



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

**Library Advisory Board Regular Meeting
Tuesday, September 3, 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 August 6, 2019 **Page 3**

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Library Director Report dated August 29, 2019 **Page 9**

i. 2019 Statistical Report (*laydown*)

ii. 2018 Statistical Report **Page 13**

PUBLIC HEARING

PENDING BUSINESS

A. LAB Bylaw Amendments **Page 15**

i. Memo from Deputy City Clerk Re: LAB Bylaw Amendments

ii. Draft LAB Bylaws **Page 17**

B. Library Strategic Plan 2020-2025

i. Memo from Library Director Re: Draft of Library Strategic Plan **Page 23**

ii. Draft Library Strategic Plan 2020-2025 dated 8/27/19 **Page 25**

C. Library Gift Policy (*see Sept. 3, 2019 Worksession Packet for Materials*) **Page 31**

NEW BUSINESS

A. Library Budget Request **Page 33**

i. Memo from Library Director Re: FY 2020-2021 Budget Requests

ii. Library's Operating Budget **Page 35**

INFORMATIONAL MATERIALS

<u>A.</u>	Memo from Library Director Re: LAB/FHL Soiree Schedule	Page 37
<u>B.</u>	Resolution 19-053(A) Revised Patron Registration Policy	Page 39
<u>C.</u>	Recognition Certificate & Letter for Mark Massion	Page 41
<u>D.</u>	Appointment Certificate & Letter for Clark Fair	Page 43
<u>E.</u>	Friends of the Homer Library August 2019 Newsletter	Page 45
<u>F.</u>	LAB 2019 Calendar	Page 49
<u>G.</u>	Boardmember Attendance at 2019 City Council Meetings	Page 51

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE STAFF

COMMENTS OF THE COUNCILMEMBER (if present)

COMMENTS OF THE CHAIR

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is TUESDAY, OCTOBER 1, 2019 at 5:30 p.m. All meetings scheduled to be held in the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 19-05, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:32 p.m. on May 7, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, KUSZMAUL, SCHMIDT, AND FINN

ABSENT: BOARDMEMBERS SPRINGER, MASSION (both excused), AND VERNON (unexcused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

SCHMIDT/FINN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes for May 7, 2019

Chair Kuszmaul asked for a motion to approve the minutes.

PETERSON/SCHMIDT 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 Report
i. Director's Report dated May 31, 2019

- ii. Director's Report dated June 30, 2019
- iii. Director's Report dated July 31, 2019
- iv. 2019 YTD Library Use Statistics – Laydown

Library Director Berry provided his staff report, noting the recent events explained in his three staff reports for the months of May, June, and July. He facilitated discussion and responded to questions regarding statistics, concerns over state budget cuts and their effect on the Homer Library, use of the sharps containers at the library, and library staff's participation in an Alaska Humanities Forum workshop on facilitating difficult conversations.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program
 - i. Memo from LAB Chair Kuszmaul Re: Library Gift Policy/Planned Giving Program
 - ii. "Leaving a Legacy Through Planned Giving" Webinar Info
 - iii. ALA information on Implementing a Basic Planned Giving Program
 - iv. HCC 2.48.050 Library Advisory Board – Powers & Duties

Chair Kuszmaul shared the information she learned from "Leaving a Legacy through Planned Giving", an online webinar that can provide a common base of understanding on implementing a basic Planned Giving Program. She explained that the first step in implementing such a program is to make sure current gift policy matches Homer City Code, where there are some discrepancies.

There was discussion on interpretations of the existing policy and code, the process for donating to the library and its current challenges, and seeking funds from City Council to utilize professional assistance to help set the program up. Mr. Berry noted that City Council has talked about hiring a City capital assets manager that could assist with a future program if such a person was hired. Ms. Kuszmaul emphasized that this project is long term, and that the LAB can work on it over the following months.

PETERSON/SCHMIDT MOVED THAT THE LAB MOVE FORWARD WITH A PLANNED GIVING PROGRAM.

There was discussion on whether there should be a 6 month time limit. The board agreed that leaving it open would be the best.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Gift Acceptance Policy
 - i. Memo from Library Director Berry Re: Library Gift Acceptance Policy
 - ii. HPL Existing Gift Acceptance Policy

Library Director Berry explained the gift acceptance policy and the discrepancies between what existing policy states, what is in City Code, and what is actually being practiced. He noted that the current policy is relatively good on listing the process of acceptance, but essentially says nothing about what to do

with the donations afterwards. The policy and code are vague on if monetary donations have to be accepted by City Council through an ordinance, or if the Library Director has that authority as outlined in the library's gift acceptance policy that was approved by City Council.

The board discussed their interpretations of existing policy and City Code, and their concerns with how donated funds (given by donors who explicitly wish for it to go to the library) could be re-appropriated by City Council since they oversee the City's budget. The board agreed that the process for the receipt and disposition of gift donations should be more clear and consistent. City Staff clarified verbiage related to selecting a gift acceptance committee and listing out what kind of steps would need to be added to the policy.

Boardmember Peterson suggested the board have a worksession. Discussion ensued on who should attend (such as an attorney and a member of the PARCAC), when it should take place, and what the focus will be on. Deputy City Clerk Tussey said she would follow up with the City Clerk on the appropriate protocol and coordinate with Mr. Berry on when staff will have the worksession materials available.

- C. Library Strategic Plan 2020-2025
- i. Memo from Library Director Berry Re: Library Strategic Plan 2020-2025
 - ii. HPL Strategic Plan 2020-2025 DRAFT

Library Director Berry shared his revisions to the library's 2020-2025 Strategic Plan. The board discussed and directed questions to Mr. Berry regarding the following goals/priorities listed in the plan:

- Increasing public meeting room space or installing a metal gate to allow meetings after library hours
- The library's role during an emergency such as a tsunami
- Promoting databases
- Reaching out to homeschoolers to provide services
- Partnerships with other communities to share resources
- Other short/mid/long term priorities in general

At the request of the board, Mr. Berry agreed to bring a final draft to the September meeting for final approval.

