

# SITKA PUBLIC LIBRARY QUARTERLY REPORT

WORK COMPLETE THROUGH April 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

Future Milestones:

- Speed up timetable when items reach library patrons

**Update:** We have updated our processing procedures and are creating a new processing reference manual for all staff to 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 is being created and organized for staff to work on processing that is separate from other library tasks.

## **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

Update: We have stopped running our lost report and missing items have been cut in half. Currently, any missing items off the report are accurately marked missing and zero are being found in our library or checked out on a patrons account. No lost items have been found in our library. The library will continue with our current workflow and make any adjustments as needed as we move forward. **This project is considered complete.**

## Hold Pilot Project

Project goal: Lower mailing costs and improve delivery time.

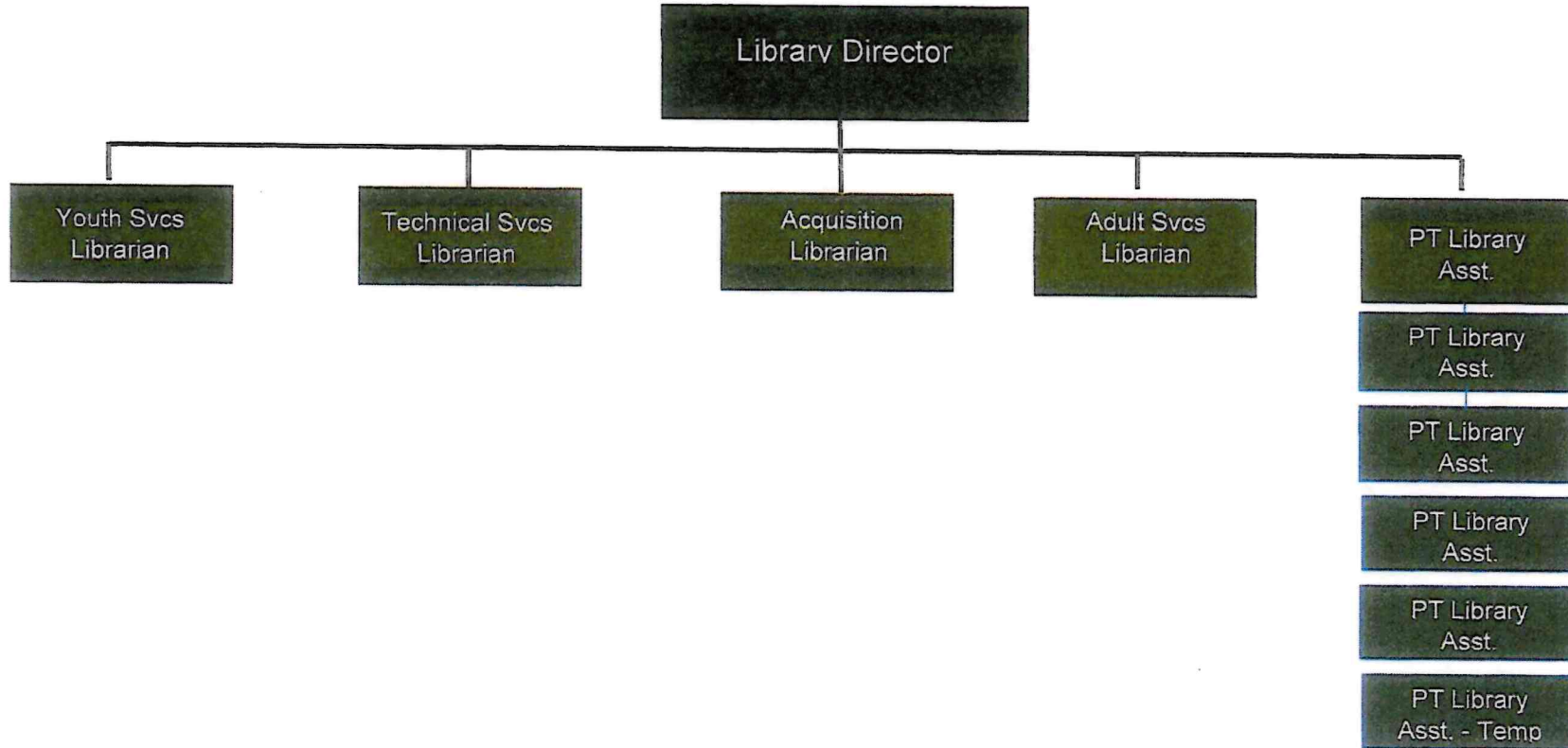
### Strategic Plan 5.3

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.

