

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

Wednesday, January 14, 2026, 6pm, City Hall Council Chambers

(Meeting will continue if necessary on Wednesday, January 28 at 6pm in City Hall
Council Chambers)

Members	p/a	Members	p/a
Grant EchoHawk (Chair)		Kathy Bolling (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)	

Preamble to the U.S. 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 defense, 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.*

- 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 OCTOBER 8, 2025 MEETING MINUTES**
- 7) **CORRESPONDENCE**
- 8) **PUBLIC COMMENT (3-MINUTE LIMIT PER SPEAKER)**
- 9) **REPORTS:**
 - a) FRIENDS OF THE LIBRARY NINA HOPPS
 - b) CITY COUNCIL JACK FINNEGAN
 - c) BOROUGH ASSEMBLY KATHY BOLLING
 - d) LIBRARY PAT TULLY

- 10) **WORK SESSION: REVIEW THE OLD LAB BYLAWS AND OPERATING PRACTICES, WITH A VIEW TO UPDATING AND GETTING THEM FORMALLY APPROVED**– KATE GOVAARS From the October 8 meeting notes:

“The consensus was to develop a simple set of bylaws for the LAB that includes things that are not included in the LAB ordinance. The ordinance can only be changed by a vote of the Council; the bylaws may be changed by the LAB if needed. The ordinance will always take precedence over the bylaws. Motion: Montgomery moved to make this a future agenda item; Govaars seconded. The Board voted unanimously in favor; the motion passed.

Director Tully will send a Word version of the unauthorized Operating Rules and Bylaws to the Board; Board members will send their suggestions for the bylaws to Tully; she will compile them into a document to be included in the January LAB meeting packet. The January agenda will include a work session and actionable agenda item on LAB bylaws.”

11) **ORGANIZATIONAL BUSINESS:**

- a) **LAB BYLAWS AND OPERATING PRACTICES, UPDATING AND APPROVING THEM** – KATE GOVAARS
- b) **2026 MEETINGS – DATE, TIME, LOCATION**
- c) **CHANGE OF ONE-YEAR TERM FOR TEEN REPRESENTATIVE TO JULY-JUNE** – SOPHIA PILGRIM.
(From October 8 meeting) Update on getting the Mayor’s approval for the extended term. Pilgrim has agreed to serve as the Teen representative In the interim period of March-June 2026.
- d) **NOMINATIONS AND ELECTION OF 2026 OFFICERS (CHAIR; VICE CHAIR)**
- e) **LAB MEMBER TERMS ENDING:** The terms of at-large members June Dahl and Shari Montgomery end in March.

12) **UNFINISHED BUSINESS:**

- a) **CREATING A SPACE IN THE LIBRARY WITH RESOURCES (BOOKS, ETC.) TO HELP AT-RISK FAMILIES AND ABUSED CHILDREN** – GRANT ECHOHAWK (From October 8 meeting)

13) **BOARD MEMBER COMMENTS**

14) **FUTURE AGENDA ITEMS**

15) **ADJOURNMENT**

NEXT MEETING: APRIL 8, 2026, 6PM, CITY HALL COUNCIL CHAMBERS

KETCHIKAN PUBLIC LIBRARY ADVISORY BOARD
QUARTERLY MEETING NOTES - Wednesday, October 8, 2025 - DRAFT

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

Preamble to the U.S. 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 defense, 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.*

- 1) **CALL TO ORDER** – Vice-Chair Arntzen called the meeting to order at 6pm.
- 2) **INTRODUCTION OF BOARD MEMBERS** – Director Tully called the roll; all Board members present except for EchoHawk, who is traveling.
- 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** – Director Tully requested that item 10: Library Adult & Technical Services presentation by Lisa Pearson, be moved up in the agenda to before the Reports section, so Pearson could get back to the Library. Montgomery moved to approve the amended agenda; Govaars seconded. The Board voted unanimously to approve the motion.
- 6) **APPROVAL OF JULY 9, 2025 MEETING MINUTES** – Arntzen noted that the word, ‘AGENDA’ in the heading be changed to ‘NOTES’. Montgomery moved to approve the amended minutes; Hopps seconded. The Board voted unanimously to approve the motion.
- 7) **CORRESPONDENCE** – Two items were laid on the table; one relates to 11b. Review of the Library’s Capital Requests; and the other to New Business c. Change in the One-Year Term for Teen Representative.

8) **PUBLIC COMMENT** – none.

9) **PRESENTATIONS**

- a) **LIBRARY ADULT & TECHNICAL SERVICES PRESENTATION – LISA PEARSON:** Lisa Pearson has worked at the Library for 26 years, starting as a part-time Library Assistant I, then Library Assistant II, and the Adult Services Librarian in 2006. Lisa helped plan and implement the move of the Library to its new home on Copper Ridge in 2012-13, and served as acting Library Director for several months in 2016. Her duties as Head of Adult and Technical Services include:
- Collection development, including budgeting, selecting, cataloging, marketing, weeding and compiling statistics for books, DVDs, CDs, music, and other formats in adult collections. Between 2011 and 2024, the adult book budget has decreased by 31% and prices have gone up 9% in the same period.
 - Adult programs: Number of programs have Increased from 36 a year in the old building to over 200 a year in the new building, providing experiential resources for the community. Lisa regularly pursues partnerships with other organizations to conduct a variety of programs, and also enlists the skills of Library staff members and Ketchikan visitors.
 - Marketing collections, programs and services in a variety of formats.
 - Hiring, supervising and training regular and substitute staff.
 - Also: Troubleshooting technology problems for patrons and staff; regular shifts on the circulation desk and phone; answering complex reference questions; supplying statistics and reports to the Director to include in her reports to the City; providing a history of institutional practices; working with patrons to resolve issues; and organizing and supervising the Library's annual inventory of collections.

10) **REPORTS:**

- a) **FRIENDS OF THE LIBRARY - NINA HOPPS:** The Friends annual Plaza book sale took place this past weekend. This year the Friends will sell children's books at a separate sale, to take place in the Library's lobby on Saturday, October 18. Hopps spoke about the challenges surrounding the sale this year, including the cancellation of several book collection dates due to weather and other circumstances. The Friends advertise their sales and encourage organizations who might be interested to come on Saturday afternoon to take as many free books as they need.
- b) **CITY COUNCIL - JACK FINNEGAN:** The City Council voted to approve the change in the LAB ordinance, to specify which months (but not which days) the LAB shall meet. A recent Acting City Manager's report to the Council noted that discussions between the Borough and City staff regarding changes in the Library Services Agreement are ongoing; the next discussion will take place in November.
- c) **BOROUGH ASSEMBLY - SHARLI ARNTZEN** – No report.
- d) **LIBRARY - PAT TULLY** – In addition to weekly Babytime and Storytime, Children's Services has begun offering monthly Booktivity programs for young elementary school children, with a story and a related craft. The popular Senior Tech Time series has resumed after its summer hiatus. Tully noted that the First City Rotary Club has received several outdoor musical instruments and the City Public Works is putting out an RFP to pour a concrete slab 6" deep next to the existing Children's Community Garden so that the instruments can be installed.

11) UNFINISHED BUSINESS:

a) **REVIEW OF THE DRAFT 2026 LIBRARY BUDGET AND RECOMMENDATIONS TO THE CITY COUNCIL**

– **SHARLI ARNTZEN** – Arntzen asked Tully why the 2026 draft budget in the packet has so much less information than the 2025 draft last year. Tully responded that the City is transitioning to a new online budgeting system called ClearGov, and this year it was not possible to combine the narrative sections and funding sources with the submitted numbers. Although salary and benefit figures were not included in the September 5 submitted draft, Tully noted that bargaining unit salaries will increase by 5% in 2026 per the City's agreement with IBEW, with an approximate 10% increase in health insurance and other benefits. Travel and training will increase in 2026 due to the Alaska Library Association Conference in Sitka, and the biennial Public Library Association Conference. The Library had budgeted to do the gutter and snow stop project in 2026, and to obtain a vehicle surplus by another department. However, both these will occur in 2025, and the 2026 budget draft will be changed accordingly.

The complete 2026 budget draft, including the narrative, will be available to the public when the City Council begins its review of the 2026 City budget in mid-to-late November.

b) **REVIEW OF THE LIBRARY'S 2026 CAPITAL REQUESTS AND RECOMMENDATIONS TO THE CITY COUNCIL – SHARI MONTGOMERY**

– The Library submitted three 2026 capital expense requests: 1) a new online library system to replace the 18-year-old SirsiDynix system that is shared with the KGB School District Libraries; 2) replacement for the failing library security gates, also 18 years old; and 3) replacement of the Library's security camera system.

In response to Board members' questions:

- The new gates will include a people counting mechanism.
- Because of the estimated cost of a new security camera system, the project will be put out to bid if it is approved by Council.

Tully laid on the table a spreadsheet that details the four system vendor cost estimates over the next five years compared with the cost of the current Sirsi Dynix system.

If the Council approves the project, a proposal will go to the KGB School District for review and approval for their FY26-27 budget. If they approve the project, the Library will send out an RFP in July 2026, select a vendor, and, if possible, do the migration in the fall of 2026.

Motion: Hopps moved to strongly support the Library's three capital projects; Dahl seconded the motion. The Board unanimously voted to approve; the motion passed. Finnegan will communicate this recommendation to the City Council.

NEW BUSINESS:

a) **REVIEW THE OLD DRAFT OF LAB BYLAWS AND OPERATING PRACTICES, WITH A VIEW TO UPDATING AND GETTING THEM FORMALLY APPROVED BY THE CITY COUNCIL – KATE GOVAARS**

Motion: Dahl moved to label the undated, unapproved document *LAB Operating Rules and Bylaws* 'Unauthorized'. Montgomery seconded. The Board voted unanimously in favor of the motion; the motion passed.

Montgomery noted that much of the *Operating Rules and Bylaws* document is duplicated in the *COK Ordinance 2.40.030 – Library Advisory Board*. After some discussion, the consensus was to develop a simple set of bylaws for the LAB that includes things that are not included in the LAB ordinance. The ordinance can only be changed by a vote of the Council; the bylaws may be changed by the LAB if needed. The ordinance will always take precedence over the bylaws.

Motion: Montgomery moved to make this a future agenda item; Govaars seconded. The Board voted unanimously in favor; the motion passed.

Director Tully will send a Word version of the unauthorized *Operating Rules and Bylaws* to the Board; Board members will send their suggestions for the bylaws to Tully; she will compile them into a document to be included in the January LAB meeting packet. The January agenda will include a work session and actionable agenda item on LAB bylaws.

- b) CREATNG A SPACE IN THE LIBRARY WITH RESOURCES (BOOKS, ETC.) TO HELP AT-RISK FAMILIES AND ABUSED CHILDREN – GRANT ECHOHAWK

Motion: Montgomery moved to table this item until EchoHawk is present; Liljegren seconded the motion. The Board voted unanimously in favor; the motion passed.

- c) CHANGE OF ONE-YEAR TERM FOR TEEN REPRESENTATIVE TO JULY-JUNE – SOPHIA PILGRIM. Pilgrim described her activities as the LAB Teen representative to survey high-school age students on their use of the Library and their recommendations for improvements. Her plan is to establish a fall and a spring survey, and report to the Board and the Library on its findings.

Motion: Pilgrim moved to change the one-year term of the LAB Teen representative to begin in July and end in June. Finnegan seconded. The Board voted unanimously in approval; the motion passed. Pilgrim has agreed to serve as the Teen representative In the interim period of March-June 2026.

12) BOARD MEMBER COMMENTS

- Dahl: Thanks to the Board and to Vice Chair Sharli Arntzen for a good meeting.
- Pilgrim: Thanks to Lisa Pearson for her presentation and to the Library staff.
- Liljegren: Many thanks to Sophia Pilgrim for her service as Teen representative.
- Arntzen: Thanks to the Board – her current term is ending so this may be her last meeting. Special thanks to Sophia Pilgrim for her excellent work representing teens.
- Montgomery: Thanks to Sharli Arntzen and Jack Finnegan as their current terms on the Board are ending. Thanks to Sophia Pilgrim as well.
- Govaars: The Library division presentations this year were wonderful. Excited about the upcoming children's book sale. Sophia Pilgrim's work on the Board has been excellent.
- Finnegan: Thanks to the Friends of the Library for all you do; thanks to Library staff and to Lisa Pearson for her presentation.
- Hopps: In reviewing the Borough's Comprehensive Plan it is disappointing that the arts and the library are seldom mentioned in the Plan; she urges the Board to find ways to advocate for the inclusion of both. Arntzen noted that the Borough Assembly will be reviewing the Plan and suggested that comments be sent to <https://kgbcompplan.com/> or to her so she can bring them up during the review.

13) FUTURE AGENDA ITEMS:

- Tabled item on creating a space for at-risk families and abused children.
- Bylaws work session and agenda item.
- Request to the City Mayor to extend Pilgrim's appointment as Teen representative through June 2026.

14) ADJOURNMENT at 9pm.

NEXT MEETING: JANUARY 14, 2026, 6PM, CITY HALL COUNCIL CHAMBERS

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.
- Free Style Book Club, led by June Dahl.
- Saturday afternoon Chess Club drop-in sessions.
- Monthly Craft & Connect adult crafting program.
- Advance Care Directives sessions with Courageous Conversations.

Youth

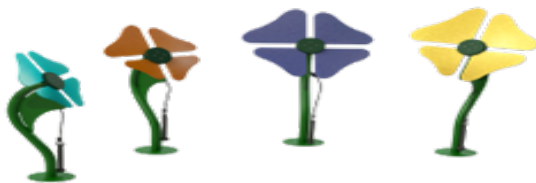
- Teen Advisory Group (T.A.G.) monthly meetings.
- Monthly teen craft bags and ongoing maker space in the Teen Room.
- Tween crafts and activities for children aged 10-12.
- Weekly Babytime and Storytime.
- Twice-monthly Craftivity.
- Teen To-Go Bags available for pick up twice a month.

