



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, December 9, 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/87594328927>

Or iPhone one-tap :

US: +16699006833,,87594328927# or +13462487799,,87594328927#

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: 875 9432 8927

International numbers available: <https://us02web.zoom.us/j/87594328927>

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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 October 14, 2020 5 - 7
[SHPL Board Minutes Regular Meeting October 2020](#)

6. SCHEDULED MATTERS:

- 6.1. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director
- 6.2. Update on the Library's Reopening and Review of the Library's Safety Protocols - Chris Kreiden 9 - 14
[COSH Reopening Safety Protocol - Library Site Plan Revised 11-20](#)
- 6.3. Review of Library Statistics for October 2020 - Chris Kreiden 15 - 17
[Library Statistics 2020 October](#)
- 6.4. Review of Library Statistics for November 2020 - Chris Kreiden 19 - 21
[Library Statistics 2020 November](#)
- 6.5. Review of Monthly Library Operating Expense Report for November 2020 - Chris Kreiden 23 - 24
[Library Monthly Expense Report 2020 November](#)

7. ADJOURNMENT

The next regular meeting is scheduled for January 13, 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 December 4, 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, October 14, 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; Friends & Foundation Executive Director Maria Stel; and Community member Janet Myers.
- 3. PUBLIC FORUM:** No public comments were made.

4. REPORTS BY STAFF, COMMITTEES:

Chris reported that the library had been closed for a few days during the period of voluntary evacuation. City Manager Mark Prestwich thought it best that staff not drive into town from outer areas, not only so that extra people would not be on the roads, but also because the smoke was so bad. The phones were not working for three days but are now back up and running. The library is still being tested for air quality, but air filters have been put in place and the air quality is much improved. Staff members are working shorter shifts, so they do not have to be in the building for prolonged periods of time. The library is still open to patrons for curbside pickup of items they have placed on hold. Staff is once again moving toward reopening the library on a by-appointment-only basis. The City has safety protocols in place, so Chris is not quite sure when the library will be deemed ready for its limited opening.

Chris reported that Easy Voter guides have arrived and are available for pick up at the library. Patrons may call to have a guide put outside on the hold cart. Chris also mentioned that there is a ballot box outside the library for people to safely drop off their completed election ballots, and that there have been quite a number of ballots dropped off already.

Patrons have been taking full advantage of being able to pick up non-book items from the library. For example, in mid-September, staff put together 45 kits for making tissue paper flowers, and they were gone within 2 days. Staff received a thank you from one of the parents with pictures of the flowers her boys had made.

Mariah, Clara, and Leslie are planning something special for Halloween. One idea they have is for children to come to the library in costume to have their picture taken and receive a treat. Staff will advertise the festivities via email and on Facebook. A community member donated a load of pumpkins, so staff was able to decorate the holds cart with a fall theme.

Anna asked Chris to remind her how to be added to the email list. Chris explained that if patrons click the button on the library's website to sign up for newsletters, they will be taken to a form and after submitting their email address it will be added to the email list.

5. CONSENT ITEMS:

- 5.1 Library Board of Trustees Meeting Minutes of September 9, 2020 were**

approved. Lin wondered whether the roll call should include the names of Trustees not present at Board meetings. Susan said that during her tenure as secretary she has never listed the names of absentees because Trustees have legitimate reasons for being unable to attend a meeting now and then, and publishing their names as absentee would not serve any purpose. Trustees decided that this item does not need to be agendaized and that the names of absentees do not need to be included in the roll call.

6. SCHEDULED MATTERS:

- 6.1 Report from Friends & Foundation, St. Helena Public Library – Maria Stel, Friends & Foundation Executive Director** – Maria reported that the Friends & Foundation had sent a letter out in August or September to its regular *Bookmark Napa Valley* sponsors saying that the F&F would normally be asking for sponsorship donations, but that because *Bookmark* has been cancelled for 2021, the group is seeking donations to the F&F instead. The F&F received just \$11,000 in response, a fraction of what they would normally receive in sponsorship donations. Maria also typically sends a solicitation letter out to the community in October to coincide with Friends of the Library week, and the envelopes have already been stuffed with the letter and a bookmark incentive encouraging patrons to stay home and read a book, but Maria has held off on mailing them because she does not believe it's appropriate to send them at this time with the fire devastation. Discussion followed about the appropriate timing of the solicitation letters, possibly after the election.

