



**City of St. Helena  
Library Board of Trustees  
Regular Meeting  
Wednesday, January 12, 2022 @ 5:00 PM  
Published: Wednesday, January 5, 2022  
3:48 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.

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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](mailto: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/85799594705>

Or One tap mobile :

US: +16699006833,,85799594705# or +13462487799,,85799594705#

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

Webinar ID: 857 9959 4705

International numbers available: <https://us02web.zoom.us/j/kc3FgQL6GP>

1. CALL TO ORDER
2. ROLL CALL  
Chair: Terry Wood  
Vice Chair: David Slaby  
Trustees: Alexandra Haslip, Janet Myers, Juliet Valmont, 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 November 10, 2021 7 - 8  
[Minutes Library Board of Trustees - 10 Nov 2021](#)
6. SCHEDULED MATTERS:
  - 6.1. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlrs Meek, Friends & Foundation, Executive Director
  - 6.2. Discussion identifying areas of the community the Library may not be reaching - Terry Wood
  - 6.3. Review of Library Statistics for November 2021 - Chris Kreiden 9 - 14  
[Library Statistics 2021 November](#)
  - 6.4. Review of Library Statistics for December 2021 - Chris Kreiden 15 - 19  
[Library Statistics 2021 December](#)
  - 6.5. Review of Monthly Library Operating Expense Report for December 2021 - Chris Kreiden 21 - 22  
[Library Monthly Expense Report 2021 December](#)
7. ADJOURNMENT  
The next regular meeting is scheduled for February 9, 2022 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 January 7, 2022.



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, November 10, 2021 @ 5:00 PM  
Via Zoom**

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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: Emily Armstead, Alexandra Haslip, Janet Myers, Lin Weber, and Rebecca Wendt  
City Council Member Liaison: Anna Chouteau  
Staff Liaison: Chris Kreiden, Library Director  
Also present: Paige Pohlars Meek, Friends & Foundation Executive Director

3. **PUBLIC FORUM** – No public comment was received.

4. **REPORTS BY STAFF/COMMITTEE:**

Emily announced her resignation from the Library Board of Trustees.

Suzanne Lowell, St. Helena High School's new librarian, was presented and introductions were made.

Chris reported:

- Last month's storm caused some leakage at the Library.
- The recruitment for two part-time Library Assistant II positions has been completed.
- There was a three-way tie - the three designs selected for the Library's new cards each had the exact same number of votes.
- During the month of November, hand painted cloths by Phoebe Ellsworth can be seen hanging in the Library's gallery.
- Through the California State Library's Career Pathways program, the Library will soon be providing access to six workforce development platforms. Currently GetSetUp, a social learning platform for individuals 50+ with classes, taught by peers, which include digital learning, physical health, mental health, social health, and vocational health is available. Other platforms to follow soon.

5. **CONSENT ITEMS:**

- 5.1. **Library Board of Trustees Meeting Minutes of October 13, 2021** – were approved.

6. **SCHEDULED MATTERS:**

- 6.1. **Consideration and approval for cancelling the December meeting of the Library Board of Trustees** - Chris Kreiden – Trustees approved the cancelation of December's meeting.
- 6.2. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek, Friends & Foundation, Executive Director – Paige reported:
  - The next Friends & Foundation Board meeting will be December 15<sup>th</sup>.
  - The Friends & Foundation Board has two new members.
  - Close to three hundred Chocolate Elsie's were sold by Woodhouse Chocolate during the month of October.
  - The Fall Appeal has so far brought in \$22,000.
  - Since late October more than 40 Elsie Ornaments have been sold by ACRES Home & Garden.
  - Seventy-seven seats have been confirmed for Bookmark, which is 47% of the 160 seats available with more than two months to go before the event. Sponsorships are at \$26,500. Jesse Duarte with the *St. Helena Star* will be doing a feature article on Bookmark. A short trailer for the event has been airing at the Cameo.
- 6.3. **Discussion identifying areas of the community the library may not be reaching** - Terry Wood – Discussed were students and teens. Also mentioned was the hospital and letting patients know about available digital resources like Libby and Hoopla. An idea for a teen book (and/or) movie club was mentioned by Rebecca.
- 6.4. **Review of St. Helena Public Library's California Public Library Survey FY20/21 Submission** - Chris Kreiden – Trustees reviewed the survey submission. Chris explained that the survey did not consider providing curbside service as the Library being open. To be considered open, the public had to be able to access the building.
- 6.5. **Review of Library Statistics for October 2021** - Chris Kreiden – Trustees reviewed the statistics. David asked about visitor count compared to two years ago. The numbers this year are below those of 2019/pre-pandemic.
- 6.6. **Review of Monthly Library Operating Expense Report for October 2021** - Chris Kreiden – Trustees reviewed the Library's expense report for October.
7. **ADJOURNMENT** - Chairperson Terry Wood adjourned the meeting at 5:52 PM.