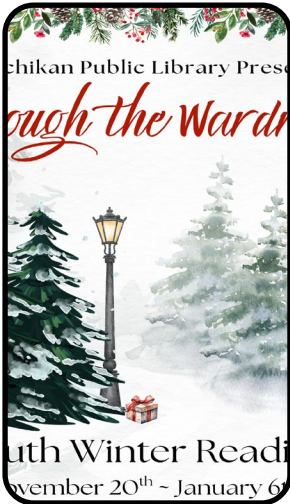
Outreach

- Programs and deliveries to the Pioneer Home, Seaview Terrace, New Horizons Long-Term Care, Ketchikan Indian Community, and Rendezvous Senior Day Services.
- Library representative at Ketchikan Re-entry Coalition and SEANET meetings.
- Book, DVD and magazine deliveries to patrons with mobility issues, and residents of Park Avenue Temporary Home, Ketchikan Correctional Center, Women in Safe Homes & Regional Youth Center.
- Maintenance of Book Shares throughout the island.
- Monthly column in the Daily News, *What's On Your Shelf?*

Online

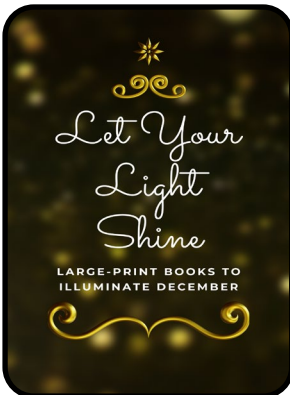
- Weekly *Song & Rhyme Time* with Ann Marie Meiresonne on FB and YouTube.





Children, Tweens and Teens

- SAIL free vision and hearing screening for young children on Nov. 7.
- November Craft 'n' Snack program.
- Mini Nutcracker Suite by the Ketchikan Theatre Ballet on Nov. 22.
- Youth Winter Reading from Nov. 20 through Jan. 6.
- Children's craft table at the Museum for the Dec. 5 Art Walk.
- The remaining Astronomy Labs with Resi Baucco are cancelled.
- LEGO Build will be held on Dec. 19.
- Christmas Snacks and Stories on Dec. 20.
- Letters to Santa – Amie Toepfer partnered with KPU Telecommunications.
- Children's Services staff attended online American Library Association training on children's programming.



Adults, Elders and Outreach

- Library Disaster Preparedness Week programs: Emergency Planning & To Go Bag Preparation program by the Alaska State Defense Force; and Museum Midday on salvaging family heirlooms.
- The Christmas Kindness Challenge yielded a record 383 cards and crafts for residents of the Pioneer Home, Long-Term Care, and the Saxman Senior Center.
- Adult Craft Supply Exchange on Nov. 15.
- Adult Winter Reading Challenge started on Jan. 5.
- Adult and Outreach staff attended Mental Health First Aid training given by the KTN Wellness Coalition.



And ...

- Library collection point for donations of toilet paper and food for the PATH shelter in November.
- Friends Collectible Book Sale on Dec. 6.
- KPD Christmas Card contest – assisted the Police Dept to collect and judge entries.
- Upcoming Library closings: January 19 for Martin Luther King, Jr. Day; March 3-6 for annual collection inventory.
- Children's Sensory Garden: Concrete poured for outdoor musical instruments; installation will be sometime in January, as weather allows, by First City Rotarians.

Changes in the Library 2026 budget draft, as of December 21, 2025

Adult & Technical Services (230):

- **535.02 – Allowances – Business and Meal Expenses:** Surplused KPD vehicle transferred to the Library in the fall of 2025, to be used for staff work-related errands. Budgeted amount to be reduced to \$50; a reduction of \$300.
Narration to be changed to:
535.02 Business and Meal Expenses: \$50 – this account provides expenditures for reimbursement to employees for mileage for use of personal vehicle when the Library vehicle is being serviced. Adult & Technical Services division use includes emptying book drop at the Plaza Mall; delivering interlibrary loan packages to the post office and picking up interoffice mail from City Hall.

Outreach Services (231):

- **535.02 – Allowances – Business and Meal Expenses:** Surplused KPD vehicle transferred to the Library in the fall of 2025, to be used for staff work-related errands. Budgeted amount to be reduced to \$100; a reduction of \$650.
Narration to be changed to:
535.02 Business and Meal Expenses: \$100 – this account provides expenditures for reimbursement to employees for mileage for use of personal vehicle when the Library vehicle is being serviced. Outreach Services use includes delivering library materials to homebound patrons and various senior living and other facilities island-wide; conducting off-site programming for those who cannot come to the Library, and maintaining BookShares throughout Ketchikan.

Children's Services (232):

- **535.02 – Allowances – Business and Meal Expenses:** Surplused KPD vehicle transferred to the Library in the fall of 2025, to be used for staff work-related errands. Budgeted amount to be reduced to \$50; a reduction of \$150.
Narration to be changed to:
535.02 Business and Meal Expenses: \$50 – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle when the Library vehicle is being serviced. Children's Services use includes distributing promotional flyers throughout the island and visiting local schools to encourage participation in Library programs.

First City Libraries (233):

- **635.04 – Contractual Services – Software & Equip Maint Services:** Includes the cost of migration to a new online library system. Narration to be changed to:
635.04 Software and Equipment Maintenance Services: \$91,340. – This account provides expenditures for a new library system and maintenance agreement to

support the current licensed library system until the new system is in place. The current system maintenance agreement is expected to increase by 7.9% in 2026. If funding for migration to a new system is approved by the City Council and the KGB School District, the migration would likely take place in late 2026.

O & M (235):

- **635.02: Contractual Services – Janitorial and Cleaning Services:** The winning bid for 2026 Library janitorial services is \$26,000, a reduction of \$13,300 from the budgeted amount.
- **635.06: Buildings & Grounds Maintenance:** The gutter project may take place in 2025 and will cost approximately \$7,500.
- **650.01 – Utilities – Telecommunications:** The 2025/26 State Internet Assistance Grant will cover \$9,250 of telecommunications costs in the first half of 2026.
- **790.05 – Minor Capital – Buildings:** This account provides funding for two building related capital projects: the replacement of the Library's security gates, purchased in 2007 and installed in the new building in 2013 (\$29,894); and the replacement of the Library's security cameras, purchased and installed in 2013 (\$25,000).
- **790.20 – Minor Vehicles and Moving Equipment: \$0** – In the fall of 2025 the Library obtained a vehicle surplus by the Ketchikan Police Department. The \$4,500 originally budgeted for this purchase in 2026 is no longer necessary.
- **825.01 – Interdepartmental Charges – Insurance: \$21,450** This amount may increase with the acquisition of the Library vehicle.

Grants (192):

- **650.01: Utilities – Telecommunications: \$1,000:** In 2026, this account will be budgeted with half of the State Internet Cost Assistance Program grant for 2025-26 of \$20,526.72 (or \$10,263.36), plus whatever award we receive for 2026-27. According to the terms of the grant, this may only be used for telecommunications charges in account 235.650.01.

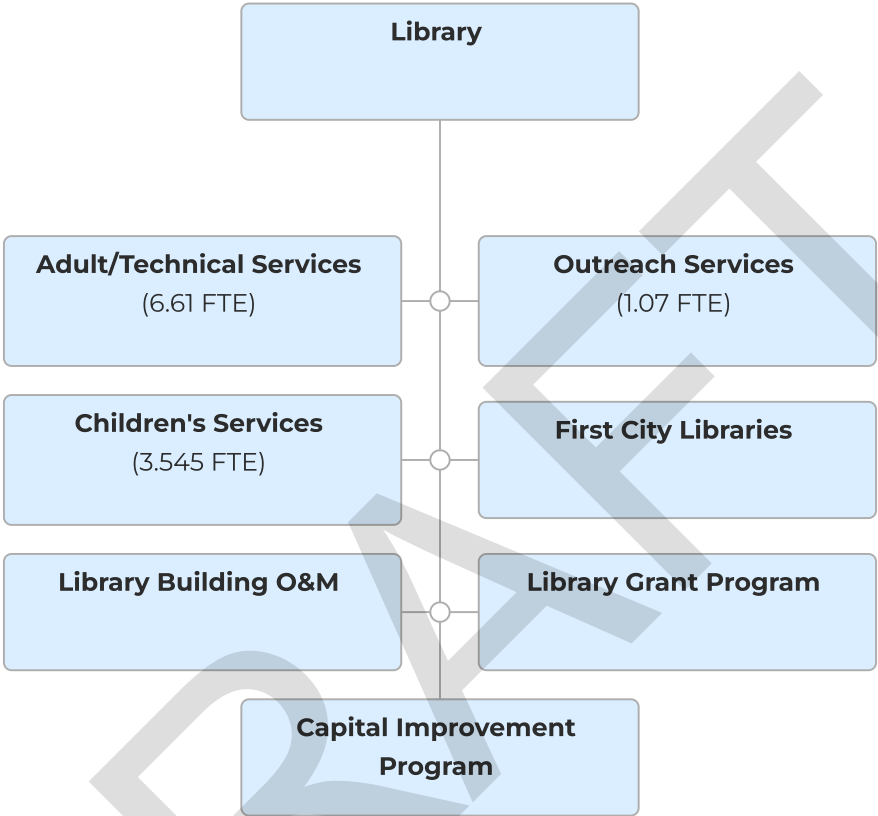
Total possible reduction in the Library's 2026 budget:

- \$7,500 for the 2025 gutter project
- \$13,300 for the 2026 janitorial project
- \$4,500 for the vehicle acquired in the fall of 2025
- \$1,100 for the reduced cost of mileage using personal vehicles

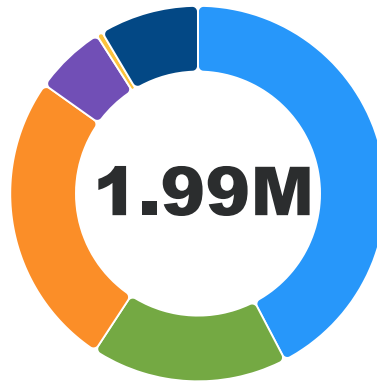
TOTAL reduction in the 2026 Library budget = \$26,400.

Library

The Ketchikan Public Library provides informational, educational and recreational materials and services for the people of Ketchikan. This is accomplished through development, maintenance, and promotion of materials, physical spaces, and programs receptive to the diverse interests and needs of the community.



2026 Expenditures by Activity



Adult and Technical Services	\$844,075	42.34%
Building Operations & Maint.	\$336,844	16.90%
Children's Services	\$510,275	25.59%
First City Libraries	\$121,762	6.11%
Grants	\$10,500	0.53%
Outreach Services	\$170,275	8.54%

Expenditures by Activity

Category	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
Adult and Technical Services	699,168	800,003	773,791	755,126	844,075	44,072	5.51%
Outreach Services	105,531	145,091	159,953	159,420	170,275	25,184	17.36%
Children's Services	428,727	477,820	475,516	472,476	510,275	32,455	6.79%
Grants	8,053	7,000	7,000	7,000	10,500	3,500	50.00%
First City Libraries	60,067	66,600	66,600	63,839	121,762	55,162	82.83%
Building Operations & Maint.	197,209	243,330	271,860	248,802	336,844	93,514	38.43%
Total Expenditures	1,498,755	1,739,844	1,754,720	1,706,663	1,993,731	253,887	14.59%

*Change column represents the increase/decrease (Incr/Decr) and percent from prior year Adopted to current year Budget.

Expenditures by Expense Category

Category	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
PERSONNEL SERVICES AND BENEFITS	1,101,746	1,269,444	1,252,515	1,235,590	1,365,455	96,011	7.56%
GENERAL SUPPLIES	26,526	32,430	32,450	27,452	31,800	-630	-1.94%
POSTAGE AND FREIGHT	2,172	2,400	2,400	2,300	2,400	-	0.00%
FUELS/LUBRICANTS/ENERGY COSTS	2,566	3,000	3,000	2,049	3,800	800	26.67%
BOOKS AND PERIODICALS	85,663	91,500	91,780	90,650	95,100	3,600	3.93%
ALLOWANCES	1,496	1,300	1,300	1,070	1,300	-	0.00%
TRAVEL AND EDUCATION	3,426	2,020	2,020	300	7,400	5,380	266.34%
ADVERTISING AND PUBLISHING	162	500	500	300	500	-	0.00%
DUES AND MEMBERSHIPS	1,614	1,850	1,850	1,840	1,850	-	0.00%
PERMITS, LICENSES AND FEES	3,159	3,520	4,231	3,868	3,970	450	12.78%

Category	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
CONTRACTUAL SERVICES	76,271	96,550	105,730	99,946	165,062	68,512	70.96%
RENTS AND LEASES	2,100	2,100	2,100	2,100	2,100	-	0.00%
UTILITIES	133,765	157,390	176,054	163,318	177,000	19,610	12.46%
MINOR CAPITAL OUTLAY	13,845	22,000	22,000	21,150	78,094	56,094	254.97%
INTERDEPARTMENTAL CHARGES	44,244	53,840	56,790	54,730	57,900	4,060	7.54%
Total Expenditures	1,498,755	1,739,844	1,754,720	1,706,663	1,993,731	253,887	14.59%

Funding Source

	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	Increase/ Decrease	% Change
General Fund							
Property Taxes	885,881	1,058,305	1,063,931	1,022,316	1,176,405	118,100	11.2%
Charges for Services - KGB	571,246	639,924	639,924	637,991	739,101	99,177	15.5%
Charges for Services - KGBSD	26,375	29,715	29,715	25,000	53,575	23,860	80.3%
Charges for Services - Other	7,200	4,900	4,900	5,106	4,900	-	0.0%
Grants	8,053	7,000	16,250	16,250	19,750	12,750	182.1%
Total Funding	1,498,755	1,739,844	1,754,720	1,706,663	1,993,731	253,887	14.6%