Maria reported that she met with the owner of Swan Books, who bought eight of the rare books donated to the F&F.

The F&F is still looking for board members, and had interviewed a candidate for the treasurer position, but the woman lost her home in the fire. Maria will reach out to her at some point. The search for new, younger F&F board members continues.

- 6.2 Discussion and Approval of Cancelling November 11, 2020 Library Board of Trustees Regular Meeting due to Veterans Day – Chris Kreiden, Library Director** – Trustees voted unanimously to cancel the November Board meeting.

- 6.3 Review of St. Helena Public Library's California Public Library Survey FY 19/20 submission - Chris Kreiden** – Trustees reviewed the Survey responses that Chris drafted for 2019-2020, which are due to the California State Library at the beginning of November. In response to a Trustee question about why the SHPL has hosted no live virtual programs during the COVID shut downs (one of the survey questions), Chris explained that staff had decided against live virtual programs because patrons can easily access live events online through other libraries with larger staffs. In addition, fulltime library staff were asked to perform essential City work and to not do library work during the initial library closure. Mariah, Leslie, and Clara have, however, videorecorded story times and posted them on the library website and Facebook; while they are not considered live, they have been extremely well viewed. While Chris's report responses indicate that they have recorded and posted 10 story times, staff has filmed five more since June 30th, the cutoff date for the 19/20 report.

Chris also explained that because the survey covers library information from July 1, 2019 through June 30, 2020, some changes in library staffing, etc., since June 30th are not reflected in this year's survey responses, but will be reflected in next year's

report. In response to a question about the library's service area, Chris explained that according to the California State Library, St. Helena's service area is only within the city limits and the California Department of Finance supplies those figures, however later in the survey, when asked about population served by the outlet, she supplies a figure that includes the population numbers for St. Helena, Deer Park and Angwin.

6.4 Review of Library Statistics for September 2020 - Chris. Kreiden, Library Director -
More people seem to be checking out books again, but the statistics still reflect the loss of browsers.

6.5. Review of Monthly Library Operating Expense Report for September 2020 – Chris Kreiden, Library Director - Trustees reviewed the report and discussed briefly.

7. ADJOURNMENT. The meeting was adjourned at 5:45 pm.

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

Submitted by:
Susan Swan,
Recording Secretary

APPROVED:

ATTEST:

Lin Weber, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

Library Specific Protocol

CITY FACILITY	WIDESPREAD	SUBSTANTIAL	MODERATE	MINIMAL
LIBRARY	Open with Modifications; capacity 25%	Open with Modifications; capacity 50%	Indoor with Modifications	Indoor with Modifications

CITY FACILITY	MAX OCCUPANCY	WIDESPREAD %	SUBSTANTIAL %	MODERATE %	MINIMAL %
LIBRARY	275	69	138	275	275

PHASE 1: No Contact Curbside and Delivery Service Building Closed to the Public

Library Service to the Public

- Hours of curbside service are planned for Monday through Friday 10:00 am to 5:30 pm and Saturday 12:00 pm to 5:00 pm. Library hours of service could be adjusted due to inadequate staffing or resources.
- The doors to the library will be kept closed and locked.
- No donations of materials will be accepted.
 - If donations are left onsite, and are not already boxed or bagged, they are to be placed in cardboard boxes. All donated materials will be placed in a 96hr quarantine.
- Ensure press, publicity, signs, policies, and public information is prepared, posted, and disseminated regarding services as needed. Materials should be available in Spanish and English whenever possible, and signage should use pictures to illustrate procedures whenever possible.
- Continue to promote the digital and virtual content. Publicity should also be sure to make patrons aware of the three-day quarantine of materials before they are checked in and should expect this delay before items are removed from their records.

