

May 1, 2025

Regular City Council Meeting

TO: Mayor and Councilmembers

FROM: Councilmember Finnegan

SUBJECT: Library Advisory Board

To the Mayor and Council:

The Library Advisory Board held its regularly scheduled quarterly meeting on April 9th, 2025.

Grant Echohawk and Sharli Arntzen were nominated to continue serving as Board Chair and Vice-Chair, respectively. Both nominations were approved unanimously.

From reports:

Friends of the Library representative Nina Hopps informed us that book collections continue on the fourth Saturday of every month, from 12-2pm, at the U-Haul Storage Station north of Ward Cove. Please note that only books are being collected at this time—no other media, including CDs, DVDs, etc., will be accepted. Friends of the Library also have a new Facebook page.

City Council representative Jack Finnegan related the matter that came before the City Council on April 3rd regarding student accounts for the Ketchikan Charter School.

Borough Assembly representative Sharli Arntzen remarked on the Borough's forthcoming budget process.

The Director's Report was extensive, and is attached to the packet, which is publicly available.

In Presentations, we heard from Outreach Services Coordinator Rebecca Brown, who detailed the nature of her work. Slides from this presentation are also attached to the packet.

In New Business, the board considered three items:

- A discussion regarding whether to include a reading of the Preamble to the U.S. Constitution at the beginning of each meeting. It was decided instead to add this language to the web page describing the Library Advisory Board.

- Review of KMC 2.40.030(d), which stipulates the meeting schedule for the LAB. It was noted that while other advisory boards and councils have meeting schedules set in code, only the LAB is pinned to a specific day of the week. Councilmember Finnegan was asked to consider bringing forward a future agenda item asking to strike the words "...on the second Wednesday..." from this portion of the code. The objective is to grant the LAB more flexibility in scheduling their quarterly meetings.

- Library policies regarding lost and damaged items: a lengthy discussion was held on this matter. Numerous suggestions were made to the library staff, with an overarching goal to strike a

balance between the responsibilities of the borrower and the material needs of the library. Among these suggestions:

- Adopting an island-wide policy that is uniform for both the public library and school libraries.
- A possible “sunset” on account freezes.
- Limiting the number of physical books that may be checked out by a patron with lost items, rather than freezing an account entirely.
- Improvements in library communications to patrons, with special consideration given to text messages (rather than email) for youth.
- Incentivizing returns by offering small rewards (stickers; ice cream cones—this again is largely with youth in mind).

It was noted that any patron with a frozen account is only barred from checking physical books out of the library. These patrons may still visit the library; read shelved books; utilize streaming services; and take free books from the library’s lobby.

Last, the LAB expressed grave concern about the fact that funds collected through lost item fees are remitted to the city’s General Fund, rather than to the library’s accounts. This is a matter that the LAB intends to revisit.

Respectfully submitted,

Jack Finnegan

**KETCHIKAN PUBLIC LIBRARY ADVISORY BOARD
QUARTERLY MEETING AGENDA**

Wednesday, April 9, 2025, 6pm, *City Hall Council Chambers*

(Meeting will be continued if necessary on Wednesday, April 23, 2025 at 6pm in
City Hall Council Chambers)

Members	p/a	Members	p/a
Grant EchoHawk (Chair)		Sharli Arntzen (Assembly representative)	
Jack Finnegan (Council representative)		Diane Liljegren (Borough resident)	
Nina Hopps (Friends representative)		June Dahl (At-Large)	
Sharon Montgomery (At-Large)		Sophia Pilgrim (High school representative)	
Kate Govaars (At-Large)			
Staff	p/a		p/a
Pat Tully (Director)		Joao DeMello (Tech)	
Rebecca Brown (Outreach Services)			

- 1) **CALL TO ORDER – ESTABLISH A QUORUM**
- 2) **INTRODUCTION OF BOARD MEMBERS**
- 3) **PLEDGE OF ALLEGIANCE**
- 4) **LAND ACKNOWLEDGEMENT:** We are on Tlingit land and we would like to acknowledge and give honor and respect to the traditional landowners, the Tlingit elders, and past, present and future generations. We honor the relationships that exist between Tlingit, Haida, and Tsimshian peoples.
- 5) **APPROVAL OF AGENDA**
- 6) **APPROVAL OF JANUARY 15, 2025 MEETING MINUTES**
- 7) **CORRESPONDENCE**
- 8) **PUBLIC COMMENT (3-MINUTE LIMIT PER SPEAKER)**
- 9) **NOMINATIONS AND ELECTION OF A NEW BOARD CHAIR and VICE-CHAIR:** After nominations, elections shall be held; the following election process was approved by the LAB at its January 15, 2025 meeting: "... [E]lections for chair and for vice-chair [shall] be by paper ballot; that two board members who are not being considered for the office shall count the votes; that the person receiving the most votes shall be the winner; and all nominated candidates for either office shall be

considered at the same time. In the case of a tie between top candidates, a second vote of just those two candidates will determine the winner. Paper ballots shall be legibly signed by the voter.”