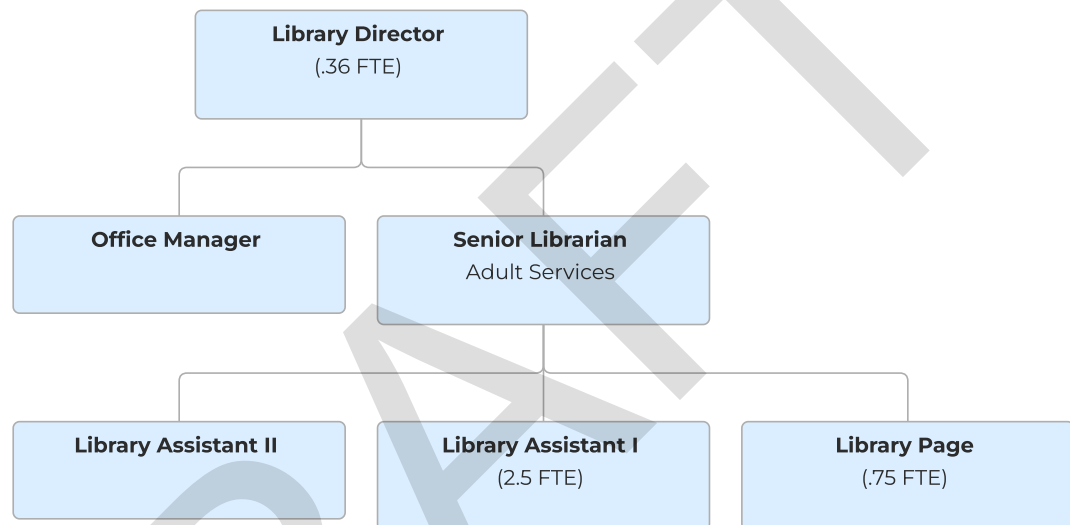
Full-time Equivalent Personnel

	2024 Actual	2025 Adopted	2025 Amended	2026 Budget	2026 Salary	Increase/ Decrease	% Change
Adult Technical Services	6.610	6.610	6.610	6.610	410,900	-	0.0%
Outreach Services	0.970	1.070	1.070	1.070	89,950	-	0.0%
Children's Services	3.545	3.545	3.545	3.545	244,110		
Total	11.125	11.225	11.225	11.225	744,960	-	0.0%

Adult Services

The Adult and Technical Services Division serves the needs of the community in three ways. It makes books, eBooks, magazines, videotapes, audiobooks, CDs, DVDs and electronic resources of the Internet available to library users. It provides reference and readers' advisory services to meet the needs of patrons. The division also performs the cataloging, processing and repair functions required to categorize and classify materials, in order to prepare them for circulation and to return them to circulation if they are damaged.

Collection areas receiving special attention are Alaskan, popular fiction, crafts, do-it-yourself, marine, travel, small business, health, consumer electronics and the Internet. Materials are selected from professional reviews and from patron requests. The collection is regularly evaluated for currency and relevancy. Staff of the Adult and Technical Services Division perform the majority of cataloging, processing and repairing of library materials for the entire department..



Goals for 2026

- Partner with the Ketchikan High School library to ease the transition of graduating Seniors into Public Library services.
- Outreach to Seasonal workers to increase the visibility of library services for temporary residents.
- Host an Adult Winter Reading program to encourage recreational and educational reading during the dark months of late winter.
- Crosstrain library staff to keep all library support operations running smoothly in the event of illness or absence.

2025 Accomplishments

Engaged with the community through literary and educational programs:

- New York Times Bestselling author Marc Cameron presented his 7th book in the Arliss Cutter series, "Dead Line".
- Hosted a performance by Taiko drumming master Takumi Kato as part of his national Japanese Peace Drumming tour. This was a partnership with the Ketchikan Gero-Kanayama Exchange Program, and 115 people attended.
- Artist Ray Troll presented two new books - "On an ocean journey: animals in motion through the seas" and "Alaska dinosaurs, mammoths & more!" – as well as a new edition of "Sharkabet".
-

- Hosted both a Spring and Fall mini-performance and discussion about classical music with visiting professional quartets. This was a partnership with Island Music and the Ketchikan Area Arts and Humanities Council.
- Alaskan author Larry Johansen gave a presentation on early baseball in Alaska in conjunction with the 125th Anniversary of the City of Ketchikan. The presentation was based on images from his updated book "The golden days of baseball : the story of baseball in frontier Alaska and the Klondyke".

Provided the community with opportunities for creative development:

- Conducted an Adult Winter Reading challenge during the months of January, February, and March. There was a 37% increase in participation compared to 2024.
- Conducted Blind Date With a Book in celebration of Valentine's Day. The event connected patrons with unfamiliar authors.
- Developed a series of monthly adult craft programs called Craft-n-Connect, which aimed to both teach a variety of crafting techniques and give adults an opportunity for social engagement.
- Held a Seed Swap to give experienced and novice gardeners access to new seed varieties and a chance to exchange gardening tips. Seeds were donated by Walmart and Madison Lumber.
- Distributed Holiday Kindness Kits to create Christmas decorations and cheerful notes for elders. Completed kits and notes were delivered to the residents of the Pioneer Home and New Horizons Long Term care.

Engaged with the community through community partnerships:

- Partnered with Ketchikan Community Gardens to offer a series of classes on growing fruit in Southeast Alaska.
- Held a series of classes on the rules and strategies of chess, taught by members of the Ketchikan Chess Club.
- Partnered with Courageous Conversations to provide monthly workshops for Advance Care Directive planning.
- Presented to the Ketchikan Garden Club about gardening resources available through the library, including the Seed Library.
- Presented an awareness event of library resources available to quilters and textile crafters. This was a partnership with the Ketchikan Quilter's Guild.
- Partnered with Walmart to create and distribute Children's Garden Kits to over 85 children.
- Hosted the Ketchikan Kapamilya & Ketchikan Wellness Coalition's Kaibigan Kids' Night as part of Filipino American History Month.

Promoted library services for under-represented segments of the community:

- Hosted a series of monthly workshops (Next Steps) for high school Seniors to assist them with applying to colleges, technical schools and internships as well as scholarship opportunities.
- Attended the "Welcome to Ketchikan" night hosted by the US Coast Guard to promote library services to newly arrived Guard members and their families.
- Highlighted works by Native American & Alaska Native authors for National Native American Heritage month.
- Attended the Fil-Am Festival to showcase library materials in Tagalog and books written by Filipino-American authors.
- Partnered with the community Homeschool cooperative to offer monthly STEAM classes during the winter months.

Promoted the library as a community gathering space:

- Held two community Chess Tournaments - one for youth and one for adults.
- Hosted twice-weekly yoga classes throughout the year, with an attendance of over 1,300 adults.
- Hosted multiple study parties for high school students, offering study resources & supplies, stress release activities, and snacks.
- Held a community Board Game Day for families and friend groups.
- Hosted weekly drop-in Chess programs.
- Held two community Jigsaw Puzzle Tournaments for all ages.
- Hosted twice-monthly meetings of the Free Style Book Club to encourage patrons to discuss and share their latest reads.

Expanded library services:

- Began offering NewsBank – which provides full-text access to newspapers and news magazines from across the country - to cardholders. This service was made possible through funding from the Atwood Foundation.
- Made two new collections of videos available through Kanopy – 'Film Favorites' and 'British Cinema & TV'.

Encouraged staff development and training with a number of different educational opportunities:

- Promoted Library Substitute Debi Karlik to the position of Library Assistant I.
- The entire library staff completed Mental Health First Aid training with the Ketchikan Wellness Coalition.

Inventoried the entire collection.

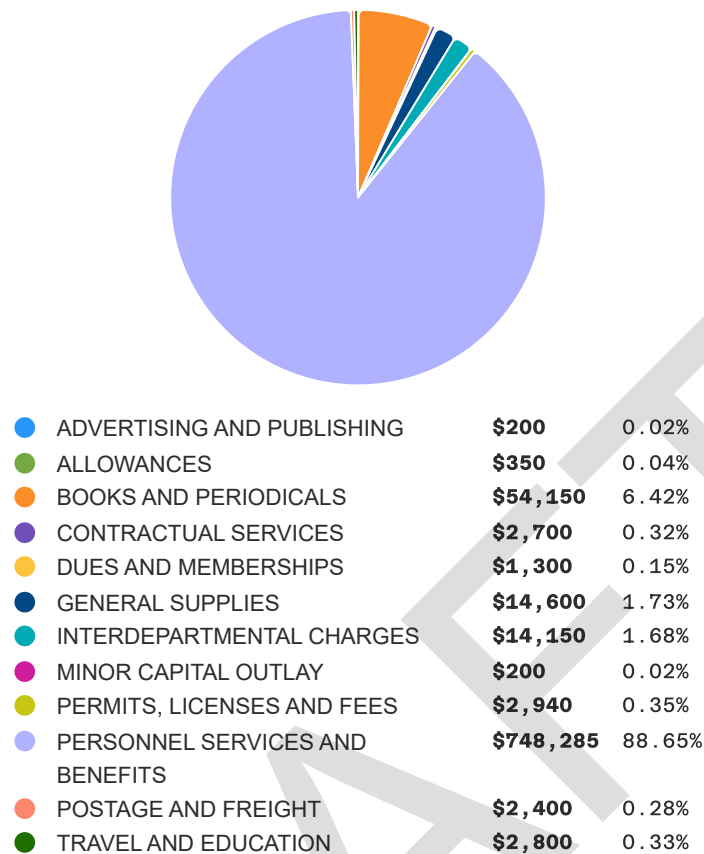
Funding Source

	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	Increase/ Decrease	% Change
General Fund							
Property Taxes	420,664	488,971	479,440	462,373	516,938	27,967	5.7%
Charges for Services - KGB	271,304	306,132	289,451	287,647	322,237	16,105	5.3%
Charges for Services - Other	7,200	4,900	4,900	5,106	4,900	-	0.0%
Total Funding	699,168	800,003	773,791	755,126	844,075	44,072	5.5%

Full-time Equivalent Personnel

	2024 Actual	2025 Adopted	2025 Amended	2026 Budget	2026 Salary	Increase/ Decrease	% Change
Director	0.360	0.360	0.360	0.360	38,450	-	0.0%
Adult Technical Services Librarian	1.000	1.000	1.000	1.000	89,410	-	
Library Office Manager	1.000	1.000	1.000	1.000	62,850	-	
Library Assistant II	1.000	1.000	1.000	1.000	61,580	-	0.0%
Library Assistant I	2.500	2.500	2.500	2.500	132,380	-	
Page	0.750	0.750	0.750	0.750	26,230	-	
Total	6.610	6.610	6.610	6.610	410,900	-	0.0%

2026 Expenditures by Category



Operating Budget Changes for 2026

Changes between the adopted operating budget for 2025 and the proposed operating budget for 2026 that are greater than 5% **and** \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$42,362 or 6% due to annual step increases; a 5.0% cost of living adjustment for non-represented and City IBEW employees that will become effective January 1, 2026, and projected increases in pension, health insurance and other benefits.

Expenditures by Expense Category

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	**% Change
PERSONNEL SERVICES AND BENEFITS								
Personnel Services and Wages - Regular Wages	101-1410-230-500.01	339,549	387,723	360,245	358,070	410,900	23,177	5.98%
Personnel Services and Wages - Regular Longevity Bonus	101-1410-230-500.05	6,500	6,775	6,775	6,775	7,200	425	6.27%
Personnel Services and Wages - Temporary Wages	101-1410-230-502.01	14,147	18,000	18,000	18,000	18,000	-	0.00%
Personnel Benefits - Taxes Budget Only	101-1410-230-505.00	27,357	31,710	31,710	31,710	33,370	1,660	5.23%
Personnel Benefits - Pension Budget Only	101-1410-230-506.00	66,561	73,210	73,210	73,210	78,210	5,000	6.83%
Personnel Benefits - Insurance Budget Only	101-1410-230-507.00	139,450	169,300	169,300	156,500	170,600	1,300	0.77%