Curbside Pick-up for Library

- Curbside pick-up will be for items patrons request online, over the phone, or through the Library's website chat feature. Patrons should make an appointment to make use of the curbside pick-up service.
- Staff will place pre-ordered items on a table in the designated curbside pick-up location. Items for pickup will be checked out to the patron and placed in a bundle with the last name and first initial.
- Staff will disinfect tables or carts before placing items upon them.

- If a patron has mobility issues, the library will provide accommodations. These accommodations can include placing bagged items in the trunk of a patron's vehicle if they call the library upon arrival for pickup.
- Library will implement a contactless return system following recommendations set forth by the CDC and the Institute of Museum and Library Services (IMLS).
- All returns of materials will only be accepted through the exterior book return.

Delivery Service for Library

- Library will implement contactless deliveries. In preparation for delivery, staff will check materials requested out to patron and place in a bag with the last name and address. Staff will leave items at a doorstep.
- Staff will only deliver materials and will not accept any materials to be returned to the library.
- There will be no contact between staff and patron and all social distancing guidelines are to be followed.
- Vehicle will be cleaned by driver between delivery shifts. This will include the steering wheel, gearshift, signaling levers, seat adjustments, door handles, controls, console, trunk/cargo area, etc.
- Hand sanitizer and gloves will be provided.
- There will only be one person delivering in the vehicle at a time. Gloves and masks will be worn at all times.
- Driver will limit contact with frequently touched surfaces during deliveries such as door handles. Doorbells will not be rung.

Staff Safety

- Library continues to be cleaned daily.
- Ensure library has an adequate supply of cleaning supplies, face masks, and gloves on hand. Hand sanitizer available at all staff workstations and in areas.
- Employee work hours/schedules may be adjusted to ensure social distancing can occur and to meet staffing needs.
- Follow all City of St. Helena safety protocols, including temperature and well-being checks at the beginning and end of shifts.
- Staff will not share equipment, workspaces, restrooms, and breakroom spaces, except when necessary. Equipment and surfaces must be wiped clean between use by different individuals.
- Staff work areas will be rearranged as needed to ensure social distancing. Staff will perform duties as needed while using social distancing guidelines. These duties may include things like assisting patrons, shelving books, working on staff computers, processing new materials, answering, or making phone calls, pulling and preparing library holds, and virtual programming and services.

- Items received in the book return bins will be placed on a book cart once per day. The carts will be labelled with the date and time and quarantined in the book drop for 96 hours before being checked in. Staff will follow all safety protocols including proper disinfection of hands and surfaces after handling items in the book return.
- If items need to be transported out of the book drop before the quarantine time is up, they must be placed in a sealed container or covered during transport to limit the spread of airborne particles. Deliveries will be left outside the staff entrance. Bins will be wiped down before being brought into the library and unpacked. These materials will have been quarantined for at least 96 hours before being checked in and routed to the library.

Customer Protocols for Visiting City Spaces

None for this phase as the building is not open to the public.

PHASE 2: Limited Entry into Building

Building open on limited appointment only basis

Library Service to the Public

- Continue to adhere to all guidelines as described in Phase 1.
- Continue contactless curbside pickup and encourage patrons to use the service as an alternative to visiting the library.
- Open the library to patrons on an appointment-based capacity.
 - In-person services are planned for Monday through Friday 10:00 am to 5:45 pm and Saturday 12:00 pm to 4:45 pm. Library hours of service could be adjusted due to inadequate staffing or resources.
 - Entry into building will be by appointment for personal librarian services, public computer, and to use printer, copier, or scanner.
 - Entry into building by patrons will be limited to a maximum capacity (*see chart at the beginning of this section*).
- All returns of materials will be required through the exterior book return. No returns will be accepted by library staff or through the front desk return.
- The doors to the library will remain locked and will be unlocked for patrons upon arrival.

