



**City of St. Helena  
Library Board of Trustees  
Regular Meeting  
St. Helena Library, 1492 Library Lane, St.  
Helena CA 94574  
Wednesday, February 14, 2024 @ 5:00 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.**

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Page

1. CALL TO ORDER
2. ROLL CALL  
Chair: Vacant  
Vice Chair/Chair Pro Tem: Terry Wood  
Trustees: Deborah Claymon Boeschen, Gillian Casey, Alexandra Haslip, Janet Myers and Suzanne Roomian  
City Council Member Liaison: Anna Chouteau  
Staff Liaison: Melinda Cervantes, Executive Associate  
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 December 13, 2023. 3 - 5  
Prepared By: Melinda Cervantes, Executive Associate  
[DRAFT Minutes Library Board of Trustees - 13 Dec 2023](#)
6. SCHEDULED MATTERS:
  - 6.1. Nominations to fill the vacant Chair position.  
Prepared By: Melinda Cervantes, Executive Associate

Recommendation:

Receive nominations from the floor and vote to approve new Chair of the Library Board of Trustees.

- 6.2. Report from Friends & Foundation, St. Helena Public Library, Deanna M. Griffin, Executive Director  
Prepared By: Melinda Cervantes, Executive Associate
- 6.3. Discussion by Library Trustees of Proposed Merger of Library and Parks & Recreation departments - Terry Wood, Chair Pro Tem  
Prepared By: Melinda Cervantes, Executive Associate  
[Library and Parks & Recreation Merger Duties](#) 7 - 8
- 6.4. Review of Library Statistics for December 2023 and January 2024.  
Prepared By: Melinda Cervantes, Executive Associate
- 6.5. Review of Library Newsletters for January and February 2024.  
Prepared By: Melinda Cervantes, Executive Associate  
[February Spanish 2024](#)  
[February Eng 2024](#)  
[January Spanish 2024](#)  
[January Eng 2024](#) 9 - 16
- 6.6. Review of Monthly Library Operating Expense Report for January 2024  
- Melinda Cervantes  
Prepared By: Melinda Cervantes, Executive Associate  
[01 Monthly Expense Report Library 2](#) 17 - 19
7. ADJOURNMENT  
The next regular meeting is scheduled for Wednesday, March 13, 2024, at 5:00 p.m., 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 February 9, 2024.

Melinda Cervantes, Executive Associate

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.

## **DRAFT**

### **MINUTES**

**City of St. Helena**

**Library Board of Trustees Meeting**

**Wednesday, December 13, 2023 @ 5:00 PM**

**St. Helena Library, 1492 Library Lane, St. Helena**

**CA 94574**

#### **1 CALL TO ORDER**

- a) Chairperson David Slaby called the meeting to order at 5:03 PM.

#### **2 ROLL CALL**

Present were:

Chair: David Slaby

Vice Chair: Terry Wood

Trustees: Gillian Casey, Deborah Claymon Boesch, Alexandra Haslip and Suzanne Roomian

City Council Member Liaison: Anna Chouteau

Staff Liaison: Melinda Cervantes, Executive Associate

Absent: Trustee Janet Myers

#### **3 PUBLIC FORUM -**

No public comment was received.

#### **4 REPORTS BY STAFF AND/OR BOARD COMMITTEE:**

- a) Melinda Cervantes introduced herself as the Executive Associate for the library and reported:
- Melinda started with the City on November 28, 2023, and will be working as Executive Associate through May 2024.
  - The Library held a very successful gingerbread house craft event with 47 children and parents participating.
  - The City is soliciting participation from the community to serve on the Transfer Tax Planning Committee for a possible November 2024 ballot measure.

#### **5 CONSENT ITEMS:**

- a) Library Board of Trustees Regular Meeting Minutes of November 8, 2023 -

Library Board of Trustees  
December 13, 2023

Vice Chair Wood moved to approve the minutes. The motion was seconded by Member Claymon-Boeschon and unanimously approved by the Board.

- b) Library Board of Trustees Special Meeting Minutes of November 16, 2023 - Member Roomian moved to approve the minutes, the motion was seconded by Vice Chair Wood and unanimously approved by the Board.

**6 NEW BUSINESS:**

- a) Report from an Executive Board Member of Friends & Foundation, St. Helena Public Library - Laura Symon, President

Foundation President Symon provided an update on activities of the SHPL Friends & Foundation. Deanna Griffin and Robin McKee-Cant have been hired as the new Executive Director and Administrative Director of the Foundation.

