



Agenda

Library Advisory Board Regular Meeting

Tuesday, February 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.](#) Unapproved Minutes December 17, 2024 Regular Meeting Page 3

VISITORS/PRESENTATIONS

- A. Friends of The Homer Library

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- [A.](#) December Library Director Report Page 7
- [B.](#) January Library Director Report Page 11
- C. Fundraising Report
- D. Legislative Report
- E. Comprehensive Plan Report

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

- [A.](#) Revisions to Library Policies Page 33
- [B.](#) Review of Library Fees Page 131

INFORMATIONAL MATERIALS

[A.](#) City Manager's Report January 13, 2025 City Council Meeting Page 132

[B.](#) City Manager's Report January 27, 2025 City Council Meeting Page 135

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, **March 18, 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.

CALL TO ORDER

Session 24-07, a Regular Meeting of the Library Advisory Board was called to order by Acting Chair McKinney at 5:30 p.m. on December 17, 2024 at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: BOARDMEMBERS KUSZMAUL, FINN, MCKINNEY, CARSSOW, HAAS & STUDENT REPRESENTATIVE MCDONOUGH

ABSENT: CHAIR BAILY (EXCUSED), BOARDMEMBER ASSELIN-MARTIN

STAFF: LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK APPEL

AGENDA APPROVAL

Acting Chair McKinney read the agenda

FINN/KUSZMAUL MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

A. Unapproved Minutes for November 19, 2024

FINN/CARRSOW MOVED TO APPROVE THE NOVEMBER 19 MINUTES

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Southern Kenai Peninsula Resilience Coalition

Rudy Multz, South Peninsula Behavioral Health, and Anna Meredith, Youth Project Manager with the Resilience Coalition, presented a PowerPoint regarding Planet Youth Homer. They spoke about bringing a new approach, called the Iceland Prevention Model, into the community. The Model was developed in Iceland over the last 30 years which tries to reduce risk factors for youth by enriching their lives with a multitude of activities. The Core

group of the Coalition includes Homer Police Department, South Peninsula Haven House, the Center, and administrators at Homer High School and Flex High School. The model involves a questionnaire for sophomores, with the aim of getting 80% participation. The data collected will be analyzed by the team at Planet Youth Iceland and returned within eight weeks. The model has been proven effective in various locations, including Canada and Ireland, and has been adopted by the Canadian and Irish governments. The community will decide on the initiatives based on the data collected. Multz and Meredith also addressed concerns about the participation of students at greatest risk and the importance of community support for the model's success.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Designate LAB Member to Report to Council

Board member Kuszmaul and Student Representative McDonough volunteered to deliver the LAB report to City Council for the January 13 Meeting.

B. Library Director's Report

November 2024
Stats for 2023
Stats for 2024

Library Director Berry covered the following:

- Federal government pays for 70% of the library's internet service through the e-rate subsidy. There are currently three e-rate cases making their way through the courts.
- There was an irate patron that complained about the Jehovah's Witnesses setting out their display in the plaza, as they have done monthly for years
- Library received a state grant for \$6,462 and a \$7,000 grant through the Public Libraries Assistance
- Four donors have collectively contributed \$14,000 to the library endowment fund
- Story Walk trail has been completely resurfaced
- Friends of the Library are discussing some revisions to their operating structure to try and make their work more efficient

C. Fundraising Report

Board member Kuszmaul spoke about the Library Endowment Fund receiving some substantial gifts. Since the last meeting the Library has received between \$1,600-1,700 in gifts. Current balance in the Endowment Fund is \$79,915 which is \$84 short of 80% of the original fund goal.

D. Legislative Report

Board member Finn spoke on the Alaska Legislative Session beginning on January 16th, 2025. The Governor's budget was published on the 12th of December and believes there will not be an increase to account for

inflation. The Alaska Library Association is adding the SLED Program into the capital budget which has not has success so far in making it past the Governor to be put into effect.

E. Comp Plan Steering Committee Report

Board member Carssow spoke about the Comp Plan meeting, saying the group met in December to review results. A draft from the consultants is expected on January 6th, 2025 with the public review planned for the end of January.

PUBLIC HEARING(S)

PENDING BUSINESS

A. Budget Update

Library Director Berry presented the proposed budget for the Library which included reductions in materials, hours for substitutes, etc. These reductions totaled the amount of \$56,312 or exactly 5% of the previous budget. He mentioned this was part of a city-wide initiative and that he would lobby for an increase in the material budget during a meeting with the City Manager and Finance Director in January. Board member Kuszmaul expressed concern about the drastic reduction in acquisitions and its potential long-term impact on library services. Board member Haas asked about the timing for advocating for the budget, to which Library Director Berry responded that he would report back to the LAB after his meeting with the City Manager. Library Director Berry also explained the decision to eliminate the printing and binding budget line item, which would lead to more books being purchased instead of spending the money to repair books that are beyond the capacity of the staff to fix.

NEW BUSINESS

A. Out of School Programs

Library Director Berry spoke about supporting Planet Youth in the Comprehensive Plan. Board members opened discussion. Board member Carssow expressed that the program presented was premature would likely get lost in the bulk of the Comprehensive Plan. She suggested that the program should be endorsed by the LAB separately. Kuszmaul suggested that the Comprehensive Plan should include a focus on youth to provide a basis for future advocacy, however Board member Carssow clarified the Comprehensive Plan is not specific to any demographic group and its purpose is to address city decisions and planning. The Board agreed that while youth was mentioned in the input, it was not specified in terms of quality of life. The discussion concluded with the understanding that the comprehensive plan's purpose is not to address every issue, but to provide a framework for city decisions and the LAB would be available and enthusiastic about supporting Planet Youth once they are further along in their development of the program.

INFORMATIONAL MATERIALS

A. City Manager's Report

Acting Chair McKinney mentioned the City Manager report then opened the floor for comments. No significant comments or questions were raised.

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

Library Director Berry commented that there was a special event in the library at the end of the meeting and encouraged board members to attend.

COMMENTS OF THE MAYOR/COUNCIL MEMBERS (if Present)

COMMENTS OF THE BOARD

Board member asked if the special event at the library was being recorded. Library Director Berry clarified that the event was live only.

Board member Carssow added comments about the Comprehensive Plan and reminded the Board there will be a public review draft with an opportunity to add specific text or context into the draft.

Board member Finn commented on the decrease to the library's budget as well as expressed gratitude for Board member Carssow having the information on the Comprehensive Plan.

Student Representative wished everyone Happy Holidays

Acting Chair McKinney thanked everyone for paying attention and moving the meeting along.

ADJOURNMENT

There being no further business to come before the Board, Acting Chair McKinney adjourned the meeting at 6:55 p.m. The next Regular Meeting is Tuesday, January 21, 2025 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.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved: _____

Library Director's Report

December 31, 2024

General Notes

In late October, we shipped our entire collection of the *Homer News* on microfilm to Ancestry.com. They spent a couple of months scanning and indexing the material, and I'm happy to report the entire archive (1954-2021) is now available online. You can access it from any computer in the library through the library's databases page, or you can see it from home if you have a personal subscription to Newspapers.com.

A region-wide power failure on Dec. 13 forced City buildings to close halfway through the day. The library's backup generator worked fine but the internet went down, which drove some patrons to read books instead. We were open from 10:00 to 11:30 and managed to get in one nearly-complete storytime.

On Dec. 17, Tom Kizzia and Rich Chiappone visited the library to talk about history and writing, drawing a crowd of 63 people. Tom received a well-deserved award from Representatives Andrew Gray and Sarah Vance.

The Giving Tree has been a big hit! As of Dec. 28, patrons had taken all the book tags off the tree, bought four books that weren't on the list, and donated \$440 in gift cards.

Starting in January, the library will host a monthly chess tournament for teens and adults, on the fourth Thursday of each month from 6:00-7:45.

Staff Notes

Director's meetings:

- Staff: 2
- LAB: 1
- FHL: 2
- Council: 0
- Department Heads: 1

- Other: Various meetings about installing the security grille, replacing the public computers

Facility

The front door was repaired on Dec. 4. On Dec. 5, technicians from Converjint replaced the computer and software controls that manage the library's HVAC system.

Library Advisory Board (LAB)

The LAB heard a presentation by representatives of the Southern Kenai Peninsula Resilience Coalition, who described their efforts to apply the Icelandic Prevention Model to Homer. The IPM focuses on giving youth lots of out-of-school activities as a way of reducing drug use. The LAB agreed to consider how the library might engage with this once the SKPRC comes up with a concrete plan. Separately, I presented a possible library budget for FY 26-27 which included 5% cuts across the board, and the LAB debated how those cuts would impact library services.

Friends of the Homer Library (FHL)

FHL reviewed some recent past events and considered changes to the logistics. There are a number of upcoming events: an author talk by Hal Shepherd in January, several more potential author talks in coming months, planning for the Celebration of Lifelong Learning, and so on.

On Dec. 8, board members rallied at a private home to fill out thank-you cards and stuff flyers for the annual membership drive.

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 Thursday, 1:00-3:00: Literary Ladies

- First and Third Thursdays, 5:30-7:30: Tech Help
- Second Wednesday, 4:45-5:45: Teen Advisory Board
- Third Thursday, 10:30-11:30: Radio Storytime on KBBI
- Fourth Tuesday, 4:30-6:30: FHL/HPL Book Club
- Fourth Thursday, 6:00-7:45: Monthly Chess Tournament
- 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

- Dec. 3, 12:30-3:25: Independent Living Center.
- Dec. 3, 4:30-6:30: Alaska Japanese Club.
- **Dec. 4, 10:00-11:00: Virtual author talk with Jeffrey Post on the Smithsonian National Gem Collection.**
- Dec. 4, 3:00-4:45: LEGO Club.
- **Dec. 5: Technicians from Convergent replace the computer and software controls that manage the library's HVAC system.**
- Dec. 10, 6:30-7:45: Discussion group on local issues.
- **Dec. 11, 10:00-11:00: Virtual author talk with Laura Dave, author of *The Night We Lost Him*, on pulse-pounding, family-driven mysteries.**
- Dec. 12, 4:30-5:45: Crafternoon for teens and tweens.
- **Dec. 13: A region-wide power failure forces City buildings to close at 11:30.**
- Dec. 17, 4:30-7:30: Food Not Bombs.
- **Dec. 17, 6:00-7:45: Tom Kizzia and Rich Chiappone discuss writing and history.**
- **Dec. 19: Digitization of the *Homer News* is complete and the link goes live on the library website.**
- Dec. 25: Library closed for Christmas Day.

2025

- Jan. 1: Library closed for New Year's Day.
- Jan. 2, 3:00-5:00: Showing of *The Princess Bride* in the meeting room.
- **Jan. 3: Sarah Singer joins the library staff as a Library Technician I.**

- **Jan. 15, 3:00-4:00: Virtual author talk with T.J. Klune, author of *The House in the Cerulean Sea* and *Somewhere Beyond the Sea*, on the magic of found family.**
- Jan. 21, 6:15-7:45: Kachemak Bay Swim Club.
- **Jan. 23, 10:00-11:00: Virtual author talk with Amanda Montell, author of *The Age of Magical Overthinking*, on modern irrationality.**
- **Jan. 23, 6:00-7:30: Local author Hal Shepherd visits the library to talk about his work on water quality and management across Alaska.**
- Jan. 27, 6:00-7:45: Monthly Chess Tournament.
- **Jan. 28, 9:00-10:00: Virtual author talk with Seth Fishman on working with a literary agent.**

Library Director's Report

January 31, 2025

General Notes

The western lot committee is ramping up again. The Friends placed an order for a wraparound tree bench on Jan. 31, and Public Works will acquire a standard bench for the western end of the trail, identical with the other benches they're ordering for Pioneer Avenue. We have a plan for the stump seating and the storywalk posts, so hopefully many of the project elements will be in place by the end of April.

Bill Jirsa, Susie Inglis and I gave a presentation about Artificial Intelligence at the high school on Jan. 22. This was a reprise of the AI discussion last October, but the crowd was very different. A lot of the students already had experience with AI and the questions were more technical.

Local author Hal Shepherd gave an author talk on the 23rd which was well-received.

Staff Notes

Sarah Singer joined the library staff as a part-time Library Technician I on Jan. 3.

Cinda Nofziger attended the LibLearnX conference in Phoenix from Jan. 22-27. She came back with all kinds of ideas. There was also a chance to meet colleagues from the Young Adult Library Services Association (YALSA).

I was out of town Jan. 10-19.

Director's meetings:

- Staff: 2
- LAB: 0
- FHL: 6
- Council: 2
- Department Heads: 1
- Other: AI presentation at HHS; clerks training; author talk with Hal Shepherd, budget meeting, various IT discussions

Facility

Renovations in study room 6 began on Jan. 29. All the built-in furniture has been removed, the carpet repaired and the walls painted. The next step is replacing part of the baseboard, then putting up sound-absorbent panels on the walls. The renovations in study room 5 seem to have paid off, as use of that room more than doubled afterwards.

Building Maintenance tinkered with the heating system and managed to solve the problems with really cold air in the break room. The back workroom and nearby areas remain very cold.

Library Advisory Board (LAB)

The January LAB meeting was canceled due to a thin agenda. There should be a lot to talk about in February, though!

Friends of the Homer Library (FHL)

The FHL board met on Jan. 15 and discussed upcoming events, including a couple of local-author talks and a poetry reading. In recognition of the 10-year anniversary of the Lit Lineup, we could arrange a visit by Lily Tuzroyluke (author of *Sivulliq*, this year's Alaska Reads title, which was featured on the Lit Lineup in 2024).

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
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Special Events

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- Jan. 11, 1:00-4:00: Seed Library packing party.
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- **Jan. 23, 6:00-7:30: Local author Hal Shepherd visits the library to talk about his work on water quality and management across Alaska.**
- Jan. 23, 6:00-7:30: Homer Book Club.
- Jan. 24, 1:00-2:30: Homer Farmer's Market.
- Jan. 25, 1:00-3:00: HOA Meeting.
- **Jan. 28, 9:00-10:00: Virtual author talk with Seth Fishman on working with a literary agent.**
- **Jan. 29: Renovations begin on study room 6.**
- Jan. 30, 5:00-7:45: Kachemak Bay Bridge Club.
- Feb. 1, 12:30-5:00: Kachemak Bay Bridge Club.
- **Feb. 4, 10:00-11:00: Virtual author talk with Sabrina Sholts, author of *The Human Disease: How We Create Pandemics, from Our Bodies to Our Beliefs*.**
- **Feb. 4, 4:30-6:30: Valentine Collage for teens with Megan DeCino.**
- **Feb. 7, 1:30-2:30: Fossils for kids with the Pratt Museum.**
- **Feb. 11, 3:00-4:00: Virtual author talk with Waubgeshig Rice, author of *Moon of the Turning Leaves*, on dystopian tropes from an indigenous perspective.**
- Feb. 17: Library closed for Presidents' Day.

- **Feb. 18, 10:00-11:00: Virtual author talk with Lee Hawkins, author of *I Am Nobody's Slave*.**
- **Feb. 18, 6:00-7:30: Beekeeping video and discussion.**
- Feb. 19, 12:45-2:30: Homer OPUS.

Homer Public Library Statistical Summary for 2025

Date: 14-Feb-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,671	0	0	0	0	0	0	0	0	0	0	0	14,671
*Physical Print/Audio/Video	11,415												11,415
*Other Physical items (n. 2)	126												126
*Alaska Digital Library	2,995												2,995
*Flipster e-magazines	13												13
*Kanopy streaming video	122												122
INTERLIBRARY LOANS													
Incoming (Borrowed)	21												21
Outgoing (Lent)	36												36
BUILDING USE													
Gate Count	9,261												9,261
Study Rooms (# of group sessions)	320												320
Study Rooms (# of people)	608												608
Meeting Room (# of group sessions)	32												32
Meeting Room (# of people)	308												308
INTERNET USE													
TOTAL (*Included)	2,377	0	0	0	0	0	0	0	0	0	0	0	2,377
*Wireless Internet sessions	1,259												1,259
*Hardwired Internet sessions	1,118												1,118
Website visits (sessions)	3,016												3,016
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,253	0	0	0	0	0	0	0	0	0	0	0	1,253
*Programs for Age 0-5	897												897
*Programs for Age 6-11	163												163
*Programs for Age 12-18	94												94
*Programs for Age 19+	34												34
*Programs for All Ages	65												65
OUTREACH													
# Events	4												4
# People	11												11
NEW CARDS ISSUED													
City	35												35
Borough	28												28
Temporary	0												0
Reciprocal	2												2
VOLUNTEER HOURS													
# of people	90												90
# of hours	231												231
MATERIALS ADDED													
Books	228												228
Audio	13												13
Video	26												26
Serials	0												0
Electronic Resources	55												55
MATERIALS REMOVED													
Books	33												33
Audio	20												20
Video	0												0
Serials	0												0
Electronic Resources	0												0
REVENUES DEPOSITED													
Fines/Fees/Copies	934.46	617.05											1,551.51
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants													0.00
TOTALS	934.46	617.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,551.51

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 2024

Date: 14-Feb-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 2024 Annual Report



On a rainy day in May, two dedicated patrons settled in for some serious entertainment.

- Jan. 1: The New Year opens with plans for major events, particularly the nationwide Big Read. The library has several projects underway, including replacing the chairs and upgrading technology. The balance in the library endowment fund stands at \$56,496.11.
- Jan. 5: Storytime Craft makes suet balls.
- Jan. 8: Council adopts Ordinance 23-49(S), which reorganizes the City administrative structure and creates standalone departments for the library and IT.

Highlights of 2024 included the Big Read in January and February, replacement chairs in April, the summer reading program in June and July, renovations to study room 5 in September and digitizing the *Homer News* archive in December. We encountered some financial turbulence in August, offset by a surge in donations in November. Through it all, the library benefitted from enormous infusions of labor and money from the Friends of the Library, the LAB, numerous businesses and community organizations, and many, many private citizens. Homer really is a unique place.

January

On January 8, Council passed Ordinance 23-49(S). Among other things, this ordinance establishes a standalone library department for the first time in 39 years. It also adds language to the Homer City Code mandating certain qualifications for the library director.

The National Endowment for the Arts (NEA) Big Read encourages communities all across the country to select from a shortlist of titles and build public programs around shared reading. For 2024, the Friends of the Library chose *The Cold Millions*, by Jess Walter, and paired it with *The Big Both Ways*, by John Straley. Both books explore social class, protest and economic hardship.

- Jan. 10: Virtual author talk by Rebecca Serle about multigenerational love stories.
- Jan. 11: The RFP for replacement library chairs closes.
- Jan. 13: Writing Circle with Richard Chiappone.
- Jan. 19: Big Read Kickoff at Alice's Champagne Palace, including a singalong with live music.
- Jan. 20: Plant Swap.
- Jan. 23: Virtual author talk by Rajiv Nagaich, author of *Your Retirement: Dream or Disaster*. Big Read Book Club discusses the Spokane riots.
- Jan. 24: Big Read Coffee Table on KBBI discusses themes from *The Cold Millions*.
- Jan. 25: Big Read Historical Homer—Clark Fair talks about his ongoing weekly column with the *Homer News*.
- Jan. 30: Virtual author talk with Dr. Robert Lustig on medicine and processed foods.
- Jan. 30: Big Read Book Club discusses the history of unions.
- Feb. 1-May 30: Art in the Library displays works by Andy Sonneborn.
- Feb. 1: Big Read Zoom with authors Jess Walter and John Straley, exploring their books *The Cold Millions* and *The Big Both Ways*. Hosted at the library.



Friends of the Library Coordinator Cheryl Illg and Trivia Master Kathleen Gustafson kicked off the Big Read on January 19.

The Big Read kicked off on Jan. 19 with a night of live music, singing and trivia at Alice's. Over the next 11 days, KBBI featured a book talk, Clark Fair gave a talk on the history of Homer and the Big Read Book Club met twice, talking about the Spokane Riots and the history of unions.

February

The Big Read continued through Feb. 17. The month featured exhibits and discussions, a Zoom talk with Tom Kizzia and both authors, a free-speech panel, a movie showing and more Big Read Book Club meetings. The grand finale starred numerous local citizens in *The Cold Millions Onstage with Pier One*, bringing to life historical speeches and songs from the labor movement.

A brief list of organizations that collaborated on the Big Read: Alice's Champagne Palace, Bunnell Street Arts Center, Homer Council on the Arts, Homer High School, Homer Senior Center, KBBI, Kenai Peninsula College, Ninilchik Library and Pier One Theatre. Individual volunteers are too numerous to list here, but our thanks also go out to all the FHL members and the helpers from the community. Particular recognition goes to Cheryl Illg and Mercedes Harness, who coordinated the schedule and improvised admirably when one of our major author visits fell through.

