer needs, and ever-expanding formats. It's hard to predict what your library will be like years from now when you receive the bequest. For example, if you have a donor that is interested in supporting your music collection, advise the donor to word the bequest "for the purchase of music materials and resources," versus a specific format.

In many cases, we don't know that someone has left a bequest to the library in their will. We find out after they have passed away. Libraries need to identify donors, customers, and patrons who have the capacity and inclination to leave a bequest - and to work with them while they are alive.

You will need to provide the correct wording to your donor or their attorney as to where to leave the gift; name of a specific program, etc. For example, do you receive gifts in the name of your library? Its board? Your library Foundation? Your Friends group? Or do you have another charitable organization? You will also need to provide your federal tax I.D. number.

2. Life Insurance

Life insurance gifts can include whole life, universal, and other forms of life insurance policies. Donors can contribute all or part of a policy to your library when you are named as a beneficiary. The donor retains ownership of the policy and has access to the policy's cash value. Since the donor retains ownership, no charitable income tax deduction is allowed upon making the library the beneficiary. Once the donor passes away and the proceeds are paid to the library, the donor's estate will be allowed a charitable estate-tax deduction. Donors need to work with their insurance provider to designate your library as the beneficiary.

3. Retirement Plans

Retirement plans are another easy way for the donor to make a gift to your library. Retirement plan benefits represent a major portion of the average person's estate. Through the retirement plan provider, a donor can designate your library as a full or partial beneficiary. Again, the donor can name a specific amount or percentage. This gift can be designated when the fund is

first established or changed at a later date. The plan administrator will provide a change of beneficiary form upon request. Giving in this way can help maximize tax savings.

Making the Ask

What's the number one reason why people donate to charity? ***Because they were asked!*** (Remember the quote from Millard Fuller at the beginning of this *Frontline Fundraising Toolkit*?)

Planned gifts do not happen overnight. The average time from inception to maturity for a planned gift is 7 to 10 years. At the very minimum, you should start talking to library supporters about leaving a bequest because, if you don't, another organization most likely will! Start with bequests because they are the simplest kind of planned gift. As you have more time to develop the relationship with your potential planned giver, you can talk about more sophisticated planned giving vehicles.

Here are some conversation starters:

- Your annual gifts make such a difference to the library, have you considered leaving a planned gift to the library?
- Would you consider including the library in your estate plans?
- After you've taken care of your family, would you consider leaving the library in your will?
- Are we already in your estate plans?

Once you have started the conversation, you can follow up with a one-on-one meeting to discuss specifics and donor desires. Be sure to remind listeners that they will need to consult with their attorney or financial advisor to determine the best kind of planned gift. Direct them to your library's website for more details.

Elevator Pitches

An "elevator pitch" is a conversation starter, not an entire sales pitch. It is concise, compelling and told in terms that anyone should understand. (It's called an elevator pitch because it only takes as long as an elevator ride.) The language is informal and to-the-point. You need to have an elevator pitch ready when it comes to your planned giving program. Here are a few examples:

- Bequests:
"Your support of the library could be as easy as a simple designation in your will. It won't affect your cash flow during your lifetime and can be revoked or amended if your situation changes."
- Life Insurance policies:
"Did you realize that you can make a gift to the library by assigning the library as a beneficiary to your policy?"
- Retirement Plans:
"Retirement funds can be heavily taxed if passed on to your heirs. They're tax free if given to the library."

Marketing Your Planned Giving Program

“If a tree falls in the forest, and no one is there to hear it...” You know the rest. The most important thing about marketing your planned giving program is to be consistent and diligent about getting the word out.

You should plan to include something about planned giving in your library’s marketing materials. It could be an article or notice in each of your library or Friends newsletters, a link for information on your library’s website, a brochure, a program series within the library, etc. Start out simple by promoting bequests to the Library.

1. Newsletter Articles and Notices

Begin an awareness campaign about planned giving in your library’s newsletter. A small ad, a brief article or a boxed notice are ways to communicate about the options of charitable bequests with supporters in your newsletter or in other communications. These communication methods are easy ways to bring this opportunity to the attention of potential donors on a regular basis. Articles don’t have to be long or detailed; just plant the seed to open up further discussion.

