



**City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, June 8, 2022 @ 5:00 PM
Published: Friday, June 3, 2022 9:28 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/82437901694>

Or One tap mobile :

US: +16699006833,,82437901694# or +12532158782,,82437901694#

Or Telephone:

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

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

Webinar ID: 824 3790 1694

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 May 11, 2022 7 - 8
[Minutes Library Board of Trustees - 11 May 2022](#)
6. SCHEDULED MATTERS:
 - 6.1. Discussion on the idea of a "Library of Things" - David Slaby
 - 6.2. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlmeier, Friends & Foundation, Executive Director
 - 6.3. Review of Library Statistics for May 2022 - Chris Kreiden, Library Director 9 - 13
[Library Statistics 2022 May](#)
 - 6.4. Review of Library Newsletter for June 2022 - Chris Kreiden 15 - 16
[DRAFT Library Newsletter 2022 June](#)
 - 6.5. Review of Monthly Library Operating Expense Report for May 2022 - Chris Kreiden 17 - 19
[Library Monthly Expense Report 2022 May](#)
7. ADJOURNMENT
The next regular meeting is scheduled for July 13, 2022 at 5:00 PM, St. Helena Public Library.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 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, May 11, 2022 @ 5:00 PM
Via Zoom**

1. **CALL TO ORDER** – Vice Chair David Slaby 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, 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:
 - Starting June 1st, all St. Helena City Council, Board, and Commission meetings will be in person.
 - At their May 10th meeting, City Council approved the idea of a mural at the Library with the Library Board approving the final location and concept.
 - Polaris, the Library's new ILS system, is scheduled to go live on January 11th, 2023. Training for staff is expected to start the week of September 26th. For the next month, the Core Committee, made up of members from all SPLASH partners, will be working on profiling, which includes creating system-wide parameters.
 - Local UC Master Gardeners have reached out to talk about the Bee Garden behind the Library.
 - Reopening of Gallery Wall has been well received and is booked for the rest of the year.
 - Recruitment for the Library Assistant II position has received eleven applications.
 - Staff is busy preparing for Summer Reading. Children, teens, and adults will each have their own challenges. This year's theme is: *Read Beyond the Beaten Path*. Summer reading programs start June 1st.
5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of April 13, 2022** – were approved.

6. **SCHEDULED MATTERS:**

- 6.1. **Discussion on the idea of a "Library of Things"** - David Slaby – Trustees discussed the idea. Chris said she has mentioned it to staff with mixed results. David will reach out to Napa County Library about their Library of Things. The idea of starting small and with donated items to get community and staff feedback was expressed.
- 6.2. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek – Paige reported:
- Bookmark was a success. Event was sold out and raised over \$90,000. The Friends Board has received good feedback and also that the authors enjoyed the event.
 - Bookmark 2023 will probably be February 26th instead of in January to give more time to prepare for the event, and in 2024 again have the event in January.
 - The Board is looking at locations better suited for a winter event.
 - There are plans for a possible *Book to Film* event on August 1st. Suggestions are welcomed for what film to screen.
 - The idea was floated of a retreat that would include Library Board, Friends & Foundation Board, and Library staff.
- 6.3. **Review of Library Statistics for April 2022**- Chris Kreiden – Trustees reviewed the statistics. Chris pointed out that item circulations year to year for April have improved. April visits were up from visits in March.
- 6.4. **Review of Library Newsletter for May 2022**- Chris Kreiden – Trustees reviewed the upcoming events.
- 6.5. **Review of Monthly Library Operating Expense Report for April 2022** - Chris Kreiden – Trustees reviewed the Operating Expense Report for April.

7. **ADJOURNMENT** – Vice Chair David Slaby adjourned the meeting at 5:38 PM.

The May 11, 2022 regular meeting of the Library Board of Trustees minutes were adopted at the June 8, 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:6/2/2022