- Feb. 2: Alarm system replaced. Big Read Conversation about finding home and the local housing crisis. HCOA hosts the conversation and features an exhibit all through February.
- Feb. 4: Big Read explores Alaskan cultures in a new high school curriculum, hosted at the Bunnell Arts Center.
- Feb. 6: Big Read Book Club discusses indigenous perspectives.
- Feb. 8: Big Read book discussion at the Senior Center, followed by sharing stories about homesteading. Virtual author talk with Tessa Bailey on writing romantic comedies.
- Feb. 13: Big Read Book Club discusses leading women.
- Feb. 15: Big Read Book Circle invites elders and long-time locals to the Ninilchik Community Library to talk about *The Cold Millions* and share stories from early Ninilchik.
- Feb. 16 and 17: Big Read watches *The Cold Millions* on stage. Pier One presents historical speeches and songs from labor movements at Beluga Lake Lodge.
- Feb. 16: Big Read watches *Newsies* at the library.
- Feb. 28: Virtual author talk with Kim Scott on managing a workplace.



Paintings by Andy Sonneborn went up in the fireplace lounge on February 1.

March

On March 1, we put up a large display screen behind the front desk, as a way of advertising library resources and upcoming events. The LAB and FHL board held their annual potluck at the library on March 3, with excellent food and a chance to meet people that otherwise would never cross paths.



At the Celebration of Lifelong Learning on April 20, Spencer Co's family accepted the Youth Learner Award on his behalf.

- Mar. 1: A large display screen goes up at the front desk, displaying public announcements and news of upcoming programs.
- Mar. 5: Voznesenka School visits the library. Wii Sports for Tweens and Teens.
- Mar. 14: Showing of Spiderman: Into the Spiderverse.
- Mar. 27: Teens and Tweens Get Crafty.
- Apr. 2: New office chairs arrive at the library, replacing worn-out furniture throughout the building. Virtual author talk with Smithsonian curator Paula J. Johnson on the book *Smithsonian American Table: The Foods, People and Innovations That Feed Us*.
- Apr. 9: Virtual author Talk with Colum McCann and Diane Foley on their book *American Mother*, about the murder of Foley's son by ISIS terrorists. Homer High School students present a travelogue about their trip to Australia.
- Apr. 11: Cinda Nofziger, Cheryl Illg and Lyn Maslow present to the Downtown Rotary Club about the western lot project, as well as library and Friends of the Library programs.
- Apr. 12: Library staff play Dungeons and Dragons with teens.
- Apr. 17: Virtual author talk with Xochitl Gonzalez, author of *Anita de Monte Laughs Last*, about art and society in New York of the late 1990s.

April

On April 7, the HPL unveiled new library card designs, featuring the same illustrations that local artist Rachel Tussey produced for the Bookmobile. We also launched the library needs survey, which ran through July 31.

On April 9, students from Homer High School presented a travelogue about their trip to Australia. A dozen kids showed off pictures, told stories and raffled off small packages of vegemite.

The Celebration of Lifelong Learning featured monologues from three DDF students, the much-beloved trivia tree and silent auction, outstanding food and music, and excellent speeches from both awardees (Spencer Co delivered recorded remarks, while Nancy Lord gave her speech in person).

New chairs arrived, taking the place of the aging furniture throughout the building. Patrons particularly appreciated the new office-style chairs, which see heavy use all around the computer terminals.



Eager readers stormed the library for the Spring Book and Plant Sale on May 10 and 11.

May

The bookmobile loomed over the Safe and Healthy Kids Fair on May 4. More than 100 kids signed up for the summer reading program and did arts and crafts.

The Spring Book and Plant Sale on May 10-11 was successful as always! Shoppers arrived with empty bags, and some lined up at the front door before the library opened Saturday. Many thanks to the Friends of the Library

- Apr. 20: Celebration of Lifelong Learning, featuring food from the Tickled Pear, desserts from BB's Bakery, live music, a silent auction and a trivia tree. Monologues from three DDF students. Congratulations to Nancy Lord and Spencer Co, the adult and youth winners, respectively!
- Apr. 30: Crafternoon for teens and tweens.
- May 1: Virtual author talk with Douglas Brunt, author of *The Mysterious Case of Rudolf Diesel: Genius, Power and Deception on the Eve of World War I*, about the disappearance of the inventor of the diesel engine on Sept. 29, 1913.
- May 4: Bookmobile at the Safe and Healthy Kids Fair.
- May 8: The new lounge chairs are set up in the library. Virtual author talk with Nina Simon, author of *Mother-Daughter Murder Night*, about three amateur sleuths investigating a murder next door.
- May 10-11: Spring Book and Plant Sale.
- May 13: Wii sports for teens and tweens.
- May 14-16: Outreach sessions with Agnew::Beck on the Homer Comprehensive Plan.
- May 14: Poetry reading by local authors Wendy Erd, Linda Martin, Peter Kaufmann and Anne Coray.

Board members (Judy Gonsalves, Lyn Maslow, Ann Dixon, Sara Reinert, Lin Hampson, Linda Robinson, Shellie Worsfold, Sarah Brewer, Joy Steward and McKenna Black), as well as all the volunteers who made the sale possible: Marylou Burton, Eric Fenger, Barb Veeck, Michael McKinney, Bobby Copeland-McKinney, David Lewis, Cecelia Fitzpatrick, Jane Miles, Lolita Brache, Barbara Haynes, Deb Curtis, Carter Davis, Daniel Christ, Doug Baily, Landa Baily, Milli Martin, Annie Williams, Joleene Hooker and Karen McRae. Special thanks to Sara Reinert, Barb Veeck and Marylou Burton for sorting and storing books in preparation for the sale—a job that never ends!

On May 10, volunteers with the Christian Community Church turned out to help clean up the library grounds. They pulled a number of saplings out of the rock garden along the library's north wall and removed the potentilla bushes from the start of the Story Walk Trail, which required some heavy digging.



Four poets visited the library for a collaborative event on May 14.

On May 14, the library hosted a poetry reading with authors Wendy Erd, Linda Martin, Peter Kaufmann and Anne Coray. All four authors read excerpts from their work and took questions from the audience.

The summer reading program kicked off on the last day of the month. Hordes of small people played ring-toss, experimented with a marble maze, and made crafts out of Kleenex boxes and paper towel rolls.

- May 21: Virtual author talk with Rebecca F. Kuang, author of *Yellowface*, about envy and racism.
- May 31: Summer Reading Kick-off in the kids' room, featuring upcycle crafts.
- Jun. 1-Sept. 30: Art in the Library displays works by Bonnie Dupree.
- Jun. 3: Virtual author talk with Matt Shindell, curator of the Smithsonian Air and Space Museum, on his book *For the Love of Mars*.
- Jun. 5-Jul. 24: Girls Who Code for Teens and Tweens.
- Jun. 6-Jul. 25: Girls Who Code for elementary students.
- Jun. 6: Upcycle old t-shirts into pet toys for the animal shelter or to take home.
- Jun. 10-Jul. 29: Music, Movement and Making for babies through preschoolers features 20-25 minutes of a story, plus singing and dancing, and creative making with recycled materials.
- Jun. 10: Teens and Tweens do "fontomatopoeia" paintings for decorating the teen corner.
- Jun. 11-Jul. 30: Stories and Adventures with the Center for Alaskan Coastal Studies features read-alouds, games, and crafts in the woods west of the library.



Library staff welcomed volunteers to an appreciation lunch on June 25.

June

The summer reading program continued with coding workshops, author talks, special storytimes and events at Bishop's Beach and in the woods west of the library. Kids made pet toys out of old t-shirts, created paintings for the teen space, learned American Sign Language and enjoyed a "family spa day."

On June 25, the library workroom hosted a volunteer-appreciation lunch for all the groups that offer their time to support the library: the FHL board and the LAB; the regular volunteers who shelve, clean and repair books; the members of the Teen Advisory Board and the others who assist with youth events; the dozens who sort book donations, drive the bookmobile, read between the lines on the radio, and hang flyers around town; and the huge crowds who help out with the book and plant sales, the Celebration of Lifelong Learning, the chess club, the summer reading program, the author events and other special projects. FHL provided an outstanding selection of food and put up some impressive decorations. The list of invitees came to more than 90 people, of whom about a third managed to attend. Thank you all!

July

The summer reading program cruised on through July. Volunteers decorated the bookmobile and marched with it in the Fourth of July parade. Authors from across the country gave more presentations, and a Junior Iditarod racer visited the library with her retired sled dog. We saw more art and more Sign Language, plus LEGOs, movies and s'mores.

- Jun. 11: Storytime at Bishop's Beach includes songs, poems and a free book from the bookmobile. Touring author Ken Waldman reads for kids and performs on the fiddle.
- Jun. 12: Zoom author talk with Chris Grabenstein, Hena Kahn and Mychal Threats, live in the kids' room.
- Jun. 13: Upcycle old t-shirts into pet toys for the animal shelter or to take home. Virtual author talk with Frieda McFadden, author of *The Housemaid* and others, about writing psychological thrillers.
- Jun. 14: Family Spa Day includes a DIY bath bomb, a balm and a scrub to take home.
- Jun. 17: Artist David Braeme and teens and tweens do "fontomatopoeia" paintings for decorating the teen corner.
- Jun. 19: Showing of *Wall-e*, about a robot at the end of the world.
- Jun. 20: Virtual author talk with Tiffany Jewell, author of *Everything I Learned About Racism I Learned in School*, about racism in education.
- Jun. 24-26: Upcycled hand puppets.
- Jun. 27: Yoga for Teens and Tweens.
- Jul. 3: Pre-parade activity and sign up to walk with the bookmobile, library staff and Friends of the Library in the Independence Day parade.



Youth Services Librarian Cinda Nofziger set the tone for the July 4 parade.

The summer reading program party drew something like 100 attendees. The marimba was great, the hot dogs and ice cream outstanding, and many games and prizes got the kids wildly excited. Many thanks to Cinda Nofziger, Cheryl Illg and all the volunteers who helped out with setting up and serving throughout the event.

Overall, the summer reading program featured 95 programs and events, with 1,129 attendees. Nearly 300 people took part in the reading challenge and 123 completed it! A brief list of all the businesses and individuals who donated prizes and sponsored readers: The Alaska State Library, Susan Jeffres, the Homer Bookstore, Homer Emblem Club #350, Ulmer's Drug and Hardware, Homer's Jeans, Two Sisters Bakery, Wagon Wheel, Cycle Logical, Sustainable Wares, Saw and Cycle, Homer Art and Frame Co., Bubbles Soda Parlor, BB's Bakery, The Fringe, Coffee Smith Café, Swell Taco, Salmon Sisters, Nomar, Wayne Aderhold, Save U More and many anonymous individuals.

- Jul. 4: BOB the Bookmobile cruises in the Independence Day parade.
- Jul. 8-29: American Sign Language with Sherry Pederson.
- Jul. 9 and 11: Making reusable snack bags.
- Jul. 9: Virtual author talk with Newbery Award winner Kate DiCamillo, about the fun-loving pig Mercy Watson. Shown live in the kids' room.
- Jul. 15: Art for Teens and Tweens. Artist David Braeme helps kids with "fontomatopoeia" paintings for decorating the teen corner.
- Jul. 16: Virtual author talk with Max Brallier, author of the series *The Last Kids on Earth*. Shown live in the kids' room.
- Jul. 17-23: LEGO Contest drop off. Competitors bring their creations to the library for judging.
- Jul. 17: Showing of *The Mitchells vs. The Machines*, in which a family battles a robot uprising.
- Jul. 18: Yoga with Anna for Teens and Tweens.
- Jul. 19: Junior Iditarod Musher Addy and her retired leader dog visit the library.
- Jul. 22-26: Art with Sharlene creates art from recycled materials.
- Jul. 22: Spa Day for Teens and Tweens includes a DIY bath bomb, a balm and a scrub to take home.



Friends of the Library Board Members Judy Gonsalves and Joy Steward ran one of the most popular tables at the end-of-summer-reading party on July 27.

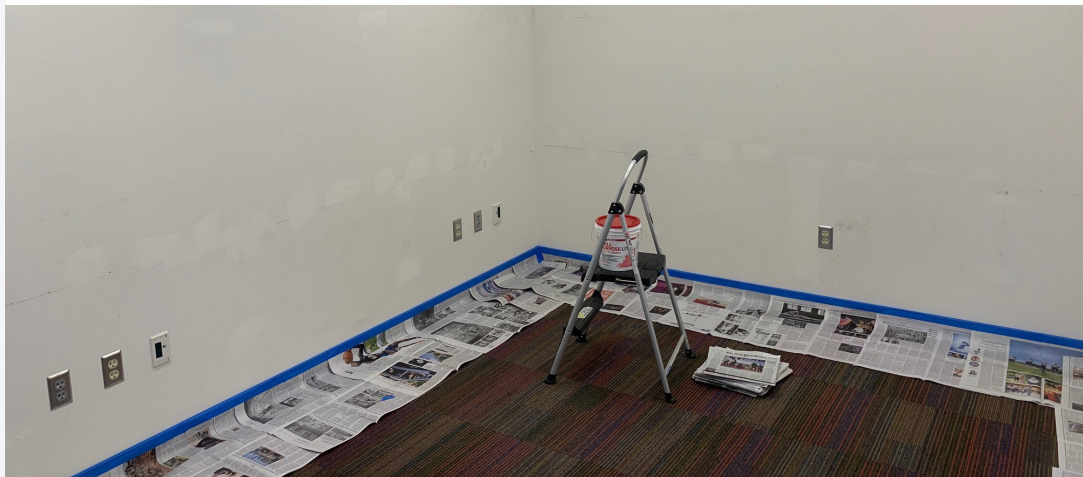
August

On August 16, the State Division of Libraries, Archives and Museums (LAM) announced major cuts to the Public Libraries Assistance (PLA) grants, reducing the per-library allocation from \$7,000 to \$1,829. Following public protest, the LAM restored the full amount of the grants in October.

Separately, the amount allocated to the State Library Electronic Doorway (SLED) dropped from \$500,000 to \$369,514. SLED provided 60 of the 68 databases available to patrons through our library website. Several small databases (LearningExpress, Auto Repair Source, Hobbies and Crafts Source, Home Improvement Source and Small Engine Repair Source) disappeared from the list.

Renovations began on study room 5, and we shifted furniture around on the main floor to create more open space and smooth the flow of traffic.

- Jul. 23: Virtual author talk with Elizabeth Acevedo, author of *The Poet X*, about using poetry to express hidden feelings, including a short workshop. Stories, S'mores and Science at Bishop's Beach.
- Jul. 25: Storytime on the Spit with Youth Services Librarian Cinda Nofziger.
- Jul. 26: End of the summer reading challenge.
- Jul. 27: End of summer reading party, with hot dogs from Global Federal Credit Union, ice cream from Udder Delights and marimba music from Shamwari.
- Jul. 31: Virtual author talk with Caldecott Medal winner Dan Santat, author of *A First Time for Everything*, about the practicalities of creating graphic novels.
- Aug. 7: Virtual author talk by Jennifer Levasseur, curator at the Smithsonian, about the International Space Station.
- Aug. 15: Virtual author talk with Irena Smith about the college-admissions process.
- Aug. 21: Virtual author talk with Shelby Van Pelt, author of *Remarkably Bright Creatures*.
- Aug. 22: Author talk by Susan Pope, author of *Rivers and Ice*, a memoir of life in Alaska.
- Aug. 29: Candidate Forum for Mayor and City Council, organized by KBBI, KDLL, the Peninsula Clarion and League of Women Voters.



Building Maintenance staff renovated study room 5 during September.

- Sept. 4: Sound Publishing, the publishers for the *Homer News*, kindly donate bound volumes containing the print run of the newspaper from 1976-2022.
- Sept. 6-7: Book and plant sale.
- Sept. 10: Virtual author talk with Garret Graff on the oral history of D-Day and the September 11 attacks.
- Sept. 13: *The Muppet Movie* in the meeting room.
- Sept. 18: Virtual author talk with Nate Klemp on living with an expansive mind in a distracted world.
- Sept. 21: Virtual author talk with Liane Moriarty explores character development.
- Sept. 26: Renovations on study room 5 are complete.
- Oct. 1: The library sends its microfilm records of the *Homer News* to Ancestry.com for digitization. After scanning the images and putting them up online, Ancestry provides a free link for Homer Public Library patrons. The microfilm returns to the library in January 2025.
- Oct. 2: Virtual author talk with scientists from the Smithsonian Tropical Research Institute offers a journey into the hidden world of tropical bats.



Bound volumes of the Homer News and Homer Tribune fill the compact shelves on September 4.

September

The *Homer News* closed its local office and took most of the furnishings and equipment up to Kenai. However, they donated bound volumes of the newspaper from 1975-2021 and some loose-leaf issues from the 1960s. The set now takes up nearly a complete range of the compact shelving in the staff area.

The Parks Division put in a ton of work on the western lot—grading the trail, clearing away underbrush, constructing bump-outs for the storywalk posts, and laying sod around the tree where the wraparound bench will someday go.

Building Maintenance completed the renovations on study room 5 on Sept. 26. Staff immediately labelled it the “executive suite,” but the room’s first use was as a gaming den for patrons playing Splendor.

- Oct. 9: The new digital resources page goes live on the library website. Virtual author talk with Silvia Moreno-Garcia on Latin American genre fiction. Mushroom stamp art.
- Oct. 10: Students from Voznesenka School visit the library. Chief Technology Officer Bill Jirsa, Special Projects Associate Susie Inglis and Library Director Dave Berry discuss and demonstrate Artificial Intelligence.
- Oct. 11: The Pratt Museum visits the library to introduce kids to owls.
- Oct. 22: Virtual author talk with Lori Gottlieb, author of *Maybe You Should Talk to Someone*.
- Oct. 25: Showing of *The Nightmare Before Christmas*, in which Halloween spirits attempt to take over the Christmas season.
- Oct. 29: Candidate Forum for House District 6, organized by KBBI, KDLL, the Peninsula Clarion and League of Women Voters.
- Oct. 30: Spooktacular teen and tween costume contest.
- Nov. 7: Virtual author talk with Stanley Milford, author of *The Paranormal Ranger*.
- Nov. 14: Virtual author talk with Javier Zamora, author of *Solito*, on childhood migration from Central America.
- Nov. 15: *The LEGO Batman Movie* in the meeting room.



The Parks Division cleared and regraded the trail on the western lot and prepared the site for the bench that will wrap around this tree, as seen on September 20.

The book and plant sale came off wonderfully, as always. Many volunteers work both sales during a given year, which is all the more impressive. Look at the list below, and compare it with the people who volunteered in May: The Friends of the Library board, Marylou Burton, Tom Goode, Eric Fenger, David Lewis, Stu Schmutzler, Beau Berryman, Michael McKinney, Bobby Paulino, Deb Curtis, Helen Armstrong, Charlie Barnwell, Sandy Early, Janet Fink, Gina Creedon, Janet Klein, Barbara Haynes, Jacque Peterson, Jenny Coyle, Milli Martin, Annie Williams, Kate Finn, Megan O'Neill, Carter Davis, Daniel Christ, Bonnie Jason, Ollie DeLyser, Mable DeLyser, Calvin Wedvik and Karen McRae.

Following extensive debate, the LAB approved the 2025-2029 Library Strategic Plan. Anticipating population growth, the plan identifies future needs for space, staffing, technology and collection development, as well as maintenance requirements for gradually aging infrastructure. Library services have improved greatly in the past several years, but plenty of opportunities remain!

- Nov. 16: Mr. Whitekeys visits Homer to talk about his new book, *The Voyage of the Alaska Union*. Hosted at Kachemak Bay Campus.
- Nov. 18: Games for teens.
- Nov. 20: Virtual author talk with Mona Susan Power, author of *A Council of Dolls*, on Native rights and culture in fiction.
- Nov. 27: The giving tree goes up in the library lobby. Over the course of December, patrons pick all 60 titles off the tree and donate \$440 in gift certificates for the Homer Bookstore.
- Nov. 30: Friends of the Library Pop-Up Plant Sale.
- Dec. 4: Virtual author talk with Jeffrey Post on the Smithsonian National Gem Collection.
- Dec. 5: Technicians from Convergent replace the computer and software controls that manage the library's HVAC system.
- Dec. 11: Virtual author talk with Laura Dave, author of *The Night We Lost Him*, on pulse-pounding, family-driven mysteries.
- Dec. 12: Crafternoon for teens and tweens.
- Dec. 13: A region-wide power failure forces City buildings to close at 11:30.
- Dec. 17: Tom Kizzia and Rich Chiappone discuss writing and history.



On October 10, Susie Inglis and Bill Jirsa visited the library to discuss recent developments in Artificial Intelligence.

October

The library hosted a discussion about Artificial Intelligence on Oct. 10. Chief Technology Officer Bill Jirsa and Special Projects Associate Susie Inglis visited the library to explore the evolution of AI, its impact on society, and what it can do, complete with a live demonstration. The audience of about 25 people chimed in with lots of questions.

On Oct. 29, about 40 people showed up to hear the candidates for House District 6 answer questions. As with last year's candidate fora, this one was organized by KBBI, KDLL, the Peninsula Clarion and the League of Women Voters.

