

Chair:

Mary Ann Bishop (2028)

Members:

Krysta Williams (2026)

Debra Adams (2027)

Kate Williams (2026)

Michelle Ess (2028)

Staff:

Ashley Bivin, Director

Eowyn Gordon, Head Librarian

Library Board Meeting Agenda

Oct 13th 2027, 5:30pm

Education Room

<https://us06web.zoom.us/j/83720109102?pwd=OKvjhcfdC0fZXZOSVRvRSbdKY5cv9C.1>



1. Call to Order
2. Roll Call
3. Approve the Agenda Motion – Voice Vote
4. Approve Minutes- Motion- Voice Vote
 - a. Jul 21st
 - b. Sept 23rd
5. Directors’ Report- Ashley Bivin
6. Quarterly Report- Eowyn Gordon
7. Correspondence
 - a. J Gold ERate
8. Policy Updates
 - a. Collection – Discussion
9. Budget Updates
10. Board Member Application
11. Pending Agenda
12. Audience Comments
13. Adjournment

Next Meeting: Jan 19th, 5:30

Cordova Public Library Board Meeting Notes

Meeting date: July 21st 2026 · Source: Recorded meeting transcript

1. Call to Order and Attendance

- The meeting was called to order by Chair Marianne Bishop.
- A quorum was established.
- Members present: Mary Ann Bishop, Krysta Williams, Kate Williams, and Michelle Ess. Deborah Adams was reported absent.
- The agenda was approved by motion and second, with all members present voting in favor.
- The previous meeting minutes were approved by motion and second, with no opposition recorded.

2. Director's Report

The Director provided updates on library and museum operations, strategic planning, programming, technology, and upcoming absences.

Strategic planning and operations

- The Director is working with Sam on future strategic planning for the museum and library.
- Strategic Planning for Results by Sandra Nelson, published for the Public Library Association, is being used as a resource to guide the library's strategic planning process.
- Programming has been a major focus, particularly summer reading and children's Storytime.
- The Director is working with Arctic IT to replace the museum and library computers and repair patron computers experiencing hardware issues.
- The Director reported upcoming time away from the office for holidays and professional development.

Walking tours

- Public walking tours are offered on Mondays when not scheduled for other groups.
- Social media responses have been positive, although public bookings have been limited.
- Tours for visiting groups, including cruise-related groups, have been successful.
- Tour fees are charged per person, with proceeds going to the Cordova Historical Society.
- A weather cancellation policy will be developed for the following year after a tour proceeded during heavy rain.

3. Second-Quarter Report

Programming and community engagement

- Storytime was primarily led by the Director during the quarter.
- The grant supporting Lovey's literacy events has ended, and no continuation is currently planned.
- Friends of the Library-supported activities included the Palette Fire event, Fisher Poets, and Teacher Appreciation.
- Fisher Poets programming appeared to perform particularly well.
- Friends of the Library movie attendance and revenue were insufficient to reliably cover costs. The program is expected to change format for the coming school year.
- The Director would like to increase engagement with Cordova schools and explore additional school visits, depending on teacher interest and availability.

Summer Reading Program

- Summer reading participation and recorded reading hours were progressing well.
- Adults were leading in total reading hours, prompting discussion about how to keep children motivated and ensure they feel successful.
- Audiobooks count toward reading hours.
- The Board discussed the importance of supporting children's reading habits while recognizing that adults may have more opportunities to accumulate hours through audiobooks.

Library statistics and collections trends

- The Director introduced comparisons with ten-year averages where historical data was available.
- Patron counts fluctuate, while circulation has generally increased over time.
- COVID-era statistics remain an outlier in historical comparisons.
- Junior fiction circulation has increased substantially over the past decade.
- DVD circulation has declined, potentially reflecting greater access to streaming services.
- Libby usage has continued to increase.
- Some patron computer statistics were affected by equipment outages.
- Historical data is incomplete for some measures, including monthly patron counts.

School-age literacy and library access

- The Board discussed whether students receive instruction in library research skills and the Dewey Decimal System.
- With no school librarian currently in place, school library instruction varies by teacher.
- The Director plans to convert the easy nonfiction section to whole-number Dewey classifications to simplify shelving and reduce misplaced books.
- Students can receive library accounts through coordination with the school, although some students may not realize they already have accounts.

