

KETCHIKAN PUBLIC LIBRARY ADVISORY BOARD

QUARTERLY MEETING AGENDA

Wednesday, July 12, 2023, 6pm, Library meeting room

| Members | p/a | Members | p/a |
|--|-----|---|-----|
| June Dahl (Chair) | | Grant EchoHawk (Assembly representative) | |
| Jack Finnegan (Council representative) | | Deborah Simon (Borough resident) | |
| Nina Hopps (At-Large) | | Maureen Eldridge (Friends representative) | |
| <i>At-Large position vacant</i> | | Zoë Sobel (At-Large) | |
| | | <i>High school representative – position vacant</i> | |
| Staff | p/a | | p/a |
| Pat Tully (Director) | | | |

1. CALL TO ORDER – ESTABLISH A QUORUM
2. APPROVAL OF MINUTES – APRIL 12, 2023
3. CORRESPONDENCE AND PUBLIC COMMENT – 3 MINUTE LIMIT PER SPEAKER
4. REPORTS:
 - 4.1 FRIENDS OF THE LIBRARY MAUREEN ELDRIDGE
 - 4.2 CITY COUNCIL JACK FINNEGAN
 - 4.3 BOROUGH ASSEMBLY GRANT ECHOHAWK
 - 4.4 LIBRARIAN PAT TULLY
 - 4.5 RESIGNATION OF LUCY ORTIZ; CITY CLERK’S OFFICE ACCEPTING APPLICATIONS THROUGH JULY 17
5. NEW BUSINESS:
 - 5.1 REVIEW OF THE LIBRARY’S COLLECTION DEVELOPMENT POLICY.
 - 5.2 REVIEW OF BOOK PLACEMENT PROCEDURES.
 - 5.3 SUMMARY OF 2022 TEEN ROOM COLLECTION REVIEW AND WEEDING.
 - 5.4 REVIEW OF THE PRACTICE OF INCLUDING PERSONAL CONTACT INFORMATION IN BOARD MATERIAL.
 - 5.5 REVIEW OF THE CURRENT LIBRARY MEETING ROOM POLICY.
 - 5.6 DISCUSSION OF THE PUBLIC'S PERCEPTION OF LIBRARY POLICIES, PRACTICES, AND PROGRAMMING.
6. FUTURE AGENDA ITEMS
7. ADJOURNMENT

KETCHIKAN PUBLIC LIBRARY ADVISORY BOARD

QUARTERLY MEETING NOTES - **DRAFT**

Wednesday, April 12, 2023

| Members | p/a | Members | p/a |
|--|-----|---|-----|
| June Dahl (Chair) | p | Grant EchoHawk (Assembly representative) | p |
| Jack Finnegan (Council representative) | p | Deborah Simon (Borough resident) | p |
| Nina Hopps (At-Large) | p | Maureen Eldridge (Friends representative) | p |
| Louisa (Lucy) Ortiz (At-Large) | p | Zoë Sobel (At-Large) | p |
| | | <i>High school representative – position vacant</i> | |
| Staff | p/a | | p/a |
| Pat Tully (Director) | p | Delilah Walsh (City Manager) | p |

1. CALL TO ORDER – ESTABLISH A QUORUM – Meeting called to order at 6:02pm; each Board member introduced themselves and a quorum was established.
 - 1.1 Back in July 2020, June Dahl was elected chair by acclamation; however, there was no quorum at that meeting. To rectify this, June requested a volunteer from the Board to conduct an election of a Chair *pro tem* for the meeting. Zoë Sobel did so, and was nominated by Lucy Ortiz to be Chair *pro tem*. There were no other nominees, and Zoë Sobel was elected.
2. APPROVAL OF MINUTES – JANUARY 11, 2023 MEETING; FEBRUARY 8, 2023 (TRAINING MEETING). Deborah Simon put forth an amendment to item #2 the January 11, 2023 minutes, changing the word ‘distributed’ to ‘proposed’. The Board approved the amended minutes of the January 11 meeting, and the minutes of the February 8 meeting.
3. NOMINATIONS AND ELECTION OF CHAIR FOR THE YEAR (APRIL 2023-MARCH 2024) – The Chair requested nominees for Board Chair; Lucy Ortiz nominated Nina Hopps, who declined the nomination. Nina Hopps nominated June Dahl, who accepted the nomination. The Board voted 6-1 to elect June Dahl Board Chair.
4. PUBLIC HEARING ON THE REQUEST TO REMOVE FROM THE TEEN NON-FICTION COLLECTION THE BOOK, LET’S TALK ABOUT IT, BY ERIKA MOEN AND MATTHEW NOLAN.
 - 4.1 PUBLIC HEARING - PUBLIC COMMENT AND RELATED CORRESPONDENCE (3 MINUTES EACH): Deborah Simon requested information about how the book was selected; the Board will take up this discussion during Board discussion.

Public comment:

 - Mary Maley: The Library is not the arbiter of truth but a vessel of knowledge from which the user can determine the truth; a library should not act in the place of parents and government should not police access to content. ‘Sexually explicit’ is not the same as ‘pornographic’.
 - Tanya Hedlind: Mrs. Hedlind objected to the inclusion of her personal contact information in the public hearing packet, she has been contacted as a result. Library Director Pat Tully apologized for not redacting Mrs. Hedlind’s contact information from the packet, and will remove access to the packet from the Library Advisory Board web page.

