



Library Board Meeting Agenda  
Jan 20<sup>th</sup> , 2026, 5:30pm Education Room

<https://zoom.us/j/91420994797?pwd=uajCp7q7MH5GJ6OrEj4gWXallBR0fZ.1>

CORDOVA PUBLIC LIBRARY BOARD MEMBERS:

Chair: Mary Ann Bishop

Krysta Williams

Debra Adams

Kate Williams

Michelle Ess

1. Call to Order
2. Roll Call
3. Approve the Agenda- Motion
4. Approve Minutes- Motion
5. Directors' Report
6. Quarterly report
7. Correspondence
  - a. none
8. Officer Elections
  - a. Chair
  - b. Vice Chair
  - c. Secretary
9. Policy Updates
  - a. Collection – Discussion
  - b. Unsupervised Children Policy- Discussion
10. Audience Comments
11. Adjournment

Call to order 17:35

Roll Call:

Members Present — Mary Ann Bishop (Chair, via Zoom), Krysta Williams (Secretary), Debra Adams, Kate Williams

Motion passes to approve the agenda

Motion passes to approve last meeting's minutes

Director's Report:

Highlights include Ashley's nomination to the Dirlead Board, representing Cordova's library as the 20th largest in Alaska, and welcoming Signe Baumann as the Cordova Center Coordinator.

Quarterly Report:

Highlights include changes to come community programs, including waning of the Mug Up program, which was started with a grant and has lost that funding. The Fireside Reading Club has a dedicated group of attendees, and the After School Art Program is being split in two as the group has become large and the program remains popular. Last summer's reading program included a Teen category, with 3 patrons, so it won't be broken out as a separate category next summer.

One goal for January is to get library cards to high school students so all k-12 students in Cordova have the opportunity to get library cards. Debra suggested one of the librarians might go to the jr./sr. High school to make it easier for students to obtain library cards.

DVD's comprise the largest portion of missing materials; most (if ot all) of the library's DVDs are donated, not purchased.

Kate moved to accept the Policy Update to the Conflict/Challenged Materials section; Krysta seconded.

Kate appreciated the tone and indication that the least likely outcome of challenged material would be its removal. Discussion about including board members earlier in the process ultimately led to the decision to include board members until later in the appeals process to avoid drawing undue attention.

The motion to accept the policy update passed unanimously at 17:53.

The board plans to review the strategic plan and send revisions with goals for improving in 2029.

Budget:

Highlights include the loss of the communications and grant coordinator position for the City's upcoming budget. The library's only major cut to staff is a reduction in hours available for Temp Employees. Overall, the budget was described as a "decent budget for a lean year."

Krysta moved that budget be recommended to city council as proposed, Kate seconded the motion, and it passed unanimously at 17:58.

No audience to comment; board comments were favorable all around. Meeting adjourned at 17:59.

## **Directors Report Q4**

### **Policy updates:**

- Collection Policy
  - Draft of changes attached, cleaning up language and removing vendors from policy
- Unsupervised Child policy
  - Draft Addition of the missing child policy
  - In the future, looking to raise the age of unsupervised children, currently 8 years old.
- Working with the Assistant City Clerk to update the document retention policy.
- PLA Grant Opened Jan 10<sup>th</sup> – Closing April 1<sup>st</sup>
- 2026 Inventory beginning in Feb

### **Future Closures:**

- Jan 20<sup>th</sup>
- Feb 16<sup>th</sup>
- March 30<sup>th</sup>
- May 25<sup>th</sup>

### **Professional Organizations**

- ALA/AAM/MA- Museum and Library Advocacy Days in Washington D.C.
  - On personal time, Ashley Bivin will be attending the Advocacy Days for Museums and Libraries, Feb 21- 28
- AKLA
  - Conference March 26-28, 2026, Sitka
  - Attendance: Eowyn Gordon
- Dirlead
  - Conference after AKLA, March 28-30, 2026
  - If online options, Ashley Bivin will be attending.

### **Staff Updates**

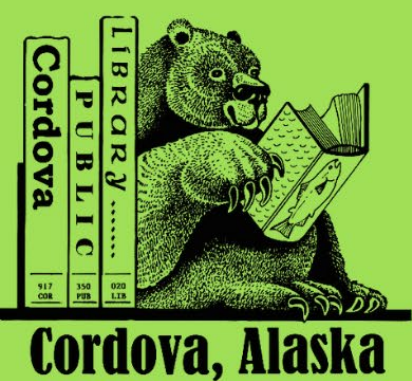
Due to financial constraints in the city budget, the city decided to remove the part-time librarian position.

