



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

City of Homer Agenda

**Library Advisory Board Regular Meeting
Tuesday, September 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.](#) July 27, 2021 Special Meeting Minutes

Page 3

VISITORS/PRESENTATIONS

A. City Manager Robert Dumouchel – LAB Introduction

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- [A.](#) Library Director Reports dated July & August 2021
- i. 2020 Statistical Report
 - ii. 2021 Statistical Report (*laydown*)

Page 10

Page 17

B. Legislative Update

PUBLIC HEARING

PENDING BUSINESS

- [A.](#) Planned Giving Program – Revised Donor Recognition Policy
- i. Revised Draft of Donor Recognition Policy
 - ii. Revised Donor Recognition Chart

Page 18

Page 19

Page 21

NEW BUSINESS

- [A.](#) Residency Requirement for LAB Members
- i. Ordinances Amending HCC Regarding LAB Membership

Page 22

Page 23

- B.** Amending HCC 2.58 Regarding Teleconferencing, Attendance, & Vacancies **Page 35**
 - i. Draft Ordinance 21-xx(S) Amending HCC 2.58 **Page 36**
 - ii. Current HCC 2.58 **Page 42**
- C.** Process for Finding a Student Representative **Page 45**

INFORMATIONAL MATERIALS

- A.** Memo from Library Director Berry Re: City Budget Process **Page 46**
- B.** Homer Foundation Fund Activity - April through June 2021 **Page 48**
- C.** LAB 2021 Calendar **Page 49**

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **TUESDAY, OCTOBER 5, 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.

Session 21-05, a Special Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:33 p.m. on July 27, 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, FINN, FAIR, AND MCKINNEY

ABSENT: BOARDMEMBERS SPRINGER (unexcused) AND DOLMA (excused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul called for a motion to approve the agenda.

FAIR/FINN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. May 4, 2021 Regular Meeting Minutes

Chair Kuszmaul called for a motion to approve the minutes.

FAIR/FINN MOVED TO APPROVE THE MINUTES FROM MAY 4, 2021.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Reports
- i. Director's Reports for May 2021
 - ii. Director's Reports for June 2021
 - iii. Director's Report for July 2021 (*laydown*)
 - iv. 2021 Statistical Report
 - v. 2020 Statistical Report

Library Director Berry noted the two in-packet director's reports for May, June, and a laydown report for July. He spoke to the highlights of the reports and facilitated discussion with the board on the following items:

- Current library operations and staffing; Savannah Bradley will be continuing part-time work through the fall.
- Attendance at the Evergreen International Conference this past spring.
- Building maintenance issues including a broken window from a loose rock, and upkeep with the garden/grounds; there will be upcoming changes to the gardens as invasive flower species are removed from around the building.
- Numerous volunteers coming in to tag the entire library collection with radio frequency ID tags; that project is now complete and technicians from Minnesota will be coming in next week to finish setup so we'll soon have self-check-out machines and faster check-in at the Front Desk.
- Update on Friends of the Homer Library's ongoing project to improve the western lot and trails with a National Park service grant.
- Status of the Summer Reading Program, which concludes August 7th.
- Installation of a new fiber optic cable for faster upload and download speeds.
- Upcoming meet-and-greet on August 9th with Molly of Denali from the PBS animated kids show; there will be an actor in a big foam suit in attendance to meet with the kids.

B. Legislative Update

Boardmember Finn provided an Advocacy Alert email laydown from the American Library Association with details on United for Infrastructure Week that took place in May. She gave a verbal report on current statuses of library funding at the federal and state levels. She noted that things are at a bit of a standstill and provided details on what library bills have been introduced, where they're at in the legislative process, and when it would be appropriate for them to reach out to elected officials.

Library Director Berry added that additional federal grant funding through the American Rescue Plan Act (ARPA) will become available soon. The library has applied for one grant that can help with wireless hotspot purchases and upgrading the library's Wi-Fi system, and are researching other grants that they can apply for.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program – Draft Donor Recognition Policy
- i. Donor Recognition Policy

ii. Donor Recognition Chart

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

Mr. Berry explained the work that has already been done by the LAB, what was approved at the City Council level in regards to the planned giving program, and recapped what the LAB agreed to at their last meeting. The board had requested staff prepare a draft donor recognition policy; Mr. Berry prepared and referred to the draft document in the packet.

Boardmembers and Library Director Berry reviewed the draft policy section-by-section. Discussion topics included the following:

- Concerns with the policy on allowing removal of old donor recognition plaques and striking the expiration clause under General Considerations; Boardmember Finn would like to see the plaques archived if they had to be removed. Boardmember Fair suggested the word “retired” rather than “expired”. Boardmember McKinney suggested the policy specifically address that plaques not be removed.
- What other ways there are to recognize donors, including the recognition wall in the library and staff’s hesitancy on doing book covers, and previous discussions the LAB has had on setting recognitions to the size of the donations.
- Naming rights for very large donations.
- There being no need for Boardmember Finn to write thank-you cards since there haven’t been any recent donations.
- LAB wishing to receive quarterly reports from the Homer Foundation, and at least to mention them in the minutes for the record.
- Thank-you card designs; if a local artist could donate a card design in lieu of just using a photo of the library.
- The levels of recognition based on the donation size: chart in the packet lists thank-you cards, listing in year-end report, listing in monthly newsletters, small/big fish on the wall, letter of appreciation, and invitation to annual donor gathering.
- Frequency analysis of the different donation sizes for determining the minimum size for the fishes; \$500 for small fish and \$2,500 for large fish; what allowances they should have for donors who accumulate multiple fish.
- Logistics of tracking and record-keeping for donations and the challenges for timely recognitions when reports are on a quarterly basis.
- Listings of donator names; FHL newsletter has recently changed, and there’s potential for a future City-wide newsletter.
- Larger donations would be recognized on a case-by-case basis.
- Annual gathering being open to the public, but those who donate \$250 or more would get a personal invitation; challenges with scheduling of the event and it needing to be a stand-alone event if it’s to be in the city-approved policy. The board agreed to remove that item from the donor recognition list to give time to sort out the logistics, and later add it to the policy if it gets worked out.
- Importance of having a set policy that’s been formalized.

Chair Kuszmaul confirmed with Mr. Berry that the next step is for the board's discussion and feedback to go to the Friends of the Homer Library for their review and feedback, and then a more finalized version of the donor recognition policy will be available at their September meeting.

B. Election of LAB Officers

Chair Kuszmaul introduced the agenda item by reading the title. She noted the election process outlined in their packet, and that they would be holding election of chair first and election of vice chair second. She asked for a motion to determine how the LAB will hold their elections.

FAIR/MCKINNEY MOVED TO HOLD OFFICER ELECTIONS BY SHOW OF HANDS.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Kuszmaul opened the floor for chair nominations. She nominated Boardmember Finn, who agreed to accept the nomination.

There being no other nominations provided, Chair Kuszmaul closed nominations without objection. Since only one person was nominated, Ms. Kuszmaul declared Ms. Finn elected unanimously to the office of Chair.

The gavel was passed to Chair Finn, who began presiding over the meeting.

Chair Finn opened the floor for vice chair nominations.

Boardmember Fair nominated Boardmember Kuszmaul. After brief discussion, Ms. Kuszmaul agreed to accept the nomination.

There being no other nominations provided, Chair Finn closed nominations without objection and declared Ms. Kuszmaul elected unanimously to the office of vice chair.

NEW BUSINESS

- A. Proposal for a Memorial Bench Installation at the Homer Public Library
 - i. Resolution 21-043
 - ii. Memorandum 21-099
 - iii. "Loved & Lost" Memorial Bench Donation Proposal

Boardmember Finn introduced the agenda item by reading the title. She spoke to the bench donation proposal provided and the information she received from Brad Hughes, the artist building the bench, and the Berg family. She opened the floor for discussion.

Boardmember McKinney inquired on if there was going to be a concrete path installed up to the bench. Library Director Berry noted there is a gravel path nearby and there has not been any other grass wear-out at the other benches in the area.

Boardmember Fair commented that grass wear-out is unlikely, and voiced his support for the bench.