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
Personnel Benefits - Insurance Worker's Compensation	101-1410-230-507.30	865	1,155	1,155	1,155	1,155	-	0.00%
Personnel Benefits - Other Budget Only	101-1410-230-508.00	24,057	18,050	18,050	18,050	28,850	10,800	59.83%
Total PERSONNEL SERVICES AND BENEFITS		618,486	705,923	678,445	663,470	748,285	42,362	6.00%
GENERAL SUPPLIES								
General Supplies Office Supplies	101-1410-230-510.01	5,480	6,500	6,500	5,800	6,500	-	0.00%
General Supplies Operating Supplies	101-1410-230-510.02	6,038	7,500	7,500	7,500	7,500	-	0.00%
General Supplies Small Tools & Equipment	101-1410-230-510.05	114	130	150	140	200	70	53.85%
General Supplies Food & Catering	101-1410-230-510.07	450	500	500	300	400	-100	-20.00%
Total GENERAL SUPPLIES		12,082	14,630	14,650	13,740	14,600	-30	-0.21%
POSTAGE AND FREIGHT								
Postage and Freight Postage	101-1410-230-520.02	2,172	2,400	2,400	2,300	2,400	-	0.00%
Total POSTAGE AND FREIGHT		2,172	2,400	2,400	2,300	2,400	-	0.00%
BOOKS AND PERIODICALS								
Books and Periodicals Library Books	101-1410-230-530.01	37,461	40,500	40,500	40,500	41,000	500	1.23%
Books and Periodicals Periodicals	101-1410-230-530.02	4,342	4,000	4,000	3,600	3,800	-200	-5.00%
Books and Periodicals Movies and Visual Series	101-1410-230-530.04	791	1,700	1,700	1,600	1,700	-	0.00%
Books and Periodicals Audio & Digital Books	101-1410-230-530.05	5,045	6,000	6,000	5,600	6,000	-	0.00%
Books and Periodicals Music	101-1410-230-530.06	1,331	1,650	1,650	1,500	1,500	-150	-9.09%
Books and Periodicals Interactive Materials	101-1410-230-530.08	122	150	150	150	150	-	0.00%
Total BOOKS AND PERIODICALS		49,092	54,000	54,000	52,950	54,150	150	0.28%
ALLOWANCES								
Allowances Business and Meal Expense	101-1410-230-535.02	303	350	350	320	350	-	0.00%
Total ALLOWANCES		303	350	350	320	350	-	0.00%
TRAVEL AND EDUCATION								
Travel and Education Travel - Training	101-1410-230-600.02	-	20	20	-	2,400	2,380	11,900.00%
Travel and Education Training and Education	101-1410-230-600.03	200	650	650	-	400	-250	-38.46%
Total TRAVEL AND EDUCATION		200	670	670	-	2,800	2,130	317.91%
ADVERTISING AND PUBLISHING								
Advertising and Publishing Ads and Public Announcements	101-1410-230-605.01	162	200	200	-	200	-	0.00%
Total ADVERTISING AND PUBLISHING		162	200	200	-	200	-	0.00%
DUES AND MEMBERSHIPS								

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
Dues and Memberships Assoc. Membership Dues & Fees	101-1410-230- 615.02	1,275	1,300	1,300	1,300	1,300	-	0.00%
Total DUES AND MEMBERSHIPS		1,275	1,300	1,300	1,300	1,300	-	0.00%
PERMITS, LICENSES AND FEES								
Licenses and Fees Bank & Merchant Fees	101-1410-230- 630.03	37	120	120	40	100	-20	-16.67%
Licenses and Fees Software Licenses	101-1410-230- 630.05	470	480	493	493	520	40	8.33%
Licenses and Fees Service Charges and Fees	101-1410-230- 630.06	1,856	2,000	2,315	2,315	2,320	320	16.00%
Total PERMITS, LICENSES AND FEES		2,363	2,600	2,928	2,848	2,940	340	13.08%
CONTRACTUAL SERVICES								
Contractual Services Subscription Services	101-1410-230- 635.11	1,991	2,250	1,938	1,938	2,000	-250	-11.11%
Contractual Services Technical Services	101-1410-230- 635.12	174	700	700	200	700	-	0.00%
Total CONTRACTUAL SERVICES		2,165	2,950	2,638	2,138	2,700	-250	-8.47%
MINOR CAPITAL OUTLAY								
Minor Capital Outlay Furniture & Fixtures	101-1410-230- 790.15	2,199	1,900	1,900	1,750	200	-1,700	-89.47%
Total MINOR CAPITAL OUTLAY		2,199	1,900	1,900	1,750	200	-1,700	-89.47%
INTERDEPARTMENTAL CHARGES								
Interdepartmental Charges Insurance	101-1410-230- 825.01	8,669	13,080	14,310	14,310	14,150	1,070	8.18%
Total INTERDEPARTMENTAL CHARGES		8,669	13,080	14,310	14,310	14,150	1,070	8.18%
Total Expenditures		699,168	800,003	773,791	755,126	844,075	44,072	5.51%

*Change column represents the increase/decrease (Incr/Decr) and percent from prior year Adopted to current year Budget.

Operating Account Narrative

500.01 Regular Salaries and Wages: \$410,900 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Adult/Technical Services Division.

500.05 Longevity Pay: \$7,200– Employees may be awarded a bonus upon their anniversary to recognize employees who have remained with the City and KPU for at least 15 years.

502.01 Temporary Wages: \$18,000 - This account provides expenditures for compensation paid to salaried and hourly employees for temporary personnel services. Substitute library assistants, who are called in year-round to fill in when regular staff are sick or on vacation, are paid from this account.

505.00 Payroll Taxes: \$33,370 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$78,210 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$170,600– This account provides expenditures for employer contributions to employee health and life insurance plans. Included are contributions to health plans administered by Blue Cross, the IBEW Alaska Health and Welfare Trust and employee life insurance plans.

507.30 Workers Compensation: \$1,155 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$28,850 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$6,500 - This account provides expenditures for paper, toner, pens, pencils, note pads, file folders, scotch tape, register tape, etc.

510.02 Operating Supplies: \$7,500 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support library operations. This includes supplies associated with the processing of books, videos, CDs, and other library materials to prepare them for circulation or for mending damaged items, such as plastic covers, special glues and tape, stamps, labels, plastic boxes, cleaning equipment and supplies, and security system supplies. The account also covers general materials for classes and public programs.

510.05 Small Tools and Equipment: \$200 – This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000. The library will be purchasing a wheelbarrow for use during gardening programs and for maintenance of the Children's Garden.

510.07 Food/Catering: \$400 – This account provides expenditures for food for library programs, such as coffee and cookies during author presentations.

520.02 Postage: \$2,400 - This account provides expenditures for the cost of mailing interlibrary loan items, library mailings, overdue and lost item notices to patrons and monthly event calendars to local organizations.

530.01 Library Books: \$41,000 - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books, maps, reference books and other print materials.

530.02 Periodicals: \$3,800 - This account provides expenditures for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$1,700 - This account provides expenditures for the acquisition of DVDs for the library collection, as well as access to a collection of films that can be streamed through Kanopy. Included are educational and entertainment selections.

530.05 Audio and Digital Books: \$6,000 - This account provides expenditures for access to books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, and other similar forms of electronic media. This year it will be used to pay a portion of the cost of Hoopla, an electronic resource that provides access to a variety of electronic and audio resources.

530.06 Music: \$1,500 - This account provides expenditures for patron access to streaming and song downloads through Freegal+.

530.08 Interactive Materials: \$150 - This account provides expenditures for the acquisition of physical objects for patron checkout. Included are maps, charts, board games, craft equipment, small craft tools, and other 3-dimensional objects.

535.02 Business and Meal Expenses: \$350 – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty the book drop at the Plaza Mall, delivery of Interlibrary Loan packages to the post office and document delivery and pickup to and from the Library and City Hall.

600.02 Travel - Training: \$2,400 – This account provides for transportation, lodging, meals, per diems and other incidental expenses associated with travel for training. In 2026 the Alaska Library Association (AkLA) Conference will be held in Sitka, Alaska from March 26 – March 28. Adult Services staff have not attended out-of-town training since 2019, so two Adult Services staff members will attend this conference.

600.03 Training and Education: \$400 – The Adult Services Librarian and Library Assistant II will be attending the 2026 Alaska Library Association annual conference to learn more about library programming and personnel management.

605.01 Ads and Public Announcements: \$200 - This account provides expenditures for advertising and announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. This will cover recruitment ads and announcements to fill vacant library positions.

615.02 Assn. Dues and Membership Fees: \$1,300 – This account provides expenditures for memberships in professional associations: the Alaska Library Association, the Pacific Northwest Library Association, the Association for Rural and Small Libraries, and the Alaska Library Network. These memberships provide staff discounts for training and educational opportunities and provide access to digital materials for the public.

630.03 Bank and Merchant Fees: \$100 – This account provides expenditures for the service fees charged to the library for providing the library with the ability to receive fines and fees payments from patrons using their debit or credit cards.

630.05 Software Licenses: \$520 – This account provides expenditures for acquiring licenses for the right to use proprietary software. The library uses PC Reservation to allocate public access on the library computers and DeepFreeze to protect public-use terminals from damage.

630.06 Service Charges and Fees: \$2,320 – This account provides expenditures for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials. This account also covers the Adult & Technical Services portion of the Library's Google Workspace service, the library's calendar / scheduling system.

635.11 Subscription Services: \$2,000 - This account provides expenditures for subscriptions for access to web-based services, website hosting fees, and domain registration for library websites. The library provides patron access to the Alaska Digital Library and Mango Languages. It also provides expenditures on the Adult & Technical Services portion of WIX, the library website's platform; and Canva, used to design posters, signs and other library graphics.

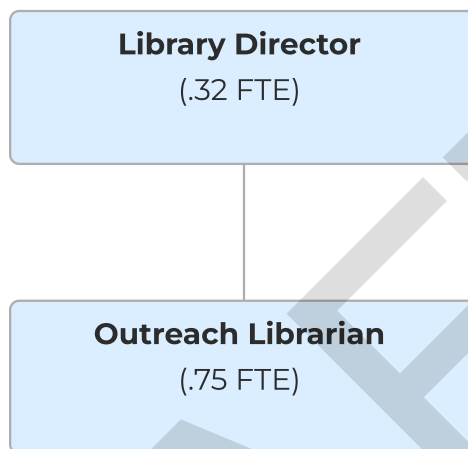
635.12 Technical Services: \$700 - This account provides expenditures for contractual services, such as fees for visiting authors and instructors of educational programs for adults.

790.15 Furniture and Fixtures: \$200 - This account provides expenditures for acquisition of furniture and fixtures.

825.01 Interdepartmental Charges: Insurance: \$14,150 - This account provides expenditures for risk management services and claims.

Outreach Services

The Outreach Services Division of the Ketchikan Public Library provides services to those who are unable to visit the library due to mobility or mental health issues. Services are also provided to residents of facilities such as the Pioneers Home, the Saxman-Ketchikan Senior Center, Rendezvous Senior Day Services, Seaview Terrace, New Horizons Long-Term Care, Park Avenue Temporary Home, First City Homeless, Salvation Army, Regional Youth Center and to the inmates of the Ketchikan Correctional Center. The Outreach Librarian maintains the large-print collection at the Public Library and several community bookshares throughout the island.



Goals for 2026

- Maintain consistent deliveries and collaboration with senior citizen centers, the Ketchikan Correctional Center, area homeless and family advocacy shelters, and home-based patrons unable to visit the library due to mobility reasons.
- Partner with new groups to bring library materials and innovative library Outreach programs to community members.
- Investigate procuring a surplus City/KPU rig for the Ketchikan Public Library to enable transportation for deliveries to home-based patrons and those living in facilities (i.e. Ketchikan Pioneer Home, New Horizons Long-Term Care, Park Avenue Temporary Home, etc.), along with offering offsite library programs (i.e. Seaview Terrace, Ketchikan Indian Community, etc.) and promoting library services to the community at-large.

2025 Accomplishments

- Initiated weekly visits to the Ketchikan Rec Center Summer Kids Camp, where participants received a library show-and-tell time that showcased a read aloud and library materials like audiobooks, puzzles, games, large-format books, laminated posters, the seed library and even the Sensory Garden earthworms. In all, Outreach Services offered fourteen (14) 30-minute library programs at the Rec Center this summer.
- Provided four community presentations for Outreach Services to the Ketchikan Gateway Borough Assembly, Ketchikan Library Advisory Board, Ketchikan Friends of the Library and SouthEast Agencies Networking on Elder Topics.
- Partnered with the Ketchikan Police Department for a Senior Safety Series; talks included a drug take-back that included safe practices for prescription drugs and the latest cyber scams.
- Partnered with KPU Telecom Division to provide Senior Tech Talks, which enables local elders to receive one-on-one help with their phones, computers and other devices.
-

- Re-located the Ketchikan Indian Community Outreach program to its Elder Café lunchroom, greatly boosting participation and visibility. During this monthly visit, Elders can pick up a library calendar, apply for a library card, take free discarded/donated books and magazines, see new and existing library materials and ask questions. It's been a hit!
- Continued weekly material deliveries and read-aloud times at the Ketchikan Pioneer Home, and biweekly deliveries and read-alouds at Rendezvous Senior Day Services and New Horizons Long-term Care at the hospital.
- Continued regular, borough-wide deliveries to at-home patrons unable to easily visit due to their mobility.
- For the third year, planted and maintained the library's outdoor Sensory Garden's Sweetly Scented, Soft, Swishy and Squirmy boxes.
- Led and promoted Weekly Worm Feedings for families to see how vermiculture works in the Sensory Garden's Squirmy Box. Participants were invited to ask questions, hold earthworms (and other critters) and take a complimentary keepsake plastic worm.
- Partnered with Southeast Alaska Independent Living work crew in the Sensory Garden to help with new planter boxes and remove unwanted brush.
- Provided materials to the Park Avenue Temporary Home, Regional Youth Center, Women in Safe Homes and Ketchikan Correctional Center for distribution to their residents.
- Maintained the large-print collection, including its purchase of new books and weeding of materials.
- Continued participation in meetings for SouthEast Agencies Networking on Elder Topics and the Ketchikan Re-Entry Coalition.
- Continued authoring "What's on Your Shelf," the monthly Ketchikan Daily News column, for its fifth year. All-local readers and their book recommendations were featured to promote the library's impact and the importance of reading. This year's readers included Joe Williams, Louise Bueno, Derek McGarrigan, Martha Jacobson, Orla Roberts, Jenn Powell, CJ Davidshofer, Jean Bartos and U.S. Coast Guard Lt. Col. Andrea Rice.
- Received an Alaska Press Club award for the "What's on Your Shelf" library column.
- Created business cards using free recycled materials that feature a QR Code that connects with an online form to receive Outreach Services.
- Procured low-cost headphones for distribution to Outreach patrons who are unable to read due to conditions requiring off-island surgery for use with PlayAway audiobooks.
- Installed new bookshares at the Alaska Public Assistance Office and Mary Frances Building, and provided materials for each U.S. Coast Guard vessel and its base. Other community bookshares monitored by Outreach include Highliner Laundromat, Ketchikan Public Health, Green Bean Coffee, Frontier Shipping and Copyworks, the Rec Center and North Shore Gardens.

