



Library Board Meeting Agenda
Apr 22nd , 2026, 5:30pm Mayors Conference Room

<https://zoom.us/j/91894520221?pwd=2pNbcFvluxNZpmmMPi4MliqJhNBzA.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. Nov 2025- Gold
8. Policy Updates
 - a. Collection – Discussion
 - i. Original and Draft Updates
 - b. Unsupervised Children Policy- Discussion
 - i. Draft Updates
 - c. Privacy and Information Request- Discussion
 - i. New Policy
9. City Code
10. Pending Agenda
11. Audience Comments
12. Adjournment

Next Meeting: July 21st, 5:30 Education Room

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).

Cordova Library Board Meeting
January 20, 2026

17:34 Call to Order

Roll Call: Mary Ann Bishop (zoom), Krysta Williams, Debra Adams, Kate Williams, Michelle Ess (zoom)

Debra moves to approve the agenda, Kate seconds

Agenda amended to move elections to #9, policy update to #8

Agenda approved with revisions

Krysta moves to approve the minutes, Debra seconds

Mary Ann recommends revision to reflect that she wasn't at that meeting (was listed as via zoom) and add the date: October, 21, 2025

Krysta moves to approve minutes as amended, Debra seconds

Michelle Ess is welcomed to the board. Michelle introduced herself.

Directors' Report Highlights:

Unsupervised child policy is being updated to include protocol for a missing child.

Public Library Assistance (PLA) grant looks like it will be fully funded, but we're waiting for updates.

Ashley will attend Advocacy Days in Washington D.C. (personal time).

Library lost part-time employee, remaining: Ashley, Eowyn, Paula; Ashley's time is less involved with Cordova Center events, so she'll have more time/energy to dedicate to the library.

A question was raised about unsupervised children using computers: policy is in the technology section, and requires prior written permission for children 12 and under.

Quarterly Report Highlights:

No longer holding events with virtual attendance.

Family programming down due to projector not working, so there were fewer movies and only Trick-or-Treat-for-Books

Mug-Up cancelled due to lack of attendance and resources

Storytime attendance is highly variable

Advanced After-School Art is new

Genre/Fireside reading events are held monthly

Libby trend (increasing) consistent with national trend due to audiobook borrowing

Correspondence: (none) A letter received in November will be included in the next packet

Collections Policy Review (Highlights):

Language revised for consistency ("library staff" rather than "staff" or "librarian"), "jobbers" will be stricken because no one knows exactly what is meant, and Kate will provide grammatical/structural suggestions. Mary Ann suggested including a section about digital library access (Libby) as part of our collection. Libby is funded through a nonprofit and the state controls the selection process for the Libby catalog.

Unattended/Missing Child Policy Review (Highlights):

Old policy needs revisions; we'll compare Unattended Child portion to other library examples. We'll compare missing child section to examples from libraries in similarly-sized towns. (Seward, Homer, Haines, etc.) Michelle suggested posting signage to ensure parents know children under 8 need to be supervised by a parent/guardian.

Elections:

Mary Ann Bishop is nominated for Chair,
Mary Ann nominated Kate Williams for Vice Chair
Mary Ann nominated Krysta Williams for Secretary

Expectations for next meeting: revised unaccompanied/missing child policy

Next meeting:

Tuesday, April 21, 2026
Tuesday, July 21, 2026
Tuesday, October 20, 2026
Tuesday, January 19, 2027

18:37 Audience Comments:

Jillian - Clerically, last meeting was dated October 28th, everything in Libby is electronic (state's digital library) - functions like physical library; AI suggested -- make sure we have adequate mic coverage to capture voice for transcript. Please consider city funding schedule when planning future meetings to better advocate for an adequate budget. Requested that we maintain the 3-vote system in the policy.

Title 3.24 -- good to review; requested more frequent staff check-ins and stronger advocacy for the budget needed to support the library. The budget approved is not the budget that was enacted. Hope more active involvement from the board in budget development.

