



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, January 13, 2021 @ 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/86434744698>

Or iPhone one-tap :

US: +16699006833,,86434744698# or +12532158782,,86434744698#

Or Telephone:

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

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

Webinar ID: 864 3474 4698

International numbers available: <https://us02web.zoom.us/j/kcQE7uHGk7>

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 December 9, 2020

5 - 7

[SHPL Board Minutes Regular Meeting December 2020](#)

6. SCHEDULED MATTERS:

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

6.2. Review of Library Statistics for December 2020 - Chris Kreiden, Library Director

9 - 11

[Library Circulation Statistics - 2020 December](#)

6.3. Review of Monthly Library Operating Expense Report for December 2020 - Chris Kreiden

13 - 14

[Library Monthly Expense Report - 2020 December](#)

6.4. Discussion of Possible Ideas for Trustee Assistance to Library - Terry Wood

7. ADJOURNMENT

The next regular meeting is scheduled for February 10, 2021 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 January 7, 2021.



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, December 9, 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, Skip Lane, 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 public comments were made.
4. **REPORTS BY STAFF, COMMITTEES:** Chris informed Trustees that the library will close for the holidays on December 24th and will reopen for curbside pickup on January 4th, the Monday after New Year's Day.

Chris also told Trustees that City Council approved the purchase of a generator for the library, which will be installed and up and running by April.

The libraries of SPLASH (Solano Partner Libraries & St. Helena) are discussing resuming the inter-library loan service Link+ in January, which will enable patrons to request books from other libraries outside the SPLASH consortium.

5. **CONSENT ITEMS:**

- 5.1. **Library Board of Trustees Meeting Minutes of October 14, 2020** were approved.

6. **SCHEDULED MATTERS:**

- 6.1. **Report from Friends & Foundation, St. Helena Public Library – Maria Stel, Friends & Foundation Executive Director** – Maria is retiring as Executive Director and has officially posted her job. The Friends & Foundation's board will be interviewing three excellent candidates next week, so there could be a new Executive Director at the January Library Board meeting. If so, Maria will also attend the meeting to officially pass the baton.

The Friends & Foundation's fall fundraising mailing went out on November 3rd. Out of respect for those who lost their homes in the recent fires, Maria removed people in several neighborhoods from the mailing list. So far, the letter campaign has raised about \$36,000, which includes about \$12,000 from past *Bookmark Napa Valley* sponsors who gave donations in lieu of event sponsorships, as the 2021 event has been cancelled. Last year's letter campaign raised almost \$40,000.

The F&F hosted an outdoor book sale at the library on December 2nd and 3rd, at which it raised almost \$400.

The F&F has two new board members who will be introduced and voted in next Wednesday. Maria had previously mentioned one of the women, who will likely serve as treasurer; another is a retired recruiter who has been helping Maria review resumes and will be on the interview committee for the new Executive Director. Anna

thanked Maria on behalf of City Council for her contribution to the City. Trustees also thanked Maria profusely for her nearly eight years of valuable service to the library and the community.

6.2. Update on the Library's Reopening and Review of the Library's Safety Protocols –

Chris Kreiden – Lin said she found the Library Specific Protocols included in the meeting packet to be confusing. Chris advised that she had included the protocols in the packet for information, and that City Manager Mark Prestwich has said there are currently no plans to reopen the library beyond curbside service. Chris explained that the different colors in the protocols align with the State's four tiers. Every county in California is assigned to a tier based on its test positivity and adjusted case rate. Napa County recently went straight from the yellow tier (minimal) to purple (widespread). The Napa Library is currently open, and does not plan to close its doors again, but St. Helena Public Library has been closed to in-person visitors and will remain so until further notice, with curbside pick-up available.

Anna wondered if people can access the library's Wi-Fi from outside the library. Chris confirmed that they can do so 24/7, and that IT will be updating some cabling and equipment to improve and extend the coverage to include more areas along Library Lane. In response to Lin's question about whether patrons know they can access Wi-Fi outside the library, Chris said she will include information about Wi-Fi accessibility in the email being sent out about the library closure. Discussion followed about the possibility of adding outdoor seating for people to use while accessing the library's Wi-Fi. Chris said there are no plans to add additional seating, as most people access the Wi-Fi from their cars, but added that if there is an increased demand for tables, staff could put more tables out, weather permitting.

Susan questioned the Phase 2 guidelines that allow the library's restroom to be open to the public if the library opens for limited use. Chris said the guidelines for bathroom use were taken from Solano County's guidelines. Anna said she believes that everyone needs a free, accessible restroom, which is why the City has kept the park restrooms open during COVID.

6.3. Review of Library Statistics for October 2020 - Chris. Kreiden, Library Director -

Chris reported that staff handed out 57 gratitude journals to patrons for a Thanksgiving crafts project. Staff typically gives out about 40 crafts projects and they are usually gone within two days. Terry said people told her they loved the journals. Chris reported that the first batch of gingerbread houses was handed out today. Leslie baked 20 of them, and they were all snatched up quickly even though staff had not yet advertised them. During the next two weeks, craft supplies will be available for making ornaments and Christmas collages.