Appointment Service to the Public

- Appointments are intended for computer or Wi-Fi use, browsing, and checking out materials, and/or customer assistance. Access is not intended for congregation or staying for the day. Staff may ask customers the intent of their visit at time of scheduling.
 - Patrons will be able to book an appointment to visit the library via scheduling online, over the phone, or through the library's website chat feature.
 - Staff will monitor time on an appointment schedule, patrons will be asked to vacate after their time is up.

Visitor Safety

- Library will take reasonable measures, including posting signage at entrances, in strategic and highly-visible locations, and in making appointments, to remind the public that they should use face coverings, practice physical distancing, and to use hand sanitizer.
- Library will display a set of clearly visible rules for patrons at entrance that are to be a condition of entry. The rules will include instructions to use hand sanitizer, wear face coverings during the visit, maintain physical distance from staff and other patrons, avoid unnecessary touching of surfaces, and changes to service. Whenever possible, the rules should be available digitally, include pictograms and be bilingual English and Spanish.
- Staff members are responsible for wiping down the service desk counters after each patron transaction.
- Implement measures to ensure physical distancing of at least six feet between staff and patrons and between people waiting in lines.
- Rearrange seating areas, tables, chairs, etc., and/or remove seats to discourage use and to allow for a minimum of six feet of physical distance between users.
 - Lounge chairs and seating will be removed to discourage lingering.
 - Children's area play furniture will be removed to discourage lingering.
 - All meeting rooms will be closed to the public. Appointments may be made for the California Room's special collection.
- Hand sanitizer stations will be made available near equipment and at service points.
- Use of self-checkout will be encouraged. Staff will sanitize at regular intervals.
- Internet computers will be by appointment with staff responsible for cleaning between patron users. Use will be limited to the duration of the appointment.
 - If patrons need assistance on the computer, staff will connect remotely from the front desk to assist patrons.
- Designated surfaces or book trucks will be made available for patrons to place books they are not checking out on. Ensuring that books that have been handled can be cleaned or quarantined before going back on the shelf. The library strongly discourages re-shelving while browsing.
- Disposable pencils will be made available for patrons to use and will be thrown away after use. Or library staff will provide pens to patrons what will be sanitized between usage.
- All loose flyers, handouts or frequently touched items will be removed.
 - Library calendars and flyers will be posted to view, patrons may take a photo or download the flyers from the library's website.
- Public restroom facilities will be available for members of the public. Library will not monitor or control access to public restrooms or sanitize after every use. Signs will be posted stating that public restrooms are cleaned as part of daily janitorial services.

Staff Safety

- Continue to adhere to all guidelines as described in Phase 1.
- Staff will maintain proper face coverings, gloves and sanitization practices when engaging with the public.
- All interactions with the public will be socially distanced at a minimum of 6 ft, behind plexiglass or remotely depending on the type of interaction.
- All customer facing service points will require the installation of industry standard plexiglass.

Customer Protocols for Visiting City Spaces

- Patrons must be wearing masks prior to entering the building and it must remain on for the time they are in the building.
 - Exceptions made for children under the age of 2 years old.
- All visitors must sanitize hands before entry into the building.
 - Sanitizing stations will be provided at entrance
- Public will enter building through the main entrance at an appointed time and will exit through the side emergency door by the public restrooms. Signage will be provided to indicate location of entry and exit.
 - During inclement weather, the curbside pickup station will be moved to the alcove at the main entrance of the library. Scheduled pickups will be arranged as to not coincide with building entry appointments.
- Children under the age of 10 must be attended by an adult or caregiver.
- Patrons may remain in the library for their appointed time of 45 minutes, patrons must vacate the building once their time is up.
- Patrons are asked to bring minimal belongings with them for their appointment time.
- Patrons must observe social distancing guidelines as established by signage at entry and throughout the building as a condition of entry.
 - All signage will be prominently displayed, signage will be bilingual English and Spanish as well as use pictograms when possible.
- Patrons are not to linger, congregate or lounge in the library.