5/1/2021 to 5/31/2022

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	146	191	1	78
Adult Book on Tape	4	5	0	5
Adult Compact Disc	65	176	0	86
Adult Fiction	900	1,427	5	401
Adult Non Fiction	663	1,205	27	390
Adult Paperback Book	3	5	0	0
Adult Periodical	31	38	0	29
Blu-Ray - Feature Film	10	30	0	0
Blu-Ray - Foreign Language	1	2	0	0
Computer WiFi	1	2	0	1
DVD - Educational	145	200	5	53
DVD - Feature Film	1,162	1,644	9	394
DVD - Foreign Language	15	27	4	0
DVD - Juvenile Educational	3	11	0	5
DVD - Juvenile Feature Film	114	127	0	116
DVD - Juvenile Spanish Lang.	2	3	0	1
Easy Reader	166	236	9	62
Juvenile Book on CD	40	29	0	11
Juvenile Compact Disc	26	31	0	11
JUVENILE CORE	0	2	0	1
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	743	955	25	210
Juvenile Non-Fiction	371	608	12	179
Juvenile Paperback Book	144	158	10	38
Juvenile Spanish	108	149	13	37
Link+ Book	29	36	0	2
Link+ Media	10	11	0	3
Mixed Media Kit	2	2	0	3
Musical Instrument	2	4	0	2
Non-Circulating	0	1	0	4
Picture Books (EASY)	776	941	36	289
Video - Juvenile Feature Film	0	1	0	0
WiFi Hotspot	5	7	0	0
Young Adult Book on CD	3	3	0	4
Young Adult CD	0	0	0	2
Young Adult Fiction	118	248	0	48
Young Adult Non-Fiction	7	11	0	1
Young Adult Paperback book	12	28	0	13
TOTAL:	5,827	8,555	156	2,479
GRAND TOTAL:	5,827	8,555	156	2,479

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			May 2022	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS			Hoopla	651
	Hoopla	87	Kanopy	354
	Overdrive	413	Overdrive	1117
	TOTAL	500	BookFlix	14
				2136
AUDIOBOOKS				
	Hoopla	354		
	Overdrive	606		
	TOTAL	960		
MOVIES & TELEVISION				
	Hoopla	184		
	Kanopy	354		
	TOTAL	538		
MUSIC				
	Hoopla	26		
	TOTAL	26		
PERIODICALS				
	Overdrive	98		
	TOTAL	98		
CHILDRENS				
	BookFlix	14		
	TOTAL	14		
TOTAL DIGITAL CIRCULATION	2,136	2,471		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:5/31/2022

5/1/2021 to 5/31/2021

St. Helena Public Library		ON-SHELF			
		CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD		172	320	8	106
Adult Book on Tape		5	5	0	8
Adult CD Non-English Language		0	1	0	0
Adult Compact Disc		99	219	0	121
Adult Digital Audio Book		0	2	0	0
Adult Fiction		777	1,289	9	536
Adult Non Fiction		701	1,210	30	411
Adult Periodical		20	13	0	19
Blu-Ray - Feature Film		11	25	0	0
Blu-Ray - Foreign Language		0	1	0	0
Blu-Ray - Juvenile Feature		0	0	0	1
DVD - Educational		100	157	0	61
DVD - Feature Film		1,053	1,544	9	497
DVD - Foreign Language		12	19	0	0
DVD - Juvenile Educational		6	20	0	6
DVD - Juvenile Feature Film		225	253	28	147
Easy Reader		166	276	3	117
E-Resources		3	6	0	0
Juvenile Book on CD		33	49	1	24
Juvenile Book on Tape		0	1	0	0
Juvenile CD Non-English		1	2	0	0
Juvenile Compact Disc		11	15	0	12
Juvenile Digital Audio Book		0	2	0	0
Juvenile Fiction		557	820	27	294
Juvenile Non-Fiction		494	904	21	236
Juvenile Paperback Book		82	99	3	64
Juvenile Spanish		26	67	0	35
Link+ Book		16	17	0	0
Link+ Media		7	6	0	0
Link+ Media - 1 week		1	1	0	0
Mixed Media Kit		2	3	0	2
Non-Circulating		0	3	0	0
Picture Books (EASY)		660	997	3	313
WiFi Hotspot		3	4	1	0
Young Adult Book on CD		0	3	0	5
Young Adult CD		0	2	0	6
Young Adult Fiction		120	200	4	78
Young Adult Non-Fiction		11	20	1	0
Young Adult Paperback book		17	24	2	15
TOTAL:	St. Helena Public Library	5,391	8,599	150	3,114
GRAND TOTAL:		5,391	8,599	150	3,114

COUNTER FIGURES FOR:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	283 Cm	349 MP Eid al-Fitr	403 LA	432 Cm	Cm 337	150 MP
8	9	10	11	12	13	14
	420 LA Mother's Day	439 MP	466 LA	436 MM	350 Cm	142 MP
15	16	17	18	19	20	21
	349 Cm Full Moon	421 Cm	339 LA	500 Cm	284 JH	Count on 1 150 MP Armed Forces Day
22	23	24	25	26	27	28
	357 Cm Victoria Day (CAN)	457 MP	573 Cm	355 MP	386 MP	349 MP
29	30	31				
	405 MP Memorial Day	525 MP	484 Cm			

MAY 2022

VISITORS:

977

1123

1021

1238

262

TOTAL:

4621

FIGURES HAVE BEEN DIVIDED 1/2 SINCE THE COUNTER COUNTS BOTH W AND OUT.