Paula - Advocated for 3-vote system in material acquisition/adoption for donations. Raised concerns about low staffing levels (lost 4 staff positions in the past year). Museum staff remains relatively constant. The position recently cut raises concerns due to specific skills lost as well as being lost while more recent hires were maintained. (Explanation is that a permanent position needed to be cut.) Staff felt blind-sided. Requests that the board recommend professional development for staff retention and communication, and that the board pay closer attention to the next budget cycle.

Kate Trudeau - Library is central to community; disappointed with lack of advocacy regarding budget. Would be willing to advocate for staff, budget, etc. through Friends Of the Library. FOL is helping to find volunteers for specific programs, but front desk volunteers aren't feasible because of the required training.

Library board makes recommendations for operational budget, not staffing budget. Loss of permanent position was made at council level, recommended by city management.

Board comments:

Michelle - appreciates opportunity to serve on this board; looks forward to deep-diving into library operation and appreciates anyone reaching out with ideas and concerns

Mary Ann - Would like a heads-up about budget sessions. Appreciates all that the staff does to keep things going.

Debra - As city council member, this was the first budget cycle. Every department had to make a 10% cut, then additional cuts were required from overall city budget. Finance department is relied upon to determine best use of funds available. Plans to advocate for additional staff to cover summer use. Thank you to staff, for all that you do.

Kate - Policy reviews request: would be nice to make it easier to see revisions with direct comparisons to prior versions. We want to keep policy relevant. Also agrees with idea to include additional meetings to ensure we can advocate budgetarily.

Krysta - Thanked audience for comments & clarification, also agreed more/different meeting schedule to coordinate with city funding cycle

Eowyn - it'll be tough but manageable until summer, library staff feels loved and supported by the community and is looking forward to a good year, despite funding struggle

Ashley - looking forward to being able to spend more time and energy on the library

19:17 Kate moved to adjourn, Debra seconded; passed unanimously

1st Quarter 2026 Report



Cordova, Alaska



Quarter 1 Stats

Qt1	Patrons	Circulation	ILL Loans	Youth Program	Adult Programs	Family Programs
January	968	1017	6	119	0	112
February	986	891	5	112	6	23
March	832	1039	2	116	15	23
Totals	2786	2947	13	347	21	158

Qt1	In person	Virtual Attendance	Reference Questions	Digital Reference Question	Computer Usage	Libby- AK Digital
January	226	0	88	16	224	340
February	141	0	116	40	149	319
March	154	0	87	25	151	381
Totals	526	0	291	81	524	1040

▲- higher than Qt1 2025

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

Family Programs- FOL Movies, Chickaloonies

▼- lower than Qt1 2025

Adult Programs- Fireside Reading, Genre Reading, Documentaries, Independent Living Presentation, Pallet Fire

Storytime

Ashley Bivin & Eowyn Gordon

74 attendees

Average of 7 attendees per program

After School Art & Advanced

Paula Payne

Advanced: 78 (Average of 8)

After School Art: 211 (Average of 20)

Total: 289

Genre Reading

Eowyn Gordon

Themes: Best Books of 2025 & Enemies-to-Lovers

6 attendees

Fireside Reading (Silent Reading)

