


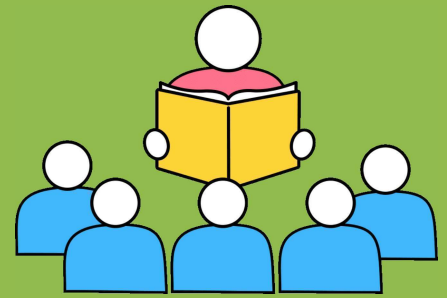
TRANSMITTAL MEMORANDUM

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TO:	The Honorable Mayor & City Council	Initials:	
FROM:	Lacey G. Simpson, Assistant City Manager	File #:	MGR25-047
DATE:	January 30, 2025	Mtg. #:	02/06/25 NBa
RE:	Ketchikan Public Library 2024 Annual Report Presentation		

Library Director Pat Tully has requested to provide the City Council with a presentation on the Ketchikan Public Library's 2024 annual report, attached. The attached Quarterly Statistical Report of Library Usage for the October – December 2024 timeframe is also being provided in correspondence with Ms. Tully's presentation at the February 6, 2025, City Council meeting.

KETCHIKAN PUBLIC LIBRARY 2024



88 Outreach facilities visits

22,017 digital checkouts



**10,447 public computer
uses**

**91 non-Library meeting
room uses**



921 study room uses



9,108 Library patrons

Of the 6,204 patrons who provided their location:

- 59% City of Ketchikan
- 37% Borough outside the City
- 2% City of Saxman
- 2% seasonal



**98,735 Library physical
checkouts:**

- 51% City of Ketchikan
- 48% Borough outside the City
- < 1% City of Saxman
- < 1% seasonal

55,487 Library visitors



**152 Outreach
home visits
and deliveries**



379 programs for all ages



8,397 wireless uses

Ketchikan Public Library - 2024 Annual Report

In 2024 the Ketchikan Public Library had not fully recovered from the effects of the COVID-19 pandemic, but item checkouts and the visitor counts continued to show improvement. This report is a summary of the Library's accomplishments and activities in 2024.

Personnel

Kelly Johnson, who worked at the Library as Office Manager for over 31 years, retired on March 15. During her time at the Library, Kelly was part of several major system changes, the Library's move from Dock Street to Copper Ridge Lane, and personnel shifts that required her to take on



complex cataloging and other duties. Most significantly, for the past 15 years Kelly served as champion, advocate and mentor for the Teen Advisory Group (T.A.G.), consisting entirely of teens, which makes recommendations and helps develop Teen collections, programming and services. Kelly is deeply missed by all of us at the Ketchikan Public Library!

In response to Kelly's retirement, the Library made a series of internal promotions and shifts in staff:

- Robert Rice was promoted to Library Operations Manager, a position that replaced the Library Office Manager position.
- Gayle Brooks was promoted to Library Assistant II in Adult & Technical Services, to replace Robert Rice.
- Joao DeMello was transferred to the 39-hour-a-week Library Assistant I position in Adult & Technical Services, to replace Gayle Brooks.
- Arick Mattson was hired into the 21-hour-a-week Library Assistant I position in Adult & Technical Services, to replace Joao DeMello.
- Head of Children's Services Amie Toepfer took over responsibility for Teen collections, programming, and services, and now acts as liaison to the Teen Advisory Group. Amie also took over the cataloging of Children's and Teen materials in all formats.

Other personnel changes and milestones:

- Children's Library Pages Emery Mattson and Braidyn Young both resigned from their positions to pursue other opportunities.
- Head of Adult & Technical Services Lisa Pearson celebrated 25 years at the Library.
- Outreach Librarian Rebecca Brown and Head of Children's Services Amie Toepfer celebrated 5 years at the Library.

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Continuing education and conferences:

- Greg Karlik of the Ketchikan Fire Department conducted American Heart Association Heartsaver first aid and CPR training for all Library staff.
- Several Library staff members took one or more Niche Academy training sessions on serving patrons who are unhoused. Niche Academy is provided to Alaska public library staff by the Alaska State Library.
- Amie Toepfer attended the American Library Association Annual Conference in San Diego.
- Pat Tully attended the Alaska Library Association Conference in Juneau in August.

