

Library Advisory Board
Tuesday
November 1, 2011
Regular Meeting
5:00 p.m.



Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska



**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES**
(Minutes are approved during Regular Meetings only)
 - A. Meeting Minutes for the Regular Meeting on October 4, 2011 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – November 9, 2011 6:00 P.M. Library Conference Room
 - C. Director’s Report – November 2011 Page 11
 - D. Monthly Statistics - October 2011 Laydown
 - E. Landscape Committee Report – Monica Cogger/Tamara Fletcher Page 13
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Library – Comments, Responses, Issues, and Challenges
 - B. Review on the Updated and Revised Sections of the Library Policies and Procedures Manual Page 15
 - C. Discussion on the Status of the 2012 Budget and Update Page 61
- 10. NEW BUSINESS**
 - A. Changing the Review Requirements on the Library Policies and Procedures Page 63
- 11. INFORMATIONAL MATERIAL**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 6, 2011** at 5:00 P.M. in the Cowles Council Chambers located at City hall 491 E. Pioneer Avenue Homer, Alaska.

Session 11-08 a Regular Meeting of the Library Advisory Board was called to order on October 4, 2011 at 5:10 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, SEAMAN, COGGER, SCHROEDER AND FLETCHER

ABSENT: BOARDMEMBER MUNN (EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

SEAMAN/FLETCHER – MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on September 6, 2011

Chair Faulkner requested a motion to approve the minutes.

FLETCHER/SEAMAN - MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Library Director Dixon gave a summary report on the September meeting. She noted that discussion topics included the following:

- Small Meeting
- Most attendees out of town
- Planning was being done on the Anniversary Party and Community Preparedness

There was no further discussion.

B. Next Friends Meeting – October 12, 2011 at 6:00 P.M. Library Conference Room

There were no discussions.

C. Director's Report – September 2011

Ms. Dixon reviewed her Director's report for September.

The anniversary festivities included a popular fine-free weekend in celebration of "five fine years" and a public barbecue on Saturday Sept. 17, complete with the Singing Bookworms, a special Story Time for children, a group photo in front of the library and, last but not least, cake. The Mayor commented on the party at the last council meeting.

The following Saturday was Community Preparedness Day at the library. Volunteers distributed information, handouts and 70 disaster kits (bright orange buckets containing wind-up radio/flashlights and first aid kits), which were funded by a grant from the National Library of Medicine. Presenters from various emergency-service organizations were on hand to share their knowledge.

The month ended with Survivor Stories, an evening program featuring first-hand accounts by local people who experienced the '64 Earthquake. She commented that next time they will make arrangements to record the stories.

The library also gained several improvements in the technology arena.

- GCI installed a broadband cable, funded by the Alaska State Library's OWL (Online with Libraries) Project. This cable will be dedicated for use with videoconferencing equipment (also provided by OWL) and for use as a soon-to-be-implemented download Station for audiobooks and eBooks.
- Seven computers were received from the OWL Project, which will be utilized as follows:
 - public use computer in the teen area (1)
 - public access catalog in the stacks (2)
 - children's room (2), one for Internet access and one for a listening/reading online storybook station
 - an assistive technology station with software for visual and hearing impairment (1)
 - Download Station for audio and eBooks (1)
- Tomasz rebuilt a work station computer for me to replace the frustratingly slow computer I had been using.

The Library posted a short survey on our public use computers to assess if and how library computers and other resources (books, databases, magazines, copiers, etc.) are being used for business or employment purposes. Ms. Dixon stated that she has not analyzed the data closely but did note that 20% of respondents replied that they do use the library for business/employment purposes. The survey was also available in paper copies.

Staff has been reviewing several questions of policy regarding library cards and confidentiality of patron records in order to clarify procedures. She reported that she has had discussions with the State Library

and have been asked by them to bring up the topics at the DIR-LEAD conference in October for Alaska public library directors, as these policies encompass issues that every public library struggles with. Any recommended changes will be referred to the Library Advisory Board for approval.

They had a record attendance day on September 19, 2011, a Monday, overall a very quiet day with no events scheduled. She doubled checked the attendance records. They had 765 patrons that day.

Ms. Dixon reported that they will have author readings at the Library for Alaska Book Week. The final item was given to her from the Mayor who received a letter from the Division of Archives regarding a citizen committee on advising on the Valdez Oil Spill documents. They have over 7000 boxes of documents. If anyone is interested in more information please feel free to contact her and to forward the information on to anyone who may want to serve on the committee.

There was no further discussion.

D. Monthly Statistics – September 2011

Library Director Dixon distributed the statistics. She noted that Items loaned was down but the attendance was up compared to 2010. She said that the Anniversary Party turned out quite well. The Mayor announced it at the last Council meeting. The Community Preparedness event was very successful and they had a great response and turnout for the Survivor Stories. She commented on the interesting and varied individual perspectives of individuals who experienced the 1964 Earthquake.

She noted that the numbers shown on the table for revenues indicated account codes in response to a query from Chair Faulkner. She inquired if there were any additional questions from the Board.

A brief discussion was entertained on the increases in some categories over last year.

There was no further discussion.

E. Landscape Committee Report

Board member Cogger reported that there will be a meeting of the Landscape Committee on Friday, October 7, 2011 in the Library Conference Room at 4:30 p.m. She did not have the name of the Friends representative that would be coming to meeting.

Deputy City Clerk Krause informed the Boardmembers that were appointed to the Committee that she needed a two week notice advertising such meetings in order to comply with city code.

Ms. Cogger responded that she was unaware the notice was required for the committee as well and will make sure the Clerk has the information as soon as possible for the next meeting.

It was recommended to set up regular meetings and if they are not needed then just cancel the meetings.

Contact will be made to have a representative from the Friends attend this meeting. If no one shows from the Friends they will determine who is responsible for what regarding the Landscaping.

Ms. Dixon commented that the Friends may reschedule the regular meeting she will try to get that information and pass it on to Ms. Cogger.

Chair Faulkner offered some advice to Ms. Cogger and Ms. Fletcher on what tasks should be focused on by the Committee, to appoint someone to take a synopsis of the meeting to be included at the next regular Advisory Board meeting. Ms. Cogger will email Ms. Kyra Wagner as she indicated an interest to continue working on the Committee.

Ms. Krause informed them that if they pass the information to her she can get an agenda printed and distributed.

Library Director Dixon commented that they motivated the City Manager to bring out his loppers and address the alders.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Library Capital Projects - Status Report on Energy Efficiency Measures

Ms. Dixon reported having a complaint in the children's room that the thermostat was not working as it was freezing and it was showing that the temp was at 69 degrees. Otherwise she calls the people and they come and fix it and she doesn't have any further information.

Chair Faulkner requested this item postponed from the November agenda until December. There should be more information at that time.

There was no further discussion.

B. Library – Comments, Responses, Issues, and Challenges

Boardmember Schroeder inquired if the new equipment has been received for video conferencing. Ms. Dixon responded that she is not aware of the time frame to receive the equipment. He reported that his review of the personal staff computers is they are old and outdated. He asked if there was a backup done on the systems because he did not see and system backup being done locally. Ms. Dixon explained that was done on the main system server.

A discussion was held on the need to defrag computers and that the City IT Personnel started it was not required. Mr. Schroeder stated that if the operating system is Vista or Windows 7 no defragging was not needed. If it was XP yes it was needed.

Ms. Dixon could not recall the reason IT offered and will get clarification for the next meeting.