Mrs. Hedlind would like the book moved to the Adult section, not removed from the Library altogether. It is important to protect children from materials inappropriate for their age. Because the Library does not limit access to inappropriate materials, it is not a safe place for children. Information on STIs are treated lightly, and other content encourages sexting, and other online sexual practices. Please remove book from the Teen section of the Library.
 - Kathy Bolling: In a democracy, freedom must be protected, and people get to make their own choices about what

to read and what their children read. Others should not limit a family's decisions about what is appropriate.

- Roxanne Abajian: Does not advocate removing any book or asking library staff to move the book to another section of the Library. No one should determine what others are able to read.
- Christy Johnson: Do not agree with banning books. Objection to this book is that it is inappropriate for younger teens, in particular information on sexting and other practices.
- Heather Dickerson: Do not support banning books. Younger children can go into the Teen Room and have access to the books there, so this book should not be in the Teen section. It is a very graphic, graphic novel, and often teens look only at the pictures and not the text. The book encourages exploring kinks by contacting porn stars; teens should not contact any strange adult about sexual practices. The book should be in the adult section.
- Becky King: Supports the Library keeping this in the Teen section. Spoke to her teenage son about the book and discussed it section by section. Library has many books that offend some part of the community and are not appropriate for everyone. There is useful information in the book about internet safety. This book can spark important conversations with your children.
- Tim Hemme: Thank you for providing information on a variety of viewpoints for all of the community.
- Sharli Arntzen: Received a letter in response to her request for reconsideration of the book, Let's Talk About It. This is not about banning books. The selection of this book to add to the Library was poor judgment, and this should be factored into future selection decisions. The book contains advice and information that is inappropriate for teens; there are other options for books for teens on sex and relationships. Libraries are supposed to be places of information. Public funds should not be used for materials that may lead to the sexual abuse of children.
- Katy Posey: Years ago learned in a discussion with librarians about material in the children's section. Smartphones and other technological changes have led to the rapid evolution of sexual and other practices. This book explains these new practices. Do not take the book off the shelf, but move to a higher shelf and/or label it to limit access to minor children.
- John Zacharias: Honest with his children about sex and other issues. Book contains good information on consent, relationships, body image, jealousy, signs of an abusive relationship. There is a lot of bad information out there in the media; this graphic novel contains real and realistic information.
- Diane Liljegen: Retired physician and mother. Excellent educational book, anatomic and sexual information was clear and accurate. Good discussion on consent and social aspects of sexuality, and body image. Very frank illustrations, which are helpful and educational. Not for everyone. Public library is a resource for all citizens; one group of people should not determine what the rest can read.
- Janalee Gage: Speaking for herself alone. Much better and more accurate information in this book than was available decades ago. This lack of information led to abuse and discrimination—ignorance leads to bad choices. We should give children the tools to make healthy choices. You do you, and it's OK to be you.
- Kim Simpson: Book includes diverse people with real body types. Good information on consent and respect. Often popular romances often portray very unhealthy sexual relationships. The book contains a valuable list of indications of an abusive relationship and of being an abuser, with information about staying safe and not getting into trouble. It is embarrassing to have some of these discussions with our teens, but important. No one approves of every book in the Library. But they should not be removed or moved to a different section.
- Michael McNally: This is an awkward subject for parents and children. Helpful to have works in the Library as a springboard of discussion. Consider the alternative if book removed, limiting many teens to learning from unrealistic and unhealthy sources of information in the media. This book provides accurate and positive information. People do not have to agree with all of the book but don't remove it.
- Chelsea Haponski: Books do not have to be pulled from the Library, but a lot of content in the book is not appropriate for younger children. It is not a book that a teenager or child should have access to without parent oversight. Pictures in the book are particularly misleading and readers are more likely to look at the pictures and not read the text. Not a safe thing to have accessible to children without adult supervision.

- Charley Murray-Young: The book is a wonderful resource—although it can be shocking. The book allows for conversation and it is important to have it available. The Internet is a scary place with lots of information that can be harmful; so can misinformation from peers. The Library should have books for every family and reflect a variety of family values.
- Terri Schultz: Concerns about the book related to safety. It is dangerous to sext according to the American Pediatric Association, and this is correlated to other risky behaviors. Online content is forever—once an image is online it is impossible to eradicate it. Contacting porn stars is another dangerous practice. Internet chat rooms include predators and lead to abuse and sex trafficking. The book has an apathetic attitude toward STIs. Removing this book does not constitute a book ban or a violation of the First Amendment; libraries are not required to acquire the book. Please remove the book.
- Paul Hook: Supports reasonable expectation and boundaries. Showing sexual illustrations to minor children is wrong, and the book contains information about deviant sex practices. Age of majority in Alaska is 18. Put book in the Adult section and let kids be kids.
- Braidyn Young: Teenager in 9th grade. Teens need this book to make informed decisions that keep them safe. Some young people are engaging in these practices and need reliable information about keeping safe.
- Cindy Taylor: Thumbed through the book and is concerned about the content. Once you post something on the internet it does not go away. The book talks about engaging safely in these behaviors, but there is no way to do it safely. These practices could make a child prey to sexual predators and may also harm future job prospects. Teens are more likely to look at the pictures and not read the text, and may share the illustrations with younger friends. Do not hide the book, but limit it to adults.
- Perry Reeve: Is impressed that now there are books about a variety of sexual topics, although this one goes a little far. Not against banning any book.
- Dave [last name needed]: Baseball coach who works with youth. His worry is that the book circumvents local authority figures who will guide them to responsible behavior. Online contact with adult strangers is dangerous. The book should be moved so it is not accessible to minors. The Library should be a safe place, and this book points children to online resources that are not appropriate.
- Winona Wallace: Wished that the book asked teens to think about community, history, culture, family and morals before starting on sex information. Aghast – the book is not for teens but adults or young adults. The book is not appropriate for many parents or guardians with their children. There is no talk in the book about personal responsibility, and condones many controversial practices such as one-night stands.