### **Cordova Center**

Worked with Signe Baumann and Malvin Fajardo to set up and fix NorthStar Theater's projector. Continuing to assist with software updates and connections.

Assisted with NorthStar Theater management for Nutcracker.

# 4th Quarter 2025 Report



Quarter 4 Stats

Qt4	Patrons	Circulation	ILL Loans	Youth Program	Adult Programs	Family Programs
October	1067	1142	5	131	54	402
November	822	968	11	140	6	0
December	1002	922	16	89	20	0
Totals	2891▼	3032▼	32▼	360▼	80▲	▲402

Qt4	In person	Virtual Attendance	Reference Questions	Digital Reference Question	Computer Usage	Libby- AK Digital
October	587	0	92	20	155	379
November	146	0	79	7	153	341
December	109	0	102	9	136	320
Totals	842▲	0▼	273▲	36▼	444▼	▲1040

▲- higher than Qt4 2024

**Youth Programs-** Storytime, Advanced After School Art, After School Art, School Visit, Lovie's Literacy Program

**Family Programs-** Trick or Treat for Books

**Mug Up- CANCELLED**

Cristina Vican

1 attendee

**Storytime**

All Staff

53 attendees

Average of 5 attendees per program

**After School Art & Advanced**

Paula Payne &amp; Cristina Vican

Advanced: 89 (average of 9)

After School Art: 146 (average of 16)

Total: 235

**Genre Reading**

Eowyn Gordon

6 attendees

Average of 3 attendees per program

**Fireside Reading (Silent Reading)**

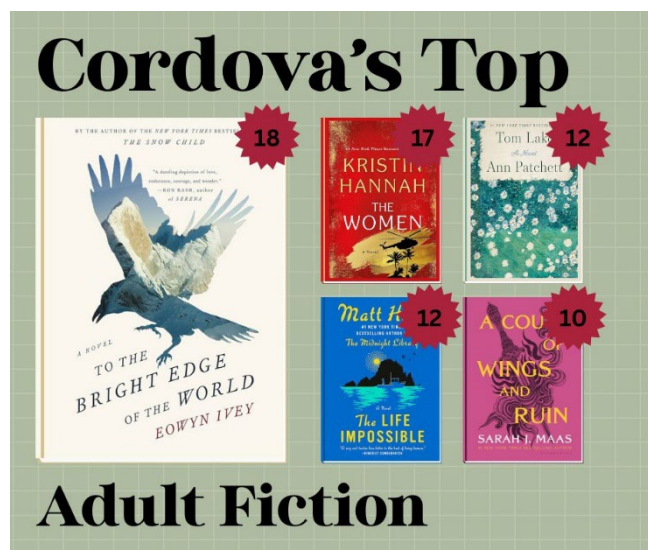
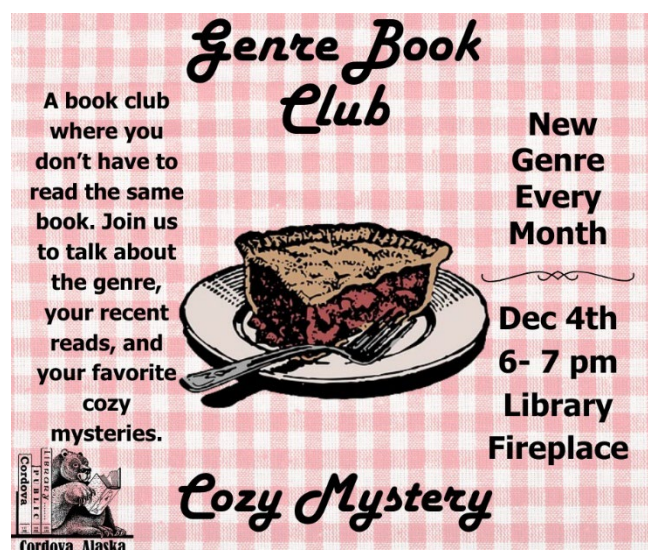
Eowyn Gordon

