



Agenda

Library Advisory Board Regular Meeting

Tuesday, March 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.](#) February 18, 2025 Unapproved Regular Meeting Minutes Page 3

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Designate LAB Member to Report to Council
- [B.](#) Library Director's Report- February 2025 Page 6
- C. Fundraising Report
- D. Legislative Report
- E. Comprehensive Plan Report

PUBLIC HEARING

PENDING BUSINESS

- [A.](#) Revisions to Homer Public Library Policies Page 11

NEW BUSINESS

- [A.](#) Upcoming Anniversaries Page 105
- [B.](#) LAB/FHL Soiree Dates Page 106

C.	Comprehensive Plan Comments	Page 107
	Supporting Memo from Library Director Berry	Page 134
D.	Review of LAB Bylaws and Strategic Plan	Page 135
	Supporting Memo from Library Director Berry	Page 137

INFORMATIONAL MATERIALS

A.	City Manager's Report	Page 143
B.	2025 LAB Calendar	Page 202

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, **April 15, 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 February 18, 2025 at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

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

ABSENT: CHAIR BAILY, & STUDENT REPRESENTATIVE MCDONOUGH (BOTH EXCUSED)

STAFF: LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK APPEL

AGENDA APPROVAL

Acting Chair McKinney read the agenda

CARSSOW/FINN 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 December 17, 2024

HAAS/FINN MOVED TO APPROVE THE DECEMBER 17 MINUTES

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Friends of the Homer Library

The Friends of the Homer Public Library gave a presentation on their activities throughout 2024, including the Big Read Program featuring three books, various events and guest presenters, and the Celebration of Lifelong Learning fundraiser. They also discussed their summer reading program, volunteer appreciation efforts, and community outreach through the Bookmobile. The presentation highlighted the Friends' ongoing programs,

author talks, and special events throughout the new year, emphasizing their role in supporting the library and promoting the library in the community.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Library Director's Report

December 2024 & January 2025

Stats for 2023

Stats for 2024

Library Director Berry covered the following:

- Renovations began in study room 6
- Maintenance is still trying to figure out the heating system and why cold air is blowing into back rooms
- Bill Jirsa, Dave Berry, and Susie Inglis gave another talk on AI. The talk was similar to the one held in October, but the crowd had more technical questions due to prior exposure to AI.
- Sarah Springer was hired as the new part time Library Technician

B. Fundraising Report

Board member Kuszmaul spoke about a sizeable donation that helped bring up the balance of the library's account. She also spoke on the copper fish created for donors and that there has been initiation on the next batch of fish to be cut out, stamped, and ready to used for new donations.

C. Legislative Report

Board member Finn reported that with Legislature just starting, the funding/grant sources are still being discussed and are up in the air at this point. She encouraged the board members to reach out and write to local legislators in support of the libraries across Alaska having access to funding.

D. Comp Plan Steering Committee Report

Board member Carssow discussed the draft comprehensive plan, which is open for public review and comment until March 14th. She also mentioned that the steering committee's role is now over and the plan will go through a formal review once all public comment is received and analyzed.

PUBLIC HEARING(S)

PENDING BUSINESS

NEW BUSINESS

A. Revisions to Library Policies

Library Director Berry led a discussion with suggested changes to the Library Policy including specifying that users must be eighteen years of age or older to reserve the conference room and revising the donor recognition policy to only recognize donors who contribute through the Homer Foundation. The Board also discussed the possibility of deleting library cards that have been in expired status for over seven years to clean up records. The Board also spoke on the inclusion of case law related to library services. Board member Haas suggested some grammatical corrections and the need for a reference to the law defining sexual conduct and obscenity. The Board decided to table the discussion on the definitions of sexual conduct and obscenity for a month to allow for further research.

B. Review of Library Fees

The Board discussed library fees with a recommendation from Library Director Berry that the library fee schedule would not be revised at this time. The Board agreed and no other discussion was had.

INFORMATIONAL MATERIALS

A. City Manager's Report January 13 City Council Meeting

B. City Manager's Report January 27 City Council Meeting

Acting Chair McKinney noted the informational materials.

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE MAYOR/COUNCIL MEMBERS (if Present)

COMMENTS OF THE BOARD

ADJOURNMENT

There being no further business to come before the Board, Acting Chair McKinney adjourned the meeting at 7:22 p.m. The next Regular Meeting is Tuesday, March 18, 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

February 28, 2025

General Notes

We shifted one of the catalog computers to the far northeast corner of the building, which made space for the record player to be right next to the vinyl collection. No word yet on whether patrons are using the record player more now. We also discontinued the chatbox on the library website—in recent months it has been receiving far more spam than legitimate inquiries, and we have plenty of other ways for patrons to contact the library.

Staff Notes

I attended the annual DirLead conference Feb. 19-22. I will serve as co-chair of the body.

Director's meetings:

- Staff: 5
- LAB: 1
- FHL: 4
- Council: 3
- Department Heads: 1
- Other: Meetings with DirLead, IT, recreation champions, public works, PBS-documentary planning, Alaska Library Association 2026 conference planning, city manager, mock interviews at the middle school

Facility

Building Maintenance completed the renovations in study room 6 on Feb. 6. Heating in the back room seems to be working better.

Library Advisory Board (LAB)

Representatives from the FHL board gave a presentation on FHL's activities throughout 2024. The LAB debated some minor changes to the library's policy manual and approved nearly all of them, but a motion to that effect was delayed to clarify some of the text related to the materials reconsideration

policy. No changes were suggested for the fee schedule. Grants funding at the state- and federal level is extremely uncertain right now.

Friends of the Homer Library (FHL)

The annual meeting of the membership took place on Feb. 5. Coordinator Cheryl Illg gave a slideshow presentation reviewing FHL's many accomplishments during 2024. Shellie Worsfold and Kate McGregor were reelected to the board, and new officers were appointed. Lyn Maslow stepped down after many years of outstanding work.

The FHL board debated some the donor recognition policy, specifically as it relates to the fish wall, and recommended some changes to the LAB. The board also had an extremely lengthy and detailed discussion about revising the FHL bylaws, which made it clear the matter would have to be referred to a committee for a complete overhaul.

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
- 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

- 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. 5: One of the catalog computers moves to a new location and the record player goes out by the vinyl collection.**
- **Feb. 5: The chatbox on the library website is discontinued, due to spam.**
- **Feb. 6: Renovations on study room 6 are complete.**
- **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.
- Feb. 24, 11:30-12:30: Visit by Kachemak Selo school.
- Feb. 27, 4:00-5:45: Board games for teens and tweens.
- Feb. 27, 6:00-7:30: Homer Book Club.
- **Mar. 4, 5:30-7:30: Our favorite poems.**
- Mar. 11, 5:00-7:30: Food Not Bombs.
- **Mar. 12, 10:00-11:00: Virtual author talk with Dan Heath, author of *Reset*.**
- **Mar. 18, 6:00-7:30: Showing of PBS documentary *Free For All*.**
- **Mar. 20, 10:00-11:00: Virtual author talk with Clara Bingham, author of *The Movement: How Women's Liberation Transformed America 1963-1973*.**
- Mar. 20, 4:00-5:15: Crafternoon for tweens and teens.
- Mar. 24, 10:00-1:30: KPBSD Special Education Program.
- **Mar. 26, 3:00-4:00: Virtual author talk with Jennifer Weiner, author of *The Griffin Sisters' Greatest Hits* and many others.**
- Mar. 27, 4:00-5:45: Board games for teens and tweens.
- **Mar. 29, 6:30-8:30: Celebration of Lifelong Learning.**

Homer Public Library Statistical Summary for 2024

Date: 13-Mar-25

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

Data not available yet or incomplete

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

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

Homer Public Library Statistical Summary for 2025

Date: 13-Mar-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,671	12,980	0	0	0	0	0	0	0	0	0	0	27,651
*Physical Print/Audio/Video	11,415	10,220											21,635
*Other Physical items (n. 2)	126	108											234
*Alaska Digital Library	2,995	2,551											5,546
*Flipster e-magazines	13	17											30
*Kanopy streaming video	122	84											206
INTERLIBRARY LOANS													
Incoming (Borrowed)	21	22											43
Outgoing (Lent)	36	25											61
BUILDING USE													
Gate Count	9,261	7,817											17078
Study Rooms (# of group sessions)	320	283											603
Study Rooms (# of people)	608	517											1125
Meeting Room (# of group sessions)	32	29											61
Meeting Room (# of people)	308	354											662
INTERNET USE													
TOTAL (*Included)	2,377	1,963	0	0	0	0	0	0	0	0	0	0	4,340
*Wireless Internet sessions	1,259	1,013											2272
*Hardwired Internet sessions	1,118	950											2068
Website visits (sessions)	3,016	2,590											5,606
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,253	1,469	0	0	0	0	0	0	0	0	0	0	2722
*Programs for Age 0-5	897	1109											2006
*Programs for Age 6-11	163	178											341
*Programs for Age 12-18	94	41											135
*Programs for Age 19+	34	94											128
*Programs for All Ages	65	47											112
OUTREACH													
# Events	4	2											6
# People	11	14											25
NEW CARDS ISSUED													
City	35	9											44
Borough	28	16											44
Temporary	0	0											0
Reciprocal	2	0											2
VOLUNTEER HOURS													
# of people	90	85											175
# of hours	231	226											457
MATERIALS ADDED													
Books	228	193											421
Audio	13	7											20
Video	26	40											66
Serials	0	0											0
Electronic Resources	55	19											74
MATERIALS REMOVED													
Books	33	98											131
Audio	20	0											20
Video	0	8											8
Serials	0	2											2
Electronic Resources	0	0											0
REVENUES DEPOSITED													
Fines/Fees/Copies	934.46	969.45	192.80										2,096.71
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants			1000.00										1,000.00
TOTALS	934.46	969.45	1,192.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,096.71

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.



MEMORANDUM /AGENDA ITEM REPORT

Revisions to Library Policies

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: Feb. 23, 2025
From: Dave Berry, Library Director
Through:

At its February meeting, the LAB reviewed proposed changes to the library's policy manual and approved all but one of those changes. The LAB has already agreed to the following:

- 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

The LAB considered a draft appendix of case law regarding materials challenges, but postponed action on it pending revision and clarification of the document:

- Pages 90-91: Add an appendix with a summary of case law regarding materials challenges, provided by Board Member Haas

Since the February meeting, staff have proposed two additional changes regarding damaged or lost items:

- Page 33: Regarding referring patrons to a collection agency, change the word "will" to "may", in order to give staff some discretion in handling such cases. Also, when it comes to incomplete materials, remove the word "non-refundable" for the same reason.

LAB

Feb. 23, 2025

The attached draft documents incorporate all these changes in red text. **The case-law appendix has been updated since the February meeting.**

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



HOMER PUBLIC LIBRARY

Policies and Procedures

August 2023

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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 **may** be referred to a collection agency and **may** 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 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. Speech that is neither obscene as to youths nor subject to some other legitimate prohibition cannot be suppressed by the Library solely to protect the young from ideas or images. *Erznoznik v. City of Jacksonville*, 422 U.S. 205, 213 (1975).
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:
 - (a) 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).
 - (b) whether the work depicts or describes, in an offensive way, sexual conduct in light of community standards; **and**
 - (c) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.
4. 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 (viewpoint discrimination) do not provide legal justification for the banning of books. In other words, government regulation of speech must be viewpoint neutral. The removal of content that favors one viewpoint is therefore unconstitutional. *Case v. Unified Dist. No. 233*, 908 F.Supp. 864 (D.Kansas 1995).
5. Neither the Library Director nor the Library Advisory Board is permitted to remove material simply due to dislike of the ideas contained in the material. Neither the Director nor the Board

may remove materials in order 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).

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, particularly when such restriction is overly broad or based upon viewpoint discrimination. *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

Upcoming Library Anniversaries

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

Board Member Marcia Kuszmaul has pointed out that there are two major upcoming milestones for the library:

1. 2026 will be the 20th anniversary of the current building.
2. 2028 will be the 90th anniversary of when a library in Homer was first envisioned and the 50th anniversary of it's becoming a city department.

Perhaps we should consider some special events to mark these dates.

Recommendation:

For information.



MEMORANDUM /AGENDA ITEM REPORT

LAB/FHL Soiree

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: Mar. 10, 2025
From: Dave Berry, Library Director
Through:

For the past few years, the LAB and the Friends of the Library board have met informally at the library for a potluck. While the meeting is grandly referred to as a “soiree,” it is mainly a way for the two boards to get to know one another. No library business is discussed.

Last year’s soiree was on March 3. This year, the Friends suggest holding it in the fall, due to a busy spring calendar. If the LAB can offer some possible dates, I can take that back to the Friends for consideration.

Recommendation:

Propose some dates for the soiree.



2035 Homer Comprehensive Plan Update

Public Review Draft Comment Form, *February/March 2025*

We want to hear from you! Write your comments below.

Comments due March 14, 2025

Project Website: <https://homercompplanupdate.com/>

Thank you for your input!

Optional Contact Information

Your Name: _____

Your Email: _____

Phone: _____

Organization: _____

☐

Check here to be added to the project distribution list

Submit your comments via email to shelly@agnewbeck.com or mail/drop off this form to the Homer City Hall, 491 E. Pioneer Ave. Homer, AK 99603.

Thank you for your feedback! More comments or questions? Contact us:

- **Ryan Foster**, City of Homer City Planner, **Phone:** (907) 299-8529, **Email:** rfoster@ci.homer.ak.us
- **Shelly Wade**, Agnew::Beck Consultant Project Manager **Cell:** (907) 242-5326 **Email:** shelly@agnewbeck.com

Project Website: <https://homercompplanupdate.com/>



People walk along the beach in Homer as the sun sets. Photo: Derek Mueller

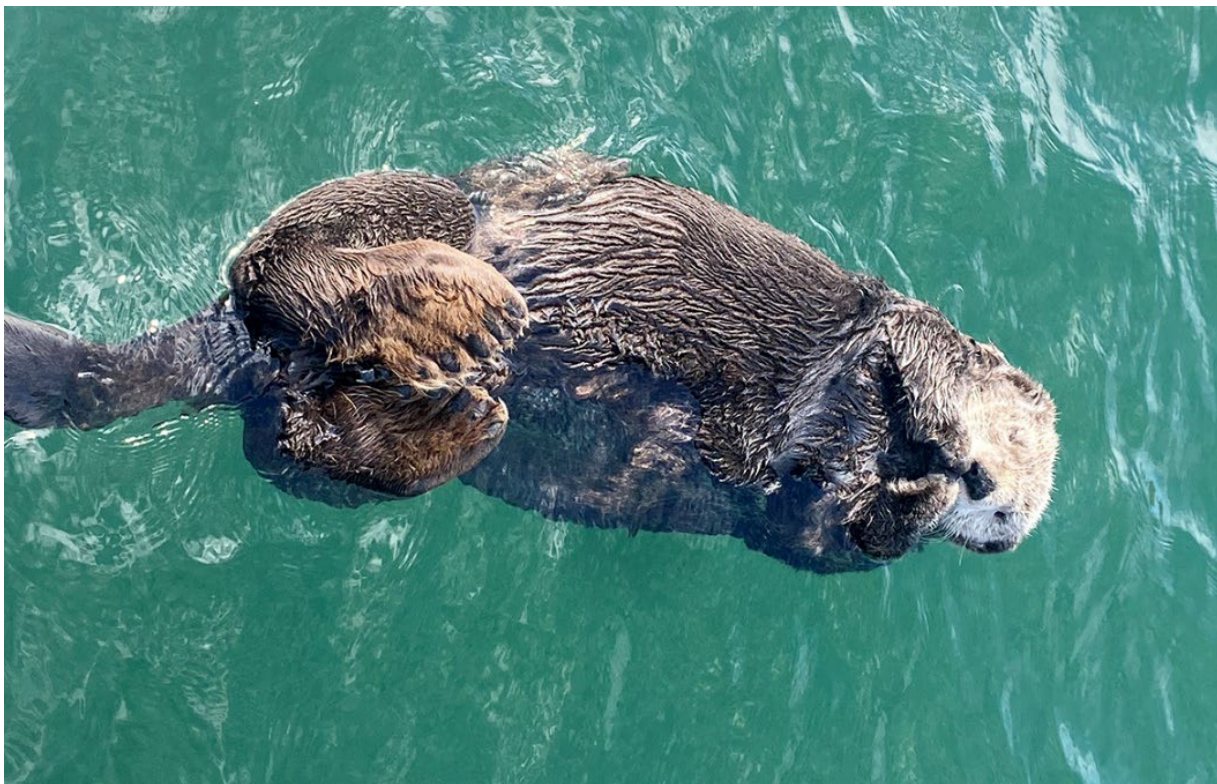
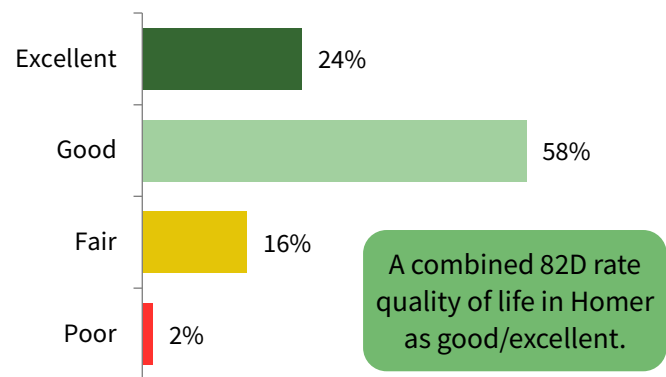
Quality of Life

Key Themes Guiding the Plan

A Desirable Place to Live

A combined 82 percent of community survey respondents rate the quality of life in Homer as good or excellent (see Figure 22). Residents especially value the small-town feel, friendliness, the views, and the proximity to clean air, water, and open space. These top themes are similar to the community's greatest strengths, identified in the Perception of Community Health Survey conducted as part of the 2023 Community Health Needs Assessment. In the business survey, respondents say, "access to recreational opportunities" and "quality of life in Homer" are top benefits to doing business in the Greater Homer Area.

Figure 22. Community Survey Responses to the Question, "How would you rate quality of life in Homer?"

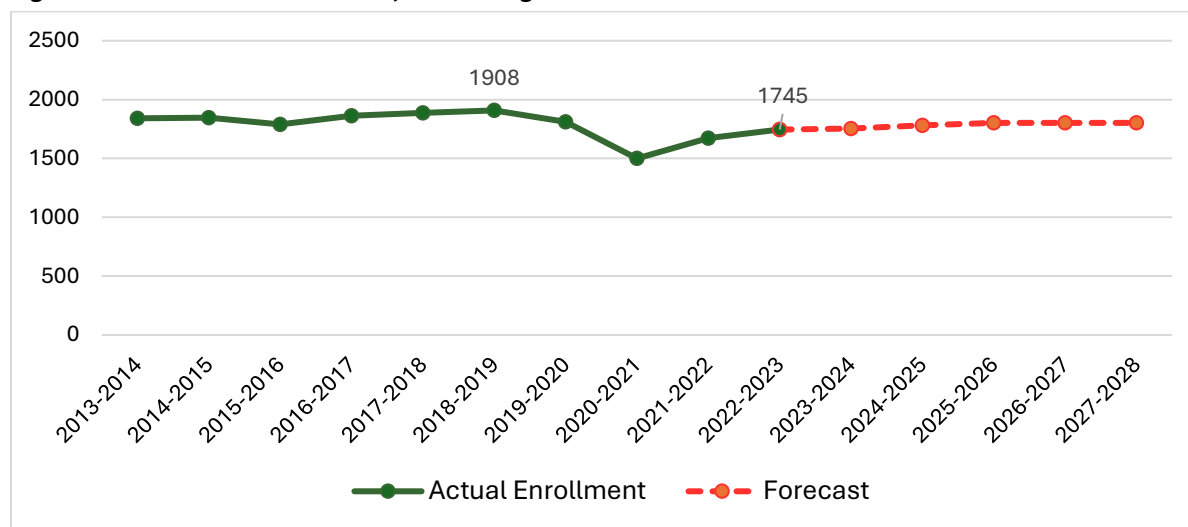


Sea otter in the harbor. Photo: Adela Pederson

Strong Schools, but Some Challenges Remain for Families

Homer is served by the Kenai Peninsula Borough School District (KPBSD), and is celebrated for its quality schools. Enrollment in Greater Homer Area schools has fluctuated in recent years, with a peak of 1,908 students during the 2018-2019 year and a dip during the pandemic (see **Error! Reference source not found.1**). In the coming years, the KPBSD forecasts increased enrollment in the Homer area schools, with decreased enrollment for the district overall. An ongoing concern for KPBSD is the challenge of funding Alaska’s public schools. Given stagnant State funding over many years, Alaska’s public schools, including schools operated in Homer, have been forced to make substantial cuts or actively seek and secure funds to meet needs.²⁹ While parents celebrate Homer’s strong schools, safe feel, and high quality of life, they also cite housing costs, limited childcare availability, and limited year-round employment as barriers to choosing Homer as a place to raise a family.

Figure 23. Homer School Enrollment, Pre-Kindergarten to 12th Grade



Source: Kenai Peninsula Borough School District³⁰

“Difficult for early to mid-career residents to thrive.”

~ Economic Development
Commission Quality of Life
Report, September 2022

“Everyone looks out for each other and cares for one another.”

~ Community Survey
Results

“I appreciate the vibrancy of the creative arts in Homer.”

~ Community Survey Results

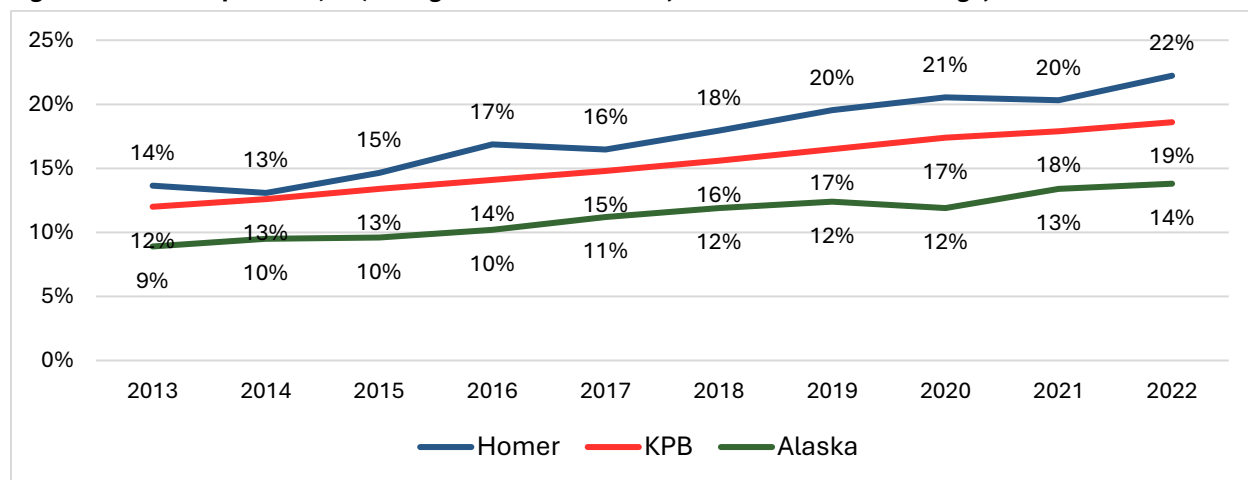
²⁹ Kenai Peninsula Borough School District. Finance Documents. <https://kpbsd.org/departments/assistant-superintendent/instructional-support/finance/>

³⁰ Kenai Peninsula Borough School District. “Five-Year Enrollment Projection 2023-24 through 2027-28”. <https://kpbsd.org/wp-content/uploads/departments/finance/budget-development/fy24/FY24-Projected-Enrollment-Document.pdf>. Accessed April 26, 2024

Popular with Retirees

Homer's population has been experiencing steady, modest growth over the past ten years (an increase of seven percent since 2012), although forecasts predict this growth leveling off through 2050.^{31,32} State data suggests much of this growth is due to a large and growing senior population, which reflects trends in the Kenai Peninsula Borough (KPB) and Alaska overall.³³ In Homer, residents aged 65 and older represent a larger share of the population (22 percent) compared to Alaska as whole (14 percent) (Figure 24). Seniors have different needs from other age groups for housing, medical care, and transportation.

