

## QUARTERLY STAFF REPORT – OCTOBER 2020

### Gustavus Public Library

#### 1. General Library Statistics July-September 2020

	July	August	September
Books Checked out:	572	475	595
Movies Checked out:	130	145	185
Virtual Events and Programs	5	3	4

#### Fall 2020 Activities/Programs:

- Curbside Services 5 days/week
- Virtual Assistance via phone and email
- Increased social media presence
- Enhanced Internship program
- Grab and Go Activity Kits
- Virtual Book Reviews
- Support for school and at-home learners
- Custom-made book boxes
- Virtual Book Club

#### **Highlights:**

- Retained intern into fall. This allowed us to keep up with our curbside services, check-in and sanitizing procedures, and continue Grab & Go Activity kits into the fall.
- Grab & Go Kits: 122 total kits distributed; 7 unique kits made
- We received approximately 77 new book/movie requests from patrons during this quarter excluding items that were accessed through Interlibrary Loan Services.
- Approximately 184 items were accessed for patrons through Interlibrary Loan services. This service enables us to meet patrons' needs without having to purchase every single item a patron requests. We can use this service to borrow items that may not circulate beyond a single patron, items which are older or rare, and items which are too expensive for our library to purchase.

- Completed SLICE Implementation project (photo contest winners printed on bookmarks and posters, funded through the Alaska State Library)

**Upcoming:**

- We hope to enter reopening phase 2: appointments in Nov
- continued curbside services
- Halloween- creepy haiku contest, drive-thru trick or treat, and Halloween activity kits
- We hope to apply for the Endowment Grant this year

**Status of Active or Upcoming Grants:**

- PLA Grant Report turned in

**Status of Active or Upcoming Contracts/Projects:**

- The Custodial Contract has been filled. Sylvia has started providing custodial services at the library. We are so glad to have her!
- Roof project RFQ passed

**Past, Current & Upcoming Trainings:**

- Jen and Michelle have attended relevant webinars and online trainings as time has allowed. As per the FY21 budget, we have no planned upcoming trainings.

**Thank you all for being such a great Council - we all appreciate your work!**