



**City of St. Helena  
Library Board of Trustees  
Regular Meeting  
St. Helena Library - 1492 Library Lane  
Wednesday, August 9, 2023 @ 5:00 PM  
Published: Friday, August 4, 2023 9:18 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: David Slaby  
Vice Chair: Terry Wood  
Trustees: Gillian Casey, Deborah Claymon Boesch, Alexandra Haslip, Janet Myers, and Suzanne Roomian  
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 July 12, 2023 3 - 4  
[Minutes Library Board of Trustees - 12 Jul 2023](#)
6. SCHEDULED MATTERS:
  - 6.1. Consideration and approval of updated Library Behavior Policy - Chris Kreiden 5 - 13

[Library Behavior Policy 2023 update](#)  
[Library Behavior & Internet Usage Policy 2023](#)

- |      |                                                                                                                                    |         |
|------|------------------------------------------------------------------------------------------------------------------------------------|---------|
| 6.2. | Consideration and approval of updated Internet & Electronic Information Use Policy - Chris Kreiden                                 | 15 - 17 |
|      | <a href="#"><u>Library Internet Usage Policy 2023 update</u></a>                                                                   |         |
| 6.3. | Consideration and approval of updated Library Meeting Room Policy - Chris Kreiden                                                  | 19 - 21 |
|      | <a href="#"><u>Library Meeting Room Policy and Use Permit 2023</u></a>                                                             |         |
| 6.4. | Report from Friends & Foundation, St. Helena Public Library - Ben Hill, Friends & Foundation, Executive Director                   |         |
| 6.5. | Discussion of Library Board ideas and projects - David Slaby                                                                       |         |
| 6.6. | Review of Library Newsletter for August 2023 - Chris Kreiden                                                                       | 23 - 26 |
|      | <a href="#"><u>Library Newsletter 2023 August - English</u></a><br><a href="#"><u>Library Newsletter 2023 August - Spanish</u></a> |         |
| 6.7. | Review of Library Statistics for July 2023 - Chris Kreiden                                                                         | 27 - 29 |
|      | <a href="#"><u>Library Statistics 2023 July</u></a>                                                                                |         |
| 6.8. | Review of Monthly Library Operating Expense Report for July 2023 - Chris Kreiden                                                   | 31 - 32 |
|      | <a href="#"><u>Library Monthly Expense Report 2023 July</u></a>                                                                    |         |

7. ADJOURNMENT

The next regular meeting is scheduled for September 13, 2023 at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1088 College Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on August 4, 2023.




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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  
St. Helena Library - 1492 Library Lane  
Wednesday, July 12, 2023 @ 5:00 PM**

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1. **OATH OF OFFICE FOR GILLIAN CASEY CONDUCTED BY CINDY TZAFPOPOULOS, CITY CLERK** – Conducted after Roll Call.
  2. **CALL TO ORDER** – Chairperson Terry Wood called the meeting to order at 5:05 PM.
  3. **ROLL CALL** – Present were:  
Chair: Terry Wood  
Vice Chair: David Slaby  
Trustees: Gillian Casey, Deborah Claymon Boesch, Alexandra Haslip, ~~Janet Myers~~, and ~~Suzanne Roomian~~  
City Council Member Liaison: Anna Chouteau  
Staff Liaison: Chris Kreiden, Library Director
  4. **PUBLIC FORUM** – No public comment was received.
  5. **REPORTS BY STAFF/COMMITTEE:**  
Chris reported:
    - Lynne Albrecht will be retiring on August 11<sup>th</sup>. Currently the Library is in the process of doing an internal recruitment.
    - Summer Reading Challenge: adult and teen numbers are about the same as last month, however the number of participants in the Children's program has jumped to 417. So far, twelve children have read one hundred books, while three adults and nine teens have completed their respective challenges.
    - Chris has been updating the Library Behavior Policy, Internet & Electronic Information Use Policy, Library Meeting Room Policy, and Collection Development Policy. Before presenting to the Board of Trustees, Chris will be soliciting feedback from staff.
    - Chris hopes to start looking into implementing RFID since it was approved with the adoption of the City's Fiscal Year 23/24 budget.
  6. **CONSENT ITEMS:**
    - 6.1. **Library Board of Trustees Meeting Minutes of June 14, 2023** – David moved to approve the minutes. The motion was seconded by Gillian and approved by all Trustees present.
  7. **SCHEDULED MATTERS:**

- 7.1. **Trustee introductions and the election of Library Board of Trustees Officers** - Terry Wood – David moved to postpone the election of officers till next month, however after some discussion David withdrew his motion. Gillian nominated David as Chair and Terry as Vice-Chair. This was seconded by Deborah and approved by all Trustees present.
- 7.2. **Report from Friends & Foundation, St. Helena Public Library** - Ben Hill, Friends & Foundation, Executive Director – Ben was absent from the meeting. Deborah mentioned receiving a call from Carol Gruetzner, President of Friends & Foundation. They are looking for candidates for their Board, any suggestions should be sent to Ben or Carol.
- 7.3. **Discussion of new Library Board ideas and projects** - Terry Wood – Terry highlighted the “You Saved” feature on the Library’s date due receipts; she is wondering how this could be used to benefit the Friends & Foundation. Deborah mentioned a meeting she had with a representative of UpValley Family Centers and the idea that Chris could attend one of their staff meetings to discuss library resources, in return an UpValley Center staff member could meet with library staff to discuss what programs and services they offer. Anna mentioned that since the City now has pickleball courts, having a set of pickleball rackets and balls to loan out would be a wonderful addition to the Library of Things. The need for a wish list and how to acquire items for this collection was discussed. If donations of items are to be accepted, a requirement would be that the items are in new or in near-new condition.
- 7.4. **Review of Library Newsletter for July 2023** - Chris Kreiden – Trustees reviewed the Library’s calendar. Chris reported that the Make a Bear Party had sixty-two attendees. The big upcoming event in August will be the End of Summer Kids’ Party with Magician Mike Della Penna which will be happening August 3<sup>rd</sup>.
- 7.5. **Review of Library Statistics for June 2023** - Chris Kreiden – Trustees reviewed the statistics for June. Door count numbers and digital material statistics are up compared to the same time last year.
- 7.6. **Review of Monthly Library Operating Expense Report for June 2023** - Chris Kreiden – Trustee’s reviewed June’s Expense Operating Report.
8. **ADJOURNMENT** – Chairperson David Slaby adjourned the meeting at 5:55 PM.

The July 12, 2023 regular meeting of the Library Board of Trustees minutes were adopted at the August 9, 2023 Library Board of Trustees meeting.

APPROVED:

ATTEST:

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David Slaby, Chairperson

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Chris Kreiden, Library Director  
(Staff Liaison)



## Library Behavior Policy

The St. Helena Public Library strives to provide inclusive experiences for all individuals, regardless of race, religion, creed, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, military or veteran status, citizenship, or housing status. Any behavior that reduces or interferes with others' equitable access to library materials, services, and spaces – including acts of racism or hate speech – will not be tolerated.

