



## Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

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

# City of Homer Agenda

## Library Advisory Board Regular Meeting

Tuesday, May 4, 2021 at 5:30 PM

City Hall Cowles Council Chambers via Zoom Webinar

Webinar ID: 991 8847 0047 Password: 125016

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

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

**APPROVAL OF AGENDA**

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

**RECONSIDERATION**

**APPROVAL OF MINUTES**

A. April 6, 2021 Regular Meeting Minutes

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**VISITORS/PRESENTATIONS**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. Library Director Reports dated April 29, 2021

**Page 8**

i. 2020 Statistical Report

**Page 11**

ii. 2021 Statistical Report (*laydown*)

B. Legislative Update

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Planned Giving Program – Developing a Donor Recognition Policy

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i. Draft Donor Recognition Policy & Form

**Page 13**

ii. Report from Planned Giving Liaison Kuszmaul

**Page 16**

B. Election of LAB Officers

**Page 17**

**NEW BUSINESS**

A. LAB's Mid-Year Priorities

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i. LAB Goals 2021 – Revised December 1, 2020

**Page 19**

## **INFORMATIONAL MATERIALS**

- [A.](#) Michael McKinney LAB Appointment Information **Page 20**
- [B.](#) Memo from Deputy City Clerk Tussey Re: Info on Additional LAB Seats for Non-City Resident Members **Page 25**
- [C.](#) Resolution 21-025 Adopting the Donation Acceptance & Management Policy **Page 29**
- [D.](#) LAB 2021 Calendar **Page 33**

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

**COMMENTS OF THE STAFF**

**COMMENTS OF THE COUNCILMEMBER** (if present)

**COMMENTS OF THE CHAIR**

**COMMENTS OF THE BOARD**

**ADJOURNMENT**

Next Regular Meeting is **TUESDAY, AUGUST 3, 2021 AT 5:30 P.M.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 21-03, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:32 p.m. on April 6, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom Webinar. Boardmembers Jacque Peterson and Gordy Vernon did not seek reappointment. Two seats remain vacant.

**PRESENT:** BOARDMEMBERS KUSZMAUL, FINN, DOLMA, SPRINGER

**ABSENT:** BOARDMEMBER FAIR AND STUDENT REPRESENTATIVE RENNER (both excused)

**STAFF:** LIBRARY DIRECTOR BERRY  
DEPUTY CITY CLERK TUSSEY

A Library Advisory Board Worksession was held on March 16, 2021 from 5:30 p.m. to 6:14 p.m. to discuss the Planned Giving Plan and reconcile the drafts for donation acceptance and planned giving framework. A second Worksession was held prior to the April 6, 2021 Regular Meeting from 5:00 p.m. to 5:35 p.m. This worksession was facilitated by City Clerk Jacobsen regarding advisory body training.

#### **APPROVAL OF THE AGENDA**

Chair Kuszmaul asked for a motion to approve the agenda.

FINN/DOLMA 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. March 2, 2021 Regular Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FINN/SPRINGER MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **VISITORS/PRESENTATIONS**

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

- A. Library Director Reports dated March 31, 2021
- i. 2020 Statistical Report
  - ii. 2021 Statistical Report (laydown)

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

- City of Homer is at Code Yellow which means the library is open, no appointments necessary, at limited hours.
- Attendance at the Alaska Library Association's annual meeting.
- Staffing changes including the departure of Callista Faucher and retirement of Claudia Haines, who submitted her resignation effective the end of April.
- Notable events around the library.
- Friends of the Homer Library have a grant application in with the National Park Service - Rivers, Trails and Conservation Assistance Program (NPS-RTCA) for formally expanding the library trail into the adjacent lot.
- Increase in circulation statistics and upcoming library programs.

Discussion ensued on Ms. Haines' departure, all the work she has accomplished with the children's programs, and the large shoes needed to be filled in her absence.

- B. Legislative Update

Boardmember Finn provided her verbal staff report. She commented on the staffing assistance she was able to get from the Alaska State Library and the Alaska Library Network staff's assistance on the legislative process. She learned that the State is in a "stable operating platform for libraries" and if something is up for consideration at the legislative level that often means something is going to get cut; nothing is up for budget review. The Institute of Library Services, which decides allocations every 5 years, has paid out \$1.1 million to the State library. The American Rescue Plan Act (ARPA) gave the State \$2.2 million. The State is now working with over \$3 million in funding, which is spread out among programs such as SLED. CARES funding that went to libraries is reflective of the population, so the State received \$66,102.

Ms. Finn also gave an update on legislative support at the federal level. What's coming from the White House is sub-optimal for libraries. She recommended boardmembers get in touch with our elected officials, Senator Reed (who is the head of the committee that's reviewing that House Bill), and the President. Submitting feedback is easy from the bill webpage, and she provided contact info for who to reach out to.

## **PUBLIC HEARING**

**PENDING BUSINESS**

- A. Planned Giving Program – Framework for Significant Gifts & Donation Acceptance Policy
  - i. DRAFT Common Messaging Framework for Significant Gifts to Benefit HPL
  - ii. DRAFT Donation Acceptance Policy
  - iii. Report from Planned Giving Liaison Kuszmaul

Chair Kuszmaul introduced the item by reading the title and deferred to Library Director Berry.

Mr. Berry spoke to the LAB's work so far and what action is required. The LAB has previously reviewed the Framework for Significant Gifts and the Donation Acceptance Policy and both documents have been reviewed by the Friends of Homer Library. Their suggestions, as well as the LAB's from their worksession, have been incorporated into the draft. Mr. Berry recommended they adopt the Framework for Significant Gifts as an internal guiding document for fundraising and approve the Donation Acceptance Policy and send it to City Council for approval.

