



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library - 1492 Library Lane
Wednesday, November 9, 2022 @ 5:00 PM
Published: Thursday, October 6, 2022 12:11 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.

Page

1. CALL TO ORDER
2. ROLL CALL
Chair: Terry Wood
Vice Chair: David Slaby
Trustees: Alexandra Haslip, Janet Myers, Suzanne Roomian, Vacant and Lin Weber
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 September 15, 2022
[Minutes Library Board of Trustees - 14 Sep 2022](#)
6. SCHEDULED MATTERS:

3 - 4

- 6.1. Consideration and proposed approval of the cancellation of either the December 2022 or January 2023 meeting of the Library Board of Trustees - Chris Kreiden
- 6.2. Consideration and approval of a meeting between the St. Helena Library Board of Trustees and the Friends & Foundation Executive Board - Terry Wood
- 6.3. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlers Meek, Friends & Foundation, Executive Director
- 6.4. Review of St. Helena Library's California Public Libraries Survey submission - Chris Kreiden 5 - 12
[California Public Library Survey FY21/22 Submission](#)
- 6.5. Review of Library Newsletter for November 2022 - Chris Kreiden 13 - 16
[Library Newsletter 2022 November - English](#)
[Library Newsletter 2022 November - Spanish](#)
- 6.6. Review of Library Statistics for September 2022 - Chris Kreiden 17 - 21
[Library Statistics 2022 September](#)
- 6.7. Review of Library Statistics for October 2022 - Chris Kreiden 23 - 27
[Library Statistics 2022 October](#)
- 6.8. Review of Monthly Library Operating Expense Report for October 2022 - Chris Kreiden 29 - 30
[Library Monthly Expense Report 2022 October](#)
- 7. ADJOURNMENT
The next regular meeting is scheduled for December 14, 2022 at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1572 Railroad Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on November 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.



**Minutes
City of St. Helena
Library Board of Trustees
Regular Meeting
Wednesday, September 14, 2022 @ 5:00 PM
St. Helena Library - 1492 Library Lane**

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, ~~Suzanne Roomian~~, Juliet Valmont and Lin Weber
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
3. **PUBLIC FORUM** – No public comment was received.
4. **REPORTS BY STAFF COMMITTEE:**
Chris report:
 - As the City's Cooling Center, the Library was open till 7:00 PM from Wednesday, September 7th to Friday, September 9th. Each night there were about 10 patrons who used the Library between 6 and 7.
 - The Library is now on Instagram. Follow: @sthelenapubliclibrary
 - The Adult and Teen Summer Reading Programs ended September 2nd. 138 adults signed up with 31 completing all challenges. 39 teens completed all their challenges from the 176 who had registered. Kids have until September 30th to finish reading 100 books, so far 100 kids of the 389 who have registered have made it to the Readers' Hall of Fame.
 - Polaris System migration: Staff is testing data and training of some aspects has begun.
 - Cecilia and Monica have created a curated Romance section.
 - Registration has begun for next month's Salsa contest. The competition is being limited to 15 contestants.
 - Thursday, September 15th at 5:30 PM there will be a Mexican Independence Day celebration at the Library. The Mexican Consulate will be in attendance and will be part of a traditional ceremony called "El Grito." Afterwards Mariachi Jalisco will perform.

Anna mentioned she had recently attended a conference where a city listed its library's Library of Things as helping with their sustainability efforts.

Terry mentioned her meeting with the Hospital and is working on a flyer of e-resources that can be accessed by patients with a library card (St. Helena's or another library's).
5. **CONSENT ITEMS:**

- 5.1. **Library Board of Trustees Meeting Minutes of August 10, 2022** – Alexandra moved to approve the Minutes. This was seconded by Janet and all present were in favor.
6. **SCHEDULED MATTERS:**
 - 6.1. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek – Paige was unable to attend this Library Board meeting. Trustees who had recently received the Foundation's appeal letter were impressed.
 - 6.2. **Review of Library Newsletter for September 2022** - Chris Kreiden – Trustees reviewed the Library's upcoming events. Chris was asked if there were any other museum lectures scheduled.
 - 6.3. **Review of Library Statistics for August 2022** - Chris Kreiden – Trustees reviewed the statistics. An increase in the use of e-resources was noted, as well as an increase in visitors. The new format for program attendance is from the State Library's "workbook" to help Library's with the annual Public Library Survey.
 - 6.4. **Review of Monthly Library Operating Expense Report for August 2022** - Chris Kreiden – Trustees reviewed August's Operating Expense Report.
7. **ADJOURNMENT** – Chairperson Terry Wood adjourned the meeting at 5:25 PM.

The September 14, 2022 regular meeting of the Library Board of Trustees minutes were adopted at the November 9, 2022 Library Board of Trustees meeting.

