

Library Advisory Board
Tuesday
February 7, 2012
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 – WELCOME NEWEST BOARD MEMBER**
- 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 January 3, 2012 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – February 8, 2012 6:00 P.M. Library Conference Room
 - C. Director’s Report – February 2012 Page 9
 - D. Monthly Statistics - January 2012
 - E. Landscape Committee Report – Monica Cogger/Tamara Fletcher
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Policies and Procedures – Updated & Revised Policies – Internet and Display Page 11
 - B. Reducing the Membership Requirement for the Board Page 13
- 10. NEW BUSINESS**
 - A. New Ideas for the Board – Discussion and Recommendations for Board Action or Discussion
- 11. INFORMATIONAL MATERIAL**
 - A. Resolution 12-009, Revising Certain Portions of the Homer Public Library Policy Manual Page 15
- 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 MARCH 6, 2012** at 5:00 P.M. in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 12-01 a Regular Meeting of the Library Advisory Board was called to order on January 3, 2012 at 5:08 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 RENEE KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

FLETCHER/SEAMAN – 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 December 6, 2011

Chair Faulkner requested a motion to approve the minutes.

SEAMAN/SCHROEDER - MOVED TO APPROVE THE MINUTES AS WRITTEN.

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

Ms. Cogger reported that they did speak about the Canary Reed Grass. She reported that they will be addressing that in the spring. Ms. Dixon added that the Friends have a new coordinator, Erin Holliwel (sp). The next meeting is after the last Council meeting next week.

There was no further discussion.

B. Next Friends Meeting – January 11, 2012 at 6:00 P.M. Library Conference Room

There were no discussions.

C. Director's Report – January 2012

Ms. Dixon summarized her staff report for the Board members. She answered a few questions posed by the members of the board. Ms. Dixon provided a status update on the video conferencing equipment installation.

There was no further discussion.

D. Monthly Statistics – December 2011

Library Director Dixon distributed the statistics.

Review of the statistics by the Board was performed with a few comments on the numbers reported on the following line items:

Attendance, Internet Users, and items not addressed in the statistics such as assistance in locating materials or how to use specific equipment; outreach performed which consist of visits in the community; tracking of e-readers will be added to the form. Electronic books are included in circulation numbers.

There was no further discussion.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Cogger provided a brief review of the committee report for the December 15, 2011 meeting that was included in the packet. Additional meetings are scheduled for January 12th and 26th at noon in the Library Conference Room. Bring your Lunch.

Ms. Cogger reported that they will have Angie Otteson with the Parks Maintenance Department attending all the meetings. It was also noted that they will have the benefit of Kyra Wagner's expertise and knowledge regarding the original plans and intent for the landscaping.

Discussion ensued on what other services could be provided by Public Works personnel and what items the Friends will continue to fund in the years to come.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Policies and Procedures – Internet Policy and Display and Exhibit Policy

The Internet Policy was not completed as the IT Manager wanted to review the specifics and has not completed his review by meeting time. So these should be ready for the February meeting.

The Board discussed the Display and Exhibit Policy and approved the minor updates to the policy as recommended by Ms. Dixon.

It was agreed by consensus of the Board that it would be held until a few additional updates were completed and approved before submittal to City Council.

Chair Faulkner reviewed the chart of remaining policies to be updated. It was noted that there are a few new policies that should be added such as for the Video Conferencing. She requested a new updated chart of policies from Ms. Dixon.

There was no further discussion.

NEW BUSINESS

A. New Ideas for the Board

Chair Faulkner explained why she asked for this new item to be included on the agenda as a regular item so they can discuss any new item or recruitment tactics in the future since there will be two retirements in April. This can also be a spot to discuss new ideas or subjects to be addressed by the Board.

Chair Faulkner requested each of the Board members to consider some new ideas for recruitment options.

B. Reducing the Membership Requirement for the Board, Memorandum dated December 6, 2011 from Chair Faulkner

The Clerk explained that this item was previously on the agenda last year so it can be considered as a second hearing before the Board.

There was a brief discussion and it was agreed by consensus to consider this a first review of the proposed changes and to postpone discussion and action until the February meeting.

A brief discussion followed on the appointment of a new member at the next council meeting. It was noted that once the Board passes a motion to reduce membership it goes to Council for formal approval.

There was no further discussion.