Chair Kuszmaul suggested they consider each document separately, and asked for a motion.

DOLMA/FINN MOVED TO APPROVE THE COMMON MESSAGING FRAMEWORK FOR SIGNIFICANT GIFTS AS AN INTERNAL GUIDING DOCUMENT FOR FUNDRAISING.

There was discussion on clarifying the motion verbiage to not require Council approval since the messaging framework is an internal document.

KUSZMAUL/DOLMA MOVED TO RECOMMEND ADOPTION TO THE FRIENDS OF THE HOMER LIBRARY.

There was no discussion.

VOTE (amendment): NON OBJECTION: UNANIMOUS CONSENT.

VOTE (main motion): NON OBJECTION: UNANIMOUS CONSENT.

Chair Kuszmaul directed discussion to the donation acceptance policy and asked for a motion.

DOLMA/KUSZMAUL MOVED TO APPROVE THE DONATION ACCEPTANCE AND MANAGEMENT POLICY AND RECOMMEND ADOPTION TO CITY COUNCIL.

Boardmember Finn expressed her gratitude for all the work put into these documents.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Chair Kuszmaul confirmed with staff that this policy would be going before City Council in the form of a resolution at their April 26<sup>th</sup> regular meeting.

Chair Kuszmaul provided her planned giving liaison report. She spoke to the feasibility of using the fish wall to recognize major gifts and her meetings with Mayor Ken Castner and Moose Run Metalsmiths.

It was clarified by Boardmembers Dolma and Finn that the people involved with the creation of the fish wall were in support of its continuation, with the consideration of costs. Moose Run Metalsmiths was going to research expenses further to determine the cost of each fish, see if they have additional fish on hand, and then the LAB can do an analysis of recent gifts to help set donation levels for small and big fish. Ms. Dolma opined that fish should be reserved for very large donors.

## **NEW BUSINESS**

### **A. Election of LAB Officers**

Chair Kuszmaul introduced the item by reading the title.

Deputy City Clerk Tussey informed the board that Boardmember Fair was not going to be able to attend the meeting, and that if they preferred to hold elections with more members present that they could postpone until their May meeting.

DOLMA/FINN MOVED TO POSTPONE ELECTION OF OFFICERS UNTIL THE MAY MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

## **INFORMATIONAL MATERIALS**

- A. Emilie Springer LAB Reappointment Letter & Certificate
- B. Historical Library Book Wheel – Provided by Boardmember Finn
- C. LAB 2021 Calendar

Chair Kuszmaul voiced her appreciation to Boardmember Springer for being reappointed to the LAB, noted the materials provided by Boardmember Finn, and requested a volunteer to report at the April City Council meeting. Boardmember Dolma requested that Chair Kuszmaul give that report given her knowledge on the Planned Giving Program work they intend to speak to.

Boardmember Finn suggested that we keep an eye out for a new student representative since the term for that seat expires in May.

## **COMMENTS OF THE AUDIENCE**

Michael McKinney, city resident, thanked Deputy City Clerk Tussey for notifying him of the meeting, and if his appointment is confirmed by Council that he won't be as far behind with LAB business. In response to boardmembers' requests, he commented that he will not be singing at each meeting.

**COMMENTS OF THE CITY STAFF**

Library Director Berry announced that the Celebration of Lifelong Learning event will be on KBBI tomorrow morning. He, Claudia Haines, other Friends of the Homer Library members, and the awarded individuals will be on the program to speak.

Deputy City Clerk Tussey had no comments.

**COMMENTS OF THE COUNCILMEMBER**

**COMMENTS OF THE CHAIR**

Chair Kuszmaul commented on Claudia Haines' departure and wondering how the LAB could show their appreciation for her. She requested that Library Director Berry notify them of any plans. Ms. Kuszmaul thanked Boardmember Finn for her letter to the editor.

**COMMENTS OF THE BOARD**

Boardmember Dolma commented on the limitation of non-resident members serving on the LAB, and if it was possible to have a discussion on it. Deputy City Clerk Tussey noted that staff will look into it further and provide information to the board at their next meeting.

Boardmember Finn shared her positive experience with patrons using the newly reopened library and it being back in action.

Boardmember Springer commented on concerns she has heard from the public on the time available for young kids to go in the library; it conflicts with when kids get out of school. Library Director Berry explained staff's issue of finding the best window of time during the day for cleaning/disinfecting; there isn't a good option. They are expanding their hours though eventually and he really looks forward to getting back to full normal hours.

**ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 6:33 p.m. The next regular meeting is Tuesday, May 4, 2021 at 5:30 p.m. All meetings scheduled to be held via Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK I

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

## Director's Report, Homer Public Library

April 29, 2021

### General Notes

Effective April 26, the library is now open without reservation 10-6 on Monday-Friday and 2-6 on Saturday.

The library signed up for the Sustainable Shelves program, offered through one of our major vendors. This program buys back library discards and offers a credit for future materials purchases.

Director's Meetings in April 2021					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
1	7	3	3	4	Interviews with departments re: IT needs; Interviewing job candidates; numerous City meetings

### Staff Notes

Claudia Haines announced her departure, effective April 30. Claudia has worked at HPL for ten years and has made a tremendous impression on the institution and the town. She will be sorely missed! Without Claudia, some of the regular ongoing programs she pioneered (such as the Kids Book Club and Radio Storytime) will be suspended. The Summer Reading Program will go forward on a somewhat reduced scale, and we will consider resuming the major programs once a new librarian is hired for the position.