Ms. Dixon commented on having an interesting conversation with a gentleman who said he did not need the library since he has a kindle. She responded that the Library is not just about checking out books. A discussion ensued on the many services that the Library offers and the many programs that are available. A city library is a community gathering place where new arrivals to the community can network and make new friends.

There was discussion.

C. Budget Updates and Discussion 2012

Ms. Dixon distributed a copy of the proposed 2012 budget for the Library.

Chair Faulkner indicated that she requested this for the agenda since there were three new members and it was a great learning tool for the board.

Discussion ensued on the difference in some of the line items and the reason some have been increased substantially; what items were included in the different line items such as equipment maintenance; an increase in the line item for books; the grounds maintenance line item is basically used as a contingency fund and there are not enough funds in Mike Riley's budget; renting and leasing is the xerox machine; professional and special services covers all the required licensing for the library and staff; transportation covers travel expenses to training; subsistence covers the food; snow removal is contracted out and the amount included is the library's portion of the expense; the new line items covered the additional bandwidth and reinstating the binding which is sent out; additional hours for staff but that was cut. Ms. Dixon reported that the City Manager is only requesting a part time person for Parks Maintenance to assist the maintenance coordinator in season.

The Boardmembers entertained a brief discussion on the status of the loan on the new building and staffing requirements.

There was no further discussion.

- D. Memorandum dated September 26, 2011 to the Library Advisory Board Re: Suggestions to Encourage New Member Applications for City Boards, Commissions and Committees

Ms. Fletcher gave the information on a Student representative to Mr. Getzler at the High School and now the juniors and seniors will have this opportunity for completing the required senior project.

Chair Faulkner acknowledged that they need three adult members preferably for next year. There was a brief review of the memorandum in the packet with the different actions and or items to consider when trying encourage a person to join.

No further discussion.

NEW BUSINESS

- A. Status update and Review on the Library Policies and Procedures Manual Revisions.

Chair Faulkner provided a brief synopsis of the progress and process with the current policies. She noted that it has been very time consuming and lengthy process. It was noted that this was supposed to be annual review of the policies and it was suggested to change the requirement to maybe five year review and update. Chair Faulkner requested that on the November agenda.

Chair Faulkner requested each member to thoroughly review the enclosed policies and bring to the November meeting any questions or concerns they may have with an individual policy. Then the Board can send a recommendation to Council on the majority of the policies to City Council and devote the time to the more difficult and new policies that are required.

Mr. Schroeder requested Ms. Dixon to ask staff if during the training on the Video Conferencing if a discussion was held on Video Conferencing Scheduling Policies. He noted that during his employment at the college when they offered this service initially there was a number of problems with scheduling and have since created policies on scheduling for video conferencing.

Ms. Dixon reported that she was able to arrange additional hours for the on call staff to be at the front desk to allow permanent staff to meet, review and discuss the policies and procedures. She noted that they were able to meet a few times and focused on library cards and confidentiality of patron records. They were able to get into some of the meat of the issues before they used up the extra time.

The hardest part is the law does not differentiate between a young child's card and teenager's card. It is obvious that a parent has and needs a young child's information and cards but there is conflict when it comes to a teenager. They desire to be consistent, fair and also follow the law.

Ms. Dixon reported in checking with other libraries some use discretion and others follow the letter of the law. However, there seems to be an overall agreement when it comes to overdue books for minors.

Renewals they have decided to renew over the phone but will not tell the person renewing the materials what the individual materials are if they are not the person in question who checked out the materials.

Ms. Dixon stated that another issue is a parent coming in with a child or children's library cards and checks out numerous materials using the child's card. Then in essence the parent already knows what is checked out. She said that staff was discussing this when it was reported that a person was trying to check out materials with a card given to her by a taxi driver. So what do you do?

This is regarding confidentiality in general then confidentiality of a minor. Clarification was offered on the difference between a school library and a public library because school librarians and teachers act in a role of parent in checking out the materials.

There was no further discussion.

INFORMATIONAL MATERIALS

There were no informational materials.

COMMENTS OF THE AUDIENCE

There were no audience comments.

COMMENTS OF THE CITY STAFF

Ms. Krause informed the board members that they can even shoot her an email stating they will be unable to attend; something has come up, any reason or even no reason, just that they will not be there. This is considered an excused absence. She also stated that the meeting for November may be held in the West Campus due to construction in the Council Chambers. She will try to keep them up to date on the status as time goes.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner reminded the Boardmembers on the requirement to notify the clerk regarding an absence even if it is one hour before the meeting. If they did not notify prior to the absence whether planned or unplanned after three absences they can be removed from the Board.

COMMENTS FROM THE BOARD

There were no comments from the Board members.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:45 p.m. The next Regular Meeting is scheduled for November 1, 2011 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

**Director's Report
Homer Public Library
October 25, 2011**

As the seasons change, the Library has seen a sizeable decrease in out-of-town visitors and increase in use of study rooms. At times all four rooms are in use with additional people waiting their turn. The rooms are frequently being used for tutoring or other types of studying.

Major events this month included the Friends-sponsored semi-annual Book and Plant Sale October 21-22. Dozens of people were involved in the effort, which included live music on Preview Night. Hundreds of people bought thousands of donated books, DVDs and audio materials. An especially bountiful assortment of plants were donated and sold this year, as well.

To celebrate Alaska Book Week, an evening program of readings by local authors was held and attended by about 45 people. The Library hopes to hold monthly opportunities for evening readings throughout the winter. November's readings will be "open mic," with advance sign up.

The Library also hosted several Halloween activities for youth, including a costume swap, face painting workshop, and Spooky Story Time. We incorporated Halloween into our youth outreach efforts for the month, as well, with a "Scared of Your Fines?" fine-free week for youth. Claudia Haines visited two schools to promote library use to children and teens. She and retiree/volunteer Jolee Ellis will visit several more schools in the coming weeks.

October was also a productive month for training. I attended the Dir Lead conference in Girdwood for directors of the larger libraries in Alaska. Issues affecting libraries all over the state were considered. Debbie Waldorf attended a week-long workshop in Anchorage on advanced techniques of book repair from Alaska's premier conservationist, Artemis Bona Dea. Holly Aderhold learned about using iPads and other electronic devices in library settings via webinar. Additionally, David, Debbie and I have been researching ways to incorporate e-readers and e-books into the library collection. Expenses for the out-of-town trainings were covered almost entirely by state library funding or grants.

Four staff computers have been rebuilt and upgraded, with two more to receive upgrading soon. These improvements to our work process are hugely appreciated by staff.

I met with members of the LAB and others to form an action plan for the library grounds. I also met with Bonnie Betley regarding the Imagination Library, to discuss ways the public library's resources might be used to help support this nation-wide early-childhood literacy program.

Library Moment of the Month: I'll mention two because they illustrate two important roles filled by libraries these days. One, I helped a middle-aged woman set up an e-mail account. She needed to send an e-mail for a personal business purpose but hadn't realized she needed an e-mail account to do that. I walked her through the process, for which she was quite grateful. Two, later that day I noticed a dad in the children's room, reading aloud to his daughters "library style," by holding up the book face-out so they could see from their seats on the floor. Literacy these days involves both reading and learning how to use the tools that provide access to information. The library provides resources for both.

