



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, June 9, 2021 @ 5:00 PM
Published: Thursday, June 3, 2021 2:55 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/87873271116>

Or One tap mobile :

US: +16699006833,,87873271116# or +12532158782,,87873271116#

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: 878 7327 1116

International numbers available: <https://us02web.zoom.us/j/87873271116>

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 April 14, 2021

5 - 8

[Minutes of the Regular Meeting Library Board of Trustees April 14 2021](#)

6. SCHEDULED MATTERS:

6.1. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlmeier, Friends & Foundation, Executive Director

6.2. Discussion About a Library Board of Trustees Mission Statement - Lin Weber

6.3. Review of Library Statistics for April and May 2021 - Chris Kreiden

9 - 15

[Library Statistics 2021 April](#)

[Library Statistics 2021 May](#)

6.4. Review of Monthly Library Operating Expense Report for May 2021 - Chris Kreiden

17 - 18

[Library Monthly Expense Report 2021 May](#)

7. ADJOURNMENT

The next regular meeting is scheduled for July 14, 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 June 3, 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, April 14, 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, and Susan Swan; Library Director Chris Kreiden; City Council Liaison Anna Chouteau; St. Helena Public Library Friends & Foundation Executive Director Paige Pohlers Meek; City Finance Director April Mitts; and City Finance Manager Mandy Kellogg.
3. **PUBLIC FORUM** – There were no members of the public present.
4. **REPORTS BY STAFF, COMMITTEE** – Chris reported that staff distributed 40 Shamrock craft kits, and that ceramic animal painting kits, and S'mores-making kits also flew off the craft kit cart. There were 18 attendees for the virtual *Digeridoo Down Under* presentation on March 11th. Numerous families also participated in an Easter Egg Hunt in the Children's area for which staff hid Easter eggs in various spots for children to find. A number of the Easter Egg hunters loved the quest so much they asked if staff could repeat it the following week.

Chris recently talked to City Manager Mark Prestwich and the City is ready to allow changes in library use. The first change is the elimination of the requirement for patrons to make appointments to use the adult section of the library and to change the Children's appointments from one household to ten openings. Staff is excited to move forward.

Clara is planning a virtual *Día de los Niños* celebration on April 28th. Participants will pick up a craft kit and book at the library and will log onto the library's Facebook page to listen to Clara reading *A Gift for Amma: Market Day in India*. Staff is also working on the possibility of holding outdoor story times in May with children sitting on blankets or on pre-marked squares.

Chris reported that 5,503 items circulated in March, up from under 4,000 per month before the library opened for appointments, confirming the importance of allowing people to browse the shelves.

Library staff took in three laptops for recycling last month, a good start to the new program Friends & Foundation Executive Director Paige Pohlers Meek started, where patrons may bring in their old Windows-based laptops, which Hewlett Packard will pick up to either refurbish or recycle.

5. CONSENT ITEMS:

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

6. SCHEDULED MATTERS:

6.1 – Fiscal Year 2021/2022 Budget Review – April Mitts, City Finance Director, and Mandy Kellogg, City Finance Manager - Mandy shared the draft Library Budget for Fiscal Year 2022, clarifying that some of the numbers are preliminary and might change after the City reviews projected revenues and expenses. April and Mandy stressed that the City has been trying to make concessions and do some belt tightening to compensate for St. Helena's budget deficit. The Library Salaries & Benefits budget category decreased in 2021 because Leslie Stanton voluntarily retired, and her position was not filled. Anna asked how keeping Leslie's former position open will impact library services next year. Chris responded that Mariah has stepped up to spearhead the children's section, and that Leslie has been on hand, volunteering on special projects, so things have been running smoothly. She did add that the library has been closed, so once it is fully open, Leslie's absence will be felt more acutely. Chris said staff will keep a close eye on things and will restructure if needed to compensate for Leslie.