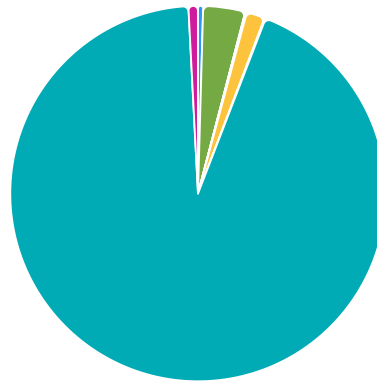
Funding Source

	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	Increase/ Decrease	% Change
General Fund							
Property Taxes	64,163	89,608	100,131	98,681	104,889	15,281	17.1%
Charges for Services - KGB	41,368	55,483	59,822	60,739	65,386	9,903	17.8%
Total Funding	105,531	145,091	159,953	159,420	170,275	25,184	17.4%

Full-time Equivalent Personnel

	2024 Actual	2025 Adopted	2025 Amended	2026 Budget	2026 Salary	Increase/ Decrease	% Change
Director	0.320	0.320	0.320	0.320	34,180	-	0.0%
Outreach Librarian	0.650	0.750	0.750	0.750	55,770	-	
Total	0.970	1.070	1.070	1.070	89,950	-	0.0%

2026 Expenditures by Category



● ALLOWANCES	\$750	0.44%
● BOOKS AND PERIODICALS	\$6,150	3.61%
● DUES AND MEMBERSHIPS	\$50	0.03%
● GENERAL SUPPLIES	\$200	0.12%
● INTERDEPARTMENTAL CHARGES	\$2,675	1.57%
● PERMITS, LICENSES AND FEES	\$180	0.11%
● PERSONNEL SERVICES AND BENEFITS	\$158,870	93.30%
● TRAVEL AND EDUCATION	\$1,400	0.82%

Operating Budget Changes for 2026

Changes between the adopted operating budget for 2025 and the proposed operating budget for 2026 that are greater than 5% **and** \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$23,719 or 17.5% due to the increase in wages for regular step increases and a 5.0% cost of living adjustment for IBEW, Local 1547 employees and non-represented employees that will become effective January 1, 2026, and the projected increases in pension, health insurance, workers compensation and other benefits.

Expenditures by Expense Category

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
PERSONNEL SERVICES AND BENEFITS								
Personnel Services and Wages - Regular Wages	101-1410-231-500.01	69,705	76,651	82,400	82,400	89,950	13,299	17.35%
Personnel Benefits - Taxes Budget Only	101-1410-231-505.00	5,293	5,860	6,310	6,310	6,880	1,020	17.41%
Personnel Benefits - Pension Budget Only	101-1410-231-506.00	14,376	15,680	16,950	16,950	18,460	2,780	17.73%
Personnel Benefits - Insurance Budget Only	101-1410-231-507.00	4,156	24,390	30,700	30,700	34,120	9,730	39.89%
Personnel Benefits - Insurance Worker's Compensation	101-1410-231-507.30	1,594	2,270	2,720	2,720	2,720	450	19.82%
Personnel Benefits - Other Budget Only	101-1410-231-508.00	2,789	10,300	10,300	10,300	6,740	-3,560	-34.56%
Total PERSONNEL SERVICES AND BENEFITS		97,913	135,151	149,380	149,380	158,870	23,719	17.55%
GENERAL SUPPLIES								

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
General Supplies Office Supplies	101-1410-231-510.01	-	50	50	50	50	-	0.00%
General Supplies Operating Supplies	101-1410-231-510.02	13	100	100	100	100	-	0.00%
General Supplies Food & Catering	101-1410-231-510.07	50	50	50	50	50	-	0.00%
Total GENERAL SUPPLIES		63	200	200	200	200	-	0.00%
BOOKS AND PERIODICALS								
Books and Periodicals Library Books	101-1410-231-530.01	3,584	5,000	5,000	5,000	5,000	-	0.00%
Books and Periodicals Periodicals	101-1410-231-530.02	1,137	850	850	850	850	-	0.00%
Books and Periodicals Movies and Visual Series	101-1410-231-530.04	-	50	50	50	50	-	0.00%
Books and Periodicals Audio & Digital Books	101-1410-231-530.05	-	50	50	50	50	-	0.00%
Books and Periodicals Interactive Materials	101-1410-231-530.08	-	200	200	200	200	-	0.00%
Total BOOKS AND PERIODICALS		4,721	6,150	6,150	6,150	6,150	-	0.00%
ALLOWANCES								
Allowances Business and Meal Expense	101-1410-231-535.02	993	750	750	750	750	-	0.00%
Total ALLOWANCES		993	750	750	750	750	-	0.00%
TRAVEL AND EDUCATION								
Travel and Education Travel - Training	101-1410-231-600.02	-	-	-	-	1,200	-	-
Travel and Education Training and Education	101-1410-231-600.03	-	250	250	-	200	-50	-20.00%
Total TRAVEL AND EDUCATION		-	250	250	-	1,400	1,150	460.00%
DUES AND MEMBERSHIPS								
Dues and Memberships Assoc. Membership Dues & Fees	101-1410-231-615.02	49	50	50	50	50	-	0.00%
Total DUES AND MEMBERSHIPS		49	50	50	50	50	-	0.00%
PERMITS, LICENSES AND FEES								
Licenses and Fees Service Charges and Fees	101-1410-231-630.06	226	180	463	180	180	-	0.00%
Total PERMITS, LICENSES AND FEES		226	180	463	180	180	-	0.00%
INTERDEPARTMENTAL CHARGES								
Interdepartmental Charges Insurance	101-1410-231-825.01	1,566	2,360	2,710	2,710	2,675	315	13.35%
Total INTERDEPARTMENTAL CHARGES		1,566	2,360	2,710	2,710	2,675	315	13.35%
Total Expenditures		105,531	145,091	159,953	159,420	170,275	25,184	17.36%

*Change column represents the increase/decrease (Incr/Decr) and percent from prior year Adopted to current year Budget.

Operating Account Narrative

500.01 Regular Salaries and Wages: \$89,950 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Outreach Services Division.

505.00 Payroll Taxes: \$6,880 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$18,460 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$34,120 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$2,720 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$6,740 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$50 - This account provides expenditures for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges, and small desk accessories such as staplers and tape dispensers.

510.02 Operating Supplies: \$100 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as brochures, library circulation preparation materials, posters and general materials for classes and programs.

510.07 Food and Catering: \$50 - This account provides expenditures for snacks during Senior Tech Time and other Outreach events.

530.01 Library Books: \$5,000 - This account provides expenditures for the acquisition of large print books for the library collection.

530.02 Periodicals: \$850 - This account provides expenditures for newspapers and magazines for Outreach Services.

530.04 Movies and Visual Series: \$50 - This account provides expenditures for the acquisition of DVD and other format films and television serials for the library collection. Included are education and entertainment selections.

530.05 Audio and Digital Books: \$50 - This account provides expenditures for the acquisition of books in electronic or digital format for patron use. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media.

530.08 Interactive Materials: \$200 - This account provides expenditures for the acquisition of games, memory kits, and other interactive materials for Outreach patron checkout and use.

535.02 Business and Meal Expenses: \$750 – This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to deliver library materials to homebound patrons and various institutions island-wide, check the Plaza bookdrop and replenish area Outreach bookshares.

600.02 Travel – Training: \$1,200 – This account provides travel expenditures for training and professional development opportunities. In 2026 the Alaska Library Association Conference is in Sitka, Alaska, and it is essential that the Outreach Librarian attend this conference, particularly since there were no in-person professional opportunities in 2025.

600.03 Training and Education: \$200 – This account provides expenditures for registration fees for conferences associated with training and educating employees. In 2026 this will be used for registration for the 2026 Alaska Library Association Conference in Sitka.

615.02 Assn Membership Dues and Fees: \$50 – This account provides expenditures for memberships in professional and trade associations. Included are membership dues for the Association of Bookmobile and Outreach Services.

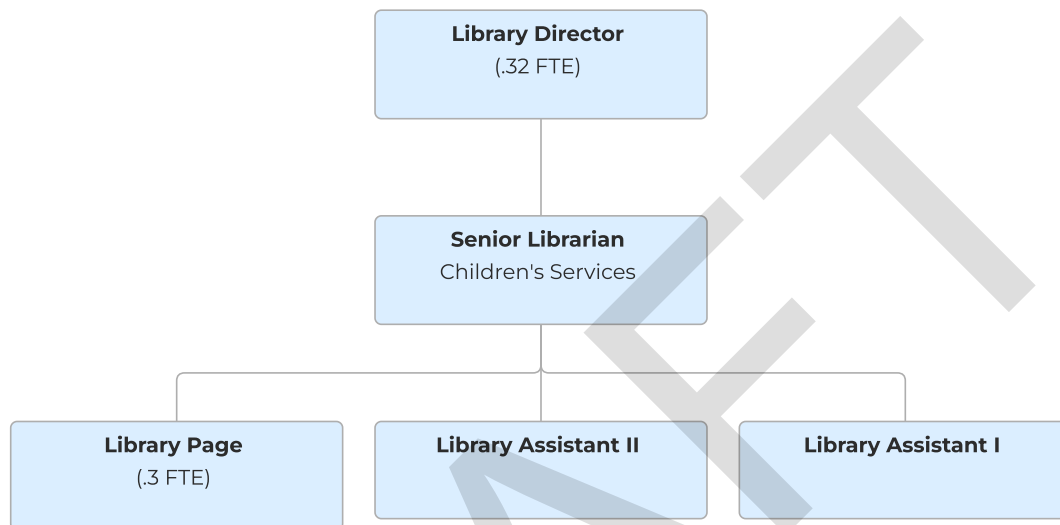
630.06 Service Charges and Fees \$180 - This account covers the Outreach Services portion of the Library's Google Workspace service, the library's calendar / scheduling system.

825.01 Interdepartmental Charges – Insurance: \$2,675 - This account provides expenditures for risk management services and claims.

DRAFT

Children's Services

The Children's Services Division serves all the children and teens of the community with recreational and informational materials. Instilling a love of books and reading at an early age is the best way to combat illiteracy. In addition to children, the division serves all those who need children's materials in a variety of print and electronic formats, including parents and early childhood educators. The Children's Services Division strives to offer dynamic, educational programming that promotes library use as well as family and community engagement.



Goals for 2026

- Division staff will continue to provide enriching programming in a variety of formats best suited to community needs at any given time. Each program will be planned out and connected back to the library's strategic plan. Each program will also promote literacy, education/learning, and/or love of reading and be guided by the 2023-2027 Strategic Plan.
- The library will host or participate in at least two programs where children and/or families will be able to receive a new (free) book for their home libraries. This will promote family literacy and ensure that all children have access to books in their own homes.
- In the Summer of 2026, Ketchikan Public Library will partner with Ketchikan Museums to host a summer learning program around the museum's theme of cedar. This program will also include other community partnerships that are designed to combat learning loss.
- The library will host a variety of storytimes to promote early literacy and give caregivers the tools they need to help children develop early literacy milestones.
- During the month of May, the library will visit schools to promote the Summer Learning Program and the resources available to families at the public library.
- The library will continue to host local area Head Start preschool groups for monthly storytimes. The library will explore other opportunities to partner with other community organizations to promote mutually shared goals.
- The library will continue to provide Born to Read bags to every baby born at Peace Health Medical Center.

2025 Accomplishments

- The library hosted two successful reading programs during the summer of 2025. The youth in the community logged over 295,560 minutes. This program will be followed with a fall reading challenge and a Winter Reading Program.
- By July 2025, youth services had circulated 20,896 items, roughly amounting to \$355,232 in saving for families. This illustrates the importance of free and open access to books for families.
- This past year the division continued its tradition of handing out free books to children in the community to help them build their home libraries. This was made possible through the support of the IBEW and the Friends of the Ketchikan Public Library. In total we estimate that we gave away over 800 books.
- The library hosted a variety of programs that were well attended by the community. These programs ran the gamut for themes, ranging from Dia De Lost Muertos crafts to a Community Resource Faire to a Mad Hatter Tea Party in Partnership with First City Players. The library's free programming continues to be a widely used and very popular asset for the community.
- Outreach took place at all the schools, Head Start Preschool, Pet and Doll Parade, and Peace Health. This allowed the library to reach users that might normally be missed and invite them to the library, which led to increased participation in library programming.
- During the Fall of 2025, the library began to host Astronomy Labs with educator Resi Baucco. This STEAM focused program was designed for all ages and happened once a month.
- The library participated in several community outreach events including Pet & Doll.
- The Head of Youth Services acted as a Judge for the annual Battle of the Books program in the winter of 2025.
- The library was again selected to act as a host library for the Children's Book Council's Favorites Award panel. Youth in our community were able to read and vote on approximated 450 newly published books that we donated by the publishers. Their votes help to create a recommended national reading list for their peers.