Begin your article or notice with a tag line, a title that is intended to catch a reader’s eye and attention. Here are a few examples:

- Have you considered leaving a gift to the library in your will?
- Leave a legacy at the library.
- Use the present to invest in the library’s future.

Here are several sample articles/notices:

- *“Tomorrow’s results are created by today’s dreamers. Many people dream of a way to help the library grow in the future. Some find that a good way to accomplish that is to designate [name of library or other receiving organization] as the beneficiary of all or part of your retirement plan or life insurance policy. Learning more about this support option happens when you call [fill in the contact person’s name and phone number].”*
- *“In recent years, donors have informed us of their intention to include a gift to [name of library or other receiving organization] in their wills. These gifts provide an estate tax deduction and have a tremendous impact on our ability to [state purpose]. If you would like information on how to include [name of library or other receiving organization] in your will or estate plan, please contact us. [name, address, phone]”*
- *“Libraries matter! While an overwhelming number of people believe library services should be a top priority, many are unaware of the financial difficulties facing American libraries. An easy way for anyone to provide support is through a gift provision included in a will. The wording of “to the [name of library or other receiving organization]” will provide such a gift. Directing your support to any of the library’s highest priorities --- (1) XXXXX, (2) XXXXX, or (3) XXXXXX -- would be appreciated. To learn more about the smart choices you can make, call [fill in the contact person’s name and phone number].”*

- *“There is yet another way for you to express your commitment to the goals of [name of library] through a planned gift to [name of library or other receiving organization]. Once you have provided for loved ones in your will, you may want to include a gift of money, stock or property to the library. Your gift will be a lasting tribute to your concern for the [mission], while guaranteeing the library’s long-term future. For further information on how to include [name of library or other receiving organization] in your charitable giving plans, please contact [name,address, phone].”*

2. Web site

Create a simple web page (or pages) outlining the type of gifts you accept, how to give and who to contact. Link this web page to your library’s website. Include donor stories and testimonials, if possible, and talk about the impact planned gifts have made – and can continue to make – to the library. You’ll want the web page(s) to motivate your prospects to make a planned gift, or at least learn more about planned giving.

Your planned giving web page(s) should be designed for maximum ease of navigation. If it’s not clear and easy, your prospective planned giver may give up.

3. Simple Mail Campaign to Invite Planned Gifts

One way to get the ball rolling with planned giving is to initiate a direct mail campaign that invites prospects (primarily current library supporters) to consider a planned gift. Put together a simple planned giving mailing. Consider including:

- **Personalized letter**

Send a personalized one-page letter telling prospects about the library’s bequest program. Let them know the important role bequests have played in your library’s history and encourage them to visit your planned giving website (if you have one) or contact a specific person (provide name and contact information) to learn more. (See “Tips for Creating Effective Solicitation Letters” in [The Annual Fund: The Cornerstone of All Fundraising](#) in this toolkit.)

- **Response card and return envelope**

Include a postcard-sized response card and a self-addressed envelope (no stamp) that can be mailed back to the library. Provide space for the respondent’s name, address, phone, e-mail and other contact information. Be sure to address the return envelope to the attention of a designated individual to ensure confidentiality.

Sample response card and wording:

- I/we have included the [name of library or other receiving organization] in our will or trust.
- I/we am(are) interested in including the [name of library or other receiving organization] in our will or trust.
- Please send me/us information on leaving a gift in my/our will or trust to [name of library or other receiving organization].

- **Follow-up**

Two or three weeks later, follow up with either:

Follow-up letter, postcard or phone call from

“If you have already included the library in your estate plan, please let us know. If you haven’t, it isn’t too late.” is clear, simple language. Sadly, too often we learn about a gift after the generous donor has passed away and it’s too late to say ‘thank you.’”