Susan Jeffres has accepted the part-time Library Technician I position, and will start work in late May.

### Facility

New security cameras were installed throughout the library building and switched on for the first time on April 20. A new bookcase arrived for the Young Adult area, providing more



room for nonfiction and graphic novels. The new plaque for the Celebration of Lifelong Learning was hung in the meeting room.

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

The LAB approved the revised Donation Acceptance and Management Policy at the regular meeting on April 6. City Council approved it at the April 26 meeting.

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

FHL has been awarded an RTCA grant to assist with planning trail upgrades on the western lot. A great many volunteers have come by the library every Sunday afternoon to help with tagging the collection, and have made massive progress! The Celebration of Lifelong Learning was carried over KBBI on April 7, and despite severe technical difficulties the program was a success.

<b>Events in April 2021</b>		
<b>Date</b>	<b>Time</b>	<b>Event</b>
Wednesdays 4/7-4/28	10:00-10:30	Little Makers Spring (via Zoom)
4/1	2:00-3:00	Making Tax Filing Easier (online through Anchorage Public Library)
4/7	9:00-10:00	Celebration of Lifelong Learning on KBBI
4/8 and 4/22	3:00-3:30	Kids Book Club (via Zoom)
4/8	5:00-6:00	The Choice to Be Heard: Learning from the Poetry of Amanda Gorman (via Zoom)
4/27	11:00-12:00	Emergency Broadband Benefit webinar

<b>Upcoming Events in May 2021</b>		
<b>Date</b>	<b>Time</b>	<b>Event</b>
5/15	All day	New story on the StoryWalk

Upcoming Events in May 2021		
5/15	All day	Registration opens for Summer Reading Program

Ongoing Events		
Date	Time	Event
Fridays	5:00-6:00	Storytime for Grownups (via Zoom)
First Tuesday	6:30-8:00	SPARC Radio Club (via Zoom)
First Thursday	1:00-3:00	Literary Ladies (via Zoom)
Second Sundays	1:00-4:00	Second Sunday Shakespeare (via Zoom)
Fourth Tuesday	4:30-6:30	FHL Book Club (via Zoom)

Homer Public Library Statistical Summary for 2020													Date: 27-Jan-21
CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
Total # of Items	14,449	13,454	8,751	3,205	4,478	4,975	6,044	6,633	6,910	7,836	5,749	5964	88,448
INTERLIBRARY LOANS													
Incoming (Borrowed)	13	16	11	0	0	0	0	0	0	0	0	0	40
Outgoing (Lent)	50	25	4	0	0	0	0	0	0	0	0	0	79
STUDY ROOM USE													
# of groups	297	274	111	0	0	0	0	10	10	6	0	0	708
# of people	566	487	195	0	0	0	0	11	12	10	0	0	1281
MEETING ROOM USE													
# of groups	34	32	12	0	0	0	0	0	0	0	0	0	78
ATTENDANCE													
TOTAL (*Included)	10,966	9,892	4,338	1,310	905	897	4,328	3,808	4,049	5,561	2,723	4772	53549
*Story Hour & Lapsit	273	237	134	0	0	0	0	0	0	0	0	0	644
*School Classes	24	12	0	0	0	0	0	0	0	0	0	0	36
Internet sessions	3,310	3,227	1,387	63	203	461	533	529	734	919	910	859	13135
*Programs	715	487	207	44	216	151	185	178	217	315	138	253	3106
OUTREACH													
# Visits	6	6	3	12	28	13	12	10	14	14	9	6	133
# People	54	59	25	1266	668	719	4096	3059	2722	3889	2588	4519	23664
NEW CARDS ISSUED													
City	24	18	11	0	8	5	8	14	20	21	6	7	142
Borough	33	30	10	4	4	2	3	14	10	9	3	4	126
Temporary	0	1	2	0	0	0	0	2	0	1	0	0	6
Reciprocal	1	0	1	0	0	1	0	1	1	1	0	0	6
VOLUNTEER HOURS													
# of people	79	69	44	6	2	7	12	19	20	16	16	14	304
# of hours	178.5	185	111.5	62.5	8.5	92	138.5	177.5	250	166.5	159.5	172	1702
MATERIALS ADDED													
Books	316	393	120	421	135	83	120	54	191	318	141	162	2454
Audio	19	9	0	0	7	0	0	7	13	19	9	0	83
Video	64	144	0	46	31	114	27	31	2	72	61	29	621
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	0	0	0	0	11	0	0	0	0	0	0	0	11
MATERIALS REMOVED													
Books	231	218	96	18	71	185	304	204	105	81	76	27	1616
Audio	76	41	0	0	0	0	0	0	2	1	0	0	120
Video	26		6	0	201	3	0	0	1	75	0	205	517
Serials	1	2	0	0	0	0	1	1	0	0	0	0	5
Electronic Resources	0		0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2338.21	2250.40	1335.91	0.00	0.00	0.00	4.36	795.86	0.00	543.21	50.20	30.00	7,348.15
Building Fund (151-)													0.00
Library Gifts (803-)		700.00				5000.00		7000.00	79492.00				5,000.00
Grants							4.36	7,795.86	79,492.00	543.21	50.20	30.00	87,192.00
TOTALS	2,338.21	2,950.40	1,335.91	0.00	0.00	5,000.00	4.36	7,795.86	79,492.00	543.21	50.20	30.00	\$99,540.15

Data not available yet or incomplete

- \*HPL closed to the public March 14.
- \*HPL began curbside pickup circulation April 29.
- \*HPL began admitting small groups of people to the building May 20.
- \*HPL began admitting people without reservations on October 5.
- \*Building closed to the public October 29.



