



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, November 10, 2021 @ 5:00 PM
Published: Thursday, November 4, 2021
11:44 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.

This meeting will be conducted pursuant to the provisions of Government Code Section 54953 (as amended by AB 361) which authorizes teleconferenced meetings under the Brown Act during certain proclaimed States of Emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. This teleconferenced meeting is necessary so that the City can conduct essential business and is permitted under Government Code 54953 in order to protect public health and safety of attendees.

Consistent with Government Code Section 54953, this meeting will be held via teleconference only, and will not be physically open to the public. Board, Commission and Committee members and staff will teleconference into the meeting by audio and/or video. The meeting will be conducted via Zoom Webinar.

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 meetings will be accepted via email to publiccomment@cityofsthelelena.org. All public comments must be emailed by two hours prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line 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/88364847536>

Or One tap mobile :

US: +16699006833,,88364847536# or +12532158782,,88364847536#

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: 883 6484 7536

International numbers available: <https://us02web.zoom.us/j/kd6tYdxFyN>

1. CALL TO ORDER
2. ROLL CALL
Chair: Terry Wood
Vice Chair: David Slaby
Trustees: Emily Armstead, Janet Myers, Vacant, Lin Weber 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 October 13, 2021 7 - 8
[Library Board of Trustees - 13 Oct 2021 Minutes](#)
6. SCHEDULED MATTERS:
 - 6.1. Consideration and approval for cancelling the December meeting of the Library Board of Trustees - Chris Kreiden
 - 6.2. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlrs Meek, Friends & Foundation, Executive Director
 - 6.3. Discussion identifying areas of the community the library may not be reaching - Terry Wood
 - 6.4. Review of St. Helena Public Library's California Public Library Survey FY 20/21 Submission - Chris Kreiden 9 - 16
[St Helena's California Public Library Survey for FY20-21](#)
 - 6.5. Review of Library Statistics for October 2021 - Chris Kreiden 17 - 21
[Library Statistics 2021 October](#)
 - 6.6. Review of Monthly Library Operating Expense Report for October 2021 - Chris Kreiden 23 - 24
[Library Monthly Expense Report 2021 October](#)

7. ADJOURNMENT

The next regular meeting is scheduled for December 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 November 4, 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, October 13, 2021 @ 5:00 PM
Via Zoom**

1. CALL TO ORDER – Chairperson Terry Wood called the meeting to order at 5:00 PM.
2. ROLL CALL – Present were:
Chairperson: Terry Wood
Vice Chair: David Slaby
Trustees: Janet Myers and Rebecca Wendt
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
Also present: Paige Pohlers Meek, Friends & Foundation Executive Director
3. PUBLIC FORUM – No public comment was received.
4. REPORTS BY STAFF/COMMITTEE:
Chris reported:
 - Applications for the vacant Library Board seat must be submitted by October 26th. The appointment will be made by the City Council at their November 9th meeting.
 - Currently there is a recruitment for two Library Assistant II positions.
 - Until Saturday, October 16th votes can still be cast for the Library's next three card designs. Choices were narrowed by Staff from 32 submitted designs to the 11 hanging on the Gallery Wall.
 - Students, ages 18 to 22, with the St. Helena High School's Transition Program have been dusting around the Library a few hours a week since September 29th. The goal of this program is to help participants in job training and household management. The students are also discovering more about the Library.
 - St. Helena Library is now a branch of the Napa County Seed Library. Residents can "borrow" or donate seeds for others to enjoy. The cabinet being used is located outside the Children's Area and is the first Upper Valley location for the Napa County Seed Library.
 - The California Public Library Survey is almost completed. Deadline is November 5th.
 - Possibilities for Library Board participation in the new year: assist with distribution of program flyers and reading/viewing recommendations to be posted at the Library.
5. CONSENT ITEMS:
 - 5.1. **Library Board of Trustees Meeting Minutes of September 8, 2021** – were approved.

