



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
St. Helena Library - 1492 Library Lane
Wednesday, January 11, 2017 @ 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 three minutes.

Page

1. CALL TO ORDER
2. ROLL CALL
Chairperson: Skip Lane
Vice Chair: Lin Weber
Trustees: Emily Armstead, Bob Dye, David Phinney, Susan Swan, and Terry Wood
City Councilmember Liaison: Alan Galbraith
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 five 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.**
 - 4.1. Review of Library Newsletter for January - Chris Kreiden, Library Director
[Library Newsletter 2017Jan.](#)
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 October 12, 2016
[SHPL Board Minutes Regular Meeting October 12, 2016](#)

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6. SCHEDULED MATTERS:
- 6.1. Oath of Office administered to new Library Board of Trustee Emily Armstead - Cindy Black, City Clerk
 - 6.2. Brown Act Training - Cindy Black
 - 6.3. Review of Library Monthly Operating Expense Report for December - Chris Kreiden 11 - 17
[Library Monthly Expense 2016Dec](#)
 - 6.4. Review of Library Statistics for October - Chris Kreiden 19 - 20
[Library Statistics for 2016 October](#)
 - 6.5. Review of Library Statistics for November - Chris Kreiden 21 - 22
[Library Statistics for 2016 November](#)
 - 6.6. Review of Library Statistics for December - Chris Kreiden 23 - 24
[Library Statistics for 2016 December](#)
 - 6.7. Connecting the St. Helena Public Library to the California Research and Education Network (CalREN) for 1G Broadband - Chris Kreiden 25 - 31
[CalREN Broadband Report](#)

7. ADJOURNMENT

The next regular meeting is scheduled for February 8, 2017 at 5 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 January 6, 2017.

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.

January 2017 Newsletter

St. Helena Public Library

Programs made possible by
Friends & Foundation, St. Helena Public Library

Thursday, January 5th, 7:00 pm

ARTIST RECEPTION Time on Your Hands ARTWORK BY BARBARA CIAPPONI

These collage pieces featuring watches and clocks came about when Barbara Ciapponi felt she had too much time on her hands after retiring from some 35 years in the winery business in Sonoma and Napa Valley. She rekindled her love of drawing, painting, and creating. She has designed and sold one of a kind jewelry and started a business painting portraits of dogs called "Hot Dogs". She lives in the Napa Valley where she is still not sure what she wants to do when she grows up. Refreshments will be served.



Thursday, January 19th, 7:00 pm

SPECIAL THURSDAY EVENING LECTURE The Norman Conquest of England in 1066 BY JAY GREENE



In early times, Britain's inhabitants suffered many foreign occupations from Celts, Romans, and Vikings. The Norman Conquest, over 950 years ago, was the most consequential invasion of all. Historian Greene will capture this tumultuous period, which affected the island's history and language for centuries to come.

Thursday, January 26th, 7:00 pm

Gravenstein Mandolin Ensemble

Join us for our first concert of 2017! The Gravenstein Mandolin Ensemble (GME) is a unique North Bay musical ensemble featuring the entire mandolin family: mandolins, mandolas, and mandocellos, with the addition of accompanying guitar, bass and/or percussion. The group formed in 2006 in Sebastopol, a town made famous by the Gravenstein apple orchards in the surrounding hills. The GME's eclectic repertoire includes music from George Frederic Handel and Joseph Haydn to Scott Joplin and Duke Ellington; it also includes Brazilian choros, Argentine tangos, Italian waltzes and polkas, Klezmer and Rumanian tunes, and many more musical surprises. Refreshments will be served!



Thursday, January 12th, 7:00 pm

AUTHOR READING Not Quite Kosher by Bob Winters FOLLOWED BY AN OPEN MIC



Not quite a memoir, but a unique blend of nonfictional prose, poetry, and even fiction that parallels reality—join Bob Winters on his journey through a life well-traveled at a reading of his recent book *Not Quite Kosher: My Memoir*. The book will be available for purchase and signing; refreshments will be served. Following the reading by Winters, we will open the floor for open mic featuring poetry, prose, or music!

Bob Winters grew up in suburban N.Y.C. The Vietnam Navy veteran earned a BA from Sonoma State University and a Master's from CSU Stanislaus. Winters is a retired teacher who lives with his wife/muse in the Napa Valley. He has been busy publishing fifteen books in ten years. Despite having Parkinson's disease, he writes almost every day.



Youth Programs



Kids' Matinees:
Wednesdays, 3:00 pm



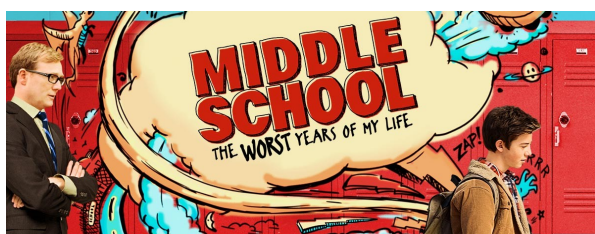
Kids' Matinees are appropriate for all ages and are shown in the Meeting Room! Enjoy these new releases!



January 4th: **Storks**
2016; rated PG; 87 minutes.



January 11th: **The Great Gilly Hopkins**
2016; rated PG; 99 minutes.



January 18th: **Middle School**
2016; rated PG; 92 minutes.



January 25th: **Surf's Up 2: WaveMania**
2017; rated PG; 84 minutes.



**CALLING
ALL
ARTISTS!**

We are accepting artwork from artists of all ages for our February Anniversary exhibit. For more info please see Page 4.

ONGOING PROGRAMS

Tuesdays & Wednesdays, 10:30 am:
STORYTIME

Children of all ages are invited to a weekly treat: listening to story books read aloud. The magic of books is instilled here!



Thursdays, Starting January 19th, 6:00 pm:
SPANISH STORYTIME
(Cuentos para Peques)

Children are invited to come to the library on Thursday evenings to listen to stories in Spanish and do fun crafts. All ages are welcome. This will be an excellent opportunity for children to be exposed to Spanish while listening to wonderful stories and having lots of fun!

Fourth Tuesday, January 24th, 4:00 pm:
Let's LEGO!

Have fun building your own LEGO creation, which will be exhibited in the Children's Room until the next Let's LEGO meeting.
Recommended for ages 5 to 14.

