

NOTICE OF MEETING
REGULAR MEETING AGENDA

1. CALL TO ORDER, 5:30 P.M.
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA *(Three Minute Time Limit)*
4. RECONSIDERATION
5. VISITORS
6. APPROVAL OF THE MINUTES
 - A. April 3, 2018 Regular Meeting Minutes Page 3
6. REPORTS
 - A. Library Director Report –March Page 11
 1. Statistics for 2017 Page 13
 2. Statistics for 2018 (Laydown)
 - B. Friends of the Library – Last Meeting Report
 1. Next Meeting is May 2, 2018 @ 6:00 p.m. in the Library
7. PUBLIC HEARINGS
8. PENDING BUSINESS
 - A. Library Board OWL Teleconference – Results and Next Steps Page 15
 - B. Student Representative Board Member Page 17
9. NEW BUSINESS
 - A. Resolution 18-037(S), Amending the Fee Schedule to Increase Copy Fees Page 21
 1. Memorandum 18-043 from Acting Library Director re: Library Copy Fees Page 25
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 3. Email from Councilmember Smith thru City Manager re: Library Copy Fees Page 31
 - B. Library Fees Page 33
 - C. Areas of Interest to Research over the Summer Break Page 37
 - D. Library Policies – Status on Updates and Recommendations of the Board Page 39
 1. Reciprocal Borrowing
 2. Circulation
 3. Lending Period – Children’s
10. INFORMATIONAL MATERIALS
 - A. 2018 Board member Attendance at City Council Meetings Page 47
11. COMMENTS OF THE AUDIENCE
12. COMMENTS OF THE BOARD
13. ADJOURNMENT

The next regular meeting is **TUESDAY, AUGUST 7, 2018 at 5:30 p.m.** in the City Hall Cowles Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska

Session 18-03, a Regular Meeting of the Library Advisory Board was called to order by Chair Jacque Peterson at 5:31 p.m. on April 3, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FINN, MASSION, PETERSON, KUSZMAUL, FAIR
STUDENT REPRESENTATIVE VANCE

ABSENT: BOARDMEMBER SPRINGER

STAFF: YOUTH SERVICES LIBRARIAN HAINES
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

FIAR/MASSION MOVED TO APPROVE THE AGENDA AS WRITTEN

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF MINUTES

A. March 6, 2018 Regular Meeting Minutes

MASSION/FAIR MOVED TO APPROVE THE MINUTES OF MARCH 6, 2018.

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

A. Library Director Report –

1. Statistics for 2017
2. Statistics for 2018 (Laydown)

Claudia Haines, Youth Services Librarian informed the board about the following items:

- Matthew Smith hired as new Library Technician who has a library background and has been a resident of Homer for about one year

- The Friends of the Library will have two annual fundraising events for April – Lifelong Learning which is this upcoming weekend, April 7th and the Spring Book & Plant Sale Saturday, April 21st.
- Attended the Annual Alaska Library Conference in Anchorage March 8-11
 - o Library Director Dixon moderated a panel on Native Boarding school experience in Children's Literature
 - o Participated in a panel on Alaska Books for Alaska Kids project
- Two grant applications submitted - Public Library Assistance Grant (PLAG) which funds the purchases of approximately \$7000 in print materials and is co-sponsoring an Inter-Library Cooperation Grant application with five other small libraries statewide to fund a Growing Small Business in Alaska in which will fund more business resources, staff training and a needs assessment.
- Jackie McDonough attended the annual Conference this year with the assistance of a Continuing Education Grant that covered her expenses. She attended a session on book mending and conservation which will fit right in with her archival background as she begins to do more mending at the library.
 - o Ms. Haines reported that she presented at two sessions about the Summer @HPL, summer reading and learning program at the library and Makers2Mentors program
- Staff has been working on developing parameters and procedures for possible participation in the Statewide Reciprocal Borrowing Program.
- The update to the library management software went smoothly
- The computers have been upgraded and are working great
- Lunch with A Councilmember is Monday, April 9th with Councilmember Stroozas

Ms. Haines responded to questions regarding statewide themes or issues that were discussed at the conference on state of the libraries noting that the topic was diversity and how the libraries assist families and how they build community discussion, also how to collaborate and work with each other.

Ms. Haines responded that it could reflect school start times, bookmobile visits and that school visits were down to questions regarding fluctuations in the numbers within the statistics and that was based on her experience but that Ms. Dixon may have additional information from her experience.

Ms. Haines did not believe that the Bookmobile impacted the library that it was a good partnership showing the Library in another concept to the children in response to Chair Peterson's questions regarding this service in relation to the numbers.

Ms. Haines provided the selection process for the Lifelong Learning award for the Board and noted that it was conducted by the Friends. She also noted that past awardees can be found on a plaque in the library.

B. Friends of the Library – Last Meeting Report

1. Next Meeting is April 11, 2018 @ 6:00 p.m. in the Library

There was no report for the last meeting provided.

Boardmember Kuszmaul confirmed the date and time and volunteered to attend that meeting.

PUBLIC HEARING

PENDING BUSINESS

A. National Library Week – Letter to the Editor

Chair Peterson read the title into the record and requested a motion to approve the Letter to the Editor.

