



City Manager/General Manager | 334 Front Street, Ketchikan AK 99901 | (907)228-5603

TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor & City Council

Initials:

FROM: Delilah A. Walsh, City Manager

File #: MGR24-802

DATE: December 16, 2024

Mtg. #: 12/16/24 LOTf

RE: **2025 General Government Operating & Capital Budget Update No. 13: Library Usage Report**

At the special meeting of December 9, 2024, Councilor Dick Coose requested information related to library usage. Additionally, Councilor Jai Mahtani asked about the circulation rate of new books.

Attached is a memorandum and report from Library Director Pat Tully delivering this information.

To: Delilah Walsh, Manager, City of Ketchikan and Ketchikan Public Utilities
Lacey Simpson, Assistant Manager, City of Ketchikan and Ketchikan Public Utilities
Ketchikan City Council

From: Pat Tully, Director, Ketchikan Public Library

Date: December 16, 2024

Re: Ketchikan Public Library Users, 2023

Each year the Ketchikan Public Library sends a statistical report to the Alaska Division of Libraries, Archives and Museums (LAM); the latest report is for the calendar year 2023. The statistics in this memo are from the 2023 report to LAM.

Circulation: In 2023 a total of 37,396 items in children and teen collections were checked out; and 42,009 items in adult collections were checked out.

Programs: In 2023,

Intended audience	Number of programs	Estimated total audience
Children ages 0-5	38	1,413
Children ages 6-11	108	2,634
Teens ages 12-18	49	664
Adult ages 19 +	298	3,166
All ages	99	3,093
TOTAL	592	10,970 *

* This is not a count of the individuals who have attended a Library program, but a total of the audience for each program.

Computer use: Only people 14 years of age and older may sign up to use a public computer; in 2023 the Library's public computers and wireless network were used 8,373 times.

Study rooms: Only people 14 years of age and older may sign up to use a study room; in 2023 Library study rooms were used 655 times.

Not counted: Restroom use; families playing in the toy area of the Children's Library; teens using the Teen Room to do individual and group work; adults reading newspapers, magazines or books in the Library; deliveries to homebound patrons and those in senior/youth/correctional facilities.

Adapted from the November 30, 2023 memo 'Response to Council questions about Library usage':

Of all the books the Library has purchased in the last two years, do we know their usage?

Our online library system allows us to create a variety of reports on Library collections, including lists of items that have circulated. I used this system to create the attached report on the number of items acquired since December 30, 2022 in each of the Library's circulating collections, and the number of these items that have circulated at least once in the last two years. Some of these items have been only very recently acquired, and others may have been used in-house and not checked out. Even with these caveats, however, 81.06% of the 7,608 items acquired for the Library's circulating collection in the past two years have circulated one or more times since they were acquired.

What is the disposition schedule for books? I.e. how long do books stay on the shelves before considered for removal?

This varies from collection to collection, and often between sections of the same collection. Librarian selectors regularly review each of the collections in their area for possible weeding, and each year the Library conducts a complete inventory of all Library collections. ...

Amie Toepfer, Head of Youth Services, provided the following summary for children's and teen collections:

Children collections are continually being weeded. Each collection is handled a little differently. Here is the breakdown Amie uses:

- *Graphic Novels, Picture Books, and Board Books are weeded if they have not circulated in one year. If they are a "classic" or an important work she checks to see if the schools have a copy and normally will hold onto the title for another year. If they make it to the two-year mark they are normally pulled. Those are high demand areas and space is limited.*
- *Fiction gets a four-year window for circulation. If they have not circulated in four years she tends to pull them. In some cases she will pull an item and replace it with an updated cover, this happens with classics a lot.*
- *Nonfiction is kept between 2-6 years depending on subject matter.*
- *She also weeds for physical condition. If a book is pulled because it is grubby then she looks at usage. If it is a popular item and is available for replacement then it is replaced with the exact copy (Llama Llama Red Pajama is a great example). If it is no longer available she orders something similar (this is especially applicable to nonfiction).*

