



Agenda

Library Advisory Board Regular Meeting

Tuesday, August 15, 2023 at 5:30 PM

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 The Public is invited to comment on items already on the agenda not listed under Public Hearings. (3 minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

- [A.](#) Unapproved Meeting Minutes for the Regular Meeting of May 16, 2023

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- [A.](#) June 2023 Library Director Report
- [B.](#) July 2023 Library Director Report

PUBLIC HEARING

PENDING BUSINESS

- [A.](#) Updated Revision of Library Policies
Memorandum LAB 23-009 from Library Director as backup.

NEW BUSINESS

- [A.](#) Draft 2024-2029 Capital Improvement Plan - Review & Recommendation
Memorandum from Special Projects & Communications Coordinator as backup
Memorandum LAB 23-010 from Library Director as backup

[B.](#) Creation of a Library Department

Memorandum LAB 23-011 from Library Director as backup

INFORMATIONAL MATERIALS

[A.](#) City Newsletter for August 2023

[B.](#) LAB Annual Calendar 2023

COMMENTS OF THE AUDIENCE The Public is invited to comment on any topic.(3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE MAYOR/COUNCIL MEMBER(If Present)

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **Tuesday, September 15, 2023, at 5:30 p.m.** All meetings scheduled to be held in the City Hall Conference Room Upstairs located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

1. CALL TO ORDER

Session 23-05, a Regular Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:30 p.m. on May 16, 2023 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: BOARD MEMBERS ASSELIN, BAILY, CARSSOW, FAIR, FINN, KUSZMAUL, MCKINNEY

STAFF: LIBRARY DIRECTOR BERRY, CITY CLERK JACOBSEN

2. AGENDA APPROVAL

MCKINNEY/BAILY MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

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

4. RECONSIDERATION

5. APPROVAL OF MINUTES

5.A. Unapproved April 18, 2023 LAB Minutes

KUSZMAUL/FAIR MOVED TO APPROVE THE MINUTES

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

6. VISITORS/PRESENTATIONS

6.A. Cinda Nofziger, Youth Services Librarian, regarding the Teen Advisory Board

Youth Services Librarian Cinda Nofziger presented on the Teen Advisory Board that started meeting February 2022. She explained their meeting schedule, noting that they take a break over the summer, and there are teen events planned through the Summer Reading Program. The group helps plan events for teens and tweens, monthly game sessions, crafts, book talk, or another activities, and those events have had good attendance.

There was discussion that the Teen Advisory Board is primarily made up of middle school aged youth and benefits of it filling a gap for that age group who don't have jobs or transportation, and about the Summer Reading program.

7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- 7.A. Library Director Report
Director's Report for April 2023
2022 Annual Stats
2023 Annual Stats

Library Director Berry reviewed his report in the packet.

There was brief discussion regarding virtual book talks and library statistics provided in the packet and supplemental packet.

- 7.B. Legislative Update

Chair Finn reported \$402,000 was put back in the Governor's budget for statewide library funding. Senator Murkowski indicated willingness to add an earmark to try to get a one-time \$500,000 allocation to fund the Statewide Library Electronic Doorway (SLED) Program and Alaska Library Catalog funded in the Federal budget, but there doesn't appear to be any legislation that it will fit with.

- 7.C. Fundraising Update
Quarterly Report from the Homer Foundation

Board Member Kuszmaul provided an overview of the Library Endowment Fund, how it was established, and reviewed the quarterly report provided by the Homer Foundation.

Board Member Kuszmaul also reported Moose Run Metalsmith's have repaired their stamping machine and can install fish from previous years on the Fish Wall. They're working to re-invigorate the Fish Wall program.

8. PUBLIC HEARING(S)

9. PENDING BUSINESS

10. NEW BUSINESS

- 10.A. Review of Library Policies
Memorandum LAB 23-007

Library Director Berry reviewed his memorandum in the packet and in the supplemental packet.

Board Members and the Library Director discussed the following:

- Public Displays and process for approval

- Table of Contents layout
- Alternate language for the word “complaints” in the section titled Complaints
- Processing complaints
- Overall policy layout and organization of sections

Library Director Berry encouraged members to email him their regarding their policy suggestions.

10.B. June Work Session Scheduling

The Board Members discussed scheduling and agreed by consensus to hold a work session on Tuesday, July 11, 2023 at 5:30 p.m.

Library Director Berry asked members to email their comments by the end of June.

11. INFORMATIONAL MATERIALS

11.A. LAB Meeting & City Council Report Calendar

Board Member Baily confirmed he’s available to report at the May 22nd Council meeting.

11.B. Homer Harbor Expansion Design Charrette Flyer

12. COMMENTS OF THE AUDIENCE (3 minute time limit)

13. COMMENTS OF THE CITY STAFF

City Clerk Jacobsen thanked the Board for a good meeting.

Library Director Berry encouraged members to contact him if they have questions on the draft library policy document.

14. COMMENTS OF THE BOARD

Board Members Fair and Carssow had no comments.

Board Member Asselin commented on a successful Safe and Healthy Kids Fair and said over 300 kids attended.

Board Member McKinney thanked Library Director for all the work on the draft policy.

Board Members Baily and Kuszmaul concurred.

Chair Finn noted the information she provided in the supplemental packet regarding the top 13 most challenged books of 2022 and suggested them for summer reading. She wished everyone a good summer.

15. ADJOURNMENT

There being no further business to come before the Board Chair Finn adjourned the meeting at 7:26 p.m. The next Regular Meeting is Tuesday, August 15, 2023 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.

Melissa Jacobsen, MMC, City Clerk

Approved: _____

Library Director's Report

June 30, 2023

General Notes

The summer reading program kicked off on June 3, and many people have already hit the mark to claim their prize at the end of the summer! On June 21, local community members celebrated the summer solstice with a street fair on Hazel Avenue. David Scheel's author talk was a great success, with more than 50 attendees.

Staff Notes

Jackie McDonough stepped down as Library Technician I on June 9. Dawn Brooks, who is currently serving as Summer Temp, will take over Jackie's position in September.

Director's meetings:

- Staff: 3
- LAB: 0
- FHL: 2
- Council: 3
- Department Heads: 4
- Other: Various City meetings

Facility

There were no major problems with the facility this month. I'm testing some equipment to deliver better audio in the fireplace lounge, especially over Zoom.

Library Advisory Board (LAB)

The LAB did not meet in June.

Friends of the Homer Library (FHL)

FHL made plans for the July 4 parade and discussed several upcoming and possible author readings. A new ramp has been installed on the bookmobile, which will make it much safer to climb in

and out. Fundraising continues for the western lot project, and the schedule of events for the Big Read in January is nearly finalized.

Ongoing Events

Mondays, 1:30-4:30: Knitting Club

Tuesdays, 3:30-4:30: LEGO Club

Wednesdays, 10:30-11:00: Toddler Time

Wednesdays, 12:00-2:00: Community Defined Youth Outreach

Wednesdays, 2:30-4:30: Chess Club

Fridays, 10:30-11:30: Preschool Storytime

Fridays, 1:00-4:00: LARP

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, 4:45-6:00: Teen Advisory Board

Second Sunday, 1:00-4:00: Second Sunday Shakespeare

Third Thursday, 10:30-11:30: Radio Storytime on KBBI

Fourth Tuesday, 4:30-6:30: FHL/HPL Book Club

Fourth Thursday, 4:30-6:45: Games for Teens and Tweens

Tuesday following the first City Council meeting of the month, 12:00-1:00: Lunch with a Councilmember (schedule may vary depending on availability)

Special Events

- **Jun. 3, 10:30-12:30: Summer@HPL kicks off with crafts, games and storytime.**
- Tuesdays, Jun. 6-Aug. 1, 1:00-2:30: Outdoor Adventures and Stories in partnership with the Center for Alaska Coastal Studies (8-week program).

- Jun. 6-8, 4:30-5:30: In partnership with Challenger Learning Center of Alaska, Science in the Summer: Be a Physicist teaches kids about science and science careers.
- Jun. 7, 12:00-1:00: Virtual author talk by Mike Rucker, author of *The Fun Habit*.
- Jun. 8, 1:30-2:30: Young Readers Group brings in children and families to talk about books and choose books to keep.
- **Jun. 9: After nine years of invaluable work at the library, Jackie McDonough steps down as Library Technician I.**
- Jun. 12: In partnership with Pier One Theatre, kids perform a book.
- Jun. 13, 4:30-6:00: Teens and Tweens Get Crafty!
- Jun. 14, 10:30-11:30: Leap into Science explores light and shadow.
- Jun. 15, 10:00-11:00: Virtual author talk by Jamie Beck, author of *An American in Provence*.
- Jun. 17, 3:30-5:30: Cartoonist Lee Post teaches families and adults how to tell a story in cartoon form.
- **Jun. 20, 6:30-7:30: David Scheel, author of *Many Things Under the Water*, visits the library to talk about his book and his research on octopi.**
- Jun. 19-20, 11:00-1:00: Midsummer Magic takes kids on a trip to find Shakespearian sorcery both indoors and outside.
- **Jun. 21, 10:00-10:00: Summer solstice celebration and street fair on Hazel Avenue.**
- Jun. 22 and 29, Jul. 6 and 14, 4:00-5:30: Teens collaborate to produce their own 'zine.
- Jun. 23, 4:00-6:00: Family karaoke at the library.
- Jun. 26, 4:30-5:30: Teens and Tweens book club.
- Jun. 27, 10:30-11:15: Storytime at Bishop's Beach pavilion.
- Jun. 28, 10:30-11:30: Leap into Science explores balance.
- Jun. 28, 4:00-5:00: Virtual author talk by Tananarive Due, author of *The Blood Colony* and others.
- **Jul.-Sept.: The Art in the Library program displays oil paintings by Achim Jahnke.**
- Jul. 3, 3:00-5:00: Pre-parade meet up to make megaphones and decorations for the bookmobile.
- Jul. 4: The bookmobile participates in the Independence Day parade.
- **Jul. 5: Target date to implement automatic renewals.**
- Thursdays, Jul. 6-27, 2:00-3:00: American Sign Language club.

- Jul. 7, 4:00-5:00: Intermediate Readers book club.
- Jul. 11, 10:30-11:15: Family storytime at the Boat House Pavilion near the harbor.
- **Jul. 11, 12, 13, 3:30-5:00; Jul. 18, 9:30-10:30: Mercedes Harness leads a writing club for young participants. Authors have the chance to add their books to the library's collection and read their work on KBBI.**
- Jul. 12, 10:30-11:30: Leap into Science explores wind.
- Jul. 15, 10:00-11:00: Virtual author talk by Charles Soule, author of *Daredevil* and *She-Hulk*.
- Jul. 18, 7:00-8:00: Evening storytime at Bishop's beach pavilion.
- **Jul. 19-22, 10:00-11:00: LEGO contest.**
- Jul. 19, 6:00-7:30: Movie showing in the library.
- Jul. 20, 9:00-10:00: Virtual author talk by Ethan Kross, author of *Chatter*.
- Jul. 24, 4:00-5:30: Teens and Tweens Get Crafty!
- Jul. 25, 12:00-1:00: Virtual author talk by Erika Sánchez, author of *Crying in the Bathroom*.
- Jul. 27, 3:30-4:30 and Jul. 28, 3:30-5:30: In partnership with Challenger Learning Center of Alaska, Science in the Summer: Be a Physicist teaches kids about science and science careers.
- **Jul. 29, 5:00-7:00: End of summer reading party includes music, games, ice cream and hot dogs, with prizes for reading-challenge participants and LEGO contest winners.**
- **Sept. 8-9: Fall Book and Plant Sale.**
- **Nov. 9, 6:30-7:30: Author talk by local writer Robert Stark, author of *Warflower*.**

Library Director's Report

July 31, 2023

General Notes

The library implemented automatic renewals on July 5. Going forward, items will renew themselves without human effort unless a) they're on hold, b) the renewal limit has been reached, or c) the patron's card is blocked. Patrons who have email addresses in the system will receive a notice that the item has or has not renewed.

At the July 24 city council meeting, the city manager introduced a revised plan for reorganizing the city administration. With the new plan, the library and IT divisions will be moved out of the Department of Administration and established as separate, standalone departments. An ordinance to this effect will be brought forward in August.

Next year marks the 40th anniversary of Homer's sister-city relationship with Teshio, Japan. In honor of that event there will be various displays and projects going up around town, including in the library. A friendship banner painted by local kids is up in the entryway, and there will be a commemoration ceremony for the Hiroshima bombing on August 6. More happenings will be scheduled as the plan takes shape.

The July 4 parade featured 46 floats, up from 39 last year. Our tiny FHL volunteers were very enthusiastic about handing out books—we distributed 800-1,000 titles.

The summer reading program reached its grand conclusion on July 29! Upwards of 100 people attended, with lots of chalk-drawing, game-playing and hotdog-eating. Many thanks to the volunteers who helped set up and take down, to say nothing of local businesses which donated prizes and food.

Staff Notes

Director's meetings:

- Staff: 2
- LAB: 1
- FHL: 6

- Council: 1
- Department Heads: 4
- Other: Various city meetings, the Independent Living Center, AK Division of Forestry

Facility

Much of the equipment in the server room was replaced on July 1-2. The new upgrades will allow for better routing of traffic within the building and ultimately for improvements to the wi-fi system.

Throughout the summer the public works department will be working on the drainage in the parking lot. City workers have cut a new drainage channel for the end of the staff parking lot and lowered the grating that receives the water. They are dredging the ditch at the south edge of the main lot and will eventually need to dredge the retention ponds as well.

We're still working on improving the sound system for the fireplace lounge. We have a lapel mic that can broadcast wirelessly to multiple headphones, so that will help with ADA accessibility. It also works directly with Zoom. We're still testing it with larger on-site speakers, and I want to make sure it's reliable before trying it for real.

Building maintenance has contracted for replacing the burners inside the boilers. This has been a worsening problem for years and has reached the point that the library ran on one boiler for most of last winter.

Library Advisory Board (LAB)

The LAB held a worksession on July 11 to discuss revisions to the library policies. Members offered a number of substantive suggestions, particularly about the complaints policy. A revised version of the policies will be brought forward at the August meeting.

Friends of the Homer Library (FHL)

The bookmobile has a new access ramp! FHL discussed various options for upcoming author visits and other events through the end of 2023. We're still looking for a volunteer to coordinate Chess Club on a permanent basis. Work on the western lot has progressed to marking the location of various features and discussing prices, and we had multiple meetings with city staff and a vendor to discuss the details of the play spaces.

Ongoing Events

Mondays, 1:30-4:30: Knitting Club

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- Jul. 4: The bookmobile participates in the Independence Day parade.
- **Jul. 5: The library implements automatic renewals.**
- Thursdays, Jul. 6-27, 2:00-3:00: American Sign Language club.
- Jul. 7, 3:00-4:00: Intermediate Readers book club.
- Jul. 10, 11:00-1:00: 4H Club.
- Jul. 11, 10:30-11:15: Family storytime at the Boat House Pavilion near the harbor.
- **Jul. 11, 12, 13, 3:30-5:00; Jul. 18, 9:30-10:30: Mercedes Harness leads a writers club for young participants. Authors have the chance to add their books to the library's collection and read their work on KBBI.**
- Jul. 12, 10:30-11:30: Leap into Science explores wind.
- Jul. 15, 10:00-11:00: Virtual author talk by Charles Soule, author of *Daredevil* and *She-Hulk*.
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- Jul. 27, 3:30-4:30 and Jul. 28, 3:30-5:30: In partnership with Challenger Learning Center of Alaska, Science in the Summer: Be a Physicist teaches kids about science and science careers.
- **Jul. 29, 5:00-7:00: End of summer reading party includes music, games, ice cream and hot dogs, with prizes for reading-challenge participants and LEGO contest winners.**
- Aug. 6, TBD: Commemoration of the Hiroshima bombing features a replanting of the memorial gingko tree.
- Aug. 8, 6:30-7:30: Corky Parker, author of *La Finca*, visits the library to talk about her book.
- Aug. 15, 12:00-1:00: Virtual author talk by Robert Jones, Jr., author of *The Prophets*.
- Aug. 23, 4:00-5:00: Virtual author talk by Cassandra Clare, author of *Chain of Thorns*.
- Aug. 30, 10:00-11:00: Virtual author talk by Jeff Selingo, author of *Who Gets in and Why: A Year Inside College Admissions*.
- **Sept. 8-9: Fall Book and Plant Sale.**

- **Sept. 26, 4:30-5:30: Zoom author visit by Margaret Willson, author of *Woman, Captain, Rebel*. This is a followup to her in-person talk on March 24.**
- **Oct. 6, 6:00-7:00: Author visit by John Messick, author of *Compass Lines*.**
- **Oct. 26, 6:30-7:30: Author visit by local writer Robert Stark, author of *Warflower*.**



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

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Memorandum 23-009

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 15, 2023
SUBJECT: UPDATED REVISION OF LIBRARY POLICIES

The LAB have now met twice to discuss revisions to the library policies, and the library staff, Friends of the Library, city attorney, city manager and city clerks have also weighed in.

All black text below is unchanged since the LAB's July 11 meeting. Text in blue reflects LAB comments that were made at that meeting, as well as a handful of staff comments since July 11.

At the meeting, the LAB requested a selection of different Tables of Contents, showing different ways of organizing the document. These options include:

- Existing section order, but with first-order category labels removed
- Sections ordered alphabetically

The page numbers provided refer to the original draft and may have changed slightly due to the revisions.

PAGE	RECOMMENDATION	STATUS
GRAMMAR AND STYLE		
	In several places throughout the document "our" is used instead of "the library." To avoid an "us and them" effect, I think "the library" should always be used and not "our." I considered going back and finding all times "our" pops out but think it will be an easier thing for you to do with word search.	Adopted everywhere except when quoting another document (as in the mission statement and the appendices)
	How do we feel about the Oxford comma? I am in favor but don't think it is worth revisiting every line of the document.	Not adopted—too much work
	I am going to be a colon nerd though. A colon should only be used following an independent clause. This would apply to multiple uses throughout the document, the first of which is on page 8. It could be corrected to "This document fulfills the following purposes:"	Not adopted—too much work

8	INTRODUCTION End of 2 nd paragraph <i>judgment</i> (no “e”) <i>in resolving conflicts.</i>	Adopted
14	4.b. . . as part of the monthly Director’s Report at <i>its</i> next scheduled meeting. Library Advisory Board is a singular noun	Adopted
17	ARTWORK All donations . . . in accordance with <i>its</i> policies. (the Commission is singular)	Adopted
21	Cut Notes section “Will be produced sometime in January.” Already included in Description.	Adopted
21	Donor Recognition Homer Public Library could not function without . . . Seems like an overstatement.	Changed to “Homer Public Library is grateful for...”
21	Recordkeeping: . . . which provides names <i>with contact information</i> to both . . .	Adopted
22	FISH PLAQUE Description: A <i>copper</i> fish with the donor’s name <i>or inscription</i> will be <i>added</i> to the fish wall <i>at the entrance to the library</i>	Adopted (are they actually copper?)
22	Double-check that the fish are actually copper	Yes, they are pure copper
22	Notes: last line . . . <i>Donors</i> can have multiple fish on the wall is they have donated . . . (<i>no comma</i>)	Adopted
22	“The LAB will manage producing the fish” sentence is a bit awkward. Maybe change to “In Collaboration with the metalsmiths, the LAB will oversee production of the fish plaques” or similar sentence.	Adopted
24	“A patron’s card account will be blocked...”	Adopted
24	A patron may not have more than one valid Public Library card account .	Adopted
24/26	Don’t need Teutonic caps in Apply in Person, Supply Proof of Identity, etc. (keep consistent throughout section)	Adopted
25	Community list – fix alphabetization. Delete Millers Landing as it is part of the City of Homer	Adopted
25	Is AK driver’s license sufficient proof of local residency?	Yes—specifies that local address must be on the ID
26	A patron may not have more than one valid Homer Public library card. (already stated earlier)	Removed
26	“Applying for a card affirms... any finer charges incurred.”	Adopted
28	When a patron reports a library card is lost or stolen, or damaged...	Adopted

28	A patron must be present and supply proof of identity when a new card is issued.	Adopted
29	Confidentiality Any costs <i>the library incurs</i> in any search . . . To eliminate passive voice	Adopted
30	<i>Parents</i> or legal guardians request titles . . . <i>their minor children have borrowed</i> and . . . verified as a <i>parent or guardian</i> listed . . . Plural subject to be parallel with other bullet points, eliminate passive voice, identity as wither parent or guardian	Adopted
31	Volunteers . . . donate their time and skills to ensure the library's success. Word choice, its doesn't point to anything, need noun	Adopted
31	Application Process . . . should fill out an application form [<i>or must fill out an application...</i>]	Adopted
31	Responsibilities Update to: <i>The Homer Public Library has many jobs for volunteers.</i> To eliminate There are construction	Adopted
31	"The Library welcomes volunteers! Many volunteers work at the library from public spirit or for something to do..." is an awkward opening. Change the language of the opening paragraph to align with the volunteer information from our website, or something similar: <i>We depend on our 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 assure its success.</i>	Adopted
31	Under Volunteer Responsibilities, change "shelvers" to "shelve books". Or align with the existing website language: <i>There are many jobs for volunteers at the Homer Public Library. 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 we will keep a list of those willing to be called as needed.</i>	Adopted

32	Change “Members of the public often mistake volunteers for regular staff...” to “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...”	Adopted
35	Selection C riteria (lower case)	Adopted
35	Selection Criteria First bullet – <i>Publishers Weekly</i> (no apostrophe) Second bullet – spell out ALA <i>No single standard can be applied.</i> To eliminate There is construction	Adopted
36	Collection Overview Third bullet – suggest . . . Textbooks <i>generally are</i> not added to the collection unless <i>little or no other material covers</i> the topic . . . <i>School libraries are responsible for providing copies of . . .</i>	Adopted
37	Nonfiction consistency. Nonfiction or non-fiction? I'd vote no hyphen. I think that's how we generally list it. I caught it on this page, but the find function is not working in the document for me to see how it's used throughout.	Changed to “nonfiction” throughout
39	“local Homer newspaper” (not plural)	Changed to “local Homer periodicals”
40	Video The library collects videos that <i>appeal</i> to a wide . . . Subject/verb agreement	Adopted
41	Sentence order suggests we primarily order from Homer book store. Swap order to “new materials are ordered through book and media vendors, publishers, and the local independent bookstore in Homer.”	Adopted
41	Current paragraph order makes it seem like most of our repairs are sent to the professional bindery. Swap first two paragraphs + add sentence that the majority of repairs are completed in-house.	Adopted
42	The purpose of a withdrawal policy is to <i>ensure</i> that the collection . . . The criteria for selecting materials <i>are also used to remove items</i> . . .	Adopted
44	Add period at end to “to do so”	Adopted
45	First sentence has unclear pronoun. How about “When a patron would like an item from the library collection that is not immediately available, the patron can request it to be put on hold (i.e., reserved). When the item becomes available, it will be set aside and the patron will be notified.”	Sentences completely rewritten
46	Interlibrary Loan	Adopted

	The first paragraph is a general statement re: collection development and not relevant to ILL. Suggest cutting it and starting with ILL services shall be used . . .	
51, 56	Suggest using <i>In-Library</i> Use rather than In-House Use throughout	Changed to “on-site”
52	Third bullet – Presentation quality Seems vague. Are there guidelines?	Not adopted—staff need some leeway to judge how good a presentation is
54	cleanup not clean-up	Adopted
56	Unclear sentence—how about “The library reserves the right to rescind permission to use the conference room and will provide a substitute room if available.”	Adopted
57	Can we substitute “person responsible” for all the “Responsible Party” uses? This would make it consistent with the form in the back. Or at least make it lowercase party?	Rendered lowercase throughout
59	Displaying artwork. . . Second bullet: . . . the library director will <i>consider the value</i> . . .	Adopted
59	Use of "his or her" instead of their. Again, find function isn't working, but I can't remember seeing another instance of the use of binary genders.	Changed to “they” or similar throughout
61	Remove references to “StoryWalk” and replace with “Story Walk Trail.”	Adopted
64	“Library strives to serve all patrons”	Adopted
67	Add hyphen well-being	Adopted
68	Add or guardians in second paragraph.	Adopted
76	Use Objection rather than Complaint Patron’s Information (don’t label a Complainant)	Keep “complaint,” change “complainant” to “patron”
77	Spell out all boards and commissions	Adopted
78	Use objection instead of complaint , Patron instead of Complainant	Keep “complaint,” change “complainant” to “patron”
78	Address – do you want mailing address, physical address, or both?	Specified mailing address
80	Mailing & Physical address?	Specified mailing address
MINOR ADDITIONS OR SUBTRACTIONS		
12	first line of second paragraph, suggested rewording: "The list below summarizes what the library can and cannot provide <u>to outside organizations</u> . All arrangements <u>with outside organizations</u> are subject..."	Adopted
13	Complaints..., second paragraph, second sentence: "....to protect it from <u>damage</u> or theft."	Adopted

13	1. Oral..., second sentence, suggested rewording: "...and will provide a copy of the <u>written</u> policies, if <u>requested</u> ."	Adopted
14	1., second sentence, suggested rewording: "...a separate form must be completed for each individual <u>item or program subject to complaint</u> ."	Adopted
18	. . . opinion from the gift acceptance committee . . . Is the gift acceptance committee defined somewhere? Does it need to be?	Specified in preceding paragraph
18	Page 18 First sentence under FUNDS: "Financial donations to benefit the library can be made in 2 ways: directly to the library or to the FHL." Comment: Maybe just for clarity "directly to the Library Director or through the Library Endowment Fund...."	Clarified
18, 21-22	On page 18, 4 th paragraph, and page 21 second bullet under "Thank-you Cards" reference is made to "Friends of the Homer Public Library <u>Endowment</u> Fund." On page 21 second bullet under "Homer Public Library Annual Report" reference is made to "Friends of the Homer Public Library <u>Stewardship</u> Fund." Which is it, or are their two HPL funds?	HPL has one fund, the "Library Endowment Fund." FHL has two, an endowment fund and a stewardship fund.
28	3. Where would people find whether their library participates in the reciprocal borrowing program? Seems like that should be included.	Patrons are directed to ask front-desk staff. The list changes occasionally, but we have brochures.
36	We should delete audiocassettes as we don't have them anymore, and I doubt we will bring them back.	Adopted
38	We don't really have YA audio books in physical format any more.	Adopted
38	Add sentence about Vinyl Records.	Adopted
39	Include a list of example databases, or link to databases.	Not adopted—database offerings change frequently
39	Does Talking Book Center now loan directly to patron, not to library?	Clarified
39-40	Include sentence about other language books? [Besides Russian]	Subsection header changed to "Foreign-Language Materials"
40	Do we actually have Russian audiobooks? Apart from language learning I don't think we do.	Adopted
40	Under Video, do we need to mention PBS in particular? Opera? We only have one opera DVD as far as I know.	Rewritten to be more general
43	"Fines will continue to accrue"? Don't have fines?	Sentence removed
47	Maybe make a note that those bulleted statements are appended?	Adopted
49	Privacy and Confidentiality	Added sentence to clarify

	Last sentence: While connected . . . first creating a strongly encrypted and secure connection . . . Is this something average patron will know how to do? Can patrons ask librarians to help them do this?	
51	Change “Sunlamps” to “HappyLight® Light Therapy Box.” Change “Magnifier” to “Book Magnifier.”	Adopted
51	Add “Board games” (or add in earlier section re: collection).	Subsection added to collection section
51	Should we say Chromebooks instead of laptops here? For many people there is no functional difference, but practically there is quite of bit of difference.	Not adopted—laptops is the more generic term, and we may not always use Chromebooks
51	Add the Blu-ray player to the equipment list	Adopted
51	Add the portable phonograph/cassette player to the equipment list	Adopted
52	Under Co-Hosted Programs, add “and policies” to “Must be compatible with the library’s mission.”	Adopted
54	Guidelines Third bullet --. . . intended for specific events rather than recurring What about groups like Knitting Circle? Aren’t there groups that do have recurring meetings? Or are they not events	Events affiliated with HPL/FHL can be recurring—see page 52. Pages 54-55 covers events organized by outside groups
56	Conference Room Last bullet – The library reserves the right . . . Does this need to be more specific? Who at the library? Staff, director, deputy director?	Changed to “library staff”
56	Refreshments: Are there any protocols for clean-up? Any special instructions for what to do with trash?	Users are responsible for cleanup—no special instructions
58	Page 58 Bulletin Boards. I’ve had complaints that posters for Community Rec events have not been accepted to be placed on our bulletin boards. Since Community Rec. is a City of Homer Dept. and has a City logo on their fliers/posters, it seems there should be no hesitancy to hang notices their classes, activities, programs and special events—with the possible exception of <u>space available</u> ?? Can we hear the relevant background and discuss this at our work session?	This has been addressed—we reorganized the government board to reduce space for state and federal postings and increase space for local events
62	Change “use is limited to 2hrs” to “study rooms are guaranteed for 2hrs.”	Adopted
62	Study Rooms Can patron of any age reserve a study room?	No change. Anyone can reserve a room
64	Homebound or Does there need to be information about how to access curbside pickup?	Adopted