April explained that positions have also been frozen in other City departments, including Public Works, Police, Planning, and the Rec Department. The City has currently budgeted \$1,162.660 for the library for 2022, very close to the library's 2021 budget, with slight increases in salaries and benefits. April and Mandy reiterated that the numbers shown are preliminary and subject to change. Trustees learned that permanent and part-time staff from all City departments, including the library, took 5% pay reductions this fiscal year to help balance the budget. The City has tried to maintain its desired 30% reserve level, but the reserve is currently down to 25%. St. Helena will receive \$1.5 million in Federal stimulus funds, but only a portion of the funds will be available within 60 days and the remaining installment will not be available until at least July 2022, making it difficult to budget for next year. In response to Lin's question about how the City's budget would be impacted if St. Helena has to buy water, April explained that water would be paid for from a different fund, not the General Fund. Anna added that the State is realizing that water is an evolving crisis throughout California, so is not sure the City would be able to buy water from other California locations. On the revenue side, April explained that sales tax has been performing

higher this fiscal year than expected, but that the TOT paid by hotels has been underperforming because hotels have been closed until recently.

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

Meek, Friends & Foundation, Executive Director – Paige reminded Trustees that Hewlett Packard recently submitted a grant request on behalf of the Friends & Foundation for funding for the F&F's recently launched laptop recycling program and said that she expects to have an answer in the next couple of weeks. The F&F has also applied to the City of St. Helena for a grant to fund a laptop and hotspot lending program and will learn the results of that application at the end of April. Paige reported that a foundation in Marin has granted the F&F funding as well, but Paige is not sure exactly how much as she did not even apply for this grant!

Paige reported that the Valentine's Day fundraising event earned \$3,850, which exceeded Paige's expectations for the last-minute effort. The F&F board voted unanimously to do the same fundraiser next Valentine's Day. As for future fundraising efforts, the plan to sell Elsie-themed Christmas tree ornaments is well under way; the F&F board has approved proofs of the design and Paige will look at a 3D model before the ornaments go to production. Paige plans to present another fundraising idea to the F&F Board for an event at the Cameo and is considering a casual wine and book event at a local winery during the summer at which the F&F would benefit from wine sales.

Paige has been researching venues for *Bookmark Napa Valley 2022*, as Markham is not available in January. She believes that CK Mondavi is checking all the boxes in terms of budget and space. The F&F board must approve the venue before it is finalized.

Paige reported that HP had picked up the three laptops Chris mentioned above and will refurbish them and add the Google Chrome browser to them. Paige mentioned that computers that patrons want to donate to the recycling effort must be able to boot up and must have a charging cord. She assured Trustees that HP will wipe personal data from all donated computers, and warned that if patrons remove the hard drive, HP will not accept them. Paige sent out an email blast to everyone on the F&F email list advertising SHPL's new recycling program and has posted information about it on social media and on the F&F website. Paige said that if the F&F receives funding from the City of St. Helena, they will purchase new HP laptops for patrons to check out. The F&F also hopes to have hotspots available to loan to patrons. Paige reminded Trustees that some of the grant monies will go to the staff time to deal with this new project. Susan asked where the funds for grants will come from, given the City of St. Helena's fiscal challenges, and Anna responded that the City leaves funds for nonprofits in its budget because it is a City priority to fund efforts that help the community.

Paige also reported that the F&F plans to send out Appeal letters to people on the mailing list who did not donate during the Fall appeal drive.

- 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** – Chris reported that she shared the draft Vision and Mission Statements with library staff and received only positive feedback. Staff did not suggest any changes to either one, and said they both captured the library’s goals, vision, and mission beautifully. Trustees unanimously approved the revised Mission and Vision Statements. Emily suggested the new Statements be added to the library website. Lin suggested also adding it to the City’s website under the description of City offices. Chris will update both the City’s and the library’s websites.
- 6.4 - Review of Library Statistics for March 2021 – Chris Kreiden** – Trustees reviewed the circulation numbers that clearly showed the circulation jump since the library reopened.
- 6.5 - Review of Monthly Library Operating Expense Report for March 2021 – Chris Kreiden** - Trustees reviewed the March operating expenses; all budget categories are on track.