- D. Joint LAB/FHL Fall Soiree Planning
- i. Memo from Library Director Berry Re: Joint LAB/FHL Soiree

Library Director Berry introduced the idea of organizing an event with the Friends of the Homer Library board. The board discussed location and time options and provided feedback to Mr. Berry to share with FHL at their meeting tomorrow.

There was a general consensus that October 4th at 6:30 pm would work for a "fall fling" and to establish the event as an annual occasion, and directing Mr. Berry to share the concept with the FHL board.

NEW BUSINESS

A. LAB Bylaw Amendments

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

Chair Kuszmaul deferred to Deputy City Clerk Tussey to introduce the agenda item. Ms. Tussey explained the reason for the bylaw amendment; the FHL board has asked that LAB members do not attend their board meetings unless they are on their agenda, and there is a section in the LAB's bylaws that states one LAB member shall attend the monthly meeting of the FHL on an open volunteer basis. She noted the process for amending bylaws.

FINN/PETERSON MOVED AMENDING THE LIBRARY ADVISORY BOARD BYLAWS TO REMOVE ARTICLE III. SECTION 4, AND HOLD A SECOND READING OF THE BYLAW AMENDMENT AT OUR NEXT REGULAR MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. Camping in Library Parking

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

Library Director Berry shared a situation involving a person that was long-term "day camping" in the library parking lot despite City Code prohibiting it. Mr. Berry consulted with Homer Police Department to resolve the issue and determined that signage may not be necessary since it could be handled informally, either by library staff or HPD going out to speak to the person.

The board confirmed that there was no action needed.

C. Revisions to Library Card/Patron Registration Policy

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

Library Director Berry explained the current policy and staff's suggested amendments to the Library Card/Patron Registration Policy to 1) shift the card renewal period from one year to two; and 2) allowing patrons to prove their residency with a lease agreement or rent bill as an alternative to the other documentation already accepted.

The board discussed the changes and agreed that they were reasonable amendments.

PETERSON/SCHMIDT MOVED TO THE AMENDED LIBRARY CARD AND PATRON REGISTRATION POLICY, AND RECOMMEND CITY COUNCIL APPROVE THE REVISED POLICY.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. LAB 2019 Calendar
- B. Boardmember Attendance at 2019 City Council Meetings

Chair Kuszmaul noted the LAB calendar in the packet and asked Mr. Berry to include budget materials at the September meeting. The board discussed a recent application for the student representative position, who could be appointed in time for the start of the September term, and ways to promote Library Card Sign-up Month with students in the community.

Chair Kuszmaul shared her process with staff in preparing the meeting agenda, and encouraged boardmembers to communicate possible items by the Thursday before the agenda deadline. She also shared her conversation with Boardmember Massion on getting other LAB members to volunteer to attend the City Council meetings. The board discussed what kind of agenda items to report to City Council, reviewed the schedule, and agreed to attend the following meetings: September 9th – Peterson; August 12th – Finn; October 14th – Schmidt; December 9th – Kuszmaul.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Berry thanked Mark Massion (who was not present) for his work attending the City Council meetings. Ms. Kuszmaul noted that Mr. Massion has spent a considerable amount of time building a presence for the LAB at the Council meetings and forming relationships with individual Council members, which is important.

Deputy City Clerk Tussey had no comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE BOARD

Chair Kuszmaul reminded the board that the comment period is an appropriate time for boardmembers to suggest agenda items for the next meeting. She also shared her experience attending a City Clerk's Office training for chairs, vice chairs, and staff of advisory bodies.

Boardmembers Finn, Peterson, and Schmidt had no comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:23 p.m. The next regular meeting is scheduled for Tuesday, September 3, 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
August 29, 2019

General Notes

For me, August was largely consumed by paperwork, as I worked on projects for the LAB (the donations policy, patron registration policy and Strategic Plan, among other things) and straightening out procedures with GCI and other vendors. The final report for the Public Libraries Assistance Grant was filed on Aug. 22 and I've also worked with the Director of IT on e-rate filings. Outside the office I conducted outreach to various community groups around Homer.

On Aug. 26 the Homer city council approved changes to the patron registration policy and those changes have now been implemented.

Director's Meetings in August 2019					
Library Advisory Board (LAB)	Friends of the Homer Library (FHL)	Staff	City Council	Department Heads	Other
3 (LAB; Kate Finn; Marcia Kuszmaul)	1	1	2	2	4 (Marine Trades Assoc.; KBBI; Chamber of Commerce; Educators)

Staff Notes

Claudia Haines took part in webinars for the MIT Public Library Exchange and Starnet. Kevin Co put together a well-received display commemorating the Hiroshima bombing and acquired a ginkgo seedling grown from a tree that survived the attack.

Facility

The facility is generally in good shape. The air conditioning had to be turned off twice due to smoke from wildfires, which seems to accumulate in confined rooms.

Library Advisory Board (LAB)

At its first meeting since May the LAB covered a lot of ground, including discussion of a planned-giving program and a review of the latest draft fo the Strategic Plan. Discussion of the

library donations policy also showed that some revisions need to be made to accommodate the demands of a planned-giving program. A special worksession on the planned-giving program/donations policy is now scheduled for Sept. 3, just ahead of the regular LAB meeting.