Figure 24. Senior Population (65+) Change Over Time in Homer, the Kenai Peninsula Borough, and Alaska



Source: U.S. Census Bureau American Community Survey 2022 data⁴

High Cost of Living and Balancing Growth

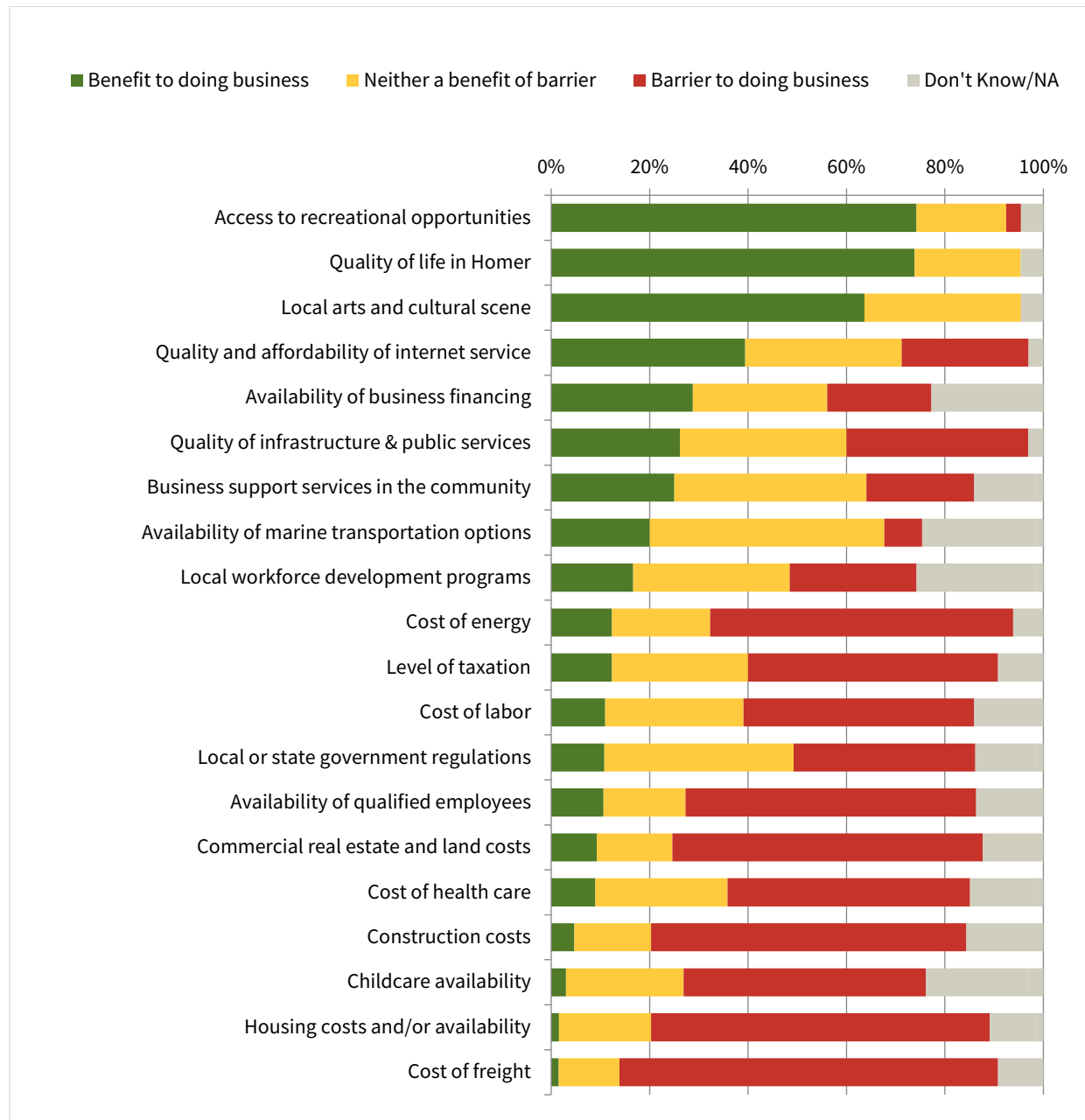
Like many of Alaska's communities, Homer residents and businesses face a high cost of living, especially when it comes to housing affordability and availability (see **Error! Reference source not found.**). Some of the same characteristics that residents and businesses value, such as the small town feel and the beautiful environment, also attract many visitors each summer, bringing challenges, including congestion and pressures on the housing market. A growth scenarios activity was used during the comprehensive plan process to encourage participants to reflect on their desired future for Homer, with results suggesting residents desire limited additional growth in order to preserve the quality of life in Homer, with an increase in year-round services. Prioritizing policy changes that protect what residents value while addressing community concerns (e.g., around new housing and infill) will help the community work toward this desired future.

³¹ Alaska Department of Labor and Workforce Development, Historical Data: Places, "Population, 2000-2010" and "Population, 2010-2020". <https://live.laborstats.alaska.gov/data-pages/alaska-population-estimates>. Accessed March 18, 2024.

³² Alaska Department of Labor and Workforce Development, Alaska Population Projections, "Alaska Population Projections 2021 to 2050". <https://live.laborstats.alaska.gov/article/projections/pub/popproj.pdf>. Accessed March 18, 2024

³³ Alaska Department of Labor and Workforce Development, Places and Other Areas, "Cities and Census Designated Places (CDPs), 2020 to 2023". <https://live.laborstats.alaska.gov/pop/estimates/data/TotalPopulationPlace.xlsx>. Accessed March 18, 2024.

Figure 25. Responses to the Homer Business Survey question, “Please rate the following factors as benefits or barriers to doing business in the Greater Homer area.”



“Local regulation is not resulting in the patterns and development the community would like to see.”

~ Economic Development Commission
Quality of Life Report, September 2022

“I wish there was a space (larger than the SPARC) for indoor walking in the winter, for seniors especially.”

~ Community Survey Results

Strong Network of Care Options for a Community of its Size

Homer has a major hospital facility, the Borough-owned South Peninsula Hospital (SPH). The hospital is designated a critical access hospital and the largest employer in the community. There is also a state-funded Public Health Center and a mix of private and Tribal clinics. An assortment of other organizations provides behavioral, mental, and alternative health services. A 2023 Community Health Needs Assessment identified nine top health needs for the community (see Figure 26).

Figure 26. Top Health Needs Priorities, from 2023 Community Health Needs Assessment (alphabetical order)

Aging Population	Housing	Social Isolation
Barriers to Care	Mental Health	Staff Workforce Shortages
Childcare	Physical Health	Substance Use

An Active Community

Residents participate in an evolving set of recreation activities throughout the seasons. Homer is also vibrant with small businesses, many nonprofit organizations, and active civic engagement. These amenities range from small pocket parks and multi-use trails to forested natural areas, larger established parks with play areas, campgrounds, and sports fields. Current trails in and around the community are heavily used, and residents express a desire for more year-round trails and opportunities for recreation. Homer has also identified a multi-purpose indoor recreation facility as a longtime community priority, with design and construction plans currently underway.



The City of Homer manages 7 parks totaling over 520 acres of land, along more than five miles of maintained trails. Photo Credit: Eric Pederson

Goals

Goal A	Goal B	Goal C	Goal D
Create a welcoming, affordable, safe, and accessible community for residents of all ages.	Sustain Homer as an active, vibrant community with year-round opportunities to enjoy art, events, and recreation.	Ensure residents are healthy and thriving, with access to basic needs and quality services.	Encourage Homer residents to be proud stewards of their community and the spectacular natural setting around them.

Strategies and Potential Actions

Icon Key:

- ✈ Priority: Emerging priority for implementation (these will be carried forward into an action plan)
- ✂ Capital: For any project that includes a potential capital project
- * Code: A strategy that recommends a specific code revision
- ◆ 2018: A strategy adapted from/carried over from the 2018 Comprehensive Plan

Health Care

1. Ensure access to quality, affordable care.

- a) Implement the goals and strategies identified in the 2023 Homer Community Health Needs Assessment and forthcoming Community Health Improvement Plan, including strategies that address the following priority needs:



- Aging Population
- Barriers to Care
- Childcare
- Housing
- Mental Health
- Physical Health
- Social Isolation
- Staff Workforce Shortages
- Substance Use

- b) Continue to support the SPH via the KPB and the South Kenai Peninsula Hospital Service Area Board, including implementing priorities identified in the SPH Facilities Master Plan. ✈ Top three priorities include:
- Utilize existing open-shelled space to establish nuclear medicine program, expansion of oncology and infusion, and an upgraded pharmacy. ✂
 - Consolidate services into a medical office building. ✂
 - Address deferred maintenance of existing facilities. ✂
- c) Bolster local educational opportunities to train residents for available health care jobs. ◆



- d) Support efforts by the SPH to construct new employee housing, freeing up other housing units for the community.

See related policies in the Land Use and Environment Chapter (strategies 1 and 7).

Indoor Recreation

2. Enhance indoor recreation options in Homer, especially in winter months.

- a) Plan for and construct a new, multi-purpose community center in Homer's downtown to serve the social, recreation, cultural, and educational needs of the Homer community. Preferred features include a general-purpose gymnasium, multi-purpose space for instructional programs, safe walking/running, dedicated space for youth, and possible emergency shelter. ✨ ✖️ ♦
- b) Clean up the Homer Education and Recreation Complex (HERC) and conduct revitalization planning to determine how to proceed with the building once hazardous materials have been removed. ♦
- c) Continue to collaborate with the KPB to use school facilities for recreational, educational, social, and cultural activities to the entire community after school hours and in the summer. ♦
- d) Implement operational improvements to Parks, Art, Recreation, and Cultural Advisory Commission (PARCAC). Areas of focus include open communications, more commission engagement in budget development, support for public art, increased collaboration with organizations, and preservation of open and green spaces.
- e) Reconfigure the City's organizational structure to provide park facilities and recreation services by establishing a dedicated Parks and Recreation Department and ensuring staff capacity is appropriate. ♦
- f) Ensure that City facilities are sufficient to support events that draw visitors such as festivals and activities (e.g., clean restrooms on the Homer Spit, RV dump stations, adequate trash collection, etc.). ♦

See related policies in the Public Facilities and Services Chapter (strategy 2) and Economic Development Chapter (strategy 3).

Outdoor Recreation

3. Care for and expand Homer's network of outdoor trails and parks.

- a) Complete priority upgrades to existing City parks, including Karen Hornaday Park, Bayview Park, and Jack Gist Park. ✨ ✖️
- b) Build new sidewalks, trails, and accessible crossings that better connect community hubs and existing networks (e.g., Diamond Creek Recreation Area connector trails). ✨ ✖️
- c) Develop, update, and implement Master Park and Recreation plans to proactively identify the maintenance and capital needs of City parks. ✨ ♦
- d) Establish depreciation reserves for ongoing care and maintenance of recreation facilities. ✖️
- e) Implement recommendations in the Homer Wayfinding and Streetscape Plan. ✖️ ♦
- f) Refine City Code so sidewalks are included under PARCAC oversight. *
- g) Implement the Homer Beach Policy and Management Plan, including enforcement of existing regulations, establishment of future regulations, and public education to ensure Homer's beaches are maintained, preserved, protected, and enjoyed. ♦
- h) Develop additional community and neighborhood park facilities to complement or expand recreation opportunities; aim for at least one park within one-half mile of all homes. ✖️



- i) Expand and promote the adopt-a-park program in which local businesses, service organizations, or youth groups care for a particular park, and a structure for public-private partnerships for operations. ♦
- j) Establish a park endowment fund through the City or in partnership with the Homer Foundation. ♦
- k) When opportunities arise, enhance or improve public access to the beach at public access points. ✕ ♦

See related policies in the Land Use and Environment Chapter (strategy 5), Sustainability, Resilience, and Climate Change Chapter (strategies 5 and 6), Public Facilities and Services Chapter (strategy 2), Housing Chapter (strategy 1 and 2); Transportation Chapter (strategies X and X), and Economic Development Chapter (strategies 3 and 4).

Elder and Senior Services

4. Support Homer's aging residents and allow current residents to age in place by meeting the unique needs of seniors.

- a) Ensure the sustainability and viability of the Homer Senior Center, including updating policies, procedures, and accounting practices.
- b) Establish a Memory Care wing at the Homer assisted living facility. ✕

Accessibility

5. Ensure people of all ages and abilities can live, work, and play in the community.

- a) Implement the 2023 City of Homer Americans with Disabilities Act (ADA) Transition Plan for Parks, Play Areas and Campgrounds and the Transition Plan for City Facilities to correct deficiencies and implement policies that increase accessibility of Homer's public facilities and recreation spaces. Priority sites for upgrades include City Hall, Karen Hornaday Park, the Nick Dudiak Fishing Lagoon Accessible Ramp and Fishing Platform, and removing parking and pavement barriers at City facilities. ✕ ✕
- b) Improve existing and develop new trails that meet the needs of younger families, seniors, residents, and visitors with limited abilities.
- c) Develop parking areas with facilities at key trail and park access points. ✕
- d) Integrate rest locations and bathroom facilities at key locations near, in, and throughout community parks and trails. ✕
- e) Update non-motorized facility design standards to improve accessibility; ensure accessible crossings are included in all future road projects. ✕ *
- f) Ensure community hubs (schools, university campus, stores, services, parks) are accessible and connected for all ages and abilities. ✕ *
- g) Establish parking standards that increase access to community hubs (e.g., Downtown and on the Homer Spit) and generates revenue for the city.
- h) Encourage private businesses to make every effort to provide ADA compliant facilities and/or improve accessibility for the senior population. ✕

See related policies in the Public Facilities and Services Chapter (strategy 2).

Youth and Early Childhood

6. Support Homer's youngest residents and their families by making sure they have what they need to grow and thrive.

- a) Ensure quality childcare is accessible and affordable, with parents and caregivers easily able to connect with available childcare resources and programs. ✕
- b) Bolster the efforts of the Mobilizing for Action through Planning and Partnerships (MAPP) Homer Early Childhood Coalition in supporting families with young children to learn about community events, connections, resources, and information, including distribution of the Family Resource Booklet.

- c) Support efforts by the SPH to establish a childcare facility for hospital employees, increasing overall childcare capacity in the community. ✖
- d) Promote a healthy lifestyle by increasing activities available for youth.
- e) Promote volunteer and education opportunities for youth to become involved in civic life and contribute to improving the community.

See related policies in the Economic Development Chapter (strategy 1).

Education

7. Offer high-quality K-12 education in Homer and sustain lifelong learning opportunities for all residents.

- a) Advocate for state-level increases to the Base Student Allocation formula. ✓
- b) Continue to partner and work to support efforts of the KPBSD.
- c) Continue active support of the University of Alaska Anchorage, Kenai Peninsula College (KPC).

Library

8. Maintain the library as a thriving community space for learning and connecting.

- a) Continue to maintain the depreciation schedule for library equipment; sustain ongoing training schedules and regular usage reporting.
- b) Grow the library's endowment fund and support overall fundraising for library upgrades.
- c) Evolve the library's equipment and delivery formats to meet evolving community demands for more digital content.
- d) Assess the library's anticipated need for growth and improvements over the next decade and create an engineering study of upgrades, to potentially include a larger meeting room, an increased number of study rooms, a dedicated teen room, more storage space, facility repairs, and an outdoor covered space. ✖

See related policies in the Public Facilities and Services Chapter (strategy 2).

Public Safety

9. Continue to meet the community's public safety needs to ensure the safety of residents, visitors, first responders, and the environment.

- a) Complete planning for and construct a new fire station. ✖
- b) Upgrade the City's fire department fleet of vehicles to maximize firefighting capabilities and meet Insurance Services Office (ISO) requirements. ✖
- c) Support the mission and capacity needs of the Homer Police Department.

See related policies in the Public Facilities and Services Chapter (strategy 7).

Arts and Culture

10. Celebrate Homer's status as a vibrant hub for arts, culture, and community engagement.

- a) Establish a plaza or town square that can serve as a lively, thriving center of Downtown. ♦
- b) Update the Parks, Art, Recreation, and Culture Needs Assessment, and continue to expand city partnerships with other organizations to implement recommendations.
- c) Partner with the Ninilchik Traditional Council and Seldovia Village Tribe to increase the presence of Alaska Native art, signage, and history around Homer.
- d) Support arts and culture installations and spaces in the community, including Homer's museums and galleries (see also: PARCAC Strategic Plan). ✖

- e) Collaborate with citizen groups and nonprofit organizations to address community needs by providing small matching grants, limited technical assistance, and the option to use City land or facilities at reduced rates. ♦
- f) Support the efficient use of existing community facilities. Partner with organizations to keep city facilities operating beyond normal hours. ♦

See related policies in the Land Use and Environment Chapter (strategies 1, 2 and 6), Sustainability, Resilience, and Climate Change Chapter (strategy 3) and Economic Development Chapter (strategies 3 and 4).



Photo left: Cartwheel at Bishop's Beach, Sherry Pederson; Photo right: Adela Peterson

2035 Homer Comprehensive Plan Update

Meeting in a Box Materials

Updated February 20, 2025

Purpose

This tool is intended to help city staff, committee members and other residents quickly share information about the Public Review Draft of the 2030 Homer Comprehensive Plan Update (released February 7, 2025) at existing community meetings, events, and workplace locations around Homer. It includes talking points and a list of recommended materials to bring when presenting information about the plan. **Comments on the draft are due March 14, 2025.**



Contents

1. Guiding Questions
2. Notetaking Template
3. About the Project and Frequently Asked Questions

Attachments

1. Relevant sections of the 2030 Homer Comprehensive Plan Update Public Review Draft (the complete draft can be found on the project website at <https://homercompplanupdate.com/>)
2. General Comment Form

Guiding Questions when Reviewing the Public Review Draft

The following is a list of potential questions to guide conversations.. **Use these questions to guide discussion; they do not need to be asked in any specific order or all together for input to matter; all feedback and conversation is important!**

The goal of these guiding questions is to distill:

- **What do you like about the draft comprehensive plan?**
- **What would you change?**
- **What is missing that should be included?**

Take notes and capture feedback!

Take notes on conversations as it works best in the circumstances. It is most helpful to list the themes and topics you hear during conversations and details about any specific strategies or actions suggested. Please include page numbers when referencing specific sections of the draft plan. You can also record virtual meetings, if possible, and share the recordings with the project team. Please connect with the project team to share your notes after your event (email shelly@agnewbeck.com and rfoster@ci.homer.ak.us.)

Notetaking Template

Meeting / Group: _____ Date: _____

Attendees (optional)

- Insert names

Discussion Notes

Introductions

- Record any initial comments or questions here

Responses to Questions

What did you like about the draft plan?

- Record comments here, with page numbers if applicable

What would you change?

- Record comments here, with page numbers if applicable

What is missing that should be included?

- Record comments here, with page numbers if applicable

Wrap Up

- Record final reflections, comments, or questions here

After the meeting, email your notes to the project team: rfoster@ci.homer.ak.us and shelly@agnewbeck.com.

About the Project and Frequently Asked Questions

Note: The website <https://homercompplanupdate.com/> can be used for a reference and includes many of the same details below.

WHAT is a comprehensive plan?

- A comprehensive plan is a process for communities to plan for their future by creating a long-term vision, community goals, and practical short-term strategies.
- The comprehensive plan is a community-driven tool that will provide direction to community leaders – especially the Planning Commission and City Council - and residents, funders, and other partners.
- While this is a city-led process, the comprehensive plan is a community document meant to be used by residents, current and prospective business owners, local, state, and federal partners, and anyone interested in the future of Homer.
- Homer's Comprehensive Plan was last updated in 2018.
- This is phase one of a two phased project; the updated comprehensive plan will help guide phase 2 which will be a revision process for Title 21 of the Homer City Code, the Zoning and Planning code.

WHO is leading the planning process?

- The City of Homer is overseeing this effort with help from consulting team, led by Agnew::Beck Consulting with partners Corvus Design, RESPEC, Kinney Engineering, Northern Economics, and Stantec.
- A Steering Committee was created to aid in the development of the comprehensive plan. The Steering Committee is a five-member committee with designated seats for two City Council members, two Planning Commission members, and one city resident nominated by the mayor and approved by the City Council. The Steering Committee's role is to help guide the public outreach process, participates in public outreach activities, and provide feedback on Comprehensive Plan draft documents.
- City planning staff, the Planning Commission, and City Council are also guiding the process.
- Community entities will share the responsibility of plan implementation.

WHEN did plan development happen?

- The timeframe for the comprehensive plan process is through early 2025, overlapping with the start of Phase 2, an update to the City code in Title 21. A detailed timeline is on the project website.

- The public review draft was released February 7, 2025 and is open for comment through March 14, 2025.

WHY is it important to comment on the public review draft?

- Feedback is important! This is the community's opportunity to tell the project team what it got right and what areas of the draft plan need revising before it is presented to the Planning Commission and City Council.
- The project team will review every comment and synthesize feedback into recommended revisions for the final comprehensive plan. All comments will be available for the public to review, including the name of the person or organization who submitted the comments (commenters can also request to stay anonymous). The Planning Commission will review the comments and proposed revisions and direct the final drafting process.

HOW can you get involved?

- View the public review draft at the project website: <https://homercompplanupdate.com/>
 - Includes details on how to submit comments.
 - **IMPORTANT: Comments are due by March 14th, 2025**



2035 Homer Comprehensive Plan Update

Public Review Draft: Quality of Life Policies Extract and Cross-References to Other Chapters

Prepared March 5, 2025 for the Library Advisory Board Meeting on March 18, 2025

Quality of Life

Strategies and Potential Actions

Icon Key:

- ✦ Priority: Emerging priority for implementation (these will be carried forward into an action plan)
- ✖ Capital: For any project that includes a potential capital project
- * Code: A strategy that recommends a specific code revision
- ◆ 2018: A strategy adapted from/carried over from the 2018 Comprehensive Plan

Health Care

1. Ensure access to quality, affordable care.

- a) Implement the goals and strategies identified in the 2023 Homer Community Health Needs Assessment and forthcoming Community Health Improvement Plan, including strategies that address the following priority needs: ✦
 - Aging Population
 - Barriers to Care
 - Childcare
 - Housing
 - Mental Health
 - Physical Health
 - Social Isolation
 - Staff Workforce Shortages
 - Substance Use
- b) Continue to support the SPH via the KPB and the South Kenai Peninsula Hospital Service Area Board, including implementing priorities identified in the SPH Facilities Master Plan. ✦ Top three priorities include:
 - Utilize existing open-shelled space to establish nuclear medicine program, expansion of oncology and infusion, and an upgraded pharmacy. ✖
 - Consolidate services into a medical office building. ✖
 - Address deferred maintenance of existing facilities. ✖
- c) Bolster local educational opportunities to train residents for available health care jobs. ◆
- d) Support efforts by the SPH to construct new employee housing, freeing up other housing units for the community.

See related policies in the Land Use and Environment Chapter (strategies 1 and 7).

[Land Use and Environment Strategy #1] Implement a future land use map that guides future decisions about land use and growth. ⚡✖♦

[Land Use and Environment Strategy #7] Develop policies for specific community areas to help preserve character and address challenges unique to those areas. ✖

- a) Ensure local and regional land use plans inform development codes by collaborating with Homer Soil and Water Conservation, the Kenai Peninsula Borough, and the Alaska Department of Natural Resources. Update codes as needed to reflect evolving land use recommendations from adopted plans¹.
- b) Develop a long-range Port and Harbor Management Plan that considers the environmental and economic significance of the Homer Spit, the impacts of climate change, and natural hazards like earthquakes, tsunamis, and erosion.
- c) Incorporate opportunities for hospital area development in Title 21's Medical District, land management policies, and capital improvements. Align with 2023 South Peninsula Hospital Master Plan when feasible.

Indoor Recreation

2. Enhance indoor recreation options in Homer, especially in winter months.

- a) Plan for and construct a new, multi-purpose community center in Homer's downtown to serve the social, recreation, cultural, and educational needs of the Homer community. Preferred features include a general-purpose gymnasium, multi-purpose space for instructional programs, safe walking/running, dedicated space for youth, and possible emergency shelter. ⚡✖♦
- b) Clean up the Homer Education and Recreation Complex (HERC) and conduct revitalization planning to determine how to proceed with the building once hazardous materials have been removed. ♦
- c) Continue to collaborate with the KPB to use school facilities for recreational, educational, social, and cultural activities to the entire community after school hours and in the summer. ♦
- d) Implement operational improvements to Parks, Art, Recreation, and Cultural Advisory Commission (PARCAC). Areas of focus include open communications, more commission engagement in budget development, support for public art, increased collaboration with organizations, and preservation of open and green spaces.
- e) Reconfigure the City's organizational structure to provide park facilities and recreation services by establishing a dedicated Parks and Recreation Department and ensuring staff capacity is appropriate. ♦
- f) Ensure that City facilities are sufficient to support events that draw visitors such as festivals and activities (e.g., clean restrooms on the Homer Spit, RV dump stations, adequate trash collection, etc.). ♦

See related policies in the Public Facilities and Services Chapter (strategy 2) and Economic Development Chapter (strategy 3).

[Public Facilities and Services Strategy #2] Provide safe, year-round public facilities for residents of all ages and abilities. ⚡

- a) Maintain the library as a thriving community space for learning and connecting.
- b) Implement the ADA Transition Plans for City Facilities and Parks, Play Areas, and Playgrounds.
- c) Redevelop the HERC complex to serve the community.
- d) Construct a new recreation center or similar facility to provide safe and accessible indoor and outdoor activities for residents of all ages and abilities.

¹ Existing land use plans include, but are not limited to, the 2017 Woodard Creek Watershed Plan, the 2013 Diamond Creek Recreation Area Multi-Resource Management Plan, and the 2000 Kenai Area Plan. See the Homer Plan Review in Appendices for more detail.