Deputy City Clerk Tussey informed the board that Christina Whiting, the person assisting with the bench installation project, was in attendance through Zoom and that if the board was interested in having her speak to the project they would need to make a motion to suspend the rules.

FAIR/KUSZMAUL MOVED TO SUSPEND THE RULES TO ALLOW CHRISTINA WHITING TO SPEAK ON THE PROJECT.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Christina Whiting, co-project manager, responded to questions from the board. She agreed that grass wear-out would not be an issue and spoke to the artist's availability to receive feedback, the bench's design, and the sentimental value of having the bench installed at the library.

At Boardmember Fair's request for clarification, Deputy City Clerk Tussey explained how this proposal was already reviewed and approved by the Parks, Art, Recreation and Culture Advisory Commission and City Council, and that it just needed to go before the LAB to approve of the installation at the library.

KUSZMAUL/FAIR MOVE TO APPROVE THE INSTALLATION OF A MEMORIAL BENCH IN REMEMBRANCE OF ANESHA "DUFFY" MURNANE AND ALL MISSING WOMEN AND CHILDREN AT THE HOMER PUBLIC LIBRARY AT THE LOCATION SPECIFIED.

Boardmember Kuszmaul inquired with Library Director Berry what library staff's opinion was on the project. Mr. Berry commented that staff would be thrilled to have the bench installed at the library and they would like to see an information plaque on the bench inside the building. Ms. Kuszmaul shared her support for the design and its value of having it at that location.

Discussion ensued on supporting the proposed location near the road where it can be seen by vehicles and pedestrians passing by.

VOTE: YES: FAIR, KUSZMAUL, MCKINNEY, FINN

Motion carried.

Chair Finn noted the letters of support and photos of Duffy attached to the application. She commended Ms. Whiting for all the work that was put into the project and thanked her for coming to the meeting.

INFORMATIONAL MATERIALS

A. LAB 2021 Calendar

Chair Finn facilitated discussion on the LAB calendar and who would be available to give the LAB report at Council's August 9th meeting. It was agreed that Ms. Finn would either attend or submit a written report.

Boardmember Kuszmaul inquired on the vacant student representative and boardmember seats and if any applications had been received. Deputy City Clerk Tussey noted that none have been received and that the Clerk's Office is advertising for the vacancies. She explained the application process, directed prospective applicants to contact the City Clerk's Office, and of the student representative flyer that they have to help with getting the word out. Chair Finn requested some of the flyers to distribute herself.

COMMENTS OF THE AUDIENCE

Christina Whiting thanked the board.

COMMENTS OF THE CITY STAFF

Library Director Berry commented that it was great to see everyone in person.

Deputy City Clerk Tussey commented on the emergency ordinance that would temporarily suspend restrictions on teleconference participation for both City Council and the advisory bodies since the City's emergency declaration expired June 29th. She explained the current limitations on teleconferencing within City Code and their bylaws, and how the City Clerk will be proposing a code amendment to expand teleconference participation permanently. That proposal will be going before the board and commissions at their next meetings. There was brief discussion on the topic of teleconferencing, what a "hybrid" meeting is, and what the board can expect for their September meeting.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Finn commented that it was exciting to be chair, and encouraged everyone to provide her with any helpful comments. She voiced her appreciation for meeting in person with Zoom as an option.

COMMENTS OF THE BOARD

Boardmember Fair thanked library staff for all their efforts. During the library's partial opening due to COVID-19 he had to utilize the library for work research and the staff was incredibly helpful, friendly, and diligent with COVID precautions.

Boardmember Kuszmaul thanked Chair Finn for taking over as chair and looks forward to continuing to work with her.

Boardmember McKinney had no comments

Chair Finn reiterated Boardmember Fair's comments of kudos for library staff and how well the library has functioned this last year and a half.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:42 p.m. The next regular meeting is Tuesday, September 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.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____

Director's Report, Homer Public Library

July 26, 2021

General Notes

The process of adding RFID tags to the collection is complete. The software to support self-checkout is scheduled to be installed at the end of July. Technicians will be here from Minnesota in early August to help with installing the security gates, setting up the self-checkout machines and training staff.

The July 4 parade was awesome, with the bookmobile cruising down Pioneer Avenue and many young volunteers handing out books to kids along the route. It's hard to say who was having more fun, the marchers or the spectators.

The library is collaborating with the Pratt Museum on a grant-funded project called "Cartography in the Community." We're reproducing some of the Pratt's historic maps and adding them to the library collection. Members of the public will be invited to contribute local knowledge, and the Pratt will compile the information to help fill in blanks in Homer's history. The maps were printed at the end of July.

Director's Meetings in July 2021					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
2	2	2	1	4	Recreation group meetings; COVID task force; numerous IT meetings; grants and cybersecurity workshops

Staff Notes

The position of Youth Services Librarian remains open.

I completed a 12-week training course in cybersecurity for the National Association of Counties (NACo).

Facility

GCI completed installation of a 400 Mbit/sec fiber optic connection. The new data cable went live on July 22.

Server capacity has been slightly expanded to accommodate the software for self-checkout, but the equipment will still need overall replacement soon.

Library Advisory Board (LAB)

A rough Donor Recognition Policy has been drafted for the LAB meeting on July 27. The LAB will also be electing officers at this meeting.

Friends of the Homer Library (FHL)

FHL has helped enormously with the Summer Reading Program, which was tremendously successful despite ongoing COVID-related challenges.

The gardening volunteers have made great progress on overhauling the grounds. The May tree, elderberry tree and rosebush have all been pulled out of the flowerbeds on the south side of the building, and the rosebush in front will be removed on July 29.

Events in July 2021		
Date	Time	Event
7/4	4:30-5:30	Independence Day parade, including the bookmobile
7/5	All day	Library closed for Independence Day (observed)
7/6 7/13	3:00-5:00 3:00-4:00	Windsock Workshop for Teens (HCOA and Bishop's Beach)
7/7	10:00-11:00	Little Makers Summer (outside library)
7/8	11:00-12:00	Author talk with Vera Brosgol (via Zoom)
7/8 and 7/22	3:00-3:30	Kids Book Club (via Zoom)
7/12-7/16	11:00-12:00	Comics Workshop with Lee Post (hybrid Zoom/in-person)
7/21	10:00-10:30	StoryWalk Storytime

Upcoming Events in August 2021

Date	Time	Event
8/9	10:00-11:00	Meet and greet with Molly of Denali (in the children's room)
8/12	6:30-7:45	Kachemak Swim Club

Ongoing Events

Date	Time	Event
Mondays	1:30-4:30	Knitting Club (hybrid Zoom/in-person meeting)
Tuesdays	3:00-5:00	Chess Club
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)
Fourth Tuesday	4:30-6:30	FHL/HPL Book Club (hybrid Zoom/in-person meeting)

Director's Report, Homer Public Library
August 27, 2021

General Notes

Homer has been watching the rise in COVID cases with a wary eye. On August 12, the City reinstated mandatory masking at all public buildings, and the library reduced the capacity of study rooms and the meeting room to ensure social distancing. In-person meetings remain available and the library is operating on its usual schedule. Some scheduled events, such as the author reading on Sept. 9, are switching to online-only presentations.

An outdoor COVID testing site used the library parking lot from Aug. 15-20. Healthcare personnel administered roughly 1,000 tests over the week. The event was a partnership between the City, the State, and South Peninsula Hospital, and it went well, although the limited parking space makes other sites a more attractive option.

Director's Meetings in August 2021					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
0 (Regular Aug. meeting moved to Jul. 27)	1 (I missed the board meeting but attended an RTCA videoconference)	1	2	5	COVID committee, IT projects, interviewing candidates for Youth Services Librarian

Staff Notes

Long-time substitute Jerri Nagaruk took a permanent job with the middle school. We wish her the best! For the near future, the homebound deliveries to the SPH Long-Term Care will be split between Regi and Teresa.

The library is always looking for more substitutes to help with covering the front desk during staff absences. Our stellar long-term regulars have mostly left due to COVID and changing family circumstances, which leaves large shoes to fill.

We have interviewed candidates for the Youth Services position and are in the process of checking references.

Facility

Streetlights in the parking lot have been upgraded with brighter and longer-lasting LED bulbs.