- b) Presentation of Boards, Commissions and Committees Protocols and Rules of Conduct - April Mitts, Assistant City Manager
- c) Presentation of City of St. Helena Goals and City Manager Update - April Mitts, Assistant City Manager
- d) **\*\*ADDED ITEM 12/8/23\*\***  
Presentation of Proposed Merger of Library and Parks and Recreation Departments - April Mitts, Assistant City Manager
- e) Review of Monthly Library Operating Expense Report for November 2023 - Melinda Cervantes, Executive Associate
- f) Review of Library Newsletter for December 2023 - Melinda Cervantes, Interim Director of Library Services

**7 FUTURE AGENDA ITEMS:**

- Trustee discussion of the proposed merger
- Statistics Reports for November and December 2023 and January 2024

**8 ADJOURNMENT - Chairperson David Slaby adjourned the meeting at 6:45 PM.**

The Trustees unanimously voted to cancel the January 10, 2024, meeting. The next regular meeting is scheduled for Wednesday, February 14, 2024, at 5:00 PM, St. Helena Public Library.

**APPROVED:**

**ATTEST:**

Library Board of Trustees  
December 13, 2023

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Terry Wood, Vice-Chair  
Library Board of Trustees

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Melinda Cervantes, Executive Associate





# Duties

## Proposed Structure and Primary Duties - DRAFT



City Manager

Community Services Director

### Primary Duties

- Oversight and responsibility for all divisions within the department
- Formulates, evaluates, modifies department goals, performance, and policies
- Manages, develops, and administers the department's annual budget
- Development of proposed CIP projects specifically to the Library & Parks and Recreation
- Manages the Emergency Operations Center – Logistics Section
- Liaison to community groups, School District and County Library
- Liaison between the Executive staff team, City Council, and City Manager
- Liaison to City commissions, boards, and foundations
- Prepares and presents staff reports to City Council
- Serves as Acting Library Manager or Parks & Recreation Manager in the event of an extended leave or training
- Meet regularly with Library Manager and P&R Manager to discuss ways to collaborate and coordinate programs and events
- Research, apply, and direct the development of Grant Opportunities for divisions
- Directs the development of new program and service areas: e.g. Arts & Culture, teen programming, makers space, early childhood literacy, older adults, and caregivers
- Develop and maintain partnerships with community organizations
- Attend annual goal setting workshops, weekly Executive Team meetings, quarterly Executive/Mid-Managers training, bi-annual all staff training

Library Manager

### Primary Duties

- Management of the day-to-day Library operations
- Implement new programs and service areas
- Oversees operations of the Library including:
  - Staff selection and training
  - Supervision
  - Collection Development
  - Public Services
  - Programming and Information Systems
- Participate in City commissions, boards, and foundation meetings
- Develop and present to Community Services Director annual division budget for discussion and justification to the City Manager/City Council
- Manages and administers the divisions annual budget
- On occasion, may prepare and present staff reports to City Council
- Attend quarterly Executive/Mid-Managers training, bi-annual all staff training