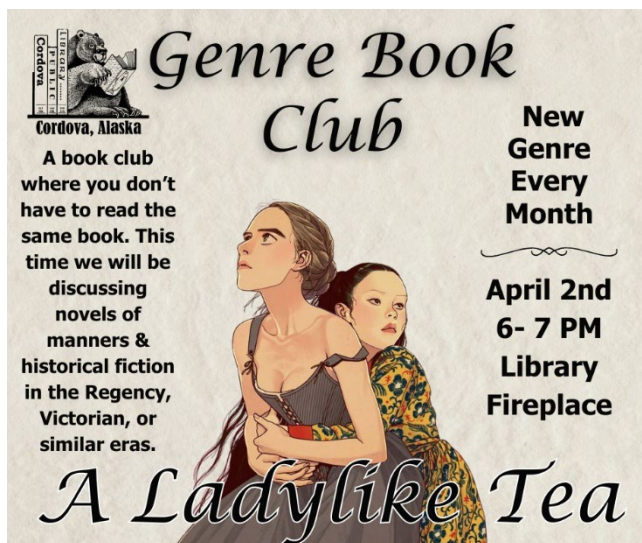
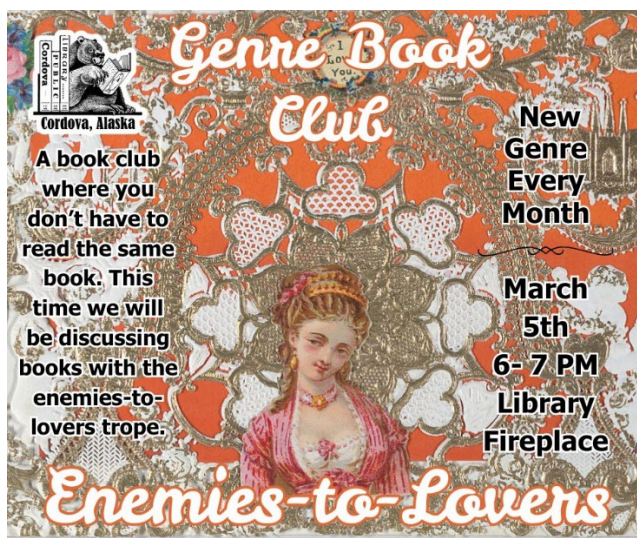
Eowyn Gordon

