



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

City of Homer Agenda

Library Advisory Board Regular Meeting
Tuesday, April 6, 2021 at 5:30 PM
City Hall Cowles Council Chambers

Webinar ID: 991 8847 0047 Password: 125016

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

CALL TO ORDER, 5:30 P.M.

APPROVAL OF AGENDA

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA (3 minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

A. February 2, 2021 Regular Meeting Minutes

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VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Library Director Reports dated March 31, 2021

Page 10

i. 2020 Statistical Report

Page 13

ii. 2021 Statistical Report (*laydown*)

B. Legislative Update

PUBLIC HEARING

PENDING BUSINESS

A. Planned Giving Program – Framework for Significant Gifts & Donation Acceptance Policy

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i. DRAFT Common Messaging Framework for Significant Gifts to Benefit HPL **Page 15**

ii. DRAFT Donation Acceptance Policy

Page 17

iii. Report from Planned Giving Liaison Kuszmaul

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NEW BUSINESS

A. Election of LAB Officers

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INFORMATIONAL MATERIALS

- [A.](#) Emilie Springer LAB Reappointment Letter & Certificate **Page 23**
- [B.](#) Historical Library Book Wheel – Provided by Boardmember Finn **Page 25**
- [C.](#) LAB 2021 Calendar **Page 26**

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE STAFF

COMMENTS OF THE COUNCILMEMBER (if present)

COMMENTS OF THE CHAIR

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **TUESDAY, MAY 4, 2021 AT 5:30 P.M.** All meetings scheduled to be held via Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 21-02, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:30 p.m. on March 2, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom Webinar.

PRESENT: BOARDMEMBERS KUSZMAUL, FINN, PETERSON, FAIR, DOLMA, VERNON (arrived 5:32 p.m.) AND STUDENT REPRESENTATIVE RENNER

ABSENT: BOARDMEMBER SPRINGER

STAFF: LIBRARY DIRECTOR BERRY
CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

FAIR/FINN MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. February 2, 2021 Regular Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FAIR/FINN MOVED TO APPROVE THE MEETING MINUTES FROM FEBRUARY 2, 2021.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Reports dated February 24, 2021
- i. 2020 Statistical Report
 - ii. 2021 Statistical Report (laydown)

Library Director Berry spoke to his written staff report, noting the following:

- Plans for reopening the library and what that may look like; no timeline yet for when that will happen; provided a brief description of the City's guidance for downgrading from a code orange.
- A seed library is set up in the front entrance of the library; people are welcome to take what they'd like or leave donations; this is a community-run event by the Homer Garden Club and hosted by the library.
- Homer Foundation announced they're going to change their fee schedule to include a 1% administrative fee; will require City Council approval to amend the existing contract.
- Updates to the library including a new radio frequency tagging system, speaker system in the fireplace lounge, new metal shelves in the back offices, furniture changes, etc.
- LAB and Friends of the Homer Library (FHL) are working towards joint fundraising strategies.
- Outreach statistics, specifically what that stat comprises of; it includes homebound deliveries such as KBBi Storytime and much of what Claudia Haines does outside of the library.

In response to questions, Mr. Berry explained the details on the new tagging system. It uses a little underpowered radio transmitter that comes as a rectangular sticker, about size of a credit card, which goes inside the book. When you put it on top of the flat, metal checkout pad, even with a stack of five or six books, it will check them all in or out at once. It also sensitizes or desensitizes at the same time, so you don't have to worry about going through security data in a separate step. Another nice feature is that you can take the scanner along the shelves and it will read all the tags in order and beep if it reads something out of order, making shelf reading really fast. It will also let us have self-checkout stations for patrons so we're going to set up a few of those. For all of this to work, we have to actually insert all of the stickers in all 50,000-plus items so it's going to take a while.

