



Agenda

Library Advisory Board Regular Meeting

Tuesday, November 18, 2025 at 5:30 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

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

Zoom Webinar ID: 991 8847 0047 Password: 125016

<https://cityofhomer.zoom.us>
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.](#) Approval of the October 2025 LAB Minutes

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Designate LAB member to report to Council
- [B.](#) Library Directors Report
- C. Fundraising Report
- D. Legislative Report

PUBLIC HEARING

PENDING BUSINESS

- [A.](#) Schedule a date for LAB members to view the recordings of the United fir Library's conference
- [B.](#) Fundraising/20th Anniversary Celebrations

NEW BUSINESS

- [A.](#) Follow up conversation about Boards and Commissions within the City Government
- [B.](#) Discussion of Format for Candidate Fora

- [C.](#) Approve Annual Meeting Schedule for the LAB

INFORMATIONAL MATERIALS

- [A.](#) Memo from the Library Director re: Schedule of Security Grille
- [B.](#) Final draft of Appeal Letter
- [C.](#) City Managers Report
- [D.](#) LAB Calender

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **Tuesday, December 16, at 5:30p.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 24-11, a regular meeting of the Library Advisory Board was called to order by Chair Mckinney at 5:30pm on October 21st, 2025, at the Cowels Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via zoom webinar.

PRESENT: BOARDMEMBERS KUSZMAUL, BAILEY, CARSSOW, ASSELIN-MARTIN, CURTIS, MCKINNEY

ABSENT: BOARDMEMBER HASS, (EXCUSED)

STAFF: LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK I LYNN—

AGENDA APPROVAL

Chair Mckinney read the agenda and requested a motion.

MOVED TO APPROVE THE ADGENDA

There was no discussion

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried

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

RECONSIDERATION

APPROVAL OF MINUTES

A. Unapproved Meeting Minutes- September 16th, 2025

MOVED TO APPROVE THE SEPTEMBER 16th MINUTES

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORT

A. Library Directors Report

- The library held two candidates, one for the school board and for the Homer City Council.
- There was a successful book and plant sale as well as a successful Friends of the library meeting to approve the revisions to the Bylaws. It passed unanimously 55-0.
- There is a new Library Technician at the library. Harrison Metz.
- Friends of the Library have chosen the new art in the library choices for the upcoming year. They are currently on display in the fireplace lounge.
- The date for the celebration of lifelong learning is set to be March 28.
- 25th of October is the volunteer Appreciation luncheon at the library from 12 to 3.

B. Fundraising Report

- There will be 16 more fish imprints to be ordered 3 g and 9 other fish.

- currently in the process with moose rum metal to get them made.

PUBLIC HEARING

PENDING BUSINESS

A. Fundraising/20th Anniversary Celebration.

- Library Director berry put together a sign up sheet to help schedule and participating in volunteering.
- Looking into a special shelf for donor recommended titles and also looking into an adopt a shelf program for the donors.
- The lab is considering a 2006 theme for the 20-year anniversary party.
- The Lab will be reaching out to the porcupine movie theater to try and get 2006 movies or movies about libraries to be palay during the month of the library 20th year celebration.
- Reaching out to the teen advisory board to gather ideas about the anniversary celebration.
- A poster display is going to be created to highlight the construction of the library.
- Teen advisory board will help try and create a time capsule.

NEW BUSINESS

A. Library Security Grille

- The Rasmuson foundation has offered the library \$19,000 towards the library security grille.
- The ordinance is going up before the city council on the 27th of October and hopefully be approved at the November 10th meeting.

KUSZMAUL/BAILEY MOVE TO RECOMMEND THE LIBRARY ADVISOEY BOARD USE THE SPENDABLE BALANCE FROM THE LIBRARY ENDWMENT FUND UP TO \$7.500 FOT THE LIBRARY SECURITY GRILLE AS NEEDED.

There was no discussion

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

B. Library Privacy Policy

BAILEY/CURTIS MOVE TO REVISE THE LIBRARYS PRIVICY POLICY TO COVER ELECTRIC COMMUNICATION

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

INFORMATIONAL MATERIALS

A. 2025 Calendar

B. City Manager's Report

COMMENTS OF THE AUDIENCE (3-minute time lin

COMMENTS OF THE CITY STAFF

- Director Berry thanks everyone for “holding the fort down” while he was on vacation.