Follow-up letter from someone who has already created a bequest

People give to people. When asking a prospect to consider a gift, including a letter from a person who has already made a gift sets a strong example. This letter might say something like, “*I didn’t think about a bequest either, until someone asked me to consider it. Now I feel so good about helping the library this way.*” If the person signing this letter is well-known to the recipients, that can strengthen persuasion.

Documentation when someone says “yes”

When a donor decides to include your library in his or her estate plan, it’s a cause for celebration! They’ve just made a decision to give a meaningful and long-lasting gift of support.

Regardless of the kind of planned gift an individual wishes to make, it is important to have the donor’s wishes documented in writing. The best way to document the gift is by sending the donor a letter. See the *Planned Giving Documentation Letter Template* ([PDF](#) or [word document](#)).

In the case of a bequest, try to get a copy of the will for your files. With other planned gifts get a copy of the retirement plans, beneficiary forms, etc. The document can be placed in the file for future reference. You want to make sure that you have as many details as possible to execute the gift properly once it is received.

Then, smile. You can feel good knowing that you’ve helped provide for your library’s future in this important and meaningful way.

Conclusion & Resources

Like all other areas of development, success in planned giving requires the ability to develop meaningful relationships with your library’s users and current donors. Understanding your donors’ motivations and objectives, which is accomplished primarily through personal contacts and steady relationship building, is far more important than understanding the technical nuances of planned giving. Begin to develop relationships with your top prospects, learn the gift planning basics, and recognize that most planned gifts require the efforts of a team of individuals who understand their roles and those of the other parties involved. Success will follow.

Resources:

- ALA's development office: development@ala.org
- ALA Library Fact Sheet #24- [Library Fund Raising: A Selected Annotated Bibliography](#)
- To find out about including ALA in your estate plans: <http://www.ala.org/ala/aboutala/offices/dev/plannedgiving/index.cfm>
- <http://www.plannedgiving.com>
- National Committee in Planned Giving: <http://www.pppnet.org/>
- American Council on Gift Annuities: <http://www.acga-web.org/whoare.html>
- The Planned Giving Design Center: <http://www.pgdc.com/host/planned-giving-design-center-llc/overview>
- Association of Fundraising Professionals: <http://www.afpnet.org/>
- To view some planned giving websites: <http://www.virtualgiving.com/sites>
- Various state Planned Giving Roundtables
- Check out the development web pages of your local university or college
- Sources for marketing materials:
 - Pentera <http://www.pentera.com/>
 - Stelter <http://www.stelter.com/site/index.jsp>
 - Sinclair, Townes & Co. <http://sinclaiertownes.com/>

2.48.050 Library Advisory Board – Powers and duties.

The Library Advisory Board shall:

- a. Establish operational policies for the library program, and submit same to the City Council for approval. There shall be an annual review of policies and revisions may be recommended by the Board.
- b. Assist the Librarian in preparation and presentation of the annual budget request to the City Council.
- c. Adopt bylaws and regulations for internal operations governing the proper and orderly discharge of its responsibilities.
- d. Make recommendations through the City Manager to the Mayor and City Council concerning the library and its programs.
- e. Solicit donations of money and/or property for the benefit of the library. Any money donations shall be deposited to the City treasury in a reserve fund designated for public library use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public library purposes as the Council may direct. The Board may make recommendations for disposition of money or property so received and such recommendations shall be considered and acted upon by the Council. [Ord. [85-35](#) § 5, 1985; Ord. [80-2](#) § 5, 1980. Code 1981 § 1.48.050].



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

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library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: JULY 3, 2019
SUBJECT: LIBRARY GIFT ACCEPTANCE POLICY

REVIEW AND DISCUSS

At the LAB meeting on May 7th we discussed drafting a revised Gift Acceptance Policy for the library. The new policy would cover acceptance of much larger gifts, such as estates, and would allow the LAB to move forward with creating a Planned Giving Program. In the process of drafting the new policy, I have reached a few conclusions:

1. The existing policy is clear and perfectly adequate for gifts of any dollar amount. However...
2. ...the City Clerks drew my attention to Homer City Code 2.48.050.e. The Clerks felt that the wording here means ALL gifts to the library require acceptance by the City Council, regardless of the gift's value. If true, our existing policy is out of compliance with the law. On the other hand...
3. ... the existing policy was approved by the Council on January 23, 2012, so it could be regarded as an update to the law, which was written in 1981.

