



Agenda

City Council Joint Worksession with the Library Advisory Board

Monday, May 20, 2024 at 5:00 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: 965 8631 4135 Password: 792566

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 5:00 P.M.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

DISCUSSION TOPIC(S)

a. Advisory Body Training and City Council's Role

Presentation by Melissa Jacobsen, Interim City Manager/City Clerk

b. Comprehensive Plan and the Homer Public Library

c. Library Capital Improvement Projects

d. Library Strategic Plan

COMMENTS OF THE AUDIENCE (3 minutes)

ADJOURNMENT

Next Regular Meeting is **Tuesday, May 28, 2024, at 6:00 p.m. Committee of the Whole at 5:00 p.m. and a Worksession at 4:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

City Council and Library Advisory Board Work Session

ADVISORY BODY TRAINING – MAY 2024

Where did we come from?

- ❖ Boards and Commissions are created by the City Council via Ordinance.

Alaska Statutes 29.20.320 & Homer City Code 2.58.010

- ❖ The Library Advisory Board was established with the adoption of Ordinance 80-2 effective February 26,1980.

Duties & Responsibilities

Homer City Code 2.48.040

- Act in an advisory capacity to the Library Director and the City.

Duties & Responsibilities

Homer City Code 2.48.050

The Board shall:

- a. Establish operational policies for the library program, and submit same to the City Council for approval. There shall be an annual review of policies and revisions may be recommended by the Board.
- b. Assist the Librarian in preparation and presentation of the annual budget request to the City Council.

Duties & Responsibilities

Homer City Code 2.48.050

- c. Adopt bylaws and regulations for internal operations governing the proper and orderly discharge of its responsibilities.
- d. Make recommendations through the City Manager to the Mayor and City Council concerning the library and its programs.

Duties & Responsibilities

Homer City Code 2.48.050

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

City Council's Role

City Council –

- Creates and Disbands boards and commissions by ordinance.
- Directs boards and commissions to consider any specific proposal, problem or project.
- Direction comes from Council, as a body, by memorandum or resolution.

Reporting Structure

- The Board provides a written or verbal report at the Council Meeting that follows the Commission's meeting.
- Recommendations from the Board regarding operations and maintenance of the port and harbor facilities are submitted to the City Manager by memorandum.
- Recommendations on matters directed by Council or on policy issues are submitted to Council by memorandum.



Committees/Subcommittees

- Committees of one or more members for such specific purposes as the business of the Board will only become active upon approval of Council.
- A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date.
- Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

LAB Bylaws Article VIII. Section 1



Speaking on behalf of the Board

- The Board acts as a body and speaks in the same manner.
- Messaging should be agreed to by the body.
- If a Board Member is speaking to a matter on their own behalf, they should state that at the beginning of their comments.
- Questions or concerns about library operations should be directed to library staff.
- Citizens can be invited to the Board meetings share their comments and concerns.

Working Together: Roles and Responsibilities Guidelines for Homer Public Library

Responsibilities	Library Director	Library Advisory Board (LAB)	Friends of the Homer Library
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the LAB and provide support to the Friends and community groups.	Advise the Library Director and the City Council to ensure quality library service. Advise city government to recruit, employ and retain a qualified library director.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Identify need for new written policies, as well as policy revisions. Work with the LAB to establish written policies to govern the operation of the library for approval by the City Council.	Work with the Library Director to establish written policies to govern the operation and program of the library for approval by the City Council.	Support the policies of the library.
Planning	Coordinate and implement a strategic plan with LAB, Friends, staff, community, and city government.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with city charter. Pursue grant opportunities.	Solicit donations of money and/or property for the benefit of the library. Assist in the preparation and presentation of the annual budget in accordance with city charter.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the LAB, Friends, community and city government regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in LAB and Friends meetings. Ensure there is a liaison from the LAB to the Friends and vice versa.	Participate in all advisory board meetings. Appoint a liaison to the Friends Board and become a member of the Friends. Report on LAB and library activities to City Council at Council meetings.	Maintain a liaison to the LAB.
Networking	Encourage LAB and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join United for Libraries national organization and/or Alaska Library Association as a resource for policies, operations and advocacy for libraries.	Join United for Libraries national organization as a resource to better support the library.

B. 2018 Comprehensive Plan Reading Assignment
Memorandum from Chair Finn/Vice Chair Kuszmaul

Chair Baily introduced the agenda item by reading the title and deferred to Boardmember Kuszmaul.

