



## Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

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

# City of Homer Agenda

## Library Advisory Board Regular Meeting

Tuesday, March 15, 2022 at 5:30 PM

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. February 15, 2022 Regular Meeting Minutes

**Page 3**

**VISITORS/PRESENTATIONS**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. Library Director Report dated February 28, 2022

**Page 8**

i. 2021 & 2022 Statistical Reports

**Page 11**

ii. Homer Public Library: Circulation by Month 2012-2022

**Page 13**

B. Legislative Update

C. Fundraising Update

i. Framework for Significant Library Gifts

**Page 14**

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

A. Review of Library Fees

**Page 16**

i. Current Library Fee Schedule Excerpt

**Page 17**

B. Review of Library Facility Use Policy

**Page 19**

i. Revised Library Facility Use Policy

**Page 20**

ii. Thoughts on Friends of the Homer Library Programming

**Page 26**

## **INFORMATIONAL MATERIALS**

[A.](#) Library Book Bench in Ukraine, Image Provided by Chair Finn

**Page 27**

[B.](#) LAB 2022 Calendar

**Page 28**

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

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE BOARD**

**ADJOURNMENT**

Next Regular Meeting is **TUESDAY, APRIL 19, 2022 at 5:30 p.m.** and a Worksession at 4:30 p.m.  
All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491  
E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Session 22-02, a Regular Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:31 p.m. on February 15, 2022 at the Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. One seat remains vacant.

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

**STAFF:** LIBRARY DIRECTOR BERRY  
DEPUTY CITY CLERK TUSSEY  
DEPUTY CITY PLANNER & SPECIAL PROJECTS COORDINATOR ENGBRETSSEN

### **AGENDA APPROVAL**

DOLMA/FAIR 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. January 18, 2022 Regular Meeting Minutes

FAIR/KUSZMAUL MOVED TO APPROVE THE JANUARY 18<sup>TH</sup> REGULAR MEETING MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

A. Lyn Maslow, Friends of the Homer Library – Work on Western Lot Trail Update

Chair Finn introduced Lyn Maslow with the Friends of the Homer Library (FHL), to give an update on the western lot trail project.

Ms. Maslow spoke to her handout notes provided in the supplemental packet that gave a project timeline from May 2021 when the Rivers, Trails and Conservation Assistance Program (RTCA) grant was awarded to FHL, up to March 2022. She gave a general report of the process so far, gathering input from various stakeholders in the community, the work creating a goals, vision, and mission document for the lot, and the design plan for this March.

There was brief discussion on how the project dovetails with the City's Wayfinding-Streetscape Plan project, and how all the different components make it a fun community project. Chair Finn thanked

Ms. Maslow and all the FHL volunteers for their consistent energetic and creative ways of supporting the library and promoting community organizations and individual involvement. Ms. Maslow confirmed she would share any project items with the LAB through Library Director Berry.

- B. Julie Engebretsen, Deputy City Planner & Special Projects Coordinator – Implementation of the Wayfinding-Streetscape Plan

Chair Finn introduced Deputy City Planner and Special Projects Coordinator Engebretsen.

Ms. Engebretsen provided an update on the City's Wayfinding-Streetscape Plan and how staff is working to implement it. She provided samples of the wayfinding signs and spoke to where they would be installed, what their different purposes are, and how she would get the LAB's sign prioritizations in regards to the library later since it will likely be incorporated with the western lot trails project.

There was questions and discussion from the board regarding the use/location of the bollard signs for marking trails, how the signage is not just for visitors but residents as well, and how the plan is not intended for labeling City buildings but for road-side use.

Ms. Engebretsen noted Corvus Designs will be giving a presentation on the Wayfinding-Streetscape Plan at City Council's February 28<sup>th</sup> meeting, as well as Stantec on the HERC building and West Pioneer Gateway Revitalization project.

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

- A. Library Director Report dated January 28, 2022  
i. 2021 & 2022 Library Stats

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

- Popularity of the new wireless hotspots that are available for checking out.
- Questions on the Library's process for responding to materials challenges; a memo is provided under Informational Materials that the board can discuss later.
- Update on the Little Libraries roll-out, where the books come from, and where they will be located around town.
- For staff notes, the Youth Services Librarian visited the middle school for a series of Friday-afternoon workshops.
- Continued issues with the roof leaking.
- Update on FHL's activities including book delivery efforts to communities across the bay, a "scholarship hotline", planning for Celebration of Lifelong Learning events, and upcoming events through the rest of February.

- B. Legislative Update

Chair Finn reported on current legislative events regarding state and federal funding for libraries. She provided boardmembers laydown information from American Libraries Association on how they can contact congress to voice support for the Educators for America Act (S. 3360/H.R. 6205).

C. Fundraising Update

Boardmember Kuszmaul reported she had ordered “Thank You” cards for recognizing Library Endowment donors using a quote the LAB had previously reviewed, and that she plans to mail them out before the end of February to coincide with “Love Your Library” month.