- e) *Renew the Homer Accelerated Roads and Trails Fund beyond 2027 and identify additional funding sources and strategies to support construction, renovation, maintenance, and equipment for trails.*
- f) *Ensure the Parks and Trails services are adequately staffed to maintain all City Park and trail facilities.*
- g) *Improve access, condition, and amenities of existing parks and open spaces throughout Homer. ✖*
- h) *Consider adding a fishing dock and a central community gathering place on or near the Homer Spit. ✖*

[Economic Development Strategy #3] Encourage economic growth and infrastructure development while preserving the natural resources and community characteristics valued by current residents and attracting new residents.

- a) *Develop Homer's Downtown Area, focusing on connected, dense, and walkable spaces. ✖*
- b) *Develop public transportation options, particularly in the Homer Spit area, to alleviate traffic congestion and improve accessibility for seasonal workers, residents, and visitors.*
- c) *Invest in infrastructure, parks, public restrooms, and recreational facilities to improve the quality of life for residents and enhance tourism experiences. ♦*
- d) *Regularly review and update city economic plans to reflect current needs and opportunities. ♦*
- e) *Enhance local schools and K-12 teacher support to attract families and foster long-term community stability.*

Outdoor Recreation

3. Care for and expand Homer's network of outdoor trails and parks.

- a) *Complete priority upgrades to existing City parks, including Karen Hornaday Park, Bayview Park, and Jack Gist Park. ✖*
- b) *Build new sidewalks, trails, and accessible crossings that better connect community hubs and existing networks (e.g., Diamond Creek Recreation Area connector trails). ✖*
- c) *Develop, update, and implement Master Park and Recreation plans to proactively identify the maintenance and capital needs of City parks. ✖ ♦*
- d) *Establish depreciation reserves for ongoing care and maintenance of recreation facilities. ✖*
- e) *Implement recommendations in the Homer Wayfinding and Streetscape Plan. ✖ ♦*
- f) *Refine City Code so sidewalks are included under PARCAC oversight. **
- g) *Implement the Homer Beach Policy and Management Plan, including enforcement of existing regulations, establishment of future regulations, and public education to ensure Homer's beaches are maintained, preserved, protected, and enjoyed. ♦*
- h) *Develop additional community and neighborhood park facilities to complement or expand recreation opportunities; aim for at least one park within one-half mile of all homes. ✖*
- i) *Expand and promote the adopt-a-park program in which local businesses, service organizations, or youth groups care for a particular park, and a structure for public-private partnerships for operations. ♦*
- j) *Establish a park endowment fund through the City or in partnership with the Homer Foundation. ♦*
- k) *When opportunities arise, enhance or improve public access to the beach at public access points. ✖ ♦*

See related policies in the Land Use and Environment Chapter (strategy 5), Sustainability, Resilience, and Climate Change Chapter (strategies 5 and 6), Public Facilities and Services Chapter (strategy 2), Housing Chapter (strategy 1 and 2); Transportation Chapter (strategies 2 and 3), and Economic Development Chapter (strategies 3 and 4).

[Land Use and Environment Strategy #5] Conserve open green space in Homer to protect environmental values, provide recreational opportunities, and enhance biophysical connectivity. ✈ ✖ 📍

- a) Partner with public and private entities to preserve existing open spaces and create new green space connections that increase recreation activities and habitat value areas.
- b) Develop a strategic open space protection plan that prioritizes high-value lands for conservation, recreation, and habitat connectivity. Focus on areas with limited development potential due to biophysical characteristics and use tools such as land purchases, trades, conservation easements, and partnerships with land trusts and public agencies to secure long-term protection. ✖ 📍
- c) Integrate green infrastructure and open space into development regulations by incorporating parks, trails, and stormwater management systems into zoning and subdivision standards to enhance resilience and livability. *
- d) Explore conservation and public benefit requirements for large developments, such as dedicating land for open space, habitat corridors, stormwater management, or community recreational facilities.
- e) Identify opportunities for trail and park expansion within city tidal lands, enhancing waterfront access and recreational connectivity.

[Sustainability, Resilience, and Climate Change Strategy #5] Protect and enhance wetlands and waterbodies to support stormwater management, water quality, recreation, and responsible development.

- a) Develop a new wetlands mapping inventory to inform a Wetlands Management Plan that can be used to help preserve the functions and values of important wetlands and manage the proper use of lower value wetlands. Use the wetland maps and Wetlands Management Plan to guide decision making. ✈
- b) Enhance stream channels with the creation of ponds, wetlands, and different habitats that allow for trail systems, water bird habitat, overflow surface water and stormwater collection. ✖

[Sustainability, Resilience, and Climate Change Strategy #6] Protect and enhance open spaces for recreational and environmental benefits.

- a) Inventory lands using geographic information systems (GIS) and develop a strategy for targeted open green space acquisition. ✈
- b) Amend land use regulations and relevant plans to incorporate policies, procedures, and management standards for natural open space. ✈ *
- d) Promote and encourage the identification and conservation of open spaces including access to greenbelts, parks, coastal refuges, and state parks, e.g., Diamond Creek Recreation Site. ✈
- e) Create a strong alliance with the community, state and local governments, education, and the private sector to ensure that parks are accessible to people of all ages and abilities in the community.
- f) Encourage public-private collaboration methods for natural open space protection, such as working with entities including the state and federal government, Homer Trails Alliance, Center for Alaskan Coastal Studies, and Kachemak Heritage Land Trust.

[Public Facilities and Services Strategy #2] Provide safe, year-round public facilities for residents of all ages and abilities. ✈

- a) Maintain the library as a thriving community space for learning and connecting.
- b) Implement the ADA Transition Plans for City Facilities and Parks, Play Areas, and Playgrounds.
- c) Redevelop the HERC complex to serve the community.
- d) Construct a new recreation center or similar facility to provide safe and accessible indoor and outdoor activities for residents of all ages and abilities.

- e) *Renew the Homer Accelerated Roads and Trails Fund beyond 2027 and identify additional funding sources and strategies to support construction, renovation, maintenance, and equipment for trails.*
- f) *Ensure the Parks and Trails services are adequately staffed to maintain all City Park and trail facilities.*
- g) *Improve access, condition, and amenities of existing parks and open spaces throughout Homer. ✖*
- h) *Consider adding a fishing dock and a central community gathering place on or near the Homer Spit. ✖*

[Housing Strategy #1] Implement zoning reforms to encourage attainable housing development, prioritizing housing solutions that cater to the needs of young people, families, seniors, and seasonal workers. * ⚡

- a) *Update zoning regulations to support higher density and mixed-use developments where appropriate, facilitating the creation of multi-family housing and affordable units. **
- b) *Remove regulatory barriers to compact and infill development, enabling denser housing projects that integrate well into existing neighborhoods. **
- c) *Expand allowable housing types, including manufactured and modular homes. **
- d) *Monitor short-term rentals and their impact on the housing market. Consider updating the definition of short-term rental in City code to lay the foundation for future regulation, if needed.*

[Housing Strategy #2] Develop incentives and public-private partnerships for affordable and long-term housing development.

- a) *Explore the creation of a local housing fund and implement targeted incentives to encourage affordable housing development over luxury and short-term rental projects.*
- b) *Address the scarcity of affordable land by exploring Community Land Trust models (example: Sitka, AK) and other strategies to lower land acquisition costs.*
- c) *Incentivize private property owners to place existing vacant parcels into residential use.*
- d) *Build public-private partnerships with organizations that influence housing development, such as contractors, nonprofits, Tribal housing authorities, and lending agencies.*
- e) *Explore possibilities for City land acquisition with the intent to develop attainable housing through a request for proposal (RFP) process.*

[Transportation Strategy #2] Maintain year-round transportation network.

- a) *Update design standards for walking and biking infrastructure in Title11 to ensure they are connected and maintainable. **
- b) *Work with the Department of Transportation and Public Facilities (DOT&PF) to improve maintenance on state-owned sidewalks, paths, and bike lanes through participating in the state planning process and considering Transfer of Responsibility Agreements (TORAs) or transfer of ownership. **
- c) *Update Public Works maintenance plans and policies to define maintenance standards for sidewalks, paths, and trails in addition to the existing road policy. **

[Transportation Strategy #3] Build or improve roadway and pathway access and connections to key locations.

- a) *Improve non-motorized connections to schools and address school site congestion. ✖*
- b) *Conduct a reconnaissance engineering study to identify concerns, needs, and obstacles for improving Kachemak Drive for non-motorized travel and to develop potential solutions.*
- c) *Assess parking needs on the Homer Spit in relationship to tourism, employment, and safety from natural disasters.*
- d) *Conduct a parking study to identify opportunities to park a vehicle or bike, and then use other modes to reach destinations or for recreation.*

[Economic Development Strategy #3] Encourage economic growth and infrastructure development while preserving the natural resources and community characteristics valued by current residents and attracting new residents.

- a) Develop Homer's Downtown Area, focusing on connected, dense, and walkable spaces. ✖
- b) Develop public transportation options, particularly in the Homer Spit area, to alleviate traffic congestion and improve accessibility for seasonal workers, residents, and visitors.
- c) Invest in infrastructure, parks, public restrooms, and recreational facilities to improve the quality of life for residents and enhance tourism experiences. ♦
- d) Regularly review and update city economic plans to reflect current needs and opportunities. ♦
- e) Enhance local schools and K-12 teacher support to attract families and foster long-term community stability.

[Economic Development Strategy #4] Pursue moderate, sustainable growth in tourism, focusing on activities that benefit small businesses and minimize negative impacts on community character. ♦

- a) Develop regenerative tourism strategies to balance visitor growth with environmental and community preservation.
- b) Promote recreation, the arts, and non-governmental organizations as a complement to tourism and as an export industry. ♦

Elder and Senior Services

4. Support Homer's aging residents and allow current residents to age in place by meeting the unique needs of seniors.

- a) Ensure the sustainability and viability of the Homer Senior Center, including updating policies, procedures, and accounting practices.
- b) Establish a Memory Care wing at the Homer assisted living facility. ✖

Accessibility

5. Ensure people of all ages and abilities can live, work, and play in the community.

- a) Implement the 2023 City of Homer Americans with Disabilities Act (ADA) Transition Plan for Parks, Play Areas and Campgrounds and the Transition Plan for City Facilities to correct deficiencies and implement policies that increase accessibility of Homer's public facilities and recreation spaces. Priority sites for upgrades include City Hall, Karen Hornaday Park, the Nick Dudiak Fishing Lagoon Accessible Ramp and Fishing Platform, and removing parking and pavement barriers at City facilities. ✖
- b) Improve existing and develop new trails that meet the needs of younger families, seniors, residents, and visitors with limited abilities.
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- h) Encourage private businesses to make every effort to provide ADA compliant facilities and/or improve accessibility for the senior population. ✖

See related policies in the Public Facilities and Services Chapter (strategy 2).

[Public Facilities and Services Strategy #2] Provide safe, year-round public facilities for residents of all ages and abilities. ⚡

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Youth and Early Childhood

6. Support Homer's youngest residents and their families by making sure they have what they need to grow and thrive.

- a) Ensure quality childcare is accessible and affordable, with parents and caregivers easily able to connect with available childcare resources and programs. ⚡
- b) Bolster the efforts of the Mobilizing for Action through Planning and Partnerships (MAPP) Homer Early Childhood Coalition in supporting families with young children to learn about community events, connections, resources, and information, including distribution of the Family Resource Booklet.
- c) Support efforts by the SPH to establish a childcare facility for hospital employees, increasing overall childcare capacity in the community. ✖
- d) Promote a healthy lifestyle by increasing activities available for youth.
- e) Promote volunteer and education opportunities for youth to become involved in civic life and contribute to improving the community.

See related policies in the Economic Development Chapter (strategy 1).

[Economic Development Strategy #1] Address barriers to workforce recruitment and retention by improving access to affordable, attainable housing and childcare. ⚡

Education

7. Offer high-quality K-12 education in Homer and sustain lifelong learning opportunities for all residents.

- a) Advocate for state-level increases to the Base Student Allocation formula. ⚡
- b) Continue to partner and work to support efforts of the KPBSD.
- c) Continue active support of the University of Alaska Anchorage, Kenai Peninsula College (KPC).

Library

8. Maintain the library as a thriving community space for learning and connecting.

- a) Continue to maintain the depreciation schedule for library equipment; sustain ongoing training schedules and regular usage reporting.
- b) Grow the library's endowment fund and support overall fundraising for library upgrades.
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- d) Assess the library's anticipated need for growth and improvements over the next decade and create an engineering study of upgrades, to potentially include a larger meeting room, an increased number of study rooms, a dedicated teen room, more storage space, facility repairs, and an outdoor covered space. ✖

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Public Safety

9. Continue to meet the community's public safety needs to ensure the safety of residents, visitors, first responders, and the environment.

- a) Complete planning for and construct a new fire station. ✖
- b) Upgrade the City's fire department fleet of vehicles to maximize firefighting capabilities and meet Insurance Services Office (ISO) requirements. ✖
- c) Support the mission and capacity needs of the Homer Police Department.

See related policies in the Public Facilities and Services Chapter (strategy 7).

[Public Facilities and Services Strategy #7] Ensure that fire, emergency, and law enforcement services and facilities can support current and future needs. ⚡

- a) Conduct a needs assessment and strategic plan for fire, emergency, and law enforcement services to identify gaps in funding and staffing and develop recommendations for maintaining and improving these services.
- b) Construct a new fire building and training facility to ensure the fire department has adequate capacity to serve the community. ✖

Arts and Culture

10. Celebrate Homer's status as a vibrant hub for arts, culture, and community engagement.

- a) Establish a plaza or town square that can serve as a lively, thriving center of Downtown. ♦
- b) Update the Parks, Art, Recreation, and Culture Needs Assessment, and continue to expand city partnerships with other organizations to implement recommendations.
- c) Partner with the Ninilchik Traditional Council and Seldovia Village Tribe to increase the presence of Alaska Native art, signage, and history around Homer.
- d) Support arts and culture installations and spaces in the community, including Homer's museums and galleries (see also: PARCAC Strategic Plan). ✖

- e) Collaborate with citizen groups and nonprofit organizations to address community needs by providing small matching grants, limited technical assistance, and the option to use City land or facilities at reduced rates. ♦
- f) Support the efficient use of existing community facilities. Partner with organizations to keep city facilities operating beyond normal hours. ♦

See related policies in the Land Use and Environment Chapter (strategies 1, 2 and 6), Sustainability, Resilience, and Climate Change Chapter (strategy 3) and Economic Development Chapter (strategies 3 and 4).

[Land Use and Environment Strategy #1] Implement a future land use map that guides future decisions about land use and growth. ✈️*♦

[Land Use and Environment Strategy #2] Update Homer City Code to better respond to existing and future opportunities for moderate, sustainable growth. ✈️*♦

- a) Implement zoning codes that allow for greater flexibility and adaptability, such as form-based codes that focus on building form and relationships rather than strict use classifications. *
- b) Develop consistent design standards for new development to complement the character of areas. Include architectural and site development standards and standards for associated infrastructure (particularly roads and trails). ♦*
- c) Provide a clear and predictable approval process for development applications. Include clear staff procedures to accompany code. ♦*
- d) Encourage development within areas well-served with existing community services or institutions (i.e. schools, libraries, health care clinics, post offices, utilities, other government buildings, or services that people need access to).
- e) Revise code enforcement procedures to ensure consistency, prioritizing known nuisances that pose a threat to public health and safety and/or the environment. Consider creating a public reporting system to accommodate limited city resources and to track potential code violations in a transparent manner. *
- f) Synthesize existing rules and regulations for both public and private development in a comprehensive design manual to balance functionality and aesthetics. For instance, it is important that the Master Roads and Streets Plan is supplemented by the Community Design Manual, Transportation Plan, and a Streetscape Design Manual. ♦

[Land Use and Environment Strategy #6] Create a downtown area that supports walkable connections, infill development, increased density, and community activities compatible with new and existing businesses to support Homer as a regional center for commerce. ✂️♦

- a) Adjust zoning in central areas to allow a broader range of housing types and compatible mixed-use development. This includes rezoning areas currently designated for low-density uses to accommodate multi-family housing, mixed-use buildings, and small-scale single-family development with accessory dwellings. In urban areas, consider reducing minimum lot sizes and increasing allowable lot coverage to promote compact, walkable development. ✈️*

- b) Refine development regulations to ensure building height, parking standards, setbacks, landscaping, and façade design contribute to a cohesive and pedestrian-friendly streetscape.
- c) Leverage public-private partnerships to improve the commercial streetscape in Pioneer and Old Town. Focus on completing the sidewalk network, integrating green infrastructure, enhancing landscaping, and improving building façades to create a more attractive and accessible environment. ◆
- d) Promote concentrated development patterns that reduce vehicle trips and support walking, biking, and transit use. ◆
- e) Invest in targeted infrastructure upgrades to support higher-density and mixed-use development. Prioritize projects such as modernizing water and sewer systems, upgrading streets for multimodal access, and expanding broadband infrastructure to facilitate growth in targeted areas. ✕

[Sustainability, Resilience, and Climate Change Strategy #3] Continue to develop code, regulations, and incentives to guide sustainable and resilient development. *

- a) Update City Code to promote more sustainable and resilient land use and transportation strategies, including denser mixed-use and more compact development, urban infill and redevelopment, and non-motorized transportation infrastructure. ✕*
- b) Develop Homer's Downtown Area in accordance with Strategy 7, Land Use and Environment Chapter, focusing on connected, dense, and walkable spaces. ✕

[Economic Development Strategy #3] Encourage economic growth and infrastructure development while preserving the natural resources and community characteristics valued by current residents and attracting new residents.

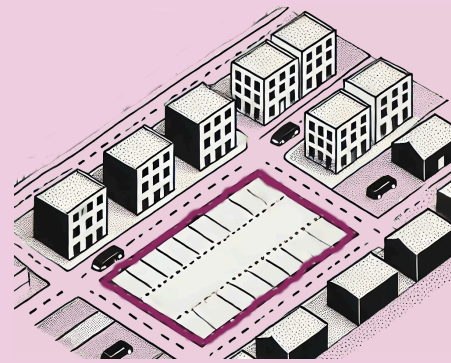
- a) Develop Homer's Downtown Area, focusing on connected, dense, and walkable spaces. ✕
- b) Develop public transportation options, particularly in the Homer Spit area, to alleviate traffic congestion and improve accessibility for seasonal workers, residents, and visitors.
- c) Invest in infrastructure, parks, public restrooms, and recreational facilities to improve the quality of life for residents and enhance tourism experiences. ◆
- d) Regularly review and update city economic plans to reflect current needs and opportunities. ◆
- e) Enhance local schools and K-12 teacher support to attract families and foster long-term community stability.

[Economic Development Strategy #4] Pursue moderate, sustainable growth in tourism, focusing on activities that benefit small businesses and minimize negative impacts on community character. ◆

- a) Develop regenerative tourism strategies to balance visitor growth with environmental and community preservation.
- b) Promote recreation, the arts, and non-governmental organizations as a complement to tourism and as an export industry. ◆

What is 'infill'?

Infill is the **strategic use of underutilized or vacant land** within already developed areas to create new housing, businesses, or public spaces. Using this redevelopment strategy maximizes existing infrastructure, helps create connected, walkable neighborhoods, and revitalizes communities without expanding into undeveloped land.





MEMORANDUM /AGENDA ITEM REPORT

Comments on Comprehensive Plan

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: Mar. 12, 2025
From: Dave Berry, Library Director
Through:

City Planner Ryan Foster has provided various excerpts from the draft Homer Comprehensive Plan and supporting documentation. He requests that the LAB examine these documents and provide feedback, specifically as the Comprehensive Plan applies to the library. While the official deadline for feedback is March 14, this has been extended for advisory bodies that meet after that date.

Recommendation:

If the LAB has any comments regarding the Comprehensive Plan, give them to the library director for forwarding to the City planning office.

Attachments:

- Comprehensive Plan Crosswalk
- Comprehensive Plan Fillable Comment Form
- Comprehensive Plan Library Extract
- Comprehensive Plan Meeting in a Box Materials

LIBRARY ADVISORY BOARD
2024 STRATEGIC PLAN & GOALS
Approved at the February 20, 2024 Regular Meeting

MISSION STATEMENT

The Library Advisory Board shall act in an advisory capacity to the City Manager and City Council concerning the Homer Public Library and its programs pursuant to the powers and duties in Homer City Code 2.48.050.

VALUES, ROLES & RESPONSIBILITIES

General	Advise the Library Director and the City Council to ensure quality library service.
Administrative	Advise city government to recruit, employ and retain a qualified library director.
Policy	Work with the Library Director to establish written policies to govern the operation and program of the library for approval by the City Council.
Planning	Ensure that the library has a strategic plan with implementation and evaluation components.
Fiscal	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 code. Oversee fundraising efforts and collaboration between Friends of the Homer Library and the library's Planned Giving Program/endowment fund.
Advocacy	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in all advisory board meetings. Report on LAB and library activities to City Council at Council meetings.
Networking	Join United for Libraries national organization and/or Alaska Library Association as a resource for policies, operations and advocacy for libraries.

GOALS

1. Advocate for Library Budget

- a. Ensure the library sustains a collection development budget sufficient to build and maintain a current and robust collection of materials relevant to the community.
- b. Review needs for library physical plant upkeep and efficiencies.
- c. Promote future funding of library technology needs.
 - i. Scheduled replacement of public use computers.
 - ii. Requests for new or updated technologies (printers, scanners, security, etc.)

2. Promote the Planned Giving Program for the Library

- a. Invite the Homer Foundation to present to the Board on how to solicit donors
- b. Host a public outreach meeting about Giving to the Endowment Fund
- c. Create a work plan for the Board for ongoing fundraising for the Endowment Fund

3. Expand the Library's Capacity to Serve as a Community Hub

- a. Support the Library's efforts to partner with the public school system, homeschooling families and Kenai Peninsula College to provide resources for, increase library use, by students.
- b. Participate in City of Homer Comprehensive Plan Process
- c. Work with Library Staff to Support the Library Strategic Plan 2020-2025

4. Actively recruit for LAB boardmembers**DUTIES OF THE BOARD & STAFF**Boardmembers

- Attend City Council meetings as assigned.
- Attend worksessions and training opportunities.
- Come to meetings prepared to take action through motions, or ask staff before the meeting for more information.
- Communicate with City Council members to gain support on LAB-related projects that need sponsorship at the Council level.

Staff Liaison

- Aid the Chair in setting the agenda.
- Compile packet material from boardmembers, write backup memos, and submit to Clerk.
- Provide information on items the board needs to review annually.
- Inform the board of City Council actions and discussion of library-related issues.

Clerk's Office

- Aid Staff in compiling packet materials and print/distribute them to the board.
- Aid Staff and Chair in setting the agenda.
- Track yearly items such as reappointments and election of officers.
- Advertise any seat vacancies and process new appointment applications.
- Help the board learn to be more efficient and effective in their meetings.
- Support the board's ability to communicate with the Mayor and City Council (through Memorandums, Resolutions, and Ordinances).



MEMORANDUM /AGENDA ITEM REPORT

Revisions to LAB Bylaws and Strategic Plan

Item Type: Information memorandum
Prepared For: Library Advisory Board
Date: Feb. 23, 2025
From: Dave Berry, Library Director
Through:

The LAB meets every spring to consider revisions to the LAB Bylaws and Strategic Plan. Staff do not recommend any changes at this time.

Recommendation:

For information.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 24-0xx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE LIBRARY ADVISORY BOARD BYLAWS UNDER
ARTICLE IV – OFFICERS, ARTICLE VI – MEETINGS, AND REGULAR
MEETING AGENDA FORMAT.

WHEREAS, In review of the Library Advisory Board (LAB) Bylaws it was found that several areas contained information that was incorrect or did not apply to the LAB and introduced the following amendments to their bylaws:

- Article IV – Officers, Section 1 is amended to correct the term Commissioners to Boardmembers;
- Article VI- Meetings, Section 3 is amended to require a quorum for worksessions;
- Regular Meeting Agenda format is amended to include the section Comments of Mayor/Councilmember (if present), and that all meetings are available to attend via Zoom webinar; and

WHEREAS, The LAB introduced the amendments at their February 20, 2024 regular meeting and approved their amendments at a second meeting on March 19, 2024, in accordance with their bylaws.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby amends the Library Advisory Board Bylaws to update Article IV, Officers, Article VI – Meetings, and the Regular Meeting Agenda format.

PASSED AND ADOPTED by the Homer City Council this 8th day of April, 2024.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal note: N/A

**CITY OF HOMER LIBRARY ADVISORY BOARD
BYLAWS**

ARTICLE I – NAME AND AUTHORIZATION

This organization shall be called the Library Advisory Board, established via Ordinance 80-2, existing by virtue of the provisions of Chapter 2.48 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on ~~December 13, 2021~~ _____ and shall be in effect and govern the procedures of the Library Advisory Board.

ARTICLE II – PURPOSE

Section 1. Establish operational policies for the library program, and submit same to the City Council for approval.