5 attendees

Lovie's Literacy Event

Head Start Program by Lovie Brock

32 attendees



FOL Movies

Paula Payne

The Princess Bride: 72 attendees- \$405 donated

Mission Impossible: 23 attendees- \$221 donated

Wicked: 23 attendees- \$52

Spinal Tap: 8 attendees- \$63

Total: 126 attendees

Chickaloonies Author Event

FOL

Library: 40 attendees- \$46 donations

School (not counted in our total): 265 attendees

Pallet Fire

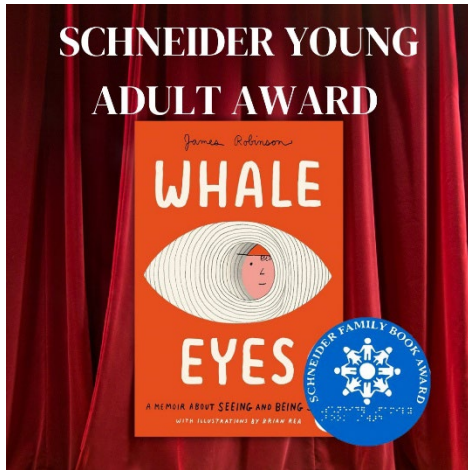
FOL

Theme: On Thin Ice

The Librarians

Eowyn Gordon

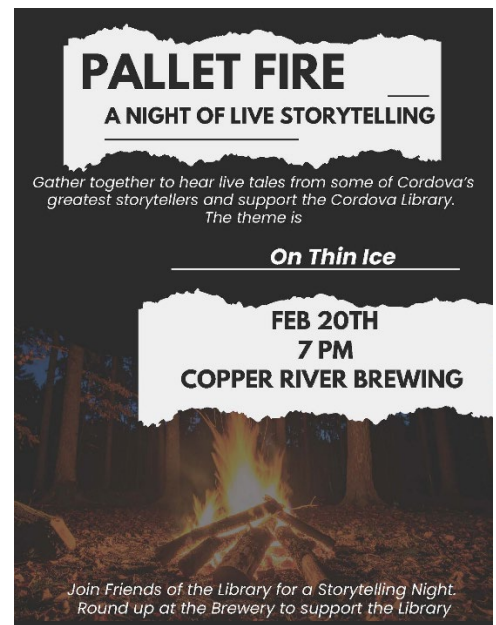
1 attendee



GET TO KNOW YOUR CANDIDATE

RIKKI THE SLUG

- 1 Pacific Banana Slugs are native to Southeast Alaska. Found in **Forests, muskegs, and gardens.**
- 2 Known as **decomposers.** These slugs feed on **leaves, animal droppings, moss and dead plants**
- 3 Pacific banana slugs are the **second-largest slug** in the world, reaching up to 25 cm in length.
- 4 Rikki's favorite book is *Log Life* by Amy Hevron
- 5 Her favorite genres of music are **jazz and classical music.**
- 6 Rikki's hobbies include **Sailing, reading, and rock collecting.**



NORTH STAR THEATRE
Saturday, March 28th, 7:00 PM



Directors Report:

Policy Review and Updates

- Unattended Child Policy- Reviewing the Policy for the Cordova Center as a Whole.
- Library Collection Development Policy- Review in Process
- Law Enforcement Inquiries Policy and Procedures- In early development
- Working with the Cordova Historical Society to update asset management policy
- Updating Strategic Planning for Museum and Library

Programming:

- Signed a contract with Uncruise to host walking tours in the Summer of 2026
 - May 18th
 - May 25th
 - June 22nd
 - July 20th
 - Aug 16th
- Looking to offer 30-minute walking tours every Monday at 2 pm, when not hosting the Uncruise.
- Planning for the Cordova Historical Society's Annual dinner in Oct- Celebrating 60 years
- Planning for the Summer Reading Program- Growing with reading.
 - Looking into partnering for programming with the PWSSC, Community Garden, and the Parks and Rec Department.
 - Weekly Programming from June 3rd to July 29th
- Storytime
 - Working with Parents to develop new storytime planning for students ages 1 to 5.

Cordova Center

- Assisted with Event Management:
 - Jan
 - Eyes Guys
 - March
 - SERVS Wildlife Training
- Theater Updates as needed.

Inventory

- Karrin Marchant and Ashley Bivin are working together to inventory the museum's photo archive.
- Starting yearly inventory for library collection management.

Submitted by:
Ashley Bivin.

From: [krysta williams](#)
To: [Ashley Bivin](#)
Subject: Fw: 2026 proposed library budget, concerns.
Date: Tuesday, January 20, 2026 7:32:01 PM
Attachments: [11-19-25 cuts.pdf](#)
[11-19-25 library museum.pdf](#)
[11-19-25-Council-Budget-Work-Session-Packet.pdf](#)

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From: J Go <dontburnthewitch@gmail.com>
Sent: Friday, November 21, 2025 9:28:06 PM
To: J Go <jillian.cordovapubliclibrary@gmail.com>
Subject: 2026 proposed library budget, concerns.

Library Board Chair, Vice Chair, & Members; FOL President ---

I am writing with concern for the library's proposed budget for 2026. I understand that the City is in a tough financial place, and that cuts are happening. The library is an essential community service and I beg everyone who is in a position to advocate for the department, to do so to the full extent of their ability.

The library is not just a place that holds and shares media, unless it gets reduced to that. In which case, many people will suffer from the loss of help and services. I worry that there is too big of a gap between library users and the people who budget for the department. The City's managing body is not who comes to the library for print & fax services, neither do they use the library as a resource for help with submitting PFD applications, tax forms, citizenship documents.

I am surprised to see that the proposed 2026 budget for the library will satisfy **only 2.75 full-time employees**, especially when seen alongside a museum department that is budgeted to satisfy 3 full-time employees. When I think of the year-round volume of foot traffic that the library sees, the programming that it hosts, that it is essentially "the people's office" with wifi, print & fax services --- Well, I'm confused. I love the museum, and I certainly see its community value. However, it is not where people go to for help with any untold number of genuine essentials for family and finance. I'm curious, does this proposed figure of full-time employees suggest a potential reduction in hours of operation?