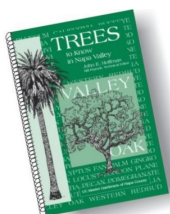


JANUARY 2017 LIBRARY CALENDAR						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
25 Merry Christmas LIBRARY CLOSED	26	27 10:30am Storytime 4:00pm: Let's LEGO! 	28 10:30am Storytime 3:00pm Kids MOVIE: <i>The Wild Life</i>	29	30	31 LIBRARY OPEN! 2:00pm to 6:00pm
1  LIBRARY CLOSED	2	3 10:30am Storytime	4 10:30am Storytime 3:00pm Kids MOVIE: <i>Storks</i>	5 3:00pm Gingerbread House Demo Day! 7:00pm ARTIST RECEPTION: <i>Time on Your Hands</i> , Artwork by Barbara Ciapponi 	6	7
8	9	10 10:30am Storytime	11 10:30am Storytime 3:00pm Kids MOVIE: <i>The Great Gilly Hopkins</i>	12 7:00pm AUTHOR READING: <i>Not Quite Kosher</i> by Bob Winters, followed by open mic 	13	14
15	16 Martin Luther King Jr. Day LIBRARY CLOSED	17 10:30am Storytime 5:00pm Know Your Napa Trees, by Bill Pramuk, presented by the Master Gardeners of Napa County 	18 10:30am Storytime 3:00pm Kids MOVIE: <i>Middle School</i>	19 6:00pm Spanish Storytime ¡Bienvenidos! 7:00pm TALK/SLIDESHOW BY JAY GREENE: <i>The Norman Conquest of England in 1066</i> 	20	21
22	23	24 10:30am Storytime 4:00pm: Let's LEGO! 	25 10:30am Storytime 3:00pm Kids MOVIE: <i>Surf's Up 2: WaveMania</i>	26 6:00pm Spanish Storytime 7:00pm CONCERT: <i>Gravenstein Mandolin Ensemble</i> 	27	28
29  BOOKMARK NAPA VALLEY BENEFITING SAINT HELENA PUBLIC LIBRARY	30	31 Last day to submit art for the Library's February Anniversary Exhibit 	1 10:30am Storytime 3:00pm Kids MOVIE: <i>A Millionaire Dog</i>	2 6:00pm Spanish Storytime	3	4
JANUARY'S ART EXHIBIT <i>Time on Your Hands</i> Artwork by Barbara Ciapponi LEGEND: Red=Youth, Blue=Adults Purple=All Ages, Green=Spanish			LIBRARY HOURS Monday: 10:00am-6:00pm Tuesday & Wednesday: 10:00am-7:00pm Thursday: 10:00am-9:00pm Friday & Saturday: 2:00-6:00 pm Sunday: CLOSED		ST. HELENA PUBLIC LIBRARY 1492 Library Lane, 94574 707-963-5244 www.shpl.org	

Other Programs

Thursday, January 5th, 3:00 pm:
Gingerbread House Demo Day!

Join us in front of the library to help demolish our large gingerbread house, generously donated by Teresa Raffo, her family and friends. We will share pieces with anyone who would like to try some!



PRESENTED BY THE MASTER GARDENERS OF NAPA COUNTY
Tuesday, January 17th, 5:00 pm:
Trees to Know in Napa Valley

Bill Pramuk, Registered Consulting Arborist, will discuss trees that do well in Napa Valley, pros and cons of each tree, as well as issues of tree pest and disease diagnosis. Bill has over 30 years' experience in nurseries, landscaping, landscape pest management, and as a professional arborist serving clients in Napa Valley. He writes regular columns for the *Napa Valley Register*. Bill was technical consultant for the recently revised and updated book *Trees to Know in Napa Valley* by John Hoffman. Copies of the book will be available for purchase. Refreshments will be provided by the St. Helena Beautification Foundation.

FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY
Sunday, January 29th, 4:30 pm:
Bookmark Napa Valley

The second annual Bookmark Napa Valley will be held in the historic Carriage House at Charles Krug Winery. See the insert in this month's newsletter for more details! For information or to purchase tickets, visit <http://www.supportSHlibrary.org/events> or call 707.307.3706.



CALLING ALL ARTISTS—SUBMISSIONS NEEDED FOR FEBRUARY 2017
Inspiring for 125 Years: SHPL's Anniversary Exhibit



Painting by
Marvin Humphrey

For 125 years the City of St. Helena has had a free public library, serving countless citizens along the way. To start 2017 we are asking the community to help us celebrate the past 125 years by submitting art inspired by the library throughout January. Artwork including photographs, paintings, drawings, collage, and poetry may be submitted. During the month of February your art will be on display, and a reception celebrating our library and the artists will take place on **Thursday, February 9th, at 7:00 pm.**

We are accepting artwork from artists of all ages! Ideas for subject matter could be our building, Elsie the library cat, or your favorite book or story. Art may be submitted to the library from Tuesday, January 3rd through Tuesday, January 31st. For more information, please visit www.shpl.org.

Programas

Jueves @ 6:00 pm
CLUB DE CONVERSACIÓN
EN INGLÉS



Practique inglés con nuestros facilitadores todos los jueves a las 6:00pm. Esto no es una clase de inglés. Para aprender más sobre clases de inglés llame al UpValley Family Center al 707.963.1919 y al Napa Valley College Upper Valley Campus al 707.967.2900.

Para Niños

Comienza el jueves
19 de enero
a las 6:00 pm:

CUENTOS PARA PEQUES
CUENTOS EN ESPAÑOL

Todos los niños están invitados a venir a la biblioteca los jueves en la tarde a escuchar cuentos en español y hacer manualidades.



¡ARMEMOS LEGOS!

Cuarto martes del mes
24 de enero, 4:00 pm

¿Te encantan los Legos?
Ven con toda tu familia a construir cosas maravillosas.



Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, October 12, 2016
Community Meeting Room

1. **ROLL CALL** - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 pm. Present were: Trustees Emily Armstead, Bob Dye, Dave Phinney, Susan Swan, Lin Weber, and Terry Wood; Library Director Chris Kreiden; Friends & Foundation Executive Director María Stel; and St. Helena Mayor Alan Galbraith.

PUBLIC FORUM - María Stel. María reminded the board of the Friends & Foundations Celebration that will take place on Friday, October 21st @ 6:30 pm at the library, to which Foundation donors, library trustees, City Council members, and Mayor Galbraith have been invited. María also reported that a fourth author has been signed up for the *Napa Valley Bookmarks* event in January. The Foundation is seeking more sponsors to help underwrite the event. Tickets have started selling in response to the mailing recently sent out advertising the evening. María will be attending the CLA conference, where, because of her role as a California Public Library Advocates board member she has been invited to do a presentation on the Napa Valley Bookmarks fundraiser. Another Friends & Foundation library fundraiser, *Sip and Savor*, will take place at Nov. 16th at Velo Veno. Velo Veno will donate a portion of the proceeds from the event to the F&F.

