



## 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, December 7, 2021 at 5:30 PM**

**City Hall Cowles Council Chambers In-Person & via Zoom Webinar**

**Webinar ID: 991 8847 0047 Password: 125016**

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

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

**AGENDA APPROVAL**

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

**RECONSIDERATION**

**APPROVAL OF MINUTES**

A. November 2, 2021 Regular Meeting Minutes

**Page 3**

**VISITORS/PRESENTATIONS** (10 minute time limit)

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

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

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. Library Director Reports for November 2021

**Page 8**

i. 2020 Statistical Report

**Page 12**

ii. 2021 Statistical Report (*laydown*)

B. Legislative Update

C. Fundraising Update

i. Planned Giving Plan Update from Boardmember Kuszmaul

**Page 13**

ii. Homer Foundation Quarterly Report

**Page 17**

iii. Common Messaging Framework for Significant Gifts

**Page 21**

**PUBLIC HEARING**

**PENDING BUSINESS**

A. LAB Bylaw Amendments

**Page 23**

- i. DRAFT LAB Bylaws **Page 24**
- ii. Current LAB Bylaws – Adopted September 23, 2019 **Page 28**

## **NEW BUSINESS**

- A. LAB Strategic Plan/Goals Update **Page 33**
  - i. DRAFT Library Advisory Board 2022 Strategic Plan & Goals **Page 34**
  - ii. Homer Public Library’s 2020-2025 Strategic Plan **Page 36**
  - iii. LAB 2014 Strategic Plan **Page 42**
  - iv. LAB Goals from 2019 to 2021 **Page 45**
- B. Accepting Grants from the Institute of Museum & Library Services for Purchase & Installation of Little Libraries & Wi-Fi Upgrades at the Library **Page 49**
  - i. Ordinance 21-67 Accepting ARPA Grant Monies **Page 50**

## **INFORMATIONAL MATERIALS**

- A. Sister City Japan-Alaska Photo+Essay Campaign Flyer **Page 52**
- B. LAB 2022 Calendar **Page 53**

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

## **COMMENTS OF THE STAFF**

## **COMMENTS OF THE BOARD**

## **ADJOURNMENT**

Next Regular Meeting is **TUESDAY, JANUARY 18, 2022 at 5:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Session 21-08, a Regular Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:30 p.m. on November 2, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. One seat remains vacant.

**PRESENT:** BOARDMEMBERS KUSZMAUL, SPRINGER, FINN, MCKINNEY, AND STUDENT REPRESENTATIVE JOHNSON

**ABSENT:** BOARDMEMBERS DOLMA AND FAIR (both excused)

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

### **APPROVAL OF THE AGENDA**

Chair Finn asked for a motion to approve the agenda.

KUSZMAUL/SPRINGER 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. October 7, 2021 Special Meeting Minutes

Chair Finn asked for a motion to approve the minutes.

MCKINNEY/KUSZMAUL MOVED TO APPROVE THE OCTOBER 7TH SPECIAL MEETING MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

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

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

Library Director Berry spoke to his written staff report, facilitating discussion and highlighting the following topics:

- Launched new collection of vinyl LPs for checking out, along with a record player and headphones for public use
- Duffy Memorial bench delayed but still on track to be installed in the next few weeks, but won't do the formal dedication ceremony until the spring.
- Working with Pratt Museum to launch the Cartography of Community public events in November
- Illustrating Alaska, a 2-month exhibit, starts this month which features works of children's illustrations in a series of ten wall panels
- Artwork by Megan Frost is on display in the fireplace lounge as part of the Art in the Library program
- Update on library staffing, including the new Youth Services Librarian that started this week
- Upcoming projects and events in collaboration with the Friends of the Homer Library
- Comparison of last year's statistics to this years

- B. Legislative Update

Chair Finn provided a verbal report. There is likely going to be no changes at the legislative level for the upcoming budget so nothing for boardmembers to do. Once the new budget work begins in the spring there will be more action the board can take.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

- A. Planned Giving Program – Donation & Planned Giving Liaison/Work Group

Chair Finn introduced the agenda item by reading the title and deferred to Boardmember Kuszmaul to begin discussion.

Boardmember Kuszmaul spoke to her proposal on organizing how the LAB will complete the donation and planned giving tasks since the LAB now has responsibilities with implementing these new endowment fund policies. She explained how her original idea was to complete this work through a committee, but based on Deputy City Clerk Tussey's recommendations she supported the idea of a working group instead. She opined they should have a more concrete mechanism in place for fulfilling their responsibilities through a task force group and liaison, and then determine how they would like to notify City Council of their intentions.

Chair Finn commented on the benefit of Boardmember Kuszmaul's memo providing the history and institutional knowledge up to this point, and on Ms. Tussey's recommendation that the LAB does not need to go to Council for approval and that updating them in the LAB report is adequate.

Deputy City Clerk Tussey facilitated discussion with the board regarding the following:

- Maintaining a liaison that oversees the donation and planned giving efforts in collaboration with the Library Director. When the board agreed to Vice Chair Kuszmaul being the liaison last February, that was enough to establish her "formally"; the Mayor or Council does not need to be involved for boardmembers to assign tasks or jobs to one another, especially when it's for fulfilling purposes/goals already established in City Code or bylaws. Whenever the time comes that Ms. Kuszmaul chooses to leave the LAB, the board can simply designate a new liaison. The new policies already specify the responsibilities of the LAB so assigning a boardmember to this task is covered within those parameters and wouldn't need to be defined further.
- Establishing an agenda item under "Reports" for the "Donation & Planned Giving Update". Clerk staff will include a new agenda item under "Reports" on the LAB's next meeting agenda and the liaison shall provide regular updates at that time.
- Holding worksessions for when a group of two or more boardmembers need to get together to discuss donations and planned giving in greater depth. The board, staff, and fundraising liaison discussed how often and when a worksession is needed, and how they would be organized when the time came to bring in other community members for joint worksessions.
- Providing an update to City Council. The board determined they'd like to communicate to City Council the LAB's plan to have a donation and planned giving liaison/work group as part of the verbal LAB report given at the next Council meeting.

B. LAB Bylaw Amendments

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

Chair Finn introduced the agenda item by reading the title. She explained that since we do not have the necessary five members present to vote on the bylaw amendments. She opened the floor for discussion and noted that a motion to postpone the second reading and approval to the December meeting would be needed.

Boardmember McKinney opined that they discussed out the changes pretty well at the last meeting. There were no other comments or additional changes.

MCKINNEY/SPRINGER MOVED TO POSTPONE THE SECOND READING OF THE PROPOSED LIBRARY ADVISORY BOARD BYLAW AMENDMENTS UNTIL THE DECEMBER 7<sup>TH</sup> REGULAR MEETING.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

C. LAB Representative to Address the REC Room

Chair Finn introduced the agenda item by reading the title and provided a verbal update on her discussion with REC Room staff. A group discussion at the REC Room was unlikely given the inconsistent flow of youth through the facility, but the Youth Coordinator Carolyn Norton suggested the LAB provide her with a list of questions that she could present to the REC Room members for them to comment on.