C. Amendments to Library Fines and Fees Policy

Library Director Dixon explained she requested this item on the agenda and distributed a draft copy of the proposed changes to the fines and fees covering the e-readers and MP3 players. It was determined a different structure for fines and fees was required for this equipment. Ms. Dixon conferred with the City Manager and he recommended submitting an amendment to Council for approval to address the items concerned.

The Board discussed the recommended changes to the fees. It was noted that this was to be a temporary revision and a resolution reflecting the changes would be submitted at the next council meeting until a complete review of the fines and fees can be updated at a later date.

The Board reviewed the proposed changes and staff recommended including a fee of \$25.00 to be charged if an e-reader is returned in the book drop, which was not reflected in the proposed changes on the draft provided. This will be a separate line item under Replacement and Damage Charges.

Chair Faulkner confirmed that six updated policies will be presented for approval by city council.

The Board approved by consensus the recommended changes to the fines and fees policy.

INFORMATIONAL MATERIALS

A. Memorandum to Mayor Hornaday and City Council dated December 7, 2011 RE: Revisions to the Homer Public Library Policies and Procedures

There was a brief discussion clarifying that the five policies reviewed and approved by the Board during the December regular meeting would be on the upcoming City Council agenda for formal approval.

Chair Faulkner explained to the Board what she planned to tell the Council regarding the policies review and update process.

COMMENTS OF THE AUDIENCE

There were no audience comments.

COMMENTS OF THE CITY STAFF

There were no comments from staff present.

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

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner had no additional comments.

COMMENTS FROM THE BOARD

There were no comments from the Boardmembers.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:17 p.m. The next Regular Meeting is scheduled for February 7, 2012 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
January 31, 2012**

January began with weather, and lots of it. The Library, along with other City offices, closed on the 10th due to the large snowstorm. We also closed during our normal evening hours on the 12th, due to blizzard warnings and road conditions.

By the weekend all was back to normal. We were able to host visiting storyteller Jerry Falek, who entertained children and adults with several stories, including a full-length version of a fabulous tale from Russian folklore.

Other programs in January included "Resolve to Write," a collaboration with the statewide organization 49Writers. Local writers gathered to informally discuss their projects and plans for the upcoming year. We also held a Listen Alaska training session, as well as our first class on using e-readers.

Staff members have been working hard all month to finish the final details involved in checking out our first e-devices. On January 26th we made six Kindle e-readers and six Sansa mp3 players available to the public as a pilot project. Additional types of e-devices will be used for teaching purposes at the library.

The Library Advisory Board Landscape Committee met twice this month to work on a plan for managing Library grounds. Pictures of the summer gardens, shown by landscaper Brenda Adams, reminded us of what has been accomplished, as well as what remains to be done. The LAB's report will be presented to City Council in March.

Status of Homer Public Library Policies

02/01/2012

Policy	Need to create	In process	Approved by LAB	Approved by Council	On website	Comments
Collection		No, but priority	2002	2002	No	Needs work
Complaints		Yes	12/2011	1/23/2012	Yes	Updated, no major changes
Display		Yes	12/2011	1/23/2012	Yes	Updated, no major changes
Fines & Fees		No, but priority	1/2012	1/23/2012	Yes	Updated to include digital devices
Gift Acceptance		Yes	12/2011	1/23/2012	Yes	Updated, no major changes
Privacy & Confidentiality		Sent to City for review	2002	2002	Yes	Reviewing – may need changes
Circulation		No	No	No	Yes	Connected to collection issues, fines and fees
Library Card Registration		Yes	12/2011	1/23/2012	Yes	No major changes; mostly clarifications
Interlibrary Loan		No	2002	2002	Yes	Should review
Internet Use		Yes, priority	2002	2002	Yes	Sent to IT for review
Facility Use		No, but priority	2006	No	No	Update; add Video Conference use
Unattended Children		Yes	12/2011	1/23/2012	Yes	Updated, no major changes
User Conduct		Yes	12/2011	1/23/2012	Yes	Updated, no major changes
Copyright	yes	No	No	No	No	
Graphic Novels	yes	No	No	No	No	Incorporate into Collection policy
Social Media	yes	No	No	No	No	
Video Conference	yes	No, but priority	No	No	No	Incorporate into Facility Use policy

Office of the City Clerk

Jo Johnson, CMC, City Clerk

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



491 E. Pioneer Avenue
Homer, Alaska 99603-7624

(907) 235-3130
(907) 235-8121
Extension: 2227
Extension: 2224
Extension: 2251
Fax: (907) 235-3143
Email: clerk@ci.homer.ak.us

MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: FEBRUARY 1, 2012

SUBJ: DISCUSSION ON REDUCTION OF BOARDMEMBERS

Background

The Library Advisory Board discussed the possibility of submitting a request to reduce the membership from seven to five due to the inability to increase public interest and willingness to serve on the board. It was noted that the requirement of having four members for a quorum was getting to be difficult and since the completion of the new library it has been very difficult in getting enough public interest to volunteer as a board member. It was noted that having five members would decrease the quorum requirement to three.