Section 2. Assist the Library Director in preparation and presentation of the annual budget request to the City Council.

Section 3. Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.

Section 4. Solicit donations of money and/or property for the benefit of the Library.

Section 5. Represent the Library to the community.

ARTICLE III – MEMBERS

Section 1. The Board shall consist of seven members comprised of at least five (5) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1st of designated years.

Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member's appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting members. The Mayor, City Manager, and Library Director may serve as non-voting, consulting members.

ARTICLE IV – OFFICERS

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed ~~commissioners~~ **boardmembers** at the regular April meeting of the Board.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

ARTICLE V – CITY STAFF ROLES

Section 1. The Library Director shall serve as a staff liaison to the Board. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Board. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as the Board's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

ARTICLE VI – MEETINGS

Section 1. Regular meetings shall be open to the public and held on the third Tuesday of each month, excluding June and July, at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Special meetings and Worksessions may be called by the Library Director, Chair, or a majority of the Board. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted.

Worksessions do ~~not~~ require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO	NOTICE OF MEETING	DEPT. CONTACT INFO
	REGULAR MEETING AGENDA	(City Clerk's Office)
	NAME OF BODY	
	DAY OF WEEK, DATE, AND TIME OF MEETING	
	PHYSICAL LOCATION OF MEETING & MEETING ROOM	

1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE **MAYOR/COUNCILMEMBER** (~~If one is assigned~~ **If Present**)
15. COMMENTS OF THE BOARD (includes Comments of the Chair since they are part of the board.)
16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska **and via Zoom Webinar.** (The meeting may be scheduled for the Conference Room ~~or virtually.~~)

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

ARTICLE VII – GENERAL OPERATING PROCEDURES

Section 1. The Board shall abide by the current edition of Robert’s Rules of Order insofar as it is consistent with the Board’s bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.48 Public Library; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member’s absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Board.

ARTICLE VIII – COMMITTEES

Section 1. 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 Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

ARTICLE IX – BYLAW AMENDMENTS

The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council via resolution.



City of Homer

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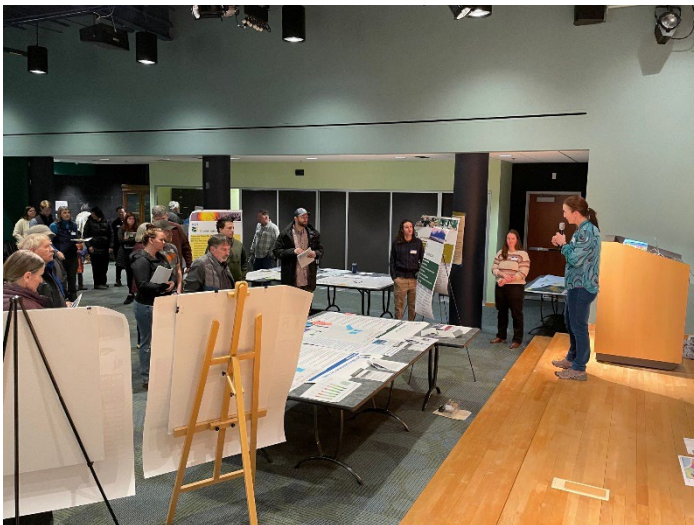
Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: February 20, 2025
SUBJECT: City Manager's Report for February 24, 2025 Council Meeting

Comprehensive Plan

The Draft Comprehensive Plan was posted for public review on February 7, 2025. On February 11, City Staff, in collaboration with our consultant firm Agnew Beck, held an Open House at the Islands & Ocean Visitors Center to invite members of the community to review, discuss, and provide their thoughts on the draft plan. Public comments on the Draft Comprehensive Plan will be accepted until March 14th. In February and March, Homer Commission and Committees will be encouraged to review the draft plan and provide comments on their area of expertise. Review the Draft Comprehensive Plan and provide your comments here:

<https://homercompplanupdate.com/>



Library News

The western lot committee is ramping up again. The Friends of the Homer Library placed an order for a wraparound tree bench 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, and there is a plan for stump seating and storywalk posts. The goal is to have these project elements in place by the end of April. Also renovations in study room 6 have begun. 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. Attached to this report is a copy of the Library's Annual report that reinforces the importance of the library to our community through their services and programs.

Juneau Visit

As I finish up this brief report, I'm in Juneau with Mayor Lord, Councilmembers Aderhold and Hansen, Port Director Hawkins and Special Projects & Communications Coordinator Carroll wrapping up meetings with Legislators, Legislative Staff, US Coast Guard, Alaska Department of Transportation & Public Facilities, and Alaska Department of Environmental Conservation. It's been a fabulous opportunity to spend time at our State Capitol meeting with these folks who serve our great state and to work with our lobbyists, J&H Consulting in thanking our Legislators for their support in successful funding of our Harbor Expansion General Investigation, sharing our need for coordinated, multi-agency, long term sustainability planning for Homer Spit erosion and resiliency, and sharing the City's legislative priorities and positions. After we return, I'll follow up with a more complete report and photos.

City Manager Meetings and Events:

- February 11 – Conversations with a Council Member with Councilmember Venuti
- January 13 – Planning Meeting for public outreach for the City lots proposed as a location for the new multi-use community center
- February 17-21 – Travel to Juneau for meetings with J&H Consulting, 20 different State Legislators and their staff, US Coast Guard, and State agencies on behalf of the City.
- Ongoing weekly meetings with Departments, Mayor, and Councilmembers

Attachments:

- Library Annual Report
- February Employee Anniversaries
- Inactive Records Destruction Report

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.

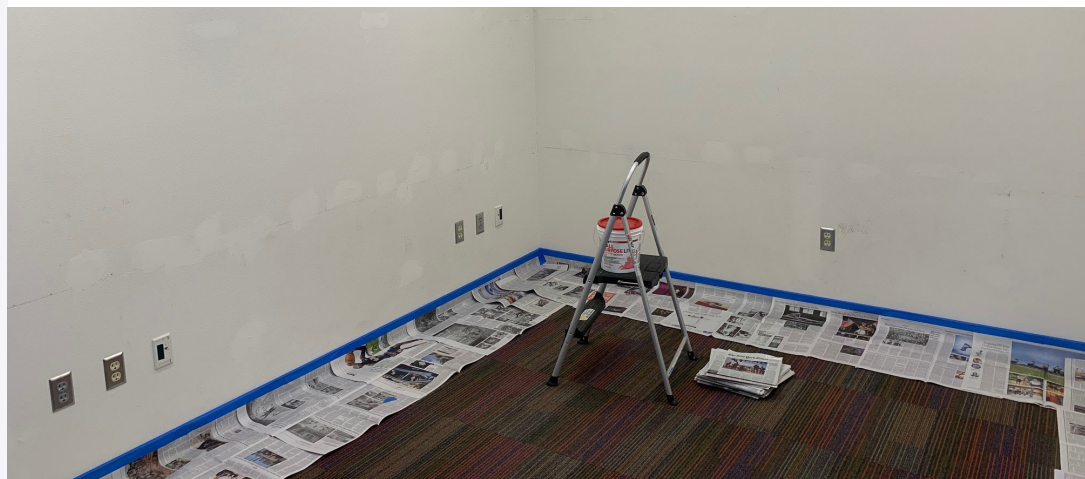
August

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.

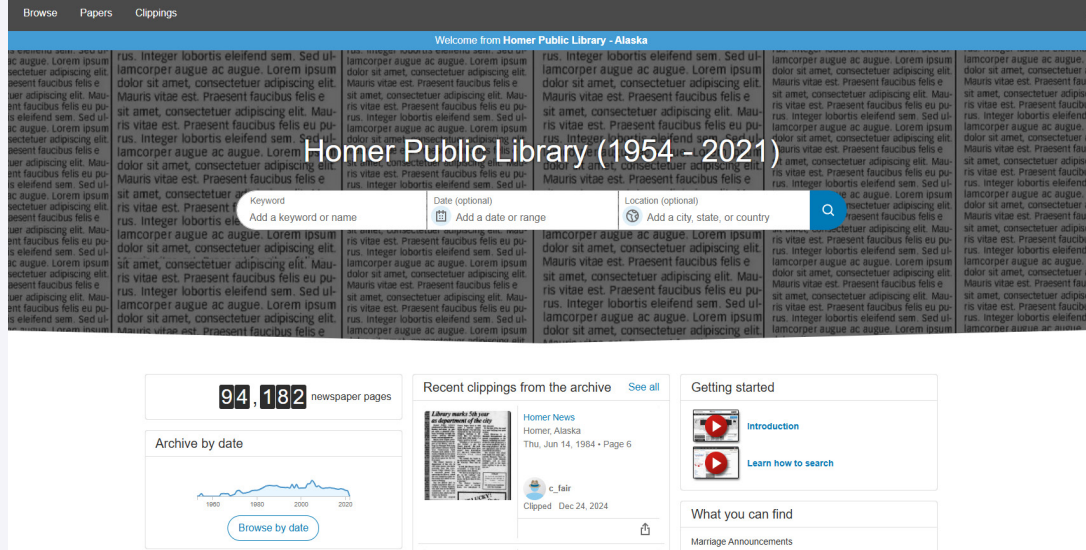
The library website got an overhaul, simplifying access to the 60+ subscription databases that provide everything from peer-reviewed articles to streaming videos. The list can be sorted by title, subject, content format and age group.

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

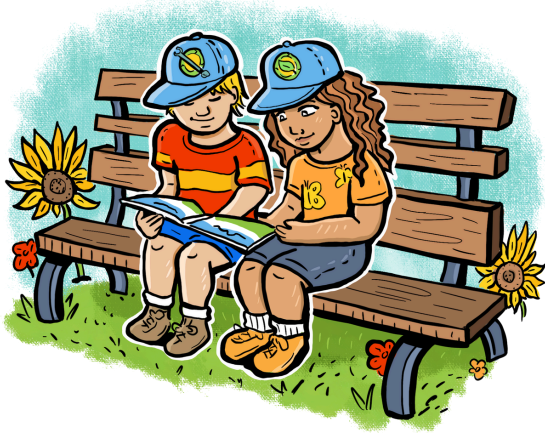
3,023 sessions
Study Rooms + Meeting Room

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

Art ©2024 by Holly Brady for iREAD® Summer Reading. All rights reserved.





MEMORANDUM

February Employee Anniversaries

Item Type: Informational
Prepared For: Mayor Lord and City Council
Date: February 24, 2025
From: Andrea Browning
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.

Jenny Carroll	Admin	9	Years
Morgan Tracy	Police	8	Years
Kevin Co	Library	6	Years
Tyler Jeffres	Police	6	Years
Mike Swoboda	PW	2	Years
Dan Kort	PW	1	Year
Leon Galbraith	PW	1	Year



MEMORANDUM

Inactive Records Destruction Report 2024

Item Type: Informational
Prepared For: Mayor Lord & Homer City Council
Date: February 13, 2025
From: Zach Pettit, Deputy City Clerk II

In accordance with HCC 2.92.030(g), the City Clerk's Office completed the annual inactive records destruction process for 2024.

On December 8, 2023, Department Heads were notified of the inactive records that were eligible for destruction, and as a result, 68 boxes of records were approved, pulled, and staged in the Council Chambers. Arctic Shred performed on-site shredding of the inactive records on July 17, 2024.

Arctic Shred travels from Anchorage to the Peninsula to provide their on-site service and then brings the shredded materials to their facility in Anchorage for appropriate disposal. This is the City Clerk's Office first year working with Arctic Shred for our inactive records destruction. Their services were retained after solicitation of prices from three vendors that service the Kenai Peninsula and recommendations from the City Clerks of Soldotna and Kenai.

Copies of the Inactive Records Storage Forms and memorandums approving destruction are available in the City Clerk's Office for review.



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(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: February 21, 2025
SUBJECT: City Manager's Report for February 24, 2025 Council Meeting

Statewide Transportation Improvement Program (STIP) Amendment #2

The Alaska Department of Transportation & Public Facilities (DOT&PF) has released Amendment #2 to the 2024-2027 Statewide Transportation Improvement Program (STIP) for public review and they are welcoming public comment through Thursday, March 20, 2025. The STIP is a four-year state blueprint for federal surface transportation investments in key infrastructure projects that enhance safety, mobility, and economic growth.

Project # 34708, Sterling Highway Erosion Mitigation Study is a new project in the amended STIP. This planning study will evaluate needed improvements to protect the Sterling Highway from erosion along the Homer Spit. Improvements may include excavation, coastal erosion protection, paving, signing and striping, and utility relocation. The State has programmed \$800,000 for the study. The City has been in discussion with AK DOT about cooperating with them on this erosion mitigation effort on the Homer Spit. We are excited to see this project funding come forward and encourage the public to support this important project.

The STIP Amendment #2 is available at dot.alaska.gov/links/pdp. There are a variety of ways to submit comments directly on the dashboard using the blue comment buttons available throughout the website. For other ways to comment, please go to the City's webpage at www.cityofhomer-ak.gov.

Planning for the Future of the Alaska Marine Highway: Public Comment Invited

The Alaska Department of Transportation & Public Facilities also recently released a draft of the AMHS 2045 Long-Range Plan for public review. The plan outlines a 20-year vision for the future of Alaska's marine transportation network to meet the evolving needs of Alaska's coastal communities and covers the following key focus areas:

- Safe, reliable service to connect Alaska's communities
- Updating the Marine Highway fleet and terminal assets for resiliency and standardization
- Build and support a skilled, reliable workforce
- Promote financial efficiency and sustainability.

The Department invites the public to a Zoom webinar on Wednesday, March 19, at 12 p.m. to hear an overview of the plan. Information on how to join the webinar is available at <https://publicinput.com/i56446>.

The Department invites residents, business owners, public officials, and stakeholders to review [the plan](#) and submit comments at <https://publicinput.com/i56446> through Sunday, March 30, 2025.

Staff Submits FY26 Congressionally Designated Spending Requests

Congressionally designated funding, also known as appropriations, allows individual members of Congress to request specific spending allocations for local projects in their states from a handful of appropriation committees' bills. The City's requests were based on (1) guidance from Senator Lisa Murkowski's office to resubmit any committee-approved requests from FY25 that are not yet funded and any additional projects for FY26 for a total of up to five requests; (2) meeting eligibility requirements of the various appropriation committees; and (3) priority projects in the City's Capital Improvement Plan with a developed budget. They include:

1. A-Frame Water Transmission Line Replacement (a project approved in FY25, but not yet funded through the Federal FY25 budget process).
2. Design and Permitting funds for the Homer Harbor Critical Float Systems 4 & 1 Replacement Project (a project approved in FY25, but not yet funded through the Federal FY25 budget process).
3. Homer Spit Erosion Mitigation to fund the first fiscal year of US Army Corps of Engineers' work on a reauthorized 1987 US Army Corps of Engineers Homer Spit Road Revetment General Investigation which has been listed for several years, but unfunded, in the Alaska District work plan.
4. Homer Spit Erosion Mitigation for funds to undertake a Homer Spit Storm Damage Reduction Feasibility Study under WRDA Section 203, which allows local entities to advance studies without waiting for federal funding or prioritization to expedite project timelines.
5. Homer Fire Department Fleet Management for funds to procure Wildland Urban Interface Fire Response Vehicles: A Type-3 Wildland-Urban Interface Pumper truck and a Type-6 Brush / Attack Unit. These complementary apparatuses enable a tiered response system where the Type-6 serves as a rapid scout and initial attack vehicle, while the Type-3 follows with additional water, equipment and personnel when/for escalating incidents or direct structure protection.

The Senator will review submissions and advance a selection to Appropriations Committees for thorough review, project scoring and prioritization based on merit and community impact. Successful projects will be included in the overall appropriations bill and will require approval by both House and Senate Appropriations Committees. Final funding is dependent on the overall federal budget process.

City of Homer Hosting Public Meeting on Homer Harbor Expansion Study

Join us and the U.S. Army Corps of Engineers to learn more about the work accomplished to date on the Homer Harbor Expansion Study and how that work is informing refined alternative designs. There will be a Study update, Study team members will be there to take questions and share feedback. The public meeting will be held Saturday, March 15th from 10:00 am to noon at the Kachemak Bay Campus, Room 201, 533 Pioneer Avenue, Homer, AK. Visit www.homerharborexansion.com for more information.

Diamond Creek Recreation Area Trails Study

In January 2024 Council authorized \$25,000 of HART Trails funds to contract engineering services for preliminary design of non-motorized trails and trail head connecting City property to the AKDOT proposed highway underpass and later that year, a contract was awarded to Kinney Engineering to complete the work. Attached to this report you'll find a memo from City Engineer Galbraith updating Council on the work and anticipated next steps. Attached to his memo are the completed, with preliminary design, studies for the Diamond Creek Recreation Area (DCRA) Trails and a Sterling Highway Pedestrian Underpass.

High Speed Alerts on West Fairview Radar Shield speed sign

In response to public complaints about speeding on West Fairview the City purchased and installed a traffic monitoring device on the road to help remind drivers to slow down and to capture speed data for daily traffic

on the road. There have been reports of folks flying RC planes and/or drones at the sign which create high speed alerts. The Radar Shield recently snapped the following image. It's possible that a number of the 40 mph and above "high speed alerts" are these RC devices being flown at the speed sign. It's disappointing that all this effort on one road for the benefit of Public Safety is getting skewed data used for traffic control.



City Manager Meetings and Events:

- February 26 – KPB Tourism Working Group meeting
- Ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- Homer Harbor Expansion Study Monthly Written Update
- Homer Harbor Expansion Study Charter Document
- Homer Harbor Expansion Study Public Meeting Flyer
- Memorandum from City Engineer Re: DCRA Trails Study
- DCRA Trail Design Final Study Consultant Memo
- DCRA Trails Study
- Employee Anniversaries for March
- Homer Spit Erosion Update



MEMORANDUM

City Managers Report
City Council
March 10, 2025

Homer Harbor Expansion Study Monthly Written Update

Item Type: Informational Memorandum
Prepared For: Mayor and City Council
Date: March 5, 2025
From: Jenny Carroll, Special Projects and Communications Coordinator
Through: Melissa Jacobsen, City Manager and Bryan Hawkins, Port Director

Purpose: This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

The General Investigation is in full swing and gearing up for a busy spring and early summer in preparation for the USACE Tentatively Selected Plan (TSP) Milestone Meeting planned for 6/24/2025. A potential government shutdown is not expected to impact the study being able to reach the TSP Milestone.

The study's third Public Meeting, hosted by the City, will be held Saturday, March 15, in Homer at the Kachemak Bay Campus from 10:00 am to noon; a presentation will start at 10:30 a.m. We invite the public to join City Staff, HDR and members of the US Army Corps of Engineers Project Development Team to learn more about the work accomplished to date, how the study's findings are shaping design alternatives and share your comments. A flier for the meeting and the Homer Harbor Expansion Charter Document is attached.

For those unable to make the meeting, presentation materials will be posted on March 15th and a report on the public meeting will be available in late March to early April on the Study website <https://homerharborexansion.com/get-involved-replace/>.

Below is a summary of the study's recent activities – be sure to attend the public meeting for full details and to provide your input.

The U.S. Army Corps of Engineers (USACE) Project Development Team (PDT)

Continuing study activities:

- The USACE Environmental Resources team:
 - Visited Homer in February to continue their environmental fieldwork series of beach seining and bottom trawls. They will conclude their fieldwork in mid-March 2025.
 - Continued consultation with other agencies
 - Plans to re-engage the Environmental Stakeholders Working Group after the March 15th public meeting and the Environmental Resources team has completed their fieldwork for the study.
- The USACE Economics and Hydrology/Hydraulics teams:
 - Are developing a features/measures list for each alternative, for both federal General Navigation Features and Local Services Facilities features included in the alternatives.

- Cost Engineering team:
 - Is working with USACE project Planning team to consider probable dredge materials plans in consultation with the USACE Homer Spit Dredge Materials Management Plan.
 - Collecting recent bid data from area quarries with acceptable source rock.
- Geotechnical team reviewed geophysical fieldwork results (sub-bottom profiling, hydrographic and topographic survey data) and are recommending collection of eight core samples immediately after selection of the tentatively selected plan.
- Economic Analysis team:
 - Analyzed moorage demand data and compiled information gathered from user groups to refine and develop four alternative harbor designs for comparison to determine the TSP.
 - Is developing the USACE economic analysis model for USACE approval

HDR – Owner Representative:

- Responding to USACE comments and questions on the modelling report.
- Worked on harbor design memo and recommendations for USACE Hydrology/Hydraulics team.
- Refined basin alternatives to incorporate float systems and travel/turning lanes and delivered to the USACE for further refinement.
- Helped develop General Investigation informational materials for Juneau visit.
- Helped develop outreach plan and advertisements as well as presentation plan and materials for the March 15, 2025 Public Meeting
- Attended twice-monthly USACE Project Development Team meetings and twice-monthly meetings with City.
- Provides communications support as-needed; keeps [Homer Harbor Expansion website](#) updated.

City of Homer staff:

- Attended twice-monthly USACE Project Development Team meeting and twice-monthly meetings with HDR.
- Met in person with USACE hydrology/hydraulics and economic team members to consult on development of alternatives.
- While in Juneau, gave Alaska legislators an update on the Homer Harbor Expansion General Investigation and thanked them for their support; met with the United States Coast Guard Admiral Dean and leasing staff to let them know design alternatives were nearing 35% for tentative plan selection.
- Helped disseminate information about the March 15, 2025 Public Meeting.
- Ongoing communications/outreach: Information and updates about the study are being disseminated through the [Homer Harbor Expansion website](#), the City's quarterly newsletter, the [City of Homer Facebook](#) and [Instagram](#) pages and through HHE email subscriber list as needed.

Ship Simulation and geotechnical core sampling will happen in June and July, shortly after TSP and the rough basin size, configuration and location are determined but will continue to be refined. It is ideal to conduct these activities after the USACE has a TSP. Results from these activities could modify the TSP design (which will be to a 35% design level), but they would not change the selected alternative.

RECOMMENDATION:

Informational Only.



Vision

Recognizing Homer's unique environmental setting and our common desire to live, work, and play here, we will enhance Homer's maritime opportunities in a fiscally, environmentally, and socially responsible manner for the benefit of all.

Mission

Work collaboratively with all segments of the community to explore opportunities to expand necessary infrastructure while ensuring Homer's maritime future, navigational safety, environmental integrity, and regional connectivity. Align the development of any opportunities with the City of Homer Port and Harbor Department Mission Statement.

Goals and Objectives

- Relieve transportation congestion
- Improve safety and efficiency within the harbor(s)
- Reduce potential for environmental impacts within the harbor(s)
- Foster a collaborative partnership with the U.S. Army Corps of Engineers
- Expand the community's economic base
- Foster the maritime trades industry and other year-round economic opportunities
- Enhance navigational safety and regional connectivity
- To the extent feasible, prioritize incorporation of:
 - » Green energy (e.g., solar, wind, tidal)
 - » Green infrastructure (e.g., adding vegetation, capturing runoff)
 - » Food security (e.g., support reliable delivery of food and supplies needed in regional communities)
 - » Polar security (e.g., provide support for federal security measures related to arctic navigation)
- Deliver a balanced harbor design that:
 - » Performs necessary port and harbor functions
 - » Has pleasing aesthetics
 - » Is within a sustainable construction, operations, and maintenance budget
 - » Maintains environmental integrity and quality of life
 - » Minimizes adverse impacts to the community
 - » Provides for flexibility that promotes smart growth and a blue economy
 - » Supports services for large vessels
 - » Supports the U.S. Coast Guard's mission at land and at sea

Success Factors

- Proactively collaborate with the community and port and harbor stakeholders to provide meaningful community and stakeholder engagement opportunities
- Provide transparency of the decision-making process and design development
- Align with national priorities for investing in future infrastructure
- Engage scientific agencies through study advancement
- Promote educational, research, and scientific opportunities
- Foster collaborative relationships with Department of Transportation and Public Facilities and other key stakeholder agencies
- Provide applicable utility providers (e.g., water, sewer, electric) with the necessary input to deliver required support infrastructure
- Promote strong, sustained support and leadership from the City Staff, City Council, and associated Commissions
- Identify risks early and manage them appropriately
- Consistently consider community-wide socioeconomic effects that may result from harbor expansion and align with the current community-wide planning policy
- Create and sustain a safe, respectful, collaborative, and enjoyable work environment for all City, consultant, and contractor staff
- Complete construction activities on time, to specification, and within target costs
- Encourage innovation with a focus on reducing costs, enhancing the environment, and fostering thoughtful community growth



Homer Harbor Expansion Study Update Public Meeting March 15, 2025

Join the City of Homer and US Army
Corps of Engineers for a study update:

- Learn more about work accomplished to date
- See how Study findings are shaping design alternatives

Saturday, March 15, 2025

10:00 a.m. – 12:00 p.m.

Presentation at 10:30 a.m.