Boardmember Kuszmaul stated that the idea for this discussion came from the Comprehensive Plan Book Club, and that she felt it would be relevant for the Board to review what had been said about the library in the previous plan.

Library Director Berry reviewed the matrix on page 19 of the packet, noting that all of the information came as a result of the 2018 Comprehensive Plan. He stated that some of the statistics needed updating, but that overall the trends are the same. He covered the following:

- I-G-1 Create technology fund.
 - Mr. Berry noted that there hasn't been a specific technology fund created through the City Finance Office, but that the library did create a depreciation schedule for essentially every piece of equipment that the library owned back in 2019. He added that the library has created a specific line item in the operating budget for subscription databases, and that the library has boosted more spending on the two line items that deal with computer-related items and tools and equipment. The changes come as a result of print-based media becoming more obsolete with the current trend indicating that things are moving to a predominately digital medium.
- I-G-2 Maintain training schedule.
 - Mr. Berry noted that this is an ongoing item that the library stays on top of.
- I-G-3 Continue to report usage and demand for services to the City Council.
 - Mr. Berry said that the library continues to report usage demands for services to City Council, and that the library has an annual report that is completed every year in addition to the monthly stats that are provided to the Library Advisory Board.
- I-G-4 Track demand for space and share information with others providing community meeting spaces.
 - Mr. Berry stated that the library is tracking demand for space, but that he's unsure if the library coordinates with other entities that offer meeting spaces.
- I-G-5 Identify and explore funding opportunities for operations.
 - Mr. Berry said that this is something the library continues to do, adding that the library has an endowment fund now that's actively receiving donations.
- I-G-6 Evaluate appropriate levels of service in relation to probable budget scenarios.
 - Mr. Berry stated that this is done on an ongoing basis, highlighting the strategic plan that the Board is tackling this year and the Comprehensive Plan as examples.
- I-G-7 Keep abreast of and comment on neighborhood developments.
 - Mr. Berry claimed that the neighborhood comes to the library. He provided that the library hosts various public events throughout the year.

When asked by Chair Baily where the LAB can improve to help out the library, Mr. Berry asserted that the only thing he could think of is fundraising. He commended the LAB on the previous work the Board handled roughly a year ago, hearing all of the various book challenges and overhauling all of the library policies.

Boardmember Kuszmaul noted that she would like for the narrative of the new comprehensive plan to be more forward-looking and more aspirational in terms of what the vision of the library is.

Library Director Berry stated that the library is projecting a need for more community space, including but not limited to: a larger meeting room, a teen room, more storage space, more meeting spaces, and repairs to the building. Although not directly related to the library, he also spoke briefly on the need for some kind of mass transit system within the City, noting that it's hard for people who don't drive to get to the library. He shared that he foresees the future of the library moving in a direction that is increasingly digital, but even with that being said it's still clear that people want physical access to the building.

Chair Baily shared that the Friends of the Library filed a grant request with the Homer Foundation for a comprehensive summer plan, which would cover the cost of the bookmobile and various other items. He noted that if approved, there would be at least several summer programs that would be available this coming summer.

Boardmember McKinney stated that he wasn't sure if statistics are valuable in regards to the comprehensive plan. He added that statistics are important for selling the ideas that the library wants to implement.

Boardmember Kuszmaul acknowledged the demand for physical upgrades at the library, noting that the building is approximately 20 years old now, and it was built with a 20 year horizon. She made a point that a focus on youth should be included as part of that expansion.

INFORMATIONAL MATERIALS

- A. American Library Association (ALA) Report
- B. Reappointment of Boardmembers Asselin-Martin and McKinney

Boardmember Finn noted that it was great that Boardmembers Asselin-Martin and McKinney have gotten themselves reappointed. Library Director Berry informed the Board that Boardmember Fair would not be seeking reappointment this time around.

- C. City of Homer Newsletter for April 2024

Chair Baily noted the new library cards in the newsletter. Boardmember Finn said that it was nice to see the virtual author talks in the newsletter. There was also brief discussion regarding the City Manager's position.

- D. 2024 LAB Strategic Plan & Goals
- E. 2024 LAB Calendar

Boardmember McKinney volunteered to report to City Council at the May 28th meeting.

