



**City of St. Helena**  
**Library Board of Trustees**  
**Regular Meeting**  
**St. Helena Library - 1492 Library Lane**  
**Wednesday, September 13, 2023 @ 5:00 PM**  
**Published: Wednesday, September 6, 2023**  
**3:38 PM**

**PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.**

Page

1. CALL TO ORDER
2. ROLL CALL  
Chair: David Slaby  
Vice Chair: Terry Wood  
Trustees: Gillian Casey, Deborah Claymon Boeschen, 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 August 9, 2023 3 - 4  
[Minutes Library Board of Trustees - 09 Aug 2023](#)
6. SCHEDULED MATTERS:
  - 6.1. Consideration and approval of updated Collection Development Policy - 5 - 30  
Chris Kreiden

[SHPL Collection Policy 2023 draft](#)  
[SHPL Collection Development Policy FINAL ADOPTED 020109](#)

- 6.2. Discussion of Possible Project Ideas from Library Trustees - David Slaby
- 6.3. Review of Library Newsletter for September 2023 - Chris Kreiden 31 - 34  
[Library Newsletter 2023 September - English](#)  
[Library Newsletter 2023 September - Spanish](#)
- 6.4. Review of Library Statistics for August 2023 - Chris Kreiden 35 - 37  
[Library Statistics 2023 August](#)
- 6.5. Review of Monthly Library Operating Expense Report for August 2023 - Chris Kreiden 39 - 40  
[Library Monthly Expense Report 2023 August](#)
7. ADJOURNMENT  
The next regular meeting is scheduled for October 11, 2023 at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1480 Main Street, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on September 6, 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, August 9, 2023 @ 5:00 PM**

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1. **CALL TO ORDER** – Chairperson David Slaby called the meeting to order at 5:00 PM.
  2. **ROLL CALL** – Present were:  
Chair: David Slaby  
Vice Chair: Terry Wood  
Trustees: Gillian Casey, ~~Deborah Claymon Boeschon~~, Alexandra Haslip, Janet Myers, and ~~Suzanne Roomian~~  
City Council Member Liaison: Anna Chouteau  
Staff Liaison: Chris Kreiden, Library Director  
Also present: Ben Hill, Friends & Foundation Executive Director
  3. **PUBLIC FORUM** – No public comment was received.
  4. **REPORTS BY STAFF/COMMITTEE:**  
Chris reported:
    - Jesse Duarte interviewed staff about censorship and the banning of materials. The article appeared in the *St. Helena Star* on July 27<sup>th</sup>. An updated Library Collection Development Policy with a Reconsideration Form will be presented at the next Library Board of Trustees' meeting.
    - Lynne Albrecht's last day at the Library will be Friday, August 11<sup>th</sup>. Cecilia Raffo has been promoted to Librarian I and will be taking over Lynne's duties. There will be a recruitment to fill Cecilia's Library Associate position.
    - While Mariah McGuire is on maternity leave, which is expected to be till January, the City has agreed to hire retired Children's Librarian Leslie Stanton. A lighter schedule of events has been planned for the rest of the year. Monica Perez will be covering programming, promotion, and newsletters.
    - Summer Reading Challenge numbers: 110 adults participated, 106 teens, and 445 children. So far thirty-seven children have reached one hundred books read and collected their ice cream reward.
  5. **CONSENT ITEMS:**
    - 5.1. **Library Board of Trustees Meeting Minutes of July 12, 2023** – Terry moved to approve the minutes. The motion was seconded by Alexandra and approved by all Trustees present.
  6. **SCHEDULED MATTERS:**
    - 6.1. **Consideration and approval of updated Library Behavior Policy** - Chris Kreiden – Chris noted that there were few changes to the Library Behavior Policy and that it is now separate from the Internet Usage Policy. The Library Behavior Policy was reviewed and discussed by Trustees. David moved to approve adoption of the updated Library Behavior Policy. The motion was seconded by Gillian and approved by all Trustees present.

- 6.2. **Consideration and approval of updated Internet & Electronic Information Use Policy** - Chris Kreiden – Chris noted that this policy had not been updated in 17 years and referred to some outdated technology. Instead of basing the policy on equipment used by the Library, it is more about the Internet itself. Trustees discussed and reviewed the policy. Janet moved to approve the updated Internet & Electronic Information Use Policy. The motion was seconded by Terry and approved by all Trustees present.
- 6.3. **Consideration and approval of updated Library Meeting Room Policy** - Chris Kreiden – The updated Library Meeting Room Policy and Use Permit were reviewed and discussed by Trustees. The motion to approve the updated Library Meeting Room Policy was made by Gillian. The motion was seconded by Janet and approved by all Trustees present.
- 6.4. **Report from Friends & Foundation, St. Helena Public Library** – Ben Hill, Friends & Foundation, Executive Director – Ben reported:
  - Bookmark will be Sunday, January 28th, 2024. The authors have been secured: Rita Chang-Eppig (*Deep as the Sky, Red as the Sea*), Clare Frank (*Burnt: A Memoir of Fighting Fire*), and John Lescroart (*The Missing Piece* is his latest). The moderator will again be Carolyn Johnson, news anchor for NBC Los Angeles.
  - Ben summarized a visit to Representative Mike Thompson's office with Carol Gruetzner, Chris, Terry, and her husband Randy.
  - Friends & Foundation is still looking for candidates to become Board members.
- 6.5. **Discussion of Library Board ideas and projects** - David Slaby – David asked Ben about Rotary possibly assisting with acquiring items for the Library of Things. The Library of Things will be agendaized for the next Trustees meeting. David and Terry discussed a map for Books & Benches. Alexandra updated on the Hospital and their Cancer Center iPads.
- 6.6. **Review of Library Newsletter for August 2023** - Chris Kreiden – Trustees reviewed the calendar. Chris reported on upcoming events in September: A panel discussion of non-traditional roles for women by Wine Country Women LLC (September 7<sup>th</sup>), Master Gardeners on planting fall and winter vegetables (September 12<sup>th</sup>), and a Mexican Independence Day Celebration (September 15<sup>th</sup>).
- 6.7. **Review of Library Statistics for July 2023** - Chris Kreiden – Trustees reviewed the statistics for July.
- 6.8. **Review of Monthly Library Operating Expense Report for July 2023** - Chris Kreiden – Trustees reviewed July's Operating Expense Report.
7. **ADJOURNMENT** – Chairperson David Slaby adjourned the meeting at 5:55 PM.

