



Library Board Meeting Agenda  
Monday, May 5<sup>th</sup> 5:30  
Education Room

<https://zoom.us/j/95894943789?pwd=BmjGJvGjncKEKTzUSlQXkmYYWwkbmL.1>

**CORDOVA PUBLIC LIBRARY BOARD**

**MEMBERS:**

Chair: Mary Ann Bishop

Vice Chair: Sherman Powell

Krysta Williams

Debra Adams

Jack Donachy

1. Call to Order
2. Roll Call
3. Minutes Jan 27, 2025
4. Directors' Report
5. Quarterly report
6. Policy Update
7. Library Board Code
8. Audience Comments
9. Adjournment



Library Board Meeting Agenda  
Monday, January 27th, 5:30 pm  
Education Room

<https://zoom.us/j/93498543164?pwd=4xbrWgwdHwXMg7llvaZRXfnBclPVGZ.1>

CORDOVA PUBLIC LIBRARY BOARD  
MEMBERS:

1. Call to Order- 5:33
2. Roll Call
  - a. Members Present: Mary Ann Bishop, Krysta Williams, Debra Adams Jack Donachy
  - b. Members Absent: Sherman Powell
  - c. Staff: Ashley Bivin, Eowyn Gordon
  - d. Guest: Sam Greenwood, Raye White, Jillian Gold, Anna Tikhomirova,
3. Debra Adams motioned to move audience comments to the top of the agenda. Jack Donachy Second. Motion Pasted.
4. Audience Comments:
  - a. Jillian Gold: Made comments about the history of the department's staffing, starting in 2023 with the retirements of Marleen Moffit and Debbie Carlson, followed by the hiring of Anna Tikhomirova and Geraldine De Rooy. And the continued staff and structural changes that have occurred since, with the appointment of a new City Manager and the reassignment of the museum and library director. She thanked the board for their support and gave registration letters to herself and other staff members.
5. Directors Report:
  - a. Discussed the efforts with grants. Book Hook grant and the Will Eisner grants that the staff was working on. Questions about updates to policies and procedures, staff wanted to reevaluate changes to make with the Head Librarian now that she has been trained and in her position a few months. Was asked about her knowledge on the staff registration. Which she was unaware until directly before meeting.

- b. Board Requested and executive meeting with Ashley Bivin and Sam Greenwood. Schedule to TBA at a later date.
- 6. Quarterly report
  - a. Changes to report are that the old reports showed the number of Programs and did not list the patrons we have at each program. Over the last decade, the number of Patrons has fluctuated, but circulation tends to remain in the area. For the glow in the dark storytime, we received 33 attendees.
  - b. Board would like to see more book reading events- Local author ideas were Cathy Pegau, Dixie Lambert, and Jen Smith.
- 7. Audience and Board Comments
  - a. Jillian Gold and Anna Tikhomirova thanked the board.
  - b. Mary Bishop- Glad Eowyn is enjoying Cordova. Is hurt by events that occurred.
  - c. Debra Adams- Glad to see Eowyn settling into Cordova. Didn't except the events of tonight.
  - d. Jack Donachy- Eager for the next meeting to discuss events that occurred.
- 8. Motion to adjourn at 6:31

Director Report: Q1 2025

**Projects:**

Weeding Project Headed by Eowyn Gordon: See Quarter report for statistics on collection.

Inventory: In April, a full inventory was headed by Ashley Bivin. Beginning with the Rare Book Collections and the Alaska Fiction and Non-Fiction Sections

**Programs:**

Family Literacy Night- Partnership with PWS College. May 8<sup>th</sup>

The current program goes on pause for summer Week of May 19

Summer reading starts June 4 and lasts for 6 weeks, with a pause in the week of July 4. We are working with FOL to plan an End-of-Summer reading program in July.

**Friends of the Library:**

Working with Cordova Arts and Pageants to get a Mural Project Set up this Fall.

Set up a Seed Library in partnership with a community garden.

