



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, April 14, 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/81769207609>

Or One tap mobile :

US: +16699006833,,81769207609# or +13462487799,,81769207609#

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: 817 6920 7609

International numbers available: <https://us02web.zoom.us/j/81769207609>

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 March 10, 2021

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[Minutes of the Regular Meeting Library Board of Trustees March 10 2021](#)

6. SCHEDULED MATTERS:

6.1. Fiscal Year 2021/2022 Budget Review - April Mitts, Finance Director and Mandy Kellogg, Finance Manager

6.2. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlers Meek, Friends & Foundation, Executive Director

6.3. Approval of Mission and Vision Statements for St. Helena Public Library and Consideration of Mission and Vision Statements for Library Board of Trustees - Susan Swan

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[Library Mission and Vision Statement Drafts](#)

6.4. Review of Library Statistics for March 2021 - Chris Kreiden

13 - 15

[Library Statistics 2021 March](#)

6.5. Review of Monthly Library Operating Expense Report for March 2021 Chris Kreiden

17 - 18

[Library Monthly Expense Report 2021 March](#)

7. ADJOURNMENT

The next regular meeting is scheduled for May 12, 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 April 8, 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, March 10, 2021
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 Board 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 St. Helena Public Library, Friends & Foundation Executive Director Paige Pohlers Meek.
3. **PUBLIC FORUM** – There were no members of the public present.
4. **REPORTS BY STAFF, COMMITTEE** – Chris announced the much-anticipated news that the library reopened to patrons Monday, March 8th by appointment. Staff started the reopening Monday with a soft launch, sent an email blast out Tuesday night to library email subscribers, and today sent out a press release, which Chris shared with Trustees. Former Friends & Foundation Executive Director Maria Stel was the first person through the door on Monday and brought a beautiful bouquet of sunflowers as a gift to staff. *St. Helena Star* reporter Jesse Duarte learned early about the reopening and was one of the patrons browsing in the library Monday. Jesse's story is online now and should be in the print edition of *The Star* on Thursday. Staff members say they are comfortable with the COVID-19 protocols in place. Library staff has received very positive feedback about the reopening. One patron emailed that she was literally crying with happiness as she booked her appointment. In response to David's question, Chris said that patrons make an appointment for a time that's on the hour and have a 45-minute window during which time they may browse for books, use the library computers, and make photocopies. Ten people at a time are allowed in the library. Face coverings are required for everyone aged 2 years and up, and patrons must practice social distancing. Patrons may call the library to schedule appointments or make them on the library website, and those who include their email address will receive an email reminder of their appointment. Though the library is now open physically, curbside pickup of materials patrons have placed on hold will continue for the foreseeable future. Lin asked if one of the Trustees would write a letter to *The Star* on behalf of the board welcoming patrons back to the library. Terry said she would be happy to do so. As for the future, Chris said that staff will monitor the situation and decide when they feel comfortable scheduling more appointments or do away with appointments all together.

In other news, Chris reported that Sunday, March 18th is the last day of the *Winter Reading Challenge*. Chris shared an email she received from a participant who wrote that *The Challenge* inspired her family to read books they would never have considered in the past and that the books opened up a whole new world to them and sparked a passion for diversity.

Chris told Trustees that staff distributed 45 Hot Cocoa Bomb kits, 48 Winter Wand kits, and over 20 Simple Science Saturday experiments in the past few weeks. On Thursday night *Digeridoo Down Under*, a live virtual program exploring Australia's unique cultures, people, and creatures will share an inspiring message about diversity and the interconnectivity of all human beings. March 17th's art project will be a Shamrock Craft kit. Mariah has started a virtual book club for ages 7-9, which will meet for the second time on March 18th. There were seven children at the first meeting, and all who participated had a great time.

Library staff is excited about the upcoming virtual author event with *Napa Bookmine* on March 25th at 7 pm, when author Katharine van Arsdale will discuss her new book *Angwin and Howell Mountain*.

Chris reported that the City Council is starting work on the next fiscal year budget. Chris believes next year's library budget will be similar to this year's. The City Council has sent out a survey asking residents what they believe are important needs for St. Helena. Lin voiced her hope that the City would give residents an opportunity to express the importance of the library, and Chris said the survey does include questions pertaining to the library. The survey is available on the City website; Chris will email the link to Trustees.

5. CONSENT ITEMS:

5.1– **Library Board of Trustees Meeting Minutes of February 10, 2021** were approved.

6. SCHEDULED MATTERS:

6.1 - Report from Friends & Foundation, St. Helena Public Library – Paige Pohlers

Meek, Friends & Foundation, Executive Director – Paige told Trustees she is aware that the Friends & Foundation's website has a random code at top, and explained that *HostGator*, the F&F's website hosting company is working to resolve the issue.