The November 10, 2021 regular meeting of the Library Board of Trustees minutes were adopted at the January 12, 2022 Library Board of Trustees meeting.

APPROVED:

ATTEST:

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Terry Wood, Chairperson

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Chris Kreiden, Library Director  
(Staff Liaison)



Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:12/3/2021

11/1/2021 to 11/30/2021

| St. Helena Public Library   |                           | ON-SHELF |         |          |         |
|-----------------------------|---------------------------|----------|---------|----------|---------|
|                             |                           | CHARGES  | RETURNS | RENEWALS | RETURNS |
| Adult Book on CD            |                           | 166      | 242     | 0        | 94      |
| Adult Book on Tape          |                           | 7        | 9       | 0        | 1       |
| Adult CDROM                 |                           | 0        | 1       | 0        | 0       |
| Adult Compact Disc          |                           | 101      | 234     | 0        | 114     |
| Adult Fiction               |                           | 860      | 1,456   | 2        | 405     |
| Adult Non Fiction           |                           | 700      | 1,249   | 18       | 340     |
| Adult Paperback Book        |                           | 0        | 2       | 0        | 0       |
| Adult Periodical            |                           | 21       | 39      | 0        | 31      |
| Blu-Ray - Feature Film      |                           | 7        | 23      | 0        | 0       |
| Blu-Ray - Juvenile Feature  |                           | 0        | 1       | 0        | 0       |
| DVD - Educational           |                           | 111      | 187     | 0        | 31      |
| DVD - Feature Film          |                           | 1,161    | 1,638   | 13       | 485     |
| DVD - Foreign Language      |                           | 12       | 17      | 0        | 0       |
| DVD - Juvenile Educational  |                           | 14       | 16      | 0        | 1       |
| DVD - Juvenile Feature Film |                           | 135      | 225     | 1        | 219     |
| Easy Reader                 |                           | 220      | 251     | 3        | 100     |
| Juvenile Book on CD         |                           | 49       | 56      | 2        | 77      |
| Juvenile Book on Tape       |                           | 0        | 1       | 0        | 0       |
| Juvenile Compact Disc       |                           | 14       | 18      | 0        | 18      |
| Juvenile Fiction            |                           | 656      | 892     | 26       | 355     |
| Juvenile Non-Fiction        |                           | 385      | 694     | 17       | 282     |
| Juvenile Paperback Book     |                           | 156      | 136     | 4        | 90      |
| Juvenile Spanish            |                           | 107      | 87      | 0        | 59      |
| Link+ Book                  |                           | 24       | 23      | 0        | 1       |
| Link+ Media                 |                           | 7        | 10      | 0        | 0       |
| Mixed Media Kit             |                           | 2        | 5       | 0        | 5       |
| Picture Books (EASY)        |                           | 824      | 1,128   | 24       | 522     |
| WiFi Hotspot                |                           | 1        | 1       | 0        | 0       |
| Young Adult Book on CD      |                           | 0        | 1       | 0        | 7       |
| Young Adult CD              |                           | 1        | 1       | 0        | 0       |
| Young Adult Fiction         |                           | 149      | 258     | 20       | 58      |
| Young Adult Non-Fiction     |                           | 7        | 18      | 0        | 1       |
| Young Adult Paperback book  |                           | 22       | 30      | 2        | 28      |
| TOTAL:                      | St. Helena Public Library | 5,919    | 8,949   | 132      | 3,324   |
| GRAND TOTAL:                |                           | 5,919    | 8,949   | 132      | 3,324   |

| ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS |              |              | November 2021 |             |
|-------------------------------------------------|--------------|--------------|---------------|-------------|
| DIGITAL CIRCULATION                             | THIS YEAR    | LAST YEAR    | PROVIDER      | TOTAL       |
| <b>E-BOOKS</b>                                  |              |              | Hoopla        | 768         |
|                                                 | Hoopla       | 151          | Kanopy        | 291         |
|                                                 | Overdrive    | 476          | Overdrive     | 1149        |
|                                                 | <b>TOTAL</b> | <b>627</b>   | BookFlix      | 49          |
|                                                 |              |              |               | <b>2257</b> |
| <b>AUDIOBOOKS</b>                               |              |              |               |             |
|                                                 | Hoopla       | 382          |               |             |
|                                                 | Overdrive    | 576          |               |             |
|                                                 | <b>TOTAL</b> | <b>958</b>   |               |             |
| <b>MOVIES &amp; TELEVISION</b>                  |              |              |               |             |
|                                                 | Hoopla       | 220          |               |             |
|                                                 | Kanopy       | 291          |               |             |
|                                                 | <b>TOTAL</b> | <b>511</b>   |               |             |
| <b>MUSIC</b>                                    |              |              |               |             |
|                                                 | Hoopla       | 15           |               |             |
|                                                 | <b>TOTAL</b> | <b>15</b>    |               |             |
| <b>PERIODICALS</b>                              |              |              |               |             |
|                                                 | Overdrive    | 97           |               |             |
|                                                 | <b>TOTAL</b> | <b>97</b>    |               |             |
| <b>CHILDRENS</b>                                |              |              |               |             |
|                                                 | BookFlix     | 49           |               |             |
|                                                 | <b>TOTAL</b> | <b>49</b>    |               |             |
| <b>TOTAL DIGITAL CIRCULATION</b>                | <b>2,257</b> | <b>2,245</b> |               |             |