7 ADJOURNMENT. The meeting was adjourned at 5:39 pm.

The April 14, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the June 9, 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:5/4/2021

4/1/2021 to 4/30/2021

St. Helena Public Library		ON-SHELF			
	CHARGES	RETURNS	RENEWALS	RETURNS	
Adult Book on CD	183	308	0	142	
Adult Book on Tape	8	10	0	7	
Adult CD Non-English Language	1	1	0	0	
Adult Compact Disc	73	246	1	144	
Adult Digital Audio Book	3	8	0	0	
Adult Fiction	782	1,517	13	545	
Adult Non Fiction	790	1,482	9	424	
Adult Periodical	6	11	0	20	
Blu-Ray - Educational	1	2	0	0	
Blu-Ray - Feature Film	9	23	0	0	
Blu-Ray - Foreign Language	0	1	0	0	
Blu-Ray - Juvenile Feature	1	5	0	1	
DVD - Educational	153	220	0	43	
DVD - Feature Film	1,044	1,566	0	647	
DVD - Foreign Language	6	26	0	0	
DVD - Juvenile Educational	6	9	0	1	
DVD - Juvenile Feature Film	217	266	3	161	
DVD - Young Adult Educational	0	1	0	0	
Easy Reader	188	281	4	102	
Juvenile Book on CD	38	61	0	20	
Juvenile Book on Tape	1	1	0	0	
Juvenile CD Non-English	2	4	0	0	
Juvenile Compact Disc	8	13	1	7	
Juvenile Digital Audio Book	3	4	0	0	
Juvenile Fiction	552	1,004	20	320	
Juvenile Non-Fiction	576	983	21	252	
Juvenile Paperback Book	99	150	23	76	
Juvenile Spanish	46	68	1	33	
Link+ Book	32	39	0	6	
Link+ Media	6	6	0	1	
Link+ Media - 1 week	1	1	0	0	
Mixed Media Kit	1	0	0	2	
Non-Circulating	3	4	0	5	
Picture Books (EASY)	646	1,090	0	358	
WiFi Hotspot	3	3	1	0	
Young Adult Book on CD	0	3	0	4	
Young Adult CD	0	4	0	2	
Young Adult Digital Audio Book	1	1	0	0	
Young Adult Fiction	160	297	0	109	
Young Adult Non-Fiction	8	26	0	1	
Young Adult Paperback book	16	22	0	27	
TOTAL:	St. Helena Public Library	5,673	9,767	97	3,460
GRAND TOTAL:		5,673	9,767	97	3,460

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	157	183
Overdrive	465	692
TOTAL	622	875
AUDIOBOOKS		
Hoopla	316	185
Overdrive	589	522
TOTAL	905	707
MOVIES & TELEVISION		
Hoopla	91	195
Kanopy	273	507
TOTAL	364	702
MUSIC		
Hoopla	34	38
TOTAL	34	38
PERIODICALS		
RB Digital*		134
Overdrive	88	
TOTAL	88	134
CHILDRENS		
BookFlix	88	
TOTAL	88	-
TOTAL DIGITAL CIRCULATION	2,101	2,456

PROVIDER	TOTAL
Hoopla	598
Kanopy	273
Overdrive	1142
RB Digital*	0
BookFlix	88
	2101

**RBDigital transitions to Overdrive in 2021*

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:5/4/2021

4/1/2021 to 4/30/2020

St. Helena Public Library		ON-SHELF			
		CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD		0	47	1	15
Adult Compact Disc		0	1	0	7
Adult Fiction		20	93	9	30
Adult Non Fiction		18	89	6	14
Adult Periodical		1	1	0	0
DVD - Educational		0	10	0	14
DVD - Feature Film		39	131	18	31
DVD - Foreign Language		1	3	0	0
DVD - Juvenile Educational		0	1	0	0
DVD - Juvenile Feature Film		4	51	1	3
Easy Reader		0	16	11	6
Juvenile Book on CD		0	11	0	2
Juvenile Compact Disc		0	1	0	0
Juvenile Fiction		8	88	7	14
Juvenile Non-Fiction		5	84	10	12
Juvenile Paperback Book		0	13	1	2
Juvenile Spanish		0	3	2	1
Link+ Book		1	1	0	0
Picture Books (EASY)		8	38	1	20
Young Adult CD		0	2	0	0
Young Adult Fiction		5	9	4	3
Young Adult Non-Fiction		2	4	0	0
Young Adult Paperback book		1	0	0	0
TOTAL:	St. Helena Public Library	113	697	71	174
GRAND TOTAL:		113	697	71	174