Friends of the Homer Library (FHL)

FHL secured permission from Roald Dahl's estate and the illustrator Quentin Blake to paint an illustration from *Matilda* on the back of the bookmobile. Planning has begun for the new book boxes for delivery to rural communities. The Book and Plant Sale is scheduled for Oct. 25 and 26, with more details still to be worked out. The Art in the Library program will accept entries through Sept. 19, with judging on the 25th.

Some kids knocked over three of the posts for the StoryWalk® outside the library. FHL is looking at partnering with the middle school to make repairing them a service project.

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 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
8/16	12:30-1:30	Office of Children's Services: Foster Parent Information
8/16	1:30-3:00	Homer Garden Club
8/22	6:00-7:30	Manga/Anime Meetup

Events in August 2019		
8/26	11:00-1:15	Conflict Creates Community: Leadership Training
8/28	11:45-1:15	Summer Bookmobile Debrief
8/29	3:00-4:00	Planning meeting: Homer Women's March
8/29	5:30-8:00	Friends of the Library Book Party

Upcoming Events in September 2019		
Date	Time	Event
Every day May-Sept.	All hours	StoryWalk® will feature a different book each month
9/4	12:00-4:00	Central Area Rural Transit System
9/9	12:00-1:00	Lunch with a councilmember
9/12	6:30-7:45	Farm Bureau
9/17	10:00-2:00	Small Business Administration
9/19	All day	Deadline for Art in the Library submissions
9/19	6:00-8:00	<i>Deep Creek</i> : STEAM Book Discussion
9/25	6:00-7:00	Candidate Forum
9/26	11:45-1:00	Chamber of Commerce board meeting
9/30	10:00-12:00	Homer Garden Club

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

Ongoing Events		
Tuesdays	3:00-4:30	Kids' Chess
Wednesdays	10:00-11:00	Family Storytime (Ages 3-5)
Thursdays	11:30-12:30	Small Fry Storytime (Ages 0-2)
Fridays	3:00-5:45	Live-Action Role-Playing (LARP) Ages 10-18
First Tuesdays	6:30-7:45	SPARC Radio Club
First and Third Saturdays	10:00-12:15	Walk-in Tech Help
Second Tuesdays	6:00-7:45	Genealogy Peer Support Group
Second Thursdays	3:00-4:30	Lego Lab (Ages 8-11)
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
Early school release	2:00-3:30	Maker Club

Homer Public Library Statistical Summary for 2018

Date: 30-Jan-19

CIRCULATION	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	Y.T.D.
Total # of Items	15,688	13,176	15,383	13,445	13,991	15,067	14,438	14,946	12,985	13,746	12,826	13,145	168,836
INTERLIBRARY LOANS													
Incoming (Borrowed)	19	23	15	15	16	8	12	20	22	21	20	16	207
Outgoing (Lent)	49	50	44	35	8	50	47	49	41	43	36	15	467
STUDY ROOM USE													
# of groups	196	254	204	195	211	209	200	241	214	234	204	174	2536
# of people	353	437	411	340	394	404	392	427	367	461	256	324	4566
MEETING ROOM USE													
# of groups	29	24	30	19	17	30	37	27	31	22	21	20	307
ATTENDANCE													
TOTAL (*Included)	10,946	9,884	10,482	10,516	10,656	11,823	12,670	12,335	9,780	10,859	9,013	7839	126803
*Story Hour & Lapsit	401	246	298	296	276	293	192	272	323	396	352	264	3609
*School Classes	0	0	21	0	78	0	0	0	26	84	21	45	275
*Internet sessions	4,117	3,614	3,771	3,333	4,098	5,249	5,538	5,244	4,023	3,869	3,315	2,565	48736
*Programs	290	405	234	613	587	864	1057	207	245	362	319	189	5372
OUTREACH													
# Visits	5	6	4	5	15	8	5	5	4	5	4	4	70
# People	25	25	58	116	442	182	121	25	15	17	12	202	1240
NEW CARDS ISSUED													
City	24	26	25	21	37	36	36	32	22	28	31	29	347
Thorough	42	24	30	24	28	50	26	24	18	30	6	17	319
Temporary	0	0	1	3	9	9	2	5	0	1	0	1	31
Reciprocal						6	2	2	1	1	2	2	16
VOLUNTEER HOURS													
# of people	48	84	60	75	82	99	88	69	50	73	61	71	860
# of hours	113	239.5	150	258	226.75	263.25	336	154	154.5	270.75	155	189.5	2510.25
MATERIALS ADDED													
Books	259	145	299	246	425	479	228	313	272	205	187	276	3334
Audio	14	0	11	11	11	11	9	24	3	8	12	22	136
Video	89	26	57	89	109	101	60	46	42	52	78	44	793
Serials	2	0	2	0	0	0	2	0	0	0	0	0	6
Electronic Resources	2	0	0	1	0	0	0	0	0	0	0	0	3
MATERIALS REMOVED													
Books	335	149	154	179	167	56	31	332	242	148	86	132	2011
Audio	5	0	2	38	4	4	0	2	1	1	0	2	59
Video	9	4	16	34	214	73	59	5	10	1	2	11	438
Serials	3	2	0	0	0	0	0	0	0	0	1	0	6
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2233.25	2288.13	2759.11	2106.47	1867.95	2504.00	3392.38	3082.43	2709.02	2735.63	1554.52	2989.55	30,222.44
Building Fund (151-)													0.00
Library Gifts (803-)							18.00						18.00
Grants			866.00			1250.00	7000.00	1442.31			500.00		11,058.31
TOTALS	2,233.25	2,288.13	3,625.11	2,106.47	1,867.95	3,754.00	10,410.38	4,524.74	2,709.02	2,735.63	2,054.52	2,989.55	\$41,298.75

CE for JM

CE for HB

PLAG

OWL Tech



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: AUGUST 27, 2019

SUBJECT: AMENDING LAB BYLAWS RE: FHL MEETING ATTENDANCE REQUIREMENT

At the August 6th regular meeting, the Library Advisory Board held discussion regarding changes to the relationship between the LAB and the Friends of the Homer Library and 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."