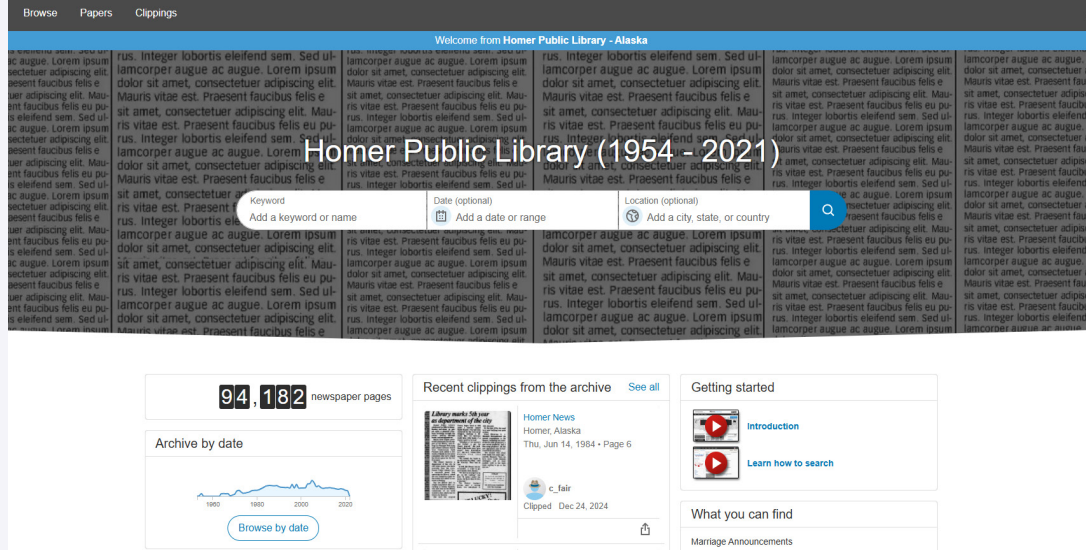
The library website got an overhaul, simplifying access to the 60+ subscription databases that provide everything from peer-reviewed articles to streaming videos. The list can be sorted by title, subject, content format and age group.

November

The library received a state grant for \$6,462 to offset the cost of providing internet service to the public. In the space of two months, four donors collectively contributed \$14,000 to the Library Endowment Fund. The Friends of the Library set up the giving tree on Nov. 27 and people purchased the first items that afternoon, starting a run that ended with patrons plucking all 60 book tags and donating \$440 worth of gift certificates to the Homer Bookstore.

The Teen Advisory Board gave a brief presentation at the start of the LAB meeting, describing some of their activities and advocating for a dedicated teen space in the library.

- Dec. 19: Digitization of the *Homer News* is complete and the link goes live on the library website.
- Dec. 31: The year ends with a sense of accomplishment and many plans for the future. The balance in the library endowment fund stands at \$81,842.72.



Newspapers.com finished digitizing the Homer News on December 19.

December

In late October, we shipped our entire collection of the *Homer News* on microfilm to Ancestry.com, the parent company of Newspapers.com. They spent a couple of months scanning and indexing the material, and the archive (1954-2021) became available online on Dec. 19. Patrons can access it from any computer in the library building, and anyone with a personal subscription to Newspapers.com can find it anywhere.

A region-wide power failure on Dec. 13 forced City buildings to close halfway through the day. The library's backup generator worked fine but the internet went down, which drove some patrons to read books instead. We stayed open from 10:00 to 11:30 and managed to get in one nearly-complete storytime.

On Dec. 17, Tom Kizzia and Rich Chiappone visited the library to talk about history and writing, drawing a crowd of 63 people. Tom received a well-deserved award from Representatives Andrew Gray and Sarah Vance.

Thank you!

Our deepest thanks to all those who supported the library over the past year. Many members of the public contributed their time, energy and money to guarantee the success of the institution. We here recognize those who donated to the library's long-term sustainability:

Library Endowment Fund

Anonymous (4)

Anonymous, in honor of Steve Gibson

Kathryn Anderson

Dave Berry

Kathy Carssow

Richard Chiappone

Kate Finn

Marcia Kuszmaul

Miller Morris, in honor of Dr. Ian Wisecarver

Lesa A. Osborne, in honor of Ann Keffer

Terri Spigelmyer and Andy Haas

Glen Williams, in memory of Gene Williams

Friends of Homer Public Library Endowment Fund

Harmon Clines

Patricia McNeill

Beverly Nikora

Joy Steward and Stu Schmutzler

2024 by the numbers at Homer Public Library



101,206

Visits to the library



170,248

Items checked out

674

New library cards issued

14,213

Patrons attended programs

1,129 attended

Summer Reading events

3,023 sessions

Study Rooms + Meeting Room

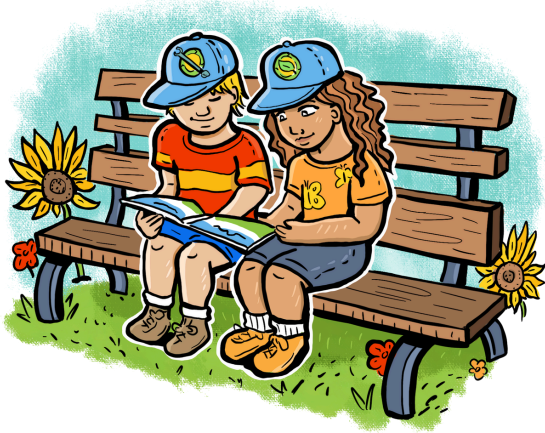
30,573 sessions

Public computers + library WiFi

3,076

Volunteer hours logged





SUMMER@ HPL 2024

... by the numbers at
Homer Public Library

293
Reading challenge
participants

123
People finished the
reading challenge!

26,200
Books + library
items circulated

95
Special events
& programs

1,129
Event
attendees

12
Community
collaborators

13
LEGO challenge
participants

9
Teen + tween
volunteers!

71
Community
donors

READ, RENEW, REPEAT

www.cityofhomer-ak.gov/library/summer-hpl-2024

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MEMORANDUM /AGENDA ITEM REPORT

Revisions to Library Policies

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: Nov. 20, 2024
From: Dave Berry, Library Director
Through:

In accordance with the LAB calendar, February is designated as the month for considering revisions to the library policies. Over the past year, staff and LAB members have suggested various revisions, which are summarized here:

- Page 31: Specify that users must be age 18+ to reserve the conference room
- Page 43: Remove the phrase “all financial donations” from the section about the fish wall, as the Friends of the Library feel this is too much of an administrative burden to track. They propose that the fish wall should only be used for people who specifically want to buy a fish (which can be done through a donation to either of the endowment funds)
- Page 47: Add a statement to the “Library Cards” section that cards which have been in expired status for seven years will be deleted from the system
- Page 60: Delete the sentences about ID, as we no longer require it for checking out a room. Remove the sentence about moving furniture, since we don’t care that much
- Page 68: Add relevant case laws as cited in the appendix from Board Member Haas (see below)
- Pages 90-91: Add an appendix with a summary of case law regarding materials challenges, provided by Board Member Haas
- Separate: Revise the Request for Reconsideration Form to include a sentence about the rights of parents and guardians in regard to their child’s reading

The attached draft documents incorporate all these changes in red text.

Recommendation:

Pass a motion recommending that City Council adopt revisions to the library policies.

Attachments:

Revised draft of the Homer Public Library Policies and Procedures

Revised draft of Request for Reconsideration Form

Memo re: Comments on Donor Recognition Policy

HOMER PUBLIC LIBRARY: REQUEST FOR RECONSIDERATION OF MATERIALS OR PROGRAMS

This form constitutes a written request for staff to reconsider materials in the collection or programs affiliated with the library. A separate form must be completed for each work and/or program in question. Incomplete forms will not be considered. A request for reconsideration of a program must be filed no later than five working days after the scheduled date of the event. Only residents of the library's service area may submit this form.

Parents or guardians are responsible for overseeing their child's choice of library resources, including both physical and online resources. Staff assist with, but do not control, the use of such resources.

Patron's Information

Do you represent: <input type="checkbox"/> Yourself <input type="checkbox"/> An organization <input type="checkbox"/> Other (specify below)	
Name	
Mailing address	
Phone or email	
Signature	Date

Information About the Work or Program

Type of material: <input type="checkbox"/> Book <input type="checkbox"/> Periodical <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Program <input type="checkbox"/> Other
Author/Performer
Title

Continued on reverse

What is your objection to this material or program? Please be specific and cite pages or scenes.	
Did you read, view or listen to the entire work or program? If not, what parts?	
What harm do you feel might result from reading, viewing or listening to this work or program?	
For what age group do you recommend this work or program?	
Have you read any reviews? If so, please provide a citation.	
Do you have a recommendation for other material that would provide information or perspective on this topic?	
What action do you wish the library to take?	
Staff member receiving form	Date



MEMORANDUM /AGENDA ITEM REPORT

Revisions to Library Policies

Item Type: Information memorandum
Prepared For: Library Advisory Board
Date: Feb. 4, 2025
From: Dave Berry, Library Director
Through:

Several members of the Friends of the Library board would like to ask the LAB to consider some revisions to the Donor Recognition Policy. A subcommittee of the board met on Jan. 21 to talk this over and the full board discussed it on Feb. 5. The general consensus holds that the fish wall should only recognize donations made to the two endowment funds in the Homer Foundation, and the board has no strong feelings regarding the dollar amounts for the fish.

More specific comments from the Friends are attached below.

Sara Reinert, 2/2/25 at 12:15 pm:

My proposal is the following:

1. Only donors to one of the two Endowed Homer Public Library Funds at the Homer Foundation are eligible for a fish. This recognizes donors for their long-term investment in the HPL.
2. The donation range would be \$1000-\$2499 for a small fish and at least \$2500 for a large fish (current is \$500-\$2499 for a small fish) within one calendar year.
3. Someone who donates monthly amounts would be eligible for a fish as long as the end-of-calendar-year total fits one of the categories in Item 2. (ex. a monthly donation of \$100 will = \$1200 at EOY, therefore eligible for a small fish)
4. At EOY, the Friends Treasurer will identify the names of any qualifying donors to the Friends Endowment Fund and provide those names to the appropriate representative of the LAB.

Judy Gonsalves, 2/2/25 at 9:48 pm:

LAB

Feb. 4, 2025

My input:

1. To keep it administratively simple, recognize donors who give directly to either of the library endowment funds at the Homer Foundation.
2. I'm fine with the current dollar amount thresholds that are currently in policy and I'd be OK with the thresholds increasing, too, if increasing was deemed appropriate and needed.
3. I'd support language policy that includes recurring (monthly or otherwise) donations throughout a calendar year vs just a one-time donation as is currently stated. Why not have both?

I'd love for FHL to be able to provide a unified voice of feedback on this, which may require a bit of good, healthy discussion. We weren't sure our Feb meeting was good timing for this discussion due to it being an annual meeting. Joy, you are correct; we did previously ask to hold off on discussing it until our March meeting, but the LAB wishes to address it at their February meeting. Thus, David's email to board members seeking our input now vs later.

My biggest concern was observing how much time our Coordinator has recently had to put into this donation policy. Sara suggesting the FHL treasurer take this on as an EOY task AND FHL recommending a policy language change to fish offered to just the donors to the Homer Foundation library endowment funds might be two solid recommendations right now.

Lyn Maslow, 2/2/25 at 9:47 pm:

I agree with Sara's recommendations.

Joy Steward, 2/3/25 at 10:28 am:

Sara's recommendations line up with my thinking. If we limit FHL fish to donors to FHL Endowment funds at the Homer Foundation it would reduce the need for Cheryl or Treasurer tracking general donors for the fish wall as the HF provides a list of the donors to our endowment funds at year's end.

Of course LAB will continue to recognize their donors how they see fit.

Recommendation:

For information.



HOMER PUBLIC LIBRARY

Policies and Procedures

August 2023

Contents

Purpose and Introduction.....	7
Purpose.....	7
Introduction	7
Mission Statement	8
Service Area	8
Staff Authority and Responsibilities	9
Access to Collections and Services.....	10
Homebound or Long-Distance Patrons	10
Patrons with Mobility, Vision or Hearing Impairments.....	10
Patrons who Require Assistance with Food, Housing, Job Searching or Education.....	10
Minors	11
Services Provided by Other Organizations	11
Collection Development	12
Collection Evaluation and Collection Goals.....	12
Intellectual Freedom.....	12
Cooperation.....	13
Selection Responsibility	14
Selection Criteria.....	14
Material Format.....	16
Collection Overview	16
Access to the internet.....	16
Adult fiction	16
Adult nonfiction.....	17
Alaska and local history materials.....	17

Audio.....	17
Children’s books, including easy readers, children’s and young adult materials.....	17
Duplicate titles	18
Electronic materials	18
Electronic databases.....	18
Foreign-language materials.....	18
Large Print and materials for the visually handicapped and the hearing-impaired	19
Periodicals and Newspapers	19
Rare and Expensive Books.....	19
Reference materials	19
Self-Published materials.....	19
Video	20
Other Collections.....	20
Acquisitions	20
Collection Maintenance	20
Copyright.....	21
Community Partnerships.....	22
Complaints	23
Complaints Regarding Library Programs or Materials	23
1. Oral Complaint to the Library Director.....	23
2. Written Complaint to the Library Director.....	24
3. Appeal to Library Advisory Board (LAB)	24
Complaints Regarding Library Facilities	26
1. Oral Complaint to the Library Director.....	26
2. Written Complaint to the Library Director.....	26

Complaints Regarding Personnel.....	26
Computers, Wi-fi and Internet Use	27
Statement of Responsibility	27
Access	27
Legal and Ethical Use	28
Privacy and Confidentiality	29
Access by Minors (under age 18).....	29
Further Information	30
Conference Room.....	31
Refreshments	31
Equipment.....	31
Conference Room and Video Conference Requests	32
User Responsibilities.....	32
Damaged, Lost or Overdue Materials	33
Overdue Materials	33
Lost Materials	33
Refund of Replacement Fees	33
Incomplete Materials	33
Damaged Materials	34
Materials Lost to Theft or Natural Causes	34
Displays and Exhibits	35
Bulletin Boards.....	35
Information Racks	35
Displaying Artwork, Collections, or Other Exhibits.....	36
Art in the Library Program	37

Donation Acceptance and Management.....	38
Materials	38
Artwork	38
Equipment and Other Physical Items.....	38
Funds	39
Securities, Real Estate and Other Non-Cash Donations	40
Other Information	41
Donor Recognition	42
Thank-You Cards	42
Homer Public Library Annual Report	42
Fish Plaque	43
Joint Letter of Appreciation.....	43
Exceptions	43
Fees.....	44
Holds.....	45
Interlibrary Loan	46
Library Cards	47
Permanent Cards	47
Permanent Cards for Juveniles	49
Temporary Cards.....	49
Temporary Cards for Juveniles.....	50
Reciprocal Cards	50
Institutional Cards.....	51
Lost, Stolen or Damaged Cards	51
Other Spaces	52

Fireplace Lounge	52
Joy Griffin Children’s Library	52
Plaza	52
Western Lot and Story Walk Trail	52
Privacy	53
Confidentiality of Library Records.....	53
Confidentiality of Internet and other Electronic Access	54
Programs Led by Library Staff or Friends of Homer Library.....	55
Co-Hosted Programs.....	55
Recording	56
Programs Organized by Community Groups or Individuals.....	57
Guidelines for Events	57
During Library Hours.....	58
Outside Library Hours	58
Solicitation, Petitions, and Distribution of Materials	59
Study Rooms	60
Unattended Children	62
User Conduct.....	63
General Guidelines	63
Volunteers.....	65
Application Process.....	65
Responsibilities	65
Appendices	67
Relevant Laws	68
Homer City Code	68

State of Alaska Statutes	68
United States Constitution, Code and Statutes.....	68
Case Law	68
Library Bill of Rights	69
Code of Ethics of the American Library Association	70
Freedom to Read Statement	72
Freedom to View Statement	77
Libraries: An American Value	78
Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights	80
Politics in American Libraries: An Interpretation of the Library Bill of Rights	83
Meeting Rooms: An Interpretation of the Library Bill of Rights.....	85
Labeling Systems: An Interpretation of the Library Bill of Rights	88
Case Law Regarding Access to Materials.....	90

Purpose and Introduction

PURPOSE

This document fulfills the following purposes:

- To define the purpose and mission of the Homer Public Library
- To define the responsibilities of staff towards patrons and the broader community
- To define the responsibilities of patrons towards one another
- To define the responsibilities of all parties towards the collections, equipment and physical facilities of the library.

INTRODUCTION

The library is, first and foremost, a public facility for use by all members of the community. As a public space, citizens have certain rights that might not be accorded to them in a private business or home. Conversely, standards of behavior in a public setting differ from what might be appropriate behind closed doors.

In determining what is and is not appropriate for the library setting, staff follow the golden rule: treat others as you would wish to be treated. The library serves a wide array of demographic groups with differing cultural and social expectations. Behavior is generally tolerated in the library provided that it does not violate the law, threaten or inconvenience others, damage the facility, or pose a risk to public safety (including the safety of the individual). That said, no written policy can cover every eventuality, and library staff have the authority to exercise judgment in resolving conflicts.

Finally, the library is also a community-owned facility, and its resources are public property. Staff purchase materials and equipment to serve the community at large, not merely one demographic or interest group. All library users are expected to treat the library's infrastructure with respect. Staff make and enforce rules to protect the library's property from loss or damage, or to recoup the costs of repairs and/or replacement.

MISSION STATEMENT

The mission statement of the library guides all the policies and procedures that follow:

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.

SERVICE AREA

The library's service area contains the City of Homer and the surrounding borough communities, including Anchor Point, Diamond Ridge, Fritz Creek, Kachemak Bay, Kachemak City, Kachemak Selo, Nanwalek, Nikolaevsk, Ninilchik, Port Graham, Razdolna, Seldovia and Voznesenka.

Staff Authority and Responsibilities

Library staff offer a specific range of services to the public. Staff responsibilities are defined by law and guided by the Code of Ethics of the American Library Association. Staff are also professionals, trusted to make decisions regarding the safe, competent and efficient operation of the institution. Staff are expected to serve the public without prejudice or partisanship, with courtesy towards all, and expect courtesy and respect from patrons in return.

Authority to enforce library policies (or make exceptions to those policies) rests with the library director or, in the director's absence, with the deputy library director. Under specific circumstances enumerated below, patrons may appeal the director's decision to the Library Advisory Board or the city manager.

Access to Collections and Services

The library strives to serve all patrons. Various accommodations are available for patrons who have difficulty accessing regular library services. The City's Americans with Disabilities Act (ADA) Advisory Board leads efforts to improve accessibility citywide. More information is available on the City website and through the city clerk's office.

HOMEBOUND OR LONG-DISTANCE PATRONS

The library website offers access to a variety of materials, including electronic books, newspapers, magazines, audiobooks and videos. There is also a limited homebound-delivery program in partnership with certain assisted-living facilities and schools; patrons interested in this program should contact the library director for details. Patrons who can reach the library building but do not wish to come inside can call the front desk at 907-235-3180 and have materials delivered to the curbside pickup station at the rear of the building.

Reference services are available on the library's website as well as through phone and email.

PATRONS WITH MOBILITY, VISION OR HEARING IMPAIRMENTS

The library building is wheelchair-friendly, and a wheelchair is available near the front entrance for patrons who wish to use it on the premises. Within the building, the library includes a large-print collection, magnifying equipment and audiobooks in a variety of formats. A videophone is available. All library Zoom programs are automatically closed-captioned and many—though not all—videos on DVD and the Kanopy streaming service also include captions.

PATRONS WHO REQUIRE ASSISTANCE WITH FOOD, HOUSING, JOB SEARCHING OR EDUCATION

Library staff routinely help patrons with searching for work, connecting to educational programs or taking tests. Study rooms may be used for completing online coursework or job interviews.

The library does not offer facilities for sleeping, eating or bathing. However, staff can provide referrals to other organizations that do. A public telephone is available near the front entrance and a list of community-service providers is posted in the restrooms. Staff can also answer reference inquiries.

MINORS

Responsibility for reading choices and information access by children rests with their parents and legal guardians, not the library. Parents or guardians are responsible for overseeing their child's choice of library resources, including both physical and online resources.

SERVICES PROVIDED BY OTHER ORGANIZATIONS

Library staff cannot provide medical, legal, financial, counseling or social work services. Staff will be happy to refer patrons who need such services to other organizations.

Collection Development

COLLECTION EVALUATION AND COLLECTION GOALS

The Homer Public Library strives to maintain a diverse collection to fulfill the many needs and interests of the Homer community. Reports are periodically run from the library's circulation and cataloging software, which provide information about the percentage of holdings in a particular subject area compared to the percentage of circulation from that area. These reports, analyzed by the collection development librarians, assist in determining how best to divide the acquisitions budget among the subject areas of the collection. A balance is sought between adding new materials to the most popular sections and strengthening sections containing old and outdated materials.

