

Library Advisory Board  
Tuesday  
April 3, 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**
- 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 March 6, 2012 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
  - A. Friends Report
  - B. Next Friends Meeting – April 11, 2012 6:00 P.M. Library Conference Room
  - C. Director’s Report & Monthly Statistics – April 2012 Page 9
  - E. Landscape Committee Report – Monica Cogger/Tamara Fletcher
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
  - A. Policies and Procedures – Updated & Revised Policies
  - B. New Ideas for the Board – Discussion and Recommendations for Board Action or Discussion
- 10. NEW BUSINESS**
  - A. Discussion on Creating a Facilities Committee Page 11
- 11. INFORMATIONAL MATERIAL**
  - A. Memorandum dated March 19, 2012 Re: Recommendations for 2012 Land Allocation Plan Page 17
  - B. Resolution 12-020 Amending the Homer Public Library Policies for Computer Use and Internet Safety. Page 19
- 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 MAY 1, 2012** at 5:00 P.M. in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.



Session 12-03 a Regular Meeting of the Library Advisory Board was called to order on March 6, 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, GORDON, MUNN,  
AND FLETCHER

STAFF: LIBRARY DIRECTOR ANN DIXON  
DEPUTY CITY CLERK RENEE KRAUSE

### **APPROVAL OF THE AGENDA**

SEAMAN/FLETCHER – MOVED TO APPROVE THE AGENDA.

The agenda was approved by consensus as presented.

### **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 February 7, 2012

Chair Faulkner requested a motion to approve the minutes or any changes or corrections.

Ms. Fletcher requested the amount reported in the minutes of \$5000 be changed to \$6000-7000.00

SEAMAN/MUNN - MOVED TO APPROVE THE MINUTES AS AMENDED.

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 the long range plan on the landscaping was discussed.

There was no further discussion.

B. Next Friends Meeting – March 14, 2012 at 6:00 P.M. Library Conference Room

Chair Faulkner confirmed that Ms. Cogger will be in attendance.

There were no discussions.

C. Director's Report – March 2012

Ms. Dixon summarized her staff report for the Board members. She commented on the conference in Fairbanks that she and staff members were able to attend. There was quite a bit of information. She reported that no problems have arisen with the e-readers so far. Ms. Dixon commented that there has been an increasing demand for children's services and they cannot meet the demand from the community. Improvements have been made to the DVD shelving. Ms. Dixon outlined upcoming events for the month.

Mr. Gordon inquired about staffing comparisons between the Homer library and other similar size libraries. Ms. Dixon responded that she has not done an official analysis but experience says there should be two full time staff members.

There was a brief discussion on the increase in the community participation in these programs and that they may have to consider advocating for additional staff or time this budget cycle. Scrutiny on providing more services may have to be considered too. This increase also confirms that a board member with young children would be very appropriate and beneficial at this time.

There was no further discussion.

Monthly Statistics – February 2012

There was a brief discussion on the statistics as presented. Ms. Dixon provided separate statistics on the e-readers, audio books and classes provided. Classes cover staff visiting a location and classes that visits the library.

There was no further discussion.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Fletcher and Ms. Cogger presented the Library Advisory Board Landscape Committee Report and Long Range Plan for the Library Landscaping Issues.

Discussion and recommendations from the Board members regarding the presentation and the issues surrounding regular maintenance of the gardens ensued. The following recommendations were made:

1. Coordinate Photos with the written portion of the presentation.
2. Advance Slides manually.
3. Maintained versus natural.
4. Board member Seaman attending to respond to possible questions as her last act as a board member.

Mary Lou Burton, Treasurer, FHL was present and allowed to comment regarding the possible decision of the Friends continued funding of the landscaping at the annual cost of \$6000 to \$7000 will not continue. She stated that is not the purpose of the group and it is the City of Homer's responsibility to maintain their buildings and grounds.

There was no further discussion.