Self-checkout machines and new security gates were installed in the week of August 2. The new equipment also includes a shelf-reading wand, which allows staff to scan entire shelves for out-of-place materials in a few seconds.

New print-management software arrived on Aug. 25. This software not only handles printing from personal devices, it can accept print jobs over the internet from anywhere. Patrons can load money on their accounts and draw on it at any time, rather than having to pay for every transaction. The software also manages logins and session times for the public computers in the library. Staff are testing it and will go live as soon as we're certain the bugs have been worked out.

Library Advisory Board (LAB)

The LAB discussed a new Donor Recognition Policy at its meeting on July 27. Members suggested some substantial revisions, which were echoed by the Friends of the Library at their board meeting on Aug. 4.

Friends of the Homer Library (FHL)

At the FHL Board meeting on August 4 the board discussed changes to the proposed Donor Recognition Policy.

Volunteers finished one of the biggest projects of the summer: the garden bed in front of the library has been completely cleared. Parks staff will install a French drain and seed the ground with grass before the end of summer.

The FHL board voted to resume the "Art in the Library" program, which displays works by local artists in the fireplace lounge for three months at a time. Submissions will be accepted through September and the first display will be up October to December.

Events in August 2021		
Date	Time	Event
8/9	10:00-11:00	Meet and greet with Molly of Denali (outside the library)
8/12	6:30-7:45	Kachemak Swim Club

Events in August 2021		
8/13	3:00-5:00	Homer Hockey
8/15-8/19	12:00-8:00	Free COVID Testing Clinic (outside the library)
8/20	12:00-4:00	

Upcoming Events in September 2021		
Date	Time	Event
9/9	6:00-7:00	49 Writers Author Reading with Elena Passarello (via Zoom)
9/9	6:00-7:45	Kachemak Swim Club
9/12	1:00-4:00	Second Sunday Shakespeare resumes! (via Zoom)
9/23	All day	Drop-off day for plants for the Friends of the Library Book and Plant Sale
9/24	6:00-8:00	Friends of the Library Book and Plant Sale
9/25	10:00-6:00	

Ongoing Events		
Date	Time	Event
Mondays	1:30-4:30	Knitting Club (hybrid Zoom/in-person meeting)
Tuesdays	3:00-5:00	Chess Club
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)
Second Sunday	1:00-4:00	Second Sunday Shakespeare (via Zoom)

Ongoing Events

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
CIRCULATION													
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	5,964	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	1,281
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	4,772	53,549
*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	13,135
*Programs	715	487	207	44	216	151	185	178	217	315	138	253	3,106
OUTREACH													
# Visits	6	6	3	12	28	13	12	10	14	14	9	6	133
# People	54	59	25	1,266	668	719	4,096	3,059	2,722	3,889	2,588	4,519	23,664
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	1,702
MATERIALS ADDED													
Books	316	393	120	421	135	83	120	54	191	318	141	162	2,454
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	1,616
Audio	76	41	0	0	0	0	0	0	2	1	0	0	120
Video	26	26	6	0	201	3	0	0	1	75	0	0	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	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2,338.21	2,250.40	1,335.91	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						7,000.00					5,000.00
Grants								7,949.20					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.



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 30, 2021
SUBJECT: REVISED DONOR RECOGNITION POLICY

Both the LAB and the Friends of Homer Library have reviewed the Draft Donor Recognition Policy that was presented at the LAB meeting on July 27th. Both groups had similar comments and suggestions for improvement. Those suggestions have been incorporated into the new draft, which is presented here.

RECOMMENDATION

Continue refining the new draft. If there are no further changes to make, forward it to the Friends of Homer Library board with a recommendation to adopt it as is. Schedule a vote on formal adoption for the October LAB meeting.

HOMER PUBLIC LIBRARY
DONOR RECOGNITION POLICY
AUGUST 31, 2021

Homer Public Library could not function without the extensive donations of money, time, materials and other real property that the community has offered for decades. While we cannot recognize all donations individually, we commit to showing our appreciation in the following ways.

THANK-YOU CARDS

- Description: A card mailed to donors.
- Scope: Recognizes all financial donations to the Library Endowment Fund and the Friends of the Homer Public Library Endowment Fund during the preceeding year. Donations are recognized regardless of their size.
- Responsibility: LAB members write thank-you cards for donations to the Library Endowment Fund. FHL Board members write thank-you cards for donations to the FHL Endowment Fund and directly to FHL. The Library Director writes thank-you cards for donations made directly to the library.
- Recordkeeping: Donors are tracked by the Homer Foundation, which provides names to both the LAB and FHL. **Donations made directly to FHL will be tracked by the FHL Coordinator. Donations made directly to the library will be tracked by the Library Director or a designated staff member.**
- Notes:

YEAR-END SUMMARY

- Description: An annual library report will be issued every January, including a list of donors during the preceeding January-December.
- Scope: Recognizes all financial donations to the Library Endowment Fund and the Friends of the Homer Public Library Endowment Fund during the preceeding year. Donations are recognized regardless of their size. Donors are listed alphabetically by last name in the report.
- Responsibility: The Library Director writes the Year-End Report.
- Recordkeeping: The Homer Foundation issues an annual list of donors to its partners.
- Notes: The Year-End Summary will be produced sometime in January.

FISH PLAQUE

- Description: A metal fish bearing the donor's name will be attached to the wall outside the front door of the library.
- Scope: Recognizes all financial donations during the preceeding year, not only those given to the endowment funds. Donors who provide \$500 or more will get a small fish, while donations of \$2,500 or more get a large one.
- Responsibility: The LAB will manage producing the fish, in collaboration with the metalsmiths.
- Recordkeeping: The Homer Foundation issues an annual list of donors to its partners. **Donations made directly to FHL will be tracked by the FHL Coordinator. Donations made directly to the library will be tracked by the Library Director or a designated staff member.**
- Notes: Installation occurs once a year, in late spring or early summer. The recognition is for gifts made during the previous January to December, and is not carried over from year to year. **Further, the recognition is for a donation made as a single lump sum; not accumulated over multiple payments in a 12-month period.** A donor can have multiple fish on the wall, if they have donated over multiple years.

JOINT LETTER OF APPRECIATION

- Description: The LAB and FHL will issue a joint letter of appreciation to the donor, with the understanding that the donor may use the letter for advertising purposes.
- Scope: Recognizes substantial or unique gifts that provide great value to the library.
- Responsibility: Based off a common template, the letter is drafted and personalized by the LAB and the FHL Board.
- Recordkeeping: **The recognition is for extraordinary (and generally rare) gifts, and must be discussed jointly by the FHL board and the LAB.**
- Notes: **A template will need to be agreed upon in advance.**

EXCEPTIONS

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

Revised Donor Recognitions, August 31, 2021

	Recognition for	Minimum Amount	LAB	FHL Board/Staff	Library Director	Notes
Thank-you card	Financial donations to either endowment fund or directly to library/FHL	No minimum	Writes cards for Library Endowment Fund	Writes cards for FHL Endowment Fund and direct donations to FHL	Writes cards for direct donations to library	Request names of donors from Homer Foundation quarterly
Listing in Year-End Report	Financial donations to either endowment fund	No minimum			Writes the Year-End Report	Get annual list of donors from Homer Foundation
Small fish	Financial donations to either endowment fund	\$500	Coordinates fish production with metalsmiths			Get annual list of donors from Homer Foundation
Large fish	Financial donations to either endowment fund	\$2,500	Coordinates fish production with metalsmiths			Get annual list of donors from Homer Foundation
Letter of appreciation	Large donations of all kinds	Varies, but deserving of special recognition	Letter jointly drafted by LAB and FHL Board	Letter jointly drafted by LAB and FHL Board		



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 30, 2021
SUBJECT: RESIDENCY REQUIREMENT FOR LAB MEMBERS

The composition of the Library Advisory Board is spelled out in Homer City Code 2.48.040, which currently specifies that five out of the seven members of the LAB must reside within the city limits of Homer. The qualifications for LAB service have been gradually loosened over time:

- Ord 80-2 required six members of the board to be residents, and also required that at least 4 members belong to the nonprofit organization known as Homer Public Library, Incorporated. Members were limited to 2 consecutive terms.
- Ord 93-13(S)(A) would have reduced the residency requirement to 5, but was vetoed by the mayor.
- Ord 95-5 eliminated the requirement for LAB members to be part of Homer Public Library, Inc.
- Ord 98-7 eliminated the term limits.
- Ord 09-28(S) reduced the residency requirement to 5 out of 7 members.