- Board members suggested developing child-friendly signage and visual guides to help young patrons locate books by subject and interest.
- The Director will consider whether Friends of the Library could assist with creating these materials.

4. Collections Policy Review

The Board reviewed the proposed revisions to the library's collections policy. Members identified several wording, consistency, and formatting changes.

Requested revisions

- Standardize references to “staff” instead of alternating between “staff” and “collection staff.”
- Revise the opening sentence for clarity regarding staff responsibility for managing the collection.
- Correct a missing word in the selection criteria section, changing “complete the subject” to “complete the subject area.”
- Correct spacing and typographical errors throughout the document.
- Use the plural “DVDs” consistently.
- Correct wording in the circulation records section concerning print and non-print materials.
- Clarify the language describing materials that may be offered for sale when they are in acceptable condition but no longer meet library standards.
- Correct wording regarding donations to other libraries, schools, or nonprofit organizations, including the appropriate reference to the recipient organization.

Digital resources

- The Board discussed whether the policy should explicitly name Libby.
- The Director recommended using broader language for digital books and audiobooks provided through statewide or consortium arrangements. This would avoid requiring policy revisions whenever a service or vendor changes.
- The Board supported keeping the language flexible.

Outcome: The collections policy will be revised and presented for further review and a vote at the next regular meeting.

5. Unsupervised Children and Missing Child Policy

The Director presented the proposed policy addressing unsupervised children and procedures for responding to missing children.

Discussion

- The Director explained the value of including a public-facing procedure so parents and caregivers understand what to do if a child goes missing.

- The proposed procedure emphasizes providing staff with relevant information and having the reporting adult remain at a designated location while staff search for the child.
- The Board discussed the distinction between the library's detailed procedure and the broader, building-wide Cordova Center policy being developed with City administration.
- The citywide policy is expected to require children under age eight to be accompanied by an adult.
- The library's existing provisions concerning unaccompanied children under age twelve leaving the facility later in the evening were clarified as a separate time-based restriction.
- Members discussed posting signs to communicate child supervision expectations and other basic library rules.
- The Director reported that staff have encountered situations involving young children left unattended in the library.

Board action

- A motion was made to adopt the unsupervised children policy.
- The motion was seconded by Michelle S.
- The motion passed unanimously, with no opposition recorded.

6. Budget Discussion and Advocacy Priorities

The Director briefed the Board on preliminary budget planning and anticipated financial constraints. The City is expected to begin with the current approved budget and make adjustments during the review process.

The Board discussed priorities for the upcoming budget cycle and ways members could advocate for library needs before the budget is finalized.

Priority 1: Temporary staffing

The Board discussed advocating for temporary staff rather than requesting a new permanent librarian position, given anticipated budget limitations.

Potential benefits include:

- Providing afternoon coverage during busy after-school hours.
- Allowing staff to take breaks without interrupting public service.
- Supporting shelving, book repair, and patron assistance.
- Providing additional Saturday coverage.
- Reducing the need to pull other staff away from their regular duties to cover absences.

The Director suggested that approximately 20 hours per pay period could provide useful flexibility. Potential coverage times include Wednesday through Friday afternoons and some Saturday hours.

Follow-up: The Director will calculate the estimated cost of temporary staffing and identify the most useful scheduling arrangement. The Board will use this information to develop a specific advocacy request.

Priority 2: Books and periodicals

- The current budget allocation was discussed as approximately \$9,000.
- The Director would like to increase the allocation to \$13,000.
- Increased costs for subscription services and the need for additional flexibility in purchasing books were cited as reasons for the request.

Follow-up: The Director will provide the updated budget figures and supporting rationale for Board advocacy.

Priority 3: Professional development and conference attendance

- The Board discussed funding for the Alaska Library Association conference in Anchorage.
- Conference registration was estimated at approximately \$120 with early registration.
- Travel support would also need to account for lodging, meals, and other expenses.
- Friends of the Library has previously helped through airline miles and other financial support.
- The Director noted that free training opportunities through the State Library and Niche Academy help meet staff professional development requirements.

The Board discussed including conference attendance as an additional request, subject to available funding.

