

**City of Coffman Cove  
Ordinance 22 04**

**AN ORDINANCE OF THE CITY OF COFFMAN COVE, ALASKA AMENDING THE  
WORDING OF TITLE II: CITY ADMINISTRATION, CHAPTER 2.10: COFFMAN  
COVE COMMUNITY LIBRARY.**

**Section 1. Purpose.**

To add, delete and amend the language of Chapter 2.10: Coffman Cove Community Library of Title II: City Administration.

**Section 2. Classification.**

This Ordinance is of general and permanent nature and shall become part of the Municipal Code.

**Section 3. Prior Ordinance superseded.**

This Code supersedes any and all Ordinances adopted prior to this code and not included within this Code at the time of this Code's adoption.

**Section 4. Severability.**

If in any provision of this Ordinance or application thereof to any person or circumstance is held invalid, the remainder of this Ordinance shall not be affected thereby.

**Section 5. Titles and Chapters adopted and/or amended:**

**Chapter 2.10**

**Coffman Cove Community Library**

**Sections:**

|          |  |
|----------|--|
| 2.10.010 | Coffman Cove Community Library                       |
| 2.10.020 | Purpose of the Coffman Cove Community Library        |
| 2.10.030 | Volunteer Librarian                                  |
| 2.10.040 | Volunteer Librarian Duties and Responsibilities      |
| 2.10.050 | State of Alaska Public Library Assistance Grant      |
| 2.10.060 | Coffman Cove Community Library Hours of Operation    |
| 2.10.070 | Coffman Cove Community Library Staffing Requirements |
| 2.10.080 | Failure to Return Library Property                   |
| 2.10.090 | Non-Resident Services and Fees                       |
| 2.10.100 | Coffman Cove Community Library Policy                |

**Section 2.10.010**

**Coffman Cove Community Library**

The City of Coffman Cove shall establish a public library, known as the Coffman Cove Community Library, that shall be organized as a municipal department of the City.

**Section 2.10.020 Purpose of the Coffman Cove Community Library**

The purpose of the Coffman Cove Community Library is to provide ~~city residents with a quiet, public place to utilize provided materials, services and programs or to engage in private reading, study or research. Any activity that conflicts with this purpose is forbidden unless authorized by City Council motion~~ free and easy access to printed and digital materials, technology and resources for our residents and visitors; resources for interactive reading, studying and research supporting life-long learning and the love of reading.

**Section 2.10.030 Volunteer Librarian**

The volunteer librarian shall be the library department head, is nominated by the Mayor and confirmed by the City Council.

**Section 2.10.040 Volunteer Librarian Duties and Responsibilities**

The volunteer librarian shall:

1. Provide a written report monthly to City Council on all library matters. Reports will be provided to the City Clerk one week prior to the regular monthly meeting to be included in the regular monthly meeting packet.
2. Prepare and submit to the Mayor an annual library mission statement detailing library goals and objectives for City Council consideration, modification and adoption.
3. Submit recommendations to the Mayor on all library related matters unless otherwise provided in this chapter.
4. Supervise and schedule library volunteer efforts.
5. Perform all administrative tasks necessary for the efficient and economical operations of the library.
6. Comply with all applicable City ordinances and policies.
7. Comply with all federal and/or state reporting or other requirements for federal or state funding received.
8. Comply with all applicable federal and/or state training and certification requirements.
9. Other duties or responsibilities as assigned by the Mayor.

**Section 2.10.050 State of Alaska Public Library Assistance Grant**

If requested by City Council motion, the volunteer librarian shall prepare and submit to the City Clerk for City Council consideration and approval the annual request for the State of Alaska Public Library Assistance Grant at least six weeks prior to the State of Alaska filing deadline.

**Section 2.10.060 Coffman Cove Community Library Hours of Operation**

Coffman Cove Community Library hours of operation shall be established by City policy.

The Coffman Cove Community Library shall attempt to maintain hours of operation as required to qualify for the State of Alaska Public Library Assistance (PLA) and/or other applicable grants or financial assistance.

**Section 2.10.070**

**Coffman Cove Community Library Staffing Requirements**

The Coffman Cove Community Library shall attempt to maintain volunteer staffing levels required to qualify for the State of Alaska Public Library Assistance (PLA) and/or other applicable grants or financial assistance.

**Section 2.10.080**

**Failure to Return Library Property**

- A. No person shall willfully keep any library materials after being notified that it is overdue.
- B. Violation of this section is punishable by:
  - 1. Assessing against the borrower the replacement cost of borrowed materials.
  - 2. Revocation of the borrower's privilege to remove materials from the library.
  - 3. Prosecution as a criminal violation.
  - 4. Fines as established by City Policy.
  - 5. Any combination of the above.

**Section 2.10.090**

**Non-Resident Services and Fees**

Services available to non-resident library patrons and applicable fees will be established by City Policy.

**Section 2.10.100**

**Coffman Cove Community Library Policy**

Coffman Cove Community Library rules, regulations and other matters will be established by City Policy unless otherwise provided for in this chapter.

(Ordinance 19-01)

(Ordinance 22-04)

**NOW, THEREFORE, BE IT ENACTED BY THE COFFMAN COVE CITY COUNCIL,  
AS FOLLOWS:**

**New language: italics and underlined; Deleted language: ~~[in bold brackets and  
stricken.]~~**

**1<sup>st</sup> READING: February 17<sup>th</sup>, 2022**

**2<sup>ND</sup> READING: March 17<sup>th</sup>, 2022**

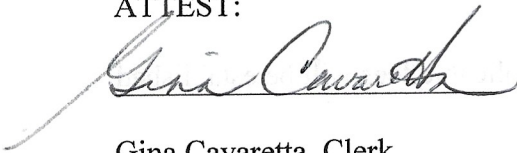
**PUBLIC HEARING: March 17<sup>th</sup>, 2022**

**PASSED AND APPROVED** by the Coffman Cove City Council on this 17<sup>th</sup> day of March,  
2022.



Mikael Ashe, Vice Mayor

ATTEST:



Gina Cavaretta, Clerk