



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, October 14, 2020 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Library Board of Trustees meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by 3:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line Library Board of Trustees agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83732649817>

Or iPhone one-tap :

US: +16699006833,,83732649817# or +13462487799,,83732649817#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or
+1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 837 3264 9817

International numbers available: <https://us02web.zoom.us/j/83732649817>

Page

1. CALL TO ORDER
2. ROLL CALL
Chairperson: Lin Weber
Vice Chair: Terry Wood
Trustees: Emily Armstead, Skip Lane, David Slaby, Susan Swan, and Rebecca Wendt
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
City staff present at the meeting will be noted in the minutes.
3. PUBLIC FORUM
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing

the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.

4. REPORTS BY STAFF COMMITTEE:

Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**

5. CONSENT ITEMS:

Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

5.1. Library Board of Trustees Meeting Minutes of September 9, 2020

5 - 7

[SHPL Board Minutes Regular Meeting September 9, 2020](#)

6. SCHEDULED MATTERS:

6.1. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director

6.2. Discussion and Approval of Canceling November 11, 2020 Library Board of Trustees Regular Meeting due to Veterans Day - Chris Kreiden

6.3. Review of St. Helena Public Library's California Public Library Survey FY 19/20 Submission - Chris Kreiden

9 - 15

[St. Helena's CA Public Library Survey FY19-20](#)

6.4. Review of Library Statistics for September 2020 - Chris Kreiden, Library Director

17 - 19

[Library Statistics 2020 September](#)

6.5. Review of Monthly Library Operating Expense Report for September 2020 - Chris Kreiden

21 - 22

[Library Monthly Expense Report 2020 September](#)

7. ADJOURNMENT

The next regular meeting is scheduled for November 11, 2020 at 5:00 PM, at a location to be determined.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on October 8, 2020.



Chris Kreiden, Library Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28

CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL LIBRARY BOARD OF TRUSTEES MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the City of St. Helena will host a Virtual Library Board of Trustees Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment.

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Library Board of Trustees Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Library Board of Trustees Meetings:

1. Watch and Listen on Zoom.us by clicking on the link in the Library Board of Trustees Agenda
2. Listen only by calling the Zoom number listed on the Library Board of Trustees Agenda

Watch Library Board of Trustees Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

- a. Before joining the virtual Library Board of Trustees Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
- b. If you are logged into your account, Enter the **Meeting ID** listed on the Library Board of Trustees Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
- c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
- d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

1. Listen Only by Telephone:

- a. **Dial** the number listed on the Library Board of Trustees Agenda.
- b. At the prompt, enter the **Meeting ID** provided on the top of the Library Board of Trustees Meeting Agenda and **Press #. A participate ID is not required.**
- c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Library Board of Trustees Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chairperson will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in by 3:00 PM Prior to the Meeting to: publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO LIBRARY BOARD and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 3:00 PM will be attached to the agenda the following day.

2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

**Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, September 9th, 2020
Via Zoom**

1. **CALL TO ORDER:** Library Board Chairperson Lin Weber called the Regular Meeting of the Board of Trustees to order at 5:00 p.m.
2. **ROLL CALL:** Present were Vice Chair Terry Wood; Trustees Emily Armstead, David Slaby, Susan Swan, and Rebecca Wendt; Library Director Chris Kreiden; City Council Liaison Anna Chouteau; and Friends & Foundation Executive Director Maria Stel.
3. **PUBLIC FORUM:** No members of the public were present.
4. **REPORTS BY STAFF, COMMITTEES:** Chris reported that this year's Summer Reading Challenge ended Sept 1st. Although the Program was different this year as it was all online, it still drew 315 participants. Mariah has called businesses to thank them for promoting the program and participating in the scavenger hunt. Woodhouse Chocolate told Mariah that displaying the Summer Reading Challenge scavenger hunt posters in their windows is the first time they have allowed an outside entity to display signage.