APPROVED:

ATTEST:

Terry Wood, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

FY 21-22 California Public Libraries Survey

Section 1 Directory and Administrative Information

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

1.5	Courtesy Title	_____
1.6	Director First Name	_____
1.7	Director Middle Name	_____
1.8	Director Last Name	_____
1.9	Director Title	_____
1.10 - 1.17 CSL only. Contact CSL with changes		
1.10	Street Address	_____
1.11	City	_____
1.12	Zip	_____
1.13	Zip +4	_____
1.14	Mailing Address	_____
1.15	Mailing City	_____
1.16	Mailing Zip	_____
1.17	Mailing Zip +4	_____
1.18	Public Phone Number - Administration	_____
1.19	Reference Phone Number	_____
1.20	TDD for Deaf	_____
1.21	Library Director's Email address	_____
1.21a	Include email in directory distributed to CA library directors?	_____
1.21b	Make email available to professional library orgs?	_____
1.21c	Make email available to public	_____
1.21d	Deputy Director Name	_____
1.21e	Deputy Director Email	_____
1.22	Library's Public Email address or "Contact us" URL	_____
1.23	Library's Web Address	_____
1.24	Name of person completing this survey	_____
1.25	Phone # of person completing this survey	_____
1.26	Email address of person completing this survey	_____
1.27	Is this library jurisdiction designated by local government as a supporting department in emergency operations?	_____

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

Answer questions for the reporting year, not the entire pandemic

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

Section 2 Population and Outlets

- 2.1 Population of The Legal Service Area (CSL only)
- 2.2 Registered Users as of June 30
- 2.3 Children Borrowers
- 2.4 # of Central Libraries
- 2.5 # of Branch Libraries
- 2.6 # of Bookmobiles
- 2.7 Total # of Outlets (auto calculated)
- 2.8 # of other library outreach vehicles or structures
- 2.9 Number of kiosks (see definitions-new this year)
- 2.10 Total Square Footage (auto calculated in LibPAS from entries in outlets section)

Section 3 Library Income

Operating Income

- 3.1 Local Government (all sources)
- 3.2 State Funds (see definitions for examples)
- 3.3 Federal Funds (see definitions for examples)
- 3.4 All Other Operating Income
- 3.5 Total Operating Income (auto calculated)

Capital Income

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

Section 4 Library Expenditures

Staff Expenditures

- 4.1 Salary & Wages Expenditures
- 4.2 Employee Benefits Expenditures
- 4.3 Total Staff Expenditures (auto calculated)

Collection Expenditures

- 4.4 Print Materials Expenditures (except Serials)
- 4.5 Print Serial Subscription Expenditures
- 4.6 Total Print Materials Expenditures (auto calculated)
- 4.7 Electronic Materials Expenditures
- 4.8 Other Materials Expenditures
- 4.9 Total Collection Expenditures (auto calculated)

Other Expenditures

- 4.10 All Other Operating Expenditures
- 4.11 Total Operating Expenditures (auto calculated)

Capital Expenditures

- 4.12 Total Capital Expenditures

Section 5 Library Staff

Refer to instructions for guidance calculating FTE

5.1	Total number of full time employees (count heads, use library definition of "full time")	
5.2	Total number of part time employees (count heads, use library definition of "part time")	
5.3	Total count of persons employed, include all full and part time employees (autocalculated)	
5.4	FTE of ALA Librarians who have accredited ALA Masters	
5.5	FTE Total Librarians (ALA accredited & others)	
5.6	FTE All other paid staff	
5.7	Staff FTE (auto calculated)	
5.8	Total number of volunteers (count heads)	
5.9	Total hours volunteered in the reporting year	

Section 6 Library Collections

Print Materials and Physical Items

6.1	Books Children Held as of June 30	
6.2	Books Young Adult Held as of June 30	
6.3	Total Print Materials Held	
6.4	Languages in print material collection (check all that apply)	
6.5	# of Physical Audio Materials	
6.6	# of Physical Video Materials	
6.7a	Do you loan internet enabled devices? Laptops, Chromebooks, etc.)	
6.7b	How many devices available for check-out and use outside the library?	
6.8a	Do you lend hot spots? y/n	
6.8b	How many hot spots available for check-out and use outside the library?	
6.9	Other Physical Items	
6.10	Total Physical Items (auto-calculated)	
6.11	(Optional) Current Print Serial Subscriptions	

Electronic Items

6.12	# of Electronic Books	
6.13	# of Downloadable Audio Materials	
6.14	# of Downloadable Video Materials	
6.15	Electronic Collections Locally Funded	
6.16	Electronic Collections State Funded (autofilled by CSL)	

Section 7 Library Services

- Hours Open, All Outlets (auto calculated in LibPAS with entries in branch and bookmobile section)
- 7.1 Library Visits
- 7.2 Reporting method for visits: annual count or estimate based on weekly count?
- 7.3 Reference Transactions
- 7.4 Reference transactions reporting method
- 7.5

Circulation

Late fines

- 7.6 Do you charge any patrons late fines for physical materials?
- 7.7 Charge per day for Adults
- 7.8 For Young Adults
- 7.9 For Children

