

# SITKA PUBLIC LIBRARY QUARTERLY REPORT

OCTOBER THROUGH DECEMBER 2024

## **Staff**

No unfilled positions

## **Budget**

Library is at 57% of its FY25 budget

## **Library Highlights**

### October-

Study Room 1 reopened to the public with a modification to our patched leak.

#### Youth Programs

Sitka Babies and Books Halloween program, Teen Advisory Board meeting, Little Ghost Scavenger Hunt, Sitka High School reading visit, weekly Storylines in English & Spanish

### November

#### Youth

Celebrated Native American Heritage Month with weekly Baby Raven Reads programs, Wintry Dances with the Sitka Studio of Dance, Library Celebration program offered to the community by the Teen Advisory Board, Teen Zine program, Sitka Babies and Book November program, Debbie Miller Book Event- Pajama party with milk and cookies, weekly story times & Stay and Plays, weekly Storylines in English & Spanish

#### Adult

John Straley Book Event, Sitka Community Assessment Presentation, 1 Technology Assist appointment

### December-

#### Youth

Weekly Stay and Play & Storytimes, Teen Advisory Board meeting, Reading Wonderland Program, Sitka Babies and Books- A Winter Nutcracker, Winter Tea Kit Workshop for Tweens and Teens, SHS class reading visit, Nutcracker Scavenger Hunt

#### Adult

Segregation to Selma: A Civil Rights Talk with Pastor John Alan Boryk, Ken Post Book Event

## **Statistics**

Checkouts- 14,131 items

Wi-Fi Sessions – 8,715

\*Door Count – 6,332 (Nov. 18- Dec. 31<sup>st</sup>)