**PUBLIC HEARING**

There were no items for public hearing.

**PENDING BUSINESS**

A. Policies and Procedures – Updated & Revised Policies – Fines and Fees

Chair Faulkner introduced the item for discussion.

A brief discussion was conducted on the prior approval of the Fines and Fees Policy.

FLETCHER/SEAMAN – MOVED TO APPROVE THE FINES AND FEES POLICY.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

B. New Ideas for the Board – Recommendations for Board Action or Discussion

Chair Faulkner brought the item to the floor for discussion.

Mr. Gordon inquired what analysis has been done on programs needed to meet the community needs.

Chair Faulkner explained that a survey had been done a few years back and the Friends conducted a survey last fall.

There was a discussion on how the Library reviews and provides programs to the community. The local university was involved in the capacity of a statistics class exercise with Sue Coble. The students handed out the survey. It was available online and at the library. There were some delays and finally staff did the compiling and prepared a simple report. It was noted that the questions were a group effort from the Board, friends and staff at the Library. Ms. Krause was the creator of the survey. Additional discussion ensued on how the local college and schools interacted with the library. Chair Faulkner stated that five years was a long time and statistical analysis was another item. Ms. Krause still had the information and survey in her files and will distribute to the Boardmembers.

There were no further comments.

**NEW BUSINESS**

A. Review and Recommendations for the 2012 Land Allocation Plan

Chair Faulkner opened discussion on the purpose of the Land Allocation Plan and what the Board's responsibilities were in regards to the annual review.

A brief discussion on the history of the parcel that the Board was interested in on page D2 of the draft land allocation plan; the likelihood that it would ever be bought due to the extreme slope and stumps make it just about impossible for sale; the Board questioned access also to the parcel and agreed it should be designated as conservation area if it cannot be sold.

SEAMAN/SCHROEDER – MOVED TO RECOMMEND THE PARCEL ON PAGE D-2 OF THE LAND ALLOCATION PLAN BE SOLD AND THE PROCEEDS USED TO PAY DOWN THE LOAN ON THE HOMER LIBRARY AND THE

BOARD ADDITIONALLY RECOMMENDS IF THE PARCEL IS NOT SOLD IT SHOULD BE DESIGNATED AS A CONSERVATION BUFFER.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There were no further comments or discussion.

**INFORMATIONAL MATERIALS**

A. Memorandum dated February 21, 2012 Re: Revisions to the Homer Public Library Policies

**COMMENTS OF THE AUDIENCE**

There were no audience comments.

**COMMENTS OF THE CITY STAFF**

Ms. Dixon thanked Ms. Seaman for all her work and time spent on getting the new library built.

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

There was no councilmember present.

**COMMENTS OF THE CHAIR**

Chair Faulkner presented Boardmember Munn and Seaman with Certificates of Appreciation for Services to the Board. In addition to the Certificate Chair Faulkner presented Boardmember Seaman with a framed picture of the very first library, Pioneer Avenue library and the new library commemorating her efforts on achieving a new library for the community.

**COMMENTS FROM THE BOARD**

There were no comments from Boardmembers Schroeder, Cogger, and Gordon.

Boardmember Munn thanked everyone and stated her time on the Board while short was interesting and fun for her.

Boardmember Fletcher thanked Boardmembers Seaman and Munn for serving on the Board. She asked Bette to keep recruiting for this board since she has personally recruited two members in recent times for the board.

Ms. Seaman commented that it is time to go it has been a pleasure and thanked Gillian who without her they would have had a hole and not been able to meet, so thank you.

**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 April 3, 2012 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

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Renee Krause, CMC, Deputy City Clerk I

Approved: \_\_\_\_\_

**Director's Report**  
**Homer Public Library**  
**March 28, 2012**

Our first event in March, *Babies on Track*, was a collaborative effort with Best Beginnings that brought dads and their babies together for some guy food and tips on parenting. Later in the month, with help from Friends of Homer Library, we hosted "Fisher Poetry" as part of our Get Lit series. The theme was definitely fishy as local folks shared poetry, stories, and sea chanteys and watched segments from the DVD "Fisher Poets." Our on-going programs -- technology classes and children's story times -- continued to be well attended.