Circulation of Physical Materials

- 7.10 Total Physical Item Circulation
- 7.11 Circulation of Children's Materials
- 7.12 Circulation of Non English Materials
- 7.13 ILL loans to others
- 7.14 ILL loans received
- Circulation of internet-enabled devices (laptops, Chrombooks, etc)
- 7.15
- 7.16 Circulation of hotspots

- Circulation of "Other Physical Items" (musical instruments, tools; **not** physical books, audio, videos.)
- 7.17

Electronic Content Use

- Circulation of Electronic Materials (items reported in 6.12, 6.13, 6.14)
- 7.18
- Successful Retrieval of State-funded Electronic information (autofilled)
- 7.19a

- Successful Retrieval of locally-funded electronic information
- Successful Retrieval of Electronic Information (auto calculated)
- 7.19b
- 7.19c

Circulation Totals

- Total Annual Circulation (auto calculated: physical and electronic checkouts)
- 7.20
- Total Electronic Content Use (auto calculated: electronic checkouts and database use)
- 7.21
- Total Content Use (auto calculated: physical circ., elect. Circ., database use)
- 7.22

Live Programming

Early learning: Ages 0-5

- 7.23a # of Live, In-person Children's Programs for Ages 0-5

7.23b # of Live, Virtual Children's Programs for Ages 0-5
Attendance at Live, In-person Children's Programs for Ages 0-

7.24a 5

7.24b Attendance at Live, Virtual Children's Programs for Ages 0-5

Children's programs: Ages 6-11

7.25a # of Live, In-person programs for Children ages 6-11

7.25b # of Live, Virtual programs for Children ages 6-11
Attendance at Live, In-person programs for Children ages 6-

7.26a 11

7.26b Attendance at Live, Virtual programs for Children ages 6-11

Young Adult Programs

7.27a # of Live, In-person Young Adult Programs for Ages 12-18

7.27b # of Live, Virtual Young Adult Programs for Ages 12-18
Attendance at Live, In-person Young Adult Programs for Ages

7.28a 12-18
Attendance at Live, Virtual Young Adult Programs for Ages 12-

7.28b 18

Adult Programs

7.29a # of Live, In-person Adult Programs for Ages 19+

7.29b # of Live, Virtual Adult Programs for Ages 19+

7.30a Attendance at Live, In-person Adult Programs for Ages 19+

7.30b Attendance at Live, Virtual Adult Programs for Ages 19+

General Interest Programs

7.31a # of Live, In-person Programs for all ages

7.31b # of Live, Virtual Programs for all ages

7.32a Attendance at Live, In-person Programs for all ages

7.32b Attendance at Live, Virtual Programs for all ages

Off-site programming count

Of the above programs, how many were offsite? (Include

7.33 live, offsite programs, NOT virtual programs)

7.34 Attendance at all offsite programs

Recorded Programming

7.35 # recordings of program content

7.36 # views of recorded program content

Electronic Services

- | | | |
|------|--|-------|
| 7.37 | CIPA Compliant | _____ |
| 7.38 | Annual Uses of Public Internet Computers | _____ |
| 7.39 | Reporting Method for Uses of Computers | _____ |
| 7.40 | Virtual Visits to the library website | _____ |
| 7.41 | Wireless Sessions Per Year | _____ |
| 7.42 | Reporting Method for Wifi Sessions | _____ |
| | # of Internet Terminals (auto calculated from entries in | |
| 7.43 | Outlets sections) | _____ |
| 7.44 | ILS System (choose from dropdown or enter other) | _____ |

Self-directed Activities

- | | | |
|------|---------------------------------|-------|
| 7.45 | # of self-directed activities | _____ |
| 7.46 | # of participants | _____ |
| 7.47 | Describe activities (narrative) | |

Section 8 Referenda

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

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

Section 10 Library Outlets

10.1-10.14 are CSL only. Contact CSL with changes

10.1	FSCSKey	
10.2	State assigned identification number	
10.3	Library Code	
10.4	Short Name	
10.5	Legal Name	
10.6	Physical Street Address	
10.7	City	
10.8	Zip Code	
10.9	Zip+4 Code	
10.10	Mailing Street Address	
10.11	Mailing City	
10.12	Mailing Zip Code	
10.13	Mailing Zip +4	
10.14	County	

Contact information

10.15	Phone	
10.16	Outlet Type Code	
10.17	Facility Owned By	
10.18	Established Scheduled Hours for Public Service?	
10.19	Staffing	
10.20	Separate Quarters?	

