



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, February 9, 2022 @ 5:00 PM
Published: Thursday, February 3, 2022
11:06 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@cityofstheleena.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/85607107509>

Or One tap mobile :

US: +16699006833,,85607107509# or +13462487799,,85607107509#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 856 0710 7509

International numbers available: <https://us02web.zoom.us/j/85607107509>

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 January 12, 2022 7 - 8
[Minutes Library Board of Trustees - 12 Jan 2022](#)
6. SCHEDULED MATTERS:
 - 6.1. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlmeier, Friends & Foundation, Executive Director
 - 6.2. Discussion on serving segments of the community by the Library - Terry Wood
 - 6.3. Review of Library Statistics for January 2022- Chris Kreiden 9 - 14
[St. Helena Library Statistics 2022 January](#)
 - 6.4. Review of Library Newsletter for February 2022 - Chris Kreiden 15 - 16
[St. Helena Library Newsletter 2022 February](#)
 - 6.5. Review of Monthly Library Operating Expense Report for January 2022 - Chris Kreiden 17 - 18
[St. Helena Library Monthly Expense Report 2022 January](#)
7. ADJOURNMENT

The next regular meeting is scheduled for March 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 February 3, 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 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, January 12, 2022 @ 5:00 PM
Via Zoom**

-
1. **CALL TO ORDER** – Chairperson Terry Wood called the meeting to order at 5:02 PM.
 2. **ROLL CALL** – Present were:
Chairperson: 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
Also present: Paige Pohlers Meek, Friends & Foundation Executive Director
 3. **PUBLIC FORUM** – No public comment was received.
 4. **REPORTS BY STAFF/COMMITTEE:**
Chris reported:
 - New Children's Area digital Readers Hall of Fame plaque is up with all the names of those who read 100 books in last summer's reading challenge.
 - Design contest library cards have arrived and are now available.
 - Library was to be closed on Thursday, January 6th for completion of installation of a backup generator, however due to unforeseen issues this has been postponed to a date yet to be determined.
 - Five Wi-Fi hotspots have arrived. Staff will start preparing these items, along with five Chromebooks, for circulation.
 5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of November 10, 2021** – were approved.
 6. **SCHEDULED MATTERS:**
 - 6.1. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek, Friends & Foundation Executive Director – Paige reported:
 - The Bookmark event has been postponed till Sunday, May 1, 2022. All the authors were available for the new date.
 - Sponsorships have now equaled that of previous years.
 - Arader Galleries will be donating 10% of their February sales to Friends & Foundation.
 - The Fall Appeal netted close to \$40,000.
 - 160 Elsie ornaments were sold through ACRES home+garden from the 225 handmade in Poland. 65 are left for next holiday season. The quantity sold this year more than covers the cost of producing the ornaments.

- 6.2. **Discussion identifying areas of the community the Library may not be reaching** - Terry Wood – Terry would like to meet with the hospital to discuss how to make the library's digital materials available to their patients. David asked other Trustees to think about how the library can serve segments of the community. He mentioned: Rianda House, teens, seniors, and those to whom English is a second language. David asked about donations being used to create little libraries around town. He also asked that this item appear again on next month's agenda.
 - 6.3. **Review of Library Statistics for November 2021** - Chris Kreiden – Trustees reviewed November's statistics.
 - 6.4. **Review of Library Statistics for December 2021** - Chris Kreiden – Trustees reviewed December's statistics.
 - 6.5. **Review of Monthly Library Operating Expense Report for December 2021** - Chris Kreiden – Trustees reviewed the report.
7. **ADJOURNMENT** - Chairperson Terry Wood adjourned the meeting at 5:30 PM.

The January 12, 2022 regular meeting of the Library Board of Trustees minutes were adopted at the February 9, 2022 Library Board of Trustees meeting.

APPROVED:

ATTEST:

Terry Wood, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:2/2/2022

1/1/2022 to 1/31/2022

St. Helena Public Library	ON-SHELF			
	CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD	140	276	0	123
Adult Book on Tape	3	4	0	5
Adult CD Non-English Language	0	1	0	0
Adult Compact Disc	82	218	0	117
Adult Digital Audio Book	2	3	0	0
Adult Fiction	929	1,452	18	481
Adult Non Fiction	810	1,321	25	440
Adult Paperback Book	1	1	0	0
Adult Periodical	33	23	0	23
Blu-Ray - Feature Film	5	17	0	0
Blu-Ray - Foreign Language	0	2	0	0
DVD - Educational	179	229	4	75
DVD - Feature Film	1,499	2,107	7	517
DVD - Foreign Language	11	25	0	0
DVD - Juvenile Educational	11	18	2	7
DVD - Juvenile Feature Film	123	214	1	153
Easy Reader	149	174	5	91
E-book Reader	1	0	0	2
Juvenile Book on CD	22	43	2	69
Juvenile Compact Disc	11	10	0	21
Juvenile Digital Audio Book	2	7	0	0
Juvenile Fiction	712	949	67	355
Juvenile Non-Fiction	437	550	35	346
Juvenile Paperback Book	169	166	8	108
Juvenile Spanish	73	86	0	49
Link+ Book	24	31	0	0
Link+ Media	9	10	0	1
Miscellaneous	0	3	0	0
Mixed Media Kit	2	1	0	0
Non-Circulating	0	1	0	0
Picture Books (EASY)	732	1,019	4	449
Video Game	0	3	0	0
Young Adult Book on CD	1	4	0	6
Young Adult CD	0	1	0	3
Young Adult Fiction	158	330	6	78
Young Adult Non-Fiction	13	24	1	0
Young Adult Paperback book	41	39	1	36
TOTAL: St. Helena Public Library	6,384	9,362	186	3,555
GRAND TOTAL:	6,384	9,362	186	3,555

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			January 2022	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS			Hoopla	569
	Hoopla	94	Kanopy	336
	Overdrive	554	Overdrive	1198
	TOTAL	648	BookFlix	65
				2168
AUDIOBOOKS				
	Hoopla	323		
	Overdrive	562		
	TOTAL	885		
MOVIES & TELEVISION				
	Hoopla	145		
	Kanopy	336		
	TOTAL	481		
MUSIC				
	Hoopla	7		
	TOTAL	7		
PERIODICALS				
	Overdrive	82		
	TOTAL	82		
CHILDRENS				
	BookFlix	65		
	TOTAL	65		
TOTAL DIGITAL CIRCULATION	2,168	2,627		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:2/2/2022

1/1/2021 to 1/31/2021

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	136	243	1	160
Adult Book on Tape	2	1	0	0
Adult CDROM	1	1	0	0
Adult Compact Disc	35	157	2	120
Adult Digital Audio Book	2	5	0	0
Adult Fiction	616	1,198	30	595
Adult Non Fiction	697	1,249	37	552
Adult Paperback Book	1	2	0	0
Adult Periodical	17	29	1	15
Blu-Ray - Feature Film	16	28	0	0
Blu-Ray - Juvenile Feature	8	9	0	0
DVD - Educational	81	172	9	74
DVD - Feature Film	749	1,444	17	686
DVD - Foreign Language	14	33	2	0
DVD - Juvenile Educational	5	21	0	2
DVD - Juvenile Feature Film	61	212	2	283
DVD - Juvenile Foreign Lang	0	1	0	0
DVD - Juvenile Spanish Lang.	0	0	0	1
Easy Reader	73	167	8	162
Juvenile Book on CD	47	59	4	34
Juvenile Compact Disc	10	21	1	31
Juvenile Digital Audio Book	3	4	0	0
Juvenile Fiction	513	896	60	562
Juvenile Non-Fiction	330	706	41	406
Juvenile Paperback Book	70	99	0	117
Juvenile Spanish	6	13	0	36
Link+ Book	1	0	0	0
Mixed Media Kit	0	2	0	0
Non-Circulating	2	0	0	1
Picture Books (EASY)	384	802	3	708
Video Game	5	8	0	0
WiFi Hotspot	4	6	0	0
Young Adult Book on CD	2	7	0	5
Young Adult CD	0	0	0	1
Young Adult Fiction	79	190	0	92
Young Adult Non-Fiction	18	37	2	0
Young Adult Paperback book	9	19	1	19
TOTAL:	3,997	7,841	221	4,662
GRAND TOTAL:	3,997	7,841	221	4,662