It has been proposed that the residency requirement should be reduced further, to better reflect the demographics of the library's service area. Any revision to the composition of the LAB would require an amendment to City Code, which is done by ordinance and goes through two City Council meetings (1st reading then a 2nd reading/public hearing). If approved by Council, the LAB's bylaws would then be updated, which takes two LAB meetings and then goes before Council via resolution for final approval.

RECOMMENDATION

For discussion.

Attached: Ordinances Amending HCC Regarding LAB Membership

CITY OF HOMER
ALASKA

ORDINANCE NO. 80-2

AN ORDINANCE ESTABLISHING A LIBRARY DEPARTMENT;
PROVIDING FOR APPOINTMENT OF A CITY LIBRARIAN
AND SETTING FORTH LIBRARIAN'S POWERS AND DUTIES;
FURTHER PROVIDING FOR CREATION OF A LIBRARY BOARD,
ITS COMPOSITION, POWERS AND DUTIES AND FOR INCLUSION
OF THIS ORDINANCE IN THE HOMER CITY CODE AS (f) UNDER
SECTION 3-400.3; FURTHER PROVIDING FOR REPEAL OF
CHAPTER 27 OF THE HOMER CITY CODE.

THE CITY OF HOMER ORDAINS:

Section 1. LIBRARY DEPARTMENT. The major functions of this department are the operation of the Homer Library, including control and supervision of library use, acquisition of library property and other related matters.

Section 2. LIBRARIAN - APPOINTMENT. The head of the Homer Library Department is the Librarian, who shall be appointed by the City Manager.

Section 3. LIBRARIAN - DUTIES. The Librarian of the City of Homer shall be responsible for and shall have supervision and control of the Library Department. The Librarian shall operate the Library Department and hold responsibilities as denoted in the Job Description for the position.

Section 4. LIBRARY BOARD CREATED. There is hereby created a Library Board which shall act in an advisory capacity to the Librarian and to the City. The Board shall consist of seven (7) members comprised as follows:

(a) Four members shall be members of Homer Public Library, Inc. an Alaskan non-profit corporation, if they are available and willing to serve, and three members shall be appointed from the area at large by the Mayor and confirmed by the City Council. At least six members of the Board shall reside within the corporate limits of the City of Homer. The designation of members in this sub-paragraph shall be in effect so long as Homer Public Library, Inc. exists. Upon dissolution or termination of the operations of Homer Public Library, Inc., all seven members shall be appointed from the area at large, with at least six members selected from within the Homer City limits.

(b) Members shall serve for three (3) years with initial appointments to be made for staggered terms as follows: Two (2) one-year terms; two (2) two-year terms; and three (3) three-year terms. No member shall serve more than two (2) consecutive three-year terms.

(c) Members shall serve without compensation.

Section 5. LIBRARY BOARD - POWERS AND DUTIES. The Library Board shall:

(a) Establish operational policies for the library program, and submit same to the City Council for approval. There shall be an annual review of policies and revisions may be recommended by the Board.

(b) Assist the Librarian in preparation and presentation of the annual budget request to the City Council.

(c) Adopt bylaws and regulations for internal operations governing the proper and orderly discharge of its responsibilities.

In addition to the foregoing, the Board may:

(d) Make recommendations through the City Manager to the Mayor and City Council concerning the Library Department and its programs.

(e) Solicit donations of money and/or property for the benefit of the Library. Any money donations shall be deposited to the City Treasury in a reserve fund designated for public library use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public library purposes as the Council may direct. The Board may make recommendations for disposition of money or property so received and such recommendations shall be considered and acted upon by the Council.

Section 6. LIBRARY BOARD - VACANCIES. In the event of a vacancy on the Advisory Library Board, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council.


If any Library Board member is absent for three (3) consecutive meetings (unless a majority of the other members have previously granted a leave of absence, not to exceed six months), the seat of that member shall be declared vacant and a new member appointed by the Mayor subject to confirmation by the City Council.

Section 7. USE OF LIBRARY. All persons shall be extended the use of library privileges subject to observing the rules and regulations established for the use thereof. The Librarian may prohibit any person from using the Homer Public Library who wilfully or persistently violates any rule or regulation prescribed for the operation of the library. No person shall fail or refuse to leave the Homer Public Library when ordered to do so by the Librarian or other person in charge.

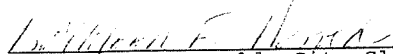
Section 8. INCLUSION IN CITY CODE. This ordinance shall be included, upon passage, as subparagraph (f) of Section 3-400.3 of the Homer City Code.

Section 9. REPEAL OF CHAPTER 27. Chapter 27 of the present Homer City Code is hereby repealed.

CITY OF HOMER


Leo Rhode, Mayor

ATTEST:


Kathleen F. Herold, City Clerk

First Reading 2/11/80

Public Hearing 2/25/80

Second Reading 2/25/80

Effective Date 2/26/80

Mayor Vetoed

Introduced by
Councilmember Sweiven

CITY OF HOMER
HOMER, ALASKA

ORDINANCE 93-13(S)(A)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING SECTIONS 1.48, PUBLIC LIBRARY, 1.72, HARBOR ADVISORY COMMISSION, 1.74 PARKS AND RECREATION ADVISORY COMMISSION AND 1.76 ADVISORY PLANNING COMMISSION OF THE HOMER CITY CODE.

WHEREAS, the City Council made provision in the past for Board Members and Commissioners to be residents from outside of the Corporate limits of the City of Homer; and

WHEREAS, Ordinance 90-20 made provision for up to three members on the Parks & Recreation Commission to be from outside of City Limits to make it easier to fill the Commission positions and to maintain at least a quorum at Commission meetings; and

WHEREAS, Subsection 1.48.040, under Public Library, addresses the creation and membership of the Library Advisory Board; and

WHEREAS, Subsection 1.72.010, under Harbor Advisory Commission, addresses the creation and membership of the Harbor Advisory Commission; and

WHEREAS, Subsection 1.74.010, under Parks and Recreation Advisory Commission, addresses the creation and membership of the Parks and Recreation Advisory Commission; and

WHEREAS, Subsection 1.76.010, Under Advisory Planning Commission, addresses the creation and membership of the Advisory Planning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE HOMER CITY COUNCIL:

Section 1. That the Homer City Code Subsection 1.48.040, Library Advisory Board Created, is hereby amended to read as follows:

1.48.010 Board--Creation and membership.

a. There is created the City of Homer Library Advisory Board, referred to in this chapter as the Board. Such Board will be made up of seven members who shall be nominated by the Mayor and confirmed by the City Council. A minimum of five boardmembers shall reside within the corporate limits of the City of Homer and shall be registered voters in the Kenai Peninsula Borough or the City of Homer.

If five boardmembers cannot be found within the City the Mayor may choose from without the City.

b. members shall serve for three years with initial appointments to be made for staggered terms as follows: Two one-year terms; two two-year terms; and three three-year terms. No member shall serve more than two consecutive three year terms.

c. members shall serve without compensation. (Ord. 85-35 SS 5(part), 1985; Ord. 80-2 SS 4, 1980.)

d. A Chairman and Vice-Chairman of the Board shall be selected annually and shall be appointed from and by the appointive members.

e. The Mayor, The City Manager, and Librarian shall serve as consulting members of the Board in addition to the seven appointive members, and may attend all meetings as consultants, but shall have no vote.

Section 2. That the Homer City Code Subsection 1.72.010, Port and Harbor Advisory Commission Creation and membership, is hereby amended to read as follows:

1.72.010 Commission--Creation and membership.

a. There is created the City of Homer Port and Harbor Advisory Commission, referred to in this chapter as the Commission. Such Commission will be made up of seven members, who shall be nominated by the Mayor and confirmed by the City Council. A minimum of five commissioners shall reside within the corporate limits of the City of Homer and shall be registered voters in the Kenai Peninsula Borough or the City of Homer.

b. A Chairman and Vice-Chairman of the Commission shall be selected annually and shall be appointed from and by the appointive members.

c. The Mayor, the City Manager, the Port Manager and the Harbormaster shall serve as consulting members of the Commission in addition to the seven appointive members, and may attend all meetings as consultants, but shall have no vote. (Ord. 84-4 SS 1, 1984; Ord. 73-12 SS 1, 1973; prior code SS 7-400.1).