Chris also reported that Lynne, Chris, Mariah, and Cecilia, met last week to plan a limited reopening of the library, which will be by appointment only. They are still working out staffing, but the hope is that patrons will be able to make appointments to come into the library starting October 1st.

5. CONSENT ITEMS:

- 5.1 **Library Board of Trustees Meeting Minutes of August 12, 2020** were approved.

6. SCHEDULED MATTERS:

- 6.1. **Presentation by Cindy Tzafopoulos, City of St. Helena City Clerk, on the Brown Act and the City's Boards and Commissions Protocols** - Ms. Tzafopoulos explained that the purpose behind the Brown Act is to ensure public participation in civic meetings, that is why all items to be discussed in meetings must be on the agenda, which must be posted for easy access by the public. Trustees viewed and discussed the presentation, in which Ms. Tzafopoulos stressed the importance of being careful with emails and especially with the Reply All option when responding to emails. Ms. Tzafopoulos also cautioned Trustees about being together at informal gatherings where the public might perceive that they are discussing business. She said Trustees should feel free to congregate but must never talk business when they do. Ms. Tzafopoulos also went over the rules for discussing non-agendized items at Library Board Meetings. In response to a Trustee question, Ms. Tzafopoulos explained that if a member of the public contacts a board member about a matter that has to do with either the City or the library, the Trustee should forward it on to Chris so it can be part of the record and added to the agenda for the next Board meeting. Anna explained that if she receives an email from a constituent that has been sent to the entire City Council, she removes the other councilmembers, and forwards it to Ms. Tzafopoulos, with a copy to the person who sent it, so it can be attached to next Council Meeting agenda. In response to a Trustee question, Anna

clarified that she only forwards the email if the sender requested that the comment be added to the agenda.

Emily asked if she and Susan, the two members of the subcommittee tasked with researching alternate voting methods for City committees, could meet with Ms. Tzafopoulos at a later date to discuss the issues they are researching. Ms. Tzafopoulos reiterated that votes cannot be private and that each Board member's vote on issues must be open and public. Emily said the subcommittee is trying to create a more comfortable voting process. Emily and Susan will reach out to Ms. Tzafopoulos with questions after they have completed their research.

- 6.2. Report from Friends & Foundation, St. Helena Public Library – Maria Stel, Friends & Foundation Executive Director** – Maria said she had completed the F&F's Annual report, included in this month's Library Board agenda packet. She also reported that Swan's Books in Walnut Creek is interested in the rare books donated to the F&F, which Maria tried without much success to sell on eBay, and which could be worth a few hundred dollars. Maria is currently at work on the F&F's annual appeal letter, to go out in early October. Maria's plan is to include a bookmark in the letter with a note to remind people of the *Bookmark Napa Valley* fundraiser and suggest that, even though *Bookmark* has been cancelled for 2021, donations are welcome to the F&F in lieu of event ticket sales and sponsorships.

The search for new F&F Board members continues; the board is interviewing a candidate for treasurer on Friday. Lin expressed her concern about the library budget given the loss of the proceeds from the cancelled *Bookmark*. Maria assured Trustees that the F&F will give the library the same grant every year even though fundraising dollars will be way down. Maria reminded Trustees about the anonymous \$100,000 gift to the Foundation in 2019, which was deposited into the F&F's investment account.

Lin asked Chris how the Tweed property that was bequeathed to both the library and the nursing program at PUC has fared during the recent fires. Chris has not heard anything about the property suffering any damage.

- 6.3 Review of Library Statistics for August 2020 - Chris Kreiden, Library Director** – There was a brief discussion of the circulation statistics for August. Chris said the lower circulation figures definitely reflect the loss of the patrons who typically come in to browse the shelves to select their books and aren't able to do so now; most patrons are checking out less because when coming in for their requests in the past they would checkout more items while browsing the shelves. Ebook circulation went up from 1,500 last August to 2,500 this year. August's circulation was less than July's, but it usually is. Anna asked if the library offers a reader's advisory service to match patrons with books they might like. Chris said staff is always happy to put together a list of recommended titles, and added that staff is highlighting new arrivals on the library's website and through emails. Susan mentioned that the NextRead resource on the library's website enables a patron to type in a title or author they liked and receive suggestions for similar reads. Chris also explained that if a patron searches the catalog for the title of a book they liked and clicks the button that says Read-Alikes on the left menu, the catalog will recommend similar books based on author, title, or subject.