MAY 2019: 8415

Programs and Attendance for May 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	6			
Created for Children age 6-11	2	32		
Created for Young Adults age 12-18		3		
Created for Adults age 19+	3			
Created for everyone all ages	1			

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	127			
Created for Children age 6-11	28	587		
Created for Young Adults age 12-18		40		
Created for Adults age 19+	42			
Created for everyone all ages	39			

JUNE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 June Art Gallery Display: Saint Helena resident and poet Eileen Tabios presents drawings from Bay Area artist Jenifer Wofford's "MacArthur Nurses" project that honors the work of these frontline workers while representing Filipina nurses working overseas as a result of the Philippines' history as a former U.S. colony.			1 Summer Reading Program Begins for Children, Teens, and Adults!	2 	3	4 Bilingual Story Time & Craft - CUENTOS, CANTOS, Y SALTOS 2:00PM
5	6	7 Story Time & Craft 10:30am	8	9	10	11 Bilingual Story Time & Craft - CUENTOS, CANTOS, Y SALTOS 2:00PM
12	13 Magical Moonshine Theater: The Three Little Pigs 10:30am 	14 Story Time & Craft 10:30am	15	16	17 Camp Library: S'mores Solar Ovens 1:30pm 	18 Bilingual Story Time & Craft - CUENTOS, CANTOS, Y SALTOS 2:00PM
19	20	21 Story Time & Craft 10:30am Jay Greene Presents: British Raj in India 3:30pm 	22 Magic Bubbles and Balloons Fest 11:30am 	23	24	25
26	27	28 Story Time & Craft 10:30am	29	30 Mindfulness Workshop 5:30pm 		

St Helena Public Library

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

Summer Reading Program: Read Beyond the Beaten Path



June 1st - September 2nd

Banish summer boredom and escape from the everyday with your library. Whether you want to listen to an audiobook, crack open a printed book, or swipe through an e-book, we've got something for everyone.



Jay Greene Presents: British Raj in India

Tuesday, June 21, 3:30pm

For more than three centuries the British maintained a growing presence on the subcontinent of Asia, culminating in the 19th century with what was called "the Jewel in the Crown" of Victoria, empress of India.

Magical Moonshine Theater: The Three Little Pigs



Monday, June 13, 10:30am

Three pigs set out to seek their fortunes with a bit of house building. Things don't go as planned in this creative retelling of the traditional story; houses collapse, pigs and wolves play together and audience members help the story along with lots of live music, singing, construction and laughter. Presented with traditional Bohemian style marionettes on a tabletop stage. This show runs about 40 minutes and is recommended for ages 3 and up.

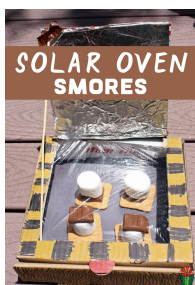
Magic Bubbles and Balloons Fest



Wednesday, June 22, 11:00am

Specializing in Good Clean Fun, this is an interactive playfest is for children of all ages. We provide everything that is needed including bubble wands, hoops, solutions, and tables so that everyone can play. Besides being great fun, we feel that this activity provides teaching opportunities in cooperation and science. With a bubble solution formula based on science we are witnessing one of nature's thinnest and strongest geometric shapes. A balloon artist will make his way through the fun twisting balloons for participants to take home!

Camp Library: S'mores Solar Ovens



Friday, June 17, 1:30pm

Harness the energy of the Sun to make the best snack ever invented, S'mores! A solar oven is a box that traps some of the Sun's energy to make the air inside the box hotter than the air outside the box.

DIY Solar Oven S'mores are the perfect fun STEM activity celebrating summer! Science + Dessert = Awesome. FOR AGES 10 AND UP. Advanced Registration Required.

Mindfulness Workshop



Thursday, June 30, 5:30pm

For beginners as well as seasoned practitioners, this class will explore the benefits of mindfulness in everyday life. We will review basic approaches to meditation, discuss how to make space and especially time in your day to meditate, and explore how to bring the attitude of mindfulness, clarity, compassion and curiosity- into the practice of living. Come join us to discover how the value of mindfulness can be felt not only on the cushion but also at work, in relationships and most importantly within ourselves.