- F. Brooklyn Public Library, Seattle Public Library Joint Report on Banned Books



Memorandum LAB 23-010

TO: LIBRARY ADVISORY BOARD
 FROM: DAVID BERRY, LIBRARY DIRECTOR
 DATE: AUGUST 9, 2023
 SUBJECT: LIBRARY INFRASTRUCTURE NEEDS

At the September 2022 meeting, the LAB discussed various infrastructure needs for the facility. In light of the upcoming CIP review, this seems like a good time to look at those needs again. Here is the list of projects, with their current status:

Priority 1, due to implications for public safety:

PROJECT	STATUS	TIMEFRAME
Drainage in parking lot	Work is about half done, should be complete by end of summer.	Summer 2023
HVAC system	Boiler burners will be replaced shortly, and money is available. We will need to request roughly \$16,000 to replace the HVAC computer and physical controls.	Fall 2023

Priority 2, due to importance for operations:

PROJECT	STATUS	TIMEFRAME
Replace chairs	\$45,000 allocated in capital improvements budget.	Now
Siding on all the exterior surfaces of the building	Building Maintenance is struggling to get quotes on this, but it will likely be in the multiple six figures.	Summer 2024?
Carpeting in the front entryway and elsewhere	Estimated cost \$5,000. No one has bid on the job and it may have to be done in-house.	2024-2025
Possible ADA improvements—signage, bathrooms, etc.	The Story Walk Trail will be upgraded to improve accessibility this summer. The bathrooms can't be redone without alterations.	Someday

	Signage hasn't been explored much to date.	
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Priority 3, desirable but not critical:

PROJECT	STATUS	TIMEFRAME
Redo cracked countertops	No planning or work has been done on this.	Someday
Roof leaks	No leaks this past winter. Building maintenance thinks it will be okay for a while.	Someday
Portcullis gate at meeting room	At last inquiry, no manufacturer could give a reliable estimate due to inflation and the need for an engineering study. Best guess is \$30,000-\$60,000.	Someday

Complete or in-process:

PROJECT	STATUS	TIMEFRAME
New data cable for the building	Complete	Summer 2021
Upgrade departmental servers	Complete	Winter 2022
Fix wheelchair switch at the front door	Complete. Has worked well for 3-4 months	Spring 2023
Upgrade phones	Will be complete week of August 14	Summer 2023
Replace public computers	Equipment is in hand, waiting for IT availability to deploy	Fall 2023
Replace staff computers	Replacement is underway	Fall 2023
Replace interior wifi nodes (the exterior node could not be upgraded due to supply issues)	Equipment is in hand, waiting for IT availability to do configuration	Fall 2023

RECOMMENDATION

Pick 3 projects to include in the Capital Improvement Plan for 2024-2029.



Engineering Study for Homer Public Library Remodel

Project nominated by the Library Advisory Board.

Project Description and Benefit: Homer Public Library has expanded steadily in line with population growth in the area, from a 600 square foot cabin in the 1950s to a 3,500 square foot building in the 1980s to the current 17,000 square foot facility, which opened in 2006. In the 2018 Homer Comprehensive Plan, staff noted that the new building was projected to meet the community’s needs for 20 years, and those projections have proven reasonably accurate. As of 2023, the building has not yet exceeded capacity, but the area population is growing rapidly and utilization of public spaces like the library are rebounding from the Covid-19 pandemic shut downs.

Staff have identified several needs, based on operational impact and competition among patrons for limited resources. Operationally, the library needs increased storage space and office/workspace. Based on use, public use spaces to be considered in the remodel include:

- A larger meeting room. The current meeting room is 19’ x 15’6”. The multipurpose space should be at least twice as large. This was identified as a long-term priority in the Library’s 2019 Strategic Plan.
- An increased number of study rooms was also identified as a long-term priority in the library’s 2019 Strategic Plan.
- A dedicated teen room
- An outdoor covered space, suitable for public programs even in marginal weather. The Friends of Homer Library and some community members have discussed this in conjunction with improvements to the western lot, but it was not considered a high priority for that project. Accessibility improvements, such as signage and bathrooms that are easier to use.

Additionally, accessibility improvements to the public restrooms and signage are needed.

Plans & Progress: Staff has identified specific needs, and some high priority components of the remodel have been prioritized in the Library’s 2019 strategic plan, but no design work or planning has been done. Funding is requested for an engineering study to conduct a needs assessment and provide a detailed space analysis, cost estimate, concept design options and, public outreach. The study will provide the basis for determining feasibility of various projects, which could be combined or treated separately.

Total Project Cost: \$75,000

Schedule: 2026

Priority Level: 2



Library usage has increased substantially over the past seventeen years, and with it, the need to remodel to expand both public use and operational spaces within the building.