Items purchased by the Ketchikan Public Library in the past 2 years and how many have circulated

updated 12/15/2024

Collection	Code	Items purchased since Dec. 2022	Items circulated at least once	Items not circulated	% circulated
Adult Christmas collection	ADULT-XMAS	20	20	-	100.00%
Adult explorer kits	PLDK	7	6	1	85.71%
Adult DVDs	PLDVDF	37	36	1	97.30%
Adult DVDs - documentaries	PLDVDN	41	38	3	92.68%
Adult DVDs - foreign language	PLDVDS	14	12	2	85.71%
Adult DVDs - TV series	PLDVDTV	3	3	-	100.00%
Children's picture books	PLE	430	421	9	97.91%
Children's board books	PLEB	114	99	15	86.84%
Children's easy readers	PLEZ	124	120	4	96.77%
Adult fiction	PLF	1,724	1,482	242	85.96%
Adult graphic novels	PLGN	56	41	15	73.21%
Children's CDs - music	PLJCD	3	3	-	100.00%
Children's chapter books	PLJCHAP	109	91	18	83.49%
Children's DVDs	PLJDVDF	98	89	9	90.82%
Children's DVDs - documentaries	PLJDVDN	26	16	10	61.54%
Children's fiction	PLJF	363	256	107	70.52%
Children's games	PLJGAME	10	10	-	100.00%
Children's graphic novels	PLJGN	178	170	8	95.51%
Children's golden books	PLJGOLDEN	8	6	2	75.00%
Children's kits	PLJK	12	11	1	91.67%
Children's nonfiction	PLJN	358	324	34	90.50%
Children's new books	PLJNEW	135	88	47	65.19%
Children's oversize books	PLJO	12	12	-	100.00%
Children's playaway audiobooks	PLJPLAY	49	43	6	87.76%
Children's read-along audiobooks	PLJRA	16	16	-	100.00%
Children's book series	PLJSER	39	39	-	100.00%
Children's audiobooks	PLJTB	2	1	1	50.00%
Children's CD audiobooks	PLJTBCD	80	61	19	76.25%
Large print - fiction	PLLPF	178	161	17	90.45%
Large print - nonfiction	PLLPN	60	52	8	86.67%
Large print - new books	LLPNEW	54	36	18	66.67%
Adult nonfiction	PLN	1,444	1,144	300	79.22%
Adult new fiction	PLNBF	194	109	85	56.19%
Adult new nonfiction	PLNBN	181	105	76	58.01%
Adult DVDs - new	PLNDVDF	6	6	-	100.00%
Adult DVDs - new documentaries	PLNDVDN	8	8	-	100.00%
Adult audiobooks new	PLNTB	7	2	5	28.57%
Adult magazine issues	PLP	726	525	201	72.31%
Adult playaway audiobooks	PLPLAY	21	7	14	33.33%
Adult - Poetry corner	PLPOET	18	11	7	61.11%
Adult audiobooks fiction	PLTBCDF	51	49	2	96.08%
Adult audiobooks nonfiction	PLTBCDN	3	3	-	100.00%

Items purchased by the Ketchikan Public Library in the past 2 years and how many have circulated

updated 12/15/2024

Collection	Code	Items purchased since Dec. 2022	Items circulated at least once	Items not circulated	% circulated
Adult - Westerns	PLWEST	11	9	2	81.82%
Adult - Christmas magazines	PLXMAS	19	15	4	78.95%
Teen books	PLYA	215	133	82	61.86%
Teen music CDs	PLYACD	17	15	2	88.24%
Teen DVDs	PLYADVD	53	44	9	83.02%
Teen graphic novels	PLYAGN	187	162	25	86.63%
Teen books - nonfiction	PLYAN	74	48	26	64.86%
Teen audiobooks CDs	PLYATB	13	9	4	69.23%
TOTAL		7,608	6,167	1,441	81.06%

Note: This does not include the number of items that have been used in the library but not checked out.