**PUBLIC HEARING**

**PENDING BUSINESS**

A. LAB Strategic Plan/Goals Update  
i. LAB 2022 Strategic Plan & Goals DRAFT

Chair Finn introduced the item by reading the title. She requested Deputy City Clerk Tussey share the draft notes on screen to aid with discussion and opened the floor for discussion.

The board reviewed the draft goals and discussed their suggested revisions to the actionable items listed under the three goals, the wording of Goal #3, and adding a fourth goal to the list.

1. Advocate for Library Budget
  - a. Ensure the library has a collection development budget sufficient to build and maintain a current and robust collection of materials relevant to the community.
  - b. Review needs for library physical plant upkeep and efficiencies.
  - c. Promote future funding of library technology needs.
    - i. Scheduled replacement of public use computers.
    - ii. Requests for new or updated technologies (printers, scanners, security, etc.)
2. Implement the Planned Giving Program for the Library
  - a. Identify and use the tools provided by the Homer Foundation and the American Library Association to learn how to ask potential donors if they would be interested in donating to the Library Endowment Fund.
  - b. In the next year:
    - i. Ask a person to donate to the Library Endowment Fund.
    - ii. Get one “Big Fish” donation to the Endowment Fund.
3. Explore opportunities with the Library to increase and improve library service to all community members, especially students and underrepresented user-groups.
  - a. Work with Library Director to develop a schedule of community partner visitors/presenters, including partners that aid with outreach to students and underrepresented user groups.
4. Actively recruit for LAB boardmembers

FAIR/MCKINNEY MOVED TO APPROVE THE REVISED LIBRARY ADVISORY BOARD’S STRATEGIC PLAN AND GOALS FOR 2022.

At Chair Finn’s invitation to provide input, Student Representative Johnson voiced her support for the revisions, noting it was a good idea to switch to using the term “underrepresented”.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **NEW BUSINESS**

- A. City Code Updates for Special Events & Food Trucks
  - i. Special Event HCC Update Draft Memo from City Manager
  - ii. Draft Ordinance Amending HCC Re: Special Events
  - iii. Event Permit Decision Tree
  - iv. Food HCC Update Draft Memo from City Manager
  - v. HCC 8.11 Mobile Food Service Draft Amendments

Chair Finn introduced the agenda item by reading the title and deferred to Deputy City Planner and Special Projects Coordinator Engebretsen.

Ms. Engebretsen spoke to the proposed amendments to City Code regarding special events and food truck permitting in relation to the library and events that could potentially take place at the library. She facilitated discussion with the board and responded to questions on:

- Scenarios when permits would be required since many library events are organized through the Friends of the Homer Library or library staff.
- How demonstrations and marches are addressed in City Code and the permitting process.

FAIR/KUSZMAUL MOVED TO SUPPORT THE HOMER CITY CODE AMENDMENTS REGARDING SPECIAL EVENTS AND MOBILE FOOD SERVICES AND RECOMMEND ADOPTION BY CITY COUNCIL.

Boardmember McKinney clarified with City staff that the LAB was supporting the code amendments, not approving them, and will then go to City Council for adoption. Ms. Engebretsen and Deputy City Clerk Tussey noted any further revisions to the documents would be before Council for consideration, the large amount of staff input that went into writing them, and how the proposed amendments will streamline the special event process.

Boardmember Dolma commented the new 14 day application period is appreciated if you're in a creative role; it feels less daunting than the 120 days.

Boardmember Kuszmaul voiced her support for the amendments. She commented how the amendments seemed appropriate in regards to freedom of speech and demonstrations; her concerns were if a demonstration would be shut down if it ended up being larger than the organizers had anticipated. Ms. Engebretsen explained how the permitting process and code addresses that and why the revised decision tree includes notices to Public Safety staff even if a large event permit is not required.

Chair Finn confirmed with staff what other advisory bodies were providing comments on the topic.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **INFORMATIONAL MATERIALS**

- A. Materials Challenges
  - i. List of Frequently Challenged Books
  - ii. Book Ban Challenge Infographics
- B. Memo from Library Director Re: National Library Week

C. LAB 2022 Calendar

Chair Finn provided an overview of the informational materials regarding book bans/material challenges and how most of them occur at public libraries.

Chair Finn confirmed that Boardmember Kuszmaul will be giving the February 28<sup>th</sup> report and chairing the LAB's March meeting. There was brief discussion on what meeting topics will be on that agenda.

Boardmember Dolma left the meeting at 7:02 p.m.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

Deputy City Clerk Tussey reported that reappointment notices for Boardmembers Finn and Kuszmaul will go out at the end of the month since terms expire April 1<sup>st</sup>. The Clerk's Office normally starts advertising for LAB seat availability about 30 days out from term expirations but we've been doing ongoing advertising because of the seat vacancy.

Library Director Berry had no comments.

