



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, March 9, 2022 @ 5:00 PM
Published: Thursday, March 3, 2022 12:09 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.

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/87364251552>

Or One tap mobile :

US: +16699006833,,87364251552# or +12532158782,,87364251552#

Or Telephone:

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

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

Webinar ID: 873 6425 1552

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 February 9, 2022 7 - 8
[Minutes Library Board of Trustees - 09 Feb 2022](#)
6. SCHEDULED MATTERS:
 - 6.1. Discussion and consideration of conducting virtual and/or in-person Library Board of Trustees meetings - Chris Kreiden
 - 6.2. Discussion on serving segments of the community by the Library - Terry Wood
 - 6.3. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlmeier, Friends & Foundation, Executive Director
 - 6.4. Review of Library Statistics for February 2022 - Chris Kreiden 9 - 14
[Library Statistics 2022 February](#)
 - 6.5. Review of Library Newsletter for March 2022 - Chris Kreiden 15 - 16
[Library Newsletter 2022 March](#)

- 6.6. Review of Monthly Library Operating Expense Report for February 2022
- Chris Kreiden

17 - 18

[Library Monthly Expense Report 2022 February](#)

7. ADJOURNMENT

The next regular meeting is scheduled for April 13, 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 March 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, February 9, 2022 @ 5:00 PM
Via Zoom**

1. **CALL TO ORDER** – Chairperson Terry Wood called the meeting to order at 5:00 PM.
2. **ROLL CALL** – Present were:
Chair: Terry Wood
Vice Chair: David Slaby
Trustees: Alexandra Haslip, Janet Myers, Juliet Valmont, and Lin Weber
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:
 - The Library was closed on Tuesday, February 8th for the installation of a new electrical panel. The completion of the Library's backup generator project is expected February 15th with the final testing of equipment.
 - The City has announced that James McCann will be providing Interim City Manager services. He retired as City Manager of Mill Valley in early 2020 after more than 35 years of work in municipal government. Between 1999 and 2010 he served as City Manager of Calistoga.
 - Staff is preparing five Wi-Fi Hotspots and Chromebooks for circulation.
 - Cornerstones of Science, a nonprofit whose mission is to work with public libraries to create science experiences, and the National Libraries of Medicine (NLM) have created the NLM_Cornerstones of Science Test the Waters Kit and are conducting a series of pilots in libraries around the nation to assess these kits. The St. Helena Library has been selected as one of ten library pilot sites and received five kits.
 - The Library applied for an Inclusive Financial Education Programming Kit and received notification that we have been selected to receive one. The kit, developed by a team of librarian advisors in collaboration with the American Library Association and the Financial Industry Regulatory Authority Investor Education Foundation, contains a book list, best practices, and programming ideas, along with five books for various age groups to add to the collection.

Anna reported that three high school students have been selected as Youth Representatives to the City Council. These students will be learning about how government works and will be representing the City's youth.

5. **CONSENT ITEMS:**

- 5.1. **Library Board of Trustees Meeting Minutes of January 12, 2022** – were approved.

6. **SCHEDULED MATTERS:**

- 6.1. **Report from Friends & Foundation, St. Helena Public Library** – Paige Pohlers Meek, Friends & Foundation, Executive Director – Paige reported:
- Currently sixty seats for Bookmark are available. There were a few refunds with the change of date to Sunday, May 1st.
 - Fall Appeal has been very successful, raising about \$44,000.
 - Friends & Foundation has a new website and URL address. The new address is shplfoundation.org.
- 6.2. **Discussion on serving segments of the community by the Library** - Terry Wood – Before meeting with the Hospital, Terry would like to develop a plan of what is possible with Chris.
- 6.3. **Review of Library Statistics for January 2022**- Chris Kreiden – Trustees reviewed January's statistics.
- 6.4. **Review of Library Newsletter for February 2022** - Chris Kreiden – Trustees reviewed February's newsletter.
- 6.5. **Review of Monthly Library Operating Expense Report for January 2022** - Chris Kreiden – Trustees reviewed January's expense report. David asked about the categories of Supplies and Software Maintenance being at 16% and 13% with 5 months left, Chris explained most were one-time costs for databases and library cards and remaining should be enough till the end of this fiscal year.

7. **ADJOURNMENT** – Chairperson Terry Wood adjourned the meeting at 5:34 PM.