Board President Skip Lane informed the group that three developers responded to the City's RFP for the Adams Street Property. One of the three will be presenting its proposal on October 19th at 1 pm at Vintage Hall. Skip informed trustees that the St. Helena Historical Society will be attending the meetings, and invited Trustees to attend as well. The City is holding a public meeting with all three developer respondees in attendance on Saturday, October 22nd at the firehouse.

3. **PRESENTATION** - Skip welcomed Emily Armstead to the board. City Clerk Cindy Black will swear Emily Armstead in as Library Trustee at another time, as Ms. Black was unable to attend today's meeting.
4. **BROWN ACT TRAINING** - Cindy Black will conduct a Brown Act Training for trustees at November's board meeting.

CONSENT ITEMS:

5. APPROVAL OF MINUTES

- (a) Minutes of September 14, 2016 were approved.

NEW BUSINESS:

6. **Reaffirm City Manager and Finance Director as Authorized Account Signatures for Martin Ryan Investment Accounts (Tracey Perkosky, Grants & Finance Manager)** - Library Trustees had all read City Grants & Finance Manager Tracey Perkosky's October 6, 2016 Memorandum, in which she recommended to the City Council that the City Manager and City Finance Director be reaffirmed as authorized signatories on the Martin and Ryan Trusts, which benefits the library. In response to several questions from Trustees, Tracey explained the reasons that the City Manager and the City Finance Director need to be signatories on these accounts. The banks where the funds are held apparently need to update the signatures they have on record, because those signatories no longer work for the City. At present, neither Tracey nor City Manager Jennifer Phillips are allowed to see everything about these accounts to make sure everything is in order, and they are not authorized to make changes in investment of the funds. Tracey explained that this request is more procedural, because the City has an investment policy in place and has the authority to decide how these funds are invested. Tracey is bringing the request to the Trustees for discussion before she presents the resolution to City Council in an effort to be more transparent than past City administrations have been. After several questions and answers and further discussion, Trustees requested that Tracey include in the Resolution language requesting the approval, guidance and/or notification to the library board prior to any activity around or reinvestment of the Martin and/or Ryan Trust Funds. Tracey assured the Board that the Resolution will not change the purpose of the trusts, whose funds may only be used for the library in accordance with the designation in the trusts. She also reminded Trustees that the trusts are included in the annual report that Trustees review during budget periods. Tracey will ask the City Attorney if the language requested by Trustees requiring library board input about the City-Approved Investment Policy is possible.
6. **Library Monthly Operating Expense Report for September (Chris Kreiden)** - Chris reported that she contacted the company that digitized the *STAR* for statistics on digital *STAR* use. While the usage numbers are tricky to obtain and to decipher, they showed the number of "hits" in one day. There were 200 hits in one day and about 10,000+ hits since digitization was completed. Terry asked if the library is offering help for people on computer use, and Chris said the library offers patrons 1:1 technology help, which they may schedule at the front desk.
7. **Library Statistics for September (Chris Kreiden)** - Chris will check on why English Conversation was cancelled in September.
8. **Library Events in October (Chris Kreiden)** - Trustees reviewed the October events, and Chris reported that staff is working on a Harry Potter Wizard School event for November 17th, and a celebration for Robert Louis Stevenson's RLS Birthday, during the first week of November.
9. **St. Helena Public Library's Completed Annual Public Library Survey for 2015/2016 (Chris Kreiden)** - Trustees spent a significant amount of time discussing various lines of the annual report that Chris prepared for the State. Chris had indicated the previous year's figures as well, so Trustees were able to

compare current statistics and last year's statistics. The State requires this report for libraries to be eligible for LSTA funds and grant opportunities. Lin informed Trustees that interested members of the public may go to the Institute of Museum and Library Services' website to see the data about public libraries.

10. REPORTS AND ANNOUNCEMENTS BY MEMBERS AND STAFF - There were no additional reports or announcements.

11. ADJOURNMENT. The meeting was adjourned at 5:50 pm.

The next regular meeting of the Library Board of Trustees is scheduled for November 9, 2016 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
recording secretary

General Ledger Monthly Operating Expense Rpt



User: jenniferw
Printed: 01/06/17 07:28:28
Period 01 - 07
Fiscal Year 2017

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	408,630.00	0.00	192,533.62	216,096.38	52.88
101-46-00-20-20	TempPart Time	0.00	0.00	0.00	0.00	0.00
101-46-00-20-30	Overtime	0.00	0.00	0.00	0.00	0.00
101-46-00-20-37	Holiday Pay	0.00	0.00	0.00	0.00	0.00
101-46-00-20-40	FICAMedicare	31,673.00	0.00	14,883.80	16,789.20	53.01
101-46-00-20-45	Employer PERS	72,421.00	0.00	58,663.92	13,757.08	19.00
101-46-00-20-50	Employee PERS	0.00	0.00	0.00	0.00	0.00
101-46-00-20-55	Health Insurance	129,037.00	0.00	57,015.32	72,021.68	55.81
101-46-00-20-61	Workers Comp	30,173.00	0.00	7,554.82	22,618.18	74.96
101-46-00-20-65	SDI	3,636.00	0.00	1,750.95	1,885.05	51.84
101-46-00-20-71	Unemployment	6,600.00	0.00	0.00	6,600.00	100.00
101-46-00-20-75	Deferred Comp	8,424.00	0.00	2,192.37	6,231.63	73.97
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,157.14	1,242.86	51.79
101-46-00-20-89	Chartity Event	750.00	0.00	150.00	600.00	80.00
	Reimbursement					
101-46-00-20-96	Education	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
	Reimbursement					
20	Salaries & Benefits	694,244.00	0.00	335,901.94	358,342.06	51.62
101-46-00-21-05	Advertising	0.00	0.00	0.00	0.00	0.00
101-46-00-21-10	Communications	6,000.00	0.00	2,170.24	3,829.76	63.83
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	39,000.00	0.00	17,958.25	21,041.75	53.95
101-46-00-21-27	Equipment Lease	8,015.00	0.00	3,700.89	4,314.11	53.83
	Exp					
101-46-00-21-30	Professional	0.00	0.00	0.00	0.00	0.00
	Contracts					
101-46-00-21-43	Penalties And Fines	0.00	0.00	0.00	0.00	0.00
101-46-00-21-45	Other Contract	69,868.00	37,646.17	22,489.10	9,732.73	13.93
	Services					
101-46-00-21-55	Training & Conference	<u>2,100.00</u>	<u>0.00</u>	<u>350.00</u>	<u>1,750.00</u>	<u>83.33</u>
21	Services	125,483.00	37,646.17	46,668.48	41,168.35	32.81
101-46-00-22-07	Copies	3,500.00	0.00	1,031.30	2,468.70	70.53
101-46-00-22-12	Computer	6,450.00	0.00	6,192.69	257.31	3.99
	Equipment					
101-46-00-22-13	Office Supplies	1,000.00	0.00	646.85	353.15	35.32
101-46-00-22-15	Special Department	1,000.00	0.00	359.55	640.45	64.05
	Supplies					
101-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	11,950.00	0.00	8,230.39	3,719.61	31.13
101-46-00-23-11	Maint Office Equip	0.00	0.00	0.00	0.00	0.00
101-46-00-23-35	Software	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Maintenance					
23	Maintenance	0.00	0.00	0.00	0.00	0.00