PHASE 3: Open Entry into Building

Full protocol TBD at a later date

- Building open with capacity limits set by governing authority.
- Continue to adhere to all guidelines as described in Phase 1 and 2.
- Arrange seating areas, tables, and chairs to allow for a minimum of six feet of physical distance between users.
- Staff responsible for regular cleaning protocols throughout the day: internet computers, copier, self-charge machines, tabletops, counter tops.

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/6/2020

10/1/2020 to 10/31/2020

St. Helena Public Library				ON-SHELF
	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>RETURNS</u>
Adult Book on CD	73	249	2	106
Adult Book on Tape	0	0	2	0
Adult Compact Disc	19	104	1	85
Adult Fiction	446	1,041	15	552
Adult Non Fiction	397	923	43	361
Adult Paperback Book	1	1	0	0
Adult Periodical	6	16	0	21
Blu-Ray - Feature Film	14	32	0	0
Blu-Ray - Juvenile Feature	2	3	0	0
DVD - Educational	118	209	57	64
DVD - Feature Film	560	1,167	90	688
DVD - Foreign Language	20	44	2	0
DVD - Juvenile Educational	4	13	1	1
DVD - Juvenile Feature Film	64	150	8	150
Easy Reader	53	163	9	102
Juvenile Book on CD	25	57	2	65
Juvenile Compact Disc	5	17	0	22
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	294	712	23	386
Juvenile Non-Fiction	273	663	57	268
Juvenile Paperback Book	21	77	5	30
Juvenile Spanish	13	43	3	26
Mixed Media Kit	1	1	0	1
Non-Circulating	0	0	0	2
Picture Books (EASY)	256	798	17	440
Video - Info/Educ/Recreation	0	1	0	0
Young Adult Book on CD	1	6	0	8
Young Adult CD	0	2	0	0
Young Adult Fiction	113	203	5	71
Young Adult Non-Fiction	6	19	3	0
Young Adult Paperback book	9	18	1	6
TOTAL:	2,794	6,733	346	3,455
GRAND TOTAL:	2,794	6,733	346	3,455

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	121	68
Overdrive	564	444
TOTAL	685	512
AUDIOBOOKS		
Hoopla	251	147
Overdrive	557	459
TOTAL	808	606
MOVIES & TELEVISION		
Hoopla	147	95
Kanopy	496	268
TOTAL	643	363
MUSIC		
Hoopla	15	18
TOTAL	15	18
PERIODICALS		
RB Digital	123	95
TOTAL	123	95
CHILDRENS		
BookFlix	34	-
TOTAL	34	-
TOTAL DIGITAL CIRCULATION	2,308	1,594

PROVIDER	TOTAL
Hoopla	534
Kanopy	496
Overdrive	1121
RB Digital	123
BookFlix	34
	2308