## Solano Partner Libraries &amp; St. Helena

## Circulation By Media

Report Printed:12/3/2021

11/1/20: to 11/30/2020

| St. Helena Public Library               | <u>ON-SHELF</u> |                |                 |                |
|-----------------------------------------|-----------------|----------------|-----------------|----------------|
|                                         | <u>CHARGES</u>  | <u>RETURNS</u> | <u>RENEWALS</u> | <u>RETURNS</u> |
| Adult Book on CD                        | 154             | 260            | 2               | 113            |
| Adult Book on Tape                      | 0               | 1              | 0               | 1              |
| Adult Compact Disc                      | 33              | 115            | 0               | 127            |
| Adult Digital Audio Book                | 1               | 1              | 0               | 0              |
| Adult Fiction                           | 510             | 1,106          | 6               | 489            |
| Adult Non Fiction                       | 551             | 1,013          | 13              | 422            |
| Adult Paperback Book                    | 1               | 2              | 0               | 0              |
| Adult Periodical                        | 3               | 10             | 0               | 18             |
| Blu-Ray - Feature Film                  | 19              | 44             | 0               | 0              |
| Blu-Ray - Juvenile Feature              | 1               | 3              | 0               | 0              |
| DVD - Educational                       | 92              | 201            | 1               | 52             |
| DVD - Feature Film                      | 763             | 1,428          | 46              | 656            |
| DVD - Foreign Language                  | 18              | 39             | 0               | 0              |
| DVD - Juvenile Educational              | 8               | 7              | 0               | 6              |
| DVD - Juvenile Feature Film             | 72              | 175            | 3               | 190            |
| DVD - Young Adult Educational           | 1               | 1              | 0               | 0              |
| Easy Reader                             | 69              | 179            | 1               | 101            |
| Juvenile Book on CD                     | 23              | 67             | 0               | 32             |
| Juvenile CD Non-English                 | 0               | 1              | 0               | 0              |
| Juvenile Compact Disc                   | 1               | 13             | 0               | 12             |
| Juvenile Fiction                        | 399             | 752            | 5               | 437            |
| Juvenile Non-Fiction                    | 215             | 662            | 7               | 228            |
| Juvenile Paperback Book                 | 39              | 55             | 0               | 77             |
| Juvenile Spanish                        | 6               | 40             | 0               | 25             |
| Mixed Media Kit                         | 1               | 2              | 0               | 0              |
| Non-Circulating                         | 0               | 0              | 0               | 1              |
| Picture Books (EASY)                    | 321             | 731            | 4               | 412            |
| Video - Juvenile Feature Film           | 1               | 1              | 0               | 0              |
| Young Adult Book on CD                  | 5               | 5              | 0               | 6              |
| Young Adult CD                          | 0               | 1              | 0               | 2              |
| Young Adult Fiction                     | 104             | 249            | 3               | 72             |
| Young Adult Non-Fiction                 | 7               | 25             | 2               | 0              |
| Young Adult Paperback book              | 9               | 23             | 0               | 23             |
| <b>TOTAL: St. Helena Public Library</b> | <b>3,427</b>    | <b>7,212</b>   | <b>93</b>       | <b>3,502</b>   |
| <b>GRAND TOTAL:</b>                     | <b>3,427</b>    | <b>7,212</b>   | <b>93</b>       | <b>3,502</b>   |