COMMENTS OF THE BOARD

- Board member Curtis Thanks everyone and feels like everyone on the board is very attentive to detail and genuinely cares about the library.
- Board member Asslin-martin thanks Dave for all the work he does for the library.
- Chair Carssow is grateful for the quick response of the clerk and getting her on the zoom meeting. She also thanks all the fellow board members and the library Director for their hard work.
- Board member Mckinney thanks all for a good meeting and talks of the nutcracker coming up sooner then usual.

ADJOURNMENT

There being no further business to come before the board, Acting Chair Mckinney adjourned the meeting at 7:12pm. Next Regular Meeting is **Tuesday, November 18th, 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.

Scott Lynn, Deputy City Clerk I

Approved: _____

Library Director's Report

October 31, 2025

General Notes

The library was awarded two grants in October, including \$19,000 from the Rasmuson Foundation for installing a security grille and \$6,462 from the Alaska State Library for internet costs.

On Oct. 5, the LAB and FHL board met in the library for the annual joint soiree. The food was first-class and we had a couple of hours of wide-ranging conversation.

On Oct. 25, about 35 volunteers came to enjoy an excellent lunch and socialize. I recognized most of the faces, but there were one or two people I didn't know, and the company was wonderful. Many thanks to the thousands of people who have contributed their labor to the library over the years, and particularly the 100+ who do so currently.

Staff Notes

I was out of town from Oct. 5-19.

Director's meetings:

- Staff: 3
- LAB: 2
- FHL: 3
- Council: 1
- Department Heads: 1
- Other: Recreation champions, evaluation committee for e-rate submissions, Microsoft 365 training, Alaska Library Association conference planning, various meetings with IT and other City staff

Facility

There were no major problems in October.

Library Advisory Board (LAB)

Sept. 19, 2026 is the tentative date for the celebration of 20 years in the current library building.

The LAB finalized the draft for the annual appeal letter and approved using the library endowment fund as a contingency in case of cost overruns in installing the security grille. They also voted to amend the library's privacy policy by adding a section on library communications with patrons.

Friends of the Homer Library (FHL)

The FHL board reviewed the September book and plant sale and discussed some ideas for streamlining the process in future. There was considerable logistical planning for the FHL/LAB soiree and the volunteer-appreciation lunch. The next Celebration of Lifelong Learning is March 28, 2026, and we have a commitment from a caterer for it.

Ongoing Events

- Mondays, 1:30-4:30: Knitting Club
- Tuesdays, 3:30-4:30: Chess Club
- Wednesdays, 10:30-11:00: Toddler Time
- Wednesdays, 3:00-4:45: LEGO Club
- Fridays, 10:30-11:30: Preschool Storytime
- Fridays, 3:30-5:45: Live-Action Role Playing (LARP)
- Saturdays, 10:00-12:30: Alaska Japanese Club
- First Tuesday, 6:30-8:00: SPARC Radio Club
- First Wednesday, 4:45-5:45: Teen Advisory Board
- First Thursday, 1:00-3:00: Literary Ladies
- First and Third Thursdays, 5:30-7:30: Tech Help
- Third Thursday, 10:30-11:30: Radio Storytime on KBBI
- Fourth Tuesday, 4:30-6:30: FHL/HPL Book Club
- Tuesday following the first City Council meeting of the month, 12:00-1:00: Conversations with a Councilmember (schedule may vary depending on availability)

Special Events

- **Oct. 1-Dec. 31: Art in the Library displays works by local artist June Denver.**

