



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library - 1492 Library Lane
Wednesday, January 11, 2023 @ 5:00 PM
Published: Thursday, January 5, 2023 10:48
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.

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 November 9, 2022
[Minutes Library Board of Trustees - 09 Nov 2022](#)
6. SCHEDULED MATTERS:
 - 6.1. Discussion about the idea of a "Main Street Stroll & Read" - David Slaby

3 - 4

- 6.2. Report from Friends & Foundation, St. Helena Public Library - Paige Pohlman Meek, Friends & Foundation, Executive Director
- 6.3. Review of Library Newsletter for January 2023 - Chris Kreiden 5 - 8
[Library Newsletter 2023 January - English](#)
[Library Newsletter 2023 January - Spanish](#)
- 6.4. Review of Library Statistics for November 2022 - Chris Kreiden 9 - 13
[Library Statistics 2022 November](#)
- 6.5. Review of Library Statistics for December 2022 - Chris Kreiden 15 - 19
[Library Statistics 2022 December](#)
- 6.6. Review of Monthly Library Operating Expense Report for December 2022 - Chris Kreiden 21 - 23
[Library Monthly Expense Report 2022 December](#)
7. ADJOURNMENT
The next regular meeting is scheduled for February 8, 2023 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 January 5, 2023.



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, November 9, 2022 @ 5:00 PM
St. Helena Library - 1492 Library Lane

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1. **CALL TO ORDER** – Chairperson Terry Wood called the meeting to order at 5:00 PM.
 2. **ROLL CALL** – Present were:
Chair: Terry Wood
Vice Chair: David Slaby
Trustees: Alexandra Haslip, Janet Myers, Suzanne Roomian and Lin Weber
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
Also present: Paige Pohlers Meek, Friends & Foundation Executive Director and Gillian Casey.
 3. **PUBLIC FORUM** – No public comment was received.
 4. **REPORTS BY STAFF/COMMITTEE:**
Chris reported:
 - Juliet Valmont stepped down from the Library Board at the end of October.
 - 121 children read 100 books during the Kids Summer Reading Challenge.
 - Polaris ILS migration: As of October 31st, SPLASH is no longer accepting Link+ requests until March of 2023. December 22nd will be the last day to place new holds in SPLASH until “go-live” with Polaris on January 11th. From January 4th to January 11th, while Polaris extracts and loads data from CARL to the new system, the public catalog will be unavailable, no items will be checked in, and all checkouts will need to be done offline and with a physical card.

Terry reported that the Hospital has iPads now and would like to have access to Libby.
 5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of September 15, 2022** – Lin moved to approve the minutes. This was seconded by Alexandra and approved by all Trustees present.
 6. **SCHEDULED MATTERS:**
 - 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 – Trustees discussed. Alexandra moved to cancel December's meeting. David seconded the motion with all Trustees present agreeing.
 - 6.2. **Consideration and approval of a meeting between the St. Helena Library Board of Trustees and the Friends & Foundation Executive Board** - Terry Wood – Trustees discussed. Because of Brown Act considerations, a subcommittee from the Library Board (made up of Alexandra, Terry, and possibly Janet) will meet with the Friends & Foundation Executive Board at a date and time yet to be determined.

- 6.3. **Report from Friends & Foundation, St. Helena Public Library** - Paige Pohlers Meek, Friends & Foundation, Executive Director – Paige reported:
- Registration for February's Bookmark is open – 30 seats have already been reserved.
 - The Fall Appeal letter brought in \$14,500. A Holiday Appeal letter, and the opportunity to honor someone with a holly leaf at the Library's Front Desk, will be going out to those who have not responded to the Fall Appeal.
 - During the month of October, 215 chocolate Elsie's were sold by *Woodhouse Chocolate* with 25% of the proceeds going to the Friends.
 - The sale of the last of the glass Elsie Christmas ornaments is being handled by *Pennyweight*.
 - The Friends' Board has approved the idea of doing more *Wine & Words* author events. The last was very successful with over \$1000 brought in. The Friends' Board is also planning on doing more *Book to Film* events. *Breakfast at Tiffany's* brought in \$5000.
 - Friends are working on a dance to be held the end of April at the Native Sons Hall which would include a simple dinner.
 - Paige reminded Trustees that AmazonSmile is an easy way to support the Library.
- 6.4. **Review of St. Helena Library's California Public Libraries Survey submission** - Chris Kreiden – Trustees reviewed. David asked about the numbers used for population size. Chris responded that the population figure in 2.1 is supplied by the State and is only residents within the city limits of St. Helena; she supplies the figure in Section 10.26 and includes the population of Deer Park, Angwin, and unincorporated St. Helena.
- 6.5. **Review of Library Newsletter for November 2022** - Chris Kreiden – Trustees reviewed the Library's upcoming events.
- 6.6. **Review of Library Statistics for September 2022** - Chris Kreiden – Trustees reviewed the Library's September statistics.
- 6.7. **Review of Library Statistics for October 2022** - Chris Kreiden – Trustees reviewed October's Library statistics.
- 6.8. **Review of Monthly Library Operating Expense Report for October 2022** - Chris Kreiden – Trustee's reviewed October's Expense Report.
7. **ADJOURNMENT** – Chairperson Terry Wood adjourned the meeting at 5:45 PM.