This item was introduced at the regular meeting on January 3, 2012 and it was requested to have on the agenda for the February meeting. Below is an excerpt of those minutes reflecting the discussion that ensued.

NEW BUSINESS

B. Reducing the Membership Requirement for the Board, Memorandum dated December 6, 2011 from Chair Faulkner

The Clerk explained that this item was previously on the agenda last year so it can be considered as a second hearing before the Board.

There was a brief discussion and it was agreed by consensus to consider this a first review of the proposed changes and to postpone discussion and action until the February meeting.

A brief discussion followed on the appointment of a new member at the next council meeting. It was noted that once the Board passes a motion to reduce membership it goes to Council for formal approval.

There was no further discussion.

RECOMMENDATION

Make a motion to approve the recommendation to amend the number of board members as outlined in Homer City Code, Chapter 1.48.040 and request staff to start the appropriate process or postpone to a later date for final decision.

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**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Library Advisory Board

RESOLUTION 12-009

A RESOLUTION OF THE CITY COUNCIL REVISING
CERTAIN PORTIONS OF THE HOMER PUBLIC LIBRARY
POLICY MANUAL.

WHEREAS, The 2002 Homer Public Library Policy was adopted via Resolution 02-35(A) on June 10, 2002; and

WHEREAS, The Homer Public Library requires some updated, revised, and new operational policies; and

WHEREAS, The Library Advisory Board has worked on revisions and updates for the policies of the Library; and

WHEREAS, The summary of the changes is noted in Memorandum 12-016 regarding Complaint; Display and Exhibit; Unattended Children; User Conduct; Gift Acceptance Policy; and Library Card Registration Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the following revisions to the Homer Public Library Policy:

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.

44 **DISPLAY AND EXHIBIT POLICY**

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

46 **A. BULLETIN BOARDS AND INFORMATION RACKS**

47 As a service to the City of Homer, the Library is a designated posting place for notices issued by
48 the City. Space permitting, other public notices that meet the following guidelines will be
49 posted.

- 50
- 51 • Official notices of borough, state, and federal agencies relevant to the Homer area.
 - 52 • Notices for public meetings and fundraising events for non-profit organizations.
 - 53 • Notices of educational courses sponsored by a recognized community organization (but
54 not those publicizing instruction by individual teachers or private firms).

55 All notices events must be open to the general public. Notices must be dated and include the
56 name of the sponsoring organization.

57 Library bulletin boards may not be used for commercial sales, announcements for political
58 candidates or causes, religious services, or personal services.

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

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

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

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

66 **B. AREAS FOR NON-PROFIT DISPLAYS AND EXHIBITS**

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

70 The provision of display space for public use does not constitute library endorsement of the
71 beliefs or viewpoints advocated by the displays, or the organization responsible for the displays.

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

74 Exhibits shall be appropriate to community standards and shall not advocate only one side of a
75 controversial issue. All decisions regarding exhibits shall be at the discretion of the Library

76 director. Due to limited space, the Library director will use his/her judgment regarding value to
77 the community and balancing over time a variety of community interests. Regarding community
78 interests and standards, the Library director may seek the advice and determination of the
79 Library Advisory Board's exhibits committee or the entire LAB, but final authority rests with the
80 director.

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

82 Objects on display may not be offered for sale.

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

87 **C. AREAS FOR ROTATING DISPLAYS OF WORK BY ARTISTS**

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

91 **1. Responsibilities and liabilities**

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

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

96 The general wellbeing, safety, maintenance, and good order of the Homer Public Library will
97 take precedence over the agreement to mount or otherwise show exhibitions in library spaces.

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

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

105 **2. Selection processes**

106 General guidelines: it is recognized that tastes and preferences in artwork vary widely and that
107 freedom of expression and access to alternative perspectives are among the highest national

108 values. It is also recognized that the public library is a space in which all segments of society are
109 welcome and encouraged to participate in all its services and activities without barrier; these
110 considerations require a community-based process and public sensitivity in the selection process
111 for exhibitions installed in the Homer Public Library.