- 6.4 Review of Monthly Library Operating Expense Report for August 2020 – Chris Kreiden** - Chris reported that staff is ordering materials again, and has just renewed the library's subscriptions to Mango languages and other digital resources.

7. ADJOURNMENT. The meeting was adjourned at 5:55 pm.

The September 9th regular meeting of the Library Board of Trustees minutes were adopted at the October 14th, 2020 Library Board of Trustees meeting.

Submitted by:
Susan Swan,
Recording Secretary

APPROVED:

ATTEST:

Lin Weber, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

California Public Library Survey

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

THE FIELDS (IN RED) BELOW ARE SYSTEM CALCULATED

Section 1 Directory and Administrative Information

1.1 Library ID

1.2 FSCS ID

1.3 Short Name

1.4 Library Name

Director (If position is not filled, enter "VACANT" in 1.6 and leave 1. 7 & 1.8 blank)

1.5 Courtesy Title

1.6 Director First Name

1.7 Director Middle Name

1.8 Director Last Name

1.9 Director Title

1.10 - 1.17 CSL only. Contact CSL with changes

1.10 Street Address

1.11 City

1.12 Zip

1.13 Zip +4

1.14 Mailing Address

1.15 Mailing City

1.16 Mailing Zip

1.17 Mailing Zip +4

1.18 Public Phone Number - Administration

1.19 Reference Phone Number

1.20 TDD for Deaf

1.21 Library Director's Email address

1.21a Include email in directory distributed to CA library directors?

1.22 Library's Public Email address or "Contact us" URL

1.23 Library's Web Address

1.24 Name of person completing this survey

1.25 Phone # of person completing this survey

1.26 Email address of person completing this survey

Section 1a. COVID-19 Data (all yes/no questions)

1.40 Closed outlets due to COVID

1.41 Public services during COVID

1.42 Added Electronic Materials during COVID

1.43 Electronic library cards **before** COVID

1.44 Electronic library cards **during** COVID

1.45 Reference service during COVID

1.46 Outside service during COVID

1.47 Live virtual programs during COVID

1.48 Recorded program content during COVID

- 1.49 External wifi access **before** COVID
- 1.50 External wifi access **added during** COVID
- 1.51 External wifi access **increased** during COVID
- 1.52 Staff reassigned during COVID

Section 2 Population and Outlets

- 2.1 Population of The Legal Service Area (CSL only)
- 2.2 Registered Users as of June 30
- 2.3 Children Borrowers
- 2.4 # of Central Libraries
- 2.5 # of Branch Libraries
- 2.6 # of Bookmobiles
- 2.7 **Total # of Outlets (auto calculated)**
- Total Square Footage (auto calculated in LibPAS from entries in outlets section)**
- 2.8

Section 3 Library Income

Operating Income

- 3.1 Local Government (all sources)
- 3.2 State Funds (e.g. CLSA, PLF, ELLI, etc.)
- 3.3 Federal Funds (e.g. LSTA or other)
- 3.4 All Other Operating Income
- 3.5 **Total Operating Income (auto calculated)**

Capital Income

- 3.7 Local Government (taxes and allocations)
- 3.8 State Funds
- 3.9 Federal Funds
- 3.10 Other Income
- 3.11 **Total Capital Outlay Income (auto calculated)**

Section 4 Library Expenditures

Staff Expenditures

- 4.1 Salary & Wages Expenditures
- 4.2 Employee Benefits Expenditures
- 4.3 **Total Staff Expenditures (auto calculated)**