FINN MASSION MOVED TO APPROVE THE LETTER TO THE EDITOR ON NATIONAL LIBRARY WEEK.

Discussion ensued on having to approve the document since it will be printed in the Homer News on Thursday, it will be the Opinion piece, providing the Letter to both papers as a courtesy.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Kenai Peninsula Library Boards – Proposed Meeting

Chair Peterson read the title into the record and explained that they previously decided to contact other local libraries to see if there was interest in developing a relationship, she and Board member Finn created a list of libraries to contact and sent an invitation to the following libraries: Moose Pass, Seldovia, Anchor Point, Soldotna, and Ninilchik.

After confirmation from OWL of the time and date she sent the invitation to those libraries listed and received a lukewarm reception, Soldotna was unavailable on the date, April 10, 2018 5:30-7:00 p.m. in fact only receiving a “we will try” response from the Anchor Point library. So they may have a good response or just a meeting with themselves.

Chair Peterson reiterated the meeting date of April 10, 2018 in the conference room at the Library 5:30 -7:00 p.m.

C. Student Representative Seat – Job Description

Chair Peterson reviewed the recommendation from the City Clerk and noted the email from Deputy City Clerk Smith on the timing issue and that Student Representative Vance’s term ends in August. The new Student Rep will be selected by Mayor and start in September.

Boardmember Kuszmaul stated that there needs to be some sort of description of the position to provide information to a potential applicant.

Chair Peterson requested confirmation from Deputy City Clerk Krause on the “job description” of the student representative position being the same as theirs and in fact did not know if they had a job description.

Deputy City Clerk Krause read from the City Code the Duties and Responsibilities of a Boardmember, which are as follows:

- establish operational policies for the library for approval by the City Council

- assist the Library Director with the annual budget request to the City Council
- adopt bylaws and regulations for internal operations
- make recommendations through the City Manager to the Mayor and City Council concerning the library
- solicit donations of money and/or property for the benefit of the library
- represent the library to the community

Deputy City Clerk Krause confirmed for Commissioner Fair that a Student Representative has equal standing with the remaining members with the exception that it is a non-voting position.

Commissioner Fair provided some feedback on the student representative for the parks commission stating that they participate fully in the commission discussions and events, they just doesn't vote on the motions that the commission makes.

Chair Peterson wanted to preface the position by saying that it was honorary and non-voting position.

The Board entertained a lengthy discussion on the memorandum focusing on the third paragraph believing there was an error in that the Student Representative has a job description same as theirs. The following was points were also discussed by the Board:

- Student Representative position is honorary, same duties and responsibilities
- Student Representatives do not make motions or vote
- Vacancies are not advertised until they occur
- The Student Representative vacancy would be advertised in August
- The Board advertised and solicited for the Student Representative position at the High School, Flex School and Connections with a deadline of May 1, 2018, so that students can apply and be appointed in May by Council.
- Applications can be submitted at any time but the vacancy will still have to be advertised so there will be a possible delay in filling the position.
- Requesting an exception to the rule of advertising
- The term of the Student Representative is September through May

Deputy City Clerk Krause provided clarification at the request of the Board on the process for the Student Representative to give up their seat before their term expired or if they wanted to request reappointment, would be to submit a written notice or request to the City Clerk.

Chair Peterson thanked Miss Vance for her service on the Board and apologized for the messy end to her tenure. Stating that this was not a reflection on her service.

Boardmember Finn asked if she should contact the schools to let them know of the developments and changes.

Chair Peterson responded that she did not believe it would be necessary, that they should proceed as planned.

Deputy City Clerk Krause explained that there is not a deadline normally on the applications they do keep them and will go back and contact applicants to see if they are still interested and even offer those

applicants interested the opportunity to update their application if they desire in response to Boardmember Finn.

Boardmember Finn inquired on the process for submittal to the Mayor for selection.

Deputy City Clerk Krause provided the process the Clerk's Office uses for applications received for vacancies on the various Advisory bodies.

Board member Massion confirmed with the Clerk that Miss Vance could submit her resignation tonight since she will not be attending the May meeting then they could have another Student Representative appointed at the upcoming Council meeting.

Deputy City Clerk Krause reiterated that they would have to advertise that there is a vacancy and a person could be appointed at the April 23rd Council meeting.

Ms. Haines added that if she had her finger on the pulse of teens and the school year the students would not be focused on the upcoming school year but on summer. She believed August would be a better time to have someone appointed. Teens would be more focused on school year and the community service requirements in September.

Chair Peterson acknowledged what Ms. Haines what relating to the Board but the Board will not be meeting June or July and desired to get back to work in August with a full Board when the budget comes up. Chair Peterson acknowledged the efforts of Boardmembers Massion and Finn have done contacting the counselors at the schools and believe the Board should proceed as planned.

Further discussion ensued on being in contact with the schools counselors regarding applicants, the established deadline of May 1st; clarification on the application process and how the applications are handled by the Clerk's office; that one application has been received; the selection process is not like applying for a job; most applicants do have some qualifications or experience and the Mayor does not appoint all applicants, someone who is not a Homer area High School Student will not be appointed; it is not as difficult as it may be appear.

Additional questions were answered on establishing the new student representative's term and Ms. Vance resignation from the Board by Boardmembers.