Section 3. That the Homer City Code Subsection 1.74.010, Parks and Recreation Advisory Commission Creation and Membership, is hereby amended to read as follows:

1.74.010 Commission--Creation and membership.

a. There is created the City of Homer Parks and Recreation Advisory Commission, referred to in this chapter as the Commission. Such Commission will be made up of seven members, who shall be nominated by the Mayor and confirmed by the City Council. A minimum of five commissioners shall reside within the corporate limits of the City of Homer and shall be registered voters in the Kenai Peninsula Borough or the City of Homer.

Page Three
Ordinance 93-13(S)(A)
City of Homer

If five Commissioners cannot be found within the City the Mayor may choose from without the City.

b. A Chairman and Vice-Chairman of the Commission shall be selected annually and shall be appointed from and by the appointive members.

c. The Mayor, the City Manager, and one Homer High School student selected by his or her government class, shall serve as consulting members of the Commission in addition to the seven appointive members, and may attend and participate in all meetings as consultants, but shall have no vote. (Ord. 90-20 SS 1, 1990; Ord. 83-21 SS 1, 1983; Ord. 81-21 SS 1, 1981; Ord. 81-17 SS 1, 1981; prior code SS 5-700A.1).

Section 4. That the Homer City Code Subsection 1.72.010, Homer Advisory Planning Commission Creation and Membership, is hereby amended to read as follows:

1.76.010 Commission--Creation and membership.

a. There is created the City of Homer Advisory Planning Commission. referred to in this chapter as the Commission. Such Commission will be made up of seven members, who shall be nominated by the Mayor and confirmed by the City Council. A minimum of five commissioners shall reside within the corporate limits of the City of Homer and shall be registered voters in the Kenai Peninsula Borough or the City of Homer.

b. A Chairman and Vice-Chairman of the Commission shall be selected annually and shall be appointed from and by the appointive members.

c. The Mayor, City Manager, City Planner and Public Works Director, shall serve as consulting members of the Commission in addition to the seven appointive members, and may attend all meetings as consultants, but shall have no vote. (Ord. 82-14 SS 1, 1982; Ord. 79-12 SS 1, 1979; prior code SS 16-100.1).

Section 5. This ordinance is of a permanent and general character and shall be included in the City Code.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HOMER this 25th day of October, 1993.

CITY OF HOMER

HARRY E. GREGOIRE, MAYOR

ATTEST:

MARY L. CALHOUN, CITY CLERK

Page Four
Ordinance 93-13(S)(A)
City of Homer

YES: 6
NO: 0
ABSTAIN: 0
ABSENT: 0

First Reading: 09/27/93
Public Hearing: 10/11/93
Second Reading: 10/25/93
Effective Date: 10/25/93

Reviewed and Approved as to form and content:

RICHARD J. LELAND, CITY MANAGER

GORDON J. TANS, CITY ATTORNEY

DATE: _____

DATE: _____

CITY OF HOMER
HOMER, ALASKA

City Clerk

ORDINANCE 95-5

AN ORDINANCE OF THE CITY COUNCIL OF HOMER,
ALASKA, AMENDING HOMER CITY CODE CHAPTER 1.48,
PUBLIC LIBRARY.

WHEREAS, there are some obsolete references and some language
needing to be updated within this section of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF HOMER:

Section 1. That the Homer City Code Subsection 1.48.040,
Library Advisory Board Created, is hereby amended to read as
follows:

1.48.040 Board--Creation and membership.

There is created a the City of Homer Library Advisory Board,
referred to in this chapter as the Board., which shall act in an
advisory capacity to the Librarian and the City. The Board shall
consist of seven members comprised as follows:

a. ~~Four members shall be members of Homer Public Library,
Inc., an Alaskan nonprofit corporation, if they are available and
willing to serve, and three members shall be appointed from the
area at large by the Mayor and confirmed by the City Council. At
least six members of the Board shall reside within the corporate
limits of the City. The designation of members in this subsection
shall be in effect so long as the Homer Public Library, Inc.
exists. Upon dissolution or termination of the operations of the
Homer Public Library, Inc., all seven members shall be appointed
from the area at large, with at least six members selected from
within the City limits.~~

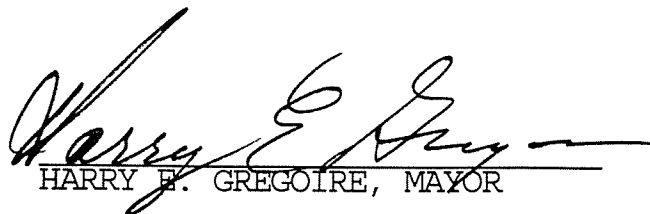
b. Members shall serve for three years with initial
appointments to be made for staggered terms as follows: Two one-
year terms; two two-year terms; and three three-year terms. No
member shall serve more than two consecutive three-year terms.

c. Members shall serve without compensation.

Section 2. This ordinance is of a permanent and general
character and shall be included in the City Code.

PASSED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER this
13 day of March, 1995.

CITY OF HOMER


HARRY E. GREGOIRE, MAYOR

ATTEST:

Mary L. Calhoun
MARY L. CALHOUN, CITY CLERK

AYES: 5
NOES: 0
ABSTAIN: 0
ABSENT: 1

First Reading: 02-13-95
Public Hearing: 02-27-95
Second Reading: 03-13-95
Effective Date: 03-14-95

Reviewed and Approved as to form and content:

Patti J. Whalin
PATTI J. WHALIN, CITY MANAGER

Gordon J. Tans
GORDON J. TANS, CITY ATTORNEY

DATE: 3/14/95

DATE: 22 Mar 1995

No fiscal impact.

CITY OF HOMER
HOMER, ALASKA

Mayor
City Clerk

ORDINANCE 98-7

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
HOMER, ALASKA, AMENDING HOMER CITY CODE SECTION
1.48.040, BOARD--CREATION AND MEMBERSHIP, TO
ELIMINATE TERM LIMITATIONS FOR THE LIBRARY
ADVISORY BOARD.

THE CITY OF HOMER ORDAINS:

Section 1. That Homer City Code section 1.48.040, Board--Creation and membership, be amended to read as follows:

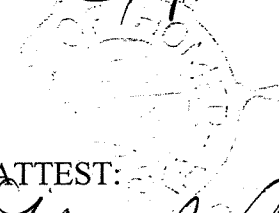
1.48.040 Board--Creation and membership. There is created a City of Homer Library Advisory Board, referred to in this chapter as the Board, which shall act in an advisory capacity to the Librarian and the City. The Board shall consist of seven members comprised as follows:

- a. At least six members of the Board shall reside within the corporate limits of the City.
- b. Members shall serve for three years with initial appointments to be made for staggered terms as follows: Two one-year terms; two two-year terms; and three three-year terms. ~~No member shall serve more than two consecutive three-year terms.~~
- c. Members shall serve without compensation. (Ord. 95-5, 1995; Ord 85-35 §5 (part), 1985; Ord. 80-2 §4, 1980.)

Section 2. This ordinance is of a permanent and general character and shall be included in the City Code.

ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA. this 11th
day of May, 1998.