The board made a motion to amend the bylaws and hold a second reading at their next regular meeting for final approval.

RECOMMENDATION

Make a motion to amend the Library Advisory Board Bylaws by removing Article III. Section 4, and recommending City Council approve the amended bylaws.

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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(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 27, 2019
SUBJECT: DRAFT OF LIBRARY STRATEGIC PLAN DATED 8/27/19

A draft of the Library Strategic Plan for 2020-25 was presented at the LAB meeting on August 6, 2019. LAB members requested some minor changes. I have since shared the draft with library staff and they have also recommended some minor changes.

The attached draft is the latest version, incorporating most of what was suggested.

RECOMMENDATION

Approve this version of the Strategic Plan as the final document.

Homer Public Library

Strategic Plan 2020-2025

Executive Summary

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

Our Mission: What We Do

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

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

About the Library

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

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

~~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 ~~to support the mission, including many for youth and families. From storytimes and STEM programs to book clubs and author visits, library staff bring families together to support literacy and learning, 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 ~~sponsor~~ ~~un~~ 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*.¹¹¹²~~
- ~~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.]~~

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

Commented [CH5]: Remove pronouns that refer to specific gender?

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Commented [CH6]: Fanfiction was a one-time program that only say 4-6 kids, so I wouldn't highlight it. Storytimes are now back to just 2 a week. Suggested revision: The library offers numerous public programs to support the mission, including many for youth and families. From storytimes and STEM programs to book clubs and author visits, library staff bring families together to support literacy and learning.

Commented [CH7]: StoryWalk is registered and should be capitalized this way and include the appropriate symbol.

Commented [CH8]: Fund? Sponsor?

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Commented [CH9]: Include official info? ...served on the Randolph Caldecott Medal by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA)

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

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

Current Status

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

Commented [CH10]: Do we have stats to show this?

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.

Commented [CH11]: ...Friends of the Homer Library, local businesses, local, state and national organizations.

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, homeschooling families 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 Partner with library systems in Anchor Point and Seldovia to promote literacy and access to programs
Provide access to materials in a range of formats	<ul style="list-style-type: none"> Promote databases 	<ul style="list-style-type: none"> Reorganize and simplify website Consider building subcollections of physical goods based on community interest and need, such as tools or seeds 	<ul style="list-style-type: none"> Digitize archival materials, starting with the Top Drawer Collection Acquire new databases and expand existing ones

Commented [mk12]: Do you want to include idea of extending renewal term?

References

- 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>.
- ⁵ City of Homer. *2019 Adopted Budget*. City of Homer, 12 Dec. 2018. Web. 10 Jun. 2019. https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/finance/page/43831/2019_adopted_budget.pdf.
- ⁶ 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>.
- ⁷ O'Meara, Jan. "A Warm Place to Read—Or to Dream." *Homer News* 8 Mar. 1990. Print. 2B-3B.
- ⁸ Homer Public Library. "Statistics." 2018. Print.
- ⁹ Lance, Keith Curry. "2018 Star Libraries By the Numbers." *Library Journal* 30 Oct. 2018. Web. 29 Jul. 2019. <https://www.libraryjournal.com/?detailStory=lx181101StarsByNumbers#400K900K>.
- ¹⁰ Weller, Chris. "The Most Beautiful Library in Every State." *Insider*. Insider, Inc., 29 Jul. 2016. Web. 29 Jul. 2019. <https://www.insider.com/most-beautiful-library-in-all-50-states-2016-7>.
- ¹¹ Lance, Keith Curry. "Every Star Library Ever Named." *Library Journal* 4 Dec. 2017. Web. 29 Jul. 2019. <https://www.libraryjournal.com/?detailStory=every-star-library-ever-named-2017>.
- 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>.
- ¹⁴ City of Homer. *Homer Comprehensive Plan 2018*. City of Homer, 2018. Web. 21 May 2019. <https://www.cityofhomer-ak.gov/planning/2018-homer-comprehensive-plan>.
- 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.
- ¹⁷ Census Bureau. "Homer City, Alaska." *Census.gov*. Census Bureau, 2017. Web. 21 May 2019. www.census.gov.
- 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: AUGUST 23, 2019
SUBJECT: WORKSESSION RE: LIBRARY GIFT POLICY

The Library Gift Policy will be discussed at the worksession immediately preceding the September 3rd regular LAB meeting. Given that this discussion will continue during the regular LAB meeting, members should refer to their worksession packets for the relevant documents.

RECOMMENDATION

For discussion. Any action taken, such as recommendations to City Council or directions to Library Staff, should be done by motion.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 27, 2019
SUBJECT: LIBRARY OPERATING BUDGET FY 2020-21

On August 22nd the Library Director submitted a budget proposal to the City Manager covering calendar years 2020 and 2021. The proposed budget includes mostly flat funding from 2019, except for changes in three areas:

- Communications will not see a true change. The apparent increase on the budget sheet is due to a change in accounting procedure.
- Books and subscriptions includes a \$7,000 increase to compensate for the possible cancellation of the Public Libraries Assistance Grant.
- Membership dues increases by \$655 to reflect increases in the costs of membership, particularly in the Alaska Library Network.

RECOMMENDATION

For discussion. If the board is supportive of these budget changes (or any others), a motion can be made to support the proposed budget amendments with a recommendation to the City Manager/City Council to approve in the FY 2020-2021 budget.