LETTERS:

- Dick and Nancy Axelson: Library should not have books that introduce children to content inappropriate to their age. We should provide content that encourages morality in our young people.
- Hilary Robbins: Throughout her life, has found valuable resources in the Library. Not every book will serve every person, but people should be able to choose what books they read.
- [No name] Do not feel it is appropriate to have the book in the Library. Not OK to sexualize children or learn about sexting and other practices. Book is pornographic and there could be legal ramifications to providing the book to minors. The book should not be available to minor children.
- Charlotte Glover: Library staff do not only select books they agree with, but base their decisions on the quality of content. Libraries do not choose pornographic books, and this book received positive reviews from several sources. Good collections have a range of materials from a variety of viewpoints. People who cannot afford to buy books deserve to have equal access to quality materials from the Library.
- Nicholas Toepfer: Does not support removing or moving this book from the Teen section. It is not right for a group to limit access to a book for the rest of the community. There is something for everyone in a library, and no one has the right to choose what another can read. The information in the book is valuable for some families. Is opposed to book banning, which is not an American value. It would be an infringement of the rights of others to

remove the book from the Library.

- Janalee Gage (remainder of her letter): This book allows discussion of taboo issues. The Constitution protects everyone's right to free speech, and removal of books from the Library based on the disapproval of some is censorship. Parents are responsible for guiding the reading choices of their minor children. Teens need information on these issues to make good choices and know they are not alone.
- Catherine and Jason Powell: The book should be removed from public library. The Library should be a safe place, and it is connected to school libraries and its collections are therefore accessible to children. They have seen the video from an Anchorage man about the book and it is very concerning, particularly with regard to sexting and contacting porn actors. Illustrations and content are pornographic and could constitute grooming. Alaska has a problem with child abuse and sexual assault. They are concerned about the contents and target audience of this book. The graphic novel format is enticing to teens and the book encourages unsafe and illegal sexual practices.
- Jason Baldwin: The Library disseminates information and it is important not to limit access to materials. This book is a useful commonsense guide.
- John Pearson: Is opposed keeping a list of inappropriate materials for a library. The Library should contain a wide range of topics with many viewpoints. He has read the book, and there is no reason to exclude book from the collection. The book teaches respect for oneself and others.
- Erin Knight: Supports the Library's decision to retain the book. It contains vetted, factual and accurate information that is useful for many teens and families. Providing this information in the Library is preferable to alternative sources of information via peer misunderstanding and online misinformation. The book includes information on alternative sexualities and gender roles. It is not the Library's role to limit information or access, and it should be guided by the Library Bill of Rights.
- Charlotte Tanner: Do not ban books. If you do not want to read them, don't read them.
- Mary Gregg: Opposed removing the book from the collection. The Library provides good information in contrast to much of what is online and in the media.
- [Grant EchoHawk moved to allow Conor Pearson to speak though public comment ended, and Jack Finnegan seconded the motion.] Conor Pearson: Children have the right to read what they want, when they want. If you don't want to read it, don't read it; I expect the same freedom. Children have the right to speak for themselves, and not have adults speak for them.

4.2 PUBLIC HEARING - BOARD DISCUSSION AND POSSIBLE RECOMMENDATION

BOARD STATEMENTS:

- Grant EchoHawk: Thanks to staff for responding to this challenge with grace. He commends all the speakers this evening for their civility--some of the online comments by others have been less than courteous. The book is not perfect, but has a good discussion of consent, and respect for oneself and your partner. Information and knowledge about these and other sensitive subjects helps young people to make good decisions. There are things in the book that he is not comfortable with – online porn is not benign and parents have to have conversations with young people about these matters. But this book helps with that discussion. As a whole, it provides knowledge and instruction. Children do not grow up in a vacuum and this book will never be the only source of information on these matters. In these discussions, it is important to use words such as 'grooming' accurately. Children targeted for sexual abuse are most often in marginalized groups; we have to make children feel safe and protected. Grant supports keeping the book in teen section.
- Nina Hopps: Sections of the book are valuable, including the sections on relationships--how to apologize, handle rejection and jealousy, and maintaining friendships while in a relationship. It can be an educational but uncomfortable book for adults. Let's talk about these topics with our children—there are not a lot of books out there with accurate information. Nina is against moving the book to the adult section, where it may entice teens to books about adult sexuality.
- Deborah Simon: There is no clear criteria or guidance about what constitutes a challenged book in Head of

