LIBRARY ADVISORY BOARD
491 E. PIONEER AVENUE
HOMER, ALASKA
www.cityofhomer-ak.gov

REGULAR MEETING
TUESDAY, 5:30 P.M.
AUGUST 1, 2017
CITY HALL COWLES COUNCIL CHAMBERS

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. Minutes for the May 2, 2017 Regular Meeting **Pager 3**

6. REPORTS

A. Library Director Report – June & August **Page 7 & 9**

1. Statistics for 2016 **Page 11**
2. Statistics for 2017 (Laydown) **Page 12**

B. Friends of the Library – Last Meeting Report

1. Next Meeting is August 9, 2017 @ 6:00 p.m. in the Library

7. PUBLIC HEARINGS

8. PENDING BUSINESS

A. Funding Alternatives

1. Amazon Wish List and Bookstore
2. Service Area **Page 13**

9. NEW BUSINESS

A. Welcome New Board Member **Page 15**
B. 2017 Budget Schedule **Page 21**
C. Fines and Fees Review **Page 23**
D. Library Donation **Page 25**

10. INFORMATIONAL MATERIALS

A. 2017 Board member Attendance at City Council Meetings **Page 27**

11. COMMENTS OF THE AUDIENCE

12. COMMENTS OF THE BOARD

13. ADJOURNMENT

Next Regular Meeting is **Tuesday, October 3, 2017 at 5:30 p.m. in the Upstairs Conference Room** located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska

Session 17-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:30 p.m. on May 2, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, MASSION, PETERSON, SPRINGER, AND VANCE

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

The Board met for a worksession at 4:30 p.m. to discuss the presentation to City Council.

APPROVAL OF THE AGENDA

SPRINGER/MASSION - MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

VISITORS

APPROVAL OF MINUTES
A. April 4, 2017 Regular Meeting Minutes

Chair Peterson requested any changes or corrections to the minutes.

Library Director Dixon requested a correction to reflect Jenny Stroyeck, not Carroll, from the Bookstore on page 2, paragraph 3 under Pending Business, Item A.

MASSION/KUSZMAUL - MOVED TO APPROVE THE MINUTES AS CORRECTED.

There was no additional discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

A. Library Director's Report
   1. Statistics for 2016

Library Director Dixon reported that circulation was up again since last year by 22%. There is no known reason to explain the increased usage. They have not been able to return the books to the shelves fast enough.

- Reminded the Board about checking out Lynda.com
- EBSCO grant is in the mail
- Purchased the new computers and in the process of getting them set up
    - All equipment will be the same and facilitate trouble shooting in the future
    - Old equipment will be surplused
- Attended Kenai Peninsula History Conference in Soldotna
- Most of June will be out of the office on personal leave and training
- Summer Reading Program is on full windup
- Received books from the Wishlist and they stated that it needs to be removed from Amazon Wishlist

Boardmember Kuszmaul requested a report in the future on the Lynda.com to see the usage and benefits. She also requested statistics on the Book Sales that was held by the Friends.

Library Director Dixon reported that this year it was held a little earlier than usual and since she is not the treasurer for the Friends could not report the actual sales figures but they got books in people's hands and made probably $2000 but don't quote her on the amount.

The lifelong learning was a really nice event and everyone seemed to enjoy themselves.

2. Statistics to Date for 2017

Library Director Dixon reviewed her report.

B. Friends Report
1. Next Meeting is May 10, 2017 @ 6:00 p.m. in the Library

Boardmember Massion reported that it was a good meeting. They have been taking the Bookmobile to the schools to promote outreach.

Mayor Zak stopped in to visit and thank the Board for their hard work.

PUBLIC HEARING

PENDING BUSINESS

A. Draft Presentation to City Council – Final Version

There was a brief discussion on the information received on payoff from the USDA and some final changes discussed during the worksession. It was determined that the information received could be presented verbally when doing the PowerPoint presentation and using the TV's is for the benefit if the audience.