Collection Expenditures

- 4.4 Print Materials Expenditures (except Serials)
- 4.5 Print Serial Subscription Expenditures
- 4.6 **Total Print Materials Expenditures (auto calculated)**
- 4.7 Electronic Materials Expenditures
- 4.8 Other Materials Expenditures
- 4.9 **Total Collection Expenditures (auto calculated)**

Other Expenditures

- 4.10 All Other Operating Expenditures

4.11 **Total Operating Expenditures (auto calculated)**

Capital Expenditures

4.12 Total Capital Expenditures

Section 5 Library Staff

- 5.1 Total count of persons employed - full and part time
- 5.2 ALA Librarians (FTE) who have accredited ALA Masters
- 5.3 FTE Total Librarians (ALA or other)
- 5.4 FTE All other paid staff
- 5.5 **Staff FTE (auto calculated)**
- 5.6 FTE Volunteers (Average FTE per week - not hours)

Section 6 Library Collections

- 6.1 Books Children Held as of June 30
- 6.2 Books Young Adult Held as of June 30
- 6.3 Total Print Materials Held
- 6.4 # of Electronic Books in Collection
- 6.5 # of Physical Audio Materials in Collection
- 6.6 # of Downloadable Audio Materials in Collection
- 6.7 # of Physical Video Materials in Collection
- 6.8 # of Downloadable Video Materials in Collection
- 6.9 # of Electronic Collections through Local and Other Funding in Collection
- 6.10 # of Electronic Collections through State Funding in Collection (no more than 3)
- 6.11 **# of Electronic Collections in Collection (auto calculated)**
- 6.12 # of Current Serial Subscriptions

Section 7 Library Services

- 7.1 **Hours Open, All Outlets (auto calculated in LibPAS with entries in outlets section)**
- 7.2 Library Visits
 - 7.2a Library visit reporting method
- 7.3 Reference Transactions
 - 7.3a Reference transactions reporting method

Circulation

- 7.4 Physical Item Circulation
- 7.5 Circulation of Childrens Materials
- 7.6 Circulation of Non English Materials
- 7.7 Circulation of Electronic Materials
- 7.8 Successful Retrieval of Electronic Information
- 7.9 **Electronic Content Use (auto calculated)**
- 7.10 **Total Circulation (auto calculated)**
- 7.11 **Total Collection Use (auto calculated)**
- 7.12 ILL loans to others

7.13	ILL loans received	
Live Programming		
7.14	# of Children's Programs	
7.14a	Live, In-person	
7.14b	Live, Virtual	
7.15	Children's Program Attendance	
7.15a	Live, In-person	
7.15b	Live, Virtual	
7.16	# of Young Adult Programs	
7.16a	Live, In-person	
7.16b	Live, Virtual	
7.17	Young Adult Program Attendance	
7.17a	Live, In-person	
7.17b	Live, Virtual	
7.18	# of Adult Programs	
7.18a	Live, In-person	
7.18b	Live, Virtual	
7.19	Adult Program Attendance	
7.19a	Live, In-person	
7.19b	Live, Virtual	
7.20	Of the above programs, how many were offsite?	
7.21	Attendance at offsite programs	
7.22	Total # of Programs (auto calculated)	
7.23	(auto calculated)Total Program Attendance	
Recorded Programming		
7.24	# recordings of program content	
7.25	# views of recorded program content	
7.26	# on-demand views of recorded live programs	
Electronic Services		
7.27	CIPA Compliant	
7.28	Annual Uses of Public Internet Computers	
7.29	Virtual Visits to the library website	
7.30	Wireless Sessions Per Year	
7.31	# of Internet Terminals (auto calculated from entries in Outlets sections)	

Section 8 Referenda

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

8.1	Referendum Election Date	
8.2	Referendum Local Agency	
8.3	Referendum Funding Purpose	
8.4	Referendum Type of Tax	
8.5	Referendum Percentage of Yes Votes	
8.6	Referendum Vote Required	
8.7	Referendum Vote Outcome	
8.8	Referendum Notes	