City Of Homer
2017 Operating Budget

0145 Library				Amended	Draft	Draft	3 Year	%
A/C Num.	Expenditure Categories & Descriptions	12/31/17 Actual	12/31/18 Actual	12/31/19 Budget	12/31/20 Budget	12/31/21 Budget	Average (2016-2018)	Change 2019-2021
<u>Salaries and Benefits</u>								
5101	Salary and Wages	325,963	328,874	344,162	329,319	342,849	319,645	-0.4%
5102	Fringe Benefits	187,963	191,352	205,815	201,053	205,143	186,103	-0.3%
5103	Part-time Wages	81,930	81,195	102,129	101,173	102,993	80,614	0.8%
5104	Part-time Benefits	49,507	54,036	59,241	59,080	59,230	50,576	0.0%
5105	Overtime	253	0	1,000	1,000	1,000	236	0.0%
5107	Part-time Overtime	57	0	0	19	19	19	0.0%
5108	Unemployment Benefits	0	0	0	0	0	0	0.0%
5112	PERS Relief	12,299	14,806	0	0	0	14,372	0.0%
<u>Total Salaries and Benefits</u>		<u>657,971</u>	<u>670,263</u>	<u>712,346</u>	<u>691,645</u>	<u>711,233</u>	<u>651,565</u>	<u>-0.2%</u>
<u>Maintenance and Operations</u>								
5201	Office Supplies	7,584	9,198	9,000	9,000	9,000	8,164	0.0%
5202	Operating Supplies	1,252	1,110	1,270	1,270	1,270	1,090	0.0%
5203	Fuel and Lube	15,441	14,342	18,000	18,000	18,000	13,727	0.0%
5208	Equipment Maintenance	35	560	2,550	2,550	2,550	898	0.0%
5209	Building & Grounds Maintenance	307	0	250	250	250	118	0.0%
5210	Professional Services	8,599	8,670	8,365	8,365	8,365	8,366	0.0%
5214	Rents & Leases	3,848	5,154	5,400	5,400	5,400	4,185	0.0%
5215	Communications	13,855	13,465	8,000	13,000	13,000	10,264	62.5%
5216	Freight and Postage	3,014	2,784	2,500	2,500	2,500	2,614	0.0%
5217	Electricity	35,718	34,757	38,819	38,851	42,736	35,319	10.1%
5218	Water	1,294	1,410	1,486	1,415	1,415	1,348	-4.8%
5219	Sewer	1,535	1,702	1,405	1,383	1,383	1,613	-1.5%
5221	Property Insurance	3,661	4,079	4,439	7,188	7,547	4,147	70.0%
5223	Liability Insurance	1,603	888	1,476	(92)	(97)	1,902	-106.5%
5227	Advertising	0	111	400	400	400	44	0.0%
5228	Books	27,672	37,875	47,000	54,000	54,000	30,748	14.9%
5229	Periodicals	7,087	8,768	8,500	8,500	8,500	7,662	0.0%
5230	Audio Visual	14,682	16,272	16,000	16,000	16,000	15,323	0.0%
5231	Tools and Equipment	2,418	1,435	3,000	3,000	3,000	2,321	0.0%
5233	Computer Related Items	2,979	2,548	2,500	2,500	2,500	4,945	0.0%
5235	Membership Dues	1,276	1,261	1,545	2,200	2,200	1,229	42.4%
5236	Transportation	5,710	3,163	4,000	4,000	4,000	4,536	0.0%
5237	Subsistence	1,081	784	1,500	1,500	1,500	823	0.0%
5238	Printing and Binding	487	447	500	500	500	390	0.0%
5242	Janitorial	0	0	0	0	0	0	0.0%
5244	Snow Removal	11,885	5,325	14,000	14,000	14,000	8,278	0.0%
5252	Credit Card Expenses	480	541	600	600	600	398	0.0%
5254	Over and Short	0	0	0	0	0	0	0.0%
5603	Employee Training	1,383	1,525	3,000	3,000	3,000	1,378	0.0%
5635	Software	6,755	5,582	7,650	7,650	7,650	4,113	0.0%
<u>Total Maint. and Operations</u>		<u>181,641</u>	<u>183,755</u>	<u>213,156</u>	<u>226,930</u>	<u>231,170</u>	<u>175,945</u>	<u>8.5%</u>
<u>Debt Services</u>								
5607	Debt Repayment - Principal	1,184,339	0	0	0	0	411,097	0.0%
5608	Debt Repayment - Interest	42,564	0	0	0	0	31,146	0.0%
<u>Total Debt Services</u>		<u>1,226,903</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>442,242</u>	<u>0.0%</u>
<u>Total</u>		<u>2,066,515</u>	<u>854,018</u>	<u>925,502</u>	<u>918,575</u>	<u>942,403</u>	<u>1,269,752</u>	<u>1.8%</u>



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 23, 2019
SUBJECT: LAB/FHL SOIREE SCHEDULE

At the LAB meeting on August 6th we agreed on a date for the LAB/Friends of the Library Soiree: **Friday, October 4, 2019 at 6:30 pm.** The event will be an informal potluck in the library. LAB members can meet and chat with the Friends of the Library boardmembers.

I delivered this information to the Friends of the Library board and they accepted the date.

RECOMMENDATION

Informational item for LAB members.

CITY OF HOMER
HOMER, ALASKA

Aderhold/Venuti

RESOLUTION 19-053(A)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE HOMER PUBLIC LIBRARY LIBRARY CARD
REGISTRATION POLICY TO CHANGE LIBRARY CARD RENEWAL TO
EVERY TWO YEARS AND ADD ACCEPTED RESIDENCY
DOCUMENTATION.