Part 1: Time Period Covered

1aReporting Period Start Date (mm/dd/yyyy)	01/01/2023
1bReporting Period End Date (mm/dd/yyyy)	12/31/2023

Alaska Public Library Statistics

Every public library in Alaska must file this Annual Report as a requirement of the Public Library Assistance Grant (4 AAC 57.064.) The purpose of this report is to gather information about the status of public library resources and services. Over time, the data collected presents a diagram of the progress Alaskan libraries have made in providing information to Alaskans statewide. Librarians, trustees, and government officials use this data in many ways to support planning efforts, the budget process, evaluation, and decision-making. The statistics are submitted to Public Library Statistics Cooperative and used by researchers and decision-makers nationally.

General Instructions:

- Please read the instructions and definitions for each item carefully. Definitions are important to ensure comparability of data from different libraries.
- Do not leave any items blank.
- Enter 0 if the appropriate entry for an item is zero or none.
- Enter NA if an item does not apply to your library or if you do not collect these statistics.
- If an exact figure is not available for a particular item, but you can provide a reasonable estimate, enter the estimate on the form. Indicate that the figure is an estimate by enclosing it in parentheses ().
- Accurate reporting of financial information is important. Parts 4, 5, and 6 should be completed in the office where the financial records are maintained.

Part 2: General Information

Please indicate any change in questions 2-2 through 2-5 in library narrative 16-5.

2-1Library Director	Patricia A. Tully
2-2Legal Name of Library	Ketchikan Public Library
2-3Street Address	1110 Copper Ridge Lane
2-3City (of street address)	Ketchikan
2-3ZIP Code (of street address)	99901
2-4Mailing Address	1110 Copper Ridge Lane G85
2-5City (of mailing address)	Ketchikan
2-5ZIP Code (of mailing address)	99901
2-6Telephone	9072253331
2-7Fax	9072250153
2-8E-mail of Library Director	patt@firstcitylibraries.org
2-9E-mail of Second or Financial Contact	robertr@firstcitylibraries.org
2-10Registered Users	8,761
2-11Has file of registered users been purged or updated in past 3 years?	Yes
2-12aNumber of Central Libraries	1
2-12bNumber of Branch Libraries	0
2-12cNumber of Bookmobiles	0
2-12dNumber of Other Service Outlets	0
2-14Number of Weeks Central Library Open During Year	52
2-13Population of Legal Service Area (State Library will enter)	13,475

Library Board and Governance

This can be a board or an oversight committee

2-15Does Your Library Have a Library Board?	Yes
2-16How Many Members are on the Library Board?	9
2-17Type of Library Board	Advisory

Public Library Governance

check all that apply

2-18Library Established by Ordinance	Yes
2-18Library Established as Non-Profit	
2-18Library Established as Combined School/ Public	

Public Library Characteristics

check all that apply

2-19This library has an established collection of printed or other library materials	Yes
2-19Library has paid staff	Yes
2-19Library has only volunteer staff	
2-19This library has an established schedule in which services of the staff are available to the public	Yes
2-19This library has facilities necessary to support such a collection, staff and schedule	Yes
2-19This library is supported with public funds in some manner	Yes
2-19Does the library charge overdue fines to any users for physical print materials?	No
2-19Automatical Renewal of Physical Materials (Optional)	No

Part 3: Paid Library Staff

Staff is counted as FTEs (Full-Time Equivalent employees.) Full time equivalency must be computed on a 40-hour workweek, even if your library has a shorter workweek. To compute full-time equivalents (FTE) of employees, take the number of hours worked per week by all employees and divide it by 40. For example, if the librarian works 10 hours per week the FTE is .25 (i.e., 10 divided by 40). If three people work a total of 70 hours, it is 1.75 FTE (i.e., 70 divided by 40). Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

3-1 Librarians with MLS (FTE)	3.00
3-2 Total Paid Librarians (with or without MLS) (FTE)	3.60
3-3 All Other Employees (FTE)	7.42
3-4 Total Employees	11.02

Volunteers

3-6 Number of Volunteers	20
3-7 Total Volunteer Hours Per Year	300

Library Director Training Requirement

Every library director must take at least six hours in library-related continuing education during the FY24-FY25 (July 1, 2023-June 30, 2025) two-year cycle.

