



**City of St. Helena  
Library Board of Trustees  
Regular Meeting  
Wednesday, September 8, 2021 @ 5:00 PM  
Published: Thursday, September 2, 2021  
4:41 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](mailto: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/83158691774>

Or One tap mobile :

US: +16699006833,,83158691774# or +12532158782,,83158691774#

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

Webinar ID: 831 5869 1774

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 August 11, 2021  
[Minutes Library Board of Trustees Regular Meeting - 11 Aug 2021](#)

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6. SCHEDULED MATTERS:

- 6.1. Election of Library Board of Trustees Officers - Lin Weber
- 6.2. Discussion and consideration of conducting hybrid, virtual, and/or in-person Library Board of Trustees meetings - Chris Kreiden
- 6.3. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlmeier, Friends & Foundation, Executive Director
- 6.4. Review of Library Statistics for August 2021- Chris Kreiden, Library Director  
[Library Statistics 2021 August](#)
- 6.5. Review of Monthly Library Operating Expense Report for August 2021 - Chris Kreiden  
[Library Monthly Expense Report 2021 August](#)

7 - 11

13 - 14

7. ADJOURNMENT

The next regular meeting is scheduled for October 13, 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 September 2, 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](https://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](mailto: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](mailto: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, August 11, 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: Janet Myers, David Slaby, and Rebecca Wendt  
City Council Member Liaison: Anna Chouteau  
Staff Liaison: Chris Kreiden, Library Director
  3. **PUBLIC FORUM** – No public comment was received.
  4. **REPORTS BY STAFF/COMMITTEE:**  
Chris reported:
    - The Library's Summer Reading Challenge, *Reading Colors Your World*, ends August 31<sup>st</sup>.
    - Entries in the Library Card Design Contest are being accepted until September 4<sup>th</sup>. Any St. Helena Library cardholder, of any age, can submit a drawing, painting, or photo that captures the Library's essence. Community members and staff will decide on the three winners in September.

Lin reported there was no mission statement for the Board to review this month.
  5. **CONSENT ITEMS:**
    - 5.1. **Library Board of Trustees Meeting Minutes of July 14, 2021** – were approved.
  6. **SCHEDULED MATTERS:**
    - 6.1. **Election of Library Board of Trustees Officers** - Lin Weber – Terry and David said they would be willing to be co-chairs. After discussing, Janet motioned, Rebecca seconded, all agreed to co-chairs. Terry and David were nominated as co-chairs by Janet, seconded by Rebecca, and unanimously approved by all Trustees present.
    - 6.2. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek, Friends & Foundation, Executive Director – Chris reported Paige was unable to attend this month's meeting and therefore submitted

the written report which was part of the agenda. Trustees reviewed the report.

- 6.3. **Discussion and consideration of conducting hybrid, virtual and/or in-person Library Board of Trustees meetings** - Chris Kreiden – Trustees discussed their options and decided to conduct September's Library Board meeting via Zoom. To be discussed again for future meetings.
- 6.4. **Discussion and consideration of possible Library Board of Trustee community engagement ideas** - Terry Wood – Library Board of Trustee's mission statement will be an agenda item for the next meeting. Terry asked members to think about the idea of having specific community ambassadors.
- 6.5. **Review of Library Statistics for July 2021** - Chris Kreiden – Chris reported that 2660 more items circulated this past July compared to the same time last year when the Library was only open for curbside service. In July, 4118 items were automatically renewed, last year that number was 2130. Trustees reviewed the digital circulation numbers. Chris reported that program statistics will again appear in the monthly Library Board packet. The form being used was created by the California State Library to help libraries collect data for next fiscal year's California Public Library Survey.
- 6.6. **Review of Final Library Operating Expense Report for Fiscal Year 20/21** - Chris Kreiden – Trustees reviewed the expense report. David asked if the unused funds remained with the Library. Chris replied that the Friends & Foundation grant usually rolls over and remains with the Library, unused Tweed goes back into the Tweed Fund's principal, and the General Fund remains with the City. Chris noted that the increase in overtime on both expense reports can be attributed to the additional hours the Library was open as a cooling center.
- 6.7. **Review of Monthly Library Operating Expense Report for July 2021** - Chris Kreiden – Trustees reviewed the report.
7. **ADJOURNMENT** – Co-Chairpersons Slaby and Wood adjourned the meeting at 5:50 PM.