72	Forms – are these available online?	Forms will be available online eventually
74	Directly working with youth . . . does “youth” need to be defined? What ages?	Added “under age 18”
81	Copyright Release Need information on what this is for? Purpose?	Added to form
SUBSTANTIVE POLICY REVISIONS		
	Do we want to list URLs? I bring this up since hosting could change (FHL and wild apricot for instance). Or the city's indexing could change. I would be in favor of using specific URLs as little as possible to avoid the need to revise.	Generally adopted, except where unavoidable
	Reorganize the text—eliminate larger subject sections? Move Admin to the end? How will people navigate this document?	See attached sample tables of contents
	Add a section for handling suggestions?	Not adopted—too much variation for a simple written policy. We have a well-developed process for purchase recommendations
8	PURPOSE Add <i>To define the purpose and mission of the Homer Public Library</i> As the first bullet point	Adopted
9	I would change the title from "Community Description" to something like "Patrons Service Area" and delete all but the first paragraph (sans the first sentence). Maybe leave in the last paragraph sans the first sentence. Such information is key to a planning document but, I believe here it distracts from the document and its future perceived relevance as this information changes. The population data is already out of date.	Adopted. Put demographic information in a separate document
9	COMMUNITY DESCRIPTION Use current census data See attached 2022 estimates Homer = 5,515 Surrounding communities = 9,497 Total = 15,012 Check ethnic %s	Adopted. Update: section removed at LAB request
11/16	Remove references to personnel regulations	Adopted
12	Page 12 under library will not: “serve as a distribution point for physical goods.” Does that mean we can’t/won’t be able to provide student lunches, should the occasion arise again?	We’re trying to avoid being a distribution center, but exceptions

		can be made at the director's discretion
12	Page 12 paragraph starting with "Individuals may request that the library....." end with "the outcome of the reconsideration process applies only to programs or series that are not yet scheduled." Interested community people won't find out about the program unless they are scheduled and advertised---YES?/NO?	Keep as is
13	Replace "complaints" with "grievances" or some other synonym	Keep "complaint," change "complainant" to "patron"
13-16	Suggest <i>Objections</i> as the new word for Complaints throughout	Keep "complaint," change "complainant" to "patron"
13	Throughout a few simple edits will eliminate use of they pronoun with a singular subject. 2 nd graph under first subhead <i>Upcoming events are advertised through routine channels, and patrons are responsible to keep up with their interests.</i>	Adopted except in appendices
13	Emphasize that a "final decision" can occur at any stage in the process	Sentence added
13	Revisit the sentence about not removing materials during the process—clarify that materials will be unavailable while staff or LAB members are reading them To solve the issue re: removal of materials: <i>Materials will not be removed from circulation or restricted at any point in this process until a final decision had been rendered except as needed for staff or LAB review.</i>	Adopted
13	1. Oral <i>Objection</i> to the Library Director In addition to explaining the policies, there should be a statement that the director will actually consider the objections. Suggest adding: <i>The director will listen to the concerns, explain and provide a copy of the collection development and/or programs policies, and determine what action, if any, to take.</i>	Adopted
13	2. Written <i>Objection</i> to the Library Director Overall, recommend not referring to the person as a complainant. Kind of legalistic and labeling. Aren't they just a patron with an objection. Continue with "individual" or substitute "patron" throughout	Keep "complaint," change "complainant" to "patron"
13	Complaints: Add procedure about displays?	Not adopted. This is a staff responsibility and displays are temporary in any case.
13	"Programs currently scheduled, including series, will go ahead as planned and will not be cancelled or delayed while the reconsideration process is underway; the	Adopted

	outcome of the reconsideration process applies only to programs or series that are not yet scheduled.”	
13-14	How does the LAB’s decision affect currently-scheduled, but not yet performed, programs? What about author visits where lodging and travel have been arranged already?	Covered by the entry above
13-14	Complaints: How long does the LAB’s decision stand?	3-year period adopted
13-14	Complaints: Specify a timeline for response to complainants?	30-day period put in place in various spots
13-14	Extend bar on similar challenges from 1 year to 3.	Adopted
13-14	“...schedule a public hearing at a special or regular meeting.”	Adopted
14	2.b. The director <i>may choose to</i> consult . . . To eliminate pronoun	Adopted
14	2.c. <i>Evaluate</i> the work for the strengths . . . Instead of Judge	Adopted
14	Page 14 first paragraph “A complaint about a program must be filed no more than five working days after the scheduled date of the event.” So that means 5 days after the event took place? Assuming it took place as scheduled. I’m confused.	Keep as is
14	“2. 4b”: Why is it either/or to inform the board? Might be stronger as one option or method (ex. always a formal memo)	Not adopted—some flexibility in presentation would make life easier
14	Add requirement for complainant to reside within the service area	Adopted
14	Add requirement that a separate, complete form must be submitted for each individual title	Adopted
15	3.1. <i>If the patron disagrees with the library director’s decision, the patron may appeal to the LAB by notifying the City Clerk’s Office [Official name]. The patron must provide a written statement giving the basis for disagreeing with the library director’s decision. The city clerk will include the statement, the director’s written response, and the original Request for Reconsideration in the packet for the next scheduled LAB meeting. (When the patron notifies the city clerk’s office, they can explain the deadlines for getting into the packet. Don’t think that needs to be detailed here.)</i>	Adopted
15	3.2 The LAB will review <i>the packet materials</i> and hear . . .	Adopted
15	3.8 <i>Once the LAB has voted, . . .</i>	Adopted
15	Section 3: Add sentence to emphasize that LAB controls the timeline	Adopted
15	3.7: Change “item” to “work”	Adopted

15	3.6 and 3.7: Does “in full” need to be in there? Can LAB members read only one chapter or one work within a collected-works volume?	“in full” removed from the text, but this warrants further discussion. It’s a tradeoff between efficiency and thorough public service.
15	3.7: Reword to clarify that one form=one complaint, and the complaint could also be singular	Adopted
15	3.9. <i>Any decision the LAB makes – whether to uphold or overturn the library director’s decision – shall remain in effect . . .</i> It’s important to be clear and consistent that the LAB is voting on the library director’s decision, not on the complaint/objection and that the director’s decision is what will be put into effect Can the LAB make a decision different than the director – such as recent case . . . don’t remove the books but segregate?	Adopted
15	Page 15 #8 “Once the final decision has been made, the LAB Chair will notify the complainant of the outcome in writing within 30 days.” Just a comment: I did not do this and I do think it is a good idea.	Actually, this was done in the recent case
16	3.10.a. In cases where the LAB has <i>upheld the library director’s decision</i> , a patron may . . .	Adopted
16	3.10.b. In cases where the LAB has <i>overturned the library director’s decision</i> , library staff may . . . Is this a common procedure in other libraries? Have to give this more thought.	Adopted
16	b. procedure question: If after 3 years the library staff decides to place the item back in the collection, restoring materials to their previous locations, or resuming programming, I think that the Director should inform the LAB of that decision.	Adopted. Change “library staff” to “director”
16	Page 16 b at top of page: Comment: I do think that the 3 year statute of limitations is good and that opening the option of returning the item to circulation at that time is warranted. I think the LAB should be made aware of this action and it should be recorded in our LAB minutes.	Adopted
16	3.10.a and b: Rewrite to avoid implication that the director will always favor keeping items in the collection	Adopted
15-16	Add an additional appeal step to parallel the process created by the Planning Commission. After receiving notice	Not adopted, following discussions with the LAB on July 11.

	of the LAB's final decision, the complainant has 30 days to appeal the decision to the superior court.	
16	For complaints regarding personnel, clarify that HR and the city manager may also be involved.	Adopted
17	My question has to do with the wording "the library and FHL cannot accept restrictions for specific purposes," and I wonder if you can explain that or give an example of what is meant by that.	Not adopted—there's already an example there
17	I have a question about whether or not the Friends mission includes running programs that are not initiated by the library staff, especially when staff are impacted.... I guess there is an opportunity here to clarify, through policy, the working relationship between FHL and HPL.	Not addressed—this is a complicated question outside the scope of this document
18	Remove hyperlinks	Adopted
23	Can we add back in the library fee schedule + link to the full city fee schedule, rather than just the link?	No—City clerks are trying to keep the entire fee schedule in one place
24	Patrons don't actually have to present a library card to check out. Could be changed to "A patron must have an account in good standing to borrow materials."	Adopted
24	Do we need last bullet point about renewing overdue items on blocked account?	Leave as is—when the card is blocked, most people would assume no services at all are available
24	"Patron must reside at a permanent address" – It might be useful to define permanent. I feel like we allow people to get cards if they can provide a local mailing address, even if their intention is not to stay here permanently. This has always been fuzzy....	Changed to "documented address," by staff consensus
24	Remove reference to fines.	Adopted
24	A library card is not a "contract" in the legal sense. Remove this line.	Adopted
24/26	Match language. "Dependents' accounts" vs "Juvenile Card."	Adopted
24/26	Add in sentence about updating account when they turn 18?	Not adopted—we will update a patron's card upon request, not automatically
26-27	Temporary and reciprocal cards may not be used for interlibrary loan (ILL).	Adopted
29-30	The privacy section is important, but ensure that language is consistent wherever privacy is mentioned	I checked and it looks consistent

	throughout the document. This is especially important as regards exceptions, when information CAN be shared.	
31	Combine service hours sentence with information about age requirement? “The Library welcomes all individuals, ages 13 and up, to volunteer at the library.”	Not adopted—there is no age requirement
31	“The library accepts volunteers looking to complete community service or certified work experience hours for educational programs.” [Also, does this include court-mandated community service volunteer hours? Or just student?]	Leave as general statement
31	In regards to background checks, is our procedure the same as the FHL procedure?	Yes
42	Add a sentence about long-lost materials: “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.”	Adopted
46	Do we need to be more specific about the procedures with Interlibrary Loan, for example do we need to be explicit about how it works, that the books need to be returned to HPL, that HPL is responsible for any damage or loss and that that cost will get passed on to the patron?	Adopted
50	Remove hyperlinks	Adopted
58	Bulletin Boards Should the restrictions bulleted out become standards for all notices rather than just if space becomes insufficient?	Not adopted—staff feel we can offer some flexibility as long as space allows
59	Is Displaying Artwork the most appropriate section for a line on not serving alcohol?	Replaced with “and the same rules regarding conduct and facility use apply.”
65	Services . . . Add legal and financial to the list of services library staff cannot provide.	Adopted
66-68	Put “Patrons – User Conduct” section <i>before</i> “Solicitations” and “unattended Children” sections.	Adopted
68	I thought we allowed covered drinks anywhere in the building. Maybe I’ve not enforced them not being allowed by computers.	Modified to clarify that covered drinks now allowed anywhere
68	User Conduct...as I said before, it’s strange to me that we have to specify possessing a weapon (illegally), stealing, destroying/defacing, when these activities are generally not permitted.	Removed from document—AS 29.35.145 pretty much prevents us from enforcing a weapons ban
68	Vaping along with smoking?	Adopted
68	Any line to address noise levels?	Adopted

72	Do we want \$50/\$300 fees on the form? Or can this go in the fee schedule?	Left as is—this is key information for someone completing the form
79	Reword form to remove “complainant”	Keep “complaint,” change “complainant” to “patron”
81	Should we include the copyright-release form?	Yes; lawyer says it looks fine
83	Add Homer City Code about camping to list of relevant laws	Adopted
83	Relevant Laws Add: Alaska AS 25, Article 06: Requirements for Public Libraries Sec. 14.56.400. Public libraries US Is First Amendment relevant?	Adopted
85	Remove 21.91.030 from the list of relevant laws	Adopted

RECOMMENDATION

For discussion.



HOMER PUBLIC LIBRARY

Policies and Procedures

Revised July 2023

David Berry

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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.

Administration—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

Administration—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 of the library's materials and/or programs may offend some patrons.

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, Events 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 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 Board 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 Board's discretion, but should allow sufficient time for members to review the work(s) or program(s) in question.
6. Prior to the meeting, all members of the LAB will read, view or listen to the work(s) in question. 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, but must abstain from voting on works which the member has not read, viewed or listened to.
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.

Administration—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 director 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.

Administration—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. 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.

Administration—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.

Administration—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.

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.

Administration—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.

Administration—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.

Collections—Collection Development

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 Alaskana collection includes materials about Alaska and neighboring regions. The collection priorities of the Alaskana 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 Alaskana 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.**

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.

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.

Collections—Damaged, Lost or Overdue Materials

OVERDUE MATERIALS

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

LOST MATERIALS

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

REFUND OF REPLACEMENT FEES

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

INCOMPLETE MATERIALS

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

DAMAGED MATERIALS

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

MATERIALS LOST TO THEFT OR NATURAL CAUSES

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

Collections—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.

Collections—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.

Equipment—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. Parents or legal guardians should 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

Equipment—List of Available Equipment

EQUIPMENT AVAILABLE FOR CHECKOUT

Laptop computers	Overhead projector
Wireless hotspots	16 mm movie projector
iPads	Projector screen
Radon detector	Various kinds of sports equipment
Voltmeters	HappyLight® light therapy boxes
Metal detectors	Sewing machines
Digital projector	Blu-ray player
Carousel slide projectors and extra carousels	Portable phonograph/cassette player

EQUIPMENT AVAILABLE FOR ON-SITE USE

Photocopier/scanner	ADA-compliant public computer
Internet-capable flat screen TV	Book magnifier
Moveable flat screen TV on a rolling cart	Public phone
DVD/CD player	Vinyl record player/Bluetooth headphones
Headphones	Blu-ray player
Videoconference equipment	
Videophone	
Microform reader	

Events—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.

Events—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.

Facilities—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.
- 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.

Facilities—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.

Facilities—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.

Facilities—Study Rooms

The library has five 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.

Patrons—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) 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.

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.

Patrons—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. Harrassment 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.

Patrons—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.

Patrons—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.

Forms

HOMER PUBLIC LIBRARY: MEETING ROOM RESERVATION (OPEN HOURS)

Submit this form in person, complete it on the library's website or email it to circ@ci.homer.ak.us.

Event Information	
Date:	
Start time (including setup):	End time (must clean up by):
Name of organization:	
Person responsible during event:	
Mailing address:	
Phone:	Email:
☐ My event is free to attend, open to the public, and non-commercial.	
☐ This is a private event (I will pay a fee for use and schedule during closed hours.)	
Subject or purpose of event:	
Library hours are Mon/Wed/Fri/Sat 10:00-6:00 and Tues/Thurs 10:00-8:00.	
Equipment Needs	
☐ Electric tea kettle	
☐ Digital projector	
☐ 12-cup coffee maker	
☐ Library laptop	
☐ Portable projector screen	
☐ Slide or 16mm projector	
☐ Document camera (digital overhead)	
☐ Overhead projector	
Various items of furniture and electronic equipment are stored permanently in the meeting room. If you need to rearrange and/or use any of this equipment, please ask staff for help.	

- ☐ As the responsible party, I understand that I must provide a valid ID and signature to gain access to the meeting room.
- ☐ I have read the library's policies and I accept responsibility for ensuring that I and my attendees abide by those policies.
- ☐ I will not publicize my meeting in a way that suggests library sponsorship or affiliation.

Signature of responsible party:				Date:
☐ Tent. on cal.	☐ Approved	☐ Confirmed	☐ On cal.	Attendance:

HOMER PUBLIC LIBRARY: FACILITY RESERVATION (AFTER HOURS)

This application is not complete until approved by the library director. Do not advertise your event or assume your request has been approved until you receive confirmation from staff and fees are paid.

Submit this form in person or email to circ@ci.homer.ak.us.

Event Information	
Date:	
Start time (including setup):	End time (must clean up by):
Name of organization:	
Person responsible during event:	
Mailing address:	
Phone:	Email:
Subject or purpose of event:	
Estimated attendance:	
Library hours are Mon/Wed/Fri/Sat 10:00-6:00 and Tues/Thurs 10:00-8:00.	
Library Area Requested	
☐ Meeting Room (\$50/hour)	☐ Entire facility, excluding staff workspace (\$300 deposit, plus \$300 facility use fee and \$50/hour for staff supervision)
☐ Fireplace Lounge (\$50/hour)	
☐ Children's Library (\$50/hour)	
Equipment Needs	
☐ Electric tea kettle	☐ Digital projector
☐ 12-cup coffee maker	☐ Library laptop
☐ Portable projector screen	☐ Slide or 16mm projector
☐ Document camera (digital overhead)	☐ Overhead projector
Various items of furniture and electronic equipment are stored permanently in the meeting room. If you need to rearrange and/or use any of this equipment, please ask staff for assistance.	

Continued on reverse

Guidelines for Using Library Facilities After Hours

The library's rules for user conduct apply during all times, regardless of whether the library is open to the public. The following specific requirements apply to after-hours facility use:

- Facility use may only be requested by a responsible party age 18 or older. The responsible party agrees to ensure that library policies will be followed and accepts financial responsibility for any charges incurred by the group for damage to the building or equipment (beyond normal wear).
- The responsible party must check in with staff before and after an event. Library staff must be notified of cancellations before the event's scheduled start time. Failure to notify staff in advance may disqualify the user from future use of the facility.
- Users are responsible for cleanup and for any damage to the facility, its grounds or contents.
- 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.

This after-hours facility use agreement must be approved by the library director and all fees must be paid before a reservation is considered confirmed. Full payment is due within 30 days of confirming a reservation, or with the return of this agreement if confirming less than 30 days before the scheduled start time. The responsible party is liable for full rental fees unless the library receives a written notice to change or cancel the confirmed reservations at least 30 days in advance of the scheduled event.

The responsible party must initial and sign below:

- ☐ As the responsible party, I understand that I must provide a valid ID and signature to gain access to the facility.
- ☐ I have read the library's policies and I accept responsibility for ensuring that I and my attendees abide by those policies.
- ☐ If approved, I will not publicize my meeting in a way that suggests library sponsorship or affiliation.

Signature of responsible party:				Date:	
Signature of library staff:				Date:	
☐ Tent. on cal.	☐ Approved	☐ Confirmed	☐ On cal.	☐ Deposit	☐ Paid in full

HOMER PUBLIC LIBRARY: BACKGROUND CHECK PROCESS

Thank you for volunteering with the Homer Public Library! The library couldn't run so many programs or provide so many services without the help of dedicated volunteers.

The background check is required only for volunteers who are interested in **directly working with youth under age 18**, and must be renewed every three years. If you don't participate in youth programs or activities, you don't need a background check. Background checks are not required for volunteers under the age of 18.

If you already have a background check	If you don't have a background check
If you have a current background check from another entity, just send your clearance letter to dberry@ci.homer.ak.us. If you're uncertain whether your clearance is valid, contact the library director. Common examples include: • Volunteer with the Kenai Peninsula Borough School District • Military or government security clearance • Community care license • State Troopers clearance for another organization that works with youth	The library accepts background checks provided by the Alaska State Troopers. There are two ways to do it: in person or through the mail. In person 1. Call the Anchor Point post of the Alaska State Troopers at 907-235-8239 to make sure someone is available to process background checks. 2. Visit the post in person M-F 8:30-4:00. You will need to present two forms of ID, one of which must be government-issued. This is a name-based background check; fingerprints are not required. 3. Pay the \$20 processing fee by cash, check or money order. The library will reimburse you once the results arrive.

	4. Deliver a copy of your results to Dave Berry at the library or send a copy to dberry@ci.homer.ak.us. By mail 1. Get a “Criminal Justice Information from Record Subject” application from staff or from the State Troopers website. 2. Check box 3 on the application form. 3. Fill in your personal information. 4. Have the report sent to your own address. 5. Include a check for \$20. The library will reimburse you when the report arrives. 6. Mail the original form and the check to: Criminal Records and Identification Bureau, 5700 E. Tudor Road, Anchorage, AK 99507. 7. Deliver a copy of your results to Dave Berry at the library or send a copy to dberry@ci.homer.ak.us.
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For more information about the background check process, see the website of the Alaska State Troopers at <https://dps.alaska.gov/Statewide/R-I/Background/Home>. The same website provides copies of the application form, under the title “Criminal Justice Information from Record Subject.”

HOMER PUBLIC LIBRARY: FACILITIES COMPLAINT FORM

Patron’s Information

Name

Address

Phone or email

Patron’s signature

Date

Comments or complaints

Actions Taken by Library Staff

Signature of library staff

Date

Continued on reverse

Form Forwarded

Date:

ADMINISTRATION

- ☐ City Manager
- ☐ Communications
- ☐ Human Resources

OTHER CITY OFFICES

- ☐ City Clerks
- ☐ Community Recreation
- ☐ Finance
- ☐ Fire
- ☐ IT
- ☐ Planning
- ☐ Police
- ☐ Port and Harbor
- ☐ Public Works
 - ☐ Building Maintenance
 - ☐ Parks
 - ☐ Roads
 - ☐ Water and Sewer

BOARDS AND COMMISSIONS

- ☐ Americans with Disabilities Act (ADA)
- ☐ Economic Development Commission (EDC)
- ☐ Library Advisory Board (LAB)
- ☐ Parks, Art, Recreation and Culture Advisory Commission (PARCAC)
- ☐ Planning Commission
- ☐ Port and Harbor Commission

☐ Other

HOMER PUBLIC LIBRARY: REQUEST FOR RECONSIDERATION OF MATERIALS OR PROGRAMS

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

Patron's Information

Do you represent: ☐ Yourself ☐ An organization ☐ Other (specify below)	
Name	
Mailing address	
Phone or email	
Signature	Date

Information About the Work or Program

Type of material: ☐ Book ☐ Periodical ☐ Audio ☐ Video ☐ Program ☐ Other
Author/Performer
Title

Continued on reverse

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

HOMER PUBLIC LIBRARY: VOLUNTEER APPLICATION

Personal Information

Full Name:

Last

First

M. I.

Mailing Address:

Street Address

Apartment/Unit #

City

State

Zip Code

Primary Phone:

Alternate Phone:

Email Address:

Emergency Contact

Full Name:

Last

First

M. I.

Mailing Address:

Street Address

Apartment/Unit #

City

State

Zip Code

Primary Phone:

Alternate Phone:

Email Address:

Previous job skills or volunteer experience

Why do you want to volunteer at the library?

Position desired:

Days and Times Available

Monday:

Thursday:

Tuesday:

Friday:

Wednesday:

Saturday:

HOMER PUBLIC LIBRARY: CREATOR'S PERMISSION FOR USE OF COPYRIGHTED MATERIAL

This form grants library staff permission to read or perform works by others as part of a library program. The form is not needed when authors or creators read or perform their own works.

DESCRIPTION OF WORK(S)	
Title(s):	
Author(s):	
Year(s) of publication:	ISBN or other identifying information:

Please Initial below

I certify that no other individual or parties hold copyright interest in the work(s) described above, that I hold all rights to the works listed, and that the license granted herein does not violate any third-party rights or applicable laws. If I am not of legal age, the signature on this form is that of a parent, guardian or other entity authorized to sign on my behalf.

☐

I hereby grant Homer Public Library permission to use the copyrighted material(s) described above in public performance, including recording the performance for preservation on the internet. The library will credit the copyright holder in announcements, recordings or other public settings.

☐

I understand that no monetary compensation will be provided in exchange for granting this permission.

☐

I understand that this agreement does not in any way invalidate or rescind my copyright, and that I continue to hold the copyright until such time as I choose to surrender it.

☐

Printed Name:	
Signature:	Date:
Phone:	Email:

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

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>.



City of Homer

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Administration

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Homer, Alaska 99603

(p) 907-235-8121 x2222

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Memorandum

TO: City of Homer Library Advisory Board

FROM: Jenny Carroll, Special Projects & Communications Coordinator

THROUGH: Rob Dumouchel, City Manager

DATE: July 31, 2023

SUBJECT: City of Homer Draft 2024-29 Capital Improvement Plan (CIP)

- I. **Issue:** The purpose of this Memorandum is to present the City's draft 2024-29 CIP for review and consideration by the Library Advisory Board.
- II. **Background:** The CIP is the City's six-year planning document that forecasts and describes community priorities for capital improvements. Capital projects are major, nonrecurring budget items (with a lower cost limit of \$50,000 for City projects) that result in a fixed asset with an anticipated life of at least three years.

The CIP contains written descriptions of City prioritized projects and is submitted to our State Legislators, and as needed our Federal Legislators and appropriate agencies so they have the information necessary to make funding decisions. The CIP also positions capital projects for potential grant funding and for consideration in the City's biennial budget process.

Projects in the CIP are organized in four sections:

- 1) Legislative Priority Projects are a short list of high priority **City of Homer projects** which are selected by City Council for promotion to State representatives for capital funding assistance, as well as the Federal appropriations process, in which projects must meet nuanced eligibility criteria set out by the appropriations committees, and be selected to move forward in the process to possibly be selected for Federal funding.
- 2) Mid-range projects which may be initiated within the next six years;
- 3) Long range projects; and
- 4) A section for State and local non-profit projects that benefit the Homer community.

Projects being proposed for inclusion in the CIP are in a separate section. They require City Council approval to be added to the CIP.

The CIP is updated annually. I will be out of town and unable to give a presentation on the CIP at your August 15, 2023 regular meeting. Your staff liaison and clerk can assist you with questions on the process and requested actions. I have also attached a reference document, "Everything You Always Wanted to Know about the CIP."

III. Requested Actions:

- **Review the draft 2024-2029 CIP in your packet.** The draft CIP is a work in progress. Substantive updates and/or recommended changes from last year's CIP (to date) are indicated in red font.
- **Discuss and provide input on specific changes or updates you would recommend for current or new projects.**
- **Be prepared to take the following actions:**
 - Pass a motion naming **three projects** the LAB recommends to City Council for inclusion in the Legislative Priority section, and of those three indicate the Commission's #1 and #2 Federal Legislative Priority projects.
 - Any **City** project in the CIP is eligible.
 - Reminder, Legislative Priority projects will be submitted to the State and Federal Government for funding.
- Additionally, the Board **may** choose to pass motion(s) that
 - Supports or opposes projects proposed to be added or removed from the CIP.
 - Propose a new project be added to the CIP (a project nomination form is provided in your packet should the Commission want to propose a new project.)

Thank you for participating in this planning process. I will incorporate your comments into the draft CIP and share your recommendations with City Council at their CIP worksession on August 28. The CIP will remain a draft document City Council formally adopts the CIP via Resolution in September 2023.



EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE CITY OF HOMER CAPITAL IMPROVEMENT PLAN

Q: What is a CIP?

A: The CIP (or Capital Improvement Plan) identifies capital projects that are community priorities. The plan includes a description of proposed capital improvement projects ranked by priority, their benefits to the community, an estimate of project costs and progress to date (money raised, plans drawn up, etc.). An estimated timeline for completion is also included for City of Homer projects. The CIP is a working document and is reviewed and updated annually to reflect changing community needs, City Council priorities and funding opportunities.

There are several reasons to maintain a CIP. It 1) helps focus attention on community needs; 2) helps leverage funding if the project has been identified as a community priority in the CIP; and 3) highlights community priorities for our state/federal legislative representatives.

NOTE: The Capital Improvement Plan is not a funding request. From the standpoint of a non-profit organization, it is a mechanism to raise awareness of a needed project and increase chances of funding from various sources. Nominating a project for inclusion in the CIP is ***not*** a request for City funding.

Q: What is a capital project?

A: Capital projects are the acquisition and/or development of a major, non-recurring asset such as land, buildings, public road/utility infrastructure and equipment with a useful life of at least three years. Designing and building a new library is a capital project. Planning and implementing an after-school reading program is not a capital project. Most of the projects in the City of Homer CIP are City projects, but some are community projects spearheaded by non-profit organizations and state or federal agencies (e.g., Alaska DOT&PF). City of Homer CIP projects must have an estimated cost of at least \$50,000. Those from non-profit organizations must have an estimated cost of at least \$25,000.

Q: Is the CIP a “wish list?”

A: Though projects can stay a long time on the CIP, it is not a wish list. Funding sources are not always readily available, and aligning partners and funders for large capital projects takes time. The CIP is segregated into sections, City of Homer legislative priority projects, mid-range projects (that *may* be undertaken in the next six years) and long range projects. This allows the CIP to be a forward thinking plan for City projects.

Q: What is the process for developing the Capital Improvement Plan?

A: CIP development is a multi-step process that starts around May of each year and ends in October.

Step 1 involves the City's Special Projects & Communications Coordinator developing a CIP update schedule that will be approved by the City Council in early May of each year.

Step 2 is to publicize the CIP process and invite project nominations from community organizations.

Step 3 is to send a copy of the current CIP to all the City department heads and the City Manager and ask for recommendations for new projects, projects that should be deleted, and updates to existing projects.

Step 4 is to make sure that all the City advisory bodies have a chance to weigh in. They are given the opportunity to select their top Legislative priority projects. Their recommendations are passed on to the City Council. Commissions can also suggest new projects, changes to existing projects, or any other recommendations related to the CIP. Public comment on projects under consideration is welcome. Throughout this time, City staff will continuously update the draft CIP. The CIP will be labeled *DRAFT* until it is approved by City Council.

Step 5 The City Council will hold a work session to discuss the CIP and will they take public comment as advertised at regular City Council meetings. Members of the public are encouraged to attend and testify. The City Council will view the CIP as a whole and will also work to identify legislative priorities (a subset of the CIP) for special attention during the coming year.

Step 6 is to finalize the CIP as per City Council approval, and make digital and bound copies. These should be ready to post on the website and for distribution in October.

Q: What are “legislative priorities”?

A: Legislative priorities are a special subset of the CIP. The full CIP might contain 50 projects that have gone through the public hearing process and are approved by the City Council. From those 50, City Council selects a “short list” of projects for the City to highlight during the upcoming legislative session. It is City policy that only City of Homer projects are promoted to the Legislative Priority list (e.g., for roads, harbor improvements, water and sewer upgrades, etc.)

Staff, lobbyists and City Council promote these projects to State and Federal legislators, Commissioners, etc. Five of the legislative priority projects are submitted to our State Legislators for prioritization among all projects submitted from our District for funding through the State's Capital budget.

Members of the Alaska congressional delegation also invite local governments and other groups to submit Congressionally Designated Spending requests (or Appropriation requests) each year. Typically 3-6 Legislative Priority projects that align with Federal CDS priorities and guidelines will be forwarded to our Federal legislators for consideration for CDS funding.

Q: Does the City seek grant funding for CIP projects also?

A: Yes. The City applies for grants to fund capital projects; grant programs almost always require projects be identified in a CIP or other major Plan and that the City provides local matching funds.



City of Homer

**Draft 2024-2029
Capital Improvement Plan**

491 E. Pioneer Avenue, Homer, Alaska 99603 907-235-8121



September 23, 2024

To The Honorable Mayor and Homer City Council:

I am pleased to present the City of Homer 2024 through 2029 Capital Improvement Plan. The CIP provides information on capital projects identified as priorities for the Homer community. Descriptions of City projects include cost and schedule information and a designation of Priority Level 1 (highest), 2 or 3. Projects to be undertaken by the State of Alaska and other non-City organizations are included in the CIP in separate sections. An overview of the financial assumptions can be found in the Appendix.

The projects included in the City of Homer's 2023-2028 CIP were compiled with input from the public, area-wide agencies, and City staff, as well as various advisory commissions serving the City of Homer.

The City updates the CIP annually to ensure the long-range capital improvement planning stays current, as well as to determine annual legislative priorities and assist with budget development. Your assistance in the effort is much appreciated.

Sincerely,

Rob Dumouchel
City Manager



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Funded Projects from the 2023-2028 Capital Improvement Plan

The City of Homer is pleased to report that the following projects have been completed:

Ben Walters Lane Sidewalk Facility

\$1.7M allcoted in the City of Homer FY24/25 Capital Budget for construction.

Other Orgnaizations: SPARC: Flooring Replacement

The following projects have been partially funded:

Homer Harbor Expansion

\$3M in local, State and Federal funding was secured to complete funding for the USACE General Investigation.

Fire Department Fleet Management

Partial completion with purchase of a Ladder Truck utilizing funds approved from FY23 Capital Budget.



Introduction: The Capital Improvement Program

A capital improvement plan (CIP) is a long-term guide for capital project expenditures. A capital expenditure is a major, nonrecurring budget item that results in a fixed asset with an anticipated life of at least three years.

A carefully prepared capital improvement plan has many uses. It can assist a community to:

- Anticipate community needs in advance, before needs become critical.
- Rank capital improvement needs in order to ensure the most important projects are given consideration for funding before less critical projects.
- Provide a written description and justification for projects submitted for State funding so the legislature, governor and appropriate agencies have the information necessary to make decisions about funding capital projects.
- Provide the basis for funding capital projects as part of the biennial budget process.
- Understand the impact of new capital projects on maintenance and operating costs so expenses are budgeted in advance to help avoid projects that the community cannot afford.

The City of Homer CIP contains a list of capital projects the community envisions for the future, identifies ways projects will benefit the community, highlights Legislative priority projects and presents a general target construction schedule. Projects proposed by non-profit organizations and other non-City groups may be included in the CIP with City Council approval, however, such inclusion does not indicate that the City intends to provide funding for the project. Projects eligible for inclusion in the City of Homer CIP have a lower cost limit of \$50,000 for City projects and \$25,000 for those proposed by non-profit organizations.

The number of years over which capital projects are scheduled is called the capital programming period. The City of Homer's capital programming period coincides with the State's, which is a six year period. The six-year plan is updated annually in accordance with a planning schedule approved by City Council at the onset of the CIP process. A copy of the City of Homer CIP schedule appears in the appendix of this document.

Though the CIP is a product of the City Council, administration provides important technical support and ideas with suggestions from the public incorporated through the entire process. The City of Homer solicits input from City advisory bodies, advertises for public input during the CIP public hearings, and invites the public to participate throughout the entire planning process, including the nomination and adoption stages of the process.

Determining project priorities: City of Homer CIP projects are assigned a priority level of 1, 2, or 3, with 1 being the highest priority. To determine priority, City Council considers such questions as:

- Will the project correct a problem that poses a clear danger to human health and safety?
- Is the project specifically recommended in other City of Homer long-range plans?
- Will the project significantly enhance City revenues or prevent significant financial loss?
- Is the project widely supported within the community?
- Is the project strongly supported by one or more City advisory bodies?
- Has the project already been partially funded?
- Is it likely that the project will be funded only if it is identified as being of highest priority?
- Has the project been in the CIP for a long time?