3-8 Continuing Education for Library Director?	Yes
3-9 Continuing Education Specifics (Event name and date). Enter only CE which has occurred between 7/1/2023-6/30/2025.	AkLA - Fairbanks, March 23-25, 2023

Part 4: Operating Revenue by Source

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or carry over funds unspent in the previous fiscal year.

Local Government Revenue

4-1. Local Government Revenue: Money budgeted by the city, borough, school district or tribal council that is available for expenditure by the public library. Undesignated revenue sharing funds are local government sources. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, or fees. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. If an incorporated non-profit association operates your library, report its income in 4-4, All Other Revenue.

4-1aCity or Village Revenue	\$919,673
4-1bBorough Revenue	\$519,596
4-1cSchool District Revenue	\$24,411
4-1dTribal Council Revenue	\$0
4-1eOther Local Government Revenue	\$10,548
4-1fTotal Local Government Revenue	\$1,474,228

State Government Revenue

4-2. State Government Revenue: State funds distributed to public libraries for expenditure. This includes Public Library Assistance Grants and Interlibrary Cooperation Grants funded with state general fund money. Exclude Interlibrary Cooperation Grants funded with Federal money.

4-2aPublic Library Assistance State-Funded Grant (State Library will enter)	\$7,000
4-2bState-Funded Interlibrary Cooperation (ILC) Grant (State Library will enter)	\$0
4-2cOther State Government Revenue (please identify in note)	\$0
4-2dTotal State Government Revenue	\$7,000

Federal Government Revenue

4-3. Federal Government Revenue: Federal funds distributed to the public library for expenditure, including Interlibrary Cooperation (ILC) and Continuing Education Grants funded with Federal Library Services and Technology Act (LSTA) money distributed by the State Library, as well as Institute of Museum and Library Services funds received by the tribal council and redistributed to the public library. Do not include E-Rate subsidy.

4-3aFederal LSTA-Funded ILC Grant Revenue (State Library will enter)	\$0
4-3bFederally-Funded Continuing Education Grant (State Library will enter)	\$0
4-3cOther Federal Government Revenue (please identify in note)	\$0
4-3dTotal Federal Government Revenue	\$0

All Other Operating Revenue

4-4. All Other Operating Revenue: All other revenue not reported in 4-1 through 4-3. This includes E-Rate cash or subsidy, library fines, monetary gifts and donations, interest, fees for library services, non-governmental grants, and revenue from an incorporated non-profit association if it runs the library. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, such as donations of books or other library materials or equipment.

4-4aOther Revenue (please identify in note)	\$0
4-4bOther Revenue (please identify in note)	\$0
4-4cTotal All Other Revenue	\$0
4-5Total Operating Revenue	\$1,481,228
4-6E-Rate Funding (State Library will enter)	\$30,404

Certification for PLA Grant: Full Expenditure of PLA Grant Award

I DO certify that my public library spent the full PLA Grant award during this reporting period. Enter Name to Certify.	Patricia A. Tully
I DO NOT certify that my public library spent the full PLA Grant award during this reporting period. Enter Name to Certify.	
What is the remaining balance of the PLA Grant award if it was not fully spent by June 30?	\$0

Certification for PLA Grant: Local Match of \$7,000 or more

I certify that my public library received local or federal government revenue and/or the value of volunteer labor totalling \$7,000 or more for this reporting period. Enter Name to Certify.	Patricia A. Tully
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Part 5: Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. These costs include personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs for the operation and maintenance of the library building. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report debt reduction costs. Do not report capital expenditures under this category. For shared-use facilities, calculate the library's proportionate share of the space or the hours the building is open for public library purposes. Request assistance from your city clerk or financial officer in completing this part. Report only operating money actually expended during the reporting period for the library from federal, state, local, and other sources.

