



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, August 11, 2021 @ 5:00 PM
Published: Thursday, August 5, 2021 3:04 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/85992303129>

Or One tap mobile :

US: +16699006833,,85992303129# or +13462487799,,85992303129#

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 +1 301 715 8592 or +1 312 626 6799
or +1 929 205 6099

Webinar ID: 859 9230 3129

International numbers available: <https://us02web.zoom.us/j/kuqWOejm0>

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 July 14, 2021

7 - 9

[Minutes Library Board of Trustees - July 14, 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

11

[August 2021 Report from Friends & Foundation](#)

6.3. Discussion and consideration of conducting hybrid, virtual and/or in-person Library Board of Trustees meetings - Chris Kreiden

6.4. Discussion and consideration of possible Library Board of Trustee community engagement ideas - Terry Wood

6.5. Review of Library Statistics for July 2021 - Chris Kreiden, Library Director

13 - 16

[Library Statistics 2021 July](#)

6.6. Review of Final Library Operating Expense Report for Fiscal Year 20/21 - Chris Kreiden

17 - 18

[Library Expense Report FY20/21](#)

6.7. Review of Monthly Library Operating Expense Report for July 2021 - Chris Kreiden

19 - 20

[Library Monthly Expense Report 2021 July](#)

7. ADJOURNMENT

The next regular meeting is scheduled for September 8, 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 August 5, 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
City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, July 14, 2021 @ 5:00 PM
Via Zoom**

1. **CALL TO ORDER** – Chairperson Weber called the meeting to order at 5:00 PM
2. **ROLL CALL** – Present were:
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
Friends & Foundation Executive Director Paige Pohlers Meek
3. **PUBLIC FORUM** – No public comment was received.
4. **REPORTS BY STAFF/COMMITTEE:**
Chris reported:
 - The Library has been a cooling center three times in the last month. On Thursday, June 17th and Friday, June 18th the Library was a cooling center between noon and 8:00 PM with 120 people on Thursday and 156 patrons on Friday. On Saturday, July 10th, the Library was open from noon to 7:00 PM with 110 people visiting.
 - Installation of the Library's generator has been completed.
 - There are now two unfilled full-time positions at the Library. The possibility of filling them will be part of the City's Council's budget discussion on September 28th.
 - Friday, July 30th at 10:30 AM Coventry & Kaluza's circus fun will be back performing in the Library's parking lot.
 - The Library's first outdoor event, a Magical Moonshine Theatre performance, had 26 attendees. Tuesday morning's outdoor storytimes are a success with about 20 attendees each week.
 - The Library's Summer Reading Challenge, *Reading Colors Your World*, has 45 adults, 84 teens, and 256 kids signed up.
5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of June 9, 2021** – were approved.
6. **SCHEDULED MATTERS:**

- 6.1. **Election of Library Board of Trustees Officers** - Lin Weber – Lin asked each Trustee if they were interested in becoming Chairperson since she will be stepping down after two terms. Terry would be willing to stay Vice Chair. David would consider being a Co-Chair. Skip, Rebecca, and Emily declined due to various circumstances. Janet felt having just been appointed to the Board she was too new. The election of officers will be held next meeting.
- 6.2. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlmeier Meek, Friends & Foundation, Executive Director –
 - Friends & Foundation will have its first *Film to Movie Event* on July 26th. The film will be Tom Hanks' *News of the World*. Wine, cheese, and popcorn are included with the ticket.
 - The proof of Elsie's Christmas ornament has been received. They will go on sale at Acre's in November.
 - The venue for 2022's Bookmark, being held on January 30th, will be Tre Posti. Two of the three authors are confirmed: Sheldon Siegel and Lisa Napoli. Ted Habte-Gabr will be the moderator.
- 6.3. **Discussion and consideration of conducting hybrid, virtual and/or in-person Library Board of Trustee meetings** - Chris Kreiden – Chris reported that the City Council will be revisiting in-person meetings at their meeting on August 10th. Anna mentioned that the City Council is interested in getting feedback from the City's boards and commissions on how they would like to conduct meetings. Discussion was held by Trustees. It was decided the August Library Board meeting will be on Zoom and where the meeting after would be conducted will be discussed then.
- 6.4. **Discussion and possible approval of a Library Board of Trustees mission statement** - Lin Weber – Lin and David's mission statement suggestions were presented to the Board. After Board discussion, a subcommittee made up of David, Emily, and Lin will work on a Library Board of Trustees mission statement via email which is to be presented at the next meeting.
- 6.5. **Discussion and consideration of possible Library Board of Trustee community engagement ideas** – Terry Wood – Terry asked the Trustees to think about ways the Library could reach segments of the community that the Library currently is not. Discussion was held by Trustees. Janet asked Norma Ferriz, who was attending as a member of the public, for some insights. Norma stressed the importance of word-of-mouth.
- 6.6. **Review of Library Statistics for June 2021** - Chris Kreiden –Chris reported that for the month of June the Library averaged 150 visitors per day. Yesterday, July 14th, was the busiest day yet with 220. David asked about the decline in renewals. Chris explained that this is a result of automatic renewals. Since these renewals are assigned to a branch named ARENEW, these numbers do not appear on the branch