Boardmember Kuszmaul will forward the final presentation to Deputy City Clerk Krause no later than 10:00 a.m. on May 3rd for the Council packet.

NEW BUSINESS

INFORMATIONAL ITEMS

A. 2017 Board Member Attendance at Council Meetings

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

COMMENTS OF THE BOARD

Chair Peterson requested the Amazon Wishlist and Bookstore event to the August meeting.

Boardmember Kuszmaul suggested that they review the Fines and Fees schedule to recommend any changes. They should be aware and offer opinion on those.

ADJOURN

There being no further business to come before the Board the meeting adjourned 5:55 p.m. The next regular meeting is scheduled for Tuesday, August 1, 2017 at 5:30 p.m. in 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
June 1, 2017

May is transition month at the Library. Summer Reading Program preparations and launch are in full swing; tourists, summer workers, and cruise ship visitors are showing up; and students are finishing up their terms for the year. Busy times!

Meetings in March

- City Council -- 2
- Library Advisory Board work session – 2
- Friends of Homer Library -- 3
- Library Advisory Board – 1
- Department heads -- 1
- Staff – 1
- Staff Training -- 1
- Alaska Books for Alaska Kids – 1
- Savanna Bradley, Pratt Museum re: map collection cooperative project -- 1

Issues of Interest

- Since budgets and finance are on everyone's minds, I've been checking into funding levels at our neighboring regional libraries. HPL compares very favorably. In 2016 we had the highest circulation among Kenai, Soldotna, Seward and Kodiak libraries, as well as the lowest cost per circulated item and lowest Maintenance & Operations budget.

Behind the Scenes

Director

- I attended a State Library workshop in Anchorage on collecting and using data about library services.
- I also attended a one-day workshop by the Foraker Group, held in Homer at the Library, on Leadership and Management.

Staff

All staff received training from Haven House on Grown-Ups Protecting Children.

Facility

- Mike Riley from Maintenance conducted twice-yearly generator testing. The system worked well!

- A patron donated six Homer-grown cedar trees of 3 varieties. With the help of some Friends and Angie at Parks, we planted and fenced them near the bike trail. With luck, at least some of them will grow into beautiful trees!

Special Events

- Pushing the Limits – STEM book groups.

- Coding Camp, May 30-June 2. Ages 9-12 and 13-17.

Ongoing

Preschool Storytime – **Wednesdays only during summer**, 10 AM
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
Director's Report
July 26, 2017

After a busy ten weeks, the Summer Reading Program is winding down with a special "bear hunt" storytime, a pie-building workshop that attracted 50 aspiring bakers, the annual Lego contest, and the ever-popular Ice Cream celebration.

Meetings in July

- City Council -- 1
- Friends of Homer Library -- 1
- Department heads -- 1
- Staff – 1
- Staff Training -- 1
- Alaska Books for Alaska Kids – 1

Issues of Interest

IT trio Nick Poolos, Tom Sulczynski, and the Library's Holly Brennan will install 26 new public computers on Sunday July 30 to replace the existing five-year-old computers, several of which no longer function. The new computers should perform much better for the public and a new server will separate the public computers from the rest of the City network for improved security. Funding for the computers comes from the City's Library Donation Fund.

Next on the technology agenda is a long-awaited upgrade of the Library's wifi network, paid for primarily by e-rate with 30% matching funds.

The most exciting news of the month was a phone call I received, informing me that the Library will receive a $35,000 donation from the estate of Alice Lind, a recently deceased Homer resident, in recognition of the important work the Library does in the community. It is both humbling and affirming to receive such a gift. I suggest that the LAB discuss and recommend a best use (or uses) for this generous legacy.