A top priority of the Homer Public Library is to systematically upgrade the average age of the collection, particularly nonfiction.

In addition, the Homer Public Library collection will be assessed according to the following criteria:

- Comparison to standard lists.
- Proportion of subject area in circulation at any given time.
- Age of publication.
- Representation of diverse viewpoints.
- Completeness of sets or series.
- Number of interlibrary loan requests.
- Number of reserves placed.
- Patron requests.

INTELLECTUAL FREEDOM

The library does not promote particular beliefs or views, nor does the selection of any item imply endorsement of its views. One of the essential purposes of the public library is to be a resource where individuals can examine many points of view and come to their own conclusions. The library attempts to provide materials representing different sides of controversial issues.

Access to library materials is not restricted beyond what is required to protect materials from theft or damage. Items are not labeled to indicate point of view or bias. The library assures free access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Responsibility for the reading choices and information access by children rests with their parents and legal guardians, not the library. Parents who wish to limit or restrict the reading of their own child should personally oversee that child's choice of library resources. Selection of library materials will not be inhibited by the possibility that items may be seen by children. The library encourages parents to be involved with their children's reading and library use and will work with parents to find materials they deem appropriate for their children.

COOPERATION

Cooperation is a basic tenet of library philosophy in Alaska and the United States. The Homer Public Library recognizes its responsibility to cooperate with other libraries in Homer, the Kenai Peninsula, Alaska, and nationwide.

The library on the Kachemak Bay Campus (KBC) of Kenai Peninsula College supports its institution's educational objectives with a collection emphasizing the humanities, applied science, art, office technology, marine sciences, and business management. While open to the public, non-students may only use KBC materials on-site.

Libraries in the public schools focus on educational and curriculum support. Responsibility for the provision of curriculum-related materials belongs properly to the schools, but the public library provides materials that complement local school library collections and enrich the needs of student borrowers of all ages.

Homer Public Library cooperates with the Pratt Museum in collecting material relating to Homer's history and culture. The Pratt Museum has a non-lending library which consists of museological, cultural history and natural history periodicals, books, and a vertical file of scholarly papers and pertinent subject information. The museum also houses an archive of various periodicals and local documents, a photo archive documenting local history, and a media collection of films,

audiocassettes and videotapes. Many of the Pratt's collections are available upon specific request to the Collections Manager.

As a member of Online Computer Library Center (OCLC), a worldwide bibliographic database cooperative, the library is able to provide interlibrary loan service for patrons with needs outside the scope of the Homer Public Library's collection. The OCLC database offers access to other libraries' resources throughout the state, the nation and the world. The Homer Public Library uses interlibrary loan both to supplement its resources and to lend materials to other libraries.

SELECTION RESPONSIBILITY

Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community. It is limited by factors such as materials budgets, space, and the content of existing collections.

The library director has the final responsibility for the maintenance and development of the collection of the Homer Public Library, operating within the framework of policies approved by the Library Advisory Board and adopted by the Homer City Council. Because the library director must be able to answer to the Advisory Board and the general public for actual selections made, the authority to reject or select any item rests with that position. Staff members assist the library director in the selection of materials.

The library encourages suggestions for purchase from patrons and staff. Interlibrary loan requests and questions from the public are considered for possible purchase suggestions. All purchase requests are reviewed to determine whether they fall within selection criteria.

SELECTION CRITERIA

Selection of materials is based on the professional judgment of the library staff, which is guided by the needs of the community and the balance and comprehensiveness of the collection. Selection is aided by reviews and other professional tools such as standard catalogs and bibliographies. Selection tools include, but are not limited to:

- Reviews in professional library journals or periodicals such as *Booklist*, *Library Journal*, *Publishers Weekly*, *Wilson's Core Collections*, *The Horn Book*, *Kirkus Reviews* and other professional publications.
- Internet resources for evaluation and selection such as the website of the American Library Association, Amazon.com, Common Sense Media, and professional media review sites.
- Individual subject expertise of staff or community members.
- Publisher catalogs.
- Standard bibliographies.

No single standard can be applied in all acquisition decisions. Some materials must be judged primarily on their artistic merits, some on their scholarship, and some on their value as human documents. Still others are intended to satisfy recreational and entertainment needs. Each will be considered in terms of the audience for whom it is intended. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Selection criteria considered in the evaluation and the re-evaluation of materials are:

- Cultural, recreational, informational and/or educational value.
- Local interest and potential use by library patrons.
- Usefulness in relation to other materials in the collection.
- Appearance of the item in standard bibliographies and review journals.
- Permanent significance.
- Accuracy, effectiveness, and timeliness of presentation.
- Artistic excellence.
- Qualifications and/or significance of the author.
- Suitability of physical form for library use.
- Availability of material in other library collections.
- Price.
- Library space.

Two categories excluded from the collection as clearly not within the selection criteria are 1) forms of expression that are unprotected by the First Amendment; and 2) explicit and direct instructions for the manufacture of contraband materials.

MATERIAL FORMAT

The library offers materials in a variety of formats to meet its goals and objectives. Materials may include books, CDs, electronic resources, microforms, newspapers and magazines, pamphlets, videos, and others. The library will not adopt new formats before they have demonstrated reliability and usefulness.

COLLECTION OVERVIEW

The library collection consists of books, audiobooks, magazines, newspapers, maps, videos, music and audio recordings and a variety of electronic resources.

In general, collection priority is given to:

- Currency. Collection emphasis is on up-to-date information.
- General treatments over those that are specialized, scholarly, or primarily for professional use.
- Works of broad popular appeal that meet the needs of the independent learner over textbooks or other materials that meet curriculum requirements of the formal student. Textbooks are generally not added to the collection unless little or no other material covers the topic. The library does not buy textbooks used by the local schools. School libraries are responsible for providing copies of course materials for their students.
- Unabridged editions over abridgments. Abridged editions will be considered only if they retain the flavor and quality of the original.

Access to the internet

The library maintains a collection of online resources, which may be accessed through personal devices and through computers owned by the library. See the section on computers, wi-fi and internet use for the library's policies governing access to such resources.

Adult fiction

In addition to well-known classics, the adult fiction collection provides a wide variety of popular reading materials of current and high interest to the public. Staff actively consider patron recommendations.

Adult nonfiction

The nonfiction collection includes materials that are of current interest and demand within the community. It represents a diverse collection in order to make the broadest array of topics and opinions available to patrons but is heavily oriented toward the interests and needs of the Homer community. Special emphasis goes to selecting titles dealing with health, boats and marine technology, construction, the arts, sustainability, self-sufficiency and travel.

The library collects basic books of faith as well as authoritative books on comparative religions but will not collect or accept doctrinal or instructional material in any field of religion. The library purchases materials of general historical importance rather than denominational content.

Alaska and local history materials

The Alaskan collection includes materials about Alaska and neighboring regions. The collection priorities of the Alaskan collection include:

- As complete coverage as possible of the immediate Homer area.
- Broad coverage of southcentral Alaska.
- Selected coverage of the rest of Alaska based on expected demand and popular appeal.

Some reference or rare materials will not be available for loan. The university libraries and the Alaska State Library maintain comprehensive Alaskan collections; many of these items are available to Homer Public Library patrons through interlibrary loan.

Audio

Recorded books in physical formats such as CDs and digital devices are available in the adult and juvenile sections of the library. The collections include popular fiction, classic titles, and nonfiction in unabridged and abridged editions. Music is available in the music collection and in the children's library, both in CD and vinyl format. Audiobooks and music are also available in downloadable electronic formats.

Children's books, including easy readers, children's and young adult materials

In selecting books for children, the library's goals are to develop a collection that satisfies children's informational, recreational, and cultural reading needs; to promote literacy; and to encourage a lifelong love of reading. The children's collections include:

- Picture books, beginning readers, and graphic novels.
- Juvenile nonfiction which informs children about their world. Authoritative, up-to-date and attractive materials in a variety of reading levels are sought.
- Juvenile fiction for elementary and middle school students.
- Young Adult fiction and nonfiction that appeal to teenagers and may deal with more adult issues than children's fiction. Books are selected to meet the informational, recreational and emotional concerns of youth in this age group, help them grow in understanding themselves and others, broaden their viewpoints, expand their reading ability and enjoyment, or simply for their reading pleasure.

Duplicate titles

Duplicate titles are purchased if long-term heavy demand is anticipated, but in general, multiple copies are not purchased due to fiscal limitations. Where the public interest is in the subject more than in a particular title, the library will purchase more copies of different titles instead of buying numerous copies of one title. This approach offers library users a collection with greater variety and depth.

Electronic materials

The library offers access to a range of online materials. Formats and availability change frequently, but staff aim to serve a wide variety of patron needs, including ebooks, e-audiobooks, digital magazines, and audio and video files.

Electronic databases

In addition to the general internet, the library may subscribe to specific databases of interest and usefulness to the community.

Foreign-language materials

The library maintains a small collection of foreign-language materials. The majority of these materials are in Russian. Subjects collected include Old Believer history and culture, Russian literature classics, folktales, craft books, materials for children, and translations of English-language novels.

Large Print and materials for the visually handicapped and the hearing-impaired

Large print materials purchased by the library are available for checkout and located in the Large Print section of the library. The library can also obtain materials from the Alaska State Library Talking Book Center. The Alaska State Library also offers services directly to individuals unable to read standard print material. Inquire at the front desk for information about applying for these services.

Periodicals and Newspapers

Periodical selection is based on the needs and tastes of the eclectic population in the Homer area. The library subscribes to local Homer periodicals and houses back issues in two formats: paper and microfilm. National- or state-level periodicals are purchased where local interest exists.

Rare and Expensive Books

The library maintains a small number of rare books that focus on Alaska and local history, but developing this collection is not a high priority for the library. In general, donations of rare or expensive books that lack a direct connection to the Homer area will be passed along to the Friends of the Homer Public Library for sale.

Reference materials

One of the library's primary collection development objectives is to provide accurate and useful information. To accomplish this objective, the library provides access to current and authoritative materials in a variety of formats. Resources include a selection of encyclopedias, atlases, almanacs, bibliographies, and dictionaries in paper and/or electronic formats, as well as electronic databases. Local and regional directories and information are maintained. Authority, organization, and currency of information are among the selection criteria, as well as whether the information is better obtained in another format, on the internet, or in databases.

Self-Published materials

In most cases, the library does not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for materials of local interest that meet the general selection criteria. Additional considerations include quality of editing and binding suitable for public use.

Video

The library collects videos that appeal to a wide range of patrons. Videos are selected from reviews, prior viewing, or the reputation of the makers and distributors. The library may also subscribe to streaming video services that curate their own offerings.

Other Collections

The library maintains a collection of board games, puzzles, video games and other forms of entertainment. The collection changes frequently and patrons should consult the library catalog to see the current holdings. **See the List of Equipment page for more information on specialized items such as projectors or tools.**

ACQUISITIONS

The library staff receives numerous catalogs, advertisements, and announcements from publishers, professional reviewing journals, and library vendors. Staff uses these materials, as well as patron requests and staff suggestions, as the beginning of the selection process. Reviews of each item are evaluated before deciding upon purchase. Staff members who are responsible for materials selection collaborate both informally and in periodic collection development meetings to discuss the merits of adding specific titles to the collections, as well as the strengths and weaknesses of the collection in general.

New materials are ordered through book and media vendors, publishers, and the local independent bookstore in Homer. The library purchases out-of-print materials from companies who specialize in locating hard-to-find books. The majority of the library's periodicals are managed by a periodical subscription service.

COLLECTION MAINTENANCE

Books are mended if, as a whole, they are in good shape and the mending will result in prolonged life of the books for additional circulations. Cumulative damage such as a large number of dirty or torn pages may result in withdrawal or replacement instead of mending.

Most repairs are completed on-site, but select books of long-term value to the collection are sent to a professional bindery when their bindings become worn-out or damaged and are not easily mended. These titles are usually popular, of local interest, and not available in hardcover bindings.

The purpose of a withdrawal policy is to ensure that the collection remains up-to-date and useful. The criteria used for selecting materials are also used to remove items from the collection. Materials that are no longer useful in light of stated objectives are systematically withdrawn from the collection.

Prime candidates for deselection are:

- Items which contain outdated or inaccurate information, unless of historical value.
- Superseded editions.
- Worn out or damaged items.
- Seldom-used materials.

Withdrawn materials are added to the Friends of the Homer Public Library's book sale. Proceeds from the sale will be used to purchase needed items for the library. Occasionally, discarded items are offered to other libraries, schools, or nonprofit groups. Items not distributed or sold are discarded.

COPYRIGHT

The Homer Public Library makes every attempt to abide by the copyright law of the United States (Title 17, U.S. Code). Patrons who use library materials are responsible for complying with current laws.

Community Partnerships

Homer Public Library recognizes that partnering with a wide variety of community organizations offers benefits to both parties. Many demographic groups pass through the library to take advantage of its information resources and event space. Outside organizations deliver valuable social services and community connections beyond the scope of city personnel.

The list below summarizes what the library can and cannot provide to outside organizations, but all arrangements with such organizations are still subject to approval by the library director, and exceptions may be made on a case-by-case basis. Programs run by library staff or the Friends of the Library are exempt from these restrictions.

The library will:

- Distribute information, including flyers and posters
- Allow use of the meeting room, subject to the same rules that apply to all users of the room

The library will not:

- Promote or endorse particular causes
- Serve as a collection point for donations
- Serve as a distribution point for physical goods
- Allow solicitation of funds or in-kind donations
- Provide advertising other than the bulletin board or the handouts station (i.e. no lawn signs or distribution of flyers inside the building)
- Provide staff time, services or equipment. Organizations are responsible for their own staffing and logistics
- Permit any use which violates the law or contravenes other library policies

Complaints

The library strives to provide the best services and collections possible, but complaints will inevitably arise. The process for handling complaints varies depending on the nature of the complaint.

COMPLAINTS REGARDING LIBRARY PROGRAMS OR MATERIALS

The library recognizes that within the Homer area there are groups and individuals with widely separate and diverse interests, backgrounds, cultural heritage, social values, and needs, and that some patrons may find some of the library's materials and/or programs offensive.

Library decisions are guided by an array of professional documents, including the Library Bill of Rights and the Code of Ethics. Selection of materials is not made on the basis of anticipated approval or disapproval of their contents and no library material is sequestered except to protect it from damage or theft. Concurrently, library programs are designed to serve a wide array of patron interests and a given program is neither included nor excluded on the grounds of controversial content. Upcoming events are advertised through routine channels and patrons are responsible for keeping up with their interests. **See the sections on Collection Development, Programs and the Appendices for further details.**

Individuals may request that the library reconsider materials or programs, following the process below. Questioned materials will not be removed or restricted at any point in this process until a final decision has been rendered, except as needed for review by library staff or the Library Advisory Board. Programs currently scheduled, including series, will go ahead as planned and will not be cancelled or delayed while the reconsideration process is underway; the outcome of the reconsideration process applies only to programs or series that are not yet scheduled.

The outcome of the process is considered final when the individual chooses not to appeal or when all appeals have been exhausted.

1. Oral Complaint to the Library Director

Any individual who has concerns about materials or programs may bring those concerns to the library director. The director will listen to the concerns, explain the policies on collection development and/or programs and determine what action, if any, to take. The director will also provide the patron with a written copy of the policies, if requested.

2. Written Complaint to the Library Director

A patron who resides within the library's service area may initiate a written request for reconsideration if the oral discussion does not resolve the issue. A complaint about a program must be filed no more than five working days after the scheduled date of the event.

1. The patron must submit a Request for Reconsideration form to the library director. A separate form must be completed for each individual work or program subject to complaint. Incomplete forms will not be considered.
2. Upon receiving the completed form, the library director shall:
 - a. Read, view or listen to the material in its entirety, or review available information about the program. If the work is currently checked out, this step will be suspended until the work is returned.
 - b. Consult reviews and recommended reading lists to assess the general opinion of the work in question. The director may choose to consult with other library staff.
 - c. Evaluate the work for its strengths and value as a whole and not in part, and apply all appropriate selection criteria.
3. Having thoroughly considered the complaint, the director may:
 - a. Retain the challenged work (or keep the program in mind for future scheduling),
 - b. Move the work to another location (or make changes to the program's format, audience, timing, etc. for future scheduling)
 - c. Remove the work from the collection (or remove the program from consideration for future scheduling).
4. In all cases, the director shall:
 - a. Provide a written response to the patron within 30 days, including a full explanation of the decision and information concerning the process to appeal. If more time is needed for reviewing materials, the written response shall notify the patron of that fact.
 - b. Advise the Library Advisory Board of the decision, either through a formal memo or as part of the monthly Director's Report at its next scheduled meeting.

3. Appeal to Library Advisory Board (LAB)

1. If the patron disagrees with the library director's decision, the patron may appeal to the Library Advisory Board by notifying the City Clerk's Office. The patron must provide a written

statement giving the basis for disagreeing with the library director's decision. The City Clerk's Office will include the statement, the director's written response, and the Request for Reconsideration form(s) in the packet for the next scheduled LAB meeting.

2. The LAB will review the packet materials and hear testimony from the patron and all interested members of the public. Testimony may be presented at the meeting or in writing.
3. The LAB shall entertain a motion on whether to consider the matter further.
4. If the LAB does not vote to proceed, the matter is closed. The LAB Chair will provide the patron with written notice of the outcome within 30 days.
5. If the LAB votes to proceed, the LAB shall schedule a public hearing at a special or regular meeting to address the request for reconsideration. The date for this meeting is at the LAB's discretion, but should allow sufficient time for members to review the work(s) or program(s) in full.
6. Prior to the meeting, all members of the LAB will read, view or listen to the work(s) in full. Where the complaint concerns programming, LAB members will review the same information available to the library director regarding the program(s).
7. At the meeting, the LAB will again accept public testimony and then vote on whether to uphold or overturn the library director's decision. Where multiple works or programs are at issue, a separate motion is required for every individual work or program. For materials complaints, members may vote on any work which the member has read, viewed or listened to in full, but must abstain from voting on works which the member has not read, viewed or listened to in full.
8. Once the LAB has voted, the LAB Chair will provide the patron with written notice of the outcome within 30 days.
9. **Any decision made by the LAB—whether to uphold or overturn the library director's decision—shall remain in effect for three full years from the date of the final LAB vote. No further appeals will be heard. No other reconsideration of this material or program will be addressed during that time period unless the grounds for complaint are substantially different from the previous reconsideration.**
10. At the expiration of the three-year period, all actions regarding the work(s) or program(s) become available:
 - a. A patron may initiate a new request for reconsideration

- b. The library director may place the work(s) back in the collection (if previously removed)
- c. The library director may place the work(s) in a new location, including the original location (if previously shifted to a different part of the collection)
- d. The library director may schedule the program(s) for future dates (if previously declined)
- e. The director shall notify the LAB in writing after taking any of the actions listed above.

COMPLAINTS REGARDING LIBRARY FACILITIES

1. Oral Complaint to the Library Director

Any individual who has concerns about library facilities should reach out to the library director. The director will endeavor to address the complaint where readily practical.

2. Written Complaint to the Library Director

When the complaint is of a nature that cannot easily be resolved, the patron may fill out a written complaint form and submit it to the director. The director will attach a written explanation of what action the library has already taken, then forward the form to the relevant City office for action. Where a complaint may fall within the scope of a board or commission, the director will forward the form to the staff liaison for that entity.

COMPLAINTS REGARDING PERSONNEL

Personnel actions are guided by the policies of the library and the City of Homer. Individuals should contact the library director with complaints regarding library staff or volunteers. The director will assess the situation and hear both sides of the issue before taking any action. Some cases may also require involvement by the city manager and/or the director of Human Resources.

Computers, Wi-fi and Internet Use

To fulfill the mission of providing public access to information resources and opportunities for lifelong learning, the Homer Public Library offers free access to the internet and other computer resources. The following policy discusses the library's rules and regulations regarding internet use in the library and compliance with federal law.

STATEMENT OF RESPONSIBILITY

The Homer Public Library does not control the accuracy, authoritativeness, or suitability of information on the internet and is not responsible for its content. The library does not endorse any products, sites, or material on the internet. Patrons' use of the internet is at their own risk. In no event will the Homer Public Library be held liable for any claims arising, or resulting, from the use of the internet or any of the library's computer resources.

Library staff follow generally accepted library practices to choose links to the library's home page. The library is not responsible for changes in content of the sources to which it is linked, or for the content of sources accessed through secondary links. The library is not responsible for any online breakdowns by the internet provider(s), or for any malware downloaded by any user.

The library reserves the right to take appropriate action to ensure compliance with this policy.

ACCESS

The Homer Public Library affirms the right of every individual to have access to constitutionally protected material. Internet and computer resources, like all other library information, are provided equally to all library users free of charge.

The library also affirms the right and responsibility of parents to determine and monitor their own children's use of all library materials and resources.