circulation reports for St. Helena, which Chris includes in the Trustees packet. Chris can find these numbers; however, there are more steps involved in gathering them.

- 6.7. **Review of Monthly Library Operating Expense Report for June 2021**
- Chris Kreiden – Chris pointed out that Salaries & Benefits was overbudget due to the elimination of employee concessions which were agreed upon to balance last fiscal year's budget.

7. **ADJOURNMENT** – Chairperson Weber adjourned the meeting at 5:55 PM.

The July 14, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the August 11, 2021 Library Board of Trustees meeting.

APPROVED:

ATTEST:

Lin Weber, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

Board of Trustees Meeting
August 11, 2021

**REPORT from the Friends & Foundation; St. Helena Public Library
Submitted by Paige Pohlers Meek, Executive Director**

JULY 2021: CAMEO BOOK TO FILM EVENT:

Celebrated a successful Book to Film event at the Cameo Cinema on Monday, July 26th! The movie presented was NEWS OF THE WORLD, starring Tom Hanks. We had nearly 70 rsvp's with 4 sponsors which helped to underwrite all of the costs for putting on this event. The net revenue raised was just over \$2,600.00! At the end of the movie event, there was a brief discussion with the guests about their opinions of the Book vs. the Film.

NOVEMBER 2021: ELSIE, THE LIBRARY CAT ORNAMENT:

The ornaments are in production are expected to be shipped to St. Helena in mid-September. ACRES home & garden store has agreed to sell these ornaments exclusively for the Friends & Foundation beginning in early November. The selling price will be \$60. This will be marketed through social media/website/e-blasts and was already included in ads at the Cameo prior to movies shown in the month of July as part of the promotion of the Cameo Book to Film event.

JANUARY 2022: BOOKMARK Napa Valley 2022:

This will be our 6th Bookmark event as we didn't have one in January 2021 due to the COVID pandemic. The event will take place at [Tre Posti in St. Helena](#) on Sunday, January 30th, 2022. We have our 3 authors confirmed plus an emcee who will interview all of the authors. The authors will be [Sheldon Siegel](#), [Alka Joshi](#), [Lisa Napoli](#) with [Ted Habte-Gabr](#) as our emcee. Grateful to the boutique hotel, [Alila Napa Valley](#) located at 1915 Main Street in St. Helena for donating the 3 guest rooms for 2 nights for our guest authors. Also very appreciative to the [Napa Valley Reserve](#) for hosting our author reception on the night before the Bookmark event! We are actively seeking sponsorships for this event so we would appreciate any suggestions for new sponsors. The ticket price to attend will be \$180/per guest. Ticket sales will open up in November 2021 and more information regarding how to register will be shared early in the Fall.

IN THE NEWS:

Aunt Helena Column – mentions the Cameo Book to Film event!

- July 13, 2021

https://napavalleyregister.com/community/star/lifestyles/aunt-helena/article_6cdc5f52-e80c-5b94-9e4c-e10ce426738c.html

Star editorial: Library foundation is in good hands!