Behind the Scenes

Director

- In June, Claudia Haines and I attended the annual American Library Association conference in Chicago, with over 20,000 librarians, vendors, authors, and presenters. Hundreds of sessions focused on a wide variety of topics. Claudia participated in her first face-to-face meeting as a member of the 2017 Caldecott Award committee. She also attended the National Association for Media Literacy Education conference immediately following ALA.
- I've been working on more e-rate applications, several performance evaluations, and have begun the lengthy annual report to the Alaska State Library, as well as weeding and updating portions of the 300s, 600s, and Alaska sections.

Staff
David Bernard has been working on a project to include Alaska Digital Library titles in our library catalog. The items will be identified with the call number DIGITAL. When we upgrade to a new version of Evergreen (our catalog), hopefully in the fall, and after some additional techno-magic from Holly, the catalog will show real-time availability of all digital items.

Spearheaded by Jackie McDonough, staff is working on updating our privacy policies and procedures, with the goal of adhering to Alaska statutes and protecting patron privacy while maintaining good customer service. (It's trickier than you might think!)

Most staff attended training with Dr. Sarah Spencer on the problem of opiate addiction in Homer and Alaska, and how to administer Narcan in case of opiate overdose. The information was useful and very sobering.

Staffing has been a challenge this summer. In addition to the usual vacations and summer activities, unexpected and less pleasant personal events impacted several employees. Our Temporary position, shared this summer by Daniel Querfeld and Terry Smith, has been instrumental in keeping the library running smoothly.

Facility
The City's ADA Compliance Committee took an assortment of measurements of the building and parking lot as part of their assessment of City facilities.

Upcoming Special Events
Outdoor Children's Concert – Noon, Aug. 12 with Kenai Peninsula Orchestra's Navy Winds Northwest. Outdoors on Western Lot if weather permits; indoors if not.

Ongoing
Preschool Storytime – **Wednesdays only during summer**, 10 AM
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 2016

Date: 27-Jul-17

CIRCULATION	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	Y.T.D.
Total # of Items	13,494	13,376	14,021	12,470	11,580	13,953	14,710	15,941	14,530	13,321	14,464	13,711	165,571
INTERLIBRARY LOANS													
Incoming (Borrowed)	24	27	19	15	13	17	15	21	14	13	22	21	221
Outgoing (Lent)	31	19	23	44	35	44	29	23	27	31	22	13	341
STUDY ROOM USE													
# of groups	198	231	185	199	149	170	172	196	220	217	190	197	2324
# of people	441	374	349	403	278	297	326	392	403	472	361	435	4531
MEETING ROOM USE													
# of groups	24	28	30	31	22	30	21	25	20	24	31	34	320
ATTENDANCE													
TOTAL (*Included)	11,023	11,026	11,662	12,425	10,287	12,452	12,610	14,221	12,471	12,063	11,137	9,782	141159
*Story Hour & Lapsit	311	398	249	376	285	295	327	183	294	279	362	196	3555
*School Classes	75	19	0	0	17	23	35	23	77	92	91	0	452
*Internet sessions	3,899	4,077	4,070	4,203	4,220	5,180	5,589	6,125	4,580	4,177	3,897	3,569	53586
*Programs	571	321	72	463	289	463	701	630	390	483	340	321	5044
OUTREACH													
# Visits	4	4	6	6	6	5	4	5	4	4	8	4	60
# People	16	16	25	131	64	23	19	30	60	198	45	24	651
NEW CARDS ISSUED													
City	29	31	25	24	34	61	38	62	52	29	35	18	438
Borough	32	27	28	14	34	45	41	34	29	33	37	18	372
Transient (TEMP)	3	1	1	2	11	17	10	9	2	0	2	1	59
VOLUNTEER HOURS													
# of people	83	47	78	73	32	34	77	52	36	56	129	76	773
# of hours	189	177.25	214	265.75	147.25	142	201.25	141	156.25	168.5	247.5	157	2206.75
MATERIALS ADDED													
Books	361	118	301	258	169	469	314	325	250	215	254	454	3488
Audio	15	0	34	12	5	16	26	5	33	23	43	2	214
Video	78	12	61	59	83	95	57	119	119	59	128	66	936
Serials	0	0	0	2	0	4	2	3	2	0	0	5	18
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
MATERIALS REMOVED													
Books	301	169	116	134	291	355	327	248	262	160	104	250	2717
Audio	1	27	3	0	4	2	1	46	8	19	16	75	202
Video	8	3	72	8	35	213	6	39	63	141	34	5	627
Serials	0	0	3	2	0	4	0	0	0	0	0	0	9
Electronic Resources	0	0	0	0	0	0	0	1	0	0	0	0	1
REVENUES DEPOSITED													
Fines/Fees/Copies	2305.64	2313.05	2408.80	2324.75	2423.84	2338.84	2840.95	2570.90	2613.16	2110.00	2171.48	1925.50	28,346.91
Building Fund (151-)													0.00
Library Gifts (803-)					1000.00							230.00	1,230.00
Grants		23691.00					6900.00						30,591.00
TOTALS	2,305.64	26,004.05	2,408.80	2,324.75	3,423.84	2,338.84	9,740.95	2,570.90	2,613.16	2,110.00	2,171.48	2,155.50	$60,167.91