The August 9, 2023 regular meeting of the Library Board of Trustees minutes were adopted at the September 13, 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)



## Collection Development Policy

*Adopted by the Library Board of Trustees, January 9, 2002  
Updated September 13, 2023*

**NOTE: This policy does not cover materials in the Napa Valley Wine Library Collection**

### **I. LIBRARY MISSION STATEMENT**

The St. Helena Public Library's mission is to provide a safe environment, free to all, with opportunities and resources to inspire lifelong learning, reading, discovery, and delight; to provide support for individual and community education and growth; and to connect members of our diverse community through welcoming spaces, outreach, expertise, technology, and innovation.

*Adopted by the Library Board of Trustees, April 2021*

### **II. GENERAL GOVERNING FACTORS IN COLLECTION DEVELOPMENT**

The collection of the St. Helena Public Library serves the educational, recreational, and entertainment needs of the community. As a result, the Library selects materials in a variety of formats and languages for its collection that support its mission, vision, and values. Selections are made by library staff to provide a broad and relevant collection. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material's value to the Library's collection. Usage and customer demand are the most important influences on the Library's collection.

The St. Helena Public Library is committed to the tenets of the American Library Association's *Library Bill of Rights* and *Freedom to Read Statement* and upholds the right of individuals to access information that others may find controversial, unacceptable, offensive, shocking, meritless, or of no interest. While anyone is free to select or reject materials for themselves or their own minor children the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children and to determine which materials are welcome in their homes. Inherent in this approach is the acknowledgement that every family and home is unique. As a result, the Library does not limit access to materials based on age or any other characteristic.

The Library uses the following criteria when determining whether to add a title to the collection:

1. Community needs and interest
2. Publicity and review
3. Demand, both current and anticipated

4. Relationship to the existing collection
5. Reputation and qualification of the creator, publisher, or producer
6. Suitability of the format to library circulation and use
7. Publication date
8. Price and availability from library vendors
9. Whether the title has been vetted through traditional channels of publication or release.

The collection is intended for the use of the general public. Scholarly, scientific, and technical works intended for specialists are generally outside the scope of the collection. Specific materials representing every type of literature, subject, or format are not able to be included due to the constraints of available space, service requirements, budgets, and the nature of the collection, although broad coverage is attempted.

### **III. DESELECTING OF MATERIALS**

The St. Helena Public Library obtains, organizes, and makes available materials which record the history, thought, expression, knowledge, and opinion of all peoples, which provide information about employment, community, the world and one's place in it, and which serve the recreational needs of the community. Although the library is a repository of this collective awareness, it does not serve an archival function in its general collections. Materials are actively deselected as the need for them diminishes. Deselection of material from circulating collections is a vital part of successful collection maintenance. Our special non-circulating collections on California history and wine, however, are archival in nature. Deselecting of these collections is minimal.

In general, materials will be deselected based on one or more of the following criteria:

- Age
- Physical condition
- Superseded by newer materials
- Lack of circulation
- Out-dated or obsolete material
- Subject matter no longer fills a need

### **IV. RESPONSIBILITY FOR SELECTION**

The ultimate responsibility for selection, replacement, and discarding of library materials rests by law with the Library Director (California Education Code section 27206).

The day-to-day selection, replacement, and withdrawal of materials is delegated to library staff and utilizes recommendations by professional librarians and paraprofessional employees. All staff members and the general public are welcome to recommend materials for consideration. While professionally-trained librarians rely upon a variety of skills and published sources to identify materials selected for inclusion in the library collection, it is the Library's policy to give serious consideration to recommendations received from members of the public, while applying the stated selection criteria to these recommendations.

In making selections, professional staff of the Library do so in a manner based upon established principles of librarianship rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Selection endeavors to be inclusive rather than exclusive. Variety and a balance of opinion are sought.

#### **V. POLICY ON PATRON SUGGESTIONS, GIFTS, AND CHALLENGING OF MATERIALS**

Comments from patrons regarding the collection or specific items in the collection are welcomed. The Library considers patron input to be a valuable part of collection development to be used along with the other factors governing the selection process.

Requests from patrons for specific titles that are not in the collection are welcomed. The decision as to purchase is based on the same selection criteria as other purchases for the collection.

The Library appreciates gifts of materials. Gifts of books and other items are accepted with the understanding that they may be used or disposed of as the Library determines is appropriate. Before adding gifts to the collection, they will be evaluated according to the same criteria as purchased materials. Authors who live within the boundaries of Napa County may donate one copy of their book to be considered for inclusion in the Local Collection. These donations will be given consideration for addition based on selection criteria used for other resources, but no guarantee is made they will be included. The St. Helena Public Library does not purchase unsolicited materials or act in lieu of professional review sources. Items donated to the Library become the property of the Library and cannot be returned to the donating party. Donated titles are subject to library policies regarding deselecting due to condition, lack of use, or space constraints.

Individuals may request reconsideration of a selection decision or classification of library material by submitting the Request for Reconsideration of Library Materials form. The Library Director responds in writing to the individual's request.

The St. Helena Public Library Board of Trustees, upon request, hears appeals of the Director's written response. Appeals must be presented in writing to the Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, St. Helena Public Library policy, the American Library Association's Library Bill of Rights, and guidelines on intellectual freedom. The final decision on appeals rests with the St. Helena Public Library Board of Trustees.

## **APPENDIX A. LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.*

*Inclusion of "age" reaffirmed January 23, 1996.*

## **APPENDIX B. THE FREEDOM TO READ STATEMENT**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly

strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or*

*groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

DRAFT

## St. Helena Public Library

## **REQUEST FOR RECONSIDERATION** **OF LIBRARY MATERIALS**

Library patrons may request reconsideration of a selection decision or classification of library material by submitting this form. Completion of this form is the first step in this procedure. Please return the completed form to: Library Director, St. Helena Public Library, 1492 Library Lane, Saint Helena, CA 94574.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you speaking on behalf of an organization or group? (check one) ☐ Yes ☐ No

If yes, what group or organization? \_\_\_\_\_

1. Type of resource on which you are commenting:

\_\_\_\_\_ Book (eBook) \_\_\_\_\_ Magazine \_\_\_\_\_ Digital Resource  
 \_\_\_\_\_ Newspaper \_\_\_\_\_ DVD \_\_\_\_\_ Audio Recording  
 \_\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined or read the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Have you read any reviews regarding this resource? If so, which one(s)?