**COMMENTS OF THE BOARD**

Boardmember McKinney commented it was a great meeting and congratulated everyone for finishing the strategic plan and goals.

Chair Finn reported on all the work Youth Services Librarian Nofziger has accomplished in terms of youth outreach and generating input for new library programs.

Boardmembers Springer, Kuszmaul, Fair, and Student Representative Johnson had no comments.

**ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 7:09 p.m. The next regular meeting is Tuesday, March 15, 2022 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

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

## Director's Report, Homer Public Library

February 28, 2022

### General Notes

On Feb. 26, masks became optional in City buildings. Due to declining COVID numbers, we are resuming in-person programs. Starting March 18, storytime will resume every Friday at 10:30 in the children's room. Starting March 14, a group of volunteers will also start Spanish-language storytime every Monday at 10:30, for as long as they can continue to provide volunteers.

SPARC presented a plaque to the Friends of the Library and their thanks to Teresa Sundmark, in gratitude for their help in coordinating meetings despite COVID.

Director's Meetings in February 2022					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
1	2	3	2	4	Huge array of City and IT meetings

### Staff Notes

I visited the middle school on Feb. 15 to conduct mock job interviews with 8<sup>th</sup>-graders. Susan Jeffres wrapped up the Leap into Science program with a three-day kitemaking workshop, in partnership with Coastal Studies.

### Facility

New seating has been ordered for the children's room, and the computer tables are being rearranged. The new arrangement will create a reading nook in one corner of the room and a computer area in a different corner.

In the reference area, collections have been shifted to bring Young Adult Nonfiction into a more visible location and relieve crowding in the YA corner.

### Library Advisory Board (LAB)

Lyn Maslow presented on the western lot project, and Julie Engebretsen presented on the wayfinding plan and the City's food-trucks policy. The LAB settled on its goals for 2022, which include 1. Advocating for the library budget, 2. Implementing the planned giving program,



3. Exploring opportunities to increase and improve library service to all community members,
- and 4. Actively recruiting LAB members. There was discussion about materials challenges.

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

FHL discussed clarifying the criteria that are used for selecting or accepting presenters at the library. Nominations for the Celebration of Lifelong Learning will open soon, with the ceremony tentatively scheduled for April 8.

<b>Events in February 2022</b>		
<b>Date</b>	<b>Time</b>	<b>Event</b>
Fridays, 2/1-2/28	Evening	National Love Your Library Month prize drawings
2/8	5:30-7:00	Community Engagements with Kenai Peninsula Votes (via Zoom)
2/26	11:00-12:30	
2/9	4:30-5:30	Teen Advisory Board (via Zoom)
2/14	12:00-1:00	Lunch with Councilmember Rachel Lord (via Zoom)
2/15	6:30-7:30	Creative Writing Workshop: Annie Boochever (online registration required)
2/16	6:00-7:30	Community Conversation: Annie Boochever on Elizabeth Peratrovich (online registration required)
2/24	3:00-4:00	Kitemaking workshop: Library
2/25		Kitemaking workshop: CACS
2/26	1:00-2:00	Kiteflying: Bishop's Beach

<b>Upcoming Events in March 2022</b>		
<b>Date</b>	<b>Time</b>	<b>Event</b>
3/1	2:00-3:00	Public tsunami lecture
3/2	9:00-10:00	Library talk on KBBI's Coffee Table

Upcoming Events in March 2022		
3/2	All Day	Read Across America Day; drop-in storytimes every hour
3/11	12:00-1:00	Lunch with Councilmember Shelly Erickson
3/15	4:30-6:30	Homer Trails Alliance
3/16	4:30-5:30	Teen Advisory Board
3/20	10:00-3:30	RTCA meeting with community representatives
3/25	6:00-7:00	Ted Carter on African-Americans and the history of the Alcan Highway

Ongoing Events		
Date	Time	Event
Mondays	1:30-4:30	Knitting Club (hybrid Zoom/in-person meeting)
Tuesdays	3:00-5:00	Chess Club (currently on hiatus)
Fridays	10:30-11:30	Storytime
Fridays	1:00-4:00	Live Action Roleplaying (LARP)
First Tuesday	6:30-8:00	SPARC Radio Club (hybrid Zoom/in-person meeting)
First Thursday	1:00-3:00	Literary Ladies (hybrid Zoom/in-person meeting)
First and Third Saturdays	10:00-12:00	Tech Help
Second Sunday	1:00-4:00	Second Sunday Shakespeare (via Zoom)
Third Thursday	10:30-11:30	Radio Storytime
Fourth Tuesday	4:30-6:30	FHL/HPL Book Club (hybrid Zoom/in-person meeting)