6. SCHEDULED MATTERS:

- 6.1. **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 meetings via Zoom until the mask mandate is lifted, at which time options will again be discussed.
- 6.2. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek, Friends & Foundation, Executive Director – Paige reported:
 - October 21st will be the next meeting of the Friends & Foundation Board.
 - Fall Appeal letters have been sent with \$9000 having been raised so far.
 - Elsie the Chocolate Cat is a surprise bestseller. Woodhouse Chocolate originally made 120 chocolate Elsie's which sold out the first day. More than 400 have since been made.
 - A big Elsie ornament display is planned by Acres Home & Garden when the ornaments go on sale in early November.
 - January 30th's Bookmark has already had 50 seats confirmed. There is enough room at Tre Posti for 160. Currently \$22,000 in sponsorships has been raised but the Friends are looking for more.
 - Paige would like to create a teen auxiliary for the Friends & Foundation Board.
- 6.3. **Discussion identifying areas of the community the library may not be reaching** - Terry Wood – Terry would like Trustees to think about areas in the community that the Library could reach more effectively. David mentioned the Hispanic community. Rebecca brought up teenagers. Anna stated that getting the youth voice is a City Council goal.
- 6.4. **Review of Library Statistics for September 2021** - Chris Kreiden – Chris reported 3637 automatic renewals last month. Physical circulations and visitor stats are still not to pre-pandemic figures, however digital use is still going up.
- 6.5. **Review of Monthly Library Operating Expense Report for September 2021** - Chris Kreiden – Trustees reviewed the expense report.

7. **ADJOURNMENT** – Chairperson Terry Wood adjourned the meeting at 5:49 PM.

The October 13, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the November 10, 2021 Library Board of Trustees meeting.

APPROVED:

ATTEST:

Terry Wood, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)



From the Institute of Museum and Library Services website (www.ims.gov)

Public Libraries Survey

The Public Libraries Survey (PLS) examines when, where, and how library services are changing to meet the needs of the public. These data, supplied annually by public libraries across the country, provide information that policymakers and practitioners can use to make informed decisions about the support and strategic management of libraries.

Purpose: The survey provides statistics on the status of public libraries in the United States.

Coverage: The data are collected from approximately 9,000 public libraries with approximately 17,000 individual public library outlets (main libraries, branches, and bookmobiles) in the 50 states, the District of Columbia, and outlying territories.

Content: Data includes information about library visits, circulation, size of collections, public service hours, staffing, electronic resources, operating revenues and expenditures and number of service outlets.

Frequency: Collected annually since 1988. (Data files are available since 1992.)

Methods: At the state level, PLS is administered by Data Coordinators, appointed by the chief officer of the state library agency from each state or outlying area. State Data Coordinators collect the requested data from local public libraries and report these data to us via a web-based reporting system.

Use: PLS data are useful to researchers, journalists, the public, local practitioners, and policymakers at the federal, state, and local levels, and are used for planning, evaluation, and policy making.

California Public Library Survey

Section 1 Directory and Administrative Information

Directory Information (If position is not filled, enter "VACANT" in 1.6 and leave 1. 7 & 1.8 blank)

1.5	Courtesy Title	Ms.
1.6	Director First Name	Christina
1.7	Director Middle Name	
1.8	Director Last Name	Kreiden
1.9	Director Title	Library Director
1.10 - 1.17	CSL only. Contact CSL with changes	
1.10	Street Address	1492 LIBRARY LANE
1.11	City	ST. HELENA
1.12	Zip	94574
1.13	Zip +4	1143
1.14	Mailing Address	1492 LIBRARY LANE
1.15	Mailing City	ST. HELENA
1.16	Mailing Zip	94574
1.17	Mailing Zip +4	1143
1.18	Public Phone Number - Administration	7079635244
1.19	Reference Phone Number	(707) 963-5244
1.20	TDD for Deaf	N/A
1.21	Library Director's Email address	director@shpl.org
1.21a	Include email in directory distributed to CA library directors?	Yes
1.21b	Make email available to professional library orgs?	Yes
1.21c	Make email available to public	Yes
1.21d	Deputy Director Name	
1.21e	Deputy Director Email	
1.22	Library's Public Email address or "Contact us" URL	https://www.shpl.org/contact-us
1.23	Library's Web Address	https://www.shpl.org/
1.24	Name of person completing this survey	Chris Kreiden
1.25	Phone # of person completing this survey	(707) 967-2805
1.26	Email address of person completing this survey	chris@shpl.org