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?



ST. HELENA PUBLIC LIBRARY

**COLLECTION DEVELOPMENT POLICY**

Adopted by the Library Board of Trustees, January 9, 2002.

**NOTE: This policy does not cover materials in the Napa Valley Wine Library**

**I. LIBRARY MISSION STATEMENT**

"The purpose of the public library of St. Helena is to provide the best possible library service appropriate to the needs of our community. To be innovative in planning for future needs and advances in technology, to find ways of attracting citizens who do not yet use our facilities, and to meet the needs of minorities and the under served."

*Adopted by the Library Board of Trustees, January, 1991.*

The Library is committed to the tenets of the American Library Association's **Library Bill of Rights** and **Freedom to Read Statement** which are included as Appendices to this document.

**II. LIBRARY GOALS**

1. To help the public to meet its informational, educational and recreational needs.
2. To help people become more capable in their occupations.
3. To help people to keep abreast of change in all areas and to become socially and politically aware.
4. To help people develop their creative abilities and intellectual capacities.
6. To help everyone appreciate and enjoy literature & the arts.
7. To help people contribute to the overall expanse of knowledge and to stimulate their own personal and social well-being.
8. To collect, organize, and make available collections of print and non-print materials in accordance with our Mission Statement and established principles of librarianship.
9. To ensure that the library staff provide for the proper functioning of the library, supply information, help people to use the library, and actively listen to the needs of the community so as to improve the quality of library service.

**III. LIBRARY FACILITY**

St. Helena Public Library

The St. Helena Public Library, located at 1492 Library Lane, serves a city population of 6,008 in its general service area of 4.43 square miles. The Library has 9,826 registered borrowers which is indicative of extensive use of the Library by non-City residents. The Library has a

20,000 square foot building with a collection size of approximately 96,645 items which is 16.1 items per capita. The Library is open seven days per week for a total of 52.0 hours, and has an annual circulation of approximately 176,500 items, which is 29.4 circulations per capita per year. Fiscal 2000-2001 statistics show that SHPL continues to be a strong net lender to other library systems loaning 22,230 items while borrowing 12,476 items. The Library has a strong collection of non-print materials (videos, DVDs, books-on-tape, CD-books, and CDs) and a strong collection of children's materials. Customer requests for titles or information that are not in our own collection are often filled through borrowing from other libraries or through purchase.

#### **IV. GENERAL GOVERNING FACTORS IN COLLECTION DEVELOPMENT**

##### **A. Library Bill of Rights**

The St. Helena Public Library confirms the tenets of the Library Bill of Rights and the Freedom to Read statement of the American Library Association which may be found in Appendices A-C of this document.

##### **B. St. Helena Public Library General Governing Factors**

Six factors govern the selection of materials for the library:

- The Library's Mission Statement.
- Adherence to the Library Bill of Rights.
- The needs of the individual and the community: those which are expressed and those which are basic and universal whether expressed or not.
- The individual merit of each work, as determined by established principles of librarianship.
- The creation of a balanced collection reflecting a wide variety of viewpoints in all subjects.
- The Library's existing collection, budget, and services.

#### **V. SELECTION AND WEEDING OF MATERIALS**

The St. Helena Public Library obtains, organizes, and makes available materials which record the history, thought, expression, knowledge, and opinion of all peoples, which provide information about employment, community, the world and one's place in it, and which serve the recreational needs of the community. Although the library is a repository of this collective awareness, it does not serve an archival function in its general collections. Materials are actively weeded as the need for them diminishes. Our special non-circulating collections on California history and wine, however, are archival in nature. Weeding of these collections is minimal.

In general, materials will be weeded based on one or more of the following criteria:

- Age
- Physical condition
- Superseded by newer materials

- Lack of circulation
- Out-dated or obsolete material
- Subject matter no longer fills a need

Responsibility for discarding materials is delegated to library professional and para-professional staff under the authority of the Library Director.

A. Selection Criteria.

1. Materials are selected using a number of criteria. The first requirement for selection of any item is whether it is of proven or potential interest to the people of the City of St. Helena.

Additional considerations include:

- a. recommendations in professional review sources
- b. availability and cost of the item
- c. the amount of similar material already in the collection
- d. the extent to which the material may be available elsewhere in the community
- e. the extent to which the material may be obtainable from other libraries
- f. the currency, accuracy, and validity of the information
- g. physical characteristics of the material (certain formats are not conducive to library use, such as spiral binding, fill-in-the-blanks workbooks, etc.)

2. In choosing materials, differing viewpoints will be included when possible and appropriate, particularly on questions about which there are widely supported, yet differing public viewpoints. It should also be recognized that some materials chosen may be offensive, shocking, or mundane to some, but may be meaningful and significant to others. It should be clearly understood and emphasized that the library does not endorse opinions expressed in the materials which are held in its collection. Books and other materials shall be made accessible to the public. The Library does not serve as a censor. The library recognizes the importance in a democratic society of allowing individuals to form their own opinions on issues, particularly controversial issues. Therefore, it may acquire materials of a controversial nature.

3. The collection is intended for the use of the general public. Scholarly, scientific, and technical works intended for specialists are generally outside the scope of the collection. Specific materials representing every type of literature, subject, or format are not able to be included due to the constraints of available space, service requirements, budgets, and the nature of the collection, although broad coverage is attempted.

4. Responsibility for the reading, listening, and viewing by children rests with their parents or guardians. Children's materials are selected to create a collection that:

- a. reflects the community served
- b. provides materials for children from pre-school through sixth grade, and reader advisory materials for adults who work with children
- c. is responsive to changing needs and interests
- d. provides accurate and current information on a wide range of subjects of interest to children
- e. is balanced to provide for the interest, information, and enlightenment of the borrower.