The August 11, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the September 8, 2021 Library Board of Trustees meeting.

APPROVED:

ATTEST:

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Lin Weber, Chairperson

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Chris Kreiden, Library Director  
(Staff Liaison)

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:9/1/2021

8/1/2021 to 8/31/2021

| St. Helena Public Library   |              |               |            |              | ON-SHELF |
|-----------------------------|--------------|---------------|------------|--------------|----------|
|                             | CHARGES      | RETURNS       | RENEWALS   | RETURNS      |          |
| Adult Book on CD            | 201          | 370           | 14         | 106          |          |
| Adult Book on Tape          | 5            | 5             | 0          | 1            |          |
| Adult Compact Disc          | 100          | 241           | 0          | 108          |          |
| Adult Digital Audio Book    | 1            | 1             | 0          | 0            |          |
| Adult Fiction               | 877          | 1,491         | 13         | 483          |          |
| Adult Non Fiction           | 746          | 1,366         | 11         | 362          |          |
| Adult Paperback Book        | 2            | 3             | 0          | 0            |          |
| Adult Periodical            | 19           | 22            | 1          | 29           |          |
| Blu-Ray - Feature Film      | 17           | 36            | 0          | 0            |          |
| DVD - Educational           | 131          | 213           | 5          | 38           |          |
| DVD - Feature Film          | 1,323        | 1,820         | 22         | 538          |          |
| DVD - Foreign Language      | 14           | 49            | 0          | 0            |          |
| DVD - Juvenile Educational  | 4            | 7             | 0          | 0            |          |
| DVD - Juvenile Feature Film | 226          | 326           | 4          | 199          |          |
| Easy Reader                 | 293          | 432           | 21         | 115          |          |
| Juvenile Book on CD         | 61           | 71            | 6          | 15           |          |
| Juvenile Compact Disc       | 17           | 18            | 0          | 14           |          |
| Juvenile Digital Audio Book | 2            | 3             | 0          | 0            |          |
| Juvenile Fiction            | 863          | 1,253         | 28         | 430          |          |
| Juvenile Non-Fiction        | 407          | 648           | 11         | 264          |          |
| Juvenile Paperback Book     | 201          | 214           | 11         | 92           |          |
| Juvenile Spanish            | 68           | 83            | 1          | 53           |          |
| Link+ Book                  | 31           | 36            | 0          | 2            |          |
| Link+ Media                 | 3            | 2             | 0          | 1            |          |
| Link+ Media - 1 week        | 2            | 2             | 0          | 1            |          |
| Mixed Media Kit             | 0            | 1             | 0          | 0            |          |
| Non-Circulating             | 5            | 4             | 0          | 7            |          |
| Picture Books (EASY)        | 919          | 1,035         | 6          | 388          |          |
| WiFi Hotspot                | 2            | 5             | 0          | 0            |          |
| Young Adult Book on CD      | 2            | 4             | 0          | 4            |          |
| Young Adult CD              | 0            | 1             | 0          | 1            |          |
| Young Adult Fiction         | 200          | 327           | 3          | 88           |          |
| Young Adult Non-Fiction     | 9            | 19            | 0          | 1            |          |
| Young Adult Paperback book  | 65           | 72            | 0          | 21           |          |
| <b>TOTAL:</b>               | <b>6,816</b> | <b>10,180</b> | <b>157</b> | <b>3,361</b> |          |
| <b>GRAND TOTAL:</b>         | <b>6,816</b> | <b>10,180</b> | <b>157</b> | <b>3,361</b> |          |

| ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS |              |              | August 2021 |             |
|-------------------------------------------------|--------------|--------------|-------------|-------------|
| DIGITAL CIRCULATION                             | THIS YEAR    | LAST YEAR    | PROVIDER    | TOTAL       |
| <b>E-BOOKS</b>                                  |              |              | Hoopla      | 689         |
|                                                 | Hoopla       | 143          | Kanopy      | 380         |
|                                                 | Overdrive    | 501          | Overdrive   | 1210        |
|                                                 | <b>TOTAL</b> | <b>644</b>   | BookFlix    | 30          |
|                                                 |              | <b>695</b>   |             | <b>2309</b> |
| <b>AUDIOBOOKS</b>                               |              |              |             |             |
|                                                 | Hoopla       | 349          |             |             |
|                                                 | Overdrive    | 627          |             |             |
|                                                 | <b>TOTAL</b> | <b>976</b>   |             | <b>802</b>  |
| <b>MOVIES &amp; TELEVISION</b>                  |              |              |             |             |
|                                                 | Hoopla       | 182          |             |             |
|                                                 | Kanopy       | 380          |             |             |
|                                                 | <b>TOTAL</b> | <b>562</b>   |             | <b>743</b>  |
| <b>MUSIC</b>                                    |              |              |             |             |
|                                                 | Hoopla       | 15           |             |             |
|                                                 | <b>TOTAL</b> | <b>15</b>    |             | <b>25</b>   |
| <b>PERIODICALS</b>                              |              |              |             |             |
|                                                 | Overdrive    | 82           |             |             |
|                                                 | <b>TOTAL</b> | <b>82</b>    |             | <b>116</b>  |
| <b>CHILDRENS</b>                                |              |              |             |             |
|                                                 | BookFlix     | 30           |             |             |
|                                                 | <b>TOTAL</b> | <b>30</b>    |             | <b>60</b>   |
| <b>TOTAL DIGITAL CIRCULATION</b>                | <b>2,309</b> | <b>2,441</b> |             |             |

## Solano Partner Libraries &amp; St. Helena

## Circulation By Media

Report Printed:9/1/2021

8/1/2020 to 8/31/2020

## St. Helena Public Library

|                               | <u>CHARGES</u> | <u>RETURNS</u> | <u>RENEWALS</u> | <u>ON-SHELF<br/>RETURNS</u> |
|-------------------------------|----------------|----------------|-----------------|-----------------------------|
| Adult Book on CD              | 114            | 301            | 32              | 115                         |
| Adult Book on Tape            | 0              | 1              | 0               | 3                           |
| Adult CDROM                   | 0              | 1              | 0               | 0                           |
| Adult Compact Disc            | 73             | 217            | 9               | 181                         |
| Adult Digital Audio Book      | 2              | 2              | 1               | 0                           |
| Adult Fiction                 | 594            | 1,235          | 101             | 541                         |
| Adult Non Fiction             | 494            | 1,196          | 137             | 413                         |
| Adult Paperback Book          | 1              | 0              | 1               | 0                           |
| Adult Periodical              | 15             | 37             | 0               | 26                          |
| Blu-Ray - Educational         | 1              | 1              | 0               | 0                           |
| Blu-Ray - Feature Film        | 2              | 9              | 1               | 0                           |
| Blu-Ray - Juvenile Feature    | 0              | 1              | 0               | 0                           |
| DVD - Educational             | 74             | 184            | 13              | 71                          |
| DVD - Feature Film            | 676            | 1,424          | 76              | 705                         |
| DVD - Foreign Language        | 30             | 61             | 1               | 0                           |
| DVD - Juvenile Educational    | 3              | 8              | 1               | 3                           |
| DVD - Juvenile Feature Film   | 61             | 184            | 58              | 163                         |
| DVD - Juvenile Foreign Lang   | 0              | 1              | 0               | 0                           |
| Easy Reader                   | 63             | 116            | 92              | 78                          |
| Juvenile Book on CD           | 49             | 70             | 32              | 63                          |
| Juvenile Book on Tape         | 1              | 3              | 0               | 0                           |
| Juvenile Compact Disc         | 8              | 23             | 10              | 25                          |
| Juvenile Fiction              | 473            | 851            | 242             | 525                         |
| Juvenile Non-Fiction          | 218            | 448            | 205             | 262                         |
| Juvenile Paperback Book       | 54             | 84             | 20              | 68                          |
| Juvenile Spanish              | 18             | 23             | 26              | 36                          |
| Mixed Media Kit               | 1              | 4              | 0               | 8                           |
| Non-Circulating               | 0              | 1              | 0               | 225                         |
| Picture Books (EASY)          | 325            | 658            | 170             | 470                         |
| Video - Juvenile Feature Film | 0              | 1              | 0               | 0                           |
| WiFi Hotspot                  | 0              | 1              | 0               | 0                           |
| Young Adult Book on CD        | 3              | 11             | 0               | 17                          |
| Young Adult CD                | 0              | 1              | 0               | 6                           |
| Young Adult Fiction           | 95             | 186            | 46              | 63                          |
| Young Adult Non-Fiction       | 13             | 29             | 5               | 0                           |
| Young Adult Paperback book    | 3              | 17             | 5               | 16                          |
| <b>TOTAL:</b>                 | <b>3,464</b>   | <b>7,390</b>   | <b>1,284</b>    | <b>4,083</b>                |
| <b>GRAND TOTAL:</b>           | <b>3,464</b>   | <b>7,390</b>   | <b>1,284</b>    | <b>4,083</b>                |

