



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, July 14, 2021 @ 5:00 PM
Published: Wednesday, July 7, 2021 11:24
AM**

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/84707560954>

Or One tap mobile :

US: +16699006833,,84707560954# or +12532158782,,84707560954#

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 +1 929 205 6099 or

+1 301 715 8592 or +1 312 626 6799

Webinar ID: 847 0756 0954

Page

1. CALL TO ORDER

2. ROLL CALL

Chairperson: Lin Weber

Vice Chair: Terry Wood

Trustees: Emily Armstead, Skip Lane, Janet Myers, David Slaby, 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 June 9, 2021 7 - 10
[Minutes of the Regular Meeting Library Board of Trustees June 9 2021](#)

6. SCHEDULED MATTERS:

- 6.1. Election of Library Board of Trustees Officers - Lin Weber
- 6.2. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlers Meek, Friends & Foundation, Executive Director
- 6.3. Discussion and consideration of conducting hybrid, virtual and/or in-person Library Board of Trustee meetings - Chris Kreiden
- 6.4. Discussion and possible approval of a Library Board of Trustees mission statement - Lin Weber 11 - 13
[Lin's Library Board mission statement suggestion](#)
[David's Library Board mission statement suggestion - added 07/14/2021](#)
- 6.5. Discussion and consideration of possible Library Board of Trustee community engagement ideas - Lin Weber
- 6.6. Review of Library Statistics for June 2021 - Chris Kreiden 15 - 17
[Library Statistics 2021 June](#)
- 6.7. Review of Monthly Library Operating Expense Report for June 2021 - Chris Kreiden 19 - 20
[Library Monthly Expense Report 2021 June](#)

7. ADJOURNMENT

The next regular meeting is scheduled for August 11, 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 July 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, June 9, 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, David Slaby, and Susan Swan; 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:**

Terry mentioned that on a recent trip to the dump, she noticed people throwing away laptops and other electronic equipment. She talked to the staff at the dump about the possibility of gathering discarded laptops for recycling through the library's laptop recycling program, and the staff gave her contact information for someone who might facilitate Terry's request. Terry telephoned the individual but has not heard back. Paige will follow up.

Lin reported that she has received complaints about people using the picnic table in the library parking lot for partying. Susan added that she has seen several people drinking there and urinating in the corner of the building in the evening. Chris said it seems to be the same two or three people, and that the police are aware of the activities going on there. She also added that the new generator is being installed in that corner of the building, which will soon be closed off. Anna wondered if the table could be moved closer to Library Lane, where Wi-Fi access would also be better. Chris said that library staff will begin holding programs on the front lawn starting this month, which limits locations for the picnic table. Discussion followed about options for prohibiting certain uses of the picnic table.

Trustees discussed the expired terms coming up and Susan's departure from the Board. Lin, David, and Terry have all reapplied. Emily informed Trustees that she will be moving out of St. Helena, and would ordinarily resign from the Board, but that because meetings are held remotely anyway, she would be happy to stay on to complete her term if appropriate. Anna and Trustees assured Emily that remaining part of the Board would be entirely appropriate.

On June 22nd, the City Council is set to discuss when City meetings may be held in person again. June 22nd is also the date the City Council will appoint Library Board members to fill the open spots. Lin suggested Trustees should articulate the Board's position on whether they prefer to meet remotely, in person, or a hybrid of both. Chris will put discussion of the Board's preferences on the July agenda, at which time she will have City Council feedback to share.

Chris reported that the newly updated Library Mission and Vision statements now appear on both the library's and the City's websites.

As Chris mentioned above, the new library generator is being installed. Unfortunately, the crew hit a water line and the library was without water for part of the day. The water line has since been repaired.

Chris reported that library attendance is picking up; the door counter is registering about 140 people through the building every day, numbers that aren't equal to pre-COVID attendance, but do represent an increase from a few weeks ago when the daily counts were averaging just 100. In response to Paige's question, Chris said pre-COVID daily door counts were more than double that, with sometimes as many as 500-700 people coming into the library on days when programs or events were taking place.

June 15 is the State's date for lifting more COVID restrictions, and library staff will announce through a press release and email blast that the library is totally open with no appointments needed. Staff will also stop quarantining returned materials and will eliminate curbside pickup, which has dwindled to about 2-3 pickups a day.

The Summer Reading Program launched on June 1st. This year's theme is *Reading Colors Your World*. So far, 120 children, 40 teens, and 22 adults have signed up for the program. Mariah, Leslie, and Clara created a promotional video and posted it on the library's Facebook page. Mariah and Leslie visited 24 classes in the past two weeks to promote the program to over 300 students. Much of the program will be online, but children may fill out their booklets and visit the Children's Room to pick up their prizes.