- B. Legislative Update

Boardmember Finn provided and spoke to her report on federal/state library funding legislation, highlighting the main points:

- U.S. Senate Bill S.127 Build America's Libraries Act (current 117th Congress) is currently in the Senate Committee on HELP (Health, Education, Labor and Pensions) since January 28th. Neither Lisa Murkowski nor Dan Sullivan are co-sponsors. Murkowski's office suggested that we contact Sen. Reed, the bill's sponsor, and ask him to outreach our Alaska Senators for Co-Sponsorship.
- No bill has been introduced in the U.S. House. They could create a bill now or wait for the Senate to forward the bill. Don Young was a co-sponsor in the 116th Congress, but has not yet sponsored a House equivalent of S.127. Boardmembers are encouraged to reach out to Rep. Young or others on the committee to advocate sponsorship/funding.
- In the Alaska legislation, SB 49 is a budget bill currently in the Finance/Education Committee, which includes library funding under Alaska State Libraries, Archives and Museums (known as

SLAM). According to committee member Lyman Hoffman, it's a good sign if the item is not being discussed because that shows there isn't a strong opinion to cut it from the budget. Sen. Steven's office noted that cuts are unlikely.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program – Policies for Donation Acceptance & Donor Recognition
- i. Report from Planned Giving Liaisons
 - ii. DRAFT Common Messaging Framework for Significant Gifts to Benefit HPL
 - iii. DRAFT Homer Public Library Donation Acceptance & Management Policy
 - iv. Suggestions for Recognizing Donors

Chair Kuszmaul introduced the item by reading the title and outlined the four Planned Giving topics she wanted the board to discuss: a Planned Giving LAB-FHL Liaison meeting, common messaging framework for gifts/donations, the draft Donation Acceptance and Management Policy, and suggestions for recognizing donors.

Chair Kuszmaul spoke to her written report from the Planned Giving liaison meeting between her and Joy Steward with the Friends of the Homer Library (FHL), highlighting the following:

- Relationship between the LAB and FHL, as noted by Resolution 06-06 that adopted a Memorandum of Understanding between the City, LAB, and FHL particularly in regards to funding and operations of the library.
- Ensuring that the endowment funds are supplemental, not substitutionary, as per Resolution 20-020 establishing the Library Endowment Fund.
- Any one speaking to a potential major donor should be able to speak to the value of donating to the Library and be able to present equally the two primary options of giving via the two endowments.
- The two endowment funds do not preclude a donor from giving a direct gift to either the Library or FHL. Any sizable gift made directly to the Library rather than the Library Endowment is accepted by City Council. Once accepted, it goes into a special holding account and the library can charge invoices directly to that account.
- Further discussion on how endowment funds can only be appropriated "based on the ability of the endowment to pay for the expenditure and the cost to maintain its purpose above the current adopted budget parameters", meaning the Library Endowment cannot be used to bypass the regular City budget process and create an ongoing burden on the City budget.
- LAB efforts are not focused on small gifts, such as a second coin jar at the circulation desk.

Chair Kuszmaul noted the FHL meets tomorrow yet they are unsure if they'll have their drafts reviewed then in time for the joint Worksession on March 16th. She reiterated what she'd like the LAB to discuss at this meeting to bring to that joint worksession.

Library Director Berry thanked Chair Kuszmaul for all her work on compiling this information, and that the resolution establishing the endowment fund does allow services. Ms. Kuszmaul gave examples of

what services entail. Boardmember Finn asked if that includes increases in personnel, which it does not. In response to Boardmember Vernon, it was clarified that there's essentially two long term and two short term ways to donate. For long term donating, you can either give to the endowment fund to support the library directly or you can give to the FHL endowment fund. In the short term, you can make a direct cash gift to either organization for immediate spending.

Boardmember Fair requested clarification on endowment fund spending. Chair Kuszmaul and Mr. Berry explained how the endowment fund cannot be spent in a way that sets the City up for ongoing budget items without going through the budget process. It was reiterated that the endowment fund is supplemental to the City budget.

Chair Kuszmaul directed the discussion to the next topic and explained how it's important that the LAB uses consistent messaging. She referenced the common messaging framework draft in the packet for significant gifts to benefit the library and spoke to each section including the short/extended message, the target audience and its needs, the Homer Public Library (HPL) and FHL's mission/purpose, core scenarios, and how to give to either fund. She requested feedback from the board on the spreadsheet and if there were any areas that could be worked or improved on before their next worksession.