## Programs and Attendance for August 2021

### Counting Programs

| Audience                              | Number of<br><b>in-person, onsite</b><br>program sessions | Number of<br><b>in-person, offsite</b><br>program sessions | Number of<br><b>live, virtual</b><br>program sessions | Number of<br><b>pre-recorded</b><br>program sessions |
|---------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| Created for Children<br>age 0-5       | 5 - Storytime                                             |                                                            |                                                       |                                                      |
| Created for Children<br>age 6-11      |                                                           |                                                            |                                                       |                                                      |
| Created for Young Adults<br>age 12-18 |                                                           |                                                            |                                                       |                                                      |
| Created for Adults<br>age 19+         | 1-Mocktail Craft Kit                                      |                                                            |                                                       |                                                      |
| Created for everyone<br>all ages      |                                                           |                                                            |                                                       |                                                      |

### Counting Attendees

| Audience                              | Attendance at<br><b>in-person, onsite</b><br>program sessions | Attendance at<br><b>in-person, offsite</b><br>program sessions | Attendance at<br><b>live, virtual</b><br>program sessions | Views of<br><b>pre-recorded</b><br>program sessions* |
|---------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|
| Created for Children<br>age 0-5       | 54                                                            |                                                                |                                                           |                                                      |
| Created for Children<br>age 6-11      |                                                               |                                                                |                                                           |                                                      |
| Created for Young Adults<br>age 12-18 |                                                               |                                                                |                                                           |                                                      |
| Created for Adults<br>age 19+         | 34                                                            |                                                                |                                                           |                                                      |
| Created for everyone<br>all ages      |                                                               |                                                                |                                                           |                                                      |