10) **REPORTS:**

- | | |
|---------------------------|----------------|
| a) FRIENDS OF THE LIBRARY | NINA HOPPS |
| b) CITY COUNCIL | JACK FINNEGAN |
| c) BOROUGH ASSEMBLY | SHARLI ARNTZEN |
| d) LIBRARY | PAT TULLY |

11) **PRESENTATIONS**

- | | |
|----------------------|---------------|
| a) OUTREACH SERVICES | REBECCA BROWN |
|----------------------|---------------|

12) **UNFINISHED BUSINESS:**

13) **NEW BUSINESS:**

- a) **READING THE U.S. CONSTITUTION PREAMBLE AT LAB MEETINGS:** EchoHawk suggested adding to each agenda a reading of the Preamble to the U.S. Constitution, which expresses the ideals of freedom and importance of education, embodied in our education system at all levels and in public libraries.
- b) **REVIEW OF COK ORDINANCE ESTABLISHING THE LAB:** Montgomery suggested a review of the City ordinance establishing the Board, specifically the section on the day and time of quarterly meetings. Many community meetings are held on Wednesday evenings, and most Board members participate in several community organizations. A change in the ordinance may allow more flexibility in meeting days and times.
- c) **LOST AND DAMAGED ITEM CHARGES FOR STUDENTS:** Discussion and recommendations for mitigating the effects of blocked student accounts due to Lost and Damaged item charges.

14) **BOARD MEMBER COMMENTS**

15) **FUTURE AGENDA ITEMS**

16) **ADJOURNMENT**

NEXT MEETING: MAY 7, 6PM, CITY HALL COUNCIL CHAMBERS: BOARD TRAINING WITH CITY CLERK KIM STANKER

Item 6.

KETCHIKAN PUBLIC LIBRARY ADVISORY BOARD QUARTERLY MEETING NOTES - **DRAFT** Wednesday, January 15, 2025

Members	p/a	Members	p/a
Grant EchoHawk (Chair)	p	Sharli Arntzen (Assembly representative) Assembly member Alan Bailey attended	a
Jack Finnegan (Council representative) arrived 6:10pm	p	Deborah Simon (Borough resident)	p
Nina Hopps (Friends representative) arrived 7:10pm	p	June Dahl (At-Large)	p
Sharon Montgomery (At-Large)	p	Sophia Pilgrim (High school representative)	p
Kate Govaars (At-Large)	a		
Staff	p/a		p/a
Pat Tully (Director)	p	Delilah Walsh (City Manager)	p
Amie Toepfer (Head of Youth Services)	P	Joao DeMello (Tech)	p

- 1) **CALL TO ORDER** – ESTABLISH A QUORUM – 6:01pm
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **LAND ACKNOWLEDGEMENT:** We are on Tlingit land and we would like to acknowledge and give honor and respect to the traditional landowners, the Tlingit elders, and past, present and future generations. We honor the relationships that exist between Tlingit, Haida, and Tsimshian peoples.
- 4) **APPROVAL OF AGENDA** – Montgomery moved; Dahl seconded. Dahl, Montgomery, Pilgrim, Simon and EchoHawk voted in favor (Finnegan and Hopps had not yet arrived). Agenda approved.
- 5) **APPROVAL OF October 9, 2024 MEETING MINUTES** – Pilgrim moved; Montgomery seconded.
Discussion: Simon proposed several amendments to the minutes. Dahl, Montgomery, Pilgrim, Simon and EchoHawk voted in favor; the amended minutes were approved.
- 6) **CORRESPONDENCE** – none.
- 7) **PUBLIC COMMENT** – none.
- 8) **REPORTS:**
 - a) **FRIENDS OF THE LIBRARY - JUNE DAHL** - The Friends held a meeting on Dec. 17, at which the Board reviewed and approved the Library's requests for 2025, totaling \$12,000. This included the unexpectedly high cost of installing the water bottle filler in the Library's lobby, which the Friends Board approved originally in 2023. The Friends will schedule days to accept book collections twice a month starting March or April. June is the founder of the Free Style Book Club, which is co-

sponsored by the Library. The new Education Coordinator of the Ketchikan Correctional Center is interested in starting a similar book club for those incarcerated at KCC; June and two other Free Style Book Club members are undergoing orientation to help run the KCC clubs.