NEW BUSINESS

INFORMATIONAL ITEMS

A. Resolution 18-31 Amending the Library Advisory Board Bylaws-Approved by City Council

Chair Peterson reviewed the approved Bylaws changes approved by Council at the March 27, 2018 Council meeting. Vice Chair Kuszmaul requested clarification on guidelines versus job description.

A brief discussion by the Board ensued on how the guidelines differ from a job description.

B. 2018 Board member Attendance at City Council Meetings

Boardmember Massion volunteered to attend and accept the Proclamation recognizing National Library Week. He encouraged all Boardmembers to be present at that meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause commented that it was good to be back.

Youth Services Librarian Haines commented on serving on the Association for Library Service to Children Caldecott Committee this past year and in February the committee met and selected both the winner of the prestigious honor for picture books for children 14 and under and several Honor Books and as part of that service she has received for review approximately 650 picture books. They are starting to trickle into the collection. This is a benefit to the library of thousands of dollars that the Library will not have to expend from the budget.

Ms. Haines reported that many will find their way into the collection for people to borrow, some of them will be used as prizes for the summer programs, donated to local schools, the bookmobile, and other purposes. About a handful she will be keeping for her own. All the books were donated by the publishers. She believes that what is most significant about serving on a committee like this besides being a huge honor is the tangible benefit to Homer, it has generated conversations with the kids about what the award is, how we look at picture books, whether it is in Story Time, or with older kids and parents practicing their evaluation skills of media.

Ms. Haines reported that her service allowed her to bring the Alaskan voice to the national honor and award which the Association for Library Service to Children Caldecott Committee is trying to broaden the representation on the committee. She wanted to provide a heads up to the Board that these books are working their way in to the collection as fast as they can get them catalogued.

In response to Boardmember Massion question on the quality of the books received she evaluated the books for the award not the same as evaluating the books for collection. There are many that she knew would go into the collection that she did not purchase since she knew they would be coming into the collection. The others she evaluated based on the standard parameters; requested books, popular, multiple good reviews in professional publications, which is what she uses to purchase books.

Ms. Haines provided information on the variables that qualifies a picture book, and what goes into their picture book bins, there may be some that are graphic novels that were submitted for consideration and some that fall in the young adult collection. Most will go into the collection but not all.

She noted that receipt of these books will fill the gaps and would there would be approximately 300 added to collection at \$18-19 per book. She noted that attendance and serving on the committee was done on her own time.

Board member Kuszmaul was hesitant in sharing the information due to concern that it could be used to reduce the collection budget.

Boardmember Massion felt that it was understandable that this was a once in a lifetime circumstance and likely not ever to be repeated.

Ms. Haines confirmed that she will not be serving ever again on the Caldecott Committee and she brought the issue forward stating that she volunteered her time on the committee for a two sided purpose allowed them to be represented on a national committee but it brought a tangible result to the community of Homer. She could estimate how many but could not provide an exact number.

Boardmember Massion believed that this was very important to share with the Council but if the Board did not agree then he would abide that decision.

Boardmember Fair disagreed that this was a very big deal and if the College was involved they would be making sure everyone knew. He stressed that Caldecott was a very big deal.

Chair Peterson offered that they could compromise and report to the Council but only talk about the numbers of books coming into the library and the community but not the amount of the benefit.

Boardmember Kuszmaul believed that would be acceptable and supported recognizing the involvement of Ms. Haines efforts, the prestigious award but refraining from any notation of savings to Council.

Boardmember Finn agreed on recognizing Ms. Haines effort and membership on this committee and emphasizing the honor to be selected to serve on this committee.

Boardmember Massion confirmed with the Board on reporting the award and service and that up to 300 books will be coming into Homer.

Boardmember Kuszmaul stated that he could just let Council know that it means hundreds of books coming into the community through the library, bookmobile and the schools.

Ms. Haines also requested acknowledging that some of the books will be used as prizes for the summer programs as she feels this would be most appropriate since they receive so much support from the Friends.

COMMENTS OF THE BOARD.

Chair Peterson inquired if there were items for the agenda that the Board would like to address.

Boardmember Finn inquired if there were any items that the Board would need to research over the summer.

Boardmember Massion requested clarification from the Clerk on when they will be addressing the budget.

Deputy City Clerk Krause responded that the City Manager submitted the budget to the Council the first meeting in October.

Chair Peterson noted she will submit items to the Clerk by the agenda deadline.

There were no further comments

ADJOURN

There being no further business to come before the Board Chair Peterson adjourned the meeting at 6:43 p.m. A **WORKSESSION IS SCHEDULED TUESDAY, APRIL 10, 2018 5:30 TO 7:00 P.M. IN THE CONFERENCE ROOM AT THE HOMER PUBLIC LIBRARY.** The **NEXT REGULAR MEETING** is scheduled for **TUESDAY, MAY 1, 2018 AT 5:30 P.M.** at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved:_____

**Homer Public Library
Director's Report
April 25, 2018**

Meetings in April

City Council - 1

Department Heads - 1

Staff Meeting - 1

Issues of Interest

The library survived just fine without me while I was gone, thanks to my competent and knowledgeable staff. I enjoyed a wonderful trip and much-needed vacation.