Other budget considerations

- Equipment and furnishings: The existing allocation helps cover repairs and unexpected equipment needs. Staff are exploring economical alternatives to replacing expensive furniture.
- IT services: The library's IT expenses are now included in the broader Cordova Center or City administration budget.
- Staff compensation: Cost-of-living adjustments and applicable step increases are handled through existing City and employment arrangements.
- Budget flexibility: The Director explained that some movement between budget line items may be possible, provided the overall budget remains within authorized limits and spending is managed responsibly.

Board advocacy strategy

Members agreed that advocacy should be coordinated and consistent. The proposed approach is to:

1. Prepare a concise summary of the library's budget requests.
2. Include specific costs and explain how additional funding would improve services.
3. Coordinate Board members' attendance at City budget meetings where public comment is permitted.
4. Rotate representation among Board members where possible.
5. Share public budget schedules and updates as they become available.

The Board also discussed holding a special meeting focused exclusively on the budget once the City's schedule and proposed figures are clearer.

7. Pending Business and Future Agenda Items

The Board reviewed outstanding matters to ensure they are included on a future agenda.

Items identified for the next regular meeting include:

- Privacy and information requests policy: Review the proposed policy.
- Collections policy: Review the revised draft and consider formal approval.
- Future policy reviews: Identify additional policies for review after the collections policy is addressed.
- Budget advocacy: Schedule a special meeting if necessary once budget information becomes available.

The Director clarified that staffing-request questions had been addressed, but issues involving potential conflicts between City code and union rules would require coordination with City administration.

The Board confirmed that a special budget meeting could be held separately from the regular quarterly meeting.

8. Summer Student Employment

The Board asked whether the library had employed a high school student during the summer.

- The Director confirmed that a student participated in the program and completed the hours covered by the state program.
- The Director reported a positive experience with the student's work.

9. Audience Comments

Board members thanked the Director and staff for their work and recognized the amount of programming and public service provided with limited staffing and funding.

Members also expressed appreciation for the detailed statistics, ongoing policy review, and improved preparation for the upcoming budget cycle.

10. Adjournment

- A motion to adjourn was made and seconded.
- The motion passed without opposition.
- The meeting was adjourned.

Action Items Summary

Action item	Responsible party	Timeline
Revise the collections policy based on Board feedback	Director	Before next regular meeting

Prepare a cost estimate for approximately 20 hours of temporary staffing per pay period	Director	During budget preparation
Develop the proposed increase in books and periodicals funding from \$9,000 to \$13,000	Director	During budget preparation
Prepare concise budget advocacy talking points and supporting figures	Director and Board	Before City budget decisions
Share public City budget meeting schedules and updates	Director	As information becomes available
Coordinate Board member attendance at budget meetings	Board members	During budget season
Consider a special budget-focused meeting	Board Chair and members	Once the budget timeline is clearer
Place the privacy and information requests policy on the next agenda	Director/agenda preparer	Next regular meeting
Consider child-friendly Dewey Decimal signage and subject guides	Director, with possible Friends of the Library assistance	For future development

Cordova Public Library Board Meeting Notes

Date: September 23, 2026

Meeting Type: Library Board Meeting

Location: Mayor's Conference Room / Zoom

1. Call to Order and Attendance

The meeting began at 6:17 p.m. Members and participants present included:

- Mary Ann Bishop
- Krysta Williams
- Kate Williams
- Michelle Ess
- Ashley Bivin
- Eowyn Gordon

2. Approval of Agenda

The agenda was amended to include discussion of **E-rate**.

The amended agenda included:

1. 2027 Draft Library Budget to City Administration
2. E-rate Letter and Advocacy

Motion: Approve the amended agenda.

Result: Approved unanimously.

3. 2027 Library Budget

The Board reviewed the proposed 2027 Library budget line by line and discussed which expenses could be adjusted and which were determined by citywide costs, contracts, or other departments.

The City Manager's initial guidance was to begin with approximately the same overall budget as the current year, while recognizing that employee compensation and related costs have increased.

Grant Funding

The current budget includes **\$7,000 from the Public Library Assistance Grant through the State Library**. This amount is reflected in the book budget.

Additional grants may be pursued during the year. Any grants received after the budget is adopted can be incorporated through a later budget amendment.

Temporary Employees

The Board discussed requesting **\$4,000 for temporary employees** to help during busy afternoons, including:

- Reshelving materials
- Providing additional coverage
- Allowing regular staff to step away from the service desk when needed

The temporary employee line currently shows \$0 because HR must enter that amount. The request is being documented in the budget notes.