The Homer Public Library is guided by the following statements from the American Library Association on access to information, all of which are included in the appendices to this document:

- The Library Bill of Rights
- Freedom to Read Statement

- Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

LEGAL AND ETHICAL USE

All existing library policies and local, state, and federal laws apply to the library's computer resources. Violation of any laws or regulations may result in loss of library privileges (Homer City Code Section 2.48.070), or possible civil or criminal penalties. The library recognizes that electronic information on the internet may contain material that is inappropriate or offensive to children and patrons of all ages. The library requires that all library patrons using the library's internet connection do so within these guidelines of appropriate and acceptable use.

The following are unacceptable:

- Any use of electronic information which results in the harassment of others;
- Use of electronic information networks which violates a Federal or State law;
- Unauthorized duplication of protected software or licensing agreements, including but not exclusively, "hacking;"
- Destruction, damage to, or unauthorized alteration of the library's computer equipment;
- Behaving in a manner that is disruptive to others;
- Accessing child pornography;
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors.
- Display of sexually explicit images at any computer in the library in public view is prohibited and may result in loss of library privileges and possible civil or criminal penalties.

The library reserves the right to classify any action, access, or operation on the internet inappropriate and ban its use by patrons.

All internet users should avoid disclosing personal information over the internet to preserve their own personal safety. Library internet users are prohibited by law from disclosing, using, or disseminating personal information regarding minors without written authorization of the parent or legal guardian of the minors involved.

PRIVACY AND CONFIDENTIALITY

Internet and other computer use in the library will be considered protected by the confidentiality of library records under Alaska Statutes Section 40.25.140. Any information that identifies internet users with specific materials or subject matters is considered confidential. Such records shall not be made available to any agency of local, state or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of federal, state, or local law relating to criminal, civil or administrative discovery procedures or legislative investigatory power. Homer Public Library resists the issuance or enforcement of any such process, order or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction.

While the library is sensitive to a patron's need for privacy in using all library resources, the library cannot guarantee a patron's privacy while using computer resources. All patrons are expected to respect the privacy of others.

Patrons should be aware that the library's wireless network is not encrypted and devices will not be isolated from other users or potential eavesdroppers. Patrons are advised to refrain from connecting any device, especially those containing sensitive data, without first fully securing the device. While connected, patrons should avoid performing tasks that are considered confidential without first creating a strongly encrypted and secure connection to the remote computer, service or webpage. Library staff can help with basic technology questions but patrons are ultimately responsible for their own security.

ACCESS BY MINORS (UNDER AGE 18)

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, and must guide their children in use of the internet and inform them about materials they should not use. Library staff can assist youth and parents in assessing the benefits and risks of internet use for children.

When using electronic mail or other forms of direct electronic communication, the library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.

- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make you uncomfortable.
- Have parents or guardians report incidents to the National Center for Missing and Exploited Children at 1-800-843-5678 if they become aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that not everything you read is true.

FURTHER INFORMATION

- Homer Public Library's webpage on Kids and Digital Media
- Homer Public Library's webpage on Resources for Parents
- NetSmartzKids
- National Children's Advocacy Center
- ConnectSafely

Conference Room

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.
- Use of the conference room must be scheduled in advance.
- **The individual making the reservation must be age 18 or older.**
- All meetings, programs and video conferences during hours when the library is open to the general public must be free and open to the public. Private events may be scheduled after hours for a rental fee.
- Conference room capacity of 46 people may not be exceeded.
- Meetings must end 15 minutes before other scheduled meetings and before the library closes.
- Library staff reserve the right to rescind permission to use the conference room and may 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

The conference room includes various pieces of equipment for on-premise use, and other equipment is available for checkout. Library staff will explain the proper use of library equipment before it is operated by non-staff users. The library is not responsible for any damage to users' equipment.

Use of conference room equipment is subject to the same rules as other computer equipment throughout the building.

CONFERENCE ROOM AND VIDEO CONFERENCE REQUESTS

- 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.

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.

Damaged, Lost or Overdue Materials

OVERDUE MATERIALS

Patrons who do not return overdue library materials after receiving two notices will have their accounts blocked until library material is returned or compensated for. Patrons with large delinquencies will be referred to a collection agency and will be charged an additional administration fee, as well as all collection agency fees.

LOST MATERIALS

- A patron will be charged the cost of the lost item plus a processing fee.
- A patron should not purchase a replacement copy of a lost item; the library may choose not to accept a replacement item due to a variety of circumstances (e.g., the item has a reinforced binding, there is a newer edition, or more current information is available in a different item).
- After an item has spent 60 days in lost status, patrons will be charged replacement cost and a processing fee even if the item is returned.

REFUND OF REPLACEMENT FEES

The amount paid for a lost book that is later found and returned in good condition to the library can be refunded within 60 days of being marked lost.

INCOMPLETE MATERIALS

If an item is returned missing a part, it will not be checked in. If the patron does not return the missing part within 6 weeks, the patron will be charged a non-refundable replacement fee as well as a processing fee.

DAMAGED MATERIALS

If an item is returned damaged due to negligence by the patron, the patron may be assessed a fee for the repair. If the item has been damaged beyond repair, the patron will be charged a replacement fee plus a processing fee.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

- Charges for materials lost or destroyed by natural causes such as fire or flood may be waived at the discretion of library staff.
- The library may request documentation of the loss.
- The library will furnish a list of borrowed materials with costs for insurance purposes if asked to do so.

Displays and Exhibits

BULLETIN BOARDS

As a service to the City of Homer, the library is a designated posting place for notices issued by the City. Space permitting, other public notices that meet the following guidelines will be posted.

- Official notices of borough, state, and federal agencies relevant to the Homer area.
- Notices for public meetings and events for non-profit organizations.
- Notices of educational courses sponsored by a recognized community organization (but not those publicizing instruction by individual teachers or private firms).

All noticed events must be open to the general public. Notices must be dated and include the name of the sponsoring organization. Library bulletin boards may not be used for commercial sales, personal services, or advertisements for political candidates, parties, and causes.

If bulletin board space becomes insufficient to contain the volume of notices requested for posting, the following restrictions apply:

- Priority is given to events occurring within the library's area of service.
- Notices will be no larger than 8.5 x 11."
- Only one notice per organization may be posted at a time.
- Items will be posted for no more than two weeks.
- Items will be posted for one-time but not recurring events.

Posting of notices does not imply endorsement by the library or the City of Homer. All decisions on posting notices are at the discretion of the library director.

INFORMATION RACKS

The library has limited space for brochures and informational handouts. Materials relating to the library will have first priority. Space permitting, materials meeting the following guidelines may be made available for the public:

- Information produced by city, borough, state, and federal agencies.

- Informational materials from non-profit organizations.
- Information about educational courses and resources sponsored by a recognized community organization (but not those publicizing instruction by individual teachers or private firms).
- All materials must have relevance to the Homer community.

DISPLAYING ARTWORK, COLLECTIONS, OR OTHER EXHIBITS

As part of its public service and information mission, the library makes available designated display and exhibit areas to non-profit groups engaged in educational, cultural, intellectual, or charitable activities.

General guidelines:

- The provision of display space for public use does not constitute library endorsement of the beliefs or viewpoints advocated by the displays, or the organization responsible for the displays.
- Decisions regarding exhibits shall be at the discretion of the library director. Due to limited space, the library director will consider the display's value to the community and will balance a variety of community interests over time.
- The general well-being, safety, maintenance, and good order of the Homer Public Library will take precedence over the agreement to mount or otherwise show exhibitions in library spaces.
- The library does not accept any responsibility for loss or damage of exhibited materials. An owner may wish to obtain private insurance for valuables.
- Individuals and/or groups that submit items for display accept full responsibility for the proper installation, display, and upkeep of materials chosen for exhibition. All installations and related processes must be approved by the appropriate staff of the Homer Public Library.
- Artwork or exhibit items may not be offered for sale while on display in the library, except to benefit the library or Friends of the Homer Library.
- Exhibit-related events using the library grounds and interior spaces must be incorporated into the library schedule through the same process as all other events, and the same rules regarding conduct and facility use apply.

- Unless the library has been retained for private, after-hours use, all exhibition openings and related events must be open to the public and free of charge.

ART IN THE LIBRARY PROGRAM

The Friends of Homer Library (FHL) operate the ongoing Art in the Library program, which displays works by local artists for three months at a time. In late summer, the Friends put out a call for participation, and artists are invited to submit works for display. Works are chosen by a committee composed of the library director, one Library Advisory Board (LAB) member, one member of FHL (who is not also a LAB member) and one member of the Parks, Art, Recreation, and Culture Advisory Committee. The library director holds final review authority over all recommendations made by the committee.

The committee recognizes that tastes and preferences in artwork vary widely and that freedom of expression and access to alternative perspectives are among the highest national values. It also recognizes that the public library is a space in which all segments of society are welcome and encouraged to participate in all its services and activities without barrier; these considerations require sensitivity in the selection process.

Donation Acceptance and Management

The library welcomes donations of materials, funds and other real property, provided such donations align with the library's mission. Donations will be managed differently depending on the type of donation and its uses. Donations made directly to the library or the Library Endowment Fund will be used for purchasing materials, upgrading or replacing equipment, and improving facilities and services. Donations made to the Friends of the Homer Public Library (FHL) or the FHL Endowment Fund will support that organization's mission, "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."

As a general rule, the library and FHL cannot accept restrictions for specific purposes, such as particular collections or programs. Donors who wish to make a gift for a specific purpose should contact the library director to discuss options.

MATERIALS

The library director shall be authorized to accept gifts of materials on behalf of the library. The library adds gift materials to the collection with the understanding that such material is an integral part of the collection. The library will not set up special collections and will not permit circulation restrictions or stipulations for future use. Books and other materials not deemed appropriate for inclusion in the library collection may be offered to other libraries or institutions or offered for sale.

ARTWORK

All donations of artwork are referred to the Parks, Art, Recreation and Culture Advisory Commission (PARCAC), which evaluates donations in accordance with its policies.

EQUIPMENT AND OTHER PHYSICAL ITEMS

When considering any gift, the library director may solicit the recommendation of a gift acceptance committee, a group made up of advisors knowledgeable about financial, legal, and community matters, to be chosen by the library director. Authority for accepting or rejecting gifts resides with the library director, although high-value gifts may require further approval of the Library Advisory Board

and/or the Homer City Council. Gifts that may require an opinion from the gift acceptance committee include, but are not limited to, the following:

- Any gift with recognition requirements other than those ordinarily provided by the library or Friends of the Homer Public Library (FHL).
- Gifts of valuables that will encumber the library either financially or administratively.
- Large or highly specialized equipment, which requires operator expertise beyond that normally held by library staff.

Because of limited space, as a general rule the library is unable to accept donations of furnishings or other tangible personal property given on condition that these items be retained by or displayed at the library.

FUNDS

Financial donations to benefit the library can be made in two ways: directly to the library or to the Friends of the Homer Public Library (FHL), an independent, nonprofit 501(c)3 organization.

Donations to the library supplement materials for the library's collection, purchases or upgrades for library equipment, and improvements or repairs to library facilities and services. Donations to FHL benefit the organization's mission: to support library programs and services, enrich the library experience, and promote use and enjoyment of the library.

To make a gift to the library or FHL for immediate or specific use, contact the library director or visit the Friends' donate page on the FHL website.

To make a significant gift or planned gift for sustained support over time, visit the Homer Foundation. The Homer Foundation's tax ID number is 92-0139183. Homer Public Library benefits from three separate funds, all managed by the Homer Foundation:

- The Library Endowment Fund supplements the library budget in the same manner as a direct donation to the library. The endowment fund is a permanent investment account, and money invested there pays dividends to support library operations indefinitely.
- The Friends of the Homer Public Library Endowment Fund supports FHL's mission and long-term success. The FHL endowment fund provides permanent support for FHL activities.

- The Friends of the Homer Public Library Stewardship Fund is a non-endowed fund. This fund differs from the endowments in that money invested here is available for FHL to withdraw and spend on activities. A donation to the stewardship fund is the equivalent of a cash or check donation directly to the FHL coordinator.

Donations through the Homer Foundation should comply with the Homer Foundation's gift-acceptance policy.

SECURITIES, REAL ESTATE AND OTHER NON-CASH DONATIONS

On behalf of the two endowment funds, The Homer Foundation (tax ID # 92-0139183) can accept donations in all of the following categories, with the understanding that such donations will usually be liquidated and the resulting monies deposited in the designated fund. All gifts should be considered in the context of preserving the Foundation's public support test and avoiding exposure to any significant monetary obligation or any legal or ethical problems.

- Marketable securities and bonds
- Cash and cash equivalents (including estate remainders)
- Gifts of usable furniture and equipment
- Gifts of precious metals, where the value is easily established
- Insurance policies, where the donor pays any annual premium, and Individual Retirement Accounts. Such donations should name the Homer Foundation's Friends of the Homer Public Library Endowment Fund or the Homer Foundation's Library Endowment Fund as beneficiary.

The Homer Foundation also can accept the following types of donations, although such gifts may require review by the Foundation's Gift Acceptance Committee:

- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. The donor must provide an appraisal by a qualified appraiser, completed within the previous 12 months.
- Gift annuities.
- Charitable Remainder or Lead trusts.

- Named endowment funds.

OTHER INFORMATION

The library does not accept donations that are not outright gifts. The library and the Friends of the Homer Public Library reserve the right to decline any gift that interferes with the library's ability to fulfill its mission or that unduly encumbers either the library or the City of Homer.

The library cannot legally appraise gifts for tax purposes. Upon request, donors will be provided a signed and dated gift statement as a receipt.

Donor Recognition

Homer Public Library is grateful for the extensive donations of money, time, materials and other real property that the community has offered for decades. While the library cannot recognize all donations individually, the following pages lay out the process for showing appreciation.

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 preceding 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 and contact information 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.

HOMER PUBLIC LIBRARY ANNUAL REPORT

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

FISH PLAQUE

- Description: A copper fish bearing the donor's name or inscription will be added to the fish wall outside the entrance of the library.
- Scope: ~~Recognizes all financial donations during the preceding year, not only those given to the endowment funds.~~ Recognizes donors who specifically request a fish, and contribute the requisite amount to either of 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 contract with a metalsmith to manufacture the fish.
- 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. Donors who have donated over multiple years can have multiple fish on the wall.

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.

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.

Fees

The library endeavors to provide services at the lowest possible cost to patrons. However, some services charge a fee to offset the cost of materials and/or staff time. The website of the Homer City Clerks displays the most recent fee schedule for all City services.

Holds

- When the library owns an item which is not immediately available, it can be placed on hold (i.e., reserved) at a patron's request. When the item becomes available, it will be set aside and the patron will receive notice that it is ready for pickup.
- Holds are retained for a set period after notice is issued. If it is not picked up in that time, it will be reshelfed or passed to the next patron on the holds list.
- Patrons can also place holds themselves through the library's online catalog.
- An item which is checked out cannot be renewed if it is on hold for another patron. Such items should be returned by their original due date.

Interlibrary Loan

Interlibrary loan (ILL) services shall be used to obtain materials and information not available at Home Public Library. Materials may be borrowed from other libraries even if the items do not fit HPL's selection criteria, are out of print, or do not see sufficient demand for HPL to purchase.

Patrons wishing to use HPL's interlibrary loan services should be aware of the following:

- HPL charges a fee for ILL service, and the lending institution may also charge. Patrons may place a limit on acceptable charges, with the understanding that items may not be obtainable below that limit.
- Staff attempt to fulfill ILL requests, but not all materials are obtainable. There is no charge to the patron if staff are unable to complete a request.
- Materials borrowed from other sources circulate according to the policies of the lending institution. Patrons will be charged for lost or damaged items in accordance with those policies.

Library Cards

- A patron may have only one library account.
- A patron must have an account in good standing to borrow materials.
- A patron's account will be blocked, and no services may be obtained with it, if the patron owes \$10.00 or more in unpaid fines and/or fees.
- The guardians listed on the account are responsible for paying any fines and/or fees on the accounts of juveniles under their guardianship.
- At patron request, library staff will renew overdue materials that have not reached the maximum renewal limit, even if a patron's card is blocked. An item that has been placed on hold by another patron may not be renewed.
- Library cards that have been in "expired" status for seven years or more will be deleted from the system.

PERMANENT CARDS

Any adult residing or owning property in the Homer Public Library service area is eligible for a permanent library card. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any charges incurred. A permanent card allows patrons to check out up to 25 items at a time. The first card is free and must be renewed every two years. Lost cards may be replaced for a small fee.

Requirements for a Permanent Library Card:

1. Apply in person
2. Supply proof of identity
 - Valid driver's license OR
 - Government-issued photo identification OR
 - School identification card
3. Supply proof of residency or land ownership in the library service area

Applicants must reside at a documented address or own property within the library service area. The Homer Public Library service area includes:

- Anchor Point

- Diamond Ridge
- Fritz Creek
- Halibut Cove
- Happy Valley
- Homer City
- Kachemak City
- Kachemak Selo
- Nanwalek
- Nikolaevsk
- Ninilchik
- Port Graham
- Razdolna
- Seldovia
- Voznesenka

Acceptable proof of local residency or land ownership within the library service area includes:

- Valid Alaska driver's license or other government-issued document showing local address
- Cancelled mail addressed to the applicant postmarked within the last 30 days
- Voter registration card with local precinct
- Recent utility bill showing physical address, printed or on an electronic device
- Preprinted check from a local bank imprinted with local address
- Real estate property ownership, which may be verified on the Borough website
- Current rent bill or signed lease agreement with local address

Important Notes:

- General Delivery or delivery c/o (care of) is not an acceptable address for a permanent card.
- Proof of change of address is required when mail has been returned.
- Patrons who move out of the service area and who no longer meet the requirements of a permanent card are eligible for a temporary card.

PERMANENT CARDS FOR JUVENILES

Requirements for a Juvenile Permanent Library Card:

1. Parent or guardian must apply in person
2. Parent or guardian must supply proof of identity
 - Valid driver's license OR
 - Government-issued photo identification OR
 - School identification card
3. Parent or guardian must supply proof of residency or land ownership in the library service area

Persons under 18 years of age are considered juveniles. By applying for a juvenile permanent card, the parent or guardian accepts responsibility for library materials and services used by the juvenile, as well as the juvenile's conduct on library premises. Juveniles may check out up to 25 items at a time on a permanent card. The parent or guardian's library account must be in good standing before any new cards will be issued.

TEMPORARY CARDS

Temporary cards are issued to people who plan to be in the service area for six months or less or do not have proof of local residency. A temporary card is available for a small fee and is valid for six months. Temporary card holders may check out up to ten items at a time. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A patron may not have more than one valid Homer Public Library card. Temporary cards may not be used for interlibrary loan (ILL).

Requirements for a Temporary Library Card:

1. Apply in person
2. Supply proof of identity
 - Valid driver's license OR
 - Government-issued photo identification OR
 - School identification card
3. Supply proof of mailing address

- Valid driver's license or other government-issued document showing mailing address
OR
- Evidence of cancelled mail addressed to the applicant postmarked within the last 30 days

A local address may be given in addition if available. General Delivery or delivery c/o (care of) is not acceptable as a mailing address for a temporary card. Both may be used as a supplemental local address.

TEMPORARY CARDS FOR JUVENILES

Persons under 18 years of age are considered juveniles. By applying for a juvenile temporary card, the parent or guardian accepts responsibility for library materials and services used by the juvenile as well as the juvenile's conduct on library premises. If the parent or guardian has a library card, that library account must be in good standing before a juvenile temporary card will be issued to the juvenile.

Requirements for a Juvenile Temporary Library Card:

1. A parent or guardian must apply in person.
2. Supply proof of identity for the parent or guardian.
3. Supply proof of mailing address for the parent or guardian. Exceptions to the above requirements may be made at the discretion of the library director.

RECIPROCAL CARDS

Certain libraries within Alaska participate in the reciprocal borrowing program, which allows patrons to check out materials from the Homer Public Library using a card from their local library. Materials must be returned to Homer, not to the reciprocal institution. Patrons interested in this program should speak to staff at the front desk. Reciprocal cards may not be used for interlibrary loan (ILL).

Requirements:

1. Must be present in person
2. Must present ID

3. Must present a physical card from another library participating in the reciprocal borrowing program

INSTITUTIONAL CARDS

On occasion, the library partners with community organizations (such as schools or assisted-living facilities) to make materials available to people within the organization using an “institutional” account. Institutions that wish to take advantage of this option should contact the library director.

LOST, STOLEN OR DAMAGED CARDS

- A patron is responsible for notifying the library promptly of a lost or stolen card.
- A patron is responsible for all items checked out on the card prior to it being reported lost or stolen.
- When a patron reports a library card is lost or stolen, a block is placed on that account number. A replacement card may be issued for a small fee.
- A patron must be present and supply proof of identity when a new card is issued.
- A card may be replaced free of charge at the discretion of library staff for normal wear and tear (e.g., when the scanner is no longer able to read the barcode) or hardship (e.g., patron’s house burned down).
- A patron must verify registration information.