The existing policy already addresses acceptance of gifts up to any dollar amount, but not their disposition. **I suggest we leave the gift policy as it is but concentrate on developing a system for managing or liquidating donations.** The problem is not accepting the gift, but rather what to do with it afterwards.

Some key questions to consider:

- Who is responsible for administering the gift?
- Where the administration of the gift requires professional expertise (i.e. in real estate, portfolio management, etc.), who obtains and pays for that assistance?
- What legal structure would be necessary to integrate the gift into the city's finances?

RECOMMENDATION

For discussion.

HOMER PUBLIC LIBRARY GIFT ACCEPTANCE POLICY

Gifts not retained for the collection will be added to the Friends of the Homer Public Library's book sale.

The Library director shall be authorized to accept gifts on behalf of the Library and will, in most cases, accept on her sole authority unrestricted gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

No conditions or restrictions on donations of Library materials can be honored. The Library adds gift materials to the collection with the understanding that such material is an integral part of the collection. The Library will not set up special collections and will not permit circulation restrictions or stipulations for future use. Books and other materials not deemed appropriate for inclusion in the Library collection may be offered to other libraries or institutions or offered for sale. The Library will be glad to provide a list of needed material.

Donors may place restrictions on other categories of gifts under the following conditions:

- The restriction must be compatible with the overall mission of the Library.
- The restriction shall not impede the ability of the Library to acquire gifts from other sources.
- The restriction shall not place undue burden on the Library's resources.
- The restriction shall not subject the Library to adverse publicity.

When considering any gift, the Library director may solicit the recommendation of a gift acceptance committee, a group made up of advisors knowledgeable about financial, legal, and community matters, to be chosen by the Library director. Authority for accepting or rejecting gifts resides with the Library director, although some gifts may require further approval of the Library Advisory Board and/or the Homer City Council. Gifts that may require an opinion from the gift acceptance committee, include, but are not limited to the following:

- Any gift with recognition requirements other than those ordinarily provided by the Library or Friends of the Library.
- Cash given to create a new library program.
- Gifts of art or other valuables that will encumber the Library either financially or administratively.
- Securities which are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests, and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.

- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.
- Life insurance policies. Any proposed gift of life insurance must be examined on its merits, including, but not limited to, the type of insurance, the status (paid-up, vanished, etc.) of the policy, outstanding loan balances, and the long-term viability of the insurance company.

The Library's acceptance of a non-monetary gift does not guarantee its retention as Library property in perpetuity. All non-monetary gifts are subject to disposition. Because of limited space, as a general rule the Library is unable to accept donations of art, furnishings, or other tangible personal property given on condition that they be retained by or displayed at the Library. The Library does not accept for deposit materials that are not outright gifts. The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers either the Library or the City of Homer.

The Library cannot legally appraise gifts for tax purposes. Donors will be provided a signed a dated gift statement as a receipt.

Approved by the LAB December 6, 2011
Adopted by HCC on January 23, 2012



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: JULY 29, 2019
SUBJECT: LIBRARY STRATEGIC PLAN 2020-2025

The Library Director and the Chair of the LAB have been collaborating on a draft of a Strategic Plan for the library, covering the period 2020-2025. The attached draft is the most recent version.

We invite comments and suggestions for improvement. Many of the priorities in the document are subject to change based on funding, staff availability and other practical considerations, but the Plan establishes a set of targets to shoot for.

RECOMMENDATION

For discussion. Any action taken by the board should be done by motion.

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.³Ave. [4]

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.

[What about adding something about library being heavily used — in 2018 per capita circulation of 28.01, visit per capita 25.89 (per LI Star library data) — some of this is covered in the comprehensive plan info below, but think it's important to emphasize how much the library is used.]

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

Commented [mk1]: Suggest adding a little history to demonstrate the long-time interest and commitment to the library in Homer

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Commented [mk2]: Ann always said the City Council had approved the library's service area. I doubt the LAB has that authority and we should not claim to have it. We definitely approve of the current service area but we are/were not the ones to set it.