Boardmember Dolma thanked Chair Kuszmaul for putting this together; it was very clean and helpful. In response to Ms. Finn's question, Chair Kuszmaul explained how this could be a messaging tool to ensure everyone stays on the same page, and the framework for having conversations about donating to the library and/or FHL. She also feels this would be a good legacy tool to leave for future LAB members. Mr. Fair commented that this is a great place to start, and that Ms. Kuszmaul did a great job. There were no other comments or suggestions for changes to the spreadsheet.

Library Director Berry spoke to the draft Donation Acceptance and Management Policy and the work the LAB had previously done, what information was added to reference FHL relations/collaborations, and next steps the board needs to take at the March 16th worksession. He requested boardmembers provide their feedback or changes recommendations to this document.

Boardmember Finn voiced her appreciation for all of Chair Kuszmaul and Mr. Berry's work, and plans to fully work through the materials in time for the worksession. Mr. Berry said that if they wanted to have a few more weeks to look the materials over, they could, and then bring their recommended changes to the March 16th Worksession. His goal is to walk out of that worksession with a nearly complete plan that's ready for final approval at their April 6th regular meeting.

Chair Kuszmaul commented on suggestions for recognizing donors and opened the floor for discussion on what items the LAB can do, what FHL can do separately, things both groups can do collaboratively, things either group can do alone, and things that would require approval from City Council or other city agencies.

Discussion ensued on the following ideas:

- Continuing with adding large donor names to the metal fish wall; its original purpose was to recognize the donors who helped fund the new library, with artwork being done by Moose Run Metalsmiths. The overall consensus of the board is to continue showcasing names of large

donors in some fashion, even on a temporary basis. Chair Kuszmaul agreed to look into it further and see if that was an option.

- An upscale appreciation night for donors, similar to the Celebration of Lifelong Learning event, where tickets are purchased and there is a catered dinner. Would likely be held in a different location other than the library.
- Concept of finding various forms of recognition that speaks to an individual donor based on their preference, potentially based on a tiered-level; not everyone feels appreciated the same way.
- Everyone should at least get a thank you note. Mr. Berry pointed out that Boardmember Vernon had already volunteered to write custom thank you notes. Chair Kuszmaul suggested that artwork of historical libraries be used to make customized thank you cards.
- Listing donors on the library website; updating it once a year.
- Having the name of your favorite book, your name, or in honor of someone else and have their name placed on the spine of the book decals that are on the sides of the FHL bookmobile.
- Glass mobile: different colored prisms for different levels of donation. Boardmember Finn voiced her full support for this concept, but would like to see if the fish wall will work out first.
- Utilizing bookplates and what they are; some of the library's collection still has bookplates in them from the 1990's library fundraiser. Library staff is not a huge fan of them due to the work it adds. Boardmember Peterson would be interested to see if any local artists would be willing to donate or be commissioned to do the bookplate artwork.
- Swag for major donors: whether they should hand them out or not.

To summarize the discussion on donor recognition, Chair Kuszmaul noted the fish wall is the preferred method for large donations, customized thank you cards for smaller donations, and a dinner event for everyone.

NEW BUSINESS

- A. Promotion of National Library Week
- i. Sample Proclamation
 - ii. Sample News Release
 - iii. Homepage of the National Library Week Website

Chair Kuszmaul introduced the item by reading the title and gave a background of National Library Week, which is the week of April 4 – 10th with the theme “Welcome to Your Library”. She asked the board if they'd like to do anything special to celebrate it, or not.

Library Director Berry commented that he surveyed the library staff and no one could remember doing anything special for it, except for the spring of 2019 when they offered tea as you came in to the library.

There was discussion between staff and boardmembers on various ways to recognize the week, including asking Mayor Castner to make an announcement at the City Council meeting if he did not wish to do a proclamation, submitting a Point of View or Letter to the Editor to the newspaper, or having a poster in the school libraries. Ms. Kuszmaul noted that April 6th is National Library Workers Appreciation Day and that it would be nice to bring something to the staff on that day.