- Oct. 2, 10:00-4:30: Southern Kenai Peninsula Resilience Coalition.
- Oct. 7, 4:30-6:00: Teentober.
- Oct. 9, 5:00-7:45: Kachemak Bay Bridge Club Part 1.
- Oct. 11, 12:30-4:30: Kachemak Bay Bridge Club Part 2.
- Oct. 14, 4:30-6:00: Teentober.
- Oct. 14, 6:00-7:45: Kachemak Bay Bridge Club Part 3.
- **Oct. 17, 1:00-2:30: Bears with the Pratt.**
- Oct. 18: Library closed for Alaska Day.
- Oct. 23, 4:30-6:00: Teentober.
- Oct. 30, 4:30-6:00: Teentober.
- Nov. 1, 1:00-3:00: Plant Club.
- Nov. 11: Library closed for Veterans' Day.
- **Nov. 13, 5:30-7:30: First computer-skills class. If successful, this will become a biweekly event.**
- Nov. 15, 12:30-4:45: Kachemak Bay Bridge Club.
- Nov. 18, 5:00-7:30: Kachemak Bay Bridge Club.
- Nov. 27-28: Library closed for Thanksgiving.
- Dec. 9, 4:30-6:00: Crafternoon makes gift boxes for teens and tweens.
- **Dec. 11, 6:00-7:30: Brian Smith visits the library to talk about his memoir and the trilogy of books in the Ida Mae Joy series.**
- **Dec. 12, 1:00-2:30: Bird feet with the Pratt.**
- **Dec. 13, 10:00-2:00: Pop-Up Plant Sale.**
- Dec. 24: Library closes at 1:00 for Christmas Eve.
- Dec. 25: Library closed for Christmas Day.
- Dec. 31: Library closes at 1:00 for New Year's Eve.

2026

- Jan. 1: Library closed for New Year's Day.
- **Jan. 1-Mar. 31: Art in the Library displays works by local artist Joella Clove.**
- **Mar. 28: Celebration of Lifelong Learning.**

- **Apr. 1-Jun. 30: Art in the Library displays works by local artists Taz Tally and Christina Whiting.**
- **Jul. 1-Sept. 30: Art in the Library displays works by local artist Jim Lavrakas.**
- **Sept. 19: Tentative date for celebration of 20 years in the current library building.**

Homer Public Library Statistical Summary for 2024

Date: 13-Aug-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,636	14,431	15,039	14,426	14,469	13,937	15,411	15,254	13,542	13,354	13,191	12,558	170,248
*Physical Print/Audio/Video	11,344	11,115	11,546	11,133	11,081	10,772	12,113	11,988	10,389	10,315	10,134	9482	131,412
*Other Physical items (n. 2)	91	90	75	83	92	96	113	106	99	101	97	109	1,152
*Alaska Digital Library	2,936	2,975	3,219	2,990	3,118	2,893	2,967	2,985	2,879	2,768	2,821	2858	35,409
*Flipster e-magazines	41	18	36	18	21	41	14	8	61	26	18	3	305
*Kanopy streaming video	224	233	163	202	157	135	204	167	114	144	121	106	1,970
INTERLIBRARY LOANS													
Incoming (Borrowed)	19	11	12	11	21	14	11	11	14	11	16	14	165
Outgoing (Lent)	28	26	24	28	28	17	20	21	18	14	9	23	256
BUILDING USE													