## Solano Partner Libraries &amp; St. Helena

## Circulation By Media

Report Printed:12/3/2021

11/1/201 to 11/30/2019

| St. Helena Public Library               | ON-SHELF     |               |              |              |
|-----------------------------------------|--------------|---------------|--------------|--------------|
|                                         | CHARGES      | RETURNS       | RENEWALS     | RETURNS      |
| Adult Book on CD                        | 421          | 520           | 37           | 188          |
| Adult Book on Tape                      | 4            | 7             | 2            | 2            |
| Adult Compact Disc                      | 186          | 365           | 25           | 174          |
| Adult Digital Audio Book                | 2            | 5             | 2            | 0            |
| Adult Fiction                           | 1,181        | 1,796         | 95           | 456          |
| Adult Non Fiction                       | 798          | 1,394         | 141          | 400          |
| Adult Paperback Book                    | 1            | 2             | 0            | 0            |
| Adult Periodical                        | 83           | 93            | 5            | 59           |
| Blu-Ray - Educational                   | 0            | 1             | 0            | 0            |
| Blu-Ray - Feature Film                  | 3            | 8             | 0            | 0            |
| DVD - Educational                       | 263          | 352           | 89           | 78           |
| DVD - Feature Film                      | 1,840        | 2,526         | 158          | 594          |
| DVD - Foreign Language                  | 11           | 23            | 2            | 1            |
| DVD - Juvenile Educational              | 8            | 12            | 2            | 12           |
| DVD - Juvenile Feature Film             | 447          | 579           | 77           | 281          |
| DVD - Juvenile Spanish Lang.            | 1            | 0             | 0            | 0            |
| Easy Reader                             | 297          | 365           | 67           | 41           |
| Juvenile Book on CD                     | 66           | 102           | 23           | 38           |
| Juvenile CD Non-English                 | 1            | 2             | 0            | 0            |
| Juvenile Compact Disc                   | 25           | 30            | 5            | 16           |
| Juvenile Digital Audio Book             | 1            | 1             | 0            | 0            |
| Juvenile Fiction                        | 760          | 1,005         | 264          | 225          |
| Juvenile Non-Fiction                    | 701          | 963           | 119          | 223          |
| Juvenile Paperback Book                 | 74           | 92            | 16           | 25           |
| Juvenile Spanish                        | 78           | 133           | 18           | 41           |
| Link+ Book                              | 34           | 34            | 0            | 3            |
| Link+ Media                             | 17           | 12            | 0            | 1            |
| Link+ Media - 1 week                    | 8            | 6             | 0            | 0            |
| Mixed Media Kit                         | 0            | 1             | 0            | 0            |
| Non-Circulating                         | 0            | 0             | 0            | 4            |
| Picture Books (EASY)                    | 1,015        | 1,429         | 194          | 347          |
| Video - Juvenile Feature Film           | 0            | 1             | 0            | 0            |
| Young Adult Book on CD                  | 8            | 9             | 1            | 6            |
| Young Adult CD                          | 0            | 0             | 1            | 1            |
| Young Adult Fiction                     | 114          | 213           | 33           | 56           |
| Young Adult Non-Fiction                 | 8            | 17            | 2            | 0            |
| Young Adult Paperback book              | 25           | 31            | 9            | 9            |
| <b>TOTAL: St. Helena Public Library</b> | <b>8,481</b> | <b>12,129</b> | <b>1,387</b> | <b>3,281</b> |
| <b>GRAND TOTAL:</b>                     | <b>8,481</b> | <b>12,129</b> | <b>1,387</b> | <b>3,281</b> |

# VISITORS

## COUNTER FIGURES FOR:

2021 November

|                                                                                                                                     | Sunday                                     | Monday                                  | Tuesday                                   | Wednesday                            | Thursday                                                 | Friday                 | Saturday  |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------|-------------------------------------------|--------------------------------------|----------------------------------------------------------|------------------------|-----------|
| October<br>S M T W T F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31      |                                            | 1 305/60<br>All Saints Day              | 2 306/59<br>Election Day<br>All Souls Day | 3 307/58                             | 4 308/57                                                 | 5 309/56               | 6 310/55  |
|                                                                                                                                     |                                            | 353<br>Cm                               | 372<br>Cm                                 | 277<br>Cm                            | 217<br>Cm                                                | 218<br>Cm              | 128<br>Cm |
| November<br>S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30           | 7 311/54<br>Daylight Saving<br>Time ends   | 8 312/53                                | 9 313/52                                  | 10 314/51                            | 11 315/50<br>Veterans Day<br>Remembrance Day<br>(Canada) | 12 316/49              | 13 317/48 |
|                                                                                                                                     |                                            | 314<br>Cm                               | 292<br>Cm                                 | 326<br>Cm                            | HOLIDAY                                                  | 351<br>Cm              | 232<br>Cm |
| December<br>S M T W T F S<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31        | 14 318/47                                  | 15 319/46<br>Revolution Day<br>(Mexico) | 16 320/45                                 | 17 321/44<br>HOLIDAY<br>Veterans Day | 18 322/43                                                | 19 323/42<br>Full Moon | 20 324/41 |
|                                                                                                                                     |                                            | 297<br>Cm                               | 253<br>Cm                                 | 220<br>Cm                            | 317<br>Cm                                                | 200<br>Cm              |           |
| January 2022<br>S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 | 21 325/40                                  | 22 326/39                               | 23 327/38                                 | 24 328/37                            | 25 329/36<br>Thanksgiving                                | 26 330/35              | 27 331/34 |
|                                                                                                                                     |                                            | 302<br>Cm                               | 400<br>Cm                                 | 230<br>Cm                            | HOLIDAY                                                  | 239<br>Cm              |           |
| February<br>S M T W T F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28                 | 28 332/33<br>Hanukkah<br>begins at sundown | 29 333/32                               | 30 334/31                                 |                                      |                                                          |                        |           |
|                                                                                                                                     |                                            | 361<br>Cm                               | 354<br>Cm                                 |                                      |                                                          |                        |           |