Section 1a. COVID-19 Data (all yes/no questions)

1.40	Closed outlets due to COVID	Yes
1.41	Public services during COVID	Yes
1.42	Electronic library cards during COVID	Yes
1.43	Reference service during COVID	Yes
1.44	Outside service during COVID	Yes
1.45	External wifi access added during COVID	
1.46	External wifi access increased during COVID	
1.47	Staff reassigned during COVID	Yes

Section 2 Population and Outlets

2.1	Population of The Legal Service Area (CSL only)	6,070	6,073
-----	---	-------	-------

2.2	Registered Users as of June 30	6,521	6,635
2.3	Children Borrowers	824	895
2.4	# of Central Libraries	1	1
2.5	# of Branch Libraries	0	0
2.6	# of Bookmobiles	0	0
2.7	Total # of Outlets (auto calculated)	1	1
2.8	# of other library outreach vehicles or structures	0	
2.9	Total Square Footage (auto calculated in LibPAS from entries in outlets section)	14,445	14,445

Section 3 Library Income

Operating Income

3.1	Local Government (all sources)	\$940,131	\$1,030,603
3.2	State Funds (e.g. CLSA, PLF, ELLI, etc.)	\$7,389	\$11,995
3.3	Federal Funds (e.g. LSTA or other)	\$0	\$3,000
3.4	All Other Operating Income	\$181,491	\$185,000
3.5	Total Operating Income (auto calculated)	\$1,129,011	\$1,230,598

Capital Income

3.7	Local Government (taxes and allocations)	\$0	\$0
3.8	State Funds	\$0	\$0
3.9	Federal Funds	\$0	\$0
3.10	Other Income	\$0	\$0
3.11	Total Capital Outlay Income (auto calculated)	\$0	\$0

Section 4 Library Expenditures

Staff Expenditures

4.1	Salary & Wages Expenditures	\$ 492,087	\$584,520
4.2	Employee Benefits Expenditures	\$303,409	\$291,597
4.3	Total Staff Expenditures (auto calculated)	\$795,496	\$876,117

Collection Expenditures

4.4	Print Materials Expenditures (except Serials)	\$36,641	\$37,118
4.5	Print Serial Subscription Expenditures		
4.6	Total Print Materials Expenditures (auto calculated)	\$38,211	\$42,328
4.7	Electronic Materials Expenditures	\$52,125	\$41,908
4.8	Other Materials Expenditures	\$13,399	\$19,615
4.9	Total Collection Expenditures (auto calculated)	\$103,735	\$103,851

Other Expenditures

4.10	All Other Operating Expenditures	\$172,006	\$176,781
4.11	Total Operating Expenditures (auto calculated)	\$1,071,237	\$1,156,749

Capital Expenditures

4.12	Total Capital Expenditures	\$0	\$0
------	----------------------------	-----	-----

Section 5 Library Staff

5.1	Total count of persons employed - full and part time	13.00	14.00
5.2	ALA Librarians (FTE) who have accredited ALA Masters	2.00	2.00

5.3	FTE Total Librarians (ALA or other)	2.00	3.00
5.4	FTE All other paid staff	4.40	4.92
5.5	Staff FTE (auto calculated)	6.40	7.92
5.6	FTE Volunteers (Average FTE per week - not hours)	0.10	0.25

Salary Survey

5.7	Library Director	\$9,883	\$12,012
5.8	Assistant Director	\$0	\$0
5.9	Chief of Division	\$0	\$0
5.10	Clerk	\$3,171	\$3,855
5.11	Information Technology Specialist		
5.12	Librarian I	\$4,619	\$5,614
5.13	Librarian III	\$5,080	\$6,175
5.14	Librarian III	\$5,588	\$6,792
5.15	Library Assistant	\$3,820	\$5,110
5.16	Manager		