Once the overall CIP list is finalized, the City Council names a subset of projects that will be the focus of efforts to obtain state and/or federal funding in the coming year. The overall CIP and the legislative priority list are approved by resolution.



Integration of the CIP With Comprehensive Plan Goals

Each project listed in the CIP document has been evaluated for consistency with the City's goals as outlined in the Comprehensive Plan. The following goals were taken into account in project evaluation:

Land Use: Guide the amount and location of Homer's growth to increase the supply and diversity of housing, protect important environmental resources and community character, reduce sprawl by encouraging infill, make efficient use of infrastructure, support a healthy local economy, and help reduce global impacts including limiting greenhouse gas emissions.

Transportation: Address future transportation needs while considering land use, economics and aesthetics, and increasing community connectivity for vehicles, pedestrians and cyclists.

Public Service & Facilities: Provide public services and facilities that meet current needs while planning for the future. Develop strategies to work with community partners that provide beneficial community services outside of the scope of City government.

Parks, Recreation & Culture: Encourage a wide range of health-promoting recreation services and facilities, provide ready access to open space, parks, and recreation, and take pride in supporting the arts.

Economic Vitality: Promote strength and continued growth of Homer's economic industries including marine trades, commercial fishing, tourism, education, arts, and culture. Support development of a variety of well-defined commercial/business districts for a range of commercial purposes. Preserve quality of life while supporting the creation of more year-round living wage jobs.

Energy: Promote energy conservation, wise use of environmental resources, and development of renewable energy through the actions of local government as well as the private sector.

Homer Spit: Manage the land and other resources of the Spit to accommodate its natural processes, while allowing fishing, tourism, other marine-related development, and open space/recreational uses.

Town Center: Create a community focal point to provide for business development, instill a greater sense of pride in the downtown area, enhance mobility for all forms of transportation, and contribute to a higher quality of life.



Legislative Request FY2025

**City of Homer FY2025 State & Federal Legislative Priorities
approved by
Homer City Council Resolution 23-XXX**

List of Legislative Priority projects will be updated after City Council selections.

1. Homer Harbor Expansion
2. Slope Stability & Erosion Mitigation Program
3. Pioneer Avenue Gateway Redevelopment:
Multi-Use Community Center
4. Karen Hornaday Park Public Restroom Facility
5. Homer Harbor Critical Float System Replacement:
Float Systems 4 & 1
6. New Public Works Facility
7. A-Frame Water Transmission Line Replacement
8. Homer Spit Erosion Mitigation

FY 2025 - DRAFT Document



1. Homer Harbor Expansion

Project Description & Benefit: This project proposes to expand Homer Harbor by constructing a new harbor basin for large vessels to the north of Homer's existing Port and Harbor. The expanded harbor will correct navigational safety hazards posed by overcrowding in Homer's current small boat harbor, meet moorage demands of the marine transportation sector on which forty-seven non-road connected Alaskan communities, and regional industries, the Port of Alaska and internationally significant commercial fisheries depend. It's design could have the potential to advance national security interests and be a backup port for marine transportation and cargo handling which is critical for Alaska's resilience and recovery in the event a major disaster disables the Port of Alaska.

Currently, large vessels are moored at System 4 and System 5 transient floats in Homer's Small Boat Harbor. Due to shortage of moorage space, large vessels are rafted two or three or more abreast constricting passage lanes, creating navigational hazards and overstressing the harbor float system.

- The new facility fills unmet moorage, maintenance and repair needs which currently send Alaska's marine industrial, cargo and commercial fishing fleet to ports in the Lower 48 due to their overall size, draft, and simply lack of moorage space. Data show that 63% of Alaska homeported vessels spent the months of August through December 2022 in non-Alaska ports in the lower 48. This comes with significant operating costs for Alaska's marine industrial fleet. Port expansion will capture economic activity that Alaska loses annually; it will also sustain and create good, living wage Alaskan jobs through the marine trades.
- The project could also meet the US Coast Guard's long-term mooring needs for Search & Rescue and Arctic Security missions, if the design alternative includes space for the USCG Aspen and/or fast cutters and other assets deployed to the Arctic.

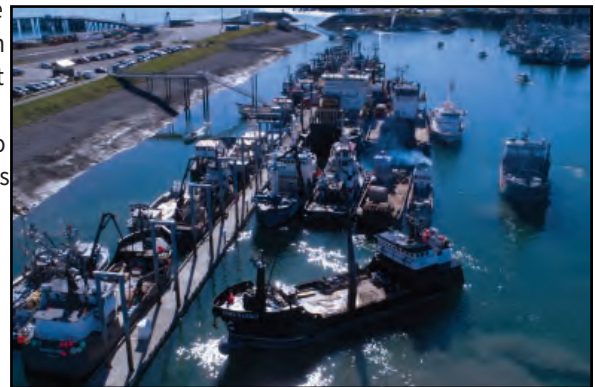
Centrally located in the Gulf of Alaska, Homer's Port & Harbor is the region's only ice-free gateway to Cook Inlet, the port of refuge for large vessels transiting the Gulf of Alaska, Cook Inlet, and Kennedy Entrance, and is the marine industrial and transportation system hub for central and Western Alaska.

Plans & Progress: An earlier feasibility study (funded by the City, State of Alaska DOT, and Army Corps of Engineers (USACE) was put on hold in 2009 because preliminary results indicated the project's Benefit to Cost ratio would be non-competitive for Federal funding. High demand and favorable changes in cost drivers since prompted the City and USACE to reexamine feasibility utilizing a Section 22 Planning Assistance to States Program grant in 2019. Positive results led the USACE to initiate work on a new 3-year General Investigation (GI) commencing March 2023.

Estimated Project Cost: \$278,000,000
 General Investigation: \$ 3,000,000 (Secured)
 Construction Estimate: \$275,000,000
 FY2025 State Request: \$ 46,000,000
 FY2025 Federal Request: \$183,000,000
 City of Homer Match: \$ 46,000,000



Port expansion adds a new basin with its own entrance adjacent to the existing Small Boat Harbor. It will relieve large vessel congestion in the small boat harbor as shown below..



Funding Secured	Prior to July '23	FY24	FY25
GI USACE	\$300,000	\$600,000	\$600,000
GI COH match	\$150,000	\$300,000	\$300,000
GI SOA match	\$150,000	\$150,000	\$150,000



2. Slope Stability & Erosion Mitigation Program

Project Description & Benefit: Instability of steep slopes and coastal bluffs present hazards to Homer’s natural and built environment. Their instability is due in large part to the movement of both surface water and ground water. When these waters combine, they saturate the soil, which makes the soil particles “slippery” and creates potential for slumping. The annual freeze-thaw cycle further exacerbates erosional loss. An increase of impervious surfaces due to commercial and residential development booms also contributes to coastal erosion. When stormwater quickly exits developed areas, discharge events down gradient result in extreme coastal erosion and loss of beach sediments critical for maintaining coastal stability.

Erosional impacts include homes that have slid down steep slopes, forcing abandonment. Roads have failed, and with them water/sewer, electrical and natural gas distribution line infrastructure, requiring emergency repairs to restore access. This is a problem affecting both the City and the State of Alaska, as multiple state highways have been, and are continuing to be, adversely affected by slope instability – including the Sterling Highway, Homer’s only road connection to the rest of mainland Alaska and Kachemak Drive, a tsunami evacuation route and connector road for commuter, recreational and commercial traffic to Homer’s regionally active Port and Harbor facility on the Homer Spit.

After studying how these waters collectively affect steep slopes and coastline erosion, the City developed innovative mitigation plans for four projects. Together they form the City’s Green Infrastructure Slope Stability & Erosion Mitigation Program. They include (1) Kachemak Sponge Wetland Treatment System, a nature-based infrastructure project that protects private and public properties as well as state-owned Kachemak Drive by acquiring using natural wetlands to collect and treat storm water. The project mitigates flooding and coastal erosion as well as recharges valuable peatlands. (2) Baycrest Storm Drain Conveyance and Treatment System protects the state-owned Sterling Highway and downhill properties by mitigating flooding and coastal erosion. This project features a micro-hydro energy generating unit. (3) Beluga Lake and (4) Beluga Slough Wetland Treatment Systems also use natural wetlands to manage storm water, protecting two state-owned roads, Main Street and Sterling Highway. They also protect the water quality of Beluga Slough and Beluga Lake, important habitat for shorebirds. Together, these projects will protect and recharge valuable peatlands, protect water quality, conserve critical moose and waterfowl habitat and mitigate coastal erosion for the long term.



The Slope Stability Program utilizes nature based and low impact development techniques to mitigate erosional damage and protect water quality.

Plans & Progress: The Kachemak Sponge and Beluga Slough systems are Phase 1 and are underway. The City completed preliminary water quality, flow rate and peatland data collection. Design work and initial appraisals of peatlands to be acquired for the Kachemak Sponge project is complete. **Federal IIJA funds from a FY23 NOAA grant will assist with peatlands acquisition. The City also secured a FY23-25 Alaska Clean Water Act grant for the Beluga Slough Storm Water Treatment System.**

Project Cost (Phase 1): \$5,028,791

Kachemak Drive Wetland Treatment System	\$4,388,791
Beluga Slough & Bishops Beach Stormwater Treatment Systems	\$ 690,000
Total Phase 1 Cost:	\$5,028,791
City of Homer grant & match funds secured	\$1,845,310
FY2025 State Request Beluga Slough:	\$ 429,484
FY2025 Federal Request Kachemak Sponge:	\$2,799,381

Funding Secured	Prior to July '23	FY24/25
COH Data Collect	\$ 180,000	-
Kachemak Sponge		
NOAA IIJA grant	\$1,171,410	-
COH HART Road	-	\$418,000
Beluga Slough		
FY23-25 ACWA grant	\$ 11,866	\$ 141,441
COH HART Road	\$ 81,313	-
COH In-kind	\$ 25,896	-



3. Pioneer Avenue Gateway Redevelopment: Multi-Use Community Center

Awaiting City Council HERC worksession for project update.

Project Description & Benefit: The Pioneer Avenue Gateway Redevelopment project completes a comprehensive revitalization plan and initiates cleanup on a 4.3-acre Brownfield site located in the heart of Homer's commercial district at the corner of the Sterling Highway and Pioneer Avenue. This project creates an economically viable reuse program that will catalyze site cleanup and construction of a multi-use community center to meet Southern Kenai Peninsula community needs, while contributing to the overall economic development of Homer's central business district. This project is the first phase in designing and constructing a multi-use community center to adequately serve the social, recreation, cultural, and educational needs of the Homer community.

The community has long prioritized re-developing this site to better serve recreation needs and to create a welcoming gateway for visitors to Homer. A 2015 City of Homer Parks, Art, Recreation and Culture (PARC) Needs Assessment validated this perceived need; a 2022 follow up assessment showed increased public demand for recreation space, reflecting the community's high priority on access to public recreation and educational spaces. Public input describes the community center as a comprehensive multi-generational facility that offers something for people of all ages and identified a general-purpose gymnasium, multi-purpose space for safe walking/running, meeting and convention or events space, dedicated space for youth and emergency shelter as priority features.

Over the years, the City has performed a variety of structural and feasibility analyses. However, contamination in the two former school buildings (asbestos, PCBs, mercury and lead-containing materials) requiring controlled removal and disposal has thwarted all efforts. The building is in a state of disrepair; it is only a matter of a few years before it can no longer be utilized for recreation or for City maintenance and community recreation staff currently housed in the building. The next steps to accomplishing the community goal of a new facility is twofold: finalizing design and site cleanup.

Plans & Progress: In 2018, a City Council appointed Task Force completed several months of study and recommended building a new community facility, rather than trying to rehabilitate the current building. The retrofits needed to bring the building into modern code compliance exceeds the cost of new construction. In September 2021, the City expended \$49,964 to update the recreation needs analysis, engage the public and produce concept designs and construction cost estimates for different options for a new multi-use center. This was a big step towards refining the scope of the project and moving it forward.

The next step is finalizing design, cost estimates and completing a feasibility study for ongoing operations and maintenance. In spring of 2022, the City determined the smaller of the two former school buildings was unsafe for occupancy, and began planning demolition of that building. The City will proceed with demolition of the smaller building while planning for a new community facility.

Budget to be updated. Capital budget allocates \$311,216 in Natural Gas Free Main Allowance funds.

Total Project Cost:	\$15,795,666
FY24	
Phase 1: Abate HazMat	\$ 176,377
Phase 2: Demolish HERC2	\$ 78,094
Final Design & Feasibility Study	\$ 350,000
FY25	
Phase 3: Demolish HERC1	\$ 191,195
Construction	\$ 15,000,000
FY25 State Request:	
Phase 1, 2 & 3	\$ 350,000
(City of Homer Match: \$	445,666)
FY25 Federal Request:	
Phase 3	\$15,000,000



Conceptual design for a new community recreation facility to revitalize a Brownfields site at the gateway to Homer.



4. Karen Hornaday Park Public Restroom Facility

Project Description & Benefit: Karen Hornaday Park is Homer’s largest, most diverse public recreation space. At 40 acres in size, it offers a wide variety of activities, including camping, ballfields, playgrounds and two public pavilions with picnic facilities, barbecue grills and campfire circles. For those looking to relax, the park offers benches to view Kachemak Bay and the surrounding mountains and glaciers, as well as access to a more intimate, natural area along Woodard Creek on the park’s eastern boundary. The park hosts an estimated 92,000 user days each year. This includes Little League participants and spectators, plus general use park visitors and attendees of small gatherings and large events that reserved the park annually, such as reunions, the Scottish Highland Games festival and concerts.

The Karen Hornaday Park Master Plan, first approved in 2009, is outdated. Development of a new plan by the Park, Arts, Recreation and Culture Advisory Commission and adoption by City Council is underway. The plan will develop a site plan and designs for two high priority park needs to improve safety and provide accessibility: an entry road, parking area and accessible pathway to park amenities and public restrooms facilities. Significant volunteer efforts and HART Program funding in 2017 constructed two new footpaths providing pedestrian access to the park along Fairview Avenue on the southern border of the park and from Danview Avenue. Neither of these trails are ADA accessible and they do not address safety issues of children running across the road from the parking lot to access the park.

The highest need is an ADA accessible public restroom facility. The former restroom facility was demolished in 2020 due to safety concerns. The physical structure had deteriorated over the years. Its advanced age combined with high use resulted in worn interior finishes, making cleaning difficult; aged bathroom fixtures and dilapidated stalls made it nearly impossible for City maintenance personnel to provide a safe, sanitary facility. The portable toilets currently provided are inadequate to support the needs of the

Plans & Progress: Over the years, grant support and significant volunteer efforts have assisted the City in developing Homer’s premier public park. The first step of the current project is to create a new Park Master Plan, extend water/wastewater utility to the site selected for the public restroom and construct the restroom facility. The second phase will be road, parking lot and accessible trail construction.

Project Cost (Phase 1): **\$1,080,000**

Master Plan Update: **\$ 50,000 (COH funds)**

Water Sewer Utility Extension: **\$ 530,000 (COH funds)**

Restroom Construction: **\$ 500,000**

FY25 State Request: \$500,000

(City of Homer Match: **\$580,000**)



Public restroom facilities and safe, accessible pedestrian access for the many park users is lacking in the park.

Funding Secured	FY24	FY25
Park Master Plan		
COH General CARMA	\$ 50,000	-
Public Restrooms		
COH HAWSP	\$ 10,000	\$150,000
COH GF Balance	\$ 20,000	\$350,000





5. Homer Harbor Critical Float System Replacment: Float Systems 4 & 1

Project Description & Benefit: System 4 is made up mostly of floats that were constructed in 1964 for the original Homer Harbor. In the 2002 Transfer of Responsibility Agreement (TORA) project, those original floats were moved to create System 4. Within two years, the System's 207 slips for vessels ranging in size from 24 feet to 60 feet in length and over 1,000 linear feet of transient moorage was filled to maximum capacity. System 4 provides dockage for the Seldovia Fast Ferry *Kachemak Explorer* for passenger and freight loading. System 4 has two accessible gangways on ramps 6 and 7 and is supported by a public restroom and public fish cleaning station located at the top of ramp 6.

The 1964 timber floats are 30 years beyond their engineered life expectancy and should be replaced before they are condemned and need to be decommissioned. Major maintenance (adding flotation to the end of main floats and replacing timber piles, decking, and stall floats) has allowed continued use of these floats. Despite these efforts, many conditions have combined to produce a critical loss of structural capacity. Bullrails, used for securing mooring lines, are cracked or deteriorated; older timber piles have areas of rot; flotation foam has disintegrated throughout these floats, reducing freeboard, which ultimately reduces load capacity and increases rates of corrosion. The lack of flotation and deteriorated structural members makes the entire main float lists to one side; snow has to be removed in the winter to prevent sinking. Lack of flotation also causes the stall floats to be unstable or bouncy when walking on them, resulting in a potential safety hazard. Parts of System 1 dates back to 1986 The lack of freeboard flotation, concrete and timber deterioration and broken structural elements at end floats and failures in some headwalk floats likewise puts these components of System 1 in critical to serious categories.

Plans & Progress: R&M Engineers provided a harbor-wide condition report and cost estimate for float replacement in 2023. It recommended replacing floats categorized as serious and critical and upgrading shore power, fire suppression and potable water. AAA float can be expanded towards the load and launch ramp to open up narrow fairways between the floats, giving vessels more room to safely navigate between the float systems. The City submitted a Federal grant application for FY23 Port Infrastructure Development Program funds to assist with design, engineering and construction. State matching funds help leverage federal dollars in support of Homer's regionally critical port infrastructure.

Total Project Cost:	\$59,289,547
FY25 State Request:	\$ 6,077,178
FY23 Federal PIDP Request:	\$47,135,190
City of Homer Match	\$ 6,077,179



System 4 floats to be replaced.



The Headwalk Float AAA is warped, suggesting a failure in the structural members below the deck and lack of flotation..



Low freeboard resulting in submerged pile collar.

Decking has rot and hardware connections protrude through it.

Contact Mayor Ken Castner or or Rob Durbin, City Manager at 235-8121



6. New Public Works Facility

Project Description & Benefit: The Public Works Department, located at the bottom of Heath Street, has outgrown its facilities. The current mechanic shops are too small to accommodate the city's large equipment and are out of space to house any new machinery. Due to lack of space the building maintenance shop was relocated to a derelict building off site will soon need a new location. Additionally, Homer's new Tsunami Inundation Map shows the potential risk of a 30' high wave to move through the Public Works complex. Public Works and associated heavy equipment are critical infrastructure for response and recovery activities before, during and after a disaster.

To help evaluate the risks to Public Works of personal injury and property damage from a tsunami and recommend possible mitigation options, Homer City Council appointed a Public Works Campus Task Force in 2020. The Task Force confirmed risks to the public works campus and additionally identified that the facility is suffering from obsolescence due to growth and technological changes over time. After evaluating different mitigation strategies (including creating tsunami resistant seawalls or perimeter mounds and constructing tsunami resistant buildings in same location), the Task Force advised relocating the mission critical portions of the Public Works campus (administration, building maintenance, City fueling station, rolling stock, piping, culverts, mechanics shop, motor pool shop and other essential equipment and materials) to a new location to mitigate loss and damage during a tsunami event and to provide for long-term sustainability.

Based on a needs assessment, the new facility would require a 4.6 acre site. Ideally, the site would be located within or close to the Central Business District, and be compatible with adjacent land uses. The facility will be sized to provide for current and future administrative and customer support services; road, drainage, building, water, sewer, motor pool maintenance activities; and equipment/materials storage

The existing Public Works site could be converted into public summer use open space (adjacent to the animal shelter, Beluga Slough, and conservation land) and provide space for environmentally sensitive snow storage in the winter.

Plans & Progress: This project will most likely be completed in three phases consisting of concept design and property acquisition followed by full design and construction. The proposed time frame is to purchase property in 2023; design the facility in 2024-25 and begin construction in 2026. Availability of funding would adjust these time periods.

Total Project Cost: \$11,377,750

Schedule: 2024

2023: Property Acquisition \$ 600,000

2024-2025: Facility Design \$ 828,500

2026-27: Construction \$9,949,250

FY25 State/Federal Request: \$9,949,250

City of Homer Match: \$1,428,500



The City of Homer Public Works department's equipment and fleet and personnel have outgrown the current facility, which is also located in a tsunami inundation zone.

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Funding Secured	FY24	FY25
Property Acquisition		
COH Land Reserves	\$ 600,000	-



7. A-Frame Water Transmission Line Replacement

Project Description and Benefit: This project replaces an 800-foot section of cast iron water supply line in Homer’s water utility system. The pipe, at 57-years-old, is brittle, corroded and on a 52-degree slope, making it extremely susceptible to catastrophic damage during seismic events.

This supply line is the only line transmitting water to the west side of Homer. It serves hundreds of customers, South Peninsula Hospital and two schools. Loss of this line, our sole drinking water utility, would have a devastating impact to public health and safety, and fire protection capability. Even short-term water supply disruption (due to serious, but repairable seismic damage to the supply line) has serious consequences. The expedient availability of machinery and spare parts for timely repair during a major disaster and the need to provide emergency drinking water are additional challenges/concerns.

Replacing the cast iron pipes with HPDE pipes protects this critical water utility infrastructure from seismic damage, and significantly mitigates potential life, health and public safety losses associated with a major earthquake event. Loss of supply in the area’s sole drinking water utility would have a devastating impact on overall public health and safety, fire protection capability and the economy. To mitigate the likelihood of a catastrophic break that would disrupt water supply and smaller ruptures that could compromise water quality, the obsolete cast iron pipe will be replaced with earthquake resilient High Density Polyethylene pipe.

The water main is critical infrastructure that assures the life, health and safety of Homer’s 5,522 residents and additional residents in surrounding unincorporated areas who rely on the system for delivery of residential and commercial potable water and fire protection services. Demand for water distribution doubles during the summer (June to August), compared to the height of winter (December and January) due to the influx of seasonal residents and a burgeoning tourism industry.

Plans & Progress: The City’s FY24-25 Capital Budget allocates \$90,000 to complete the design for the distribution line. The A-Frame Transmission Line Replacement is included on Alaska Drinking Water Fund’s FY24 Intended Use Plan. **This project, combined with the design and installation of a 250,000-gallon water storage tank on the west side for drinking water resiliency (also on the FY24 Intended Use Plan) is under consideration for a FY24 Federal appropriation.**

Total Project Cost: \$804,092

Design: \$90,000

Construction: \$714,092

FY25 State/Federal Request: \$634,274

City of Homer Match: \$ 160,818

Funding Secured	FY24
Design	
COH Water CARMA	\$ 90,000



Replacing the water transmission line is critical for the life, health and safety of residents who rely on the system for delivery of residential and commercial potable water.



8. Homer Spit Coastal Erosion Mitigation

Project Description and Benefit: The City of Homer requests that the Alaska Department of Transportation and Public Facilities (AK DOT&PF) work cooperatively with the Army Corps of Engineers (USACE) and the City of Homer to design, permit and implement a long term erosion mitigation and maintenance plan to mitigate and stabilize erosion conditions on the Homer Spit. This project is needed to protect critical infrastructure on the Homer Spit.

The Homer Spit is a 4.5 mile long glacial spit composed of sands and gravel that offers recreational, commercial, industrial, and residential use. It is a valuable asset to the City of Homer and the State of Alaska due to its economic and recreational opportunities. It is also a unique, coastal feature and a valuable environmental resource with its extensive bird and marine habitat. While typically in equilibrium, the Spit is undergoing a long period of erosion. Changes in storm patterns the past few years with milder summers and fewer strong southeasterly events may be affecting the sediment movement along the spit, allowing greater erosion and less seasonal accretion. The USACE addressed erosion concerns in 1992 with 1,000 feet of rock revetment in 1992, which they extended an additional 3,700 feet in 1998. This caused beach lowering adjacent to and further south of the rock revetment along the Spit. In that area, AK DOT&PF armored the highway in two emergency revetment projects. These areas are subject to periodic overtopping, damaging the asphalt on the roadway shoulder

Erosional damage on the Spit is undermining the State-owned Sterling Highway that connects the Kenai Peninsula mainland to organizations like the United States Coast Guard and Alaska Marine Highway. The road is also an essential tsunami evacuation route. If left unchecked, erosion will ultimately diminish the role the Homer Spit plays as a regional commerce center and transportation hub for Southcentral Alaska, including the commercial fishing industry and the marine trades. Erosion is actively undermining public recreational facilities and private commercial enterprises to the point that properties have been abandoned or condemned. A coordinated, long-term maintenance plan is needed.

Plans & Progress: The USACE conducted two extensive studies with detailed erosion management information: a 2017 Dredged Material Management Guidance Manual and a 1989 investigation report, Storm Damage Reduction Final Interim Feasibility Report with Engineering Design and Environmental Assessment. More recently, in 2019, HDR analyzed environmental conditions and sediment transport and produced a Coastal Erosion Assessment of the Sterling Highway Termini on the Homer Spit which also considered concept alternatives (perched bench, groin field, offshore breakwater, sediment management and rock revetment) for improving resilience of existing roadway embankment. A rough order of magnitude for revetment is \$1.5 M per 100-foot station.

Due to the importance of road access on Homer Spit, a traditional revetment was recommended; however it strongly encouraged coupling any rock project with a beach renourishment program and sediment management plan for long term viability of the Spit. Dredging operations in Homer Small Boat harbor and during construction of Homer's new large vessel harbor will provide sufficient material to renourish the beach.

The project could progress through a USACE General Investigation, **or through a State of Alaska/City of Homer application for Federal PROTECT planning grant funds.** The GI would progress from phase 1 (USACE authorization to implement the Dredged Material Management Plan to immediately mitigate erosional damage, while concurrently, initiating Phase 2: design and engineering of erosion mitigation measures through a USACE General Investigation.

Phase 1 & 2 Project Cost: \$3,960,000

Phase 1: Beach Renourishment Authorization, dredging and placing materials: \$960,000

Phase 2: USACE General Investigation: \$3,000,000

FY25 State Request \$1,980,000
(City of Homer match: \$ 480,000)

FY25 Federal Request \$1,500,000

Contact Mayor Ken Castner or or Rob Dunbar



Example of recent active erosion on the Homer Spit.



9. Fire Hall Expansion, Phase 1

Project Description & Benefit: In 2014, in response to aging and crowded conditions, the City assessed Homer's emergency services space needs. Initial plans to correct building and space inadequacies called for co-locating the Police and Fire stations within a new Public Safety facility. However, ultimately, the decision was made to build a stand-alone Police Station and defer expansion plans for the Fire Department.

In the interim, the City addressed much needed deferred maintenance at the Fire Hall, which included conversion to natural gas, improved air handling, fixing floor drainage issues in Bays 2 and 3, and general refurbishing of wall and floor finishes and kitchen cabinets, but nothing was done to address inadequate facility space or increased demands on service requirements.

The current fire station was built in the early 1980's. It has five bays to hold four fire trucks and two ambulances. Vehicles are double-stacked in the bays with barely enough room for a person to move between the trucks, much less accommodate new, modern fire apparatus, which are longer and wider than the vehicles the bays were originally designed for. Storage, training, parking and apron space are also very limited. Expansion is required to meet minimum space requirements for firefighting apparatus, provide an adequate number of offices and bunk rooms and sufficient storage, parking and drill training spaces.

This project resumes the planning/conceptual design process for a new fire station facility that will adequately meet the community's current need for well-prepared, safe, and timely emergency response. It (1) updates the needs assessment to reflect current departmental conditions and needs for a stand-alone Fire Station facility; (2) conducts site feasibility analysis, including the potential to incorporate the former Police Station property into a design at the current site, either through expansion or rebuilding; and (3) conceptual designs and cost estimates.

Plans & Progress: This project can progress in phases. Phase 1 is pre-development and design work.

Total Project Cost: \$20,000,000

Phase 1, Design: \$ 1,500,000

Construction: \$18,500,000

FY25 State/Federal Request: \$1,200,000 Phase 1
(City of Homer match: \$300,000)



Two examples illustrating the department's need for additional space: parking area in the equipment bay does not meet minimum space requirements for firefighting apparatus and insufficient storage capacity.



Mid-Range Projects

Part 2: Mid-Range Projects

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City Hall Access Barrier Removal

Project Description & Benefit: Under Title II of the Americans with Disabilities Act (ADA), all State and local governments must be accessible to, and usable by, people with disabilities. The basic principles of the ADA are equal opportunity, integration, and inclusion. From 2017-2019, the City of Homer ADA Advisory Board and City Staff evaluated City Facilities to identify accessibility barriers. The results were compiled into the City's Facilities Transition Plan, in accordance with Title II of the ADA regulations. City Hall is one of the most used city buildings throughout the year and this project corrects access barriers (ADA Priority Level 1 issues) to get into the building.

City Hall access barriers include:

- Cross slopes that exceed 1:48 ratio for all designated accessible parking spaces;
- absence of van accessible parking;
- incorrect dimensions of accessible parking spaces;
- improperly located signage;
- absence of a level landing at the top of the curb ramp below the front entrance ramp;
- handrails on ramp protrude into the path of travel and reduces the width to less than 36" width requirement;
- push bar on main entrance door protrudes into the doorway and reduces the width of the opening to less than 32" width requirement; and
- front door entrance threshold height.

Plans & Progress: Public Works Staff assisted the ADA Advisory Board during the self-evaluation process, and together developed solutions and remedies that are included in the Transition Plan. City Council approved the Transition Plan in Resolution 19-024. In 2022, the City allocated funds to design a new City Hall Ramp to bring it into ADA compliance.

Total Project Cost: \$400,000

Schedule: 2024-2025

Priority Level: 1

Funding Secured	Prior to July '23	FY24/25
Design ADA City Hall Ramp		
COH Comm Assist Program	\$ 14,400	-



The cross slope of the accessible parking spaces at the lower entrance to City Hall exceeds the maximum allowed 1:48 under ADA standards.



Nick Dudiak Fishing Lagoon Accessible Ramp & Fishing Platform

Project Description & Benefit: The Nick Dudiak Fishing Lagoon located on the Homer Spit is a man-made marine basin that the Alaska Department of Fish and Game annually stocks with king and silver salmon smolts to provide an easily accessible recreational sport fishing opportunity. This road accessible, shore based salmon fishing site attracts a wide array of sport anglers. When salmon return to the terminal fishery from May through September, over 250 anglers line the bank at any one time.

Due to its popularity, the City of Homer enlarged the lagoon to five acres (twice its original size) in 1994, and in 1999 added accessibility features (handicapped parking and a series of ramps and landings inside the fishing lagoon) to expand recreational sport fishing opportunities to anglers with mobility challenges. The City also maintains fish cleaning tables, restroom facilities, a small picnic area and adjacent campground to serve fishermen's needs.

The existing twenty-year old ADA platform is subject to damage from tidal action, gravel build-up and ice scouring. Over the years, despite annual maintenance, it has succumbed to these forces and no longer serves its purpose of providing ADA access to the fishing waters. Parts of it have detached from the main body and are a safety hazard. A new access ramp and fishing platform, designed and located to resist these forces, is needed to restore accessibility to the Fishing Lagoon, improve the fishing experience, and if possible, reduce maintenance.

Once a final design and Fishing Hole location is determined, Phase 2 of the project will be to make improvements necessary to connect the ramp to uplands amenities such as accessible parking spaces, restrooms, the Fishing Hole campground and fish cleaning tables.