The children's collection is supportive of the school curriculum but is not a substitute for school libraries.

The Library recognizes that the parent or guardian guides the reading selections of the child. The Library does not act in loco parentis. Selection of materials for inclusion in the Library collection will not be restricted by the possibility that these materials may come into the possession of children.

#### B. Responsibility for Selection

- 1. The ultimate responsibility for selection, replacement, and discarding of library materials rests by law with the Library Director (California Education Code section 27206).
- 2. The day-to-day selection, replacement, and withdrawal of materials is delegated to library staff and utilizes recommendations by professional librarians and paraprofessional employees. All staff members and the general public are welcome to recommend materials for consideration. While professionally-trained librarians rely upon a variety of skills and published sources to identify materials selected for inclusion in the library collection, it is the Library's policy to give serious consideration to recommendations received from members of the public, while applying the stated selection criteria to these recommendations.
- 3. In making selections, professional staff of the Library do so in a manner based upon established principles of librarianship rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Selection endeavors to be inclusive rather than exclusive. Variety and a balance of opinion are sought.

#### C. Placement of Materials

- 1. Placement of materials within the library is a professional decision. Criteria include:
  - a. Assigned classification
  - b. Format
  - c. Susceptibility to loss or damage

- d. Value, in terms of cost and/or difficulty of replacement
- 2. Based on expected or known needs of patrons, some materials may be designated "library use only" or otherwise controlled, in order for the materials to be readily available in the library.
- 3. The library labels materials for physical placement only, not to predispose the user for or against any materials or to judge either the contents or those who might use them.

## **VI. POLICY ON PATRON SUGGESTIONS AND CHALLENGED MATERIALS**

Comments from patrons regarding the collection or specific items in the collection are welcomed. The Library considers customer input to be a valuable part of collection development to be used along with the other factors governing the selection process.

Requests from patrons for specific titles that are not in the collection are welcomed. The decision as to purchase is based on the same selection criteria as other purchases for the collection.

Individuals may request reconsideration of a selection decision or classification of library material by submitting a written request for reconsideration. The Library Director responds in writing to the individual's request.

The St. Helena Public Library Board of Trustees, upon request, hears appeals of the Director's written response. Appeals must be presented in writing to the Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, St. Helena Public Library policy, the American Library Association's Library Bill of Rights, and guidelines on intellectual freedom. The final decision on appeals rests with the St. Helena Public Library Board of Trustees.

## **VII. POLICIES BY TYPE OF MATERIAL**

### **A. ADULT MATERIALS**

#### **1. Fiction**

Because the library has a diverse community of fiction readers, the fiction collection provides a wide range of imaginative literature. The goal of the fiction collection is to be an active and attractive collection. To this end, fiction books are actively weeded and replaced as their popularity decreases. Classical works of fiction, in good condition, found in standard bibliographies such as the Fiction Catalog may be retained indefinitely.

Special types of fiction are classified and shelved separately. The mystery fiction collection consists of suspense and detective fiction. The Science Fiction collection includes a range of works from the technologically sophisticated to fantasy. Western fiction consists of fiction set in the frontier days of the Old West.

#### **2. New Books and Bestsellers**

New acquisitions are brought to the public's attention by shelving them in the New Books section or circulated as Bestsellers for at least six months. Occasionally, multiple copies of best-selling fiction and non-fiction are purchased and shelved in the new books collection or circulated as Bestsellers to provide supplemental access to these titles.

### 3. Reference

The reference collection is non-circulating and includes both general works, such as dictionaries, encyclopedias, directories, indexes, yearbooks, bibliographies, etc., as well as works in specialized subject fields. Materials are current and/or relevant and include books, microfilm, periodicals, government documents and database resources. Reference materials reflect diverse levels of information to serve known and anticipated user needs.

### 4. Periodicals and Newspapers

Periodicals are selected to provide a wide range of facts, as well as a broad spectrum of political, social, and cultural information. Back issues are maintained for a maximum of three years.

Daily and weekly newspapers provide access to local, regional and national news. The principal local newspaper(s) are retained indefinitely on microfilm, while other newspapers are retained for no more than thirty days.

### 5. Government Documents

Local documents are maintained in the collection to the extent that they are useful and relevant and are within the context of the Library's Mission Statement and Goals. Federal and state documents are only acquired as a demonstrated need arises.

Local documents include publications of various governmental units, particularly of the City of St. Helena. The library does not serve as an archive for local records, but attempts to collect and preserve those documents with lasting importance.

Access to State and Federal Government Documents not owned by the Library may be obtained through interlibrary borrowing.

### 6. California History Special Collection / Napa Valley Wine Library Special Collection

The California History Special Collection provides materials covering the history, geography, politics, natural history, environment, literature, etc., of Northern California and Napa County. Included is a small fiction collection about California and fiction by California writers. Emphasis is on Northern California. Materials relating to the City of St. Helena attempts to be inclusive, including pertinent government documents, original manuscripts and unique materials. Use of materials in the California History Special Collection is restricted to use in the library under controlled circumstances.

The Napa Valley Wine Library Special Collection is not covered by this collection development policy. *See the Napa Valley Wine Library Collection Development Policy for*

*information about standards for that collection (policy under development as of January, 2002).*

## 7. Spanish Language

A popular collection of books, magazines and videos is maintained in Spanish to serve St. Helena's Spanish-speaking population. Materials in Spanish are housed in a special area to facilitate access by its users.

## 8. Q Collection (Quarto)

Books in the Q collection are 28 cm or more in size. These books are shelved in a separate collection to maximize shelf space.

## 9. Audio-Visual

a. Music: Cassette tapes and compact discs are selected to represent a wide range of time periods, styles and traditions and to provide recordings of instrumental and vocal performances for all age groups.

b. Spoken: The Books on Tape and Books on CD collections consist of a wide range of fiction and non-fiction titles in both abridged and unabridged formats. Included are new book titles, classics and non-fiction titles of interest.

c. Videocassettes/DVD Collection: The videocassette and DVD collections consist of (1) a variety of educational materials that meet a range of needs of the community as a whole, (2) a collection of feature films, (3) a selection of informational and motion picture titles in Spanish.