FY25 PROPOSED NEW PROJECTS - DRAFT



Homer Public Library Siding Replacement

Project nominated by the Library Advisory Board.

Project Description and Benefit: The Homer Public Library building opened in September 2006. The concrete siding was relatively new technology at the time, and while it has lasted 17 years, it is now cracked and falling off the building. The City's Building Maintenance division has worked hard to patch and replace missing pieces, but the worsening problem is both an eyesore and a potential path for moisture to enter the building.

The siding covers all four sides of the building, but the damage is worst on the south side, where the wall curves outward and the siding is under tension.

Plans & Progress: Building Maintenance has contacted several vendors for cost estimates and are still awaiting response. The costs below are a best guess, based on experience and the area of the building's façade. Professionals could fully replace the siding in a week or two, weather permitting. If funding and a contract is secured, the project could be done in summer 2024 to protect the facility from water infiltration and damage.

Total Project Cost: \$500,000

Schedule: 2024

Priority Level: 1

FY25 PROPOSED NEW PROJECTS - DRAFT



Examples of damaged and broken siding on the library's south-facing wall (at left) and above the library's back door (at top).



Homer Public Library Sliding Security Gate

Project nominated by the Library Advisory Board.

Project Description and Benefit: The Homer Public Library building was originally intended to have a sliding gate between the meeting room and the main floor. When community meetings occurred after closing hours, library staff could close off the rest of the building while still allowing public access to the meeting room and restrooms. Staff would also lock the front entrance, and the meeting organizer would be responsible for admitting people to the meeting and ensuring that the front door latched upon departure. The Port and Harbor Office has a very similar setup, with an externally-accessible meeting space and a gate separating it from the rest of the office.

For cost reasons, the library gate was never installed. This means that staff must work overtime to supervise any community events held outside of regular hours, which in turn means that community groups must pay \$50/hour to rent the room. This fee discourages the public from using a resource that was designed for them. The room is in constant demand during open hours, and extending its use into the evening would enhance the value of the resource for the community. It would also expand the range of community groups that could use it, since adults in particular prefer to meet after working hours. The gate was listed as a long-term priority in the library's 2019 Strategic Plan.

Installing a gate should be relatively easy, since the building was designed for it and a structural frame is already in place. The corridor is 127 inches wide and 189 inches tall (to the drop ceiling) with a utility space 22" tall above the ceiling, which puts it in the same class as security screens for commercial retail outlets. Given that it is the main egress from the building, it would need to be powered and include an emergency opening switch on the inside.

Plans & Progress: In November 2021, the library director assembled a list of manufacturers and spoke with several of them on the phone about the feasibility of the project. The rough cost estimates varied a great deal, but the consensus was that phase one is an engineering analysis of the space followed by procurement and installation.

Total Project Cost: \$75,000

Schedule: 2025

Priority Level: 2



Structural frame for a security gate that was built in to the Library's entry hall.

FY25 PROPOSED NEW PROJECTS - DRAFT

Homer Public Library

Strategic Plan 2025-2029

DECEMBER 2023

Contents

Executive Summary 2

Mission Statement 2

Interpretation of the Mission Statement 2

Major Efforts, 2020-2024 2

Current Challenges 4

Proposed Efforts, 2025-2029 4

 Grounds 4

 Technology 5

 Funding 5

 Programs 5

 Collections 5

 Building Repairs 6

 Building Improvements 6

Timeline 8

References 9

Appendices 9

Executive Summary

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Mission Statement

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.

Interpretation of the Mission Statement

The library is a general-purpose facility that provides basic, introductory-level assistance with many social and educational needs. The library is:

- A community center
- An information resource
- A gathering space
- A place for private study
- A place for self-directed entertainment

The library is not a specialized facility which provides in-depth, long-term services or unique materials. The library is not:

- A museum
- An archive
- A school
- A shelter
- A counseling center
- A daycare facility

Major Efforts, 2020-2024

The major thrust of the past five years has been modernizing the library's operations and positioning it to handle increasing demands from a growing population.

Administratively, we have overhauled the library's structure, cross-trained staff and streamlined some processes. Some behind-the-scenes tasks, such as managing money, ordering materials and analyzing circulation stats, have been automated or simplified. We created a Deputy Director's position and promoted the library from a division to a department. During 2023, we completely overhauled all the library's policies and procedures to formalize and clarify our operations. The City abolished library fines in 2020 and instituted automatic renewals in 2023. In 2022, we expanded operations by partnering with the City parks division to install little free libraries in five parks.