Children's Services Amie Toepfer or Director Pat Tully's letters to Mrs. Hedlind. The reasons for selecting books for the collection are vague: It must be authoritative, but how is this defined? The authors of this book do not appear to be authorities on sex or relationships. Ms. Toepfer's letter says that the book is open, honest and thoughtful, but Mrs. Simon does not find it so. The illustrations and content in the book could be considered pornographic and obscene. Ms. Toepfer's letter indicates that the book received good reviews, but reviews are not always accurate. The book makes judgmental political statements. The book does not only give information but encourages practices such as masturbation. Director Tully's letter says that the intent of the illustrations is not pornographic, but character within the book indicates that it is arousing. The book is inconsistent with Library's selection criteria, and should be moved from the Teen to the Adult section.

- Jack Finnegan: Is grateful for courtesy shown in the meeting. Certain images and text in the book do raise concerns, but overall, authors emphasize communication and discussion about these matters. It is not the Library's role to make decisions on what content is appropriate for the community. Not all books are appropriate for everyone, and the Library's responsibility is to house ideas, not to shield people from them. In a democracy, people should be free from government interference in their reading choices, and should not be able to decide this for other people.
- Zoë Sobel: There is a lot that adults can learn from this book, and it does not appear, from a reading of the City Attorney's memo, that the book does not violate obscenity laws. The book should remain where it is in the Teen section.
- Maureen Eldridge: Is very thankful the courtesy shown by all the speakers this evening. All who have spoken are right, since we all come from different places and perspectives. The Book had a lot of good points and bad points, but it includes some good information for teens. The takeaway from the City Attorney's memo is that is not appropriate to move the book from the Teen to the Adult section.
- Lucy Ortiz: Thanks the library staff and everyone who spoke this evening. She recommends to keep this book in the teen section. While shocking and uncomfortable, it does spark conversation.

Motion: To retain the book, Let's Talk About It, in the Library's Teen Nonfiction collection: Grant EchoHawk moves, Lucy Ortiz seconds.

Zoë Sobel moves to limit the time Board members can speak to 1 speech of 5 minutes for each member. Grant EchoHawk seconds. Discussion: Deborah – does this include questions? Yes; for any purpose. 6 in favor, 1 against limiting discussion.

- Maureen Eldridge: The book should remain where it is in the Teen Nonfiction collection.
- Deborah Simon: There was a recent court case: Little et al., v Llano County, dated March 20, 2023: Books returned to the Library do not have to be returned to their original location. Did the City Attorney consider this decision in preparing his memo of April 4? City Manager Delilah Walsh indicated that she requested the memo from the City Attorney, and does not know whether he took this decision into account.

Delilah Walsh: The Board's recommendation regarding the reconsideration request goes to the Library Director, and any appeals go to the City Manager—this is the standard operational process, which is set out in the City Charter, and as such does not need to be part of the Library's reconsideration policy.

Deborah Simon: Asked what needs to be done to achieve reconsideration? Director Tully explained the process of reconsideration. The criteria is contained in the Library's collection development policy and the professional experience of the professional librarians who select materials.

Deborah Simon: What is required for a successful reconsideration? Director Tully answered that Mrs. Hedlind submitted the request correctly, and the Library responded per the reconsideration policy. The bar is high for reconsidering a book in the collection because of the care with which librarians select each item.

- Grant EchoHawk: We are not always going to agree. Everyone gets a voice and then the board makes a recommendation following democratic processes.

Motion: is to keep the book, Let's Talk About It, in the Teen Nonfiction collection: the Board votes 6 in favor, 1 against.

5. Reports:

- 5.1 Friends of the Library Maureen Eldridge reports that there have been three Collectible book sales this spring, making over \$600, plus the sale of \$1 books in the Library lobby. Friends of the Library will not have a spring 3-day sale and are not able to take donations. The Library will provide a list of requests to the Friends at their next meeting on Tuesday, April 18 at 6pm.
- 5.2 City Council - Jack Finnegan will report to the Council on this meeting - Director Tully appeared before council last week to answer questions about the Minimum Hours SOP and returning the Library to pre-pandemic open hours.
- 5.3 Borough Assembly Grant EchoHawk will bring report back to the Assembly at Monday's meeting; the Assembly starting to focus on the Borough budget for 2023-24.
- 5.4 Librarian Director Pat Tully's report is in the Board's packet. Deborah Simon asked about the March 3 Discovery Center talk, What Happens In the Library, and Pat summarized the talk.