**Library upcoming closures next 3 months**

May 27, in honor of Memorial Day

June 19, in honor of Juneteenth

July 4, in honor of Independence Day

**Continuing Education:**

Ashley Bivin and Eowyn Gordon took the Library Leader's class through the Info People program; this class's purpose was to develop leadership skills in emerging librarians.

Ashley Bivin did the OWL Virtual Technology Conference with the State Library. Program to share the programs that the state library is offering.

State Library is starting its own free educational programming through Niche Academy. This is a free education for librarians throughout the state. This is in beta testing.

The next Library conference for AKLA is not until the Spring of 2026

Next Library conference for PNLA Virtual- August 7-9, 2025

<https://pnla.org/conference-2025>

Rates:

- 01 PNLA Member - Entire - Early Bird – \$100.00 (invoices not paid by July 5 will be charged Regular rate, \$150)
- 02 PNLA Member - Entire - Regular – \$150.00

- 03 PNLA Member - One Day - Early Bird – \$60.00 (invoices not paid by July 5 will be charged Regular rate, \$100)
- 04 PNLA Member - One Day - Regular – \$100.00
- 05 Non-Member - Entire - Early Bird – \$175.00 (invoices not paid by July 5 will be charged Regular rate, \$225)
- 06 Non-Member - Entire - Regular – \$225.00
- 07 Non-Member - One Day - Early Bird – \$75.00 (invoices not paid by July 5 will be charged Regular rate, \$175)
- 08 Non-Member - One Day - Regular – \$175.00

**Staffing Updates:**

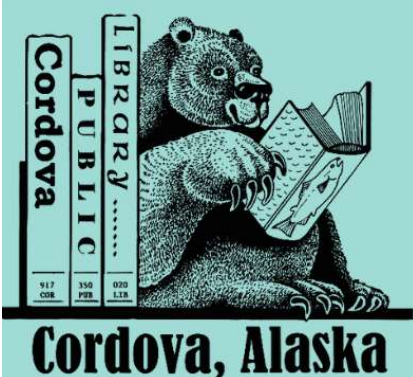
Cristina Vican was hired at a library after being with the library for 1 year as a Temporary employee. Working in the mornings on programming, circulation, and

Karrin Marchant was hired as a temporary employee to assist with the afternoon. Her primary task she is working on it a complete inventory of the library through the Follett software.

Alex Flavor was hired as the Cordova Center Coordinator. This will relieve Ashley Bivin of the tasks at the Cordova Center Events department.



# 1st Quarter 2025 Report





	Patron		ILL	Youth	Adult	Family
Qt1	Visitors	Circulation	Loans	Program	Programs	Programs
<b>January</b>	1,499	982	7	124	83	10
<b>Feb</b>	1,058	991	12	94	14	208
<b>March</b>	999	1007	4	x	39	68
<b>Totals</b>	<b>3556 ▼</b>	<b>2980 ▲</b>	<b>23 ▼</b>	<b>272 ▼</b>	<b>136 ▼</b>	<b>▲286</b>
	In	Virtual	Reference	Reference	Computer	Libby- AK Digital
Qt1	person	Attendance	Questions	Question	Usage	
<b>January</b>	67	1	84	67	164	435
<b>Feb</b>	316	0	99	39	130	346
<b>March</b>	161	0	150	41	122	388
<b>Totals</b>	<b>544 ▼</b>	<b>1 ▼</b>	<b>333 ▼</b>	<b>147 ▼</b>	<b>416 ▼</b>	<b>▲1169</b>

▲ - higher than 2024

▼ - lower than 2024

**Youth Programs-** After School Art, Story Time, Quest Club, Classroom Visit**Adult Programs-** Poetry Nights, Mug Up, Quest Club, Silent Reading Club, Author Talks**Family Programs-** FOL Movies, Iceworm Puzzle Race**Virtual Attendance-** Poetry Nights