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/6/2020

10/1/2018 to 10/31/2019

St. Helena Public Library

ON-SHELF

	CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD	411	625	54	137
Adult Book on Tape	11	14	2	2
Adult CD Non-English Language	0	1	0	0
Adult Compact Disc	177	315	8	118
Adult Digital Audio Book	7	10	0	0
Adult Fiction	1,322	1,813	89	491
Adult Non Fiction	895	1,617	164	425
Adult Paperback Book	1	7	0	0
Adult Periodical	117	107	1	79
Blu-Ray - Educational	2	1	0	0
Blu-Ray - Feature Film	8	17	0	0
DVD - Educational	280	424	44	59
DVD - Feature Film	2,006	2,713	134	564
DVD - Foreign Language	13	38	1	0
DVD - Juvenile Educational	10	24	0	10
DVD - Juvenile Feature Film	434	591	65	262
DVD - Juvenile Spanish Lang.	2	2	0	0
Easy Reader	310	392	49	93
Juvenile Book on CD	107	141	33	52
Juvenile CD Non-English	1	4	0	0
Juvenile Compact Disc	44	39	5	14
Juvenile Digital Audio Book	2	2	0	0
Juvenile Fiction	795	1,085	159	337
Juvenile Non-Fiction	600	843	134	253
Juvenile Paperback Book	72	110	12	62
Juvenile Spanish	133	139	25	59
Link+ Book	49	52	0	5
Link+ Media	15	15	0	3
Link+ Media - 1 week	1	1	0	0
Mixed Media Kit	4	3	0	0
Non-Circulating	2	0	0	1
Picture Books (EASY)	986	1,355	123	482
Video - Juvenile Feature Film	1	1	0	0
Young Adult Book on CD	2	4	0	3
Young Adult CD	1	1	0	0
Young Adult Fiction	92	215	15	94
Young Adult Non-Fiction	5	12	3	0
Young Adult Paperback book	18	31	2	20
TOTAL: St. Helena Public Library	8,936	12,764	1,122	3,625
GRAND TOTAL:	8,936	12,764	1,122	3,625

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:12/1/2020

11/1/2020 to 11/30/2020

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	154	260	2	113
Adult Book on Tape	0	1	0	1
Adult Compact Disc	33	115	0	127
Adult Digital Audio Book	1	1	0	0
Adult Fiction	510	1,106	6	489
Adult Non Fiction	551	1,013	13	422
Adult Paperback Book	1	2	0	0
Adult Periodical	3	10	0	18
Blu-Ray - Feature Film	19	44	0	0
Blu-Ray - Juvenile Feature	1	3	0	0
DVD - Educational	92	201	1	52
DVD - Feature Film	763	1,428	46	656
DVD - Foreign Language	18	39	0	0
DVD - Juvenile Educational	8	7	0	6
DVD - Juvenile Feature Film	72	175	3	190
DVD - Young Adult Educational	1	1	0	0
Easy Reader	69	179	1	101
Juvenile Book on CD	23	67	0	32
Juvenile CD Non-English	0	1	0	0
Juvenile Compact Disc	1	13	0	12
Juvenile Fiction	399	752	5	437
Juvenile Non-Fiction	215	662	7	228
Juvenile Paperback Book	39	55	0	77
Juvenile Spanish	6	40	0	25
Mixed Media Kit	1	2	0	0
Non-Circulating	0	0	0	1
Picture Books (EASY)	321	731	4	412
Video - Juvenile Feature Film	1	1	0	0
Young Adult Book on CD	5	5	0	6
Young Adult CD	0	1	0	2
Young Adult Fiction	104	249	3	72
Young Adult Non-Fiction	7	25	2	0
Young Adult Paperback book	9	23	0	23
TOTAL:	3,427	7,212	93	3,502
GRAND TOTAL:	3,427	7,212	93	3,502

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	106	50
Overdrive	528	343
TOTAL	634	393
AUDIOBOOKS		
Hoopla	337	136
Overdrive	571	434
TOTAL	908	570
MOVIES & TELEVISION		
Hoopla	192	76
Kanopy	383	355
TOTAL	575	431
MUSIC		
Hoopla	11	20
TOTAL	11	20
PERIODICALS		
RB Digital	116	107
TOTAL	116	107
CHILDRENS		
BookFlix	0	
TOTAL	-	-
TOTAL DIGITAL CIRCULATION	2,244	1,521

PROVIDER	TOTAL
Hoopla	646
Kanopy	383
Overdrive	1099
RB Digital	116
BookFlix	0
	2244