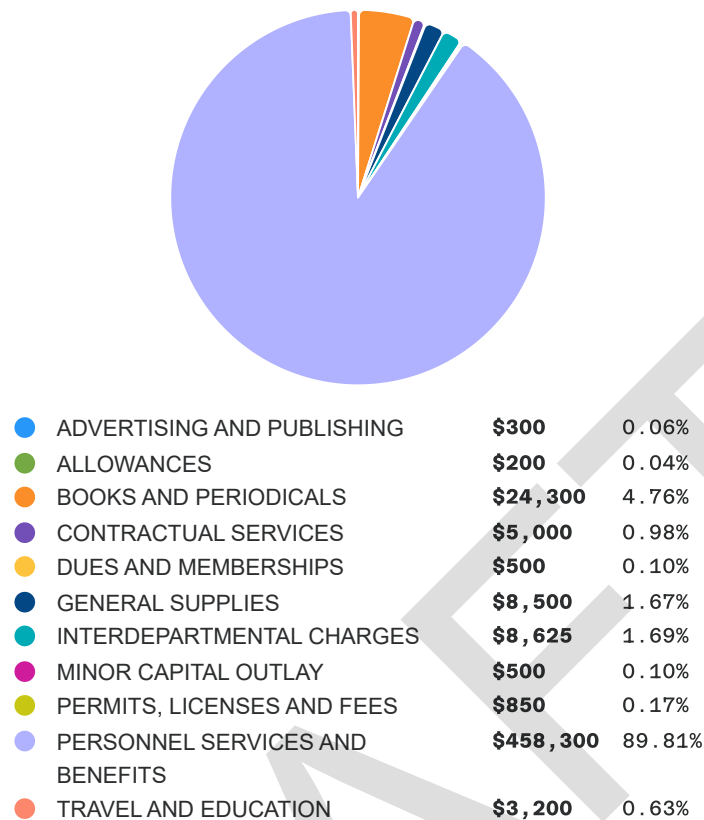
Funding Source

	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	Increase/ Decrease	% Change
General Fund							
Property Taxes	260,666	299,517	297,197	292,463	314,329	14,812	4.9%
Charges for Services - KGB	168,061	178,303	178,319	180,013	195,946	17,643	9.9%
Total Funding	428,727	477,820	475,516	472,476	510,275	32,455	6.8%

Full-time Equivalent Personnel

	2024 Actual	2025 Adopted	2025 Amended	2026 Budget	2026 Salary	Increase/ Decrease	% Change
Director	0.360	0.360	0.360	0.360	34,180	-	0.0%
Children's Librarian	1.000	1.000	1.000	1.000	85,510	-	
Library Assistant II	1.000	1.000	1.000	1.000	67,420	-	
Library Assistant I	0.925	0.925	0.925	0.925	46,510	-	
Page	0.300	0.300	0.300	0.300	10,490	-	
Total	3.585	3.585	3.585	3.585	244,110	-	0.0%

2026 Expenditures by Category



Operating Budget Changes for 2026

Changes between the adopted operating budget for 2025 and the proposed operating budget for 2026 that are greater than 5% **and** \$5,000 are discussed below.

- Personnel Services and Benefits increased by \$29,930 or 6.99% due to annual employee step increase, a 5.0% cost of living adjustment for IBEW, Local 1547 and non-represented employees effective January 1, 2026, and the projected increases in pension, health insurance, workers compensation and other benefit costs.

Expenditures by Expense Category

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
PERSONNEL SERVICES AND BENEFITS								
Personnel Services and Wages - Regular Wages	101-1410-232-500.01	206,492	225,100	221,420	219,990	244,110	19,010	8.45%
Personnel Services and Wages - Temporary Wages	101-1410-232-502.01	9,438	22,520	22,520	22,000	15,000	-7,520	-33.39%
Personnel Benefits - Taxes Budget Only	101-1410-232-505.00	15,716	18,950	18,950	18,950	20,390	1,440	7.60%
Personnel Benefits - Pension Budget Only	101-1410-232-506.00	42,612	44,780	44,780	44,780	49,180	4,400	9.83%
Personnel Benefits - Insurance Budget Only	101-1410-232-507.00	95,180	102,860	102,860	102,860	111,470	8,610	8.37%
Personnel Benefits - Insurance Worker's Compensation	101-1410-232-507.30	507	670	670	670	700	30	4.48%

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
Personnel Benefits - Other Budget Only	101-1410-232-508.00	15,402	13,490	13,490	13,490	17,450	3,960	29.36%
Total PERSONNEL SERVICES AND BENEFITS		385,347	428,370	424,690	422,740	458,300	29,930	6.99%
GENERAL SUPPLIES								
General Supplies Office Supplies	101-1410-232-510.01	2,330	3,000	3,000	3,000	3,000	-	0.00%
General Supplies Operating Supplies	101-1410-232-510.02	5,141	4,500	4,500	4,500	4,500	-	0.00%
General Supplies Small Tools & Equipment	101-1410-232-510.05	56	200	200	200	200	-	0.00%
General Supplies Food & Catering	101-1410-232-510.07	783	800	800	800	800	-	0.00%
Total GENERAL SUPPLIES		8,310	8,500	8,500	8,500	8,500	-	0.00%
BOOKS AND PERIODICALS								
Books and Periodicals Library Books	101-1410-232-530.01	16,545	16,900	16,900	16,900	16,600	-300	-1.78%
Books and Periodicals Periodicals	101-1410-232-530.02	701	800	800	800	800	-	0.00%
Books and Periodicals Movies and Visual Series	101-1410-232-530.04	1,963	2,000	2,000	2,000	2,000	-	0.00%
Books and Periodicals Audio & Digital Books	101-1410-232-530.05	3,998	4,000	4,000	4,000	4,000	-	0.00%
Books and Periodicals Music	101-1410-232-530.06	-	50	330	250	300	250	500.00%
Books and Periodicals Interactive Materials	101-1410-232-530.08	590	600	600	600	600	-	0.00%
Total BOOKS AND PERIODICALS		23,797	24,350	24,630	24,550	24,300	-50	-0.21%
ALLOWANCES								
Allowances Business and Meal Expense	101-1410-232-535.02	200	200	200	-	200	-	0.00%
Total ALLOWANCES		200	200	200	-	200	-	0.00%
TRAVEL AND EDUCATION								
Travel and Education Travel - Training	101-1410-232-600.02	2,816	100	100	-	2,400	2,300	2,300.00%
Travel and Education Training and Education	101-1410-232-600.03	410	1,000	1,000	300	800	-200	-20.00%
Total TRAVEL AND EDUCATION		3,226	1,100	1,100	300	3,200	2,100	190.91%
ADVERTISING AND PUBLISHING								
Advertising and Publishing Ads and Public Announcements	101-1410-232-605.01	-	300	300	300	300	-	0.00%
Total ADVERTISING AND PUBLISHING		-	300	300	300	300	-	0.00%
DUES AND MEMBERSHIPS								
Dues and Memberships Assoc. Membership Dues & Fees	101-1410-232-615.02	290	500	500	490	500	-	0.00%
Total DUES AND MEMBERSHIPS		290	500	500	490	500	-	0.00%
PERMITS, LICENSES AND FEES								
Licenses and Fees Bank & Merchant Fees	101-1410-232-630.03	37	140	140	140	50	-90	-64.29%

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
Licenses and Fees Service Charges and Fees	101-1410-232- 630.06	533	600	700	700	800	200	33.33%
Total PERMITS, LICENSES AND FEES		570	740	840	840	850	110	14.86%
CONTRACTUAL SERVICES								
Contractual Services Subscription Services	101-1410-232- 635.11	2,017	2,500	2,500	2,500	2,500	-	0.00%
Contractual Services Technical Services	101-1410-232- 635.12	-	2,500	2,126	2,126	2,500	-	0.00%
Total CONTRACTUAL SERVICES		2,017	5,000	4,626	4,626	5,000	-	0.00%
MINOR CAPITAL OUTLAY								
Minor Capital Outlay Furniture & Fixtures	101-1410-232- 790.15	93	1,400	1,400	1,400	500	-900	-64.29%
Total MINOR CAPITAL OUTLAY		93	1,400	1,400	1,400	500	-900	-64.29%
INTERDEPARTMENTAL CHARGES								
Interdepartmental Charges Insurance	101-1410-232- 825.01	4,877	7,360	8,730	8,730	8,625	1,265	17.19%
Total INTERDEPARTMENTAL CHARGES		4,877	7,360	8,730	8,730	8,625	1,265	17.19%
Total Expenditures		428,727	477,820	475,516	472,476	510,275	32,455	6.79%

*Change column represents the increase/decrease (Incr/Decr) and percent from prior year Adopted to current year Budget.

Operating Account Narrative

500.01 Regular Salaries and Wages: \$244,110 – This account provides expenditures for compensation paid to all regular salaried and hourly employees of the Children's Services Division.

502.01 Temporary Wages: \$15,000 - This account provides expenditures for compensation paid to temporary salaried and hourly employees of the Children's Services Division.

505.00 Payroll Taxes: \$20,390 – This account provides expenditures for employer contributions for Social Security and Medicare and other similar payroll related taxes.

506.00 Pension: \$49,180 – This account provides expenditures for employer contributions to retirement plans.

507.00 Health and Life Insurance: \$111,470 – This account provides expenditures for employer contributions to employee health and life insurance plans.

507.30 Workers Compensation: \$700 – This account provides expenditures for employer contributions to workers compensation.

508.00 Other Benefits: \$17,450 – This account provides expenditures for direct claims from former employees for unemployment benefits paid by the State of Alaska and accrued vacation and sick leave.

510.01 Office Supplies: \$3,000 - This account provides expenditures for paper, pens, pencils, note pads, file folders, scotch tape, toner, ink cartridges for printers, photocopy charges, small desk accessories, and minor office equipment such as staplers, scissors, and tape dispensers. The cost of these items, especially printing and toner costs, have significantly increased due to the large amount of programming and rising costs over the last year making it necessary for us to increase the amount of money that is in this line item.

510.02 Operating Supplies: \$4,500 - This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are many art and craft supplies for the numerous family, children, tween and teen programs, as well as promotional materials, educational games and toys for the children and teen areas, and small prizes.

510.05 Small Tools and Equipment: \$200 - This account provides expenditures for minor tools, operating and office equipment with a value of less than \$1,000.

510.07 Food/Catering: \$800 - This account provides expenditures for food or catering services for children's and teen programs.

530.01 Library Books: \$16,600 - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books and other print materials.

530.02 Periodicals: \$800 - This account provides expenditures for newspapers, magazines and trade journals.

530.04 Movies and Visual Series: \$2,000 - This account provides expenditures for the acquisition of DVD and other format films and television series for the library collection. Included are education and entertainment selections.

530.05 Audio and Digital Books: \$4,000 - This account provides expenditures for the acquisition of materials in electronic format for the library. Included are books on CDs, Playaways, e-books, online audiobooks, online music and other similar forms of electronic media, including Hoopla, which contains electronic media in many formats.

530.06 Music: \$300 - This account provides expenditures for the acquisition of music CDs for the library collection. This past year we have seen an increased number of music CD requests to accommodate these new requests we moved \$300 from the 530.01 line to this line.

530.08 Interactive Materials: \$600 - This account provides expenditures for the acquisition of games, puppets, and other interactive materials for patron checkout and use.

535.02 Business and Meal Expenses: \$200 - This account provides expenditures for reimbursement to employees for mileage for use of personal vehicle used to empty the bookdrop at the Plaza Mall, distribute promotional library posters throughout Ketchikan and deliver "Born to Read" materials to the Ketchikan Medical Center.

600.02 Travel - Training: \$2,400 - This account provides expenditures for travel to conferences and in-person training. In 2026 the Alaska Library Association Conference will take place in Sitka. These are vital training courses for library staff, and we plan to send two staff members from the Children's Division to this conference.

600.03 Training and Education: \$800 - This account provides expenditures for registration fees and training programs provided by staff or third parties. Includes registration for library conferences and for continuing education classes. Two Children's Services staff will attend the 2026 Alaska Library Association Conference in Sitka in 2026, and online training as needed.

605.01 Ads and Public Announcements: \$300 - This account provides expenditures for announcements in publications, newspapers, trade journals, Internet or broadcasts over radio and television. Included are public service announcements, community issues and recruiting.

615.02 Assn. Dues and Membership Fees: \$500 - This account provides expenditures for membership in professional organizations, such as the Alaska Library Association, the American Library Association, the Public Library Association, and the Association of Library Service to Young Children. These memberships provide access to information and discounts on continuing education classes that increase staff skills and resources.

630.03 Bank and Merchant Fees: \$50 - This account provides expenditures for merchant fees for use of credit and debit cards.

630.06 Service Charges and Fees: \$800 - This account provides expenditures for miscellaneous service charges and fees. Included are service charges for collection agency services used to recover outstanding debts for lost and damaged materials. This

account also covers the Children's Services portion of the Library's Google Workspace service, the library's calendar / scheduling system, which we saw an increase in this past year. To accommodate the increase, we have increased this line by \$106.

635.11 Subscription Services: \$2,500 - This account provides expenditures for children's and teen databases, such as Scholastic Teachables and ComicsPlus. It also provides expenditures the Children's Services portion of WIX, the library website's platform, and Canva, used to design posters, signs and other library graphics.

635.12 Technical Services: \$2,500 - This account provides expenditures for contractual services, such as fees for visiting authors and performers for children's programs. We expect to host at least one paid performer during 2026.

790.15 Furniture and Fixtures: \$500 - This account provides expenditures for acquisition of furniture and fixtures. Each year the Children's Library loses an average of one lamp per year, one small area rug, and one seating element. In 2026 the Children's Library must replace its popular train table as. The average cost of a new table is \$200.

825.01 Interdepartmental Charges – Insurance: \$8,625 - This account provides expenditures for risk management services and claims.

DRAFT

First City Libraries

The mission of the First City Libraries (FCL) Consortium is to provide informational, educational and recreational materials and services for the residents 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 interests and needs of the community. This consortium is a cooperative effort between the City of Ketchikan and the Ketchikan Gateway Borough School District. It links Ketchikan's public and school libraries, thereby giving all citizens access to materials.

Goals for 2026

- Continue to promote library use between the Ketchikan Public Library and the KGB School District Libraries.
- Work with the UAS-Ketchikan Campus Library to serve Ketchikan residents who wish to access Campus Library collections.
- Hold an annual fall meeting of First City Libraries staff of the public, school district and campus libraries, to conduct training, share updates, and resolve any issues with the shared online catalog.
- If funding is approved by City Council and by the KGB School District, distribute a Request for Proposal to library system vendors with the intent to migrate from FCL's 18-year-old SirsiDynix system to a system that is more functional, secure and less costly than the current system.