6. Old business:

- 6.1 Request for information about Board members' recollections re the Drag Queen Storytime discussion – how to respond. – Garrett Abbott clarified that his request is about the Board's discussion of the October 2021 Banned Book Week display. He asked if Board members had any additional recollection of this discussion apart from the Board's October 2021 meeting minutes? Mr. Abbott also noted that there was an error in those minutes as to the location of the Banned Book Week display. Director Tully will provide Mr. Abbott with a written response. Mr. Abbott would like board recollections. Zoë Sobel and several other members of the Board were not members at the time. Deborah Simon remembered that there was more than one display, one of which was in the Children's Library or Teen Room (or just outside). June Dahl remembers the display of book covers in the Library's lobby. Nina Hopps recalled that the October 2021 meeting took place via Zoom, and she does not recall seeing the displays in the Library—at the time the Library was encouraging people to checkout their materials and not linger in the Library due to the pandemic. Mr. Abbott thanked the Board.
- 6.2 Can or should individual Board members make their contact information public? Jack Finnegan noted that City Council members make their contact information public, but the Library Advisory Board is made up of volunteers and it is not necessary for Board members to make their contact information public. The Library Director can pass on any communications to the Board or appropriate Board member. Zoë Sobel: The Library Director should continue to be the pass-through for communications to the Board. Grant EchoHawk: Board members should continue to use the Library Director as initial contact for Board communications. Deborah Simon: Is it possible for the City to provide the Library Advisory Board with a generic email, or alternatively should Board members provide contact information? June Dahl: The Library Director can pass on communications to the Board. Deborah Simon: Should the Advisory Board provide contact information to the public as part of its function? City Manager Delilah Walsh: the best way for public to reach the Board is through the Library Director. The City does not provide generic contact email for Advisory Boards. Maureen Eldridge would prefer that her contact information not be made public. <end of recording>
Motion to direct the public to contact the board through the library director. 6 in favor, 1 opposed; motion passes.
- 6.3 Special Board meeting - who may call such a meeting and under what circumstances? The Library Advisory Board Ordinance (KMC 2.040.030) states that meetings called in addition to the quarterly meetings may be called by the chair or acting chair in the chair's absence. June would like guidelines for calling special meetings. Delilah Walsh said that if a Board member would like a special meeting, contact the Library Director to poll the Board to vote on scheduling such a meeting.

7. New business:

- 7.1 Discussion of board policies and procedures: Delilah Walsh said that advisory boards are not required to have bylaws,

but may adopt rules and guidelines for board processes.

7.2 Library Minimum Hours SOP (standard operating procedure) – discussion and recommendation. Lucy Ortiz and Zoë Sobel spoke in favor of the SOP, and in support of the library being open on Sundays.

8. Correspondence and public comment – 3 minute limit per speaker

- Tanya Hedlind asked about what the board will do about her personal contact information being available in the Request for Reconsideration packet. Director Tully apologized for the oversight. She will remove the link to the packet on the Library Advisory Board web page, and will redact Mrs. Hedlind's contact information from the packet before it is included in the materials for the July board meeting. Delilah Walsh noted that documents submitted to the city are public documents, and this should be plainly stated on any city forms. Director Tully will add this to the Request for Reconsideration form.

9. Future agenda items

- Review of the Library's collection development policy.
- Review of the policy on including personal contact information in board material.
- Review of the current Library meeting room policy.

10. Adjournment at 9:28pm.

Goal 1: The Library is Ketchikan's Town Square:

- The Library hosts two weekly yoga programs: Chair Yoga led by Hillary Koch; and Mindfulness Yoga led by Charley Murray-Young. The Free Style Book Club, led by June Dahl, is held twice a month. Chess Club takes place on Saturday afternoons and a Chess Tournament will be held for all ages on July 22.

Goal 2: The Library Serves the Ketchikan Community:

- Rebecca Brown of Outreach Services provides materials and other services to residents of the Pioneer Home, New Horizons Long-Term Care, Seaview Terrace and Rendezvous Senior Day Services, and holds twice monthly read-aloud programs at First City Homeless Services—this in addition to her deliveries to homebound residents and maintenance of Book Shares throughout the island.
- Ann Marie Meiresonne recorded and posted on FB weekly Song & Rhyme Time videos for young children in the spring and monthly videos in the summer. Each video has been viewed several hundred times--the May 2 video over 11,300 times.
- Each month the Teen Advisory Group distributes to teens one tasting bag and one craft bag.
- The Library celebrated Asian-American & Pacific Islander (AAPI) Month in May with a film showing of *Moana*, an AAPI Craft Bag, and AAPI book displays.
- The Library celebrated Pride Month with a craft program on June 6, a Pride Storytime on June 9, and a month-long Read the Rainbow challenge for all ages.
- The May 12 Storytime featured a guest from the Coast Guard. Friday Storytimes are on hiatus through the end of August, with the exception of special summer Storytimes.

Goal 3: The Library Engages With the Community:

- The Library and Ketchikan Museums have teamed up for Children and Teen Summer programs with a dinosaur theme. The Teen Summer Program started on June 1 with a Dino Trivia Night; the Children's Summer Program started with a Dino Party on June 2, attended by 125 kids and their adults!
- Ray Troll gave an author talk and book signing on June 28, at a program co-sponsored by Parnassus Books.
- In May, Outreach Services and KPU Telecomm held a Senior Tech Time program.
- Adult Services held a Trading Card Exchange in May.
- The Teen Advisory Group has been meeting twice a month to organize summer and fall events.
- The Library and the Ketchikan Garden Club hosted a Spring Gardening Expo on April 1 with several sessions on gardening in southeast Alaska.
- The Library and Parnassus Books sponsored an author talk by Melissa Cook, on her recent book, *The Call of the Last Frontier: The True Story of a Woman's Twenty-Year Alaska Adventure*.