## Homer Public Library Statistical Summary for 2021

Date: 09-Feb-22

CIRCULATION	Jan	Feb (n. 2)	Mar	Apr (n. 3)	May	Jun	Jul (n. 4)	Aug	Sep	Oct	Nov	Dec	Y.T.D.
<b>TOTAL (*Included)</b>	<b>5,815</b>	<b>6,915</b>	<b>8,758</b>	<b>9,024</b>	<b>8,281</b>	<b>10,456</b>	<b>11,035</b>	<b>9,828</b>	<b>10,424</b>	<b>10,856</b>	<b>10,692</b>	<b>9,979</b>	<b>112,063</b>
*Physical Print/Audio/Video	3,218	4,669	6,236	6,656	6,259	8,511	9,038	7,755	8,309	8,527	8,391	7698	85,267
*Other Physical items (n. 5)							68	53	58	69	52	48	348
*Alaska Digital Library	2,509	2,174	2,466	2,308	1,973	1,911	1,910	1,989	1,985	2,225	2,180	2183	25,813
*Flipster e-magazines	88	72	56	60	49	34	19	31	72	35	69	50	635
<b>INTERLIBRARY LOANS</b>													
Incoming (Borrowed)	0	6	16	12	13	13	15	12	10	16	12	15	140
Outgoing (Lent)	4	23	19	17	8	13	7	21	25	19	20	13	189
<b>BUILDING USE</b>													
Gate Count	0	1,162	1,810	2,781	3,342	4,702	5,932	4,632	5,026	4,303	4,521	4314	42525
Study Rooms (# of groups)	0	1	9	48	43	87	113	124	130	118	122	91	886
Study Rooms (# of people)	0	1	13	61	93	130	167	170	190	176	198	155	1354
Meeting Room (# of groups)	0	0	0	0	0	3	8	7	6	7	10	11	52
Meeting Room (# of people)	0	0	0	0	0	14	126	68	53	20	63	82	426
<b>INTERNET USE</b>													
<b>TOTAL (*Included)</b>	<b>566</b>	<b>842</b>	<b>953</b>	<b>1,360</b>	<b>1,745</b>	<b>2,085</b>	<b>2,587</b>	<b>2,583</b>	<b>2,355</b>	<b>1,829</b>	<b>1,450</b>	<b>1,461</b>	<b>19,816</b>
*Wireless Internet sessions	556	625	669	896	1,156	1,358	1,802	1,818	1,638	1,175	843	882	13418
*Hardwired Internet sessions	10	217	284	464	589	727	785	765	717	654	607	579	6398
Website visits (sessions)	4,541	4,285	4,931	4,664	4,574	5,162	5,623	5,571	4,569	4,186	3,556	3797	55,459
<b>PROGRAM ATTENDANCE (n. 1)</b>													
<b>TOTAL (*Included)</b>	<b>72</b>	<b>288</b>	<b>116</b>	<b>211</b>	<b>38</b>	<b>79</b>	<b>179</b>	<b>106</b>	<b>96</b>	<b>73</b>	<b>129</b>	<b>224</b>	<b>1611</b>
*Programs for Age 0-5							21	45	0	0	0	40	106
*Programs for Age 6-11							86	0	0	15	0	40	141
*Programs for Age 12-18							31	32	15	0	0	12	90
*Programs for Age 19+	35	32	25	30	38	56	11	8	56	10	117	104	522
*Programs for All Ages							30	21	25	48	12	28	164
*Youth Programs (all types)	37	256	91	181	0	23							588
<b>OUTREACH</b>													
# Events	10	9	14	9	3	5	4	1	1	4	2	2	64
# People	3707	3524	2742	3480	17	25	20	5	4	7	15	8	13554
<b>NEW CARDS ISSUED</b>													
City	11	20	18	20	25	32	26	38	30	25	27	14	286
Borough	2	4	8	16	22	27	35	29	23	21	29	9	225
Temporary	0	0	0	0	4	9	5	1	1	0	0	0	20
Reciprocal	0	1	0	0	2	4	3	5	2	2	0	0	19
<b>VOLUNTEER HOURS</b>													
# of people	15	13	23	69	30	43	37	31	47	51	45	53	457
# of hours	131	114	131	211	155	202	134	124	176	119	127	161	1784
<b>MATERIALS ADDED</b>													
Books	382	210	300	242	187	430	153	233	248	225	165	254	3029
Audio	9	2	4	19	0	0	5	8	50	2	13	19	131
Video	70	45	29	60	51	61	38	36	30	45	20	48	533
Serials	0	0	0	0	0	0	1	1	0	1	0	0	3
Electronic Resources	0	1	0	0	0	0	284	0	306	35	60	83	769
<b>MATERIALS REMOVED</b>													
Books	238	172	269	510	148	126	299	0	221	378	71	80	2512
Audio	149	56	40	0	0	3	2	0	82	0	0	0	332
Video	38	3	85	20	110	60	1	0	1	2	0	12	332
Serials	0	0	0	3	0	1	2	4	0	0	1	0	11
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>REVENUES DEPOSITED</b>													
Fines/Fees/Copies	0.00	548.50	436.00	337.00	768.00	325.00	874.00	712.00	698.50	422.00	276.00	604.00	6,001.00
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants								7000.00				25091.00	32,091.00
<b>TOTALS</b>	<b>0.00</b>	<b>548.50</b>	<b>436.00</b>	<b>337.00</b>	<b>768.00</b>	<b>325.00</b>	<b>874.00</b>	<b>7,712.00</b>	<b>698.50</b>	<b>422.00</b>	<b>276.00</b>	<b>25,695.00</b>	<b>\$38,092.00</b>

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: HPL opened with reservations Feb. 1.