Homer Public Library Statistical Summary for 2017

Date: 27-Jul-17

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							88,918
INTERLIBRARY LOANS													
Incoming (Borrowed)	11	21	16	19	19	26							112
Outgoing (Lent)	32	31	36	16	41	46							202
STUDY ROOM USE													
# of groups	234	207	302	237	221	175							1376
# of people	514	517	645	564	413	356							3009
MEETING ROOM USE													
# of groups	36	40	28	38	33	29							204
ATTENDANCE													
TOTAL (*Included)	11,137	11,080	12,397	11,160	10,448	11,398							67620
*Story Hour & Lapsit	327	384	412	355	291	312							2081
*School Classes	36	65	70	70	22	0							2562
*Internet sessions	3,882	4,146	4,590	3,981	4,297	4,677							25573
*Programs	397	371	279	257	498	760							2562
OUTREACH													
# Visits	4	4	4	7	9	4							32
# People	24	24	24	168	146	26							412
NEW CARDS ISSUED													
City	32	24	32	26	46	47							207
Borough	22	33	25	9	29	25							143
Temporary	1	2	2	2	4	11							22
VOLUNTEER HOURS													
# of people	83	94	82	83	46	51							439
# of hours	193	249	253.75	296.25	175	159.75							1326.75
MATERIALS ADDED													
Books	154	232	305	352	275	165							1483
Audio	17	18	0	51	18	0							104
Video	20	38	22	57	51	79							267
Serials	6	0	0	0	0	6							12
Electronic Resources	0	0	0	1	0	0							1
MATERIALS REMOVED													
Books	167	134	246	222	385	477							1631
Audio	5	1	28	5	2	1							42
Video	4	14	5	10	6	8							47
Serials	0	0	0	0	0	3							3
Electronic Resources	0	0	0	0	0	0							0
REVENUES DEPOSITED													
Fines/Fees/Copies	2735.45	2074.06	2695.54	2633.67	2480.13	2375.89							14,994.74
Building Fund (151-)													0.00
Library Gifts (803-)			25.00										25.00
Grants			1250.00										1,250.00
TOTALS	2,735.45	2,074.06	3,970.54	2,633.67	2,480.13	2,375.89	0.00	0.00	0.00	0.00	0.00	0.00	$16,269.74

2,016
78,894
68,875

CE for HB

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: HAYLEY SMITH, DEPUTY CITY CLERK

DATE: AUGUST 1, 2017

SUBJECT: SERVICE AREA

Library Director Dixon requested this topic to provide information regarding a Library Service Area.