Gate Count	8,880	8,111	8,662	8,564	9,795	8,258	9,312	8,596	8,636	8,460	7,467	6465	101206
Study Rooms (# of group sessions)	266	238	229	206	205	180	197	234	222	241	239	211	2668
Study Rooms (# of people)	499	454	442	373	390	309	344	415	399	427	462	376	4890
Meeting Room (# of group sessions)	27	30	36	34	31	38	29	22	24	35	23	26	355
Meeting Room (# of people)	206	214	309	213	254	244	256	205	231	329	243	197	2901
INTERNET USE													
TOTAL (*Included)	2,315	3,288	3,045	3,065	2,324	2,111	2,782	3,333	2,464	2,367	1,793	1,686	30,573
*Wireless Internet sessions	1,169	2,190	1,923	1,926	1,221	1,011	1,616	2,122	1,262	1,127	885	897	17349
*Hardwired Internet sessions	1,146	1,098	1,122	1,139	1,103	1,100	1,166	1,211	1,202	1,240	908	789	13224
Website visits (sessions)	3,415	3,136	2,813	2,861	2,825	2,697	2,888	2,809	2,729	2,803	2,263	2,227	33,466
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,205	1,101	1,223	1,216	1,436	1,196	1,415	1,064	1,231	1,214	1,021	891	14213
*Programs for Age 0-5	900	884	922	990	891	845	867	821	975	841	676	630	10242
*Programs for Age 6-11	31	47	62	24	239	171	288	74	134	135	101	82	1388
*Programs for Age 12-18	26	16	41	37	54	52	62	50	46	45	7	14	450
*Programs for Age 19+	150	134	196	131	115	84	63	119	74	108	56	36	1266
*Programs for All Ages	98	20	2	34	137	44	135	0	2	85	181	129	867
OUTREACH													
# Events	3	1	2	2	5	4	0	2	2	2	2	3	28
# People	11	9	9	9	11	18	0	20	10	20	10	4	131
NEW CARDS ISSUED													
City	38	24	20	25	17	37	45	36	36	37	33	28	376
Borough	19	28	21	20	18	17	44	19	20	17	19	12	254
Temporary	1	0	0	0	1	8	2	1	2	0	0	0	15
Reciprocal	0	0	3	1	4	2	6	6	3	1	2	1	29
VOLUNTEER HOURS													
# of people	71	75	76	90	87	84	93	81	81	105	79	72	994
# of hours	248	217	243	251	360	293	308	264	248	242	246	156	3076
MATERIALS ADDED													
Books	287	219	155	248	337	192	209	186	114	229	182	177	2535
Audio	9	9	11	25	12	9	0	5	5	10	26	6	127
Video	41	34	33	29	32	26	32	38	12	17	16	34	344
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	50	41	60	28	106	167	84	90	51	136	47	77	937
MATERIALS REMOVED													
Books	73	25	57	106	116	223	282	306	593	76	89	34	1980
Audio	21	74	4	8	0	1	1	0	0	0	3	0	112
Video	0	101	1	34	0	37	31	41	2	0	1	0	248
Serials	1	0	0	0	1	0	0	1	0	0	0	0	3
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	1000.00	791.00	1453.00	1405.60	932.06	1100.20	1422.15	869.31	1355.65	815.40	634.97	699.24	12,478.58
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants	725.00									1829.00	11633.00		14,187.00
TOTALS	1,725.00	791.00	1,453.00	1,405.60	932.06	1,100.20	1,422.15	869.31	1,355.65	2,644.40	12,267.97	699.24	\$26,665.58