Paige reported that 17 local vendors supported the F&F's Valentine's Day shopping event, which the F&F pitched to St. Helena merchants less than two weeks before Valentine's Day. The participants donated a percentage of their Valentine's Day sales to the F&F, and based on the checks received to date, the event raised \$3,560, which Paige considers a great result for a quick fundraising idea. Paige conducted a confidential survey of the F&F board members asking if they would like to organize the same fundraiser next year, and they unanimously voted yes.

Paige has joined a group of Bay Area library foundation executive directors even though St. Helena is a bit far north. Paige learned from the group about San José Public Library Foundation partnering with Hewlett Packard to recycle computers. The F&F will be partnering with HP as well and will donate any Windows-based laptop computers dropped off at the library toward HP's program. Once the library staff has collected 8-10 computers, HP will come pick them up and take them to HP headquarters, where they will clean them, wipe them, and install the Google Chrome browser on them. Only salvageable computers will be refurbished; HP will properly recycle donated computers that cannot be refurbished. Paige explained that she initially approached HP to discuss the laptop recycling program because of the success of the program at the San José Public Library and because she believed the program would be good for the St. Helena community. She would like to launch a technology lending program at the library using the refurbished laptops. Paige reported that the F&F is not partnering with HP so that HP can sell them computers but rather because this is an opportunity to recycle used laptops. HP will, however, sell the F&F new laptop computers at a reduced price if there is the need for additional laptops to launch SHPL's technology lending program. To fund the tech lending program, the F&F are hoping to receive two grants: one through the City of St. Helena that would cover the cost of part-time staff's time absorbing the work around the tech lending program, the new laptop computers, and the leasing and servicing of hotspots to lend to patrons without computers or with limited internet connections, and another, which HP has already submitted on the F&F's behalf. Paige expects to receive an update in early April on the status of that grant.

Susan brought up the idea of the library selling SHPL sweatshirts, T-shirts, and sweatpants, and Paige said she would discuss this idea with the F&F board at its April meeting. Her idea was to work with a local road race organizer and have SHPL spirit wear be part of the price of entry.

Paige reported that the F&F board discussed having Zoom presentations with local authors, events that have been very popular at other libraries.

Paige has officially signed the contract for the Christmas ornaments that the F&F hopes to sell featuring Elsie sitting on a stack of books. The company that manufactures the ornaments is working on the prototype. The ornaments will be more expensive to ship and package than originally estimated, increasing the anticipated retail price from \$50/per ornament to closer to \$60.00/per ornament. Paige is working with the F&F board on final pricing to make sure everyone is in agreement.

Paige contacted Markham Vineyards about hosting the *Bookmark Napa Valley* fundraiser next January, but Markham is unable to host the 2022 event due to construction taking place during that time. Paige is looking at other venues for the fundraiser, which is tentatively scheduled for January 30, 2022.

6.2 – Consideration of Possible Vision and Mission Statements for Library and Library Board of Trustees – Susan Swan – Emily spoke about the process that David, Emily, and Susan went through to come up with the final draft for the library's Vision and Mission Statements. The subcommittee realized that they had started their work a year ago to the day that they met to finalize the drafts, but COVID had intervened, so the group finalized their thoughts and incorporated Trustee's input only recently. All three said they loved the collaborative process, where they argued over commas and words for about 1 ½ hours. The group said they are open to revisions, but Trustees were happy with the drafts as presented. Anna commented that the wording accurately reflects the library's goal to offer resources equally to everyone in the community no matter their income. David asked Chris if the Mission/Vision statements and/or what the library Trustees believe the library should be for the community assists or informs staff and Chris in their work. Chris responded that she felt both statements reflect the core values that are central to the library and the people who work there.

Emily reminded Trustees that Trustees had embarked on the revamping of the Mission and Vision statements during the City's library revisioning exploration to ensure that any requests made for funding for the library would be backed up by the Mission and Vision statements. Discussion followed about sharing the current drafts with library staff for input. Chris remembered that staff had created a posterboard for Trustees listing their priorities and values for the library, and that Trustees had incorporated the items on that list in their discussions. Trustees decided that Chris will present the final drafts to staff for feedback. Trustees will discuss any suggested revisions at the April Library Board of Trustees meeting and will finalize both statements at that time. Trustees will then vote to accept the final statements, and staff will post them on the library website. Trustees discussed working on mission and vision statements for the Library Board of Trustees.

6.3 - Review of Library Statistics for February 2021 – Chris Kreiden – Chris reported that there were 2,390 auto renewals in February, and reminded Trustees that patrons do not need to initiate these renewals.

6.4 - Review of Monthly Library Operating Expense Report for February 2021 – Chris Kreiden – In response to Susan's question, Chris said that any unspent funds other than the

General Fund, identified as fund 101 in the report, will stay with the library if not spent in this fiscal year.