The Library hosted its first virtual program on Friday about Christmas traditions, for which 18 people made reservations in the first 24 hours. Thirty-six people RSVP'd for the event, and 25 people attended.

Staff is planning a virtual Chicago Beer tasting in January. The library will provide beer samples for the registered participants who come to the library and show their ID. They will then be given the beer samples to take home to taste during the virtual event.

Trustees reviewed the October and November circulation statistics, which are, respectively, at about 30% and 40% of last year's. As Chris has explained in the past, the decrease in circulation is partially attributable to patrons being unable to

browse the shelves, and instead must know what they want in advance and request them for pick up. Chris explained that, based on her conversations with other library directors, SHPL's circulation statistics are very typical of library circulation right now.

Chris said the library's new automatic renewals are going well, and explained that, three days before an item is due, the system will renew it if there is no hold on it and the renewal limit has not been reached. Chris explained the renewal statistics on the Circulation by Media sheet only show those done by staff at the Library, renewals that were made by people calling the library. Automatic renewals are attributed to a different branch shared by the consortium so are not reflected in the Circulation by Media sheet but found by extrapolating data from a different report. Chris will include the automatic renewal figures in the next State report since renewals are included in the circulation number.

6.4. Review of Library Statistics for November 2020 - Chris. Kreiden, Library Director - Trustees reviewed the November library statistics.

6.5. Review of Monthly Library Operating Expense Report for November 2020 – Chris Kreiden, Library Director – In response to Lin's question about unused funds this year due to the library being closed, Chris explained that any General Fund monies remaining at the end of the fiscal year will go back into the City's General Fund. The Friends & Foundation kindly rolled over unused funds from last year to this year, and Chris assumes the F&F will roll over any unused funds this year, too. Chris also mentioned that the F&F allowed her to use some funds for unplanned expenses, such as the Wi-Fi extension discussed above, which was not in the original plan. Unused Tweed funds stay in the bank account for that fund for future library use.

Terry said that she and Lin had been discussing how much talent there is on the Library Board of Trustees and asked Chris if there is anything else the Board can do to help the library. Chris mentioned that Lin and Terry write articles in support of the library for *The St. Helena Star*, which is helpful. Unfortunately, no one can volunteer within the library right now because the library is closed to the public. Trustees decided that everyone should come up with ideas to help Chris and the library a bit more than we are currently helping. Chris will agendaize for the next meeting in January discussion of how Trustees can give more of their time and talents to support the library.

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

The December 9, 2020 regular meeting of the Library Board of Trustees minutes were adopted at the January 13, 2021 Library Board of Trustees meeting.

Submitted by:
Susan Swan,
Recording Secretary

APPROVED:

ATTEST:

Lin Weber, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:1/5/2021

12/1/2019 to 12/31/2020

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	108	229	4	118
Adult Book on Tape	1	0	0	0
Adult Compact Disc	24	141	0	138
Adult Digital Audio Book	1	2	0	0
Adult Fiction	559	1,184	6	521
Adult Non Fiction	545	1,183	22	348
Adult Paperback Book	3	5	0	0
Adult Periodical	18	15	0	19
Blu-Ray - Feature Film	28	59	0	0
Blu-Ray - Juvenile Feature	0	5	0	0
DVD - Educational	124	229	1	54
DVD - Feature Film	657	1,386	18	680
DVD - Foreign Language	22	39	0	2
DVD - Juvenile Educational	15	26	4	8
DVD - Juvenile Feature Film	76	193	1	236
DVD - Juvenile Foreign Lang	2	3	0	0
DVD - Young Adult Educational	0	1	0	0
Easy Reader	47	170	4	72
Juvenile Book on CD	14	45	0	31
Juvenile Compact Disc	8	17	0	49
Juvenile Fiction	302	690	1	414
Juvenile Non-Fiction	232	573	6	196
Juvenile Paperback Book	31	54	0	57
Juvenile Spanish	3	14	0	17
Mixed Media Kit	0	2	0	1
Non-Circulating	0	1	0	2
Picture Books (EASY)	310	746	9	428
Video - Juvenile Feature Film	0	1	0	0
Video Game	2	3	0	0
Young Adult Book on CD	2	6	0	5
Young Adult CD	0	1	0	0
Young Adult Fiction	96	188	0	74
Young Adult Non-Fiction	10	17	0	0
Young Adult Paperback book	5	24	0	13
TOTAL:				
St. Helena Public Library	3,245	7,252	76	3,483
GRAND TOTAL:				
	3,245	7,252	76	3,483

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	137	74
Overdrive	603	394
TOTAL	740	468
AUDIOBOOKS		
Hoopla	268	169
Overdrive	587	461
TOTAL	855	630
MOVIES & TELEVISION		
Hoopla	130	99
Kanopy	525	171
TOTAL	655	270
MUSIC		
Hoopla	13	32
TOTAL	13	32
PERIODICALS		
RB Digital	101	95
TOTAL	101	95
CHILDRENS		
BookFlix	194	-
TOTAL	194	-
TOTAL DIGITAL CIRCULATION	2,558	1,495