Discussion ensued on potentially having Ms. Norton give a presentation at the next meeting as the REC Room representative, what kind of information are they looking for and how it could be collected (e.g. an online survey emailed out to students), and the types of questions (open and broad) the board would like to ask her and the students that frequent the REC Room.

Boardmembers were asked to forward any additional questions they had to Library Director Berry, who would compile them to provide to Chair Finn.

**NEW BUSINESS**

A. LAB 2022 Meeting Schedule

i. Reso 21-1xx Approving the 2022 Regular Meeting Schedule

Chair Finn introduced the agenda item by reading the title and explained how the LAB's new meeting schedule is reflected in the draft resolution, moving their regular meeting date to the third Tuesday of the month, holding a January meeting again, and continuing to not meet in June or July. She opened the floor for discussion.

There was discussion on the resolution timeline and when it would be approved by City Council.

In response to Library Director Berry's question regarding the LAB's December meeting landing so close to Christmas, the board discussed whether the December meeting date needed to be changed. The board mutually agreed that they would leave it as-is for now and decide closer to the meeting date if it would need to be cancelled or rescheduled.

KUSZMAUL/MCKINNEY MOVED TO APPROVE THE 2022 MEETING SCHEDULE AS-IS AND RECOMMEND ADOPTION BY CITY COUNCIL.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **INFORMATIONAL MATERIALS**

- A. The Guardian Article Re: Prison Library Project dated October 8, 2021
- B. Resolution 21-074 Approving the Donor Recognition Policy
- C. LAB 2021 Calendar

Chair Finn noted and facilitated discussion on the informational materials provided in the packet. Boardmember Kuszmaul agreed to give the report for the November 8<sup>th</sup> City Council meeting and Chair Finn will do the December 13<sup>th</sup> meeting report.

### **COMMENTS OF THE AUDIENCE**

### **COMMENTS OF THE CITY STAFF**

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

### **COMMENTS OF THE BOARD**

Boardmember Kuszmaul commented on the recent events regarding the Kenai City Council not approving grant funding that was to be used for the purchase of books until a book list was provided and approved. There was discussion on the situation that occurred, if that is a concern Homer should be aware of, and the Homer Public Library's established process for handling requests to remove books from the circulation.

Chair Finn thanked the board for coming to the meeting and asked them to please come to the December meeting to ensure we'd have a voting quorum present.

Boardmembers Springer, McKinney, and Student Representative Johnson did not have further comments.

### **ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 6:58 p.m. The next regular meeting is Tuesday, December 7, 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 and via Zoom Webinar.

---

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

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

## **Director's Report, Homer Public Library**

**November 30, 2021**

### **General Notes**

The library received two grants from the Institute of Museum and Library Services, totaling roughly \$25,000, to fund materials purchases, installation of little libraries in five city parks, wifi upgrades, and ten wireless hotspots with their associated data plans. An ordinance to accept the funds was introduced at the Nov. 8 city council meeting and will be up for its second reading on Dec. 13.

Separately, we also received a \$1,000 minigrant from the Leap into Science program, which funds children's workshops on science topics. We plan to collaborate with the Center for Alaskan Coastal Studies to host a three-day kite-making workshop in February. This grant will also be on the council agenda for Dec. 13.

We had two author readings in November, both of which were well-attended. Because of COVID, in-person attendance was limited to 25, so both events were hybrids, including an in-person and a Zoom component.

Friends of the Library set up the Giving Tree in the lobby on Nov. 29. The tree is a joint project between the Friends, the library staff, Jacque Peterson and the Homer Bookstore. The ornaments on the tree include tags featuring titles the library would like to own. Patrons can take a tag to the bookstore, pay for the book, and have it delivered directly to the library.

<b>Director's Meetings in November 2021</b>					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
1	8	5	1	4	Homelessness resources; City finance; recreation champions; COVID meetup

### **Staff Notes**

Our new Youth Services Librarian, Cinda Nofziger, started work Nov. 1.



On Nov. 19 all staff had a safety training with Officer Perry from the Homer police. We reviewed general responses to an active shooter in the building and did a walkthrough of the library.

### **Facility**

The broken window on the south side of the building was replaced on Nov. 19.

Following the active shooter training, the emergency exits were adjusted to eliminate the 15-second delay in opening. The doors can now be opened immediately.

The *Illustrating Alaska* exhibit is on display in the library through the end of December.

When the library was originally designed in 2004, it was supposed to have a security grille at the front entrance, between the meeting room and the main floor. This grille was never put in, due to concerns about cost and aesthetics. Unfortunately, that means the library meeting room can't be used outside of open hours unless staff work overtime to keep the building open. In the past month I have researched the costs of installing the grille today. There will be a great deal more debate and research before any proposal can be adopted, but the project is worth exploring.

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

The LAB will invite representatives from the Rec Room to the December meeting, to brainstorm on ways to connect the library with youth organizations. The board has also formally designated one member to be the fundraising liaison, in cooperation with FHL. In future, a fundraising report will be a regular agenda item at LAB meetings.

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

FHL is distributing book boxes to local schools. On Nov. 4, the Selection Committee met and chose artists to display in the fireplace lounge for the coming year. FHL provided great help for both the author readings—it was much appreciated!

The board approved a new Donation Acceptance and Management Policy for the Friends. It is quite similar to the policy adopted by the City earlier this year, with some changes to reflect FHL's unique financial situation and obligations.

Events in November 2021		
Date	Time	Event

Events in November 2021		
11/1-12/31 (roughly)	All month	Illustrating Alaska exhibit in the library
11/3	3:00-5:00	League of Women Voters
11/4	10:00-11:30	Friends of the Library Art Selection Committee
11/9	11:00-12:15	KPBSD Connections Battle of the Books
11/16	12:30-2:30	
11/17	1:00-2:15	
11/18	3:00-4:00	
11/11	All day	Library closed for Veterans' Day
11/12	6:00-7:00	Author Talk: Doug Dodd (in-person/Zoom)
11/16	6:00-7:45	Kachemak Swim Club
11/17	6:00-8:30	Author Talk: Seth Kantner (in-person/Zoom)
11/25-11/26	All day	Library closed for Thanksgiving

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

### Upcoming Events in December 2021

12/31-1/1	All Day	Library Closed for New Year's
-----------	---------	-------------------------------

### Ongoing Events

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

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						7000.00	79492.00				5,000.00
Grants													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.

## **PLANNED GIVING PLAN for Library Endowment Fund – Updated 11/19/2021**

### **Background**

In 2019, the Library Advisory Board (LAB), library director and City of Homer staff worked together to establish the Library Endowment Fund with The Homer Foundation. The library and the LAB now have the means to promote and accept gifts that can directly benefit core library operations.