Personnel

5-1aSalaries and Wages	\$632,531
5-1bBenefits	\$413,016
5-1cTotal Personnel Expenditures	\$1,045,547

Collections (Library Materials)

This includes all operating expenditures from the library budget for materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

5-2aPrint Materials Expenditures	\$52,415
5-2bSubscriptions for Print Materials Expenditures	\$5,373
5-2cTotal Print Materials Expenditures	\$57,788
5-2dAudiovisuals Expenditures	\$2,691
5-2eOther Physical Materials Expenditures	\$359
5-2fTotal Other Materials Expenditures	\$3,050
5-2gElectronic Digital Materials Expenditures	\$13,163
5-2hTotal Collection Expenditures	\$74,001

Certification for PLA Grant: Spent \$3,500 or more on library materials

I certify that my public library spent \$3,500 or more on library materials for patrons to use during this reporting period. Enter Name to Certify.	Patricia A. Tully
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Other Operating Expenditures

5-3aBuilding Operations	\$138,474
5-3bFurniture & Equipment	\$18,005
5-3cTravel	\$2,672
5-3dSupplies	\$21,568
5-3eServices	\$5,018
5-3fInternet Service Provider Fees	\$35,920
5-3gAll Other Unreported Expenditures	\$19,624
5-3hTotal Other Operating Expenditures	\$241,281
5-4Total Operating Expenditures	\$1,360,829

Part 6: Capital Revenue and Expenditures (please identify in note)

6-1. Capital Revenue: Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). The amounts reported for Total Capital Revenue and Total Capital Expenditures are not required to be equal during a single reporting period.

6-1aLocal Government Capital Revenue	\$0
6-1bState Government Capital Revenue	\$0
6-1cFederal Government Capital Revenue	\$0
6-1dOther Capital Revenue	\$0
6-1Total Capital Revenue	\$0
6-2Total Capital Expenditures	\$0

Part 7 Collections (Library Materials)

Use this section to report the number and types of library materials owned by the library and made available to patrons for their use. Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

	Withdrawn	Added	Holdings
7-1 Books in Print Volumes	7,175	3,840	51,501
7-2 E-Books Volumes	0	920	30,513
7-3 Physical Audio Materials Volumes	0	183	3,836
7-4 Downloadable Audio Materials Volumes	0	2,158	19,949
7-5 Physical Video Volumes	263	203	6,361
7-6 Downloadable Video Volumes	0	0	0

Other Physical Holdings

462Other Circulating Physical Items	224
461Total Physical Items in Collection	61,922

New Electronic Collections Questions *Optional for FY2024 annual report*

The following questions are new for the 2024 annual report. They are yes/no questions regarding the electronic collections patrons can access. For this purpose, an "administrative entity" is the individual library, even if that library has multiple branches. The Alaska Library Catalog, Alaska Library Network and Vilda are consortium or cooperatives. SLED (Alaska State Library), or other State of Alaska departments are state agencies.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Examples of e-books are Alaska Digital Library (Overdrive/Libby), Hoopla, and Tumblebooks.

525Did the administrative entity (your library) provide access to e-books purchased solely by the administrative entity?	Yes
526Did the administrative entity (your library) provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	Yes
527Did the administrative entity (your library) provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the questions. Members of the ALC have access to e-serials through the Alaska Digital Library. All libraries can provide e-serials to their patrons through SLED.

528Did the administrative entity (your library) provide access to e-serials purchased solely by the administrative entity?	No
529Did the administrative entity (your library) provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	Yes
530Did the administrative entity (your library) provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following question. ALN provides e-audio through Alaska Digital Library. SLED provides access through Tumblebooks.

531Did the administrative entity (your library) provide access to e-audio purchased solely by the administrative entity?	Yes
532Did the administrative entity (your library) provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	Yes
533Did the administrative entity (your library) provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following question. Alaska Digital Archives provides access to e-video through VILDA. The State Library provides access to e-video through BrainPop.