City Manager Koester spoke with Larry Persily from the Borough about the possibility of a Library Service Area that mirrors South Peninsula Hospital's Service Area. His response is as follows:

Here is what I have learned:

The legal impediments to forming a service area are that the services provided by the service area cannot be provided by an existing service area, or by annexation to a city, or by incorporation as a city. If the proposed Library Service Area is MUCH larger than the City of Homer, it likely would satisfy the requirement that it cannot be done simply by annexation.

Additionally, both the city or cities would have to approve it either by ordinance or by approval of a majority of the voters residing in each included city (such as Homer and Kachemak City), and a majority of the voters residing outside of the city or cities but inside the proposed service area. Lots of votes. Additionally, the service area (borough) would have to assume the assets and liabilities of the existing library facilities in the city or cities included in the service area as the borough would be taking over their library powers.

Borough code includes a petition process that is normally followed to form a new service area in which voters reside, although the code also includes a provision authorizing the assembly to initiate its own inquiry into the need for a service area at KPB 16.04.070, or the commencement of the process by resolution in KPB 16.04.025.

Recommendation
Discuss the possibilities of a Library Service Area.

City of Homer
www.cityofhomer-ak.gov

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491 East Pioneer Avenue
Homer, Alaska 99603
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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: HAYLEY SMITH, DEPUTY CITY CLERK

DATE: AUGUST 1, 2017

SUBJECT: WELCOME NEW BOARDMEMBER!

Welcome to the Library Advisory Board!

Thank you for agreeing to help the city out. Please provide a little background and why you wanted to serve your community.

Recommendation
Informational In Nature. No Action Required.

City of Homer
www.cityofhomer-ak.gov

Office of the Mayor
491 East Pioneer Avenue
Homer, Alaska 99603
mayor@ci.homer.ak.us
(p) 907-235-3130
(f) 907-235-3143

July 25, 2017

Kate Finn
P.O. Box 3364
Homer, AK 99603

Dear Kate,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of July 24, 2017 via Memorandum 17-102.

Included is the 2017 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a board member as to conduct and conflicts of interest. A copy of the Library Advisory Board By-laws are also included.

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

Your term will expire April 1, 2019.

Cordially,

Bryan Zak, Mayor

Enc: Memorandum 16-170
Certificate of Appointment
HCC 1.18 Conflicts of Interest, Partiality & Code of Ethics
2017 Public Official Conflict of Interest Disclosure Statement
Robert's Rules of Order Handbook
Library Advisory Board Bylaws

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Be It Known That

Kate Finn

Has been appointed to

serve as

"Board member"

on the

"Library Advisory Board"

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

In Witness whereof I hereunto set my hand this 25th day of July, 2017.

Bryan Zak, Mayor

Attest:

_____

Melissa Jacobsen, MMC, City Clerk

City of Homer
www.cityofhomer-ak.gov

Office of the Mayor
491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us
(p) 907-235-3130
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Memorandum 17-102

TO: HOMER CITY COUNCIL

FROM: BRYAN ZAK, MAYOR

DATE: MAY 19, 2017

SUBJECT: RE-APPOINTMENT OF TOM BOS TO THE ADVISORY PLANNING COMMISSION, APPOINTMENTS OF DALE BANKS TO THE ADVISORY PLANNING COMMISSION AND KATE FINN TO THE LIBRARY ADVISORY BOARD

Tom Bos is re-appointed to the Advisory Planning Commission for a a term to expire July 1, 2020.

Dale Banks is appointed to the Advisory Planning Commission to fill the seat vacated by Justin Arnold. His term will expire July 1, 2019.

Kate Finn is appointed to the Library Advisory Board to fill the seat vacated by Mary Montgomery. Her term will expire April 1, 2019.

RECOMMENDATION:

Confirm the re-appointment of Tom Bos to the Advisory Planning Commission and the appointment of Dale Banks to the Advisory Planning Commission and Kate Finn to the Library Advisory Board.

