

SITKA PUBLIC LIBRARY QUARTERLY REPORT

WORK COMPLETE THROUGH September 2023

Service Desk Accuracy Project

Project goal:

Strategic Plan 5.3 & 5.4

The project goal is to improve Circulation Desk customer service levels by identifying and developing necessary procedures to create service-level consistency in our discharged (checked-in) items.

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

Service Delivery Project

Project goal:

Strategic Plan 5.3, 5.4, 5.5

The project goal is to 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.

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



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	81,437.48	368,880.44	18
5110.002	Holidays	.00	.00	.00	.00	.00	3,264.75	(3,264.75)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	5,889.80	(5,889.80)	+++
5110.010	Temp Wages	28,878.00	.00	28,878.00	.00	.00	1,590.00	27,288.00	6
5110 - Totals		\$479,195.92	\$0.00	\$479,195.92	\$0.00	\$0.00	\$92,182.03	\$387,013.89	19%
5120									
5120.001	Annual Leave	21,474.00	.00	21,474.00	.00	.00	9,329.44	12,144.56	43
5120.002	SBS	30,691.28	.00	30,691.28	.00	.00	6,227.22	24,464.06	20
5120.003	Medicare	7,259.72	.00	7,259.72	.00	.00	1,472.99	5,786.73	20
5120.004	PERS	99,069.90	.00	99,069.90	.00	.00	21,095.92	77,973.98	21
5120.005	Health Insurance	125,420.88	.00	125,420.88	.00	.00	29,377.89	96,042.99	23
5120.006	Life Insurance	82.68	.00	82.68	.00	.00	23.86	58.82	29
5120.007	Workmen's Compensation	1,341.40	.00	1,341.40	.00	.00	273.68	1,067.72	20
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	\$67,801.00	\$251,653.16	21%
5201									
5201.000	Training and Travel	8,600.00	.00	8,600.00	.00	.00	695.99	7,904.01	8
5201 - Totals		\$8,600.00	\$0.00	\$8,600.00	\$0.00	\$0.00	\$695.99	\$7,904.01	8%
5203									
5203.001	Utilities	22,000.00	.00	22,000.00	.00	.00	2,897.17	19,102.83	13
5203 - Totals		\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$0.00	\$2,897.17	\$19,102.83	13%
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	75.00	225.00	25
5204 - Totals		\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$75.00	\$325.00	19%
5205									
5205.000	Insurance	39,225.00	.00	39,225.00	.00	.00	.00	39,225.00	0
5205 - Totals		\$39,225.00	\$0.00	\$39,225.00	\$0.00	\$0.00	\$0.00	\$39,225.00	0%
5206									
5206.000	Supplies	21,240.00	.00	21,240.00	.00	961.02	(1,169.29)	21,448.27	-1
5206 - Totals		\$21,240.00	\$0.00	\$21,240.00	\$0.00	\$961.02	(\$1,169.29)	\$21,448.27	-1%
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%
5208									
5208.000	Bldg Repair & Maint	55,044.00	.00	55,044.00	.00	.00	.00	55,044.00	0



Budget Performance Report

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

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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									
		5208 - Totals	\$55,044.00	\$0.00	\$55,044.00	\$0.00	\$0.00	\$55,044.00	0%
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	19,152.54	29,540.61	80,824.85 38
		5212 - Totals	\$129,518.00	\$0.00	\$129,518.00	\$0.00	\$19,152.54	\$29,540.61	\$80,824.85 38%
5222									
5222.000	Postage		16,000.00	.00	16,000.00	.00	.00	(33.49)	16,033.49 0
		5222 - Totals	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	(\$33.49)	\$16,033.49 0%
5223									
5223.000	Tools & Small Equipment		4,000.00	.00	4,000.00	.00	.00	301.67	3,698.33 8
		5223 - Totals	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$301.67	\$3,698.33 8%
5224									
5224.000	Dues & Publications		1,062.00	.00	1,062.00	.00	.00	.00	1,062.00 0
		5224 - Totals	\$1,062.00	\$0.00	\$1,062.00	\$0.00	\$0.00	\$0.00	\$1,062.00 0%
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	11,457.30	11,837.11	52,244.79 31
		5240 - Totals	\$75,250.00	\$289.20	\$75,539.20	\$0.00	\$11,457.30	\$11,837.11	\$52,244.79 31%
5290									
5290.000	Other Expenses		40,290.00	.00	40,290.00	.00	.00	51.91	40,238.09 0
		5290 - Totals	\$40,290.00	\$0.00	\$40,290.00	\$0.00	\$0.00	\$51.91	\$40,238.09 0%
	Department 041 - Library Totals		\$1,372,237.08	\$289.20	\$1,372,526.28	\$12,992.33	\$31,570.86	\$360,087.67	\$980,867.75 29%
	Division 540 - Public Service Totals		\$1,372,237.08	\$289.20	\$1,372,526.28	\$12,992.33	\$31,570.86	\$360,087.67	\$980,867.75 29%
	EXPENSE TOTALS		\$1,372,237.08	\$289.20	\$1,372,526.28	\$12,992.33	\$31,570.86	\$360,087.67	\$980,867.75 29%
Fund 100 - General Fund Totals									
	REVENUE TOTALS		.00	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS		1,372,237.08	289.20	1,372,526.28	12,992.33	31,570.86	360,087.67	980,867.75 29%
	Fund 100 - General Fund Totals		(\$1,372,237.08)	(\$289.20)	(\$1,372,526.28)	(\$12,992.33)	(\$31,570.86)	(\$360,087.67)	(\$980,867.75)



Budget Performance Report

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

Include Rollup Account and Rollup to Account

Grand Totals								
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS	1,372,237.08	289.20	1,372,526.28	12,992.33	31,570.86	360,087.67	980,867.75	29%
Grand Totals	(\$1,372,237.08)	(\$289.20)	(\$1,372,526.28)	(\$12,992.33)	(\$31,570.86)	(\$360,087.67)	(\$980,867.75)	

City and Borough of Sitka – Library Department