- STAR EDITORIAL BOARD
- Jun 16, 2021 Updated Jul 6, 2021

https://napavalleyregister.com/community/star/opinion/star-editorial-library-foundation-is-in-good-hands/article_b64b0450-01c6-5236-8313-a54f4e6adb98.html

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:8/4/2021

7/1/2021 to 7/31/2021

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	230	304	1	94
Adult Book on Tape	9	12	1	8
Adult Compact Disc	137	222	2	110
Adult Digital Audio Book	0	1	0	0
Adult Fiction	906	1,377	9	463
Adult Non Fiction	773	1,253	9	361
Adult Paperback Book	0	1	0	0
Adult Periodical	20	21	0	48
Blu-Ray - Feature Film	5	22	0	0
Blu-Ray - Juvenile Feature	0	1	0	0
DVD - Educational	165	211	2	57
DVD - Feature Film	1,162	1,683	8	473
DVD - Foreign Language	15	27	0	0
DVD - Juvenile Educational	4	17	0	2
DVD - Juvenile Feature Film	266	278	6	154
DVD - Juvenile Spanish Lang.	1	2	0	0
Easy Reader	359	380	9	95
Juvenile Book on CD	64	92	1	31
Juvenile Compact Disc	26	30	0	10
Juvenile Digital Audio Book	1	2	0	0
Juvenile Fiction	961	1,187	24	458
Juvenile Non-Fiction	437	734	15	207
Juvenile Paperback Book	152	176	2	115
Juvenile Spanish	106	107	0	40
Link+ Book	44	37	0	1
Link+ Media	1	0	0	1
Link+ Media - 1 week	2	2	0	0
Mixed Media Kit	3	6	0	2
Non-Circulating	2	2	0	7
Picture Books (EASY)	715	876	2	248
Video - Juvenile Feature Film	0	1	0	0
WiFi Hotspot	2	2	1	0
Young Adult Book on CD	2	5	0	4
Young Adult CD	2	2	0	0
Young Adult Fiction	172	262	4	94
Young Adult Non-Fiction	3	15	0	6
Young Adult Paperback book	38	37	0	23
TOTAL:	6,785	9,387	96	3,112
GRAND TOTAL:	6,785	9,387	96	3,112

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			July 2021	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS			Hoopla	707
	Hoopla	161	Kanopy	390
	Overdrive	520	Overdrive	1270
	TOTAL	681	BookFlix	88
				2455
AUDIOBOOKS				
	Hoopla	362		
	Overdrive	650		
	TOTAL	1,012		
MOVIES & TELEVISION				
	Hoopla	159		
	Kanopy	390		
	TOTAL	549		
MUSIC				
	Hoopla	25		
	TOTAL	25		
PERIODICALS				
	Overdrive	100		
	TOTAL	100		
CHILDRENS				
	BookFlix	88		
	TOTAL	88		
TOTAL DIGITAL CIRCULATION	2,455	2,823		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:8/4/2021

7/1/2020 to 7/31/2020

St. Helena Public Library		ON-SHELF			
	CHARGES	RETURNS	RENEWALS	RETURNS	
Adult Book on CD	190	385	4	142	
Adult Book on Tape	2	2	0	0	
Adult CDROM	1	1	0	0	
Adult Compact Disc	13	131	0	104	
Adult Digital Audio Book	2	4	1	0	
Adult Fiction	696	1,298	73	664	
Adult Non Fiction	614	1,145	42	430	
Adult Paperback Book	3	7	0	0	
Adult Periodical	30	38	0	26	
Blu-Ray - Feature Film	10	22	0	0	
Blu-Ray - Juvenile Feature	1	3	0	0	
DVD - Educational	117	217	6	72	
DVD - Feature Film	724	1,380	65	676	
DVD - Foreign Language	24	40	1	0	
DVD - Juvenile Educational	2	7	0	4	
DVD - Juvenile Feature Film	56	187	11	144	
Easy Reader	101	208	9	67	
Juvenile Book on CD	62	105	12	63	
Juvenile Compact Disc	11	20	1	32	
Juvenile Fiction	553	985	166	582	
Juvenile Non-Fiction	249	578	57	192	
Juvenile Paperback Book	70	109	22	100	
Juvenile Spanish	16	28	8	26	
Link+ Book	0	2	0	0	
Mixed Media Kit	1	3	0	3	
Non-Circulating	0	0	0	155	
Picture Books (EASY)	440	667	46	469	
Young Adult Book on CD	7	16	0	13	
Young Adult CD	0	3	0	4	
Young Adult Fiction	108	207	26	85	
Young Adult Non-Fiction	15	30	1	1	
Young Adult Paperback book	6	14	4	19	
TOTAL:	4,124	7,842	555	4,073	St. Helena Public Library
GRAND TOTAL:	4,124	7,842	555	4,073	