Note 3: HPL opened without reservations and extended hours Apr. 26

Note 4: Program attendance broken out by age, starting in July 2021.

Note 5: Other physical items includes electronic devices, kits, toys, board games, sports equipment and videogames. Prior to July 2021, these circulation figures were included in the overall total but not broken out.

## Homer Public Library Statistical Summary for 2021

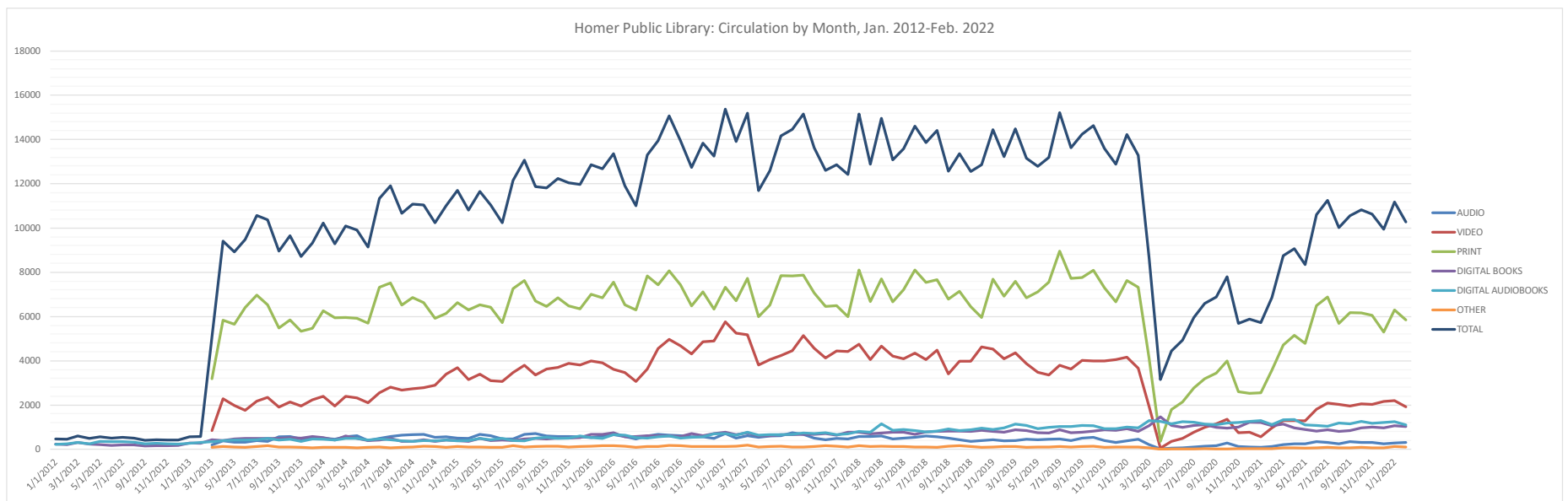
Date: 09-Mar-22

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
<b>TOTAL (*Included)</b>	<b>11,269</b>	<b>10,348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,617</b>
*Physical Print/Audio/Video	8,788	8,085											16,873
*Other Physical items (n. 2)	93	78											171
*Alaska Digital Library	2,295	2,112											4,407
*Flipster e-magazines	93	73											166
<b>INTERLIBRARY LOANS</b>													
Incoming (Borrowed)	59	46											105
Outgoing (Lent)	25	21											46
<b>BUILDING USE</b>													
Gate Count	4,929	5,120											10049
Study Rooms (# of groups)	102	136											238
Study Rooms (# of people)	152	214											366
Meeting Room (# of groups)	13	13											26
Meeting Room (# of people)	55	70											125
<b>INTERNET USE</b>													
<b>TOTAL (*Included)</b>	<b>1,414</b>	<b>1,683</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,097</b>
*Wireless Internet sessions	765	951											1716
*Hardwired Internet sessions	649	732											1381
Website visits (sessions)	4,283	3,558											7,841
<b>PROGRAM ATTENDANCE (n. 1)</b>													
<b>TOTAL (*Included)</b>	<b>1,206</b>	<b>163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1369</b>
*Programs for Age 0-5	1130	0											1130
*Programs for Age 6-11	15	19											34
*Programs for Age 12-18	22	1											23
*Programs for Age 19+	32	53											85
*Programs for All Ages	7	90											97
<b>OUTREACH</b>													
# Events	1	2											3
# People	6	7											13
<b>NEW CARDS ISSUED</b>													
City	14	12											26
Borough	20	24											44
Temporary	1	0											1
Reciprocal	0	0											0
<b>VOLUNTEER HOURS</b>													
# of people	60	53											113
# of hours	203	206											409
<b>MATERIALS ADDED</b>													
Books	282	207											489
Audio	3	8											11
Video	25	23											48
Serials	0	0											0
Electronic Resources	79	45											124
<b>MATERIALS REMOVED</b>													
Books	168	304											472
Audio	0	0											0
Video	0	0											0
Serials	2	0											2
Electronic Resources	0	0											0
<b>REVENUES DEPOSITED</b>													
Fines/Fees/Copies	260.00	679.00	504.00										1,443.00
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants													0.00
<b>TOTALS</b>	<b>260.00</b>	<b>679.00</b>	<b>504.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$1,443.00</b>