Renee Krause

From: Monica Cogger <monica.cogger@yahoo.com>
Sent: Monday, October 10, 2011 8:41 AM
To: Renee Krause
Cc: tlmf63@alaska.net
Subject: Landscaping Work Session

Hello,

Friday October 7th at 4:00 pm we had a work session. Ann, Tamera, Monica, Angie, Kyra and the Friends Rep I have gone blank on her name. After looking at the map and hearing about the original vision we have a rough idea of what needs to be done. The mowing would go from Mid-May thru the end of September. 2 hours a week for 18 weeks in the designated mow areas for safety and usage. There were many ideas being put out there but no definite plan as of yet.

Monica

Status of Homer Public Library Policies

Policy	Need to create	In process	Approved by LAB	Approved by Council	On website	Comments
Collection		Yes	2002	2002	No	Needs work
Complaints		No	2002	2002	Yes	Okay as is
Display		No	2006	2006	Yes	Is Section C (on displaying art) still needed? Perhaps for kids' art?
Fines & Fees		Yes	2004	2004	Yes	Need to redo and update
Gift Acceptance		Yes	2006	2006	Yes	Okay as is
Privacy & Confidentiality		Reviewing	2002	2002	Yes	Reviewing – one small change for sure; may need more
Circulation		Yes	No	No	Yes	Connected to collection issues, fines and fees; need to finish before approval
Library Card Registration		Yes	No	No	No	Currently reviewing with staff
Interlibrary Loan		No	2002	2002	Yes	Should review
Internet Use		No	2002	2002	Yes	Should review
Unattended Children		No	2004	2004	Yes	Should review
User Conduct		No	2006	2006	Yes	
Copyright	yes	No	No	No	No	
Social Media	yes	No	No	No	No	
Graphic Novels	?	No	No	No	No	Need to look at or perhaps incorporate into Collection policy

HOMER PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

A. COMMUNITY DESCRIPTION

Homer is a small community located 233 road miles south of Anchorage, Alaska. The library's service population area contains the City of Homer and the surrounding borough communities including Kachemak City, Seldovia, Anchor Point, Diamond Ridge, Fritz Creek, Kachemak Bay, Port Graham, Ninilchik, and Nanwalek. Of the more than 12,000 residents served by the library, 89% of the city's 5,390 residents and 73% of the borough's 6,673 residents have library cards.

In addition to the Homer Public Library, there are three other municipal public libraries in the Kenai Peninsula Borough: the Soldotna Public Library, the Kenai Public Library, and the Seward Public Library, located 80, 90, and 185 miles from Homer, respectively. Two branch campuses of the University of Alaska, the Kenai Peninsula College in Soldotna and the Kachemak Bay Campus in Homer, maintain small community college libraries. There are eight schools located in the Homer community.

[Homer's local economy relies heavily on commercial fishing; however, tourism is the fastest growing industry in the borough. Homer has also attracted a number of resident artists and writers over the years. The South Peninsula Hospital and the Homer Electric Association are among Homer's largest employers.]

There are four Russian villages in the community of Homer: Nikolaevsk, Voznesenka, Razdolna, and Kachemak Selo. Russian is the predominant language of the village residents.

[The current profile of Homer is changing. There has been an increase in residents of ages 65 and older, which will probably result in a demand for more recreational reading, medical, travel, and investment information. The "digital divide" (the gap between computer literate and non-literate) will necessitate the need for sophisticated reference service as well as a strong print collection focused on basic life skills. The need for children's materials will continue to increase because of the rise of home schooling, and charter and private schools.]

[Homer Census data here]

B. PURPOSE OF POLICY

This collection development policy has been prepared by the library director of the Homer Public Library, approved by the Library Advisory Board, and adopted by the Homer City Council. Its purpose is to guide the library staff in the selection of materials, and to inform the public about the principles upon which the library's collection is developed and maintained.

The Homer Public Library will endeavor to keep up with changes in the community and library technology. This policy will be reviewed annually by the library director, and updated and approved by the Library Advisory Board every three years.

C. STATEMENT OF MISSION AND GOALS

1. Mission Statement:

The mission statement of the library guides this Collection Development Policy:

The mission of the Homer Public Library is to support the information needs of the community by providing access to quality resources in a welcoming atmosphere by a knowledgeable and caring staff. We take seriously our responsibility to serve as a place for children to discover the joy of reading and the value of libraries. We pledge to promote literacy, learning, and enrichment for people of all ages, thereby enhancing the economic, social, and cultural vitality of our community.

D. INTELLECTUAL FREEDOM

The library does not promote particular beliefs or views, nor does the selection of any item imply endorsement of its views. The public library is unique among institutions as an unbiased repository for the recorded expression of thought. 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.

The Homer Public Library endorses the American Library Association's **Library Bill of Rights**, **Code of Ethics**, and their **Freedom to Read**, **Freedom to View**, and **Libraries: an American Value** statements. These documents, considered guiding principles for this policy, are appended.

Access to library materials will not be restricted beyond what is required to protect materials from theft or damage. There will be no labeling of any item to indicate its 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 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. [link to ALA document here]

E. COOPERATION

Cooperation is a basic tenet of library philosophy in Alaska. The Homer Public Library recognizes its responsibility to cooperate with other libraries in Homer, the Kenai Peninsula, Alaska, and nationwide.

There is a small local branch library of the University of Alaska that supports its institution's educational objectives and has a collection emphasizing the humanities, applied science, art, office technology, and business management. While open to the public, the local college library provides in-house use only.

In addition, there are libraries located within the public schools whose collections focus on educational and curriculum support. Responsibility for the provision of curriculum related materials belongs properly to the schools, but the public library will provide materials that compliment local school library collections and enrich the needs of student borrowers of all ages.

Homer Public Library will cooperate with the Pratt Museum in collecting material relating to Homer's history. Homer's Pratt Museum has a non-lending library which consists of museological and natural history periodicals, books, and a vertical file of scholarly papers and pertinent subject information. The museum also houses an archives and a photo archives. The museum's media collection of films, audiocassettes and videotapes is available for loan.

As a member of OCLC, a nationwide bibliographic database service, 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 gives us access to other libraries' resources throughout the state and the nation. The Homer Public Library uses interlibrary loan both to supplement our resources and for the loan of our materials to other libraries.

F. SELECTION RESPONSIBILITY

Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community but 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 may assist the library director in the selection of materials.

The library encourages suggestions for purchase by its users and from the staff who become aware of subjects that need development. Interlibrary loan requests and questions from the public are considered as possible purchase suggestions. The library director will review all purchase requests and determine whether they fall within selection criteria.

G. SELECTION CRITERIA

Selection of materials is based on the professional judgment of the library staff, which will be guided by the needs of the community and the balance and comprehensiveness of the collection. Selection is aided by book 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*, *Publisher's Weekly*, *Wilson's Public Library Catalog*, and other professional publications. [ask KG and SG about which review sources they use]
- Extensive use of several Internet resources for evaluation and selection such as the ALA website, Amazon.com, and Barnes & Noble online. [ask KG and SG about which review sources they use]
- Individual subject expertise of staff or community members.
- Publishers catalogs.
- Standard bibliographies.

There is no single standard that 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/or potential use by library users.
- 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.

H. MATERIAL FORMAT

The library will offer materials in a variety of formats to meet its goals and objectives. Materials may include books, audiocassettes, CDs, digital and electronic resources, microforms, newspapers and magazines, pamphlets, videos, and others. The library will strive not to duplicate current, popular videos that are available in local video stores. The library will not adopt new formats before they have demonstrated reliability and usefulness.

I. COLLECTION OVERVIEW

The library collection consists of 44,500 items, including books, audiobooks, magazines, newspapers, and videos.