Specifically, the LAB has set a goal to initiate a Planned Giving program as part of its role to “solicit donations of money and/or property for the benefit of the library.” By definition, a planned gift (or legacy gift) is any major gift, made in lifetime or at death as part of a donor’s overall financial and/or estate planning. These include gifts of equity, life insurance, real estate, personal property, or cash.

As the Friends of the Homer Public Library also accept donations to benefit the Library and have the Friends of the Homer Pubic Library Endowment Fund, the LAB and Friends agreed to work in concert and encourage giving to either group based on donor interest.

A gift to the Library Endowment Fund supports purchase materials, purchase or upgrade equipment, and improve or repair facilities and services. A gift to the Friends of the Homer Public Library Endowment Fund supports the Friends’ mission to enrich the library experience, and to promote the use and enjoyment of the library through its many programs and initiatives.

### **Who Might Give**

While we can’t predict who may be motivated and have the means to make a legacy gift, the most likely donor will be a person who already is a strong library supporter/enthusiast and/or frequent library user. These are individuals or families whose lives have benefited from library services, such as, but not limited to:

- Donors to campaign for new library building (lowest hanging fruit)
- Parents and grandparents whose children have benefited from library materials and programming such as storytime, tutoring, after-school activities and summer learning
- Business community/entrepreneurs who have used the library to start or expand their businesses
- Life-long learners who frequently have used the library to pursue personal interests, find a job, acquire new skills, complete a degree or certification

The LAB also can reach out to key local influencers -- local attorneys, financial planners and tax advisors – to provide information about the Library Endowment.

### **Why Give**

A simple, compelling case statement can be a conversation starter about the Library Endowment and be the basis for print, online and in person communications. Following is a statement LAB member Clark Fair developed with input from LAB members and from a review of other libraries’ case statements.

In the 1940s, the Homer Women’s Club founded Homer’s first library inside a 600-square-foot log cabin. Later generations invested in new buildings, invented new programs, adjusted to changing technologies and found new ways to meet our city’s needs. If you love your library and believe in literacy, education and life-long learning, please consider making a personally significant gift to the endowment fund. Share the power of knowledge with all who seek it.

## **Giving Goal**

The Library Endowment fund launched with approximately \$14,000. The current balance through September 2021 is \$36,119.78 with \$1,601.35 available. See APPENDIX. Ideally, the LAB would set and work toward a measurable, obtainable goal to jumpstart the Library Endowment and accelerate its benefit to the library.

The LAB has not yet set a planned giving goal. Potential goals could be:

- \$50,000 in 5 years
- \$10,000 per year
- 3 pledged/planned gifts per year

## **How to Launch and Promote**

### ***Create Core Policies and Materials***

To get ready for a planned giving campaign, we recognized that the library’s Donation Acceptance and Management and Donor Recognition policies needed to be updated. This work is complete. The Donor Recognition Policy as approved by the Homer City Council is on the library web site [here](#). The Donor Recognition Policy also has been approved by the City Council.

At minimum, the LAB, library staff, and Friends will collaborate to develop and produce a few basic materials that current and future LAB members and library staff can use over time to promote planned giving and the Library Endowment.

- Common Messaging Framework for Significant Gifts to Benefit HPL – a two-page tool developed collaboratively with Friends of the Homer Public Library so anyone participating in this effort can speak and write knowledgeably, with one voice and a common message for the target audiences. – SEE APPENDIX
- Fact Sheet – a one-page tool that details the basic messaging and facts regarding the Library Endowment and how to give. The Fact Sheet could be posted online or used as the basis for print, online and in-person communications. – TO BE DEVELOPED
- FAQ – a one-page FAQ to address common questions that potential donors may have, such as how Library Endowment differs from Friends fund – TO BE DEVELOPED

### ***Execute Breadth Communications***

Tactics to reach out to the community broadly include:

- Planned giving opportunity information on Library online Donate page -- <https://www.cityofhomer-ak.gov/library/donate> -- COMPLETED
- Poster for Library bulletin board with matching bookmark for distribution (perhaps also timed for National Library Week or September Library Card Sign-up Month)
- Donation jar/box at circ desk – COMPLETED for Friends donations only
- National Library Week editorial/PSAs (April 4-10,2021)
- Annual report to City Council

### ***Plan and Execute Targeted Communications***

Tactics to reach targeted individuals/groups:

- Develop prospect lists including community members who supported library building campaign, sympathetic local businesses and vendors, frequent library users, personal contacts, etc. – COMPLETED by Jacque Peterson and Kate Finn
- Engage 1:1 with prospects. – TO BE DEVELOPED
- Work with The Homer Foundation to develop specific outreach to its Legacy Society.—TO BE DEVELOPED
- 1:1 informational meetings with local influencers – estate attorneys, financial advisors, etc. – TO BE DEVELOPED

### ***Launch with a Challenge Grant Program***

Unexpectedly, we received an anonymous \$10,000 challenge grant in December 2020 that was matched by 36 donors to kick off giving to the Library Endowment. The Homer Foundation has suggested that a challenge/matching campaigns engage and motivate potential donors. To that end, we could work with The Homer Foundation to identify individuals and/or businesses that may be willing to develop a challenge match to inspire others to give.

**APPENDIX**

**Quarterly Endowment Report**

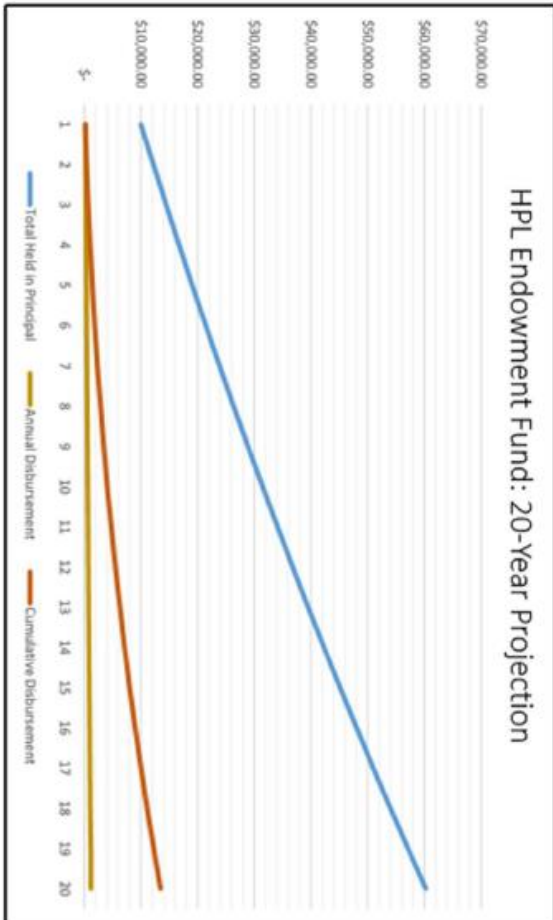
**Common Messaging Framework for Significant Gifts**



