


QUARTERLY STAFF REPORT – JANUARY 2020
Gustavus Public Library

Library Statistics October - December 2020

	Oct	Nov	Dec	
Books Checked out:	640	608	613	
Movies Checked out:	208	160	155	
Virtual Events and Programs	1	1	1	

Highlights:

- Worked with Mayor and City Administrator to develop a full reopening plan for the library. Based on this plan, we opened for Phase 2, then moved to Phase 3.
 - Currently closed due to reported positive COVID cases (as of 12/31/2020)
- Grab & Go Activity Kits: through CARES funding and in partnership with the NPS, we were able to create and distribute all-ages activity kits through the fall.

Kit:	# Distributed:
Secret Codes	25
Solar Humans	27
Halloween	28
Books Get Our Vote	13
Holiday	37
New Year's Confetti Launcher	18
	Total: 148

- Other Fall Programs:

Creepy Haiku Contest	11 participants
Drive-Thru Trick or Treat	103 attendees
Tests proctored	2
Virtual Book Club	3 attendees
Virtual Film Club	3 attendees

- Drafted library policy updates and rewrote volunteer procedures.

- Input new materials purchased through CARES funding, including materials requested by patrons to support at-home learning, and replacements for lost and overdue items as approved by the council. Thank you for supporting these purchases! Many of these items are going out into the community as soon as we post them on social media.
- Holiday Fundraiser- we created fundraiser sets using extra books, DVDs, and other various items to sell before the holidays. The fundraiser took place via email and social media. We sold a total of 40 kits and raised \$860.
- Upgraded curbside pick-up zone thanks to CARES funding. The pickup area now has shelves instead of one communal tote, and individual bins to ensure patron confidentiality and limit touching of common surfaces. We have already received positive feedback on the new system from patrons, and many people have continued to use this option even when we moved into Phase 3.

Upcoming:

- January Virtual Book Club: The book club will be reading *Find the Good* by Heather Lende and will set a date for the Zoom meeting once the book bag arrives from Anchorage.

Status of Active or Upcoming Grants:

- Continuing Education (CE) grant through the Alaska State Library. A non-competitive grant for librarians to use for continuing education. Grant application has been submitted and expect to hear on it soon.

Existing projects:

Past, Current & Upcoming Trainings:

- Michelle will be attending a Basic Public Library Administration course. She has applied for a Continuing Education grant through the state which will cover most of the cost.
- Jen will be attending a free training called Workforce Basics led through the Alaska State Library. The training is specifically designed to help Alaskan libraries understand the most up-to-date tools and resources to support patrons in job hunting, resume building, interview skills, and more.

Budget:

- Shipping
- Supplies

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