Chris was notified this week that the library has once again received a \$1,000 State grant to fund *Lunch at the Library*. The library will be partnering with the St. Helena Unified School District, which will serve the lunches at a pop-up at Vintage Hall, while the library will be hosting craft programs and library visits.

The library's first in-person program will be held Monday, June 14 at 10:30 am on the front lawn, where Magical Moonshine Theater will present *Puppy Locks and the Three Bears*. Patrons must make reservations for this event, and social distancing will be required. Tuesday, June 15 kicks off a new outside weekly story time on the front lawn beginning at 10:30 am.

Mariah is readying a craft project kit for Father's Day and the library will hold a poetry workshop outside on the lawn Saturday, June 26, taught by Mara Koslan, a creative writing teacher at Santa Rosa Junior College.

Chris mentioned that, while going over library statistics for the budget report, she discovered that staff has created 25 different craft kits and distributed more than 1,250 of them. Chris thanked the

Friends & Foundation for funding the popular kits. Terry praised Mariah for the excellence of the kits, and Trustees all concurred.

5. CONSENT ITEMS

5.1– **Library Board of Trustees Meeting Minutes of April 14, 2021** were approved.

6. SCHEDULED MATTERS:

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

Friends & Foundation, Executive Director - Paige reported that the Friends & Foundation has some exciting events coming up: On July 26, the F&F will host a movie event at the Cameo. The public is invited to vote for one of five movies, the movie that receives the largest number of votes will win. The F&F will open ticket sales on Eventbrite on July 1st. Masters Woodworking, Inc. and Voth, Heflebower & Associates/Merrill Lynch, are sponsoring the event and covering the expense of renting the movie theater for the evening, so proceeds from ticket sales will be donations to the F&F.

Plans for the November sales of the Elsie Christmas Tree ornament are on track. Once Paige approves the final image, the next step will be manufacturing the ornaments. The F&F will sell the ornaments online, and Paige is also talking to a storefront in St. Helena about carrying them.

Bookmark Napa Valley 2022 plans are moving full speed ahead. The fundraising event will be held on January 30, 2022. The F&F board is narrowing down the location, which Paige is confident she will be able to reveal at the next Board meeting. Some notable authors have already agreed to participate, and the F&F has invited a few other excellent choices. Paige will let Trustees know as soon as she has confirmed the full slate of authors. Paige mentioned that other libraries that hold similar fundraisers often select a particular need, usually a high-cost item that does not fit into the library's budget and devote a portion of the fundraising evening to soliciting donations for this "Fund-a-Need" item. A bookmobile is one example of an item that libraries have funded this way. In Paige's experience, some people like to donate generally, while others prefer to fund something specific. Paige asked Chris and the Board to think of possible items that the library might need and email their ideas to her.

Paige reported that she is meeting with Jesse Duarte and the *St. Helena Star's* editorial board on Friday to let them know about the F&F's work and upcoming events. The F&F is also updating and improving its website.

The F&F received \$5,000 from a grant that HP wrote on behalf of SHPL, which means the F&F has exceeded the budget it set for fundraising for the year.

6.2– **Discussion About a Library Board of Trustees Mission Statement – Lin Weber** – Trustees discussed whether or not they should draft a Library Board Mission Statement in addition to the recently updated Library Mission Statement that the group just completed. Anna located the current language on the City's website about the Library Board's function, which all agreed is

quite outdated and inaccurate in terms of the Board's responsibilities, which have changed over the years. Trustees asked Chris to add drafting a new Board Mission Statement to the July agenda. Lin suggested possible wording might be that the Board interprets, explains, and promotes the library to the public and interprets, explains and promotes the public to the library. Terry voiced her opinion that the Board is full of people with different experiences and talents, and that the Board's talents should be used for more than reviewing statistics and budget reports. Trustees will send their ideas for mission statements to Chris, who will add them to the agenda. Emily asked what the goal of drafting a Board Mission Statement would be, and if it would solve a problem that Lin and Terry have identified. Discussion followed about what the Library Board accomplishes ever month. Anna added that City Council hears that people are frustrated that committees do not achieve a lot and suggested that a drafted Mission Statement might make Library Board meetings more meaningful. Lin wants to better promote the library to a cross section of people in the community and believes that the Board can serve to inform people about the many services the library offers and connect to people who don't use the library regularly.

6.3- Review of Library Statistics for April and May 2021 – Chris Kreiden – Chris reported that, while there was a huge climb in the circulation of digital resources when the library was closed, those numbers have leveled off and last month went down when compared to the same time last year; people seem to enjoy print over digital when given a choice. Patrons can now come into the library to choose items and to browse.