Section 6 Library Collections

Print Materials and Physical Items

6.1	Books Children Held as of June 30	19,484	22,024
6.2	Books Young Adult Held as of June 30	1,411	1,410
6.3	Total Print Materials Held	45,335	49,297
6.4	# of Physical Audio Materials	5,678	6,134
6.5	# of Physical Video Materials	10,334	10,746
6.6	Other Physical Items	0	
6.7	Total Physical Items (auto-calculated)	61,347	
6.8	(Optional) Current Print Serial Subscriptions	0	63

Electronic Items

6.9	# of Electronic Books	130,876	128,287
6.10	# of Downloadable Audio Materials	22,082	17,413
6.11	# of Downloadable Video Materials	7,638	5,514
6.12	Electronic Collections Locally Funded	18	18
6.13	Electronic Collections State Funded (no more than 6)	4	2

Section 7 Library Services

	Hours Open, All Outlets (auto calculated in LibPAS with entries in outlets section)	728	1,787
7.1	Library Visits	9,983	67,336
7.2	Annual count or estimate based on weekly count	Annual Count	
7.3	Reference Transactions	11,388	-1
7.4	Reference transactions reporting method	Annual Estimate Based on Typical Week(s)	

Circulation

7.6	Do you charge late fines?	No	
7.7	Charge per day for Adults		
7.8	For Young Adults		

7.9	For Children		
7.10	Do you lend laptops?	No	
7.11	Do you lend hot spots?	No	
7.12	Circulation of Children's Materials	40,302	45,197
7.13	Circulation of Non English Materials	1,899	3,350
7.14	ILL loans to others	39,112	22,738
7.15	ILL loans received	26,419	13,440
7.16	Circulation of Other Physical Items	30	
7.17	Physical Item Circulation	88,597	109,006
7.18	Circulation of Electronic Materials	26,718	20,081
7.19	Successful Retrieval of Electronic Information	9,693	30,129
7.20	Total Annual Circulation (auto calculated)	115,315	129,087
7.21	Total Electronic Content Use (auto calculated)	36,411	50,210
7.22	Total Content Use (auto calculated)	125,008	159,216

Live Programming

Are you able to report in-person and live, virtual programming separately for all categories?

No: Fill in 7.23, 7.24, 7.25, 7.26, 7.27, 7.28, 7.29, 7.30, 7.31, 7.32 Yes: use the "a" and "b" options.

Early learning: Ages 0-5

7.23	# of Children's Programs for Ages 0-5		
7.23a	Live, In-person	4	
7.23b	Live, Virtual		
7.24	Children's Program Attendance		
7.24a	Live, In-person	73	
7.24b	Live, Virtual		

Children's programs: Ages 6-11

7.25	# of Children's Programs for Ages 6-11		
7.25a	Live, In-person	26	
7.25b	Live, Virtual		
7.26	Children's Program Attendance		
7.26a	Live, In-person	610	
7.26b	Live, Virtual		

Young Adult Programs

7.27	# of Young Adult Programs for Ages 12-18	0	2
7.27a	Live, In-person	0	2
7.27b	Live, Virtual	0	
7.28	Young Adult Program Attendance	0	30
7.28a	Live, In-person	0	30
7.28b	Live, Virtual	0	

Adult Programs

7.29	# of Adult Programs for Ages 19+	4	87
7.29a	Live, In-person		87
7.29b	Live, Virtual	4	

7.30	Adult Program Attendance	103	1,455
7.30a	Live, In-person		1,455
7.30b	Live, Virtual	103	

General Interest Programs

7.31	# of Programs for all ages		
7.31a	Live, In-person	0	
7.31b	Live, Virtual	0	
7.32	General Audience attendance		
7.32a	Live, In-person	0	
7.32b	Live, Virtual	0	