Overtime

The Board agreed that **\$200 for overtime** would be a reasonable request given occasional overtime needs.

Operating Supplies

The Board discussed increasing operating supplies to **\$2,000**.

The current spending range is generally approximately \$1,200–\$1,800, with additional costs associated with larger projects. Some programming expenses, such as After School Art, have also been supported through Friends of the Library grants.

Books and Periodicals

The Board agreed to request **\$13,000 for books and periodicals**, allowing sufficient funding for subscription services and additional collection purchases. Subscriptions being used are McNaughton and Junior Library Guild.

The additional funding would also allow the Library to address collection backlogs, including materials associated with the Tidal Wave project.

Internet / E-rate

The Library's Internet service is currently substantially supported through the federal E-rate program.

The Library's current cost is approximately **\$3,600**, representing roughly 10% of the total Internet cost under the current subsidy.

If the Library lost the E-rate subsidy, it could face a significantly higher Internet expense. The Board discussed potentially working with Cordova Telephone Cooperative (CTC) to identify options if the subsidy changes.

Travel

The Board discussed increasing the travel budget from **\$500 to \$1,800** to provide a realistic amount for sending staff to professional conferences, particularly the ACLA conference in Anchorage.

The State Library may also have grant opportunities that could assist with professional development and travel expenses.

The Historical Society may also assist with travel through available airline miles, subject to the Society Board's approval.

Professional Development

Professional development expenses were based largely on previous costs.

The city may handle city-wide safety training through administrative budgets rather than the Library's budget. The Fire Department is considering potential CPR training.

Professional Services

The Board discussed the purpose of the professional services line. It is intended for specialized contracted services when a particular professional is needed, such as specialized building or repair work.

The Board discussed whether funds could instead be redirected to temporary employees, but determined that the budget categories are not necessarily interchangeable.

IT Services

Library IT services have largely been moved into the City's administrative/IT budget. Remaining Library budget entries are largely historical remnants from when Library, Museum, and Cordova Center IT functions were organized differently.

Repairs, Maintenance, Computers, and Furnishings

The Board reviewed:

- General repairs and maintenance
- Computer maintenance
- Furniture and chair repairs/replacement

Library computers may need replacement in approximately two years. Furniture repairs may be preferable to complete replacement where practical.

4. Revised 2027 Budget

The Board's requested increases included approximately:

Budget Item	Increase
Overtime	\$200
Temporary employees	\$4,000
Books & periodicals	\$4,000
Travel	\$1,300

Total additional requests Approximately \$9,500

The proposed **2027 Library budget total is \$350,629**, compared with approximately **\$320,000 in the 2026 budget**.

The increase is approximately **\$30,310**, with a substantial portion attributable to increased employee compensation and related costs.

Budget Motion

Motion: Adopt the revised 2027 Library budget totaling **\$350,629**, an increase of **\$30,310**, and submit it to City Administration/City Council.

Result: Approved unanimously.

The Board acknowledged that City Administration may modify the proposed budget before it is presented to Council. The Board's approval represents its formal budget request and fulfills its role in the budget process.

5. City Budget Process and Advocacy

The Board discussed the upcoming City budget process.

The first budget-related Council meeting is expected in early October, with the **October 7 meeting** identified as an important initial meeting. Early meetings are expected to be primarily informational.

The Board discussed the importance of:

- Understanding the City's budget timeline
- Reviewing Council budget materials
- Monitoring when budget discussions become more substantive
- Preparing Board members to advocate for Library needs
- Identifying specific justification and advocacy points for the requested increases

Work sessions generally do not include public comment, although Board members can review the information presented during those meetings.

The Board discussed the possibility that Council budget discussions could become more frequent during October and that more active advocacy may be necessary later in the process.

6. E-rate Advocacy

The Board discussed the federal E-rate program and the potential impact of changes to the program on Library Internet costs.

The Board agreed that advocacy should include both:

- Individual letters from Board members/community supporters
- At least one formal letter from the Library Board

A draft/sample letter has been provided by the American Library Association and will be distributed to Board members.

The Board discussed the potential effect on CTC as well. Because CTC receives federal reimbursement associated with providing the Library's Internet service, changes to E-rate could also affect the provider.

E-rate Deadline

The Board identified **October 13** as the deadline for submitting comments.

