

Library Advisory Board
Tuesday
January 3, 2012
Regular Meeting
5:00 p.m.



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

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**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 December 6, 2011 Page 1
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – January 11, 2012 6:00 P.M. Library Conference Room
 - C. Director’s Report – January 2012 Page 7
 - D. Monthly Statistics - December 2011
 - E. Landscape Committee Report – Monica Cogger/Tamara Fletcher Page 9
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Policies and Procedures – Internet Policy and Display Policy Page 11
- 10. NEW BUSINESS**
 - A. New Ideas for the Board
 - B. Reducing the Membership Requirement for the Board, Memorandum dated December 16, 2011 from Chair Faulkner Page 15
 - C. Amendments to Library Fines and Fees
- 11. INFORMATIONAL MATERIAL**
 - A. Memorandum to Mayor Hornaday and City Council Dated December 7, 2011 Re: Revisions to the Homer Public Library Policies and Procedures Page 17
- 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 FEBRUARY 7, 2012** at 5:00 P.M. in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 11-09 a Regular Meeting of the Library Advisory Board was called to order on December 6 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, MUNN AND FLETCHER

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

SEAMAN/MUNN – SO MOVED.

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 November 1, 2011

Chair Faulkner requested a motion to approve the minutes.

Ms. Dixon requested clarifications to the minutes as follows:

- First line second sentence should read, "Friends" not "They"
- Under Landscape Committee report, second paragraph, line 5-6, comment regarding the City Manager committing to three years of trimming shrubbery was said in jest.
- Pending Business, Item B, Second paragraph, Line 3, Ms. Dixon offered clarification that there is a set formula for fines and fees, but the Library Director can use discretion to forgive or override a fine.
- Pending Business, Item B, fourth paragraph, Line 6, Ms. Dixon did not think she stated that she would like to have the same policy but she would think it would be worth looking at because it would save staff time.
- Sixth Paragraph, Line 3-4, add "in the service area" after "get mail" for clarification.

Ms. Krause noted that the clarifications can be added to the minutes. But the statements cannot be stricken since that is what was said. It was questioned where to note her clarifications for the record.

UPDATE: In checking with procedure clarifications can be noted under the Approval of the Minutes however the original record will not be changed. These will be added as footnotes.

FLETCHER/COGGER - MOVED TO APPROVE THE MINUTES AS AMENDED.

There was one correction noted by Ms. Seaman.

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 Holliwell (sp). The next meeting is after the last Council meeting next week.

There was no further discussion.

B. Next Friends Meeting – December 14, 2011 at 6:00 P.M. Library Conference Room

There were no discussions.

C. Director's Report – November 2011

Ms. Dixon summarized her report for the Board. She gave a detailed progress report on installation and setup of the video conferencing equipment and that they are still waiting on one piece of equipment. She noted that the e-Readers for check out are Kindles and will be distributed blank and when returned they will be wiped clean again.

There was no further discussion.

D. Monthly Statistics – November 2011

Library Director Dixon distributed the statistics.

There was a brief discussion on the downward trend in the numbers, and the number of books staff has processed last month. It was noted that the Lap sit and Story Hour numbers have increased and if additional staff was available they would be able to offer another session.

There was no further discussion.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Cogger reported that at meeting has been scheduled and posted for December 15, 2011 at Noon – 1:00 p.m. On the agenda is an overview of the invasive species, the community garden and the grant, and brainstorming the next War on Weeds. They requested a copy of the map from Staff. Ms. Krause informed Ms. Dixon that she could contact Public Works personnel who had a large format scanner/copier printer. Mary Lou Burton has offered to guide them on the Landscaping from the Friends point of view.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Policies and Procedures – Fines, Fees and Copies – Revenue and Expenses

Ms. Dixon provided a verbal report on the amount of fines collected for the months of September, October and November 2011. The amounts were noted to be consistent and high at \$0.15/day per book. There was a discussion regarding the short check out time for materials.