On the administrative side, I applied for the Public Library Assistance Grant, an annual grant that is funded by the State of Alaska and is available to most public libraries in the state. We are wrapping up purchases of books and other materials made possible by a Rasmuson grant. I completed and submitted our 2011 Annual Report for the City and took part in the City-wide emergency response drill at the end of the month. The exercise raised a number of procedural questions that we will work on answering.

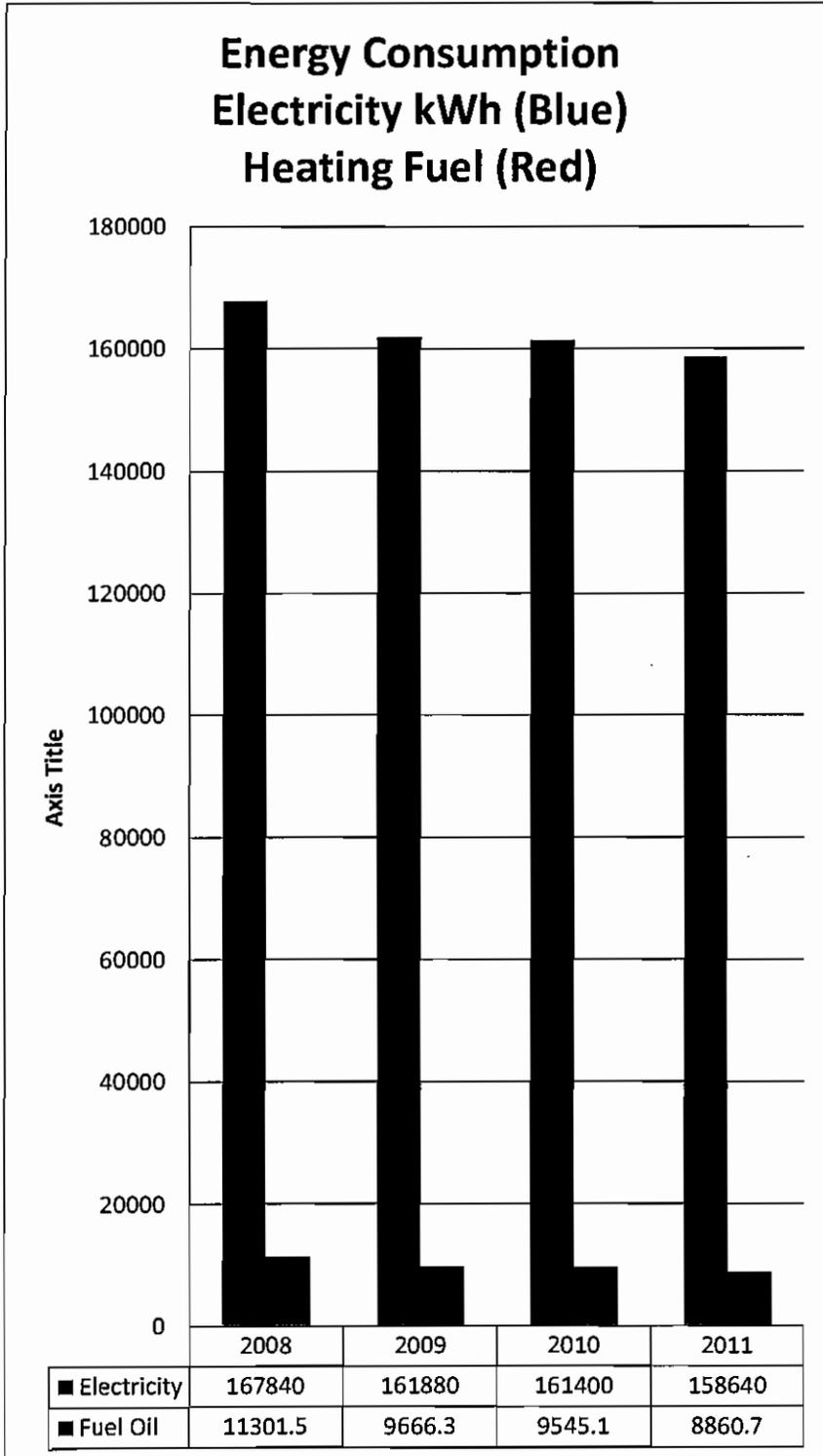
The Library Advisory's Board's Landscape Committee presented its report to Council and will meet monthly to implement the plan, a process I continue to be involved with.