Parks & Recreation Manager

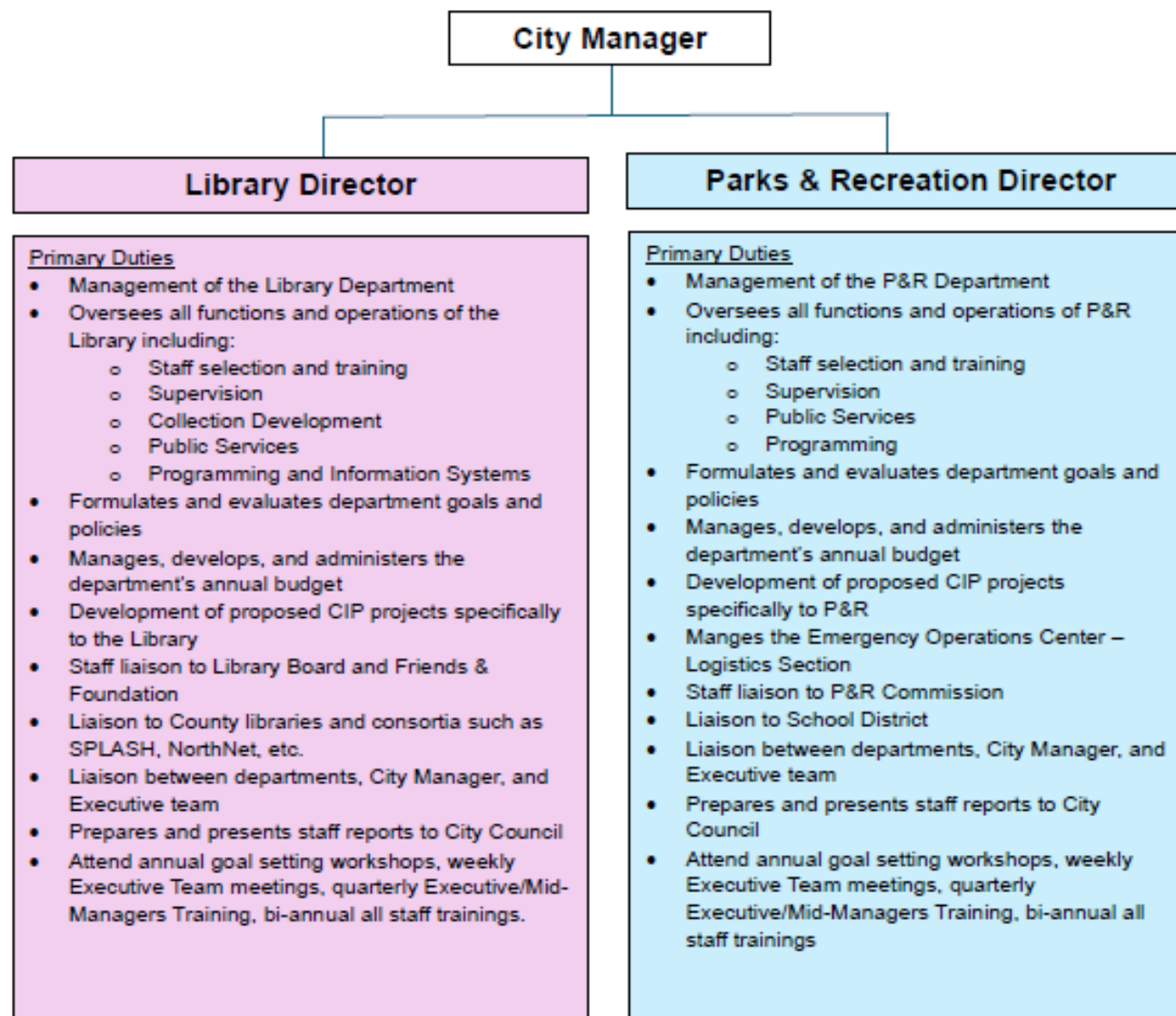
### Primary Duties

- Management of the day-to-day Parks & Recreation operations
- Implement new programs and service areas
- Oversees operations of P&R including:
  - Staff selection and training
  - Supervision
  - Public Services
  - Programming
- Participate in City commissions, boards, and foundation meetings
- Develop and present to Community Services Director annual division budget for discussion and justification to the City Manager/City Council
- Manages and administers the divisions annual budget
- On occasion, may prepare and present staff reports to City Council
- Attend quarterly Executive/Mid-Managers training, bi-annual all staff training

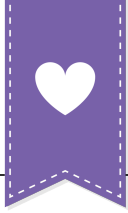
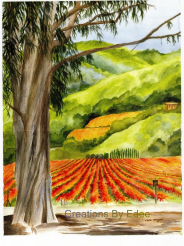
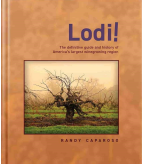


# Duties

## Current Structure and Primary Duties



# FEBRERO 2024

| DOMINGO                                                                               | LUNES                                                                                  | MARTES                                                                                       | MIÉRCOLES                                                                                                                                   | JUEVES                                                                                                                                       | VIERNES                                                                                 | SABADO                                                                                |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|      |                                                                                        |                                                                                              |                                                                                                                                             | 1                                                                                                                                            | 2                                                                                       | 3  |
| 4                                                                                     | 5     | 6<br>Cuentos y Manualidades<br>10:30am                                                       | 7                                                         | 8                                                                                                                                            | 9    | 10                                                                                    |
| 11                                                                                    | 12                                                                                     | 13<br>Cuentos y Manualidades<br>10:30am                                                      | 14<br>Demostración Culinaria<br>de Blue Zones<br>4:30pm  | 15 Recepción de la<br>artista Edee Torossian<br>4:30-5:30pm<br>Ayuda Para Sus<br>Impuestos con<br>UpValley Family Center<br>10:00am - 4:00pm | 16                                                                                      | 17                                                                                    |
| 18  | 19<br>Presidents' Day<br>Closure (All Day)                                             | 20<br>Cuentos y Manualidades<br>10:30am                                                      | 21                                                       | 22 Libros sobre el vino:<br>Lodi: La guía definitiva y<br>la historia de la mayor<br>región vinícola de<br>Estados Unidos<br>5:30-7:00pm     | 23  | 24                                                                                    |
| 25                                                                                    | 26  | 27<br>Cuentos y Manualidades<br>10:30am<br>Lotería - noche de<br>juegos en familia<br>5:30pm | 28                                                                                                                                          | 29<br>Ayuda Para Sus<br>Impuestos con<br>UpValley Family Center<br>10:00am - 4:00pm                                                          |    |                                                                                       |