Goal 4: The Library is a Growing, Vibrant Organization:

- The Friends of the Library holds a monthly collectible book sale in the Library lobby.
- The Library hired Robert Rice to be the new Adult Services Library Assistant II, replacing Tammy Dinsmore who retired in September 2021.
- Robert's hire enabled the Library to return to its full pre-pandemic hours starting May 21. The Library is now open Sunday from 12-6pm, Monday from 10am-6pm, Tuesday-Wednesday from 10am-8pm, and Thursday-Saturday from 10am-6pm.
- Children's Library Assistant I Jayd Myers resigned her position effective June 21, and the Library promoted substitute staff member Elsa Snodderly into the position.
- The Library Director accepted the recommendation of the Library Advisory Board to retain the book, *Let's Talk About It*, in the Teen Nonfiction collection. On June 22 the Ketchikan City Council upheld that decision in a 4-3 vote.

Ketchikan Public Library - Collection Development Policy

The Library Director, with the advice of the Library Advisory Board, will set policy and guidelines governing materials selection. This policy will be reviewed and revised, if necessary, on an annual basis by the Library Director and the Library Advisory Board to ensure that both understand, approve, and support the policy. The Library Advisory Board and the library staff recognize the responsibility to provide materials representing diverse points of view. The Ketchikan Public Library subscribes to and supports the American Library Association's Library Bill of Rights and the American Library Association Freedom to Read statement.

The Library's collection is composed of fiction and nonfiction titles that reflect the unique character of this community. It provides educational, recreational, cultural, and research information in a wide variety of formats that include books, magazines, newspapers, maps and pamphlets, as well as non-print material such as DVDs, compact discs, realia, and electronic and online resources. The Adult Division collection concentrates on the needs of the adult lifelong learner by providing popular and high interest fiction and nonfiction materials. A core collection of recommended materials in both reference and general works is augmented by a strong regional collection and well-developed marine, travel, health, crafts/hobbies, cultural, and "how-to" sections. The Children's Division maintains a strong juvenile fiction and nonfiction collection, which equally represents youth 0-13 years of age and their caregivers. The Teen Room contains young adult fiction and non-fiction, books, DVDs, and CDs. The Ketchikan Public Library does not collect for curriculum support. The Public Library can be an additional source of information and assistance but the school libraries are primarily responsible for curriculum support.

Selection Criteria

Each title is selected on its own merit and the needs of the audience for whom it is intended. Selection is made primarily on the basis of book reviews and other professional tools. Major selection tools for the Ketchikan Public Library include Booklist, Library Journal, School Library Journal, and Kirkus. Works that have won major awards such the Caldecott, Man Booker, and Academy Awards are also considered for selection. Patron requests are given strong consideration. Publishers or dealer's catalogs and "bestseller" lists are also used for selection. No single standard exists which can be applied in all acquisition decisions. Some materials must be judged primarily on their artistic merit, some on their scholarship, some on their value as human documents; others are needed to satisfy recreational and entertainment needs. General criteria considered in evaluation and reevaluation of materials for the Ketchikan Public Library include:

- Funds and space
- Popular interest and usefulness
- Authority, effectiveness and currency
- Attention of reviewers, critics, and public
- Reputation and/or significance of author
- Suitability of physical form for library use
- Availability of similar material in other library collections
- Overall balance in subject and point of view

Recommendations from library users are encouraged and will be purchased if they meet the above criteria.

Ketchikan Public Library - Collection Development Policy

Most items in the Alaska Digital Library collection are selected by a committee of the Alaska Library Network. Patron suggestions are considered by the committee in making their selections.

Cooperative Collection Development

The Ketchikan Public Library is part of the First City Libraries system. This means it shares computer equipment, a common database, and a circulation system, with the Ketchikan Gateway Borough School district. The computer system is fully integrated so each library can tell exactly what titles other libraries own, thereby avoiding needless duplication and facilitating cooperative collection development. Materials owned by member libraries are, in most cases, freely shared with all patrons.

The Ketchikan branch of the Alaska Court System Library maintains a collection of federal and state law and associated materials while the Public Library maintains a collection of materials on Alaska State Law. The Library also collects materials of general interest related to law and the courts, as well as, do-it-yourself business and personal law.

The Ketchikan Public Library also participates in an interlibrary loan program. The library is an active member of the OCLC Network, which provides access to the bibliographic holdings of libraries nationwide.

Weeding & Inventory

Using selection criteria and circulation statistics, librarians select items to withdraw from the collection in an ongoing process. This ensures that the Library's collections are relevant and meet the community's changing needs. A complete inventory of the collection is done yearly.

Selection Responsibility

The Library Director has the final responsibility for maintenance and development of the collection. The Adult Services Librarian is the acquisitions librarian for the adult fiction and nonfiction. Approximately ½ nonfiction and ½ fiction titles are selected for adult interests. The Children's Librarian is the acquisitions librarian for the children's and young adult (teen) fiction and non-fiction collections. Approximately 1/2 fiction and 1/2 nonfiction titles are selected for children and young adults. The large print collection is the responsibility of the Outreach Librarian and is primarily popular fiction. Each librarian chooses newly-published, older and replacement titles in their selection area, with input by other staff members as needed.