Hours and Counts

1	10.21	Days Open per Week	
2	10.22	Hours open weekly	
3	10.23	Hours open annually	
4	10.24	Weeks outlet was open during reporting year	
5	10.24a	Number of weeks outlet was closed due to COVID	
		Number of weeks outlet had limited occupancy during	
6	10.24b	COVID	
7	10.25	Staff FTE	
8	10.26	Population Served	
9	10.27	Reader Seats	
#	10.28	Volumes Held	
#	10.29	Circulation	
#	10.30	Total outlet operating expenditure	

Facility Information

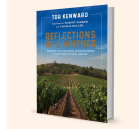
10.31	Year Built	
10.32	Year opened	
10.33	Year remodeled	
10.34	Adequacy of Facility	
10.35	Estimated cost of deferred maintenance	

- 10.36 Rate the accuracy of this estimate (ballpark vs calculated) _____
- 10.37 Facility Upgrade Needs _____
- 10.38 Estimated cost of this improvement _____
- 10.39 Rate the accuracy of this estimate (ballpark vs calculated) _____
- 10.40 Gross square ft. _____
- 10.41 LEED Certification _____

Electronic Information

- 10.42 Number of Internet Terminals _____
- 10.43 At what speed (Mbps) do we connect to the Internet? _____
- 10.44 Is more bandwidth needed to avoid speed issues? _____
- 10.45 Will this branch need an increase in speed in the next 5 years? _____
- 10.46 How old is the cabling at this branch? (in years) _____
- 10.47 More than half of cabling older than five years? _____
- 10.48 Is more than half of network hardware older than 3 years? _____
- 10.49 Name of internet provider (e.g. AT&T) _____
- 10.50 Is Wifi available to patrons? _____
- 10.51 Wifi network name _____
- 10.52 User name _____
- 10.53 Password _____
- 10.54 Available 24/7? _____
- 10.55 Hours available if not 24/7 _____
- 10.56 Maximum users at one time _____

NOVEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Story Time & Crafts 10:30am Lotería - Día de Muertos Family Game Night 5:30	2	3 Reflections of a Vintner: With Tor Kenward 5:30pm	4  	5 Bilingual Story Time 2:00pm
6 Daylight Savings! 	7 	8 Story Time & Crafts 10:30am Jay Greene: The Mayflower 3:30pm	9  	10 Author Talk with NYT Best Seller Marina Adair 5:30pm	11 Closed for Veteran's Day	12 Bilingual Story Time 2:00pm
13	14	15 Story Time & Crafts 10:30am	16 	17	18	19 Bilingual Story Time 2:00pm
20  Library Hours Monday/lunes 10-6 Tuesday/martes 10-6 Wednesday/miércoles 10-6 Thursday/jueves 10-6 Friday/viernes 10-6 Saturday/sábado 12-5 Sunday/domingo Closed		22 Story Time & Crafts 10:30am	23	24 Closed for Thanksgiving	25 Closed for Thanksgiving	26 Bilingual Story Time 2:00pm
27		29 Story Time & Crafts 10:30am	30 			

St Helena Public Library

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



Lotería - Día de Muertos Family Game Night

Tuesday, November 1, 5:30pm

Let's Play Lotería!

Play a few rounds of Lotería and win prizes! Lotería is a traditional Mexican game combining cards and bingo. There will be Pan de Muerto ("Bread of the Dead"), which is a traditional Mexican sweet bread that is commonly made during Day of the Dead, for all to enjoy!

For all ages!



Author Talk with NYT Best Seller Marina Adair

Thursday, November 10, 5:30pm

Marina Adair is a New York Times and #1 nationally bestselling author whose fun, flirty contemporary romances have sold over a million copies. She wrote the St. Helena Vineyard series, which was the inspiration behind the original Hallmark Channel Vineyard movies:

Autumn in the Vineyard, Summer in the Vineyard and Valentine in the Vineyard.

Refreshments will be served.



Reflections of a Vintner: With Tor Kenward

Thursday, November 3, 5:30pm

Join the Napa Valley Wine Library Association for an Evening of Books on Wine. Reflections of a Vintner recounts the lessons learned, relationships forged, and observations made from an insider's nearly fifty-year journey through the burgeoning wine industry in Napa Valley. From the mid-seventies, when there were less than fifty wineries, to the present, with over eight hundred, Tor Kenward shares his recollections as the region became a world-class wine destination.

Refreshments will be served.



Merrie Old Christmas Carolers

Thursday, December 8, 5:00pm

The Merrie Olde Christmas Carolers are professional singers and featured artists from opera and theatre companies throughout Northern California. Costumed in Dickensian attire, The Merrie Olde Christmas Carolers perform new and unique musical arrangements of beloved holiday songs. Songs are accompanied by the merry sounds of sleigh bells, finger cymbals, tambourines and kazoos.

Refreshments will be served.



Jay Greene: The Mayflower

Tuesday, November 8, 3:30pm

"Until the arrival in 1630 of 17 vessels bearing Puritans to Boston and the Massachusetts bay colony, the separatists to the south at Plymouth colony had maintained a two decade long motors vivendi with Massasoit sword & his Indians. After 1640 this peace unraveled quickly."



Coming Soon!

A seat will be available on the Library Board of Trustees.