WHEREAS, The Homer Public Library Library Card Policy was last updated in 2016; and

WHEREAS, Under current policy library cards must be renewed annually; and

WHEREAS, Amending the renewal period to every two years will reduce the administrative burden for library staff and the general public; and

WHEREAS, Applicants must provide proof of residency or land ownership in the library service area; and

WHEREAS, It is reasonable to allow patrons to prove their residency with a lease agreement or rent bill, as an alternative to the other documentation already accepted; and

WHEREAS, The amended policy is included as attachment A.

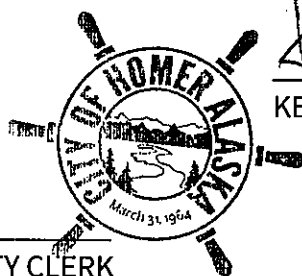
NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby amends the Homer Public Library Library Card Registration Policy to a two year renewal requirement and add accepted residency documentation.

PASSED AND ADOPTED by the Homer City Council this 26th day of August, 2019.

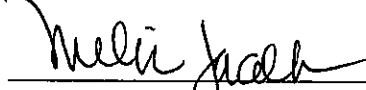
CITY OF HOMER



KEN CASTNER, MAYOR



ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal note: N/A



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

August 16, 2019

Mark Massion
328 Lee Drive
Homer, AK 99603

Dear Mark,

Thank you for serving the City of Homer on the Library Advisory Board. Your contributions of time, energy and sincere concern for responsible development are much appreciated.

You served as a boardmember from March 29, 2016 to August 15, 2019. During that time the Library Advisory Board brought prosperity to the community through the changes you assisted in working for.

Once again, thank you for your dedication!

Ken Castner, Mayor

He will miss your City Council
Reports! THANKS. Ken

cc: Library Advisory Board

City of Homer
Homer, Alaska
Mayor's Certificate of Recognition

Greetings
Be It Known That

Mark Massion

is hereby recognized for his service on the
"Library Advisory Board"

as

"Boardmember"

March 29, 2016 to August 15, 2019

Recognition 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 16th day of August 2019.



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

Ken Castner, Mayor

Attest:

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

Melissa Jacobsen, MMC, City Clerk



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August 27, 2019

Clark Fair
P.O. Box 2773
Homer, AK 99603

Dear Clark,

Congratulations! City Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of August 26, 2019 via Memorandum 19-100. You will be filling the seat vacated by Mark Massion, which expires April 1, 2020.

Included is the 2019 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 and a copy of the Code of Ethics as outlined in Homer City Code 1.18. This information provides important guidelines 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 19-100
Certificate of Appointment
2019 Public Official Conflict of Interest Disclosure Statement
LAB Orientation Packet
HCC 1.18 Code of Ethics

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Clark Fair

Has been appointed to

serve as

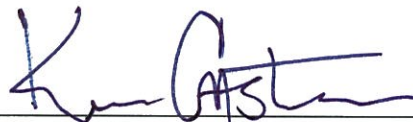
"Boardmember"

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 27th day of August, 2019.*



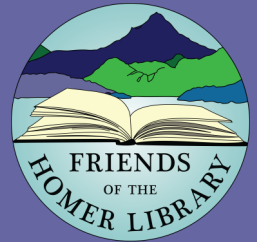
Ken Castner, Mayor

Attest:


Melissa Jacobsen, MMC, City Clerk

Wavelengths

AUGUST 2019



**This month,
we're looking for
volunteers to...**

- Help organize the Fall Book & Plant Sale!

**Call 435-3195
to volunteer!**

Join your Friends!

Visit the Friends' website to find out more about member benefits:
friendshomerlibrary.org

Highlights

**Ongoing & Special
Events.....3**

**BOB up-
dates.....3**

Summer@HPL4

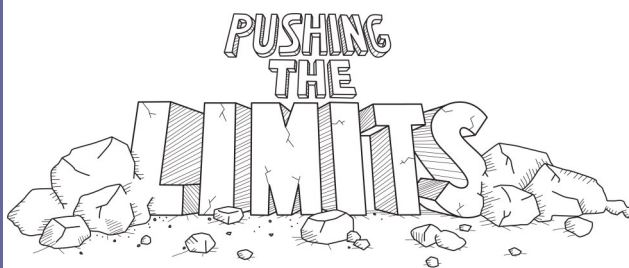
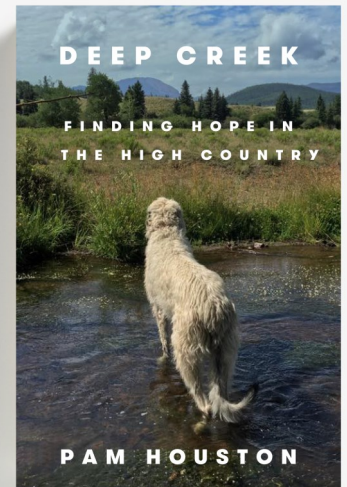
Author Reading & Writing Workshop

Pam Houston, well known author of the collection of short stories *Cowboys Are My Weakness*, will give a reading of her most recent book *Deep Creek: Finding Hope in High Country* on **Tuesday, August 6, 6:00 pm** at the Homer Public Library. In this memoir, Houston describes how she came to dedicate her life to a homestead in Colorado—how she was, and continues to be shaped by the land, people, and animals she encounters. The LA Times writes of her new book: “Good writing can make



you envious, no matter how foreign the terrain. Other times, you read a good memoir and find yourself wanting to track down the author and become friends. A third kind of book is so insightful and evocative, you shelve it beside other favorite and instructive titles. *Deep Creek* might just do all three.” We’re fortunate that Houston is also

leading a two hour **creative writing workshop Tuesday, August 6, 3:00-5:00 pm. Space is limited, so be sure to call and reserve a spot. 235-3180.**



the program is to encourage lay people to informally learn and develop curiosity about science topics. We’re kicking off the program with Pam Houston’s memoir *Deep Creek: Finding Hope in High Country*, on September 19, 6:00 pm. The first 10 people who sign up to participate in the book discussion will receive a free copy of the book to keep. You can sign up during Pam Houston’s writing workshop (see above) or any time after at the circulation desk. *Continued to pg 4.*