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.



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

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

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

Shared Core Values:

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

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

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

#### Short Message

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

#### Extended Message

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

#### Target Audiences

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

#### Top Audience Motivations

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

#### Missions

##### Homer Public Library

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

##### Friends of the Homer Public Library

Our mission is to provide support for the Homer Public Library programs and services, to raise funds that enrich the library experience, and to promote the use and enjoyment of the library.

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



## City of Homer

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

## Homer Public Library

500 Hazel Avenue  
Homer, AK 99603

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

(p) (907)-235-3180

(f) (907)-235-3136

### Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: DAVID BERRY, LIBRARY DIRECTOR  
DATE: FEBRUARY 9, 2022  
SUBJECT: REVIEW OF LIBRARY FEES

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The LAB debated changing the fees for printing and photocopying at the meeting in February 2021. Boardmembers considered the rates in comparison to charges at commercial printing establishments and the cost of supplies for the library.

Given that the past year has seen significant inflation and the current fees are below operating costs, this discussion is worth reopening.

The fee schedule is currently governed by Resolution 20-065.

#### RECOMMENDATION

Consider raising the rates for printing and photocopying.





## LIBRARY

Facility Use – Fees for after-hours private use (including building supervision):	
Conference Room	\$50.00 per hour
Reading Lounge	\$50.00 per hour
Children's Room	\$50.00 per hour
Entire Facility (excluding staff work space)	\$300.00 fee plus \$50.00 per hour staff supervisor \$300.00 damage/cleaning deposit
Library Cards	
Replacement Card	\$5.00 per issue
Temporary Card	\$25.00
Photo Copy	
Letter Size and Legal Size Per Side	\$0.15 each
11" x 17" Per Side	\$0.25 each
Color Copies – Letter Size and Legal Size per Side	\$0.50 each
Color Copies – 11" X 17" per Side	\$2.00 each
Interlibrary Loan Fee <sup>1</sup>	
Standard Size Books	\$3.00
Photo Copy	\$0.15 per page
Microfilm/Videos/CD's/Audios	\$4.00
Replacement/Repair of Items <sup>2</sup>	
Lost or Damaged Items	Replacement cost plus \$10.00 processing fee per item
Lost or Damaged Cases, Hang-Up Bags, Etc.	Replacement cost or \$2.00, whichever is greater
Lost Map or Inserts	\$10.00 per item
Lost Out-of-Print Items	\$50.00 for Alaskana, or replacement cost if higher
Damaged Item	
Per Page	\$2.00 per page
Book Jacket	\$3.00
Cover Damaged Beyond Repair	Full bindery cost or full replacement cost plus \$7.00 processing charge
Improper Return of Digital Devices	\$25.00 if not returned to Front Desk staff

<sup>1</sup> Additional charges may be assessed.

<sup>2</sup> To receive a refund on a lost item, patrons must return the item within sixty days of lost status. Refunds of payment for items deemed valuable to the collection and returned after the 60-day period may be made at the discretion of the Director. No refunds will be given for digital devices.

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Library Fees have been set by the following legislative enactments:

Ord 05-08	Reso 97-87	Reso 12-006	Reso 18-077A)
	Reso 98-86	Reso 13-076	Reso 20-065
	Reso 99-19(A)	Reso 14-114	
	Reso 03-87	Reso 15-097(S)(A)	
	Reso 04-98(S)(A)	Reso 16-109	



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### Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: DAVID BERRY, LIBRARY DIRECTOR  
DATE: FEBRUARY 9, 2022  
SUBJECT: REVIEW OF LIBRARY FACILITY USE POLICY

---

The library frequently hosts speakers, book talks, hands-on activities and other public events. Most of these events are organized and run by library staff or the Friends of Homer Library, but we occasionally receive inquiries from outside individuals or groups that would like to use the library space. All events are ultimately subject to approval by the library director.