Events Sponsored by Friends and Foundation

NOVIEMBRE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Cuentos y Manualidades 10:30am Lotería - Día de Muertos Noche de Juego 5:30	2	3 Reflexiones de un vinicultor con Tor Kenward 5:30pm 	4 	5 Cuentos y manualidades bilingües 2:00pm
6 Cambio de Hora 	7 	8 Cuentos y Manualidades 10:30am Jay Greene: El Mayflower 3:30pm	9 	10 Plática con la autora Marina Adair 5:30pm 	11 Cerrado por el Día del Veterano	12 Cuentos y manualidades bilingües 2:00pm
13	14	15 Cuentos y Manualidades 10:30am	16 	17	18	19 Cuentos y manualidades bilingües 2:00pm
20 	Library Hours Monday/lunes 10-6 Tuesday/martes 10-6 Wednesday/miércoles 10-6 Thursday/jueves 10-6 Friday/viernes 10-6 Saturday/sábado 12-5 Sunday/domingo Closed	22 Cuentos y Manualidades 10:30am	23	24 Cerrado por Día de Acción de Gracias	25 Cerrado por Día de Acción de Gracias	26 Cuentos y manualidades bilingües 2:00pm
27		29 Cuentos y Manualidades 10:30am	30 			

St Helena Public Library

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<http://www.shpl.org>



Lotería - Día de Muertos Family Game Night

martes 1 de noviembre, 5:30pm

¡Juguemos a la Lotería!

¡Juegue unas rondas de Lotería y gane premios! La lotería es un juego tradicional mexicano que combina cartones y bingo.

Habrán Pan de Muerto, que es un pan dulce tradicional mexicano que se hace en el Día de Muertos, que todos podrán saborear!

Para todas las edades!



Plática con la autora Marina Adair

martes 10 de noviembre, 5:30pm

Marina Adair es una autora del New York Times, de la cual se han vendido más de un millón de libros de romances contemporáneos divertidos y coquetos. Escribió la serie St. Helena Vineyard, que sirvió de inspiración para las películas originales de Hallmark Channel Vineyard: Autumn in the Vineyard, Summer in the Vineyard and Valentine in the Vineyard. **Se servirán refrescos.**



Reflexiones de un Viticultor: Con Tor Kenward

jueves 3 de noviembre, 5:30

Acompañe a la Asociación de Vinotecas del Valle de Napa en una noche de libros sobre el vino.

Reflexiones de un vinicultor: historias y sabiduría estacional de toda una vida en Napa Valley.

Se servirán refrescos.



Merrie Old Christmas Charolers

jueves 8 de diciembre, 5:00pm

Los Merrie Olde Christmas Carolers son cantantes profesionales y artistas especializados de compañías de ópera y teatro de todo el norte de California. Vestidos con atuendos dickensianos, los Merrie Olde Christmas Carolers interpretan nuevos y exclusivos arreglos musicales de queridas canciones navideñas. Las canciones se acompañan de los alegres sonidos de campanas de trineo, platillos de dedo, panderetas y kazoos. **Se servirán refrescos.**



Jay Greene: El Mayflower

martes 8 de noviembre, 3:30pm

"Hasta la llegada en 1630 de 17 barcos con puritanos a Boston y a la colonia de la bahía de Massachusetts, los separatistas del sur, en la colonia de Plymouth, habían mantenido un motor vivendi de dos décadas con la espada Massasoit y sus indios. Después de 1640 esta paz se deshizo rápidamente".



Muy pronto

Habrán un puesto disponible en el Consejo de Administración de la Biblioteca.

Events Sponsored by Friends and Foundation

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:10/4/2022

9/1/2021 to 9/30/2022

St. Helena Public Library		<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD		158	237	0	66
Adult Book on Tape		3	5	0	0
Adult CD Non-English Language		0	1	0	0
Adult Compact Disc		68	213	3	147
Adult Digital Audio Book		1	4	0	0
Adult Fiction		881	1,346	8	421
Adult Non Fiction		611	1,052	16	327
Adult Periodical		9	14	0	44
Blu-Ray - Feature Film		6	14	0	0
Blu-Ray - Juvenile Feature		1	1	0	0
DVD - Educational		120	173	2	24
DVD - Feature Film		966	1,471	7	430
DVD - Foreign Language		8	16	0	0
DVD - Juvenile Educational		4	11	0	3
DVD - Juvenile Feature Film		98	154	8	142
Easy Reader		240	256	14	121
Juvenile Book on CD		40	51	0	29
Juvenile Compact Disc		7	12	0	10
Juvenile Digital Audio Book		2	3	0	0
Juvenile Fiction		644	761	49	348
Juvenile Non-Fiction		380	577	27	360
Juvenile Paperback Book		115	129	7	48
Juvenile Spanish		84	87	5	55
Link+ Book		34	39	0	6
Link+ Media		12	12	0	3
Mixed Media Kit		2	2	0	5
Musical Instrument		6	9	0	0
Non-Circulating		0	0	0	1
Picture Books (EASY)		913	886	16	464
WiFi Hotspot		8	8	0	0
Young Adult Book on CD		2	3	0	5
Young Adult Fiction		68	132	1	62
Young Adult Non-Fiction		7	16	0	0
Young Adult Paperback book		18	27	1	26
TOTAL:	St. Helena Public Library	5,516	7,722	164	3,147
GRAND TOTAL:		5,516	7,722	164	3,147