STEAM (Science, Technology, Engineering, Art, and Math) themed book discussions are back! These conversations are offered through Rural Gateways, in partnership with the National Science Foundation. The goal of

Friends of the Homer Library Members, *Thank You for your support!*

Individual

Tracy Asselin
Daisy Lee
Dotty Cline
Gina Creedon
Jeremey Day
Ginger Drais
Cara Falco
Sue Fallon
Linda Feiler
Janet Fink
Melanie Firth
Angela Gasper
Thelma Gower
Cheryl Green
Beverly Greischel
Barbara Haynes
Sean Hogan
James Hutchinson
Dave Schneider & Bonnie
Jason
Alison Kelley
Barb Kennedy
Nora Rojek & Dean Kildaw
Janet Klein
Darins Kleine
Aulikki Knight
Ben Gibson & Rachel Lord
Brian Mangol
Heidi Maupin
John Miles
Martina Miller
Sierra Morris
Charles Nagel
De Patch
Satchel Pondolfino
Celia Quinn
Norm Randle
Keri Rheinfrank
Francie Roberts
Jeanne Roche
Amy Russell
Melonie Shipman
Marilyn Sigman
Kait Skundrich
Drue Smith
Kayla Spaan
Summer Steele
Kirsty Sullivan
Simyra Taback
Kerry Thompson
Patricia Westbrook
Clare Wheeler
Anne Wieland
Carly Wier
Troy L Wise

Family

Tonda Allred
Delane Blackstroke
Lynn Burt
Kathryn Carssow
Linda Chamberlain
Jamie Cloud
Charles Ingham & Christa Collier
Margaret Craig
Susan and Jack Cushing
Jason Davis
Jennifer Delignieres
Sandy Early
Clyde Boyer & Vivian Finlay
Allison Galbraith
Pat & Mary Gerrety
Sheila Gronseth
Mike Haines
Kathy & Dave Harnum
Katherine and Richard Hoeschen
Bruce and Ruth Hunting
Lynn Kee
Nancy Levinson
Therese Lewandowski
Milli Martin
Jeffrey & Danielle Meyers
Scott & Susan Miller
Helga Moningka-McDonough
Aaron Christ & Ginnie Oliver
Megan O'Neill
Laura Patty
Bernie Person
Jacqueline Peterson
Jane and Jack Regan
Johnelle Reid
Catriona & Derek Reynolds
Arthur Kruski & Priscilla
Russell
Mary Schneider
Jeanne & Kevin Walker
Cathy Wilmeth
Rick and Dorla Harness
Nichole Smith
Donald & Sherry Stead
Jane & Bill Wiebe

Book Lover

Sharon Baur
Diana Carbonell
James Lunny & Kathryn Carssow
Diana Conway
Michael McKinney & Roberta
Copeland McKinney
Beverly Cronen
Beth Cumming
Carla Fabian
Mako Haggerty
Sara Jackinsky
Bradley & Sally Keene
Ken Castner & Nancy Lord

Jeanne McArthur
Neil McArthur
Mike & Cathy McCarthy
Thomas & Jacqueline
McDonough
Scott & Kate Meyer
Eileen Mullen
David & Marga Raskin
Gerald Scholand
Debbie Smith
Kathy and Maynard Smith
Christy & Jeff Tyler
Vicki Wisenbaugh
Ian Xavier
Bob Neubauer & Nan York

Bibliophile

Sue Wohlgemuth & Ken
Landfield
Caitlin Walls

Best Friend

Wayne & Donna Aderhold
Helen Armstrong
Bruce Barnes
Marvin & Annette Bellamy
Sean Carey
Steve Hughes & Robbie Coffey
Linda Ellsworth
Shirley Fedora
Pete Fineo
Stephen Bottum & Charles
Francis
Tom Collopy and Mary Frische
Bernard & Donna Gareau
Steve Gibson
Mary Griswold
George Harbeson
Dotti Harness
Beth Graber & Mike Haw-
field Robert Archibald and
Roberta Highland
Kathy Hill
Peggy Pittman & Roger Imhoff
Mr. & Mrs. R. A. Jacobson
Tom Kizzia
Judy Gonsalves & Dan Lay-
land John & Rika Mouw
Robert Oates
Leslie Garrison & Royce Page
Joyce Robinette
Paula & Marvin Tretkoff
Susan Green & George Trudeau
Gordy Vernon
Randy Wiest
Bob Shavelson & Miranda Weiss

Pick-Click-Give Basic

Ames
Stroyeck & Michael Arm-
strong
Philip Barber

Dave & Molly Brann
Susan Braund
Kristine Bredehoft
Nancy Chastain
Iris Fletcher
Nell & Richard Gustafson
Helen Gustafson
Victoria Gutschow
Alexander Johnson
Aaron Knoll
Ann Maguire
Lian McMillian
Vicky Merrell
Carolyn Norton
Thea Person
Carey Restino
Margo Reveil
Christine Scott
Amanda Smith
Christopher Turner
Lindsay Wolter

Pick-Click-Give Book

Lover

Lynn Bittner
Tracie & Eric Brown
Mike Byerly
Blythe Campbell
Rianne Campbell
Alder Fletcher
Pauli Lida
Maynard Linder
Paula Martin
Sue Mauger
Emily Munns
Giula Tortora
Peter Velsko

Pick-Click-Give

Bibliophile

Paul & Tina Seaton

Pick-Click-Give Best

Friend

Darius Baltz
Rich Chiappone
Rebecca Hauser
Lisa Krebs
Sherry Pederson

Business Membership-

Juneberry Lodge
Mel Strydom

Ongoing Library Programs

SPARC Radio Club

Tuesday, August 6, 6:30-7:45 pm

- Amateur radio club. (Repeats the first Tuesday of the month)

Walk-In Tech Help

Saturdays, August 3 & 17, 10:00 am–12:00 pm

- Bring your computer, tablet, or smartphone and get help with your tech questions. (Repeats every 1st and 3rd Saturday.)