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advocates for the library before the city council as well as assisting with fundraising and some library programs. ~~The LAB also approves the library's service area, which 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. This service area extends considerably beyond the Homer city limits and includes roughly 13,000 people.~~ The director answers to the city manager and through 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.

~~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.⁶ Library services include reference and circulation, interlibrary loan, access to a variety of electronic databases and free wifi available throughout the building.~~

The library offers numerous public programs, including storytimes twice a week (four times a week during the school year) and fanfiction writing workshops. 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 run 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.⁷ From 2011 to 2018 the library averaged 128,312 annual visits.⁸ According to *Library Journal*, during 2018 the library had a per-capita circulation rate of 28.01 and per-capita visitation of 25.89.⁹ 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.¹⁰
- 2011-14 and 2016-18: Annually awarded Star Library status from *Library Journal*.^{11,12}
- 2017: Children's Librarian Claudia Haines served on the selection committee for the Caldecott Medal.¹³
- [Suggest adding a paragraph about state & national awards and recognitions — such as being named a Star Library by *Library Journal* seven of the past eight years; 2007 Honor Award, AIA Alaska Chapter, for its modern design and use of local materials; Claudia being named to Caldecott committee, significant grants & awards, etc. — Let me know if you need help digging some of these up. Think it's important to chronicle HPL's success and status.]

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:

Commented [mk3]: Ann always said the City Council had approved the library's service area. I doubt the LAB has that authority and we should not claim to have it. We definitely approve of the current service area but we are/were not the ones to set it.

Commented [mk4]: You've already described the area so suggest leaving this comment out

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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 services¹⁴

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.¹⁵ 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.¹⁶

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.¹⁷ 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.¹⁸ (Note that these statistics apply [specifically](#) to the City of Homer; ~~the library's service area is considerably larger.~~)

The community is served by eight public schools and one small campus of Kenai Peninsula College.¹⁹ 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."²⁰ 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 and Kenai Peninsula College to promote-provide resources for and increase library use with students Continue working with FHL to develop programs based on community need in developing programs | <ul style="list-style-type: none"> Develop-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 Enhance the library's ability to serve as a disaster response center |
| Promote lifelong learning | <ul style="list-style-type: none"> Consider teaching a brief course on 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 |
| 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 |

Commented [mk5]: Do you want to include idea of extending renewal term?

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- ¹ Homer Public Library. "Library Mission Statement." City of Homer, 27 Jun. 2016. Web. 17 May 2019. <https://www.cityofhomer-ak.gov/library/library-mission-statement>.
- ² Homer Public Library. "About the Library." *Homer Public Library*. City of Homer, 2015. Web. 21 May 2019. <https://www.cityofhomer-ak.gov/library/about-library>.
- ³ Homer Public Library. "HPL History Outline." 2010. Print.
- ⁴ Homer Public Library. "About the Library." *Homer Public Library*. City of Homer, 2015. Web. 21 May 2019. <https://www.cityofhomer-ak.gov/library/about-library>.
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- ¹² Lance, Keith Curry. "2018 Star Libraries By the Numbers."
- ¹³ Armstrong, Michael. "Homer Children will Play Part in Picking Top Book Illustrator." *Homer News* 8 Dec. 2016. Web. 29 Jul. 2019. <https://www.homernews.com/life/homer-children-will-play-part-in-picking-top-book-illustrator>.
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- ¹⁵ Homer Public Library. "What Do You Value About HPL?" 2016. Print.
- ¹⁶ 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.
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- ¹⁸ 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-dcced.opendata.arcgis.com/>.
- ¹⁹ *Alaska Community Database Online*.
- ²⁰ *Homer Comprehensive Plan 2018*.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: JULY 30, 2019
SUBJECT: JOINT LAB/FHL SOIREE

At the May LAB meeting there was discussion about holding an annual social gathering between the LAB and members of the Friends of Homer Library board. Such a gathering would be an opportunity for members of both boards to forge personal ties, though not to conduct official business.