Collection Maintenance

Materials are reviewed regularly and systematically by the appropriate librarians to assess overall quality and physical condition. Materials of current value but in poor physical condition will be evaluated for mending, rebinding, or replacement. Mending is only done in cases of minor damage or when there is no alternative.

Duplication

Duplicate titles are added to the collection only under careful consideration and sufficient demand. This situation is driven by budgetary and space constraints.

Ketchikan Public Library - Collection Development Policy

Conservation

The library supports conservation and preservation of all historic materials of regional interest. Many books in the Tongass Historical Museum collection have been entered into the First City Libraries union catalog. While the Tongass Historical Museum's collection does not circulate, it is available for the public to use in-house. Occasionally, an item from the library collection will be donated to the Museum.

Gifts

Selected donations will be evaluated for inclusion in the collection in the same manner as new materials. Items not selected for inclusion in the collection will be disposed of or given to the Friends of the Ketchikan Public Library to be sold at their book sale. The library cannot legally appraise gifts for tax purposes.

Collection formats

- Reference: Items selected are works in a variety of high interest subject areas, or which are included in standard reference bibliographies for small libraries. This collection is reviewed annually for currency and effectiveness. These items do not circulate so that they will always be available for patron use.
- Alaskana: Items of state and local interest are placed in the non-circulating Alaskana collection so that they will always be available for patron use and research. Extra copies may be placed into general circulation, depending on value and ease of replacement.
- Magazines: Subscriptions are heavily used in the library and all but current copies circulate. Back issues are generally held for one year for monthly periodicals and 3 months for weekly periodicals. The Library's subscription list is reviewed annually and titles are added or dropped according to use.
- Newspapers: Subscriptions to regional and state newspapers provide patrons with current information. All newspapers are kept for at least two weeks. The Ketchikan Daily News is kept in hard copy until microfilmed. Microfilm copies of Ketchikan papers are retained for research.
- Pamphlet files: State and local historical items are kept for Alaskan and general interest information. Small items which present shelving problems, or clippings are included as well as information not available in other formats.
- Maps: The Library topographic maps of Southeast Alaska and some local navigational charts are collected.
- Video and audio: Informational, educational, and literary DVDs, CDs and other video and audio materials are collected to provide alternate access to information. Price is a serious consideration in the purchase of videos and audiobooks. Outstanding popular culture and award winning films are included. Critically acclaimed foreign films, independent films and PBS productions are heavily collected. DVDs and various audio formats are currently being purchased for the collection.
- Online: The Library is a member of the Alaska Digital Library and through it provides access to a large collection of downloadable electronic and audio books. The Library also provides access to the State's SLED databases, and subscribes to a small number of electronic databases.
- Realia: The library collects a variety of items that are not text-based. These items are chosen for their durability, local interest, ease of circulation and storage, and contribution to the library's mission to supply materials for educational and recreational purposes. This collection includes such things as board games, craft tools, AV equipment, puppets and GPS locator beacons.

Library Advisory Board, July 12, 2023 meeting, agenda item 5.3

From the 2023 City of Ketchikan – Library Operating and Capital Budget, Children’s Services Division, Accomplishments for 2022, page M-16:

“All the Teen Room collections were evaluated and weeded this year, items with especially low circulations were closely looked [at] and [considered for weeding] to make way for more popular titles. With the circulation of graphic novels and manga increasing so rapidly those collections needed a special critique to make sure no beloved series were cut, but more room was made for new items.”

KETCHIKAN PUBLIC LIBRARY MEETING ROOM POLICY

The Ketchikan Public Library (KPL) has meeting rooms available for the purpose of promoting the library's mission:

The purpose of the Ketchikan Public Library is to provide informational, educational, and recreational materials and services for the people of the City of Ketchikan and the Ketchikan Gateway Borough. This is accomplished through development, maintenance, and promotion of materials, physical spaces, and programs responsive to the diverse interest and needs of our community.

Policies and procedures governing the use of the space make the space available in a manner that is equitable and does not interfere with the fulfillment of the library's mission.

Guidelines

The library's programs and meetings shall have first priority for use. Any club or community group of persons meeting for non-profit purposes may request and be assigned use of the meeting room. In allowing a group to use a meeting room, the Library Advisory Board, the City of Ketchikan, and the library staff do not imply any endorsement of the group's beliefs, policies, or program. No group shall in any of its publicity state or suggest that the Ketchikan Public Library, the Library Advisory Board, the City of Ketchikan, or the library staff sponsors or endorses the meeting, the group or any particular set of ideas.

The group making the reservation is responsible for ensuring its program is in compliance with state and federal statutes (i.e. Open Meetings Act, Copyright Law, Americans with Disabilities Act, etc.). All meetings must be open to the public.

The Library has two (2) meeting rooms. The Large Multipurpose Room is available for meetings of up to 35 people. There are a limited number of tables available. The Small Multipurpose Room is available for meetings of up to 16 people.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for all damages that may occur as a result of the use of the facilities.

Library meeting rooms are available for use during regular library operating hours, including setup prior to the meeting and cleanup after the meeting. All meetings must conclude by a half-hour before the Library closes--5:30 PM Monday, Thursday, Friday and Saturday; and 7:30 PM on Tuesday and Wednesday. **Meeting rooms are not available on Sundays.** Setup, including tables and chairs, and special arrangements are the responsibility of the group. No room set-ups will be provided by the Library.