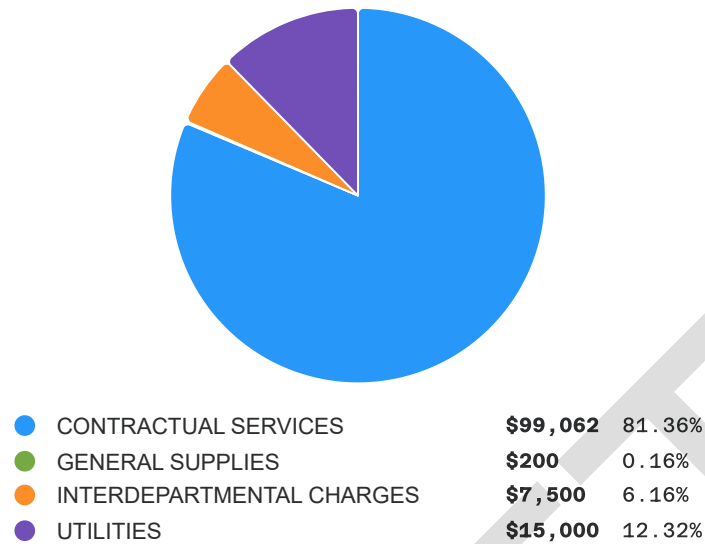
2025 Accomplishments

- Held a fall 2025 meeting of FCL and UAS staff to coordinate practices and explore ways to improve library services to Ketchikan.
- Successfully applied for FY26 Federal Erate discounts on consortial internet service for the shared online catalog.
- Prepared and distributed a brochure for families explaining FCL library services and policies.
- Worked with City IT and SirsiDynix to update and troubleshoot SirsiDynix system software.
- Collaborated with FCL division heads and City IT to develop and distribute a Request for Information (RFI) to library system vendors, to determine how much a system migration would cost in order to submit 2026 capital expense requests to the City and the KGBSD.

Funding Source

	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	Increase/ Decrease	% Change
General Fund							
Property Taxes	20,485	22,769	22,769	24,041	42,003	19,234	84.5%
Charges for Services - KGB	13,207	14,116	14,116	14,798	26,184	12,068	85.5%
Charges for Services - KGBSD	26,375	29,715	29,715	25,000	53,575	23,860	80.3%
Total Funding	60,067	66,600	66,600	63,839	121,762	55,162	82.8%

2026 Expenditures by Category



Operating Budget Changes for 2026

Changes between the adopted operating budget for 2025 and the proposed operating budget for 2026 that are greater than 5% **and** \$5,000 are discussed below.

- Contractual Services Software & Equipment Maintenance Services (Account 635.04) increased by \$56,340 or 160.97% due to an upgrade to the First City Libraries Consortium integrated software system and the anticipated maintenance costs of the current program in 2026 due to the timing of implementation. This system has undergone minor changes since 2008 and an upgrade is part of the Ketchikan Public Library's 2022-2027 Strategic Plan with the objective of migrating to a more modern, cost-effective system.

Expenditures by Expense Category

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
GENERAL SUPPLIES								
General Supplies Operating Supplies	101-1410-233-510.02	-	200	200	200	200	-	0.00%
Total GENERAL SUPPLIES		-	200	200	200	200	-	0.00%
CONTRACTUAL SERVICES								
Contractual Services Software & Equip Maint Services	101-1410-233-635.04	33,240	35,000	35,534	35,535	91,340	56,340	160.97%
Contractual Services Subscription Services	101-1410-233-635.11	7,143	7,400	7,400	7,354	7,722	322	4.35%
Total CONTRACTUAL SERVICES		40,383	42,400	42,934	42,889	99,062	56,662	133.64%
UTILITIES								
Utilities Telecommunications	101-1410-233-650.01	12,184	16,500	15,966	13,250	15,000	-1,500	-9.09%
Total UTILITIES		12,184	16,500	15,966	13,250	15,000	-1,500	-9.09%
INTERDEPARTMENTAL CHARGES								
Interdepartmental Charges-IT Information Technology	101-1410-233-803.01	7,500	7,500	7,500	7,500	7,500	-	0.00%
Total INTERDEPARTMENTAL CHARGES		7,500	7,500	7,500	7,500	7,500	-	0.00%

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
Total Expenditures		60,067	66,600	66,600	63,839	121,762	55,162	82.83%

*Change column represents the increase/decrease (Incr/Decr) and percent from prior year Adopted to current year Budget.

Operating Account Narrative

510.02 Operating Supplies: \$200 – This account provides expenditures for supplies that are normally not of a maintenance nature and are required to support department operations. Included are supplies such as barcodes, security strips and carbon overdue mailers. Barcodes may need to be purchased in 2026.

635.04 Software and Equipment Maintenance Services: \$91,340 - This account provides expenditures for a new library system and maintenance agreements to support the current licensed software systems. Included is the yearly hardware and software system renewal for the SirsiDynix server, which the vendor estimates will increase by 7.9%. If funding to migrate to a new system is funded by the City Council and KGB School District, the migration would likely occur late in 2026.

635.11 Subscription Services: \$7,722 - This account provides expenditures for a subscription for access to the Online Computer Library Center (OCLC). The OCLC provides unlimited cataloging, interlibrary loans and access to WorldCat (a catalog which itemizes the collections of 71,000 libraries in 112 countries).

650.01 Telecommunications: \$15,000 - This account provides expenditures for telecommunication services. Included are charges for the library server connection and server hosting and power.

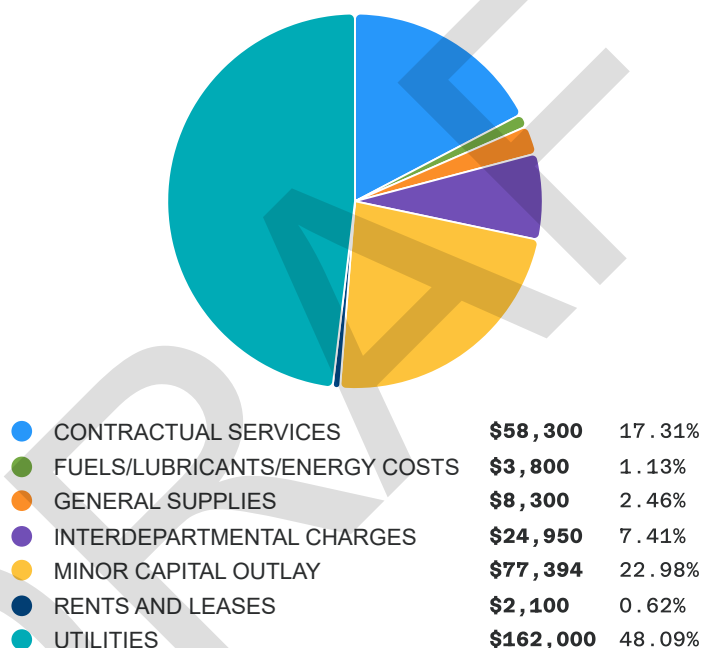
803.01 Interdepartmental Charges - Information Technology: \$7,500 - This account provides expenditures for information technology services provided by the Information Technology Department. The IT Department maintains the Consortium server.

Ketchikan Public Library O&M

Funding Source

	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	Increase/ Decrease	% Change
General Fund							
Property Taxes	119,903	157,440	164,394	144,758	198,246	40,806	25.9%
Charges for Services - KGB	77,306	85,890	98,216	94,794	129,348	43,458	50.6%
Grants	-	-	9,250	9,250	9,250	9,250	100.0%
Total Funding	197,209	243,330	271,860	248,802	336,844	93,514	38.4%

2026 Expenditures by Category



Operating Budget Changes for 2026

Changes between the adopted operating budget for 2025 and the proposed operating budget for 2026 that are greater than 5% and \$5,000 are discussed below.

- Janitorial & Cleaning Services (Account 635.02) increased by \$12,300 or by 46% due to the increase in contractual services costs.
- Electric, Water, Sewer & Solid Waste (Account 635.02) increased by \$17,000 or 20% due to increases in utility costs.
- Minor Capital Outlay - Buildings (Account 790.05) increased by \$54,894 due to the need to replace the 13-year old security camera system and security gate that were installed when the building was new. Both are no longer working consistently causing potential issues with safety and theft from the library's collection.

Expenditures by Expense Category

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
GENERAL SUPPLIES								
General Supplies Safety Program Supplies	101-1410-235-510.03	2,172	-	-	-	-	-	-
General Supplies Janitorial Supplies	101-1410-235-510.04	2,239	4,000	4,000	3,318	3,500	-500	-12.50%
General Supplies Small Tools & Equipment	101-1410-235-510.05	250	300	300	286	300	-	0.00%
Maintenance Materials Building and Grounds Maintenance	101-1410-235-515.02	43	500	500	371	500	-	0.00%
Maintenance Materials Furniture & Fixtures	101-1410-235-515.03	263	1,500	1,500	511	1,500	-	0.00%
Maintenance Materials Machinery & Equipment Maint.	101-1410-235-515.04	774	1,000	1,000	326	1,000	-	0.00%
Maintenance Materials Infrastructure & Plant Maint.	101-1410-235-515.05	330	1,600	1,600	-	1,500	-100	-6.25%
Total GENERAL SUPPLIES		6,071	8,900	8,900	4,812	8,300	-600	-6.74%
FUELS/LUBRICANTS/ENERGY COSTS								
Vehicle Motor Fuel and Lubricants	101-1410-235-525.04	-	-	-	400	1,300	1,300	-
Fuels, Lubricants and Energy Costs Machinery & Equipment	101-1410-235-525.07	2,566	3,000	3,000	1,649	2,500	-500	-16.67%
Total FUELS/LUBRICANTS/ENERGY COSTS		2,566	3,000	3,000	2,049	3,800	800	26.67%
CONTRACTUAL SERVICES								
Contractual Services Janitorial & Cleaning Services	101-1410-235-635.02	24,425	27,000	39,300	39,300	39,300	12,300	45.56%
Contractual Services Building and Grounds Maint. Svc	101-1410-235-635.06	1,474	9,200	6,232	5,225	10,000	800	8.70%
Contractual Services Machinery & Equipment Maint. Svc	101-1410-235-635.07	975	4,000	4,000	1,500	3,500	-500	-12.50%
Contractual Services Technical Services	101-1410-235-635.12	4,832	6,000	6,000	4,268	5,500	-500	-8.33%
Total CONTRACTUAL SERVICES		31,706	46,200	55,532	50,293	58,300	12,100	26.19%
RENTS AND LEASES								
Rents and Leases Land & Buildings	101-1410-235-645.01	2,100	2,100	2,100	2,100	2,100	-	0.00%
Total RENTS AND LEASES		2,100	2,100	2,100	2,100	2,100	-	0.00%
UTILITIES								
Utilities Telecommunications	101-1410-235-650.01	41,364	57,890	67,520	57,500	62,000	4,110	7.10%
Utilities Electric, Water, Sewer & Garbage	101-1410-235-650.02	80,217	83,000	92,568	92,568	100,000	17,000	20.48%
Total UTILITIES		121,581	140,890	160,088	150,068	162,000	21,110	14.98%
MINOR CAPITAL OUTLAY								
Minor Capital Outlay Buildings	101-1410-235-790.05	-	-	-	-	54,894	-	-
Minor Capital Outlay Vehicles & Moving Equipment	101-1410-235-790.20	-	-	-	-	4,500	4,500	-
Minor Capital Outlay M&E-Computers Printers & Copier	101-1410-235-790.26	11,553	18,700	18,700	18,000	18,000	-700	-3.74%
Total MINOR CAPITAL OUTLAY		11,553	18,700	18,700	18,000	77,394	58,694	313.87%
INTERDEPARTMENTAL CHARGES								
Interdepartmental Charges Insurance	101-1410-235-825.01	21,632	23,540	23,540	20,480	21,450	-2,090	-8.88%

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	*% Change
Interdepartmental Charges Garage Charges	101-1410-235- 850.01	-	-	-	1,000	3,500	3,500	-
Total INTERDEPARTMENTAL CHARGES		21,632	23,540	23,540	21,480	24,950	1,410	5.99%
Total Expenditures		197,209	243,330	271,860	248,802	336,844	93,514	38.43%

*Change column represents the increase/decrease (Incr/Decr) and percent from prior year Adopted to current year Budget.

Operating Account Narrative

510.04 Janitorial Supplies: \$3,500 – This account provides expenditures for cleaning and sanitation supplies used by contracted janitors as well as consumable materials such as toilet paper, paper towels, etc.

510.05 Small Tools and Equipment: \$300 - This account provides expenditures for minor tools and operating equipment with a value of less than \$1,000.

515.02 Building and Grounds Maintenance Materials: \$500 - This account provides expenditures for the repair and maintenance of buildings and upkeep of the grounds owned or leased and operated by the City.

515.03 Furniture and Fixtures Maintenance Materials: \$1,500 - This account provides expenditures for the repair and maintenance of furniture and building fixtures owned or leased and operated by the City.

515.04 Machinery and Equipment Maintenance Materials: \$1,000 – This account provides expenditures for the repair and maintenance of machinery and equipment owned and operated by the City. Included are the library's computers.

515.05 Infrastructure and Plant Maintenance Materials: \$1,500 – This account provides expenditures for the repair and maintenance of infrastructure and plant owned and operated by the City. Included are sidewalks, parking lots and a boiler.

525.04 Vehicle Motor Fuel and Lubricants: \$1,300 - Expenditures for gasoline, diesel fuel, propane and lubricants used in the operations of City vehicles.

525.07 Machinery and Equipment Fuel and Lubricants: \$2,500 – This account provides expenditures for the propane used to operate the fireplace.