GL - Monthly Operating Expense Rpt (01/06/2017 - 7:28 AM)

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Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101-46-00-24-25	Taxes & Other Charges	<u>10,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,500.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	10,500.00	0.00	0.00	10,500.00	100.00
101-46-00-26-40	Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
26	Capital	0.00	0.00	0.00	0.00	0.00
00	Administration	842,177.00	37,646.17	390,800.81	413,730.02	49.13
218	Public Library Foundation					
46	Library					
218-46-00-21-05	Advertising	0.00	0.00	0.00	0.00	0.00
218-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00	0.00
218-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	0.00	0.00	0.00	0.00	0.00
218-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00	0.00
218-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00	0.00
219	CLSA State Library Grant					
46	Library					
219-46-00-21-05	Advertising	0.00	0.00	0.00	0.00	0.00
219-46-00-21-10	Communications	0.00	0.00	0.00	0.00	0.00
219-46-00-21-15	Postage	0.00	0.00	0.00	0.00	0.00
219-46-00-21-27	Equipment Lease Exp	0.00	0.00	0.00	0.00	0.00
219-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00	0.00
219-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00	0.00
219-46-00-21-52	Facility Rental	0.00	0.00	0.00	0.00	0.00
219-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00	0.00
219-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	0.00	0.00	0.00	0.00	0.00
219-46-00-22-07	Copies	0.00	0.00	-2.10	2.10	0.00
219-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00	0.00
219-46-00-22-13	Office Supplies	0.00	0.00	0.00	0.00	0.00
219-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00	0.00
219-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	-2.10	2.10	0.00
219-46-00-23-11	Maint Office Equip	0.00	0.00	0.00	0.00	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
219-46-00-23-30	Maint	0.00	0.00	0.00	0.00	0.00
219-46-00-23-35	BuildingsGrounds Software Maintenance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
23	Maintenance	0.00	0.00	0.00	0.00	0.00
219-46-00-24-25	Taxes & Other Charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00	0.00
219-46-00-26-30	Capital Equipment	0.00	0.00	0.00	0.00	0.00
219-46-00-26-40	Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
26	Capital	0.00	0.00	0.00	0.00	0.00
219-46-00-29-99	Transfer to other Funds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
29	Transfers	0.00	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	-2.10	2.10	0.00
220	Napa Valley Now Fund					
46	Library					
220-46-00-21-05	Advertising	0.00	0.00	0.00	0.00	0.00
220-46-00-21-10	Communications	0.00	0.00	0.00	0.00	0.00
220-46-00-21-15	Postage	0.00	0.00	0.00	0.00	0.00
220-46-00-21-27	Equipment Lease Exp	0.00	0.00	0.00	0.00	0.00
220-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00	0.00
220-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00	0.00
220-46-00-21-52	Facility Rental	0.00	0.00	0.00	0.00	0.00
220-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00	0.00
220-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	0.00	0.00	0.00	0.00	0.00
220-46-00-22-07	Copies	0.00	0.00	0.00	0.00	0.00
220-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00	0.00
220-46-00-22-13	Office Supplies	0.00	0.00	0.00	0.00	0.00
220-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00	0.00
220-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	0.00	0.00	0.00
220-46-00-23-11	Maint Office Equip	0.00	0.00	0.00	0.00	0.00
220-46-00-23-30	Maint	0.00	0.00	0.00	0.00	0.00
220-46-00-23-35	BuildingsGrounds Software Maintenance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
23	Maintenance	0.00	0.00	0.00	0.00	0.00
220-46-00-24-25	Taxes & Other	0.00	0.00	0.00	0.00	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
	Charges					
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00	0.00
220-46-00-26-30	Capital Equipment	0.00	0.00	0.00	0.00	0.00
220-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00
26	Capital	0.00	0.00	0.00	0.00	0.00
220-46-00-29-99	Transfer to other Funds	0.00	0.00	0.00	0.00	0.00
29	Transfers	0.00	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00	0.00
380	Friends and Foundation					
46	Library					
380-46-00-20-10	Salary-Regular	0.00	0.00	0.00	0.00	0.00
380-46-00-20-20	TempPart Time	76,241.00	0.00	38,944.29	37,296.71	48.92
380-46-00-20-30	Overtime	0.00	0.00	0.00	0.00	0.00
380-46-00-20-37	Holiday Pay	6,265.00	0.00	1,497.76	4,767.24	76.09
380-46-00-20-40	FICAMedicare	6,312.00	0.00	3,093.86	3,218.14	50.98
380-46-00-20-45	Employer PERS	0.00	0.00	0.00	0.00	0.00
380-46-00-20-55	Health Insurance	0.00	0.00	0.00	0.00	0.00
380-46-00-20-75	Deferred Comp	0.00	0.00	0.00	0.00	0.00
20	Salaries & Benefits	88,818.00	0.00	43,535.91	45,282.09	50.98
380-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00	0.00
380-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00	0.00
380-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00	0.00
380-46-00-21-55	Training & Conference	0.00	0.00	0.00	0.00	0.00
21	Services	0.00	0.00	0.00	0.00	0.00
380-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00	0.00
380-46-00-22-16	Library Materials	34,583.00	5,329.44	29,194.13	59.43	0.17
380-46-00-22-41	Youth Programs	4,000.00	0.00	1,377.24	2,622.76	65.57
380-46-00-22-42	Spanish Language Programs	4,000.00	0.00	1,464.40	2,535.60	63.39
380-46-00-22-43	Adult Programs	3,000.00	0.00	1,169.74	1,830.26	61.01