Plans & Progress: The City has been working in concert with Alaska Department of Fish and Game to design and seek funding to replace the ramp. In 2022, the City and State prepared conceptual design options for consideration. Initially, the preferred option is for floating access (similar to a dock) that provides over-water fishing opportunities. The floats will allow the dock to move up and down during tidal swings to provide ADA access to fishing for the entire tidal fluctuation. A gangway to the dock would be affixed to a fixed pier above the high water level. The floating portion of the dock and the gangway would be designed to be removable to avoid seasonal ice damage and to perform maintenance as necessary.

Total Project Cost: \$ 770,000

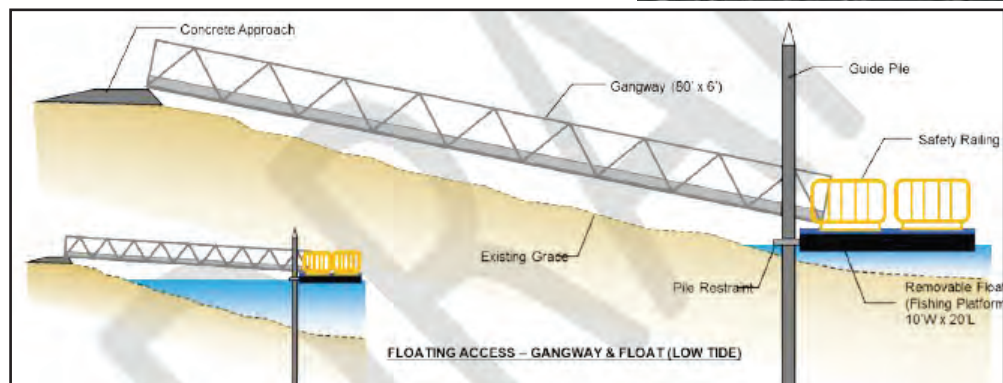
Concept Design \$ 18,813 Completed 2022;

Final Design \$70,000

Construction \$ 700,000

Schedule: Final Design 2024
Construction 2025

Priority Level: 1



A concept design of a removable gangway and floating fishing platform to restore ADA angler access to the Nick Dudiak Fishing Lagoon.



Removing Parking and Pavement Accessibility Barriers at City Facilities

Project Description & Benefit: Under Title II of the Americans with Disabilities Act (ADA), all State and local governments must be accessible to, and usable by, people with disabilities. The basic principles of the ADA are equal opportunity, integration, and inclusion. From 2017-2019, the City of Homer ADA Compliance Committee and City Staff evaluated City Facilities to identify accessibility barriers. The results were compiled into the City's Transition Plan, in accordance with Title II of the ADA regulations. This project corrects parking and pavement barriers (ADA Priority Level 1 issues) at City facilities to aid the entire community in accessing and participating in programs, services or activities provided by the City of Homer.

ADA regulations standardize the size and number of marked accessible parking spaces in a lot and appropriate signage placed such that it cannot be obscured by a vehicle parked in the space. Accessibility standards also require firm, stable and slip resistant surfaces. Many City of Homer facilities do not meet these standards.

This project will correct the following parking barriers in the vicinity of the Homer Harbor, at Public Works, Homer Public Library, the Animal Shelter, Baycrest pullout bathroom facility and the Fire Hall:

- Absence of accessible parking;
- absence of van accessible parking;
- incorrect dimensions of accessible parking spaces;
- improperly located signage;
- accessible parking spaces where water pools and snow melt creates icy conditions that become hazardous in the winter;
- parking space identified in gravel lots that fail to provide a path of travel to a sidewalk or facilities; and
- cross slopes that exceed 1:48 ratio on paved lots.

Plans & Progress: City staff assisted the ADA Advisory Board during the self-evaluation process and together developed solutions and remedies that were included in the Transition Plan. City Council approved the Transition Plan in Resolution 19-024. This project is expected to proceed incrementally. In 2021, accessible vehicle and van parking spaces were paved at Harbor Ramps 3, 4 and 5, and at public restrooms and compliant signage and pavement markings were completed.

Total Project Cost: \$385,600

Phase 1: Harbor Accessible Parking, completed \$49,100

Schedule:

2026: Facility Parking Lot Cross Slopes & Signage \$336,500

Priority Level: 1



While inaccessibility issues in these spaces has been remedied since this photo was taken, it provides an example of spaces needing to be paved and a path of travel to the sidewalk provided .



Parks, Art, Recreation & Culture

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Bayview Park Restoration

Project Description & Benefit: Bayview Park is a neighborhood park at the top of Main Street in the heart of Homer intended to serve preschool age children and their families. The park, the only park in Homer dedicated to serve preschool age children, has been undeveloped since its formation.

This project seeks to transform Bayview Park into an inviting, safe and accessible destination for young families to provide improved recreational opportunities for all in our community. Project scope includes:

- finalizing the park's site plan and specifications after gathering community input;
- pave Bayview Park parking area and delineate ADA parking and construct accessible park pathways;
- procure and install inclusive playground equipment and natural playground features; and
- install accessible rubber tile safety surfacing under the playground equipment and replace rickety white picket fence with a more durable, low-maintenance fence that provides a level of safety for young children playing near busy roads.

Plans & Progress: In 2022, the City installed an ADA accessible sidewalk to the park from Main Street as part of the new Main Street Sidewalk project. The sidewalk design replaced the existing open ditch on the east side of Bayview Park with a closed storm drain system to create a space where a parking lot and access into the park can be built. A donation by the Kachemak Bay Rotary Club will help procure new playground equipment. In 2023, the City worked with a landscape architect to develop a conceptual park plan and dedicated 2023 Healthy and Equitable Communities grant funds from the Alaska Department of Health and Social Services to assist with park improvements.



Bayview Park, dedicated to serve pre-school age children and their families is undeveloped. A more practical chain length fence will also be needed to keep young children out of roads and ditches.

Total Project Cost: \$190,000

Phase 1: Finalize park design and specifications, construct parking lot and paths, procure and install playground equipment with safety surfacing. \$139,330 (Funding complete 2023)

Phase 2: Install accessible rubber tile safety surfacing under playground equipment and replace perimeter fence. \$50,670

Schedule: 2023-2026

Priority Level: 1

Funding Secured	Prior to July '23	FY24
Design & install features		
KBay Rotary	\$ 12,000	-
HEC Round 2 Grant	\$ 74,916	-
Drainage/Parking		
COH HART Roads	-	\$ 32,000
Accessible Pathways		
COH HART Trails	-	\$ 20,314



Homer Spit Campground Renovations

Project Description and Benefit: The Mariner Park and Fishing Hole campgrounds are situated on the Homer Spit. Their waterfront locations and close proximity to recreational activities and visitor support services make the campgrounds very popular with both Alaskans and out-of-state visitors. City campgrounds are heavily used in the summer and shoulder seasons, hosting over roughly 20,000 campers annually and generating up to \$200,000 in revenue through camping fees.

The campgrounds are primitive. Campers use porta potties and have no means of hand washing. Campsites are pot holed, poorly marked and without tent pads. Many lack picnic tables and fire rings.

This renovation project greatly improves the camping experience and makes it easier to maintain the campgrounds to a higher standard of cleanliness and safety. Renovations include installing hand wash stations, grading campgrounds, delineating and labeling campsites, developing tent pads in tent camping areas and installing picnic tables and fire rings at sites that currently lack these basic amenities. Mariner Park Campground would also benefit from landscaping.

Completing these renovations bring the campgrounds to a minimum standard to keep them healthy, attractive and competitive. Visitors have a choice of where to stay on the Kenai Peninsula. We anticipate these upgrades will attract new visitors and motivate existing visitors to extend their stays or come back. Summer and shoulder season visitors contribute significantly to Homer's overall economy through their patronage of local businesses throughout their stay.

Plans and Progress: This project is 80% shovel ready.

Total Project Cost: \$95,000

Mariner Park Campground	\$50,000
Fishing Hole Campground	\$45,000

Schedule: 2025-2026

Priority Level: 2



Mariner Campground at the base of the Homer Spit.



Homer Spit Trailhead Restroom

Project Description & Benefit: The parking lot at the intersection of the Ocean Drive bike path and Homer Spit Trail gets heavy use year round. The Spit trail is a popular staging area for biking, running, walking, and roller blading. Parents bring their young children to ride bikes because the trail is relatively flat and has few dangerous intersections. An ADA accessible restroom would be used by recreationalists and commuters using both trails.

Total Project Cost: \$400,000

Schedule: 2027

Priority Level: 3



The parking lot at the Spit trail head full of cars on a sunny day.



Jack Gist Park Improvements, ~~Phase 2~~

Project description is in draft form until staff gets clarification on project scope.

Project Description & Benefit: Jack Gist Park was founded in 1998 on 12.4 acres of land donated to the City of Homer by a private landowner. Park development took place on top of a retired landfill that was capped. As originally envisioned by the Jack Gist Recreational Park Association, this parcel has been developed primarily for soft ball fields. It also features a disc golf course. Changes in usage patterns, deferred maintenance, and adjacent residential development have highlighted the need for various improvements within the Park. The need for these improvements and the impacts of deferred maintenance will only continue to grow as the residential density increases in the neighborhood around the park.

The park hosts numerous softball tournaments annually, and disc golfers. Improvements for the health and safety of park users includes a public restroom facility, irrigation for field turf maintenance and remediation of drainage issues that have led to poor quality athletic turf. Drainage improvements are also needed address persistent standing water in ditches and in low spots in the parking lots, bleacher areas and the ball field access. Development of drainage routes will encourage groundwater (which is expected to be amplified by residential development adjacent to the park) into existing drainage routes to the east and west of the park and through culvert crossings.

The park's two parking lots are small, uneven, poorly drained and poorly delineated. The plan is to grade and expand them in conjunction with the needed drainage work. The existing area between fields and property line allows for increasing available parking spaces, as well as provide ADA parking.

Plans & Progress: Capital funds approved for FY23 and in the FY24-25 budget will extend water, sewer and electrical utilities to the park from the adjacent development. These will initially be stubbed off in a location central to the lower fields to provide irrigation for the fields during dry spells and assist in turf maintenance practices. Plans also include providing the necessary infrastructure for the eventual construction of public restrooms.



One of the softball fields at Jack Gist Park.

Project Cost: \$470,000

Utilities	\$ 42,500
Drainage:	\$ 25,000
Parking:	\$ 30,000
Site prep:	\$ 22,500

Phase 2: Restroom cost estimate: \$350,000

Schedule: 2023-2025

Priority Level: 1

Funding Secured	Prior to July '23	FY24
Utility Extension		
COH HAWSP	\$ 42,500	-
Drainage/Parking		
COH General Fund	-	\$ 55,000
Site Prep	-	
COH General Fund		\$ 22,500



Port and Harbor

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Barge Mooring & Large Vessel Haul Out Repair Facility

Project Description & Benefit: This project constructs safe moorage and an associated uplands haul out repair facility for large shallow draft vessels. This improvement supports the marine transportation needs of central and western Alaska. Because of the lack of facilities, these vessels currently have to travel elsewhere to perform annually required maintenance and repairs, which could otherwise be completed here in Homer. The new facility benefits the needs of the growing regional fleet of large vessels, the local marine trades businesses and the regional economy.

The mooring facility, proposed along the beach front of Lot TR-1-A (between the Nick Dudiak Fishing Lagoon and Freight Dock Road on the west side of the harbor) will stage barges in the tidal zone with the bow end pulled tight to the beach for accessing a haul out ramp. A dead-man anchoring system will be provided for winching vessels up the ramp above the high tide line for maintenance and minor repairs. Upland improvements will include six work sites with water, electrical pedestals, lighting, and security fencing and cameras. This site has accommodated approximately six to eight vessels (depending on size) with ample workspace; it will offer large vessels the ability to complete their required annual maintenance at the uplands repair facility while wintering over.

Completing repairs locally gives the marine trades sector greater opportunity to expand services, support a steady labor force and provide higher quality services more competitively. Availability of local repair services also delivers performance benefits to vessels operating in Alaska waters, saving significant time, fuel and other operating expense.

Plans & Progress: Project development is being carried out in phases. Phase 1, initiated in 2014, consisted of forming a Large Vessel Haul Out Task Force to assist with site selection and completion of Best Management Practices, vessel owner use agreements, and vendor use agreements. Staff additionally completed a Stormwater Pollution Prevention Plan (SWPPP) with the Alaska Department of Environmental Conservation for a portion of lot TR-1-A. Since completing these basic requirements, the haul out area has become a popular repair site option for some of our large vessel owners. This further justifies additional investments to improve our ability to serve these customers and bring more of these customers to Homer. Phase 2 completed design and permitting utilizing \$255,000 in State Legislative Grant funds and \$42,626 in additional City of Homer funds. The project is shovel-ready and the design is bid-ready. Phase 3 will complete construction project construction.



Three vessels hauled out for repairs on Homer Spit Lot TR 1 A.

Total Project Cost: \$5,297,626

2019: Phase 2 Engineering/Permitting/ Geotechnical/Design: \$297,626 (Design completed June 2020).

2025: Phase 3 Construction: \$5,000,000 (Project is shovel ready.)



Fish Grinding Building Replacement

Project Description and Benefit: This project replaces the Fish Grinding Building located on the uplands within the Homer Small Boat Harbor, and completes site drainage improvements to meet DEC permitting requirements.

The building requiring replacement secures and protects a DEC-permitted industrial fish waste grinding system. The system processes a large volume of fish carcasses (on average 304,600 pounds annually) generated by non-commercial sport fishing activity and collected from the City's public fish cleaning tables for environmentally sound disposal. This sport-caught fish waste is transported to the Fish Grinding Building in totes where it is mixed with salt water and ground, and then pumped to an underwater outfall located in Kachemak Bay adjacent to Homer's Pioneer Dock.

The current building is a twenty-one year old, 600 square foot metal clad building. Over time, the humid, salty sea air and the saltwater slurry used in the fish grinding process have taken a corrosive toll on the building. The building is rusting out in several areas, compromising its structural integrity and degrading electrical fixtures. The new proposed building will be constructed on the same concrete footprint, utilize existing utility hook ups and designed with corrosion-resistant materials to protect the fish grinder and associated equipment from the elements, saving on costly equipment maintenance and repairs.

The project also completes site work to correct a site drainage/water quality issue cited in the recent EPA permit review to prevent fish slurry that leaks onto the ground from entering a storm drain. Site work will create a drainage system in the tote storage area to insure leakage is channeled into the outfall line. These two improvements insure that this important facility can continue to meet sport angler need, while remaining compliant with EPA regulations.

Plans & Progress: Preliminary project design and cost estimates are complete. The building replacement project will be awarded a Federal Aid in Sport Fish Restoration Act (Dingle-Johnson Act) grant, which will fund up to 75% of project costs. **The project is also listed on the AK DEC Intended Use Plan for the Alaska Clean Water Fund.**

Total Project Cost: \$374,978

Phase 1: Engineering and Design: \$25,000

Phase 2: Construction: **\$289,978**

Site Drainage: **\$ 60,000**

Schedule: 2024

Priority Level: 1



Corrosion is compromising the Fish Grinding building's structural integrity and degrading interior fixtures.

Funding Secured	Prior to July '23	FY24/25
Engineering/Design	\$ 25,000	-
ADF&G Dingell-Johnson	(pending)	



Harbor Ramp 8 Public Restroom

Project Description & Benefit: Ramp 8 serves System 5, the large vessel mooring system. Previously, restroom facilities for Ramp 8 consisted of an outhouse. This outdated restroom brought many complaints to the Harbormaster's office. Sanitary restroom facilities are expected in modern, competitive harbors along with potable water and adequate shore power. The Ramp 8 outhouse was removed in 2015. A new public restroom in this location is needed to serve the crew members of large vessels when they come to port.

Plans & Progress: Design costs for this project would be minimal as the City has standard public restroom plans engineered that can be easily modified for this location.

Total Project Cost: \$400,000

Schedule: 2027

Priority Level: 3



Ramp 8 sees heavy use from crews of large vessels moored in System 5. Since this outhouse was removed in 2015, crews either use a porta potty provided by the Port & Harbor, or walk 1.5 blocks to use the nearest restroom facility.



Homer Harbor Dredging

Project Description and Benefit: Due to sediment infiltration, Homer's small boat harbor is in need of dredging to restore design depth. The US Corps of Engineers is authorized as part of their mission to maintain the navigable channel from the harbor entrance all the way to the load and launch ramp. However, all the rest of the harbor is a local responsibility.

The dredged materials can be used to renourish beaches on the west side of the Homer Spit, where erosional damage is actively undermining the State-owned Sterling Highway. Recreational properties and commercial properties are impacted to the point that properties have been abandoned or condemned. Beach renourishing will follow the US Corps of Engineers Dredged Material Management Plan approved for the Homer Spit.

Plans & Progress: Dredging requires a survey of the entire basin by a certified Marine surveyor capable of conducting a multi-beam survey that provides quantities of dredged material that would need to be removed to get the basin back to the original depths. **The City's FY24-25 allocates funds to complete the survey work.**

Phase 2 will create a request for proposals to solicit bids for dredging the harbor. Depending on the results of the bids, the City may need to prioritize efforts and focus on specific areas of concern first.

Total Project Cost: \$980,000

Phase 1: Harbor bottom survey: \$25,000

Phase 2: Dredging: \$955,000

Schedule: 2023-24

Funding Secured	Prior to July '23	FY24/25
Harbor Survey	-	\$ 25,000



A dredge in Homer Harbor during the US Corps of Engineer's annual dredging of the harbor's navigable channel.

FY 2025 - DRAFT Document



Homer Harbor Security Cameras: Ramp 1-5 Access Points

Project Description and Benefit: This project will expand and enhance coverage capabilities of Homer Harbor's current security camera system. The Port and Harbor Advisory Commission and staff have a long term goal of installing cameras on the west side of the basin at the access points to Ramp 1 through Ramp 5. Expanding the current camera system allows harbor officers to keep a monitored eye on these heavily trafficked areas.

Over the years, security cameras have come to play an ever increasing role in assisting staff to monitor harbor and vessel security because of the advantages they provide. Cameras allow harbor officers to monitor situations while completing other tasks in the field or while on the radio helping other customers. Quick review of a recorded incident will also help an officer verify vessel status while not having to actually dedicate time to watching and waiting on scene. Cameras also provided an element of safety by allowing responding officers to view a situation before arrival; they can also be used to assist in monitoring evacuations from the Spit in the case of a tsunami or other natural disaster without putting officers in harms way.

Plans & Progress: City Council approved a capital budget request of \$20,000 for the design of the Ramp 1 through 5 camera system in the 2022/2023 budget and a cost estimate obtained.

Total Project Cost: **\$364,000**

System Design: \$5,728 (funding completed)

Equipment Purchase and Installation: **\$358,272**

Schedule: 2025

Priority Level: 1



Security cameras, pictured here, center, allow harbor officers to gain situational awareness before responding to an event, to verify details of recorded events and monitor progress of evacuations or check on inundation during tsunami events.



Ice Plant Upgrade

Project Description & Benefit: The ice plant at the Fish Dock is a critical component of the overall Port and Harbor enterprise, providing more than 3,500 tons of flake ice each year to preserve the quality of more than 20 million pounds of salmon, halibut, sablefish, and pacific cod landed at the Port of Homer.

Although the Ice Plant has been maintained very well since being built in 1983, efficiencies may be gained by upgrading certain key components of the plant with current technologies, which may include replacing the refrigeration compressors, integrating natural gas into the process, and/or upgrading the control systems to increase the plant's efficiency and reduce operating costs.

Plans & Progress: This project is proceeding in a three-phase approach. Phase 1 consisted of contracting with Coffman Engineering from Anchorage to assess Homer's Ice Plant and provide a list of options for upgrading the facility to optimize energy savings, plant maintenance, equipment longevity and return on investment. The study also considered the possibility of creating a year-round cold storage refrigeration system as an upgrade to the original plan. Two recommendations from the study to optimize energy savings comprise Phase 2 and Phase 3 of the project: upgrading the evaporator fans and condensers with variable frequency drives.

Total Project Cost:

Phase 1: \$40,000 (Design and engineering study)

Phase 2: Evaporator fan upgrades estimate forthcoming.

Phase 3: Condenser upgrades estimate forthcoming.

Schedule:

2019-2020: Phase 1 study completed

2021: Design and engineering for upgrades

2024: Phase 2

Priority: 1



Four of the Ice Plant's aging compressors are shown here.



Large Vessel Sling Lift, Phase 1

Project Description & Benefit: During the investigation conducted in 2014 by the Large Vessel Haulout Task Force, the Task Force quickly recognized a need to provide haulout services to all vessels that moor in the harbor. As a first step in filling this need, the Port & Harbor developed an airbag haul-out system on available tidelands within the harbor. This system has proved successful.

However, the system works only for part of the fleet: large, flat-bottomed, shallow draft vessels. Much of the fleet in the harbor is not able to use this system because of the vessel's deep draft hull configuration.. A lift in a local commercial yard is being expanded to accommodate vessels up to 150 tons, which will accommodate most limit seiners and many of our larger boats. Homer will still lack haulout services for deep draft vessels larger than 150 tons.

A sling lift has been proposed as a possible haulout solution for vessels that are not currently being served in Homer. The lift, coupled with an on-site repair yard would provide these vessel owners the option to perform their annually required maintenance and repairs locally without having to travel away. Haul outs ease the burden of travel for the vessel owners during the winter season and, as an added bonus, generate business to help sustain local marine trades.

Key to the success of the project is to select a location that has space for an on-site repair yard, and to select a sustainable owner-operator model. Possible locations are the old chip pad or in the new large vessel harbor; owner-operator scenarios include privately owned and operated with a lease to the Enterprise, a public private partnership, or alternatively, municipally owned and operated by the City using Enterprise employees.

Plans & Progress: Project development will have two phases. The first phase will be a comprehensive study about how to best build and operate this new service at the Port of Homer. It will consider location and include engineering and design options and a cost-benefit analysis. The study will also research options for operating this new service, providing an analysis of various ownership and operating models. It will also work on completing regulatory requirements such as a Stormwater Pollution Prevention Plan (SWPPP) with the Alaska Department of Environmental Conservation.

Phase 2 will be construction of the support infrastructure after considering the results of the phase one study and acquisition of the sling lift.

Total Project Cost: \$65,000 (Phase 1)

Schedule: 2027

Priority Level: 3



An example of a sling lift and adjacent repair yard area.



Steel Grid Repair

Project Description and Benefit: The Steel Grid is a series of benches (steel beams) laid out on intertidal land that can support a boat for hull repairs during low tides. Vessels float over the grid at high tide and then set down on the grid as the tide recedes. Vessel owners are able to do minor repairs and inspections to their vessels hulls while “dry” on the grid and refloat with the incoming tide.

The Steel Grid is one of two tidal grids that the Port and Harbor operates. Because of our large tidal exchange in Kachemak Bay, Homer’s tidal grids are likely one of the most useful vessel grid systems in the world. They utilize the tides to our advantage to provide an inexpensive way for vessel owners to maintain their vessels’ hulls.

Homer’s Steel Grid was originally built 42 years ago and accommodates vessels from 60 feet to 120 feet with a 200 ton limit. The grid was originally rated for vessels up to 400 tons but was downgraded to 200 ton max limit as it aged due to the condition of the supporting piles and benches. Maintenance and repairs of bents and fenders have kept this grid patched up and going for a good long while, but we’re now at the point where a larger replacement project is required. More may be revealed after an engineering inspection during Phase 1, but to date, staff believe that the piers and wooden fenders are still serviceable. It is anticipated that only the grid itself would need to be replaced.

Plans & Progress: This project would consist of two phases. The first phase is preliminary engineering and design to ascertain the scope and cost of the improvement, including what permitting is required. The second phase would be construction or repair.

Total Project Cost:

Phase 1: Engineering and Design: \$25,000

Phase 2: Construction: (TBD after engineering and design phase.)

Schedule: 2025

Priority Level: 2



A marine vessel utilizing Homer Harbor’s steel grid for repairs.



Wood Grid Replacement

Project Description & Benefit: The Wood Grid is a series of benches (in this case wooden beams) laid out on intertidal land that can support a boat for hull repairs during low tides. Vessels float over the grid at high tide and then set down on the grid as the tide resides. Vessel owners are able to do minor repairs and inspections to their vessels hulls while “dry” on the grid and refloat with the incoming tide.

The Wood Grid is one of two tidal grids that the Port and Harbor operates. Because of our large tidal exchange in Kachemak Bay, Homer’s tidal grids are likely one of the most useful vessel grid systems in the world. They utilize the tides to our advantage to provide an inexpensive way for vessel owners to maintain their vessels’ hulls.

Homer’s Wood Grid was originally built 50 years ago and accommodates vessels up to 59 feet with a 50-ton limit. Other than the walkway replacement that occurred in 2001, the wood grid has seen very little attention in terms of upgrades since.

Three particular issues would likely be addressed in an upgrade. Gravel has migrated downhill and filled in between the benches, making it increasingly difficult for people to actually to get under the vessels on the grid to perform repairs. A second issue is with the Wood Grid’s retaining walls. Due to age, the upper wall is no longer retaining infill from the bank above and the lower submerged wall has degraded to the point that staff are not able to repair it. Another concern is that the benches and the buried pile that support them have deteriorated to the point that staff is unable to repair them. At a minimum the piles and benches will need to be replaced.

Plans & Progress: This project would consist of two phases. The first phase is preliminary engineering and design to ascertain the scope and cost of the improvement, including what permitting is required. The second phase would be construction.

Total Project Cost:

Phase 1: Engineering and design: \$25,000

Phase 2: Construction: to be determined in Phase 1.

Schedule: Phase I: 2026

Priority Level: 2



The Wood Grid in Homer’s Port and Harbor was originally built 40 years ago and accommodates vessels up to 59 feet with a 50 ton limit. Other than replacing the walkway in 2001, the wood grid has seen very little in terms of upgrades since.



Public Safety

- **Fire Department Fleet Management32**

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Fire Department Fleet Management

Project Description & Benefit: To meet the community's fire protection needs and Insurance Services Office (ISO) requirements, Homer requires two Tankers for off-hydrant operations, two front-line Fire Engines and one Reserve Fire Engine. National Fire Protection Agency codes recommend maintaining apparatus with the latest safety features and operating capabilities to maximize firefighting capabilities while minimizing the risk of injuries. Apparatus in first-line service should not be more than 15 years old; apparatus should then be used in a reserve status for an additional ten years and decommissioned once it is 25-years old.

While the City has made great strides to update its aged fleet of aged-out apparatus and specialized vehicles, two pieces of equipment critical to safe and effective fire response. two priority pieces of equipment are 15 years to over 30 years old and at the end of their functional life. The Department has developed a strategic, cost saving approach to meeting Homer's fire protection needs with the following top-prioritized replacements:

Quick Attack Brush Truck. In 2022, after 33 years of service, HVFD's single front-line wildland firefighting apparatus (a 1990 Ford F-350 Crew Cab Pickup with a forestry firefighting slip-in unit) was decommissioned. The entire City of Homer is in the Wildland-Urban Interface (with the exception of most of the Spit) and at significant risk from wildfire. The City is also often called to provide mutual aid in wildland fires in neighboring Anchor Point and KESA districts. A quick attack pumper truck will allow the department access to areas that will not support the weight or dimensions of larger fire trucks and can be used as a backup brush unit. **\$575,000**

Engine-4, at over 40-years old has well exceeded its functional lifespan and lacks modern safety and capability features that cause concern for operational ability and the safety of our first responders and the public. Functional capabilities and safety features of fire apparatus has greatly improved in the last fifteen years, including fully enclosed cabs, modern seat belt configurations, improved roll-over stability and braking systems. Apparatus over 25 years old also become unreliable. Systems fail, sidelining vehicles for lengthy repairs and putting both firefighters and the public at great risk. Extending the life to 30 years may be marginally acceptable with the volume of HVFD runs, but anything beyond that poses an unacceptable level of risk. **\$850,000**

Plans and Progress: HVFD developed a fleet replacement plan that places apparatus on standard replacement cycles consistent with NFPA requirements and community needs. **Funds were allocated for a used ladder truck in the FY23 Capital budget.** Replacing Brush-1 and Engine-4 are the highest priority.

Total Project Cost: **\$1,655,000**

Quint/Ladder Truck: **\$230,000 (complete)**

Quick Attack/Brush Truck: **\$575,000**

Engine 4 Replacement: **\$850,000**

Funding Secured	Prior to July '23	FY24/25
Ladder Truck		
COH Fleet CARMA	\$ 230,000	-

Schedule: 2025-2026

Priority Level: 1



HVFD's Brush-1 is a converted 1990 Ford truck which is NFPA non-compliant, has aged out of its functional life by 17 years and has been decommissioned.



Public Works Projects

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FY 2025 - DRAFT Document



Beluga Sewage Lift Station

Project Description and Benefit: This project replaces aging sewer collection components. A dependable sewage collection and treatment system ensures public safety and environmental stewardship, and contributes to Homer's growth and economic vitality.

The Beluga Sewer Lift Station consists of a concrete control vault and an 8' diameter concrete wet well. All the waste water from the Homer Spit, as well as many residential and commercial neighborhoods, flows into the wet well on its way to the Waste Water Treatment Plant. The septic waste water contains hydrogen sulfide gas, which oxidizes in the presence of moisture, producing sulfuric acid. The acid eats concrete and metal, damaging the piping, mechanical controls and concrete structure itself. A breach of the concrete structure would cause raw, septic sewage to flow into Beluga Slough, part of Kachemak Bay's Critical Habitat and home to, among other wildlife, nesting sand hill cranes. Failure of the mechanical equipment could cause the pumps to fail and the wet well to overflow, creating an ecological disaster.

The need to renovate this critical infrastructure was first identified during the formation of the 2006-2025 Homer Water & Sewer Master Plan. The City invested in the development of a conceptual engineering design, which has been completed. The Conceptual Engineering Report evaluated various options for renovating the lift station and developed a cost effective solution, which includes:

- Installing a fiberglass wet well into the existing concrete structure
- Replacing the valves and piping with stainless steel or plastic components;
- Installing more energy efficient and durable pumps; and
- Upgrading the instrumentation and control systems.

Plans & Progress: Conceptual project design was completed in 2020, funded by the City's Capital Asset Repair and Maintenance Account. **The Project is listed on the Alaska Department of Environmental Conservation's FY24 Intended Use Plan for State Revolving Loan funds, and is under consideration for a Federal appropriation. ADEC has offered a Principal Forgiveness Subsidy in the amount of \$500,000. The City will proceed with Final Design in FY24 and hopes to implement construction in FY25..**

Total Project Cost: \$2,937,353

Engineering Concept Design: \$ 18,023 (complete)
Final Design: \$ 100,000 (funded)

Schedule: 2024-2025

Priority Level: 1

Funding Secured	Prior to July '23	FY24/25
Conceptual Design	\$ 18,023	-
Final Design		
COH HAWSP	-	\$ 100,000



The Beluga Lift Station is located on a causeway that crosses Beluga Slough, pictured above, a tidal estuary wetland about 0.6 miles long.



Ben Walters Lane Sidewalk Facility

Funded. Will move project to funding completed section.

Project Description and Benefit: This project will provide approximately 6,150 feet of ADA-compliant sidewalk, curb and gutter on Ben Walters Lane from Lake Street to East End Road. The need for a sidewalk on Ben Walters Lane was first articulated in Homer's 2004 Non-Motorized Transportation and Trail Plan and has been included in the 2021 update. This project also aligns with transportation goals articulated in the City's Comprehensive Plan.

Ben Walters Lane is a busy mixed-use collector street, collecting traffic from adjacent neighborhoods and connecting it to two of Homer's main thoroughfares: East End Road and Lake Street. Ben Walters Lane supports both residential and commercial traffic. For example, the street is home to many single family residences, some multi-family residences, two City parks, multiple businesses and health care facilities. Further, Ben Walters provides access to two schools located on East End Road and numerous businesses located on Lake Street.