E-rate Motion

Motion: The Library Board will submit a letter supporting continuation of the E-rate program, with the Board President signing on behalf of the Board.

Result: Approved unanimously; no opposition.

7. Action Items

Action Item	Responsible Party	Deadline/Timing
Submit revised 2027 Library budget to City Administration	Ashley	Immediately
Notify Board of City's response/budget changes	Ashley	As information becomes available
Distribute City Council budget materials/packet to Board	Ashley	Before October 7 meeting
Prepare Board members for budget advocacy	Board/Ashley	Ongoing
Send E-rate sample/draft letter to Board members	Ashley	ASAP
Board members consider submitting individual E-rate letters	Board members	By October 13
Prepare and submit official Library Board E-rate letter	Board President/Ashley	By October 13
Continue monitoring City budget process	Board/Ashley	October–November
Explore State Library grant opportunities for professional development/travel	Ashley	Ongoing
Explore options with CTC if E-rate funding changes	Ashley/City	As needed

8. Next Meeting

The Board agreed to meet on **Tuesday, October 13, 2026**.

The meeting was intentionally scheduled before the next major budget discussions so the Board can review developments and determine whether additional advocacy is needed.

9. Board Member Comments

Board members expressed support for the earlier and more proactive approach to the budget process.

Members noted that:

- Reviewing the budget in advance provides a better understanding of what the Library is requesting and why.
- Having a clear budget request allows Board members to advocate more effectively.
- The Board should develop a timeline for when its presence and communication with City Council will be most important.

- Previous meeting discussions have identified strong advocacy points that can help justify the Library's requested budget increases.

The Board expressed appreciation for the opportunity to participate earlier in the budget process.

10. Adjournment

A motion was made to adjourn. The motion was seconded and approved unanimously.

Save our E-rate!

From J Go <dontburnthewitch@gmail.com>

Date Mon 8/17/2026 7:49 AM

To Eowyn Gordon <EGordon@cityofcordova.net>; Ashley Bivin <abivin@cityofcordova.net>; bishopmary@yahoo.com <bishopmary@yahoo.com>; Katherine Trudeau <trudeaukg@gmail.com>; michelle.tenae.ess@gmail.com <michelle.tenae.ess@gmail.com>; Krysta Williams <kryysta@hotmail.com>; debraadams421@gmail.com <debraadams421@gmail.com>; kmryan93@gmail.com <kmryan93@gmail.com>; Paula Payne <strongestwoman@yahoo.com>; Susan Roesbery <sroesbery@cityofcordova.net>

Cc Dawn Gonzalez <dgonzalez@cordovasd.org>; ptancrede@cordovasd.org <ptancrede@cordovasd.org>; khanisch@cordovasd.org <khanisch@cordovasd.org>

 2 attachments (770 KB)

Save Our E-Rate Template FINAL.pdf; ak-ben-17013790-cordova-city-consortium.pdf;

Hello,

Maybe some of you have already seen ways to, and have taken action supporting the E-Rate. Presently, through October 13th, there is a period of public comment open during which you can contact the FCC. I will paste, at the bottom, the mailer that circulated today from the ALA, to share with those of you who are not recipients of their Public Policy & Advocacy mailers. In the letter, they share [helpful instruction and a template](#) (also attached here as a .pdf).

[This ADN article](#) has a lot of great info. As noted therein, from July 2021-July 2026, the E-rate funding received by the "Cordova City Consortium" totaled: \$726,281.63. [This funding report](#), with information sourced from USAC Open Data (also attached), specifies those recipients as Cordova Jr & Sr High School, Cordova Public Library, and Mt. Eccles Elementary School; along with annual breakdowns.

I am hopeful that leadership among these entities and/or their Boards will be voicing their support from rural Alaska.

Eowyn or Ashley: can you please share the following information from the library? It would be great to see at least last year's volumes, and preferably also the last five years cumulative, if possible:

- E-Rate funding received (also available via E-Rate report)
- Users/patrons
- Public computer sessions
- Wi-fi sessions
- Materials circulated
- Program attendees

Let's save our E-Rate . . . Because we all love access to information!,

Jillian

From the ALA: Public Policy & Advocacy

Early this summer, the Federal Communications Commission (FCC) announced its intention to scale back or end the federal E-Rate program, which makes broadband affordable for 73% of U.S. public libraries. [Thanks to you](#), congressmembers in all 50 states and the District of Columbia have received more than 12,000 emails from ALA advocates asking them to #SaveOurErate.