534Did the administrative entity (your library) provide access to e-video purchased solely by the administrative entity?	No
535Did the administrative entity (your library) provide access to e-video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	No
536Did the administrative entity (your library) provide access to e-video provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answer the following question. SLED provides access to research databases.

537Did the administrative entity (your library) provide access to research databases purchased solely by the administrative entity?	No
538Did the administrative entity (your library) provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	Yes
539Did the administrative entity (your library) provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	No

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparations, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answer the following question. SLED provides access to Brainpop and Live Homework Help.

540Did the administrative entity (your library) provide access to online learning platforms purchased solely by the administrative entity?	Yes
541Did the administrative entity (your library) provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	Yes
542Did the administrative entity (your library) provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	No

Part 8: Annual Resource Sharing - ILL

These are library materials or copies of library materials loaned or borrowed from one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration. Do NOT count items loaned or borrowed between libraries in the same system. Be sure to include interlibrary loans checked out by your library in Part 9 below Circulation of Library Materials.

8-1ILLs Provided to other libraries (Do NOT include holds made through Alaska Library Catalog)	136
8-2ILLs Received from other libraries (Do NOT include holds made through Alaska Library Catalog)	71

Part 9: Circulation of Library Materials

Alaska Digital Library statistics are available here: <https://www.aklib.net/fy24-adl-shared-collection-statistics-for-public-library-reports/>

Do NOT count in-house use of library materials under any category of circulation.

Use this section to report the total numbers and types of library materials checked out to patrons for the entire reporting period. If your library does not keep separate adult and juvenile circulation statistics, report only a total. Report renewals as circulations and interlibrary loans you borrow from other libraries when you check them out to your patrons. Do not include circulation figures for public use of library computers, if you use your automated circulation system to "check out" public access computers to patrons within the library.

	Juvenile	Adult	Total
9-1 Book Circulation	27,779	20,142	47,921
9-2 E-Book Circulation	1,731	5,350	7,081
9-3 Periodical Circulation	125	1,291	1,416
9-4 Audio Circulation	2,246	1,101	3,347
9-5 Audio Downloads	2,384	7,712	10,096
9-6 Video Circulation	3,131	6,342	9,473
9-7 Video Downloads	0	0	0
9-9 Circulation of Interlibrary Loans	0	71	71
9-10 Total Circulation	37,396	42,009	80,024

New Questions for Next Year

545E-book Circulation	7,081
546E-serial Circulation ¹	-1
547E-audio Circulation	10,096
548E-video Circulation	0
549Circulation of Children's Physical Material	30,767

Circulation Totals

561Circulation of Other Physical Items	619
9-13Total Circulation of Electronic Materials	17,177
9-15Physical Item Circulation	62,847
9-16Total Collection Use	80,024

Part 10: Annual Library Programs

A program is any planned event which introduces those attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Include programs held at branch libraries.

Exclude programs sponsored by other groups that use library facilities, including meeting rooms. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, resume writing assistance, homework assistance, and mentoring activities.

ASSIGN EACH PROGRAM TO JUST ONE AGE CATEGORY: CHILDREN 0-5, CHILDREN 6-11, YOUNG ADULT, OR ADULT.

For example, if you have a holiday program for the entire community and feel that the holiday program was primarily intended for adults, then count that program as an adult program and count all of the patrons of all ages who attended that event in the adult attendance column.

Programming Measures

Children (Ages 0-5)

	Number of Programs (ages 0-5)	Program Attendance (ages 0-5)
In-Person Onsite Children's Programs (ages 0-5)	35	1,381
In-Person Offsite Children's Programs (ages 0-5)	3	32
Live Virtual Children's Programs (ages 0-5)	0	0

Children (Ages 6-11)

	Number of Programs (ages 6-11)	Program Attendance (ages 6-11)
In-Person Onsite Children's Programs (ages 6-11)	48	1,140
In-Person Offsite Children's Programs (ages 6-11)	60	1,494
Live Virtual Children's Programs (ages 6-11)	0	0

YA/Teens (Ages 12-18)