635.02 Janitorial and Cleaning Services: \$39,300 - This account provides expenditures for services to clean the library building.

635.06 Buildings and Grounds Maintenance Services: \$10,000 - This account provides expenditures for the repair and maintenance of buildings and the upkeep of grounds owned or leased by the City. This account includes contract labor and materials required to provide the service. In 2026, this will include the cost of repairing and replacing gutters and snow stops as needed on the building's roof.

635.07 Machinery and Equipment Maintenance Services: \$3,500 - This account provides expenditures for the repair and maintenance of office equipment, machinery and other operating equipment owned or leased by the City. This account includes contract labor and materials required to provide the service. It also includes maintenance service agreements for the public access copier machine and microfilm reader. The library pays an annual fee for the propane tank; also included in this account is maintenance for the security camera system.

635.12 Technical Services: \$5,500 – This account provides expenditures for services that are not regarded as professional but require technical or special knowledge, including fire extinguisher inspections, fire alarm inspection and monitoring, pest control and fire sprinkler inspection.

645.01 Rents and Leases - Land and Buildings: \$2,100 - This account provides expenditures for the rent of heated offsite storage at the Heckman Building for reference materials, repository documents and seasonal items and supplies.

650.01 Telecommunications Services: \$62,000 - This account provides expenditures for wired and wireless telecommunication services. Included are landline services, network and data services, internet and long distance.

650.02 Electric, Water, Sewer & Solid Waste: \$100,000 This account provides expenditures for electric, water, sewer and solid waste utility services.

790.05 Minor Capital - Buildings: \$54,894 - This account provides funding for two building related capital project requests for the library: security camera system and security gate replacement as outlined in the department's CIP.

790.20 Minor Vehicles and Moving Equipment: \$4,500 – Minor purchases of vehicles or moving equipment. Library staff drive around the island daily to deliver and drop off mail, visit senior facilities, provide materials to homebound individuals, and distribute posters and event calendars. It is not feasible for staff to use their own vehicles for work purposes, so the Library will have its own.

790.26 Computers, Printers, and Copiers: \$18,000 - This account provides expenditures for desktop, laptops, and tablet computers; computer printers and scanners, photocopiers and fax machines. Per the replacement schedule developed by the Information Technology Department, in 2025 the following equipment will be replaced: 4 staff workstations, 1 patron workstation, 1 lookup computer, 1 patron laptop, 1 staff laptop, 1 staff printer, 1 patron printer, 5 UPS battery backups.

825.01 Interdepartmental Charges – Insurance: \$21,450 - This account provides expenditures for risk management services and claims.

850.01 Interdepartmental Charges – Garage: \$3,500 – Expenditures for fleet maintenance services provided by the Public Works Department-Garage Division.

Library Grant Program

Goals for 2026

- Apply for the FY27 State Public Library Assistance Grant, if it is offered.
- Apply for the FY27 State OWL Internet Assistance Grant, if it is offered.
- Apply for other grants when applicable and available.

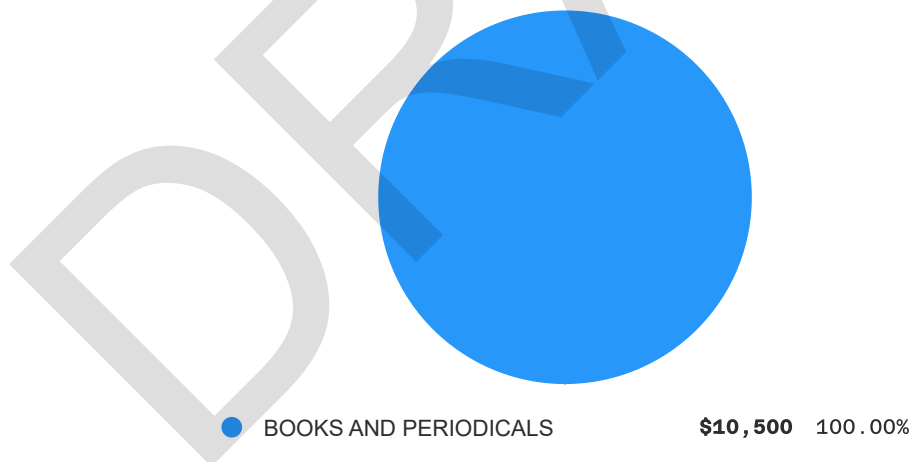
2025 Accomplishments

- Applied for and received the FY26 Public Library Assistance Grant, which provides additional funding for library books.
- Applied for the FY26 State OWL Internet Assistance Grant; as of September 2025 grant awards have not been announced.

Funding Source

	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	Increase/ Decrease	% Change
Grant	8,053	7,000	7,000	7,000	10,500	3,500	50.0%
Total Funding	8,053	7,000	7,000	7,000	10,500	3,500	50.0%

2026 Expenditures by Category



Operating Budget Changes for 2026

Changes between the adopted operating budget for 2025 and the proposed operating budget for 2026 that are greater than 5% **and** \$5,000 are discussed below.

- There are no significant changes between 2025 and 2026.

Expenditures by Expense Category

Category	Account ID	2024 Actual	2025 Adopted	2025 Amended	2025 Estimate	2026 Budget	*Incr/Decr	**% Change
BOOKS AND PERIODICALS								
Books and Periodicals Library Books	101-1410-192- 530.01	8,053	7,000	7,000	7,000	10,500	3,500	50.00%
Total BOOKS AND PERIODICALS		8,053	7,000	7,000	7,000	10,500	3,500	50.00%
Total Expenditures		8,053	7,000	7,000	7,000	10,500	3,500	50.00%

Operating Account Narrative

530.01 Library Books: \$7,000 - This account provides expenditures for the acquisition of books and print materials for the library collection. Included are books, maps and other print materials.

650.01 Telecommunications: \$1,000 - This account provides expenditures for wired and wireless telecommunication services. Included are landline services, network and data services, internet and long distance.

KETCHIKAN PUBLIC LIBRARY ADVISORY BOARD

OPERATING RULES AND BYLAWS

1. The Provisions of Ordinance No. 88-129, approved by the Ketchikan City Council on January 21, 1988, are primary and will prevail in any conflict arising between the Ordinance and Operating Rules and By-Laws as they are now, or may be constituted.
2. These Rules and By-Laws may be changed by Motion from any Member of the Board with affirmative concurrence by a majority of the Board at any duly constituted meeting of the Board.
3. The Advisory Board shall meet quarterly on a regular basis, on the second Wednesday, at 6:00 PM in the Library Building, or at any other time or place when deemed necessary, at the call of the Chair or presiding Officer.
4. The current edition of Robert's Rules of Order shall prevail at all meetings, but may be observed informally as a matter of convenience.
5. Three (3) Members of the Board shall constitute a quorum for the transaction of business and not less than four (4) Members must vote on any actions brought before a duly constituted meeting of the Board at which a quorum is present.
6. The Board Members shall elect from their number a Chair, a Vice-Chair, and a Secretary. The annual election of these officers shall take place at the regular May meeting, and these Officers shall serve for a term of one year. Officers may serve for two consecutive terms and may thereafter be reelected after an interval of two years.
7. The Chair shall preside at all meetings and shall be responsible for initiating and/or preparing an agenda for each meeting with the Director of the library.
8. The Vice-Chair shall preside at meetings in the absence of the Chair and shall perform such other of the Chair's duties as required.
9. The Secretary shall be responsible for ensuring that a complete and accurate record of all meetings and votes (except unanimous decisions) is kept and copies distributed in a timely manner to Members of the Board, City Council, and Borough Assembly. The task of taking minutes and keeping records may be designated to the Library Staff at the discretion of the Secretary but the Secretary shall ascertain the accuracy of the records before approving and signing the same. The records shall record the affirmative voters by name of the Board Members on any matters requiring action by Motion and/or vote.

From the City of Ketchikan Municipal Code, as of December 7, 2025

2.40.030 Library advisory board. Revised 7/25

(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 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 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. 2004 § 1, 2025; Ord. 1815 § 1, 2016; Ord. 1129 §§ 1, 2, 1988; Ord. 1060 § 2, 1986)

Operating Rules and Guidelines
of the
Ketchikan Public Library Advisory Board
Adopted by the Board on January 14th, 2026

I. Purpose, Powers, and Duties

a) Purpose *Ketchikan Municipal Code (KMC) 2.040.030(a)*

b) Powers and Duties *KMC 2.040.030(h)*

All members of the board may vote on all matters unless a conflict-of-interest exists.

II. Membership

a) Composition *KMC 2.040.030(b)*

b) Term Length and Vacancies *KMC 2.040.030(c)*

The term of the board will generally begin with the April meeting and end with the January meeting of their respective term. The term of the high school student will be from July 1 through June 30.

The one-year term of the city council and borough assembly representatives will begin with the January meeting and end with the October meeting of their respective term.

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 high school student's appointment should run from June to June. Other appointments should be in January or when a vacancy occurs.

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.

c) Attendance *KMC 2.040.030(g)*

III. Officers

- a) Elections-** The Board Members shall elect a Chair and a Vice-Chair at their annual organizational meeting in January. The Library Director or approved staff member shall serve as Secretary. Individual elections for Chair and Vice-Chair will be by paper ballot. All nominated candidates shall be considered at the same time and the person receiving the most votes shall be declared the winner. In the event of a tie, a second vote of the top candidates will determine the winner. Two members who are not up for consideration shall count the votes. Ballots shall be legibly signed by the voter. Elected officers will immediately assume their roles following the election. All nine members of the board are voting members.

The Board shall elect from their number a Chair, a Vice-Chair, and a Secretary. The annual election of these officers shall take place at the first meeting of the Board in a new calendar year, and these Officers shall serve for a term of one year. Officers may serve for two consecutive terms and may thereafter be reelected after an interval of one year.

The Board Members shall elect from their number a Chair and a Vice-Chair,.

The annual election of these officers shall take place at the organizational meeting held during the regular January meeting. These Officers shall serve for a term of one year. Officers may serve for two consecutive terms and may thereafter be reelected after an interval of two years.

The Board Members shall elect from their number a Chair, a Vice-Chair, and a Secretary. The annual election of these officers shall take place at the regular January meeting, and these Officers shall serve for a term of one year. Officers may serve for two consecutive terms and may thereafter be reelected after an interval of two years.

- b) Duties of the Chair-** The Chair shall preside at all meetings and shall be responsible for initiating and/or preparing an agenda for each meeting with the Library Director.

The Chair shall preside at all meetings and shall be responsible for initiating and/or preparing an agenda for each meeting with the Director of the Library.

The Chair shall preside at all meetings and shall be responsible for initiating and/or preparing an agenda for each meeting with the Director of the library.

- c) Duties of the Vice-Chair-** The Vice-Chair shall preside at meetings in the absence of the Chair and shall perform the Chair's duties as required.

The Vice-Chair shall preside at meetings in the absence of the Chair and shall perform such other of the Chair's duties as required.

The Vice-Chair shall preside at meetings in the absence of the Chair and shall perform such other of the Chair's duties as required.

- d) Duties of the Secretary-** The Secretary shall be responsible for ensuring that a complete and accurate record of all meetings and votes is kept. The records shall record the voters by name on any matters requiring action by motion and/or vote. Action minutes with a summary of discussion are acceptable.
- The task of taking minutes and keeping records may be designated to the Library Staff at the discretion of the Board.

IV. Meetings

a) Frequency *KMC 2.040.030(d)*

The Advisory Board shall at least quarterly in January, April, July, and October at 6:00 PM and as needed, as the chair or, in her /his absence, the acting chair shall determine. The Advisory Board shall meet in the Ketchikan City council chambers.

- b) Annual Organizational Meeting-** The January meeting shall consist of organizational items including, but not limited to, officer elections and date/time/location scheduling for the next four quarterly meetings. Dates for follow-up meetings shall also be reserved two weeks after each regular meeting.

c) Public Notice- *KMC 2.040.030(e)*

d) Quorum- *KMC 2.040.030(f)*

- e) Parliamentary Procedure-** The current edition of Robert's Rules of Order shall prevail at all meetings but may be observed informally as a matter of convenience.

The current edition of Robert's Rules of Order shall govern the deliberations and actions of the board but may otherwise be observed informally as a matter of convenience.

- f) Meeting Length-** Meetings shall be limited to three hours with an option to continue only if a majority votes to do so. Meetings may not extend beyond 10:00pm. A follow-up meeting must be called and properly noticed if the business of the regular meeting cannot be completed.

V. Amendments

- a) **Ketchikan Municipal Code Rules-** Provisions from the Ketchikan Municipal Code (KMC) are primary and will prevail in any conflict arising between the KMC and these Operating Rules and Guidelines. Revisions to the KMC must be formally brought forth to Council as a board. After approval by the Ketchikan City Council, amendments to the KMC must be updated in this document and provided to the board prior to the next scheduled meeting.

The Provisions of Ordinance No. 89-129, approved by the Ketchikan City Council on January 21, 1988, are primary and will prevail in any conflict arising between the Ordinance and Operating Rules as they are now, or may be constituted.

The Provisions of Ordinance No. 88-129, approved by the Ketchikan City Council on January 21, 1988, are primary and will prevail in any conflict arising between the Ordinance and Operating Rules and By-Laws as they are now, or may be constituted.

- b) **Library Advisory Board Guidelines-** Guidelines not in the KMC may be changed by motion from any member of the board with affirmative concurrence by a majority of the board at any duly constituted meeting of the board. Amendments to this document must be updated and provided to the board prior to the next scheduled meeting.

These Operating Rules may be changed by motion from any Member of the Board, with affirmative concurrence by a majority of the Board at any duly constituted meeting of the Board.

These Rules and Bylaws may be changed by Motion from any Member of the Board with affirmative concurrence by a majority of the Board at any duly constituted meeting of the Board.