Paige reminded Trustees about Holly Hubbard Preston's donation of books on social justice to the library, which will be called the *Voices Collection*. Library staff is getting ready to order the second half of those items. Paige is planning to submit a piece to *The St. Helena Star* to share the particulars of the donation with the community. Paige believes it is important for young people to see that the library has this important collection. Susan suggested Paige interview Holly about her donation and what inspired her to donate such an important gift to the library.

7. ADJOURNMENT. The meeting was adjourned at 6:00 pm.

The March 10, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the April 14, 2021 Library Board of Trustees meeting.

Submitted by:
Susan Swan,
Recording Secretary

APPROVED:

ATTEST:

Lin Weber, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

Chris Kreiden

Subject: FW: Mission and Vision Statement Drafts

Hi Chris,

David, Emily, and I just met and finalized these drafts and hope the rest of our group will like them! Here they are for your and their consideration.

Mission: The St. Helena Public Library's mission is to provide a safe environment, free to all, with opportunities and resources to inspire lifelong learning, reading, discovery, and delight; to provide support for individual and community education and growth; and to connect members of our diverse community through welcoming spaces, outreach, expertise, technology, and innovation.

Vision: The St. Helena Public Library seeks to foster the spirit of exploration, lifelong learning, joy of reading, and pursuit of information and knowledge for all and strives to support the growth of the community through education and empowerment.

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:4/3/2021

3/1/2021 to 3/31/2021

St. Helena Public Library				ON-SHELF
	CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD	168	332	2	119
Adult Book on Tape	7	3	0	2
Adult CD Non-English Language	1	1	0	0
Adult Compact Disc	117	204	5	134
Adult Digital Audio Book	0	5	0	0
Adult Fiction	746	1,360	16	553
Adult Non Fiction	733	1,444	10	480
Adult Periodical	12	12	0	8
Blu-Ray - Feature Film	16	34	0	0
Blu-Ray - Juvenile Feature	2	2	0	0
DVD - Educational	107	182	1	83
DVD - Feature Film	782	1,409	21	720
DVD - Foreign Language	24	48	0	0
DVD - Juvenile Educational	10	13	0	9
DVD - Juvenile Feature Film	166	213	4	148
DVD - Juvenile Foreign Lang	1	2	0	0
DVD - Young Adult Educational	0	1	0	0
Easy Reader	209	262	8	119
Juvenile Book on CD	36	48	0	41
Juvenile CD Non-English	1	1	0	0
Juvenile Compact Disc	8	22	0	12
Juvenile Digital Audio Book	2	3	0	0
Juvenile Fiction	745	995	11	410
Juvenile Non-Fiction	588	874	9	308
Juvenile Paperback Book	88	99	4	93
Juvenile Spanish	48	34	0	35
Link+ Book	26	33	0	2
Link+ Media	3	7	0	0
Link+ Media - 1 week	2	3	0	0
Mixed Media Kit	0	1	0	0
Non-Circulating	2	2	0	2
Picture Books (EASY)	707	1,031	4	450
Video - Juvenile Info/Educ/Rec	1	2	0	0
WiFi Hotspot	3	4	0	0
Young Adult Book on CD	0	4	0	2
Young Adult CD	0	1	0	0
Young Adult Digital Audio Book	0	2	0	0
Young Adult Fiction	114	215	2	80
Young Adult Non-Fiction	17	33	1	0
Young Adult Paperback book	11	36	0	29
TOTAL:	5,503	8,977	98	3,839
GRAND TOTAL:	5,503	8,977	98	3,839

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	155	133
Overdrive	514	459
TOTAL	669	592
AUDIOBOOKS		
Hoopla	309	181
Overdrive	668	493
TOTAL	977	674
MOVIES & TELEVISION		
Hoopla	119	105
Kanopy	408	423
TOTAL	527	528
MUSIC		
Hoopla	35	16
TOTAL	35	16
PERIODICALS		
RB Digital*		122
Overdrive	82	
TOTAL	82	122
CHILDRENS		
BookFlix	299	
TOTAL	299	-
TOTAL DIGITAL CIRCULATION	2,589	1,932

PROVIDER	TOTAL
Hoopla	618
Kanopy	408
Overdrive	1264
RB Digital*	0
BookFlix	299
	2589

