



**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, March 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 February 8, 2017
[SHPL Board Minutes Regular Meeting February 8, 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 City of St. Helena's Friends & Foundation Grant Award Quarterly Report for the Second Quarter of Fiscal Year 2016-17 - Chris Kreiden, Library Director | 5 |
| | <u>Friends&Foundation FY 16-17 Q2 Report</u> | |
| 6.3. | Review of Library Monthly Operating Expense Report for February - Chris Kreiden | 7 - 13 |
| | <u>Library 2017 February Monthly Expense Report</u> | |
| 6.4. | Review of Library Newsletter for March - Chris Kreiden | 15 - 19 |
| | <u>Library Newsletter 2017 March</u> | |
| 6.5. | Update from Strategic Planning Committee - Bob Dye, Library Trustee | 21 - 23 |
| | <u>SHPL Strategic Plan Questionnaire v3</u> | |
| 6.6. | Discussion of the Need for Monthly or Bimonthly Meetings of the Library Board of Trustees - Chris Kreiden | |
| 6.7. | Discussion of Possible Ideas for Future Library Board of Trustee Projects - Susan Swan, Library Trustee | |
| 7. | ADJOURNMENT | |
| | The next regular meeting is scheduled for April 12, 2017 at 5 PM, St. Helena Public Library. | |

This agenda was posted at City Hall, 1480 Main Street, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on March 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, February 8, 2017
Community Meeting Room

1. CALL TO ORDER -

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

3. PUBLIC FORUM -

- 4. REPORTS BY STAFF COMMITTEE:** Chris reported that 15 applicants – a record number - submitted applications to Volunteer Coordinator Mari Martinez for this semester's youth volunteer program. Mari will be able to place all 15 applicants, most of whom are middle school students.

5. CONSENT ITEMS:

- 5.1 - Library Board of Trustees Meeting Minutes of January 11, 2017 were approved.

6. SCHEDULED MATTERS:

- 6.1 – Report of Friends & Foundation, St. Helena Public Library – María Stel, F&F Executive Director** – María reported that the Friends & Foundation's January 29th fundraising event, *Bookmark Napa Valley*, was a success once again this year. The event has raised \$48,000 so far, including \$9,000 in donations that came in at the event. Some attendees took envelopes home so donations are still coming in. The F&F received another \$5,000 sponsorship donation on the day after the event to replace a check that a donor had sent but the F&F had never received. María commented that this year's authors were especially good, and that the Cameo is working on having *Joan & Ray* author Lisa Napoli speak at the screening of the movie *The Founder*, about MacDonald's founder Ray Kroc. There were sound issues at the event, and the vendor has offered the F&F a refund. The event committee is planning a post-event meeting to brainstorm ideas about how to refresh next year's event, perhaps having a change of venue, format, etc., to keep it vital and exciting from year to year.

6.2 – Review of Library Monthly Operating Expense Report for January -

- Chris Kreiden** – Trustees reviewed January's operating expenses. Chris mentioned that the minimum wage increase in January will affect part-time staff salaries. PERS payments, which are 9% of the City's total General Fund, are paid early in the year. In response to a question about the contracts category, Chris gave trustees some examples of costs that fall into that budget category: SPLASH Consortium costs, OCLC (the vendor who provides catalog

records), costs of other groups SHPL belongs to like NorthNet which administers Library to Go. She also explained that the funds donated by the Friends & Foundation for library materials are spent first.

6.3 – Review of Library Statistics for January – Chris Kreiden – Chris reported that the online tutorial *Homework Help* received 681 hits this month! Library staff has been advertising this resource to teachers and school librarians. Another hit event in January was the *Gravenstein Mandolin Ensemble* performance, which drew 80 attendees.

6.4 – Review of Library Newsletter for February – Chris Kreiden – Trustees reviewed upcoming events for February.