5 attendees

Average of 2.5 attendees per program

▼- lower than Qt4 2024

**Adult Programs-** Author Talks, Mug Up, Genre Reading,



## Lovie's Literacy Event

### Head Start Program by Lovie Brock

16 attendees

Average of 8 attendees per program

## School Visits

### 5 & 6th graders

49 attendees

24.5 attendees per program

## Author Visits

### FOL: Kate Trudeau and Grace Lee

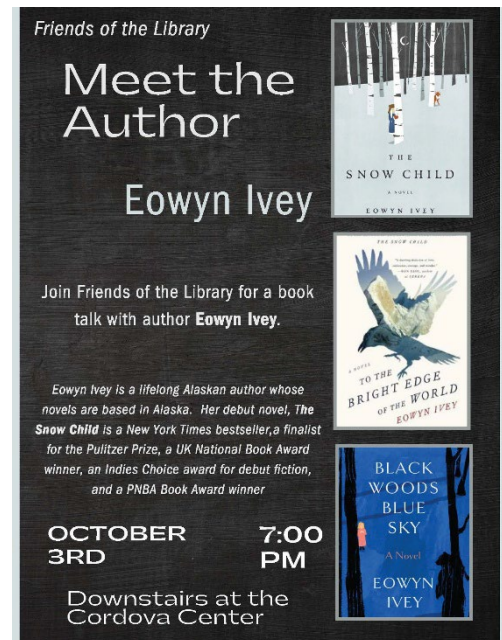
Eowyn Ivey: 53 attendees

Angie Kelly: 15 attendees

## Trick or Treat for Books

### All Staff

402 attendees



**2025 Stats**

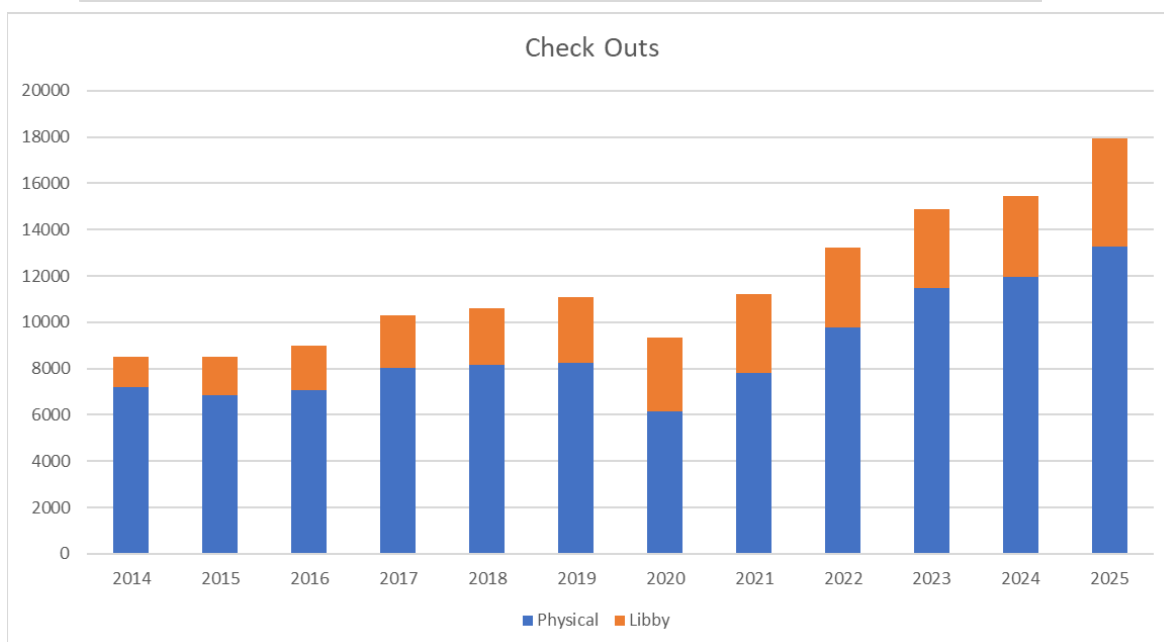
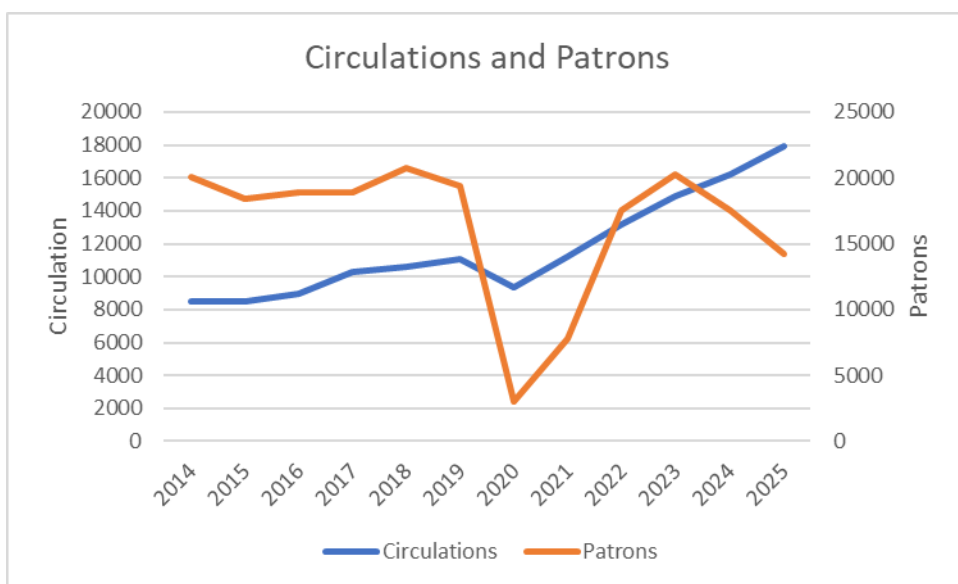
Quarter	Patrons	Circulation	ILL Loans	Youth Program	Adult Programs	Family Programs
Q1	3556	2980	23	272	136	269
Q2	3956	3657	20	235	19	84
Q3	3784	3587	29	177	95	33
Q4	2891	3032	32	762	80	0
<b>Totals</b>	14187▼	13256▲	104▼	1446▼	330▲	▼386