	Number of Programs (ages 12-18)	Program Attendance (ages 12-18)
In-Person Onsite YA Programs (ages 12-18)	49	664
In-Person Offsite YA Programs (ages 12-18)	0	0
Live Virtual YA Programs (ages 12-18)	0	0

Adults (Ages 19+)

	Number of Programs (ages 19+)	Program Attendance (ages 19+)
In-Person Onsite Adult Programs (ages 19+)	187	2,295
In-Person Offsite Adult Programs (ages 19+)	111	871
Live Virtual Adult Programs (ages 19+)	0	0

Other/Family/All Ages

	Number of General Programs	Program Attendance
In-Person Onsite General Programs	98	2,993
In-Person Offsite General Programs	1	100
Live Virtual General Programs	0	0

Asynchronous Program Measures

620Total Number of Asynchronous Program Presentations	63
630Total Views of Asynchronous Program Presentations within 30 Days	1,101

Calculated Totals of Programming Measures

601Number of Synchronous Program Sessions Targeted at Children Ages 0-5	38
611Attendance at Synchronous Programs Targeted at Children Ages 0-5	1,413
602Number of Synchronous Program Sessions Targeted at Children Ages 6-11	108
612Attendance at Synchronous Programs Targeted at Children Ages 6-11	2,634
g.Total Number of Young Adult Programs	49
g.Total Attendance at Young Adult Programs	664
g.Total Number of Adult Programs	298
g.Total Attendance at Adult Programs	3,166
605Number of Synchronous General Interest Program Sessions	99
615Attendance at Synchronous General Interest Programs	3,093
606Number of Synchronous In-Person Onsite Program Sessions	417
616Synchronous In-Person Onsite Program Attendance	8,473
607Number of Synchronous In-Person Offsite Program Sessions	175
617Synchronous In-Person Offsite Program Attendance	2,497
608Number of Synchronous Virtual Program Sessions	0
Total Number of Children's Programs	146
618Synchronous Virtual Program Attendance	0
Total Attendance at Children's Programs	4,047
10-4Total Number of Programs Held	592
10-4Total Attendance at All Programs	10,970

Part 11: Annual Library Service Measures

If annual counts for items 11-2 and 11-3 below are not available, please provide estimates. Annual estimates can be based on counts taken during a typical week, preferably in October, and multiplying that number by the number of weeks the library is open. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times and summer vacations. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

11-2aAnnual Attendance in Main Library	58,239
11-2bAnnual Attendance in all Branches and Bookmobiles	0
11-2cAnnual Attendance in Library	58,239
11-3Annual Reference Transactions	6,660
501aLibrary Visits Reporting Method	Annual Count
502aReference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)

Part 12: Intellectual Freedom

12-1 Were any titles challenged in your library this year?	Yes
12-2 What are the titles of the library materials that were challenged?	Flamer; Red Hood; This One Summer; Gender Queer
12-3 What was the outcome of the challenge?	Material retained in current collection
12-4 If there was a challenge, was it reported in the media (newspapers, radio, TV)?	Yes
12-5 If the challenge was reported in the media, on what date(s) was the challenge reported? ²	

Part 13: Library Technology

13-1Number of Public-Only Internet Computer Terminals (Central Libraries)	10
13-2Number of Public-Only Internet Computer Terminals (Branches & Bookmobiles)	0
13-3AWE early literacy computer workstations available for public use	0
13-4Number of sessions on public internet computers per year (excluding wireless sessions)	8,373
13-4aReporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count
13-5Annual number of wireless sessions	6,111
13-5aReporting Method for Wireless Sessions	Annual Count
13-6Website Visits	10,291
13-7Total number of sessions on all of the AWE early literacy stations owned by your central library and branch libraries this year	0