- b) CITY COUNCIL - JACK FINNEGAN – The City Council passed the Library's 2025 budget last month, after discussion but no changes to what was presented by the Library.
- c) BOROUGH ASSEMBLY - SHARLI ARNTZEN (ALAN BAILEY in her stead): No report.

9) PRESENTATIONS

- a) **KPL YOUTH SERVICES** (Amie Toepfer): Head of Youth Services Amie Toepfer gave an overview of the department, their programs, services and spaces, and their plans for the coming year. (See attached slides for more information).
- b) **KPL 2024 ANNUAL REPORT** (Pat Tully): Library Director Pat Tully summarized the activities of the Library in 2024 and outlined a few of the issues the Library faces in 2025. (See attached report for more information). After the presentation, Simon questioned Director Tully about the inclusion of the Wearable Art Show in the annual report. Although not an official Ketchikan Public Library activity, several Library staff members (with other area librarians) were part of it.

10) UNFINISHED BUSINESS:

- a) **PROCESS FOR SELECTING OFFICERS** (from the October 9 meeting): Dahl made a motion to change the procedure to one that is fairer to all those nominated; Finnegan seconded. After discussion and two friendly amendments, Dahl made and the Board voted on the following amended motion:
I make the motion that elections for chair and for vice-chair be by paper ballot; that two board members who are not being considered for the office shall count the votes; that the person receiving the most votes shall be the winner; and all nominated candidates for either office shall be considered at the same time. In the case of a tie between top candidates, a second vote of just those two candidates will determine the winner. Paper ballots shall be legibly signed by the voter.
Simon objected as this is not the procedure described in Roberts Rules.
Dahl, Finnegan, Hopps, Montgomery, Pilgrim and EchoHawk voted in favor of the motion; Simon voted against the motion. The motion passed.
- b) **TEENS AND THE KPL** (from the October 9 meeting): EchoHawk would like Pilgrim to talk with her library teen representative groups and find out what services, collections and programs they would like their public library to provide, and bring this to the Library Advisory Board.

Pilgrim presented her report of a Zoom meeting between 13 teen representatives of Library Advisory Boards from around the country, concluding with the following key insights:

- Need for more diverse and relevant programming
- Space flexibility and comfort
- Focus on inclusivity
- Empower teen participation

LATEST TEEN SURVEY: Pilgrim reported on the results of the latest survey of Kayhi teens. 65 responses were received and Pilgrim's provided the following summary:

- Library usage: Majority of students visit Ketchikan Public Library 1-3 times a month. However, a significant portion does not visit due to time constraints, lack of transportation, or interest.
- Why students visit: The library's quiet study environment and book availability are the top factors. Some students also enjoy the study rooms, the variety of books and the helpful library staff.
- Genres in demand: There is high demand for Action/Adventure Fiction, Fantasy, and Horror/Mystery/Thriller genres. Students expressed interest in more diverse genres such as graphic novels, dystopian, historical fiction and the representation of women and LGBTQ+ novels.

- c) **LIBRARY BUDGET – PROCESS FOR BOARD REVIEW:** After an extended discussion of the City Manager letter and Library Director memo (which accompany these notes) answering questions that were raised at the October 9 LAB meeting, Board member Simon expressed her belief that these answers are inadequate and late; and that the Library Director should have provided them at the October 9 meeting. Board Chair EchoHawk emphasized the advisory nature of the Library Advisory Board, and that it is not in the Board's purview to do a line-by-line audit of the Library's budget. In answer to Simon's suggestion that in future the Board have an opportunity to make recommendations to be considered during budget preparations in the fall, Dahl made the following motion, and Montgomery seconded it:

The Library Director will provide the Board with a mid-year budget performance report each year at its July meeting, for the Board to review and make recommendations for changes in the next year's budget.

Dahl, Finnegan; Hopps; Montgomery; Pilgrim; and EchoHawk voted in favor of the motion. Simon abstained. The motion passed.

11) NEW BUSINESS:

- a) **UPCOMING BOARD VACANCIES:** Three seats will be vacant as of March 31, 2025: High School representative (1-year term); Borough Resident (3-year term); Friends of the Library representative (3-year term). Director Tully will contact the City Clerk's Office to advertise for applicants to fill these positions. The High School representative is restricted to teenage applicants; the Friends representative is restricted to members of the Friends of the Ketchikan Public Library; and the Borough resident representative is restricted to residents of the Borough who live outside the City of Ketchikan. Applications for all these positions are collected by the City Clerk's Office and sent to the City Mayor and the Mayor appoints an applicant for each vacant position.