The November 9, 2022 regular meeting of the Library Board of Trustees minutes were adopted at the January 11, 2023 Library Board of Trustees meeting.

APPROVED:

ATTEST:

Terry Wood, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 	2 Closed for New Year's Holiday	3 Story Time & Craft 10:30am	4 Playdough Party 3:00pm 	5 Mindfulness for a New Year 5:30pm	6 	7
8 	9	10 Story Time & Craft 10:30am	11 Spanish Story Time 5:00pm	12 Christine Olivo Artist Reception 5:00pm 	13	14
15 	16 Closed for MLK Day	17 Story Time & Craft 10:30am	18 Spanish Story Time 5:00pm	19 Growing Old Without Grace: A One Act Play by Christina Julian 5:00pm	20 	21
22  	23 	24 Story Time & Craft 10:30am	25 Spanish Story Time 5:00pm	26 Tea As The First Medicine with Charlotte Powell 5:00pm 	27	28
29 	30	31 Story Time & Craft 10:30am	New computer system coming January 13! As we make the switch there will be a slight service interruption. A few things to remember: - Do NOT return your items for now; all library items are due back on 1/18/23. - There will be NO new holds until January 13. - From January 3 - January 12 Catalog and online services will be unavailable; you will need your physical library card to check out materials. - No new library card registrations			

St Helena Public Library

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



Playdough Party

Wednesday, January 4, 3:00 PM

Bring your kiddos and learn how to make playdough. You'll learn the science of playdough and take some home. There will be fun play stations for your imagination to go wild! **Advanced registration required, sign up at the Children's desk or online.**



Growing Old Without Grace: A One Act Play by Christina Julian

Thursday, January 19, 5:00 PM

When age-obsessed BEA turns the big 50 nobody but her lifelong friends, Jo and Roxy, can save her from middle age and—herself. The quips fly fast and delve deep into what it means to be a woman, gaping flaws and all.



Mindfulness For A New Year

Thursday, January 5, 5:30 PM

As the holiday season subsides and the new year begins, many of us use this as a time for reflection and setting intentions for the year ahead. Join us as we explore how a more mindful attitude and practice can help us do so by feeling more grounded in our deepest values.



Tea As The First Medicine

Thursday, January 26, 5:00 PM

Drinking tea has been a part of human culture since our earliest recorded texts. It has been one of the first medicines humans have turned to since the cultivation of fire. In this talk we will examine the fascinating history of tea as medicine—dive into who, what, where, and why some plants became more popular and others faded away. We will sample an array of teas and find out why tea is still our first form of medicine. Charlotte Powell is a local herbalist and owner of The Mother's Garden, where she cultivates medicinal plants for teas and herbal remedies.



Christine Olivo Artist Reception

Thursday, January 12, 5:00 PM

Christine Olivo is a cowgirl at heart! She loves the outdoors with all the adventures it holds. Through the medium of oil painting, Christine has expanded her own color perception. She likes to paint the essence of a landscape or wildlife, simplifying what she sees and selecting the color and light relationships. Painting is a language all itself, and it will continue to be an adventure for Christine.



New Children's Librarian

Introducing our new Youth Services Librarian, Mariah McGuire! A familiar face to many, with 7 years of experience working in the Children's Room, and a Masters in Library Science, McGuire is well settled into her position. "There's no such thing as a child who doesn't like reading, they just haven't found the right book yet! I hope to continue to serve the youth of our community by instilling a love of reading and a passion for learning. Our children's department is a place of discovery, wonder and fun!"