Data not available yet or incomplete

Note 1: Program attendance includes all programs sponsored by the library or the Friends of the Library. It does not include meetings of community groups. Programs are sorted by the age of the target audience, but totals include all attendees (i.e. parents as well as toddlers, etc.)

Note 2: Other physical items includes electronic devices, kits, toys, board games, sports equipment and videogames.

Homer Public Library Statistical Summary for 2025

Date: 12-Nov-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,671	12,980	14,190	13,685	13,428	14,851	15,822	15,186	14,544	14,231	0	0	143,588
*Physical Print/Audio/Video	11,415	10,220	10,821	10,273	10,126	11,739	12,772	11,875	11,457	11,028			111,726
*Other Physical items (n. 2)	126	108	106	132	111	107	97	131	121	118			1,157
*Alaska Digital Library	2,995	2,551	3,136	3,096	2,968	2,889	2,790	3,025	2,852	2,878			29,180
*Flipster e-magazines	13	17	14	3	22	13	8	24	4	11			129
*Kanopy streaming video	122	84	113	181	201	103	155	131	110	196			1,396
INTERLIBRARY LOANS													
Incoming (Borrowed)	21	22	20	13	14	15	7	10	18	16			156
Outgoing (Lent)	36	25	22	31	21	25	26	22	18	29			255
BUILDING USE													
Gate Count	9,261	7,817	8,254	8,757	8,908	8,859	9,441	8,988	9,434	8,702			88,421
Study Rooms (# of group sessions)	320	283	313	327	310	257	303	298	299	345			3,055
Study Rooms (# of people)	608	517	609	618	574	571	633	529	560	689			5,908
Meeting Room (# of group sessions)	32	29	32	35	28	32	36	28	26	32			310
Meeting Room (# of people)	308	354	348	342	240	220	326	264	265	323			2,990
INTERNET USE													
TOTAL (*Included)	2,377	1,963	2,350	2,193	2,322	2,773	2,919	2,813	2,618	2,434	0	0	24,762
*Wireless Internet sessions	1,259	1,013	1,182	1,111	1,305	1,680	1,786	1,649	1,589	1,407			13,981
*Hardwired Internet sessions	1,118	950	1,168	1,082	1,017	1,093	1,133	1,164	1,029	1,027			10,781
Website visits (sessions)	3,016	2,590	2,945	2,793	2,593	2,772	2,707	2,746	2,719	2,661			27,542
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,253	1,469	1,173	1,244	1,416	1,147	1,477	1,100	1,140	1,218	0	0	12,637
*Programs for Age 0-5	897	1,109	846	853	755	775	812	819	771	876			8,513
*Programs for Age 6-11	163	178	177	155	346	177	248	81	190	141			1,856
*Programs for Age 12-18	94	41	46	49	33	48	138	63	31	76			619
*Programs for Age 19+	34	94	61	75	137	52	34	50	57	44			638
*Programs for All Ages	65	47	43	112	145	95	245	87	91	81			1,011
OUTREACH													
# Events	4	2	3	3	2	4	2	3	3	3			29
# People	11	14	9	10	10	15	10	13	14	16			122
NEW CARDS ISSUED													
City	35	9	27	16	34	47	29	31	25	22			275
Borough	28	16	22	20	24	33	33	24	30	35			265
Temporary	0	0	0	1	8	2	7	3	0	0			21
Reciprocal	2	0	0	0	0	1	3	1	1	1			9
VOLUNTEER HOURS													
# of people	90	85	78	108	75	64	80	53	75	85			793
# of hours	231	226	271	312	257	174	250	141	272	229			2363
MATERIALS ADDED													
Books	228	193	174	339	323	340	359	208	108	219			2491
Audio	13	7	0	23	2	7	9	3	0	4			68
Video	26	40	27	26	43	27	7	24	7	31			258
Serials	0	0	0	0	0	1	0	2	0	0			3
Electronic Resources	55	19	0	102	49	49	77	20	52	44			467
MATERIALS REMOVED													
Books	33	98	37	89	60	12	131	73	0	144			677
Audio	20	0	1	0	0	20	40	0	0	0			81
Video	0	8	3	127	0	2	0	64	0	0			204
Serials	0	2	0	23	4	0	0	0	0	0			29
Electronic Resources	0	0	0	0	0	0	0	0	0	0			0
REVENUES DEPOSITED													
Fines/Fees/Copies	934.46	969.45	909.37	779.40	1151.05	1257.15	767.55	888.15	1234.50	946.00	328.15		10,165.23
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants			1000.00							7000.00			8,000.00
TOTALS	934.46	969.45	1,909.37	779.40	1,151.05	1,257.15	767.55	888.15	1,234.50	7,946.00	328.15	0.00	\$18,165.23

Data not available yet or incomplete

Note 1: Program attendance includes all programs sponsored by the library or the Friends of the Library. It does not include meetings of community groups. Programs are sorted by the age of the target audience, but totals include all attendees (i.e. parents as well as toddlers, etc.)

Note 2: Other physical items includes electronic devices, kits, toys, board games, sports equipment, videogames and tickets to the movie theater.



MEMORANDUM /AGENDA ITEM REPORT

United for Libraries Conference Recordings

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: October 28, 2025
From: Dave Berry, Library Director
Through:

Back in July, United for Libraries (a branch of the American Library Association) held a three-day virtual conference. One day was devoted to Friends groups, one to Board members, and one to foundations and fundraising. LAB members expressed interest in the latter two days. While the timing of the conference didn't work for us to attend live, we do have the recordings of the sessions. Each session is roughly an hour.

Trustee/Board Member Day

- Session 1: Meetings that Matter: Driving Results, Not Just Discussions
- Session 2: Why is it Always a Battle?: Concerns of Public Library Trustees in the United States
- Session 3: Top 10 Things Library Board Members Should Know—But Often Don't
- Session 4A: Public Official Basics for Trustees: Intro to Public Administration and Public Finance
- Session 4B: Get Familiar with Freedom of Information Laws

Foundations and Fundraising Day

- Session 1: Overcoming the Barriers to Library Fundraising Success

- Session 2: Let Your Impact Ring! Sharing Your Library's Success so Funders Will Listen
- Session 3: Library Storytelling: How to Find Memorable Library Stories to Use for Marketing and Promotion
- Session 4: Strengthening Library and Foundation Relationships: The Role of the Memorandum of Understanding and Relationship Committee

The LAB could choose to view all these recordings or only a selection. We would need to set a time to get together for it, and the event would have to be noticed publicly. While individual LAB members could also watch the recordings alone, I suggest it would benefit the group more to view them together.