On Friday, August 14, the FCC officially posted a Notice of Proposed Rulemaking on E-Rate in the federal register signaling a 60-day window for public comments. Just as you would contact your elected congressmembers, anyone can submit public comments in response to a proposed FCC rule.

We know that E-Rate matters to you, so we're inviting you to file a comment with the FCC and tell them why it matters to you. Why is fee-free high-speed internet at the library so important? What does library broadband enable you and your community to do?

You don't have to be a policy expert or even a library professional to submit comments on E-Rate. The most important thing is to personalize your comments, drawing from your own experience.

Filing comments online is not hard! ALA has simplified the process for you with a [letter template and simple instructions](#):

[Guidance for submitting a standard filing](#) provides a letter template and suggestions for library and information professionals to submit detailed comments on behalf of their organization. Standard filings include specific data that shows the reach of their library services, such as the number of public computer/Wi-Fi sessions or the amount of E-Rate funding their library receives annually.

The deadline for submitting comments is midnight Eastern time on Tuesday, October 13.

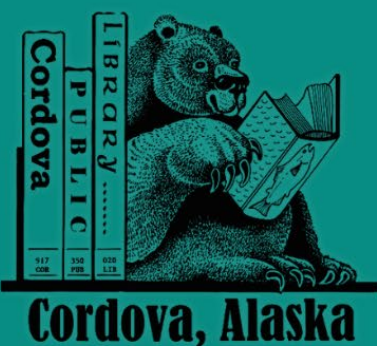
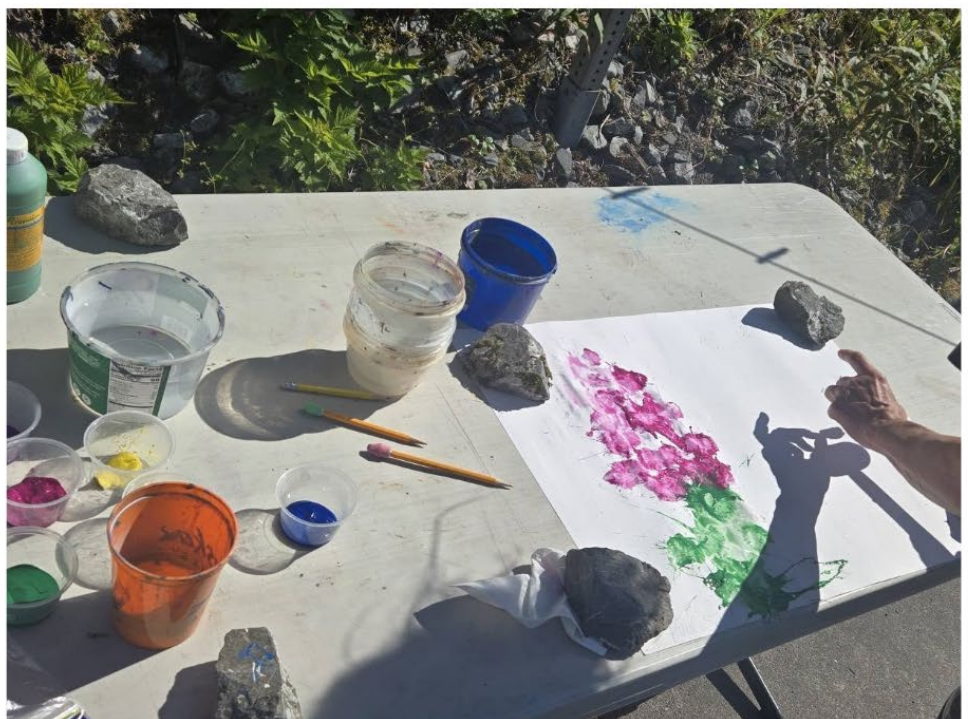
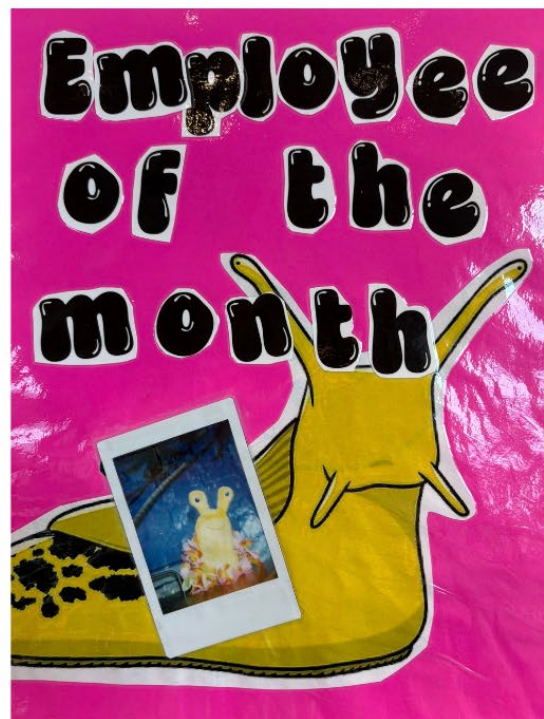
If this is your first time filing a comment on public record, bravo for giving it a go! If you're not ready to file comments, you can still [contact your congressmembers about protecting E-Rate](#). Every action counts.

