

SITKA PUBLIC LIBRARY QUARTERLY REPORT

JANUARY THROUGH MARCH 2025

Staff

No unfilled positions

Full-time Staff:

Acquisitions Librarian -Angela Schieler

Adult Services Librarian -Margot O'Connell

Technical Services Librarian -Joanna Perensovich

Youth Services Librarian -Maite Lorente

Part-time Staff:

Library Assistants:

1. Adriana Bryan

2. Klyr Oines

3. Leigh Rector

4. MaryBeth Palof

5. Sarah Harris

Temporary Employee:

1. Quinlyn Holder

Budget

As of April 10th the Library has used 73% of its FY25 budget.

Library Highlights

- Partnered with Center for Safe Alaskans - Don't Blend in with the Dark- offered FREE reflective tape
- February, we celebrated Love Your Library month and Native American Heritage month

January

Youth Program

Weekly programs: Stay & Play, Preschool Storytime, and Storyline (new stories in Spanish & English available on the telephone)

Monthly programs: Sitka Babies & Books – Stuffed Animal Sleepover, Teen Advisory Board Meeting, Be-Tween Art Club, literacy scavenger hunt

Programs: Sitka High School class visit, 4-H Pollination Journey – fun hands-on learning activities about wildflowers and pollinators

Adult Programs

2 Game nights

Presentation- *The Exchange Student Experience*- stories from current and former AFS & Rotary Exchange Students, Technology Assistance Appointments

Presentation- *Indigenous Archaeology* with Maggie Spivey-Faulkner

February

Youth Programs

Weekly programs: Stay & Play, Preschool Storytime- Celebrated Native American Heritage Month with Baby Raven Reads Storytimes and Storyline (new stories in Spanish & English available on the telephone), Be-Tween Art Club

Monthly programs: Sitka Babies & Books – I Love Unicorns, Teen Advisory Board Meeting, Blind Date with a Book (all month), Baby Raven Read, literacy scavenger hunt

Programs: Debbie Miller Book Event- Pajama party with milk and cookies, Teen Zine, Library Celebration program ran by the Teen Advisory Board, 2 SAIL Pacific High Library Tour, Sitka High Class Visit, Mt. Edgecumbe Field Trip

Adult

Adult Game Night, John Straley Book Event, Sitka Community Assessment Presentation, Friends of the Library Adult Spelling Bee, Blind Date with a Book (all month), technology Assistance Appointments

March

Youth Programs

Weekly programs: Stay & Play, Preschool Storytime, and Storyline (new stories in Spanish & English available on the telephone), Be-Tween Art Club

Monthly: Literacy scavenger hunt

Programs: Mt. Edgecumbe students field trip

Adults

Register to Vote promotion,
2 Adult Game Nights, EnergyQuest Game Night, 2 Beginner's Beading Workshop, Screening of independent film *Free for All: The public Library*, Technology Assistance Appointments

Community Outreach:

We have participated in STA's Elder Coffee Time, tabled at the Elder Resource Fair, attended suicide prevention training workshops, and visited residents at Sitka Pioneer's Home. We partner with the Alaska Department of Health and Social Services' Project HOPE program to provide free harm reduction materials to those struggling with addiction. Through our Little Free Pantry, we offer other FREE personal care products from diapers to toothbrushes. We host the Sitka Seed Library, which removes barriers for Sitkans interested in gardening for food and fun. The library provides individual assistance of all kinds, from research assistance and job applications to tax filing and fishing permits.

Statistics

Checkouts- 14,925 items

Wi-Fi Sessions – 9,202

Door Count – 15,491

Meeting & Study Room Reservations – 308

Public Computers Session – 880

Completed Projects

- Annual Maintenance closure Feb 10-12-
 - We inventoried the Teen Room, Fiction, New Books, Audio Books, CDs, Large Type and the DVD Collection
 - Carpets and upholstery were cleaned
 - Tile floors cleaned and resealed
 - Bathrooms were deep cleaned
- New shelves built and installed in the Juvenile section (8 – 12 years old)
- New courtesy phone table built and installed
- Circulation Desk remodel completed
- Overhauled our entire Fiction Collection -Science Fiction, Mystery, Large Type & Audio Books
- Created a reader's advisory area within Fiction
- Created a Library of Things

Current Projects

- Multipurpose Room Dimension installing a new audio and visual system – updating our projector and we are getting speaker system that is compatible to use along with a microphone to accommodate the hearing-impaired during programs

Special mention: The library is getting prepared for our Adult and Youth Summer Reading Programs May 31 – August 2. Classroom visits to talk about our summer programming takes place mid-May. Registration is open May 31st.

Reading Buddies- We are looking for adult reading buddies, if you are interested please contact our Youth Services Librarian Maite Lorente at the library. Reading Buddy registration for incoming 2nd & 3rd graders starts at the end of April.