The February 9, 2022 regular meeting of the Library Board of Trustees minutes were adopted at the March 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:3/1/2022

2/1/2021 to 2/28/2022

St. Helena Public Library				ON-SHELF	
	CHARGES	RETURNS	RENEWALS	RETURNS	
Adult Book on CD	142	233	0	64	
Adult Book on Tape	11	6	0	2	
Adult CDROM	1	1	0	0	
Adult Compact Disc	79	167	0	109	
Adult Digital Audio Book	1	2	0	0	
Adult Fiction	858	1,269	3	431	
Adult Non Fiction	612	1,154	9	389	
Adult Paperback Book	0	1	0	0	
Adult Periodical	25	35	0	37	
Blu-Ray - Feature Film	14	28	0	0	
Blu-Ray - Foreign Language	0	2	0	0	
Blu-Ray - Juvenile Feature	0	4	0	0	
DVD - Educational	139	185	2	56	
DVD - Feature Film	1,277	1,788	2	485	
DVD - Foreign Language	10	20	0	0	
DVD - Juvenile Educational	6	11	1	2	
DVD - Juvenile Feature Film	77	164	0	167	
Easy Reader	104	151	0	79	
E-book Reader	0	1	0	0	
Juvenile Book on CD	13	32	0	16	
Juvenile CD Non-English	1	2	0	0	
Juvenile Compact Disc	8	12	0	12	
Juvenile Digital Audio Book	1	2	0	0	
Juvenile Fiction	472	712	30	259	
Juvenile Non-Fiction	369	491	3	223	
Juvenile Paperback Book	91	184	1	46	
Juvenile Spanish	62	48	0	26	
Link+ Book	14	21	0	1	
Link+ Media	3	5	0	3	
Mixed Media Kit	3	4	0	1	
Non-Circulating	0	0	0	6	
Picture Books (EASY)	697	885	17	379	
WiFi Hotspot	3	1	0	2	
Young Adult Book on CD	4	4	0	4	
Young Adult CD	0	1	0	3	
Young Adult Fiction	104	204	6	83	
Young Adult Non-Fiction	4	14	0	1	
Young Adult Paperback book	7	36	3	15	
TOTAL:	St. Helena Public Library	5,212	7,880	77	2,901
GRAND TOTAL:		5,212	7,880	77	2,901

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			February 2022	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS			Hoopla	597
	Hoopla	114	Kanopy	404
	Overdrive	438	Overdrive	1003
	TOTAL	552	BookFlix	0
		702		2004
AUDIOBOOKS				
	Hoopla	316		
	Overdrive	507		
	TOTAL	823		
		840		
MOVIES & TELEVISION				
	Hoopla	158		
	Kanopy	404		
	TOTAL	562		
		631		
MUSIC				
	Hoopla	9		
	TOTAL	9		
		26		
PERIODICALS				
	Overdrive	58		
	TOTAL	58		
		49		
CHILDRENS				
	BookFlix	0		
	TOTAL	-		
		53		
TOTAL DIGITAL CIRCULATION	2,004	2,301		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:3/1/2022

2/1/2021 to 2/28/2021

St. Helena Public Library		ON-SHELF			
		CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD		130	275	0	126
Adult Book on Tape		1	3	0	1
Adult CDROM		0	1	0	0
Adult Compact Disc		46	129	0	85
Adult Digital Audio Book		2	3	0	0
Adult Fiction		553	1,166	17	548
Adult Non Fiction		601	1,208	20	448
Adult Paperback Book		1	4	0	0
Adult Periodical		4	9	0	18
Blu-Ray - Educational		1	2	0	0
Blu-Ray - Feature Film		14	28	0	0
Blu-Ray - Juvenile Feature		1	5	0	0
DVD - Educational		146	232	0	57
DVD - Feature Film		733	1,345	5	672
DVD - Foreign Language		27	44	0	0
DVD - Juvenile Educational		7	14	0	3
DVD - Juvenile Feature Film		76	170	1	182
DVD - Juvenile Spanish Lang.		0	1	0	0
Easy Reader		134	175	5	174
Juvenile Book on CD		20	44	1	29
Juvenile Compact Disc		8	26	0	11
Juvenile Digital Audio Book		2	6	0	0
Juvenile Fiction		471	952	35	476
Juvenile Non-Fiction		336	657	12	361
Juvenile Paperback Book		69	118	7	113
Juvenile Spanish		17	29	6	37
Link+ Book		18	4	0	2
Link+ Media		9	3	0	2
Link+ Media - 1 week		5	4	0	1
Mixed Media Kit		0	3	0	2
Non-Circulating		1	2	0	3
Picture Books (EASY)		382	843	6	450
Video Game		0	3	0	0
WiFi Hotspot		3	8	0	0
Young Adult Book on CD		0	4	0	5
Young Adult CD		0	1	0	7
Young Adult Fiction		113	196	7	98
Young Adult Non-Fiction		18	33	2	2
Young Adult Paperback book		10	21	1	28
TOTAL:	St. Helena Public Library	3,959	7,771	125	3,941
GRAND TOTAL:		3,959	7,771	125	3,941