Meeting & Study Rooms Reservations – 515

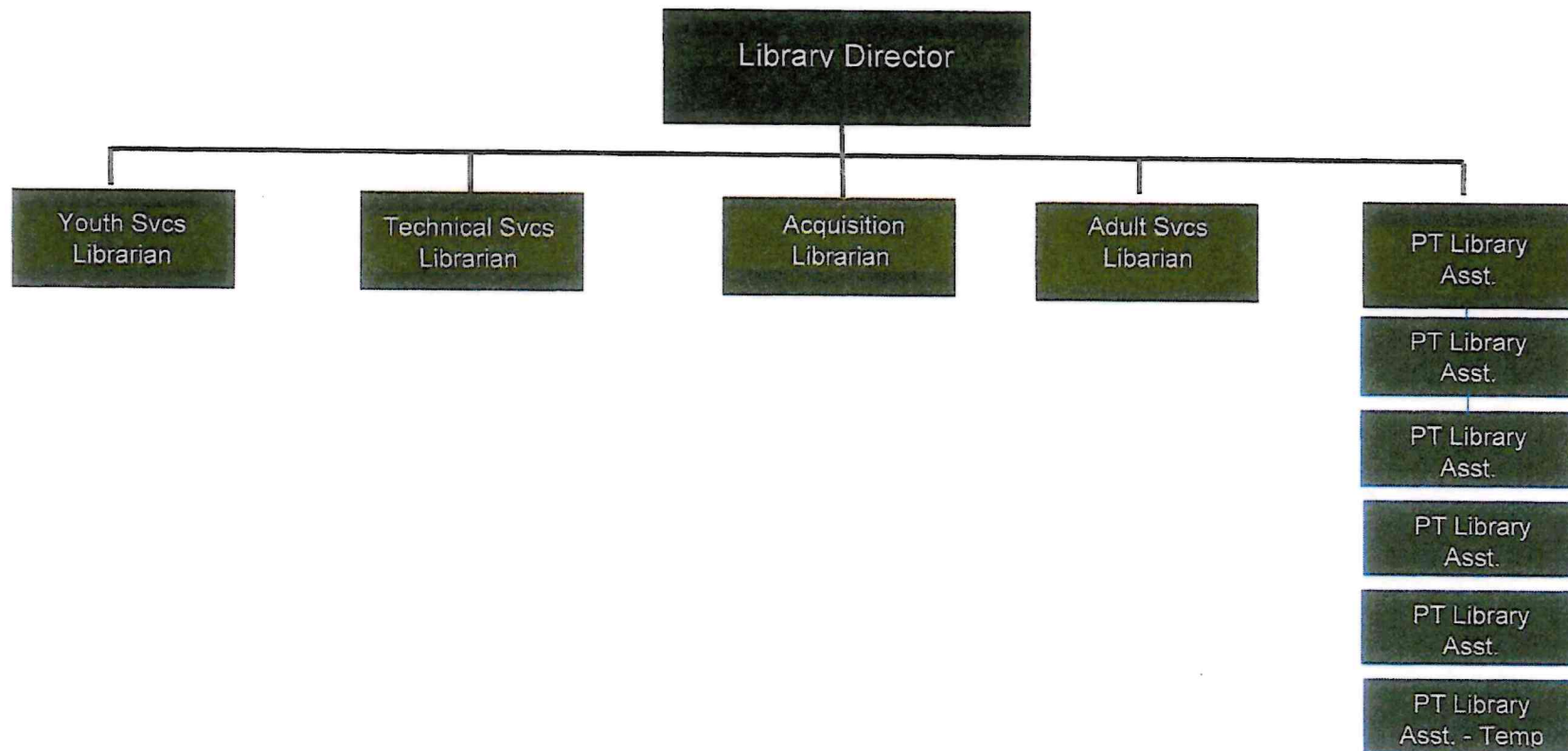
Public Computers Session - 794

\*Door counter not operational up till Nov. 18.

## **Current Work Projects**

- Working on an overhaul of our entire Fiction Collection -Science Fiction, Fiction, Large Type & Audio Books
- Teen Room- Creating more options of seating arrangements by removing an attached table to the wall
- Installing table alongside the courtesy phone in the foyer
- Annual Maintenance Closure- February 10 – 12th
  - Inventory, update lighting, dust all high areas in building, dust shelving, upholstery & carpet cleaning, clean and reseal floor tiles, deep clean bathrooms, clean inside glass
- Multipurpose Room installing a new audio System – update speaker system that is compatible to use along with a microphone to accommodate the hearing-impaired during programs.

## City and Borough of Sitka – Library Department





# Budget Performance Report

Date Range 07/01/24 - 06/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund 100 - General Fund</b>									
EXPENSE									
Division 540 - Public Service									
Department 041 - Library									
<b>5110</b>									
5110.001	Regular Salaries/Wages	454,864.63	.00	454,864.63	.00	.00	189,956.19	264,908.44	42
5110.002	Holidays	.00	.00	.00	.00	.00	15,538.97	(15,538.97)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	10,311.96	(10,311.96)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	25.20	(25.20)	+++
5110.010	Temp Wages	33,000.00	.00	33,000.00	.00	.00	6,660.69	26,339.31	20
<b>5110 - Totals</b>		<b>\$487,864.63</b>	<b>\$0.00</b>	<b>\$487,864.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$222,493.01</b>	<b>\$265,371.62</b>	<b>46%</b>
<b>5120</b>									
5120.001	Annual Leave	21,800.00	.00	21,800.00	.00	.00	23,569.16	(1,769.16)	108
5120.002	SBS	31,242.62	.00	31,242.62	.00	.00	15,092.83	16,149.79	48
5120.003	Medicare	7,390.14	.00	7,390.14	.00	.00	3,570.09	3,820.05	48
5120.004	PERS	100,070.12	.00	100,070.12	.00	.00	52,668.45	47,401.67	53
5120.005	Health Insurance	146,241.60	.00	146,241.60	.00	.00	71,513.16	74,728.44	49
5120.006	Life Insurance	76.56	.00	76.56	.00	.00	43.38	33.18	57
5120.007	Workmen's Compensation	1,268.39	.00	1,268.39	.00	.00	640.23	628.16	50
5120.008	Unemployment	.00	.00	.00	.00	.00	2,288.00	(2,288.00)	+++
5120.011	PERS on Behalf	33,733.52	.00	33,733.52	.00	.00	.00	33,733.52	0
<b>5120 - Totals</b>		<b>\$341,822.95</b>	<b>\$0.00</b>	<b>\$341,822.95</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$169,385.30</b>	<b>\$172,437.65</b>	<b>50%</b>
<b>5201</b>									
5201.000	Training and Travel	8,600.00	2,487.20	11,087.20	.00	2,487.20	343.92	8,256.08	26
<b>5201 - Totals</b>		<b>\$8,600.00</b>	<b>\$2,487.20</b>	<b>\$11,087.20</b>	<b>\$0.00</b>	<b>\$2,487.20</b>	<b>\$343.92</b>	<b>\$8,256.08</b>	<b>26%</b>
<b>5203</b>									
5203.001	Utilities	29,000.00	.00	29,000.00	.00	.00	8,044.37	20,955.63	28
<b>5203 - Totals</b>		<b>\$29,000.00</b>	<b>\$0.00</b>	<b>\$29,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,044.37</b>	<b>\$20,955.63</b>	<b>28%</b>
<b>5204</b>									
5204.001	Cell Phone Stipend	300.00	.00	300.00	.00	.00	150.00	150.00	50
<b>5204 - Totals</b>		<b>\$300.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>50%</b>
<b>5205</b>									
5205.000	Insurance	61,000.00	.00	61,000.00	.00	.00	64,797.31	(3,797.31)	106
<b>5205 - Totals</b>		<b>\$61,000.00</b>	<b>\$0.00</b>	<b>\$61,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,797.31</b>	<b>(\$3,797.31)</b>	<b>106%</b>
<b>5206</b>									
5206.000	Supplies	79,800.00	.00	79,800.00	.00	989.22	13,108.22	65,702.56	18
<b>5206 - Totals</b>		<b>\$79,800.00</b>	<b>\$0.00</b>	<b>\$79,800.00</b>	<b>\$0.00</b>	<b>\$989.22</b>	<b>\$13,108.22</b>	<b>\$65,702.56</b>	<b>18%</b>
<b>5208</b>									
5208.000	Bldg Repair & Maint	105,598.00	.00	105,598.00	8,799.83	.00	105,597.96	.04	100
<b>5208 - Totals</b>		<b>\$105,598.00</b>	<b>\$0.00</b>	<b>\$105,598.00</b>	<b>\$8,799.83</b>	<b>\$0.00</b>	<b>\$105,597.96</b>	<b>\$0.04</b>	<b>100%</b>



# Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 540 - Public Service									
Department 041 - Library									
5211									
5211.000	IT Fees	187,517.00	.00	187,517.00	15,626.42	.00	187,517.04	(.04)	100
5211 - Totals		\$187,517.00	\$0.00	\$187,517.00	\$15,626.42	\$0.00	\$187,517.04	(\$0.04)	100%
5212									
5212.000	Contracted Services	129,518.00	.00	129,518.00	.00	12,768.36	40,661.15	76,088.49	41
5212 - Totals		\$129,518.00	\$0.00	\$129,518.00	\$0.00	\$12,768.36	\$40,661.15	\$76,088.49	41%
5222									
5222.000	Postage	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0
5222 - Totals		\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
5223									
5223.000	Tools & Small Equipment	500.00	.00	500.00	.00	.00	129.99	370.01	26
5223 - Totals		\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$129.99	\$370.01	26%
5224									
5224.000	Dues and Publications	1,200.00	.00	1,200.00	.00	.00	987.00	213.00	82
5224 - Totals		\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$987.00	\$213.00	82%
5240									
5240.000	Books & Publications	75,000.00	.00	75,000.00	.00	8,116.33	31,073.45	35,810.22	52
5240 - Totals		\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$8,116.33	\$31,073.45	\$35,810.22	52%
Department 041 - Library Totals		\$1,519,720.58	\$2,487.20	\$1,522,207.78	\$24,426.25	\$24,361.11	\$844,288.72	\$653,557.95	57%
Division 540 - Public Service Totals		\$1,519,720.58	\$2,487.20	\$1,522,207.78	\$24,426.25	\$24,361.11	\$844,288.72	\$653,557.95	57%
EXPENSE TOTALS		\$1,519,720.58	\$2,487.20	\$1,522,207.78	\$24,426.25	\$24,361.11	\$844,288.72	\$653,557.95	57%
Fund 100 - General Fund Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		1,519,720.58	2,487.20	1,522,207.78	24,426.25	24,361.11	844,288.72	653,557.95	57%
Fund 100 - General Fund Totals		(\$1,519,720.58)	(\$2,487.20)	(\$1,522,207.78)	(\$24,426.25)	(\$24,361.11)	(\$844,288.72)	(\$653,557.95)	
Grand Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		1,519,720.58	2,487.20	1,522,207.78	24,426.25	24,361.11	844,288.72	653,557.95	57%
Grand Totals		(\$1,519,720.58)	(\$2,487.20)	(\$1,522,207.78)	(\$24,426.25)	(\$24,361.11)	(\$844,288.72)	(\$653,557.95)	