We know your attention and your time is precious. Thank you for showing up as an advocate for libraries and communities that rely on them.

Lisa R. Varga
Chief Advocacy Officer, American Library Association

PS: If you work at a library that participates in E-Rate, use ALA's [new guide for hosting a congressional visit at your library](#). The August recess is prime time to show your elected leader the digital services that E-Rate powers!

3rd Quarter 2026 Report



Quarter 3 Stats

Qt3	Patrons	Circulation	ILL Loans	Youth Program	Adult Program	Family Program
July	1674	1249	7	113	6	0
Aug	1212	1247	10	42	7	0
Sept	1002	930	7	106	2	43
Totals	3888	3426	24	261	15	43
5 Year Average	4419	3265	45	282	76	91

Qt3	In person Program	Virtual Attendance	Reference Questions	Digital Reference Question	Computer Usage	Libby- AK Digital
July	119	0	103	44	322*	394
Aug	49	0	56	34	345	390
Sept	151	0	99	42	183	373
Totals	319	0	258	120	850	1157
5 Year Average	271	131	380	188	684	973

*2 computers of the 6 are broken

Youth Programs- Storytime, After School Art, Summer Reading

Family Programs- FOL Movies

Adult Programs- Fireside Reading, Genre Reading

Storytime

Ashley Bivin & Eowyn Gordon (sub only)

145 attendees (average of 10)

FOL Movie: Ferngully

Paula Payne + FOL

September 20th- For Fungus Fest

43 attendees

Saturday Matinees

Susan Roesbery

Started in September- no attendees

Genre Book Club

Eowyn Gordon

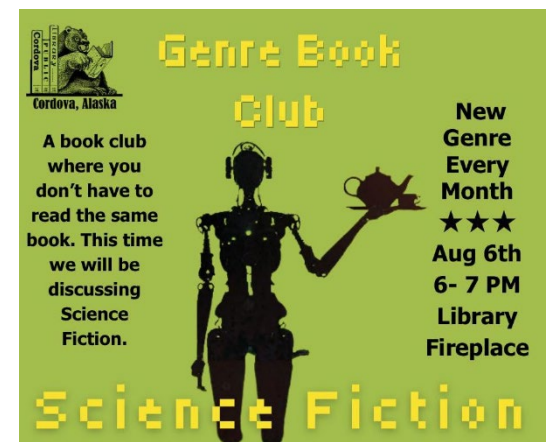
8 attendees

Fireside Reading

Eowyn Gordon

3 attendees

(only one event had attendance this quarter)



Quarter 3- 2026- Library Board Report

After School Art

Paula Payne, Ashley Bivin, & Sonja

51 attendees (average of 17)

We are no longer doing Advanced After School Art

Summer Reading Total

Q2+Q3

All Staff

Activities: 139 attendees (17 average attendees)