Ben Walters traffic is not just leisure neighborhood traffic; motorists travel Ben Walters at times to bypass the East End Road and Lake Street intersection, hoping to move more quickly to the Sterling Highway, and on their way to and from work places located on Ben Walters Lane. Because Ben Walters Lane has no sidewalks, pedestrians travel along the side of the road, which is hazardous. The road is narrow and side drainage ditches are deep and often flowing with water. A sidewalk facility will create a safe environment for pedestrians as well as young children biking to school and will fill a missing gap in connectivity between East Road and lower Lake Street sidewalks and connect to the East End Road bicycle and pedestrian path.

Plans & Progress: The overall project is conceived as one ADA accessible sidewalk located within the vehicular right of way on one side of Ben Walters Lane from East End Road to Lake Street. Some drainage work within the right-of-way would be required to properly direct storm water runoff to catchment basins and adjacent roadside ditches. An engineer's conceptual cost estimate for the project has been developed. The City has commissioned the design of the facility and City Council has allocated funds for construction in the FY24-25 Capital Budget.

Total Project Cost: \$1,800,000

Schedule: 2024

Priority Level: 1

Funding Secured	Prior to July '23	FY24/25
Sidewalk Design and Survey		
COH HART Road	\$ 100,000	-
Construction		
COH HART Road	-	\$1,700,000



FY 2025 - DRAFT Document



Heath Street Rehabilitation

Project Description & Benefit: This project rehabilitates Heath Street, a collector street in Homer that runs north-south from Pioneer Avenue to the Sterling Highway. Heath Street provides critical access for Homer's public safety responders: Homer Volunteer Fire Department at the top of Heath Street on Pioneer Avenue, Homer Police Department further south on Heath Street and Homer Public Works Department at the bottom of Heath Street on the Sterling Highway. Other major destinations on Heath Street include a US Post Office, the University of Alaska's Kenai Peninsula College, a 55,000 square foot commercial building, financial institutions and the Homer Public Library.

Heath Street is a paved road that is showing signs of failing. The vehicle wheel tracks are depressed, almost like ruts in the asphalt. Public Works believe this is being caused by a failing storm drain system and inadequate drainage that is allowing water to infiltrate the road bed causing soft spots. The condition is getting worse with each freeze-thaw cycle.

Rehabilitation work should include improvements to the curb, gutter and sidewalk, including proper curb cuts to make the sidewalk and street crossings accessible.

Plans & Progress: The City is in the process of performing soils investigations, survey and preliminary design to better understand the scope of the problem. ~~has invested in a storm drain condition survey and extensive value engineering in the final design to make the project affordable.~~

Estimated Project Cost: \$4,100,000 **953,339**

Schedule: 2025

Priority Level: 2

Funding Secured	Prior to July '23	FY24/25
Storm Drain	\$ 30,136.55	-
Condition Survey		



Photo showing the beginning of soft spots mid-way down Heath Street.



Homer Airport Terminal Improvements

Project Description and Benefit: The Homer Airport Terminal, built in 1994, suffers from obsolescence and deferred maintenance of its major systems such as the antiquated fire system, obsolete air handling system and failing exterior doors. While the interior lobby space offers an attractive welcome, some of the public features do not comply with the ADA, including the restrooms. The interior also needs renovation and refreshing to improve the desirability and function. The exterior is showing its age – peeling paint is allowing the weather to penetrate the building’s protective siding. Broken and uneven sidewalks compromise ADA accessibility to the building, as does poorly delineated ADA accessible parking.

This project will complete repairs and renovations needed for ADA-compliance, energy efficiency, security and resilience. Improvements will benefit the Homer Airport, a regional Airport that provides access to the intrastate air transportation system for all of the Southern Kenai Peninsula and Kachemak Bay region and supports light plane service to several small communities on the south shore of Kachemak Bay which otherwise are only accessed by boat. Aviation plays a critical role in the everyday life of rural Alaska towns; our economy, citizens, businesses, industries, and government agencies depend on aviation, often as a primary mode of transportation for travel, medical services, shipment of goods, and tourism. At times when highways are shut down, the airport facility is a lifeline. Addition of an emergency backup power generator will keep the terminal operational in times of emergency and power outages.

The project additionally benefits visitors. The City has developed a cohesive, City-wide plan for consistent and attractive wayfinding. Directional and informational signs at Homer’s gateways are the highest priority in Homer’s Wayfinding Plan. This project implements wayfinding designed for the Airport Terminal to help people get where they want to go and improve the visitor experience.

The AK Department of Transportation and Public Facilities owns the airport and leases space upon which the Homer Airport Terminal sits to the City of Homer. The City is responsible for building maintenance, repair and renovations. The Terminal is a joint use passenger/cargo terminal comprised of a 8,673 SF, single-story building, including 1,200 SF of cargo terminal. The functional areas in the building include departure lounge/security, lobby/waiting area, airline space, baggage claim/bag car unloading, concessions, circulation, and administration/mechanical.

Plans & Progress: The City’s FY24-25 capital budget allocates funds for the two highest priority projects for customer safety and accessibility: constructing an ADA family restroom in the terminal and repairing uneven sidewalk segments.

Total Project Cost: \$1,402,570

Interior Renovations \$378,000

ADA restroom and other ADA compliance issues
Furniture upgrade for ADA compliance

Fire/Life Safety Systems \$159,156

Replace HVAC and fire alarm systems
Replace automatic entry doors for security/energy efficiency

Exterior Renovations \$659,812

Provide ADA-compliant parking and access
EV Charging Station
Paint exterior siding
Install wayfinding signage/kiosk

Resilience Measures: \$205,602

Install backup generator for emergency power
Solar installation -

Schedule: 2024

Priority Level: 1



Funding Secured	Prior to July '23	FY24/25
ADA Restroom		-
COH Design Gen CARMA	\$ 14,400	
COH Construct Gen CARMA	-	\$ 50,000
COH Sidewalk Repair Gen CARMA	-	\$ 76,175



Homer All Ages & Abilities Pedestrian Path

Project Description and Benefit: This project combines two high priority sidewalk projects to significantly improve pedestrian access to everyday destinations, key facilities and recreational opportunities. HAPP fills major gaps in Homer's non-motorized pathways to provide equitable, safe and low-stress pedestrian facilities connecting neighborhoods, Coast Guard housing and the Senior Center to service providers, businesses and schools. Local residents will have a safe, year-round, accessible route for daily activities; wayfinding signs and online tools will complement the project by identifying and easily sharing the route with visitors. The Independent Living Center is currently developing "Accessible Homer" and a "Blue Path" online map that identifies ADA accessible routes, businesses, service providers, and recreational opportunities within Homer. Together these efforts will increase tourism access to and economic benefits to the Central Business District. Major destinations along the HAPP include: the Public Library, markets, pharmacy, Post Office, banks, recreation areas. Improvements installed to the north and east of the Senior Center will provide a safe and accessible route to the hospital and medical district.

HAPP is two interconnected loops. The north loop connects the Senior Center on Svedlund Street south to Pioneer Avenue, and west to Main Street along Herndon and Lee Streets. The south loop intersects the north loop at Svedlund and Pioneer Avenue where an enhanced crosswalk is needed. South of Pioneer Avenue, the south loop continues on City-maintained Poopdeck Trail, connects to sidewalk on Hazel Avenue and then south to the Sterling Highway, where a highly visible pedestrian crosswalk is needed. The route then joins an existing trail from the Islands and Oceans Visitor Center, south to Old Town. From Old Town the route turns north on Main Street continuing uphill to Lee Street.

Much of the route is already constructed. The scope of this project completes and connects the two HAPP loops by constructing sidewalk on Svedlund Street from Pioneer Avenue to the Senior Center and from Herndon Street to Lee Drive to Main Street and on the State-owned portion of Main Street south from the Sterling Highway to Ohlson Lane. Right of way is secured and an environmental checklist review shows no concerns. Where the HAPP crosses Pioneer Avenue and the Sterling Highway, both arterial roads, crosswalk improvements (such as Rectangular Rapid Flashing Beacons, high-visibility pavement markings and/or curb extensions) are essential for pedestrian safety.

Plans & Progress: The City's recent investment of \$1.4M to construct a sidewalk on Main Street from Pioneer Avenue north completed one major missing portion of the HAPP. Private sector support included sidewalk construction by the Aspen Hotel in 2019, connecting to the Sterling Highway and to the Island and Ocean Visitor Center sidewalk and public trails. The City has funding to provide wayfinding improvements at several locations along the HAPP and allocated funds to design the Svedlund/Herndon sidewalk segments. The project is under consideration for Alaska Department of Transportation FY22-25 Transportation Alternatives grant funding.



HAPP completes important sidewalk connections and installs high visibility crosswalks to improve non-motorized transportation and safety..

Total Project Cost: \$3,900,000

Svedlund/Herndon & Lee Street: \$1,600,000

Main Street South to Ohlson Lane: \$2,000,000

Crosswalk improvements: \$ 300,000

Schedule: 2024

Priority Level: 1

Funding Secured	Prior to July '23	FY24/25
Svedlund/Herndon Design		
COH HART Roads	-	\$75,000



Svedlund/Herndon Street Sidewalks

Project Description and Benefit: This project constructs an ADA-compliant sidewalk connecting the Senior Center to Pioneer Avenue via Svedlund Street and to Main Street via Herndon Street, which are currently lacking sidewalk facilities. The Senior Center, an Assisted Living center and two independent senior housing developments are located on Svedlund and Herndon Streets, just one block from Pioneer Avenue, the Independent Living Center and everyday services provided by Homer's central business district and a few blocks to Main Street and several medical providers. The construction of a safe, accessible route for residents to travel to Homer's Central Business District and Medical District is a relatively small project with great impact.

Seniors and disabled citizens face challenges with regard to mobility and independence in an automobile oriented society. For those who do not drive, maintaining a high quality of life depends upon the proximity and accessibility of the non-motorized transportation system. Being able to move about the community without having to rely on others is vital for maintaining physical and emotional wellbeing, reduces the risk of isolation and quality of life improves.

Plans & Progress: The project (as part of the Homer All Ages and Abilities Pedestrian Path) is under consideration for Alaska Department of Transportation FY22-25 Transportation Alternatives grant funding. If unsuccessful, the City can begin design work for sidewalk facilities (including curb and gutter) for the west side of Svedlund to Pioneer Avenue and on Herndon Street to Lee Street with funds allocated in the City's FY24/25 Capital budget.

Total Project Cost: \$1,600,000

Phase 1: Design \$ 75,000 (secured)

Phase 2: Construction \$1,525,000

Schedule: 2024

Priority Level: 1



The sidewalk that might connect Homer Senior Center and independent senior housing to Pioneer Avenue ends after only a few steps north on Svedlund Street. Herndon Street, pictured above also has no sidewalk.

Funding Secured	Prior to July '23	FY24/25
Svedlund/Herndon Design		
COH HART Roads	-	\$75,000



Water Storage/Distribution Improvements, Phase 3

Project Description & Benefit: This project replaces aging water storage/distribution system components and makes other system improvements to increase water storage capabilities and drinking water quality, improve water system distribution and water transmission effectiveness and safeguard public health. A dependable water system ensures public safety and contributes to Homer's growth and economic vitality.

The project also builds drinking water resilience. The storage tank on the water supply system's west trunk will alleviate a drinking water storage deficiency. Current storage capacity gives Homer only a two-day supply of stored drinking water, creating vulnerability to critical water shortages. A 500-foot trunk line from the new tank will provide domestic water and firefighting capabilities to an unserved area in the city, and the pressure-reducing vault on this line will add system resiliency. The pressure-reducing vault will interconnect the two lines, allowing either trunk to distribute water to the other in the event one is damaged or out-of-service.

First identified during the formation of the 2006-2025 Homer Water & Sewer Master Plan, these critical infrastructure improvements have been designed and partially completed:

- Phase 1: was completed in 2016. 2,600 linear feet of 10" and 12" water distribution main was installed across Shellfish Avenue and a new pressure reducing vault (PRV) was constructed to provide water supply to a new tank site; 4,500 linear feet of 12" water main was extended on Kachemak Drive, both connecting isolated sections of town and eliminating dead end mains. The City removed an old redwood tank and purchased property on which the new tank will be constructed.
- Phase 2: consists of installing water transmission main in support of a future new water storage tank, rehabilitation of the existing A-Frame existing storage tank, and demolition of the A-Frame pressure reducing vault (PRV).
- Phase 3: consists of the construction of a new 0.75 million gallon water storage tank on the east side and a 0.25 million gallon tank on the west side to provide increased capacity for domestic use, fire flow and future micro hydro power generation, modifying/replacing three PRV stations and the installation of micro-hydro turbines that can efficiently produce power back onto the grid, reducing the City's electricity costs and creating green power.

Plans & Progress: Project design was completed in 2014 utilizing \$485,000 in Special Appropriation project grant funds from the Environmental Protection Agency and \$399,214 (45%) in matching funds from the City. Phase 1 construction was completed in 2016 utilizing \$1,980,254 in FY16 State of Alaska Municipal Matching Grant program funds, \$848,680 City of Homer funds and benefitted property owner's assessments. Phase 2 construction work should be completed in 2024 using ADEC grant monies and water reserve funds using State of Alaska Municipal Matching Grant program funds and City of Homer water reserve account funds.

Phase 3 construction can be completed after phase 2 is finished and funding has been identified.

Total Project Cost: \$10,438,214

2014 (Design, Completed): \$884,214

2016 Phase 1 Construction(Funded, Completed):\$1,980,000

2024-2025 Phase 2 Construction: \$1,600,000

2026 Phase 3 Construction: \$5,974,000

Priority Level: 1



Wayfinding & Streetscape Plan Implementation

Project Description and Benefit: Homer lacks coherent wayfinding for visitors and residents alike to find destinations by vehicle or on foot. The City hired Corvus Design to create a wayfinding plan for the City in 2021, which was adopted in 2022. Recommended improvements include working with the Alaska Department of Transportation (DOT) to revise many Sterling Highway signs, and install themed signage for drivers and pedestrians so they can easily find destinations. The work also included recommendations on benches, trash cans and landscaping which contribute to the small town character of downtown Homer.

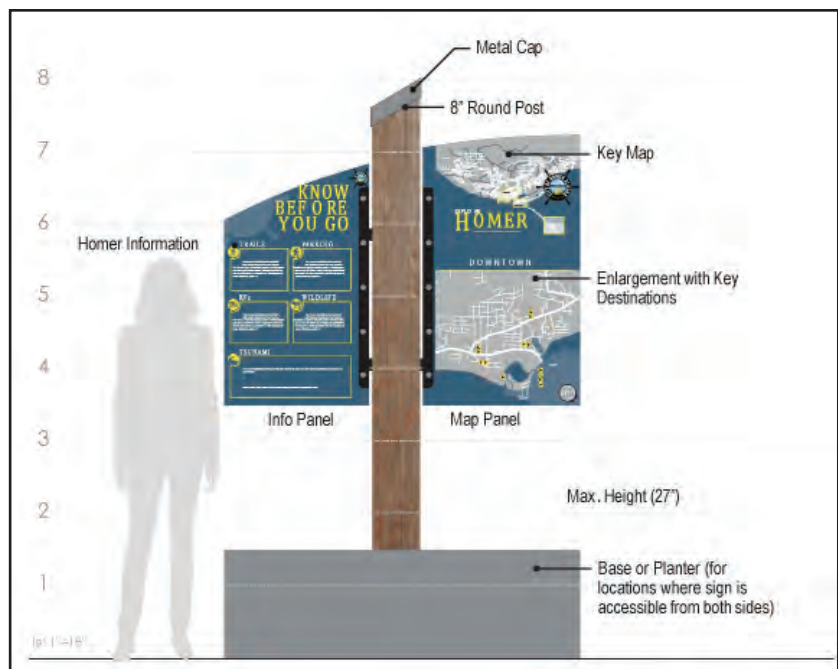
Plans & Progress: The project will proceed in two phases. The goal of the first phase is to install 26 Pioneer Avenue banners, ten wayfinding signs and ten benches. New Pioneer Avenue banners were installed in 2023. Capital funds for wayfinding signs were approved in the City's FY24 capital budget, with the goal to fabricate and install basic bollard style trail marker signs on both ends of five routes. The City will also work with Alaska Department of Transportation (AK DOT) to update road signage during the Sterling Highway the repaving project (likely in FY25/26) and during other future AK DOT road projects in Homer. Goals of phase two is to install 26 wayfinding signs, two gateway signs and an additional ten benches.

Total Project Cost: \$277,500

Phase 1: \$126,500 (\$56,500 secured)
Phase 2: \$151,000

Schedule: Phase 1 2023-2025

Funding Secured	Prior to July '23	FY24/25
Phase 1 Wayfinding Streetscape		
Pioneer Avenue banners	\$ 6,500	-
Wayfinding trail marker signs		
COH HART Fund	-	\$ 50,000



Schematic design of wayfinding sign.



State Projects

The City of Homer supports the following state projects which, if completed, will bring significant benefits to Homer residents.

Transportation projects within City limits:

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To Ohlson Lane47**
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Baycrest Overlook Gateway Improvements Phase 3

Project Description & Benefit: When you drive to Homer on the Sterling Highway, it is hard to resist pulling over at the Baycrest Hill Overlook, even if you have been there before. The overlook (constructed in the 1990's by visionaries at Alaska Department of Transportation and Public Facilities during a Sterling Highway reconstruction project) has become the primary entrance to Homer, and creates a powerful first impression. The first experience of that Baycrest view is cited by many residents as the primary reason for deciding to settle in Homer.

Baycrest Overlook is one of three gateways into Homer and is part of Homer's Gateway Project, which entails enhancing visitor and resident experiences at the entrances to Homer. This project requests that the State Department of Transportation complete Phase 3 of the Baycrest Overlook Interpretive Plan -- paving the parking lot near the Welcome to Homer sign and upgrading the restroom facility -- as part of the Sterling Highway Reconstruction project Anchor Point to Baycrest Hill.

The City of Homer's ADA Transition Plan identified immediate needs to bring the site into ADA compliance, making the site accommodating for all visitors. The Van Accessible parking space needs clear demarcation with new painted lines and a "Van Accessible" sign. Public restroom improvements include relocating the grab bars to meet all location requirements, specifically addressing objects below the grab bar, and marking the restroom for the visually impaired.

Plans & Progress: The Gateway Project began in 2009 when a collaborative effort (involving the City of Homer, Alaska State Parks, National Park Service, Kachemak Research Reserve and U.S. Fish and Wildlife Service) created a beautiful diorama in Homer's airport terminal highlighting the wealth of public and private lands available to everyone who comes to Kachemak Bay.

In 2013, the City and State of Alaska DOT continued the focus on Homer's gateway sites by collaboratively producing the Baycrest Overlook Interpretive Plan which outlines three phases for improving the overlook. Many of the goals of the first two phases have been achieved, including making the site more welcoming, orienting visitors to the natural landscape and community, helping encourage commerce and allowing travelers a comfortable place to linger, rest and enjoy the spectacular setting.

To address the immediate accessibility issues, the City of Homer Public Works Department will evaluate the options of scheduling repairs in house as time and budget allow, and preparing cost estimates and requesting funds for a contractor to correct accessibility barriers cited in the ADA Transition plan.





East Hill Road Bike Lane

Project Description and Benefit: This project would create a bike lane, in conjunction with an Alaska Department of Transportation project to repave East Hill Road.

The need for a non-motorized transportation element on East End Road was identified in the 2021 Updated to Homer's Non-Motorized Transportation and Trail Plan. This project also aligns with transportation goals articulated in the City's Comprehensive Plan.

East Hill Road is one of Homer's key arterials, connecting scores of residential properties to downtown Homer. There is currently no safe provision for non-motorized traffic; pedestrians and bicyclist must take their lives into their hands by riding on the road. The AK Department of Transportation is planning to repave East Hill Road. It should be feasible to add an adjacent bike path to this project.

Plans & Progress: The subject project is conceived as one lane for non-motorized traffic on one side of East Hill Road as far off the traveled way as the existing right of way allows. Some drainage work within the right-of-way would be required to properly direct storm water runoff to catchment basins and adjacent roadside ditches.

An engineer's conceptual cost estimate of \$2,000,000 for the project has been developed by the City of Homer.





Kachemak Drive Non-Motorized Pathway

Project Description & Benefit: This project constructs a separated non-motorized pathway along Kachemak Drive from East End Road to Ocean Drive. Kachemak Drive, a State-owned/operated road in the City of Homer, is a primary east-west transportation corridor. It is a 35-miles per hour, narrow, winding road with essentially no shoulders, only side-slopes and drainage ditches along most of its length.

The road provides access to a state airport with general aviation businesses, light industrial businesses, private residents and connects the Homer Spit to several marine storage and repair businesses, most notably Northern Enterprises, the largest industrial marine storage, repair and boat launch complex on the southern Kenai Peninsula. As a major truck route and commuter route for residents in Kachemak City and other communities further out East End Road, traffic is often heavy, with over 1,500 vehicles daily. Kachemak Drive is also a tsunami evacuation route and is the only alternate route connecting Homer to East End Road should emergencies close the primary west to east Pioneer Avenue route.

Kachemak Drive is also heavily used by pedestrians and cyclists. Bicycle traffic has increased over the years due to the advent of wide-tire winter bicycles and Homer's increasing popularity as a bicycle-friendly town. Recreational and commuter bicyclists and pedestrians use Kachemak Drive to connect to non-motorized paths along the Homer Spit, Ocean Drive, and East End Road. However Kachemak Drive is inherently unsafe for non-motorized users due to narrow lane width, the lack of shoulders, traffic levels and design speed. Cyclists are forced to the left of the fog line. Motorists typically slow down behind bicyclists, wait until there is no oncoming traffic, then pass by crossing the center line. This condition is dangerous to motorists and cyclists, especially on curves and the hill leading up from the base of the Spit to the airport, where visibility is low -- creating the perfect storm for conflict between motorized and non-motorized users at best, and injury or fatalities at worst.

The benefit of constructing a two-lane, unpaved separated path that runs parallel to Kachemak Drive is two-fold. Foremost, it will significantly improve safety for non-motorized users, provide greater accessibility and pedestrian path connectivity, as well as a higher quality of life for residents and visitors alike. The project, if coupled with the Green Infrastructure Erosion Mitigation project will aid in road longevity by mitigating significant frost heaving caused by ground water.

Plans & Progress: The City has long identified this route as a high priority safety issue. In 2012, the City invested \$20,000 to develop a conceptual design for the first half-mile of a Kachemak Drive Path, from the intersection of Kachemak Drive and Ocean Drive to a parking area at the crest of a hill on Kachemak Drive. This work resulted in a recommended trail cross-section for an 8-foot wide path to be built on the south side of Kachemak Drive.

When Alaska DOT&PF began scoping a "1R" road project for Kachemak Drive, Homer City Council passed Resolution 21-065 requesting that DOT include accommodations for non-motorized users in the 1R project plan and evaluate a future project to create safe and sustainable pedestrian amenities along Kachemak Drive. The AK DOT&PF Preconstruction Manual states, "Expect bicycle traffic along most roads and streets. Where bicyclists are allowed, all new construction and reconstruction must provide for use by bicyclists and pedestrians."

The City proposes to partner with the State to accomplish this goal.

Estimated Project Cost: \$2,000,000



Bicyclists riding in the right-of-way after turning onto Kachemak Drive from the Homer Spit bicycle path..



Main Street Rehabilitation

Project Description & Benefit: This project will rehabilitate storm drains and pavement on the state-owned portion of Main Street from Pioneer Avenue south to Ohlson Lane. Ideally this project will include a curb gutter and sidewalks to provide a safe means for pedestrians to travel from Ohlson Lane in Old Town north to Pioneer Avenue, making it a complete street.

Main Street is a primary north-south corridor running from Bayview Avenue (near the hospital) to Ohlson Lane (near Bishop's Beach). As such, it is a busy mixed-use collector street, collecting traffic from adjacent neighborhoods and connecting it to Homer's main thoroughfare – the Sterling Highway, which is part of the state's highway system. It is a main commercial corridor and supports residential traffic as the street is also home to many single family residences, some multi-family residences, and leads to trails systems and one of the City's most popular parks.

The road condition has deteriorated over the past several years. The pavement is raveling and the drainage system is inadequate, allowing water to infiltrate the road bed. This adversely impacts the structural integrity of the road, particularly during freeze/thaw cycles. The lower portion suffers from potholes, triggering continual complaints from the traveling public. The storm drain systems needs to be rehabilitated.

Any road rehabilitation should be coupled with addition of a sidewalk facility to fill a gap on this busy mixed-use collector street.

Plans & Progress: The City has held off doing any technical work because it is a State road. A funding request for AK Department of Transportation FY22-25 Community Transportation Program grant funding is under consideration and is a mechanism to make these much needed improvements to Main Street.

Estimated Project Cost: \$4,300,000



State-owned portion of Main Street in Homer, Alaska.



Main Street Sidewalk: Pioneer Avenue South to Ohlson Lane

Project Description & Benefit: This project will provide curb and gutter, sidewalks and storm drainage for the state-owned portion of Main Street from Pioneer Avenue south to Ohlson Lane.

Homer's Main Street is a primary north-south corridor running from Bayview Avenue (near the hospital) to Ohlson Lane (near Bishop's Beach). As such, it is a busy mixed-use collector street, collecting traffic from adjacent neighborhoods and connecting it to Homer's main thoroughfare – the Sterling Highway, which is part of the state's highway system. It also supports residential traffic as the street is home to many single family residences, some multi-family residences, and leads to trails systems and one of the City's most popular parks.

Despite its proximity to businesses and residential neighborhoods, Main Street has no sidewalks, making pedestrian travel unpleasant and hazardous. Sidewalks on this busy street will enhance the quality of life for residents and visitors alike and provide economic benefits to local businesses and the community as a whole.

Plans & Progress: Main Street is city-owned from Pioneer Avenue northward, and a State street from Pioneer Avenue south. The Homer Non-Motorized Transportation and Trail Plan, adopted by the City Council in 2004, calls for construction of sidewalks on both sides of Main Street to provide a safe means for pedestrians to travel between Old Town and Pioneer Avenue, and stresses that this should be regarded as a "near term improvement" to be accomplished in the next two years. Further, City Council passed Resolution 06-70 in June 2006 requesting DOT & PF upgrade Main Street with a sidewalk facility.

In 2022, the City of Homer completed a \$1.4M project to install sidewalks on the city-owned portion of Main Street, from Pioneer Avenue North. Over the last several years, State of Alaska DOT & PF obtained \$2.8 million to make safety improvements to Main Street Intersections. In 2016, they installed a four-way stop and flashing overhead beacon at the Pioneer and Main Street intersection. They then installed a traffic signal at the Sterling Highway and Main Street intersection. However, this work did not address pedestrian safety improvements on Main Street itself.

The City strongly supports development of a continuous pedestrian facility along the whole of Main Street, leveraging it's funding to help secure State funding for the construction of an ADA accessible sidewalk located within the vehicular right-of-way on the west side of Main Street from Pioneer Avenue to its southern terminus. Some drainage work within the right-of-way would be required to properly direct storm water runoff to catchment basins and adjacent roadside ditches.

The City needs State partnership in this important nonmotorized transportation improvement.

Estimated Total Project Cost:
\$2,000,000

Cost includes a WAG of \$100,000 for storm drain improvements.



A mother pushes a stroller along Main Street between the Sterling Highway and Bunnell Street, while another pedestrian walks on the other side of the road.



Sterling Highway Milepost 172 Drainage Improvements

Project Description & Benefit: The Baycrest Subdivision neighborhood (downslope from a beehive collector installed at milepost 172 on the Sterling Highway by the Alaska Department of Transportation (ADOT)) is built on sloping terrain of unconsolidated soils containing blue clay with a high water table and incidental springs. Properties in this subdivision experience unusually high levels of flooding, runoff and erosion.

Some Judy Rebecca Court properties in this neighborhood in particular have suffered damage due to water saturation including cracked windows and shifting foundations. The property damage is related to the amount of water in the soil and every effort needs to be extended to control the amount of water introduced into the soil, including water runoff from the Sterling Highway. These homes are located 750 linear feet distant and 125 feet vertical downslope from the beehive collector outfall. While certainly not all the problematic water is coming from the outfall, attention to drainage in the area is important to reduce the potential for slope failure and possible loss of property and life.

Water flow volume measurements from the beehive collector over time indicate that the outfall is directing a concentrated discharge of water onto the Baycrest neighborhood slope, adding to an already precarious water saturated soil condition. The City of Homer requests that ADOT divert the beehive collector outfall off the slope and into a natural drainage similar to the one that exists below the next Sterling Highway concrete encased cross-drain some 80 paces east of the Mt. Augustine Drive intersection with the Sterling Highway.

Keeping water off this slope where possible helps mitigate the potential for catastrophic slope failure; discharging the beehive collector outfall into a naturally occurring drainage mitigates the potential for impacting other area properties with the additional runoff.

Plans & Progress: At the request of affected home owners and Homer City Council members, a local retired geologist studied and provided mitigation recommendations to the City of Homer and ADOT. Additionally, Newton Bingham, a PE with ADOT evaluated the situation in November of 2017. In recognition of the potential hazard to property and life, Homer City Council passed Resolution 17-082 in September 2017 directing the Homer Advisory Planning Commission to consider a Natural Hazards Overlay District or other appropriate zoning regulation on and around Baycrest Subdivision. In line with an Alaska Administrative Order 175 under Order item 1 which states, "To the maximum extent possible consistent with existing law, all state agencies with construction ...shall encourage a broad and united effort to lessen the risk of flood and erosion losses in connection with State lands and installations and state-financed or supported improvements...", City Council passed Resolution 18-008 in January 2018 requesting ADOT fix Sterling Highway drainage effecting the Baycrest Subdivision.

In February 2018, a group from Homer met with ADOT Deputy Commissioner Amanda Holland and telephonically with Central Region Director Dave Kemp about Homer's request. A February 2019 letter from ADOT refutes that the highway and culvert are altering the drainage pattern as the highway and culvert predates development of the Baycrest Subdivision by twenty years. The letter also states that no engineering analysis would suggest that moving the culvert to a new location would improve conditions in the subdivision.

In 2022, Sterling Highway Reconstruction project managers engaged with the City of Homer Public Works Director about analyzing water flow and drainage related to the project.



Aerial photo of the area downslope of the outfall from a



West Hill Road Bike Lane

Project Description and Benefit: This project creates a bike lane on West Hill Road.

West Hill Road is one of Homer's key arterials, connecting scores of residential properties to downtown Homer. There is currently no safe provision for non-motorized traffic; pedestrians and bicyclist must take their lives into their hands by riding on the road. Traffic on West Hill Road is growing as several new residential subdivisions are being developed, compounding the risks.

The subject project is conceived as one lane for non-motorized traffic on both sides of West Hill Road as far off the traveled way as the existing right of way allows. Some drainage work within the right-of-way would be required to properly direct storm water runoff to catchment basins and adjacent roadside ditches.

Plans & Progress: The need for a non-motorized transportation element on West Hill Road was identified in the 2021 Update to Homer's Non-Motorized Transportation and Trail Plan. This project also aligns with transportation goals articulated in the City's Comprehensive Plan. An engineer's conceptual cost estimate of \$2,300,000 for the project has been developed by the City of Homer.