The library's Facility Use Policy, adopted in 2013, places limits on what types of events are acceptable. Broadly speaking, events held during open hours must be free and open to the public, and must not violate general library rules or interfere with library operations. Private or commercial events may be held outside of open hours, for a rental fee, if staff are available to supervise.

The rental fee may be waived for events co-hosted by the library or the Friends. The current policy provides no guidance on the criteria for co-hosting or the process for requesting such assistance. The attached document ("Thoughts on FHL Programming") includes some tentative criteria from Joy Steward of the Friends board, though she notes that the Friends will follow City policy, once it's established.

### RECOMMENDATION

Consider revisions to the Facility Use Policy to clarify when and how events may be co-hosted.

## HOMER PUBLIC LIBRARY

### **XII. FACILITY USE POLICY**

The Homer Public Library welcomes the use of its space by community groups for informational, educational, cultural and civic activities, to the extent that such activities do not interfere with Library operations or use of the Library by other patrons.

#### **GENERAL FACILITY USE GUIDELINES**

- All events held within the Library during scheduled operating hours when the Library is open to the public must be of a non-commercial nature, and free of charge, and open to the public.
- Direct or indirect sale of any product or service is prohibited, except for sales sponsored by the Library or Friends of the Homer Public Library. Non-profit organizations may accept donations to cover the cost of program or workshop presentation.
- Permission to use Library facilities does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the facility by the Library, staff, Friends of Homer Public Library, or City of Homer. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Smoking, drugs, and alcoholic beverages are not allowed in the Library.
- Library facility use is intended for specific events rather than for meetings that recur on a regular schedule. Scheduling of Library facility use will be limited when necessary to ensure equitable access to the facilities for the entire community.
- Users are responsible for complying with all Library rules, for clean-up, and for any damage to the facility, its grounds, or contents.
- Display of pornographic images in public view in the Library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.
- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.

- Homer Public Library facilities and grounds may not be used for activities deemed inappropriate by the Library Director, **and may not conflict with the broader Events Policy of the City of Homer.**
- **Homer Public Library, or the Friends of Homer Library, may occasionally co-host events in partnership with outside groups. All such events require authorization from the Library Director.**
- **Co-hosted events must meet the following minimum requirements:**
  - **Must be compatible with the Library's mission**
  - **Must be free and open to all**
  - **Must be nonpartisan**
  - **Must not place undue burdens on staff or volunteers**
  - **The Library Director may consider other factors at their discretion**
- Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.

## **GROUP STUDY ROOM GUIDELINES**

- Group study rooms are available for use only when the Library is open to the general public. Rooms are kept locked when not in use. Rules for use of the rooms must be followed. Rules are posted in each room. Capacity of the rooms is 6 individuals, with up to 8 individuals allowed on a case-by-case basis with permission from Library staff.
- Rooms are available on a first-come, first-served basis except when scheduled by Library staff for governmental meetings, one-time educational uses such as proctoring tests, or to accommodate unexpected conflicts in conference room use. Use is limited to a two-hour period. Additional time may be granted if no other groups or individuals wish to use the room.

## **Use of Group Study Rooms by Individuals**

- Group study rooms are intended primarily for the use of small groups. Individuals wishing a quiet study area should use the individual study nooks. If the study nooks do not meet the needs of the individual, a group study room may be used with the understanding that the individual may be asked to vacate the room to accommodate a group.

- Individuals taking proctored examinations may use the group study rooms by appointment. The Library's designated proctor will book rooms for this purpose.

#### **Identification:**

- One member of a group must agree to be responsible for the use of the room, and must check in at the front desk. Staff will hold the responsible person's photo ID (or library card if the individual does not have a driver's license or state ID card) while the group is using the room, and will inspect the room for damage and make sure it is locked before returning the ID or library card.
- Patrons taking proctored exams are not required to leave ID at the front desk.

**The person signing for a group study room is responsible for seeing that it is used in accordance with the following rules and for any damage that might be done to the room or its furnishings.**

- Capacity is not to exceed 6 persons without staff permission.
- No food is allowed. ~~Bottled water~~ **Beverages in covered containers** only.
- Room is to remain unlocked while in use.
- Lights must be on.
- Furniture is not to be removed from nor added to the room.
- Noise levels should not be audible outside the room.
- No materials may be affixed to walls or other surfaces.
- Users must notify the front desk when finished.
- **Room should be left in clean and tidy condition.**

Violation of any of the above rules is grounds for the entire group's forfeiture of use of the room.

#### **CONFERENCE ROOM AND VIDEO CONFERENCE GUIDELINES**

The conference room and video conference equipment are intended to further the Library's mission through enriching lives and encouraging informational, educational, and cultural activities. When library activities are not occupying the conference room, other groups may use it during open hours for lawful, noncommercial purposes.

