

SITKA PUBLIC LIBRARY QUARTERLY REPORT

WORK COMPLETE THROUGH January 2024

Holds Pilot Project

Project goal: Lower mailing costs and improve delivery time.

Strategic Plan 5.3

Project status:

A hold pilot project started this past fall within the Alaska Library Catalog. Holds will be moved to a Group (Southeast consortium libraries) range location before moving to a System (all Alaska) range location so the Group has a chance to fill a hold first before it goes to the System to be filled by anyone. If the local Group has an item (checked out, on shelf, in transit) it will wait to see if a local time is available to fill it. If the local Group does not own an item, it will stay a System level hold to fill faster

Update: Project has been put on hold due to the reports created to manage the new system needing to be refined.

Service Delivery Project

Project goal: Shorten the length of time spent through a set of interlinked processes that starts with vendor purchase and ends with the item available on the shelves at the library.

Strategic Plan 5.3, 5.4, 5.5

Project Status Update:

- Acquired a local vendor- Old Harbor Books
 - Maintain same purchasing power as old vendors
 - Quick delivery time
- Moved to weekly purchases instead of monthly
 - Avoid bottlenecks in workflow caused by a landslide of new items arriving at once
- Created a mailing receiving station
 - Organize receivables
- Acquired a designated computer for receiving station

Future Milestones:

- Speed up timetable when items reach library patrons

Service Desk Accuracy Project

Project goal: Improve Circulation Desk customer service levels by identifying and developing procedures to create service-level consistency in our checked-in items.

Strategic Plan 5.3 & 5.4

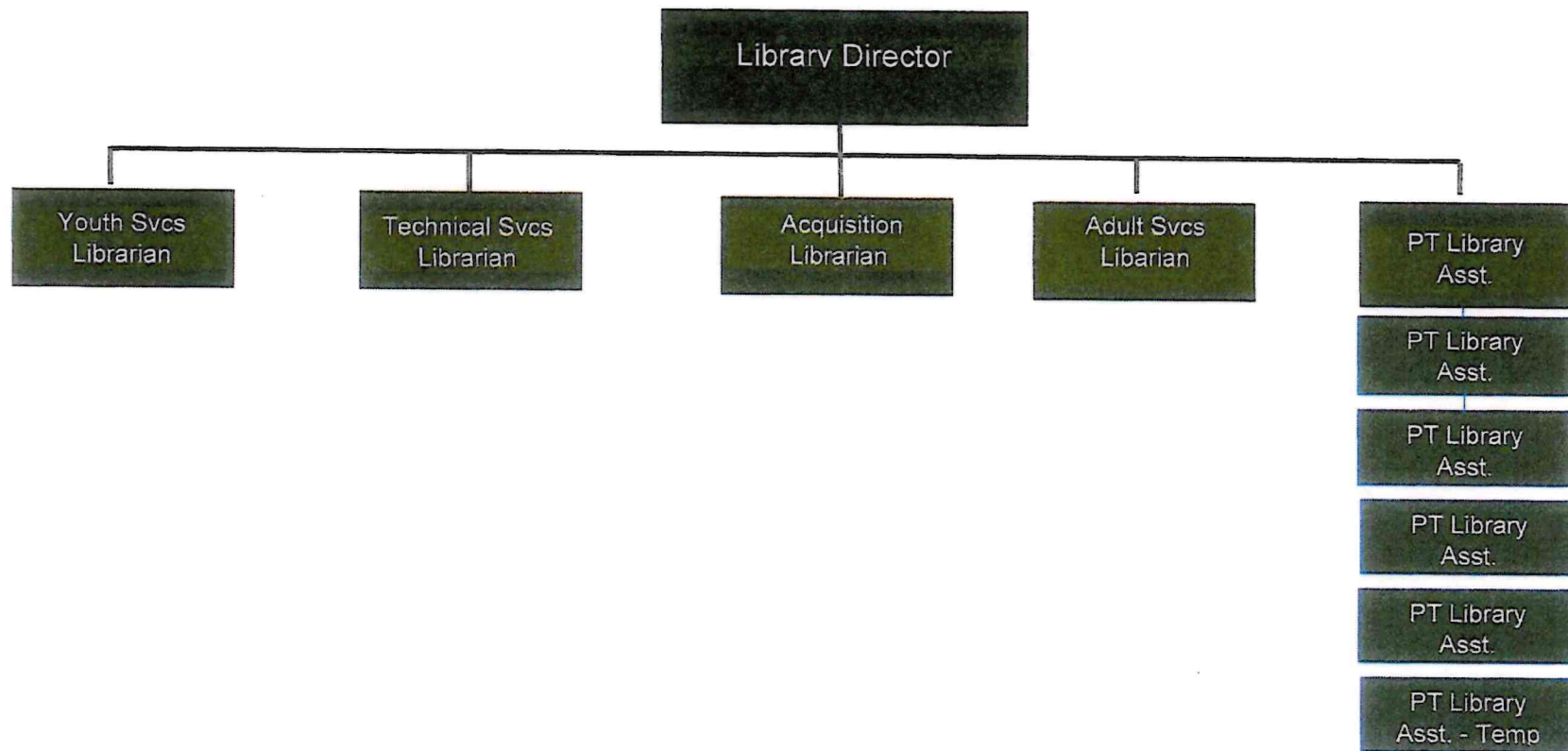
Project Status Update:

- Create a workflow chart for all items returned to the library- outside/inside book drop, incoming mail
- Identify problematic areas of workflow
- Make changes to workflow pattern
 - In process of figuring out what correct changes to make for consistency
- We have made headway toward our future milestones
 - Lost Items found shelved in our collection
 - May- 4 items, June 1 item, July 6 items, Aug. & Sept zero items
 - Identifying items to be repaired or marked damaged
 - Avoiding mischarged items

Future Milestones:

- Accurate known location of circulating and non-circulating items
- Identifying collection maintenance needs early & swiftly

City and Borough of Sitka – Library Department





Budget Performance Report

Date Range 07/01/23 - 06/30/24

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
Fund 100 - General Fund									
EXPENSE									
Division 540 - Public Service									
Department 041 - Library									
5110									
5110.001	Regular Salaries/Wages	450,317.92	.00	450,317.92	.00	.00	171,034.45	279,283.47	38
5110.002	Holidays	.00	.00	.00	.00	.00	9,528.95	(9,528.95)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	11,201.02	(11,201.02)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	24.59	(24.59)	+++
5110.010	Temp Wages	28,878.00	.00	28,878.00	.00	.00	3,255.00	25,623.00	11
5110 - Totals		\$479,195.92	\$0.00	\$479,195.92	\$0.00	\$0.00	\$195,044.01	\$284,151.91	41%
5120									
5120.001	Annual Leave	21,474.00	.00	21,474.00	.00	.00	25,990.66	(4,516.66)	121
5120.002	SBS	30,691.28	.00	30,691.28	.00	.00	13,782.14	16,909.14	45
5120.003	Medicare	7,259.72	.00	7,259.72	.00	.00	3,260.03	3,999.69	45
5120.004	PERS	99,069.90	.00	99,069.90	.00	.00	47,733.67	51,336.23	48
5120.005	Health Insurance	125,420.88	.00	125,420.88	.00	.00	58,755.78	66,665.10	47
5120.006	Life Insurance	82.68	.00	82.68	.00	.00	45.36	37.32	55
5120.007	Workmen's Compensation	1,341.40	.00	1,341.40	.00	.00	618.72	722.68	46
5120.011	PERS on Behalf	34,114.30	.00	34,114.30	.00	.00	.00	34,114.30	0
5120 - Totals		\$319,454.16	\$0.00	\$319,454.16	\$0.00	\$0.00	\$150,186.36	\$169,267.80	47%
5201									
5201.000	Training and Travel	8,600.00	.00	8,600.00	.00	.00	201.31	8,398.69	2
5201 - Totals		\$8,600.00	\$0.00	\$8,600.00	\$0.00	\$0.00	\$201.31	\$8,398.69	2%
5203									
5203.001	Utilities	22,000.00	.00	22,000.00	.00	.00	9,102.78	12,897.22	41
5203 - Totals		\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$0.00	\$9,102.78	\$12,897.22	41%
5204									
5204.000	Telephone	100.00	.00	100.00	.00	.00	.00	100.00	0
5204.001	Cell Phone Stipend	300.00	.00	300.00	.00	.00	150.00	150.00	50
5204 - Totals		\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$150.00	\$250.00	38%
5205									
5205.000	Insurance	39,225.00	.00	39,225.00	.00	.00	61,019.14	(21,794.14)	156
5205 - Totals		\$39,225.00	\$0.00	\$39,225.00	\$0.00	\$0.00	\$61,019.14	(\$21,794.14)	156%
5206									
5206.000	Supplies	21,240.00	.00	21,240.00	.00	479.76	3,586.57	17,173.67	19
5206 - Totals		\$21,240.00	\$0.00	\$21,240.00	\$0.00	\$479.76	\$3,586.57	\$17,173.67	19%
5207									
5207.000	Repairs & Maintenance	3,400.00	.00	3,400.00	.00	.00	.00	3,400.00	0
5207 - Totals		\$3,400.00	\$0.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0%