ENERO 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 	2 Cerrado Para el Año Nuevo	3 Cuentos y manualidades 10:30am	4 Fiesta de Plastilina 3:00pm 	5 Conciencia Para el Nuevo Año 5:30pm	6 	7
8 	9	10 Cuentos y manualidades 10:30am	11 Hora de Cuentos en Español 5:00pm	12 Recepción de la artista Christine Olivo 5:00pm 	13	14
15 	16 Cerrado por el Día de MLK	17 Cuentos y manualidades 10:30am	18 Hora de Cuentos en Español 5:00pm	19 Envejecer Sin Gracia: Una Obra en un Acto de Christina Julian 5:00pm	20 	21
22 	23	24 Cuentos y manualidades 10:30am	25 Hora de Cuentos en Español 5:00pm	26 El Té Como Primera Medicina Con Charlotte Powell 5:00pm 	27	28
29 	30	31 Cuentos y manualidades 10:30am	Nuevo sistema de computación a partir del 13 de enero. Al hacer el cambio habrá una interrupción del servicio. Algunas cosas para recordar: - NO devuelva sus artículos por ahora; todos los artículos de la biblioteca se devolverán el 1/18/23. - NO habrá nuevas reservas hasta el 13 de enero. - Del 3 de enero al 12 de enero el catálogo y los servicios en línea no estarán disponibles; necesitará su tarjeta física de la biblioteca para sacar materiales. - No habrá nuevos registros de tarjetas de biblioteca			

St Helena Public Library

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



Fiesta de Plastilina

miércoles 4 de enero, 3:00 PM

Trae a tus hijos y aprende a hacer plastilina. Aprenderás la ciencia de la plastilina y te llevarás un poco a casa. Habrá divertidas estaciones de juego para dar rienda suelta a la imaginación. Se requiere inscripción previa, inscríbete en el Escritorio de Niños o en línea.



Conciencia Para el Nuevo Año

jueves 5 de enero, 5:30 PM

Con la despedida de las fiestas y el comienzo del nuevo año, muchos de nosotros aprovechamos este momento para reflexionar y establecer propósitos para el año que comienza. Acompáñanos a explorar cómo una actitud y una práctica más conscientes pueden ayudarnos a hacerlo sintiéndonos más arraigados en nuestros valores más profundos. El evento será en inglés.



Recepción de la Artista Christine Olivo

jueves 12 de enero, 5:00 PM

Christine Olivo es una vaquera de corazón. Le encanta la naturaleza y todas las aventuras. A través de la pintura al óleo, Christine ha ampliado su propia percepción del color. Le gusta pintar la esencia de un paisaje o de la vida salvaje, simplificando lo que ve y seleccionando las relaciones de color y luz. La pintura es un lenguaje y seguirá siendo una aventura para Christine.



Envejecer Sin Gracia: Una Obra en un Acto de Christina Julian

jueves 19 de enero, 5:00 PM

Cuando BEA, obsesionada con la edad, cumple 50 años, nadie más que sus amigas de toda la vida, Jo y Roxy, pueden salvarla de la mediana edad y de sí misma. Las ocurrencias vuelan rápido y profundizan en lo que significa ser una mujer, con defectos y todo. El evento será en inglés.



El Té Como Primera Medicina

jueves 26 de enero, 5:00 PM

Beber té ha formado parte de la cultura humana desde nuestros primeros textos registrados. Ha sido una de las primeras medicinas a las que ha recurrido el ser humano desde el cultivo del fuego. En esta charla examinaremos la fascinante historia del té como medicina: quién, qué, dónde y por qué algunas plantas se hicieron más populares y otras desaparecieron. Charlotte Powell es una herborista local y propietaria de The Mother's Garden, donde cultiva plantas medicinales para infusiones y remedios herbales. El evento será en inglés.



Nueva Bibliotecaria de Niños

Presentamos a nuestra nueva Bibliotecaria de Servicios Juveniles, Mariah McGuire. Una cara familiar para muchos, con 7 años de experiencia trabajando en la Sala Infantil, y un Master en Biblioteconomía, McGuire está bien establecida en su puesto. "No existe ningún niño al que no le guste leer, simplemente aún no han encontrado el libro adecuado! Espero seguir sirviendo a los jóvenes de nuestra comunidad inculcándoles el amor por la lectura y la pasión por el aprendizaje. Nuestro departamento infantil es un lugar de descubrimiento, asombro y diversión".