Other Spaces

Questions about reserving other areas within and around the library should be addressed to the library director.

FIREPLACE LOUNGE

The fireplace lounge occupies the southeast corner of the main floor. It provides space for roughly 40 people (seated) or 60 (standing). A projection screen and overhead speakers are available. The space is suitable for lectures, panel discussions or movie showings (during winter darkness).

JOY GRIFFIN CHILDREN'S LIBRARY

The children's library can be used for educational activities or programs. Besides the shelving area, the room includes an open floor space for programs, child-sized tables and chairs, and a small computer corner.

PLAZA

The plaza in front of the library building does not require reservations, though library staff appreciate being informed of any organized activities taking place. Individuals may distribute flyers or display signs in the plaza, but use of the space may not impede access to the library building or create a danger to people or property. Smoking is only permitted at the designated smoking area west of the plaza.

WESTERN LOT AND STORY WALK TRAIL

A public trail leads westward from the library building, skirting the north edge of the parking lot and continuing into the trees as far as the Poopdeck Trail. The Story Walk Trail displays pages from picture books on posts along the trail. Library programs are occasionally conducted in areas adjacent to the trail, but the library assumes no responsibility for the activities of other groups using the space.

No reservations are needed for using the trail.

Privacy

The Homer Public Library recognizes the need to protect each individual's right to privacy regarding materials borrowed from the library and questions asked of staff.

CONFIDENTIALITY OF LIBRARY RECORDS

Reaffirming the individual's right to read, listen, and view, the Homer Public Library declares that circulation and registration records of the library are confidential in nature, protected by the individual's right to privacy, and that these records are not to be disclosed to any person or agency, government, or other organization, under any circumstance, except upon order from a court of competent jurisdiction. Any costs the library incurs in any search shall be charged to the agency demanding such search.

Authority for this policy is set in Alaska Statutes, Inspection and Copying of Public Records:

Sec. 40.25.140. Confidentiality of library records.

(a) Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

(b) Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child. (sec. 1 ch 35 SLA 1985)

To conform to the law: Names, addresses, telephone numbers, or information concerning what items are on a patron's account or what a patron is reading will NOT be given out to anyone, including spouses and law enforcement officers, with the following exceptions:

- Patrons request information in person about their own accounts and can produce their own library cards.
- Patrons request information over the telephone about their own accounts and can provide the account number and PIN.

- Patrons email requesting information about their own accounts from the email address listed for the account and can provide the account number.
- Parents or legal guardians request titles of overdue, lost, or damaged items their minor children have borrowed, and the identity of the person can be verified as a parent or guardian listed on the minor's account.

Under no circumstances should a minor's address or telephone number be given to anyone, including a parent or guardian. A minor is anyone under the age of 18. All notices sent to patrons will be in envelopes or otherwise suitably masked to maintain confidentiality. If at any time there is a question about giving out information from library patron accounts, the staff member will check with the library director.

CONFIDENTIALITY OF INTERNET AND OTHER ELECTRONIC ACCESS

Internet and other computer use in the library will be considered protected by the confidentiality of library records under Alaska Statutes Section 40.25.140. Any information that identifies internet users with specific materials or subject matters is considered confidential. Such records shall not be made available to any agency of local, state or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of federal, state, or local law relating to criminal, civil or administrative discovery procedures or legislative investigatory power.

Homer Public Library resists the issuance or enforcement of any such process, order or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction.

While the library is sensitive to a patron's need for privacy in using all library resources, the library cannot guarantee a patron's privacy while using computer resources. All patrons are expected to respect the privacy of others.

Programs Led by Library Staff or Friends of Homer Library

Library staff and the Friends of Homer Library routinely organize and run events in the library. Typical events include author readings, Storytime, children's activities, book clubs, and regular meetings of groups that further the educational and cultural goals of the library's mission. Many other programs are one-time events.

Decisions regarding the content and scheduling of such programs rest with library staff and ultimately the library director. The selection of programs is guided by the library's mission statement and also considers the following factors:

- Budget
- Space limitations
- Presentation quality
- Interest to target audience
- Educational value (or value that enhances the library mission more broadly)
- The capacity of staff in terms of skills, resources, etc.
- For children or youth, the developmental appropriateness of the program, including its content, length, timing, etc.

Staff will consider all programs that do not conflict with the library's mission, even when those programs may inspire controversy.

All programs are offered to the public free of charge, with the exception of certain events designed to raise funds for the library or Friends of Homer Library. The vast majority of presenters and performers provide their services for free, but the library or Friends may occasionally pay a stipend or travel and lodging costs. Financial arrangements are negotiated on a case-by-case basis.

CO-HOSTED PROGRAMS

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 and policies

- Must be free and open to all
- Must not promote a political candidate or cause, or imply library support for any candidate or cause. A public debate or other forum that presents contrasting views is acceptable.
- Must not place undue burdens on staff or volunteers
- The library director has the discretion to consider other factors as appropriate

Exceptions to these guidelines may be granted by special permission of the library director.

RECORDING

Library programs take place in a public forum and staff may make recordings, including photographs, video or audio, for purposes of advertising such programs to the public.

Programs Organized by Community Groups or Individuals

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.

Events require authorization from the library director, and permission to run an event within the library does not imply endorsement of the views or content expressed. As a public institution, the library is required to remain neutral on matters of public policy.

GUIDELINES FOR EVENTS

- All events held during open hours must be non-commercial and free 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.
- 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 cleanup, and for any damage to the facility, its grounds, or contents.
- Partisan or religious organizations may use meeting spaces as long as this use does not impinge on the right of other patrons to enjoy the library without interference.
- Videos, licensed stage plays and other performances may be used in public programs and after-hours scheduled meetings, but the organizer(s) are responsible for obtaining public performance rights.
- 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. Large special events must comply with Homer City Code 5.46.

Users may appeal the library director's decision to the city manager, whose decision shall be final.

DURING LIBRARY HOURS

During open hours, group activities are normally confined to the conference room or study rooms, except for programs led by library staff or the Friends of the Homer Public Library. The library director may make exceptions when an event is compatible with library operations and use of the library by other patrons.

OUTSIDE LIBRARY HOURS

Various spaces in the library are available for rent outside of library hours. Such use requires a reservation and 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.

Solicitation, Petitions, and Distribution of Materials

Individuals or groups may circulate petitions and distribute literature on any topic in the public forum area surrounding the library building, subject to applicable local, state and federal laws and regulations. Persons wishing to circulate petitions or distribute literature should inform staff at the circulation desk before commencing as a courtesy to staff, to confirm location of the public forum areas, and to avoid potential conflicts with scheduled library activities. Distribution of literature and circulation of petitions must not disturb library patrons, impede their access to the library, create a safety hazard, or interfere in any way with normal use of the facility, the grounds, or parking areas.

Circulation of petitions and distribution of literature are forbidden within the library building, under the covered entrance to the library, along the front walkways that connect with sidewalks and the parking area, and in the parking areas in order to maintain safety and allow public access to the library without impediment or disturbance. The remaining library grounds are designated as public forum areas.

All materials must be worded to avoid any implication of endorsement or sponsorship by the Homer Public Library or the City of Homer. Permission to use the library grounds does not constitute an endorsement or sponsorship of any group, individual, organization or event or carry with it any responsibility for representation of all points of view.

Soliciting funds is not permitted within the library building, with the exception of activities that benefit the library or the Friends of Homer Library.

Study Rooms

The library has six study rooms, one of which is designated as a “special equipment” room for public tools such as the microform reader or the videophone. If this special equipment is not immediately needed, the room is available as a general study room.

- Study rooms are available for use only when the library is open to the general public. Rooms are kept locked when not in use.
- 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. Patrons are guaranteed use of the room for a two-hour period. Additional time may be granted if no other groups or individuals wish to use the room.
- 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.~~
- ~~• 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. 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.

Unattended Children

The library welcomes children to use its facilities and services; however, the safety of children left alone in the library is a serious concern. Responsibility for the behavior and well-being of children using the library rests with the parent (or guardian or caregiver assigned by the parent) and not with the library's personnel. Children under the age of 12 are not considered appropriate guardians for their younger siblings in a library setting. Library staff members cannot supervise children in the library.

If a child under 12 years of age is left unattended in the library, and the child's behavior becomes a problem for other patrons or library staff, the library staff will attempt to locate the child's parents or guardians. If a parent cannot be reached, the City of Homer Police Department will be called to escort the child home or keep the child until parents or guardians can be located. Library employees are not permitted to remain after hours with an unattended child or to give a child a ride home. If a parent cannot be reached by the time the library is to close, the police will be called to escort the child home or keep the child until parents can be reached.

In any situation involving youth safety and specifically whenever parents (or other caregivers) or law enforcement personnel are contacted, staff will complete an Incident Report. In cases of serious violations of the Unattended Children Policy, the library will notify the Alaska Division of Family and Youth Services.

User Conduct

GENERAL GUIDELINES

The Homer Public Library is available to persons of all ages. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

The library director and staff are responsible for enforcing patron conduct in the library. Anyone found to be interfering with another's use of the library will be asked to stop the behavior or activity. If the behavior continues, the staff will ask the individual to leave the library. Failure to leave will result in a call for police assistance. Repeated or serious violations may result in denial of library privileges and permanent exclusion.

No list can be exhaustive; however, any conduct which disrupts library use is prohibited. The following are not acceptable in the library:

- Harassing or threatening others verbally, physically, sexually, or electronically. Harassment includes (but is not limited to) deliberately disturbing or distracting others, using abusive or profane language, and other behaviors designed to make the target feel uncomfortable or endangered.
- Bringing animals into the facility, with the exception of service animals as defined by the Americans with Disabilities Act, Titles II and III, and Alaska law (AS 11.76.130).
- Consuming food inside the library, except where and when specifically permitted by the library director. Beverages in covered containers are allowed.
- Smoking, vaping, drugs, and alcoholic beverages are not allowed in the library. Smoking is allowed in a designated smoking area 50 feet from the library entrance.
- Excessive noise.
- Destroying or defacing property of others, including library property.
- Stealing library materials.
- Making unauthorized or inappropriate use of library equipment.
- Trespassing into any area closed to the public.

- Using a bicycle, skateboard, scooter, roller or in-line skates in the library or near the entrance and entryway sidewalks.
- Exhibiting odor or fragrance that disturbs others to the point that it interferes with library activities, use of library resources, or staff work.
- Using library facilities for purposes of bathing or sleeping.
- Having a visible infestation of lice, parasites, or other pests.
- Having wet or soiled clothing that may stain or befoul library furniture.
- Committing any other illegal acts or conduct in violation of federal, state, or local law, ordinance, or regulation.

Volunteers

The library depends on dedicated volunteers! Each week hundreds of books are shelved, mended and made available to the public thanks in part to the hard work of people who donate their time and skills to ensure the institution's success.

Staff can sign off on community service hours or certify work experience for educational programs.

The information below is specific to the library, but the library's policies will conform to the larger City of Homer Volunteer Policy, if and when such a policy is created.

APPLICATION PROCESS

Anyone interested in volunteering at the library must fill out an application form, available at the front desk or on the library's website. The staff volunteer coordinator will reach out to schedule shifts and provide training.

Volunteers who would like to work with youth (under age 18) will need to pass a background check, unless the volunteers themselves are under age 18.

The simplest background check is the Alaska State Troopers name-only search. The library will cover the application fee if the application is processed directly by library staff. Background checks must be renewed every 3 years. **Volunteers who already have a background check can simply demonstrate that their existing clearance is up to date.** Examples include:

- Kenai Peninsula Borough School District
- Military or government security clearance
- Community care license
- Clearance provided by another community organization that works with youth

RESPONSIBILITIES

Homer Public Library has many jobs for volunteers. Ongoing work includes shelving library materials, mending or cleaning books, shelf-maintenance and processing new materials. If you are interested in any particular area please specify your job preference on the volunteer application. Occasionally a

special program or project requires the help of volunteers and the library keeps a list of those willing to be called as needed. The work may be independent or in small groups.

Volunteers supplement the duties and activities of paid employees, and may be mistaken for regular staff. Due to this, volunteers are held to the same standards of professional behavior as paid employees. Volunteers should not exceed the limits of training, but refer difficult or complex questions to staff. Volunteers who consistently violate library rules or fail to complete tasks may be asked to resign.

Appendices

RELEVANT LAWS

Homer City Code

Chapter 2.48: Public Library

Chapter 5.46: Special Events

Chapter 19.08.030: Parking or Camping Prohibited

State of Alaska Statutes

Alaska Statute 11.76.130: Interference with Rights of Physically or Mentally Challenged Person

Alaska Statute 14.56.400: Public Libraries

Alaska Statute 29.35.145: Regulation of Firearms

Alaska Statute 40.25.140: Confidentiality of Library Records

United States Constitution, Code and Statutes

First Amendment to the U.S. Constitution

Americans with Disabilities Act, Title II, Section 35.136: Service Animals

U.S. Code Title 17: Copyrights

Case Law

[Cases cited by Board Member Haas in new appendix]

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Retrieved 2/14/23 from <https://www.ala.org/advocacy/intfreedom/librarybill>.

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Retrieved 2/14/23 from <https://www.ala.org/tools/ethics>.

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can

initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)

[The Association of American University Presses](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

Retrieved 2/14/23 from <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>.

FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Retrieved 2/14/23 from <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>.

LIBRARIES: AN AMERICAN VALUE

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted February 3, 1999, by the Council of the American Library Association

Retrieved 2/14/23 from <https://www.ala.org/advocacy/intfreedom/americanvalue>.

ACCESS TO LIBRARY RESOURCES AND SERVICES FOR MINORS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online

applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own

¹ *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ “[Privacy: An Interpretation of the Library Bill of Rights](#),” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ “[Libraries: An American Value](#),” adopted on February 3, 1999, by ALA Council.

children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Retrieved 2/14/23 from <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>.

⁵ “[Rating Systems: An Interpretation of the Library Bill of Rights](#),” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

POLITICS IN AMERICAN LIBRARIES: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The First Amendment to the United States Constitution states that “Congress shall make no law . . . abridging the freedom of speech, or of the press...” The Library Bill of Rights specifically states that “all people” and “all points of view” should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Thus there is no justification for the exclusion of opinions deemed to be unpopular or offensive by some segments of society no matter how vocal or influential their opponents may be at any particular time in any particular place.

Associate Justice William J. Brennan, Jr. observed in *New York Times Co. v. Sullivan*, 376 U.S. 254 (1964), “[There exists a] profound national commitment to the principle that debate on public issues should be uninhibited, robust, and wide-open, and that it may well include vehement, caustic, and sometimes unpleasantly sharp attacks on government and public officials.”

Therefore, libraries should collect, maintain, and provide access to as wide a selection of materials, reflecting as wide a diversity of views on political topics as possible, within their budgetary constraints and local community needs. A balanced collection need not and cannot contain an equal number of resources representing every possible viewpoint on every issue. A balanced collection should include the variety of views that surround any given issue.⁶

If a library has designated a space for community use, it must make that space available to all community organizations and groups regardless of their views or affiliations.⁷ Libraries should rely on appropriate time, place, and manner regulations to guarantee equitable access and to avoid misuse of library space. These may include regulations governing the frequency and length of meetings and

⁶ “[Diverse Collections: An Interpretation of the Library Bill of Rights](#),” Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* “Diversity in Collection Development”; and June 25, 2019.

⁷ “[Meeting Rooms: An Interpretation of the Library Bill of Rights](#),” Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019.

penalties on disruptive behavior.⁸ Libraries should establish similar regulations if they make library space available for public exhibits or the public distribution of literature.⁹

The robust exchange of ideas and opinions is fundamental to a healthy democracy. Providing free, unfettered access to those ideas and opinions is an essential characteristic of American libraries. Therefore, libraries should encourage political discourse as part of civic engagement in forums designated for that purpose. Libraries should not ignore or avoid political discourse for fear of causing offense or provoking controversy.

Special limitations may apply to workplace speech (including political advocacy) by library employees.¹⁰ When libraries are used as polling places, state statute or local ordinance may mandate temporary time, place, and manner restrictions on the political expression of members of the public, poll workers, and library employees while polling places are open.

This interpretation is most clearly applicable to public libraries. School, academic, and private libraries, including those associated with religious institutions, should apply these guidelines as befits or conforms to their institutional mission.

Endorsed by the ACRL Professional Values Committee in June 2017. Adopted June 27, 2017, by the ALA Council.

Retrieved 2/14/23 from <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/politics>.

⁸ "[Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage](#)," Adopted January 24, 1993, by the Intellectual Freedom Committee; revised November 17, 2000; revised January 19, 2005; and March 29, 2014.

⁹ "[User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights](#)," Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, July 1, 2014 *under previous name* "Exhibit Spaces and Bulletin Boards"; and June 25, 2019.

¹⁰ "[Speech in the Workplace Q&A](#)," Adopted by the Committee on Professional Ethics, July 2001; amended January 2004; June 26, 2006; January 24, 2007; July 1, 2014; and April 30, 2019.

MEETING ROOMS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the *Library Bill of Rights* states, “Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Libraries do not advocate for or endorse the viewpoints expressed in meetings by meeting room users, just as they do not endorse the viewpoints of works in their collections. The presence and activities of some groups in public spaces, while constitutionally protected, can cause fear and discomfort in some library users and staff. Libraries should adopt and enforce user behavior policies that protect library users and staff from harassment while maintaining their historic support for the freedom of speech.¹¹ This interpretation provides general guidelines regarding meeting rooms and other spaces for public gatherings, and it does not constitute legal advice.

Publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums¹², and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.^{13, 14} However, if a group's actions during a meeting disrupt or harass others in the library, library policies regarding acceptable behavior may apply. If libraries adopt policies that are perceived to restrict potentially controversial groups' access to meeting rooms, they may face legal and financial consequences. Allowing religious groups to use library meeting rooms and spaces does not constitute a breach of the First Amendment's Establishment Clause.¹⁵

¹¹ “[Resolution on Libraries as Responsible Spaces](#),” Committee on Diversity, adopted June 26, 2017 by the ALA Council.

¹² [Concerned Women for America v. Lafayette County](#), 883 F.2d 32 (5th Cir. 1989).

¹³ *Hale v. Schaumburg Township District Library*, et al., 01-cv-2220 (N.D. Ill. 2001); *Hale, et al., v. Schell and the Martin Library Board of Directors*, 1:02-cv-1156 (M.D. Pa. 2002).

¹⁴ “[White Supremacist Wins Library Venue in Schaumburg](#),” American Libraries Magazine, August 20, 2001; “[White Supremacists to Meet after Library Changes Policy](#),” Library Journal staff, Library Journal, November 25, 2002.

¹⁵ [Concerned Women for America v. Lafayette County](#), 883 F.2d 32 (5th Cir. 1989).

Libraries offering meeting rooms and spaces should develop and publish policies governing use after consultation with legal counsel. These policies should properly define time, place, or manner of use; such restrictions should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. Policies should be regularly reviewed with staff and made available to the public in all of the commonly used languages within the community served.

Libraries should write policies in inclusive rather than exclusive terms. A policy that the library's facilities are open "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities" is an inclusive statement of the limited uses of the facilities. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization.

Written policies may also include limitations on frequency of use and require adherence to the library's behavior policy.¹⁶ The meeting room policy should also state whether meetings held in library spaces must be open to the public or if the library allows private events. Libraries may choose to offer space for public or private events unless restricted by state or local laws. The same standards and policies should apply to all meeting room uses. Library users should have a process through which they may appeal the denial of meeting room use.

If meeting rooms and spaces are open to the public, libraries should include a section in their policy that addresses fees. Charging fees does not change the status of meeting rooms and spaces as designated public forums. Library governing bodies that decide to charge fees for use of library spaces should consider local and state laws, the ALA's *Code of Ethics*, and the *Library Bill of Rights*. Charging fees for the use of library meeting rooms or facilities may abridge or deny access for some community members.¹⁷

¹⁶ "[Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage](#)," adopted January 24, 1993 by the Intellectual Freedom Committee; revised November 17, 2000; January 19, 2005; and March 29, 2014.

¹⁷ "[Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” This applies with equal force to the library’s meeting rooms and spaces designated for public use as it does to the library’s collections and services.

Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019.

Retrieved 2/14/23 from

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms>.

LABELING SYSTEMS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

Retrieved 2/13/2023 from

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems>.

MATERIALS RECONSIDERATION: STANDARD OF REVIEW

In considering whether a given item should remain in the library's collection, the Library Advisory Board is guided by past legal precedents, as summarized below.