June Art Gallery Artist: Eileen Tabios

General Ledger Monthly Operating Expense Rpt



User: ChrisK
Printed: 6/2/2022 4:54:53 PM
Period 01 - 12
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	338,573.12	83,271.33	19.74
101-46-00-20-20	TempPart Time	46,853.63	0.00	33,198.17	13,655.46	29.14
101-46-00-20-30	Overtime	0.00	0.00	1,446.80	-1,446.80	0.00
101-46-00-20-37	Holiday Pay	2,386.74	0.00	1,109.81	1,276.93	53.50
101-46-00-20-40	FICAMedicare	35,340.55	0.00	28,162.96	7,177.59	20.31
101-46-00-20-45	Employer PERS	35,853.06	0.00	29,331.19	6,521.87	18.19
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	84,277.43	39,613.26	31.97
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	3,662.22	1,054.00	22.35
101-46-00-20-75	Deferred Comp	8,470.99	0.00	3,542.37	4,928.62	58.18
101-46-00-20-85	Auto Allowance	2,400.00	0.00	2,200.00	200.00	8.33
101-46-00-20-89	Chartity Event Reimbursement	0.00	0.00	192.59	-192.59	0.00
20	Salaries & Benefits	784,621.89	0.00	597,219.47	187,402.42	23.88
101-46-00-21-10	Communications	15,000.00	0.00	2,236.17	12,763.83	85.09
101-46-00-21-15	Postage	87.00	0.00	0.00	87.00	100.00
101-46-00-21-22	Utilities	51,000.00	0.00	41,008.85	9,991.15	19.59
101-46-00-21-27	Equipment Lease Exp	9,424.00	0.00	5,866.37	3,557.63	37.75
101-46-00-21-43	Penalties And Fines	0.00	0.00	12.28	-12.28	0.00
101-46-00-21-45	Other Contract Services	126,949.26	45,561.41	75,417.83	5,970.02	4.70
101-46-00-21-55	Training & Conference	2,250.00	0.00	1,042.71	1,207.29	53.66
21	Services	204,710.26	45,561.41	125,584.21	33,564.64	16.40
101-46-00-22-07	Copies	3,000.00	0.00	2,235.98	764.02	25.47
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	1,066.97	433.03	28.87
101-46-00-22-15	Special Department Supplies	1,413.00	0.00	1,412.30	0.70	0.05
101-46-00-22-16	Library Materials	0.00	0.00	1,047.55	-1,047.55	0.00
22	Supplies	10,163.00	0.00	9,895.80	267.20	2.63
101-46-00-23-35	Software Maintenance	7,600.00	0.00	11,996.00	-4,396.00	-57.84
23	Maintenance	7,600.00	0.00	11,996.00	-4,396.00	-57.84
101-46-00-24-25	Taxes & Other Charges	12,176.00	0.00	12,175.80	0.20	0.00
24	Taxes, Insurances & Contributi	12,176.00	0.00	12,175.80	0.20	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	Administration	1,019,271.15	45,561.41	756,871.28	216,838.46	21.27
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	50,893.79	4,127.76	7.50
380-46-00-20-37	Holiday Pay	2,754.64	0.00	2,013.23	741.41	26.91
380-46-00-20-40	FICAMedicare	<u>4,419.65</u>	<u>0.00</u>	<u>4,047.47</u>	<u>372.18</u>	<u>8.42</u>
20	Salaries & Benefits	62,195.84	0.00	56,954.49	5,241.35	8.43
380-46-00-21-10	Communications	<u>0.00</u>	<u>0.00</u>	<u>1,092.90</u>	<u>-1,092.90</u>	<u>0.00</u>
21	Services	0.00	0.00	1,092.90	-1,092.90	0.00
380-46-00-22-16	Library Materials	70,738.99	20,272.93	50,143.85	322.21	0.46
380-46-00-22-40	Programming	15,000.00	0.00	8,913.56	6,086.44	40.58
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	20,272.93	59,172.36	6,793.70	7.88
00	Administration	148,434.83	20,272.93	117,219.75	10,942.15	7.37
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	713.08	4,286.92	85.74
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>24,898.66</u>	<u>20,101.34</u>	<u>44.67</u>
22	Supplies	50,000.00	0.00	25,611.74	24,388.26	48.78

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	Administration	50,000.00	0.00	25,611.74	24,388.26	48.78
Grand Total		1,221,043.98	65,834.34	900,582.93	254,626.71	0.2085