### **A. MAINTAINING A SAFE LIBRARY ENVIRONMENT**

Because the St. Helena Public Library is used by hundreds of people every day, it is important to have a clear, common understanding of appropriate behavior at the Library. The essential behavior while using the St. Helena Public Library is to be considerate of others. The Board of Trustees has established the following rules of conduct for the comfort and protection of all who work in and use the Library.

1. Any behavior that is dangerous to person or property is not permitted.
2. Children under the age of seven must be attended by an adult or caregiver at all times. The caregiver must be at least 12 years old and sufficiently mature to supervise child(ren). Parents, not Library staff, are responsible for the behavior and safety of their children using the Library.
3. The children's area is intended to be used by children and adults accompanying children or working with children's materials.
4. Shopping carts, bicycles, skateboards, scooters or similar bulky articles may not be brought into the building. Baby strollers and those articles necessary to assist individuals who have disabilities are permitted.
5. Shoes and shirts must be worn while on Library premises.
6. Weapons of any kind are prohibited on library property. (California Penal Code Section 171b)
7. Running, contact sports, climbing or swinging on furniture, standing on chairs, placing small children on tables or counters are all potentially hazardous to the individual and to property and, therefore, are not permitted.
8. Smoking is not permitted.

### **B. MAINTAINING AN ENVIRONMENT CONDUCTIVE TO LIBRARY USE**

1. Any behavior or activity that interferes with Library user or staff comfort, safety, use or enjoyment of the Library is prohibited. This may include, but is not limited to, talking

loudly, using abusive language, using personal listening or entertainment devices that disturb others, running, soliciting, emitting over-powering scents or odors; and game playing that disturbs others.

2. Staring at, following, or photographing Library users or staff is prohibited. Photography is allowed when authorized by library staff.
3. Harassment, verbal abuse, cursing, threats and fighting are prohibited.
4. The solicitation of signatures or contributions for noncommercial or nonprofit purposes is not permitted except when authorized by the Library Director or designated staff.
5. Selling or soliciting inside the Library, except by Library support groups or as a part of a Library-sponsored event is prohibited.
6. Using electronic devices in a manner that disturbs others is prohibited.
7. Violating the Library's Internet & Electronic Information Use Policy or other Library policies is prohibited.
8. Food may not be consumed in the Library except as allowed at library-approved events. Water bottles with lids and other closed containers for liquids are allowed. Food and drinks are not allowed in the California Room.
9. Theft of or defacing library materials or other library property is against the law (California Penal Code Section 594).
10. Service animals assisting the disabled and other companion animals are welcome in the library provided they are well-behaved, leashed (lead no longer than 6 feet), and do not impede the use of library facilities and services by others. Library staff reserves the right to ask that any animal be removed from the premises if its presence or behavior is interfering with the comfort of others in their use of library services.
11. Use of public restrooms for bathing and/or laundry and use of other public areas for personal grooming is prohibited.
12. Library users are expected to respect library property, staff, and other users.

## **C. ENFORCEMENT OF RULES**

The Library Director and his/her designated staff are authorized to interpret these rules in accordance with applicable law and to ensure appropriate behavior of all persons in the Library facilities. Persons found to be violating these rules will be asked to discontinue that activity. If they continue, they may be asked to leave the library facility. If they refuse, police assistance may be sought by Library staff.

Approved by Library Board of Trustees January 2006, updated August 2023



## **Library Behavior Policy**

### ~~**Library Behavior & Internet Usage**~~ The St. Helena

Public Library strives to provide inclusive experiences for all individuals, regardless of race, religion, creed, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, military or veteran status, citizenship, or housing status. Any behavior that reduces or interferes with others' equitable access to library materials, services, and spaces – including acts of racism or hate speech – will not be tolerated.

### **A. A-MAINTAINING A SAFE LIBRARY ENVIRONMENT**

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- 2-3. The children's area is intended to be used by children and adults accompanying children or working with children's materials.
- 3-4. Shopping carts, bicycles, skateboards, scooters or similar bulky articles may not be brought into the building. Baby strollers and those articles necessary to assist individuals who have disabilities are permitted.
- 4-5. Shoes and shirts must be worn while on Library premises.
- 5-6. Weapons of any kind are prohibited on library property. (California Penal Code Section 171b)
- 6-7. Running, contact sports, climbing or swinging on furniture, standing on chairs, placing small children on tables or counters are all potentially hazardous to the individual and to property and, therefore, are not permitted.
- 7-8. Smoking is not permitted.

### **B. MAINTAINING AN ENVIRONMENT CONDUCTIVE TO LIBRARY USE**

1. Any behavior or activity that interferes with Library user or staff comfort, safety, use or enjoyment of the Library is prohibited. This may include, but is not limited to, talking loudly, using abusive language, using personal listening or entertainment devices that disturb others, running, soliciting, emitting over-powering scents or odors; and game playing that disturbs others.
2. Starring at, following, or photographing Library users or staff is prohibited. Photography is allowed when authorized by library staff.
3. Harassment, verbal abuse, cursing, threats and fighting are prohibited.
- ~~4. Conducting any type of for-profit business without authorization is prohibited.~~
- ~~4.~~ The solicitation of signatures or contributions for noncommercial or nonprofit purposes is not permitted except when authorized by the Library Director or designated staff.
- ~~5. Selling or soliciting inside the Library, except by Library support groups or as a part of a Library-sponsored event is prohibited.~~
- ~~6. While cell phone use is permitted in the Library, it may be prohibited when it interferes with another person's ability to use the Library. Using electronic devices in a manner that disturbs others is prohibited.~~
- ~~6-7. Violating the Library's Internet & Electronic Information Use Policy or other Library policies is prohibited.~~
- ~~7-8. Food may not be consumed in the Library except when authorized by library personnel in specific locations. Food may not be consumed in the Library except as allowed at library-approved events. Water bottles with lids and other closed containers for liquids are allowed. Drinks acquired inside the building or brought in from outside must be in an approved container with a secure lid.~~ Food and drinks are not allowed in the California Room.
- ~~8-9.~~ Theft of or defacing library materials or other library property is against the law (California Penal Code Section 594).
- ~~9-10.~~ Service animals assisting the disabled and other companion animals are welcome in the library provided they are well-behaved, leashed (lead no longer than 6 feet), and do not impede the use of library facilities and services by others. Library staff reserves the right to ask that any animal be removed from the premises if its presence or behavior is interfering with the comfort of others in their use of library services.
- ~~10-11.~~ Use of public restrooms for bathing and/or laundry and use of other public areas for personal grooming is prohibited.
- ~~11-12.~~ Library users are expected to respect library property, staff, and other users.

## **C. ENFORCEMENT OF RULES**

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Approved by Library Board of Trustees January 2006, updated August 2023



## **Internet & Electronic Information Use Policy**

The St. Helena Public Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its patrons.

### **A. THE INTERNET**

The Internet, as an electronic information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. It is an unregulated medium. As such, while it offers access to a vast array of tools and resources that are personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. Users are encouraged to evaluate the validity and appropriateness of informational accessed via the Internet.