12) BOARD MEMBER COMMENTS

- a) EchoHawk: Happy New Year to all! EchoHawk suggests that when a Board member has a list of questions about an upcoming agenda item, that the list be sent to the Library Director before the meeting so she has a chance to prepare responses.
- b) Hopps: She suggests that when the originally scheduled LAB meeting cannot take place, that it be rescheduled to the 'just-in-case' meeting time, generally two weeks after the original meeting day. This will reduce the occurrence of conflicts with other community meetings.

- c) Dahl: Thanks to the Board for the discussion leading up to the motion on the election of officers. And thanks to Sophia Pilgrim for her excellent presentations this evening.
- d) Pilgrim: It has been a pleasure to serve on the Board and have the opportunity to conduct surveys and connect with teen representatives in other states. Pilgrim may not be able to serve another term on the Board because she will be in Washington DC as a Senate page for the next several months. (This announcement brought a round of applause from other Board members.)
- e) Finnegan: Thanks to Amie Toepfer for her presentation on Youth Services at the Library; and to Sophia Pilgrim for her extensive work compiling data and presenting on teens and the Library. Best of luck to Ms. Pilgrim in her new role as Senate page!
- f) Montgomery: Thanks to City Manager Walsh for attending the meeting and answering questions; and for all she has done for the City and the Board. Thanks to Alan Bailey and congratulations to him for his appointment to the Borough Assembly. And thanks to June for your work with the new Director of Education at the Correctional Center to bring book clubs and other activities to those who are incarcerated. Finally, thanks to Sophia Pilgrim and Deborah Simon.
- g) Simon: No comments.
- h) Library Director Tully thanked Inia Hopps, Sophia Pilgrim and Deborah Simon for their service on the Board.

13) FUTURE AGENDA ITEMS

- a) EchoHawk suggested adding to each agenda a reading of the Preamble to the U.S. Constitution, which expresses the ideals of freedom and importance of education, embodied in our education system at all levels and in public libraries.
- b) Montgomery suggested a review of the City ordinance establishing the Board, specifically the section on the day and time of quarterly meetings. Many community meetings are held on Wednesday evenings, and most Board members participate in several community organizations. A change in the ordinance may allow more flexibility in meeting days and times.

14) ADJOURNMENT at 8:48pm.

2023-27 LIBRARY STRATEGIC PLAN GOALS

Goal 1: The Library is Ketchikan's Town Square

Goal 2: The Library Serves the Ketchikan Community

Goal 3: The Library Engages With the Community

Goal 4: The Library is a Growing, Vibrant Organization

ONGOING ACTIVITIES

Adults

- Chair Yoga with Hilary Koch.
- Mindfulness Yoga with Charley Murray-Young.
- The Free Style Book Club, led by June Dahl.
- Saturday afternoon Chess Club drop-in sessions.
- Advance Care Directives sessions with Courageous Conversations.

Youth

- Teen Advisory Group (T.A.G.) monthly meetings and programs.
- Monthly teen craft bags and ongoing maker space in the Teen Room.
- Tween crafts and activities for children aged 10-12.
- Twice-monthly S.T.E.A.M. classes for homeschooling families, with Charley Murray-Young.
- Weekly Babytime and Storytime.
- Twice-monthly Stop, Drop & Craft programs for youth.

Outreach

- Conducts programs and delivers to residents of the Pioneer Home, Seaview Terrace, New Horizons Long-Term Care, Ketchikan Indian Community, and Rendezvous Senior Day Services.
- Represents the Library at Ketchikan Re-entry Coalition and SEANET meetings.
- Delivers books, DVDs and magazines to patrons with mobility issues, and residents of Park Avenue Temporary Home, Ketchikan Correctional Center, Women in Safe Homes and Regional Youth Center.
- Maintains several Book Shares—take a book, leave a book--throughout the island.

Online

- Weekly *Song & Rhyme Time* with Ann Marie Meiresonne on FB and YouTube.
- *DIY With Gayle* with Gayle Brooks on FB and YouTube.





Children, Tweens and Teens

- The Youth Winter Reading Program ended on January 15. 175 children participated and read for a total of 90,000 minutes.
- Winter Sensory Playtime took the place of Storytime on January 10.
- A special afternoon PJ Storytime took place on February 14.
- The Library held a High School Finals Party on January 13-14, with refreshments and games to enjoy in between study sessions.
- Monthly Stop, Drop & Craft children's programs began in January.
- The Friends of the Library held a Children's Book Sale on February 8.
- LEGO Builds took place on February 7 and March 13.