Budget Performance Report

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Fund 100 - General Fund										
EXPENSE										
Division 540 - Public Service										
Department 041 - Library										
5208										
5208.000	Bldg Repair & Maint		55,044.00	.00	55,044.00	4,587.00	.00	55,044.00	.00	100
	5208 - Totals		\$55,044.00	\$0.00	\$55,044.00	\$4,587.00	\$0.00	\$55,044.00	\$0.00	100%
5211										
5211.000	Data Processing Fees		155,908.00	.00	155,908.00	12,992.33	.00	155,907.96	.04	100
	5211 - Totals		\$155,908.00	\$0.00	\$155,908.00	\$12,992.33	\$0.00	\$155,907.96	\$0.04	100%
5212										
5212.000	Contracted/Purchased Serv		129,518.00	.00	129,518.00	.00	15,168.36	41,866.43	72,483.21	44
	5212 - Totals		\$129,518.00	\$0.00	\$129,518.00	\$0.00	\$15,168.36	\$41,866.43	\$72,483.21	44%
5222										
5222.000	Postage		16,000.00	.00	16,000.00	.00	.00	4,966.51	11,033.49	31
	5222 - Totals		\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$4,966.51	\$11,033.49	31%
5223										
5223.000	Tools & Small Equipment		4,000.00	.00	4,000.00	.00	.00	328.64	3,671.36	8
	5223 - Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$328.64	\$3,671.36	8%
5224										
5224.000	Dues & Publications		1,062.00	.00	1,062.00	.00	.00	583.00	479.00	55
	5224 - Totals		\$1,062.00	\$0.00	\$1,062.00	\$0.00	\$0.00	\$583.00	\$479.00	55%
5226										
5226.000	Advertising		750.00	.00	750.00	.00	.00	.00	750.00	0
	5226 - Totals		\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
5227										
5227.002	Rent-Equipment		900.00	.00	900.00	.00	.00	.00	900.00	0
	5227 - Totals		\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
5240										
5240.000	Books & Publications		75,250.00	289.20	75,539.20	.00	11,982.08	28,677.36	34,879.76	54
	5240 - Totals		\$75,250.00	\$289.20	\$75,539.20	\$0.00	\$11,982.08	\$28,677.36	\$34,879.76	54%
5290										
5290.000	Other Expenses		40,290.00	.00	40,290.00	.00	.00	338.63	39,951.37	1
	5290 - Totals		\$40,290.00	\$0.00	\$40,290.00	\$0.00	\$0.00	\$338.63	\$39,951.37	1%
	Department 041 - Library Totals		\$1,372,237.08	\$289.20	\$1,372,526.28	\$17,579.33	\$27,630.20	\$707,002.70	\$637,893.38	54%
	Division 540 - Public Service Totals		\$1,372,237.08	\$289.20	\$1,372,526.28	\$17,579.33	\$27,630.20	\$707,002.70	\$637,893.38	54%
	EXPENSE TOTALS		\$1,372,237.08	\$289.20	\$1,372,526.28	\$17,579.33	\$27,630.20	\$707,002.70	\$637,893.38	54%
	Fund 100 - General Fund Totals									
	REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS		1,372,237.08	289.20	1,372,526.28	17,579.33	27,630.20	707,002.70	637,893.38	54%



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Fund 100 - General Fund Totals		(\$1,372,237.08)	(\$289.20)	(\$1,372,526.28)	(\$17,579.33)	(\$27,630.20)	(\$707,002.70)	(\$637,893.38)	
Grand Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		1,372,237.08	289.20	1,372,526.28	17,579.33	27,630.20	707,002.70	637,893.38	54%
Grand Totals		(\$1,372,237.08)	(\$289.20)	(\$1,372,526.28)	(\$17,579.33)	(\$27,630.20)	(\$707,002.70)	(\$637,893.38)	