Starting contributions:	\$ 10,000.00
Annual contributions:	\$ 2,000.00
Market return:	5.00%
- Inflation proofing:	2.00%
- Administration fees:	1.00%
= Disbursement rate:	2.00%

## Low Estimate (\$2k Annual Contributions, 5% Market Rate)

Years After Initial Contribution	Total Held in Principal	Annual Disbursement	Cumulative Disbursement
1	\$ 10,000.00	\$ 200.00	\$ 200.00
2	\$ 12,200.00	\$ 244.00	\$ 444.00
3	\$ 14,444.00	\$ 288.88	\$ 732.88
4	\$ 16,732.88	\$ 334.66	\$ 1,067.54
5	\$ 19,067.54	\$ 381.35	\$ 1,448.89
6	\$ 21,448.89	\$ 428.98	\$ 1,877.87
7	\$ 23,877.87	\$ 477.56	\$ 2,355.42
8	\$ 26,355.42	\$ 527.11	\$ 2,882.53
9	\$ 28,882.53	\$ 577.65	\$ 3,460.18
10	\$ 31,460.18	\$ 629.20	\$ 4,089.39
11	\$ 34,089.39	\$ 681.79	\$ 4,771.17
12	\$ 36,771.17	\$ 735.42	\$ 5,506.60
13	\$ 39,506.60	\$ 790.13	\$ 6,296.73
14	\$ 42,296.73	\$ 845.93	\$ 7,142.66
15	\$ 45,142.66	\$ 902.85	\$ 8,045.52
16	\$ 48,045.52	\$ 960.91	\$ 9,006.43
17	\$ 51,006.43	\$ 1,020.13	\$ 10,026.56
18	\$ 54,026.56	\$ 1,080.53	\$ 11,107.09
19	\$ 57,107.09	\$ 1,142.14	\$ 12,249.23
20	\$ 60,249.23	\$ 1,204.98	\$ 13,454.21



Compare with Wyoming Community Foundation's Endowment Calculator (<https://wycf.org/endowment-calculator>) and investor.gov (<https://www.investor.gov/additional-resources/free-financial-planning-tools/compound-interest-calculator>)

Starting contribution: \$ 10,000.00

Annual contributions: \$ 5,000.00

Market return: 6.00%

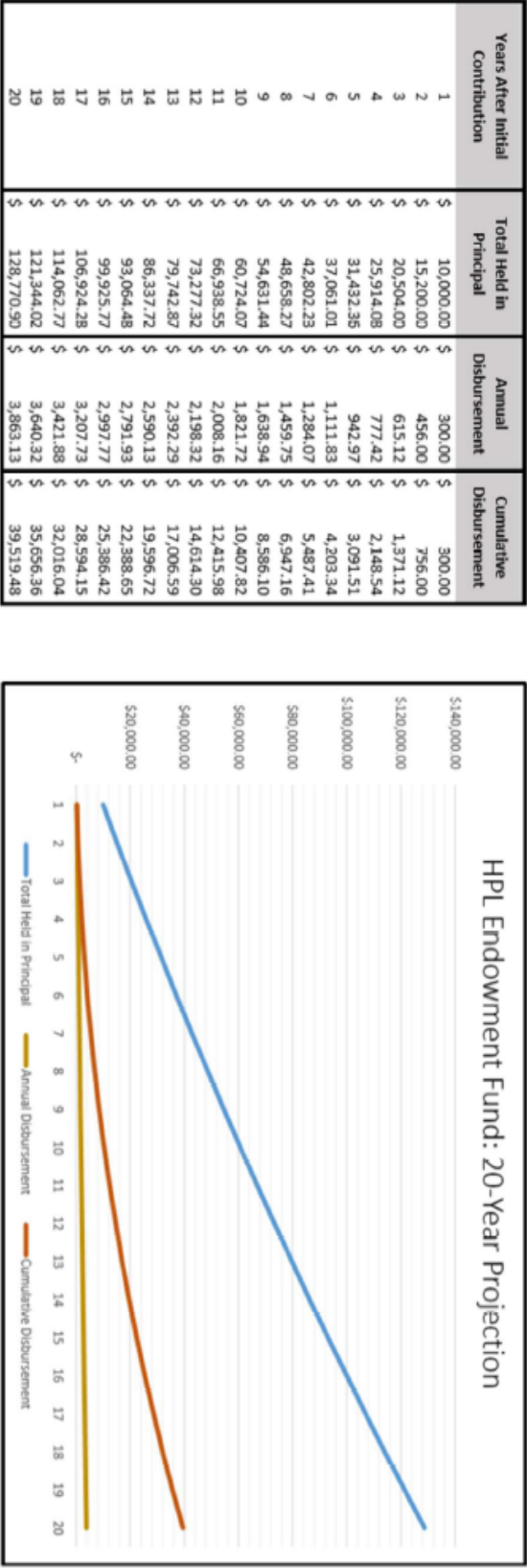
- Inflation proofing: 2.00%

- Administration fees: 1.00%

= Disbursement rate: 3.00%

Medium Estimate

(\$5k Annual Contributions, 6% Market Rate)



Compare with Wyoming Community Foundation's Endowment Calculator (<https://wycf.org/endowment-calculator>) and Investor.gov (<https://www.investor.gov/additional-resources/free-financial-planning-tools/compound-interest-calculator>)