## 10. Large Print books

The large print collection serves a recreational reading function for the visually impaired and those who prefer a large print format. Titles in this collection include popular fiction, literary classics, and some popular non-fiction.

## 11. Storage

An adult fiction or non-fiction book may be transferred to the storage collection if the title is listed in a standard, current, retrospective review source such as Fiction Catalog, Public Library Catalog or a similar source and is out of print and/or in fragile condition. No more than one copy of a title will be housed in the storage collection.

## B. YOUNG ADULT MATERIALS

Materials designated as Young Adult (YA) are selected to meet the interests and needs of youth between the ages of 13 and 18. The collection includes:

### 1. YA Fiction

Books selected for the YA Fiction collection typically illuminate a way of behaving or viewing issues in a progressively mature manner. The protagonist or antagonist character(s) are generally in this age group. Also included are recommended reading for college-bound students. Books in this collection may also be collected to support the local school curriculum.

## 2. YA Non-Fiction

Non-fiction books in the YA collection address information and issues specifically written for the young adult audience. Although the subject matter is varied, the collection emphasizes books on coping with social and family relationships, physical and emotional maturation, and responsible decisionmaking.

## 3. YA Paperbacks

This is a browsing collection and may include fiction and non-fiction of particular interest to young adults.

## 4. YA Periodicals

Magazines of particular interest to ages 13 through 18 are housed in the Young Adult area.

# C. CHILDREN'S MATERIALS

## 1. Baby books

This is a browsing collection of board books containing large, simple, colorful pictures or drawings.

## 2. Easy books

a. Picture and story books which are written and illustrated for children approximately through age 7 (pre-school through second grade) are designated with an E.

b. Easy Readers are books intended for children approximately aged 6 through 8 at a first or second grade level (occasionally third) that have a recognizable fiction format with large print, short sentences, including dialogue, and usually one illustration on each double page spread.

c. JI is a collection of "easy chapter books."

## 3. J Fiction

Juvenile (J) fiction includes books written for children approximately aged 8 through 12 (third through sixth grade). Books are selected for appropriateness of theme for this age group.

Special groupings of fiction include: Mystery fiction (detective and suspense stories), Science fiction (stories of fantasy and future technology), Story Collections (collected short

stories by an author), and Sports fiction (fiction about sports). Non-Fiction books for children approximately aged 8 through 12 (third through sixth grade) are designated J and cataloged in Dewey Decimal categories. The collection will strive to introduce children to the vast array of subjects concerning their particular interests and the world around them.

Books in this collection may also be collected to support the local school curriculum.

#### 4. Paperbacks

This is a browsing collection of paperbacks, primarily fiction, of particular interest to ages 6 through 12.

#### 5. J or E Foreign Language

Books, magazines and audio-visual materials for children in a foreign language and/or in a bi-lingual format are designated as such in the call number. Materials in Spanish are emphasized and shelved in a special section due to the heavy demand for these titles.

#### 6. J Reference

The J Reference collection includes general information sources covering broad subject areas of interest to children through age 12. The content and style of these materials is appropriate for use by this age group.

#### 7. J or E Audio Visual

##### a. Videocassettes

The emphasis of the children's video collection is on feature films for children, informational videos, programs teaching basic concept skills such as shape, color, number recognition, etc., and video adaptations of children's books, folktales and fairy tales that are recommended in standard review sources. Animated videos that promote a product or toy are not included in the collection.

##### b. Audiobooks

Popular titles are selected for the recreational enjoyment of children.

#### 8. J or E Periodicals

Magazines for children through age 12 are housed in the Children's area. Back issues are not retained.

#### 9. Holiday Collection

Non-fiction materials which are directly related to major holidays including Halloween, Thanksgiving, and the December holidays are designated for the "Holiday" collection. These may be housed in storage until approximately one month prior to the holidays or

may be interfiled in the regular collection. The materials are available for circulation throughout the year.

### **VIII. RESOURCE SHARING**

The sharing of library resources improves the level of service available to the people of St. Helena.

A. As a member of the SNAP (Solano, Napa and Partners) consortium, the Library participates in mutual sharing of resources with member libraries and has bibliographic access to materials of other libraries throughout the automated CARL catalog system.

B. As a member of the North Bay Cooperative Library System, the Library will share its materials with other NBCLS members and participate in statewide and national interlibrary borrowing and lending. The Library also cooperates in the NBCLS cooperative collection building effort. NBCLS has automated bibliographic access through *SuperSearch*.

C. The Library participates in the California Library Services Act Universal Borrowing Agreement. Under this Agreement, people with valid library cards and current personal identification from any part of California may obtain a St. Helena Public Library card.

## **APPENDIX A. LIBRARY BILL OF RIGHTS**

“The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

*Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.*

## **APPENDIX B. DECLARACIÓN DE LOS DERECHOS DE LAS BIBLIOTECAS**

“La Asociación de Bibliotecas de los Estados Unidos de América (American Library Association) afirma que todas las bibliotecas son foros abiertos para la información y las ideas, y que las siguientes normas básicas deben dirigir sus servicios.

- Con el fin de satisfacer el interés de sus usuarios y darles acceso a todo tipo de información, toda biblioteca debe poner sus libros y otros recursos a la disposición de todos los integrantes de la comunidad a la cual sirve.
- Toda biblioteca debe proveer información y materiales que representen todos los puntos de vista sobre temas históricos y de actualidad. Ningún material debe ser prohibido ni retirado de circulación por motivos doctrinarios o partidistas.
- En su misión de proveer información sin restricciones, toda biblioteca debe enfrentarse a todo acto y tipo de censura.
- Toda biblioteca debe cooperar con todos los individuos y grupos interesados en oponerse a cualquiera restricción a la libre expresión y el libre acceso a las ideas.

- No se le debe negar a ninguna persona el derecho de usar la biblioteca por motivos de origen, edad, antecedentes personales o punto de vista.
- Toda biblioteca que cuente con espacio disponible para exhibiciones o reuniones pœblicas, debe ofrecerlo en forma equitativa, sin tener en cuenta la creencia o afiliación de los individuos o grupos que soliciten su uso.”