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 there is little or no other material covering the topic in any other format. The library does not buy textbooks used by the local schools. It is the responsibility of the school libraries to provide 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.

1. Access to the Internet:

The library's Internet policy is a separate document.

2. Adult fiction:

In addition to the well-known classics, the adult fiction collection will serve to provide popular reading materials of current and high interest to the public. We will also consider patron recommendations.

3. Adult non-fiction:

The non-fiction 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 our users but is heavily oriented toward the needs of the Homer community. [Special emphasis goes to selecting titles dealing with alternative health, boats and marine technology, construction, the arts, and travel.]

[The library will collect 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 will purchase materials of general historical importance rather than denominational content.]

4. Alaska and local history materials:

The Alaskana collection includes materials about Alaska and neighboring regions. The collection priorities of the Alaskana materials are to provide:

- 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 patrons of the Homer Public Library through the interlibrary loan service.

5. Audio:

Recorded books are available in the adult, young adult, and juvenile sections of the library. The collections include popular genre fiction and classic titles in unabridged and abridged editions. Some non-fiction titles are also available in audio format. [ListenAlaska here]

6. Children's books, including easy readers, children's and young adult materials:

In selecting books for children, the library's goal is to develop a collection that satisfies children's informational, recreational, and cultural reading needs and potentials. The children's collections include:

- Picture books, which may be read to young children, or which beginning readers can read themselves.
- Juvenile non-fiction which informs children about their world. Authoritative and attractive presentation in a variety of reading levels are sought.
- Juvenile fiction for elementary and middle school students.
- Young Adult fiction which appeals to teenagers and may deal with more adult issues than children's fiction. Books are selected to meet the recreational and emotional concerns of 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. Young Adult materials are shelved together and are marked on the spine with a "YA" sticker.

The library will not perform the functions of school or other institutional libraries that are designed to meet curricular needs. This applies to home school as well as to public and private school students. The library will cooperate and help all students, but will not directly shape the collection to meet specific curricular needs that are the responsibilities of the schools. Schoolteachers may request a class visit to the library to familiarize students of all ages with public library services.

[BR, GN, etc.]

7. 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 one or 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.

8. Electronic materials:

[The Internet and Databases for Alaskans provide access to a vast range of valuable information... more here]

9. Large Print and materials for the visually handicapped and the hearing-impaired: [Large print materials purchased by the library are interfiled within the main collections and are identified by a large, bright-orange sticker on the spine labeled "Large Print." In addition, The Alaska State Library Talking Book Center loans large print and recorded books to the Homer Public Library each month for a one-month loan period. These materials are provided free of charge by the Talking Book Center. The Alaska State Library also offers services directly to individuals unable to read standard print material. Applications for direct service to residents of Homer are available at the front desk of the Homer Public Library.]

10. Periodicals and Newspapers:

Periodical selection is based on the needs and tastes of the eclectic population in the Homer area. Our collection includes [many] subscriptions which have been donated by library patrons and which have been renewed, in some cases, for many years. The library subscribes to the local Homer newspapers and houses all back issues in two formats: paper and microfilm. Subscriptions to the local borough and Anchorage newspapers are maintained. Subscriptions to newspapers of record such as the New York Times are based on funding and therefore are not consistently maintained from year to year.

11. Rare and Expensive Books:

The library does not currently have, nor will it become a priority to have, a rare book collection. The cost of preservation and security make housing a rare book collection financially impractical. Rare books that have been donated to the library may be sold and the money used to purchase materials for reference and circulation. The library does maintain a small number of rare books of local value that focus on local history.

12. Reference materials:

One of the library's primary collection development objectives is to provide accurate and useful reference information. In order to accomplish this objective, the reference collection will be kept current and authoritative and will include a selection of encyclopedias, atlases, almanacs, bibliographies, dictionaries, directories, and catalogs. Local and regional directories and information will be maintained in the library's Ready Reference collection. Authority, organization, and current information are among the

selection criteria, as well as whether the information is better obtained in another format or over the Internet.

13. Russian language materials:

The library maintains a small collection of Russian language books. Subjects collected are Russian literature classics, folktales, craft books, and Russian translations of English novels. [audio, video, periodicals?]

14. Vertical File:

[The library maintains files of current and historic materials about Homer and Alaska. Newspaper articles, newsletters, pamphlets, patterns and instructions, materials hard to locate in books such as charts, graphs and statistics, “extension service” flyers (canning, smoking or drying fish, etc.), and maps of Alaska, the United States, and the world are all located in the Vertical File. All items in the Vertical File are cataloged.]

15. Video:

[The library focuses on purchasing materials that are generally not available in video stores. Videos are selected from reviews, prior viewing, or the reputation of the makers and distributors. Videos of high quality, those based on literary works, children’s titles, do-it-yourself, self-help, travel and biography, plays, operas and ballet, other musical events, and outstanding series that tend not to be found in private home collections because of cost or other factors receive selection priority. Series that have appeared on the Public Broadcasting Service and have received critical acclaim are also collected.]

J. COLLECTION EVALUATION AND COLLECTION GOALS

The Homer Public Library has a diverse book collection to fulfill the many needs and interests of the Homer community. Annually, reports are run from the library’s circulation and cataloging software and 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 [(adult fiction, juvenile fiction and easy readers, construction, boats, cooking, the arts, etc.) and strengthening sections containing old and outdated materials.]

[The top priority of the Homer Public Library is to systematically bring the average age of the collection from 1986 to the mid-1990s. This priority affects all sections of the collection.]

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.
- Percentage of annual growth or decline.

K. ACQUISITIONS

The library staff receives numerous publisher's catalogs and advertisements. Library staff use these materials as the beginning of the selection process. Appropriate titles are "flagged" and professional reviews of each item are evaluated. Library staff responsible for materials selection hold regular collection development meetings to discuss the merits of adding titles to the collections, as well as the strengths and weaknesses of the collection in general. All purchase orders are reviewed by the library director before an order is placed.

[New materials are ordered through the local independent bookstore in Homer, or are purchased through a publisher or vendor. The library purchases out-of-print materials from companies such as Alibris who specialize in locating hard-to-find books. EBSCO, a subscription service, manages the library's periodical subscriptions.]

L. COLLECTION MAINTENANCE

Books will be sent to a professional bindery when the cover becomes worn-out or damaged and is not easily mended. These titles are usually popular and/or out-of-print, and have long-term value to the collection.

Books will be mended if the book as a whole is in good shape and the mending will result in prolonged life of the book for additional circulations. Cumulative damage such as a large number of dirty or torn pages may result in discard instead of mending or replacement.

The purpose of a withdrawal policy is to insure that the collection remains vital and useful. The criteria used for selecting materials will also be used in the removal of items from the collection. Materials that are no longer useful in light of stated objectives will be 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.

Staff will assist in the preliminary deselection of materials; the final disposition of materials is the responsibility of the library director. Discarded materials will be added to the Friends of the Homer Public Library's book sale. Proceeds from the sale will be used to purchase new materials for the library. Occasionally, discarded items may be offered to other libraries, schools, or nonprofit groups. Items not distributed or sold will be discarded.

[M. GIFTS AND DONATIONS

The library accepts donations of materials with the understanding that gifts to be added to the collection must meet established selection criteria and are deemed to enrich the collection by the library director. Gifts not retained for the collection will be added to the Friends of the Homer Public Library's book sale.