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:6/2/2021

5/1/2021 to 5/31/2021

St. Helena Public Library	ON-SHELF			
	CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD	172	320	8	106
Adult Book on Tape	5	5	0	8
Adult CD Non-English Language	0	1	0	0
Adult Compact Disc	99	219	0	121
Adult Digital Audio Book	0	2	0	0
Adult Fiction	777	1,289	9	536
Adult Non Fiction	701	1,210	30	411
Adult Periodical	20	13	0	19
Blu-Ray - Feature Film	11	25	0	0
Blu-Ray - Foreign Language	0	1	0	0
Blu-Ray - Juvenile Feature	0	0	0	1
DVD - Educational	100	157	0	61
DVD - Feature Film	1,053	1,544	9	497
DVD - Foreign Language	12	19	0	0
DVD - Juvenile Educational	6	20	0	6
DVD - Juvenile Feature Film	225	253	28	147
Easy Reader	166	276	3	117
E-Resources	3	6	0	0
Juvenile Book on CD	33	49	1	24
Juvenile Book on Tape	0	1	0	0
Juvenile CD Non-English	1	2	0	0
Juvenile Compact Disc	11	15	0	12
Juvenile Digital Audio Book	0	2	0	0
Juvenile Fiction	557	820	27	294
Juvenile Non-Fiction	494	904	21	236
Juvenile Paperback Book	82	99	3	64
Juvenile Spanish	26	67	0	35
Link+ Book	16	17	0	0
Link+ Media	7	6	0	0
Link+ Media - 1 week	1	1	0	0
Mixed Media Kit	2	3	0	2
Non-Circulating	0	3	0	0
Picture Books (EASY)	660	997	3	313
WiFi Hotspot	3	4	1	0
Young Adult Book on CD	0	3	0	5
Young Adult CD	0	2	0	6
Young Adult Fiction	120	200	4	78
Young Adult Non-Fiction	11	20	1	0
Young Adult Paperback book	17	24	2	15
TOTAL:	5,391	8,599	150	3,114
GRAND TOTAL:	5,391	8,599	150	3,114

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	157	156
Overdrive	442	739
TOTAL	599	895
AUDIOBOOKS		
Hoopla	303	224
Overdrive	614	594
TOTAL	917	818
MOVIES & TELEVISION		
Hoopla	160	193
Kanopy	378	613
TOTAL	538	806
MUSIC		
Hoopla	20	21
TOTAL	20	21
PERIODICALS		
RB Digital*		133
Overdrive	78	
TOTAL	78	133
CHILDRENS		
BookFlix	317	
TOTAL	317	-
TOTAL DIGITAL CIRCULATION	2,469	2,673

PROVIDER	TOTAL
Hoopla	640
Kanopy	378
Overdrive	1134
RB Digital*	0
BookFlix	317
	2469