Adults, Elders and Outreach

- The Adult Winter Reading Challenge took place from January 21 through March 18, with a Prize Party on March 23.
- Monthly Craft & Connect adult craft programs began in January.
- Adult Services and Ketchikan Community Gardens co-sponsored a weekly series of Sunday gardening programs from February 9 through March 2.
- Blind Date With a Book took place on February 12.
- PeaceHealth gave a talk on Home Health & Hospice Services on March 19.
- Outreach Services held its first Senior Tech Time on February 11.

Of note ...

- The Library conducted its annual inventory of physical collections February 25-28. Only 53 items could not be located, half the number that were missing in 2024.
- Pat Tully attended the DirLead leadership seminar of Alaska public library directors in Anchorage, February 19-22. The topic was state budget processes.
- The Library's first Puzzle Tournament was held on January 15, with two-person teams working against the clock to do jigsaw puzzles.
- The Library premiered Hoopla, a platform for streaming audio- and ebooks, films and shows.
- The Friends of the Library purchased and had installed a water bottle filler in the Library lobby.

Item 11a

Ketchikan
Public Library

Outreach Services

Meeting Patrons Where They Are



How Outreach

Delivers



National Library Outreach Day

APRIL 9, 2025

What we do every day

We help all patrons have access to library materials. If you're unable to easily visit the library due to mobility, or you're currently in a hospital, senior care facility, the prison, youth services facility, family crisis or homeless shelter, we've got you covered!

Ketchikan Public Library



Ketchikan Public Library Delivers

**FREE
DELIVERIES**



**Do mobility or health
reasons prevent
library visits?**

OUTREACH SERVICES 907-228-2309

outreach@firstcitylibraries.org

Ketchikan Public Library

Home-based Services



Material Deliveries

Outreach patrons regularly check out books in print, DVD movies, music on CD, magazines and audiobooks. They've also requested seeds from our seed library!

Ketchikan Public Library

SENIOR CENTER *partnerships*

ONSITE VISITS

- The Pioneer Home
- Ketchikan Indian Community Elder Cafe
- New Horizons Long-term Care
- Rendezvous Senior Day Services



So far in 2025: 28 onsite senior center visits!



Ketchikan Public Library

Facility Housing

partnerships



**Ketchikan
Correctional
Center**

**Ketchikan
Correctional
Center**

**Park Avenue
Temporary Home**

**Park Avenue
Temporary Home**

**Seaview
Terrace**

**Seaview
Terrace**

Pioneer Heights

**Ketchikan
Re-Entry Coalition**

**Ketchikan
Re-Entry Coalition**

**Women in
Safe Homes**

**Women in
Safe Homes**

**Regional
Youth Center**

**Regional
Youth Center**

Ketchikan Public Library

Sensory Garden



for everyone

SOFT

SWEETLY SMELLING

SHOWY

SWISHY

SQUIRMY



First City Homeless Helpers



SE AK Independent Living

Ketchikan Public Library



In Detail:

Squirmy Box

DID YOU KNOW?

EARTHWORMS

DO NOT HAVE EYES,
EARS, LUNGS OR LEGS
BUT CAN DETECT LIGHT.

WORMS CAN EAT
HALF THEIR WEIGHT
IN FOOD EACH DAY.

EARTHWORM SLIME
CONTAINS NITROGEN,
AN IMPORTANT
NUTRIENT FOR PLANTS.

WORMS BREATHE
THROUGH THEIR SKIN.

WORMS LAY BETWEEN
1-20 EGGS INSIDE
COCOONS: BETWEEN 4
TO 6 HATCH INTO
BABY WORMS.

WORMS HAVE
FIVE HEARTS.



SOURCES

UNIVERSITY OF ALASKA FAIRBANKS
IDA DEPARTMENT OF NATURAL RESOURCES
UNIVERSITY OF ILLINOIS EXTENSION
#INDELUKASTE.CORG

Ketchikan Public Library



Ketchikan Public Library

Library-planted *Bookshelves*



They're Islandwide!

Ketchikan Public Health, The Rec Center, Frontier Shipping,
North Shore Garden, Green Bean Coffee, Just Dandy
Apothecary, Three Bears Gas Station, Highliner Laundromat,
Mary Frances Building, Alaska Public Assistance

Ketchikan Public Library

First Quarter *Outreach Stats*



296

Locals received deliveries or
participated in Outreach programs

337

Library materials distributed

47

Facility deliveries and/or programs



Ketchikan Public Library

2022 Community Survey Comments

"Her visit alone is important -
bringing the library to me is
invaluable!"