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 12/1/2020

11/1/201 to 11/30/2019

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	421	520	37	188
Adult Book on Tape	4	7	2	2
Adult Compact Disc	186	365	25	174
Adult Digital Audio Book	2	5	2	0
Adult Fiction	1,181	1,796	95	456
Adult Non Fiction	798	1,394	141	400
Adult Paperback Book	1	2	0	0
Adult Periodical	83	93	5	59
Blu-Ray - Educational	0	1	0	0
Blu-Ray - Feature Film	3	8	0	0
DVD - Educational	263	352	89	78
DVD - Feature Film	1,840	2,526	158	594
DVD - Foreign Language	11	23	2	1
DVD - Juvenile Educational	8	12	2	12
DVD - Juvenile Feature Film	447	579	77	281
DVD - Juvenile Spanish Lang.	1	0	0	0
Easy Reader	297	365	67	41
Juvenile Book on CD	66	102	23	38
Juvenile CD Non-English	1	2	0	0
Juvenile Compact Disc	25	30	5	16
Juvenile Digital Audio Book	1	1	0	0
Juvenile Fiction	760	1,005	264	225
Juvenile Non-Fiction	701	963	119	223
Juvenile Paperback Book	74	92	16	25
Juvenile Spanish	78	133	18	41
Link+ Book	34	34	0	3
Link+ Media	17	12	0	1
Link+ Media - 1 week	8	6	0	0
Mixed Media Kit	0	1	0	0
Non-Circulating	0	0	0	4
Picture Books (EASY)	1,015	1,429	194	347
Video - Juvenile Feature Film	0	1	0	0
Young Adult Book on CD	8	9	1	6
Young Adult CD	0	0	1	1
Young Adult Fiction	114	213	33	56
Young Adult Non-Fiction	8	17	2	0
Young Adult Paperback book	25	31	9	9
TOTAL:	8,481	12,129	1,387	3,281
GRAND TOTAL:	8,481	12,129	1,387	3,281

General Ledger Monthly Operating Expense Rpt



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Period 01 - 07
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	166,931.18	230,939.82	58.04
101-46-00-20-20	TempPart Time	33,895.00	0.00	12,407.77	21,487.23	63.39
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	13,675.09	19,086.91	58.26
101-46-00-20-45	Employer PERS	34,389.00	0.00	13,412.42	20,976.58	61.00
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	46,238.11	75,844.89	62.13
101-46-00-20-61	Workers Comp	33,911.00	0.00	15,666.42	18,244.58	53.80
101-46-00-20-65	SDI	3,766.00	0.00	1,512.91	2,253.09	59.83
101-46-00-20-75	Deferred Comp	3,883.00	0.00	145.40	3,737.60	96.26
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>900.00</u>	<u>1,500.00</u>	<u>62.50</u>
20	Salaries & Benefits	738,651.00	0.00	343,092.19	395,558.81	53.55
101-46-00-21-10	Communications	14,500.00	0.00	8,110.35	6,389.65	44.07
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	17,812.06	32,187.94	64.38
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	3,617.32	6,382.68	63.83
101-46-00-21-45	Other Contract Services	104,550.00	0.00	3,562.60	100,987.40	96.59
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	0.00	33,102.33	147,447.67	81.67
101-46-00-22-07	Copies	3,000.00	0.00	295.50	2,704.50	90.15
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	217.77	1,282.23	85.48
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	513.27	5,486.73	91.45
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	0.00	383,303.79	560,897.21	59.40
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	19,397.20	29,345.80	60.21
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>1,514.47</u>	<u>2,400.53</u>	<u>61.32</u>
20	Salaries & Benefits	55,098.00	0.00	21,312.51	33,785.49	61.32
380-46-00-22-16	Library Materials	58,000.00	43,661.50	14,338.50	0.00	0.00
380-46-00-22-40	Programming	15,000.00	0.00	376.38	14,623.62	97.49
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	43,661.50	14,714.88	15,123.62	20.58
00	Administration	128,598.00	43,661.50	36,027.39	48,909.11	38.03
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>10,350.94</u>	<u>34,649.06</u>	<u>77.00</u>
22	Supplies	50,000.00	0.00	10,636.65	39,363.35	78.73
00	Administration	50,000.00	0.00	10,636.65	39,363.35	78.73
Grand Total		1,126,137.00	43,661.50	429,967.83	652,507.67	0.5794