I have raised this suggestion at FHL board meetings, and they are open to the idea.

The next step is to list possible dates, times and locations.

RECOMMENDATION

Come up with a list of possible dates, times and locations, which I will present to the FHL board for consideration.



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clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: MAY 8, 2019

SUBJECT: AMENDING LAB BYLAWS RE: FHL MEETING ATTENDANCE REQUIREMENT

At the May 7, 2019 regular meeting, the Library Advisory Board held discussion regarding changes to the relationship between the LAB and the Friends of the Homer Library. The FHL board has asked that LAB members do not attend their board meetings unless they are on their agenda since they are meant for board members, not for all members or the public.

The board agreed that the LAB bylaws should be amended to remove Article III. Section 4 that states "One member shall attend the monthly meeting of the Friends of the Homer Public Library on an open volunteer basis."

RECOMMENDATION

Make a motion amending the Library Advisory Board Bylaws to remove Article III. Section 4, and hold a second reading of the bylaw amendment at the next regular meeting.

Attached: LAB Bylaws DRAFT – August 2019

CITY OF HOMER LIBRARY ADVISORY BOARD BYLAWS

ARTICLE I - NAME AND AUTHORIZATION

This organization shall be called the Library Advisory Board, established via Ordinance 80-2, existing by virtue of the provisions of Chapter 2.48 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on ~~March 11, 2019~~ **September 9, 2019** and shall be in effect and govern the procedures of the Library Advisory Board.

ARTICLE II – PURPOSE

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

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

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

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

Section 5. Represent the Library to the community.

ARTICLE III – MEMBERS

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

Section 2. One Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as a consulting, non-voting member for a school year term running September through May.

Section 3. The Mayor, City Manager, and Library Director may serve as non-voting, consulting members of the Board.

~~Section 4. One member shall attend the monthly meeting of the Friends of the Homer Public Library on an open volunteer basis.~~

Section ~~5~~ **4**. A board appointment is vacated under the following conditions and upon the declaration of vacancy by the Board. The Board shall declare a vacancy when the person appointed:

- Fails to qualify to take office within 30 days after their appointment;
- Resigns and the resignation is accepted;
- Is physically or mentally unable to perform the duties of their office;

- Misses three (3) consecutive regular meetings unless excused;
- Is convicted of a felony.

Section 6 ~~5~~. Honorary members of the Board may be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Board, but may not vote nor shall they be counted in determining the quorum of Board members.

ARTICLE IV – OFFICERS

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

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

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

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

ARTICLE V – MEETINGS

Section 1. Regular meetings shall be open to the public and held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.

Section 3. The regular meetings in August and September of each year shall be known as budget meetings to assist the Library Director in preparation and presentation of budget requests to City Council.

Section 4. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 5. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY
PHYSICAL LOCATION OF MEETING
HOMER, ALASKA

DATE OF MEETING
DAY OF WEEK AND TIME OF MEETING
MEETING ROOM

NOTICE OF MEETING
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 6. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the board members in attendance.

Section 7. Special meetings and Worksessions may be called by the Library Director, Chair, or a majority of the Board. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 8. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, honorary members shall not be counted.

Section 9. Four affirmative votes are required to approve any action before the Board and shall constitute the meaning of “majority vote”. The Chairperson may vote upon, and may move or second a proposal before the Board.

Section 10. A record of all voting must be included in the minutes of each meeting.

Section 11. Recorded minutes shall be made available by the City Clerk’s Office to the Board prior to the next meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 12. The Board shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

ARTICLE VI – COMMITTEES

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

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

ARTICLE VII – BYLAW AMENDMENTS

Section 1. The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting.