1. The First Amendment to the United States Constitution protects the right to receive information, a right vigorously enforced in the context of public libraries. *Reno v. American Civil Liberties Union*, 521 U.S. 844 (1997), and *Kreimer v. Bureau of Police*, 958 F.2d 1242, 1255 (3d Cir. 1992).
2. The challenged material will be reviewed *as a whole* to determine whether it lacks serious literary, artistic, political or scientific value. *Miller v. California*, 413 U.S. 15 (1973).
3. The standard for determining whether a book is inappropriate involves evaluating whether the content is obscene. Obscenity is defined in *Miller v. California*, 413 U.S. 15 (1973). Under this test, material is considered obscene if:
 - (1) whether the average person applying contemporary community standards would find the work, *taken as a whole*, appeals to the prurient interest (an improper appeal to a sexual desire).
 - (2) whether the work depicts or describes, in an offensive way, sexual conduct specifically defined by the Alaska law; *and*
 - (3) whether the work, *taken as a whole*, lacks serious literary, artistic, political or scientific value.

This means that for a book to be banned on legal grounds, there must be a solid, objective reason for banning it. This reason must be grounded in these obscenity standards. Subjective disagreements over ideology or content do not provide legal justification for the banning of books.

4. The Library Advisory Board may not remove material simply because it dislikes the ideas contained in the material and seek by its removal to "prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion." *Island Trees Sch. Dist. v. Pico by Pico*, 457 U.S. 853, 872 (1982).

5. Speech that is neither obscene as to youths nor subject to some other legitimate prohibition cannot be suppressed solely to protect the young from ideas or images that the library or that Library Advisory Board thinks unsuitable for them. *Erznoznik v. City of Jacksonville*, 422 U.S. 205, 213 (1975).
6. Limiting access to material rather than removing it from the library also impacts the First Amendment since such restriction burdens the First Amendment right to receive information. *Turner Broadcasting, Inc. v. FCC*, 512 U.S. 622 (1994), and *Sund v. City of Wichita Falls, Texas*, 121 F. Supp. 2d 530 (N.D. Texas, 2000).



MEMORANDUM /AGENDA ITEM REPORT

Library Fees

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: Feb. 13, 2025
From: Dave Berry, Library Director
Through:

The February LAB meeting includes the annual review of the library’s fee schedule. At this time, staff do not recommend any changes in the existing schedule.

Recommendation:
No change in existing fees.



City of Homer

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Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: January 8, 2025
SUBJECT: City Manager's Report for January 13, 2025 Council Meeting

Surplus Sale

Sealed bids for City surplus equipment are being accepted through Wednesday, January 22. For full details visit, www.cityofhomer-ak.gov/cityclerk/city-homer-surplusequipment-sale-winter-2025. Looking ahead to future surplus sales I've asked the City Clerk to research some online auction platforms, such as Ritchie Brothers and Alaska Premier Auctions where the City can upload the information and the auction company facilitates the online bidding and collection of payment. My understanding is the auction company retains a portion of the sales and submits the balance to the City. For the amount of staff time for the Clerk's office to manage these surplus sales, we may find a savings. This also has the potential to expand our pool of bidders. More to come!

Digitization of the *Homer News* Completed

In late October the Library shipped the entire collection of the *Homer News* on microfilm to Ancestry.com, who spent a couple months scanning and indexing the materials. The archive from 1954 to 2021 is now available online. It can be accessed from any computer in the Library or a personal subscription to Newspapers.com.

Library Author Talk and Award Presented

On Dec. 17, Tom Kizzia and Rich Chiappone visited the library to talk about history and writing, drawing a crowd of 63 people. Tom Kizzia was presented with a State of Alaska legislative citation honoring his contributions to Alaskan literature. The award was presented by Representatives Andrew Gray and Sarah Vance.

Notable Work Anniversaries

In December we had two notable work anniversaries to celebrate. Chief Robl celebrated 40 years with the City and Bryan Hawkins celebrated 25 years with the City. Your commitment and excellence over the years have made a lasting impact—thank you both for all that you do!

Celebrating Kristen Faulkner

On Dec. 27, the City partnered with the Chamber of Commerce for an event celebrating Kristen Faulkner, Homer's very own Olympic medalist! On a visit home for the holidays, Kristen welcomed the community to Homer High School Mariner Theatre for a heartwarming Q&A session, with Jim Anderson, Jon and Sara Faulkner, and former Mayor Ken Castner. Kristen was presented with a City of Homer Award of Excellence

from former Mayor Castner. She was also presented with a State of Alaska legislative citation from Representative Sarah Vance.



Karen Hornaday Park Campground

With the recent mild winter weather Parks Maintenance Coordinator Chad Felice has been able to do some cleaning up at the Karen Hornaday Park Campground. The campground has been closed for a few years and the alders have taken over the campsites and roadway. Prior to the closure the City was having problems with illegal camping and other activities in the campground because the amount of alder and brush made it easy to hide out. The City has also heard feedback that the overgrowth made the park area feel unsafe for the kids playing on the playground. With the help of Public Works equipment operators, work is being done to selectively clear out the alder overgrowth and open up lines of sight around the campground. I walked the area with Chad, Public Works Superintendent Mike Zelinski, and Public Works Director Dan Kort this past Wednesday. Most campsites now have great views so campers can see the bay, watch a ballgame, or see their kids on the playground, and there will still be some buffer between campsites when the trees and remaining alders leaf out in the spring and summer. When the selective alder clearing is complete there will be areas where Parks can make improvements with landscaping and selective tree plantings. Stump removal around the campground is planned, along with some additional clearing and ditching below to help with drainage. We will be discussing options for opening the Karen Hornaday Campground during our departmental budget discussions, with a timeframe still to be determined.

There have been questions about some clearing that has been done near the park area on the hospital side of Woodard Creek. The City is not working in that area; it is right of way clearing along the power lines by Carlos Tree Service for Homer Electric Association.

Landslide Hazard Susceptibility Reporting

The Alaska Division of Geological & Geophysical Surveys (DGGs) has finished mapping landslide hazard susceptibility for the City of Homer and nearby Kachemak City. These maps are designed to help local officials and the public better understand areas that could be at risk for slope failures. They're also meant to support long-term regional planning, boost resilience, and guide updates to Homer's Comprehensive Plan.

While the maps don't predict future landslides, they highlight spots where landslides have happened in the past and recommend areas where further geotechnical studies might be needed, especially if development is planned.

Attachments:

State of Alaska Press Release DGGGS publishes Homer landslide hazard susceptibility maps

Landslide Hazard Susceptibility Mapping in Homer, Alaska Executive Summary

Landslide Hazard Susceptibility Mapping in Homer Report

Landslide Maps



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Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: January 8, 2025
SUBJECT: City Manager's Report for January 27, 2025 Council Meeting

RAISE Grant Award

The City of Homer has received a \$2 Million grant from the U.S. Department of Transportation (USDOT) for Rebuilding American Infrastructure with Sustainability and Equity (RAISE). This highly competitive federal grant program funds transportation infrastructure projects with significant local or regional impacts. As of June 2024, the RAISE program has provided more than \$15 billion across sixteen rounds of funding to local governments, Tribes, transit and port authorities, and states. This milestone achievement is a testament to the hard work of the City of Homer team and our dedicated partners. The grant will fund planning and design for Realizing Equitable and Accessible Connectivity in Homer, a project to develop sidewalks, trails, bikeways, and mobility hubs along key streets identified in Homer's Transportation Plan, and to address challenging, hard to develop routes that stand in the way of a connected, community-wide sidewalk network. Work will include public engagement, system-wide planning, design, environmental and equity analyses to ensure an inclusive approach. This award represents a critical step toward improving access for everyone in Homer. We appreciate the U.S. Department of Transportation for recognizing this project as one that will improve safety and mobility for the traveling public, and we thank the Alaska Congressional Delegation for advocating for this, and other important Alaskan infrastructure projects.

Grant Submitted

Community Development Director Engebretsen and Special Project Coordinator submitted a \$1.5M grant application to NOAA in early January. Via Resolution 24-077 in July 2024, Council supported a partnership between the City, University of Alaska and the Kachemak Bay National Estuarine Research Reserve to submit a grant application to the National Oceanic and Atmospheric Administration for funding to acquire and protect lands within the Bridge Creek Watershed Protection District. The grant also includes funding for a weather station, which can provide data for future landslide hazard research. Staff expects to learn the result of the application in late spring, with a potential grant agreement to Council in the summer.

Transportation Plan

Homer's new Transportation Plan has been adopted by the Kenai Peninsula Borough! This was the final step in the lengthy process to update this portion of the Comprehensive Plan. The community's work and input on this plan will serve Homer well as we embark on implementing the plan, working with the State of Alaska on the awarded HaPP loop project, and on the newly awarded federal RAISE grant. Staff from Administration, Public Works and Community Development will continue to work closely together on these transportation projects over the coming years.

Alaska Fire Chiefs Association Request to Legislature for Support

Next week at the Alaska Fire Chiefs Association will be meeting with legislators in Juneau to discuss several topics of interest within the Alaska fire service. Chief Kirko provided a copy of their letter and list of critical infrastructure needs from all over the state. The list was requested last year by Senator Stevens, who was instrumental in getting Kodiak the funding for their new fire station and has shown interest in supporting other Alaska public safety (fire/EMS) agencies as well.

FY24 Audit Update

The City Finance Department continues to focus on 2024 audit work in conjunction with Porter & Allison, the accounting firm that assists us in preparing our documentation, and BDO, the City's independent auditor. A copy of the 2024 Audit Planning Document from BDO is attached to this report.

Homer Comprehensive Plan Photo Contest and Open House Save the Date

A photo contest is underway, so help us showcase our vibrant community by sharing your pictures of Homer's unique and vibrant people and places. Submissions are due by January 31, 2025 and up to 5 winning photos will be selected. Winners will be selected by City communications staff and winning entries will be featured on the covers of the plan. Submit your photos on the website at <https://homercompplanupdate.com/> Also, the Open House for the Release of the Draft Comprehensive Plan is scheduled on Tuesday, February 11, 2025 from 5:00 to 8:00 p.m. at Islands & Ocean Visitors Center, 95 Sterling Highway, Homer, AK.

Lunch and Learn

Recognizing that we have a lot of fantastic new folks that have joined the City team over the last year we held a lunch time training session to learn about drafting ordinances, resolutions, and memorandums and 24 folks representing all departments joined in person or on Zoom! I led the session that took us through a legislation 101 track, and some of the more seasoned staff asked questions that took us down the road of substitutes, amendments, and other scenarios that led into legislation 202 type conversations. I really appreciated folks showing up to learn and I'm encouraged to do more of these sessions.

Attachments:

City of Homer 2024 Audit Planning Document
Letter from Alaska Fire Chief's Association



REPORT TO CITY COUNCIL

CITY OF HOMER, ALASKA

2024 AUDIT PLAN



Welcome

BDO USA, P.C.
3601 C St, Ste. 600
Anchorage, AK 99503
www.bdo.com

January 7, 2025

City Council

City of Homer, Alaska

We look forward to discussing with you the current year audit plan for the City of Homer, Alaska (the City). This report provides an overview of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

We are pleased to be of service to the Company, are committed to executing a quality audit, and look forward to discussing our audit plan, as well as other matters that may be of interest to you.

Respectfully,

BDO USA

Copy to: Rachel Lord, Mayor
Elizabeth Fischer, Finance Director
Jenna deLumeau, Controller

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Contents

<u>EXECUTIVE SUMMARY</u>	4
<u>AUDIT OVERVIEW & STRATEGY</u>	7
<u>DETAIL OF SIGNIFICANT RISKS AND ADDITIONAL AUDIT CONSIDERATIONS</u>	12
<u>INQUIRIES OF THOSE CHARGED WITH GOVERNANCE</u>	16
<u>OTHER TOPICS</u>	18

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors) and, if appropriate, management of the Company, and is not intended and should not be used by anyone other than these specified parties.

Executive Summary



Executive Summary

Audit timeline

- We will perform our year-end procedures during the months of December through January and February.

Audit strategy, including significant risks identified

- Our audit strategy, including significant risks identified, for the 2024 audit is outlined in the “Areas of Significant Risk” on page 12.

Other topics of interest

- Recent GASB Standards

Inquiries of Those Charged with Governance related to matters relevant to the audit (see page 16).



Audit Timeline

The following represents our anticipated schedule regarding our audit of the annual financial statements of the City:

	Dec	Jan	Feb	Mar
Planning	✓	✓		
Year-End Fieldwork		✓	✓	
Release Report on Financial Statements			✓	✓

OPTIONAL

Audit Overview & Strategy



Overview

Our audit strategy follows a risk-based approach, so that our audit work, including the nature, timing and extent of audit procedures planned, is focused on the areas of the financial statements where the risk of material misstatement is assessed to be significant as well as other areas of the financial statements where we have identified risks of material misstatement.

In preparation for our audit, we have discussed with City Council, management and internal audit significant matters including, but not limited to, market conditions, activities, and changes to the Company's business, systems, accounting principles and controls, and obtained management's view of potential audit risk in order to update our understanding of the Company. This is important to our identification and assessment of risks of material misstatement to the financial statements and related disclosures.

Key components of our audit objectives and strategy are highlighted within the executive summary section and explained in more detail in the following sections. The executive summary section is designed to facilitate discussion with the audit team, while the rest of the package serves as pre-read material for City Council.

We will continue to update the resulting assessment throughout the audit. We will communicate to you any significant changes to the planned audit strategy or the significant risks initially identified and communicated herein, and the reason for such changes, as applicable, when we present the results of our audit upon completion.



Terms of the Audit and Independence

AUDITOR'S RESPONSIBILITY

BDO USA, P.C., as your auditor, is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with the applicable financial reporting framework.

The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities.

TERMS OF THE AUDIT

Our establishment and understanding of the terms of the audit engagement have been documented in our annual engagement letter and includes the objectives of the audit along with the responsibilities of both the auditor and of management for your reference.

INDEPENDENCE

- ▶ Our engagement letter to you dated November 27, 2024, describes our responsibilities in accordance with professional standards and certain regulatory authorities regarding independence and the performance of our services. This letter also stipulates the responsibilities of the Company with respect to independence as agreed to by the Company. Please refer to that letter for further information.

Terms of the Audit and Independence

AUDITOR'S RESPONSIBILITY

BDO USA, P.C., as your auditor, is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with the applicable financial reporting framework. In addition, our audit will be conducted in accordance with standards for financial audits contained in the *Government Auditing Standards* (GAS or Yellow Book), issued by the Comptroller General of the United States.

The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities.

INDEPENDENCE

- ▶ Our engagement letter to you dated November 27, 2024, describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* regarding independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.

TERMS OF THE AUDIT

Our establishment and understanding of the terms of the audit engagement have been documented in our annual engagement letter, which was provided to you on December 3, 2024, and includes the objectives of the audit along with the responsibilities of both the auditor and of management for your reference.

- ▶ We will plan and perform the audit of the financial statements for the year ended June 30, 2024, in accordance with *Government Auditing Standards*.
- ▶ We will perform tests of compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Determining Our Planned Audit Strategy

We focus on areas with higher risk of material misstatement to the financial statements, whether due to error or fraud. Our audit strategy includes consideration of the following:

- ▶ Prior year audit results including discussions with management and those Charged with Governance regarding the City's operations, business activities, and risks.
- ▶ Inherent risk within the City (i.e., the susceptibility of the financial statements to material error or fraud) without regard to the effect of controls.
- ▶ A continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the City.
- ▶ Recent developments within the industry, regulatory environment, and general economic conditions.
- ▶ Recently issued and effective accounting and financial reporting guidance.
- ▶ The City's significant and critical accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions.
- ▶ The control environment, risk management and monitoring activities, and the possibility that internal controls may fail to prevent or detect a material misstatement due to error or fraud.
- ▶ The use of information systems and service organizations in the financial reporting process and overall IT environment.
- ▶ Extent to which we plan to use others, outside the core engagement team, to perform certain planned audit procedures or evaluate audit results related to significant risks that may require specialized skills or knowledge.

We will communicate to you any significant changes to the planned audit strategy, or to the significant risks initially identified, that may occur during the audit due to the results of audit procedures or in response to external factors, such as changes in the economic environment.

Detail of Significant Risks & Additional Audit Considerations



Areas of Significant Risk

Our areas of significant risk, which are risks with both a higher likelihood of occurrence and a higher magnitude of effect that require special audit considerations, are as follows. Our planned audit procedures for these risks are detailed starting on page 12.

Grant revenue recognition

Management override of internal controls

Grant Revenue Recognition

SUMMARY OF AREA OF SIGNIFICANT RISK

BDO has identified a significant risk related to recognizing grant revenue in accordance with approved agreements and applicable provisions. There is a risk that revenue recognized does not correlate with incurred expenses or according to stipulations in the applicable agreements. After considering all the inherent risk factors, the engagement team assessed the likelihood of a misstatement and magnitude of the potential misstatement and concluded on the level of assessed risk as significant.

SUMMARY OF PLANNED AUDIT PROCEDURES

In order to address this significant risk, we plan to perform the following procedures:

- We will refine our understanding of the grant revenue recognition process through a walkthrough of the revenue business process and evaluate the design of controls in this area.
- Our substantive procedures will include evaluating underlying grants based on inspection,, and inquiries directly with personnel at the City. We will select grants for detailed testwork of the underlying costs, revenue recognition, and cash receipts associated with the project.

Management Override of Controls

SUMMARY OF AREA OF SIGNIFICANT RISK

Management override of controls is presumed to be a significant risk by default for all entities. The presumptive risk is that management could use their position to circumvent controls in order to misstate or misappropriate assets. In addition, management could be in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

After considering all the inherent risk factors, the engagement team assessed the likelihood of a misstatement and magnitude of the potential misstatement and concluded on the level of assessed risk as Significant.

SUMMARY OF PLANNED AUDIT PROCEDURES

In order to address this significant risk, we plan to perform the following procedures:

- We will update our understanding of the FRCP business process, perform a walkthrough of the FRCP business process and evaluate the design of controls in this area.
- Our substantive procedures will include evaluating journal entries to test the reasonableness of entries made, as well as their applicable authorization.
- Inquiries will be made throughout the organization to determine if there is know or potential fraud issues.

Inquiries of Those Charged with Governance



Obtaining Information from Those Charged with Governance

We perform inquiries related to fraud and other matters to help inform our audit strategy and execution of our audit procedures. As part of the upcoming meeting with you, we would like to discuss the following topics with you to understand any matters of which you believe we should be aware, including, but not limited to:

- ▶ Your views about the risk of material misstatements due to fraud, including the risk of management override of controls
- ▶ How you exercise oversight over the Company's assessment of fraud risks and the establishment of controls to address these risks
- ▶ Your awareness of any actual, alleged or suspected fraud or illegal acts affecting the Company
- ▶ Your awareness of tips or complaints regarding the Company's financial reporting and your response to such tips and complaints
- ▶ Your awareness of other matters relevant to the audit including, but not limited to, violations or possible violations of laws or regulations
- ▶ Your awareness of noncompliance with laws and regulations to include consideration of noncompliance with provisions of contracts and grant agreements.
- ▶ Your awareness of any investigations or legal proceedings that have been initiated or are in process with respect to the period under audit.
- ▶ Your awareness of any significant communications between the Company and regulators
- ▶ Your understanding of the Company's relationships and transactions with related parties that are significant to the Company
- ▶ Any business relationships between a BDO firm and the Company or its affiliates
- ▶ Whether the Company has entered into any significant unusual transactions
- ▶ Your awareness of any other information that is important to the identification and assessment of risks of material misstatement

Other Topics



BDO’s System of Quality Management

An effective quality management system in an audit firm is crucial for supporting the consistent performance of high-quality audits and reviews of financial statements, or other assurance or related services engagements under professional standards, and applicable legal and regulatory requirements.

Accordingly, BDO has implemented a system of quality management designed to provide reasonable assurance that its professionals fulfill their responsibilities and conduct engagements in accordance with those professional standards, and legal and regulatory requirements. The firm’s system of quality management supports the consistent performance of quality audits through many ongoing activities including, at least annually, certification by leaders with responsibility for key controls and related processes. Our Assurance Quality Management team performs regular reviews and testing of key controls and processes throughout the system of quality management and identifies and communicates areas for improvement. In addition, our Audit Quality Advisory Council supports our system of quality management by providing guidance and input on audit quality initiatives.

As required by International Standard on Quality Management 1 (ISQM 1) under the International Auditing and Assurance Standards Board (IAASB), BDO has conducted an evaluation of the effectiveness of its system of quality management and concluded, as of July 31, 2023, that, except for certain deficiencies related to the execution of its issuer audits, that system provides the reasonable assurance that our professionals will perform audits and reviews of financial statements or related assurance services engagements in accordance with professional standards, and applicable legal and regulatory requirements. BDO has either implemented or is designing remedial actions to address those deficiencies prior to our next evaluation.



We will continue to provide you with updates on our progress. Currently, you may find discussion of BDO’s system of quality management within our annual [Audit Quality Reports](#), the most recent of which is accessible [here](#).

