



**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, February 8, 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.**
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 January 11, 2017
[SHPL Board Minutes Regular Meeting January 2017](#)
6. SCHEDULED MATTERS:
 - 6.1. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation Executive Director

3 - 4

- 6.2. Review of Library Monthly Operating Expense Report for January - 5 - 11
Chris Kreiden, Library Director
[Monthly Expense Report Library 2017 January](#)
- 6.3. Review of Library Statistics for January - Chris Kreiden 13 - 14
[Library Statistics 2017 January](#)
- 6.4. Review of Library Newsletter for February - Chris Kreiden 15 - 18
[Library Newsletter 2017-02](#)
- 6.5. Update from Strategic Planning Committee - Bob Dye, Library Trustee
- 7. ADJOURNMENT
The next regular meeting is scheduled for March 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 February 3, 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.

Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, January 11, 2017
Community Meeting Room

1. **CALL TO ORDER** - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 p.m.
2. Present were: Trustees Emily Armstead, Bob Dye, Dave Phinney, Susan Swan, Lin Weber, and Terry Wood; Library Director Chris Kreiden; Friends & Foundation Executive Director Maria Stel; City Clerk Cindy Black; and St. Helena Mayor Alan Galbraith.
3. **PUBLIC FORUM** - Mayor Galbraith reported that the January 10th City Council meeting was cancelled due to weather, so the appointment of the new Interim City Manager did not take place as scheduled. Because an appointment may only take place at a regular city council meeting, the candidate will be appointed on January 24th.

Maria Stel updated the board on the January 29th Bookmark Napa Valley event. Tickets are selling well, and there was a nice editorial about the fundraiser in the *St. Helena STAR* last week, so the event is on track and organizers are confident that *Bookmark Napa Valley* will be a success again this year.

4. REPORTS BY STAFF COMMITTEE:

- a. - **Review of Library Newsletter for January - Chris Kreiden, Library Director**
- b. - Chris reported that Solano County Library is assessing using radio frequency tabs instead of barcodes for circulation. St. Helena Library staff did some research and determined that, at a cost of \$75,000, switching to this system does not seem cost effective for St. Helena Public Library at this time.

5. CONSENT ITEMS:

- 5.1 - The **Library Board of Trustees Meeting Minutes of October 12, 2016** were approved.

6. SCHEDULED MATTERS:

- 6.1 - **Oath of Officer administered to new Library Board of Trustee Emily Armstead - Cindy Black, City Clerk** - Cindy Black administered the oath of office to new Library Board Trustee Emily Armstead.
- 6.2 - **Brown Act Training - Cindy Black.** Cindy Black reviewed the Brown Act with Trustees, explaining that the essence of the Brown Act is to clearly spell out in City board agendas the topics that any City board will discuss at its meetings, to transparently inform the community about everything that will be discussed at City board meetings, and to prevent discussion of any topic not on the agenda. The motivation is to dispel any

perception that a City board will discuss any topic about which the community is unaware. Only three members of a board can meet at one time, including communications via email and Facebook. Susan requested that the monthly update by Friends & Foundation Executive Director María Stel be agendaized rather than merely presented under public forum as it was this month. This will more clearly inform the community that the F&F will be making a report. Susan also mentioned to Ms. Black that the Library Board minutes are not up to date on the City website. Ms. Black explained that City staff has been working very diligently to bring City documents up to date digitally, a major task.

6.3 – Review of Library Monthly Operating Expense Report for December – Chris Kreiden – Chris reported that the library is doing well working within its budget. Chris recently met with April Mitts, City Finance Director/Treasurer to review the Library's mid-year budget adjustment that will go before the City Council this month. Chris explained that the library received an unexpected bill for \$2,000, so that will be in the mid-year discussion. A brief discussion followed about a few of the library budget categories, including the Friends & Foundation funding, the Tweed funds, and the materials and supplies budget category.

6.4 – Review of Library Statistics for October – Chris Kreiden

6.5 – Review of Library Statistics for November – Chris Kreiden

6.6 – Review of Library Statistics for December – Chris Kreiden – Terry noted the jump in use of the *Homework Help* online live chat resource in December. Chris said staff has been advertising it since their training and so have teachers to their students.