I spent a little extra time on the circulation desk and in the children's room this month, as we were sometimes short-staffed. I found that parents and children appreciated having someone available in the children's room, which isn't normally staffed, to help them find the books they were looking for. In the adult area, I was pleased to be able to assist a man trying to fill out an on-line job application. He needed a little help navigating the web page to get started but we figured it out and he was soon on his way.

Finally, I'd like to mention a few events upcoming in April, which is National Library Month. The Friends of Homer Library are sponsoring the 4<sup>th</sup> Annual Celebration of Lifelong Learning on April 6. This year's honorees are Carmen Field and, for the Youth award, Mallory Drover. Author, artist and humorist Ray Troll will be the guest speaker. (Check out the library webpage for details!) The semi-annual book and plant sale takes place April 20-21. And the Library will be celebrating National Poetry Month, as well, with some special activities and our final Get Lit event of the season.

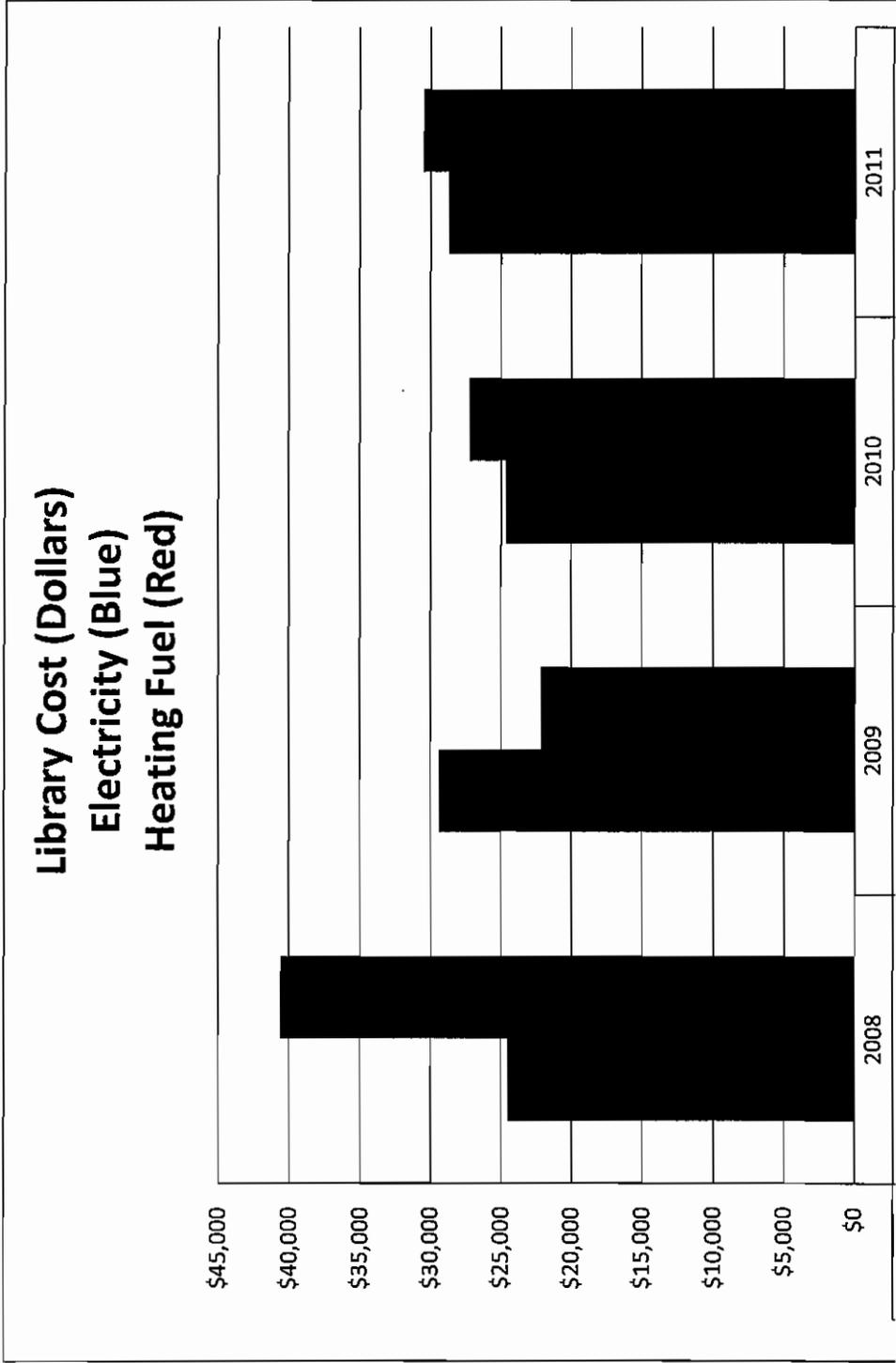


Sum of Energy Consumption Row Labels	Column Labels		Grand Total
	Electricity	Fuel Oil	
2008	167840	11301.5	179141.5
2009	161880	9666.3	171546.3
2010	161400	9545.1	170945.1
2011	158640	8860.7	167500.7
<b>Grand Total</b>	<b>649760</b>	<b>39373.6</b>	<b>689133.6</b>