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### Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: DAVID BERRY, LIBRARY DIRECTOR  
DATE: APRIL 28, 2021  
SUBJECT: DEVELOPING A DONOR RECOGNITION POLICY

The library has never had a formal Donor Recognition Policy, although the LAB considered draft versions in September and October of 2019. With the recent approval of the Donation Acceptance and Management Policy, now is the time to decide how to formally acknowledge generous donors.

I suggest the Policy include at least the following:

1. Thank-you cards for all donors to the Library Endowment Fund (I have asked the Homer Foundation to provide a quarterly list of donors)
2. Adding fish to the Fish Wall for larger donors
3. An acknowledgement of the role the Friends of the Homer Library play in fundraising, such as a joint LAB/Friends annual event

### RECOMMENDATION

Direct staff to develop a Donor Recognition Policy for consideration at the August LAB meeting, and provide recommendations on the content of such a policy.

Designate one member of the LAB to write thank-you cards for donors.

Attached: DRAFT Donor Recognition Policy & Form

**HOMER PUBLIC LIBRARY**  
**DONOR RECOGNITION POLICY**  
**AUGUST 14, 2019**

## **RECOGNITION**

Homer Public Library appreciates all donations of money, time, materials and other real property. The library recognizes donors in the following ways:

### **BOOKPLATES**

Materials which are accepted for inclusion in the library's collection will be fitted with a bookplate on the inside front cover, displaying the donor's name.

### **YEAR-END SUMMARY**

At the end of December the library produces a Year-End Summary, thanking all the individuals and organizations that have contributed to the library's success during the calendar year.

### **FISH PLAQUE**

Donors who contribute \$500 or more are eligible to have their name embossed on a plaque and added to the "Fish Wall" outside the library's main entrance. [Note: the Fish Wall was maintained by the Friends of the Library but nothing new has been added in years. I believe the original intent was only for donations toward construction.]

### **NAMING**

For large donations the City will consider naming a feature or building. Naming requests must be consistent with current policies on naming of City property. The Homer City Council makes the final decision on assigning names to City property.

## **GENERAL CONSIDERATIONS**

### **EXPIRATION**

The library reserves the right to expire names and/or recognition plaques and to remove or relocate artwork after 25 years or upon the closure or redesign of a public place or area or the replacement of the named item.

**EXCEPTIONS**

Exceptions or waivers to the provisions of this policy will be considered in exceptional circumstances only, and will be subject to approval by the Homer City Council. The City reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

## Donor Recognition Form

Thank you for your donation! Contributions from the public are critical to the success of Homer Public Library. Please let us know how we can show our appreciation:

### ALL DONATIONS

- ☐ I would like my name to be listed in the library's Year-End Summary. Name:

### MATERIALS

*If the item is selected for inclusion in the library's collection:*

- ☐ Please add a bookplate with this name on it:

*If the item is not selected for the library's collection, what would you like us to do with it?*

- ☐ Forward the item to the Friends of the Library booksale
- ☐ Return the item to me

### FUNDS

- ☐ For donations of \$500 or more: Please add my name to a plaque on the Fish Wall outside the library. Name:
- ☐ Donations of \$10,000 or more can carry naming rights for a fixture or structure. Note that all naming requests require approval from the Homer City Council. Name:

Report for May 4 LAB meeting

## **Planned Giving Report**

### **Donor Acknowledgement – Fish Wall**

Followed up with Tarri Thurman at Moose Run Metalsmiths confirmed that they will be able to produce and install new fish on the Fish Wall. Some specifics:

- Charge will be \$20 per fish for the small size and a bit more for the large size, perhaps \$25. Includes installation. Tarri will confirm.
- Once a year installation in spring. If warranted, perhaps spring and fall, but I suspect once a year would be sufficient.
- Tarri said the library should have data sheets/forms developed by Claudia Haines that were used for the original wall to collect and submit text for the fish (number of characters, etc.). We need to locate these and replicate.

I have requested from The Homer Foundation a tally of gifts life-to-date to get a sense the number and distribution of size of gifts to establish tiers btwn small and large fish – and to calculate an estimated annual cost.

### **Discussion:**

We need to discuss:

- How to cover cost of fish
- Minimum donation . . . if each fish is \$20, seems like minimum donation should be at least \$200 (10% cost). Originally, 15 years ago, \$100 (\$131.39 in current dollars) got you a fish.
- What gifts “count” – any gift to the library that meets the minimum, gift to Endowment only, gifts to Friends?

Respectfully submitted,

Marcia Kuszmaul





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## Office of the City Clerk

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## Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK

DATE: MARCH 31, 2021

SUBJECT: ELECTION OF OFFICERS

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Per Article IV, Sec. 1 of the LAB Bylaws: "A Chairperson and Vice-Chairperson shall be elected from among the appointed board members at the regular April meeting of the Board".

### **Recommended process for Election of Vice Chair:**

1. The Board will need to determine how they would like to vote since unanimous consent is not allowed for elections; this can be done by a Voice Vote (aye/nay) or a Show of Hands.
2. Once decided the Chair will call for nominations of Vice Chair.
3. Upon hearing no further nominations from the Board the Chair will close the nominations.
4. Chair will then call for the vote in the manner agreed upon by the commission.
5. The Clerk will tally/note the votes for each candidate nominated. If only one candidate is nominated the candidate must accept the nomination.