It's come to my attention that several policies need updating, including Circulation, Exhibit & Display, User Conduct and possibly Library Cards. Staff and I will work on them over the summer and hopefully have solid drafts for you in August.

Our application for e-rate funding of \$9,713.68 was approved, which will cover 70% of our internet access costs for one year.

We received an OWL Technology Purchase Grant from the Alaska State Library for \$1,369.28, which we used to purchase a new iPad and accessories for the Teen Corner, as well as keyboards, mice, and mouse pads for the public computers. The teen iPad displays our digital subscription to Marvel Comics.

New art by Sharlene Cline is hanging in the fireplace lounge area. It will remain until mid-July. Don't miss it!

Behind the Scenes

I caught up on hundreds of emails, addressed the issue of photocopy fees, worked on staffing, ordered books, worked on Alaskana and the 300s, met with Claudia Haines on summer reading program plans, and met with Friends to discuss programming.

Staff

Our advertisement for a Temporary Summer Library Aide position is posted. It closes May 10. This person will primarily work at the front desk.

We're getting closer to developing parameters and procedures for participation in the Statewide Reciprocal Borrowing Program.

Claudia is working diligently on planning and organizing the summer reading program.

Facility

We've experienced some baffling electrical problems with outlets in the north study carrels not working. The malfunctions seem to be sporadic and short-lived. At this point we are documenting occurrences and informing the Maintenance department.

Special Events in April

Maker Club (for ages 8-11)
Celebration of Lifelong Learning
Lunch with a Council Member - last until fall
Spring Book & Plant Sale
Author reading - Kathleen Tarr
Film Screening and Discussion - Opioid Task Force

Upcoming in May

Maker Club (for ages 8-11) - May 2, 1:30-3:00.
BOB (Books on Board) the Bookmobile - will make 7 trips to area schools to promote reading and the Summer Reading Program.
Summer@HPL registration begins May 14.
Author visit - Barbara and Ethan Atwater will read their new book *How Raven Got a Crooked Nose* and lead an activity in the children's library on Saturday May 19, 4 PM.
Summer@HPL begins May 29.

Ongoing

Preschool Storytime -Wednesdays, 10 AM. **TUESDAY STORYTIMES RESUME NEXT FALL.**
Small Fry Storytime -Thursdays, 11:30 AM.
SPARC Radio Club - First Tuesday, 4:30 PM.
Knitting - Mondays, 1:30-4:30 PM.
Book Club - Fourth Tuesday, 4:30-6:30.
LARP - Live-Action Role-Playing, ages 10-18. Fridays 3:00-5:45 PM.
Walk-in Tech Help - First and third Saturdays, 10 AM-noon.
Writer's Refuge - Third Tuesdays, 6-8 PM.
Homer Storytellers - Third Saturdays, 3-5 PM.

Homer Public Library Statistical Summary for 2017

Date: 26-Apr-18

CIRCULATION	17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	Y.T.D.
Total # of Items	15,865	14,332	15,627	15,294	13,009	14,791	15,278	15,918	14,074	13,023	13,202	12,656	173,069
INTERLIBRARY LOANS													
Incoming (Borrowed)	11	21	16	19	19	26	11	17	22	16	15	18	211
Outgoing (Lent)	32	31	36	16	41	46	25	20	30	28	35	31	371
STUDY ROOM USE													
# of groups	234	207	302	237	221	175	159	218	208	196	258	191	2606
# of people	514	517	645	564	413	356	308	374	390	353	485	409	5328
MEETING ROOM USE													
# of groups	36	40	28	38	33	29	27	21	17	22	24	22	337
ATTENDANCE													
TOTAL (* Included)	11,137	11,080	12,397	11,160	10,448	11,398	11,196	11,921	10,650	10,258	9,812	9,289	130746
*Story Hour & Lapsit	327	384	412	355	291	312	293	342	367	254	271	216	3824
*School Classes	36	65	70	70	22	0	0	0	0	42	54	98	457
*Internet sessions	3,882	4,146	4,590	3,981	4,297	4,677	3,915	4,914	3,925	3,584	3,714	3,531	49156
*Programs	397	371	279	257	498	760	637	355	255	447	399	287	4942
OUTREACH													
# Visits	4	4	4	7	9	4	4	5	6	5	5	5	62
# People	24	24	24	168	146	26	26	30	205	47	25	28	773
NEW CARDS ISSUED													
City	32	24	32	26	46	47	40	49	40	26	30	21	413
Borough	22	33	25	9	29	25	36	24	19	34	25	17	298
Temporary	1	2	2	2	4	11	7	4	4	1	0	1	39
VOLUNTEER HOURS													
# of people	83	94	82	83	46	51	51	66	59	105	84	77	881
# of hours	193	249	253.75	296.25	175	159.75	136.25	125.5	153.75	270.25	228	171.75	2412.25
MATERIALS ADDED													
Books	154	232	305	352	275	165	195	266	213	223	339	251	2970
Audio	17	18	0	51	18	0	37	12	9	2	17	15	196
Video	20	38	22	57	51	79	0	97	84	23	89	68	628
Serials	6	0	0	0	0	6	0	0	0	0	0	0	12
Electronic Resources	0	0	0	1	0	0	0	0	0	0	0	0	1
MATERIALS REMOVED													
Books	167	134	246	222	385	477	236	322	181	59	141	279	2849
Audio	5	1	28	5	2	1	3	7	2	0	2	0	56
Video	4	14	5	10	6	8	7	1	12	2	27	3	99
Serials	0	0	0	0	0	3	1	0	0	0	0	1	5
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	2735.45	2074.06	2695.54	2633.67	2480.13	2375.89	2501.51	2564.33	3103.42	2358.51	2445.83	2156.82	30,125.16
Building Fund (151-)													0.00
Library Gifts (803-)			25.00				100.00					100.00	225.00
Grants			1250.00					7000.00			19581.00		27,831.00
TOTALS	2,735.45	2,074.06	3,970.54	2,633.67	2,480.13	2,375.89	2,601.51	9,564.33	3,103.42	2,358.51	22,026.83	2,256.82	\$58,181.16