### **B. DISCLAIMER**

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources. The Library's selection policies which serve to govern the Library's purchase of materials are not applicable to material accessed electronically. Library patrons use the Internet and electronic databases at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from use of its connection to the Internet.

### **C. USER RESPONSIBILITY**

Each individual user must accept responsibility for determining which electronic resources they will access and determining for themselves the relative value of the content. *Computer users are cautioned that the Library is a public area that is shared by Library users of all ages, backgrounds, and sensibilities. Users of both their own devices and those provided by the Library are asked to respect the sensibilities of others when accessing potentially offensive information or images.* The Library cannot censor access to material or protect users from offensive information. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted and received.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is unacceptable to use the Library's computer systems and Internet resources for any purposes which violate the law or Library policies.

## **DC. INTERNET WORKSTATION POLICIES**

The Library promotes responsible use of the Internet and of its computer workstations by the following:

1. Each library customer is entitled to one (1) hour at a Library Internet workstation per day.
2. Behavior that will interfere with another person's concentration when using computer workstations is prohibited. Such behaviors include, but are not limited to: loudly conversing with others, using cell phones inappropriately, switching computers frequently, playing in the computer area and climbing or standing on furniture.
3. Workstation use is limited to one person per workstation except in special circumstances.
4. Library staff has the right to restrict the length of time any individual may use Internet workstations, particularly when others are waiting to use them. Customers using services not supported by the Library such as chat and games may be asked to give up their workstations if others are waiting.
5. Unless accompanied by a parent or guardian, juveniles ages 17 and under are required to use Children's Room and Teen Room Internet workstations. Parents are responsible for directing and guiding their children's use of the Internet.

## **D. ACCEPTABLE USES OF INTERNET WORKSTATION**

The following is a list of acceptable uses:

1. Research using the Web and Internet.
2. Accessing the Library (aka SNAP) materials catalog.
3. Doing word processing, spreadsheets and presentations (OpenOffice).
4. Accessing email via Web-based services.

Our workstations have had their operating systems secured to reduce the need for technical support which inevitably comes from providing public access to PCs. Software installed on our machines includes an Internet browser, word processing, spreadsheet and presentation software (OpenOffice).

Our Internet workstations have the following limitations:

1. Documents cannot be saved to the PCs hard drive. We can provide floppy disks for document saving to the floppy drive by users at the nominal cost of \$1 each. USB storage devices will also work.
2. Listening to audio (e.g. MP3 files) is not available on our machines.
3. Due to the nature of the Internet, services apart from those for which our machines are designed may be available; e.g. chat, playing games, streaming video & audio and so on. These are not library-supported or controlled.
4. Staff assistance for the public in the use of Internet workstations is necessarily limited. We are not experts in the use of every piece of software on our machines. Neither do we know all of the software used across the Internet; e.g. the many Java applets in use on

~~Web sites. As staff we will help you to the best of our abilities, but responsibility for using and learning how to use Internet workstations ultimately rests with the user. Training opportunities in the use of email, word processing, searching on the Internet and understanding microcomputers have been offered in the past and will continue to be offered when instructors are available.~~

## **E. UNACCEPTABLE USES OF- THE INTERNET AND PUBLIC INTERNET WORKSTATIONS**

The following is a list of unacceptable uses:

1. Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography.
2. Sending, receiving, or displaying text or graphics which contain extremes of sex or violence that are an end to themselves or which may reasonably be construed as obscene by contemporary statewide standards.
3. Using computers to gain access to the Library's network or computer systems or to any other restricted network or computer system.
4. Using computer accounts, access codes, or network identification numbers without authorized permission.
5. Violating copyright laws or licensing agreements pertaining to software, files, and other resources obtained electronically.
6. Violating another user's privacy.
7. Attempting to alter software configurations or to cause degradation of system performance.
8. Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
9. Installing or downloading any software.
10. Disrupting or interfering with network users or services. Such interference or disruption ~~includes, but~~includes but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, and overuse of interactive network utilities.
11. Tampering with, destroying or damaging equipment, software or data belonging to the Library.

## **EF. FILTERING**

Filtering software may help block access to objectionable Internet sites. However, the software cannot block out all objectionable sites and it may block sites that have useful information, including sites suitable for children, teens, and adults.

~~By default~~ St. Helena Public Library does not filter ~~its wireless router or~~ adult Internet workstations but does use filtering software on Teen Room and Children's Room computers. You may also enable filtering at adult machines if you choose to.

## **F. CHILDREN'S ACCESS AND USAGE**

The Library does not have the right or responsibility to act in the place of the parent (in loco parentis). There will be some resources which parents or guardians may feel are inappropriate for their children. Parents or guardians should let their children know if there are materials which they do not want them to use. Parents or guardians are encouraged to work closely with their children in selecting and using materials and resources that are consistent with their own distinct family and personal viewpoints or values.

While children ages 17 and under have filtered access to the Internet, the Library encourages parents or guardians to supervise their children's Internet sessions.

## **GG. PRINTING**

~~Printer copies from public computers are available for 10 cents per page.~~

## **H. PRIVACY OF INFORMATION**

~~The Library-We~~ recommends against entering private or personal information on any public Internet workstation ~~or wireless network~~. This includes entering such things as logins and passwords for bank accounts, stock brokerage accounts, commercial vendor accounts and the like. ~~The Library-We~~ does not, and cannot, guarantee the privacy of any such information entered on a public workstation ~~or shared service~~. ~~Our machines are~~The Internet provided is meant to be used for research purposes and not as means of conducting personal or corporate business. ~~The USA Patriot Act (2001) also affects the privacy of library records.~~

The Library has software that deletes information entered by a user on any public Internet workstation after each use. Once a computer is logged off, it is not possible for the Library to retrieve any information. Because the Library is a public place, users should be aware that information accessed on the Internet may be observed by other users.

The Library observes local, state and federal laws governing privacy of library records, including Internet usage. While the Library places a high value on user confidentiality, the Library will cooperate with law enforcement request for records under the provisions of the California Public Records Act. (California Government Code, Section 6267)

## **II. WIRELESS INTERNET ACCESS**

~~1. Our policies for public Internet workstations apply to wireless users as well.~~

~~2. The Library does not provide support or advice in getting your personal laptop enabled for wireless service. Please contact your service provider if you need help. The Library assumes no responsibility for damage or loss of hardware, software or data resulting from use of the Library's wireless service. Wireless users should be aware of the security risks and potential signal loss inherent to wireless Internet access.~~

~~We are pleased to offer wireless Internet access to library users. However, be advised that wireless service is not considered a "mission-critical" library service. Our limited technical support time will always be focused first on our online system and second on public Internet access through our library workstations. We cannot guarantee wireless service will always be available when the library is open. Please inform us if you believe the service is down. There is no support for wireless service on weekends. Wireless service is only available during Library hours.~~

~~3. The St. Helena Public Library does not filter our wireless router.~~

~~4. Our wireless Internet is a shared service. The current size of the "pipe" is 254K and is shared by all persons using wireless in the Library.~~

~~5. One user accessing streaming video or audio or playing bandwidth intensive games will have an adverse effect on other users. We request wireless users restrain themselves from the use of video or audio streaming and from the playing of online games. Our Internet connection at the Library is meant for research and informational purposes. It is not meant for entertainment or gaming.~~

~~6. Entering private or personal information on any public Internet workstation or wireless network is not recommended. This includes entering such things as logins and passwords for bank accounts, stock brokerage accounts, commercial vendor accounts and the like. We do not, and cannot, guarantee the privacy of any such information entered on a public workstation or a wireless connection. Our Internet access is meant to be used for research purposes and not as means of conducting personal or corporate business.~~

~~Printer access when connected to our wireless network is not available.~~

## **IJ. ENFORCEMENT OF RULES**

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Approved by Library Board of Trustees January 2006, Updated by Library Board Resolution January 2006, updated August 2023





## Internet & Electronic Information Use Policy

The St. Helena Public Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its patrons.