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:12/3/2022

11/1/2021 to 11/30/2022

St. Helena Public Library	ON-SHELF			
	CHARGES	RETURNS	RENEWALS	RETURNS
Adult Book on CD	132	197	2	84
Adult Book on Tape	3	5	0	2
Adult Compact Disc	37	131	0	104
Adult Digital Audio Book	1	2	0	0
Adult Fiction	870	1,363	5	402
Adult Non Fiction	540	1,039	12	365
Adult Periodical	29	26	9	26
Blu-Ray - Feature Film	4	25	0	0
Blu-Ray - Foreign Language	0	1	0	0
Blu-Ray - Juvenile Feature	0	1	0	0
DVD - Educational	96	136	3	21
DVD - Feature Film	960	1,577	1	469
DVD - Foreign Language	5	16	0	0
DVD - Juvenile Educational	7	16	0	7
DVD - Juvenile Feature Film	78	145	2	151
Easy Reader	158	253	2	78
Juvenile Audio Cassette	1	2	0	0
Juvenile Book on CD	27	33	0	32
Juvenile Compact Disc	2	4	0	4
Juvenile Fiction	665	883	20	376
Juvenile Non-Fiction	323	612	6	299
Juvenile Paperback Book	107	142	4	59
Juvenile Spanish	70	86	1	60
Link+ Book	8	23	0	0
Link+ Media	4	7	0	0
Mixed Media Kit	2	3	0	0
Musical Instrument	5	4	0	0
Non-Circulating	9	6	0	14
Picture Books (EASY)	756	1,121	9	531
WiFi Hotspot	7	10	0	1
Young Adult Book on CD	1	1	0	5
Young Adult CD	1	0	0	0
Young Adult Fiction	69	169	6	63
Young Adult Non-Fiction	8	19	0	0
Young Adult Paperback book	7	25	0	24
TOTAL:	4,992	8,083	82	3,177
GRAND TOTAL:	4,992	8,083	82	3,177

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			November 2022	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS				
Hoopla	138	151	Hoopla	776
Overdrive	493	476	Kanopy	496
TOTAL	631	627	Overdrive	1155
				2427
AUDIOBOOKS				
Hoopla	366	382		
Overdrive	578	576		
TOTAL	944	958		
MOVIES & TELEVISION				
Hoopla	255	220		
Kanopy	496	291		
TOTAL	751	511		
MUSIC				
Hoopla	17	15		
TOTAL	17	15		
PERIODICALS				
Overdrive	84	97		
TOTAL	84	97		
TOTAL DIGITAL CIRCULATION	2,427	2,208		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed: 11/8/2022

11/1/2021 to 11/30/2021

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

of visitors:

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PA: 4766

NOVEMBER 2021: 3247

A	B	C	D	E	G
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)	
8 Tor Kenward	11/03/22	Live, In-person onsite program	adult(ages 19+)	58	
9 Marina Adair	11/10/22	Live, In-person onsite program	adult(ages 19+)	10	
0 Jay Greene Lecture	11/15/22	Live, In-person onsite program	adult(ages 19+)	25	
1 SHPS Reading Night	11/15/22	Live, In-person onsite program	ages 6-11	64	
2 Story Time	11/01/22	Live, In-person onsite program	ages 0-5	10	
3 4th Grade Class Visit	11/02/22	Live, In-person onsite program	ages 6-11	14	
4 Story Time	11/08/22	Live, In-person onsite program	ages 0-5	25	
5 1st Grade Class Visit	11/09/22	Live, In-person onsite program	ages 6-11	8	
6 Story Time	11/15/22	Live, In-person onsite program	ages 0-5	21	
7 Kindergarten Class Visit	11/16/22	Live, In-person onsite program	ages 6-11	5	
8 Story Time	11/22/22	Live, In-person onsite program	ages 0-5	22	
9 Story Time	11/29/22	Live, In-person onsite program	ages 0-5	23	
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Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:1/3/2023