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:3/1/2022

2/1/2021 to 2/29/2020

St. Helena Public Library	<u>ON-SHELF</u>			
	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>RETURNS</u>
Adult Book on CD	419	605	86	136
Adult Book on Tape	7	8	0	1
Adult CD Non-English Language	0	2	0	0
Adult Compact Disc	223	346	12	152
Adult Digital Audio Book	1	2	0	0
Adult Fiction	1,199	1,729	142	479
Adult Non Fiction	982	1,595	177	463
Adult Paperback Book	5	5	0	0
Adult Periodical	84	84	8	47
Blu-Ray - Feature Film	4	8	0	0
DVD - Educational	235	344	51	61
DVD - Feature Film	2,101	2,718	150	663
DVD - Foreign Language	35	57	0	3
DVD - Juvenile Educational	7	12	2	1
DVD - Juvenile Feature Film	393	490	66	204
Easy Reader	277	359	36	76
Juvenile Audio Cassette	1	0	0	0
Juvenile Book on CD	63	75	27	35
Juvenile CD Non-English	0	1	0	0
Juvenile Compact Disc	47	64	6	13
Juvenile Fiction	793	1,046	188	321
Juvenile Non-Fiction	699	803	95	312
Juvenile Paperback Book	94	103	28	40
Juvenile Periodical	0	1	0	0
Juvenile Spanish	119	95	17	52
Link+ Book	29	37	0	6
Link+ Media	15	14	0	0
Link+ Media - 1 week	3	5	0	0
Miscellaneous	0	1	0	0
Mixed Media Kit	1	1	0	0
Non-Circulating	1	2	0	8
Picture Books (EASY)	927	1,297	154	499
Video - Juvenile Feature Film	0	1	0	0
Young Adult Book on CD	8	14	7	7
Young Adult CD	1	1	0	2
Young Adult Fiction	122	206	36	91
Young Adult Non-Fiction	11	24	1	2
Young Adult Paperback book	17	34	0	21
TOTAL:	8,923	12,189	1,289	3,695
GRAND TOTAL:	8,923	12,189	1,289	3,695

Programs and Attendance for February 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	Storytimes(4)			
Created for Children age 6-11	Spanish Storytimes(2)	Class Visits (9)		
Created for Young Adults age 12-18				
Created for Adults age 19+	3 - Jay Greene talk, Buttercream Event, & Bob Winters			
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	49			
Created for Children age 6-11	32	55		
Created for Young Adults age 12-18				
Created for Adults age 19+	73			
Created for everyone all ages				

COUNTER FIGURES FOR:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 296 km	2 317 WA	3 249 Ch	4 277 Ch	5 148 Ch
		Chinese New Year - Tiger	Groundhog Day			
6	7 253 Ch	8 EST: 331	9 387 Ch	10 338 Ch	11 229 Ch	12 160 Ch
13	14 261 Ch	15 307 Ch	16 173 Ch	17 256 Ch	18 280 Ch	19 170 Ch
	Valentine's Day		Full Moon			
20 closed	21	22 391 Ch	23 307	24 345 Ch	25 264 Ch	26 197 km
27 Presidents' Day	28 250 Ch	233 Ch				

FEBRUARY 2022

VISITORS

1287

1698

1441

1504

250

6180 ÷ 2 =

3090

(COUNTING ONLY
ENTERING SINCE)

2020 COUNT: 6225

MARCH 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Story Time and Craft 10:30am	2	3	4	5 Bilingual Story Time and Craft 2:00pm
6	7	8 Story Time and Craft 10:30am	9	10	11	12 Bilingual Story Time and Craft 2:00pm
13	14	15 Special Music Story Time and Craft 10:30am Jay Greene: Napoleon 3:30pm	16	17 St. Patrick's Day Scavenger Hunt (All Day)	18	19 Bilingual Story Time and Craft 2:00pm
20	21	22 Story Time and Craft 10:30am	23 Fiesta en la Biblioteca 6:00PM	24	25	26 Bilingual Story Time and Craft 2:00pm
27	28	29 Story Time and Craft 10:30am	30 Strings Orchestra Concert 5:00pm	31 CLOSED CESAR CHAVEZ DAY		

St Helena Public Library

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



Special Music Story Time

Tuesday, March 15, 10:30am

Join us for a special St. Patrick's Themed Story Time with LIVE music from PUC's music department with instrument petting zoo. Craft to follow.