PROVIDER	TOTAL
Hoopla	548
Kanopy	525
Overdrive	1190
RB Digital	101
BookFlix	194
TOTAL	2558

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 1/5/2021

12/1/2018 to 12/31/2019

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	450	706	22	142
Adult Book on Tape	8	10	2	7
Adult CD Non-English Language	0	0	1	0
Adult Compact Disc	245	430	21	120
Adult Digital Audio Book	3	7	1	0
Adult Fiction	1,308	1,864	133	405
Adult Non Fiction	928	1,617	133	411
Adult Paperback Book	0	2	0	0
Adult Periodical	80	82	9	59
Blu-Ray - Feature Film	3	8	0	0
DVD - Educational	278	380	48	53
DVD - Feature Film	2,322	2,964	149	552
DVD - Foreign Language	32	54	1	0
DVD - Juvenile Educational	4	14	1	8
DVD - Juvenile Feature Film	464	679	79	314
DVD - Juvenile Spanish Lang.	0	1	0	0
Easy Reader	262	393	93	107
Juvenile Audio Cassette	0	1	0	0
Juvenile Book on CD	90	111	35	34
Juvenile Compact Disc	36	42	10	17
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	718	1,015	155	223
Juvenile Non-Fiction	422	937	161	246
Juvenile Paperback Book	67	100	9	25
Juvenile Spanish	92	100	32	56
Link+ Book	38	41	0	6
Link+ Media	14	23	0	4
Link+ Media - 1 week	3	5	0	0
Mixed Media Kit	5	6	0	1
Non-Circulating	1	1	0	0
Picture Books (EASY)	943	1,416	145	396
WiFi Hotspot	0	1	0	0
Young Adult Book on CD	8	12	1	12
Young Adult CD	0	3	0	3
Young Adult Fiction	95	183	28	43
Young Adult Non-Fiction	10	24	3	0
Young Adult Paperback book	27	35	3	16
TOTAL:				
St. Helena Public Library	8,956	13,268	1,275	3,260
GRAND TOTAL:	8,956	13,268	1,275	3,260

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 1/5/2021 1:10:40 PM
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	213,225.74	184,645.26	46.41
101-46-00-20-20	TempPart Time	33,895.00	0.00	16,760.42	17,134.58	50.55
101-46-00-20-30	Overtime	0.00	0.00	97.28	-97.28	0.00
101-46-00-20-37	Holiday Pay	1,724.00	0.00	516.06	1,207.94	70.07
101-46-00-20-40	FICAMedicare	32,762.00	0.00	16,542.21	16,219.79	49.51
101-46-00-20-45	Employer PERS	34,389.00	0.00	17,405.27	16,983.73	49.39
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	56,411.73	65,671.27	53.79
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	1,808.89	1,957.11	51.97
101-46-00-20-75	Deferred Comp	3,883.00	0.00	171.67	3,711.33	95.58
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>1,100.00</u>	<u>1,300.00</u>	<u>54.17</u>
20	Salaries & Benefits	738,651.00	0.00	411,672.69	326,978.31	44.27
101-46-00-21-10	Communications	14,500.00	0.00	8,309.71	6,190.29	42.69
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	22,084.71	27,915.29	55.83
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	4,688.67	5,311.33	53.11
101-46-00-21-45	Other Contract Services	104,550.00	39,139.54	54,609.82	10,800.64	10.33
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	39,139.54	89,692.91	51,717.55	28.64
101-46-00-22-07	Copies	3,000.00	0.00	623.24	2,376.76	79.23
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	223.09	1,276.91	85.13
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	846.33	5,153.67	85.89
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>11,387.39</u>	<u>112.61</u>	<u>0.98</u>
24	Taxes, Insurances & Contributi	11,500.00	0.00	11,387.39	112.61	0.98
00	Administration	944,201.00	39,139.54	520,195.32	384,866.14	40.76
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	25,357.06	23,385.94	47.98
380-46-00-20-37	Holiday Pay	2,440.00	0.00	1,314.00	1,126.00	46.15
380-46-00-20-40	FICAMedicare	<u>3,915.00</u>	<u>0.00</u>	<u>2,040.26</u>	<u>1,874.74</u>	<u>47.89</u>
20	Salaries & Benefits	55,098.00	0.00	28,711.32	26,386.68	47.89
380-46-00-22-16	Library Materials	58,000.00	40,363.36	17,636.64	0.00	0.00
380-46-00-22-40	Programming	15,000.00	0.00	1,287.38	13,712.62	91.42
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>62.76</u>	<u>437.24</u>	<u>87.45</u>
22	Supplies	73,500.00	40,363.36	18,986.78	14,149.86	19.25
00	Administration	128,598.00	40,363.36	47,698.10	40,536.54	31.52
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>13,217.64</u>	<u>31,782.36</u>	<u>70.63</u>
22	Supplies	50,000.00	0.00	13,503.35	36,496.65	72.99
00	Administration	50,000.00	0.00	13,503.35	36,496.65	72.99
Grand Total		1,126,137.00	79,502.90	581,396.77	465,237.33	0.4131