No condition or restriction of gifts can be honored. It is the policy of the library not to accept special collections of books and like material to be kept together as a separate entity. Gift collections may be accepted by the library with the understanding that they be integrated into the general collection with the only form of special identification being a bookplate.

The library encourages cash gifts for the purchase of memorials, tributes or other reasons. Selection of materials must be based on the same criteria used to select items for the collection. The general nature of the book or its subject area can be based upon the interests of the deceased or the wishes of the donor and the needs of the library.

Gifts of money, real property, personal property, or stock will be accepted if conditions attached to them are acceptable to the Library Advisory Board and/or the City of Homer administration. The library shall not accept for deposit materials that are not outright gifts. Donations are added to the Homer Public Library's Gift and Building Fund. Investment of funds is managed by the Finance Department of the City of Homer.

The library cannot legally appraise gifts for tax purposes. Donors are offered a signed and dated gift statement as a receipt (please see attached form).]

N. COPYRIGHT

The Homer Public Library will 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.

[O. RECONSIDERATION

The suitability of particular materials may be questioned by a borrower and reconsideration formally requested in accordance with the following procedure. Either staff or citizens may initiate reconsideration. 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 any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval of their contents and no library material will be sequestered except to protect it from injury or theft.

Should patrons have a complaint about library materials, the following sequential process will be followed. Questioned materials will not be removed or restricted at any point in this process unless an official determination has been made to do so.

- 1) Informal discussion with the Library Director. The selection policy will be explained and a copy of the collection development policy provided.

- 2) If patrons are not satisfied with the informal discussion, they may fill out a "Request for Reconsideration of Library Materials" form.
- 3) Upon receiving the completed form, the Library Director shall:
 - a) Read the material in its entirety.
 - b) Check the general acceptance of material by reading reviews and consulting recommended lists.
 - c) Judge the material for the strengths and values as a whole and not in part, and apply all appropriate selection criteria to the work.
 - d) Provide a written response to the patron, which will include a full explanation of the decision, and information concerning the process to appeal.
 - e) Present a written recommendation to the Library Advisory Board at their next meeting.
- 4) If the patron remains seriously dissatisfied, an appeal can be heard before the Library Advisory Board. The Board will read the material in its entirety, hear the appeal, review the recommendation by the librarian, and make a final judgment. The Board shall notify the complainant of its decision in writing. No further appeals will be heard. No other reconsideration of this material will be addressed for one full year from the date of final judgment unless the grounds for complaint are substantially different from the previous reconsideration.]

HOMER PUBLIC LIBRARY COMPLAINT POLICY

Any person wishing to lodge a complaint concerning the Homer Public Library shall fill out a form provided by the library staff stating reasons for the complaint, giving his or her full name and address, and dating and signing the form. The signed form will be held until the next regular scheduled meeting of the Homer Public Library Advisory Board for consideration. A copy of the form will be sent to the City Manager.

The person registering the complaint shall be notified of the time and place of the meeting and shall be required to attend the meeting to personally present the problem.

If the problem cannot be resolved at the meeting to the satisfaction of the person, the person may take the complaint to the Homer City Manager who may in turn refer it to the proper legal authority.

Approved by the LAB on May 7, 2002
Adopted by the HCC on June 10, 2002

HOMER PUBLIC LIBRARY DISPLAY AND EXHIBIT POLICY

The Homer Public Library has three kinds of spaces available for displays and exhibits.

A. BULLETIN BOARDS AND INFORMATION RACKS

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 fundraising 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 notices 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, announcements for political candidates or causes, religious services, or personal services.

No solicitation or active distribution of literature is permitted inside the library or at the entrance to the library. Advertising literature and petitions are strictly forbidden within the library.

The library will not act as a distribution center for materials that deal with controversial issues, presented from a single point of view.

All decisions on posting notices are at the discretion of the library director.

Posting of notices and/or distribution of materials do not imply endorsement by the library of City of Homer.

B. AREAS FOR NON-PROFIT DISPLAYS AND EXHIBITS

As part of its public service and information mission, the library makes available designated display and exhibit areas to non-profit organizations and other not-for-profit enterprises engaged in educational, cultural, intellectual, or charitable activities.

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.

Individuals or organizations interested in posting displays or exhibits should fill out an exhibit request form (provided by library) to include a written description and, if possible, photos.

Exhibits shall be appropriate to community standards and shall not advocate only one side of a controversial issue. All decisions regarding exhibits shall be at the discretion of the library director. Due to limited space, the library director will use his/her judgment regarding value to the community and balancing over time a variety of community interests. Regarding community interests and standards, the library director may seek the advice and determination of the Library Advisory Board's exhibits committee or the entire LAB, but final authority rests with the director.

Duration of displays shall generally be for a maximum of three months.

Objects on display may not be offered for sale.

The library does not accept any responsibility for loss or damage of exhibited materials. An owner may wish to obtain private insurance for valuables. Before leaving any materials or objects on exhibit, an individual in charge must sign and date a release form (provided by the library).

C. AREAS FOR ROTATING DISPLAYS OF WORK BY ARTISTS

In the spirit of mission statement of the Homer Public Library, rotating exhibitions and displays of artwork may be installed in the Library's public spaces in accordance with the following approved policies and procedures.

1. Responsibilities and liabilities

Artists and/or galleries that submit artwork for display in the Homer Public Library accept full responsibility for the proper installation, display and upkeep of artwork chosen for exhibition.

All installations and related processes must be approved by the appropriate staff of the Homer Public Library.

The general wellbeing, 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

Release forms: artists and/or galleries that submit artwork for display will sign a general "release form" that establishes (a) the official responsible parties, (b) dates of exhibition, (c) specifics of exhibition, (d) insurance coverage or waiver, and (e) details of conditions of display.

The library does not accept any responsibility for loss or damage of exhibited materials. An owner may wish to obtain private insurance for valuables. Before leaving any materials or objects on exhibit, an individual in charge must sign and date a release form (provided by the library).

2. Selection processes

General guidelines: it is recognized 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 is also recognized 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 a community-based process and public sensitivity in the selection process for exhibitions installed in the Homer Public Library.

Community standards: exhibits shall be appropriate to community standards. A Community Artwork Selection Panel will evaluate proposed exhibitions and develop an appropriate schedule. All final decisions regarding exhibits shall be at the discretion of the library director.

Process: the following process is intended to achieve a broad-based consensus on “community standards” for artwork on display in the Homer Public Library.

The Community Artwork Selection Panel:

The Panel shall meet once a year to select works for exhibition and determine the schedule of the exhibitions.

Composition:

- One LAB member
- One member of the Friends of the Homer Public Library who is not a LAB member
- One member of the Public Arts Committee
- The library director

Solicitation of artwork: the library director and/or the Community Artwork Selection Panel may formally solicit artwork for display in the Homer Public Library.

Director review: in all cases, the director of the Homer Public Library will have final review authority of recommendations made by the Community Artwork Selection Panel.

3. Available spaces

General: while all exhibitions and displays of artwork are to be placed in such designated areas where they can be viewed by library visitors, no exhibitions or displays

will be allowed to block or otherwise impede public access or movement in and around the library.

Main Stacks area: each wall panel/exhibit space is numbered and may be assigned individually or in groups to artwork exhibitions (single works or multiple works) according to an annual calendar plan.

Children's area: selected works may be free-standing, placed on vacant wall space, or suspended from the overhead.

Lounge area: rotating displays of three-dimensional works may be placed in fireplace niches.

Open areas: may contain free-standing works that do not interfere with movement in area.