ATTEST:


Mary L. Calhoun
MARY L. CALHOUN, CMC, CITY CLERK

CITY OF HOMER

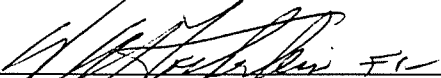
Jack Cushing
JACK CUSHING, MAYOR

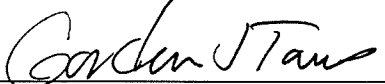
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

46 Page 2
47 Ordinance 98-7
48 City of Homer

49
50 First Reading: 04-27-98
51 Public Hearing: 05-11-98
52 Second Reading: 05-11-98
53 Effective date: 05-12-98
54

55
56
57
58
59
60 Reviewed and approved as to form and content:

61
62 
63 Patti J. Whalin, City Manager


Gordon J. Tans, City Attorney

64 Date: 5-12-98

Date: 5-15-1998

65
66
67
68
69 Fiscal Note NA

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

ORDINANCE 09-28(S)

1 AN ORDINANCE OF THE CITY COUNCIL OF HOMER,
2 ALASKA, AMENDING HOMER CITY CODE CHAPTER 1.48,
3 PUBLIC LIBRARY, AMENDING THE NUMBER OF
4 LIBRARY ADVISORY BOARD MEMBERS FROM OUTSIDE
5 CITY LIMITS FROM ONE MEMBER TO TWO MEMBERS
6 AND CHANGING THE DESCRIPTIVE TITLE OF LIBRARIAN
7 TO LIBRARY DIRECTOR WITHIN THE CHAPTER.

8
9 WHEREAS, The Library Advisory Board acts in an advisory capacity to the Library
10 Director and the City Council; and

11
12 WHEREAS, The Homer Public Library provides services to all community residents,
13 including those living outside City limits; and

14
15 WHEREAS, The current Homer City Code does not allow Library Advisory Board
16 membership to adequately reflect the patronage of the Homer Public Library; and

17
18 WHEREAS, The number of non-resident members should be increased to reflect the
19 patronage of the Homer Public Library from non-residents; and

20
21 WHEREAS, The title of Librarian was changed to Library Director in 1997; and

22
23 WHEREAS, The changing of the verbiage as needed throughout is consistent with the
24 current usage of the title Library Director.

25
26 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

27
28 Section 1. Homer City Code 1.48.020; 1.48.030; 1.48.040; and 1.48.070 is hereby
29 amended to read as follows:

30 1.48.020 Library Director --Appointment. The head of the Homer Library is the Library
31 Director, who shall be appointed by the City Manager.

32 1.48.030 Library Director --Duties. The Library Director of the City shall be responsible
33 for and shall have supervision and control of the Library and hold responsibilities as denoted in
34 the job description for the position.

35 1.48.040 Board--Creation and membership. There is created the City of Homer Library
36 Advisory Board, referred to in this chapter as the Board, which shall act in an advisory capacity
37 to the Library Director and the City. The Board shall consist of seven members comprised as
38 follows:

- 39 a. At least five members of the Board shall reside within the corporate limits of the City.
40 b. Members shall serve for three years. Initial appointments to be made for staggered terms as

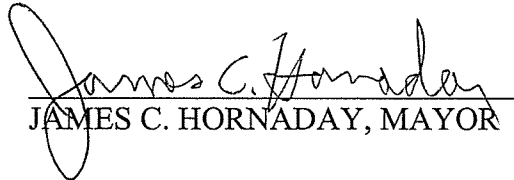
41 follows: Two one-year terms; two two-year terms; and three three-year terms.
42 c. Members shall serve without compensation.

43 1.48.070 Use of Library. All persons shall be extended the use of library privileges
44 subject to observing the rules and regulations established for the use thereof. The Library
45 Director may prohibit any person from using the Library who willfully or persistently violates
46 any rule or regulation prescribed for the operation of the Library. No person shall fail or refuse to
47 leave the Library when ordered to do so by the Library Director or other person in charge.


48 Section 2. This Ordinance is of a permanent and general character and shall be
49 included in the City Code.

50
51

52 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 22nd day of
53 June, 2009.


JAMES C. HORNADAY, MAYOR

54
55
56

57
58 ATTEST:
59 
60
61
62 JO JOHNSON, CMC, CITY CLERK

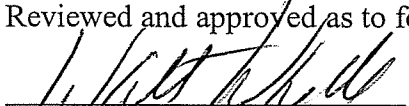
63
64
65
66
67
68

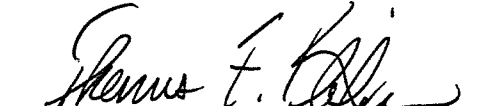
YES: 6
NO: 6
ABSTAIN: 0
ABSENT: 0

69
70
71
72
73
74

First Reading: 6/08/09
Public Hearing: 6/22/09
Second Reading: 6/22/09
Effective Date: 6/23/09

75
76
77

Reviewed and approved as to form.

Walt E. Wrede, City Manager


Thomas Klinkner, City Attorney

78
79
80
81

Date: 6/25/09

Date: 6/30/09

82
83

Fiscal Note: N/A



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: CITY OF HOMER ADVISORY BODIES
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: AUGUST 12, 2021
SUBJECT: ORDINANCE 21-XX AMENDING HOMER CITY CODE 2.58 REGARDING
TELECONFERENCING, ATTENDANCE, AND VACANCIES

With the expiration of the City's COVID-19 emergency declaration there is no longer the ability to waive teleconference restrictions for advisory body meetings.

There are board and commission members who are not comfortable returning to in-person meetings due to the on-going pandemic or who choose not to wear a mask when it's required in City facilities. The City has successfully conducted meetings by teleconference for over a year and the City now has the ability to conduct hybrid meetings where members can attend in person or by teleconference.

On July 26th, Council adopted Emergency Ordinance 21-46 to temporarily suspend telephonic restrictions for 60 days to allow time to address this matter.

A current issue is Homer City Code (HCC) chapter 2.58 Boards and Commissions doesn't address telephonic participation or teleconferencing, but board and commission bylaws prescribe teleconference limitations.

To resolve this matter Deputy City Clerks Krause and Tussey reviewed this chapter and drafted the attached ordinance with the following goals in mind:

1. Prioritize advanced notice to the Clerk for teleconference participation
2. Encourage attendance by removing or relaxing teleconference limitations
3. Clarify absences and vacancies

The City Attorney reviewed the draft and proposed clarifying amendments under Recording Clerk, Staff Reports and Recommendations, and Rules of Order.

In addition to this code amendment, Boards and Commissions will need to review their bylaws and consider amendments to their telephonic limitations.

Recommendation:

Review, discuss, and provide comments (if any) to Council regarding the draft ordinance.

Attachments: Draft Ordinance 21-xx(S) Amending HCC 2.58
Current HCC 2.58

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

City Clerk

3
4 **ORDINANCE 21-xx(S)**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
7 AMENDING HOMER CITY CODE 2.58 BOARDS AND COMMISSIONS
8 REGARDING TELECONFERENCING, ATTENDANCE, VACANCIES,
9 RECORDING CLERK, STAFF REPORTS AND RECOMMENDATIONS,
10 AND RULES OF ORDER, **AND 2.72.040 PLANNING COMMISSION**
11 **TERMS OF COMMISSION MEMBERS.**
12

13 WHEREAS, The State of Alaska Open Meetings Act allows elected officials to attend
14 meetings by teleconference; and

15
16 WHEREAS, Attendance at regular meetings, special meetings, and worksessions by
17 teleconference has been effective and efficiently employed by the board and commissions
18 since April 2020; and

19
20 WHEREAS, Allowances for the continued ability to attend meetings by teleconference
21 outside of emergency situations is beneficial to conducting the business of the City of Homer;
22 and

23 WHEREAS, Current code reference to a seat being vacated by a member missing 30% of
24 the meetings isn't equitable based on the varying schedules of the Boards and Commissions
25 and 50% requires that a member must attend at least half of their regularly scheduled
26 meetings each year; and

27
28 WHEREAS, In reviewing Homer City Code 2.58 other clarifications were made regarding
29 Recording Clerk, Staff Reports, and Rules of Order.

30
31 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

32
33 Section 1. Homer City Code Chapter 2.58.050, entitled "Required procedures" is hereby
34 amended as follows:

35
36 2.58.050 Required procedures.

37
38 Except as otherwise provided in this title, bylaws for boards and commissions shall contain:

39
40 a. Presiding Officer. The presiding officer of the board or commission shall be the chairperson.
41 In the chairperson's absence, the vice-chairperson shall be the presiding officer. In all other
42 circumstances, the most senior member shall preside. The presiding officer shall preserve

43 order and decorum at all meetings of the board or commission, while promoting discussion by
44 all members in deliberations unless otherwise prohibited by law.