**RBDigital transitions to Overdrive in 2021*

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:4/3/2021

3/1/2021 to 3/31/2020

St. Helena Public Library		ON-SHELF			
		CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD		267	370	20	81
Adult Book on Tape		3	4	2	2
Adult CD Non-English Language		2	0	2	0
Adult Compact Disc		82	226	18	83
Adult Digital Audio Book		1	3	0	0
Adult Fiction		872	1,170	68	345
Adult Non Fiction		690	1,177	120	236
Adult Paperback Book		0	3	1	0
Adult Periodical		41	56	5	34
Blu-Ray - Feature Film		2	5	0	0
DVD - Educational		159	236	21	43
DVD - Feature Film		1,436	1,847	77	369
DVD - Foreign Language		28	53	0	0
DVD - Juvenile Educational		14	13	0	7
DVD - Juvenile Feature Film		326	317	48	140
Easy Reader		243	198	57	60
E-Resources		0	1	0	0
Juvenile Book on CD		103	60	12	24
Juvenile CD Non-English		1	0	0	0
Juvenile Compact Disc		52	28	5	13
Juvenile Fiction		829	731	153	182
Juvenile Non-Fiction		696	582	116	181
Juvenile Paperback Book		127	96	44	24
Juvenile Spanish		81	97	23	34
Link+ Book		12	13	0	1
Link+ Media		13	14	0	8
Link+ Media - 1 week		3	6	0	0
Mixed Media Kit		0	2	0	0
Non-Circulating		1	3	0	1
Picture Books (EASY)		582	724	145	205
Video - Juvenile Feature Film		1	0	0	0
Video - Juvenile Info/Educ/Rec		1	2	0	0
Young Adult Book on CD		3	5	0	1
Young Adult CD		0	2	0	0
Young Adult Fiction		137	114	19	42
Young Adult Non-Fiction		7	19	2	2
Young Adult Paperback book		27	23	4	24
TOTAL:	St. Helena Public Library	6,842	8,200	962	2,142
GRAND TOTAL:		6,842	8,200	962	2,142

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 4/6/2021 1:51:09 PM
Period 01 - 10
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	304,141.39	93,729.61	23.56
101-46-00-20-20	TempPart Time	33,895.00	0.00	26,703.87	7,191.13	21.22
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	775.29	948.71	55.03
101-46-00-20-40	FICAMedicare	32,762.00	0.00	24,262.52	8,499.48	25.94
101-46-00-20-45	Employer PERS	34,389.00	0.00	25,264.35	9,124.65	26.53
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	115,183.00	0.00	86,914.38	28,268.62	24.54
101-46-00-20-61	Workers Comp	33,911.00	0.00	23,499.63	10,411.37	30.70
101-46-00-20-65	SDI	3,766.00	0.00	2,897.50	868.50	23.06
101-46-00-20-75	Deferred Comp	3,883.00	0.00	250.48	3,632.52	93.55
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>1,700.00</u>	<u>700.00</u>	<u>29.17</u>
20	Salaries & Benefits	731,751.00	0.00	568,473.69	163,277.31	22.31
101-46-00-21-10	Communications	14,500.00	0.00	12,281.60	2,218.40	15.30
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	33,537.20	16,462.80	32.93
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	6,438.11	3,561.89	35.62
101-46-00-21-45	Other Contract Services	104,550.00	34,765.46	65,611.58	4,172.96	3.99
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	34,765.46	117,868.49	27,916.05	15.46
101-46-00-22-07	Copies	3,000.00	0.00	1,137.35	1,862.65	62.09
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	573.49	926.51	61.77
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	1,710.84	4,289.16	71.49
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	937,301.00	34,765.46	706,036.41	196,499.13	20.96
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	36,489.49	12,253.51	25.14
380-46-00-20-37	Holiday Pay	2,440.00	0.00	1,872.18	567.82	23.27
380-46-00-20-40	FICAMedicare	3,915.00	0.00	2,934.56	980.44	25.04
380-46-00-20-71	Unemployment	<u>0.00</u>	<u>0.00</u>	<u>24.12</u>	<u>-24.12</u>	<u>0.00</u>
20	Salaries & Benefits	55,098.00	0.00	41,320.35	13,777.65	25.01
380-46-00-22-16	Library Materials	58,000.00	26,745.16	31,292.72	-37.88	-0.07
380-46-00-22-40	Programming	15,000.00	0.00	5,069.70	9,930.30	66.20
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>93.06</u>	<u>406.94</u>	<u>81.39</u>
22	Supplies	73,500.00	26,745.16	36,455.48	10,299.36	14.01
00	Administration	128,598.00	26,745.16	77,775.83	24,077.01	18.72
382	Martin Estate Trust					
46	Library					
382-46-00-23-35	Software Maintenance	<u>700.00</u>	<u>0.00</u>	<u>650.00</u>	<u>50.00</u>	<u>7.14</u>
23	Maintenance	700.00	0.00	650.00	50.00	7.14
00	Administration	700.00	0.00	650.00	50.00	7.14
384	Tweed Trust					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,099.65	3,900.35	78.01
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>22,227.96</u>	<u>22,772.04</u>	<u>50.60</u>
22	Supplies	50,000.00	0.00	23,327.61	26,672.39	53.34
00	Administration	50,000.00	0.00	23,327.61	26,672.39	53.34
Grand Total		1,119,237.00	61,510.62	807,789.85	249,936.53	0.2233