## St Helena Public Library

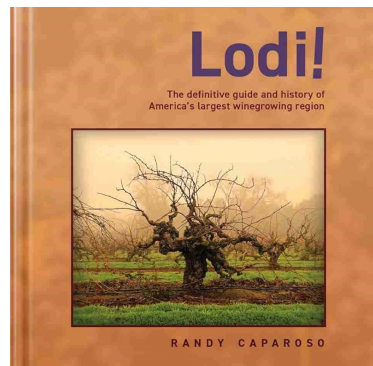
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## Demostración de cocina para el día de San Valentín

**miércoles 14 de febrero a las 4:30pm**

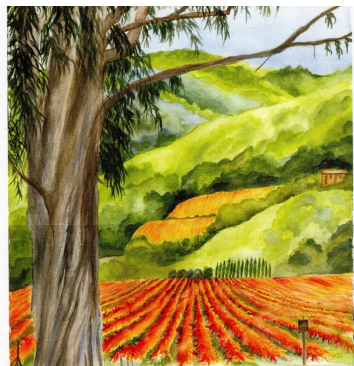
Experimenta el amor y la longevidad del estilo de vida Blue Zones con la demostración de cocina Plant Slant de Blue Zones Upper Valley con tema de San Valentín. Acompáñanos en un sabroso y breve viaje en el que te mostraremos recetas saludables para el corazón, basadas en plantas e inspiradas en el proyecto Blue Zones. Disfrute de una explosión de colores y sabores que no sólo celebran el amor, sino que también promueven el bienestar. Este evento será en inglés



## Libros sobre el vino: Lodi

**jueves 22 de febrero de 5:30pm a 7:00pm**

Conozca a Randy Caparoso, autor de LODI: The Definitive Guide and History of America's Largest Winegrowing Region. Con vinos de Lodi servidos por sus enólogas Melinda Kearney, de Lorenza Wines, y Tegan Passalacqua, de Turley Wine Cellars y Sandlands, y una firma de libros con el autor tras su charla. Este evento será en inglés.



## Recepción de la artista Edee Torossian

**jueves 15 de febrero de 4:30pm a 5:30pm**

Edee Torossian es una artista de la acuarela que vive en el valle de Napa desde hace más de 43 años. Estudió con Dave Huddleston durante 10 años, aprendiendo paisajes y marinas. Más tarde estudió con Pam Jones, que le enseñó pintura floral. Su tema es la tranquilidad en la naturaleza.



## Lotería - noche de juegos en familia

**martes 27 de febrero a las 5:30**

Juguemos a la Lotería! Juega unas rondas de Lotería y gana premios. La lotería es un juego tradicional mexicano que combina cartones y bingo. ¡Habrà bocadillos! Para todas las edades.



## Cerrado por el Día de los Presidentes

**lunes 19 de febrero**

La biblioteca estará cerrada todo el día por el Día de los Presidentes.



## Ayuda Para Sus Impuestos con UpValley Family Center

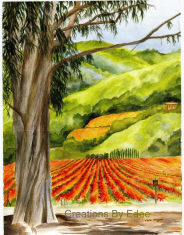
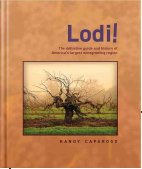
**febrero 15, febrero 22, febrero 29**

De las 10am-4pm.

Llame a UpValley Family Centers al 707-965-5010 para hacer su cita.

**Eventos Patrocinados por Friends & Foundation**

# FEBRUARY 2024

| Sunday                                                                                   | Monday                                                                                    | Tuesday                                                                              | Wednesday                                                                                    | Thursday                                                                                       | Friday                                                                                     | Saturday                                                                              |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|         |                                                                                           |                                                                                      |                                                                                              | 1                                                                                              | 2                                                                                          | 3                                                                                     |
| 4                                                                                        | 5                                                                                         | 6<br>Story Time & Crafts<br>10:30am                                                  | 7                                                                                            | 8                                                                                              | 9<br>   | 10                                                                                    |
| 11                                                                                       | 12                                                                                        | 13<br>Story Time & Crafts<br>10:30am                                                 | 14<br>Valentine's Day<br>Cooking Demonstration<br>4:30pm<br><br>Library Board Meeting<br>5pm | 15<br>UpValley Tax Help<br>10:00am-4:00pm<br>Edee Torossian<br>Artist Reception<br>4:30-5:30pm | 16                                                                                         | 17                                                                                    |
| 18<br> | 19<br><b>Presidents' Day<br/>Closure</b>                                                  | 20<br>Story Time & Crafts<br>10:30am                                                 | 21                                                                                           | 22<br>UpValley Tax Help<br>10:00am-4:00pm<br><br>Books on Wine: Lodi!<br>5:30-7:00pm           | 23<br> | 24                                                                                    |
| 25                                                                                       | 26<br> | 27<br>Story Time & Crafts<br>10:30am<br><br>Lotería - Family<br>Game Night<br>5:30pm | 28                                                                                           | 29<br><br>UpValley Tax Help<br>10:00am-4:00pm                                                  |                                                                                            |  |