Notes

Section 10 Library Outlets

10.1-10.14 are CSL only. Contact CSL with changes

10.1	FSCSKey	
10.2	State assigned identification number	
10.3	Library Code	
10.4	Short Name	
10.5	Legal Name	
10.6	Physical Street Address	
10.7	City	
10.8	Zip Code	
10.9	Zip+4 Code	
10.10	Mailing Street Address	
10.11	Mailing City	
10.12	Mailing Zip Code	
10.13	Mailing Zip +4	
10.14	County	
10.15	Phone	
10.16	Outlet Type Code	
10.17	Facility Owned By	
10.18	Facility Update Needs	
10.19	Population Served	
10.20	Total Outlet Staff FTE	
10.21	Hours Open, Weekly	
10.22	Hours Open, Annually	
10.23	Weeks Open, Annually	
10.23a	Number of weeks outlet closed due to COVID	
10.23b	Number of weeks outlet had limited occupancy during COVID	
10.24	Volumes Held	
10.25	Circulation	
10.26	Total Outlet Operating Expenditures	
10.27	Year Built	
10.28	Date Library Opened (mm/yyyy)	
10.29	Year Library Remodeled	
10.30	Is this Outlet LEED certified?	
10.31	Size in Square Feet of outlet	
10.32	Number of Reader Seats	
10.33	Days Per Week Library is Open to the Public	
10.34	Paid staff?	
10.35	Housed in Separate Quarters?	
10.36	Established Scheduled Hours for Public Service?	
10.37	Degree of Adequacy of this Facility	
10.38	Number of Internet Terminals - General Public	
10.39	What is your library's highest connection speed to the Internet?	
10.40	Is Wireless available at this location?	

- 10.41 Wifi Network name
- 10.42 User name required?
- 10.43 User name
- 10.44 Password required?
- 10.45 Password
- 10.46 Is wifi network available 24/7?
- 10.47a If not, when is it available? Start Time
- 10.47b If not, when is it available? End time
- 10.48 Maximum number of users at one time
- 10.49 Name of internet provider (e.g. AT&T)

Notes

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:10/5/2020

9/1/2020 to 9/30/2020

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	98	217	14	110
Adult Book on Tape	2	1	0	0
Adult Compact Disc	40	194	0	63
Adult Digital Audio Book	0	2	0	0
Adult Fiction	557	1,135	43	541
Adult Non Fiction	550	1,025	47	325
Adult Paperback Book	0	1	0	0
Adult Periodical	18	24	0	21
Blu-Ray - Educational	1	3	0	0
Blu-Ray - Feature Film	13	17	0	0
Blu-Ray - Juvenile Feature	1	1	0	0
DVD - Educational	128	178	50	62
DVD - Feature Film	666	1,276	80	615
DVD - Foreign Language	25	44	3	0
DVD - Juvenile Educational	7	13	0	5
DVD - Juvenile Feature Film	85	161	6	126
DVD - Juvenile Foreign Lang	1	1	0	0
Easy Reader	94	180	7	88
Juvenile Book on CD	30	66	11	48
Juvenile Book on Tape	1	0	0	0
Juvenile CD Non-English	1	1	0	0
Juvenile Compact Disc	6	13	2	26
Juvenile Digital Audio Book	2	3	0	0
Juvenile Fiction	462	836	51	412
Juvenile Non-Fiction	377	621	49	281
Juvenile Paperback Book	57	91	2	57
Juvenile Spanish	45	27	0	49
Mixed Media Kit	0	1	0	0
Non-Circulating	0	0	0	32
Picture Books (EASY)	351	761	37	448
Video - Info/Educ/Recreation	0	0	0	1
Video - Juvenile Feature Film	1	1	0	0
Young Adult Book on CD	5	14	0	10
Young Adult CD	0	0	0	1
Young Adult Fiction	94	184	17	70
Young Adult Non-Fiction	20	26	0	1
Young Adult Paperback book	10	16	1	20
TOTAL:				
St. Helena Public Library	3,748	7,134	420	3,412
GRAND TOTAL:	3,748	7,134	420	3,412