### A. THE INTERNET

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### B. DISCLAIMER

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources. The Library's selection policies which serve to govern the Library's purchase of materials are not applicable to material accessed electronically. Library patrons use the Internet and electronic databases at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from use of its connection to the Internet.

### C. USER RESPONSIBILITY

Each individual user must accept responsibility for determining which electronic resources they will access and determining for themselves the relative value of the content. *Computer users are cautioned that the Library is a public area that is shared by Library users of all ages, backgrounds, and sensibilities. Users of both their own devices and those provided by the Library are asked to respect the sensibilities of others when accessing potentially offensive information or images.* The Library cannot censor access to material or protect users from offensive information. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted and received.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is unacceptable to use the Library's computer systems and Internet resources for any purposes which violate the law or Library policies.

## **D. UNACCEPTABLE USES OF THE INTERNET AND PUBLIC INTERNET WORKSTATIONS**

The following is a list of unacceptable uses:

1. Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography.
2. Sending, receiving, or displaying text or graphics which contain extremes of sex or violence that are an end to themselves or which may reasonably be construed as obscene by contemporary statewide standards.
3. Using computers to gain access to the Library's network or computer systems or to any other restricted network or computer system.
4. Using computer accounts, access codes, or network identification numbers without authorized permission.
5. Violating copyright laws or licensing agreements pertaining to software, files, and other resources obtained electronically.
6. Violating another user's privacy.
7. Attempting to alter software configurations or to cause degradation of system performance.
8. Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
9. Installing or downloading any software.
10. Disrupting or interfering with network users or services. Such interference or disruption includes but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, and overuse of interactive network utilities.
11. Tampering with, destroying or damaging equipment, software or data belonging to the Library.

## **E. FILTERING**

Filtering software may help block access to objectionable Internet sites. However, the software cannot block out all objectionable sites and it may block sites that have useful information, including sites suitable for children, teens, and adults.

St. Helena Public Library does not filter its wireless router or adult Internet workstations but does use filtering software on Teen Room and Children's Room computers. You may also enable filtering at adult machines if you choose to.

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While children ages 17 and under have filtered access to the Internet, the Library encourages parents or guardians to supervise their children's Internet sessions.

## **G. PRIVACY OF INFORMATION**

The Library recommends against entering private or personal information on any public Internet workstation or wireless network. This includes entering such things as logins and passwords for bank accounts, stock brokerage accounts, commercial vendor accounts and the like. The Library does not, and cannot, guarantee the privacy of any such information entered on a public workstation or shared service. The Internet provided is meant to be used for research purposes and not as means of conducting personal or corporate business.

The Library has software that deletes information entered by a user on any public Internet workstation after each use. Once a computer is logged off, it is not possible for the Library to retrieve any information. Because the Library is a public place, users should be aware that information accessed on the Internet may be observed by other users.

The Library observes local, state and federal laws governing privacy of library records, including Internet usage. While the Library places a high value on user confidentiality, the Library will cooperate with law enforcement request for records under the provisions of the California Public Records Act. (California Government Code, Section 6267)

## **H. WIRELESS INTERNET ACCESS**

The Library assumes no responsibility for damage or loss of hardware, software or data resulting from use of the Library's wireless service. Wireless users should be aware of the security risks and potential signal loss inherent to wireless Internet access.

## **I. ENFORCEMENT OF RULES**

The Library Director and his/her designated staff are authorized to interpret these rules in accordance with applicable law and to ensure appropriate behavior of all persons in the Library facilities. Persons found to be violating these rules will be asked to discontinue that activity. If they continue, they may be asked to leave the library facility. If they refuse, police assistance may be sought by Library staff.

Approved by Library Board of Trustees January 2006, updated August 2023





## Library Meeting Room Policy

The St. Helena Public Library has a meeting room available for Library, City departments, and public use.

### A. GENERAL INFORMATION

- The Library reserves the right to refuse use of the meeting room for any activity that is deemed in violation of federal, state, city and county laws, codes or ordinances or for past failure to comply with any of the rules or regulations associated with the use of library facilities.
- Permission to use the meeting room is not transferable from one organization to another. When the individual in charge of an approved meeting is someone other than the individual signing the application, the person signing the application is held responsible for the proper use of the room.
- The meeting room has a maximum capacity of 26 people.
- Use of equipment and furnishings is restricted to availability and set-up is the responsibility of the user.
- In general, the meeting room is available for use during the hours the Library is open to the public. Exceptions may be made to allow use of the room at other times provided that there is library staff in the building and with prior approval from the Library Director or designee.
- All meetings must end promptly by the time specified in the use permit application to allow for use by other scheduled groups or for end-of-the-day building closure. Events should end at least 30 minutes prior to the Library's closing time, with sufficient time to ensure that the room is cleaned and restored to the condition in which it was found 15 minutes prior to Library closing time.
- The meeting rooms may not be used for meetings that encourage, promote, or incite illegal activity or violence against or physical injury to individuals or groups of individuals.
- Events must comply with all Library policies, including the Library Behavior Policy, and should not interfere with Library operations. The Library must maintain a safe and reasonably quiet environment; public use of the meeting room that, in the judgment of Library staff, interferes with Library operations will be required to immediately cease and may result in loss of privileges to use the room on future occasions.
- Groups not associated with the Library are required to clearly state in press releases and other publicity that the meeting is not a library-sponsored event and the presence of the group in the library meeting room does not constitute endorsement by the library. An example: "The meeting space is provided as a community service by the St. Helena

Public Library. The Library neither sponsors nor endorses this event nor the presenting individual or organizations."

- Groups shall be financially responsible for any damage to the room, furnishings or equipment.
- The Library is not responsible for the loss or damage to individual or group property before, during, or after an event. The Library cannot store or oversee equipment and supplies for any group using the meeting room.
- Decorations and presentation materials other than post-it self-stick paper cannot be posted on walls, doors, or windows.
- The Library Director or designee shall have the discretion to determine whether a particular use is in compliance with this Policy.