## Mug Up

**Cristina Vican & Eowyn Gordon**

Every Thursday at 1:30 pm

25 attendees

2 average attendees

## Storytime

**All Staff**

Every Wednesday at 12 pm

64 attendees

6 average attendees

## Silent Reading Club

**Anna Hernandez & Susan Roesbery**3<sup>rd</sup> Thursday of every month at 5:30 pm

12 total attendees, 4 average attendees

## After School Art

**Paula Payne**

Every Friday at 1 pm

175 total attendees, 18 average attendees

## Mr. Whitekeys

**FOL**

68 patrons

## Monthly Poetry Session

**Jillian Gold + Eowyn Gordon**

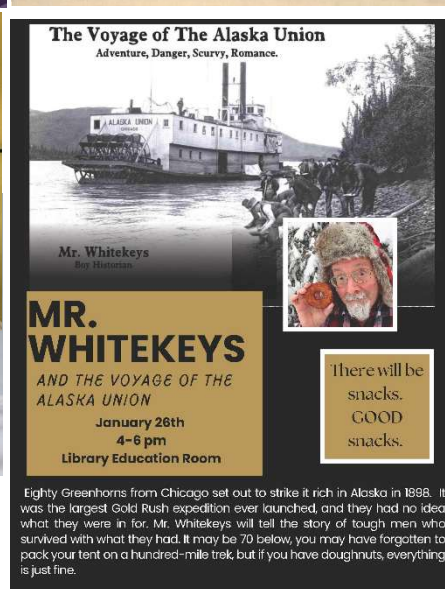
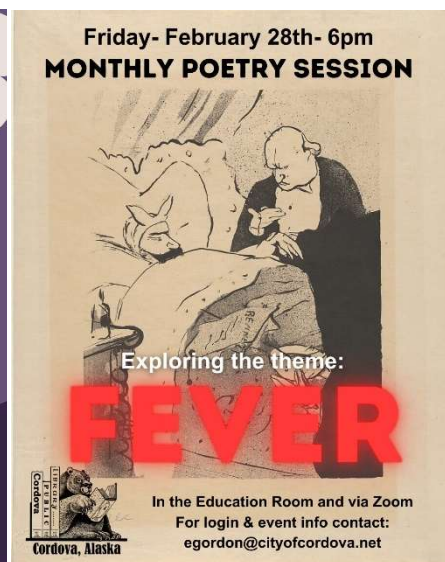
Every Last Friday of the Month at 6pm

11 attendees

## Classroom Visit

**Eowyn Gordon**

33 attendees



## Iceworm Puzzle Race

All Staff

28 attendees

## Quest Club

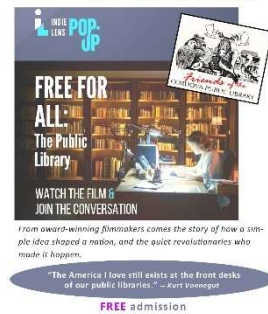
Susan Roesbery

21 attendees

## FOL Movies

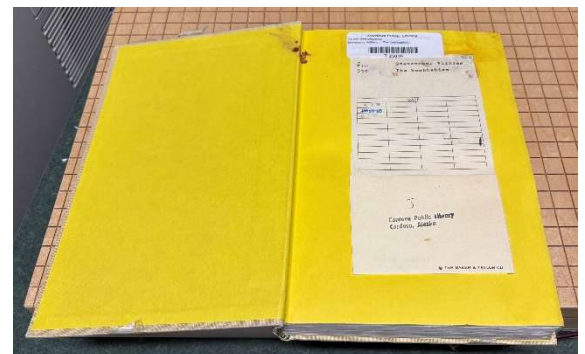
Paula Payne

Cordova Public Library  
Thursday March 27 at 1:00 pm



## Weeding Project

- We have weeded 1,071 books from our collection this year
- 51% of the books we weeded had never circulated (at least since we switched over to Destiny Follet)
- 69% of books were weeded for Infrequent Circulation
- 23% were weeded for damage
- 44% of the books we weeded were donations
- Their average publication date was 1994
- The average date last circulated was 2019
- If we input all books with no registered circs as having been checked out 1/1/2000, the average date last circulated is 2009



Reason	Copies	Percentage
Duplicate	30	3%
Infrequent Circulation	712	69%
Outdated	59	6%
Poor Condition/Damage	236	23%