ATA-GLANCE®

1563

1518

1527

1171

715

6494 ÷ 2 =

3247

COUNTER COUNTS  
COMINGS AND GOINGS

2019: 6840

## Programs and Attendance for November 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       | 9 - Storytimes(5), Spanish storytimes(3) & Kindergarten class visit |                                                            |                                                       |                                                      |
| Created for Children<br>age 6-11      | 2 - Day of the Dead Craft Night & 4th grade class visit             |                                                            |                                                       |                                                      |
| Created for Young Adults<br>age 12-18 |                                                                     |                                                            |                                                       |                                                      |
| Created for Adults<br>age 19+         | 3 - Jay Greene talk & Spanish Conversation Class (2)                |                                                            |                                                       |                                                      |
| 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       | 122                                                           |                                                                |                                                           |                                                      |
| Created for Children<br>age 6-11      | 32                                                            |                                                                |                                                           |                                                      |
| Created for Young Adults<br>age 12-18 |                                                               |                                                                |                                                           |                                                      |
| Created for Adults<br>age 19+         | 22                                                            |                                                                |                                                           |                                                      |
| Created for everyone<br>all ages      |                                                               |                                                                |                                                           |                                                      |

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 1/5/2022

12/1/2021 to 12/31/2021

St. Helena Public Library

|                             | <u>CHARGES</u> | <u>RETURNS</u> | <u>RENEWALS</u> | <u>ON-SHELF<br/>RETURNS</u> |
|-----------------------------|----------------|----------------|-----------------|-----------------------------|
| Adult Book on CD            | 112            | 243            | 2               | 79                          |
| Adult Book on Tape          | 3              | 4              | 0               | 4                           |
| Adult Compact Disc          | 94             | 144            | 0               | 81                          |
| Adult Fiction               | 700            | 1,098          | 2               | 312                         |
| Adult Non Fiction           | 513            | 875            | 29              | 294                         |
| Adult Periodical            | 17             | 6              | 0               | 31                          |
| Blu-Ray - Feature Film      | 10             | 17             | 0               | 0                           |
| DVD - Educational           | 110            | 125            | 1               | 23                          |
| DVD - Feature Film          | 1,025          | 1,370          | 8               | 283                         |
| DVD - Foreign Language      | 13             | 30             | 2               | 0                           |
| DVD - Juvenile Educational  | 4              | 8              | 0               | 1                           |
| DVD - Juvenile Feature Film | 116            | 186            | 0               | 141                         |
| Easy Reader                 | 101            | 199            | 1               | 42                          |
| Juvenile Book on CD         | 15             | 31             | 5               | 9                           |
| Juvenile Compact Disc       | 8              | 18             | 1               | 9                           |
| Juvenile Digital Audio Book | 0              | 1              | 0               | 0                           |
| Juvenile Fiction            | 531            | 760            | 7               | 200                         |
| Juvenile Non-Fiction        | 235            | 565            | 27              | 131                         |
| Juvenile Paperback Book     | 110            | 133            | 0               | 34                          |
| Juvenile Spanish            | 63             | 79             | 0               | 20                          |
| Link+ Book                  | 20             | 20             | 0               | 3                           |
| Link+ Media                 | 4              | 6              | 0               | 2                           |
| Miscellaneous               | 0              | 1              | 0               | 0                           |
| Mixed Media Kit             | 1              | 0              | 0               | 1                           |
| Non-Circulating             | 1              | 0              | 0               | 11                          |
| Picture Books (EASY)        | 600            | 1,071          | 3               | 302                         |
| Video Game                  | 1              | 2              | 0               | 0                           |
| WiFi Hotspot                | 0              | 1              | 0               | 0                           |
| Young Adult Book on CD      | 0              | 4              | 0               | 1                           |
| Young Adult CD              | 0              | 1              | 0               | 1                           |
| Young Adult Fiction         | 136            | 240            | 11              | 48                          |
| Young Adult Non-Fiction     | 5              | 13             | 2               | 0                           |
| Young Adult Paperback book  | 10             | 32             | 3               | 14                          |
| <b>TOTAL:</b>               | <b>4,558</b>   | <b>7,283</b>   | <b>104</b>      | <b>2,077</b>                |
| <b>GRAND TOTAL:</b>         | <b>4,558</b>   | <b>7,283</b>   | <b>104</b>      | <b>2,077</b>                |

| ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS |              |              | December 2021 |             |
|-------------------------------------------------|--------------|--------------|---------------|-------------|
| DIGITAL CIRCULATION                             | THIS YEAR    | LAST YEAR    | PROVIDER      | TOTAL       |
| <b>E-BOOKS</b>                                  |              |              | Hoopla        | 638         |
|                                                 | Hoopla       | 118          | Kanopy        | 367         |
|                                                 | Overdrive    | 471          | Overdrive     | 1052        |
|                                                 | <b>TOTAL</b> | <b>589</b>   | BookFlix      | 5           |
|                                                 |              | <b>740</b>   |               | <b>2062</b> |
| <b>AUDIOBOOKS</b>                               |              |              |               |             |
|                                                 | Hoopla       | 327          |               |             |
|                                                 | Overdrive    | 523          |               |             |
|                                                 | <b>TOTAL</b> | <b>850</b>   |               |             |
|                                                 |              | <b>855</b>   |               |             |
| <b>MOVIES &amp; TELEVISION</b>                  |              |              |               |             |
|                                                 | Hoopla       | 180          |               |             |
|                                                 | Kanopy       | 367          |               |             |
|                                                 | <b>TOTAL</b> | <b>547</b>   |               |             |
|                                                 |              | <b>655</b>   |               |             |
| <b>MUSIC</b>                                    |              |              |               |             |
|                                                 | Hoopla       | 13           |               |             |
|                                                 | <b>TOTAL</b> | <b>13</b>    |               |             |
|                                                 |              | <b>13</b>    |               |             |
| <b>PERIODICALS</b>                              |              |              |               |             |
|                                                 | Overdrive    | 58           |               |             |
|                                                 | <b>TOTAL</b> | <b>58</b>    |               |             |
|                                                 |              | <b>101</b>   |               |             |
| <b>CHILDRENS</b>                                |              |              |               |             |
|                                                 | BookFlix     | 5            |               |             |
|                                                 | <b>TOTAL</b> | <b>5</b>     |               |             |
|                                                 |              | <b>204</b>   |               |             |
| <b>TOTAL DIGITAL CIRCULATION</b>                | <b>2,062</b> | <b>2,568</b> |               |             |



Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 1/5/2022

12/1/2019 to 12/31/2020

| St. Helena Public Library     | CHARGES      | RETURNS      | RENEWALS  | ON-SHELF     |
|-------------------------------|--------------|--------------|-----------|--------------|
|                               |              |              |           | RETURNS      |
| Adult Book on CD              | 108          | 229          | 4         | 118          |
| Adult Book on Tape            | 1            | 0            | 0         | 0            |
| Adult Compact Disc            | 24           | 141          | 0         | 138          |
| Adult Digital Audio Book      | 1            | 2            | 0         | 0            |
| Adult Fiction                 | 559          | 1,184        | 6         | 521          |
| Adult Non Fiction             | 545          | 1,183        | 22        | 348          |
| Adult Paperback Book          | 3            | 5            | 0         | 0            |
| Adult Periodical              | 18           | 15           | 0         | 19           |
| Blu-Ray - Feature Film        | 28           | 59           | 0         | 0            |
| Blu-Ray - Juvenile Feature    | 0            | 5            | 0         | 0            |
| DVD - Educational             | 124          | 229          | 1         | 54           |
| DVD - Feature Film            | 657          | 1,386        | 18        | 680          |
| DVD - Foreign Language        | 22           | 39           | 0         | 2            |
| DVD - Juvenile Educational    | 15           | 26           | 4         | 8            |
| DVD - Juvenile Feature Film   | 76           | 193          | 1         | 236          |
| DVD - Juvenile Foreign Lang   | 2            | 3            | 0         | 0            |
| DVD - Young Adult Educational | 0            | 1            | 0         | 0            |
| Easy Reader                   | 47           | 170          | 4         | 72           |
| Juvenile Book on CD           | 14           | 45           | 0         | 31           |
| Juvenile Compact Disc         | 8            | 17           | 0         | 49           |
| Juvenile Fiction              | 302          | 690          | 1         | 414          |
| Juvenile Non-Fiction          | 232          | 573          | 6         | 196          |
| Juvenile Paperback Book       | 31           | 54           | 0         | 57           |
| Juvenile Spanish              | 3            | 14           | 0         | 17           |
| Mixed Media Kit               | 0            | 2            | 0         | 1            |
| Non-Circulating               | 0            | 1            | 0         | 2            |
| Picture Books (EASY)          | 310          | 746          | 9         | 428          |
| Video - Juvenile Feature Film | 0            | 1            | 0         | 0            |
| Video Game                    | 2            | 3            | 0         | 0            |
| Young Adult Book on CD        | 2            | 6            | 0         | 5            |
| Young Adult CD                | 0            | 1            | 0         | 0            |
| Young Adult Fiction           | 96           | 188          | 0         | 74           |
| Young Adult Non-Fiction       | 10           | 17           | 0         | 0            |
| Young Adult Paperback book    | 5            | 24           | 0         | 13           |
| <b>TOTAL:</b>                 | <b>3,245</b> | <b>7,252</b> | <b>76</b> | <b>3,483</b> |
| <b>GRAND TOTAL:</b>           | <b>3,245</b> | <b>7,252</b> | <b>76</b> | <b>3,483</b> |

