

Haines Sheldon Museum

Director's Report: Nov-Dec 2016

DECEMBER

Visitor count: 349

Volunteer hours: 20 volunteers gave 94 hours

Children's Programs: 186 people

Research Requests: 3

Sales (Admissions and Store): Square reported 82 transactions for total net sales of \$775.78

Education, Public Programs, Events and Staff Training

- **First Friday – White Fang Exhibit Opening:** 75 attended
- **School Visits:** Tracy Wirak's 4th grade class visited the White Fang exhibit (12/15/16). 23 attended.
- **Junior Curators:** The Junior Curator program ended in December. JCs worked on the children's room exhibit and helped decorate the gallery for the holidays. Congratulations to Lydia Andriesen and Sally Chapell who finished the program.
- **Holiday Events:**
 - First year hosting Cookie and Candy Contest followed by Pictures with Santa (12/10/16). 159 attended.
 - Three volunteers judged contest.
 - Worked with Caroline's Closet to print Santa photographs.

Marketing

- ***New website launched:*** design remains similar to old website, but new software makes updating significantly easier. Madeline and Helen were trained on how to use the software.
- ***Events Planning Workshop (12/12/16):*** Madeline attended workshop hosted by tourism department. A master events calendar was developed and is available from Leslie Ross.
- ***New Logo:*** Launched logo contest initiative with poster and interviews at KHNS and CVN.
- ***Bell's Travel Guide:*** sent ad for 2017 guide.
- **Other Marketing:**
 - December e-newsletter sent to 400+ on mailing list
 - Letters to the editor printed three weeks in a row for thank you, holiday greetings and corrections.
- ***Holiday Card:*** Could not print cost effectively, so sent holiday card as an e-card to the community through the community web site, face book, and email.
- ***White Fang:***
 - Interviewed by CVN and KHNS for stories
 - Letter to the editor correcting errors in CVN story

Administration:

- **Technology:**
 - Fixed office printer.
 - Talked to Julie and Jila about Technology staff position
- **Completed Holiday decorating.**
- **New Board Member:** Tony Habra joined the board.

- **Personnel:**
 - Writing Personnel Manual.
 - Reviewed candidates for internship.
 - Hired Alesia Peirson (Accounting Tech I) and Henry Pollan (Custodian)
 - Helen on vacation 12/6/16 to 12/15/16
 - Board approval to spend \$10,000 of savings on staff costs.

Fundraising:

- **Annual Appeal:** Letter sent out to our email distribution list (400+) and handed to volunteers and visitors.
- **Grants:**
 - **NHPRC Grant:** We did not receive it. After speaking with the program director and reading review comments, our biggest deficits were that we didn't have online finding aids and that we asked for more than they normally fund (they usually fund about half of what they list as the maximum request amount). Our grant was strong, and we made an excellent case for the national significance of our collection. This would be well worth attempting again next year.
 - **CVCF:** Attended the Chilkat Valley Community Foundation reception and received \$1,000 for the museum to spend on new exhibit vitrines.
 - **Alaska Historical Commission 150th Grant:** Received \$14,000 for *Across the Shaman's River* exhibit.

Exhibits:

- ***Across the Shaman's River Sesquicentennial Exhibit***
 - Received \$14,000 grant from Alaska Office of History and Archaeology to pay for exhibit materials.
 - 2017 exhibit calendar refined based on receipt of Sesquicentennial Grant
- ***White Fang:***
 - Finished installing exhibit (20 hours in December)
 - Opening on 12/2/16
 - After opening, installed snowshoes, Schnabel photos, digital photo frame and extra labels.
- ***New Children's Room:***
 - Applied polyurethane to floor.
 - Junior Curator's began installing exhibit on fishing in the children's room.
- ***Haines 50 Exhibit:*** Swapped out Pam Randles' Halobia loan for her Halobia donation.
- ***Six-Week Spotlight:***
 - Received five applications from artists.
 - Helped Carol Clifton put together her application.