Circulation	Copies	Percentage
0	592	51%
1	224	19%
2	118	10%
3-10	215	18%
10+	22	2%

## Library Updates and Projects

- We have weeded easy, leveled readers, YA, and begun easy nonfiction.
- Moved foreign language children's books to the Easy room.
- Caught up on backlog of McNaughton's and JLGs.
- Launched/created **3 new programs**: Mug Up, Silent Reading Club, and Quest Club.
- Reclassified and moved YA graphic novels & manga.
- Input **181** new books (big shout out to Susan!).
- Partnered with Alaska Public Media to air the documentary Free for All.





## CIRCULATION

- All patrons may use library material within the library premises.
- A library card is required for materials to leave the premises.
- A book drop is located outside the library building for return of library materials.
- Current issue periodicals and reference materials must remain in the library.
- To protect patron's individual freedoms and rights, patron circulation history may be deleted upon request.

### PERMANENT CARD

A patron will be issued a permanent card if they:

- Have lived in Cordova/Prince William Sound area and have active mail service with the Cordova Post office for at least one year; **OR**
- Have had a deposit with the library for one year; **OR**
- Are a member of the US Coast Guard or a family dependent; **OR**
- Have been a seasonal patron who has shown dependability of library use for three years. **OR**
- Are a City of Cordova Employee or,
- Are students under 18\*
- Permanent card holders are required to:
  - Provide a local mailing address;
  - Provide an email address,
  - Provide a phone number (if available);
  - Provide a physical address; and
  - Provide a permanent address (if different than other addresses)

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Permanent cardholders may check out eight (8) items at a time  
Permanent cardholders are eligible for interlibrary loan services.

\*Children under the age of 14 must have a parent or guardian signature to obtain a permanent library card.

### TEMPORARY CARD

A patron will be issued a temporary card if they do not meet any of the above requirements.

Temporary patrons shall be required to make a \$20.00 deposit. This deposit will be refunded after one year or departure from the area after all library materials

## Chapter 3.24 - LIBRARY DEPARTMENT

Footnotes:

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**Cross reference**— For charter provisions on public libraries, see Charter § 3-7.

## 3.24.010 - Library department and board established—Board membership.

- A. There shall be a library department which shall be under the supervision and control of a library board consisting of not fewer than three nor more than five members.
- B. Only residents of the city who qualify as municipal voters pursuant to Section 2.08.010 herein shall be entitled to serve on the library board. Each member shall be nominated by the mayor and confirmed by the council. Each term of membership shall be for three years, and terms of individual members shall be overlapping, except the term of one member shall expire on November 1st of each year.

(Ord. 619 § 1, 1987: prior code § 2.621, as amended during 1979 codification).

## 3.24.020 - Officers—Meetings.

Every year, as soon after the time prescribed for the beginning of the term of a new member as practicable, the board shall elect a chairman and a vice-chairman from its own membership, and a secretary, who need not be a member of the board. The board shall determine the time and place of its regular meetings, and the chairman or any three members of the board may call special meetings of the board.

(Prior code § 2.622, as amended during 1979 codification).

## 3.24.025 - Absences to terminate membership.

- A. If a board member is absent from more than one-half of all the regular meetings of the library board held within the period of one year, without being excused from attending such meetings, the chair of the board shall declare the board member's seat vacant. The board shall determine whether any absence is excused.
- B. For purposes of this section, an absence will be considered excused if due to the following causes and shall require approval by the board at the next regularly scheduled meeting:
  - 1. The illness or injury of the board member or a family member;
  - 2. The death of a family member;
  - 3. An employment-related commitment;

4. A commitment for city business; or
  5. Other good cause approved by the board.
- C. Whenever possible, absences should be noticed to the board chair prior to the meeting for purposes of securing a quorum at the meeting.
- D. A board member may participate in a board meeting by teleconference.

(Ord. 962 § 3, 2004).

#### 3.24.030 - Librarian.

The board shall recommend appointment and/or removal of the librarian and personnel of the department, subject to approval by the city manager, and shall adopt and may change regulations for the administration and operation of the library, subject to approval by the council. The librarian shall supervise the library, subject to recommendation by the board.