Reviewing the City Council work session packet from November 19th (<https://www.cityofcordova.net/wp-content/uploads/2025/11/11-19-25-Council-Budget-Work-Session-Packet.pdf>), I am concerned to see that in Round 3 and Round 4 of cuts, the losses to the library total: **\$44,702**. Please review the packet on your own as it is possible that I have misunderstood or miscalculated this figure. Attached is the packet in full, as well as an isolated image of the rounds of cuts, and a side-by-side image of the library's and the museum's proposed 2026 budgets.

The library's proposed 2026 budget for salaries & wages is **\$58,047** less than was budgeted for in 2025.

Conversely, the museum's proposed 2026 budget for salaries & wages is \$14,651 more than was budgeted for in 2025.

It seems strange that the museum has \$16,135 more than the library has allocated for its 2026 salaries & wages, especially given that each department's 2025 year-to-date salary/wage expenditures would suggest an exactly converse need.

Also confusing, is that the library's temp budget has been reduced from \$2,000 to **\$ZERO**, while the museum's temp budget has been bolstered from \$2,000 to \$4,000. Again, of note, is the exactly converse need for funding as suggested in the 2025 year-to-date expenditures which show the museum's temp use at less than half than that of the library.

The library's total proposed loss in budget for 2026 is: **\$132,426**

The museum's proposed budget has some small gains totaling: \$1,168

Again, please review the packet on your own and double check any math that I've offered here.

I have been, and continue to be, concerned for the library's future. I do not believe that its current leadership is a solid voice of departmental advocacy. Please, help to be that voice, if you are able.

With Gratitude, Always,
Jillian Gold

Title: Collections Policy

Department	Library	Document No:	CPL.Policy.5 v1
Written By	Cathy Sherman	Date Issued	2018

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 duties and expectations.

Policy

Selection Responsibility

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

- The librarian 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 circulation desk. 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.
- Staff shall, as a group review material to be added to the collection.
- A majority of three staff must approve the material before it is placed in the collection using book trackers to record opinions.
- Staff in charge of various material types are responsible for providing the information necessary to guide selection. (For example, Youth Services Librarian will note need for a certain title in Junior Non-Fiction).

The Library Director reviews all final selections to see that selection criteria have been followed. The Library Director is responsible for orders and purchase orders to see that they have been properly completed. When ordering materials, it is the Library Director's responsibility to make sure all materials decided upon are ordered. If not available from one source, others will be tried until the selected item is acquired.

The Library Director 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:

Local vendors will be used to support community business, but prices must be comparable to outside vendors or outside vendors will be utilized.

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 are?
 - 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. The library maintains a lease with McNaughton Book Service which features bestseller and recent release materials.

Non-Fiction: The library will maintain a non-fiction and reference collection which will address the basic needs of all areas of study. The library maintains a lease with McNaughton Book Service which features bestseller and recent release materials. 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 Library will continue to subscribe to the Alaska Digital Library (Listen Alaska). 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).

Suggestion Box:

The Library will maintain a specific box to collect suggestions and requests from patrons. The suggestion box will be regularly moved to different locations in the library to attract comments from patrons of all ages.

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. Damaged circulating items 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:

Shall be offered for sale to the public. Funds from the sales shall go towards The Friends of the Library. If the library staff is aware of another library in the State of Alaska in need of specific materials, staff shall contact that library to see if the discarded materials may be of use.

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 contained in the Library Materials

Selection policy, which are applied to purchases, will also be applied 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.

ORIGINAL

Title: Collections Policy

Department	Library	Document No:	CPL.Policy.5 v1
Written By	Cathy Sherman	Date Reviewed	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.

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 - 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.
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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 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.

DRAFT

Title: Unattended/Missing Child Policy

Department	Library	Document No:	CPL.Policy.9 v2
Written By	Ashley Bivin	Date Issued	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 on City Property

The city welcomes children in its public facilities. However, children must be supervised to ensure their safety and the comfort of all visitors. This policy applies to all City facilities. Individual facilities may adopt additional or more restrictive rules as needed for their specific operations.