Reservations must be made through the office of the Library Director. Interpretation of this policy will be at the Library Director's discretion.

There are two Study Rooms (North and South) which are available for small meetings (capacity of up to 4 people per room). The Study Rooms are available on a first-come, first-served basis and may not be reserved in advance. The Study Rooms are available once a day for up to two (2) hours.

Limitations and Restrictions

- All groups using the large meeting room shall complete, submit and, at the request

Library hours: Monday, Thursday, Friday, Saturday 10am – 6pm; Tuesday, Wednesday: 10am-8pm; Sunday: noon-6pm.

KETCHIKAN PUBLIC LIBRARY
MEETING ROOM POLICY

of the library staff, update a Meeting Room Request.

- The meeting room will be booked only to adults. Groups comprised of persons under the age of 18 must be sponsored and supervised by an adult responsible for that group.
- No single group may have more than two (2) meetings in a one-month period, unless the Library is a co-sponsor. Recurring meetings may not be booked for more than three (3) concurrent months.
- Meeting rooms may not be used for personal or private profit. The sale or promotion of products or services, except in conjunction with a library program is not permitted. Names of participants cannot be collected by program presenters for later financial gain.
- **All meetings must be open to the public.** Groups wishing to collect fees or donations must do so away from the library premises. No products, services, or memberships may be advertised, solicited, or sold. The only exceptions to this rule are for charges or sales which directly benefit the public library or are approved in advance by the Library Director.
- Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telephone number or invite potential attendees to contact the library.
- Any announcements or notices to publicize an activity may not be posted in the Library without prior approval from the librarian in charge.
- Each group using a meeting room shall be responsible to ensure that the meeting room is returned to the same condition after the meeting as it was prior to the meeting. Failure to restore the meeting room to such prior condition shall render the group liable to the City of Ketchikan for the cost of repair and clean up and may result in forfeiture of future bookings.
- No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture. Lighted candles or flames are not to be used within the meeting rooms, or materials with a strong odor such as essential oils or lotions.
- Food and drink may not be served in the meeting room by any group unless approval has been secured from the library director at least 3 days in advance of the scheduled meeting. Smoking and/or alcoholic beverages are not permitted. If the furniture is rearranged or set up, it must be returned to the original arrangement at the end of the meeting. Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use. Groups using the kitchen must furnish their own

Library hours: Monday, Thursday, Friday, Saturday 10am – 6pm; Tuesday, Wednesday: 10am-8pm; Sunday: noon-6pm.

KETCHIKAN PUBLIC LIBRARY
MEETING ROOM POLICY

supplies such as cooking and eating utensils, cloths, cleaning supplies, paper goods, etc, and must leave the kitchen in an orderly fashion.

- Children may not be left unattended while adults are attending a meeting.
- The Library is not responsible for lost or stolen items.
- Under no circumstances may use of the meeting rooms interfere with the use of the library by other patrons, the work of the library staff, or any other aspect of normal library operation. See also Ketchikan Municipal Code 2.40.040.
- All reservations are accepted on a first-come, first-served basis. The Library retains the right to cancel a reservation for cause it deems sufficient. In addition, the Library may cancel the use of a facility for Library purposes, but will do so with no less than twenty-four (24) hour notice.
- A variety of equipment is available for use in the meeting rooms. Available equipment includes a digital projector, overhead projector, yoga mats, wooden painting easels, and a laptop (as available). The equipment should be used by someone experienced in its operation. Any damage due to misuse of the equipment is the responsibility of the group reserving the room.

Library hours: Monday, Thursday, Friday, Saturday 10am – 6pm; Tuesday, Wednesday: 10am-8pm; Sunday: noon-6pm.

Ketchikan Public Library Meeting Rooms Available:
Monday, Thursday, Friday, Saturday: 10 AM to 5:30 PM
Tuesday, Wednesday: 10 AM to 7:30 PM
MEETING ROOMS ARE NOT AVAILABLE ON SUNDAYS

KETCHIKAN PUBLIC LIBRARY MEETING ROOM REQUEST

Today's date: _____

Name of group: _____

Name of person applying for the group: _____

Home address: _____ Email address _____

City: _____ State: _____ Zip Code: _____

Home telephone: _____ Business telephone: _____

Meeting name and purpose: _____

Number of participants expected: _____

Meeting room preference:

____ Large meeting room (max. 35 persons) OR ____ Small meeting room (max. 16 persons)

Meeting Date: _____ Meeting Start Time: _____

Time Needed for Setup: _____ Meeting Finish Time (including cleanup): _____

Will you be serving food or beverages? _____

Equipment needed:

____ Dell Laptop ____ Overhead Projector (group provides transparencies)

____ PA System ____ Digital Projector (not compatible with Apple devices)

____ Folding Tables (total number needed _____)

____ Other (yoga mats, easels; please specify: _____)

I have read the attached Ketchikan Public Library Meeting Room Policy and agree that my organization will abide by these rules. I further agree that the group will be responsible for any damage to library property which may occur as a result of my group's use. I certify that I am authorized to make these representations on behalf of my group.

Signature: _____ Date: _____