Programs

The Library conducted 379 programs in 2024:



All ages:

- Art Walks - 3-4 times annually
- Chess Tournaments for adults and youth
- Coast Guard Jamboree
- Harry Potter Day
- Japan Day

Adult Services:

- Adult Seed Tape Workshop
- Adult Winter Reading Program - January-February
- Advance Care Directive workshops - Monthly
- Alzheimer's Awareness program
- Blind Date with a Book
- Chair Yoga - Weekly
- Chess Club - Weekly
- Christmas Kindness Challenge - December
- Coast Guard Welcome Night
- Craft & Connect programs (Gayle Brooks) - Monthly
- DIY With Gayle Brooks (online) - Every other month
- Emergency Preparedness in Alaska
- Free Style Book Club - Twice monthly
- Houseplants 101 (Lisa Pearson)
- KFD Mobile Integrated Health Unit demo

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- Mindfulness Yoga - Weekly
- Mini Garden Expo
- Preparing for Childbirth & Breastfeeding
- Pressure Canner Gauge Testing and talks on food safety - Monthly
- Ronan Rooney, on the 1908 wreck of the Star of Bengal.
- Senior Fire & Safety program
- Stephen Craig, author of *All Present and Accounted For*
- Susan Stark Christianson, author of *Flying With Wings*
- Tricia Brown, author of *The Queen of Fairbanks*.
- Will and Estate Planning
- Winter Solstice Seed Sowing program

Children's Services:



- Babytime (weekly; resumed in June)
 - Ballet Storytime
 - Blueberry Festival Pet & Doll Parade
 - Children's craft programs - Monthly
 - Children's Summer Reading
 - Children's Winter Reading
 - Family Fire Safety Training
 - Heartful Hands Origami workshop
 - Kaibigan Kids' Night
 - Leprechaun Trap Build & Display
 - Mini-Nutcracker Suite
-
- Night Before Christmas party with Eric Mattson
 - Noon Year's Eve party
 - Police Storytime
 - Pride Month Bingo
 - Pride Month Crafting
 - Pride Month Youth Makeup Tutorial
 - S.T.E.A.M. classes - Twice monthly
 - Scavenger hunt - Find a Tail, Get a Tale - August
 - Song & Rhyme Time, with Ann Marie Meiresonne (online) - Weekly
 - Spring Gnomes Craft
 - Storytime with the Ketchikan Pride Alliance
 - Take-Home Family Wonder, Teen Craft and Tasting Bags - 3 times monthly
 - Teen Advisory Group meetings and programs - Twice monthly
 - Teen Summer Reading Program - June, July, August
 - Trash Truck Storytime
 - Tween (ages 9-12) craft programs - Monthly
 - Wrinkle in Time Art

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Outreach Services:

- BookShare maintenance – Weekly (two new established in 2024)
- First City Homeless Services (until they closed) - Twice monthly
- Homebound deliveries - Weekly
- Ketchikan Correctional Center - Weekly
- Ketchikan Indian Community - Twice monthly
- New Horizons Long Term Care - Twice monthly
- PATH (Park Avenue Temporary Housing) - Monthly
- Pioneer Home – Weekly
- Re-Entry Coalition - Monthly
- Rendezvous Senior Day Services - Twice monthly
- RYC (Regional Youth Center) – Monthly
- SEANET - Monthly
- Seaview Terrace - Quarterly
- Senior Tech Time – Quarterly
- Sensory Garden with SAIL – Spring through fall
- WISH - Quarterly

Community Partners

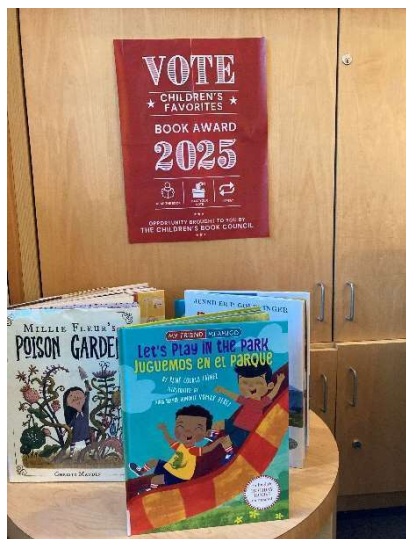
In 2024 the Library partnered with the following individuals and organizations to provide programs, events and services:

- Alaska Cooperative Extension Service
- Alaska Legal Services
- Alzheimer's Association
- Charley Murray-Young
- Courageous Conversations
- First City Homeless Services
- Hilary Koch
- Janai Meyer
- June Dahl
- Kayhi
- Ketchikan Arts & Humanities Council
- Ketchikan Community Gardens
- Ketchikan Correctional Center
- Ketchikan Fire Department
- Ketchikan Garden Club
- Ketchikan Indian Community
- Ketchikan Kapamilya
- Ketchikan Police Department
- Ketchikan Pride Alliance

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- Ketchikan Public Utilities - Telecommunications
- Ketchikan Public Works (Landfill)
- Ketchikan Theatre Ballet
- Ketchikan Wellness Coalition
- KPL Teen Advisory Group (T.A.G.)
- Margaret Cloud
- New Horizons Long-Term Care
- Pioneer Home
- Rendezvous Senior Day Services
- SAIL
- Seaview Terrace
- Sheen Davis
- Tongass Historical Museum
- UAF Extension Service
- UAS - Ketchikan Campus Library
- US Coast Guard - Ketchikan Base
- WISH (Women In Safe Homes)

Materials



The Library Advisory Board completed its review of the Library's collection development policy, and the City Council voted to table indefinitely their discussion of the policy. The revised policy is posted on the Library website: <https://www.ketchikanpubliclibrary.org/collection-development>

Inventory: The Library conducted its annual inventory of physical collections February 20-23; 146 items were unaccounted for, or 0.22% of our physical collections.