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			September 2022	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS			Hoopla	694
	Hoopla	107	Kanopy	407
	Overdrive	498	Overdrive	1115
	TOTAL	605		2216
AUDIOBOOKS				
	Hoopla	360		
	Overdrive	518		
	TOTAL	878		965
MOVIES & TELEVISION				
	Hoopla	202		
	Kanopy	407		
	TOTAL	609		628
MUSIC				
	Hoopla	25		30
	TOTAL	25		30
PERIODICALS				
	Overdrive	99		79
	TOTAL	99		79
TOTAL DIGITAL CIRCULATION	2,216	2,416		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:9/15/2022

9/1/2021 to 9/30/2021

St. Helena Public Library	<u>ON-SHELF</u>			
	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>RETURNS</u>
Adult Book on CD	155	249	4	209
Adult Book on Tape	7	2	1	1
Adult CDROM	1	1	0	0
Adult Compact Disc	108	212	0	139
Adult Fiction	971	1,521	17	433
Adult Non Fiction	663	1,225	15	365
Adult Paperback Book	2	3	0	1
Adult Periodical	39	19	0	35
Blu-Ray - Feature Film	4	12	0	0
Blu-Ray - Juvenile Feature	0	1	0	0
DVD - Educational	123	173	1	51
DVD - Feature Film	1,273	1,774	8	426
DVD - Foreign Language	29	44	0	0
DVD - Juvenile Educational	1	2	0	2
DVD - Juvenile Feature Film	183	272	3	208
Easy Reader	220	304	9	121
Juvenile Book on CD	50	70	1	91
Juvenile Compact Disc	10	34	2	20
Juvenile Digital Audio Book	0	1	0	0
Juvenile Fiction	761	1,157	90	390
Juvenile Non-Fiction	479	624	30	310
Juvenile Paperback Book	108	156	16	62
Juvenile Spanish	99	69	0	49
Link+ Book	36	36	0	7
Link+ Media	10	4	0	3
Mixed Media Kit	0	3	0	0
Non-Circulating	2	1	0	1
Picture Books (EASY)	798	1,055	26	480
Video - Feature Film	1	1	0	0
Video - Juvenile Feature Film	0	2	0	0
WiFi Hotspot	1	2	0	0
Young Adult Book on CD	1	1	0	1
Young Adult Fiction	176	284	6	78
Young Adult Non-Fiction	5	9	0	2
Young Adult Paperback book	29	52	1	29
TOTAL:	6,345	9,375	230	3,514
GRAND TOTAL:	6,345	9,375	230	3,514

COUNTER FIGURES FOR:

FIGURES IN CALENDAR INCLUDING COMING AND GOING!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				425 mp	396 cl	189 mp
4	5	6	7	8	9	10
	Closed	394 mp	64 cl	498 cl	411 mp	152 mp
	Labor Day		8 people	10 people	10 people	Full Moon
11	12	13	14	15	16	17
	423 cl	448 mp	538 cl	847 mp	294 mp	294 cl
18	19	20	21	22	23	24
	410 cl	463 mp	356 mp	426 cl	317 mm	188 mp
25	26	27	28	29	30	
	451 cl	477 mp	417 mm	366 cl	433 cl	
	Rosh Hashanah			Fall Begins		

502

1034

1384

1080

1082

5082

TOTAL:

SEPTEMBER 2021: 3025

A	B	C	D	E
Program name	Program Date	Format (select the cell and choose from the dropdown)	Target age (choose from dropdown)	Attendance (For Recorded Programs indicate Views at 30 Days)
Legion of Honor Gui Peo	09/01/22	Live, In-person onsite program	adult (ages 19+)	21
Spanish Story Time	09/03/22	Live, In-person onsite program	ages 6-11	0
Story Time	09/06/22	Live, In-person onsite program	ages 0-5	17
Spanish Story Time	09/10/22	Live, In-person onsite program	ages 6-11	0
Story Time	09/13/22	Live, In-person onsite program	ages 0-5	22
Mexican Independence Day Celebration	09/15/22	Live, In-person onsite program	all ages	100
Spanish Story Time	09/17/22	Live, In-person onsite program	ages 6-11	0
Story Time	09/20/22	Live, In-person onsite program	ages 0-5	35
Spanish Story Time	09/24/22	Live, In-person onsite program	ages 6-11	0
Nut Tree Farm Author Talk	09/08/22	Live, In-person onsite program	adult (ages 19+)	15
4th Grade Class Visit	09/07/22	Live, In-person onsite program	ages 6-11	20
Kindergarten Class Visit	09/14/22	Live, In-person onsite program	ages 6-11	21