Off-site programming count

7.33	Of the above programs, how many were offsite?	20	126
7.34	Attendance at offsite programs	400	2,797

Recorded Programming

7.35	# recordings of program content	5	10
7.36	# views of recorded program content	720	643
7.37	# on-demand views of recorded live programs	0	0

Electronic Services

7.38	CIPA Compliant		
7.39	Annual Uses of Public Internet Computers	No 927	2547 No
7.40	Reporting Method for Uses of Computers	ANNUAL COUNT	
7.41	Virtual Visits to the library website	45,072	43,659
7.42	Wireless Sessions Per Year	-1	-1
7.43	Reporting Method for Wifi Sessions		
	# of Internet Terminals (auto calculated from entries in		
7.44	Outlets sections)	14	14

Self-directed Activities

7.45	# of self-directed activities	27
7.46	# of participants	1913
7.47	Describe activities	

Section 8 Referendum

Please leave blank if no referendum occurred during the report year. Do not report referenda from prior years.

8.1	Referendum Election Date	
8.2	Referendum Local Agency	
8.3	Referendum Funding Purpose	
8.4	Referendum Type of Tax	
8.5	Referendum Percentage of Yes Votes	
8.6	Referendum Vote Required	
8.7	Referendum Vote Outcome	
8.8	Referendum Notes	

Section 10 Library Outlets

10.1-10.14 are CSL only. Contact CSL with changes

10.1	FSCSKey	CA0141
10.2	State assigned identification number	M737
10.3	Library Code	M737.001
10.4	Short Name	St Helena
10.5	Legal Name	ST. HELENA PUBLIC LIBRARY
10.6	Physical Street Address	1492 LIBRARY LANE
10.7	City	ST. HELENA
10.8	Zip Code	94574
10.9	Zip+4 Code	1143
10.10	Mailing Street Address	1492 LIBRARY LANE
10.11	Mailing City	ST. HELENA
10.12	Mailing Zip Code	94574
10.13	Mailing Zip +4	1143
10.14	County	Napa

Contact information

10.15	Phone	(707) 963-5244
10.16	Outlet Type Code	Central
10.17	Facility Owned By	City
10.18	Established Scheduled Hours for Public Service?	Yes
10.19	Staffing	Yes
10.20	Separate Quarters?	Yes

Hours and Counts

1	10.21	Days Open per Week	6	6
2	10.22	Hours open weekly	50.00	50.00
3	10.23	Hours open annually	728	1,787
4	10.24	Weeks outlet was open during reporting year	8	
5	10.24a	Number of weeks outlet was closed due to COVID	35	14
		Number of weeks outlet had limited occupancy during		
6	10.24b	COVID	9	0
7	10.25	Staff FTE	6.40	7.92
8	10.26	Population Served	10,300	10,401
9	10.27	Reader Seats	78	78
#	10.28	Volumes Held	61,347	67,184
#	10.29	Circulation	115,315	129,087
#	10.30	Total outlet operating expenditure	\$1,071,237	\$1,156,749

Facility Information

10.31	Year Built	1979	1979
10.32	Year opened	06/1979	06/1979
10.33	Year remodeled	2010	2010
10.34	Adequacy of Facility	6	7
10.35	Estimated cost of deferred maintenance	\$550,000.00	

10.36	Rate the accuracy of this estimate (ballpark vs calculated)		
10.37	Facility Upgrade Needs	Remodel	
10.38	Estimated cost of this improvement	\$2,000,000	
10.39	Rate the accuracy of this estimate (ballpark vs calculated)	Ballpark figure	
10.40	Gross square ft.	14,445	14,445
10.41	LEED Certification	No	No
Electronic Information			
10.42	Number of Internet Terminals	14	14
10.43	Internet connection speed	1,000	
10.44	Speed sufficiency	Yes	
10.45	Increase in speed needed in five years?	Yes	
10.46	Age of cabling	3-5	
10.47	More than half of cabling older than five years?		
10.48	Speed limited by hardware issues?	Yes	
10.49	Name of internet provider (e.g. AT&T)	AT&T	
10.50	Is Wifi available to patrons?	True	True
10.51	Wifi network name	SHPL-Public	
10.52	User name		
10.53	Password		
10.54	Available 24/7?	Yes	
10.55	Hours available if not 24/7		
10.56	<u>Maximum</u> users at one time		