12/1/2021 to 12/31/2022

St. Helena Public Library

	<u>CHARGES</u>	<u>RETURNS</u>	<u>RENEWALS</u>	<u>ON-SHELF RETURNS</u>
Adult Book on CD	119	172	0	55
Adult Book on Tape	3	3	0	1
Adult Compact Disc	40	160	0	60
Adult Fiction	751	1,147	10	320
Adult Non Fiction	445	747	12	268
Adult Paperback Book	1	1	0	0
Adult Periodical	25	27	0	48
Blu-Ray - Feature Film	8	28	0	0
Blu-Ray - Juvenile Feature	0	1	0	0
DVD - Educational	93	124	1	23
DVD - Feature Film	837	1,242	4	395
DVD - Foreign Language	7	13	1	0
DVD - Juvenile Educational	1	8	0	4
DVD - Juvenile Feature Film	97	180	0	238
Easy Reader	111	158	1	97
Juvenile Book on CD	14	25	0	42
Juvenile Compact Disc	1	2	0	16
Juvenile Fiction	537	780	20	257
Juvenile Non-Fiction	189	484	1	156
Juvenile Paperback Book	84	106	10	52
Juvenile Spanish	48	65	7	65
Link+ Book	0	4	0	1
Link+ Media	0	1	0	0
Miscellaneous	1	0	0	0
Mixed Media Kit	1	1	0	0
Musical Instrument	1	2	0	0
Picture Books (EASY)	499	793	7	359
WiFi Hotspot	2	3	0	0
Young Adult Book on CD	2	2	1	7
Young Adult CD	0	2	0	3
Young Adult Fiction	54	97	0	54
Young Adult Non-Fiction	4	15	2	5
Young Adult Paperback book	2	12	0	12
TOTAL:	3,977	6,405	77	2,538
GRAND TOTAL:	3,977	6,405	77	2,538

ST. HELENA PUBLIC LIBRARY E-MATERIAL STATISTICS			December 2022	
DIGITAL CIRCULATION	THIS YEAR	LAST YEAR	PROVIDER	TOTAL
E-BOOKS			Hoopla	712
	Hoopla	126	Kanopy	673
	Overdrive	525	Overdrive	1238
	TOTAL	651		2623
AUDIOBOOKS				
	Hoopla	377		
	Overdrive	593		
	TOTAL	970		850
MOVIES & TELEVISION				
	Hoopla	192		
	Kanopy	673		
	TOTAL	865		547
MUSIC				
	Hoopla	17		
	TOTAL	17		13
PERIODICALS				
	Overdrive	120		
	TOTAL	120		58
TOTAL DIGITAL CIRCULATION	2,623	2,057		

Solano Partner Libraries & St. Helena

Circulation By Media

Report Printed:1/3/2023

12/1/20: to 12/31/2021

St. Helena Public Library

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

15

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610

9/2

590

TOTAL:

4280

Lot: 1202

A	B	C	D	E	F
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)	
Dr. Stephen Krebs Q&A	12/01/22	Live, In-person onsite program	adult(ages 19+)	60	
Carolers	12/08/22	Live, In-person onsite program	all ages	46	
Story Time	12/06/22	Live, In-person onsite program	ages 0-5	11	
4th Grade Class Visit	12/07/22	Live, In-person onsite program	ages 6-11	14	
Story Time	12/13/22	Live, In-person onsite program	ages 0-5	15	
Kindergarten Class Visit	12/14/22	Live, In-person onsite program	ages 6-11	22	
Gingerbread decorating	12/15/22	Live, In-person onsite program	ages 6-11	42	
drop in crafts	12/19/22	Live, In-person onsite program	ages 6-11	10	
drop in crafts	12/20/22	Live, In-person onsite program	ages 6-11	12	
drop in crafts	12/21/22	Live, In-person onsite program	ages 6-11	20	
drop in crafts	12/22/22	Live, In-person onsite program	ages 6-11	27	
Story Time	12/20/22	Live, In-person onsite program	ages 6-11	32	