Jay Greene Presents: The Life of Napoleon Bonaparte

Tuesday, March 15, 3:30pm

Jay Greene examines the life and times of Napoleon Bonaparte.



St. Patrick's Day Scavenger Hunt

Thursday, March 17, 10am-6pm

Can you follow the clues and find all the clovers hidden around the library? You just might find a pot of gold!



New York Times

Free online access with your library card! Read breaking news and award-winning journalism from the New York Times.



Fiesta en la Biblioteca

Wednesday, March 23, 6:00pm

Ven a descubrir todo lo que la biblioteca tiene para ofrecer. Música, comida, diversión, hora del cuento. Para toda la familia



Strings Orchestra: Live Music

Wednesday, March 30, 5:00pm

Students from PUC Elementary will be presenting an evening of string orchestra music inspired by your favorite poetry and stories. Selections include William Hofeldt's "She Will Hang the Night With Stars," Soon Hee Newbold's "The Odyssey (Journey of Odysseus)," and highlights from films such as Pirates of the Caribbean, The Incredibles, and Star Wars. Classical favorites by Antonio Vivaldi and Sigr. Anderssen round out the program.



Books for Your Book Club

Need enough books for your whole club? Choose from over 50 different titles and get library copies for everyone! Ask a librarian for the full list.

Friends & Foundation's New Website: www.shplfoundation.org

Bookmark Tickets Still Available! New Date: May 1st, 6:00pm

General Ledger Monthly Operating Expense Rpt



User: Chrisk
Printed: 3/3/2022 10:46:04 AM
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	240,833.78	181,010.67	42.91
101-46-00-20-20	TempPart Time	46,853.63	0.00	23,397.17	23,456.46	50.06
101-46-00-20-30	Overtime	0.00	0.00	619.52	-619.52	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	19,781.30	15,559.25	44.03
101-46-00-20-45	Employer PERS	35,853.06	0.00	20,626.33	15,226.73	42.47
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	56,977.50	66,913.19	54.01
101-46-00-20-61	Workers Comp	31,779.93	0.00	15,617.42	16,162.51	50.86
101-46-00-20-65	SDI	4,716.22	0.00	2,556.39	2,159.83	45.80
101-46-00-20-75	Deferred Comp	8,470.99	0.00	2,414.17	6,056.82	71.50
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>900.00</u>	<u>37.50</u>
20	Salaries & Benefits	784,621.89	0.00	441,192.02	343,429.87	43.77
101-46-00-21-10	Communications	15,000.00	0.00	2,129.65	12,870.35	85.80
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	30,453.35	20,546.65	40.29
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	4,962.06	5,037.94	50.38
101-46-00-21-45	Other Contract Services	126,949.26	53,152.11	54,141.32	19,655.83	15.48
101-46-00-21-55	Training & Conference	<u>2,250.00</u>	<u>0.00</u>	<u>390.00</u>	<u>1,860.00</u>	<u>82.67</u>
21	Services	205,699.26	53,152.11	92,076.38	60,470.77	29.40
101-46-00-22-07	Copies	3,000.00	0.00	1,872.27	1,127.73	37.59
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	598.01	901.99	60.13
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	1,412.30	-412.30	-41.23
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	9,063.13	686.87	7.04
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	53,152.11	561,103.33	405,015.71	39.74

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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	36,067.55	18,954.00	34.45
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>2,884.68</u>	<u>1,534.97</u>	<u>34.73</u>
20	Salaries & Benefits	62,195.84	0.00	40,592.42	21,603.42	34.73
380-46-00-22-16	Library Materials	70,738.99	33,106.70	34,862.74	2,769.55	3.92
380-46-00-22-40	Programming	15,000.00	0.00	4,045.21	10,954.79	73.03
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>114.95</u>	<u>385.05</u>	<u>77.01</u>
22	Supplies	86,238.99	33,106.70	39,022.90	14,109.39	16.36
00	Administration	148,434.83	33,106.70	79,615.32	35,712.81	24.06
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	611.47	4,388.53	87.77
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>19,993.54</u>	<u>25,006.46</u>	<u>55.57</u>
22	Supplies	50,000.00	0.00	20,605.01	29,394.99	58.79
00	Administration	50,000.00	0.00	20,605.01	29,394.99	58.79
Grand Total		1,221,043.98	86,258.81	662,203.82	472,581.35	0.387