*Adoptado el 18 de junio 1948. Enmendado el 2 de febrero de 1961 y el 23 de enero de 1980 por el Consejo de la Asociación de Bibliotecas de los Estados Unidos de América (Council of the American Library Association).*

### **APPENDIX C. THE FREEDOM TO READ STATEMENT**

“The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural

medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

- *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the

application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours."

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.*

*A Joint Statement by: American Library Association and Association of American Publishers.*

Subsequently Endorsed by:

*American Association of University Professors  
American Booksellers Foundation for Free Expression  
American Society of Journalists and Authors  
American Society of Newspaper Editors  
Anti-Defamation League of B'nai B'rith  
Association of American University Presses  
Center for Democracy & Technology  
The Children's Book Council  
The Electronic Frontier Foundation  
Feminists for Free Expression  
Freedom to Read Foundation  
International Reading Association  
The Media Institute  
National Coalition Against Censorship  
National PTA  
Parents, Families and Friends of Lesbians and Gays  
People for the American Way  
Student Press Law Center  
The Thomas Jefferson Center for the Protection of Free Expression*

## St. Helena Public Library

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Individuals may request reconsideration of a selection decision or classification of library material by submitting a written request for reconsideration. The Library Director responds in writing to the individual's request.

The St. Helena Public Library Board of Trustees, upon request, hears appeals of the Director's written response. Appeals must be presented in writing to the Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, St. Helena Public Library policy, the American Library Association's Library Bill of Rights, and guidelines on intellectual freedom. The final decision on appeals rests with the St. Helena Public Library Board of Trustees.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Please describe the resource on which you are commenting:

2. What brought this resource to your attention?

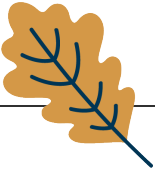
3. Have you examined or read the entire resource?

- 4: What concerns you about the resource (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

FORM: 020109lbh

# SEPTEMBER 2023

| Sunday                                                                                  | Monday                                                                                    | Tuesday                                                                                                  | Wednesday                                                                                  | Thursday                                                                                    | Friday                                                                                      | Saturday                                                                                    |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>SEPTEMBER IS</b><br><b>Library Card</b><br><b>Sign Up Month</b>                      |                                                                                           |                                                                                                          |                                                                                            |                                                                                             | 1                                                                                           | 2                                                                                           |
| 3                                                                                       | 4<br>Library Closed<br>for Labor Day                                                      | 5<br>Story Time & Crafts<br>10:30am                                                                      | 6<br>   | 7<br>Non-Traditional<br>Roles for Women<br>4:30pm                                           | 8                                                                                           | 9                                                                                           |
| 10<br> | 11<br>   | 12<br>Story Time & Crafts<br>10:30am<br>Master Gardeners:<br>Planting Fall & Winter<br>Vegetables 4:30pm | 13                                                                                         | 14<br>   | 15<br>Mexican<br>Independence Day<br>Celebration<br>5:00pm                                  | 16<br>   |
| 17                                                                                      | 18<br> | 19<br>Story Time & Crafts<br>10:30am                                                                     | 20                                                                                         | 21                                                                                          | 22                                                                                          | 23                                                                                          |
| 24                                                                                      | 25<br> | 26<br>Story Time & Crafts<br>10:30am                                                                     | 27<br> | 28<br> | 29<br> | 30<br> |

## St Helena Public Library

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



## Non-Traditional Roles for Women

**Thursday, September 7th, 4:30pm**

Napa Valley is composed of a diverse group of talented women -- and, not all of them are working in the wine industry. You can find some great talent working in non-traditional roles. Wine Country Women LLC and some of the inspiring women featured in their first Napa Valley book will be providing a panel discussion to talk about their careers and living in wine country.

Join us for this informative and fun event. Meet the woman behind the business and books, Michelle Mandro, who will be moderating the panel discussion with the following women:

- Shannon Kuleto, historian
- Jennifer McKnight, voiceover, musician, coffee business owner, life coach
- Kathryn Sculatti, teacher

The talk will be followed by a Q&A



## Master Gardeners: Planting Fall and Winter Vegetables

**Tuesday, September 12th, 4:30pm**

It's not too late to plan for and plant cool-season vegetables for harvest later in the fall and through the winter. Vegetables started while the weather is still warm will mature in cooler weather. Join Master Gardeners to figure out how to time the harvest for best results.



## Story Time

**Every Tuesday at 10:30am**

Join us in the children's room for a fun story time and craft activity! For all children.



## Mexican Independence Day Celebration

**Friday, September 15th, 5:00pm**

Come join the library in celebration of Mexico's Independence Day! With the Mexican Consulate in attendance, live music from Mariachi Jalisco, & Mexican snacks.

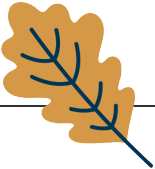


## Emergency Resources

We all know that anything can happen during this time of year, but we want everyone to know that here at the library

- You have the ability to charge electronics
- WiFi is available 24/7, you can access it from the street or parking lot anytime.
- We also offer Chromebooks and hotspots that can be checked out.

# SEPTIEMBRE 2023

| Sunday                                                                                  | Monday                                                                                    | Tuesday                                                                                                  | Wednesday                                                                                  | Thursday                                                                                    | Friday                                                                                      | Saturday                                                                                    |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Septiembre es el mes del registro de la tarjeta de la biblioteca                        |                                                                                           |                                                                                                          |                                                                                            |                                                                                             | 1                                                                                           | 2                                                                                           |
| 3                                                                                       | 4<br>Biblioteca cerrada por el Día del Trabajo                                            | 5<br>Cuentos y Manualidades 10:30am                                                                      | 6<br>   | 7<br>Los Roles Poco Tradicionales Para Las Mujeres 4:30pm                                   | 8                                                                                           | 9                                                                                           |
| 10<br> | 11<br>   | 12<br>Cuentos y Manualidades 10:30am<br>Maestros jardineros: Sembrar verduras en otoño e invierno 4:30pm | 13                                                                                         | 14<br>   | 15<br>Celebración del Día de la Independencia de México 5:00pm                              | 16<br>   |
| 17                                                                                      | 18<br> | 19<br>Cuentos y Manualidades 10:30am                                                                     | 20                                                                                         | 21                                                                                          | 22                                                                                          | 23                                                                                          |
| 24                                                                                      | 25<br> | 26<br>Cuentos y Manualidades 10:30am                                                                     | 27<br> | 28<br> | 29<br> | 30<br> |