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:2/2/2022

1/1/2020 to 1/31/2020

St. Helena Public Library				ON-SHELF
	CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD	466	638	49	156
Adult Book on Tape	5	8	0	5
Adult CD Non-English Language	0	0	0	1
Adult Compact Disc	173	325	2	134
Adult Digital Audio Book	2	5	0	0
Adult Fiction	1,421	1,992	103	465
Adult Non Fiction	1,175	1,840	100	576
Adult Paperback Book	0	1	0	0
Adult Periodical	83	75	4	57
Blu-Ray - Feature Film	5	14	0	0
DVD - Educational	253	312	83	92
DVD - Feature Film	2,393	3,317	135	716
DVD - Foreign Language	30	77	0	1
DVD - Juvenile Educational	10	9	1	3
DVD - Juvenile Feature Film	405	580	83	275
DVD - Juvenile Spanish Lang.	1	1	0	0
Easy Reader	407	349	45	93
Juvenile Book on CD	75	102	23	41
Juvenile Compact Disc	40	68	8	33
Juvenile Fiction	870	1,009	139	411
Juvenile Non-Fiction	596	682	102	246
Juvenile Paperback Book	97	85	14	36
Juvenile Periodical	1	0	0	0
Juvenile Spanish	131	155	27	52
Link+ Book	39	43	0	9
Link+ Media	14	14	0	1
Link+ Media - 1 week	12	9	0	1
Mixed Media Kit	2	6	0	0
Non-Circulating	0	2	0	5
Picture Books (EASY)	1,045	1,353	109	418
Young Adult Book on CD	8	8	1	5
Young Adult CD	0	0	0	2
Young Adult Fiction	133	183	18	83
Young Adult Non-Fiction	10	19	0	0
Young Adult Paperback book	55	66	0	32
TOTAL:	9,957	13,347	1,046	3,949
GRAND TOTAL:	9,957	13,347	1,046	3,949

Programs and Attendance for January 2022

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	5 - Storytimes(4) & Play Dough Event			
Created for Children age 6-11	5 -Spanish Storytimes(3) & Class Visits(2)			
Created for Young Adults age 12-18				
Created for Adults age 19+	1 - Jay Greene talk			
Created for everyone all ages				

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	88			
Created for Children age 6-11	35			
Created for Young Adults age 12-18				
Created for Adults age 19+	21			
Created for everyone all ages				

COUNTER FIGURES FOR

JANUARY 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 687 On	4 2138 On	5 402 On	6 157 On	7 On	8 New Year's Day On
9	10 204 On	11 275 On	12 253 On	13 Epiphany 243 On	14 On	15 On
16	17 On	18 394 On	19 220 On	20 250 On	21 On	22 On
23	24 272 On	25 310 On	26 278 On	27 266 On	28 240 On	29 126 On
30	31 273 On					

VISITORS:

2081

1396

1300

+ 1765

6630 ÷ 2 =

3315

(COUNT IN # OUT)

2020 COUNT: 7919

FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Story Time 10:30am	2	3	4	5 Bilingual Story Time 2pm
6	7	8 <u>CLOSED</u>	9	10 Buttercream Frosting Class 5:00pm	11	12 Bilingual Story Time 2pm
13	14	15 Story Time 10:30am Jay Greene: Horacio Nelson, HMS Victory & Trafalgar 3:30pm	16	17	18	19 Bilingual Story Time 2pm
20	21 <u>CLOSED</u>	22 Story Time 10:30am	23	24 Bob Winters Author Symposium 4:00pm	25	26 Bilingual Story Time 2pm
27	28					

St Helena Public Library

1492 Library Lane
St. Helena, California 94574 | 707-963-5244
<http://www.shpl.org>

FEBRUARY EVENTS 2022



Buttercream Frosting Decorating Class

Thursday, February 10, 5:00pm

Learn how to decorate with buttercream with CIA pastry chef Angela! Everyone will take home their decorated cupcake, and a piping tips set. Class is geared toward adults but open to those 12 and up. Register with a librarian or online.



Story Time Outside

Tuesdays, 10:30am

Get ready for a lot of movement with music, stories, activities, and crafts. This fun and interactive learning environment is suited for children infant - 6 years old but older children are always welcome. A place to play, learn and grow! If rainy, Story Time will take place indoors.



Jay Greene Presents: Horacio Nelson, HMS Victory & Trafalgar

Tuesday, February 15, 3:30pm

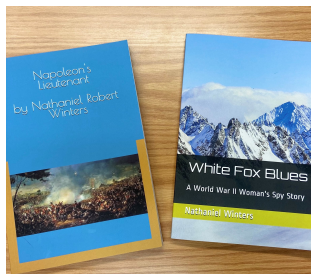
Greene explains how Horatio Nelson earned everlasting glory as a valiant sailor in the Royal Navy during a time of maximum peril to Britain.



Bilingual Story Time

Saturdays, 2:00pm

Together we will enjoy songs, rhymes, stories and fun crafts in Spanish and English. Children of all ages and their caregivers are welcome to join. A fun way for children to learn Spanish!