CE for HB

PLAG

M2M



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

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: APRIL 26, 2018

SUBJECT: LIBRARY BOARD OWL TELECONFERENCE – RESULTS AND NEXT STEPS

Chair Peterson requested this item on the agenda.

Recommendation

No Action Requested. Informational Only.



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: APRIL 26, 2018
SUBJECT: STUDENT REPRESENTATIVE BOARD MEMBER

Chair Peterson requested this item on the agenda. Included for the Board's convenience is the Memorandum from the City Clerk regarding the Student Board position.

Recommendation

No Action Requested. Informational Only.



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Memorandum

TO: CHAIR PETERSON AND THE LIBRARY ADVISORY BOARD
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: MARCH 29, 2018
SUBJECT: STUDENT REPRESENTATIVE POSITION JOB DESCRIPTION

At the Board's February and March regular meetings, there was discussion regarding the Student Representative position on the Board and establishing a job description for that position.

Homer City Code and the Library Advisory Board bylaws outline the role and responsibility of the Library Advisory Board members, and also the duties of the Chair and Vice Chair. However, there is no job description for Board members, who have the right to make motions and vote.

The Student Representative is an honorary position on Library Advisory Board and other advisory bodies. Honorary members have the right to attend meetings and participate in discussion, but cannot make motions or vote on motions.

While the Board can solicit feedback from the Student Representative, it doesn't seem appropriate to establish a job description for a student representative, especially when they do not have any voting rights as a member.

Recommendation: Forego a job description for the Student Representative honorary seat.



City of Homer

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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: APRIL 26, 2018

SUBJECT: RESOLUTION 18-037(S), AMENDING THE FEE SCHEDULE TO INCREASE COPY FEES
UNDER LIBRARY FEES

Following is the amended draft resolution referred by City Council for recommendations from the Board.

Recommendation

Review information provided and make recommendations as appropriate. Recommendations should be made by motion.

CITY OF HOMER
HOMER, ALASKA

Smith

RESOLUTION 18-037(S)

A RESOLUTION OF HOMER CITY COUNCIL AMENDING THE FEE
SCHEDULE UNDER LIBRARY FEES TO INCREASE COPY FEES.

WHEREAS, There are print shops in Homer that provide photo copy services, and

WHEREAS, Some of the City's copy fees are less expensive than that offered those local
businesses, and

WHEREAS, The City's 2010 Comprehensive Plan Chapter 8, suggests several economic
development strategies which includes supporting and encouraging local businesses to
provide goods and services; and

WHEREAS, The City's copy fees should be amended so as not to compete with local
businesses.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council amends the City of
Homer Fee Schedule under Library Fees to increase copy fees as follows:

Photo copy

<u>Black and white</u>	\$.15 <u>.20</u> /ea <u>letter</u> (letter size) and (legal size) per side
	<u>\$.30/ea legal size per side</u>
	\$.25 <u>.40</u> /ea 11"x17" per side
	\$0.50/ea color copies (letter size) and (legal size) per side
	\$2.00/ea color copies (11"x17") per side

<u>Color</u>	<u>\$.50 /ea letter size per side</u>
	<u>\$.80/ea legal size per side</u>
	<u>\$ 1.00 /ea 11"x17" per side</u>

PASSED AND ADOPTED by the Homer City Council this 9th day of April, 2018.

CITY OF HOMER

BRYAN ZAK, MAYOR

44 ATTEST:

45

46

47 _____
MELISSA JACOBSEN, MMC, CITY CLERK

48

49 Fiscal note: 100-0145 copy fees

Memorandum 18-043 Library Copy Fees

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Related Ordinances/Resolutions

Details

Memorandum 18-043

TO: Mayor Zak and Homer City Council

FROM: Claudia Haines, acting Library Director

THROUGH: Melissa Jacobsen, City Clerk

DATE: April 9, 2018

SUBJECT: Resolution 18-037

Additional information for consideration regarding the operating procedures for the self-serve copier at the library:

Currently the library contracts with Xerox to provide the self-serve copy machine available to patrons. (Staff use the same copier, with an access key, for library business.) Xerox bills the library for each scan made regardless of whether or not the scans are on one or two sides of a sheet of paper. Patrons deposit money directly into a vending device before they print which deducts the cost of each scan from the money deposited. For example, a patron deposits \$1.00 and then copies three double-sided pages, a total of six scans. The \$.90 is deducted from the money deposited and the patron receives \$.10 in change. Additionally, the box does not handle pennies so all fees are based on change that can be made in denominations of \$.05.