6.4 - Review of Monthly Library Operating Expense Report for May 2021 – Chris Kreiden – Chris noted that library expenses are still on track and pointed out an error in line item 101-4600-2216 that indicates a negative balance. The inputting error will be corrected by Finance.

7. ADJOURNMENT. The meeting was adjourned at 5:58 pm.

The June 9, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the July 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: [External] reworded mission statement suggestion

From: Lin Weber

Sent: Monday, July 5, 2021 10:38 AM

To: Chris Kreiden <chris@shpl.org>

Subject: [External] reworded mission statement suggestion

Hi, Chris—I retooled this a little.

Our Mission

The SHPL's Board of Trustees reviews the Library's interface with the community and interprets the community's interests to the Library staff and the City Council.

Who We Are

The SHPL Board of Trustees is a group of seven well-informed citizens appointed by the St Helena City Council to serve for renewable terms of two years each. We meet once a month for about an hour.

What We Do

The Board of Trustees analyzes trends in library usage, examines the library's expenses as portrayed in the monthly budget report, previews presentations and other events offered on site to the public and participates in decisions regarding the facility's building and grounds. We interact with the St Helena City Council, the Friends and Foundation of the St Helena Public Library, and the community at large.

My VERY rough draft of a Mission Statement for the Library Board of Trustees

With their collective knowledge, experience and talents, the St Helena Public Library Board of Trustees interacts with the citizens of St Helena, the City Council and the Library staff to shepherd, protect and guide the Library consistent with its vision and mission statements.

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:7/1/2021

6/1/2021 to 6/30/2021

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	234	338	4	156
Adult Book on Tape	10	4	0	2
Adult CD Non-English Language	1	2	0	0
Adult Compact Disc	90	229	1	145
Adult Digital Audio Book	0	4	0	0
Adult Fiction	888	1,424	4	429
Adult Non Fiction	831	1,369	35	390
Adult Paperback Book	1	1	0	0
Adult Periodical	25	24	0	38
Blu-Ray - Educational	0	2	0	0
Blu-Ray - Feature Film	10	29	0	0
Blu-Ray - Juvenile Feature	2	4	0	0
DVD - Educational	116	197	1	54
DVD - Feature Film	1,162	1,767	12	629
DVD - Foreign Language	10	27	0	0
DVD - Juvenile Educational	8	9	0	6
DVD - Juvenile Feature Film	230	383	1	115
DVD - Juvenile Spanish Lang.	1	0	0	1
Easy Reader	392	331	7	92
Juvenile Book on CD	83	88	1	105
Juvenile Book on Tape	0	1	0	0
Juvenile CD Non-English	0	1	0	0
Juvenile Compact Disc	14	31	0	23
Juvenile Digital Audio Book	1	3	0	0
Juvenile Fiction	1,163	1,282	10	396
Juvenile Non-Fiction	666	955	6	235
Juvenile Paperback Book	203	193	3	77
Juvenile Spanish	80	54	1	22
Link+ Book	20	27	0	7
Link+ Media	3	7	0	2
Link+ Media - 1 week	1	2	0	0
Mixed Media Kit	1	1	0	0
Non-Circulating	0	0	0	1
Picture Books (EASY)	882	1,094	1	291
Video - Juvenile Feature Film	0	1	0	0
WiFi Hotspot	2	3	0	0
Young Adult Book on CD	2	6	0	9
Young Adult CD	0	1	0	0
Young Adult Fiction	178	268	1	90
Young Adult Non-Fiction	5	20	1	1
Young Adult Paperback book	50	65	0	33
TOTAL:	7,365	10,247	89	3,349
GRAND TOTAL:	7,365	10,247	89	3,349

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS

June 2021

FY 20/21

DIGITAL CIRCULATION	THIS YEAR	LAST YEAR
E-BOOKS		
Hoopla	161	145
Overdrive	466	629
TOTAL	627	774
AUDIOBOOKS		
Hoopla	336	246
Overdrive	613	609
TOTAL	949	855
MOVIES & TELEVISION		
Hoopla	118	100
Kanopy	367	568
TOTAL	485	668
MUSIC		
Hoopla	20	19
TOTAL	20	19
PERIODICALS		
RB Digital*		98
Overdrive	66	
TOTAL	66	98
CHILDRENS		
BookFlix	319	155
TOTAL	319	155
TOTAL DIGITAL CIRCULATION	2,466	2,569