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/1/2022

10/1/2021 to 10/31/2022

St. Helena Public Library	ON-SHELF			
	CHARGES	RETURNS	RENEWALS	RETURNS
Adult Audio Foreign Language	2	1	0	0
Adult Book on CD	141	225	0	83
Adult Book on Tape	4	3	0	1
Adult Compact Disc	71	217	0	145
Adult Digital Audio Book	1	2	0	0
Adult Fiction	814	1,214	10	424
Adult Non Fiction	613	1,047	11	431
Adult Periodical	44	22	0	48
Blu-Ray - Feature Film	15	33	0	0
Blu-Ray - Foreign Language	1	1	0	0
Blu-Ray - Juvenile Feature	1	1	0	0
DVD - Educational	108	180	0	48
DVD - Feature Film	1,112	1,482	0	537
DVD - Foreign Language	14	25	0	0
DVD - Juvenile Educational	18	23	0	3
DVD - Juvenile Feature Film	113	142	2	146
Easy Reader	177	222	2	70
Juvenile Audio Cassette	1	0	0	0
Juvenile Book on CD	25	39	0	28
Juvenile CD Non-English	0	1	0	0
Juvenile Compact Disc	2	7	0	6
Juvenile Fiction	731	893	28	303
Juvenile Non-Fiction	415	500	8	327
Juvenile Paperback Book	132	174	5	67
Juvenile Spanish	96	79	14	33
Link+ Book	30	32	0	2
Link+ Media	15	15	0	3
Mixed Media Kit	1	2	0	0
Musical Instrument	6	8	0	1
Non-Circulating	0	0	0	3
Picture Books (EASY)	899	1,051	23	473
WiFi Hotspot	5	5	0	1
Young Adult Book on CD	0	2	0	2
Young Adult Fiction	53	142	2	102
Young Adult Non-Fiction	8	9	0	1
Young Adult Paperback book	17	31	0	36
TOTAL: St. Helena Public Library	5,685	7,830	105	3,324
GRAND TOTAL:	5,685	7,830	105	3,324

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			October 2022	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS				
Hoopla	114	148	Hoopla	763
Overdrive	484	489	Kanopy	559
TOTAL	598	637	Overdrive	1119
				2441
AUDIOBOOKS				
Hoopla	373	393		
Overdrive	547	578		
TOTAL	920	971		
MOVIES & TELEVISION				
Hoopla	248	136		
Kanopy	559	305		
TOTAL	807	441		
MUSIC				
Hoopla	28	19		
TOTAL	28	19		
PERIODICALS				
Overdrive	88	103		
TOTAL	88	103		
TOTAL DIGITAL CIRCULATION	2,441	2,171		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:10/28/2022

10/1/2020 to 10/31/2021

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

COUNTER FIGURES FOR:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
						230 MP
						8
						144 OK
						15
						206 OK
						22
						29
						661 OK
						28
						512 MP
						27
						593 OK
						26
						448 MP
						25
						444 MP
						18
						463 MP
						19
						444 OK
						20
						485 OK
						21
						735 OK
						14
						523 OK
						13
						552 LA
						12
						529 MP
						11
						422 OK
						4
						415 OK
						5
						636 OK
						6
						289 MP
						7
						144 OK
						8
						230 MP
						1

FIGURES BELOW INCLUDE
ENTERING AND EXITING:

115

1184

1285

1182

1482

TOTAL: 5248

OCTOBER 2021
TOTAL: 3720

A	B	C	D	E
Program name	Program Date	Format (select the cell and choose from the dropdown)	Target age (choose from dropdown)	Attendance (For Recorded Programs indicate Views at 30 Days)
Story Time	10/04/22	Live, In-person onsite program	ages 0-5	17
4th Grade Class Visit	10/05/22	Live, In-person onsite program	ages 6-11	13
Salsa Contest	10/06/22	Live, In-person onsite program	all ages	28
Jay Greene Lecture	10/11/22	Live, In-person onsite program	adult(ages 19+)	12
Story Time	10/11/22	Live, In-person onsite program	ages 0-5	23
Kindergarten Class Visit	10/12/22	Live, In-person onsite program	ages 6-11	22
De Young Lecture	10/13/22	Live, In-person onsite program	all ages	20
Story Time	10/18/22	Live, In-person onsite program	ages 6-11	34
Marvin Art Show	10/20/22	Live, In-person onsite program	all ages	25
Story Time	10/25/22	Live, In-person onsite program	ages 0-5	19