Weeks Open, Annually

March 8th was limited by appointment. Appointments completely removed in May.--2021-10-30

Did not open to the public until March 8th, 2021.--2021-10-09

Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

Building only open to public for 4 months in FY20/21. More than 2 months with appointments only access.--2021-10-30

After pandemic restrictions are lifted, will this branch reopen?

Reopened as of March 8, 2021.--2021-04-20

If yes, will hours or days open be reduced due to budget cuts?

Reduced hours will be because of short staff - one position frozen due to budget situation--2021-04-20

Population Served

This figure includes St. Helena's population along with Angwin (3179), Deer Park (869), Oakville (91), and Rutherford (88). These Napa County communities are closer to St. Helena than a Napa County Library branch. I don't have a figure for the unincorporated area around St. Helena (which includes Angwin and Deer Park).--2021-10-09

Estimated cost of deferred maintenance on this outlet

This figure includes a new roof.--2021-04-20

Please rate accuracy of this estimate: (choose one)

City of St. Helena did an infrastructure assessment study of all City owned buildings three years ago which included the Library.--2021-04-20

User name(s)

No user name asked for.--2021-10-30

Password(s)

Public WiFi is not password protected.--2021-10-05

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/2/2021

10/1/2021 to 10/31/2021

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	166	282	3	99
Adult Book on Tape	7	7	0	6
Adult CD Non-English Language	0	0	0	1
Adult Compact Disc	122	243	2	110
Adult Fiction	874	1,365	27	523
Adult Non Fiction	646	1,075	28	464
Adult Paperback Book	1	1	0	0
Adult Periodical	41	47	0	32
Blu-Ray - Feature Film	14	28	0	0
Blu-Ray - Juvenile Feature	2	2	0	0
DVD - Educational	122	178	0	43
DVD - Feature Film	1,122	1,597	11	436
DVD - Foreign Language	5	16	0	0
DVD - Juvenile Educational	1	2	0	2
DVD - Juvenile Feature Film	111	203	1	150
DVD - Juvenile Foreign Lang	1	2	0	0
Easy Reader	145	232	0	93
Juvenile Book on CD	41	57	1	26
Juvenile Book on Tape	1	1	0	0
Juvenile Compact Disc	16	12	0	13
Juvenile Fiction	625	872	16	266
Juvenile Non-Fiction	459	660	8	302
Juvenile Paperback Book	110	149	2	61
Juvenile Spanish	48	101	0	28
Link+ Book	23	35	0	6
Link+ Media	12	14	0	2
Link+ Media - 1 week	1	1	0	0
Mixed Media Kit	1	2	0	2
Non-Circulating	1	2	0	1
Picture Books (EASY)	834	1,136	9	419
WiFi Hotspot	1	2	0	0
Young Adult Book on CD	1	2	0	1
Young Adult CD	0	0	0	1
Young Adult Fiction	153	236	3	59
Young Adult Non-Fiction	10	19	1	2
Young Adult Paperback book	35	32	2	17
TOTAL:	5,752	8,613	114	3,165
GRAND TOTAL:	5,752	8,613	114	3,165

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			October 2021	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS				
Hoopla	148	121	Hoopla	696
Overdrive	489	564	Kanopy	305
TOTAL	637	685	Overdrive	1170
			BookFlix	24
				2195
AUDIOBOOKS				
Hoopla	393	251		
Overdrive	578	557		
TOTAL	971	808		
MOVIES & TELEVISION				
Hoopla	136	147		
Kanopy	305	496		
TOTAL	441	643		
MUSIC				
Hoopla	19	15		
TOTAL	19	15		
PERIODICALS				
Overdrive	103	123		
TOTAL	103	123		
CHILDRENS				
BookFlix	24	34		
TOTAL	24	34		
TOTAL DIGITAL CIRCULATION	2,195	2,308		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/2/2021