The proposed new prices in Resolution 18-037 reference copies made per each sheet of paper. Our equipment charges per side, not per each.



City of Homer

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Homer Public Library

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Memorandum 18-052

TO: City Council
THROUGH: Katie Koester, City Manager
FROM: Ann Dixon, Library Director
DATE: April 17, 2018
SUBJECT: Recommendations on Library Photocopy Fees

Thank you for postponing your decision and giving me the opportunity to provide input on the proposed changes to the Library's photocopy fee schedule. The updated resolution reflects my recommendations, based on calculation of library expenses and a survey of local photocopy services.

Library fines and fees are normally discussed with and approved by the Library Advisory Board as part of the annual budget process. Without the benefit of their input, which may differ from my conclusions, I suggest the attached fee schedule for the following reasons.

The cost to the Library per black-and-white letter-size side is \$0.17, slightly higher than our current charge of \$0.15. Fees for single copies at the three businesses surveyed range from \$.20 to \$0.23 to \$0.25. Our goal with providing a photocopier for public use is to facilitate people's ability to obtain and utilize information, whether for personal, financial, business, or educational reasons. Unlike a business, the mission of the Library is not to make a profit but to serve "the diverse needs of our community members by providing access to information, promoting literacy, and facilitating lifelong learning." However, we do want to cover our expenses for photocopying. Therefore I recommend increasing the current charge to \$0.20 per side, which more than covers our expenses and meets the lowest business charge.

The cost to the Library per color letter-size side is \$0.39, well below our charge of \$0.50. The two businesses surveyed that provide color photocopying charge \$0.45 and \$0.65. I recommend keeping our current charge of \$0.50 since it more than covers our expenses and is only slightly higher than the lowest business charge.

The photocopier is also used by library staff but the majority of use is by the public. We do not have a mechanism to separate the two types of use. Also, it should be noted that the Library does not offer discounts for bulk copying, as some businesses do. And our copy machine is self-service – we do not make copies for patrons, although we assist them with problems and show them how to use the copier if needed. The majority of copies are letter-size black-and-white.

To maintain a consistent approach of covering expenses while meeting the lowest business charge (without involving pennies, since we use a coin box) we might consider lowering the cost of color copies in the letter and 11"x17" sizes. However, since Council has proposed raising, not lowering, fees and the Library Advisory Board has not had an opportunity to consider the matter, for now I recommend maintaining the existing fees for color letter and 11"x17" sizes.

I'm happy to answer any further questions about photocopy fees and use.

Per side		City of Homer photo copy fee	Lazer Print	% difference between City and Laser Print	Print Works	% difference between City and Print Works	Total Office	% difference between City and Total Office	Cost to Library per side*	Suggested rate changes	Library Director's Recommendation
B&W	Letter	\$0.15	\$0.23	35%	\$0.25	40%	\$0.20	33%	\$0.17	\$0.25	\$0.20
B&W	Legal	\$0.15	\$0.28	46%						\$0.30	\$0.30
B&W	11"x17"	\$0.25	\$0.37	32%	\$0.40	38%				\$0.40	\$0.40
Color	Letter	\$0.50	\$0.65	23%	\$0.45	-11%			\$0.39	\$0.65	\$0.50
Color	Legal	\$0.50	\$0.80	38%						\$0.80	\$0.80
Color	11"x17"	\$1.00	\$1.25	20%	\$0.55	-82%				\$1.25	\$1.00

*Includes cost of copier lease (base charge) + per copy charges + coin box lease + paper

Costs based on total copies -- not able to break down library use vrs. public use

Library does not offer bulk discounts for copying

Copy machine use is self-serve

From: [Katie Koester](#)
To: [Melissa Jacobsen](#)
Cc: [Heath Smith](#)
Subject: FW: Copies...
Date: Thursday, April 26, 2018 9:33:13 AM

Melissa,

Will you please include the comments below from Councilmember Smith for the LAB's discussion on copy fees.

Thanks,

Katie

-----Original Message-----

From: Heath Smith
Sent: Wednesday, April 25, 2018 1:31 PM
To: Katie Koester <kkoester@ci.homer.ak.us>
Subject: Copies...

As the Library Advisory Board is tasked with making copy fee recommendations I would urge them to take into account the factors below when considering the true cost of doing business.

1. The estimated annual electrical draw the copy machine requires and it's associated cost?
2. How often library personnel are required to assist patrons with the copier in any capacity?
Frequency and time involved?
3. How often our IT department is called upon to trouble shoot machine malfunction? I've seen them doing so at city hall.
Frequency and time involved?
4. Who provides the paper for the machine? Who orders it? Who receives it? Who loads the machine? Cost per sheet?
Frequency and time involved?
5. Who collects the money, accounts it, and deposits it?
Frequency and time involved?
6. What is the structure of Xerox's fees? Who receives, processes and remits back bills from xerox?
Frequency and time involved?
7. Who is responsible to collect and dispose of paper waste generated from copier users?
Frequency and time involved?
8. How many of these factors were used in establishing the recommended copy fee structure to council?