- Library use of the conference room takes precedence. Meetings that interfere with normal Library functions are not permitted.
- Use of the conference room must be scheduled in advance.
- All meetings, programs and video conferences during hours when the Library is open to the general public will be free and open to the public. Exceptions will be

made to allow employment interviews that require teleconference or videoconference equipment.

- Conference room capacity of 46 people may not be exceeded.
- Meetings must end 15 minutes before other scheduled meetings and before the Library closes.
- The Library reserves the right, with 24 hour notice, to cancel permission to use the conference room or to provide a substitute room, if available.

### **Refreshments**

A small refreshment preparation area with sink is available in the Conference Room. There are neither cooking facilities nor methods for keeping food heated or cooled. Users are responsible for cleanup and for any damages incurred.

### **Equipment**

- Internet-capable flat screen television monitor
- Projector screen and digital projector
- Laptop computers
- Teleconference equipment
- Videoconference equipment
- Two carousel slide projectors and extra carousels (also available for check out)
- Overhead projector (also available for check out)
- 16 mm movie projector (also available for check out)

The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of Library equipment before it is operated by non-staff users.

Library ~~video-conference~~ equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- ***Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.***

### **Conference Room and Video Conference Requests**

- Video conferences sponsored by the Library and by Friends of Homer Public Library receive first priority.
- Groups interested in using the video conference equipment and/or the conference room must first fill out a **Conference Room and Video Conference Application**, which will designate the group member who assumes the duties of Responsible Party for the group. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability.
- Conference room and video conference equipment use may be requested only by adults. Persons under the age of 18 must be sponsored and supervised by an adult responsible for the group.
- The Responsible Party agrees to ensure that Library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- A reservation is not confirmed until the application has been approved by the Library Director or the librarian in charge.

### **User Responsibilities**

- The Responsible Party must check in with staff before and after a meeting and is responsible for reasonable care of the videoconference equipment, the conference room, and any other equipment used.
- The Responsible Party agrees to ensure that equipment is used according to library guidelines, as demonstrated by library staff.
- Library staff must be notified in advance of cancellations. Failure to notify Library staff in advance may disqualify the user from future use of the room.
- The Responsible Party agrees to ensure that the room is cleaned up and returned to its pre-use condition, including furniture arrangement.
- In order to avoid damage, only materials approved by Library staff may be affixed to walls or other surfaces.
- Abuse of equipment or failure to follow library rules on conference room and video conference equipment use may be grounds for denial of permission for further use.



Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.

## **USE OF SPACES OTHER THAN GROUP STUDY ROOMS AND CONFERENCE ROOM**

### **During Library Hours**

Use of spaces in the Library other than group study rooms and the conference room for group activities during hours when the Library is open to the general public must be approved by the Library Director as compatible with Library operations and use of the Library by other patrons.

### **Outside Library Hours**

Spaces in the Library other than group study rooms and the conference room may be used for events and meetings during hours when the Library is not open to the general public on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by Library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise. See the **After-Hours Facility Use Agreement** for fees and the conditions of use.

The fee for use may be waived at the discretion of the Library Director on a case-by-case basis for non-profit groups that provide significant support to the Library or Friends of the Homer Public Library.

An After-Hours Facility Use Agreement must be approved by the Library Director.

## Thoughts on FHL Programming Selection Process (3.4.22)

### 1. How is selection made?

- Meets our mission
  - Literacy
  - Educational
  - Enrichment
- Appropriate for targeted audience
- Known to FHL, has recommendations/reviews
- Cost (and \$ in the budget or restricted grant)
  - Presenter fees
  - Advertising
  - Materials
- Date/Space availability
- Appropriate time between already scheduled events
- Amount of staff and volunteer time needed
  - Set up/take down
  - Equipment audio/visual, zoom
  - Facilitator
- Opportunity to work collaboratively with another nonprofit

### 2. How do potential programming opportunities come to us?

- Directly from Library Director
  - Something they want to happen but need our support (i.e. has been vetted by the Library Staff)
  - Something they are just passing on incase FHL is interested in taking it on
- Presenter contacted FHL Board or Staff directly

### 3. Decision making process

- First contact should be to Events Committee Chair with cc to Board President
- Committee\* vets as per the above and makes their recommendation to the Board, providing brief description (the Committee only brings forth projects they feel meet criteria, this requires trust on the part of the Board)
- Timing:
  - If timing permits, item is placed on the agenda for the next board meeting. The Board makes the final decision after any discussion.
  - If the decision is time sensitive it can be put to a Board for an email vote. This would entail presenting more detail in the email. Asking for questions/concerns within an allotted time frame, answering the questions, then calling for the vote.

\*This could be a special Programs subcommittee of the Events Committee



BOOK BENCH NEAR THE CITY LIBRARY  
ZAPOROZHYE, UKRAINE

## LIBRARY ADVISORY BOARD 2022 Calendar

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

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

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

\*\*\*The LAB October meeting will be held on a Monday due to 28 Day being on Tuesday 10/18.