380-46-00-22-44	Elsie, the Library Cat	1,045.00	0.00	57.64	987.36	94.48
22	Supplies	46,628.00	5,329.44	33,263.15	8,035.41	17.23
380-46-00-24-08	Agreements	0.00	0.00	0.00	0.00	0.00
380-46-00-24-25	Taxes & Other Charges	0.00	0.00	0.00	0.00	0.00
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00	0.00
380-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00
26	Capital	0.00	0.00	0.00	0.00	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	Administration	135,446.00	5,329.44	76,799.06	53,317.50	39.36
381	Ryan Library Trust					
46	Library					
381-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00	0.00
381-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	0.00	0.00	0.00
381-46-00-23-35	Software Maintenance	<u>7,000.00</u>	<u>0.00</u>	<u>7,009.00</u>	<u>-9.00</u>	<u>-0.13</u>
23	Maintenance	7,000.00	0.00	7,009.00	-9.00	-0.13
00	Administration	7,000.00	0.00	7,009.00	-9.00	-0.13
382	Martin Estate Trust					
46	Library					
382-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00	0.00
382-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00	0.00
382-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	0.00	0.00	0.00	0.00	0.00
382-46-00-22-16	Library Materials	<u>1,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,400.00</u>	<u>100.00</u>
22	Supplies	1,400.00	0.00	0.00	1,400.00	100.00
00	Administration	1,400.00	0.00	0.00	1,400.00	100.00
383	Dr Wood Trust					
46	Library					
383-46-00-20-20	TempPart Time	0.00	0.00	0.00	0.00	0.00
383-46-00-20-37	Holiday Pay	0.00	0.00	0.00	0.00	0.00
383-46-00-20-40	FICAMedicare	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
20	Salaries & Benefits	0.00	0.00	0.00	0.00	0.00
383-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00	0.00
383-46-00-21-45	Other Contract Services	0.00	0.00	0.00	0.00	0.00
383-46-00-21-52	Facility Rental	0.00	0.00	0.00	0.00	0.00
383-46-00-21-53	Memberships & Publications	0.00	0.00	0.00	0.00	0.00
383-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	0.00	0.00	0.00	0.00	0.00
383-46-00-22-15	Special Department Supplies	0.00	0.00	0.00	0.00	0.00
383-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	0.00	0.00	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
383-46-00-24-25	Taxes & Other Charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00	0.00
383-46-00-26-40	Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
26	Capital	0.00	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00	0.00
384	Tweed Trust					
46	Library					
384-46-00-20-10	Salary-Regular	0.00	0.00	0.00	0.00	0.00
384-46-00-20-20	TempPart Time	0.00	0.00	0.00	0.00	0.00
384-46-00-20-30	Overtime	0.00	0.00	0.00	0.00	0.00
384-46-00-20-37	Holiday Pay	0.00	0.00	0.00	0.00	0.00
384-46-00-20-40	FICAMedicare	0.00	0.00	0.00	0.00	0.00
384-46-00-20-45	Employer PERS	0.00	0.00	0.00	0.00	0.00
384-46-00-20-50	Employee PERS	0.00	0.00	0.00	0.00	0.00
384-46-00-20-55	Health Insurance	0.00	0.00	0.00	0.00	0.00
384-46-00-20-61	Workers Comp	0.00	0.00	0.00	0.00	0.00
384-46-00-20-65	SDI	0.00	0.00	0.00	0.00	0.00
384-46-00-20-75	Deferred Comp	0.00	0.00	0.00	0.00	0.00
384-46-00-20-85	Auto Allowance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
20	Salaries & Benefits	0.00	0.00	0.00	0.00	0.00
384-46-00-21-15	Postage	0.00	0.00	0.00	0.00	0.00
384-46-00-21-30	Professional	0.00	0.00	0.00	0.00	0.00
384-46-00-21-45	Contracts	12,459.00	50.68	12,408.32	0.00	0.00
384-46-00-21-53	Other Contract Services	0.00	0.00	0.00	0.00	0.00
384-46-00-21-55	Memberships & Publications	0.00	0.00	0.00	0.00	0.00
384-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	12,459.00	50.68	12,408.32	0.00	0.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	376.30	4,623.70	92.47
384-46-00-22-16	Library Materials	<u>64,257.00</u>	<u>4,058.70</u>	<u>5,588.25</u>	<u>54,610.05</u>	<u>84.99</u>
22	Supplies	69,257.00	4,058.70	5,964.55	59,233.75	85.53
384-46-00-24-08	Agreements	0.00	0.00	0.00	0.00	0.00
384-46-00-24-25	Taxes & Other Charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
24	Taxes, Insurances & Contributi	0.00	0.00	0.00	0.00	0.00
384-46-00-26-40	Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
26	Capital	0.00	0.00	0.00	0.00	0.00
384-46-00-29-99	Transfer to other Funds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
29	Transfers	0.00	0.00	0.00	0.00	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	Administration	81,716.00	4,109.38	18,372.87	59,233.75	72.49
592	Equipment Replacement Fund					
46	Library					
592-46-00-22-12	Computer Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00	0.00
733	Capital Project Planning					
46	Library					
733-46-00-21-05	Advertising	0.00	0.00	0.00	0.00	0.00
733-46-00-21-30	Professional Contracts	0.00	0.00	0.00	0.00	0.00
733-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	0.00	0.00	0.00	0.00	0.00
733-46-00-22-12	Computer Equipment	0.00	0.00	0.00	0.00	0.00
733-46-00-22-13	Office Supplies	0.00	0.00	0.00	0.00	0.00
733-46-00-22-15	Special Department Supplies	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
22	Supplies	0.00	0.00	0.00	0.00	0.00
733-46-00-23-00	Capital Projects Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
23	Maintenance	0.00	0.00	0.00	0.00	0.00
733-46-00-26-30	Capital Equipment	0.00	0.00	0.00	0.00	0.00
733-46-00-26-40	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00
733-46-00-26-60	Capital Imp Buildings	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
26	Capital	0.00	0.00	0.00	0.00	0.00
00	Administration	0.00	0.00	0.00	0.00	0.00
Grand Total		1,067,739.00	47,084.99	492,979.64	527,674.37	0.4942