## St Helena Public Library

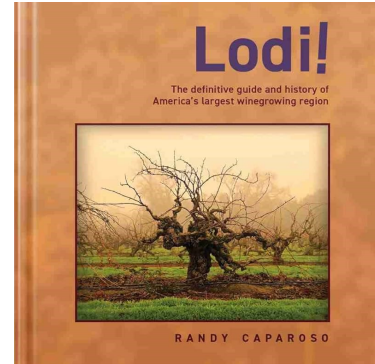
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<http://www.shpl.org>



## Valentine's Plant Slant Cooking Demonstration

**Wednesday, February 14th at 4:30pm**

Experience the love and longevity of the Blue Zones lifestyle with Blue Zones Upper Valley Valentine's-themed Plant Slant Cooking Demonstration! Join us for a short, flavorful journey as we showcase heart-healthy, plant-based recipes inspired by the Blue Zones project. Indulge in a burst of colors and flavors that not only celebrate love but also promote well-being.



## Books on Wine: Lodi!

**Thursday, February 22nd from  
5:30pm to 7:00pm**

Meet Randy Caparoso, author of LODI!: The Definitive Guide and History of America's Largest Winegrowing Region. With wines from Lodi poured by their winemakers Melinda Kearney of Lorenza Wines and Tegan Passalacqua of Turley Wine Cellars and Sandlands and a book signing with the author after his talk.



## Edee Torossian Artist Reception

**Thursday, February 15th from  
4:30pm to 5:30pm**

Edee Torossian is a watercolor artist living in the Napa Valley for over 43 years. She studied under Dave Huddleston over 10 years, learning landscapes and seascapes. Later she studied under Pam Jones who taught floral painting. Her theme is one of peacefulness in nature.



## Lotería - Family Game Night

**Tuesday, February 27th at 5:30pm**

Let's Play Lotería! Play a few rounds of Lotería and win prizes. Lotería is a traditional Mexican game combining cards and bingo. There will be snacks! For all ages.



**Presidents' Day Closure**  
**Monday, February 19th**

The library will be closed all day for Presidents' Day.

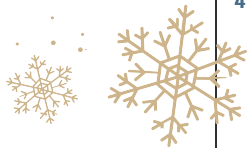


## Tax Help With UpValley Family Center

**Thursday, February 15th,  
22nd, and 29th from  
10am to 4:00pm**

Call UpValley Family Centers at  
07-965-5010 to schedule your  
appointment.

# ENERO 2024

| Sunday                                                                                           | Monday                                  | Tuesday                                                                                        | Wednesday                                                                                          | Thursday                                                                                           | Friday                                                                                            | Saturday                                                                                          |
|--------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>HAPPY New Year</b>                                                                            | <b>1</b><br>Cerrado para el Año Nuevo   | <b>2</b><br>Cuentos y Manualidades<br>10:30am                                                  | <b>3</b><br>     | <b>4</b><br>    | <b>5</b><br>   | <b>6</b>                                                                                          |
| <b>7</b>                                                                                         | <b>8</b>                                | <b>9</b><br>Cuentos y Manualidades<br>10:30am<br>Lectura de Dr. Jason Daniels<br>4:30 - 5:30pm | <b>10</b><br>    | <b>11</b><br>Recepción de Diane Kuykendall<br>4:30 - 5:30pm                                        | <b>12</b><br>  | <b>13</b><br>  |
| <b>14</b><br>   | <b>15</b><br>Cerrado para el día de MLK | <b>16</b><br>Cuentos y Manualidades<br>10:30am                                                 | <b>17</b><br>   | <b>18</b><br>De Young Legion de Honor Presenta<br>Dibujos Botticelli<br>12:00pm                    | <b>19</b><br>  | <b>20</b><br>  |
| <b>21</b><br> | <b>22</b>                               | <b>23</b><br>Cuentos y Manualidades<br>10:30am                                                 | <b>24</b>                                                                                          | <b>25</b><br> | <b>26</b><br> | <b>27</b><br> |
| <b>28</b><br> | <b>29</b>                               | <b>30</b><br>Cuentos y Manualidades<br>10:30am                                                 | <b>31</b><br> |                                                                                                    |                                                                                                   |                                                                                                   |

## St Helena Public Library

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### Lectura de Dr. Jason Daniels

jueves 9 de enero de las 4:30pm-5:30pm

Acompáñenos en una lectura con el Dr. Jason Daniels sobre su nuevo libro, Jonathan Dickinson's Journal or God's Protecting Providence: An Early American Castaway Narrative. Acompáñenos mientras Daniels nos habla de una narración fascinante y de la naturaleza de la censura y la publicación en la América primitiva. Este evento será en inglés.