## St Helena Public Library

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



## Los Roles Poco Tradicionales Para Las Mujeres

jueves 7 de septiembre a las 4:30pm

El Valle de Napa está compuesto por un grupo diverso de mujeres con talento, y no todas ellas trabajan en la industria del vino. Usted puede encontrar algunos grandes talentos que trabajan en funciones no tradicionales. Wine Country Women LLC y algunas de las inspiradoras mujeres que aparecen en su primer libro sobre el Valle de Napa ofrecerán una mesa redonda para hablar de sus carreras y de la vida en la región vinícola. La charla irá seguida de un turno de preguntas y respuestas. Acompáñenos en este acto informativo y divertido. Conozca a la mujer que está detrás del negocio y de los libros, Michelle Mandro, que moderará la mesa redonda con las siguientes mujeres:

- Shannon Kuleto, historian
- Jennifer McKnight, voiceover, musician, coffee business owner, life coach
- Kathryn Sculatti, teacher

The talk will be followed by a Q&A



## Maestros jardineros: Siembra de verduras de otoño e invierno

martes, 12 de septiembre a las 4:30pm

No es demasiado tarde para comenzar a sembrar verduras de temporada fría para cosechar más adelante en el otoño y durante el invierno. Las verduras que se plantan cuando el clima aún es caliente madurarán en climas más fríos. Acompaña a los Maestros Jardineros a descubrir cómo planear la cosecha para obtener los mejores resultados. Este evento sera en ingles.



## Cuentos y Manualidades

Cada martes a las 10:30am

Únase a nosotros en el cuarto de los niños para una divertida hora de cuentos y una actividad de manualidades. Para todos los niños. La hora del cuento es en inglés



## Celebración del Día de la Independencia de México

viernes, 15 de septiembre  
a las 5:00pm

Acompaña a la biblioteca en la celebración del Día de la Independencia de México. Con la presencia del consulado mexicano, música en vivo del Mariachi Jalisco y bocadillos mexicanos.



## Recursos de Emergencia

Todos sabemos que en esta época del año puede pasar cualquier cosa, pero queremos que todos sepan que aquí en la biblioteca

- Puedes cargar aparatos electrónicos.
- El WiFi está disponible 24/7, puedes accederlo desde la calle o el estacionamiento en cualquier momento.
- También ofrecemos Chromebooks y hotspots que se pueden prestar.

## Item Circulation Statistics

From 8/1/2023 To 8/31/2023

### St. Helena Public Library

|                        | Checkouts   | Renewals    | Transactions |
|------------------------|-------------|-------------|--------------|
| 3D Object              | 7           | 0           | 7            |
| Audiobook              | 183         | 159         | 342          |
| Blu-Ray                | 8           | 0           | 8            |
| Book                   | 3571        | 3909        | 7480         |
| DVD                    | 836         | 553         | 1389         |
| DVD Nonfiction         | 78          | 50          | 128          |
| Kit                    | 3           | 3           | 6            |
| Laptop                 | 2           | 0           | 2            |
| Large Print            | 106         | 30          | 136          |
| Link+                  | 66          | 64          | 130          |
| Lucky Day Book         | 31          | 1           | 32           |
| Lucky Day DVD          | 43          | 0           | 43           |
| Music CD               | 83          | 78          | 161          |
| Pass                   | 5           | 11          | 16           |
| Periodical             | 34          | 25          | 59           |
| Video Game             | 0           | 2           | 2            |
| WiFi Hotspot           | 5           | 2           | 7            |
| <b>Total For 2023:</b> | <b>5061</b> | <b>4887</b> | <b>9948</b>  |
| <b>Total For 2022:</b> | <b>6055</b> |             |              |

| DIGITAL CIRCULATION              | THIS YEAR    | LAST YEAR    |
|----------------------------------|--------------|--------------|
| <b>E-BOOKS</b>                   |              |              |
| Hoopla                           | 171          | 118          |
| Overdrive                        | 580          | 530          |
| <b>TOTAL</b>                     | <b>751</b>   | <b>648</b>   |
| <b>AUDIOBOOKS</b>                |              |              |
| Hoopla                           | 522          | 413          |
| Overdrive                        | 668          | 733          |
| <b>TOTAL</b>                     | <b>1,190</b> | <b>1,146</b> |
| <b>MOVIES &amp; TELEVISION</b>   |              |              |
| Hoopla                           | 132          | 223          |
| Kanopy                           | 487          | 436          |
| <b>TOTAL</b>                     | <b>619</b>   | <b>659</b>   |
| <b>MUSIC</b>                     |              |              |
| Hoopla                           | 17           | 15           |
| <b>TOTAL</b>                     | <b>17</b>    | <b>15</b>    |
| <b>PERIODICALS</b>               |              |              |
| Overdrive                        | 101          | 88           |
| <b>TOTAL</b>                     | <b>101</b>   | <b>88</b>    |
| <b>TOTAL DIGITAL CIRCULATION</b> | <b>2,678</b> | <b>2,556</b> |

| PROVIDER  | TOTAL       |
|-----------|-------------|
| Hoopla    | 842         |
| Kanopy    | 487         |
| Overdrive | 1349        |
|           | <b>2678</b> |

# COUNTER FIGURES FOR:

VISITORS:

1153

1258

1317

1203

916

5847

| AUGUST 2023 |        |                 |                 |                 |                 |                 |
|-------------|--------|-----------------|-----------------|-----------------|-----------------|-----------------|
| SUNDAY      | MONDAY | TUESDAY         | WEDNESDAY       | THURSDAY        | FRIDAY          | SATURDAY        |
|             |        | 1<br>613<br>Cm  | 2<br>509<br>Cm  | 3<br>615<br>Cm  | 4<br>388<br>mp  | 5<br>90<br>mp   |
|             |        | 6<br>401<br>Cm  | 7<br>377<br>Cm  | 8<br>442<br>mp  | 9<br>416<br>mp  | 10<br>217<br>mp |
|             |        | 13<br>485<br>Cm | 14<br>424<br>Cm | 15<br>407<br>Cm | 16<br>400<br>mp | 17<br>230<br>mp |
|             |        | 20<br>405<br>Cm | 21<br>562<br>Cm | 22<br>348<br>mp | 23<br>399<br>mp | 24<br>233<br>mp |
|             |        | 27<br>387<br>Cm | 28<br>500<br>mp | 29<br>518<br>mp | 30<br>518<br>mp | 31<br>518<br>mp |