Kachemak Bay Campus Room 201

533 E Pioneer Ave

Homer, AK 99603



For more details, visit:
www.homerharborexpansion.com





MEMORANDUM

City Council update on preliminary design studies for the Diamond Creek Recreation Area (DCRA) Trails and a Sterling Highway Pedestrian Underpass

Item Type: Informational Memorandum
Prepared For: City Council
Date: February 28, 2025
From: Leon Galbraith, P.E., City Engineer
Through: Melissa Jacobsen, City Manager

The purpose of this Memorandum is to update the City Council and present the attached two documents recently completed with preliminary design studies for the Diamond Creek Recreation Area (DCRA) Trails and a Sterling Highway Pedestrian Underpass.

Through Ordinance 24-06(A), the FY24/25 Capital Budget included \$25,000 from the HART Trails Fund to complete these preliminary design studies.

Resolution 24-090(A) authorized issuance of a task order to Kinney Engineering, LLC to provide the professional services as the consultant tasked with completing these preliminary design studies.

The Kinney Engineering study has developed an option for a trail extension linking the city-owned DCRA property and the DCRA trail to the west side of the Sterling Highway leading to the Diamond Creek State Recreation Site (DCSRS). A pedestrian underpass used to cross the Sterling Highway would also be part of the trail extension. The study is intended to demonstrate the feasibility of the construction of a pedestrian trail, including right of way analysis. This is intended to be a preliminary study, not a final design. Assessing the feasibility of a proposed route is an important first step.

As a subcontractor to Kinney Engineering, Happy Trails also completed a preliminary design study of potential trail routes and costs for the area east of the Sterling Highway on the City owned parcel labeled as the DCRA. This includes a new parking lot at the area labeled as "Green Timbers TH".

Staff has reached out to Alaska DOT&PF (DOT) to discuss these final studies. Staff with the DOT appear to still be supportive of the trail project and Sterling Hwy underpass alternative locations that are proposed in the Kinney Engineering study. The proposed trail presented to the DOT shows the trail crossing three (and possibly four) privately owned properties as well as Kenai Peninsula Borough (KPB) Lands before reaching the State of Alaska DNR lands. A Homer Electric Association overhead power easement would also be crossed. The DOT expressed that they would like to see something definitive such as established trail easements between the City and the private land owners as well as with the KPB before the DOT commits to constructing a pedestrian tunnel.

Securing these proposed easements is estimated to take as long as one to two years, and the DOT's highway project construction is anticipated to occur in the summer of 2027. Therefore, we would need these easement agreements to be in place as soon as possible (less than one year) for the pedestrian tunnel to be included in the DOT's highway project design prior to their bidding and construction.

ANTICIPATED NEXT STEPS

If the Council wishes to pursue this project further, the following steps are anticipated:

- A Council sponsor would need to bring forward a resolution of support and future funding ordinance for easement acquisition.
- The City will need to reach out to all of the private property owners and KPB to see if they are willing to grant trail easements to support the proposed project.
- If any private property owner denies easement, the project is either dead, or the City would have to reach out to Kinney Engineering to investigate alternative routes to avoid the individual private property owner's lot, with the understanding that the DOT has expressed they are not willing to allow the trail to parallel the Sterling Highway within their right-of-way.
- If all property owners are interested in granting the trail easements, the City will need to fund further survey and design work as well as swiftly draft up the easement drawings and agreements for routing through the KPB's platting process as well as negotiate any potential payments associated with granting said easements.

When considering whether or not to pursue this trail further, the Council should also remember that the timeline is very short to get the DOT any easement agreements. There is the possibility that the DOT would accept something short of an established easement (if the process is underway), however that is risky. The City could invest substantial resources towards this effort and not make the deadline, or the partial process may not be sufficient to convince the DOT to construct the pedestrian tunnel. The DOT has expressed that they support the concept of the pedestrian tunnel, however they cannot construct the pedestrian tunnel on good intentions, only to have constructed a tunnel that doesn't get used because the City cannot secure the needed trail easements, or doesn't have the money to construct the trails themselves.

ATTACHMENTS

1. Homer Diamond Creek Trail Design Study-Final
2. DCRA Trails Study

TO: City of Homer Public Works Department

FROM: Brian Lamson, PE
Jan Keiser, PE
Margaret Devlin, Engineering Technician
Randy Kinney, PE, PTOE

DATE: 2/14/2025

SUBJECT: Task Order #24-01 – Proposed Diamond Creek Trail Route Memorandum

1. Purpose

The purpose of this Memorandum is to identify the design criteria and proposed trail route connecting the Diamond Creek Recreational Area (“DCRA”) to the Diamond Creek State Recreation Site, including a crossing under the Sterling Highway.

2. Background

The Alaska Department of Transportation and Public Facilities (“DOT&PF”) is planning to improve the Sterling Highway from MP 157-169, which includes a new fish passage culvert under the Sterling Highway for Diamond Creek flowing from the north side of the highway to the south. The Sterling Highway project lies within the vicinity of the DCRA on the northern side of the highway to and the Diamond Creek State Recreation Site (“DCSRC”), on the southern side of the highway. These areas are regularly, and frequently, used by local residents and visitors for hiking, mountain biking and skiing. Local residents have long desired an undercrossing that would allow these non-motorized users to safely cross under the highway. DOT&PF expressed concern that they are reluctant to develop an undercrossing in a location where there are no trails directly connecting to it.

City of Homer (“COH”), Kinney Engineering LLC (“Kinney”), DOT&PF, and Kenai Peninsula Bureau staff held a kick-off/scoping meeting on September 18, 2024 followed by a field review of the trail corridor, including the existing Diamond Creek crossing of Sterling Highway.

The COH City Council adopted Ordinance 24-06(A) supporting the undercrossing project and appropriating funds to conduct a design study that would investigate the feasibility of *“the construction of a pedestrian trail in the DCRA and connecting the new trail to the DCSR, including right of way analysis.”* The City Council also adopted Resolution 24-090 authorizing staff to issue Task Order 24-01 to Kinney to conduct this study. Kinney will focus on the areas in the immediate vicinity of the Sterling Highway.

The City also issued Task Order 24-02 to Kinney, which authorizes Kinney to commission Happy Trails, Inc., (“Happy Trails”), as a subcontractor, to identify a trail route in the “backcountry”; that is, areas away from the Sterling Highway. Kinney will focus its efforts on trails from the proposed Green Timbers Trailhead south to the DCSR. Happy Trails will focus its efforts on trails from the proposed Green Timbers Trailhead north to the existing trail system in the northeast portion of the DCRA.

3. Design Criteria

3.1. Design Standards and Guidelines

These design standards and guidelines apply to the DCRA trails and connections, including:

- Alaska Highway Preconstruction Manual, DOT&PF, 2025
- Alaska State Parks Trail Management Handbook, Section 3: Trail Design Parameters, Alaska Division of Natural Resources, 2015.
- Americans with Disabilities Act Standards for Accessible Design, Department of Justice, 2010
- City of Homer Trail Manual Design Criteria, COH, 2009
- Guide for the Development of Bicycle Facilities, 4th Edition, American Association of State Highway Transportation Officials, 2012
- Guide for the Planning, Design, and Operation of Pedestrian Facilities, 2nd Edition, American Association of State Highway Transportation Officials, 2021.

3.2. Selected Design Criteria

Design Criteria was chosen by location and ownership of the property surrounding the proposed trail as well as surrounding slope conditions. Table 1 (next page) shows the three trail classes and their chosen design criteria.

3.2.1. Portions in the DOT&PF ROW

Sections of the trail within the DOT&PF right-of-way (ROW) would need to meet the requirements of a Low ADT Shared Use Path as outlined in the Alaska Highway Preconstruction Manual. These sections would follow the DOT&PF Standard Trail seen in Attachment A.

3.2.2. Portions outside of DOT&PF ROW

Happy Trails elected to use the Alaska State Park Standards for a Bicycle Terra Trail Class 5 for the portion of the trail system from the proposed Green Timbers Trailhead to an existing trail in the DCRA. The goal was to create a trail that was as accessible for all ages and all abilities as possible. We will apply the same standards to the portions of the trail located outside of DOT&PF ROW where possible. Due to the steep slopes located on the bluffs, a Class 5 trail will not be suitable everywhere. Geotechnical investigations would be required to confirm the suitability of the soils to support at Class 5 standard trail on the bluffs. The existing ground cross slopes were analyzed to evaluate which class trail would be suitable for construction in the bluff sections of the trail.

The portions of the trail that cannot support the Class 5 Alaska Trail Standards will follow the Alaska State Parks Standards for a Class 1 Single Lane Trail. This is due to the steep bluffs and cross sections of the switchbacks. Alaska Trails Standard Class 1 and Alaska Trails Standard Class 5 typical sections can be seen in Attachment A. A profile of both bluff sections can be seen in Attachment B.

Table 1: Trail Standards

Design Criteria		Alaska Trails Standard: Bicycle Terra Trail Class 1	Alaska Trails Standard: Bicycle Terra Trail Class 5	Alaska Preconstruction Manual
Tread Width		6"-12" single lane 36" - 48" double lane	36"-60" single lane 72"-120" double lane	8 feet
Separation from Roadway		N/A	N/A	Min 5', 10' for year- round
Surface	Material	native, ungraded. May be continuously rough Sections of soft or unstable tread on grades <5% may be common	Imported Material, routine grading Uniform, firm, stable	2 inches of asphalt overlying 4 in crushed aggregate base on top of 2 ft selected material
	Obstacles	24"	None	N/A
Structures		18" minimum width	60" min width	varies
Clearance	Vertical	6'	8' - 9'	8 feet (undercrossings)
	Horizontal	24"-36"	72" - 96"	8 feet (undercrossings)
	Shoulders	0'-12'	8'-12'	
Grade	Target	5%-20%	2% - 5%	N/A
	Maximum	30% short pitch max 50% on downhill segments only	8% short pitch max for 0-5% of trail	5% or adjacent road grade *
Cross Slope	Target	5%-10%	2% - 3%	1% *
	Maximum	10%	5%	2% *
Design Turn Radius		2'-3'	8'-12'	Based on Design Speed *

*from AASHTO Guide for the Development of Bicycle Facilities

4. Route Alternatives

4.1.Process

The geospatial data used for this analysis were collected from the Kenai Peninsula Borough's GIS online data portal, including contour lines, parcel boundaries, and basemap information. These datasets were integrated with the design criteria, which considered factors such as terrain grade, right-of-way constraints, public land availability, proximity to Diamond Creek, and connectivity to the existing Diamond Creek Recreation Site Trailhead. The proposed path was then generated using ArcGIS, evaluated with the design criteria, and adjusted accordingly where necessary. DOT&PF provided Civil 3D files from the Sterling Highway MP 157-169 Rehabilitation project with survey and the proposed highway design that was used to take a closer look at things within the DOT&PF ROW.

4.2. Trail in DOT&PF ROW

At the September 18, 2024 meeting, DOT&PF stated that they prefer the trail be outside of their ROW except for trail crossings under the highway which should be more or less perpendicular to the roadway and ROW.

In addition to their stated preferences, as a practical matter, the ROW on Sterling Highway on both sides near the proposed trail underpass is constrained, making it difficult to construct a trail that would be within the DOT&PF ROW as well as meeting DOT&PF design standards. Keeping the trail within the ROW involves more than just being able to fit a trail and the proposed highway embankment within the ROW. Diamond Creek is at a low point in the highway with the proposed highway profile going down at a 6% grade on both sides of the creek and existing bluffs outside of the highway embankment. Portions of the trail within the DOT&PF ROW would be subject to ADA guidelines, these allow the trail profile to match but not exceed the 6% highway grade. The trail needs to be lowered in comparison to the highway to go under the highway. Since the trail cannot be steeper than the highway, this requires the proposed trail be longer than the adjacent highway. This length would typically be added with a loop in the trail alignment going down to the undercrossing, but there is not room for one within the ROW.

In addition to direct ROW constraints, the trail alignment will need to cross Diamond Creek at least once. Having this crossing within DOT&PF ROW would involve either a fish passage culvert or a bridge that meets DOT&PF standards, which would not work with the projects schedule or budget. However, the connecting trail has simple structures for stream crossings outside of DOT&PF ROW property and similar crossings could be used if creek crossings are outside of DOT&PF ROW.

In addition to ROW constraints, snow maintenance operations on the highway may render a trail within the ROW unusable at times when plows cast snow off the roadway. These factors have guided the corridor development which, except for the immediate undercrossing of Sterling Highway, has the trail traversing private and public lands. As such, the corridor allows other design criteria to be used instead of the more restrictive criteria required within DOT&PF ROW.

4.3. Proposed Diamond Creek Trail Alignment

This route was developed using a comprehensive spatial analysis performed by assessing existing geographic information layers and incorporating design criteria as key parameters to shape the proposed path. This corridor and general alignment are depicted in Figure 1 on page 5. Figure 2 on page 5 shows the trail profile and grades. Additionally, the conceptual path was designed to limit disturbances to private properties wherever possible.

A primary objective of the design was to minimize areas with grades exceeding 5% to enhance accessibility and safety. There are two bluffs where this will not be practical. For Bluff 1 (north of Diamond Creek) we recommend constructing this segment of trail as a single lane Class 1 trail. For Bluff 2 a series of switchbacks on a Class 5 trail with a 5% profile grade is feasible without adding significant earthwork to the project, alternatively this section could be constructed as a Class 1 trail with less switch backs to reduce project cost. Bluff profiles are included in attachment B.

The trail undercrossing of Sterling Highway can be on the north or south side of the proposed Diamond Creek culvert. Crossing north of the culvert would require an easement from a private property with multiple owners. Crossing south of the creek can eliminate this property impact but requires a short section of trail parallel to the highway to avoid impacting this property. The following figures and discussion are based the trail crossing south of the proposed creek culvert. Attachment C shows both crossings overlaid on the highway design plans.

The proposed alignment for a trail connection located outside of DOT&PF ROW would connect the Green Timbers Trailhead with the Diamond Creek State Recreation Site via City of Homer, Borough, Department of Natural Resources, and private properties as seen in Figure 1 below. The trail would meet DOT ROW near the proposed fish passage and connect to the west side of Sterling Highway via a pedestrian underpass. This assumes trail easements in private property can be achieved

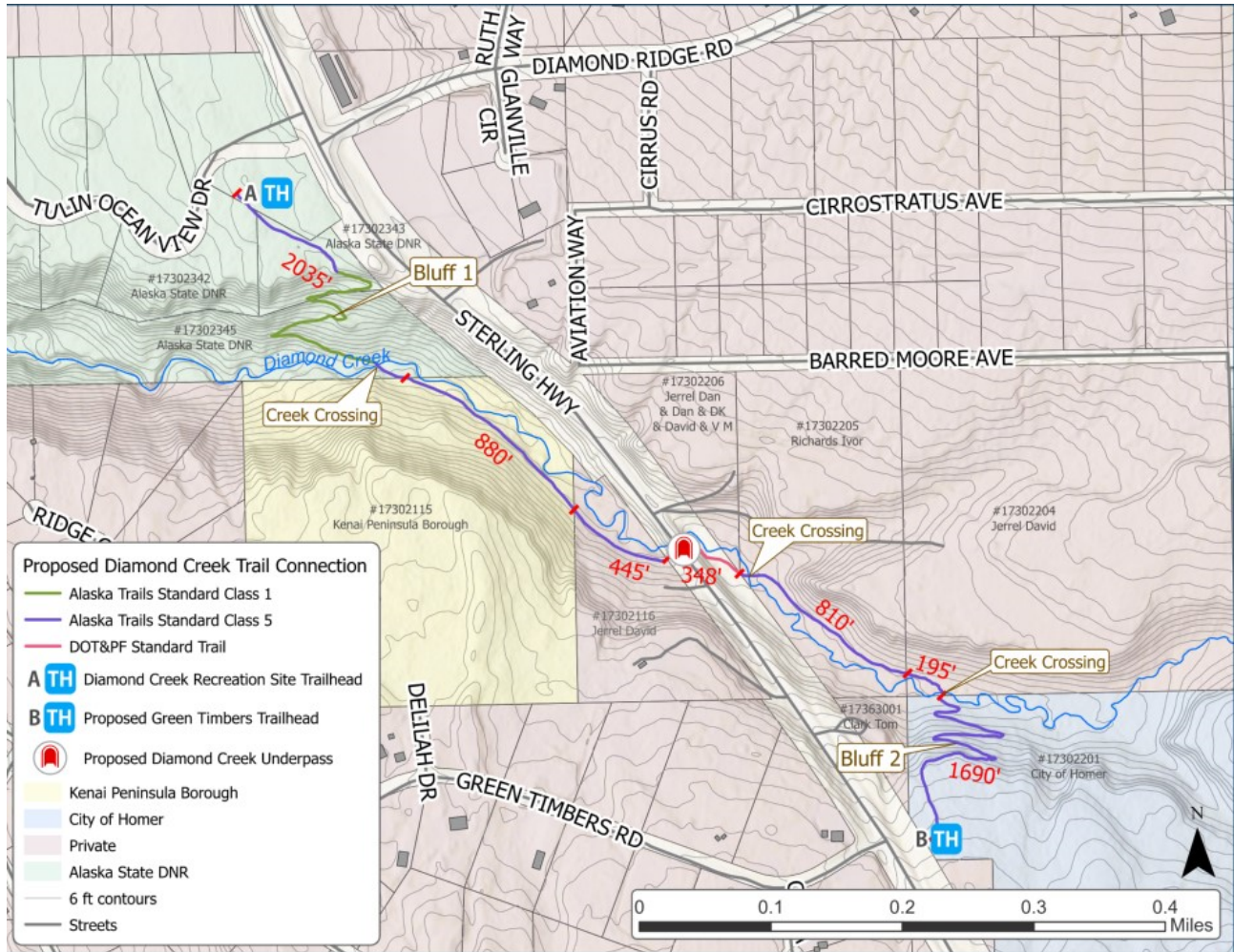


Figure 1: Proposed Diamond Creek Trail Alignment

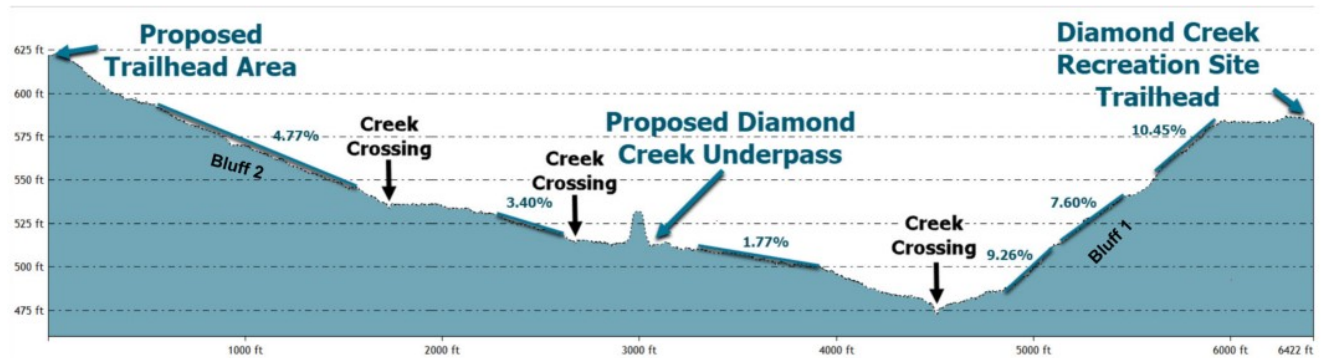


Figure 2: Proposed Diamond Creek Profile

Properties Impacted

The proposed conceptual trail impacts several properties. Each property ownership type, trail length, and design criteria used can be seen in Table 2 below.

Table 2: Property Ownership and Trail Type

Ownership	Length of Class 1 Trail (feet)	Length of Class 5 Trail (feet)	Length of DOT&PF Standard Trail (feet)	Total Length of Trail in Property (feet)
Alaska State DNR	1,370	665		2,035
Kenai Peninsula Borough		880		880
Private		445		445
AK DOT&PF			348	348
Private		810		810
Private		195		195
City of Homer		1690		1,690
Total Lengths	1,370	2,695	348	6,403

Private property owners will need to be contacted to acquire trail easements through their properties. In addition to the properties listed above, the trail will cross a 20-foot Homer Electric Association for their overhead lines.

5. Attachments:

Attachment A Typical Sections
Attachment B Bluff Profiles
Attachment C Crossing Overlay

PLANS PREPARED BY: KINNEY ENGINEERING, LLC 3909 ARCTIC BLVD. SUITE 400 ANCHORAGE, AK 99503 : COA# AECL 1102 : PROJECT LOCATION: HOMER, AK

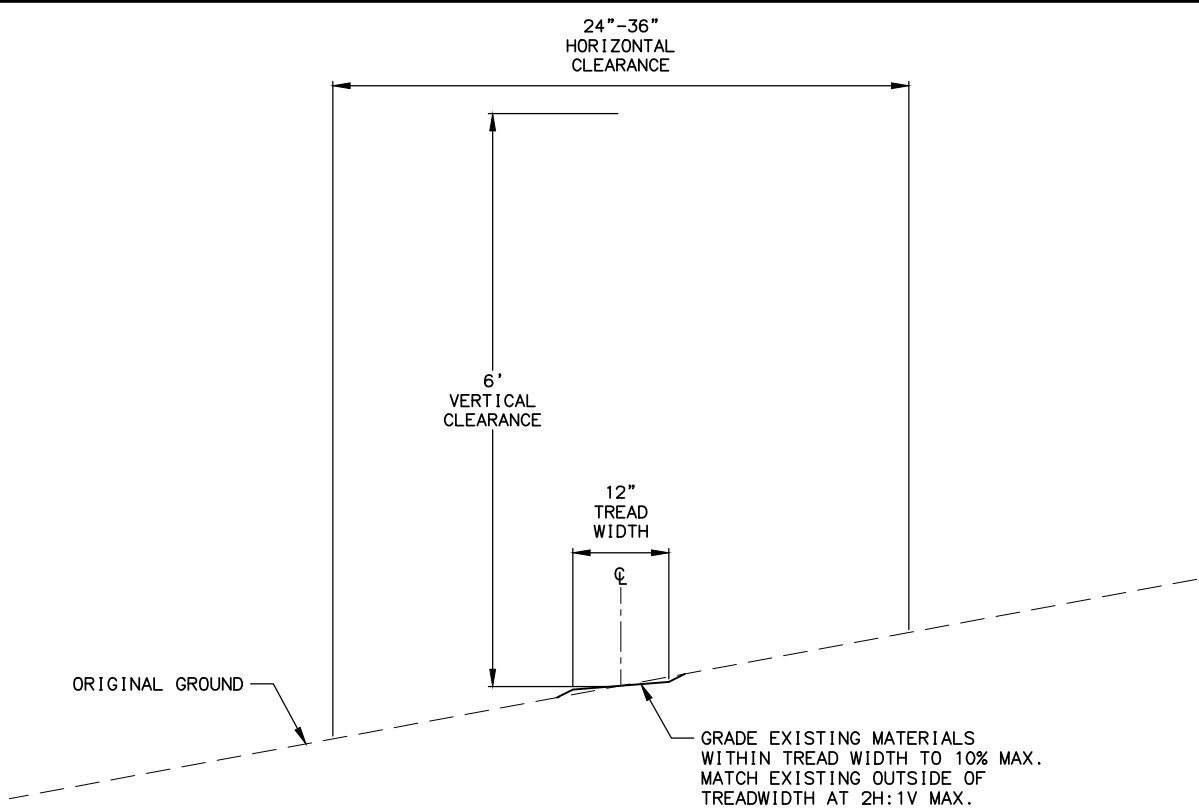
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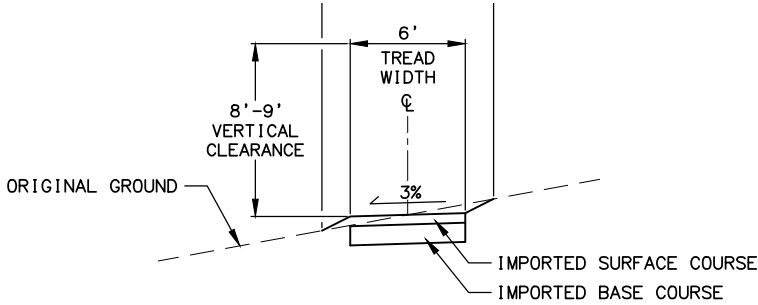
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SCALE