6.5 – Update from Strategic Planning Committee – Bob Dye, Library Trustee
Bob explained that this committee was formed to address gaps in the library needs assessment, especially but not solely in regards to St. Helena's Latino community. In an effort to reach Latino residents, Bob contacted the managers of both the Hunt's Grove and the Stonebridge apartment complexes. The Stonebridge manager suggested the Committee prepare a written questionnaire that she will distribute to her tenants to elicit their feedback on what meaningful programs and services they would like the library to offer. Bob is meeting with Mari on Saturday to discuss her ideas; Mari will translate the draft questionnaire into Spanish. Bob has not heard back from the Hunt's Grove manager but will try her again this week. Bob and his committee plan to distribute the questionnaire as soon as possible, and once they have reviewed the results, they will pair the information with feedback the library has already received from patrons through the online needs assessment survey the library conducted 1 ½ years ago in an effort to get a snapshot of what residents want and/or need from their library. Trustees discussed that the online survey results are informative, but not representative of the whole community because only a certain segment of the population goes online and even a smaller segment typically responds to online surveys. Trustees suggested the Committee approaching people at Rianda House as well, putting questionnaires at the Coffee Roastery, asking the Rotary president to pass questionnaires out to Rotary Club members, distributing them to the two Soroptimist groups in St. Helena, and getting feedback from high school students. Trustees agreed that responses from these groups will provide the Committee with a well-rounded view.

7. ADJOURNMENT. The meeting was adjourned at 5:30 pm.

The next regular meeting of the Library Board of Trustees is scheduled for March 8, 2017 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.
Chris Kreiden,
Library Director



Friends and Foundation Grant Award Quarterly Report

FY 16-17

	Budget	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Actual YTD	% Budget Used
Wood Trust Enhancement Grant							
Library Materials	\$ 34,583.00	\$ 10,787.86	\$ 18,406.27			\$ 29,194.13	84%
Adult Books		597	119			716	
Adult Audio Books		77	15			92	
Adult DVDs		178	40			218	
Kids Books		85	38			123	
Kids DVDs		49	3			52	
Staffing	\$ 88,817.00	\$ 20,987.27	\$ 23,448.61			\$ 44,435.88	50%
Elsie, the Library Cat	\$ 600.00	\$ -	\$ 57.64			\$ 57.64	10%
Elsie, the Library Cat (Rollover)	\$ 444.52		\$ -			\$ -	0%
Youth Programs	\$ 4,000.00	\$ 725.00	\$ 652.24			\$ 1,377.24	34%
# of programs		59	71			130	
Attendance		1110	896			2006	
# of Classroom Visits/Classes to Library		42	68			110	
Spanish Language Programs (Adult)	\$ 4,000.00	\$ 968.00	\$ 496.40			\$ 1,464.40	37%
# of programs		5	7			12	
Attendance		22	20			42	
Adult Programs	\$ 2,550.00	\$ 988.25	\$ 181.49			\$ 1,169.74	46%
# of programs		20	26			46	
Attendance		527	547			1074	
All Ages Programs							
# of programs		5	0			5	
Attendance		431	0			431	
Total # All Programs		89	104	0	0	193	
Total # All Participants		1022	635	0	0	1657	
Elsie Rollover	444.52	\$ -				\$ -	0%
FY 16-17 Grant Award:	\$ 134,550.00	\$ 34,456.38	\$ 43,242.65	\$ -	\$ -	\$ 77,699.03	58%
Grant Disbursements		Q1 \$ 33,750.00	Q2 \$ 33,750.00	Q3 \$ 33,300.00	Q4	Total \$ 100,800.00	

Questions:

Tracey Perkosky, Grants & Finance Manager
(707) 968-2627, tperkosky@cityofsthelena.org