### **Recommended process for Election of Chair:**

1. The Chair will conduct the vote for Chair unless it is preferred by the Board to have the gavel turned over to the newly elected Vice Chair to conduct the vote for Chair.
2. Election is conducted in the same manner as it was for the Vice Chair (see steps above).
3. The gavel/meeting will be turned over (or proceed) to the newly elected (or re-elected) Chair to conduct the remainder of the meeting.



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### Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: DAVID BERRY, LIBRARY DIRECTOR  
DATE: APRIL 28, 2021  
SUBJECT: LAB'S MID-YEAR PRIORITIES

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For calendar year 2021, the LAB adopted the following list of priorities:

1. Develop and initiate planned giving program for the library
2. Advocate for library budget
3. Explore opportunities to increase library card registration and use by students
4. Research to improve services to remote parts of the library service area

Given that the Board will not meet again until August, consider whether these priorities are still valid or if new ones should be adopted.

### RECOMMENDATION

Review the existing priorities and decide whether changes are warranted.

Attached: Library Advisory Board Goals 2021 – Reviewed/Approved December 1, 2020

## **LIBRARY ADVISORY BOARD GOALS 2021**

Reviewed/Approved December 1, 2020

- 1. Develop and Initiate Planned Giving Program for the Library**
- 2. Advocate for Library Budget**
  - a. Ensure the library has sufficient collection development budget to build and maintain a current and robust collection of materials relevant to the community.
  - b. Review needs for library physical plant upkeep and efficiencies.
  - c. Promote future funding of library technology needs.
    - i. Scheduled replacement of public use computers.
    - ii. Requests for new or updated technologies (printers, scanners, security, etc.)
- 3. Explore Opportunities to Increase Library Card Registration & Use by Students**
- 4. Improve Services to Remote Parts of the Library Service Area**
  - a. Ninilchik, Voznesenka, south coast communities, etc.



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## Office of the Mayor

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(f) 907-235-3143

## Memorandum 21-057

TO: HOMER CITY COUNCIL

FROM: MAYOR CASTNER

DATE: APRIL 1, 2021

SUBJECT: APPOINTMENT OF ADELE PERSON TO THE ECONOMIC DEVELOPMENT  
ADVISORY COMMISSION AND MICHAEL MCKINNEY TO THE LIBRARY  
ADVISORY BOARD

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Adele Person is appointed to the Economic Development Advisory Commission to fill Jeffrey Johnson's seat vacancy, who did not seek reappointment to the EDC. Ms. Person's term will expire April 1, 2024.

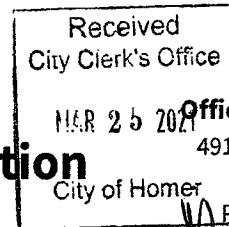
Michael McKinney is appointed to the Library Advisory Board to fill Jacque Peterson's seat vacancy, who did not seek reappointment to the LAB. Mr. McKinney's term will expire April 1, 2024.

### Recommendation

Confirm the appointments of Adele Person to the Economic Development Advisory Commission and Michael McKinney to the Library Advisory Board.



## Advisory Body Application For Appointment to Committees, Commissions, Board & Task Forces



**Office of the City Clerk**  
491 East Pioneer Avenue  
Homer, Alaska 99603  
Phone: (907) 235-3130  
Fax: (907) 235-3143  
clerk@cityofhomer-ak.gov

The Information provided on this form will provide the basic information to the Mayor and City Council on your interest in serving on the selected Advisory Body. It is considered public and will be included in the City Council meeting packet. This information will be published in the City Directory and within city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council.

### Applicant Information

Full Name: Michael E. McKinney  
Physical Address Where you Claim Residency: 972 Lakeside Drive  
Mailing Address: same  
City: Homer State: AK Zip: 99603  
Phone Number(s): 907-235-5462 299-0294  
Email: hoosieralaskan@yahoo.com

### Advisory Body You Are Requesting Appointment To

- ☐ **Planning Commission** – Held on the first and third Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. There is no first Regular Meeting in July or second Regular Meetings in November and December
- ☐ **Parks, Art, Recreation & Culture Advisory Commission** – Held on the third Thursday February through June and August through November at 5:30 p.m.
- ☐ **Port & Harbor Advisory Commission** – Held on the fourth Wednesday of the following months: January, February, March, April, September, October, and December at 5:00 p.m.; and May, June, July, and August at 6:00 p.m.
- ☐ **Economic Development Advisory Commission** – Held on the second Tuesday of each month at 6:00 p.m.
- ☒ **Library Advisory Board** – Held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m.
- ☐ **Other** – Please Indicate \_\_\_\_\_

### Please Answer the Following

Are you a City Resident? ☒ Yes ☐ No If yes, how long have you been a City resident? 1998  
How long have you been a resident of the South Peninsula Area? 1997

**Background Information**

Have you ever served on a similar advisory body? If so please list when, where, and how long:

No

Please list any current memberships or organizations you belong to related to your selection(s):

None

Please list any special training, education, or background you may have which is related to your selection(s):

None

Why are you interested in serving on the selected Advisory Body? This may include information on future goals or projects you wish to see accomplished or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

I have loved Libraries since receiving my first library card when I was 7 years old.

Libraries are places of excitement, of relaxation, of the future, and of the past. Libraries are places that keep us from becoming stagnant.