Starting contribution: \$ 10,000.00

Annual contributions: \$ 8,000.00

Market return: 7.00%

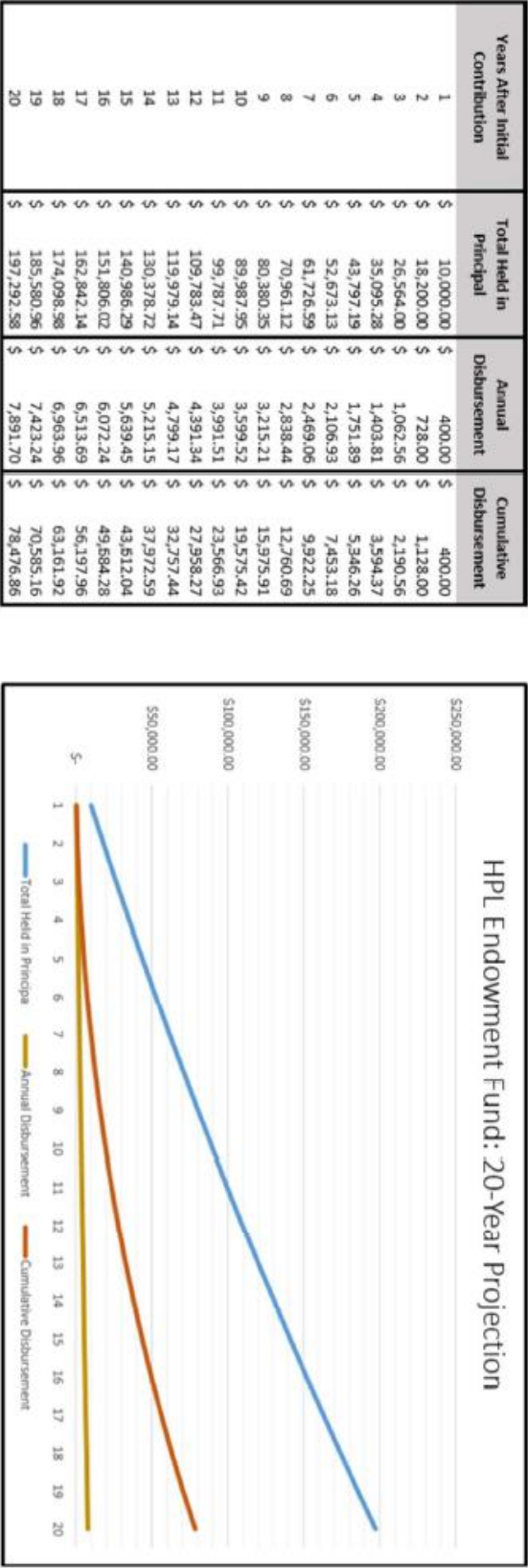
- Inflation proofing: 2.00%

- Administration fees: 1.00%

= Disbursement rate: 4.00%

High Estimate

(\$8k Annual Contributions, 7% Market Rate)



Compare with Wyoming Community Foundation's Endowment Calculator (<https://wycf.org/endowment-calculator>) and Investor.gov (<https://www.investor.gov/additional-resources/free-financial-planning-tools/compound-interest-calculator>)

## HOMER FOUNDATION

### Quarterly Report to Fund Advisors

*Homer Foundation Fund Details - July through September 2021 -*

Fund Holder    City of Homer: Library Advisory Board  
Fund            **Library Endowment Fund**

Fund Type:    **FIELD OF INTEREST**  
Fund Code:    1332

---

#### PORTFOLIO SHARE (Corpus)

Beginning Balance	37,926.57
FY22 ATS Allocation	(1,117.48)
Contributions/Donations	25.00
Fund Decreases	-
Quarterly Portfolio Change	(335.04)
FY22 Fees	(379.27)
<b>Ending Balance</b>	<b>36,119.78</b>

---

#### AMOUNT AVAILABLE TO SPEND (ATS)

Beginning Balance	483.87
Increases	1,117.48
Grants Awarded	-
<b>Ending Balance</b>	<b>1,601.35</b>

## Outreach for Major/Planned Gifts to Benefit the Homer Public Library

The Library Advisory Board (LAB) and the Friends of the Homer Public Library (FHL) have agreed to collaborate to build financial support for the ultimate benefit of the Homer Public Library, primarily through major/planned gifts. This collaboration is based on our shared common vision and core values:

Shared Vision: to ensure that the community has an outstanding public library, today and into the future.

Shared Core Values:

- Free Access to Information
- Literacy
- Lifelong Learning
- Community Engagement

The purpose of the Common Messaging Framework is so anyone participating in this effort can speak and write knowledgeably, with one voice and a common message for the target audiences.

### Common Messaging Framework for Significant Gifts to Benefit HPL, V2.2 11/19/2021

#### Short Message

If you care about access to information, literacy and life-long learning in this unique community we call home, a gift to benefit the Homer Public Library is a smart choice.

#### Extended Message

In the 1940s, the Homer Women's Club founded our first library in a 600-square-foot log cabin. Later generations invested in new buildings, pioneered new services and programs, adopted innovative technologies, and found creative ways to meet our community's needs. Now it's our turn. A significant gift for the Library will help ensure the legacy of the Homer Public Library continues for everyone and forever.

#### Target Audiences

Individuals who are strong library supporters, enthusiasts, and frequent library users.  
Individuals who care about quality of life and opportunity in the local community.  
Local influencers who are helping individuals in their financial and estate planning.

#### Top Audience Motivations

Individuals: To use their capacity to give to benefit the causes they believe in and the community they love. To express appreciation for the significance of libraries and literacy in their lives and pass forward the promise of libraries to future generations.  
Influencers: To provide meaningful and relevant giving options in their financial and estate planning advice.

#### Missions

##### Homer Public Library

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.

##### Friends of the Homer Public Library

Our mission is 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.

Core Values		Access to Information		Literacy		Lifelong Learning		Community Center	
Gifts to the Library Supplement	Gifts to the Friends of the Homer Public Library Support	Library Collection <ul style="list-style-type: none"><li>Free access to an up-to-date collection of more than 86,000 fiction, nonfiction and reference resources in a variety of print and digital formats.</li><li>Special collections of local authors and Alaskana.</li></ul> Core Services <ul style="list-style-type: none"><li>Free use of in-library computers and circulating laptops; wireless Internet in and outside the library.</li><li>Reference services.</li></ul>		Resources for All Ages <ul style="list-style-type: none"><li>Children’s Room and collection.</li><li>Computer and computational literacy</li><li>Annual Lit Lineup reading list</li><li>Storytimes for all ages</li></ul>		Resources for All Stages <ul style="list-style-type: none"><li>Homework help</li><li>Entrepreneurial resources</li><li>Language learning</li><li>Tax prep resources</li><li>Homebound services</li><li>Accessible materials</li></ul>		Library Facilities <ul style="list-style-type: none"><li>Community meeting room.</li><li>Study rooms.</li><li>Photocopying and printing.</li><li>Community art.</li><li>Public-use computers, wifi.</li></ul>	
				Programs for All Ages <ul style="list-style-type: none"><li>Summer Reading Program</li><li>Bob the Bookmobile</li><li>FHL Book Club</li><li>Radio book reviews (Reading Between the Lines)</li><li>Storytime for Grownups</li><li>Author visits</li><li>Big Read/Alaska Read</li><li>Travelogues</li><li>Exhibits</li><li>Support for youth programs</li><li>Book Boxes for local underserved schools</li></ul>		Promoting Lifelong Learning <ul style="list-style-type: none"><li>Celebration of Lifelong Learning<ul style="list-style-type: none"><li>Sue Gibson award for lifelong learning</li><li>Adult lifelong learning award</li><li>Student lifelong learning award</li></ul></li><li>Publicizing Library resources.</li><li>Tech Help</li></ul>		Enriching Library Experiences <ul style="list-style-type: none"><li>Planning and maintenance of Library gardens.</li><li>Storywalk.</li><li>Book and plant sales.</li><li>Outreach and advocacy.</li><li>Sponsoring community groups (SPARC, Knitting, LARP, Chess Club)</li><li>Seed Catalog</li><li>Community Discussion/Civic Engagement<ul style="list-style-type: none"><li>Lunch with a Councilmember</li><li>Candidate Forums</li></ul></li><li>National Love Your Library Month!</li><li>Rotating exhibits by local artists (Art in the Library)</li></ul>	
Ways to Give		Homer Public Library				Friends of the Homer Public Library			
For Immediate or Specific Use		To make a gift to the Library for immediate or specific use, contact the Library Director at 907-435-3151 or <a href="mailto:dberry@ci.homer.ak.us">dberry@ci.homer.ak.us</a> .				To make a gift to the Friends of the Homer Public Library for immediate or specific use, visit the Friends’ donate page ( <a href="https://friendsofthehomerpubliclibrary.wildapricot.org/Donate">https://friendsofthehomerpubliclibrary.wildapricot.org/Donate</a> ).			
For Sustained Support		To make a gift to the Library Endowment Fund to purchase materials, purchase or upgrade equipment, and improve or repair facilities and services, visit The Homer Foundation ( <a href="https://www.homerfoundation.org/give-now/">https://www.homerfoundation.org/give-now/</a> ) and select Library Endowment Fund.  See the Library Donation Acceptance Policy ( <a href="#">URL</a> ) for full information about giving to the Library.				To learn how to support the Friends’ mission through Planned Giving, visit the Friends’ Planned Giving page <a href="https://friendsofthehomerpubliclibrary.wildapricot.org/Planned-Giving">https://friendsofthehomerpubliclibrary.wildapricot.org/Planned-Giving</a>  To make a gift to the Friends of the Homer Public Library Endowment Fund, visit The Homer Foundation ( <a href="https://www.homerfoundation.org/give-now/">https://www.homerfoundation.org/give-now/</a> ) and select Friends of the Homer Public Library Endowment Fund.  You also can support Friends through volunteer activities and fund-raisers such as book and plant sales throughout the year.			