General Ledger Monthly Operating Expense Rpt



User: aprilm
Printed: 03/01/17 13:45:49
Period 01 - 08
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	261,345.22	147,284.78	36.04
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	20,201.38	11,471.62	36.22
101-46-00-20-45	Employer PERS	72,421.00	0.00	63,499.53	8,921.47	12.32
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	76,724.32	52,312.68	40.54
101-46-00-20-61	Workers Comp	30,173.00	0.00	23,313.20	6,859.80	22.73
101-46-00-20-65	SDI	3,636.00	0.00	2,376.58	1,259.42	34.64
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	2,950.23	5,473.77	64.98
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,557.14	842.86	35.12
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	452,117.60	242,126.40	34.88
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	3,166.28	2,833.72	47.23
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	24,250.83	14,749.17	37.82
101-46-00-21-27	Equipment Lease	8,015.00	0.00	5,142.93	2,872.07	35.83
	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	22,110.72	39,949.53	7,807.75	11.18
	Services					
101-46-00-21-55	Training & Conference	<u>2,100.00</u>	<u>0.00</u>	<u>1,507.47</u>	<u>592.53</u>	<u>28.22</u>
21	Services	125,483.00	22,110.72	74,017.04	29,355.24	23.39
101-46-00-22-07	Copies	3,500.00	0.00	1,619.60	1,880.40	53.73
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	9,039.53	2,910.47	24.36
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 (03/01/2017 - 1:45 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	22,110.72	535,174.17	284,892.11	33.83
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	52,932.28	23,308.72	30.57
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	2,617.04	3,647.96	58.23
380-46-00-20-40	FICAMedicare	6,312.00	0.00	4,249.56	2,062.44	32.67
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	59,798.88	29,019.12	32.67
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	0.00	35,470.37	-887.37	-2.57
380-46-00-22-41	Youth Programs	4,000.00	0.00	1,904.67	2,095.33	52.38
380-46-00-22-42	Spanish Language Programs	4,000.00	0.00	2,447.33	1,552.67	38.82
380-46-00-22-43	Adult Programs	3,000.00	0.00	2,224.85	775.15	25.84
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	0.00	42,104.86	4,523.14	9.70
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	0.00	101,903.74	33,542.26	24.76
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	1,493.90	3,506.10	70.12
384-46-00-22-16	Library Materials	<u>64,257.00</u>	<u>26,678.17</u>	<u>11,820.05</u>	<u>25,758.78</u>	<u>40.09</u>
22	Supplies	69,257.00	26,678.17	13,313.95	29,264.88	42.26
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

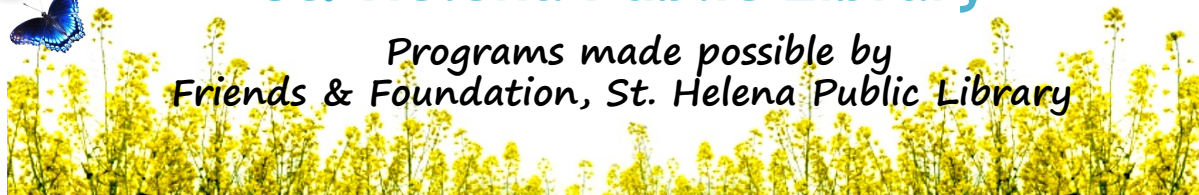
Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
00	Administration	81,716.00	26,728.85	25,722.27	29,264.88	35.81
592	Equipment Replacement Fund					
46	Library					
592-46-00-22-12	Computer Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	48,839.57	669,807.08	349,092.35	0.3269



March 2017 Newsletter

St. Helena Public Library

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



Thursday, March 2nd, 6:30 pm



OSCAR MOVIE

Florence Foster Jenkins

It's Oscar season! Come watch the movie that earned Meryl Streep her astounding 20th nomination. **Synopsis:** The story of Florence Foster Jenkins, a New York heiress who dreamed of becoming an opera singer, despite having a terrible singing voice. 2016; rated PG-13; 111 minutes. Popcorn will be served.

Thursday, March 9th, 7:00 pm

RECEPTION: MARCH 2017 SPECIAL EXHIBIT *Rad Women*

Join us to celebrate Women's History Month with a special exhibit and reception highlighting the women that have inspired, and continue to inspire, our community! Come to share your story, inspire others, and be inspired. Refreshments will be served.

Did you know? President Jimmy Carter created a National Women's History Week for the week of March 8th (International Women's Day) in 1980. In 1987, after being petitioned by the National Women's History Project, Congress passed Pub. L. 100-9 which designated the month of March 1987 as Women's History Month. The theme for 2017, as declared by the National Women's History Project, is "Honoring Trailblazing Women in Labor and Business."



Thursday, March 23rd, 6:30 pm

Family Film Night: *Moana*

See more info on Page 2!