Young Children

Children under the age of 8 must be accompanied and supervised by a parent, guardian, or responsible caregiver who is at least 14 years old.

If a young child is unattended:

- Staff should ask the child with whom they arrived.
- Staff should attempt to locate the parent, guardian, or responsible caregiver within the facility.
- If a responsible person cannot be located, staff should attempt to contact the parent or guardian.
- If no responsible person can be reached, local law enforcement may be contacted.

2. Behavior Expectations

Children using City facilities must follow facility rules and behave in a manner that does not disturb others.

If a child is running, being disruptive, or not following facility rules:

- Staff should provide a verbal reminder of the rules and ask the child to correct the behavior.
- If the behavior continues, staff may ask the child to leave the facility or contact their parent or guardian.
- If the child does not comply, staff may attempt to contact the parent or guardian.
- If necessary, staff should notify a supervisor or facility manager and contact law enforcement if the situation cannot be resolved.

3. Incident Documentation

Staff should document significant incidents involving unattended children or behavioral issues, including:

- Statements made, Witnesses, and behaviors witnessed.
- Attempts to contact parents or guardians.
- Actions taken by staff.
- Follow-up needs by staff or department heads.

Incident reports should be submitted to the appropriate facility supervisor or department director.

4. Facility Hours and Closing

Unaccompanied children under 12 years old must leave City facilities by 5:30 pm unless joined by a parent or guardian. City Facilities may establish specific supervision or age requirements during certain hours based on operational needs.

No visitors are permitted to remain in public buildings after closing time.

Missing Child

Step 1. Notify Supervisor

Call your Department Head, Direct Supervisor, or Person in Charge to report a child missing. This person will serve as Incident Command (IC), acting as the primary point of contact among the parent, staff, and local authorities.

Step 2. 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:
 - a. Name and age.
 - b. Hair color and eye color
 - c. Approximate height
 - d. What the child is wearing, like color and type of clothing,
 - e. **Shoe color and style**

3. Share information with other city staff. Provide the description you have been given. Do not announce the child's name to non-staff members.

- A. Incident Commander will assign staff to search different areas of the building, parking lots, and grounds. Department heads may make assignments in advance to facilitate quick searches. IC will start a time to track how long it takes to find the child.
- B. Staff should ask visitors with children who match the description, then ask the child for their name and whether the adult is their parent.
 - a. Incident Commander may assist with interactions with uncooperative visitors.
- C. Escort the parent, guardian, or caregiver of the missing child to the designated area to assist in monitoring the entrances and in identifying the lost child. This is where you will reunite the child with the guardian.
 - a. Parents need to remain in this designated area until reunited with the child, or in the unlikely case the child is not found, when the Police inform the guardian and staff that they can leave.
- D. Call the police if the child is not found within 5 minutes or if you are the only staff member on site.

- a. Do not 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.
- E. If the child is found and appears to have been lost and unharmed, reunite the child with the parent or guardian.
- F. If the child is found accompanied by someone other than the parent or legal guardian and is trying to leave.
 - a. Use reasonable efforts to delay the departure of the adult with the child, but do not put yourself, the staff, or other visitors at risk.
 - b. Call the police and identify the person accompanying the child.

4. Conclude the incident.

- A. The incident report must be filled out and a copy given to HR and the direct supervisor, even if the child was just lost or hiding.

Title: Privacy Policy and Information Request

Department	Library	Document No:	CPL.Policy.10v1
Written By	Ashley Bivin	Date Issued	

Document Owner

Museum and Library Director

Affected Parties

Library Staff, Museum and Library Director, Library Board.

Purpose

The Cordova Public Library is committed to protecting the privacy and confidentiality of all patrons. This policy establishes guidelines for the collection, use, and disclosure of patron information, including procedures for responding to law enforcement requests.