Qt4	In person	Virtual Attendance	Reference Questions	Digital Reference Question	Computer Usage	Libby- AK Digital
Q1	211	0	333	147	710	1169
Q2	338	0	299	190	762	1240
Q3	305	0	331	138	682	1229
Q4	842	0	273	36	444	1040
<b>Totals</b>	1696▼	0▼	1236▼	511▼	2598▼	▲4678

▲ - higher than 2024

▼ - lower than 2024



## Title: Collections Policy

<b>Department</b>	Library	<b>Document No:</b>	CPL.Policy.5 v1
<b>Written By</b>	Cathy Sherman	<b>Date Reviewed</b>	Jan 2026 - Draft

### Document Owner

Museum and Library Director

### Affected Parties

Library Staff, Museum and Library Director, Library Board.

### Purpose



To maintain a diverse collection that meets the needs of Cordova Public Library patrons, the staff will be responsible for managing the collection. This policy will set guidelines for staff to manage patron collections.


### Policy

#### Selection Responsibility

The Library Director will approve all final decisions from collections staff. The staff will utilize the suggestion box, wish list, staff recommendations, patron requests and community surveys when ordering materials.

- The staff selects materials that represent as many aspects of all subjects that budget and public interest allow.
- The current month booklist will be available for patrons, staff and library board to review at the library. Staff will make every effort within reason to ensure selected items are ordered.
- The librarian will use catalogs, New York Times Best Sellers list, jobbers, bibliographies and review sources when selecting materials. This guarantees the public high-quality material.
- A patron wish list must be available at the Circulation Desk.
- The library staff will strive to select the most up-to-date and recently published works; especially in rapidly advancing areas.

 The Library Director reviews all final selections to see that the selection criteria have been followed. The collection development is responsible for orders and purchase orders to see that they have been properly completed. 

The Library Director or collection staff keeps a list of all materials ordered which includes material barcode; material type; title; author; source; price; date ordered and arrival date.  These lists will be kept readily accessible for one year after which they can be filed for future reference.

### Acquisition:

New Materials are ordered through various outlets, including but not limited to book, periodical, and media vendors or subscription services, publishers, and independent bookstores, as approved by the Library Director. Every 3 years, the Library Director and collection development staff will review offerings from subscription services to ensure the needs of patrons are met. When available, the Cordova Public Library will attempt to purchase items through local businesses and authors.

### Selection Criteria

Each item selected is considered in terms of its purpose and what its place in the community will be. Materials are judged as a whole, not on parts taken out of context. Reviews in professional journals are used and sought whenever possible. A lack of review or bad review will not necessarily be grounds for rejection of a title highly in demand. Ideally, material should address at least 10 of the following criteria.

