

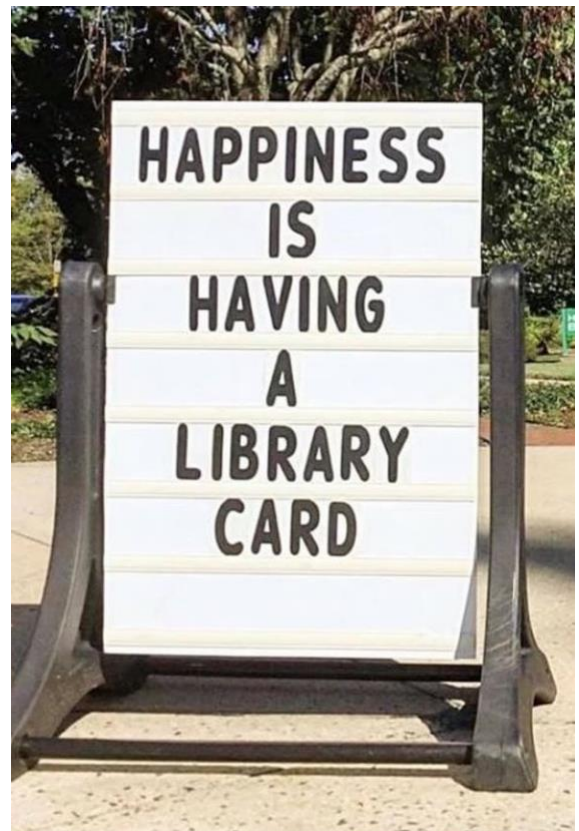


Quarterly Staff Report—December 2021

Gustavus Public Library

1. General Library Statistics October-December 2021

	October	November	December (as of 12/7/21)
Library Visitors	275	193	58
Books Checked Out	597	584	116
Movies Checked Out	185	217	45
Other Materials Checked Out	12	16	3
Events/Meetings Hosted at Library	10	9	3



Past, Current, and Upcoming Programming for Fall 2021

- Harvest Fest (October 16th, in collaboration with GCC)
- Halloween—Trick or Treating with Photo Booth
- Veteran's Day White Table Display
- Weekly School Groups (Pre-School, K-2 Class, Middle School Pleasure Reading Class)
- Story Time (Thursdays at 10am, outside)
- Gustavus Virtual Book Club (new books chosen monthly)
- Fall in Love with Alaska (a reading challenge for all ages, sign up at library)
- Silent Book Club (starts December 8th, 4-7pm, middle school to adults)
- Puzzle Club (starts December 9th, 4-7, all ages)
- Books for Babies and 1000 Books Before K (starts January 8th)
- Test Proctoring
- Curbside Services 5 days/week
- Grab and Go Monthly Activity Kits
- Custom-made book boxes
- Library Friends Monthly Meetings



Halloween 2021 Photos



2. Status of Active or Upcoming Grants

We have spent about half of our FY22 PLA (Public Library Assistance) Grant. This grant gives us a total of \$7,000 which we budget for materials (books, DVDs, etc.). We purchase approximately 50 books/DVDs per month using funds from this grant. Please let us know if you have a book or DVD request!



In November we received about \$6000 from an ARPA (American Rescue Plan Act) grant! A requirement of the grant was to use \$3,500 to buy supplies and equipment to respond to COVID impacts within the community. When planning for this grant we felt we should offer opportunities for our patrons to access materials and literature outside of our physical library, so we requested funds through this grant to buy materials to build an outdoor Story Book Trail and to create STEM kits that patrons can check out. Additionally, libraries could ask for an additional \$2,500 to buy materials for their collection, which we did.



3. Existing Projects

In November, Melisa Gomb was hired to fill a temporary Library Assistant position. This position was created to address issues we have with our cataloguing system. Jessie, LeAnn, and Melisa developed a list a goals for the position.

Goals for Position:

- Complete re-cataloging the full collection for ease of use in locating items
- Correct spine labels for consistency
- Create a guide to cataloging
- Create a guide to front desk volunteer tasks such as in-depth searching and better understanding of the catalog
- Train volunteers
- Create a library map wall chart
- Integrate some collections for better browsing and to increase checkouts
- Shift some collection locations for better browsing, to encourage open reading space use and increase checkouts



We are also moving ahead with a plan for a covered bike shed for the library. We plan to submit a scoping document to the City Council soon.

4. Past, Current, or Upcoming Trainings

Jessie and LeAnn are both registered for a free *Leap into Science* training through the Alaska Afterschool Network and Franklin Institute Science Museum. This program integrates open-ended science activities with children's books and is designed for libraries, museums, and afterschool programs. The first training was on September 17, and the second training was on November 17. The third training will be on January 21. Jessie and LeAnn plan offer programs to children and families to teach the activities in January and February 2022.

Looking ahead, both Jessie and LeAnn would like to attend the Alaska Library Association Virtual Conference in Feb. 2022.

5. Budget

We are about halfway through FY2022 and are operating within our budget.

Thank you to our Council! We appreciate all of your efforts on behalf of Gustavus.