# General Ledger Monthly Operating Expense Rpt



User: chrisk  
Printed: 9/2/2021 11:55:15 AM  
Period 01 - 03  
Fiscal Year 2022

| Acct Number     | Description                               | Budget              | Encumbered  | YTD Spent         | Available Budget  | % of Budget Available |
|-----------------|-------------------------------------------|---------------------|-------------|-------------------|-------------------|-----------------------|
| <b>101</b>      | <b>General Fund</b>                       |                     |             |                   |                   |                       |
| <b>46</b>       | <b>Library</b>                            |                     |             |                   |                   |                       |
| 101-46-00-20-10 | Salary-Regular                            | 421,844.45          | 0.00        | 69,036.20         | 352,808.25        | 83.63                 |
| 101-46-00-20-20 | TempPart Time                             | 46,853.63           | 0.00        | 9,057.16          | 37,796.47         | 80.67                 |
| 101-46-00-20-30 | Overtime                                  | 0.00                | 0.00        | 396.12            | -396.12           | 0.00                  |
| 101-46-00-20-37 | Holiday Pay                               | 2,386.74            | 0.00        | 153.40            | 2,233.34          | 93.57                 |
| 101-46-00-20-40 | FICAMedicare                              | 35,340.55           | 0.00        | 6,051.84          | 29,288.71         | 82.88                 |
| 101-46-00-20-45 | Employer PERS                             | 35,853.06           | 0.00        | 6,118.65          | 29,734.41         | 82.93                 |
| 101-46-00-20-47 | PERS Unfunded Liability                   | 71,085.63           | 0.00        | 0.00              | 71,085.63         | 100.00                |
| 101-46-00-20-55 | Health Insurance                          | 123,890.69          | 0.00        | 15,194.00         | 108,696.69        | 87.74                 |
| 101-46-00-20-61 | Workers Comp                              | 31,779.93           | 0.00        | 0.00              | 31,779.93         | 100.00                |
| 101-46-00-20-65 | SDI                                       | 4,716.22            | 0.00        | 838.76            | 3,877.46          | 82.22                 |
| 101-46-00-20-75 | Deferred Comp                             | 8,470.99            | 0.00        | 643.78            | 7,827.21          | 92.40                 |
| 101-46-00-20-85 | Auto Allowance                            | <u>2,400.00</u>     | <u>0.00</u> | <u>400.00</u>     | <u>2,000.00</u>   | <u>83.33</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | <b>784,621.89</b>   | <b>0.00</b> | <b>107,889.91</b> | <b>676,731.98</b> | <b>86.25</b>          |
| 101-46-00-21-10 | Communications                            | 15,000.00           | 0.00        | 163.84            | 14,836.16         | 98.91                 |
| 101-46-00-21-15 | Postage                                   | 500.00              | 0.00        | 0.00              | 500.00            | 100.00                |
| 101-46-00-21-22 | Utilities                                 | 51,000.00           | 0.00        | 4,863.81          | 46,136.19         | 90.46                 |
| 101-46-00-21-27 | Equipment Lease Exp                       | 10,000.00           | 0.00        | 308.33            | 9,691.67          | 96.92                 |
| 101-46-00-21-45 | Other Contract Services                   | 109,100.00          | 0.00        | 3,261.20          | 105,838.80        | 97.01                 |
| 101-46-00-21-55 | Training & Conference                     | <u>2,250.00</u>     | <u>0.00</u> | <u>0.00</u>       | <u>2,250.00</u>   | <u>100.00</u>         |
| <b>21</b>       | <b>Services</b>                           | <b>187,850.00</b>   | <b>0.00</b> | <b>8,597.18</b>   | <b>179,252.82</b> | <b>95.42</b>          |
| 101-46-00-22-07 | Copies                                    | 3,000.00            | 0.00        | 67.22             | 2,932.78          | 97.76                 |
| 101-46-00-22-12 | Computer Equipment                        | 4,250.00            | 0.00        | 0.00              | 4,250.00          | 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                |
| 101-46-00-22-16 | Library Materials                         | <u>0.00</u>         | <u>0.00</u> | <u>204.50</u>     | <u>-204.50</u>    | <u>0.00</u>           |
| <b>22</b>       | <b>Supplies</b>                           | <b>9,750.00</b>     | <b>0.00</b> | <b>271.72</b>     | <b>9,478.28</b>   | <b>97.21</b>          |
| 101-46-00-23-35 | Software Maintenance                      | <u>7,600.00</u>     | <u>0.00</u> | <u>6,596.00</u>   | <u>1,004.00</u>   | <u>13.21</u>          |
| <b>23</b>       | <b>Maintenance</b>                        | <b>7,600.00</b>     | <b>0.00</b> | <b>6,596.00</b>   | <b>1,004.00</b>   | <b>13.21</b>          |
| 101-46-00-24-25 | Taxes & Other Charges                     | <u>11,600.00</u>    | <u>0.00</u> | <u>0.00</u>       | <u>11,600.00</u>  | <u>100.00</u>         |
| <b>24</b>       | <b>Taxes, Insurances &amp; Contributi</b> | <b>11,600.00</b>    | <b>0.00</b> | <b>0.00</b>       | <b>11,600.00</b>  | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>                     | <b>1,001,421.89</b> | <b>0.00</b> | <b>123,354.81</b> | <b>878,067.08</b> | <b>87.68</b>          |

GL - Monthly Operating Expense Rpt (09/02/2021 - 11:55 AM)