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

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

117 The Community Artwork Selection Panel:

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

120 Composition:

- 121 • One LAB member
- 122 • One member of the Friends of the Homer Public Library who is not a LAB member
- 123 • One member of the Public Arts Committee
- 124 • The Library director

125
126 Solicitation of artwork: the Library director and/or the Community Artwork
127 Selection Panel may formally solicit artwork for display in the Homer Public
128 Library.

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

131 **3. Available spaces**

132 General: while all exhibitions and displays of artwork are to be placed in such designated areas
133 where they can be viewed by library visitors, no exhibitions or displays will be allowed to block
134 or otherwise impede public access or movement in and around the library.

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

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

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

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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.

UNATTENDED CHILDREN POLICY

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.

176 **LIBRARY USER CONDUCT**

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178 The Homer Public Library is available to persons of all ages. While everyone has an equal right
179 to access library services and facilities, no person has the right to interfere with the ability of
180 others to use and enjoy library resources, services and facilities.

181
182 To ensure that visitors may enjoy a safe and pleasant library experience, the following rules have
183 been established and adopted by the Library Advisory Board and approved by the Homer City
184 Council.

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186 The Library director and staff are responsible for enforcing customer conduct in the Library.
187 Anyone found to be interfering with another's use of the Library will be asked to stop the
188 behavior or activity. If the behavior continues, the staff will ask the individual to leave the
189 Library. Failure to leave will result in staff calling the police for assistance. Repeated or serious
190 violations may result in denial of library privileges and permanent exclusion.

191
192 Patrons should observe the following guidelines:

- 193 • Attend to children.
194 • Speak in a soft voice.

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

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

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

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228 **GIFT ACCEPTANCE POLICY**

229 Gifts not retained for the collection will be added to the Friends of the Homer Public Library's
230 book sale.

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

235 No conditions or restrictions on donations of Library materials can be honored. The Library
236 adds gift materials to the collection with the understanding that such material is an integral part
237 of the collection. The Library will not set up special collections and will not permit circulation
238 restrictions or stipulations for future use. Books and other materials not deemed appropriate for
239 inclusion in the Library collection may be offered to other libraries or institutions or offered for
240 sale. The Library will be glad to provide a list of needed material.

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

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

247

248 When considering any gift, the Library director may solicit the recommendation of a gift
249 acceptance committee, a group made up of advisors knowledgeable about financial, legal, and
250 community matters, to be chosen by the Library director. Authority for accepting or rejecting
251 gifts resides with the Library director, although some gifts may require further approval of the
252 Library Advisory Board and/or the Homer City Council. Gifts that may require an opinion from
253 the gift acceptance committee, include, but are not limited to the following:

- 254 • Any gift with recognition requirements other than those ordinarily provided by the
- 255 Library or Friends of the Library.
- 256 • Cash given to create a new library program.
- 257 • Gifts of art or other valuables that will encumber the Library either financially or
- 258 administratively.
- 259 • Securities which are not readily marketable. These may include closely held stock,
- 260 limited partnership interests, joint venture interests, and other forms of investments that
- 261 may not fall into the marketable securities category.
- 262 • Real estate. Every proposed gift of real estate must be examined on its individual merits,
- 263 including, but not limited to, the title to the property and its insurability, the results of
- 264 environmental investigations, and marketability. A current appraisal completed by a
- 265 qualified appraiser must be provided by the donor.
- 266 • Gift annuities.
- 267 • Charitable Remainder or Lead trusts.
- 268 • Named endowment funds.
- 269 • Life insurance policies. Any proposed gift of life insurance must be examined on its
- 270 merits, including, but not limited to, the type of insurance, the status (paid-up, vanished,
- 271 etc.) of the policy, outstanding loan balances, and the long-term viability of the insurance
- 272 company.
- 273

274 The Library's acceptance of a non-monetary gift does not guarantee its retention as Library
275 property in perpetuity. All non-monetary gifts are subject to disposition. Because of limited
276 space, as a general rule the Library is unable to accept donations of art, furnishings, or other
277 tangible personal property given on condition that they be retained by or displayed at the Library.
278 The Library does not accept for deposit materials that are not outright gifts. The Library reserves
279 the right to decline any gift that interferes with its ability to fulfill its mission or that unduly
280 encumbers either the Library or the City of Homer.