Programs and Attendance for July 2021

Counting Programs

Audience	Number of in-person, onsite program sessions	Number of in-person, offsite program sessions	Number of live, virtual program sessions	Number of pre-recorded program sessions
Created for Children age 0-5	4 - Storytime			
Created for Children age 6-11	1 - B&G Club visit	1 - Lunch @ the Library		
Created for Young Adults age 12-18				
Created for Adults age 19+				
Created for everyone all ages	1 - Circus Event			

Counting Attendees

Audience	Attendance at in-person, onsite program sessions	Attendance at in-person, offsite program sessions	Attendance at live, virtual program sessions	Views of pre-recorded program sessions*
Created for Children age 0-5	107			
Created for Children age 6-11	20	100		
Created for Young Adults age 12-18				
Created for Adults age 19+				
Created for everyone all ages	73			

*Report views for **only the first seven days** content is posted, per IMLS.

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 8/5/2021 12:23:41 PM
Period 01 - 14
Fiscal Year 2020

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	476,090.00	0.00	498,915.55	-22,825.55	-4.79
101-46-00-20-20	TempPart Time	36,933.00	0.00	25,781.95	11,151.05	30.19
101-46-00-20-30	Overtime	0.00	0.00	735.05	-735.05	0.00
101-46-00-20-37	Holiday Pay	1,774.00	0.00	760.87	1,013.13	57.11
101-46-00-20-40	FICAMedicare	39,000.00	0.00	40,071.78	-1,071.78	-2.75
101-46-00-20-45	Employer PERS	37,983.00	0.00	40,346.82	-2,363.82	-6.22
101-46-00-20-47	PERS Unfunded Liability	67,016.00	0.00	64,674.07	2,341.93	3.49
101-46-00-20-55	Health Insurance	122,720.00	0.00	123,377.69	-657.69	-0.54
101-46-00-20-61	Workers Comp	24,889.00	0.00	5,865.60	19,023.40	76.43
101-46-00-20-65	SDI	4,477.00	0.00	4,812.43	-335.43	-7.49
101-46-00-20-75	Deferred Comp	7,371.00	0.00	5,167.80	2,203.20	29.89
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,400.00	0.00	0.00
101-46-00-20-96	Education Reimbursement	500.00	0.00	418.46	81.54	16.31
20	Salaries & Benefits	821,153.00	0.00	813,328.07	7,824.93	0.95
101-46-00-21-10	Communications	11,300.00	0.00	9,200.75	2,099.25	18.58
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	45,000.00	0.00	48,111.43	-3,111.43	-6.91
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	9,670.25	329.75	3.30
101-46-00-21-45	Other Contract Services	101,620.00	0.00	80,710.46	20,909.54	20.58
101-46-00-21-55	Training & Conference	6,500.00	0.00	5,831.40	668.60	10.29
21	Services	174,920.00	0.00	153,524.29	21,395.71	12.23
101-46-00-22-07	Copies	3,000.00	0.00	1,791.84	1,208.16	40.27
101-46-00-22-12	Computer Equipment	8,933.00	0.00	7,746.81	1,186.19	13.28
101-46-00-22-13	Office Supplies	2,000.00	0.00	1,378.77	621.23	31.06
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	1,385.59	-385.59	-38.56
101-46-00-22-16	Library Materials	0.00	0.00	581.04	-581.04	0.00
22	Supplies	14,933.00	0.00	12,884.05	2,048.95	13.72
101-46-00-23-35	Software Maintenance	9,100.00	0.00	2,931.76	6,168.24	67.78
23	Maintenance	9,100.00	0.00	2,931.76	6,168.24	67.78
101-46-00-24-25	Taxes & Other Charges	11,497.00	0.00	11,496.38	0.62	0.01
24	Taxes, Insurances & Contributi	11,497.00	0.00	11,496.38	0.62	0.01