6.7 – Connecting the St. Helena Public Library to the California Research and Education Network (CalREN) for 1G Broadband – Trustees held a lengthy discussion and asked numerous questions about the high-capacity fiber-optic-based CalREN Internet network to which the library is planning to transition from Comcast. The St. Helena Library will be joining the system that most higher education institutions and K-12 schools use. While pricey at the outset, and necessitating a new firewall for efficient implementation, CalREN will provide the library with discounted monthly fees, and will reimburse the library for its initial full price outlay after the first year of use. The library's monthly service cost will jump a little more than \$500 for much more efficient high-speed broadband service for at least the first year.

ADJOURNMENT. The meeting was adjourned at 5:45 pm.

The next regular meeting of the Library Board of Trustees is scheduled for February 8, 2017 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: 02/02/17 16:39:18
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	226,784.72	181,845.28	44.50
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	17,530.76	14,142.24	44.65
101-46-00-20-45	Employer PERS	72,421.00	0.00	61,071.33	11,349.67	15.67
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	66,869.82	62,167.18	48.18
101-46-00-20-61	Workers Comp	30,173.00	0.00	22,668.16	7,504.84	24.87
101-46-00-20-65	SDI	3,636.00	0.00	2,062.36	1,573.64	43.28
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	2,571.30	5,852.70	69.48
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,357.14	1,042.86	43.45
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	401,065.59	293,178.41	42.23
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	2,646.18	3,353.82	55.90
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	18,044.17	20,955.83	53.73
101-46-00-21-27	Equipment Lease	8,015.00	0.00	4,728.73	3,286.27	41.00
	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	30,354.26	31,426.64	8,087.10	11.57
	Services					
101-46-00-21-55	Training & Conference	<u>2,100.00</u>	<u>0.00</u>	<u>1,487.47</u>	<u>612.53</u>	<u>29.17</u>
21	Services	125,483.00	30,354.26	58,333.19	36,795.55	29.32
101-46-00-22-07	Copies	3,500.00	0.00	1,147.29	2,352.71	67.22
101-46-00-22-12	Computer	6,450.00	0.00	6,266.89	183.11	2.84
	Equipment					
101-46-00-22-13	Office Supplies	1,000.00	0.00	793.49	206.51	20.65
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	8,567.22	3,382.78	28.31
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 (02/02/2017 - 4:39 PM)

Page 1

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	30,354.26	467,966.00	343,856.74	40.83
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	45,490.04	30,750.96	40.33
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	2,330.98	3,934.02	62.79
380-46-00-20-40	FICAMedicare	6,312.00	0.00	3,658.35	2,653.65	42.04
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	51,479.37	37,338.63	42.04
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	1,361.99	33,161.58	59.43	0.17
380-46-00-22-41	Youth Programs	4,000.00	0.00	1,446.67	2,553.33	63.83
380-46-00-22-42	Spanish Language Programs	4,000.00	0.00	1,497.33	2,502.67	62.57
380-46-00-22-43	Adult Programs	3,000.00	0.00	2,152.48	847.52	28.25
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	1,361.99	38,315.70	6,950.31	14.91
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

GL - Monthly Operating Expense Rpt (02/02/2017 - 4:39 PM)

Page 4

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	Administration	135,446.00	1,361.99	89,795.07	44,288.94	32.70
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	1,112.43	3,887.57	77.75
384-46-00-22-16	Library Materials	<u>64,257.00</u>	<u>27,760.82</u>	<u>9,504.71</u>	<u>26,991.47</u>	<u>42.01</u>
22	Supplies	69,257.00	27,760.82	10,617.14	30,879.04	44.59
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	27,811.50	23,025.46	30,879.04	37.79
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	59,527.75	587,793.43	420,417.82	0.3937

ST. HELENA LIBRARY STATISTICAL REPORT

January 2017

FY 16/17

CIRCULATION	THIS YEAR	LAST YEAR
BOOKS		
Adult	4,002	4,677
Juvenile	4,989	5,528
YA	302	475
TOTAL	9,293	10,680
PERIODICALS		
Adult	160	209
Juvenile	2	0
TOTAL	162	209
AUDIOBOOKS		
Adult	908	1,044
Juvenile	208	179
YA	15	39
TOTAL	1,131	1,262
MUSIC		
Adult	480	471
Juvenile	59	90
TOTAL	539	561
DVDs		
Adult	4,904	5,787
Juvenile	1,367	1,422
TOTAL	6,271	7,209
E-MATERIALS		
Books	159	188
Audiobooks	125	132
Periodicals	59	50
TOTAL	343	370
TOTAL CIRCULATION	17,739	20,291
LIBRARY VISITS	8,804	8,800
SPANISH CIRCULATION	398	464