### Cuentos y Manualidades

Todos los martes a las 10:30am

Acompáñenos en la sala de los niños para divertirse con un cuento y una actividad de manualidades. Para todos los niños.



### Recepción Artística de Diane Kuykendall

jueves 11 de enero de las 4:30pm - 5:30pm

"De joven estudié arte e historia del arte en la universidad. Esta formación me dio una base en diseño, dibujo y apreciación de muchos estilos. Siempre me encanta visitar grandes museos y galerías de arte para explorar el amplio mundo del arte. Mi marido y yo tomamos muchas fotografías que a veces utilizo como referencia para pintar, así como fotos de mis talentosos amigos. Me esfuerzo por ser una pintora muy espontánea y pinto en plein air siempre que es posible". -Diane Kuykendall



### Cerrado para el día de MLK

lunes 15 de enero

La biblioteca estará cerrada todo el día por el Día de Martin Luther King Jr.



### De Young Legion de Honor Presenta Dibujos Botticelli

jueves 18 de enero a las 12:00pm

Dibujos de Botticelli es la primera exposición dedicada a los dibujos del renombrado artista renacentista Sandro Botticelli (1445 - 1510). Organizada por los Museos de Bellas Artes de San Francisco, la exposición presenta obras raramente vistas y recientemente atribuidas a un artista cuyo nombre es sinónimo del Renacimiento italiano.



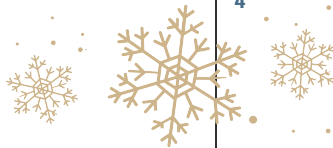
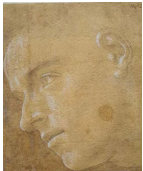
### Recursos de Emergencia

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

- Tienes la posibilidad de cargar aparatos electrónicos
- WiFi está disponible 24/7, puedes acceder desde la calle o el estacionamiento en cualquier momento.
- También ofrecemos Chromebooks y hotspots que se pueden sacar.

Eventos Patrocinados por Friends & Foundation

# JANUARY 2024

| Sunday                                                                                           | Monday                                    | Tuesday                                                                                  | Wednesday                                                                                        | Thursday                                                                                           | Friday                                                                                            | Saturday                                                                                          |
|--------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>HAPPY New Year</b>                                                                            | <b>1</b><br>Closed for New Year's Day     | <b>2</b><br>Story Time & Crafts<br>10:30am                                               | <b>3</b><br>   | <b>4</b><br>    | <b>5</b><br>   | <b>6</b>                                                                                          |
| <b>7</b>                                                                                         | <b>8</b>                                  | <b>9</b><br>Story Time & Crafts<br>10:30am<br>Dr. Jason Daniels Lecture<br>4:30 - 5:30pm | <b>10</b><br>  | <b>11</b><br>Artist Reception for<br>Diane Kuykendall<br>4:30 - 5:30pm                             | <b>12</b>                                                                                         | <b>13</b><br>  |
| <b>14</b><br>   | <b>15</b><br>MLK Day Closure<br>(All Day) | <b>16</b><br>Story Time & Crafts<br>10:30am                                              | <b>17</b><br> | <b>18</b><br>De Young Legion<br>of Honor Presents<br>Botticelli Drawings<br>12:00 - 1:30pm         | <b>19</b><br>  | <b>20</b><br>  |
| <b>21</b>                                                                                        | <b>22</b>                                 | <b>23</b><br>Story Time & Crafts<br>10:30am                                              | <b>24</b>                                                                                        | <b>25</b><br> | <b>26</b><br> | <b>27</b><br> |
| <b>28</b><br> | <b>29</b>                                 | <b>30</b>                                                                                | <b>31</b>                                                                                        |                                                                                                    |                                                                                                   |                                                                                                   |

## St Helena Public Library

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<http://www.shpl.org>



### Dr. Jason Daniels Lecture

**Tuesday, January 9 from  
4:30pm to 5:30pm**

Join us for a lecture with Dr. Jason Daniels as he explores his new book, Jonathan Dickinson's Journal or God's Protecting Providence: An Early American Castaway Narrative. Join us as Daniels discusses a fascinating narrative and the nature of early-American censorship and publishing.