Policy

Patron Privacy Principles

The Cordova Public Library (the library) respects each individual's right to privacy and confidentiality regarding information sought or received. The library avoids collecting unnecessary personal information. Information about a patron's use of library materials, services, or programs is confidential. Staff will not disclose patron information except as required by law or outlined in this policy.

The library follows Alaska Statute AS 40.25.140, which protects the confidentiality of library records and prohibits the disclosure of names, addresses, or personally identifying information of users at state, municipal, or public school libraries, except as authorized by court order.

Information Collected

The library may collect the following information:

- Name, address, phone number, and email.
- Library card number
- Borrowing records
- Computer and internet usage sessions
- Program registration information

Use and Retention of Information

Patron information is used solely for library operations (circulation, communication, program registration). Access to patron records is limited to authorized staff for legitimate business purposes. Records are retained only as long as necessary for operational or legal purposes.

Confidentiality of Records

All patron records are confidential.

Staff are prohibited from discussing or disclosing patron information to unauthorized individuals.

This includes:

- Materials checked out.
- Reference questions

- Computer usage.
- Program attendance.

Access by minors

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Including guiding them on how to use the internet and informing them about materials they should not use. Staff may assist youth and parents in assessing the benefits and risks of the internet.

Law Enforcement Requests

The library does not release patron information to law enforcement without proper legal authorization.

If Law Enforcement Requests Information, staff must follow these steps:

1. Do Not Provide Information Immediately
 - a. Politely inform the officer that library records are confidential.
 - b. State that requests must be handled through proper legal channels.
2. Request Documentation
 - a. Ask for a valid legal document, such as:
 - i. Subpoena
 - ii. Court order
 - iii. Search warrant
 - b. With no legal document, law enforcement can:
 - i. Complete a Records Request Form, following CMC Title 3. Chapter 3.15
 - ii. City administration will determine what records are legally allowed to be sent to the requester. May consult legal advice as needed.
3. Contact Administration Immediately
 - a. Notify the Library Director or City Manager.
 - b. Do not act independently.
4. Verify Legal Validity
 - a. The Library Director (or legal counsel, if applicable) will review the request.
 - b. Only legally valid and properly executed orders will be honored.
5. Limit Disclosure
 - a. Provide only the specific information required by the legal document.
 - b. Do not volunteer additional information.
6. Document the Request in an in
 - a. Record:
 - i. Date and time.
 - ii. Officer's name, Badge number, and agency
 - iii. Type of request
 - iv. Information requested and disclosed.

Emergency Situations

If law enforcement claims an emergency involving imminent danger:

- Refer immediately to the Library Director or the highest-ranking staff present.
- If required by law, limited information may be disclosed.
- Document all actions taken.

Search Warrants

If presented with a search warrant:

Staff must comply.

- Do not interfere with the search.
 - Staff may request to have legal representation present during the search.
 - Director
 - City Manager
 - Local Law enforcement
- Immediately notify the Library Director.
- Request a copy of the warrant.
- Document what was taken.

Patriot Act / National Security Requests

These may include gag orders.

Staff should:

- Refer immediately to the Library Director, City Manager, Chief of Police, or Office on Duty.
- Follow the instructions in the legal document.
- Not disclose the request to others if prohibited.

Staff Responsibilities

All staff must be trained on this policy.

Staff must:

- Protect patron confidentiality at all times.
- Follow procedures for information requests.
- Report any breaches immediately.

Public Access Computers & Internet Use

The library does not monitor individual use except as required for system maintenance or security. The library does not retain browsing history beyond operational necessity and is protected under Alaska Statutes Section 40.25.140.

Users should be aware that internet use is not completely private, and it is up to them to ensure the privacy of their own data collected by websites and businesses they interact with.

Third-Party Services

Some digital services (eBooks, databases, etc.) are provided by third parties. These providers may collect user data in accordance with their own privacy policies. Patrons are encouraged to review those policies.