Bringing books to me saves my
energy and keeps me in touch with
our library staff. Both very important!

Rebecca knows our
clients well enough to
bring very specific
magazines and
books. She is
wonderful!

How responsive Rebecca is to our needs!
She is open to our issues and supportive and
tries to assist. She also is very quick to fill a
need if we have special projects like crochet,
origami and need material."

The friendly staff!
How much they
think of us to
provide materials
we will use.

Thank You!



Contact:

rebeccab@firstcitylibraries.org

907-228-2309

1110 Copper Ridge Lane



Ketchikan Public Library

Item 13a.

Preamble of the United States Constitution

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

--From Constitution Annotated: <https://constitution.congress.gov/constitution/>

Item 13b.

**Chapter 2.40
LIBRARY DEPARTMENT**

<https://www.codepublishing.com/AK/Ketchikan/#!/Ketchikan02/Ketchikan0240.html>

Sections:

- 2.40.010 Librarian.**
- 2.40.020 Powers and duties.**
- 2.40.030 Library advisory board.**
- 2.40.040 Rules of conduct – Exclusion.**
- 2.40.050 Damage of property.**
- 2.40.060 Failure to return library property.**

2.40.010 Librarian.

There shall be a library department, the head of which shall be the librarian, appointed by the city manager for an indefinite term. The librarian shall be an officer of the city, and shall have supervision and control of the library department. (Code 1962 § 1-24)

2.40.020 Powers and duties.

The library department shall have charge of and operate the Ketchikan Public Library. (Code 1962 § 1-25)

2.40.030 Library advisory board.

(a) There is created a library advisory board for the purpose of advising the librarian, city manager, and city council on the operation of the library and such additional matters as the council may from time to time designate.

(b) The library advisory board shall be composed of nine voting members appointed by the mayor with the approval of the council and shall serve without compensation. One member shall be a member of the city council, one member shall be a member of the borough assembly, one member shall be a resident of the borough residing outside the boundaries of the city, one member shall be a high school student and one member shall be a member of the Friends of the Ketchikan Public Library.

(c) The term of a member shall be for three years or until a successor is appointed; provided, however, the terms of members of the board who are members of the city council or the borough assembly and the term of the high school student shall be one year only. The first members of the board, other than those members of the city council or borough assembly shall, upon appointment, determine by lot the length of the terms so that the terms of one member shall be for one year, the terms of two members shall be two years, the terms of two members shall be for three years, resulting in staggered terms for members

Chapter 2.40 LIBRARY DEPARTMENT

subsequently appointed. A vacancy on the board shall be filled by appointment by the mayor with the approval of the council for the remainder of the unexpired term.

(d) The board shall meet at least once a quarter on the second Wednesday in the months of January, April, July, and October, or as needed, as the chair or, in his or her absence, the acting chair, shall determine.

(e) The board shall give reasonable public notice of its meetings.

(f) Five members of the board shall constitute a quorum for the transaction of business. Actions of the board are taken by a vote of not less than four members present at a meeting of the board duly held at which a quorum is present. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall also keep records of its official actions. Robert's Rules of Order shall govern the deliberations and actions of the board to the extent not otherwise provided by an ordinance or resolution adopted by the council and made applicable to the board.

(g) Any boardmember who misses more than three regular meetings in any 12-consecutive-month period without being excused by the board shall automatically forfeit membership on the board.

(h) Powers and duties of the board shall be as follows:

(1) Receive, consider and evaluate public opinions and recommendations regarding the care, staffing, equipping and managing of the public library;

(2) Advise the librarian, city manager, and the city council on planning and implementation of programs dealing with the use and development of the library and its resources;

(3) Review and make recommendations to the city council regarding the library budget;

(4) Strive to create public interest in and public support of programs and activities of the library;

(5) Perform such other activities as the council may from time to time designate. (Ord. 1815 § 1, 2016; Ord. 1129 §§ 1, 2, 1988; Ord. 1060 § 2, 1986)

2.40.040 Rules of conduct – Exclusion.

(a) No person on the premises of the Ketchikan Public Library shall:

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LIBRARY DEPARTMENT

- (1) Harass or annoy others through noisy or boisterous activities or behave in a manner which can reasonably be expected to disturb other persons;
- (2) Engage in any illegal activity;
- (3) Violate library computer use or Internet policies;
- (4) Possess dangerous weapons except to the extent allowed by state law;
- (5) Solicit funds for any person, cause, or organization;
- (6) Consume food or beverages except as specifically allowed by library staff;
- (7) Fail to follow the reasonable direction or request of a library employee;
- (8) Interfere with the use of the library by other patrons or with library employees' performance of their duties;
- (9) Destroy, damage, or deface library property or the personal property of library patrons or staff;
- (10) Possess, use, give away, sell, or be under the influence of alcohol or a controlled substance;
- (11) Bring an animal into the library, except a seeing eye or service animal, or any other animal specifically trained to assist such person with a disability, or as part of a library-sponsored event;
- (12) Present bodily hygiene odors so offensive as to constitute a nuisance to others or that interferes with others' use of the library or library staff's performance of their duties;
- (13) Sleep in the library in a manner that occupies additional seating, or creates an audible disturbance, or blocks access;
- (14) Improperly use a restroom, including, but not limited to, bathing, shaving, or washing hair;
- (15) Use cell phones to make or receive calls within the library;
- (16) Trespass in any area of the library closed to the public;
- (17) Smoke tobacco in the library or within 20 feet of any library entrance or exit.

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(b) Whenever there is reasonable cause to believe that an individual has violated any of the above rules of conduct in or upon Ketchikan Public Library premises, such individual may be directed to leave the library. In addition to any other penalty provided by law, violation of any of the prohibitions in this section may result in exclusion from the library for a period determined by the librarian or the librarian's designee. Written notice shall be given to the person, or to the parent or guardian of a juvenile, excluded from the library by either personal delivery or certified mail, return receipt requested. Persons who fail to leave the library when directed or who enter the library while excluded may be arrested and prosecuted for criminal trespass.

(c) As an alternate to excluding a juvenile from the library, the librarian or librarian's designee may restrict the independent use of the library such that the juvenile may only use the library when accompanied by a responsible parent or guardian. Written notice of the restriction shall be given to the juvenile's parent or guardian either by personal delivery or certified mail, return receipt requested.

(d) An individual excluded from the library, or whose access is restricted, may appeal the exclusion or restriction within 14 days of notification of the exclusion or restriction by filing a written appeal to the city manager. The city manager or the manager's designee will decide the appeal within 14 days of receipt of the written appeal. The exclusion or restriction shall remain in effect during the pendency of the appeal. (Ord. 1706 §§ 1, 2, 2012. Code 1962 § 1-27)

2.40.050 Damage of property.

Any person who intentionally damages any Ketchikan Public Library property shall be guilty of a misdemeanor. (Code 1962 § 1-28)

2.40.060 Failure to return library property.

Any person who willfully fails to return any book, newspaper, periodical, publication, or other property of the Ketchikan Public Library within 30 days after notice in writing to return same shall be guilty of a violation; and in addition to the other penalties provided for herein, such person may be denied the use of the library by the librarian. (Ord. 1767 § 1, 2014. Code 1962 § 1-29)



Ketchikan Public Library
1110 Copper Ridge Lane
Ketchikan, Alaska 99901

To: Library Advisory Board

From: Pat Tully, Ketchikan Public Library

Re: Response to March 20 Council discussion of lost and damaged item charges on student accounts

Date: April 3, 2025

Note: This is a copy of a memo to the Ketchikan City Council on a topic first discussed at their March 20 meeting, and which will be continued at their April 16 meeting. Although the deadline for submitting April 16 Council agenda items will have passed by the time of the Advisory Board meeting, I would like Board members' input on this topic.

Library objectives in charging for lost items & blocking accounts:

1. To provide an incentive for patrons to return items to the Library, so the items are available to others and do not have to be reordered and reprocessed using Library funds and staff time.
2. To help young patrons develop a sense of responsibility for using and returning Library materials, which are shared by the entire community. The Library is not a bookstore, and adding a processing fee to the replacement charge discourages patrons who want to keep an item by simply paying its replacement cost.
3. To prevent a patron with lost items from checking out and possibly losing additional Library items, to the extent that the total lost charges would be burdensome to them.

Council suggestions and concerns regarding children's lost and damaged book charges:

1. Suggestion: Charge the School District for the lost book charges of their current students.

Response: The Ketchikan Gateway Borough and the KGBSD contribute to the funding of our shared library services and systems (see Note below). The standard practice in both school and public libraries world-wide is for individual patrons to be responsible for library items they check out and to pay for replacing items that are damaged or lost while checked out to them. Charging the School District for items lost or damaged by their students will have the unintended consequence that the School District may then charge the Ketchikan Public Library (KPL) for school library items that are lost or damaged by patrons with a KPL account.