Fiscal Note: N/A

Submitted 7-12-17 JUL 12 2017 PM02:39

CITY OF HOMER
COMMISSION, COMMITTEE, BOARD & TASK FORCE APPLICATION FORM

CITY CLERKS OFFICE
CITY OF HOMER
491 E. PIONEER AVENUE
HOMER, ALASKA 99603
PHONE 907-235-3130
FAX 907-235-3143

RECEIVED BY CLERK'S OFFICE

The information below provides some basic background for the Mayor and Council.
This information is public and will be included in the Council Information packet.

Name KATE FINN Date 7-11-17

Physical Address 426 E. BAY VIEW City HOMER

Mailing Address PO Box 3364 Zip Code 99603

Phone 235-5329 Work # Same Cell #

Email Address HUNDRGOTHMONK21@GMAIL.COM

NOTE: The above information will be published in the City Directory and within the City web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council.

Please indicate the commission(s), committee(s), board or task force you are interested in:

Select	COMMISSION/COMMITTEE/BOARD.TASK FORCE	REGULAR MEETING SCHEDULE
☐	ADVISORY PLANNING COMMISSION	1ST & 3RD WEDNESDAY OF THE MONTH AT 7:00 P.M. WORKSESSIONS AT 5:30 P.M.
☐	ECONOMIC DEVELOPMENT ADVISORY COMMISSION	2ND TUESDAY OF THE MONTH AT 6:00 P.M.
☒	LIBRARY ADVISORY BOARD	1ST TUESDAY OF THE MONTH AT 6:00 P.M.
☐	PARKS & RECREATION ADVISORY COMMISSION	3RD THURSDAY OF THE MONTH AT 6:30 P.M.
☐	PORT & HARBOR ADVISORY COMMISSION	4TH WEDNESDAY OF THE MONTH AT 6:00 P.M.
☐	PUBLIC ARTS COMMITTEE	3RD THURSDAY OF THE MONTH AT 11:00 A.M. WORKSESSIONS AT 10:00 A.M.
☐	TRANSPORTATION ADVISORY COMMITTEE	3RD TUESDAY OF THE MONTH AT 5:30 P.M.
☐	PERMANENT FUND COMMITTEE	QUARTERLY - 2ND THURSDAY OF THE MONTH AT 6:00 P.M.
☐	LEASE COMMITTEE	QUARTERLY - 2ND THURSDAY AT 3:00 P.M.
☐	OTHER - PLEASE ENTER THE COMMITTEE/TASK FORCE	

City of Homer
Proposed Budget Development Schedule for FY 2018

Dates	Time	Event
6/12/2017	6:00 PM	Budget Development Schedule to Council
6/26/2017		Finalize Budget Development Schedule
7/24/2017		Submit to departments, budget work sheets including salary and fringe benefit costs
8/14/2017	5:00 PM	Committee of the Whole, Council to discuss budget priorities for the coming year
	6:00 PM	Regular Meeting, Public Hearing - public input on budget priorities for the coming year
8/28/2017		Departmental Draft Budget and narratives to Finance
9/11/2017	5:00 PM	During Committee of the Whole, Council to discuss Revenue Sources for General Fund
9/11/2017		Compile data and return copy to departments for review
9/11 - 9/22/2017	Weeks Of	City Manager - Budget Review with Finance Director and Department Heads
9/25/2017		Preliminary budget assumptions to Council.
10/9/2017		City Manager's Budget (Proposed Budget) to Council
	5:00 PM	Committee of the Whole, Council to discuss budget
	6:00 PM	Regular Meeting - Public Hearing
10/23/2017	5:00 PM	Committee of the Whole, Council to discuss budget
	6:00 PM	Regular Meeting - to introduce Budget Ordinance and Fee/Tariff Resolutions
11/27/2017	5:00 PM	Committee of the Whole, Council to discuss budget
	6:00 PM	Regular Meeting - Public Hearing
12/11/2017	6:00 PM	Regular Meeting - Public Hearing & FY 2018 Budget Adoption

HOMER PUBLIC LIBRARY
FINES AND FEES POLICY

The Homer Public Library is supported by the City of Homer. In addition, the library receives a Public Library Assistance Grant annually from the State Library. All basic library services are provided free of charge. However, in order to cover costs of selected special services and to recoup losses due to user neglect/abuse, the following fees are charged:

Overdue fines.
Overdue fines are assessed on items that are kept beyond their return due date.