# City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: OCTOBER 27, 2021

SUBJECT: LAB BYLAW AMENDMENTS

---

The bylaw amendments were introduced at the October 7<sup>th</sup> special meeting, will have a second reading and potentially final approval at this meeting, and would then go to City Council for final approval. The attached draft bylaws include the same changes that were introduced at the last meeting: they incorporate new and existing City Code, ensure that the layout/contents are consistent with Robert's Rules of Order, include any housekeeping edits, and amendments recommended by staff (such as moving the regular meeting to the third Tuesday of the month and removing the term limit for the student rep).

Any other amendments (or removal of proposed amendments) can be made by the board.

### RECOMMENDATION

Review the draft bylaws. Make any recommended amendments by way of motion. When done, make a motion to approve the amended Library Advisory Board Bylaws and recommend to City Council for adoption.

Attached: DRAFT LAB Bylaws  
Current LAB Bylaws – Adopted September 23, 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 \_\_\_\_\_, 2021 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 1<sup>st</sup> of designated years.

Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member's appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.



Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting members. The Mayor, City Manager, and Library Director may serve as non-voting, consulting members.

#### **ARTICLE IV – OFFICERS**

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners 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 – CITY STAFF ROLES**

Section 1. The Library Director shall serve as a staff liaison to the Board. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Board. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as the Board’s parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

#### **ARTICLE VI – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the third Tuesday of each month, excluding June and July, 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. Special meetings and Worksessions may be called by the Library Director, Chair, or a majority of the Board. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted.

Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

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

Section 6. 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.

CITY LOGO	NOTICE OF MEETING	DEPT. CONTACT INFO
	REGULAR MEETING AGENDA	(City Clerk's Office)
	NAME OF BODY	
	DAY OF WEEK, DATE, AND TIME OF MEETING	
	PHYSICAL LOCATION OF MEETING & MEETING ROOM	

1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (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
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE BOARD (includes Comments of the Chair since they are part of the board.)
16. ADJOURNMENT Next regular meeting is scheduled for \_\_\_\_\_. (Note any other 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. (The meeting may be scheduled for the Conference Room or virtually.)

Section 7. 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 Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

## **ARTICLE VII – GENERAL OPERATING PROCEDURES**

Section 1. The Board shall abide by the current edition of Robert’s Rules of Order insofar as it is consistent with the Board’s bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.48 Public Library; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. 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.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member’s absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Board.

## **ARTICLE VIII – 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 IX – BYLAW AMENDMENTS**

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.

## **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 September 23, 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 1<sup>st</sup> 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. 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 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.





# City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: DECEMBER 1, 2021

SUBJECT: LAB STRATEGIC PLAN & GOALS FOR 2022

---

At its regular December meeting, the LAB sets its goals for the coming calendar year. This year, Chair Finn has requested that the board take the added step of reviewing the LAB's goals from the past few years and the Homer Public Library's 2020-2025 Strategic Plan. This is to see the progressive history of the LAB's priorities, intentions, and goals to better support the library in accomplishing its strategic goals. There are new LAB members who may not be fully aware of what has been done in the past; by reviewing this information as a whole, the board can think about how they'd like to move forward with setting new goals and ideas for 2022.

Additionally, the LAB used to have a strategic plan, the last one being updated in 2014. Yet there were a couple years where only the priorities section was discussed annually and only verbally; no revised document was produced by staff. It wasn't until 2019 that a LAB goals list was put to paper again and what the board has been updating yearly. This gap has caused the original strategic plan and goals document to split.

Included with this memo is a draft document I prepared that brings back the strategic plan document in its entirety. The benefit of having a document like this is that it includes a prioritized list of ongoing, short, medium and long-term goals to aid the board in charting a general course for the upcoming year and keeping on-task. Staff can also use this document as a guideline to schedule speakers and prepare agenda topics.

**The attached draft acts as a starting point for the board to consider, update as needed, fill in the blanks under goals, and possibly approve for their 2022 Strategic Plan and Goals.** If there's a lot of edits and discussion, staff can always prepare a revised draft for the board to review/approve at their next meeting.

### RECOMMENDATION

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

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

## LIBRARY ADVISORY BOARD 2022 STRATEGIC PLAN & GOALS

### MISSION STATEMENT

The Library Advisory Board shall act in an advisory capacity to the City Manager and City Council concerning the Homer Public Library and its programs pursuant to the powers and duties in Homer City Code 2.48.050.