## **B. FEES & RESERVATIONS**

- The completed use permit application and payment are required in advance of the meeting.
- No reservation is confirmed until the use permit application has been approved and payment received. Approval is dependent upon intended use, availability, and agreement to abide by guidelines.
- Non-profit organizations may book twelve (12) rentals per calendar year at no charge. To qualify for the non-profit rate an organization must supply a copy of its 501c3 determination letter with their meeting room use permit application.
- A for-profit group cannot use the meeting room more than six (6) times in a calendar year. The rate for the room is \$25 per hour.
- The room must be reserved at least 24 hours in advance of the meeting, provided the room is available.
- The individual assuming responsibility for the meeting room must be 18 years or older.
- In case of a cancellation, the individual responsible for the meeting room reservation must notify the Library as soon as possible in order for the room to be made available to others.
- The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library or if the facility is needed for the conduct of urgent City business.
- Applications may be denied based on availability, frequency of requests for use, or other reasons that conflict with this policy and the purpose and priorities of the meeting room.

Updated by Library Board of Trustees August 2023



## Library Meeting Room Use Permit

To check on meeting room availability and for any other questions regarding the room, please call the Library at (707) 963-5244 or by email at [library@cityofsthenana.org](mailto:library@cityofsthenana.org)

Date(s) of Use \_\_\_\_\_ Hours Requested \_\_\_\_\_

Attendance\* \_\_\_\_\_ Purpose of Use \_\_\_\_\_  
 \*(Max Occupancy 26)

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Primary \_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_

Applicant hereby agrees to hold the City and its City Council and employees free and harmless from any loss, damage, or liability, cost or expense that may arise during or be caused in any way by the proposed use or occupancy of the requested facilities.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the buildings, furniture, or equipment, accruing through occupancy or use of said building by the applicant. I understand the maximum occupancy of the meeting room is 26 people and agree that this use will not exceed the stated capacity.

It is my understanding that the City may cancel my reservation in the event the facility is needed for the conduct of urgent City business and it is my responsibility to notify the Library of any cancellations on the part of my organization.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

### LIBRARY USE ONLY

Facility use charges \$ \_\_\_\_\_

Use Permit granted by \_\_\_\_\_

Date \_\_\_\_\_

#### Meeting Room Rates:

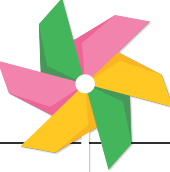
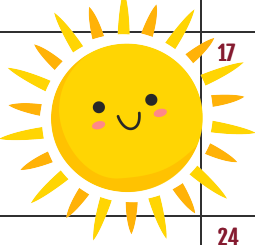
Regular: \$25 per hour

Non-profit\*: Free

\*To qualify for the non-profit rate an organization must supply a copy of its 501c3 IRS determination letter at the time of payment.



# AUGUST 2023

| Sunday                                                                                              | Monday                                                                                              | Tuesday                                         | Wednesday                                                                                             | Thursday                                                                                                                                                | Friday                                                                                                                                                                                                                                                                                            | Saturday  |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                    |                                                                                                     | <b>1</b><br><br>Story Time & Crafts<br>10:30am  | <b>2</b>                                                                                              | <b>3</b><br><br>End of Summer Party<br>with Magician Mike<br>5:00pm  | <b>4</b><br><br>                                                                                                                                                                                               | <b>5</b>  |
| <b>6</b>                                                                                            | <b>7</b>                                                                                            | <b>8</b><br><br>Story Time & Crafts<br>10:30am  | <b>9</b>                                                                                              | <b>10</b>                                                                                                                                               | <b>11</b>                                                                                                                                                                                                                                                                                         | <b>12</b> |
| <b>13</b>                                                                                           | <b>14</b><br><br>  | <b>15</b><br><br>Story Time & Crafts<br>10:30am | <b>16</b><br><br>   | <b>17</b>                                                                                                                                               | <b>18</b><br><br><b>Wall Gallery Artist of the Month</b><br><br><i>The Nature of Thread</i>                                                                                                                                                                                                       | <b>19</b> |
| <b>20</b><br><br> | <b>21</b><br><br> | <b>22</b><br><br>Story Time & Crafts<br>10:30am | <b>23</b><br><br> | <b>24</b>                                                                                                                                               |                                                                                                                                                                                                               |           |
| <b>27</b>                                                                                           | <b>28</b>                                                                                           | <b>29</b><br><br>Story Time & Crafts<br>10:30am | <b>30</b>                                                                                             | <b>31</b><br><br>Jay Greene<br>Farewell Party<br>4:00pm- 5:30pm                                                                                         | Fiber Expressions Art Quilts<br>Inspired by the Nature of Our Bay Area<br><br>Fiber Expressions is an enthusiastic group of<br>North Bay fiber artists committed to<br>promoting textile art through sharing<br>techniques and inspiration and organizing<br>workshops, challenges, and exhibits. |           |

## St Helena Public Library

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



## End of Summer Party with Magician Mike

Thursday, August 3rd at 5:00pm

Celebrate the magic of reading with a fun, highly participatory magic show for all ages! After the show enjoy outdoor activities and popsicles.

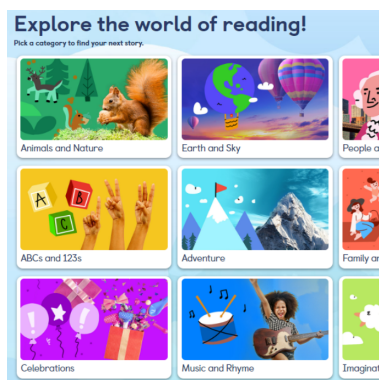


## Jay Greene Farewell Party

Thursday, August 31st from  
4:00pm to 5:30pm

Join us in honoring local historian Jay Greene! Jay has provided numerous historical lectures to our library community over the years, bringing history to life and shedding light on little known historical events. After his many years with us, Jay will be retiring from library lectures. Please come to thank Jay for his years of service and enjoy food and beverages.

# ONLINE RESOURCES - [www.shpl.org/databases](http://www.shpl.org/databases)



## BookFlix Kids Video Storybooks

BookFlix is an exciting online literacy resource that pairs interactive, fictional video storybooks with related nonfiction eBooks. BookFlix engages young students, reinforces reading skills, and introduces early readers to a world of knowledge and exploration.



## Legal Information Reference Center

An online database designed to assist the general public in legal matters of all kinds. It includes exclusive full text for many top consumer legal reference books, as well as thousands of legal forms, and how-to instructions.



## Coursera

Coursera's mission is to help individuals build the skills they need for in-demand jobs.

Provides learners with access to more than 5,000 courses and certifications led by top businesses, universities, and organizations.

This resource is supported in whole or in part by funding provided by the State of California, administered by the California State Library.

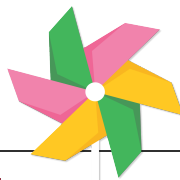
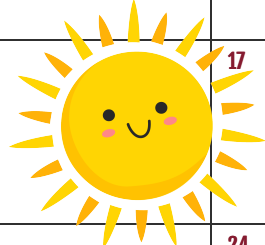


## Book Club in a Box

North State Cooperative Library System (NLS) has boxed sets of multiple copies of books with discussion questions available for community books clubs to borrow. The Book Club in a Box sets are available for checkout at St. Helena Public Library through the Butte County Library. Please allow for shipping time, books will come from Butte County.