[Note: The Ketchikan Gateway Borough splits the cost of KPL operations with the City of Ketchikan, based on the percentage of Borough residents who live outside the City. The average split is 40% Borough and 60% City. The Ketchikan Gateway Borough School

District (KGBSD) and the KPL split our shared online library system costs, based on the number of titles at the School District Libraries and the number of titles at the KPL. The average split is 44% KGBSD titles and 56% KPL titles.]

2. Suggestion: Offer a version of Amnesty Week or Read Away Your Fines for students with lost or damaged book charges.

Response: Many libraries that still charge overdue fines offer an Amnesty Week to encourage patrons to return their overdue items without charge. The Ketchikan Public Library did so before they eliminated overdue fines in 2022. However, it is not the practice in public libraries to offer amnesty for lost or damaged item charges, since this would not recover City assets or permit others to use the materials.

In the past the KPL has offered children the opportunity to read away their overdue fines. This read-away program did not extend to lost or damaged item charges for the reasons stated above. Also, libraries have reported that read-away fines programs have made some of their young patrons think of reading as a punishment or chore rather than a pleasure.

Since the KPL waives the lost item charge and processing fee if a patron returns an item in good condition and before a replacement item is replaced, it is always Amnesty Week at the KPL.

3. Suggestion: Link student accounts to parent/guardian accounts so the adults are aware of the fines and blocked accounts and/or receive the fines.

Response: By State law, a public library may not disclose information about a patron account to another person:

Alaska State Statute Sec. 40.25.140. Confidentiality of library records:

- a. Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.
- b. Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

The Ketchikan Public Library is not an elementary or secondary school library and so may not disclose information about a child's Library account to the child's parent or guardian.

4. Suggestion: Increased communication with parents/guardians of students with blocked accounts and fines.

Response: See the response to suggestion 4 above.

5. Suggestion: Discuss with the schools how they can have more of a role in communicating with parents/guardians.

Response: School librarians work with children one-on-one as they come to the school library with their classes--to remind them when they have overdue or lost books, to waive school library lost and damaged item fees when warranted, and to contact the KPL to arrange for KPL lost item charges to be waived when appropriate. For student accounts that have school email addresses, lost item notices/bills are also sent quarterly. School librarians and staff do an extraordinary job communicating with students in person about their accounts and ensuring that even with a blocked account they are able to check out a book from their school collection.

6. Suggestion: Ask another organization, like the Friends of the Ketchikan Public Library, to pay for children's lost and damaged book charges.

Response: When a patron pays a lost item and processing fee, the money does not go into the Library's budget to pay to replace the item. Instead, the payment goes into the City's General Government fund. The Friends work hard to raise money via book sales and the sales of totes and mugs, and the intent is to use the proceeds to enhance Library services and collections. Currently the Friends help pay for the Alaska Digital Library, the new video, audio and ebook Hoopla resource, and for summer reading programs for children and teens.

If instead the suggestion is for the Friends to cover lost book charges incurred by a student with the money going directly to the Library, this would add up to thousands of dollars a year (much more than the total lost item charges for the 74 currently blocked students)—often to cover lost item charges for children who have misplaced but not lost items, and who, without the incentive of a bill and blocked account, will have little reason to find and return the items they have checked out. In fact, they will be able to check out (and potentially not return) additional items.

7. Concern: Some children, because of family dysfunction, neglect and/or abuse, may not be able to find items they have checked out, or pay for items they have lost. These children may feel too embarrassed or ashamed to talk to school or public library staff and ask them for help, and may not even know that this is a possibility. Blocking these children's accounts prevents them from checking out Library materials and sustaining a love of reading.

Response: As noted above, school librarians communicate with students one-on-one about their library accounts and teach them from kindergarten onward about how to use the library and library materials responsibly. School librarians work with KPL librarians to ensure that students in difficult situations are able to access and check out library books.

Library recommendations: In order for the Library to better encourage the love of reading in our community members, young and old, while remaining responsible stewards of the Library's collections and making these collections available to the entire community, we will do the following:

1. Change the wording in overdue and lost item charges to make it clear that if the item is returned within 6 months and in good condition, the lost item and processing fees are waived.
2. For OCS, RYC and WISH families; school libraries; and agencies that deal with at-risk families: Provide information to all children and families in these circumstances and invite them to contact the Library about any items they have checked out and cannot find, so we can discuss with them the possibility of waiving lost charges and processing fees.
3. For all patrons who have lost item charges: The Library will continue to communicate with our patrons regarding our policies and procedures, including the practice of waiving lost charges and processing fees when items are returned within 6 months and in good condition.