Thursday, March 16th, 6:30 pm



AUTHOR TALK BY GEORGE Gmelch

Playing with Tigers *The Changing Culture of Baseball*



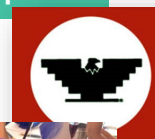
Baseball fans talk about the timelessness of their sport and its respect for tradition. While the rules of the game remain constant, not so for its culture, as anthropologist George Gmelch discovered in returning to baseball fifty years after he first signed a minor league contract with the Detroit

Tigers. In this talk he describes the transformation of our national pastime and of the men who play it.

George Gmelch is a professor of anthropology at the University of San Francisco. He is the author of a dozen books. His work has also appeared in the New York Times, the Washington Post, Psychology Today, Society, and Natural History.

Thursday, March 30th, 6:30 pm

PRESENTED BY EL COMALITO COLLECTIVE *Paint & Celebrate Cesar Chavez*



Throughout the month of March, communities across the country honor the life and legacy of California's civil rights leader Cesar E. Chavez. Join us a day before his birthday to paint and celebrate his legacy. El Comalito Collective will host a painting workshop where participants of all ages can learn to paint the eagle, the symbol used on the flags for the labor movement. Supplies will be provided; all ages are welcome.



More information on Cesar Chavez
and the program in our insert!

Youth Programs

Thursday, March 23rd, 6:30 pm

MOANA

The whole family will love this recently released Disney film! **Synopsis:** In Ancient Polynesia, when a terrible curse incurred by the Demigod Maui reaches an impetuous Chieftain's daughter's island, she answers the Ocean's call to seek out Maui to set things right. 2016; rated PG; 107 minutes; 95% on Rotten Tomatoes. Popcorn will be served.



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!

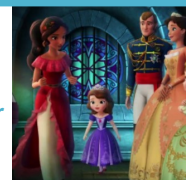
Kids' Matinees:
Wednesdays, 3:00 pm



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

March 1st:

Elena & the Secret of Avalor



March 8th:

Scooby-Doo!
Shaggy's Showdown



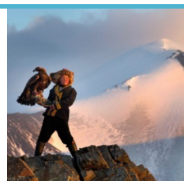
March 15th:

Air Bound



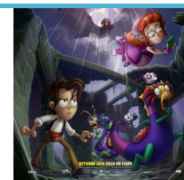
March 22nd:

Eagle Huntress



March 29th:

The Legend of Chupacabras



Fourth Tuesday, March 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.

Recommended for ages 5 to 14.



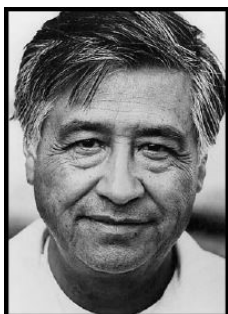


¡En Español o Bilingüe!

Programas



César Chávez



Cesar Chavez was a first-generation American born on March 31, 1927, just outside of Yuma, Arizona. The Chavez family became migrant farmworkers traveling throughout California to harvest crops after they lost their farm during the Great Depression. Having experienced the hardships of life as a farmworker firsthand, Chavez

worked tirelessly to improve the lives of farmworkers and Latino families.

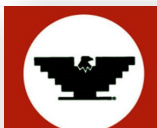
El Comalito Collective is an art gallery and retail space located in Vallejo that supports and builds community by showcasing underrepresented voices through a collective of works that spark consciousness. To learn more about the group, visit their website at www.elcomalitocollective.com.



Jueves, 30 de marzo, a las 6:30 pm

**CELEBRA Y PINTA
TRIBUTO A CESAR CHAVEZ**

Ven a pintar en comunidad y celebra junto a nosotros el legado Cesar Chavez, activista de los derechos civiles y del movimiento obrero. Un día antes al Día de Cesar Chavez, la biblioteca y El Comalito Collective presentarán un taller de pintura en el que participantes de todas las edades podrán pintar el águila, símbolo que fue utilizado en las banderas del movimiento obrero. Materiales serán proveídos. Todas las edades son bienvenidas.



The Library will be closed on Friday, March 31st, in recognition of Cesar Chavez's Birthday.

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 marzo, 4:00 pm**

¿Te encantan los Legos? Ven con toda tu familia a construir cosas maravillosas. La biblioteca tendrá los legos y ¡tú traes tu entusiasmo y creatividad! Las creaciones se pondrán en exhibición en la biblioteca durante todo el mes hasta el siguiente jueves de legos. Recomendable para niños de 5 a 14 años.