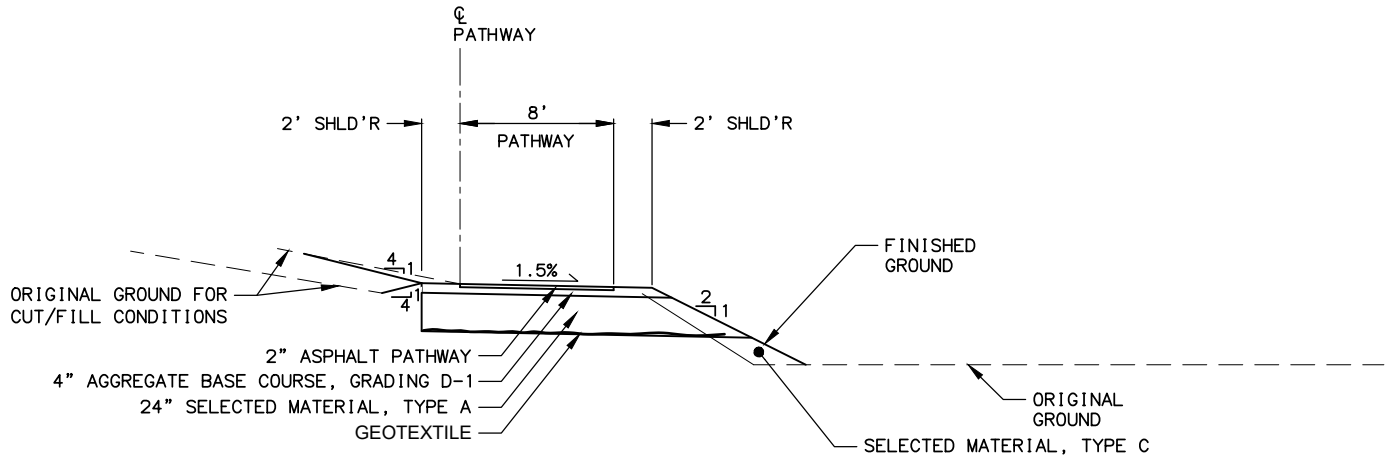
LAYOUT B1



ALASKA TRAILS STANDARD CLASS 1



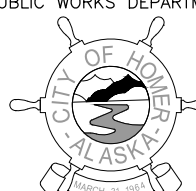
ALASKA TRAILS STANDARD CLASS 5



DOT&PF STANDARD TRAIL

SHEET NO.		TOTAL SHEETS	
B1		B2	
ADDENDUM NO.			
ATTACHMENT NO.			
REVISIONS			
NO.	DATE	DESCRIPTION	

PLANS DEVELOPED BY:
KINNEY ENGINEERING, LLC
FOR
CITY OF HOMER, ALASKA
PUBLIC WORKS DEPARTMENT



PHONE: (907) 235-3170
FAX: (907) 235-3145

CITY OF HOMER
DIAMOND CREEK TRAIL &
UNDERPASS STUDY

TYPICAL SECTIONS

PLANS PREPARED BY: KINNEY ENGINEERING, LLC3909 ARCTIC BLVD. SUITE 400ANCHORAGE, AK 99503 : COA# AECL 1102 : PROJECT LOCATION: HOMER, AK

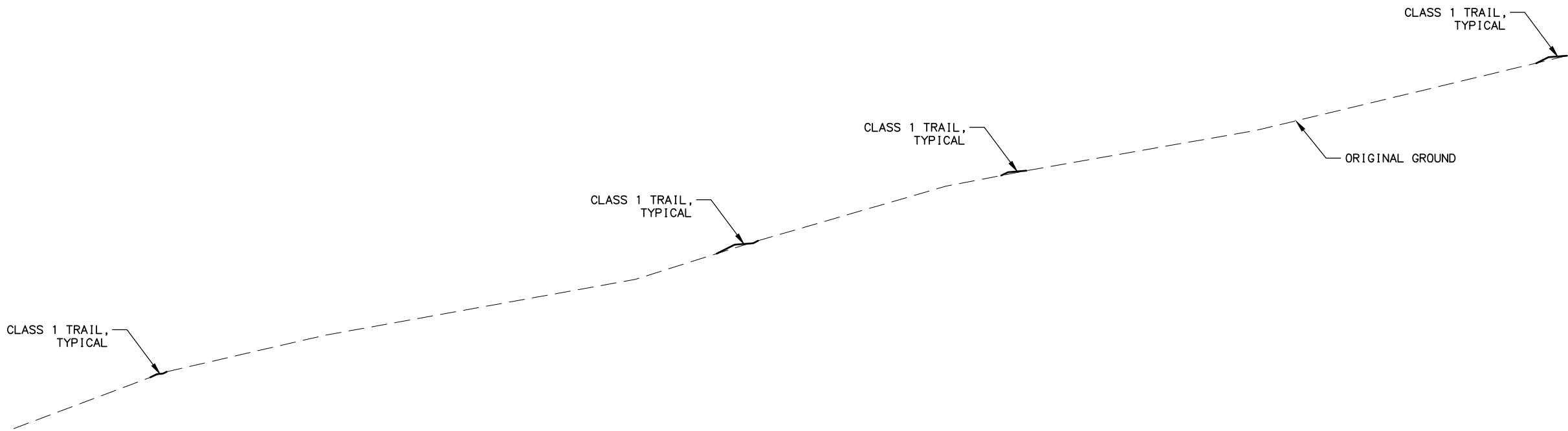
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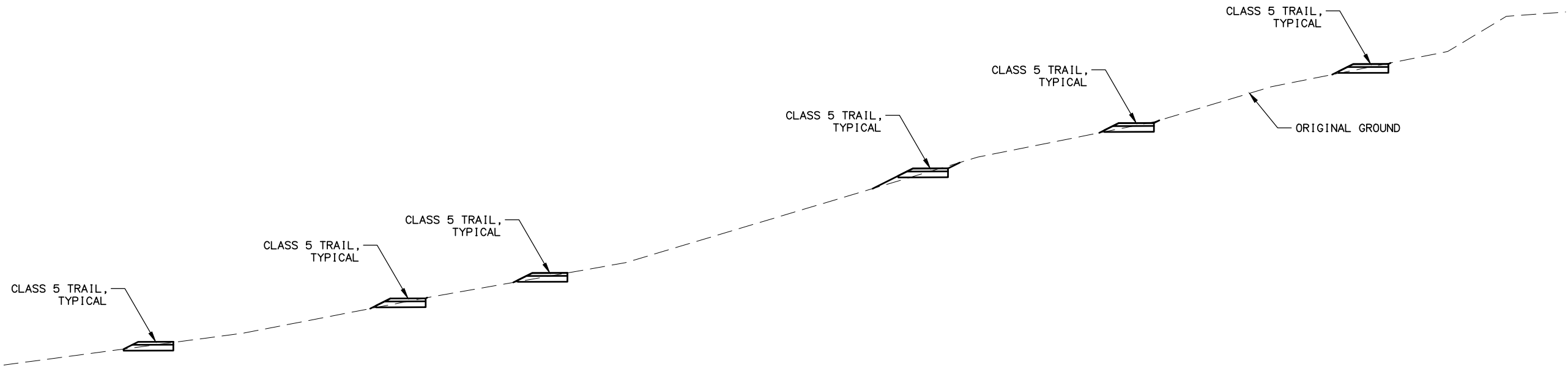
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SCALE

LAYOUTB2



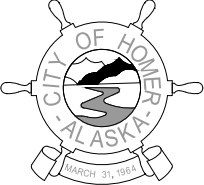
BLUFF 1 SWITCHBACK PROFILE



BLUFF 2 SWITCHBACK PROFILE

SHEET NO.		TOTAL SHEETS	
B2		B2	
ADDENDUM NO.			
ATTACHMENT NO.			
REVISIONS			
NO.	DATE	DESCRIPTION	

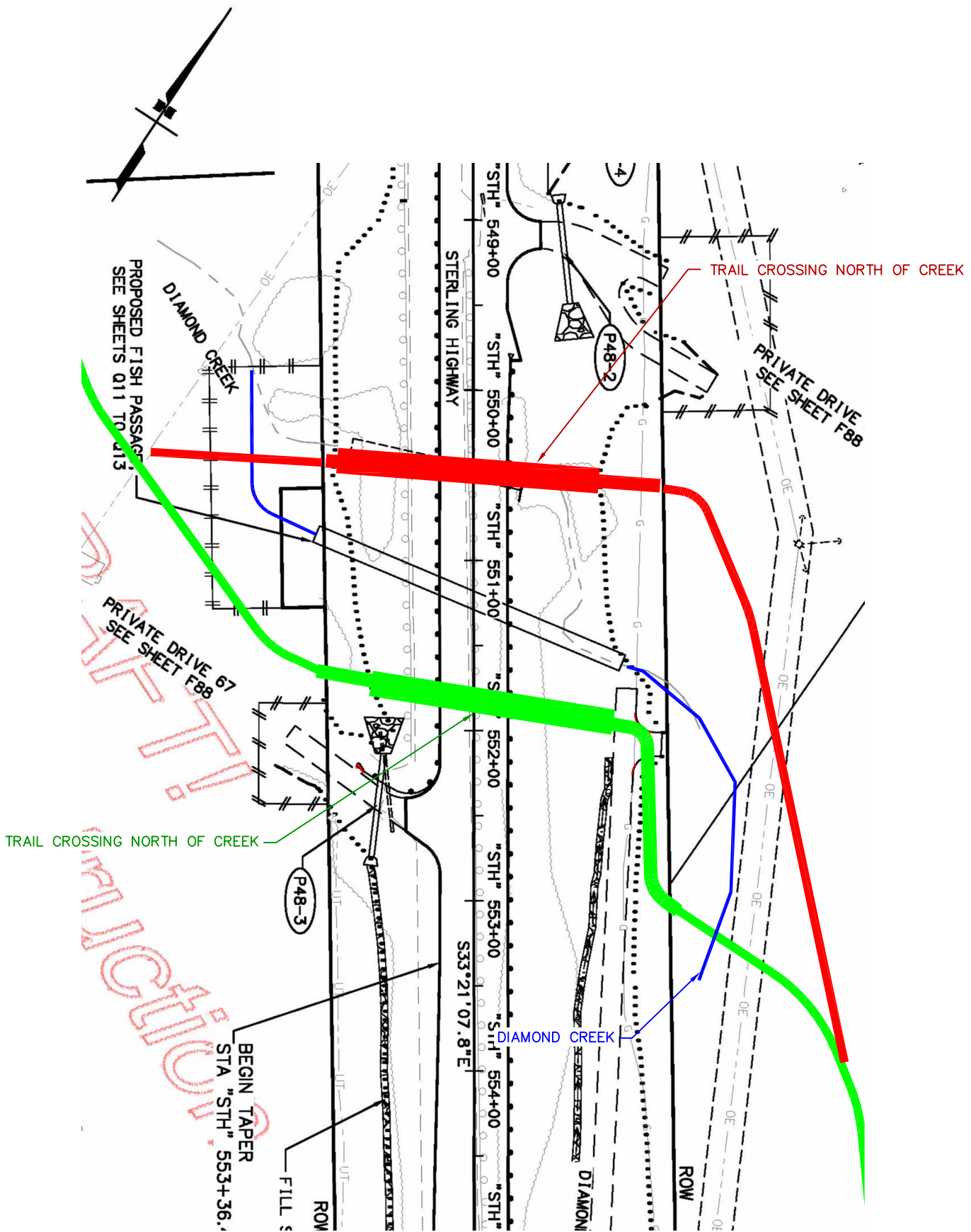
PLANS DEVELOPED BY:
KINNEY ENGINEERING, LLC
FOR
CITY OF HOMER, ALASKA
PUBLIC WORKS DEPARTMENT



PHONE: (907) 235-3170
FAX: (907) 235-3145

CITY OF HOMER
DIAMOND CREEK TRAIL &
UNDERPASS STUDY

TYPICAL SECTIONS



ATTACHMENT C:
CROSSING OVERLAY



Diamond Creek Recreation Area

Concept Trail Plan



Purpose

The Diamond Creek Recreation Area (DCRA), located on land managed by the City of Homer, Alaska, is a popular and well-used trail recreation area in winter. The low-lying, treeless bogs provide an easy path for groomers and skiers alike to traverse the Baycrest Ski Trails without damage to the vegetation or wildlife. In summer, however, these trails cannot support any kind of recreation.



The Diamond Creek Recreation Area Multi-Resource Management Plan, adopted by the City of Homer in 2013, outlines two Recreational Objectives.

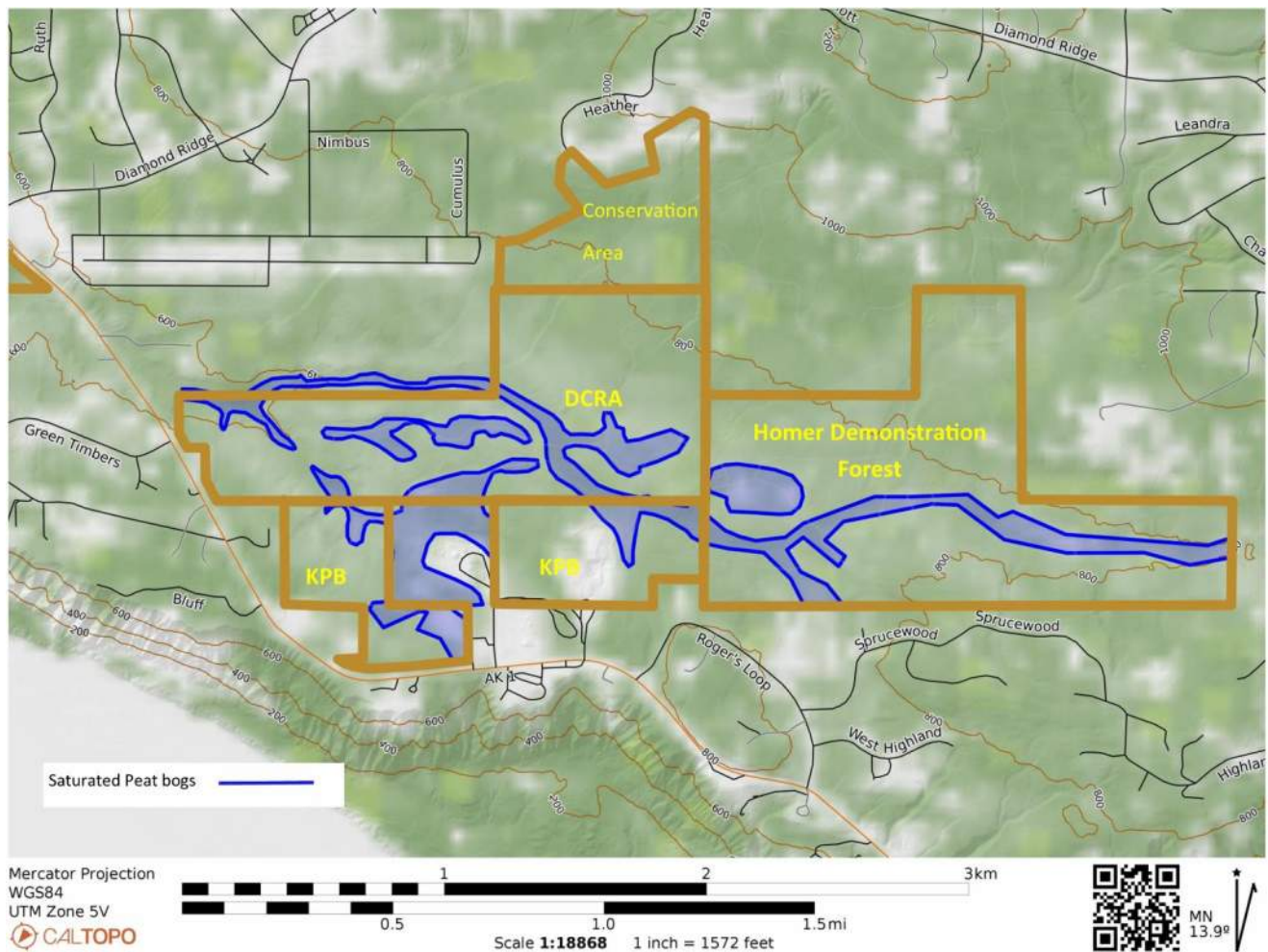
Recreational Objective 1: Improve controlled, non-motorized recreational access to the DCRA. The Plan outlines specific ideas for parking lots and a pedestrian underpass across the Sterling Highway to connect the DCRA to the Diamond Creek State Recreation Site.

Recreational Objective 2: Construct summer-use trails within the DCRA. Specifically, trail loops and connectors in the upland “forest islands” and across the Sterling Highway via an underpass, hardened to create sustainable use by non-motorized recreationists.

This Concept Trail Plan provides a preliminary plan to achieve these objectives. Field work was conducted in October 2024 by Jon Underwood of Happy Trails, Inc. and Billy Day and Sandra Cronland of the Homer Trails Alliance. The concept routes were explored, collecting GPS information and making notes of soil conditions and water and wetland crossings. Work was limited to route-finding, with limited amounts of measurement. No trail lines were flagged or specified. The technical work of engineering, layout and flagging for construction remains to be done. *This preliminary plan represents a 15% design and should not be used for planning construction or soliciting bids.*

Soils

To understand what soil quality means for trails, we can divide trails into two categories: natural surface or hardened trails. Natural surface trails are composed of the dirt, gravel or rock found on the trail, which is the preferred surface for most trails. Some soils cannot withstand the wear and tear of any kind of sustained traffic, so they must be fortified by gravel, geofabric, grid, or boardwalk.



According to the National Resources Conservation Service, the dominant soil types in the DCRA are Spenard peat and Starichkoff peat. Any kind of peat retains water and drains poorly- utterly insufficient for a trail tread surface. The map above delineates areas of saturated peat soil in DCRA and surrounding public areas. This soil is so unstable, only moss and grass can grow there. (See photo example on left). Simply walking across it causes noticeable surface movement.

Saturated peat cannot support a heavy gravel structure without collapsing or being displaced. So much gravel is required to create a durable tread surface that the trail disrupts water flow and alters natural vegetation. We recommend boardwalk in these areas to preserve the natural soil and ecosystem.



The other type of soil found in DCRA is wet silt (see photo on left). This soil must be hardened with gravel, or a combination of gravel, geofabric, or grid to withstand non-motorized trail traffic.

Gravel construction on trails entails difficult logistics. It must be hauled from the pit and then hauled out on the trail. If hauled by a machine, the trail must be constructed at every point to withstand the ground pressure of the loaded machine. This typically increases the amount of gravel that must be hauled. To haul more in a load, a stronger, wider trail bed must be built. So the amount that can be hauled in one trip is limited by the fact that you want a small, narrow trail in most cases. At some point it can become economically more feasible to haul gravel in super-sacks with a helicopter.

Both gravel and boardwalk construction methods are

costly, but boardwalk is much more costly. For this reason, the trails should remain in the “tree island” areas and only cross the peat soils when necessary and in the shortest possible distance. Please note that the map only depicts the most obvious areas based on aerial photographs. Our recon team observed several areas within the “tree islands” that featured standing water and may not be suitable for gravel construction. Better routes may be discovered in later design iterations.

Proposed All-Season Trails

There are some clear routes to connect existing trails and trailheads to the proposed underpass crossing the Sterling Highway. Adding a few connectors between these trails will create loops, which are always

preferred by trail users. These trails are conceived and specified to conform to Alaska State Parks Pedestrian Trail Class 5. *See Appendix II.*

Construction Phases

Phase I: Connect Baycrest ski trails to proposed Green Timbers trailhead. Construct GT Trailhead. A trail similar in concept to the one proposed in the Kinney Engineering memorandum would connect to the underpass and Diamond Creek State Recreation Site.

Phase II: Construct trail to connect Green Timbers trail and Baycrest Ski Trails to KPB trailhead; construct KPB trailhead.

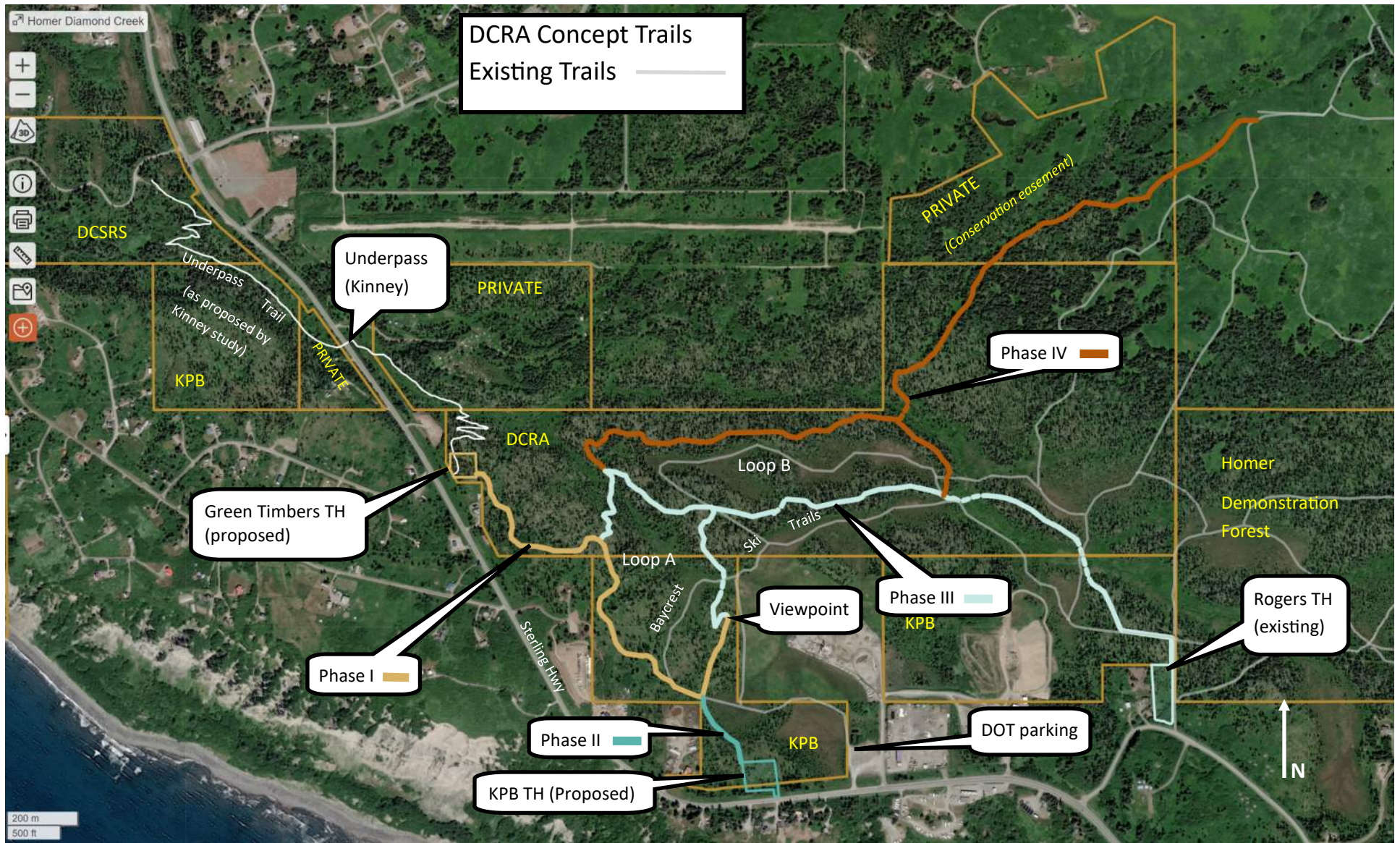
Phase III: Construct trail to complete Loop A and connect to Rogers trailhead.

Phase IV: Construct trail to complete Loop B and Homestead Connector.

Trail Inventory (Concept Trails Only)

Boardwalk and bridges are treated as the same for this level of planning, since they are proposed to have almost identical construction and load capacity.

Name	Length, ft	Gravel, ft	Boardwalk, ft	Width, in.	Clearing ft
Phase I, Green Timbers to Viewpoint, GT TH	4470	4470	0	72	10
Phase II, KPB connector, KPB TH	709	709	0	72	10
Phase III, GT/KPB to Rogers	8504	7489	1015	72	10
Phase IV, Homestead Connector	8999	8849	150	72	10
Underpass Trail	6392				



Trailheads and Parking

Rogers Trailhead is one of the most heavily used trailheads for the winter trail system, and also provides access to recently upgraded boardwalk trails in the HDF. An area was cleared in 2024 for parking.

KPB and Green Timbers Trailheads are proposed and conceptual only. See Construction and Costs-Phase I below for more information.

AK DOT/PF parking area. The AK DOT/PF owns property that provides access to a portion of the trail system and has been used for parking in the past. However, this area is currently occupied by an asphalt plant and associated piles of gravel to support Homer's Airport Project and has not been available for parking. The AK DOT/PF will likely use this area for construction support of the Sterling Highway projects that are planned in the near future. Thus, this area is not reliably available for parking.

DOT vs KPB parking

In the past the DOT parking lot has provided convenient, free parking for winter trail users of the Baycrest Ski Trails. However, if a boardwalk is constructed across the saturated peat soils directly west of the DOT lot (see map below), it will cost \$8-900,000, much more than simply constructing a parking lot on KPB land. Moreover, the trail system will gain a convenient year-round parking area not shared with DOT. Negotiation with KPB will be required to obtain permission.

Phase I: Green Timbers to Baycrest Ski Trails

Phase I: Connect Baycrest ski trails to proposed Green Timbers trailhead. Construct GT Trailhead. A trail similar in concept to the one proposed in the Kinney Engineering memorandum would connect to the underpass and Diamond Creek State Recreation Site.

Winter construction

Money, time and the natural environment may be saved by hauling materials and completing construction of these trails in winter. The open bog areas that are a barrier in summer become clear, smooth access paths when frozen and covered with snow.