Library E-Rate Support

13-8Has your library adopted an Internet safety policy?	Yes
13-9Do all of your computers with access to the Internet have filtering in place?	Yes
13-10What is the product name of your filter or filtering service?	Deep Freeze
13-11Who is your Internet Service Provider? (ISP)	Ketchikan Public Utilities - Telecommunications
13-12What is your library's annual undiscounted cost for Internet service? (your monthly cost before any e-rate discounts multiplied by 12)	\$56,860
13-13How much bandwidth DOWN (Mbps) do your library patrons get? This should be the contracted speed stated by your ISP.	94
13-14How much bandwidth UP (Mbps) do your library patrons get? This should be the contracted speed stated by your ISP.	94
13-15Can patrons access a wireless connection in your library?	Yes

Library Automation

13-16Does your library have an automated library system?	Yes
13-17If Yes, who is your vendor?	SirsiDynix
13-18Does your library have a web page?	Yes
13-19Webpage URL	https://www.ketchikanpubliclibrary.org/
13-20Is your public or combined school/public library the only place in your community providing public access to the Internet?	No

Part 14: Outlet Information

Double check your library's outlet information below. Email Kate if any information should be updated.

Name

Location		Branch Library Name	Branch Librarian Name
KETCHIKAN PUBLIC LIBRARY		Ketchikan Public Library	

Address

Location		Street Address	City	ZIP Code
KETCHIKAN PUBLIC LIBRARY		1110 Copper Ridge Lane	Ketchikan	99901

Contact / Hours

Location		Phone Number	Public Service Hours Per Year	714 Number of Weeks Open
KETCHIKAN PUBLIC LIBRARY		9072253331	2,958	52

Facility

Location		Number of public-only computer terminals located in this branch that can access the Internet	New building or renovation	Area in Square Feet of outlet	Meeting Room(s):	Meeting Room Use for Non-library Events
KETCHIKAN PUBLIC LIBRARY		10	No	16,726	Yes	101

Part 15: Digital Content Creation by Public Library

15-1Digitization Project	No
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Part 16: Library Narrative

16-1Please review the plan and objectives outlined in your original grant application. What was accomplished and how has your community benefited?	The Library conducts weeding throughout the year, and the PLA grant enhances our ability to replace items that are withdrawn due to condition or currency. Our physical reference collection has shrunk over the past few years; we are depending more on electronic databases and online resources to meet patrons' needs. The funds saved by discontinuing reference resources allow us to purchase more physical materials that circulate. Children's programming goes hand-in-hand with children's collection development practices. PLA funds have allowed us to use City funds to purchase resources like Comics Plus, which includes children's and teen comics and manga series.
16-2Describe any significant problems you encountered while providing service to your community	The four book challenges we faced this year took an enormous amount of time to work through, as did a line-by-line review of the collection development policy by our Library Advisory Board. While the outcomes in these cases were positive, it meant that we had less time to plan and implement other projects like the digitization of our local Ketchikan newspapers.
16-3Please describe your most successful program(s).	The quarterly Senior Tech Time program was very successful this past year. The program is a collaboration between the Library's Outreach Services and Ketchikan Public Utilities Telecommunications; KPU Telecomm provided experts to give a short presentation on some aspect of technology or internet safety, and then participants asked questions about using their own devices.
16-4Are there programs, services, or ideas you would like the State Library to consider?	Many libraries in Alaska and around the country are facing a variety of challenges to their displays, programs, collections and policies. It would be helpful to have a way for library workers around the state to talk about the challenges they are facing and how they are responding to them.
16-5Please detail any changes that need to be made to the library's or branch's name or address.	No changes need to be made.

Part 17: Certification of the FY2023 Alaska Public Library Annual Report

[Certification Form](#) Please print, sign, and return!

17-1Name of Respondent	Patricia A. Tully
17-2Upload signed certification form (or scan/email, fax, or mail)	KetchikanPL2024Certification.pdf
17-3I have submitted or am in the process of submitting the Certification form	Yes

Electronic Collections (Retired FY2024)

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

¹, 546 No statistics were kept on e-serial circulation.(0-2024-08-15)

², 12-5 There was widespread coverage of the book challenges throughout the year, in the local newspaper and radio station, and occasionally in the Anchorage Daily News and other regional news outlets.(0-2024-08-15)