Projects Submitted by Other Organizations

The City of Homer supports the following projects for which local non-profit organizations are seeking funding and recognizes them as being of significant value to the Homer community:

- **Homer Hockey Association:**
Kevin Bell Ice Arena Condenser Project51
- **Homer Senior Citizens Inc.:**
Alzheimer's Unit52
- **Kachemak Shellfish Growers Association:**
FLUPSY & Otter Predation Assistance53
- **Kachemak Ski Club:**
Homer Rope Tow Access & Equipment Upgrades54
- **~~SPARC: Flooring Replacement.....55~~**



Homer Hockey Association Kevin Bell Ice Arena Condenser Project

Project Description & Benefit: The Kevin Bell Arena was constructed in 2005, with initial funding from grants associated with the 2006 Arctic Winter Games combined with a loan from English Bay Corporation/Homer Spit Properties. Homer Hockey Association (HHA) has successfully operated the Arena since its opening. HHA has met operating and capital acquisition costs with a yearly budget of \$300,000 to \$375,000. HHA is seeking financial support to replace the condenser unit. The current cool-air condensers have been in use since 2005 when the facility opened, and they need to be replaced and updated. The condenser unit is an essential part of the refrigeration system that cools the refrigerant down, in order to get the temperature reduced to maintain the quality of the ice. The proposed replacement condenser is an evaporative condenser and will be more efficient to operate and maintain.

HHA's mission is to cultivate on-ice recreation of all kinds, for all ages, on the Lower Kenai Peninsula. HHA has been accomplishing this mission for more almost two decades as one of the few non-profit, volunteer run ice rinks in the United States. Volunteers contribute an estimated 14,000 hours annually, representing a huge commitment of time and effort by our community. Over the years, programs have been expanded to include activities for all: figure skating, hockey at all age and skill levels, broomball, curling, and frequent community and school skating events. KBA is also home ice for the Mariner-High School Co-Op Team with includes players from all the secondary schools on the southern Kenai Peninsula.

The Kevin Bell Arena hosts numerous games, tournaments and events that bring commerce to the City of Homer. This is especially important during the winter when tourism and occupancy rates are low. HHA hosts several separate youth and adult hockey tournaments totaling approximately 150 games each year. In 2022-23 these games brought over 1,740 out of town players to Homer, accompanied by family and fans that contributed to the local economy through lodging, transportation, dining, and merchandise purchases..

Plans and Progress: The purchase and replacement of the condenser would enable HHA to remain open. It is imperative that our rink continue to operate for the health and welfare of the diverse community we serve. Covid-19 has taken away so much over the past two years with restricted social interactions and limited activities and exercise that has led to mental and physical health instability in communities everywhere. HHA has done our best to keep the Kevin Bell Arena open as a safe place for kids, families, and community members to come together and exercise their minds and bodies.

We had amazing results from the no cost recreational options we offered to the public and school groups last season. In the winter of 2022-2023, there were approximately 1,135 people who attended the free public skating provided every Sunday afternoon. The Kevin Bell Arena also hosted 17 separate school group events with approximately 435 total students enjoying a one hour no cost skating session. These events helped aid our community's recovery from the lingering social and health impacts of Covid-19.

HHA has an active and committed Board of Directors and membership base. The volunteer hours are leveraged by several successful fundraisers, sponsorships and advertising campaigns, grant awards and donations each year. This covers approximately one half of the annual operating and capital expenses. The remaining expenses are covered by user fees. However, a project as large as replacing the condensers is outside the scope of our annual operating budget.

Total Project Cost: \$140,000



Christmas Eve public skate at Kevin Bell Arena is well attended.



Homer Senior Citizens Inc. Alzheimer's Unit

Project Description & Benefit: Seniors are the fastest growing population for the State of Alaska. Homer is projected as the city in the State which will see the second most significant growth in this demographic. Homer Senior Citizens operates a 40-bed assisted living facility. We have had to relocate four seniors from our community due to Alzheimer's disease in the past four years. Losing one senior a year is unacceptable as it tears away the fabric of our community. Most of our seniors have families remaining in the Homer community.

To maintain the health of a senior, a full continuum of care is required. Maintaining physical, mental, and social capacity supports the dignity of our most vulnerable adults. HSC Alzheimer's Wing has been a strategic priority for the Board of Directors to keep our seniors' home in the community. We will not need a certificate of need for this project.

The Alzheimer's Wing will include fifteen beds and 24/7 care. Additionally, we will include a memory care program to maintain the existing cognitive capacity. Specific features for therapy pool and activities room which will be open to all seniors 55 and older. The activities room will be stage 2 of the project and will incorporate low-impact exercise equipment to maintain senior's physical capacity. This also opens the possibility to contract with South Peninsula Hospital for use of the therapy pool for other age groups benefiting the entire population of Homer.

We will be holding many fundraising events to secure the match for foundation grants. We have identified three foundations which funds for this type of project are acceptable. One of the priorities for scoring of the grants is Capital Improvement Plan designation.

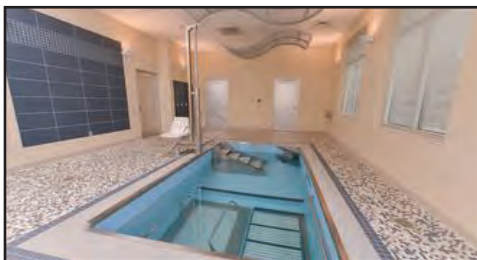
Operating funds will be secured from "fees for service;" room and board; billing for Physical Therapy in both the therapy pool and the exercise program in the activities room (once stage 2 has been completed); and fees for contracted space for equipment and pool.

Plans & Progress: HSC has met with Hydro Worx to incorporate the Therapy Pool with the Alzheimer's Unit. Projected 5-year profit will be approximately \$1,508,600. This does not include contractual arrangements with third party vendors.

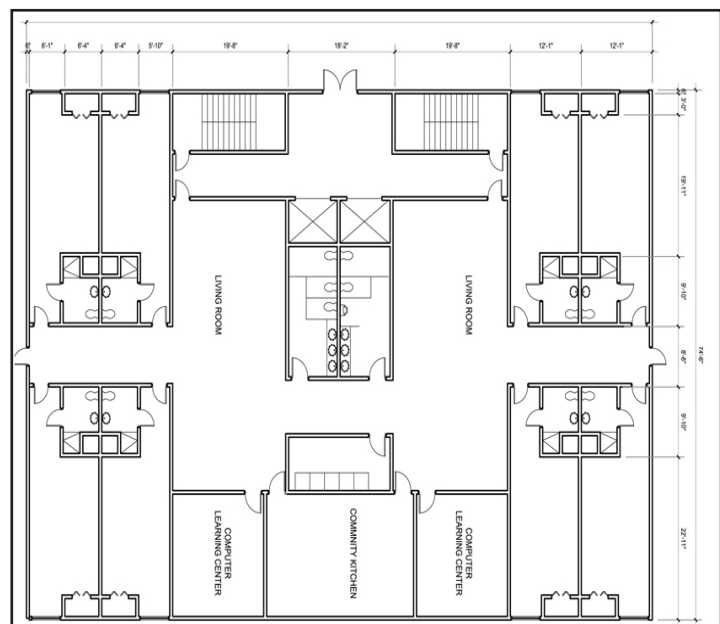
We have been actively fundraising for the Wing for many years. Fundraising activities include our Annual Alzheimer's Fundraiser at the Second Star Mansion with a live concert by a Chicago Jazz Band led by Tim Fitzgerald. To date we have accumulated a total of \$99,550 in fundraising for this valuable project.

We will be working with the architectural firm to develop a new plan for the wing to be located in The Terrace existing space.

Total Project Cost: \$750,000



Example of a HydroWorx Therapy Pool Room .





Kachemak Shellfish Mariculture Association FLUPSY & Otter Predation Assistance

Project Description and Benefit: Since 1994 Kachemak Mariculture Association (KSMA), a 501c5 organization, has steadfastly upheld its primary mission of assisting shellfish growers in Kachemak Bay to establish an economically sustainable oyster industry. Today through its close partnership and rental lease with the Kachemak Shellfish Growers' Coop (KSGC), local aquatic farms are providing jobs for processing, marketing, and shipping live oysters for the half-shell market, and retail sales from KSMA's processing facility. This lease to the Coop also includes a portion of the facility to grow out oyster larvae which has been successfully grown and sold to member farms and farms outside of Kachemak Bay for the last ten years.

To date the small hatchery continues to set millions of seed every year. Once the seed is large enough, the "spat" can then be transplanted into the nutrient rich waters of Kachemak Bay, and a critical piece of equipment then comes into to play. This piece of anchored equipment is called a FLUPSY, an acronym for Floating Upwelling System. The microscopic spat need six months to a year a year to grow to size large enough to be transferred to the permitted aquatic farm sites for final grow out. Great amounts of time and expensive labor is needed to clean and grade the spat during the time they are in the FLUPSY. KSMA's FLUPSY is over 23 years old and in great disrepair due to age and the harsh marine environment. The FLUPSY is poorly anchored, a vandalism target, and needs new operational & safety equipment along with DEC-compliant floatation, and covered, lockable dry storage for tools and laborers' needs.

In addition, the federally protected sea otter population in Kachemak Bay has exploded in recent years. The otters have learned how to gain access to a new food source, oysters, by tearing into the mesh lantern nets that have been the industry standard of growing suspended cultured oysters for the last 32 years. The farms now need to use coated 16-gauge wire cages, at a substantial increase in cost.

Alaska's Comprehensive Economic Development Strategy has prioritized mariculture development for many years. Now is a critical time to move mariculture in Kachemak Bay ahead. The economic benefits of this oyster industry in Homer are great. Oysters have become a sparkling year-round staple to Homer's seafood options for locals and tourists alike. The local hatchery and a new, safe state-of-the-art FLUPSY can also provide a viable educational lab for high school and university students. Mariculture courses can further be developed around aquatic farming opportunities including the raising of sea vegetables and kelp.

Plans and Progress: KSMA is working closely with the Kenai Peninsula Economic Development District (KPEDD) to secure grant money to build a new FLUPSY to benefit the Kachemak Bay farmers and other in-state farms. The cost to secure pile driven anchoring piles, update the present electrical system, and locally build a new FLUPSY is estimated to be \$750,000. Additionally, KPEDD is aware and supportive of financial assistance to purchase, in bulk, hundreds of coated 16 gauge wire cages for each farm. The price tag for this new system is currently being researched and discussed by the mariculture community, but is estimated at a minimum \$50-\$75/cage.

Total Project Cost: \$750,000 - \$950,000



Left: Oyster spat ready to sell to growers. Right: FLUPSY bins taken out of the water. Spat in the right bin have been cleaned, sorted, graded and counted.



Kachemak Ski Club: Homer Rope Tow Access & Equipment Upgrades

Project Description & Benefit: The Kachemak Ski Club was founded more than sixty years ago to operate a rope tow just off Ohlson Mountain Road near Homer. Our founders wanted to get Homer kids out of the house on the weekends and it is no different today. Over the years, this historic public recreational treasure has hosted thousands of downhill sports enthusiasts, family and social gatherings and also has served as a venue for snow sports safety instruction.

This project improves the safety of skier access to the area, as well as the skier experience on the slopes, making it more welcoming for youngsters and newcomers. It relocates and refurbishes the hill's aging electric bullwheel at the top of the hill. It grades the upper towpath to lower the rope's haul angle, to diminish the physical strain on skiers riding to the top of the hill. It also purchases a portable rope tow device that can be positioned on the lower, more gently sloping part of the hill. This will increase the number of skiers who can be accommodated on busy days and improve access and skill development for new riders. It will also be used for snowsport instructional classes and special events, leaving the main rope tow open for other riders.

To augment natural features and offer entertaining challenges for more advanced skiers and snow boarders the project seeks to acquire terrain park features. These would include brushing and mulching a gully next to the entrance trail to the lodge, thus creating a natural 'half-pipe' type feature. Also planned: creation of two mid-mountain earthen 'table tops' for jumps and aerial maneuvers for advanced skiers and snow boarders.

Plans and Progress: The Homer Rope Tow recreation area is separated from Ohlson Mountain Road by private land, but has legal access via a Section Line easement. A circuitous quarter mile long trail connects the road to the hill, avoiding several structures that encroach into the easement. To make access safer, Kachemak Ski Club is developing a shared parking area with Homer's Snowmads snow machine club, directly across Ohlson Mountain Road from the Section Line entrance point, on Kenai Peninsula Borough lands. This new, expanded parking area minimizes the safety risks of double parking on Ohlson Mountain Road and dispersed pedestrian traffic in the roadway that has occurred during crowded weekends. KSC has already cost-shared an expansion of the pre-existing Snomads parking lot at the Watermelon Trailhead in 2022. And also paid to have a sizable new area brushed and mulched, serving as a primitive frozen earth parking lot during the 2022-2023 season.

While alternative grant funds and KSC cash reserves will likely be used to complete additional grading and gravel work on the parking area's construction to harden it for year-round use, additional funds will be needed for new signage and security features such as fencing and gates.

Total Project Cost: \$90,000

Parking/access improvements: \$15,000

Relocation of Bull Wheel & Slope Grading: \$40,000

Equipment (auxiliary rope tow & terrain park features): \$35,000



Youth enjoying Homer's own downhill ski area.



SPARC: Flooring Replacement

Project funding complete. Listed in Completed project section.

Project Description and Benefit: South Peninsula Athletic and Recreational Committee owns and manages the SPARC building on land abutting the Homer Middle School campus, leased for \$1/year from the Kenai Peninsula Borough, per a 20 year lease. This facility is a non-governmental recreational facility available for community use on a daily basis. A wide variety of activities occur there including pickleball, walking, soccer, roller-skating, and basketball. It also hosts large community events such as performances, celebrations of life, youth dances, and even a recent car/motorcycle show with food trucks and a vendor fair.

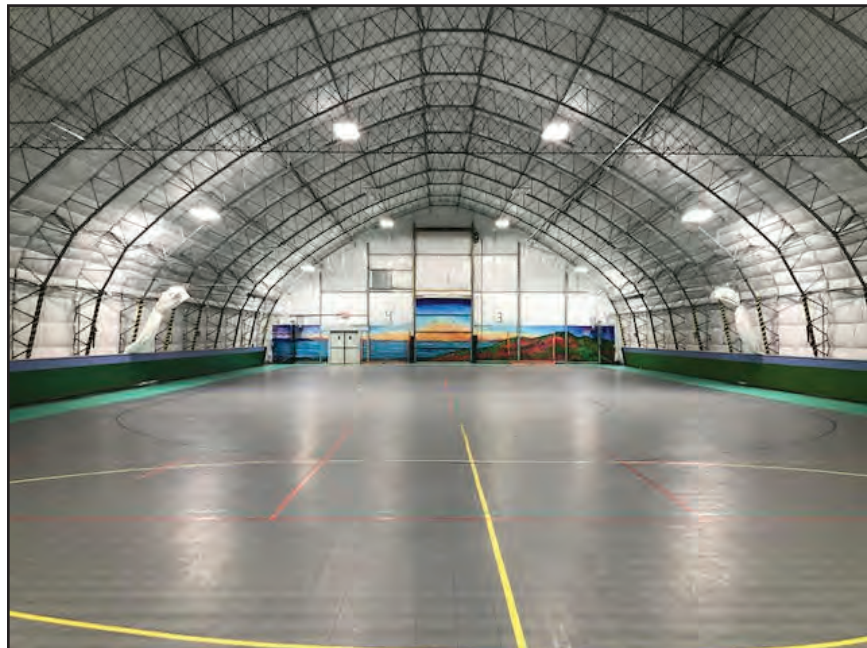
The SPARC flooring is plastic sport court tile over compacted NFS select fill, but there is a need for an improved floor to better accommodate the wide variety of activities in the building and allow for more regular and thorough cleaning. The long-term plan has always been to replace the inexpensive first floor, which was already well used when installed in 2017. The first step in replacing the floor will be the installation of a concrete slab to support whatever new flooring is selected. Currently the building has a layer of sand below the floor. The sand will be utilized for the base of the concrete for any replacement floor.

Plans & Progress: Since 2017, SPARC has been setting aside funds in a capital account to be applied to the costs of a floor upgrade. Currently the account is funded at \$45,000. In 2020, SPARC formed a Flooring Committee which was tasked with selecting the specific flooring by winter of 2021. The Flooring Committee was composed of representatives of various sports to provide input on the design and choice of flooring. The SPARC Board of Directors and committee members consulted with Alaskan Industries, Inc., an Alaskan firm that has installed dozens of gym floors around the state. Based on consultations with this firm, including a site visit from their founder, the SPARC chose a “Mondo Advanced” Flooring package, which meets all our unique uses and circumstances. A Letter of Interest to the Murdock Charitable Trust requesting funding for half the cost in the winter of 2021 resulted in an invitation to submit a full application for project funding. The application is pending.

Total Project Cost: \$478,681

Preconstruction and Administration: \$155,917

Construction: \$322,764



Flooring inside the SPARC.

FY 2025 - DRAFT Document



Capital Improvement Long-Range Projects

The following projects have been identified as long-range capital needs but have not been included in the Capital Improvement Plan because it is not anticipated that they will be undertaken within the six-year period covered by the CIP. As circumstances change, projects in the long-range list may be moved to the six-year CIP.

Local Roads

Fairview Avenue – Main Street to East End Road: This project provides for the design and construction of Fairview Avenue from Main Street to East End Road. The road is approximately 3,000 linear feet and the project will include paving, water and sewer mains, stub-outs, storm drains, and a sidewalk or trail. The project extends from the intersection of Main Street to the Homer High School, and finally to East End Road, and will provide an alternative to Pioneer Avenue for collector street access east/west across town. This roadway would benefit the entire community by reducing congestion on Pioneer Avenue, the major through-town road, and would provide a second means of access to the high school. It would also allow for development of areas not currently serviced by municipal water and sewer.

This improvement is recommended by the 2005 Homer Area Transportation Plan. Necessary right of way has already been dedicated by the Kenai Peninsula Borough across the High School property.

Cost: \$1.75 million

Fairview Avenue – Main Street to West Hill Road: This project provides for the design and construction of Fairview Avenue from Main Street to West Hill Road. The road is approximately 4,200 linear feet and the project will include paving, water and sewer mains, stub-outs, storm drains, and a sidewalk or trail. In conjunction with the Fairview to East End Road project, this project will benefit the entire community by providing an alternative to Pioneer Avenue for collector street access east/west across town, thereby reducing congestion on Pioneer Avenue and developing alternative access for emergency vehicle response. The need for the road extension has increased markedly with the development of three major residential subdivisions in the area.

This improvement is recommended in the 2005 Homer Area Transportation Plan.

Recommend removal since road connections have been established to West Hill Road.

Cost: \$3 million

Parks And Recreation

East Trunk/Beluga Lake Trail System: This project will create two connecting trails:

- The Beluga Lake Trail will partially encircle Beluga Lake with a raised platform trail that includes a wildlife observation site. The trail will connect neighborhoods and business districts on the north and south sides of the lake.
- The East Trunk Trail will provide a wide gravel pathway from Ben Walters Park east along the City sewer easement, along the north side of Beluga Lake (connecting with the Beluga Lake Trail), and eventually reaching East End Road near Kachemak City

The completed trail system will connect Paul Banks Elementary School, the Meadowood Subdivision, and other subdivisions and residential areas to Ben Walters Park. It will additionally provide hiking, biking, and wildlife viewing opportunities around Beluga Lake. In addition, it will provide an important non-motorized transportation route.

The Beluga Lake Trail, a trail connection to Paul Banks Elementary School and East End Road are included in the 2004 City of Homer Non-Motorized Transportation and Trail Plan.

Cost: Beluga Lake Trail—\$1.5 M East Trunk Trail—\$2 M



Capital Improvement Long-Range Projects

Port & Harbor

Deep Water/Cruise Ship Dock Expansion, Phase 1: Upgrades to and expansion of the Deep Water Dock Expansion will boost Homer Port & Harbor cargo capability. The City has a 30-acre industrial site at the base of the dock which can support freight transfer operations and serve as a staging area for shipping to and from the Alaska Peninsula, the Aleutians, and Bristol Bay. Handling containerized freight delivery to the Kenai Peninsula would reduce the cost of delivering materials and supplies to much of the Peninsula. The dock expansion will also enhance cruise ship-based tourism in Homer by providing moorage at the dock for two ships (a cruise ship and a smaller ship) at the same time, reducing scheduling conflicts. Dock improvements will also fulfill a contingency planning requirement under Homeland Security provisions. The Port of Alaska, through which 90% of the cargo for the Alaska Railbelt areas and the Kenai Peninsula passes, is vulnerable. If the Port of Anchorage were to be shut down and/or incapacitated for any reason, Homer's port would become even more important as an unloading, staging, and trans-shipping port. A \$1,250,000 feasibility study was completed in September 2016.

Cost: Cost estimates are \$1,750,000 for design and \$32,000,000 for construction.

Harbor Float System 5 Redesign: System 5, built in 1988, moors large industrial vessels within Homer's Small Boat Harbor. Over the years, as the number and size of large vessels has grown, the System has been used at and beyond its engineered capacity. System 5 will have to be replaced within the next ten years. In the next three years, the City will be conducting a US Corps of Engineers General Investigation into building a new harbor basin dedicated to these large vessels. Once constructed, the large vessel fleet will move off System 5, freeing up the area around System 5 (approximately 20% of the small boat harbor) to be redesigned. A newly designed System 5 will better accommodate the needs of the many small vessels on the harbor stall wait list and help define the maximum benefits of building the large harbor expansion. Conceptually, System 5's main float could be built closer to the bank and extend further toward the harbor entrance with a Tee out provide more moorage than the current system. This would also provide the option to prioritize the use of the float closest to the harbor entrance for vessels needing that kind of access (such as a Coast Guard small boat station, water taxi pickup and drop off, and emergency medical transport vessels) and to explore upgrading the old commercial ramp near System 5 to a drive down float to meet the needs of small cargo vessels, passenger loading and commercial fishing vessels.

Cost: This project works with engineers to conceptually design options for System 5 and produce rough order magnitude cost estimates.

Old Main Dock Removal and Disposal: This project removes the old Main Dock from inside the Pioneer Dock facility, which is a derelict structure in the Port & Harbor, a safety hazard and potential liability for the City. The old Main Dock was the original ocean dock in Homer, built in 1965 at the time of the first dredging for the Homer Harbor. When the Main dock was no longer safe as a commercial pier in 2001, the City built the new Pioneer Dock around it, leaving the Main Dock in place. It has deteriorated to the point that it is unsafe even for an individual to walk on. This project removes and disposes of the structure in a method that satisfies safety and environmental requirements. Where possible, salvaged materials may be sold.

Cost: Unknown



Capital Improvement Long-Range Projects

Utilities

Water Storage/Distribution Improvements Phase 4 - Spit Water Line: The existing Homer Spit water line is 40 years old and constructed of 10-inch cast iron pipe. In recent years it has experienced an increasing number of leaks due to corrosion. The condition has been aggravated by development on the Spit resulting in increased load from fill material on an already strained system. This project consists of slip lining approximately 1,500 linear feet of water main to the end of the Spit. Slip lining versus replacing the line will reduce cost while ensuring an uninterrupted water supply for public health, fire/life and safety needs, and protecting economic activities on the Spit. Grant funds from the EPA allowed the City to complete project design in 2014.

Cost: \$400,000

Bridge Creek Watershed Acquisition: Bridge Creek Reservoir is Homer's sole water source; land in this area owned by the City is protected by a watershed protection district. The City seeks to acquire additional land for the district to protect the watershed from development that could threaten the water supply, and to ensure the availability of land for future water supply. Conservation easements may also be utilized to restrict development that is incompatible with clean water.

Cost: \$1,000,000

Alternative Water Source: Currently Bridge Creek Reservoir is Homer's sole water source. Population growth within the City, increased demands for city water from residents outside City limits, increasing numbers of tourists and summer residents, and climate change has reduced surface water availability. These factors demonstrate the need for a new water source to augment the existing reservoir. An alternative water source also builds redundancy into this essential life/safety municipal infrastructure, making it possible to serve town with treated drinking water and adequate fire protection in the event of contamination or earthquake damage to Bridge Creek Reservoir.

Cost: \$16,750,000

West Hill Water Transmission Main and Water Storage Tank: Currently, water from the Skyline water treatment plant is delivered to Homer via two transmission mains. One main (12-inch) is located along East Hill Road and delivers water to the east side of town. The other (8-inch) runs directly down to the center of town. A third transmission main is needed to deliver water to the west side of town, provide water to the upper West Hill area, and provide backup support to the two existing transmission mains. A new water storage facility is also needed to meet the demands of a rapidly growing community. The addition of a third water transmission main has been identified in comprehensive water plans for over 20 years.

Cost: Design—\$500,000 Construction—\$4.5 M

STATE PROJECTS

Ocean Drive Reconstruction with Turn Lane: Ocean Drive is a segment of the Sterling Highway connecting Lake Street with the Homer Spit Road. It sees a great deal of traffic, particularly in the summer, and has become a safety concern. Currently, a bicycle lane runs on the south side of Ocean Drive. However, it is common for vehicles to use the bicycle lane to get around vehicles that have stopped in the east-bound traffic lane to make a left turn, presenting a significant risk to bicyclists and pedestrians using the bike lane. Attendance at the Homer Farmers Market during the summer season contributes significantly to traffic congestion in the area. In addition, following complete streets design, this project creates a center turn lane, well-marked crosswalks, and a separated bike path to improve traffic flow on Ocean Drive and reduce risks to drivers, bicyclists, and pedestrians. The project will also enhance the appearance of the Ocean Drive corridor by moving utilities underground and providing some landscaping and other amenities.



Capital Improvement Plan Appendices

- CIP Development Schedule61
- Resolution 23-0xx62
- City of Homer Financing Assumptions64



Capital Improvement Plan Appendices

**CITY OF HOMER
2024-2029 CAPITAL IMPROVEMENT PLANNING PROCESS
&
FY 2025 LEGISLATIVE REQUEST DEVELOPMENT SCHEDULE**

ACTION	TIME FRAME
City Council Approval of CIP Planning Schedule	May 8, 2023
Solicit new/revised project information from City Departments, local agencies and non-profits	May 9, 2023
Input for New Draft Requested By	June 2, 2023
Prepare and Distribute Draft CIP to City Advisory Groups for Review and Input:	Meeting Dates:
ADA Compliance Committee	July 13
Planning Commission	July 19 or August 2
Park, Art, Recreation and Culture Advisory Commission	June 15
Economic Development Advisory Commission	August 8
Port and Harbor Advisory Commission	June 28 and August 23
Administrative Review and Compilation	August 29 - September 6
City Council Worksession to Review Proposed Projects	August 28
Resolution on CIP - Legislative Request Public Hearing for CIP - Legislative Request	September 11
Administration Forwards Requests for Governor's Budget	September 25
Distribution of CIP and State Legislative Request	September 25
Compilation/Distribution of Federal Legislative Request	October 2023 & January 2024



Capital Improvement Plan Appendices

Awaiting City Council Resolution adopting FY25 CIP.



Capital Improvement Plan Appendices

Awaiting City Council Resolution adopting FY25 CIP.



Capital Improvement Plan Appendices

City of Homer Financing Assumptions: Capital Improvement Program

Implementation of the City of Homer Capital Improvement Plan requires utilization of various financing mechanisms. Financing mechanisms available to the City of Homer include:

- Federal grants or loans
- State grants or loans
- General obligation bonds
- Limited obligation bonds
- Revenue bonds
- Special assessment bonds
- Bank loans
- Pay as you go
- Private sector development agreements
- Property owner contributions
- Lease or lease–purchase agreements

The use of any of the financing mechanisms listed above must be based upon the financial capability of the City as well as the specific capital improvement project. In this regard, financing the CIP should take into consideration the following assumptions:

1. The property tax cap of six-mill (at which point sales tax goes away) precludes use of this revenue source for major capital improvements. Available revenue should be utilized to fund operation and maintenance activities.
2. The operating revenue of enterprise funds (Port & Harbor, Water & Sewer) will be limited and as such, currently only fund operation and maintenance activities.
3. The utilization of Federal and State grants will continue to be significant funding mechanisms. Grants will be pursued whenever possible.
4. The 1½ percent sales tax approved by voters of Homer for debt service and CIP projects is dedicated at ¾ percent to sewer treatment plant debt retirement, with the remaining balance to be used in water and sewer system improvement projects, and ¾ percent to the Homer Accelerated Roads and Trails (HART) Program for building, improving and maintaining Homer's roads and trails. The annual budget will transfer a minimum of \$550,000 of the 3/4% dedicated sales tax exclusively for road and trail capital improvements and construction. The HART Program will require property owner contributions of \$30 per front foot for road reconstruction, with an additional \$17 per front foot for paving.
5. The Accelerated Water and Sewer Program will only be considered if the fund has a debt service of 1.25 or greater.
6. The private sector will be encouraged to finance, construct, and operate certain nonessential capital improvements (e.g., overslope development).
7. The utilization of bonds will be determined on a project-by-project basis.
8. The lease and/or lease–purchase of capital improvements will be determined on a project-by-project basis.



Proposed New Projects Table of Contents

City of Homer Projects

1. Homer Waste Water Treatment Plant Improvements

Other Organizations

1. Kachemak Nordic Ski Club: Roger's Loop Trailhead Storage Shed



Homer Waste Water Treatment Plant Improvements

FY25 PROPOSED NEW PROJECTS - DRAFT

Project Description and Benefit: The two clarifier tanks at the WWTP each contain about 94,000 gallons of waste water and operate clarifying equipment to remove solids from the waste stream in order to meet permit regulations and protect the clean waters of Kachemak Bay. The clarifiers and all associated equipment were originally installed in 1990 and operate in an extremely corrosive environment.

Despite regular maintenance, in 2022 a clarifying belt unit failed in one of the tanks. In an emergency fix, the maintenance crew noted excessive wear on the rollers, links and support pin for the flights of belts in both tanks, prompting an emergency replacement.

This project seeks to slow future corrosion and mitigate similar malfunction in the future by removing the existing coating in the clarifiers and digesters in the Waste Water Treatment plant and applying a new coating consistent with industry standards as corrosion protection for the concrete tanks and vats. It also improves reliability by replacing other electrical controls at the Waste Water Treatment plant exposed to corrosion showing excessive wear. It replaces the WWTP's generator transfer switch and rebuilds the electrical components of the effluent box at the sewage lagoon.

Plans & Progress: The Project is listed on the Alaska Department of Environmental Conservation's FY24 Intended Use Plan for State Revolving Loan funds.