A brief discussion ensued on check out policies; daily late fees; and the overhead costs related to collecting the fines owed. Ms. Dixon reported that the late fees max out at \$6.00 and then the material goes into last status which incurs another fee. Accounts are sent to collection at \$50.00.

Ms. Dixon reported that they are not ready to submit the Fines and Fees. She did review and finish the following policies and distributed copies of same to the Board.

- Library Card Registration Policy
- Complaint Policy
- Library User Conduct Policy
- Gift Acceptance Policy
- Unattended Children Policy

The internet Policy was updated but it was not distributed and will be submitted at the January meeting.

Boardmember Schroeder noted that he had emailed the Clerk an addendum for the Wi-Fi/internet policy.

There was a brief discussion on the policies; Ms. Dixon will have ready for the next meeting the following policies – Internet Policy, Display.

Collection Development – this will take a while to complete

Fines and Fees – Consult with Staff

Privacy and Confidentiality – with the City Manager

Circulation – will take staff awhile

Interlibrary Loan – should not be too hard

Copyright, Social Media – Nothing written up yet, new policies

Graphic Novel – Should be able to incorporate into Collection Development

SEAMAN/SCHROEDER - MOVED TO FORWARD THE FOLLOWING POLICIES LIBRARY CARD REGISTRATION POLICY, COMPLAINT POLICY, LIBRARY USER CONDUCT POLICY, GIFT ACCEPTANCE POLICY AND UNATTENDED CHILDREN POLICY TO CITY COUNCIL FOR APPROVAL.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Faulkner requested staff to direct the memorandum to Council for the January meeting and Boardmember Schroeder requested the policies for review in January be emailed to the members as soon as they were completed. Ms. Dixon requested current email addresses from the Boardmembers.

Chair Faulkner recessed the meeting at 6:07 p.m. The meeting was reconvened at 6:13 p.m.

C. Budget 2012 – Amendments Proposed to the Preliminary Budget

Discussion opened on a previous decision years ago to stop line item funding in the city budget and certain board members expressed shock that Council members were requesting line item appropriations; The discussion then focused on proposed amendments to the book budget; the Library Budget compared to other municipalities in comparison to population numbers; cost increase to purchase new books since 2009 is 26%; previous cuts to the budget over the last few years.

Chair Faulkner read a draft of her comments for the upcoming council meeting.

It was noted that comments can be emailed the Clerk by the 11:00 a.m. deadline and will be included in the packet.

There was a lengthy discussion on city funding and revenue sources; the penchant to cut the book budget each year; what types of books are being purchased, the number of books, genres, etc.; and other high profile requests for funding for money from the city. Final points made were that the Library is a city owned service and should receive the full funding required and the Library not only services the city residents but outside the city limits as well.

There was no further discussion.

NEW BUSINESS

A. Memorandum dated November 2, 2011 Re: Approval of the 2012 Meeting Schedule

Chair Faulkner requested a motion to approve the 2012 meeting schedule.

SEAMAN/MUNN - MOVED TO APPROVE THE 2012 MEETING SCHEDULE AS PRESENTED.

There was a brief discussion regarding each member's ability to attend these scheduled meetings.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

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 requested packet items the week of December 19th if possible. She requested the Landscape Committee synopsis and the Library Director's report can be emailed to Melissa.

Ms. Dixon reminded the Board that they could contact her anytime if they had questions or needed information just email her.

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

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner had no additional comments. She hoped to see some of the members on Monday at 6:00 p.m.

COMMENTS FROM THE BOARD

Boardmembers Schroeder, Cogger, Munn and Seaman had no comments.

Boardmember Fletcher just reminded everyone to submit their comments to council for the packet.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:53 p.m. The next Regular Meeting is scheduled for January 3, 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
December 28, 2011**

December makes us appreciate what a hospitable haven the Library is, in contrast to the cold and darkness outside. Many people come in to read by the fireside or take advantage of a warm and quiet place to study or work.

The Friends of the Library boosted holiday spirits by decorating the Library. They also sponsored our "Holiday Haikus and Cookies" evening of readings.