[CLICK HERE TO ACCESS IAASB ISQM-1 IN ITS ENTIRETY >](#)

GASB Statement No. 99, Omnibus 2022

Effective Dates	Date per Pronouncement
	Effective as Noted Below

- ▶ This Statement address practice issues identified during implementation and application of certain GASB Statements and accounting and financial reporting for financial guarantees.
- ▶ Effective Upon Statement Issuance - April 2022:
 - Extension of the period during which LIBOR is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
 - Accounting of benefits distributed as part of the Supplemental Nutrition Assistance Program (SNAP)
 - Disclosures related to nonmonetary transactions
 - Pledges of future revenues when resources are not received by the pledging government
 - Clarification of provisions of Statement No. 34 related to the focus of the government-wide financial statements
 - Updates to terminology used in Statement No. 53 to refer to resource flow statements and to certain provisions in Statement No. 63
- ▶ Effective for Fiscal Years Beginning After June 15, 2022:
 - Determination of lease term and classification of leases as short-term in accordance with Statement No. 87
 - Clarification related to the determination of Public-Private Partnerships (PPP) term and recognition and measurement of installment payments and the transfer of PPP assets under Statement No. 94
 - Clarification of the provisions of Statement No. 96 related to Subscription Based Information Technology Arrangements (SBITA) term, classification of short-term SBITA, and recognition and measurement of a subscription liability
- ▶ Effective for Fiscal Years Beginning After June 15, 2023:
 - A government extending an exchange or exchange-like financial guarantee should recognize a liability and expense/expenditure related to the guarantee when qualitative factors and historical data indicate that it is more likely than not a government will be required to make a payment related to the guarantee. Statement No. 99 excludes guarantees related to special assessment debt, financial guarantee contracts within the scope of Statement No. 53, or guarantees related to conduit debt obligations.
 - Requirements related to the classification and reporting of derivative instruments within the scope of Statement No. 53 that do not meet the definition of an investment or hedging derivative instrument

GASB Statement No. 100, *Accounting Changes and Error Corrections* - *an amendment of GASB Statement No. 62*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2023

- ▶ This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes.
- ▶ As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability.
- ▶ This Statement also addresses corrections of errors in previously issued financial statements.
- ▶ This Statement requires that:
 - changes in accounting principles and error corrections be reported retroactively by restating prior periods,
 - changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and
 - changes in accounting estimates be reported prospectively by recognizing the change in the current period.
- ▶ The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement.
- ▶ Statement No. 100 requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.
- ▶ This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.
- ▶ Statement No. 100 also addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

GASB Statement No. 101, *Compensated Absences*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 12/15/2023

- ▶ This Statement requires that liabilities for compensated absences be recognized for leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means.
- ▶ Requires recognition of a liability for leave that has not been used if:
 - the leave is attributable to services already rendered,
 - the leave accumulates, and
 - the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.
- ▶ Leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.
- ▶ Statement No. 101 requires that a liability for certain types of compensated absences, including parental leave, military leave, and jury duty leave, not be recognized until the leave commences.
- ▶ In addition, this Statement requires that for specific types of compensated absences, a liability not be recognized until the leave is used.
- ▶ This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.
- ▶ With respect to financial statements prepared using the current financial resources measurement focus, Statement No. 101 requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.
- ▶ Statement No. 101 amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

GASB Statement No. 102, *Certain Risk Disclosures*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2024

- ▶ The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints.
- ▶ Statement No. 102 defines a *concentration* as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources.
- ▶ Statement No. 102 defines a *constraint* as a limitation imposed on a government by an external party or by formal action of the government’s highest level of decision-making authority.
- ▶ Requires a government to assess:
 - whether a concentration or constraint is known to the government prior to the issuance of the financial statements,
 - whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and
 - whether event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.
- ▶ For items meeting the above criteria, required disclosures include descriptions of:
 - the concentration or constraint,
 - each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements, and
 - Actions taken by the government prior to the issuance of the financial statements to mitigate the risk.

At BDO, our purpose is helping people thrive, every day. Together, we are focused on delivering exceptional and sustainable outcomes — for our people, our clients and our communities. Across the U.S., and in over 160 countries through our global organization, BDO professionals provide assurance, tax and advisory services for a diverse range of clients.

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Material discussed in this publication is meant to provide general information and should not be acted on without professional advice tailored to your needs.

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ALASKA FIRE CHIEFS ASSOCIATION

One Sealaska Plaza, Suite 200, Juneau, Alaska 99801

January 21, 2025

Subject: Request for Support for Much-Needed Fire Station Projects in Alaska

Dear Members of the Alaska State Legislature,

On behalf of the Alaska Fire Chiefs Association, we are reaching out to request your support for crucial fire station projects that are currently in need of attention and funding. Our organization represents all regions of Alaska and is dedicated to ensuring the safety and well-being of Alaskans by supporting and advocating for emergency service professionals across the state.

The state of Alaska faces unique challenges when it comes to emergency response, and it is imperative that our fire stations are adequately equipped and maintained to effectively address these challenges.

Many of our fire stations need essential upgrades and improvements to enhance their capabilities and response times. These projects include, but are not limited to, the following:

1. **Replacement and New Construction:** With many of the aging stations, renovations are just not feasible. These old stations need an entire replacement.
2. **Infrastructure Upgrades:** Aging fire stations require improvements to meet current safety standards and accommodate modern firefighting equipment.
3. **Training Facilities:** Establishing or upgrading training facilities will allow our firefighters to stay current with the latest techniques and technologies in firefighting and emergency response.

We understand the fiscal responsibilities faced by the Alaska State Legislature, however, we believe that investing in these fire station projects is crucial for the safety and security of our communities.

We kindly request your support in securing the necessary funding for these projects to ensure that your fire departments can continue to provide the highest level of service to the residents of Alaska.

Thank you for your time and consideration. We look forward to the opportunity to discuss these projects further and to collaborate on initiatives that will strengthen the fire service capabilities throughout our great state.

Sincerely,

A handwritten signature in blue ink, appearing to read "Forrest Kuiper".

Forrest Kuiper, President
Alaska Fire Chiefs Association

		NEW FIRE STATION CONSTRUCTION			
Community:	Project Name:	Scope:	Cost:	POC:	Email:
Anchorage, Municipality	Anchorage Fire Department Station 12 Relocation	Relocation & Co-locate AFD-APD Dispatch	\$15.8M	Douglas Schrage	Douglas.Schrage@anchorageak.gov
	Anchorage Fire Department Station 16 New Station	New Fire Station	\$10.8M		
	Anchorage Fire Department Station 11 Relocation	Relocation	\$10.8M		
Chugiak	Station Replacement	New station for current and future needs	\$15M	Scott Fisher	scott.fisher@cvfrd.com
Dillingham, City	Dillingham Fire Department Fire Station replacement	Downtown Station replacement	\$10.6M	Scott Runzo	scott.runzo@dillinghamak.us
Fairbanks North Star Borough	University of Alaska Fairbanks Arctic Emergency Services Facility	Replace Station 11, and house Fire/EMS/Police & CTC programs	\$72M	Forrest Kuiper	fjkuiper@alaska.edu
Fairbanks, City	City of Fairbanks Fire Department Station 2 replacment	Replace Station 2	\$20M	Andrew Coccaro	acoccaro@fairbanks.us
Kenai Peninsula Borough	Central Emergency Services Fire Station Replacement	Additional funds to replace Station #1	\$5.9M	Roy Browning	RBrowning@kpb.us
Girdwood Fire Department	Training Prop Building	Building a training prop building	\$300,000	Michelle Weston	chief@girdwoodfire.com
Homer, City	Homer Fire Department Headquarters Replacement	Headquarters station replacement	\$20M	Mark Kirko	mkirko@ci.homer.ak.us
Kenai, City	Publis Safety Building Replacement	Replacement of Public Safety Building	\$25M	Jay Teague	jteague@kenai.city
Ketchikan, City	Ketchikan Fire Department Station Replacement	Station 2 replacement	\$15M	Rick Hines	rickh@city.ketchikan.ak.us
Matanuska Susitna Borough	Willow Fire Department Replacement Station	Replacement public safety facility in willow	\$5M	Brian Davis	bdavis@matsugov.us
North Pole, City	North Pole Fire Department Replacement Station	Replace headquarters fire station	\$21.5M	Chad Heineken	cheineken@northpolefire.org
Palmer, City	Palmer Public Safety Facility	New Public Safety building	\$46.5M	John Prevost	jprevost@palmerak.org
Saxman, City	Saxman Fire Station Replacement	Fire Station replacement	\$10M	Steve Rydeen	stever@kgbak.us
Seward, City	Fire Station Replacement	Replacement of Fire Station (built in 1963)	\$25M	Clinton Crites	ccrites@cityofseward.net
Sitka, City	Sitka Fire Department Fire Training Facility	Fire Training Facility	TBD	Craig Warren	craig.warren@cityofsitka.org
Unalaska, City	Unalaska Fire Department New Fire Station & Training Facility	New fire station and training facility	\$20M	Ben Knowles	bknowles@ci.unalaska.ak.us
Valdez, City	City of Valdez Fire Department Replacement Station 4	Relocate and Replace Station 4	\$5M	Tracy Raynor	TRaynor@valdezak.gov
		Total	\$354M		
		RENOVATED FIRE STATION PROJECTS			
Community:	Project Name:	Scope:	Cost:	POC:	Email:
Anchorage, Municipality	Anchorage Fire Department Regional Preparatory Training Facility	Training facility for explorer post	\$5M	Douglas Schrage	Douglas.Schrage@anchorage.gov
Kodiak Island Borough	Bayside Fire Department Station Expansion	Expand station and dorms for volunteers	\$1.7M	Scott Ellis	sellis@kodiakak.us
Fairbanks North Star Borough	Chena Goldstream Fire Station(s) renovations	Stations 41 & 42 Expansion/renovations	\$5M	Frank Bracken	frank.bracken@cgfr.com
Kenai Peninsula Borough	Kachemack Emergency Services Renovations	Renovations and additions to St. 1 & 2	\$1.65M	Eric Schultz	ESchultz@kpb.us
	Western Emergency Services Renovations	Expansion and Renovations of Station 3	\$3.75M	Robert Mathis	RMathis@kpb.us
	Bear Creek Fire Renovations	Asphalt paving & Living Quarters	\$1.05M	Richard Brackin	RBrackin@kpb.us
	Cooper Landing Emergency Services Repairs & Maintenance	Building Maintenance and Repairs	\$93,000	Mitchel Dickinson	mitchel_dickinson@live.com
	Moose Pass Volunteer Fire Company Clean Water/Renewable	Clean water and renewable power study	\$60,000	Judy Ingersol	merrittpscooper@gmail.com
Ketchikan Gateway Borough	South Tongass Volunteer Fire Department Renovations	Station addition and foundation repairs.	\$74,000	Steve Rydeen	stever@kgbak.us
		Total	\$16.7M		



MEMORANDUM

January Employee Anniversaries

Item Type: Informational
Prepared For: Mayor Lord and City Council
Date: January 27, 2025
From: Andrea Browning, HR Director
Through: Melissa Jacobsen, City Manager

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

Teresa Sundmark	Library	18	Years
Tomasz Sulczynski	IT	17	Years
Andrea Browning	Admin	13	Years
Brody Jones	Public Works	11	Years
Jona Focht	Dispatch	10	Years
Lynda Gilliland	Finance	7	Years
Amy Woodruff	Port	4	Years
Rose Benson	Port	3	Years
Ed Gross	Planning	1	Year
Kaleb Harvey	Police	1	Year

VISTORS

AGENDA CALENDAR 2025

Council Meeting Dates	Visitor Scheduled
<i>Monday, January 13</i>	<i>Senator Stevens</i>
<i>Monday, January 27</i>	
<i>Monday, February 10</i>	<i>Patty Relay Pratt Museum – Budget Appropriation Request</i>
<i>Monday, February 24</i>	
<i>Monday, March 10</i>	
<i>Monday, March 24</i>	
<i>Monday, April 14</i>	
<i>Monday, April 28</i>	
<i>Monday, May 12</i>	
<i>Tuesday, May 27</i>	
<i>Monday, June 9</i>	
<i>Monday, June 23</i>	
<i>Monday, July 28</i>	
<i>Monday, August 11</i>	
<i>Monday, August 25</i>	
<i>Monday, September 8</i>	
<i>Monday, October 13</i>	
<i>Monday, November 10</i>	
<i>Monday, November 24</i>	

WORKSESSION SCHEDULE

AGENDA CALENDAR 2025

Council Meeting Dates	WORKSESSION/MEETING TOPICS
Monday, January 13	<i>Worksession, HART Fund 3:30 p.m.</i>
Saturday, January 18	<i>Strategic Planning Worksession 9 am – 1pm</i>
Monday, January 20 Off Cycle	<i>Worksession Budget – Department Budget Discussions 4-7pm</i>
Monday, January 27	<i>Special Meeting 3:30 p.m. CM 6 month review</i>
Monday, February 3	<i>Worksession Budget – Department Budget Discussions 4-7pm</i>
Wednesday, February 5 Off Cycle	<i>Joint Worksession with Planning Commission and Comp Plan Steering Committee at 5:00 p.m.-6:30</i>
Monday, February 10	<i>Worksession – Utility Rate Model Discussion COW – Draft Comp Plan</i>
Tuesday, February 11	<i>Draft Comp Plan Open House Event Islands & Ocean Visitor Center 5:30 – 7:30 pm</i>
Monday, February 24	<i>Worksession – Utility Rate Model Discussion (If Needed)</i>
Monday, March 10	<i>4:00 Kachemak City Worksession</i>
Monday, March 24	<i>Worksession Reserved for Budget Discussion</i>
Monday, April 14	<i>City Manager's Proposed Budget and Utility Rate Model to City Council</i>
	<i>Committee of the Whole – Council to Discuss Budget</i>
	<i>Regular Meeting – Public Hearing on Budget</i>
Monday, April 28	<i>Committee of the Whole – Council Discussion on Budget</i>
	<i>Regular Meeting – Introduction of Budget Ordinance, Fee/Tariff Ordinances</i>
Monday, May 12	<i>Committee of the Whole – Council Budget Discussion</i>
Tuesday, May 27	<i>Committee of the Whole – Council Budget Discussion</i>
	<i>Regular Meeting – Public Hearing</i>
Monday, June 9	<i>Regular Meeting Public Hearing & FY26/FY27 Budget Ordinance Adoption</i>
Monday, June 23	

Monday, July 21	
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Council Meeting Dates	WORKSESSION/MEETING TOPICS
Monday, August 11	
Monday, August 25	
Monday, September 8	
Monday, September 22	
Monday, October 13	
Monday, October 27	
Monday, November 10	
Monday, November 24	

City of Homer
Financial Reporting Schedule
for Calendar Year 2025

Dates	Event
1/13/2025	
1/27/2025	Monthly FY25 Year-To-Date (YTD) Report
2/10/2025	FY25 2nd Quarter Report
2/24/2025	Monthly FY25 YTD Report
3/10/2025	
3/24/2025	Monthly FY25 YTD Report
4/14/2025	
4/28/2025	Monthly FY25 YTD Report
5/12/2025	FY25 3rd Quarter Report
5/27/2025	Monthly FY25 YTD Report
6/9/2025	
6/23/2025	Monthly FY25 YTD Report
7/28/2025	Monthly FY25 Year-End Report - Preliminary
8/11/2025	FY25 4th Quarter Report
8/25/2025	Monthly FY25 YTD Report
9/8/2025	
9/22/2025	Monthly FY25 YTD Report
10/13/2025	
10/27/2025	Monthly FY25 YTD Report
11/10/2025	FY25 1st Quarter Report
11/24/2025	Monthly FY25 YTD Report

General Fund
Expenditure Report
Actuals through December 2024
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY25		FY25 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<u>Revenues</u>				
Property Taxes	\$	4,225,672	\$ 5,180,838	123%
Sales and Use Taxes		9,296,032	5,592,604	60%
Permits and Licenses		41,723	19,232	46%
Fines and Forfeitures		8,381	1,806	22%
Intergovernmental		746,338	405,162	54%
Charges for Services		445,762	325,705	73%
Other Revenues		-	81,281	
Airport		202,406	99,242	49%
Operating Transfers		1,568,082	20,710	1%
Total Revenues	\$	16,534,397	\$ 11,726,580	71%
<u>Expenditures & Transfers</u>				
Administration	\$	2,201,751	\$ 997,975	45%
Clerks/Council		942,104	366,284	39%
Planning		446,281	183,868	41%
Library		1,126,251	532,417	47%
Finance		948,850	386,136	41%
Fire		1,973,062	909,690	46%
Police		4,416,940	2,313,869	52%
Public Works		3,663,001	1,565,078	43%
Airport		239,580	85,061	36%
City Hall, HERC		190,449	75,644	40%
Non-Departmental		191,000	166,000	87%
Total Operating Expenditures	\$	16,339,269	\$ 7,582,022	46%
Transfer to Other Funds				
Leave Cash Out	\$	178,375	\$ -	0%
Other		6,752	-	0%
Total Transfer to Other Funds	\$	185,128	\$ -	0%
Transfer to CARMA				
General Fund Fleet CARMA	\$	-	\$ -	0%
General Fund CARMA		-	-	0%
Seawall CARMA		10,000	-	0%
Total Transfer to CARMA Funds	\$	10,000	\$ -	0%
Total Expenditures & Transfers	\$	16,534,397	\$ 7,582,022	46%
Net Revenues Over (Under) Expenditures	\$	0	\$ 4,144,558	

These numbers are preliminary and are subject change

Water and Sewer Fund
Expenditure Report
Actuals through December 2024
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY25		FY25 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<u>Revenues</u>				
Water Fund	\$	2,494,551	\$ 1,410,036	57%
Sewer Fund		2,213,812	1,121,332	51%
Total Revenues	\$	4,708,362	\$ 2,531,367	54%
<u>Expenditures & Transfers</u>				
<u>Water</u>				
Administration	\$	350,977	\$ 191,049	54%
Treatment Plant		726,654	321,550	44%
System Testing		36,000	11,359	32%
Pump Stations		123,793	43,047	35%
Distribution System		393,195	210,438	54%
Reservoir		19,191	6,042	31%
Meters		288,507	28,510	10%
Hydrants		214,868	87,926	41%
<u>Sewer</u>				
Administration	\$	348,160	\$ 187,290	54%
Plant Operations		938,779	344,503	37%
System Testing		18,000	9,044	50%
Lift Stations		230,206	96,074	42%
Collection System		378,085	176,407	47%
Total Operating Expenditures	\$	4,066,415	\$ 1,713,240	42%
Transfer to Other Funds				
Leave Cash Out	\$	12,216	\$ -	0%
GF Admin Fees		-	-	0%
Other		15,597	-	0%
Total Transfer to Other Funds	\$	27,813	\$ -	0%
Transfers to CARMA				
Water	\$	325,376	\$ -	0%
Sewer		288,758	-	0%
Total Transfer to CARMA Funds	\$	614,134	\$ -	0%
Total Expenditures & Transfers	\$	4,708,362	\$ 1,713,240	36%
Net Revenues Over(Under) Expenditures	\$	0	\$ 818,127	

Port and Harbor Fund
Expenditure Report
Actuals through December 2024
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY25	FY25 YTD	
	ADOPTED BUDGET	ACTUAL	
		\$	%
<u>Revenues</u>			
Administration	\$ 640,736	\$ 396,179	62%
Harbor	4,045,337	3,231,565	80%
Pioneer Dock	302,106	173,958	58%
Fish Dock	578,477	430,093	74%
Deep Water Dock	188,651	128,682	68%
Outfall Line	4,800	-	0%
Fish Grinder	7,390	6,460	87%
Load and Launch Ramp	130,000	57,814	44%
Total Revenues	\$ 5,897,497	\$ 4,424,750	75%
<u>Expenditures & Transfers</u>			
Administration	\$ 1,227,954	\$ 677,937	55%
Harbor	1,658,848	709,706	43%
Pioneer Dock	89,120	44,665	50%
Fish Dock	817,052	336,034	41%
Deep Water Dock	107,656	68,960	64%
Outfall Line	13,500	3,140	23%
Fish Grinder	45,150	13,881	31%
Harbor Maintenance	558,501	265,829	48%
Main Dock Maintenance	54,546	22,386	41%
Deep Water Dock Maintenance	65,046	24,930	38%
Load and Launch Ramp	141,549	67,716	48%
Total Operating Expenditures	\$ 4,778,920	\$ 2,235,183	47%
Transfer to Other Funds			
Leave Cash Out	\$ 49,513	\$ -	0%
GF Admin Fees	-	-	0%
Debt Service	0	-	0%
Other	380,573	-	0%
Total Transfer to Other Funds	\$ 430,086	\$ -	0%
Transfers to Reserves			
Harbor	\$ 688,491	\$ -	0%
Load and Launch Ramp	-	-	0%
Total Transfer to Reserves	\$ 688,491	\$ -	0%
Total Expenditures & Transfers	\$ 5,897,496	\$ 2,235,183	38%
Net Revenues Over(Under) Expenditures	\$ 0	\$ 2,189,567	