Sum of Energy Cost Row Labels	Column Labels Electricity	Fuel Oil	Grand Total
2008	\$24,564	\$40,640	\$65,204
2009	\$29,442	\$22,245	\$51,687
2010	\$24,682	\$27,248	\$51,930
2011	\$28,757	\$30,545	\$59,302
<b>Grand Total</b>	<b>\$107,445</b>	<b>\$120,677</b>	<b>\$228,122</b>





■ Electricity	\$24,564	\$29,442	\$24,682	\$28,757
■ Fuel Oil	\$40,640	\$22,245	\$27,248	\$30,545



## 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: MAYOR HORNADAY AND CITY COUNCIL

FROM: LIBRARY ADVISORY BOARD

DATE: MARCH 19, 2012

SUBJ: RECOMMENDATIONS FOR THE 2012 LAND ALLOCATION PLAN

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### **Background**

At the February regular meeting the Library Advisory Board discussed the parcel on page D2 of the draft Land Allocation Plan. The following recommendations were made:

#### New Business

##### A. Review and Recommendations for the 2012 Land Allocation Plan

Chair Faulkner opened discussion on the purpose of the Land Allocation Plan and what the Board's responsibilities were in regards to the annual review.

A brief discussion on the history of the parcel that the Board was interested in on page D2 of the draft land allocation plan; the likelihood that it would ever be bought due to the extreme slope and stumps make it just about impossible for sale; the Board questioned access also to the parcel and agreed it should be designated as conservation area if it cannot be sold.