45
46 b. Staff Liaison. The City Manager shall designate an employee to serve as a staff liaison to each
47 board or commission. The staff liaison shall assist the chairperson in setting meetings,
48 preparing agendas, and other documentary material, and coordinating the acquisition of
49 needed materials and training.

50
51 c. Recording Clerk. The City Clerk shall designate a recording clerk to take minutes for each
52 board and commission and that designee shall serve as the board's or commission's
53 parliamentary advisory pursuant to AS 29.20.380(10) **and HCC 2.12.010** and assist the
54 chairperson with ~~compliance with the commission's or board's bylaws~~ **the conduct of the**
55 **meeting.**

56
57 d. Quorum. Four commission or board members shall constitute a quorum of seven members;
58 and five commission or board members shall constitute a quorum of eight members.

59
60 e. Voting. Each member, including the chairperson, shall vote, and shall not abstain from
61 voting, unless such member claims a conflict of interest, **or has an excused absence,** in which
62 event the member shall be excused from voting. The member shall then state for the record
63 the basis for the abstention.

- 64
- 65 1. Four affirmative votes of seven members and five affirmative votes of eight members
66 are required to pass a motion.
 - 67
 - 68 2. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no
69 objection is expressed.
 - 70
 - 71 3. Voting by proxy or absentee is prohibited.
 - 72

73 f. Staff Reports and Recommendations. The staff liaison shall submit reports and
74 recommendations for those agenda items requiring decisions or recommendations by any
75 board or commission. Other staff having experience, education, and professional training in
76 the subject matter may provide input into the reports and recommendations, or may provide
77 supplemental ~~ones~~ **information.** The ~~material~~ **information** submitted may be oral, written or
78 graphic, or some combination of all. Except as otherwise provided in this code, the reports and
79 recommendations shall be accepted as evidence of record to the same extent as oral testimony
80 and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry,
81 expert and lay witnesses, and members of the public who provide information for the record
82 of the proceedings.

83

84 g. Attendance. Any commission or board member who misses three consecutive regular
85 meetings without being excused, or 30 percent of all meetings within a calendar year, shall be
86 removed from the board or commission. **A member shall be removed from the board or**
87 **commission who has three consecutive unexcused absences, or misses half of all**
88 **meetings within an appointment year, whether excused or unexcused.** Any member who
89 is unable to attend a meeting, whether regular or special, shall contact the City Clerk, staff
90 liaison, or chairperson as soon as possible **in advance no later than two hours prior to the**
91 **scheduled meeting time** for excusal.

92
93 h. Vacancies. **With exception of the Planning Commission, a** commission or board member's
94 appointment is vacated under the following conditions:

- 95
96 1. A member fails to qualify to take office within 30 days after their appointment;
- 97
98 2. A member resigns;
- 99
100 3. A member is physically or mentally unable to perform the duties of the office;
- 101
102 4. A member is convicted of a felony or of an offense involving a violation of their oath of
103 office;
- 104
105 5. A member misses **has** three consecutive regular meetings without being excused, or 30
106 percent of all meetings within a calendar year **unexcused absences, or misses half of**
107 **all meetings within an appointment year, whether excused or unexcused.**

108
109 **Planning Commission terms are addressed in HCC 2.72**

110
111 i. Rules of Order. Boards and commissions shall abide by the current edition of Robert's Rules
112 of Order. ~~If Robert's Rules of Order conflict with the board or commission bylaws or other~~
113 ~~provisions of this code, the bylaws and/or code provisions shall apply.~~ **insofar as it is**
114 **consistent with the board's or commission's bylaws, other provisions of the Homer City**
115 **Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall**
116 **prevail.**

117
118 j. Training and Model Procedures.

- 119
120 1. Training sessions developed or arranged by the City Clerk and approved by the City
121 Manager shall be mandatory unless a member's absence is excused by the chairperson.
- 122
123 2. The City Manager and/or City Clerk, in their discretion and in consultation with the City
124 Attorney as needed, may develop model procedures to be used as a guide for boards
125 and commissions.

126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167

k. Teleconferencing. Teleconference participation is allowed with notice to the clerk no later than two hours prior to the scheduled meeting time.

Section 2. Homer City Code Chapter 2.58.060, entitled “Teleconferencing” is hereby enacted to read as follows:

2.58.060 Teleconferencing.

a. This section governs the teleconference participation of board and commission members at all regular meetings, special meetings, and worksessions.

b. “Teleconference” means remote participation by telephone or web-based format by a member for a meeting of the board or commission which must enable the remote member, for the duration of the meeting, to clearly hear and to be heard by the chairperson, all other members, the staff liaison, the Clerk, and any public in attendance.

c. “Appointment year” means the 12 month period commencing the first day of the first month after expiration of terms.

d. The preferred procedure for all meetings is that all members should make all reasonable effort to be physically present at the designated time, date, and location within the City for the meeting. Teleconference participation is intended for good cause which may include, but is not limited to, absences required for work-related events, family emergencies, medical-related issues, or other good cause. Teleconferencing is not to be used as a regular means of attendance at meetings except temporarily during events described in section (g). A board or commission member allowed by this section to participate by teleconference shall, while actually on the teleconference, be deemed present at the meeting for all purposes.

e. Members who cannot be physically present for a meeting shall notify the clerk in advance no later than two hours prior to the scheduled meeting time of their intent to appear by teleconference.

f. All members teleconferencing will establish a connection by telephone or web-based format and shall make every effort to participate in the entire meeting. If teleconference participation is interrupted due to poor connectivity and hinders the active participation of a member in the meeting, the chairperson will request a brief recess to allow the person to attempt to reestablish a connection. If the member cannot reestablish a connection after a recess and a quorum remains, the chairperson shall proceed with the meeting and the clerk shall note in the minutes of the meeting the member’s inability to participate in the meeting due to technical difficulties. If quorum is lost the chairperson

168 **shall adjourn the meeting and remaining agenda items will carry over to the next regular**
169 **or special meeting.**

170
171 **g. Section (d) does not apply to meetings held while an emergency disaster declaration is**
172 **in effect and the nature of the disaster significantly impacts a member's ability to attend**
173 **a meeting other than by teleconference or other technological means.**

174
175 **Section 3. Homer City Code Chapter 2.72 Planning Commission Section 2.72.040**
176 **Terms of Commission members is hereby amended as follows:**

177
178 2.72.040 Terms of Commission members.
179
180 a. Members of the first Commission shall be appointed for the following terms:
181 1. Three members shall be appointed for three-year terms;
182 2. Two members shall be appointed for two-year terms;
183 3. Two members shall be appointed for one-year terms.
184
185 b. At the end of the respective terms set forth in subsection (a) of this section, members shall
186 be appointed for full three-year terms.
187
188 c. ~~Any Commissioner who shall have two successive unexcused absences shall be subject to~~
189 ~~removal by the Commission by a majority vote of the members present.~~ **A commission**
190 **member's appointment is vacated under the following conditions:**

- 191
192 **1. A member fails to qualify to take office within 30 days after their appointment;**
193
194 **2. A member resigns;**
195
196 **3. A member is physically or mentally unable to perform the duties of the office;**
197
198 **4. A member is convicted of a felony or of an offense involving a violation of their**
199 **oath of office;**
200
201 **5. A member has three consecutive unexcused absences, or misses six meetings in an**
202 **appointment year.**

203
204 Section 4. This Ordinance is of a permanent and general character and shall be
205 included in the City Code.

206
207 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2021.

208
209 CITY OF HOMER

210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

KEN CASTNER, MAYOR

YES:
NO:
ABSTAIN:
ABSENT:

First Reading:
Public Hearing:
Second Reading:
Effective Date:

Chapter 2.58

BOARDS AND COMMISSIONS

Sections:

[2.58.010 Boards and commissions.](#)

[2.58.020 Creation of City boards and commissions.](#)

[2.58.030 Applicability.](#)

[2.58.035 Commission and board member terms.](#)

[2.58.040 Commission and board bylaws.](#)

[2.58.050 Required procedures.](#)

2.58.010 Boards and commissions.

City Council may create or abolish boards and commissions. Council shall create or abolish boards and commissions via ordinance. Council shall establish the number of members of each board or commission, their terms of office, and the purpose for which the board or commission is created via ordinance. [Ord. 18-38(S) § 2, 2018].