INFORMATIONAL MATERIALS

- A. Quarterly Report from Homer Foundation, October – December 2020
- B. LAB 2021 Calendar

Chair Kuszmaul referenced the informational items in the packet. She commented on the current endowment fund balance in the Homer Foundation report. Library Director Berry noted that amount has gone up since the end of the year, with their first distribution of funds to be about \$1,900.

Boardmember Vernon volunteered to give the LAB report at the March 8th City Council meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City clerk Tussey thanked Boardmember Peterson for her service and to have been able to work with her. Ms. Tussey reported that term expiration notices and reappointment applications were sent out to Boardmembers Vernon and Springer, and the Clerk’s Office has started advertising for seat vacancies. One seat can be for a nonresident.

Library Director Berry had no additional comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul thanked Boardmember Peterson for her service and spoke to all the work she had done while serving on the LAB. She presented Ms. Peterson a book as a gift for her service.

COMMENTS OF THE BOARD

Boardmember Peterson thanked everyone.

Boardmember Finn requested that boardmembers reach out to representatives regarding legislative bills for library budget funding. She thanked Ms. Peterson for her work.

Boardmember Dolma thanked Ms. Peterson for her wisdom and service.

Boardmember Vernon thanked Ms. Peterson.

Boardmember Fair and Student Representative Renner had no additional comments.

Deputy City Clerk Tussey provided clarification on the two worksessions scheduled and how the April 6th one is a training worksession. Chair Kuszmaul recapped what the group will discuss at the March 16th Worksession.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:20 p.m. The next regular meeting is Tuesday, March 2, 2021 at 5:30 p.m. A Worksession is scheduled for Tuesday, March 16, 2021 at 5:30 p.m. and for Tuesday, April 6, 2021 at 5:00 p.m. All meetings scheduled to be held via Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK I

Approved: _____

Director's Report, Homer Public Library
March 31, 2021

General Notes

The City has dropped to Code Yellow. The library is open without reservations, M-F from 10-1:30 and 3:30-5:30. The library staff have dropped staggered shifts and stopped quarantining returned materials. We are getting more and more calls asking when we will resume Saturday or evening hours.

Director's Meetings in March 2021					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
2	3	5	2	5	Numerous City meetings

Staff Notes

Dave Berry and Claudia Haines attended the virtual conference of the Alaska Library Association from March 18-20. Claudia presented her work on Project READY as part of a round-table discussion on the first day of the conference.

Callista Faucher will be leaving the library after April 2, heading back to New Hampshire. We wish her all the best!

Facility

One of the light poles next to the library parking lot was knocked over by a snowplow. Other than that, everything seems to be working fine.

Library Advisory Board (LAB)

At the March 2 meeting and the March 16 worksession, the LAB reviewed two documents created in conjunction with FHL: a framework for a donation strategy and a donation acceptance and management policy. Both documents have also been reviewed by the FHL Board, and the LAB expects to vote on the donation acceptance policy at the April 6 meeting before sending it on to City Council.

Friends of the Homer Library (FHL)

There will be no spring booksale, but FHL members can get coupons that are redeemable at the checkout desk. FHL has previously discussed what to do with the trail system on the western lot, and has now submitted an application for an RTCA grant to help with formal planning. The Board also discussed and approved the joint messaging framework developed with the LAB. FHL will develop its own donation acceptance policy, building off the LAB's.