Genealogy Peer Support

Tuesday, August 13, 6:00-7:30 pm

- Share your knowledge about genealogy and learn from others.

Writer's Refuge

Tuesday, August 20, 5:45-7:45 pm

- A Writer's Critique group. (Repeats every 3rd Tuesday.)

HPL Book Club

Tuesday, August 27, 4:30-6:30 pm

- *The Feather Thief* by Kirk Wallace Johnson (Repeats every 4th Tuesday. Titles vary.)

Knitting Circle

Every Monday, 1:30 -4:30 pm

- All are welcome. Refreshments.

Preschool Storytime

Wednesdays , 10:00 am.

Cancelled August 14.

Small Fry Storytime

Thursdays, 11:30 am. Cancelled August 15.

LARP: Live Action Roleplay

Every Friday 3:00-5:45 pm.

- Live Action Roleplay, crafts, and quests.

Upcoming Special Events@HPL

3

Author Reading with Pam Houston: She will read from her new book *Deep Creek: Finding Hope in High Country*. **Tuesday, August 6, 6:00 pm.**

Writing Workshop with Pam Houston: Jumpstart your writing projects. Space is limited. Please call 235-3180 to sign up. **Tuesday, August 6, 3:00-5:00 pm.**

Ready Set Kindergarten! Celebrate this milestone by making your lunch for the first day of school at the library! **Monday, August 19, 10:30-11:30 am**

Kids Chess Club: Hone your skills at the library! **Fridays, August 2-16, and Tuesdays, 20 & 27, 3:30-4:30 pm**, beginning August 20.

Deep Creek: Finding Hope in High Country Book Discussion: First in a series of STEAM themed book conversations. First 10 people to sign up will receive a free copy of the book. Book discussion will be held on September 19, 6:00 pm. **Sign-up at the Circulation Desk beginning August 6.**



Updates from BOB the Bookmobile...

We had so much fun in the Fourth of July Parade! We'll join Sprout Family Services at Ben Walters Park on August 6, 11:00 am. Look for us again at Pier One Theater's production of the *Jungle Book*. We'll be there when the box office opens at 6:00 pm on Fridays, August 9 & 16.

Thank 47 all of our amazing BOB volunteers! Outreach with BOB would not be possible without our cadre of volunteers willing to share their enthusiasm for reading and learning.

Resolve to Read More.

Lit Line Up 2019

Book lists available online or at the
Homer Public Library.



The many programs and events offered at the library over the summer would not have been possible without community support. We are grateful to everyone who purchased rockets, to families who made going to the library a priority, and to the many volunteers, businesses, and nonprofits who donated their time and resources to keep kids engaged in reading and learning. We would like to thank the following for being a part of building a culture that values lifelong learning:

**City of Homer
Friends of the Homer Library
Elks**

**Emblem Club (Linda Rowe, Homer Emblem Club #350,
PO Box 614, Homer, AK 99603)**

**Homer Foundation
Alaska State Library
Homer Bookstore**

**Ulmer's
Homer Theatre
Alaska USA FCU**

NCWIT

Google

Microsoft

McNeil Canyon Meats

Salmon Sisters

Salmonfest

Fat Olive's Restaurant

Girlstart

Technovation

National Girls Collaborative Project

Hopscotch

Code.org

Safeway

Two Sisters bakery

Crunchy Roll

Grog Shop

Homer Veterinary Clinic

Homer Food Pantry

Center for Alaskan Coastal Studies

NASA

Thank You!

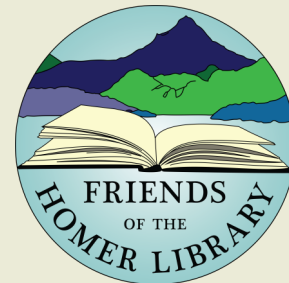
Art in the Library

Friends of the Homer Library
seeks two-dimensional artwork for display in 2019-2020.



Entries due by Thursday, September 19, 8:00 pm.

For guidelines visit friendshomerlibrary.org or stop by the library circulation desk.



The Friends of the Homer Public Library is a nonprofit 501 (c)(3) community organization established in 1982 that encourages public use and enjoyment of the Homer Public Library services and facilities. With the financial and volunteer support of its members, FHL provides resources for programs such as the Summer Reading Program, the Top Drawer Collection, preschool Storytime, and author readings, among others. FHL volunteers work closely with the library staff to publicize the valuable tools and services available at the library to all community members at no cost, without discrimination. FHL also provides resources for capital improvements to the facility.

FHL Board of Directors

Suzanne Haines, President
Fran Jacobsen, Vice President
Michael Mosley, Treasurer
Sean Campbell, Secretary
Isabel Kulhanek,
Student Rep.
Andy Haas
Lyn Maslow
Judy Gonsalves
Dave Berry

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>Finn 12th</u>
September 9, 23	<u>Peterson 9th</u>
October 14, 28	<u>Schmidt 14th</u>
November 25**	<u></u>
December 9, 16****	<u>Kuszmaul 9th</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.