Section 2. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

ARTICLE VIII – TELECONFERENCING

Section 1. Teleconference meetings:

- a. The preferred procedure for a Board meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.
- b. There must be a quorum of members physically present in addition to the telephonic member.
- c. A Boardmember participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- a. A Boardmember who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled meeting time of their intent to appear telephonically.
- b. The Clerk shall notify the other Boardmembers of the Boardmember's intent to appear by teleconference three days prior to the scheduled meeting time.
- c. The means used to facilitate a teleconference meeting must enable each Boardmember appearing telephonically to clearly hear, and be heard by, all other Boardmembers and members of the public.
- d. The Clerk shall note in the attendance record all Boardmembers appearing telephonically.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: JUNE 3, 2019
SUBJECT: LIBRARY PARKING POLICY

REVIEW AND DISCUSS

We have recently encountered issues with patrons camping in the parking lot at the library. At the moment there is no specific policy that governs the use of the lot; existing policies cover the inside of the building only. The library staff have exercised their discretion in parking-related matters.

Patrons have vehemently insisted they have a right to park if there is no sign forbidding it. City Code 7.10.030 states that a “traffic authority” may set rules on parking but does not specify who the traffic authority is. The City Manager suggested library staff might be able to fill this role.

RECOMMENDATION

For discussion. Make a motion directing staff on how to proceed, such as to draft a Library Parking policy to be added to the library’s website.

19.08.030 Parking or camping prohibited – Enforcement.

- a. No person shall park any motor vehicle or camper or otherwise camp on any City-owned or City-controlled property where any official sign prohibits parking or camping.
- b. Camping, as defined in HCC [19.08.020](#), is prohibited in areas other than those so designated by the City, except where campers camping on private property have written permission to do so from the property owner.
- c. Persons who refuse to remove themselves and their personal property from unregulated camping areas upon request by an authorized representative of the City shall be removed, together with their personal property, from the areas using such force as may be necessary under the circumstances.
- d. Camping in a closed campground is prohibited. All City campgrounds shall be closed outside of the camping season, except winter camping may be allowed in a City-owned campground on the Homer Spit as designated by the City Manager. All normal camping fees and rules will apply to winter camping areas. [Ord. [16-08](#) § 1, 2016; Ord. [99-18\(A\)](#) § 2, 1999; Ord. [82-10](#) § 1, 1982; Ord. [81-1\(S\)](#), 1981. Code 1967 § 5-700.2].

7.10.030 Parking in City parking lots.

a. The City traffic authority may:

1. Establish time limits for parking in City parking lots;
2. Designate City parking lots for paid parking, and establish fees for paid parking in City parking lots; and
3. Designate City parking lots for permit parking, and the fees and qualifications for obtaining a permit.

b. The City shall notify the public of time limits in City parking lots, fees required to park in City parking lots, and permit requirements for parking in City parking lots by the placement of official traffic control devices. No person may stop, stand, or park a vehicle in violation of such an official traffic control device.

c. No person may park a vehicle, boat or other conveyance in a City parking lot for a period exceeding 24 hours while displaying a sign offering the vehicle, boat or other conveyance for sale.

d. Notwithstanding subsection (b) of this section, the City traffic authority may issue permits to occupy parking spaces in a City parking lot for a duration that the applicant demonstrates is necessary to accommodate a temporary activity such as a special event, construction project, or loading or unloading. [Ord. [15-42](#) § 4, 2015].



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: JULY 30, 2019
SUBJECT: REVISED PATRON REGISTRATION POLICY

Library staff have recommended some changes to our existing Patron Registration Policy. The two revisions are:

1. Shifting the card renewal period from one year to two;
2. Allowing patrons to prove their residency with a lease agreement or rent bill, as an alternative to the other documentation already accepted.

RECOMMENDATION

I recommend the LAB approve these changes and forward to City Council with a recommendation to approve the revised Library Card/Patron Registration Policy.

HOMER PUBLIC LIBRARY LIBRARY CARD REGISTRATION POLICY

A. PERMANENT CARDS

Any adult residing or owning property in the Homer Public Library service area is eligible for a permanent library card. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A permanent card allows patrons to check out up to 25 items at a time. A patron may not have more than one valid Homer Public Library card. The first card is free and must be renewed ~~annually~~ every two years. Lost cards may be replaced for a small charge.

Requirements for a Permanent Library Card:

1. Apply in person.
2. Supply proof of identity.
3. Supply proof of residency or land ownership in the Homer Public Library service area.