Estimated Costs Phase I

Trails

Clearing and stumping, 4470 ft @\$6 per foot	\$26820
Layout, measurement, specs, permitting	\$25000
Gravel, 12" pit run 8' wide, 2:1 fill slopes, 4470 ft @\$13 per foot	\$58110
Gravel, 6" type II, 6' wide, 4470 ft @ \$7.13 per foot	\$31871
TOTAL Trail	\$141801

Green Timbers Parking lot

Clearing & Grubbing	\$5000
2400 cu. yds. Classified Fill X \$35 / yd.	\$84000
660 cu. yds. Type IIA X \$55 / yd	\$36000
1350 sq. yds. geotextile fabric X \$1.00 / sq. yd	\$1350
TOTAL parking lot	\$126350

TOTAL Phase I \$268151

Costs based on estimates from local contractors and proposals from boardwalk component suppliers supplied by Homer Trails Alliance, and calculations by Happy Trails Inc. Calculations include October 2024 prevailing wage rates as published by the State of Alaska.

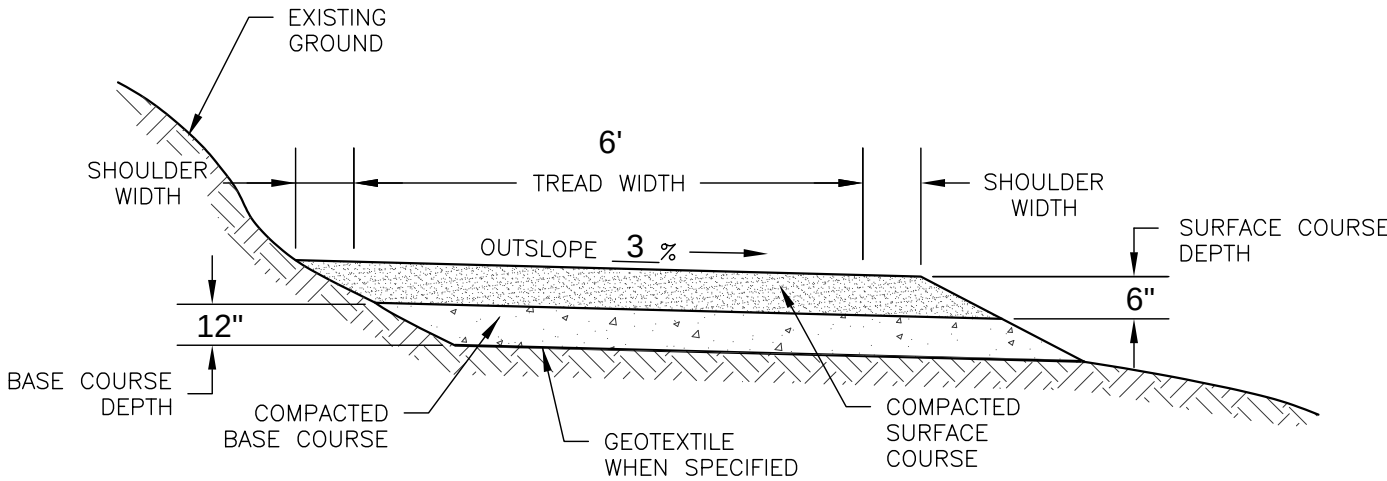
Gravel Hardening

12" of pit run gravel or 3" or higher graded cobble as a base, topped by 6" of D-1 or E-1 for a smooth top surface. See diagram.

SURFACING SECTIONS

TYPICAL ID	SECTION TYPE	TREAD WIDTH	SHOULDER WIDTH		GEOTEXTILE TYPE	BASE COURSE		SURFACE COURSE		COMMENTS
			UPHILL	DOWNHILL		TYPE	DEPTH	TYPE	DEPTH	
		6'				Pit Run	12"	D-1	6"	Compacted, 2:1 fill slopes

N/A WHEN NOT APPLICABLE



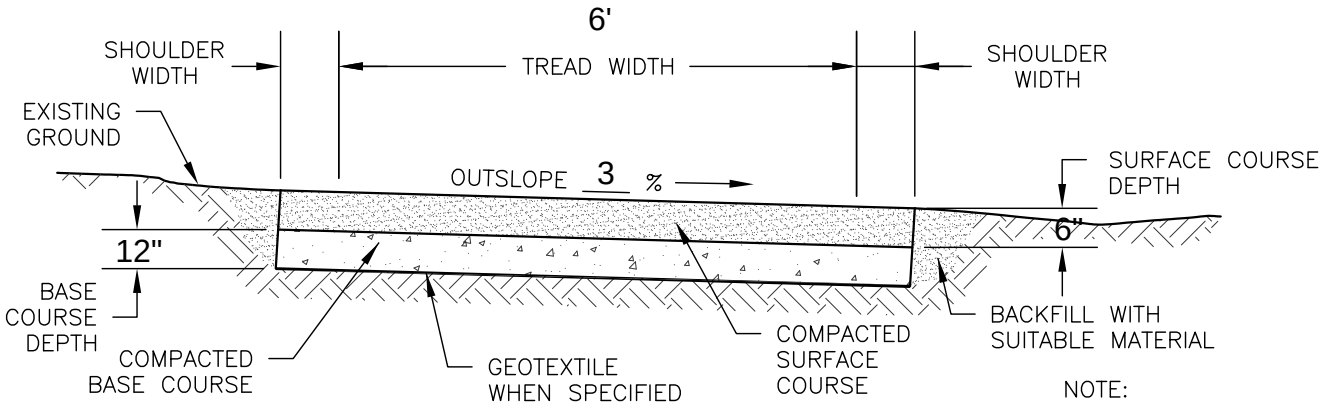
A OUTSLOPED SECTION

BASE COURSE MATERIAL TYPE

TYPE	MATERIAL	GRADATION	COMMENTS
B1	PITRUN		
B2	D-1		
B3			

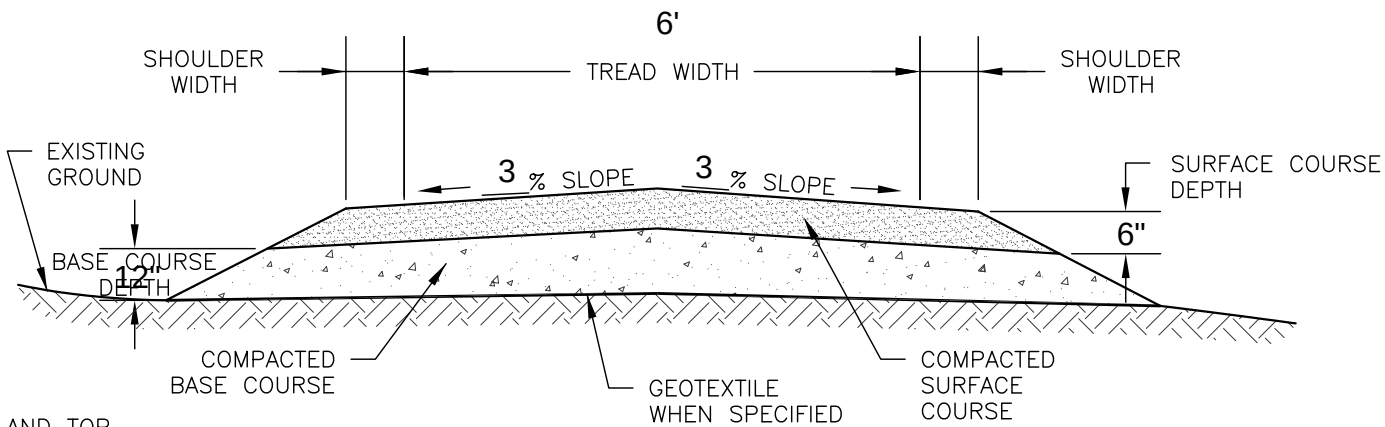
SURFACE COURSE MATERIAL TYPE

TYPE	MATERIAL	GRADATION	COMMENTS
S1	PITRUN		
S2	D-1		
S3			
S4			
S5			



B EXCAVATED SECTION

- NOTE:
- 1. REMOVE AND DISPOSE OF DUFF AND TOP ORGANIC LAYERS DOWN TO MINERAL SOIL.
 - 2. COMPACT BACKFILL IN 6 INCH LIFTS UNTIL NO VISUAL DISPLACEMENT.



C RAISED SECTION

NOT TO SCALE

DCRA Concept Trail Plan

PROJECT NAME & LOCATION

DCRA Trails, Homer, Alaska

Page

189

of 17

DRAWING NAME

Typical Gravel Surfacing

SECTION

TYPICAL ID

REVISION DATE

11/20/2024

NO SCALE

DRAWING NO.

SHEET

February 2025 OF



Mirror Lake Trails, Chugiak



Mirror Lake Trails, Chugiak



Shoup Bay Trail, Valdez



Riverwalk Park, Delta Jct.

Typical gravel surfacing projects in Alaska

Boardwalk

Trail sections across saturated peat soils should be constructed as boardwalks. These boardwalks would be constructed by drilling helical piles into the soil to a sufficient depth that they encounter firm soil. The piles are cross-braced and a frame attached to support Fiber Reinforced Polymer (FRP) decking. This boardwalk construction technique provides a long-lasting structure with minimal disturbance of fragile soils and vegetation.

Foundation: 3" diameter helical piles, cross-braced. Helical piles can be driven in winter.

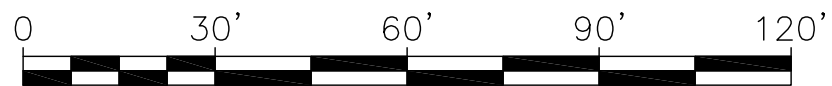
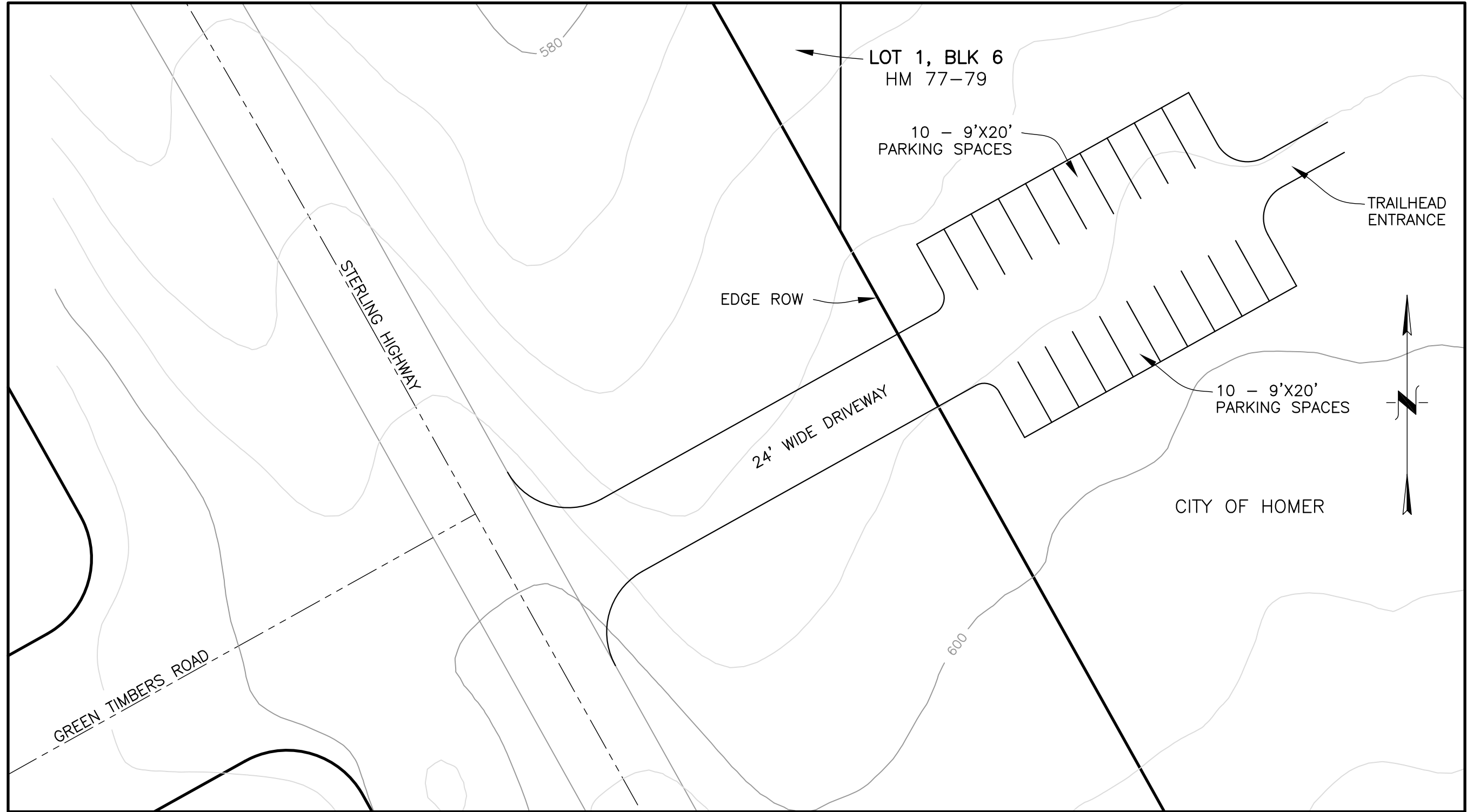
Structure: FRP (Fiber Reinforced Polymer) girders and decking. See photo below.

This method of construction yields a structure that is very long-lasting- up to 100 years as opposed to typical wood-decked trail boardwalk built on wooden sills laid into swampy ground, which last 10-20 years.

Boardwalk built with FRP structure and deck



Union Valley Reservoir Boardwalk, El Dorado National Forest, California



GRAPHIC SCALE

JANUARY 2023

REVISION NO.	DATE	REVISION DESCRIPTION

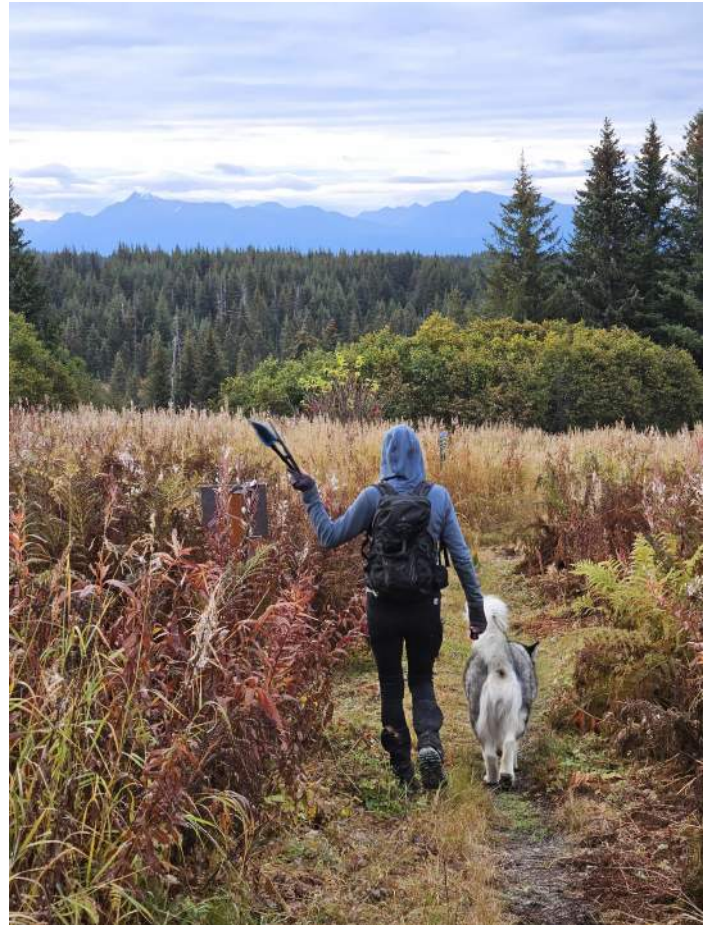
HOMER TRAILS ALLIANCE
PO BOX 2215
HOMER, ALASKA 99603
www.homertrailsalliance.org

GREEN TIMBERS TRAILHEAD
PROPOSED OFF-ROAD PARKING
AND DRIVEWAY ACCESS
CITY OF HOMER, ALASKA

SHEET NO.
2 OF 3



Boardwalk near Rogers Trailhead



Homestead Trail NE of DCRA



Muktuk Marston Trail, Chugach State Park

Acknowledgements and Thanks

Diamond Creek Recreation Area Multi-Resource Management Plan, May 2013, Homer Soil & Water Conservation District. Officially adopted by the City of Homer in May 2013.

Billy Day and Sandra Cronland, Homer Trails Alliance for their warm hospitality and passion for trails. Billy supplied most of the construction cost estimates based on quotes from local contractors.

Jan Keiser, Kinney Engineering, for her skill at bringing ideas and people together.

Appendix I

Nine Elements of a Sustainable trail

A **Sustainable Trail** is a trail that conforms to its terrain and environment, is capable of handling its intended use without serious resource degradation, requires minimal maintenance, and focuses on maximizing the user's experience.

New trail construction projects should strive to meet all nine elements. For existing/social trails, these elements can be used as a template for identifying problems, and prescribing or implementing improvements.

- 1. Planned & Designed:** Guided by design documents & specifications; public comment; EA/EIS and other permitting; field recon; and professional design & layout.
- 2. Contour Curvilinear Alignment:** Layout for sidehill construction following topography. Avoids straight lines, matches the curves of existing topography. Enables full bench construction, which promotes sheet flow drainage. Avoids the fall line. Conforms to, not imposed on, terrain.
- 3. Controlled Grade:** Grade choices designed and deliberate, not just responding to terrain as encountered. Follows “half-rule” regarding side-slope: trail grade generally not more than half the steepness of side-slope it crosses (Eg: on a measured slope of 20%, a traversing trail should not be steeper than 10%). In Alaska, because of poor soils and often unpredictable hydrology, we have found a “one-third rule” to be a more reliable predictor of sustainability.
- 4. Integrated Water Control:** Drainage designed and constructed into initial alignment (via grade reversals). Reduces dependence on drainage structures, which can fail. Post-construction drainage incorporates rolling grade dips, topo-mods, etc. All tread is either out-sloped (toward drainage point) or crowned (on flat ground). Avoids reliance on culverts and “waterbar” style drains.
- 5. Full Bench Construction:** 100% of tread surface excavated from sloping terrain to native undisturbed ground. Avoids $\frac{3}{4}$ to $\frac{1}{2}$ bench, with trail tread on cut & fill sections.
- 6. Durable Tread Surface:** When bench cut isn't possible because of low side-slopes, or soils are fragile, use other trail hardening methods. On-site material, imported material, structures, geo-textiles, etc. Implement the simplest solution first. Always begin with drainage structures before tread structures.
- 7. Regular Maintenance:** Even the most sustainable trail needs maintenance. This should be accounted for in trail planning and funding.

8. Integrates Well into the Environment: Trail does not destroy the feel, aesthetics or ecological integrity of the surrounding environment. Rather, the trail enhances natural features & draws users into surroundings. Trail is an interpreter of landscape.

9. Satisfies the Intended User: If a user's needs are not met, they won't use the trail or they'll use it in a way that degrades it. A good trail makes a user happy!

A trail that incorporates the nine Sustainable Elements has a dramatic reduction in life-cycle maintenance costs when compared to an unplanned, undesigned trail, which more than compensates for a higher initial cost. Additionally, a sustainable trail offers significantly improved public safety and transportation alternatives, higher user-satisfaction, more stringent resource protection, better environmental aesthetics, and increased adjacent property values.

Adapted from IMBA guidelines by Interior Trails LLC and Happy Trails Inc.

Appendix II Trail Design Parameters

Table 3.1 - Hiker / Pedestrian Terra Trail Design Parameters

Trail Class 5 Recommended for DCRA

Designed Use Hiker/Pedestrian: Terra Trail		Trail Class 1	Trail Class 2	Trail Class 3	Trail Class 4	Trail Class 5
Design Tread Width	Single Lane	0" – 12"	6" – 18"	18" – 36"	24" – 60"	36" – 72"
	Double Lane	36"	36"	36" – 60"	48" – 72"	72" – 120"
	Structures (Minimum Width)	18"	18"	18"	36"	36"
Design Surface	Type	Native, ungraded May be continuously rough	Native, limited grading May be continuously rough	Native, with some on-site borrow or imported material where needed for stabilization and occasional grading Intermittently rough	Native with improved sections of borrow or imported material, and routine grading Minor roughness	Likely imported material, and routine grading Uniform, firm, and stable
	Protrusions	≤ 24" Likely common and continuous	≤ 6" May be common and continuous	≤ 3" May be common, not continuous	≤ 3" Uncommon, not continuous	No protrusions
	Obstacles (Maximum Height)	24"	14"	10"	8"	No obstacles
Design Grade	Target Grade	5% – 25%	5% – 18%	3% – 12%	2% – 10%	2% – 5%
	Short Pitch Maximum	40%	35%	25%	15%	5% – 12%
	Maximum Pitch Density	20% – 40% of trail	20% – 30% of trail	10% – 20% of trail	5% – 20% of trail	0% – 5% of trail
Design Cross Slope	Target Cross Slope	Natural side slope	5% – 20%	5% – 10%	3% – 7%	2% – 3% (or crowned)
	Maximum Cross Slope	Natural side slope	25%	15%	10%	3%
Design Clearing	Height	6'	6' – 7'	7' – 8'	8' – 10'	8' – 10'
	Width	≥ 24" Some vegetation may encroach into clearing area	24" – 48" Some light vegetation may encroach into clearing area	36" – 60"	48" – 72"	60" – 72"
	Shoulder Clearance	3" – 6"	6" – 12"	12" – 18"	12" – 18"	12" – 24"

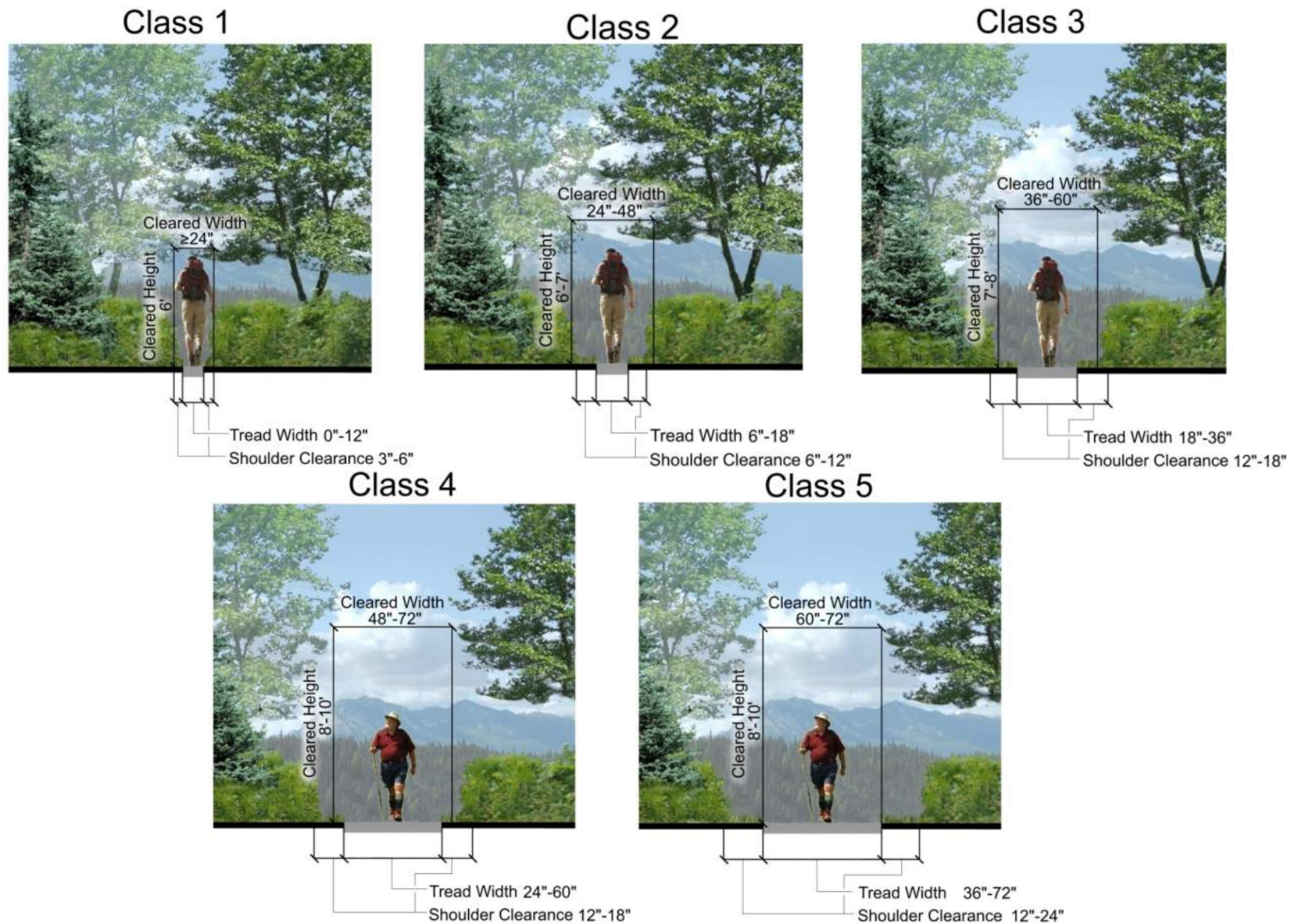


Figure 3.1 - Hiker / Pedestrian Terra Trail Design Parameters



MEMORANDUM

March Employee Anniversaries

Item Type: Informational Memorandum
Prepared For: Mayor Lord and City Council
Date: March 10, 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.