### 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.



### Artist Reception for Diane Kuykendall

**Thursday, January 11 from  
4:30pm to 5:30pm**

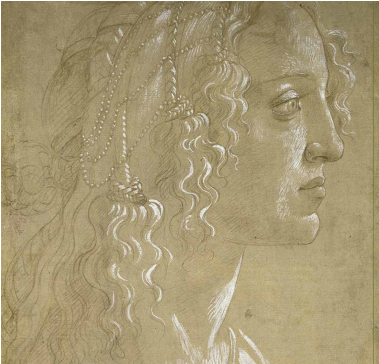
"As a young woman, I studied art and art history in college. This background gave me a foundation in design, drawing and appreciation of many styles. I am always thrilled to visit great art museums and galleries to explore the wide world of art. My husband and I take a lot of photographs which I often use as reference for painting, as well as using photos from my talented friends. I do strive to be a very spontaneous painter and paint en plein air whenever it's possible." -Diane Kuykendall



### MLK Day Closure

**Monday, January 15**

The library will be closed all day for Martin Luther King Jr. Day.



### De Young Legion of Honor Presents Botticelli Drawings

**Thursday, January 18 from  
12:00pm to 1:30pm**

Botticelli Drawings is the first exhibition ever dedicated to the drawings of the renowned Renaissance artist Sandro Botticelli (1445 – 1510). Organized by the Fine Arts Museums of San Francisco, the exhibition features rarely seen and newly attributed works of an artist whose name is synonymous with the Italian Renaissance.