10/1/2021 to 10/31/2020

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	73	249	2	106
Adult Book on Tape	0	0	2	0
Adult Compact Disc	19	104	1	85
Adult Fiction	446	1,041	15	552
Adult Non Fiction	397	923	43	361
Adult Paperback Book	1	1	0	0
Adult Periodical	6	16	0	21
Blu-Ray - Feature Film	14	32	0	0
Blu-Ray - Juvenile Feature	2	3	0	0
DVD - Educational	118	209	57	64
DVD - Feature Film	560	1,167	90	688
DVD - Foreign Language	20	44	2	0
DVD - Juvenile Educational	4	13	1	1
DVD - Juvenile Feature Film	64	150	8	150
Easy Reader	53	163	9	102
Juvenile Book on CD	25	57	2	65
Juvenile Compact Disc	5	17	0	22
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	294	712	23	386
Juvenile Non-Fiction	273	663	57	268
Juvenile Paperback Book	21	77	5	30
Juvenile Spanish	13	43	3	26
Mixed Media Kit	1	1	0	1
Non-Circulating	0	0	0	2
Picture Books (EASY)	256	798	17	440
Video - Info/Educ/Recreation	0	1	0	0
Young Adult Book on CD	1	6	0	8
Young Adult CD	0	2	0	0
Young Adult Fiction	113	203	5	71
Young Adult Non-Fiction	6	19	3	0
Young Adult Paperback book	9	18	1	6
TOTAL:	2,794	6,733	346	3,455
GRAND TOTAL:	2,794	6,733	346	3,455

2021 October						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					1 274/91	2 275/90
October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	3 274/89 4 277/88 5 278/87	6 279/86 7 280/85 8 281/84 9 282/83	10 283/82 11 284/81 12 285/80	13 286/79 14 287/78 15 288/77 16 289/76	17 290/75 18 291/74 19 292/73	20 293/72 21 294/71 22 295/70 23 296/69
November S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	17 290/75 18 291/74 19 292/73	20 293/72 21 294/71 22 295/70 23 296/69	24 297/68 25 298/67 26 299/66	27 300/65 28 301/64 29 302/63 30 303/62	28 301/64 29 302/63 30 303/62	29 302/63 30 303/62
December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	24 297/68 25 298/67 26 299/66	27 300/65 28 301/64 29 302/63 30 303/62	31 304/61	32 305/60	33 306/59	34 307/58

362

1845

1607

1876

1750

7440 ÷ 2 =

3720

VISITORS:

Programs and Attendance for October 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 - Storytimes			
Created for Children age 6-11	4 - Sushi Kits, Halloweenland, and School visits (2)			
Created for Young Adults age 12-18				
Created for Adults age 19+	2 - Jay Greene and James Gump author talk			
Created for everyone all ages	2 - Spanish conversation			

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	71			
Created for Children age 6-11	55 - Sushi kits, 102 - Halloweenland, 27 - School visitors			
Created for Young Adults age 12-18				
Created for Adults age 19+	54			
Created for everyone all ages	3			