## Programs and Attendance for December 2021

### Counting Programs

| Audience                              | Number of<br>in-person, onsite<br>program sessions            | Number of<br>in-person, offsite<br>program sessions | Number of<br>live, virtual<br>program sessions | Number of<br>pre-recorded<br>program sessions |
|---------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------|-----------------------------------------------|
| Created for Children<br>age 0-5       | 6 - Storytimes(3) & Spanish storytimes(3)                     |                                                     |                                                |                                               |
| Created for Children<br>age 6-11      | 6 - Gingerbread Houses, Drop-in Crafts (3) & Class Visits (2) |                                                     |                                                |                                               |
| Created for Young Adults<br>age 12-18 |                                                               |                                                     |                                                |                                               |
| Created for Adults<br>age 19+         | 2 - Jay Greene talk & Timbres of Winter talk                  |                                                     |                                                |                                               |
| Created for everyone<br>all ages      |                                                               |                                                     |                                                |                                               |

### Counting Attendees

| Audience                              | Attendance at<br>in-person, onsite<br>program sessions | Attendance at<br>in-person, offsite<br>program sessions | Attendance at<br>live, virtual<br>program sessions | Views of<br>pre-recorded<br>program sessions* |
|---------------------------------------|--------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------|-----------------------------------------------|
| Created for Children<br>age 0-5       | 65                                                     |                                                         |                                                    |                                               |
| Created for Children<br>age 6-11      | 184                                                    |                                                         |                                                    |                                               |
| Created for Young Adults<br>age 12-18 |                                                        |                                                         |                                                    |                                               |
| Created for Adults<br>age 19+         | 40                                                     |                                                         |                                                    |                                               |
| Created for everyone<br>all ages      |                                                        |                                                         |                                                    |                                               |

2607

(COUNTER COUNTS IN & OUT)

| November |    | December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |
|----------|----|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T        | W  | T       | F  | S        | M  | T     | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3        | 4  | 5       | 6  | 7        | 1  | 2     | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10       | 11 | 12      | 13 | 14       | 8  | 9     | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17       | 18 | 19      | 20 | 21       | 15 | 16    | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24       | 25 | 26      | 27 | 28       | 22 | 23    | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31       |    |         |    |          | 29 | 30    | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |    | January |    | February |    | March |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|----|---------|----|----------|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| S        | M  | T       | W  | T        | F  | S     | M  | T  | W  | T  | F  | S  | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3       | 4  | 5        | 6  | 7     | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 8        | 9  | 10      | 11 | 12       | 13 | 14    | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 15       | 16 | 17      | 18 | 19       | 20 | 21    | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22       | 23 | 24      | 25 | 26       | 27 | 28    | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |
| 29       | 30 | 31      |    |          |    |       | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |

  

| December |   | January |  | February |  | March |  |
|----------|---|---------|--|----------|--|-------|--|
| S        | M | T       |  |          |  |       |  |

2019: 6809 (TRANSITION ON DAY STEERING)  
(5 WEEKS AND NO HOLIDAY CARE)