### 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.

**Events Sponsored by the Friends and Foundation**

# General Ledger Monthly Operating Expense Rpt



User: SKillingsworth  
Printed: 2/1/2024 9:28:08 AM  
Period 01 - 13  
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             | 260,120.32        | 169,204.68        | 39.41                 |
| 101-46-00-20-20 | TempPart Time                             | 69,892.00           | 0.00             | 32,217.16         | 37,674.84         | 53.90                 |
| 101-46-00-20-30 | Overtime                                  | 0.00                | 0.00             | 51.45             | -51.45            | 0.00                  |
| 101-46-00-20-37 | Holiday Pay                               | 2,542.00            | 0.00             | 852.12            | 1,689.88          | 66.48                 |
| 101-46-00-20-40 | FICAMedicare                              | 36,563.00           | 0.00             | 21,813.53         | 14,749.47         | 40.34                 |
| 101-46-00-20-45 | Employer PERS                             | 42,968.00           | 0.00             | 20,314.95         | 22,653.05         | 52.72                 |
| 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             | 52,648.44         | 50,109.56         | 48.76                 |
| 101-46-00-20-61 | Workers Comp                              | 33,211.00           | 0.00             | 36,706.66         | -3,495.66         | -10.53                |
| 101-46-00-20-65 | SDI                                       | 4,112.00            | 0.00             | 1,976.15          | 2,135.85          | 51.94                 |
| 101-46-00-20-75 | Deferred Comp                             | 6,801.00            | 0.00             | 1,986.52          | 4,814.48          | 70.79                 |
| 101-46-00-20-85 | Auto Allowance                            | 2,400.00            | 0.00             | 1,357.00          | 1,043.00          | 43.46                 |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>            | <b>773,363.00</b>   | <b>0.00</b>      | <b>471,983.30</b> | <b>301,379.70</b> | <b>38.97</b>          |
| 101-46-00-21-10 | Communications                            | 11,500.00           | 0.00             | 2,203.17          | 9,296.83          | 80.84                 |
| 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             | 9,529.82          | 70,470.18         | 88.09                 |
| 101-46-00-21-27 | Equipment Lease Exp                       | 10,000.00           | 0.00             | 2,848.40          | 7,151.60          | 71.52                 |
| 101-46-00-21-45 | Other Contract Services                   | 93,600.00           | 23,524.38        | 47,084.53         | 22,991.09         | 24.56                 |
| 101-46-00-21-55 | Training & Conference                     | 4,000.00            | 0.00             | -376.20           | 4,376.20          | 109.41                |
| <b>21</b>       | <b>Services</b>                           | <b>199,600.00</b>   | <b>23,524.38</b> | <b>61,289.72</b>  | <b>114,785.90</b> | <b>57.51</b>          |
| 101-46-00-22-07 | Copies                                    | 3,000.00            | 0.00             | 1,402.28          | 1,597.72          | 53.26                 |
| 101-46-00-22-12 | Computer Equipment                        | 4,400.00            | 0.00             | 3,453.55          | 946.45            | 21.51                 |
| 101-46-00-22-13 | Office Supplies                           | 1,500.00            | 0.00             | 690.35            | 809.65            | 53.98                 |
| 101-46-00-22-15 | Special Department Supplies               | 6,000.00            | 0.00             | 4,228.36          | 1,771.64          | 29.53                 |
| <b>22</b>       | <b>Supplies</b>                           | <b>14,900.00</b>    | <b>0.00</b>      | <b>9,774.54</b>   | <b>5,125.46</b>   | <b>34.40</b>          |
| 101-46-00-23-35 | Software Maintenance                      | 3,200.00            | 0.00             | 825.00            | 2,375.00          | 74.22                 |
| <b>23</b>       | <b>Maintenance</b>                        | <b>3,200.00</b>     | <b>0.00</b>      | <b>825.00</b>     | <b>2,375.00</b>   | <b>74.22</b>          |
| 101-46-00-24-25 | Taxes & Other Charges                     | 12,300.00           | 0.00             | 0.00              | 12,300.00         | 100.00                |
| <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>23,524.38</b> | <b>543,872.56</b> | <b>435,966.06</b> | <b>43.45</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             | 30,078.80        | 28,650.20        | 48.78                 |
| 380-46-00-20-30 | Overtime                              | 0.00              | 0.00             | 17.82            | -17.82           | 0.00                  |
| 380-46-00-20-37 | Holiday Pay                           | 2,941.00          | 0.00             | 1,691.57         | 1,249.43         | 42.48                 |
| 380-46-00-20-40 | FICAMedicare                          | <u>4,718.00</u>   | <u>0.00</u>      | <u>2,499.63</u>  | <u>2,218.37</u>  | <u>47.02</u>          |
| <b>20</b>       | <b>Salaries &amp; Benefits</b>        | <b>66,388.00</b>  | <b>0.00</b>      | <b>34,287.82</b> | <b>32,100.18</b> | <b>48.35</b>          |
| 380-46-00-21-10 | Communications                        | <u>2,400.00</u>   | <u>0.00</u>      | <u>1,000.25</u>  | <u>1,399.75</u>  | <u>58.32</u>          |
| <b>21</b>       | <b>Services</b>                       | <b>2,400.00</b>   | <b>0.00</b>      | <b>1,000.25</b>  | <b>1,399.75</b>  | <b>58.32</b>          |
| 380-46-00-22-16 | Library Materials                     | 60,000.00         | 27,741.06        | 31,760.74        | 498.20           | 0.83                  |
| 380-46-00-22-40 | Programming                           | <u>15,000.00</u>  | <u>0.00</u>      | <u>3,439.80</u>  | <u>11,560.20</u> | <u>77.07</u>          |
| <b>22</b>       | <b>Supplies</b>                       | <b>75,000.00</b>  | <b>27,741.06</b> | <b>35,200.54</b> | <b>12,058.40</b> | <b>16.08</b>          |
| <b>00</b>       | <b>Administration</b>                 | <b>143,788.00</b> | <b>27,741.06</b> | <b>70,488.61</b> | <b>45,558.33</b> | <b>31.68</b>          |
| <b>382</b>      | <b>Martin Estate Trust Library</b>    |                   |                  |                  |                  |                       |
| <b>46</b>       | <b>Library</b>                        |                   |                  |                  |                  |                       |
| 382-46-00-23-35 | Software Maintenance                  | <u>900.00</u>     | <u>0.00</u>      | <u>800.00</u>    | <u>100.00</u>    | <u>11.11</u>          |
| <b>23</b>       | <b>Maintenance</b>                    | <b>900.00</b>     | <b>0.00</b>      | <b>800.00</b>    | <b>100.00</b>    | <b>11.11</b>          |
| <b>00</b>       | <b>Administration</b>                 | <b>900.00</b>     | <b>0.00</b>      | <b>800.00</b>    | <b>100.00</b>    | <b>11.11</b>          |
| <b>384</b>      | <b>Tweed Trust Library</b>            |                   |                  |                  |                  |                       |
| <b>46</b>       | <b>Library</b>                        |                   |                  |                  |                  |                       |
| 384-46-00-22-16 | Library Materials                     | <u>50,000.00</u>  | <u>0.00</u>      | <u>15,091.58</u> | <u>34,908.42</u> | <u>69.82</u>          |
| <b>22</b>       | <b>Supplies</b>                       | <b>50,000.00</b>  | <b>0.00</b>      | <b>15,091.58</b> | <b>34,908.42</b> | <b>69.82</b>          |
| 384-46-00-23-35 | Software Maintenance                  | <u>0.00</u>       | <u>0.00</u>      | <u>47.84</u>     | <u>-47.84</u>    | <u>0.00</u>           |
| <b>23</b>       | <b>Maintenance</b>                    | <b>0.00</b>       | <b>0.00</b>      | <b>47.84</b>     | <b>-47.84</b>    | <b>0.00</b>           |
| <b>00</b>       | <b>Administration</b>                 | <b>50,000.00</b>  | <b>0.00</b>      | <b>15,139.42</b> | <b>34,860.58</b> | <b>69.72</b>          |

| Acct Number | Description | Budget       | Encumbered | YTD Spent  | Available Budget | % of Budget Available |
|-------------|-------------|--------------|------------|------------|------------------|-----------------------|
| <hr/>       |             |              |            |            |                  |                       |
| Grand Total |             | 1,200,701.00 | 51,265.44  | 630,300.59 | 519,134.97       | 0.4324                |