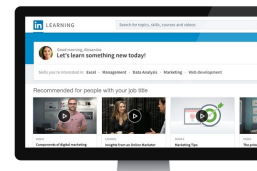


Bob Winters Author Symposium

Thursday, February 24, 4:00pm

Come hear local authors Bob Winters, Daphne Birkmyer and Ana Manwaring discuss their new books and learn about their writing process and getting published!

Online Resource Spotlight: LinkedIn Learning



Provides library cardholders access to the complete collection of courses and award-winning video tutorials taught by industry experts.

Courses and tutorials cover a variety of topic and skill areas including office productivity applications, databases, spreadsheets, Photoshop, multimedia production, business savvy, specialized applications, organizational skills and Adobe Acrobat.

CLOSURE DATES:

- CLOSED TUESDAY FEBRUARY 8 FOR GENERATOR INSTALLATION
- CLOSED MONDAY FEBRUARY 21 FOR PRESIDENT'S DAY

General Ledger Monthly Operating Expense Rpt



User: Chrisk
Printed: 2/2/2022 4:13:42 PM
Period 01 - 09
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	214,308.30	207,536.15	49.20
101-46-00-20-20	TempPart Time	46,853.63	0.00	20,548.61	26,305.02	56.14
101-46-00-20-30	Overtime	0.00	0.00	473.75	-473.75	0.00
101-46-00-20-37	Holiday Pay	2,386.74	0.00	963.05	1,423.69	59.65
101-46-00-20-40	FICAMedicare	35,340.55	0.00	17,502.64	17,837.91	50.47
101-46-00-20-45	Employer PERS	35,853.06	0.00	18,294.64	17,558.42	48.97
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	49,380.50	74,510.19	60.14
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	2,260.06	2,456.16	52.08
101-46-00-20-75	Deferred Comp	8,470.99	0.00	2,092.28	6,378.71	75.30
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>1,100.00</u>	<u>45.83</u>
20	Salaries & Benefits	784,621.89	0.00	390,837.93	393,783.96	50.19
101-46-00-21-10	Communications	15,000.00	0.00	2,056.26	12,943.74	86.29
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	21,490.47	29,509.53	57.86
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	3,869.92	6,130.08	61.30
101-46-00-21-45	Other Contract Services	126,949.26	63,426.42	37,950.61	25,572.23	20.14
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	205,699.26	63,426.42	65,592.26	76,680.58	37.28
101-46-00-22-07	Copies	3,000.00	0.00	1,173.39	1,826.61	60.89
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	412.47	1,087.53	72.50
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	1,382.00	-382.00	-38.20
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	8,148.41	1,601.59	16.43
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>12,175.80</u>	<u>-575.80</u>	<u>-4.96</u>
24	Taxes, Insurances & Contributi	11,600.00	0.00	12,175.80	-575.80	-4.96
00	Administration	1,019,271.15	63,426.42	483,350.40	472,494.33	46.36

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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	31,731.35	23,290.20	42.33
380-46-00-20-37	Holiday Pay	2,754.64	0.00	1,640.19	1,114.45	40.46
380-46-00-20-40	FICAMedicare	<u>4,419.65</u>	<u>0.00</u>	<u>2,552.94</u>	<u>1,866.71</u>	<u>42.24</u>
20	Salaries & Benefits	62,195.84	0.00	35,924.48	26,271.36	42.24
380-46-00-22-16	Library Materials	70,738.99	42,371.31	18,868.15	9,499.53	13.43
380-46-00-22-40	Programming	15,000.00	0.00	3,219.34	11,780.66	78.54
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	86,238.99	42,371.31	22,087.49	21,780.19	25.26
00	Administration	148,434.83	42,371.31	58,011.97	48,051.55	32.37
382	Martin Estate Trust					
46	Library					
382-46-00-23-35	Software Maintenance	<u>700.00</u>	<u>0.00</u>	<u>650.00</u>	<u>50.00</u>	<u>7.14</u>
23	Maintenance	700.00	0.00	650.00	50.00	7.14
00	Administration	700.00	0.00	650.00	50.00	7.14
384	Tweed Trust					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,467.90	3,532.10	70.64
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>19,914.42</u>	<u>25,085.58</u>	<u>55.75</u>
22	Supplies	50,000.00	0.00	21,382.32	28,617.68	57.24
00	Administration	50,000.00	0.00	21,382.32	28,617.68	57.24
Grand Total		1,221,043.98	105,797.73	563,624.85	551,621.40	0.4518