# City and Borough of Sitka – Library Department





# Budget Performance Report

Date Range 07/01/23 - 04/11/24

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 <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	358,858.92	.00	358,858.92	12,730.76	.00	290,665.50	68,193.42	81
5110.002	Holidays	.00	.00	.00	.00	.00	19,081.41	(19,081.41)	+++
5110.003	Sick Leave	.00	.00	.00	1,271.99	.00	18,896.67	(18,896.67)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	24.59	(24.59)	+++
5110.010	Temp Wages	23,883.00	.00	23,883.00	455.76	.00	5,072.39	18,810.61	21
<b>5110 - Totals</b>		<b>\$382,741.92</b>	<b>\$0.00</b>	<b>\$382,741.92</b>	<b>\$14,458.51</b>	<b>\$0.00</b>	<b>\$333,740.56</b>	<b>\$49,001.36</b>	<b>87%</b>
<b>5120</b>									
5120.001	Annual Leave	14,583.00	.00	14,583.00	3,392.00	.00	33,800.99	(19,217.99)	232
5120.002	SBS	24,325.28	.00	24,325.28	1,094.24	.00	22,767.61	1,557.67	94
5120.003	Medicare	5,748.72	.00	5,748.72	258.84	.00	5,385.49	363.23	94
5120.004	PERS	79,760.90	.00	79,760.90	3,826.84	.00	74,311.72	5,449.18	93
5120.005	Health Insurance	105,879.88	.00	105,879.88	.00	.00	88,133.67	17,746.21	83
5120.006	Life Insurance	68.68	.00	68.68	.00	.00	65.17	3.51	95
5120.007	Workmen's Compensation	1,072.40	.00	1,072.40	49.99	.00	962.28	110.12	90
5120.011	PERS on Behalf	17,995.30	.00	17,995.30	.00	.00	.00	17,995.30	0
<b>5120 - Totals</b>		<b>\$249,434.16</b>	<b>\$0.00</b>	<b>\$249,434.16</b>	<b>\$8,621.91</b>	<b>\$0.00</b>	<b>\$225,426.93</b>	<b>\$24,007.23</b>	<b>90%</b>
<b>5201</b>									
5201.000	Training and Travel	7,168.00	.00	7,168.00	.00	.00	201.31	6,966.69	3
<b>5201 - Totals</b>		<b>\$7,168.00</b>	<b>\$0.00</b>	<b>\$7,168.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$201.31</b>	<b>\$6,966.69</b>	<b>3%</b>
<b>5203</b>									
5203.001	Utilities	17,429.00	.00	17,429.00	.00	.00	16,042.90	1,386.10	92
<b>5203 - Totals</b>		<b>\$17,429.00</b>	<b>\$0.00</b>	<b>\$17,429.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,042.90</b>	<b>\$1,386.10</b>	<b>92%</b>
<b>5204</b>									
5204.000	Telephone	84.00	.00	84.00	.00	.00	.00	84.00	0
5204.001	Cell Phone Stipend	250.00	.00	250.00	.00	.00	225.00	25.00	90
<b>5204 - Totals</b>		<b>\$334.00</b>	<b>\$0.00</b>	<b>\$334.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$225.00</b>	<b>\$109.00</b>	<b>67%</b>
<b>5205</b>									
5205.000	Insurance	39,225.00	.00	39,225.00	.00	.00	60,360.31	(21,135.31)	154
<b>5205 - Totals</b>		<b>\$39,225.00</b>	<b>\$0.00</b>	<b>\$39,225.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60,360.31</b>	<b>(\$21,135.31)</b>	<b>154%</b>
<b>5206</b>									
5206.000	Supplies	17,700.00	.00	17,700.00	.00	2,408.78	7,121.19	8,170.03	54
<b>5206 - Totals</b>		<b>\$17,700.00</b>	<b>\$0.00</b>	<b>\$17,700.00</b>	<b>\$0.00</b>	<b>\$2,408.78</b>	<b>\$7,121.19</b>	<b>\$8,170.03</b>	<b>54%</b>
<b>5207</b>									
5207.000	Repairs and Maintenance	2,834.00	.00	2,834.00	.00	.00	.00	2,834.00	0
<b>5207 - Totals</b>		<b>\$2,834.00</b>	<b>\$0.00</b>	<b>\$2,834.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,834.00</b>	<b>0%</b>