Total Project Cost: \$707,245

Clarifier Coating Replacement	\$369,439
Digester Coating Replacement	\$231,806
Electrical Component Replacements	\$103,000

Schedule: 2024

Priority Level: 1



Kachemak Nordic Ski Club: Roger's Loop Trailhead Storage Shed

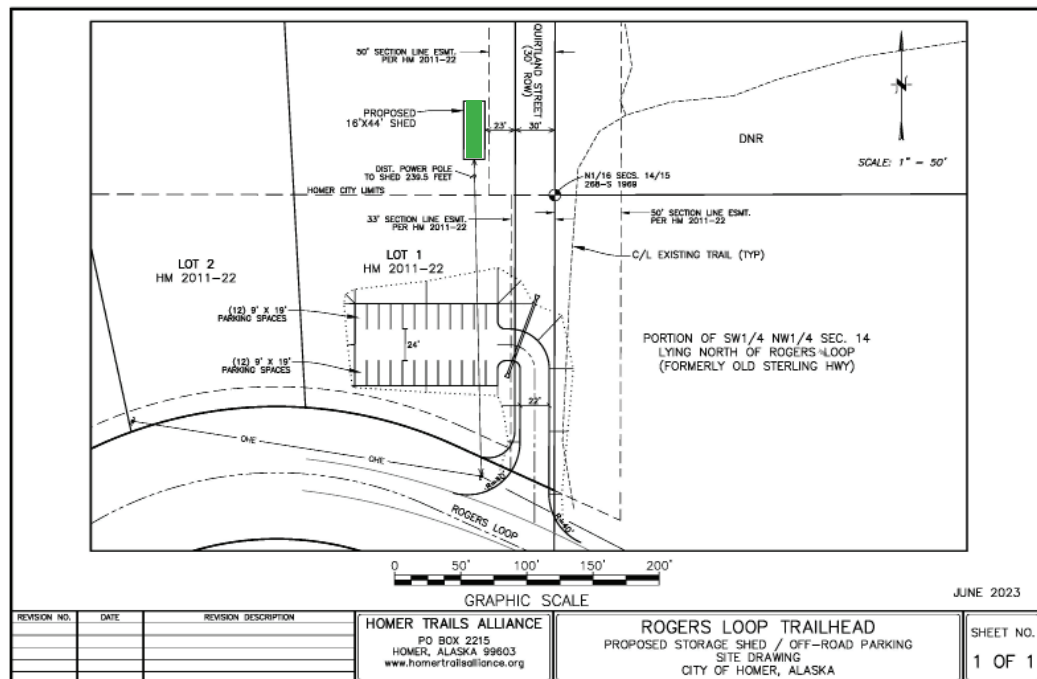
FY25 PROPOSED NEW PROJECTS - DRAFT

Project Description and Benefit: This project builds 16 foot by 44 foot shed on a City of Homer owned parcel at the Rogers Loop Trailhead to accommodate Kachemak Nordic Ski Club grooming equipment for lower Baycrest ski trails. Currently the equipment is kept outdoors. General maintenance and machine repairs must occur outside, or the equipment is trailered to a suitable indoor location. This shortens the working lifespan of the equipment, as storage outside does not allow the snow and ice buildup within the machine to melt in-between uses. Sometimes, trails cannot be groomed because of maintenance needs or frozen equipment issues. The proposed building will alleviate these concerns by providing a heated, indoor space that is accessed from public property. This will allow for quicker repairs, longer lifespan of the equipment, and a secure place to house tools and machine parts.

The community of Homer will benefit by having a better skiing experience on trails that are consistently maintained. It is a cost savings to the community in that KNSC will not have to raise membership fees to cover the cost of the additional maintenance and shortened lifespan of this equipment that is kept outdoors. It is also a volunteer cost benefit in that it makes it easier to be a KNSC volunteer when they have working equipment. Well maintained equipment means better grooming which means a better ski experience for all users.

Plans & Progress: A site plan, shed design, HEA requirements for power hookup and securing the services of a contractor are all complete. Zoning code & other legalities are currently being reviewed.

Total Project Cost: \$72,000



Proposed location of the storage shed shown in green.

City of Homer Capital Improvement Plan Project Nomination Form

Project eligibility

- A. Does the proposed project represent a major, nonrecurring expense (\$25,000 or more for non-profit organizations; \$50,000 or more for government organizations)? YES NO
- B. Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES NO
- C. Will the project provide broad community benefit? YES NO
-

If you were able to answer YES to all three questions, please provide the following additional information:

Organization submitting the nomination form

Contact name

Contact phone number

1. Project title (Suggested heading in CIP):

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Homer community.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far. This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

4. Project cost:
 - A. TOTAL COST (including funds already secured) = \$ _____
 - B. For construction projects, break out preconstruction costs (feasibility/design/permitting):
Preconstruction costs = \$ _____ Construction costs = \$ _____

5. Timeline: Indicate when you hope to complete each phase of the project.

6. Attach a quality digitized photo, drawing, map, or other graphic image of your project with your nomination form submission.



City of Homer

www.cityofhomer-ak.gov

Homer Public Library

500 Hazel Avenue
Homer, AK 99603

library@cityofhomer-ak.gov

(p) (907)-235-3180

(f) (907)-235-3136

Memorandum LAB 23-010

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

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

Priority 1, due to implications for public safety:

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

Priority 2, due to importance for operations:

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

	Signage hasn't been explored much to date.	
--	--	--

Priority 3, desirable but not critical:

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

Complete or in-process:

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

RECOMMENDATION

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



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Memorandum LAB 23-011

TO: LIBRARY ADVISORY BOARD
FROM: DAVID BERRY, LIBRARY DIRECTOR
DATE: AUGUST 9, 2023
SUBJECT: CREATING A LIBRARY DEPARTMENT

I've been overseeing the City IT division for the past couple of years. We've made a lot of progress in that time--improved document handling, completely rewritten job descriptions, hired and promoted people, upgraded infrastructure, drafted future plans, expanded and clarified the budget, and a lot of other little tasks that needed doing. The relationship has also benefited the library a great deal, as we've acquired IT support that we've needed for years.

I'm happy to say that our new IT staff are more than competent to run the office on their own, and my help is less and less needed.

At the July 24th Council meeting, the City Manager suggested moving forward with a revised version of the City reorganization plan. The new plan would separate both IT and the library from the Department of Administration and establish each as a standalone department in its own right. I would go back to being the library director and Bill Jirsa would take over as the head of IT.

For the most part, establishing the library as an official department instead of a division doesn't change things very much. There are some advantages: slightly greater authority over contracts and spending, a stronger relationship with other City departments, more clarity on the library's status in city code. (Most people already think the library is a department and are surprised to find out it's not!) The biggest practical effect is that I'll spend less time on IT stuff and more on library things.

An ordinance to establish these departments will be introduced at the August 14th Council meeting.

RECOMMENDATION

Adopt a motion in support of creating a standalone Library Department.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 23-xx

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING HOMER CITY CODE TITLE 2, CHAPTERS 2.32
DEPARTMENTS AND BOARDS, 2.44 DEPARTMENT OF
ADMINISTRATION, 2.48 PUBLIC LIBRARY, AND ENACTING
CHAPTERS 2.46 DEPARTMENT OF INFORMATION TECHNOLOGY
AND 2.57 DEPARTMENT OF COMMUNITY DEVELOPMENT.

WHEREAS, The City's organizational design changes over time to meet the needs of the
Council, the organization, and the administration; and

WHEREAS, The City Manager has identified a series of modifications to the current
organizational design which would result in the creation of a Department of Information
Technology, a Department of the Library, and a Department of Community Development.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code Title 2 is hereby amended to read as follows:

Title 2
ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 City Manager
- 2.08 Mayor and Council
- 2.12 City Clerk
- 2.16 City Attorney
- 2.20 City Treasurer
- 2.24 Health Officer
- 2.28 Public Officials and Employees
- 2.32 Departments and Boards
- 2.36 Department of Finance
- 2.40 Department of Port and Harbor
- 2.44 Department of Administration
- 2.46 Department of Information Technology**
- 2.48 Public Library
- 2.52 Police Department
- 2.53 Fire Department
- 2.56 Department of Public Works

Bold and underlined added. Deleted language stricken through]

2.57 Department of Community Development

2.58 Boards and Commissions

2.60 Parks, Art, Recreation, and Culture Advisory Commission

2.64 Port and Harbor Advisory Commission

2.68 *Repealed*

2.70 Americans with Disabilities Act Advisory Board

2.72 Planning Commission

2.76 Economic Development Advisory Commission

2.78 *Repealed*

2.80 *Repealed*

2.84 Public Release of Record

2.92 Public Records Management

2.96 *Repealed*

Section 2. Homer City Code Chapter 2.32 Departments and Boards is hereby amended to read as follows:

Chapter 2.32
DEPARTMENTS AND BOARDS¹

Sections:

2.32.010 Departments – Directors.

2.32.020 *Repealed.*

2.32.030 Designation and function of departments.

2.32.040 Departmental administrative fee schedule.

Prior legislation: Ords. 1-100.4 and 73-8.

2.32.010 Departments – Directors.

There shall be principal subdivisions of the City government known as departments. Each department shall be headed by the City Manager until such time as the ~~Council~~ **City Manager** shall approve the appointment of a “director” who shall then head the designated department. The director shall be appointed by and be responsible to the City Manager. These departments are the functional units under which all matters of an administrative, organizational or utilitarian nature shall fall and shall be all-inclusive of every City function as defined in this chapter. Each department may be further subdivided into divisions for operational purposes. [Code 1967 § 3-400.1; Code 1981 § 1.40.010].

2.32.020 Boards and commissions.

Repealed by Ord. 18-38(S). [Ord. 92-30(S)(A), 1992. Code 1967 § 3-400.2; Code 1981 § 1.40.020].

2.32.030 Designation and function of departments.

The City departments are designated in this section and their functions set forth:

Chapter 2.36 HCC	Department of Finance
Chapter 2.40 HCC	Department of Port and Harbor
Chapter 2.44 HCC	Department of Administration
<u>Chapter 2.46 HCC</u>	<u>Department of Information Technology</u>
Chapter 2.52 HCC	Police Department
Chapter 2.53 HCC	Fire Department
Chapter 2.56 HCC	Department of Public Works
<u>Chapter 2.57 HCC</u>	<u>Department of Community Development</u>

[Amended by City in August 2017; Ord. 91-7 § 2, 1991; Ord. 85-35 § 2, 1985. Code 1981 § 1.40.030].

2.32.040 Departmental administrative fee schedule.

Unless established by ordinance or resolution of the City Council, the director of each department of the City shall have the authority, subject to the approval of the City Manager and ratification by the City Council, to promulgate and maintain an administrative fee schedule for services provided by that department. Fees for identical services shall be uniform throughout all departments. A current copy of the departmental administrative fee schedule shall be available for inspection by any person at the front reception area of the department and at the office of the City Clerk. Unless otherwise provided by ordinance or resolution, all fees collected under this schedule shall be forwarded to the Finance Department for deposit into the general fund. [Ord. 92-07(S)(A), 1992. Code 1981 § 1.40.040].

¹ For Alaska Statute provisions authorizing municipalities to establish and prescribe the functions of departments, officers and agencies, see AS 29.35.010.

Section 3. Homer City Code Chapter 2.44 Department of Administration is hereby amended to read as follows:

The Department of Administration is created which shall be headed by the City Manager or his designee. Within this Department will be the City Clerk and such other personnel as may be

Bold and underlined added. Deleted language stricken through]

necessary to provide such services as personnel administration; ~~City-wide planning, zoning and platting, permitting and inspection; services such as parks, recreation, Community Recreation Program, and library programs;~~ administration of the Homer Advisory Planning Commission, the Homer Advisory Parks, ~~Art,~~ and Recreation, **& Culture Advisory** Commission, the City of Homer Port and Harbor Advisory Commission, **Americans With Disabilities Act (ADA) Advisory Board** and the Library Advisory Board; major capital projects administration; ~~economic development~~ and City enhancement programs and such other services or programs as designated by the City Manager or requested by the City Council. The Department may be subdivided into divisions with their own supervisors as deemed necessary. [Ord. 10-16 § 1, 2010; Ord. 85-35 § 4, 1985. Code 1981 § 1.43.010].

Section 4. Homer City Code Chapter 2.46 Department of Information Technology is hereby enacted to read as follows:

Chapter 2.46
DEPARTMENT OF INFORMATION TECHNOLOGY

2.46.010 Department of Information Technology.

The Department of Information Technology is created which shall be headed by the Director of Information Technology, also known as the Chief Technical Officer of the City. The Director shall be appointed by the City Manager for an indefinite term and shall be removable by the City Manager. The Department may be subdivided into divisions with their own supervisors as deemed necessary.

Section 5. Homer City Code Chapter 2.48 Public Library is hereby amended to read as follows:

Chapter 2.48

PUBLIC LIBRARY¹

Sections:

2.48.005 Department of the Library

2.48.010 Library functions.

2.48.020 Library Director – Appointment.

2.48.030 Library Director – Duties.

2.48.040 Board – Creation and membership.

2.48.050 Library Advisory Board – Powers and duties.

2.48.060 Library Advisory Board – Vacancies.

2.48.070 Use of library.

2.48.005 Department of the Library.

The Department of the Library is created which shall be headed by the Library Director. The Director shall be appointed by the City Manager for an indefinite term and shall be

removed by the City Manager. The Department may be subdivided into divisions with their own supervisors as deemed necessary.

2.48.010 Library functions.

The major functions of the library are the operation of the Homer Library, including control and supervision of library use, acquisition of library property and other related matters. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 1, 1980. Code 1981 § 1.48.010].

2.48.020 Library Director – Appointment.

The head of the Homer Library is the Library Director, who shall be appointed by the City Manager. **The Library Director must hold a master’s degree in library or information science, or other relevant credential, as required for library grant eligibility by the State of Alaska** [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 2, 1980. Code 1981 § 1.48.020].

2.48.030 Library Director – Duties.

The Library Director of the City shall be responsible for and shall have supervision and control of the library and hold responsibilities as denoted in the job description for the position. [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 3, 1980. Code 1981 § 1.48.030].

2.48.040 Board – Creation and membership.

There is created the City of Homer Library Advisory Board, referred to in this chapter as the Board, which shall act in an advisory capacity to the Library Director and the City. The Board shall consist of seven members comprised as follows:

- a. At least five members of the Board shall reside within the corporate limits of the City.
- b. Members shall serve for three years with initial appointments to be made for staggered terms as follows: Two one-year terms; two two-year terms; and three three-year terms.
- c. Members shall serve without compensation. [Ord. 09-28(S) § 1, 2009; Ord. 98-7, 1998; Ord. 95-5, 1995; Ord. 85-35 § 5, 1985; Ord. 80-2 § 4, 1980. Code 1981 § 1.48.040].

2.48.050 Library Advisory Board – Powers and duties.

The Library Advisory Board shall:

- a. Establish operational policies for the library program, and submit same to the City Council for approval. There shall be an annual review of policies and revisions may be recommended by the Board.
- b. Assist the Librarian in preparation and presentation of the annual budget request to the City Council.
- c. Adopt bylaws and regulations for internal operations governing the proper and orderly discharge of its responsibilities.
- d. Make recommendations through the City Manager to the Mayor and City Council concerning the library and its programs.
- e. Solicit donations of money and/or property for the benefit of the library. Any money donations shall be deposited to the City treasury in a reserve fund designated for public library

Bold and underlined added. ~~Deleted language stricken through~~

use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public library purposes as the Council may direct. The Board may make recommendations for disposition of money or property so received and such recommendations shall be considered and acted upon by the Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 5, 1980. Code 1981 § 1.48.050].

2.48.060 Library Advisory Board – Vacancies.

a. In the event of a vacancy on the Library Advisory Board, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council.

b. If any Library Board member is absent for three consecutive meetings (unless a majority of the other members have previously granted a leave of absence, not to exceed six months), the seat of that member shall be declared vacant and a new member appointed by the Mayor subject to confirmation by the City Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 6, 1980. Code 1981 § 1.48.060].

2.48.070 Use of library.

All persons shall be extended the use of library privileges subject to observing the rules and regulations established for the use thereof. The Library Director may prohibit any person from using the library who willfully or persistently violates any rule or regulation prescribed for the operation of the library. No person shall fail or refuse to leave the library when ordered to do so by the Library Director or other person in charge. [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 7, 1980. Code 1981 § 1.48.070].

Section 6. Homer City Code Chapter 2.57 Department of Community Development is hereby enacted to read as follows:

Chapter 2.57

DEPARTMENT OF COMMUNITY DEVELOPMENT

2.57.010 Department of Community Development.

The Department of Community Development is created which shall be headed by the Director of Community Development. The Director shall be appointed by the City Manager for an indefinite term and shall be removable by the City Manager. Within this Department will be the City Planner and such other personnel as may be necessary to provide services such as city-wide planning; zoning and platting; permitting and inspection; economic development; City enhancement programs and such other services or programs as designated by the City Manager or requested by the City Council; services such as parks, and community recreation. The Department may be subdivided into divisions with their own supervisors as deemed necessary.

Section 7. This Ordinance is of a permanent and general character. and shall be included in the City Code.

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ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this ____ day of _____, 2023.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY OF HOMER NEWSLETTER

VOL. II - ISSUE XI | AUGUST 2023



MONTHLY NEWSLETTER FROM THE OFFICE OF THE CITY MANAGER

COAST GUARD CUTTER ASPEN ARRIVES IN HOMER

On July 18, the U.S. Coast Guard Cutter Aspen reached its new homeport in Homer after sailing for more than five months and over 8,746 miles from Baltimore, Maryland.

The Cutter Aspen assumes the important role of the "Bull of the North," taking over from the Coast Guard Cutter Hickory as Homer's 225-foot Juniper class buoy tender. Its responsibilities include servicing navigational aids throughout the Kenai Peninsula and north of the Aleutian chain. In May 2022, the Hickory left Homer and entered the Maintenance and Modernization Availability (MMA) in June 2022. After the MMA is completed, the Hickory will be re-homeported in Guam. ([USCG D17 Public Affairs](#)).

During the arrival of the Cutter Aspen, Port Director Bryan Hawkins caught the first line ashore, a role he had fulfilled previously during the arrival of the Cutter Hickory in Homer when he was a new harbor officer. The crew of the Aspen honored him by offering him the same privilege this time. As he stood on the pier that morning, Bryan was delighted to witness the warm welcome given by families gathered to greet the returning crew.



WHAT'S INSIDE?

- Library Events
- Community Corner
- City Clerk's Office
- City Manager's Office
- DOT&PF Updates and Info
- Port & Harbor
- Harbor Expansion Study Update
- Public Works
- Local Hazard Mitigation Plan
- Fire Department
- Public Safety Corner
- Meet the Staff
- Planning & Zoning
- Municipal Art Collection
- Stay Connected with City Council
- Join Our Team

Discover something new today and see the latest City project updates information! Learn about ways community members can get involved at City Hall and in the Homer community.

Follow us on Social Media

- City Hall: [@cityofhomerak](#)
- Parks & Recreation: [@homerparksandrec](#)
- Homer Public Library: [@homerpubliclibrary](#)
- Homer Police: [@homerpolice](#)
- Fire Department: [@HomerVolFireDept](#)

Subscribe to the Monthly Newsletter:

www.cityofhomer-

ak.gov/citymanager/monthly-email-newsletter

"Where the Land Ends and the Sea Begins"

LIBRARY EVENTS

VIRTUAL AUTHOR TALKS

Zoom in and listen to your favorite authors talk about their latest books. For a complete list of Upcoming Speakers, go to librarycityofhomer.org/upcoming.

Aug 15	<i>The Prophets</i> by Robert Jones, Jr.	12-1 p.m.
Aug 23	<i>Chain of Thorns</i> by Cassandra Claire	4-5 p.m.
Aug 30	<i>Who Gets In and Why: A Year Inside College Admissions</i> by Jeff Selingo	10-11 a.m.

LIBRARY

AUTOMATIC RENEWALS

Avoiding overdue materials is now easier than ever since the library provides automatic renewals! When your item comes due, the computer will renew it automatically unless:

1. The item is on hold for another patron,
2. The renewal limit has been reached, or
3. The card is blocked.

Like always, most items can be renewed twice. Patrons who have an email in the system will receive a notice telling them that the item has (or has not) been renewed. Automatic renewals are turned on for all patrons and no registration is necessary.

For more information, contact Library staff at circ@ci.homer.ak.us or 907-235-3180.



Check out more library programs and events



Homer Public Library
500 Hazel Street - 907-235-3180
circ@ci.homer.ak.us
www.cityofhomer.ak.gov/library



COMMUNITY CORNER

CEREMONIAL RE-PLANTING OF THE PEACE TREE

The planting of a branch from the tree is a gesture of remembrance and peace in honor of the historical significance of the Hiroshima bombing, which occurred on August 6, 1945. Tea and refreshments will be available.

August 6 at 2 p.m., Homer Public Library
cityofhomer.ak.gov/library/programs-and-events

PICKLEBALL TOURNAMENT

September 1-3

City of Homer HERC

<https://bit.ly/3rMMLcB>

Must register by August 25

No late entries!

Register and Pay Online:

www.pickleballbrackets.com

"Cosmic Hamlet Open 2023"

Questions/Contact:

linreid@gmail.com

Hosted by Homer Pickleball Club and Homer Community Recreation

KNITTING CIRCLE

Mondays, 1:30 to 4:30 p.m.

Homer Public Library

cityofhomer.ak.gov/library/knitting-circle-1

CITY CLERK'S OFFICE

HOMER CITY COUNCIL CANDIDACY PERIOD OPEN ON TUESDAY, AUGUST 1

The City Clerk's office is accepting Candidacy Declarations for two City Council seats beginning Tuesday, August 1 through Tuesday, August 15 at 4:30 p.m. City Council terms are for three years each. To be eligible to serve, each candidate must meet voter qualifications outlined in Homer City Code (HCC) 4.05.010, and must have been a resident within the city for a period of one year immediately preceding the election day on which the person is a candidate, per HCC 2.08.020. Candidacy filing forms can be found on the City Clerk's webpage www.cityofhomer.ak.gov/cityclerk/regular-city-election-candidate-filing-information or at the City Clerk's office located at 491 E Pioneer Avenue.

Contact the City Clerk's office at 907-235-3130 or email clerk@ci.homer.ak.us with any questions.

VOTER REGISTRATION

The City of Homer Election Day is Tuesday, October 3, 2023. Voters must be registered to vote at a residence within the City at least 30 days before the election date. The deadline to register to vote for the October 3 election is Sunday, September 3, 2023. If you need to register to vote or update your voter registration, visit www.elections.alaska.gov to register online or stop by the City Clerk's office or Homer Public Library to register in person during regular business hours. Contact the City Clerk's office at 907-235-3130 or email clerk@ci.homer.ak.us with questions.



Peonies at City Hall

CITY MANAGER'S OFFICE

SISTER CITY 40TH YEAR ANNIVERSARY

2024 marks the 40th year anniversary of Homer's Sister City relationship with Teshio, Japan. This journey of cultural exchange and friendship has left a lasting impact on both of our communities.

The City is forming a dedicated planning task force to plan programming and events to celebrate the anniversary year. If you're passionate about fostering international connections and cultural exchange, we need your enthusiasm and ideas!

Interested in joining the task force or learning more about the Sister City program? Contact the City Manager's Office at citymanager@ci.homer.ak.us. Let's celebrate this milestone and strengthen the bond between Homer and Teshio!

Stay tuned for updates on the festivities in 2024!

August is Teshio Sister City Month!

Teshio and Homer have enjoyed a profound camaraderie, sharing of families, student exchanges, ideals and memorabilia since 1985. City of Homer Mayor James C. Hornaday proclaimed August as Teshio - Sister City Month on August 26, 2005.



Teshio's mascot is **Teshio Kamen** (てしお仮面) who is a superhero basket clam. He is given a "te" (天)-shaped badge to symbolize being honored.

TSUNAMI WARNING SIRENS ON JULY 15

Late on July 15, a 7+ magnitude earthquake near Sand Point triggered a tsunami warning for Homer. The warning phone system activated automatically at 10:48 p.m., and Chief Kirko, Chief Robl, and other emergency management members of City staff were on-site by 11 p.m. The NOAA Tsunami Center later excluded Homer and the Kenai Peninsula from the affected area. Unfortunately, at the same time, local sirens were triggered by an external source, causing confusion for residents and visitors. Thankfully, the all-clear was given within an hour.

In response to the incident, Police Chief Robl met with the Kenai Peninsula Borough Office of Emergency Management staff and regional stakeholders to review and discuss the warning's management.

The City acknowledges the confusion caused by conflicting alerts and is actively reviewing response procedures. Our focus is on improving emergency communication channels to ensure accurate information reaches everyone promptly.

Please sign up for our emergency alerts, stay tuned to reliable news sources, and familiarize yourself with evacuation routes and safety procedures at www.kpb.us/alerts.

VISIT FROM DOT&PF COMMISSIONER

In an effort to address transportation challenges in Alaska's Central Region, Representative Sarah Vance organized a visit with Alaska Department of Transportation and Public Facilities (DOT&PF) Commissioner Ryan Anderson to Homer on July 27. The visit aimed to familiarize the Commissioner with the area's needs and gain firsthand insights.

Accompanied by DOT&PF Legislative Liaison/Special Assistant Andy Mills, the delegation met with local officials to discuss projects and plans, including Homer Mayor Ken Castner, Kachemak City Mayor Connie Isenhour, Homer City Councilmember Shelly Erikson, and City of Homer Special Projects Coordinator Jenny Carroll.

Key topics covered included:

- Addressing safety concerns and managing increased traffic on East End Road.
- Evaluating road conditions and ensuring pedestrian safety on Kachemak Drive.
- Exploring stormwater and groundwater management during road construction and the importance of local knowledge.
- Analyzing Homer's Kachemak Sponge Project and its significance.
- Discussing erosion conditions on Homer Spit.

The City thanks Representative Sarah Vance for bringing this gathering together. Additionally, we appreciate Commissioner Ryan Anderson's sharing his valuable time and his commitment to engaging with local officials and understanding our region's unique challenges.



DOT&PF INVITES PUBLIC COMMENT ON THE DRAFT 2024-2027 STIP

The Alaska Department of Transportation & Public Facilities (DOT&PF) has released the draft of the updated [Statewide Transportation Improvement Program \(STIP\)](#) and is encouraging the public to provide their feedback.



If you have a project that you would like to see completed in Homer, this is your opportunity to tell the DOT&PF!

The STIP is a comprehensive four-year plan that encompasses various surface transportation preservation and development projects. It covers highways, roads, sidewalks, trails, bridges, ferries, and public transportation while excluding aviation-related initiatives.



2024-2027 Statewide Transportation Improvement Program (STIP)

3 ways to comment on the STIP:

-  **ONLINE** at dot.alaska.gov/stip or scan this QR code: 
-  **TEXT** STIP to 855-925-2801
-  **CALL** 855-925-2801 & use PIN 2191 to leave a message

Various avenues for submitting comments are available on the [DOT&PF Invites Public Comment on the Draft 2023-2027 STIP webpage](#). For more information, the DOT&PF is hosting a public open house on Thursday, August 3. Find the virtual meeting link on the webpage linked above.

PORT & HARBOR

STAFF HOSTS U.S. ARMY CORPS OF ENGINEERS PLANNING TEAM



Harbormaster Matt Clarke and Port Director Bryan Hawkins recently hosted Robin Carr, Megan Green, and Alex Ryan with the U.S. Army Corps of Engineers (USACE). Alex's main focus is on programming a model for estimating delay times and costs resulting from overcrowding in small boat harbors. This model is intended for use in USACE small-boat harbor project studies across the United States.

To aid Alex in refining his model, staff hosted him for a two-day visit, during which he had the opportunity to witness the boat harbor in action. The visit also provided a platform to discuss various challenges associated with small boat harbors, thus informing the setup of his model effectively.

Throughout the visit, the group had the privilege to observe the launch ramp and barge ramp in operation, and witnessing multiple boat tows required due to harbor congestion. Additionally, they had the chance to explore unique facilities, including the public-use cranes at the fish dock. This hands-on experience allowed everyone involved to gather valuable insights into boat behavior in the harbor, traffic seasonality, and the key factors influencing the demand for harbor services. The knowledge gained during this visit will undoubtedly contribute to the team's future planning endeavors and support Alex in refining his small boat harbor model.

U.S. ARMY CORPS OF ENGINEERS COMMANDER VISITS HOMER

The City had its first meeting with the new commander of the U.S. Army Corps of Engineers Alaska District – Colonel Jeffrey Palazzini. Joining Colonel Palazzini was Randy Bowker who has been a frequent Homer Harbor visitor and serves as the Deputy District Engineer for Program Management (DPM) and Chief of the Program and Projects Management Division for the U.S. Army Corps of Engineers, Alaska District. Representing Homer was Mayor Ken Castner, Councilmember Donna Aderhold, City Manager Rob Dumouchel, Port Director Bryan Hawkins, Special Projects Coordinator Jenny Carroll, Port Administration Supervisor Amy Woodruff, and Port Commissioners Crisi Matthews and Bruce Friend. Staff oriented the Colonel to the Port of Homer and discussed the progress related to the large vessel harbor expansion project to date. After the meeting, staff provided a brief tour of the port and harbor. The City looks forward to working with Colonel Palazzini and continuing our strong relationship with USACE leadership in Alaska.



HOMER HARBOR EXPANSION STUDY UPDATE

Study Update

The USACE recently completed the scoping phase of the study, in which they evaluated and screened thirteen different alternative design concepts (developed at the May 17-19 public design charrette) according to a set of criteria. Their screening moved five of the most feasible design solutions onto the Alternative Formulation and Analysis phase of the study. The results of the screening have been presented to the USACE leadership for approval and shared in a City Council Worksession on July 24, 2023.

Mark Your Calendar!



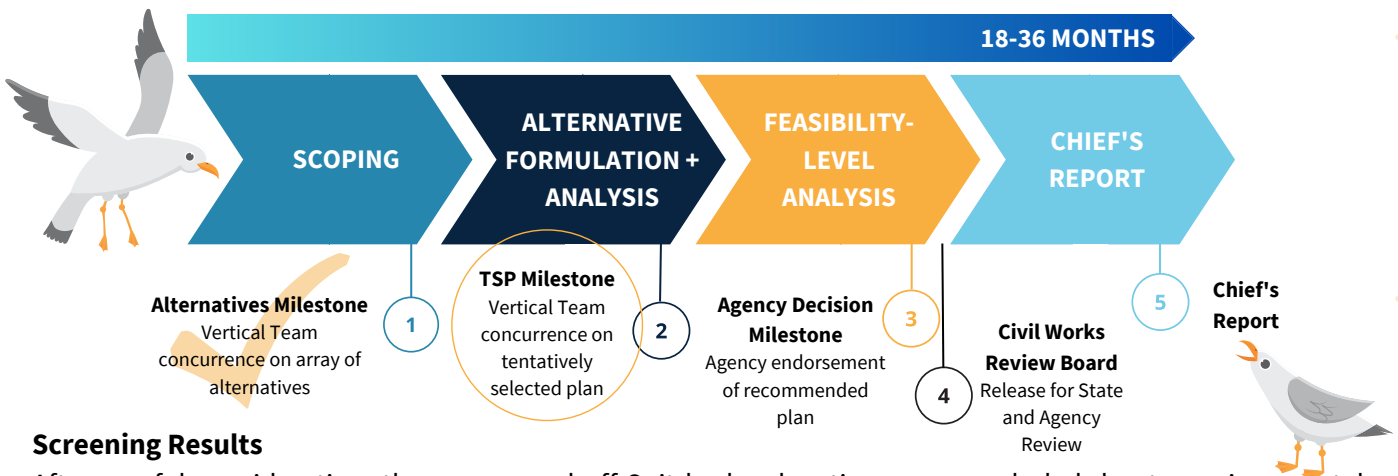
Saturday, September 23 at 11 a.m.



Kenai Peninsula College Campus,
Room P201



www.homerharborexpansion.com



Screening Results

After careful consideration, three proposed off-Spit harbor locations were excluded due to environmental and practical concerns. A location near the existing Homer Harbor has been chosen for further study. The five design concepts moving forward are all enclosed basins with rubble mound breakwaters. Three are single basins that vary according to the amount of uplands they provide. A fourth design features two enclosed basins. The fifth design is also an enclosed basin but is detached from the Spit to create a tranquil environment for moorage. Go to www.homerharborexpansion.com for detailed information about the initial array of designs, the USACE screening criteria, and screening results.

What's Next

In the second phase of the study, the USACE will finalize the fleet to be served, develop more detail for each design (size, orientation, and suggested location), model wave, sediment, and fleet movements for each design, and continue environmental analysis. As the study progresses, alternatives will be refined and additional measures could be identified. The process will result in screening out alternatives and arriving at a Tentatively Selected Plan (TSP).