Events in March 2021		
Date	Time	Event
Thursdays 1/28-4/1	2:00-3:00	Making Tax Filing Easier (via Facebook); program offered by Anchorage Public Library
Wednesdays 2/10-3/3	10:00-10:30	Little Makers Winter (via Zoom)
Thursdays 2/18-3/11	12:00-1:30	Story of Climate Change Reading Group (via Zoom)
3/5	All day	Deadline for nominations for Celebration of Lifelong Learning
3/14	1:00-4:00	Second Sunday Shakespeare: <i>Henry V</i> (via Zoom)
3/29	All Day	Library closed for Seward's Day

Upcoming Events in April 2021		
Date	Time	Event
Wednesdays 4/7-4/28	10:00-10:30	Little Makers Spring (via Zoom)
4/7	9:00-10:00	Celebration of Lifelong Learning on KBBI
4/8	5:00-6:00	The Choice to Be Heard: Learning from the Poetry of Amanda Gorman (via Zoom)

Ongoing Events

Date	Time	Event
Thursdays	10:00-11:00	Storytime on KBBI with Claudia Haines
Fridays	5:00-6:00	Storytime for Grownups (via Zoom)
First Tuesday	6:30-8:00	SPARC Radio Club (via Zoom)
First Thursday	1:00-3:00	Literary Ladies (via Zoom)
Second and Fourth Thursdays	3:00-4:00	Kids Book Club (via Zoom)
Second Sundays	1:00-4:00	Second Sunday Shakespeare (via Zoom)
Fourth Tuesday	4:30-6:30	FHL Book Club (via Zoom)

Homer Public Library Statistical Summary for 2020

Date: 27-Jan-21

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
Total # of Items	14,449	13,454	8,751	3,205	4,478	4,975	6,044	6,633	6,910	7,836	5,749	5964	88,448
INTERLIBRARY LOANS													
Incoming (Borrowed)	13	16	11	0	0	0	0	0	0	0	0	0	40
Outgoing (Lent)	50	25	4	0	0	0	0	0	0	0	0	0	79
STUDY ROOM USE													
# of groups	297	274	111	0	0	0	0	10	10	6	0	0	708
# of people	566	487	195	0	0	0	0	11	12	10	0	0	1281
MEETING ROOM USE													
# of groups	34	32	12	0	0	0	0	0	0	0	0	0	78
ATTENDANCE													
TOTAL (*Included)	10,966	9,892	4,338	1,310	905	897	4,328	3,808	4,049	5,561	2,723	4772	53549
*Story Hour & Lapsit	273	237	134	0	0	0	0	0	0	0	0	0	644
*School Classes	24	12	0	0	0	0	0	0	0	0	0	0	36
Internet sessions	3,310	3,227	1,387	63	203	461	533	529	734	919	910	859	13135
*Programs	715	487	207	44	216	151	185	178	217	315	138	253	3106
OUTREACH													
# Visits	6	6	3	12	28	13	12	10	14	14	9	6	133
# People	54	59	25	1266	668	719	4096	3059	2722	3889	2588	4519	23664
NEW CARDS ISSUED													
City	24	18	11	0	8	5	8	14	20	21	6	7	142
Borough	33	30	10	4	4	2	3	14	10	9	3	4	126
Temporary	0	1	2	0	0	0	0	2	0	1	0	0	6
Reciprocal	1	0	1	0	0	1	0	1	1	1	0	0	6
VOLUNTEER HOURS													
# of people	79	69	44	6	2	7	12	19	20	16	16	14	304
# of hours	178.5	185	111.5	62.5	8.5	92	138.5	177.5	250	166.5	159.5	172	1702
MATERIALS ADDED													
Books	316	393	120	421	135	83	120	54	191	318	141	162	2454
Audio	19	9	0	0	7	0	0	7	13	19	9	0	83
Video	64	144	0	46	31	114	27	31	2	72	61	29	621
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	0	0	0	0	11	0	0	0	0	0	0	0	11
MATERIALS REMOVED													
Books	231	218	96	18	71	185	304	204	105	81	76	27	1616
Audio	76	41	0	0	0	0	0	0	2	1	0	0	120
Video	26		6	0	201	3	0	0	1	75	0	205	517
Serials	1	2	0	0	0	0	1	1	0	0	0	0	5
Electronic Resources	0		0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2338.21	2250.40	1335.91	0.00	0.00	0.00	4.36	795.86	0.00	543.21	50.20	30.00	7,348.15
Building Fund (151-)													0.00
Library Gifts (803-)						5000.00							5,000.00
Grants		700.00						7000.00	79492.00				87,192.00
TOTALS	2,338.21	2,950.40	1,335.91	0.00	0.00	5,000.00	4.36	7,795.86	79,492.00	543.21	50.20	30.00	\$99,540.15

Data not available yet or incomplete

- *HPL closed to the public March 14.
- *HPL began curbside pickup circulation April 29.
- *HPL began admitting small groups of people to the building May 20.
- *HPL began admitting people without reservations on October 5.
- *Building closed to the public October 29.



