

# SITKA PUBLIC LIBRARY QUARTERLY REPORT

WORK COMPLETE THROUGH July 2024

## 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
- Created a processing reference manual
  - Use for training and reference
- Set-up a processing station
- Re-configure workflow in acquisition and cataloging shelves to fit in processing
- Define workflow responsibilities between cataloging, processing, and services

Future Milestones:

- Speed up timetable when items reach library patrons

**Update:** We have updated our processing procedures and compiled a new processing reference manual for all staff to train and work from. Minimum staff are working in this area to work out the kinks before additional staff are retrained in the new procedures. A new space has been created for processing tasks only. We are currently examining & defining cataloging, processing, and services role in the workflow.

## 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 just started back up**





# 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 <b>100 - General Fund</b>									
EXPENSE									
Division <b>540 - Public Service</b>									
Department <b>041 - Library</b>									
<b>5110</b>									
5110.001	Regular Salaries/Wages	454,864.63	.00	454,864.63	.00	.00	5,961.97	448,902.66	1
5110.002	Holidays	.00	.00	.00	.00	.00	1,771.84	(1,771.84)	+++
5110.010	Temp Wages	33,000.00	.00	33,000.00	.00	.00	230.75	32,769.25	1
<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>\$7,964.56</b>	<b>\$479,900.07</b>	<b>2%</b>
<b>5120</b>									
5120.001	Annual Leave	21,800.00	.00	21,800.00	.00	.00	858.20	20,941.80	4
5120.002	SBS	31,242.62	.00	31,242.62	.00	.00	540.84	30,701.78	2
5120.003	Medicare	7,390.14	.00	7,390.14	.00	.00	127.95	7,262.19	2
5120.004	PERS	100,070.12	.00	100,070.12	.00	.00	1,890.24	98,179.88	2
5120.005	Health Insurance	146,241.60	.00	146,241.60	.00	.00	.00	146,241.60	0
5120.006	Life Insurance	76.56	.00	76.56	.00	.00	.00	76.56	0
5120.007	Workmen's Compensation	1,268.39	.00	1,268.39	.00	.00	22.94	1,245.45	2
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>\$3,440.17</b>	<b>\$338,382.78</b>	<b>1%</b>
<b>5201</b>									
5201.000	Training and Travel	8,600.00	.00	8,600.00	.00	.00	.00	8,600.00	0
<b>5201 - Totals</b>		<b>\$8,600.00</b>	<b>\$0.00</b>	<b>\$8,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,600.00</b>	<b>0%</b>
<b>5203</b>									
5203.001	Utilities	29,000.00	.00	29,000.00	.00	.00	.00	29,000.00	0
<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>\$0.00</b>	<b>\$29,000.00</b>	<b>0%</b>
<b>5204</b>									
5204.001	Cell Phone Stipend	300.00	.00	300.00	.00	.00	.00	300.00	0
<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>\$0.00</b>	<b>\$300.00</b>	<b>0%</b>
<b>5205</b>									
5205.000	Insurance	61,000.00	.00	61,000.00	.00	.00	.00	61,000.00	0
<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>\$0.00</b>	<b>\$61,000.00</b>	<b>0%</b>
<b>5206</b>									
5206.000	Supplies	79,800.00	.00	79,800.00	.00	500.00	.00	79,300.00	1
<b>5206 - Totals</b>		<b>\$79,800.00</b>	<b>\$0.00</b>	<b>\$79,800.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$79,300.00</b>	<b>1%</b>
<b>5208</b>									
5208.000	Bldg Repair & Maint	105,598.00	.00	105,598.00	.00	.00	.00	105,598.00	0
<b>5208 - Totals</b>		<b>\$105,598.00</b>	<b>\$0.00</b>	<b>\$105,598.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$105,598.00</b>	<b>0%</b>
<b>5211</b>									
5211.000	IT Fees	187,517.00	.00	187,517.00	.00	.00	.00	187,517.00	0
<b>5211 - Totals</b>		<b>\$187,517.00</b>	<b>\$0.00</b>	<b>\$187,517.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$187,517.00</b>	<b>0%</b>



# Budget Performance Report

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Fund <b>100 - General Fund</b>									
EXPENSE									
Division <b>540 - Public Service</b>									
Department <b>041 - Library</b>									
<b>5212</b>									
5212.000	Contracted Services	129,518.00	.00	129,518.00	.00	37,116.79	.00	92,401.21	29
<b>5212 - Totals</b>		<b>\$129,518.00</b>	<b>\$0.00</b>	<b>\$129,518.00</b>	<b>\$0.00</b>	<b>\$37,116.79</b>	<b>\$0.00</b>	<b>\$92,401.21</b>	<b>29%</b>
<b>5222</b>									
5222.000	Postage	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0
<b>5222 - Totals</b>		<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>0%</b>
<b>5223</b>									
5223.000	Tools & Small Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0
<b>5223 - Totals</b>		<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>0%</b>
<b>5224</b>									
5224.000	Dues and Publications	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0
<b>5224 - Totals</b>		<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,200.00</b>	<b>0%</b>
<b>5240</b>									
5240.000	Books & Publications	75,000.00	.00	75,000.00	.00	21,504.56	.00	53,495.44	29
<b>5240 - Totals</b>		<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$21,504.56</b>	<b>\$0.00</b>	<b>\$53,495.44</b>	<b>29%</b>
Department <b>041 - Library Totals</b>		<b>\$1,519,720.58</b>	<b>\$0.00</b>	<b>\$1,519,720.58</b>	<b>\$0.00</b>	<b>\$59,121.35</b>	<b>\$11,404.73</b>	<b>\$1,449,194.50</b>	<b>5%</b>
Division <b>540 - Public Service Totals</b>		<b>\$1,519,720.58</b>	<b>\$0.00</b>	<b>\$1,519,720.58</b>	<b>\$0.00</b>	<b>\$59,121.35</b>	<b>\$11,404.73</b>	<b>\$1,449,194.50</b>	<b>5%</b>
<b>EXPENSE TOTALS</b>		<b>\$1,519,720.58</b>	<b>\$0.00</b>	<b>\$1,519,720.58</b>	<b>\$0.00</b>	<b>\$59,121.35</b>	<b>\$11,404.73</b>	<b>\$1,449,194.50</b>	<b>5%</b>
Fund <b>100 - General Fund Totals</b>									
<b>REVENUE TOTALS</b>		.00	.00	.00	.00	.00	.00	.00	+++
<b>EXPENSE TOTALS</b>		1,519,720.58	.00	1,519,720.58	.00	59,121.35	11,404.73	1,449,194.50	5%
Fund <b>100 - General Fund Totals</b>		<b>(\$1,519,720.58)</b>	<b>\$0.00</b>	<b>(\$1,519,720.58)</b>	<b>\$0.00</b>	<b>(\$59,121.35)</b>	<b>(\$11,404.73)</b>	<b>(\$1,449,194.50)</b>	
Grand Totals									
<b>REVENUE TOTALS</b>		.00	.00	.00	.00	.00	.00	.00	+++
<b>EXPENSE TOTALS</b>		1,519,720.58	.00	1,519,720.58	.00	59,121.35	11,404.73	1,449,194.50	5%
Grand Totals		<b>(\$1,519,720.58)</b>	<b>\$0.00</b>	<b>(\$1,519,720.58)</b>	<b>\$0.00</b>	<b>(\$59,121.35)</b>	<b>(\$11,404.73)</b>	<b>(\$1,449,194.50)</b>	