Specific criteria for selection include:

- Qualifications
  - Author/editor
  - Reading the catalog
  - writing/calling the publisher
- Significance of subject matter
  - Does it meet community needs or desires?
- Accuracy of information
  - Looking for a bibliography,
  - Checking in an encyclopedia,
  - Writing/calling the publisher.
- Potential use
  - By patron
  - Librarian can gauge needs by requests, surveys, etc.
- Importance to the collection as a whole
  - Is it already on the shelves?
  - Does it contain new information?
  - Complete the subject area?
  - Is it unique in its approach?
- Appearance in standard bibliographies
  - Or reviewing journals
- Physical quality
  - Is it eye-catching?
  - The print readable?
  - Its size compatible with other books?
- Current and/or permanent value
  - Will the information quickly be outdated?
  - Is it already outmoded?
- Price
  - Quality and usage need to be more closely determined as the price goes up.
- Available in correct *format*
  - Pocket books and pamphlets get lost on the shelves.
- Local interest
  - Significance of subject matter.
- Library Space

### Collection Overview

Cordova Public Library's collection is varied and diverse but suiting to the community's needs and desires. Major collections are reviewed as follows.

**Format:** Because of the library's traditional role in literacy and its limited budget, print materials will comprise the majority of the collections and acquisitions. However, because of popularity and demand for non-print materials, the library will also purchase DVD; audio books; children's audio books; children's song and music media; computer software; puzzles; puppets and games.

**Alaska:** The library will maintain a collection of materials on all aspects of Alaska, including fiction and non-fiction, history, politics, sciences, legends, outdoors, handicrafts, etc.

**Local History:** The library will attempt to obtain and collect information on local and area (Prince William Sound, Copper River Delta region) history, current events and special interests. The library will work with the Cordova Historical Society and Museum; the Native Village of Eyak and the Prince William Sound Science Center to coordinate areas of local collection.

**Children and Young Adults:** The library will maintain collections for young children and young adult readers. The children's collection will focus on pre-school, picture, popular winning titles, classic, popular and educational materials. The junior and young adult collections will focus on pre-teens and teens and include both fiction and non-fiction that is age-appropriate.

**Adult Fiction:** The library maintains an adult fiction collection which includes mystery, western, science fiction, fantasy, classic and popular titles.

**Non-Fiction:** The library will maintain a non-fiction and reference collection which will address the basic needs of all areas of study. Emphasis is placed on areas of special interest to the community such as medical, self-help, parenting, how-to, religion and history. The reference section maintains a wide variety of subjects as possible under budget, but staff will also work to develop a current on-line reference section as well and integrate it within the current library catalog.

**Non-Print:** The library will continue to develop various non-print collections such as DVD, audio books, computer software, puzzles, puppets and games. The DVD and audio selections follow the same guidelines for books with an emphasis and focus on classics, education, documentaries, self-help, how-to, literacy and Alaska. Efforts should be made to purchase materials in DVD format when available. The software selections include educational games, as well as reference materials. The Library does not collect phonograph records, pictures, reel-to-reel movies, slides, or cassette tapes.

#### Collection Assessment/Maintenance

##### Assess Collection:

The collection needs continuous evaluation to be sure that the Library is fulfilling its mission to provide materials in a timely manner to meet patrons' interests and needs. The following tools shall aid in the collection assessment.

##### Inventory:

The Library Staff under the direction of the Library Director will conduct an ongoing physical inventory to determine which books are missing, the condition of materials and inspect the

overall collection. Each material type within the collection should be inventoried within a 12 month period. Subject areas will be examined when necessary to determine condition and age of a particular section. Media will also be inspected during circulation processing and notes made of those, which needs to be replaced or repaired.

#### Circulation Records:

Statistics of items circulated will be maintained and reviewed annually to determine trends in subject areas and different medias (print and non-print).



#### Survey:

Every three years the Library will conduct a general survey of patrons to determine usefulness of collection and popular areas.

#### CONSERVATION REPAIR:

The Library will attempt to keep all items in good repair. Books with mild damage will be mended in an effort to prolong the items life. Books with major damage, including but not limited to dirty or torn pages, mold, or water damage, should be discarded.

#### Weeding:

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Books will be weeded from the collection if they are considered out of date, in poor physical condition, or determined not to be of use in the collection. Weeding will be done on an on-going basis as books circulate or periodically by section as needed. Evaluation of collection and selection priorities must be considered when weeding. Due to lack of space the purchase of duplicate copies should be avoided unless circulation and patron demand dictate otherwise.