Community Engagement

Your input is vital to this study's success. On September 23, the City is hosting an event for the community to get updated on the study's progress and to review, offer suggestions to improve the developing designs, and provide feedback. Meanwhile, stay engaged at www.homerharborexpansion.com and follow the City of Homer on [Facebook](#) and Instagram ([@cityofhomer](#))

PUBLIC WORKS



WATER SYSTEM EXCELLENCE AWARD

The City has achieved Urso Major status in Water System Excellence for 2022. Recognized by the Department of Environmental Conservation (DEC), this award acknowledges compliance with the Drinking Water and Operator Certification Programs. The City is committed to the continuing professional development and training of its water system operators. Congratulations to our dedicated Public Works staff for setting a high standard of excellence. We remain dedicated to providing safe drinking water to our community.

TOURS OF WATER AND WASTEWATER TREATMENT FACILITIES

Some newer staff in City Hall were given tours of the Wastewater and Water Treatment facilities on July 19. Guided by Todd Cook and Jim Tingley, the tour showcased the impressive operation levels of both facilities and the unwavering dedication and passion displayed by their operators. Notably, these operations have garnered numerous awards over the years, including a recent recognition from the Alaska Department of Conservation (DEC) as highlighted above.

The City of Homer Public Works Department is committed to delivering top-notch water and sewer services. They are proactive in anticipating future demand and efficiently catering to the city's growth by extending water and sewer services into areas identified in the land use plan.



Membrane Filters at Water Treatment Facility

— HAZARD MITIGATION PLAN —

LOCAL MITIGATION GOALS

Mitigation goals play a crucial role in shaping disaster management strategies by outlining an agency's objectives in hazard and loss prevention. These long-range policy-oriented statements reflect the community-wide vision and guide the development of effective mitigation plans. The City of Homer utilized the Federal Emergency Management Agency (FEMA) priorities for the 2022 Building Resilient Infrastructure and Communities (BRIC) program for the recently adopted Local Hazard Mitigation Plan (LHMP). These priorities serve as the foundation for defining three key goals in Homer's LHMP. This series will delve into the significance of mitigation goals and explore the specific objectives outlined by FEMA for building resilient communities.

1. Enhance climate protection and adaptation efforts.
2. Create a healthy and safe community.
3. Protect critical facilities and infrastructure against hazards.

3 Protect critical facilities and infrastructure against hazards

This goal recognizes the importance of safeguarding vital assets such as hospitals, water and wastewater treatment facilities, transportation networks, and communication systems from potential risks. By focusing on this objective, the city aims to ensure the continued functioning of essential services during and after disasters, minimizing disruptions and enabling swift recovery. Through the utilization of the Federal Emergency Management Agency (FEMA) priorities for the 2022 Building Resilient Infrastructure and Communities (BRIC) program, Homer's LHMP will address specific strategies and measures to fortify critical facilities and infrastructure, reinforcing the resilience of the community as a whole.

Find the Local Hazard Mitigation Plan on the City's website: <https://bit.ly/3pdCjKh>

FIRE DEPARTMENT

HVFD'S MUTUAL AID RESPONSE IN FRITZ CREEK GENERAL STORE FIRE

In the early hours of July 6, the Homer Volunteer Fire Department (HVFD) rushed to provide mutual aid to Kachemak Emergency Services Area (KESA) during a structure fire at Fritz Creek General Store. HVFD's Tanker-2, manned by Firefighters Arndt and Harvey, quickly arrived at the scene, supported by Deputy Chief Kahles and Chief Kirko.

Working in collaboration, HVFD and KESA crews swiftly initiated an aggressive attack on the fire. Despite intense interior conditions with temperatures exceeding 900 degrees, they successfully brought the blaze under control, preventing further damage and potential rekindling.

The incident showcased the effectiveness of their partnership and the importance of mutual aid in emergency response situations. HVFD's seamless coordination with KESA demonstrated the power of sharing resources and expertise during critical moments.

However, the response also highlighted some challenges. Tanker-2 faced repairable maintenance issues, underscoring the need for ongoing investment in equipment to enhance operational efficiency and safety. Additionally, the complex building construction posed difficulties during the extensive overhaul process.

Despite the challenges, Chief Kirko praises HVFD's flawless performance, emphasizing their crucial role in the quick extinguishment of the fire. The dedication of both HVFD and KESA personnel exemplifies the spirit of community and support, making our neighborhoods safer and more resilient.

The demonstration of mutual aid from HVFD with KESA during the Fritz Creek General Store fire serves as an inspiring example of effective collaboration between emergency services. By joining forces, these departments exemplify the spirit of community, dedication, and support, ensuring a swift and efficient response to emergencies.





In this section, we aim to keep readers informed about the latest developments in public safety in the community. Whether it's news about crime prevention, emergency preparedness, or updates on local law enforcement activities, we've got you covered. Our goal is to promote a safe and secure environment for all community members and visitors of Homer, and we believe that staying informed is a crucial part of achieving that. Read on to learn more about what's happening in public safety in Homer.

UPGRADED TSUNAMI SIRENS BEING INSTALLED IN AND AROUND HOMER

The Kenai Peninsula Borough Office of Emergency Management began the tsunami siren upgrade and testing project in late July with expected completion by mid-August. This project will enhance safety and emergency communication by addressing deficiencies identified in the Borough's All-Hazards Alert and Broadcast System assessment. The project will improve existing sirens to boost current coverage and provide clearer warning messages. It will also expand coverage by adding two new sirens at strategic locations on the Peninsula (one at Northern Enterprises Boat Yard on Kachemak Drive and another at the solid waste transfer site in Anchor Point).

Each site is projected to require one day for completion. The Borough anticipates only minimal traffic disruptions, such as reduced lanes at the Anchor Point transfer site. The Kenai Peninsula Borough will coordinate with the Alaska Department of Transportation to ensure efficient traffic management during the installation process. For more information about emergency preparedness, updates on the outdoor warning sirens, and other important information, visit and follow the [@KPBAlerts Facebook page](https://www.facebook.com/KPBAlerts), and go to <https://info.kpb.us> and sign up for KPB Alerts.

The anticipated timeline for work on the siren sites in and around Homer, subject to weather conditions and logistical considerations, is as follows :

- July 24-25: Homer Harbormaster
- July 26-27: Homer Ice Rink
- July 28-29: Homer Mariner Park
- July 31-August 1: Nanwalek
- August 2-3: Port Graham
- August 4-5: Seldovia
- August 7-8: Homer Fish & Game
- August 8-9: Homer Bishops Beach
- August 9-10: Homer Northern Enterprises Boat Yard (New)
- August 10-11: Anchor Point (New)



The KPB's tsunami tower rebuild team installed the new tsunami warning system on the pole next to the Harbormaster's office.



Welcome TO THE TEAM!

The City is delighted to extend a warm and enthusiastic welcome to Keith and Tom. We are thrilled to have them join the team!

- **Keith Bohlken**, Custodian
- **Tom Gilbert**, Ice Plant Operator I

JULY ANNIVERSARIES

We would like to recognize City staff members with anniversaries last month. Thank you for the dedication, commitment, and service you've provided the City and taxpayers of Homer over the years. You all are an integral part of what makes the City of Homer a great place to work and the community.

Lori Sorrows	Finance	24 Years
Dan Olsen	Public Works	22 Years
Julie Engebretsen	Planning	21 Years
Dave Welty	Public Works	15 Years
David Bernard	Library	12 Years
Jason Hoffman	Public Works	8 Years
Jason Hanenberger	Public Works	4 Years
Mark Kirko	Fire	4 Years
Owen Meyer	Public Works	2 Years
Ryan Foster	Planning	1 Year

PLANNING & ZONING

NATIONAL FLOOD INSURANCE PROGRAM COMPLIANCE

We are actively improving our floodplain program to comply with the National Flood Insurance Program (NFIP) and protect our community. In a recent meeting with the State of Alaska NFIP Coordinator, Harmony Curtis, we received valuable technical advice on NFIP regulations, focusing on the development permit process in flood-prone areas.

Staying NFIP-compliant allows us to access federal grants and loans for flood hazard area development. We remain committed to your safety, protecting against erosion, and minimizing flood damages. If you have any questions or concerns about the City's floodplain program, please contact the Planning Department at planning@ci.homer.ak.us or 907-235-3106.

MEET CITY STAFF

Meet **Amber Baldus**, the dedicated Administrative Assistant to the Fire Chief at the City of Homer's Emergency Services Division. She coordinates daily administrative tasks, supporting the Fire Chief and staff with care and precision. Amber's true joy comes from



serving the community, while outside of work, she enjoys roller skating, gardening, hiking, and camping. Her commitment to the City of Homer and its community members makes her a valued hometown hero.

"What I enjoy most about working for the City is literally being of service to this community. I very much enjoy working for a department who gives so much of their care, time, and hard work to the citizens of Homer, and I want to help support our staff and community in any way I can."

The meeting's positive outcomes include:

- NFIP training for our Planning Department
- Our floodplain ordinance complies with NFIP standards
- NFIP presentation for the Planning Commission
- Comprehensive review of our floodplain program
- Efficient permit review and issuance practices

CITY OF HOMER ROSTER

Mayor - Ken Castner (2024)

City Council

- Donna Aderhold (2024)
- Jason Davis (2025)
- Shelley Erickson (2024)
- Storm P. Hansen-Cavasos (2025)
- Rachel Lord (2023)
- Caroline Venuti (2023)

City Staff Leadership

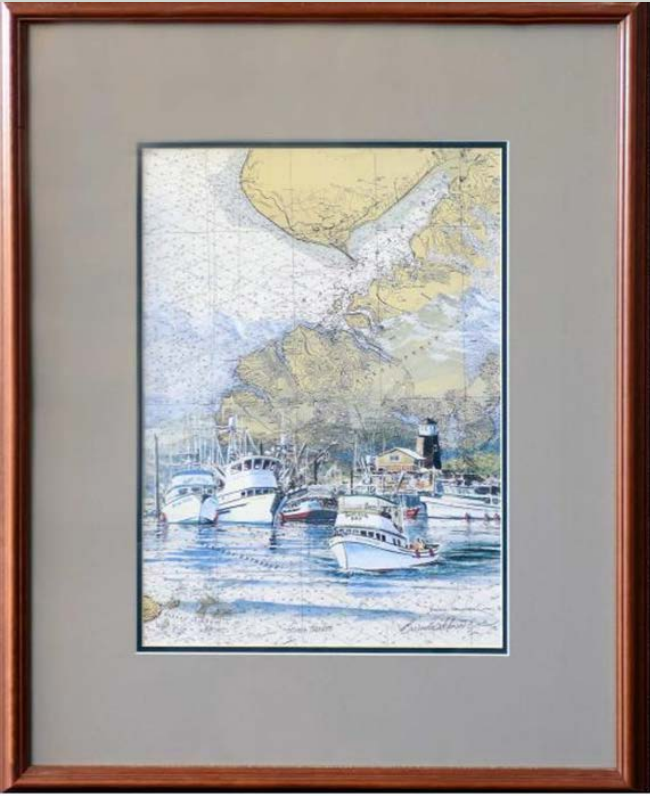
- Rob Dumouchel, City Manager
- Melissa Jacobsen, MMC, City Clerk/Deputy Director of Administration
- Mark Robl, Chief of Police
- Bill Jirsa, Chief Technology Officer
- Julie Engebretsen, Economic Development Manager
- Elizabeth Walton, Finance Director
- Mark Kirko, Fire Chief
- Dave Berry, Library Director
- Andrea Browning, Personnel Director
- Bryan Hawkins, Port Director
- Jan Keiser, Public Works Director/City Engineer
- Ryan Foster, City Planner
- Mike Illg, Community Recreation Manager

Commissions and Boards

- ADA Advisory Board
- Economic Development Advisory Commission
- Library Advisory Board
- Parks, Art, Recreation and Culture Advisory Commission
- Planning Commission
- Port and Harbor Advisory Commission

MUNICIPAL ART COLLECTION

Learn more about the municipal art collection at:
www.cityofhomer-ak.gov/prac/city-homer-municipal-art-collection



Harbor and Chart
Brenda Schwartz
City of Homer Harbormaster Office
Print, 18x22 inches

STAY CONNECTED TO CITY COUNCIL

Go to cityofhomer-ak.gov/cityclerk/stay-connected-city-council to find instructions on how to listen, provide testimony, and participate in the meetings via Zoom.

UPCOMING MEETINGS

August		
2	6:30 p.m.	Planning Commission Regular Meeting
8	6 p.m.	Economic Dev. Advisory Commission Regular Meeting
10	5 p.m.	ADA Advisory Board Regular Meeting
14	5 p.m.	City Council Committee of the Whole
14	6 p.m.	City Council Regular Meeting
15	5:30 p.m.	Library Advisory Board Regular Meeting
16	6:30 p.m.	Planning Commission Regular Meeting
17	5:30 p.m.	Parks, Art, Rec & Culture Commission Regular Meeting
23	5:30 p.m.	Port & Harbor Advisory Commission Regular Meeting
28	5 p.m.	City Council Committee of the Whole
28	6 p.m.	City Council Regular Meeting

JOIN OUR TEAM

The City of Homer has current Job Openings. Sign up for Job Alerts or Apply Online at: cityofhomerak.applicantpro.com/jobs

CURRENT JOB LISTINGS:

- [Assistant to the City Manager, Full-Time](#)
- [Building Custodian, Full-Time](#)
- [Mechanic I or II, Full-Time](#)
- [Port Property Manager, Full Time](#)
- [Public Works Director, Full-Time](#)
- [Temporary Building Custodian, Seasonal](#)
- [Utilities Laborer, Seasonal](#)



ABOUT THIS NEWSLETTER

The City of Homer Newsletter is published monthly. For questions or comments, please contact the Office of the City Manager at citymanager@ci.homer.ak.us.

City of Homer

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

LIBRARY ADVISORY BOARD 2023 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/11 5:00 p.m.	Tuesday 1/17 5:30 p.m.	Monday 1/23 6:00 p.m. [Finn]	
FEBRUARY	Wednesday 2/15 5:00 p.m.	Tuesday 2/21 5:30 p.m.	Monday 2/27 6:00 p.m. [Kuszmaul]	• Annual Review of Library Fees, Policies, Rules & Regulations • Annual Review of Board's Bylaws • Celebration of Lifelong Learning
MARCH	Wednesday 3/15 5:00 p.m.	Tuesday 3/21 5:30 p.m.	Tuesday 3/28 6:00 p.m. [McKinney]	• Clerk Reappointment Notices Sent Out
APRIL	Wednesday 4/12 5:00 p.m.	Tuesday 4/18 5:30 p.m.	Monday 4/24 6:00 p.m. [Asselin]	• Terms Expire April 1st • Advisory Body Training Worksession • Election of LAB Officers • National Library Week, Library Workers Day, & Library Legislative Day
MAY	Wednesday 5/10 5:00 p.m.	Tuesday 5/16 5:30 p.m.	Monday 5/22 6:00 p.m. [Baily]	
JUNE	No Regular Meeting			
JULY	No Regular Meeting – Conducted Worksession on July 11th			Draft Policies Update/Revision
AUGUST	Wednesday 8/9 5:00 p.m.	Tuesday 8/15 5:30 p.m.	Monday 8/28 6:00 p.m. Volunteer?	• Library Budget Review *may not be applicable during non-budget years • Library Policies Revision • CIP 2024-2029 Draft Recommendations
SEPTEMBER	Wednesday 9/13 5:00 p.m.	Tuesday 9/19 5:30 p.m.	Monday 9/25 6:00 p.m. Volunteer?	• Library Card Sign-up Month
OCTOBER	Wednesday 10/11 5:00 p.m.	Tuesday 10/17 5:30 p.m.	Monday 10/23 6:00 p.m. Volunteer?	
NOVEMBER	Wednesday 11/8 5:00 p.m.	Tuesday 11/21 5:30 p.m.	Monday 11/27 6:00 p.m. Volunteer?	• National Friends of Libraries Week • Approve Meeting Schedule for Upcoming Year
DECEMBER	Wednesday 12/13 5:00 p.m.	Tuesday 12/19 5:30 p.m.	1/8/2024 6:00 p.m. Volunteer?	• 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/ Pre



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

Agenda Changes/Supplemental Packet

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, DEPUTY CITY CLERK II
DATE: AUGUST 15, 2023
SUBJECT: SUPPLEMENTAL PACKET

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS

- A. June 2023 Library Director Report
- B. July 2023 Library Director Report
- 2022 Annual Statistics and 2023 Annual Statistics to Date **pgs 3-4**
- C. Fundraising Update
- Homer Foundation Quarterly Report April 1-June 30, 2023 **pg 5**
- D. Legislative Update
- Legislative Report for August 14, 2023 **pgs 6-9**

PENDING BUSINESS

- A. Updated Revision of Library Policies
- Table of Contents – Alphabetical **pgs 10-16**
- Table of Contents – Second Order Headings **pgs 17-23**

Homer Public Library Statistical Summary for 2022

Date: 10-Aug-23

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	11,269	10,348	12,360	11,394	9,965	11,919	12,015	13,136	11,843	11,313	10,441	10,467	136,470
*Physical Print/Audio/Video	8,788	8,085	9,856	8,940	7,892	9,717	9,620	10,614	9,583	8,849	8,267	8,163	108,374
*Other Physical items (n. 2)	93	78	80	109	76	118	122	117	101	92	73	86	1,145
*Alaska Digital Library	2,295	2,112	2,376	2,297	1,974	2,043	2,242	2,367	2,141	2,329	2,033	2,176	26,385
*Flipster e-magazines	93	73	48	48	23	41	31	38	18	25	39	22	499
*Kanopy streaming video	0	0	0	0	0	0	0	0	0	18	29	20	67
INTERLIBRARY LOANS													
Incoming (Borrowed)	59	46	20	14	21	11	18	22	11	20	32	28	302
Outgoing (Lent)	25	21	28	15	18	13	16	19	22	13	27	15	232
BUILDING USE													
Gate Count	4,929	5,120	6,573	7,613	6,719	7,675	8,905	8,794	12,042	9,628	6,919	6,570	91487
Study Rooms (# of group sessions)	102	136	145	147	269	194	160	261	222	161	174	156	2127
Study Rooms (# of people)	152	214	218	219	370	264	203	342	363	302	296	235	3178
Meeting Room (# of group sessions)	13	13	20	19	19	23	28	22	28	30	23	20	258
Meeting Room (# of people)	55	70	144	115	149	217	222	169	286	284	228	132	2071
INTERNET USE													
TOTAL (*Included)	1,414	1,683	2,053	2,265	2,396	2,995	3,383	3,678	2,399	2,035	1,827	1,700	27,828
*Wireless Internet sessions	765	951	1,147	1,389	1,560	2,075	2,348	2,548	1,488	1,242	1,176	1,039	17728
*Hardwired Internet sessions	649	732	906	876	836	920	1,035	1,130	911	793	651	661	10100
Website visits (sessions)	4,283	3,558	4,217	4,375	4,640	4,583	4,980	4,931	4,618	4,437	4,300	3,604	52,526
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,206	1,153	1,006	1,351	1,286	997	1,154	1,285	1,250	1,324	1,003	294	13309
*Programs for Age 0-5	1130	990	914	1184	665	768	658	983	810	930	748	116	9896
*Programs for Age 6-11	15	19	8	66	329	183	213	80	170	215	137	59	1494
*Programs for Age 12-18	22	1	3	4	2	18	9	0	5	31	3	12	110
*Programs for Age 19+	32	53	49	15	10	3	78	149	143	84	90	81	787
*Programs for All Ages	7	90	32	82	280	25	196	73	122	64	25	26	1022
OUTREACH													
# Events	1	2	2	2	2	2	1	1	2	3	2	1	21
# People	6	7	11	8	8	15	6	7	12	21	10	6	117
NEW CARDS ISSUED													
City	14	12	25	27	31	40	32	39	34	21	23	22	320
Borough	20	24	33	33	21	39	34	28	31	20	18	26	327
Temporary	1	0	2	1	2	7	3	3	2	1	0	0	22
Reciprocal	0	0	1	0	3	0	1	3	4	3	1	0	16
VOLUNTEER HOURS													
# of people	60	53	56	39	39	43	46	50	48	47	72	58	611
# of hours	203	206	193	232	159	133	182	183	179	146	288	309	2413
MATERIALS ADDED													
Books	282	207	219	231	277	327	272	285	108	295	147	239	2889
Audio	3	8	33	4	46	11	9	17	1	4	7	9	152
Video	25	23	47	68	73	45	35	43	10	27	20	33	449
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	79	45	183	93	73	118	68	0	163	252	19	59	1152
MATERIALS REMOVED													
Books	168	304	543	567	531	139	272	157	270	229	329	252	3761
Audio	0	0	1	44	25	2	68	0	0	9	1	0	150
Video	0	0	0	33	131	72	0	4	1	79	116	0	436
Serials	2	0	0	0	1	1	0	4	0	1	0	0	9
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	260.00	679.00	504.00	757.00	901.00	1075.00	517.20	1570.00	566.00	908.00	455.00	1378.00	9,570.20
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants							7000.00	8058.00					15,058.00
TOTALS	260.00	679.00	504.00	757.00	901.00	1,075.00	517.20	8,570.00	8,624.00	908.00	455.00	1,378.00	\$24,628.20

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 2023

Date: 11-Aug-23

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	11,912	11,843	12,613	11,546	11,646	12,422	13,492	0	0	0	0	0	85,474
*Physical Print/Audio/Video	9,322	9,289	9,449	8,728	8,933	9,900	10,782						66,403
*Other Physical items (n. 2)	91	108	116	90	109	111	128						753
*Alaska Digital Library	2,443	2,408	2,984	2,655	2,507	2,327	2,408						17,732
*Flipster e-magazines	28	22	36	26	27	32	51						222
*Kanopy streaming video	28	16	28	47	70	52	123						364
INTERLIBRARY LOANS													
Incoming (Borrowed)	24	14	17	24	13	7	20						119
Outgoing (Lent)	18	6	22	14	26	11	20						117
BUILDING USE													
Gate Count	10,232	11,500	12,884	12,022	13,253	12,711	10,327						82929
Study Rooms (# of group sessions)	200	219	244	236	237	224	188						1548
Study Rooms (# of people)	336	361	434	426	397	371	283						2608
Meeting Room (# of group sessions)	40	28	36	25	16	34	20						199
Meeting Room (# of people)	282	205	238	229	162	383	220						1719
INTERNET USE													
TOTAL (*Included)	1,701	1,840	2,510	2,224	2,427	2,851	2,695	0	0	0	0	0	16,248
*Wireless Internet sessions	1,006	1,055	1,401	1,372	1,533	1,763	1,588						9718
*Hardwired Internet sessions	695	785	1,109	852	894	1,088	1,107						6530
Website visits (sessions)	4,720	3,966	5,143	4,332	5,041	5,442							28,644
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	947	933	1,101	915	1,206	1,342	471	0	0	0	0	0	6915
*Programs for Age 0-5	670	597	725	662	910	854	161						4579
*Programs for Age 6-11	176	160	143	63	150	217	170						1079
*Programs for Age 12-18	14	26	72	44	34	69	57						316
*Programs for Age 19+	63	44	161	58	85	80	49						540
*Programs for All Ages	24	106	0	88	27	122	34						401
OUTREACH													
# Events	2	2	4	2	2	2	1						15
# People	12	8	14	17	18	11	3						83
NEW CARDS ISSUED													
City	41	33	27	26	28	38	31						224
Borough	30	32	25	26	17	30	30						190
Temporary	0	1	0	0	1	5	3						10
Reciprocal	0	0	0	0	4	3	2						9
VOLUNTEER HOURS													
# of people	73	67	55	65	39	58	57						414
# of hours	312	227	150	233	198	173	157						1450
MATERIALS ADDED													
Books	324	180	143	311	265	190	125						1538
Audio	7	7	23	11	19	8	6						81
Video	56	31	26	46	74	20	32						285
Serials	0	0	0	1	0	1	0						2
Electronic Resources	31	61	32	52	16	0	13						205
MATERIALS REMOVED													
Books	523	216	326	95	359	412	88						2019
Audio	0	0	0	0	1	0	0						1
Video	0	0	3	15	0	78	33						129
Serials	0	0	0	0	0	0	0						0
Electronic Resources	0	0	0	0	0	0	0						0
REVENUES DEPOSITED													
Fines/Fees/Copies	865.00	1037.00	0.00	1101.00	971.00	915.00	1020.00						5,909.00
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants													0.00
TOTALS	865.00	1,037.00	0.00	1,101.00	971.00	915.00	1,020.00	0.00	0.00	0.00	0.00	0.00	\$5,909.00

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.

Note 3: Gate count for July may be low due to equipment failure.

HOMER FOUNDATION

Quarterly Report

April 1 through June 30, 2023

Fund Contact: City of Homer Manager

Fund: Library Endowment Fund

Fund Type: Field of Interest

Portfolio Share (Corpus)

Beginning Balance	\$45,580.35
Quarterly Portfolio Change	\$1,865.22
Contributions/Donations	\$100.00
Fund Decreases	-
Ending Balance	\$47,545.57

Amount Available to Spend (ATS)

Beginning Balance	\$2,625.91
Increases to ATS	-
Grants and Withdrawals	-
Ending Balance	\$2,625.91

FY 24 Available to Spend	\$1,516.94
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Legislative report for LAB August 15th 2023

Alaska statewide: The next session of our legislature opens Jan 16th 2024. I may bring a lay-down to the meeting

Nationally, the American Library Association puts out news releases, that can help us stay in touch with nationwide library issues. Here is a recent one that seems illustrative of what is currently happening, and one courts response.

Reported 8-2-23



Freedom to Read Foundation welcomes preliminary injunction barring implementation of Arkansas Act 372

Court Upholds First Amendment rights of Libraries, Librarians, Booksellers, Publishers, Authors and Readers in Commanding Opinion

Washington, D.C. — On July 29, the U.S. District Court for the Western District of Arkansas granted a Preliminary Injunction, barring the implementation of two provisions of Arkansas Act 372, one of which would have subjected librarians and bookstore owners to criminal prosecution unless they removed from shelves serving older minors and adults material deemed unsuitable for the youngest minors. The other provision would have mandated a library book challenge procedure in public libraries whereby individuals may challenge books based on “appropriateness” (an undefined term not based on constitutional standards). In addition review boards would have been allowed or even invited to engage in viewpoint and content based discrimination. The ruling came in response to the [suit](#) filed by a coalition of plaintiffs that includes local Arkansas libraries, as well as authors, publishers, booksellers, librarians, and readers. The bill was signed by the Governor of Arkansas on March 30, 2023 and had been slated to go into effect on August 1.

Excerpts from the Order and Opinion

- The Bill of Rights to the United States Constitution guarantees the right of every American to speak freely and to receive speech. This freedom of speech, codified in the First Amendment, is enjoyed by everyone—even children... [although] minors' First Amendment rights are limited in some way.
- While these boundaries are not clearly defined in law, common sense tells that “[i]n assessing whether a minor has the requisite capacity for individual choices, the age of the minor is a significant factor (quoting the U.S. Supreme Court in *Erznoznik v. City of Jacksonville* (1975)). Obviously a seven-year old’s capacity is far different from that of a seventeen-year-old.
- Complying with the Act would likely impose an unnecessary and unjustified burden on any older minor’s ability to access free library books appropriate to his or her age and reading level. It is also likely that adults browsing the shelves of bookstores and libraries with their minor children would be prohibited from accessing most reading materials appropriate for an adult...The breadth of this legislation and its restrictions on constitutionally protected speech are therefore unjustified.
- Section 5 of the Act is very poorly drafted...Perhaps any vagueness may be chalked up to the General Assembly’s haste to enact [it], but the lack of clarity seems to have been by design. After all, by keeping the pivotal terms vague, local governing bodies have greater flexibility to assess a given challenge, however they please rather than how the Constitution dictates.”
- During the hearing, the State made little effort to defend the vague terms in Section 5 and instead focused its attention on a broader point made in its brief, that “[s]tates may add and remove materials from public libraries at will.” The State seemed to argue that content-based censorship of otherwise constitutionally protected speech, as contemplated by the Section 5 challenge process, was perfectly acceptable. . . . The State is wrong on [this] front.

- After extensive briefing and a day-long hearing, the Court cannot discern what compelling state interests justify Section 5...If the law is intended to protect minors, it is not narrowly tailored to that purpose. Nor is [it] limited to reading material in public libraries that is obscene or “harmful to minors,” which makes the law likely to significantly burden constitutionally protected speech.
- “The vocation of a librarian requires a commitment to freedom of speech and the celebration of diverse viewpoints unlike that found in any other profession. The librarian curates the collection of reading materials for an entire community, and in doing so, he or she reinforces the bedrock principles on which this country was founded.”
- School children “have a First Amendment right to receive information and... school officials are prohibited from exercising their discretion to remove books from school library shelves simply because they dislike the ideas contained in those books and seek by their removal to prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion, (quoting the U.S. Supreme Court’s opinion in *Board of Education, Island Trees Union Free School District Number 26 v. Pico* (1982)).
- Plaintiffs will suffer irreparable harm if a preliminary injunction is not granted. No legal remedy exists that could compensate Plaintiffs for their loss of protected constitutional rights. “Loss of First Amendment freedoms, even for minimal periods of time, constitute(s) irreparable injury.” (quoting the U.S. Supreme Court in *Elrod v. Burns* (1976)).

Joint Statement of the Organizational Plaintiffs

Allison Hill, the CEO of the American Booksellers Association; Maria Pallante, President and CEO of the Association of American Publishers; Mary Rasenberger, CEO of the Authors Guild; Deborah Caldwell- Stone, the Executive Director of the Freedom to Read

Foundation; Jeff Trexler, the Interim Director of Comic Book Legal Defense Fund; Pearl's Books; Kandi West, Lia Lent and Lynne Phillips, owners of WordsWorth Books:

“The court has moved decisively to protect the First Amendment rights of Arkansas’ book community, consistent with the rigorous analysis that freedom of speech has always required. In barring the implementation of the challenged provisions of Arkansas Act 372, the court has preserved the constitutional right of the state’s readers to receive information, including viewpoints that state legislators may find disagreeable. Just as profoundly, the court has shielded the state’s booksellers and librarians from extreme punishments for performing their essential function of making books available to the public.”

What the Bill Would Have Done

The lawsuit challenged two provisions of Act 372 that would have violated the First and Fourteenth Amendments. One component made it a crime for libraries, booksellers, and any brick-and-mortar establishment to display or make available works that might be harmful to minors. This would have required libraries and booksellers to limit all readers to books appropriate for minors or exclude all minor readers from their premises. The second provision made it possible for any person in Arkansas to demand the removal of a book the person deemed inappropriate, limiting readers to one person’s opinion about what books should be in the library, and it would have permitted or encouraged review boards to engage in viewpoint- and content-based discrimination.

Plaintiffs

The plaintiffs in the suit include the American Booksellers Association, Association of American Publishers, Authors Guild, Comic Book Legal Defense Fund, Freedom to Read Foundation, and two local bookstores – WordsWorth Books in Little Rock and Pearl's Books in Fayetteville, as well as a consortium of local libraries, librarians, and library advocates, which includes Fayetteville Public Library, Eureka Springs Carnegie Public Library, Central Arkansas Library System (CALS), Arkansas Library Association, Advocates for All Arkansas Libraries, Nate Coulter (Executive Director of CALS); Adam Webb, a librarian from Garland County; Olivia Farrell, an adult CALS patron; Hayden Kirby, a 17-year-old CALS patron; and Leta Caplinger, a patron of the Crawford County Public Library.

Alphabetical

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United States Constitution, Code and Statutes

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Code of Ethics of the American Library Association

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Freedom to View Statement

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

Politics in American Libraries: An Interpretation of the Library Bill of Rights

Meeting Rooms: An Interpretation of the Library Bill of Rights

Labeling Systems: An Interpretation of the Library Bill of Rights

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