In the **technology** area, we have upgraded numerous systems. Zoom programming and outdoor wi-fi began in 2020. In 2021 we installed self-checkout machines and replaced the library's copper data cable with a fiber line, which massively increased service speeds. In 2023, the library catalog was moved to the cloud and upgraded from version 3.1 to version 3.11 of the Evergreen software. We've added various gadgets to the items available for checkout, including laptops, wireless hotspots, sun lamps, digital projectors, video games, a DVD/Blu-ray player and a phonograph. From 2021 through 2023 the library director also supervised the City IT department, which has been reorganized and expanded.

We are taking ongoing steps to make the library more **sustainable** over the long term. The City launched a library endowment fund with the Homer Foundation in April 2020, and as of the end of 2023, the principal has grown to over \$56,000. In partnership with the parks division, we're reducing maintenance on the library grounds by replacing ornamental gardens with grass beds. There is an ongoing project to improve facilities on the western lot by resurfacing the trail, adding informational signage and benches, and creating play spaces for children. Various furnishings, building components and essential equipment have been replaced or upgraded, including the lights, chairs, boiler components, alarm system, security cameras, microform reader, front-door switch, interior wi-fi nodes, servers, photocopier, pay-station machines, book magnifier, videophone, staff phones and public phone. We also installed a sound system in the fireplace lounge and replaced the television in the meeting room, and public works took steps to address drainage issues in the parking lot.

All this took place against a background of upheaval, as Homer had to find ways to operate despite the Covid-19 pandemic. Covid severely disrupted library circulation and cancelled nearly all programs for two years. Homer has been affected by the nationwide tension over materials considered acceptable for library collections, particularly in children's areas. In 2022 citizens started a

petition to remove all LGBT materials from the children’s and young adult collections, and the Library Advisory Board had to conduct two public hearings and read 55 challenged titles before voting to keep the materials where they were.

Current Challenges

The current library building opened in 2006. The structure has held up remarkably well, but there are signs of age, as demonstrated by the long list of equipment replacements over the last five years. Smaller repairs and replacements are an ongoing effort, but large **renovations** will be needed in the near future.

There is also the consideration that affects all City operations: **population growth**. The library saw steady increases in demand up through 2019. The Covid pandemic paused that growth, but since the return of normal operations demand has roared back with a vengeance. The library was designed around 20-year estimates for growth, and those numbers have proven remarkably accurate, but we are now approaching the end of the projected period and clearly need to anticipate further increases.

Proposed Efforts, 2025-2029

Grounds

Historically, maintenance of the library grounds was split between numerous bodies, including the City parks division, the Friends of the Library, the Rotary Club, the Pate family and various private citizens. The work of keeping up with it has repeatedly overwhelmed volunteer groups, so in summer 2023 the City assumed responsibility for everything except the Peter Larson garden, which will continue to be maintained by Rotary.

In an effort to **reduce maintenance**, we have already removed the ornamental beds in front of the building, beside the plaza and at the start of the Story Walk Trail. These beds have been replaced with grass. Further efforts may include covering the beds along the south wall of the building.

The parks division has limbed trees and cleared underbrush all over the library lot to improve sightlines. An ongoing project revolves around clearing invasive species, such as the reed canary grass near Heath Street.

The Friends of the Library and the City parks division have made great progress on improving the **western lot**, but much work remains. In 2024 we expect to resurface the trail, install benches and

botanical signs, and replace the Story Walk posts. Larger signs on cultural history will follow. Finally, a play space with local artwork will be constructed near the western end of the trail.

Technology

For several years, the library has been looking for a way to implement **wireless printing**, but no existing solution has been ideal in all respects. The newly expanded IT department has some ideas about how to do this, and we hope to see it soon.

The **library website** has been simplified and cleaned up over the last several years, but much information is still buried pretty deeply. We would like to cut it down further, possibly after the City moves to a new website platform. As part of that effort, we would also like to implement **single-sign-on** for patrons accessing subscription databases from outside the library, so they don't have to enter their login credentials for each database individually.

Funding

We launched an **endowment fund** in April 2020, and the principal has grown from zero to over \$59,000 in less than four years. The Library Advisory Board has set a goal of boosting it to \$100,000, which we hope to reach in the next five years. As part of its goals for 2024, the LAB is determined to develop a sustainable, low-maintenance system for soliciting donations.