The Library Advisory Board (LAB) Landscape Committee met to discuss a plan for maintaining and improving the Library grounds. A recent discovery of Reed Canary Grass, a highly invasive plant that clogs waterways and salmon habitat, poses a new challenge that will have to be addressed. The Committee will report to the LAB in March. The LAB has also been reviewing policies with me. Many are in need of updating.

The new videoconferencing monitor provided by the OWL Project is now installed in the Meeting Room. We are still waiting for the communication equipment to arrive.

Our new mp3 players and Kindle e-readers, purchased by the Friends, are *almost* ready to check out. We have worked our way through a number of decisions about technical details, circulation policies and packaging. A few more issues remain to be settled before we begin checking them out.

In addition to working on policies, I have been busy with end-of-the-year accounting as the fiscal year closes.

I'd like to commend a young woman who uses the Library. As a "Juvenile" she accumulated a rather large bill for fines and fees. Now that she is old enough for her own "Adult" card, she wanted to pay off her debt. Unfortunately, her income is very limited. She is working off her fines by doing some cleaning that is sorely needed and probably would not get done otherwise. We really appreciate her work, as well as her willingness to take her Library responsibilities seriously.

Landscape Committee
of Library Advisory Board
Synopsis
December 15, 2011

In Attendance: Monica Cogger, Tamara Fletcher, Kyra Wagner, Ann Dixon
(early departure)

Called to order at 12:10 p.m.

Attendees reviewed the Library property map with garden areas designated.

There has been a report of an invasive species in the garden (Reed Canary Grass) and the contract landscaper will be contacted as it could be a sub-species of the invasive variety. Should this be the invasive species an eradication plan will be discussed at future meetings.

Discussion of the People's Garden grant was held. In order for a garden to qualify it must be educational, collaborative, and have a sustainable agriculture component. The Homer community was awarded \$80,000 to use for micro-grants that meet the requirements. A public presentation has been scheduled for Thursday, January 19, 2012 in a location yet to be determined.

War on Weeds: discussion deferred to next meeting

Future meeting dates were set: January 12, 26, February 9, 23 at Noon at the Library Conference Room.

Meeting adjourned at 12:55 p.m.

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 or 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.

HOMER PUBLIC LIBRARY DISPLAY AND EXHIBIT POLICY

Individuals or organizations interested in posting displays or exhibits should fill out an exhibit request form (provided by the 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 the 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.

HOMER PUBLIC LIBRARY DISPLAY AND EXHIBIT POLICY

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.

HOMER PUBLIC LIBRARY DISPLAY AND EXHIBIT POLICY

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:
by the Library Advisory Board 12.06.11
Adopted
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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MEMORANDUM 12-XX

TO: LIBRARY ADVISORY BOARD
FROM: EILEEN FAULKNER, CHAIR *ep*
THROUGH: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: DECEMBER 16, 2011
SUBJ: DISCUSSION ON REDUCTION OF BOARDMEMBERS

Background

The Library Advisory Board discussed the possible reduction in the number of members on the Board in 2010 and decided to postpone this when there was a resurgent interest in participation and applications to be on the Advisory Board. Once again it will become necessary to consider reducing numbers with the impending retirement of two members on the board and one more in 2013.

What this Means: If applications for new members are not received by March 19, 2012 for appointment to the Board at the March 26, 2012 City Council meeting, there will not be a Quorum for the April 2012 meeting.

The Board must entertain a discussion on requesting a draft ordinance to change the Homer City Code, Chapter 1.48.040 *The Board shall consist of seven **five** members comprised as follows:*

*a. At least ~~five~~ **three** members of the Board shall reside within the corporate limits of the City.*

Making these changes to the City Code will allow for a quorum to be met with only three members present. It will be expedient to consider these changes since they must go to the City Attorney and be included on the agendas for City Council in March 2012.

RECOMMENDATION

Recommend discussion on making the proposed changes and brainstorming to implement new ideas on recruitment efforts.