AUGUST 2022: 5451

| 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                               | 08/01/23     | Live, In-person onsite program                        | ages 0-5                          | 39                                                           |
| Story Time                               | 08/08/23     | Live, In-person onsite program                        | ages 0-5                          | 31                                                           |
| Story Time                               | 08/15/23     | Live, In-person onsite program                        | ages 0-5                          | 40                                                           |
| Little Backpacks preschool visit         | 08/09/23     | Live, In-person offsite program                       | ages 0-5                          | 13                                                           |
| Milas Preschool Visit                    | 08/11/23     | Live, In-person offsite program                       | ages 0-5                          | 17                                                           |
| End of Summer Party w/ Mike the Magician | 08/03/23     | Live, In-person onsite program                        | ages 6-11                         | 91                                                           |
| Story Time                               | 08/22/23     | Live, In-person onsite program                        | ages 0-5                          | 43                                                           |
| Story Time                               | 08/29/23     | Live, In-person onsite program                        | ages 0-5                          | 41                                                           |
| Middletown Class Visit                   | 08/29/23     | Live, In-person onsite program                        | ages 6-11                         | 14                                                           |
| Jay Greene Farewell                      | 08/31/23     | Live, In-person onsite program                        | adult(ages 19+)                   | 25                                                           |



# General Ledger Monthly Operating Expense Rpt



User: ChrisK  
Printed: 9/6/2023 12:41:32 PM  
Period 01 - 03  
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        | 69,137.65         | 360,187.35        | 83.90                 |
| 101-46-00-20-20 | TempPart Time                             | 69,892.00           | 0.00        | 10,096.76         | 59,795.24         | 85.55                 |
| 101-46-00-20-30 | Overtime                                  | 0.00                | 0.00        | 65.18             | -65.18            | 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        | 6,123.84          | 30,439.16         | 83.25                 |
| 101-46-00-20-45 | Employer PERS                             | 42,968.00           | 0.00        | 6,842.77          | 36,125.23         | 84.07                 |
| 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        | 20,122.72         | 82,635.28         | 80.42                 |
| 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        | 628.67            | 3,483.33          | 84.71                 |
| 101-46-00-20-75 | Deferred Comp                             | 6,801.00            | 0.00        | 698.16            | 6,102.84          | 89.73                 |
| 101-46-00-20-85 | Auto Allowance                            | <u>2,400.00</u>     | <u>0.00</u> | <u>400.00</u>     | <u>2,000.00</u>   | <u>83.33</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | <b>773,363.00</b>   | <b>0.00</b> | <b>156,156.30</b> | <b>617,206.70</b> | <b>79.81</b>          |
| 101-46-00-21-10 | Communications                            | 11,500.00           | 0.00        | 478.50            | 11,021.50         | 95.84                 |
| 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        | 131.77            | 9,868.23          | 98.68                 |
| 101-46-00-21-45 | Other Contract Services                   | 93,600.00           | 0.00        | 6,228.07          | 87,371.93         | 93.35                 |
| 101-46-00-21-55 | Training & Conference                     | <u>4,000.00</u>     | <u>0.00</u> | <u>300.00</u>     | <u>3,700.00</u>   | <u>92.50</u>          |
| <b>21</b>       | <b>Services</b>                           | <b>199,600.00</b>   | <b>0.00</b> | <b>7,138.34</b>   | <b>192,461.66</b> | <b>96.42</b>          |
| 101-46-00-22-07 | Copies                                    | 3,000.00            | 0.00        | 598.68            | 2,401.32          | 80.04                 |
| 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        | 357.24            | 1,142.76          | 76.18                 |
| 101-46-00-22-15 | Special Department Supplies               | <u>6,000.00</u>     | <u>0.00</u> | <u>93.76</u>      | <u>5,906.24</u>   | <u>98.44</u>          |
| <b>22</b>       | <b>Supplies</b>                           | <b>14,900.00</b>    | <b>0.00</b> | <b>1,049.68</b>   | <b>13,850.32</b>  | <b>92.96</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>164,344.32</b> | <b>839,018.68</b> | <b>83.62</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             | 8,339.76         | 50,389.24        | 85.80                 |
| 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>652.65</u>    | <u>4,065.35</u>  | <u>86.17</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>        | <b>66,388.00</b>  | <b>0.00</b>      | <b>9,183.68</b>  | <b>57,204.32</b> | <b>86.17</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         | 48,733.29        | 10,572.64        | 694.07           | 1.16                  |
| 380-46-00-22-40 | Programming                           | <u>15,000.00</u>  | <u>0.00</u>      | <u>1,273.14</u>  | <u>13,726.86</u> | <u>91.51</u>          |
| <b>22</b>       | <b>Supplies</b>                       | <b>75,000.00</b>  | <b>48,733.29</b> | <b>11,845.78</b> | <b>14,420.93</b> | <b>19.23</b>          |
| <b>00</b>       | <b>Administration</b>                 | <b>143,788.00</b> | <b>48,733.29</b> | <b>21,029.46</b> | <b>74,025.25</b> | <b>51.48</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>830.96</u>    | <u>49,169.04</u> | <u>98.34</u>          |
| <b>22</b>       | <b>Supplies</b>                       | <b>50,000.00</b>  | <b>0.00</b>      | <b>830.96</b>    | <b>49,169.04</b> | <b>98.34</b>          |
| <b>00</b>       | <b>Administration</b>                 | <b>50,000.00</b>  | <b>0.00</b>      | <b>830.96</b>    | <b>49,169.04</b> | <b>98.34</b>          |
| Grand Total     |                                       | 1,200,701.00      | 48,733.29        | 186,204.74       | 965,762.97       | 0.8043                |