 March 2017 Library Calendar						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
26 Oscars! 	27	28 10:30am Storytime	1 10:30am Storytime 3:00pm KIDS MOVIE: <i>Elena and the Secret of Avalor</i>	2 6:00pm Spanish Storytime 6:30pm OSCAR MOVIE: <i>Florence Foster Jenkins</i> 	3	4
5	6	7 10:30am Storytime 5:00pm LECTURE: <i>Sea Transport in Global Trade</i> , by Jay Greene 	8 10:30am Storytime 3:00pm KIDS MOVIE: <i>Scooby-Doo! Shaggy's Showdown</i>	9 6:00pm Spanish Storytime 7:00pm RECEPTION: Special Exhibit "Rad Women" 	10	11
12	13	14 10:30am Storytime 5:30pm LECTURE: <i>WILD St. Helena, Salmon & Trout</i> , by Jonathan Koehler, Napa RCD 	15 10:30am Storytime 3:00pm KIDS MOVIE: <i>Air Bound</i>	16 6:00pm Spanish Storytime 7:00pm AUTHOR TALK BY GEORGE GMELCH: <i>Playing with Tigers: The Changing Culture of Baseball</i> 	17 Happy St. Patrick's Day! 	18
19	20	21 10:30am Storytime 5:00pm LECTURE PRESENTED BY NCHS: <i>Roadside Napa: The County's Quirky Landmarks</i> , by Tom Spaulding 	22 10:30am Storytime 3:00pm KIDS MOVIE: <i>Eagle Huntress</i>	23 6:00pm Spanish Storytime 6:30pm FAMILY FILM NIGHT: <i>Moana</i> 	24	25
26	27	28 10:30am Storytime 4:00pm: Let's LEGO! 	29 10:30am Storytime 3:00pm KIDS MOVIE: <i>The Legend of Chupacabras</i>	30 6:00pm Spanish Storytime 6:30pm Paint & Celebrate Cesar Chavez , presented by El Comalito Collective 	31 Cesar Chavez Day LIBRARY CLOSED 	1
MARCH'S ART EXHIBIT Special Exhibit Rad Women 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	

Tuesday Lectures



The Box: And How It Revolutionized World Trade

Lecture by Jay Greene
Tuesday, March 7th at 5:00pm

Before containerization, ships' cargoes were loaded and unloaded by hand. Steel shipping containers did more than save time and money at the docks: they changed global delivery

systems forever. Join Jay Greene, historian and former shipping executive, as he takes you on a journey into the fascinating world of water transport, past, present, and future.

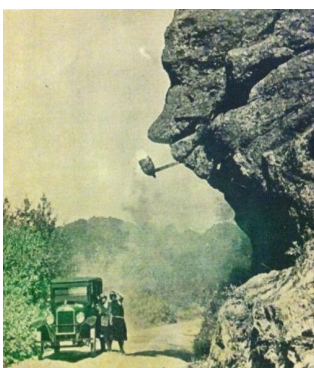
THE WILD SERIES IS COMING UPVALLEY!

WILD St. Helena: Salmon & Trout

Presented by Jonathan Koehler, Napa Resource Conservation District's Senior Biologist
Tuesday, March 14th at 5:30pm

We are excited to offer the first **Wild St. Helena** lecture to up-valley residents in March! Wild Napa is a popular monthly lecture series that occurs at the Napa County Library, and these talented speakers will be coming to St. Helena to speak on topics relevant to all Napa citizens. Look for more lectures coming this spring!

This month's topic: Steelhead and Chinook salmon are born in freshwater, migrate to the ocean, and return to freshwater as adults to spawn. The Napa River is home to both of these fish species and their presence and health informs us of how healthy our streams and environment are. Many groups and individuals are actively involved in efforts to help these species continue to exist and thrive in Napa. Jonathan Koehler, Senior Biologist for Napa Resource Conservation District, will touch on the life cycle of these fish, local efforts to restore their habitat, and results of monitoring them in our watershed. www.NapaRCD.org



PRESENTED BY THE NAPA COUNTY HISTORICAL SOCIETY

Roadside Napa: The County's Quirky Landmarks

Lecture by Tom Spaulding, Freelance Photographer & Writer
Tuesday, March 21st at 5:00pm

Rocks that looks like human faces, a stump of a tree branch that was continuously redecorated for every significant occasion, people's names stamped in the sidewalks with the year of the stamping—the county is filled with landmarks familiar to locals, but rarely thought about, and usually overlooked by visitors. How many of the county's quirky landmarks do you recognize? Come and hear their stories—and contribute your own, if you have them.