281 The Library cannot legally appraise gifts for tax purposes. Donors will be provided a signed a
282 dated gift statement as a receipt (~~please see attached form~~).

283 HOMER PUBLIC LIBRARY

284 ~~IV.~~ LIBRARY CARD REGISTRATION POLICY

285 All library loan transactions require the use of a valid library card. The first card is free.
286 Replacement cards cost \$5.00 each. Permanent library cards are renewed every ~~two~~ years. A
287 patron may not have more than one valid Homer Library card. Individuals applying for any
288 card must comply with the identification requirements set out below.

289 A. PERMANENT CARDS

290 A permanent card is issued to adults who complete and sign the proper application form, and
291 demonstrate proof of identity and local residency ~~mailing address, and provide a personal~~

292 ~~reference.~~ Completion of the application form affirms that individuals have accepted
293 responsibility for the proper use of their ~~library cards~~ **library materials and resources.** A
294 permanent card allows patrons to check out up to 12 items at a time.

295 **To obtain a Permanent Card you must:**

- 296 1. **Apply in person.**
- 297 2. **Supply proof of identity.**
- 298 3. **Supply proof of residency or land ownership in the Homer Public Library service**
299 **area.**
- 300 4. **Supply proof of mailing address in the Homer Public Library service area.**

301
302 **1. Apply in Person**

303 **2. 1. Proof of Identity**

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

- 306 • ~~Alaska~~ **Valid** Driver's License.
- 307 • ~~Alaska issued~~ **Government Issued Photo** Identification Card.
- 308 • ~~Social Security Card.~~
- 309 • ~~Voter Registration Card.~~
- 310 • ~~Alaska Sport or Commercial Hunting or Fishing License.~~
- 311 • School Identification Card.
- 312 • ~~Military or other official government~~ identification.

313
314 **3. 2. Proof of Local Residence** **Proof of Residence or Land Ownership in the Library**
315 **Service Area**

316 **Applicants must fulfill the requirements listed in 3a. or 3b.**

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

318 **The Homer Library Service area includes:**

- 319 • City of Homer.
- 320 • City of Kachemak.
- 321 • City of Seldovia.
- 322 • Anchor Point voting precinct.
- 323 • Diamond Ridge voting precinct.
- 324 • Fritz Creek voting precinct.
- 325 • **Halibut Cove**
- 326 • Kachemak Bay voting precinct.

- 327 • Port Graham voting precinct.
- 328 • Ninilchik voting precinct.
- 329 • Nanwalek.

330
331 **3a. Applicants must reside at a permanent address within the Library service area**

332 Acceptable proof of local residence includes:

- 333 • ~~Alaska Driver's License with local address.~~
- 334 • ~~Alaska Identification Card with local address.~~
- 335 • Voter registration card with local address.
- 336 • Alaska Sport or Commercial Hunting or Fishing license with local address.
- 337 • Military Identification Card.
- 338 • ~~Preprinted checks from a local bank imprinted with local address.~~
- 339 • ~~Official government issued document showing local address.~~
- 340 • ~~Evidence of cancelled mail addressed to the applicant at a local address.~~
- 341 • A tax receipt showing physical address.
- 342 • A utility bill showing physical address.

343
344 **-OR-**

345 **3b. Applicants must own property within the Library service area.**

346 **Acceptable proof of local land ownership consists of a current real estate property tax**
347 **receipt, which may be printed from the Borough website: www.borough.kenai.ak.us.**

348 **4. Proof of Local Mailing Address in the Library Service Area**

349 **Acceptable proof of local mailing address includes:**

- 350 • Preprinted checks from a local bank inprinted with local address.
- 351 • Official government-issued document (excluding a driver's license) showing local
352 address. **A mailing address on a driver's license is not sufficient.**
- 353 • Evidence of cancelled mail addressed to the applicant at a local address, **postmarked**
354 **within the last 30 days.**

355
356 **Important Notes:**

- 357 • General Delivery is not an acceptable address for a permanent card.
- 358 • ~~Seasonal residents who own property within the city limits are eligible for a permanent~~
359 ~~card.~~
- 360 • **Proof of change of address is required when mail has been returned.**
- 361 • **Patrons who move out of the service area and who no longer meet the requirements**
362 **of a Permanent Card are eligible for a Temporary Card.**