Adults: 2150 Hours

Children: 1859 hours

Total: 4009 hours

2025 Total: 1915 hours



NORTH STAR THEATRE

Sunday, September 20th, 5:00 PM



2026 Weeding Report

- This year we weeded 2,114 books and DVDs from our collection
- 39% of the books weeded were originally donations
- 19% of the books weeded had never circulated (with the caveat that all circulations from before 2000 are not represented)
- The sections we weeded the heaviest were Easy Fiction and Easy Nonfiction- two sections we had identified as overstuffed.
- We weeded 59.4% of these books because of 'Infrequent Circulation' and 35.4% for 'Poor Condition/Damage'
- The average acquisition date of these weeded books was between 2003-2008. All books acquired before 2000 have no actual acquisition date, so the floor (2003) was found by using the publication date in those cases.
- The average year published of these books was 1993
- Our average 'Date Last Read' was somewhere between Dec 2017- Jan 2022. The range is due to the large amount of books with no recorded circulation

Directors Report:

Policy Review and Updates

- Library Collection Development Policy- Review in Process
- Updating Strategic Planning for Museum and Library

Grants

- State Report Turned in Aug 23rd for PLA grant.
- Went to Cordova Community Foundation Meeting for Grant Cycle
- America250 \$500 grant – Programming

Programming:

Museum Events Managed

- Walking/Museum Tours in the Summer of 2026
 - July 20th Uncruise
 - Aug 16th Uncruise
 - Sept 23rd – Outdoor Confluence
 - Oct 1st – Rural Cap

Library Events Managed

- Summer Reading Program - Growing with Reading.
 - Community partners
 - PWSSC
 - Community Garden
 - The Parks and Rec Department.
 - Weekly Programming from June 3rd to July 29th
- Eowyn and Ashley met with Follett- Title Wave to establish a new vendor relationship.
- Storytime
- Fire Department Testing
- Author Event Oct 1

Administration

Future closed Days

- Alaska Day- Oct 20th
- Veterans Day- Nov 11th
- Thanksgiving- Nov 26 and 27th

Cordova Center Event Management

- Dan Sullivan and Admiral Lunday – Aug 12th
- Fungus Fest, CTC – Sept 14th- 20th

Continuing Education

- Attended the IMLS 250 Library Convening: Telling America's Story- Scholarship provided.
- Accepted for the Library Supervision and Management Course with the InfoPeople organization starting Oct 20th. – Scholarship provided

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 library 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 as budget and public interest allow.
- The current month booklist will be available for patrons, staff, and the 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, the 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. Collection development is responsible for orders and purchase orders and ensures they are properly completed.

The Library Director or 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 is selected based on its purpose and its place in the community. 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 a 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*
 - Pocketbooks 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 suited 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 DVDs; audiobooks; children's audiobooks; 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 local collections.

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

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 DVDs, audiobooks, computer software, puzzles, puppets, and games. DVD and audio selections follow the same guidelines as books, with an emphasis on classics, education, documentaries, self-help, how-to, literacy, and Alaska. Efforts should be made to purchase materials in DVD format when available. Software selections include educational games and 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 ensure the Library fulfills its mission to provide materials in a timely manner that meet patrons' interests and needs. The following tools will aid 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 will be made of those that need 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 media (print and non-print).

Survey:

Every three years, the Library will conduct a general survey of patrons to determine the usefulness of the 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:

We maintain an up-to-date, attractive, and useful collection 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 ongoing basis as books circulate or periodically by section as needed. Consider collection evaluation and selection priorities when weeding. Due to limited space, avoid purchasing duplicate copies 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.

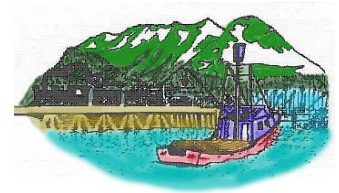
Materials that have major damage due to wear, mold, or water damage will be considered for destruction, overseen by the Library Director.

Gifts/Donations:

The Library may accept gifts of books, paperbacks, periodicals, DVDs, 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 that 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.



City Board or Commission Membership Application



Personal Information

Name:	Date:
Resident of Cordova? ☐ Yes ☐ No	How Long?
Name of Partner (optional):	
Employer:	Job Title:

Contact Information

Residence Address:	
Mailing Address:	
Cell Phone:	Email Address:
May we include your contact information on our webpage/in published meeting packets: ☐ Yes ☐ No ☐ Yes, but not all	

If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:

Affiliations

Current membership in organizations:
Past memberships in organizations:
City Board(s) or Commission(s) in which you are interested:

Why do you want to be involved with this Board or Commission?

What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission?

Applications can be dropped off at City Hall or emailed to:

cityclerk@cityofcordova.net

Board/Commission

Application Revised: 10/2019