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

SHPL Strategic Plan Questionnaire

1. Do you currently use the St. Helena Public Library?

YES:

- a. How often do you visit the Library?
- ☐ More than once per week
 - ☐ About once per week
 - ☐ Other: _____
 - ☐ About once per month
 - ☐ Only occasionally
- b. Do the current hours of M 10-6, T & W 10-7, Th 10-9, F & Sat 2-6, and Sun Closed meet your needs?
- If yes, when do you use the Library most?
 - If not, could you share with us why?
- a. What brings you to the Library? (Choose all that apply)
- ☐ Books
 - ☐ DVDs
 - ☐ Audio books
 - ☐ Computer, Internet & printer access
 - ☐ Lectures & presentations
 - ☐ Kids & family programs
 - ☐ Other programs (e.g. music, art)
 - ☐ Other (e.g. study, read)
- b. What could the Library do to better serve your needs and interests?

NO:

- c. Why don't you use the Library?
- ☐ I'm not interested
 - ☐ I'm too busy
 - ☐ The Library's days or hours don't work for me
What times would be best for you? _____
 - ☐ Other: _____
- d. What programs and services would bring you to the Library?

SHPL Strategic Plan Questionnaire

2. If you have children:

- Please provide their ages: _____
- Do your children use the Library?

YES:

- a. How often do they visit the Library?
- ☐ More than once per week
 - ☐ About once per week
 - ☐ Other:
 - ☐ About once per month
 - ☐ Only occasionally
- b. Do the current hours of M 10-6, T & W 10-7, Thu 10-9, F & Sat 2-6, and Sun Closed meet their needs?
- If yes, when do they use the Library most?
 - If not, could you share with us why?
- a. What brings them to the Library? (Choose all that apply)
- ☐ Books
 - ☐ DVDs
 - ☐ Audio books
 - ☐ Other (e.g. playing, studying):
 - ☐ Computer, Internet & printer access
 - ☐ Kids & family programs
 - ☐ Other programs (e.g. music, art)
- b. What programs and services could the Library improve or add to better serve their needs and interests?

NO:

- c. Why don't they use the Library?
- ☐ They're not interested
 - ☐ They're too busy, or I'm too busy to take them
 - ☐ The Library's days or hours don't work for them
What times would be best? _____
 - ☐ Other: _____
- d. What could the Library add that would convince them to start using it?

SHPL Strategic Plan Questionnaire

3. Please identify and rank) the 3 most important services that the Library provides or could provide for you and your family (1 being the most important):

- | | |
|---|---|
| ___ Printed materials | ___ Support for students |
| ___ DVDs | ___ Computer, Internet & printer access |
| ___ Audio books | ___ Children's and family programs |
| ___ Downloadable books | ___ Lectures & presentations |
| ___ Downloadable audio | ___ Other programs |
| ___ Is there any other service or program that is important to you that is not listed above? If so, share it with us and rank it (or them) along with the services above: | |
-

4. How do you most often find out about Library services and programs? (choose all that apply)

- | | | |
|---|--|---|
| ☐ Library website | ☐ Library email blast | ☐ Library flyers |
| ☐ Library newsletter | ☐ News media | ☐ Word of mouth |
| ☐ Social Media (e.g. Library's Twitter & Facebook) | | |
| ☐ | | |

5. Are you satisfied overall with the Library?

e. Yes

f. No

Please tell us why?

If we have follow up questions about what the community needs from the Library, would you be interested in helping us? If so, please contact us at:

Email: xxx@shpl.org

Telephone: (707) 999-9999

Thank you very much for participating in our survey!
We look forward to seeing you at the St. Helena Public Library.