SEAMAN/SCHROEDER – MOVED TO RECOMMEND THE PARCEL ON PAGE D-2 OF THE LAND ALLOCATION PLAN BE SOLD AND THE PROCEEDS USED TO PAY DOWN THE LOAN ON THE HOMER LIBRARY AND THE BOARD ADDITIONALLY RECOMMENDS IF THE PARCEL IS NOT SOLD IT SHOULD BE DESIGNATED AS A CONSERVATION BUFFER.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **Recommendation**

No Action required. Informational only.



1 CITY OF HOMER  
2 HOMER, ALASKA

3 City Clerk/  
4 Library Director

5 RESOLUTION 12-020

6  
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER,  
8 ALASKA, AMENDING THE HOMER PUBLIC LIBRARY  
9 POLICIES FOR COMPUTER USE AND INTERNET SAFETY.

10  
11 WHEREAS, The Library Advisory Board reviewed and approved amendments to the  
12 Computer Use and Internet Safety Policies /addition of fees for overdue items, photocopies,  
13 interlibrary loan fee, replacement/repair of items, and improper return of digital devices; and

14  
15 NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the  
16 Homer Public Library Policies for Computer Use and Internet Safety as follows:

17  
18 **HOMER PUBLIC LIBRARY**  
19 **COMPUTER USE POLICY AND INTERNET SAFETY POLICY**

20  
21 To fulfill our mission of providing public access to information resources and opportunities for  
22 lifelong learning, the Homer Public Library offers free access to the Internet and other  
23 computer resources. The following policy discusses the Library's rules and regulations regarding  
24 computer and Internet use in the Library and compliance with federal law. Your cooperation is  
25 appreciated.

26  
27 **Statement of Responsibility:**

28 The Homer Public Library does not control the accuracy, authoritativeness, or suitability of  
29 information on the Internet and is not responsible for its content. The Library does not endorse  
30 any products, sites, or material on the Internet. Patrons' use of the Internet is at their own risk.  
31 In no event will the Homer Public Library or the City of Homer be responsible for any loss or  
32 damage arising from the use of the Internet or any of the Library's computer resources.

33  
34 Library staff follows generally accepted library practices to choose links to the Library's home  
35 page. The Library is not responsible for changes in content of the sources to which it is linked,  
36 or for the content of sources accessed through secondary links. The Library is not responsible  
37 for any online breakdowns by the Internet provider(s), or for any virus downloaded by any user.

38  
39 **Access:**

40 The Homer Public Library affirms the right of every individual to have access to constitutionally  
41 protected material. Internet and computer resources, like all other library information, are  
42 provided equally to all library users free of charge.

43  
44 The Library also affirms the right and responsibility of parents to determine and monitor their  
45 own children's use of all library materials and resources.

46 The Homer Public Library is guided by the following statements from the American Library  
47 Association on access to information:

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

52

53 Internet access is available at the Library in three ways:

- 54 • With a guest pass, available at the front desk.
- 55 • With a current library card in good standing (free of fines and fees).
- 56 • Wireless Internet, available during Library open hours. (Note: The wireless network  
57 shuts down fifteen minutes before closing time.)

58

59 **Legal and Ethical Use:**

60 All existing library policies and local, state, and federal laws apply to users of the library's  
61 computer resources. Violation of any laws or regulations may result in loss of library privileges  
62 (**Homer City Code Section 1.48.070**), or possible civil or criminal penalties. The Library  
63 recognizes that electronic information on the Internet may contain material that is  
64 inappropriate or offensive to children and patrons of all ages. The Library requires that all  
65 Library patrons using the Library's Internet connection do so within these guidelines of  
66 appropriate and acceptable use.

67

68 The following are unacceptable:

- 69 • Any use of electronic information which results in the harassment of others;
- 70 • Use of electronic information networks which violates a Federal or State law;
- 71 • Unauthorized duplication of protected software or licensing agreements, including but  
72 not exclusively, "hacking;"
- 73 • Destruction, damage to, or unauthorized alteration of the Library's computer  
74 equipment;
- 75 • Behaving in a manner that is disruptive to others;
- 76 • Accessing child pornography;
- 77 • Any unauthorized disclosure, use and dissemination of any personal identification  
78 information regarding minors.
- 79 • Display of sexually explicit images at any computer in the library in public view is  
80 prohibited and may result in loss of library privileges and possible civil or criminal  
81 penalties.