2.58.020 Creation of City boards and commissions.

The following commissions and boards have been created by City Council and are subject to this chapter unless otherwise provided in this title:

- a. Library Advisory Board;
- b. Parks, Art, Recreation, and Culture Advisory Commission;
- c. Port and Harbor Advisory Commission;
- d. Advisory Planning Commission;
- e. Economic Development Advisory Commission. [Ord. 18-38(S) § 2, 2018].

2.58.030 Applicability.

Except as otherwise provided within this title, this chapter applies to all boards and commissions created by City Council which exercise powers vested in the City or which serve as an advisory body of the City. This chapter does not apply to standing committees, special committees, work groups or task forces which are created jointly with other governing bodies, City staff or which do not exercise powers vested in the City. [Ord. 18-38(S) § 2, 2018].

2.58.035 Commission and board member terms.

Appointment and removal of the members of City boards and commissions shall be by recommendation of the

Mayor and confirmation of such action by the Council, except as specifically provided otherwise in the Alaska Statutes and/or under other provisions of the code. In addition to the voting members of the board or commission, the Mayor may appoint honorary members of a board or commission, subject to confirmation by Council. The honorary members' terms are to be determined at the time of appointment. Honorary members of a board or commission may participate in the deliberations of the board or commission, but may not vote, nor shall they be counted in determining whether a quorum is present. [Ord. 18-38(S) § 2, 2018].

2.58.040 Commission and board bylaws.

- a. Except as otherwise provided in this title, all boards and commissions created by Council shall draft and approve proposed bylaws governing the operations of their respective areas of authority, subject to review by the City Attorney. Once approved by the board or commission, the proposed bylaws shall be submitted to Council for approval via resolution.
- b. Except as otherwise provided in this title, the City Clerk shall file the bylaws and the resolution approving them. The City Clerk shall make the bylaws available to the public upon request.
- c. A commission or board may recommend an amendment to its bylaws to Council after considering any amendments at two separate meetings. Amendments to bylaws of any City commission or board shall be effective upon approval of the amendments by Council via resolution. [Ord. 18-38(S) § 2, 2018].

2.58.050 Required procedures.

Except as otherwise provided in this title, bylaws for boards and commissions shall contain:

- a. **Presiding Officer.** The presiding officer of the board or commission shall be the chairperson. In the chairperson's absence, the vice-chairperson shall be the presiding officer. In all other circumstances, the most senior member shall preside. The presiding officer shall preserve order and decorum at all meetings of the board or commission, while promoting discussion by all members in deliberations unless otherwise prohibited by law.
- b. **Staff Liaison.** The City Manager shall designate an employee to serve as a staff liaison to each board or commission. 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.
- c. **Recording Clerk.** The City Clerk shall designate a recording clerk to take minutes for each board and commission and that designee shall serve as the board's or commission's parliamentary advisory pursuant to AS 29.20.380(10) and assist the chairperson with compliance with the commission's or board's bylaws.
- d. **Quorum.** Four commission or board members shall constitute a quorum of seven members; and five commission or board members shall constitute a quorum of eight members.
- e. **Voting.** Each member, including the chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention.

1. Four affirmative votes of seven members and five affirmative votes of eight members are required to pass a motion.
 2. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed.
 3. Voting by proxy or absentee is prohibited.
- f. Staff Reports and Recommendations. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by any board or commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental ones. The material submitted may be oral, written or graphic, or some combination of all. Except as otherwise provided in this code, the reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.
- g. Attendance. Any commission or board member who misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year, shall be removed from the board or commission. Any member who is unable to attend a meeting, whether regular or special, shall contact the City Clerk, staff liaison, or chairperson as soon as possible for excusal.
- h. Vacancies. A commission or board member's appointment is vacated under the following conditions:
1. A member fails to qualify to take office within 30 days after their appointment;
 2. A member resigns;
 3. A member is physically or mentally unable to perform the duties of the office;
 4. A member is convicted of a felony or of an offense involving a violation of their oath of office;
 5. A member misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year.
- i. Rules of Order. Boards and commissions shall abide by the current edition of Robert's Rules of Order. If Robert's Rules of Order conflict with the board or commission bylaws or other provisions of this code, the bylaws and/or code provisions shall apply.
- j. Training and Model Procedures.
1. 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.
 2. 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 boards and commissions. [Ord. 18-38(S) § 2, 2018].



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum

TO: LIBRARY ADVISORY BOARD
THROUGH: DAVID BERRY, LIBRARY DIRECTOR
FROM: KATE FINN, LAB CHAIR
DATE: AUGUST 30, 2021
SUBJECT: PROCESS FOR FINDING A STUDENT REPRESENTATIVE

Like other City boards and commissions, the LAB has struggled to find a student representative to attend its meetings. Chair Finn proposes that the LAB adopt a more structured process for seeking applicants. Some questions to consider:

- What qualities does the LAB look for in a student rep?
- Where is the best place to find students with those qualities?
- What incentives do students have for serving?
- How should the LAB go about recruiting?
- Should there be a “transition process” for passing the torch from one student rep to the next? If so, what does that process look like?
- If there are ongoing projects that involve youth, how does the LAB ensure continuity from one year to the next?

RECOMMENDATION

For discussion.



Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 31, 2021
SUBJECT: CITY BUDGET PROCESS

Per a request from Chair Finn, here is a brief outline of the City's process for developing a biennial budget.

The budget process has changed completely since 2019. Beginning with FY 2020, Homer adopted a two-year budget cycle, replacing the earlier annual cycle. Also, beginning in FY 2021, the City shifted its budget year from the calendar year (January to December) to a fiscal year (July to June). This change meant that FY 2021 was only six months long, stretching from January 1, 2021 to June 30, 2021. The City is currently in FY 2022, which is part of the FY 22-23 budget cycle.

The budget comes in two parts: the operating budget (which covers day-to-day operations) and the capital budget (which includes money for one-time special projects, such as infrastructure upgrades and renovations).

Ideally, the budgets for operations and capital projects will be approved together, on the same timeline. The operating budget is strictly time-limited and must be approved before the beginning of the next budget cycle. The capital budget is more flexible, but projects must be completed within 3 years after the allocation of funding.

The rough schedule for upcoming budget cycles runs as follows:

- July: The City Manager asks department heads to develop their operating- and capital-budget requests for the coming 2-year cycle.
- August: Departments give the City Manager a general narrative outline of their priorities for both the operating and capital budgets.
- September: Departments submit their specific budget requests to the City Manager, including detailed line-item allocations. Again, this covers both operating and capital budgets.
- October: Department heads meet individually with the City Manager to examine and revise the requests. Individual departments should have their final requests in place by the end of the month.

- November-February: The City Manager pulls together all the departmental requests and balances them across the City's entire budget, then shares the drafts for both budgets with boards, commissions and the City Council. Council holds a series of worksessions to review the documents in detail.
- March: Final revisions. At the end of March, the City Manager submits a formal budget ordinance to the Council.
- April: City Council holds first and second readings on both budgets. They may pass together as a single ordinance or be split into separate operating and capital ordinances.
- July 1: The new fiscal year begins.

The LAB's role in the budget process is to help the Library Director set priorities for the budget, articulate those priorities before City Council, and assist with raising funds for the library (such as by promoting the Library Endowment Fund). The LAB may also advocate for specific projects, where applicable.

RECOMMENDATION

Informational item only.

HOMER FOUNDATION

Quarterly Report to Fund Advisors
Homer Foundation Fund Activity - April through June 2021

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

Fund Type: **AGENCY ENDOWMENT**
Fund Code: 1332

PORTFOLIO SHARE (Corpus)

Beginning Balance	35,853.83
Contributions/Donations	200.00
Fund Decreases	-
Quarterly Portfolio Change	1,872.74
Ending Balance	37,926.57

AMOUNT AVAILABLE TO SPEND (ATS)

Beginning Balance	483.87
Increases	-
Grants Awarded	-
Ending Balance	483.87
 FY22 ATS	 817.48

This is available on July 1, 2021. All activity will appear on your next fund advisor report.

LIBRARY ADVISORY BOARD 2021 Calendar

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

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