### VALUES, ROLES & RESPONSIBILITIES

<b>General Administrative</b>	Advise the Library Director and the City Council to ensure quality library service. Advise city government to recruit, employ and retain a qualified library director.
<b>Policy</b>	Work with the Library Director to establish written policies to govern the operation and program of the library for approval by the City Council.
<b>Planning</b>	Ensure that the library has a strategic plan with implementation and evaluation components.
<b>Fiscal</b>	Solicit donations of money and/or property for the benefit of the library. Assist in the preparation and presentation of the annual budget in accordance with city charter.
<b>Advocacy</b>	Promote the mission of the library within the community. Advocate for the library to legislators.
<b>Meetings</b>	Participate in all advisory board meetings. Appoint a liaison to the Friends Board and become a member of the Friends. Report on LAB and library activities to City Council at Council meetings.
<b>Networking</b>	Join United for Libraries national organization and/or Alaska Library Association as a resource for policies, operations and advocacy for libraries.

### GOALS

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

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

## DUTIES OF THE BOARD & STAFF

### Boardmembers

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

### Staff Liaison

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

### Clerk's Office

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

# **Homer Public Library**

## **Strategic Plan 2020-2025**

### **Executive Summary**

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

### **Our Mission: What We Do**

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

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

### **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.<sup>2</sup> 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.<sup>3</sup>

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.<sup>4</sup> Library services include reference and circulation, interlibrary loan, access to a variety of electronic databases and free wifi available throughout the building. The library's service area includes roughly 13,000 people and extends from Ninilchik in the north to the southern shore of Kachemak Bay, and from Cook Inlet in the west to Kachemak Selo in the east.

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

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

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

The library has always been heavily used. After the library moved into its then-new building in 1979, usage tripled in ten years.<sup>6</sup> From 2011 to 2018 the library averaged 128,312 annual visits.<sup>7</sup> According to *Library Journal*, during 2018 the library had a per-capita circulation rate of 28.01 and per-capita visitation of 25.89.<sup>8</sup> 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.<sup>9</sup>
- 2011-14 and 2016-18: Annually awarded Star Library status from *Library Journal*.<sup>10,11</sup>
- 2017: Children's Librarian Claudia Haines served on the selection committee for the Caldecott Medal.<sup>12</sup>

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

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

#### **Current Status**

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

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

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

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

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

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

### **Short-term Priorities**

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

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

### **Implementation Strategies**

- Keep current with the demands of new technology

### **Mid and Long-term Priorities**

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

### **Implementation Strategies**

- Consider the strategies to address the demand for library services<sup>13</sup>

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.<sup>14</sup> 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.<sup>15</sup>

## 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.<sup>16</sup> 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.<sup>17</sup> (Note that these statistics apply specifically to the City of Homer.)

The community is served by eight public schools and one small campus of Kenai Peninsula College.<sup>18</sup> 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."<sup>19</sup> 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
<b>Improve the efficiency of the library by harnessing technology and streamlining procedures</b>	<ul style="list-style-type: none"> <li>Automate library processes where possible</li> <li>Update library card registration process</li> </ul>	<ul style="list-style-type: none"> <li>Cross-train staff in multiple capacities and update technology skills</li> </ul>	<ul style="list-style-type: none"> <li>Consider joining the Alaska Library Network as a full member</li> </ul>
<b>Expand the library's capacity to serve as a community hub</b>	<ul style="list-style-type: none"> <li>Partner with the public school system, homeschooling families and Kenai Peninsula College to provide resources for and increase library use with students</li> <li>Continue working with FHL to develop</li> </ul>	<ul style="list-style-type: none"> <li>Increase resources and services for the business and entrepreneurial community</li> <li>Consider hosting a job fair or career day for students and employers</li> <li>Host open debate forums</li> </ul>	<ul style="list-style-type: none"> <li>Install a gate between the meeting room and the main floor, allowing the meeting room to be open when the library is closed</li> <li>Expand the library's meeting space/add additional meeting rooms</li> </ul>

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



## References

- 
- <sup>1</sup> 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>.
- <sup>2</sup> 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>.
- <sup>3</sup> Homer Public Library. "HPL History Outline." 2010. Print.
- <sup>4</sup> Homer Public Library. "About the Library."
- <sup>5</sup> 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](https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/finance/page/43831/2019_adopted_budget.pdf).
- <sup>6</sup> O'Meara, Jan. "A Warm Place to Read—Or to Dream." *Homer News* 8 Mar. 1990. Print. 2B-3B.
- <sup>7</sup> Homer Public Library. "Statistics." 2018. Print.
- <sup>8</sup> 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>.
- <sup>9</sup> 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>.
- <sup>10</sup> 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>.
- <sup>11</sup> Lance, Keith Curry. "2018 Star Libraries By the Numbers."
- <sup>12</sup> 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>.
- <sup>13</sup> 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>.
- <sup>14</sup> Homer Public Library. "What Do You Value About HPL?" 2016. Print.
- <sup>15</sup> 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.
- <sup>16</sup> Census Bureau. "Homer City, Alaska." *Census.gov*. Census Bureau, 2017. Web. 21 May 2019. [www.census.gov](http://www.census.gov).
- <sup>17</sup> 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/>.
- <sup>18</sup> *Alaska Community Database Online*.
- <sup>19</sup> *Homer Comprehensive Plan 2018*.

# **Homer Public Library Advisory Board**

## **2014 Strategic Plan**

### **Mission Statement**

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

### **Library Advisory Board Values**

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

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

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

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

### **Library Advisory Board Goals**

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

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

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

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

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

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

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

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

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

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

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

Attend City Council meetings.

### Library Advisory Board Priorities:

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

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

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



## **LIBRARY ADVISORY BOARD GOALS 2019**

Reviewed/Approved May 7, 2019

### **1. Advocating for Library Budget**

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

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

### **3. Develop a Planned Giving Program for the Library**

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

- a. Investigate and promote board training opportunities

## **DEFERRED GOALS**

### **Student Card Pilot Project**

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

## **LIBRARY ADVISORY BOARD GOALS 2020**

Reviewed/Approved December 10, 2019

- 1. Finalize Revision of Library Gift Acceptance Policy**
- 2. Establish Library Endowment Fund**
- 3. Develop and Initiate Planned Giving Program for the Library**
- 4. Advocating for Library Budget**
  - a. Ensure the library has sufficient collection development budget to build and maintain a current and robust collection of materials relevant to the community.
  - b. Review needs for library physical plant upkeep and efficiencies.
  - c. Promote future funding of library technology needs.
    - i. Scheduled replacement of public use computers.
    - ii. Requests for new or updated technologies (printers, scanners, security, etc.)
- 5. Explore Opportunities to Increase Library Card Registration & Use by High School-Age Students**

### **COMPLETED MID-YEAR GOALS**

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

### **DEFERRED GOALS**

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

**LIBRARY ADVISORY BOARD GOALS  
2021**

Reviewed/Approved December 1, 2020

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

**2. Advocate for Library Budget**

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

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

**4. Improve Services to Remote Parts of the Library Service Area**

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

**LIBRARY ADVISORY BOARD GOALS**  
**2021**

Reviewed/Approved May 4, 2021

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

**2. Advocate for Library Budget**

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

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

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





## Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: DAVID BERRY, LIBRARY DIRECTOR

DATE: NOVEMBER 23, 2021

SUBJECT: GRANTS FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

In September the library applied for two grants from the Institute of Library and Museum Services (IMLS), which is acting as the distributor for funds provided by the American Rescue Plan Act (ARPA). I'm happy to report that we have been awarded the funds. Ordinance 21-67 was introduced at the City Council meeting on November 8<sup>th</sup> to accept the funds and will have its second reading on December 13<sup>th</sup>. The two grants are as follows:

- The ARPA Easy Grant provides \$2,500 for purchasing library materials and \$3,450 for purchasing and installing little libraries at Mariner Park, the Fishing Hole, Karen Hornaday Park, Bishop's Beach and WKFL Park.
- The ARPA Project Grant provides \$19,141 to upgrade the Wi-Fi equipment at the library building and purchase 10 wireless hotspots for checkout. It also funds a one-year data plan for each hotspot.