Libraries are the Travel Agencies for the mind.

I think that to be a part of our town library, to help it grow and thrive, is a valuable way to volunteer my time.

**FOR PLANNING COMMISSION ONLY:**

Have you ever developed real property other than a personal residence? If yes, briefly explain:

**FOR PORT & HARBOR ADVISORY COMMISSION ONLY:**

Do you use the Homer Port and/or Harbor on a regular basis? ☐ Yes ☐ No

If yes, what is your primary use? ☐ Commercial ☐ Recreational ☐ Other: \_\_\_\_\_



## City of Homer

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

## Office of the Mayor

491 East Pioneer Avenue  
Homer, Alaska 99603

[mayor@ci.homer.ak.us](mailto:mayor@ci.homer.ak.us)

(p) 907-235-3130

(f) 907-235-3143

April 13, 2021

Michael McKinney  
972 Lakeside Drive  
Homer, AK 99603

Dear Michael,

Congratulations! City Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of April 12, 2021 via Memorandum 21-057. You will be filling the seat vacated by Jacque Peterson, and your term will expire April 1, 2024.

Included is the 2020-2021 Public Official Conflict of Interest Disclosure Statement. Please complete this form and return it to the City Clerk's Office at your earliest convenience. The Public Official Conflict of Interest Disclosure Statement is a public document that may be requested by a member of the public. In the event it is requested, you will be notified of the requestor's name.

Also included is the LAB's Orientation Packet which provides important guidelines and information for your role as a boardmember.

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

Cordially,

Ken Castner, Mayor

Enclosed: Memorandum 21-057  
Certificate of Appointment  
2020-2021 Public Official Conflict of Interest Disclosure Statement  
LAB Orientation Packet

Cc: Library Advisory Board

**City of Homer**  
**Homer, Alaska**  
**Mayor's Certificate of Appointment**

**Greetings**  
**Be It Known That**

*Michael McKinney*

**Has Been Appointed to Serve As**  
**“Boardmember”**

**On The**  
**“Library Advisory Board”**

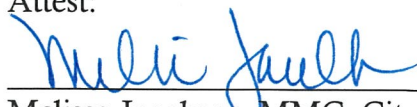
*This appointment is made because of your dedication to the cause of good government, your contributions to your community, and your willingness to serve your fellow man.*

*In Witness whereof I hereunto set my hand  
this 12<sup>th</sup> day of April 2021.*



Ken Castner, Mayor

Attest:



Melissa Jacobsen, MMC, City Clerk







# City of Homer

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

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## Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK

DATE: APRIL 28, 2021

SUBJECT: INFO ON ADDITIONAL LAB SEATS FOR NON-CITY RESIDENT MEMBERS

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At the April 6<sup>th</sup> LAB meeting, Boardmember Dolma asked about the limitation of non-city resident members serving on the LAB and what the process would be to change that, if possible.

Currently, it is in Homer City Code and the LAB's bylaws that at least five members of the Board shall reside within the corporate limits of the City. That number of non-city resident seats is determined by Council.

### Background

At their February 3, 2015 regular meeting, the LAB made a motion recommending to City Council that the Library Advisory Board be comprised of up to four members who reside outside city limits but within the library service area.

City Council reviewed the request at their February 23, 2015 regular meeting. After being pulled from the Consent Agenda by Councilmember Roberts and discussed under Ordinances, an amendment was proposed to reduce the non-resident number to three but that amendment failed and the ordinance failed. This was not remanded back to the board by Council for changes.

In a follow-up staff memo to the board, it was recommended that the LAB change the number of non-city resident members to no more than three and request staff resubmit for consideration at the next available spot on Council agenda. Staff also recommended a member be present to speak on the efforts and troubles that this board has in obtaining and keeping board members, while recognizing and addressing the concern expressed by Council that it is city residents who are tax payers that fund the Library.

Another proposal was not submitted to Council at that time.

### Amendment Process

Changing the number of non-city resident seats on the board would require a city code and bylaw change, which would go through the Council process. If the LAB is interested in taking this request up again, here are some guidelines on the process:

- 1) The board would request this item be on an upcoming LAB agenda; staff would then prepare the necessary draft documents.
- 2) LAB would pass a motion recommending the change, which would then go to Council in the form of a memo under the LAB's report item on the Council agenda.

- 3) At the Council meeting, board members would speak to their memo/motion during their LAB report, advocate for the change in non-city resident members, and request a councilmember sponsor their request.
- 4) If a councilmember agrees to sponsor a resolution, that councilmember would then work with City Staff to prepare the appropriate documents and get it on an upcoming Council agenda. It would then be discussed/voted on.
- 5) If a councilmember does not agree to sponsor it, then they are not willing to make the change.

### **Recommendation**

For Informational Purposes

Attached: Memo to Mayor Wythe & City Council from the Library Advisory Board Re: Changing membership makeup of the board to allow for additional non-city residents, dated February 17, 2015



# City of Homer

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## Memorandum

TO: MAYOR WYTHE AND CITY COUNCIL

FROM: LIBRARY ADVISORY BOARD

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: FEBRUARY 17, 2015

SUBJECT: CHANGING MEMBERSHIP MAKEUP OF THE BOARD TO ALLOW FOR  
ADDITIONAL NON-CITY RESIDENTS

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The Library Advisory Board has had an ongoing problem obtaining interested persons to serve as boardmembers that are city residents. They would like to adopt changes that allow for up to four members reside outside of city limits but within the service area. Following is the excerpt of the February 3, 2015 regular meeting regarding the requested change.