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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									
<b>5208</b>									
5208.000	Bldg Repair & Maint	45,870.00	.00	45,870.00	.00	.00	41,283.00	4,587.00	90
<b>5208 - Totals</b>		<b>\$45,870.00</b>	<b>\$0.00</b>	<b>\$45,870.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,283.00</b>	<b>\$4,587.00</b>	<b>90%</b>
<b>5211</b>									
5211.000	IT Fees	129,934.00	.00	129,934.00	.00	.00	116,930.97	13,003.03	90
<b>5211 - Totals</b>		<b>\$129,934.00</b>	<b>\$0.00</b>	<b>\$129,934.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,930.97</b>	<b>\$13,003.03</b>	<b>90%</b>
<b>5212</b>									
5212.000	Contracted Services	107,932.00	.00	107,932.00	.00	7,469.03	54,231.76	46,231.21	57
<b>5212 - Totals</b>		<b>\$107,932.00</b>	<b>\$0.00</b>	<b>\$107,932.00</b>	<b>\$0.00</b>	<b>\$7,469.03</b>	<b>\$54,231.76</b>	<b>\$46,231.21</b>	<b>57%</b>
<b>5222</b>									
5222.000	Postage	13,334.00	.00	13,334.00	.00	.00	4,970.42	8,363.58	37
<b>5222 - Totals</b>		<b>\$13,334.00</b>	<b>\$0.00</b>	<b>\$13,334.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,970.42</b>	<b>\$8,363.58</b>	<b>37%</b>
<b>5223</b>									
5223.000	Tools & Small Equipment	3,334.00	.00	3,334.00	.00	.00	328.64	3,005.36	10
<b>5223 - Totals</b>		<b>\$3,334.00</b>	<b>\$0.00</b>	<b>\$3,334.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$328.64</b>	<b>\$3,005.36</b>	<b>10%</b>
<b>5224</b>									
5224.000	Dues and Publications	886.00	.00	886.00	.00	.00	732.00	154.00	83
<b>5224 - Totals</b>		<b>\$886.00</b>	<b>\$0.00</b>	<b>\$886.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$732.00</b>	<b>\$154.00</b>	<b>83%</b>
<b>5226</b>									
5226.000	Advertising	626.00	.00	626.00	.00	.00	.00	626.00	0
<b>5226 - Totals</b>		<b>\$626.00</b>	<b>\$0.00</b>	<b>\$626.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$626.00</b>	<b>0%</b>
<b>5227</b>									
5227.002	Rent-Equipment	750.00	.00	750.00	.00	.00	.00	750.00	0
<b>5227 - Totals</b>		<b>\$750.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>0%</b>
<b>5240</b>									
5240.000	Books & Publications	62,710.00	289.20	62,999.20	.00	8,729.81	42,002.82	12,266.57	81
<b>5240 - Totals</b>		<b>\$62,710.00</b>	<b>\$289.20</b>	<b>\$62,999.20</b>	<b>\$0.00</b>	<b>\$8,729.81</b>	<b>\$42,002.82</b>	<b>\$12,266.57</b>	<b>81%</b>
<b>5290</b>									
5290.000	Other Expenses	33,576.00	.00	33,576.00	.00	.00	1,277.03	32,298.97	4
<b>5290 - Totals</b>		<b>\$33,576.00</b>	<b>\$0.00</b>	<b>\$33,576.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,277.03</b>	<b>\$32,298.97</b>	<b>4%</b>
Department 041 - Library Totals		\$1,115,818.08	\$289.20	\$1,116,107.28	\$23,080.42	\$18,607.62	\$904,874.84	\$192,624.82	83%
Division 540 - Public Service Totals		\$1,115,818.08	\$289.20	\$1,116,107.28	\$23,080.42	\$18,607.62	\$904,874.84	\$192,624.82	83%
<b>EXPENSE TOTALS</b>		<b>\$1,115,818.08</b>	<b>\$289.20</b>	<b>\$1,116,107.28</b>	<b>\$23,080.42</b>	<b>\$18,607.62</b>	<b>\$904,874.84</b>	<b>\$192,624.82</b>	<b>83%</b>
Fund 100 - General Fund Totals									
<b>REVENUE TOTALS</b>		.00	.00	.00	.00	.00	.00	.00	+++
<b>EXPENSE TOTALS</b>		<b>1,115,818.08</b>	<b>289.20</b>	<b>1,116,107.28</b>	<b>23,080.42</b>	<b>18,607.62</b>	<b>904,874.84</b>	<b>192,624.82</b>	<b>83%</b>



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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 <b>100 - General Fund</b> Totals	(\$1,115,818.08)	(\$289.20)	(\$1,116,107.28)	(\$23,080.42)	(\$18,607.62)	(\$904,874.84)	(\$192,624.82)	
	Grand Totals								
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS	1,115,818.08	289.20	1,116,107.28	23,080.42	18,607.62	904,874.84	192,624.82	83%
	Grand Totals	(\$1,115,818.08)	(\$289.20)	(\$1,116,107.28)	(\$23,080.42)	(\$18,607.62)	(\$904,874.84)	(\$192,624.82)	