CIRCULATION	THIS YEAR	LAST YEAR
BOOKS		
Adult	4,158	4,552
Juvenile	5,741	6,108
YA	293	433
TOTAL	10,192	11,093
PERIODICALS		
Adult	150	240
Juvenile	6	0
TOTAL	156	240
AUDIOBOOKS		
Adult	1,046	1,121
Juvenile	86	207
YA	33	41
TOTAL	1,165	1,369
MUSIC		
Adult	486	530
Juvenile	203	73
TOTAL	689	603
DVDs		
Adult	4,844	4,873
Juvenile	1,341	1,235
TOTAL	6,185	6,108
E-MATERIALS		
Books	199	172
Audiobooks	102	73
Periodicals	50	116
TOTAL	351	361
TOTAL CIRCULATION	18,738	19,774
LIBRARY VISITS	9,459	9,948
SPANISH CIRCULATION	453	616

(*these numbers are included in the totals reported above)

ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
4158	150	4844	1046	486	10684
JUVENILE					
Book	Periodical	DVD	Audiobook	Music	TOTAL
5741	6	1341	86	203	7377
YOUNG ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
293			33		326

LIBRARY VOLUNTEER TOTAL HOURS:	All Ages	110
HOMEWORK HELP:		173
JOB HELP:		0

HOLDS PLACED	HOLDS FILLED
565	2,155

October 2016

CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday	Wednesday
	10/4/2016	16
	10/11/2016	39
	10/18/2016	35
	10/25/2016	18
Total:	108	61

Movies:

Elephant Kingdom	10/5/2016	6
Ice Girls	10/12/2016	8
Ice Age: Collision Course	10/19/2016	4
Shawn the Sheep: Little Sheep of Horrors	10/26/2016	6
Total:	24	

Bilingual Kids:	Spanish Storytime (PS)	Spanish-Class (SA)
	10/6/2016	10
	10/13/2016	4
	10/20/2016	11
	10/27/2016	6
Total:	31	28

Onsite Class Visits:	# of Visits	Attendance
Preschool (PS)	0	0
School Age (SA)	13	254
Total:	13	254

Misc Events:

Lego Club	10/25/2016	8
Total:	8	

Offsite Class Visits:	# of Visits	Attendance
Preschool (PS)	3	64
School Age (SA)	4	73
Total:	7	137

Special Events:

N/A		
Total:	0	

TOTAL CHILDRENS	# of Attendees	698
	# of Programs	43

Total Childrens ONSITE Programs:	# of Attendees	514
	# of Programs	34

Offsite Programs:

Farmers Market Bilingual	10/7/2016	15
RIFF Hunts Grove	10/22/2016	32
Total:	47	

Total Childrens OFFSITE Programs:	# of Attendees	184
	# of Visits	9

ADULT

Onsite Programs:

Cold War Lecture Series w/ Jay Greene	10/4/2016	32
Cold War Lecture Series w/ Jay Greene	10/18/2016	20
Cold War Films: Dr. Strangelove	10/3/2016	6
Cold War Films: Bridge of Spies	10/17/2016	6
Coffee & Culture: Mind of a Chef	10/4/2016	7
Coffee & Culture: Mind of a Chef	10/11/2016	6
Coffee & Culture: Mind of a Chef	10/18/2016	10
Coffee & Culture: Mind of a Chef	10/25/2016	11
Total:	98	

Spanish Adults:

English Conversation Club	10/6/2016	3
	10/13/2016	3
	10/20/2016	3
	10/27/2016	Vacation
Total:	9	

TOTAL ADULTS	# of Attendees	242
	# of Programs	20

Thursday Programs

Artist Reception: Ekphrastic Expression	10/6/2016	15
Trace Your Roots with NV Genealogical	10/13/2016	15
Pros & Cons of the Ballot Propositions	10/20/2016	35
Hot Frittatas	10/27/2016	70
Total:	135	

Total Adults ONSITE Programs:	# of Attendees	242
	# of Programs	20

Total Adults OFFSITE Programs:	# of Attendees	0
	# of Visits	0

Offsite Programs:

None		
Total:	0	

YOUNG ADULT

Onsite Programs:

Offsite Programs:

Total: 0 0

Total: 0

CIRCULATION	THIS YEAR	LAST YEAR
BOOKS		
Adult	4,073	3,958
Juvenile	5,761	6,046
YA	364	421
TOTAL	10,198	10,425
PERIODICALS		
Adult	115	185
Juvenile	3	0
TOTAL	118	185
AUDIOBOOKS		
Adult	944	1,039
Juvenile	232	207
YA	27	27
TOTAL	1,203	1,273
MUSIC		
Adult	397	609
Juvenile	83	91
TOTAL	480	700
DVDs		
Adult	4,536	4,424
Juvenile	1,300	1,607
TOTAL	5,836	6,031
E-MATERIALS		
Books	142	170
Audiobooks	123	141
Periodicals	66	48
TOTAL	331	359
TOTAL CIRCULATION	18,166	18,973
LIBRARY VISITS	8,656	8,340
SPANISH CIRCULATION	403	543

(*these numbers are included in the totals reported above)

ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
4073	115	4536	944	397	10065
JUVENILE					
Book	Periodical	DVD	Audiobook	Music	TOTAL
5761	3	1300	232	83	7379
YOUNG ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
364			27		391

LIBRARY VOLUNTEER TOTAL HOURS:	All Ages	108.5
HOMEWORK HELP:		179
JOB HELP:		21

HOLDS PLACED	HOLDS FILLED
544	2,238

November 2016

CHILDRENS

Onsite Programs:				
Storytime (PS):	Tuesday	Wednesday		
	11/1/2016	43	11/2/2016	6
	11/8/2016	33	11/9/2016	12
	11/15/2016	31	11/16/2016	12
	11/22/2016	37	11/23/2016	20
	11/29/2016	22	11/30/2016	14
	Total:	166	64	
Bilingual Kids:				
Spanish Storytime (PS)	Spanish-Class (SA)			
11/3/2016	10	11/1/2016	2	
11/10/2016	4	11/8/2016	0	
11/17/2016	0	11/15/2016	0	
11/24/2016	Holiday	11/22/2016	0	
		11/29/2016	0	
	Total:	14	2	
Misc Events:				
Lego Club	11/22/2016	15		
	Total:	15		
Special Events:				
Drop in Crafts: Dia De Los Muertos		11/2/2016	30	
Hogwarts at the Library, Wizard School		11/17/2016	60	
		Total:	90	
Offsite Programs:				
RIFF	N/A		Cancelled	
	Total:	0		