#### Discards:

Books in ok shape may be offered for sale to the public or donated to another institution. Funds from the sales shall go towards The Friends of the Library. If the library staff is aware of another library, school, or nonprofit group in Alaska in need of specific materials, staff shall contact that library to see if the discarded materials may be of use.

Materials that have major damage due to wear, mold, or water damage will be considered for destruction, over seen by the Library Director.

#### Gifts/Donations:

The Library may accept gifts of books, paperbacks, periodicals, DVD and other library materials and equipment. In accepting a gift, the library reserves the privilege of deciding whether it should be added to its collection. The principles of selection in the Library Materials Selection policy, which apply to purchases, will also apply to gifts. Gifts that have, as a condition of acceptance the requirement of permanent exhibition will not be accepted by the library. Gifts that have, as a condition of acceptance the requirement they be returned to the donor if not selected, will not be accepted by the library. The library reserves the right to dispose of materials in the manner as seen fit by the library director and collection development staff.



## Title: Unattended/Missing Child Policy

<b>Department</b>	Library	<b>Document No:</b>	CPL.Policy.9 v2
<b>Written By</b>	Ashley Bivin	<b>Date Issued</b>	2025

### Document Owner

Museum and Library Director

### Affected Parties

Library Staff, Museum and Library Director, Library Board.

### Purpose

Provide clear direction to the library management about unsupervised children in the library.

### Policy

#### Unattended Children in the Library

1. Any unattended child under 8 years old should have a parent, guardian, or an older child with them. If you don't see anyone, ask the child who came with them. If no ones, find out who the parent/guardians are and try to contact them. If not successful, call the Library Director or Head Librarian when available. If they are not available and no responsible person is found, call the police.
2. If children get loud or are running around, are bothering others, or are not following library rules, remind them that they need to go outside. If the behavior continues, ask them again to go outside or home. If they are uncooperative, tell them that you will need to call their parents/guardians. If they are still non-compliant, do call parents/guardians. If not successful, call the Library Director or Head Librarian when available. If they are not available and no response from parents/guardians, call the police.
3. Document all statements, phone calls, and non-compliant behaviors in an incident report and share with the Library Director.
4. Tuesday through Friday, unattended children under 13 need to go home by 6 pm. A reminder may be appropriate at 5:45 pm. On Saturdays, they need to leave by closing time. Follow step 2 if the student does not want to leave.

#### Missing Child

1. Obtain a detailed description of the child.
  - a. If a patron approaches you and says that a child is missing, quickly get a detailed description, including:
    - i. Name, age, hair color, eye color, and gender.
    - ii. Approximate height
    - iii. What the child is wearing, like color and type of clothing, and, more importantly, shoe color and style
2. Call the Library Director to report the missing child and share information with other city staff. Provide the description you've been given. Do not announce the child's name to non-staff members.

- a. Staff assigned to the entrances should assume their position(s) at the midpoint in the circulation area and immediately begin monitoring. Ask customers with children who resemble the description to wait until the Person in Charge arrives, then ask the child their name and if the adult is their parent.
- b. Escort the parent, guardian, or caregiver of the missing child to the Circulation Desk area to assist the PIC in monitoring the entrances and in identifying the lost child.
- c. One Staff member should always be at the circulation desk. If a child is reported missing, one library staff member is on duty to call the museum department or city hall to assist. If both the museum and the city hall are closed, immediately call the Police. Then call the library director.
- d. If there is one person in each department, the assigned areas of responsibility are:
  - i. Library Staff will check the library rest room, stacks, and staff area.
  - ii. Museum Staff will check the museum galleries, the upper parking lot, and the staff area.
  - iii. Facility staff, Events Staff, or Museum and Library Director will check Atrium 2 & 3, meeting rooms, and lower Lobby.
  - iv. City Hall staff will check staff areas and meeting rooms.
3. If the child is not found within 5 minutes, call the police.
  - a. Don't hesitate, the police would rather get a second call saying the child has been found, rather than to discover too late that the child has been abducted.
4. If the child is found and appears to have been lost and unharmed, reunite the child with the parent or guardian.
5. If the child is found accompanied by someone other than the parent or legal guardian:
  - a. Use reasonable efforts to delay the departure of the adult with the child, but do not put yourself, the staff, or other customers at risk.
  - b. Call the police and identify the person accompanying the child.
6. Conclude the incident. Report the child to the Library Director, who will call the departments to initiate a search for the missing child.
  - a. The incident must be filled out and a copy given to HR and the library Director, even if the child was just lost or hiding.