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 12-XX

TO: MAYOR HORNADAY AND HOMER CITY COUNCIL

FROM: LIBRARY ADVISORY BOARD

DATE: DECEMBER 7, 2011

SUBJ: REVISIONS TO THE HOMER PUBLIC LIBRARY POLICIES

The Library Advisory Board discussed and approved the following updated policies at the regular meeting on December 6, 2011. The excerpt from those minutes follows:

PENDING BUSINESS

A. Policies and Procedures – Fines, Fees and Copies – Revenue and Expenses

Ms. Dixon provided a verbal report on the amount of fines collected for the months of September, October and November 2011. The amounts were noted to be consistent and high at \$0.15/day per book. There was a discussion regarding the short check out time for materials.

A brief discussion ensued on check out policies; daily late fees; and the overhead costs related to collecting the fines owed. Ms. Dixon reported that the late fees max out at \$6.00 and then the material goes into last status which incurs another fee. Accounts are sent to collection at \$50.00.

Ms. Dixon reported that they are not ready to submit the Fines and Fees. She did review and finish the following policies and distributed copies of same to the Board.

- Library Card Registration Policy*
- Complaint Policy*
- Library User Conduct Policy*
- Gift Acceptance Policy*
- Unattended Children Policy*

The internet Policy was updated but it was not distributed and will be submitted at the January meeting.

Boardmember Schroeder noted that he had emailed the Clerk an addendum for the Wi-Fi/internet policy.

There was a brief discussion on the policies; Ms. Dixon will have ready for the next meeting the following policies – Internet Policy, Display.

Collection Development – this will take a while to complete
Fines and Fees – Consult with Staff
Privacy and Confidentiality – with the City Manager
Circulation – will take staff awhile
Interlibrary Loan – should not be too hard
Copyright, Social Media – Nothing written up yet, new policies
Graphic Novel – Should be able to incorporate into Collection Development

SEAMAN/SCHROEDER - MOVED TO FORWARD THE FOLLOWING POLICIES LIBRARY CARD REGISTRATION POLICY, COMPLAINT POLICY, LIBRARY USER CONDUCT POLICY, GIFT ACCEPTANCE POLICY AND UNATTENDED CHILDREN POLICY TO CITY COUNCIL FOR APPROVAL.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Faulkner requested staff to direct the memorandum to Council for the January meeting and Boardmember Schroeder requested the policies for review in January be emailed to the members as soon as they were completed. Ms. Dixon requested current email addresses from the Boardmembers.

RECOMMENDATION

Recommend Approval of the Revised Homer Public Library Policies in accordance with Homer City Code 1.48.050 (a).

**HOMER PUBLIC LIBRARY
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.

Approved by the LAB on 12.06.11
Adopted by the HCC on

HOMER PUBLIC LIBRARY GIFT ACCEPTANCE POLICY

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

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 material.

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 which 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 a dated gift statement as a receipt.

Approved:
by the Library Advisory Board 12.06.11
by the Homer City Council

**HOMER PUBLIC LIBRARY
LIBRARY CARD REGISTRATION POLICY**

- All library loan transactions require a valid library card.
- The first card is free. Replacement cards cost \$5.00 each.
- Permanent library cards are renewed every year.
- A patron may not have more than one valid Homer Library card.
- Individuals applying for any card must comply with the requirements set out below.

A. PERMANENT CARDS

A Permanent Card is issued to adults who complete and sign the proper application form, and demonstrate proof of identity and local residency. Completion of the application form affirms that individuals accept responsibility for the proper use of library materials and resources. A Permanent Card allows patrons to check out up to 12 items at a time.

To obtain a Permanent Card you must:

1. Apply in person.
2. Supply proof of identity.
3. Supply proof of residency or land ownership in the Homer Public Library service area.
4. Supply proof of mailing address in the Homer Public Library service area.

1. Apply in Person

2. Proof of Identity

Photo identification is required to ensure that the person applying for a library card is the applicant. Acceptable proof of identity for a Permanent Card includes:

- Valid Driver's License.
- Government Issued Photo Identification.
- School Identification Card.
- Military Identification.