### NEW BUSINESS

#### *C. Changing the Membership Makeup of the Board to Allow for Additional Non-City Residents*

*Vice Chair Utley introduced the item into the record and asked Ms. Krause to provide a brief explanation on some new information regarding the approval process.*

*Deputy City Clerk Krause explained that the membership of the Board is not addressed within the Bylaws of the Board only in City Code so there is no need for the Board to discuss this issue at two meetings before submitting the recommendation to Council. However, it will require to be changed by ordinance so Council will have to introduce at one meeting and hold a public hearing and approve at a second meeting. But this means that it should be approved by mid-March dependent on Council schedule, to allow additional non-residents to be appointed to the board.*

*There was a brief discussion on how many non-residents were currently allowed and the statistics on the number of residents and non-residents that the Library provided services to were 13,000 and the population of Homer is only a little over 5000; increasing the number of non-resident members would alleviate the canceled meetings because of not meeting the quorum requirements. Further discussion on allowing up to four members ensued and the language used in the recommendation to Council. It was noted that Library Director Dixon was not a voting member in response to the newer members of the Board.*

**STROBEL/SMITH – RECOMMENDED THAT THE LIBRARY ADVISORY BOARD BE COMPRISED OF UP TO FOUR MEMBERS WHO RESIDE OUTSIDE CITY LIMITS BUT WITHIN THE LIBRARY SERVICE AREA.**

*There was a brief discussion on changing the language in the draft ordinance, line 35, would read, "At least three (3) members of the Board shall reside within the corporate limits of the city. A round robin of comments in favor of the motion to reflect the current patrons of the Homer Library briefly ensued.*

*VOTE. YES. SMITH, BRAUND, ALDERFER, UTLEY, STROBEL, PORTER.*

*Motion carried.*

*Chair Utley questioned the ability of the City Manager to appoint someone to complete a term. Staff explained the process normally used to replace vacated seats.*

Recommendation: Approve the change in membership to allow no more than four members who reside outside city limits but within the service district.



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/Library Director

**RESOLUTION 21-025**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE HOMER PUBLIC LIBRARY GIFT ACCEPTANCE  
POLICY AND RENAMING IT THE HOMER PUBLIC LIBRARY  
DONATION ACCEPTANCE AND MANAGEMENT POLICY.

WHEREAS, Resolution 20-020(A)(S) established a Library Endowment Field of Interest Fund with the Homer Foundation and outlined the process for oversight of those funds; and

WHEREAS, Since the establishment of the endowment fund, the Library Advisory Board and Library Director have continued developing a Planned Giving Program at several worksessions and regular meetings; and

WHEREAS, Part of these efforts include rewriting the Homer Public Library Gift Acceptance Policy, which was last amended January 23, 2012, to align with the new program and to allow receiving a wider range of donations and gifts; and

WHEREAS, The policy title has been amended to the Homer Public Library Donation Acceptance and Management Policy; and

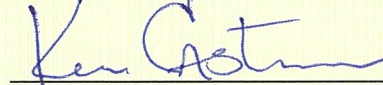
WHEREAS, The Library Advisory Board approved the policy at their April 6, 2021 Regular Meeting; and

WHEREAS, The new Donation Acceptance and Management Policy is included as Attachment A.

NOW THEREFORE BE IT RESOLVED that the City Council of Homer, Alaska hereby amends the Homer Public Library Gift Acceptance Policy and renaming it the Homer Public Library Donation Acceptance and Management Policy.

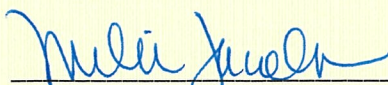
PASSED AND ADOPTED by the Homer City Council this 26<sup>th</sup> day of April, 2021.

CITY OF HOMER

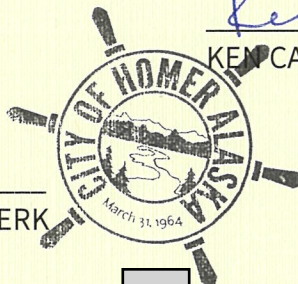


KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK



Fiscal note: N/A

**HOMER PUBLIC LIBRARY  
DONATION ACCEPTANCE AND MANAGEMENT POLICY**

The library welcomes donations of materials, funds and other real property, provided such donations align with the library’s mission. Donations will be managed differently depending on the type of donation and its uses. Donations made directly to the library or the Library Endowment Fund will be used for purchasing materials, upgrading or replacing equipment, and improving facilities and services. Donations made to the Friends of the Homer Public Library (FHL) or the FHL Endowment Fund will support that organization’s mission, “to provide support for the Homer Public Library programs and services, to raise funds that enrich the library experience, and to promote the use and enjoyment of the library.”

As a general rule, the library and FHL cannot accept restrictions for specific purposes, such as particular collections or programs. Donors who wish to make a gift for a specific purpose should contact the Library Director to discuss options.

**MATERIALS**

The Library Director shall be authorized to accept gifts of materials on behalf of the library. 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.

**ARTWORK**

All donations of artwork are referred to the Parks, Art, Recreation and Culture Advisory Commission (PARCAC), which evaluates donations in accordance with their policies.

**EQUIPMENT AND OTHER PHYSICAL ITEMS**

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 high-value 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 Homer Public Library (FHL).
- Gifts of valuables that will encumber the library either financially or administratively.
- Large or highly specialized equipment, which requires operator expertise beyond that normally held by library staff.