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
Fund 100 - General Fund									
EXPENSE									
Division 540 - Public Service									
Department 041 - Library									
5110									
5110.001	Regular Salaries/Wages	454,864.63	.00	454,864.63	.00	.00	288,324.49	166,540.14	63
5110.002	Holidays	.00	.00	.00	.00	.00	19,589.60	(19,589.60)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	14,056.07	(14,056.07)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	38.12	(38.12)	+++
5110.010	Temp Wages	33,000.00	.00	33,000.00	.00	.00	9,003.69	23,996.31	27
5110 - Totals		\$487,864.63	\$0.00	\$487,864.63	\$0.00	\$0.00	\$331,011.97	\$156,852.66	68%
5120									
5120.001	Annual Leave	21,800.00	.00	21,800.00	.00	.00	26,298.80	(4,498.80)	121
5120.002	SBS	31,242.62	.00	31,242.62	.00	.00	21,916.94	9,325.68	70
5120.003	Medicare	7,390.14	.00	7,390.14	.00	.00	5,184.26	2,205.88	70
5120.004	PERS	100,070.12	.00	100,070.12	.00	.00	76,627.69	23,442.43	77
5120.005	Health Insurance	146,241.60	.00	146,241.60	.00	.00	107,269.74	38,971.86	73
5120.006	Life Insurance	76.56	.00	76.56	.00	.00	65.07	11.49	85
5120.007	Workmen's Compensation	1,268.39	.00	1,268.39	.00	.00	937.08	331.31	74
5120.008	Unemployment	.00	.00	.00	.00	.00	3,952.00	(3,952.00)	+++
5120.011	PERS on Behalf	33,733.52	.00	33,733.52	.00	.00	6,445.00	27,288.52	19
5120 - Totals		\$341,822.95	\$0.00	\$341,822.95	\$0.00	\$0.00	\$248,696.58	\$93,126.37	73%
5201									
5201.000	Training and Travel	8,600.00	2,487.20	11,087.20	.00	2,487.20	3,526.74	5,073.26	54
5201 - Totals		\$8,600.00	\$2,487.20	\$11,087.20	\$0.00	\$2,487.20	\$3,526.74	\$5,073.26	54%
5203									
5203.001	Utilities	29,000.00	.00	29,000.00	.00	.00	15,915.45	13,084.55	55
5203 - Totals		\$29,000.00	\$0.00	\$29,000.00	\$0.00	\$0.00	\$15,915.45	\$13,084.55	55%
5204									
5204.001	Cell Phone Stipend	300.00	.00	300.00	.00	.00	225.00	75.00	75
5204 - Totals		\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$225.00	\$75.00	75%
5205									
5205.000	Insurance	61,000.00	.00	61,000.00	.00	.00	64,797.31	(3,797.31)	106
5205 - Totals		\$61,000.00	\$0.00	\$61,000.00	\$0.00	\$0.00	\$64,797.31	(\$3,797.31)	106%
5206									
5206.000	Supplies	79,800.00	.00	79,800.00	.00	667.58	23,646.76	55,485.66	30
5206 - Totals		\$79,800.00	\$0.00	\$79,800.00	\$0.00	\$667.58	\$23,646.76	\$55,485.66	30%
5208									
5208.000	Bldg Repair & Maint	105,598.00	.00	105,598.00	8,799.83	.00	105,597.96	.04	100
5208 - Totals		\$105,598.00	\$0.00	\$105,598.00	\$8,799.83	\$0.00	\$105,597.96	\$0.04	100%



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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	6,384.18	64,605.39	58,528.43	55
	5212 - Totals	\$129,518.00	\$0.00	\$129,518.00	\$0.00	\$6,384.18	\$64,605.39	\$58,528.43	55%
5222									
5222.000	Postage	12,000.00	.00	12,000.00	.00	.00	5,000.00	7,000.00	42
	5222 - Totals	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$5,000.00	\$7,000.00	42%
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	9,770.81	42,319.66	22,909.53	69
	5240 - Totals	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$9,770.81	\$42,319.66	\$22,909.53	69%
	Department 041 - Library Totals	\$1,519,720.58	\$2,487.20	\$1,522,207.78	\$24,426.25	\$19,309.77	\$1,093,976.85	\$408,921.16	73%
	Division 540 - Public Service Totals	\$1,519,720.58	\$2,487.20	\$1,522,207.78	\$24,426.25	\$19,309.77	\$1,093,976.85	\$408,921.16	73%
	EXPENSE TOTALS	\$1,519,720.58	\$2,487.20	\$1,522,207.78	\$24,426.25	\$19,309.77	\$1,093,976.85	\$408,921.16	73%
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	19,309.77	1,093,976.85	408,921.16	73%
	Fund 100 - General Fund Totals	(\$1,519,720.58)	(\$2,487.20)	(\$1,522,207.78)	(\$24,426.25)	(\$19,309.77)	(\$1,093,976.85)	(\$408,921.16)	
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	19,309.77	1,093,976.85	408,921.16	73%
	Grand Totals	(\$1,519,720.58)	(\$2,487.20)	(\$1,522,207.78)	(\$24,426.25)	(\$19,309.77)	(\$1,093,976.85)	(\$408,921.16)	