363 **3. Permanent Library Cards for Juveniles**

364 Persons under 18 years of age are considered juveniles.

365 **Requirements for a Permanent Juvenile library card:**

- 366 1. **A parent or responsible party must apply for a juvenile library card in person.**
367 2. **Proof of identity for parent or guardian.**
368 3. **Proof of a valid local mailing address for the parent or guardian.**

369
370 ~~Proof of identity of a parent or legal guardian is required, along with proof of a valid local~~
371 ~~mailing address. A parent's library card information on record is sufficient to demonstrate proof~~
372 ~~of identity and address, provided it is current and in good standing. A minor may take the~~
373 ~~application form home for a parent/legal guardian to sign if the parent/legal guardian has an~~
374 ~~existing valid permanent application on file. Verification of the parent/legal guardian's signature~~
375 ~~on the minor's application with the signature on the parent/legal guardian's application form is~~
376 ~~required before issuing the minor's card. By signing the juvenile's application, the parent/legal~~
377 ~~or guardian accepts responsibility for library materials and services used by a **the juvenile, as**~~
378 ~~**well as the juvenile's conduct on library premises.** Juveniles may check out up to 12 items at~~
379 ~~a time on a permanent card. **The parent or guardian's library record must be in good**~~
380 ~~**standing before any new cards will be issued.**~~

381 **B. TEMPORARY CARDS**

382 Temporary cards are issued to ~~visitors~~ **people** who plan to be in the local area for a short period
383 ~~of time.~~ **service area for six months or less or do not have proof of local residency.** A
384 temporary card is issued for six months at a non-refundable charge of \$10.00. Completion of the
385 application form affirms that individuals have accepted responsibility for the proper use of their
386 library card. A temporary card allows patrons to check out up to two items at a time.

387 **There are two types of Temporary Cards:**

- 388 • **A Standard Temporary Card allows up to 2 checked out items**
389 **for a non-refundable fee of \$10.00.**
- 390 • **A Family Temporary Card allows up to 12 checked out items**
391 **for a fee of \$50.00, \$40.00 of which is refundable.**

392 **Family Temporary Card Refund Procedure:**

393 **Upon patron's departure from Homer, \$40.00 of the deposit will be refunded, less**
394 **outstanding fines or fees. The \$10.00 non-refundable portion covers administrative**
395 **costs of the deposit program. Refunds will be issued via check by the City of Homer**

396 during the second check-run of the month. Patron must inform library staff of
397 departure, and forwarding address should be on the application. If deposit is not
398 requested within sixty days after the six-month expiration date, it will be considered a
399 donation to the Friends of the Homer Library.

400 Requirements for Temporary library cards:

- 401 1. Must apply in person.
402 2. Proof of identity.
403 3. Proof of permanent residence address.

404
405 1. Apply in Person

406 2. 1. Proof of Identity for Temporary Cards

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

- 409 • Valid Driver's License.
410 • ~~Social Security Card.~~
411 • ~~Voter registration card.~~
412 • ~~Military or other official government~~ Issued Photo identification.
413 • School Identification Card
414 • Military Identification.

415
416 3. Proof of Permanent Residence for Temporary Cards

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

- 420 • Valid Driver's License showing permanent address.
421 • ~~Any~~ official government-issued document showing permanent address.
422 • Evidence of cancelled mail addressed to the applicant at their permanent address
423 postmarked within the last 30 days.

424 A local address may be given in addition to a permanent address if available.

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

428

429

430 **2. Temporary Cards for Juveniles**

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

436 **Persons under 18 years of age are considered juveniles.**

437 **By signing the application for a Juvenile Temporary Card, the parent or guardian accepts**
438 **responsibility for library materials and services used by the juvenile as well as the**
439 **juvenile's conduct on library premises. Juveniles may check out two items at a time on a**
440 **Juvenile Temporary Card. If the parent or responsible party has a library card, that**
441 **library record must be in good standing before a Juvenile Temporary Card will be issued**
442 **to the juvenile.**

443 **Requirements for a Juvenile Temporary library card:**

- 444 **4. A parent or responsible party must apply in person.**
445 **5. Proof of identity for parent or responsible party.**
446 **6. Proof of a valid local mailing address for the parent or responsible party.**

447

448 **Exceptions to the above requirements may be made at the discretion of the Library Director.**

449 PASSED AND ADOPTED by the Homer City Council this 23rd day January, 2012.

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[Signature]
JO JOHNSON, CMC, CITY CLERK

CITY OF HOMER

[Signature]
JAMES C. HORNADAY, MAYOR

Fiscal Note: N/A