Because of limited space, as a general rule the library is unable to accept donations of furnishings or other tangible personal property given on condition that they be retained by or displayed at the library.

## **FUNDS**

Financial donations to benefit the library can be made in two ways: directly to the library or to the Friends of the Homer Public Library (FHL), an independent, nonprofit 501(c)3 organization.

Donations to the library supplement materials for the library's collection, purchases or upgrades for library equipment, and improvements or repairs to library facilities and services. Donations to FHL benefit the organization's mission: to support library programs and services, enrich the library experience, and promote use and enjoyment of the library.

To make a gift to the library or FHL for immediate or specific use, contact the Library Director or visit the Friends' donate page (<https://friendsofthehomerpubliclibrary.wildapricot.org/Donate>).

To make a significant gift or planned gift for sustained support over time, visit the Homer Foundation (<https://www.homerfoundation.org/give-now>). The Homer Foundation's tax ID number is 92-0139183. Homer Public Library benefits from two separate endowment funds, both managed by the Homer Foundation. The Library Endowment Fund supplements the library budget in the same manner as a direct donation to the library. The Friends of the Homer Public Library Endowment Fund supports FHL's mission and long-term success.

Donations to the endowments should comply with the Homer Foundation's gift-acceptance policy.

## **SECURITIES, REAL ESTATE AND OTHER NON-CASH DONATIONS**

On behalf of the two endowment funds, The Homer Foundation (tax ID # 92-0139183) can accept donations in all of the following categories, with the understanding that such donations will usually be liquidated and the resulting monies deposited in the designated fund. All gifts should be considered in the context of preserving the Foundation's public support test and avoiding exposure to any significant monetary obligation or any legal or ethical problems.

- Marketable securities and bonds
- Cash and cash equivalents (including estate remainders)
- Gifts of usable furniture and equipment
- Gifts of precious metals, where the value is easily established
- Insurance policies, where the donor pays any annual premium, and Individual Retirement Accounts. Such donations should name the Homer Foundation's Friends of the Homer Public Library Endowment Fund or the Homer Foundation's Library Endowment Fund as beneficiary.

The Homer Foundation also can accept the following types of donations, although such gifts may require review by the Foundation's Gift Acceptance Committee:



- 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. The donor must provide an appraisal by a qualified appraiser, completed within the previous 12 months.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.

#### **OTHER INFORMATION**

The library does not accept donations that are not outright gifts. The library and the Friends of the Homer Public Library reserve the right to decline any gift that interferes with the library's 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. Upon request, donors will be provided a signed and dated gift statement as a receipt.

Approved by the Library Advisory Board April 6, 2021

Adopted by City Council \_\_\_\_\_, 2021



## LIBRARY ADVISORY BOARD 2021 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>		No Regular Meeting		
<b>FEBRUARY</b>	Wednesday 1/27 5:00 p.m.	Tuesday 2/2 5:30 p.m.	Monday 2/8 6:00 p.m.	<ul style="list-style-type: none"> <li>• Annual Review of Library Fees, Policies, Rules &amp; Regulations (Bylaws V.2)</li> </ul>
<b>MARCH</b>	Wednesday 2/24 5:00 p.m.	Tuesday 3/2 5:30 p.m.	Monday 3/8 6:00 p.m.	<ul style="list-style-type: none"> <li>• Reappointment Notices</li> </ul>
<b>APRIL</b>	Wednesday 3/31 5:00 p.m.	Tuesday 4/6 5:30 p.m.	Monday 4/12 6:00 p.m.	<ul style="list-style-type: none"> <li>• Terms Expire April 1<sup>st</sup></li> <li>• Advisory Body Training Worksession</li> <li>• Election of Officers (Bylaws IV.1)</li> <li>• Celebration of Lifelong Learning; National Library Week, Library Workers Day, &amp; Library Legislative Day</li> </ul>
<b>MAY</b>	Wednesday 4/28 5:00 p.m.	Tuesday 5/4 5:30 p.m.	Monday 5/10 6:00 p.m.	<ul style="list-style-type: none"> <li>• End of Student Representative Term (Bylaws III.2)</li> </ul>
<b>JUNE</b>		No Regular Meeting		
<b>JULY</b>		No Regular Meeting		
<b>AUGUST</b>	Wednesday 7/28 5:00 p.m.	Tuesday 8/3 5:30 p.m.	Monday 8/9 6:00 p.m.	
<b>SEPTEMBER</b>	Wednesday 9/1 5:00 p.m.	Tuesday 9/7 5:30 p.m.	Monday 9/13 6:00 p.m.	
<b>OCTOBER</b>	Wednesday 9/29 5:00 p.m.	Tuesday 10/5 5:30 p.m.	Monday 10/11 6:00 p.m.	<ul style="list-style-type: none"> <li>• Beginning of Student Representative Term (Bylaws III.2)</li> <li>• Library Card Sign-up Month</li> </ul>
<b>NOVEMBER</b>	Wednesday 10/27 5:00 p.m.	Tuesday 11/2 5:30 p.m.	Monday 11/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• National Friends of Libraries Week</li> </ul>
<b>DECEMBER</b>	Wednesday 12/1 5:00 p.m.	Tuesday 12/7 5:00 p.m.	Monday 12/13 6:00 p.m.	<ul style="list-style-type: none"> <li>• Approve Annual LAB Priorities</li> <li>• Budget Meeting (Bylaws V.3) *may not be applicable during non-budget years</li> </ul>

\*The Board's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Board's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports. Reports are the Board's opportunity to give Council a brief update on their work.