Movies:		
Muppet Treasure Island	11/2/2016	6
Treasure Planet	11/9/2016	4
Nine Lives	11/16/2016	4
Finding Dory	11/23/2016	27
Space Dogs: Adventure to the Moon	11/30/2016	8
Total:		49
Onsite Class Visits:		
# of Visits	Attendance	
Preschool (PS)	0	0
School Age (SA)	6	101
Total:	6	101
Offsite Class Visits:		
# of Visits	Attendance	
Preschool (PS)	14	189
School Age (SA)	16	268
Total:	30	457
TOTAL CHILDRENS		
# of Attendees	958	
# of Programs	63	
Total Childrens ONSITE Programs:		
# of Attendees	501	
# of Programs	33	
Total Childrens OFFSITE Programs:		
# of Attendees	457	
# of Visits	30	

ADULT

Onsite Programs:							
Power of Emotional Intelligence		11/1/2016	20	Spanish Adults:			
Coffee & Culture: Mind of a Chef		11/1/2016	9	English Conversation Club		11/3/2016	3
Coffee & Culture: Mind of a Chef		11/8/2016	4			11/10/2016	Vacation
Coffee & Culture: Mind of a Chef		11/15/2016	2			11/17/2016	2
Coffee & Culture: Mind of a Chef		11/22/2016	13			11/24/2016	Holiday
		Total:	48			Total:	5
Thursday Programs							
Reception: The Story of Robert Louis Stevens		11/3/2016	20	TOTAL ADULTS		# of Attendees	231
Family Film Night: Treasure Island		11/10/2016	8			# of Programs	18
Closed for Thanksgiving		11/24/2016	N/A	Total Adult ONSITE Programs:		# of Attendees	81
		Total:	28			# of Programs	17
Offsite Programs:							
RLS Museum Pirate Day Event			150	Total Adult OFFSITE Programs:		# of Attendees	150
		Total:	150			# of Visits	1

YOUNG ADULT

Onsite Programs:			Offsite Programs:		

CIRCULATION	THIS YEAR	LAST YEAR
BOOKS		
Adult	3,679	4,329
Juvenile	5,182	5,281
YA	299	347
TOTAL	9,160	9,957
PERIODICALS		
Adult	166	189
Juvenile	3	0
TOTAL	169	189
AUDIOBOOKS		
Adult	833	974
Juvenile	173	237
YA	18	33
TOTAL	1,024	1,244
MUSIC		
Adult	438	679
Juvenile	69	107
TOTAL	507	786
DVDs		
Adult	4,990	5,444
Juvenile	1,451	1,404
TOTAL	6,441	6,848
E-MATERIALS		
Books	171	194
Audiobooks	117	127
Periodicals	37	60
TOTAL	325	381
TOTAL CIRCULATION	17,626	19,405
LIBRARY VISITS	2,485***	9,247
SPANISH CIRCULATION	335	458

(*these numbers are included in the totals reported above)

ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
3679	166	4990	833	438	10106
JUVENILE					
Book	Periodical	DVD	Audiobook	Music	TOTAL
5182	3	1451	173	69	6878
YOUNG ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
299			18		317

LIBRARY VOLUNTEER TOTAL HOURS:	All Ages	72
HOMEWORK HELP:		589
JOB HELP:		0

HOLDS PLACED	HOLDS FILLED
491	2,219

December 2016

CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday	Wednesday
	12/6/2016	26
	12/13/2016	34
	12/20/2016	46
	12/27/2016	17
Total:	123	80

Movies:

Kubo and the Two Strings	12/7/2016	4
The Secret Life of Pets	12/14/2016	12
Elena of Avalor: Ready to Rule	12/21/2016	4
The Wild Life	12/28/2016	4
Total:	24	

Bilingual Kids:	Spanish Storytime (PS)	Spanish-Class (SA)
	12/8/2016	0
	12/16/2016	0
	12/22/2016	Holiday
	12/29/2016	Holiday
Total:	0	0

Onsite Class Visits:	# of Visits	Attendance
Preschool (PS)	0	0
School Age (SA)	4	61
Total:	4	61

Misc Events:

Lego Club	12/27/2016	17
Total:	17	

Offsite Class Visits:	# of Visits	Attendance
Preschool (PS)	7	92
School Age (SA)	11	173
Total:	18	265

Special Events:

Drop in Crafts: Holiday	12/20/2016	16
Drop in Crafts: Holiday	12/21/2016	20
Drop in Crafts: Holiday	12/22/2016	23
Dr. Seuss Holiday Storytime	12/15/2016	11
Total:	36	

TOTAL CHILDRENS	# of Attendees	681
	# of Programs	40

Total Childrens ONSITE Programs:	# of Attendees	341
	# of Programs	21

Total Childrens OFFSITE Programs:	# of Attendees	340
	# of Visits	19

Offsite Programs:

RIFF @ Boys and Girls Club	12/15/2016	75
Total:	75	

ADULT

Onsite Programs:

Gold for your Garden! SHHS Chem/Cul Stude	12/6/2016	22
Total:	22	

Thursday Programs

Author: Art & Soul of Jazz, Alicia Schooler-Hu	12/1/2016	28
Artist: CA Winter Art by Pam Jones	12/8/2016	15
Total:	43	

Spanish Adults:

English Conversation Club	12/8/2016	3
	12/16/2016	3
	12/22/2016	Holiday
	12/29/2016	Holiday
Total:	6	

Offsite Programs:

Total:	0	
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TOTAL ADULTS	# of Attendees	71
	# of Programs	7

Total Adult ONSITE Programs:	# of Attendees	71
	# of Programs	7

Total Adult OFFSITE Programs:	# of Attendees	0
	# of Visits	0

YOUNG ADULT

Onsite Programs:

Offsite Programs:

Total:	0	0
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Total:	0	0
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Report to the Library Board of Trustees
Regular Meeting of January 11, 2017

Subject: Connecting the St. Helena Public Library to the California Research and Education Network (CalREN) for 1G Broadband

Prepared By: Chris Kreiden, Library Director

BACKGROUND

Three organizations have joined together to bring high-speed broadband to all of California's public libraries by connecting them to the California Research & Education Network (CalREN), a high-capacity 3,800-mile fiber-optic-based network designed to meet the requirements of all the higher education institutions and K-12 schools in the State, along with many other public-serving California institutions:

- *The California State Library* (library.ca.gov) is being funded by the California State Legislature to set a direction for this project and to provide oversight.
- *The Califa Group* (www.califa.org), a non-profit library consortium, is managing this state-wide project on behalf of the California State Library and is negotiating discount rates for technology purchases. Califa, acting as the administrative arm of the California State Library, develops contracts with participating libraries for circuits and use of the CalREN network.
- *CENIC* (www.cenic.org), the Corporation for Education Network Initiatives in California, designs, implements, and operates CalREN.