**RBDigital transitions to Overdrive in 2021*

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:6/2/2021

5/1/2021 to 5/31/2020

St. Helena Public Library		ON-SHELF			
		<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>RETURNS</u>
Adult Book on CD		24	56	0	32
Adult Book on Tape		0	1	0	0
Adult Compact Disc		1	8	0	30
Adult Fiction		76	165	3	121
Adult Non Fiction		51	201	1	75
Adult Periodical		0	7	0	0
DVD - Educational		3	21	0	7
DVD - Feature Film		61	211	19	202
DVD - Foreign Language		4	5	0	0
DVD - Juvenile Educational		0	6	0	0
DVD - Juvenile Feature Film		1	46	0	11
Easy Reader		6	10	15	3
E-Resources		0	1	0	0
Juvenile Book on CD		4	5	0	5
Juvenile Compact Disc		0	5	0	0
Juvenile Fiction		22	101	8	54
Juvenile Non-Fiction		12	82	11	29
Juvenile Paperback Book		2	7	3	9
Juvenile Spanish		0	7	0	10
Link+ Book		0	2	0	0
Link+ Media		0	2	0	0
Picture Books (EASY)		7	82	21	54
Young Adult Book on CD		2	2	0	1
Young Adult CD		0	0	0	1
Young Adult Fiction		5	27	0	6
Young Adult Non-Fiction		3	5	0	0
Young Adult Paperback book		0	2	0	1
TOTAL:	St. Helena Public Library	284	1,067	81	651
GRAND TOTAL:		284	1,067	81	651

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 6/3/2021 10:10:05 AM
Period 01 - 12
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	365,047.32	32,823.68	8.25
101-46-00-20-20	TempPart Time	33,895.00	0.00	33,400.73	494.27	1.46
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	861.89	862.11	50.01
101-46-00-20-40	FICAMedicare	32,762.00	0.00	29,430.62	3,331.38	10.17
101-46-00-20-45	Employer PERS	34,389.00	0.00	30,542.44	3,846.56	11.19
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	107,225.36	7,957.64	6.91
101-46-00-20-61	Workers Comp	33,911.00	0.00	31,332.84	2,578.16	7.60
101-46-00-20-65	SDI	3,766.00	0.00	3,626.79	139.21	3.70
101-46-00-20-75	Deferred Comp	3,883.00	0.00	303.02	3,579.98	92.20
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>2,100.00</u>	<u>300.00</u>	<u>12.50</u>
20	Salaries & Benefits	731,751.00	0.00	675,935.29	55,815.71	7.63
101-46-00-21-10	Communications	14,500.00	0.00	12,844.58	1,655.42	11.42
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	38,870.27	11,129.73	22.26
101-46-00-21-27	Equipment Lease	10,000.00	0.00	7,432.25	2,567.75	25.68
101-46-00-21-45	Other Contract Exp	104,550.00	26,664.41	75,778.55	2,107.04	2.02
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	26,664.41	134,925.65	18,959.94	10.50
101-46-00-22-07	Copies	3,000.00	0.00	1,285.27	1,714.73	57.16
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	1,220.31	279.69	18.65
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	0.00	1,000.00	100.00
101-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>1,882.58</u>	<u>-1,882.58</u>	<u>0.00</u>
22	Supplies	6,000.00	0.00	4,388.16	1,611.84	26.86
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	26,664.41	833,232.49	77,404.10	8.26

GL - Monthly Operating Expense Rpt (06/03/2021 - 10:10 AM)

Page 1

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
218	Public Library Foundation					
46	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					
46	Library					
380-46-00-20-20	TempPart Time	48,743.00	0.00	43,824.04	4,918.96	10.09
380-46-00-20-37	Holiday Pay	2,440.00	0.00	2,058.24	381.76	15.65
380-46-00-20-40	FICAMedicare	3,915.00	0.00	3,509.86	405.14	10.35
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	49,416.26	5,681.74	10.31
380-46-00-22-16	Library Materials	58,000.00	18,490.23	39,547.65	-37.88	-0.07
380-46-00-22-40	Programming	15,000.00	0.00	5,646.96	9,353.04	62.35
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	18,490.23	45,287.67	9,722.10	13.23
00	Administration	128,598.00	18,490.23	94,703.93	15,403.84	11.98
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>28,261.70</u>	<u>16,738.30</u>	<u>37.20</u>
22	Supplies	50,000.00	0.00	29,361.35	20,638.65	41.28
00	Administration	50,000.00	0.00	29,361.35	20,638.65	41.28
Grand Total		1,119,237.00	45,154.64	957,947.77	116,134.59	0.1038