82

83 The Library reserves the right to classify any action, access, or operation on the Internet  
84 inappropriate and ban its use by patrons.

85

86 All Internet users should avoid disclosing personal information over the Internet to preserve  
87 their own personal safety. Library Internet users are prohibited by law from disclosing, using,  
88 or disseminating personal information regarding minors without written authorization of the

89 parent or legal guardian of the minors involved.

90

91 **Access by Minors (under age 18):**

92 Parents or legal guardians must assume responsibility for deciding which library resources are  
93 appropriate for their own children. Parents or legal guardians should guide their children in use  
94 of the Internet and inform them about materials they should not use.

95

96 The Library contains resources on its website and in its collection to assist youth and parents in  
97 assessing the benefits and risks of Internet use for children. To help minors use the Internet  
98 safely and effectively, the Library also posts links to websites recommended for children.

99

100 When using electronic mail or other forms of direct electronic communication, the Library urges  
101 minors to keep in mind the following safety guidelines:

- 102 • Never give out identifying information such as home address, school name, or  
103 telephone number.
- 104 • Let parents or guardians decide whether personal information such as age, marital  
105 status, or financial information should be revealed.
- 106 • Never arrange a face-to-face meeting with someone via the computer without parents'  
107 or guardians' approval.
- 108 • Never respond to messages that are suggestive, obscene, threatening, or make you  
109 uncomfortable.
- 110 • Have parents or guardians report incidents to the **National Center for Missing and**  
111 **Exploited Children** at 1-800-843-5678 if they become aware of the transmission of child  
112 pornography.
- 113 • Remember that people online may not be who they say they are.
- 114 • Remember that everything you read may not be true.

115

116 **Privacy and Confidentiality:**

117 Internet and other computer use in the library will be considered protected by the  
118 confidentiality of library records under Alaska Statutes Section 40.25.140. Any information that  
119 identifies Internet users with specific materials or subject matters is considered confidential.  
120 Such records shall not be made available to any agency of local, state or federal government  
121 except pursuant to such process, order or subpoena as may be authorized under the authority  
122 of federal, state, or local law relating to criminal, civil or administrative discovery procedures or  
123 legislative investigatory power. Homer Public Library resists the issuance or enforcement of  
124 any such process, order or subpoena until such time as proper showing of good cause has been  
125 made in a court of competent jurisdiction.

126

127 While the Library is sensitive to a patron's need for privacy in using all library resources, the  
128 Library cannot guarantee a patron's privacy while using our computer resources. All patrons  
129 are expected to respect the privacy of others.

130

131 Patrons should be aware that the Library's wireless network is not encrypted and while

132 connected their device will not be isolated from other users or potential eavesdroppers.  
133 Patrons are advised to refrain from connecting any device, especially those containing sensitive  
134 data, without first fully securing their device. While connected patrons should avoid  
135 performing tasks that are considered confidential without first creating a strongly encrypted  
136 and secure connection to the remote computer, service or webpage. In no event will the Homer  
137 Public Library or the City of Homer be responsible for any loss or damage arising from  
138 unauthorized access to a patron's device or communications on the Internet.

139  
140 The library reserves the right to take appropriate action to insure compliance with this policy.

141  
142 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 12<sup>th</sup> day of  
143 March, 2012.

144  
145 CITY OF HOMER

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148  
149 JAMES C. HORNADAY, MAYOR

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152  
153 ATTEST:

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155  
156  
157 JO JOHNSON, CMC, CITY CLERK

158  
159 Fiscal Note: N/A

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