Thanks,
Heath



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: APRIL 26, 2018
SUBJECT: LIBRARY FEES

Library Director Dixon requested the Item of Library Fees to be on the agenda. The pages from the current Fee Schedule pertaining to Library Fees has been included for your convenience.

Recommendation
No Action Requested. Informational Only.

Fire Works Permit, HCC 5.24 \$25 (apply 30 days in advance) per exhibit plus bond for \$500 or liability insurance, must have.

LIBRARY FEES

235-3180

(Amended: Resolution 16-109, 14-114, 13-076; Ordinance 05-08; Resolution 15-097(S)(A), 12-006, 04-98(S)(A); 03-87; 99-19(A); 98-86; 97-87)

Closed - Sundays. Open - Mon, Wed, Fri and Sat from 10 a.m. to 6 p.m. Tues and Thurs from 10 a.m. - 8 p.m.

Facility Use	Fees for after-hours private use (including building supervision): Conference Room \$50/hour Reading Lounge \$50/hour Children's Room \$50/hour Entire facility, excluding staff work space -- \$300 Facility Use Fee plus \$50/hour staff supervisor. \$300 damage/cleaning deposit.
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Library Cards	Replacement cards \$5/issue Temporary Card \$25
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Overdue Items - 14 day circulation	(except digital devices)	\$0.15/day
7 day and 1 day circulation -		\$1.00/day
Digital Devices		\$5.00/day
Interlibrary Loans-		\$1.00/day
2nd overdue notice -		\$1.00/notice
Bill notice -		\$2.00/notice
Admin. Fee for Bills Sent to Collection Agency		\$25.00
Maximum overdue charge per item (except digital devices)		charge \$10.00

Photo copy	\$.15/ea (letter size) and (legal size) per side \$.25/ea (11"x17") per side \$0.50/ea color copies (letter size) and (legal size) per side \$2.00/ea color copies (11"x17") per side
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Interlibrary loan fee	\$3 standard size books \$.15 per page for photo copy \$4.00 for microfilm/videos/CDS/Audios Additional charges may be assessed.
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Replacement/Repair of items

Lost or damaged items: Replacement cost plus \$7.00 processing fee per item

Lost or damaged cases, hang-up bags, etc.: Replacement cost or \$2.00, whichever is greater

Lost map or inserts - \$10/item
Lost out-of print items - \$50/Alaskana
\$40/nonfiction
\$35/fiction

Please Note: To receive a refund on a lost item, patrons must return the item within sixty days of lost status. Refunds of payment for items deemed valuable to the collection and returned after the 60- day period may be made at the discretion of the Director. No refunds will be given for digital devices.

Damaged Item - \$2.00/page
\$3.00/book jacket or cover damaged beyond repair - Full bindery cost or full replacement cost plus \$7.00 processing charge.

Improper Return of Digital Devices- \$25 fee if not returned to Front Desk staff

PLANNING AND ZONING DEPARTMENT

235-3106 or 235-8121 (Coordinates with Public Works)

(The following fees, for Zoning Permits have been set by legislative enactments, Resolution 00-17 as authorized by HCC 21.42.060, Resolution 03-12(A), Resolution 03-159, Resolution 04-35, and Resolution 04-98(S)(A), Resolution 05-27(S) and Resolution 05-35, Resolution 07-14 and Resolution 07-45, Resolution 08-124, 16-109, 17-010.)

Zoning Permit Fees:

Single Family /Duplex \$200
Multi-Family/Commercial/Industrial \$300, plus \$50 per hour when over six hours of administrative time.
Change of Use fee \$50
Deck \$50

Fees for commencing activities, without a permit, shall be assessed at the regular rate multiplied by one and one half (1.5) for Residential and two (2) for Commercial.

(The following fees have been set by legislative enactments to HCC 14.08.035.)

Publication Fees
Comp Plan large \$20



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: APRIL 26, 2018

SUBJECT: AREAS OF INTEREST TO RESEARCH OVER THE SUMMER BREAK

Chair Peterson requested this item on the agenda for the Board to discuss or recommend subjects of interest to look at over the summer break and bring back in the fall.

Recommendation

No Action Requested. Informational Only.



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: APRIL 26, 2018

SUBJECT: LIBRARY POLICIES – STATUS UPDATES AND RECOMMENDATIONS OF THE BOARD

Library Director Dixon requested the Item of Library Policies to be on the agenda.

Reciprocal Borrowing

Circulation

Lending Period – Children's

The Library Policies Chart has been updated to reflect all changes made over the last few years, and the Circulation Policy is included for the Board's convenience to discuss some of these issues.

Recommendation

No Action Requested. Informational Only.