1. Apply in Person

2. Supply Proof of Identity

Acceptable proof of identity for a permanent card includes:

- Valid driver's license
- Government-issued photo identification
- School identification card

3. Supply Proof of Residency or Land Ownership in the Library Service Area

Applicants must reside at a permanent address or own property within the library service area. The Homer Public Library service area includes:

- | | | |
|-----------------|-------------------|---------------|
| • Anchor Point | • City of Homer | • Nikolaevsk |
| • Diamond Ridge | • Kachemak City | • Port Graham |
| • Fritz Creek | • Kachemak Selo | • Razdolna |
| • Happy Valley | • Millers Landing | • Seldovia |
| • Halibut Cove | • Nanwalek | • Voznesenka |
| | • Ninilchik | |

Acceptable proof of local residency or land ownership within the library service area includes:

- Valid Alaska driver's license or other government-issued document showing local address
- Cancelled mail addressed to the applicant postmarked within the last 30 days

- Voter registration card with local precinct
- Recent utility bill showing physical address, printed or on an electronic device
- Preprinted check from a local bank imprinted with local address
- Real estate property ownership, which may be verified on the Borough website: www.borough.kenai.ak.us
- **Current rent bill or signed lease agreement with local address**

Important Notes:

- General Delivery or delivery c/o (care of) is not an acceptable address for a permanent card.
- Proof of change of address is required when mail has been returned.
- Patrons who move out of the service area and who no longer meet the requirements of a permanent card are eligible for a temporary card.

Permanent Library Cards for Juveniles

Requirements for a Juvenile Permanent Library Card:

1. A parent or guardian must apply for a juvenile library card in person.
2. Supply proof of identity for the parent or guardian.
3. Supply proof of the parent or guardian's residence or land ownership in the Homer Public Library service area.

Persons under 18 years of age are considered juveniles. By applying for a juvenile permanent card, the parent or guardian accepts responsibility for library materials and services used by the juvenile, as well as the juvenile's conduct on library premises. Juveniles may check out up to 25 items at a time on a permanent card. The parent or guardian's library account must be in good standing before any new cards will be issued.

B. TEMPORARY CARDS

Temporary cards are issued to people who plan to be in the service area for six months or less or do not have proof of local residency. A temporary card is available for a small fee and is valid for six months. Temporary card holders may check out up to ten items at a time. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A patron may not have more than one valid Homer Public Library card.

Requirements for a Temporary Library Card:

1. Apply in person.

2. Supply proof of identity.
3. Supply permanent mailing address.

1. Apply in Person

2. Supply Proof of Identity

Acceptable proof of identity for a temporary card includes:

- Valid driver's license
- Government-issued photo identification
- School identification card

3. Supply Permanent Mailing Address for Temporary Cards

Acceptable proof of permanent mailing address for a temporary card includes:

- Valid driver's license or other government-issued document showing permanent address
- Evidence of cancelled mail addressed to the applicant at permanent address postmarked within the last 30 days

A local address may be given in addition to a permanent address if available.

Important Note:

- General Delivery or delivery c/o (care of) is not acceptable as a permanent address for a temporary card. Both may be used as a local address supplementing a permanent address.

Temporary Cards for Juveniles

Persons under 18 years of age are considered juveniles. By applying for a juvenile temporary card, the parent or guardian accepts responsibility for library materials and services used by the juvenile as well as the juvenile's conduct on library premises. If the parent or guardian has a library card, that library account must be in good standing before a juvenile temporary card will be issued to the juvenile.

Requirements for a Juvenile Temporary Library Card:

1. A parent or guardian must apply in person.
2. Supply proof of identity for the parent or guardian.
3. Supply permanent mailing address for the parent or guardian.

Exceptions to the above requirements may be made at the discretion of the Library Director.

Approved by the LAB on October 4, 2016: Memorandum 16-173.

Approved by the HCC on October 24, 2016: Resolution 16-108.

Library Advisory Board

2019 Calendar

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

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

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

The 2019 meeting dates for City Council is as follows:

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