The little libraries project is a collaboration between HPL and the City Parks Department. Each library is an all-weather cabinet with a couple of bookshelves inside. Library staff will provide donations to refill the libraries as needed, while parks personnel will handle stocking the cabinets and packing them up for the winter (at least at the campground locations). This project expands on the existing little library outside the HPL building.

The Wi-Fi improvements replace aging equipment and upgrade the existing 802.11ac network to the 802.11ax standard, which provides higher bandwidth, tighter security and the ability to accommodate more simultaneous users. COVID demonstrated the importance of providing internet access to patrons without a home connection. Following the lead of the Anchorage Public Library, HPL will purchase ten wireless hotspots and a one-year data plan for them. The hotspots will be available for checkout and can be used with the library's existing laptops.

Because the LAB meets prior to Council's December 13<sup>th</sup> meeting, there would still be time for the board to make a recommendation in support of the ordinance accepting the funds if the board chooses to do so. Staff anticipates the passing of this ordinance to be procedural and non-controversial, therefore a motion of support is appropriate but not necessary.

### RECOMMENDATION

For information. Any recommendations to City Council must be done through a motion.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/Library Director

**ORDINANCE 21-67**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
ACCEPTING AND APPROPRIATING GRANTS FROM THE INSTITUTE  
OF MUSEUM AND LIBRARY SERVICES IN THE AMOUNT OF \$25,091  
FOR PURCHASE AND INSTALLATION OF LITTLE LIBRARIES AND  
WI-FI UPGRADES AT THE LIBRARY.

WHEREAS, The Institute of Museum and Library Services (IMLS) is a federal government agency that supports libraries nationwide; and

WHEREAS, IMLS received American Rescue Plan Act (ARPA) funds that are being distributed to museums and libraries through grants; and

WHEREAS, Through IMLS the library received two grants to be used as follows:

- The ARPA Easy Grant provides \$2,500 for purchasing library materials and \$3,450 for purchasing and installing little libraries at Mariner Park, the Fishing Hole, Karen Hornaday Park, Bishop's Beach and WKFL Park.
- The ARPA Project Grant provides \$19,141 to upgrade the wi-fi equipment at the library building and purchase 10 wireless hotspots for checkout. It also funds a one-year data plan for each hotspot.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates grants from the IMLS in the amount of \$25,091 to the Homer Public Library for the purposes as follows:

Revenue:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Little Libraries Program	\$5,950

Expenditure:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	Library Wi-Fi Upgrade & 10 Wireless Hotspots	\$19,141

Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_ day of \_\_\_\_\_, 2021.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSENT:

ABSTAIN:

Introduction:

Public Hearing:

Second Reading:

Effective Date:



# THE CONSULAR OFFICE OF JAPAN IN ANCHORAGE

Presents:

## JAPAN-ALASKA SISTER CITIES PHOTO + ESSAY CAMPAIGN



Eligibility	Submission	Deadline
<p>Residents from municipalities with Japan-Alaska sister city relationships are eligible to participate.</p> <p>There will be an 'adult' category (19 and over) and a 'youth' category (under 19).</p>	<p>1-5 photos and an essay About 100-1000 words long (English)</p>	<p>12:00 pm on February 4, 2022 (Alaska time)</p>

For more information on eligibility and submission guidelines,  
please see the Consular Office's homepage:

[https://www.anchorage.us.emb-japan.go.jp/itpr\\_en/11\\_000001\\_00215.html](https://www.anchorage.us.emb-japan.go.jp/itpr_en/11_000001_00215.html)



## LIBRARY ADVISORY BOARD 2022 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>	Wednesday 1/12 5:00 p.m.	Tuesday 1/18 5:30 p.m.	Monday 1/24 6:00 p.m.	• Annual Review of Library Fees, Policies, Rules & Regulations
<b>FEBRUARY</b>	Wednesday 2/9 5:00 p.m.	Tuesday 2/15 5:30 p.m.	Monday 2/28 6:00 p.m.	
<b>MARCH</b>	Wednesday 3/9 5:00 p.m.	Tuesday 3/15 5:30 p.m.	Tuesday 3/29** 6:00 p.m.	• Clerk Reappointment Notices Sent Out
<b>APRIL</b>	Wednesday 4/13 5:00 p.m.	Tuesday 4/19 5:30 p.m.	Monday 4/25 6:00 p.m.	• Terms Expire April 1 <sup>st</sup> • Advisory Body Training Worksession • Election of LAB Officers • Celebration of Lifelong Learning; National Library Week, Library Workers Day, & Library Legislative Day
<b>MAY</b>	Wednesday 5/11 5:00 p.m.	Tuesday 5/17 5:30 p.m.	Monday 5/23 6:00 p.m.	
<b>JUNE</b>		No Regular Meeting		
<b>JULY</b>		No Regular Meeting		
<b>AUGUST</b>	Wednesday 8/10 5:00 p.m.	Tuesday 8/16 5:30 p.m.	Monday 8/22 6:00 p.m.	• Library Budget Review *may not be applicable during non-budget years
<b>SEPTEMBER</b>	Wednesday 9/14 5:00 p.m.	Tuesday 9/20 5:30 p.m.	Monday 9/26 6:00 p.m.	• Library Card Sign-up Month
<b>OCTOBER</b>	Wednesday 10/12 5:00 p.m.	Monday 10/17*** 5:30 p.m.	Monday 10/24 6:00 p.m.	
<b>NOVEMBER</b>	Wednesday 11/9 5:00 p.m.	Tuesday 11/15 5:30 p.m.	Monday 11/28 6:00 p.m.	• National Friends of Libraries Week • Approve Meeting Schedule for Upcoming Year
<b>DECEMBER</b>	Wednesday 12/14 5:00 p.m.	Tuesday 12/20 5:30 p.m.	1/10/2022 6:00 p.m.	• Annual Review of Strategic Plan/LAB Goals

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

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

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