CENIC, in partnership with Califa, has mapped out the following steps to more easily transition libraries to CalREN:

Enrollment Period steps include a Project Overview Webinar, submitting Letters of Agency, authorizing CENIC to seek bids for telecommunications services and to leverage federal E-rate discounts and California Teleconnect Fund discounts on the library's behalf. The Library Director and a representative from MarinIT, which serves as the City of St. Helena's IT department and knows the technology setup at the Library, participated in phone interviews that allowed project staff to collect necessary information on the Library's current technology infrastructure. MarinIT was a consultant for the libraries of Marin County when they connected to CalREN last year.

Currently the St. Helena Library is in the Contract Period. A quote (Attachment A) was presented, which includes connectivity speeds and costs. The City is reviewing the

service contract recently sent to us by Califa. Because the amount of the contract is under \$10,000, the only signature required is that of the City Manager.

The next step in the process is purchasing the necessary hardware. Library jurisdictions can order hardware they need for their sites through Califa, leveraging Califa's ability to obtain significant volume discounts on hardware, which includes a 65% discount on Cisco equipment. Califa is coordinating closely with Southern California Library Cooperative to ensure that applicable grant funds provided by the California State Library, which is sponsoring a grant program to help pay for the one-time costs of connecting, can be applied to these purchases. The State's grant program covers network equipment, including installation, configuration, and consultant costs associated with the equipment configuration. Ineligible costs include recurring costs related to connectivity and the replacement of existing customer stations used for public access. St. Helena is currently working on an application to receive some of these grant funds. The deadline to apply is January 31, 2017. The grant application guidelines expect the project to be completed by June 30, 2017.

During the Connection Period, CENIC prepares the specifications for the CalREN circuit and places an order with the service provider. The service provider conducts a site survey and completes any preparatory work necessary to ensure they can deliver service to the site. The library site ensures the room where the circuit will be delivered meets minimum requirements and all necessary local area network equipment is in place. CENIC orders the CENIC-managed network equipment for the library site and configures and ships the equipment to the library. It is then tested for stability and configured to accept traffic, after which the library begins actively using the circuit and CalREN.

DISCUSSION

By connecting to CalREN, the St. Helena Library will be joining with:

- More than 10,000 California K-12 public schools, districts, and County Offices of Education,
- 112 California Community Colleges,
- The 23-campus California State University system,
- The 10-campus University of California system,
- Three independent universities (Stanford, Caltech, and USC), and
- Over 100 California public libraries who have already connected, including Napa County, Marin County, Solano County, and Benicia.

When libraries are digitally enabled, they can achieve great things. With CalREN the St. Helena Library is effectively providing all of our patrons and staff with the most advanced 21st Century connectivity. This high-bandwidth, high-capacity Internet network will greatly enhance our connection to the digital world and provided better access for the enrichment and advancement of our users, including those looking for

employment and healthcare information, business opportunities, arts and cultural events, and more.

The St. Helena Library already provides access to the Internet, however its current capacity is far from adequate. A connection speed of 100 Mbps is no comparison to the 1G offered by CENIC. According to Comcast, our current level of service is ideal for eight to ten users or devices. The Library currently provides a total of eighteen computers for public use: three in Children's, six for teens, and nine for adults. This same network is also accessed by staff.

FISCAL IMPACT

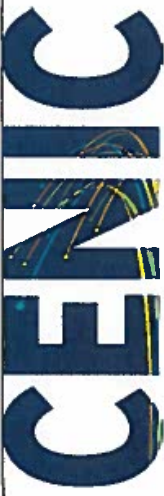
Currently the St. Helena Library's 100 Mbps Internet service costs about \$230 a month. With CENIC, after the E-rate and California Teleconnect Fund (CTF) discounts are applied, the cost for 1G service will be \$162.60 a month. Unfortunately, these discounts are applied in arrears due to the reimbursement mechanism used by the federal government. A library will pay the undiscounted full price for CENIC service from the start of service until reimbursement. The library will receive E-rate and CTF reimbursements for the whole previous year in one check sometime in the fiscal year following the fiscal year of service. For example, for service between July 1, 2017 and June 30, 2018, the library should expect to receive reimbursement sometime during the July 1, 2018 through June 30, 2019 fiscal year. The reimbursement can be received as a lump sum or can be banked with Califa and used to lower the monthly payment to the discounted amount. Until this occurs, St. Helena's monthly total will be \$813. After our first full year of service, St. Helena should expect to see a return of \$7804.80. Depending on when St. Helena switches to CalREN this fiscal year, the amount of monthly service may require the reallocating of some funds to cover the additional \$650 a month.

The expected total costs of connecting to CalREN are not anticipated to exceed \$4000. According to MarinIT, the St. Helena Library is ready to connect to CENIC's circuit now, however it was recommended that the Library's current firewall be replaced. This item is nearing the end of its lifecycle and with Califa's discount and the grant monies available now would be an ideal time to upgrade. The model recommended by MarinIT retails for about \$6000. MarinIT estimates that configuring the firewall should not take more than a day, the labor of which equals about \$1000. Because the State's grant is matching funds, the Library would need to provide for half the amount. The Library will be asking the City to contribute the needed \$2000 to implement this project.

ATTACHMENTS

Attachment A: CENIC/Califa Quote Summary

Attachment A

 			
Library Year 3 Quote Summary St. Helena Public Library			
Description	First Year Price	On Going Price	
Option 1 1G to CalREN			
Service			
Non-Recurring	\$ -		
Discount (E-rate)	\$0.00		
Monthly	\$ 813.00		
Discount (E-rate)	-\$487.80		
Discount (CTF)	-\$162.60		
Total:	\$1,951.20	\$1,951.20	

St. Helena Public Library			OPTION 1						
5 year term			1G to CalREN						
Summary Totals			Pre Discount Costs (not including Taxes & Surcharges)	Estimated Net Costs, after discounts applied (not including Taxes & Surcharges)					
					NRC*	Monthly	NRC*	Monthly	
					\$ -	\$ 813.00	\$ -	\$ 162.60	
Note1: Design is for a circuit from St. Helena Public Library to a CalREN Hub site. Circuits from the Branch Libraries are to go to St. Helena Public Library			1G Circuit to CalREN						
Connection to HUB		Disc %	Pre Discount Costs			Estimated Net Costs, after discounts applied			
			E-rate Discount for St. Helena Public Library**: 0.6						
			CTF Discount**: 0.5						

Attachment A

Note 2: E-rate and CTF discounts are dependent upon the continued funding of these programs. CENIC/Califa cannot gaurantee the E-rate and CTF discounts, and these discounts are subject to change.