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS				September 2020	FY 20/21
DIGITAL CIRCULATION					
E-BOOKS					
	THIS YEAR	LAST YEAR			
Hoopla	135	51			
Overdrive	602	349			
TOTAL	737	400			
AUDIOBOOKS					
Hoopla	326	134			
Overdrive	478	448			
TOTAL	804	582			
MOVIES & TELEVISION					
Hoopla	130	80			
Kanopy	455	223			
TOTAL	585	303			
MUSIC					
Hoopla	12	11			
TOTAL	12	11			
PERIODICALS					
RB Digital	125	117			
TOTAL	125	117			
CHILDRENS					
BookFlix	40	-			
TOTAL	40	-			
TOTAL DIGITAL CIRCULATION	2,303	1,413			
PROVIDER					
Hoopla				603	
Kanopy				455	
Overdrive				1080	
RB Digital				125	
BookFlix				40	
TOTAL				2303	

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:10/5/2020

9/1/2019 to 9/30/2019

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	545	779	55	164
Adult Book on Tape	10	12	2	4
Adult CD Non-English Language	0	0	2	0
Adult Compact Disc	179	318	11	140
Adult Digital Audio Book	1	7	2	0
Adult Fiction	1,189	1,848	91	459
Adult Non Fiction	1,033	1,701	186	449
Adult Paperback Book	5	7	0	0
Adult Periodical	58	66	8	48
Blu-Ray - Educational	0	1	0	0
Blu-Ray - Feature Film	2	12	0	0
DVD - Educational	337	417	78	83
DVD - Feature Film	2,060	2,859	120	621
DVD - Foreign Language	24	50	1	0
DVD - Juvenile Educational	10	26	2	8
DVD - Juvenile Feature Film	417	620	91	206
DVD - Juvenile Spanish Lang.	0	1	0	0
Easy Reader	370	349	76	60
Juvenile Book on CD	84	101	36	59
Juvenile Compact Disc	19	32	11	15
Juvenile Digital Audio Book	0	4	0	0
Juvenile Fiction	846	998	275	187
Juvenile Non-Fiction	693	983	117	313
Juvenile Paperback Book	97	94	34	33
Juvenile Spanish	103	126	19	53
Link+ Book	34	39	0	9
Link+ Media	22	21	0	9
Link+ Media - 1 week	9	11	0	1
Mixed Media Kit	0	1	0	0
Non-Circulating	0	0	0	2
Picture Books (EASY)	1,031	1,217	82	453
Video - Feature Film	0	0	0	1
Video - Juvenile Feature Film	1	2	0	0
Young Adult Book on CD	2	8	0	6
Young Adult CD	0	1	1	0
Young Adult Fiction	114	168	50	64
Young Adult Non-Fiction	11	26	0	1
Young Adult Paperback book	15	39	0	22
TOTAL:				
St. Helena Public Library	9,321	12,944	1,350	3,470
GRAND TOTAL:				
	9,321	12,944	1,350	3,470

General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 10/08/20 13:41:44
Period 01 - 04
Fiscal Year 2021