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

ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
4002	160	4904	908	480	10454
JUVENILE					
Book	Periodical	DVD	Audiobook	Music	TOTAL
4989	2	1367	208	59	6625
YOUNG ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
302			15		317

LIBRARY VOLUNTEER TOTAL HOURS:	All Ages	100.5
HOMEWORK HELP:		
JOB HELP:		0

HOLDS PLACED	HOLDS FILLED
500	2,293

January 2017

CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday	Wednesday
1/3/2017	23	1/4/2017 12
1/10/2017	15	1/11/2017 10
1/17/2017	35	1/18/2017 17
1/24/2017	20	1/25/2017 13
Total:	93	52

Movies:

Storks	1/4/2017	4
The Great Gilly Hopkins	1/11/2017	4
Middle School	1/18/2017	2
Surf's Up 2: Wave Mania	1/25/2017	0
Total:		10

Bilingual Kids: Spanish Storytime (PS)

1/5/2017	Holiday	
1/12/2017	7	
1/19/2017	4	
1/26/2017	8	
Total:	19	0

Onsite Class Visits:

# of Visits	Attendance
Preschool (PS)	0
School Age (SA)	3
Total:	3

Offsite Class Visits:

# of Visits	Attendance
Preschool (PS)	9
School Age (SA)	10
Total:	19

Misc Events:

Lego Club	1/24/2017	15
Total:		15

Special Events:

Gingerbread House Demo Day	1/5/2017	17
Total:		17

Offsite Programs:

RIFF @ Stonebridge	1/26/2017	35
Total:		35

TOTAL CHILDRENS	# of Attendees	578
	# of Programs	41

Total Childrens ONSITE Programs:	# of Attendees	262
	# of Programs	21

Total Childrens OFFSITE Programs:	# of Attendees	316
	# of Visits	20

ADULT

Onsite Programs:

Know Your Napa Trees	1/17/2017	30
Total:		30

Thursday Programs

Artist: Time on Your Hands by Barbara Ciappi	1/5/2017	13
Author: Not Quite Kosher by Bob Winters	1/12/2017	16
Talk: The Norman Conquest of England	1/19/2017	35
Concert: Gravenstein Mandolin Ensemble	1/26/2017	80
Total:		144

Spanish Adults:

English Conversation Club	1/5/2017	3
	1/12/2017	Cancelled
	1/19/2017	3
	1/26/2017	3
Total:		9

TOTAL ADULTS	# of Attendees	183
	# of Programs	9

Offsite Programs:

Total:	0
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Total Adult ONSITE Programs:	# of Attendees	183
	# of Programs	9

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

YOUNG ADULT

Onsite Programs:

Total:	0	0
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Offsite Programs:

Total:	0
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St. Helena Public Library

FEBRUARY 2017
NEWSLETTER

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

Thursday, February 2nd, 6:30 pm



FAMILY FILM NIGHT *Queen of Katwe*

Come watch this just released family-friendly film at the Library! Based on the true events of Phiona Mutesi's life, and featuring performances by award-winning actors Lupita Nyong'o and David Oyelowo. **Synopsis:** A Ugandan girl sees her world rapidly change after being introduced to the game of chess. 92% rating on Rotten Tomatoes! 2016; rated PG; 124 minutes.

Thursday, February 9th, 7:00 pm

RECEPTION: ST. HELENA PUBLIC LIBRARY'S ANNIVERSARY EXHIBIT *Inspiring for 125 Years*

In February 1892, the St. Helena Town Trustees accepted a petition from property owners for a sales tax to establish a public library. As the *St. Helena Star* reported at the time, "No one can fail to see the benefits derived from a public library" (2/19/1892). For the past 125 years the St. Helena Public Library has served countless citizens. Join us to unveil the art submitted for this milestone and meet the artists inspired by our library!

I love my Library!



Thursday, February 16th, 6:30 pm

Black History Month: Drop-in Crafts

In the spirit of togetherness, on February 16th drop-in to help create a community collage that we will display in the Library! Martin Luther King Jr. asked that we not judge people "by the color of their skin, but by the content of their character." All ages welcome; supplies provided by Friends & Foundation.