Outdoor spaces: works and exhibitions to be displayed in outdoor spaces will also be considered by the Community Art Selection Panel.

4. Sales and commissions

Artwork on display in the Homer Public Library may not be offered for sale.

5. Exhibition Openings and other events

All exhibit-related events using the Homer Public Library grounds and interior spaces must be incorporated into the library calendar and schedule and have the written approval of the library director (or other established library use approval mechanism).

No alcohol may be served on Homer Public Library grounds or within the library (Homer Public Library Policy, II.A).

Unless the Homer Public Library has been retained for private, after-hours use, all exhibition openings and related events must be open to the public free of charge.

Approved:

May 23, 2006 by the Library Advisory Board

July 24, 2006 by the Homer City Council

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 day for every day overdue for fourteen-day and twenty-one day circulation.
- \$1.00 per every day overdue for three-day and one-day circulation.
- \$1.00 per notice for a Second Overdue Notice.
- \$1.00 per notice for a Bill Notice from City Hall.
- \$25.00 finance charge for collection agency payments.

Photocopying/Printing.

- .15 cents per page for standard and legal size paper.
- .25 cents per sheet for two-sided copies, and 11x14 size paper.

Library Cards.

- \$5.00 for replacement of library card.
- \$10.00 (non-refundable) for Temporary Card.
- \$50.00 (\$10.00 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, including books, videotapes, and audiotapes.
- Lost maps or inserts: \$10.00 per item.
- Lost cases, hang-up bags, etc.: \$2.00 per item.
- 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.

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.

Approved:

June 1, 2004 by the Library Advisory Board

December 13, 2004 by the Homer City Council

HOMER PUBLIC LIBRARY GIFT ACCEPTANCE POLICY

(approved by Library Advisory Board May 23, 2006)

The Library Director shall be authorized to accept gifts on behalf of the library and will, in most cases, accept on her sole authority unrestricted gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

No conditions or restrictions on donations of library materials can be honored. 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. The library will be glad to provide a list of needed materials.

Donors may place restrictions on other categories of gifts under the following conditions:

- The restriction must be compatible with the overall mission of the library.
- The restriction shall not impede the ability of the library to acquire gifts from other sources.
- The restriction shall not place undue burden on the library's resources.
- The restriction shall not subject the library to adverse publicity.

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 some 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 Library.
- Cash given to create a new library program.
- Gifts of art or other valuables that will encumber the library either financially or administratively.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests, and other forms of investments that may not fall into the marketable securities category.
- 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. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.
- Life insurance policies. Any proposed gift of life insurance must be examined on its merits, including, but not limited to, the type of insurance, the status (paid-up, vanished, etc.) of the policy, outstanding loan balances, and the long-term viability of the insurance company

The library's acceptance of a non-monetary gift does not guarantee its retention as library property in perpetuity. All non-monetary gifts are subject to disposition. Because of limited space, as a general rule the library is unable to accept donations of art, furnishings, or other tangible personal property given on condition that they be retained by or displayed at the library. The library does not accept for deposit materials that are not outright gifts. The library reserves the right to decline any gift that interferes with its 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. Donors will be provided a signed and dated gift statement as a receipt.

HOMER PUBLIC LIBRARY PRIVACY POLICY

The Homer Public Library recognizes the need to protect each individual's right to privacy regarding the questions that are asked of the library staff, and the materials that are borrowed from the library.

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 they 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 incurred by the library in any search shall be charged to the agency demanding such search.

AN ACT

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 with the law:

Names, addresses, telephone numbers, or information concerning what items are on a patron's record or what a patron is reading will NOT be given out to anyone, including spouses and law enforcement officers, with the following exceptions:

- A person requests information about his or her own card and can produce his or her library card.
- A parent or legal guardian wants to know what materials are checked out on his or her minor child's card and can produce proof of his or her identity.
- A person requests information over the telephone about items on his or her own record or the minor child's record and he or she can provide the patron bar code number.

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. All patron circulation records are cleared immediately after materials are returned and fines are paid. If at any time there is a question about giving out information from library patron files and records, the staff member will check with the library director.

Approved by the LAB on May 7, 2002
Adopted by the HCC on June 10, 2002

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 the legal and binding contract between the library and the patron.
- A patron must present a card in good standing to borrow materials or use a computer.
- A patron's card will be blocked, and no services may be obtained with it, if the patron owes \$5.00 or more in unpaid fines and/or fees.
- Parents are responsible for keeping children's cards in good standing.
- 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 if possible. 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 the new card is issued.
- Replacement cards are \$5.00.
- A card may be replaced free of charge at the discretion of library staff for normal wear and tear (i.e. when the scanner is no longer able to read the barcode). Staff members may use their own judgment for hardship cases (e.g., patron's house burned down). It is important for all staff members to document such interactions in the patron's Extended Information field in order to assist both the patron and the library staff.
- A patron must verify registration information.
- A patron may have only one card.

FINES AND FEES

- Overdue fines are assessed on items that are kept beyond their return due date.
- The fines for the majority of circulating items are \$.15 per item per day.

- Video (DVDs and VHSs) fines are \$1.00 per day. Please see Fines and Fees Policy for more detail.
- Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

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 the Cornerstone Collection Agency for collection and will be charged an additional \$25.00 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 title has a library (reinforced) binding, there is a newer edition, or more current information is available in a different title).
- Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

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 a media item is returned missing a part or piece, it will not be checked in and fines will continue to accrue. 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 of \$7.00.

DAMAGED MATERIALS

If an item is returned in a non-repairable condition, and this condition is due to negligence on the patron's part, the patron will be charged the cost of the item plus a processing fee.

CLAIMS RETURNED MATERIALS

All staff should refer patrons to the Claims Returned Supervisor. In addition, it is important for all staff members to document interactions in the patron's Extended Information field in order to assist both the patron and the Claims Returned Supervisor.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

- At the discretion of the 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 so it may be available for the patron who placed the hold.

LOAN LIMIT

- The loan limit per library card is 12 items of general collection materials per patron.
- A patron may not have more than 3 videos (DVDs or VHSs) checked out at any one time.
- Lower limits will apply for patrons with special or visitor cards.

CIRCULATION PERIODS

Library materials circulate for varying periods of time:

Audio Visual Equipment

- Overnight or 2-day checkout period.
- Fines are \$1.00 per day.
- Patron must be 18 years or older.
- Patron must be a resident. (If visitors need equipment, a local resident with a library card in good standing may check out the equipment.)
- Agencies must designate a responsible employee/representative as a cardholder. 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 (cassette or CD)

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

Book

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

Book3 (extra week for lengthy book)

- 21-day checkout period.
- Three week renewal period for up to two renewals.
- Fines are \$.15 per day.

Electric Usage Meters

- 14-day checkout period.
- Use may be extended on a case-by-case basis.
- Fines are \$1.00 per day.

Games

- 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.
- Fines are \$.15 per day.

Magazine

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.
- 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.

Newspaper

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.
- 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 newspaper titles.

Punch Bowl & Cups

- Overnight or 2-day checkout period.
- Use may be extended on a case-by-case basis.
- Fines are \$1.00 per day.

Puppet, puzzle, or toy

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

Vertical File

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

Video (DVD or VHS)

- 7-day checkout period.
- No renewals.
- Video fines are \$1.00 per day.
- Maximum of three videos checked out on a library card at a time.