**HOMER PUBLIC LIBRARY
LIBRARY CARD REGISTRATION POLICY**

3. Proof of Residence or Land Ownership in the Library Service Area

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

The Homer Library Service area includes:

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

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

Acceptable proof of local residence includes:

- Voter registration card with local address.
- Alaska Sport or Commercial Hunting or Fishing license with local address.
- Military Identification Card.
- A tax receipt showing physical address.
- A lease/rental agreement or utility bill showing physical address.
-

-OR-

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

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

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

Acceptable proof of local mailing address includes:

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

Important Notes:

- General Delivery is not an acceptable address for a Permanent Card.
- Proof of change of address is required when mail has been returned.
- Patrons who move out of the service area and who no longer meet the requirements of a Permanent Card are eligible for a Temporary Card.

**HOMER PUBLIC LIBRARY
LIBRARY CARD REGISTRATION POLICY**

Permanent Library Cards for Juveniles

Persons under 18 years of age are considered juveniles.

Requirements for a Permanent Juvenile library card:

1. A parent or guardian must apply for a juvenile library card in person.
2. Proof of identity of a parent or guardian.
3. Proof of a valid local mailing address for the parent or guardian.

By signing the juvenile's application, the parent or guardian accepts responsibility for library materials and services used by the juvenile, as well as the juvenile's conduct on library premises. Juveniles may check out up to 12 items at a time on a Permanent Card. The parent or guardian's library record must be in good standing before any new cards will be issued.

B. TEMPORARY CARDS

Temporary Cards are issued to people who plan to be in the service area for six months or less or do not have proof of local residency. A Temporary Card is issued for six months. Completion of the application form affirms that individuals have accepted responsibility for the proper use of the Library.

There are two types of Temporary Cards:

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

Family Temporary Card Refund Procedure:

Upon patron's departure from Homer, \$40.00 of the deposit will be refunded, less outstanding fines or fees. The \$10.00 non-refundable portion covers administrative costs of the deposit program. Refunds will be issued via check by the City of Homer during the second check-run of the month. Patron must inform library staff of departure, and forwarding address should be on the application. If deposit is not requested within sixty days after the six-month expiration date, it will be considered a donation to the Friends of the Homer Library.

**HOMER PUBLIC LIBRARY
LIBRARY CARD REGISTRATION POLICY**

Requirements for Temporary library cards:

1. Must apply in person.
2. Proof of identity.
3. Proof of permanent residence address.

1. Apply in Person

2. Proof of Identity for Temporary Cards

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

- Valid Driver's License.
- Government Issued Photo Identification.
- School Identification Card.
- Military Identification.

3. Proof of Permanent Residence for Temporary Cards

Acceptable proof of permanent residence for a Temporary Card includes:

- Valid Driver's License showing permanent address.
- Official government-issued document showing permanent address.
- Evidence of cancelled mail addressed to the applicant at their permanent address postmarked within the last 30 days.

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

Important notes:

- General Delivery or "c/o" is not an acceptable permanent address for a Temporary Card.
- General Delivery or "c/o" is acceptable as a local address only in addition to a permanent address.

**HOMER PUBLIC LIBRARY
LIBRARY CARD REGISTRATION POLICY**

Temporary Library Cards for Juveniles

Persons under 18 years of age are considered juveniles.

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

Requirements for a Juvenile Temporary library card:

1. A parent or responsible party must apply in person.
2. Proof of identity for parent or responsible party.
3. Proof of a valid local mailing address for the parent or responsible party.

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

Approved by
Library Advisory Board on 12.06.11
Homer City Council on

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 12.06.11
Adopted by the HCC on

**HOMER PUBLIC LIBRARY
LIBRARY CARD REGISTRATION POLICY**

Temporary Library Cards for Juveniles

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Requirements for a Juvenile Temporary library card:

1. A parent or responsible party must apply in person.
2. Proof of identity for parent or responsible party.
3. Proof of a valid local mailing address for the parent or responsible party.

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

Approved by
Library Advisory Board on 12.06.11
Adopted by
Homer City Council on

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 being 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:
by the Library Advisory Board 12.06.11
Adopted
by the Homer City Council on