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	397,871.00	0.00	104,786.05	293,084.95	73.66
101-46-00-20-20	TempPart Time	33,895.00	0.00	8,035.82	25,859.18	76.29
101-46-00-20-30	Overtime	0.00	0.00	92.55	-92.55	0.00
101-46-00-20-37	Holiday Pay	1,724.00	0.00	143.34	1,580.66	91.69
101-46-00-20-40	FICAMedicare	32,762.00	0.00	8,638.07	24,123.93	73.63
101-46-00-20-45	Employer PERS	34,389.00	0.00	8,041.50	26,347.50	76.62
101-46-00-20-47	PERS Unfunded Liability	71,967.00	0.00	71,967.00	0.00	0.00
101-46-00-20-55	Health Insurance	122,083.00	0.00	25,890.87	96,192.13	78.79
101-46-00-20-61	Workers Comp	33,911.00	0.00	7,833.21	26,077.79	76.90
101-46-00-20-65	SDI	3,766.00	0.00	1,047.36	2,718.64	72.19
101-46-00-20-75	Deferred Comp	3,883.00	0.00	92.86	3,790.14	97.61
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>500.00</u>	<u>1,900.00</u>	<u>79.17</u>
20	Salaries & Benefits	738,651.00	0.00	237,068.63	501,582.37	67.91
101-46-00-21-10	Communications	14,500.00	2,632.74	3,929.11	7,938.15	54.75
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	50,000.00	0.00	5,423.63	44,576.37	89.15
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	1,783.63	8,216.37	82.16
101-46-00-21-45	Other Contract Services	104,550.00	0.00	507.68	104,042.32	99.51
101-46-00-21-55	Training & Conference	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
21	Services	180,550.00	2,632.74	11,644.05	166,273.21	92.09
101-46-00-22-07	Copies	3,000.00	0.00	159.23	2,840.77	94.69
101-46-00-22-12	Computer Equipment	500.00	0.00	0.00	500.00	100.00
101-46-00-22-13	Office Supplies	1,500.00	0.00	0.00	1,500.00	100.00
101-46-00-22-15	Special Department Supplies	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
22	Supplies	6,000.00	0.00	159.23	5,840.77	97.35
101-46-00-23-35	Software Maintenance	<u>7,500.00</u>	<u>0.00</u>	<u>6,596.00</u>	<u>904.00</u>	<u>12.05</u>
23	Maintenance	7,500.00	0.00	6,596.00	904.00	12.05
101-46-00-24-25	Taxes & Other Charges	<u>11,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,500.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	11,500.00	0.00	0.00	11,500.00	100.00
00	Administration	944,201.00	2,632.74	255,467.91	686,100.35	72.66
218	Public Library					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
46	Foundation Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,288.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,288.00</u>	<u>100.00</u>
26	Capital	1,288.00	0.00	0.00	1,288.00	100.00
00	Administration	1,288.00	0.00	0.00	1,288.00	100.00
219	CLSA State Library Grant					
46	Library					
219-46-00-22-12	Computer Equipment	<u>1,350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,350.00</u>	<u>100.00</u>
22	Supplies	1,350.00	0.00	0.00	1,350.00	100.00
00	Administration	1,350.00	0.00	0.00	1,350.00	100.00
380	Friends and Foundation Library					
46	Library					
380-46-00-20-20	TempPart Time	48,743.00	0.00	12,355.37	36,387.63	74.65
380-46-00-20-37	Holiday Pay	2,440.00	0.00	400.84	2,039.16	83.57
380-46-00-20-40	FICAMedicare	<u>3,915.00</u>	<u>0.00</u>	<u>975.78</u>	<u>2,939.22</u>	<u>75.08</u>
20	Salaries & Benefits	55,098.00	0.00	13,731.99	41,366.01	75.08
380-46-00-22-16	Library Materials	58,000.00	50,368.48	7,631.52	0.00	0.00
380-46-00-22-40	Programming	15,000.00	0.00	0.00	15,000.00	100.00
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
22	Supplies	73,500.00	50,368.48	7,631.52	15,500.00	21.09
00	Administration	128,598.00	50,368.48	21,363.51	56,866.01	44.22
382	Martin Estate Trust Library					
46	Library					
382-46-00-23-35	Software Maintenance	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>100.00</u>
23	Maintenance	700.00	0.00	0.00	700.00	100.00
00	Administration	700.00	0.00	0.00	700.00	100.00
384	Tweed Trust Library					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	285.71	4,714.29	94.29
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>6,733.64</u>	<u>38,266.36</u>	<u>85.04</u>
22	Supplies	50,000.00	0.00	7,019.35	42,980.65	85.96
00	Administration	50,000.00	0.00	7,019.35	42,980.65	85.96
Grand Total		1,126,137.00	53,001.22	283,850.77	789,285.01	0.7009