Children's Book Council Favorite Award: For the second year in a row the Children's Library was chosen to receive 565 children's books and conduct voting on children's favorite new titles. The Library keeps many of these books and donates others to KGB School District libraries.

Circulation: The circulation of physical materials has not yet fully recovered from the pandemic; in 2024 the Library circulated 36% fewer items than in 2019. The circulation of Alaska Digital Library audiobooks and e-books increased 17% over that same period.

Streaming services: With the growing popularity of streaming services for audiobooks, music, and video, the Library has subscribed to several streaming resources:

- Comics Plus – comics and graphic novels for adults, teens and children
- Kanopy – films in their Easy Watching and Documentary categories

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- Freegal – music
- Hoopla (to premiere in 2025) – audiobooks, music, films and TV programs.

Challenges:

- *This One Summer* by Mariko and Jillian Tamaki – After a public hearing and reviews by the Library Director and City Manager, copies of the book were retained in Children and Teen collections.
- *Gender Queer* by Maia Kobabe – After a public hearing and reviews by the Library Director and City Manager, the book was retained in the Teen collection.

Facilities



The Teen Room was reorganized and its collections weeded to create more group study and display spaces. Library Advisory Board Teen representative Sophia Pilgrim surveyed Kayhi students on what they would like to see in the Teen Room, and Head of Children's Services Amie Toepfer asked the Teen Advisory Group for their suggestions; these results formed the basis of the changes made to the Teen Room.

The Ketchikan Garden Club decorated the Library holiday tree with handmade ornaments for the 2024 holiday season.

Meeting Rooms: In 2024 27 non-profit organizations held 91 meetings and events in Library's two meeting rooms (in addition to the programs co-sponsored by the Library).

Study Rooms: In 2024 the Library's two study rooms were used 921 times, up from 655 times in 2023.

Computers and Internet: The Library's six public computers were used 10,447 times this year, up from 8,373 in 2023. Our wireless network was accessed 8,397 times in 2024, up from 6,111 uses in 2023.

Other things

Kits: In Adult & Technical Services, Shawna Carter prepared craft kits for the Fil-Am Festival and the Christmas Kindness Challenge. The Teen Advisory Group prepared monthly tasting and craft kits for teens to pick up, and Children's Services prepared monthly Family Wonder craft bags for

Ketchikan Public Library - 2024 Annual Report

pickup. The Library started offering take-home kits during the pandemic and these have remained surprisingly popular.

Displays: Elsa Snodderly created seasonal displays and décor in the Children's Library, including several interactive displays. Joao DeMello, Lisa Pearson, Robert Rice, Rebecca Brown and Amie Toepfer prepared rotating book displays throughout the Library.

What's On Your Shelf? Outreach Librarian Rebecca Brown interviewed the following people for her monthly column in the Ketchikan Daily News: Dan Ortiz; Caleb Mickel; Jeff Ryan; Marcy Wisnewski; Emery Mattson; Brian Lamon; Evelyn Wilson; Barbara Bigelow; John Pearson.

Landslide closing: The Library was closed to the public from August 26-September 5 due to debris clearance and recovery efforts after the August 25 landslides.

Friends of the Ketchikan Public Library: The Friends of the Library resumed their annual book sale at the Plaza this October and continue to collect donations monthly. In December the Friends approved the purchase of the following items in 2025 using their book sale proceeds:

- Print magazine subscriptions for Outreach patrons
- Contributions to help support Alaska Digital Library (Libby) and Hoopla subscriptions
- Program supplies and reading program prizes
- Purchase and installation of a water bottle filler to replace the drinking fountain in the lobby.

2024 Wearable Art Show – Several Ketchikan Public Library staff members joined Kayhi and UAS Ketchikan Campus library staff to perform *Nolite te bastardes carborundorum* to the song Uprising, by Muse.