- .15 cents per every day overdue for fourteen-day and twenty-one day circulation**, excepting digital devices such as e-readers and mp3 players**.
- $1.00 per every day overdue for seven-day and one-day circulation**, excepting digital devices such as e-readers and mp3 players**.
- **$5.00 per day for digital devices such as e-readers and mp3 players.**
- **$1.00 per day for Interlibrary Loans.**
- $1.00 per notice for a Second Overdue Notice.
- $1.00 per notice for a Bill Notice.
- $25.00 **administrative charge for bills sent** to a collection agency.

Photocopying/Printing.

- .15 cents per page for standard and legal size paper.
- .25 cents per sheet for two-sided copies, and 11**"**x14**"** size paper.
- .**50 cents per page for color printing.**
- **$1.00 per side for color copies (8.5" x 11" and 11"x14" sized paper)**
- **$2.00 per side for color copies (11"x17")**

Library Cards.

- $5.00 for replacement of library card.
- $10.00 (non-refundable) for Temporary Card.
- $50.00 **($40.00** refundable) for Family Temporary Card.

Interlibrary Loan.

The following fees will be charged for interlibrary loan requests to cover shipping costs:

- $2.00 per item for standard size books.
- .15 cents per page for photocopy reproductions, only if printing or fax is required.
- $4.00 per item (require Priority Mail) for microfilm, videos, CDs, and audios.

Mailing costs may exceed these amounts for non-standard items. Circumstances that warrant additional charges include postal rates outside the United States,

unusually large or heavy items, rare items that need insurance, and charges imposed by lending libraries.

Replacement and Damage Charges.

- Lost items: Full replacement cost plus a $7.00 processing charge for lost items. **Replacement charges for items associated with equipment and digital devices will be per lost or damaged item (power cords, covers, etc.) to a maximum of $28.**
- Lost maps or inserts: $10.00 per item.
- Lost cases, hang-up bags, etc.: $2.00 per item, or replacement cost, whichever is greater.
- Lost out-of-print items: $50.00 for Alaskana, $40.00 for non-fiction, and $35.00 for fiction, or the full cost of replacement, whichever is greater.
- Damaged item: $1.00 per damaged page, and/or $2.50 per damaged cover.
- Damaged beyond repair: full bindery cost or full replacement cost plus a $7.00 processing charge.

Improper Return of Digital Devices.

- **$25 fee for digital devices not returned to Front Desk staff.**

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 equipment items.**

Approved:
March 6, 2012 by the Library Advisory Board
June 11, 2012 by the Homer City Council

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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: HAYLEY SMITH, DEPUTY CITY CLERK

DATE: AUGUST 1, 2017

SUBJECT: LIBRARY DONATION

Library Director Dixon requested this topic to establish priorities for funding a donation that was given to the Library through an estate.

Recommendation
Discuss and establish priorities for funds with the donation given to Library from an estate.

2017 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak quarterly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Board is currently addressing, projects, events, etc. **A Board member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for remaining 2016 and through August 2017 is as follows:

January 9, 23 2017	**No LAB Meeting**	
February 13, 27 2017		
March 13, 28 2017		
April 10, 24 2017		
May 8, 22 2017		
June 12, 26 2017	**No LAB Meeting**	
July 24 2017	**No LAB Meeting**	
August 14, 28 2017		
September 12, 26 2017	**No LAB Meeting**	
October 9, 23 2017		
November 27, 2017		
December 11, 2017		

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.
PLEASE NOTE: When additional commissioners are appointed the proposed schedule above will reflect those added commissioners.

Rev. 1/17 - rk