**Events Sponsored by Friends & Foundation**

# AGOSTO 2023

| Sunday                                                                             | Monday                                                                             | Tuesday                                        | Wednesday                                                                                         | Thursday                                                                                                                                                 | Friday                                                                                                                                                      | Saturday  |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|   |                                                                                    | <b>1</b><br>Cuentos y Manualidades<br>10:30am  | <b>2</b>                                                                                          | <b>3</b><br>Fiesta de fin de Verano<br>con el Mago Mike<br>5:00pm<br> | <b>4</b><br>                                                             | <b>5</b>  |
| <b>6</b>                                                                           | <b>7</b>                                                                           | <b>8</b><br>Cuentos y Manualidades<br>10:30am  | <b>9</b>                                                                                          | <b>10</b>                                                                                                                                                | <b>11</b>                                                                                                                                                   | <b>12</b> |
| <b>13</b>                                                                          |   | <b>15</b><br>Cuentos y Manualidades<br>10:30am |                 | <b>17</b>                                                                                                                                                | <b>18</b>                                                                                                                                                   | <b>19</b> |
|  |  | <b>22</b><br>Cuentos y Manualidades<br>10:30am | <b>23</b>                                                                                         | <b>24</b>                                                                                                                                                | <b>25</b><br><b>Artista del Mes</b><br><i>The Nature of Thread</i><br> | <b>26</b> |
| <b>27</b>                                                                          | <b>28</b>                                                                          | <b>29</b><br>Cuentos y Manualidades<br>10:30am | <b>30</b><br> | <b>31</b><br>Fiesta de Despedida<br>de Jay Greene<br>4:00pm- 5:30pm                                                                                      | Fiber Expressions Art Quilts<br>Inspired by the Nature of Our Bay Area                                                                                      |           |

## St Helena Public Library

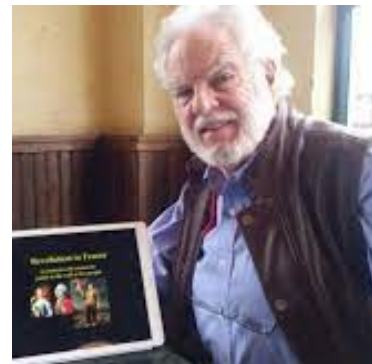
1492 Library Lane  
 St. Helena, California 94574 | 707-963-5244  
<http://www.shpl.org>



## Fiesta de Fin de Verano con el Mago Mike

jueves 3 de agosto a las 5:00pm

Celebra la magia de la leer con un espectáculo de magia divertido y muy interactivo para todas las edades. Después del espectáculo disfruta de actividades al aire libre y paletas.

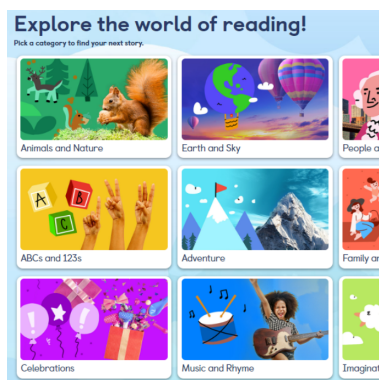


## Fiesta de Despedida de Jay Greene

jueves 31 de agosto de las 4:00pm a las 5:30pm

Disfrute con nosotros del homenaje al historiador local Jay Greene. Después de tantos años con nosotros, Jay se retirará de las conferencias de la biblioteca. Por favor, venga a agradecer a Jay por sus años de servicio y disfrutar de comida y bebidas.

# RECURSOS EN LÍNEA - [www.shpl.org/databases](http://www.shpl.org/databases)



## BookFlix - Vídeos de Cuentos para Niños

BookFlix es un emocionante recurso de alfabetización en línea que combina libros interactivos de ficción con libros electrónicos de no ficción. BookFlix atrae a los jóvenes estudiantes, refuerza las habilidades de lectura e introduce a los primeros lectores en un mundo de conocimiento y exploración.



## Centro de Referencia de Información Legal

Una base de datos en línea diseñada para ayudar al público en general en asuntos legales de todo tipo. Incluye en exclusiva el texto completo de muchos de los principales libros de referencia legal para el consumidor, así como miles de formularios legales e instrucciones prácticas.



## Coursera

La misión de Coursera es ayudar a las personas a desarrollar las habilidades que necesitan para los trabajos más demandados. Ofrece a los alumnos acceso a más de 5,000 cursos y certificados dirigidos por las mejores empresas, universidades y organizaciones.

Este recurso se financia total o parcialmente con fondos proporcionados por el Estado de California, administrados por la Biblioteca Estatal de California.

EBSCO  
LearningExpress®

Inicio Centros

Recursos Para Hispanohablantes

Mejore sus habilidades escritas, orales y gramat

Sea mejor lector

## Recursos Para Hispanohablantes - LearningExpress

LearningExpress ofrece tutoriales interactivos, exámenes de práctica, libros electrónicos, tarjetas didácticas y artículos para el desarrollo de habilidades académicas, preparación de exámenes estandarizados, desarrollo profesional y más.

Eventos Patrocinados Por Friends & Foundation

## Item Circulation Statistics

From 7/1/2023 To 7/31/2023

### St. Helena Public Library

|                        | Checkouts   | Renewals    | Transactions |
|------------------------|-------------|-------------|--------------|
| 3D Object              | 0           | 1           | 1            |
| Audiobook              | 167         | 158         | 325          |
| Blu-Ray                | 6           | 1           | 7            |
| Book                   | 3743        | 3937        | 7680         |
| DVD                    | 871         | 520         | 1391         |
| DVD Nonfiction         | 72          | 62          | 134          |
| Kit                    | 3           | 2           | 5            |
| Laptop                 | 1           | 3           | 4            |
| Large Print            | 83          | 46          | 129          |
| Link+                  | 81          | 50          | 131          |
| Lucky Day Book         | 30          | 1           | 31           |
| Lucky Day DVD          | 36          | 0           | 36           |
| Music CD               | 79          | 49          | 128          |
| Pass                   | 3           | 14          | 17           |
| Periodical             | 17          | 25          | 42           |
| Video Game             | 1           | 0           | 1            |
| WiFi Hotspot           | 3           | 0           | 3            |
| <b>Total For 2023:</b> | <b>5196</b> | <b>4869</b> | <b>10065</b> |
| <b>Total For 2022</b>  | <b>5609</b> | <b>137</b>  | <b>5746</b>  |

| DIGITAL CIRCULATION              |              | THIS YEAR    | LAST YEAR    |
|----------------------------------|--------------|--------------|--------------|
| <b>E-BOOKS</b>                   |              |              |              |
|                                  | Hoopla       | 165          | 107          |
|                                  | Overdrive    | 669          | 580          |
|                                  | <b>TOTAL</b> | <b>834</b>   | <b>687</b>   |
| <b>AUDIOBOOKS</b>                |              |              |              |
|                                  | Hoopla       | 547          | 441          |
|                                  | Overdrive    | 734          | 619          |
|                                  | <b>TOTAL</b> | <b>1,281</b> | <b>1,060</b> |
| <b>MOVIES &amp; TELEVISION</b>   |              |              |              |
|                                  | Hoopla       | 133          | 269          |
|                                  | Kanopy       | 789          | 399          |
|                                  | <b>TOTAL</b> | <b>922</b>   | <b>668</b>   |
| <b>MUSIC</b>                     |              |              |              |
|                                  | Hoopla       | 12           | 23           |
|                                  | <b>TOTAL</b> | <b>12</b>    | <b>23</b>    |
| <b>PERIODICALS</b>               |              |              |              |
|                                  | Overdrive    | 132          | 95           |
|                                  | <b>TOTAL</b> | <b>132</b>   | <b>95</b>    |
| <b>TOTAL DIGITAL CIRCULATION</b> |              | <b>3,181</b> | <b>2,533</b> |