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	Administration	1,031,603.00	0.00	994,164.55	37,438.45	3.63
380	Friends and Foundation Library					
46						
380-46-00-20-20	TempPart Time	55,654.00	0.00	56,274.64	-620.64	-1.12
380-46-00-20-37	Holiday Pay	2,673.00	0.00	2,052.36	620.64	23.22
380-46-00-20-40	FICAMedicare	<u>4,462.00</u>	<u>0.00</u>	<u>4,462.00</u>	<u>0.00</u>	<u>0.00</u>
20	Salaries & Benefits	62,789.00	0.00	62,789.00	0.00	0.00
380-46-00-22-16	Library Materials	57,711.00	0.00	54,603.72	3,107.28	5.38
380-46-00-22-40	Programming	14,000.00	0.00	11,293.05	2,706.95	19.34
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>54.10</u>	<u>445.90</u>	<u>89.18</u>
22	Supplies	72,211.00	0.00	65,950.87	6,260.13	8.67
00	Administration	135,000.00	0.00	128,739.87	6,260.13	4.64
384	Tweed Trust Library					
46						
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,481.94	3,518.06	70.36
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>30,274.51</u>	<u>14,725.49</u>	<u>32.72</u>
22	Supplies	50,000.00	0.00	31,756.45	18,243.55	36.49
00	Administration	50,000.00	0.00	31,756.45	18,243.55	36.49
Grand Total		1,216,603.00	0.00	1,154,660.87	61,942.13	0.0509

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 8/5/2021 12:22:41 PM
Period 01 - 02
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	74,707.63	323,163.37	81.22
101-46-00-20-20	TempPart Time	33,895.00	0.00	5,375.17	28,519.83	84.14
101-46-00-20-30	Overtime	0.00	0.00	92.55	-92.55	0.00
101-46-00-20-37	Holiday Pay	1,724.00	0.00	57.31	1,666.69	96.68
101-46-00-20-40	FICAMedicare	32,762.00	0.00	6,132.03	26,629.97	81.28
101-46-00-20-45	Employer PERS	34,389.00	0.00	5,420.42	28,968.58	84.24
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	15,717.25	99,465.75	86.35
101-46-00-20-61	Workers Comp	33,911.00	0.00	7,833.21	26,077.79	76.90
101-46-00-20-65	SDI	3,766.00	0.00	747.24	3,018.76	80.16
101-46-00-20-75	Deferred Comp	3,883.00	0.00	66.59	3,816.41	98.29
101-46-00-20-85	Auto Allowance	2,400.00	0.00	300.00	2,100.00	87.50
20	Salaries & Benefits	731,751.00	0.00	188,416.40	543,334.60	74.25
101-46-00-21-10	Communications	14,500.00	0.00	353.76	14,146.24	97.56
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	4,126.09	45,873.91	91.75
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	368.36	9,631.64	96.32
101-46-00-21-45	Other Contract Services	104,550.00	0.00	285.92	104,264.08	99.73
101-46-00-21-55	Training & Conference	1,000.00	0.00	0.00	1,000.00	100.00
21	Services	180,550.00	0.00	5,134.13	175,415.87	97.16
101-46-00-22-07	Copies	3,000.00	0.00	0.00	3,000.00	100.00
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	0.00	1,500.00	100.00
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	0.00	1,000.00	100.00
22	Supplies	6,000.00	0.00	0.00	6,000.00	100.00
101-46-00-23-35	Software Maintenance	7,500.00	0.00	6,596.00	904.00	12.05
23	Maintenance	7,500.00	0.00	6,596.00	904.00	12.05
101-46-00-24-25	Taxes & Other Charges	11,500.00	0.00	0.00	11,500.00	100.00
24	Taxes, Insurances & Contributi	11,500.00	0.00	0.00	11,500.00	100.00
00	Administration	937,301.00	0.00	200,146.53	737,154.47	78.65
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	8,270.09	40,472.91	83.03
380-46-00-20-37	Holiday Pay	2,440.00	0.00	214.78	2,225.22	91.20
380-46-00-20-40	FICAMedicare	<u>3,915.00</u>	<u>0.00</u>	<u>649.06</u>	<u>3,265.94</u>	<u>83.42</u>
20	Salaries & Benefits	55,098.00	0.00	9,133.93	45,964.07	83.42
380-46-00-22-16	Library Materials	58,000.00	54,970.19	3,029.81	0.00	0.00
380-46-00-22-40	Programming	15,000.00	0.00	0.00	15,000.00	100.00
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
22	Supplies	73,500.00	54,970.19	3,029.81	15,500.00	21.09
00	Administration	128,598.00	54,970.19	12,163.74	61,464.07	47.80
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	0.00	5,000.00	100.00
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>4,693.49</u>	<u>40,306.51</u>	<u>89.57</u>
22	Supplies	50,000.00	0.00	4,693.49	45,306.51	90.61
00	Administration	50,000.00	0.00	4,693.49	45,306.51	90.61
Grand Total		1,119,237.00	54,970.19	217,003.76	847,263.05	0.757