General Ledger Monthly Operating Expense Rpt



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Period 01 - 07
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	207,108.30	214,736.15	50.90
101-46-00-20-20	TempPart Time	46,853.63	0.00	18,663.61	28,190.02	60.17
101-46-00-20-30	Overtime	0.00	0.00	473.75	-473.75	0.00
101-46-00-20-37	Holiday Pay	2,386.74	0.00	963.05	1,423.69	59.65
101-46-00-20-40	FICAMedicare	35,340.55	0.00	16,807.64	18,532.91	52.44
101-46-00-20-45	Employer PERS	35,853.06	0.00	18,294.64	17,558.42	48.97
101-46-00-20-47	PERS Unfunded Liability	71,085.63	0.00	55,905.39	15,180.24	21.35
101-46-00-20-55	Health Insurance	123,890.69	0.00	49,380.50	74,510.19	60.14
101-46-00-20-61	Workers Comp	31,779.93	0.00	7,808.71	23,971.22	75.43
101-46-00-20-65	SDI	4,716.22	0.00	2,173.66	2,542.56	53.91
101-46-00-20-75	Deferred Comp	8,470.99	0.00	2,092.28	6,378.71	75.30
101-46-00-20-85	Auto Allowance	<u>2,400.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>1,100.00</u>	<u>45.83</u>
20	Salaries & Benefits	784,621.89	0.00	380,971.53	403,650.36	51.45
101-46-00-21-10	Communications	15,000.00	0.00	2,056.26	12,943.74	86.29
101-46-00-21-15	Postage	87.00	0.00	0.00	87.00	100.00
101-46-00-21-22	Utilities	51,000.00	0.00	18,365.64	32,634.36	63.99
101-46-00-21-27	Equipment Lease Exp	9,424.00	0.00	3,869.92	5,554.08	58.94
101-46-00-21-45	Other Contract Services	126,949.26	63,426.42	37,950.61	25,572.23	20.14
101-46-00-21-55	Training & Conference	<u>2,250.00</u>	<u>0.00</u>	<u>225.00</u>	<u>2,025.00</u>	<u>90.00</u>
21	Services	204,710.26	63,426.42	62,467.43	78,816.41	38.50
101-46-00-22-07	Copies	3,000.00	0.00	1,173.39	1,826.61	60.89
101-46-00-22-12	Computer Equipment	4,250.00	0.00	4,133.00	117.00	2.75
101-46-00-22-13	Office Supplies	1,500.00	0.00	412.47	1,087.53	72.50
101-46-00-22-15	Special Department Supplies	1,413.00	0.00	1,382.00	31.00	2.19
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	10,163.00	0.00	8,148.41	2,014.59	19.82
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>12,176.00</u>	<u>0.00</u>	<u>12,175.80</u>	<u>0.20</u>	<u>0.00</u>
24	Taxes, Insurances & Contributi	12,176.00	0.00	12,175.80	0.20	0.00
00	Administration	1,019,271.15	63,426.42	470,359.17	485,485.56	47.63

GL - Monthly Operating Expense Rpt (01/04/2023 - 01:58 PM)

Page 1

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	30,116.35	24,905.20	45.26
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>2,429.39</u>	<u>1,990.26</u>	<u>45.03</u>
20	Salaries & Benefits	62,195.84	0.00	34,185.93	28,009.91	45.04
380-46-00-21-10	Communications	<u>1,463.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,463.00</u>	<u>100.00</u>
21	Services	1,463.00	0.00	0.00	1,463.00	100.00
380-46-00-22-16	Library Materials	70,738.99	42,371.31	18,868.15	9,499.53	13.43
380-46-00-22-40	Programming	15,000.00	0.00	3,219.34	11,780.66	78.54
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
22	Supplies	86,238.99	42,371.31	22,087.49	21,780.19	25.26
00	Administration	149,897.83	42,371.31	56,273.42	51,253.10	34.19
382	Martin Estate Trust					
46	Library					
382-46-00-23-35	Software Maintenance	<u>700.00</u>	<u>0.00</u>	<u>650.00</u>	<u>50.00</u>	<u>7.14</u>
23	Maintenance	700.00	0.00	650.00	50.00	7.14
00	Administration	700.00	0.00	650.00	50.00	7.14
384	Tweed Trust					
46	Library					
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	1,467.90	3,532.10	70.64
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>19,914.42</u>	<u>25,085.58</u>	<u>55.75</u>
22	Supplies	50,000.00	0.00	21,382.32	28,617.68	57.24
00	Administration	50,000.00	0.00	21,382.32	28,617.68	57.24

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Grand Total		1,222,506.98	105,797.73	548,895.07	567,814.18	0.4645