# COUNTER FIXTURES FOR:

| SUNDAY           | MONDAY                       | TUESDAY                             | WEDNESDAY       | THURSDAY        | FRIDAY          | SATURDAY                           |
|------------------|------------------------------|-------------------------------------|-----------------|-----------------|-----------------|------------------------------------|
|                  |                              |                                     |                 |                 |                 | 1<br>196<br>MP                     |
| 2<br>414<br>mm   | 3                            | 4<br><del>0000</del>                | 5<br>418<br>Lm  | 6<br>6028<br>Lm | 7<br>7108       | 8<br>Canada Day (CAN)<br>184<br>CK |
| 9<br>354<br>LA   | 10<br>Full Moon<br>524<br>LA | 11<br>Independence Day<br>417<br>LA | 12              | 13<br>652<br>Lm | 14<br>374<br>Lm | 15<br>235<br>CK                    |
| 16               | 17                           | 18                                  | 19              | 20<br>426<br>MP | 21<br>443<br>Lm | 22<br>205<br>MP                    |
| 23<br>419<br>Can | 24<br>411<br>Lm              | 25<br>411<br>LA                     | 26<br>372<br>Lm | 27<br>474<br>MP | 28<br>454<br>MP | 29<br>108<br>MP                    |
| 30<br>519<br>OK  | 31                           |                                     |                 |                 |                 |                                    |

JULY 2022: 4604

VISITORS:

98

1058

1294

1127

1445

5022

| 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                             | 07/11/23     | Live, In-person onsite program                        | ages 0-5                          | 25                                                           |
| Story Time                             | 07/18/23     | Live, In-person onsite program                        | ages 0-5                          | 34                                                           |
| Story Time                             | 07/25/23     | Live, In-person onsite program                        | ages 0-5                          | 14                                                           |
| Teddy Bear Party                       | 07/06/23     | Live, In-person onsite program                        | ages 6-11                         | 62                                                           |
| Master Gardeners Resilient Landscaping | 07/11/23     | Live, In-person onsite program                        | adult(ages 19+)                   | 16                                                           |
| Insect Discovery Lab                   | 07/13/23     | Live, In-person onsite program                        | ages 6-11                         | 86                                                           |
| Artist Reception                       | 07/20/23     | Live, In-person onsite program                        | adult(ages 19+)                   | 11                                                           |
| COAD Game Night                        | 07/27/23     | Live, In-person onsite program                        | all ages                          | 24                                                           |
| Millas Preschool Visit                 | 07/07/23     | Live, In-person offsite program                       | ages 0-5                          | 17                                                           |
| Little Backpacks preschool visit       | 07/21/23     | Live, In-person offsite program                       | ages 0-5                          | 13                                                           |



# General Ledger Monthly Operating Expense Rpt



User: ChrisK  
Printed: 8/1/2023 11:51:09 AM  
Period 01 - 02  
Fiscal Year 2024

| Acct Number     | Description                               | Budget              | Encumbered  | YTD Spent        | Available Budget  | % of Budget Available |
|-----------------|-------------------------------------------|---------------------|-------------|------------------|-------------------|-----------------------|
| <b>101</b>      | <b>General Fund</b>                       |                     |             |                  |                   |                       |
| <b>46</b>       | <b>Library</b>                            |                     |             |                  |                   |                       |
| 101-46-00-20-10 | Salary-Regular                            | 429,325.00          | 0.00        | 32,330.73        | 396,994.27        | 92.47                 |
| 101-46-00-20-20 | TempPart Time                             | 69,892.00           | 0.00        | 4,780.13         | 65,111.87         | 93.16                 |
| 101-46-00-20-30 | Overtime                                  | 0.00                | 0.00        | 31.92            | -31.92            | 0.00                  |
| 101-46-00-20-37 | Holiday Pay                               | 2,542.00            | 0.00        | 101.55           | 2,440.45          | 96.01                 |
| 101-46-00-20-40 | FICAMedicare                              | 36,563.00           | 0.00        | 2,872.12         | 33,690.88         | 92.14                 |
| 101-46-00-20-45 | Employer PERS                             | 42,968.00           | 0.00        | 3,232.67         | 39,735.33         | 92.48                 |
| 101-46-00-20-47 | PERS Unfunded Liability                   | 42,791.00           | 0.00        | 41,939.00        | 852.00            | 1.99                  |
| 101-46-00-20-55 | Health Insurance                          | 102,758.00          | 0.00        | 8,563.16         | 94,194.84         | 91.67                 |
| 101-46-00-20-61 | Workers Comp                              | 33,211.00           | 0.00        | 0.00             | 33,211.00         | 100.00                |
| 101-46-00-20-65 | SDI                                       | 4,112.00            | 0.00        | 293.96           | 3,818.04          | 92.85                 |
| 101-46-00-20-75 | Deferred Comp                             | 6,801.00            | 0.00        | 321.89           | 6,479.11          | 95.27                 |
| 101-46-00-20-85 | Auto Allowance                            | <u>2,400.00</u>     | <u>0.00</u> | <u>200.00</u>    | <u>2,200.00</u>   | <u>91.67</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | <b>773,363.00</b>   | <b>0.00</b> | <b>94,667.13</b> | <b>678,695.87</b> | <b>87.76</b>          |
| 101-46-00-21-10 | Communications                            | 11,500.00           | 0.00        | 0.00             | 11,500.00         | 100.00                |
| 101-46-00-21-15 | Postage                                   | 500.00              | 0.00        | 0.00             | 500.00            | 100.00                |
| 101-46-00-21-22 | Utilities                                 | 80,000.00           | 0.00        | 0.00             | 80,000.00         | 100.00                |
| 101-46-00-21-27 | Equipment Lease Exp                       | 10,000.00           | 0.00        | 0.00             | 10,000.00         | 100.00                |
| 101-46-00-21-45 | Other Contract Services                   | 93,600.00           | 0.00        | 0.00             | 93,600.00         | 100.00                |
| 101-46-00-21-55 | Training & Conference                     | <u>4,000.00</u>     | <u>0.00</u> | <u>0.00</u>      | <u>4,000.00</u>   | <u>100.00</u>         |
| <b>21</b>       | <b>Services</b>                           | <b>199,600.00</b>   | <b>0.00</b> | <b>0.00</b>      | <b>199,600.00</b> | <b>100.00</b>         |
| 101-46-00-22-07 | Copies                                    | 3,000.00            | 0.00        | 0.00             | 3,000.00          | 100.00                |
| 101-46-00-22-12 | Computer Equipment                        | 4,400.00            | 0.00        | 0.00             | 4,400.00          | 100.00                |
| 101-46-00-22-13 | Office Supplies                           | 1,500.00            | 0.00        | 0.00             | 1,500.00          | 100.00                |
| 101-46-00-22-15 | Special Department Supplies               | <u>6,000.00</u>     | <u>0.00</u> | <u>0.00</u>      | <u>6,000.00</u>   | <u>100.00</u>         |
| <b>22</b>       | <b>Supplies</b>                           | <b>14,900.00</b>    | <b>0.00</b> | <b>0.00</b>      | <b>14,900.00</b>  | <b>100.00</b>         |
| 101-46-00-23-35 | Software Maintenance                      | <u>3,200.00</u>     | <u>0.00</u> | <u>0.00</u>      | <u>3,200.00</u>   | <u>100.00</u>         |
| <b>23</b>       | <b>Maintenance</b>                        | <b>3,200.00</b>     | <b>0.00</b> | <b>0.00</b>      | <b>3,200.00</b>   | <b>100.00</b>         |
| 101-46-00-24-25 | Taxes & Other Charges                     | <u>12,300.00</u>    | <u>0.00</u> | <u>0.00</u>      | <u>12,300.00</u>  | <u>100.00</u>         |
| <b>24</b>       | <b>Taxes, Insurances &amp; Contributi</b> | <b>12,300.00</b>    | <b>0.00</b> | <b>0.00</b>      | <b>12,300.00</b>  | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>                     | <b>1,003,363.00</b> | <b>0.00</b> | <b>94,667.13</b> | <b>908,695.87</b> | <b>90.57</b>          |
| <b>218</b>      | <b>Public Library</b>                     |                     |             |                  |                   |                       |