General Ledger Monthly Operating Expense Rpt



User: chrisk
Printed: 11/3/2021 11:05:13 AM
Period 01 - 06
Fiscal Year 2022

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	421,844.45	0.00	117,657.81	304,186.64	72.11
101-46-00-20-20	TempPart Time	46,853.63	0.00	15,818.40	31,035.23	66.24
101-46-00-20-30	Overtime	0.00	0.00	97.18	-97.18	0.00
101-46-00-20-37	Holiday Pay	2,386.74	0.00	306.80	2,079.94	87.15
101-46-00-20-40	FICAMedicare	35,340.55	0.00	10,304.28	25,036.27	70.84
101-46-00-20-45	Employer PERS	35,853.06	0.00	9,757.15	26,095.91	72.79
101-46-00-20-47	PERS Unfunded Liability	71,085.63	0.00	55,905.39	15,180.24	21.35
101-46-00-20-55	Health Insurance	123,890.69	0.00	26,589.50	97,301.19	78.54
101-46-00-20-61	Workers Comp	31,779.93	0.00	7,808.71	23,971.22	75.43
101-46-00-20-65	SDI	4,716.22	0.00	1,422.81	3,293.41	69.83
101-46-00-20-75	Deferred Comp	8,470.99	0.00	1,126.61	7,344.38	86.70
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>700.00</u>	<u>1,700.00</u>	<u>70.83</u>
20	Salaries & Benefits	784,621.89	0.00	247,494.64	537,127.25	68.46
101-46-00-21-10	Communications	15,000.00	0.00	270.43	14,729.57	98.20
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	14,489.96	36,510.04	71.59
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	2,073.18	7,926.82	79.27
101-46-00-21-45	Other Contract Services	109,100.00	45,577.16	34,779.21	28,743.63	26.35
101-46-00-21-55	Training & Conference	<u>2,250.00</u>	<u>0.00</u>	<u>225.00</u>	<u>2,025.00</u>	<u>90.00</u>
21	Services	187,850.00	45,577.16	51,837.78	90,435.06	48.14
101-46-00-22-07	Copies	3,000.00	0.00	672.91	2,327.09	77.57
101-46-00-22-12	Computer Equipment	4,250.00	0.00	4,133.00	117.00	2.75
101-46-00-22-13	Office Supplies	1,500.00	0.00	216.13	1,283.87	85.59
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	0.00	1,000.00	100.00
101-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>1,047.55</u>	<u>-1,047.55</u>	<u>0.00</u>
22	Supplies	9,750.00	0.00	6,069.59	3,680.41	37.75
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>
23	Maintenance	7,600.00	0.00	6,596.00	1,004.00	13.21
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>
24	Taxes, Insurances & Contributi	11,600.00	0.00	0.00	11,600.00	100.00
00	Administration	1,001,421.89	45,577.16	311,998.01	643,846.72	64.29

GL - Monthly Operating Expense Rpt (11/03/2021 - 11:05 AM)

Page 1

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
218	Public Library Foundation					
46	Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,288.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,288.00</u>	<u>100.00</u>
26	Capital	1,288.00	0.00	0.00	1,288.00	100.00
00	Administration	1,288.00	0.00	0.00	1,288.00	100.00
219	CLSA State Library Grant					
46	Library					
219-46-00-22-12	Computer Equipment	<u>1,350.00</u>	<u>0.00</u>	<u>230.16</u>	<u>1,119.84</u>	<u>82.95</u>
22	Supplies	1,350.00	0.00	230.16	1,119.84	82.95
00	Administration	1,350.00	0.00	230.16	1,119.84	82.95
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	55,021.55	0.00	18,105.70	36,915.85	67.09
380-46-00-20-37	Holiday Pay	2,754.64	0.00	393.28	2,361.36	85.72
380-46-00-20-40	FICAMedicare	<u>4,419.65</u>	<u>0.00</u>	<u>1,415.18</u>	<u>3,004.47</u>	<u>67.98</u>
20	Salaries & Benefits	62,195.84	0.00	19,914.16	42,281.68	67.98
380-46-00-22-16	Library Materials	58,000.00	35,104.51	13,017.12	9,878.37	17.03
380-46-00-22-40	Programming	15,000.00	0.00	1,695.91	13,304.09	88.69
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	35,104.51	14,713.03	23,682.46	32.22
00	Administration	135,695.84	35,104.51	34,627.19	65,964.14	48.61
382	Martin Estate Trust					
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					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,133.11	3,866.89	77.34
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>13,644.13</u>	<u>31,355.87</u>	<u>69.68</u>
22	Supplies	50,000.00	0.00	14,777.24	35,222.76	70.45
00	Administration	50,000.00	0.00	14,777.24	35,222.76	70.45
Grand Total		1,190,455.73	80,681.67	361,632.60	748,141.46	0.6284