HOMER PUBLIC LIBRARY
IV. LIBRARY CARD REGISTRATION POLICY

All library loan transactions require the use of a valid library card. The first card is free. Replacement cards cost \$5.00 each. Permanent library cards are renewed every two years. Individuals applying for any card must comply with the identification requirements set out below.

A. PERMANENT CARDS

A permanent card is issued to adults who complete and sign the proper application form, demonstrate proof of identity and local mailing address, and provide a personal reference. Completion of the application form affirms that individuals have accepted responsibility for the proper use of their library cards. A permanent card allows patrons to check out up to 12 items at a time.

1. Proof of Identity

Identification is required to ensure that the person applying for the library is the applicant. Acceptable proof of identity for a permanent card includes:

- Alaska Driver's License.
- Alaska issued Identification Card.
- Social Security Card.
- Voter Registration Card.
- Alaska Sport or Commercial Hunting or Fishing License.
- School Identification Card.
- Military or other official government identification.

2. Proof of Local Residence

Proof of local residence is also required. "Local" is defined as residence within:

- City of Homer.
- City of Kachemak.
- City of Seldovia.
- Anchor Point voting precinct.
- Diamond Ridge voting precinct.
- Fritz Creek voting precinct.
- Kachemak Bay voting precinct.
- Port Graham voting precinct.
- Ninilchik voting precinct.
- Nanwalek.

Acceptable proof of local residence includes:

- Alaska Driver's License with local address.
- Alaska Identification Card with local address.
- Voter registration card with local address.

- Alaska Sport or Commercial Hunting or Fishing license with local address.
- Military Identification Card.
- Preprinted checks from a local bank imprinted with local address.
- Official government issued document showing local address.
- Evidence of cancelled mail addressed to the applicant at a local address.
- A tax receipt showing physical address.
- A utility bill showing physical address.

Important Notes:

- General Delivery is not an acceptable address for a permanent card.
- Seasonal residents who own property within the city limits are eligible for a permanent card.

3. Permanent Library Cards for Juveniles

Persons under 18 years of age are considered juveniles. Proof of identity of a parent or legal guardian is required, along with proof of a valid local mailing address. A parent’s library card information on record is sufficient to demonstrate proof of identity and address, provided it is current and in good standing. A minor may take the application form home for a parent/legal guardian to sign if the parent/legal guardian has an existing valid permanent application on file. Verification of the parent/legal guardian’s signature on the minor’s application with the signature on the parent/legal guardian’s application form is required before issuing the minor’s card. By signing the juvenile’s application, the parent/legal guardian accepts responsibility for library materials and services used by a juvenile. Juveniles may check out up to 12 items at a time on a permanent card.

B. TEMPORARY CARDS

Temporary cards are issued to visitors who plan to be in the local area for a short period of time. A temporary card is issued for six months at a non-refundable charge of \$10.00.

Completion of the application form affirms that individuals have accepted responsibility for the proper use of their library card. A temporary card allows patrons to check out up to two items at a time.

1. Proof of Identity

Identification is required to ensure the person applying for the library card is the applicant. Acceptable proof of identity for a temporary card includes:

- Valid Driver’s License.
- Social Security Card.
- Voter registration card.
- Military or other official government identification.
- School Identification.

Proof of permanent residence is required. A local address may be given in addition to a permanent address if available. Acceptable proof of permanent residence for a temporary card includes:

- Valid Driver's License.
- Any official government issued document showing permanent address.

Important note: General Delivery is not an acceptable permanent address for a temporary card. General Delivery or "c/o" is acceptable as a secondary local address only in addition to a permanent address.

2. Temporary Cards for Juveniles

A temporary card may be issued to a minor under the age of eighteen, provided the application form is completed and signed by the applicant and parent, or person standing in place of the parent, who willingly assumes the responsibility for the minor and any misuse or abuse of the privileges of the library card. Proof of identity of the parent or responsible party is required, along with proof of a valid permanent mailing address.

**HOMER PUBLIC LIBRARY
INTERLIBRARY LOAN POLICY**

The Homer Public Library shall continually develop its resources to fulfill patron requests within its service area. Informational, reference, bibliographical, and research services shall be provided on site and by telephone. Interlibrary loan services shall be used to obtain materials and information not available within the library system of the community.

The library accepts a responsibility for securing information beyond its own resources by:

- Collecting information about and listing for referral: resources of agencies, institutions, organizations, and individuals in and beyond the community.
- Borrowing materials for patrons which are not owned by the library and which cannot be purchased, or materials for which the demand does not justify purchase.

Materials borrowed from other sources shall be circulated according to the policies of the lending institution.

Approved by the LAB on May 7, 2002
Adopted by the HCC on June 10, 2002

HOMER PUBLIC LIBRARY COMPUTER USE POLICY AND INTERNET SAFETY POLICY

To fulfill our 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. Computer resources allow all members of the community to participate equally in the Information Age. Please read the following policy carefully as it discusses the Library's rules and regulations regarding Internet use in the Library and compliance with federal law. Your cooperation is appreciated.

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 choose links to the library's home page that follow generally accepted library practices. 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 virus downloaded by any user.

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:

- **The Library Bill of Rights.**
- **Freedom to Read Statement.**
- **Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources.**

Use is limited to patrons in good standing. Patrons who have restricted status on their library cards will not be able to access the library computers until they have cleared all fines and/or fees from the records and their library cards have been unrestricted by library staff.

No more than two people may view a computer screen at a time.

Legal and Ethical Use:

All existing library policies and local, state, and federal laws apply to users of the library's computer resources. Violation of any laws or regulations may result in loss of library privileges (**Homer City Code Section 1.48.070**), 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 the 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 in any way which violates a Federal or State law;
- Unauthorized duplication of protected software or licensing agreements, including but not exclusively, "hacking;"
- Destruction or 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.

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.

To help in the safe and effective use of the Internet by minors, the library has links to websites recommended 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 everything you read may not be true.

Minors and all other library users are hereby advised that the use of the library's computers for hacking or any other unlawful activity is strictly prohibited.

The Internet Circle of Safety is a valuable resource which helps parents teach the benefits and risks of Internet use to their children. The Library has a link to the website (<http://www.akla.org/safety/index.html>) on our homepage. Internet Circle of Safety DVDs are available for checkout, and free handouts and bookmarks are available at the library.

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 our computer resources. All patrons are expected to respect the privacy of others. The library reserves the right to take appropriate action to insure compliance with this policy.

Approved by the LAB on May 7, 2002
 Adopted by the HCC on June 10, 2002

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. 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 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.

Approved by the LAB on May 23, 2004
Adopted by the HCC on July 24, 2004

HOMER PUBLIC LIBRARY LIBRARY USER CONDUCT

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.

To ensure that visitors may enjoy a safe and pleasant library experience, the following rules have been established and adopted by the Library Advisory Board and approved by the Homer City Council.

The library director and staff are responsible for enforcing customer 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 staff calling the police for assistance. Repeated or serious violations may result in denial of library privileges and permanent exclusion.

Patrons should observe the following guidelines:

- Attend to children.
- Speak in a soft voice.