City of Homer

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Homer Public Library

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: MARCH 31, 2021
SUBJECT: FRAMEWORK FOR SIGNIFICANT GIFTS AND DONATION
ACCEPTANCE POLICY

The LAB has previously reviewed the Framework for Significant Gifts and the Donation Acceptance Policy at the March 2nd meeting and the March 16th worksession. Both documents have been reviewed by the Friends of Homer Library and their suggestions have been incorporated into the draft.

The drafts included in the current LAB packet reflect all the changes discussed at the March 16th worksession and some minor alterations in wording since then.

RECOMMENDATION

Adopt the Framework for Significant Gifts as an internal guiding document for fundraising. Adopt the Donation Acceptance Policy and send it to City Council for approval.

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

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

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

Shared Core Values:

- free access to information
- literacy
- lifelong learning
- community engagement

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

DRAFT Common Messaging Framework for Significant Gifts to Benefit HPL, V2.1 3/16/2021		
Short Message	If you care about access to information, literacy and life-long learning in this unique community we call home, a gift to benefit the Homer Public Library is a smart choice .	
Extended Message	In the 1940s, the Homer Women’s Club founded our first library in a 600-square-foot log cabin. Later generations invested in new buildings, pioneered new services and programs, adopted innovative technologies, and found creative ways to meet our community’s needs. Now it’s our turn. A significant gift for the Library will help ensure the legacy of the Homer Public Library continues for everyone and forever.	
Target Audiences	Individuals who are strong library supporters, enthusiasts, and frequent library users. Individuals who care about quality of life and opportunity in the local community. Local influencers who are helping individuals in their financial and estate planning.	
Top Audience Motivations	Individuals: To use their capacity to give to benefit the causes they believe in and the community they love. To express appreciation for the significance of libraries and literacy in their lives and pass forward the promise of libraries to future generations. Influencers: To provide meaningful and relevant giving options in their financial and estate planning advice.	
Missions	Homer Public Library	Friends of the Homer Public Library
	The Homer Public Library serves the diverse needs of our community members by providing access to information, promoting literacy, and facilitating lifelong learning. We foster education, personal well-being, cultural creativity, community engagement, and economic development. Our resources are offered without charge to people of all ages and abilities within our service area.	Our mission is to provide support for the Homer Public Library programs and services, to raise funds that enrich the library experience, and to promote the use and enjoyment of the library.

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

HOMER PUBLIC LIBRARY
DONATION ACCEPTANCE AND MANAGEMENT POLICY
MARCH 31, 2021

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 their 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 they 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 (<https://friendsofthehomerpubliclibrary.wildapricot.org/Donate>).

To make a significant gift or planned gift for sustained support over time, visit the Homer Foundation (<https://www.homerfoundation.org/give-now>). The Homer Foundation's tax ID number is 92-0139183. Homer Public Library benefits from two separate endowment funds, both 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 Friends of the Homer Public Library Endowment Fund supports FHL's mission and long-term success.

Donations to the endowments 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.

Memo for April 6 LAB meeting

Planned Giving Report

At the March 2021 LAB Work Session, we identified two specific follow ups:

- to confirm how planned gifts to either endowment fund should be designated
- to explore feasibility of using the Fish Wall to recognize major gifts to the Library including whether Ken Caster, who was the driving force behind its creation and designed it, would be supportive of adding fish to the wall, and whether the original fabricators, Moose Run Metalsmiths, could be engaged in reactivating its use for donor acknowledgement.