Collections and Archives

- **Reference Requests:** 3
- **Items Accessioned (Including Loans):** 126
- **Collections Volunteers:** 1 person volunteered 4 days for collections.
- **White Fang:** Took in donations from Judy Heinmiller and John Svenson
- **Collection Inventory:** Much of December was focused on inventory preparations. This included creating inventory forms, confirming travel plans for our instructor, Peggy Schaller, and the

creation and implementation of a plan to renumber shelving units, which have become scrambled over time.

- **Art Acquisition Fund Accessions:** Four of our six artists brought in art and paperwork to help complete our Fall 2016 Rasmuson Art Acquisition Initiative Grant. Their work was given accession numbers and input in our database.
- **KHNS History Talks,** 8:45-9 a.m. every other Tuesday morning: Haines 50: #43, 12/6; Haines 50: #46, 12/20

NOVEMBER

Visitor count: 191

Volunteer hours: 11 people volunteered 125 hours

Children's Programs: 6 attended

Research Requests: 11

Sales (Admissions and Store): Square: 94 transactions for \$1,286.43 total net sales

Education, Public Programs, Events and Staff Training

- **First Friday:** Survey audience and Art Acquisitions exhibit, 17 attended
- **Junior Curators:** Learned about designing and setting up an exhibit. Research phase involved looking up items in PastPerfect, and then finding those objects in storage. Then they began putting up their chosen exhibit in the new Children's Room.

Administration:

- Museum closed November 11 and November 24-26.
- Purchased and installed new large format printer for exhibit work (paid for by Grant-In-Aid from the Alaska State Museum)
- Designed the Cookie/Candy Contest Poster
- Began decorating for the Holidays.

Fundraising:

- **Grants:**
 - **Art Acquisitions Fund:** We received full funding, \$9,225, to purchase a Donna Cattoti Pastel and 14 puppets from Gepetto's Junkyard.
 - **CVCF:** We were notified of receiving partial funding.
 - **NEH-PAG:** Writing a request for changing funding to include a second engineer report.
 - **Rasmuson Grant:** Writing a request for changing funding to include purchase of large flat files.

Exhibits:

- **New Children's Room:**
 - Junior Curators began installing fishing exhibit.
 - Continued coating the floor with polyurethane.
- **Art Acquisitions Exhibit:** Closed November 19.
 - Found/made bags for objects (2 hours)
 - Putting away art (5 hours)
 - Prep walls for painting, remove hardware, fill nail holes (1 hour)
- **White Fang Exhibit:**
 - Scanned 155 photos (digital donations)
 - Conducted 6 Oral Histories
 - White Fang Research + Writing
 - Scanned past CVN, research and for exhibit printing
 - Processed loans and donations for White Fang, 59 objects and photos from 10 people
 - Acquired loaned sled from Visitors Center

- Printed 100 photos, 12 facsimiles, 2 large blueprints, 40 pages of labels, 9 large text panels
- Designed and printed door banner and posters for exhibit
- Edited photos to remove tape marks
- Installed White Fang exhibit
- Taught volunteer to mount on foam core
- Recruited two volunteers to help with exhibit

Collections and Archives

- Research Requests: 11
- Items Accessioned (Including Loans): 31
- Scanned Photos Accessioned: 155
- Collections Volunteers: 1 person volunteered 5 days in collections
- **White Fang:** Accepted loans and scanned photographs for digital acquisitions.
- **Collections Inventory:** Sarah (Aly) Zeiger attended a four week online course about inventories from Northern States Conservation Center. This prepared her for January's planned collections inventory project funded by a Museums Alaska Collections Management Grant. Now she has the training to prepare our collections for inventory and to train an assistant to help her complete the inventory.
- **KHNS History Talks**, 8:45-9 a.m. every other Tuesday morning: Haines 50: #28 and #25 (11/8); Haines 50: #17 + #32 (11/22)