Recommendation:

Pick a time to gather and view the United for Libraries recordings.



MEMORANDUM /AGENDA ITEM REPORT

Updated Tasks for LAB Members

Item Type: Information memorandum
Prepared For: Library Advisory Board
Date: Nov. 6, 2025
From: Dave Berry, Library Director
Through:

At its October meeting, the LAB divvied up tasks related to fundraising and the 20th-anniversary celebrations. The updated list of assignments is shown below. I went to the Friends of the Library with the suggestion to have a fundraising table at the Celebration of Lifelong Learning, but they prefer to keep it an FHL-focused event.

FUNDRAISING

Activity	Volunteer
Write thank-you notes to donors	Marcia Kuszmaul Dave Berry
Address, sign and mail out annual appeal letters	Deb Curtis, Doug Baily, Marcia Kuszmaul and Kathy Carsow
Organize raffle	Doug Baily
Look into special shelf for donor-recommended titles	Dave Berry
Look into Adopt-a-shelf program for donors	Dave Berry
Coordinate production of fish	Marcia Kuszmaul
Draft library annual report	Dave Berry
Maintain archive of LAB documents with clerks’ office	Dave Berry

20TH ANNIVERSARY CELEBRATIONS

Activity	Volunteer
February-April	
Coordinate trivia night	Mike McKinney
Coordinate movie showings with Porcupine	Deb Curtis
Gather public comments about the library and what they want from it in the next 20 years	Red Asselin-Martin
Create poster display about the library's construction	Dave Berry/Library Staff
Create reading list of 2006 bestsellers	Library Staff
May-August	
Organize fun run (KBBI to library? Old library building to new one?)	Andy Haas
Organize read-a-thon	Andy Haas
Coordinate LAB presence at July 4 parade	Red Asselin-Martin, Kathy Carssow
September	
Write thank-you letter for the community and publish in the Homer News	LAB
Coordinate with Homer News and KBBI about covering the 20 th anniversary	Deb Curtis (Homer News), Kathy Carssow (KBBI)
Display existing scrapbooks	Library Staff
Organize party	Marcia Kuszmaul
Create time capsule	Red Asselin-Martin, Deb Curtis
Create visitor sign-in book for 20 th anniversary party	Library Staff

Recommendation:

For information.



MEMORANDUM /AGENDA ITEM REPORT

Conversation About City Training for Boards and Commissions

Item Type: Information memorandum
Prepared For: Homer Library Advisory Board
Date: November 5, 2025
From: Dave Berry, Library Director
Through:

On Nov. 3, the mayor and city council hosted a training for all boards and commissions at Kachemak Bay Campus. The training covered parliamentary procedure, the Open Meetings Act, the legal significance of quasi-judicial bodies (primarily the planning commission, though the LAB could possibly play this role in the case of challenges to library materials), and wrapped up with a mock meeting conducted according to *Robert’s Rules of Order*.

Most members of the LAB were present, but it might be worth a brief conversation for the benefit of those who were unable to attend.

Recommendation:

For discussion.



MEMORANDUM /AGENDA ITEM REPORT

Format of Candidate Fora

Item Type: Information memorandum
Prepared For: Homer Library Advisory Board
Date: November 5, 2025
From: Dave Berry, Library Director
Through:

Over the years, the library has often hosted candidate fora put on by outside groups, such as the Homer Chamber of Commerce, the League of Women Voters, KBBI and the *Peninsula Clarion*. At the October 21 LAB meeting, Board Member Baily raised a question about the format of these fora. Since the LAB wished to debate it more thoroughly, it has been posted as a discussion item at the November LAB meeting.

Recommendation:

For discussion.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 25-xxx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
ESTABLISHING THE 2026 REGULAR MEETING SCHEDULE FOR CITY
COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION,
LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND
CULTURE ADVISORY COMMISSION, PLANNING COMMISSION,
PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS
WITH DISABILITIES ACT (ADA) ADVISORY BOARD.

WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Planning Commission, Advisory Commissions and Boards; and

WHEREAS, The public is informed of such meetings through notices located at the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2025 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act (ADA) Advisory Board of the City of Homer, Alaska, as follows:

HOLIDAYS – City Offices closed:

January 1, New Year's Day, Wednesday	February 16, Presidents' Day, third Monday	March 30, Seward's Day, last Monday	May 25, Memorial Day, last Monday	July 3*, Independence Day, Friday	September 7, Labor Day, first Monday
October 19*, Alaska Day Monday	November 11, Veterans Day, Wednesday	November 26 Thanksgiving Day, Fourth Thursday	November 27, Friday, the day after Thanksgiving	December 25, Christmas, Friday	

*If a holiday is on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.

CITY COUNCIL (CC)

January 12, 26	February 9, 23	March 9, 23	April 13, 27	May 11, 26*	June 8, 22
July 27**	August 10, 24	September 14, 28	October 6 Election	October 12, 26 Oath of Office October 12	Canvass Board October 09
November 3 Runoff Election	November 9, 23	December ***If needed			

*Second meeting in May will be held on a Tuesday due to Memorial Day

**There will be no First Regular Meeting in July.

*** The City Council will not schedule a regular meeting in December to allow for attendance at AML Annual Conference and may hold Special Meetings as needed.

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or a meeting in December.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 13	February 10	March 10	April 14	May 12	June 9
July 14	August 11	September 8	October 13	November 10	December 8

Economic Development Advisory Commission Regular Meetings are held on the second Tuesday of each month at 6:00 p.m.

LIBRARY ADVISORY BOARD (LAB)

January 20	February 17	March 17	April 21	May 19	
	August 18	September 15	October 20	November 17	December 15

Library Advisory Board Regular Meetings are held on the third Tuesday of January through May and August through December at 5:30 p.m.

PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARC)

	February 19	March 19	April 16	May 21	June 18
	August 20	September 17	October 15	November 19	

Parks, Art, Recreation and Culture Advisory Commission Regular Meetings are held on the third Thursday February through June and August through November at 5:30 p.m.

PLANNING COMMISSION (PC)

January 7, 21	February 4, 18	March 4, 18	April 1, 15	May 6, 20	June 3, 17
July 15*	August 5, 19	September 2, 16	October 7, 21	November 4*	December 2*

*There will be no First Regular Meeting in July or Second Regular Meetings in November and December.

Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m.

PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 28	February 25	March 25	April 22	May 27	June 24
July 22	August 26	September 23	October 28	November 12*	December 9

*November meeting will be held on Thursday due to Veterans Day.

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of month January through October and the second Wednesday of November and December at 5:30 p.m.

AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY BOARD (ADAAB)

	February 12		April 9	May 14	June 11
July 9	August 13		October 8	November 12	

The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the second Thursday at 4:00 p.m. in the months of February, April through August, October and November, with additional meetings called as needed.

PASSED AND ADOPTED by the Homer City Council this _____ day of November, 2025.

CITY OF HOMER

RACHEL LORD, MAYOR

ATTEST:

RENEE KRAUSE, MMC, CITY CLERK

Fiscal Impact: Advertising of meetings in regular weekly meeting ad and advertising of any additional meetings.



MEMORANDUM /AGENDA ITEM REPORT

Timeline for Library Security Grille

Item Type: Information memorandum
Prepared For: Homer Library Advisory Board
Date: November 12, 2025
From: Dave Berry, Library Director
Through:

Background

On Nov. 10, the city council accepted the \$19,000 Rasmuson grant, which provides all the necessary funding to proceed with construction and installation of the library’s security grille. The rough timeline for the project is spelled out below.

Timeline (Future Dates are Tentative)

- 6/10/24: Council passes Ord. 24-24(A), appropriating \$30,000 for the project.
- 5/29/25: All design and permitting work is complete.
- 6/23/25: Council passes Reso. 25-064, directing staff to apply for additional grant funding up to \$25,000.
- 9/29/25: The library receives notice that the Rasmuson Foundation has awarded \$19,000 for the grille.
- 10/27/25: Ord. 25-65 introduced to accept and appropriate the Rasmuson grant.
- 11/10/25: Ord. 25-65 passed by council.
- 11/30/25: Advertise Invitation to Bid (ITB) for construction contract.
- 12/31/25: ITB closes.

- 1/15/26: Select winning bid.
- 2/16/26: Award construction contract.
- Feb.-Apr. 2026: Fabrication and delivery of materials.
- 5/31/26: Construction complete.