What we learned:

Beneficiary Designation

Joy Steward had a chance meeting with Terri Spigelmyer, the current president of The Homer Foundation board and local attorney familiar with wills and trusts, and reported: Terri suggests that donors making a future planned gift should designate the gift in their will, trust or name their beneficiary as the “Library Endowment Fund held by The Homer Foundation” or “Friends of the Homer Public Library Endowment Fund held by The Homer Foundation” and that donors make their wishes known to The Homer Foundation.

Donor Acknowledgement – Fish Wall

I spoke with Mayor Ken Caster and Tarri Thurman at Moose Run Metalsmiths about the Fish Wall. Both were very enthusiastic about adding to the wall. Tarri is going to assess feasibility and cost, looking at availability of copper material, cutting, stamping (names are hand stamped using equipment that cost about \$700). She may still have some fish on hand. I will follow up with her in a week or two.

Ken said donors of \$1000 or more got a big fish; \$100 - \$999 small fish. Tarri commented that she hated to think about producing 200 at a time, so we should evaluate sizes of gifts and set appropriate levels of giving that would not generate a glut of fish to make or fit on the wall.

Overall, Tarri definitely embraced the concept but needs to explore what it would take to implement.

Recommendation: Continue to pursue use of the Fish Wall for donor recognition for major gifts; do an analysis of recent gifts to understand distribution across \$ amounts as input to setting levels for small fish and big fish.

Respectfully submitted,

Marcia Kuszmaul



City of Homer

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Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK

DATE: MARCH 31, 2021

SUBJECT: ELECTION OF OFFICERS

Per Article IV, Sec. 1 of the LAB Bylaws: "A Chairperson and Vice-Chairperson shall be elected from among the appointed board members at the regular April meeting of the Board".

Recommended process for Election of Vice Chair:

1. The Board will need to determine how they would like to vote since unanimous consent is not allowed for elections; this can be done by a Voice Vote (aye/nay) or a Show of Hands.
2. Once decided the Chair will call for nominations of Vice Chair.
3. Upon hearing no further nominations from the Board the Chair will close the nominations.
4. Chair will then call for the vote in the manner agreed upon by the commission.
5. The Clerk will tally/note the votes for each candidate nominated. If only one candidate is nominated the candidate must accept the nomination.

Recommended process for Election of Chair:

1. The Chair will conduct the vote for Chair unless it is preferred by the Board to have the gavel turned over to the newly elected Vice Chair to conduct the vote for Chair.
2. Election is conducted in the same manner as it was for the Vice Chair (see steps above).
3. The gavel/meeting will be turned over (or proceed) to the newly elected (or re-elected) Chair to conduct the remainder of the meeting.



City of Homer

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March 23, 2021

Emilie Springer
P.O. Box 2882
Homer, AK 99603

Dear Emilie,

Congratulations! City Council confirmed and approved your reappointment to the Library Advisory Board during their March 22, 2021 Regular Meeting via Memorandum 21-044. Your term will expire April 1, 2024.

Your 2020-2021 Public Official Conflict of Interest Disclosure Statement is currently on file in the City Clerk's Office. In October you will be notified to complete the 2021-2022 disclosure statement. Public officials are required to comply with this reporting requirement pursuant to HCC 1.18.043.

Also included is the LAB's Orientation Packet, which provides a helpful refresher on the important guidelines for your role as a boardmember.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead!

Cordially,

Ken Castner, Mayor

Enclosed: Memorandum 21-044
Certificate of Reappointment
LAB Orientation Materials

Cc: Library Advisory Board

City of Homer
Homer, Alaska
Mayor's Certificate of Reappointment

Greetings
Be It Known That

Emilie Springer

Has Been Reappointed to Serve As
“Boardmember”

On The
“Library Advisory Board”

This reappointment is made because of your dedication to the cause of good government, your contributions to your community, and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 22nd day of March 2021.*



Ken Castner, Mayor

Attest:



Melissa Jacobsen, MMC, City Clerk



A 300-year-old library table that enabled a researcher to have seven books open at once



LIBRARY ADVISORY BOARD 2021 Calendar

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

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