Thursday, February 23rd, 6:30 pm

CELEBRATE THE YEAR OF THE ROOSTER Eth-Noh-Tec Kinetic Storytelling Theater

Join us for this exciting program of folktales, music, and a whole lot of fun for families! We will celebrate the Chinese New Year with tales from China, along with stories from Cambodia, Tibet, India, and many more! Master performers Nancy Wang and Robert Kikuchi-Yngojo will blend dancing, language, dramatic poses, and theatrical gestures that add colorful imagery and delight to the ancient saying: "Once Upon A Time." Refreshments will be served.



Two Part Lecture Series in February:

Old Hickory & The Iron Duke

How Andrew Jackson & the Duke of Wellington Helped Shape the Nineteenth Century

See Page 4 for more info.



Youth Programs



*Come Celebrate
Chinese New Year
with the Storytellers from
Eth-Noh-Tec!
Thursday, February 23rd,
at 6:30 pm*

Kids' Matinees:
Wednesdays, 3:00 pm



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



February 1st: **Millionaire Dog**
2016; not rated; 94 minutes.

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 at 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, February 28th, 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.



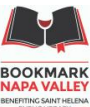

February 8th: **Apple of My Eye**
2017; rated PG; 84 minutes.



February 15th: **Guardians of Oz**
2017; rated PG; 86 minutes.



February 22nd: **Trolls**
2016; rated PG; 92 minutes.

February 2017 Library Calendar						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
29  BOOKMARK NAPA VALLEY BENEFITTING SAINT HELENA PUBLIC LIBRARY	30	31 10:30am Storytime Last day to submit art for the Library's Anniversary Exhibit	1 10:30am Storytime 3:00pm KIDS MOVIE: <i>Millionaire Dog</i>	2 6:00pm Spanish Storytime 6:30pm FAMILY FILM NIGHT: <i>Queen of Katwe</i> 	3	4
5	6	7 10:30am Storytime 5:00pm <i>Old Hickory & The Iron Duke, Part 1</i> , lecture by Jay Greene	8 10:30am Storytime 3:00pm KIDS MOVIE: <i>Apple of My Eye</i>	9 6:00pm Spanish Storytime 7:00pm RECEPTION: Library's Anniversary Exhibit, "Inspiring for 125 Years" 	10	11
12	13	14 10:30am Storytime	15 10:30am Storytime 3:00pm KIDS MOVIE: <i>Guardians of Oz</i>	16 6:00pm Spanish Storytime 6:30pm Black History Month: Drop-in Crafts 	17	18
19	20 LIBRARY CLOSED 	21 10:30am Storytime 5:00pm <i>Old Hickory & The Iron Duke, Part 2</i> , lecture by Jay Greene	22 10:30am Storytime 3:00pm KIDS MOVIE: <i>Trolls</i>	23 6:00pm Spanish Storytime 6:30pm CELEBRATE CHINESE NEW YEAR: <i>Eth-Noh-Tec Kinetic Storytelling Theater</i> 新年快樂 Happy Chinese New Year 	24	25
26	27	28 10:30am Storytime 4:00pm: <i>Let's LEGO!</i> 	1 10:30am Storytime 3:00pm KIDS MOVIE: <i>Elena and the Secret of Avalor</i>	2 6:00pm Spanish Storytime 6:30pm Oscar FILM 	3	4
FEBRUARY'S ART EXHIBIT St. Helena Public Library's Anniversary Exhibit Inspiring for 125 Years 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

TWO PART LECTURE SERIES BY JAY GREENE
1ST & 3RD TUESDAYS IN FEBRUARY AT 5:00PM

Old Hickory & The Iron Duke

Andrew Jackson and Arthur Wellesley, the Duke of Wellington, each won a military battle in 1815 that brought them great fame. One came from the Tennessee frontier, the other graced ballrooms from India to Europe. They never met and both had a decisive effect on the history of their respective countries: the United States and Great Britain. Join Historian Jay Greene as he explains how this was so.



Part 1: February 7th
Jackson & the Strengthening of the Presidency

Part 2: February 21st
The Duke of Wellington & the Conservative Alliance

Have you missed a previous Jay Greene lecture? Many were recorded and are now available to view on the Library's website:
<http://www.shpl.org/events/lectures/>

President's Day

The Library will be closed on Monday, February 20th in observance of President's Day.



*All programs are supported by
Friends & Foundation, St. Helena Public Library.
Learn of ways you can support your Library by
visiting www.supportshlibrary.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

Todos los jueves
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
28 de febrero, 4:00 pm

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