(Prior code § 2.623, as amended during 1979 codification).

#### 3.24.040 - Annual budget.

The library board shall submit to the city manager annually an estimate of its financial needs for the next fiscal year and its members may appear before the council at the budget hearings.

(Prior code § 2.624, as amended during 1979 codification).

#### 3.24.050 - Keeping and disbursement of funds.

All public funds appropriated or authorized for the library shall be kept in the city treasury and shall be disbursed as other public funds are disbursed.

(Prior code § 2.625, as amended during 1979 codification).



Outlook

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## Library Personnel Changes

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**From** Rob Ammerman <rammerman@cordovasd.org>

**Date** Wed 1/29/2025 2:15 PM

**To** Ashley Bivin <abivin@cityofcordova.net>; Sam Greenwood <citymanager@cityofcordova.net>; Eowyn Gordon <EGordon@cityofcordova.net>

Greetings,

I'm writing to let you know that I was very sorry to read the Cordova Times article regarding the loss of 3 library staff members.

I have worked with Jillian Gold to implement poetry programs between the library and my middle school classrooms since 2020. In that time, Jillian has shared so much of her time and knowledge to help students access a subject that is not always easily appreciated. She has made the study and creation of poetry engaging, accessible, and relevant to so many students.

For the past two years, Jillian has also played a vital role in our middle school poetry slam which occurs during April's National Poetry Month. Seeing students get up on stage, take a risk, and share poetry out loud has been something to look forward to each Spring. Jillian did a tremendous amount of leg work to get kids on stage to celebrate their work in the medium of poetry.

On top of all this, Jillian has spawned community-wide programs like *The Catch*, and Monthly Poetry meetings, which allow our town's residents to engage with language and art in a way that wasn't available before she began work at the library.

I am not clear on the particulars that led to the exodus of these incredible library employees. However, I am sure that the Cordova Public Library has lost valuable energy and talent. Jillian's work/presence at the library, in particular, will be missed and nearly impossible to replicate.

Thanks for your consideration,

**Rob Ammerman, Jr. High ELA/Social Studies & 7-12 Art**  
**Cordova Jr./Sr. High School**  
**PO. Box 1330**  
**Cordova, AK 99574**  
**Phone (907)424-3266**  
**Fax (907)424-5215**





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**Fw: Library concerns**

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**From** mary bishop <bishopmary@yahoo.com>

**Date** Tue 2/4/2025 7:14 AM

**To** Sam Greenwood <citymanager@cityofcordova.net>; Ashley Bivin <abivin@cityofcordova.net>

----- Forwarded Message -----

**From:** Mary Higgins <mdmlibrarian04@yahoo.com>

**To:** "bishopmary@yahoo.com" <bishopmary@yahoo.com>

**Sent:** Monday, February 3, 2025 at 09:42:24 PM EST

**Subject:** Library concerns

February 03, 2025

Library Board Members,

The recent change in library staff really saddens me, as well as raises concerns. I am sure you must feel some of the same, so I will be brief.

In my 20 years of being a youth services librarian in New Mexico, I never saw more hard working and dedicated librarians than Anna Hernandez and Jillian Gold. They have done so much to bring our children to not only read, but to write, and truly love literature. They made us feel like we had someone who cared about our interests and our quirks...who wanted to share life with us. They were our personal librarians. It is saddening to know that they departed feeling unheard, unappreciated and underpaid.

Their departure leaves large shoes to fill in terms of knowledge and experience. There is a lot of skill and history that should be considered when purchasing materials that will be relevant to the people served by the library. I am concerned that vital programs like story time and summer reading program, The Catch, and Mug Up are at risk (these programs were skillfully administered by Ms Anna or Jillian.) Where will be the overall warmth from having familiarity?

I really want our town to continue giving the utmost care and support to its library, the people that work there, and the children that love it. After all, we are cultivating more than a love of literature but also love for each other.

Thank you for listening to my heart.

Mary L Higgins