# General Ledger Monthly Operating Expense Rpt



User: Chrisk  
Printed: 1/4/2022 5:52:54 PM  
Period 01 - 07  
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             | 186,693.90        | 235,150.55        | 55.74                 |
| 101-46-00-20-20 | TempPart Time                                 | 46,853.63           | 0.00             | 19,395.00         | 27,458.63         | 58.61                 |
| 101-46-00-20-30 | Overtime                                      | 0.00                | 0.00             | 376.57            | -376.57           | 0.00                  |
| 101-46-00-20-37 | Holiday Pay                                   | 2,386.74            | 0.00             | 662.15            | 1,724.59          | 72.26                 |
| 101-46-00-20-40 | FICAMedicare                                  | 35,340.55           | 0.00             | 15,253.61         | 20,086.94         | 56.84                 |
| 101-46-00-20-45 | Employer PERS                                 | 35,853.06           | 0.00             | 15,855.36         | 19,997.70         | 55.78                 |
| 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             | 41,783.50         | 82,107.19         | 66.27                 |
| 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             | 1,952.66          | 2,763.56          | 58.60                 |
| 101-46-00-20-75 | Deferred Comp                                 | 8,470.99            | 0.00             | 1,770.39          | 6,700.60          | 79.10                 |
| 101-46-00-20-85 | Auto Allowance                                | <u>2,400.00</u>     | <u>0.00</u>      | <u>1,100.00</u>   | <u>1,300.00</u>   | <u>54.17</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>                | <b>784,621.89</b>   | <b>0.00</b>      | <b>348,557.24</b> | <b>436,064.65</b> | <b>55.58</b>          |
| 101-46-00-21-10 | Communications                                | 15,000.00           | 0.00             | 2,020.72          | 12,979.28         | 86.53                 |
| 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             | 18,300.66         | 32,699.34         | 64.12                 |
| 101-46-00-21-27 | Equipment Lease                               | 10,000.00           | 0.00             | 2,766.35          | 7,233.65          | 72.34                 |
| 101-46-00-21-45 | Exp<br>Other Contract                         | 126,949.26          | 63,426.42        | 35,231.61         | 28,291.23         | 22.29                 |
| 101-46-00-21-55 | Services<br>Training & Conference             | <u>2,250.00</u>     | <u>0.00</u>      | <u>225.00</u>     | <u>2,025.00</u>   | <u>90.00</u>          |
| <b>21</b>       | <b>Services</b>                               | <b>205,699.26</b>   | <b>63,426.42</b> | <b>58,544.34</b>  | <b>83,728.50</b>  | <b>40.70</b>          |
| 101-46-00-22-07 | Copies                                        | 3,000.00            | 0.00             | 894.70            | 2,105.30          | 70.18                 |
| 101-46-00-22-12 | Computer<br>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             | 481.73            | 1,018.27          | 67.88                 |
| 101-46-00-22-15 | Special Department<br>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>           |
| <b>22</b>       | <b>Supplies</b>                               | <b>9,750.00</b>     | <b>0.00</b>      | <b>6,556.98</b>   | <b>3,193.02</b>   | <b>32.75</b>          |
| 101-46-00-23-35 | Software<br>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<br>Charges                      | <u>11,600.00</u>    | <u>0.00</u>      | <u>12,175.80</u>  | <u>-575.80</u>    | <u>-4.96</u>          |
| <b>24</b>       | <b>Taxes, Insurances<br/>&amp; Contributi</b> | <b>11,600.00</b>    | <b>0.00</b>      | <b>12,175.80</b>  | <b>-575.80</b>    | <b>-4.96</b>          |
| <b>00</b>       | <b>Administration</b>                         | <b>1,019,271.15</b> | <b>63,426.42</b> | <b>432,430.36</b> | <b>523,414.37</b> | <b>51.35</b>          |

GL - Monthly Operating Expense Rpt (01/04/2022 - 05:52 PM)

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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             | 28,511.87        | 26,509.68        | 48.18                 |
| 380-46-00-20-37 | Holiday Pay                      | 2,754.64          | 0.00             | 1,267.15         | 1,487.49         | 54.00                 |
| 380-46-00-20-40 | FICAMedicare                     | <u>4,419.65</u>   | <u>0.00</u>      | <u>2,278.11</u>  | <u>2,141.54</u>  | <u>48.45</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>   | <b>62,195.84</b>  | <b>0.00</b>      | <b>32,057.13</b> | <b>30,138.71</b> | <b>48.46</b>          |
| 380-46-00-22-16 | Library Materials                | 70,738.99         | 42,371.31        | 18,820.56        | 9,547.12         | 13.50                 |
| 380-46-00-22-40 | Programming                      | 15,000.00         | 0.00             | 2,986.88         | 12,013.12        | 80.09                 |
| 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>86,238.99</b>  | <b>42,371.31</b> | <b>21,807.44</b> | <b>22,060.24</b> | <b>25.58</b>          |
| <b>00</b>       | <b>Administration</b>            | <b>148,434.83</b> | <b>42,371.31</b> | <b>53,864.57</b> | <b>52,198.95</b> | <b>35.17</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>650.00</u>    | <u>50.00</u>     | <u>7.14</u>           |
| <b>23</b>       | <b>Maintenance</b>               | <b>700.00</b>     | <b>0.00</b>      | <b>650.00</b>    | <b>50.00</b>     | <b>7.14</b>           |
| <b>00</b>       | <b>Administration</b>            | <b>700.00</b>     | <b>0.00</b>      | <b>650.00</b>    | <b>50.00</b>     | <b>7.14</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             | 1,467.90         | 3,532.10         | 70.64                 |
| 384-46-00-22-16 | Library Materials                | <u>45,000.00</u>  | <u>0.00</u>      | <u>17,177.02</u> | <u>27,822.98</u> | <u>61.83</u>          |
| <b>22</b>       | <b>Supplies</b>                  | <b>50,000.00</b>  | <b>0.00</b>      | <b>18,644.92</b> | <b>31,355.08</b> | <b>62.71</b>          |
| <b>00</b>       | <b>Administration</b>            | <b>50,000.00</b>  | <b>0.00</b>      | <b>18,644.92</b> | <b>31,355.08</b> | <b>62.71</b>          |
| Grand Total     |                                  | 1,221,043.98      | 105,797.73       | 505,820.01       | 609,426.24       | 0.4991                |