Programs

We have partnered with Community Recreation to make sports equipment and sun lamps available for checkout, and there is potential for further collaboration on programming.

Formally, the library has one children's professional, the Youth Services Librarian. For the past several years, we've benefitted enormously from having a Library Tech I with children's experience. Putting 1.5 employees on **children's services** has opened up all kinds of opportunities for expanded programs and provided more consistency when someone is absent. We should consider either formalizing one of the Tech I positions as a youth specialist or else create a Tech II position that would be half children's and half front desk service.

Collections

Demand for library materials has shifted over time. Since Covid we are seeing greatly reduced demand for DVDs and physical audiobooks, but a slow rise in demand for online audiobooks and

streaming video. Demand for print resources is higher than ever, but many print magazines are closing down or going electronic-only, and patrons have not shown great interest in online magazines. We are considering adding more subscription databases.

For years, we have debated joining the **Alaska Library Catalog (ALC)**. There are three main impediments. First, we would have to adopt the Sirsi catalog software, which is enormously expensive. Second, our postage costs would increase substantially. Third, unlike the Alaska Digital Library, the ALC offers no “local preference” rule that allows patrons of a given library first choice on materials owned by that library. This means that smaller libraries end up subsidizing demand for materials in larger communities. If the ALC considered moving to a different software platform and adopting the local preference rule, it would make the case for joining much stronger.

Building Repairs

The **siding** on the outside of the library building needs replacement, and this was inserted into the Capital Improvements Plan for the City in 2023. On a more cosmetic level, the countertops and carpeting inside are showing signs of wear and tear.

Building Improvements

Aside from the siding replacement, the Capital Improvements Plan identified two other building-related projects for consideration: an **engineering study** to analyze the facility’s needs and recommend improvements, and a **portcullis gate** at the front entrance. The gate was included in the building’s original design but never installed, and not having one reduces the value of the meeting room, since it can only be used during working hours unless staff stay late to keep it open.

Staff and the general public have identified several other features that would enhance the building’s utility. A larger **meeting room** would greatly expand the range of groups that could meet in the library. The children’s room fills its task admirably, but a similar space for **teens**—with a door that could be closed—would also be helpful.

Staff could use more storage space and work space, and a front desk with a direct view of the entrance (we currently have a mirror and security cameras that watch the front door, but anyone who has ever worked in retail can tell you the psychology is different when staff have line-of-sight to the entrance).

Other items might be considered luxuries, but could enhance the library experience. The **sound system** in the fireplace lounge is cobbled together from donated parts and a more professional system would make events easier, particularly if they're broadcast over Zoom. If the library had a designated **display/gallery space**, we would be better able to accommodate rotating exhibits and interest from local entities.

Timeline

	SHORT TERM	MEDIUM TERM	LONG TERM
GROUNDS	<ol style="list-style-type: none"> 1. Grass-in beds 2. Remove invasive species 	<ol style="list-style-type: none"> 1. Upgrade trails 2. Install benches 	<ol style="list-style-type: none"> 1. Install signage 2. Build play spaces
TECHNOLOGY	<ol style="list-style-type: none"> 1. Enable wireless printing 	<ol style="list-style-type: none"> 1. Simplify website 2. Enable single sign-on 	
FUNDING	<ol style="list-style-type: none"> 1. Sustainable fundraising for library endowment 		<ol style="list-style-type: none"> 1. Build endowment to \$100,000
PROGRAMS	<ol style="list-style-type: none"> 1. Partner with Community Recreation 	<ol style="list-style-type: none"> 1. Formalize children’s staffing 	
COLLECTIONS	<ol style="list-style-type: none"> 1. Expand electronic offerings 		<ol style="list-style-type: none"> 1. Join ALC?
BUILDING REPAIRS	<ol style="list-style-type: none"> 1. Siding 	<ol style="list-style-type: none"> 1. Carpeting 2. Countertops 	
BUILDING IMPROVEMENTS	<ol style="list-style-type: none"> 1. Engineering study 	<ol style="list-style-type: none"> 1. Portcullis gate 2. Sound system for fireplace lounge 	<ol style="list-style-type: none"> 1. Larger meeting room 2. Teen room 3. More storage space 4. More staff space 5. Front desk view 6. Gallery/display space?

References

City of Homer Comprehensive Plan

City of Homer Capital Improvement Plan

Homer Public Library Policies and Procedures

Appendices

Circulation statistics

Library endowment fund by fiscal quarter

Homer Public Library: Monthly Circulation Totals, April 2013-