PROVIDER	TOTAL
Hoopla	635
Kanopy	367
Overdrive	1145
BookFlix	319
	2466

**RBDigital transitioned to Overdrive in 2021*

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:7/1/2021

6/1/2020to 6/30/2020

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	169	404	57	108
Adult Book on Tape	2	4	1	3
Adult CD Non-English Language	0	2	0	0
Adult Compact Disc	13	150	7	79
Adult Digital Audio Book	2	4	0	0
Adult Fiction	619	1,352	81	591
Adult Non Fiction	508	1,332	187	360
Adult Paperback Book	1	4	0	0
Adult Periodical	42	36	1	121
Blu-Ray - Feature Film	7	14	0	0
DVD - Educational	70	184	15	56
DVD - Feature Film	703	1,681	154	626
DVD - Foreign Language	12	27	1	0
DVD - Juvenile Educational	5	6	4	5
DVD - Juvenile Feature Film	86	278	89	197
Easy Reader	75	270	152	85
Juvenile Audio Cassette	0	1	0	0
Juvenile Book on CD	33	110	36	60
Juvenile CD Non-English	0	1	0	0
Juvenile Compact Disc	10	34	10	18
Juvenile Fiction	434	995	275	433
Juvenile Non-Fiction	206	745	231	208
Juvenile Paperback Book	68	121	53	103
Juvenile Spanish	17	70	51	52
Link+ Book	2	10	0	0
Link+ Media	1	4	0	0
Non-Circulating	0	0	0	1
Picture Books (EASY)	293	829	229	435
Video - Juvenile Feature Film	0	1	0	0
Young Adult Book on CD	10	6	0	7
Young Adult CD	1	2	0	3
Young Adult Fiction	109	222	41	87
Young Adult Non-Fiction	12	25	2	2
Young Adult Paperback book	9	33	12	23
TOTAL:	3,519	8,957	1,689	3,663
GRAND TOTAL:	3,519	8,957	1,689	3,663

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 7/6/2021 3:03:27 PM
Period 01 - 13
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	405,230.68	-7,359.68	-1.85
101-46-00-20-20	TempPart Time	33,895.00	0.00	36,544.50	-2,649.50	-7.82
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	952.55	771.45	44.75
101-46-00-20-40	FICAMedicare	32,762.00	0.00	33,070.22	-308.22	-0.94
101-46-00-20-45	Employer PERS	34,389.00	0.00	33,517.93	871.07	2.53
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	118,713.05	-3,530.05	-3.06
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	4,158.89	-392.89	-10.43
101-46-00-20-75	Deferred Comp	3,883.00	0.00	4,556.48	-673.48	-17.34
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>2,300.00</u>	<u>100.00</u>	<u>4.17</u>
20	Salaries & Benefits	731,751.00	0.00	742,441.42	-10,690.42	-1.46
101-46-00-21-10	Communications	14,500.00	0.00	15,650.43	-1,150.43	-7.93
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	46,429.08	3,570.92	7.14
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	8,500.12	1,499.88	15.00
101-46-00-21-45	Other Contract Services	104,550.00	17,849.26	85,835.35	865.39	0.83
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	17,849.26	156,414.98	6,285.76	3.48
101-46-00-22-07	Copies	3,000.00	0.00	1,435.95	1,564.05	52.14
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	1,454.50	45.50	3.03
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	84.63	915.37	91.54
101-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>523.06</u>	<u>-523.06</u>	<u>0.00</u>
22	Supplies	6,000.00	0.00	3,498.14	2,501.86	41.70
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	17,849.26	920,337.93	-886.19	-0.09

GL - Monthly Operating Expense Rpt (07/06/2021 - 03:03 PM)

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	47,008.32	1,734.68	3.56
380-46-00-20-37	Holiday Pay	2,440.00	0.00	2,253.79	186.21	7.63
380-46-00-20-40	FICAMedicare	3,915.00	0.00	3,768.40	146.60	3.74
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	53,054.63	2,043.37	3.71
380-46-00-22-16	Library Materials	58,000.00	16,189.70	42,045.86	-235.56	-0.41
380-46-00-22-40	Programming	15,000.00	0.00	7,188.97	7,811.03	52.07
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	16,189.70	49,327.89	7,982.41	10.86
00	Administration	128,598.00	16,189.70	102,382.52	10,025.78	7.80
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	1,144.02	3,855.98	77.12
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>31,365.55</u>	<u>13,634.45</u>	<u>30.30</u>
22	Supplies	50,000.00	0.00	32,509.57	17,490.43	34.98
00	Administration	50,000.00	0.00	32,509.57	17,490.43	34.98
Grand Total		1,119,237.00	34,038.96	1,055,880.02	29,318.02	0.0262