Recommendation:

For information.



Homer Public Library

Library Advisory Board Annual Appeal



Thank you for supporting the **Homer Public Library!**

For nearly 90 years, the library has served the communities of the southern Kenai Peninsula. Your gift can help us keep going for the next 90!

The Library Endowment Fund provides permanent supplemental funding for the library's operations. Donations made this year will benefit the Homer community forever. Whether you're thinking of a **one-time gift, a recurring annual donation, a disbursement from a retirement account or planning your estate**, consider making a tax-deductible contribution to the fund.



Thank you for enhancing our library, and please join me in renewing your support today.

Sincerely,



Kathryn L. Carssow
Chair, Library Advisory Board
October 24, 2025



To donate, contact the Homer Foundation at 907-235-0541, visit https://homer.fcsuite.com/erp/donate/create/fund?funit_id=1061 or scan the code above with your phone.



City of Homer

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Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: November 5, 2025
SUBJECT: City Manager's Report for November 10, 2025 Council Meeting

International City/County Management Association (ICMA) Annual Conference

I was fortunate to be able to attend the ICMA Annual Conference October 25-29 in Tampa, Florida. I participated in sessions on Council/Manager relations, Budgeting and Fraud Risk Vulnerabilities, and personal strategic planning. There were over 5000 attendees at this year's conference and nine of us made it from Alaska. The training sessions were



great, the networking was invaluable, and connecting with other Alaska Managers was the icing on the cake.

I so appreciate Community Development Director Julie Engebretsen's willingness to take the reins when I'm away, also a huge shoutout to the Department/Division Heads and entire City team for the work they do to keep the City running!

Happy Halloween!

City Hall joined the Trick or Treat on Pioneer event on Halloween. Staff gave fruit snacks and reflective zipper pulls to over 400 kids. It was great to see families enjoying Pioneer Ave's festive atmosphere!

City Manager Meetings and Events:

October 23rd and November 6th – Microsoft 365 Pilot Team Meeting

October 21st – Landslide Open House

November 3rd – Council/Commission/Board All Hands Training

November 6th – Title 21 Open House

And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney



LIBRARY ADVISORY BOARD

2025 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/15 5:00 p.m.	Tuesday 1/21 5:30 p.m.	Monday 1/27 6:00 p.m.	
FEBRUARY	Wednesday 2/12 5:00 p.m.	Tuesday 2/18 5:30 p.m.	Monday 2/24 6:00 p.m.	• Annual Review of Library Fees, Policies, Rules & Regulations • Annual Review of Board's Bylaws • Celebration of Lifelong Learning • Strategic Plan & Goals
MARCH	Wednesday 3/12 5:00 p.m.	Tuesday 3/18 5:30 p.m.	Monday 3/24 6:00 p.m.	• Reappointment Notices Sent Out
APRIL	Wednesday 4/09 5:00 p.m.	Tuesday 4/15 5:30 p.m.	Monday 4/28 6:00 p.m.	• Terms Expire April 1st • National Library Week, Library Workers Day, & Library Legislative Day
MAY	Wednesday 5/14 5:00 p.m.	Tuesday 5/20 5:30 p.m.	Tuesday 5/27 6:00 p.m.	• Election of LAB Officers
JUNE	No Regular Meeting			
JULY	No Regular Meeting			
AUGUST	Wednesday 8/13 5:00 p.m.	Tuesday 8/19 5:30 p.m.	Monday 8/25 6:00 p.m.	• Library Budget Review *may not be applicable during non-budget years • CIP Draft Recommendations • Advisory Body Training Worksession
SEPTEMBER	Wednesday 9/10 5:00 p.m.	Tuesday 9/16 5:30 p.m.	Monday 9/22 6:00 p.m.	• Library Card Sign-up Month
OCTOBER	Wednesday 10/15 5:00 p.m.	Tuesday 10/21 5:30 p.m.	Monday 10/27 6:00 p.m.	• Approve Meeting Schedule for Upcoming Year
NOVEMBER	Wednesday 11/12 5:00 p.m.	Tuesday 11/18 5:30 p.m.	Monday 11/24 6:00 p.m.	• National Friends of Libraries Week
DECEMBER	Wednesday 12/10 5:00 p.m.	Tuesday 12/16 5:30 p.m.	1/12/2025 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.