| Acct Number     | Description                           | Budget            | Encumbered  | YTD Spent       | Available Budget  | % of Budget Available |
|-----------------|---------------------------------------|-------------------|-------------|-----------------|-------------------|-----------------------|
| <b>46</b>       | <b>Foundation Library</b>             |                   |             |                 |                   |                       |
| 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>         |
| <b>26</b>       | <b>Capital</b>                        | <b>1,300.00</b>   | <b>0.00</b> | <b>0.00</b>     | <b>1,300.00</b>   | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>                 | <b>1,300.00</b>   | <b>0.00</b> | <b>0.00</b>     | <b>1,300.00</b>   | <b>100.00</b>         |
| <b>219</b>      | <b>CLSA State Library Grant</b>       |                   |             |                 |                   |                       |
| <b>46</b>       | <b>Library</b>                        |                   |             |                 |                   |                       |
| 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>         |
| <b>22</b>       | <b>Supplies</b>                       | <b>1,350.00</b>   | <b>0.00</b> | <b>0.00</b>     | <b>1,350.00</b>   | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>                 | <b>1,350.00</b>   | <b>0.00</b> | <b>0.00</b>     | <b>1,350.00</b>   | <b>100.00</b>         |
| <b>380</b>      | <b>Friends and Foundation Library</b> |                   |             |                 |                   |                       |
| <b>46</b>       | <b>Library</b>                        |                   |             |                 |                   |                       |
| 380-46-00-20-20 | TempPart Time                         | 58,729.00         | 0.00        | 4,300.56        | 54,428.44         | 92.68                 |
| 380-46-00-20-37 | Holiday Pay                           | 2,941.00          | 0.00        | 191.27          | 2,749.73          | 93.50                 |
| 380-46-00-20-40 | FICAMedicare                          | <u>4,718.00</u>   | <u>0.00</u> | <u>343.63</u>   | <u>4,374.37</u>   | <u>92.72</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>        | <b>66,388.00</b>  | <b>0.00</b> | <b>4,835.46</b> | <b>61,552.54</b>  | <b>92.72</b>          |
| 380-46-00-21-10 | Communications                        | <u>2,400.00</u>   | <u>0.00</u> | <u>0.00</u>     | <u>2,400.00</u>   | <u>100.00</u>         |
| <b>21</b>       | <b>Services</b>                       | <b>2,400.00</b>   | <b>0.00</b> | <b>0.00</b>     | <b>2,400.00</b>   | <b>100.00</b>         |
| 380-46-00-22-16 | Library Materials                     | 60,000.00         | 0.00        | 2,078.83        | 57,921.17         | 96.54                 |
| 380-46-00-22-40 | Programming                           | <u>15,000.00</u>  | <u>0.00</u> | <u>0.00</u>     | <u>15,000.00</u>  | <u>100.00</u>         |
| <b>22</b>       | <b>Supplies</b>                       | <b>75,000.00</b>  | <b>0.00</b> | <b>2,078.83</b> | <b>72,921.17</b>  | <b>97.23</b>          |
| <b>00</b>       | <b>Administration</b>                 | <b>143,788.00</b> | <b>0.00</b> | <b>6,914.29</b> | <b>136,873.71</b> | <b>95.19</b>          |
| <b>382</b>      | <b>Martin Estate Trust</b>            |                   |             |                 |                   |                       |
| <b>46</b>       | <b>Library</b>                        |                   |             |                 |                   |                       |
| 382-46-00-23-35 | Software Maintenance                  | <u>900.00</u>     | <u>0.00</u> | <u>0.00</u>     | <u>900.00</u>     | <u>100.00</u>         |
| <b>23</b>       | <b>Maintenance</b>                    | <b>900.00</b>     | <b>0.00</b> | <b>0.00</b>     | <b>900.00</b>     | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>                 | <b>900.00</b>     | <b>0.00</b> | <b>0.00</b>     | <b>900.00</b>     | <b>100.00</b>         |
| <b>384</b>      | <b>Tweed Trust</b>                    |                   |             |                 |                   |                       |
| <b>46</b>       | <b>Library</b>                        |                   |             |                 |                   |                       |
| 384-46-00-22-16 | Library Materials                     | <u>50,000.00</u>  | <u>0.00</u> | <u>0.00</u>     | <u>50,000.00</u>  | <u>100.00</u>         |
| <b>22</b>       | <b>Supplies</b>                       | <b>50,000.00</b>  | <b>0.00</b> | <b>0.00</b>     | <b>50,000.00</b>  | <b>100.00</b>         |
| <b>00</b>       | <b>Administration</b>                 | <b>50,000.00</b>  | <b>0.00</b> | <b>0.00</b>     | <b>50,000.00</b>  | <b>100.00</b>         |
| Grand Total     |                                       | 1,200,701.00      | 0.00        | 101,581.42      | 1,099,119.58      | 0.9154                |