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| Acct Number     | Description                      | Budget            | Encumbered       | YTD Spent        | Available Budget | % of Budget Available |
|-----------------|----------------------------------|-------------------|------------------|------------------|------------------|-----------------------|
| <b>218</b>      | <b>Public Library Foundation</b> |                   |                  |                  |                  |                       |
| <b>46</b>       | <b>Library</b>                   |                   |                  |                  |                  |                       |
| 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>         |
| <b>26</b>       | <b>Capital</b>                   | <b>1,288.00</b>   | <b>0.00</b>      | <b>0.00</b>      | <b>1,288.00</b>  | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>            | <b>1,288.00</b>   | <b>0.00</b>      | <b>0.00</b>      | <b>1,288.00</b>  | <b>100.00</b>         |
| <b>219</b>      | <b>CLSA State Library Grant</b>  |                   |                  |                  |                  |                       |
| <b>46</b>       | <b>Library</b>                   |                   |                  |                  |                  |                       |
| 219-46-00-22-12 | Computer Equipment               | <u>1,350.00</u>   | <u>0.00</u>      | <u>230.16</u>    | <u>1,119.84</u>  | <u>82.95</u>          |
| <b>22</b>       | <b>Supplies</b>                  | <b>1,350.00</b>   | <b>0.00</b>      | <b>230.16</b>    | <b>1,119.84</b>  | <b>82.95</b>          |
| <b>00</b>       | <b>Administration</b>            | <b>1,350.00</b>   | <b>0.00</b>      | <b>230.16</b>    | <b>1,119.84</b>  | <b>82.95</b>          |
| <b>380</b>      | <b>Friends and Foundation</b>    |                   |                  |                  |                  |                       |
| <b>46</b>       | <b>Library</b>                   |                   |                  |                  |                  |                       |
| 380-46-00-20-20 | TempPart Time                    | 55,021.55         | 0.00             | 10,309.04        | 44,712.51        | 81.26                 |
| 380-46-00-20-37 | Holiday Pay                      | 2,754.64          | 0.00             | 196.64           | 2,558.00         | 92.86                 |
| 380-46-00-20-40 | FICAMedicare                     | <u>4,419.65</u>   | <u>0.00</u>      | <u>803.71</u>    | <u>3,615.94</u>  | <u>81.82</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>   | <b>62,195.84</b>  | <b>0.00</b>      | <b>11,309.39</b> | <b>50,886.45</b> | <b>81.82</b>          |
| 380-46-00-22-16 | Library Materials                | 58,000.00         | 58,000.00        | 21.64            | -21.64           | -0.04                 |
| 380-46-00-22-40 | Programming                      | 15,000.00         | 0.00             | 651.34           | 14,348.66        | 95.66                 |
| 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>         |
| <b>22</b>       | <b>Supplies</b>                  | <b>73,500.00</b>  | <b>58,000.00</b> | <b>672.98</b>    | <b>14,827.02</b> | <b>20.17</b>          |
| <b>00</b>       | <b>Administration</b>            | <b>135,695.84</b> | <b>58,000.00</b> | <b>11,982.37</b> | <b>65,713.47</b> | <b>48.43</b>          |
| <b>382</b>      | <b>Martin Estate Trust</b>       |                   |                  |                  |                  |                       |
| <b>46</b>       | <b>Library</b>                   |                   |                  |                  |                  |                       |
| 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>         |
| <b>23</b>       | <b>Maintenance</b>               | <b>700.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>700.00</b>    | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>            | <b>700.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>700.00</b>    | <b>100.00</b>         |
| <b>384</b>      | <b>Tweed Trust</b>               |                   |                  |                  |                  |                       |
| <b>46</b>       | <b>Library</b>                   |                   |                  |                  |                  |                       |
| 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>7,734.27</u>  | <u>37,265.73</u> | <u>82.81</u>          |
| <b>22</b>       | <b>Supplies</b>                  | <b>50,000.00</b>  | <b>0.00</b>      | <b>7,734.27</b>  | <b>42,265.73</b> | <b>84.53</b>          |
| <b>00</b>       | <b>Administration</b>            | <b>50,000.00</b>  | <b>0.00</b>      | <b>7,734.27</b>  | <b>42,265.73</b> | <b>84.53</b>          |
| Grand Total     |                                  | 1,190,455.73      | 58,000.00        | 143,301.61       | 989,154.12       | 0.8309                |