MEMORANDUM

To: Delilah Walsh, Manager, City of Ketchikan and Ketchikan Public Utilities
 Lacey Simpson, Assistant Manager, City of Ketchikan and Ketchikan Public Utilities
 Ruben Duran, Manager, Ketchikan Gateway Borough
 Cynna Gubatayao, Assistant Manager, Ketchikan Gateway Borough

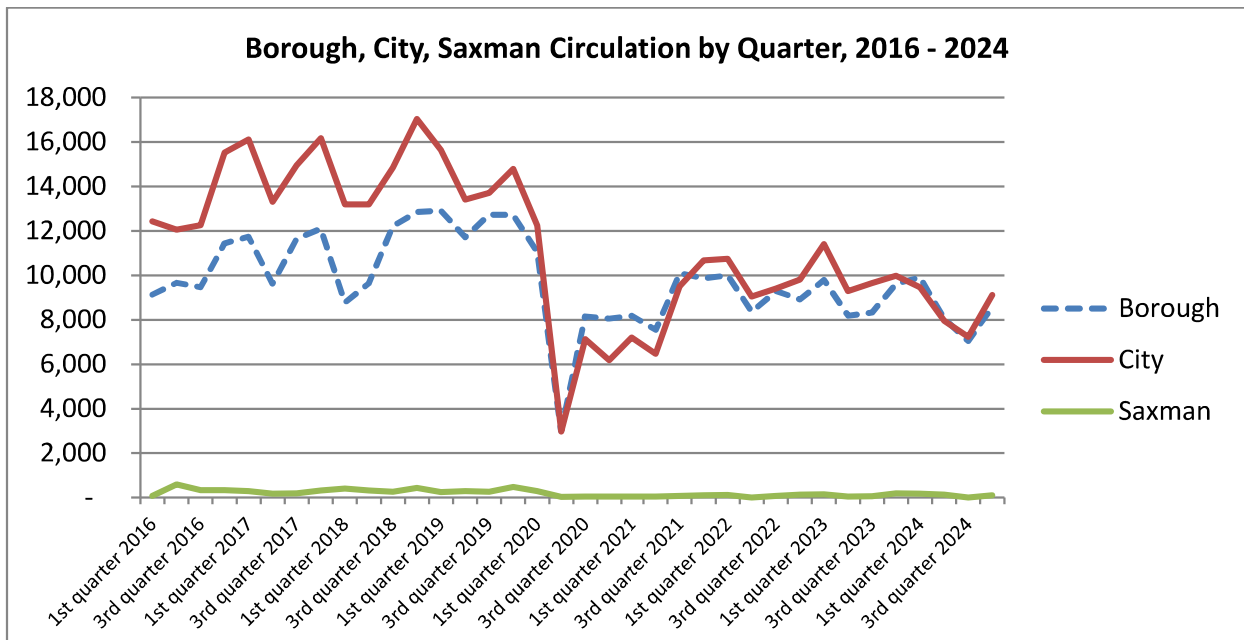
From: Pat Tully, Library Director

Date: January 8, 2025

Re: Quarterly statistical report of public library usage, October – December 2024

Total patron accounts: 9,108	Total updated accounts: 6,204			
	Borough	City	Saxman	Temp
Residency for total updated accounts:	2,311	3,639	127	Borough: 22 City: 104 Saxman: 1
Percentage of total updated accounts:	37.25%	58.65%	2.05%	2.05%
Circulation:	8,583	9,113	106	86
Percentage of total updated circulation:	47.98%	50.94%	0.59%	0.49%

These numbers do not include the residency of KGB School District students—the School District creates and administers these accounts.





Online books: Over 45,000 audio and electronic books and magazines were accessible throughout the quarter via the Alaska Digital Library (ADL). The use of ADL audio and electronic books decreased 6.5% from the fourth quarter of 2023:

ADL circulation	In 2023	In 2024
October	2,083	1,959
November	1,886	1,637
December	1,904	1,895
Total 4th quarter	5,873	5,491

Programming: Most viewed videos on the Library's YouTube channel this quarter:

Department	Video	# Views
Adult	Reading Aloud: Walt Whitman – Leaves of Grass introduction	305
Adult	Reading Aloud: A Kidnapped Santa Claus, by Frank Baum	79
Adult	DIY With Gayle: Clay Pot Lighthouses	57
Adult	Reading Aloud: An Old-Fashioned Thanksgiving, by Louisa May Alcott	54
Adult	Reading Aloud: Abraham Lincoln, The Perpetuation of our Political Inst.	38
Adult	DIY With Gayle: Make a Clay Pot Bird Bath	35
Adult	Reading Aloud: Nathaniel Hawthorne: The Custom House	27
Children	Song & Rhyme Time: October 8, 2024	23
Adult	Reading Aloud: Abigail & John Adams, Selected Letters	23

Outreach: Fourth quarter highlights of Outreach services to elders and those who are not able to come to the Library:

- 43 facility visits (for materials deliveries and/or program delivery, i.e. senior centers, homeless shelter, correctional center and resident care facilities)
- 277 individuals directly received materials at their homes, in a facility or participated in an outreach event/program (does not include numbers for KCC inmates, PATH residents, RYC participants)
- 403 library items were distributed.

Library social media:

Facebook followers: 3,414	YouTube subscribers: 1,271
	Instagram followers: 1,125