General Ledger Monthly Operating Expense Rpt



User: ChrisK
Printed: 11/2/2022 2:54:45 PM
Period 01 - 05
Fiscal Year 2023

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	395,004.00	0.00	119,996.99	275,007.01	69.62
101-46-00-20-20	TempPart Time	49,659.00	0.00	16,850.01	32,808.99	66.07
101-46-00-20-30	Overtime	0.00	0.00	363.05	-363.05	0.00
101-46-00-20-37	Holiday Pay	2,526.00	0.00	152.32	2,373.68	93.97
101-46-00-20-40	FICAMedicare	33,387.00	0.00	10,588.24	22,798.76	68.29
101-46-00-20-45	Employer PERS	34,508.00	0.00	10,499.84	24,008.16	69.57
101-46-00-20-47	PERS Unfunded Liability	51,577.00	0.00	0.00	51,577.00	100.00
101-46-00-20-55	Health Insurance	95,530.00	0.00	26,789.56	68,740.44	71.96
101-46-00-20-61	Workers Comp	26,893.00	0.00	0.00	26,893.00	100.00
101-46-00-20-65	SDI	3,913.00	0.00	1,335.47	2,577.53	65.87
101-46-00-20-75	Deferred Comp	6,961.00	0.00	1,122.10	5,838.90	83.88
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>697.20</u>	<u>1,702.80</u>	<u>70.95</u>
20	Salaries & Benefits	702,358.00	0.00	188,394.78	513,963.22	73.18
101-46-00-21-10	Communications	15,000.00	0.00	108.97	14,891.03	99.27
101-46-00-21-15	Postage	500.00	0.00	46.66	453.34	90.67
101-46-00-21-22	Utilities	60,000.00	0.00	66.10	59,933.90	99.89
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	1,366.52	8,633.48	86.33
101-46-00-21-45	Other Contract Services	113,400.00	0.00	8,573.64	104,826.36	92.44
101-46-00-21-55	Training & Conference	<u>4,000.00</u>	<u>0.00</u>	<u>-1,355.08</u>	<u>5,355.08</u>	<u>133.88</u>
21	Services	202,900.00	0.00	8,806.81	194,093.19	95.66
101-46-00-22-07	Copies	3,000.00	0.00	567.00	2,433.00	81.10
101-46-00-22-12	Computer Equipment	4,250.00	0.00	4,208.00	42.00	0.99
101-46-00-22-13	Office Supplies	1,500.00	0.00	318.18	1,181.82	78.79
101-46-00-22-15	Special Department Supplies	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>100.00</u>
22	Supplies	10,250.00	0.00	5,093.18	5,156.82	50.31
101-46-00-23-35	Software Maintenance	<u>7,600.00</u>	<u>0.00</u>	<u>-2,636.88</u>	<u>10,236.88</u>	<u>134.70</u>
23	Maintenance	7,600.00	0.00	-2,636.88	10,236.88	134.70
101-46-00-24-25	Taxes & Other Charges	<u>11,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,600.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	11,600.00	0.00	0.00	11,600.00	100.00
00	Administration	934,708.00	0.00	199,657.89	735,050.11	78.64
218	Public Library					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
46	Foundation Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>100.00</u>
26	Capital	1,300.00	0.00	0.00	1,300.00	100.00
00	Administration	1,300.00	0.00	0.00	1,300.00	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>0.00</u>	<u>1,350.00</u>	<u>100.00</u>
22	Supplies	1,350.00	0.00	0.00	1,350.00	100.00
00	Administration	1,350.00	0.00	0.00	1,350.00	100.00
380	Friends and Foundation Library					
46	Library					
380-46-00-20-20	TempPart Time	58,729.00	0.00	17,685.84	41,043.16	69.89
380-46-00-20-37	Holiday Pay	2,941.00	0.00	411.85	2,529.15	86.00
380-46-00-20-40	FICAMedicare	<u>4,718.00</u>	<u>0.00</u>	<u>1,384.52</u>	<u>3,333.48</u>	<u>70.65</u>
20	Salaries & Benefits	66,388.00	0.00	19,482.21	46,905.79	70.65
380-46-00-21-10	Communications	<u>2,400.00</u>	<u>0.00</u>	<u>584.65</u>	<u>1,815.35</u>	<u>75.64</u>
21	Services	2,400.00	0.00	584.65	1,815.35	75.64
380-46-00-22-16	Library Materials	60,000.00	40,163.46	11,128.88	8,707.66	14.51
380-46-00-22-40	Programming	15,000.00	0.00	3,871.32	11,128.68	74.19
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	75,500.00	40,163.46	15,000.20	20,336.34	26.94
00	Administration	144,288.00	40,163.46	35,067.06	69,057.48	47.86
382	Martin Estate Trust Library					
46	Library					
382-46-00-23-35	Software Maintenance	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>100.00</u>
23	Maintenance	700.00	0.00	0.00	700.00	100.00
00	Administration	700.00	0.00	0.00	700.00	100.00
384	Tweed Trust Library					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	559.33	4,440.67	88.81
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>11,552.30</u>	<u>33,447.70</u>	<u>74.33</u>
22	Supplies	50,000.00	0.00	12,111.63	37,888.37	75.78
00	Administration	50,000.00	0.00	12,111.63	37,888.37	75.78
Grand Total		1,132,346.00	40,163.46	246,836.58	845,345.96	0.7465