No list can be exhaustive; however, any conduct which disrupts the library is prohibited. The following behaviors are inappropriate and are not acceptable in the library:

- Disturbing or distracting others.
- Using abusive or profane language.
- Running inside the library.
- Using a skateboard, scooter, roller or in-line skates in the library.
- Using cell phones to make or receive calls while in the library.
- Bringing animals into the facility, with the exception of service animals such as dogs serving patrons experiencing disabilities.
- Bringing food or drinks other than bottled water beyond the security gates.
- Smoking in the library.
- Circulating petitions or soliciting funds.
- Distributing or posting materials that have not been previously approved by library personnel.
- Making unauthorized or inappropriate use of library equipment (for example, computers, copiers, fire alarms, or emergency exit doors).
- Trespassing into any area closed to the public.
- Exhibiting bodily hygiene or fragrance that is distracting to users or staff to the point that it interferes with users' use of library resources or staff work.
- Using library facilities for purposes of bathing or sleeping.
- Displaying threatening demeanor toward patrons or staff.

- Possessing a weapon except as exempted under State of Alaska law (AS 29.35.145) or other applicable authority.
- Consuming or possessing alcohol or illegal drugs or be under the influence.
- Destroying or defacing library property or the property of customers or staff.
- Illegally removing library materials (theft). Theft includes but is not limited to:
 - Attempts to remove materials from the library without checking them out
 - The removal of artwork, plants, or decorations from library property
 - Clipping portions or sections from books and other library materials
- Committing any other illegal acts or conduct in violation of Federal, State, or local law, ordinance or regulation.

Approved:

May 23, 2006 by the Library Advisory Board

July 24, 2006 by the Homer City Council

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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Extension: 2251
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Email: clerk@ci.homer.ak.us

MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: OCTOBER 26, 2011

SUBJ: DISCUSSION ON THE STATUS OF THE 2012 BUDGET

Background

Chair Faulkner requested this to be on the agenda for an update on the progress of the budget submission to City Council. Below is an excerpt of the Meeting minutes from the October 4, 2011 Regular Meeting:

C. Budget Updates and Discussion 2012

Ms. Dixon distributed a copy of the proposed 2012 budget for the Library.

Chair Faulkner indicated that she requested this for the agenda since there were three new members and it was a great learning tool for the board.

Discussion ensued on the difference in some of the line items and the reason some have been increased substantially; what items were included in the different line items such as equipment maintenance; an increase in the line item for books; the grounds maintenance line item is basically used as a contingency fund and there are not enough funds in Mike Riley's budget; renting and leasing is the xerox machine; professional and special services covers all the required licensing for the library and staff; transportation covers travel expenses to training; subsistence covers the food; snow removal is contracted out and the amount included is the library's portion of the expense; the new line items covered the additional bandwidth and reinstating the binding which is sent out; additional hours for staff but that was cut. Ms. Dixon reported that the City Manager is only requesting a part time person for Parks Maintenance to assist the maintenance coordinator in season.

The Boardmembers entertained a brief discussion on the status of the loan on the new building and staffing requirements.

There was no further discussion.

Recommendation

For Information Purposes Only.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: OCTOBER 26, 2011

SUBJ: DISCUSSION AND RECOMMENDATION TO CHANGE THE YEARLY
POLICY AND PROCEDURES REVIEW

Background

At the regular meeting on October 4, 2011 Chair Faulkner requested this discussion and recommendation on changing the policy and procedures annual review to every five years.

It was noted that there is a challenging workload to update all aspects of the Policies and Procedures and some chapters do not require yearly revisions or updates.

Attached is the current language in the Homer City Code that requires the annual updates. I have attached a draft Ordinance that can be reviewed and submitted to the City Attorney for final revisions, if needed and then submitted to City Council for approval.

Recommendation

Review the proposed ordinance and make any required changes. Direct staff to submit to the City Attorney as required or needed before submittal to City Council for approval.

Drupal.behaviors.print = function(context) {window.print();}>
 Published on *City of Homer Alaska Official Website* (<http://www.cityofhomer-ak.gov>)

Sections:

- 1.48.010 Library functions.
- 1.48.020 Library Director--Appointment.
- 1.48.030 Library Director--Duties.
- 1.48.040 Board--Creation and membership.
- 1.48.050 Library Advisory Board--Powers and duties.
- 1.48.060 Library Advisory Board--Vacancies.
- 1.48.070 Use of Library.

1.48.010 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. 85-25 section 5(part), 1985; Ord. 80-2 section 1, 1980).

1.48.020 Library Director--Appointment. The head of the Homer Library is the Library Director, who shall be appointed by the City Manager. (Ord. 09-28(S) §1, 2009; Ord. 85-35 section 5(part), 1985; Ord. 90-2 section 2, 1980).

1.48.030 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 section 5(part), 1985; Ord. 80-2 section 3, 1980).

1.48.040 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 six 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 section 5(part), 1985; Ord. 80-2 section 4, 1980).

1.48.050 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;

18

(Homer 06/09)

1.48.050(e)—1.48.070

e. Solicit donations of money and/or property for the benefit of the Library. Any money donations shall be deposited to the City Treasury in a reserve fund designated for public library use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public library purposes as the Council may direct. The Board may make recommendations for disposition of money or property so received and such recommendations shall be considered and acted upon by the Council. (Ord. 85-35 section 5(part), 1985; Ord. 80-2 section 5 (part), 1980).

1.48.060 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 section 5 (part), 1985; Ord. 80-2 section 6, 1980).

1.48.070 Use of Library. All person 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 section 5(part), 1985; Ord. 80-2 section 7, 1980).

19

(Homer 06/09)

Source URL (retrieved on 2011-10-27 13:31): <http://www.cityofhomer-ak.gov/cityclerk/chapter-148-public-library>

**CITY OF HOMER
HOMER, ALASKA**

Library Advisory Board

ORDINANCE 11-xx

AN ORDINANCE OF THE CITY COUNCIL OF HOMER,
ALASKA, AMENDING HOMER CITY CODE CHAPTER 1.48,
PUBLIC LIBRARY, AMENDING THE REQUIREMENT TO
PERFORM ANNUAL REVIEW AND REVISIONS OF THE
POLICIES AND PROCEDURES FOR THE HOMER PUBLIC
LIBRARY TO A FORMAL REVIEW AND UPDATE EVERY
FIVE YEARS.

1

1

2 WHEREAS, The Library Advisory Board acts in an advisory capacity to the Library
3 Director and the City Council; and

4

5 WHEREAS, The Policy and Procedures for the Homer Public Library require review and
6 updates on a regular basis, but to review and update these policies and procedures annually has
7 become redundant; and

8

9 WHEREAS, The Policies and Procedures for the Homer Public Library can be efficiently
10 reviewed and updated on a less frequent schedule and still be effective; and

11

12 WHEREAS, The formal review and update should be changed to every five years.

13

14 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

15

16 Section 1. Homer City Code 1.48.050 is hereby amended to read as follows:

17

18 1.48.050 Library Advisory Board – Powers and Duties. The Library Advisory Board
19 shall:

20 a. Establish operational policies for the library program and submit same to the City Council for
21 approval. There shall be ~~an annual~~ review of policies every five years and revisions may be
22 recommended by the Board.

23

24 Section 2. This Ordinance is of a permanent and general character and shall be included in
25 the City Code.

26

27 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ____ day of January, 2012.

28

29

30

JAMES C. HORNADAY, MAYOR

31 ATTEST:

32

33

34 JO JOHNSON, CMC, CITY CLERK

35 YES:

36 NO:

37 ABSTAIN:

38 ABSENT:

39

40

41

42 First Reading:

43 Public Hearing:

44 Second Reading:

45 Effective Date:

46

47

48

49 Reviewed and approved as to form.

50

51

52

53 Walt E. Wrede, City Manager

Thomas Klinkner, City Attorney

54

55 Date: _____

Date: _____

56

57

58

59

60

61 Fiscal Note: N/A