Matt Clarke	Port	24	Years
Elton Anderson	Port	19	Years
Renee Krause	Clerks	18	Years
Mike Parish	Public Works	11	Years
Angie Kalugin	Finance	10	Years
Elizabeth Fischer	Finance	8	Years
Kurt Read	Port	8	Years
Matt Smith	Library	7	Years
Bill Jirsa	IT	2	Years
Michael de la Torre	Police	2	Years
Brad Gullikson	Police	1	Year



MEMORANDUM

City Managers Report
City Council
March 10, 2025

Homer Spit Erosion Update

Item Type: Informational Memorandum
Prepared For: Mayor and City Council
Date: March 5, 2025
From: Jenny Carroll, Special Projects and Communications Coordinator
Through: Melissa Jacobsen, City Manager and Bryan Hawkins, Port Director

Purpose: This memorandum provides an update on conversations with Alaska Department of Transportation & Public Facilities regarding advancing Homer Spit Erosion Mitigation measures.

While in Juneau, Homer representatives Mayor Rachel Lord, Councilmembers Storm Hansen and Donna Aderhold, City Manager Melissa Jacobsen and Port Director Bryan Hawkins and I met with Alaska Department of Transportation & Public Facilities Commissioner Ryan Anderson and Deputy Director Katherine Keith. Our lobbyists from J&H Consulting, Christine Hess and Reggie Joule also attended.

The main purpose of the meeting was to discuss planning and implementation of Homer Spit Erosion Mitigation measures.

- Commissioner Anderson provided an update on temporary road protection measures as a result of the November 16, 2024 emergency event
 - The Alaska Department of Transportation received authorization to extend the emergency revetment wall to connect it to a shoreline hardening structure at the property of the Glacier D building. The State expects contractors to begin work on that new section in mid-March 2025.
- The City provided the Commissioners with City Resolutions urging immediate multi-agency planning to address erosion comprehensively, and explained the potential for long-term benefits of engaging the US Army Corps of Engineers in the process through reauthorization of the 1987 Homer Spit Revetment General Investigation.
- Deputy Commissioner Katherine Keith confirmed that the Department added the Sterling **Highway Erosion Mitigation Study** as a new project in the draft 2024-2027 Statewide Transportation Improvement Program (STIP) Amendment 2. The study, funded at \$800,000 (using FY25 Federal formula planning funds from the PROTECT program) will evaluate needed improvements to protect the Sterling Highway from erosion along the Homer Spit. Improvements and “may include excavation, coastal erosion protection, paving, signing and striping, and utility relocation”.
- A City Resolution to provide comment on the draft STIP amendment is on City Council’s March 10, 2025 agenda for consideration and staff are conducting public outreach about the opportunity to comment.
- The Commissioners were receptive to the idea of scoping the planning study to meet the needs of the General Investigation; they agreed to meet with the US Army Corps of Engineers and Homer

representatives to discuss how best to utilize funding and divide the work. We are encouraged about the developing cooperative approach.

- A study will not commence until after the draft STIP goes through public comment, is amended by the State accordingly and is subsequently approved by the Federal Highway Administration, and possibly a review by the Federal Department of Government Efficiency.
- The Commissioners asked City if we would be willing to draft a scope of work so we would be ready for RFP when funding is available, and floated the possibility of the City managing the study, through a sub-award agreement and in collaboration with ADOT and the US Army Corps of Engineers to meet both road surface preservation needs and more comprehensive measures for shoreline protection.
- No decisions were made, but we see there will likely be a need for a future City Council conversation about the City managing the project.
- The Commissioners reiterated their intent to apply for discretionary FY24-26 PROTECT grant funds in cooperation with the City to further the effort. Presently the FY24-26 PROTECT grant round is on hold while on review for compliance with new Presidential Executive Orders.
- The City shared that we have a State FY26 Capital request in for \$300,000 in shared local sponsor match funding for the Homer Spit Revetment General Investigation and asked for their support. We also told them the City was requesting Federal funds through the FY26 Congressionally Designated Spending process for the Federal share. These requests have been deemed important and reasonable by Legislators and their staff, however the funding environment is highly uncertain due to fiscal gaps constraining the State budget process, and, on the Federal level, a funding freeze and the possibility of the federal government shutting down or operating under a long-term continuing resolution and thus not resolving the Federal FY25 or FY26 budgets.
- City staff continue to advocate and hunt for funding mechanisms to support this important project.

Staff members engaged Central Region Planners in additional talks about Spit Erosion Mitigation on February 24-25, 2025 when they came to Homer for a site visit.

RECOMMENDATION:

Informational Only.

LIBRARY ADVISORY BOARD

2025 Calendar

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

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



City of Homer

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Homer, Alaska 99603

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(f) 907-235-3143

Memorandum

Agenda Changes/Supplemental Packet

TO: LIBRARY ADVISORY BOARD
FROM: ASHLEY APPEL, DEPUTY CITY CLERK I
DATE: MARCH 18, 2025
SUBJECT: SUPPLEMENTAL

INFORMATIONAL MATERIALS

C. Memo- Library Director Berry, The Institute of Museum and Library Services (IMLS)

-Supporting Attachments



MEMORANDUM /AGENDA ITEM REPORT

The Institute of Museum and Library Services (IMLS)

Item Type: Information memorandum
Prepared For: Library Advisory Board
Date: Mar. 17, 2025
From: Dave Berry, Library Director
Through:

On March 14, President Trump issued an executive order that severely impacts the Institute of Museum and Library Services (IMLS), which supports library operations nationwide by distributing grants to states. In FY 2025, Alaska received \$1.27 million, which flowed to consortia and individual libraries.

If IMLS funding disappears completely, numerous statewide projects will feel the effects.

- **Interlibrary loan service** will be curtailed.
- **Public programs** will vanish, including Alaska Reads, Battle of the Books and the statewide summer reading program.
- **Services to specific patron groups** will be eliminated, particularly for blind patrons and those living in the bush.
- **The Alaska Digital Library** (aka Libby or OverDrive) will see major reductions in new materials.
- **The SLED databases** will cancel all commercial offerings, effective in December.

On a local level, we've used past IMLS grants for installing outdoor Wi-Fi and upgrading the interior network, purchasing hotspots, setting up the little free libraries in City parks, training staff and buying some materials.

Recommendation:

For discussion.

LAB

Mar. 17, 2025

Attachments:

Executive Order re: Continuing the Reduction of the Federal Bureaucracy

ALA Statement on White House Assault on the Institute of Museum and Library Services

EveryLibrary Institute's Guide to Understanding IMLS's "Shall" and "May" Language

Information Sheet on the IMLS

Library Services and Technology Act (LSTA) Funding to Alaska



imls.gov

- An independent agency established in 1996 that is the main source of federal support for libraries and museums within the U.S., having the mission to “advance, support, and empower America’s museums, libraries, and related organizations through grantmaking, research, and policy development.”
- President Trump issued an executive order on Friday, March 14, to eliminate IMLS "to the maximum extent consistent with applicable law", along with several other agencies.
- U.S. federal agencies exist outside the federal executive departments (those headed by a Cabinet secretary) and the Executive Office of the President. In a narrower sense, the term refers only to those independent agencies that, while considered part of the executive branch, have regulatory or rulemaking authority and are insulated from presidential control, usually because the president's power to dismiss the agency head or a member is limited.
- Established through separate statutes passed by Congress, each respective statutory grant of authority defines the goals the agency must work towards, as well as what substantive areas, if any, over which it may have the power of rulemaking. These agency rules (or regulations), when in force, have the power of federal law.
- IMLS and the director are advised by the National Museum and Library Services Board, a 24-member advisory body that includes the IMLS director, the deputy director for the Office of Library Services, the deputy director for the Office of Museum Services, the general counsel, and 20 presidentially appointed individuals.
- IMLS was established by the Museum and Library Services Act (MLSA) on September 30, 1996, as a result of the Museum and Library Services Act and the reauthorization and extension of that act in 2003, 2010, and 2018. Its basic function has existed under various names and organizational structures since 1937.
- IMLS receives its funding through the annual appropriations process. It is one of several independent agencies whose spending limits each year are established in the Labor, Health and Human Services, Education, and Related Agencies Appropriations Act.
- The FY 2025 IMLS budget request, submitted to Congress in March 2024, is \$280,000,000, including \$271,900,000 for programs and administrative costs authorized by the Museum and Library Services Act (MLSA), which includes the Library Services and Technology Act (LSTA) and the Museum Services Act (MSA); \$4,200,000 for a grants program authorized by the African American History and Culture Act (AAHCA); and \$3,900,000 for a grants program authorized by the National Museum of the American Latino Act (NMALA).

- Bill Clinton signed the Library Services and Technology Act (LSTA) on October 1, 1996. LSTA is a United States federal library grant program. Its roots come from the Library Services Act, first enacted in 1956. LSTA replaced the Library Services and Construction Act (LSCA), first enacted in 1962.
- Alaska Congressman Don Young consistently demonstrated his support for America's libraries, most notably as a lead sponsor of reauthorizations of the Library Services and Technology Act (LSTA). He championed legislation supporting libraries, including the Build America's Libraries Act (2021), the Library Stabilization Fund Act (2020) and the Museum and Library Services Act (2018).
- In the past three years, Alaska has received more than \$3.6 million in LSAT allotments, most recently \$1,276,792 in 2024. Funds support various grant programs around the state and in Homer, including Interlibrary Cooperation grants, Continuing Education grants and the Statewide Library Electronic Doorway (SLED) databases that connect Alaskans to nearly 60 databases for homework help, lifelong learning and small business development.
- In Alaska, the Alaska State Library administers the LSTA funds with assistance of the Governor's Advisory Council in Libraries (GAC). This board advises the State Library on the development of the Library Services and Technology Act Alaska State Plan and on the development of specific programs. Federal funds are used to support regional services grants, the 800#/ILL backup grant, interlibrary cooperation grants, and continuing education grants.
- Alaska's plan for LSTA funds for the most recent five-year period, 2023-2027 is available from the Alaska State Library. It focuses on three goals – Goal 1: Alaska libraries will support lifelong learning opportunities for all Alaskans; Goal 2: Alaska libraries will provide access to content and materials in various formats for all Alaskans; Goal 3: Alaska libraries will explore evolving roles as anchor institutions that benefit and engage their communities.

To dismiss the mission of an agency that advances opportunity and learning is to dismiss the aspirations and everyday needs of millions of Americans. And those who will feel that loss most keenly live in rural communities.



FOR IMMEDIATE RELEASE | MARCH 15, 2025

ALA statement on White House assault on the Institute of Museum and Library Services



WASHINGTON – An [executive order](#) issued by the Trump administration on Friday night, March 14, [calls for](#) the elimination of the Institute of Museum and Library Services, the nation’s only federal agency for America’s libraries. The following statement was made by the American Library Association:

Americans have loved and relied on public, school and academic libraries for generations. By eliminating the only federal agency dedicated to funding library services,

the Trump administration's executive order is cutting off at the knees the most beloved and trusted of American institutions and the staff and services they offer:

- Early literacy development and grade-level reading programs
- Summer reading programs for kids
- High-speed internet access
- Employment assistance for job seekers
- Braille and talking books for people with visual impairments
- Homework and research resources for students and faculty
- Veterans' telehealth spaces equipped with technology and staff support
- STEM programs, simulation equipment and training for workforce development
- Small business support for budding entrepreneurs

To dismiss some 75 committed workers and mission of an agency that advances opportunity and learning is to dismiss the aspirations and everyday needs of millions of Americans. And those who will feel that loss most keenly live in rural communities.

As seedbeds of literacy and innovation, our nation's 125,000 public, school, academic and special libraries deserve more, not less support. Libraries of all types translate 0.003% of the federal budget into programs and services used in more than 1.2 billion in-person patron visits every year, and many more virtual visits.

ALA implores President Trump to reconsider this short-sighted decision. We encourage U.S. Congressmembers, Senators and decision makers at every level of government to visit the libraries that serve their constituents and urge the White House to spare the modest federal funding for America's libraries. And we call on all Americans who value reading, learning, and enrichment to reach out to their elected leaders and [Show Up For Our Libraries](#) at library and school meetings, town halls, and everywhere decisions are made about libraries.

###

The Institute of Museum and Library Services (IMLS) is an independent federal agency that supports libraries and museums in all 50 states and U.S. territories through grantmaking, research and policy development. IMLS administers both federal grants to

states, which determine how funds are spent, and discretionary grants to individual library entities.

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Library Services and Technology Act (LSTA) Funding to Alaska

Alaska

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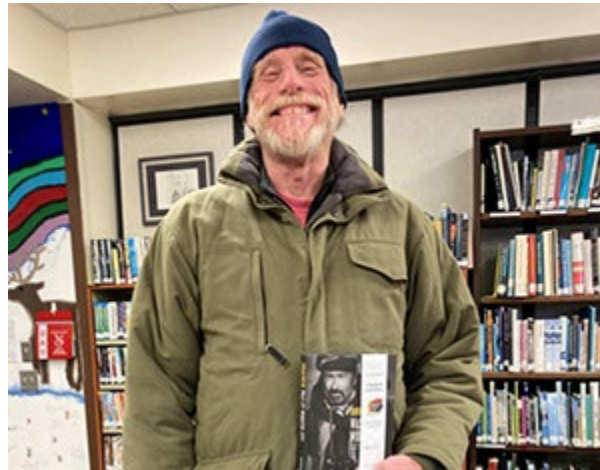
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Link

[Alaska State Library](#)

Alaska State Library

Project Examples



800# Interlibrary Loan & Reference Backup Service

The Alaska State Library, in partnership with the Anchorage Public Library, provided interlibrary loans and backup reference services free to libraries across the state, including rural, public, school, and tribal libraries. Many of these libraries cannot afford the proprietary software needed to obtain materials outside of their own collections, and the [800# Service](#) allows them to access materials and assistance they would not be able to get otherwise. A large number of the Alaska libraries that utilized this service are staffed with volunteers, so this reference service provided access to more complex questions regarding library materials and general information to help with their patrons' needs.

IMLS Funds: \$57,974



Virtual Tours

The Alaska State Library, Archive and Museum provided CARES Act stimulus funds to the University of Alaska's Museum of the North to offer virtual tours of the Museum and their special exhibits when the state was locked down due to the COVID-19 pandemic. The modest amount of funds, which went mostly toward the acquisition and use of 360-degree cameras, made the Museum's unique collections accessible to Alaska and the world. Among other items, the cameras captured videos related to Bus 142, from the book and movie Into the Wild, which are now accessible to a wider audience as a result of these funds. IMLS Funds: \$1,350

Continuing Education Grants

Alaska is one of few states without an accredited graduate library school, and many Alaska librarians work in isolation with limited access to library management training. These professionals need to be exposed to new ideas and emerging trends in library service for patrons of all types. To support this need, the Alaska State Library regularly allocates funds to each library outlet so staff can pursue in-person and virtual training opportunities. Alaskan library patrons are extremely diverse, with many Alaska Native patrons in the rural communities and many English as a Second Language patrons in Anchorage, Fairbanks, and Juneau. They have come to rely on libraries for a broad range of technology and information resources, in addition to other traditional library services. IMLS Funds: \$1,366.50

Review recent Grants to States projects from this state library in the [State Program Report database](#).

Search the [Awarded Grants Database](#) for additional details about awards in this state or view the [State Details Dashboard](#).

Five-Year Plan Highlights

Goal 1: Alaska libraries will support lifelong learning opportunities for all Alaskans.

- Projects include:
 - Talking Book Services
 - Cultural and historical programs for and about Alaska Natives and Alaska Native culture
 - Needs assessments related to people from various cultures and non-English speaking groups
 - Statewide or individual summer reading programs

- Early childhood resources and related training
- Author visits and cultural programming
- Afterschool programs
- Literacy programs such as basic, early, civic, financial, health, and legal
- Health and wellness programs
- Reference and interlibrary loan services
- Books-by-mail or appropriate alternatives for Alaskans living in areas without public libraries
- Needs assessments and pilot services in communities without public libraries, including collaboration with school and tribal libraries
- Training and consulting services for library staff
- Professional learning opportunities for the library workforce
- Scholarships for professional certification or advanced degrees
- Grants for library staff to attend state, regional, and national conferences

Goal 2: Alaska libraries will provide access to content and materials in various formats for all Alaskans.

- Projects include:
 - Cataloged access to materials
 - Assessment of local collections for inclusion in databases and catalogs
 - SLED (Statewide Library Electronic Doorway), Alaska's statewide library database
 - E-content and other emerging options for delivering library materials
 - Collection development mini-grant program
 - Collaboration with statewide consortia to expand access to electronic resources and services
 - Provision of materials in Alaska Native languages
 - Creation/digitization of resources that document Alaska's history and peoples
 - Preservation of unique library materials about Alaska
 - Library pilot projects that support Alaskans in publishing original creative works
 - Hardware and software to support access to electronic resources
 - Pilot projects to create Library of Things collections, such as tools, sporting goods, and household items
 - STEAM (Science Technology Engineering Arts Mathematics) projects
 - Strategies for affordable bandwidth to meet local needs

- Collaboration with telecommunication providers and other agencies to expand internet access

Goal 3: Alaska libraries will explore evolving roles as anchor institutions that benefit and engage their communities.

- Projects include:
 - Business development services
 - Support for community sustainability activities, such as community gardens, farmers markets, or seed libraries
 - Workforce development services
 - Serve as an access point for electronic forms and online services offered by local, state, and federal government
 - Civic engagement events to discuss issues of public concern
 - Access to legal information and services
 - Space planning and design
 - Resources for people who are homeless and/or who have mental health conditions
 - Computers, software, and equipment for digital media use
 - Libraries as disaster response centers
 - Community needs planning for times of crisis
 - Support for the Alaska Library Network and other entities that coordinate cooperative library services and programs
 - Strategic planning assistance for libraries

IMLS Data Collection

State Library Administrative Agency Survey

The State Library Administrative Agency Survey (SLAA) provides descriptive data about state library agencies for all fifty states and the District of Columbia. To interact with the latest data, please visit the [SLAA Survey Comparison Tool](#).

Public Libraries Survey

The Public Libraries Survey (PLS) provides national descriptive data on the status of public libraries in the United States and its territories. [Explore state profiles](#) representing more than 9,000 public library systems and over 17,000 public library outlets.

- Allotments

Year	Allotment Value
2020	\$1,073,876.00
2021	\$1,110,387.00
2022	\$1,108,522.00
2023	\$1,280,152.00
2024	\$1,276,792.00

Understanding IMLS's “Shall” and “May” Language

MARCH 15, 2025

The Trump Administration has issued an executive order directing several small federal agencies, including the Institute of Museum and Library Services (IMLS), to review their operations and obligations under law with the intent to cut budgets and staffing.

The Executive Order dated [March 14, 2025](#), directs agency heads to reduce “elements of the Federal bureaucracy that the President has determined are unnecessary ... This includes the non-statutory components and functions of the following governmental entities shall be eliminated to the maximum extent consistent with applicable law, and such entities shall reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law.”

The Executive Order goes on to give agency heads seven days to “submit a report to the Director of the Office of Management and Budget confirming full compliance with this order and explaining which components or functions of the governmental entity, *if any*, are statutorily required and to what extent” (emphasis added). The [2018 Museum and Library Services Act](#) (MLSA) enumerates which programs are “shall” programs and duties, meaning that they are mandated by Congress, and which programs are “may” programs, meaning that they are discretionary for IMLS. [Understanding](#) which programs fall under which “functions and obligations” sections of the Executive Order is important for our sector.

In our opinion, all current-year and multi-year contracts, grants, awards, and agreements authorized and appropriated by Congress within the federal budget are statutory obligations of the IMLS and must not be disrupted or discontinued. Payments must continue to be made to recipients, subject to appropriation.

"Shall" Programs and Duties (Mandatory for IMLS)

1. Grants to States for Library Services (§9141)

- At least 96% of federal funds allocated to state library agencies must be used for:
 - Expanding library services and access to information resources.

- Establishing and improving linkages between libraries and other entities.
- Providing training and professional development for library staff.
- Recruiting diverse professionals into the field.
- Developing partnerships with public and private entities.
- Targeting underserved communities and individuals with disabilities.
- Ensuring equitable access to information through collaborative networks.

2. State Plan Requirements for Library Grants (§9134)

- States must submit a five-year plan outlining:
 - Their goals and priorities for library services.
 - How they will use federal funds.
 - How they will evaluate program success.
 - Compliance with internet safety requirements for public and school libraries receiving funds.

3. Native American Library Services (§9161)

4. National Leadership Grants Program (§9162)

5. Institute of Museum and Library Services (IMLS) Administration

- Establish and maintain the IMLS within the National Foundation on the Arts and the Humanities. (§9102)
- Appoint a director who is responsible for developing and implementing policies to support museum, library, and information services and ensure coordination with other federal agencies and offices with similar responsibilities. (§9103)
- Set administrative funds allocation. (§9111)

6. Policy Research, Data Collection, and Dissemination (§9108)

7. Grants and Contracts

- The IMLS has statutory obligations regarding payment of current-year and multi-year contracts, grants, awards, and agreements to recipients that are authorized and appropriated by Congress within the annual federal budget (or a Continuing Resolution).
 - Section 9133(a) states that the Director shall pay each State library administrative agency its grant funds subject to appropriations provided pursuant to Section 9123.
 - Section 9176 authorizes appropriations for museum services but explicitly states that funds remain available for obligation until expended.
-

"May" Programs (Discretionary for IMLS)

1. Awards and Medals (§9107)

2. Museum Services Activities (§9173)

- IMLS may provide funding for:
 - Museum education and access to collections.
 - Partnerships between museums and schools.
 - Preservation and conservation of museum collections.
 - Disaster preparedness and emergency planning.
 - Museum research and digital engagement initiatives.

3. Laura Bush 21st Century Librarian Program (§9165)

- IMLS may fund initiatives for:
 - Recruiting and training new librarians.
 - Supporting diversity in the library workforce.
 - Enhancing graduate-level education for library professionals.

4. 21st Century Museum Professional Program (§9175)

- IMLS may provide funding for:
 - Workforce development for museum professionals.
 - Training and mentorship programs.
 - Research and evaluation of museum education initiatives.
- 5. Other Programs include **Technical Assistance for Museums and Libraries** (§9108(e)), **Public-Private Partnerships** (§9141(4), §9173(13)), and **Support for Digital Literacy and Emerging Technologies** (§9121, §9162).

As the libraries, archives, and museums sector grapples with this new Executive Order, it is important to recognize that several long-standing and useful programs that benefit the American people through their state libraries, public, school, and academic libraries, and museums are, in fact, discretionary. If our sector wants to continue to see a comprehensive ecosystem of support for libraries, archives, and museums, [we need to come together and advocate](#) for the preservation of all of IMLS's functions and obligations.

CONTINUING THE REDUCTION OF THE FEDERAL BUREAUCRACY

The White House
March 14, 2025

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered:

Section 1. Purpose. This order continues the reduction in the elements of the Federal bureaucracy that the President has determined are unnecessary.

Sec. 2. Reducing the Scope of the Federal Bureaucracy.

(a) Except as provided in subsection (b) of this section, the non-statutory components and functions of the following governmental entities shall be eliminated to the maximum extent consistent with applicable law, and such entities shall reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law:

- (i) the Federal Mediation and Conciliation Service;
 - (ii) the United States Agency for Global Media;
 - (iii) the Woodrow Wilson International Center for Scholars in the Smithsonian Institution;
 - (iv) the Institute of Museum and Library Services;
 - (v) the United States Interagency Council on Homelessness;
 - (vi) the Community Development Financial Institutions Fund;
- and
- (vii) the Minority Business Development Agency.

(b) Within 7 days of the date of this order, the head of each governmental entity listed in subsection (a) of this section shall submit a report to the Director of the Office of Management and Budget confirming full compliance with this order and explaining

which components or functions of the governmental entity, if any, are statutorily required and to what extent.

(c) In reviewing budget requests submitted by the governmental entities listed in subsection (a) of this section, the Director of the Office of Management and Budget or the head of any executive department or agency charged with reviewing grant requests by such entities shall, to the extent consistent with applicable law and except insofar as necessary to effectuate an expected termination, reject funding requests for such governmental entities to the extent they are inconsistent with this order.

Sec. 3. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department, agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

THE WHITE HOUSE,
March 14, 2025.