Status of Homer Public Library Policies 2018 - Updated

Policy	Need to create	In process	Approved by LAB	Approved by Council	On website	Comments
Library Facility Use Policy Includes After Hours Use			May 2013	July 2013	yes	Completed
Collection Development Policy			March 2015 August 2016	March 2015 August 2016	yes	Completed Updated Mission Statement Only and fixed Typographical errors
Complaints			December 2011	January 2012	Yes	Completed
Display			December 2011	January 2012	Yes	Completed
Fines & Fees			May 2013	July 2013	Yes	Completed
Gift Acceptance			December 2011	January 2012	Yes	Completed
Privacy & Confidentiality			February 2018	February 2018	Yes	Completed
Circulation Policy			June 2014	June 2014	Yes	Revision in Process 2018
Library Card Registration			October 2016	October 2016	Yes	Completed
Interlibrary Loan			2002	2002	Yes	Should review
Computer and Internet Use			February 2012	March 2012	Yes	Completed
Unattended Children			December 2011	January 2012	Yes	Completed
User Conduct			December 2011	January 2012	Yes	Completed
Copyright	yes	No	No	No	No	

Social Media			NA – City Wide	April 2015	Yes	Completed
Graphic Novels	?	No	No	No	No	Need to look at or perhaps incorporate into Collection policy

HOMER PUBLIC LIBRARY CIRCULATION POLICY

The Library is supported by tax funds and to the greatest extent possible, its services and resources are available to the public without charge. Materials in all formats shall be circulated on the same basis. Those materials designated for library use only, due to fragility or rarity, may circulate on a limited basis to be determined by the Library director.

LIBRARY CARDS

- A library card is a legal and binding contract between the Library and the patron.
- A patron must present a card in good standing to borrow materials.
- A patron's card 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.
- Legal guardians are responsible for keeping dependents' cards in good standing.
- 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, in order to keep fines and/or fees from accumulating. Please Note: An item that has been placed on hold may not be renewed.

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, stolen, or damaged, a block is placed or a replacement card is issued.
- A patron must be present when a new card is issued.
- Replacement cards cost \$5.00.
- 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.
- A patron may have only one library account.

FINES AND FEES

Please see Fees Schedule.

OVERDUE MATERIALS

Patrons who do not return overdue library materials after receiving two notices will be blocked until library material is returned. Patrons with large delinquencies will be referred to a collection agency for collection and will be charged an additional \$25.00 administration fee, as well as all collection agency fees. Collection options include small

claims action and attachment of the individual's Permanent Fund Dividend in an amount sufficient to cover the cost of what is owed.

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 library (reinforced) binding, there is a newer edition, or more current information is available in a different item).

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 Lost Status.
- After 60 days, the fee will not be refunded.

INCOMPLETE MATERIALS

If an item is returned missing a part, it will not be checked in and fines will continue to accrue until the missing part is returned. 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 in non-repairable condition, and this condition is due to negligence by the patron, the patron will be charged a non-refundable replacement fee plus a processing fee.

CLAIMS RETURNED MATERIALS

All staff will refer patrons with questions regarding claims-returned materials to the Claims Returned Supervisor.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

- At the discretion of library staff, charges for materials lost or destroyed by natural causes such as fire or flood may be waived.
- 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.

HOLDS

- Items owned by the Library but not immediately available will be placed on hold (i.e., reserved) for patrons upon request.
- Items placed on hold may not be renewed; instead, the item must be returned to the Library by its due date so it may be available for the patron who placed the hold.

LOAN LIMIT

- The loan limit per library card is 25 items of general collection materials per patron.
- Of the 25 items, a patron may not have more than 5 videos checked out at any one time.
- Lower limits will apply for patrons with temporary cards.

CIRCULATION DETAILS BY ITEM TYPE**Audio Visual Equipment**

- Overnight or 2-day checkout period.
- Patron must be 18 years or older and hold a permanent library card to borrow.
- The cardholder will be responsible for missing or damaged items.
- Patrons borrowing equipment must keep the equipment in their possession and not allow anyone else to borrow it.
- Circulation periods may be extended if the piece of equipment has not been reserved for another patron.

Audiobook

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Book

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Book3 (extra week for lengthy book)

- 21-day checkout period.
- Three week renewal period for up to two renewals.

Digital Device (including e-reader, MP3 player, and electric usage meter)

- 14-day checkout period.
- Renewable at staff discretion.

Game

- Non-Circulating.
- Available for use in the Library.

Kit (book with CD or cassette)

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Magazine

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Current issue does not circulate until a newer issue is available for public use.
- Circulation period may be shortened at the discretion of the library staff due to the timely subject matter of certain magazines.
- Please ask a library staff member for assistance with non-circulating magazine titles.

Maps

- Non-Circulating.
- Available for use in the Library.

Music CD

- 14-day checkout period
- Two week renewal period for up to two renewals.

Newspaper

- Non-Circulating.
- Available for use in the Library.

Punch Bowl & Cups

- Overnight or 2-day checkout period.
- Use may be extended on a case-by-case basis.

Toy

- 14-day checkout period.
- Two week renewal period for up to two renewals.

Vertical File

- Non-Circulating.
- Available for use in the Library.

Video

- 7-day checkout period.
- Maximum of five videos checked out on a library card at a time.

2018 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE

Commissions are invited to report to the City Council at the Council's regular meetings under Item 8. Announcements/Presentations/Borough Report/Commission Reports. This is the Commission's opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The following Meeting Dates for City Council for 2018 is as follows:

January 8, 22	_____
February 12, 26	_____
March 12, 27	_____
April 9, 23	_____
May 14, 29	_____
June 11, 25	_____
July 23	_____
August 13, 27	_____
September 10, 24	_____
October 8, 22	_____
November 26	_____
December 10	_____

